

Enterprise Human Resources and Payroll

#25 – AWARD MASK CAPABILITY



As of 11/12/02, users will be able to more efficiently enter cash and time-off awards for their employees. A template has been created where a user can enter data into the template and initiate a process to run which will automatically update the employee record. (See screen shot below.)

NOTE: The user must enter similar award types with the same effective date. For example, a user would use this mask capability to process a group of individual cash awards with an effective date of 11/15/02.)

Home > [He Process Menu](#) > [HHS Custom Processes](#) > [MassMask](#) > Employee Awards [New Window](#)

Employee Awards

Run Control ID: CASHAWD [Report Manager](#) [Process Monitor](#)

Award Type: Effective Date: 10/22/2002

View All First 1 of 1 Last

*EmpID	Name	Amount	Award Group	Earnings End Date	Remark
1	<input type="text"/>				

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How will a user enter the awards using this new system feature?

- Home > He Process Menu > HHS Custom Processes > MassMask > Employee Awards.
- The user must select the award type, Group Cash, Group Time-off, Individual Cash or Individual Time-off.
- Enter the effective date of the action group.
- Enter an employee ID.
- Enter Award Amount (hours or dollars)
- If applicable, enter award group indicator.
- For time-off awards, enter the Earnings End Date.
- Enter a remark if applicable.
 - This remark will be loaded as a *ZZZ* remark for cash awards
 - For Time-off Awards, the remark will be a *T29* . Enter the amount of hours for the award.
- Click the  to insert another employee's award information.
- Continue the above process until all employees have been entered.

Questions? Contact your Agency Liaison or the PSC Help PoC Team.

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Continued.

- When all the employees' data has been entered, click Run.
- Select the "PSUNX" server on the Process Scheduler Request page.
- Click OK.
- Note the Process Instance number. (Below the Run button on the Employee Awards MassMask page.)
- Click the Process Monitor Hyperlink to go to the Process Requests page. Be sure the Process (HE_AWARDS) shows a run status of Success.
- A run status of Success demonstrates that the process has completed.

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Will the batch process still insert a row if there is an action in progress?

- Yes, the batch process will insert the row at the most current processed or corrected row.
- When that action in progress is completed, it is the HR Processors responsibility to modify the rows as applicable.

How will users know what actions have been inserted by the batch process?

- Users will be able to generate a query to determine what has been processed or what errors have occurred.
- Home > PeopleTools > Query Manager > Use > Query Manager
- Query Name: HE_MASS_MASK_STATUS.
- Please see Postcard #30 for instructions on how to use the report.

Can a user still enter the award directly into the employee's record?

- Yes, users can still enter the award directly into each employee record if they wish.
- They may choose to enter an award directly into each record when there are only a few to process.