

USPS
Apr 16 19

OEEN USPS System

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2. USPS_PRC Payroll Processing Programs
3. USPS_RPT Report Generation Programs
4. USPS_ANN Annual / Quarterly Programs
5. USPS_INQ Inquiry Programs
6. USPS_SAL Salary Schedule Programs
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8. USPS_UDMS User Report Writing/Data Extraction/Inquiry Tool for USPS
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11. USPS_LCL Locally Defined USPS Menu

Menu>Choose USPS_LCL menu option

USPS_LCL
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Locally Defined Programs and Utilities

Local Menu

31. EMAIL_PAID Email Employees/Lists Email Address/Last Paid/Since 12/2017
 32. EMISRPT EMIS Information Reported From The USPS Files
 33. EMPDED Lists Ssn, Name, Emp/Bd Amt, Cycle, Start/Stop Dates, Dedytd
 34. EMPLOYEE Listing Of Active Employees Subtotald By Building
 35. EMP_IDS : All Employees - Lists Ssn, Employee Id, State Id, Name
 36. EMP_LIST Active Employees/Name/Position/Address/Phone/Bldg and Dept
 37. EMP_START Active Employees Sorted By Appointment Type/Date Hired
 38. EMSRTX Will transfer USPEMS file to EMISr for use with collections
 39. EXTNEWCNT Can IMPORT to NEWCNT/CONTACT NEOnet FOR INFORMATION!!!!
 40. E_DIRDEP *** Send Direct Deposit Notices Via Email ***
 41. HOURLY Hourly Employees, Position, Pay Group, Status, Hours, Amount
 42. HOURWRK Enter Beg/End Paydate - Reports Hours Worked
 43. HQPDUPDATE Will Update HQPD/Paraprofessional With Information Entered
 44. LONGSICK Reports SI/DO To Assist In Long Term Absence For Date Range
 45. LSTPAY : Reports Last Pay on contract for active equal pay Employees
- Press <cr> for more...

Menu> Choose EXTNEWCNT option from USPS_LCL Menu

```
***** EXTNEWCNT *****
*
* This program extract the fields in JOBSCN to
* create the EXTNEWNT.CSV comma delimited file.
*
* Written by : SWOCA
*****
```

- 1. Active Certificate Employees
- 2. Active Non-certificate Employees
- 3. All Active Employees

Enter 1/2/3 <1>

1 Using Active Certificated Employees for this example.

0 - One pay group

A - All pay group

0/A <A>

0 Using One pay group for this example.

Enter pay group --

6 Chose pay group 6 for this example.

Do you want to include salary schedule step on the report (Y/N) <N> _

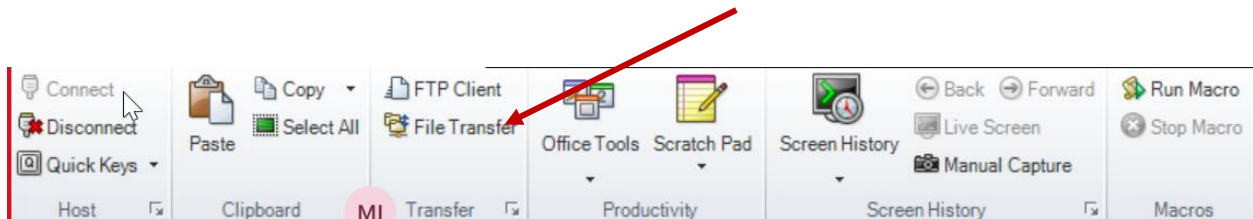
Took the default answer of N to the include salary schedule step on report

Processing ...

