

WASHINGTON STATE UNIVERSITY  
Payroll Services

SCREEN HELP  
FOR  
POSITIVE PAY TIME ENTRY  
AND  
PEAR CERTIFICATION

Payroll Services  
[payroll@wsu.edu](mailto:payroll@wsu.edu)  
(509) 335-9575

April 2007

DEPARTMENTAL PAYROLL PROCESSING SCREEN

DEPTPAY DEPARTMENTAL PAYROLL PROCESSING

08:56:48 07/12/96

Please select one of the following commands:

- 1 PPAYENT Positive Pay Time Entry
- 2 PPAYQID Positive Pay Query by WSU ID
- 3 PPAYDNLD Positive Pay Time Download
- 4 PEARCERT PEAR Certification
- 5 PEARQID PEAR Query by WSU ID
- 6 PEARDNLD PEAR Download

Page 1 of 1

Command ==>

PF9 = Help  
PF12 = Menu

This screen is considered the Main Menu for Departmental Payroll Processing.

To access a specific conversation, key the selection number listed next to the conversation name or key the conversation name (such as PPAYENT) on the Command Line and press the ENTER key.

The following conversations have been developed. Not all users have access to all conversations.

- |   |          |                                    |
|---|----------|------------------------------------|
| 1 | PPAYENT  | To update time records             |
| 2 | PPAYQID  | To query time records by WSU ID    |
| 3 | PPAYDNLD | To download time records           |
| 4 | PEARCERT | To review and certify PEAR records |
| 5 | PEARQID  | To query PEAR records by WSU ID    |
| 6 | PEARDNLD | To download PEAR records           |

On-line Project Goals

- Increase University productivity -- eliminate two round trips to Payroll Services each pay cycle for 185 departments
- Move towards an electronic forms processing environment
- Complete time input and PEAR review more efficiently and expeditiously
- Provide more information to departments through downloading payroll data

- Keep processes simple due to department turnover and on-going retraining efforts

### Department Responsibilities

- Stay informed. Follow dates and comply with deadlines on the Payroll Documents Schedule.
- Keep at least two people trained within each department to input time and certify PEARS.
- Don't share your AIS HEPPS User ID or password with anyone. Payroll will grant conversation access. Only you can control who has access to your password.
- You should always exit Time Input Conversations when you are not actively doing input unless the files are query only.
- Ask questions if something is not clear to you.
- Retain PEARS for two (2) years either hard copy or on disk.
- Notify Payroll whenever there is a change in your Primary or Secondary Users.
- Notify Payroll whenever you establish, change or delete new accounts so that Primary and Secondary Users can be established for the accounts.

### Additional HELP:

- HEPPS Inquiry Screens
- Payroll Services (509) 335-9575
- E-mail [payroll@wsu.edu](mailto:payroll@wsu.edu)
- Payroll Services Web Site: <http://www.ba.wsu.edu/payroll/>
- BPPM

POSITIVE PAY TIME ENTRY

PPDP5000  
PPAYENT STRT

HEPPS System  
Positive Pay Time Entry

09:18:55 07/12/96

Page: 1

Select ALL Accounts \_ or select ONE Account (A) or ONE Budget (B), then press PF1 or PF2

A	Primary			L a s t	A c c e s s	
B	User ID	Account	Status	User ID	Date	Time
-	-----	-----	-----	-----	-----	-----
_	ALILUNAS	1110-0005	Complete	SMETHURS	07/12/96	09:18
_	ALILUNAS	1113-0001	Incomplete	BURDA	07/11/96	15:17
_	ALILUNAS	1115-0001	Incomplete	BURDA	07/11/96	15:17
_	ALILUNAS	1115-0003	Incomplete	BURDA	07/11/96	15:17
_	ALILUNAS	1115-0004	Incomplete	BURDA	07/11/96	15:17
_	ALILUNAS	1115-0006	Complete	SMETHURS	07/12/96	09:18
_	ALILUNAS	1115-0008	Incomplete	BURDA	07/11/96	15:17
_	ALILUNAS	1115-0009	Complete	SMETHURS	07/12/96	09:18
_	ALILUNAS	1115-0010	Incomplete	BURDA	07/11/96	15:17
_	ALILUNAS	1115-0011	Incomplete	BURDA	07/11/96	15:17
_	ALILUNAS	1115-0012	Incomplete	BURDA	07/11/96	15:17

Command ==>

PF1 = All Records PF2 = Limited PF10 = Forward

PF9 = Help

PF12 = Menu

**PF2:**

PPDP5000  
PPAYENT STRT

HEPPS System  
Positive Pay Time Entry

09:18:55 07/12/96

Page: 1

Select ALL Accounts \_ or select ONE Account (A) or ONE Budget (B), then press PF1 or PF2

A	Primary			L a s t	A c c e s s		
B	User ID	Account	Status	User ID	Date	Time	
-	-----	-----	-----	-----	-----	-----	
-		-----					:18
a		Please select one or more of the following:					:17
-							:17
-		_ Include records with time entered					:17
-		_ Include records with 'No Time' (NT) entered					:17
-		_ Include records with nothing entered to date					:18
-							:17
-		ENTER = Continue PF12 = Exit					:18
-		-----					:17
-	ALILUNAS	1115-0011	Incomplete	BURDA	07/11/96	15:17	
-	ALILUNAS	1115-0012	Incomplete	BURDA	07/11/96	15:17	

Command ==>

PF1 = All Records PF2 = Limited PF10 = Forward

PF9 = Help

PF12 = Menu

Use these screens to select the group of records desired for time entry.

The following topics are presented in this HELP window:

- Steps to Select Time Records
- Access to Accounts
- Primary vs. Secondary User Defined
- Status Defined
- Last Access Columns Defined

- Additional HELP

To select Time Records:

STEP 1: Select one of these three options:

ALL ACCOUNTS - You will be presented with all time records whose accounts you are authorized to access. Records will be sorted alphabetically by the employee's last name followed by Budget Project (lowest to highest number).

TO SELECT ALL ACCOUNTS key an X on the line provided near the top of the screen that says:

SELECT ALL ACCOUNTS X

ACCOUNT - You will be presented with all time records which have the same account. Records will be sorted alphabetically by the employee's last name.

TO SELECT AN ACCOUNT key the letter A (Account) on the line in the left-most column under the heading AB next to the User Name of the account you wish to select.

BUDGET - You will be presented with all time records which have the same budget but many projects. Records will be sorted alphabetically by the employee's last name, followed by project (lowest to highest number).

TO SELECT BUDGET key the letter B (budget) on the line in the left-most column under the heading AB next to the User Name for the budget you wish to select.

If all or most of your employees are paid on the same account, then select the ACCOUNT option.

If all or most of your employees are paid under the same BUDGET but several projects, then select the BUDGET option.

If all or most of your employees are paid under multiple accounts, then select the ALL option.

Keep in mind that large displays of time records may impact system response time.

STEP 2:

Press PF1 to access all time records within the selection made in STEP 1.

OR

Press PF2 to access a specific group of time records within the selection made in STEP 1. If you press PF2, a pop-up window will appear listing 3 options. Key an X for each appropriate option and press the ENTER key to continue.

SELECT:

OPTION 1 To access time records that you have already updated.

OPTION 2 To access time records that you have already updated as N for No Time

OPTION 3 To access time records that you have NOT updated

#### ACCESS TO ACCOUNTS

In order to view and update time records you must be granted access. Access is maintained at the individual account (budget - project) level. Payroll Services maintains the access tables. Users must first obtain access to HEPPS Inquiry. Access to update time records or to certify PEARS will only be granted to Department Representatives after they have attended a training session. Each account must have at least two Department Representatives and the primary user must have a Unix account in order to receive e-mail.

To change other information in the WSU Electronic Phonebook (i.e., title, work address, city, state, zip and phone number):

Go into the HEPPS account (ask your office's administrative assistant to do this if you don't have access) and change this information in the Employee Workplace. If you don't input information for work address, city, state, zip and phone number, it will default to the information available for your department.

As departments add, change, or delete accounts used for salaries of positive pay employees, it is critical that Department Representatives notify Payroll Services in writing (either via e-mail to [payroll@wsu.edu](mailto:payroll@wsu.edu) or via memorandum) so that the access tables can be updated. Also, as Department Representatives transfer in and out of their current position, it is critical that Payroll Services be notified in writing so that the access tables can be updated to reflect these changes. Department Representatives are reminded to keep their phone number current in the Employee Workplace (EWP) AIS application since Payroll uses the phone number from EWP as the contact phone.

The written change in access notice to Payroll Services should include the following:

- Department Name
- Name of the User
- WSU ID number of the User
- AIS User ID
- E-mail Address
- Reason for Change
- Effective Date of Change
- Contact Person and Telephone Number



## PRIMARY VS SECONDARY USER

Each account will have one user who has been designated as the primary user. Accounts for which you are the primary user are listed first on the selection screen. Each account may have up to four other users who are designated as secondary users. Accounts for which you are the secondary user are listed following any accounts for which you are the primary user.

You have access to view and update time records for any accounts which are listed on the selection screen regardless of whether you have been granted primary or secondary access. Department Representatives will need to determine who should be listed as primary or secondary users for each account. Payroll Services requires only that all Representatives must attend training before access is granted.

## STATUS DEFINED

The status of your Time Entry is defined as Incomplete or Complete. Each time you exit the Time Entry Screens you will be required to indicate the status of your input. As you finish Time Entry and key an X for complete, the status column on the Selection Screen will be updated from incomplete to complete. Even though you have updated the time records as complete, you may still update them at any time prior to the input deadline.

Accounts for which the status is incomplete the morning of the final input day may cause Payroll Services to send E-mail to Department Representatives regarding the incomplete status and upcoming deadline.

## LAST ACCESS COLUMNS DEFINED

The columns in Last Access indicate the USER ID, date and time of the last person to access the account. Clearly, accounts which are blank in these three columns are of great concern if the deadline for input is near. Blank columns would indicate these accounts have a status of incomplete, and the time records have not been updated. Therefore, employees paid from these accounts would not be paid.

## Additional HELP:

- HEPPS Inquiry Screens
- Payroll Services (509) 335-9575
- E-mail [payroll@wsu.edu](mailto:payroll@wsu.edu)
- Payroll Services Web Site: <http://www.ba.wsu.edu/payroll/>
- BPPM

POSITIVE PAY TIME ENTRY

PPDP5140  
PPAYENT ALL

HEPPS System  
Positive Pay Time Entry

11:00:55 07/12/96

Page: 2

Name	WSU ID	Units Worked	Cncl T	Pay Appt (C)	Cycle End	Rate	Pay Typ	Job Cls	E/T	Account
EMPE NAME	123456789	_____	N	—	03/31	6.00	HR	9019	SHR	1156-0901
EMPE NAME	234567890	23.000	—	C	03/31	6.00	HR	9019	SHR	1156-0901
EMPE NAME	345678901	13.000	—	—	03/31	6.00	HR	9019	SHR	1156-0901
EMPE NAME	456789012	12.000	—	—	03/31	6.00	HR	9019	SHR	1156-0901
EMPE NAME	567890123	24.000	—	—	03/31	6.00	HR	9019	SHR	1156-0901
EMPE NAME	678901234	10.000	—	—	03/31	6.00	HR	9001	SHR	1205-0010
EMPE NAME	789012345	14.000	—	—	03/31	6.00	HR	9019	SHR	1156-0901
EMPE NAME	890123456	14.000	—	—	03/31	6.00	HR	9019	SHR	1156-0901
EMPE NAME	901234567	_____	—	—	03/31	6.00	HR	9019	SHR	1156-0901
EMPE NAME	012345678	35.000	—	—	03/15	5.50	HR	9001	SHR	1110-0001
EMPE NAME	012345678	10.000	—	C	03/31	5.50	HR	9001	SHR	1110-0001
EMPE NAME	123456789	20.000	—	—	03/31	5.00	HR	9001	SHR	1115-0010
EMPE NAME	234567890	12.000	—	—	03/31	4.90	HR	8001	HRY	1215-0002
EMPE NAME	345678901	12.000	—	—	03/31	6.00	HR	9019	SHR	1156-0901

PF9 =Help

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd PF11=Back PF12=Exit

PF3:

PPDP5140  
PPAYENT ALL

HEPPS System  
Positive Pay Time Entry

11:03:37 07/12/96

Page: 2

Name	WSU ID	Posn/ Tmp ID	Monitored Hrs	Term Since	Date	WS Limit	Sem Balance	Pgm	Fnd	Ap
EMPE NAME	123456789	840030			05/96			15F	570	06
EMPE NAME	234567890	840072			05/96			15F	570	06
EMPE NAME	345678901	835761		02/01	05/96			15F	570	06
EMPE NAME	456789012	840018			05/96			15F	570	06
EMPE NAME	567890123	835758			05/96			15F	570	06
EMPE NAME	678901234	845757		09/16	06/96			17G	840	13
EMPE NAME	789012345	840005			05/96			15F	570	06
EMPE NAME	890123456	840029		08/01	05/96			15F	570	06
EMPE NAME	901234567	840001			05/96			15F	570	06
EMPE NAME	012345678	841167			12/99			01A	001	01
EMPE NAME	012345678	841167			12/99			01A	001	01
EMPE NAME	123456789	828051			06/96			17F	840	08
EMPE NAME	123456789	808886			05/97			01E	001	01
EMPE NAME	234567890	840071			05/96			15F	570	06

PF9 =Help

PF3=Left

PF12=Exit

Name	WSU ID	Units Worked	Base N Sch T Hrs	Meal Units	Cncl Appt (C)	Pay Cycle End	Rate	Pay Typ	Account
EMPE NAME	123456789	4.000	—			03/15	10.00	HR	1129-0001
EMPE NAME	123456789	13.000	—			03/31	10.00	HR	1129-0001
EMPE NAME	234567890	4.000	—			03/31	6.30	HR	1115-0010
EMPE NAME	345678901	10.000	—	10	C	03/31	33.00	HR	6542-6001
EMPE NAME	456789012	66.000	—			01/31	7.05	HR	1115-0010
EMPE NAME	567890123	20.500	—			03/31	7.05	HR	1115-0010
EMPE NAME	678901234	14.000	—			03/31	6.25	HR	1115-0011
EMPE NAME	789012345	20.000	—			03/31	6.40	HR	1115-0010
EMPE NAME	890123456	15.000	—			03/31	6.00	HR	1156-0901
EMPE NAME	901234567	23.000	—			03/31	4.90	HR	1250-0001
EMPE NAME	012345678	13.000	—			03/31	4.90	HR	1215-0001
EMPE NAME	012345678	13.000	—			03/31	4.90	HR	1215-0002
EMPE NAME	123456788	35.000	—		C	03/31	8.66	HR	1171-0001
EMPE NAME	123456788	55.000	—			03/31	12.00	HR	1171-0001

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd

PF9 =Help  
PF12=Exit

PF2:

Select ALL Accounts x or select ONE Account (A) or ONE Budget (B), then press PF1 or PF2

A	Primary			Last	Access
B	User ID	Account	Status	User ID	Date Time
—	+-----+-----+-----+-----+-----+-----+				:18
—	Please select one or more of the following:				:18
—					:30
—	—	Include records with time entered			:30
—	—	Include records with 'No Time' (NT) entered			:30
—	—	Include records with nothing entered to date			:30
—					:30
—	ENTER = Continue PF12 = Exit				:30
—	+-----+-----+-----+-----+-----+-----+				:30
—	ALILUNAS	1115-0011	Incomplete	SMETHURS	07/12/96 11:30
—	ALILUNAS	1115-0012	Incomplete	SMETHURS	07/12/96 11:30

