

Volume No. 3- Policies & Procedures	<b>TOPIC NO.</b>	<b>50110</b>
Function No. 50000 —Payroll Accounting	<b>TOPIC</b>	<b>CIPPS NAVIGATION</b>
Section No. 50100—Overview of the Commonwealth Integrated Payroll & Personnel System	<b>DATE</b>	August 2008

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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.

<b>Key</b>	<b>Function</b>
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:

<b>Key</b>	<b>Function</b>
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"> <li>• Moves the cursor forward to the first position of the next field or,</li> <li>• While holding down the SHIFT key, moves back to the first position of the previous field.</li> </ul>
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

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**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?"

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**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.

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## Accessing CIPPS

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**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.

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**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.

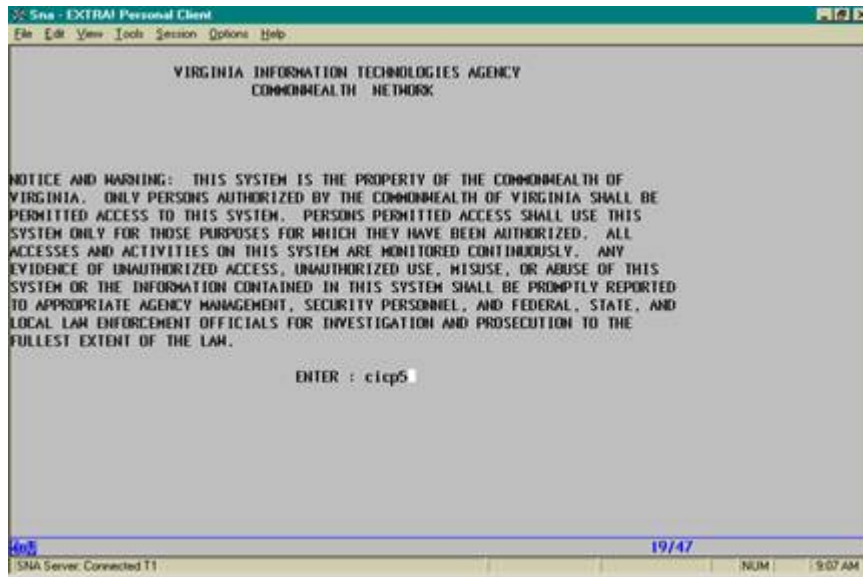
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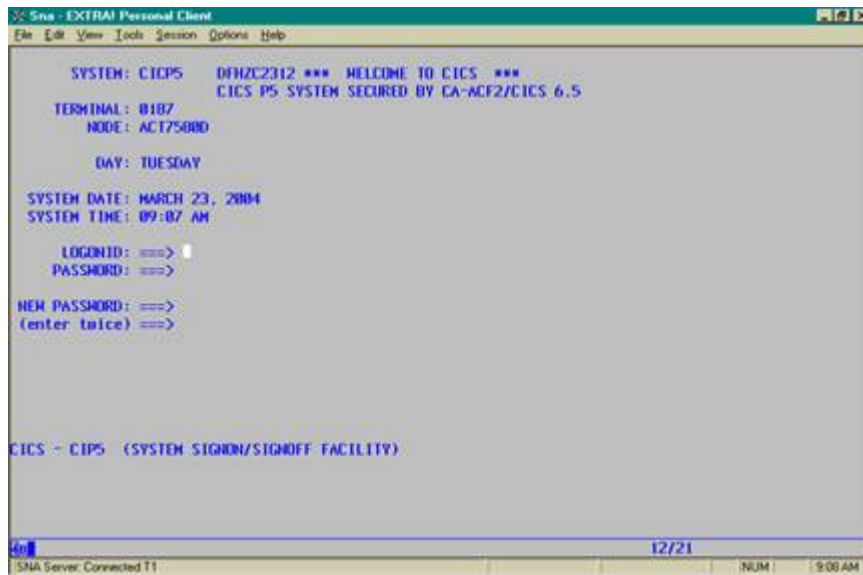
## Accessing CIPPS, Continued

