

Volume No. 3—Policies & Procedures	TOPIC NO.	50110
Function No. 50000—Payroll Accounting	TOPIC	CIPPS NAVIGATION
Section No. 50100—Overview of the Commonwealth Integrated Payroll & Personnel System	DATE	August 2014

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Overview

Introduction This topic provides guidelines on the use of CIPPS online functions including use of the terminal keyboard, accessing and exiting the system, maneuvering from one screen to another, using function keys, and updating information.

Commonly-Used Keys

Function/PF Keys It is important to be familiar with the use of the various terminal and/or PC keys in order to expedite the data entry process. Configuration and function of terminal keys may vary from agency to agency. Ten program function (PF) keys are designed to perform specific CIPPS functions. These PF keys may be used repeatedly in daily processing. The PF keys noted in parenthesis perform the same function.

Key	Function
PF1 (PF13)* **	Links down one link-level to a standard Help screen describing the field the cursor is on.
PF2 (PF14)* **	Links down one link-level to a Customized Help screen describing the field the cursor is on.
PF3 (PF15)*	Links up one link-level. From the HELP level, PF3/15 returns to the screen from which HELP was accessed. From the entry screen level, PF3/15 returns to a blank Command Line.
PF4 (PF16)*	Accesses another screen in the system while keeping the information on the present screen intact. This is referred to as "going down a link-level." It provides a blank Command Line in order to link to another screen. The PF3/15 key returns to the original screen.
PF5 (PF17)	Used to scroll forward and bring up the next employee's screen in numerical order.
PF6 (PF18)	The "sticky cursor" feature allows data from one screen to be inserted on a second screen.
PF7 (PF19)*	The "swap/return" key freezes the current screen and goes down a link level to a screen previously saved with PF9/21.
PF8 (PF20)	CIPPS displays only three error messages at a time. Use this PF key to view all messages.
PF9 (PF21)	Saves the current screen in order to swap back to it using PF7/19.
PF12 (PF24)	Scrolls backward and returns to a previous employee's screen.
* Refer to Link-Levels	** Refer to Help and Help Access

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Commonly-Used Keys, Continued

Other Frequently-Used Keys

Other frequently-used keys and their functions are:

Key	Function
Enter/Transmit	Press the ENTER/TRANSMIT key after all data has been entered. Enter at any point within a screen. <i>Do not confuse the ENTER key to transmit with the ENTER key on the typewriter keys.</i> See below.
Enter/Carriage Return	This ENTER/CARRIAGE RETURN key is often called a LINE or CARRIAGE RETURN. This key moves the cursor to the next line in the first position of the field on the left.
Tab	Located usually in the upper left corner of the keyboard with two arrows--one is pointing left and one pointing right. <ul style="list-style-type: none"> • Moves the cursor forward to the first position of the next field or, • While holding down the SHIFT key, moves back to the first position of the previous field.
Home	Moves the cursor to the upper left corner of the screen, known as the home position.
ALT	Functions somewhat like a shift key on the personal computer. Allows the use of functions that are shown on the front of certain keys.
Clear/Pause	Erases the entire screen and displays the message "Millennium session terminated". This is used in logging off.
End/EOF	Erases everything in the line to the right of the cursor.
Delete	Erases one character at a time to the right of the cursor.

Link-Levels

Through the use of certain PF keys shown in the previous table, or by using the two-character subcommand field (discussed later in this topic), CIPPS allows movement from one screen to another without losing the original screen. This is known as "Linking." The use of PF keys allows linking across databases to update and view other screens; whereas, the two-character subcommand movement is restricted within the HOB database.

Whenever the link level process is used, CIPPS automatically displays in the upper right hand corner of the current screen the previous screen name and the number of screens (levels) moved from the original screen. When using this function you may also update a record by using the appropriate one-character subcommand, or simply view the record.

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Commonly-Used Keys, Continued

HELP The online documentation called HELP is a useful tool in learning how to use CIPPS. CIPPS provides immediate, online HELP for most elements in the system, including fields on the Command Line, all data fields, and system error messages. HELP answers many questions you may have as you use CIPPS, from "What code do I enter to signify an hourly employee?" to "Which status code is used for a terminated employee?"

HELP Access Access HELP by positioning the cursor over the field in question and press either the PF1/13 or PF2/14 key. This displays a screen containing HELP, while holding the original screen. After reading the HELP screen, press the PF3/15 key to return to the original screen.

HELP for one field may be contained on a single screen or on multiple screens. If a HELP screen indicates "CONTINUED" at the end of the text, press ENTER to display the next page. To read all the HELP for the field in question, continue pressing ENTER until an "END OF LIST" message appears. As you are learning more about CIPPS, you may enhance your CIPPS knowledge using the HELP facility while viewing the screens.

Accessing CIPPS

DOA/VITA Consultation CIPPS operates under the CICS Communications monitor provided by the Virginia Information Technologies Agency (VITA). Prior to accessing CIPPS, review your agency equipment configuration with DOA and VITA and verify that you have proper hardware to access CIPPS.