Command ==>

PF1 = All Records PF2 = Limited PF10 = Forward

PF9 = Help  
PF12 = Menu

PF1:

```
-----+-----+-----+
      | Prior Period Time Entry for EMPE NAME      | WSU ID 23456789 | count |
-----+-----+-----+
EMPE  | Enter prior period pay cycle end date: __ __ __ | (mmddy)         | 6-0901 |
EMPE  |           and units worked: _____.____         |                 | 6-0901 |
EMPE  | then press PF8 to add a prior period entry     |                 | 6-0901 |
EMPE  | - OR -                                          |                 | 6-0901 |
EMPE  | - OR -                                          |                 | 5-0010 |
EMPE  | Press PF7 to delete selected prior period entry |                 | 6-0901 |
EMPE  | - OR -                                          |                 | 6-0901 |
EMPE  | Press PF12 to exit                             |                 | 6-0901 |
EMPE  | - OR -                                          |                 | 0-0001 |
EMPE  | Press PF12 to exit                             |                 | 0-0001 |
EMPE  | - OR -                                          |                 | 5-0010 |
EMPE  | Press PF12 to exit                             |                 | 5-0002 |
-----+-----+-----+
EMPE NAME      234567890  12.000 _ _  03/31  6.00 HR 9019 SHR 1156-0901
                                                    PF9 =Help
PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd PF11=Back PF12=Exit
```

**PF1 then PF7:**

```
-----+-----+-----+
      | Prior Period Time Entry for EMPE NAME      | WSU ID 345678901 | count |
-----+-----+-----+
EMPE  | Enter prior period pay cycle end date: __ __ __ | (mmddy)         | 6-901 |
EMPE  |           and units worked: _____.____         |                 | 6-901 |
EMPE  | then press PF8 to add a prior period entry     |                 | 6-901 |
EMPE  | - OR -                                          |                 | 6-901 |
EMPE  | - OR -                                          |                 | 5-010 |
EMPE  | Press PF7 to delete selected prior period entry |                 | 6-901 |
EMPE  | - OR -                                          |                 | 6-901 |
EMPE  | Press PF12 t | +-----+ |                 | 0-001 |
EMPE  | Confirm DELETE (Y/N): _ |                 | 0-001 |
EMPE  | - OR -                                          |                 | 5-010 |
EMPE  | Press PF12 t | +-----+ |                 | 5-002 |
-----+-----+-----+
EMPE NAME      53804 +-----+ 6.00 HR 9019 SHR 1156-901
                                                    PF9 =Help
PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd PF11=Back PF12=Exit
```

PF2:

PPDP5140  
PPAYENT ALL

HEPPS System  
Positive Pay Time Entry

11:10:34 07/12/96

Page: 3

Name	WSU ID	Units Worked	Cncl T	Pay Appt (C)	Cycle End	Rate	Pay Typ	Job Cls	E/T	Account
EMPE NAME	123456789	3.000	_	_	03/31	6.00	HR	9019	SHR	1156-901
EMPE NAME	+-----+-----+-----+					8.33	PC	0107	OPW	1110-005
EMPE NAME						8.33	PC	0107	OPW	1110-005
EMPE NAME	Search for WSU ID: _____					8.66	HR	9701	SWS	1193-001
EMPE NAME						8.66	HR	9702	SWS	1115-001
EMPE NAME	-OR-					8.66	HR	9701	SWS	1215-001
EMPE NAME						4.00	HR	9701	SHO	1215-001
EMPE NAME	Name: _____					4.90	HR	9006	SHR	1250-001
EMPE NAME						4.90	HR	9006	SHR	1250-001
EMPE NAME	ENTR = Continue PF12 = Exit					5.85	HR	9001	SHR	1115-010
EMPE NAME	+-----+-----+-----+					5.15	HR	9006	SHR	1250-001
EMPE NAME	234567890	44.000	_	_	03/31	6.00	HR	9801	FWS	1145-001
EMPE NAME	345678901	34.000	_	_	03/31	8.66	HR	9701	SWS	1171-001
EMPE NAME	456789012	18.000	_	C	03/31	5.00	HR	9001	SHR	1115-010

PF9 =Help

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd PF11=Back PF12=Exit

**PF6:**

PPDP5140  
PPAYENT ALL

HEPPS System  
Positive Pay Time Entry

11:11:43 07/12/96

Page: 3

Name	WSU ID	Units Worked	Cncl T	Pay Appt (C)	Cycle End	Rate	Pay Typ	Job Cls	E/T	Account
EMPE NAME	123456789	3.000	_	_	03/31	6.00	HR	9019	SHR	1156-901
EMPE NAME							PC	0107	OPW	1110-005
EMPE NAME							PC	0107	OPW	1110-005
EMPE NAME							HR	9701	SWS	1193-001
EMPE NAME							HR	9702	SWS	1115-001
EMPE NAME							HR	9701	SWS	1215-001
EMPE NAME							HR	9701	SHO	1215-001
EMPE NAME							HR	9006	SHR	1250-001
EMPE NAME							HR	9006	SHR	1250-001
EMPE NAME	234567890	20.000	_	C	03/31	5.85	HR	9001	SHR	1115-010
EMPE NAME	345678901	12.000	_	_	03/31	5.15	HR	9006	SHR	1250-001
EMPE NAME	456789012	44.000	_	_	03/31	6.00	HR	9801	FWS	1145-001
EMPE NAME	567890123	34.000	_	_	03/31	8.66	HR	9701	SWS	1171-001
EMPE NAME	678901234	18.000	_	C	03/31	5.00	HR	9001	SHR	1115-010

PF9 =Help

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd PF11=Back PF12=Exit

**PF12:**

PPDP5140  
PPAYENT ALL

HEPPS System  
Positive Pay Time Entry

11:12:40 07/12/96

Page: 3

Name	WSU ID	Units Worked	Cncl T	Pay Appt (C)	Cycle End	Rate	Pay Typ	Job Cls	E/T	Account
EMPE NAME	123456789	3.000	_	_	03/31	6.00	HR	9019	SHR	1156-901
EMPE NAME	234567890	23.000	_	_	02/29	708.33	PC	0107	OPW	1110-005
EMPE NA										1110-005
EMPE NA										1193-001
EMPE NA										1115-001
EMPE NA										1215-001
EMPE NA										1215-001
EMPE NA										1250-001
EMPE NA										1250-001
EMPE NA										1115-010
EMPE NA										1250-001
EMPE NA										1145-001
EMPE NAME	345678901	34.000	_	_	03/31	8.66	HR	9701	SWS	1171-001
EMPE NAME	456789012	18.000	_	C	03/31	5.00	HR	9001	SHR	1115-010

PF9 =Help

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd PF11=Back PF12=Exit

Use these screens to complete the time records displayed within ALL accounts that you have access to.

The following topics are presented in this HELP window:

- Column Headings
- Time Input Rules
- Create or Delete Prior Period Time Records
- Non-updateable Time Records
- Search Capabilities
- Pick List Options
- Time Input Status

## COLUMN HEADINGS

<b>COLUMN HEADINGS</b>	<b>DESCRIPTION</b>
ALL	ALL time reports you have access to
NAME	Employee Name (Last, First, MI)
WSU ID	WSU ID number
UNITS WORKED	Hours Worked or Pieces Completed
NT	<u>No Time</u>
BASE SCH HRS	Base Scheduled Hours
MEAL UNITS	The Number of Meals
CNCL APPT(C)	Cancel the Appointment
PAY CYCLE END	Pay Cycle End Date
RATE	Rate of Pay
PAY TYP	Payment Type
JOB CLS	Job Class
E/T	Earnings Type
ACCOUNT	Budget / Project
POSN/TMP ID	Position Number or Temporary Job ID
MONITORED HRS	Total Monitored Hours for Non-student Hourly Employee
SINCE	Monitoring Begin Date MM/DD
TERM DATE	Appointment End Date
WS LIMIT	Current Semester Work Study Limit
SEM BALANCE	Semester-to-Date Earnings Remaining to be Charged as Work Study
PGM	Program
FND	Fund
AP	Sub fund

## TIME INPUT RULES

The cursor will be automatically positioned in the left-most position of the Units Worked column on the first time record. If HR (Hourly) appears in the Rate column, then the time units should be hours worked or on standby. If PC (Piece) appears in the Rate column, then the time units should be pieces completed. The Units field is 6 spaces long. The format is NNN.NNN. It is not necessary to complete all 6 spaces. Whole numbers go to the left of the decimal. Examples of units are:

80 Hours	_ 8 0 . _ _ _ _
5 Pieces	_ _ 5 . _ _ _ _
40 1/2 Hours	_ 4 0 . 5 _ _ _
7 1/2 Pieces	_ _ 7 . 5 _ _ _
3/4 of 1 Piece	_ _ _ . 7 5 _ _

You may key the Units starting in the first left-most position so if you were entering 80 Hours, you would key 8 0 \_ . \_ \_ \_ then move the cursor to the next column or line and continue. The system will realign the 80 into \_ 8 0 . \_ \_ \_ once the ENTER key is pressed. You may key many units and then press the ENTER key to update. The system will then realign the input. If you key over the time or pieces with new values, the system will NOT realign the units so care must be used to properly key new values over existing values.

The NT column stands for No Time. If you receive a time card or Daily Activity Report form which has no time or pieces completed, you may mark this column with an N to signify No Time. This column has no impact on payroll processing and it is merely added as an aid for departments to manage the receipt and processing of time documents. You will receive an error message if you key units as well as an N for No Time. You may choose to leave both units and the No Time column blank.

The Cancel Appointment column is the way to cancel future time records by keying a C in this column. Once the C is marked, no future time records will be generated. It is alright to input both units worked and cancel an appointment on the same pay cycle. Once an appointment is canceled through Positive Pay it can only be reactivated through the TEMPS System.

The Base Scheduled Hours input line will appear only on the time records for employees whose appointments require Base Scheduled Hours. These appointments have a payment type of MO (Monthly), PQ (Perquisite) or SD (Shift Differential). Their time reporting code is P (Positive) and the pay rate code is M (Monthly).

The Meals input line will appear only on those time records which have appointment attributes which are eligible for meals such as payment type HR (Hourly), time reporting code is P (Positive) and pay rate code is H (Hourly). Meals input is allowed for the following budget and projects: 6542-6001, 6045, 6047, 6049, 6051 and 6052.

Press the PF3 key to view the rest of the time record. Press PF3 to return.



The files will be locked by Payroll Services at the time of cut-off. You will be able to view the input for a few days after cut-off, but any corrections will have to be reported on the PEARS.

## CREATE OR DELETE PRIOR PERIOD TIME RECORDS

Position the cursor on the time transaction line for which you need a Prior Period Time Record and press PF1. This action will cause a pop-up window to appear. You will key in the pay cycle end date and the units to be paid (unless the employee needs Base Scheduled Hours) then press PF8 to create a time record. This action will cause the system to validate that the current time record attributes existed in the previous pay period. To delete a Prior Period Time Record that you previously created, move the cursor to the record you wish to delete and then press PF7. A pop-up window will ask you to reconfirm your decision to delete.

Contact Payroll Services (509) 335-9575 if you are unable to create a Prior Period Time Record.

## NON-UPDATEABLE TIME RECORDS

Time records may appear for employees who were paid manually during the pay cycle. These time records already have hours or pieces in the Units Worked column. Since Payroll Services manually paid the employee after the last payroll was calculated, the hours do not need to be paid again. You will be able to view this activity, but not update it. You will not be allowed to create a Prior Period Time Record for this same earnings period. If additional hours are to be paid, contact Payroll Services at (509) 335-1396 and we will add the additional hours to the time record.

## SEARCH CAPABILITIES

Press PF2 to search the time records for a specific WSU ID number or employee name. You may key up the first 5 letters of the last name in the Name field and press the ENTER key. The cursor will be relocated in the Units Worked column for the first time record where the last name most closely matches the letters keyed.

## PICK LIST

Press PF6 to display the values of Payment Types or Earnings Types.

## TIME INPUT STATUS

The status of your Time Entry is defined as Incomplete or Complete. Each time you exit the Time Entry Screens you will be required to indicate the status of your input. As you finish Time Entry and key an X for complete, the status column on the Selection Screen will be updated from incomplete to complete for ALL accounts that you have access to. Even though you have updated the time records as complete, you can still make changes or update them prior to the input deadline.

Accounts for which the status is incomplete the morning of the final input day may cause Payroll Services to send E-mail to Department Representatives reminding them of the incomplete status and upcoming deadline.

POSITIVE PAY TIME ENTRY

PPDP5010  
PPAYENT ACCT

HEPPS System  
Positive Pay Time Entry

11:22:07 07/12/96

Page: 1

Account: 1159-0001

Name	WSU ID	Units Worked	N T	Appt (C)	Pay Cycle End	Rate	Pay Typ	Job Cls	E/T	Posn/ Tmp	ID
EMPE NAME	123456789	25.00	--	--	03/31	5.00	HR	9001	SHR	841147	
EMPE NAME	234567890	23.25	--	--	03/31	5.00	HR	9001	SHR	841815	
EMPE NAME	345678901	0.00	n	--	03/31	5.00	HR	9801	FWS	841147	
EMPE NAME	456789012	7.00	--	--	03/31	5.00	HR	9001	SHR	841147	
EMPE NAME	567890123	10.00	--	--	03/31	5.00	HR	9801	FWS	841816	
EMPE NAME	678901234	0.00	n	--	03/31	5.00	HR	9801	FWS	841147	
EMPE NAME	789012345	0.00	n	c	03/31	250.00	PC	8004	HPW	846481	

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist

PF9 =Help  
PF12=Exit

PF3:

PPDP5010  
PPAYENT ACCT

HEPPS System  
Positive Pay Time Entry

11:23:44 07/12/96

Page: 1

Account: 1159-0001

Name	WSU ID	Monitored Hrs	Since	Term Date	WS Limit	Sem Balance	Pgm	Fnd	Ap
EMPE NAME	123456789			05/96			03A	001	01
EMPE NAME	234567890			05/96			03A	001	01
EMPE NAME	345678901			05/96	700	577.50	03A	001	01
EMPE NAME	456789012			05/96			03A	001	01
EMPE NAME	567890123			05/96	700	380.00	03A	001	01
EMPE NAME	678901234			05/96	700	362.50	03A	001	01
EMPE NAME	789012345	266	01/16	05/96			03A	001	01

PF3=Left

PF9 =Help  
PF12=Exit

PPDP5010  
PPAYENT ACCT

HEPPS System  
Positive Pay Time Entry

12:46:07 07/12/96

Page: 1

Account: 6542-6047

Name	WSU ID	Units Worked	Base N Sch T Hrs	Meal Units	Cncl Appt (C)	Pay Cycle End	Rate	Pay Typ	Job Cls
EMPE NAME	123456789	___.	___	___	___	03/31	5.40	HR	9007
EMPE NAME	234567890	___.	___	___	___	03/31	5.00	HR	9006
EMPE NAME	345678901	___.	___	___	___	03/31	5.00	HR	9006
EMPE NAME	456789012	___.	___	___	___	03/31	5.00	HR	9006
EMPE NAME	567890123	___.	___	___	___	03/31	6.00	HR	8006
EMPE NAME	678901234	___.	___	___	___	03/31	9.00	PQ	4046
EMPE NAME	789012345	___.	___	___	___	03/31	826.00	MO	4046
EMPE NAME	890123456	___.	___	___	___	03/31	5.40	HR	9007
EMPE NAME	901234567	___.	___	___	___	03/31	5.40	HR	9007
EMPE NAME	012345678	___.	___	___	___	03/31	9.71	HR	9707
EMPE NAME	001234567	___.	___	___	___	03/31	5.20	HR	8007
EMPE NAME	000123456	___.	___	___	___	03/31	5.80	HR	9006
EMPE NAME	000012345	___.	___	___	___	03/31	5.20	HR	9007
EMPE NAME	000001234	___.	___	___	___	03/31	6.70	HR	9008

PF9 =Help  
PF12=Exit

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd

PF2:

PPDP5000  
PPAYENT STRT

HEPPS System  
Positive Pay Time Entry

12:37:10 07/12/96

Page: 1

Select ALL Accounts or select ONE Account (A) or ONE Budget (B), then press PF1 or PF2

A	Primary	Last Access			
B	User ID	Account	Status	User ID	Date Time
-	+-----+-----+-----+-----+-----+-----+				
a	Please select one or more of the following:				:18
-					:18
-					:30
-	_	Include records with time entered			:30
-	_	Include records with 'No Time' (NT) entered			:30
-	_	Include records with nothing entered to date			:30
-					:30
-	ENTER = Continue PF12 = Exit				:30
-	+-----+-----+-----+-----+-----+-----+				
-	ALILUNAS	1115-0011	Incomplete	SMETHURS	07/12/96 11:30
-	ALILUNAS	1115-0012	Incomplete	SMETHURS	07/12/96 11:30

