

CPPS USER MANUAL AND GLOSSARY SCREEN REVIEWS



Colorado Department of Personnel & Administration

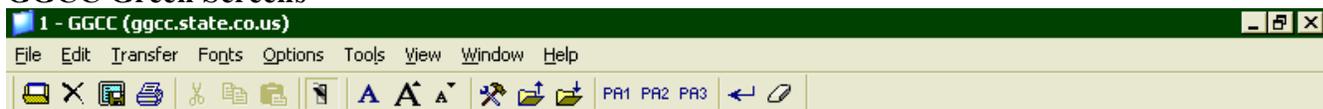
Division of Human Resources
1313 Sherman St., 1st Floor
Denver, CO 80203

Central Payroll
633 17th Street, Suite 1500
Denver, CO 80202

Technology Management Unit
690 Kipling Street
Lakewood, CO 80215

SCREEN REVIEWS

Personnel Screens
GGCC Green Screens



****COLORADO PAYROLL PERSONNEL SYSTEM****
INTEGRAL SYSTEMS, INC HUMAN RESOURCES MANAGEMENT SYSTEM (C) COPYRIGHT 2001

01 PERSONNEL UPDATE
02 PERSONNEL INQUIRY
03 BENEFITS UPDATE
04 BENEFITS INQUIRY

51 PAYROLL TIME INPUT
52 PAYROLL ADJUSTMENTS
53 PAYROLL CORRECTIONS
54 PAYROLL CALCULATIONS
55 PAYROLL HISTORY

61 CONTROL TABLES UPDATE
62 CONTROL TABLES INQUIRY

71 ADVANCED DATA SECURITY

81 POSITION CONTROL UPDATE

ENTER REQUESTED FUNCTION HERE 01
PRIOR TRANSACTION CANCELLED.

PF12=SIGN OFF

	1	Sess-1	192.136.70.50							21/33
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PERSONNEL 051588994 TESTER,ESTER ***PERSONNEL WORKFLOW REQUEST*** PERU001 PERSONNEL & ADMINISTRATION-AAA

WORKFLOW ID -----ACTION-----
 02 EMPLOYEE SEPARATION
 03 EMPLOYEE REHIRE
 99 CHANGE - DEFAULT WORKFLOW

ENTER WORKFLOW ID, AND STATUS DATE AND PRESS ENTER.
 IF A STATUS DATE IS NOT ENTERED, THEN TODAYS DATE WILL BE USED.

WORKFLOW ID █ STATUS DATE
 PA2=CANCEL PF11=FUNC MENU PF12=SIGN OFF

PERSONNEL 051588994 TESTER,ESTER ***PERSONNEL ACTION DATA*** PERU003 PERSONNEL & ADMINISTRATION-AAA
 NAME SUFFIX NAME PREFIX EFF DATE 05/12/2005 ACTNS

--STATUS INFORMATION--

EMPLMT STAT A	STATUS DT 10/01/2000	ADJ SVC DT 12/01/2000
SEPART RESN	LOA RETURN DT	LOA RESN
REG/TEMP R	FULL/PT TIME F	EMPL TYPE N
PAY STAT S	AGCY DATE 1	AGCY DATE 2
ANNUAL SAL 26400.00	SVC START DT 10/01/2000	FLSA STAT Y
BENEFS BASE	REHIRE ELIG	DEPT NUMBER AAA
SPCL STAT 4	SPCL STAT DT 10/01/2000	DESGN CMA
MEMO		

