

Manual Load CRIS Updates Diamond State Port Corporation

- When entering a new hire (**Action = HIR, Reason = NEW**) or a rehire (**Action = REH, Reason = REH**) for Diamond State Port Corporation employees, the system displays a Port Plan field where the specific type of Plan must be identified:

➤ **Plan B or Plan III**

HR Transactions Form

State of Delaware - HR Transaction Form

*Dept ID 666600666 Diamond State Port Corporation

*SSN

*Effective Date 10/20/2015 *Action HIR *Reason NEW

OK

Employee Information

Number of Payments 26

*First Name MI *Last Name

*Address 1 Address 2

*City *State *Postal

*Gender *Date of Birth

*Mar Status

*Annual Salary

*Port Plan Plan B Plan III

Assign Beneficiaries

Print Employee Actuarial Form

HR TRANSACTIONS FORM

Payroll Interface>Manual Loads>HR Transactions Form

Updates to Action/Reason Combinations

- If rehired into the same Plan, a message will display to change Action/Reason combination to REH/REH.

The screenshot shows the 'HR Transactions Form' interface for the 'State of Delaware - HR Transaction Form'. The form includes fields for *Dept ID (666600666), *SSN, *Effective Date (10/01/2015), *Action (HIR), and *Reason (NEW). A message dialog box is displayed over the form, containing the text: 'Previous employment history for selected plan found. Please change Action/Reason to REH/REH. The PeopleCode program executed an Error statement, which has produced this message.' The dialog box has an 'OK' button.

- Demographic Updates - If the End User enters the Action = DEM and Reason = UPD, the system will determine if a SSN exists with Emplid and Empl record. If not, an error message will display:

The screenshot shows the 'HR Transactions Form' interface for the 'State of Delaware - HR Transaction Form'. The form includes fields for *Dept ID (666600666), *SSN, *Effective Date (10/01/2015), *Action (DEM), and *Reason (UPD). A message dialog box is displayed over the form, containing the text: 'Prior Employment Record not found, please verify SSN. The PeopleCode program executed an Error statement, which has produced this message.' The dialog box has an 'OK' button.

- Demographic Updates - Can only be entered for employees **active** in the Department (must be hired into the department first).

HR Transactions Form

State of Delaware - HR Transaction Form

*Dept ID: 666600666 Diamond State Port Corporation

*SSN: [Redacted]

*Effective Date: 10/01/2015 *Action: DEM *Reason: UPD

OK

Message

Cannot perform Update – Employee is not in this department

The PeopleCode program executed an Error statement, which has produced this message.

OK

- Changed label on HR Transactions page from “Assign Dependents” to “Assign Beneficiaries”

Employee Information

Number of Payments: 26

*First Name: Kevin MI: P *Last Name: Jones

*Address 1: 123 Main Stree Address 2: [Redacted]

*City: Dover *State: DE *Postal: 19904-9442

*Gender: Male *Date of Birth: 11/28/1942

*Mar Status: Married *Mar Dt: [Redacted]

*Annual Salary: 0.001

Phone Information Personalize | Find | First 1 of 1 Last

*Phone Type	*Telephone	Preferred
Home	302/255-8787	<input checked="" type="checkbox"/>

Assign Beneficiaries

Print Employee Actuarial Form

- A Department cannot perform updates on an employee that has termed from their Department.

- Actions:

DEM	Demographic Update
LOA	Unpaid Leave of Absence
PLA	Paid Leave of Absence
LOF	Layoff
RFL	Return from Leave
SUS	Suspension