Command ==>

PF1 = All Records PF2 = Limited PF10 = Forward

PF9 = Help  
PF12 = Menu

**PF1:**

Acco		sn/
-----	Prior Period Time Entry for EMPE NAME WSU ID 123456789	p ID
-----		-----
EMPE	Enter prior period pay cycle end date: __ __ __ (mmddy)	1147
EMPE	and units worked: ____.	1815
EMPE	then press PF8 to add a prior period entry	1147
EMPE		1147
EMPE	- OR -	1816
EMPE		1147
EMPE	Press PF7 to delete selected prior period entry	6481
	- OR -	
	Press PF12 to exit	

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF9 =Help  
 PF12=Exit

**PF1 then PF7:**

Acco		sn/
-----	Prior Period Time Entry for EMPE NAME WSU ID 123456789	p ID
-----		-----
EMPE	Enter prior period pay cycle end date: __ __ __ (mmddy)	1147
EMPE	and units worked: ____.	1815
EMPE	then press PF8 to add a prior period entry	1815
EMPE		1147
EMPE	- OR -	1147
EMPE		1816
EMPE	Press PF7 to delete selected prior period entry	1147
EMPE		6481
	- OR -	
	Press PF12 t	
	Confirm DELETE (Y/N): _	

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF9 =Help  
 PF12=Exit

PF2:

PPDP5010  
PPAYENT ACCT

HEPPS System  
Positive Pay Time Entry

11:27:40 07/12/96

Page: 1

Account: 1159-0001

Name	WSU ID	Units Worked	Cncl T	Pay Appt (C)	Cycle End	Rate	Pay Typ	Job Cls	Posn/ E/T	Temp ID
EMPE NAME	123456789	25.000	_	_	03/31	5.00	HR	9001	SHR	841147
EMPE NAME	+-----+					5.00	HR	9001	SHR	841815
EMPE NAME						5.00	HR	9801	FWS	841147
EMPE NAME	Search for WSU ID: _____					5.00	HR	9001	SHR	841147
EMPE NAME						5.00	HR	9801	FWS	841816
EMPE NAME	-OR-					5.00	HR	9801	FWS	841147
EMPE NAME	Name: _____					50.00	PC	8004	HPW	846481
EMPE NAME	ENTR = Continue PF12 = Exit									
	+-----+									

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist

PF9 =Help  
PF12=Exit

PF6:

PPDP5010  
PPAYENT ACCT

HEPPS System  
Positive Pay Time Entry

11:28:12 07/12/96

Page: 1

Account: 1159-0001

Name	WSU ID	Units Worked	Cncl T	Pay Appt (C)	Cycle End	Rate	Pay Typ	Job Cls	Posn/ E/T	Temp ID
EMPE NAME	123456789	25.000	_	_	03/31	5.00	HR	9001	SHR	841147
EMPE NAME	+-----+					0	HR	9001	SHR	841815
EMPE NAME						0	HR	9801	FWS	841147
EMPE NAME	Select data element for picklist					0	HR	9001	SHR	841147
EMPE NAME	_ Payment type					0	HR	9801	FWS	841816
EMPE NAME	_ Earnings type					0	HR	9801	FWS	841147
EMPE NAME						0	PC	8004	HPW	846481
EMPE NAME	ENTR = Picklist PF12 = Exit									
	+-----+									

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist

PF9 =Help  
PF12=Exit

**PF12:**

PPDP5010  
PPAYENT ACCT

HEPPS System  
Positive Pay Time Entry

11:28:46 07/12/96

Page: 1

Account: 1159-0001

Name	WSU ID	Units Worked	Cncl T	Pay Appt (C) End	Rate	Pay Job Typ Cls	Posn/ E/T	Posn/ Tmp ID
EMPE NAME	123456789	25.000	_	_ 03/31	5.00	HR 9001 SHR		841147
EMPE NAME	123456789	23.250	_	_ 03/31	5.00	HR 9001 SHR		841815
EMPE NA+	-----+-----							841147
EMPE NA								841147
EMPE NA	Please indicate status of time entry for account 1159-0001							841816
EMPE NA								841147
EMPE NA	_ Incomplete							846481
	_ Complete							
	then press PF1 for additional positive pay time entry							
	or PF12 to exit							
	+-----+-----							

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist

PF9 =Help  
PF12=Exit

Use these screens to complete the time records displayed within this account.

The following topics are presented in this HELP window:

- Column Headings
- Time Input Rules
- Create or Delete Prior Period Time Records
- Non-updateable Time Records
- Search Capabilities
- Pick List Options
- Time Input Status

## COLUMN HEADINGS

<b>COLUMN HEADINGS</b>	<b>DESCRIPTION</b>
ACCOUNT	Account
NAME	Employee Name (Last, First, MI)
WSU ID	WSU ID number
UNITS WORKED	Hours Worked or Pieces Completed
NT	<u>No</u> <u>T</u> ime
BASE SCH HRS	Base Scheduled Hours
MEAL UNITS	The Number of Meals
CNCL APPT(C)	Cancel the Appointment
PAY CYCLE END	Pay Cycle End Date
RATE	Rate of Pay
PAY TYPE	Payment Type
JOB CLS	Job Class
E/T	Earnings Type
ACCOUNT	Budget / Project
POSN/TMP ID	Position Number or Temporary Job ID
MONITORED HRS	Total Monitored Hours for Non-student Hourly Employee
SINCE	Monitoring Begin Date MM/DD
TERM DATE	Appointment End Date
WS LIMIT	Current Semester Work Study Limit
SEM BALANCE	Semester-to-Date Earnings Remaining to be Charged as Work Study
PGM	Program
FND	Fund
AP	Sub fund

## TIME INPUT RULES

The cursor will be automatically positioned in the left-most position of the Units Worked column on the first time record. If HR (Hourly) appears in the Rate column, then the time units should be hours worked or on standby. If PC (Piece) appears in the Rate column, then the time units should be pieces completed. The Units field is 6 spaces long. The format is NNN.NNN. It is not necessary to complete all 6 spaces. Whole numbers go to the left of the decimal. Examples of units are:

80 Hours	_ 8 0 . _ _ _
5 Pieces	_ _ 5 . _ _ _
40 1/2 Hours	_ 4 0 . 5 _ _
7 1/2 Pieces	_ _ 7 . 5 _ _
3/4 of 1 Piece	_ _ _ . 7 5 _

You may key the Units starting in the first left-most position so if you were entering 80 Hours, you would key 8 0 \_ . \_ \_ \_ then move the cursor to the next column or line and continue. The system will realign the 80 into \_ 8 0 . \_ \_ \_ once the ENTER key is pressed. You may key many units and then press the ENTER key to update. The system will then realign the input.



The NT column stands for No Time. If you receive a time card or Daily Activity Report form which has no time or pieces completed, you may mark this column with an N to signify No Time. This column has no impact on payroll processing and it is merely added as an aid for departments to manage the receipt and processing of time documents. You will receive an error message if you key units as well as an N for No Time. You may choose to leave both units and the No Time column blank.

The Cancel Appointment column is the way to cancel future time records by keying a C in this column. Once the C is marked, no future time records will be generated. It is alright to input both units worked and cancel an appointment on the same pay cycle. Once an appointment is canceled through Positive Pay it can only be reactivated through the TEMPS System.

The Base Scheduled Hours input line will appear only on the time records for employees whose appointments require Base Scheduled Hours. These appointments have a payment type of MO (Monthly), PQ (Perquisite) or SD (Shift Differential). Their time reporting code is P (Positive) and the pay rate code is M (Monthly).

The Meals input line will appear only on those time records which have appointment attributes which are eligible for meals such as payment type HR (Hourly), time reporting code is P (Positive) and pay rate code is H (Hourly). Meals input is allowed for the following budget and projects: 6542-6001, 6045, 6047, 6049, 6051 and 6052.

Press the PF3 key to view the rest of the time record. Press PF3 to return.

The files will be locked by Payroll Services at the time of cut-off. You will be able to view the input for a few days after cut-off, but any corrections will have to be reported on the PEARS.

## CREATE OR DELETE PRIOR PERIOD TIME RECORDS

Position the cursor on the time transaction line for which you need a Prior Period Time Record and press PF1. This action will cause a pop-up window to appear. You will key in the pay cycle end date and the units to be paid (unless the employee needs Base Scheduled Hours) then press PF8 to create a time record. This action will cause the system to validate that the current time record attributes existed in the previous pay period. To delete a Prior Period Time Record that you previously created, move the cursor to the record you wish to delete and then press PF7. A pop-up window will ask you to reconfirm your decision to delete.

Contact Payroll Services (509) 335-7396 or (509) 335-1468 if you are unable to create a Prior Period Time Record.

## NON-UPDATEABLE TIME RECORDS

Time records may appear for employees who were paid manually during the pay cycle. These time records already have hours or pieces in the Units Worked column. Since Payroll Services manually paid the employee after the last payroll was calculated, the hours do not need to be paid again. You will be able to view this activity, but not update it. You will not be allowed to create a Prior Period Time Record for this same earnings period. If additional hours are to be paid, contact Payroll Services at (509) 335-1396 and we will add the additional hours to the time record.

## SEARCH CAPABILITIES

Press PF2 to search the time records for a specific WSU ID number or employee name. You may key up the first 5 letters of the last name in the Name field and press the ENTER key. The cursor will be relocated in the Units Worked column for the first time record where the last name most closely matches the letters keyed.

## PICK LIST

Press PF6 to display the values of Payment Types or Earnings Types.

## TIME INPUT STATUS

The status of your Time Entry is defined as Incomplete or Complete. Each time you exit the Time Entry Screens you will be required to indicate the status of your input. As you finish Time Entry and key an X for complete, the status column on the Selection Screen will be updated from incomplete to complete for this account. Even though you have updated the time records as complete, you can still make changes or update them prior to the input deadline.

Accounts for which the status is incomplete the morning of the final input day may cause Payroll Services to send E-mail to Department Representatives reminding them of the incomplete status and upcoming deadline.

POSITIVE PAY TIME ENTRY

PPDP5130  
PPAYENT B DGT

HEPPS System  
Positive Pay Time Entry

12:48:56 07/12/96

Page: 1

Budget: 1115

Name	WSU ID	Units Worked	Cncl T	Pay Appt (C)	Cycle End	Rate	Pay Typ	Job Cls	E/T	Proj
EMPE NAME	123456789	4.000	--	--	03/31	6.30	HR	9001	SHR	0010
EMPE NAME	234567890	26.000	--	--	01/31	7.05	HR	9001	SHR	0010
EMPE NAME	345678901	20.500	--	--	03/31	7.05	HR	9001	SHR	0010
EMPE NAME	456789012	14.000	--	--	03/31	6.25	HR	9001	SHR	0011
EMPE NAME	567890123	20.000	--	--	03/31	6.40	HR	9001	SHR	0010
EMPE NAME	678901234	20.000	--	--	03/31	5.00	HR	9001	SHR	0010
EMPE NAME	789012345	20.000	--	--	03/31	8.66	HR	9702	SWS	0001
EMPE NAME	890123456	20.000	--	C	03/31	5.85	HR	9001	SHR	0010
EMPE NAME	901234567	18.000	--	C	03/31	5.00	HR	9001	SHR	0010
EMPE NAME	012345678	20.000	--	--	03/31	9.00	HR	9002	SHR	0010
EMPE NAME	001234567	20.000	--	--	03/31	8.00	HR	8002	HRY	0008
EMPE NAME	000123456	15.000	--	--	03/31	5.60	HR	9001	SHR	0010
EMPE NAME	000012345	_____	N	C	03/31	9.10	HR	9001	SHR	0010
EMPE NAME	000001234	10.000	--	--	03/31	5.25	HR	9001	SHR	0010

PF9 =Help  
PF12=Exit

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd

**PF3:**

PPDP5130  
PPAYENT B DGT

HEPPS System  
Positive Pay Time Entry

12:49:52 07/12/96

Page: 1

Budget: 1115

Name	WSU ID	Posn/ Tmp ID	Monitored Hrs	Term Since	Date	WS Limit	Sem Balance	Pgm	Fnd	AP
EMPE NAME	123456789	828061			06/96			17F	840	08
EMPE NAME	234567890	828060			06/96			17F	840	08
EMPE NAME	345678901	828060		05/01	06/96			17F	840	08
EMPE NAME	456789012	831123			05/96			17F	840	08
EMPE NAME	567890123	828061			06/96			17F	840	08
EMPE NAME	678901234	828051			06/96			17F	840	08
EMPE NAME	678901234	803474			05/96	800		17F	840	08
EMPE NAME	789012345	828061			06/96			17F	840	08
EMPE NAME	890123456	828051			06/96			17F	840	08
EMPE NAME	901234567	828092			06/96			17F	840	08
EMPE NAME	012345678	815640	459	11/01	10/96			17F	840	08
EMPE NAME	001234567	828052			06/96			17F	840	08
EMPE NAME	000123456	828059		05/01	06/96			17F	840	08
EMPE NAME	000012345	828056			06/96			17F	840	08

PF9 =Help  
PF12=Exit

PF3=Left

Budget: 6542

Name	WSU ID	Units Worked	Base		Meal Units	Cncl Appt (C)	Pay Cycle End	Rate	Pay	
			N	Sch Hrs					Typ	Proj
EMPE NAME	123456789	15.000	_		10		03/15	5.25	HR	6001
EMPE NAME	123456789	2.000	_		12		03/31	5.25	HR	6001
EMPE NAME	123456789	_____	_				03/31	5.25	HR	6004
EMPE NAME	123456789	_____	_				03/31	5.25	HR	6008
EMPE NAME	123456789	10.000	_		10	C	03/31	33.00	HR	6001
EMPE NAME	234567890	_____	_				03/31	5.40	HR	6047
EMPE NAME	345678901	_____	_				03/31	8.66	HR	6004
EMPE NAME	345678901	_____	_				03/31	4.90	HR	6004
EMPE NAME	345678901	_____	_				03/31	8.66	HR	6008
EMPE NAME	345678901	_____	_				03/31	4.90	HR	6008
EMPE NAME	456789012	_____	_				03/31	5.00	HR	6001
EMPE NAME	456789012	_____	_				03/31	5.00	HR	6004
EMPE NAME	456789012	_____	_				03/31	7.50	HR	6004
EMPE NAME	456789012	_____	_				03/31	5.00	HR	6005

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd

PF9 =Help  
PF12=Exit

**PF2:**

Select ALL Accounts \_ or select ONE Account (A) or ONE Budget (B), then press PF1 or PF2

A	Primary	Last Access				
B	User ID	Account	Status	User ID	Date	Time
-	+-----+-----+-----+					:18
-	Please select one or more of the following:					:18
-						:18
-	_	Include records with time entered				:18
-	_	Include records with 'No Time' (NT) entered				:53
b	_	Include records with nothing entered to date				:53
-						:53
-	ENTER = Continue PF12 = Exit					:53
-	+-----+-----+-----+					:53
-	DOSTAL	6542-6006	Incomplete	SMETHURS	07/12/96	12:53
-	DOSTAL	6542-6007	Incomplete	SMETHURS	07/12/96	12:53

Command ==>

PF1 = All Records PF2 = Limited PF10 = Forward PF11 = Back

PF9 = Help  
PF12 = Menu

PF1:

PPDP5130  
PPAYENT BDGT

HEPPS System  
Positive Pay Time Entry

12:56:51 07/12/96

Page: 1

```

Budg +-----+
      | Prior Period Time Entry for EMPE NAME      WSU ID 123456789 | Proj
      | ----- | ----- |
EMPE | Enter prior period pay cycle end date: __ __ __ (mmddy) | 6001
EMPE | and units worked: _____.____ | 6001
EMPE | then press PF8 to add a prior period entry | 6004
EMPE | | | 6008
EMPE | - OR - | 6001
EMPE | | | 6047
EMPE | Press PF7 to delete selected prior period entry | 6004
EMPE | | | 6004
EMPE | - OR - | 6008
EMPE | | | 6008
EMPE | Press PF12 to exit | 6001
EMPE | | | 6004
EMPE +-----+ 6004
EMPE NAME          123456789 _____.____ _ 03/31 5.00 HR 6005
                                           PF9 =Help
PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd PF12=Exit

