

**Uniform Staff Payroll
System
USPS Version 4.2 Release
Notes
Release Date: 2009.03**

This document contains information about changes, enhancements and problems corrected with the 2009.03 release of USPS Version 4.2.

1 Functional Enhancements and Changes

1.1 GENERAL: Update tax tables for American Recovery and Reinvestment Act

Updated the tax tables for Federal Withholding and EIC (Earned Income Credit) according to Circular E.

1.2 OSDIRPT: Update OSDI school district tax codes

Update OSDI school district tax codes for the following:

- Added 7502 Botkins LSD for Auglaize & Shelby Counties
- Added 7201 Clyde-Green Springs EVSD for Sandusky & Seneca Counties
- Added 5505 Milton Union EVSD for Miami County
- Deleted 2805 Ledgemont LSD for Geauga County

This information can be found on the web under the Ohio Department of Taxation at the following website, http://tax.ohio.gov/divisions/school_district_income/index.stm. The website provides the school district's tax rates and any changes in tax rates.

1.3 QRTRPT: Correct the quarter date displayed

Previously, when users were running QRTRPT for the fourth quarter prior to December, the year would always be incorrect. This has been corrected. QRTRPT will now use the USPSDAT/USPCON quarter closing date and default it to the next quarter's date. This should always be the quarter that QRTRPT is processing. If for some reason the user doesn't want the default date, a question will display asking what quarter is to be processed. The user will enter the quarter they are processing and the program will ask for confirmation on the quarter date displayed.

1.4 USPSCN/UPDCAL_CUR & UPDCAL_FUT: Automatically populate retirement hours for overtime pay

Retirement hours will be automatically populated when using the OT pay type. Retirement hours for overtime will ALWAYS be the same value as the overtime units entered. This is true for both daily and hourly jobs. The retirement hours can be overridden if they do not want it the same as the units.

1.5 USPSDAT/USPCON: Added EMIS Reporting ID prompt

A new prompt has been added to the third screen of USPCON that is to be used to determine which ID is to be reported to EMIS. This prompt essentially is the same as the prompt that has been asked in USPEMS/USPEMX. If the EMIS ID field is blank, which ID field should be reported to EMIS as the EMIS local ID. The valid options are SSN, Employee ID or Credential ID. The option selected needs to match the ID that is being used within the Student software on the Course master records. The default value for this new field will be SSN.

1.6 USPSWeb - Attendance: Added RetirementHours as a valid category option for Adjustment transaction type

New category RetirementHours has been added for use with the Adjustment transaction type.

1.7 USPSWeb - Attendance: Modified query to include a filter by sub category

The attendance query has been updated to include a filter by sub category.

1.8 USPSWeb - EMIS Entry: Added master teacher status and master teacher year fields

New fields master teacher status and master teacher year have been added to the EMIS Entry screen under the 'Staff Demographic' section.

1.9 USPSWeb - EMIS Entry: Added new field Special Education FTE

New field Special Education FTE has been added to the EMIS Entry screen under the 'Staff Employment' section.

1.10 USPSWeb - EMIS Entry: Removed second and third assignment area fields

The second and third assignment area fields have been removed from the 'Staff Employment' section of the EMIS Entry screen.

1.11 USPSWeb - Employee: Added master teacher status and master teacher year fields

New fields master teacher status and master teacher year have been added to the employee screen under the 'Additional Employee Information' section.

1.12 USPSWeb - Jobs: Removed second and third assignment area fields

The second and third assignment area fields have been removed from the job screen.

1.13 USPSWeb - Jobs: Added new field Retire Hours

New field Retire Hours has been added to the job screen under the 'Contract Related Information' section.

1.14 USPSWeb - Jobs: Added new field Special Education FTE

New field Special Education FTE has been added to the job screen under the 'EMIS Related Information' section.

1.15 USPSWeb - UPDCAL: Created new web interface for UPDCAL

A new UPDCAL interface has been added to the USPS web application. Users can access both current and future payroll data from this interface. Users also have the ability to modify, add, and delete payroll data as well as scroll through the employees included in the payroll or search for a specific employee.

2 Problems Corrected

2.1 USPSCN/DEMSCN: Add warning message for Master Teacher Year

The Master Teacher Year on DEMSCN was allowing any year between 0000 and 2009. This has been modified so that for a master teacher status of FA or BC, an invalid entry will display a warning message stating that the Master Teacher Year should be > 2008 per ODE specifications. This will be a warning message, not a fatal error.