--ORGANIZATIONAL DATA--

COFRS ORGN DIVISION ID COMPANY ID CORPORATION

--INFORMATIONAL DATA--

LAST ACTNS 11 LAST ACTN DATE 05/12/2005 MINIMUM REC OK
 CROSS-REF: FROM ID FROM ORG
 TO ID TO ORG

ENTER YOUR CHANGES.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF8=TABLE INQ
 PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

```

PERSONNEL          ***JOB ASSIGNMENT DATA***          PERU004
051588994        TESTER,ESTER          PERSONNEL & ADMINISTRATION-AAA
                                     EFF DATE 05/12/2005  ACTNS
      JOB NO 1          TOTAL JOBS 1          USER FIELD
      BEGIN DATE 10/01/2000      END DATE 99/99/9999      TK GROUP ID
      POSITION NO 00037          JOB CLASS G3A3XX      CLASS ENTRY DATE
      PAY RATE 2200.000      RATE CODE P          GRADE 000
      % FULL-TIME 1.00          TERM 01          PAY CYCLE M1
      JOB DEPT AAA          TIME RPT CD T          CONTRACT DATE
      SEASONAL IND          SHIFT IND          JOB SENIORITY DATE
      SUPERVISOR          ADJ SENIORITY DATE
      JOB TITLE ADMIN ASSISTANT II      RETRO EFF DATE
      NORM F/T HRS          NORM HRS IND          SAVE PAY DATE
      CERT F          USER          ERN          RATE/AMT          PERCENT          START          STOP
                                     0.00
                                     0.00
                                     0.00
    
```

ENTER YOUR CHANGES.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF2=PAGE BACK PF3=PAGE FWD
 PF4=UNPROTECT PF5=DELETE PF7=PERS INQ PF8=TABLE INQ PF9=DET EDITS

```

PERSONNEL          ***PERSONAL DATA FORM***          PERU005
529588994        TESTER,CHESTER D          PERSONNEL & ADMINISTRATION-AAA
                                     EFF DATE 05/12/2005  ACTNS
      NAME SUFFIX          NAME PREFIX
                                     --CONTACT DATA--
      CURR ADDRESS 1313 WILLIAMS ST,#402      DENVER          CO 80218
      2ND ADDRESS          HOME PHONE 303/333-7788
      WORK PHONE 303/866-5000      EXTNSN          MAILSTOP AAA 01 EDO
      EMRGNCY CNTCT TESTER,LESTER D          RELATIONSHIP FATHER
      CONTACT PHONE 303/555-6666      ALT PHONE          ALT ADDRES FLG
                                     --FMLA DATA--
      FMLA ENTTLMNT          1ST FMLA LEAVE DATE
                                     --PERSONAL DATA--
      SEX M          DATE OF BIRTH 04/29/1953      SSN/SIN 529-58-8994
      BLOOD TYPE          ACTUAL MRT STAT          VETERAN TIME
      ETHNICITY C          VET TYPE          MIL STATUS V
      EDUC LEVEL          EDUC LEVEL YEAR          MIL DISCHRG
      CTZNSHP/VISA          COUNTRY          VISA EXP DATE
      ALIEN REGST NO 00000000      LANGUAGE PREF          CLOCK/BADGE ID
      I-9 STATUS Y          I-9 EXPIRE DATE 10/01/2004      REF SOURCE
    
```

ENTER YOUR CHANGES.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF7=PERS INQ
 PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

PERSONNEL 529588994 ***PAYROLL AND TAX DATA: U.S.*** PERU007
TESTER,CHESTER D PERSONNEL & ADMINISTRATION-AAA

EFF DATE 05/12/2005 ACTNS
FED ADDTL WTH AMT

--TAXING INFORMATION--

FED MRT STAT	FED ALLOWANCES 00	FED ADDTL ALLOW 00
FICA ELIG	UI ELIGIBILITY	IRS RESTRICTION
FICA STATUS CHG	SRC OF W4 CHG DT	SRC OF W4 CHG
STATE EMPLOYMNT 0006	EMP ST MRT STAT	EMP ST ALLOWS 00
EMP ST ADDL ALW 00	STATE EXEM AMT	EMP ST SPC IND
STATE RESIDENCE 0006	RES ST MRT STAT	RES ST ALLOWS 00
RES ST ADDL ALW 00	RES ST EXEM AMT	RES ST SPC IND
NONRES CERT IND	NONEMP CERT IND	WORKSITE
LOCAL TAX ENT 1	LOCAL TAX ENT 2	LOCAL TAX ENT 3
LOCAL TAX ENT 4	LOCAL TAX ENT 5	
IND COUNTY EMP	IND COUNTY RES	WORKSITE EMPLOYED
STATE LST TAXED 0006	LST STATE RESIDENCE 0006	STATE EMPLOYED 0006
SCND STATE TXD	LOCAL 1 LST TXD	LOCAL 2 LST TXD
LOCAL 3 LST TXD	LOCAL 4 LST TXD	LOCAL 5 LST TXD
LST PAY PR 10/31/2004	DED SCH M1	JOB PAYCYC 1: M1 2: 3: 4: 5:
PRIOR REG PAY CYCLES:	FED STATES	LOCALS

