

PaySR

Glossary of Terms



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**New York State
Office of the State Comptroller
Payroll System Replacement Project
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A

ACCOUNT CODE--An Account Code is a 15-character code representing a funding source. This code is made up of the following:

- The two-digit department code identifies the department with which a cost center is associated.
- The six-digit cost center identifies the lowest organizational unit for which accounting information is captured. The first five numbers are determined by the agency and the sixth digit is assigned by the Central Accounting System.
- The two-character variable code, which may be blank, identifies variations, such as multiple funding sources, for a cost center. You must enter the variable code as part of the account code even if only inserting blank spaces.
- The five-digit object code identifies the nature of the expenditure.

ACCUMULATOR- DEPARTMENT AND STATEWIDE--The Department Accumulator and the Statewide Accumulator are three character optional fields. Both are used by agencies for their own internal purposes.

ACTION DATE--The Action Date is the date the transaction is accepted (posted) into PaySR.

ACTION/REASON CODE--(a.k.a. - Transaction Code) The Action/Reason Code is a two-part code. The action code identifies what is happening to the employee that affects his or her status. For example an action of hire makes an employee active, while an action of termination changes an employee to inactive. The reason code defines the action code. Both are required fields on many panels in PaySR.

ACTIVE (WINDOWS AND PANELS)--Active, when referring to windows, panels, fields, tool bar buttons, etc., identifies them as being open and operational. PaySR identifies active elements by making them non-gray, for example, with color, black text, or white background. See also Inactive.

ADD MODE--Add Mode allows the user to add new records in PaySR with any effective date.

ADDITIONAL PAY--Additional Pay generally falls into two categories; recurring (a.k.a. - Additional Salary Factors) and one-time (a.k.a. - PS&T Longevity). The additional payments that are recurring every pay period are added to an employee's base annual salary for calculations of their biweekly payment. One-time payments that impact the overtime calculation are added to an employee's base annual salary and processed for a specific period of time. This also is used for negative earnings codes, such as overpayment and salary withholding.



ADDL SEQ# (ADDITIONAL SEQUENCE NUMBER)--The Addl Seq# tracks the number of occurrences for a single earnings that has the same Effective Date.

ADVICE— (a.k.a. - Direct Deposit Stub) An Advice is a summary that contains information about the earnings, deductions, taxes, and distribution of an employee's earnings.

AGENCY CODE--The Agency Code is the five-digit code assigned to an agency. In PaySR it is referred to as Department ID. Refer to Department ID.

ANNUAL ADDL EARNINGS (ADDITIONAL EARNINGS)--An Annual Additional Earnings is the annual amount for an additional payment. PaySR automatically adds the correct amount to the paycheck.

APPLIES TO PAY PERIODS--Applies to Pay Periods describes which pay periods contain the specific earnings.

APPOINTMENT CODE--An Appointment Code, designating the employee's status, must be recorded when an employee is assigned to a position. Appointment codes may include the following:

- permanent
- temporary
- provisional
- indefinite, and
- contingent.

APPROPRIATION AUTHORITY CODE--The Appropriation Authority Code is a three-character code. The first two characters identify the fiscal year of the corresponding appropriation and the third character distinguishes between a regular appropriation (zero) and an appropriated loan receivable (other than zero).

APPROPRIATION FUND CODE--The Appropriation Fund Code is a ten-character code which identifies the fund from which the appropriation is made. The first three characters identify the fund, the fourth and fifth identify the subfund, and the other five are blank for optional agency use.

APPROPRIATION ORGANIZATIONAL CODE--The Appropriation Organizational Code is a ten-character code which identifies the organization to which the appropriation applies.

APPROPRIATION PROGRAM CODE--The Appropriation Program Code is a ten-character code which identifies the program supported by the appropriation.

APPROPRIATION PROJECT CODE--The Appropriation Project Code is a ten-character code which identifies the project supported by the appropriation.



B

BALANCE ID--The Balance ID represents the year type being used to keep employee balances, such as taxes, deductions, and earnings. PaySR uses calendar year and fiscal year.

BALANCES FOR YEAR--The Balances for Year indicates the year checks were issued. This is used to note the year for which balances are being adjusted.

BENEFIT FLAG--The Benefit Flag is an indicator that designates the employee's vision, dental and drug benefit.

