Department of Veterans Affairs
Decentralized Hospital Computer Program

PERSONNEL AND ACCOUNTING INTEGRATED DATA (PAID)

USER MANUAL

Version 4.0

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Hines IRM Field Office
Hines, Illinois

Preface

This manual is designed as a reference guide for Payroll supervisors, Payroll clerks, timekeepers, Time and Leave Unit supervisors, and overtime approving officials who will be using the Decentralized Hospital Computer Program (DHCP) Personnel and Accounting Integrated Data (PAID) package for the recording of payroll data. In fact, any employee with access to the DHCP system may use this package to make leave requests or view their own leave balances. The manual provides the users with the information necessary to view, enter, and edit time and attendance report data. The purpose of the time and attendance (T&A) portion of the software is to collect, process and transmit data necessary to pay employees. The package allows all time and attendance report data to be posted via a terminal and applies coded payroll rules to "decompose" this posted data into an 8B record for transmission to the Austin Automation Center (AAC). The target audience includes all employees since any employee may have access to the station's DHCP system and can make an electronic leave request. The hard copy time and attendance report has been eliminated.

The package includes a continuously updated employee master record database. Payroll and Personnel users are the target audience for this database. They are able to view, but not change this data. Employee master record data from the AAC is stored at the station and updated regularly. The purpose, scope and target audience for this portion of the software remains the same. The employee master record database rather than a biweekly 8B download is used to create a time and attendance report stub record.

The Education Tracking module documents employee and student participation at mandatory inservices, continuing education programs, ward inservices, and miscellaneous employee training. It has been designed for the Veterans Affairs' Decentralized Hospital Computer Program (DHCP) to eliminate DHCP Class III education programs used in the Department of Veterans Affairs (DVA) facilities. This software can be implemented by all hospital services and although all service data is stored in a centralized database, no service can read another service's records without the appropriate level of user access. This access is restricted through the use of software keys.

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General Introduction

Decentralized Hospital Computer Program (DHCP) Personnel and Accounting Integrated Data (PAID) Version 4.0 provides enhanced time and attendance for VA Medical Centers. Of over the 190,000 employees in the Veterans Health Administration (VHA), there are more than 20,000 timekeepers and 30,000 supervisors. Accurate timekeeping and timely Payroll are very important to employees and managers alike. In the past, the data transmission process to the Central PAID System was improved but the data collection and filing system did not change very much. The purpose of this version is to improve the time and attendance data collection methods and reduce the amount of work for timekeepers, Payroll clerks and supervisors. It will also provide a uniform and fair system which will reflect Payroll's policy for every employee across the country. The full implementation of this system will provide efficient time and attendance data collection, reduce errors in posting and processing, reduce the number of adjustments, and provide better service to the employees as well as management. This version also includes an education tracking module featuring programs or classes with multiple attendees and reasons for attending.

The Enhanced Time and Attendance System in the DHCP PAID Version 4.0 includes several functional components. There is an employee time management module, a Time and Leave Unit and tour management module for the Payroll office, a time posting module for the timekeepers, a time and leave certification module for the supervisors, and an overtime management system for the managers. <u>This system does not alter any policies or requirements for time and attendance</u>.

This system will do many functions for each employee of the VHA. The employee time management module provides on-line capability for employees to view their leave balances, request leave, and inquire the status of their leave requests. This access is limited to the employee. These records are kept on-line for three years. Any alterations of these records are automatically recorded. This allows the employee to better manage his/her own leave. It can also shorten the request approval time needed because of the on-line real time processing. The full implementation of this system will also give some employees basic computer skills that are otherwise not part of their jobs. The only possible variation, if the system is not fully implemented (i.e., not everyone has access to DHCP), will be that leave requests for those employees will be kept on a written form since timecards are no longer used.

For the Payroll offices, the time and attendance reports can now be totally accountable. This means that each time and attendance report is audited automatically. All exceptions will be recorded. Exceptions will not be forgotten by the system until all of the corrections are made. The full implementation of this system will drastically reduce the Payroll audit time required and will also ensure the financial integrity of the VHA Payroll process. It is also a tour management system. The system will allow only those legally established tours to be used by the appropriate Time and Leave Units. This further ensures the integrity of our Payroll process. Because of the above reasons, the Payroll turn-in

time from each Time and Leave Unit can be delayed, and this will greatly reduce the adjustment time required by the current system. This not only saves time for Payroll offices in the medical centers but also saves a lot of adjustment work for the Central System. Since the adjustment system is a direct cash payment system, this will reduce the risk of error and increase the integrity of our process. Since this system will automatically code all the time elements and provide similar edit checks of the Central Pay System for each record, this will reduce the payrun rejection to practically nothing. It is our understanding that rejects will occur after the implementation of this system only if personnel actions are not filed on time. Therefore, it is imperative that ALL PERSONNEL ACTIONS BE PROCESSED ON TIME. If we can achieve this, the re-submission of rejected time and attendance reports can be eliminated. This also saves Central System the processing time required for these records. It is our estimate that one Payroll processing day can be saved.

There are over 20,000 timekeepers in the VHA trying to keep records for employees every day. There are more than 100 possible codes on the paper timecards currently. The timekeeper manual is written in such a way that frequent interpretations by the Payroll office are required to make certain that the correct code is written on the card. Therefore, to be a good timekeeper, one would require a lot of training. Timekeeper turnover rate is high. This presents Payroll offices with major problems. Inadequately trained timekeepers are a potential threat to the integrity of our Payroll process. This system eliminates almost all of the interpretation of Payroll rules and policies from the timekeepers. The only thing that timekeepers need to do with this system is post the correct time. There are fewer than a dozen time remarks codes that they need to know. If the system is fully implemented (i.e., with electronic leave requests), all leave requests presented will go automatically to the timekeepers to be posted. There is no need to continue with the paper leave requests. This also reduces the number of corrected time and attendance reports because of missing leave requests. If any posting errors are discovered before the reports are transmitted to the Central System, they can be returned to the timekeepers for corrections. All changes to a time and attendance report after forwarding to the next level are recorded.

Supervisors will have a much easier task in the approval or certification of their employees' time and leave requests. For example, in the past when supervisors approved leave, they probably had no idea as to the leave balance of requested employees. This system will provide the leave balance of each category of leave requested. When supervisors are ready to certify time and attendance reports, all 14 days of activities are presented in simple terms on a single screen for each employee in an alphabetical sequence. A single character of "Y" for each report and a final electronic signature will release the reports to Payroll. If there are any exceptions during the certification, they will be presented to the supervisors. One can hold those reports and correct them as needed. According to the supervisors at the test sites, this process does not take any longer than the paper system (some indicated it is shorter) and it is much easier to understand.

For the hospital management team, overtime management is always a challenge. The on-line process of overtime requests and approvals provides a potential means

to have a better handle on overtime. This process will allow for the quick turn around of requests and approvals. Currently, data is collected but a group of hospital managers is needed for further improvement on this part of the system.

We also provide a strength report for the medical centers. This report allows for customization of each hospital. By working with the Austin Automation Center, we have improved the data quality of the employee master file. This effort will be continued in order to satisfy our users.

Overall, DHCP PAID Version 4.0 will revolutionize the time and attendance data collection. It will provide an efficient and fair system for all VHA employees. It will empower employees as well as supervisors to better manage their time and attendance data. It strengthens the integrity and increases the accountability of the Payroll process.

The Education Tracking module creates a database which features the identification of educational programs and inservice training, allows the crediting of attendance at these educational offerings, and generates multiple reports.

The information associated with each class may include:

- program or class name
- supplier/presenter
- type of media used in the presentation
- location of training
- purpose of training
- category of program/class
- type of training (mandatory inservice, continuing education, etc.)
- mandatory review group (if a required class)
- financial agency and cost
- accreditation board (for continuing education)
- employer or student expense

The database information is used to complete VA FORM 5-4691 and to manually transmit data to the Austin Automation Center (AAC). The data tracked for this purpose includes: whether the training is financed by the government or the employee, the purpose or reason the employee received the training, whether the training was given by a federal agency or commercial vendor, the number of on-duty and off-duty hours of training, the length of the program or class, direct cost (e.g., tuition, books, supplies), indirect cost (e.g., transportation, lodging, and subsis-tence), the program category (information about the specific kind of training), program or class title, employee cost, the contact hours (the actual hours spent in class-calculate as on-duty and off duty hours) and whether the training was routine or non-routine.

The education tracking options provide on-line registration, class calendars, registration rosters, and record tracking of all programs or classes that an

employee or student has taken. This employee record can be transferred from site to site.

The menu options provide the opportunity to enter a program or class with multiple attendees, saving input time and keyboard interaction. The main menu for this application is PRSE-SYS-MGR.

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Introduction - T&A

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Package Operation

Bold print is used throughout this document to represent what you, the user, might enter as a response to a terminal prompt.

The <RET> symbol is used to designate the use of the return or enter key. You must press the return or enter key after typing your response. It is the computer's way of knowing that you have finished your response.

Help is always available. Type one question mark to get a help message. Typing two question marks will usually give the user a more detailed help message or a list of possible responses to choose from.

The up/down arrow keys may be used to advance through certain screens, i.e., Tour of Duty screen, Time and Leave Unit (T&L) screen, etc. Enter two question marks at any prompt for help or a list of choices, when entering data.

The ^ symbol is known as the up-arrow or caret. It is created by holding down the shift key and pressing the number 6 key. The up-arrow tells the computer you want to exit from whatever you are doing.

At times you will see a response generated by the program and followed by two slash marks (e.g., SMITH,JOHN//). This is called a default response. If the default response is the answer you want, then you need only press the return key. Otherwise, type the response you wish or type one or more question marks for a help message.

Chapter 1. Package Management

Employee master record data is available for viewing only by the employee and authorized individuals in Fiscal and Personnel Services with access to the system.

The Offices of Budget Finance and Information Resource Management and Personnel and Labor Relations have the responsibility for the policies and procedures which govern the Payroll and Personnel data used in this program. (See Veterans Health Administration (VHA) Circular, Distribution of Security Codes for DM&S ADP Systems Processing Sensitive Data, 10-89-2 (see updated version)). This circular defines procedures for the generation, distribution and handling of user access for all VHA systems which process sensitive data such as Payroll and Personnel information.

Privacy Act Statement

In accordance with the Office of Personnel Management and VA policies, this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

Edit Electronic Signature Code

An electronic signature code is necessary to approve overtime and compensatory (OT/CT) requests, environmental differential pay requests, leave requests, Veterans Canteen Service (VCS) commission sales, tour of duty changes and to certify a time and attendance report.

If you already have an electronic signature code you may use it to perform your time and attendance duties. If you do not have one or wish to change your present one, you may create/change one yourself. The menu option to do this is on your secondary menu. It is called User's Toolbox. An example of how to create an electronic signature is provided below. The code can be any combination of letters or numbers and it must be at least six characters long. You can even use your DHCP ACCESS or VERIFY codes if you like. Like your ACCESS and VERIFY codes, you must not tell anyone what your electronic signature code is.

```
Select T&A Supervisor Menu Option: TB <RET>  User's Toolbox


          Display User Characteristics
          Edit Electronic Signature code
          Edit User Characteristics
          Menu Templates ...
          Spooler Menu ...
          TaskMan User
          User Help

Select User's Toolbox Option: EDIT E <RET>  Edit Electronic Signature code
This option is designed to permit you to enter or change your Initials,
Signature Block Information and Office Phone number.  In addition, you are
permitted to enter a new Electronic Signature Code or to change an existing
code.

INITIAL: EB// <RET>
SIGNATURE BLOCK PRINTED NAME: EENA BOWERS// <RET>
SIGNATURE BLOCK TITLE: SECRETARY// <RET>
OFFICE PHONE: (708)786-0000 <RET>

Enter your Signature Code:   SIGNATURE VERIFIED

ENTER NEW SIGNATURE CODE:
RE-ENTER SIGNATURE CODE FOR VERIFICATION:

DONE
```

Using Screens for Data Entry

Until recently, data entry sessions in DHCP operated in a "scrolling" mode format only. In scrolling format, fields are displayed one after the other, line-by-line, with each line rolling up and off the 24-line screen as the user hits the RETURN key.

This package uses the scrolling format AND a new, screen-oriented approach. With the screen-oriented format, up to 17 lines of data can be displayed and the data fields will not change positions on your terminal screen. Here is an example of this new, screen-oriented approach (screens) to display and edit data. The bold type is a data value for the field listed to the left.

```
                         VA TIME & ATTENDANCE SYSTEM
                              TIME & LEAVE UNIT

CODE:        103
NAME:        TEST
STATION #    123
SERVICE:     ISC                                    SECTION: DEVELOPMENT

Time SleepTime Begins: 10:00PM
Entitled Sat/Sun Premiums? NO

Select TIMEKEEPER:     SIMPSON,HOMER

Select SUPERVISOR:     SMITHERS,FRANK

Select OT/CT APPROVER: BURNS,MONTGOMERY
_____________________________________________________________________
Exit     Save     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.


COMMAND:                                                        INSERT
```

Displaying and editing data with screens has advantages. You can:

1) see several data fields displayed at one time,
2) see data fields displayed in the same location, and
3) easily jump ahead or return to a field for correction.

There are two types of screens, Display and Edit. Display screens display data, but do not allow you to change any data. Edit screens display data and allow you to enter data and edit existing data. Each screen has two sections, a Display/Edit area and a Command area.

Display/Edit Area

The top portion of the Display/Edit area is a "header block" which displays a screen title and is for display only. From our example it is:

```
VA TIME & ATTENDANCE SYSTEM
     TIME & LEAVE UNIT
```

The rest of the Display/Edit area shows data fields and their values. Edit screens allow data to be changed. Display screens merely display data with no editing allowed. The Display/Edit area from our example is:

```
CODE:        103
NAME:        TEST
STATION #    123
SERVICE:     ISC                                    SECTION: DEVELOPMENT

Time SleepTime Begins:     10:00PM
Entitled Sat/Sun Premiums? NO

Select TIMEKEEPER:     SIMPSON,HOMER

Select SUPERVISOR:     SMITHERS,FRANK

Select OT/CT APPROVER: BURNS,MONTGOMERY
```

Your position on the screen is shown by a highlighted box (cursor). When you first enter a screen, the cursor will go to the first field where you may enter data. You can "navigate" through a screen by using several keys from your terminal's keyboard.

On your keyboard there are four arrow keys; left, right, up and down. The up arrow key will take you to the field above and the down arrow will take you to the field below where the cursor is. The left and right arrow keys move the cursor to the left or right within the same field.

The TAB key and RETURN key will move the cursor to the next field.

Type a caret (^) followed by a field name (e.g., ^SERVICE) and the cursor will move to that field.

Type a caret only and the cursor will move to the Command area.

To enter or edit data in a field, move the cursor to the field, type in the data value and press the RETURN key. Type one or more question marks for a help response. The help response will appear in the Command area (i.e., at the bottom of the screen).

Command Area

The Command area allows you to issue commands for exiting and saving changes. Messages and help text are also displayed in the Command area. The Command area from our example is:

```
_____________________________________________________________________
Exit     Save     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND:                                                        INSERT
```

When you type EXIT in the COMMAND field, you are asked if you wish to save any changes that you made. If you answer YES, the changes will be saved and then you will exit the screen. If you answer NO, the changes will not be saved and you will exit the screen.

If you type Save in the COMMAND field, your changes will be saved and you will NOT exit the screen. You may then move the cursor back to a field and make more changes.

Type REFRESH in the COMMAND field if the screen display becomes garbled. This will "re-paint'" the screen to how it is supposed to look.

When you save changes, the data is checked for errors. If an error exists, the changes will NOT be saved and an error message will appear. You will then be able to edit your responses. You cannot save changes that have an error.

Pop-up Pages

Some data fields allow multiple values to be entered and saved. In our example a Time and Leave Unit may have more than one Timekeeper, Supervisor or Overtime/Compensatory Time Approving Official. When you wish to enter or edit a value in such a field, a "pop-up page" appears on the screen. A pop-up page is surrounded by lines that form a box on the screen. The pop-up page covers only a portion of the screen. After you have finished entering data in the pop-up page, it will disappear and the original page will remain. Unlike the other data fields, the pop-up page data fields make changes as entered. You exit a pop-up by typing CLOSE in the COMMAND field (CLOSE is the default).

Chapter 2. Employee Menu

This menu is available to any employee with access to any DHCP application. It allows an employee to enter, cancel or display his/her requests for leave. The employee may also display his/her leave balances. DHCP ACCESS and VERIFY codes identify the employee to the system, causing only that employee's information to display. No employee may obtain access to another employee's data through this menu option.

The List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

```
                    PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished
for use only as authorized.  It will not be reproduced or used for any other
purposes. Any output must be secured in a storage system adequate to insure
against disclosure to unauthorized parties.  Disposal will be by burning,
shredding, or other treatment to destroy their legibility.

      1     Leave Request
      2     Leave Balances
      3     Display Leave Requests
      4     Cancel Leave Request
      5     Service Record Screen
      6     Display Pay Period
      7     Self Registration Enter/Edit
      8     Edit Leave Request
      9     Display Leave Used
```

Leave Request

This option allows an employee to enter a request for leave (i.e., APPLICATION FOR LEAVE, SF 71). If the employee requests more leave than he/she has accumulated, a warning message will appear. (The leave for Family Care (CB) and Adoption (AD) will be deducted from the employee's Sick Leave (SL) by the Austin Automation Center.)

```
Select Employee Menu Option: 1 <RET>  Leave Request


                         VA TIME & ATTENDANCE SYSTEM
                              REQUEST FOR LEAVE

SIMPSON,HOMER                    123-45-6789

From Date: JUL 05, 1995 <RET>    Time: 08:00AM <RET>

To Date: JUL 07, 1995 <RET>      Time: 04:30PM <RET>

  AL  Annual Leave            AA    Authorized Absence        CB  Family Care
  SL  Sick Leave              ML    Military Leave            AD  Adoption
  WP  Without Pay             RL    Restored Annual Leave     DL  Donor Leave
  CU  Compensatory Time       NL    Non-Pay Annual Leave

Type of Leave: SL <RET> Sick Leave      Number of Hours: 24

Remarks: Outpatient Surgery <RET>
_____________________________________________________________________________
Exit  Save        Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: ?? <RET>                        Press <PF1>H for help       Insert
_____________________________________________________________________________
Exit        - Exit the form.
Save        - Save all changes made during the edit session.
Refresh     - Repaint the screen.


COMMAND: E <RET>

Save changes before leaving form (Y/N)? ?? <RET>      Press <PF1>H for help
                                                                     Insert
_____________________________________________________________________________
Enter 'Y' to save before exiting.
Enter 'N' or '^' to exit without saving.
Press 'RETURN' to return to form.


Save changes before leaving form (Y/N)?  Y <RET>

Do you wish to enter another Leave Request? No// N <RET>
```

Leave Balances

This option displays all of the leave that an employee has accrued. The values are current as of the date shown on the screen.

Compensatory Time (Comp Time): Time off in an amount equal to the overtime worked in lieu of overtime pay.

Restored Leave: Annual Leave that has been credited to a restored leave account (employee was prevented from using the leave due to illness or the exigencies of the service). This leave must be used during the next two leave years.

The number "4" in front of "Restored Leave" below means that the leave must be used by the end of calendar year 1994.

```
Select Employee Menu Option: 2 <RET>  Leave Balances

Select Device: HOME// <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>

                             EMPLOYEE LEAVE BALANCES

SIMPSON, HOMER                                                123-45-6789

Balances are as of Sat 10-Dec-94

Leave Group: 3
Annual Leave Balance:         293.000

Sick Leave Balance:           403.250

Comp Time:   10.000 must be used by 24-Dec-94

4 Restored Leave:              40.000

Press RETURN to Continue. <RET>
```

Display Leave Requests

With this option the employee enters a date and a list of all of his/her leave requests from that date onward is displayed. Cancelled leave requests will not show on the list.

```
Select Employee Menu Option: 3 <RET>  Display Leave Request


                         VA TIME & ATTENDANCE SYSTEM
                               LEAVE REQUESTS
SIMPSON, HOMER                                                  123-45-6789

Begin with Date: T// <RET> (AUG 09, 1994)

08:00A  8-May-95 to 04:30P 12-May-95 40 hrs Annual Leave Cancelled
     Supr: Please wait until beginning of 1995 to request.
08:00A 15-Aug-94 to 04:30P 19-Aug-94 40 hrs Annual Leave Approved
08:00A 12-Aug-94 to 04:30P 12-Aug-94 8 hrs Annual Leave Approved

Press RETURN to Continue. <RET>
```

Cancel Leave Request

With this option the employee enters a date and a list of all employee's leave requests from that date onward is displayed. The employee is prompted to select a choice from the list to cancel.

```
Select Employee Menu Option: 4 <RET>  Cancel Leave Request


                         VA TIME & ATTENDANCE SYSTEM
                            CANCEL LEAVE REQUESTS
SIMPSON,HOMER                                                    123-45-6789

Begin with Date: T// <RET> (AUG 22, 1994)

 1 08:00A 31-Aug-94 to 04:30P 31-Aug-94 8 hrs Sick Leave Requested
 2 08:00A 26-Aug-94 to NOON 26-Aug-94 4 hrs Annual Leave Requested
 3 08:00A 22-Aug-94 to 04:30P 22-Aug-94 Annual Leave Requested

Cancel Which Request #? 2  ... done
```

Service Record Screen

Selecting this option will display all of the employee's current service record data.

```
Select Employee Menu Option: 5 <RET> Service Record Screen
...HMMM, LET ME THINK ABOUT THAT A MOMENT...


SHAYGNE,EVELYN                    RECREATION                 DUTY STATION: 578
444-55-6666                                                          T&L: 100
-------------------------------------------------------------------------------
LAST PP: 21                 SERVICE RECORD SCREEN                      PAGE 1
-------------------------------------------------------------------------------
OCCUPATION SERIES & TITLE.......SECRETARY/TYPING
PAY PLAN........................GS/CA/SL/GW
OCCUPATION SERIES CODE..........0318
GRADE...........................07
STEP............................08
SALARY..........................25,930.00
POSITION NUMBER.................037788
ASSIGNMENT......................NONE
COMPETITIVE LEVEL...............000
DUTY BASIS......................FULL-TIME
NORMAL HOURS....................80.00
PAY BASIS.......................PER ANNUM
PAY RATE DETERMINANT............REGULAR RATE
FLSA............................NON-EXEMPT (COVERED)
COST CENTER/ORGANIZATION........8246:2240
TYPE OF APPOINTMENT.............CAREER

Press RETURN to continue: <RET>


SHAYGNE,EVELYN                    RECREATION                 DUTY STATION: 578
444-55-6666                                                          T&L: 100
-------------------------------------------------------------------------------
LAST PP: 21                SERVICE RECORD SCREEN                       PAGE 2
-------------------------------------------------------------------------------
SUPERVISORY LEVEL...............0
BUS CODE........................6666
DATE OF BIRTH...................JAN 1, 1950
SEX.............................FEMALE
CITIZENSHIP.....................U.S. CITIZEN
VETERANS PREFERENCE.............NONE
EDUCATION.......................HIGH SCHOOL GRADUATE/EQUIVALENT
FEGLI CODE......................BASIC LIFE ONLY
HEALTH INSURANCE................751
RETIREMENT CODE.................FULL CSRS
PERF/PROFCY RATING CODE.........HIGHLY SUCCESSFUL/EXCELLENT/HIGH SATISFACTORY
SERVICE COMPUTATION DATE........NOV 19, 1973
STATION EOD.....................NOV 19, 1973
```

```
SHAYGNE,EVELYN                    RECREATION                 DUTY STATION: 578
444-55-6666                                                           T&L: 100
-------------------------------------------------------------------------------
LAST PP: 21                       FOLLOWUPS                            PAGE 3
-------------------------------------------------------------------------------
ELIGIBLE FOR DRUG TESTING.......DT
ANNUAL LEAVE ACCRUAL RATE.......10
EXPIRATION OF LICENSURE.........FEB 16, 1993
PLACEMENT FOLLOWUP..............FEB 15, 1993


SHAYGNE,EVELYN                    RECREATION                 DUTY STATION: 578
444-55-6666                                                           T&L: 100
-------------------------------------------------------------------------------
LAST PP: 21                  THRIFT SAVINGS PLAN                       PAGE 4
-------------------------------------------------------------------------------
TSP STATUS......................YES
TSP STATUS DATE.................JAN 13, 1991
TSP PCT RATE....................5%
TSP VESTING.....................0
TSP MASTER RECORD IND...........YES
TSP BASE PAY AMT YTD............32,748.80

TSP CSF EMP DED DIST PCT........100%
TSP CSF EMP DED CPPD............999.00
TSP FIF EMP DED CPPD............50.00

TSP GSF EMP DED DIST PCT........100%

Press RETURN TO continue: <RET>
```

Display Pay Period

With this option, the user can view his/her time and attendance record for a particular pay period. By entering any date within a pay period, the "scheduled tour" and "tour exceptions" (leave used, OT earned, etc.) will be displayed for each day within that pay period.

```
Select Employee Menu Option: 6 <RET> Display Pay Period


                         VA TIME & ATTENDANCE SYSTEM
                          EMPLOYEE PAY PERIOD DATA

Posting Date: 7/1 <RET>  (JUL 01, 1994)

Select Device: HOME// <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

SHAYGNE,EVELYN                 T&L 100                          444-55-6666

       Date             Scheduled Tour          Tour Exceptions
   ---------------------------------------------------------------------------
   Sun 26-Jun-94        Day Off
   Mon 27-Jun-94        04:30P-01:00A           05:00A-07:00A     OT OVERTIME
                                                04:30P-05:15P     SL SICK LV
                                                  SF71 on file
                                                MID-01:00A        AL ANNUAL LV
            Dental appointment.
   Tue 28-Jun-94        04:30P-01:00A
   Wed 29-Jun-94        04:30P-01:00A
   Thu 30-Jun-94        04:30P-01:00A
                        MID-08:00A
                          Standby
                        08:00A-04:30P
   Fri  1-Jul-94        04:30P-01:00A
   Sat  2-Jul-94        Day Off
   Sun  3-Jul-94        Day Off
   Mon  4-Jul-94        04:30P-01:00A           11:00P-01:00A     SL SICK LV
   Tue  5-Jul-94        04:30P-01:00A           04:30P-05:00P     SL SICK LV

                                                10:00P-01:00A     SL SICK LV
            Emergency Dental treatment.
   Wed  6-Jul-94        04:30P-01:00A
   Thu  7-Jul-94        04:30P-01:00A
   Fri  8-Jul-94        04:30P-01:00A           04:30P-01:00A     SL SICK LV

            Committed because of OERR and PAID.
   Sat  9-Jul-94        Day Off

                              Environmental Differentials

Week 1: DEMOLITION 8.5 Hrs.; RADIATION 4.5 Hrs.; TREE REMOVAL 6.5 Hrs.
Week 2: DEMOLITION 5 Hrs.; TOWER PAINTING 5 Hrs.
```

Self Registration Enter/Edit

This option allows an employee to self register for a class. The user may self register for present or future classes, open classes that are sponsored by any service, closed classes within his/her own service, and mandatory classes that are required. An individual does not need to preregister for class attendance to be taken. Names of individuals that are registered for classes can be printed through the Class Registration Roster report.

```
Select Employee Menu Option: 7 <RET>  Self Registration Enter/Edit

     Select one of the following:

          R         Class Registration Calendar Report
          S         Student Registration

Choose a Selection from the above choices: S <RET> Student Registration

     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training
          A         All

Select Sort Parameter: M <RET> Mandatory Training (MI)

CLASS NAME: ?? <RET>

CHOOSE FROM:
   BASICS OF INTERPLANETARY SPACE TRAVEL     RESEARCH
   INFECTION CONTROL     NURSING

CLASS NAME: I <RET> INFECTION CONTROL         NURSING

Select DATE: MAY 12, 1995// <RET>   MAY 12, 1995

Enter STUDENT NAME: SMART, B <RET> SMART,BARRY       ISC

SMART,BARRY is currently Registered for this INFECTION CONTROL Class!

Do you want to delete this record? NO// <RET>  (NO)
```

To add your name to the registration list:

```
Enter STUDENT NAME: ABNER,L <RET> ABNER,LIL       DENTAL

Do you want to register ABNER,LIL - DENTAL for
INFECTION CONTROL? YES//  <RET> (YES)
```

To delete your name from the registration list:

```
CLASS NAME: I <RET> INFECTION CONTROL         NURSING

Select DATE: MAY 12, 1995// <RET>   MAY 12, 1995

Enter STUDENT NAME: SMART, B <RET> SMART,BARRY       ISC

SMART,BARRY is currently Registered for this INFECTION CONTROL Class!

Do you want to delete this record? NO// Y <RET>

SMART,BARRY **DELETED**

Enter STUDENT NAME: ^ <RET>
```

Edit Leave Request

This option allows the employee to make changes to any request that the timekeeper has not posted.

```
Select Employee Menu Option: 8 <RET> Edit Leave Request

                         VA TIME & ATTENDANCE SYSTEM
                             EDIT LEAVE REQUESTS

SIMPSON,HOMER                                                  123-45-6789

1 08:00A 14-Jul-95 to 04:30P 14-Jul-95 8 hrs Authorized Absence Requested
    Attending Seminar.
2 08:00A 11-Jul-95 to 12:30P 11-Jul-95 4.5 hrs Annual Leave Requested
    Lunch is 12:30P - 01:00P.
3 01:30P 10-Jul-95 to 04:30P 10-Jul-95 3 hrs Sick Leave Requested

Edit Which Request #? 1 <RET>



                         VA TIME & ATTENDANCE SYSTEM
                              REQUEST FOR LEAVE

SIMPSON,HOMER                       123-45-6789

From Date: JUL 14, 1995 <RET>    Time: 01:00PM <RET>

To Date: JUL 14, 1995 <RET>      Time: 04:30PM <RET>

  AL  Annual Leave            AA    Authorized Absence        CB  Family Care
  SL  Sick Leave              ML    Military Leave            AD  Adoption
  WP  Without Pay             RL    Restored Annual Leave     DL  Donor Leave
  CU  Compensatory Time       NL    Non-Pay Annual Leave

Type of Leave: AA <RET> Authorized Absence     Number of Hours: 3.5

Remarks: Attending Seminar <RET>
_____________________________________________________________________________
Exit        Save        Refresh

Enter a command or '^' followed by a caption to jump to a specific field.
```

Display Leave Used

This option allows the employee to view all of his/her leave that has been used for a selected date range.

```
Select Employee Menu Option: 9 <RET>  Display Leave Used


Report Beginning Date T//1/1/95 <RET>  (JAN 01, 1995)
Report Ending Date T//4/01/95 <RET>  (APR 01, 1995)
..............................

                              LEAVE USED SUMMARY              DATE: 08/02/95
                       from: JAN 01, 1995 to APR 01, 1995
                              for: BETA,TEST - IRM

|---|--------------|---------------------|-------|-------|--------------------
|
|PP |DATE          |TYPE                 |FROM   |TO     |LENGTH
|
|---|--------------|---------------------|-------|-------|--------------------
|
|26 |Tue  3-Jan-95 |Annual Leave         |08:00A |04:30P |   8.00 Hours
|
|01 |Tue 10-Jan-95 |Sick Leave           |08:00A |NOON   |   4.00 Hours
|
|   |              |Annual Leave         |12:30P |04:30P |   4.00 Hours
|
|   |Fri 13-Jan-95 |Annual Leave         |08:00A |08:30A |   0.50 Hours
|
|03 |Thu  9-Feb-95 |Annual Leave         |08:00A |11:30A |   3.50 Hours
|
|   |Mon 13-Feb-95 |Sick Leave           |08:00A |04:30P |   8.00 Hours
|
|04 |Mon 27-Feb-95 |Annual Leave         |08:00A |08:45A |   0.75 Hours
|
|   |Tue 28-Feb-95 |Sick Leave           |08:00A |04:30P |   8.00 Hours
|
|   |Fri  3-Mar-95 |Sick Leave           |08:00A |04:30P |   8.00 Hours
|
|05 |Tue 14-Mar-95 |Sick Leave           |02:30P |04:30P |   2.00 Hours
|
|06 |Wed 22-Mar-95 |Annual Leave         |01:30P |04:30P |   3.00 Hours
|
|   |Fri 24-Mar-95 |Annual Leave         |08:00A |04:30P |   8.00 Hours
|
|   |Fri 31-Mar-95 |Annual Leave         |03:30P |04:30P |   1.00 Hour
|
|---|--------------|---------------------|-------|-------|--------------------
|
DHCP PAID REPORT L003     VA TIME & ATTENDANCE SYSTEM  STATION: 578 / T&L: 902
Press Return/Enter to continue or "^" to quit. ^ <RET>
```

Chapter 3. Payroll Main Menu

This menu contains options that a Payroll Clerk needs to perform time and attendance related tasks.

The List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

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```
1     Pay Period Exceptions
2     Display Employee Pay Period
3     Return Record to Timekeeper
4     Display Employee Entitlements
5     Post Miscellaneous Data
6     Tour of Duty Management ...
7     T&L Management ...
8     List Prior Pay Period Exceptions
9     Create Employee Record for Pay Period
10    Employee Inquiry Menu...
11    List/Clear Prior Pay Period Corrections
12    Change Employee T&L Unit
13    List Un-Certified Employees
14    Clear Prior Pay Period Exceptions
15    List Leave Requests
16    List OT/CT Requests
17    Display Complete Request/Pay Period Records...
18    Employee Reports ...
```

Pay Period Exceptions

This option displays a list of each employee's time and attendance reporting problems for a selected pay period that needs to be resolved. The name of the employee, T&L, day and date, and a short description of the exception are displayed.

Payroll offices should use this option throughout the pay period cycle to check timekeepers' progress. If time is not being posted or the exceptions are not being resolved promptly, the Payroll office should contact the timekeeper to assess the problem. We strongly suggest that this option be selected several times throughout the pay period until timekeepers become familiar with the system.

Similar to this option is "List Prior Pay Period Exceptions" which lists all exceptions for all records released to Payroll for all previous pay periods while this option lists only exceptions for a specific pay period.

```
Select Payroll Main Menu Option: 1 <RET> Pay Period Exceptions

Select PAY PERIOD: 93-03 <RET>

Select T&L Unit (or ALL): 007 <RET>

Select Device:  Home// <RET>   ANYWHERE   Right Margin: 80// <RET>


                          VA TIME & ATTENDANCE SYSTEM                 Page 1


                         Sun  7-Feb-93 to Sat 20-Feb-93

BUNNHY,GARY W (007)
      Fri  1-Jul-94  03:30P  SL Requested but not Approved
      Wed  6-Jul-94  01:30P  OT not Requested
      Sat  9-Jul-94          No Time Posted

PVKKOV,KZGIRXRZ Z (007)
      Mon 27-Jun-94          No Time Posted
      Fri  1-Jul-94  07:00A  AL not Requested
      Tue  5-Jul-94          No Time Posted

COUNTY,WILL (007)
      Tue 28-Jun-94          No Time Posted
      Wed 29-Jun-94          No Time Posted
      Thu 30-Jun-94          No Time Posted
      Fri  1-Jul-94          No Time Posted
      Tue  5-Jul-94          No Time Posted
      Wed  6-Jul-94          No Time Posted
      Thu  7-Jul-94          No Time Posted

Press RETURN to Continue. <RET>
```

Display Employee Pay Period

This option displays the employee's name, all 14 dates in the pay period, the employee's scheduled tour(s) of duty and any exceptions to the scheduled tour(s).

```
Select Payroll Main Menu Option: 2 <RET> Display Employee Pay Period


                         VA TIME & ATTENDANCE SYSTEM
                          EMPLOYEE PAY PERIOD DATA


Select EMPLOYEE: BEAVER,CLEAVER <RET>              444-55-3333

Select PAY PERIOD: 94-14 <RET>

Select Device: HOME// <RET>   ANYWHERE   RIGHT MARGIN: 80// <RET>

BEAVER,CLEAVER                T&L 100                             444-55-3333

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------
   Sun 10-Jul-94     Day Off
   Mon 11-Jul-94     09:00A-05:30P
                     06:00P-08:00P
                       Scheduled Comp Time
   Tue 12-Jul-94     09:00A-05:30P
                     06:00P-08:00P
                       Scheduled Comp Time
   Wed 13-Jul-94     09:00A-05:30P           09:00A-NOON       SL SICK LV
                     06:00P-08:00P           12:30P-05:30P     AL ANNUAL LV
                       Scheduled Comp Time   06:00P-08:00P     UN UNAVAIL
   Thu 14-Jul-94     08:00A-04:30P
   Fri 15-Jul-94     08:00A-04:30P
   Sat 16-Jul-94     Day Off
   Sun 17-Jul-94     Day Off
   Mon 18-Jul-94     08:00A-04:30P
   Tue 19-Jul-94     08:00A-04:30P
   Wed 20-Jul-94     08:00A-04:30P           04:30P-06:30P     CT COMP ERND
                                             08:30P-10:30P     OT OVERTIME

Press RETURN to Continue. <RET>

BEAVER,CLEAVER                                                  444-55-3333

   Thu 21-Jul-94     08:00A-04:30P
   Fri 22-Jul-94     08:00A-04:30P
   Sat 23-Jul-94     Day Off
     Wed 13-Jul-94  09:00A  SL Requested but not Approved
     Wed 13-Jul-94  12:30P  AL Requested but not Approved
     Wed 20-Jul-94  04:30P  CT Requested but pending Supervisor Approval
     Wed 20-Jul-94  08:30P  OT Requested but pending Supervisor Approval


Select EMPLOYEE: <RET>
```

Return Record to Timekeeper

This option allows Payroll to return a time and attendance report to the timekeeper for corrections. Once a time and attendance report has been corrected the supervisor must recertify the record and Payroll must then transmit or retransmit the record to Austin. This option should only be used if the intent is to transmit the corrected record to Austin. If it is too late to transmit the corrected record, do not use this option. The timekeeper must use the Prior Pay Period Adjustments option to make time and attendance report corrections.

Note: Once a time and attendance report has been returned to the timekeeper, it must be recertified by the supervisor. This is true even if no changes have been made to the record.

```
Select Payroll Main Menu Option: 3 <RET>  Return Record to Timekeeper

Select Pay Period: 92-23 <RET>

Select Employee: ACKERMON,CINDY <RET>    547-32-6633

... Returned to Timekeeper.
```

Display Employee Entitlements

This option allows the user to select an employee, a T&L Unit, and displays the employee's entitlement table. The entitlement table shows various types of premiums/benefits to which an employee is entitled (Yes) or not entitled (No). It will also show whether an employee's time is figured in hours (Hrs.) or Days. Every employee must have an entitlement table entry since these entitlements are used to calculate each employee's biweekly compensation.

```
Select Payroll Main Menu Option: 4 <RET> Display Employee Entitlements

Select T&L Unit: 101 <RET>

Select Employee: BORNETT,HELEN C <RET>            202-03-5206

Select Device:  HOME//  <RET>   ANYWHERE  RIGHT MARGIN: 80// <RET>


                            EMPLOYEE PAY ENTITLEMENTS
BORNETT,HELEN C                                                 202-03-5206

Regular Scheduled             Hrs.      Hrs. > 8 - 2                  No
Regular Unscheduled           No        Hrs. > 8 - 3                  No
Reg. Hrs. at OT Rate - Day    Yes       Holiday - Day                 Yes
Reg. Hrs. at OT Rate - 2      No        Holiday - 2                   No
Reg. Hrs. at OT Rate - 3      No        Holiday - 3                   No
Night Differential - 2        Yes       Holiday OT                    Yes
Night Differential - 3        No        On Call                       Yes
Saturday Premium              Yes       Sleep Time                    No
Sunday - Day                  Yes       Comp. Time Earned/Used        Yes
Sunday - 2                    No        Standby                       No
Sunday - 3                    No        Annual/Restored Leave         Yes
Overtime - Day                Yes       Sick Leave                    Yes
Overtime - 2                  No        NonPay Annual Leave           No
Overtime - 3                  No        AWOL/Susp/LWOP                Yes
Hazardous Duty                Yes       Military Leave                Yes
Environmental Differential    No        Authorized Absence            Yes
Scheduled CB OT               No        Non-Pay                       Yes
Travel OT                     No        Continuation of Pay           Yes
Hrs.>8 - Day                  No        VCS Commission Sales          No

Press RETURN to Continue. <RET>
```

Post Miscellaneous Data

This option allows Payroll to request a payment record or enter time and attendance report related data such as a T&L Unit change, Annual Leave lump sum that the employee has upon separation from the system, the expiration date of the separating employee's Annual Leave, a record of the employee's salary payments, information on withholding of Federal Income Tax, cost-of-living-allowance information, and the last day of duty or transaction date for the employee.

Miscellaneous data can be entered any time up to the time of transmission. Posting miscellaneous data will automatically update 8B string if the record has already been sent to Payroll (certified).

```
Select Payroll Main Menu Option: 5 <RET> Post Miscellaneous Data

Select Pay Period: 93-01 <RET>

Select Employee: Chau,Peter O <RET>          360-60-0001


                        VA TIME & ATTENDANCE SYSTEM
                              MISCELLANEOUS DATA

Chau,Peter O                                                  360-60-0001

Station: 578                 Normal Hours:  38               Duty Basis: 1
T&L:                         Pay Plan:      A                Flextime:
Pay Per: 93-01                                               FLSA:       E

Lump Sum Units:      42 <RET>              New T&L Unit:         100 <RET>
Lump Sum Units 2:    2 <RET>               Payment Record?       Yes <RET>
Lump Sum Units 3:    12 <RET>              Opt. W/H Tax?         Yes <RET>
Lump Sum Exp. Date:  T <RET> FEB 10,1993   Exclude Foreign COLA? Yes <RET>

8B Day Number: 043 <RET>


Exit     Save     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.


COMMAND: EXIT <RET>                                              INSERT

Save changes before leaving form (Y/N)? Y <RET>


Save changes before leaving form (Y/N)? N <RET>
Form Not Saved!
```

Use up/down arrow keys or the return key to advance thru the screen. Enter one or two question marks (??) at any prompt to receive help or a list of choices. Examples of choices for each prompt are as follows:

```
Lump Sum Units:   ?? <RET>
-------------------------------------------------------------------------------
The number of hours or days of annual leave a day shift employee has when
separating.
                                          Press <PF1>H for help     INSERT


Lump Sum Units 2: ?? <RET>
-------------------------------------------------------------------------------
The number of hours or days of annual leave a second shift employee has when
separating.
                                          Press <PF1>H for help     INSERT


Lump Sum Units 3: ?? <RET>
-------------------------------------------------------------------------------
The number of hours or days of annual leave a third shift employee has when
separating.
                                          Press <PF1>H for help     INSERT


Lump Sum Exp. Date: ?? <RET>
-------------------------------------------------------------------------------
The date the separating employee's annual leave will expire.
      Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
       T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
      If the year is omitted, the computer uses the CURRENT YEAR.

                                          Press <PF1>H for help     INSERT


New T&L Unit: ?? <RET>
-------------------------------------------------------------------------------
ANSWER WITH T&L UNIT CODE
DO YOU WANT THE ENTIRE 16-ENTRY T&L UNIT LIST? Y <RET>
-------------------------------------------------------------------------------
100
101
102
103
111
Press RETURN to continue, '^' to exit:


New T&L Unit: ?? <RET>
-------------------------------------------------------------------------------
ANSWER WITH T&L UNIT CODE
DO YOU WANT THE ENTIRE 16-ENTRY T&L UNIT LIST? N <RET>
-------------------------------------------------------------------------------
```

```
This field will be coded only to change the employee's time and leave unit.

                                          Press <PF1>H for help     INSERT


Payment Record?  ?? <RET>
-------------------------------------------------------------------------------
Indicates Payroll has requested a current "Record of Salary Payments" for
this employee.
Choose from:
Y     YES
N     NO
                                          Press <PF1>H for help     INSERT


Opt. W/H Tax?  ?? <RET>
-------------------------------------------------------------------------------
Indicates the employee elects the optional method of withholding Federal
income tax from the lump-sum payment.
Choose from:
Y     YES
N     NO
                                          Press <PF1>H for help     INSERT


Exclude Foreign COLA? ?? <RET>
-------------------------------------------------------------------------------
Indicates the exclusion of a foreign cost-of-living-allowance from the
employee's lump-sum payment.
Choose from:
Y     YES
N     NO
                                          Press <PF1>H for help     INSERT


8B Day Number: ? <RET>
-------------------------------------------------------------------------------
Answer must be 3 digits in length and between 001 and 366.


8B Day Number: ?? <RET>
-------------------------------------------------------------------------------
Indicates the day number of the last day of duty or date of effectiveness of
the transaction for this employee.


                                          Press <PF1>H for help     INSERT
```

The "day number" that this prompt is referring to is the "day number" of the calendar year (i.e., Jan 1 is day number 001, Jan 2 is day number 002, etc.).

Tour of Duty Management

This option is a submenu on the Payroll Main Menu. It allows the user to list tours of duty and to display information about any tour of duty.

```
Select Payroll Main Menu Option:  6 <RET>  Tour of Duty Management

      1     Display Tour of Duty
      2     List Tours by T&L
```

Display Tour of Duty

This option will prompt the user to select an established tour of duty. It will display the tour description, length of meal time, whether meal time is subject to premium pay, whether the tour spans two calendar days, whether the tour is available to all T&L Units, the start/stop times for each segment of the tour, and if applicable, the special tour indicator that is associated with a particular start/stop time.

This option merely displays the tour information. You may not edit the tour with this option.

```
Select Tour of Duty Management Option: 1 <RET>  Display Tour of Duty


                         VA TIME & ATTENDANCE SYSTEM
                               TOUR OF DUTY

Select TOUR OF DUTY: ?? <RET>

CHOOSE FROM:
   1               DAY OFF      Meal: 0
   2               DAILY TOUR      Meal: 0
   3               INTERMITTENT-DAYS      Meal: 0
   4               INTERMITTENT-HOURS      Meal: 0
   9               08:00A-04:30P      Meal: 30
   10              07:00A-03:30P      Meal: 30
   11              08:00A-10:00A      Meal: 0
   12              07:30A-04:00P      Meal: 30
   14              08:00A-11:00A      Meal: 0
   15              07:45A-04:15P (5P-6P OC)      Meal: 30
   16              04:00A-12:30P      Meal: 30
   17              09:00P-05:30A      Meal: 30
   18              04:00A-NOON      Meal: 30
   19              08:00P-08:00P      Meal: 0
   20              11:30P-07:30A      Meal: 0
   22              08:00A-09:00A      Meal: 0
   23              08:00A-03:30P      Meal: 30
   24              09:00A-03:30P      Meal: 30
   25              10:00A-NOON      Meal: 0
   26              01:00P-04:00P      Meal: 0
   28              07:00P-MID      Meal: 0
   '^' TO STOP:   ^ <RET>


Select TOUR OF DUTY: 19 <RET>
```

```
                        VA TIME & ATTENDANCE SYSTEM
                                TOUR OF DUTY

Tour Hours:  08:00P-08:00P
Description:
Meal Time:   0                          Meal on Premium Time?
All T&Ls?    NO                         Two-Day Tour? YES

         START     STOP      CODE

  1     08:00P    08:00P
  2
  3
  4
  5
  6
  7
_____________________________________________________________________________
Exit     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.


COMMAND: EXIT <RET>                                                  INSERT
```

List Tours by T&L

With this option the user is prompted to select a particular Time and Leave Unit (T&L) or ALL T&L Units. If a particular T&L is selected, then all the tours associated with it are displayed. If ALL T&Ls are selected, then all tours of duty will be displayed along with the T&Ls associated with the tour.

The tour number, tour name, number of hours in the tour, start/stop times of the various segments of the tour, any special indicators for each time segment and the T&L(s) associated with the tour are displayed.

```
Select Tour of Duty Management Option: 2 <RET>   List Tours by T&L

Select T&L Unit (or ALL): 101 <RET>

Select Device:  HOME//  <RET>   ANYWHERE  RIGHT MARGIN: 80// <RET>


19-Jul-94                  T & L   T O U R   L I S T                    Page 1

                                     101

 #   Tour                            Hrs.     Segment     Special Indicator

 15  07:45A-04:15P (5P-6P OC)        8.00  07:45A-04:15P
                                           05:00P-06:00P  On-Call

  9  08:00A-04:30P                   8.00  08:00A-04:30P

100  08:00A-08:00A                  24.00  08:00A-08:00A

140  08:30A-05:00P                   8.00  08:30A-05:00P

  2  DAILY TOUR                      0.00

  1  DAY OFF                         0.00

Press RETURN to Continue. ^ <RET>
```

```
Select T&L Unit (or ALL): ALL <RET>

Select Device: HOME//  <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>

24-Aug-94                  T & L   T O U R   L I S T                    Page 1

 #   Tour                            Hrs.     Segment     Special Indicator

339  00:15A-08:00A On Call           0.00  00:15A-08:00A  On-Call

        T&Ls: All

 26  01:00P-04:00P                   3.00  01:00P-04:00P

        T&Ls: All

111  01:00P-05:00P                   4.00  01:00P-05:00P

        T&Ls: All

251  01:00P-09:00P                   8.00  01:00P-09:00P

        T&Ls:

Press RETURN to Continue. ^ <RET>
```

T&L Management

This option is a submenu on the Payroll Main Menu. It allows the user to list Time and Leave Units (T&L) and display information about any T&L.

```
Select Payroll Main Menu Option: 7 <RET>  T&L Management

      1     Display T&L Unit
      2     Daily T&L List
```

Display T&L Unit

With this option the user is prompted to select an existing Time and Leave Unit (T&L); and the last entered timekeeper, supervisor, and OT/CT approver will be displayed. Enter one or two question marks (??) at the timekeeper, supervisor, and OT/CT approver prompts to see additional timekeepers, etc., for that T&L.

This option will display data associated with the T&L that the user may not edit. Use up/down arrow keys to advance thru the screen and to the command prompt.

```
Select T&L Management Option: 1 <RET> Display T&L Unit

                        VA TIME & ATTENDANCE SYSTEM

                              TIME & LEAVE UNIT

Select T&L Unit: 103 <RET>


                         VA TIME & ATTENDANCE SYSTEM
                              TIME & LEAVE UNIT


CODE:       103
NAME:       ONCALL AND STANDBY
STATION #   578
SERVICE:    NURSING                              SECTION: ISC DEV

Time SleepTime Begins:     11:00P
Entitled Sat/Sun Premiums? YES

Select TIMEKEEPER:     BAKER,TERRY

Select SUPERVISOR:     MILLER,ROBERT

Select OT/CT APPROVER: MILLER,ROBERT
_____________________________________________________________________________
Exit     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.


COMMAND: EXIT <RET>                                                  INSERT
```

Daily T&L List

With this option the user is prompted to select an existing Time and Leave Unit (T&L) and a posting date. The names of the employees in the T&L, their scheduled tour of duty and any exceptions to the scheduled tour of duty are displayed.

```
Select T&L Management Option: 2 <RET> Daily T&L List

Select T&L Unit: 100 <RET>

Posting Date: T-1// ?? <RET>

      Examples of Valid Dates:
        JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
        T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
        T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
      If the year is omitted, the computer assumes a date in the PAST.

      Enter a date which is less than or equal to APR 15, 1993.
Posting Date: T-1// T <RET>   Jan 25, 1993

Select Device:  Home//  <RET>   ANYWHERE   Right Margin: 80// <RET>



                           VA TIME & ATTENDANCE SYSTEM                  Page 1
                            Mon 25-Jan-93 for T&L 100

Employee                    Scheduled Tour             Tour Exceptions
-------------------------------------------------------------------------------

ACT,KEITH F                 08:00A-04:30P              Unposted

BEAN,WILLIAM A              Day Off

DUFFY,DONALD E              03:30P-MID                 Unposted
                            MID-00:15A
                               Scheduled Overtime

LOONE,ROBERT E              08:00A-04:30P              Unposted

SALLIS,RICHARD              Day Off

WILLS,CASSIE E              Day Off

Press RETURN to Continue. <RET>
```

List Prior Pay Period Exceptions

This option lists all time and attendance report exceptions for all records released to Payroll and/or transmitted for all previous pay periods.

Similar to this option is "Display Pay Period Exceptions" which lists all exceptions for a specific pay period.

```
Select Payroll Main Menu Option:  8 <RET>   List Prior Pay Period Exceptions

Select T&L Unit (or ALL): ALL <RET>

Select Device:  HOME// <RET>   ANYWHERE    RIGHT MARGIN: 80// <RET>



                           VA TIME & ATTENDANCE SYSTEM                 Page 1
                           PRIOR PAY PERIOD EXCEPTIONS
                                   25-Aug-94

ADUB,FLUB (043)
     26-Jul-94  04:30P  AL not Requested

JOHNSON,GS (043)
     31-Jul-94  MID     OT not Requested

RAISIN,CAL (043)
     31-Jul-94  08:00P  OT not Requested
      1-Aug-94  07:00A  AL not Requested

RIBBON,CJ (043)
      1-Aug-94  04:30P  OT Supervisor Approved but pending Director Approval

TOUR,TEMP (043)
     25-Jul-94  08:00A  AL not Requested

Press RETURN to Continue. <RET>
```

```
                         VA TIME & ATTENDANCE SYSTEM                    Page 2
                         PRIOR PAY PERIOD EXCEPTIONS
                                 25-Aug-94

TOUR,TEMP (043)
     29-Jul-94  02:30P  SL not Requested

LKIKSB,GTFBJ V (044)
     18-Feb-93  08:00A  CU not Requested
      9-Feb-93  07:30P  CT Posted exceeds Requested Hours

PEEP,LITTLE BO (044)
      9-Feb-93  08:30P  TV Posted outside of Tour Hours
     10-Feb-93  06:00P  TV Posted outside of Tour Hours

SVIMZMWVA,IZFO (044)
     25-Jan-93  03:30P  AL not Requested

WATSON,DOCTOR (044)

Press RETURN to Continue. ^ <RET>
```

Create Employee Record for Pay Period

This option will allow Payroll to create a time and attendance report entry for a new employee or an employee returning to duty from Extended LWOP. The employee must exist in the PAID EMPLOYEE (#450) file.

```
Select Payroll Main Menu Option: 9 <RET>  Create Employee Record for Pay
Period

Select PAY PERIOD: 92-24 <RET>

Select EMPLOYEE: ACUFF,CHUCK <RET>

Warning: Separation Indicator is not N.

Warning: No T&L Unit has been specified.

OK to Create Record for this Employee? Y <RET>

Select T&L UNIT CODE: 100 <RET>

      Pay Period opened for this Employee.

Select EMPLOYEE: <RET>
```

Employee Inquiry Menu

This option allows the Fiscal user to access a menu of employee inquiry options to view employee data in the PAID EMPLOYEE (#450) and PAID PAYRUN DATA (#459) files.

```
Select Payroll Main Menu Option: 10 <RET>  Employee Inquiry Menu

                              PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished
for use only as authorized.  It will not be reproduced or used for any other
purposes. Any output must be secured in a storage system adequate to insure
against disclosure to unauthorized parties.  Disposal will be by burning,
shredding, or other treatment to destroy their legibility.

      1     Print Employee Entries
      2     Search Employee Entries
      3     Employee Inquiry
      4     Payrun Data Inquiry
      5     Update PAID Codes
```

Print Employee Entries

This option allows the Fiscal user to print data from the PAID EMPLOYEE (#450) and PAID PAYRUN DATA (#459) files.

```
Select Employee Inquiry Menu Option: 1 <RET>  Print Employee Entries
Select FILE: PAID EMPLOYEE// <RET>

Include separated employees? NO// <RET>  (NO)

Separated employees will not be included.

SORT BY: EMPLOYEE NAME// <RET>
START WITH EMPLOYEE NAME: FIRST// <RET>
FIRST PRINT FIELD: ?? <RET>

CHOOSE FROM:
   .01             EMPLOYEE NAME
   1               ADDNL LIFE INSURANCE
   2               STATION EOD
   3               ASSIGNMENT
   4               CITIZENSHIP
   6               STATION NUMBER
   7               T & L UNIT
   8               SSN
   9               DUTY BASIS
   11              FLSA
   13              GRADE
   14              LEAVE GROUP
   15              8B NORMAL HOURS
   15.5            OCCUPATION SERIES CODE
   16              OCCUPATION SERIES & TITLE
   17              COST CENTER
   18              SUBACCT CODE
   19              PAY BASIS
   20              PAY PLAN
   26              RETIREMENT CODE
   27              SALARY DATE
'^' TO STOP: ^ <RET>

     TYPE '&' IN FRONT OF FIELD NAME TO GET TOTAL FOR THAT FIELD,
        '!' TO GET COUNT, '+' TO GET TOTAL & COUNT, '#' TO GET MAX & MIN,
        ']' TO FORCE SAVING PRINT TEMPLATE
     YOU CAN FOLLOW FIELD NAME WITH ';' AND FORMAT SPECIFICATION(S)
THEN PRINT FIELD: 13 <RET>  GRADE
THEN PRINT FIELD: 28 <RET>  SALARY
THEN PRINT FIELD: <RET>
HEADING: PAID EMPLOYEE SEARCH  Replace <RET>
DEVICE:  <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>
```

```
PAID EMPLOYEE SEARCH                          AUG 25,1994  14:53    PAGE 1
EMPLOYEE NAME                GRADE       SALARY
-------------------------------------------------------------------------------

ABNER,LIL                       13     50089.00
ADUB,FLUB                       14     65676.00
ADVRYLSNVI,OZDIVMXV T           13     56738.00
AGGIE,BAGGIE                    11     27950.00
ATTIC,DARK
BAKE,DI                         14     61887.00
BART,BLACK
BEAR,TEDDY                      13     60070.00
BEAVER,CLEAVER                  14     65676.00
BEAVER,LEAVE
BERT,LARRY
BING,CROSBY                     13     50089.00
BLESS,ME
BLFMT,QRNNB P                   14     65676.00
BLUE,BERRY                      11     27950.00
BOND,JAMES
```

```
PAID EMPLOYEE SEARCH                          AUG 25,1994  14:53    PAGE 2
EMPLOYEE NAME                GRADE       SALARY
-------------------------------------------------------------------------------

BONO,CHER                       14    61887.00
BOONE,DANIEL
BOUNTY,WILLIAM
BUNNY,BUGS                      13     50089.00
BVKJRE,SDLKC                    99    109086.00
BXZQWT,HGFT                     11     27950.00
CELEBRATE,GREGG
CFRMLK,SGBYMKPUSI               11    120000.00
CGCDCKRQ,BJLFAJNRCI             11     27950.00
CHAN,CHARLIE
CHANGE,PACE
CHEERS,CLIFFY C                 13     60070.00
CHOONG,JANE
CLARK,DICK
CLAUS,SANTA A                   14     61887.00
CLEQRCCKRQ,BJLFAJNRCI           11     27950.00
^ <RET>


                        32 MATCHES FOUND.
```

```
Select FILE: PAID EMPLOYEE// ?? <RET>

CHOOSE FROM:
   450             PAID EMPLOYEE
   459             PAID PAYRUN DATA

Select FILE: PAID EMPLOYEE// 459 <RET>  PAID PAYRUN DATA
SORT BY: PAY PERIOD// <RET>
START WITH PAY PERIOD: FIRST// <RET>
FIRST PRINT FIELD: 1 <RET> EMPLOYEE  (multiple)
  FIRST PRINT EMPLOYEE SUB-FIELD: .01 <RET>  NAME
  THEN PRINT EMPLOYEE SUB-FIELD: 76 <RET>  SICK LEAVE USED CPPD
  THEN PRINT EMPLOYEE SUB-FIELD: <RET>
THEN PRINT FIELD: <RET>
HEADING: PAID PAYRUN DATA LIST  Replace <RET>
DEVICE:  HOME// <RET>   ANYWHERE    RIGHT MARGIN: 80// <RET>
PAID PAYRUN DATA LIST                          AUG 25,1994  16:46    PAGE 1
                              SICK
                             LEAVE
                              USED
NAME                          CPPD
-------------------------------------------------------------------------------

        PAY PERIOD: 93-12
RIN,TIN                      4.00
KITE,FLY                     6.00
ABBY,JIM                    12.00
WILLIE,JAE                   1.50
ROSA,JOSE H
COLUMBO,TONY                 6.50

Select FILE: PAID EMPLOYEE// ^ <RET>
```

Search Employee Entries

This option allows the Fiscal user to search for data from the PAID EMPLOYEE (#450) and PAID PAYRUN DATA (#459) files.

```
Select Employee Inquiry Menu Option: 2 <RET>  Search Employee Entries
Select FILE: PAID EMPLOYEE// <RET>

Include separated employees? NO// <RET>  (NO)

Separated employees will not be included.



   -A- SEARCH FOR PAID EMPLOYEE FIELD: ?? <RET>

CHOOSE FROM:
   .01             EMPLOYEE NAME
   1               ADDNL LIFE INSURANCE
   2               STATION EOD
   3               ASSIGNMENT
   4               CITIZENSHIP
   6               STATION NUMBER
   7               T & L UNIT
   8               SSN
   9               DUTY BASIS
   11              FLSA
   13              GRADE
   14              LEAVE GROUP
   15              8B NORMAL HOURS
   15.5            OCCUPATION SERIES CODE
   16              OCCUPATION SERIES & TITLE
   17              COST CENTER
   18              SUBACCT CODE
   19              PAY BASIS
   20              PAY PLAN
   26              RETIREMENT CODE
   27              SALARY DATE
    '^' TO STOP: ^ <RET>



   -A- SEARCH FOR PAID EMPLOYEE FIELD: 13 <RET>  GRADE
   -A- CONDITION: ?? <RET>

CHOOSE FROM:
    1                  NULL
    2                  CONTAINS
    3                  MATCHES
    4                  LESS THAN
    5                  EQUALS
    6                  GREATER THAN

YOU CAN NEGATE ANY OF THESE CONDITIONS BY PRECEDING THEM WITH "'" OR "-" SO
THAT "'NULL'" MEANS "NOT NULL"

   -A- CONDITION: 5 <RET>  EQUALS
```

```
   -A- EQUALS: 12 <RET>

   -B- SEARCH FOR PAID EMPLOYEE FIELD: <RET>

IF: A// <RET>    GRADE EQUALS 12

STORE RESULTS OF SEARCH IN TEMPLATE: <RET>
SORT BY: EMPLOYEE NAME// <RET>
START WITH EMPLOYEE NAME: FIRST// <RET>
FIRST PRINT FIELD:     .01 <RET>  EMPLOYEE NAME
THEN PRINT FIELD: 13 <RET>  GRADE
THEN PRINT FIELD: <RET>
HEADING: PAID EMPLOYEE SEARCH  Replace <RET>
DEVICE: <RET>  ANYWHERE     RIGHT MARGIN:  <RET> PAID EMPLOYEE SEARCH

PAID EMPLOYEE SEARCH                            FEB 16,1993  14:58    PAGE 1
EMPLOYEE NAME                        GRADE
-------------------------------------------------------------------------------

ATKINS,DONALD D                        12
HAHA,JOEL T                            12
WHITE,SNOW D                           12
WILLIAMS,CALVIN E                      12
WILLS,NAN J                            12


                              5 MATCHES FOUND.
```

Employee Inquiry

This option allows designated Fiscal Service users to view PAID EMPLOYEE file data.