ENTER TRANSACTION DATA.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF7=PERS INQ
PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

PERSONNEL 051588994 ***JOB PERFORMANCE DATA*** PERU009
TESTER,ESTER PERSONNEL & ADMINISTRATION-AAA

EFF DATE 05/12/2005 ACTNS

--JOB PERFORMANCE DATA--

PERFORMANCE RATING 3
RATING TYPE A RATING DATE 04/14/2005
NEXT REVIEW 10/01/2005 NON-MONETARY AWARD FLAG
RATING SUPERVISOR WHODO, YOUDD
REVIEWER BOSS, THE POS NUM 12345

--PROBATION/EMPLOYEE STATUS DATA--

PROB/EMPLOYEE STATUS 01 PROBATION CLASS H2G3XX
PROB/STAT BEGIN DATE 03/01/2002 PROB END DATE

COMMENT

ENTER YOUR CHANGES.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF7=PERS INQ
PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

PERSONNEL 051588994 TESTER,ESTER ***EMPLOYEE TRANSFER AND ID CHANGE*** PERU010 PERSONNEL & ADMINISTRATION-AAA EFF DATE 05/12/2005

SSN/SIN 051-58-8994 DEPARTMENT AAA OLD ORGANIZATION AAA PERSONNEL & ADMINISTRATION PERSONNEL & ADMINISTRATION-AAA

NEW ORGANIZATION NEW ID NUMBER SEPARATION REASON TYPE OF CHANGE

ENTER YOUR CHANGES.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF7=PERS INQ PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

PERSONNEL 051588994 TESTER,ESTER ***EDUCATIONAL BACKGROUND*** PERU011 PERSONNEL & ADMINISTRATION-AAA EFF DATE 05/12/2005 ACTNS

LAST BIOG UPDATE

DEG TYP YR INSTITUTION CODE MAJOR MINOR CREDITS ERND/REQ

ENTER TRANSACTION DATA.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF7=PERS INQ PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF



PERSONNEL ***WORK EXPERIENCE*** PERU012
051588994 TESTER,ESTER PERSONNEL & ADMINISTRATION-AAA
EFF DATE 05/12/2005 ACTNS

LAST BIOG UPDATE

--EXPERIENCE--
TYP EMPLOYER CODE LOC H/P TITLE/FUNCTION
FROM TO END SAL

--PROFESSIONAL ORGANIZATIONS--
ORGNZTN/SOCIETY NAME HI OFC FROM TO

--PROMOTABILITY--
PROMOTE JOB CLASS
ENTER TRANSACTION DATA.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF7=PERS INQ
PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF



PERSONNEL ***LANGUAGES AND SKILLS*** PERU013
051588994 TESTER,ESTER PERSONNEL & ADMINISTRATION-AAA
EFF DATE 05/12/2005 ACTNS

LAST BIOG UPDATE
SKILL TYPE PROFCY EXPER USED

LANGUAGE PROFCY

ENTER TRANSACTION DATA.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF7=PERS INQ
PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

PERSONNEL ***LICENSES AND HONORS*** PERU014
 051588994 TESTER,ESTER PERSONNEL & ADMINISTRATION-AAA
 EFF DATE 05/12/2005 ACTNS

LAST BIOG UPDATE

LICENSE/CERT YR EXPIRES HONOR/AWARD YR

COMMENTS

ENTER TRANSACTION DATA.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF7=PERS INQ
 PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

PERSONNEL ***HEALTH AND SAFETY DATA*** PERU015
 051588994 TESTER,ESTER PERSONNEL & ADMINISTRATION-AAA
 EFF DATE 05/12/2005 ACTNS

--GENERAL INFORMATION--

OSHA CASE NUMBER SUPERVISOR
 OSHA UNION ID DEPARTMENT
 OSHA JOB CLASS

--INJURY OR ILLNESS INFORMATION--

INJURY/ILLNESS CODE INJURY/ILLNESS DATE
 DAYS AWAY FROM WORK DAYS ACTIVITY RESTRICTED
 TERM/TRANSFER CODE
 INJURY/ILLNESS DESC