BENEFIT PLAN--A Benefit Plan is a retirement option an employee can choose within each retirement Plan Type. For example NYS Employee's Before Tax Plan is a benefit plan within the New York State Employees' Retirement System.

BENEFIT RECORD NUMBER--The Benefit Record Number links an employee's benefits to the employee's employment record. The Benefit Record number must equal the employee's employment record number (Empl Rcd #). Therefore, if the employee's Empl Rcd # is 1, the Benefit Record Number must also be 1.

C

CHECK BOXES--Check Boxes are square boxes on a panel that are selected or cleared to turn on or off an option. More than one check box can be selected at the same time.

COMP FREQ (COMPENSATION FREQUENCY)--The Compensation Frequency defines an employee's pay rate or comp rate. These comp frequencies are:

- biweekly
- monthly
- hourly, and
- contract.

COMP (COMPENSATION) RATE--The Comp Rate is the rate of pay used to determine an employee's regular or contract biweekly earnings.

COMPANY--Company relates to an agency's Federal Employer Identification Number. All agencies with the same tax identification number have the same company code in



PaySR. Most agencies have a company code of NYS for the State of New York. The valid companies in PaySR are:

- NYS- New York State Agencies
- CNY- City University of New York
- EFC- New York State Environmental Facilities Corporation
- STF- New York State Science and Technology Foundation
- SCF- State University Construction Fund
- IEA- Industrial Exhibit Authority

CONCURRENT HIRE--A Concurrent Hire refers to an existing employee who is hired into more than one Department. Dual employment and extra service in another Department are considered concurrent hires in PaySR.

CONCURRENT JOB--A Concurrent Job is a menu option used when processing a concurrent hire.

CONTINUOUS SPLIT--A Continuous Split is a position pool that has an additional source of funding.

CONTRACT PAY--Contract Pay is the process that pays employees over a period other than the normal 26 pay periods. Contract pay is generally related to Institution Teacher, SUNY professional staff, and CUNY adjunct staff. Contract pay employees are paid their salary over a specific period of time; for example 9/4/97-6/24/98 for Institution Teachers, instead of the normal 26 pay periods. With the assigned Pay Basis Code, contract pay records this time frame in order to pay the employee the proper amount each pay period so they receive their full compensation over the specified number of pay periods.

CONTRIBUTION STATUS--The Contribution Status identifies whether an employee is making contributions into a retirement system. The status options are contributing or non-contributing.

CORRECTION MODE--Correction Mode is used to change employee history in the PaySR system. Only OSC has access to correction mode to correct the history of an employee.

COST CENTER YEAR--The Cost Center Year is a four-digit code, which identifies the fiscal year for which the corresponding appropriation was established.

CSL (CHAPTER/SECTION/LAW)--The CSL is an eight-character code which identifies the Chapter, Section and year of the legislation which authorized the appropriation.

CURRENT HEAD COUNT--The Current Head count indicates the number of employees in a position number.



CURRENT INCUMBENT(S)-- The Current Incumbent(s) is the employee(s) in a position number.

D

DEDUCTION CALCULATION ROUTINE--A Deduction Calculation Routine is required for each general deduction for the system to calculate the amount of the deduction. For example, the routines used to do deduction calculations include:

- Default to Deduction Table
- Flat Amount,
- PEF or UUP Deduction Calculation.

DEDUCTION CLASS--The Deduction Class indicates the tax class for which a deduction is processed.

DEDUCTION CODE--A Deduction Code is an assigned number that represents a unique deduction in PaySR.

DEFAULT--Default refers to the system function that automatically fills in fields with required data that has been previously entered into PaySR either through system tables or by end users. In some cases default information can be changed to be employee specific.

DEPARTMENT--The Department reflects the five digit agency code and a narrative description of the agency name.

DEPARTMENT ID (IDENTIFICATION)--The Department ID is the five-digit agency code.

DEPARTMENTAL TRANSFER--A Departmental Transfer occurs when an employee transfers from one department (agency) to another.

DESCRIPTION--A Description is the narrative title of a code.

DUAL EMPLOYMENT--Dual Employment refers to the situation in which an employee works part-time at more than one department (agency). All jobs together can not exceed 100%. Refer to Concurrent Hire.

E

EARN BEGIN DATE--The Earn Begin Date is the first date an Earnings is to be paid.



EARN END DATE--The Earn End Date is the last date an Earnings is to be paid.