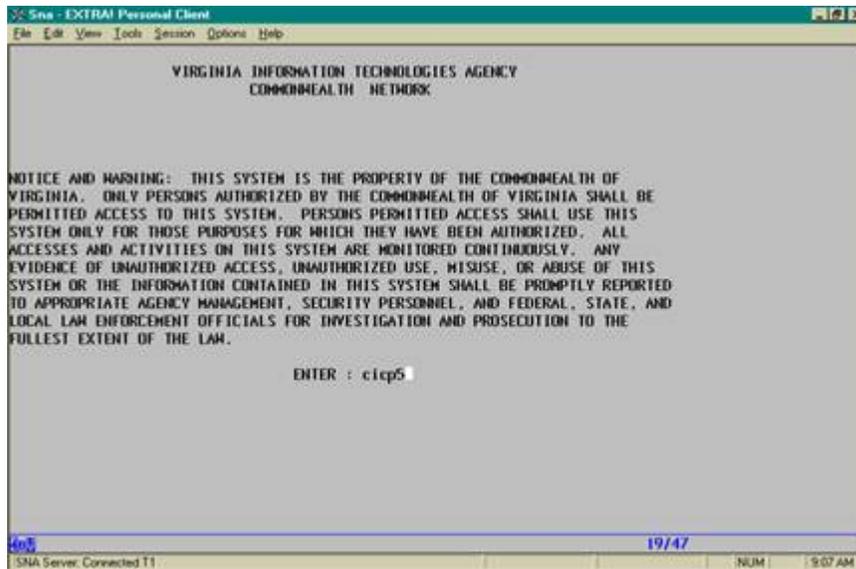
CIPPS User Access User access requires a valid CICS User identification and valid CIPPS Security Authorization. See Topic 50210, *User System Security*. You must be able to access the VITA Network screen in order to proceed with the following instructions.

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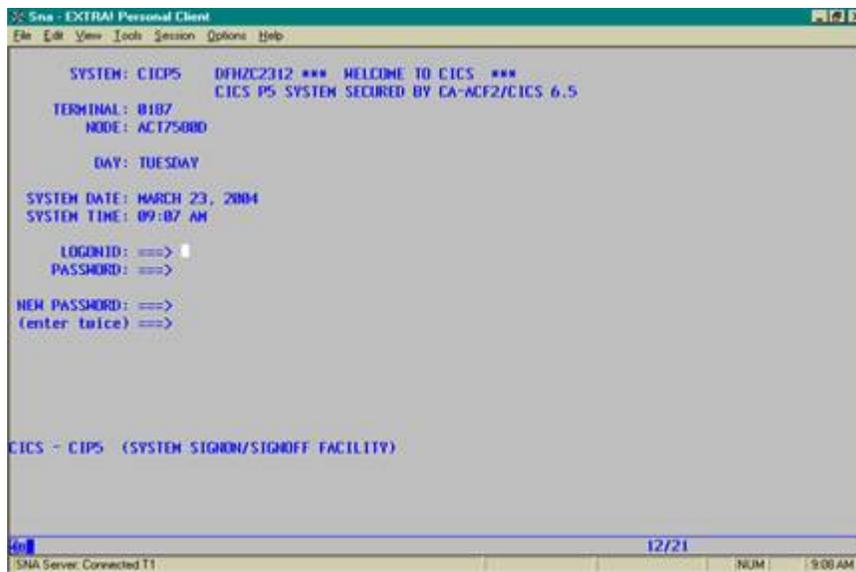
Accessing CIPPS, Continued

Logging On/ VITA Logon Screen



ENTER Enter C1CP5 and press the enter key.

CICS Logon Screen



LOGONID Enter the assigned ACF2 logon id and press the Tab key.

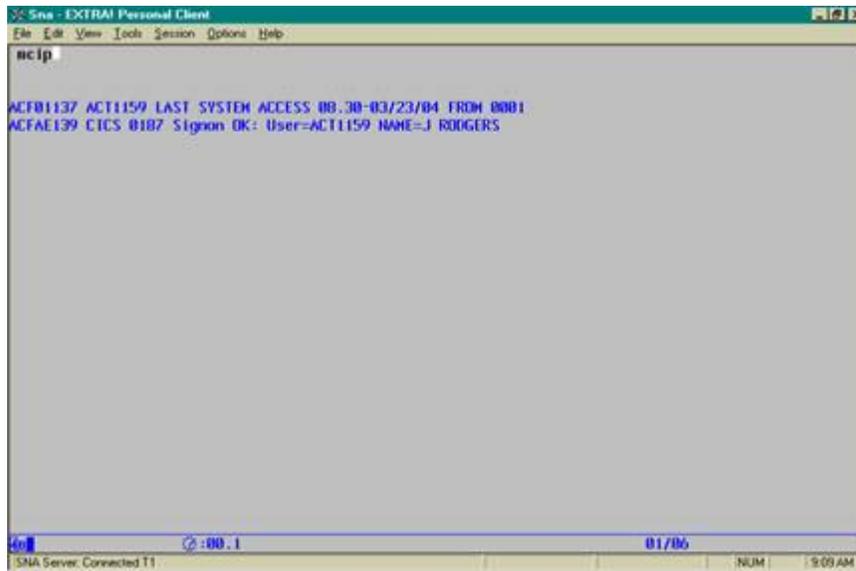
PASSWORD Enter the assigned ACF2 password and press the Enter key.

