

STAFF

USPEMS/PERDET – Run this report as many times as necessary until it is free of 'ERRORS'.

** At this prompt: If the EMIS ID is blank; report the SSN, Employee ID, or Credential ID to EMIS (S,E,C)? <C> **You MUST enter the default of C.**

```
PERDET - Personnel Data Detail Listing
Enter sort option (SN,N,I,P,A,C,E,?): <SN          > _____
                                                ?
Enter field code(s) to sort by, separated by commas.
SN = Employee ID          N = Name
I = Building IRN          P = Pay group
A = Assignment area       C = Position code
E = EMIS appointment type

Enter sort option (SN,N,I,P,A,C,E,?): <SN          > _____

Enter Fiscal Year: <2009> _____
Enter Reporting Period: (K,C,N) <K> _
Would you like to exclude 8xx positions from being reported (Y,N)? <N> Y

**If the EMIS ID is blank; report the SSN, Employee ID, or
Credential ID to EMIS (S,E,C)? <S> C

Select by specific employee(s)? (Y,N): <N> _
Select by specific building IRN(s)? (Y,N): <N> _
Select by specific position code(s)? (Y,N): <N> _
Select only those employees containing errors (Y,N): <N> _
Select employees reportable to EMIS, Not reportable, or Both? (Y,N,B):
Select appointment type(s) (A,1,2,3,4,5): <A          > _____
Select by specific position status (Y,N)? <N> _
Do you want each employee on a new page? (Y,N): <N> _
Are extended service days included in the work days in contract (Y,N)?

Selection in progress, please wait!
Processing report . . .
Output file is PERDET.TXT
```

Bolded/underlined options will be your personal preference or district specific.

Step 1

USPEMS/USPEMX - This is step 1 of 2 to load the information from payroll into EMIS. This can be run multiple times until free of 'ERRORS'.

This program creates the file – you have not loaded the info into EMIS yet.

```
USPEMX - Extract employee data into EMIS detail file format.

Enter Fiscal Year: <2009> ____

Enter Reporting Period: (K,C,N) < > _K
                          K

Would you like to exclude 8xx positions from being reported (Y,N)? <N> _Y
                                                                    Y

**If the EMIS ID is blank; report the SSN, Employee ID, or Credential ID
to EMIS (S,E,C)? <S> _C
                                                                    C

Are extended service days included in the work days in contract (Y,N)? _

Include jobs of concealed employees (Y/N)? <Y> _

Continue, Re-enter, or Exit? (C,R,E,?) <C> _

Processing, please wait!

Processing Completed!

Output file is USPEMX.SEQ
```

**** At this prompt: If the EMIS ID is blank; report the SSN, Employee ID, or Credential ID to EMIS (S,E,C)? <C>**

You MUST enter the default of C.

Step 2

EMSRX – This is step 2 of 2 to load the information from payroll into EMIS. This program will load the staff data into the EMIS data base from the file created from the above procedure. This program works in batch mode and will notify you when it is finished.

```
File specification of detail files OECS$DTA:USPEMX.SEQ
Create new target files or Update existing files? C
Update/Add records or Add only? U
Validate batch header/trailer records? Y
EMIS database code LIVE
Name of batch queue job should run on SYS$BATCH
Time batch job should start running _____
Username batch job will run under FRANKS
Additional qualifiers for batch job /LOG/KEEP
```

```
EMSRX -- Submit EMSRX.COM Procedure to Batch
```

Note: The person running these programs must have EMIS privileges.