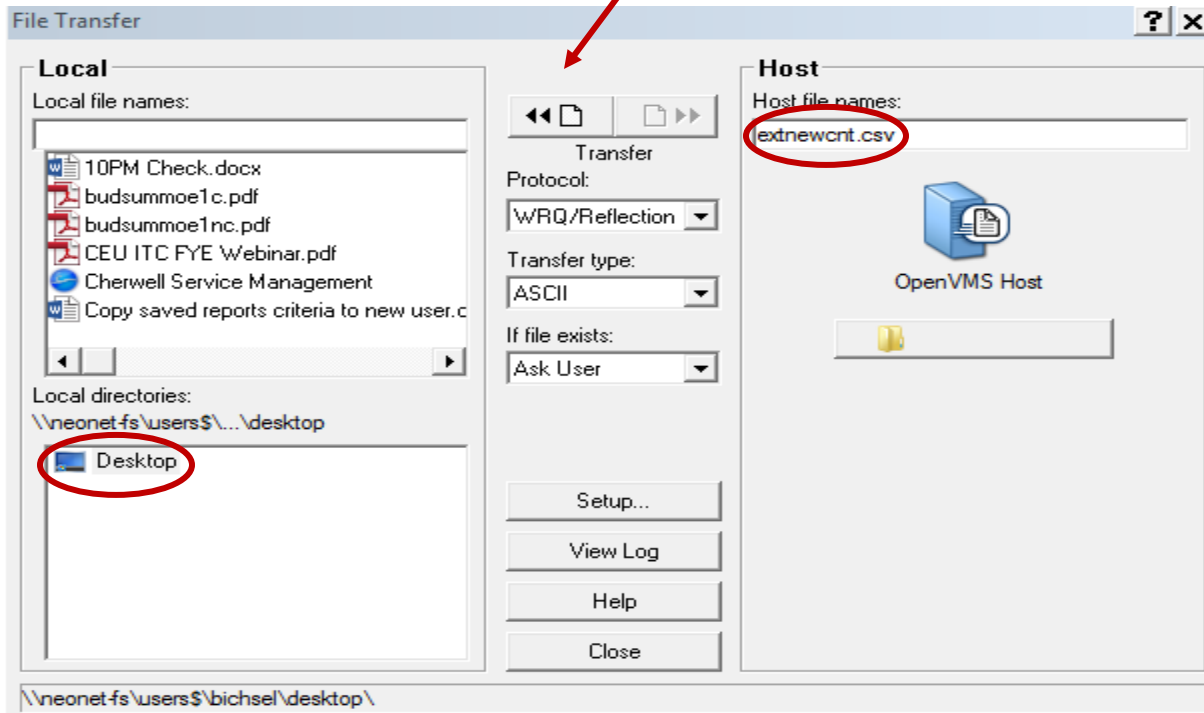
Total number of jobs: 000003

Report is EXTNEWCNT.CSV

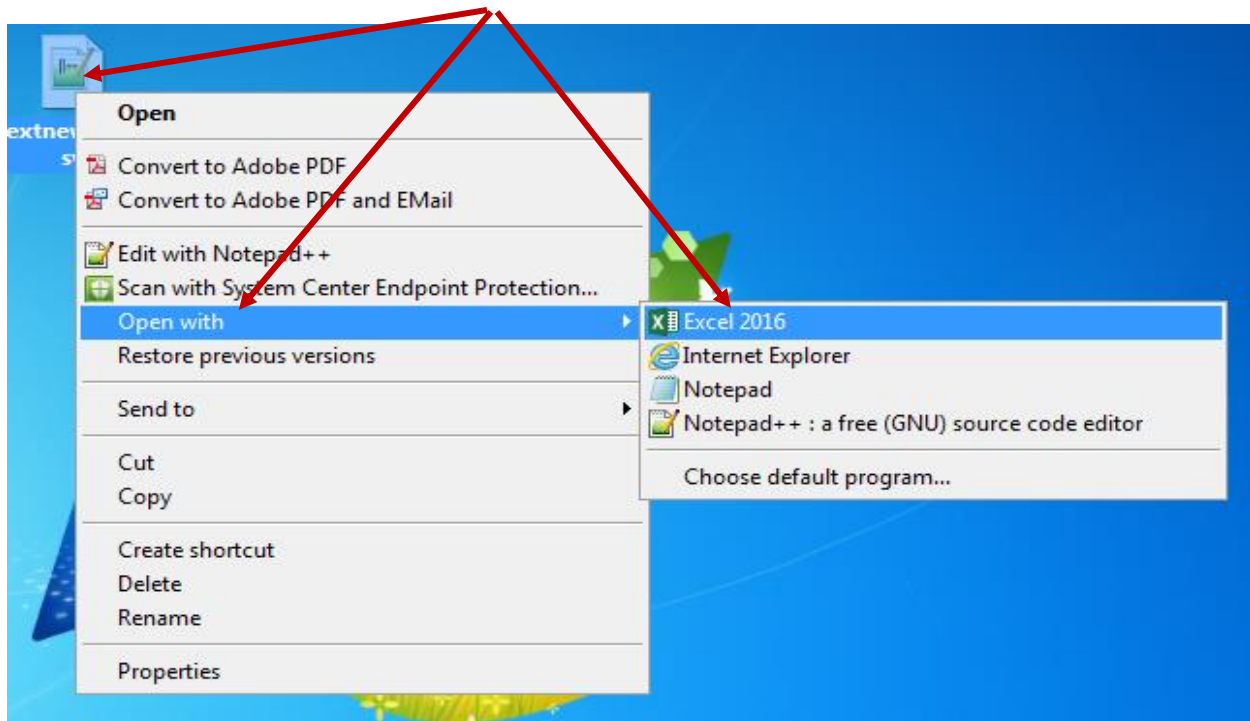
This program has created a csv with 3 employees, ready for export using the file transfer option in reflections.



Used the file transfer option to transfer the extnewcnt.csv to the desktop.



