

## LOADING PERSONNEL ACTION FORMS WITH MORE THAN EIGHT ACCOUNT SPLITS

All account information can be loaded on line for employees who are charged to more than eight accounts. It is basically a two-step process. First, process the on-line form as usual, with the eight allowed accounts. These first eight splits should equal 100% at this point. Once the form is accepted and in a waiting status, you can go into the form to change the existing account splits and enter the remaining ones.

### Enter form with only 8 of the splits.

```

HRM14          EMPLOYEE ACCOUNTING DATA                                06/12/01
OPT C ACST PA XCSF SSN 000000000 POSN 000000 EFFDT 01/09/2001 FORM 85142641
RATE OF PAY OVERRIDE          REGULAR PAY          FULL PAY          PRINT FORM FLAG
    MONTHLY RATE OF PAY      13145.56              13145.56          TITLE CODE A708
    HOURLY RATE OF PAY        .00              PAY TYPE 4        BUDG
    ANNUAL LEVEL              118310          PAY BASIS 11      FLAG
    EMPL PERCENT FT           100.00          MAX REACHED       GS    U
    POSN PERCENT FT           100.00          STD WORK WEEK
    ON CALL PAY RATE          .00              PREM PAY RATE     .00
ACCOUNT NO      OBJECT SUB PROJ  AMOUNT PERCENT * FTE LEVEL 118310.00
115-30-0100     1110  0          14788          12.50 * FLSA FLAG E
115-30-7026     1110  0          14788          12.50 *
115-30-5193     1110  0          14789          12.50 * WORKING TITLE PERCENT
115-30-6026     1110  0          14789          12.50 *          A708          100
115-35-0000     1110  0          14789          12.50 *
115-35-0100     1110  0          14789          12.50 *
115-30-4008     1110  0          14789          12.50 *
115-35-6026     1110  0          14789          12.50 *
PF1 = SUBSEQUENT RECORDS BY SSN  PF3 = RETURN TO ORIGINAL TRANSACTION
PF2 = SUBSEQUENT RECORDS BY POSN PF6 = REMARKS SCREEN (OR USE I REMK)
SELECTED TRANSACTION DISPLAYED
    
```

### Select the newly created form in "W" status.

```

HRM40          EMPL/POSN FORM ACTIVITY                                06/12/01

OPT I PTRN PA  SSN 000000000  POSN  EFFDT  FORM
S PA  ST  SSN  POSN ST FORM  BGT PER APPR  PAYAPPR  EFF DATE
S XCSF W  000000000  012781 W  85142641  01/09/2001
    
```

**Go to second page of the form and type in I ACCT. Press ENTER.**

HRM14 EMPLOYEE ACCOUNTING DATA 06/12/01

OPT I ACCT PA XCSF SSN 000000000 POSN 000000 EFFDT 01/09/2001 FORM 85142641

RATE OF PAY OVERRIDE	REGULAR PAY	FULL PAY	PRINT FORM FLAG
MONTHLY RATE OF PAY	13145.56	13145.56	TITLE CODE A708
HOURLY RATE OF PAY	.00	PAY TYPE 4	BUDG
ANNUAL LEVEL	118310	PAY BASIS 11	FLAG
EMPL PERCENT FT	100.00	MAX REACHED	GS U
POSN PERCENT FT	100.00	STD WORK WEEK	
ON CALL PAY RATE	.00	PREM PAY RATE	.00

ACCOUNT NO	OBJECT	SUB	PROJ	AMOUNT	PERCENT *	FTE LEVEL	118310.00
115-30-0100	1110	0		14788	12.50 *	FLSA FLAG E	
115-30-7026	1110	0		14788	12.50 *		
115-30-5193	1110	0		14789	12.50 *	WORKING TITLE PERCENT	
115-30-6026	1110	0		14789	12.50 *	A708	100
115-35-0000	1110	0		14789	12.50 *		
115-35-0100	1110	0		14789	12.50 *		
115-30-4008	1110	0		14789	12.50 *		
115-35-6026	1110	0		14789	12.50 *		

PF1 = SUBSEQUENT RECORDS BY SSN PF3 = RETURN TO ORIGINAL TRANSACTION  
 PF2 = SUBSEQUENT RECORDS BY POSN PF6 = REMARKS SCREEN (OR USE I REMK)  
 SELECTED TRANSACTION DISPLAYED

**This screen appears.**

HRM34 HRM FORM ACCOUNTING 06/12/01

OPT I ACCT PA XCSF SSN 000000000 POSN 000000 EFFDT 01/09/2001 FORM 85142641

Name	SPLITS, TOMANY	Salary	118310	Pay Type	4	Pay Basis	11
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A/C/D	Account	Object	Sub	Project	Amount	Percent
	115-30-0100	1110	0	0	14788	12.50
	115-30-7026	1110	0	0	14788	12.50
	115-30-5193	1110	0	0	14789	12.50
	115-30-6026	1110	0	0	14789	12.50
	115-35-7026	1110	0	0	14789	12.50
	115-35-0000	1110	0	0	14789	12.50
	115-35-0100	1110	0	0	14789	12.50
	115-30-4008	1110	0	0	14789	12.50

Cumulative Annual/Amt Percent 118310 100.00

PF7=Up PF8=Down

Type in **C ACCT**; then make the necessary additions, deletions, or changes.

To add a new account split, tab to the next available blank line and type "A" in the left hand column, then enter the account number, object code, sub object code, amount and percent. Press ENTER.

To delete an existing account split, type "D" in the left hand column. Press ENTER.

To change an existing account split, type "C" in the left hand column and make the required changes. Press ENTER.

NOTE: You can make changes, additions and deletions at the same time.

HRM34

HRM FORM ACCOUNTING

06/12/01

OPT **C ACCT** PA XCSF SSN 000000000 POSN 012781 EFFDT 01/09/2001 FORM 85142641

Name SPLITS, TOMANY

Salary 118310

Pay Type 4

Pay Basis 11

A/C/D	Account	Object	Sub	Project	Amount	Percent
	115-30-0100	1110	0	0	14788	12.50
	115-30-7026	1110	0	0	14788	12.50
	115-30-5193	1110	0	0	14789	12.50
	115-30-6026	1110	0	0	14789	12.50
	115-35-7026	1110	0	0	14789	12.50
	115-35-0000	1110	0	0	14789	12.50
<b>D</b>	115-35-0100	1110	0	0	14789	12.50
<b>C</b>	115-30-4008	1110	0	0	<b>24254</b>	<b>20.50</b>
<b>A</b>	<b>115-35-6026</b>	<b>1110</b>	<b>0</b>	<b>0</b>	<b>2662</b>	<b>2.25</b>
<b>A</b>	<b>115-30-6126</b>	<b>1110</b>	<b>0</b>	<b>0</b>	<b>2662</b>	<b>2.25</b>

Cumulative Annual/Amt Percent

118310

100.00

PF7=Up PF8=Down

**To view all account splits on a current form.** Select the form. On the second page of the form type in **I ACCT**. Press ENTER. The page where account splits are listed will appear.

NOTE: Changes cannot be made to forms that are in a current status— the form status must be either waiting (W) or pending (P).