

## **TAPS Procedures Manual**

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## About TAPS

TAPS is a mainframe transaction which displays Illinois State University personnel and payroll information. The on-line system is available for use Monday through Friday from 8:00 a.m. to 4:30 p.m. The system may be down without notice for periodic maintenance and nightly production runs.

## Obtaining TAPS Authorization

To obtain authorization to access TAPS, download the following forms from the Human Resources web site ([http://www.hr.ilstu.edu/forms/hiring\\_manager\\_forms.shtml](http://www.hr.ilstu.edu/forms/hiring_manager_forms.shtml)), and then fax the completed forms with signatures to the TAPS Administrator at (309) 438-2931 or via campus mail: 101 Nelson Smith Building, Campus Box 1300.

- ISI On-line Payroll/Personnel System Access Authorization ([PERS 902](#))
- [Code of Responsibility for Security and Confidentiality of Data](#)
- [Signon Profile Update Request for Transactions](#)

Upon receiving TAPS authorization, the TAPS Administrator will email you an assigned Operator Number. At that time, you may begin using TAPS.

## Changing your TAPS Password

Your TAPS password will expire every 60 days. Please follow the criteria below when creating a new password.

- Minimum length is five alphanumeric characters; the first five characters cannot be blank or repetitive
- Maximum length is eight alphanumeric characters
- Characters five through eight may not be numeric
- Cannot use your operator number or department number as your password
- Cannot use any of your last three passwords
- Cannot be too similar to a prior password
- Cannot be all numbers
- Cannot be in a date, SSN, or telephone number format

**NOTE:** If the message OPERATOR SECURITY RECORD DISABLED, CALL SECURITY displays, you have exceeded your password attempts (maximum is three). Contact the TAPS Administrator at 8-2931 to have your access re-set.

## TAPS Glossary of Terms

<b>INTERRUPT?</b>	This field displays on the bottom, left corner of many of the TAPS screens. Type one of the following two-character codes in this field to perform an action: <ul style="list-style-type: none"> <li>• <b>SO</b>–To sign-off TAPS, type <b>SO</b>, and then press ENTER.</li> <li>• <b>CF</b>–To return to the main TAPS menu, type <b>CF</b>, and then press ENTER.</li> </ul>
<b>ERROR MSG LINE</b>	This message displays on the next to last line on the screen to notify the user of the error that has occurred.
<b>MENU SCREEN</b>	On the TAPS menu screen, type the function number for the personnel/payroll information you want to update or view.
<b>TRANSACTION SCREEN</b>	TAPS has several screens where you can view or update data. Any screen that contains data from the personnel database is considered a transaction screen.

## Signing onto TAPS

1. Sign onto the ISU-MVS mainframe.

The Session Selection menu displays.

```

6.0                                MSCHAAF    TCP00247

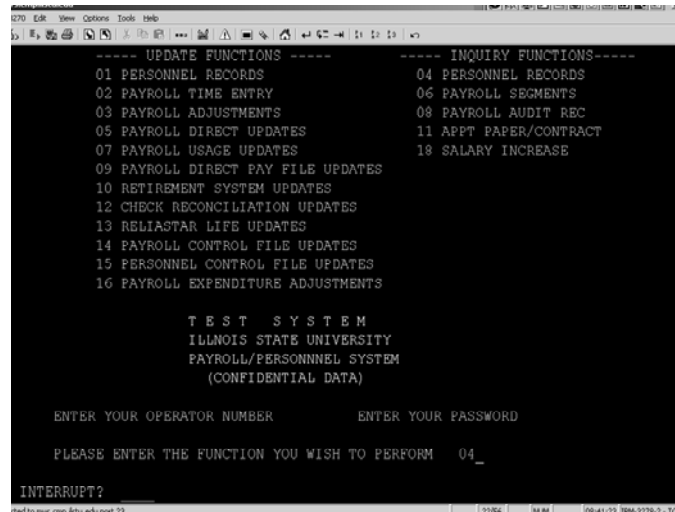
1 TSO      TSO                      ACTIVE
2 CICS     Production - CICS0        ACTIVE
3 SIAS     Student Information       ACTIVE

Commands: HELP  KEYS  ROTATE FOR (Next Session)  OPEN (Start New Session)
PF1-HELP  PF7-BACK  PF8-FORM  PF10-PRINT  PA1-ROTATE FOR  PA2-ROTATE

```

2. In the Application List, type the ID number for CICS Production.
3. Press PAUSE/BREAK to clear the screen.
4. Type **TAPS** in the upper left-hand corner, and then press ENTER.

A screen displays requesting your Operator Number, Password, and the Function you want to perform.