EARNINGS--Earnings is the amount paid to an employee. Earnings can refer to a specific amount that is displayed in a panel group or as the earnings in total.

EARNINGS (ADDITIONAL PAY PANEL)--Earnings displayed on the Additional Pay panel are payments based on a fixed biweekly amount, such as pre-shift briefing amounts.

EARNINGS CODE--An Earnings Code is a three-character code that represents the specific earnings that an employee can be paid. For example, LOC - Location.

EARNINGS PROGRAM ID--An Earnings Program links valid earnings codes to employees based on a negotiating unit.

EDIT MODE--Edit Modes are four methods used to input data in PaySR. They are:

- “Add” allows the user to add new records.
- “Update/Display” displays current and future effective-dated information.
- “Update/Display All” displays all of an employee’s record, including, future, current, and historical effective dated information.
- Only OSC is authorized to use “Correction” mode to change retroactive employee records.
- Using “Update/Display” and “Update/Display All”, a user can insert new rows in a record and update or change future effective-dated rows.

EFFECTIVE DATE--The Effective Date is the date on which an event occurs. All effective dates entered into PaySR are beginning of the business day.

EFFECTIVE SEQUENCE--The Effective Sequence is used to distinguish multiple rows of data recorded with the same effective date for a specific employee. The first row of data for an employee has an effective sequence of “0”. The second row of data with the same effective date would have an effective sequence or “1”. For example, if there is a request on the Job Request panel for a transaction on the same day, the effective sequence on a Job Data panel is “0” and the effective sequence on the Job Request panel would be “1”.

EMPL ID--The **EMPL ID** (Employee Identification) is the employee’s identifying number for purposes of paying the employee. It is a valid nine-digit Social Security Number or agency assigned number. All employees must have an EMPL ID.



EMPLOYEE STATUS--The Employee Status represents the types of job changes that affect an employee's status in terms of payroll and benefits. Values are:

- Active
- Leave of Absence
- Leave with Pay
- Terminated
- Retired, and
- Deceased.

EMPLOYEE STATUS CHANGE--Employee Status Changes are types of job changes that affect an employee's status in terms of payroll and benefits. For example status changes include paid and unpaid leaves of absence, retirements, terminations and disability leaves.

EMPLOYEE TYPE--Employees in PaySR are divided in three Employee Types, salaried, hourly and exception hourly.

- Salaried employees are paid the same each pay period over a year.
- Hourly employees are paid an hourly rate submitted each pay period for payment.
- Exception hourly employees are paid an hourly rate based on their standard hours.
- These employees will be paid the same each pay period unless the agency sends in data to change the employee's standard hours.

EMPLOYMENT RCD NBR (#)--The Employment Record Number is the identifier by which concurrent jobs are tracked. The initial job into which an employee is hired is "0" (zero); the first concurrent job for an employee is "1" and so on.

EXCEPTION HOURLY--Exception Hourly employees are paid for a fixed number of hours each pay period, based on an hourly rate. Exception hourly employees will automatically be paid for the same number of hours, unless the agency submits data to change that information.

EXCESS--Excess is a check box used when setting up or maintaining direct deposit records. The Excess check box notes whether any money over a stated amount, or percentage, should be deposited into another account, or paid out in a check.

EXTRA SERVICE--Extra Service is work performed by an employee, in addition to his or her full time job. This work must be performed in an agency other than employee's full time agency. It is referred to as a Concurrent Hire and the employee is added into PaySR using the Concurrent Job panels.



EXTRA SERVICE INDICATOR--The Extra Service Indicator is used if an employee has a concurrent job paid as Extra Service. This flag is used to notify the system that deductions will not be taken from the employee's extra service job.

F

FICA STATUS-- FICA Status indicates whether an employee is subject to FICA tax. The three choices are:

- "N"- subject to social security and Medicare taxes. (Most employees)
- "E" - exempt (some students and nonresident aliens), or
- "M"- Medicare only (for employees not required to pay social security, but are required to pay Medicare).

FIELDS--Fields are areas on a panel where you can enter or view data.

FIS (Fixed Incremented Salary) Amount--The FIS Amount indicates what the employee's next potential salary rate would be, if the employee were to receive a performance advance in the next period for which performance advances or increments are paid.