```

PF1 THEN PF7:

PPDP5130  
PPAYENT BDGT

HEPPS System  
Positive Pay Time Entry

12:58:10 07/12/96

Page: 1

```

Budg +-----+
      | Prior Period Time Entry for EMPE NAME      WSU ID 123456789 | Proj
      | ----- | ----- |
EMPE | Enter prior period pay cycle end date: __ __ __ (mmddy) | 6001
EMPE | and units worked: _____.____ | 6001
EMPE | then press PF8 to add a prior period entry | 6004
EMPE | | | 6008
EMPE | - OR - | 6001
EMPE | | | 6047
EMPE | Press PF7 to delete selected prior period entry | 6047
EMPE | | | 6004
EMPE | - OR - | 6004
EMPE | | | 6008
EMPE | Press PF12 t | | 6008
EMPE | | | Confirm DELETE (Y/N): _ | 6001
EMPE +-----+ | | 6004
EMPE NAME          5678 +-----+ 03/31 7.50 HR 6004
                                           PF9 =Help
PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd PF12=Exit

```

**PF2:**

Budget: 6542

Name	WSU ID	Units Worked	Base N Sch T Hrs	Meal Units	Cncl Appt (C)	Pay Cycle End	Rate	Pay Typ	Proj
EMPE NAME	123456789	___.	___	___	___	03/31	5.00	HR	6008
EMPE NAME	+-----+-----+-----+					03/31	4.90	HR	6008
EMPE NAME						03/31	5.00	HR	6047
EMPE NAME	Search for WSU ID: _____					03/31	5.00	HR	6047
EMPE NAME						03/31	5.50	HR	6007
EMPE NAME	-OR-					03/31	5.00	HR	6052
EMPE NAME	Name: _____					03/31	5.00	HR	6007
EMPE NAME						03/31	5.00	HR	6008
EMPE NAME	ENTR = Continue PF12 = Exit					03/31	5.00	HR	6047
EMPE NAME	+-----+-----+-----+					03/31	4.90	HR	6008
EMPE NAME	234567890	___.	___	___	___	03/31	6.00	HR	6007
EMPE NAME	345678901	___.	___	___	___	03/31	4.90	HR	6001
EMPE NAME	345678901	___.	___	___	___	03/31	4.90	HR	6007

PF9 =Help

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd PF11=Back PF12=Exit

**PF6:**

Budget: 6542

Name	WSU ID	Units Worked	Base N Sch T Hrs	Meal Units	Cncl Appt (C)	Pay Cycle End	Rate	Pay Typ	Proj
EMPE NAME	123456789	___.	___	___	___	03/31	5.00	HR	6008
EMPE NAME	+-----+-----+-----+					3/31	4.90	HR	6008
EMPE NAME						3/31	5.00	HR	6047
EMPE NAME	Select data element for picklist					3/31	5.00	HR	6047
EMPE NAME	_ Payment type					3/31	5.50	HR	6007
EMPE NAME	_ Earnings type					3/31	5.00	HR	6052
EMPE NAME						3/31	4.90	HR	6001
EMPE NAME	ENTR = Picklist PF12 = Exit					3/31	5.00	HR	6007
EMPE NAME	+-----+-----+-----+					3/31	5.00	HR	6008
EMPE NAME	234567890	___.	___	___	___	03/31	5.00	HR	6047
EMPE NAME	345678901	___.	___	___	___	03/31	4.90	HR	6008
EMPE NAME	456789012	___.	___	___	___	03/31	6.00	HR	6007
EMPE NAME	567890123	___.	___	___	___	03/31	4.90	HR	6001
EMPE NAME	567890123	___.	___	___	___	03/31	4.90	HR	6007

PF9 =Help

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd PF11=Back PF12=Exit

**PF12:**

PPDP5130 HEPPS System 13:00:45 07/12/96  
 PPAYENT BDGT Positive Pay Time Entry

Page: 2

Budget: 6542

Name	WSU ID	Units Worked	Base T Hrs	Meal Units	Cncl Appt (C)	Pay Cycle End	Rate	Pay Typ	Proj
EMPE NAME	123456789	____.____	__		__	03/31	5.00	HR	6008
EMPE NAME	234567890	____.____	__		__	03/31	4.90	HR	6008
EMPE NA									6047
EMPE NA									6047
EMPE NA		Please indicate status of time entry for budget 6542							6007
EMPE NA									6052
EMPE NA									6001
EMPE NA									6007
EMPE NA									6008
EMPE NA									6047
EMPE NA									6008
EMPE NA									6007
EMPE NAME	345678901	____.____	__		__	03/31	4.90	HR	6001
EMPE NAME	345678901	____.____	__		__	03/31	4.90	HR	6007

PF9 =Help

PF1=Prior Pd PF2=Search PF3=Right PF6=Picklist PF10=Fwd PF11=Back PF12=Exit

Use these screens to complete the time records displayed within this BUDGET.

The following topics are presented in this HELP window:

- Column Headings
- Time Input Rules
- Create or Delete Prior Period Time Records
- Non-updateable Time Records
- Search Capabilities
- Pick List Options
- Time Input Status

## COLUMN HEADINGS

COLUMN HEADINGS	DESCRIPTION
BUDGET	Budget
NAME	Employee Name (Last, First, MI)
WSU ID	WSU ID number
UNITS WORKED	Hours Worked or Pieces Completed
NT	<u>No</u> <u>T</u> ime
BASE SCH HRS	Base Scheduled Hours
MEAL UNITS	The Number of Meals
CNCL APPT(C)	Cancel the Appointment
PAY CYCLE END	Pay Cycle End Date
RATE	Rate of Pay
PAY TYP	Payment Type
JOB CLS	Job Class
E/T	Earnings Type
PROJ	Project
POSN/TMP ID	Position Number or Temporary Job ID
MONITORED HRS	Total Monitored Hours for Non-student Hourly Employee
SINCE	Monitoring Begin Date MM/DD
TERM DATE	Appointment End Date
WS LIMIT	Current Semester Work Study Limit
SEM BALANCE	Semester-to-Date Earnings Remaining to be Charged as Work Study
PGM	Program
FND	Fund
AP	Sub fund

## TIME INPUT RULES

The cursor will be automatically positioned in the left-most position of the Units Worked column on the first time record. If HR (Hourly) appears in the Rate column, then the time units should be hours worked or on standby. If PC (Piece) appears in the Rate column, then the time units should be pieces completed. The Units field is 6 spaces long. The format is NNN.NNN. It is not necessary to complete all 6 spaces. Whole numbers go to the left of the decimal. Examples of units are:

```

80 Hours   _ 8 0 . _ _ _
5 Pieces   _ _ 5 . _ _ _
40 1/2 Hours _ 4 0 . 5 _ _
7 1/2 Pieces _ _ 7 . 5 _ _
3/4 of 1 Piece _ _ _ . 7 5 _

```

You may key the Units starting in the first left-most position so if you were entering 80 Hours, you would key 8 0 \_ . \_ \_ \_ then move the cursor to the next column or line and continue. The system will realign the 80 into \_ 8 0 . \_ \_ \_ once the ENTER key is pressed. You may key many units and then press the ENTER key to update. The system will then realign the input.



The NT column stands for No Time. If you receive a time card or Daily Activity Report form which has no time or pieces completed, you may mark this column with an N to signify No Time. This column has no impact on payroll processing and it is merely added as an aid for departments to manage the receipt and processing of time documents. You will receive an error message if you key units as well as an N for No Time. You may choose to leave both units and the No Time column blank.

The Cancel Appointment column is the way to cancel future time records by keying a C in this column. Once the C is marked, no future time records will be generated. It is alright to input both units worked and cancel an appointment on the same pay cycle. Once an appointment is canceled through Positive Pay it can only be reactivated through the TEMPS System.

The Base Scheduled Hours input line will appear only on the time records for employees whose appointments require Base Scheduled Hours. These appointments have a payment type of MO (Monthly), PQ (Perquisite) or SD (Shift Differential). Their time reporting code is P (Positive) and the pay rate code is M (Monthly).

The Meals input line will appear only on those time records which have appointment attributes which are eligible for meals such as payment type HR (Hourly), time reporting code is P (Positive) and pay rate code is H (Hourly). Meals input is allowed for the following budget and projects: 6542-6001, 6045, 6047, 6049, 6051 and 6052.

Press the PF3 key to view the rest of the time record. Press PF3 to return.

The files will be locked by Payroll Services at the time of cut-off. You will be able to view the input for a few days after cut-off, but any corrections will have to be reported on the PEARS.

## CREATE OR DELETE PRIOR PERIOD TIME RECORDS

Position the cursor on the time transaction line for which you need a Prior Period Time Record and press PF1. This action will cause a pop-up window to appear. You will key in the pay cycle end date and the units to be paid (unless the employee needs Base Scheduled Hours) then press PF8 to create a time record. This action will cause the system to validate that the current time record attributes existed in the previous pay period. To delete a Prior Period Time Record that you previously created, move the cursor to the record you wish to delete and then press PF7. A pop-up window will ask you to reconfirm your decision to delete.

Contact Payroll Services (509) 335-1396 or (509) 335-1468 if you are unable to create a Prior Period Time Record.

## NON-UPDATEABLE TIME RECORDS

Time records may appear for employees who were paid manually during the pay cycle. These time records already have hours or pieces in the Units Worked column. Since Payroll Services manually paid the employee after the last payroll was calculated, the hours do not need to be paid again. You will be able to view this activity, but not update it. You will not be allowed to create a Prior Period Time Record for this same earnings period. If additional hours are to be paid, contact Payroll Services at (509) 335-1610 and we will add the additional hours to the time record.

## SEARCH CAPABILITIES

Press PF2 to search the time records for a specific WSU ID number or employee name. You may key up the first 5 letters of the last name in the Name field and press the ENTER key. The cursor will be relocated in the Units Worked column for the first time record where the last name most closely matches the letters keyed.

## PICK LIST

Press PF6 to display the values of Payment Types or Earnings Types.

## TIME INPUT STATUS

The status of your Time Entry is defined as Incomplete or Complete. Each time you exit the Time Entry Screens you will be required to indicate the status of your input. As you finish Time Entry and key an X for complete, the status column on the Selection Screen will be updated from incomplete to complete for ALL projects within this budget. Even though you have updated the time records as complete, you can still make changes or update them prior to the input deadline.

Accounts for which the status is incomplete the morning of the final input day may cause Payroll Services to send E-mail to Department Representatives reminding them of the incomplete status and upcoming deadline.

POSITIVE PAY TIME QUERY BY SSN

DEPTPAY DEPARTMENTAL PAYROLL PROCESSING

08:59:07 07/15/96

Please select one of the following commands:

- 1 PPAYENT Positive Pay Time Entry
- 2 PPAYQSSN Positive Pay Query by SSN
- 3 PPAYDNLD Positive Pay Time Download
- 4 PEA
- 5 PEA
- 6 PEA

```

+-----+
| WSU ID is required for this command. |
|                                       |
|      WSU ID: _____              |
|                                       |
| PF12 = Quit                          |
+-----+
    
```

Page 1 of 1

Command ==> 6

PF9 = Help  
PF12 = Menu

PPDP5150 HEPPS System  
PPAYQSSN STRT Positive Pay Query by WSU ID

13:05:07 07/12/96

Page: 1

WSU ID: 123456789 EMPLOYEE'S NAME

Account	Units Worked	N Cncl	T Appt	Cycle End	Rate	Job Cls	E/T	Posn/ Tmp ID	Monitored Hrs	Term Since	Date
1115-0001	20.000			03/31	8.66	HR 9702	SWS	803474			05/96
1215-0001		N	C	03/31	8.66	HR 9701	SWS	808876			05/96
1215-0001	8.000		C	03/31	34.00	HR 9701	SHO	808876			05/96

Command ==>  
PF3=Right PF6=Picklist

PF9 =Help  
PF12=Exit

Use these screens to view the time records for the WSU ID number entered. This screen is provided for department personnel as an additional tool to view Units Worked for a specific individual for the current pay cycle.

All time records for the employee are displayed, even those for which you may not have update access.

Your access to view an employee's time records will be denied if you do not have authority to access at least one of the accounts.

POSITIVE PAY TIME DOWNLOAD

PPDP5110  
PPAYDNLD STRT

HEPPS System  
Positive Pay Time Download

13:01:55 07/12/96

Page: 1

Select ALL Accounts \_ or select one or more accounts or all accounts  
for which ALILUNAS is primary user \_ then press PF1 or PF2

	Primary			Last	Access	
X	User ID	Account	Status	User ID	Date	Time
-	-----	-----	-----	-----	-----	-----
_	ALILUNAS	1110-0005	Incomplete	SMETHURS	07/12/96	11:18
_	ALILUNAS	1113-0001	Incomplete	SMETHURS	07/12/96	12:48
_	ALILUNAS	1115-0001	Incomplete	SMETHURS	07/12/96	12:50
_	ALILUNAS	1115-0003	Incomplete	SMETHURS	07/12/96	12:50
_	ALILUNAS	1115-0004	Incomplete	SMETHURS	07/12/96	12:50
_	ALILUNAS	1115-0006	Incomplete	SMETHURS	07/12/96	12:50
_	ALILUNAS	1115-0008	Incomplete	SMETHURS	07/12/96	12:50
_	ALILUNAS	1115-0009	Incomplete	SMETHURS	07/12/96	12:50
_	ALILUNAS	1115-0010	Incomplete	SMETHURS	07/12/96	12:50
_	ALILUNAS	1115-0011	Incomplete	SMETHURS	07/12/96	12:50
_	ALILUNAS	1115-0012	Incomplete	SMETHURS	07/12/96	12:50

Command ==>

PF1 = All Records PF2 = Limited PF10 = Forward

PF9 = Help

PF12 = Menu

PF1:

PPDP5110  
PPAYDNLD STRT

HEPPS System  
Positive Pay Time Download

09:04:29 08/27/96

Page: 1

Select ALL Accounts x or select one or more accounts or all accounts  
for which SMETHURS is primary user \_ then press PF1 or PF2

	Primary	+-----+ c c e s s	
X	User ID	Date	Time
-	-----	-----	-----
_	SMETHUR	Download file type:	
_	SMETHUR	_ Document	/14/96 10:08
_	SMETHUR	_ Spreadsheet	/24/96 10:54
_	SMETHUR		/14/96 10:08
_	SMETHUR	Download method:	/14/96 10:08
_	SMETHUR	_ Entire Connection	/14/96 10:20
_	SMETHUR	_ FTP	/14/96 10:08
_	SMETHUR		/14/96 10:08
_	SMETHUR	ENTER = Download PF12 = Cancel	/14/96 10:08
_	SMETHUR	+-----+	/14/96 10:08
_	SMETHURS	1215-0001 Complete	SMETHURS 08/14/96 10:22
_	SMETHURS	1215-0002 Complete	SMETHURS 08/14/96 10:22

Command ==>

PF1 = All Records PF2 = Limited PF10 = Forward

PF9 = Help

PF12 = Menu

PF2:

PPDP5110  
PPAYDNLD STRT

HEPPS System  
Positive Pay Time Download

14:13:35 08/28/96

Page: 1

```
Select ALL +-----+
for which |
           | Please select one or more of the following:
           |
           |   Prim
           |   X User      _ Include records with time entered
           |   - ----   _ Include records with 'No Time' (NT) entered
           |   _ SMET   _ Include records with nothing entered to date
           |   _ SMET
           |   _ SMET   Download file type:
           |   _ SMET   _ Document      _ Spreadsheet
           |   _ SMET
           |   _ SMET   Download method:
           |   _ SMET   _ Entire Connection
           |   _ SMET   _ FTP
           |
           |                                     ENTER = Download  PF12 = Cancel
           |
           |-----+
           | SMET
```

Command ==>

PF1 = All Records PF2 = Limited PF10 = Forward

PF9 = Help

PF12 = Menu

Use these screens to select the group of records desired for download.

To select time records for download:

STEP 1: Select one of these three options:

ALL - Key an X on the line provided near the top of the screen that says:

Select ALL Accounts X

to receive all time records for which you have access to.

ONE OR MORE ACCOUNTS - Key an X on the line in the left-most column under the heading X for each account you wish to download.