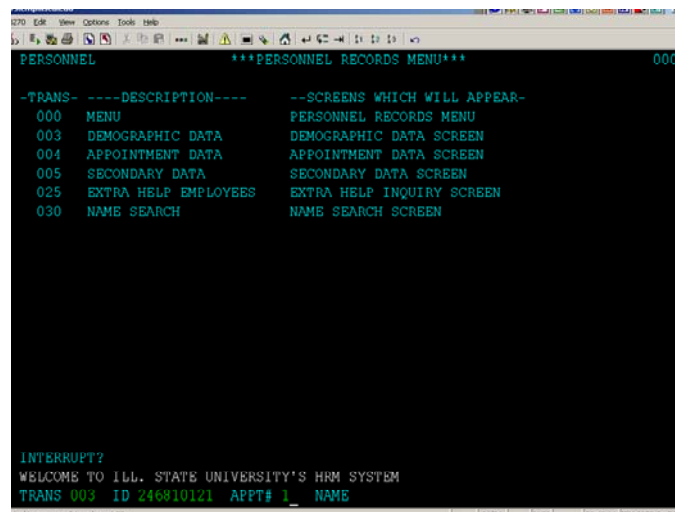


5. In the corresponding fields, type your Operator Number, Password, and Function **04** to view payroll records.

**NOTE:** Failure to complete these fields will result in one of two error messages: **REQUESTED SYSTEM ACCESS NOT AUTHORIZED** or **PLEASE SUPPLY VALID FUNCTION NUMBER**.

6. Press ENTER.

The system verifies that you are a valid user and then displays the Personnel Records Menu.



## Viewing Personnel Records in TAPS

From the Personnel Records Menu, you can view personnel records information.

1. In the TRANS field, type the transaction number for the screen you want to display.

Type transaction #	To view
000	MENU; Returns you to the main Personnel Records Menu.
003	DEMOGRAPHIC DATA; Displays information on birth date, sex, ethnicity, benefit data, separation data, work authorization date, etc.
004	APPOINTMENT DATA; Displays FTE, salary, account number, department, job class, etc.
005	SECONDARY DATA; Displays highest degree attained, degree year, FICE code, graduate faculty status, etc.
025	EXTRA HELP EMPLOYEES; Displays the hours and dollars earned for the last 24 pay periods for an employee on an extra-help Civil Service assignment.
030	NAME SEARCH; Use to find an individual's UID when you know their last name or the initial characters of their last name.

2. In the ID field, type the individual's 9-digit UID number.
3. If you are selecting transaction 004, APPOINTMENT DATA, then enter the APPT #.
4. Press ENTER.

The transaction information you requested displays. Following are examples of TAPS transaction screens.

**NOTE:** Each screen contains the specific values that are stored in TAPS for the individual. For data element terms and values, refer to the *PAF Glossary* on the HR web site at: <http://www.hr.ilstu.edu/downloads/paf.pdf>

## 000–Personnel Records Menu

Below is an example of transaction 000–PERSONNEL RECORDS MENU

```
0270 Edit View Options Tools Help
PERSONNEL ***PERSONNEL RECORDS MENU*** 000

-TRANS- ---DESCRIPTION--- --SCREENS WHICH WILL APPEAR-
000 MENU PERSONNEL RECORDS MENU
003 DEMOGRAPHIC DATA DEMOGRAPHIC DATA SCREEN
004 APPOINTMENT DATA APPOINTMENT DATA SCREEN
005 SECONDARY DATA SECONDARY DATA SCREEN
025 EXTRA HELP EMPLOYEES EXTRA HELP INQUIRY SCREEN
030 NAME SEARCH NAME SEARCH SCREEN

INTERRUPT?
WELCOME TO ILL. STATE UNIVERSITY'S HRM SYSTEM
TRANS 003 ID 246810121 APPT# 1 NAME
```

## 003–Demographic Data

Below is an example of transaction 003–DEMOGRAPHIC DATA

```
0270 Edit View Options Tools Help
PERSONNEL ***DEMOGRAPHIC DATA*** 003
246810121 FIRST ADAMS SUF EFF LAST UPD
DATE 11/10/03 OPER ID 040004

---DEMOGRAPHIC DATA---
DATE OF BIRTH 10/12/78 SEX M
ETHNICITY W
CITIZENSHIP/VISA US CITIZENSHIP/COUNTRY WK AUTH 08/20/01
DELIVERY POINT 00462 - EMLMNT STATUS T STATUS DATE 05/16/03
EMLMNT TYPE(P) TYPE PCT (P) EMLMNT TYPE(S)
ORIG EMLMNT DATE 08/18/01 CONT EMLMNT DATE 08/18/01

ROUTE PAF TO: FACULTY GRADUATE CIVIL SERVICE STUDENT OTHER
---SEPARATION DATA---
GRADUATE REASON 03 CVL SRVC REASON 00 ACADEMIC REASON 00
GRADUATE DATE 05/16/03 CVL SRVC DATE ACADEMIC DATE

---BENEFIT DATA---
RETIREMENT PLAN N CERTIFIED AT ISU BENEFIT ACCRL N
BENEFIT DATE DEDUCTION SCHEDULE M1 MAND RETIRE YR 49

TRANS 3 ID 246810121 APPT# 1
```

## 004–Appointment Data

Below is an example of transaction 004–APPOINTMENT DATA. The APPT # corresponds to a specific appointment segment available on the database for the individual. If you are uncertain as to which appointment to view, type **01**. In the AVAIL field, all available appointments (up to 12) display.