FLAT/ADDITIONAL AMOUNT--A Flat Amount is a fixed amount that is used in a transaction. For example, in a general deduction, a one time fixed amount of money will be deducted.

FLAT PERCENTAGE--A Flat Percentage is a fixed percentage that is used in a transaction. For example, an employee can choose to have a fixed percentage of his or her earnings deducted instead of using a flat amount.

FTA (FULL TIME ANNUAL) SALARY--Full Time Annual Salary is the salary an employee would be paid over a year as a full time employee or the amount paid over the contract period.

FULL/ PART-TIME--Full/Part-Time Indicator identifies if an employee is full, part-time, or in voluntary reduction status.



G

GENERAL DEDUCTIONS--General Deductions are any non-benefit deduction. Examples include union insurance, parking, or bonds.

GOAL AMOUNT --The Goal Amount is the total amount of a deduction or additional pay. Once the amount is reached no additional deductions or payments are made.

H

HEADER--The Header currently identifies the funding associated with payroll expenditures. In PaySR a header is replaced by a position pool and the related terms. Refer to Position Pool.

HOURLY EMPLOYEES--Hourly Employees are paid an hourly rate and need to have the number of hours entered by the agency each pay period in order to be paid.

I

INACTIVE (PANELS AND WINDOWS)--Inactive, when referring to windows, panels, fields, tool bar buttons, etc, identifies them as not open or operating. PaySR identifies inactive elements by making them gray, for example, without color, black text, or white background. See also Active.

INCIDENT DATE--An Incident Date is the date of accident for a workers' compensation injury or illness claim. This date is only reported to OSC if the employee has to be put on one of the workers' comp. leaves.



INCREMENT CODE--An Increment Code indicates an employee's eligibility for an increment or longevity payment in his or her current grade.

- If the employee is at the job rate of the grade, the increment code reflects the year in which the top of the grade was reached.
- If the employee is not at the top of the grade, the increment code reflects the employee's eligibility for a performance advance in the next period for which performance advances or increments are paid.

J

JOB CHANGE--Job Change transactions are modifications to data that is stored in PaySR for an employee, such as promotions, leaves, and reinstatements.

JOB CHANGE REQUEST--Job Change Requests are job changes to an employee's current job that are submitted by an agency and require review by OSC.

JOB CODE--A Job Code is a six-digit code used to represent a title throughout PaySR. A single job code can be used by multiple positions

JOB HISTORY--Job History is effective dated rows that contain the employee's job history. This includes anything that effects an employee's position, job, employment, or payments.

K - L

LAPSE DATE--The Lapse Date is the date on which an appropriation expires.

LINE NUMBER--The current agency Line Number is a five-digit number. In PaySR there is a field for the line number for department reference only. The department is responsible for maintaining this number for their own use. Refer to Position Number.

LOCALITY--Locality is used to note the locations that have local taxes that need to be withheld from paychecks. There are only two localities in NYS, Yonkers and NYC.



M

MAIL DROP ID— (a.k.a. - Check Sort Code) An employee's Mail Drop ID is used for the sorting and distribution of paychecks and advices.

MANUAL CHECK--A Manual Check is a check created outside of PaySR. This check and its related data must be entered into PaySR in order to update an employee's earnings and deduction balances.

MAX HEAD COUNT--The Max Head Count is the number of employees that can encumber a position.

MISCELLANEOUS PAYMENTS--Miscellaneous Payments are entered on the Time Entry panel. These entries make up the payment record. They include overtime, lost time, holiday, vacation lump sum payments, salary withholding lump sum payments, OT meals, and extra service payments.

N

NO LIMIT GROSS--No Limit Gross is the dollar amount of taxable gross that would be taxed if there were no limits, such as social security.

NYS JOB CODE--The NYS Job Code refers to the actual job code to which an employee is assigned. In most cases this is the same as the Job Code, but in the case of the PR-50/UP-11 transaction, the NYS Job Code represents the PR-50/UP-11 NYS Job Code.

NYS POSITION --The NYS Position Number refers to a position number that is assigned from a designated list and used specifically for PR-50/UP-11 situations only. No funding is attached to this position number.

O

OFF CYCLE--Off-Cycle processes prepare payrolls for paychecks that are not issued on a regular paycheck date.



OK to PAY--OK to Pay is a check box on the Additional Pay panel. This box, when checked, tells the system that the earnings displayed on the panel have been checked and approved for payment. If this check box is not grayed out, it must be checked or the earnings will not be paid out.

