

PAYROLL/PERSONNEL SYSTEM
Administrative Information (AI) Screen Instructions

An Odyssey personnel screen is available to all Payroll Authorizers, which provides personnel/payroll details on all full-time and part-time personnel for which the authorizer is responsible. Here is an example of the *Administrative Information System* screen. Navigation instructions and field descriptions are found below.

```

MPD206P          ***** M-DCC Administrative Information System *****          MPD206M1
Jun 11,02                - Employee Job Assignment -                12:32 PM

*Action (D)          _____          Employee Id:
Last Name:                First Name:                MI:
Pos Acct :                PAY DIST:
Department Title:
Job Title :
Operating Title :
Contract Status :
Years On Track :                Job Class :                Job Group :
Full/Part Time :                Pay Grade :                Calendar :
Reg/Temp Status:                Exempt/Non:
Start/End Dates :                Pay Schedule:
Hire Date :
Postion Number:                Supplements:(1)
Base Salary :                (2)
Daily Rate :                (3)
Hourly Rate :                (4)
                                (5)
                                Total Salary Plus Supplements:

```

Purpose: To provide department authorizer the ability to view (on-line) the full-time and part-time employee assignment information.

Security: Based on Time and Attendance security access by Qual. Authorizer has security access to View only.

Field

Descriptions: Listed below are the field names that will appear on the *Administrative Information System* screen and a brief description of each.

Field	Description
Employee Id	MDID number
Last Name	Last name
First Name	First name
MI	Middle initial
Pos Acct	25 digit account number
PAY DIST	Campus work location (denoted by first letter of the entry)
Department Title	Account description
Job Title	Job title
Operating Title	Working title
Contract Status	Contact type: 1 = Continuing Contract (Faculty) 2 = Annual, on track (Faculty) 3 = Annual, not on track (PEC) 4 = Not Applicable

Years on Track	Years on annual contract for contract type 2 (Faculty)
Job Class	Job classification code
Job Group	Job group (see key below)
Full/Part Time	F = Full-time; P = Part-time
Pay Grade	Salary schedule pay grade
Calendar	Time and Attendance payroll calendar
Reg/Temp Status	R=Regular; T=Temporary position
Exempt/Non	Exempt/Non-exempt status
Start/End Dates	Beginning/end date of assignment
Pay Schedule	Pay classification
Hire Date	Date employee hired or rehired
Supplements	List of salary supplements as applicable
Position Number	Budget number for position
Base Salary	Base salary without supplements
Daily Rate	Base salary, including supplements, divided by number of days in Calendar
Hourly Rate	Daily Rate divided by hours in work day
Total Salary Plus Supplements	Base salary plus all supplements

Job Group/Pay Calendar Key:

	Job Group	Pay Cal	Description
PEC	ADM-EXEC	A1	PROF EXEMPT CONTRACTUAL (GR 21-24)
PEC	ADMIN	A1	PROF EXEMPT CONTRACTUAL (GR 15-20)
PEC	ADMIN-1	A1	PROF EXEMPT CONTRACTUAL (GR 20 SMC)
SNE	CLASS-R	C1	PART-TIME SUPPORT STAFF
SNE	CLASS-S	C2	SUPPORT NON-EXEMPT (GR 1-12)
SNE	CLASS-S2	C2S2	SUPPORT NON-EXEMPT (GR 10-14)
PEC	COL-PRES	A1	COLLEGE PRESIDENT (GR 25)
FAC	FAC-EXT	J1	FACULTY - EXTENDED CONTRACT
FAC	FAC-FLEX	J1	FACULTY - FLEXIBLE CONTRACT
FAC	FAC-PT	P1	FACULTY - PART-TIME, CREDIT CLASSES
FAC	FACULTY	J1	FACULTY - BASIC YEAR CONTRACT
PEC	HRLY-NIE	H1	PART-TIME PROFESSIONAL-NON-INSTRUCT
FAC	H1	H1	PART-TIME INSTRUCTIONAL
FAC	OVERLOAD	L1	FT FACULTY WITH OVERLOAD ASSIGNMENT
PENC	STAFF	A2	PROF EXEMPT NON-CONTRACTUAL (GR12-14
STU	STUDENT	N1	STUDENT ASSISTANT

To access the *Administrative Information System* screen, enter the following path:

