

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
Bureau of Human Resources**

November 24, 1998

**HUMAN RESOURCES MEMORANDUM 14-98**

**TO: Agency & Department Heads, Directors of Administrative Services,  
Personnel Managers**

**SUBJECT: MFASIS Human Resource System Year 2000 Implementation**

\*\*\*\*\*

A year 2000 compatible version of the MFASIS Human Resource System will be implemented on **December 14, 1998**. The attached document describes the changes that you will encounter in this new version of the system.

The four major change categories detailed in the attached document include:

**Conversion Issues**

The conversion of data from the current system to the new system required the manipulation of some of the dates related to employees and positions.

**New Sign-On**

Effective December 14, you must enter **CCM1PROD** instead of the current **CCM3PROD** when signing on to the system.

**Century in Dates**

All dates in the system will now contain the century. Therefore, when entering dates you must enter a four digit year (1998).

**Time and Attendance**

The HUAU1 screen used for the entry of regular and overtime has been redesigned.

## Training

Based on feedback from those that assisted us with the acceptance testing phase of the project, the time and attendance related system changes will require formal training. Training will be provided to **payroll officers** on the following dates/times. Please call the BAC Payroll Section (626-8452) by December 2 to register for one of these sessions.

- **Monday, 12/7/98, 9:00-11:30**, room B-9 State Office Building
- **Monday, 12/7/98, 1:00-3:30**, room B-9 State Office Building
- **Tuesday, 12/8/98, 9:00-11:30**, room B-9 State Office Building



---

**Donald A. Wills, Director**  
**BUREAU OF HUMAN RESOURCES**

## MFASIS HR YEAR 2000 SYSTEM CHANGES

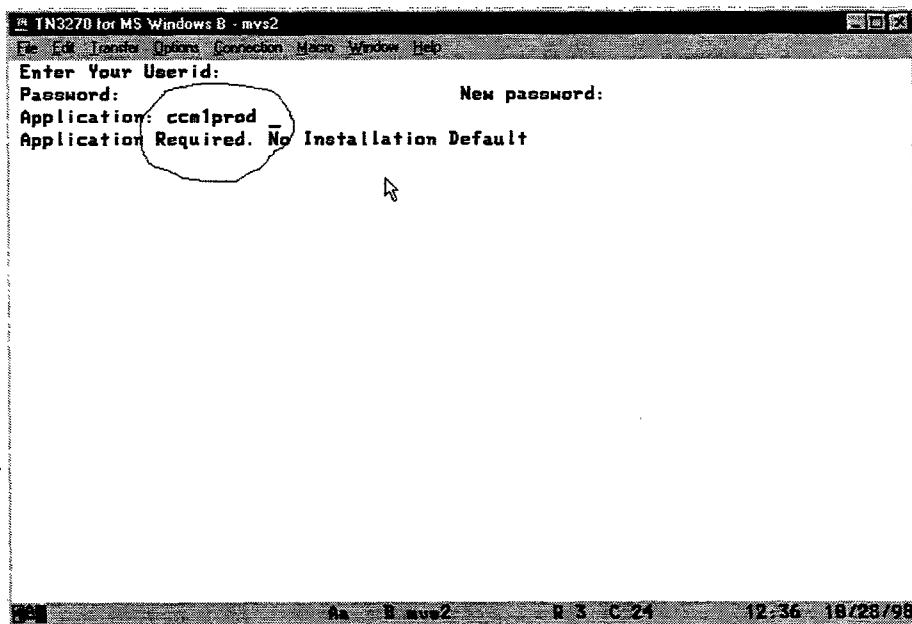
### Conversion Issues

The following system changes were necessitated as part of the conversion to a year 2000 compatible HR system.