### 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.

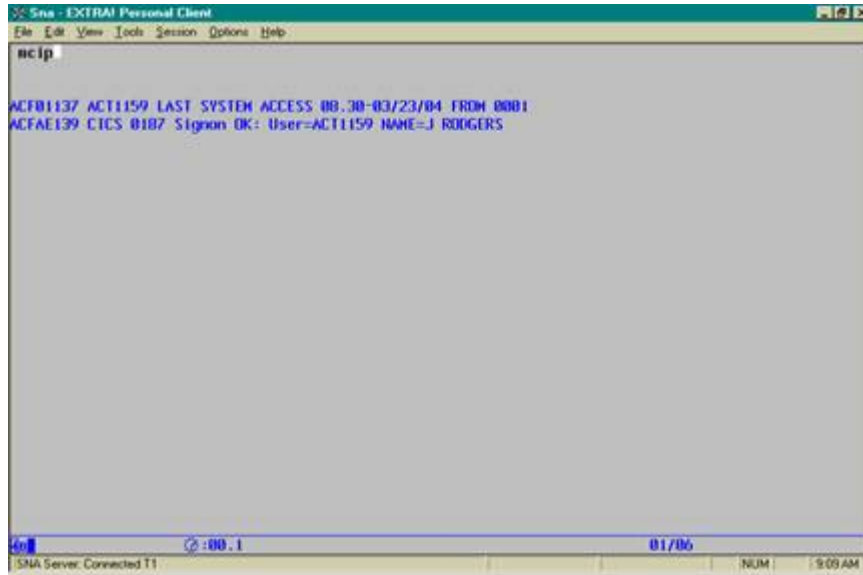
**PASSWORD** Enter the assigned ACF2 password and press the Enter key.

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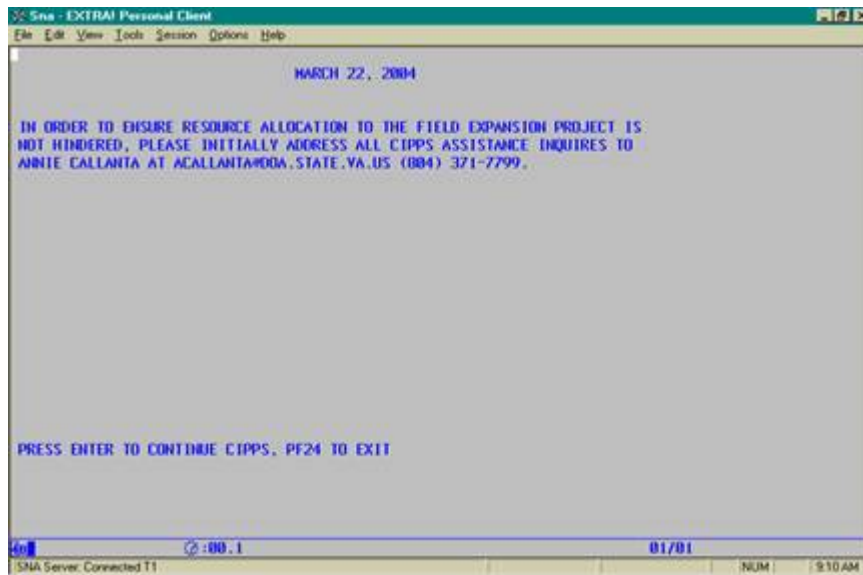
## Accessing CIPPS, Continued

### CICS Logon continued



**HOME POSITION** Enter MCIP and press the Enter key.

### CIPPS Broadcast Screen



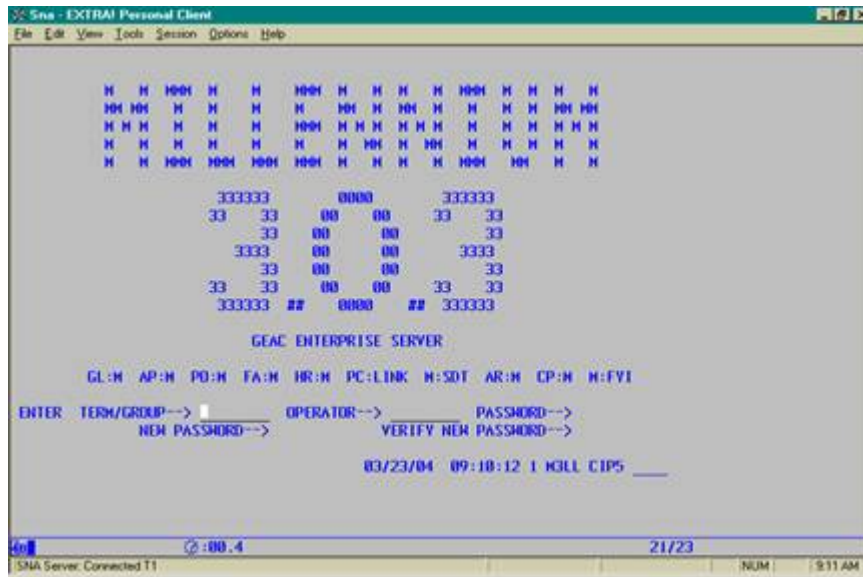
Follow instructions on the screen.

