



USPS

New Staff

EMIS Critical Fields



NEOnet

Presented By: Fiscal/Fiscal Teams



USPS Menu

```
USPS
Mar 13 14
OECN USPS System
Main Menu

1. USPS_MNT Maintenance Programs
2. USPS_RPT Report Generation Programs
3. USPS_ANN Annual / Quarterly Programs
4. USPS_INQ Inquiry Programs
5. USPS_SAL Salary Schedule Programs
6. USPS_DTR Datatrieve Menu
7. USPS_UDMS User Report Writing/Data Extraction/Inquiry Tool for USPS
8. USPS_LCL Locally Defined USPS Menu

Menu
Menu> USPS
Menu> USPSCN
```

At your menu prompt type USPS to enter the USPS System. Then to see the employee data screens type USPSCN at your menu prompt.

BIOSCN

- First employee record created
- Establishes employee SSN on the USPS system
- Employee name should always match legal name on SSN card
- EMIS will disregard any employees with “N” to EMIS on BIOSCN. The “Y” to EMIS on JOBSCN does not override this field.

```
Find: _____ PITT _____ Y
      SSN/ID          Last name      First name  Skip Concealed

SSN: 321-65-4987      Employee ID: PITT04987      Conceal: _
State Assigned ID: _____ EMIS ID: _____
Last Name: PITT          Suffix: _____
First Name: BRAD      Middle: _____ Phone/Unlist: (____) ____-____/____
Street: 654 PARKWOOD AVENUE      Dist Phone : (____) ____-____
                                           Dist Exten  : _____
City   : SMALLVILLE      State: OH      Zip: 44123-____ OSDI code: _____
Foreign Adrs: _ Ctry: _ Prov: _____ Post: _____
Email : _____
Gender: M          Direct deposit: Y          Report to EMIS : Y
Marital: 1      Email dirdep notice: N      Long term ill: _____
Birthdate: 10/01/1965      Check distrib.: _____ Part-time (benefits): _
Hire date: 07/01/2013      Eligible retire: N
Last paid: 00/00/0000      ODHS New hire: _ 07/01/2013
```

```
BIOSCN - Biographical data maintenance program      Screen 1 Of 2
F6 Top          F11 Find          SF7 Lockmode      ^F8 Next Screen
F7 Help        F12 Add          SF8 Set defaults
F8 Exit        SF3 Delete      SF10 Switch
F10 Next      SF4 Modify
```

DEMSCN

- Employee information for EMIS staff reporting

```
Find: PITT04987                                     Y
      SSN/ID                                     Last name       First name       Conceal
ID:PITT04987  State Assigned ID: OH9517532  EMIS ID: _____ Conceal: _
NAME: BRAD _____ PITT _____
      FIRST          MIDDLE          LAST          SUFFIX
Address: 654 PARKWOOD AVENUE SMALLVILLE OH 44123
Birthdate: 10/01/1965 Sex: M Handicap status: N Multilingual: N
Hispanic/Latino: * Race: W White: _ Black: _ Asian: _ AI/AN: _ NH/PI: _
Report to EMIS: Y -----Length of Experience:-----
Eligible retire: N Total: _____ Accre: _____ OH Pub : _____ Purch: _____
Semester hrs : 110 Authori: _____ Milit: _____ OH Priv : _____
Education lvl: 2 In Dist: _____ Trade: _____ NonOH Prv: _____
ECE Qualif. : * Bldg : _____ Rtmnt: _____ NonOH Pub: _____
Other credent: * -----User Defined Fields:-----
Hire date : 07/01/2013 Amount 1: _____ Amount 2: _____
Last eval. : 00/00/0000 Code 1: _ Code 2: _ Date: 00/00/0000
Long Term Ill: _____ Text: _____
```

DEMSCN - Demographical data maintenance program

F6 Top	F11 Find
F7 Help	SF4 Modify
F8 Exit	SF7 Lockmode
F10 Next	SF10 Switch

JOBSCN - 1 of 3

- Job and contract information for and employee.

```
Find: PITT04987 1 _____ Y Mask:    
      SSN/ID   Job      Last Name   First Name  Conceal   Job
ID: PITT04987 Job: 01 Name: BRAD      PITT

Position/Title : JR.HIGH PHYSICAL EDUCATION TEACHER
Check stub desc: TEACHER   Pos. start: 08/20/2013
Position code   : 230       Cont start: 08/20/2013   Pay plan   : B
Position type   : R         Cont stop  : 00/00/0000   Pay group  : 04
Type of appt.   : 1         Terminated: 00/00/0000   Calendar type : TCH
EMIS appt type  : 1         Last raise : 00/00/0000   Calendar start: 08/20/2013
Contract type   :           Retire code: 450         Calendar stop : 00/00/0000
Report to EMIS  : Y         Job status  : 1         Job type:      
Low/High grade  : **/**
Separation reas: * 00/00/0000 Assign Area Code %   Benefit Eligibility
Building IRN    : 011922    999418   L   100   Sick      : Y
Building/Dept  : 200/000    -         -         -         Vacation: N
                                           -         -         -         Personal: Y
```