- **12/31/99 Position End Date, Performance Review Date, Salary Review Date, Probation End Date, Appointment End Date, and Return Leave Date** - If the above dates contained 12/31/99 they were converted to 12/31/2099.
- **Transfer Records (status 8)** - Employees that transferred to a new processing company have a status 8 record left behind in their old company. These old status 8 records were deleted as part of the year 2000 conversion. Transfers processed after December 11, 1998 will cause new transfer records to be created.
- **Dates on Reports** - While some reports will have the century displayed in the date fields, some reports will continue to have a two digit year. The HRP form will have two digit years in the dates.
- **Dates on Payroll Checks** - All of the dates on the payroll checks / advices will have the century displayed.
- **Dates with < 20 in the Year (Performance Review Date, Salary Review Date, License Renew Date, Probation Begin Date, Probation End Date, Return Leave Date)** - If these dates have less than 20 in the year a century of 20 will be loaded. No other dates are being checked automatically.

### New Sign-on

- As of **Dec. 14, 1998** enter **CCM1PROD**, instead of CCM3PROD, to sign-on to the MFASIS HR System. Your sign-on userid and password will remain the same.
- Please call the BIS Help Desk (624-7700) if you encounter any problems.



**Century In All Dates - H0BU6 (example screen)**

**Old Screen**

```

TN3270 for MS Windows A - MVS1
-----EMPLOYEE STATUS INFORMATION-----
> G      1800, 124844988                                ON H0BU6
                                                    LEVEL 02 LINK FROM H0ZDC
COMP #-> 01800 EMP # ->                                NAME --> DONALD

--- APPOINTMENT TYPE -----> C                APPOINT END DATE ---> 12/31/99
REDLINED INDICATOR ---> REASONS:
CIVIL SERVICE STATUS -> Y
TYPE OF HIRE -----> A                OFFICE EXTENSION ---> ____
EMPLOYMENT STATUS ----> 3                TERMINATION CODE ---> 1L
TERMINATION DATE ----> 05/17/94          RETIREMENT DATE ----> 05/17/94
START LEAVE DATE ----> 00/00/00          RETURN LEAVE DATE --> 00/00/00
LONGEVITY DATE ----> 06/15/92            DT LAST STATUS CHG -> 05/17/94
DATE OF LAST CHANGE --> 01/20/98          SALARY CHANGE DATE -> 06/15/92
DATE OF LAST REVIEW --> 00/00/00          DT LAST CHECK -----> 06/01/94
PREVIOUS W-2 ISSUED --> 0                REASON FOR CHANGE --> B
COMP HOURS TO DATE ---> 00000.00          COMP HRS TAKEN YTD -> 00000.00
ADJUSTED SVC DATE ----> 06/15/92          UNPAID LEAVE REASON > -
TIME OFF TARGET HOURS > .00              STD HOURS/DAY -----> 8.0
PROBATION TYPE -----> -                PROBATION BEG DATE -> 00/00/00
CERTIFICATION NUMBER -> _____          PROBATION END DATE -> 00/00/00

U415I-FREQ "41" WILL NOT BE PAID!
1HELP 2UHLP 3END 4LNDN 5      6STKY      7SNDN 8ERRS 9SMUP 10      11ALT 12BACK
10/28/98 15:19:12 1 M3LL CCM3 _____

```

**New Screen**

- All dates in the system will contain the century.
- Century must be entered on all dates.
- Dates that appear on the HRP have a new online edit. Dates with a year less than 20 must have a 20 in the century, others will require a century of 19.

```

TN3270 for MS Windows B - mvs2
-----EMPLOYEE STATUS INFORMATION-----
> G      1800, 124844988                                ON H0BU6

COMP #-> 01800 EMP # ->                                NAME --> DONALD

--- APPOINTMENT TYPE -----> C                APPOINT END DATE ---> 12/31/2099
REDLINED INDICATOR ---> REASONS:
CIVIL SERVICE STATUS -> Y
TYPE OF HIRE -----> A                OFFICE EXTENSION ---> 0
EMPLOYMENT STATUS ----> 3                TERMINATION CODE ---> 1L
TERMINATION DATE ----> 05/17/1994          RETIREMENT DATE ----> 05/17/1994
START LEAVE DATE ----> 00/00/0000          RETURN LEAVE DATE --> 00/00/0000
LONGEVITY DATE ----> 06/15/1992            DT LAST STATUS CHG -> 05/17/1994
DATE OF LAST CHANGE --> 10/23/1998          SALARY CHANGE DATE -> 06/15/1992
DATE OF LAST REVIEW --> 00/00/0000          DT LAST CHECK -----> 06/01/1994
PREVIOUS W-2 ISSUED --> 0                REASON FOR CHANGE --> B
COMP HOURS TO DATE ---> 00000.00          COMP HRS TAKEN YTD -> 00000.00
ADJUSTED SVC DATE ----> 06/15/1992          UNPAID LEAVE REASON > -
TIME OFF TARGET HOURS > .00              STD HOURS/DAY -----> 8.0
PROBATION TYPE -----> -                PROBATION BEG DATE -> 00/00/0000
CERTIFICATION NUMBER -> _____          PROBATION END DATE -> 00/00/0000

U415I-FREQ "41" WILL NOT BE PAID!
1HELP 2UHLP 3END 4LNDN 5      6STKY      7SNDN 8ERRS 9SMUP 10      11ALT 12BACK
10/28/98 16:07:39 1 M3LL NFTY _____