If the error message INVALID JOB NUMBER REQUESTED displays, then either the number typed into the APPT # field was not numeric, the number typed was not in the range of 01 to 12, or the person does not have an appointment under that number.

```
PERSONNEL *****APPOINTMENT DATA***** 004
246810121 FIRST ADAMS SUF EFF DATE 11/10/03 OPER ID 040004
APPT# 01 11/10/03
BEG IND O BEG DATE 05/16/02 END DATE 05/15/03 EMPLOY DPT 00462
APPT PCT 50.00 PAY RATE 500.000 R/T CDE P L PAY CYCLE M1
MONTHS 12.00 CAT-TERM 7
APPT TYP G JOB CLASS 900060 ENTRY DATE 05/16/02 FOC EX IND 0
RANK Y DPT RANK 00462 TERM DBGR N
POG-DATE
A1 05 0462 0923 08462 AMT 500.000 TYPE GRA BEGIN 07/01/02 END 05/15/03
PCT 50.00 LOA REASON 01 %FM %LM .50
A2 01
A3 01
A4 01
A5 01
A6 01
TRANS 4 ID 246810121 APPT# 1 AVAIL 1
```

## 005–Secondary Data

Below is an example of transaction 005–SECONDARY DATA

```
PERSONNEL *****SECONDARY DATA***** 005
246810121 FIRST ADAMS SUF EFF DATE 11/10/03 OPER ID 040004
---INFORMATIONAL DATA---
---STATUS INFORMATION---
SEM ENGLISH PROFICIENCY F GRAD FACULTY N
TENURE I TENURE YEAR 00 DEGREE 211
DEGREE YEAR 01 HOURS ADV DEGREE FICE CODE
YEARS IN RANK YRS IN UNIV ENVIRON NEXT REVIEW DATE
CAT 7 CSOVR SABBATICAL YEAR
TRANS 5 ID 246810121 APPT# 1
```

## 030–Name Search

Below is an example of transaction 030–NAME SEARCH. This transaction provides an alphabetical index of all employees and students in the University Demographic File. Its primary use is to find the UID number for entry onto transactions.

NAME	ID	BIRTH DATE	STAT	EMPL TYPES	DEPT
A KARIM ABDULLAH BIN					
A.T.M. MAHBUBUR RAHM					
A-LATIFF MOHD AZIZAN					
AABERG ANNE MARIE					
AABERG BARBARA JEAN					
AABERG ERIN M					
AABERG JAMES C					
AABERG JEFFREY RICHA					
AABERG JOHN GERHARD					
AABERG KELLY LYNN					
AABEY TRACY LYNN					
AABY CALVIN JAY					
AABY KAMMI L					
AABY KONNI LYNNE					
AADLAND KATHLEEN ANN					

### Performing a Name Search

1. In the TRANS field, type **030**, and then press ENTER.
2. In the NAME field, type all or part of the individual's name in the following order: Last Name (space) First Name (space) Middle Name or Initial, and then press ENTER.

The index search begins at the first name, satisfying the entry in the NAME field. If no name satisfying the entry is found, the search begins at the first subsequent name. **Example:** An entry of XZZ would return names beginning with Y.

The index pulls the official name from the University Demographic file and will not identify the appropriate name if a nickname is entered. **Example:** If SMITH TOM is requested but the individual's official name is SMITH THOMAS the index will skip over the correct entry because TO comes after TH.

The screen displays the first 15 names (alphabetically equal to or greater than the name entered) and the UID number corresponding to each name.

**STAT** = Status:

A –An active employee

T – An employee that is either inactive or will be in the future, i.e., “officially known” retirements, resignations, or terminations

X - UID number has been changed or corrected

**EMPL TYPE** = Individual's employment type:

F - Faculty

G - Graduate Assistant

L - Faculty Associate at laboratory school

N - Student Worker

P - Administrative/Professional

S - Civil Service

**DEPT** = Delivery point where the individual receives campus mail

## **Viewing Personnel Record Information from the Name Search Screen**

1. From the Name Search results, tab to the name for which you want to view personnel information.
2. Type **X** next to the name.
3. Tab to the TRANS field, and then type the transaction number for the information you want to view, e.g., 003, 004, 005, etc.
4. Press ENTER.