PRIMARY USER - Key an X on the line provided near the top of the screen that says:

All accounts for which (your name) is Primary User

to receive all time records for which you are the Primary User. In addition to this, you may key in the User Name of any of your other Department Representatives and download the time records for those accounts for which they are the Primary User.

## STEP 2:

Press PF1 to download all time records within the selection made in STEP 1. You will be presented with a small pop-up window. Select the file type (document or spreadsheet), a download method (Entire Connection or FTP) and press the ENTER key to download.

OR

Press PF2 to download a specific group of time records within the selection made in STEP 1. A pop-up window will be displayed listing three data selection options. Key an X for each appropriate option, select the file type, a download method and press the ENTER key to download.

## SELECT:

OPTION 1 To download time records that you have already updated.

OPTION 2 To download time records that you have already updated as N for No Time

OPTION 3 To download time records that you have NOT updated

## DOWNLOADING RULES

You may download time records as many times as desired. The time records will be deleted a few days after payday. You may download time records before, during or after you have updated the Units Worked. Downloading serves to replace the effort to copy the completed Unit Pay Report forms. Downloading provides you with a record of input activities.

## DOWNLOADING MATRIX

This matrix illustrates suggested software and file extensions as a guide. You may choose to download into other brands of software or file extensions.

### FILE TYPE: Document

<u>DOWNLOAD METHOD</u>	<u>DESTINATION SOFTWARE</u>	<u>FILE EXTENSIONS</u>
Entire Connection	Microsoft Word	.TXT
FTP (ASCII Mode)	Microsoft Word	.TXT

### FILE TYPE: Spreadsheet

<u>DOWNLOAD METHOD</u>	<u>DESTINATION SOFTWARE</u>	<u>FILE EXTENSIONS</u>
Entire Connection	Excel, Access	.WKL headings .WKS or .XLS no headings
FTP (ASCII Mode)	Excel, Access	.TXT headings

## DOWNLOADING TIPS

- You must have software on your PC which supports downloading such as Entire Connection or FTP.
- You must have a word processing type of software such as Microsoft Word to print the document file type.
- You must have spreadsheet software such as Excel or Access to manipulate data from a spreadsheet file type.
- You must know which drive (usually C) is available for storage of your download.
- You must establish a file folder (directory) to house your downloads.
- If you are downloading to a spreadsheet, it is recommended that you do not print the raw data. Use the document file type option if you intend to print a hard copy of the Positive Pay transaction.

An additional how-to guide is available by contacting Payroll Services at 335-1277 or e-mail to [payroll@wsu.edu](mailto:payroll@wsu.edu)



PEAR CERTIFICATION

PPDP5050  
PEARCERT STRT

HEPPS System  
PEAR Certification

13:32:50 07/12/96

Page: 2

Select ALL Accounts \_ or select ONE Account (A) or  
ONE Budget (B), then press PF1 or PF2

A	Primary				Last	Access	
B	User ID	Account	Status	Corr	User ID	Date	Time
-	SMETHURS	6542-6048	Incomplete		SMETHURS	07/12/96	13:32
-	SMETHURS	6542-6049	Payroll	Y	SMETHURS	06/01/96	19:32
-	SMETHURS	6542-6052	Payroll	Y	SMETHURS	06/01/96	19:23
-	SMETHURS	6542-6053	Certified		SMETHURS	06/01/96	19:15
-	SMETHURS	6542-6054	Incomplete		SMETHURS	07/12/96	13:31
-	SMETHURS	6542-6055	Certified		SMETHURS	06/01/96	19:15
-	SMETHURS	6542-6056	Certified		SMETHURS	06/01/96	19:15
-	ALILUNAS	1110-0001	Incomplete	Y	SMETHURS	07/12/96	13:31
-	ALILUNAS	1110-0005	Certified	Y	ALILUNAS	07/08/96	15:28
-	ALILUNAS	1112-0001	Incomplete	Y	SMETHURS	07/12/96	13:32
-	ALILUNAS	1113-0001	Certified	Y	ALILUNAS	07/08/96	15:04

Command ==>

PF1 = All Records PF2 = Limited PF10 = Forward PF11 = Back

PF9 = Help

PF12 = Menu

**PF2:**

PPDP5050  
PEARCERT STRT

HEPPS System  
PEAR Certification

13:36:06 07/12/96

Page: 2

Please select one or more of the following:							
-	Include CORRECTED and NONLISTED records						
-	Include UNCORRECTED records						
-	Include REVIEWED records						
-	Include UNREVIEWED records						
-	Include records for: PART 1 (Salaried/Appointed)						
-	PART 2 (Temporary/Other Positive Pay)						
-	PART 3 (Nonlisted)						
						ENTER = Continue	PF12 = Exit
-	ALILUNAS	1113-0001	Certified	Y	ALILUNAS	07/08/96	15:04

Command ==>

PF1 = All Records PF2 = Limited PF10 = Forward PF11 = Back

PF9 = Help

PF12 = Menu

Use these screens to select the group of PEAR (Payroll Expenditure Audit Report) records desired for review and certification.

The following topics are presented in this HELP window:

- Steps to Select PEAR records
- Access to Accounts
- Primary vs. Secondary User Defined
- Status Defined
- Last Access Columns Defined
- PEAR Retention
- Additional Help

## TO SELECT PEAR RECORDS

STEP 1: Select one of these three options:

**ALL ACCOUNTS** - You will be presented with all PEAR records whose accounts you are authorized to access. Records will be sorted by part, name, WSU ID number, and pay cycle end date.

TO SELECT ALL ACCOUNTS key an X on the line provided near the top of the screen that says:

Select ALL Accounts X

**ACCOUNT** - You will be presented with all PEAR records which have the same account. Records will be sorted by part, then name.

TO SELECT AN ACCOUNT key the letter A (Account) on the line in the left-most column under the heading AB next to the User Name of the account you wish to select.

**BUDGET** - You will be presented with all PEAR records which have the same budget but many projects. Records will be sorted by part, then name.

TO SELECT A BUDGET key the letter B (Budget) on the line in the left-most column under the heading AB next to the User Name for the Budget you wish to select.

If all or most of your employees are paid on the same account, then select the Account option.

If all or most of your employees are paid under the same Budget but several projects, then select the Budget option.

If all or most of your employees are paid under multiple Accounts, then select the ALL option.

Keep in mind that large displays of PEAR records may impact system response time.

STEP 2:

Press PF1 to access all PEAR records under the selection made in STEP 1.

OR

Press PF2 to access a specific group of PEAR records within the selection made in STEP 1. If you press PF2, a pop-up window will appear listing several options. Key an X for each appropriate option and press the ENTER key to continue.

SELECT:

- OPTION 1      To access PEAR records that have been added or corrected for non-listed employees. These are records with a C in the Correction Column or are displayed in Part 3.
- OPTION 2      To access PEAR records that have NOT been corrected or added. These records do not have a C in the Correction Column and they are not displayed in Part 3.
- OPTION 3      To access PEAR records that have been reviewed. These are records with an R in the Reviewed Column and are from Part 1, 2 or 3.
- OPTION 4      To access PEAR records that have not been reviewed. These are records that do not have an R in the Review Column and they are from Part 1, 2 or 3.
- OPTION 5      To access PEAR records that are only from Part 1 (Salaried). These records represent Options 1-4 but only for Part 1 employees.
- OPTION 6      To access PEAR records that are only from Part 2 (Temporary). These records represent Options 1-4 but only for Part 2 employees.
- OPTION 7      To access PEAR records that are only from Part 3 (Not Listed). These records represent the employees added that should have been paid. Their records could have been marked R in the Reviewed Column or left blank in the Reviewed Column.

## CORRECTED RECORDS

Corrected records are those for which you have written a comment as part of the certification process. The system will mark these PEAR records as Corrected and a C will be updated on the PEAR record.

## ADDED RECORDS

Added records represent the name, WSU ID number, account and pay cycle end date of individuals who were not paid. As part of the certification process, you need to document employees who were not paid. The PF4 key has been established so you may key this information into the system. Records for employees not paid will appear in Part 3 listed at the end of your PEAR records.

## REVIEWED RECORDS

Reviewed records are any PEAR records which you have updated with an R for Reviewed. You are not required to mark any PEAR records as reviewed.

## ACCESS TO ACCOUNTS

In order to view and update PEAR records you must be granted access. Access is maintained at the individual account (budget-project) level. Payroll Services maintains the access tables. Users must first obtain access to HEPPS Inquiry. Access to certify PEAR records and to update time records will only be granted to Department Representatives after they have attended a training session. Each account must have at least two Department Representatives and the primary user must have a Unix account in order to receive e-mail.

To change other information in the WSU Electronic Phonebook (i.e., title, work address, city, state, zip and phone number):

Go into the HEPPS account (ask your office's administrative assistant to do this if you don't have access) and change this information in the Employee Workplace. If you don't input information for work address, city, state, zip and phone number, it will default to the information available for your department.

As departments add, change or delete accounts used by salaries, it is critical that Department Representatives notify Payroll Services in writing (either via e-mail to [payroll@wsu.edu](mailto:payroll@wsu.edu) or via memorandum) so that the access tables can be updated. Also, as Department Representatives transfer in and out of their current positions, it is critical that Payroll Services be notified in writing so that the access tables can be updated to reflect these changes. Department Representatives are reminded to keep their phone number current in the Employee Workplace (EWP) AIS application since Payroll uses the phone number from EWP as the contact phone.

The written change in access notice to Payroll Services should include the following:

- Department Name
- Name of the User
- WSU ID number of the User
- AIS User ID
- E-mail Address
- Reason for Change
- Effective Date of Change
- Contact Person and Telephone Number

## PRIMARY VS SECONDARY USER

Each account will have one user who has been designated as the primary user. Accounts for which you are the primary user are listed first on the selection screen. Each account may have up to four other users who are designated as secondary users. Accounts for which you are the secondary user are listed following any accounts for which you are the primary user.

You have access to view and certify PEAR records for any accounts which are listed on the selection screen regardless of whether you have been granted primary or secondary access. Department Representatives will need to determine who should be listed as primary or secondary users for each account. Payroll Services requires only that all Representatives must attend training before access is granted.

## STATUS DEFINED

The status of your PEAR review is defined as Incomplete, Certified or Payroll. Each time you exit you will be required to indicate the status of your review. If you have completed your review, key an X for certified. This will cause the status column on the Selection Screen to be updated from Incomplete to Certified.

Once you have certified your PEARS, the change in status prevents you from adding or correcting any additional records. If a change is required, contact Payroll Services (509) 335-1617 to unlock the certified account(s) prior to the review deadline. You may still query PEARS along with your comments/corrections but not update them after the status has been set to Certified. Press PF1 to review records which you have corrected or added.

Accounts for which the status is incomplete the morning of payday may cause Payroll Services to send E-mail to Department Representatives reminding them of the incomplete status and upcoming deadline.

The status of Payroll means that you had at least one correction within your account and the Payroll Services staff has reviewed your correction/comment. All additions for employees not paid and any corrections/comments will cause a Y to appear in the CORR column on the Selection Screen. The Y is an indicator to Payroll Services that at least one correction/comment or addition exists for this account. The AIS User ID of the Payroll staff member will appear in the Last Access Column so you can see who in Payroll Services reviewed your correction.

## LAST ACCESS COLUMNS DEFINED

The columns in Last Access indicate the User ID, date and time of the last person to access the account. Accounts which are blank in these three columns as the PEAR certification deadline approaches indicate that no one has reviewed the PEARS and that some of your employees may not have not been paid correctly.

## PEAR RETENTION

The department is to retain a copy of each PEAR. See [90.01](#) for specific PEAR retention requirements. The department may make a paper copy for retention by making a screen print or printing a downloaded file.

If the department prefers to retain the PEAR in digital media, the department may retain the downloaded PEAR file. To download a copy of the PEAR file for retention and audit purposes:

- Select **PEAR Download** from the Departmental Payroll Processing screen.
- Select the account(s).
- Select the **Document** download file type. .
- Select the **PEAR data plus comments** download record format.
- Select the download method, either Entire Connection or FTP.

NOTE: The department may download PEAR data in the **Spreadsheet** file format for internal recordkeeping purposes. For audit purposes, however, the department must retain either a paper copy or a digital copy of the **PEAR data plus comments** record format in the **Document** file type.

Additional HELP:

- HEPPS Inquiry Screens
- Payroll Services (509) 335-9575
- E-mail [payroll@wsu.edu](mailto:payroll@wsu.edu)
- Payroll Services Web Site: <http://www.ba.wsu.edu/payroll/>
- BPPM

PEAR CERTIFICATION

PPDP5180  
PEARCERT ALL

HEPPS System  
PEAR Certification

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R	P	Name	WSU ID	C	Pay Cycle End	Account	E/T	P/T	Hours	Staff Months	Payroll Expense
--	1	EMPE NAME	123456789		03/15	1170-7913	REG	CUR	8.80	.0500	157.25
--	1	EMPE NAME	123456789		03/15	1170-9209	REG	CUR	17.60	.1000	314.50
--	1	EMPE NAME	234567890		03/15	1133-0001	REG	CUR	88.00	.5000	3682.67
--	1	EMPE NAME	345678901		03/15	1210-0001	REG	CUR	88.00	.5000	2660.55
--	1	EMPE NAME	456789012		03/15	1133-4400	REG	CUR	88.00	.5000	1114.50
--	1	EMPE NAME	567890123		03/15	1193-0001	REG	CUR	88.00	.5000	1404.92
--	1	EMPE NAME	678901234		02/29	1171-0001	REG	CUR	32.00	.2000-	434.44-
--	1	EMPE NAME	678901234		02/29	1171-0001	ALP	CUR	333.23		4558.59
--	1	EMPE NAME	789012345		03/15	1133-9901	REG	CUR	88.00	.5000	1727.50
--	1	EMPE NAME	890123456		03/15	6542-6045	RGC	CUR	88.00	.5000	992.50
--	1	EMPE NAME	901234567		03/15	6542-6052	RGC	CUR	88.00	.5000	1141.00
--	1	EMPE NAME	012345678		03/15	1113-0001	REG	CUR	88.00	.5000	4458.34
R	1	EMPE NAME	001234567		02/15	1145-0001	REG	CUR	3.00	.0170-	50.80-

Subtotal Part 1: 757,163.56 Part 2: 156,191.30 Total: 913,354.86

PF6=Picklist PF9 =Help

PF1=Corr PF2=Search PF3=Right PF4=Nonlisted PF10=Forward PF11=Back PF12=Exit

PF3:

PPDP5180  
PEARCERT ALL

HEPPS System  
PEAR Certification

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P	Name	WSU ID	C	Job Cls	Posn/ Tmp ID	Monitored Hours	Since	WS Limit	Sem Balance	Pgm	Fnd	Ap
1	EMPE NAME	123456789		1120	075624					17A	846	02
1	EMPE NAME	123456789		1120	075624					17A	846	02
1	EMPE NAME	234567890		0120	041903					01B	001	01
1	EMPE NAME	345678901		0311	039667					01C	001	01
1	EMPE NAME	456789012		2255	041694					01B	001	01
1	EMPE NAME	567890123		1113	041250					01C	001	01
1	EMPE NAME	678901234		0680	072782					03B	001	01
1	EMPE NAME	678901234		0680	072782					03B	001	01
1	EMPE NAME	789012345		2033	040416					01B	148	02
1	EMPE NAME	890123456		4046	039818					15A	573	04
1	EMPE NAME	901234567		4026	042237					15A	573	04
1	EMPE NAME	012345678		0129	051928					01B	001	01
1	EMPE NAME	001234567		3120	040629					01D	001	01

PF9 =Help

PF3=Left

PF12=Exit



PF1:

PPDP5180  
PEARCERT ALL

HEPPS System  
PEAR Certification

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Page: 2

R P	Name	WSU ID	C	Pay Cycle End	Account	E/T P/T	Hours	Staff Months	Payroll Expense
1	EMPE NAME	123456789	C	03/15	1110-0001	REG CUR	88.00	.5000	812.20

Correction/Comments: (1) Page 1 of 1

Employee did not report 32 hours taken as Leave Without Pay. Please \_\_\_  
deduct from this payment. Time report has been sent to HRS-Records. \_\_\_

