



# Verify Employee Building IRN, Fund Source Code and Pay Account is Correct

November 2014

Employees can move buildings and grade levels from one year to the next. It is a good idea to verify building IRN, building codes and pay accounts at the beginning of each school year. Below is an easy way to do that using Safari ODBC.

## *In Excel Using Safari ODBC*

1. Select the **PAYACT\_JOB\_INF** table
  
2. Select the following columns:
  - a. EMPLOYEE\_ID (this will allow you to load changes)
  - b. FULL\_NAME
  - c. JOB\_NO
  - d. ACCOUNT\_COUNTER
  - e. FUND
  - f. SCC
  - g. FUNCTION
  - h. OBJECT
  - i. SUBJECT
  - j. OPERATIONAL\_UNIT
  - k. INSTRUCTIONAL\_LEVEL
  - l. JOB
  - m. PERCENT
  - n. FIXED\_OR\_PERCENT
  - o. ACCOUNT\_STATUS (you will only want to pull active accounts)
  - p. FYTD\_PAY (see if account is being used, you can change the status to inactive)
  - q. JOB\_STATUS (you will only want to pull active jobs)
  - r. JOB\_TITLE (if changed building or grade level, you can change title)
  - s. BUILDING
  - t. DEPARTMENT
  - u. BUILDING\_IRN
  - v. FUND\_SOURCE\_CODE\_1
  
3. Move JOB\_TITLE after FULL\_NAME



4. Filter Data
  - a. ACCOUNT\_STATUS = A
  - b. JOB\_STATUS = 1
  - c. BUILDING\_IRN = if you want to do one building at a time
5. Sort by EMPLOYEE\_ID, JOB\_NO
6. Save spreadsheet as a table (so that you can reuse for rest of buildings and next year)
7. Verify the following:
  - a. Verify OPU, Building Code, and IRN agree
  - b. Verify department code is correct
  - c. Job status is correct (still active job)
  - d. Verify Instructional Level is correct if you use them
  - e. Verify Job Title is correct
  - f. Verify pay account should be active (accounts with zero FYTD\_PAY)
8. Make all the changes that need to be made to the spreadsheet have been done
9. Remove the columns that you do not want to reload.
10. Save as a CSV file

### **In Reflection**

11. Use the file transfer option (flying paper) to transfer the CSV file to Reflection.
12. Use USPLOAD/JOBSCN to update:
  - a. Building Code
  - b. Department Code
  - c. IRN
  - d. Job Title
  - e. Fund Source Code
13. Use USPLOAD/PAYSCN to update
  - a. OPU
  - b. Instructional Level
  - c. Account Status

Call LACA if you have any questions.