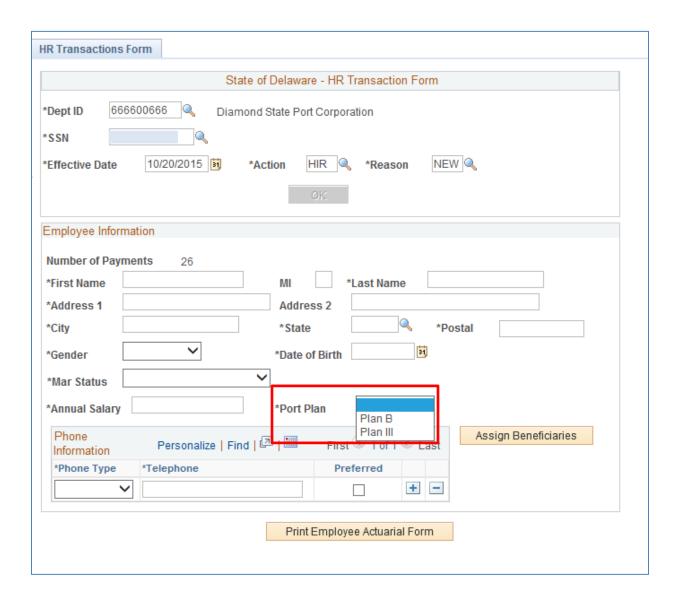# Manual Load CRIS Updates
Diamond State Port Corporation

- 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:
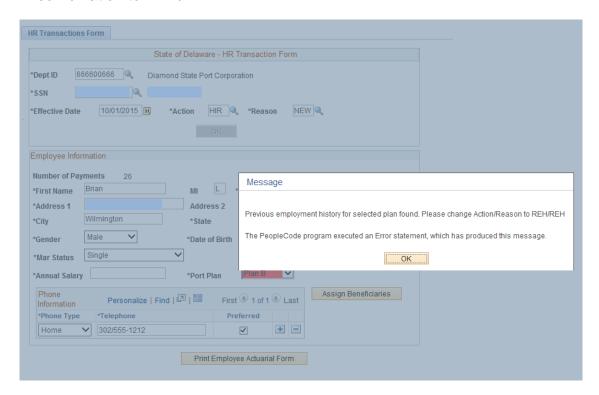
  ➢ **Plan B or Plan III**

HR TRANSACTIONS FORM
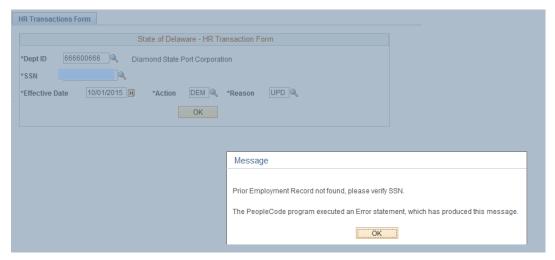
Payroll Interface>Manual Loads>HR Transactions Form

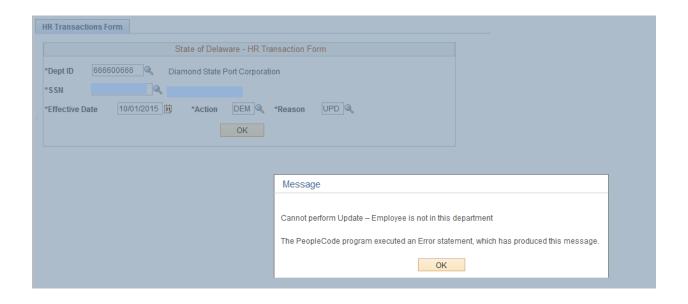## Updates to Action/Reason Combinations

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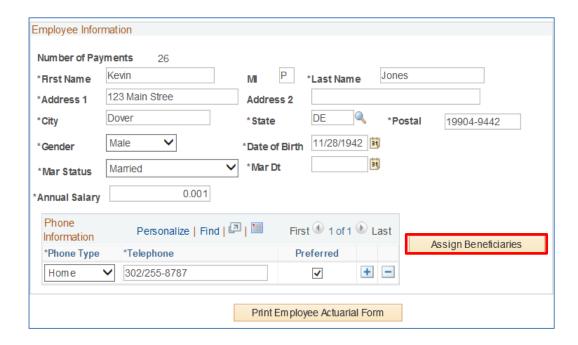

- Demographic Updates - If the End User enters the Action = DEM and Reason = UPD, the system will determine if a SSN exists with Emplid and Empl record. If not, an error message will display:

- 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

*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

*City Dover   *State DE   *Postal 19904-9442

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

*Mar Status Married   *Mar Dt

*Annual Salary 0.001

Phone Information	Personalize | Find |	First 1 of 1 Last	
*Phone Type	*Telephone	Preferred	
Home	302/255-8787	☑	➕ ➖

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

Message

Cannot perform Update – Employee is termed

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

[OK]