PF1 = Next Corr PF8 = Update PF10 = Forward PF12 = Exit

PF2:

PPDP5180  
PEARCERT ALL

HEPPS System  
PEAR Certification

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R P	Name	WSU ID	C	Pay Cycle End	Account	E/T P/T	Hours	Staff Months	Payroll Expense	
1	EMPE NAME	123456789		03/15	1133-4100	REG CUR	44.00	.2500	422.50	
1	EMPE NAME					R	88.00	.5000	1490.00	
R 1	EMPE NAME					R	88.00	.5000	1196.50	
1	EMPE NAME	Search for WSU ID: _____					R	88.00	.5000	2493.75
1	EMPE NAME					R	88.00	.5000	1224.50	
1	EMPE NAME			-OR-		R	88.00	.5000	1684.80	
1	EMPE NAME					R	44.00	.2500	717.75	
1	EMPE NAME			Name: _____		R	88.00	.5000	1114.50	
1	EMPE NAME			Part: _ (1/2/3)		R	88.00	.5000	1456.62	
1	EMPE NAME					R	88.00	.5000	1141.00	
1	EMPE NAME			ENTR = Continue PF12 = Exit		R	88.00	.5000	1089.50	
1	EMPE NAME					R	88.00	.5000	1141.00	
1	EMPE NAME	234567890		03/15	1215-0001	REG CUR	88.00	.5000	1317.00	

Subtotal Part 1: 757,163.56 Part 2: 156,191.30 Total: 913,354.86

PF6=Picklist PF9 =Help

PF1=Corr PF2=Search PF3=Right PF4=Nonlisted PF10=Forward PF11=Back PF12=Exit

PF4:

PPDP5180  
PEARCERT ALL

HEPPS System  
PEAR Certification

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R	P	Name	WSU ID	C	Pay Cycle End	Account	E/T	P/T	Hours	Staff Months	Payroll Expense
1		EMPE NAME	123456789		03/15	1133-4100	REG	CUR	44.00	.2500	422.50
1		EMPE N									1490.00
R	1	EMPE N									1196.50
1		EMPE N				Add Nonlisted Employee for Account 1133 4100					2493.75
1		EMPE N									1224.50
1		EMPE N				Name: EMPE, NAME (last,first)					1684.80
1		EMPE N				WSU ID: 456789123					717.75
1		EMPE N									1114.50
1		EMPE N									1456.62
1		EMPE N				Pay Cycle End Date: 03 31 96 (mmddyy)					1141.00
1		EMPE N									1089.50
1		EMPE N				PF8 = Continue PF12 = Cancel					1141.00
1		EMPE N									1317.00
Subtotal Part 1: 757,163.56 Part 2: 156,191.30 Total: 913,354.86											
PF6=Picklist PF9 =Help											
PF1=Corr PF2=Search PF3=Right PF4=Nonlisted PF10=Forward PF11=Back PF12=Exit											

PF8:

PPDP5180  
PEARCERT ALL

HEPPS System  
PEAR Certification

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Page: 22

R	P	Name	WSU ID	C	Pay Cycle End	Account	E/T	P/T	Hours	Staff Months	Payroll Expense
3		EMPE, NAME	123456789		03/15	1133-4100					
<p>Correction updated Correction/Comments: (1) Page 1 of 1</p> <p>EMPE apparently did not get paid and I think she should have. Please check and let me know why she wasn't paid. Thanks Dept</p> <p>I checked her appointment in HEPPS and the funding expired at the end of the previous paycycle. Please initiate the necessary position control documents to reestablish her funding. This must occur before any payments can occur. Payroll</p> <p>PF8 = Update PF10 = Forward PF12 = Exit</p>											

PF6:

PPDP5180  
PEARCERT ALL

HEPPS System  
PEAR Certification

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Page: 22

R	P	Name	WSU ID	C	End	Account	E/T	P/T	Hours	Staff	Payroll	
Pay Cycle												
Months Expense												
_	1	EMPE NAME	123456789		03/15	1133-4100	REG	CUR	44.00	.2500	422.50	
_	1	EMPE NAME	+-----+							8.00	.5000	490.00
R	1	EMPE NAME								8.00	.5000	196.50
_	1	EMPE NAME	Select data element for picklist							8.00	.5000	493.75
_	1	EMPE NAME	_ Payment type							8.00	.5000	224.50
_	1	EMPE NAME	_ Earnings type							8.00	.5000	684.80
_	1	EMPE NAME	ENTR = Picklist PF12 = Exit							4.00	.2500	717.75
_	1	EMPE NAME	+-----+							8.00	.5000	456.62
_	1	EMPE NAME	234567890		03/15	6542-6043	RGC	CUR	88.00	.5000	141.00	
_	1	EMPE NAME	345678901		03/15	1133-9901	REG	CUR	88.00	.5000	089.50	
_	1	EMPE NAME	456789012		03/15	6542-6049	RGC	CUR	88.00	.5000	141.00	
_	1	EMPE NAME	567890123		03/15	1215-0001	REG	CUR	88.00	.5000	317.00	
Subtotal Part 1: 757,163.56 Part 2: 156,191.30 Total: 13,354.86												
PF6=Picklist PF9 =Help												
PF1=Corr PF2=Search PF3=Right PF4=Nonlisted PF10=Forward PF11=Back F12=Exit												

PF12:

PPDP5180  
PEARCERT ALL

HEPPS System  
PEAR Certification

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Page: 22

R	P	Name	WSU ID	C	End	Account	E/T	P/T	Hours	Staff	Payroll	
Pay Cycle												
Months Expense												
_	1	EMPE NAME	123456789		03/15	1133-4100	REG	CUR	44.00	.2500	422.50	
_	1	EMPE	+-----+							0	1490.00	
R	1	EMPE								0	1196.50	
_	1	EMPE	Please indicate certification status of ALL accounts							0	2493.75	
_	1	EMPE	not previously certified							0	1224.50	
_	1	EMPE	_ Incomplete							0	1684.80	
_	1	EMPE	_ Certified							0	717.75	
_	1	EMPE								0	1456.62	
_	1	EMPE	then press PF1 for additional PEAR certification							0	1141.00	
_	1	EMPE	or PF12 to exit							0	1089.50	
_	1	EMPE	+-----+							0	1141.00	
_	1	EMPE NAME	234567890		03/15	1215-0001	REG	CUR	88.00	.5000	1317.00	
Subtotal Part 1: 757,163.56 Part 2: 156,191.30 Total: 913,354.86												
PF6=Picklist PF9 =Help												
PF1=Corr PF2=Search PF3=Right PF4=Nonlisted PF10=Forward PF11=Back PF12=Exit												

Use these screens to certify the PEARS displayed within ALL accounts that you have access to.

The following topics are presented in this HELP window:

- Column Headings
- PEAR Review
- PEAR Parts
- PEAR Corrections
- Employees NOT Listed / NOT Paid
- Search Capabilities
- Pick List
- PEAR Status

#### COLUMN HEADINGS

<b>COLUMN HEADINGS</b>	<b>DESCRIPTION</b>
ALL	All expenses you have access to
R	Reviewed
P	Part 1, 2 or 3
NAME	Employee Name (Last, First, MI)
WSU ID	WSU ID number
C	Correction
PAY CYCLE END	Pay Cycle End Date
ACCOUNT	Budget / Project
E/T	Earnings Type
P/T	Payment Type
HOURS	Hours Worked
STAFF MONTHS	---
PAYROLL EXPENSE	---
JOB CLS	Job Class
POSN/TMP ID	Position Number or Temporary Job ID
MONITORED HRS	Total Monitored Hours for Non-student Hourly Employee
SINCE	Monitoring Begin Date MM/DD
WS LIMIT	Current Semester Work Study Limit
SEM BALANCE	Semester-to-Date Earnings Remaining to be Charged as Work Study
PGM	Program
FND	Fund
AP	Sub fund

## PEAR REVIEW

You may wish to review only certain PEAR records at a time. You have the option of updating each record as reviewed by keying an R in the left-most column on the screen. This feature is optional and its use is entirely up to you.

Pay-affecting corrections should be noted no later than the 9:00am cutoff date listed on the Payroll Documents Schedule.

## PEAR PARTS

PEARS are divided into three parts:

Part 1 -- Object 00 Salaries

Part 2 -- Object 01 Wages

Part 3 -- Employees not paid who you have added. Expense transfers will appear in either Part 1 or Part 2. Retirees on supplementation may appear in Part 1.

For your convenience subtotals for Part 1 and Part 2 and the grand total appear at the bottom of all pages within the sort selected as well as the last page.

## PEAR CORRECTIONS

If you find a payment line which needs corrective action, move the cursor to that line and press PF1. The payment line will be displayed at the top of the screen along with a dialog box in which you will enter your comment for Payroll Services such as, "Employee took 8 hours LWOP on 06/07/96." Press PF8 to update the comment.

Comments should include the individual's position number, type of appointment, rate of pay, number of hours or pieces if appropriate, pay period(s) affected, and a specific narrative about what is in question or what is wrong and what you would like Payroll to do. If you are requesting an interim paycheck include the reason why employee was not paid by the system.

This action will cause a C to appear in the body of the PEAR under the column heading C. C stands for correction. All PEAR notations (except for employees not paid) will be entered by pressing the PF1 CORR key.

Payroll will respond to your comments after the account status has been changed to Certified.

## EMPLOYEES NOT LISTED / NOT PAID

Press PF4 Not Listed and a pop-up window will appear requesting you to provide the employee's name, WSU ID number, account and pay cycle end date. Press PF8 to continue.

A second pop-up window will be provided for you to key in a comment such as "Employee hired 05/01/96 and should have been paid for entire pay cycle." Press PF8 to update the comment.

This action will create a record in Part 3 listing the information you provided. Payroll will respond to your comments after the account status has been changed to Certified.

## SEARCH CAPABILITIES

Press PF2 to search the PEAR records for a specific WSU ID number or employee name. You may key up to the first 5 letters of the last name in the Name field. Indicate the part of the PEAR to be searched and press the ENTER key. The cursor will be relocated to the first PEAR record where the last name most closely matches the letters keyed.

## PICK LIST

Press PF6 to display the values of payment types or earnings types.

## PEAR STATUS

The status of your PEAR review is defined as Incomplete, Certified or Payroll. Each time you exit you will be required to indicate the status of your review. If you have completed your review, key an X for Certified. This will update the Status column on the Selection Screen for ALL ACCOUNTS from Incomplete to Certified.

Once you have certified your PEARS, the change in status prevents you from correcting (or adding) any additional records. If a change is required, contact Payroll Services at (509) 335-1617 to unlock the certified account(s) prior to the review deadline. You may still query PEARS along with your corrections/comments but not update them after the status has been changed to Certified. Press PF1 to review records which you have corrected or added.

PEAR accounts with corrections must to updated to Certified before Payroll will review.

The Status of Payroll means you had at least one correction or addition within an account and the Payroll Services staff has reviewed your corrections/comments. All additions for employees not paid and any corrections/comments will cause a Y to appear in the CORR column on the Selection Screen. The Y is an indicator to Payroll Services that at least one correction/comment or addition exists for an account. The AIS User ID of the Payroll staff member will appear in the Last Access Column so you can see who in Payroll Services reviewed your correction.

If you select expense records on the PEAR Certification Screen in the ALL ACCOUNTS sequence and some of the budgets/projects already have a status of Certified or Payroll, you will not be allowed to add comments or new records. You will be restricted to query only.

PEAR CERTIFICATION

PPDP5160  
PEARCERT ACCT

HEPPS System  
PEAR Certification

14:29:58 07/12/96

Page: 1

Account: 6542-6048

R	P	Name	WSU ID	Pay			Hours	Staff	Payroll
				C	End	Job			
1	EMPE	NAME	123456789	03/15	1246	REG CUR	13.20	.0750	252.72
2	EMPE	NAME	234567890	03/15	9007	SHR CUR	27.00	.1552	140.40
2	EMPE	NAME	345678901	02/15	9008	SHR CUR	1.00		17.10
2	EMPE	NAME	345678901	03/15	9008	SHR CUR	41.75	.2399	258.85
2	EMPE	NAME	456789012	03/15	9007	SHR CUR	20.00	.1149	104.00
2	EMPE	NAME	567890123	03/15	9007	SHR CUR	29.25	.1681	157.95
2	EMPE	NAME	678901234	03/15	9007	SHR CUR	27.50	.1580	148.50
2	EMPE	NAME	789012345	03/15	9707	SWS CUR	6.06	.0348	58.87
2	EMPE	NAME	890123456	03/15	9007	SHR CUR	15.00	.0862	81.00
2	EMPE	NAME	901234567	03/15	9007	SHR CUR	29.75	.1710	154.70
2	EMPE	NAME	012345678	03/15	9008	SHR CUR	30.00	.1724	180.00
2	EMPE	NAME	001234567	03/15	9007	SHR CUR	22.95	.1319	119.34
2	EMPE	NAME	000123456	03/15	9007	SHR CUR	24.41	.1403	131.81

Subtotal Part 1: 252.72 Part 2: 3,891.96 Total: 4,144.68

PF6=Picklist PF9 =Help

PF1=Corr PF2=Search PF3=Right PF4=Nonlisted PF10=Forward

PF12=Exit

PF3:

PPDP5160  
PEARCERT ACCT

HEPPS System  
PEAR Certification

14:30:51 07/12/96

Page: 1

Account: 6542-6048

P	Name	WSU ID	C	Posn/ Tmp ID	Monitored		WS	Sem	Pgm	Fnd	Ap
					Hours	Since					
1	EMPE	NAME		123456789	041452				15A	573	04
2	EMPE	NAME		123456789	846603				15A	573	04
2	EMPE	NAME		234567890	846624				15A	573	04
2	EMPE	NAME		234567890	846624				15A	573	04
2	EMPE	NAME		345678901	846615				15A	573	04
2	EMPE	NAME		456789012	846609				15A	573	04
2	EMPE	NAME		567890123	846616				15A	573	04
2	EMPE	NAME		678901234	841005		800		15A	573	04
2	EMPE	NAME		789012345	846608				15A	573	04
2	EMPE	NAME		890123456	846613				15A	573	04
2	EMPE	NAME		901234567	846627				15A	573	04
2	EMPE	NAME		012345678	846602				15A	573	04
2	EMPE	NAME		001234567	841004				15A	573	04

PF9 =Help

PF3=Left

PF12=Exit



PF2:

PPDP5160  
PEARCERT ACCT

HEPPS System  
PEAR Certification

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Page: 1

Account: 1110-0001

R	P	Name	WSU ID	C	End	Cls	E/T	P/T	Hours	Staff	Payroll
			Pay Cycle Job						Months	Expense	
_	1	EMPE NAME	123456789	C	03/15	1123	REG	CUR	88.00	.5000	1812.20
_	1	EMPE NAME						R	88.00	.5000	1456.62
_	1	EMPE NAME						R	88.00	.5000	1213.33
_	1	EMPE NAME	Search for WSU ID: _____					R	88.00	.5000	1064.50
_	1	EMPE NAME						R			405.30
_	1	EMPE NAME	-OR-					R	88.00	.5000	4219.70
_	1	EMPE NAME						R	88.00	.5000	5611.47
_	1	EMPE NAME	Name: _____					R	63.99	.3636	646.06
_	2	EMPE NAME	Part: _ (1/2/3)					R	3.50	.0201	19.25
_	2	EMPE NAME						R	46.75	.2687	374.00
ENTR = Continue PF12 = Exit											

Subtotal Part 1: 16,429.18 Part 2: 393.25 Total: 16,822.43

PF6=Picklist PF9 =Help

PF1=Corr PF2=Search PF3=Right PF4=Nonlisted

PF12=Exit

PF1:

PPDP5160  
PEARCERT ACCT

HEPPS System  
PEAR Certification

14:32:40 07/12/96

Page: 1

Account: 1110-0001

R	P	Name	WSU ID	C	End	Cls	E/T	P/T	Hours	Staff	Payroll
			Pay Cycle Job						Months	Expense	
_	1	EMPE NAME	123456789	C	03/15	1113	REG	CUR	88.00	.5000	1456.62
<p style="text-align: center;">Correction/Comments: (1) Page 1 of 1</p> <p>Employee's position has been reallocated to a higher range retro to the first of last month. Personnel Action Form submitted after the payroll cutoff. Could a hand drawn be done to pay the retro? The retroactive pay will be paid on the next scheduled paycycle. Payroll</p> <hr/> <hr/> <hr/> <p style="text-align: center;">PF1 = Next Corr PF8 = Update PF10 = Forward PF12 = Exit</p>											