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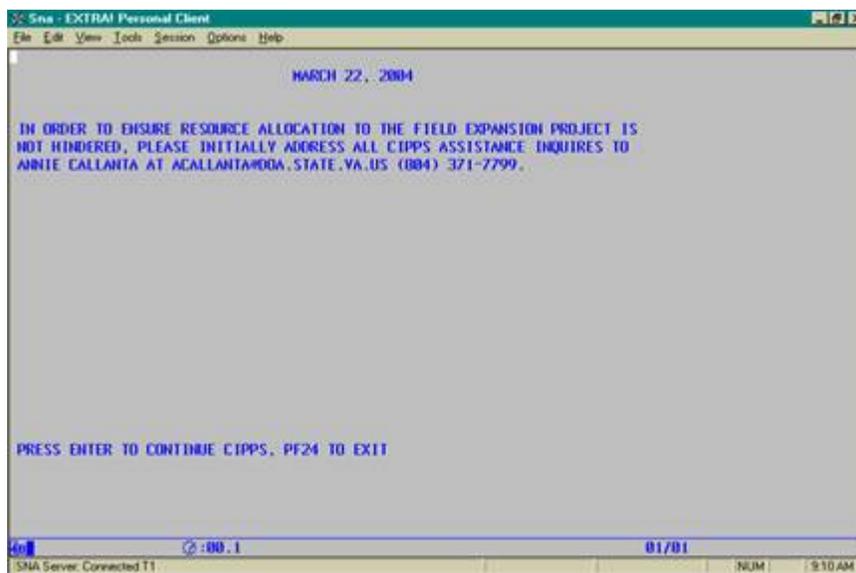
Accessing CIPPS, Continued

CICS Logon continued



HOME POSITION Enter MCIP and press the Enter key.

CIPPS Broadcast Screen



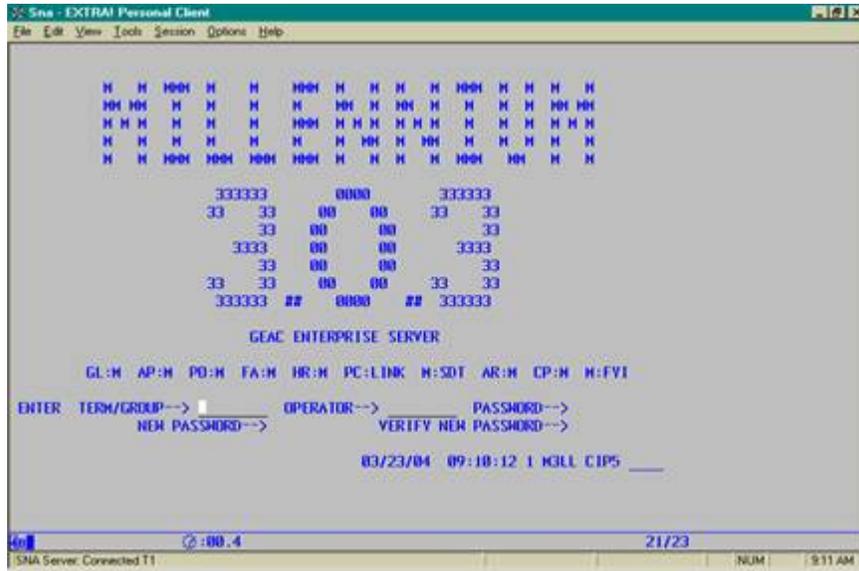
Follow instructions on the screen.

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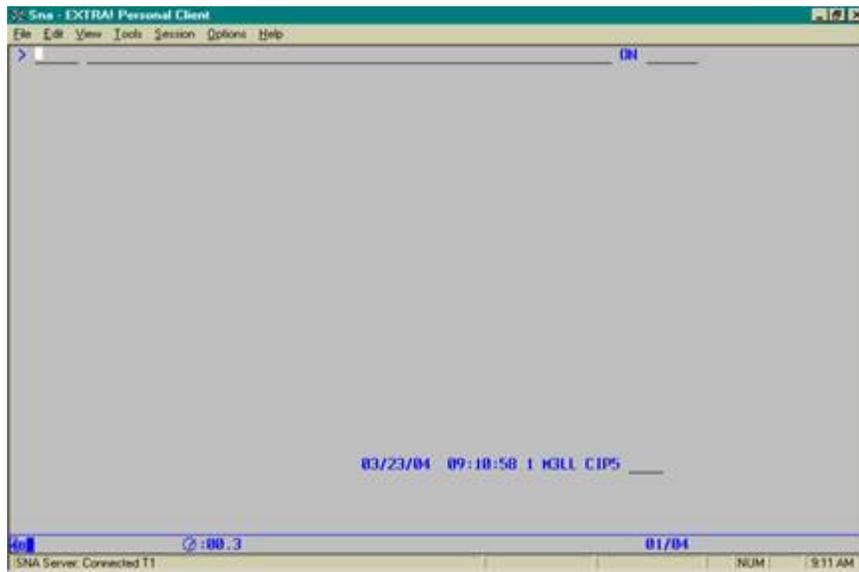
Accessing CIPPS, Continued

Millennium Logon Screen



- TERM/GROUP** Enter the assigned Term/Group ID and press the Tab key.
- OPERATOR** Enter the assigned Operator ID and press the Tab key.
- PASSWORD** Enter the assigned Password and press the Enter key.

Initial CIPPS Screen



A blank command line should appear.

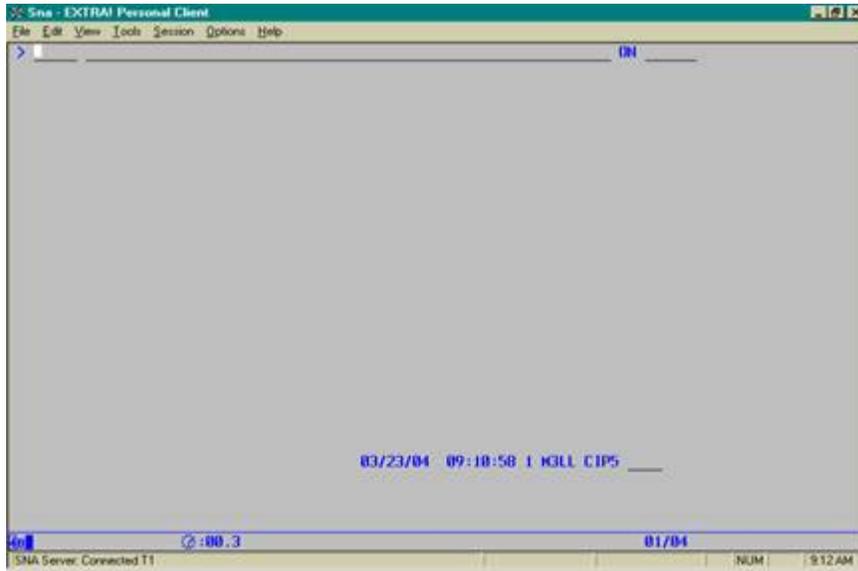
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Logging Off CIPPS