```
Select Employee Inquiry Menu Option: 3 <RET>   Employee Inquiry
Select EMPLOYEE: AAREO,SHARON <RET>       333-50-5555


AAREO,SHARON                        CHIEF OF STAFF          DUTY STATION: 578
333-50-5555                                                          T&L: 111
-------------------------------------------------------------------------------

                          1 POSITION INFORMATION
                          2 PERSONAL INFORMATION
                          3 VERIFICATION OF EMPLOYMENT
                          4 PAY INFORMATION
                          5 BENEFITS
                          6 EARNINGS
                          7 FEDERAL/STATE/CITY TAXES
                          8 DEDUCTIONS/ALLOTMENTS
                          9 LEAVE
                         10 SEPARATED EMPLOYEE INFORMATION
                         11 VCS

Select a number: 3// <RET>
DEVICE: <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>

...SORRY, JUST A MOMENT PLEASE...
```

```
AAREO,SHARON                          CHIEF OF STAFF       DUTY STATION: 578
333-50-5723                                                          T&L:
-------------------------------------------------------------------------------
LAST PP: 17                     VERIFICATION OF EMPLOYMENT            PAGE 1
-------------------------------------------------------------------------------
PAY PLAN                                     L
OCCUPATION SERIES & TITLE              066106   PHARMACY TECHNICIAN
GRADE                                      05
STEP                                       09
SALARY                               21,501.00
GROSS PAY YTD                         8,240.00
TYPE OF APPOINTMENT                          1   CAREER
PAY BASIS                                    1   PER ANNUM
DUTY BASIS                                   1   FULL-TIME
NORMAL HOURS                               50
8B NORMAL HOURS                         50.00
FTE EQUIVALENT                           1.00
SERVICE COMPUTATION DATE        JAN 29, 1976
STATION EOD                     APR 21, 1991
ACCESSION/SEPARATION CODE                    S
VA STATION TRANSFERRED FROM                537

Press RETURN to continue: <RET>
```

Only data for "Verification of Employment" will be displayed here. Choose other options as desired.

Payrun Data Inquiry

This option allows designated Fiscal Service users to view the PAID PAYRUN DATA (#459) file.

```
Select Employee Inquiry Menu Option: 4 <RET>   Payrun Data Inquiry
Select PAID PAYRUN DATA PAY PERIOD: 93-12 <RET>
Select EMPLOYEE NAME: PEEP,LITTLE BO <RET>       010-00-0010

PEEP,LITTLE BO                  VCS                        DUTY STATION: 578
010-00-0010                                                         T&L:
-------------------------------------------------------------------------------
PAY PERIOD: 93-12

                              1  General Information
                              2  Earnings
                              3  Deductions
                              4  Leave

Select a number: 1 <RET>
DEVICE:  <RET>   ANYWHERE       RIGHT MARGIN: 80// <RET>

PEEP,LITTLE BO                   VCS                       DUTY STATION: 578
010-00-0010                                                         T&L:
-------------------------------------------------------------------------------
PAY PERIOD: 93-12           GENERAL INFORMATION                       PAGE 1
-------------------------------------------------------------------------------

PAY PLAN                                            E   ES
GRADE                                               00
STEP                                                04
DUTY BASIS                                           1   FULL-TIME
8B NORMAL HOURS                                     80
SALARY                                              27,360.72

Press RETURN to continue: <RET>
```

Choose above options 2 thru 4 as desired. Only data for "General Information" will be shown here.

Update PAID Codes

This option allows the user to enter, edit or delete PAID codes and their descriptions from the PAID CODE FILES (#454). The user must have the PRS PAID CODE KEY or this option will not appear.

```
Select Employee Inquiry Menu Option: 5 <RET>  Update PAID Codes

Select FILE: ?? <RET>

CHOOSE FROM:
   1                  OCCUPATION SERIES/TITLE
   3                  PERFORMANCE/PROFICIENCY RATING
   5                  PAY BASIS
   6                  VETERANS PREFERENCE
   7                  TYPE OF APPOINTMENT
   8                  EDUCATION
   11                 FEGLI
   13                 ACADEMIC TITLE
   14                 PAY RATE DETERMINANT
   18                 COUNTRY
   19                 SPECIAL PAY AGREEMENT
   20                 NO AGREEMENT REASON
   21                 PRIOR VA EXPERIENCE
   22                 POSITION PREFERENCE
   23                 GEOGRAPHICAL PREFERENCE
   24                 FOLLOWUP CODE
   26                 SEX
   27                 CITIZENSHIP
   31                 FUNCTIONAL CODE
   33                 FLSA CODE
   34                 DUTY BASIS
   '^' TO STOP: ^ <RET>


Select FILE: 3 <RET>  PERFORMANCE/PROFICIENCY RATING

Select PERFORMANCE/PROFICIENCY RATING CODE: A <RET>   OUTSTANDING

CODE: A// <RET>
DESCRIPTION: OUTSTANDING// <RET>

Select PERFORMANCE/PROFICIENCY RATING CODE: <RET>

Select FILE: <RET>
```

List/Clear Prior Pay Period Corrections

This option allows the user to list and/or clear time and attendance report corrections for all previous pay periods. The user may select "All" or a specific T&L to view data. After corrected data has been sent to the Austin Automation Center, the user may answer "yes" at the "Clear Correction" prompt, so as to clear the data.

```
Select Payroll Main Menu Option: 11 <RET>  List/Clear Prior Pay Period
Corrections

                        VA TIME & ATTENDANCE SYSTEM
                       PRIOR PAY PERIOD CORRECTIONS

Select T&L Unit (or ALL): ALL <RET>

Select Device: HOME// <RET>  ANYWHERE      RIGHT MARGIN: 80// <RET>


BURNS,BUNNY                                                    472-22-2233

Station: 578                  Normal Hours:  80               Duty Basis: 1
T&L:     043                  Pay Plan:       U               Flextime:
Pay Per: 93-02                                                 FLSA:       N
-------------------------------------------------------------------------------
                            * * * Prior Data * * *

                             VCS Commission Sales
          Sun      Mon     Tue      Wed    Thu     Fri      Sat      Total

Week 1                                                                 0.00
Week 2                                                                 0.00
-------------------------------------------------------------------------------
                           * * * Corrected Data * * *

                             VCS Commission Sales
          Sun      Mon     Tue     Wed     Thu     Fri      Sat      Total

Week 1    50.00    50.00   50.00   50.00   50.00   50.00    50.00    350.00
Week 2    50.00    50.00   50.00   50.00   50.00   50.00    50.00    350.00
-------------------------------------------------------------------------------

Clear Correction? No <RET>
```

Change Employee T&L Unit

This option allows the user to change an employee's T&L Unit immediately (as soon as the employee transfers to another T&L), as opposed to waiting until the beginning of the next pay period. The user will enter the new T&L at the "T&L Unit" prompt.

```
Select Payroll Main Menu Option: 12 <RET>  Change Employee T&L Unit

Select EMPLOYEE: TRUMBIL,FREDDIE P <RET>    330-55-6700
T&L UNIT: 043// 101 <RET>

Select EMPLOYEE: TRUMBIL,FREDDIE P <RET>    330-55-6700
T&L UNIT: 101// <RET>
```

List Un-Certified Employees

This allows the user to list the status of the time and attendance reports for the current pay period by selecting a specific T&L. It shows the employees that have not been released to Payroll. Similar to this option is "Un-Certified Employees - All T&Ls" which lists the time and attendance reports of employees of all T&Ls.

```
Select Payroll Main Menu Option: 13 <RET> List Un-Certified Employees


                        VA TIME & ATTENDANCE SYSTEM                Page 1
                          UN-CERTIFIED EMPLOYEES

Select T&L Unit: 902 <RET>

                      902 INFORMATION SERVICES CENTER

                       Sun 4-Apr-93 to Sat 17-Apr-93

334-66-9966    ACTKINS,SHIRL A
555-00-9999    ACTKINS,BILL A
333-44-7865    AGUIL,JERRY L
288-55-7777    ALVIN,DEREK A
544-22-2222    BEARER,ERNIE
440-63-5789    CHERN,JESSE Y
335-88-4566    LENN,BARB J
598-76-5533    PATT,LUCRECIA J
337-66-7888    TREK,FRANCIS P
322-77-9812    WILLIAMS,KAREN S
```

Clear Prior Pay Period Exceptions

With this option the user is able to clear all time and attendance report exceptions for all records released to Payroll and/or transmitted for all previous pay periods (exceptions listed in File 458.5).

```
Select Payroll Main Menu Option: 14 <RET>  Clear Prior Pay Period Exceptions

Select T&L Unit (or ALL): ALL <RET>


                          VA TIME & ATTENDANCE SYSTEM                  Page 1
                          PRIOR PAY PERIOD EXCEPTIONS
                                   17-Jul-95

BORO,PETER W JR
     12-Feb-93  08:00P  OT Posted exceeds Requested Hours

Clear Prior Pay Period Exception? No <RET>
```

List Leave Requests

This option allows Payroll users to display leave requests for a specific T&L.

```
Select Payroll Main Menu Option: 15 <RET>  List Leave Requests

Select T&L Unit: 100 <RET>

Select EMPLOYEE (or RETURN for all): <RET>

Begin with Date: 1/1/95 <RET>  (JAN 01, 1995)

End with Date: 7/1/95 <RET>  (JUL 01, 1995)

Sort by: (E=Employee  D=Date) E// <RET>

Select Device: HOME//  <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>


                          VA TIME & ATTENDANCE SYSTEM                  Page 1
                            T&L 100 LEAVE REQUESTS

                           From  1-Jan-95 to  1-Jul-95

JONES,JERRY                                            444-22-9999
   08:00A 10-Jan-95 to 04:30P 10-Jan-95 8 hrs Annual Leave Approved
     TEST CASE
   08:00A  1-Jun-95 to 03:00P  5-Jun-95 22.50 hrs Annual Leave Requested
   08:00A  2-Jun-95 to 04:30P  2-Jun-95 8 hrs Annual Leave Requested
   08:00A  5-Jun-95 to 09:00A  5-Jun-95 1 hrs Authorized Absence Requested
     XXXX
   08:00A 12-Jun-95 to 04:30P 12-Jun-95 8 hrs Annual Leave Requested
   08:00A 27-Jun-95 to 10:00A 27-Jun-95 2 hrs Annual Leave Requested
   08:00A 27-Jun-95 to 10:00A 27-Jun-95 2 hrs Annual Leave Requested

Press RETURN to Continue. <RET>
```

List OT/CT Requests

This option allows Payroll users to display a list of OT/CT requests for a specific T&L.

```
Select Payroll Main Menu Option: 16 <RET>  List OT/CT Requests

Select T&L Unit: 100 <RET>

Select EMPLOYEE (or RETURN for all): <RET>

Begin with Date: 7/1/94 <RET>  (JUL 01, 1994)

End with Date: 7/1/95 <RET>  (JUL 01, 1995)

Select Device: HOME//  <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>


                          VA TIME & ATTENDANCE SYSTEM                   Page 1
                             T&L 100 OT/CT REQUESTS

                           From  1-Jul-94 to  1-Jul-95

CAMARO,CARRIE W                                       366-55-1111
    8-Oct-94   5 Hrs. OVERTIME on T&L 100 Requested
          NEED MONEY

DARRIUS,DONA                                         188-88-2222
    8-Oct-94   5 Hrs. OVERTIME on T&L 100 Cancelled
          NEED THE MONEY
          Supr: DONT DO IT

Press RETURN to Continue. <RET>
```

Display Complete Request/Pay Period Records

This option allows the user to display all of the fields of leave, OT/CT requests, Environmental Differential, and Pay Period records for an employee.

```
Select Payroll Main Menu Option: 17 <RET>  Display Complete Request/Pay
Period Records

      1     Display Leave Request
      2     Display OT/CT Request
      3     Display Environmental Differential Request
      4     Display Pay Period for Employee
```

Display Leave Request

This option allows the user to display all of the fields of a leave request.

```
Select Display Complete Request/Pay Period Records Option: 1 <RET> Display
Leave Request

Select EMPLOYEE: 73 <RET>          07-14-95

Select Device: HOME//  <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

SEQUENCE #: 73                          EMPLOYEE: JUSTICE,JOHN
  FROM DATE: JUL 14, 1995               FROM TIME: 02:00P
  TO DATE: JUL 14, 1995                 TO TIME: 04:30P
  TYPE OF LEAVE: Authorized Absence     REMARKS: ATTENDING SEMINAR
  STATUS: Requested                     ENTERED BY: JUSTICE,JOHN
  DATE/TIME ENTERED: JUL 11, 1995@13:54:49
  ESTIMATED HOURS/DAYS: 2.5             DAYS OR HOURS: HOURS
```

Display OT/CT Request

With this option, the user can display all of the fields of an OT/CT request showing exactly who approved certain actions and when they were approved.

```
Select Display Complete Request/Pay-Period Records Option: 2 <RET> Display
OT/CT Request

Select EMPLOYEE: 25 <RET>         04-21-94

Select Device: HOME//  <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

SEQUENCE #: 25                          EMPLOYEE: FULL,TERRY
  REQUESTED WORK DATE: APR 21, 1994     TYPE OF TIME: COMP TIME
  HOURS REQUESTED: 3.25                 JUSTIFICATION: DEADLINE
  STATUS: Supr. App.                    T&L WORKED: 111
  ENTRY PERSON: SPOKANE,RICH          ENTRY DATE/TIME: MAY 13, 1994@10:15:41
  SUPERVISOR: SPOKANE,RICH
  SUPR. ACTION DATE/TIME: MAY 26, 1994@08:07:20
  SUPR. ES: RICH SPOKANE
```

Display Environmental Differential Request

This option allows Payroll to display all of the fields of an Environmental Differential Request for an employee.

```
Select Display Complete Request/Pay Period Records Option: 3 <RET>  Display
Environmental Differential Request

Select EMPLOYEE: 26 <RET>          02-16-93

Select Device: HOME//  <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

SEQUENCE #: 26                          EMPLOYEE: LINDER,LARRY
  FROM DATE: FEB 16, 1993               FROM TIME: 03:30P
  MEAL TIME: 0                          TO TIME: 04:30P
  TYPE OF EXPOSURE: SECOND-HAND SMOKE   JUSTIFICATION: SMOKESTACK
  STATUS: Cancelled                     ENTERED BY: SPOKANE,RICH
  DATE/TIME ENTERED: MAR 15, 1994@14:04:57
```

Display Pay Period for Employee

This option allows the user to display all of the fields of a pay period for a selected employee.

```
Select Display Complete Request/Pay-Period Records Option: 4 <RET>  Display
Pay Period for Employee

Select EMPLOYEE: ATKINS,CHEN A <RET>      333-88-4444

Select PAY PERIOD: 95-03 <RET>

Select Device: HOME//  <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

EMPLOYEE: ATKINS,CHEN     A             STATUS: TIMEKEEPER
  CUR. PP COMPRESSED INDICATOR: None
DAY #: 1                                TOUR OF DUTY: DAY OFF
DAY #: 2                                TOUR OF DUTY: 08:00A-04:30P
  TOUR LENGTH: 8                        TOUR #1 SCH START TIME-1: 08:00A
  TOUR #1 SCH STOP TIME-1: 04:30P
DAY #: 3                                TOUR OF DUTY: 08:00A-04:30P
  TOUR LENGTH: 8                        TOUR #1 SCH START TIME-1: 08:00A
  TOUR #1 SCH STOP TIME-1: 04:30P
DAY #: 4                                TOUR OF DUTY: 08:00A-04:30P
  TOUR LENGTH: 8                        TOUR #1 SCH START TIME-1: 08:00A
  TOUR #1 SCH STOP TIME-1: 04:30P
DAY #: 5                                TOUR OF DUTY: 08:00A-04:30P
  TOUR LENGTH: 8                        TOUR #1 SCH START TIME-1: 08:00A
  TOUR #1 SCH STOP TIME-1: 04:30P
DAY #: 6                                TOUR OF DUTY: 08:00A-04:30P
  TOUR LENGTH: 8                        TOUR #1 SCH START TIME-1: 08:00A
  TOUR #1 SCH STOP TIME-1: 04:30P
DAY #: 7                                TOUR OF DUTY: DAY OFF
DAY #: 8                                TOUR OF DUTY: DAY OFF

Enter RETURN to continue or '^' to exit: <RET>
DAY #: 9                                TOUR OF DUTY: 08:00A-04:30P
  TOUR LENGTH: 8                        TOUR #1 SCH START TIME-1: 08:00A
  TOUR #1 SCH STOP TIME-1: 04:30P
DAY #: 10                               TOUR OF DUTY: 08:00A-04:30P
  TOUR LENGTH: 8                        TOUR #1 SCH START TIME-1: 08:00A
  TOUR #1 SCH STOP TIME-1: 04:30P
DAY #: 11                               TOUR OF DUTY: 08:00A-04:30P
  TOUR LENGTH: 8                        TOUR #1 SCH START TIME-1: 08:00A
  TOUR #1 SCH STOP TIME-1: 04:30P
DAY #: 12                               TOUR OF DUTY: 08:00A-04:30P
  TOUR LENGTH: 8                        TOUR #1 SCH START TIME-1: 08:00A
  TOUR #1 SCH STOP TIME-1: 04:30P
DAY #: 13                               TOUR OF DUTY: 08:00A-04:30P
  TOUR LENGTH: 8                        TOUR #1 SCH START TIME-1: 08:00A
  TOUR #1 SCH STOP TIME-1: 04:30P
DAY #: 14                               TOUR OF DUTY: DAY OFF
```

Employee Reports

This options allows the user to display all employee reports for a selected employee.

```
Select Payroll Main Menu Option: 18 <RET>  Employee Reports

      1     Expenditures
      2     Employee Overtime/CompTime Report
      3     Employee Prior Pay Period Adjustments
      4     Employee Leave Used
      5     Paid T&L Report
```

Expenditures

This option allows the user to view all governmental cost over one or all pay periods for a chosen year.

```
Select Employee Reports Option: 1 <RET> Expenditures
Select T&L Unit(s): 001 <RET>

Enter YEAR: 95 <RET>  (1995)

Enter Pay Period (Return for all): 3 <RET>

THIS REPORT SHOULD BE QUEUED !

DEVICE: HOME//  <RET>
```

EMPLOYEE COST FOR PAY PERIOD - 3 DATE: 08/11/95
Year: 95

NAME	REGULAR PAY	NIGHT DIFF	HOLIDA PAY	O/TIME PAY	SUNDAY PAY	ON-CALL PAY	AWARDS	REEMP ANNUIT	SAT PAY	TOTAL EARNINGS	G/SHARE BENEFITS	GROSS COST
CARR,J	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
DARO,N	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
EMIT,R	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
JILL,M	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
LUN,J	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
MANN,N	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
OPRA,R	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
PEN,M	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
RUN,J	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
SMAR,N	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
SMIT,R	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
TANN,M	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
VUN,J	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
WINN,N	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
XORO,R	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
ZEO,M	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
T&L 001												
Total:	27528.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27528.00	4343.88	31871.88

DHCP PAID REPORT E001 VA TIME & ATTENDANCE SYSTEM STATION: 578 / T&L: 001

Employee Overtime/Comp Time Report

This option allows the user to display the OT/CT that an employee has taken over one or all pay periods during a selected calendar year.

Select Employee Reports Option: **2 <RET>** Employee Overtime/CompTime Report

Select T&L: **902 <RET>**

Enter YEAR: **95 <RET>** (1995)

Enter employee name (Return for ALL): **<RET>**

Enter Pay Period (Return for all in this yr.): **<RET>**

THIS IS A 132 COLUMN REPORT!

DEVICE: HOME// HOME **<RET>**

EMPLOYEE OT/CT REPORT DATE: 04/27/95
Year: 95 T&L: 902

P/P	DATE	NAME	SSN	GROSS PAY	C/T USED	C/T BAL	O/T HRS	O/T PAY
01	01/08/95	CEE,J	555-86-1111	1248.72	0.00	0.00	4.00	87.12
		KAHN,K	444-77-2233	2491.08	0.00	0.00	12.00	287.88
		MARY,C	333-66-4455	1948.76	0.00	0.00	4.00	95.96
		HERR,M	222-33-5566	1403.50	0.00	0.00	9.00	202.70
		MADD,M	111-00-2345	2203.20	2.00	0.00	0.00	0.00
				---	---	---	---	---
			P/P-TotaLs:	9295.26	2.00	0.00	29.00	673.66
				---	---	---	---	---
			TOTALS:	9295.26	2.00	0.00	29.00	673.66
02	01/22/95	CAI,J	123-45-6789	1804.75	0.00	0.00	5.00	119.95
		TENN,E	522-55-0000	1172.49	0.00	0.00	0.50	10.89
		MO,Z	000-11-2222	1896.74	0.00	0.00	6.50	155.94
		CUSO,J	999-88-7777	2238.48	0.00	0.00	32.75	785.68
		BILL,H	333-22-3333	1980.70	0.00	0.00	10.00	239.90
				---	---	---	---	---
			P/P-Totals:	9093.16	0.00	0.00	54.751	1312.36
				---	---	---	---	---
			TOTALS:	9093.16	0.00	0.00	54.751	1312.36

DHCP PAID REPORT O001 VA TIME & ATTENDANCE SYSTEM STATION: 578 / T&L: 902

Employee Prior Pay Period Adjustments

This option allows the user to view all audits over a selected date range.

```
Select Employee Reports Option: 3 <RET> Employee Prior Pay Period
Adjustments

Select T&L: 902 <RET>

Enter Beginning Date T//1/1/95 <RET>  (JAN 01, 1995)
Enter Ending Date T//4/28/95 <RET>  (APR 28, 1995)

THIS IS AN 80 COLUMN REPORT !

DEVICE: HOME//  <RET>  TERMINAL
```

```
                        PRIOR PAY PERIOD ADJUSTMENT REPORT     DATE: 04/28/95
                         from JAN 01, 1995 to APR 28, 1995
                                   for T&L 902

|---------------------|------------|-|--|------------|------------|------------|
|                     | TIMEKEEPER | |  | SUPERVISOR |  APPROVER  | PROCESSOR  |
|                     |------------| |  |------------|------------|------------|
|EMPLOYEE             |NAM|  DATE  |*|**|NAM|  DATE  |NAM|  DATE  |NAM|  DATE  |
|---------------------|---|--------|-|--|---|--------|---|--------|---|--------|
|SMYTH,JOHN M         |BRH|02-10-95|T|P |REK|02/13/95|REK|02/13/95|BT |03/02/95|
|TENT,B               |BRH|02-10-95|T|P |REK|02/13/95|REK|02/13/95|BT |03/02/95|
|CARR,X               |BRH|02-10-95|T|P |RAH|02/10/95|REK|02/13/95|BT |03/02/95|
|JONES,M              |BRH|02-21-95|T|P |SJR|02/21/95|MB |02/22/95|BT |03/07/95|
|TOSSET,T             |BRH|02-21-95|T|P |REK|02/22/95|MB |02/22/95|BT |03/07/95|
|JUSTICE,DONE         |BRH|02-21-95|T|P |REK|02/22/95|MB |02/22/95|BT |03/07/95|
|DATA,MARY            |BRH|02-21-95|T|P |RAH|02/21/95|MB |02/22/95|BT |03/07/95|
|CARSON,PIRIE         |BRH|03-07-95|T|P |REK|03/14/95|REK|03/16/95|BT |03/24/95|
|PENNY,J              |BRH|03-14-95|T|P |REK|03/20/95|REK|03/20/95|BT |03/21/95|
|MADIGAN,G            |BRH|04-11-95|T|A |MB |04/11/95|MB |04/12/95|   |        |
|                     |   |        | |  |   |        |   |        |   |        |
| *TYPE:  T=TIME   V=VCS   H=HAZARD/ENVIR DIFF                                |
| **STATUS:  R=REQUESTED   A=APPROVED   P=PAYROLL PROCESSED   D=DISAPPROVED   |
|            X=CANCELLED   S=SUPR. APPROVED                                   |
|---------------------|------------|-|--|------------|------------|------------|
DHCP PAID REPORT AU01     VA TIME & ATTENDANCE SYSTEM    STATION: 578 / T&L: 902
```

Employee Leave Used

This option allows the user to print all previous leave taken by one or all employees over a selected date range.

```
Select Employee Reports Option:  4 <RET> Employee Leave Used

Enter employee name: ACTION,JACKSON A <RET>

Report Beginning Date T//T-300 <RET>  (OCT 06, 1994)
Report Ending Date T// <RET> (AUG 02, 1995)

DEVICE: HOME//  <RET>  QUEUE TO PRINT ON
..


                              LEAVE USED SUMMARY              DATE: 08/02/95
                       from: OCT 06, 1994 to AUG 02, 1995
                        for: ACTION,JACKSON A - FISCAL

|---|--------------|---------------------|-------|-------|--------------------
|
|PP |DATE          |TYPE                 |FROM   |TO     |LENGTH
|
|---|--------------|---------------------|-------|-------|--------------------
|
|24 |Thu  1-Dec-94 |Sick Leave           |11:00A |01:00P |   2.00 Hours
|
|02 |Mon 23-Jan-95 |Sick Leave           |08:00A |04:30P |   8.00 Hours
|
|   |              |                     |       |       |
|
|   |              |       TOTALS:     Sick Leave           10.00 Hours
|
|   |              |                     |       |       |
|
|   |              |                     |       |       |
|
|   |              |                     |       |       |
|
|   |              |                     |       |       |
|
|   |              |                     |       |       |
|
|   |              |                     |       |       |
|
|   |              |                     |       |       |
|
|   |              |                     |       |       |
|
|---|--------------|---------------------|-------|-------|--------------------
|
DHCP PAID REPORT L003    VA TIME & ATTENDANCE SYSTEM   STATION: 578 / T&L: 100

Press Return/Enter to continue. <RET>
```

PAID T&L Report

This option allows the user to display and print timekeepers, supervisors and their certifying T&L, and overtime supervisors.

Select Employee Reports: **5 <RET>** Paid T&L Report

Select T&L Unit: **902 <RET>**

DEVICE: HOME// **<RET>** HOME

```
                         P A I D  T & L  R E P O R T           DATE: 07/06/95
|    |                      |                        CERT|
|T&L |TIMEKEEPER            |SUPERVISOR               T&L |O/T SUPERVISOR
|----|----------------------|---------------------------|--------------------
|902 |MANSON,RHODA          |MILTON,GEORGE            902 |BERRY,BERNITA
|    |HARRY,BENSON          |MERRY,JO                 902 |CHEN,JAMES
|    |TAI,MAI               |JONES,ROBERT N           902 |KLANN,ROBERT  E.
|    |                      |WILLIS,CALVIN E.         902 |CAIN,JON A.
|    |                      |BUSSEL,MARY              900 |
|    |                      |CHEN,JAMES               900 |
|    |                      |LESTER,BETTY J           902 |
|    |                      |MITCH,JULES T            902 |
|    |                      |KLANN,ROBERT E.          900 |
|    |                      |JUSTICE,JAMES T.         902 |
|    |                      |ALVIN,CASH D.            902 |
|    |                      |                             |
|    |                      |                             |
|    |                      |                             |
|    |                      |                             |
|    |                      |                             |
|----|----------------------|---------------------------|--------------------

DHCP PAID REPORT T001     VA TIME & ATTENDANCE SYSTEM  STATION: 578 / T&L: 902
```

Chapter 4. Payroll Supervisor Menu

This is the Payroll Supervisor's menu. The options on this menu allow the user to perform the tasks needed to process a station's time and attendance reports.

The List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

```
1     Open Next Pay Period
2     Un-Reviewed Employees (All T&Ls)
3     8B Edit Checks
4     Transmit 8B Data to Austin
5     Transmission History
6     Payroll Table Maintenance ...
7     Enter/Edit Tour of Duty
8     Enter/Edit T&L Unit
9     Set Holiday Benefit Day
10    List Supervisors Certified by a T&L
11    Payroll Main Menu ...
```

Open Next Pay Period

This option opens the new pay period for time and attendance report processing. <u>This should be done by COB on the second Thursday of the current pay period</u>. This allows timekeepers the maximum amount of time to post tours for the new pay period; also allows time for holidays to move backwards, if necessary, prior to posting. This option works like "Load 8B Data from Austin", except the records are created by this application and not transmitted from Austin via telecom mail messaging. This option populates the new pay period tour of duty files with the permanent tour of duty in the previous pay period. Any second tours are NOT carried over.

```
Select Payroll Supervisor Menu Option: 1 <RET>  Open Next Pay Period

Do you wish to Open Pay Period 95-05 beginning  5-Mar-95 ? Y <RET>

Moving Current Employees into Pay Period ... ..

228 Employee Records created.
```

Un-Transmitted Employees (All T&Ls)

This option allows the user to select the pay period and the T&L Unit (or ALL T&L Units) and displays the status of the employees. Payroll uses this option to track attendance data in relationship to the location of the record -- "Timekeeper" or "Payroll".

The "status" of the time and attendance reports will be "Timekeeper" until they are certified by the supervisor, then the status will be "Payroll". If time and attendance reports are returned to the timekeeper, the status will again be "Timekeeper". If time and attendance reports have been transmitted, they will not appear on the list.

```
Select Payroll Supervisor Menu Option: 2 <RET> Un-Transmitted Employees (All
T&Ls)

Select TIME & ATTENDANCE RECORDS PAY PERIOD:  92-24// <RET>

Select T&L Unit (or ALL): 100 <RET>

Select Device:   HOME// <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>


Un-Transmitted Employees for 92-24        NOV 25,1992@13:56:30    Page 1
NAME                          T&L         STATUS
-------------------------------------------------------------------------------
ACUFF,CHUCK                   100         Timekeeper
ALDERSEN,SALLY                100         Payroll
ALLAN,RENEE W                 100         Timekeeper
ANDRES,LOIS F                 100         Timekeeper
ASHFERD,CHERYL F              100         Timekeeper
BAKAR,MARY                    100         Payroll
BAKAR,RAYMOND I               100         Timekeeper
BELL,SHIRLEY J                100         Timekeeper
BARNOS,LISA F                 100         Timekeeper
BERY,ANITA F                  100         Timekeeper
BRUCA,KATHY                   100         Timekeeper
CAMEREN,DAWN F                100         Timekeeper
CHEMER,REBECCA S              100         Timekeeper
CLANKE,WILLIE Z               100         Payroll
COLENS,VIRGINIA H             100         Timekeeper
DAWSEN,NANCY H                100         Payroll
DOULOS,DORIS H                100         Payroll

Press RETURN to continue or '^' to exit:  ^ <RET>
```

8B Edit Checks

This option detects most of the 8B records that would be rejected by the Austin Automation Center. This function is optional, but is strongly recommended that it be used. Only records that have been released to Payroll will go through the 8B edit checks when this option is selected.

```
Select Payroll Supervisor Menu Option: 3 <RET> 8B Edit Checks

Select T&L (or ALL): ALL <RET>

Select TIME & ATTENDANCE RECORDS PAY PERIOD:  93-03// <RET>

DEVICE: HOME// <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>


345-67-8901  BROWN,KELLY O                      116

      AN010 NA200 PT320 AL010 US012 NR200 OE292 PH042 DE002

      PT +  PH must equal Normal Hours unless FF is coded

356-00-3333 FANE,JENNIFER M                     116

      NA200 OA272 NR200 OE272

      With Duty Basis 2, PT and PH must be coded unless the Pay Plan is L, M
            or N and the Normal Hours are 1

Press RETURN to Continue. <RET>
```

Transmit 8B Data to Austin

This option will transmit all 8B records that have been reviewed by Payroll to the Austin Automation Center.

```
Select Payroll Supervisor Menu Option: 4 <RET> Transmit 8B Data to Austin
Select TIME & ATTENDANCE RECORDS PAY PERIOD:  93-03// <RET>

      Ready to Transmit to Austin? NO// YES <RET>

      Transmitting to Austin

      502 Employees Processed
```

Transmission History

This option will provide a summary of information concerning a selected pay period including the number of records transmitted, the number of mail messages sent, the number of mail messages acknowledged from Austin, the clerk who transmitted the records and the date/time of data transmission to Austin.

```
Select Payroll Supervisor Option: 5 <RET> Transmission History
Select TIME & ATTENDANCE RECORDS PAY PERIOD:  93-03// <RET>


                    Transmission History for Pay Period 03

      Transmitting Clerk:                        SMITH, MARY
      Transmitting Date/Time:                    DEC 15, 1992

      Total Number of Employees Transmitted:     3
      Total Number of Records Transmitted:       3

      Total Number of Messages for Transmission: 1
      Number of Messages Acknowledged by Austin: 1

      Press RETURN to Continue. <RET>
```

Payroll Table Maintenance

This option is a submenu on the Payroll Supervisor's Menu. The options on this submenu allow the user to display Special Tour Indicators, Types of Time, Time Remarks and Entitlement Table entries.

```
Select Payroll Supervisor Menu Option: 6 <RET>  Payroll Table Maintenance

      1     Display Special Tour Indicator
      2     Display Type of Time Table
      3     Display Time Remarks
      4     Display Entitlement Table
```

Display Special Tour Indicator

This option displays a list of the special tour indicators, the type of time associated with each indicator and the indicator's code.

```
Select Payroll Table Maintenance Options: 1 <RET>  Display Special Tour
Indicator

DEVICE:  <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>



SPECIAL TOUR INDICATOR                    JAN 28, 1993  11:18    PAGE 1
                      TYPE
                      OF
NAME                  TIME  CODE
-------------------------------------------------------------------------------

No Premium Pay        RG      8
On-Call               ON      5
Phy/Den Core Hours    RG      3
Scheduled Comp Time   CT      2
Scheduled Overtime    OT      1
Shift 2               RG      6
Shift 3               RG      7
Standby               SB      4
```

Display Type of Time Table

This option displays a list of the various types of time that may be coded on a time and attendance report. The code, a short description and a long description are displayed for each entry.

```
Select Payroll Table Maintenance Option: 2 <RET> Display Type of Time Table

DEVICE: <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>


TYPE OF TIME                                    AUG 10,1995  11:38    PAGE 1
      SHORT
CODE  DESCRIPTION  LONG DESCRIPTION
-------------------------------------------------------------------------------

AA    AUTH ABS     Authorized Absence
AD    ADOPT        Adoption
AL    ANNUAL LV    Annual Leave
CB    FAM CARE     Family Care & Bereavement
CP    COP          Continuation of Pay
CT    COMP ERND    Compensatory Time Earned
CU    COMP USED    Compensatory Time Used
DL    DONOR LV     Donor Leave
HW    HOL WK       Holiday Worked
HX    HOL EX       Holiday Excused
ML    MIL LV       Military Leave
NL    N/P A/L      Non-Pay Annual Leave
NP    NON PAY      Non-Pay
ON    ON-CALL      On-Call
OT    OVERTIME     Overtime

TYPE OF TIME                                    AUG 10,1995  11:38    PAGE 2
      SHORT
CODE  DESCRIPTION  LONG DESCRIPTION
-------------------------------------------------------------------------------

RG    REG TIME     Regular Scheduled Time
RL    RES ANN LV   Restored Annual Leave
SB    STANDBY      Standby
SL    SICK LV      Sick Leave
TR    TRAINING     Training
TV    TRAVEL       Travel
UN    UNAVAIL      Unavailable
WP    LWOP         Leave Without Pay
```

Display Time Remarks

This option displays a list of the various time remarks. For each time remark, the code, its description and the applicable types of time associated with it are displayed.

```
Select Payroll Table Maintenance Option: 3 <RET> Display Time Remarks

DEVICE: <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

REMARKS TABLE                                  AUG 10,1995  11:52    PAGE 1
CODE  DESCRIPTION                APPLICABLE TYPES OF TIME
-------------------------------------------------------------------------------

  1   SF71 on file               AL AA DL CU ML RL SL CB AD WP NL
  3   AWOL                       WP
  4   On Suspension              WP
  5   AA Granted by Supr.        AA DL
  6   Jury Duty                  AA
  7   Shift Coverage             RG
  8   OT while in Travel Status  OT
  9   OT/CT on Premium T&L       OT CT
 11   Pre-Scheduled              OT CT
 12   Tour Coverage              OT CT
 13   CB - Non-Premium T&L       OT CT
 14   CB - Premium T&L           OT CT
```

Display Entitlement Table

This option displays the various entitlement tables used in the PAID V. 4.0 package. An entitlement table displays the various types of premiums/benefits to which an employee is entitled (Yes) or not entitled (No) and whether an employee's time is figured in hours (Hrs.) or days. Every employee must have an entitlement table since these entitlements are used to calculate an employee's biweekly compensation. An employee's entitlement table is determined by a combination of various fields in the employee's master file. The three main fields are Pay Plan, Duty Basis, and FLSA (Fair Labor Standards Act) Indicator. To see an entitlement table for a General Schedule (A), Full Time (1), Non-Exempt (N) employee, the user must enter the following at the "Select PAY ENTITLEMENT NAME:" prompt: A 1 N. In many instances other fields in combination with an employee's Pay Plan, Duty Basis, and FLSA Indicator are also considered in determining an employee's entitlements, such as Normal Hours, Premium Pay Indicator, Pay Basis, etc. Therefore, the user may be asked to make a selection based on other factors as in the example below.

```
Select Payroll Table Maintenance Option: 4 <RET>  Display Entitlement Table

Select PAY ENTITLEMENT NAME: A 1 N <RET>

     1   A 1 N
     2   A 1 N NH>80
     3   A 1 N PPI=W
     4   A 1 N PPI=X
     5   A 1 N PPI=Y
CHOOSE 1-5: 2 <RET>

Select Device: HOME// <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>
```

PAY ENTITLEMENT TABLE

Name: A 1 N NH>80

Regular Scheduled	Hrs.	Hrs. > 8 - 2	No
Regular Unscheduled	No	Hrs. > 8 - 3	No
Reg. Hrs. at OT Rate - Day	No	Holiday - Day	No
Reg. Hrs. at OT Rate - 2	No	Holiday - 2	No
Reg. Hrs. at OT Rate - 3	No	Holiday - 3	No
Night Differential - 2	No	Holiday OT	No
Night Differential - 3	No	On Call	No
Saturday Premium	No	Sleep Time	No
Sunday - Day	No	Comp. Time Earned/Used	Yes
Sunday - 2	No	Standby	No
Sunday - 3	No	Annual/Restored Leave	Yes
Overtime - Day	Yes	Sick Leave	Yes
Overtime - 2	No	NonPay Annual Leave	No
Overtime - 3	No	AWOL/Susp/LWOP	Yes
Hazardous Duty	Yes	Military Leave	Yes
Environmental Differential	No	Authorized Absence	Yes
Scheduled CB OT	No	Non-Pay	Yes
Travel OT	Yes	Continuation of Pay	Yes
Hrs.>8 - Day	Yes	VCS Commission Sales	No

Press RETURN to Continue. **<RET>**

Enter/Edit Tour of Duty

This option allows the user to create new tours or to edit existing tours. The creation (and assignment) of tours of duty is paramount in the proper execution of this package. Following is a list and description of the fields that should be completed when entering or editing a tour.

Tour of Duty: This is the name of the tour and is a mandatory field. This name is what the timekeeper will see when assigning a tour to an employee; therefore, it should be as descriptive as possible in the limited space. For instance, if you create two 03:30P-MID tours, where one is created for an employee who actually works those hours and the other is created for an employee who is on-call for those hours, the first tour should be 03:30P-MID and the second should be 03:30P-MID (on-call).

Tour Hours: Same as Tour of Duty, however, this prompt allows you to edit the name. You are not be allowed to delete a tour. However, tours can be inactivated. To inactivate a tour, remove all T&Ls that were assigned to it (see ALL T&Ls below).

Description: Payroll can enter a short description (3-30 characters in length) of the tour. This field is optional since the data will only be displayed with this option and the Payroll Main Menu option "Display Tour of Duty" and is for Payroll's use or information only.

Meal Time: This is a mandatory field. The length of the meal time must be entered in minutes (0, 15, 30, 45 or 60) to enable the system to properly deduct the meal period from the tour hours. For instance, if you have two tours from 08:00A-04:30P and the first tour has a 30 minute meal time while the second tour has a 60 minute meal time the system will recognize the first tour as eight hours long and the second tour as seven hours and 30 minutes long. If the tour has no meal time, Payroll must enter the number zero (0). The user will not be allowed to save the tour or exit the screen if this field is left blank.

Meal on Premium Time: Enter "yes" if the meal is eaten on premium time and "no" if it is eaten on non-premium time. Premium time is between 06:00P and 06:00A. If this field is left blank, it will automatically be set to "no". The system uses this field to determine, under certain circumstances, how lunch should be subtracted when computing night differential.

All T&Ls: The user should answer "yes" or "no" to this question. If this field is left blank, it will automatically be set to "no". If this question is answered with "yes", all T&L Units will be allowed to assign this tour to their employees. If "no" is entered the user will be shown a second screen (upon exiting the current one) at which time he/she will be able to enter individual T&L Units. (To inactivate a tour, make sure that "no" is answered to this question and all T&Ls associated with this tour are deleted.

Two-Day Tour: The user should answer "yes" or "no" to this question. If this is left blank, it will automatically be set to "no". For the purpose of answering this question, one day is considered to be a 24 hour period ending at midnight. A "yes" must be answered here for the system to work correctly if any part of the tour crosses midnight into another day (or 24 hour period). For example, let us assume that we have set up a tour with two segments (parts) where an employee will work from 03:30P-MID (segment one); then the employee will be on call from MID-08:00A (segment two). Since both of these segments are defined here as part of our tour and the second segment is in the next 24 hour period (crossed over midnight), this tour must be marked as a two-day tour. A "no" should be answered here if all segments are within a 24 hour period ending at midnight. An example of this would be if we set up a tour with two segments where the employee would be on-call from MID-08:00A (segment one) and would work from 08:00A-04:30P (segment two). Since no part of either of the segments crosses over into another 24 hour period, this tour would not be considered a two-day tour.

The next three prompts are all related to a tour segment (or part). Each tour must have at least one segment but cannot have more than seven. Each segment of a tour must have a start time and stop time (code is optional but extremely important to the system in computing time and some premiums). Under no circumstances should the total hours of a tour exceed 24 consecutive hours.

START: The start time of one segment or one part of a tour (i.e., 08:00A).

STOP: The stop time of one segment or one part of a tour (i.e., 04:30P). Each start time must have a stop time, therefore, if this stop time is associated with the start time above, this tour segment would be 08:00A-04:30P).

CODE: This field is used to define "special features" of a tour segment by entering a Special Tour Indicator. If this code field is associated with the above start and stop times and this field is left blank, the system would assume that this is an 08:00A-04:30P tour and any employee assigned this tour would work those hours. However, if this code field is associated with the above start and stop times and we enter in a Special Tour Indicator of On-Call, the system would now assume that any employees this tour is assigned to would only be On-Call for those hours (see Special Tour Indicator definitions later in this section for a list of the available Special Tour Indicators and their descriptions).

If the timekeeper edits a tour of duty after it has been assigned to an employee, the new characteristics of that tour of duty will only apply to the new employee that it has been assigned. (The new characteristics of that tour of duty will not apply to the employee that it was originally assigned.)

The following shows how to edit an already existing tour and all screens associated with that tour:

```
Select Payroll Supervisor Menu Option: 7 <RET> Enter/Edit Tour of Duty


                        VA TIME & ATTENDANCE SYSTEM

                                TOUR OF DUTY


Select Tour of Duty: ?? <RET>


CHOOSE FROM:
   10           07:00A-03:30P   Meal: 30
   11           08:00A-10:00A   Meal: 0
   12           07:30A-04:00P   Meal: 30
   14           08:00A-11:00A   Meal: 0
   15           07:45A-04:15P (5P-6P OC)      Meal: 30
   16           04:00A-12:30P   Meal: 30
   17           09:00P-05:30A   Meal: 30
   18           04:00A-NOON    Meal: 30
   19           08:00P-08:00P   Meal: 0
   20           11:30P-07:30A   Meal: 0
   22           08:00A-09:00A   Meal: 0
   23           08:00A-03:30P   Meal: 30
   24           09:00A-03:30P   Meal: 30
   25           10:00A-NOON    Meal: 0
   26           01:00P-04:00P   Meal: 0
   28           07:00P-MID     Meal: 0
   29           NOON-MID     Meal: 30
   30           07:30P-07:30A   Meal: 30
   32           03:30P-MID     Meal: 30
   33           10:00A-06:30P   Meal: 30
   34           09:30A-06:00P   Meal: 30
   '^' TO STOP: ^ <RET>


      YOU MAY ENTER A NEW TOUR OF DUTY, IF YOU WISH
      Answer must begin with format like 08:00A-04:30P; MID or NOON may also
      be used.
```

```
Select TOUR OF DUTY: 10  <RET>  07:00A-03:30P       Meal: 30


                        VA TIME & ATTENDANCE SYSTEM
                                TOUR OF DUTY

Tour Hours:  07:00A-03:30P
Description:
Meal Time:   30                        Meal on Premium Time? NO
All T&Ls?    NO                        Two-Day Tour? NO

         START     STOP      CODE

  1     07:00A    03:30P <RET>
  2
  3
  4
  5
  6
  7
_____________________________________________________________________________


COMMAND:                                   Press <PF1>H for help     INSERT
```

```
                        VA TIME & ATTENDANCE SYSTEM
                                TOUR OF DUTY

Tour Hours:  07:00A-03:30P
Description:
Meal Time:   30                        Meal on Premium Time? NO
All T&Ls?    NO                        Two-Day Tour? NO

         START     STOP      CODE

  1     07:00A    03:30P
  2
  3
  4
  5
  6
  7
_____________________________________________________________________________
Exit     Save     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.


COMMAND: EXIT <RET>                                                INSERT
```

```
                        VA TIME & ATTENDANCE SYSTEM
                               TOUR OF DUTY

Tour Hours:  07:00A-03:30P
Description:

Select ASSOCIATED T&L UNIT: 005 <RET>


____________________________________________________________________________


COMMAND:                                  PRESS <PF1>H for help        INSERT
```

```
                    VA TIME & ATTENDANCE SYSTEM
                            TOUR OF DUTY

Tour Hours:  07:00A-03:30P
Description:

Select ASSOCIATED T&L UNIT: 005
```

```
ASSOCIATED T&L UNIT: 005 <RET>
```

```
COMMAND:                                  Press <PF1>H for help        INSERT
```

```
                        VA TIME & ATTENDANCE SYSTEM
                                TOUR OF DUTY

Tour Hours:  07:00A-03:30P
Description:


Select ASSOCIATED T&L UNIT: 005
```

```
┌──────────────────────────────────────────────────────────────────────────┐
│                                                                          │
│      ASSOCIATED T&L UNIT: 005                                            │
│                                                                          │
│                                                                          │
└──────────────────────────────────────────────────────────────────────────┘
```

```
_____________________________________________________________________________
Close    Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.


COMMAND: Close <RET>                                                  INSERT
```

```
                    VA TIME & ATTENDANCE SYSTEM
                            TOUR OF DUTY

Tour Hours:  07:00A-03:30P
Description:


Select ASSOCIATED T&L UNIT: ?? <RET>


_____________________________________________________________________________
CHOOSE FROM:
005
100
111
105
Press RETURN to continue, '^' to exit: ^ <RET>
```

```
                        VA TIME & ATTENDANCE SYSTEM
                                TOUR OF DUTY

Tour Hours:  07:00A-03:30P
Description:


Select ASSOCIATED T&L UNIT: 111 <RET>

____________________________________________________________________________
111
      ...OK? YES// <RET>
```

```
                    VA TIME & ATTENDANCE SYSTEM
                            TOUR OF DUTY

Tour Hours:  07:00A-03:30P
Description:


Select ASSOCIATED T&L UNIT: 111 <RET>
```

```
|                                                                      |
|      ASSOCIATED T&L UNIT: 111 <RET>                                  |
|                                                                      |
|                                                                      |
```

```
Close     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.


COMMAND: Close <RET>                                            INSERT
```

```
                        VA TIME & ATTENDANCE SYSTEM
                                TOUR OF DUTY

Tour Hours:  07:00A-03:30P
Description:

Select ASSOCIATED T&L UNIT: <RET>


_____________________________________________________________
Exit     Save     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: EXIT <RET>




                        VA TIME & ATTENDANCE SYSTEM
                                TOUR OF DUTY


Select TOUR OF DUTY: ^ <RET>
```

The following is an example of entering a new tour.

```
Select TOUR OF DUTY: 06:00A-03:30P <RET>
  ARE YOU ADDING '06:00A-03:30P' AS A NEW TOUR OF DUTY? Y <RET>  (YES)
                          VA TIME & ATTENDANCE SYSTEM
                                 TOUR OF DUTY

Tour Hours:  06:00A-03:30P
Description:
Meal Time:   30 <RET>                 Meal on Premium Time? NO
All T&Ls?    NO                       Two-Day Tour? YES <RET>

         START     STOP      CODE

  1     6A        3:30P
  2     3:30P     11:30P    2 <RET> Scheduled Comp Time
  3     11:30P    6A        5 <RET> On-Call
  4
  5
  6
  7
_____________________________________________________________________________
Exit     Save     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: E <RET>

Save Changes before leaving form (Y/N)? Y <RET> YES
```

SPECIAL TOUR INDICATORS

When creating tours with special features such as tours with standby hours and scheduled overtime, the hours which reflect these special features need to have the special tour indicator placed in the code field. Typing a "?" in the code field will give you a list of the special tour indicators. Following are definitions of the tour indicators:

1. Scheduled Overtime

This special tour indicator is used to indicate that a segment of overtime is part of the employee's normal tour of duty. By having this overtime established as part of the tour, this automatically entitles the employee to night differential pay for hours falling within the night differential time frame.

2. Scheduled Compensatory Time

This special tour indicator is used to indicate that a segment of compensatory time is part of the employee's normal tour of duty. By having compensatory time established as part of the tour, this automatically entitles the employee to night differential compensation for hours falling within the night differential time frame.

3. Phy/Den Core Hours - Part Time Physicians

This tour indicator is used for part time physicians with adjustable hours in order to distinguish between core and non-core hours. The functionality of adjustable hours for part time physicians is limited in this version of PAID.

4. Standby - General Schedule and Per Annum Employees of the Veterans Canteen Service

By having the standby tour indicator established, this ensures that an employee who is officially scheduled to be on standby outside of his/her regularly scheduled duty hours is entitled to receive standby premium pay.

5. On-Call - Nurses and General Schedule Employees Subject to On-Call Provisions of Title 38 (Premium Pay Code "W")

By having the on-call tour indicator established, this ensures that an employee who is officially scheduled to be on call outside of his/her regularly scheduled duty hours shall receive pay for each hour of on-call duty, except for such times as he/she may be called back to perform overtime work, at a pre-determined rate of his/her overtime pay. When called back to perform overtime work, an employee will receive overtime pay in accordance to subparagraph 105.05 of MP-6, Part V. On-call pay will be suspended during the period of actual overtime duty.

6. SHIFT 2 - Wage Employees, Non Appointed Fund and Retail Clerical and Administrative Employees of Veterans Canteen Service, and Purchase and Hire Employees

This tour indicator must be used when creating a tour for employees who are entitled to Shift 2 differential. For the Shift 2 differential to be computed, this tour indicator must be used when creating the tour. For example, if a wage employee has a scheduled tour from 11:30A to 8:00P with no tour indicator specified, Shift 2 differential will not be computed (or reported) for this employee. However, if this tour is created with a Shift 2 tour indicator, Shift 2 differential will be computed and reported as appropriate.

7. SHIFT 3 - Wage Employees, Non Appointed Fund and Retail Clerical and Administrative Employees of Veterans Canteen Service, and Purchase and Hire Employees

This tour indicator must be used when creating a tour for employees who are entitled to Shift 3 differential. Per MP-6, PART V, these employees are entitled to pay at a scheduled rate plus a differential of 10% of the scheduled rate for regularly scheduled non-overtime work when a majority (five or more of the regularly scheduled eight-hour shift) occurs between 11:00P and 8:00A. For the Shift 3 differential to be computed, this tour indicator must be used when creating the tour. For example, if a wage employee has a scheduled tour from MID-8:30A with no tour indicator specified, Shift 3 differential will not be computed (or reported) for this employee. However, if this tour is created with a Shift 3 tour indicator, Shift 3 differential will be computed and reported as appropriate.

8. No Premium Pay

This tour indicator is used when no night differential, Saturday or Sunday premiums are to be paid for this segment. It is particularly useful for educational tours where the hours are for the convenience of the employee.

Enter/Edit T&L Unit

The user may use this option to add new Time and Leave Units (T&Ls) or to make changes to existing T&Ls. When exercising this option the user will see the screen depicted below.

Code: Will be prefilled from the previous screen which asked for the T&L.

Name: Is an optional, free-text field where the user can put a description of the T&L.

Station #: Is prefilled with the customer's station number. If your station services a cemetery or another VA site, the user may change the number in this field.

Service: Is an optional, Service/Section file which can be used to list the service this T&L belongs to, i.e., Nursing.

Section: Is an optional, free-text field which can be used to define the part of a service the T&L belongs to, i.e., within Nursing Service, this unit could be CCU.

Time SleepTime Begins: T&Ls where stand-by hours are worked must have pre-defined sleep periods. The start time for those eight-hour periods must be defined here. This is not an optional field. It must, therefore, have a value. If there are no stand-by tours on this T&L, it is recommended that the user enter 10:00P.

Entitled Sat/Sun Premiums? Some T&L sections are closed on one or both of the weekend periods except for occasional overtime. Employees working overtime on those units are not entitled to Saturday or Sunday premium pay. If a T&L Code is assigned to a unit such as Fiscal Service, Personnel Service and in most instances, O.R., answer "no" at this prompt.

Select Timekeeper, Supervisor, OT/CT Approver: These prompts work on the same concept. Each field may have more than one person designated as timekeeper, supervisor or approver. The employee selected must be in the employee-file. That employee must have a master record that has been established.

If a supervisor is in the same T&L of the employees that he supervises, another supervisor MUST also be assigned to that T&L so as to approve his leave. In this case, the T&L which certifies the supervisor will be his own T&L. The user can also indicate a T&L other than the supervisor's T&L, in which case all approvals and certifications for the supervisor's leave, timecard, etc., will be done by a supervisor in the other T&L. This is usually the case with Service Chiefs.

If the user enters a three digit code that is not an existing T&L, the system will ask if you are creating a new one. This will allow you to put in a correct code if the first was in error. If you are adding a new one merely type "Y" <RET>.

```
Select Payroll Supervisor Menu Option: 8 <RET>  Enter/Edit T&L Unit


                         VA TIME & ATTENDANCE SYSTEM

                              TIME & LEAVE UNIT

Select T&L Unit: 101 <RET>


                        VA TIME & ATTENDANCE SYSTEM
                              TIME & LEAVE UNIT

CODE:        101
NAME:        TEST1
STATION #    578
SERVICE:     INFORMATION SYSTEMS CENTER           SECTION: SUPPORT

Time SleepTime Begins:     10:00P
Entitled Sat/Sun Premiums? YES

Select TIMEKEEPER:     BENSON,HEDGES W

Select SUPERVISOR:     BATTLE,JAI W

Select OT/CT APPROVER: LONG,MARY A
_____________________________________________________________________________


COMMAND:                                      Press <PF1>H for help      INSERT




_____________________________________________________________________________
Exit     Save     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: EXIT <RET>                                                      INSERT
```

Set Holiday Benefit Day

This option allows the Payroll supervisor to set a benefit day for any date for which a time record exists.

```
Select Payroll Supervisor Menu Option: 9 <RET>  Set Holiday Benefit Day

                         VA TIME & ATTENDANCE SYSTEM
                            SET EMPLOYEE HOLIDAY

Select T&L Unit: 100 <RET>

Benefit Date: 12/26/94 <RET>  (DEC 26, 1994)

Select EMPLOYEE: JAMES,JESSE    JAMES,JESSE        477-33-9999  ... done
```

List Supervisors Certified by a T&L

This option allows Payroll users to display all supervisors in other T&Ls which are approved by a selected T&L.

```
Select Payroll Supervisor Menu Option: 10 <RET>  List Supervisors Certified
by a T&L

Select T&L Unit: 100 <RET>

Employees outside of this T&L who are Certified by this T&L:

HARRY,DON
BETA,TEST

Do you wish to Re-Build this Index? No//
```

Payroll Main Menu

Instructions for using this menu can be found under Payroll Main Menu, beginning with "Pay Period Exceptions" option.

```
Select Payroll Supervisor Menu Option: 11 <RET>  Payroll Main Menu
```

Chapter 5. T&A Supervisor Menu

This is the Time and Leave Unit (T&L) Supervisor's menu and should be assigned to supervisors who are responsible for signing the time and attendance reports of one or more T&Ls. All options under this menu are the same as the options listed under the T&A OT/Supervisor's menu with an exception of Approve OT/CT. (See the T&A OT/Supervisor's menu to Approve OT/CT.)

The List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

```
                    PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for
use only as authorized.  It will not be reproduced or used for any other
purposes. Any output must be secured in a storage system adequate to insure
against disclosure to unauthorized parties.  Disposal will be by burning,
shredding, or other treatment to destroy their legibility.

      1     Supervisory Approvals
      2     Pay Period Certification
      3     List Leave Requests
      4     Employee Leave Balances
      5     Display OT/CT Requests
      6     List Daily Exceptions
      7     Display Pay Period Exceptions
      8     Display Employee Tour of Duty
      9     Display Employee Pay Period
      10    List Tours by T&L
      11    List Environment Diff. Requests
      12    List Un-Certified Employees
      13    List Prior Pay Period Exceptions
      14    Employee Reports...
```

Supervisory Approvals

This option lists each action (tour changes, leave and OT/CT requests) that a supervisor needs to review and certify, in alphabetical order by employee. Supervisors see messages when they sign on showing how many actions in each T&L need to be approved. The supervisor may, upon review, approve by typing the letter "A" at the prompt, disapprove by typing "D", cancel by typing "X", or ignore the action by pressing the return key. When leave is approved, a projected leave balance is calculated, and if that balance is negative, the supervisor receives a message. All items displayed must be acted upon by the supervisor before the end of the pay period. Some actions, when ignored, will not allow the employee's time to be passed on to Payroll and could result in a mis-payment or no payment at all.

The supervisor must have an electronic signature on file in order to Approve, Disapprove, or Cancel any request. See the Electronic Signature section of this manual for an example on how to create an electronic signature.

```
Select T&A Supervisor Menu Option: 1 <RET>  Supervisory Approvals


                            VA TIME & ATTENDANCE SYSTEM
                              SUPERVISOR'S APPROVALS

Select T&L Unit: 111 <RET>

                            VA TIME & ATTENDANCE SYSTEM
                              SUPERVISOR'S APPROVALS

EARP,WYATT                                                  700-00-0007

Station: 578                Normal Hours:  80            Duty Basis: 1
T&L:     111                Pay Plan:       1            Flextime:
                                                         FLSA:       N
                                 Tour Change
    Date      Scheduled Tour                Permanent Tour         Type
Sun  7-Aug-94 DAY OFF                       04:00P-MID SHIFT 2     Perm
Mon  8-Aug-94 07:00A-03:30P                 DAY OFF                Perm
Tue  9-Aug-94 07:00A-03:30P                 04:00P-MID SHIFT 2     Perm
Wed 10-Aug-94 07:00A-03:30P                 04:00P-MID SHIFT 2     Perm
Thu 11-Aug-94 07:00A-03:30P                 04:00P-MID SHIFT 2     Perm
Fri 12-Aug-94 07:00A-03:30P                 04:00P-MID SHIFT 2     Perm
Sun 14-Aug-94 DAY OFF                       04:00P-MID SHIFT 2     Perm
Mon 15-Aug-94 07:00A-03:30P                 DAY OFF                Perm
Tue 16-Aug-94 07:00A-03:30P                 04:00P-MID SHIFT 2     Perm
Wed 17-Aug-94 07:00A-03:30P                 04:00P-MID SHIFT 2     Perm
Thu 18-Aug-94 07:00A-03:30P                 04:00P-MID SHIFT 2     Perm
Fri 19-Aug-94 07:00A-03:30P                 04:00P-MID SHIFT 2     Perm

Disposition (A=Approve, D=Disapprove, X=Cancel, RETURN to bypass): <RET>
```

```
                          Prior Pay Period Change
       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------------
   Thu  4-Aug-94     04:00P-MID              04:00P-MID       SL SICK LV
                       Shift 2                 SF71 on file
          Caught virus.

Change Remarks: Employee called in for SL

Disposition (A=Approve, D=Disapprove, X=Cancel, RETURN to bypass): <RET>



                         VA TIME & ATTENDANCE SYSTEM
                           SUPERVISOR'S APPROVALS

KNOW,RILEY                                                            333-77-2222

Station: 578                  Normal Hours:  80                  Duty Basis: 1
T&L:     111                  Pay Plan:       A                  Comp/Flex:
                                                                  FLSA:       E


 1-Mar-94 3 Hrs. COMP TIME on T&L 123 Requested
          WORKED LATE

Disposition (A=Approve, D=Disapprove, X=Cancel, RETURN to bypass): <RET>



                         VA TIME & ATTENDANCE SYSTEM
                           SUPERVISOR'S APPROVALS

FIVE,HOLIDAY                                                          648-50-5442

Station: 101                  Normal Hours:  80                  Duty Basis: 1
T&L:     102                  Pay Plan:       A                  Comp/Flex:
                                                                  FLSA:       E

15-Jul-95 2 Hrs. OVERTIME ($102.31) on T&L 102 Requested
          PROJECT MUST BE COMPLETED BY MONDAY NEXT WEEK.

Disposition (A=Approve, D=Disapprove, X=Cancel, RETURN to bypass): <RET>
```

```
                         VA TIME & ATTENDANCE SYSTEM
                           SUPERVISOR'S APPROVALS

WILLIS,CALLIE                                                   333-33-6666

Station: 578                 Normal Hours:  48                 Duty Basis: 2
T&L:     100                 Pay Plan:       M                 Comp/Flex:
                                                               FLSA:       E

SL Leave Balance:        80.250 as of Sat  3-Sep-94
SL Estimated Earnings:   46.000
SL Estimated Usage:       1.500
SL Projected Balance:   124.750

02:00P 10-Jul-95 to 03:30P 10-Jul-95 1.5 hrs Sick Leave Requested
     Requested: 10-Jul-95  8:52am

Disposition (A=Approve, D=Disapprove, X=Cancel, RETURN to bypass):

SL Leave Balance:        80.250 as of Sat  3-Sep-94
SL Projected Balance:    80.250

07:00A  1-Jan-94 to 03:00P  1-Jan-94 7.5 hrs Sick Leave Requested
     Requested: 10-Jul-95 12:28pm

Disposition (A=Approve, D=Disapprove, X=Cancel, RETURN to bypass): A <RET>

Enter Signature Code:  ... signed.
Approvals Queued
```

Note: This option <u>must</u> be used at least once - just prior to the end of the Pay Period.

Pay Period Certification

This option will display each date within the pay period, the scheduled tour for that date and any tour exceptions for each employee of each T&L the supervisor is responsible for certifying. If no serious exceptions are encountered, the supervisor may release the timecard to Payroll, or elect to bypass certification at this time.

The title (header) and data will print on the same page if the supervisor has several T&Ls to review (i.e., supervisor does not have to select a T&L); however, if the supervisor has only one T&L to review, the header prints on a blank page and the data starts on the next page.

```
Select T&A Supervisor Menu Option: 2 <RET>  Pay Period Certification


                          VA TIME & ATTENDANCE SYSTEM
                           PAY PERIOD CERTIFICATION

Select T&L Unit: 111 <RET>

BORNETT,HELEN C                                              202-00-5306

        Date          Scheduled Tour          Tour Exceptions
    ---------------------------------------------------------------------
|   Sun 15-Nov-92     Day Off
|   Mon 16-Nov-92     07:30P-07:30A
|   Tue 17-Nov-92     08:00A-04:30P           08:00A-04:30P       CB FAM CARE
|   Wed 18-Nov-92     08:00A-04:30P           08:00A-04:30P       AD ADOPT
|   Thu 19-Nov-92     08:00A-04:30P
|   Fri 20-Nov-92     08:00A-04:30P
|   Sat 21-Nov-92     Day Off
|   Sun 22-Nov-92     Day Off
|   Mon 23-Nov-92     08:00A-04:30P           08:00A-04:30P       SL SICK LV
|   Tue 24-Nov-92     08:00A-04:30P           08:00A-04:30P       SL SICK LV
|   Wed 25-Nov-92     08:00A-04:30P
|   Thu 26-Nov-92     08:00A-04:30P           08:00A-04:30P       HX HOL EX
|   Fri 27-Nov-92     08:00A-04:30P
|   Sat 28-Nov-92     Day Off
|
| Press RETURN to Continue.
```

When certifying timecards, supervisors will see a time decomposition so that they will know what types of time are being paid.

