

Hot Off The Press

SSN to UIN Screen Conversion

Effective close of business Tuesday, May 20th, 2008, the Personnel Maintenance Screens (100's) will be converted to display the UIN instead of the SSN. You will now have two options for viewing the SSN through the Personnel Maintenance Screens.

- Pressing the PF1 key, while the cursor is on any Personnel Maintenance screen's UIN field, will bring up the "TAMUS Universal ID Number Lookup", where the SSN will be displayed in the pop up window.
- Pressing the PF9 key on Screen 115 (Dependent Data) will display both the employee and the dependent SSN.

Since the SSN is no longer visible, an extra step has been added to the process of adding a New Employee. When using the New Employee ('N') function on Screen 100, you will be prompted to verify and reenter the new SSN in a pop up box. The SSN will no longer be shown once this second entry has been verified.

On Screen 101, The Vendor-Id will be masked as 2-SSN-n, where '2' defines the record type (employee) and 'n' is the system generated check digit. As is the case now, you can still look up employees with either the SSN or UIN. All Personnel Maintenance screens have been modified to make better use of internal data areas. It should be easier to navigate from one screen to another without reentering key fields.

```

100 TAMUS E/P/P - Personnel Maintenance                                05/19/08 11:01
                                                                    D BPP0003 R003

Screen:  __

  Functio +-----Add New Employee-----+
  UIN/SS  |                               | Employee (Enter SSN)
          |                               | scribe data to correct SSN
          | You have entered SSN  451151151 | equest
          |                               | tercard
          | Please confirm this is the SSN  |
101 Personal | of the employee you wish to ADD, | rvice Fees
102 Tax <OAS | or press ENTER to exit.           | e Org/TX tomorrow fund
104 Retireme |                               | union/Charitable cont.
115 Dependen | SSN:                               | ble Cont. EDU/ENG PROF/EPP
106 Benefit  +-----+ retirement
130 Benefit totals                               103 Federal insurance
109 TDA/DCP/Roth 403(b)                          111 Addresses & phone numbers
110 U.S. savings bond                             140 Emergency contact information
113 Court ordered deductions                      118 Billing Information
127 Tax Levy/Student Loans/Bankruptcy            116 Benefit History

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help           Exit  Main

```

Please email bpphelp@tamu.edu with any questions.