

DOA Employee Number Conversion in CIPPS

DHRM PMIS Support

PMIS: Personnel Information Management System (COV Central HR system)
BES: Benefits Eligibility System
ITECH: Office Of Information Technology, DHRM
HuRMan: Human Resource Management files & reports repository

March 13, 2007

DHRM Help Desk:
Web: <http://ihelp.virginia.gov>
Email: ihelp@dhrm.virginia.gov

DHRM ITECH Web site:
<http://web1.dhrm.virginia.gov/itech/>

Changes since the DOA 2/27 Forum are highlighted.

Introduction

The Department of Accounts and the Department of Human Resource Management (DHRM) have been working together to eliminate the use of Social Security Number in the Employee Number in CIPPS. Effective April 1, 2007, the PMIS unique ID (PMIS Employee ID) that has always been maintained in PMIS will become the Employee Number in CIPPS. This conversion will be required of all agencies whether or not the agency uses PMIS as its personnel system, and will apply to all CIPPS employees to include wage, adjunct faculty, or any other employee type that is not currently recorded in PMIS.

DOA is periodically providing data to DHRM to systematically establish the PMIS Employee ID for existing CIPPS employees. Agency action to establish the record for new hires not processed in PMIS is required effective 3/19/2007. A new PMIS transaction, PSE300, will be used by non-PMIS agencies to obtain a PMIS Employee ID for new hires effective 3/19/2007. PMIS agencies will use PSE300 effective 3/19/2007 to obtain a PMIS Employee ID for their CIPPS employees not typically entered into PMIS (wage, adjunct faculty, or any other employee type not currently recorded in PMIS).

The PSE300 transaction will bring up a screen requiring identifying data about the employee. Upon completion of the transaction, the PMIS Employee ID number will be displayed at the bottom of the screen. (Sample shown on page 3.)

Please note that this procedural change will require intensive coordination and communication between Human Resource and Payroll units.

Please refer often to the HuRMan Broadcasts at the DHRM ITECH Web site
<http://web1.dhrm.virginia.gov/itech/>

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**DOA
Validation
Table Support**

All CIPPS employees must have a DOA validation record that includes their PMIS Employee ID and SSN.

Current Employees

- All salaried employees in PMIS or BES already have a PMIS Employee ID assigned, and a DOA validation record.
- CIPPS wage employees, whether in PMIS or in non-PMIS agencies, and other employees not typically entered into PMIS (*e.g.*, adjunct faculty), are being provided with a PMIS Employee ID and DOA validation record via updates coordinated between DOA and DHRM.

New Hires

- New hires for salaried employees that are in PMIS agencies will continue as usual with PMIS automatically generating the PMIS Employee ID.
- All agencies will use the PSE300 transaction to generate a PMIS Employee ID for new hires of CIPPS employees not typically entered into PMIS (wage, adjunct faculty, or any other employee type not currently recorded in PMIS).
- DHRM will send the newly generated PMIS Employee IDs with the SSNs to DOA to be loaded into their CIPPS validation table. Generally, data entry of new hires in CIPPS can occur on the next business day after the new hire is processed in PMIS, or after a new PMIS Employee ID is obtained using the PSE300 transaction.
- When the PMIS new hire processes on a non-business day, or when the PSE300 is keyed on a non-business day, then the PMIS Employee ID will be available in the validation table by the second business day following the new hire entry in PMIS or the PSE300 entry.
- Business days for PMIS processing are Monday - Friday, except for state recognized holidays, 6 a.m. – 6 p.m. with a usually brief outage at 5:30 p.m.
- PMIS agencies are agencies that use PMIS as their personnel system and have established position and employee data in the PMIS database.

The PMIS provided validation record (PMIS Employee ID and SSN) must reside in the DOA validation table prior to entering the new hire in CIPPS or a fatal message will prevent the establishment of that masterfile record in CIPPS regardless of the use of HOBNE or the menu/linking options.

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**PSE300 screen,
cont.**

In the example above, the CIPPS Employee Number is 001550532##, allowing the line agency to define the last two digits. Typically the last two digits will be 00, but there are some conditions that require alternative values. During conversion, the original values in the last two digits will be maintained.

Example: Employee Number in CIPPS is originally 12345678940, the converted number will be 00155053240.

- To exit PMIS/BES using Web-UTS, click on the “File” menu and select “Disconnect”.
- If a non-PMIS agency needs to newly establish computer access to PMIS on the Unisys mainframe, guidance is available at the DHRM ITECH Web site <http://web1.dhrm.virginia.gov/itech/> under the Documentation tab located in the left panel of the ITECH home page.
- If a non-PMIS agency does not already have BES access and needs to establish a PMIS User-ID to only access the PSE300 transaction, refer to “Obtain a PMIS Userid For PSE300 Access for Non-PMIS Agencies ” at the Web site location referenced above. Anyone with PMIS or BES access (User-ID “PER...”) already has access to the PSE300 transaction.
- If a new customer to PMIS services, also please refer to “Obtaining Access to the DHRM e480 Query Tool, File Upload Utility, and HuRMan File Repository” on page 6.