```
                        PAY PERIOD SUMMARY

BORNETT,HELEN C [SSN: 202005306]                          Pay Period: 95-05
-------------------------------------------------------------------------------

Week 1      Care and Bereavement            8.00
Week 1      Adoption                        8.00
Week 2      Sick Leave                     16.00

Release to Payroll? YES <RET>
```

List Leave Requests

This option allows the user to list leave requests for one or more employees. The user enters a 'begin' date and an 'end' date. All leave requests for the employee(s) chosen will be displayed. When there is more than one employee, the list may be sorted by employee name or date of leave request. The date, time, type of leave, remarks, and status are listed.

```
Select T&A Supervisor Menu Option: 3 <RET>  List Leave Requests

Select T&L Unit: 101 <RET>

Select Employee (or RETURN for all): BORNETT,HELEN C <RET> 321-32-3232

Begin with Date: T <RET> (AUG 15, 1994)

End with Date: T+32 <RET> (SEPT 16, 1994)

Sort by: (E=Employee  D=Date) E// <RET>

Select Device:  HOME//  <RET>  HYPER SPACE   RIGHT MARGIN: 80// <RET>


                            VA TIME & ATTENDANCE SYSTEM            Page 1
                              T&L 101 LEAVE REQUESTS

                            From 15-Aug-94 to  16-Sept-94

BORNETT, HELEN C                                            321-32-3232
      08:00A 16-Aug-94 to 04:30P 16-Aug-94 Sick Leave Approved
        SORE THROAT.
      12:30P 31-Aug-94 to 04:30P 31-Aug-94 Annual Leave Cancelled
      08:00A 04-Sept-94 to 04:30P 10-Sept-94 Military Leave Approved

 Press RETURN to Continue.
```

Employee Leave Balances

This option allows a user to view all leave balances for an employee that he/she supervises. The values are current as of the date shown on the screen. Leave fields that have no value (i.e., null) are not listed.

Compensatory Time (Comp Time): Time off in an amount equal to the overtime worked in lieu of overtime pay.

Restored Leave: Annual Leave that has been credited to a restored leave account (employee was prevented from using the leave due to illness or the exigencies of the service). This leave must be used during the next two leave years.

The number "4" in front of "Restored Leave" below means that the leave must be used by the end of calendar year 1994.

```
Select T&A Supervisor Menu Option: 4 <RET> Employee Leave Balances

Select T&L Unit: 100 <RET>

Select EMPLOYEE: HOMER,SIMPSON  <RET>

Select Device:  HOME//  <RET>  HYPER SPACE   RIGHT MARGIN: 80// <RET>


                              EMPLOYEE LEAVE BALANCES

SIMPSON, HOMER                                                 123-45-6789

Balances are as of Sat 10-Dec-94

Leave Group: 3
Annual Leave Balance:         293.000

Sick Leave Balance:           403.250

Comp Time:   10.000 must be used by 24-Dec-94

4 Restored Leave:              40.000

Press RETURN to Continue. <RET>
```

Display OT/CT Requests

This option allows the user to view the status of all overtime and compensatory time requests for the employees that are under his/her supervision. The status "Requested" means that the request has been entered into the system by the timekeeper; "Supr. App." means that the employee's supervisor has logged onto the system and approved the request. The status of "Cancelled" indicates that the timekeeper, employee's supervisor, or the Director/Director's Designee has cancelled the request. The status of "Disapproved" indicates that the employee's supervisor or the Director/Director's Designee has disapproved the request. The status of "Approved" indicates that the Director/Director's Designee has approved the request. An estimated cost of overtime is displayed with each request.

```
Select T&A Supervisor Menu Option: 5 <RET>  Display OT/CT Requests

Select T&L Unit: 102 <RET>

Select EMPLOYEE (or RETURN for all): <RET>

Begin with Date: T <RET>   (JUL 01, 1995)

End with Date: T+23 <RET>   (JUL 24, 1995)

Select Device:  HOME//  <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>



                           VA TIME & ATTENDANCE SYSTEM                Page 1
                              T&L 102 OT/CT REQUESTS

                           From 01-Jul-95 to  24-Jul-95

AGEZZINO,LUCIA                                          300-70-4440
      01-Jul-95   5 Hrs. OVERTIME ($372.66) on T&L 006 Requested
            To process backlog of phar. co-pay checks.
      08-Jul-95   8.2 Hrs. OVERTIME ($523.01) on T&L 006 Approved
            BACKLOAD

GIBBON, VIRGINIA L                                      305-58-2300
      12-Jul-95   5 Hrs. OVERTIME ($362.17) on T&L 006 Approved
            To process backlog of phar. co-pay checks.

FIVE,HOLIDAY                                            648-50-5442
      15-Jul-95   2 Hrs. OVERTIME ($102.31) on T&L 102 Requested
            PROJECT MUST BE COMPLETED BY MONDAY NEXT WEEK.

Press RETURN to Continue. <RET>
```

List Daily Exceptions

This option allows the supervisor to list variations to an employee's authorized schedule, for a date selected. The name of the employee and a short message describing the variations are displayed. These variations or exceptions must be cleared, corrected or approved as the changes to the authorized schedule must be done before the employee's pay record can be released to the Austin Automation Center for payment. Attendance records with serious exceptions will not release to Payroll.

```
Select T&A Supervisor Menu Option: 6 <RET>  List Daily Exceptions

Select T&L Unit: 111 <RET>

Posting Date: T-1//T-5 <RET>  (JUL 25, 1994)

Select Device: HOME// <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>

                          VA TIME & ATTENDANCE SYSTEM                  Page 1
                              T&L 111 EXCEPTIONS

                                  Mon 25-Jul-94

BOND,JAMES
   08:00A                   AL not Requested

BOONE,DANIEL
   11:00A                   OT not Requested

BUNNY,BUGS
                            No Time Posted

CGCDCKRQ,BJLFAJNRCI
   10:00P                   CU not Requested

CLOWN,BOZO T
   08:00A                   ML not Requested

EISENHOWER,NANCY
    01:00P                  AL Requested but not Approved

Press RETURN to Continue.
```

Display Pay Period Exceptions

This option is the same as "List Daily Exceptions", but displays a selected pay period. The name of the employee, day, date of the exception, and a short message are displayed. Beginning time is shown if employee tours are based upon hours rather than days.

Similar to this option is "List Prior Pay Period Exceptions" which lists all exceptions for all records released to Payroll for all previous pay periods, while this option lists all exceptions for a specific pay period.

```
Select T&A Supervisor Menu Option: 7 <RET>   Display Pay Period Exceptions

Select T&L Unit: 101 <RET>

Posting Date: T-1// <RET>   (MAR 05, 1993)

Select Device:  HOME// <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>


                            VA TIME & ATTENDANCE SYSTEM                Page 1
                                T&L 101 EXCEPTIONS

                           Sun 21-Feb-93 to Fri 5-Mar-93

DINOELL,JERRY B
      Sun 21-Feb-93 09:00A  OT Requested but pending Supervisor Approval
      Sun 21-Feb-93 11:00A  OT Posted exceeds Requested Hours

BEVERS,TENA
      Mon 22-Feb-93 12:30P  AL not Requested
      Tue 23-Feb-93 03:00P  AL not Requested
      Wed 24-Feb-93 09:30A  AL not Requested
      Thu 25-Feb-93 04:00P  AA not Requested

TERRAIN, TONY
      Tue  2-Mar-93 05:00P  CT not Requested
      Wed  3-Mar-93 06:00A  CT not Requested
      Thu  4-Mar-93 07:30A  CT not Requested
```

Display Employee Tour of Duty

With this option, the supervisor is able to display the authorized tour of duty for a selected employee. The supervisor will be prompted to display the long or short version of the tour. Most tours have one segment and the short version is sufficient to display the entire tour. However, if a tour has built-in OT, stand-by, etc., then a long display is preferrable since all segments of the tour will be displayed.

```
Select T&A Supervisor Menu Option: 8 <RET>  Display Employee Tour of Duty

Select T&L Unit: 111 <RET>

C = Current Pay Period beginning 24-Jul-94
L = Last Pay Period beginning 10-Jul-94
N = Next Pay Period beginning  7-Aug-94

Which Pay Period? C // <RET>

SHORT or LONG Display? ?? <RET>  Answer S for Tour Titles, L for Detailed
Time Segments

SHORT or LONG Display? S <RET>

Select EMPLOYEE: EARP,WYATT <RET>  EARP,WYATT     700-00-0007

Select Device: HOME// <RET>   ANYWHERE    RIGHT MARGIN: 80// <RET>

                         VA TIME & ATTENDANCE SYSTEM
                            EMPLOYEE TOUR OF DUTY

EARP,WYATT                                                   700-00-0007

Station: 578                 Normal Hours:  80               Duty Basis: 1
T&L:     111                 Pay Plan:       1               Flextime:
Pay Per: 94-15                                               FLSA:       N

           Week 1 - 24-Jul-94                Week 2 - 31-Jul-94

    Sun    03:30P-MID (MID-08:30A OC)        03:30P-MID (MID-08:30A OC)
    Mon    DAY OFF                           DAY OFF
    Tue    03:30P-MID (MID-08:30A OC)        03:30P-MID (MID-08:30A OC)
    Wed    03:30P-MID (MID-08:30A OC)        03:30P-MID (MID-08:30A OC)
    Thu    03:30P-MID (MID-08:30A OC)        03:30P-MID (MID-08:30A OC)
    Fri    03:30P-MID (MID-08:30A OC)        03:30P-MID (MID-08:30A OC)
    Sat    DAY OFF                           DAY OFF

Press RETURN to Continue.


SHORT or LONG Display? L <RET>

Select EMPLOYEE: EARP,WYATT <RET>  EARP,WYATT     700-00-0007

Select Device: HOME// <RET>   ANYWHERE    RIGHT MARGIN: 80// <RET>
```

```
                    VA TIME & ATTENDANCE SYSTEM
                       EMPLOYEE TOUR OF DUTY

EARP,WYATT                                                  700-00-0007

          Week 1 - 24-Jul-94                Week 2 - 31-Jul-94

   Sun    03:30P-MID                        03:30P-MID
          MID-08:30A                        MID-08:30A
            On-Call                            On-Call
   Mon    Day Off                           Day Off
   Tue    03:30P-MID                        03:30P-MID
          MID-08:30A                        MID-08:30A
            On-Call                            On-Call
   Wed    03:30P-MID                        03:30P-MID
          MID-08:30A                        MID-08:30A
            On-Call                            On-Call
   Thu    03:30P-MID                        03:30P-MID
          MID-08:30A                        MID-08:30A
            On-Call                            On-Call
   Fri    03:30P-MID                        03:30P-MID
          MID-08:30A                        MID-08:30A
            On-Call                            On-Call
   Sat    Day Off                           Day Off

Press RETURN to Continue.
```

Display Employee Pay Period

This option allows the user to select an employee and a posting date. The employee's scheduled tour of duty and any tour of duty exceptions for the pay period for which the posting date belongs are displayed.

```
Select T&A Supervisor Menu Option: 9 <RET>  Display Employee Pay Period


                          VA TIME & ATTENDANCE SYSTEM
                            EMPLOYEE PAY PERIOD DATA

Select T&L Unit: 111 <RET>

Select EMPLOYEE: BORNETT,HELEN C <RET>    200-03-5306

Posting Date: T <RET>  (NOV 29, 1992)

Select Device: HOME// <RET>  ANYWHERE   RIGHT MARGIN: 80// <RET>

BORNETT,HELEN C               T&L 111                          200-03-5306

       Date          Scheduled Tour          Tour Exceptions
    ---------------------------------------------------------------------
    Sun 29-Nov-92     Day Off
    Mon 30-Nov-92     07:30P-04:00A
    Tue  1-Dec-92     08:00A-04:30P          04:30P-07:30P  OT OVERTIME
    Wed  2-Dec-92     08:00A-04:30P
    Thu  3-Dec-92     08:00A-04:30P          06:00P-08:00P  CT COMP ERND
    Fri  4-Dec-92     08:00A-04:30P          12:30P-04:30P  AL ANNUAL LV
    Sat  5-Dec-92     Day Off
    Sun  6-Dec-92     Day Off
    Mon  7-Dec-92     08:00A-04:30P
    Tue  8-Dec-92     08:00A-04:30P
    Wed  9-Dec-92     08:00A-04:30P          08:00A-04:30P  SL SICK LV
    Thu 10-Dec-92     08:00A-04:30P
    Fri 11-Dec-92     08:00A-04:30P
    Sat 12-Dec-92     Day Off
      Tue 1-Dec-92   04:30P OT Requested but pending Supervisor Approval
      Thu 3-Dec-92   06:00P CT Supervisor Approved but pending Director
                        Approval
      Fri 4-Dec-92   12:30P AL Requested but not Approved
      Wed 9-Dec-92   08:00A SL Requested but not Approved

Press RETURN to Continue. ^ <RET>
```

List Tours by T&L

This option allows the supervisor to view all tours of duty that have been authorized for use by the selected T&L Unit, listed with each T&L with the 'special indicator' showing scheduled overtime, scheduled compensatory time, more than one shift, standby, etc.

```
Select T&A Supervisor Menu Option: 10 <RET>  List Tours by T&L

Select T&L Unit (or All): 150 <RET>

Select Device: HOME//  <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>

 2-Aug-94                  T & L   T O U R   L I S T                    Page 1

                                     150

 #   Tour                            Hrs.     Segment     Special Indicator

339  00:15A-08:00A On Call           0.00  00:15A-08:00A  On-Call

 26  01:00P-04:00P                   3.00  01:00P-04:00P

111  01:00P-05:00P                   4.00  01:00P-05:00P

236  01:00P-09:30P                   8.00  01:00P-09:30P

324  01:15P-05:15P                   4.00  01:15P-05:15P

329  01:15P-05:15P                   4.00  01:15P-05:15P

331  01:15P-05:15P                   4.00  01:15P-05:15P

Press RETURN to Continue. ^ <RET>
```

List Environment Diff. Requests

This option allows the user to list environmental differential or hazardous duty requests within a specified time span for one or all employees of a T&L Unit. The requests may be sorted by employee or date of request.

```
Select T&A Supervisor Menu Option:  11 <RET> List Environment Diff. Requests

Select T&L Unit: 101 <RET>

Select EMPLOYEE (or RETURN for all): <RET>

Begin with Date: T <RET>   (NOV 30, 1992)

End with Date: T+30 <RET>   (DEC 30, 1992)

Sort by:  (E=Employee  D=Date) E// <RET>

Select Device:  HOME// <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>


                         VA TIME & ATTENDANCE SYSTEM              Page 1
                   T&L 101 ENVIRONMENTAL DIFFERENTIAL REQUESTS

                          From 30-Nov-92 to  30-Dec-92

WALLER,JONES J                                        376-77-9999
30-Nov-92 06:00A-04:30P ASBESTOS Envir. Diff. Approved
      REMOVAL IN BASEMENT OF BLD. 50
1-Dec-92 10:00A-04:30P RADIATION Envir. Diff. Approved
      DOING TESTS.
15-Dec-92 06:00A-04:30P TREE REMOVAL Envir. Diff. Approved
      BRANCHES COVERED SIDEWALK & STOP SIGN.


Press RETURN to Continue.
```

List Un-Certified Employees

This allows the user to list the status of the time and attendance reports for the current pay period by selecting a specific T&L. It shows the employees that have not been released to Payroll. Similar to this option is "Un-Transmitted Employees - All T&Ls" which lists the time and attendance reports of employees of all T&Ls.

```
Select T&A Supervisor Menu Option: 12 <RET> List Un-Certified Employees


                        VA TIME & ATTENDANCE SYSTEM                Page 1
                           UN-CERTIFIED EMPLOYEES

Select T&L Unit: 902 <RET>

                       902 INFORMATION SERVICES CENTER

                        Sun 4-Apr-93 to Sat 17-Apr-93

334-66-9966    ACTKINS,SHIRL A
555-00-9999    ACTKINS,BILL A
333-44-7865    AGUIL,JERRY L
288-55-7777    ALVIN,DEREK A
544-22-2222    BEARER,ERNIE
440-63-5789    CHERN,JESSE Y
335-88-4566    LENN,BARB J
598-76-5533    PATT,LUCRECIA J
337-66-7888    TREK,FRANCIS P
322-77-9812    WILLIAMS,KAREN S
```

List Prior Pay Period Exceptions

With this option the user is able to display all time and attendance report exceptions for all records released to Payroll and/or transmitted for all previous pay periods.

```
Select T&A Supervisor Menu Option: 13 <RET>  List Prior Pay Period
Exceptions

Select T&L Unit: 102 <RET>


                          VA TIME & ATTENDANCE SYSTEM                  Page 1
                          PRIOR PAY PERIOD EXCEPTIONS
                                   17-Jul-95

BORO,PETER W JR (102)
     12-Feb-93  08:00P  OT Posted exceeds Requested Hours

TEST,BETA (102)
     26-Jul-94  07:00A  AL not Requested
```

Employee Reports

This option allows the supervisor to access employee reports options and display employee data.

```
Select T&A Supervisor Menu Option: 14 <RET>  Employee Reports

        1     Expenditures
        2     Employee Overtime/CompTime Report
        3     Employee Prior Pay Period Adjustments
        4     Employee Leave Reports ...
```

Expenditures

This option allows the user to view all governmental costs over one or all pay periods for a chosen year. Totals are displayed for each pay period. Supervisor can only see employees that are under their assigned T&Ls.

```
Select Employee Reports Option: 1 <RET> Expenditures
Select T&L Unit(s): 001 <RET>

Enter YEAR: 95 <RET>  (1995)

Enter Pay Period (Return for all): 3 <RET>

THIS REPORT SHOULD BE QUEUED !

DEVICE: HOME// <RET>
```

EMPLOYEE COST FOR PAY PERIOD 3 YEAR 95

NAME	REGULAR PAY	NIGHT DIFF	HOLIDA PAY	O/TIME PAY	SUNDAY PAY	ON-CA PAY	AWARDS	REEMP ANNUIT	SAT PAY	TOTAL EARNINGS	G/SHARE BENEFITS	GROSS COST
CARR,J	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
DARO,N	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
EMIT,R	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
JILL,M	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
LUN,J	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
MANN,N	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
OPRA,R	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
PEN,M	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
RUN,J	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
SMAR,N	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
SMIT,R	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
TANN,M	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
VUN,J	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
WINN,N	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
XORO,R	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
ZEO,M	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
T&L 001												
Total:	27528.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27528.00	4343.88	31871.88

DHCP PAID REPORT E001 VA TIME & ATTENDANCE SYSTEM STATION: 578 / T&L: 001

Employee Overtime/Comp Time Report (OT/CT)

This option allows the user to display OT/CT that an employee has taken over one or all pay periods during a selected calendar year. Supervisors are only able to see employees under T&Ls that are assigned to them.

Select Employee Reports Option: **2 <RET>** Employee Overtime/CompTime Report

Select T&L: **902 <RET>**

Enter YEAR: **95 <RET>** (1995)

Enter employee name (Return for ALL): **<RET>**

Enter Pay Period (Return for all in this yr.): **<RET>**

THIS IS A 132 COLUMN REPORT !

DEVICE: HOME// **<RET>** HOME

EMPLOYEE OT/CT REPORT DATE: 04/27/95
Year: 95 T&L: 902

P/P	DATE	NAME	SSN	GROSS PAY	C/T USED	C/T BAL	O/T HRS	O/T PAY
01	01/08/95	CEE,J	555-86-1111	1248.72	0.00	0.00	4.00	87.12
		KAHN,K	444-77-2233	2491.08	0.00	0.00	12.00	287.88
		MARY,C	333-66-4455	1948.76	0.00	0.00	4.00	95.96
		HERR,M	222-33-5566	1403.50	0.00	0.00	9.00	202.70
		MADD,M	111-00-2345	2203.20	2.00	0.00	0.00	0.00
				---	---	---	---	---
			P/P-/TotaLs:	9295.26	2.00	0.00	29.00	673.66
02	01/22/95	CAI,J	123-45-6789	1804.75	0.00	0.00	5.00	119.95
		TENN,E	522-55-0000	1172.49	0.00	0.00	0.50	10.89
		MO,Z	000-11-2222	1896.74	0.00	0.00	6.50	155.94
		CUSO,J	999-88-7777	2238.48	0.00	0.00	32.75	785.68
		BILL,H	333-22-3333	1980.70	0.00	0.00	10.00	239.90
				---	---	---	---	---
			P/P-Totals:	9093.16	0.00	0.00	54.751	1312.36

DHCP PAID REPORT 0O01 VA TIME & ATTENDANCE SYSTEM STATION: 578 / T&L: 902

Employee Prior Pay Period Adjustments

This option allows the user to view all audits of employees that are under their assigned T&Ls, over a selected date range.

```
Select Employee Reports Option: 3 <RET> Employee Prior Pay Period Adjustments

Select T&L: 902 <RET>
Enter Beginning Date T//1/1/95 <RET>  (JAN 01, 1995)
Enter Ending Date T//4/28/95 <RET>  (APR 28, 1995)

THIS REPORT CAN BE QUEUED !

DEVICE: HOME//   HYPER SPACE
............................
```

```
                         PRIOR PAY PERIOD ADJUSTMENT REPORT     DATE: 04/28/95
                          from JAN 01, 1995 to APR 28, 1995
                                    for T&L 902

|---------------------|------------|-|--|------------|------------|------------|
|                     | TIMEKEEPER | |  | SUPERVISOR |  APPROVER  | PROCESSOR  |
|                     |------------| |  |------------|------------|------------|
|EMPLOYEE             |NAM|  DATE  |*|**|NAM|  DATE  |NAM|  DATE  |NAM|  DATE  |
|---------------------|---|--------|-|--|---|--------|---|--------|---|--------|
|SMYTH,JOHN M         |BRH|02-10-95|T|P |REK|02/13/95|REK|02/13/95|BT |03/02/95|
|TENT,B               |BRH|02-10-95|T|P |REK|02/13/95|REK|02/13/95|BT |03/02/95|
|CARR,X               |BRH|02-10-95|T|P |RAH|02/10/95|REK|02/13/95|BT |03/02/95|
|JONES,M              |BRH|02-21-95|T|P |SJR|02/21/95|MB |02/22/95|BT |03/07/95|
|TOSSET,T             |BRH|02-21-95|T|P |REK|02/22/95|MB |02/22/95|BT |03/07/95|
|JUSTICE,DONE         |BRH|02-21-95|T|P |REK|02/22/95|MB |02/22/95|BT |03/07/95|
|DATA,MARY            |BRH|02-21-95|T|P |RAH|02/21/95|MB |02/22/95|BT |03/07/95|
|CARSON,PIRIE         |BRH|03-07-95|T|P |REK|03/14/95|REK|03/16/95|BT |03/24/95|
|PENNY,J              |BRH|03-14-95|T|P |REK|03/20/95|REK|03/20/95|BT |03/21/95|
|MADIGAN,G            |BRH|04-11-95|T|A |MB |04/11/95|MB |04/12/95|   |        |
|                     |   |        | |  |   |        |   |        |   |        |
| *TYPE:  T=TIME   V=VCS   H=HAZARD/ENVIR DIFF                                |
| **STATUS:  R=REQUESTED   A=APPROVED   P=PAYROLL PROCESSED   D=DISAPPROVED   |
|            X=CANCELLED   S=SUPR. APPROVED                                   |
|---------------------|------------|-|--|------------|------------|------------|
DHCP PAID REPORT AU01     VA TIME & ATTENDANCE SYSTEM    STATION: 578 / T&L: 902
```

Employee Leave Reports

This option allows the supervisor to view all leave reports of one or all employees within the T&Ls that he/she is assigned to.

```
Select Employee Reports Option: 1 <RET> Employee Leave Reports

      1     Employee Leave Used
      2     Employee Leave Requested
      3     Employee Leave Pattern
```

Employee Leave Used

This option allows the supervisor to print, over a selected date range, all previous leave taken by one or all employees within the T&Ls that he/she is assigned to.

```
Select Employee Leave Reports Option: 1 <RET>  Employee Leave Used
Select T&L Unit(s): 043 <RET>

Report Beginning Date T//1/1/93 <RET> (JAN 01, 1993)
Report Ending Date T// <RET> (AUG 21, 1995)

THIS IS A 132 COLUMN REPORT.

DEVICE: HOME//  <RET>
```

LEAVE USED SUMMARY DATE: 08/21/95
from JAN 01, 1993 to AUG 21, 1995

PP	DATE	EMPLOYEE	SSN	TYPE	FROM	TO	LENGTH	
02	01/25/93	ROMA,JANIE	444-56-6666	Sick Leave	04:30P	05:15P	0.75 H	
				Annual Leave	MID	01:00A	1.00 H	
	02/01/93			Sick Leave	11:00P	01:00A	2.00 H	
26	12/31/93	RAISIN,CAL	151-33-4444	Without Pay	07:00A	03:30P	8.00 H	
15	07/25/94	TURR,JON	654-33-1111	Annual Leave	08:00A	04:30P	8.00 H	
23	11/14/94	ROMA,JANIE	444-55-6666	Annual Leave	08:00A	04:30P	8.00 H	

DHCP PAID REPORT L004 VA TIME & ATTENDANCE SYSTEM STATION: 578 / T&L: 043

Employee Leave Requested

This option enables to user to display all future leave that has been requested by one or all employees that are assigned to his/her T&L over a selected date range.

Select Employee Leave Reports Option: **2 <RET>** Employee Leave Requested

Select T&L: **100 <RET>**

Enter employee name (Return for all): **<RET>**
Report Beginning Date T//**5/1/95 <RET>** (MAY 01, 1995)
Report Ending Date T//**12/31/95 <RET>** (DEC 31, 1995)

THIS IS A 132-COLUMN REPORT!

DEVICE: HOME// **<RET>** QUEUE TO PRINT ON

```
                                E M P L O Y E E   L E A V E   R E Q U E S T   L I S T       DATE: 05/01/95
                                          from MAY 01, 1995 to DEC 31, 1995
                                                   FOR T&L: 100
|----------------|----------------|------------|--------|-------------------|---------|---------|--------------------
|
|FROM            |TO              |EMPLOYEE    |LENGTH  |TYPE LEAVE         |DATE-REQ |DATE-APP |APPROVING SUPERVISOR
|
|----------------|----------------|------------|--------|-------------------|---------|---------|--------------------
|
|                |                |            |        |                   |         |         |
|
|05/01/95 01:00P |05/01/95 04:30P |ABBOTT, JON | 3.5 hrs|Sick Leave         |05/01/95 |         |WILLIS,KATE       |
|
|05/01/95 01:00P |05/01/95 03:30P |ATKINS, TINA| 2.5 hrs|Sick Leave         |05/01/95 |         |JENKINS,J.J.
|
|05/01/95 07:00A |05/01/95 03:30P |BOSS, JEAN  |   8 hrs|Sick Leave         |04/28/95 |05/01/95 |WILLIS,KATE       |
|
|05/01/95 08:00A |05/04/95 04:30P |CASS, TERA  |  32 hrs|Annual Leave       |12/12/94 |12/15/94 |CALVIN,PAUL
|
|05/01/95 07:00A |05/01/95 03:30P |DONN, BOB   |   8 hrs|Compensatory Time  |04/03/95 |04/06/95 |HARRIS,BEN        |
|
|05/02/95 07:15A |05/02/95 03:45P |FRANK, JES  |   8 hrs|Annual Leave       |05/01/95 |         |MICHAELS,H.       |
|
|05/04/95 07:00A |05/04/95 03:30P |GUSS, DJ    |   8 hrs|Annual Leave       |04/26/95 |04/26/95 |CALVIN,PAUL       |
|
|05/04/95 08:00A |05/08/95 04:30P |HARRY, BILL |  24 hrs|Annual Leave       |04/28/95 |04/28/95 |MICHAELS,H.       |
|
|05/04/95 08:00A |05/17/95 04:30P |ISRAEL, JJ  |  80 hrs|Annual Leave       |06/29/94 |07/18/94 |RICHARDS,JIM      |
|
|----------------|----------------|------------|-------------------------------|---------|---------|------------------|

DHCP PAID REPORT L002                          VA TIME & ATTENDANCE SYSTEM                STATION: 578 / T&L: 100
```

Employee Leave Pattern

This option allows the user to view all leave taken around scheduled off days by an employee. Supervisors can only see T&Ls that are assigned to them.

```
Select Employee Leave Reports Option: 3 <RET> Employee Leave Pattern

Select T&L: 902 <RET>

Enter employee name: DOE,SUSAN <RET>

Enter Beginning Date T// 1/1/94 <RET>  (JAN 01, 1994)
Enter Ending Date T// <RET>  (APR 26, 1995)

THIS IS AN 80 COLUMN REPORT.

DEVICE: HOME// <RET> QUEUE TO PRINT ON
```

EMPLOYEE LEAVE PATTERN DATE: 04/26/95
from: JAN 01, 1994 to APR 26, 1995
for: DOE, SUSAN - ISC

P/P	DAY	DATE	TYPE	FROM	TO	LENGTH	COMMENT
93-26	Sun	01/02/94	DO				
	Mon	01/03/94	WP	07:30A	04:00P	8.00 H	
	Tue	01/04/94	WP	07:30A	04:00P	8.00 H	
	Wed	01/05/94	WP	07:30A	04:00P	8.00 H	
	Thu	01/06/94	WP	07:30A	04:00P	8.00 H	
	Fri	01/07/94	WP	07:30A	04:00P	8.00 H	
	Sat	01/08/94	DO				
94-01	Wed	01/12/94	SL	07:30A	11:30A	4.00 H	
	Sun	01/16/94	DO				
	Mon	01/17/94	HX	07:30A	04:00P	8.00 H	
	Thu	01/20/94	AL	07:30A	10:30A	3.00 H	
94-03	Thu	02/17/94	SL	07:30A	10:45A	3.25 H	
94-04	Sun	02/20/94	DO				
	Mon	02/21/94	HX	07:30A	04:00P	8.00 H	
94-05	Tue	03/08/94	SL	07:30A	05:00P	9.00 H	
94-08	Fri	04/22/94	AL	08:00A	04:30P	8.00 H	
	Sat	04/23/94	DO				
	Sun	04/24/94	DO				
	Mon	04/25/94	AL	07:30A	05:00P	9.00 H	
	Tue	04/26/94	AL	07:30A	05:00P	9.00 H	
	Wed	04/27/94	HX	07:30A	05:00P	9.00 H	
	Thu	04/28/94	AL	07:30A	05:00P	9.00 H	
	Fri	04/29/94	DO				
94-09	Sun	05/01/94	DO				
	Mon	05/02/94	AL	07:30A	05:00P	9.00 H	
	Tue	05/03/94	AL	07:30A	05:00P	9.00 H	
	Wed	05/04/94	AL	07:30A	05:00P	9.00 H	
	Thu	05/05/94	AL	07:30A	05:00P	9.00 H	
	Fri	05/06/94	AL	08:00A	04:30P	8.00 H	
	Sat	05/07/94	DO				

DHCP PAID REPORT L005 VA TIME & ATTENDANCE SYSTEM STATION: 578 / T&L: 902

Chapter 6. T&A OT/Supervisor Menu

This is the Time and Leave Unit (T&L) OT/Supervisor's menu and should be assigned to supervisors who approve overtime and compensatory time. All options under this menu are the same as the options listed under the T&A Supervisor's menu with an exception of Approve OT/CT. (To view data for the remaining options, see the T&A Supervisor's Menu.)

The List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

```
                    PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished
for use only as authorized.  It will not be reproduced or used for any other
purposes. Any output must be secured in a storage system adequate to insure
against disclosure to unauthorized parties.  Disposal will be by burning,
shredding, or other treatment to destroy their legibility.

      1     Supervisory Approvals
      2     Pay Period Certification
      3     List Leave Requests
      4     Employee Leave Balances
      5     Display OT/CT Requests
      6     List Daily Exceptions
      7     Display Pay Period Exceptions
      8     Display Employee Tour of Duty
      9     Display Employee Pay Period
      10    List Tours by T&L
      11    List Environment Diff. Requests
      12    Approve OT/CT
      13    List Un-Certified Employees
      14    List Prior Pay Period Exceptions
      15    Employee Reports ...
```

Approve OT/CT

This option allows the Director or his/her designee to approve, disapprove, or cancel the use of overtime or compensatory time (comp time) and prior pay period corrections that have previously been approved by the supervisor. A message will appear indicating the need for approval. Individual items can be disapproved while approving remaining items. An estimated cost of overtime is displayed. The Director must have an electronic signature on file in order to approve, disapprove, or cancel the requests. See the Electronic Signature section of this manual for an example on how to create an electronic signature.

```
Select T&A OT/Supervisor Menu Option: 12 <RET>  Approve OT/CT


                         VA TIME & ATTENDANCE SYSTEM
                          OVERTIME/COMPTIME APPROVAL

             100 INFORMATION SYSTEMS CENTER, DEVELOPMENT SECTION

 1  8-Feb-93 KIMMEL,HERBERT J            3 Hrs. OVERTIME on T&L 101
          HINES TEST
 2  9-Feb-93 KIMMEL,HERBERT J            1 Hrs. OVERTIME on T&L 101
          HINES TEST
 3 10-Feb-93 KIMMEL,HERBERT J            1 Hrs. OVERTIME on T&L 101
          HINES TEST
 4 11-Feb-93 KIMMEL,HERBERT J            1 Hrs. OVERTIME on T&L 101
          HINES TEST
 5 13-Feb-93 KIMMEL,HERBERT J            5 Hrs. OVERTIME on T&L 101
          HINES TEST

Estimated Cost of Overtime: $61.20

Disposition (A=Approve, D=Disapprove, X=Dis. Line Item, RETURN to bypass): X
<RET>
Disapprove which Items: 4 <RET>

Enter Signature Code:  ... signed.

No Prior Pay Period actions to certify.
```

Chapter 7. Timekeeper Main Menu

The options on this menu allow the timekeeper to post and review time and attendance data for the employees in the Time and Leave Units (T&Ls) that they are authorized to service.

The options with "..." attached to the end of the title string indicate that those options are submenu items (options that have menus attached). This will become clearer when option 4, "Employee Data..." is described.

The List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

```
                    PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished
for use only as authorized.  It will not be reproduced or used for any other
purposes. Any output must be secured in a storage system adequate to insure
against disclosure to unauthorized parties.  Disposal will be by burning,
shredding, or other treatment to destroy their legibility.

      1     Post Employee Time
      2     List Daily Exceptions
      3     Display Pay Period Exceptions
      4     Employee Data ...
      5     List Leave Requests
      6     Display OT/CT Requests
      7     Enter OT/CT Request
      8     Cancel OT Request
      9     Daily T&L List
      10    List Tours by T&L
      11    List Prior Pay Period Exceptions
      12    Prior Pay Period Adjustments ...
      13    Envir. Diff./VCS Sales ...
      14    List Un-Certified Employees
      15    Edit OT/CT Request
```

Post Employee Time

Timekeepers will use this option to record daily attendance information. Although it is the one option that will be used most, it cannot be exercised unless the employee has a Tour of Duty established. Establishing a Tour of Duty will be discussed in greater detail when we describe option 4, Employee Data, Enter/Edit Employee Tour of Duty.

When option 1 is selected, the system asks for a posting date and gives a default value of "T-1" which means today minus one, or yesterday. If posting for a date other than yesterday, enter a date, i.e., 4/9, 04-09, etc. The next prompt will ask if you would like to edit the T&A records in alphabetical order? With "yes" as a prompted response, the system will display (alphabetically) only those employees with a scheduled Tour of Duty for the selected day; and that record has not previously been posted. A "no" response will allow the user to select a particular employee for posting.

If a leave request is entered for a date that was already posted, a bulletin is sent to all timekeepers for the T&L of the employee.

If an attempt is made to alter a record after approval but before transmission, the timekeeper is alerted to call Payroll.

In this section, we will discuss how to post the following:

1. **Post Scheduled Tour of Duty**
2. **Post Leave (including Family Care and Bereavement, Adoption & Donor Leave)**
3. **Post OT/CT & Unscheduled Time**
4. **Post Baylor Plan**
5. **Post Holidays**
6. **Post for Daylight Savings Time**
7. **Post Time for Doctors (Full Time & Part Time)**

The above subsections can only be accessed by choosing the "Post Employee Time" option.

Post Scheduled Tour of Duty

If an employee only works his/her scheduled tour of duty, the posting for that time is straightforward. Below is an example on how to post a scheduled tour of duty for an employee.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

```
Select Timekeeper Main Menu Option: 1 <RET>  Post Employee Time

Select T&L Unit: 100 <RET>

Posting Date: T-1// 2/16 <RET>  (FEB 16, 1993)

Would you like to edit the T & A RECORDS in alphabetical order? YES// <RET>


                          VA TIME & ATTENDANCE SYSTEM
                        EMPLOYEE TIME AND ATTENDANCE DATA

BORNETT,HELEN C                                            200-03-5206

Station: 578                    Normal Hours:  80          Duty Basis: 1
T&L:     100                    Pay Plan:       A          Flextime:   C
Pay Per: 93-03                                             FLSA:       N

         Date           Scheduled Tour       Tour Exceptions
    ------------------------------------------------------------------

      Tue  16-Feb-93     08:00A-04:30P        Unposted

Enter '^' to bypass this employee.        Enter '^^' to stop T&L editing.

Did Employee Only Work Scheduled Tour? Y <RET>
```

Posting has now been completed for an employee that is only working his/her scheduled tour of duty.

Post Leave

Posting leave is dependent on when and how much leave is taken. The examples provided will demonstrate how to post leave for the following situations:

- **A) Leave for the entire day**
- **B) Leave for part of the day**
- **C) Leave during the middle of the day which includes meal time**
- **D) Combining different types of leave in one day**
- **E) Leave for Family Care and Bereavement; Leave for Adoption**
- **F) Donor Leave**

Most types of leave used by employees require a request for the leave and/or supervisory approval of the leave. Request and/or approval can be accomplished either by the completion of an SF71 (Application for Leave), a time remarks code entered for the leave, or by the leave request being electronically entered and approved. Therefore, when leave is posted the timekeeper will be shown a prompt "Time Remarks Code". The options for "Time Remarks Code" vary, depending on the "Type of Time Code" that the user selects. Enter two question marks (??) at the "Time Remarks Code" prompt in order to view the following options. Definitions are as follows.

AA Auth Abs

Granted by Supr - 5: This code is used when the employee is on Authorized Absence from his/her duties. No electronic request is required.

Jury Duty - 6: This code is used when the employee has been summoned for Jury Duty. The court summons will be used as authorization.

SF71 on File - 1: This code is used with Adoption (AD), Annual Leave (AL), Authorized Absence (AA), Comp Time Used (CU), Donor Leave (DL), Family Care and Bereavement (CB), Military Leave (ML), Non-Pay Annual Leave (NL), Restored Annual Leave (RL), Sick Leave (SL), and Without Pay (WP). It indicates that an approved SF71 is on file and no electronic request is required.

AD Adopt

Adoption: Becoming legal parents of another's child (all activities necessary for completion of the adoption). This leave will be charged to the employee's Sick Leave by the Austin Automation Center.

AL Annual Lv

SF71 on File - 1: See above definition.

CB Fam Care

Family Care and Bereavement: Family Care - To care for a family member as a result of physical or mental illness. Bereavement - Death of a family member (attending funeral, and other arrangements necessitated by the death). This leave will be charged to the employee's Sick Leave by the Austin Automation Center.

CP COP

Continuance of Pay: This code is used when the employee has been injured on the job and is on Continuation of Pay. No "Time Remarks Code" required.

CU Comp Used

SF71 on File - 1: See definition.

DL Donor Lv

This code is used when the employee wants to serve as an organ or bone-marrow donor. This leave will be charged to Authorized Absence (AA) by the Austin Automation Center.

ML Mil Lv

Military Leave - SF71 on File - 1: See definition.

NL Non-Pay Annual Leave

SF71 on File - 1: See definition.

NP Non Pay

No "Time Remarks Code" required.

RL Res Ann Lv

SF71 on File - 1: See definition.

SL Sick Lv

SF71 on File - 1: See definition.

WP LWOP

AWOL - 3: This code can be used for all employees that are absent without leave. No electronic request is required.

On Suspension - 4: This code can be used for all employees. No electronic request is required.

SF71 on File - 1: See definition.

A) Leave for the Entire Day

Below is an example of an employee whose tour or duty is MID-08:00A On-Call and 08:00A-04:30P and is on leave for the entire tour. If that employee needs to be available for on-call hours (even though he/she is on leave for the entire day), the timekeeper must delete "Unavailable for On-Call" that automatically appears on the screen.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

```
                    VA TIME & ATTENDANCE SYSTEM
                 EMPLOYEE TIME AND ATTENDANCE DATA

Select Timekeeper Main Menu Option: 1 <RET>  Post Employee Time

Select T&L Unit: 111 <RET>

Posting Date: T-1// <RET> (AUG 02, 1994)

Would you like to edit the T & A RECORDs in alphabetical order? YES// N
<RET>  (NO)

Select EMPLOYEE: BOND,JAMES <RET>  BOND,JAMES     007-00-7007
```

```
                        VA TIME & ATTENDANCE SYSTEM
                      EMPLOYEE TIME AND ATTENDANCE DATA

BOND,JAMES                                                    007-00-7007

Station: 578                 Normal Hours:  80                Duty Basis: 1
T&L:     111                 Pay Plan:       1                Flextime:
Pay Per: 94-15                                                FLSA:       N

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------

   Tue  2-Aug-94     MID-08:00A              Unposted
                       On-Call
                     08:00A-04:30P

Enter '^' to bypass this employee.


Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? Y <RET>

Select TYPE OF TIME CODE: ?? <RET>

CHOOSE FROM:
   AA      AUTH ABS
   AD      ADOPT
   AL      ANNUAL LV
   CB      FAM CARE
   CP      COP
   CU      COMP USED
   DL      DONOR LV
   ML      MIL LV
   NP      NON PAY
   RL      RES ANN LV
   SL      SICK LV
   TR      TRAINING
   TV      TRAVEL
   WP      LWOP

Select TYPE OF TIME CODE: AA <RET>     AUTH ABS
TIME REMARKS CODE: ?? <RET>

CHOOSE FROM:
   AA Granted by Supr.      5
   Jury Duty      6
   SF71 on file      1

TIME REMARKS CODE: 5 <RET>  AA Granted by Supr.      5
Remarks: Seminar <RET>
```

B) Leave for Part of the Day

Assume that the tour of duty is 08:00A-04:30P with a 30 minute lunch at 1:00P. If an employee leaves at 01:00P, the time segment for his absence would be 01:30P-04:30P, not including the 30 minute lunch period.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

```
Select Timekeeper Main Menu Option: 1 <RET>  Post Employee Time

Select T&L Unit: 111 <RET>

Posting Date: T-1// <RET>  (AUG 02, 1994)

Would you like to edit the T & A RECORDS in alphabetical order? YES// NO
<RET>

Select EMPLOYEE: BOONE,DANIEL <RET>  BOONE,DANIEL     444-00-0444

                        VA TIME & ATTENDANCE SYSTEM
                      EMPLOYEE TIME AND ATTENDANCE DATA

BOONE,DANIEL                                                444-00-0444

Station: 578                 Normal Hours:  80              Duty Basis: 1
T&L:     111                 Pay Plan:       1              Flextime:   C
Pay Per: 94-15                                              FLSA:       E

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------

   Tue  2-Aug-94     08:00A-04:30P

Enter '^' to bypass this employee.


Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? N <RET>
```

```
BOONE,DANIEL              VA TIME & ATTENDANCE SYSTEM              444-00-0444
Station: 578                     Tour Beginning                    T&L: 111
                                 Tue  2-Aug-94

Tour: 08:00A-04:30P

         START     STOP      TYPE OF TIME  REMARKS CODE

  1     01:30P  04:30P    SL            1 <RET> SF71 on file
  2
  3
  4
  5
  6
  7

Remarks: Dental app't <RET>
_____________________________________________________________________________
Exit        Save        Refresh

Enter a command or '^CAPTION to jump to a field in the current window.

COMMAND: E <RET>                                                   INSERT

Save changes before leaving form? (Y/N) Y <RET>
```

C) Leave During the Middle of the Day Which Includes Meal Time

Assume that the scheduled tour of duty is 07:00A-03:30P with a 30 minute lunch at noon. If an employee is absent for a portion of a day, the timekeeper must key in segments of absence which allow for the meal time. For instance, an employee took leave from 11:00A-01:00P in the middle of his tour; the timekeeper would key in 11:00A-Noon in segment 1, and 12:30P-01:00P in segment 2, skipping the 30 minute lunch period.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

```
Select Timekeeper Main Menu Option: 1 <RET>  Post Employee Time

Select T&L Unit: 111 <RET>

Posting Date: T-1// <RET> (AUG 02, 1994)

Would you like to edit the T & A RECORDs in alphabetical order? YES// N
<RET>   (NO)

Select EMPLOYEE: BOONE,DANIEL <RET>  BOONE,DANIEL     444-00-0444

                        VA TIME & ATTENDANCE SYSTEM
                     EMPLOYEE TIME AND ATTENDANCE DATA

BOONE,DANIEL                                                444-00-0444

Station: 578                 Normal Hours:  80              Duty Basis: 1
T&L:     111                 Pay Plan:       1              Flextime:   C
Pay Per: 94-15                                              FLSA:       E

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------

   Tue  2-Aug-94     07:00A-03:30P

Enter '^' to bypass this employee.


Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? N <RET>
```

```
BOONE,DANIEL              VA TIME & ATTENDANCE SYSTEM              444-00-0444
Station: 578                     Tour Beginning                       T&L: 111
                                 Tue  2-Aug-94

Tour: 07:00A-03:30P

         START     STOP      TYPE OF TIME   REMARKS CODE

  1     11:00A    NOON      SL             1 <RET> SF71 on file
  2     12:30P    01:00P    SL             1 <RET> SF71 on file
  3
  4
  5
  6
  7

Remarks: Dental app't
_____________________________________________________________________________
Exit     Save     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: E <RET>

Save changes before leaving form? (Y/N) Y <RET>
```

D) Combining Different Types of Leave in One Day

Assume that the scheduled tour of duty is 08:00A-04:30P. An employee can use more than one type of leave in the same day, if he/she chooses.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

```
Select Timekeeper Main Menu Option: 1 <RET>  Post Employee Time

Select T&L Unit: 111 <RET>

Posting Date: T-1// <RET> (AUG 02, 1994)

Would you like to edit the T & A RECORDs in alphabetical order? YES// N
<RET>   (NO)

Select EMPLOYEE: BOONE,DANIEL <RET>  BOONE,DANIEL     444-00-0444


                        VA TIME & ATTENDANCE SYSTEM
                      EMPLOYEE TIME AND ATTENDANCE DATA

BOONE,DANIEL                                                444-00-0444

Station: 578                 Normal Hours:  80              Duty Basis: 1
T&L:     111                 Pay Plan:       1              Flextime:   C
Pay Per: 94-15                                              FLSA:       E

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------

   Tue  2-Aug-94     08:00A-04:30P

Enter '^' to bypass this employee.


Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? N <RET>
```

```
BOONE,DANIEL              VA TIME & ATTENDANCE SYSTEM              444-00-0444
Station: 578                     Tour Beginning                       T&L: 111
                                 Tue  2-Aug-94

Tour: 08:00A-04:30P

         START     STOP      TYPE OF TIME   REMARKS CODE

  1     08:00A    NOON      AL             1 <RET> SF71 on file
  2     12:30P    04:03P    SL             1 <RET> SF71 on file
  3
  4
  5
  6
  7

Remarks: Appointments
_____________________________________________________________________________
Exit     Save     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: E <RET>

Save changes before leaving form? (Y/N) Y <RET>
```

E) Leave for Family Care and Bereavement, and Leave for Adoption

Below is an example of Family Care and Bereavement Leave (CB) being posted for an employee who requested leave to take care of a family member that underwent major surgery. If the employee had requested Leave for Adoption, the timekeeper would choose AD. Both kinds of leave will be deducted from the employee's Sick Leave by the Austin Automation Center.

```
Select TimeKeeper Main Menu Option: 1 <RET>  Post Employee Time

Select T&L Unit: 043 <RET>

Posting Date: T-1//1/5 <RET>  (JAN 05, 1995)

Would you like to edit the T & A RECORDs in alphabetical order? YES// N
<RET>  (NO)

Select EMPLOYEE: TOUR,GUIDE <RET>  TOUR,GUIDE     987-65-9876

                        VA TIME & ATTENDANCE SYSTEM
                      EMPLOYEE TIME AND ATTENDANCE DATA

TOUR,GUIDE                                                    987-65-9876

Station: 578                 Normal Hours:  80                Duty Basis: 1
T&L:     043                 Pay Plan:       A                Flextime:
Pay Per: 94-26                                                FLSA:       N

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------

   Thu  5-Jan-95     10:00A-06:30P           Unposted

Enter '^' to bypass this employee.

Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? Y <RET>

Select TYPE OF TIME CODE: ?? <RET>
```

```
Choose from:
   AA      AUTH ABS
   AD      ADOPT
   AL      ANNUAL LV
   CB      FAM CARE
   CP      COP
   CU      COMP USED
   DL      DONOR LV
   ML      MIL LV
   NP      NON PAY
   RL      RES ANN LV
   SL      SICK LV
   TR      TRAINING
   TV      TRAVEL
   WP      LWOP

Select TYPE OF TIME CODE: CB <RET>     FAM CARE
TIME REMARKS CODE: ?? <RET>

Choose from:
   SF71 on file      1

TIME REMARKS CODE: 1 <RET>  SF71 on file        1
Remarks:  To care for bedridden brother. <RET>

Select EMPLOYEE: <RET>
```

F) Donor Leave

Following is an example of Donor Leave (DL) being posted for an employee who has requested leave to serve as an organ donor. This leave will be charged to Authorized Absence (AA) by the Austin Automation Center.

```
Select TimeKeeper Main Menu Option: 1 <RET>  Post Employee Time

Select T&L Unit: 043 <RET>

Posting Date: T-1//1/5 <RET>  (JAN 05, 1995)

Would you like to edit the T & A RECORDs in alphabetical order? YES// N
<RET>  (NO)

Select EMPLOYEE: TOUR,TEMP <RET>  TOUR,TEMP     654-32-1654

                         VA TIME & ATTENDANCE SYSTEM
                       EMPLOYEE TIME AND ATTENDANCE DATA

TOUR,TEMP                                                        654-32-1654

Station: 578                 Normal Hours:  80                   Duty Basis: 1
T&L:     043                 Pay Plan:       A                   Flextime:
Pay Per: 94-26                                                   FLSA:       N

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------

   Thu  5-Jan-95     08:00A-04:30P           Unposted

Enter '^' to bypass this employee.


Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? Y <RET>

Select TYPE OF TIME CODE: ?? <RET>

Choose from:
   AA      AUTH ABS
   AD      ADOPT
   AL      ANNUAL LV
   CB      FAM CARE
   CP      COP
   CU      COMP USED
   DL      DONOR LV
   ML      MIL LV
   NP      NON PAY
   RL      RES ANN LV
   SL      SICK LV
   TR      TRAINING
   TV      TRAVEL
   WP      LWOP
```

```
Select TYPE OF TIME CODE: DL <RET>     DONOR LV
TIME REMARKS CODE: ?? <RET>

Choose from:
   SF71 on file      1

TIME REMARKS CODE: 1 <RET>  SF71 on file        1

Remarks: Employee will donate kidney. <RET>

Select EMPLOYEE: <RET>
```

Post OT/CT & Unscheduled Time

In order for the PAID system to credit the proper premiums associated with an employee's overtime, the timekeeper will have to enter the correct "Time Remarks Code" when posting overtime for an employee. Below is a description of the different types of Time Remarks Codes.

CB - Non-Premium T&L should be used for all employees that are called back to work for a minimum of two hours on a T&L that does not have Saturday and Sunday premium pay, and no night differential.

CB - Premium T&L should be used for employees that are called back to work for a minimum of two hours on a T&L that has Saturday and Sunday premium pay and no night differential.

OT While in Travel Status should be used for Title 5 FLSA non-exempt employees when the employees are working overtime while in travel status (before or after their scheduled tours). This code should also be used if the employees are working during normal tour hours on a day off while in travel status.

OT/CT on Premium T&L should be used for all employees who are entitled to Saturday and Sunday premium but not night differential.

Pre-Scheduled should be used for GS employees only that do not have a premium code of E or F (not for Hybrid Title 38 employees) when OT has been scheduled in advance of the work week and employees should receive night differential during premium hours (6:00P-6:00A).

Tour Coverage is for full-time and part-time nurses only and Title 38 Hybrid employees. It should be used when nurses are called back to work and will be paid a minimum of two hours overtime, Saturday and Sunday premium pay, and night differential.

Shift Coverage should be used for part-time and intermittent nurses who will be paid night differential for hours worked (including Saturday and Sunday premium), and non-nurses who will be paid night differential from 6:00P-6:00A. This indicator should also be used when posting Regular Unscheduled (RG) hours for part-time WG employees who will be paid shift differential for hours worked.

Assume that the following employee's tour of duty is 08:00A-04:30P.

When posting OT/CT on employee's normal off day, lunch is NOT to be included. For example, the user would post 8:00A-Noon, and from 12:30P-4:30P if employee worked OT/CT from 8:00A-4:30P with a lunch. (If lunch is included, it will be added to the OT/CT with a message appearing, "OT posted exceeds requested hours".)

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

```
Select TimeKeeper Main Menu Option: 1 <RET>  Post Employee Time

Select T&L Unit: 111 <RET>

Posting Date: T-1// <RET>  (AUG 03, 1994)

Would you like to edit the T & A RECORDs in alphabetical order? YES// N
<RET>  (NO)

Select EMPLOYEE: BOONE,DANIEL <RET>  BOONE,DANIEL     444-00-0444


                        VA TIME & ATTENDANCE SYSTEM
                      EMPLOYEE TIME AND ATTENDANCE DATA

BOONE,DANIEL                                                  444-00-0444

Station: 578                 Normal Hours:  80                Duty Basis: 1
T&L:     111                 Pay Plan:       1                Flextime:   C
Pay Per: 94-15                                                FLSA:       E

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------

   Wed  3-Aug-94     08:00A-04:30P

Enter '^' to bypass this employee.


Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? N <RET>
```

```
BOONE,DANIEL              VA TIME & ATTENDANCE SYSTEM              444-00-0444
Station: 578                     Tour Beginning                       T&L: 111
                                 Wed  3-Aug-94

Tour: 08:00A-04:30P

         START     STOP      TYPE OF TIME  REMARKS CODE

  1     04:30P  07:30P     OT            ?? <RET>
  2
  3
  4
  5
  6
  7

Remarks:
_____________________________________________________________________________
A pointer to the TIME REMARKS file (#457.4) which identifies a time remark
with the type of time worked or leave taken for the first segment of the
work day.


CHOOSE FROM:
CB - Non-Premium T&L        13
CB - Premium T&L       14
OT while in Travel Status      8
OT/CT on Premium T&L       9
Pre-Scheduled      11
Tour Coverage       12

                                          Press <PF1>H for help      INSERT
```

```
BOONE,DANIEL              VA TIME & ATTENDANCE SYSTEM              444-00-0444
Station: 578                     Tour Beginning                       T&L: 111
                                 Wed  3-Aug-94

Tour: 08:00A-04:30P

         START     STOP      TYPE OF TIME  REMARKS CODE

  1     04:30P  07:30P     OT            11 <RET>  Pre-Scheduled
  2
  3
  4
  5
  6
  7

Remarks: Completion of PAID
_____________________________________________________________________________
Exit     Save     Refresh
```

```
Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: E <RET>                                                    INSERT

Save changes before leaving form? (Y/N) Y <RET>
```

Post Baylor Plan

The Baylor Plan consists of two regularly scheduled 12-hour tours of duty that fall entirely within the period commencing at midnight Friday and ending at midnight the following Sunday. This plan is restricted to nurses who are appointed at VA health-care facilities under the provisions of 38 U.S.C. 4101(1) or 4114(a)(1)(A) and who are providing direct patient care. When employees within this plan work hours that extend their scheduled tour of duty, the timekeeper must post the time as overtime.

Post for Holidays

Timekeepers will not have to post any time if an employee does not work on a holiday. The PAID system will automatically post Holiday Excused (HX) for the employee.

If an employee works all or part of their tour on a holiday, the appropriate time will have to be posted.

When an employee is called in to work on a holiday and the working hours overlap with his/her regular tour, the timekeeper must make two separate postings. For example: The employee's tour is 08:00A-04:30P; he/she is called in to work for 1 1/2 hours from 07:00A to 08:30A, the timekeeper must code that the employee worked one hour OT from 07:00A-08:00A, and one-half hour Holiday Worked from 08:00A-08:30A.

If an employee is in the Non-Pay Status (LWOP or Non-Pay) on a holiday, the timekeeper must post this information.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

An example of an employee who works his/her entire regularly scheduled tour on a holiday is as follows:

```
Select Timekeeper Main Menu Option: 1 <RET>  Post Employee Time

Posting Date: T-1// 7/4 <RET>  (JUL 04, 1994)

Would you like to edit the T & A RECORDs in alphabetical order? YES// N
<RET>  (NO)

Select EMPLOYEE: BOND,JAMES <RET>  BOND,JAMES     007-00-7007

                         VA TIME & ATTENDANCE SYSTEM
                       EMPLOYEE TIME AND ATTENDANCE DATA

BOND,JAMES                                                   007-00-7007

Station: 578                 Normal Hours:  80               Duty Basis: 1
T&L:     111                 Pay Plan:       1               Flextime:
Pay Per: 94-13                                               FLSA:       N

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------

   Mon  4-Jul-94     08:00A-04:30P           08:00A-04:30P      HX HOL EX

Enter '^' to bypass this employee.


Did Employee Only Work Scheduled Tour? Y <RET>
```

```
Select EMPLOYEE: BOND,JAMES <RET>  BOND,JAMES     007-00-7007

                        VA TIME & ATTENDANCE SYSTEM
                      EMPLOYEE TIME AND ATTENDANCE DATA

BOND,JAMES                                                    007-00-7007

Station: 578                 Normal Hours:  80                Duty Basis: 1
T&L:     111                 Pay Plan:       1                Flextime:
Pay Per: 94-13                                                FLSA:       N

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------

   Mon  4-Jul-94     08:00A-04:30P           08:00A-04:30P      HW HOL WK

Enter '^' to bypass this employee.


Did Employee Only Work Scheduled Tour? ^ <RET>

Select EMPLOYEE: ^ <RET>
```

Below is an example of an employee who works only part of his/her tour of duty on a holiday.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

```
Select Timekeeper Main Menu Option: 1 <RET>  Post Employee Time

Select T&L Unit: 100 <RET>

Posting Date: T-1// 1/18 <RET>  (JAN 18, 1993)

Would you like to edit the T & A RECORDS in alphabetical order? YES// NO
<RET>

Select EMPLOYEE: LAWRE,ROBERT E <RET> LAWRE,ROBERT E   477-33-9999


                        VA TIME & ATTENDANCE SYSTEM
                      EMPLOYEE TIME AND ATTENDANCE DATA

LAWRE,ROBERT E                                                 477-33-9999

Station: 578                  Normal Hours:   80               Duty Basis: 1
T&L:     100                  Pay Plan:       A                Flextime:
Pay Per: 93-01                                                  FLSA:       N

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------

   Mon 18-Jan-93     08:00A-04:30P           08:00A-04:30P      HX HOL EX


Enter '^' to bypass this employee.

Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? N <RET>


LAWRE,ROBERT E           VA TIME & ATTENDANCE SYSTEM              477-33-9999
Station: 578                   Tour Beginning                        T&L: 100
                                Mon 18-Jan-93

Tour: 08:00A-04:30P

         START    STOP     TYPE OF TIME   REMARKS CODE

1       08:00A   04:30P   HX
2       08:00A   10:00A   HW <RET>
3
4
5
6
7
```

```
Remarks: To complete project.
-----------------------------------------------------------------------------
Exit        Save        Refresh

Enter a command or '^CAPTION to jump to a field in the current window.

COMMAND: E <RET>                                                    INSERT

Save changes before leaving form? (Y/N) Y <RET>
```

Below is an example of an employee who works before and after his/her scheduled tour of duty on a holiday.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

```
Select Timekeeper Main Menu Option: 1 <RET>  Post Employee Time

Select T&L Unit: 100 <RET>

Posting Date: T-1// 2/15 <RET>  (FEB 15, 1993)

Would you like to edit the T & A RECORDS in alphabetical order? YES// NO
<RET>

Select EMPLOYEE: JAMES,HARRY A <RET> JAMES,HARRY A   431-00-2226


                        VA TIME & ATTENDANCE SYSTEM
                      EMPLOYEE TIME AND ATTENDANCE DATA

JAMES,HARRY A                                                 431-00-2226

Station: 578                 Normal Hours:  80                 Duty Basis: 1
T&L:     100                 Pay Plan:       A                 Flextime:   C
Pay Per: 93-03                                                 FLSA:       N

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------

   Mon 15-Feb-93     06:30A-05:00P           06:30A-05:00P      HX HOL EX


Enter '^' to bypass this employee.


Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? N <RET>
```

```
JAMES,HARRY A            VA TIME & ATTENDANCE SYSTEM            431-00-2226
Station: 578                   Tour Beginning                      T&L: 100
                               Mon 15-Feb-93

Tour: 06:30A-05:00P

         START     STOP       TYPE OF TIME  REMARKS CODE

  1      06:30A    05:00P     HX
  2      04:00P    05:00P     HW
  3      05:00P    07:00P     OT            11 <RET> Pre-Scheduled
  4      05:30A    06:30A     OT
  5
  6
  7

Remarks: To complete project.
_____________________________________________________________________________
Exit     Save     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.


COMMAND: EXIT
```

Post for Daylight Savings Time

When Daylight Savings Time begins (first Sunday in April), employees that have regularly scheduled night tours will work seven hours and the timekeeper will charge them one hour of AL. If AL is not available, the charge will be LWOP. Employees that are on leave when the change occurs will be charged eight hours. When Central Standard Time begins (last Sunday in October), those employees will work nine hours and will be paid one hour OT.

Post Time for Doctors (Full Time & Part Time)

Administrative non duty days which fall within a period of approved leave of the same type (i.e., Annual Leave immediately before and after the administrative non duty days) are charged to the approved leave. Therefore, if a doctor's administrative non duty days are Saturday and Sunday and the doctor is on Annual Leave on Friday of week 2 of one pay period and on Monday of week 1 of the next pay period, the timekeeper must post the Annual Leave for Monday before the attendance record is certified for the first pay period for the administrative non duty days to also be charged to Annual Leave. This applies to Annual (AL), Restored Annual Leave (RL), Sick Leave (SL), Non Pay Annual Leave (NL), Continuation of Pay (CP), Authorized Absence (AA), and Leave Without Pay (WP). When one type of leave is taken before the day(s) off and another type is taken the day after, leave will not be charged for the non duty days.

Leave Without Pay (WP) is automated for any LWOP surrounding a holiday. If the employee (who is paid in days) is on LWOP on Friday, the following Monday is a holiday, and the employee is on LWOP on Tuesday, the decomposition automatically charges LWOP to the weekend as well as the holiday. Similarly, if an employee is on LWOP on Thursday, Friday is a holiday, and the employee is on LWOP on the following Monday, the decomposition automatically charges LWOP for the holiday as well as the weekend.

Note: Non Pay (NP) must be posted on Administrative Days Off, when applicable. Military Leave may need to be posted on Administrative Days Off, depending upon the orders.

In Lieu Time: Currently, this version of PAID requires manual tracking of "in lieu" days for doctors. VA Form 4-5631a (subsidiary timecard) will be needed in order to keep a record of "in lieu" days and compensatory time earned by doctors. Also, this version is limited in fully automating the Payroll system for part time physicians with adjustable work hours. VA Form 4-5631a will still be updated manually in order to keep track of leave for these physicians. After VA Form 4-5631a has been verified by the employee's supervisor, the unit timekeeper will then record the data in the PAID system.

List Daily Exceptions

This option allows the timekeeper to list any time and attendance report exceptions for a date selected. The name of the employee and a short message are displayed. The timekeeper should try to clear up these exceptions as soon as possible.