- OD** (Odyssey)
- PE** (Personnel)
- TA** (Time and Attendance Menu)
- AI** (Administrative Information)

```
PET000P          ***** PERSONNEL / PAYROLL SYSTEM *****          PET000M1
Jun 11,02          - Time and Attendance Menu -          12:25 PM

Code Function
-----
EA Enter Employee Time and Attendance by Dept.
BE Select an Employee's Attendance Record
AA Authorize Employee Attendance by Department
DS Department Information Screen
AI Administrative Information
VT View an Employee's Time by Type
LS Leave and Sickpool Menu
PF Payroll Department Time and Attendance Menu
? Help
. Terminate
-----
Code: ai
```

On the *Administrative Information System* screen, enter the appropriate Qual to which you have security access.

```
MPD206P1          ***** PERSONNEL / PAYROLL SYSTEM *****          MPD205M3
Jun 11,02          - Department Information Screen -          9:21 AM
M
Ac Last Name      First Name      I MDID      Job Title
-----
*Department: d_  xxxx x_  _  _  _  _  _
Direct Command: _____
Display      Modify
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit          bkwrd frwr          left  right main
```

A list of full-time and part-time employees will appear in alphabetical order. All assignments (full- and part-time) within the Qual will be listed, including multiple assignments (within the Qual) for an individual. For Time and Attendance Authorizers to display information, enter a "D" under the Action (left) column. Press enter.

```

MPD206P1          ***** PERSONNEL / PAYROLL SYSTEM *****          MPD206M2
Jun 11,02          - Department Information Screen -          12:31 PM
                                     M                                     F
Ac Last Name      First Name      I MDID      Job Title      P
-----
___ DOE           JOHN           C A11223333 CLASSIFIED PART TIME P
d JONES          VIOLET        M B22334444 SECRETARY I   F
___ SMITH        JUSTINE       M C33445555 STUDENT         P
___ SMITH        CHARLES       R D44556666 ASSISTANT DIRECTOR F
___ SMITH        CHARLES       R E44556666 ADMINISTRATIVE TASK P

*Department: X___ XXXX X
Direct Command: _____
Display
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit          bkwrdr frwrdr          main

```

The panel of the *Administrative Information System* screen will appear as shown below. The employee job assignment (i.e., position, job classification, salary, etc.) information for the person you selected will appear on the screen.

Example of Full-time Employee Job Assignment:

```

MPD206P          ***** M-DCC Administrative Information System *****          MPD206M1
Jun 11,02          - Employee Job Assignment -          12:32 PM

*Action (D)      ___      Employee Id: B22-33-4444
Last Name: JONES      First Name: VIOLET      MI: M
Pos Acct : 10000000 XXXXXX 90 54000      PAY DIST: Nx xxxxxx
Department Title: XXXX DEPARTMENT
Job Title       : SECRETARY I
Operating Title :
Contract Status : 4          NOT APPLICABLE
Years On Track  :          Job Class : 4136          Job Group   : CLASS-S
Full/Part Time  : F          Pay Grade  : 07          Calendar    : C2
Reg/Temp Status: R          Exempt/Non: N
Start/End Dates : 07/01/2001 - 06/30/2002      Pay Schedule: F:CLASS
Hire Date       : 07/01/2000      Supplements:(1) B1          1,150.00
Postion Number  : 012345          (2)
Base Salary     : 18,566.00      (3)
Daily Rate      : 71.41          (4)
Hourly Rate     : 9.5210         (5)
Total Salary Plus Supplements:          19,716.00

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit          flip exprt          main

```

Example of Part-time Employee Job Assignment:

```
MPD206P          ***** MDC Administrative Information System *****          MPD206M1
Jun 17,02                - Employee Job Assignment -                               1:46 PM

*Action (D)          _____          Employee Id: A11-22-3333
Last Name: DOE                First Name: JOHN                MI: C
Pos Acct : 10000000 XXXXXX 90 57000          PAY DIST: Nx xxxxxx
Department Title: XX DEPARTMENT
Job Title      : CLASSIFIED PART TIME
Operating Title :
Contract Status : 4          NOT APPLICABLE
Years On Track :          Job Class : 8300          Job Group   : CLASS-R
Full/Part Time : P          Pay Grade : C1          Calendar    : C1
Reg/Temp Status : T          Exempt/Non: N
Start/End Dates : 05/13/2002 - 06/30/2002          Pay Schedule: P:CLASS
Hire Date      : 07/01/2000          Supplements:(1)
Position Number: 123456                (2)
Base Salary    :                (3)
Daily Rate:                (4)
Hourly Rate:    7.5700                (5)
Total Salary Plus Supplements:

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit          flip  exprt                main
-----
```

PRS:Revised 2/5/09

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