**DHRM Wage
Transactions**

The DHRM Wage transactions PSW540 Wage Employee Display and PSW550 Wage Person Display have been modified to add Employee ID as a record identifier.

As in PMIS, keying a 9-digit record identifier is interpreted as a Social Security Number, and 8-digits or less (omitting leading zeros) is interpreted as a PMIS Employee ID.

PSW540,987654321 will find the wage employee using Social Security Number (hyphens permitted).

PSW540,87654321 will find the employee using Employee ID.

The PMIS PSE311 Person Display has been modified to explicitly identify CIPPS Wage and other CIPPS employees not managed in the PMIS personnel system; **however usage of this feature is presently limited chiefly to DHRM users.**

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Agency In-House Systems and Test File Support

PMIS agencies can download the PMIS Employee ID's for their salaried and wage employees by using the DHRM Workforce Planning e480 query tool available at the DHRM ITECH Web site. The e480 query tool is simple to use to download selected data items such as PMIS Employee ID, SSN, and employee name.

Non-PMIS agencies can also use the DHRM Workforce Planning e480 query tool to download the PMIS Employee ID's for their CIPPS wage (P-14) employees.

Non-PMIS agencies can obtain the PMIS Employee ID's for their CIPPS non-wage employees by sending a file to identify these employees. DHRM will retrieve the PMIS Employee ID if it already exists, or create one if needed. DHRM will then return the file with the Employee ID included. Please refer to File for Employee ID on pages 7 - 9 for file instructions (includes sample file). Files can be sent now. Please allow DHRM ITECH three **business** days to turnaround the file.

In addition, agencies that provide CIPPS support for many other agencies (*e.g.*, a service bureau) can obtain consolidated files that will include the PMIS Employee ID's for their PMIS salaried and Wage (P-14) employees by sending to Steve.Hastey@dhrm.virginia.gov a list of the agencies and specifying whether to provide PMIS salaried, Wage (P-14), or both. Please limit requests to those that cannot be readily obtained by using the DHRM Workforce Planning e480 query tool referenced above.

Files can be sent to DHRM using the DHRM Web site secure File Upload Utility. Files will be returned to agencies via the HuRMan File Repository.

Registration is required to obtain access to the DHRM Web site e480 query tool, File Upload Utility, and HuRMan file repository, and can be accomplished with one request to DHRM. Please refer to "Obtaining Access to the DHRM e480 Query Tool, File Upload Utility, and HuRMan File Repository" on page 6.

Wage (P-14) Employees Missing PMIS Employee ID's

Wage file downloads may contain a small number of CIPPS employees that still need a PMIS Employee ID assigned, **and these are identified with zeros for PMIS Employee IDs**. Please use the PSE300 transaction to obtain PMIS Employee ID's if less than a 100 are needed. If more than a 100 are needed, agencies can obtain the PMIS Employee ID's by sending a file to identify these employees. DHRM will then return the file with the Employee ID included. Please refer to File for Employee ID on pages 7 and 8 for file instructions.

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Agency In-
House Systems
and Test File
Support, cont'd

Wage (P-14) Employees Missing from e480 “wage option” and online Wage database

We have learned that adjunct faculty is often not included in the e480 “wage option” retrievals. This does not necessarily mean that Employee IDs have not been assigned. Reasons for omitting wage employees from the e480 “wage option” retrieval and from the online wage system include: pay-freq=99, gross-pay=0, and system edits.

If the PSE300 does not return an Employee ID for an employee, then the employee does need to be assigned an Employee ID in order to be paid in CIPPS.

Agencies are using their internal systems in conjunction with e480 “wage option” retrievals, and/or asking DOA for file-build help to reconcile existing wage employees. DOA has been building wage files that will include adjuncts for agencies who request help. We have already processed many for colleges. Or agencies can build their own files of adjuncts (or for all Wage) in order to obtain Employee IDs.

Please use the PSE300 transaction to obtain PMIS Employee ID’s if less than a 100 are needed. If more than a 100 are needed, agencies can obtain the PMIS Employee ID’s by sending a file to identify these employees. DHRM will then return the file with the Employee ID included. Please refer to File for Employee ID on pages 7 and 8 for file instructions.