ON CYCLE--On-Cycle processes prepare paychecks for payment on a regular paycheck date.

ON-DEMAND CHECK--An On-Demand check is a special check created by OSC. Examples of some of the reasons for creating an on-demand check are a check reversal when a balance of money is due to an employee, a check when an employee's check was not processed, and a check for Worker's Compensation Award and Supplement.

ONE-TIME SPLIT--A One-Time Split is a way to record a change in funding for any or all of an employee's earnings during one pay period.

OPERATOR ID (IDENTIFICATION)--The Operator ID (Identification) is a unique identifier that identifies the PaySR end user.

OPTION CODE--The list of option codes indicates which calculation routines and percentages can be used for the employee's retirement deduction.

OSC/AGENCY DEDUCTION OVERRIDE CHECK BOX--The OSC/Agency Deduction Override Check box on the General Deduction Data panel is used by an agency to note that an agency needs to override the normal deduction routine for a particular deduction.

For example, if employee has chosen to keep the union dues deduction from a former position in order to maintain life insurance, the agency would check this box.

P

PANEL--The Panel is the portion of the window where data for a record is entered and displayed in PaySR.

PART-TIME PCT (PERCENTAGE)--Part-Time Percentage represents the percentage of the position's FTE that the employee works.



PAY CALCULATION--Pay Calculation is the process that actually compiles the input data and calculates the paychecks. During Pay Calculation the earnings, deductions, taxes, and net pay are determined for all employees. Pay Calculation is an iterative process that corrects errors and adjusts payroll information by running pay calculation as many times as needed until the end user is confident the payroll data is correct. All payroll calculation errors must be corrected before Pay Confirmation can begin.

PAY GROUP--A Pay Group groups employees with similar payment attributes in order to process the paychecks as a group. For example, lag and current employees would be in different pay groups.

PAY RATE--The employee's Pay Rate is the amount of the employee's base salary as verified by OSC.

PAYMENT RECORD--The Payment Record is an employee's record of miscellaneous payments that were entered on the Time Entry panel.

PERIOD--A Period on the various Balance panels represents a month for which balances are being kept, such as January or February.

PLAN TYPE--The Plan Type identifies whether the plan is a general deduction or one of eight retirement providers. Each retirement provider has two or more Benefit Plans.

POSITION DATA-ACTION/REASON CODE--(Applies only to agencies with the ability to set up and maintain their own position numbers.) The only Action/Reason code that an agency should use when setting up or changing a position is NEW or any reason code starting with "Z".

POSITION FTE--Position FTE identifies the percentage for which a position is budgeted.

POSITION NUMBER--A Position Number is a unique number assigned to a specific job code in a specific department.

POSITION POOL--A Position Pool is a position or group of positions with a common funding source.

POSITION POOL ID--A Position Pool ID represents a specific position pool. Position Pools are created to designate funding sources for a position or group of positions. The Position Pool ID can be alpha-numeric.

POSITION STATUS -The Position Status field further defines the Status of a position. Values include: Approved, Abolished, and PR-50.



PR-50/UP-11--PR-50/UP-11 is the process by which an agency fills a budgeted position with a job code in the same title progression that has an assigned grade that is lower than the job code for which the position was budgeted.

PRIORITY--Priority is a number assigned to a deduction to set the order in which it is taken. Priority is used in processing garnishments, direct deposits, and deductions. The lower the priority number, the earlier in the process the deduction is handled.

PRORATE ADDITIONAL PAY-- Prorate Additional Pay indicates if you want the system to prorate the additional pay based on transactions entered in the employee's job record. If the employee has a mid-period effective-dated change on their Job record, such as a leave of absence or position change, the system will prorate the biweekly additional pay amount.

Note: The system does not prorate the additional pay based on the effective date of this additional pay record.

Q - R

RADIO BUTTON--Radio Button refers to the round button in dialog or group boxes that you select to make one choice from several items. A radio button is selected when a block dot displays in the circle.

REASON CODE--The Reason Code defines the action code.

RECORD--A Record contains information about an employee. A record contains an employee's payroll history and is identified by a unique employee ID number and an employment record number.

REGISTRATION NUMBER--A Registration Number is a number assigned by a retirement system.

REGULAR/TEMPORARY--Regular/Temporary refers to the status of a position. Regular, Temporary or Seasonal.