```

# Century In All Dates - H0ZDC

## Old Screen

```

TN3270 for MS Windows A - MVS1
File Edit Transfer Options Connection Macro Window Help
> GU      1800,12345678900                                ON H8ZDC

-----EMPLOYEE DEDUCTIONS-----

COMPANY--> 01800  EMPLOYEE NUMBER--> 12345678900
NAME-----> MARION          G MICHAUD

NO  NAME      CALC GN FR  AMT/PCT      GOAL  UTILITY      MTD      YTD
--  --
58 MSECCEA   96  2 09    1.00    1212.98  0001000    2.00    24.00
59 WCMP STA  96  2 08    45.00    .00  0000000    90.00   1014.00
67 MSECUC   96  2 09   200.00    .00  0000000    400.00  4800.00
70 CHECKING  90  2 09   1.00000   .00  2110000   1000.38 13289.65
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
1HELP 2UHLP 3END 4LNDN 5      6STKY    7SMDN 8BERRS 9SMUP 10     11ALT 12BACK
A205W-END OF LIST              11/23/98 13:44:45 2 M3LL CCM3
  
```

## New Screen

- Goal dates on the H0ZDC will also be entered with a century.

```

TN3270 for MS Windows D - MVS4
File Edit Transfer Options Connection Macro Window Help
> GU      1800,12345678900                                ON H8ZDC

-----EMPLOYEE DEDUCTIONS-----

COMPANY--> 01800  EMPLOYEE NUMBER--> 12345678900
NAME-----> MARION          G MICHAUD

NO  NAME      CALC GN FR  AMT/PCT      GOAL  UTILITY      MTD      YTD
--  --
58 MSECCEA   96  2 09    1.00   121219.98  0001000    .00    22.00
59 WCMP STA  96  2 08    45.00    .00  0000000    .00    924.00
67 MSECUC   96  2 09   200.00    .00  0000000    .00   4400.00
70 CHECKING  90  2 09   1.00000   .00  2110000    .00  12201.27
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
 0           00  0 00    _____  .00  0000000    .00     .00
1HELP 2UHLP 3END 4LNDN 5      6STKY    7SMDN 8BERRS 9SMUP 10     11ALT 12BACK
A205W-END OF LIST              11/23/98 13:34:34 1 M3LL MFTY
  
```

# Time and Attendance - HUAU1

## Old Screen

-----STANDARD TIME REPORTING-----

COMPANY--> 00000 BATCH NUMBER--> 0000 PAGE NUMBER--> 00000

EMPLOYEE NUMBER		REGULAR HOURS	REGULAR RATE	O.T. HOURS	O.T. RATE	O.T. TYPE	SHIFT NUM	POSITION NUMBER
01	X	00000	0000000	0000	00000	0	0	
02	X	00000	0000000	0000	00000	0	0	
03	X	00000	0000000	0000	00000	0	0	
04	X	00000	0000000	0000	00000	0	0	
05	X	00000	0000000	0000	00000	0	0	
06	X	00000	0000000	0000	00000	0	0	

A287W-NO RECORD/S FOUND  
 1HELP 2UHLP 3END 4LNDN 5 6STKY 7SWDN 8ERRS 9SMUP 10 11ALT 12BACK  
 10/28/98 10:22:38 1 M3LL CCH3

## New Screen

- Regular and overtime can no longer be done in one entry for an employee.
- **The overtime type code values have changed.**
- An entry for regular pay hours and rate requires a 0 overtime type.
- A straight overtime entry will require an overtime type of 1.
- A premium overtime entry will require an overtime type of 2.
- While the screen initially displays an overtime value of 9, this is not a valid value. You must enter a 0, 1 or 2.

