

**Uniform Staff Payroll  
System  
USPS Version 4.2 Release  
Notes  
Release Date: 2009.06**

This document contains information about changes, enhancements and problems corrected with the 2009.06 release of USPS Version 4.2.







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# 1 Functional Enhancements and Changes

## 1.1 USPEMS: Updates pertaining to State Assigned ID for EMIS

The prompt that appeared in both PERDET and USPEMX asking which employee ID to use if the EMIS ID field was blank has been removed. This has been replaced by a new field in USPSDAT/USPCON on the third screen, EMIS Reporting ID.

The Credential ID field is now labeled State Assgn ID on the PERDET output report. The State assigned ID represents the ID that is reported for ODE for EMIS reporting. This may be an Ohio Credential ID (license or certificate number) for Certificated staff or it may be a system generated Z-id value.

USPEMX will automatically assign a Z-id number to any staff member being reported to EMIS that currently does not have a value in the State Assigned ID field. Any updates made to the State assigned ID field by USPEMX will be audited.

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## 1.2 USPRPT/CENSUS: Added ability to create a common census file

A new option has been added to USPRPT called CENSUS. It should be the last option on USPRPT. This will create a common census file per ING requirements.

On the CENSUS screen, it will ask for an output file name. The output file name is defaulted to CENSUS.CSV. This can be overridden with another.CSV file name, but is required.

There are a few selection criteria available for processing. First, is the option to print only employees who have 403B deductions. A valid input is 'Y' or 'N'. If 'Y' is chosen, then only those employees who have 1 or more 403B deductions will be selected. If 'N' is chosen, then ALL employees will be selected regardless of any 403B deductions. Another selection is the stop date. The stop date is only looked at if choosing to select 403B deductions. The stop date is ignored if all employees are selected. The stop date selection coincides with the selection for 403B deductions. The stop date entered will select employees who have one or more 403B deductions with a stop date on or after the date entered.

The last selection criteria is for the last paid date. This selection works independently of the other selections. If a date paid is entered, only those employees whose last pay date is on or after the date entered will be included.

This application will create a .DAT file based on input selections and then automatically create a .CSV file. The .CSV file is based off the .DAT and .FRM files.

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### 1.3 **USPRPT/CENSUS: Corrected years of experience token value**

For only the very first record in the .CSV file, if the hire date was zeroes, the years of experience token <YRS\_EXPERIENCE> was showing 9. It should have been 0 for years of experience. This has been corrected.

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### 1.4 **USPRPT/CENSUS: Add selection for concealed employees**

A new selection option has been added to USPRPT/CENSUS. The selection option is to include/exclude concealed employees from the .CSV output file. The default of "Y" will be to include concealed employees. To exclude concealed employees from appearing on the output file, the prompt to "Include concealed employees? (Y/N)" will need to be answered as "N". Valid values include "Y" or "N" and is required.

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### 1.5 **USPSCN/BIOSCN & DEMSCN: State Assigned ID field**

The Credential ID field has been renamed to State Assigned ID. This field will contain either the Ohio credential ID for a credentialed/licensed employee or a system assigned Z-id for a non credentialed employee. This is the ID that will be reported to ODE for EMIS reporting.

Users should allow the system to automatically update the State assigned ID field for a non credentialed employee. This will happen automatically when USPEMS/USPEMX is run to export the USPS data for EMIS reporting. Validations will prevent the user from trying to assign Z-id value to an employee that is not already on file.

In addition, a new check has been added for a credential ID. If the credential ID entered is not found on the ODE validation file, a warning will be issued. The user will still be able to save the record with the credential ID value even though it is not found on the ODE validation file.

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### 1.6 **USPSWEB ATTENDANCE: Beginning and ending dates in search now default**

The filter by beginning/ending date has been modified. Previously, if a beginning date was entered without an ending date or an ending date was entered with no beginning date, only attendance entries that occurred on the date entered were returned. Now, if only a beginning date is entered, all attendance records with a date equal to or greater than the date entered will be returned. If only an ending date is entered, all attendance records with a date less than or equal to the date entered will be returned.

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**1.7 USPSWEB BENEFITS: Enhance warnings for employees ineligible for leave**

Previously if an amount was entered on the benefit screen for a leave type for which the employee was ineligible, a very generic warning appeared (such as, "Employee is ineligible for sick leave benefits."). The warnings have been made a bit more descriptive so users will know which field is causing the problem. This also prevents the display of multiple identical warnings.

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**1.8 USPSWEB DEDUCTIONS: Generate warning when 'Set Max to Deduct' is set to Yes, but no 'Max Ded Amount' has been entered**

The USPSWEB deductions module has been modified so that when a user is adding or modifying an employee deduction, if 'Set Max to Deduct' is set to Yes, but no 'Max Deduct Amount' has been entered, a warning is issued. The user can choose to either enter a maximum amount to be deducted, change the value of 'Set Max to Deduct' to No, or ignore the warning and proceed.

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**1.9 USPSWEB PAY ACCOUNTS: Fatal error generated for all zeros and blank accounts**

The web application will now generate a fatal error if an account that contains all zeros or all spaces is entered.