Logging Off

After completing a session, users must log off properly. **DO NOT** remain logged on all day as this wastes system resources. Log off as described in the following sections.

CIPPS Initial Screen



Press the HOME key to return to the upper left corner of the Command line.

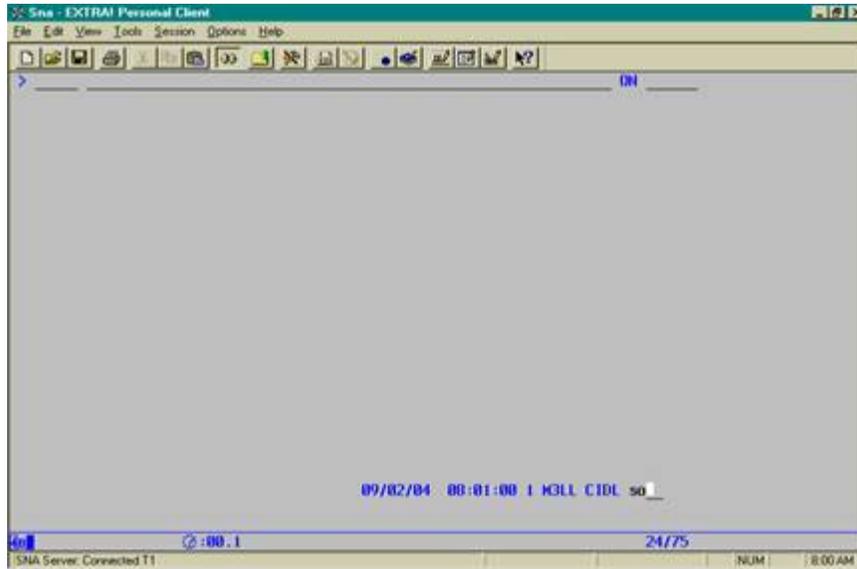
Press SHIFT and TAB to back tab to the lower right corner of the screen

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Logging Off CIPPS, Continued

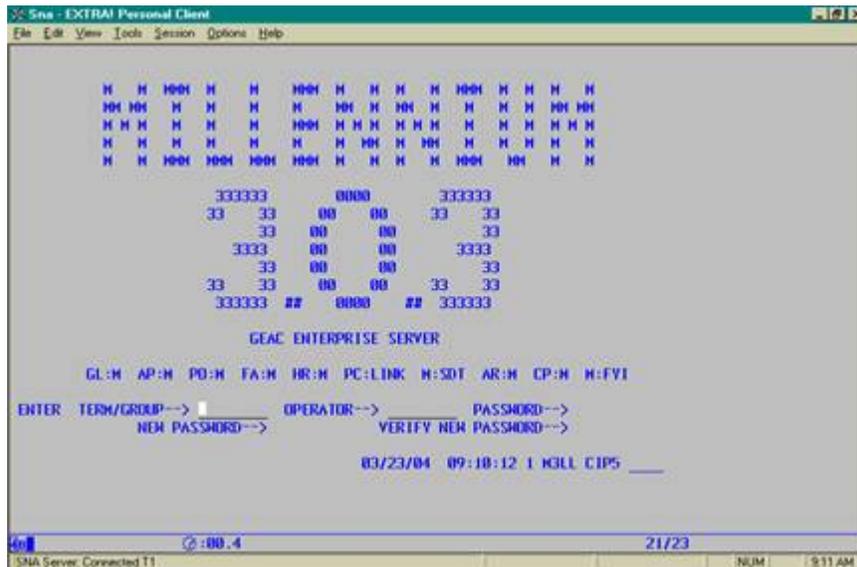
CIPPS Initial Screen, Continued



CICP5

Once you have back-tabbed to the right hand corner line. Enter SO (sign off) and press the Enter key.

Millennium Logon Screen



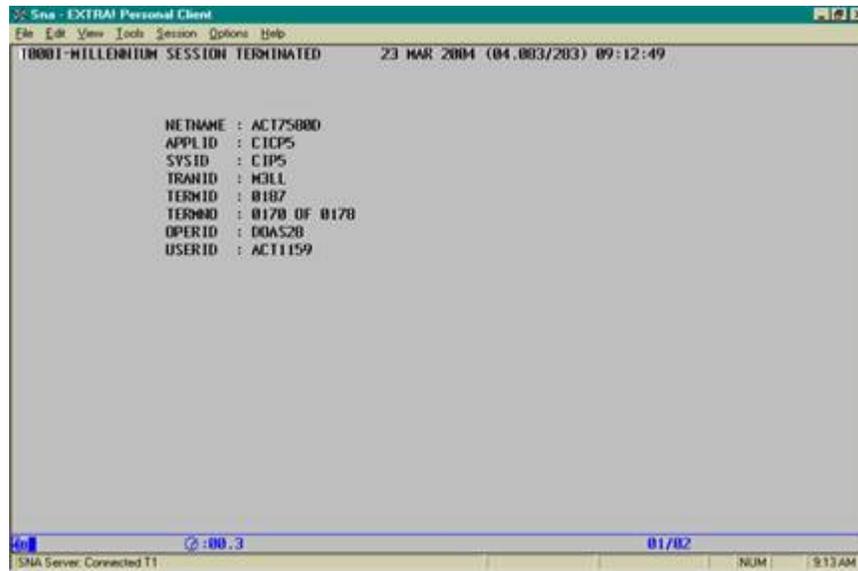
Press the Pause/Break key to get the following screen and message.

