PERSONNEL SERVICES ADMINISTRATION

RMDS Instructions

Printing And Displaying DHMH Timekeeping System Reports

June 7, 2004

Introduction:

RMDS is the abbreviation for the **R**eport **M**anagement and **D**istribution **S**ystem. RMDS is an Annapolis Data Center (ADC) mainframe computer (versus PC) software package that provides you capabilities for viewing and printing DHMH Timekeeping System reports.   When we provide ADC logon ID's for access to the Timekeeping System, we also will provide them with RMDS access.

This manual contains instructions describing how you would list the available report files (also referred to as 'timestamps'), print the report files, print a portion of the report file and how to display the report information on your screen, using the screen commands available within RMDS. The report files are given a name called a 'timestamp'. This timestamp is the date and time signature of the actual computer clock time when the report file was created by the mainframe timekeeping programs. The format of the timestamp is **YYYY-MM-DD-HH.MI.SS** (i.e., **2003-06-10-10.29.20** means the report file was created at 10:29 a.m. on June 10, 2003.

This timestamp is meaningful to you because, when you list the reports (Page 7) in RMDS, you are able to determine that the DHMH Timekeeping System programs have executed according to the <u>DHMH Timekeeping Schedule</u>. This means that the most recent reports are available for printing or displaying. New report files should be available on the morning after your deadline for entry of Phase 1 or Phase 2 transactions.

Important To Remember:

For the <u>Report Name</u> on the RMDS **Main Menu**, use **<u>Timekeeping Reports</u>** for displaying or printing all of your reports **except for the current and prior year grid reports**. For these two reports only, use **<u>Timekeeping Grids</u>** for the <u>Report Name</u>. .

Accessing RMDS At The Annapolis Data Center (ADC)

Open Rumba or the software application you use to access the Annapolis Data and obtain the **Main Menu** as shown below. Your cursor should be at the <u>bottom left </u>corner of the screen.

```
                          ANNAPOLIS DATA CENTER
TERMINAL ID ADTFM32        HELP DESK PHONE NUMBERS       ANNAPOLIS NETWORK

ADC : 410-260-7400            DHMH : 410-767-6534        FMIS : 410-260-7778
MVA : 410-768-7181            DHR  :  410-767-7002       DJJ  : 410-230-3434
DLLR UI : 410-767-2222        DLLR ADMIN : 410-230-6363


PRODUCTION CICS SYSTEMS     TEST CICS SYSTEMS          OTHER ADC SYSTEMS
--------------------- ----------------------   ---------------------------------   ---------------------------------
CICS       CICSP10  CICSP60    CICST20 CICST30 CICST40    TSO              NVU

   SMART CICS SYSTEMS           FMIS CICS SYSTEMS           OTHER DATA CENTERS
------------------------------------------   ---------------------------------------   --------------------------------------
SMART   SMARTMS SMARTMD    FMIS      FMISUAT FMISTRN     MVA CISTRN  CICSFMP
        SMARTMB  SMARTMU    FMISDEV FMISSYS FMISNEW      CISPRD UCS  DHRCICS
                                                        COURTS HCFJIS  CJIS


ACCESS TO THIS SYSTEM IS RESTRICTED TO AUTHORIZED USERS ONLY AND LIMITED TO
APPROVED BUSINESS PURPOSES. BY USING THIS SYSTEM, YOU EXPRESSLY CONSENT TO
THE MONITORING OF ALL ACTIVITIES. ANY UNAUTHORIZED ACCESS OR USE OF THIS
SYSTEM IS PROHIBITED AND COULD BE SUBJECT TO CRIMINAL AND CIVIL PENALTIES. ALL
TRANSACTIONAL RECORDS, REPORTS, EMAILS, SOFTWARE, AND OTHER DATA GENERATED
BY OR RESIDING UPON THIS SYSTEM ARE THE PROPERTY OF THE STATE OF MARYLAND.
CICS
```

To start the RMDS application, you will first need to log on to **CICS** (<u>not BDCCICS</u>) at the **ADC Main Menu.** Key in **CICS** and press the **Enter** key

If you mistyped 'cics', ADC will give you an "invalid command" type of error message in the Terminal ID area at the <u>top left</u> of the screen. Just clear the screen and type in **CICS** again at the top of the blank screen.

CICS LOGON SCREEN

After pressing the Enter key, the screen below will appear.

```
SYSTEM:          A11CICS  FOR ACF2 PASSWORD PROBLEMS, CALL YOUR SECURITY
OFFICER
                          CICS/TS 1.3 CICSP60 CA-ACF2/CICS INTERFACE 6.4


TERMINAL:     FL08
NODE:  ADTFL08


DAY:   TUESDAY

SYSTEM DATE:          JUNE 17, 2003
SYSTEM TIME:          11:14 AM

LOGONID:     ===>    XXXXXX
PASSWORD:    ===>    XXXXXXXXX

NEW PASSWORD: ===>
(enter twice) ===>



CICS/VS - P60   (SYSTEM SIGNON/SIGNOFF FACILITY)
```

To complete the log in process for CICS:

- Key in your ADC Logon ID on the **LOGONID:** line, then press the **TAB** key to move to the **PASSWORD:** line
- Key in your Logon ID's password
- Press the **Enter** key

If you needed to create a new password for your ADC Logon ID at this point:

- Press the **TAB** to move to the **NEW PASSWORD** line
- Key in your new password and press the **TAB** key. *Passwords must be 8 characters; must contain both alpha and numeric characters; and cannot contain more than two consecutive repeating characters.*
- On the **(ENTER TWICE)** line, key in your new password again
- Press the **Enter** key

RMDS Access

Once that has been accomplished a screen with log on information will appear with your cursor at the top left of the screen.

```
rmds

ACF01137 XXXXXX LAST SYSTEM ACCESS 08.59-06/23/03 FROM ADTF514
ACFAE139 ACF2/CICS ADTF514 Signon OK: User=XXXXXX NAME=USER NAME




```

Key:
- Key in **RMDS .**

- Press the **Enter** key.

Navigation Key Note:

When moving from one area to another area in the menus described in this manual, **use the Tab key to insure that you are in the proper entry input location**. Try not to use the mouse to move your cursor in these instances because you may not manually locate your cursor in the correct location for entering a command or menu option.

RMDS Logon Screen

```
            SIGNON:   REPORT MANAGEMENT AND DISTRIBUTION SYSTEM


    USERID  . . . . . . XXXXXX        REQUIRED
    PASSWORD  . . . . . XXXXXXXXX     REQUIRED
    NEW PASSWORD  . . .
    VERIFY PASSWORD . .               MUST MATCH NEW PASSWORD
    GROUP . . . . . . .
    ACCOUNT . . . . . .




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 F1=HELP      F3=EXIT
```

Key:
- **USERID and PASSWORD**. (Same as when logging on to CICS)(Page 4 above)

- Press the **Enter** key

Important To Remember:

The next page shows you the RMDS **Main Menu** screen. Always exit RMDS from the **Main Menu** by pressing the **F3**(Exit) key or by entering **7** as the Option. After exiting, you will see the message, "Normal End of RMDS Session". Then clear the screen to type in "logoff" or close Rumba.

When interrupted during use of RMDS, it is good practice to exit RMDS and log on again when you are ready to return. This is because if you fail to make any entries for a period of time while logged on to RMDS, RMDS will exit you from the system prematurely and, at best, prompt for your password for you to continue.

If the period of inactivity is lengthy, the system will log you off both RMDS and CICS. Evidence of this is seeing the ADC Main Menu displayed. When this occurs, attempting to log in to RMDS again may return a message indicating you are still logged on to RMDS and the system will not let you continue. In these instances, you will need to call the ADC Help Desk (410-260-7400) to have them reset your Log On ID so that you can log in again to RMDS.

RMDS Main Menu-List Report Versions

        Please note the options available on the **Main Menu** screen for RMDS. This manual will cover using the Option **3** of this menu for any printing or displaying options, option **3** is used to **List** the timestamps for the available versions of report files.

```
                              MAIN MENU

TYPE OPTION CHOICE, THEN INFORMATION IN FIELDS BELOW.
THEN PRESS ENTER.

SELECT OPTION . . 3    1. DISPLAY A REPORT           TIME: 14.53.20
                       2. SEND REPORT PAGES          DATE: 03-06-19
                       3. LIST REPORT VERSIONS             03.170
                       4. BUILD OR REFRESH REPORT NAMES LIST
                       5. DISPLAY CURRENT REPORT NAMES LIST
                       6. SAVE USER DATA
                       7. EXIT

REPORT NAME  . . . . . TIMEKEEPING REPORTS
   REQUIRED FOR OPTIONS 1, 2, 3; USABLE WITH 4, 5

REPORT TIMESTAMP . .    -   -   -   .   .       YYYY-MM-DD-HH.MI.SS
   NOT REQUIRED; USABLE WITH 1, 2

LIST STRING  . . . .
   NOT REQUIRED; USABLE WITH 4

COMMAND ==>
F1=HELP        F3=EXIT
```

To **List** the report files available for printing or displaying:

- Key **3** next to SELECT OPTION to select the '**LIST REPORT VERSIONS**' option. You will notice that your cursor moves to the '**REPORT NAME**' line.
- Key **timekeeping reports** or **timekeeping grids** on the **REPORT NAME** line. To alternate between the reports and grids Report Name, you must return to this screen.
- Press the **Enter** key. The next screen will be the **LIST REPORT VERSIONS** screen, listing the timestamps for the available report files for your Unit.

        While you can also use Options **1** (display) or **2** (send) at the **Main Menu** screen, you will need the timestamp information available only on the **LIST REPORT VERSIONS** screen. When using these options, you must also input the specific timestamp information at the **REPORT TIMESTAMP** line. If you leave the timestamp line blank, RMDS will automatically select the latest timestamp report file to display or print, which may not be your choice.

Navigation Key Note: **F3** will appear at the bottom of most of your RMDS screens. Pressing this key will return you to the previous menu screen or menu. At the **Main Menu**, pressing the F3 key will exit RMDS.

RMDS List Report Versions

As mentioned above, the menu normally used to print or display a report file timestamp is the **LIST REPORT VERSIONS** screen. This screen lists all Phase 1 and 2 report timestamp files available for printing or displaying, listed in creation date/time order. If you examine the timestamp listing the versions on the morning after the production programs are scheduled to run, you will be able to confirm that programs executed as scheduled and your timekeeping system reports are available for your printing or displaying.

Under the **Timekeeping Reports** Report Name, Phase 1 programs will result in a single report timestamp (labeled A on page 19) and Phase 2 programs will result in four (4) report timestamp (labeled B, C, and D on page 19) files. Under the **Timekeeping Grids** Report Name, Phase 1 programs will result in a single timestamp file (labeled A on page 19) and Phase 2 programs will result in two (2) timestamp (labeled A and B on page 19) files. Do not consider the example in the screen below to be an accurate representation of a Phase 2 list of reports. Listings of the reports contained on each of the timestamp files under each Report Name are at the end of this manual.

The number of pages covering all participating DHMH Units on a report file is shown. The number of pages for your Unit will appear when you display (Option **1**) that timestamp file. Note that this sample version list also informs you that timekeeping test programs resulted in three timestamp files on both June 10 and on Jun 17, 2003. The last three timestamps listed in the screen sample below are in **bold** to help illustrate that three timestamp files were generated on two different dates. Note again the format of the timestamp information.

```
                         LIST REPORT VERSIONS
REPORT NAME . . : TIMEKEEPING REPORTS
  TYPE AN ACTION CODE (1=DISPLAY  2=SEND),
  THEN PRESS ENTER.                                      ROW 1 TO 6 OF 6

ACTION       TIMESTAMP                 PAGES        STATUS
             2003-06-10-10.29.20         119
             2003-06-10-10.31.25         249
             2003-06-10-10.58.13         633
             2003-06-17-10.33.29         119
             2003-06-17-10.53.37         119
             2003-06-17-12.38.56         183


COMMAND ==>                                          SCROLL ==>   FULL
F1=HELP      F3=EXIT       F7=BACKWARD   F8=FORWARD
```

Note the number of rows and total rows displayed at the top right of the screen.

Navigation Key Note: Use the **F7** and **F8** keys for displaying the next (**forward**) or previous (**backwardB**) screen of report versions if more than one screen of listed timestamp versions were available. To advance **n** rows on a screen list or report, type **n** at the COMMAND line and press the **F8** key; to move backward **n** rows, type **n** at the COMMAND line and press **F7**.

RMDS Print

To print (send) a current or prior period timestamp report version of timekeeping system reports to your local network's printer (R####).

```
                          LIST REPORT VERSIONS
REPORT NAME . . : TIMEKEEPING REPORTS
  TYPE AN ACTION CODE (1=DISPLAY  2=SEND),
  THEN PRESS ENTER.                                        ROW 1 TO 6 OF 6

ACTION       TIMESTAMP              PAGES        STATUS
             2003-06-10-10.29.20      119
             2003-06-10-10.31.25      249
             2003-06-10-10.58.13      633
             2003-06-17-10.33.29      119
        2    2003-06-17-10.53.37      119
             2003-06-17-12.38.56      183




COMMAND ==>                                          SCROLL ==>   FULL
F1=HELP      F3=EXIT      F7=BACKWARD  F8=FORWARD
```

At the LIST REPORT VERSIONS menu ,

From the main menu:
- **Tab** down to the left of the desired timestamp file.
- Key **2** to select the **SEND** option for that timestamp file.
- Press the **Enter** key.

If you see the error message, **DBNV430 YOU HAVE NO PAGE RANGES IN THIS REPORT VERSION** , this means there are no pages to print for your Unit on that timestamp file.

 If you attempt to print a prior period timestamp report file version, you may receive a RMDS message informing you that the version is being recalled, not presently available and "try again later". In most cases, one or two minutes will be enough time for RMDS to recall that version and you can try again.

Navigation Key Note: Find the **SCROLL** line at the bottom right of the screen. When pressing the **F7** or **F8** key, "FULL" indicates a full screen move in the desired direction; "HALF" indicates a half screen move; and typing a number **nnnn** will move the screen **nnnn** rows in the desired direction.

RMDS Print Menu

You will now be at the **SEND REPORT PAGES** menu screen.

```
                        SEND REPORT PAGES
REPORT NAME . . :     TIMEKEEPING REPORTS
REPORT TIMESTAMP: 2003-06-17-10.53.37

SELECT OPTION . .    2      1.       NETWORK PRINT
                            2.       BATCH PRINT
                            3.       BATCH TRANSFER

NETWORK PRINTER ID . .            REQUIRED   FOR OPTION 1 ONLY

SPECIFY PAGE RANGES:
FROM    TO        FROM    TO        FROM    TO        FROM    TO
   1    31        _____ _____     _____ _____     _____ _____

_____ _____     _____ _____     _____ _____     _____ _____
_____ _____     _____ _____     _____ _____     _____ _____

OPTIONAL HEADER PAGE INFORMATION
  LINE 1 . .
  LINE 2 . .
  LINE 3 . .
  LINE 4 . .

 COMMAND ==>
 F1=HELP    F3=EXIT
```

RMDS displays this screen with the 'Report Name', 'Report Timestamp' and 'Page Numbers' of the selected "report timestamp".   The screen will be displayed with '1' next to the **SELECT OPTION.**

▪ **Key** in **'2'** to select the **'BATCH PRINT'** option to begin the printing process.

The **'FROM'** and **'TO**' page numbers displayed assumes that you want to print the entire reports timestamp for your Unit. If you wish to print only a portion of the timestamp report file, just type the desired page numbers over the values listed. More than one print range can be entered in the **SPECIFY PAGE RANGES** for a report timestamp file. You can determine which page number range(s) to select by using the '**Display a Report**' functions (page 15) and finding the beginning and ending page numbers for a desired report(s).

▪ Press the **Enter** key to proceed to the **BATCH PRINT OPTIONS** menu.

Navigation Key Note: If you press **F3** at this screen, RMDS will return you to the **LIST REPORT VERSIONS** screen, listing the timestamp shown above listed first.

RMDS Print Options

```
                          BATCH PRINT OPTIONS


        REPORT NAME . . : TIMEKEEPING REPORTS
        REPORT TIMESTAMP: 2003-06-17-10.53.37

        REQUIRED PARAMETERS:
           JOB NAME . . . . XXXXXXRT
           ACCOUNT  . . . . 32030101hktj0000

        OPTIONAL PARAMETERS:
           SYSOUT CLASS . . a                        WRITER NAME . .
           DESTINATION  . . R####                    FORMS . . . . .
           NAME . . . . . .
           TITLE  . . . . .
           DEPARTMENT . . .
           ROOM . . . . . .
           BUILDING . . . .
           ADDRESS 1  . . .
           ADDRESS 2  . . .
           ADDRESS 3  . . .
           ADDRESS 4  . . .


        COMMAND ==>
     F1=HELP      F3=EXIT        F12=CANCEL
```

The **Batch Print Options** screen will contain three fields, the Report Name, Report Timestamp and a **Job Name** (the first part being your Logon ID) that are pre-filled.

Key:

- **32030101hktj0000** for the ACCOUNT Number

- SYSOUT CLASS = **a**

- Tab down to the DESTINATION line and key in your Unit's Agency **Printer ID** (usually begins with '**R**', followed by **4** digits); some users have indicated that '**RMT**' be used instead of '**R**', followed by the four digit number.

- Press the **Enter** key to proceed to the **Additional Print Parameters** screen.

RMDS Additional Print Parameter Screen

```
                    ADDITIONAL PRINT PARAMETERS


REPORT NAME . . : TIMEKEEPING REPORTS
REPORT TIMESTAMP: 2003-06-17-10.53.37


COPIES . . .   1              CHARACTER SET 1 . .          FCB . .
PAGEDEF  . .                  CHARACTER SET 2 . .
FORMDEF  . .                  CHARACTER SET 3 . .
PRMODE . . .                  CHARACTER SET 4 . .


CONTROL OPTION  . . . . 1 1.  NONE
                         2.  DEFAULT
                         3.  USE MEMBER FROM PRINT CONTROL LIBRARY
                         4.  USER-SUPPLIED PRINT CONTROL
                         5.  MERGE MEMBER AND USER-SUPPLIED PRINT CONTROL


CONTROL MEMBER NAME . .               REQUIRED FOR OPTION 3; USABLE WITH 5


USER-SUPPLIED CONTROL INFORMATION     REQUIRED FOR OPTIONS 4, 5
  LINE 1 . .
  LINE 2 . .

COMMAND ==>
F1=HELP      F3=EXIT      F12=CANCEL
```

There is only one entry to be made at this screen.

Key:

- Key in '**1**' where your cursor is on the **COPIES** line and press the **Enter** key to complete the process for telling RMDS to print this timestamp file's report pages to your printer.

    Proceed to the next page of the manual.

RMDS will then display the **List Report Versions** screen with a message at the bottom indicating that ADC has generated a job number to execute your print selection.

```
                        LIST REPORT VERSIONS
REPORT NAME . . : TIMEKEEPING REPORTS
  TYPE AN ACTION CODE (1=DISPLAY  2=SEND),
  THEN PRESS ENTER.                                    ROW 3 TO 6 OF 6
                                                              MORE: -
ACTION        TIMESTAMP                 PAGES        STATUS
              2003-08-19-15.48.56        1867
              2003-08-20-13.51.55           9
              2003-08-20-14.02.36          35
              2003-08-21-11.46.49          35



 DBNV509  BATCH JOB(JOB02699) SUBMITTED TO SEND REQUESTED PAGES
 COMMAND ==>                                        SCROLL ==> FULL
  F1=HELP       F3=EXIT       F7=BACKWARD  F8=FORWARD
```

If you receive the message listed in bold above and your reports are still not printing, call the IRMA-ITSD Help Desk(410-767-6534) after confirming that your printer is powered on with no printer error messages and paper is loaded. If your Unit's protocol for system problems is to contact your network staff first, contact them first.   Give the ITSD help staff your printer ID (R####) and ask them to check into your problem.

If necessary, it may be possible for you to use another printer at your location or a neighboring participating Field Unit (with their permission) by inputting the printer ID for that printer, then determining your printer's failure cause.

Return to the **List Report Versions** screen and repeat this process (pp. 9-12) for selecting another timestamp file to print. Remember that to alternate between Report Names **Timekeeping Reports** and **Timekeeping Grids**, you will need to use **F3** and return to the RMDS **Main Menu**. If you are finished your printing, press the **F3** key at the **Main Menu** to leave RMDS.

RMDS Report Display-Using List Report Versions

Use the **LIST REPORT VERSIONS** screen (see Page 8) to begin the report display process to examine reports for information or to obtain page numbers for printing a portion of the timestamp file.

```
                              LIST REPORT VERSIONS
REPORT NAME . . : TIMEKEEPING REPORTS
  TYPE AN ACTION CODE (1=DISPLAY  2=SEND),
  THEN PRESS ENTER.                                       ROW 1 TO 6 OF 6

ACTION       TIMESTAMP                 PAGES        STATUS
             2003-06-10-10.29.20        119
             2003-06-10-10.31.25        249
             2003-06-10-10.58.13        633
             2003-06-17-10.33.29        119
  1          2003-06-17-10.53.37        119
             2003-06-17-12.38.56        183


COMMAND ==>                                          SCROLL ==>   FULL
F1=HELP      F3=EXIT        F7=BACKWARD   F8=FORWARD
```

Determine which timestamp file to display, then:

▪ **Tab** down to the left of that file and **Key** in **1** to the left of the desired timestamp file and press the **Enter** key.

RMDS will next display the first screen of the first page of the timestamp file (see next page).

If no information for your Unit is present on the Timestamp you have selected to Display or Send(Print), it will return an error message as shown below. Select the next timestamp.

```
                            LIST REPORT VERSIONS
REPORT NAME . . : TIMEKEEPING REPORTS
  TYPE AN ACTION CODE (1=DISPLAY  2=SEND),
  THEN PRESS ENTER.                              ROW 3 TO 6 OF 6
                                                    MORE: -
ACTION       TIMESTAMP                 PAGES        STATUS
             2003-06-23-12.25.51        116
             2003-06-25-09.15.35         57

DBNV430   YOU HAVE NO PAGE RANGES IN THIS REPORT VERSION
COMMAND ==>                                      SCROLL ==> FULL
F1=HELP      F3=EXIT        F7=BACKWARD  F8=FORWARD
```

Navigation Key Note:

If you attempt to display a prior period timestamp report file version, you may receive a RMDS message informing you that the version is being recalled, not presently available and "try again later". In most cases, five minutes will be enough time for RMDS to recall that version and you can try again.

RMDS Report Display-Navigating On The Display A Report Screen

You are now at the **Display A Report** screen.

```
                          DISPLAY A REPORT
REPORT NAME . . :   TIMEKEEPING REPORTS
REPORT TIMESTAMP:   2003-06-17-10.53.37                       PAGE 1 OF 31
                                                        MORE:     + >
----+----1----+----2----+----3----+----4----+----5---+----6---+--7--+----8
   PROGRAM - HKT00750                      TIMEKEEPING FILE MAINTENANCE - PHA
   32030100
   AGENCY 3203.01                                  03/19/2003 THRU 04/01/2003
         DEPUTY SECRETARY FOR OPERATIONS                  EDIT/ERROR REPORT
   TRAN   SOC SEC               NAME                  TK     F L A G S
   TYPE   NUMBER          LAST        FIRST     I PGM/PRJ SORT  BEN SD CP OT

          TOTAL TRANSACTIONS  12          TOTAL ERROR TRANSACTIONS   0
 ************ BOTTOM OF PAGE ******************** BOTTOM OF PAGE *********



   COMMAND ==>                                         SCROLL ==> FULL
   F1=HELP     F3=EXIT      F5=RFIND     F6=PAGE    F7=BACKWARD  F8=FORWARD
   F10=LEFT    F11=RIGHT
```

Examine the sample screen. After you have followed the above instructions to select a timestamp file for display, it is suggested that you practice the following exercises to become familiar with the navigation commands that let you view your timekeeping system reports contained on a timestamp file.

- Note that you are looking at the <u>left</u> portion of the report. Press the **F11**(Right)key to view the remaining right portion. Press the **F10** (Left) key to return to the left portion.

- You are looking at the left side (not exactly half) of page **1** of a timestamp file that contains **31** pages and several reports.

- Under the '**MORE**' label is a numbered ruler. Note the '**8**', press the **F11** key and note the location of the '8' on the ruler on the right portion of the printout page now being displayed. The ruler provides you a visual point of reference when the display jumps to the right portion of the page.   Press the F10 key to return to the left side of the displayed page.

- Note the item, '**PROGRAM – HKT00750**' at the top left. This is the program number for this report, titled 'Timekeeping File Maintenance-Phase 1 Pay Period N'. Use this number to quickly find where this report ends and the next report begins, which will have a different program number. Program numbers are listed on Page 19.

- The **F7** and **F8** keys , as explained earlier, move you forward and backward one <u>screen</u>, not one page at a time. However, the Forward and Backward functions have an additional function when you are at the **Display A Report** screen.

At the **COMMAND=>** line at the bottom left, key in **forward** space **5** if you want the screen to move down on the page five lines. Likewise, key in **backward** space **3** if you want the screen to move up three lines.

- Since pressing the F8 key will not advance the page number unless information only fills the top portion of a page, use the **F6** (Page) to advance you forward one <u>page</u> at a time. Press **F6** and note that the page number shown at the top right of the screen changes each time you press this key until you reach the last page of the timestamp file for your Unit.

- Note the '******Bottom of Page******' notation when it appears on the lower portion of the screen. This express is how RMDS informs you when the screen displays the last portion of a report page. Press the **F8** key until you see this notation again and note that the page number at the top changes when you move to the next screen.

- To move to a specific page, **Tab** to the **COMMAND=>** line and key in **P** followed by a space then a page number, press the **Enter** key to display the first screen of that page.

  To move to a specific page (i.e., page 7), key in **P** space **7** and press the **Enter** key.
  To move 5 <u>pages </u>forward, key in **P** space **+(shift and plus key)5** and press the **Enter** key.
  To move 5 pages backward, key in **P** space **–5** and press the **Enter** key.

A more useful tool when using the Report Display functions is the **Find** tool, which is discussed in the next section.

RMDS Display - Find Command

In the previous section, we explained using the **Backward**, **Forward** and **P** commands at the **COMMAND=>** line. An additional, more powerful tool keyed on this line is the **Find** command, which consists of an **F** followed by a space followed by the text being sought. If the text includes a space, enclose the text with <u>single</u> quotes. The **Find** command is used to locate data or text on the timestamp report file when you view the **Display A Report** screen.

Use the **Tab** key to move to the **COMMAND=>** line. A space follows the **F** command and is typed to separate each of the items in the Find command statement. Also, the **Enter** key is always pressed after the **Find** expression is entered. The **Find** expression is not case sensitive; capitalization is not required for a match.

The result of a successful **Find** is the cursor moving to the page and first character of the text being sought. RMDS will give you an error message if the expression sought cannot be found or if you used improper syntax in keying in the **F** command statement.

The examples below illustrate the more common uses of the **Find** or **F** command and assume that reports hkt00770 and hkt00750 are on the timestamp file you are displaying. If these reports are not contained on the timestamp file, substitute with the appropriate hkt00### number(s).

- Determine the beginning and ending page numbers of a specific report(s) when you want to print only a portion of the timestamp file.

  F space **hkt00770** will display the first page of the report with Program number HKT00770.

- Repeat your Find action by pressing the **F5**(RFIND) key to <u>repeat</u> your search, looking for additional occurrences of the expression being sought. Using the first example above, use the **F5** key to find the ending page of the HKT00770 report listing for determining its beginning and ending page numbers.

  When you see the error message, "Search For Find String Failed", you will know you are on the last page of the report.

- Determining if a social security number exists on the timestamp file. Verify you are at the beginning (page 1 of n) of the timestamp file. Use the F5 key to find additional occurrences.

  F space **123-45-6789**

- Use **Find** to locate text. You will need to enclose the text with single (**'**) quotes if a space is in the expression being sought.

F space **'PROGRAM** space – space **HKT00770'**

- A **Find** statement, if no additional parameters are added, always begins its search at the present cursor position and proceeds to the end of the timestamp file. Additional parameters are available to have the **Find** statement search in a different direction or begin at another location. These parameters, **PREV** , **FIRST**, or **LAST**, are keyed following a space at the end of their **Find** statement.

  f space **hkt00750** space **first** will search for the expression **hkt00750** starting at page **1** of the timestamp file and proceed forward.

  f space **hkt00750** space **prev** will search backwards for the expression **hkt00750.**

  f space **hkt00750** space **last** will search for the expression **hkt00750** starting at the last page of the timestamp file and proceed backwards.

Navigation Key Note:

<u>**A space separates each item keyed in a** Find **statement. If the text being sought contains a space, the text must be enclosed with single (') quotes. A successful** Find **statement results in the cursor appearing at the beginning of the first character of the text being sought on the first page of the timestamp report file where that text appears.**</u>

DHMH TIMEKEEPING REPORTS PER TIMESTAMP FILE

The charts below attempt to illustrate the breakdown and display order of the reports appearing on the Phase 1 and Phase 2 timestamp files. The illustrations are based on recent timekeeping production runs. Please note that a timestamp may contain no report for your Unit or no reports at all.

```
                        LIST REPORT VERSIONS
        REPORT NAME . . :      TIMEKEEPING REPORTS
        TYPE AN ACTION CODE (1=DISPLAY  2=SEND),
        THEN PRESS ENTER.                                  ROW 25 TO 29 OF 29
                                                                   MORE: -
        ACTION         TIMESTAMP              PAGES          STATUS
            (A)    2003-11-14-21.59.32         1091   (Phase 1 Timestamp)
            (D)    2003-11-19-20.43.28           22   (Phase 2 Timestamps)
            (E)    2003-11-19-20.43.30          113         "
            (B)    2003-11-19-20.44.18          510         "
            (C)    2003-11-19-20.44.20         3068         "


        COMMAND ==>                                      SCROLL ==>      FULL
        F1=HELP    F3=EXIT    F7=BACKWARD  F8=FORWARD
```

Time Stamp File	Phase	Report Name: TIMEKEEPING REPORTS
A	1	HKT00750-Timekeeping File Maint. Edit/Error Report
A	1	HKT00760-Timekeeping File Maint. Update/Error Report
A	1	HKT00770-Timekeeping and Personnel File Match Discrepancy
A	1	HKT00780-Match Timesheets To Timekeeping Master
A	1	HKT00785-Timesheet Edit/Error Print
A	1	HKT00795-DHMH Comp Earnings Grid
B	2	HKT00750-Timekeeping File Maint. Edit/Error Report
B	2	HKT00760-Timekeeping File Maint. Update/Error Report
B	2	HKT00770-Timekeeping and Personnel File Match Discrepancy
B	2	HKT00800-Day Correction Unposted
B	2	HKT00805-Day Correction Edit Report
B	2	HKT00780-Match Timesheets To Timekeeping Master
B	2	HKT00785-Timesheet Edit/Error Print
C	2	HKT00795-DHMH Comp Earnings Grid
C	2	HKT00610-Summary Totals By Agency
C	2	HKT00635-Overtime Report By Program/Project, Overtime Report By SSN
C	2	HKT00640-Master File List By SSN#
C	2	HKT00660-Time Register

Time Stamp File	Phase	Report Name: TIMEKEEPING REPORTS
C	2	HKT00645-Negative and Special Category Leave Report
C	2	HKT00735-FICA Exempt Wages **(320101 only)**
C	2	HKT00950-Modified Duty Report
C	2	HKT00655-Master File List By Name:
C	2	HKT00680-Leave Frequency Report
D	2	HKT00720-Previous Five Year History Update/Error Report
E	2	HKT00681-Leave Frequency Report For Selected Leave Types-Employees With Possible Compensatory Leave Balance Errors **(320101 only)**

```
                           LIST REPORT VERSIONS
REPORT NAME . . :        TIMEKEEPING GRIDS
TYPE AN ACTION CODE (1=DISPLAY  2=SEND),
THEN PRESS ENTER.                                         ROW 21 TO 24 OF 24
                                                              MORE: -
ACTION        TIMESTAMP                 PAGES           STATUS
      (A)  2003-11-14-21.59.25            259 (Phase 1 Timestamps)
           2003-11-14-21.59.30            26
      (B)  2003-11-19-20.43.27             14   (Phase 2 Timestamps)
      (C)  2003-11-19-20.44.37            374


COMMAND ==>                                      SCROLL ==>        FULL
F1=HELP    F3=EXIT    F7=BACKWARD  F8=FORWARD
```

Time Stamp File	Phase	Report Name: TIMEKEEPING GRIDS
A	1	HKT00790-Current Year Grids
B	2	HKT00725-Prior Year Leave Grids
C	2	HKT00790-Current Year Grids

DHMH TIMEKEEPING SYSTEM REPORT DESCRIPTIONS PER REPORT NAME

RMDS Report Name	Phase	Report Description
Timekeeping Reports	2	HKTJ385B-Employees With Possible Compensatory Leave Balance Errors Displays error conditions for compensatory leave balances for employees returning to State service within 26 pay rolling period who had unused balance at separation; displays arithmetic errors resulting from manual adjustments made to accounts. Adjustments made to a day are reflected on compensatory leave grid as well as well as current compensatory leave balance.
Timekeeping Reports	2	HKT00610-Summary Totals By Agency: Lists pay period and year to date leave usage totals for each six-digit agency and county check distribution code not only for eleven types of leave categories, but also for the regular, total leave, shift and overtime hours worked. In the compensatory leave activity section, it also shows the pay period and rolling 12 month earned, taken and lost leave totals. Also, pay period and year to date annual and sick leave accruals are shown.
Timekeeping Reports	2	HKT00635-Overtime Report By Program/Project, Overtime Report By SSN: These two reports, same information but sorted differently according to its title, lists separate weekly totals for regular pay, overtime, shift, nursing differential, weekend differential hours and dollars calculated for the employee's pay period. The report also lists the LAW hours not credited . The report displays the employee class, grade, biweekly salary, project code, pct. Of employment, and type of overtime paid (40-40, 8/80).
Timekeeping Reports	2	HKT00640-Master File List By SSN#: Lists, by agency code sorted by SSN, employee name, project, timekeeping sort number, employee status code, EOD date, DHMH start date, grade, step, employment pct., increment month, PIN, separation type, separation date, leave earning eligibility, and flags for shift, overtime or compensatory leave.
Timekeeping Reports	2	HKT00645-Negative and Special Category Leave Report Lists when negative balance occurs for annual, personal, sick, or compensatory leave; when the employee has used more than allowable holiday hours for employment percentage; uses more military than permitted by law; shows advanced sick leave payback balances remaining; and career-to-date balances of employee-donated/leave bank used and granted so if an unused balance exists when employee returns to work, this value is returned to the leave bank. Report also shows the payback percentages used for annual and sick earnings for paybacks of advanced sick leave.
Timekeeping Reports	2	HKT00655-Master File List By Name: Same information as HKT00640 discussed above, only sorted by name.

RMDS Report Name	Phase	Report Description
Timekeeping Reports	2	HKT00660-Time Register: Generated each pay period, sorted by agency, lists pay period and year to date totals, including rolling 12 month data for compensatory leave, as well as summaries containing the Master File List data. Also, pay period and year to date hour figures for accruals, taken and pay period ending balances for the types of earned leave. Report shows sick occurrences and the different types of leave codes, with hours, used during the pay period by that employee.
Timekeeping Reports	2	HKT00680-Leave Frequency Report : Four reports in similar format are generated automatically each pay period, based on the usage of specific leave codes according to the report's title. If that leave code(s) are used, the report lists the employee's name, ssn, leave code type, date used and number of hours. 1. In Service Training 2. Out Service Training 3. Leave Without Pay 4. Sick Personal Injury (Accident Leave)
Timekeeping Reports	2	HKT00720-Previous Five Year History-Update/Error Report: Same format as HKT00760, except that it displays results from updating the History Master Record.
Timekeeping Reports	2	HKT00681-Leave Frequency Report For Selected Leave Types: Two reports in similar format are generated each pay period, based on the usage criteria and length of usage: 1. Sick Leave-more than 5 consecutive days and certain sick leave requiring documentation. 2. Non sick leave codes, such as jury duty, etc., where documentation is required. These reports are generated for auditing leave documentation requirements . Reports show dates, hours and leave codes used during pay period.
Timekeeping Grids	2	HKT00725-Prior Year Leave Grids Provides the user a grid of entire calendar year displaying leave codes and hours used on each day of a month of the year; the leave balance summaries reflect 12/31 closing balances; a leave activity summary lists leave codes with the hours used that year shown; employee data appears which also shows on the employee timesheet such as PIN, salary and job classification. The calendar grid and leave activity summary will reflect any subsequent history data adjustments to a day.
Timekeeping Reports	2	HKT00735-FICA Exempt Wages: Lists individuals who have been out on **sick** leave for more than six months whose FICA withholdings should cease; DHMH alerts Central Payroll for those who appear on list.

RMDS Report Name	Phase	Report Description
Timekeeping Reports	1, 2	HKT00750-Timekeeping File Maint. Edit/Error Report: File Maintenance is used to create leave records, change data on leave records or to indicate the separation of employees on our Leave Master File. Since this is an edit report, it primarily lists keying errors and invalid data entered on these types of transactions.
Timekeeping Reports	1, 2	HKT00760-Timekeeping File Maint. Update/Error Report: Report shows every employee who had an update made to their master record. Report also lists posting errors, i.e., when transactions to change data don't match the existing data , and therefore are not corrected.
Timekeeping Reports	1,2	HKT00770-Timekeeping and Personnel File Match Discrepancy: To assure our leave master contains all DHMH employees according to DBM Personnel Master, a match is performed to provide new hires not added, separated not processed as well as confirming EOD dates.
Timekeeping Reports	1, 2	HKT00780-Match Timesheets To Timekeeping Master: Lists records where week 1, week 2 or both timesheets are missing; if timesheets are keyed for SSN not on master.
Timekeeping Reports	1, 2	HKT00785-Timesheet Edit/Error Print: Lists keyed timesheet errors such as when hours keyed for time worked and leave taken do not add to FTE hours; hours keyed as overtime instead of compensatory leave or vice versa; if compensatory or personal leave used exceeds available or if invalid leave codes were keyed.
Timekeeping Grids	1, 2	HKT00790-Current Year Grids: See description for HKT00725, Prior Year Grids for description; using the same format, the report shows the grid information for the current calendar year. Current year adjustments are reflected in all fields. Prior year adjustments will only be reflected in previous balance section.
Timekeeping Reports	1, 2	HKT00795-DHMH Comp Earnings Grid: Contains four sections: daily earnings and taken figures for each month of the 12 month rolling period; if earned and taken occur on same day, the day appears in overlap section; a pay period summary of earned and taken; and 12 month summary totals with the current balance.
Timekeeping Reports	2	HKT00800-Day Correction Unposted: Day corrections are used to correct timesheets already forwarded to data entry; if timesheets not included or not keyed , day corrections will unpost.
Timekeeping Reports	2	HKT00805-Day Correction Edit Report: Invalid data keyed in a Day Correction transaction.

KEEPING SCHEDULE2004 SCHEDULE

Pay Period No.	Pay Period End Date	PHASE I DEADLINES		PHASE 2 DEADLINES		Timesheets Produced For Pay Period No.
		Data Entry Completed by 12:00 Noon	Early ***	Data Entry Completed by 12:00 Noon	Early ***	
15	01/06/04	01/09		01/15		17
16	01/20/04	01/23		01/29		18
17	02/03/04	02/06		**02/11**	Wed.	19
18	02/17/04	02/20		02/26		20
19	03/02/04	03/05		03/11		21
20	03/16/04	03/19		03/25		22
21	03/30/04	04/02		04/08		23
22	04/13/04	04/16		04/22		24
23	04/27/04	04/30		05/06		25
24	05/11/04	05/14		05/20		26
25	05/25/04	**05/27**	Thurs.	06/03		**27**
26	06/08/04	06/11		06/17		01
27	06/22/04	06/25		**06/30**	Wed.	02
01	07/06/04	07/09		07/15		03
02	07/20/04	07/23		07/29		04
03	08/03/04	08/06		08/12		05
04	08/17/04	08/20		08/26		06
05	08/31/04	**09/02**	Thurs.	09/09		07
06	09/14/04	09/17		09/23		08
07	09/28/04	10/01		10/07		09
08	10/12/04	10/15		10/21		10
09	10/26/04	**10/28**	Thurs.	**11/03**	Wed.	11
10	11/09/04	11/12		11/18		12
11	11/23/04	**11/24**	Wed.	12/02		13
12	12/07/04	12/10		12/16		14
13	12/21/04	**12/22**	Wed.	**12/29**	Wed.	15

NOTE EARLY (***) DATES ADVANCED DUE TO HOLIDAY.
You may begin to key the next pay period the day after Phase 2 is completed.