

MASCHG Mass Change Program

Mass Increment Experience Types

This option allows any of the experience fields found on USPSCN/DEMSCN to be incremented or reduced by one in a mass update. Any number of the fields may be incremented or reduced in a single run using this option. These fields include:

- Total
- Authorized
- In District
- Building
- OH Public
- OH Private
- NonOH Public
- Non OH Private
- Accredited
- Military
- Retirement
- Trade Schl
- Purchased
- Current Class

accessing the program

Menu>MASCHG

Main menu

MASCHG USPS Mass Change Menu

1. BRDANN Convert board amounts to annuity records
2. CHGACC Mass change accumulation rates
3. CHGMAX Mass change leave maximums
4. CHGRES Mass change personal leave reset value
5. CHGSSN Mass change employee SSNs
6. CHGEMPID Mass change EMPIDs
7. MASID Mass load employee IDs
8. MASADD Mass add deduction records
9. MASPAY Mass change pay accounts
10. MASRATE _ Mass change daily rates
11. MASSTOP Mass stop an employee
12. MASINC Mass increment experience fields
13. MASCONC Mass change conceal employee flag
14. MASROUT Mass update routing numbers
15. MASENOT Mass change email direct deposit notice flag
16. MASEMIS Mass change EMIS contract fields

Menu: MASCHG Option>

XX Accept

XX Help

XX Exit

XX Next

MASINC Screen 1 of 2

```

MASINC Mass Increment Experience Types
Report File Specifications:
Output file _____ Print options page? (Y,N) Y
Optional heading line Increase FY2012
Actual or projection? (A,P)  
Sort options (ID,N) ID

Selection Criteria:
Job Status: 1 Appointment Type: (1,2)  
Only employees reportable to EMIS? (Y,N) Y
Exclude employees based on hire date: 12/31/2011

Fields to increment:
Total : I OH Public :   Accredited :   Purchased:  
Authorized : I OH Private :   Military :   Current Class:  
In District:   NonOH Public:   Retirement :  
Building :   NonOH Private:   Trade Schl :  

Mass Increment Experience Types 1 of 2
XX Execute XX Cancel XX Next Screen
XX First Screen XX Reset
XX Help XX Save/Recall
XX Exit XX Prev Screen
```

Field Definitions

- MASINC.TXT is the default file name for the report. This can be changed by entering a new file name in the **Output file** field.
- The MASINC program has the ability to create an options page for each report that is generated detailing how the program was run. The creation of the page is controlled by the **Print options pages?** field. "Y" (yes) will generate the page and "N" (no) will not generate the page. A printed record of the various sort and selection options and dates chosen can be helpful when researching problems.
- Information entered in the **Optional heading line** field will appear at the top of each page of the report.
- The **Actual or projection** field allows a report to be generated prior to the converting taking place. Selecting the projection option first is recommended to allow for verification of data before the adjustments are made.
- The **Sort options** field offers the following choices:
 - ID Employee ID
 - N Employee Name
- Select the applicable **Job status**. The first job is used in job status selection.
 - 0 Inactive
 - 1 Active
 - 8 Deceased

- Enter **Specific Employees** if desired by SSN, Employee ID, or press the [Help] key to find by name. If left blank, all employees will be selected.

sample report

The following sample report represents the outcome when incrementing the total and authorized years of experience:

Date: XX/XX/XX	Sample City Schools	Page: 1
Time: X:XX pm		(MASINC)
ID	Name	
222222222	SMITH, JOE	
Total	: 17/18	In District: / Accredited: / NonOH Public :
/ OH Public :	/	
Authorized	: 13/14	Building : / Military : / NonOH Private:
/ OH Private:	/	
Curr Class Job #:	/ Purchased :	/ Trade Schl: / Retirement :