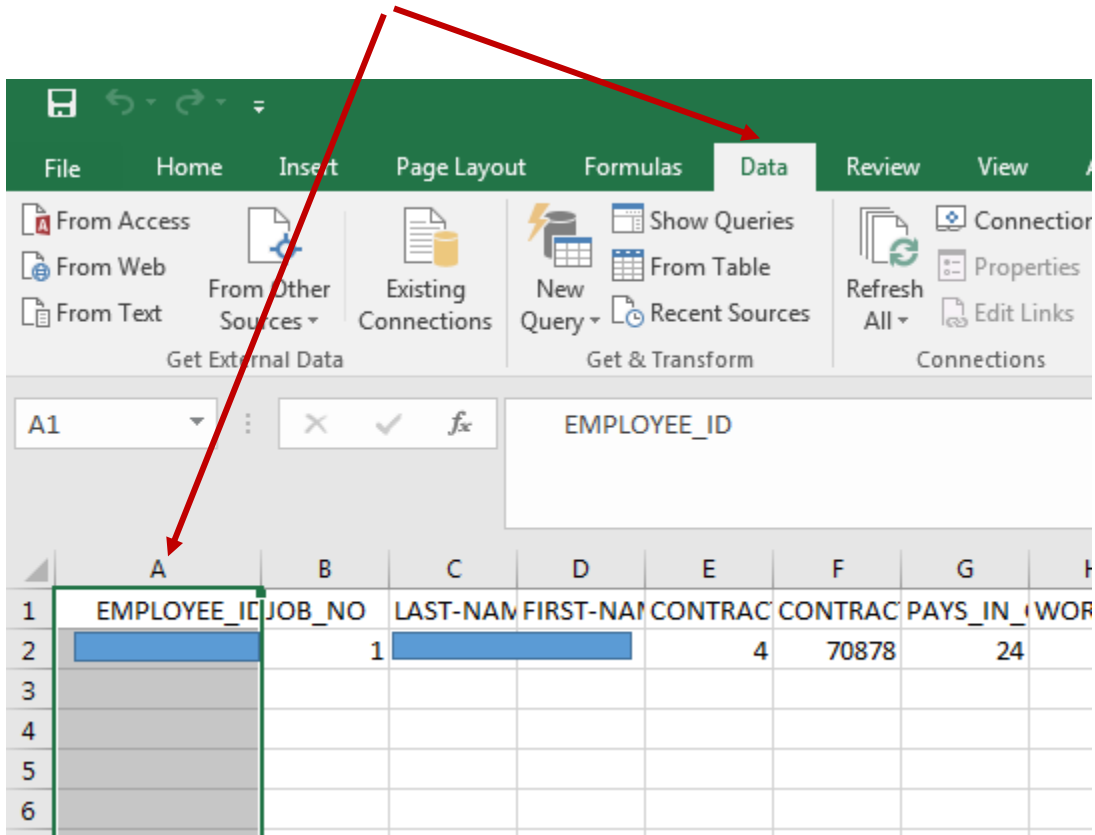
Right click on the extnewcnt.csv from the desktop and open with excel.



Save the excel document with a new name. I used extnewcnt pg6.xlsx with data extracted from current jobscn. There is a known issue with Column A spacing that should be corrected now.

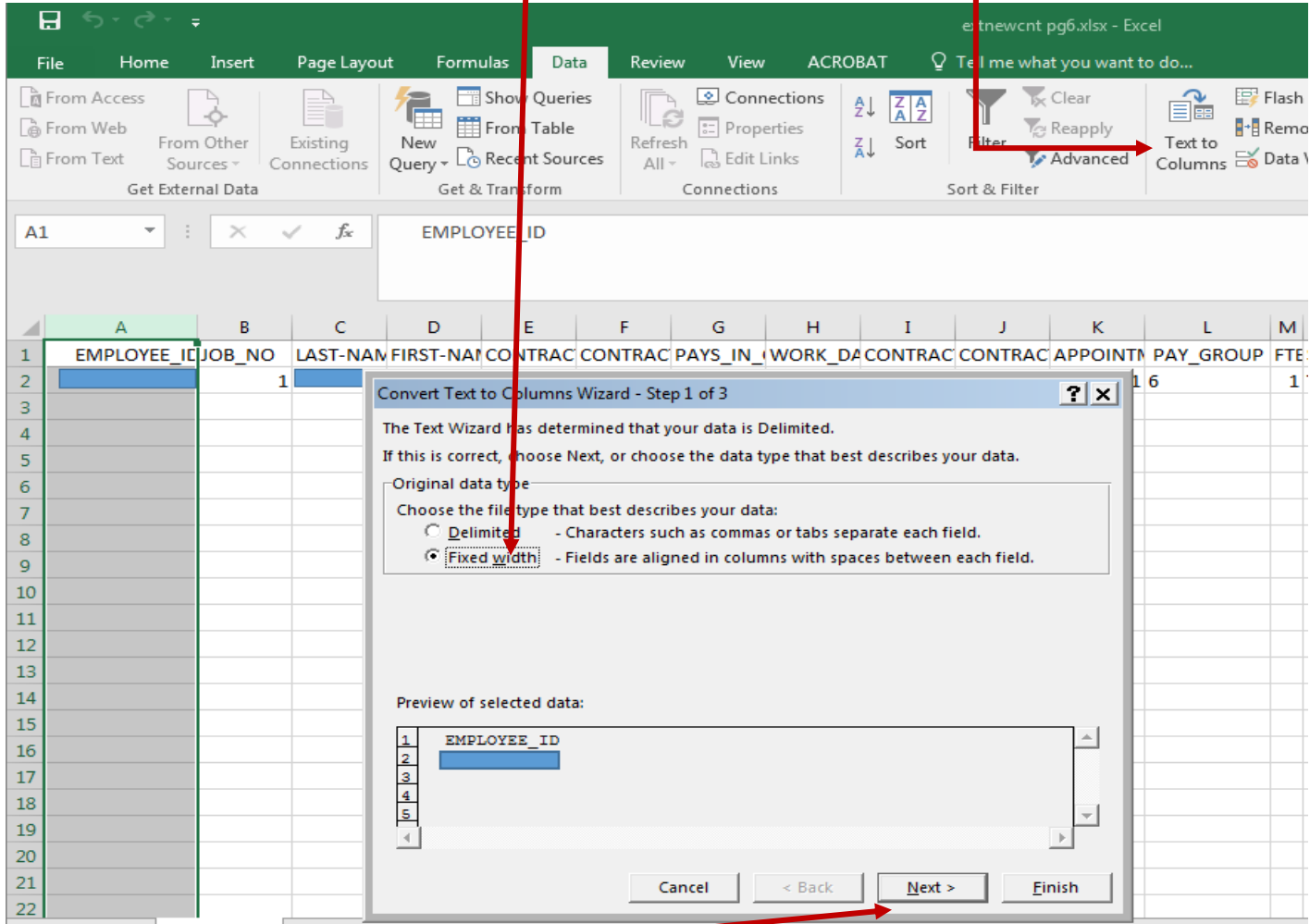
	A	B	C	D	E	F	G	H	I	J	K	L	I
1	EMPLOYEE_ID	JOB_NO	LAST-NAME	FIRST-NAME	CONTRACT	CONTRACT	PAYS_IN	WORK_DA	CONTRACT	CONTRACT	APPOINTM	PAY_GROUP	
2		1			4	70878	24	186	20180820	20191231	1	6	
3													
4													
5													

