

Created on: December 17, 2008
Updated on: February 5, 2009

SR82447
EDEM Screen – Add Employee's Name

Objective:

The objective of this request is to add an additional column to the EDEM screen. This additional column will contain the employee's name and should be automatically populated by the PPS.

Project Type:

This is a modification to the Payroll/Personnel System (PPS).

Requested by:

Payroll Coordination and Tax Services

Analyst:

Shaun Ruiz

Due Date(s):

Not Urgent.

Business Needs Statement:

The EDEM screen needs to be updated to include the employee's name. With this enhancement in place, departments will be able to audit a list of employees that have been selected for mass update in a timely and effective manner.

Current Process:

Employees are entered one-by-one into the PPS via the EDEM function. Entry into the PPS is by employee id. The employee's name is not currently referenced on the EDEM screen.

The Information that is entered into the PPS, via EDEM, is often printed (screen print) for purposes of a post audit.

Proposed process:

Update the EDEM Screen to include the employee's name (EDB0105). The employee's name should be populated automatically based on the employee id that is entered.

Please see attachments for screen examples.

Attachment B – EDEM Screen (After Update)

uccmvsb (SSL) - A - L30TABMC

File Edit View Communication Actions Help

PPEDEM0-E1006 EDB Entry/Update 12/15/08 09:57:44
Misc. Deductions - Mass Entry Userid: PAYUSR1

GTN No: 401 PARKING 401 Effective Date:

	Employee ID	Employee Name	Deduction Amount	Declining Balance
UPDATED	333333039	ADAMS, JOHN	100.00	
UPDATED	333333040	MARVIS, TRAVIS	75.00	
UPDATED	444000125	AARDVARK, FRANCI	66.00	

Next Func: _____ ID: _____ Name: _____ SSN: _____
U0007 Update process complete
==>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 8-Forward 9-Jump 12-Exit

MA + a 20/013