

Hot Off The Press

Implementation of Employee Identification Number (EID)

Effective Monday, March 31st, the new Employee Identification Number (EID) system will be implemented in B/P/P. What this means is that each employee and dependent currently in the B/P/P system will be assigned a unique, 9-digit identification number that will be their EID. In addition, there will be new screen edits in the Personnel and Active Budget to edit and maintain the EID data and keep it synchronized.

Assignment of the EID number that will take place the weekend of March 28th – 30th will be done as follows:

- We will go through the Personnel file and assign an EID to each person currently on the file. We will not assign an EID to anyone with 'QQ' as the first two characters of their last name. At the same time we will create an entry for each person in a new database, the EID-TABLE, with their Last Name, First Name, Middle Initial, Suffix, SSN, Birth date, Sex, etc. The EID-TABLE will then be the table used to verify names, birthdates, SSNs, etc. when changes are made.
- After creating this initial entry in the EID-TABLE for each employee we will process the Active Budget and attempt to find each person on the Budget in the EID-TABLE. If an entry is found, the associated EID number will be assigned to the Budget record(s) for that person. If no valid matches are found in the EID-TABLE, a suspense file will be written out and available for each workstation. Since we only have the Name and SSN to search with in the Budget, there's the possibility there won't be an exact match, or that multiple matches are found. Therefore we don't want to assign an EID that is not valid.
- We will then go through all the dependent records and attempt to find a match on the EID-TABLE for each of them. If a match is found (a dependent who is also an employee for example) then that EID number will be assigned to that dependent. If no match is found, and the Name, SSN, Birth date does not exist on the EID-TABLE, an EID will be generated and assigned to this dependent. In the case that we are not able to generate an EID, a suspense file will be written out and available for each workstation.

- At the end of the process we will have assigned a unique EID for each employee and dependent that we were able to generate a unique key for. We will also have created the 'base' record in the EID-TABLE for future matches and verification as mentioned below.

Changes to screen edits in the Personnel and Budget:

- Beginning Monday, March 31st, when you make any changes on the Personnel, Dependent or Budget screens, there will be edits done against the EID-TABLE to verify the name, birth date and SSN for the person you are editing. If the information entered on the screen is different from what is stored in the EID-TABLE you will be prompted to enter the correct data and whether it should be updated on the EID-TABLE or not.
- These 'pop-up' boxes that show you differences are now part of normal employee processing if you are changing information or adding new employees to the system when something is different from when they were initially added to the EID-TABLE. For instance if an employee is added to the EID-TABLE and then subsequently gets married, the last name may be changed. When updating the record in Personnel Maintenance, a 'pop-up' box will appear showing the value you entered (the new name) and the value on the EID-TABLE (the original name). You will then be prompted to enter the correct value and the EID-TABLE will be updated. The entry in the Active Budget for this employee will also be updated at the same time. The reverse is also true – if the Active Budget is updated first, the name will be updated on Personnel Maintenance.

As a result the Personnel and Active Budget databases will be set to inquiry Friday, March 28th at midnight and remain that way throughout the weekend. Once we've verified that the updates have been made we will return the system to update mode.

If you have any questions or problems once the EID system is in use, please contact Larry at 979-458-6310.

New Format for Dependent Screen

Effective Monday, March 31st the Dependent Screen (115) will have a new format.

It has been re-designed to make room for adding a dependent EID (ID number), adding a dependent Medicare flag, and splitting the name field into four separate fields. The new EID number is always assigned by the system and works the same way as the Employee EID on the 101 screen.

The new Medicare field will indicate which part of Medicare the dependent is enrolled in. It appears on the first data line under the MdC heading. BPP will initialize this field for some dependents who have Blue Cross medical coverage. We will be collecting this Medicare data through the Annual Enrollment process. It may have the following values:

- A = Has Medicare part A
- B = Has Medicare Part B
- C = Has Medicare Parts A&B
- D = Has Medicare, parts unknown
- E or blank = Not on Medicare

The screen has been changed so that it no longer panels left-to-right, but will scroll up and down to show additional dependents. The PF8 key will scroll down and the PF7 key will scroll up.

When you enter the screen in Correct Mode, the screen will appear as follows:

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115 TAMUS B/P/P - Dependent Data - Correction                                03/27/03 16:36
                                                                              D BPP0012 0020

Screen: ____  SSN: 999999999  Name: EMPLOYEE NAME

Last Name          First Name      MI Sufx MdC      Start   Stop
LAST              FIRSTNAME1      J          MED N 09011983 022000
  Rel SP  Birthdt 10221955  EID 903002819  DL Y  DEN N 09011999 022000
                SSN 111111111  LTC Y  VIS N 09012001 082002
LAST              FIRSTNAME2
  Rel SO  Birthdt 06101998  EID 103005764  DL Y  DEN
                SSN 222222222  LTC   VIS
LAST              FIRSTNAME3
  Rel DA  Birthdt 09012002  EID 203003601  DL   DEN
                SSN 333333333  LTC   VIS
                MED
  Rel    Birthdt          EID          DL   DEN
                SSN          LTC   VIS
                MED
  Rel    Birthdt          EID          DL   DEN
                SSN          LTC   VIS

PF3=Exit,PF4=Main,PF5=Prev,PF6=Next,PF7=Up,PF8=Down
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When viewing the screen in Inquire mode, the screen has a different, more concise layout as follows.

The name fields are combined here for viewing only.

115 TAMUS B/P/P - Dependent Data - Inquiry										03/27/03 16:38	
										D BPP0012 0020	
Screen: ____		SSN: 999999999		Name: EMPLOYEE NAME							
Name	Birthdt	Rel	EID/SSN	DL	LTC	MdC	Start	Stop			
FIRSTNAME1 LAST	10221955	SP	903002819 111111111	Y	Y	MED N	09011983	022000			
						DEN N	09011999	022000			
						VIS N	09012001	082002			
FIRSTNAME2 LAST	06101998	SO	103005764 222222222	Y		MED Y	06101998	062023			
						DEN					
						VIS					
FIRSTNAME3 LAST	09012002	DA	203003601 333333333			MED Y	09012002	092027			
						DEN					
						VIS					

PF1=Help, PF3=Exit, PF4=Main, PF5=Prev, PF6=Next, PF7=Up, PF8=Down

4-- 1 Sess-1 128.194.103.18 4/11