Go to the DATA tab on the excel sheet and click on Column A to highlight it.



Next click the Text to Columns Option.

Then choose Fixed Width option from the box that now appears on the screen.



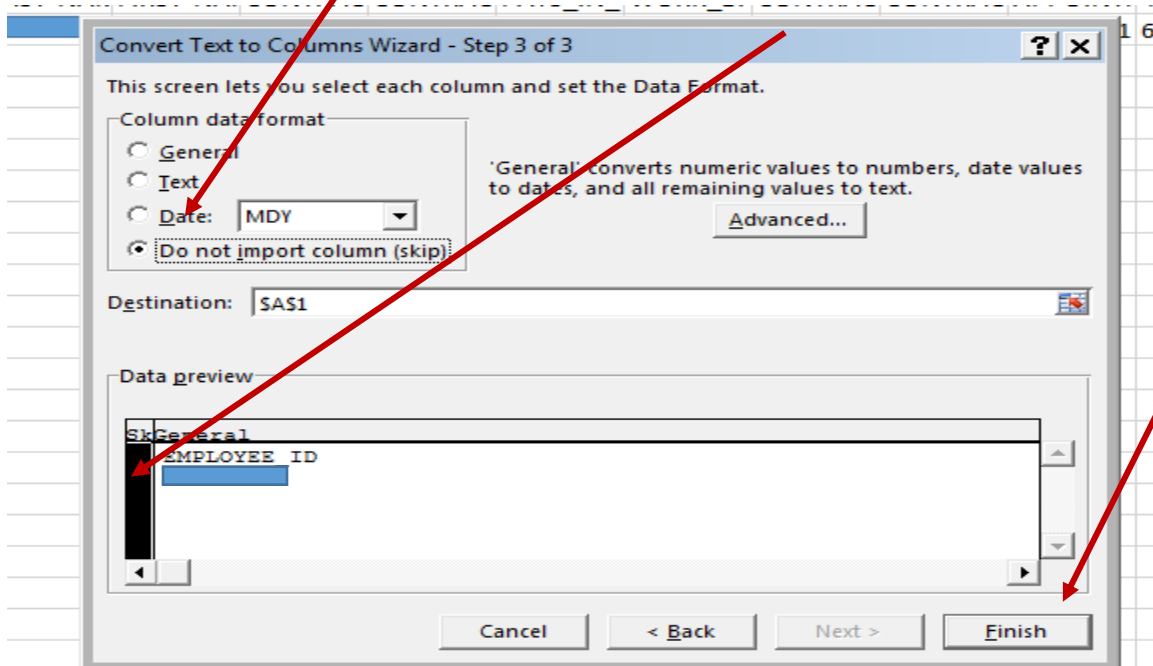
Click the next button.

Click and drag the break line closer to the column data as shown below.

The screenshot shows the 'Convert Text to Columns Wizard - Step 2 of 3' dialog box overlaid on an Excel spreadsheet. The spreadsheet has columns labeled A through K and rows 1 through 22. The first row contains headers: 'EMPLOYEE_ID', 'JOB_NO', 'LAST-NAME', 'FIRST-NAME', 'CONTRACT', 'CONTRACT', 'PAYS_IN_', 'WORK_DATE', 'CONTRACT', 'CONTRACT', and 'APPOINTMENT'. The second row has a value '1' in column B. The dialog box has a title bar, a close button, and a help button. The main text reads: 'This screen lets you set field widths (column breaks). Lines with arrows signify a column break. To CREATE a break line, click at the desired position. To DELETE a break line, double click on the line. To MOVE a break line, click and drag it.' Below this is a 'Data preview' section with a horizontal axis labeled 10, 20, 30, 40, 50, 60. A vertical line with an arrow at the top is positioned at approximately 10 on the axis. The text 'EMPLOYEE_ID' is visible in the preview area. At the bottom of the dialog are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'. A red arrow points from the text above to the vertical line in the data preview. Another red arrow points from the 'Next >' button to the text below.

Click the next button.