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Logging Off CIPPS, Continued

CICS Logon Screen



CICS Logon Screen



HOME POSITION Enter Logoff and press the Enter key, returning to the VITA Network screen.

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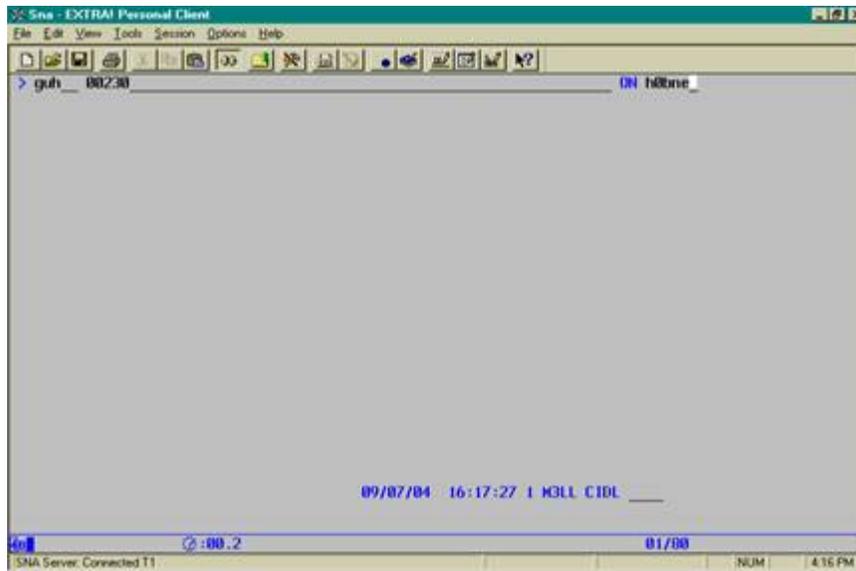
Using the Command Line

Command Line The Command Line appears at the top of every CIPPS screen and is composed of three fields:

- Command field
- Command Qualifier field
- Data/Base Identifier field and a two (2) character Screen ID field (DBID)

The three fields on the Command Line must be used in conjunction with each other to access data and navigate between screens. CIPPS reads the entire Command Line and responds to the values in each field. Keep this in mind when reading the descriptions of each field. These three fields are addressed individually in the sections that follow referencing the screen print below.

Initial CIPPS Screen



COMMAND FIELD guh

COMMAND QUALIFIER FIELD 00230

DATABASE/SCREEN ID (DBID) hobne

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Using the Command Line, Continued

Command Field

The left-most field of the Command line, containing the value “guh” in the example, is the Command field. This field is also known as the home position. The Command field is where you enter the primary commands indicating the task to perform. The command is entered starting in the left-most position of the field. Enter one of the values listed below.

COMMAND FIELD	G or GD (Get for Display)	Displays, but does not update data.
	GU (Get for Update)	Scrolls, updates data.
	GUH (Get for Update and Hold)	Updates, then re-displays the updated record after pressing Enter.
	C (Cancel)	Displays a blank line or, if in link level, links up one level at a time.
	CC (Cancel)	Same as C, linking up two levels at a time
	Q (Quit)	Exits from any processing step and displays a blank Command line.
	Clear (Clear)	Clears memory of current work session, cancels all link levels in effect, and displays a blank Command line.

Command Qualifier

The middle field of the Command Line, containing the value 00230 in the example (a five-position company number —which is agency number preceded by two zeroes) is called the command qualifier and is used to enter "key" data elements needed to retrieve CIPPS records for display or update. The "key" consists of one or more data elements. The more data elements entered, the more specific you can be about the record to be retrieved.

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Using the Command Line, Continued

Command Qualifier — Data Elements

The key data elements work in conjunction with the related Database/Screen ID (DBID) to display CIPPS records. Records are displayed by entering one or more of the key data elements in the command qualifier field along with the appropriate DBID. Refer to the DBID table in the Database/Screen/ID section.

Always enter the key data elements in the sequence specified in the DBID table, separated by commas, and preceded by the 5-digit company number. The data element “Company Number” is not listed in the table since it is a constant required data element for all DBID’s.

Once a screen is accessed, data elements are displayed just below the screen title. If the data element specifies an employee record, the related name of the employee is also displayed. If any of the data elements that can be displayed are missing, you may have to establish the record before proceeding. Data elements include:

Company Number	Deduction numbers
Employee Number	State Tax Codes
Programmatic Pay types	Local Codes
Programmatic Sequence numbers	Tax Unit
Batch numbers	Country Code
Batch Page numbers	Special Pay numbers
Bond Alternate name numbers	Third Party Name numbers

Command Qualifier — Special Characters

The following characters may also be entered (along with the company number) as a substitute in the Command Qualifier for any data element:

- * (asterisk) Functions as a wild card to display the lowest employee number record or batch number within a company.

- > (greater than) Displays the next highest record for a specific deduction, employee, batch, etc.

