

**PAYROLL/PERSONNEL SYSTEM**  
**Maintain Full-Time Department Employee Screen**

**Purpose:** To provide department preparer the ability to update (on-line) the full-time employee personal and departmental information. The following information will be maintained by the department Time and Attendance preparer: home address, home phone, department extension, employee extension, department room number, supervisor (up to three levels).

**Security:** Based on Time and Attendance security access by Qual. Preparer has security access to View and Modify records; Authorizer has security access to View.

**Field**

**Descriptions:** Listed below are the field names that will appear on the *Maintain Full-Time Department Employee Screen* and a brief description of each.

FIELD	DESCRIPTION/EXPLANATION	UPDATE	VIEW ONLY	MANDATORY
<b>PANEL 1</b>				
<b>MDID</b>	Miami Dade ID number		X	
<b>LAST NAME</b>	Last name		X	
<b>FIRST NAME</b>	First name		X	
<b>MI</b>	Middle initial		X	
<b>PRE TITLE</b>	Example: Ms., Mrs., and Dr.		X	
<b>POST TITLE</b>	Example: Jr., Sr.,		X	
<b>ADDRESS TYPE</b>	Pop up (PF1 key) provided to select appropriate address. Example: Home, Mail	X		X
<b>STREET</b>	Type street address for appropriate Address Type selected.	X		X
<b>APT/SUITE</b>	Apartment or suite number	X		
<b>CITY</b>	Pop up (PF1 key) provided to select appropriate city.	X		X
<b>STATE</b>	Pop up (PF1 key) provided to select appropriate state.	X		X
<b>ZIP CODE</b>	Type in Zip Code for address type selected.	X		X
<b>POSTAL CODE</b>	Optional	X		
<b>SENSITIVE</b>	If indicator is Y the address is not displayed on the screen. Message displays 'Sensitive address and phone are not available on this screen.'	By HR Only		
<b>TYPE/AREA/NUMBER</b>	Pop up (PF1 key) provided to select appropriate phone description. (Example: Home, cellular, beeper)	X		X
<b>EXTEN</b>	Telephone extension number	X		
<b>UNLIST</b>	If indicator is Y the phone information is not displayed on the screen. Message displays Unlisted Phone information is not available on this screen.	By HR Only		
<b>PH/MAIL</b>	Defaults to "N" (NO). Change to "Y" if phone has phone mail	X		
<b>PANEL 2</b>				
<b>LOCATION</b>	Pop up (PF1 key) provided to select appropriate Location type. Example: Work	X		
<b>SITE</b>	Pop up (PF1 key) provided to select appropriate Site	X		
<b>CAMPUS/LOCATION</b>	Pop up (PF1 key) provided to select appropriate Campus	X		
<b>BUILDING/FACILITY</b>	Building/ Facility	X		
<b>ROOM</b>	Room number	X		
<b>E-MAIL</b>	MDCC e-mail address. Updated from Network Services on a nightly basis.		X	
<b>PRIMARY IND.</b>	Y indicates primary supervisor ; ' ' (blank) indicates secondary level supervisor. Up to three can be listed	X		X
<b>SUPERVISOR MDID</b>	MDID of supervisor	X		X
<b>SUPERVISOR NAME</b>	Name of supervisor based on Supervisor MDID		X	

FUNCTION KEY	Description
PF7	Help key to take you backward.
PF8	Help key to take you forward.
PF10	Help key to move you to next panel.
PF11	Help key to move you to backward panel

To access the *Maintain Full-Time Department Employee Screen*, enter the following path:

**OD** (Odyssey)

**PE** (Personnel)

**TA** (Time and Attendance Menu)

**DS** (Department Information Screen)

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PET000P          ***** PERSONNEL / PAYROLL SYSTEM *****
PET000M1
Nov  2,01          - Time and Attendance Menu -
09:18 AM

Code Function
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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
VT  View an Employee's Time by Type
LS  Leave and Sickpool Menu
PF  Payroll Department Time and Attendance Menu
?   Help
.   Terminate
-----
Code: ds

Attendance Entry/Authorization will be Closed From:          to:

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On the *Department Information Screen*, enter the appropriate Qual to which you have security access.

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MPD205P1          ***** PERSONNEL / PAYROLL SYSTEM *****          MPD205M3
Nov  2,01          - Department Information Screen -          9:21 AM
M
Ac Last Name      First Name      I MDID      Job Title
-----
*Department: d____ xxxxx x_____
Direct Command: _____
Display      Modify
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
help retrn quit          bkwrdr frwrdr          left right main

```



**The first panel of the *Maintain Full-Time Department Employee Screen* will appear as shown below.** The personal/departmental information for the person you selected will appear on the screen.

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MPD205P          ***** PERSONNEL / PAYROLL SYSTEM *****          MPD205M1
Nov  2,01          - Maintain Full-Time Department Employee -          1 more >

*Action (D,M)          M_   MDID: 999999999
Last Name: DOE          First Name: JANE          MI: M
Pre Title: MS.          Post Title:
Address 1 of 1
Address Type..: MAIL____
Street.....: 22222 SW 112 PL._____
Apt/Suite.....: _____
*City.....: MIAMI____ MIAMI
*State.....: FL FLORIDA          ZIP Code...: 33189 1134
*Country.....: _____          Postal Code: _____
Sensitive.....: N

          *Type      Area  Number  Exten  Unlist  Ph/Mail
Phone 1 of 3  HOME____  305   999 9999  _____  N (N/Y) N (N/Y)
              WORK____          8 9999  _____  N      Y
              DEPT____          7 9991  _____  N      N

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help  retrn  quit          bkwrđ  frwrđ          left  right  main

```

**PERSONAL ADDRESS INFORMATION:**

The *Last Name*, *First Name*, *MI*, *PreTitle*, and *Post Title* fields are *View only*.