Click the “Do not import column (skip)” button to delete the area highlighted in black and then click the finish button.



This removes the additional spaces preceding the employee ID as shown in the image below.

	A	B
1	EMPLOYEE ID	JOB_NO
2		1
3		


Modify the excel to revise the Contract Amount to **the new contract figure** and **new contract begin and end dates** for the next years contract. Correct any employee data that has incorrect values for Pays In Contract or Work Days In Contract at this time.

Re-save the revised excel with a new name, like newcnt pg6.xlsx

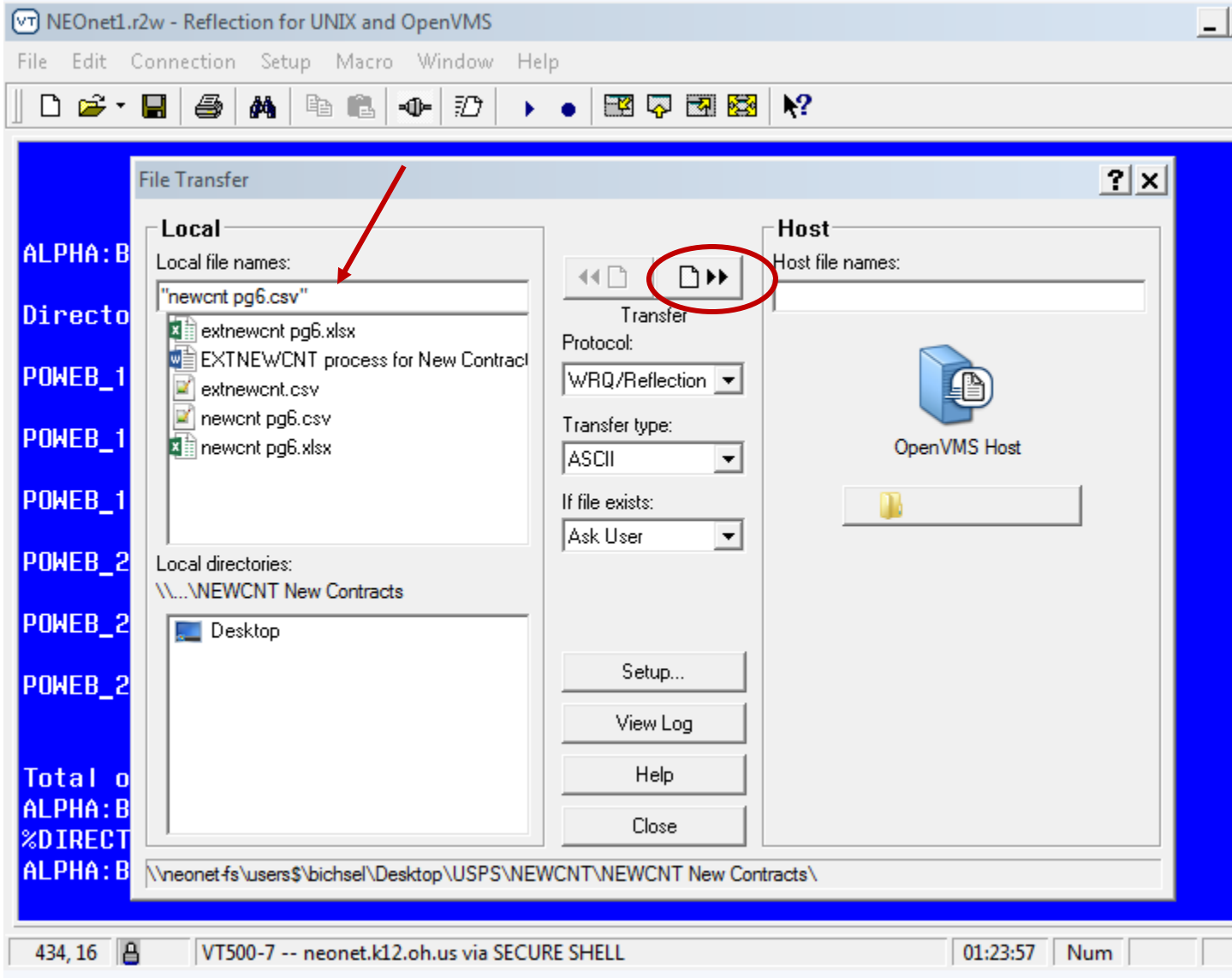
	A	B	C	D	E	F	G	H	I	J	K	L
1	EMPLOYEE_ID	JOB_NO	LAST-NAME	FIRST-NAME	CONTRACT_TYPE	CONTRACT_AMOUNT	PAYS_IN_CONTRACT	WORK_DAYS_IN_CONTRACT	CONTRACT_START_DATE	CONTRACT_STOP_DATE	APPOINTMENT_TYPE	PAY_GROUP
2		1			4	73730	24	186	20190820	20201231		16
3												

When ready to transfer into reflections the excel should be saved as a csv, **without columns K & L**. There is no need to import these two columns into newcnt. They appear because those were the options chosen in EXTNEWCNT. Columns A through J are the necessary columns for the NEWCNT program when using Option 4 New Contract.