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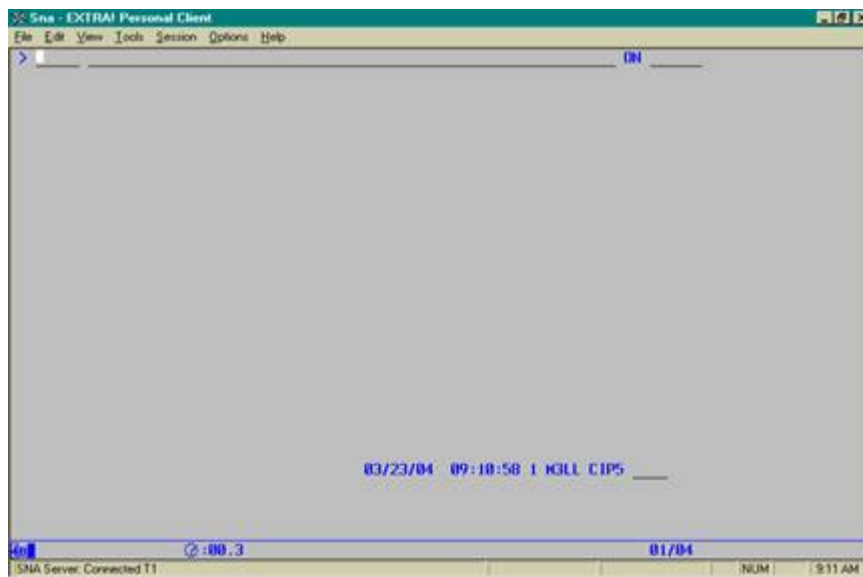
## Accessing CIPPS, Continued

### 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.

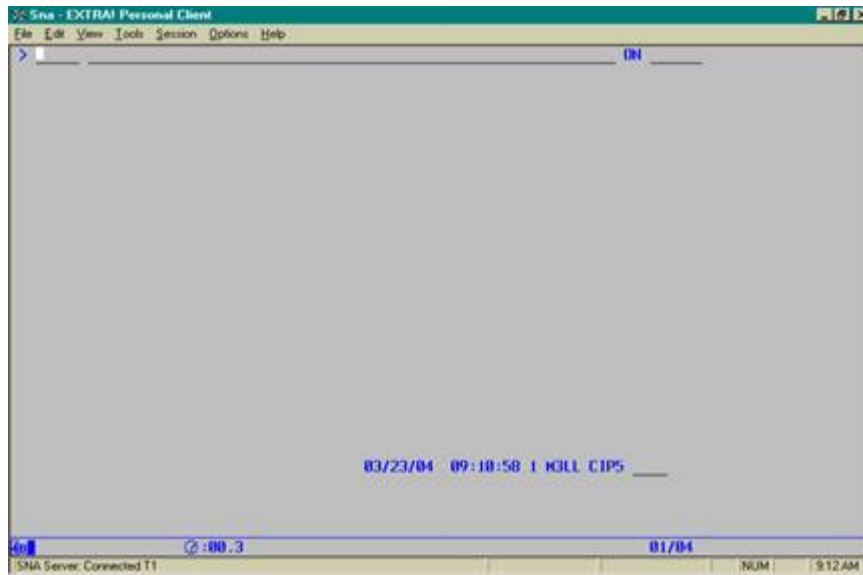
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## Logging Off CIPPS