```
Select Timekeeper Main Menu Option: 2 <RET>  List Daily Exceptions

Select T&L Unit: 111 <RET>

Posting Date: T-1// <RET>   (AUG 03, 1994)

Select Device: HOME// <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>


                         VA TIME & ATTENDANCE SYSTEM                  Page 1
                              T&L 111 EXCEPTIONS

                                  Wed  3-Aug-94

BOONE,DANIEL
    04:30P                    OT not Requested

DINGOLL,JERRY B
    08:00A                    AA not Requested

JASELL,JON
                              No Time Posted

KILIAN,JIM
    07:30A                    AL not Requested

Press RETURN to Continue.^ <RET>
```

Display Pay Period Exceptions

This option allows the timekeeper to list any time and attendance report exceptions for a selected pay period. The name of the employee, date of the exception, and a short message are displayed. The user will only be shown the exceptions from the beginning of the pay period up to the chosen date. The timekeeper should try to clear up these exceptions as soon as possible.

```
Select Timekeeper Main Menu Option: 3 <RET>   Display Pay Period Exceptions

Select T&L Unit: 111 <RET>

Posting Date: T-1// 8/4 <RET>   (AUG 04, 1994)

Select Device: HOME// <RET>  ANYWHERE    RIGHT MARGIN: 80// <RET>


                         VA TIME & ATTENDANCE SYSTEM                  Page 1
                              T&L 111 EXCEPTIONS

                         Sun 24-Jul-94 to Sat  6-Aug-94

BAKER,DIANNE
      Mon 25-Jul-94           No Time Posted

BEAVER,CLEAVER
      Mon 25-Jul-94           No Time Posted
      Fri 29-Jul-94  08:00A   AL not Requested
      Tue  2-Aug-94  08:00A   AA not Requested

BOONE,DANIEL
      Wed  3-Aug-94  04:30P   OT not Requested

LVGVIHLM,IZOKS V
      Tue 26-Jul-94  MID      AL not Requested

HOOK,CAPTAIN
      Fri 29-Jul-94  04:00P   WP not Requested
      Tue  2-Aug-94  11:30A   AL Requested but not Approved

JEFERSON,THOMAS
      Tue 26-Jul-94  08:00A   ML not Requested


Press RETURN to Continue.^ <RET>
```

Employee Data

There are five Employee Data options associated with this menu selection. The display options allow the timekeeper to display on the screen, data which has been stored for a particular employee. All options will be discussed later. However, option 4, Enter/Edit Employee Tour of Duty, is the heart of the timekeeping system and timekeepers should exercise extreme care when executing this option.

```
Select Timekeeper Main Menu Option: 4 <RET>  Employee Data


      1     Display Posted Data
      2     Display Employee Pay Period
      3     Display Employee Tour of Duty
      4     Enter/Edit Employee Tour of Duty
      5     Employee Leave Balances
```

Display Posted Data

This option allows the timekeeper to select an employee and a posting date. The employee's scheduled tour of duty and any exceptions to that tour will be displayed.

```
Select Employee Data Option: 1 <RET>  Display Posted Data

Select T&L Unit: 100 <RET>

Posting Date: T-1// <RET>   (AUG 04, 1994)

Select EMPLOYEE: DINGOLL,JERRY B <RET> DINGOLL,JERRY B   240-50-2222

Select Device: HOME//  <RET>  ANYWHERE   RIGHT MARGIN: 80// <RET>


                       VA TIME AND ATTENDANCE SYSTEM
                     EMPLOYEE TIME AND ATTENDANCE DATA

DINGOLL,JERRY B                                                240-50-2222

Station: 578                       Normal Hours:  80           Duty Basis: 1
T&L:     100                       Pay Plan:       T           Flextime:
Pay Per: 92-24                                                 FLSA:       E

    Date          Scheduled Tour           Tour Exceptions

-------------------------------------------------------------------------------
Thu  4-Aug-94     Day Off


Press RETURN to Continue. ^ <RET>
```

Display Employee Pay Period

Displays the employee's name, all 14 dates in the pay period, the employee's scheduled tour(s) and any exceptions to the scheduled tour(s). The timekeeper needs this data in order to verify posting.

```
Select Employee Data Option: 2 <RET>  Display Employee Pay Period

                        VA TIME & ATTENDANCE SYSTEM
                         EMPLOYEE PAY PERIOD DATA


Select T&L Unit: 100 <RET>

Select EMPLOYEE: PART,TIME J <RET>  PART,TIME J   541-66-6666

Posting Date: T <RET>   (AUG 04, 1994)

Select Device: HOME// <RET> ANYWHERE   RIGHT MARGIN: 80// <RET>


PART,TIME J                   T&L 100                           541-66-6666

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------
   Sun 24-Jul-94     Day Off
   Mon 25-Jul-94     MID-08:00A              Unposted
   Tue 26-Jul-94     Day Off
   Wed 27-Jul-94     MID-08:00A
   Thu 28-Jul-94     MID-08:00A              MID-08:00A        AA AUTH ABS
            Attending Seminar
   Fri 29-Jul-94     MID-08:00A
   Sat 30-Jul-94     MID-08:00A
   Sun 31-Jul-94     Day Off
   Mon  1-Aug-94     MID-08:00A
   Tue  2-Aug-94     MID-08:00A              MID-08:00A        AL ANNUAL LV
   Wed  3-Aug-94     MID-08:00A
   Thu  4-Aug-94     MID-08:00A
   Fri  5-Aug-94     MID-08:00A
   Sat  6-Aug-94     Day Off
      Mon 25-Jul-94             No Time Posted
      Thu 28-Jul-94  MID-08:00A  AA not Requested
      Tue  2-Aug-94  MID-08:00A  AL not Requested

Select EMPLOYEE: <RET>
```

Display Employee Tour of Duty

This option allows the timekeeper to display the authorized tour of duty for a selected employee. The timekeeper will be prompted to display the long or short version of the tour. Most tours have one segment and the short version is sufficient to display the entire tour. However, if a tour has built-in OT, stand-by, etc., then a long display is preferrable since all segments of the tour will be displayed.

```
Select Employee Data Option: 3 <RET>  Display Employee Tour of Duty

Select T&L Unit: 111 <RET>

C = Current Pay Period beginning  7-Aug-94
L = Last Pay Period beginning 24-Jul-94
N = Next Pay Period beginning 21-Aug-94

Which Pay Period? C // <RET>

SHORT or LONG Display? L <RET>

Select EMPLOYEE: DICK,MOBY <RET>  DICK,MOBY     010-20-3040

Select Device: HOME//  <RET>  ANYWHERE    RIGHT MARGIN: 80//

                         VA TIME & ATTENDANCE SYSTEM
                            EMPLOYEE TOUR OF DUTY

DICK,MOBY                                                        010-20-3040

           Week 1 -  7-Aug-94                Week 2 - 14-Aug-94

   Sun     09:00A-09:30P                     09:00A-09:30P
             Shift 2                           Shift 2
   Mon     Day Off                           Day Off
   Tue     09:00A-09:30P                     09:00A-09:30P
             Shift 2                           Shift 2
   Wed     09:00A-09:30P                     09:00A-09:30P
             Shift 2                           Shift 2
   Thu     05:00A-09:00A                     05:00P-09:00P
             Shift 3
   Fri     Day Off                           Day Off
   Sat     Day Off                           Day Off


Press RETURN to Continue. ^ <RET>
```

Enter/Edit Employee Tour of Duty

This option is crucial to this system. If an employee's tour of duty is not correct, the employee's pay will not be correct. Therefore, it is strongly recommended that each timekeeper review the documentation in this section. It is imperative that the proper tour and/or tour with tour code combination be assigned to each type of employee (i.e., General Schedule, Wage Grade, Nurse, etc.) to ensure that the proper number of hours is being calculated for certain types of premium pay (i.e., shift differential, on-call pay, etc.) in which each employee is entitled. If an error is discovered and corrected in the tour of duty file after time has been posted, posting for that employee for the entire pay period will have to be done again. (The tour must be re-entered in order to update the record.) It is crucial that the information entered here is correct.

When a permanent tour of duty is established for an employee, it will not have to be done again unless the employee changes his/her tour of duty or transfers to another T&L Unit. Temporary changes can be made to an employee's tour of duty for a pay period that will not effect the employee's permanent tour of duty. For example, John Brown's normal schedule is Monday through Friday, 08:00A-04:30P, however for two weeks John is needed to cover the 07:00A-03:30P tour. The timekeeper will use this option to key in the new tour: The system will ask "Is this tour change Temporary or Permanent? P//". The timekeeper will respond to the prompt for Temporary and all posted data for that pay period will reflect the new tour. When the next pay period is opened, the employee's record will reflect the permanent tour.

The timekeeper <u>must</u> enter tours of duty for the next pay period by COB on the second Thursday of the current pay period. If this is not done, the employees that have changing tours and rotating holidays will not be scheduled to be off on the correct holiday.

Following is an explanation of three tours that the timekeeper may choose: 1) A Two-day Tour; 2) A Tour that has Two or More Segments, and 3) Two Separate Tours on the Same Day:

<u>Two-Day Tour</u>: Any tour that includes periods of time on two different days. For example: Police officers who begin their tours at 11:00P and are off at 7:00am (the next morning). Some of the problems with such a tour involve scheduling. Supervisors must remember that 80 hours must be scheduled between midnight on Sunday and midnight on the last Saturday of that pay period. They must remember that if the employee begins his/her tour at 11:00P on the last Saturday of a pay period, there is one hour that's credited to one pay period and seven hours credited to the next pay period. One less problem will exist with these tours, once a station has two pay periods in the system. If a station is ready to bring up a T&L that uses this type of tour, they must have at least one pay period in the system before the one that is going to be transmitted to Austin. The reason for this is that the portion of the tour that carried over from the previous pay period is not in the system. When assigning this tour to an employee, the timekeeper should assign it on the day that the tour begins, for instance, on Saturday. The Sunday tour would be either a day off or another tour that begins on Sunday. This is not to be confused with a second tour on the same day as indicated below. This is one tour on Saturday and one tour on Sunday.

<u>Tour That has Two or More Segments</u>: This is any tour that has two or more different types of time. For example: Segment one is 7:00am-3:30P with no special indicator; segment two is 3:30P-midnight with an indicator of on-call. Another example: 8:00am-10:00am with no indicator, 10:00am-noon with an indicator of physician core hours and third segment of 12:30P-2:30P, again with no indicator. A special note should be made at this point that the timekeeper must look at ALL segments of the tour to guarantee proper payment to the employee. For instance, use example number 1 above. If another employee had the same regular tour of 7:00am-3:30P, but the on-call tour was midnight-7:00am, Payroll would have to create a different tour showing the segments as midnight-7:00am on-call and 7:00-3:30 with no indicator.

<u>Two Separate Tours on the Same Day</u>: This tour is not to be confused with a tour covering two days. An employee has a scheduled tour of midnight-8:00am on Monday. That same employee also has a scheduled tour of 3:30P-midnight (also) on Monday. These are two separate and distinct tours, both BEGINNING on the same calendar day. The key words here are "beginning on the same calendar day". The tour is entered as follows:

```
Select Employee Data Option: 4 <RET>  Enter/Edit Employee Tour of Duty

Select T&L Unit: 043 <RET>

Select EMPLOYEE: ADUB,FLUB   ADUB,FLUB     445-77-8888

                         VA TIME & ATTENDANCE SYSTEM
                            EMPLOYEE TOUR OF DUTY
```

```
ADUB,FLUB                                                          445-77-8888

Station: 578                  Normal Hours:  80                    Duty Basis: 1
T&L:     043                  Pay Plan:       1                    Flextime:
Pay Per: 95-05                                                     FLSA:       N

C = Current Pay Period beginning 5-Mar-95
N = Next Pay Period beginning 19-Mar-95

Which Pay Period? C // <RET>

Is this tour change Temporary or Permanent? P// <RET>

Do you wish to enter a fixed Mon-Fri Tour? Y <RET>

Select TOUR OF DUTY: 72 <RET>  MID-08:00A     Meal: 0 ... done

Do you wish to enter a Second Tour for any Day? N// Y <RET>

Warning: This second tour will be temporary and will not carry forward.

For which Day (1-14) do you wish to enter a second Tour? 2 <RET>

T&L on which Tour will be worked: 043// <RET>

Select TOUR OF DUTY: 32 <RET> 03:30P-MID      Meal: 30  ... done

Warning: Normal Hours are 80; Tour Hours are 88

Compressed Tour Indicator: None// <RET>

Select EMPLOYEE: <RET>
```

The compressed/flexitour indicator is now displayed whenever a tour change is made and can be set as desired.

The second tour may be deleted by selecting the same employee and entering the same answers as above. The following prompts show that it was deleted.

```
For which Day (1-14) do you wish to enter a second Tour? 2 <RET>

Existing Second Tour 03:30P-MID will be deleted. <RET>
```

The following is an example of entering a permanent tour for the current pay period.

```
Select Employee Data Option: 4 <RET>  Enter/Edit Employee Tour of Duty

Select T&L Unit: 111 <RET>

Select EMPLOYEE: EARP,WYATT  EARP,WYATT     700-00-0007

                         VA TIME & ATTENDANCE SYSTEM
                            EMPLOYEE TOUR OF DUTY

EARP,WYATT                                                    700-00-0007

Station: 578                 Normal Hours:  80                Duty Basis: 1
T&L:     111                 Pay Plan:       1                Flextime:
Pay Per: 94-16                                                FLSA:       N

C = Current Pay Period beginning  7-Aug-94
N = Next Pay Period beginning 21-Aug-94

Which Pay Period? C // <RET>

Is this tour change Temporary or Permanent? P// <RET>

Do you wish to enter a fixed Mon-Fri Tour? Y <RET>

Select TOUR OF DUTY: 10 <RET>  07:00A-03:30P        Meal: 30  ... done

Do you wish to enter a Second Tour for any Day? N// <RET>

Compressed Tour Indicator: None// <RET>

Select EMPLOYEE: <RET>
```

Following is an example of the sequence of events which will occur when entering a tour of duty for intermittent employees:

Since there is no specific tour associated with this type of employee,the system will automatically set up the scheduled tour.

```
Select Employee Data Option: 4 <RET>  Enter/Edit Employee Tour of Duty

Select T&L Unit: 111 <RET>

Select EMPLOYEE: EARP,WYATT  EARP,WYATT     700-00-0007

                         VA TIME & ATTENDANCE SYSTEM
                            EMPLOYEE TOUR OF DUTY

EARP,WYATT                                                    700-00-0007

Station: 578                 Normal Hours:  80                Duty Basis: 1
T&L:     111                 Pay Plan:       1                Flextime:
Pay Per: 94-16                                                FLSA:       N

C = Current Pay Period beginning  7-Aug-94
L = Last Pay Period beginning 24-Jul-94
N = Next Pay Period beginning 21-Aug-94

Which Pay Period? C // <RET>

This is an Intermittent employee with no specified tour.

Time records will now be updated to indicate this.  ...done

Select EMPLOYEE: ^ <RET>
```

Employee Leave Balances

This option allows the timekeeper to view an employee's Annual Leave, Sick Leave, Compensatory Time, and Restored Annual Leave (if any) balances on all employees that are in the T&L that he/she is responsible for.

```
Select Employee Data Option: 5 <RET>  Employee Leave Balances

Select T&L Unit: 100 <RET>

Select EMPLOYEE: FOLY,SYLVIA T <RET>  FOLY,SYLVIA T        122-55-0333

Select Device: HOME//  <RET>  ANYWHERE        RIGHT MARGIN: 80//  <RET>


FOLY,SYLVIA T                                                  122-55-0333

Balances are as of Sat 29-Oct-94

Leave Group: 3
Annual Leave Balance:         293.000

Sick Leave Balance:           403.250

Comp Time:   10.000 must be used by 26-Nov-94

4 Restored Leave:              40.000

Press RETURN to Continue.
```

List Leave Requests

This option allows the timekeeper to list leave requests for one or more employees. The timekeeper enters a 'begin' date and an 'end' date. All leave requests for the employee(s) chosen will be displayed. When there is more than one employee, the list may be sorted by employees' names or dates of leave requests. The date, time, type of leave, remarks, and status are listed.

```
Select Timekeeper Main Menu Option: 5 <RET>  List Leave Requests

Select T&L Unit: 043 <RET>

Select Employee (or RETURN for All): REZO,CHARLES <RET> REZO,CHARLES
444-55-6666

Begin with Date: T <RET>  (JAN 27, 1993)

End with Date: T+6 <RET>  (FEB 02, 1993)

Sort by:  (E=Employee  D=Date) E// <RET>

Select Device:  HOME// <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>


                         VA TIME & ATTENDANCE SYSTEM              Page 1
                            T&L 043 LEAVE REQUESTS

                          From 27-Jan-93 to 02-Feb-93

REZO,CHARLES                                            444-55-6666
    NOON 28-Jan-93 to 03:30P 28-Jan-93 Sick Leave Requested
      OUTPATIENT SURGERY
    11:00A 29-Jan-93 to 02:00P 29-Jan-93 Annual Leave Approved
      CAR REPAIRS NEEDED
    07:00A  1-Feb-93 to 03:30p  1-Feb-93 Authorized Absence Requested
      TO ATTEND A PAID MEETING
    03:30P  2-Feb-93 to 05:30P  2-Feb-93 Compensatory Time Requested
      MUST COMPLETE PAID PROJECT

Press RETURN to Continue. ^ <RET>
```

Display OT/CT Requests

This option allows a user to list overtime and compensatory time requests for one or more employees. The user enters a 'begin' date and an 'end' date. All requests for the employee(s) chosen will be displayed. The date, number of hours, type of request, the justification for the request, and status are listed.

```
Select TimeKeeper Main Menu Option: 6 <RET>  Display OT/CT Requests

Select T&L Unit: 101 <RET>

Select EMPLOYEE (or RETURN for All): CROWFORD,DANIEL S <RET>
CROWFORD,DANIEL S  728-98-4444

Begin with Date: T-1 <RET>  (JAN 25, 1993)

End with Date: T+2 <RET>   (JAN 28, 1993)

Select Device:  HOME// <RET>  HYPER SPACE   RIGHT MARGIN: 80// <RET>


                           VA TIME & ATTENDANCE SYSTEM            Page 1
                              T&L 101 OT/CT REQUESTS

                            From 25-Jan-93 to  01-Feb-93

CROWFORD,DANIEL S                                          728-98-4444
   25-Jan-93   7 Hrs. OVERTIME on T&L 101 Approved
      MUST COMPLETE PROJECT TODAY!
   28-Jan-93   3 Hrs. COMP TIME on T&L 101 Approved
      BEGIN SPECIAL PROJECT.
   29-Jan-93   2 Hrs. COMP TIME on T&L 101 Requested
      TO COVER FOR EMPLOYEE THAT'S ON SL.
   01-Feb-93   4 Hrs. OVERTIME on T&L 101 Disapproved
      SHORT OF FUNDS.

Press RETURN to Continue. ^ <RET>
```

Enter OT/CT Request

This option must be used to obtain authorization for overtime and compensatory time (OT/CT). This will eliminate the need for VA Form 1098 (overtime & compensatory time request).

The timekeeper will select the employee, fill in the date that the overtime is being requested, type of time (overtime - OT or compensatory time - CT), and the number of hours needed. The system will ask under what T&L Unit the OT/CT will be worked. The timekeeper will also have to key in the justification.

When overtime or compensatory time is posted to an employee's time and attendance record, the system will check the OT/CT request file to determine if the request has been entered and the status of the request. If the request has not been entered (requested), certified by the supervisor, approved by the Director/Designee, or the total hours requested are less than the actual OT/CT hours posted, the system will view this as an errant condition and place it on the exceptions list. However, this will not stop the time and attendance record from being approved or transmitted.

```
Select TimeKeeper Main Menu Option: 7 <RET>  Enter OT/CT Requests

Select T&L Unit: 102 <RET>

Select EMPLOYEE: FORMER,FRED J <RET>  FORMER,FRED J    370-37-2372


                         VA TIME & ATTENDANCE SYSTEM

                          OVERTIME/COMP TIME REQUEST

Employee:              FORMER, FRED J

Requested Work Date:   T <RET>  DEC 09,1992

Type of Time:          CT <RET> COMP TIME

Hours Requested:       3 <RET>

T&L Worked:            102

Justification:  Must complete project. <RET>
_____________________________________________________________________________
Exit     Save     Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: Exit <RET>                                                  INSERT

Save changes before leaving form (Y/N)? Y <RET>
```

Cancel OT Request

This option allows the timekeeper to cancel an OC/CT request. After selecting the employee, the timekeeper specifies a date to begin searching for all such requests. That employee's requests are listed and the timekeeper selects the one to cancel. The only OC/CT requests that will be displayed for the timekeeper to cancel (with this option) are those with a status of "Requested", or approved requests with dates of today or in the future.

```
Select Timekeeper Main Menu Option: 8 <RET>  Cancel OT Request

Select T&L Unit: 102 <RET>

Select EMPLOYEE: FORMER, FRED J <RET>   370-37-2372


                          VA TIME & ATTENDANCE SYSTEM
                                   OT REQUEST

FORMER,FRED J                                      370-37-2372

Begin with Date: T// <RET>  (DEC 09, 1992)

 1 09-Dec-92 3 Hrs. COMP TIME on T&L 102 Requested
      Must complete project.

Cancel Which Request #? 1 <RET>
```

Daily T&L List

With this option the user is prompted to select an existing Time and Leave Unit (T&L) that he/she has been assigned, and a posting date. The names of all the employees in the T&L, their scheduled tour of duty and any tour exceptions to the scheduled tour of duty for that date are displayed.

```
Select TimeKeeper Main Menu Option: 9 <RET>  Daily T&L List

Select T&L Unit: 101 <RET>

Posting Date: T-1// <RET>    (DEC 02, 1992)

Select Device:  HOME// <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>


                         VA TIME & ATTENDANCE SYSTEM
                          Wed 2-Dec-92 for T&L 101

                                                                  Page 1

Employee                     Scheduled Tour         Tour Exceptions
-------------------------------------------------------------------------------
BORNETT,HELEN C              08:00A-04:30P

BUGGS,TERRA                  Day Off

BUNDY,FRED A                 08:00A-03:30P          08:00A-03:30P  SL SICK LV

CRAFORD,DANIEL S             07:30A-04:00P          04:30P-08:30P  OT OVERTIME

DINGOLL,JERRY B              MID-08:00A

FORMER,FRED J                09:00A-03:30P

FOLLEY,SYLVIA T              08:00A-NOON
                               No Premium Pay
                             04:00P-08:00P
                               No Premium Pay

FRANKLEN,YVONNE P            Day Tour

HOOK,CAPTAIN                 11:45P-MID
                               Scheduled Overtime
                             MID-08:00A

Press RETURN to Continue. ^ <RET>
```

List Tours by T&L

With this option the user is prompted to select a particular Time and Leave Unit (T&L) or ALL T&L Units. If a particular T&L is selected, then all the tours associated with it are displayed. If ALL T&Ls are selected, then all tours of duty will be displayed along with the T&Ls associated with the tour.

```
Select TimeKeeper Main Menu Option: 10 <RET>  List Tours by T&L

Select T&L Unit (or All): 101 <RET>

Select Device:  HOME// <RET>   HYPER SPACE    RIGHT MARGIN: 80// <RET>


 3-Dec-92                  T&L   T O U R   L I S T                    Page 1
                                       101
#   Tour                               Hrs.     Segment       Special Indicator
 65  04:30P-08:00A SB                  0.00    04:30P-08:00A  Standby
  9  08:00A-04:30P                     8.00    08:00A-04:30P
 66  08:00A-08:00A CB                  0.00    08:00A-08:00A  On-Call
148  10:00A-04:30P                     6.00    10:00A-04:30P
113  10:00A-05:00P                     6.50    10:00A-05:00P
151  10:00A-05:00P                     6.50    10:00A-05:00P
 62  10:00A-06:00P                     8.00    10:00A-06:00P

Press RETURN to Continue. ^ <RET>
```

List Prior Pay Period Exceptions

This option lists any unresolved problems with all prior pay periods' attendance data. The employee's name, T&L Unit, date of the exception and a short message are displayed. Exceptions should be corrected as soon as noted. If ignored, they become serious problems and reflect poorly on the timekeeper and the supervisor's performance.

```
Select TimeKeepers Main Menu Option: 11 <RET>  List Prior Pay Period
Exceptions

Select T&L Unit: 043 <RET>

Select Device: HOME// <RET>   HYPER SPACE    RIGHT MARGIN: 80// <RET>



                         VA TIME & ATTENDANCE SYSTEM                  Page 1
                          PRIOR PAY PERIOD EXCEPTIONS
                                   9-Aug-94

BEAVER,CLEAVER (100)
      2-Aug-94  08:00A  AA not Requested
     29-Jul-94  08:00A  AL not Requested

BLFMT,QRNNB P (100)
     29-Jul-94  11:00A  OT not Requested

BONO,CHER (100)
      5-Aug-94  11:00P  AL not Requested

BXZQWT,HGFT (100)
      2-Aug-94  03:30P  AL not Requested
      5-Aug-94  03:30P  SL not Requested
     29-Jul-94  10:00P  CU not Requested

CLEQRQ,BJLFAJNRCI (100)

Press RETURN to Continue. ^ <RET>
```

Prior Pay Period Adjustments

Like Option 4 (Employee Data...), this option also has associated submenu option picks. This option will be used to make corrections to pay records processed in prior pay periods. It is what we formerly considered as corrected timecards.

```
Select Timekeeper Main Menu Option: 12 <RET>  Prior Pay Period Adjustments

      1     Posting/Tour Change
      2     Environmental Differential
      3     VCS Commission Sales
```

Posting/Tour Change

This option can only be used to correct data which has already been processed through the Austin Automation Center. It will be used to cover an array of possible corrective actions. By selecting a posting date and an employee, the timekeeper can change the entire payment record for that day, post leave, remove leave that was posted in error, change the type of leave posted, pay OT, give CT, charge WOP, etc. The timekeeper MUST enter a comment at the "Corrected Time Card Remarks" prompt.

```
Select Prior Pay Period Adjustments Option: 1 <RET>  Posting/Tour Change

Select T&L Unit: 111 <RET>

Posting Date: 8/4  (AUG 04, 1994)

Select EMPLOYEE: EARP,WYATT <RET>  EARP,WYATT     700-00-0007

                         VA TIME & ATTENDANCE SYSTEM
                       EMPLOYEE TIME AND ATTENDANCE DATA

EARP,WYATT                                                    700-00-0007

Station: 578                  Normal Hours:  80               Duty Basis: 1
T&L:     111                  Pay Plan:       1               Flextime:
Pay Per: 94-15                                                FLSA:       N

       Date          Scheduled Tour           Tour Exceptions
   ----------------------------------------------------------------------

   Thu  4-Aug-94     04:00P-MID              Unposted
                       Shift 2

Enter '^' to bypass this employee.

Do you wish to change Scheduled Tour? N// N <RET>

Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? Y <RET>

Select TYPE OF TIME CODE: SL <RET>   SICK LV

TIME REMARKS CODE: ?? <RET>

CHOOSE FROM:
   SF71 on file      1

TIME REMARKS CODE: 1 <RET>  SF71 on file       1
Remarks: Caught virus.

Corrected Time Card Remarks: Employee requested SL

Select EMPLOYEE: EARP, WYATT <RET>
```

```
                    VA TIME & ATTENDANCE SYSTEM
                  EMPLOYEE TIME AND ATTENDANCE DATA

EARP,WYATT                                                  700-00-0007

Station: 578                Normal Hours:  80               Duty Basis: 1
T&L:     111                Pay Plan:       1               Flextime:
Pay Per: 94-15                                              FLSA:       N

       Date          Scheduled Tour           Tour Exceptions
   ---------------------------------------------------------------------

   Thu  4-Aug-94     04:00P-MID              04:00P-MID        SL SICK LV
                       Shift 2                 SF71 on file
          Caught virus.

Enter '^' to bypass this employee. ^ <RET>
```

Environmental Differential

This option allows the user to post environmental differential time and attendance report data on an employee's time and attendance report for a prior pay period (a corrected time and attendance report). Payroll will have to manually correct the employee's pay.

Note: When an employee is on a two-day tour and the environmental request starts on one day and ends on the next, two separate requests (one for each day) are necessary.

Select Prior Pay Period Adjustments Option: **2 <RET>** Environmental Differential

Select T&L Unit: **100 <RET>**

Select EMPLOYEE: **WILSEN,CHARLES J <RET>** WILSEN,CHARLES J 330-40-5050

VA TIME & ATTENDANCE SYSTEM
ENVIRONMENTAL DIFFERENTIAL REQUEST

Employee: WILSEN,CHARLES J

Date: **02/24/93 <RET>** From Time: **08:00A <RET>**

To Time: **04:30P <RET>**

Meal Time: **30 <RET>**

Type of Exposure: **HIV <RET>**

Justification: **To care for patients <RET>**

Exit Save Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **E <RET>** INSERT

Save changes before leaving form (Y/N)? **Y <RET>**

VCS Commission Sales

This option allows changes to be made to an employee's posted Veterans Canteen Service (VCS) commission sales data from a prior pay period. After selecting the T&L Unit, posting date, and employee, the previously posted VCS commission sales data for the entire pay period (containing the selected post date) will be displayed. Using the Return/Enter key and/or the up-down arrow keys to move through the screen, correct the sales amount for the proper week/day by reentering the new amount over the old amount. After all corrections have been made, exit and save the changes. Payroll must manually adjust the pieceworker's pay, after the prior pay period adjustment has been approved by both the supervisor and the OT/CT approver. The status of this adjustment can be checked by displaying the appropriate pay period (use the Display Employee Pay Period option) and checking the Status field on the Corrected T&A History (which will follow the pay period display). The status field will show either REQUESTED (entered by Timekeeper), SUPR. APPROVED (approved by supervisor), or APPROVED (approved by OT/CT Approver).

Select Prior Pay Period Adjustments Option: **3 <RET>** VCS Commission Sales

Select T&L Unit: **100 <RET>**

Posting Date: **7/28 <RET>** (JUL 28, 1994)

Select EMPLOYEE: **BORNETT,HELEN C <RET>** 202-03-5206

VA TIME & ATTENDANCE SYSTEM
VCS COMMISSION SALES

BORNETT,HELEN C 202-03-5206

Sun 24-Jul-94 to Sat 6-Aug-94

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1	0.00	50.00	50.00	**75.00**	50.00	50.00	0.00
Week 2	0.00	50.00	50.00	50.00	50.00	50.00	0.00

COMMAND: Press <PF1>H for help INSERT

Exit Save Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **E <RET>**

Save changes before leaving form (Y/N)? **Y <RET>**

Corrected Time Card Remarks: **Adjusted earnings for Wed - Week 1**

Envir. Diff./VCS Sales

This option, like options 4 and 12, is a submenu option. It will be used to display, enter and cancel environmental/hazardous duty differential requests. It can be used to enter and edit VCS commission sales.

```
Select TimeKeeper Main Menu Option: 13 <RET>  Envir. Diff./VCS Sales

      1     List Environment Diff. Requests
      2     Envir. Diff. Request
      3     Cancel Envir. Diff. Request
      4     Post VCS Commission Sales
```

List Environment Diff. Requests

This option allows the user to list environmental differential or hazardous duty requests within a specified time span for one or all employees of a T&L Unit. The requests may be sorted by employee or date of request.

Note: Environmental differential is applicable to WG employees, while hazardous duty is applicable to GS employees.

```
Select Envir. Diff./VCS Sales Option: 1 <RET>  List Environment Diff.
Requests

Select T&L Unit: 053 <RET>

Select EMPLOYEE (or RETURN for all): <RET>

Begin with Date: T <RET>  (FEB 01, 1993)

End with Date: T+27 <RET>  (FEB 28, 1993)

Sort by: (E=Employee  D=Date) E// <RET>

Select Device:  HOME// <RET>  ANYWHERE        RIGHT MARGIN: 80// <RET>


                        VA TIME & ATTENDANCE SYSTEM
                  T&L 053 ENVIRONMENTAL DIFFERENTIAL REQUESTS

                        FROM 01-Feb-93 to 28-Feb-93

WILSEN,CHARLES J                                        330-40-5050
     01-Feb-93 06:00A-04:30P (Meal: 30) ASBESTOS Envir. Diff. Approved
       REMOVAL IN BASEMENT OF BLD. 50
     19-Feb-93 06:00A-04:30P (Meal: 30) ASBESTOS Envir. Diff. Approved
       REMOVAL IN BASEMENT OF BLD. 50

Press RETURN to Continue.
```

Envir. Diff. Request

This option allows the user to enter an environmental differential request for an employee. The date, from and to time, meal time, type of exposure, and justification must be entered. Like "Request OT/CT", this option allows the payment of environmental or hazardous duty pay. However, unlike "OT/CT Requests" option, this is a stand alone item. An OT request is not acted upon until OT is posted. Because this option is generally associated with time within a tour of duty, this request drives the payment. It is necessary to cancel the request prior to approval if environmental differential or hazardous duty is not performed, since the request cannot be cancelled once it is approved.

Note: When an employee is on a two-day tour and the environmental request starts on one day and ends on the next, two separate requests (one for each day) are necessary.

```
Select Envir. Diff./VCS Sales Option: 2 <RET>  Envir. Diff. Request

Select T&L Unit: 100 <RET>

Select EMPLOYEE: BEVERS, JENA <RET>    762-42-3333

                        VA TIME & ATTENDANCE SYSTEM
                     ENVIRONMENTAL DIFFERENTIAL REQUEST

Employee: BEVERS, JENA

Date: FEB 4, 1993 <RET>                From Time: 08:00Am <RET>

                                       To Time:   04:30Pm <RET>

Meal Time: 30 <RET>

Type of Exposure: ASBESTOS <RET>

Justification: REMOVAL FROM WALLS & CEILING <RET>

_____________________________________________________________________
Exit        Save         Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: Exit <RET>                                            INSERT

Save changes before leaving form (Y/N)? Y <RET>
```

Cancel Envir. Diff. Request

This option allows the user to cancel an environmental differential request - if the request has a status of "Requested". It must be executed if an employee does not perform the hazardous or environmental differential duty.

```
Select Envir. Diff./VCS Sales Option: 3 <RET>  Cancel Envir. Diff. Request

Select T&L Unit: 100 <RET>

Select EMPLOYEE: CRAWFERD,DANIEL <RET>                          777-88-9999

                        VA TIME & ATTENDANCE SYSTEM
                     ENVIRONMENTAL DIFFERENTIAL REQUESTS

CRAWFERD,DANIEL S                                               777-88-9999

Begin with Date: T//? <RET>
     Examples of Valid Dates:
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer assumes a date in the PAST.

   Enter a date which is less than or equal to JAN 21, 1993.
Begin with Date: T// <RET>   (JAN 21, 1993)

     21-Jan-93 06:00A-04:30P (Meal: 30) ASBESTOS Envir. Diff. Requested
      REMOVAL IN BASEMENT OF BLD. 50
     27-Jan-93 06:00A-04:30P (Meal: 30) ASBESTOS Envir. Diff. Requested
      REMOVAL IN BASEMENT OF BLD. 50


Cancel Which Request #? 1 <RET>
```

Post VCS Commission Sales

This option allows the user to enter the dollar and cents amounts of commission sales for Veterans Canteen Service pieceworkers. After selecting the T&L Unit, posting date, and employee, the VCS commission sales data for the entire pay period (containing the selected posting date) will be displayed. Using the return/enter key and/or the up/down arrow keys to move through the screen, enter the sales amount for the proper week/day. Days which have no sales amount may be left blank or 0 (zero) can be entered. After all amounts have been entered, exit and save the changes. Changes can be made to these amounts until the employee's time and attendance (T&A) record has been approved by the supervisor and released to Payroll. Payroll can return the T&A record to the timekeeper if additional changes are required but the supervisor will need to approve the T&A record again to release it back to Payroll. Once the employee's T&A record has been transmitted to the Austin Automation Center (AAC), corrections and/or changes to VCS sales must be done through the Prior Pay Period Adjustments option.

Select Envir. Diff./VCS Sales Option: **4 <RET>** Post VCS Commission Sales

Select T&L Unit: **100 <RET>**

Posting Date: T-1// **<RET>** (FEB 20, 1993)

Select Employee: **JASWOLL,JUNE C <RET>** 462-22-4444

VA TIME & ATTENDANCE SYSTEM
VCS COMMISSION SALES

JASWOLL,JUNE C 462-22-4444

Sun 7-Feb-93 to Sat 20-Feb-93

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1	**50.00**	**76.35**	**23.10**	**15.46**	**10.11**	**0.00**	**0.00**
Week 2	**89.98**	**25.00**	**23.00**	**14.76**	**999.99**	**0.00**	**0.00**

COMMAND: Press <PF1>H for help INSERT

Exit Save Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **E <RET>**

Save changes before leaving form (Y/N)? **Y <RET>**

List Un-Certified Employees

This allows the user to list the time and attendance reports for the current pay period by selecting a specific T&L. It shows the employees that have not been released to Payroll, as well as supervisors that are on this T&L but are certified by another T&L. Similar to this option is "Un-Transmitted Employees - All T&Ls" which lists the untransmitted employees of a particular T&L or all T&Ls, and shows whether or not they have been released to Payroll.

```
Select Timekeeper Main Menu Option: 14 <RET> List Un-Certified Employees


                        VA TIME & ATTENDANCE SYSTEM                Page 1
                           UN-CERTIFIED EMPLOYEES

Select T&L Unit: 902 <RET>


                      902 INFORMATION SERVICES CENTER

                       Sun 4-Apr-93 to Sat 17-Apr-93

334-66-9966    ACTKINS,SHIRL A
555-00-9999    ACTKINS,BILL A
333-44-7865    AGUIL,JERRY L
288-55-7777    ALVIN,DEREK A
544-22-2222    BEARER,ERNIE
440-63-5789    CHERN,JESSE Y
335-88-4566    LENN,BARB J
598-76-5533    PATT,LUCRECIA J
337-66-7888    TREK,FRANCIS P
322-77-9812    WILLIAMS,KAREN S
```

Edit OT/CT Request

This option allows the user to edit OT/CT requests that are not yet posted. Below, the number of hours requested have been changed.

```
Select TimeKeeper Main Menu Option: 15 <RET>  Edit OT/CT Request

Select T&L Unit: 100 <RET>

Select EMPLOYEE: ACTION,CHAR A <RET>  ACTION,CHAR A   333-99-6666

                         VA TIME & ATTENDANCE SYSTEM
                               OT/CT REQUESTS

ACTION,CHAIN A                                        333-88-4444

Begin with Date: T//1/1/95 <RET>  (JAN 01, 1995)

 1 25-Jul-95 4 Hrs. OVERTIME ($78.36) on T&L 100 Supr. App.
          NEEED MONEY

 2 28-Jul-95 3 Hrs. COMP TIME on T&L 100 Requested
          LOVE TO WORK.

Edit Which Request #? 2 <RET>

                         VA TIME & ATTENDANCE SYSTEM

                          OVERTIME/COMP TIME REQUEST


Employee:             ACTION,CHAIN A

Requested Work Date:  JUL 28,1995

Type of Time:         COMP TIME

Hours Requested:      4 <RET>

T&L Worked            100

Justification: LOVE TO WORK.
_____________________________________________________________________________
Exit     Save     Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: E <RET>

Save changes before leaving form (Y/N)? Y <RET>
```

Chapter 8. Employee Inquiry/Reports Menu

This option will allow the Human Resouces Management (HRM) user to access a menu of employee inquiry options.

List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

```
1     Print Employee Entries
2     Search Employee Entries
3     Ad Hoc Report Generator...
4     Employee Inquiry
5     Update PAID Codes
6     Enter/Edit Cost Center/Organization file
7     Compile/Print Strength Report
8     Print Strength Report
```

Print Employee Entries

This option will allow the HRM user to invoke the FileMan PRINT FILE ENTRIES option for the PAID EMPLOYEE (#450) file.

```
Select Employee Inquiry/Reports Menu Option: 1 <RET> Print Employee Entries
```

Data for this option will not be repeated here, but can be found under the Payroll Main Menu - Employee Inquiry Menu (submenu) - Print Employee Entries.

Search Employee Entries

This option will allow the HRM user to invoke the FileMan SEARCH FILE ENTRIES option for the PAID EMPLOYEE (#450) file.

```
Select Employee Inquiry/Reports Menu Option: 2 <RET> Search Employee Entries
```

Data for this option will not be repeated here, but can be found under the Payroll Main Menu - Employee Inquiry Menu (submenu) - Search Employee Entries.

Ad Hoc Report Generator

This option allows the HRM user to generate ad hoc reports using basic employee fields, Title 38 employee fields, physician and dentist fields, and follow-up codes.

```
Select Employee Inquiry/Reports Menu Option: 3 <RET>  Ad Hoc Report
Generator

      Select one of the following:

            1     Basic Employee Fields
            2     Title 38 Employee Fields
            3     Physician & Dentist Fields
            4     Followup Code Fields
```

Basic Employee Fields

This option allows the HRM user to print data from different employee fields for the ad hoc report. Four fields may be chosen. An asterisk appears by each field that has been selected to print.

```
Select Ad Hoc Report Category: 1 <RET>  Basic Employee Fields
     =========== Basic Employee Fields Ad Hoc Report Generator ===========

 1   Employee Name                        22   Assignment
 2   Service                              23   Functional Code
 3   Duty Station                         24   Citizenship
 4   Cost Center                          25   Perf/Profcy Rating Code
 5   Subacct Code                         26   FLSA
 6   Fund Control Point                   27   Retirement Code
 7   SSN                                  28   TSP Status
 8   Sex                                  29   Health Insurance
 9   Date of Birth                        30   Life Insurance
10   Station EOD                          31   Salary Date
11   Service Computation Date             32   Supervisory Level
12   Duty Basis                           33   Type of Appointment
13   Pay Basis                            34   Expiration of Limited Appt
14   Normal Hours                         35   Veterans Preference
15   FTEE of Position                     36   Vet Status
16   Pay Plan                             37   Accession/Separation Code
17   Job Series                           38   Accession/Separation Eff Date
18   Job Title                            39   Accession/Separation NOA Code
19   Grade                                40   BUS Code
20   Step                                 41   Union Code-1
21   Salary                               42   Union Dues Anniversary Date
Enter RETURN to continue or '^' to exit: <RET>

   Sort selection # 1 : ?? <RET>
Select the major data element to sort by.  Maximum of 4 sort fields allowed.
Enter numeric 1 to 42, <RETURN> to end, ^ to exit. <RET>

   Sort selection # 1 : 1 <RET>   Employee Name

     Sort from: BEGINNING// <RET>
     =========== Basic Employee Fields Ad Hoc Report Generator ===========

   Sort selection # 2 : 19 <RET>  Grade

     Sort from: BEGINNING//
     =========== Basic Employee Fields Ad Hoc Report Generator ===========

   Sort selection # 3 : 8 <RET>  Sex

     Sort from: BEGINNING//
     =========== Basic Employee Fields Ad Hoc Report Generator ===========

   Sort selection # 4 : 28 <RET>  TSP Status

     Sort from: BEGINNING//

   Maximum of 4 sort fields reached.
```

```
     =========== Basic Employee Fields Ad Hoc Report Generator ===========

   Print selection # 1 : 1 <RET>   Employee Name
     =========== Basic Employee Fields Ad Hoc Report Generator ===========

   Print selection # 2 : 19 <RET>  Grade
     =========== Basic Employee Fields Ad Hoc Report Generator ===========

   Print selection # 3 : 8 <RET>  Sex
     =========== Basic Employee Fields Ad Hoc Report Generator ===========

   Print selection # 4 : 28 <RET>  TSP Status
     =========== Basic Employee Fields Ad Hoc Report Generator ===========

 1 * Employee Name                      22   Assignment
 2   Service                            23   Functional Code
 3   Duty Station                       24   Citizenship
 4   Cost Center                        25   Perf/Profcy Rating Code
 5   Subacct Code                       26   FLSA
 6   Fund Control Point                 27   Retirement Code
 7   SSN                                28 * TSP Status
 8 * Sex                                29   Health Insurance
 9   Date of Birth                      30   Life Insurance
10   Station EOD                        31   Salary Date
11   Service Computation Date           32   Supervisory Level
12   Duty Basis                         33   Type of Appointment
13   Pay Basis                          34   Expiration of Limited Appt
14   Normal Hours                       35   Veterans Preference
15   FTEE of Position                   36   Vet Status
16   Pay Plan                           37   Accession/Separation Code
17   Job Series                         38   Accession/Separation Eff Date
18   Job Title                          39   Accession/Separation NOA Code
19 * Grade                              40   BUS Code
20   Step                               41   Union Code-1
21   Salary                             42   Union Dues Anniversary Date
Enter RETURN to continue or '^' to exit:

   Print selection # 5 : <RET>

Include separated employees? No// <RET> (No)

Separated employees will not be included.

   Enter special report header, if desired (maximum of 60 characters).

DEVICE:   HYPER SPACE  <RET>  RIGHT MARGIN: 80// <RET>
```

```
PAID EMPLOYEE SEARCH                              AUG  7,1995  14:25    PAGE 1
Employee Name                 Grade  Sex
  TSP Status
-------------------------------------------------------------------------------

ACCENT,CHERESA A                 08  FEMALE
  YES
ADAMS,KERRY N                    07  MALE
  YES
AGARAR,BILL                      09  MALE
  ELIGIBLE
ALFONZO,TENA                     09  FEMALE
  YES
AAMEN,DAVID J                    10  MALE
  ELIGIBLE
APPENS,LILY                      14  FEMALE
  INELIGIBLE
AZNER,TERRA G                    09  FEMALE
  YES
```

Title 38 Employee Fields

This option allows the HRM user to print data from Title 38 employee fields for the ad hoc report. An asterisk appears by each field that has been selected to print.

Data from this option can be accessed by following the same steps as in the previous option, "Basic Employee Fields". Choose "Sort Selection," then select "Print Selection," and press <RET> to print list.

```
Select Ad Hoc Report Category: 2 <RET>  Title 38 Employee Fields
```

Physician & Dentist Fields

This option allows the HRM user to print data from physician and dentist fields for the ad hoc report. An asterisk appears by each field that has been selected to print.

Data from this option can be accessed by following the same steps as in the option, "Basic Employee Fields". Choose "Sort Selection," then select "Print Selection," and press <RET> to print list.

```
Select Ad Hoc Report Category: 3 <RET>  Physician & Dentist Fields
```

Followup Code Fields

This option allows the HRM user to print data from followup code fields for the ad hoc report. An asterisk appears by each field that has been selected to print.

Data from this option can be accessed by following the same steps as in the option, "Basic Employee Fields". Choose "Sort Selection," then select "Print Selection," and press <RET> to print list.

```
Select Ad Hoc Report Category: 4 <RET>  Followup Code Fields Fields
```

Employee Inquiry

This option will allow designated HRM employees to view designated PAID EMPLOYEE (#450) file data.

```
Select Employee Inquiry/Reports Menu Option: 3 <RET> Employee Inquiry
```

Data for this option will not be repeated here, but can be found under the Payroll Main Menu - Employee Inquiry Menu (submenu) - Employee Inquiry.

Update PAID Codes

This option will allow the user to enter, edit or delete PAID codes and their descriptions from the PAID CODE FILES (#454).

```
Select Employee Inquiry/Reports Menu Option: 4 <RET> Update PAID Codes
```

Data for this option will not be repeated here, but can be found under the Payroll Main Menu - Employee Inquiry Menu (submenu) - Update PAID Codes.

Enter/Edit Cost Center/Organization file

This option allows the user to enter/edit data in the PAID COST CENTER/ ORGANIZATION file (#454.1).

```
Select Employee Inquiry/Reports Menu Option: 5 <RET> Enter/Edit Cost
Center/Organization file

Select PAID COST CENTER/ORGANIZATION NAME: ?? <RET>

CHOOSE FROM:
   ACQUISITION & MATERIEL MANAGEM
   AMBULATORY CARE
   ANESTHESIOLOGY
   AUDIOLOGY/SPEECH PATHOLOGY
   BLIND REHAB
   BUILDING MANAGEMENT
   CANTEEN
   CHAPLAIN
   CHIEF OF STAFF
   DENTAL
   DERMATOLOGY
   DIETETICS
   DIRECTOR
   DOMICILIARY
   EDUCATION
   ENGINEERING
   FISCAL
   IRM
   ISC
   LABORATORY
   LIBRARY
   '^' TO STOP: ^ <RET>


Select PAID COST CENTER/ORGANIZATION NAME: BLIND REHAB <RET>
NAME: BLIND REHAB// <RET>
MED CARE APPROPRIATED (Y/N?): YES// <RET>
FTE CEILING: <RET>
FTE MD CEILING: <RET>
FTE RN CEILING: <RET>
FTE LPN CEILING: <RET>
FTE NA CEILING: <RET>

Select PAID COST CENTER/ORGANIZATION NAME: <RET>
```

Compile/Print Strength Report

The strength report is a listing by service of counts and Full Time Equivalent (FTE) totals for various employee categories. These categories are:

FTP	**Full Time Permanent**
PTP	**Part Time Permanent**
PTPFTE	**Part Time Permanent FTE**
FTT	**Full Time Temporary**
PTT	**Part Time Temporary**
PTTFTE	**Part Time Temporary FTE**
INT	**Intermittent**
SIS	**Stay-in-School/Summer Aid**
INTFTE	**Intermittent FTE**
SISFTE	**Stay-in-School/Summer Aid FTE**
TSR	**Trainees/Stipends/Residents**
TSRFTE	**Trainees/Stipends/Residents FTE**
LWOP	**Extended LWOP**

The strength report utilizes four options on the Employee Inquiry Menu:

4 Update PAID Codes
5 Enter/Edit Cost Center/Organization file
6 Compile/Print Strength Report
7 Print Strength Report

The use of these options requires the PRSD PAID CODES key. If the user requires these menu options, please request this key from your IRM representative.

In order to produce a strength report the user must first compile the strength report statistics. This can be done by means of the "Compile/Print Strength Report" option. Each time this option is run the strength report statistics will be recalculated. Compiling the strength report should take approximately five minutes. If you wish to run this job at a later time you may queue the job for later processing. When selecting a device be sure to request a right margin of at least 132. This report is not designed to be displayed on an 80-column screen. Reprints or additional copies of a compiled report can be obtained by means of the "Print Strength Report" option.

```
Select Employee Inquiry/Reports Menu Option: 6 <RET> Compile/Print Strength
Report

Do you wish to queue this job? ?? <RET>

Answer 'Y' if you wish this job to be run as a background job.
Answer 'N' if you wish this job to be run interactively.
Do you wish to queue this job? N <RET>   (NO).......................
DEVICE: DEV-LASER(16)-LAND-132 <RET>  DEVELOPMENT AREA - LANDSCAPING-132
RIGHT MARGIN: 132// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// Y <RET>  (YES)
```

```
Requested Start Time: NOW// <RET>  (JUN 21, 1993@14:42)
Request Queued!
```

STRENGTH REPORT FOR HINES(ISC) COMPILATION DATE: OCT 25, 1994@08:03
PAGE: 1 PRINT DATE: JUN 21, 1994@08:03

SERVICE NAME	CEILING	FTP	PTP	PTPFTE	FTT	PTT	PTTFTE	INT	SIS	SISFTE INTFTE	TOT	FTETOT	VAR	TSR	TSRFTE	LWOP
AMBULA-TORY CARE	15.00	10	8	4.15	0	0	0.00	0	0	0.00	18	14.15	-0.85	0	0.00	0
ANESTHE-SIOLOGY	5.90	6	3	0.75	0	1	0.25	0	0	0.00	10	7.00	1.10	8	4.00	0
BLIND REHAB	1.00	1	0	0.00	0	0	0.00	0	0	0.00	1	1.00	0.00	1	0.50	0
CHIEF OF STAFF	6.00	2	2	1.76	0	0	0.00	0	0	0.00	4	3.76	-2.24	0	0.00	0
DENTAL	10.20	7	4	2.08	0	1	0.40	0	0	0.00	12	9.48	-0.72	6	3.00	0
EXTENDED CARE	7.70	2	7	3.71	0	1	0.63	0	0	0.00	10	6.34	-1.36	1	0.50	0
LAB	8.80	7	5	1.15	0	1	0.50	0	0	0.00	13	8.65	-0.15	6	3.00	0
MEDICAL	49.00	19	58	26.83	0	5	1.76	0	0	0.00	82	47.59	-1.41	88	44.00	0
MISC	0.00	1	0	0.00	0	0	0.00	0	0	0.00	1	1.00	1.00	0	0.00	0
NEUROLOGY	8.00	4	4	2.38	0	0	0.00	0	0	0.00	8	6.38	-1.62	9	4.50	0
NUCL MED	5.00	2	2	1.63	0	0	0.00	0	0	0.00	4	3.63	-1.37	2	1.00	0
OFFICE OF DIRECTOR	2.00	2	0	0.00	0	0	0.00	0	0	0.00	2	2.00	0.00	0	0.00	0
PHYCHIA-TRY	23.00	15	11	6.51	1	2	1.26	0	0	0.00	29	23.77	0.77	11	5.50	0
RADIOLOGY	15.00	11	2	0.50	0	1	0.13	0	0	0.00	14	11.63	-3.37	1	0.50	0
REHAB MED	9.00	7	2	1.51	0	0	0.00	0	0	0.00	9	8.51	-0.49	7	3.50	0
SPINAL CORD INJ	6.00	5	0	0.00	1	0	0.00	0	0	0.00	6	6.00	0.00	0	0.00	0
SURGERY	19.40	1	41	18.26	0	5	2.52	0	0	0.00	47	21.78	2.38	45	22.50	0
TRAINING/ CONT ED	1.00	1	0	0.00	0	0	0.00	0	0	0.00	1	1.00	0.00	0	0.00	0
TOTAL	192.00	103	149	71.22	2	17	7.45	0	0	0.00	271	183.67	-8.33	185	92.50	0

FTP	Full Time Permanent	SIS	Stay-in-School/Summer Aid
PTP	Part Time Permanent	VAR	Variance (FTETOT-CEILING)
FTT	Full Time Temporary	TSR	Trainee/Stipend/Resident
PTT	Part Time Temporary	LWOP	Extended Leave Without Pay
INT	Intermittent		

The following Cost Center/Organization codes are not associated with a service name and are being counted under the service name MISCELLANEOUS. They can be assigned a service name via the Update PAID Codes option by choosing the COST CENTER/ ORGANIZATION file, entering the CODE and entering a DESCRIPTION. You must then recompile the report via the Compile/Print Strength Report option. These codes will then be counted under the appropriate service name.

8017:0720
8045:1018

PHYSICIAN STRENGTH REPORT FOR HINES(ISC) COMPILATION DATE: OCT 14, 1994@08:03
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SERVICE NAME	CEILING	FTP	PTP	PTPFTE	FTT	PTT	PTTFTE	INT	SIS	SISFTE INTFTE	TOT	FTETOT	VAR	TSR	TSRFTE	LWOP
MEDICAL	0.00	5	1	0.00	0	0	0.00	0	0	0.00	6	0.00	0.00	0	0.00	0
MISC	0.00	1	0	0.00	0	0	0.00	0	0	0.00	1	0.00	0.00	1	0.00	0
NURSING	10.00	3	0	0.00	0	0	0.00	0	0	0.00	3	0.00	-10.00	0	0.00	0
PERSONNEL	0.00	1	0	0.00	0	0	0.00	0	0	0.00	1	0.00	0.00	0	0.00	0
REHAB MED	0.00	1	0	0.00	0	0	0.00	0	0	0.00	1	0.00	0.00	0	0.00	0
TOTAL	10.00	11	1	0.00	0	0	0.00	0	0	0.00	12	0.00	-10.00	1	0.00	0

FTP	Full Time Permanent	SIS	Stay-in-School/Summer Aid
PTP	Part Time Permanent	VAR	Variance (FTETOT-CEILING)
FTT	Full Time Temporary	TSR	Trainee/Stipend/Resident
PTT	Part Time Temporary	LWOP	Extended Leave Without Pay
INT	Intermittent		

The following Cost Center/Organization codes are not associated with a service name and are being counted under the service name MISCELLANEOUS. They can be assigned a service name via the Update PAID Codes option by choosing the COST CENTER/ ORGANIZATION file, entering the CODE and entering a DESCRIPTION. You must then recompile the report via the Compile/Print Strength Report option. These codes will then be counted under the appropriate service name.

1101:0000
1101:1000
1200:0000

The service in which an employee is counted is based upon the employee's Cost Center/Organization (field #458 in the PAID Employee file). The station's Cost Center/Organizational codes can be found via the "Update PAID Codes" option by selecting the "Cost Center/Organization" file. Each Cost Center/Organizational code should be associated with a service name or description. If the Cost Center/Organizational code does not have a description you may add one by selecting from the description list. The user may also change a code's description if it is to be associated with a different name.

1) Naming a Cost Center/Organization

Any Cost Center/Organizations which appear on your listing as codes and not as names should be named. This can be done by doing the following:

```
Select Employee Inquiry Reports Menu Option: 4 <RET> Update PAID Codes

Select FILE: 94 <RET> COST CENTER/ORGANIZATION
Select COST CENTER/ORGANIZATION CODE: 1200:3000 <RET>

CODE: 1200:3000// <RET>
DESCRIPTION: ISC <RET>
```

NOTE: More than one code may be associated with the same description.

If the preferred description is not in the description list, the user may enter a new description or edit an existing one by means of the Enter/Edit Cost Center/Organization file option. Once the user has named all of the Cost Center/Organizations the "Miscellaneous" service should not appear on the strength report.

2) FTE Service Ceilings

Service ceilings can be added by means of the Enter/Edit Cost Center/Organization file option. The user may also add physicians' ceilings for those services which contain physicians. The Nursing Service may also have individual ceilings for RNs, LPNs and NAs. The service variance will be computed as TOTAL FTE - FTE CEILING.

3) Customizing Your Strength Report

The strength report is designed to provide you with some flexibility in determining where your employees are counted. The strength report is divided into two sections: medical care appropriated services and medical care non-appropriated services. The user may determine where a service is counted by means of the Enter/Edit Cost Center/Organization file option by answering the question "MED CARE APPROPRIATED (Y/N?)". Medical care appropriated services will be listed first followed by medical care non-appropriated services.

If a particular Cost Center/Organizational code is not associated with the correct name (e.g., some stations may want certain codes to be counted under Chief of Staff while other stations may want the same codes to be counted under MAS), the user may change the service associated with a Cost Center/Organizational code by means of the "Update PAID Codes" option. (See example under "1" above.) By changing the DESCRIPTION of a Cost Center/Organization and recompiling the statistics, all of the employees with that code will now be counted under the new DESCRIPTION.

STRENGTH REPORT TROUBLESHOOTING

Problem: Ceiling values equal zero.
Cause: No ceiling values in the Cost Center/Organization file.
Solution: Enter the ceiling values via the Enter/Edit Cost Center/Organization file option, under Employee Inquiry Menu.

Problem: "Miscellaneous" service appears on strength report.
Cause: Cost Center/Organization codes are not associated with a service name.
Solution: Determine which Cost Center/Organization codes require names by printing a Cost Center/Organization list. Enter the Cost Center/Organization DESCRIPTION via the Update PAID Codes option, under Employee Inquiry Menu.

Problem: Strength report totals inaccurately.
Cause: Cost Center/Organization codes are associated with the wrong service name.
Solution: Enter the correct Cost Center/Organization DESCRIPTION via the Update PAID Codes option under Employee Inquiry Menu.

Problem: Service does not appear on strength report.
Cause: No employee has this Cost Center/Organization code in their record
OR
Cost Center/Organization code is not associated with a service name
OR
The "MED CARE APPROPRIATED (Y/N?)" field has not been answered.
Solution: Enter the Cost Center/Organization DESCRIPTION via the Update PAID Codes option under Employee Inquiry Menu. Be sure that the "MED CARE APPROPRIATED (Y/N?)" field has been answered.

Print Strength Report

This option only prints the strength statistics of the PAID employee files, whereas the preceeding option, "Compile/Print Strength Report", compiles AND prints the statistics. (After the strength statistics have been compiled, the "Print Strength Report" option may be used for printing at a later time.)