The csv file is now named newcnt pg6.csv as shown below, and can now be file transferred into reflections.

 newcnt pg6.csv

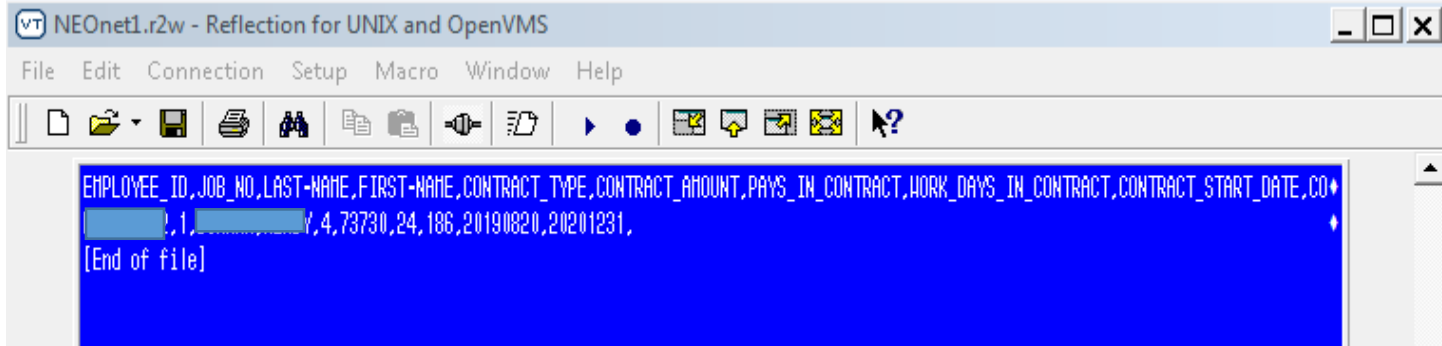
The file name appears in quotes because the string needs an underscore between newcnt and pg6 to make it one unbroken string. It will transfer and appear in reflections as newcnt_pg6.csv.



The screenshot displays the 'File Transfer' dialog box within the 'NEOnet1.r2w - Reflection for UNIX and OpenVMS' application. The 'Local' section lists several files, with 'newcnt pg6.csv' selected and highlighted by a red arrow. The 'Host' section is currently empty. The 'Transfer' section is configured with the following settings: Protocol: WRQ/Reflection, Transfer type: ASCII, and If file exists: Ask User. The status bar at the bottom of the window indicates the connection details: 'VT500-7 -- neonet.k12.oh.us via SECURE SHELL'.

View the file in reflections to make certain it looks like a comma separated values file, with the various columns separated by commas.

```
Menu> view newcnt_pg6.csv
```

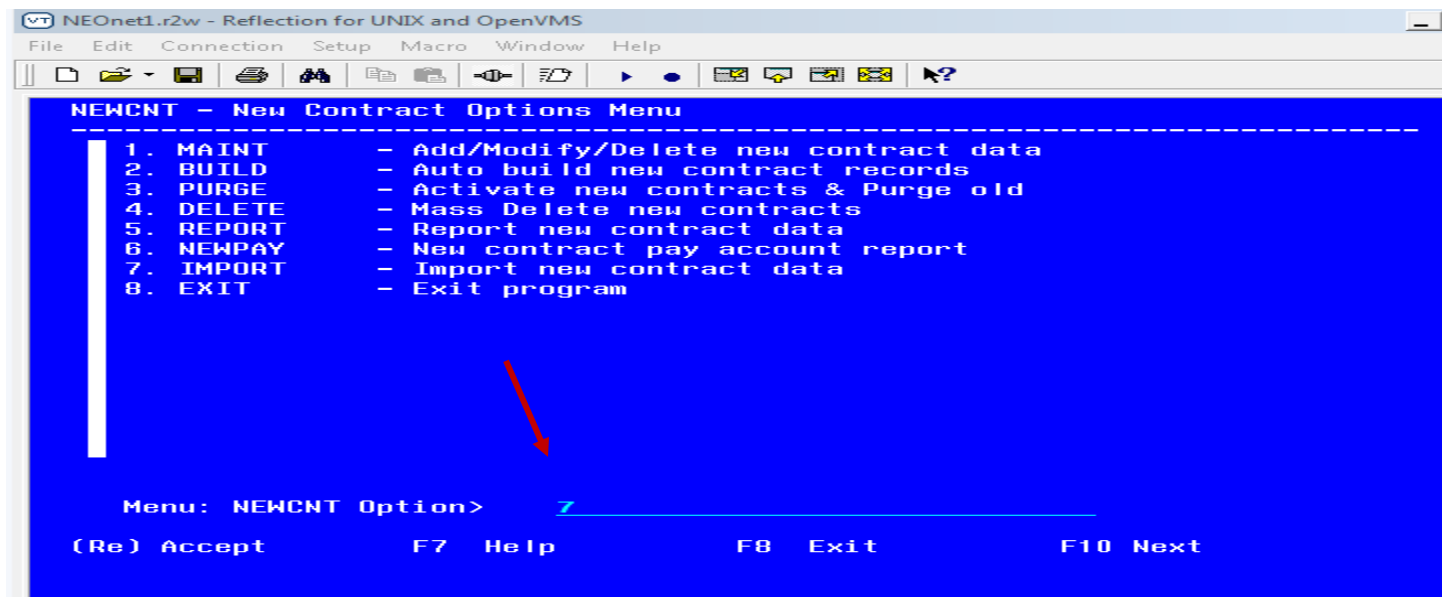


We are now ready to import this newcnt_pg6.csv into the NEWCNT Program.