3 Technical Enhancements and Changes

3.1 Datatrieve: Modified EMPLOYEE_CERTIFICATES and CERTIFICATE_EMPLOYEES domains to use new file layout

The EMPLOYEE_CERTIFICATES and CERTIFICATE_EMPLOYEES domains have been updated to comply with the layout of the new certificate reporting file, ADDCRED.IDX, downloaded from ODE.

NOTE: The file currently contains a record with a blank credential id. This will cause this certification record to be associated with any employee that has a blank credential id when viewed using these domains in Datatrieve. ODE has been made aware of this issue.

3.2 **EMSLID.IDX: Logical used for location of EMIS local ID file**

The EMSLID.IDX file contains the translation from the district's local EMIS id to the assigned Z-id for their classified employees. This file uses the OECN\$EMIS\$COMMON logical to determine it's location. The OECN\$EMIS\$COMMON logical should already be in place on the EMIS side. ITC's will need to ensure that this logical is now in place for their USPS users so that the USPS software will be able to locate this file. If this logical is not defined properly, it will cause all new Z-id's to be generated for the district and will cause all of their employees to show on the staff missing reports that come back from ODE.

The OECN\$EMIS\$COMMON logical was introduced into EMIS in March 2007. At that time, ITC's were instructed that the EMSLID.IDX file needed to be in a district specific location that will remain fixed throughout the fiscal years and reporting periods. It was suggested that this be placed in the district's top level EMIS directory. It should not be in the reporting period specific directories. The OECN\$EMIS\$COMMON logical may be defined system wide using the following example provided your ITC utilizes the EMIS_ROOT logical.

```
OECN$EMIS$COMMON = EMIS_ROOT:[000000]
```

3.3 **UDMS: Modified CERTIFICATES view and CERT_REC record to use new file layout**

The CERTIFICATES view definition and CERT_REC record definition have been updated to comply with the layout of the new certificate reporting file, ADDCRED.IDX, downloaded from ODE.

NOTE: The file currently contains a record with a blank credential id. This will cause this certification record to be associated with any employee that has a blank credential id when viewed using the CERTIFICATES view. ODE has been made aware of this issue.

4 **Modifications to Menu Files**

5 **Documentation**

The documentation is maintained by the SSDT and can be found in the OECN\$ROOT:[USPS.V4P2.DIST] distribution directory.

5.1 **Documentation Summary**

The following are documentation files for the Uniform Staff Payroll System package and a brief description of the contents and intended audience of the document.

Documentation produced for this package was developed with a Digital product called VAX Document. This product enables us to provide two versions of the documentation for various types of printers. The version which has an extension of .LN03 can be printed on a laser printer; while version with the extension of .PS is to be printed on a ScriptPrinter.

Table 1 Documentation Summary

Document File	Revision Date	Description
USPS_USER_GUIDE	March, 2006	USPS User Guide
USPS_REFERENCE_MANUAL	March, 2006	USPS Reference Manual
USPS_SYSMAN_MANUAL	March, 2006 USPS System Manager Manual	

5.2 Documentation _UPDATE Files

The users have the ability to print the updates to the documentation manuals since the previous release, without having to print the entire documentation manuals. The updates are contained in a separate file which uses the same naming convention as the normal manual with "_UPDATE" appended. The update files are available in .LN03 and .PS versions. You will find updates to both the user and system manager manuals if changes have taken place.

The update files will include **ONLY** the modified chapters of the documentation manual, a new table of contents, and an index if one exists in the documentation manual. Updated documentation is also included in the normal documentation manuals. Therefore, if you plan to print the newest version of the entire user or system manager manual, it will **NOT** be necessary to print the update file.

It should be noted that even though the purpose of the update files is to allow the users to print only the updates, there may be cases when it would be more practical to print the entire documentation manual, rather than trying to use the update file. For instance, if a new chapter is added at the very beginning of the manual, the numbering for all subsequent chapters will change as well (the size of the update file could be almost as large as the normal documentation manual). SSDT will advise you in the release notes when the changes are so numerous that we recommend that you print the entire documentation manual.

There will only be one _UPDATE file provided each release for every manual. We do not plan to distribute updates for previous releases, as we do for the release notes.

SSDT strongly advises that you print new documentation manuals before you try to utilize the _UPDATE files.

If you print a .PS version of the entire documentation manual, be sure to print the .PS version of the _UPDATE files. The _UPDATE pages will not fit into the manual properly if you try to mix the various documentation formats.

If there are no changes in the documentation manuals, no _UPDATE file will exist on the release.

