

OPM 00-25

DATE: April 13, 2000
TO: All Agency Payroll Coordinators
FROM: Glenda Gesell, Assistant Administrator
Management Information Services
RE: **Agency Payroll APMIBH Screen**

In order to increase the accuracy of the Browse Employee Pay Histories (APMIBH) Screen, the Office of Personnel Management, Management Information Services Department will soon be implementing some changes. Since the APMIBH screen actually provides a visual history, the APMIBHC (Change Employee Pay History) screen and APMIBHD (Delete Employee Pay History) screen have been modified to help maintain this history.

Beginning Monday, April 24, 2000, the APMIBHC (Change Employee Pay History) screen will no longer allow pay rate changes, and the APMIBHD (Delete Employee Pay History) screen will no longer allow deletions once a given history has been used to generate a payroll.

As long as a pay history record has not been used to generate a pay warrant, it may be changed or deleted as needed. However, once a record has been marked as "used", it **cannot** be deleted, and any changes are restricted to the end date, special hours, and special pay fields. There are two (2) levels of "used" processing. The first level is "processed by Agency Payroll" and is set when the P2 Final is on. At this level, the pay history record can be fully accessed only if the P2 Final is purged. The second level is "processed by State Finance". ***Once a pay history record has been marked as having been processed through State Finance, access to the record is restricted, no matter how many purges are performed.***

If you have any questions, please contact Linda Belinski at (405) 521-6321,