RETRO PAY AMOUNT--Retro Pay Amount is the difference between what the employee was paid and what the employee should have been paid. There will be a specific retro earnings code automatically generated by the system for each earnings code. PaySR will automatically calculate all eligible Retro Pay Amounts.



S

SAL PLAN/GRADE--Indicates what Salary Plan and Grade are associated with the position.

SALARY WITHHOLDING--Salary Withholding is the number of days or hours withheld from an employee's paycheck in the first 5 pay periods of their employment.

SCROLL BARS--Scroll Bars are used to move through multiple rows of information on a given panel. All scroll bars contain an elevator box that moves up and down the scroll bar as you scroll between rows of information. The position of the elevator box on the scroll bar indicates if there are additional rows of information available other than the information currently displayed on the panel.

SEARCH LIST--A Search List is the list of records that displays after entering search criteria in a dialog box to retrieve records. This search list displays all records matching the search criteria.

SEGREGATION AUTHORITY CODE--The Segregation Authority Code is a three-character code. The first two characters identify the fiscal year of the corresponding appropriation and the third character distinguishes between a regular appropriation (zero) and an appropriated loan receivable (other than zero).

SEGREGATION FUND CODE--The Segregation Fund Code is a ten-character code which identifies the fund from which the segregation is made. The first three characters identify the fund, the fourth and fifth identify the subfund, and the last five are left blank for optional agency use.

SEGREGATION ORGANIZATIONAL CODE--The Segregation Organizational Code is a ten-character code, which identifies the organization to which the segregation applies.

SEGREGATION PROGRAM CODE--The Segregation Program Code is a ten-character code which identifies the program which is supported by the segregation.

SEGREGATION PROJECT CODE--The Segregation Project Code is a ten-character code which identifies the project which is supported by the segregation.

SELECT--Select is to mark an item used in a field. This is usually performed by double clicking on the desired item.



SEPARATE CHECK # (NUMBER)--The Separate Check Number is a one-digit number that notes if the earnings were paid on a separate check. This number represents how many additional checks, other than the regular paycheck, were issued.

SERVICE DATE— (a.k.a. - Anniversary Date) The Service Date represents the first date the employee is appointed to a grade level or into state service. This date is used to calculate eligibility for performance advances and longevity payments. It is adjusted for time not served due to leaves, terminations, or other service deemed not to count for these purposes.

SPLIT PERCENT--Split Percent indicates the allocation of expenses for the account code.

STANDARD HOURS--Standard Hours are the number of scheduled hours per workweek.

T

TAX CLASS--The Tax Class is the type of tax withheld, such as FICA or withholding.

TAX LOCATION--The Tax Location is the location of the position. The locations include: NY (for State of New York), IL (for State of Illinois), DC (for the District of Columbia), NY1 (for New York City), NY2 (for Yonkers), VA (for State of Virginia).

TEMPORARY ASSIGNMENT (TEMP ASSGN)--A Temporary Assignment occurs when an employee is temporarily assigned to another department, but is still being paid from their original department.

TIER--Tier is the employee's retirement plan within a retirement system. Tier information is used to limit the election options available for each employee

TIME ENTRY--Time Entry is the panel on which miscellaneous payments, such as overtime, holiday and OT meals.

TRANSACTION--A Transaction is information entered into PaySR.

TRANSIT # (NUMBER)--The Transit Number on the Direct Deposit Panel is the bank routing number.



U

UPDATE INCUMBENTS--Update Incumbents is a check box which when checked on, notifies PaySR to automatically update incumbent Job Data with the changed position data.

UPDATE/DISPLAY MODE--The Update/Display Mode allows the user to display rows containing current and future effective-dated information. This edit mode also allows the user to insert new rows and to update future effective-dated rows. Using this mode, the user can only assign an effective date that is later than the effective date of the current row.

UPDATE/DISPLAY ALL MODE--The Update/Display All Mode allows the user to display rows containing history, current and future effective-dated information. This edit mode also allows the user to insert new rows and to update future effective-dated rows. Using this mode, the user can only assign an effective date that is later than the effective date of the current row.

V - W

WORK SCHEDULE--The Work Schedule indicates an employee's workdays. The work schedule should be updated for all changes made to an employee's job record so the system will know how to calculate or prorate an employee's pay.

X - Y - Z