The transaction information you requested displays.

## **Printing a Screen in TAPS**

To print a screen in TAPS, either:

- On the QWS3270 menu, select Print Screen.  
–OR–
- On the toolbar, click the Print Screen icon.

The screen prints.

## Signing Off TAPS

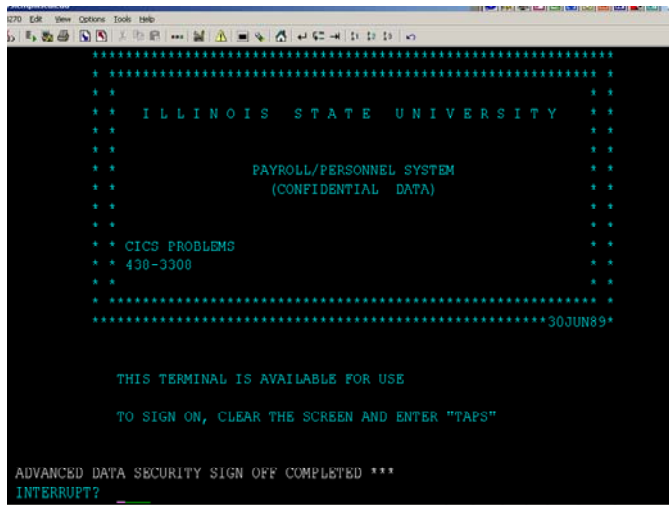
Clearing your screen or clicking [x] in the upper right-hand corner of the screen does **not** disconnect the operator from TAPS. To sign-off TAPS, complete the following:

1. In the TRANS field, type **000**, and then press ENTER.

The Personnel Records Menu screen displays.

2. In the INTERRUPT? field, type **SO**, and then press ENTER.

You are disconnected from TAPS when the message THIS TERMINAL IS AVAILABLE FOR USE displays.



```
*****
* ILLINOIS STATE UNIVERSITY *
* PAYROLL/PERSONNEL SYSTEM *
* (CONFIDENTIAL DATA) *
* CICS PROBLEMS *
* 438-3300 *
*****30JUN89*

THIS TERMINAL IS AVAILABLE FOR USE

TO SIGN ON, CLEAR THE SCREEN AND ENTER "TAPS"

ADVANCED DATA SECURITY SIGN OFF COMPLETED ***
INTERRUPT?
```

## Correcting the MULTIPLE SIGNON NOT ALLOWED Error Message

The TAPS security module will not allow multiple sign-ons for an operator. Failing to properly sign-off will result in the message MULTIPLE SIGNON NOT ALLOWED when you next attempt to access TAPS. If you attempt to sign onto TAPS three times without signing off, you will be disabled from TAPS and must contact the TAPS Administrator at 8-2931 to have your access re-set.

If you receive this error message, complete the following to properly sign-off TAPS:

1. Sign onto TAPS.
2. Type your Operator Number and Password in the corresponding fields.
3. In the INTERRUPT? field, type **SO**, and then press ENTER.

The message THIS TERMINAL IS AVAILABLE FOR USE displays.

4. Press the PAUSE/BREAK button to clear the screen.
5. Sign onto TAPS again with your Operator Number, Password, and Function number.

You can now access TAPS.

## Resources and Help

If you need	Contact	At
Mainframe help	AIS	438-3611 or <a href="http://www.ts.ilstu.edu/nvas/">www.ts.ilstu.edu/nvas/</a>
TAPS Operator Number/Password help	TAPS Administrator, Kathi Hamilton	438-2931 or <a href="mailto:kahamil@ilstu.edu">kahamil@ilstu.edu</a>
TAPS Manual	Human Resources	<a href="http://www.hr.ilstu.edu/downloads/TAPS_Directions.pdf">www.hr.ilstu.edu/downloads/TAPS_Directions.pdf</a>
PAF Manual	Human Resources	<a href="http://www.hr.ilstu.edu/downloads/paf.pdf">www.hr.ilstu.edu/downloads/paf.pdf</a>
Degree Codes	Human Resources	<a href="http://www.hr.ilstu.edu/downloads/Degree_Codes.pdf">www.hr.ilstu.edu/downloads/Degree_Codes.pdf</a>
Earnings Type Codes	Human Resources	<a href="http://www.hr.ilstu.edu/downloads/Earnings_Type.pdf">www.hr.ilstu.edu/downloads/Earnings_Type.pdf</a>
Citizenship/Country Codes	Human Resources	<a href="http://www.hr.ilstu.edu/downloads/Citizenship_Country.pdf">www.hr.ilstu.edu/downloads/Citizenship_Country.pdf</a>

