

**Service Request 16901**  
**Time Reporting PANs on the web**  
**Final 2/04/02**

## **1.0 Background**

Service Request 15213 specified requirements to provide a web based review process for Post Authorization Notifications (PANs). Those requirements addressed the notifications generated during the Employee Database (EDB) update process.

PANs are also generated from the online Time Reporting process. Under the current PAN review process, Time Reporting PANs are reviewable by email or in the CICS inbox in the same manner as EDB update PANs.

In order to facilitate review of time reporting PANs, especially for reviewers of both EDB update and time reporting PANs, the time reporting PANs should be available for review on the web. Because no requirements for format changes were prepared by the work group that developed the requirements for web based PAN review, it is suggested that the existing formats be carried over for web display. This will allow web review of time reporting PANs as part of the initial implementation of web based PAN review.

If reviewers of time reporting PANs subsequently would like changes to the formats, those can be brought forward as requirements for an enhancement to the PAN review process.

These requirements specify the enhancements to PPS to implement web based review of time reporting PANs in conjunction with the enhancements in Service Request 15213.

## 2.0 System Modifications

Time Reporting Post Authorization Notifications (PANs) are generated in the on-line CICS Transaction Holding File (THF) entry/update process when events are triggered by the creation of various compute transactions. The time reporting PAN events are shown in the table below.

Event	Description	Transaction
EDAP	Additional Pay	AP transaction
EDDD	One Time/Refund/Prepay	DS or RF or PS transaction
EDFT	One Time Payment	FT transaction
EDLA	Leave Hours Adjustment	LA transaction
EDLR	Late/Reduce pay	LR transaction
EDRA	Retroactive Pay	RA transaction
EDTL	Accrued Leave Expense Transfer	E1, E2, E3 transactions
EDTM	Single Expense Transfer	E1, E2, E3 transaction
EDTS	Mass Expense Transfer	E1, E2, E3 transaction

### 2.1 CICS preparer screens

The Time Reporting PAN process allows the preparer to enter comments and add additional reviewers using the same CICS screens as those used in EDB entry/update, the ECOM and ENPR screens. The changes that were specified for those screens in Service Request 15213 will therefore apply to the Time Reporting PAN process also. Specifically, the ability to assign an urgent priority to a PAN will be provided, and the ability to display extra reviewer information from the PAN directory on the ENPR screen will be provided.

### 2.2 CICS Time Reporting PAN format

The identification section of the PAN should be formatted as specified in Service Request 15213 for the EDB Entry/Update PANs. After the label 'Action:', the time reporting PAN Event translation should be displayed, instead of the action code and translation that are displayed for EDB Entry/Update PANs.

No changes are required to the format of the individual PAN displays for each event.

## **2.3 Web Time Reporting PAN format**

### **2.3.1 Preparer and Identification section**

The Preparer and Identification section should be identical to the PANs produced in the EDB entry/update process, except that a translation of the time reporting PAN event should be displayed after the label 'Action'.

A selection bar for 'jumping' to the subsequent sections of the PAN should be provided, similar to that displayed on the EDB entry/update PANs. The EDB entry/update PANs have a bar with the following navigation choices:

- Comments
- General Information
- Appointments and Distributions
- List of Reviewers

The time reporting PANs should have a bar with the following navigation choices:

- Comments
- Pay Transaction
- List of Reviewers

### **2.3.2 Comments section**

This section should be the same as the comments section on the EDB Entry/Update PANs.

### **2.3.3 Time Reporting section**

This section should display the Time Reporting PAN information, in the same format as the current CICS/email format. Time Reporting PAN information does not include before and after values, so there is no need to highlight or mark changes in any way.

### **2.3.4 List of Reviewers section**

This section should be the same as the List of Reviewers section on the EDB Entry/Update PANs.

### **2.3.5 Forwarding and Adding Comments**

The ability for the reviewer to forward the PAN to a UserID or email address should be provided. This should be identical to the format developed for the EDB Entry/Update PANs.

The ability for the reviewer to add additional comments should be provided. This should be identical to the format developed for the EDB Entry/Update PANs.

A mockup of a time reporting PAN can be seen by going to the PAN Inbox mockup at <http://www.ucop.edu/ucophome/test/pan/webinbox.html> and clicking on employee 'Trudy, Ages'.