--WORKERS COMPENSATION--

CLAIM NUMBER CLAIM COST

--MISCELLANEOUS COSTS--

ABSENCE COST REPAIR COST OSHA PENALTY
 ENTER TRANSACTION DATA.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF7=PERS INQ
 PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

PERSONNEL 051588994 TESTER,ESTER ***GRIEVANCES*** PERU017 PERSONNEL & ADMINISTRATION-AAA EFF DATE 05/12/2005 ACTNS

--GENERAL INFORMATION--

GRIEVANCE NUMBER GRIEVANCE DATE REASON

--CONTRACT REFERENCES--

CONTRACT ARTICLE CONTRACT SECTION PARAGRAPH

--STATUS INFORMATION--

GRIEVANCE STATUS SUPERVISOR COMMENT GRIEV STATUS DATE SETL AMT

ENTER TRANSACTION DATA.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF7=PERS INQ PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

PERSONNEL 051588994 TESTER,ESTER ***DISCIPLINARY ACTIONS*** PERU018 PERSONNEL & ADMINISTRATION-AAA EFF DATE 05/12/2005 ACTNS

--GENERAL INFORMATION--

DISCPL ACTN CODE DISCPL ACTN DATE REASON

--STATUS INFORMATION--

DISCPL ACTN STAT SUPERVISOR COMMENT ACTN STATUS DATE

ENTER TRANSACTION DATA.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF7=PERS INQ PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

PERSONNEL 051588994 TESTER,ESTER ***EMPLOYEE WAGE ATTACHMENTS*** PERU022 PERSONNEL & ADMINISTRATION-AAA EFF DATE 05/12/2005 ACTNS

MRT STAT STATE EMPLMT 0006 RESIDENCE 0006 ACTUAL MRT STAT

PRIORITY TYPE GTN NO. ORIGINATING ENTITY START DATE STOP DATE CASE/DOCKET ORIGINAL AMT CURRENT BAL AMT TO TAKE ATTACH TO DT ALT EXEMPTN

VENDOR ALTERNATE FEE FIPS CD ARREARAGE ORDER NUMBER FREQUENCY/% USE ALT AMT/%

DEPENDENTS 2ND FAMILY HEAD OF FAMILY EXCESS

SELECTION LIST 1 2 3 4 5

ATTACHMENTS GTN NO. PRIORITY

ENTER TRANSACTION DATA.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF2=PAGE BACK PF3=PAGE FWD PF4=UNPROTECT PF5=DELETE PF7=PERS INQ PF8=TABLE INQ PF9=DET EDITS

PERSONNEL 051588994 TESTER,ESTER ***PAYMENT DISPOSITION DATA*** PERU023 PERSONNEL & ADMINISTRATION-AAA EFF DATE 05/12/2005 ACTNS

NET PAY DISBURSEMENT CHECK/ADVICE DISTRIBUTION

---NET PAY DIRECT DEPOSIT DATA---

TRANSIT NO ACCOUNT NO ACCT TYPE START DATE

---ADDITIONAL DIRECT DEPOSIT DATA---

GTN ELMT DESC CODE TRANSIT NUMBER ACCOUNT NUMBER ACCT TYPE AMOUNT OR PERCENT START DATE

- 1 2 3 4 5

ENTER TRANSACTION DATA.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF5=DELETE PF7=PERS INQ PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

PERSONNEL ***RECENT JOB HISTORY CORRECTIONS*** PERU029
 051588994 TESTER,ESTER PERSONNEL & ADMINISTRATION-AAA
 -STATUS-

JOB NO	ACT CD	EFFECT DATE	JOB CLASS	GRADE	PAY RATE	RT TY	PCT FT	POSN NO	S T R F	T Y T P	JOB DEPARTMENT
1	1	01	10/01/2000	G3A3XX	000	2,200.000	M1	1.00	37	A N R F	AAA -
2											-
3											-
4											-
5											-
6											-