JOBSCN - Job/Contract data maintenance program Screen 1 of 3

F6 Top	F11 Find	SF7 Lockmode	^F8 Next Screen
F7 Help	F12 Add	SF8 Set defaults	
F8 Exit	SF3 Delete	SF10 Switch	
F10 Next	SF4 Modify		

JOBSCN - 2 of 3

- Job and contract information for and employee.
- The EMIS Contract Info section is used when you are reporting something different to EMIS than what is reflected in the JOBSCN fields highlighted in red. The FTE field under Salary Schedule section is preferred place to indicate FTE.

```

Find: PITT04987      Y      Mask:
      SSN/ID      Job      Last Name      First Name      Conceal      Job
ID: PITT04987      Job: 01      Name: BRAD      PITT
      Position: JR.HIGH PHYSICAL EDUCATION TEACHER

Obligation : 45000.00      Equal pays : Y      EMIS Contract Info:
Amount      : 45000.00      Hours per day : 7.50      Hours per day:
Amount paid:                Retire hours  : 7.50      Contract amt :
Amount due  :                Pay unit      : 2          Work days    :
Amt. earned:                Pay per Period: 1730.77      FTE          : 1.00000
Amt docked  :                Daily rate     : 244.565
Extended service :
# of pays/Pays paid : 26/
Work days/Days worked: 184      Spec. Ed FTE:      FTE :

JOBSCN - Job/Contract data maintenance program      Screen 2 of 3
F6 Top      F11 Find      SF7 Lockmode      ^F8 Next Screen
F7 Help      F12 Add      SF8 Set defaults
F8 Exit      SF3 Delete      SF10 Switch
F10 Next     SF4 Modify     ^F7 Prev Screen
  
```

JOBSCN - 3 of 3

- YTD contract information for and employee.

```

Find: PITT04987      _____      _____      Y      Mask: _____
      SSN/ID      Job      Last Name      First Name      Conceal      Job
ID: PITT04987      Job: 01      Name: BRAD      PITT
      Position: JR.HIGH PHYSICAL EDUCATION TEACHER
      YTD      YTD      QTD      FYTD      CTD      CTD
      Units      Amount      Amount      Amount      Units      Amount
Regular      : _____
Shift premium: _____
Overtime      : _____
Miscellaneous: _____
Dock          : _____
Gross         : _____
Non-cash earn: _____

                        User Defined Fields
Amount 1: _____      Code 1: _____      Date: 00/00/0000
Amount 2: _____      Code 2: _____      Text: _____

JOBSCN - Job/Contract data maintenance program      Screen 3 of 3
F6 Top      F11 Find      SF7 Lockmode
F7 Help      F12 Add      SF8 Set defaults
F8 Exit      SF3 Delete      SF10 Switch
F10 Next      SF4 Modify      ^F7 Prev Screen
    
```

POSSCN

- Summarizes non-contract information found on JOBSCN.
- Automatically created when JOBSCN is added.
- Used in conjunction with EMIS staff reporting...make sure to enter the correct "Status" use F7 key for the "Help Window"

```
Find: PITT04987 1
      SSN      Job      Last name      First name      Conceal
ID: PITT04987  Job: 01  Name: BRAD      PITT
      Position: JR.HIGH PHYSICAL EDUCATION TEACHER
Salary Schedule Info:      Position Information:
  ID      :      Start: 08/20/2013  Status: C      Code: 230
  Column: 0      Type: R      FTE: 1.00000  Low/High grade: **/**
  Step   : 0      Spec. Ed FTE:
  FTE    :
Building IRN      : 011922
Appointment type  : 1      Separation: Reason: *      Date:00/00/0000
Exper. curr. class :
Extended service  :
Report to EMIS    : Y      Position Funding:
Contract type     :
                  Assign Area  Code  Percent
                  999418      L    100
                  -          -
                  -          -

POSSCN - Job/Position data maintenance program      Screen 1 of 2
F6 Top      F11 Find
F7 Help      SF4 Modify      ^F8 Next Screen
F8 Exit      SF7 Lockmode      ^F9 Go Screen 2
F10 Next     SF10 Switch
```