Package Installation and Logicals

Installing USPS involves first using the OECN_INSTALL procedure to unpack the savesets into the OECN\$ROOT:[USPS.V4P2.DIST]. After the distribution directories have been prepared, INSTALL_PACKAGE is used to transfer the package from the distribution directory into the user execution directory. See the VAXMGR_HANDBOOK in OECN\$ROOT:[DOCUMENT.DIST] for more information about OECN_INSTALL and INSTALL_PACKAGE.

Prior to executing INSTALL_PACKAGE it is necessary to define several system logicals required by the package. The table below lists the logicals which should be defined prior to executing INSTALL_PACKAGE for USPS:

Table 2 System Logicals

Logical	Description
OECN\$PAY_42	Shared directory. Contains executables and files shared by all USPS
OECN\$CDD_PAY_42	CDD path name (optional, see next section)
OECN\$MENU\$FILES ¹	Location for menu files
OECN\$HELP ¹	Location of VMS help libraries

¹Also used by other packages

Note: USPS also requires components from the OECN and CSSR packages. These packages should be installed prior to installation of this package.

6.1 Installing CDD/DTR Definitions

The USPS distribution contains optional CDD and DTR definitions that are acceptable for use with DTR, 20/20 and other products that are integrated with DEC CDD/Repository. Data names for COBOL are provided in the record definitions. The CDD definitions are optional and are not necessary to successfully install and utilize the base USPS package. However, there are a few "supported" DTR reports. If you wish to be able to use these reports, you must install the CDD definitions.

The INSTALL_PACKAGE procedure OECN\$UTL will load the CDD definitions into the CDD when either the "CDD" or "FULL" option is used to install USPS. INSTALL_PACKAGE is the only supported method for installation of CDD definitions for USPS Version 4.2

The USPS CDD definitions for USPS Version 4.2 will be loaded into the CDD path referenced by the OECN\$CDD_PAY_42 logical. This logical must be defined prior to executing INSTALL_PACKAGE and should be defined as a system logical. SSdT recommends that the USPS definitions be placed in a separate CDD directory from other CDD definitions. This increases the efficiency of the CDD, allows the USPS definitions to be

treated as a 'database' from 20/20, and simplifies security maintenance.
For example:

```
$ DEFINE/SYSTEM OECN$CDD_PAY_42 CDD$TOP.OECN.USPS42
```

After defining the OECN\$CDD_PAY logical, the INSTALL_PACKAGE may be executed. Below is sample run of the CDD installation:

```
$
$ @OECN$UTL:INSTALL_PACKAGE CDD OECN$ROOT:[USPS.V4P2.DIST]
OECN INSTALL_PACKAGE (V1.1-010) Copyright © 1991, Ohio Dept of Ed, IMS
%OECNINS-I-BEGIN, Begin CDD installation for USPS Version 4.2 on NWOCA0::
at 14-MAR-1994 15:09:36.41
%OECNINS-I-CDD, Loading CDD definitions to CDD$TOP.OECN.USPS42
OECN INSTALL_CDD (V1.0-001) Copyright © 1994, Ohio Dept of Ed, IMS
%OECNINS-I-START, Starting CDD install for USPS Version 4.2
%OECNINS-I-RECORD, Processing record OECN$CDD_PAY.ABSENCE_REC
.
.
```

7 UDMS Dictionary Implementation

USPS contains a dictionary for use with the UDMS Report Writer product. The dictionary will be installed automatically when OECN\$UTL:INSTALL_PACKAGE is executed with either the FULL or UDMS option. If a version of the dictionary has already been installed, INSTALL_PACKAGE will merge the updated version into the local copy. Thus, reports and additional views developed locally will be preserved.

USPS also contains a sharable image which is used by UDMS. The sharable image provides 3GL functions which are used in calculated fields by the UDMS dictionary. To make this image available to UDMS, you must define the following logical during system startup:

```
$ DEFINE/SYSTEM OECN$USPS_SHR OECN$PAY:USPSSH.R.EXE
```

8 Implementation of this Release

Please implement this release as soon as possible. It is difficult for the SSDT to provide assistance to your problems if you are not utilizing the current version of the software supplied.

Please refer to the documentation files contained on the release tape to obtain a history of the modifications the software has gone through. The release documentation files are named in the format of "RELyymm.DOC" where yymm is the release date.

Should you experience any problems, or have any questions, concerning the OpenVMS/Alpha version of the USPS Version 4.2 software please feel free to contact SSDT for assistance using one of the following options:

Visit the OECN Public Forum at
<http://forums.oecn.k12.oh.us/forums/oecn/>
DAS restricted Forum at <http://forums.oecn.k12.oh.us/forums/das/>

SSDT Home Page at <http://ssdt.oeen.k12.oh.us/>

End of Documentation for USPS Version 4.2 Release: 2009.03