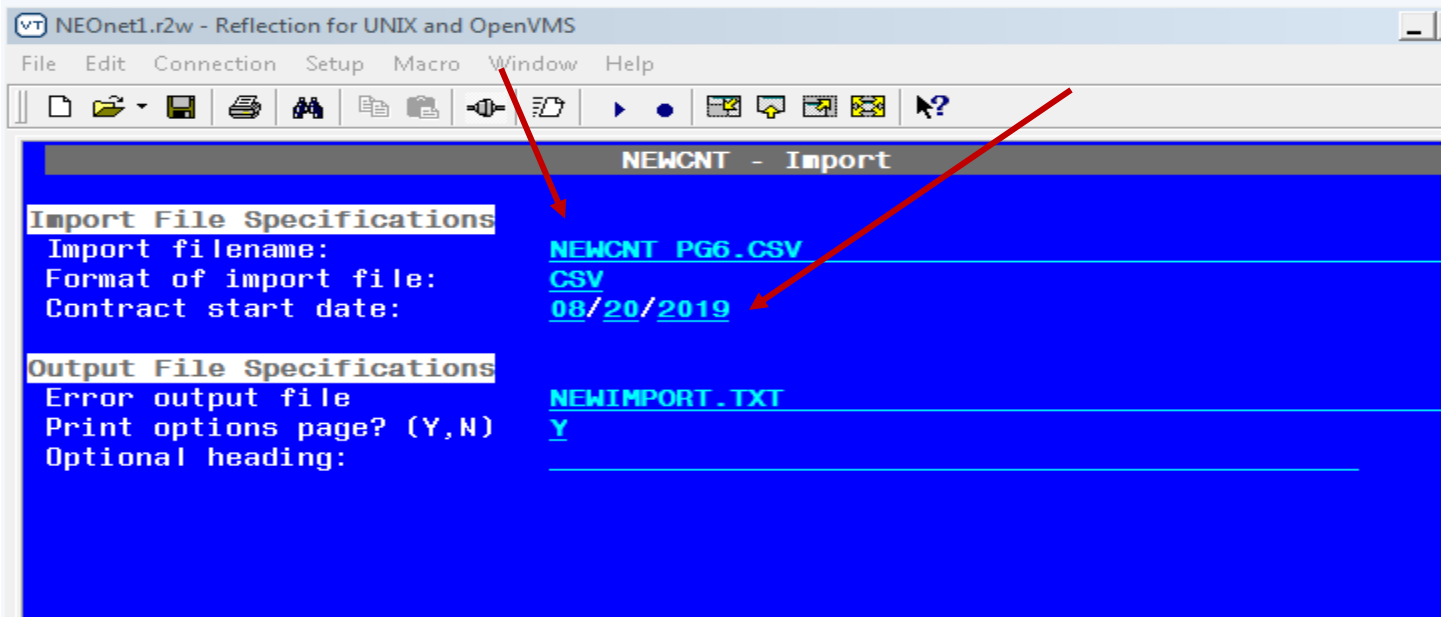
```
Enter command, or press <cr> to display menu.

Menu: MAIN (Ohio Education Computer Network/Main Menu)
Menu> newcnt
```