```
Select Employee Inquiry/Reports Menu Option: 7 <RET>  Print Strength Report

DEVICE: DEV-LASER(16)-LAND-132 <RET>  DEVELOPMENT AREA - LANDSCAPING-132
RIGHT MARGIN: 132// <RET>
DO YOU WANT YOUR OUTPUT QUEUED? NO// Y <RET>  (YES)

Requested Start Time: NOW// <RET>  (JUN 21, 1993@14:42)
Request Queued!
```

To view Strength Report, see option 6, Compile/Print Strength Report (Employee Inquiry Menu).

Glossary

AAC	**Austin Automation Center**
Access Code	**A unique sequence of characters assigned to the user by the System Manager. The access code (in conjunction with the verify code) is used by the computer to identify authorized users, and should not be revealed to any other person.**
AL	**Total amount of Annual Leave for week TWO of the pay period.**
AN	**Total amount of Annual Leave for week ONE of the pay period.**
AU	**Total amount of Authorized Absence for week ONE of the pay period.**
Biweekly	**Two consecutive calendar weeks.**
CD	**Control Data field.**
Data Dictionary	**A description of the file structure and data elements within a file.**
DHCP	**Decentralized Hospital Computer Program.**
Download	**Used here to refer to data generated by the AAC and sent via MailMan to the station.**
Edit & Update	**A type of download used to update an employee's master record data in the PAID EMPLOYEE file (#450).**
Exception Report	**A report sent to the VA facilities by AAC that lists rejected 8B Record data.**
Field	**A data element in a file.**
Initial	**A type of download used to populate the PAID EMPLOYEE file (#450) with master record data.**
MailMan	**The Department of Veterans Affairs electronic mail system.**
Menu	**A set of options available to users to perform related tasks.**
Option	**A selection from a menu that performs a task.**
OT/CT	**Overtime or Compensatory time.**

Package	**A set of MUMPS routines, files, documentation and installation procedures that support a specific function within DHCP.**
Payroll Clerk	**Employee of Fiscal Service, Payroll Section who is responsible for uniformity in the correct preparation and maintenance of time and attendance reports.**
Payrun	**A type of download containing accounting data used to update the PAID EMPLOYEE (#450) and PAID PAYRUN DATA (#459) files.**
RET	**RETURN or ENTER key on a terminal keyboard.**
Separation	**A type of download used to mark an employee's entry in the PAID EMPLOYEE (#450) file as a separation (i.e., no longer an active employee at that station).**
SF 71	**Application for Leave, Standard Form 71.**
Software	**A generic term referring to a related set of computer programs.**
SSN	**Social Security Number.**
T&A	**Time and Attendance.**
T&L	**Time and Leave Unit.**
Timekeeper	**Responsible for the preparation, maintenance, and timely submission of time and attendance reports for each affected employee whose record has been assigned to their jurisdiction.**
Transfer	**A type of download used to create an entry into the PAID EMPLOYEE (#450) file for an employee transferring into the station from another station.**
Transmit	**A process in which data is sent from one computer to another.**
User	**A person who enters, edits, and/or retrieves data from a system.**
VA Form 4-5631	**The TIME AND ATTENDANCE REPORT (i.e., timecard).**
Verification	**To check the accuracy or to confirm the input entry of known data.**

Verify Code	**A unique security code which serves as a second level of security access. The user may change this code.**
VHA	**Veterans Health Administration.**
8B Record	**Employee information pertinent to the generation of biweekly payroll checks.**

Section 2. Education Tracking

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Introduction - Education Tracking

This module creates an Educational Tracking database which features the identification of educational programs and inservice training, allows the crediting of attendance at these educational offerings, and generates multiple reports.

The information associated with each class may include:

- program or class name
- supplier/presenter
- type of media used in the presentation
- location of training
- purpose of training
- category of program/class
- type of training (mandatory inservice, continuing education, etc.)
- mandatory review group (if a required class)
- financial agency and cost
- accreditation board (for continuing education)
- employer or student expense

The database information is used to complete VA FORM 5-4691 and to manually transmit data to the Austin Automation Center (AAC). The data tracked for this purpose includes: whether the training is financed by the government or the employee, the purpose or reason the employee received the training, whether the training was given by a federal agency or commercial vendor, the number of on-duty and off-duty hours of training, the length of the program or class, direct cost (e.g., tuition, books, supplies), indirect cost (e.g., transportation, lodging, and subsis-tence), the program category (information about the specific kind of training), program or class title, employee cost, the contact hours (the actual hours spent in class-calculate as on-duty and off duty hours) and whether the training was routine or non-routine.

The education tracking options provide on-line registration, class calendars, registration rosters, and record tracking of all programs or classes that an employee or student has taken. This employee record can be transferred from site to site.

The menu options provide the opportunity to enter a program or class with multiple attendees, saving input time and keyboard interaction. The main menu for this application is PRSE-SYS-MGR.

Section 2. Education Tracking

Chapter 1. Package Management

There are several issues which the Application Coordinator and IRM staff need to be cognizant of when the Education Tracking module is initially installed. This section discusses these topics which include: New Person and PAID Employee file relationships, file descriptions, site configurable file entries, software warnings, package keys, unique legal requirements, data conversions, the concept of mandatory review groups, and general information on editing and deleting class records.

1. The software environment

The Education Tracking application must be installed in an environment with not less than:

Kernel Version 7.1
FileMan Version 20

2. PAID files

The following PAID files are exported with this software:

PAID Employee file (#450)
This file contains employee master record data that is sent to the station from the Austin Automation Center.

PRSE Student Education Tracking file (#452)
This file contains information on employee and non-employee attendance at continuing education and inservice programs. (Selected data is manually entered into the OLDE software).

PRSE Program/Class file (#452.1)
This file contains the names of all classes including local continuing education programs, mandatory/required classes, miscellaneous inservice programs, and nursing ward inservice used in the Education Tracking software. Non-local C.E. class names are not stored in this file.

PRSE Education Program/Class Supplier file (#452.2)
This file contains the names of an individual, companies, or organizations presenting or supplying the program(s).

PRSE Mandatory Training (MI) Class Group file (#452.3)

This file groups the names of mandated or required classes and associates these groups with a service, a category of staff or as hospital wide. In the Nursing software, these groups were previously known as review groups and the names were stored in the NURS MI Class Group file. These training groups can now be associated with individual persons or entire services.

PRSE Education Program/Class Category file (#452.4)
This file contains a listing of categories which is used to identify the type of program or training received. Editing of the file's entries is limited to the application's developers and is exported with the package. (Selected data is manually entered into the OLDE software).

PRSE Education Presentation Media file (#452.5)
This file contains a listing of class presentation formats.

PRSE Employee Purpose of Training file (#452.51)
This file contains a listing of purposes used in describing the reason for the training received. Editing of the file's entries is limited to the application's developers and is exported with the package. (Selected data is manually entered into the OLDE software).

PRSE Svc Reasons for Training file (#452.6)
This file contains the hospital service's reason or purpose for training received. Each service may add information to this file.

PRSE Parameters file (#452.7)
This file contains specific medical center parameters used in the Education Tracking software.

PRSE Education Registration file (#452.8)
This file contains information on student registration for individual classes.

PRSE Education Accreditation Organizations file (#452.9)
This file contains a list of organizations conferring CEUs or contact hours for (i. e., accrediting) continuing education programs. Data is exported through the software and local entries can be added.

3. File population

The following files are not exported with data and information must be entered into each file prior to using the software:

a. PRSE Education Program/Class Supplier (#452.2)
b. PRSE Education Presentation Media (#452.5)
c. PRSE Svc Reasons for Training (#452.6)

These files are editable by the Application Coordinator and data should be added to the files after discussing the proposed entries with other service application

coordinators. Refer to the chapter on Site Files for an explanation on entering data into these files.

The software is also exported with the following populated files:

a. **Employee Purpose Of Training (#452.51)**
b. **Education Program/Class Category (#452.4)**

Data contained in these two files is not to be edited through VA FileMan at the medical center. As additional categories are officially added by Central Office, the developers will export a patch to update these files.

4. Menus

The main option for the Education Tracking software is PRSE-SYS-MGR or the System Manager's Menu. This menu should be assigned to the Information Resource Management Service (IRMS) employee supporting the software.

System Managers' Menu.

```
1      IRM Menu ...
2      Package Coordinator Menu ...
3      Education Tracking Instructor Menu ...
```

The System Manager/designee should be solely responsible for executing any changes under the IRM Menu and needs to be familiar with the following menu.

IRM Menu

```
1      Enter/Edit Tracking Parameter File
2      Purge Student Tracking File
```

The Application Coordinator should also be knowledgeable of the information contained in the options of the IRM Menu.

The Enter/Edit Tracking Parameter File option contains fields which: (1) place the software on-line/off-line, (2) store the facility name used in printing reports, and (3) turn on and off access to the New Person and the PRSE Education Program/ Class Supplier files. The Purge Student Tracking File option deletes information from the PRSE Student Education Tracking file based on a date indicated by the user. The purged data is only retrievable from a backup tape. Archiving to another medium is not available in this version.

The PRSE Education Tracking Application Coordinator's primary menu consists of the following options:

Package Coordinator Menu

```
1      Enter/Edit Class Information ...
2      Class Registration Enter/Delete
3      Attendance Menu ...
```

```
4      Reports Menu ...
5      Package Set-up Menu ...
```

Functionally these options allow the creating and editing of class information, permit individual registration in classes, document attendance at classes, and print reports. Within the Package Coordinator Menu, there is a separate menu option which can be assigned to all medical facility staff so that they may register for appropriate classes and print their own education tracking reports. The last menu option, Package Set-up Menu, is used to edit the site configurable files. This menu option may be given to other application coordinators and appropriate staff as designated by the PRSE Education Tracking Application Coordinator.

The Instructor's Menu option supplies the user with the tools to set up classes, register individuals for programs, credit program attendance, print reports.

Education Tracking Instructor Menu

```
1      Enter/Edit Class Information ...
2      Class Registration Enter/Delete
3      Attendance Menu ...
4      Reports Menu ...
```

5. Keys

There are 3 keys that are part of the Education Tracking software. Each key allows the user to access different levels of data. The keys and their descriptions are as follows:

1. PRSE CORD

- **Allows user to see data for all services.**
- **Allows user to register and enter attendance for anyone in an open or closed class regardless of service.**

2. PRSE SUP

- **Allows user to see data only for their own service.**
- **Allows user to register and enter attendance for any individual in a closed class sponsored by their service.**

3. PRSE TRAIN

- **Used only by Nursing Service personnel.**
- **Allows user to see data only for their own nursing location.**

Any user having the Enter/Edit Class Attendance option can credit attendance for any individual at any open class. A user with no key sees only their own data. Refer to #13 below for an explanation of open and closed classes.

6. New Person and PAID Employee file relationships

With the installation of PAID V. 3.1 certain key relationships have been set up between the New Person file (#200), and the PAID Employee file (#450). The names of all medical center employees used in the Education Tracking application have already been entered in both files. Also, the social security numbers have been matched between the two files. The last important relationship between the New Person file and the PAID Employee file is the service associated with the medical center employee. The PAID Employee file must have an entry in the Cost Center/Organization field (#458) to identify the employee's service. The Service/ Section field of the New Person File does not need to have an entry. Education tracking relies solely on the entry in the PAID Employee file except in the case of a non-employee.

7. Identifying current and separated employees

This module uses the Separation Ind field (#80) in the PAID Employee file to identify a current employee. Only current employees are reflected in the service and deficiency reports. The Separation Ind field's description states that the field identifies a separated employee and that separated employees have a value of Y (for yes). Current employees have a value of N (for no). This field should be set before the Cost Center/Organization field to insure that the PAID Employee file 'ACC' cross reference is created. If the Separation Ind is set after the Cost Center/Organization, you will need to re-enter the Cost Center/Organization eight digit code or use VA FileMan to re-index the 'ACC' cross reference on the Cost Center/Organization field.

8. Non-Employee entries

Non-employees (including WOC trainees, contract employees, and house staff not on the DVA payroll) may attend any of the medical center classes and have their attendance included in the tracking software. Also, the facility may register non-employees for courses prior to their attendance. The name of the individual will have to be stored in the New Person file either by IRM or through the Education Tracking application. The name of the non-employee can be added directly through the software if the PRSE New Person File Access, in the PRSE Parameters file, is turned on. A warning will appear when entering data on the new employee. A warning, depending upon the option you have entered, states:

a. Is (name of individual), being added to the NEW PERSON (#200) file as a NON-EMPLOYEE YES//

b. Do you want to credit (name of individual) - NON-EMPLOYEE for attending (name of class)

If the PRSE New Person File Access is turned off, then the following warning will appear:

New entries cannot be added to the New Person file from this option - Contact the Education Package Coordinator or IRM.

Remember, if non-employees are to be tracked in this system, IRMS must either turn on the PRSE New Person File Access switch located in the PRSE Parameters file or make entries into the New Person file for non-employees.

9. Mandatory training/review groups

Required classes for individuals which are based on service or hospital requirements can be grouped or clustered together and designated as mandatory inservice (MI) review groups. For example, all employees must attend fire and safety classes, sexual harassment classes, etc. These classes can be combined under a MI review group called hospital-wide. Another example might be the grouping of all classes required for registered nurses (e.g., blood administration, CPR, infection control, obstructed airway) in Nursing Service through a MI review group called RN (for registered nurses only). The grouping of classes into MI review groups might be easier to assign than associating the classes individually with an employee. Mandatory review groups must be associated with any employee through the option, Assign/Delete Training Groups to Staff/Services [PRSE-EMP-MI]. The employee's MI review group data is stored in File #450, field #632. This relationship is not automatically built when new employees are entered into File #450 or when staff is assigned to a different service. A report called, Employee Mandatory Training Group/Class Report [PRSE-MI-LIST] prints a list of MI groups and required classes associated with an employee. A relationship between MI review groups or required classes and non-employees cannot be established in this version.

Note: If an employee is not assigned a mandatory training review group and/or a required class, the deficiency reports will indicate a compliance of 100%. In a future version, a message will print stating that the employee is not assigned to any review group or to any required class. It is suggested that all supervisors be given the Employee Mandatory Training Group/Class Report option for the purpose of identifying staff who are not assigned appropriate training review group(s) or required classes.

10. Creating and editing classes

Before creating a new class the user must first decide the appropriate category type for the class. The possible types are: (1) mandatory inservice, (2) continuing education (for on-station or off-station presentations), (3) other/miscellaneous, and (4) ward/unit location.

Mandatory inservice should be used if attendance is required of a group of employees and it is given on a scheduled basis (e.g., annually, quarterly, every two years, one time only). The class can be assigned to one or more mandatory

review groups. Either the Enter/Edit Mandatory Training (MI/Brief) [PRSE-M.I.] option or the Enter/Edit Mandatory Training (MI/Expanded) [PRSE-MIEX] option can be used. The expanded option has a few more fields to complete and should be used if the training attendance will be submitted to the PAID system by OLDE.

Continuing education (C.E.) can be either local C.E. or non-local C.E. and usually refers to professional educational programs of a substantial nature used to meet accreditation or licensing requirements. The granting of continuing education units (CEU) or contact hours may be involved. Local C.E. information is documented through the option Enter/Edit Local Continuing Education [PRSE-C.E.]. Please note that if the continuing education program was non-local, the program or class must be entered and edited through the Attendance Menu option, Create Non-Local CE and Enter Attendance [PRSE-NCEATTEND]. Refer to the glossary for a definition of local and non-local C.E.

Other/miscellaneous is used for classes not meeting mandatory inservice or C.E. criteria. The largest number of classes will probably fall into this type. Supervisory and management training, classes to review new procedures or equipment, routine technical training are examples of this type. The option Enter/Edit Miscellaneous Training [PRSE-O.I.] is used to capture information on these programs.

Ward/Unit location is used by Nursing Service to set up classes associated with a specific nursing unit that fall into the miscellaneous type described above. The Enter/Edit Ward/Unit-Location Training [PRSE-W.I.] option not only allows a user to store information about the class information but also permits the user to immediately (or at a later time) record attendance. If the class is established before the presentation so that the employee can register, this type should probably not be used.

The names of classes can be 2-53 characters. The software contains a programming check to make sure that the name of the class is unique. If two titles are the same, the application will prompt you to enter a different name for the second entry.

11. Initial class information set up

There are certain fields which are displayed only once, i.e., when the coordinator is initially setting up the class. These fields are: class objectives, required frequency or interval for attending the class (if the class type is mandatory/ required class), length of the class (in hours), and the name of the service sponsoring the class. These fields do not appear after the first class entry is made because the data contained in these fields does not change frequently. The user may edit these fields for future classes by using the Class File Edit option (under Package Set-up Menu) which edits the class data stored in the PRSE Program/ Class Title file (#452.1) and the PRSE Education Registration file (#452.8). Editing class data will not affect classes which have been presented and attendance taken. These courses have been stored in the PRSE Student Education Tracking file

(#452); therefore, changing specific class data will not change information on previously attended classes.

12. Deleting and Editing Class (not employee) Information

The name of a class and its identifying information which is stored in the PRSE Program/Class file (#452.1) may be deleted through the Class File Edit option [PRSE-CLAS] located in the Package Set-up menu. This excludes non-local C.E. class names which are not stored in File #452.1. When a class is deleted or removed from the PRSE Program/Class file, the corresponding entry in the PRSE Education Registration file (#452.8) is also deleted.

13. Editing and Deleting of Employee Class Information

When employees have attended a class and certain information is in error (i.e., name of class, program class supplier, type of training class, and class length), the information can be changed for all the attendee's records residing in the PRSE Student Education Tracking file (#452). The use of the Modify Past Class Information option [PRSE-I-EMP] (under Attendance Menu) will correct all erroneous records associated with the class. Use of the Quick Attendance Update of Past/ Purged Classes option [PRSE-I-EMP] allows the users to make a copy of an existing class attendance record from the PRSE Student Education Tracking file (#452) and place another student's name on it. All class attendance is based on entries in the PRSE Program/Class file (452.1). If the class name is purged or deleted from that file, you cannot add a student's attendance through the Enter/ Edit Class Attendance option. Therefore, the Quick Attendance Update of Past/ Purged Classes option is used to document class attendance for a single new attendee without reentering it into the PRSE Program/Class file.

14. Limiting class registration and multi-service attendance

The software has the capability to control the opening or closing of a class for registration, limiting the number of registrants, and restricting the participation of employees from services.

The Class Limit field is used to limit future class registration by either entering a 0 (zero) to close the class or a null value (blank) to open the class. A limit can be placed on the number that can register for a class session by entering a numeric value in the field. This information is otherwise summarized below:

a. 0 (zero) = closes the class to registration.

b. null (no field entry or value, blank) = opens the class to registration with no limitations on the number of registrants.

c. number from 1-999 = opens the class with a limitation on registration which is based on the numeric value in the field.

The Open/Closed field is used to allow the presenting/sponsoring service to open or close the class to other services. If closed is entered as the value, other service employees will not be able to register for the class. In general, closed should be associated with a class when the class is established for a specific service's purpose. The class should be open if more than one service's employees may attend. For example if the Pathology Service is presenting a class to hematology section employees on operating a new machine to do blood counts, the class should probably be closed. However if Human Resources is presenting a class to supervisors on Labor Relations, the class would be set as open to make the class available to all services.

15. Class III conversions

Data stored in the Automated Training Tracking System (ATTS) application (Class III software) or any other Class III/locally developed education tracking software will not be converted by the Education Tracking software.

16. Nursing V. 3.0 data conversion (after installation of Nursing V. 3.0)

With the installation of the next version of the Nursing application, V. 3.0 staff training information will be removed from the Nursing files and stored in the appropriate PAID files.
The following summarizes these changes:

(a) In the NURS Staff file (#210), data previously found in fields 27 (Continuing Education Program) and 28 (Mandatory Inservice Program) will be stored in the PRSE Student Education Tracking file (#452).

(b) Data previously stored in the NURS MI Class Group file (#212.42) will be found in the PRSE Mandatory Training (MI) Class Group file (#452.3).

(c) Data previously stored in the NURS Mandatory Inservice file (#212.4) will be stored in the EDUCATION PROGRAM/CLASS TITLE file (#452.1).

(d) In the NURS STAFF file, the MI Review Group field (#28.1) which previously pointed to the NURS MI CLASS GROUP file (#212.42) will display employee information found in the EDUCATION MI REVIEW GROUP file (#452.3).

Nursing Service will assign a review group to a nursing employee through the Assign/Delete Training Groups to Staff/Services option [PRSE-EMP-MI]. The MI review group information associated with the nursing employee will be updated in both the PAID Employee (#450) and the NURS Staff (#210) files.

Class start dates must be entered for those classes converted from the nursing software before the class is opened for registration. See section on Entering Dates within this chapter. Start dates can be entered through the following options:

(a) Enter/Edit Mandatory Training (MI/Expanded) [PRSE-MIEX]

(b) Enter/Edit Mandatory Training (MI/Brief) [PRSE-M.I.]

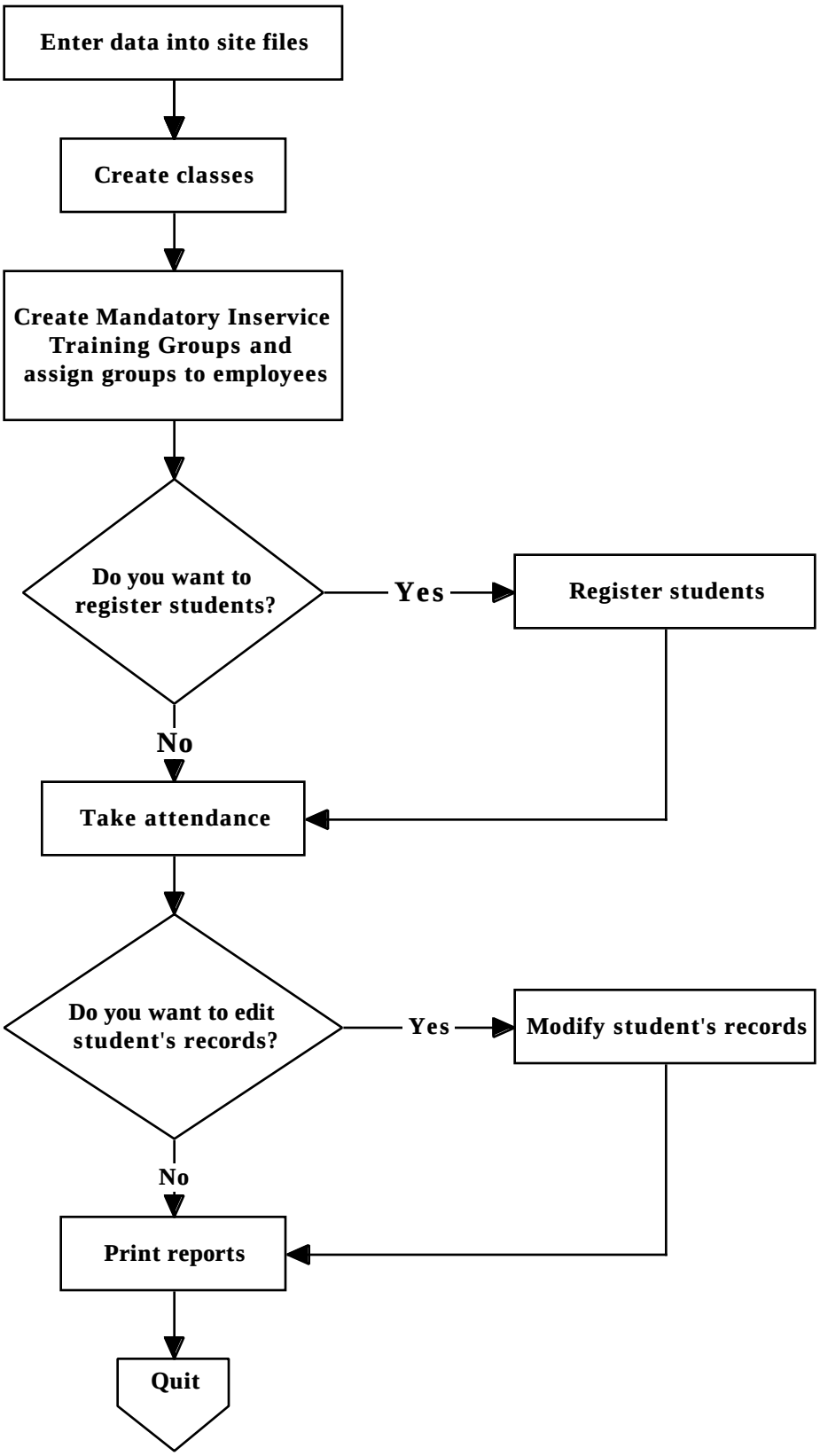
(c) Enter/Edit Local Continuing Education [PRSE-C.E.]

Editing of all data previously accomplished through the Nursing application is now done through the Education Tracking application.

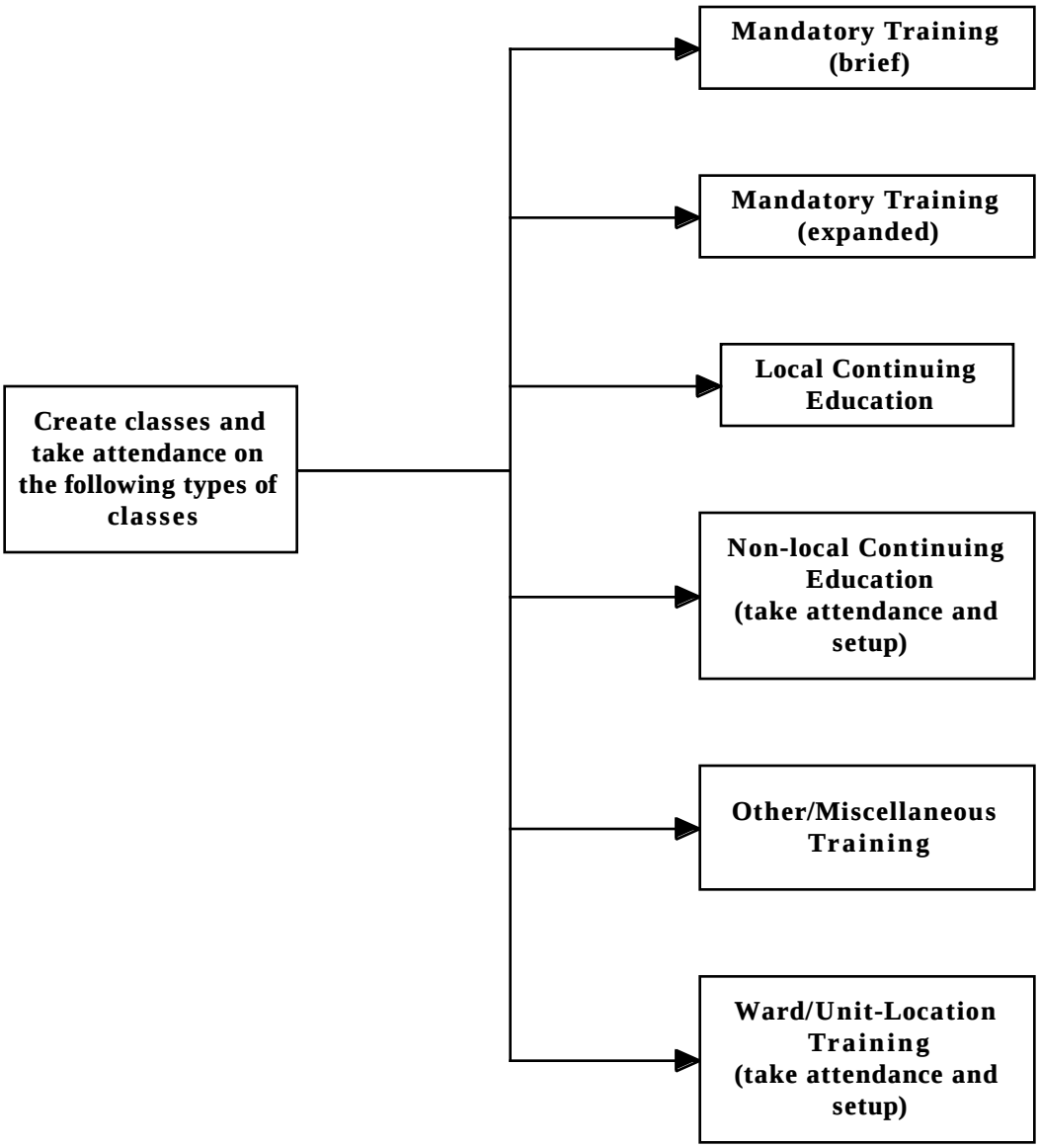
17. Special legal requirements for running the module

There are no unique legal requirements for implementing this software module.

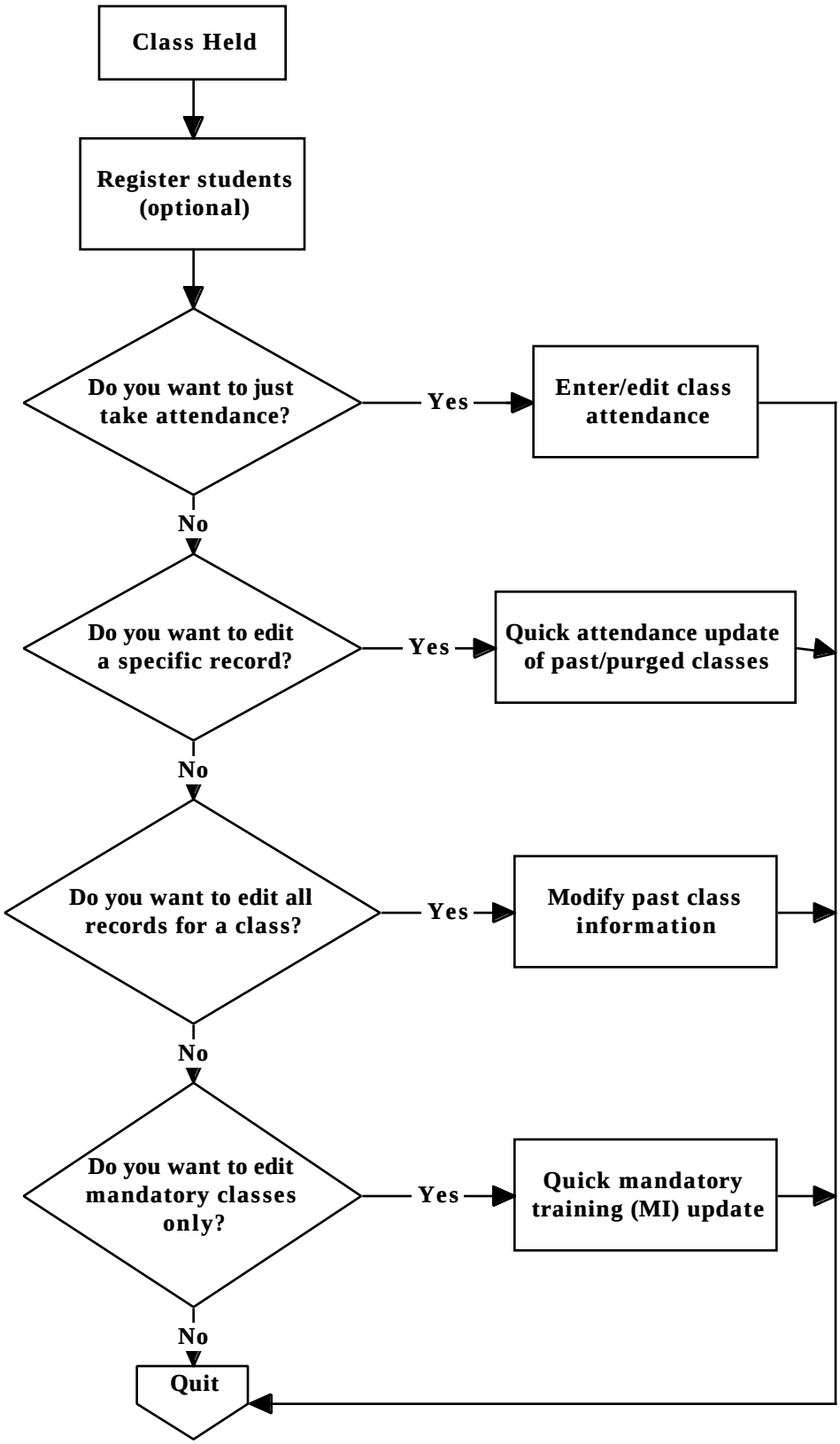
Education Process (general)



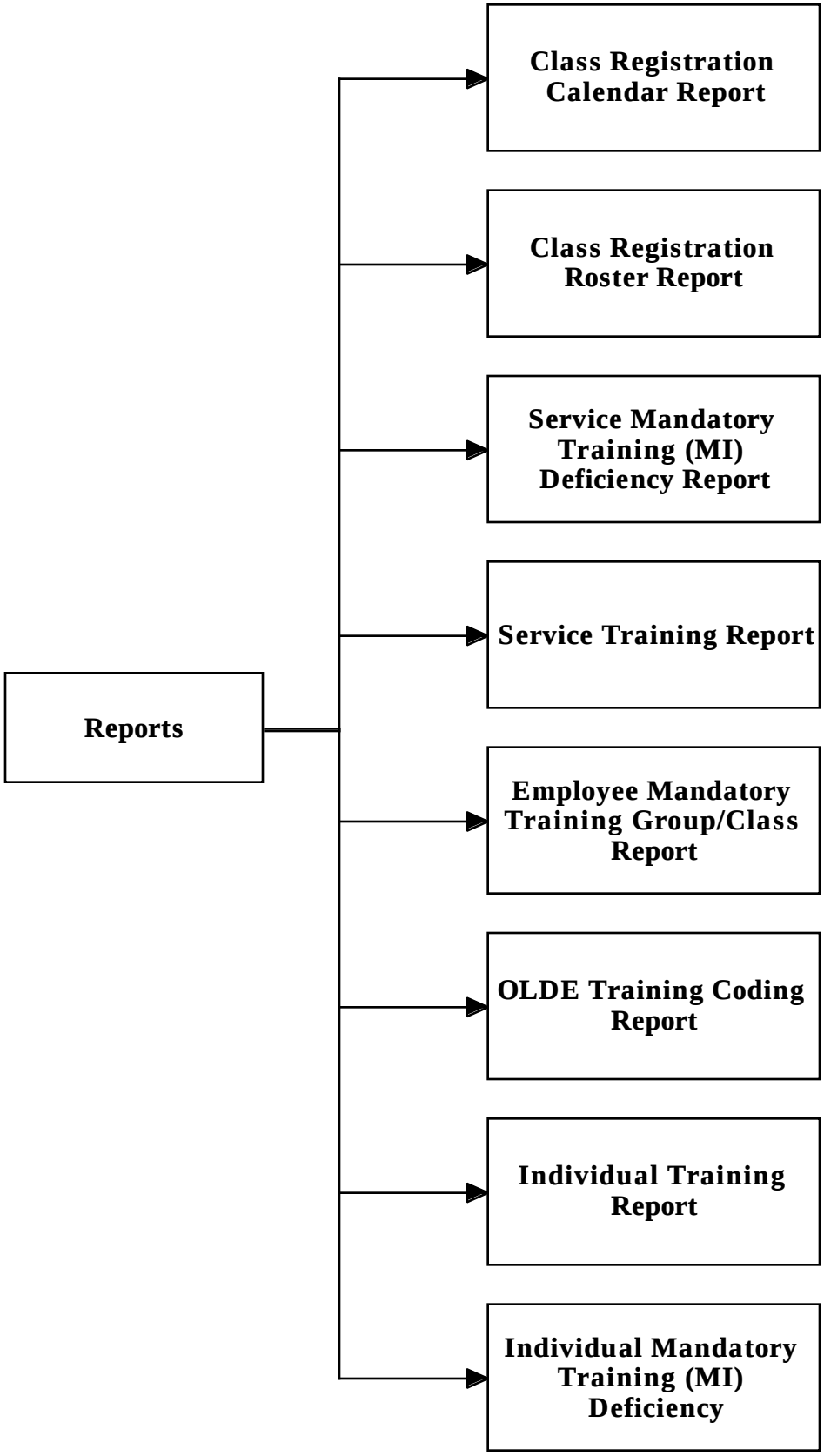
Attendance Breakdown



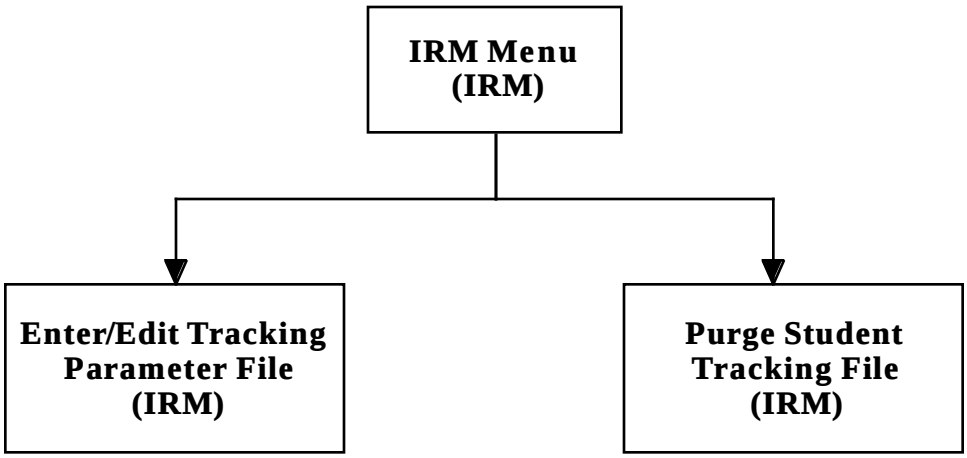
Take Attendance (general)



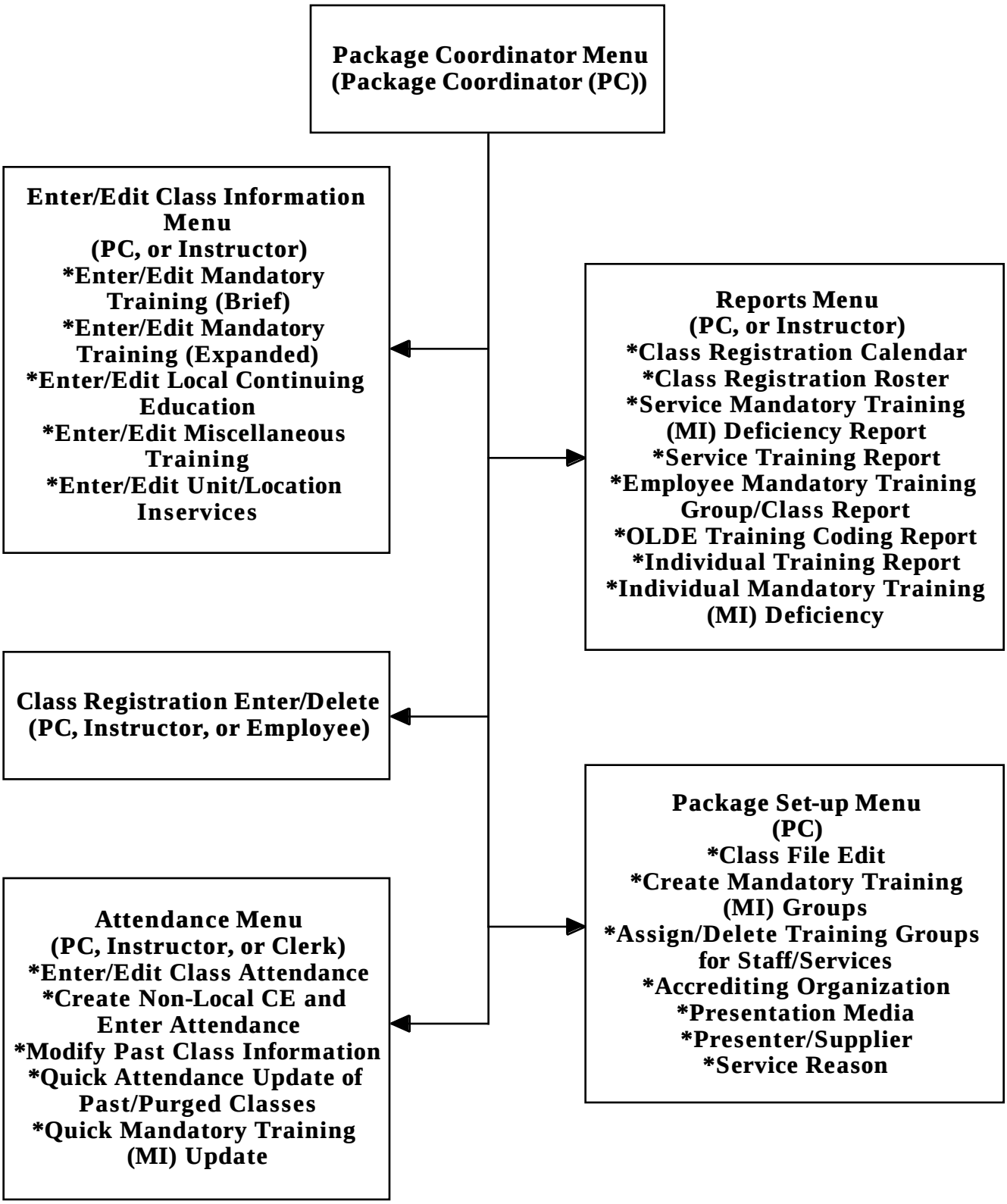
Reports Breakdown



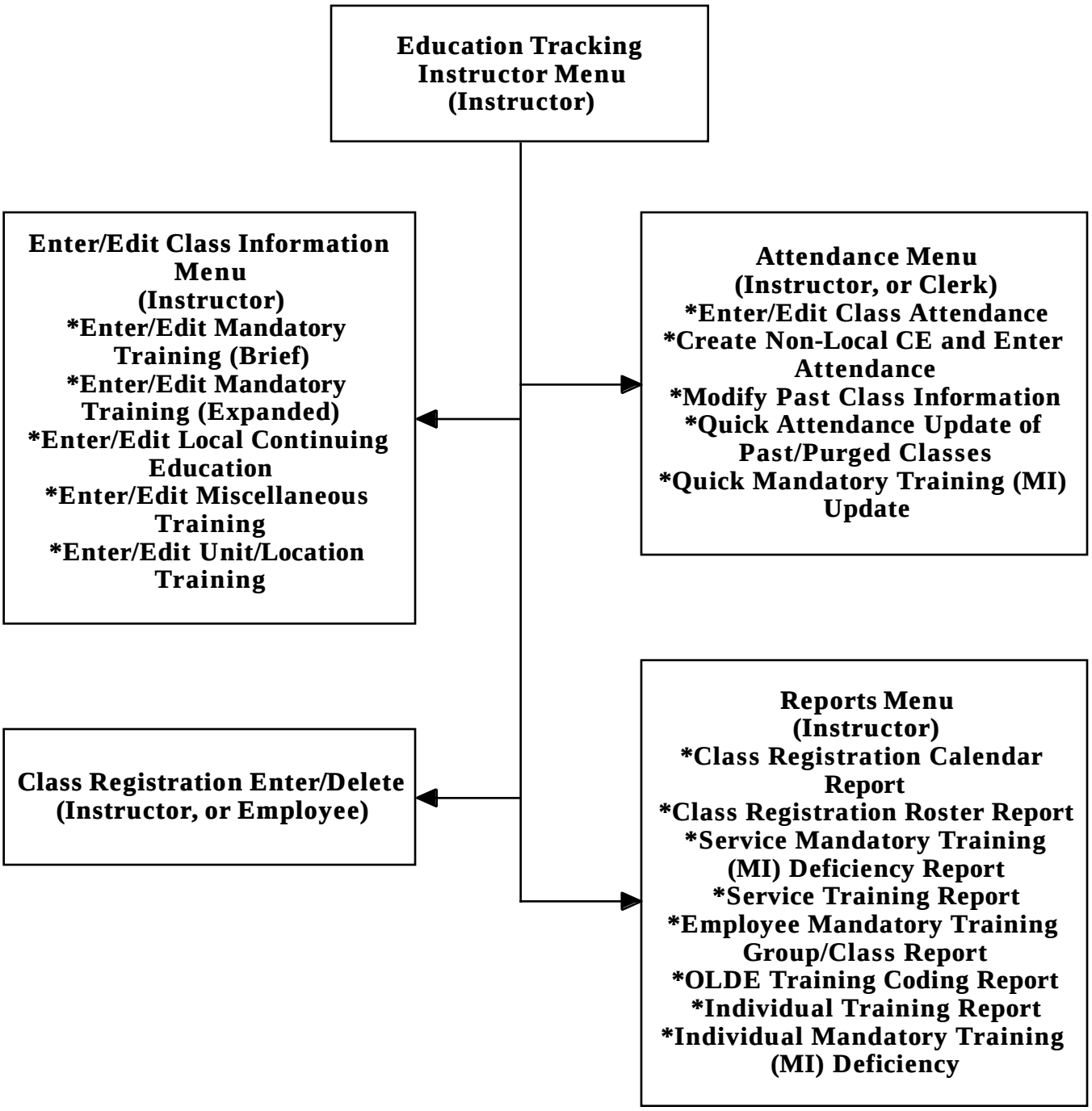
IRM Menu


IRM Menu
(IRM)
Enter/Edit Tracking
Parameter File
(IRM)
Purge Student
Tracking File
(IRM)

Package Coordinator Menu



Education Tracking Instructor Menu



File Diagram

This is a diagram of the files for the Education Tracking software and their relationships to each other.

```
   File/Package: EMPLOYEE EDUCATION TRACKING                        Date: NOV 25,1994

  FILE (#)                                          POINTER          (#) FILE
   POINTER FIELD                                     TYPE           POINTER FIELD              FILE POINTED TO
-------------------------------------------------------------------------------------------------------------------------------
          L=Laygo      S=File not in set      N=Normal Ref.      C=Xref.
          *=Truncated      m=Multiple           v=Variable Pointer

                                                                  ------------------------------
                                                                  |  452 PRSE STUDENT EDUCATIO* |
                                                                  |   STUDENT NAME              |-> NEW PERSON
                                                                  |   PROGRAM/CLASS CATEGORY    |-> PRSE EDUCATION PROGRAM/CLASS CA*
                                                                  |   PURPOSE OF TRAINING       |-> PRSE EMPLOYEE PURPOSE OF TRAINI*
                                                                  |   ACCREDITING ORGANIZATION  |-> PRSE EDUCATION ACCREDITATION OR*
                                                                  |   EMPLOYEE/ST:EMPLOYEE/ST*  |-> NEW PERSON
                                                                  | m SVC REASON:SVC REASON     |-> PRSE SVC REASONS FOR TRAINING
                                                                  ------------------------------
                                                                  ------------------------------
  PAID EMPLOYEE (#450.0633)                                       |                             |
    MANDATORY CLASS ..............................  (N S C )->    |  452.1 PRSE PROGRAM/CLASS   |
  PRSE MANDATORY TRAIN (#452.31)                                  |                             |
    M.I. PROGRAM/CLASS:MANDATORY CLASSES .........  (N )->        |   SERVICE                   |-> PAID COST CENTER/ORGANIZATION
  PRSE EDUCATION PROGR (#452.42)                                  |                             |
    PROGRAM/CLASS ................................  (N )->        |   EMPLOYE:MI REVI:MI REVI*  |-> PRSE MANDATORY TRAINING (MI) CL*
  PRSE EDUCATION REGIS (#452.8)                                   |                             |
    CLASS NAME ...................................  (N C L)->     |                             |
                                                                  ------------------------------
                                                                  ------------------------------
                                                                  |  452.2 PRSE EDUCATION PROG* |
                                                                  |   STATE                     |-> STATE
                                                                  ------------------------------
                                                                  ------------------------------
  PAID EMPLOYEE (#450.0632)                                       |                             |
    MI REVIEW GROUP ..............................  (N S C )->    |  452.3 PRSE MANDATORY TRAI* |
                                                                  |   SERVICE                   |-> PAID COST CENTER/ORGANIZATION
                                                                  | m M.I. PROGRA:MANDATORY C*  |-> PRSE PROGRAM/CLASS

                                                                  ------------------------------
                                                                  ------------------------------
  PRSE STUDENT EDUCATI (#452)                                     |                             |
    PROGRAM/CLASS CATEGORY .......................  (N )->        |  452.4 PRSE EDUCATION PROG* |
  PRSE EDUCATION REGIS (#452.8)                                   |                             |
    CLASS CATEGORY ...............................  (N )->        | m PROGRAM/CLA:PROGRAM/CLA*  |-> PRSE PROGRAM/CLASS
                                                                  ------------------------------
                                                                  ------------------------------
  PRSE EDUCATION REGIS (#452.8)                                   |                             |
    TYPE OF MEDIA ................................  (N )->        |  452.5 PRSE EDUCATION PRES* |
                                                                  ------------------------------
                                                                  ------------------------------
  PRSE STUDENT EDUCATI (#452)                                     |                             |
    PURPOSE OF TRAINING ..........................  (N )->        |  452.51 PRSE EMPLOYEE PURP* |
  PRSE EDUCATION REGIS (#452.8)                                   |                             |
    PURPOSE OF CLASS .............................  (N )->        |                             |
                                                                  ------------------------------
                                                                  ------------------------------
  PRSE STUDENT EDUCATI (#452.033)                                 |                             |
    SVC REASON ...................................  (N C )->      |  452.6 PRSE SVC REASONS FO* |
  PRSE EDUCATION REGIS (#452.877)                                 |                             |
    SERVICE REASON FOR CLASS .....................  (N C )->      |                             |
                                                                  ------------------------------
                                                                  ------------------------------
                                                                  |  452.8 PRSE EDUCATION REGI* |
                                                                  |   CLASS NAME                |-> PRSE PROGRAM/CLASS
                                                                  |   TYPE OF MEDIA             |-> PRSE EDUCATION PRESENTATION MED*
                                                                  |   SPONSORING SERVICE/SECTI* |-> PAID COST CENTER/ORGANIZATION
                                                                  |   ACCREDITING ORGANIZATION  |-> PRSE EDUCATION ACCREDITATION OR*
                                                                  |   CLASS CATEGORY            |-> PRSE EDUCATION PROGRAM/CLASS CA*
                                                                  |   PURPOSE OF CLASS          |-> PRSE EMPLOYEE PURPOSE OF TRAINI*
                                                                  | m SERVICE REA:SERVICE REA*  |-> PRSE SVC REASONS FOR TRAINING
                                                                  | m START D:STUDENT:STUDENT*  |-> NEW PERSON
                                                                  ------------------------------
                                                                  ------------------------------
  PRSE STUDENT EDUCATI (#452)                                     |                             |
    ACCREDITING ORGANIZATION .....................  (N )->        |  452.9 PRSE EDUCATION ACCR* |
  PRSE EDUCATION REGIS (#452.8)                                   |                             |
    ACCREDITING ORGANIZATION .....................  (N )->        |   STATE                     |-> STATE
                                                                  ------------------------------
```

Package Operation

Descriptions:

The chapters contained under Package Operation describe the sequence of steps used in:

1. Setting up the module's medical center site files and purging old student education records.

2. Creating educational program records for:
- **Mandatory/required classes.**
- **Continuing education programs.**
- **Classes presented on nursing units.**
- **Miscellaneous inservices which cannot be categorized under the previous class types.**

3. Creating hospital-wide and service specific mandatory training groups which are also known as mandatory review groups.

4. Associating training groups with hospital employees for the purpose of tracking attendance at required classes.

5. Registering students for classes by an instructor, secretary, or the employee himself (self registration). This step is optional.

6. Crediting program attendance at:
- **Required classes.**
- **Local and non-local continuing education classes.**
- **Nursing unit inservice programs.**
- **Other classes which do not fall in the above categories.**

7. Editing attendance of past classes where the data might have been entered in error.

8. Printing reports which include:
- **class calendars.**
- **registration rosters.**
- **required training deficiency reports by service and for an individual employee.**
- **service training reports.**
- **individual training reports.**
- **a listing of required classes and mandatory review groups associated with an employee.**
- **a report used to complete OLDE training data entry.**

Menu Display:

```
Select Education Tracking System Menu Option: 2  Package Coordinator Menu


   1      Enter/Edit Class Information ...
   2      Class Registration Enter/Delete
   3      Attendance Menu ...
   4      Reports Menu ...
   5      Package Set-up Menu ...
```

Chapter 2 IRM and Package Set-up Menus

1. IRM Menu

Description:

This menu contains the package site parameter option and a purge option for the PRSE Student Education Tracking file (#452).

Menu Display:

```
   1      IRM Menu ...
   2      Package Coordinator Menu ...
   3      Education Tracking Instructor Menu ...


Select Education Tracking System Menu Option: 1  IRM



   1      Enter/Edit Tracking Parameter File
   2      Purge Student Tracking File
```

Enter/Edit Tracking Parameter File

Description:

This option allows the user to edit the PRSE Parameters file (#452.7). By using this option, the user can take the Education Tracking application off-line, allow new people to be entered into the New Person file (#200) automatically, or allow LAYGO into the PRSE Education Program/Class Supplier file (#452.2).

Additional Information:

This option should be assigned to IRM staff who possess the VA FileMan access of "@". If the user does not have this level of access, only the Station Name field can be edited.

Menu Display:

```
Select Education Tracking System Menu Option: 1  IRM Menu


   1      Enter/Edit Tracking Parameter File
   2      Purge Student Tracking File
```

Screen Prints:

```
Select IRM Menu Option: 1  Enter/Edit Tracking Parameter File

NAME: ONE//   (No Editing)
STATION NAME: HINES ISC// ??
     This field should contain the station name or the desired default
     location for all locally presented training (e.g., VAMC HINES).
STATION NAME: HINES ISC// <RET>
PRSE OFFLINE/ON-LINE: ON-LINE// ??
     this switch will allow the Education Tracking Application to be taken
     off-line without bringing the entire system down.
     CHOOSE FROM:
       1        OFF-LINE
       0        ON-LINE
PRSE OFFLINE/ON-LINE: ON-LINE// <RET>
SUPPLIER/PRESENTER LAYGO: LAYGO ACCESS// ??
     This field allows IRM to turn on/off laygo access to the Supplier/
     Presenter File in the Education Tracking Application.
```

Additional information on the Supplier/Presenter field can be found under each option explanation in Chapter 3.

```
     CHOOSE FROM:
       1        LAYGO ACCESS
       0        NO LAYGO ACCESS
SUPPLIER/PRESENTER LAYGO: LAYGO ACCESS// <RET>
NEW PERSON FILE ACCESS: NO ACCESS TO NEW PERSON FILE
```

```
        // ??
     This field allows IRM to turn on/off access to the New Person File from
     the Education Tracking Application.
     CHOOSE FROM:
       1        ACCESS TO NEW PERSON FILE
       0        NO ACCESS TO NEW PERSON FILE
NEW PERSON FILE ACCESS: NO ACCESS TO NEW PERSON FILE
        // <RET>
```

Additional information on the purpose for this field is found in Chapter 1, Package Management, (under) 8. Non-Employee entries.

Menu Access:

The Enter/Edit Tracking Parameter File option is accessed through the IRM Menu option.

Purge Student Tracking File

Description:

This option allows the user to purge old education records from the PRSE Student Tracking file (#452). The user can purge data from a specified date.

Additional Information:

One-time only classes are not purged by this option. Once the data is purged from the file, the data can only be restored from a back up.

Menu Display:

```
Select Education Tracking System Menu Option: 1  IRM Menu


   1      Enter/Edit Tracking Parameter File
   2      Purge Student Tracking File
```

Screen Prints:

```
Select IRM Menu Option: 2  Purge Student Tracking File

Has IRM been contacted before purging data from file 452
to insure that journaling of the ^PRSE global has been suspended? YES// ??


ANSWER 'YES' or 'NO'
```

Journaling of the ^PRSE global should be suspended before any data is purged from the PRSE Student Tracking file (#452).

```
Has IRM been contacted before purging data from file 452
to insure that journaling of the ^PRSE global has been suspended? YES// <RET>
(YES)

Start With DATE: OCT 31, 1991//??

     Enter a date which is less than or equal to OCT 27, 1994.
```

The default date is approximately 156 weeks (3 years) prior to the current date.

```
Start With DATE: OCT 31, 1991// <RET> (OCT 31, 1991)

Are you sure you want to delete data prior to OCT 31, 1991? YES// ??
    ANSWER 'YES' OR 'NO':

Are you sure you want to delete data prior to OCT 31, 1991? YES// <RET>

Purging 452 data........
```

Data is being purged at this time.

Menu Access:

The Purge Student Tracking File option is accessed through the IRM Menu option.

2. Package Set-up Menu

Description:

This menu allows the user to enter or edit data in the software's site files. These files have been created so that the medical facility can enter information specific to their organization on topics such as:

1. **Organizations that accredit programs attended by staff.**

2. **Associating review groups and classes with employees and services.**

3. **Editing class content found in the PRSE Student Education Tracking File (#452).**

4. **Entering names of mandatory training groups which can be associated with specific services, staff positions, categories of personnel, and all hospital personnel.**

5. **Media used in presenting the course content.**

6. **Names of presenters and contractors associated with the programs.**

7. **Specific reasons for hospital services requiring the classes.**

Menu Display:

```
   1      IRM Menu ...
   2      Package Coordinator Menu ...
   3      Education Tracking Instructor Menu ...

Select Education Tracking System Menu Option: 2  Package Coordinator Menu


   1      Enter/Edit Class Information ...
   2      Class Registration Enter/Delete
   3      Attendance Menu ...
   4      Reports Menu ...
   5      Package Set-up Menu ...

Select Package Coordinator Menu Option:  5  Package Set-up Menu

   1      Class File Edit
   2      Create Mandatory Training (MI) Groups
   3      Assign/Delete Training Groups for Staff/Services
   4      Accrediting Organization
   5      Presentation Media
   6      Presenter/Supplier
   7      Service Reason
```

The following pages provide detailed information about entering and editing information contained in files accessed by the above options.

Class File Edit

Description:

This option allows the user to edit certain data for classes (i.e., mandatory, local continuing education, ward/location, and other/miscellaneous) stored in the PRSE Program/Class file (#452.1) through the Enter/Edit Class Information option.

Additional Information:

Non-local C.E. classes cannot be edited through this option, but through the Create Non-Local CE and Enter Attendance option found in the Attendance menu. Users CANNOT ADD new class entries through this option. All new classes are added through the Enter/Edit Class Information option. Once a class is presented it can be deleted through this option by entering the @ sign at the first prompt after selecting the correct class. Classes should not be deleted unless the user is sure that it will not be presented again in the near future or the user wants the mandatory class to appear on the deficiency reports.

When editing class information the Class Name field is automatically changed in the Education Registration file (#452.8). Editing class information or deleting a class will NOT affect information for employees whose attendance has been recorded. The records of past class attendance can be edited through the Attendance options.

Menu Display:

```
Select Package Coordinator Menu Option: 5  Package Set-up Menu


   1      Class File Edit
   2      Create Mandatory Training (MI) Groups
   3      Assign/Delete Training Groups for Staff/Services
   4      Accrediting Organization
   5      Presentation Media
   6      Presenter/Supplier
   7      Service Reason
```

Note: Forward jumping is not allowed in this option; backward jumping is allowed.

Screen Prints:

```
Select Package Set-up Menu Option: 1  Class File Edit

Select CLASS: ?
```

The class must be an existing class in the file. A user cannot enter a new entry into the PRSE Program/Class file.

```
 ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE, OR
     TYPE OF EDUCATION
 DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? Y  (YES)
CHOOSE FROM:
   113-CHEM JOURNAL           IRM   120-93-001-SANITATION
   118 EXPOSURE TO BLOOD PATHOGEN          NURSING SERVICE
   118-93005-THE MAGIC OF TEAMWOR          NURSING SERVICE
   3W BIOETHICS
   5TH NURSING INFORMATICS          NURSING SERVICE
   5W BAXTER IV PUMPS          NURSING SERVICE
   5W IVAC 4200          NURSING SERVICE
   FIRE SAFETY          INFORMATION SYSTEMS CENTER
   FIRE SAFETY          NURSING SERVICE
   '^' TO STOP: ^
Select CLASS: 3W BIOETHICS               NURSING SERVICE
PROGRAM/CLASS TITLE: 3W BIOETHICS// ?
     Answer must be 2-53 characters in length
```

This is the name of the class.

```
PROGRAM/CLASS TITLE: 3W BIOETHICS// <RET>
OBJECTIVE(S):
```

This field is used to enter the class objectives and it is word-processing.

```
EDIT Option: <RET>

  1>LEARN ABOUT BIOETHICS.
EDIT Option: <RET>
PRSE PROGRAM/CLASS LENGTH HRS: 8// ?
     Indicate the number of hours by typing a number between 0 and 9999.99, 2
     Decimal Digits.
```

This is the class length in hours as reported to Austin.

```
PRSE PROGRAM/CLASS LENGTH HRS: 8// <RET>
```

Note: When the class type is mandatory inservice, the FREQUENCY field is displayed between the PRSE PROGRAM/CLASS LENGTH HRS field and the TYPE OF EDUCATION field.

```
TYPE OF EDUCATION: Ward Inservice// ?
     CHOOSE FROM:
       M        Mandatory Inservice
       C        Continuing Education
       O        Other Training
       W        Ward Inservice
TYPE OF EDUCATION: Ward Inservice// <RET>
```

If this class was a mandatory inservice, a REQUIRED FREQUENCY prompt would have displayed before the TYPE OF EDUCATION prompt.

```
SERVICE: ISC// ?
     Select Cost Center/Organization Code entry other than 'MISCELLANEOUS'
 ANSWER WITH PAID COST CENTER/ORGANIZATION NAME
```

```
 DO YOU WANT THE ENTIRE PAID COST CENTER/ORGANIZATION LIST? Y  (YES)
CHOOSE FROM:
   A & M MGT
   AMBULATORY CARE
   ANESTHESIOLOGY
   AUDIOLOGY
   BLIND REHAB
   BUILDING MGT
   CHAPLAIN
   CHIEF OF STAFF
   DENTAL
   DERMATOLOGY
   DIALYSIS
   DIETETICS
      .
      .
      .
```

This field associates the class with a specific service.

```
SERVICE: NURSING SERVICE// <RET>
OPEN/CLOSED: CLOSED// ?
     CHOOSE FROM:
       1        CLOSED
       0        OPEN
```

This field indicates if the class is opened to individuals outside of the service. Closed programs will not be displayed to potential registrants from other services through the registration option.

```
OPEN/CLOSED: CLOSED// OPEN
Select CLASS: <RET>
```

Menu Access:

The Class File Edit is accessed through the Package Set-up Menu in the Package Coordinator Menu Option.

Create Mandatory Training (MI) Groups

Description:

This option allows creating or editing of the PRSE Mandatory Training (MI) Class Group file (452.3) which contains information on and classes associated with mandatory inservice (MI) review groups.

Additional Information:

Required classes for individuals, based on service or hospital requirements, can be grouped or clustered together and designated as mandatory inservice (MI) review groups (also referred to as mandatory training/inservice or mandatory review groups). For example, all employees must attend fire and safety classes, sexual harassment classes, etc. These classes can be combined under a MI review group called hospital-wide. Another example might be the grouping of all classes required to be taken by registered nurses (e.g., blood administration, CPR, infection control, obstructed airway) in Nursing Service through a MI review group called RN (for registered nurses only). The grouping of classes into MI review groups might be easier to assign than associating the classes individually with an employee. Mandatory review groups may be associated with any employee through the option, Assign/Delete Training Groups for Staff/Services [PRSE-EMP-MI]. The MI review group data is stored in File #450, field #632. A report called, Employee Mandatory Training Group/Class Report [PRSE-MI-LIST] prints a list of MI groups and required classes associated with an employee.

Any individual assigned this option can create a MI review group. The user is not required to hold any PRSE key.

Menu Display:

```
Select Package Coordinator Menu Option: 5  Package Set-up Menu


   1      Class File Edit
   2      Create Mandatory Training (MI) Groups
   3      Assign/Delete Training Groups for Staff/Services
   4      Accrediting Organization
   5      Presentation Media
   6      Presenter/Supplier
   7      Service Reason
```

Screen Prints:

```
Select Package Set-up Menu Option: 2  Create Mandatory Training (MI) Groups

Select MANDATORY TRAINING GROUP NAME: ?
```

This is the name of a mandatory or required class group which may be associated with a service or a specific group of employees.

```
 ANSWER WITH EDUCATION M.I. REVIEW GROUP MI REVIEW GROUP
 DO YOU WANT THE ENTIRE PRSE MANDATORY TRAINING (MI) CLASS GROUP LIST? Y
(YES)
CHOOSE FROM:
   120-FOOD HANDLERS   DIETETICS
   ACLS     NURSING SERVICE
   DIETICIAN     DIETETICS
   LPN     NURSING SERVICE
   MAS     ADMINISTRATION
   OPERATING ROOM     NURSING SERVICE
   ORTHO     NURSING SERVICE
   PHARMACIST     PHARMACY
   QUALITY MANAGEMENT     NURSING SERVICE
   RN     NURSING SERVICE
   RN DIALYSIS     NURSING SERVICE
   RN/ICU     NURSING SERVICE
   SYSTEM MANAGMENT     IRM

     YOU MAY ENTER A NEW PRSE MANDATORY TRAINING (MI) CLASS GROUP, IF YOU WISH
     Answer must be 2-22 characters in length.
Select MANDATORY TRAINING GROUP NAME: HOSPITAL GROUP
  ARE YOU ADDING 'HOSPITAL GROUP' AS
    A NEW PRSE MANDATORY TRAINING (MI) CLASS GROUP? Y  (YES)
NAME: HOSPITAL GROUP//
SERVICE: NURSING SERVICE// ?
```

The default value for the service shown after the service prompt is the service of the user entering the mandatory training group name.

NOTE: Enter Miscellaneous after the service prompt if you want the MI Review group to apply across hospital services.

```
   Enter 'MISCELLANEOUS' if you want to designate this
   MI Review Group to be assigned as hospital wide.

 ANSWER WITH PAID COST CENTER/ORGANIZATION NAME
 DO YOU WANT THE ENTIRE 17-ENTRY PAID COST CENTER/ORGANIZATION LIST? Y  (YES)
CHOOSE FROM:
   ADMINISTRATION
   AMBULATORY CARE
   CHAIPLAIN
   DIETETIC
   ENGINEERING
   EXTENDED CARE
      .
      .
      .
SERVICE: NURSING SERVICE// MISCELLANEOUS
Select MANDATORY CLASSES: ?
 ANSWER WITH M.I. PROGRAM/CLASS MANDATORY CLASSES
     YOU MAY ENTER A NEW M.I. PROGRAM/CLASS, IF YOU WISH
     Enter program or class that is mandated by this group.
     Select only MI entries.
```

Note: Only mandatory inservice classes can be selected at this prompt. The class must be created before it can be associated with a review group.

From the following list, enter those classes you want to associate with the mandatory training group name, Hospital Group.

```
 ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE, OR
     TYPE OF EDUCATION
 DO YOU WANT THE ENTIRE 341-ENTRY PRSE PROGRAM/CLASS LIST? Y  (YES)
CHOOSE FROM:
   ACQUISITION TRAINING
   ADP SECURITY
   BIOETHICS
   BLOOD ADMINISTRATION
   BLOOD-BORNE PATHOGENS
   CONSCIOUS SEDATION
   CONTINOUS QUALITY IMPROVEMENT
   FIRE AND SAFETY
   SEXUAL HARASSMENT
Select MANDATORY CLASSES: SEXUAL HARASSMENT
Select MANDATORY CLASSES: FIRE AND SAFETY

Select MANDATORY CLASSES: <RET>
```

The two classes, sexual harassment and fire and safety are now assigned to the Hospital mandatory training group.

