

PMIS (EPR 420) Keying Guide

(Update for use by Non Higher Education Agencies)



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Print a copy* or
save to your desktop

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*Uncheck "Grayscale" in the
Print Screen at File>Print prior to printing

I. Introduction

Why this Manual?

The purpose of this USER GUIDE is to provide administrative direction for the collection and reporting of full-time equivalency data (FTE) for classified and wage employees. This USER GUIDE will walk the user through the steps required to complete Monthly EPR Reporting.

What is EPR? The Employee Position Reports sub-system (hereinafter, **EPR**) is part of the Commonwealth of Virginia (COV) Personnel Management Information System (PMIS) and is part of the Department of Human Resource Management's (DHRM) mainframe legacy systems in support of HR administration. EPR is primarily a reporting system of staffing levels by type of funding across a broad diversity of executive, legislative, judicial and independent agencies and colleges and universities.

II. EPR Monthly Data Entry Procedure

(EPR420) Non Higher Ed

EPR is reported monthly retrospectively (the month must have ended before you can start reporting) by the 15th day of the next calendar month. The 25th of each month is DHRM's default run date for the EPR program. For PMIS agencies, the PME480, created from a PMIS mainframe extract on the last day of the month, pre-populates the salaried employment data fields of the EPR screen. Therefore, PMIS agencies need only enter wage employment data. Non-PMIS agencies must enter both salaried and wage employment data. Steps to follow are listed below followed by print screens.

PROCEDURE:

- 1. Cursor home in PMIS and type EPREPR and click enter.*
- 2. You will advance to the EPR Transaction menu.*
- 3. From the EPR Transaction menu screen, first type EPR400 , Agency Number and enter to review the current data for your agency. Then cursor home and type EPR420, Agency Number, the letter C for Classified then Transmit.*
- 4. Populate effective date as the last day of month you are reporting then Transmit.*
- 5. Populate the number of General fund Salaried Positions FTE, Salaried Employees FTE and Salaried Employees Head Count.*
- 6. Populate the General Fund Wage Employee FTE and Wage Head Count.*
- 7. Populate the Non-General Fund Salaried Positions FTE, Salaried Employees FTE and Salaried Employees Head Count.*
- 8. Populate the Non-General Fund Wage Employee FTE and Wage Head Count.*
- 9. Type EPR400 for your agency to review your transaction for accuracy.*
NOTE: If you make a mistake when entering your EPR data, you may correct any time prior to the 25th of each month or the default run date for the EPR program.

III. EPR Transaction Menu

QTermUTS 4.1.40.0 - [T28753 (Connected to TIP)]

File Edit View Settings Tools Commands Network Window Help

PREPR

----- 477 PER129NLT 05/21/2012 13:59:20

EPR TRANSACTION MENU

- ▶EPR400 Main EPR Display Menu
- ▶EPR401,000,C Non-Higher-Ed Agency Update (Agency Required)
- ▶EPR402,000,C Higher-Ed Agency Update (Agency Required)
- ▶EPR403,000,C Special Non-Higher-Ed Agy Update (Agy Required)
- ▶EPR404,000,C Special Higher-ED Agency Update (Agency Required)
- ▶EPR405,000,C EPR Non-Higher-ED Agency Total (Agency Required)
- ▶EPR406,000,C,1 Higher-Ed Agency Funding Update (Agy,C or F,Type)
- ▶EPR420,000,C Non-Higher-Ed Agency Update (Agency,C or F)
- ▶EPR421,000,C Higher-ED Agency Update (Agency,C or F)

IV. EPR Display Menu

QTermUTS 4.1.40.0 - [T28753 (Connected to TIP)]

File Edit View Settings Tools Commands Network Window Help

```
EPR400                                EPR DISPLAY MENU
----- 490 PER129MLT                05/21/2012 14:04:06
State.....
Executive Branch.....
Secretary.....
Agency.....
Type.....
  1 - E+G
  2 - Aux. Ent.
  3 - Spon/Misc
  4 - Program Sum
  5 - Totals (Default)
Page.....
  1 - Classified or General Fund (Default)
  2 - Faculty or Non-General Fund
  3 - Combined
End.....
```

000002 Screen Call-Up Complete -- Proceed

Type Agency Number in the Agency Field then Transmit.

VI. EPR Non-Higher Ed Agency Update

Non-Higher Ed Agency
Update EPR420

```
QTerminal 1.0.0 - [T28753 (Connected to TIP)]
File Edit Settings Tools Commands Network Window Help
EPR420
----- 445 PER129MLT 05/21/2012 14:18:35
EPR NON-HIGHER-ED AGENCY UPDATE
Agency Number: 109
Classified or Faculty (C or F):
Xmit.....
000002 Screen Call-Up Complete -- Proceed
```

Populate with Agency
Number and C for
Classified then
transmit.

VII. EPR Non-Higher Ed Non-PMIS Agency Update

```
QTermUTS 4.1.40.0 - [T28753 (Connected to TIP)]
File Edit View Settings Tools Commands Network Window Help

EPR420 109 C          EPR NON-HIGHER-ED AGENCY UPDATE
----- 441 PER129NLT 05/21/2012 14:26:36
Agency 109 Type 5  TOTALS          Curr-Mon      Efft-Mon      Updated
          [REDACTED]          043012      *****      NO
          *** General Fund ***
01 Restricted Positions          0.00
   Restricted Employees          0.00
02 Non-Restr Positions          0.00
   Non-Restr Employees          0.00
          *** Non-General Fund ***
04 Restricted Positions          0.00
   Restricted Employees          0.00
05 Non-Restr Positions          0.00
   Non-Restr Employees          0.00
          *** Wage ***
07 General Fund Empl FTE          0.00
   General Fund Empl Head Count          0
08 Non-General Fund Empl FTE          0.00
   Non-General Fund Empl Head Count          0
          *** Funding ***
29 Total Head Count          0

End.....
000002 Screen Call-Up Complete -- Proceed
```

Efft-Mon is the same as Curr-Mon; in this example 043012.

This field will update from No to Yes.

Populate circled fields with current month retrospective data for your agency.

Please key total Salary Head Count here.

VIII. EPR Non-Higher Ed PMIS Agency Update

```
QTermUTS 4.1.40.0 - [T28753 (Connected to TIP)]
File Edit View Settings Tools Commands Network Window Help

EPR420,129 C          EPR NON-HIGHER-ED AGENCY UPDATE
----- 439 PER129MLT      06/15/2012 16:14:30
Agency 129  Type 5  TOTALS          Curr-Mon      Effrt-Mon      Updated
          [REDACTED]                053112        *★★★★*      YES

      Wage Totals                      G

07 General Fund Empl FTE                [REDACTED] 2.37
   General Fund Head Count              [REDACTED] 5
08 Non-General Fund Empl FTE            [REDACTED] 1.34
   Non-General Fund Empl Head Count     [REDACTED] 3

End.....

000002 Screen Call-Up Complete -- Proceed
```