To change the MAIL address, press the Tab key to go to the *Street* field; enter the street address. Press Tab.

At the *Apt/Suite* field; enter the apartment/suite number if appropriate. Press Tab.

At the *City* field; press F1, a pop-up screen will appear; select the appropriate city. Note: In order to ensure uniformity within the Odyssey system, you *must* select from the city list. Press Tab.

At the *State* field; press F1, a pop-up screen will appear; select the appropriate state code. Note: In order to ensure uniformity within the Odyssey system, you *must* select from the state list. Press Tab.

At the *ZIP code* field, enter the appropriate zip code, including the 4 digit extension if known. Press Tab. Note: Zip + 4 is automatically updated monthly.

At the *Country*; press F1, a pop-up screen will appear; select the appropriate country code. Note: In order to ensure uniformity within the Odyssey system, you *must* select from the country list. Press Tab.

At the *Postal code*; press Tab. Note: Not used for U.S. mail addresses; used for foreign addresses only.

The *Sensitive* field is maintained by Human Resources. If “Y”, the personal address and phone number information will not be displayed. The employee must notify Human Resources if a change is needed.

**PERSONAL/DEPARTMENTAL TELEPHONE INFORMATION:**

Three phone types should appear on the screen: HOME, WORK, DEPT. Press the Tab key to select the telephone number to be added/changed. Press Tab.

At the *Area* field; enter the area code. Press Tab.

Note: The area code is not needed for internal MDCC extensions. Skip this field by pressing Tab.

For HOME numbers: At the *Number* field, enter the seven (7) digit phone number (Example: 555-5555). Press Tab.

For WORK & DEPT numbers: At the *Number* field, enter the five (5) digit extension number (Example: 7xxxx or 8xxxx). Press Tab.

Note: If the department number is an off-site or Bell South telephone number, you must enter the area code and (7) digit phone number as stated above. Do not enter the area code (305) for WORK & DEPT numbers. Also, do not enter the “23” portion of a DID number.

At the *Unlist* field; press tab. Employee must notify Human Resources if a change is needed.

At the *Ph/Mail* field, enter “Y” if it is a phone mail line. Note: The default will be “N” (no).

Note: To view/add additional phone types, press F8 to scroll forward and F7 to scroll back.

**Press F11 (right) to go to the second panel of the *Maintain Full-Time Department Employee Screen*. The second panel will appear as shown below.**

```
MPD205P                ***** PERSONNEL / PAYROLL SYSTEM *****                MPD205M2
< 1 more              - Maintain Full-Time Department Employee -                9:26 AM

*Action (D,M)          M_ MDID: 550191537
Last Name: DOE          First Name: JANE                      MI: M
                        Campus/   Building/
1 of 1                 *Type   *Site *Location Facility Room
Location.....: WORK____ M    0000    0000    1000__
                        _____ -    _____    _____    _____

1 of 1                 ID           Domain
E-Mail.....: jdoe _____ @mdcc.edu_____

Supervisor
Primary Ind           MDID           Supervisor Name
  Y (' '/Y)          X11223333       Mary Smith
  -                   Z22334444       Frank Tyler
  -                   _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
```

**On the second panel you will enter the department room number and supervisor information.**

At the *Location Type* field; the WORK type should appear. Press Tab. Note: Human Resources is only maintaining the WORK type.

At the *Site* field, press F1, a pop-up screen will appear; select the appropriate Site code. Note: In order to ensure uniformity within the Odyssey system, you *must* select from the Site list. Press Tab.

At the *Location* field, press F1, a pop-up screen will appear; select the appropriate Location code. Note: In order to ensure uniformity within the Odyssey system, you *must* select from the Location list. Press Tab.

At the *Building/Facility* field, enter the building number if known. Not required. Press Tab.

At the *Room* field; enter the appropriate room number (i.e., xxxxxx). Press Tab.

The *E-Mail* field is *View only*. This information is programmatically updated nightly from the collegewide e-mail system.

At the *Primary Ind* field; enter “Y” to indicate the primary supervisor of the employee. The cursor will automatically go to the *MDID* field.

At the *Supervisor MDID* field, enter the MDID of the supervisor. (Mandatory field)

The cursor will automatically go to the next line. You may add up to two more supervisors for the employee. Note: Leave *Primary Ind* field should be left blank for secondary supervisors.

The purpose of the additional two lines is for when an employee reports to multiple supervisors. Example: reports to one supervisor 50% of the time; and another the other 50%.

Do not enter the name of the multiple levels (e.g. Chair reports to Dean). Only enter individuals that are direct supervisor(s).

Press enter key after all data is completed. Note: The supervisor name will appear after the Enter key is pressed.

Press F2 to return to the *Department Information Screen* where all employee names appear.

**For updating sensitive addresses/phone numbers and/or unlisted home telephone numbers, the individual employee must contact Human Resources Operations.**

Security access to the *Maintain Full-Time Department Employee Screen* is under Time and Attendance. Contact Business Affairs for assistance. Preparers are given modify/display access; Authorizers are given display access based on Qual's for which they are responsible.