```
Select MANDATORY TRAINING GROUP NAME: <RET>
```

Menu Access:

The Creating Mandatory Training (MI) Groups option is accessed through the Package Set-up Menu in the Package Coordinator Menu Option.

Assign/Delete Training Groups for Staff/Services

Description:

This option allows the assigning of employees or services to one or more mandatory training (MI) groups and/or required classes. The relationship between employee and review group(s) is not automatically built when new employees are entered into the Paid Employee file (File #450) or when staff is assigned to a different service. The mandatory training/MI group and class data is stored in File #450.

Additional Information:

The user has three approaches to assigning mandatory review groups and/or required classes to services and employees. After first creating the mandatory training (MI) groups, employees can then be assigned to or disassociated from review groups using the following paths. If all employees from more than one service are to be assigned, use the (M)ultiple Services - All Employees path. This would be the way to allocate Hospital Wide MI Groups to all employees. Use the (A)ll Employees For a Service choice to assign a MI Group to just one service. An example would be a group of classes on specific police subjects that is assigned to all Police and Security Service employees. If only some employees in a service are assigned to an MI group, use the (S)elected Service Employee path. The (S)elected Service Employee selection can also be used to add individual mandatory classes to individual employees. For instance if only two housekeeping aides are assigned to operate a special type of equipment requiring a yearly review of safety, this option would be used to add the class to only their PAID employee record. Employees cannot be assigned review groups which have no associated classes. Please note that unless an individual is assigned to a MI review group or associated with a required class, a deficiency report cannot be printed for the employee.

Any user who has been given this option can assign a review group to employees or services. Information on the employee's MI review groups and other required classes can be printed through the Employee Mandatory Training Group/Class report found in the Reports menu.

Menu Display:

```
Select Package Coordinator Menu Option: 5  Package Set-up Menu


   1      Class File Edit
   2      Create Mandatory Training (MI) Groups
   3      Assign/Delete Training Groups for Staff/Services
   4      Accrediting Organization
   5      Presentation Media
   6      Presenter/Supplier
   7      Service Reason
```

Screen Prints:

```
Select Package Set-up Menu Option: 3  Assign/Delete Training Groups for
Staff/Service.
```

Example 1. Assigning mandatory or required review groups to all employees in a service:

```
     Select one of the following:

          A         (A)ll Employees For a Service
          M         (M)ultiple Services - All Employees
          S         (S)elected Service Employees

Select ASSIGNMENT OPTION: a  (A)ll Employees For a Service

     Select one of the following:

          A         (A)dd Group(s)
          D         (D)elete Group(s)
Select ACTION: a  (A)dd Group(s)
```

The Service field is used to identify the name of the service you want to assign to a MI review group.

Select SERVICE: NURSING// **<RET>** **The default is the value of the service associated with the user entering this option. You may change the name to reflect the appropriate service you wish to assign to review groups (if you hold the appropriate key).**

DATE ASSIGNED: TODAY// **<RET>** **This is the date that the review groups are assigned to employees and appears only when groups or classes are added, not deleted, to the File #450 records. The date information is used by the deficiency reports.**

The following list displays all of the mandatory review groups associated with the identified service (which in this case is Nursing). Note the single hospital wide group, Hospital Group, which has been associated with the nursing service mandatory groups.

```
 1. CRITICAL CARE                        2. HOSPITAL GROUP
 3. LPNS                                 4. NURSING ASSISTANT
 5. NURSING COORDINATORS                 6. NURSE MANAGERS
 7. NURSE PRACTITIONERS                  8. OPERATING ROOM
 9. QUALITY MANAGEMENT                  10. RN
11. RN DIALYSIS
```

In this example, the mandatory training group titled, Hospital Group, is being added as a review group to each nursing service employee.

```
Select TRAINING Group(s) to be assigned: 2
```

```
This/These group(s) will be assigned by a background Job.


     Select one of the following:

          A         (A)ll Employees For a Service
          M         (M)ultiple Services - All Employees
          S         (S)elected Service Employees
```

Example 2. Assigning hospital-wide mandatory or required review groups to all employees in all services:

This is an example of the process for assigning a hospital wide group to all services and all employees.

```
Select ASSIGNMENT OPTION: M  (M)ultiple Services - All Employees
```

Select (M)ultiple Services - All Employees

The following is a display of all hospital services from which you can select (all employees in) all services, a single service or a group of selected services.

```
Select ASSIGNMENT OPTION: M  (M)ultiple Services - All Employees
  1. A & M MGT                          2.AMBULATORY CARE
  3. ANESTHESIOLOGY                     4.AUDIOLOGY
  5. BLIND REHAB                        6.CHIEF OF STAFF
  7. CHAPLAIN                           8.DENTAL
  9. DERMATOLOGY                       10.DIALYSIS
 11. DIETETICS                         12.DOMICILIARY CARE
 13. EDUCATION                         14.ENGINEERING
 15. ENVIRONMENTAL MGT.                16.FISCAL
 17. GENERAL COUNSEL                   18.GERIATRIC RESEARCH
 19. IRM                               20.ISC
 21. LABORATORY                        22.LIBRARY
 23. MAS                               24.MCCR
 25. MEDICAL                           26.MEDICAL MEDIA
 27. MISCELLANEOUS                     28.NATIONAL CEMETARY
 29. NEUROLOGY                         30.NUCLEAR MEDICINE
 31. NURSING                           32.NURSING HOME
 33. NURSING SERVICE                   34.OFFICE OF DIRECTOR
 35. PERSONNEL                         36.PHARMACY
 37. PROSTHETICS                       38.PSYCHIATRY
 39. PSYCHOLOGY                        40.QUALITY ASSURANCE
<<More>>
```

This is the end of the 1st page of service listings. The second page is continued below.

```
Select SERVICE(S): <RET>
 41. RADIATION THERAPY                 42.RADIOLOGY
 43. RD'S OFFICE                       44.READJUSTMENT COUNSELING
 45. RECREATION                        46.REHABILITATION MEDICINE
 47. RESEARCH                          48.RMEC
 49. SAFETY                            50.SECURITY
 51. SOCIAL WORK                       52.SPINAL CORD INJURY
 53. SURGERY                           54.TRAINING/CONTINUING ED
 55. VCS                               56.VETERANS ASSISTANCE
 57. VOLUNTARY                         58.ALL
```

Select SERVICE(S): **1-57** **All services were selected. The user could have selected 58 to assign all services.**

```
     Select one of the following:

          A         (A)dd Group(s)
          D         (D)elete Group(s)

Select ACTION: A  (A)dd Group(s)
```

DATE ASSIGNED: TODAY// **<RET>** **This is the date that the review groups are assigned to employees and appears only when groups or classes are added, not deleted, to the File #450 records. The date information is used by the deficiency reports.**

```
  1.  HOSPITAL GROUP

Select TRAINING Group(s) to be assigned: 1

This/These group(s) will be assigned by a background Job
```

Example 3. Adding and deleting mandatory or required review groups and individual required classes to an employee(s) within a service:

```
     Select one of the following:

          A         (A)ll Employees For a Service
          M         (M)ultiple Services - All Employees
          S         (S)elected Service Employees

Select ASSIGNMENT OPTION: S  (S)elected Service Employees

     Select one of the following:

          A         (A)dd Group(s)
          D         (D)elete Group(s)
          E         (E)nter/Edit Class(es)
```

Example 3a. Associating mandatory review groups with an individual employee:

```
Select ACTION: A  (A)dd Group(s)
```

Select Service: NURSING// **<RET>** **The default is the value of the service associated with the user entering this option. You may change the name to reflect the appropriate service you wish to assign to review groups (if you hold the appropriate key).**

DATE ASSIGNED: TODAY// **<RET>** **This is the date that the review groups are assigned to employees and appears only when groups or classes are added, not deleted, to the File #450 records. The date information is used by the deficiency reports.**

```
 1. CRITICAL CARE                        2. HOSPITAL GROUP
```

```
 3. LPNS                                  4. NURSING ASSISTANT
 5. NURSING COORDINATORS                  6. NURSE MANAGERS
 7. NURSE PRACTITIONERS                   8. OPERATING ROOM
 9. QUALITY MANAGEMENT                   10. RN
11. RN DIALYSIS

Select TRAINING Group(s) to be assigned: 6
```

The review group Nurse Managers is now going to be assigned to 2 individuals.

```
Select EMPLOYEE: LONG,BABS       353-38-3568
Select Another Employee: HOOD,MARIA       123-32-1123
Select Another Employee: <RET>
```

The editing of this information is done in real time and is not tasked as the previous selections.

If the review group has already been assigned, you will see the following display:

```
LONG,BABS has already been assigned the Nurse Managers group!


     Select one of the following:

          A         (A)ll Employees For a Service
          M         (M)ultiple Services - All Employees
          S         (S)elected Service Employees
```

Example 3b. Disassociating review groups with an individual employee:

```
Select ASSIGNMENT OPTION: S  (S)elected Service Employees

Select ACTION: D  (D)elete Group(s)

Select Service: NURSING// <RET>
```

The default is the value of the service associated with the user entering this option. You may change the name to reflect the appropriate service you wish to assign to review groups (if you hold the appropriate key).

```
 1. CRITICAL CARE                         2. HOSPITAL GROUP
 3. LPNS                                  4. NURSING ASSISTANT
 5. NURSING COORDINATORS                  6. NURSE MANAGERS
 7. NURSE PRACTITIONERS                   8. OPERATING ROOM
 9. QUALITY MANAGEMENT                   10. RN
11. RN DIALYSIS

Select TRAINING Group(s) to be deleted: 6
```

The review group Nurse Managers is now going to be deleted for 2 individuals.

```
Select EMPLOYEE: LONG,BABS       353-38-3568
Select Another Employee: HOOD,MARIA       123-32-1123
Select Another Employee: <RET>
```

The editing of this information is done in real time and is not tasked as the previous selections in Example 1 and 2.

```
Select one of the following:

     A         (A)dd Group(s)
     D         (D)elete Group(s)
     E         (E)nter/Edit Class(es)
```

Example 3c. Assigning individual classes to an individual employee(s):

This path allows the user to enter/edit classes (not review groups) and associate them with an individual employee. If the class is a part of a review group assigned to the employee, the class cannot be deleted and a warning message displays indicating that the class can not be deleted. Only independent classes not associated with review groups and assigned to an employee can be deleted.

Select ACTION: **E** (E)nter/Edit Class(es)

Select SERVICE: ISC// **<RET>** **This default is the value of the service associated with the user entering this option. You may enter another service associated with the employees, and if you have the appropriate level of access.**

Select EMPLOYEE: LONG,BABS 353-38-3568
Select Another Employee: **<RET>**
LONG,BABS **The name of the record the user is editing is displayed before the actual editing begins.**
Select MANDATORY CLASS: FIRE AND SAFETY// **Entering a question mark first lists all classes assigned to the employee; second listing displays those additional classes you can assign. Enter the class you wish to link with this employee.**

Select MANDATORY CLASS: FIRE AND SAFETY// **DEC DCL BASICS**
...OK? YES// **<RET>** (YES)

DATE ASSIGNED: TODAY// **<RET>** **This is the date that the review groups are assigned to employees and appears only when groups or classes are added, not deleted, to the File #450 records. The date information is used by the deficiency reports.**

The class is added to the PAID Employee file (#450).

Example 3d. Deassigning individual classes associated with an employee(s):

Select SERVICE: ISC// **<RET>** **This default is the value of the service associated with the user entering this option. You may enter another service, if you have the appropriate level of access.**

Select EMPLOYEE: **LONG,BABS** 353-38-3568

```
Select Another Employee: <RET>
LONG,BABS
Select MANDATORY CLASS: FIRE AND SAFETY// <RET>
  MANDATORY CLASS: FIRE AND SAFETY// @
   SURE YOU WANT TO DELETE THE ENTIRE MANDATORY CLASS? Y  (YES)
Select MANDATORY CLASS: <RET>


     Select one of the following:

          A         (A)ll Employees For a Service
          M         (M)ultiple Services - All Employees
          S         (S)elected Service Employees
```

If the FIRE AND SAFETY class belonged to a review group associated with the employee, the following display would have appeared.

```
Select MANDATORY CLASS: FIRE AND SAFETY// <RET>
  MANDATORY CLASS: FIRE AND SAFETY// @
This class belongs to a mandatory review group and may not be deleted??
  MANDATORY CLASS: FIRE AND SAFETY// <RET>
Select MANDATORY CLASS: <RET>


     Select one of the following:

          A         (A)ll Employees For a Service
          M         (M)ultiple Services - All Employees
          S         (S)elected Service Employees
```

Menu Access:

The Assign/Delete Training Groups for Staff/Services is accessed through the Package Set-up Menu in the Package Coordinator Menu Option.

Accrediting Organization

Description:

This option allows the user to enter and edit information in the PRSE Class Accreditation Organizations (#452.9) file on accrediting organizations. Data stored in this file is demographic (e.g., organization name, address, and phone number).

Additional Information:

Information on national accrediting boards has been pre-loaded into this file. When this file is updated in new versions of the application, a notice will be placed in the release notes so that the new data may be added during the application's installation with the application coordinator's approval.

Menu Display:

```
Select Package Coordinator Menu Option: 5  Package Set-up Menu


   1      Class File Edit
   2      Create Mandatory Training (MI) Groups
   3      Assign/Delete Training Groups for Staff/Services
   4      Accrediting Organization
   5      Presentation Media
   6      Presenter/Supplier
   7      Service Reason
```

Screen Prints:

```
Select Package Set-up Menu Option: 4  Accrediting Organization

Select ACCREDITING ORGANIZATION: ?
```

This field contains the name of the organization accrediting the program. The data in this file was preloaded with representative information from national organizations which are known for accrediting programs. Regional and local accrediting agencies should be added to this file.

```
 ANSWER WITH PRSE EDUCATION ACCREDITATION ORGANIZATIONS
     ACCREDITATION BOARD
 DO YOU WANT THE ENTIRE 60-ENTRY PRSE EDUCATION ACCREDITATION ORGANIZATIONS
LIST? Y
  (YES)
CHOOSE FROM:
   AMER ASSN FOR OTOLARYNGOLOGY-HEAD & NECK SURGERY
   AMER BOARD OF COLON/RECTAL SURGEONS
   AMER BOARD OF EMERGENCY MEDICINE
   AMER BOARD OF NEUROLOGICAL SURGERY
   AMER BOARD OF OPTHALMOLOGY
```

```
AMER BOARD OF RADIOLOGY, INC
AMER BOARD OF THORACIC SURGERY
AMER COLLEGE OF RADIOLOGY
AMER COLLEGE OF SURGEONS
AMER DENTAL ASSOCIATION
AMER ORGANIZATION NURSE EXECUTIVES
AMERICAN ACADEMY OF DERMATOLOGY
AMERICAN ACADEMY OF MEDICAL ADMINISTRATORS
AMERICAN ACADEMY OF NEUROLOGY
AMERICAN ACADEMY OF OPTHAMOLOGY
AMERICAN ACADEMY OF ORTHOPEDIC SURGEONS
AMERICAN ACADEMY OF PEDIATRICS
AMERICAN ACADEMY OF PHYSICIAN ASSISTANTS
AMERICAN ASSOC OF BLOOD BANKS
AMERICAN ASSOC OF CRITICAL CARE NURSES
AMERICAN ASSOC OF HEALTH CARE CONSULTANTS
AMERICAN ASSOC OF HOMES FOR THE AGING
AMERICAN ASSOC OF NURSE ANESTHETISTS
AMERICAN ASSOC OF NUTRITIONAL CONSULTANTS
AMERICAN ASSOC OF OCCUPATIONAL HEALTH NURSES
AMERICAN ASSOC OF ORAL/MAXILLOFACIAL SURGEONS
AMERICAN ASSOC OF PASTORAL COUNSELORS
AMERICAN ASSOCIATION FOR REHABILITATION THERAPY
AMERICAN ASSOCIATION FOR RESPIRATORY CARE
AMERICAN BLOOD COMMISSION
AMERICAN BOARD OF ANESTHESIOLOGY
AMERICAN BOARD OF DERMATOLOGY
AMERICAN BOARD OF FAMILY PRACTICE
AMERICAN BOARD OF INTERNAL MEDICINE
AMERICAN BOARD OF MEDICAL SPECIALTIES
AMERICAN BOARD OF NUCLEAR MEDICINE
AMERICAN DENTAL ASSOCIATION
AMERICAN DIABETES ASSOC
AMERICAN HEART ASSOC
AMERICAN HOSPITAL ASSOC
AMERICAN LUNG ASSOC
AMERICAN MEDICAL ASSOCIATION
AMERICAN MEDICAL TECHNOLOGISTS
AMERICAN NURSES ASSOCIATION
AMERICAN ORTHOPEDIC ASSOC
AMERICAN PHARMACEUTICAL ASSOC
AMERICAN PHYSICAL THERAPY ASSOC
AMERICAN PSYCHIATRIC ASSOC
AMERICAN PSYCHOANALYTIC ASSOC
AMERICAN PSYCHOLOGICAL ASSOC
AMERICAN RED CROSS
AMERICAN SOCIETY OF ANESTHESIOLOGISTS
AMERICAN SOCIETY OF CLINICAL PATHOLOGISTS
AMERICAN SOCIETY OF COLON/RECTAL SURGEONS
AMERICAN SOCIETY OF HOSPITAL PHARMACISTS
ASSOCIATION FOR PRACTIONERS IN INFECTION CONTROL
INTRAVENOUS NURSES SOCIETY
JCAHO
NAACOG
NATIONAL LEAGUE FOR NURSING
```

YOU MAY ENTER A NEW PRSE EDUCATION ACCREDITATION ORGANIZATIONS, IF YOU WISH

```
     Answer must be 3-50 characters in length
```

This is an example of a local accrediting body entry.

```
Select ACCREDITING ORGANIZATION: UNIVERSITY OF ILLINOIS
  ARE YOU ADDING 'UNIVERSITY OF ILLINOIS' AS
    A NEW PRSE EDUCATION ACCREDITATION ORGANIZATIONS (THE 61TH)? Y  (YES)
ACCREDITATION BOARD: UNIVERSITY OF ILLINOIS  Replace <RET>
ADDRESS: ?
     Answer must be 3-30 characters in length

Enter the address of the accrediting board (3-30 chars).
ADDRESS: 1234 S WABASH
ADDRESS2: ?
     Answer must be 3-30 characters in length.
```

This field contains the second address for the accrediting organization.

```
ADDRESS2: <RET>
CITY: ?
     Answer must be 3-20 characters in length

Enter the name of the city where the accreditation board is located.

CITY: CHICAGO
STATE: ?
 ANSWER WITH STATE NUMBER, OR NAME, OR ABBREVIATION
 DO YOU WANT THE ENTIRE 62-ENTRY STATE LIST? N  (NO)
STATE: ILLINOIS
ZIP CODE: ?
     Answer must be 5-11 characters in length
```

This field contains the zip code of the accreditation board.

```
ZIP CODE: 66208
TELEPHONE: ?
     Answer must be 4-15 characters in length

Enter the telephone number of the accrediting board.

TELEPHONE: 234-1234


Select ACCREDITING ORGANIZATION: <RET>
```

Menu Access:

The Accrediting Organization option can be accessed through the Package Set-up Menu in the Package Coordinator Menu option.

Presentation Media

Description:

This option allows the user to enter or edit types of class media formats stored in the PRSE Education Presentation Media file (#452.5).

Additional Information:

Class information on the media formats used in presenting course material for expanded mandatory training, continuing education programs, miscellaneous classes, and ward/unit-location training is tracked in this application. Although the information is not contained in any reports in PAID V. 3.5, the alpha and beta test sites requested that this information be tracked for site specific VA FileMan reports and for reports contained in future versions of the software.

Menu Display:

```
Select Package Coordinator Menu Option: 5  Package Set-up Menu


   1      Class File Edit
   2      Create Mandatory Training (MI) Groups
   3      Assign/Delete Training Groups for Staff/Services
   4      Accrediting Organization
   5      Presentation Media
   6      Presenter/Supplier
   7      Service Reason
```

Screen Prints:

```
Select Package Set-up Menu Option: 5  Presentation Media

Select PRESENTATION MEDIA: ?
 ANSWER WITH PRSE EDUCATION PRESENTATION MEDIA MEDIA SOURCE
 DO YOU WANT THE ENTIRE 20-ENTRY PRSE EDUCATION PRESENTATION MEDIA LIST? Y
  (YES)
CHOOSE FROM:
   COMPUTER
   DEMO/LECTURE
   FILM
   HANDOUTS/DISCUSSION
   REFERENCE BOOKS
   WRITTEN MATERIALS

     YOU MAY ENTER A NEW PRSE EDUCATION PRESENTATION MEDIA, IF YOU WISH
     Answer must be 3-20 characters in length
```

This field contains the method of media presentation, e.g., video, class room.

```
Select PRESENTATION MEDIA: BOOK ON ETHICS
```

```
  ARE YOU ADDING 'BOOK ON ETHICS' AS
    A NEW PRSE EDUCATION PRESENTATION MEDIA (THE 21ST)? Y  (YES)
MEDIA SOURCE: BOOK ON ETHICS// ?
     Answer must be 3-20 characters in length
MEDIA SOURCE: BOOK ON ETHICS// <RET>


Select PRESENTATION MEDIA: <RET>
```

Menu Access:

The Presentation Media option is accessed through the Package Set-up Menu in the Package Coordinator Menu Option.

Presenter Supplier

Description:

This option allows the user to enter/edit class presenter/supplier information which is stored in the PRSE Education Program/Class Supplier file (#452.2).

Additional Information:

The information listed in this file is associated with class/program records created by the options found under the Enter/Edit Class Information menu. Class presenter/supplier data can be found printed on the Individual Training and the Service Training Reports. Information on presenters who are not Department of Veterans Affairs (DVA) employees or training vendors is required on certain DVA training forms (excluding OLDE). Refer to the chapter on Enter Edit Class Information for form names.

Menu Display:

```
Select Package Coordinator Menu Option: 5  Package Set-up Menu


   1      Class File Edit
   2      Create Mandatory Training (MI) Groups
   3      Assign/Delete Training Groups for Staff/Services
   4      Accrediting Organization
   5      Presentation Media
   6      Presenter/Supplier
   7      Service Reason
```

Screen Prints:

```
Select Package Set-up Menu Option: 6  Presenter/Supplier

Select PRESENTER/SUPPLIER: ?
 ANSWER WITH PRSE EDUCATION PROGRAM/CLASS SUPPLIER PRESENTER/SUPPLIER
 DO YOU WANT THE ENTIRE 71-ENTRY PRSE EDUCATION PROGRAM/CLASS SUPPLIER LIST? Y
(YES)
CHOOSE FROM:
   ACNS ED
   ACOS/EDUCATION
   AHA
   AMCE EDUCATIONAL TRAINING
   AUSTIN AUTOMATION CENTER
   BAXTER'S MEDICAL SUPPLIES
   DAWSON'S EDUCATIONAL PROGRAMS
   DEBBIE'S EDUCATIONAL MATERIALS
   DIETETIC SERVICE
   '^' TO STOP: ^
     YOU MAY ENTER A NEW PRSE EDUCATION PROGRAM/CLASS SUPPLIER, IF YOU WISH
     Answer must be 3-30 characters in length
```

```
Enter the name of the vendor or supplier of this program (class).
```

This is an example of adding a new supplier to the database.

```
Select PRESENTER/SUPPLIER: AMILI PRESENTATIONS
  ARE YOU ADDING 'AMILI PRESENTATIONS' AS
    A NEW PRSE EDUCATION PROGRAM/CLASS SUPPLIER (THE 72ND)? Y  (YES)
PRESENTER/SUPPLIER: AMILI PRESENTATIONS// ?
     Answer must be 3-30 characters in length

Enter the name of the vendor or supplier of this program (class).
PRESENTER/SUPPLIER: AMILI PRESENTATIONS// <RET>
ADDRESS: ?
     Answer must be 3-30 characters in length

Enter the address of the person or vendor presenting the program.
ADDRESS: 134 S. WACKER
ADDRESS2: ?
     Answer must be 3-30 characters in length.
ADDRESS2: SUITE 417
CITY: ?
     Answer must be 3-20 characters in length

Enter the name of the city where the supplier/vendor is located.

CITY: CHICAGO
STATE: ?
 ANSWER WITH STATE NUMBER, OR NAME, OR ABBREVIATION
 DO YOU WANT THE ENTIRE 63-ENTRY STATE LIST? N  (NO)
STATE: ILLINOIS
ZIP CODE: ?
     Answer must be 5-11 characters in length
ZIP CODE: 60503
TELEPHONE: ?
     Answer must be 4-15 characters in length

Enter the supplier/vendor's telephone number.

TELEPHONE: 424-4632


Select PRESENTER/SUPPLIER: <RET>
```

Menu Access:

The Presenter Supplier option is accessed through the Package Set-up Menu in the Package Coordinator Menu Option.

Service Reason

Description:

This option allows the user to enter or edit a service reason for each of the classes found in the PRSE Student Education Tracking file (#452). Data describing service reasons are stored in the PRSE Svc Reasons For Training file (#452.6).

Additional Information:

The purpose of entering service reasons for a class is to document one or more reasons for the service's sponsorship of the class. Two other related fields, purpose of class and class category, track information on VA Central Office required information associated with the class. Only one purpose of class or class category can be associated with a program. Since the service might use different terminology and multiple terms for describing the purpose for the class, the test sites requested that a service purpose field be included in the software. This field is found when editing brief mandatory training, expanded mandatory training, continuing education programs, miscellaneous classes, and ward/unit-location training.

Menu Display:

```
Select Package Coordinator Menu Option: 5  Package Set-up Menu


   1      Class File Edit
   2      Create Mandatory Training (MI) Groups
   3      Assign/Delete Training Groups for Staff/Services
   4      Accrediting Organization
   5      Presentation Media
   6      Presenter/Supplier
   7      Service Reason
```

Screen Prints:

```
Select Package Set-up Menu Option: 7  Service Reason

Select SERVICE REASON: ?
 ANSWER WITH PRSE SVC REASONS FOR TRAINING
 DO YOU WANT THE ENTIRE 49-ENTRY PRSE SVC REASONS FOR TRAINING LIST? Y  (YES)
CHOOSE FROM:
   ANNUAL REVIEW
   CREDENTIALING
   ENHANCE SKILLS
   IMPROVE PRESENT PERFORMANCE
   MANDATORY SAFETY
   '^' TO STOP: ^
     YOU MAY ENTER A NEW PRSE SVC REASONS FOR TRAINING, IF YOU WISH
     Answer must be 2-72 characters in length
```

You may enter a reason for giving this class.

```
Select SERVICE REASON: DEVELOP NEW TECHNIQUES
  ARE YOU ADDING 'DEVELOP NEW TECHNIQUES' AS
    A NEW PRSE SVC REASONS FOR TRAINING (THE 50TH)? Y  (YES)
REASON FOR EMPLOYEE TRAINING: DEVELOP NEW TECHNIQUES  Replace ?
     Answer must be 2-72 characters in length

SVC REASON: DEVELOP NEW TECHNIQUES  Replace <RET>

Select SERVICE REASON: <RET>
```

Menu Access:

The Service Reason option is accessed through the Package Set-up Menu of the Package Coordinator Menu option.

Chapter 3 Enter Edit Class Information

Description:

This chapter explains the options which create different types of classes and programs (e.g., mandatory training, local continuing education programs, miscellaneous classes and ward/unit-location inservices). These classes are used by the registration, attendance, and report options. Entries are stored in the PRSE Program/Class file (#452.1) and the PRSE Education Registration file (#452.8).

Additional Information:

Before a new hospital-wide class/program is entered in the application, a specific service must be designated to coordinate the package. When the initial class record is created for a hospital-wide class, a sponsoring service is identified. Only a user with the PRSE CORD key or a user holding the PRSE SUP key for the sponsoring service can add or change class dates for the hospital-wide class. Any user having the Enter/Edit Class Attendance option can enter attendance for a hospital-wide class. Hospital-wide classes by definition are open classes and can be associated with any class type (mandatory inservices, continuing education, etc.).

Continuing education classes which are not directly sponsored by the medical facility, are considered non-local continuing education classes. Program information for these classes is entered in the software through the option, Create Non-Local CE and Enter Attendance.

The Education Tracking module captures required information which is used to complete Standard Form 182 and VA Form 5-4691. The form information listed below summarizes the data which is tracked within this software. To assist you in identifying the form requiring the information, the form number has been printed after the colon.

start date (time not required): 182
ending date (time not required): 182, 5-4691
class hours on-duty: 182, 5-4691
class hours off-duty: 182, 5-4691
government or non-government funded: 182, 5-4691
sponsoring service: 182, 5-4691
presenter/supplier: 182
program/class category: 182, 5-4691

The following is a complete non-editable list of program categories exported in the software:

```
ADJUDICATION (Spe/Tec)      5C
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VETERANS BENEFITS COUNSELING (Spe/Tec)      5E
WELDING (Trade/Craft)      75
```

purpose of class: 182, 5-4691

The following is a complete non-editable list of class purposes exported in the software:

```
ADULT BASIC EDUCATION      9
DEVELOP NEW SKILLS      6
EMPLOYEE FINANCED      10
IMPROVE PRESENT PERFORMANCE      4
MEET FUTURE STAFFING NEEDS      5
MISSION OR PROGRAM CHANGE      1
NEW TECHNOLOGY      2
NEW WORK ASSIGNMENT      3
ORIENTATION      8
TRADE OR CRAFT APPRENTICESHIP      7
```

routine/non-routine: 5-4691

Program Category Field

The Program Category field provides information that will be used to enter required codes into the PAID system to record training information in the employee's personnel record. The program categories are grouped into broad sections that should make it easier to choose the most appropriate. The following explanations should be used to determine the correct selection:

Executive and Management

Education or training in the concepts, principles and theories of such subject matter as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning, organizing and controlling.

Code	Program Category
11	Self-Assessment and Planning Course
12	Policy and Legislation Seminar
13	Interagency Institute for Federal Health Care Executives
14	VA Health Care Secretary's Forum
15	VA - Other
16	Basic Training in Federal Labor-Management Relations
17	Contract Negotiations - Labor-Management Relations
18	Contract Administration - Labor-Management Relations
19	Federal Executive Institute
1A	Executive Seminar Centers
1B	Interagency - Other
1C	University based Mid-Management Courses
1D	University or College Course - Other
1E	The Brookings Institute
1F	Non-Government: Other than 1C, 1D and 1E

Supervisory

Education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including EEO, merit promotion and labor relations), human behavior and motivation, communication processes in supervision, work planning, scheduling and review and performance evaluation.

Code	Program Category
2A	Advanced Supervisory Training beyond initial basic training
2B	Supervisory Training for employees for whom basic training is not required

Legal, Medical, Scientific or Engineering

Education or training in the concepts, principles, theories or techniques of such disciplines as law; medicine; the physical, biological, natural, social, or behavioral sciences; education; economics; mathematics and statistics; architecture; or engineering. Medicine applies to professional training in the field of medicine, nursing, dentistry and the allied health fields which are professional in nature, such as hematology and social work.

Code	Program Category

33	Legal
34	Physician
35	Dentist
36	Nurses
37	Social Workers
38	Dietitians
39	Other Professional Allied Health Fields
3A	Scientific
3B	Engineering

Administrative and Analysis

Education or training in the concepts, principles and theories of such fields as public or business administration; personnel; training; equal employment opportunity; finance systems analysis; policy, program or management analysis; or planning.

Code	Program Category
41	Public or Business Administration
42	Personnel
43	Training
44	Training provided to new EEO, Federal Women's Program and Hispanic Employment Program Managers
45	Training to develop counseling skills and techniques necessary to resolve discrimination complaints informally and to understand the complaints procedure
46	Basic Training in Federal Labor Relation
47	Contract Negotiations in Federal Labor Relations
48	Contract Administration in Federal Labor Relations
49	Finance
4A	Systems Analysis
4B	Policy, Program or Management Analysis
4C	Planning
4D	Medical Administration National Training Program
4E	Letter Writing
4F	Other

Specialty and Technical

Training of a specialized or technical nature in the methods and techniques of such fields as police science; supply and procurement; computer programming; or medical, legal, or scientific support work. Medical support applies to training in allied health fields which are not professional in nature, e.g., nursing assistant and social work assistant.

Code	Program Category
50	Police Science

56	Supply and Procurement
57	Computer Programming
58	Nursing Assistant
59	Social Work Assistant
5A	Food Service Worker
5B	Medical Support - Other
5C	Adjudication
5D	Loan Guaranty
5E	Veterans Benefits Counseling
5F	Cardiopulmonary Resuscitation (CPR) Training
5G	Smoking Cessation Program
5H	Employee Assistance Program
5J	Safety and Fire Protection
5K	Energy Conservation
5L	Responsiveness Training - Training on how to deal better with veterans, their families and dependents by being more sensitive to the feelings involved.
5M	Other

Clerical

Training in clerical skills.

Code	Program Category
62	Secretarial
63	Typing
64	Shorthand
65	Keypunch Operation
66	Computer Operating
67	Filing
68	Telephone Techniques
69	Other

Trade or Craft

Training in the knowledges and skills of the following trades or crafts.

Code	Program Category
70	Electrical
71	Medical Equipment Repair and Maintenance
72	Maintenance and Repair (Other than Medical Equipment)
73	Painting
74	Carpentry
75	Welding
76	Plumbing - Pipefitting
77	Boiler - Air Conditioning Operation
78	Other

Orientation

Training of a general nature to provide an understanding of the organization and missions of the Federal Government and the VA or a broad overview and understanding of matters of public policy such as the policies relating to equal employment opportunity.

Code	Program Category
80	Orientation

Adult Basic Education

Education or training to provide basic competence in the following:

Code	Program Category
90	Remedial Reading
91	Grammar
92	Arithmetic
93	Lip Reading and Sign Language
94	Braille
95	Other

Refer to Chapter 6 for information on the reports generated from the data entered through the options in this chapter after class attendance is taken.

Menu Display:

```
Select Package Coordinator Menu Option: 1  Enter/Edit Class Information


   1      Enter/Edit Mandatory Training (MI/Brief)
   2      Enter/Edit Mandatory Training (MI/Expanded)
   3      Enter/Edit Local Continuing Education
   4      Enter/Edit Other/Miscellaneous Training
   5      Enter/Edit Ward/Unit-Location Training
```

Menu Access:

The Enter/Edit Class Information menu is accessed through the Package Coordinator Menu and the Education Tracking Instructor Menu.

Enter/Edit Mandatory Training (MI/Brief)

Description:

This option allows the user to enter and edit a mandatory training class record which does not contain information required for OLDE reporting requirements. Class information is stored in the PRSE Program/Class file (#452.1) and the PRSE Education Registration file (#452.8).

Additional Information:

This option is used to capture basic information on mandatory or required inservices which is not going to be entered into OLDE. The OLDE prompts, program category and purpose, are not displayed through this option. The user should not add additional class dates through the Enter/Edit Mandatory Training (MI/Brief) option after the required OLDE class information has been entered (into the class record) through the Enter/Edit Mandatory Training (MI/Expanded) option. The Enter/Edit Mandatory Training (MI/Brief) option does not store the OLDE information in the PRSE Education Registration file when class data is updated through this option.

A user should not enter attendance through the Quick Mandatory Training (MI) Update option when a class is established through this option. Attendance should be credited through the Enter/Edit Class Attendance option.

Menu Display:

```
Select Package Coordinator Menu Option: 1  Enter/Edit Class Information


   1      Enter/Edit Mandatory Training (MI/Brief)
   2      Enter/Edit Mandatory Training (MI/Expanded)
   3      Enter/Edit Local Continuing Education
   4      Enter/Edit Other/Miscellaneous Training
   5      Enter/Edit Ward/Unit-Location Training
```

Screen Prints:

```
Select Enter/Edit Class Information Option: 1  Enter/Edit Mandatory Training
(MI/Brief)

Select CLASS NAME: ??

CHOOSE FROM:
   120-93-001-SANITATION     NURSING SERVICE
   ACQUISITION TRAINING     NURSING SERVICE
   ADMIN DUTIES     NURSING SERVICE
   ADP SECURITY     NURSING SERVICE
   ADVANCED LIFE SUPPORT     NURSING SERVICE
   ADVANCED MUMPS     INFORMATION SYSTEMS CENTER
   BASIC LIFE SUPPORT     NURSING SERVICE
```

```
   EXPOSURE TO BLOOD PATHOGEN     NURSING SERVICE
   FIRE SAFETY     INFORMATION SYSTEMS CENTER
   '^' TO STOP: ^
     YOU MAY ENTER A NEW PRSE PROGRAM/CLASS, IF YOU WISH
     Answer must be 2-53 characters in length
Select CLASS NAME: CARDIOPULMONARY RESUSCITATION
  ARE YOU ADDING 'CARDIOPULMONARY RESUSCITATION' AS A NEW PRSE PROGRAM/CLASS?
Y  (YES)
   PRSE PROGRAM/CLASS REQUIRED FREQUENCY: 1Y// ??
     This field indicates the mandatory frequency or interval for attending
the class.
     CHOOSE FROM:
       1M       MONTHLY
       3M       QUARTERLY
       6M       TWICE YEARLY
       1Y       ONCE YEARLY
       2Y       EVERY TWO YEARS
       3Y       EVERY THREE YEARS
       1T       ONE TIME ONLY
   PRSE PROGRAM/CLASS REQUIRED FREQUENCY: 1Y//  <RET> ONCE YEARLY
   PRSE PROGRAM/CLASS LENGTH HRS: ??
```

The number of hours is entered as a number between 0 and 9999.99 and up to 2 decimal digits.

```
     This field indicates the class duration in hours
     reported to Austin.
   PRSE PROGRAM/CLASS LENGTH HRS: 4
OBJECTIVE(S):
```

This field is used to define the Program/Class objectives.

```
  1>LEARN BASICS OF CPR.
  2><RET>
EDIT Option: <RET>
SERVICE: NURSING SERVICE// ??
```

The service default is the name of the service associated with the user creating the class. This software is using the data stored in the Cost Center/Organization Code field of File #450 to identify the service. When the class is created by a user assigned to one service and the class is to be associated with another service, enter the name of the sponsoring service after the // (double slash).

```
     This field associates the class with a specific service.

CHOOSE FROM:
   A & M MGT
   AMBULATORY CARE
   ANESTHESIOLOGY
   AUDIOLOGY
   BLIND REHAB
   CHAPLAIN
   CHIEF OF STAFF
   DENTAL
   DERMATOLOGY
   DIALYSIS
   DIETETICS
   DOMICILIARY CARE
```

```
   EDUCATION
   ENGINEERING
   FISCAL
   GENERAL COUNSEL
   GERIATRIC RESEARCH
   IRM
   ISC
   LABORATORY
   '^' TO STOP: ^
SERVICE: NURSING SERVICE// <RET>
OPEN/CLOSED: CLOSED// ??
     This field indicates if the class is opened to individuals outside of the
     service.  Closed programs will not be displayed to potential registrants
     from other services.
     CHOOSE FROM:
       1        CLOSED
       0        OPEN
OPEN/CLOSED: CLOSED// <RET>
```

If this field entry was open individuals can register for this class when: a) the sponsoring service for the class is different from their own service, and b) the class type is mandatory/required and the individual is associated with the class through the Assign/Delete Training Groups for Staff/Services option.

```
Select START DATE/TIME OF CLASS: JUN 07,1994// ??
   06-07-1994
```

The date for the 1st class is the date the class was entered in the software. If the date is incorrect, enter a <RET> behind the // and at the next prompt enter the correct date.

```
   This is the scheduled start date/time for this program/class.
```

Enter the date of this program or class. Date (minimum of month/year) is required; entry of time is strongly suggested if the class is to be tracked by the calendar report.

```
Select START DATE/TIME OF CLASS: JUN 07,1994// <RET>
  START DATE/TIME OF CLASS: JUN 07,1994// T-4   (JUN 03,1994)
  ENDING DATE/TIME OF CLASS: ??

   This field contains the scheduled end date/time of this program/class.
```

The time is optional.

```
  ENDING DATE/TIME OF CLASS: T-4  (JUN 03, 1994)
  PRESENTER/SUPPLIER: ??
```

The Presenter/supplier field contains the name of the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file; second, the PRSE Program/Class Supplier file.

CHOOSE FROM: **(Entries from the New Person file).**

```
   ABBAS, JOE
   ABBAITE,JOSEPH
   ABRAIRA,CAROLS
   ACKERMANN,NANCY
   ACKERMAN,WILL
   ADAM,CARMEN
   '^' TO STOP: ^
```

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins a selection of entries from the PRSE Education Program/ Class Supplier file.

CHOOSE FROM: **(Entries from the PRSE Education Program/Class Supplier file).**

```
   ACOS/E SERVICE
   AMCE EDUCATIONAL TRAINING
   AUSTIN AUTOMATION CENTER
   BAXTERS' MED. EDUC. MATERIAL
   DAWSON'S EDUCATIONAL PROGRAMS
```

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message will display:

```
Enter the name of the vendor or supplier of this program (class).
     This field contains the name of the company or organization who supplied
     the program or class.
```

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message will display:

```
NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM
```

```
  PRESENTER/SUPPLIER: ACOS/E SERVICE

ACOS/E SERVICE

     Is this the one you want? NO// Y  (YES)
```

```
  SPONSORING SERVICE: HINES ISC//??
```

The default value is derived from one of two places. When the presenter's name is found in the New Person file (#200), the default is obtained from the information entered in the Enter/Edit Tracking Parameter file (#452.7), specifically the Station Name field. When the presenter's name is found in the PRSE Education Program/Class Supplier file (#452.2), the default is the city and state of the supplier. The Sponsoring Service prompt does not appear if there is no entry in the Presenter/Supplier field.

```
  Answer must be 3-30 characters in length.
  This field contains the location where the Program/Class is to be held.

  SPONSORING SERVICE: HINES ISC// <RET>
  CLASS LIMIT: ?

CHOOSE FROM:
       0   REGISTRATION CLOSED
   1-999   REGISTRATION RESTRICTED TO NUMBER INDICATED (0 decimal digits)
   BLANK   REGISTRATION UNLIMITED
```

This field indicates the maximum number of students that may register for this class session. When this number is met, the user will be given a warning message which indicates that registration is closed.

```
  CLASS LIMIT: <RET>
```
Registration is unlimited since the field is blank. If registration is not being automated through this software, also leave the field blank.

```
Select START DATE/TIME OF CLASS: <RET>
```

After the Start Date multiple has been set up with the required time frames, presenter/supplier, location and class limit, the following additional information is asked. This data is used for all instances of this class regardless of date.

```
CLASS HRS DURING ON-DUTY TIME: 4// ?
     Type a Number between 0 and 9999, 0 Decimal Digits.
```

The default value is the class length rounded off to the nearest whole number. This field can also be defined as the number of classroom hours (rounded off to the nearest whole number) attributed to program training during an employee's tour of duty.

```
CLASS HRS DURING ON-DUTY TIME: 4// <RET>
CLASS HRS DURING OFF-DUTY TIME: 0// <RET>
```
Type a Number between 0 and 9999, 0 Decimal Digits.
This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.

```
Select SERVICE REASON FOR CLASS: ??

     This field contain's the service's reason for having an individual attend
     this program/class.

CHOOSE FROM:
   ANNUAL REVIEW
   DECENTRALIZED INSERVICE
   DEVELOP NEW SKILLS
   DEVELOP NEW TECHNIQUES
   IMPROVE PRESENT PERFORMANCE
   MAKE UP CLASS
   MANDATORY INSERVICE
```

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

```
Select SERVICE REASON FOR CLASS: MANDATORY INSERVICE
Select SERVICE REASON FOR CLASS: <RET>
```

The software then permits the user to assign the new class to a mandatory review group associated with the service or to a hospital-wide review group (review groups assigned to the Miscellaneous Service).

Prior to the following display, the software displays the mandatory training groups associated with the class (if any).

```
This class may be assigned to the following Mandatory Training Groups.
 1. CRITICAL CARE                        2. HOSPITAL GROUP
 3. LPNS                                 4. NURSING ASSISTANT
```

```
 5. NURSING COORDINATORS                 6. NURSE MANAGERS
 7. NURSE PRACTITIONERS                  8. OPERATING ROOM
 9. QUALITY MANAGEMENT                   10. RN
11. RN DIALYSIS


Select TRAINING Group(s) to be assigned: ?

      Make a selection from the screen display, a range of numbers can be
      selected by using a HYPHEN, multiple selections can be made by
      separating them by COMMAS, or '^' to exit.
                E.G. 1   1-2     1,3    1-2,4-5    1,3-4
                       Are examples of valid selections
```

This class may be assigned to the following Mandatory Training groups.

```
Select TRAINING Group(s) to be assigned: 10

This class has been added to the RN MI review group.
```

Menu Access:

The Enter/Edit Mandatory Training (MI/Brief) option is accessed through the Enter/Edit Class Information option of the Package Coordinator Menu and the Education Tracking Instructor Menu options.

Enter/Edit Mandatory Training (MI/Expanded)

Description:

This option allows the user to enter or edit mandatory training classes and to store related class OLDE information through a single option. Class information is stored in the PRSE Education Registration file (#452.8), and the PRSE Program/Class Title file (#452.1).

Additional Information:

This option is invoked when the user intends to document class information which will be manually entered into the OLDE software at a future time. Data entered through Enter/Edit Mandatory Training (MI/Expanded) option will not be copied into the PRSE Education Registration file when the user updates class date information through the Enter/Edit Mandatory Training (MI/Brief) option.

Menu Display:

```
Select Package Coordinator Menu Option: 1  Enter/Edit Class Information


   1      Enter/Edit Mandatory Training (MI/Brief)
   2      Enter/Edit Mandatory Training (MI/Expanded)
   3      Enter/Edit Local Continuing Education
   4      Enter/Edit Other/Miscellaneous Training
   5      Enter/Edit Ward/Unit-Location Training
```

Screen Prints:

```
Select Enter/Edit Class Information Option: 2  Enter/Edit Mandatory Training
(MI/Expanded)

Select CLASS NAME: ??

CHOOSE FROM:
   118 EXPOSURE TO BLOOD PATHOGEN     NURSING SERVICE
   ACLS     NURSING SERVICE
   ACQUISITION TRAINING     NURSING SERVICE
   ADMIN DUTIES     NURSING SERVICE
   ADP SECURITY     NURSING SERVICE
   ADVANCED LIFE SUPPORT     NURSING SERVICE
   ADVANCED MUMPS     INFORMATION SYSTEMS CENTER
   BASIC LIFE SUPPORT     NURSING SERVICE
   FIRE SAFETY     ENGINEERING SERVICE
   '^' TO STOP: ^
     YOU MAY ENTER A NEW PRSE PROGRAM/CLASS, IF YOU WISH
     Answer must be 2-53 characters in length
Select CLASS NAME: CARDIOPULMONARY RESUSCITATION
  ARE YOU ADDING 'CARDIOPULMONARY RESUSCITATION' AS A NEW PRSE PROGRAM/CLASS?
Y  (YES)
   PRSE PROGRAM/CLASS REQUIRED FREQUENCY: 1Y// ??
```

```
     This field indicates the mandatory frequency or interval for attending
the class.
     CHOOSE FROM:
       1M       MONTHLY
       3M       QUARTERLY
       6M       TWICE YEARLY
       1Y       ONCE YEARLY
       2Y       EVERY TWO YEARS
       3Y       EVERY THREE YEARS
       1T       ONE TIME ONLY
   PRSE PROGRAM/CLASS REQUIRED FREQUENCY: 1Y//  <RET> ONCE YEARLY
   PRSE PROGRAM/CLASS LENGTH HRS: ??
```

The number of hours is entered as a number between 0 and 9999.99 and up to 2 decimal digits.

```
     This field indicates the class duration in hours
     reported to Austin.
   PRSE PROGRAM/CLASS LENGTH HRS: 4
OBJECTIVE(S):
  1>??
    Define the Program/Class objectives (word-processing).

This field is used to define the Program/Class objectives.
  1>LEARN BASICS OF CPR.
  2><RET>
EDIT Option: <RET>
SERVICE: NURSING SERVICE// ??
```

The service default is the name of the service associated with the user creating the class. This software is using the data stored in the Cost Center/Organization Code field of File #450 to identify the service. When the class is created by a user assigned to one service and the class is to be associated with another service, enter the name of the sponsoring service after the // (double slash).

```
     This field associates the class with a specific service.

CHOOSE FROM:
   A & M MGT
   AMBULATORY CARE
   ANESTHESIOLOGY
   AUDIOLOGY
   BLIND REHAB
   CHAPLAIN
   CHIEF OF STAFF
   DENTAL
   DERMATOLOGY
   DIALYSIS
   DIETETICS
   DOMICILIARY CARE
   EDUCATION
   ENGINEERING
   FISCAL
   GENERAL COUNSEL
   GERIATRIC RESEARCH
   IRM
   LABORATORY
```

```
   '^' TO STOP: ^
SERVICE: NURSING SERVICE// <RET>
OPEN/CLOSED: CLOSED// ??
     This field indicates if the class is opened to individuals outside of the
     service.  Closed programs will not be displayed to potential registrants
     from other services.
     CHOOSE FROM:
       1        CLOSED
       0        OPEN
OPEN/CLOSED: CLOSED// <RET>
```

If this field entry was open individuals can register for this class when: a) the sponsoring service for the class is different from their own service, and b) the class type is mandatory/required and the individual is associated with the class through the Assign/Delete Training Groups for Staff/Services option.

```
Select START DATE/TIME OF CLASS: JUN 07,1994// ??
   06-07-1994
```

The date for the 1st class is the date the class was entered in the software. If the date is incorrect, enter a <RET> behind the // and at the next prompt enter the correct date.

```
   This is the scheduled start date/time for this program/class.
```

Enter the date of this program or class. Date (minimum of month/year) is required; entry of time is strongly suggested if the class is to be tracked by the calendar report.

```
Select START DATE/TIME OF CLASS: JUN 07,1994// <RET>
  START DATE/TIME OF CLASS: JUN 07,1994// T-4   (JUN 03,1994)
  ENDING DATE/TIME OF CLASS: T-4  (JUN 03, 1994)
```

This field contains the scheduled end date/time of this program/class. Time is optional.

```
  PRESENTER/SUPPLIER: ??
```

The Presenter/supplier field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

```
CHOOSE FROM:
```

(Entries from the New Person file).

```
   ABBAS, JOE
   ABBAITE,JOSEPH
   ABRAIRA,CAROLS
   ACKERMANN,NANCY
   ACKERMAN,WILL
   ADAM,CARMEN
   '^' TO STOP: ^
```

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins a selection of entries from the PRSE Education Program/Class Supplier file.

```
CHOOSE FROM:
```

(Entries from the PRSE Education Program/Class Supplier file).

```
   ACOS/E SERVICE
   AMCE EDUCATIONAL TRAINING
```

```
   AUSTIN AUTOMATION CENTER
   BAXTERS' MED. EDUC. MATERIAL
   DAWSON'S EDUCATIONAL PROGRAMS
```

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message will display:

```
Enter the name of the vendor or supplier of this program (class).
     This field contains the name of the company or organization who supplied
     the program or class.
```

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message will display:

```
NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM

  PRESENTER/SUPPLIER: ACOS/E SERVICE

ACOS/E SERVICE

     Is this the one you want? NO// Y  (YES)
  SPONSORING SERVICE: HINES ISC//??
```

The default value is derived from one of two places. When the presenter's name is found in the New Person file (#200), the default is obtained from the information entered in the Enter/Edit Tracking Parameter file (#452.7), specifically the Station Name field. When the presenter's name is found in the PRSE Education Program/Class Supplier file (#452.2), the default is the city and state of the supplier. This Sponsoring Service prompt does not appear if the user does not enter a value into the Presenter/Supplier field.

```
  Answer must be 3-30 characters in length.
  This field contains the location where the Program/Class is to be held.

  SPONSORING SERVICE: HINES ISC// <RET>
  CLASS LIMIT: ?

CHOOSE FROM:
       0   REGISTRATION CLOSED
   1-999   REGISTRATION RESTRICTED TO NUMBER INDICATED (0 decimal digits)
   BLANK   REGISTRATION UNLIMITED
```

This field indicates the maximum number of students that may register for this class session. When this number is met, the user will be given a warning message which indicates that registration is closed.

```
  CLASS LIMIT: <RET>
```

Registration is unlimited since the field is blank. If registration is not being automated through this software, also leave the field blank.

```
Select START DATE/TIME OF CLASS: <RET>
```

After the Start Date multiple has been set up with the required time frames, presenter/supplier, location and class limit, the following additional information is asked. This data is used for all instances of this class regardless of date.

```
CLASS HRS DURING ON-DUTY TIME: 4// ?
```

```
     Type a Number between 0 and 9999, 0 Decimal Digits.
```

The default value is the class length rounded off to the nearest whole number. This field can also be defined as the number of classroom hours (rounded off to the nearest whole number) attributed to program training during a employee's tour of duty.

```
CLASS HRS DURING ON-DUTY TIME: 4// <RET>
CLASS HRS DURING OFF-DUTY TIME: 0// ?
     Type a Number between 0 and 9999, 0 Decimal Digits.
```

This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.

```
CLASS HRS DURING OFF-DUTY TIME: 0// <RET>
Select SERVICE REASON FOR CLASS: ??

     This field contains the service's reason for having an individual attend
     this program/class.

CHOOSE FROM:
   ANNUAL REVIEW
   DECENTRALIZED INSERVICE
   ENHANCE SKILLS
   MAKE UP CLASS
   MANDATORY INSERVICE
```

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

```
Select SERVICE REASON FOR CLASS: MANDATORY INSERVICE
Select SERVICE REASON FOR CLASS: <RET>
TYPE OF MEDIA: ??
     This is the type of media used to present this program or class.

CHOOSE FROM:
   AUDIO TAPE
   LECTURE
   REFERENCE BOOKS
   SOFTWARE (CAI)
   VIDEO
   WRITTEN MATERIALS
```

The information listed above can be expanded by entering additional media types through the option, Presentation Media which is located in the Package Set-up Menu.

```
TYPE OF MEDIA: LECTURE
PURPOSE OF CLASS: ?
 ANSWER WITH PRSE EMPLOYEE PURPOSE OF TRAINING PAID CODE
CHOOSE FROM:
   ADULT BASIC EDUCATION      9
   DEVELOP NEW SKILLS      6
   EMPLOYEE FINANCED      10
```

```
   IMPROVE PRESENT PERFORMANCE      4
   MEET FUTURE STAFFING NEEDS      5
   MISSION OR PROGRAM CHANGE      1
   NEW TECHNOLOGY      2
   NEW WORK ASSIGNMENT      3
   ORIENTATION      8
   TRADE OR CRAFT APPRENTICESHIP      7
```

This field contains the reason this program/class is given; it is a required field. Refer to 3.1 for additional information.

```
PURPOSE OF CLASS: NEW TECHNOLOGY
CLASS CATEGORY: ??
      This field categorizes a specific class or program.

CHOOSE FROM:
   ADJUDICATION (Spe/Tec)      5C
   ADVANCED SUPERVISORY TRAINING (Sup.)      2A
   ARITHMETIC (Basic Ed.)      92
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Adm.)      46
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Exec.)      16
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Sup.)      23
   BOILER OR AIR COND. OPERATION (Trade/Craft)      77
   BRAILLE (Basic Ed.)      94
   CARPENTRY (Trade/Craft)      74
   COMPLETES 40-HOUR REQUIREMENT (Sup.)      27
   COMPLETES 80-HOUR REQUIREMENT (Sup.)      29
   COMPUTER OPERATING (Clerical)      66
   COMPUTER PROGRAMMING (Spec.)      57
   CONTRACT ADMINISTRATION (Adm.)      48
   CONTRACT ADMINISTRATION (Exec.)      18
   CONTRACT ADMINISTRATION (Sup.)      25
   CONTRACT NEGOTIATIONS (Adm.)      47
   CONTRACT NEGOTIATIONS (Exec.)      17
   CONTRACT NEGOTIATIONS (Sup.)      24
   CPR TRAINING (Spec/Tec)      5F
   DISABL.VET./HANDICAPPED/VIETNAM ERA EMPLOY. (Sup.)      22
   '^' TO STOP: ^
```

This field categorizes a specific class or program; it is a required field. Refer to 3.1 for additional information.

```
CLASS CATEGORY: 36  MEDICAL - NURSES     36
GOVERNMENT FUNDED: GOVERNMENT FUNDED// ?
     CHOOSE FROM:
       G        GOVERNMENT FUNDED
       E        EMPLOYEE FUNDED
```

This field indicates if this class is government funded or not. Refer to page 3.1 for additional information.

```
GOVERNMENT FUNDED: GOVERNMENT FUNDED// <RET>
CODE FOR OLDE: YES// ?
     CHOOSE FROM:
       Y        YES
       N        NO
```

This field indicates whether or not this class record should be submitted to human resources for manual transmission to Austin, Texas after class attendance is taken.

```
CODE FOR OLDE: YES// <RET>
```

The following information is used in OLDE transmissions.

```
ROUTINE/NON-ROUTINE: ??
       This field indicates whether or not the class enhances or does not
       enhance the employee's job qualifications.
       CHOOSE FROM:
         R        ROUTINE
         N        NON-ROUTINE
ROUTINE/NON-ROUTINE: R  ROUTINE
```

The software then permits the user to assign the new class to a mandatory review group associated with the service or to a hospital-wide review group (review groups assigned to the Miscellaneous Service).

Prior to the following display, the software displays the mandatory training groups associated with the class (if any).

```
This class may be assigned to the following Mandatory Training Groups.
 1. CRITICAL CARE                        2. HOSPITAL GROUP
 3. LPNS                                 4. NURSING ASSISTANT
 5. NURSING COORDINATORS                 6. NURSE MANAGERS
 6. NURSE PRACTITIONERS                  7. OPERATING ROOM
 8. QUALITY MANAGEMENT                   9. RN
10. RN DIALYSIS


Select TRAINING Group(s) to be assigned: ?

      Make a selection from the screen display, a range of numbers can be
      selected by using a HYPHEN, multiple selections can be made by
      separating them by COMMAS, or '^' to exit.
                E.G. 1   1-2     1,3    1-2,4-5    1,3-4
                       Are examples of valid selections
```

This class may be assigned to the following Mandatory Training groups.

```
Select TRAINING Group(s) to be assigned: 9

This class has been added to the RN MI review group.
```

Menu Access:

The Enter/Edit Mandatory Training (MI/Expanded) option is accessed through the Enter/Edit Class Information option of the Package Coordinator Menu and the Education Tracking Instructor Menu options.

Enter/Edit Local Continuing Education

Description:

This option allows the user to create and edit a continuing education class presented at the medical center. Data is stored in the PRSE Education Registration file (#452.8), and the PRSE Program Class Title file (#452.1).

Additional Information:

The data edited by this option can be found on the Employee Training Reports after attendance is taken.

Menu Display:

```
Select Package Coordinator Menu Option: 1  Enter/Edit Class Information


   1      Enter/Edit Mandatory Training (MI/Brief)
   2      Enter/Edit Mandatory Training (MI/Expanded)
   3      Enter/Edit Local Continuing Education
   4      Enter/Edit OtherMiscellaneous Training
   5      Enter/Edit Ward/Unit-Location Training
```

Screen Prints:

```
Select Enter/Edit Class Information Option: 3  Enter/Edit Local Continuing
Education

Select CLASS NAME: MAILMAN HELPFUL HINTS
```

This is the name of the program or class. Answer must be 2-53 characters in length

```
  ARE YOU ADDING 'MAILMAN HELPFUL HINTS' AS
    A NEW PRSE PROGRAM/CLASS? Y  (YES)
  PRSE PROGRAM/CLASS LENGTH HRS: ??
```

The number of hours is entered as a number between 0 and 9999.99 and up to 2 decimal digits.

```
     This field indicates the class duration in hours
     reported to Austin.
  PRSE PROGRAM/CLASS LENGTH HRS: 3.25
OBJECTIVE(S):
  1>??
    Define the Program/Class objectives (word-processing).

This field is used to define the Program/Class objectives.
  1>LEARN HELPFUL HINTS ON HOW TO USE MAILMAN.
  2><RET>
EDIT Option: <RET>
```

The service default is the name of the service associated with the user creating the class. The software is using the data stored in the Cost Center/Organization Code field of File #450 to identify the service. When the class is created by a user assigned to one service and the class is to be associated with another service, enter the name of the sponsoring service after the // (double slash).

```
SERVICE: NURSING SERVICE// ??
     This field associates the class with a specific service.

CHOOSE FROM:
   A & M MGT
   AMBULATORY CARE
   ANESTHESIOLOGY
   AUDIOLOGY
   BLIND REHAB
   CHAPLAIN
   CHIEF OF STAFF
   DENTAL
   DERMATOLOGY
   DIALYSIS
   DIETETICS
   DOMICILIARY CARE
   EDUCATION
   ENGINEERING
   FISCAL
   GERIATRIC RESEARCH
   IRM
   LABORATORY
   '^' TO STOP: ^
SERVICE: NURSING SERVICE// <RET>
OPEN/CLOSED: CLOSED// ??
     This field indicates if the class is opened to individuals outside of the
     service.  Closed programs will not be displayed to potential registrants
     from other services.
     CHOOSE FROM:
       1        CLOSED
       0        OPEN
OPEN/CLOSED: CLOSED// <RET>
```

If this field entry was open, individuals outside the service could register for the class.

```
Select START DATE/TIME OF CLASS: JUN 07,1994// ?
 ANSWER WITH START DATE/TIME OF CLASS:
   06-07-1994
```

The date of the 1st class is the date the class was entered in the software. If the date is incorrect, enter a <RET> behind the // and at the next prompt enter the correct date.

```
     YOU MAY ENTER A NEW START DATE/TIME OF CLASS, IF YOU WISH
     Enter the date of this program or class, time is required if the
     class is to be tracked by personnel
```

Enter the date of this program or class. Date (minimum of month/year) is required; entry of time is strongly suggested if the class is to be tracked by the calendar report.

```
Select START DATE/TIME OF CLASS: JUN 07,1994// <RET>
  START DATE/TIME OF CLASS: JUN 07,1994// ?
```

```
     Enter the date of this program or class, time is required if the class is
     to be tracked by personnel
  START DATE/TIME OF CLASS: JUN 07,1994// <RET>
  ENDING DATE/TIME OF CLASS: T  (JUN 07, 1994)
```

This field contains the scheduled end date/time of this program/class. Time is optional.

```
  PRESENTER/SUPPLIER: ??
```

The Presenter/supplier field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

```
CHOOSE FROM:
   ABBAS
   ABBATE,JOSEPH
   ABRAIRA,CAROLS
   ACKERMAN,NATASHA
   ACKERMAN,WILLIAM
   '^' TO STOP: ^
```

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins a selection of entries from the PRSE Education Program/Class Supplier file.

```
CHOOSE FROM:
   ACOS/E SERVICE
   AMCE EDUCATIONAL TRAINING
   AUSTIN AUTOMATION CENTER
   BAXTERS' MED. EDUC. MATERIAL
   DAWSON'S EDUCATIONAL PROGRAMS
```

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message displays:

```
Enter the name of the vendor or supplier of this program (class).
     This field contains the name of the company or organization who supplied
     the program or class.
```

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message displays:

```
NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM

  PRESENTER/SUPPLIER: DAWSON,MICHELLE

     Is this the one you want? NO// Y  (YES)
  SPONSORING SERVICE: Hines ISC// ?
```

The default value is derived from one of two places. When the presenter's name is found in the New Person file (#200), the default is obtained from the information entered in the Enter/Edit Tracking Parameter file (#452.7), specifically the Station Name field. When the presenter's name is found in the PRSE Education Program/Class Supplier file (#452.2), the default is the city and state of the supplier. The Sponsoring Service prompt does not appear if there is no entry in the Presenter/Supplier field.

```
  Answer must be 3-30 characters in length.
```

```
  This field contains the location where the Program/Class is to be held.

  SPONSORING SERVICE: Hines ISC// <RET>
  CLASS LIMIT: ?