**Obtaining
Access to the
DHRM e480
Query Tool,
File Upload
Utility, and
HuRMan File
Repository**

To request access to the DHRM e480 Workforce Query tool:

- A. Go to the DHRM ITECH webpage, <http://web1.dhrm.virginia.gov/itech/>.
- B. Click on “Request Access” in the left panel of the web page.
- C. Click on the “**DHRM Computer Applications Access Request Form**”.
- D. Complete the form.
 - Check the box for ***Query Tool (e-480)***.
 - Check the box for ***File Upload Utility*** to enable sending files to DHRM.
 - Check the box for ***File Repository*** to enable downloading files from the DHRM HuRMan files and reports repository.
 - **If supporting multiple agencies** (e.g., a service bureau), please attach a list of the agencies to be accessed by a single user account.
 - The form must be signed by you, your agency HR Director and your agency PMIS Security Officer (PSO).
 - If your agency does not have a PMIS Security Officer (PSO), the PSO information can be left blank.
- E. Follow the submission instructions at the bottom of the form. Direct questions regarding the form to the DHRM Help Desk:
 - Web: <http://ihelp.virginia.gov>
 - Email: ihelp@dhrm.virginia.gov.

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**PMIS
Employee ID
Changes**

There can be changes to the PMIS Employee ID.

- Usually this occurs because an incorrect SSN was used for a “new hire” that has previously been an employee in PMIS, and therefore already has an Employee ID. In this case, the new Employee ID will revert back to the original PMIS Employee ID. This situation requires system level intervention to correct the SSN and Employee ID.
 - Please notify the DHRM Help Desk if an erroneous SSN was processed using PSE300 to obtain a new PMIS Employee ID.
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March 13, 2007File for Employee ID

All fields text datatype; include any leading zeros

Full Name	Length	Required	Definition	Comment
Employee ID Number DHRM will provide in the returned file	9		Unique number generated by PMIS used to identify the employee	
Delimiter	1	Y	Pipe-Delimiter, " " character, the shifted key located over the "enter" key on the keyboard.	
Agency Number	3	Y	State entity where the employee is assigned	Ok to combine different agencies within one file.
Delimiter	1	Y	Pipe-Delimiter, " " character, the shifted key located over the "enter" key on the keyboard.	
Social Security Number	9	Y	Employee's social security number	Include any leading zeros.
Delimiter	1	Y	Pipe-Delimiter, " " character, the shifted key located over the "enter" key on the keyboard.	
Gender	1	Y	Employee's gender	Valid codes are M or F.
Delimiter	1	Y	Pipe-Delimiter, " " character, the shifted key located over the "enter" key on the keyboard.	
Race	1	Y	Employee's race	See below "race code table" for the valid codes to use.
Delimiter	1	Y	Pipe-Delimiter, " " character, the shifted key located over the "enter" key on the keyboard.	
Birthdate	8	Y	Employee's birthdate	Format birthdate CCYYMMDD, e.g. 19751231 Zero-fill if unknown
Delimiter	1	Y	Pipe-Delimiter, " " character, the shifted key located over the "enter" key on the keyboard.	
Employee Last Name	20	Y	Employee's last name	See below "name rules"
Delimiter	1	Y	Pipe-Delimiter, " " character, the shifted key located over the "enter" key on the keyboard.	
Employee First Name	15	Y	Employee's first name	See below "name rules"
Delimiter	1	Y	Pipe-Delimiter, " " character, the shifted key located over the "enter" key on the keyboard.	
Employee Middle Name	15	N	Employee's middle name or middle initial. Do not include a period.	Truncate if necessary. See below "name rules"
Delimiter	1	Y	Pipe-Delimiter, " " character, the shifted key located over the "enter" key on the keyboard.	
Employee Second Middle Initial	1	N	First letter of the employee's second middle name. Do not include a period.	
Delimiter	1	Y	Pipe-Delimiter, " " character, the shifted key located over the "enter" key on the keyboard.	
Employee Name Suffix	3	N	Suffix associated with this employee, such as 'JR', 'SR', 'III', 'IV', etc. Do not include a period.	
Delimiter	1	Y	Pipe-Delimiter, " " character, the shifted key located over the "enter" key on the keyboard.	

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File for Employee ID, cont'd

Race-Code	Description
A	White, includes Arabian descent
B	Black, includes Jamaicans, Bahamians, Caribbeans
C	Hispanic, Spanish surname
D	Asians and Asian American
E	American Indian and Alaskan native
U	Unknown or not entered

General name rules:

Characters can be space, A – Z, hyphen, and quote
Cannot have consecutive space/hyphen/quote within name
First and last character must be A – Z (trailing spaces OK)
Name will be converted to upper case internally
Max length last name 20 characters
Max length first name 15 characters
Max length middle name 15 characters
Second Initial must be space or A – Z
Suffix must be I, II, III, IV, JR, SR, V, VI, VII

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Sample file to send to DHRM

Please send your file either as an Excel file, or as a pipe-delimited text (.txt) file.

Format all cells (fields) as text datatype in order to include any leading zeros in SSN.

	100		012345678		M		A		19391231		Bush		George		H		W			
	100		987654321		F		B		19830722		Fon		Loraine							
	100		023775446		M		C		19790923		D'ORION		ROBERT		EDWARD				JR	
	100		777224334		M		C		19551210		Striker-William		Betsy		S					