### 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.

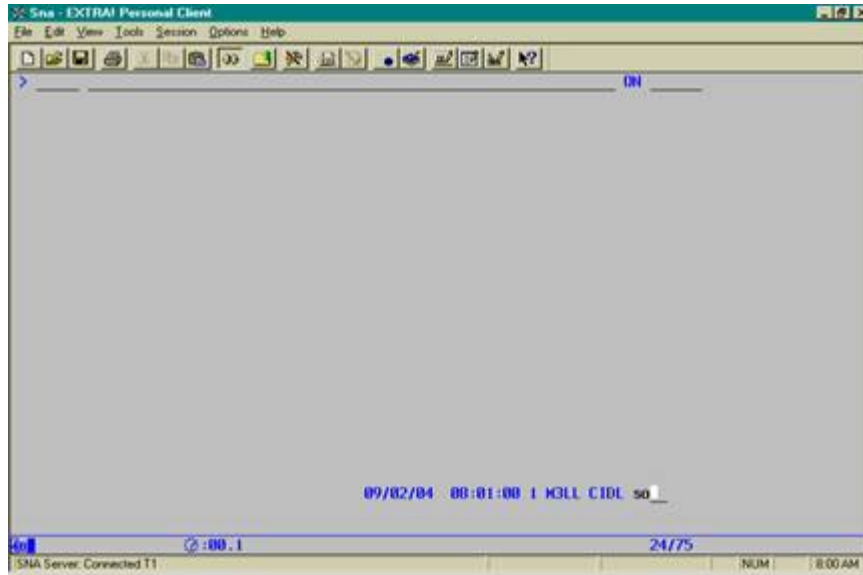
Press SHIFT and TAB to back tab to the lower right corner of the screen

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## Logging Off CIPPS, Continued

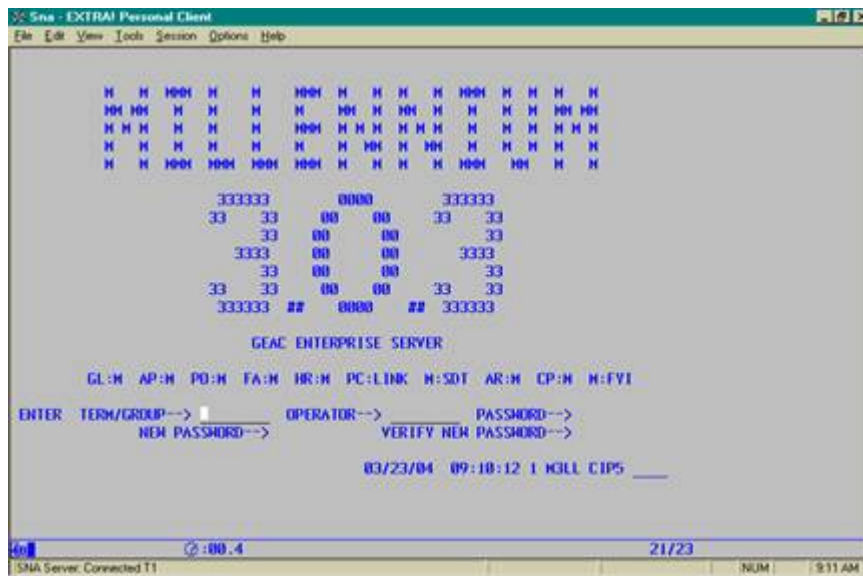
### CIPPS Initial Screen, Continued



#### **CICP5**

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

### Millennium Logon Screen



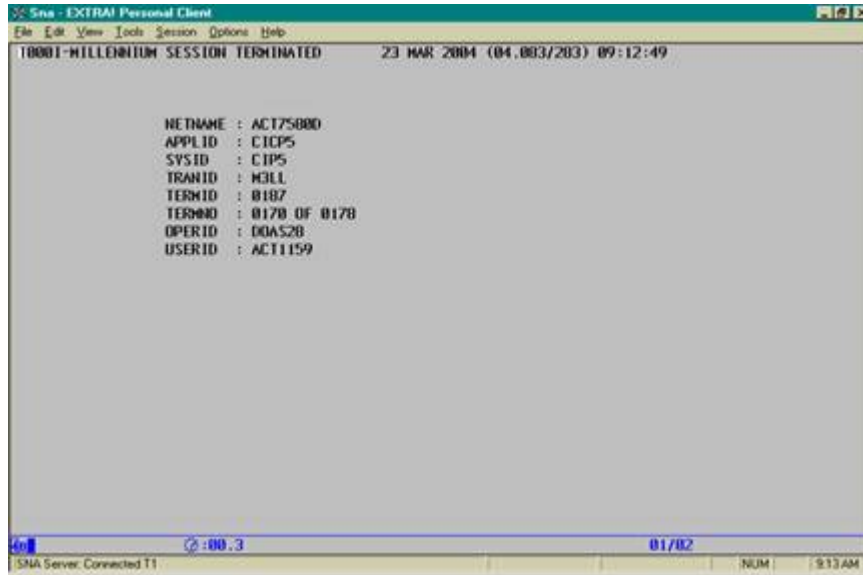
Press the Pause/Break key to get the following screen and message.