CHOOSE FROM:
       0   REGISTRATION CLOSED
   1-999   REGISTRATION RESTRICTED TO NUMBER INDICATED (0 decimal digits)
   BLANK   REGISTRATION UNLIMITED
```

This field indicates the maximum number of students that may register for this class session. When this number is met, the user will be given a warning message which indicates that registration is closed.

CLASS LIMIT: **<RET>** **Registration is unlimited since the field is blank. If registration is not being automated through this software, also leave the field blank.**

Select START DATE/TIME OF CLASS: **<RET>**

After the Start Date multiple has been set up with the required time frames, presenter supplier, location and class limit, additional information is asked. This data is used for all instances of this class regardless of date.

```
ACCREDITING ORGANIZATION: ??
   This field contains the name of the organization accrediting the program.

CHOOSE FROM:
   AACCN
   AMERICAN CRITICAL CARE NURSING
   AMERICAN DIETETIC ASSOCIATION
   AMERICAN MEDICAL ASSOCIATION
   AMERICAN NURSES ASSOCIATION
   AMERICAN RED CROSS
   DELAWARE NURSES ASSOCIATION
   ILLINOIS NURSES ASSOCIATION
   IOWA BOARD OF NURSING
   TEXAS NURSES ASSOCIATION


ACCREDITING ORGANIZATION: AMERICAN NURSES ASSOCIATION
CLASS HRS DURING ON-DUTY TIME: 3// ?
     Type a Number between 0 and 9999, 0 Decimal Digits
```

The default value is the class length rounded off to the nearest whole number. This field can also be defined as the number of classroom hours (rounded off to the nearest whole number) attributed to program training during an employee's tour of duty.

CLASS HRS DURING ON-DUTY TIME: 3// **<RET>**
CLASS HRS DURING OFF-DUTY TIME: 0// **<RET>** **Type a Number between 0 and 9999, 0 Decimal Digits. This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.**

```
CEUs: ?
     Type a Number between 0 and 30, 1 Decimal Digit
```

This is the number of continuing education units associated with the class.

```
CEUs: 3
CONTACT HOURS: ?
     Type a Number between 0 and 9999.99, 2 Decimal Digits
```

This field contains the number of contact hours associated with this program.

```
CONTACT HOURS: 3
Select SERVICE REASON FOR CLASS: ??

      This field contains the service's reason for having an individual
      attend this program/class.

CHOOSE FROM:
   ANNUAL REVIEW
   DECENTRALIZED INSERVICE
   ENHANCE SKILLS
   IMPROVE PRESENT PERFORMANCE
   MAKE UP CLASS
   MANDATORY INSERVICE
```

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

```
Select SERVICE REASON FOR CLASS: ENHANCE SKILLS
Select SERVICE REASON FOR CLASS: <RET>
TYPE OF MEDIA: ??
     This is the type of media used to present this program or class.

CHOOSE FROM:
   AUDIO TAPE
   CLASSROOM
   FILM
   HANDOUTS/DISCUSSION
   LECTURE/DEMO/ROLE
```

The information listed above can be expanded by entering additional media types through the option, Presentation Media which is located in the Package Set-up Menu.

```
TYPE OF MEDIA: LECTURE/DEMO/ROLE
PURPOSE OF CLASS: ?

CHOOSE FROM:
   ADULT BASIC EDUCATION      9
   DEVELOP NEW SKILLS      6
   EMPLOYEE FINANCED      10
   IMPROVE PRESENT PERFORMANCE      4
   MEET FUTURE STAFFING NEEDS      5
   MISSION OR PROGRAM CHANGE      1
   NEW TECHNOLOGY      2
   NEW WORK ASSIGNMENT      3
   ORIENTATION      8
```

```
   TRADE OR CRAFT APPRENTICESHIP      7
```

This field contains the reason this program/class is given; it is a required field. Refer to 3.1 for additional information.

```
PURPOSE OF CLASS: MEET FUTURE STAFFING NEEDS
CLASS CATEGORY: ??
      This field categorizes a specific class or program.

CHOOSE FROM:
   ADJUDICATION (Spe/Tec)      5C
   ADVANCED SUPERVISORY TRAINING (Sup.)      2A
   ARITHMETIC (Basic Ed.)      92
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Adm.)      46
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Exec.)      16
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Sup.)      23
   BOILER OR AIR COND. OPERATION (Trade/Craft)      77
   BRAILLE (Basic Ed.)      94
   CARPENTRY (Trade/Craft)      74
   COMPLETES 40-HOUR REQUIREMENT (Sup.)      27
   COMPLETES 80-HOUR REQUIREMENT (Sup.)      29
   COMPUTER OPERATING (Clerical)      66
   COMPUTER PROGRAMMING (Spec.)      57
   CONTRACT ADMINISTRATION (Adm.)      48
   CONTRACT ADMINISTRATION (Exec.)      18
   CONTRACT ADMINISTRATION (Sup.)      25
   CONTRACT NEGOTIATIONS (Adm.)      47
   CONTRACT NEGOTIATIONS (Exec.)      17
   CONTRACT NEGOTIATIONS (Sup.)      24
   CPR TRAINING (Spec/Tec)      5F
   DISABL.VET./HANDICAPPED/VIETNAM ERA EMPLOY. (Sup.)      22
   '^' TO STOP: ^
```

This field categorizes a specific class or program; it is a required field. Refer to 3.1 for additional information.

```
CLASS CATEGORY: 36  MEDICAL - NURSES     36
GOVERNMENT FUNDED: G// ?
     CHOOSE FROM:
       G        GOVERNMENT FUNDED
       E        EMPLOYEE FUNDED
```

This field indicates if this class is government funded or not. Refer to 3.1 for additional information.

```
GOVERNMENT FUNDED: G// <RET>  GOVERNMENT FUNDED
CODE FOR OLDE: YES// ?
     CHOOSE FROM:
       Y        YES
       N        NO
```

This field indicates whether or not this class record should be submitted to personnel for transmission to Austin, Texas after class attendance is taken.

```
CODE FOR OLDE: YES// Y  YES
```

The following information is used in OLDE transmissions.

```
ROUTINE/NON-ROUTINE: ??
       This field indicates whether or not the class enhances or does not
       enhance the employee's job qualifications.
       CHOOSE FROM:
         R        ROUTINE
         N        NON-ROUTINE
ROUTINE/NON-ROUTINE: R  ROUTINE
```

Menu Access:

The Enter/Edit Local Continuing Education option is accessed through the Enter/Edit Class Information option of the Package Coordinator Menu and the Education Tracking Instructor Menu options.

Enter/Edit Other/Miscellaneous Training

Description:

This option allows the entering and editing of miscellaneous training inservice classes which are not categorized as required classes, continuing education or location specific classes. Data is stored in the PRSE Education Registration file (#452.8), and the PRSE Program Class Title file (#452.1).

Additional Information:

The data edited by this option can be found on the Employee Training Reports after class attendance is taken.

Screen Prints:

```
Select Package Coordinator Menu Option: 1  Enter/Edit Class Information


   1      Enter/Edit Mandatory Training (MI/Brief)
   2      Enter/Edit Mandatory Training (MI/Expanded)
   3      Enter/Edit Local Continuing Education
   4      Enter/Edit Other/Miscellaneous Training
   5      Enter/Edit Ward/Unit-Location Training

Select Enter/Edit Class Information Option: 4  Enter/Edit Other/Miscellaneous
Training

Select CLASS NAME: ??

CHOOSE FROM:
   BASIC MAILMAN     IRM
   BASIC SUPERVISORY TRAINING     NURSING SERVICE
   BUDGET PLANNING     NURSING SERVICE
   CHEM JOURNAL    LAB SERVICE
   COMPUTER TRAINING FOR NURSING     NURSING SERVICE
   E-MAIL     LAB SERVICE

     This is the name of the program or class.
Select CLASS NAME: BASIC FILEMAN
  ARE YOU ADDING 'BASIC FILEMAN' AS A NEW PRSE PROGRAM/CLASS? Y  (YES)
  PRSE PROGRAM/CLASS LENGTH HRS: ??
     This field indicates the class duration in hours
     reported to Austin.
```

The number of hours is entered as a number between 0 and 9999.99 and up to 2 decimal digits.

```
  PRSE PROGRAM/CLASS LENGTH HRS: 4
OBJECTIVE(S):
  1>??
    Define the Program/Class objectives (word-processing).
```

```
This field is used to define the Program/Class objectives.
  1>INTRODUCTION TO BASIC
  2><RET>
EDIT Option: <RET>
SERVICE: NURSING SERVICE// ??
     This field associates the class with a specific service.
```

The service default is the name of the service associated with the user creating the class. This software is using the data stored in the Cost Center/Organization Code field of File #450 to identify the service. When the class is created by a user assigned to one service and the class is to be associated with another service, enter the name of the sponsoring service after the // (double slash).

```
CHOOSE FROM:
   A & M MGT
   AMBULATORY CARE
   ANESTHESIOLOGY
   AUDIOLOGY
   BLIND REHAB
   CHAPLAIN
   CHIEF OF STAFF
   DENTAL
   DERMATOLOGY
   DIALYSIS
   DIETETICS
   DOMICILIARY CARE
   EDUCATION
   ENGINEERING
   FISCAL
   GENERAL COUNSEL
   GERIATRIC RESEARCH
   IRM
   LABORATORY
   '^' TO STOP: ^
SERVICE: NURSING SERVICE// <RET>
OPEN/CLOSED: CLOSED// ??
     This field indicates if the class is opened to individuals outside of the
     service.  Closed programs will not be displayed to potential registrants
     from other services.
     CHOOSE FROM:
       1        CLOSED
       0        OPEN
OPEN/CLOSED: CLOSED// OPEN
```

Since the value for this field is open, individuals outside the service can register for the class.

Enter the date of this program or class. Date (minimum of month/year) is required; entry of time is strongly suggested if the class is to be tracked by the calendar report.

```
Select START DATE/TIME OF CLASS: JUN 7,1994// ??
 ANSWER WITH START DATE/TIME OF CLASS:
   06-07-1994
```

The date of the 1st class is the date the class was entered in the software. If the date is incorrect, enter a <RET> behind the // and at the next prompt enter the correct date.

```
This is the scheduled start date/time for this program/class.
```

Enter the date of this program or class. Date (minimum of month/year) is required; entry of time is strongly suggested if the class is to be tracked by the calendar report.

```
Select START DATE/TIME OF CLASS: JUN 7,1994// <RET>
  START DATE/TIME OF CLASS: JUN 7,1994// T-1  (JUN 6,1994)
  ENDING DATE/TIME OF CLASS: T-1  (APR 13, 1994)
```
This field contains the scheduled end date/time of this program/class. Time is optional.

```
  PRESENTER/SUPPLIER: ??
```

The Presenter/supplier field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

```
CHOOSE FROM:
   ABBATE,JO
   ABRAIRA,CAROLA
   ACKERMAN,WILLIAM
   ADAM,C.
   AGUILERA,TONY
   AHRENS,ARLEN
   AHRENS,RICH
   AMBCARE,USER
   '^' TO STOP: ^
```
(Entries from the New Person file).

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins a selection of entries from the PRSE Education Program/Class Supplier file.

```
CHOOSE FROM:
   ACOS/EDUCATION
   AHA
   AMCE EDUCATIONAL TRAINING
   AUSTIN AUTOMATION CENTER
   BAXTERS' MED. EDUC. MATERIAL
   DAWSON'S EDUCATIONAL PROGRAMS
```
(Entries from the PRSE Education Program/Class Supplier file).

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message will display:

```
Enter the name of the vendor or supplier of this program (class).
     This field contains the name of the company or organization who supplied
     the program or class.
```

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message will display:

```
NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM

  PRESENTER/SUPPLIER: LONG,BABS

     Is this the one you want? NO// Y  (YES)
```

```
  SPONSORING SERVICE: Hines ISC// ??
```
The default value is derived from one of two places. When the presenter's name is found in the New Person file (#200), the default is obtained from the information entered in the Enter/Edit Tracking Parameter file (#452.7), specifically the Station Name field. When the presenter's name is found in the PRSE Education Program/Class Supplier file (#452.2), the default is the city and state of the supplier. The Sponsoring Service prompt does not appear if there is no entry in the Presenter/Supplier field.

```
  Answer must be 3-30 characters in length.
  This field contains the location where the Program/Class is to be held.

  SPONSORING SERVICE: Hines ISC// <RET>
  CLASS LIMIT: ?

CHOOSE FROM:
       0   REGISTRATION CLOSED
   1-999   REGISTRATION RESTRICTED TO NUMBER INDICATED (0 decimal digits)
   BLANK   REGISTRATION UNLIMITED
```

This field indicates the maximum number of students that may register for this class session. When this number is met, the user will be given a warning message which indicates that registration is closed.

```
  CLASS LIMIT: <RET>
```
Registration is unlimited since the field is blank. If registration is not being automated through this software, also leave the field blank.

```
Select START DATE/TIME OF CLASS: <RET>
```

After the Start Date multiple has been set up with the required time frames, presenter/supplier, location and class limit, additional information is asked. This data is used for all instances of this class regardless of date.

```
CLASS HRS DURING ON-DUTY TIME: 4// ?
     Type a Number between 0 and 9999, 0 Decimal Digits.
```

The default value is the class length rounded off to the nearest whole number. This field can also be defined as the number of classroom hours (rounded off to the nearest whole number) attributed to program training during an employee's tour of duty.

```
CLASS HRS DURING ON-DUTY TIME: 4// <RET>
CLASS HRS DURING OFF-DUTY TIME: 0// ?
     Type a Number between 0 and 9999, 0 Decimal Digits.
```

This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.

```
CLASS HRS DURING OFF-DUTY TIME: 0// <RET>
Select SERVICE REASON FOR CLASS: ??

     This field contains the service's reason for having an individual attend
     this program/class.

CHOOSE FROM:
```

```
   ANNUAL REVIEW
   CLASS IS MANDATORY
   DECENTRALIZED INSERVICE
   DEVELOP NEW SKILL
   IMPROVE PRESENT PERFORMANCE
   MANDATORY INSERVICE
```

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

```
Select SERVICE REASON FOR CLASS: ENHANCE SKILLS
Select SERVICE REASON FOR CLASS: <RET>
TYPE OF MEDIA: CLASS ROOM// ??
     This is the type of media used to present this program or class.

CHOOSE FROM:
   AUDIO TAPE
   CLASSROOM LECTURE
   DEMO/LECTURE
   HANDOUTS/DISCUSSION
   VIDEO
```

The information listed above can be expanded by entering additional media types through the option, Presentation Media which is located in the Package Set-up Menu.

```
TYPE OF MEDIA: CLASSROOM LECTURE
PURPOSE OF CLASS: ?

CHOOSE FROM:
   ADULT BASIC EDUCATION      9
   DEVELOP NEW SKILLS      6
   EMPLOYEE FINANCED      10
   IMPROVE PRESENT PERFORMANCE      4
   MEET FUTURE STAFFING NEEDS      5
   MISSION OR PROGRAM CHANGE      1
   NEW TECHNOLOGY      2
   NEW WORK ASSIGNMENT      3
   ORIENTATION      8
   TRADE OR CRAFT APPRENTICESHIP      7
```

This field contains the reason this program/class is given; it is a required field. Refer to 3.1 for additional information.

```
PURPOSE OF CLASS: DEVELOP NEW SKILLS
CLASS CATEGORY: TRAINING (Adm.)// ??
      This field categorizes a specific class or program.

CHOOSE FROM:
   ADJUDICATION (Spe/Tec)      5C
   ADVANCED SUPERVISORY TRAINING (Sup.)      2A
   ARITHMETIC (Basic Ed.)      92
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Adm.)      46
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Exec.)      16
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Sup.)      23
   BOILER OR AIR COND. OPERATION (Trade/Craft)      77
```

```
   BRAILLE (Basic Ed.)      94
   CARPENTRY (Trade/Craft)      74
   COMPLETES 40-HOUR REQUIREMENT (Sup.)      27
   COMPLETES 80-HOUR REQUIREMENT (Sup.)      29
   COMPUTER OPERATING (Clerical)      66
   COMPUTER PROGRAMMING (Spec.)      57
   CONTRACT ADMINISTRATION (Adm.)      48
   CONTRACT ADMINISTRATION (Exec.)      18
   CONTRACT ADMINISTRATION (Sup.)      25
   CONTRACT NEGOTIATIONS (Adm.)      47
   CONTRACT NEGOTIATIONS (Exec.)      17
   CONTRACT NEGOTIATIONS (Sup.)      24
   CPR TRAINING (Spec/Tec)      5F
   DISABL.VET./HANDICAPPED/VIETNAM ERA EMPLOY. (Sup.)      22
   '^' TO STOP: ^
```

This field categorizes a specific class or program; it is a required field. Refer to 3.1 for additional information.

```
CLASS CATEGORY: 36  MEDICAL - NURSES         36
GOVERNMENT FUNDED: GOVERNMENT FUNDED// ?
     CHOOSE FROM:
       G        GOVERNMENT FUNDED
       E        EMPLOYEE FUNDED
```

This field indicates if this class is government funded or not. Refer to 3.1 for additional information.

```
GOVERNMENT FUNDED: GOVERNMENT FUNDED// <RET>   GOVERNMENT FUNDED
CODE FOR OLDE: NO// ?
     CHOOSE FROM:
       Y        YES
       N        NO
```

This field indicates whether or not this class should be submitted to human resources for transmission to Austin, Texas after class attendance is taken.

```
CODE FOR OLDE: NO// Y  YES
```

The following information is used in OLDE transmissions.

```
ROUTINE/NON-ROUTINE: ??
       This field indicates whether or not the class enhances or does not
       enhance the employee's job qualifications.
       CHOOSE FROM:
         R        ROUTINE
         N        NON-ROUTINE
ROUTINE/NON-ROUTINE: R  ROUTINE
```

Menu Access:

The Enter/Edit Other /Miscellaneous Training option is accessed through the Enter/Edit Class Information option of the Package Coordinator Menu and the Education Tracking Instructor Menu options.

Enter/Edit Ward/Unit-Location Training

Description:

This option allows the user to create and edit inservice programs/classes associated with a specific medical center nursing location. Crediting attendance is also permitted. Data is stored in the PRSE Education Registration file (#452.8), and the PRSE Program Class Title file (#452.1).

Additional Information:

The data edited by this option can be found on the Employee Training Reports after attendance is taken.

Menu Display:

```
Select Package Coordinator Menu Option: 1  Enter/Edit Class Information


   1      Enter/Edit Mandatory Training (MI/Brief)
   2      Enter/Edit Mandatory Training (MI/Expanded)
   3      Enter/Edit Local Continuing Education
   4      Enter/Edit Other/Miscellaneous Training
   5      Enter/Edit Ward/Unit-Location Training
```

Screen Prints:

```
Select Enter/Edit Class Information Option: 5  Enter/Edit Ward/Unit-Location
Training

Select CLASS NAME: ??

CHOOSE FROM:
   3W BIOETHICS     NURSING SERVICE
   5W BAXTER IV PUMPS     NURSING SERVICE
   5W IVAC 4200     NURSING SERVICE
   7E CHART AUDIT     NURSING SERVICE
   3W DIET MANUAL TRAINING     ENGINEERING

      This is the name of the program or class.
Select CLASS NAME: SICU UNIT SAFETY
  ARE YOU ADDING 'SICU UNIT SAFETY' AS A NEW PRSE PROGRAM/CLASS? Y  (YES)
  PRSE PROGRAM/CLASS LENGTH HRS: ??
```

The number of hours is entered as a number between 0 and 9999.99 and up to 2 decimal digits.

```
     This field indicates the class duration in hours
     reported to Austin.
  PRSE PROGRAM/CLASS LENGTH HRS: 2
OBJECTIVE(S):
```

```
  1>??
    Define the Program/Class objectives (word-processing).
This field is used to define the Program/Class objectives.
  1>LEARN SAFETY IN THE UNIT
  2><RET>
EDIT Option: <RET>

SERVICE: NURSING SERVICE// ??
     This field associates the class with a specific service.
```

The service default is the name of the service associated with the user creating the class. The software is using the data stored in the Cost Center/Organization Code field of File #450 to identify the service. When the class is created by a user assigned to one service and the class is to be associated with another service, enter the name of the sponsoring service after the // (double slash).

```
CHOOSE FROM:
   A & M MGT
   AMBULATORY CARE
   ANESTHESIOLOGY
   AUDIOLOGY
   BLIND REHAB
   CHAPLAIN
   CHIEF OF STAFF
   DENTAL
   DERMATOLOGY
   DIALYSIS
   DIETETICS
   DOMICILIARY CARE
   '^' TO STOP: ^
SERVICE: NURSING SERVICE// <RET>
OPEN/CLOSED: CLOSED// ??
     This field indicates if the class is opened to individuals outside of the
     service.  Closed programs will not be displayed to potential registrants
     from other services.
     CHOOSE FROM:
       1        CLOSED
       0        OPEN
OPEN/CLOSED: CLOSED// <RET>
```

If this field entry was open, individuals outside the service could register for the class.

```
Select START DATE/TIME OF CLASS: JUN 7,1994// ??
   06-07-1994
```

The date of the 1st class is the date the class was entered in the software. If the date is incorrect, enter a <RET> behind the // and at the next prompt enter the correct date.

```
       This is the scheduled start date/time for this program/class.
```

Enter the date of this program or class. Date (minimum of month/year) is required; entry of time is strongly suggested if the class is to be tracked by the calendar report.

```
Select START DATE/TIME OF CLASS: JUN 7,1994// <RET>
  START DATE/TIME OF CLASS: JUN 7,1994// T-2  (JUN 05, 1994)
```

```
  ENDING DATE/TIME OF CLASS: T-2  (JUN 05,1994)
```
This field contains the scheduled end date/time of this program/class. Time is optional.

```
  PRESENTER/SUPPLIER: ??
```

The Presenter/supplier field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

```
CHOOSE FROM:
   ABBATE,JO
   ABRAIRA,CAROLA
   ACKERMAN,NATASHA
   ACKERMAN,WILL
   ADAM,C.
   '^' TO STOP: ^
```
(Entries from the New Person file).

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins the display of entries from the PRSE Education Program/Class Supplier file.

```
CHOOSE FROM:
   ACME
   ACOS/EDUCATION
   AHA
   AUSTIN AUTOMATION CENTER
   BAXTERS' MED. EDUC. MATERIAL
   DAWSON'S EDUCATIONAL PROGRAMS
```
(Entries from the PRSE Education Program/Class Supplier file).

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message will display:

```
Enter the name of the vendor or supplier of this program (class).
     This field contains the name of the company or organization who supplied
     the program or class.
```

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message will display:

```
NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM

  PRESENTER/SUPPLIER: ACME

ACME

    Is this the one you want? NO// Y  (YES)
  CLASS LIMIT: ?

CHOOSE FROM:
       0   REGISTRATION CLOSED
   1-999   REGISTRATION RESTRICTED TO NUMBER INDICATED (0 decimal digits)
   BLANK   REGISTRATION UNLIMITED
```

This field indicates the maximum number of students that may register for this class session. When this number is met, the user will be given a warning message which indicates that registration is closed.

```
  CLASS LIMIT: <RET>
```

Registration is unlimited since the field is blank. If registration is not being automated through this software, also leave the field blank.

```
Select START DATE/TIME OF CLASS: <RET>
```

After the Start Date multiple has been set up with the required time frames, presenter/supplier, location and class limit, additional information is asked. This data is used for all instances of this class regardless of date.

```
CLASS HRS DURING ON-DUTY TIME: 2// ?
     Type a Number between 0 and 9999, 0 Decimal Digits.
```

The default value is the class length rounded off to the nearest whole number. This field can also be defined as the number of classroom hours (rounded off to the nearest whole number) attributed to program training during an employee's tour of duty.

```
CLASS HRS DURING ON-DUTY TIME: 2// <RET>
CLASS HRS DURING OFF-DUTY TIME: 0// ?
     Type a Number between 0 and 9999, 0 Decimal Digits.
```

This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.

```
CLASS HRS DURING OFF-DUTY TIME: 0// <RET>
Select SERVICE REASON FOR CLASS: ??

     This field contains the service's reason for having an individual attend
     this program/class.

CHOOSE FROM:
   DECENTRALIZED INSERVICE
   DEVELOP NEW SKILLS
   IMPROVE PRESENT PERFORMANCE
   MANDATORY INSERVICE
```

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

```
Select SERVICE REASON FOR CLASS: DEVELOP NEW SKILLS
Select SERVICE REASON FOR CLASS: <RET>

Do you want to credit students for attending this class? YES// ??

Answer YES or NO.

Do you want to credit students for attending this class? YES// <RET>  (YES)

Select START DATE/TIME OF CLASS: ??

CHOOSE FROM:
   06-05-1994
```

This is the scheduled start date/time of the class.

```
Select START DATE/TIME OF CLASS: 6-5   JUN  5, 1994

Select Student Name: ??

CHOOSE FROM:
   ABBATE,JOSEPH     578998787
   ABRAIRA,CAROLS     789675458
   ACKERMAN,NAT    456784444
   ACKERMAN,WILL    333443333
   ADAM,C.     777655566
   '^' TO STOP: ^
Select Student Name: DAWSON,MICHELLE       355445032
```

1. Example: Crediting attendance

```
Do you want to credit DAWSON,MICHELLE - NURSING SERVICE for attending UNIT
SAFETY? YES// <RET>  (YES)

       DAWSON,MICHELLE   UNIT SAFETY  JUN  5, 1994
```

The above display indicates that M. Dawson was given credit for the class.

2. Example: Deleting attendance

Enter the name of the person whose record you want to delete.

```
Select Student Name: HOOD,MARIA       123323421

       HOOD,MARIA completed UNIT SAFETY on this date

Do you want to delete this record? NO// <RET>
```

If the user enters YES after the above prompt, the following message would appear:

```
HOOD, MARIA  **DELETED**
Select Student Name: <RET>
```

Menu Access:

The Enter/Edit Ward/Unit-Location Training option is accessed through the Enter/Edit Class Information option of the Package Coordinator Menu and the Education Tracking Instructor Menu options.

Chapter 4 Student Registration

Description:

This chapter explains the options which allow potential program attendees to register for future classes as identified in the PRSE Program/Class file (#452.1) and the PRSE Education Registration file (#452.8). The two options which regulate class registration are Class Registration Enter/Delete and Self Registration Enter/Edit.

Additional Information:

Class names are displayed with the sponsoring service's name. Registration can only be processed when appropriate class dates have been associated with a class through one of the Enter/Edit Class Information Menu options. If the software does not recognize the class name, check the entries to see if a present or future date is associated with the class. Both registration options display a message when the maximum number of registrants (stored in the class limit field) has been reached. Crediting attendance at classes is done through the options found under the Attendance Menu option. Individuals do not have to be preregistered in a class for attendance to be credited.

Menu Display:

```
Select Education Tracking System Menu Option: 2  Package Coordinator Menu


   1      Enter/Edit Class Information ...
   2      Class Registration Enter/Delete
   3      Attendance Menu ...
   4      Reports Menu ...
   5      Package Set-up Menu ...
```

Menu Access:

These two registration options are found in two different menus. The Class Registration Enter/Delete option is accessed through the Package Coordinator menu and the Education Tracking Instructor menu. The Self Registration Enter/Edit option is found in the Employee Menu.

Class Registration Enter/Delete

Description:

This option allows an individual to register students for classes. This option stores the names of the registrants in the PRSE Education Registration file (#452.8).

Additional Information:

A person can be registered for a class only if the class has a present or future date; registration for classes in the past is not allowed. Individuals do not need to be preregistered for a class in order for class attendance to be taken. The user holding the PRSE CORD key can see classes for all services (closed or open) and can register any person for any class regardless of service or class restrictions. Names of those individuals registered for classes can be printed through the Class Registration Roster report. The user holding the PRE SUP key can register any employee for a class sponsored by his/her service.

Menu Display:

```
Select Education Tracking System Menu Option: 2  Package Coordinator Menu


   1      Enter/Edit Class Information ...
   2      Class Registration Enter/Delete
   3      Attendance Menu ...
   4      Reports Menu ...
   5      Employee Education Tracking Menu ...
   6      Package Set-up Menu ...
```

Screen Prints:

```
Select Package Coordinator Menu Option: 2  Class Registration Enter/Delete

     Select one of the following:

          R         Class Registration Calendar Report
```

(Refer to the Reports section for an explanation of the Class Registration Calendar Report)

```
          S         Student Registration


Choose a Selection from the above choices: Student Registration

     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training
```

```
          A         All
Select Sort Parameter: ?

Enter a code from the list.


     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training
          A         All
```

This field preselects the type of class for the purpose of decreasing the listing of classes displayed in the help. If this sort was not placed in the software, the listing of classes would be enormous and definitely not user friendly.

```
Select Sort Parameter: Continuing Education

CLASS NAME: ?
 ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE, OR
     TYPE OF EDUCATION
 DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? Y  (YES)
```

Displayed below is a list of all classes which are open for registration based on the above class type.

```
CHOOSE FROM:
   5TH NURSING INFORMATICS     NURSING SERVICE

CLASS NAME: 5TH NURSING INFORMATICS         NURSING SERVICE

Select DATE: JUN 19, 1994// ?
 ANSWER WITH START DATE/TIME OF CLASS
```

The class must have a present or future date to be able to register for it. If you want to add a new date, exit this option and enter a new date through the appropriate Enter/Edit Class Information Menu option. Remember that you must have the appropriate level of access to edit the class information.

```
CHOOSE FROM:
   06-19-1994

Select DATE: JUN 19, 1994// <RET>   JUN 19, 1994
```

1. **Adding a name to the registration list:**

```
Enter STUDENT NAME: ?
 ANSWER WITH STUDENT NAME
```

The names displayed immediately before the New Person listing, are the names of individuals who have registered for the class.

```
CHOOSE FROM:
   DAWSON,MICHELLE   NURSING SERVICE
```

```
   CARPENTER,TOBIAS    NURSING SERVICE

 ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
 DO YOU WANT THE ENTIRE NEW PERSON LIST? Y  (YES)
CHOOSE FROM:
   ABBATE,JO
   ABRAIRA,CAROLA
   ACKERMAN,NAT
   ACKERMAN,WILL
   ADAM,C.
   '^' TO STOP: ^

Enter STUDENT NAME: HOOD,MARIA

Do you want to register HOOD,MARIA - NURSING SERVICE for 5TH NURSING
INFORMATICS? YES// <RET>  (YES)

Enter STUDENT NAME: <RET>
```

Additional names can be entered here.

When the name of a registrant is not an employee (the name is not found in the PRSE Student Education Tracking file (#452)) and not previously entered in the New Person file (#200), the following information is displayed.

```
Enter STUDENT NAME: DONATELLO,DANIELLE

Is DONATELLO,DANIELLE, being added to the NEW PERSON (#200) File as a non VA
employee? YES// <RET>
   NEW PERSON SSN: 555443333
```

The software internally checks to see whether or not a social security number has been entered for the registrant. If there is none, the application prompts the user to enter the SSN. If the registrant was previously entered in the New Person file, the software would automatically allow the user to enter the name and register the individual. If the name is not in File #200, the name of the individual must be placed in File #200 and the name re-entered into the Class Registration Enter/ Delete option to register the individual.

After the name of the individual is entered into File #200, it must again be re-entered to register him for the class.

```
Enter STUDENT NAME: DONATELLO,DANIELLE
```

Or the user can enter space bar, return.

```
Do you want to register DONATELLO,DANIELLE - NON Employee for 5TH NURSING
INFORMATICS? YES// Y  (YES)
```

2. **Deleting a name from the registration list:**

```
CLASS NAME:
```

Enter the name of the class.

```
Enter STUDENT NAME: ?
 ANSWER WITH STUDENT NAME
```

The names displayed immediately before the New Person listing, are the names of individuals who have registered for the class.

```
CHOOSE FROM:
   DAWSON,MICHELLE   NURSING SERVICE
   CARPENTER,TOBIAS D   NURSING SERVICE
   HOOD,MARIA   NURSING SERVICE
   DONATELLO,DANIELLE   MISCELLANEOUS

 ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
 DO YOU WANT THE ENTIRE 611-ENTRY NEW PERSON LIST? N  (YES)

Enter STUDENT NAME: DONATELLO,DANIELLE

DONATELLO,DANIELLE is currently Registered for this 5TH NURSING INFORMATICS
Class!

Do you want to delete this record? NO// YES  (YES)

DONATELLO,DANIELLE ** DELETED**

Enter STUDENT NAME: <RET>

CLASS NAME: <RET>
```

Menu Access:

The Class Registration Enter/Delete option is accessed through the Package Coordinator Menu and the Education Tracking Instructor Menu options.

Self Registration Enter/Edit

Description:

This option allows an employee to self register for a class. The data is stored in the PRSE Education Registration file (#452.8).

Additional Information:

Users may self register for any:

1. **Present/future class.**
2. **Open class sponsored by any service.**
3. **Closed class within their own service.**
4. **Mandatory class that they are required to attend as indicated in the PAID Employee file (#450).**

Individuals do not need to preregister for class attendance to be taken. Names of those individuals registered for classes can be printed through the Class Registration Roster report.

Menu Display:

```
                    PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished
for use only as authorized.  It will not be reproduced or used for any other
purposes. Any output must be secured in a storage system adequate to insure
against disclosure to unauthorized parties.  Disposal will be by burning,
shredding, or other treatment to destroy their legibility.


   1      Leave Request
   2      Leave Balances
   3      Display Leave Requests
   4      Cancel Leave Request
   5      Service Record Screen
   6      Display Pay Period
   7      Self Registration Enter/Edit

Select Employee Menu Option:
```

Screen Prints:

```
Select Employee Menu Option: 7  Self Registration Enter/Edit

     Select one of the following:
```

```
          R         Class Registration Calendar Report
```
(Refer to the Reports section for an explanation of the Class Registration Calendar Report)

```
          S         Student Registration
Choose a selection from the above choices: Student Registration

     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training
          A         All

Select a Training Type: ?
```

The user must first select the type of class. If this sort was not placed in the software, the listing of classes in the help would be enormous and definitely not user friendly.

```
Enter a code from the list.

     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education
          O         Other
          W         Ward/Unit Training
          A         All

Select a Training Type: Continuing Education

CLASS NAME: ?
```

Displayed below is a list of all classes which are opened for registration based on the above class type.

```
 ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE, OR
     TYPE OF EDUCATION
 DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? Y  (YES)
CHOOSE FROM:
   BASIC CPR     NURSING SERVICE
   HALOGEN EXTINGUISHERS     ENGINEERING SERVICE
```

1. **Adding your name to the registration list.**

```
CLASS NAME: HALOGEN EXTINGUISHERS         ENGINEERING SERVICE

Select DATE: APR 10, 1994// ?
 ANSWER WITH START DATE/TIME OF CLASS
CHOOSE FROM:
```

This is a listing of all dates associated with the class.

```
   04-10-1994
   05-22-1994
   06-03-1994
```

```
Select DATE: APR 10, 1994// <RET>   APR 10, 1994
Do you want to register HOOD,MARIA for HALOGEN EXTINGUISHERS? YES// ?

Answer YES or NO.
Do you want to register HOOD,MARIA for HALOGEN EXTINGUISHERS? YES// <RET>
(YES)
```

2. Deleting your name from the registration list.

```
CLASS NAME: HALOGEN EXTINGUISHERS         NURSING SERVICE

Select DATE: APR 10, 1994// <RET>   APR 10, 1994

HOOD,MARIA is currently Registered for this HALOGEN EXTINGUISHERS Class!

Do you want to delete this record? NO// Y  (YES)

HOOD,MARIA **DELETED**
```

Menu Access:

The Self Registration Enter/Edit option is accessed through the Employee Menu option.

Chapter 5 Attendance at Programs

Description:

This menu contains options used to document attendance at past or present classes. Information is stored in the PRSE Student Education Tracking file (#452).

Additional Information:

Refer to Chapter 3, Additional Information, for information on the different types of class records stored in File #452. This menu also contains options which

1. **Track non-local continuing education data.**
2. **Allow attendance to be taken on classes which have been purged from the PRSE Program/Class file (#452.1).**
3. **Permit changes in the employee's Student Education Tracking file (#452) record.**
4. **Edits (through a simplified operation) employee attendance at assigned mandatory training classes and enters the information in the employee's record (File #452).**

Menu Display:

```
Select Package Coordinator Menu Option: 3  Attendance Menu


   1      Enter/Edit Class Attendance
   2      Create Non-Local CE and Enter Attendance
   3      Modify Past Class Information
   4      Quick Attendance Update of Past/Purged Classes
   5      Quick Mandatory Training (MI) Update
```

Menu Access:

The Attendance Menu option is accessed through the Package Coordinator Menu and the Education Tracking Instructor's Menu options.

Enter/Edit Class Attendance

Description:

This option allows entry of class attendance in the PRSE Student Education Tracking file (#452).

Additional Information:

Attendance can only be taken for a class with a past or present date. Recording attendance at classes with future dates is not permitted. The data entered through this option can be found on multiple service and employee training reports. Users holding the PRSE CORD key can enter attendance for anyone regardless of service or class restrictions. The users holding the PRSE SUP key can credit attendance at any class sponsored by the user's service.

Menu Display:

```
Select Package Coordinator Menu Option: 3  Attendance Menu


   1      Enter/Edit Class Attendance
   2      Create Non-local CE and Enter Attendance
   3      Modify Past Class Information
   4      Quick Attendance Update of Past/Purged Classes
   5      Quick Mandatory Training (MI) Update
```

Screen Prints:

```
Select Attendance Menu Option: 1  Enter/Edit Class Attendance

     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training

Select a Training Type: ?

Enter a code from the list.


     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training
```

This field pre-selects the class type for the purpose of decreasing the listing of classes displayed in the help. If this sort was not placed in the software, the listing of classes would be enormous and definitely not user friendly.

```
Select a Training Type: Mandatory Training (MI)

Select CLASS: ?
 ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE, OR
     TYPE OF EDUCATION
 DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? Y  (YES)
CHOOSE FROM:
   138 EXPOSURE TO BLOOD PATHOGEN     LABORATORY SERVICE
   ADP SECURITY     NURSING SERVICE
   ADVANCED LIFE SUPPORT     NURSING SERVICE
   ADVANCED MUMPS     INFORMATION SYSTEMS CENTER
   ANNUAL REVIEW     NURSING SERVICE
   BASIC LIFE SUPPORT     NURSING SERVICE
   BCLS CERTIFICATION     NURSING SERVICE
   BCLS INSTRUCTOR EVAL     NURSING SERVICE
   BCLS INSTRUCTOR EXAM     NURSING SERVICE
   BIOETHICS     NURSING SERVICE
   BLOOD ADMINISTRATION     NURSING SERVICE
   BLOOD-BORNE PATHOGENS     NURSING SERVICE
   '^' TO STOP: ^
Select CLASS: BASIC LIFE SUPPORT         NURSING SERVICE
Select START DATE/TIME OF CLASS: AUG  1, 1993// ?
 ANSWER WITH START DATE/TIME OF CLASS
```

In order to take attendance for this class, the class must have a present or past date.

```
CHOOSE FROM:
   05-12-1993
   08-01-1993

Select START DATE/TIME OF CLASS: AUG  1, 1993// <RET>   AUG  1, 1993
```

1. **Adding an attendance record to a person's file .**

```
Select Student Name: ?
 ANSWER WITH STUDENT NAME
 DO YOU WANT THE ENTIRE STUDENT NAME LIST? Y  (YES)
CHOOSE FROM:
   LONG,BARBARA JOAN   NURSING SERVICE
   MCMOTT,SUE   NURSING SERVICE
   HSU,YVONNE   NURSING SERVICE
   HOOD,MARIA   NURSING SERVICE
   PRYOR,DARLENE   NURSING SERVICE
   SCRIBE,ELLEN   NURSING SERVICE
   DAWSON,MICHELLE   NURSING SERVICE
   KENNEALLY,KATHY   NURSING SERVICE
```

The list of individuals displayed above have pre-registered for the class. Remember that an attendee does not have to pre-register for a class for attendance to be credited. The user must credit a person's attendance on an individual basis. You cannot enter attendance on a group basis.

```
 ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
 DO YOU WANT THE ENTIRE 611-ENTRY NEW PERSON LIST? N  (NO)
Select Student Name: HAYNES,JESSICA       765438765

Do you want to credit HAYNES,JESSICA - NURSING SERVICE for attending BASIC
LIFE SUPPORT? YES// <RET>  (YES)

       HAYNES,JESSICA   BASIC LIFE SUPPORT     AUG  1, 1993
```

The previous message indicates that the attendance record was stored in the PRSE Education Tracking file.

2. Deleting an attendance record from a person's file.

```
Select Student Name: HAYNES,JESSICA       765438765

     HAYNES,JESSICA completed BASIC LIFE SUPPORT on this date.

Do you want to delete this record? NO// Y  (YES)

HAYNES,JESSICA **DELETED**

Select Student Name: <RET>
```

Menu Access:

The Enter/Edit Class Attendance option is accessed through the Attendance Menu option.

Create Non-Local CE and Enter Attendance

Description:

This option allows the user to enter and edit continuing education class information for courses not presented at the medical center facility. Attendance for a class is entered through this option along with cost and leave data. The information is stored in the PRSE Student Education Tracking file (#452).

Additional Information:

This option is ONLY for non-local continuing education classes. Enter Local Continuing Education programs through the Enter/Edit Continuing Education option found in the Enter/Edit Class Information Menu option. The data edited by this option can be found on the service and individual training reports under class type continuing education.

Menu Display:

```
Select Package Coordinator Menu Option: 3  Attendance Menu


   1      Enter/Edit Class Attendance
   2      Create Non-Local CE and Enter Attendance
   3      Modify Past Class Information
   4      Quick Attendance Update of Past/Purged Classes
   5      Quick Mandatory Training (MI) Update
```

Screen Prints:

```
Select Attendance Menu Option: 2  Create Non-local CE and Enter Attendance

Select NON-LOCAL C.E. CLASS: ?
```

The display lists only non-local continuing education class names.

```
 ANSWER WITH PRSE STUDENT EDUCATION TRACKING PROGRAM/CLASS TITLE
 DO YOU WANT THE ENTIRE PRSE STUDENT EDUCATION TRACKING LIST? Y  (YES)
CHOOSE FROM:
   AVI PUMP    NURSING SERVICE
   BUDGET    NURSING SERVICE
   LEADERSHIP SEMINAR    NURSING SERVICE
   PACKAGE TESTING    NURSING SERVICE
   SUMMER INSTITUTE IN NURSING INFORMATICS 93    NURSING SERVICE
   TX MEDICAL CENTER COLLABORATIVE PRECEPTOR PROG    NURSING SERVICE
   UPDATE JCAHO COMMI    NURSING SERVICE
   '^' TO STOP: ^

Select NON-LOCAL C.E. CLASS: UPDATE JCAHO STANDARDS
   ARE YOU ADDING 'UPDATE JCAHO STANDARDS' AS A NEW CLASS? Y  (YES)
```

In order to take attendance for this class, the class must have a present or past date.

```
Select CLASS DATE: T  (APR 05, 1994)
```
This field contains the scheduled start date/time for the class.

```
   ARE YOU ADDING 'APR  5, 1994' AS A NEW CLASS DATE? Y  (YES)

Select Student Name: ?
 ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
 DO YOU WANT THE ENTIRE ENTRY NEW PERSON LIST? Y  (YES)
CHOOSE FROM:
   ABBATE,JO
   ABRAIRA,CARLA
   ACKERMAN,NATALIA
   ACKERMAN,WILL     257119555
   ADAM,C.
   '^' TO STOP: ^
Select Student Name: HOOD,MARIA         029721722
```

The next field contains the end date/time for the class. It defaults to the start date.

```
ENDING DATE: APR  5, 1994// <RET>  (APR 05, 1994)
SOURCE OF TRAINING: NON-GOVERNMENT (e.g. Institution, Company or University)
         // ?
     CHOOSE FROM:
       1        VA
       2        INTERAGENCY
       3        NON-GOVERNMENT (Designed for VA)
       4        NON-GOVERNMENT (e.g. Institution, Company or University)
       5        STATE OR LOCAL GOVERNMENT
```

This field identifies the source of funding for the class. All classes default to NON-GOVERNMENT (e.g. Institution, Company or University). The user may change this entry by selecting the correct number.

```
SOURCE OF TRAINING: NON-GOVERNMENT (e.g. Institution, Company or University)
         // <RET>
CLASS CATEGORY: ?
```

This field categorizes a specific class or program. Refer to 3.1 for additional information.

```
 ANSWER WITH PRSE EDUCATION PROGRAM/CLASS CATEGORY PROGRAM CATEGORY, OR
     PAID CODE
 DO YOU WANT THE ENTIRE 91-ENTRY PRSE EDUCATION PROGRAM/CLASS CATEGORY LIST? Y
  (YES)
CHOOSE FROM:
   ADJUDICATION (Spe/Tec)      5C
   ADVANCED SUPERVISORY TRAINING (Sup.)      2A
   ARITHMETIC (Basic Ed.)      92
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Adm.)      46
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Exec.)      16
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Sup.)      23
   BOILER OR AIR COND. OPERATION (Trade/Craft)      77
   BRAILLE (Basic Ed.)      94
   CARPENTRY (Trade/Craft)      74
```

```
   COMPLETES 40-HOUR REQUIREMENT (Sup.)      27
   COMPLETES 80-HOUR REQUIREMENT (Sup.)      29
   COMPUTER OPERATING (Clerical)      66
   COMPUTER PROGRAMMING (Spec.)      57
   CONTRACT ADMINISTRATION (Adm.)      48
   CONTRACT ADMINISTRATION (Exec.)      18
   CONTRACT ADMINISTRATION (Sup.)      25
   CONTRACT NEGOTIATIONS (Adm.)      47
   CONTRACT NEGOTIATIONS (Exec.)      17
   CONTRACT NEGOTIATIONS (Sup.)      24
   CPR TRAINING (Spec/Tec)      5F
   DISABL.VET./HANDICAPPED/VIETNAM ERA EMPLOY. (Sup.)      22
   '^' TO STOP: ^
CLASS CATEGORY: 36  MEDICAL - NURSES        36
PURPOSE OF TRAINING: ?
```

This field contains the reason this program/class is given. Refer to 3.1 for additional information.

```
 ANSWER WITH PRSE EMPLOYEE PURPOSE OF TRAINING PAID CODE
 DO YOU WANT THE ENTIRE 11-ENTRY PRSE EMPLOYEE PURPOSE OF TRAINING LIST? Y
  (YES)
CHOOSE FROM:
   ADULT BASIC EDUCATION      9
   DEVELOP NEW SKILLS      6
   EMPLOYEE FINANCED      10
   IMPROVE PRESENT PERFORMANCE      4
   MEET FUTURE STAFFING NEEDS      5
   MISSION OR PROGRAM CHANGE      1
   NEW TECHNOLOGY      2
   NEW WORK ASSIGNMENT      3
   ORIENTATION      8
   TRADE OR CRAFT APPRENTICESHIP      7
PURPOSE OF TRAINING: IMPROVE PRESENT PERFORMANCE          4
PRSE PROGRAM/CLASS LENGTH HRS: ?
     Indicate class hours by typing a Number between 0 and 9999.99, 2 Decimal
Digits.
PRSE PROGRAM/CLASS LENGTH HRS: 2
CLASS HRS DURING ON-DUTY TIME: 2// ?
     Indicate on duty hours by entering a Number between 0 and 9999, 0 Decimal
     Digits.
```

The value entered into this field equates to the number of classroom hours for the program when an employee attends the class during on-duty time.

```
CLASS HRS DURING ON-DUTY TIME: 2// <RET>
CLASS HRS DURING OFF-DUTY TIME: ?
     Indicate off duty hours by entering a Number between 0 and 9999, 0
Decimal Digits.
```

This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.

```
CLASS HRS DURING OFF-DUTY TIME: 0
PRESENTER/SUPPLIER: ?
```

This field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

```
 ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
 DO YOU WANT THE ENTIRE 611-ENTRY NEW PERSON LIST? Y  (YES)
CHOOSE FROM:
   ABBATE,JO
   ABRAIRA,CARLA
   ACKERMAN,NATALIE
   ACKERMAN,WILL
   ADAM,C.
```

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins the display of entries from the PRSE Education Program/Class Supplier file.

```
 ANSWER WITH PRSE EDUCATION PROGRAM/CLASS SUPPLIER PRESENTER/SUPPLIER
 DO YOU WANT THE ENTIRE 71-ENTRY PRSE EDUCATION PROGRAM/CLASS SUPPLIER LIST? Y
  (YES)
CHOOSE FROM:
   ACME
   ACNS ED
   ACOS/E SERVICE
   ACOS/EDUCATION
   AHA
   AMCE EDUCATIONAL TRAINING

     YOU MAY ENTER A NEW PRSE EDUCATION PROGRAM/CLASS SUPPLIER, IF YOU WISH
     Answer must be 3-30 characters in length

Enter the name of the vendor or supplier of this program (class).
PRESENTER/SUPPLIER: ACME

ACME

   Is this the one you want NO// YES   (YES)

SPONSORING SERVICE: UNIVERSITY OF ILLINOIS// ?
     Answer must be 3-30 characters in length
```

The default value for program/class location is obtained from the city and state demographic information associated with presenter/supplier stored in File 452.2.

```
SPONSORING SERVICE: UNIVERSITY OF ILLINOIS// <RET?
CODE FOR OLDE: NOT CODED// ?
     Please enter status of this program or class
     CHOOSE FROM:
       Y        CODED
       N        NOT CODED
CODE FOR OLDE: NOT CODED// Y  CODED
GOVERNMENT FUNDED: GOVERNMENT FUNDED//
     CHOOSE FROM:
       G        GOVERNMENT FUNDED
       E        EMPLOYEE FUNDED
```

This field indicates whether the class was government funded or not.

```
GOVERNMENT FUNDED: GOVERNMENT FUNDED// <RET>
ROUTINE/NON-ROUTINE: NON-ROUTINE// ??
       This field indicates whether or not the class enhances or does not
       enhance the employee's job qualifications.
       CHOOSE FROM:
         R        ROUTINE
         N        NON-ROUTINE
ROUTINE/NON-ROUTINE: NON-ROUTINE// R   ROUTINE
```

The following information is used in OLDE transmissions.

```
ACCREDITING ORGANIZATION: ?
 ANSWER WITH PRSE EDUCATION ACCREDITATION ORGANIZATIONS
     ACCREDITATION BOARD
 DO YOU WANT THE ENTIRE 60-ENTRY PRSE EDUCATION ACCREDITATION ORGANIZATIONS
LIST? Y
  (YES)
CHOOSE FROM:
   AACCN
   AMERICAN CRITICAL CARE NURSING
   AMERICAN DIETETIC ASSOCIATION
   AMERICAN MEDICAL ASSOCIATION
   AMERICAN NURSES ASSOCIATION
   AMERICAN RED CROSS
```

This is the name of the accrediting organization for this class.

```
ACCREDITING ORGANIZATION: AMERICAN NURSES ASSOCIATION
CONTACT HOURS: ?
     Type a Number between 0 and 9999.99, 2 Decimal Digits
```

This field contains the number of contact hours associated with this class.

```
CONTACT HOURS: 2
C.E.U.s: ?
     Type a Number between 0 and 9999.9, 1 Decimal Digit
C.E.U.s: 2
Select SVC REASON: ?
 ANSWER WITH SVC REASON
      YOU MAY ENTER A NEW SVC REASON, IF YOU WISH

 ANSWER WITH PRSE SVC REASONS FOR TRAINING REASON FOR EMPLOYEE TRAINING
 DO YOU WANT THE ENTIRE 8-ENTRY PRSE SVC REASONS FOR TRAINING LIST? Y  (YES)
CHOOSE FROM:
   ANNUAL REVIEW
   CONTINUING EDUCATION
   DECENTRALIZED INSERVICE
   DEVELOP NEW SKILLS
   ENHANCE SKILLS
   IMPROVE PRESENT PERFORMANCE
   MAKE UP CLASS
   MANDATORY INSERVICE
```

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

```
Select SVC REASON: CONTINUING EDUCATION
Select SVC REASON: ENHANCE SKILLS
Select SVC REASON: <RET>

Are you entering funding and A/A information into the student's record? NO// ?

Answer YES or NO.

Are you entering funding and A/A information into the student's record? NO// Y
  (YES)
STUDENT EXPENSE: ?
     Type a Dollar Amount between 0 and 2000, 2 Decimal Digits.
```

This is the amount, if any, incurred by this employee for a government sponsored program or class.

```
STUDENT EXPENSE: 50
DIRECT COST: ?
     Type a Dollar Amount between 0 and 9999.99, 2 Decimal Digits.
```

This field contains the direct government cost (tuition, books, etc.) of the class. Refer to VA Form 5-4691, field 13.

```
DIRECT COST: 65
INDIRECT COST: ?
     Type a Dollar Amount between 0 and 9999.99, 2 Decimal Digits.
```

This field contains the indirect government cost (travel, per diem) of the class. Refer to VA Form 5-4691, field 13.

```
INDIRECT COST: 65
HOURS A/A REQUESTED: ?
     Type a Number between 0 and 999, 0 Decimal Digits.
```

This field contains the hours of authorized absence requested by an employee to attend a class.

```
HOURS A/A REQUESTED: 2
HOURS A/A GRANTED: ?
     Type a Number between 0 and 999, 0 Decimal Digits.
```

This field contains the total hours of authorized absence granted to attend a class.

```
HOURS A/A GRANTED: 2
Select FUNDS REQUESTED: ?
 ANSWER WITH FUNDS REQUESTED
     YOU MAY ENTER A NEW FUNDS REQUESTED, IF YOU WISH
CHOOSE FROM:
       A       AIRFARE
       P      PER DIEM
       R  REGISTRATION
       H         HOTEL
       T        TRAVEL
       N NONE REQUESTED
       U       TUITION
```

```
       B BOOKS/MATERIALS
       D  DIRECT OTHER
       I INDIRECT OTHER
```

This field indicates intended use of requested funds, (e.g., hotel, registration, etc.)

```
Select FUNDS REQUESTED: R  (REGISTRATION)
  AMOUNT REQUESTED: ?
     Type a Dollar Amount between 0 and 99999.99, 2 Decimal Digits.
```

This field stores the total funding (dollar amount) requested by the employee.

```
  AMOUNT REQUESTED: 50
Select FUNDS REQUESTED: <RET>
Select FUNDS AUTHORIZED: ?
 ANSWER WITH FUNDS AUTHORIZED
     YOU MAY ENTER A NEW FUNDS AUTHORIZED, IF YOU WISH
CHOOSE FROM:
       A       AIRFARE
       P      PER DIEM
       R  REGISTRATION
       H         HOTEL
       T        TRAVEL
       N NONE REQUESTED
       U       TUITION
       B BOOKS/MATERIALS
       D  DIRECT OTHER
       I INDIRECT OTHER
```

This field indicates intended use of authorized funds, (e.g., hotel, airfare).

```
Select FUNDS AUTHORIZED: R  (REGISTRATION)
  AMOUNT AUTHORIZED: ?
     Type a Dollar Amount between 0 and 99999.99, 2 Decimal Digits.
```

This field stores the dollar amount authorized by a service to an employee.

```
  AMOUNT AUTHORIZED: 50
Select FUNDS AUTHORIZED: <RET>
C.E.U. COMMENTS:
```

This is a word-processing field. Enter additional comments regarding program/funding.

```
  1>THIS CLASS SHOULD BE PRESENTED TO ALL NURSING SUPERVISORS.
  2><RET>
EDIT Option: <RET>
         EDUCATION UPDATE   HOOD,MARIA   APR  5, 1994
```

The above display indicates that the record was stored in the PRSE Student Education file.

`Select Student Name: <RET>` **The name of another attendee may be entered at this prompt. The software allows the user to edit specific fields which might differ from the first person's record (e.g., accrediting organization, cost).**

```
Select NON-LOCAL C.E. CLASS: <RET>
```

Menu Access:

The Create Non-Local CE and Enter Attendance option is accessed through the Attendance Menu option.

Modify Past Class Information

Description:

This option allows a user to edit or delete all records in the PRSE Student Education Tracking file (#452) for a specific class. There are four pieces of data (i.e., training class name, program/class supplier, training type, and the class length in hours) which the user can change and the system will automatically update all student records that are associated with this class.

Additional Information:

Data edited by this option can be found on the Individual Training and Service Training Reports.

Menu Display:

```
Select Package Coordinator Menu Option: 3  Attendance Menu


   1      Enter/Edit Class Attendance
   2      Create Non-Local CE and Enter Attendance
   3      Modify Past Class Information
   4      Quick Attendance Update of Past/Purged Classes
   5      Quick Mandatory Training (MI) Update
```

Screen Prints:

```
Select Attendance Menu Option: 3  Modify Past Class Information

     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training
          A         All

Select A Training Type: ?
```

This field pre-selects the type of class for the purpose of decreasing the listing of classes displayed in the help. If this sort was not placed in the software, the listing of classes would be enormous and definitely not user friendly.

```
Enter a code from the list.

     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education
          O         Other/Miscellaneous
```

```
          W         Ward/Unit-Location Training
          A         All

Select a Training Type: Continuing Education

Select TRAINING CLASS: ?
```

This display lists both local and non-local continuing education classes.

```
 ANSWER WITH PRSE STUDENT EDUCATION TRACKING PROGRAM/CLASS TITLE
 DO YOU WANT THE ENTIRE PRSE STUDENT EDUCATION TRACKING LIST? Y  (YES)
CHOOSE FROM:
   ANNUAL PRACTIONER'S SEMINAR & CLAMBAKE    NURSING SERVICE
   AVI PUMP    NURSING SERVICE
   BUDGETS IN NURSING    NURSING SERVICE
   CARING FOR THE GERIATRIC PATIENT    NURSING SERVICE
   CLINICAL POTPOURRI    NURSING SERVICE
   COURTEOUS INTERACTIONS    NURSING SERVICE
   '^' TO STOP: ^

Select TRAINING CLASS: COURTEOUS INTERACTIONS        NURSING SERVICE
TRAINING CLASS: COURTEOUS INTERACTIONS  Replace ?

This response can be free text.

TRAINING CLASS: COURTEOUS INTERACTIONS  Replace <RET>
PRESENTER/SUPPLIER: ?
```

This field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

```
 ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
 DO YOU WANT THE ENTIRE 611-ENTRY NEW PERSON LIST? Y  (YES)
CHOOSE FROM:
   ABBATE,JO
   ABRAIRA,CARLA
   ACKERMAN,NATALIE
   ACKERMAN,WILL
   ADAM,C.
   '^' TO STOP: ^
```

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins the display of entries from the PRSE Education Program/ Class Supplier file.

```
 ANSWER WITH PRSE EDUCATION PROGRAM/CLASS SUPPLIER PRESENTER/SUPPLIER
 DO YOU WANT THE ENTIRE 71-ENTRY PRSE EDUCATION PROGRAM/CLASS SUPPLIER LIST? Y
  (YES)
CHOOSE FROM:
   ACOS/E SERVICE
   ACOS/EDUCATION
   AHA
   AMCE EDUCATIONAL TRAINING
   BAXTER'S MEDICAL SUPPLIES
   DAWSON'S EDUCATIONAL PROGRAMS
   DEBBIE'S EDUCATIONAL MATERIALS
```

```
DIETETIC SERVICE
'^' TO STOP: ^

  YOU MAY ENTER A NEW PRSE EDUCATION PROGRAM/CLASS SUPPLIER, IF YOU WISH
  Answer must be 3-30 characters in length
```

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message will display:

```
Enter the name of the vendor or supplier of this program (class).
     This field contains the name of the company or organization who supplied
     the program or class.
```

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message will display:

```
NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM

PRESENTER/SUPPLIER: DAWSON,MICHELLE

     Is this the one you want? NO//Y  (YES)

     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training
```

This is the type of training, (e.g., mandatory training, continuing education, ward inservice, other inservice).

```
SELECT A TRAINING TYPE: Continuing Education// <RET>
PRSE PROGRAM/CLASS LENGTH HRS: ?
```

This is the field which is going to be edited.

```
Type a Number between 0 and 9999.99, 2 Decimal Digits.
```

This is the length of the class in hours.

```
PRSE PROGRAM/CLASS LENGTH HRS: 4
..

Select TRAINING CLASS: <RET>
```

Menu Access:

The Modify Past Class Information option is accessed through the Attendance Menu option.

Quick Attendance Update of Past/Purged Classes

Description:

This option allows the user to create and edit an employee record in the PRSE Student Education Tracking file (#452) when past classes are purged from the PRSE Program/Class file (452.1).

Additional Information:

This option is to be used when the name of the class is no longer found in the display list of the PRSE Program/Class file through either the Class File Edit option or the options found in the Enter Edit Class Information menu. The data edited by this option is reflected in appropriate service and individual training reports.

Menu Display

```
Select Package Coordinator Menu Option: 3  Attendance Menu


   1      Enter/Edit Class Attendance
   2      Create Non-local CE and Enter Attendance
   3      Modify Past Class Information
   4      Quick Attendance Update of Past/Purged Classes
   5      Quick Mandatory Training (MI) Update
```

Screen Prints:

```
Select Attendance Menu Option: 4  Quick Attendance Update of Past/Purged
Classes

     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training

Select a Training Type: ?
```

This field assists the user to pre-select the type of class for the purpose of decreasing the listing of classes displayed in the help. If this sort was not placed in the software, the listing of classes would be enormous and definitely not user friendly.

```
Enter a code from the list.


     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education
```

```
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training

Select a Training Type: Continuing Education

Select TRAINING CLASS: ?
```

This display lists the local and continuing education classes.

```
 ANSWER WITH PRSE STUDENT EDUCATION TRACKING PROGRAM/CLASS TITLE
 DO YOU WANT THE ENTIRE PRSE STUDENT EDUCATION TRACKING LIST? Y  (YES)
CHOOSE FROM:
   5TH NURSING INFORMATICS    NURSING SERVICE
   AONE    NURSING SERVICE
   BUDGETS IN NURSING    NURSING SERVICE
   CARING FOR THE GERIATRIC PATIENT    NURSING SERVICE
   CLINICAL POTPOURRI    NURSING SERVICE
   COURTEOUS INTERACTIONS    NURSING SERVICE
   CREATIVE WAYS OF TEACHING    NURSING SERVICE
   DHCP BASIC USER    NURSING SERVICE

Select TRAINING CLASS: CLINICAL POTPOURRI    NURSING SERVICE
Select CLASS DATE: JUN 30, 1993// ?
        JUN 30, 1993
```

This is the scheduled start date/time for the class.

```
Select CLASS DATE: JUN 30, 1993// <RET>  (JUN 30, 1993)
Select Student Name: ?
 ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
 DO YOU WANT THE ENTIRE NEW PERSON LIST? Y  (YES)
CHOOSE FROM:
   ABBATE,JO
   ABRAIRA,CARLA
   ACKERMAN,NATALIE
   ACKERMAN,WILL   257119555
   ADAM,C.
   '^' TO STOP: ^

Select Student Name: HOOD,MARIA       029721722
ENDING DATE: JUN 30, 1993// ?
```

This is the scheduled end date/time for the class.

```
ENDING DATE: JUN 30, 1993// <RET>  (JUN 30, 1993)
SOURCE OF TRAINING: VA// ?
     CHOOSE FROM:
       1        VA
       2        INTERAGENCY
       3        NON-GOVERNMENT (Designed for VA)
       4        NON-GOVERNMENT (e.g. Institution, Company or University)
       5        STATE OR LOCAL GOVERNMENT
```

This field identifies the source of funding for the class.

```
SOURCE OF TRAINING: VA// <RET>
CLASS CATEGORY: OTHER (Trade/Craft)// ?
```

This field categorizes a specific class or program. Refer to page 3.1 for additional information.

