

Hot Off The Press

Over the past several months, valuable experience has been gained in the use of UINs as they apply to the creation of records in the B/P/P System and finding matches in the UIN Server. As a result of this experience, there have been some areas where the pop-up assist screens have been updated with new options and hopefully to provide better questions for those using the BPP System's Personnel Maintenance Screens, especially screens 101 and 115. These changes are effective immediately.

If there is a match in the UIN Server (SSN, last name, first name and birth date), the system will update the UIN field on Screen 101 and the screen will indicate that the record has been successfully updated.

If there is a match in the UIN Server with the last name, first name, the birth date (no SSN exists on the UIN Server record for this person), the Personnel Maintenance record will be updated with the UIN for this individual and the record added to the BPP Employee file. The SSN will be added to the UIN Server record.

If there is a matching SSN record found in the UIN Server for the SSN entered on screen 100 (101), but not all of the other data matches (either the last name, first name or birth date is different), then you will be presented with a pop-up screen detailing the data you entered compared with the data already stored in the UIN Server. The pop-up asks if the UIN Server should be updated with the data entered on Screen 101. If the response is **Y** (yes), then the UIN Server is updated and the UIN will be entered for this employee record. If the response is **N** (no), you will be returned to Screen 101 to make necessary corrections. If the record returned from the UIN Server with that SSN is NOT the individual being entered, contact the UIN Office at UINHelp@tamu.edu for assistance. Otherwise, this means that the SSN entered on screen 101 was in error (the SSN entered is not correct but did match a record in the UIN Server). You should exit the screen by holding down the SHIFT key and pressing the F12 key. You may then start the entry process over again for the employee with the correct SSN.

If there is a match in the UIN Server with the last name, first name, the birth date, but the SSN does not match the SSN recorded on the UIN Server, a pop-up will be presented detailing the differences in the data from what was entered compared to what exists in the UIN Server. The B/P/P System will ask if you want to use the existing UIN for this individual. If you respond **Y** (yes), you will be presented with a pop-up screen asking that you verify that the SSN number entered on the BPP screen is valid. If you respond **Y** (yes), a second pop-up will be presented displaying the SSN from the UIN Server and ask you to verify that the SSN is a bad or inaccurate SSN for the individual. If you respond **Y**, a pop-up will be presented to ask if the last name for the Employee record for the invalid SSN should be changed to be prefixed with a 'QQ'. A response of **Y** will change the last name for the incorrect SSN that exists in the Employee file, while a **N** will not change the last name. The records in the Employee file are updated with the new information and the UIN Server is updated to record the appropriate SSN for this individual.

If there is no match in the UIN Server with the last name, first name, the birth date and the SSN entered, a pop-up screen will be presented asking if a UIN should exist for this person. If you respond

Y (yes), you will then be presented with a pop-up asking that you enter the UIN if you know it. If you do not know the UIN, you should investigate to determine what the proper UIN is for this new employee. Pressing the enter key will return you to a screen with the URL for the UIN search page, and then you will be returned to Screen 101. You may wish to start a web browser to search for the valid UIN for this employee or contact the hiring department, review the paper work submitted or otherwise determine the appropriate UIN. Once you have determined the appropriate UIN for this individual, you can return to Screen 101, make necessary corrections to data and start the process again.