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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, 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.

<b>COMMAND FIELD</b>	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

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

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## Using the Command Line, Continued

### Pay/Adjustment Transactions

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

### Third Party Information

<b>DBID</b>	<b>Screen Title</b>	<b>Key Data Elements</b>
<b>H0901</b>	Deduction Payment Name & Address	Employee Number
		Name Number
<b>H0401</b>	Bond Alternate Name	Employee Number
		Name Number

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## Using the Command Line, Continued

### Edit Certification

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

### Additional Features

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

### Accumulation Screens

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

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### Accumulation Screens (continued)

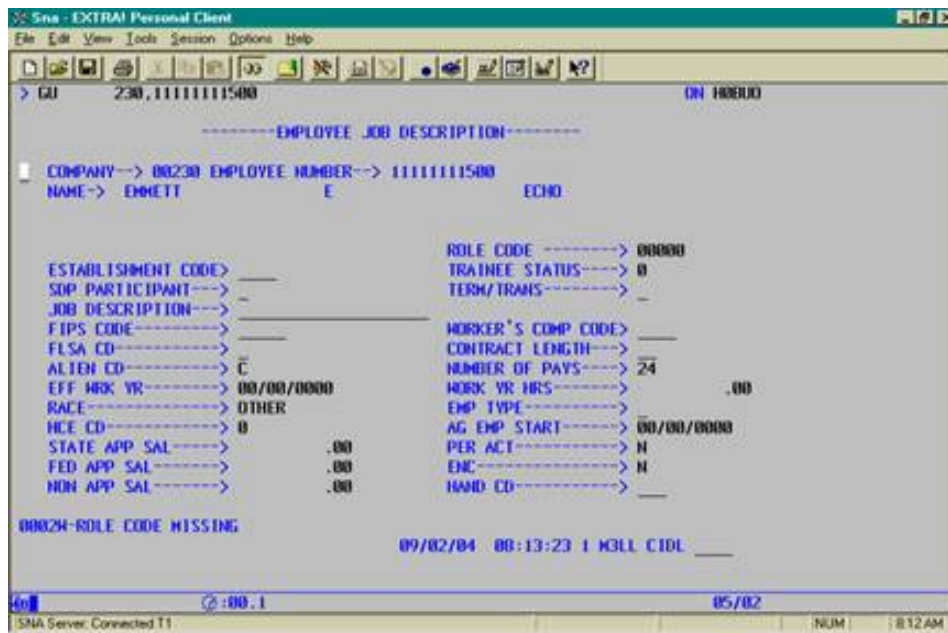
<b>DBID</b>	<b>Screen Title</b>	<b>Key Data Elements</b>
<b>H0ATE</b>	Employee Tips Accumulation	Employee Number
		Country Code
		Tax Unit
		State Code
		Local Code
<b>H0ATF</b>	Employee Local Tax Accumulations	Employee Number
		Country Code
		Tax Unit
		State Code
		Local Code
<b>H0ATG</b>	Employee and Company-Paid HI Accumulations	Employee Number
		Country Code
		Tax Unit
		State Code
		Local Code
<b>H0ATH</b>	Employee and Company-Paid Med-Tax Accumulations	Employee Number
		Country Code
		Tax Unit
		State Code
		Local Code
<b>H0ATI</b>	Employee Miscellaneous Accumulations	Employee Number
		Country Code
		Tax Unit
		State Code
		Local Code
<b>H0BPA</b>	Employee Pay Accumulation	Employee Number
<b>H0BHA</b>	Employee Hours Accumulation	Employee Number
<b>H10SA</b>	Employee Special Pay Accumulations	Employee Number
<b>H0BTT</b>	Employee Federal Tax and Taxable Amounts	Employee Number
<b>H0BTS</b>	Employee State Tax and Taxable Amounts	Employee Number
<b>H0BTP</b>	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	<b>No Records Found</b>	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	<b>Cannot Rep/Upd Different Key</b>	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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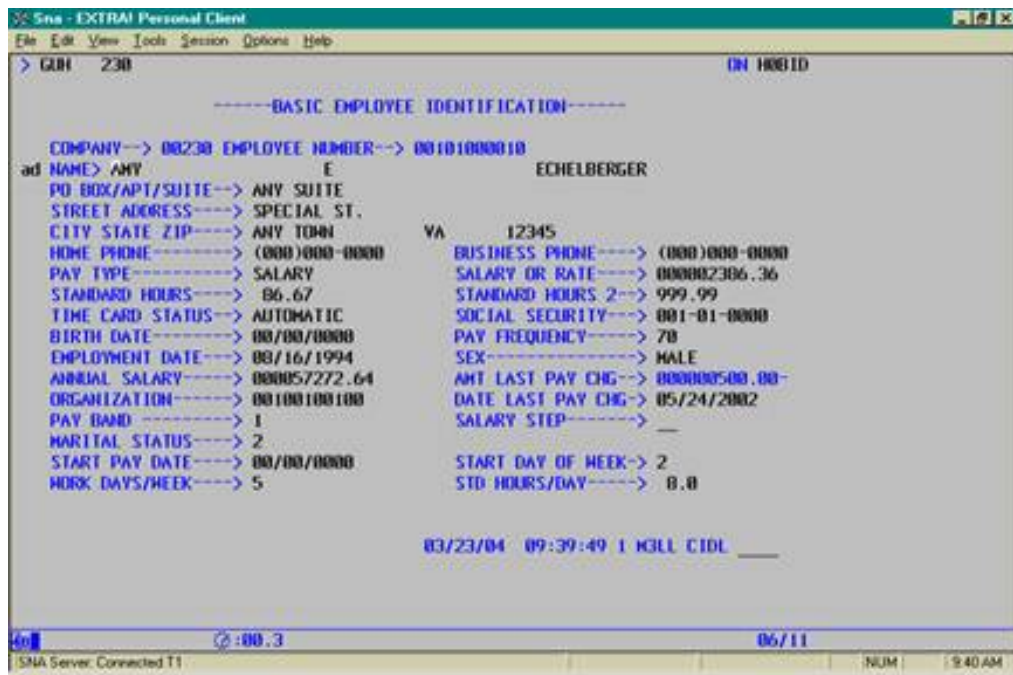
## Using Subcommands, Continued