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Using the Command Line, Continued

Database/Screen ID The far-right field on the Command Line, containing the value “H0BNE” in the example, is a five-position field called the Database/Screen ID (DBID). The first three positions represent the CIPPS database on which information is stored. The last two positions identify the screen within the database that is used to display or enter information.

Valid values are bolded below under the DBID column. The related Screen Title and Key Data Elements are also listed. The data element “Company Number” is not listed in the table since it is a constant required data element for all DBID's.

Employee Data

DBID	Screen Title	Key Data Elements
H0BNE	New Employee Add	
H0BID	Basic Employee Identification	Employee Number
H10AS	Automatic Special Payments	Employee Number Special Pay Number
H0BUO	Employee Job Description	Employee Number
HMBU1	General Ledger Codes	Employee Number Pay Type Sequence Number
H0BB1	EE Banking Information	Employee Number
HMCU1	EE Benefits	Employee Number
H0ZDC	EE Deductions	Employee Number Deduction Number
H0BBN	Additional Pay Rates and Factors	Employee Number
H0BAD	EE Automatic Taxing Information	Employee Number
H0ATX	EE State and Local Tax Status	Employee Number Country Code Tax Unit State Code Local Code
H0BES	EE Status Information	Employee Number
H0BSC	EE Salary Change	Employee Number
H0BLS	EE List	

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Using the Command Line, Continued

Pay/Adjustment Transactions

DBID	Screen Title	Key Data Elements
HTODA	EE Deduction Refund/Adjustment	Employee Number
		Page Number
HTQTA	EE Tax Refund/Adjustment	Employee Number
		Page Number
HTM00	EE Manual Pays Builder	Employee Number
		Page Number
HTMPA	Manual Regular Pay Information	Employee Number
		Page Number
HTMSP	Manual Special Pays	Employee Number
		Page Number
HTMCK	Manual Pay Balancing	Employee Number
		Page Number
HTPSA	EE Special Pay Adjustment	Employee Number
		Page Number
HUB01	Time Reporting for Additional Pay Rates	Batch Number
		Page Number
HUA03	Time Card Short	Batch Number
		Page Number
HUD01	Deduction Override	Batch Number
		Page Number
HRSBB	Pay Transaction Balancing (IBC)	Batch Number
HUE01	Special Payments	Batch Number
		Page Number
HUC01	Special Pays as Regular Payments	Batch Number
		Page Number
HSBFM	Pending File Maintenance	Page Number

Third Party Information

DBID	Screen Title	Key Data Elements
H0901	Deduction Payment Name & Address	Employee Number
		Name Number

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Using the Command Line, Continued

Edit Certification

DBID	Screen Title	Key Data Elements
PYEDT	CIPPS Payroll Edit/Scrub	Page Number
PYCTF	CIPPS Payroll Certification	Page Number

Additional Features

DBID	Screen Title	Key Data Elements
HM7NM	EE Phonetic Name Access	
HM6EN	EE Number Access	
HTNXX	Online Tax Checker	
CMEXX	CIPPS Main Millennium Menu	LCIP MCIP

Accumulation Screens

DBID	Screen Title	Key Data Elements
H0ATA	Employee and Company-Paid Tax Accumulations	Employee Number Country Code Tax Unit State Code Local Code
H0ATB	Employee Tax File Accumulations	Employee Number Country Code Tax Unit State Code Local Code
H0ATC	Employee and Company-Paid OASDI Tax Accumulations	Employee Number Country Code Tax Unit State Code Local Code
H0ATD	Employee Third Party Accumulations	Employee Number Country Code Tax Unit State Code Local Code

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Using the Command Line, Continued

Additional Features,
continued

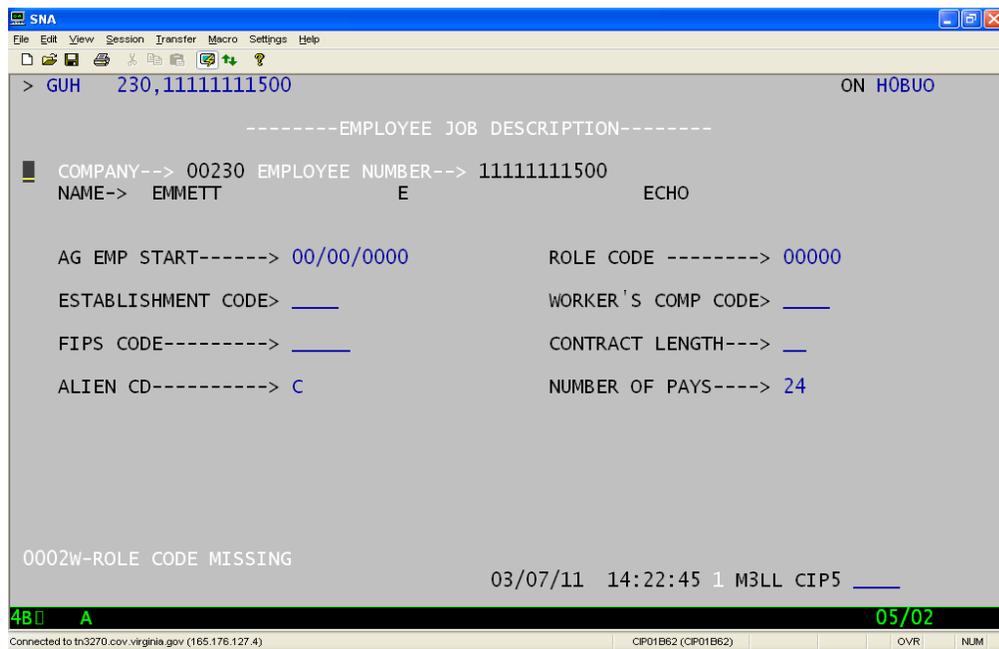
DBID	Screen Title	Key Data Elements
H0ATE	Employee Tips Accumulation	Employee Number
		Country Code
		Tax Unit
		State Code
		Local Code
H0ATF	Employee Local Tax Accumulations	Employee Number
		Country Code
		Tax Unit
		State Code
		Local Code
H0ATG	Employee and Company-Paid HI Accumulations	Employee Number
		Country Code
		Tax Unit
		State Code
		Local Code
H0ATH	Employee and Company-Paid Med-Tax Accumulations	Employee Number
		Country Code
		Tax Unit
		State Code
		Local Code
H0ATI	Employee Miscellaneous Accumulations	Employee Number
		Country Code
		Tax Unit
		State Code
		Local Code
H0BPA	Employee Pay Accumulation	Employee Number
H0BHA	Employee Hours Accumulation	Employee Number
H10SA	Employee Special Pay Accumulations	Employee Number
H0BTT	Employee Federal Tax and Taxable Amounts	Employee Number
H0BTS	Employee State Tax and Taxable Amounts	Employee Number
H0BTP	Employee YTD Third Party and Tips	Employee Number

