

```

9990 Adjustment Timesheet - Activity Log Screen 2                08-08-2007 01:37 PM
                                                                <=MORE
Sort: K (D=Date/Time, U=UserID, K=Position/Emp Number)
-----Go To----- -Go To--
      DATE      TIME      USERID
F  -----
-  -----
D  06-14-2007  03:15 PM  ADJ-TS   JOHN DOE          2006-09   01
A  06-13-2007  03:58 PM  CSAQKLC  JOHN DOE          2006-09   01
D  08-08-2007  03:15 PM  ADJ-TS   JOHN DOE          2006-10   01
A  08-08-2007  10:52 AM  CSCSPRT  JOHN DOE          2006-10   01
D  08-08-2007  03:15 PM  ADJ-TS   JANE DOE          2006-10   01
A  08-08-2007  10:52 AM  CSCSPRT  JANE DOE          2006-10   01
D  07-11-2007  03:15 PM  ADJ-TS   EXECUTIVE         2006-03   02
A  07-11-2007  03:00 PM  UPLOAD   EXECUTIVE         2006-03   02
                                End of Data

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Dtail      Bkwrdr Frwrdr      Left  Right Main

```

The **F10** and **F11** keys are used to toggle between the Activity Log screens. The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by Position/Employee Number/Year-Month when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed in ascending order beginning with the Position/Employee Number/Year-Month of the record previously on the Entry screen or the Position/Employee Number/Year-Month of the List screen record where the cursor was positioned. All activity records are displayed in ascending order by Position/Employee Number/Year-Month. If there are multiple activity records for the same Position/Employee Number/Year-Month, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the Position/Employee Number/Year-Month columns are displayed in white to indicate Position/Employee Number/Year-Month as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**= Position/Employee Number/Year-Month in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, Position (for group), Position/Employee Number, or Employee Number in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are displayed by

Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Each year on March 31, activity records are purged if (1) the Log Date is prior to August 1; and (2) the pay period is for the Prior Fiscal Year or older. For example, on March 31, 2008, activity records are purged if the pay period is older than July 2007 and the Log Date is before August 1, 2007.

Log Detail Screen

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a record, place the cursor on any record line and press **F5=Dtail**.

An example of the Log Detail screen is displayed below.

```

9990 Adj-Timesheet Log Detail - Date/Time Order                08-08-2007 04:04 PM
Function: A  DATE: 08-08-2007  TIME: 10:52:51 AM  USERID: CSAQKLC

POSITION      :                      EMPLOYEE NUMBER: 999-99-9990
YEAR-MONTH   : 2006-10              PAGE: 01          NAME: JOHN DOE
TOTAL HOURS  : 16800                AVERAGE HOURLY RATE:
  HOURS  TYPE  D  INDX  PCA  ACTY  AO  PROJ/WP  LOC  MULTI  PUR
1: 16800  REG  Y
2:
3:
4:
5:
6:
7:
8:
9:
10:
To access all distribution lines (1 through 15), press F11
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr                      D1-15 Main

```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records. When the F11 key is pressed, all fifteen distribution lines for the timesheet record are displayed on the Adjustment Timesheet Distribution pop-up screen.

The list of activity records is sorted by Position/Employee Number/Year-Month when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed in ascending order beginning with the Position/Employee Number/Year-Month of the record previously on the Entry screen or the Position/Employee Number/Year-Month of the List screen record where the cursor was positioned. All activity records are displayed in ascending order by Position/Employee Number/Year-Month. If there are multiple activity records for the same Position/Employee Number/Year-Month, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the Position/Employee Number/Year-Month columns are displayed in white to indicate Position/Employee Number/Year-Month as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**=Position/Employee Number/Year-Month in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, Position (for group), Position/Employee Number, or Employee Number in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Each year on March 31, activity records are purged if (1) the Log Date is prior to August 1; and (2) the pay period is for the Prior Fiscal Year or older. For example, on March 31, 2008, activity records are purged if the pay period is older than July 2007 and the Log Date is before August 1, 2007.

Log Detail Screen

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a record, place the cursor on any record line and press **F5**=Dtail.

An example of the Log Detail screen is displayed below.

```

9990 Adjustment Payroll Log Detail - Date/Time Order      08-09-2007 08:41 AM

Function: A  DATE: 08-08-2007  TIME: 12:38:22 PM  USERID: CSAQKLC

POSITION>                                EMPLOYEE NUMBER> 999 99 9990
FFY: 2006  YEAR-MONTH: 2006 10  EMPLOYEE NAME   : CHRIS DOE
PAYMENT TYPE> 0  PAYMENT SUFFIX>          CLEARANCE: 11223  CLASS TYPE>

SCO HOURS      : 17600
GROSS PAY      : 100000
RETIREMENT     : 10000
OASDI          : 10000
HEALTH         : 10000
DENTAL         : 10000
LIFE INSURANCE: 10000
VISION         : 10000
MEDICARE       : 10000
OTHER          : 1000

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit          Bkwr  Frwr  Main

```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

From The Entry Screen:

Key **A** in the Function field and the required fields on the screen to **Add** a record to the PT Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the PT file. A fresh screen is displayed with blank data fields, and a message confirming that the PT Table record was added successfully is displayed at the bottom of the screen.

From The List Screen:

The **Add** function is not available on the List screen.