### 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

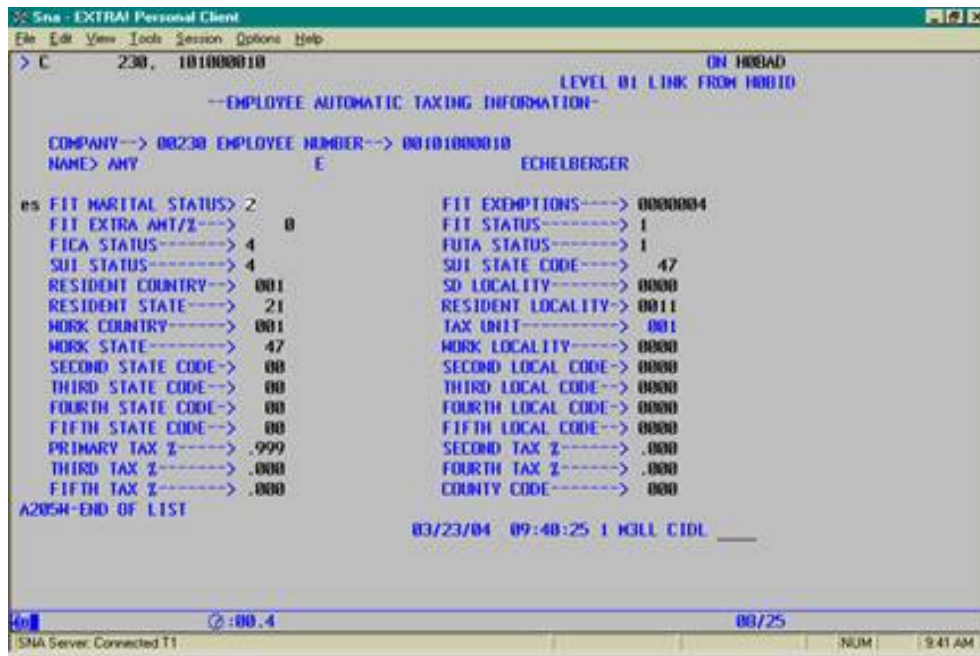
Link-levels are illustrated in the screens that follow. From the current screen, HOBID, enter “AD” in the subcommand and press Enter to display the HOBAD record. HOBAD displaying the link-level message follows on the next page.



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## Using Subcommands, Continued



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

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### 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.

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## Error Messages

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### 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.

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### 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

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### 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.

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### 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.

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### 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.

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## Contacts

### DOA Contact

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## Subject Cross References

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**References**      CAPP Topic 50210, *User Security*

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