ENTER ACTION (I = INSERT, C = CHANGE, D = DELETE)
 FIRST FIELD IN DATA ENTRY LINE MUST BE LINE NUMBER 1-6

ACTION █

ENTER YOUR CHANGES.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF4=UNPROTECT PF6=POST
 PF7=PERS INQ PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

PERSONNEL ***NAME SEARCH*** PERU030

EMPLOYEE NAME	EMPL ID	ORG ID	HOME DEPT #	AND NAME
TESTER,CHESTER D	529588994	AAA	AAA	DPA
TESTER,ESTER	051588994	AAA	AAA	DPA
TESTER,FESTER	544044030	AAA	AMA 02	DOIT/TMU
TESTER,HESTER	566064030	AAA	AMA 02	DOIT/TMU
TESTER,LESTER	533034030	AAA	AMA 02	DOIT/TMU

TO SELECT AN EMPLOYEE PLACE THE CURSOR NEXT TO THE NAME AND HIT <ENTER>.
 SEARCH CONCLUDED.

TRAN 030 EMPLOYEE NAME TESTER ORG AAA QTR
 PA2=TRAN PF1=HELP PF7=PRIOR PF8=NEXT PF9=FIRST PF11=FUNC PF12=OFF

PERSONNEL *** SSN/SIN SEARCH *** PERU031
 PAGE 1 STAT/
 EMPL ID EMPL SSN EMPLOYEE NAME ORG ID DEPT SEP
 544044030 544044030 TESTER,FESTER AAA DOIT/TM A

TO SELECT, TAB CURSOR BY EMPL ID, HIT ENTER. TO SEARCH BY EMPL ID, HIT PF5
 SEARCH CONCLUDED.

TRAN 031 EMPLOYEE ID OR SSN/SIN 5440 ORG ID AAA QTR
 PA2=MENU F1=HELP F5=EMP ID F6=SSN/SIN F7=PRIOR F8=NEXT F9=1ST F11=FUNC 12=OFF

Position Control

POSITION CONTROL ***PCS MAINTENANCE MENU*** PCSM000

-TRANS- ---DESCRIPTION-----

- 000 PCS MAINTENANCE MENU
- 001 INITIAL POSITION PROFILE UPDATE
- 002 BASIC POSITION UPDATE
- 003 POSITION SKILLS UPDATE
- 004 POSITION BUDGET UPDATE
- 012 BASIC POSITION INQUIRY
- 013 POSITION SKILLS INQUIRY
- 014 POSITION BUDGET INQUIRY

TRANS POSITION ORGANIZATION ID
PF11=FUNC MENU PF12=SIGN OFF

POSITION CONTROL ***BASIC POSITION INFORMATION*** PCSU002
04086 IT PROFESSIONAL III PERSONNEL & ADMINISTRATION-AAA

EFF DATE 04/01/2005 ACTIONS

POSITION WORKING TITLE	DOES STUFF	USER FIELD 2
REPORTS TO 04076	DEPARTMENT AMA-03	ESSENTIAL
DIVISION	COMPANY	CORPORATION
WORK LOCN 260	START DATE 03/30/2005	END DATE 99/99/9999
POS STATUS F	POS STAT DATE 03/30/2005	JOB CLASS H2I5XX
F/P TIME F	ALLOTTED FTE % 100.00	PERM/TEMP P
SEASONAL N	PAY CYCLE M1	PAY GRADE H88
PAY STEP	TERM 01	FUNDED Y
RATE TYPE	MINIMUM RATE 4176.000	MAXIMUM RATE 6390.000
HRS PER WK	SHIFT	WORK SCHEDULE XXXXX00
WORK CATEGORY	POSN GROUP ID	POSN TYPE E
PREV POSN H2F3X	NEW POSN NO	PREMIUM PAY 0
EVAL RESULT	EVAL DATE	RECLASS DATE
BARGAIN UNIT	CONFIDENT CD	SUPERVISE CD
BFOQ		USER FIELD 1

--INFORMATIONAL DATA--

LAST ACTIONS 10 DT 04/01/2005 CROSS-REF NO MINIMUM REC OK
ENTER YOUR CHANGES.

PA1=RESTART PA2=CANCEL PF4=UNPROTECT PF5=DELETE PF7=PCS INQ
PF8=TABLE INQ PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF

