

SAM III

Statewide Advantage for Missouri

ADVANTAGE HR ACRONYMS

AACC – Automatic Leave Accrual
AADD – Applicant Address Maintenance
AATT – Applicant Attribute Maintenance
ACCT – Account Type
ACTV – Activity Index
ADDR – Employee Address Maintenance
ADNT – Automatic Document Numbering
AEDH – Applicant Education History
AGCY – Agency Index
AGRT – Agency Grant Inquiry
AGYA – Employee Accounting Data
AGYD – Agency Specific Data
AGYS – Agency Specific And Accounting Data
AGYX – Extended Agency
AJDC – Applicant ID Change
ALCN – Applicant Licenses and Certifications
ALLT – Allotment Inquiry – Standard Budgeting
AMAS – Applicant Tracking Mass Change Request
AMSS – Agency Messages
ANCH – Applicant Name Change
APEV – Applicant Evaluation
APPR – Appropriation Index – Standard Budget
APP2 – Appropriation Inquiry – Standard Budget
APRD – Accounting Period
APSA – Applicant Scheduled Activities
APSR – Applicant Status Reason
APST – Applicant Status
AREF – Applicant References
ASDF – Applicant Selection Definition

ASKL – Applicant Skills Profile
ASSC – Applicant SSN Change
ATRP – Applicant Training Profile
AATG – Applicant Tracking Title Group
ATVY – Applicant Tracking Activity
ATTR – Employee Attribute Maintenance
AUDF – Applicant User Defined Fields
AUS1 – Applicant User Defined Window
AWRK – Applicant Prior Work History
BAC2 – Balance Sheet Account
BACC – Balance Sheet Account Index
BBAL – Balance Sheet Account Balance
BALC – Leave Balance Checking
BANK – Bank Account
BENP – Employee Fringe Benefit Plan
BENT – Employee Fringe Benefit Type
BLDG – Building
BNP2 – Employee Fringe Benefit Plan
Include/Exclude
BNP3 – Employee Fringe Benefit Plan Accounting
BPCL – Benefit Plan Class
BPLT – Benefit Policy Type
BRCT – Benefit Report Control
BTCL – Benefit Type Class
BTSC – Benefit Type Sub-Class
BSTG – Benefits Statement Trigger
CADR – Campus Address Maintenance
CAMP – Campus
CAMT – COBRA Attribute Maintenance
CAST – Forecast Assumptions
CATG – Event Category
CBAC – COBRA Activity Monitoring

CBBC – COBRA Billing Cycle
CBEV – COBRA EVENT
CBMC – COBRA Message
CBQE – COBRA Qualifying Event Duration
CBSG – COBRA Stage
CBST – COBRA Status
CFBD – Consolidated Fringe Benefit Data
CFMT – COBRA Financial Maintenance
CGRD – Course Grade
CHCK – Check Disposition
CHRL – Chart Rule
CIVS – Civil Service Status
CKMS – Check Message Selection
CLDT – Calendar Date
CONP – Contract Pay Summary
CONS – Contract Pay Summary – Smoothing Factor
COPT – Contract/Reserve Pay Options
CPER – Current Period Timesheet
CPID – Contract Period Identification
CPOL – Contract/Reserve Pay Policy
CPRM – Check Print Parameter
CRSE – Course
CSMT – COBRA Status Maintenance
CTRY – Country
CYCL – Pay Cycle
1DED – One-time Deduction
DDPL – Deduction Policy Type
DEDA – Deduction Plan Alternate Rates
DEDF – Deduction Frequency
DEDT – Deduction Type
DEDX – Marginal Tax Rates
DEFB – Deduction/Fringe Benefits
DEGR – Degree
DISP – Bank Check Disposition
DPBN – Dependent Benefits Coverage
DPL2 – Deduction Plan Include/Exclude
DPL3 – Deduction Plan Accounting

DPLN – Deduction Plan
DPND – Dependent Profile
DPOL – Deduction Policy
DSCG – Discharge Type
EADJ – External Adjustment
EAIC – Employee Alternate ID Change
EALL – Allotment Inquiry – Extended
EAPP – Appropriation Index – Extended Budget
EAP2 – Appropriation Inquiry – Extended Budget
ECSO – Case Officer
ECS2 – Case Officer Roster Inquiry
EEDH – Employee Education History
EEO6 – Consolidated EEO-6 Employee Data
EEOC – EEO Job Category
EEOE – EEO Employer Information
EEOF – EEO Function
EEOL – EEO Location
EEOM – EEO Multiple Locations
EEOR – EEO-6 Rank
EEX2 – Expense Budget Inquiry – Extended Budget
EEXP – Expense Budget Index – Extended Budget
EFB2 – Employer Fringe Benefit Include/Exclude
EFB3 – Employer Fringe Benefit Plan Accounting
EFBP – Employer Fringe Benefit Plan
EFBT – Employer Fringe Benefit Contribution Type
EFT – Net Pay Electronic Funds Transfer
EFTC – Cancellations Not Deleted From Tape
EGRV – Employee Grievance Detail
EIDC – Employee ID Change
EIND – Employee Incident Detail
EMER – Emergency Contact Information
EMPR – Employer
EMPS – Employment Status
EMPX – Extended Employment Status Reporting
ENCH – Employee Name Change
ENRI – Benefits Enrollment

EPED – Employee Performance Detail
PEV – Employee Performance Evaluation
ERAT – Performance Rating
ERTP – Performance Rating Type
ESKL – Employee Skills Profile
ESMT – Employment Status Maintenance
ESSC – Employee SSN Change
ETHN – Ethnicity
ETRP – Employee Training Profile
ETYP – Evaluation Type
EVNT – Event Type
EWRK – Employee Prior Work History
EXP2 – Expense Budget Inquiry – Standard Budget
EXPB – Expense Budget Index – Standard Budget
FACT – Other Factors
FAGY – Fund Agency Index
AMC – Family Court/Family Crt
Arrears/Bnkrptcy
FBAL – Fund Balance
FBFP – Fringe Benefit Forecast Profile
FBPR – Fringe Benefit Profile
FGY2 – Fund Agency
FICL – FICA Class
FINI – HR Bank Account
FLHR – FLSA Hours
FLPR – FLSA Profile
FLWK – FLSA Work Cycle
FSYR – Fiscal Year
FUN2 – Fund
FUNC – Function
FUND – Fund Index
GARN – Garnishment
BLT – Grant Budget Line Inquiry
GDES – Grant Description 1 of 2
GDE2 – Grant Description 2 of 2
GEOG – Geographic Location
GFYT – Grant Fiscal Year Inquiry

GMSS – General Messages
GRDE – Grade
GRPT – General Reporting Category
INSC – Insurance
IRTG – Interview Rating
ISTS – Incident/Grievance Status
IST2 – Incident/Grievance Status Inquiry
ITY2 – Incident/Grievance Type Inquiry
ITYP – Incident/Grievance Type
JBRQ – Job Requirements
JBST – Job Notice Statement
JNOT – Job Notice Profile
JNSA – Job Notice Schedule
JNSR – Job Notice Status Reason
JNST – Job Notice Status
JNTP – Job Notice Type
JOB1 – Job Interview
JOB2 – Job Inquiry 1 of 2
JOB3 – Job Inquiry 2 of 2
JOBA – Job Application
JOBT – Job Index
JSTA – Job Statement
JUS1 – Job Notice User Defined Window
LABR – Labor Redistribution
LACT – Leave Action
LCNS – Licenses and Certifications
LDPR – Labor Distribution Profile
LEAV – Leave Accrual
LEVF – Leave Frequency
LEVY – Tax Levy
LOC – Location
LPCT – Leave Category
LPET – Leave Policy Type
LPOI – Leave Policy
LPRI – Leave Progression Rule
LPRT – Leave Rate
LTYP – License Type

MAJR – Formal Education Major
MAPP – Mass Approval Trigger
MAS2 – Mass Change Requests for Agency Specific
and Accounting Data
MAS3 – Mass Change Requests for One-Time
Transactions
MASS – Mass Chge Requests for Empl Status Maint
MILB – Military Branch
MILR – Military Rank
MISC – Miscellaneous Deduction
MSTS – Marital Status
NEMP – New Employee
NMCR – Name Change Reason
OBJ2 – Object
OBJT – Object Index
OCCG – Occupational Group
OCHC – Online Check Calculation
OCHP – Online Check Approval/Print
OPAY – Overload Payment Generator
ORG2 – Organization
ORGN – Organization Index
IPAY – One-Time Payment
PACT – Personnel Action
PAMT – Position Authorization
PAPC – Proposed Authorized Position Changes
PART – Personnel Action Reason
PASS – Pass Information
PAYF – Pay Event Frequency
PBM2 – Position Actual Expenditures Adjustment
PBMT – Position Budget Maintenance
PDED – Pending Deduction
PEDT – Personnel Edit Rules
PEFP – Pay Event Forecast Profile
PEND – Pending Payment
PENS – Pension Profile
PEPR – Pay Event Profile
PERD – Pay Period

PEX2 – Override Budget Level
PEXP – Expense Category
PMID – Parameter ID
PNST – Pension System
PPER – Prior Period Timesheet
PPET – Pay Event Type
PPOL – Pay Policy
PPRL – Pay Progression Rule
PPRT – Pay Rate
PRB2 – Project Budget Line Inquiry (2 of 2)
PRBL – Project Budget Line Inquiry
PREX – Name Prefix
PRNT – Print Control
PSBP – Position Budget Preparation
PSBT – Position Budget Preparation
PSBS – Position Budget Status
PSEL – Parameter Selection
PSET – Parameter Budget Type Selection
PSMT – Position Status Maintenance
PSTP – Pass Type
PSTS – Position Status
PUD1 through PUD3 – Position Control User
Defined Window
PUDF – Position Control User Defined Fields
PYCL – Pay Class
PYGP – Payroll Group
PYNO – Payroll Number
QADS – Applicant Education Summary
QANM – Applicant Name Inquiry
QATR – Applicant by Training Results
QATS – Applicant Training Summary
QAWK – Applicant Work History Inquiry
QBTC – Employee Benefit Type Class Inquiry
QCBF – COBRA Financial History
QCBN – COBRA Roster by Name
QCBR – COBRA Coverage Roster
QCHK – Payroll Check Status Inquiry

QCON – Contract Pay Detail History
COW – Case Officer Work Schedule
QDNM – Dependent Roster by Name
QDPM – Employee Deduction Parameters Inquiry
QDPR – Employee Dependent Roster
QDSM – Employee Deduction Summary Inquiry
QEDS – Employee Education Summary
QEGS – Employee Grievance Summary
QEIN – Employee Incident Inquiry
QEIS – Employee Incident Summary
QESD – Employee State Maint Log Detail Inquiry
QESK – Skills Bank
QETR – Employees by Training Results
QETS – Employee Training Summary
QEVS – Employee Performance Evaluation Inquiry
QEWK – Employee Work History Inquiry
GRV – Employee Grievance Inquiry
QIDX – Incident/Grievance Index
QISS – Issued Checks/Advices
QJAH – Job Notice Applicants Hired
QJNM – Job Notice Applicants by Name
QJNT – Job Notice Roster
QJTG – Job Notice by Applicant Title Group
QJTS – Job Notice Roster by Total Score
QLAU – Leave Accrual and Usage by Month Inquiry
QLBL – Leave Balance
QLDT – Employee Leave Activity Inquiry
QNCX – Historical Name Chng Cross Ref Inquiry
QPA2 – Position Agency Budget Inquiry
QPAB – Position Agency Budget Inquiry
QPAT – Position Authorization Totals Inquiry
QPBA – Position Budget versus Actuals
B2 – Position Budget versus Actuals
QPO2 – Position Organization Budget Inquiry
QPOB – Position Organization Budget Inquiry
QPSM – Employee Pay Summary Inquiry
QPSR – Position Roster
QPST – Position Status Inquiry
QPTL – Positions by Title Inquiry
QPWK – Employee Weekly Pay History Inquiry
QPYR – Payroll Summary Inquiry
QRTE – Employee Pay Rate History Inquiry
QSVM – Employee Monthly Service Hours
QSVW – Employee Weekly Service Hours
QTEN – Tenure Status Inquiry
QTRS – Timesheet Roster
QVER – Employment Verification Inquiry
QXR2 – Employee Roster by Employee ID
QXR3 – Employee Roster by Alternate ID
QXR4 – Employee Roster by Social Security Number
QXR5 – Employee Roster by Pay Location
QXR6 – Employee Roster by Agency & Organization
QXRF – Employee Roster by Employee Name
RANK – Agency Ranking
RAPL – Recommended Applicant Listing
RCAT – Report Group
RCMD – Recommendation
REFR – Referral Source
RELT – Relationship
RESD – Residency
RESP – Reserve Pay Summary
RETF – Retro Processing Frequency
REV2 – Revenue Budget Inquiry
REVB – Revenue Budget Index
RNKM – Tenure Rank
RPRF – Performance Rating Profile
RPTG – Reporting Category
RPYF – Reserve Payout Factor
RSEL – Retro Frequency Selection
RSUT – Activity Result
RSR2 – Revenue Source
RSRC – Revenue Source Index
RTRG – Retroactive Pay Trigger
SAVB – Savings Bond Deduction

SCHL – School
SEIT – Student Earnings Interface
SFTF (Soft Money Fund)
SGRT – Entity-Wide Grant Inquiry – Stnd Budget
SKLL – Skill Level
SKLS – Skill Type
SOBJ – Sub-Object
SOP2 – System Control Options - 2 of 2
SOPT – System Control Options – 1 of 2
SORG – Sub-Organization
SPAR – Site Specific Parameters
SPEC – System Special Accounts
SPRQ – Special Requirements
SREV – Sub-Revenue Source
ST – State
STEP – Step
STRG – Supplemental Pay Trigger
STTL – Sub-Title
SUFY – Name Suffix
SUSA – Applicant Transition Listing
SUSE – Employee Transaction Listing
SUSF – Document Listing
SUSJ – Job Notice Transaction Listing
SUSP – Position Transaction Listing
TARC – Table Archive Rules
TAX – Employee Tax Parameters
TAXC – Tax Class
TAXD – Tax Reporting Description
TAXM – Tax Marital Status
TAXP – Tax Parameters
TAXR – Tax Reporting
TBLI – User Defined Master Table
TCLT – Time Classification
TENM – Tenure Status Maintenance
TENS – Tenure Status
TETP – Test Type

TIMC – Time Category
TITL – Title
TRKC – Tracking
TSHT – Timesheet Pay Event Selection
TTLG – Title Group
TXEN – Tax Entity Information
ULOC – Union Local
UPRM – User Parameter
USDF – User Defined Field
USR1 through USR9 – User Defined Window
VEN2 – Vendor 1 of 2
VEN3 – Vendor 2 of 2
VEND – Vendor Index
VETS – Veteran Status
W2TG – W-2 Trigger
WDAY – Work Day Schedule
WKCY – Work Cycle
WKTP – Work Type

8/11/98



ADVANTAGE HR ACRONYMS

AACC – Automatic Leave Accrual

Used by the system to generate leave accruals for the employee during a payroll run. This is a system created and processed document.

AADD – Applicant Address Maintenance

Used to record and view changes in the applicant's home and mailing address information.

AATT – Applicant Attribute Maintenance

Used to record and view basic personal applicant information such as education at the time of application, veteran status and military service.

ACCT – Account Type

Defines various codes that are used during processing. The values of these codes are fixed in the system and may not be changed.

ACTV – Activity Index

This window displays valid codes and classifications for activities. An activity is an internal program used for definition of budgeting and/or reporting purposes.

ADDR – Employee Address Maintenance

Used to view or record employee's address/phone number. Also records changes to address/phone.

ADNT – Automatic Document Numbering

This window is used to assign document numbers to pre-printed timesheets and system and manually created timesheet documents.

AEDH – Applicant Education History

Used to record and view applicant's education history (e.g., schools, degrees, grade point averages, and major(s) and minors).

AGCY – Agency Index

This window displays valid agency code, name, and related information.

AGRT – Agency Grant Inquiry

This window contains financial and descriptive information about grants or sub-grants.

AGYA – Employee Accounting Data

Used to record and view agency-specific accounting attributes for a particular employee. (Labor expense distribution).

AGYD – Agency Specific Data

Used to record and view information regarding an employee's home organization, pay and work locations, agency-specific identification, seniority work cycle, and check distribution.

ADVANTAGE HR ACRONYMS

Page 2

AGYS – Agency Specific And Accounting Data

Used to record and view the agency-specific information and accounting attributes for a particular employee.

AGYX – Extended Agency

Used to provide information for EEO reporting purposes including the EEO Function and EEO Report Type on which the employees in the agency should be reported.

AIDC – Applicant ID Change

Used to record changes to the applicant's identification number.

ALCN – Applicant Licenses and Certifications

Used to record and view information about an applicant's licenses and certificates.

ALLT – Allotment Inquiry – Standard Budgeting

Displays allotment information.

AMAS – Applicant Tracking Mass Change Request

This window is used when a single change is to be applied to multiple Job Application (JOBA) transactions.

AMSS – Agency Messages

This window displays agency messages.

ANCH – Applicant Name Change

Used to record and view changes to an applicant's name. System changes the applicant's name on every existing record.

APEV – Applicant Evaluation

Used to record test and "other factor" information for an applicant (e.g., typing, stenography, etc. "Other Factor" example, fluency in a language).

APPR – Appropriation Index – Standard Budgeting

This window contains information concerning units of appropriation, including status information.

APP2 – Appropriation Inquiry – Standard Budgeting

This window contains information concerning units of appropriation, including status information, appropriation amounts, related allotment totals, and pre-encumbered and obligation amounts against each appropriation unit.

APRD – Accounting Period

Defines accounting periods valid in system, including year-end adjustment period.

APSA – Applicant Scheduled Activities

Used to record and view additional activities needed to process an application (e.g., an applicant may need to take an exam, complete an interview, or provide additional information)

APSR – Applicant Status Reason

This window is used to define codes which describe the reasoning used in assigning an applicant an application status code

ADVANTAGE HR ACRONYMS

Page 3

APST – Applicant Status

This window is used to define the codes which describe the status an applicant may hold in the application process.

AREF – Applicant References

This window maintains data on references for each applicant. References are identified by first and last names, and such information as title, employer, address, city/state/county, zip code and phone numbers can be maintained. In addition, the date the reference check letter was sent, and the date a response was received can be maintained, as well as comments.

ASDF – Applicant Selection Definition

This window defines applicant selection codes that are used as criteria for building recommended applicant lists.

ASKL – Applicant Skills Profile

Used to record and view skills and proficiency information for applicants.

ASSC – Applicant SSN Change

This window allows you to make changes to an applicant's social security number. Also used to delete an applicant's social security number.

ATRP – Applicant Training Profile

Used to record and view an applicant's prior training information. Information includes types of courses, where courses were taken and resulting grades.

ATTG – Applicant Tracking Title Group

Used to define the salary range, job requirements and pay policy for a specific set of job notices.

ATVY – Applicant Tracking Activity

Used to define the codes which describe any activities associated with a job notice that an applicant participates in during the interview process.

ATTR – Employee Attribute Maintenance

Used to record and view basic employee personal attributes such as date of birth, education at appointment, and veteran information.

AUDF – Applicant User Defined Fields

Defines the field which are found on Applicant Tracking user defined windows (AUS1 and JUS1). Also defines the attributed associated with these user defined fields.

AUS1 – Applicant User Defined Window

Used to enter applicant data into a user-defined window. Window can be used to enter applicant-specific or application-specific information.

ADVANTAGE HR ACRONYMS

Page 4

AWRK – Applicant Prior Work History

Used to record and view an applicant's employment history. Information includes types of work experience, applicant's current employer, and length of employment.

BAC2 – Balance Sheet Account

This window defines codes for each asset, liability reserve, or fund balance account in the system. This window can also establish higher classifications of the account codes (class, category, and group), and associate a balance sheet account with an account type.

BACC – Balance Sheet Account Index

Displays codes for each liability, reserve, or fund balance account in system.

BBAL – Balance Sheet Account Balance

This window contains balance sheet account balances for individual funds.

BALC – Leave Balance Checking

This window is a document that can be used by sites that have custom leave balance checking.

BANK – Bank Account

This window defines codes for all the bank accounts maintained. Identifies the bank handling the account and the default balance sheet code of the related cash account.

BENP – Employee Fringe Benefit Plan

Used to define benefit plans for employee fringe benefits.

BENT – Employee Fringe Benefit Type

Defines employee deduction types that are considered to be employee fringe benefits.

BLDG – Building

Defines codes that identify buildings that are part of the campus.

BNP2 – Employee Fringe Benefit Plan Include/Exclude

Defines what pay types and deduction types are included/excluded for the deduction plan listed.

BNP3 – Employee Fringe Benefit Plan Accounting

Defines accounting information for journal vouchers, vendor payment vouchers, and intra governmental payment vouchers.

BPCL – Benefit Plan Class

Defines the codes which group benefit plans.

BPLT – Benefit Policy Type

Used to identify the valid benefit type and plan combinations included in a particular benefit policy

BRCT – Benefit Report Control

Used to identify valid benefit report ID. Used to validate report identification numbers on the Benefit Type Class (BTCL) window and to specify report titles. In addition, the Benefit Class Type (BRCT) window identifies the last run date and run time for each benefit report. This data is used by the COBRA Billing Report to ensure that financial activity information is reported only once.

BTCL – Benefit Type Class

This window provides the highest level of aggregation for benefit programs. For each benefit type class, this window identifies the reports on which benefit programs falling within this class should be included the default coverage rules for benefits within this class, and whether benefits within this class fall under COBRA requirements.

BTSC – Benefit Type Sub-Class

Defines codes which further group a benefit type class.

BSTG – Benefits Statement Trigger

Used to request a benefits statement to be produced for a particular employee. Summarizes all benefit, payment and leave activity for an employee for a specified period of time.

CADR – Campus Address Maintenance

Defines primary and secondary campus addresses for employees.

CAMP – Campus

Defines codes that identify the campus.

CAMT – COBRA Attribute Maintenance

Used to view and record information about an employee's COBRA attributes. Attributes include: coverage period data, beneficiary ID, covered individual ID, mailing address, and information about disabilities.

CAST – Forecast Assumptions

This window specifies calculation assumptions for the budget preparation codes. Budget forecasting assumptions are specified for unfilled positions and incumbents in filled positions.

CATG – Event Category

Defines and identifies the types of categories including pay deduction, and leave events. Also used for pay and deduction reporting purposes (e.g., W-2 and 941 reporting) and check printing. This window also defines how events are summarized and stored on the employee's records how the leave category balances are calculated (i.e., year-to-date, inception-to-date, etc.), and how the leave category amounts are defined (i.e., hourly, daily, etc.).

CBAC – COBRA Activity Monitoring

Used to control the tracking activities to be performed for all individuals eligible for COBRA or direct payment processing.

CBBC – COBRA Billing Cycle

Defines the codes which describe the time periods during which COBRA recipients can be billed for their COBRA coverage.

CBEV – COBRA EVENT

This window defines COBRA-related and direct payment financial events (i.e., coverage costs, administrative fees, payments, and adjustments, etc.)

ADVANTAGE HR ACRONYMS

Page 6

CBMC – COBRA Message

Defines the code of any messages which can be used for COBRA benefits reports. For example, a message defined on this window can be used to inform a COBRA recipient's dependent that coverage is about to end because they have reached the maximum dependent-recipient age.

CBQE – COBRA Qualifying Event Duration

This window identifies the initial COBRA status and coverage period to be used for those COBRA transactions that are created as a result of activity occurring in the Personnel Subsystem, as a result of a sweep of dependent records, or as a result of COBRA qualified beneficiaries or covered individuals being added to the COBRA database through the COBRA Attribute Maintenance (CAMT) window.

CBSG – COBRA Stage

Defines the codes which identify the processing stages through which a COBRA participant is processed.

CBST – COBRA Status

This window identifies the lowest level of activity that is to be tracked within COBRA processing. The COBRA status is the primary control method used to advance individuals through the COBRA process.

CFBD – Consolidated Fringe Benefit Data

This window contains all of the fringe benefit data required to produce the final American Association of University Professors (AAUP) or Integrated Postsecondary Education Data Systems (IPEDS) report.

CFMT – COBRA Financial Maintenance

Used to record and view payments made by COBRA recipient. Also used to record adjustments to prior financial activity (e.g., due to insufficient funds and a payment made by a canceled check) and to manually record billing adjustment amounts.

CGRD – Course Grade

This window is used to identify possible grades employees can receive for courses given at a particular school. Also defines the percentage employees are reimbursed for course costs when they earn each grade entered on this window.

CHCK – Check Disposition

Displays current status of employee's check, and allows change the status of the check.

CHRL – Chart Rule

Defines the codes which groups employees into time periods during which they were hired. The chart rules then determine what pay or leave rate an employee receives based on the date the employee was hired or started work.

CIVS – Civil Service Status

Defines the codes which identify employees' statuses associated with civil service processes and procedures, such as permanent and provisional. Codes are established at the user's discretion based on the organization's use of this function.

CKMS – Check Message Selection

Defines personal messages to be printed on selected groups of employee checks.

ADVANTAGE HR ACRONYMS

Page 7

CLDT – Calendar Date

Defines the accounting period.

CONP – Contract Pay Summary

Provides contract pay summary information for employees processed under the regular contract pay model.

CONS – Contract Pay Summary – Smoothing Factor

Window provides contract pay summary information for employees processed under the smoothing contract pay model.

COPT – Contract/Reserve Pay Options

Used to record and view contract and reserve pay options that override options set up on other windows.

CPER – Current Period Timesheet

Used to record time worked and leave taken during the current pay period.

CPID – Contract Period Identification

Defines the codes which identify the time periods that constitute each type of contract.

CPOL – Contract/Reserve Pay Policy

This window identifies the contract and reserve pay policy's eligibility and liquidation rules.

CPRM – Check Print Parameter

Provides information to the check print process, in order to print checks or generate an electronic funds transfer (EFT) file.

CRSE – Course

Defines codes which identify educational or training courses employees can participate in and accumulate towards a degree or career advancement.

CSMT – COBRA Status Maintenance

Used to record and view COBRA status of a qualified beneficiary or other covered individual.

CTRY – Country

Defines codes which identify any countries where employees or applicants might reside.

CYCL – Pay Cycle

Defines a distinct payroll cycle period in which pay and deduction details are processed for a given group of employees.

IDED – One-time Deduction

Used to generate special "one-time" only deductions. Can be positive or negative: a positive one-time deduction reduces an employee's pay; a negative one-time deduction increases an employee's pay.

DDPL – Deduction Policy Type

Defines the codes which identify variations of each deduction type.

ADVANTAGE HR ACRONYMS

Page 8

DEDA – Deduction Plan Alternate Rates

This window defines any variations of the alternate rates relating to deduction plans that were defined on the Deduction Plan (DPLN), Employee Fringe Benefit Plan (BENP), or Employer Fringe Benefit Plan (EFBP) windows.

DEDF – Deduction Frequency

Defines the codes which identify on what time basis deductions can occur.

DEDT – Deduction Type

Defines the types of deductions available for employees.

DEDX – Marginal Tax Rates

This window establishes the marginal tax brackets, tax marital status and income level base tax amount for each tax entity for which taxes are deducted.

DEFB – Deduction/Fringe Benefits

This window categorizes employee benefit codes, deduction type and plan codes, and standard payroll codes to the appropriate American Association of University Professors (AAUP) or Integrated Postsecondary Education Data Systems (IPEDS) summarization level for reporting purposes.

DEGR – Degree

Defines codes which identify general degrees employees or applicants have achieved.

DISP – Bank Check Disposition

This window is used to translate check dispositions received from banks to system-equivalent check dispositions.

DPBN – Dependent Benefits Coverage

This window is used to override the default coverage rules for a dependent for a particular benefit type class and benefit type sub-class.

DPL2 – Deduction Plan Include/Exclude

This window defines what pay categories and deduction categories are included and excluded for the deduction plan listed.

DPL3 – Deduction Plan Accounting

This window defines accounting information for journal vouchers, vendor payment vouchers, and intra-governmental payment vouchers.

DPLN – Deduction Plan

Defines variations of each deduction type. Contains processing information on amounts and percentages, deduction frequency, whether the standard deduction amount or rate may be overridden on an employee basis and whether a special deduction routine should be performed to calculate the deduction.

DPND – Dependent Profile

Used to record and view information on all employee dependents. Information used to compute and track various health and other insurance benefits.

DPOL – Deduction Policy

Defines the codes which identify the policies associated with any deduction.

ADVANTAGE HR ACRONYMS

Page 9

DSCG – Discharge Type

Defines the codes which identify the valid types of military discharge an employee or applicant might have received upon leaving the military (i. e., honorable, dishonorable, etc.).

EADJ – External Adjustment

Used for adjusting pay, deductions, covered wages.

EAIC - Employee Alternate ID Change

Used to update and view alternate identification numbers that an employee may have. System changes the employee's alternate identification number on every existing record.

EALL – Allotment Inquiry – Extended

Contains information related to allotments (Extended Budgeting).

EAPP – Appropriation Index – Extended Budgeting

This window contains information concerning units of appropriation, including status information.

EAP2 – Appropriation Inquiry – Extended Budgeting

This window contains information concerning units of appropriation, including status information, appropriation amounts, related allotment totals, and pre-encumbered and obligated amounts against each appropriation unit.

EC SO – Case Officer

Used to identify persons who are not necessarily employees, but who are responsible for incident cases, grievance cases, and/or employee performance evaluations.

ECS2 - Case Officer Roster Inquiry

This window summarizes the information entered into the Case Officer (ESCO) window and provides a quick list of case offices. No modifications are allowed on this window.

EEDH – Employee Education History

Records employee's education history, including degrees, majors/minors received or working toward.

EEO6 – Consolidated EEO-6 Employee Data

Defines the job classifications as defined in the Fall Staff Survey reporting requirements.

EEOC – EEO Job Category

Defines job category codes for employers operating under EEO guidelines.

EEOE – EEO Employer Information

Used to view and record location and contact information about employers operating under EEO guidelines.

EEOF – EEO Function

Defines the function for employers operating under EEO guidelines.

EEOI – EEO Location

Defines work locations, grades taught, and other EEO data for employers operating under EEO guidelines for school districts.

ADVANTAGE HR ACRONYMS

Page 10

EEOM – EEO Multiple Locations

Defines multiple work locations on employers operating under EEO guidelines.

EEOR – EEO-6 Rank

Defines the job classifications as defined in the Fall Staff Survey reporting requirements.

EEX2 – Expense Budget Inquiry – Extended Budgeting

Displays the expense budget entries (includes account distribution data, budgeted amounts, pre-encumbered and encumbered amounts).

EEXP – Expense Budget Index – Extended Budgeting

Displays the expense budget data. Each line identifies a different fund/agency/organization/appropriation unit/activity/function/object combination and includes account distribution data.

EFB2 – Employer Fringe Benefit Plan Include/Exclude

Defines what pay types and deduction types are included and excluded for the benefit plan list.

EFB3 – Employer Fringe Benefit Plan Accounting

Defines accounting information for journal vouchers, vendor payment vouchers, and intra-governmental payment vouchers.

EFBP – Employer Fringe Benefit Plan

Define benefit plans for employer fringe benefits. A benefit type may have one or more benefit plans associated with it.

EFBT – Employer Fringe Benefit Contribution Type

This window is used to define fringe benefit types for the employer's contribution.

EFT – Net Pay Electronic Funds Transfer

This window initiates or terminates automatic direct deposit of an eligible employee's paycheck into a checking or savings account.

EFTC – Cancellations Not Deleted From Tape

This window displays all electronic fund transfers which have been cancelled before the electronic funds transfer tape is produced for the bank.

EGRV – Employee Grievance Detail

Used to record employee grievances.

EIDC – Employee ID Change

Used to record changes to an employee's identification number. System changes employee's identification number on every existing record.

EIND – Employee Incident Detail

Used to record employee incidents, such as a disciplinary action, medical issue, or any other type of incident that an organization wishes to track

EMER – Emergency Contact Information

Used to record and view information on two emergency contacts for each employee

ADVANTAGE HR ACRONYMS

Page 11

EMPR – Employer

This window defines information about a spouse's, dependent's, or beneficiary's employer.

EMPS – Employment Status

Defines and identifies employment status.

EMPX – Extended Employment Status Reporting

Defines which employment status codes are to be included in the Fall Staff Survey (EEO-6), IPEDS, and AAUP reporting.

ENCH – Employee Name Change

Used to record and view changes to employee's name. System changes employee's name on every existing record.

ENRL – Benefits Enrollment

Used to record and view an employee's benefits information.

EPED – Employee Performance Detail

Used to record individual evaluator's performance evaluations for that employee.

EPEV – Employee Performance Evaluation

Used to summarize employee evaluations.

ERAT – Performance Rating

Defines valid scores employees can receive from an evaluation for a specified performance rating type.

ERTP – Performance Rating Type

Defines the codes which identify the categories employees can be judged on for an evaluation.

ESKL – Employee Skills Profile

Used to record an employee's skills, such as knowledge of a foreign language or typing speed.

ESMT – Employment Status Maintenance

Used to establish an employee on the system database. Also used to record all subsequent personnel actions recorded for a given employee, including: increases and decreases in personnel, other employment status changes, salary changes and other changes to an employee's payroll profile.

ESSC – Employee SSN Change

This window defines changes to the employee's social security number.

ETHN – Ethnicity

Defines codes which identify the different possible ethnic background codes of employees/applicants.

ETRP – Employee Training Profile

Used to record training courses taken either in-house or externally by an employee. Also used to reimburse employees for tuition costs.

ETYP – Evaluation Type

Defines the codes which describe the types of reviews employees can receive during an evaluation period, such as a salary review or a performance review.

ADVANTAGE HR ACRONYMS

Page 12

EVNT – Event Type

Defines and identifies pay and leave events such as regular pay and leave without pay.

EWRK – Employee Prior Work History

Used to record employee's prior work experience/history.

EXP2 – Expense Budget Inquiry – Standard Budgeting

Displays the expense budget entries. Each line contains a different fund/agency/organization/activity/object combination. Includes account distribution data, budgeted amounts, and pre-encumbered and obligated amounts.

EXPB – Expense Budget Index – Standard Budgeting

Displays the expense budget data. Each line identifies a different fund/agency/organization/activity/function/object combination and includes account distribution data.

FACT – Other Factors

Defines codes describing any factors considered in the recruiting process which relate to applicants, but are not included in any other category (i.e., if an applicant is fluent in a foreign language, this should be defined on this window).

FAGY – Fund Agency Index

Displays all the fund/agency combinations that are valid in the system. Also displays the various budget options for each fund/agency combination.

FAMC – Family Court/Family Court Arrears/Bankruptcy

Records deductions that need to be entered because of a family or bankruptcy court order.

FBAL – Fund Balance

Allows user to specify a minimum dollar amount to maintain in a fund.

FBFP – Fringe Benefit Forecast Profile

Details information on each fringe benefit in a fringe benefit profile group. Also allows adjustments and overrides the base fringe benefit type and plan for budget forecasting purposes.

FBPR – Fringe Benefit Profile

Defines codes which identify groups of fringe benefit plans.

FGY2 – Fund Agency

Defines all the fund/agency combinations that are valid in system. Also specifies various budget options for each fund/agency combination.

FICL – FICA Class

Defines the employee and employer's participation in the OASDI and Medicare portion of FICA.

FINI – HR Bank Account

Defines each bank account used in system payroll processing which is assigned on ADVANTAGE HR BANK account code

FLHR – FLSA Hours

Defines hours charged against an FLSA plan type

ADVANTAGE HR ACRONYMS

Page 13

FLPR – FLSA Profile

This window associates the permissible combinations of FLSA plans and pay types and provides fields to set up the control of pay for compensatory time.

FLWK – FLSA Work Cycle

Defines the codes that are used by the Pay Cycle (CYCL) window to define time periods which constitute a normal work schedule for different FLSA plan types.

FSYR – Fiscal Year

Defines which accounting and budget fiscal years are valid in system. Includes prior, current and next fiscal years.

FUN2 – Fund

Defines values for all funds in your system. Specifies, for each fund, how the financial system is to handle various control options.

FUNC – Function

Defines valid codes for function, and may also group similar functions into higher level classification.

FUND – Fund Index

Displays values for all funds defined in the system.

GARN – Garnishment

Used to record and view information relating to garnishment of employee's wages.

GBLT – Grant Budget Line Inquiry

Contains one line for each budget line within a grant.

GDES – Grant Description 1 of 2

Defines valid grants in the system.

GDE2 – Grant Description 2 of 2

Defines valid grants in the system.

GEOG – Geographic Location

Defines codes which identify the area where an applicant currently resides, or the area where an applicant is seeking employment.

GFYT – Grant Fiscal Year Inquiry

Provides summaries of grant data by fiscal year and quarter.

GMSS – General Messages

This window records dated general messages.

GRDE – Grade

Defines codes which can be used to determine employees' pay or promotion schedules

GRPT – General Reporting Category

Defines valid values and associated descriptive names for general reporting category values.

ADVANTAGE HR ACRONYMS

Page 14

INSC – Insurance

Defines the codes which identify insurance companies which are recognized by site.

IRTG – Interview Rating

Defines codes which describe applicants' performance during the interview process.

ISTS – Incident/Grievance Status

Defines the codes which identify the possible status for each type of incident or grievance case, such as active or closed.

IST2 – Incident/Grievance Status Inquiry

Displays an alphabetical list of the valid status codes of a particular incident or grievance type.

ITY2 – Incident/Grievance Type Inquiry

Displays an alphabetical list of valid incident and grievance type codes.

ITYP – Incident/Grievance Type

This window is used to record, update, change and delete codes for the types of incidents and grievances in which employees might be involved.

JBRQ – Job Requirements

Defines any requirements of a specified job notice.

JBST – Job Notice Statement

This window is used to record and view a job description in textual form.

JNOT – Job Notice Profile

This window is completed by the agency responsible for processing and/or positing notices.

JNSA – Job Notice Schedule

This window maintains a schedule of events which need to be tracked and completed during the life of the job positing (e.g., put ad in local newspaper, post opening internally, select applicants for interview).

JNSR – Job Notice Status Reason

Defines the codes which describe the basis for assigning a job notice a particular status.

JNST – Job Notice Status

This window is used to define the codes which identify the possible status a job notice might have.

JNTP – Job Notice Type

Defines the codes which group job notices into categories.

JOB1 – Job Interview

Used to record and view basic interview information such as interview date, interview start and end time, interviewer ID and interview location. Comment lines are provided at the bottom of the window. The Job Interview (JOB1) window stores subjective evaluations of applicants.

JOB2 – Job Inquiry 1 of 2

This window contains all descriptive and summary level information about a job. The window is maintained by the system as a result of the Job Control (JB) documents processed by the system.

JOB 3 – Job Inquiry 2 of 2

Contains all descriptive and summary level information about a job. The information in these windows is maintained by the system as a result of the Job Control (JB) documents processed by the system.

JOBA – Job Application

Used to record and view basic job application information such as applicant ID, name, application date, job notice ID, referral source, start date, and work cycle. Each application must be for a particular job, identified by a job notice ID. The applicant can apply for several different jobs by submitting one application for each unique job notice ID. Applicant can be current or previous employee, or potential new hire. Each time the status of the application changes, the Job Application transaction is used to update the record. A status change might change from the initial application to a rejected state. At least one job application must be entered for the applicant before any other applicant-related information can be entered. This window is the point of entry into the system for a new applicant.

JOBT – Job Index

This window stores summary level information about a job. Is maintained as a result of Job Control (JB) documents processed by the system.

JSTA – Job Statement

Defines codes which identify statements found on a Job Notice Statement (JBST) window.

JUS1 – Job Notice User Defined Window

This window is a user-defined window used to enter data relating to job notices. Window can be used for data entry if Applicant/Job Notice ID on Applicant User-Defined Fields (AUDF) is set to Job Notice.

LABR – Labor Redistribution

Used to change the accounting information of payments that have already been posted. A Labor Redistribution never affects the employee's pay.

LACT – Leave Action

Defines codes which identify the action to take for a particular leave category when performing balance checking.

LCNS – Licenses and Certifications

Used to record and view information about employee's licenses and certifications.

LDPR – Labor Distribution Profile

This window sets up accounting distributions to which pay resulting from leave events can be charged.

LEAV – Leave Accrual

Used to manually accrue leave for an employee.

LEVF – Leave Frequency

Defines codes which identify how often leave balances are accrued (i. e. weekly, biweekly, monthly). The Leave is entered on the Leave Policy Type (LPET) and Pay Cycle (CYCL) window

LEVY – Tax Levy

Used to record and view information relating to tax levy deduction taken from employee's wages

LOC – Location

This window is used to record address and phone information for pay and work locations.

LPCT – Leave Category

This window lists all leave categories for a given leave policy. Also indicates the frequency of periodic balance checking for a given category.

LPET – Leave Policy Type

Defines all valid leave types for a given leave policy. For each leave type entered, leave event parameters such as minimum and maximum amount limits are specified.

LPOL – Leave Policy

Defines codes which identify all leave policies used by an agency to govern employee leave processing.

LPRL – Leave Progression Rule

This window is used to track the various, progressively increasing leave accrual rates of employees. The window provides a mechanism for retrieving leave accrual rates based on length of service, from the Leave Rate (LPRT) window.

LPRT – Leave Rate

Defines the guaranteed minimum leave accrual the minimum number of hours required for accrual, the standard number of hours required and the standard accrual rate for each leave type.

LTYP – License Type

Defines codes which identify the different kinds of licenses that are valid in the system.

MAJR – Formal Education Major

Defines codes which identify any type of formal education an employee or applicant has received. Defines both majors and minors.

MAPP – Mass Approval Trigger

This window is used to approve pending payments. Approvals can be made according to agency, organization, or retro processing run number.

MAS2 – Mass Change Requests for Agency Specific and Accounting Data

This window is used when the change would ordinarily be accomplished on an employee-by-employee basis through the use of the Agency Specific and Accounting Data (AGYS) window (i.e. change pay location, change work location, and change accounting attributes).

MAS3 – Mass Change Requests for One-Time Transactions

This window is used to produce one-time transactions for many employees at one time. One time transactions are those normally entered on the following windows: One-Time Payment (IPAY) to generate a one-time payment for a specific amount, One-Time Deduction (IDED) to generate a one-time deduction for a specific amount or rate, Retroactive Pay Trigger (RTRG) to generate a request to perform a retroactive pay calculation, and Supplemental Pay Trigger (STRG) to request to include an employee in a supplemental pay cycle

Mass change processing allows transactions to be produced for a large group of employees according to designated selection criteria

ADVANTAGE HR ACRONYMS

Page 17

MASS – Mass Change Requests for Employee Status Maintenance

This window is used when a change is needed that requires updates to Employment Status Maintenance (ESMT) transactions. The MASS window provides a method for updating the attributes of a large group of employees (i.e. Change Employment Status, change Payroll Number, change Pay Class, change Title and/or Sub-title, change Override Grade, change Step, change Home Agency and/or Organization, change Union Local and/or Member affiliations, change Pay Rate, add a new Pay Type, and apply a percentage increase/decrease to an existing Pay Rate).

MILB – Military Branch

Defines the codes which identify the valid branches of the military in which an employee or applicant might have served.

MILR – Military Rank

Defines the codes which identify the valid ranks applicants or employees hold or may have held while serving in the military.

MISC – Miscellaneous Deduction

Used to record and view information pertaining to the following types of deductions; awards/fines insurance premiums, pension arrears, pension loan payments, credit union, charitable contributions, and deferred compensation.

MSTS – Marital Status

Defines the codes used to describe marital status of employees and applicants.

NEMP – New Employee

This window is used to add an employee to the database and create a basic employee profile.

NMCR – Name Change Reason

Defines codes which describe the different reasons why an employee or applicant might have changed their name (i.e. marriage, divorce, etc.).

OBJ2 – Object

Defines objects of expenditure that appear in the expense budget and on spending transactions. Also establishes higher level classifications of the object codes.

OBJT – Object Index

Displays objects that may be used on expense budget and on spending and revenue documents. Also displays higher level classifications of the object codes.

OCCG – Occupational Group

Defines the codes which identify any groups of similar employees that would be grouped together (i.e. clerks, secretaries, and receptionists would be grouped as Administration).

OCHC – Online Check Calculation

Used to perform the supplemental pay processing necessary to produce a check for an employee.

OCHP – Online Check Approval/Print

Used to process online checks, which have been produced through the Online Check Calculation (OCHC) window.

ADVANTAGE HR ACRONYMS

Page 18

OPAY – Overload Payment Generator

This window provides an “easy to use” facility to take a single calculated payment and divide it over multiple payroll periods.

ORG2 – Organization

Organizations are breakdowns of agencies. Agencies are divided into any number of organizations, and one agency can divide into organizations without requiring other agencies to divide. Organization (ORG2) defines valid organization values and creates agency/organization relationships. This table also allows the definition of a twelve-level hierarchy among organizations.

ORGN – Organization Index

Displays valid organization values and displays agency/organization relationships.

IPAY – One-Time Payment

Used to make special “one-time” only payments to employees. (Can be negative or positive: positive payments increase employee’s pay; negative payments decrease employee’s pay.)

PACT – Personnel Action

Defines the results of those actions that affect an employee’s employment status, title and pay.

PAMT – Position Authorization

Used to define the authorized strength of a position for a fiscal year.

PAPC – Proposed Authorized Position Changes

Allows proposed changes to authorized full time equivalents and incumbent counts for budget forecasting without modifying actual authorized full time equivalents and incumbent counts.

PART – Personnel Action Reason

This window defines the codes which describe the basis for assigning different personnel actions.

PASS – Pass Information

Used to record information about which passes have been issued to employees. Also used to view complete history of each employee’s passes.

PAYF – Pay Event Frequency

Defines the frequency codes entered on the Event Type (EVNT) window which are used on the Pay Cycle (CYCL) window to indicate when a payment should be issued. (i. e. once a month).

PBM2 – Position Actual Expenditures Adjustment

Used to view and make adjustments to actual expenditures posted from the Position Control General Ledger Interface when needed to and to post year-to-date actuals during conversion.

PBMT – Position Budget Maintenance

This window allows you to budget positions over a twelve-month period.

PDED – Pending Deduction

Used to view the deductions pending for an employee, to define the type of cycle in which the deduction is picked up, and whether this deduction should replace a permanent deduction. Deletions for one-time deductions are also processed on this window.

ADVANTAGE HR ACRONYMS

Page 19

PEDT – Personnel Edit Rules

Allows user to specify additional edits for a particular personnel action/personnel action reason combination on the Employee Status Maintenance (ESMT) window.

PEFP – Pay Event Forecast Profile

Details information on each pay event within a pay event profile group.

PEND – Pending Payment

Allows you to approve, hold, or delete a pending payment for an employee. Also used to switch payments from the regular pay cycle to a supplemental pay cycle.

PENS – Pension Profile

Used to record and view information pertaining to an employee's pension plan and pension deductions.

PEPR – Pay Event Profile

Defines the codes which identify groupings of pay events.

PERD – Pay Period

Defines time and pay parameters for each pay period. After initial entries for each pay period are established, this window is automatically updated for each payroll number in each pay period.

PEX2 – Override Budget Level

Defines whether or not an expense category can be overridden, and on what level it can be overridden.

PEXP – Expense Category

Defines the codes which identify the expenses that are found on an expense budget for various budget levels.

PMID – Parameter ID

Defines the codes which identify various forecasting runs. Naming different forecasting runs allows the results of several forecasting runs to be saved and analyzed before a decision is made to load budget preparation records or Position Budget Maintenance transactions.

PNST – Pension System

Defines the codes which identify the types of pension plans in which employees can enroll

PPER – Prior Period Timesheet

Used to record time worked and leave taken for a prior pay period.

PPET – Pay Event Type

Defines whether or not a pay event is valid for a specified pay policy and defines how pay for the event is calculated.

PPOL – Pay Policy

Defines the codes which describe valid pay policies applicable each pay period.

PPRI – Pay Progression Rule

Defines the codes which provide a mechanism for retrieving pay event rates. These pay event rates are based on length of service. The system calculates length of service based on event data and the progression start date from the employee's assignment record.

ADVANTAGE HR ACRONYMS

Page 20

PPRT – Pay Rate

Defines an organization's pay plans and allows an employee's pay to be table-driven. Depending on the options selected on the Site Specific Parameters (SPAR) table, pay rates can be established on Pay Rate (PPRT) for any combination of grade, step, pay chart or pay progression.

PRB2 – Project Budget Line Inquiry (2 of 2)

Provides the means to plan and control project spending by sub-project and phase. Organized by fund, agency, project, sub-project and phase.

PRBL – Project Budget Line Inquiry

Provides the means to display project spending by sub-project and phase. Organized by agency, project, sub-project and phase.

PREX – Name Prefix

Defines possible name prefixed of employees and applicants (i.e. Mr. and Mrs.).

PRNT – Print Control

Provides printer queue data.

PSBP – Position Budget Preparation

Defines the budget preparation codes associated with position control.

PSBT – Position Budget Preparation

Defines the budget preparation codes associated with position control.

PSBS – Position Budget Status

Defines the codes which identify the possible status a budget can have (i.e. the budget for a managerial position might have a status of "Open").

PSEL – Parameter Selection

Identifies the agencies and organizations to be included in a forecasting run.

PSET – Parameter Budget Type Selection

This window links budget types to forecast runs. This window can only be used if your site uses the Advanced Budget Preparation Subsystem.

PSMT – Position Status Maintenance

Used to create a new position, change the status of an existing position, and define or change profile attributes of a position.

PSTP – Pass Type

Defines the codes which identify the types of passes issued to employees (i.e. a security badge that provides access into buildings or secured areas).

PSTS – Position Status

Defines valid position status codes for position status maintenance transactions. This window sets flags controlling what activities are permitted based on the type of position status such as appointment activity, recruitment activity, or if the position status allows creation of new position.

ADVANTAGE HR ACRONYMS

Page 21

PUD1 through PUD3 – Position Control User Defined Window

Used to enter position control data such as a statement of job responsibilities into a user-defined window. There are a total of three user-defined windows: PUD1, PUD2, AND PUD3.

PUDF – Position Control User Defined Fields

This window allows you to create fields for a position control user defined window (PUD1-PUD3). The field position, name and length are defined. You can indicate whether the information to be entered on this field should be alphanumeric, numeric, or a date.

PYCL – Pay Class

Defines the grouping for employees whose pay is calculated in an identical manner. The Pay Class code on an employee's record informs the system on how to interpret an employee's permanent pay parameters, and to receive rates of pay from the Pay Rate (PPRT) window for table-driven pay.

PYGP – Payroll Group

Defines the group of employees for check printing purposes based on their assigned pay cycle.

PYNO – Payroll Number

Defines the payroll numbers used to group employees for whom pay is generated at the same time. Also identifies the payroll group with which a payroll number is associated.

QADS – Applicant Education Summary

Summarization of applicant's education history.

QANM – Applicant Name Inquiry

This window provides a convenient way to look up basic information about an applicant using the applicant's name.

QATR – Applicant by Training Results

Lists all the active applicants who have enrolled in, taken, and/or completed a particular course.

QATS – Applicant Training Summary

Summarizes an applicant's training profile.

QAWK – Applicant Work History Inquiry

This window retrieves work history information relating to a specific employee in reverse chronological order. Details button retrieves the Applicant Prior Work History (AWRK) window to enter or view more detailed data on the applicant's work history.

QBTC – Employee Benefit Type Class Inquiry

Displays all the benefit type classes an employee is eligible for, the benefits the employee is enrolled in, and the deduction type(s) and plan(s) of the employee's deduction.

QCBF – COBRA Financial History

Provides a consolidated history of all financial activity that has occurred within a COBRA account.

QCBN – COBRA Roster by Name

This window allows a user to retrieve a list of employees enrolled in COBRA by employee name, employee ID, qualified beneficiary ID, and covered individual ID

ADVANTAGE HR ACRONYMS

Page 22

QCBR – COBRA Coverage Roster

This window provides the list of people associated with an employee who are, or were at one time, eligible for COBRA coverage.

QCHK – Payroll Check Status Inquiry

Displays summary and detail information about a check or Electronic Funds Transfer (EFT).

QCON – Contract Pay Detail History

Provides a summary of the payroll activity by contract for each payroll run.

QCOW – Case Officer Work Schedule

Displays a list of all incident and grievance cases assigned to a particular case officer.

QDNM – Dependent Roster by Name

Provides an alphabetic listing of all dependents.

QDPM – Employee Deduction Parameters Inquiry

Displays all the effective deductions for a selected employee. This window displays the effective and expiration dates, codes and descriptions for the deduction type and plan, amount or rate of the deduction, and frequency with which the deduction is taken.

QDPR – Employee Dependent Roster

Displays all dependents for an employee as of the specified selection date. Also shows whether each dependent is covered for the specified Benefit Type Class and Sub-Class values.

QDSM – Employee Deduction Summary Inquiry

Displays an employee's annual and quarterly deduction amounts for each deduction category.

QEDS – Employee Education Summary

Summarizes an employee's education history.

QEGS – Employee Grievance Summary

Summarizes all activity associated with one or many employee grievances.

QEIN – Employee Incident Inquiry

Displays a list of all incidents that meet certain user-specified criteria (i.e., all work-related accidents being investigated).

QEIS – Employee Incident Summary

Summarizes all the activity associated with incidents logged for an employee.

QESD – Employment State Maintenance Log Detail Inquiry

Provides a quick way to scan a broad range of basic employee information.

QESK – Skills Bank

Lists all employees and/or applicants who possess a particular skill.

QETR – Employees by Training Results

Lists all the active employees who have taken or are taking a particular course. Employee's course grade is displayed.

QETS – Employee Training Summary

Summarizes an employee's training profile by listing all of the courses that a particular employee has taken or is taking. Includes the total number of course credits for the courses displayed.

QEVS – Employee Performance Evaluation Inquiry

Used to view a list of all of the performance evaluations associated with a particular employee.

QEWK – Employee Work History Inquiry

Summarizes an employee's work history. Information displayed in reverse chronological order.

QGRV – Employee Grievance Inquiry

Displays list of grievances that meet specified criteria (i.e., all grievances that require arbitration).

QIDX – Incident/Grievance Index

This window displays a list of incidents and grievances by reference number.

QISS – Issued Checks/Advices

Displays all issued checks/advices for a selected employee. Summary pay information, such as gross pay, deductions, and new pay, is displayed for each issued check/advice.

QJAH – Job Notice Applicants Hired

Listing of applicants hired for a specific Job Notice

QJNM – Job Notice Applicants by Name

Applicant summary information for a specific job posting.

QJNT – Job Notice Roster

Displays job notices by identification number. Includes information on description of the job, status, title group, agency, organization, and position number.

QJTG – Job Notice by Applicant Title Group

Displays all Job Notices classified in the same Applicant Tracking Title Group, which is assigned when the job notice is created.

QJTS – Job Notice Roster by Total Score

Listing of applicants ranked by weighted scores as of the date of the inquiry.

QLAU – Leave Accrual and Usage by Month Inquiry

Displays summary of employee's leave category, current balance, accruals, and usage by month for the year selected.

QLBL – Leave Balance

Leave balance information.

QLDT – Employee Leave Activity Inquiry

Leave captured in terms of accrual and usage types at the detailed and summary level

ADVANTAGE HR ACRONYMS

Page 24

QNCX – Historical Name Change Cross Reference Inquiry

This window tracks name changes for applicants and employees across the entire system by displaying a cross-reference of an applicant's or employee's historical and current names.

QPA2 – Position Agency Budget Inquiry

Displays agency-wide budget vs. actual by expense category for the fiscal months seven through twelve. Provides a mechanism for monitoring actual against plan for expenditures and budgeted units such as hours.

QPAB – Position Agency Budget Inquiry

Displays agency-wide budget vs. actual by expense category for the fiscal months one through six. Provides a mechanism for monitoring actuals against plan for expenditures and budgeted units such as hours.

QPAT – Position Authorization Totals Inquiry

Provides fiscal year totals for authorized, filled, and vacant positions.

QPBA – Position Budget versus Actuals

Displays budgeted units and/or dollars vs. actual expended units and/or dollars over the first six months of a fiscal year for each expense category.

QPB2 – Position Budget versus Actuals

Displays budgeted units and/or dollars vs. actual expended units and/or dollars over the second six months of a fiscal year for each expense category.

QPO2 – Position Organization Budget Inquiry

Provides rollup reporting by displaying an organization-wide budget vs. actual for each expense category (Months 7-12).

QPOB – Position Organization Budget Inquiry

Provides rollup reporting by displaying an organization-wide budget vs. actual for each expense category (Months 1-6).

QPSM – Employee Pay Summary Inquiry

Used to look up an employee's wages during a specified time period. Displays employee's earnings for a calendar year as well as the breakdown of earnings by quarter. It is available for one or all of an employee's pay categories for multiple years, with the most recent year displayed first.

QPSR – Position Roster

Provides a detailed history of past and current incumbents of a position.

QPST – Position Status Inquiry

Provides a detailed history of the past, current and future status of positions.

QPTL – Positions by Title Inquiry

Displays current position data within an agency and organization sorted by title.

QPWK – Employee Weekly Pay History Inquiry

Used to view an employee's weekly earnings for a particular period and category of pay.

ADVANTAGE HR ACRONYMS

Page 25

QPYR – Payroll Summary Inquiry

Displays pay, deduction, and subject gross summaries that appear on a specified report for an employee. The summaries to be included on this inquiry are defined on the Tax Reporting (TAXR) window.

QRTE – Employee Pay Rate History Inquiry

This window displays detailed pay rate information for an employee. Also used to scan an employee's pay progression.

QSVM – Employee Monthly Service Hours

Used to display all accumulated monthly service hours, year-to-date service hours, and inception-to-date service hours.

QSVW – Employee Weekly Service Hours

Used to display year-to-date service hours inception-to-date, and the amount of hours served in each week of the displayed years.

QTEN – Tenure Status Inquiry

Displays the tenure status' that have been assigned to an employee on the Tenure Status Maintenance (TENM) window.

QTRS – Timesheet Roster

Displays employee current period and prior period timesheets for a given pay location and a given pay period.

QVER – Employment Verification Inquiry

Used to display consolidated employee information taken from the Employment Status Maintenance, Employee Address, and Employee Attribute windows.

QXR2 – Employee Roster by Employee ID

Listing of all employees and basic information for each employee sorted by employee ID.

QXR3 – Employee Roster by Alternate ID

Listing of all employees and basic information for each employee sorted by alternate ID.

QXR4 – Employee Roster by Social Security Number

Listing of all employees and basic information for each employee sorted by Social Security Number.

QXR5 – Employee Roster by Pay Location

Listing of all employees and basic information for each employee sorted by Pay Location Code.

QXR6 – Employee Roster by Agency & Organization

Listing of all employees and basic information for each employee sorted by agency and organization.

QXRF – Employee Roster by Employee Name

Listing of all employees and basic information for each employee sorted by employee name.

RANK – Agency Ranking

Used to define the codes which describe the preference an applicant might have for one agency in comparison to another (i.e. if an applicant prefers agency 010 to agency 020, agency 010 would be given the higher preference code, as defined on this window)

ADVANTAGE HR ACRONYMS

Page 26

RAPL – Recommended Applicant Listing

This window displays all applicants meeting the applicant selection criteria as defined by an Applicant Selection ID on the Applicant Selection Definition (ASDF) window. Window can also be used to generate job applications by entering a job notice ID, applicant status, status reason, and status date.

RCAT – Report Group

Defines valid report group codes used for inquiry and reporting purposes.

RCMD – Recommendation

Used to define codes which describe any recommendations relating to applicants (i.e. an interviewer can recommend that an applicant is suited for a management position based on his or her background).

REFR – Referral Source

Used to define the codes which identify the possible sources where an applicant heard of the job opening.

RELT – Relationship

Used to define the codes which describe the relationship of an individual (e.g., applicant or beneficiary) to an employee.

RESD – Residency

Defines the codes which identify the geographic areas as they are dictated by employment regulations. The residency code is useful for determining if employees are a resident of an area or if they must have a waiver to be eligible to work at the organization.

RESP – Reserve Pay Summary

Provides reserve balance information for contract pay employees.

RETF- Retro Processing Frequency

Defines the codes used on the Retro Frequency Selection (RSEL) window, and in parameters for retroactive pay processing jobs.

REV2 – Revenue Budget Inquiry

Displays the revenue budget entries. Each line includes account distribution data, budgeted amounts, and amounts recognized.

REVB – Revenue Budget Index

Displays the revenue budget entries. Each line is a different fund/agency/organization/activity/revenue source combination.

RNKM – Tenure Rank

Defines the internal faculty rank values of employees within the institution and the applicable Fall Staff Survey (formerly EEO-6) mandated rank codes defined on the EEO-6 Rank (EEOR) window.

RPRF – Performance Rating Profile

Used to define the codes which identify how employees are grouped for evaluation ratings.

ADVANTAGE HR ACRONYMS

Page 27

RPTG – Reporting Category

Defines general purpose reporting categories for individual agencies. Each agency chooses whether it wants to use the values, and if so, how it wants to use them: what type of data it wants to have summarized by reporting category reports, and what the actual values are. This window also supports the Grant Master (GM) method of creating grants. Budget categories within the grant are identified with reporting category values, within agency.

RPYF – Reserve Payout Factor

Used to determine the factor to be used for contract or reserve calculation purposes depending on the contract model in effect.

RSEL – Retro Frequency Selection

This window, along with the Retroactive Pay Trigger (RTRG) window, controls the scheduling of retro calculations and payments. This window lets you control when certain groups of employee retroactive triggers are to be processed.

RSLT – Activity Result

Used to define codes which describe applicants' performance in different tests and activities during the interview process.

RSR2 – Revenue Source

Defines revenue sources that appear in the revenue budget and on revenue transactions. Also establishes higher-level classifications of the revenue source codes and identifies the default balance sheet account charged to offset revenue recognition entries in the ledgers.

RSRC – Revenue Source Index

Displays revenue sources that appear in the revenue budget and on revenue transactions. Also displays higher level classifications of the revenue source values.

RTRG – Retroactive Pay Trigger

Used to view and modify automatically generated retroactive pay triggers, and enter manual triggers for situations where automatic triggers do not occur, such as when a change to a table-driven pay rate occurs.

SAVB – Savings Bond Deduction

Used to record and view information regarding employees' savings bond deductions.

SCHL – School

Defines the codes which identify any educational institutions employees or applicants have attended or are attending.

SEIT – Student Earnings Interface

This window provides information required by the SIS Disbursed Adjustments (AJST) records that is not otherwise available in ADVANTAGE HR.

SFTF (Soft Money Fund)

Defines soft money funds that are not part of the general operating budget of a higher education institution. Soft money funds may be used to pay the faculty of a college or university.

ADVANTAGE HR ACRONYMS

Page 28

SGRT – Entity-Wide Grant Inquiry – Standard Budgeting

Contains one line of summary data per main grant or block grant, when sub-grants or block grants administered by more than one agency are represented in Agency Grant Inquiry (AGRT).

SKLL – Skill Level

Used to identify the possible skill or proficiency levels for a given skill.

SKLS – Skill Type

Used to define codes which identify skills employees might possess that would be of value to the organization, and the minimum and maximum levels of each skill that are recognized by the system.

SOBJ – Sub-Object

Sub-objects are divisions of individual objects. An object may divide into any number of sub-objects or not divide at all. This window is optional.

SOP2 – System Control Options - 2 of 2

This window establishes system-wide budget and accounting controls. The options chosen affect the operation of ADVANTAGE Financial and how it handles the transactions entered for processing.

SOPT – System Control Options –1 of 2

This window established system-wide budget and accounting controls. The options chosen affect the operation of ADVANTAGE Financial and how it handles the transactions entered for processing.

SORG – Sub-Organization

Sub-organizations are divisions of individual organizations. An organization may divide into any number of sub-organizations or not divide at all.

SPAR – Site Specific Parameters

Provided to the user to support individual site needs.

SPEC – System Special Accounts

Defines default accounts and some special-purpose accounts for the entire financial system. The accounts in this window affect how the financial system records documents in its ledgers.

SPRQ- Special Requirements

Used to define codes which identify special abilities applicants must have to be eligible for a job, such as fluency in speaking/writing Spanish, or an ability to type proficiently at over 85 wpm.

SREV – Sub-Revenue Source

Sub-revenue sources are divisions of individual revenue sources. A revenue source may divide into any number of sub-revenue sources or may not divide at all.

ST – State

Used to establish valid values for each state and to provide descriptions for records and inquiries. Also contains a country code field to associate a country with the state entries.

STEP – Step

Used to define the pay and leave accrual rates within a grade

ADVANTAGE HR ACRONYMS

Page 29

STRG – Supplemental Pay Trigger

Designates which employees need to be processed in an offline supplemental Gross-to-Net run.

STTL – Sub-Title

This window identifies the set of pay, leave and deduction policies and the FLSA profile that govern employees in a particular title. You can have multiple sub-titles per title.

SUFX – Name Suffix

Defines possible name suffixes for employees and applicants (i.e., Jr. and Sr.).

SUSA – Applicant Transition Listing

This listing is used to retrieve and act on suspended data pertaining to applicants. This area is a temporary holding place for data uploaded to the database, or for data that has been updated to suspense for processing at a later date.

SUSE – Employee Transaction Listing

This window is used to retrieve and act on data. A temporary holding place for data uploaded to the database and data as a result of online updates.

SUSF – Document Listing

Used to retrieve and act on documents whose updates or deletions have been suspended (put on hold). A temporary holding place for data uploaded to the database and data as a result of online updates.

SUSJ – Job Notice Transaction Listing

This window is used to retrieve and act on data pertaining to jobs. The suspense file is a temporary holding place for data being uploaded to the database or entered online.

SUSP – Position Transaction Listing

Used to retrieve and act on data pertaining to positions. The position suspense area is a temporary holding place for data uploaded to the database or updated online.

TARC – Table Archive Rules

Defines the selection criteria for archiving records.

TAX – Employee Tax Parameters

Used to record and view information on an employee's tax class, tax deductions, tax status, and tax allowance. Information is drawn from employee's W-4 form and state and local tax withholding forms.

TAXC – Tax Class

Identifies the taxes to which an employee in the class is subject.

TAXD – Tax Reporting Description

Defines the report items belonging to each report ID. These report items are used to group categories on the Tax Reporting (TAXR) window for reporting or inquiry purposes.

TAXM – Tax Marital Status

Defines the codes which identify possible marital status employees can claim on tax forms

TAXP – Tax Parameters

Defines the tax rules for each deduction type and plan by tax marital status

ADVANTAGE HR ACRONYMS
Page 30

TAXR – Tax Reporting

Used to define which pay and deduction categories are included or excluded on such reporting processes as W-2s, Quarterly summary Reporting, 1099-Rs, and 1042-Ss. Also defines which pay or deduction categories are included in the Payroll Summary (QPYR) inquiry.

TBLI – User Defined Master Table

Allows user to define a site-specific list of codes.

TCLT – Time Classification

Defines the codes which identify the different periods of time, which comprise valid work weeks.

TENM – Tenure Status Maintenance

Used to establish and track an employee's tenure information. Records all subsequent tenure status and to view a history of the employee's tenure status.

TENS – Tenure Status

Defines codes used to track the advancement of employees through the tenure tracking process. Also controls the automated rollover process that creates Tenure Status Maintenance transactions.

TETP – Test Type

Defines the codes which describe any tests an employee might have to pass in order to be eligible for a job notice.

TIMC – Time Category

Defines codes that specify either a Labor Distribution Profile or an Object/Sub-Object to which overtime hours are posed.

TITL – Title

This window defines and identifies the title of the employee's job. It establishes job information including FLSA exemption, EEO category, occupational group, grade, union membership, and salary minimum and maximum.

TRKC – Tracking

Defines the classification of employees for use during tenure tracking, which provides a means to group employees together for tenure reporting purposes.

TSHT – Timesheet Pay Event Selection

Used to indicate pay and leave event type codes to be printed on a timesheet for an employee.

TTLG – Title Group

Defines the codes which identify the groups of titles assigned to employees.

TXEN – Tax Entity Information

This window records the Federal Identification Number (FIN) and state identification number for each employer at a multiple employer site.

ULOC – Union Local

Defines the codes which identify unions to which employees belong.

ADVANTAGE HR ACRONYMS

Page 31

UPRM – User Parameter

Defines parameters for programs that use unformatted parameters (e.g. supplemental gross-to-net, general archiving, retroactive pay processing, etc.) online prior to running an offline process.

USDF – User Defined Field

Creates fields for a user-defined window.

USR1 through USR9 – User Defined Window

This window is a user-defined window that displays user created fields. System offers up to nine user-defined windows.

VEN2 – Vendor 1 of 2

Defines values for vendors, organizations, and persons to whom you want to make payments.

VEN3 – Vendor 2 of 2

Defines values for vendors organizations, and persons to whom you want to make payments or from whom you will purchase.

VEND – Vendor Index

Displays values for vendors to whom you make purchases and payments.

VETS – Veteran Status

Defines codes that identify the status an employee/applicant can claim regarding their veteran standing.

W2TG - W-2 Trigger

This window allows users to produce W-2 forms for specified employees.

WDAY – Work Day Schedule

Defines normal workdays, off days (i.e., weekends), holidays, and contract workdays for each work cycle.

WKCY – Work Cycle

Defines the scheduled shifts, hours, and days that constitute the entered work cycle.

WKTP - Work Type

Defines codes which identify the duties or positions employees or applicants can fill or filled in the past.