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Using Subcommands

Subcommands CIPPS screens contain a subcommand field in the outer left portion of the screen. This field can be one-character in size, which allows you to update employee records and information, or two-characters, which allows you to update records and display other screens within the H0B database. The screen below provides an example of a one-character subcommand:



One-Character Subcommands Update subcommands are one-character in length. By entering the appropriate character in the field, you can insert (I), replace (R), or delete (D) information or records. The delete (D) subcommand is only allowed on the employee programmatic data screen (HMBU1).

Error messages displayed in the lower left portion of the screen may help determine which subcommand to use. For example:

If you...	an Error Message reads...	and indicates you must...
Attempt to retrieve an employee record that does not exist	No Records Found	Use the “I” subcommand to insert the record and enter new information.
Attempt to change employee information for a record that does not yet exist	Cannot Rep/Upd Different Key	Use the “I” subcommand to insert the employee information into an existing record.

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Using Subcommands, Continued

Inserting

On the command line, after entering the information needed to access the appropriate employee record, enter "I" (insert) in the subcommand field to:

- Enter new information within an existing employee record (e.g., entry of a new employee deduction).
- Establish a new employee record (e.g., set-up a deduction record for a wage employee who is not eligible for employer-paid benefits).
- Enter pay transactions into a new batch to be processed.

Note: The record must be inserted if any of the Key Data Elements are missing in the area where they are normally displayed below the screen title.

Replacing

On the command line, after entering the information needed to access the appropriate employee record, enter "R" (replace) in the subcommand field to replace or change employee information on an existing record, such as change an employee's profile, tax, or deduction information.

Note: If you try to insert (I) information to an employee record that already exists, the error message "Cannot ins/Add Same Key" is displayed, indicating that the subcommand "R" should be used instead of "I."

Deleting

Entering the "D" (delete) subcommand is limited to the employee programmatic screen, HMBU1. This subcommand is used to delete multiple programmatic records for employees who are split-coded (among multiple funds or other programmatic codes based on a percentage), then changed to being 100% funded to a single programmatic record.

After accessing the appropriate employee programmatic record, enter a "D" in the subcommand and press the Enter key. The record is instantly deleted. This is done for each record with a sequence number greater than 001. Once all incorrect programmatic records have been deleted, access the 001 sequence number record and change the necessary information using an "R" subcommand.

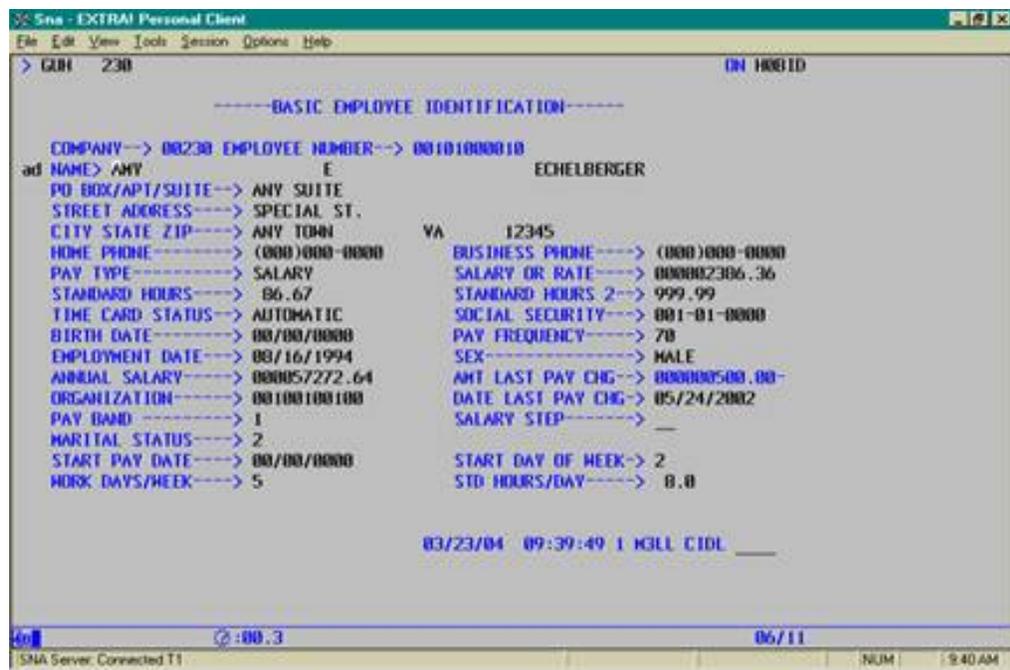
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Using Subcommands, Continued

Two-Character Subcommands A two-character subcommand field appears on several screens within the HOB database. On these screens, entering the two-character screen identifier in the subcommand field allows you to access another HOB screen to either display or update. Each time the two-character screen identifier is entered, a message in the upper right corner identifies the previous screen and indicates how many link-levels (or screens) you have moved from the original screen.