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**2 Problems Corrected**

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**2.1 USPEMS/PERDET - Problem with EMIS reporting ID missing from PERDET report or the wrong ID is printed**

In USPEMS/PERDET the EMIS ID was missing or incorrect. It has been corrected to report the EMIS id from USPSCN/BIOSCN if available. If there is no EMIS Id, then it would use the social security number, employee id or credential id, depending on what is selected in USPSDAT/USPCON in the EMIS Reporting Id field.

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**3 Technical Enhancements and Changes**

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**3.1 USPLOAD/ATDSCN,BENSCN,DEDSCN,DEDNAM,BIOSCN,JOBSCN: Increase number of input parameters allowed**

All USPLOAD programs have been modified to allow all the input parameters (heading/field values) to be loaded by the USPLOAD program. This was changed because in a few instances the number of input parameters exceeded the program limits. All the USPLOAD programs now allow up to 200 fields to be loaded.

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### 3.2 **USPLOAD/EMPLOAD: Loading of State Assigned ID**

EMPLOAD has been updated to conform with the new formatting rules for the State Assigned ID field. If attempting to load a state assigned id (this uses the credential\_id label), additional validations will take place that may prevent the demographic record from being written or updated.

The following validations will prevent the record from being updated/written:

- 1 If the state assigned ID is in the incorrect format. The proper format is XX9999999.
- 2 If the Z-id does not have the proper prefix for the district.
- 3 The Z-id is already on file for another employee.

For a licensed or certificated employee, a warning will be issued for a credential ID that is not found on ODE's validation file, but the record will still be able to be written.

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### 3.3 **USPRPT/CENSUS: Allow customization of form file for census output**

The form file name default is ING\_CENSUS.FRM and is available to all districts. This is the form file layout that is required by ING. This can be overridden with another .FRM file name if the district chooses to customize the .CSV output file. If the .FRM file name is overridden, then the logical OECN\$PAY\$CENSUS should be defined with the form file desired.

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### 3.4 **USPRPT/CENSUS: Enclose alpha-numeric fields in quotes**

Enclosed alpha-numeric fields in quotation marks. This was to correct the problem when an address or name contained comma's, it was producing incorrect output. This has been corrected.

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### 3.5 **USPS0904: Implementation of Z-ids into USPS**

The USPS0904 program will populate the State Assigned ID field with a Z-id for EMIS reporting. This affects staff records that do not have an Ohio Credential ID. There is a projection option in USPS0904 that will allow the district to generate a report that details the employees that already have a Z-id being used within EMIS and those employees that will have a Z-id assigned when USPS0904 is run for the Update option.

This process uses the EMSLID.IDX file which has been used by EMIS for the assignment of Z-ids. The EMSLID.IDX file is located in OECN\$EMIS\$COMMON. ITC's will need to ensure that the OECN\$EMIS\$COMMON logical is defined correctly prior to running USPS0904. In the past, the EMSLID.IDX file was updated by the aggregation process. When a staff record was encountered that did not have a valid credential ID or a Z-id already assigned, a Z-id was assigned to the employee and the EMSLID.IDX file was updated to reflect this.

In addition to ensuring that the OECN\$EMISS\$COMMON logical is defined correctly, ITC's will need to verify that the proper ACL's have been applied to EMSLID.IDX and the directory it resides in to allow USPS users access to the file. Several USPS programs will be using the EMSLID.IDX file for validations and updating. Therefore, it will be necessary to allow a standard USPS user to have the ability to read, add and modify records from this file.

ITC's and/or districts need to verify that the "EMIS Reporting ID" field in USPSDAT/USPCON, screen 3 has the correct value. This is equivalent to the prompt that has been in USPEMS/USPEMX:

If the EMIS ID is blank; report the SSN, Employee ID, or Credential ID?

The employee ID being extracted from USPS data for importing into EMIS needs to coincide with the employee ID being used within EMIS for the staff course information. Districts should ensure that the value in USPSDAT/USPCON matches what has been used in the past for USPEMX. The prompt in USPEMX for which ID to use will be removed. USPEMX will be using the value from USPSDAT/USPCON to determine which ID is to be used.

When USPS0904 is ran for Update, the State Assigned ID field on the USPEMP record will be updated with the appropriate Z-id for EMIS reporting. If the employee does not already have a Z-id assigned, one will be created for the employee. The updates to the USPEMP files will be logged to the USPS audit file.

A command procedure, also named USPS0904, is available to allow ITC's to submit this program to batch. The command procedure accepts two parameters:

- p1 = District setupenv code
- p2 = Process an Update or Projection, defaults to Update

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### 3.6 USPSWEB Deduction Name: Corrected Validation of DeductionRequiredFlag

DEDNAMEXML has been updated to properly validate the DeductionRequiredFlag. Previously it was possible to pass an invalid value.

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## 4 Modifications to Menu Files

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## 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.

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## 6 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 <sup>1</sup>	Location for menu files
OECN\$HELP <sup>1</sup>	Location of VMS help libraries

<sup>1</sup>Also 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.**

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### 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
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## 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:USPSSHR.EXE
```

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## 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.oecn.k12.oh.us/>

End of Documentation for USPS Version 4.2 Release: 2009.06