PF4:

PPDP5160  
PEARCERT ACCT

HEPPS System  
PEAR Certification

14:33:31 07/12/96

Page: 1

Account: 1110-0001

R	P	Name	WSU ID	C	End	Cls	E/T	P/T	Hours	Months	Payroll Expense
_	1	EMPE NAME	123456789	C	03/15	1123	REG	CUR	88.00	.5000	812.20
_	1	EMPE N									456.62
_	1	EMPE N									213.33
_	1	EMPE N	Add Nonlisted Employee for Account 1110-0001								064.50
_	1	EMPE N									05.30
_	1	EMPE N	Name: EMPE, NAME _____ (last,first)								4219.70
_	1	EMPE N									611.47
_	1	EMPE N	WSU ID: 234567890								646.06
_	2	EMPE N									19.25
_	2	EMPE N	Pay Cycle End Date: 03 15 96 (mmdyy)								374.00
											PF8 - Continue PF12 = Cancel

+-----+  
 Subtotal Part 1: 16,429.18 Part 2: 393.25 Total: 6,822.43

PF6=Picklist PF9 =Help

PF1=Corr PF2=Search PF3=Right PF4=Nonlisted

PF12=Exit

PF8:

PPDP5160  
PEARCERT ACCT

HEPPS System  
PEAR Certification

10:15:53 07/13/96

Page: 1

Account: 1110-0001

R	P	Name	WSU ID	C	End	Cls	E/T	P/T	Hours	Months	Payroll Expense
_	3	EMP NAME	123456789		03/15						

Correction updated Correction/Comments: (1) Page 1 of 1

Employee was paid last paycycle but not paid this paycycle.I can't figure out why. Please let me know what happened and if I need to do anything else to get him a paycheck. Dept \_\_\_\_\_  
 According to his personnel action form, he is on a 10 month appointment and effective the first of the month he is in a nonpaid status for two months so he should not be paid this paycycle. Payroll \_\_\_\_\_

PF8 = Update PF10 = Forward PF12 = Exit

PF6:

PPDP5160  
PEARCERT ACCT

HEPPS System  
PEAR Certification

10:25:56 07/13/96

Page: 1

Account: 1110-0001

R	P	Name	WSU ID	C	End	Cls	E/T	P/T	Hours	Staff	Payroll	
Pay Cycle Job												
Months Expense												
_ 1		EMPE NAME	123456789	C	03/15	1123	REG	CUR	88.00	.5000	812.20	
_ 1		EMPE NAME	-----+							8.00	.5000	456.62
_ 1		EMPE NAME								8.00	.5000	213.33
_ 1		EMPE NAME	Select data element for picklist							8.00	.5000	064.50
_ 1		EMPE NAME	_ Payment type									405.30
_ 1		EMPE NAME	_ Earnings type							8.00	.5000	219.70
_ 1		EMPE NAME								8.00	.5000	611.47
_ 1		EMPE NAME	ENTR = Picklist PF12 = Exit							3.99	.3636	646.06
_ 2		EMPE NAME	+-----+							3.50	.0201	19.25
_ 2		EMPE NAME	234567890		03/15	8001	HRY	CUR	46.75	.2687	374.00	
_ 3		EMPE NAME	345678901		03/15							

Subtotal Part 1: 16,429.18 Part 2: 393.25 Total: 6,822.43

PF6=Picklist F9 =Help

PF1=Corr PF2=Search PF3=Right PF4=Nonlisted

PF12=Exit

PF12:

PPDP5160  
PEARCERT ACCT

HEPPS System  
PEAR Certification

10:27:06 07/13/96

Page: 1

Account: 1110-0001

R	P	Name	WSU ID	C	End	Cls	E/T	P/T	Hours	Staff	Payroll	
Pay Cycle Job												
Months Expense												
_ 1		EMPE NAME	123456789	C	03/15	1123	REG	CUR	88.00	.5000	1812.20	
_ 1		EMPE NAME	123456789	C	03/15	1113	REG	CUR	88.00	.5000	1456.62	
_ 1		KA	-----+									1213.33
_ 1		RU										1064.50
_ 1		SA	Please indicate certification status of account 1110-0001									405.30
_ 1		SA										4219.70
_ 1		SM	_ Incomplete									5611.47
_ 1		VO	_ Certified									646.06
_ 2		BE										19.25
_ 2		BU	then press PF1 for additional PEAR certification									374.00
_ 3		BR	or PF12 to exit									
+-----+												

Subtotal Part 1: 16,429.18 Part 2: 393.25 Total: 16,822.43

PF6=Picklist PF9 =Help

PF1=Corr PF2=Search PF3=Right PF4=Nonlisted

PF12=Exit

Use these screens to certify the PEARS displayed within this ACCOUNT.

The following topics are presented in this HELP window:

- Column Headings
- PEAR Review
- PEAR Parts
- PEAR Corrections
- Employees NOT Listed / NOT Paid
- Search Capabilities
- Pick List
- PEAR Status

#### COLUMN HEADINGS

<b>COLUMN HEADINGS</b>	<b>DESCRIPTION</b>
ACCOUNT	Account
R	Reviewed
P	Part 1, 2 or 3
NAME	Employee Name (Last, First, MI)
WSU ID	WSU ID number
C	Correction
PAY CYCLE END	Pay Cycle End Date
JOB CLS	Job Class
E/T	Earnings Type
P/T	Payment Type
HOURS	Hours Worked
STAFF MONTHS	---
PAYROLL EXPENSE	---
POSN/TMP ID	Position Number or Temporary Job ID
MONITORED HRS	Total Monitored Hours for Non-student Hourly Employee
SINCE	Monitoring Begin Date MM/DD
WS LIMIT	Current Semester Work Study Limit
SEM BALANCE	Semester-to-Date Earnings Remaining to be Charged as Work Study
PGM	Program
FND	Fund
AP	Sub fund

## PEAR REVIEW

You may wish to review only certain PEAR records at a time. You have been given the option of updating each record as having been reviewed by keying an R in the left-most column on the screen. This feature is optional and its use is entirely up to you.

Pay-affecting corrections should be noted no later than the 9:00am cutoff date listed on the Payroll Documents Schedule.

## PEAR PARTS

PEARS are divided into three parts:

Part 1 -- Object 00 Salaries

Part 2 -- Object 01 Wages

Part 3 -- Employees not paid who you have added. Expense transfers will appear in either Part 1 or Part 2. Retirees on supplementation may appear in Part 1.

For your convenience subtotals for Part 1 and Part 2 and the grand total appear at the bottom of all pages within the sort selected as well as the last page.

## PEAR CORRECTIONS

If you find a payment line which needs corrective action, move the cursor to that line and press PF1. The payment line will be displayed at the top of the screen along with a dialog box in which you will enter your comment for Payroll Services such as, "Employee took 8 hours LWOP on 06/07/96." Press PF8 to update the comment.

Comments should include the individual's position number, type of appointment, rate of pay, number of hours or pieces if appropriate, payperiod(s) affected, and a specific narrative about what is in question or what is wrong and what you would like Payroll to do. If you are requesting an interim paycheck include the reason why employee was not paid by the system.

This action will cause a C to appear in the body of the PEAR under the column heading C. C stands for correction. All PEAR notations (except for employees not paid) will be entered by pressing the PF1 CORR key.

Payroll will respond to your comments after the account status has been changed to Certified.

## EMPLOYEES NOT LISTED / NOT PAID

Press PF4 Not Listed and a pop-up window will appear requesting you to provide the employee's name, WSU ID number, account, and pay cycle end date.

A second pop-up window will be provided for you to key in a comment such as "Employee hired 05/01/96 and should have been paid for entire pay cycle." Press PF8 to update the comment.

This action will create a record in Part 3 listing the information you provided. Payroll will respond to your comments after the account status has been changed to Certified.

## SEARCH CAPABILITIES

Press PF2 to search the PEAR records for a specific WSU ID number or employee name. You may key up to the first 5 letters of the last name in the Name field. Indicate the part of the PEAR to be searched and press the ENTER key. The cursor will be relocated to the first PEAR record where the last name most closely matches the letters keyed.

## PICK LIST

Press PF6 to display the values of payment types or earnings types.

## PEAR STATUS

The status of your PEAR review is defined as Incomplete, Certified or Payroll. Each time you exit you will be required to indicate the status of your review. If you have completed your review, key an X for Certified. This will update the Status column on the Selection Screen for this ACCOUNT from Incomplete to Certified.

Once you have certified your PEARS, the change in status prevents you from correcting (or adding) any additional records. If a change is required, contact Payroll Services at (509) 335-1617 to unlock the certified account(s) prior to the review deadline. You may still query PEARS along with your corrections/comments but not update them after the status has been changed to Certified. Press PF1 to review records which you have corrected or added.

PEAR accounts with corrections must be updated to Certified before Payroll will review.

The Status of Payroll means you had at least one correction or addition within an account and the Payroll Services staff has reviewed your corrections/comments. All additions for employees not paid and any corrections/comments will cause a Y to appear in the CORR column on the Selection Screen. The Y is an indicator to Payroll Services that at least one correction/comment or addition exists for an account. The AIS User ID of the Payroll staff member will appear in the Last Access Column so you can see who in Payroll Services reviewed your correction.

If you select expense records on the PEAR Certification Screen in the ALL ACCOUNTS sequence and some of the budgets/projects already have a status of Certified or Payroll, you will not be allowed to add comments or new records. You will be restricted to query only.

PEAR CERTIFICATION

PPDP5170  
PEARCERT BDGT

HEPPS System  
PEAR Certification

10:30:17 07/13/96

Page: 7

Budget: 6542

R	P	Name	WSU ID	C	Pay Cycle	Proj	E/T	P/T	Hours	Staff Months	Payroll Expense
_	1	EMPE NAME	123456789		03/15	5012	REG	CUR	26.40	.1500	65.35
_	1	EMPE NAME	123456789		03/15	5012	S/D	CUR			13.05
_	1	EMPE NAME	234567890		03/15	6049	RGC	CUR	88.00	.5000	26.00
_	1	EMPE NAME	345678901		03/15	6045	S/D	CUR			43.50
_	1	EMPE NAME	345678901		03/15	6045	RGC	CUR	88.00	.5000	92.50
_	1	EMPE NAME	456789012		03/15	6049	RGC	CUR	88.00	.5000	92.50
_	1	EMPE NAME	567890123		03/15	6049	REG	CUR	88.00	.5000	644.24
_	1	EMPE NAME	678901234		03/15	6047	RGC	CUR	85.00	.4830	762.66
_	1	EMPE NAME	789012345		03/15	6001	ADR	CUR			303.45
_	1	EMPE NAME	890123456		03/15	6001	REG	CUR	35.20	.2000	596.00
_	1	EMPE NAME	901234567		03/15	6045	RGC	CUR	88.00	.5000	064.50
_	1	EMPE NAME	012345678		03/15	6049	RGC	CUR	88.00	.5000	992.50
_	1	EMPE NAME	001234567		03/15	5012	REG	CUR	88.00	.5000	085.69

Subtotal Part 1: 99,803.61 Part 2: 83,226.81 Total: 83,030.42

PF6=Picklist PF9 =Help

PF1=Corr PF2=Search PF3=Right PF4=Nonlisted PF10=Forward PF11=Back F12=Exit

PF3:

PPDP5170  
PEARCERT BDGT

HEPPS System  
PEAR Certification

10:31:08 07/13/96

Page: 7

Budget: 6542

P	Name	WSU ID	C	Job Cls	Posn/ Tmp ID	Monitored Hours	Since	WS Limit	Sem Balance	Pgm	Fnd	Ap
1	EMPE NAME	123456789		5020	074696					15A	573	04
1	EMPE NAME	123456789		5020	074696					15A	573	04
1	EMPE NAME	234567899		4046	041351					15A	573	04
1	EMPE NAME	345678901		4046	040670					15A	573	04
1	EMPE NAME	345678901		4046	040670					15A	573	04
1	EMPE NAME	456789012		4046	041552					15A	573	04
1	EMPE NAME	567890123		1245	051696					15A	573	04
1	EMPE NAME	678901234		4046	039646					15A	573	04
1	EMPE NAME	789012345		0311	039257					15A	573	04
1	EMPE NAME	890123456		3010	042278					15A	573	04
1	EMPE NAME	901234567		4030	037945					15A	573	04
1	EMPE NAME	012345678		4046	041172					15A	573	04
1	EMPE NAME	001234567		1247	039854					15A	573	04

PF9 =Help

PF3=Left

PF12=Exit



PF1:

PPDP5170  
PEARCERT BDGT

HEPPS System  
PEAR Certification

10:44:11 07/13/96

Page: 9

Budget: 6542

R P	Name	WSU ID	C	End	Proj	E/T	P/T	Hours	Staff Months	Payroll Expense
1	EMPE NAME	123456789		03/15	6054	REG	CUR	13.20	.0750	252.72

Correction updated Correction/Comments: (1) Page 1 of 1

This employee is usually paid on 5 expense lines. Today's PEAR only lists payments on 3 accounts. What happened to the other 2 lines of coding and payments!!? Dept \_\_\_\_\_  
Both of the expense assignments ended at the end of last month. You will need to initiate the proper paperwork in order to extend the funding sources so payment can occur. Payroll \_\_\_\_\_

PF1 = Next Corr PF8 = Update PF10 = Forward PF12 = Exit

PF2:

PPDP5170  
PEARCERT BDGT

HEPPS System  
PEAR Certification

10:49:15 07/13/96

Page: 9

Budget: 6542

R P	Name	WSU ID	C	End	Proj	E/T	P/T	Hours	Staff Months	Payroll Expense
1	EMPE NAME	123456789		03/15	6052	RGC	CUR	88.00	.5000	1039.00
1	EMPE NAME						R	57.20	.3250	691.93
1	EMPE NAME						R	88.00	.5000	789.50
1	EMPE NAME						R	88.00	.5000	1039.00
1	EMPE NAME						R	88.00	.5000	992.50
1	EMPE NAME						R	88.00	.5000	1644.24
1	EMPE NAME						R	66.00	.3750	963.38
1	EMPE NAME						R	48.40	.2750	627.55
1	EMPE NAME						R	88.00	.5000	1684.80
1	EMPE NAME						R	35.20	.2000	673.92
1	EMPE NAME						R	13.20	.0750	252.72
1	EMPE NAME						R	13.20	.0750	252.72
1	EMPE NAME	234567890		03/15	6055	REG	CUR	13.20	.0750	252.72

Subtotal Part 1: 99,803.61 Part 2: 83,226.81 Total: 183,030.42

PF6=Picklist PF9 =Help

PF1=Corr PF2=Search PF3=Right PF4=Nonlisted PF10=Forward PF11=Back PF12=Exit

PF4:

PPDP5170  
PEARCERT BDGT

HEPPS System  
PEAR Certification

10:49:48 07/13/96

Page: 9

Budget: 6542

R	P	Name	WSU ID	C	End	Proj	E/T	P/T	Hours	Staff	Payroll	Expense
1	EMPE	NAME	123456789		03/15	6052	RGC	CUR	88.00	.5000	1039.00	
1	EMPE	N									691.93	
1	EMPE	N									789.50	
1	EMPE	N									1039.00	
1	EMPE	N									992.50	
1	EMPE	N									963.38	
1	EMPE	N									627.55	
1	EMPE	N									1684.80	
1	EMPE	N									673.92	
1	EMPE	N									252.72	
1	EMPE	N									252.72	
1	EMPE	N									252.72	

Subtotal Part 1: 99,803.61 Part 2: 83,226.81 Total: 183,030.42

PF6=Picklist PF9 =Help

PF1=Corr PF2=Search PF3=Right PF4=Nonlisted PF10=Forward PF11=Back PF12=Exit

PF8:

PPDP5170  
PEARCERT BDGT

HEPPS System  
PEAR Certification

10:51:13 07/13/96

Page: 9

Budget: 6542

R	P	Name	WSU ID	C	End	Proj	E/T	P/T	Hours	Staff	Payroll	Expense
3	EMPE	NAME	123456789		03/15	6048						

Correction updated Correction/Comments: (1) Page 1 of 1

Burt Jones was hired at the end of the previous paycycle but I was not notified until AFTER the cutoffs for the current paycycle. He has recently moved to this area from back east and is in need of a pay check. I told him he would not be paid until the next scheduled pay date assuming his employment papers are processed timely by all offices. Dept\_

PF8 = Update PF10 = Forward PF12 = Exit

**PF6:**

PPDP5170 HEPPS System 11:01:45 7/13/96  
 PEARCERT BDGT PEAR Certification Page: 8

Budget: 6542

R P	Name	WSU ID	C	End	Proj	E/T	P/T	Hours	Staff Months	Payroll Expense
_ 1	EMPE NAME	123456789		03/15	6049	RGC	CUR	88.00	.5000	992.50
_ 1	EMPE NAME	+-----+						8.00	.5000	1141.00
_ 1	EMPE NAME							8.00	.5000	1141.00
_ 1	EMPE NAME	Select data element for picklist						8.00	.5000	1141.00
_ 1	EMPE NAME	_ Payment type						8.00	.5000	1284.50
_ 1	EMPE NAME	_ Earnings type						8.00	.5000	1016.00
_ 1	EMPE NAME							8.00	.5000	992.50
_ 1	EMPE NAME	ENTR = Picklist PF12 = Exit						8.00	.5000	1141.00
_ 1	EMPE NAME	+-----+						8.00	.5000	1141.00
_ 1	EMPE NAME	234567890		03/15	6047	RGC	CUR	88.00	.5000	1141.00
_ 1	EMPE NAME	345678901		03/15	6047	RGC	CUR	88.00	.5000	992.50
_ 1	EMPE NAME	456789012		03/15	6001	R/T	CUR	44.00	.2500	754.75
_ 1	EMPE NAME	567890123		03/15	6001	RGC	CUR	44.00	.2500	532.25

Subtotal Part 1: 99,803.61 Part 2: 83,226.81 Total: 183,030.42

PF6=Picklist PF9 =Help

PF1=Corr PF2=Search PF3=Right PF4=Nonlisted PF10=Forward PF11=Back PF12=Exit

**PF12:**

PPDP5170 HEPPS System 11:03:16 07/13/96  
 PEARCERT BDGT PEAR Certification Page: 1

Budget: 6542

R P	Name	WSU ID	C	End	Proj	E/T	P/T	Hours	Staff Months	Payroll Expense
_ 1	EMPE NAME	123456789		03/15	6052	RGC	CUR	88.00	.5000	1317.16
_ 1	EMPE	+-----+						0	0	884.50
_ 1	EMPE							0	0	1141.00
_ 1	EMPE	Please indicate certification status of all accounts						0	0	947.50
_ 1	EMPE	not previously certified for budget 6542						0	0	826.00
_ 1	EMPE							0	0	992.50
_ 1	EMPE	_ Incomplete						0	0	992.50
_ 1	EMPE	_ Certified						0	0	1064.50
_ 1	EMPE							0	0	43.50
_ 1	EMPE	then press PF1 for additional PEAR certification						0	0	1233.18
_ 1	EMPE	or PF12 to exit						0	0	473.75
_ 1	EMPE	+-----+						0	0	519.50
_ 1	EMPE NAME	234567890		03/15	6045	REG	CUR	88.00	.5000	992.50

Subtotal Part 1: 99,803.61 Part 2: 83,226.81 Total: 183,030.42

PF6=Picklist PF9 =Help

PF1=Corr PF2=Search PF3=Right PF4=Nonlisted PF10=Forward PF12=Exit

Use these screens to certify the PEARS displayed within this BUDGET.

The following topics are presented in this HELP window:

- Column Headings
- PEAR Parts
- PEAR Review
- PEAR Corrections
- Employees NOT Listed / NOT Paid
- Search Capabilities
- Pick List
- PEAR Status

## COLUMN HEADINGS

### **COLUMN HEADINGS    DESCRIPTION**

BUDGET	Budget
R	Reviewed
P	Part 1, 2 or 3
NAME	Employee Name (Last, First, MI)
WSU ID	WSU ID number
C	Correction
PAY CYCLE END	Pay Cycle End Date
PROJ	Project
E/T	Earnings Type
P/T	Payment Type
HOURS	Hours Worked
STAFF MONTHS	Staff Months
PAYROLL EXPENSE	Payroll Expense
JOB CLS	Job Class
POSN/TMP ID	Position Number or Temporary Job ID
MONITORED HRS	Total Monitored Hours for Non-student Hourly Employee
SINCE	Monitoring Begin Date MM/DD
WS LIMIT	Current Semester Work Study Limit
SEM BALANCE	Semester-to-Date Earnings Remaining to be Charged as Work Study
PGM	Program
FND	Fund
AP	Sub fund

## PEAR REVIEW

You may wish to review only certain PEAR records at a time. You have been given the option of updating each record as having been reviewed by keying an R in the left-most column on the screen. This feature is optional and its use is entirely up to you.

Pay-affecting corrections should be noted no later than the 9:00am cutoff date listed on the Payroll Documents Schedule.

## PEAR PARTS

PEARS are divided into three parts:

Part 1 -- Object 00 Salaries

Part 2 -- Object 01 Wages

Part 3 -- Employees not paid who you have added. Expense transfers will appear in either Part 1 or Part 2. Retirees on supplementation may appear in Part 1.

For your convenience subtotals for Part 1 and Part 2 and the grand total appear at the bottom of all pages within the sort selected as well as the last page for your convenience.

## PEAR CORRECTIONS

If you find a payment line which needs corrective action, move the cursor to that line and press PF1. The payment line will be displayed at the top of the screen along with a dialog box in which you will enter your comment for Payroll Services such as, "Employee took 8 hours LWOP on 06/07/96." Press PF8 to update the comment.

Comments should include the individual's position number, type of appointment, rate of pay, number of hours or pieces if appropriate, payperiod(s) affected, and a specific narrative about what is in question or what is wrong and what you would like Payroll to do. If you are requesting an interim paycheck include the reason why employee was not paid by the system.

This action will cause a C to appear in the body of the PEAR under the column heading C. C stands for correction. All PEAR notations (except for employees not paid) will be entered by pressing the PF1 CORR key.

Payroll will respond to your comments after the account status has been changed to Certified.

## EMPLOYEES NOT LISTED / NOT PAID

Press PF4 Not Listed and a pop-up window will appear requesting you to provide the employee's name, WSU ID number, account, and pay cycle end date.

A second pop-up window will be provided for you to key in a comment such as "Employee hired 05/01/96 and should have been paid for entire pay cycle." Press PF8 to update the comment.

This action will create a record in Part 3 listing the information you provided. Payroll will respond to your comments after the account status has been changed to Certified.

## SEARCH CAPABILITIES

Press PF2 to search the PEAR records for a specific WSU ID number or employee name. You may key up to the first 5 letters of the last name in the Name field. Indicate the part of the PEAR to be searched and press the ENTER key. The cursor will be relocated to the first PEAR record where the last name most closely matches the letters keyed.

## PICK LIST

Press PF6 to display the values of payment types or earnings types.

## PEAR STATUS

The status of your PEAR review is defined as Incomplete, Certified or Payroll. Each time you exit you will be required to indicate the status of your review. If you have completed your review, key an X for Certified. This will update the Status column on the Selection Screen for ALL PROJECTS within this budget from Incomplete to Certified.

Once you have certified your PEARS, the change in status prevents you from correcting (or adding) any additional records. If a change is required, contact Payroll Services at (509) 335-1617 to unlock the certified account(s) prior to the review deadline. You may still query PEARS along with your corrections/comments but not update them after the status has been changed to Certified. Press PF1 to review records which you have corrected or added.

PEAR accounts with corrections must be updated to Certified before Payroll will review.

The Status of Payroll means you had at least one correction or addition within an account and the Payroll Services staff has reviewed your corrections/comments. All additions for employees not paid and any corrections/comments will cause a Y to appear in the CORR column on the Selection Screen. The Y is an indicator to Payroll Services that at least one correction/comment or addition exists for an account. The AIS User ID of the Payroll staff member will appear in the Last Access Column so you can see who in Payroll Services reviewed your correction.

If you select expense records on the PEAR Certification Screen in the ALL ACCOUNTS sequence and some of the budgets/projects already have a status of Certified or Payroll, you will not be allowed to add comments or new records. You will be restricted to query only.





PEAR DOWNLOAD

PPDP5210  
PEARDNLD STRT

HEPPS System  
PEAR Download

11:06:26 7/13/99

Page: 2

Select ALL Accounts \_ or select one or more accounts or all accounts  
for which SMETHURS is primary user \_ then press PF1 or PF2

	Primary				Last	Access	
X	User ID	Account	Status	Corr	User ID	Date	Time
-	-----	-----	-----	-----	-----	-----	-----
_	SMETHURS	6542-6048	Incomplete	Y	SMETHURS	07/13/96	11:03
_	SMETHURS	6542-6049	Payroll	Y	SMETHURS	06/01/96	19:32
_	SMETHURS	6542-6052	Payroll	Y	SMETHURS	06/01/96	19:23
_	SMETHURS	6542-6053	Certified		SMETHURS	06/01/96	19:15
_	SMETHURS	6542-6054	Incomplete	Y	SMETHURS	07/13/96	11:03
_	SMETHURS	6542-6055	Certified		SMETHURS	06/01/96	19:15
_	SMETHURS	6542-6056	Certified		SMETHURS	06/01/96	19:15
_	ALILUNAS	1110-0001	Incomplete	Y	SMETHURS	07/13/96	10:12
_	ALILUNAS	1110-0005	Certified	Y	ALILUNAS	07/08/96	15:28
_	ALILUNAS	1112-0001	Incomplete	Y	SMETHURS	07/13/96	10:28
_	ALILUNAS	1113-0001	Certified	Y	ALILUNAS	07/08/96	15:04

Command ==>

PF1 = All Records PF2 = Limited PF10 = Forward PF11 = Back PF9 = Help PF12 = Menu

PF1:

PPDP5210  
PEARDNLD STRT

HEPPS System  
PEAR Download

09:28:24 08/27/96

Page: 1

Select ALL Accounts x or select one or more accounts or all accounts  
for which SME +-----+ F2

	Primary			Access
X	User ID			Date Time
-	-----			-----
_	SMETHUR	Download file type:		8/05/96 07:32
		_ Document		
		_ Spreadsheet		
_	SMETHUR			8/05/96 07:32
_	SMETHUR	Download record format:		8/05/96 07:37
		_ PEAR data		8/05/96 07:37
		_ PEAR data plus comments		8/05/96 07:40
_	SMETHUR			8/05/96 07:40
_	SMETHUR	Download method:		8/05/96 07:40
		_ Entire Connection		8/05/96 07:40
		_ FTP		8/05/96 07:40
_	SMETHUR			8/05/96 07:40
_	SMETHUR	ENTER = Download PF12 = Cancel		8/05/96 07:40
_	SMETHUR			8/05/96 07:40

Command ==>

PF1 = All Records PF2 = Limited PF10 = Forward PF9 = Help PF12 = Menu

PF2:

```
PPDP +-----+ 27/96
PEAR |
      | Please select one or more of the following: | :
S    | _ Include CORRECTED and NONLISTED records |
f    | _ Include UNCORRECTED records             |
      |
      | _ Include REVIEWED records               |
      | _ Include UNREVIEWED records            |
      |
      | _ Include records for: PART 1 (Salaried/Appointed) |
      | _                                     PART 2 (Temporary/Other Positive Pay) |
      | _                                     PART 3 (Nonlisted) |
      |
      | Download file type:                       |
      | _ Document      _ Spreadsheet            |
      |
      | Download record format:                   |
      | _ PEAR data      _ PEAR data plus comments |
      |
      | Download method:                         |
      | _ Entire Connection      _ FTP           |
Comma |
PF1   |-----+ ENTER = Continue  PF12 = Exit | Help
      | Menu
```

Use these screens to select the group of records desired for download.

To select PEAR records for download:

STEP 1: Select one of these three options:

ALL - Key an X on the line provided near the top of the screen that says:

Select ALL Accounts X

to receive all PEAR records for which you have access to.

ONE OR MORE ACCOUNTS - Key an X on the line in the left-most column under the heading X for each account you wish to download.

PRIMARY USER - Key an X on the line provided near the top of the screen that says:

ALL accounts for which (your name) is Primary User X

to receive all PEAR records for which you are the Primary User. In addition to this, you may key in the User Name of any of your other Department Representatives and download the PEAR records for those accounts for which they are the Primary User.

## STEP 2:

Press PF1 to download all PEAR records within the selection made in STEP 1. You will be presented with a small pop-up window. Select the file type (document or spreadsheet), record format, a download method (Entire Connection or FTP) and press the ENTER key to download.

For record format, you need to key an X on the first line if you want to download PEAR records without your comments. If you wish to include the comments as part of the download, place an X on the second line.

Choose your download method by selecting Entire Connection or FTP (File Transfer Protocol).

Press the ENTER key to download the selected records.

OR

Press PF2 to download a specific group of PEAR records within the selection made in STEP 1. If you press PF2, a pop-up window will be displayed listing several data selection options. Key an X for each appropriate option, select the file type, record format, a download method and press the ENTER key to download.

## SELECT:

- |          |  |
|----------|--|
| OPTION 1 | To access PEAR records that have been corrected or have been added for non-listed employees. These are records with a C in the Correction Column or are displayed in Part 3  |
| OPTION 2 | To access PEAR records that have NOT been corrected or added. These records do not have a C in the Correction Column and they are not displayed in Part 3.   |
| OPTION 3 | To access PEAR records that have been reviewed. These are records with an R in the Reviewed Column and are from Part 1, 2 or 3.  |
| OPTION 4 | To access PEAR records that have not been reviewed. These are records that do not have an R in the Review Column and they are from Part 1, 2 or 3.   |
| OPTION 5 | To access PEAR records that are only from Part 1 (Salaried). These records represent Options 1-4 but only for Part 1 employees.  |
| OPTION 6 | To access PEAR records that are only from Part 2 (Temporary). These records represent Options 1-4 but only for Part 2 employees.   |
| OPTION 7 | To access PEAR records that are only from Part 3 (Not Listed). These records represent the employees added that should have been paid. Their records could have been marked R in the Reviewed Column or left blank in the Reviewed Column. |

Key an X on the line for the selection to be downloaded -- Pear Records Without Comments or Pear Records With Comments. Press the ENTER key to begin the download.

## DOWNLOADING RULES

You may download PEAR records as many times as desired. The PEAR records will be deleted one day prior to when time entry for positive pay employees begins for the next pay cycle.

You may download PEAR records before, during or after you have certified the PEARS. Downloading PEAR records is one way to retain a record of your work.

## DOWNLOADING MATRIX

This matrix illustrates suggested software and file extensions as a guide. You may choose to download into other brands of software or file extensions.

FILE TYPE: Document

<u>DOWNLOAD METHOD</u>	<u>DESTINATION SOFTWARE</u>	<u>FILE EXTENSIONS</u>
Entire Connection	Microsoft Word	.TXT
FTP (ASCII Mode)	Microsoft Word	.TXT

FILE TYPE: Spreadsheet

<u>DOWNLOAD METHOD</u>	<u>DESTINATION SOFTWARE</u>	<u>FILE EXTENSIONS</u>
Entire Connection	Excel, Access	.WKL headings .WKS or .XLS no headings
FTP (ASCII Mode)	Excel, Access	.TXT headings

## DOWNLOADING TIPS

- You must have software on your PC which supports downloading such as Entire Connection or FTP.
- You must have a word processing type of software such as Microsoft Word to print the document file type.
- You must have spreadsheet software such as Excel or Access to manipulate data from a spreadsheet file type.
- You must know which drive (usually C) is available for storage of your download.
- You must establish a file folder (directory) to house your downloads.

An additional how-to guide is available by contacting Payroll Services at 335-1277 or e-mail to [payroll@wsu.edu](mailto:payroll@wsu.edu)