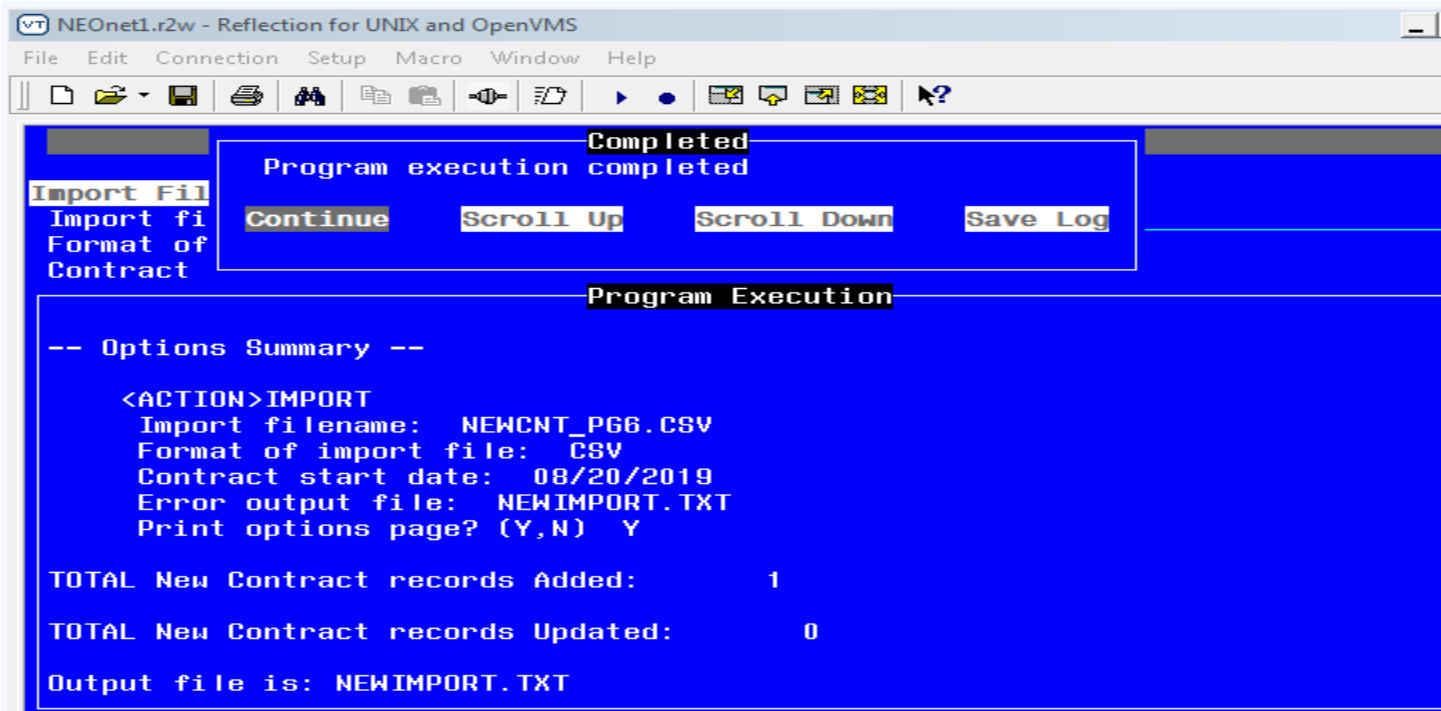
Choose option 7 IMPORT



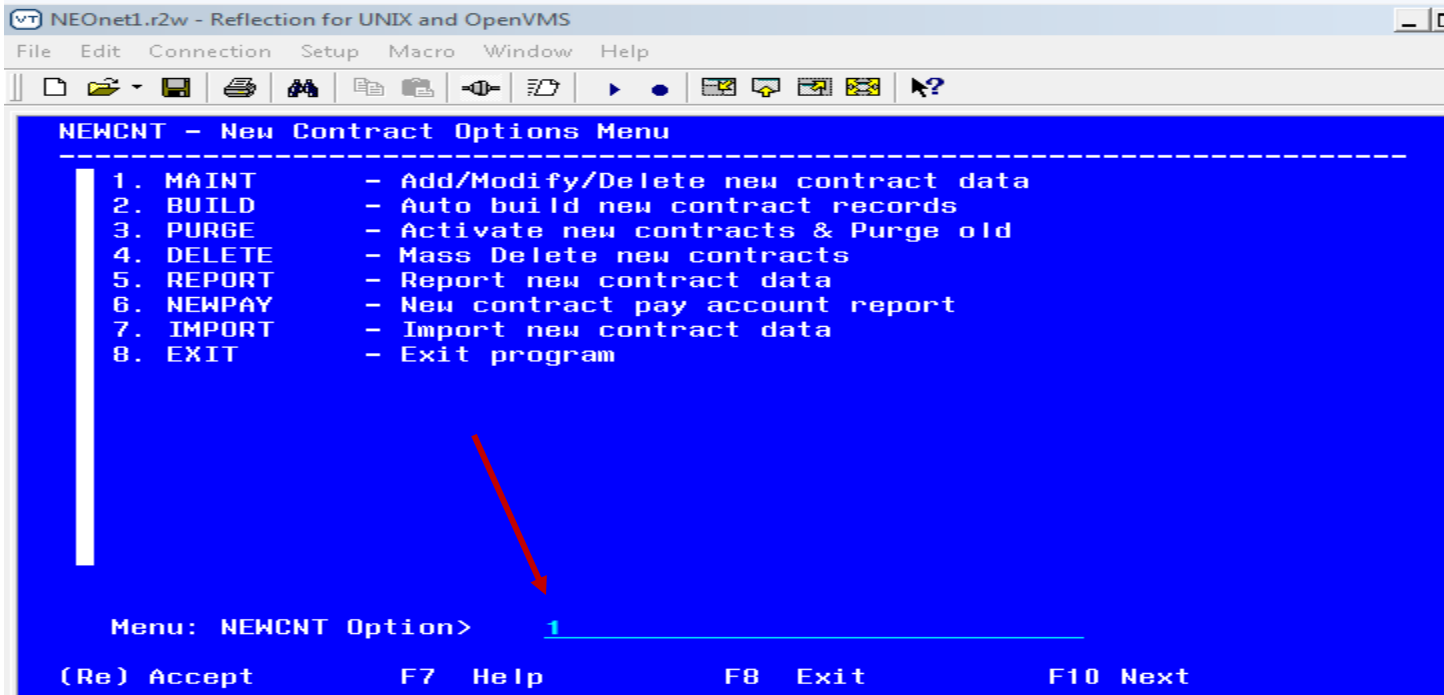
Enter the import file name NEWCNT_PG6.CSV and the Contract Start Date of 08/20/2019 into the import screen. The import will exclude any employees without this start date.



Hit return to initiate the import. This example has only 1 record, which imported successfully as shown below. Hit return again to continue. You are then returned to the NEWCNT menu options.



Choose Option 1 MAINT to see the imported data.



The NEWCNT imported data is now in the MAINT screen and ready to be purged into the JOBSCN when needed.