-----STANDARD TIME REPORTING-----

COMPANY--> 00000 BATCH NUMBER--> 0000 PAGE NUMBER--> 00000

EMPLOYEE NUMBER		HOURS	RATE	OT TYPE	SHIFT NUM	POSITION NUMBER
01	X	00000	0000000	9	0	
02	X	00000	0000000	9	0	
03	X	00000	0000000	9	0	
04	X	00000	0000000	9	0	
05	X	00000	0000000	9	0	
06	X	00000	0000000	9	0	

A287W-NO RECORD/S FOUND  
 1HELP 2UHLP 3END 4LNDN 5 6STKY 7SWDN 8ERRS 9SMUP 10 11ALT 12BACK  
 11/23/98 12:51:15 1 M3LL NFTY

**Time and Attendance - HUAU1, HRSU1 (example entries)**

**New Screen (HUAU1)**

- Entry 01 will pay 78 hours of regular pay at the employee's normal rate of pay. OT Type = 0
- Entry 02 will pay 3.5 hours of straight overtime at \$11.20 per hour. OT Type = 1
- Entry 03 will pay 4.0 hours of premium overtime at the premium overtime rate defined in the employee's record. OT Type = 2

-----STANDARD TIME REPORTING-----

I COMPANY--> 01800 BATCH NUMBER--> 1600 PAGE NUMBER--> 00001

EMPLOYEE NUMBER	HOURS	RATE	OT TYPE	SHIFT NUM	POSITION NUMBER
01 1234567890 0	07800	0000000	0	0	_____
02 9876543210 0	00350	1120000	1	0	_____
03 7777555550 0	00400	0000000	2	0	_____
04 _____ X	00000	0000000	9	0	_____
05 _____ X	00000	0000000	9	0	_____
06 _____ X	00000	0000000	9	0	_____

1HELP 2UHLP 3END 4LNDN 5 6STKY 7SMDN 8ERRS 9SMUP 10 11ALT 12BACK  
11/23/98 13:16:55 1 M3LL MFTY \_\_\_\_\_  
Aa D MUS4 R 14 C 68 13:22 11/23/98

**New Screen (HRSU1) - Batch Balancing**

- Even though there are not separate columns on the HUAU1 for overtime, batch balances must still be done on regular pay and overtime. All overtime (OT Type =1 or 2) must be added together to get the total overtime hours and rates that appear on the HRSU1 screen. Regular time will be those with an OT Type = 0.
- The HRSU1 screen below contains the balances for the above HUAU1 batch.

----- BATCH BALANCING -----

= COMPANY--> 01800 BATCH NUMBER--> 1600

(A) REGULAR AND SPECIAL HOURS	(B) REG AND SPECIAL RATES AND AMOUNTS	(C) OVERTIME HOURS	(D) OVERTIME RATES AND AMOUNTS
0000078.00	000000000.00000	0000007.50	0000011.200

-----CALCULATED-----

REGULAR AND SPECIAL HOURS	REG AND SPECIAL RATES AND AMOUNTS	OVERTIME HOURS	OVERTIME RATES AND AMOUNTS
0000078.00	000000000.00000	0000007.50	0000011.200

-----DIFFERENCE-----

1HELP 2UHLP 3END 4LNDN 5 6STKY 7SMDN 8ERRS 9SMUP 10 11ALT 12BACK  
11/23/98 13:23:42 1 M3LL MFTY \_\_\_\_\_  
Aa D MUS4 R 5 C 2 13:28 11/23/98