```
 ANSWER WITH PRSE EDUCATION PROGRAM/CLASS CATEGORY PROGRAM CATEGORY, OR
     PAID CODE
 DO YOU WANT THE ENTIRE 91-ENTRY PRSE EDUCATION PROGRAM/CLASS CATEGORY LIST? Y
  (YES)
CHOOSE FROM:
   ADJUDICATION (Spe/Tec)      5C
   ADVANCED SUPERVISORY TRAINING (Sup.)      2A
   ARITHMETIC (Basic Ed.)      92
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Adm.)      46
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Exec.)      16
   BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Sup.)      23
   BOILER OR AIR COND. OPERATION (Trade/Craft)      77
   BRAILLE (Basic Ed.)      94
   CARPENTRY (Trade/Craft)      74
   COMPLETES 40-HOUR REQUIREMENT (Sup.)      27
   COMPLETES 80-HOUR REQUIREMENT (Sup.)      29
   COMPUTER OPERATING (Clerical)      66
   COMPUTER PROGRAMMING (Spec.)      57
   CONTRACT ADMINISTRATION (Adm.)      48
   CONTRACT ADMINISTRATION (Exec.)      18
   CONTRACT ADMINISTRATION (Sup.)      25
   CONTRACT NEGOTIATIONS (Adm.)      47
   CONTRACT NEGOTIATIONS (Exec.)      17
   CONTRACT NEGOTIATIONS (Sup.)      24
   CPR TRAINING (Spec/Tec)      5F
   DISABL.VET./HANDICAPPED/VIETNAM ERA EMPLOY. (Sup.)      22
   '^' TO STOP: ^
CLASS CATEGORY: OTHER (Trade/Craft)// <RET>   (OTHER (Trade/Craft))
PURPOSE OF TRAINING: ?
```

This field contains the reason this program/class is given. Refer to 3.1 for additional information.

```
 ANSWER WITH PRSE EMPLOYEE PURPOSE OF TRAINING PAID CODE
CHOOSE FROM:
   ADULT BASIC EDUCATION      9
   DEVELOP NEW SKILLS      6
   EMPLOYEE FINANCED      10
   IMPROVE PRESENT PERFORMANCE      4
   MEET FUTURE STAFFING NEEDS      5
   MISSION OR PROGRAM CHANGE      1
   NEW TECHNOLOGY      2
   NEW WORK ASSIGNMENT      3
   ORIENTATION      8
   TRADE OR CRAFT APPRENTICESHIP      7

PURPOSE OF TRAINING: NEW TECHNOLOGY          2
PRSE PROGRAM/CLASS LENGTH HRS: 1// ?
     Indicate class hours by typing a Number between 0 and 9999.99, 2 Decimal
     Digits.
```

This field contains the length of the class in whole hours.

```
PRSE PROGRAM/CLASS LENGTH HRS: 1// <RET>
```

```
CLASS HRS DURING ON-DUTY TIME: 1// ?
     Indicate on duty hours by entering a Number between 0 and 9999, 0 Decimal
     Digits.
```

The value entered into this field equates to the number of classroom hours for the program when an employee attends the class during on-duty time.

```
CLASS HRS DURING ON-DUTY TIME: 1// <RET>
CLASS HRS DURING OFF-DUTY TIME: ?
     Indicate off duty hours by entering a Number between 0 and 9999, 0
Decimal Digits.
```

This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.

```
CLASS HRS DURING OFF-DUTY TIME: <RET>
PRESENTER/SUPPLIER: ?
```

This field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

```
 ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
 DO YOU WANT THE ENTIRE 611-ENTRY NEW PERSON LIST? Y  (YES)
CHOOSE FROM:
   ABBATE,JO
   ABRAIRA,CARLA
   ACKERMAN,NATALIE
   ACKERMAN,WILL
   ADAM,C.
```

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins the display of entries from the PRSE Education Program/ Class Supplier file.

```
 ANSWER WITH PRSE EDUCATION PROGRAM/CLASS SUPPLIER PRESENTER/SUPPLIER
 DO YOU WANT THE ENTIRE 72-ENTRY PRSE EDUCATION PROGRAM/CLASS SUPPLIER LIST? Y
  (YES)
CHOOSE FROM:
   ACNS/E
   ACOS/E SERVICE
   AHA
   AMCE EDUCATIONAL TRAINING
```

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message will display:

```
Enter the name of the vendor or supplier of this program (class).
     This field contains the name of the company or organization who supplied
     the program or class.
```

The answer must be 3-30 characters in length.

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message will display:

```
NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM
```

```
PRESENTER/SUPPLIER: DAWSON,MICHELLE
     Is this the one you want? NO// Y   (YES)
SPONSORING SERVICE: NEPTUNE// ?
     Answer must be 3-30 characters in length.
```

This field indicates where the class is being presented.

```
SPONSORING SERVICE: NEPTUNE// <RET>
CODE FOR OLDE: NOT CODED// ?
     Please enter the status of this program or class.
     CHOOSE FROM:
       Y        CODED
       N        NOT CODED
CODE FOR OLDE: NOT CODED// Y   CODED
GOVERNMENT FUNDED: GOVERNMENT FUNDED// ?
     CHOOSE FROM:
       G        GOVERNMENT FUNDED
       E        EMPLOYEE FUNDED
```

This field indicates if the class is government funded or not.

```
GOVERNMENT FUNDED: GOVERNMENT FUNDED// <RET>
ROUTINE/NON-ROUTINE: NON-ROUTINE// ?
     Enter (R)outine if class does not enhance employee's job qualifications,
     or (N)on-Routine if the opposite is true.
     CHOOSE FROM:
       R        ROUTINE
       N        NON-ROUTINE
ROUTINE/NON-ROUTINE: NON-ROUTINE

ACCREDITING ORGANIZATION: ?
 ANSWER WITH PRSE EDUCATION ACCREDITATION ORGANIZATIONS
     ACCREDITATION BOARD
 DO YOU WANT THE ENTIRE 20-ENTRY PRSE EDUCATION ACCREDITATION ORGANIZATIONS
LIST? Y
  (YES)
CHOOSE FROM:
   AACCN
   AMERICAN CRITICAL CARE NURSING
   AMERICAN DIETETIC ASSOCIATION
   AMERICAN MEDICAL ASSOCIATION
   AMERICAN NURSES ASSOCIATION
   AMERICAN RED CROSS
   DELAWARE NURSES ASSOCIATION
   ILLINOIS NURSES ASSOCIATION
   IOWA BOARD OF NURSING
   JCAHO
   TEXAS NURSES ASSOCIATION
```

This field contains the name of the organization accrediting the program.

```
ACCREDITING ORGANIZATION: AMERICAN NURSES ASSOCIATION
CONTACT HOURS: ?
     Type a Number between 0 and 9999.99, 2 Decimal Digits.
```

This field contains the number of contact hours associated with the class.

```
CONTACT HOURS: .5
C.E.U.s: 1// ?
     Type a Number between 0 and 9999.9, 1 Decimal Digit.
```

This is the number of continuing education units associated with this class.

```
C.E.U.s: 1// <RET>
Select SVC REASON: ?
```

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

```
 ANSWER WITH SVC REASON:
   ENHANCE SKILLS

     YOU MAY ENTER A NEW SVC REASON, IF YOU WISH

 ANSWER WITH PRSE SVC REASONS FOR TRAINING REASON FOR EMPLOYEE TRAINING
 DO YOU WANT THE ENTIRE 7-ENTRY PRSE SVC REASONS FOR TRAINING LIST? Y  (YES)
CHOOSE FROM:
   ANNUAL REVIEW
   CONTINUE EDUCATION
   CREDENTIALING
   DECENTRALIZED INSERVICE
   DEVELOP NEW SKILLS
   ENHANCE SKILLS
   IMPROVE PRESENT PERFORMANCE
   MANDATORY INSERVICE
Select SVC REASON: IMPROVE PRESENT PERFORMANCE

Select SVC REASON: <RET>

Are you entering funding and A/A information into the student's record? NO// ?


Answer YES or NO.

Are you entering funding and A/A information into the student's record? NO// Y
  (YES)
STUDENT EXPENSE: ?
     Type a Dollar Amount between 0 and 2000, 2 Decimal Digits.
```

This is the amount, if any, incurred by this employee for a government sponsored program or class.

```
STUDENT EXPENSE: 20
DIRECT COST: ?
     Type a Dollar Amount between 0 and 9999.99, 2 Decimal Digits.
```

This field contains the direct government cost (tuition, books, etc.) of the class.

```
DIRECT COST: 20
INDIRECT COST: ?
     Type a Dollar Amount between 0 and 9999.99, 2 Decimal Digits.
```

This field contains the indirect government cost (travel, per diem) of the class.

```
INDIRECT COST: 20
HOURS A/A REQUESTED: ?
     Type a Number between 0 and 999, 0 Decimal Digits.
```

This field contains the hours of authorized absence requested by the employee to attend a class.

```
HOURS A/A REQUESTED: 8
HOURS A/A GRANTED: ?
     Type a Number between 0 and 999, 0 Decimal Digits.
```

This field contains the total hours of authorized absence granted to attend a class.

```
HOURS A/A GRANTED: 8
Select FUNDS REQUESTED: ?
 ANSWER WITH FUNDS REQUESTED
     YOU MAY ENTER A NEW FUNDS REQUESTED, IF YOU WISH
CHOOSE FROM:
       A       AIRFARE
       P      PER DIEM
       R  REGISTRATION
       H         HOTEL
       T        TRAVEL
       N NONE REQUESTED
       U       TUITION
       B BOOKS/MATERIALS
       D  DIRECT OTHER
       I INDIRECT OTHER
```

This field indicates intended use of requested funds, e.g., hotel, registration, etc.

```
Select FUNDS REQUESTED: R  (REGISTRATION)
  AMOUNT REQUESTED: ?
     Type a Dollar Amount between 0 and 99999.99, 2 Decimal Digits.
```

This field stores the total funding (dollar amount) requested by the employee.

```
  AMOUNT REQUESTED: 20
Select FUNDS REQUESTED: <RET>
Select FUNDS AUTHORIZED: ?
 ANSWER WITH FUNDS AUTHORIZED
     YOU MAY ENTER A NEW FUNDS AUTHORIZED, IF YOU WISH
CHOOSE FROM:
       A       AIRFARE
       P      PER DIEM
       R  REGISTRATION
       H         HOTEL
       T        TRAVEL
       N NONE REQUESTED
       U       TUITION
       B BOOKS/MATERIALS
       D  DIRECT OTHER
       I INDIRECT OTHER
```

This field indicates intended use of authorized funds, e.g., hotel, airfare.

```
Select FUNDS AUTHORIZED: R  (REGISTRATION)
  AMOUNT AUTHORIZED: ?
     Type a Dollar Amount between 0 and 99999.99, 2 Decimal Digits.
```

This field stores the dollar amount authorized by a service to an employee.

```
  AMOUNT AUTHORIZED: 20
Select FUNDS AUTHORIZED: <RET>
C.E.U. COMMENTS:
```

This is a word-processing field.
Enter additional comments regarding program/funding.

```
  1>INTERESTING SEMINAR ON PROVIDING CARE FOR THE NEW GENERAL SURGERY POST-OP.
  2><RET>
EDIT Option: <RET>
         CLINICAL POTPOURRI    HOOD,MARIA   JUN 30, 1993

Select Student Name: <RET>

Select TRAINING CLASS: <RET>
```

Menu Access:

The Quick Attendance Update of Past/Purged Classes is accessed through the Attendance Menu option.

Quick Mandatory Training (MI) Update

Description:

This option allows an easy way to credit employee attendance at multiple mandatory training (MI) classes. The information displayed in this option is obtained from records in the PAID Employee file (#450) and the PRSE Student Education Tracking file (#452). Updated employee attendance is stored in the PRSE Student Education Tracking file (#452). This option should not be used for contract employees such as Fee Basis because the names of these individuals are not entered in the PAID Employee file.

Additional Information:

It is strongly suggested that the user create the required class through the Enter/Edit Mandatory Training (MI Expanded) option and complete all fields including the Program Category and the Ending Date/Time fields. If program category has not been filed in, the Quick Mandatory Training (MI) Update option prompts the users to enter the program category.

When a class is associated with a hospital-wide review group and the program category field has been completed, the program category data will be silently stuffed into the attendee's record when the employee is associated with the class. The program category is also silently stuffed into a person's record when the service creating the class is identical with the attendee's service entry in File 450. If the service associated with the class is different from the attendee's service (and the class is not associated with a hospital-wide review group), the software will prompt the user to enter a correct program category for the attendee. The software continues to store that program category entry until the service for another employee changes.

Information on the mandatory inservice records created by this option can be found in the Service Mandatory Training (MI) Deficiency Report, the Service Training Report, the Individual Training Report, and the Individual Mandatory Training (MI) Deficiency Report. Attendance at required classes for contract employees should be entered through the Enter/Edit Class Attendance option.

Menu Display:

```
Select Package Coordinator Menu Option: 3  Attendance Menu


   1      Enter/Edit Class Attendance
   2      Create Non-Local CE and Enter Attendance
   3      Modify Past Class Information
   4      Quick Attendance Update of Past/Purged Classes
   5      Quick Mandatory Training (MI) Update
```

Screen Prints:

```
Select Attendance Menu Option: 5  Quick Mandatory Training (MI) Update
```

1. Example: Crediting attendance

```
Date Class Attended: APR  7, 1994// <RET> (APR 07, 1994)

Select Student Name: ?
 ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
 DO YOU WANT THE ENTIRE NEW PERSON LIST? Y  (YES)
CHOOSE FROM:
   ABBATE,JO   523449910
   ABRAIRA,CARLA   443444444
   ACKERMAN,NATALIE   565787887
   ACKERMAN,WILL   257119555
   ADAM,C.   202228989
         .
         .
         .

Select Student Name: DAWSON,MICHELLE       355445032
```

Enter any employee name.

```
MANDATORY TRAINING CLASS                                   DATE LAST ATTENDED
-------------------------------------------------------------------------------
     1.  CPR                                                  OCT 19, 1993
     2.  OBSTRUCTED AIRWAY                                    OCT 19, 1993
     3.  BLOOD ADMINISTRATION                                 OCT 19, 1993
     4.  FIRE SAFETY                                          OCT 19, 1993
     5.  RADIATION HAZARD                                     OCT 19, 1993
     6.  INFECTION CONTROL                                    OCT 19, 1993
     7.  PATIENT ABUSE                                        OCT 19, 1993
     8.  PROTECTIVE DEVICES                                   OCT 19, 1993
     9.  BIOETHICS                                            OCT 19, 1993
     10. DISTURBED BEHAVIOR                                   OCT 19, 1993
     11. ADP SECURITY                                         NOV  9, 1993
     12. ALL

     Select TRAINING Class(es) to be added: ?

     Make a selection from the screen display, a range of numbers can be
     selected by using a HYPHEN, multiple selections can be made by
     separating them by COMMAS, select ALL or '^' to exit.
               E.G. 1    1-2    1,3    1-2,4-5   1,3-4     ALL
                      Are examples of valid selections

     Select TRAINING Class(es) to be added: 1,3,4
```

The following list denotes that the classes were recorded in the employee's PRSE Student Education File

```
         CPR  DAWSON,MICHELLE  APR  7, 1994
```

```
         BLOOD ADMINISTRATION  DAWSON,MICHELLE  APR  7, 1994


         FIRE SAFETY  DAWSON,MICHELLE  APR  7, 1994

Select Student Name: <RET>

Date Class Attended: <RET>
```

2. Example: Deleting attendance

```
Date Class Attended: APR  7, 1994// <RET> (APR 07, 1994)

Select Student Name: DAWSON,MICHELLE      355445032
```

Enter any employee name.

```
MANDATORY TRAINING CLASS                                    DATE LAST ATTENDED
-------------------------------------------------------------------------------
     1.  CPR                                                   APR  7, 1994
     2.  OBSTRUCTED AIRWAY                                     OCT 19, 1993
     3.  BLOOD ADMINISTRATION                                  APR  7, 1994
     4.  FIRE SAFETY                                           APR  7, 1994
     5.  RADIATION HAZARD                                      OCT 19, 1993
     6.  INFECTION CONTROL                                     OCT 19, 1993
     7.  PATIENT ABUSE                                         OCT 19, 1993
     8.  PROTECTIVE DEVICES                                    OCT 19, 1993
     9.  BIOETHICS                                             OCT 19, 1993
     10. DISTURBED BEHAVIOR                                    OCT 19, 1993
     11. ADP SECURITY                                          NOV  9, 1993
     12. ALL

     Select TRAINING Class(es) to be added: 4


        DAWSON,MICHELLE has completed FIRE SAFETY on APR  7, 1994
        Do you want to [D]elete or [E]dit this entry? D

** Entry Deleted**

Select Student Name: <RET>

Date Class Attended: <RET>
```

3. Example: Editing the attendence record

```
Date Class Attended: APR  7, 1994// <RET> (APR 07, 1994)

Select Student Name: DAWSON,MICHELLE      355445032
```

Enter any employee name.

```
MANDATORY TRAINING CLASS                                    DATE LAST ATTENDED
-------------------------------------------------------------------------------
     1.  CPR                                                   APR  7, 1994
     2.  OBSTRUCTED AIRWAY                                     OCT 19, 1993
     3.  BLOOD ADMINISTRATION                                  APR  7, 1994
     4.  FIRE SAFETY                                           OCT 19, 1993
     5.  RADIATION HAZARD                                      OCT 19, 1993
     6.  INFECTION CONTROL                                     OCT 19, 1993
     7.  PATIENT ABUSE                                         OCT 19, 1993
     8.  PROTECTIVE DEVICES                                    OCT 19, 1993
     9.  BIOETHICS                                             OCT 19, 1993
     10. DISTURBED BEHAVIOR                                    OCT 19, 1993
     11. ADP SECURITY                                          NOV  9, 1993
     12. ALL

     Select TRAINING Class(es) to be added: 2


        DAWSON,MICHELLE has completed FIRE SAFETY on APR  7, 1994
        Do you want to [D]elete or [E]dit this entry? E
```

Any of the following field values can be edited by entering the correct information behind the //.

```
BEGINNING DATE: APR  7, 1994// <RET>
ENDING DATE: APR  7, 1994// <RET>
CLASS CATEGORY: MEDICAL - NURSES// <RET>
Select SVC REASON: MANDATORY TRAINING// <RET>
PRSE PROGRAM/CLASS LENGTH HRS: 1// <RET>
PROGRAM/CLASS LOCATION: HINES ISC// <RET>
GOVERNMENT FUNDED: GOVERNMENT FUNDED// <RET>
ROUTINE/NON-ROUTINE: ROUTINE// <RET>

Select Student Name: <RET>

Select Class Attended: <RET>
```

Menu Access:

The Quick Mandatory Training (MI) Update option is accessed through the Attendance Menu option.

Chapter 6 Reports

Description:

This menu allows the user to print class reports, education calendars, MI deficiency reports, registration rosters, and reports which list the employee's associated mandatory training groups and required classes. Data is stored in the PRSE Student Education Tracking file (#452) and the PRSE Education Registration file (#452.8).

Additional Information:

The data used in these reports was entered through the following options after registration or attendance was taken either through the Class Registration Enter/Delete option, the Enter/Edit Attendance option or an appropriate option listed below:

1. **Enter/Edit Mandatory Training (MI/Brief) option,**
2. **Enter/Edit Mandatory Training (MI/Expanded) option,**
3. **Enter/Edit Local Continuing Education option,**
4. **Enter/Edit Other/Miscellaneous Training option,**
5. **Enter/Edit Ward/Unit-Location option,**
6. **Create Non-local CE and Enter Attendance option,**
7. **Quick Attendance Update of Past/Purged Classes option,**
8. **Modify Past Class Information option,**
9. **Quick Mandatory Training (MI) Update option, and the**
10. **Self Registration Enter/Delete**

Reports can be printed in either an 80 column or 132 column format. The 80 column format prints only the first 25 characters of the class name on the report. The 132 column format prints the entire class name on the report.

Menu Display:

```
Select Package Coordinator Menu Option: 4  Reports Menu


   1      Class Registration Calendar Report
   2      Class Registration Roster Report
   3      Service Mandatory Training (MI) Deficiency Report
   4      Service Training Report
   5      Employee Mandatory Training Group/Class Report
   6      OLDE Training Coding Report
   7      Individual Training Report
   8      Individual Mandatory Training (MI) Deficiency
```

Menu Access:

The Reports Menu option is accessed through the Package Coordinator Menu option and the Education Tracking Instructor Menu option.

Class Registration Calendar Report

Description:

This option prints a listing of present and future classes by date or class title. Data used in this report is stored in the PRSE Education Registration file (#452.8).

Additional Information:

Classes with past dates will not show on this report.

Menu Display:

```
Select Package Coordinator Menu Option: 4  Reports Menu


   1      Class Registration Calendar Report
   2      Class Registration Roster Report
   3      Service Mandatory Training (MI) Deficiency Report
   4      Service Training Report
   5      Employee Mandatory Training Group/Class Report
   6      OLDE Training Coding Report
   7      Individual Training Report
   8      Individual Mandatory Training (MI) Deficiency
```

Screen Prints:

```
Select Reports Menu Option: 1  Class Registration Calendar Report

     Select one of the following:

          C         Calendar Year
          F         Fiscal Year
          S         Selected Date Range

Select a Sort Parameter: ?

Enter a code from the list.


     Select one of the following:

          C         Calendar Year
          F         Fiscal Year
          S         Selected Date Range

Select a Sort Parameter: Calendar Year

Select Calendar Year: 1994// ?

This response must be a year i.e. 1990.
```

Only present and future classes will show on this report. Classes with past dates will not appear.

```
Select Calendar Year: 1994// <RET>
```

This is an example of how to print a Class Registration Calendar Report sorted by Class Title:

```
     Select one of the following:

          D         Date/Time
          C         Class Title

Select Sort Parameter(s): ?

Enter a code from the list.


     Select one of the following:

          D         Date/Time
          C         Class Title

Select Sort Parameter(s): Class Title


Select SERVICE (Press Return for all Services): ?
```

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

```
 ANSWER WITH PAID COST CENTER/ORGANIZATION NAME
 DO YOU WANT THE ENTIRE 56-ENTRY PAID COST CENTER/ORGANIZATION LIST? Y  (YES)
CHOOSE FROM:
   A & M MGT
   AMBULATORY CARE
   ANESTHESIOLOGY
   AUDIOLOGY
   BLIND REHAB
   CHAPLAIN
   CHIEF OF STAFF
   DENTAL
   DERMATOLOGY
   DIALYSIS
   DIETETICS
   DOMICILIARY CARE
   EDUCATION
   ENGINEERING
   FISCAL
   GENERAL COUNSEL
   '^' TO STOP: ^
```

This is the service that is associated with the classes.

```
Select SERVICE (Press Return for all Services): <RET>
```

DEVICE: HOME// **Enter appropriate device**

```
NOV  8, 1994       CLASS REGISTRATION CALENDAR              PAGE: 1

CLASS TITLE           START DATE   TYPE LENGTH  LOCATION        SERVICE
-------------------------------------------------------------------------------

ADPAC CONFERANCE        11/12/94      M   .7    HINES ISC       NURSING SERVICE
BIOETHICS               11/18/94      M   2.5   HINES ISC       NURSING SERVICE
FIRE AND SAFETY REV     11/16/94      M   1.78  HINES ISC       NURSING SERVICE

Press RETURN to continue or '^' to exit:
```

This is an example of how to print a Class Registration Calendar Report sorted by date/time:

```
     Select one of the following:

          C         Calendar Year
          F         Fiscal Year
          S         Selected Date Range

Select a Sort Parameter: Calendar Year

Select Calendar Year: 1994// <RET>

     Select one of the following:

          D         Date/Time
          C         Class Title

Select Sort Parameter: Date/Time

Select SERVICE (Press Return for all Services): <RET>
```

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

```
DEVICE: HOME// Enter appropriate device


NOV  8, 1994       CLASS REGISTRATION CALENDAR              PAGE: 1

START DATE    CLASS TITLE          TYPE LENGTH  LOCATION        SERVICE
-------------------------------------------------------------------------------

11/12/94      ADPAC CONFERANCE        M   .7    HINES ISC       NURSING SERVICE
11/16/94      FIRE AND SAFETY REV     M   1.78  HINES ISC       NURSING SERVICE
11/18/94      BIOETHICS               M   2.5   HINES ISC       NURSING SERVICE

Press RETURN to continue or '^' to exit:
```

Menu Access:

The Class Registration Calendar Report option is accessed through the Reports Menu option.

Class Registration Roster Report

Description:

This option prints a list of students that are registered for any type of class. Non-local C.E. registration is the one exception since users cannot preregister for this type of class. Data is printed from the PRSE Education Registration file (#452.8).

Additional Information:

The data in this report is entered through the Class Registration option. This report can be used as a sign-in sheet for people attending the class. Blank lines are provided at the end of the report to assist with documenting last minute attendees. When no individual preregisters, the report still prints a sign-in sheet.

Menu Display:

```
Select Package Coordinator Menu Option: 4  Reports Menu


   1      Class Registration Calendar Report
   2      Class Registration Roster Report
   3      Service Mandatory Training (MI) Deficiency Report
   4      Service Training Report
   5      Employee Mandatory Training Group/Class Report
   6      OLDE Training Coding Report
   7      Individual Training Report
   8      Individual Mandatory Training (MI) Deficiency
```

Screen Prints:

```
Select Reports Menu Option: 2  Class Registration Roster Report
CLASS NAME: ?
 ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE, OR
     TYPE OF EDUCATION
 DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? Y  (YES)
CHOOSE FROM:
   5TH NURSING INFORMATICS          NURSING SERVICE
   BIOETHICS          NURSING SERVICE
   SICU ELECTRICAL SAFETY          NURSING SERVICE
   TDC TEST          NURSING SERVICE

CLASS NAME: BIOETHICS              NURSING SERVICE
         ...OK? YES// <RET>  (YES)
Select DATE: NOV 18, 1994// ?
 ANSWER WITH START DATE/TIME OF CLASS
CHOOSE FROM:
   11-18-1994

Select DATE: NOV 18, 1994//  <RET>  NOV 18, 1994

DEVICE: Enter appropriate device
```

```
NOV 08, 1994              CLASS REGISTRATION ROSTER               PAGE: 1

NAME                          SSN         SERVICE         TITLE        INITIALS*
-------------------------------------------------------------------------------

                           BIOETHICS  NOV 18, 1994

DONATI,DONNELLA               179-36-2400 NURSING SERVICE                 -----

HAYNES,JESSICA                893-84-6577 NURSING SERVICE COMPUTER SPECIA -----

HOOD,MARIA                    567-78-5678 NURSING SERVICE COMPUTER SPECIA -----

HSU,YVONNE                    123-40-5678 NURSING SERVICE COMPUTER SPECIA -----

LONG,BABS                     354-64-3123 NURSING SERVICE COMPUTER SPECIA -----

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Press RETURN to continue or '^' to exit:
```

*** Note: When the report is printed to a 132 column device, initials changes to signature.**

Menu Access:

The Class Registration Roster Report option is accessed through the Reports Menu option.

Service Mandatory Training (MI) Deficiency Report

Description:

This option allows the user to print a report of required classes not attended by the employee. Courses not attended as required are designated as deficiencies. Attendance data used to calculate this report is stored in the PRSE Student Education Tracking file. This data is checked against required classes located in the employee's record in File #450 and the class information existing in the PRSE Program/Class file (#452.1). The MI class name must be found in File #452.1. If the name has been deleted from this file then the MI class will never appear on this report.

Additional Information:

Attendance data used to calculate this report is entered through any of the several options which allow editing of mandatory or required inservice training. The report displays data for a fiscal or calendar year, for one or all hospital services, and for a single class or all classes. This option does not display projected deficiencies (i.e., those classes that technically are not yet identified as deficient but still have to be taken at a future time during the fiscal or calendar year). Only the names of current employees (as indicated in File #450) are reflected in this report. The percentage of compliance for all MI classes is calculated through the following formula:

# of individuals who attended all required MI classes assigned to the service
# of individuals (in File #450) assigned to a service and to an MI Class

In calculating the percentage of compliance for review groups, the percentage is based on attendance at all classes. The individual is otherwise counted as deficient no matter how many classes were attended in the review group.

If an individual class is selected, the percentage is calculated as follows:

# of individuals who attended the selected class
# of individuals (in File #450) who are required to attend the selected class

Note: If an employee is not assigned a mandatory training review group and/or a required class, the deficiency reports will indicate a compliance of 100%. In a future version, a message will print stating that the employee is not assigned to any review group or to any required class. It is suggested that all supervisors be given the Employee Mandatory Training Group/Class Report option for the purpose of identifying staff who are not assigned appropriate training review group(s) or required classes.

Menu Display:

```
Select Package Coordinator Menu Option: 4  Reports Menu
```

```
   1      Class Registration Calendar Report
   2      Class Registration Roster Report
   3      Service Mandatory Training (MI) Deficiency Report
   4      Service Training Report
   5      Employee Mandatory Training Group/Class Report
   6      OLDE Training Coding Report
   7      Individual Training Report
   8      Individual Mandatory Training (MI) Deficiency
```

Screen Prints:

```
Select Reports Menu Option: 3  Service Mandatory Training (MI) Deficiency
Report

     Select one of the following:

          C         Calendar Year
          F         Fiscal Year

Select a Sort Parameter: ?

Enter a code from the list.


     Select one of the following:

          C         Calendar Year
          F         Fiscal Year

Select a Sort Parameter: Calendar Year

Select Calendar Year: 1994// <RET>
```

Enter a year for the printed report.

```
Select SERVICE (Press Return for all Services): ?
```

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

```
 ANSWER WITH PAID COST CENTER/ORGANIZATION NAME
 DO YOU WANT THE ENTIRE 66-ENTRY PAID COST CENTER/ORGANIZATION LIST? Y  (YES)
CHOOSE FROM:
   A & M MGT
   ACQUISITION & MATERIAL MGT
   ADMINISTRATION
   AMBULATORY CARE
   ANESTHESIOLOGY
   AUDIOLOGY/SPEECH PATHOLOGY
   BLIND REHAB
   CHAPLAIN
   CHIEF OF STAFF
   DENTAL
   DERMATOLOGY
   DIALYSIS
   DIETETICS
   DOMICILIARY CARE
```

```
   EDUCATION
   ENGINEERING
   EXTENDED CARE
   FISCAL
   '^' TO STOP: ^
```

This is the service associated with the classes.

```
Select SERVICE (Press Return for all Services): NURSING SERVICE

Select TRAINING CLASS (Press return for all classes): ?
```

Enter the name of the class.

```
 ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE
 DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? Y  (YES)
CHOOSE FROM:
   138-FIRE SAFETY
   ACLS
   ADP SECURITY
   ADVANCED LIFE SUPPORT
   BIOETHICS
   BLOOD ADMINISTRATION
   RESTRAINTS

Select TRAINING CLASS (Press return for all classes): BIOETHICS

DEVICE: HOME//
```

Enter an appropriate device

```
SERVICE MANDATORY TRAINING DEFICIENCY REPORT FOR CY 1994           NOV  8, 1994
                                                                   PAGE: 1

TITLE                      NAME                      CLASS
-------------------------------------------------------------------------------

Service: NURSING SERVICE                        % Compliance:  60

                           DONATI,DONNELLA           BIOETHICS

                           TEST,SUSIE                BIOETHICS


Press RETURN to continue or '^' to exit:
```

This report indicates that two individuals who were required to attend the Bioethics class had not attended the class during calendar year 1994. Sixty percent of the individuals who were required to take the class have attended it.

Menu Access:

The Service Mandatory Training (MI) Deficiency Report option is accessed though the Reports Menu option.

Service Training Report

Description:

This option allows the user to print service reports on programs or classes attended by employees. Data for the reports is stored in the Student Education Tracking file (#452).

Additional Information:

The data in this report is entered though any option which permits crediting class attendance. Reports display data for a fiscal/calendar year or a selected date range; for one or all hospital services; and for a single class or all classes. At the end of each report, the following information is provided:

Class Total: The number of individuals who attended any (episode of a) class over a period of time.

Service Total: The total number of individuals who attended any episode(s) of all classes over a period of time.

Menu Display:

```
Select Package Coordinator Menu Option: 4  Reports Menu


   1      Class Registration Calendar Report
   2      Class Registration Roster Report
   3      Service Mandatory Training (MI) Deficiency Report
   4      Service Training Report
   5      Employee Mandatory Training Group/Class Report
   6      OLDE Training Coding Report
   7      Individual Training Report
   8      Individual Mandatory Training (MI) Deficiency
```

Screen Prints:

```
Select Reports Menu Option: 4  Service Training Report


     Select one of the following:

          C         Calendar Year
          F         Fiscal Year
          S         Selected Date Range

Select a Sort Parameter: ?

Enter a code from the list.
```

```
     Select one of the following:

          C         Calendar Year
          F         Fiscal Year
          S         Selected Date Range

Select a Sort Parameter: Calendar Year

Select Calendar Year: 1994// ?
```

Enter a year or time frame for the report.

```
This response must be a year i.e. 1990.

Select Calendar Year: 1994// <RET>

     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education.
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training
          A         All

Select Sort Parameter: ?

Enter a code from the list.


     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education.
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training
          A         All
```

This categorizes the classes by type of class. The user may also print all classes by selecting ALL.

```
Select Sort Parameter: Mandatory Training (MI)

Select SERVICE (Press Return for all Services): ?
 ANSWER WITH PAID COST CENTER/ORGANIZATION NAME
 DO YOU WANT THE ENTIRE PAID COST CENTER/ORGANIZATION LIST? Y  (YES)
CHOOSE FROM:
   A & M MGT
   ACQUISITION & MATERIAL MGT
   ADMINISTRATION
   AMBULATORY CARE
   ANESTHESIOLOGY
   AUDIOLOGY/SPEECH PATHOLOGY
   BLIND REHAB
   CHAPLAIN
   CHIEF OF STAFF
   DENTAL
   DERMATOLOGY
   DIALYSIS
```

```
   DIETETICS
   '^' TO STOP: ^
```

This is the service associated with the classes.

```
Select SERVICE (Press Return for all Services): NURSING SERVICE

Select TRAINING CLASS (Press return for all classes): ?
 ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE
 DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? Y  (YES)
CHOOSE FROM:
   138-FIRE SAFETY
   ACLS
   ADP SECURITY
   BIOETHICS
   BLOOD ADMINISTRATION
   RESTRAINTS

Select TRAINING CLASS (Press return for all classes): BIOETHICS

DEVICE: HOME//
```

Enter an appropriate device

```
M.I. SERVICE TRAINING REPORT FOR CY 1994              NOV  8, 1994    PAGE: 1
                                                            Class
Class Name                    Class Presenter               Length
                                                                 Date
     Student Name                 Title
-------------------------------------------------------------------------------
Service: NURSING SERVICE

BIOETHICS                                                   2.50
     DAWSON,MICHELLE                                             OCT 28, 1994
     HAYNES,HENRY                 RN                             OCT 28, 1994
     SANDERSON,DARLENE J.                                        OCT 27, 1994
     ZONE,JOHN                    LPN                            NOV  3, 1994
     HAYNES,JESSICA               COMPUTER SPECIALIST            OCT 13, 1994
     HOOD,MARIA                                                  MAR 31, 1994
     HSU,YVONNE                   RN                             MAR 31, 1994
     HSU,YVONNE                                                  OCT 19, 1994
     LONG,BABS                                                   JAN 28, 1994
   Class Total: 9                                        Class Hours: 22.50

   Service Total: 9                                      Service Hours: 22.50


Press RETURN to continue or '^' to exit:
```

Menu Access:

The Service Training Report option is accessed through the Reports Menu option.

Employee Mandatory Training Group/Class Report

Description:

This option prints two reports: one which prints data by review group, and lists the members of each group; and a second report which shows the mandatory training groups and classes associated with an employee. The report may be printed for selected employees or all employees in a given service. Data is printed from the PAID Employee file (#450).

Additional Information:

The data in this report is entered in through the Create Mandatory Training (MI) Groups and the Assign/Delete Mandatory Training Groups for Staff/Services options found in the Package Set-up Menu. In printing the Employee Mandatory Training Group/Class Report, all individual MI classes assigned to an employee are printed after the mandatory training groups. The individual classes are found under the mandatory training group heading of Indv. Classes.

Note: If an employee is not assigned a mandatory training review group and/or a required class, the deficiency reports will indicate a compliance of 100%. In a future version, a message will print stating that the employee is not assigned to any review group or to any required class. It is suggested that all supervisors be given the Employee Mandatory Training Group/Class Report option for the purpose of identifying staff who are not assigned appropriate training review group(s) or required classes.

Menu Display:

```
Select Package Coordinator Menu Option: 4  Reports Menu


   1      Class Registration Calendar Report
   2      Class Registration Roster Report
   3      Service Mandatory Training (MI) Deficiency Report
   4      Service Training Report
   5      Employee Mandatory Training Group/Class Report
   6      OLDE Training Coding Report
   7      Individual Training Report
   8      Individual Mandatory Training (MI) Deficiency
```

Screen Prints:

```
Select Reports Menu Option: 5  Employee Mandatory Training Group/Class Report

     Select one of the following:

          M         Mandatory Training Group/Employee Report
          E         Employee Mandatory Training Group/Class Report
```

```
Select Option: ??

Enter a code from the list.


     Select one of the following:

          M         Mandatory Training Group/Employee Report
          E         Employee Mandatory Training Group/Class Report
```

Data can be printed by review group or by employee.

Example 1: Lists employees associated with a training/review group.

```
Select Option: Mandatory Training Group/Employee Report

Select REVIEW GROUP (Press RETURN for all): RN
     1   RN
     2   RN DIALYSIS
     3   RN/CCC
     4   RN/ICU
     5   RN/PSYCH
CHOOSE 1-5: 1

DEVICE: HOME//
```

Enter an appropriate device

```
                            REVIEW GROUP MEMBERS                 Nov 08, 1994
                                                                 PAGE: 1
REVIEW GROUP        GROUP MEMBER                  DATE ASSIGNED
-------------------------------------------------------------------------------

RN
                    DONATI,DONNELLA               JAN 01, 1994
                    HAYNES,JESSICA                JAN 01, 1994
                    HOOD,MARIA                    JAN 01, 1994
                    HSU,YVONNE                    JAN 01, 1994
                    LONG,BABS                     JAN 01, 1994
                    TEST,SUSIE                    JAN 01, 1994


     Select one of the following:

          M         Mandatory Training Group/Employee Report
          E         Employee Mandatory Training Group/Class Report
```

Example 2: Lists the mandatory training/review groups associated with an employee.

```
Select Option: Employee Mandatory Training Group/Class Report

Select SERVICE: NURSING SERVICE//  <RET>
```

The default value is the user's service.

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

```
     Select one of the following:

          A         (A)ll Employees For a Service
          S         (S)elected Service Employees
```

You can select certain employees within a single service, or select an entire service.

```
Select ASSIGNMENT OPTION: S  (S)elected Service Employees

Select EMPLOYEE: LONG,BABS       999-99-9999
Select Another Employee: HAYNES,JESSICA       765-43-8765
Select Another Employee: <RET>

DEVICE: HOME//
```
Enter an appropriate device

```
                EMPLOYEE MANDATORY TRAINING GROUP/CLASS REPORT     NOV 08, 1994
                                NURSING SERVICE
EMPLOYEE   REVIEW GROUP  DATE ASSIGNED    PROGRAM/CLASS              PAGE: 1
-------------------------------------------------------------------------------

HAYNES,JESSICA
           HOSPITAL      JAN 01, 1994
                         JAN 01, 1994     FIRE SAFETY
                         JAN 01, 1994     SEXUAL HARASSMENT I
           LPN           JAN 01, 1994
                         JAN 01, 1994     BIOETHICS
                         JAN 01, 1994     BLOOD PATHOGEN
                         JAN 01, 1994     CPR
                         JAN 01, 1994     DISTURBED BEHAVIOR
                         JAN 01, 1994     INFECTION CONTROL
                         JAN 01, 1994     OBSTRUCTED AIRWAY
                         JAN 01, 1994     PATIENT ABUSE
                         JAN 01, 1994     RADIATION HAZARD
           INDV. CLASSES
```
Separate MI classes assigned to the employee

```
                         FEB 21, 1994      WORDPERFECT

LONG,BABS
           HOSPITAL      JAN 01, 1994
                         JAN 01, 1994     FIRE SAFETY
                         JAN 01, 1994     SEXUAL HARASSMENT I
           LPN           JAN 01, 1994
                         JAN 01, 1994     BIOETHICS
                         JAN 01, 1994     BLOOD PATHOGEN
                         JAN 01, 1994     CPR
                         JAN 01, 1994     DISTURBED BEHAVIOR
                         JAN 01, 1994     INFECTION CONTROL
                         JAN 01, 1994     OBSTRUCTED AIRWAY
                         JAN 01, 1994     PATIENT ABUSE
                         JAN 01, 1994     RADIATION HAZARD

Press RETURN to continue or '^' to exit:
```

Menu Access:

The Employee Mandatory Training Group/Class Report option is accessed through the Reports Menu option.

OLDE Training Coding Report

Description:

This option prints a report of mandatory, continuing education, and other/miscellaneous class information by employee SSN in OLDE coding order. Ward/unit-location classes are not considered appropriate for OLDE submission due to the length of the inservices (usually under one hour); these classes are not reflected on the completed OLDE report. The report may be printed for all or selected employees in a specific service or the entire facility. Data is printed from the PAID Employee file (#450) and the PRSE Student Education Tracking file (#452).

Additional Information:

This option prints a listing of student classes (targeted for OLDE data entry) sorted by the student's social security number.

1. **If a complete data report is chosen, only the classes with complete data print. Cost data, accrediting organization, and contact hour information is not captured nor displayed for mandatory and other/miscellaneous classes. It is presumed to be 0 or not applicable unless manually indicated on the report submitted to Human Resources. Fund category information is not collected in this version of the software.**

2. **If an incomplete data report is chosen, only the classes with incomplete data print. The reports display essential information to correctly identify the record, e.g., (student) SSN, student name, program/class title, and the date the program/class ended. Only the missing data fields are displayed.**

The data in this report is entered in through any of the options under the Enter/Edit Class Information Menu option, the Create Non-local CE and Enter Attendance option, the Quick Attendance Update of Past/Purged Classes and the Quick Mandatory Training (MI) Update option.

It is suggested that the Complete Training Coding Report be printed by each service, reviewed and submitted to Human Resources. Staff within the Human Resources Service can be assigned the OLDE Training Coding Report option as necessary.

Menu Display:

```
Select Package Coordinator Menu Option: 4  Reports Menu


   1      Class Registration Calendar Report
   2      Class Registration Roster Report
   3      Service Mandatory Training (MI) Deficiency Report
   4      Service Training Report
   5      Employee Mandatory Training Group/Class Report
```

```
6      OLDE Training Coding Report
7      Individual Training Report
8      Individual Mandatory Training (MI) Deficiency
```

Screen Prints:

```
Select Reports Menu Option: 6  OLDE Training Coding Report
```

Example 1: A report of all employees for all services.

```
Select SERVICE (Press Return for all Services): <RET>
```

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

```
     Select one of the following:

          C         Calendar Year
          F         Fiscal Year
          S         Selected Date Range

Select a Sort Parameter: c calendar Year

Select Calendar Year: 1994// <RET>

     Select one of the following:

          C         Complete records
          I         Incomplete records

Select records to print: ?

'Complete' will only print those records with full OLDE data.
'Incomplete' will only print those records without full OLDE data.
 Enter either 'Complete' or 'Incomplete'.

     Select one of the following:

          C         Complete records
          I         Incomplete records

Select records to print: Incomplete records
DEVICE: HOME// Enter an appropriate device
```

```
                        OLDE TRAINING CODING REPORT              NOV 08, 1994
                    INCOMPLETE DATA FOR CALENDAR YEAR 1994       PAGE: 1
-------------------------------------------------------------------------------

SSN:                123405678
Student Name:       HSU,YVONNE - LABORATORY
Prg/Cls Title:      CPR (M)
Date Prg/Cls Ended:
Routine/Non-Routine:

SSN:                179362400
Student Name:       DONATI,DONNELLA - NURSING SERVICE
Prg/Cls Title:      FIRE & SAFETY (M)
Date Prg/Cls Ended: 10/31/94
Routine/Non-Routine:

SSN:                354643123
Student Name:       LONG,BABS - IRM
Prg/Cls Title:      WIRELESS LANS (C)
Date Prg/Cls Ended: 05/02/94
Cls Hrs On Duty:
Routine/Non-Routine:
Direct Cost:
Indirect Cost:
Student Expense:
Contact Hours:

    .
    .
    .
```

Additional records are printed for each employee within the service. The letter in the parentheses behind the program/class title name indicates the type of class, i.e., (M) = mandatory, (C) = continuing education, (O) = other/miscellaneous.

Example 2: A report of all employees for a selected service.

```
Select SERVICE (Press Return for all Services): LABORATORY
```

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

```
     Select one of the following:

          A          (A)ll Employees For a Service
          S          (S)elected Service Employees

Select ASSIGNMENT OPTION: A  (A)ll Employees For a Service

     Select one of the following:

          C         Calendar Year
          F         Fiscal Year
          S         Selected Date Range

Select a Sort Parameter: c calendar Year
Select Calendar Year: 1994// <RET>
```

```
     Select one of the following:

          C         Complete records
          I         Incomplete records

Select records to print: ?

'Complete' will only print those records with full OLDE data.
'Incomplete' will only print those records without full OLDE data.
 Enter either 'Complete' or 'Incomplete'.

     Select one of the following:
          C         Complete records
          I         Incomplete records

Select records to print: Incomplete records
DEVICE: HOME//
```
Enter an appropriate device

```
                        OLDE TRAINING CODING REPORT              NOV 08, 1994
                    INCOMPLETE DATA FOR CALENDAR YEAR 1994       PAGE: 1
-------------------------------------------------------------------------------

SSN:                123405678
Student Name:       HSU,YVONNE - LABORATORY
Prg/Cls Title:      CPR (M)
Date Prg/Cls Ended:
Routine/Non-Routine:

    .
    .
    .
```

Additional records are printed for each employee within the service. The letter in the parentheses behind the program/class title name indicates the type of class, i.e., (M) = mandatory, (C) = continuing education, (O) = other/miscellaneous.

Example 3: A report of selected employees for a selected service:

```
Select SERVICE (Press Return for all Services): NURSING SERVICE
```

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

```
     Select one of the following:

          A         (A)ll Employees For a Service
          S         (S)elected Service Employees
```

You can select all the employees for a service, or single or multiple individual employees from a service.

```
Select ASSIGNMENT OPTION: s  (S)elected Service Employees

Select EMPLOYEE: TEST,SUSIE       123405678
Select Another Employee: DONALD, DONNELLA       179362400
```

```
Select Another Employee: <RET>

     Select one of the following:

          C         Calendar Year
          F         Fiscal Year
          S         Selected Date Range

Select a Sort Parameter: c calendar Year
```

Enter the year or time frame for the report.

```
Select Calendar Year: 1994// <RET>

     Select one of the following:

          C         Complete records
          I         Incomplete records

Select records to print: ?

'Complete' will only print those records with full OLDE data.
'Incomplete' will only print those records without full OLDE data.
 Enter either 'Complete' or 'Incomplete'.

     Select one of the following:

          C         Complete records
          I         Incomplete records

Select records to print: Incomplete records

DEVICE: HOME//
```

Enter an appropriate device

```
                       OLDE TRAINING CODING REPORT              NOV 08, 1994
                   INCOMPLETE DATA FOR CALENDAR YEAR 1994       PAGE: 1
-------------------------------------------------------------------------------

SSN:                123405678
Student Name:       TEST,SUSIE - NURSING SERVICE
Prg/Cls Title:      10/18 NEW CLASS (M)
Date Prg/Cls Ended:
Routine/Non-Routine:

SSN:                179362400
Student Name:       DONALD,DONNELLA - NURSING SERVICE
Prg/Cls Title:      BLOOD ADMINISTRATION (M)
Date Prg/Cls Ended: 10/31/94
Routine/Non-Routine:

SSN:                179362400
Student Name:       DONALD,DONNELLA - NURSING SERVICE
Prg/Cls Title:      WORDPERFECT (C)
Date Prg/Cls Ended: 11/01/94
Direct Cost:
Indirect Cost:
Student Expense:


Press Return To Continue or '^' to exit: <RET>
```

Example 4: Completed Reports:

Apply the same steps to print out a complete report. All appropriate fields will display with data. Refer to Additional Information for supplementary information.

Menu Access:

The OLDE Training Coding Report option is accessed through the Reports Menu option.

Individual Training Report

Description:

This option allows an individual employee to view and print his/her own educational record of attended courses. Data is printed from the PRSE Student Education Tracking file.

Additional Information:

When the user holds the PRSE CORD key, he/she can print any individual's report. If the user holds the PRSE SUP key, she/he can print any student's record in the user's assigned service. When a user does not hold any key and enters the option, the Employee Name prompt does not appear and the report(s) generated will be for the employee executing the option. The data in this report is entered through any of the attendance options. At the end of a each report a count of the classes attended is displayed.

Menu Display:

```
Select Package Coordinator Menu Option: 4  Reports Menu

   1      Class Registration Calendar Report
   2      Class Registration Roster Report
   3      Service Mandatory Training (MI) Deficiency Report
   4      Service Training Report
   5      Employee Mandatory Training Group/Class Report
   6      OLDE Training Coding Report
   7      Individual Training Report
   8      Individual Mandatory Training (MI) Deficiency
```

Screen Prints:

```
Select Employee Education Tracking Menu Option: 7  Individual Training Report


     Select one of the following:

          C         Calendar Year
          F         Fiscal Year
          S         Selected Date Range

Select a Sort Parameter: ?

Enter a code from the list.


     Select one of the following:

          C         Calendar Year
          F         Fiscal Year
```

```
          S         Selected Date Range

Select a Sort Parameter: Calendar Year

Select Calendar Year: 1994// ?

This response must be a year i.e. 1994.
```

This is the year or the time frame for the report.

```
Select Calendar Year: 1994// <RET>

     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education.
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training
          A         All

Select Sort Parameter: ?

Enter a code from the list.


     Select one of the following:

          M         Mandatory Training (MI)
          C         Continuing Education.
          O         Other/Miscellaneous
          W         Ward/Unit-Location Training
          A         All
```

This categorizes the classes by type of class; you can print all reports by entering in A for ALL.

```
Select Sort Parameter: Mandatory Training (MI)

Select TRAINING CLASS (Press return for all classes): ?
 ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE
 DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? Y  (YES)
CHOOSE FROM:
   138-FIRE SAFETY
   ACLS
   ADP SECURITY
   ADVANCED LIFE SUPPORT
   BIOETHICS
   BLOOD ADMINISTRATION
   RESTRAINTS
Select TRAINING CLASS (Press return for all classes): BIOETHICS

Select Employee Name:  ?
 ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
 DO YOU WANT THE ENTIRE NEW PERSON LIST? Y  (YES)
CHOOSE FROM:
   ABBATE,JO
   ABRAIRA,CARLA
   ACKERMAN,NATALIE
```

```
   ACKERMAN,WILL     257119555
   ADAM,C.

Select Employee Name:  HOOD,MARIA         029721722

DEVICE: HOME//
```
Enter an appropriate device

```
INDIVIDUAL M.I. TRAINING REPORT FOR CY 1994                          OCT 26, 1994     PAGE: 1
                                                                     Class
Class Name                                Class Presenter            Length(Hrs.) Date
-------------------------------------------------------------------------------------------------
Service: NURSING SERVICE              Name: HOOD,MARIA            Title:

BIOETHICS                                                            3.25         FEB 18, 1994

   Class Total: 1                                                    Class Hours:   3.25

Press Return To Continue or '^' to exit: <RET>
```

The class total information reflects the total number of classes taken by the employee. The number of class hours indicates the total number of training hours associated with the employee.

Menu Access:

The Individual Training Report option is accessed through the Reports Menu and the Employee Menu options.

Individual Mandatory Training (MI) Deficiency

Description:

This option allows the user to print required classes not attended by the employee. Mandatory or required courses not attended are designated as deficiencies. Data contained in this report is stored in the PRSE Student Education Tracking file (#452).

Additional Information:

The data in this report is entered through the several options which allow editing of mandatory or required inservice training. The report can display data for a fiscal or calendar year. This option does not display projected deficiencies (i.e., those classes that technically are not yet identified as deficient but still have to be taken at a future time during the fiscal or calendar year). The employee's attendance at MI classes is checked against required classes located in the employee's record in File #450 and the class information existing in the PRSE Program/Class file (#452.1). The MI class name must be found in File #452.1. If the name has been deleted from this file then the MI class will never appear on this report.

When the user holds the PRSE CORD key, he/she can print any individual's report. If the user holds the PRSE SUP key, she/he can print any student's record in the user's assigned service. When a user does not hold any key and enters the option, the Employee Name prompt does not appear and the report(s) generated will be for the employee executing the option. The data in this report is entered through any of the attendance options associated with mandatory inservice training.

Note: If an employee is not assigned a mandatory training review group and/or a required class, the deficiency reports will indicate a compliance of 100%. In a future version, a message will print stating that the employee is not assigned to any review group or to any required class. It is suggested that all supervisors be given the Employee Mandatory Training Group/Class Report option for the purpose of identifying staff who are not assigned appropriate training review group(s) or required classes.

Menu Display:

```
Select Package Coordinator Menu Option: 4  Reports Menu

   1      Class Registration Calendar Report
   2      Class Registration Roster Report
   3      Service Mandatory Training (MI) Deficiency Report
   4      Service Training Report
   5      Employee Mandatory Training Group/Class Report
   6      OLDE Training Coding Report
   7      Individual Training Report
   8      Individual Mandatory Training (MI) Deficiency
```

Screen Prints:

```
Select Employee Education Tracking Menu Option: 8  Individual Mandatory
Training (MI) Deficiency

     Select one of the following:

          C         Calendar Year
          F         Fiscal Year

Select a Sort Parameter: ?

Enter a code from the list.
     Select one of the following:

          C         Calendar Year
          F         Fiscal Year

Select a Sort Parameter: Calendar Year

Select Calendar Year: 1994// <RET>    This is the year for the report.

Select EMPLOYEE NAME:  ?
 ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
 DO YOU WANT THE ENTIRE NEW PERSON LIST? Y  (YES)
CHOOSE FROM:
   ACKERMAN,WILL     098743245
   AHRENS,AL     928473621
   ANDERSON,VERONICA     333224444
   ARIAIL,KIEL     444222221
   ARMATO,CHIP     222222222
   ARMSTEAD,BONITA     786978675
   AUGUSTINE,DONALD     746354758
   DAWSON,MICHELLE         355445032
         .
         .
         .

Select EMPLOYEE NAME:  DAWSON,MICHELLE         355445032

DEVICE: HOME// Enter an appropriate device


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NAME                  TITLE           SERVICE          CLASS
-------------------------------------------------------------------------------------
DAWSON,MICHELLE                       NURSING           CPR2
                                                       SEXUAL HARASSMENT
                                                       BLOOD ADMINISTRATION


Press Return To Continue or '^' to exit: <RET>
```

Menu Access:

The Individual Training Report option is accessed through the Reports Menu and the Employee Education Tracking Menu options.

Glossary

Access Code	**A unique sequence of characters known by and assigned only to the user, the system manager and/or designated alternate(s). The access code (in conjunction with the verify code) is used by the computer to identify authorized users of the system.**
Application	**A set of computer programs and files that have been specifically developed to meet the requirements of a user or group of users. Examples of DHCP applications are the MAS and Education Tracking applications.**
Application Coordinator	**The person responsible for implementing a set of computer programs (software application) developed to support a specific functional area such as Education Tracking, MAS, etc.**
Approving Body (OLDE)	**This is a set of codes. It indicates whether the training is an approved continuing education activity.**
Archive	**The process of moving data to some other storage medium, usually a magnetic tape, and deleting the information from active storage in order to free-up storage space on the system.**
Attendance	**The act of being present in a class. Information on class attendance cannot be entered for future dates, only current and past dates. Registration is not a prerequisite.**
Bulletin	**A canned message that is automatically sent by MailMan to a user when something happens to the database.**
CE	**Continuing Education. This is a planned educational activity intended to build upon the educational and experiential base of a professional.**
CEU	**Continuing Education Unit. Ten contact hours of participation in an organized continuing education experience, under responsible leadership, capable of direction, and qualified instruction.**
Class Category	**Identifies broad types of training. The source of this field is form SF182. The data stored in this file should only be edited by a developer.**
Contact Hours (OLDE)	**This value is a number which identifies the number of hours actually spent in class. An hour is defined as a 50-60minute classroom or clinical instructional session.**

Contingency Plan	**A plan which assigns responsibility and defines procedures for use of the backup/restart/recovery and emergency preparedness procedures selected for the computer system based on risk analysis for that system.**
Continuing Education (Local)	**Classes that are held on the facility grounds, and sponsored by the medical center or other organization. Typically there is no tuition, registration, or travel costs involved for attendees.**
Continuing Education (Non-local)	**Classes that are held off site by an organization other than the medical center. Typically there are tuition, registration, and/or travel costs involved for attendees.**
Course Title (OLDE)	**This is a free text field and is the name of the training course.**
Cursor	**A visual position indicator (e.g., blinking rectangle or an underline) on a CRT that moves along with each character as it is entered from the keyboard.**
Data Dictionary	**A description of file structure and data elements within a file.**
Date of Completion (OLDE)	**A date field. The date an employee finished an instance of training. If two courses are completed on the same date, then the date of completion for one of the courses must be changed to any date that is within 5 days of the actual completion date.**
Direct Costs (OLDE)	**This value is a number. It is the total dollar amount expended in order to obtain or provide the training (e.g., tuition, books, supplies).**
Device	**A hardware input/output component of a computer system (e.g., CRT, printer).**
DHCP	**Decentralized Hospital Computer Program.**
Edit	**Used to change/modify data typically stored in a file.**
Employee	**An individual with an entry in the Paid Employee file (#450) at that medical facility where the class is being held.**
Employee Cost (OLDE)	**This is a set of codes. It identifies the estimated amount of employee out-of-pocket expenses for government financed training only.**
Expert Panel	**Previously referred to as a SIUG (Special Interest User**

	Group). A committee which advises programmers about the development of a particular system/package.
File	The MUMPS construct in which data is stored for retrieval at a later time. A computer record of related information (e.g., Education (DB) File, Patient file, Prescription file).
File Manager or FileMan	Within this manual, FileManager or FileMan is a reference to VA FileMan. A set of MUMPS routines used to enter, edit, print, and sort/search related data in a file; a data base.
Fund Category (OLDE)	This is a set of codes. It identifies the provider of the funds for the government financed funds.
Identifier	A field associated with an item and for which values occur only once among all instances of that item. For example, a Social Security Number would be an identifier for a patient, since no two people have the same number, while the Date of Birth is not an identifier, since many patients may be born on the same date. Once the value of an identifier is indicated to the system, the information associated with that item can be retrieved.
Indirect Costs (OLDE)	This value is a number. It is the amount paid for transportation, lodging, and subsistence.
Inservice Training	Consists of activities intended to assist the professional to acquire, maintain, and/or increase competence in fulfilling the assigned responsibilities specific to the expectations of the employer.
ISC	A Information Systems Center where software is developed and software applications are provided user and technical support.
Laygo	An acronym for Learn As You Go. A technique used by FileMan to acquire new information as it goes about its normal procedure. It permits a user to add new data from one file to another.
Mandatory Inservice	A class which is considered a required course at the medical center. Usually there is a requirement to take the class on a periodic basis (annually, every two years), but it could be taken one time only, e.g., New Employee Orientation.
M.I.	Mandatory Inservice. Refer to Mandatory Inservice.
M.I. Training Group	A group of classes which are considered required courses at the medical center.

M or MUMPS	**Massachusetts (General Hospital) Utility Multi-Programming System. This is the programming language used to write all VA DHCP applications.**
Menu	**A set of options or functions available to users in editing, formatting, generating reports, etc.**
Miscellaneous Training	**Classes that don't fit into any of the following categories: Mandatory Inservice, Continuing Education, or Unit/Location training (e.g., Health Summary Training, Mumps, etc.).**
Namespace	**A naming convention followed in the VA to identify various applications and to avoid duplication. The namespace is used as the prefix for all routines and globals used by the application. The Education Tracking application uses PRSE as its namespace.**
Non-employee	**An individual who does not have an entry in the Paid Employee file (#450) at the facility where the class is being held. The person may be a federal employee at another facility, a student, or a visitor attending an educational presentation.**
Non-Routine	**This term is used to explain the effect of class information on job qualifications. When a class is identified as non-routine, the program/class information enhances job qualifications.**
Objective	**Training objective. A brief statement of course content and the outcomes expected.**
Off Duty Hours (OLDE)	**This value is a number. It indicates the duration of the training in the number of non-duty hours (hours in an off duty or nonwork status).**
OLDE	**On Line Data Entry. The process used by the Human Resources Management Service to enter certain training information into the PAID system in Austin, TX for inclusion in the employment records and the official personnel file (OPF).**
On Duty Hours (OLDE)	**This value is a number. It indicates the duration of the training in the number of on duty hours (hours in a work status).**
Option	**A routine that is invoked by the user to enter/edit data or print reports.**

Other Training	**Classes that don't fit into any of the following categories: Mandatory Inservice, Continuing Education, or Unit/Location training (e.g., Health Summary Training, Mumps, etc.).**
Package	**See application.**
Password	**A protected word or string of characters that identifies or authenticates a user, a specific resource, or an access type (synonymous with Verify Code).**
Pointer	**A special type of File Manager data that takes its value from another file. This is a method of joining files together and avoiding duplication of information.**
Printer	**A device for printing (on paper) data which is processed by a computer system.**
Program	**A set of M commands and arguments, created, stored, and retrieved as a single unit using the M programming language.**
Program Category (OLDE)	**Set of codes. Identifies broad types of training and provides additional information about the specific kind of training.**
Purpose of Training	**The reason for the student's training. The source of this field is form SF182. Data stored in this file should only be edited by a developer.**
Purpose (OLDE)	**A set of codes. Indicates why the employee received the training.**
Queuing	**The scheduling of a process/task to occur at a later time. Queuing is normally done if a task uses up a lot of computer resources.**
Registration	**The act of signing up for a class before actually attending the class. Information on registration cannot be entered for past dates, only current and future dates. The student does not need to be registered to attend the class.**
Response Time	**The average amount of time the user must wait between the time he/she responded to a question at the terminal and the time the system responds by displaying data and/or the next question.**
<RET>	**Carriage return.**

Routine — 1. This term is used to explain the effect of class information on job qualifications. When a class is identified as routine, the program/class information does not enhance job qualifications. 2. In M, a computer program is called a routine.

Security Key — A function which unlocks specific options and makes them accessible to an authorized user (Refer to the Package Management chapter). In the Education Tracking system, the following keys have been added:

1. PRSE CORD - This key allows the user to access data for all services.
2. PRSE SUP - This key allows the user to access data only for his/her own service.
3. PRSE TRAIN - This key allows the user to access data only for his/her own ward.
4. A user having no assigned key can access their own data.

Security System — A part of Kernel that controls user access to the various computer applications. When a user signs-on, the security system determines the privileges of the user, assigns security keys, tracks usage, and controls the menus or options the user may access. It operates in conjunction with Menu Manager.

Sensitive Information — Any information which requires a degree of protection and which should be made available only to authorized users.

Service — This is the hospital division where an employee works (e.g. Nursing, Dietetics, etc.). This is an entry in the Paid Employee file (#450).

Service Reason — The service's reason for presenting a particular class. Unlike Purpose of Training and Class Category data stored in the PRSE Svc Reasons for Training file (#452.6) can be edited by a designated user.

Site Configurable — A term used to refer to features in the system that can be modified to meet the needs of each site.

Software — A generic term referring to a related set of computer programs (e.g., Education Tracking).

Subcode (OLDE) — A set of codes. Indicates whether the training is financed by the government or by the employee.

Source (OLDE) — A set of codes. Indicates the source of the training received (e.g., agency, commercial).

Task Manager	**A part of Kernel which allows programs or functions to begin at specified times or when devices become available. See Queuing.**
Tele-communications	**Any transmission, emission, or reception of signs, signals, writing, images, sounds or other information by wire, radio, visual, or any electromagnetic system.**
Terminal	**A device used to send and receive data from a computer system (i.e., keyboard and CRT, or printer with a keyboard).**
Ward/Unit-Location Training	**Classes associated with a nursing ward or location only.**
User	**A person who enters and/or retrieves data in a system, usually utilizing a CRT.**
Verify Code	**A unique security code which serves as a second level of security access. Use of this code is site specific; sometimes used interchangeable with password.**