Link-Levels Link-levels are illustrated in the screens that follow. From the current screen, HOBID, enter “AD” in the subcommand and press Enter to display the HOBAD record. HOBAD displaying the link-level message follows on the next page.



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Using Subcommands, Continued

```

SNA - EXTRA Personal Client
File Edit View Tools Session Options Help
> C 230, 101000010 ON H0BAD
LEVEL 01 LINK FROM H0BID
--EMPLOYEE AUTOMATIC TAXING INFORMATION--
COMPANY--> 00230 EMPLOYEE NUMBER--> 00101000010
NAME> ANY E ECHELBERGER
es FIT MARITAL STATUS> 2 FIT EXEMPTIONS----> 0000004
FIT EXTRA AMT/2--> 0 FIT STATUS-----> 1
FICA STATUS-----> 4 FUTA STATUS-----> 1
SUI STATUS-----> 4 SUI STATE CODE--> 47
RESIDENT COUNTRY-> 001 SO LOCALITY-----> 0000
RESIDENT STATE--> 21 RESIDENT LOCALITY-> 0011
WORK COUNTRY-----> 001 TAX UNIT-----> 001
WORK STATE-----> 47 WORK LOCALITY-----> 0000
SECOND STATE CODE-> 00 SECOND LOCAL CODE-> 0000
THIRD STATE CODE-> 00 THIRD LOCAL CODE-> 0000
FOURTH STATE CODE-> 00 FOURTH LOCAL CODE-> 0000
FIFTH STATE CODE-> 00 FIFTH LOCAL CODE-> 0000
PRIMARY TAX %-----> .999 SECOND TAX %-----> .000
THIRD TAX %-----> .000 FOURTH TAX %-----> .000
FIFTH TAX %-----> .000 COUNTY CODE-----> 000
A205H-END OF LIST
03/23/04 09:40:25 1 HOLL CIDL
:00.4 00/25
SNA Server, Connected T1 NUM 9:41 AM

```

Each time the two-character screen identifier is entered into the subcommand, a link-level message appears in the upper right corner, identifying the previous screen and how many links (screens) you have moved from the original screen. In this example, the previous screen is H0BID and the current screen, H0BAD is one link-level away from the original screen.

The process of entering the two-character screen identifier in the subcommand to move from one screen to another may continue and the system will track and display the number of link-levels the current screen has moved from the original screen. If movement to a previous screen is necessary, press the Enter key or the PF12 function key and repeat until you reach the screen needed. When you return to the original screen, the link-level message disappears.

All H0B screens have a two-character subcommand except H0BES, which has only a one-character subcommand. From H0BES the record may be viewed and/or updated, but no other H0B screen is accessible using the subcommand.

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Cloning Employee Data

Creating New Records from Existing Records

Cloning allows you to create a new record using parts of information from an existing record. To clone information, access the employee record that is most similar to the record to be cloned. Enter an "I" in the subcommand, then remove, change, or add any information within the record as needed and press the Enter key. It is important to be aware that when cloning existing records, you must remove, change, or add all information needed to the existing record in order to meet the criteria of the new record. Otherwise the information from the existing record will be included in the new record.

Error Messages

Message Types, Display, and HELP

The term "error message" is commonly used to describe three types of CIPPS system messages. These messages alert users to certain conditions relating to CIPPS itself or data entered by users. The three types of error messages are:

- Warning messages
- Fatal error messages
- Informational messages

Error messages are displayed in the lower left portion of the screen (see page 19 for H0BUO example).

CIPPS displays only three error messages at a time on a screen. If more than three error messages apply, additional messages display, one by one, as each displayed error is corrected. All fields in error are highlighted even if there is no room on the screen to display all messages.

Use the HELP key for any error message displayed to access information about the error and correction procedures.

Format

Error messages consist of a five-character identifier and a brief message. The first character contains 1, A, or B. The next three characters contain the message number. The last character of the identifier contains either W for warning, F for fatal, or I for informational.

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Error Messages, Continued

Warning Messages

Warning messages are displayed when potential error conditions exist. Warning messages may also be purely informational (e.g., an END OF LIST condition). A warning message may alert you to make additional changes or warn you that as a result of this entry, other system generated transactions may result. Warning messages do not prevent the system from accepting the entry. If you press Enter again without addressing the cause of the warning, no message will display a second time.

Fatal Messages

Fatal errors halt processing, and must be corrected prior to the system accepting the transaction. If you choose not to correct the error, exit from the transaction by deleting the Subcommand value entered and press ENTER. This cancels the current transaction and displays a blank screen.

Informational Messages

Informational errors inform you that certain information may be missing from an employee's record or that another method of data entry is suggested. For example:

- When updating H0BUO, Employee Job Description, you are informed when the employee's job class code is missing.
 - When updating HMCU1, Employee Benefits, you are informed that entry of this information should be done through BES (Benefits Eligibility System), allowing CIPPS to be updated overnight via interface.
-

Contacts

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Subject Cross References

References CAPP Topic 50210, *User Security*
