The current status of the record is indicated here.

To view the detailed service record, type "**S**" here & press the R-CTRL key.

The Mentor Prep rate (MT) is set as an hourly rate, but each prep is only 45 minutes. Please be sure to enter only 45 minutes for each Mentor Prep (MT) or you will be overpaying the employee.

The historical summary will display all entered and paid online services for an employee. Enter a file # or SSF and press the F9 key to retrieve the payment records. Each record will also contain the total amount of total service time paid & the processed date.

If there is more than one page of history summary, you can press the F8 key to page forward & F9 key to page backward.

For each service record displayed, you can select the detailed time record by entering a "**S**" in the selected column (the first column) & pressing the F9 or F10 key.

The F9 function will display the detailed history record by hours.

The F10 function will display the detailed history record by time.

**LOGON:**

- **TYPE:** "P" (from the main menu)
- **PRESS:** R-CTRL (CICS screen is displayed)
- **PRESS:** PAUSE/BREAK (to clear screen)
- **TYPE:** CESN
- **PRESS:** R-CTRL key
- **TYPE:** USER ID & PASSWORD
- **PRESS:** R-CTRL KEY ("Sign on is complete" is displayed)
- **TYPE:** DB (to bring up the DB Application Menu)
- **PRESS:** R-CTRL KEY
- **TYPE:** TBNK
- **PRESS:** R-CTRL KEY
- **TYPE:** "PERS"
- **PRESS:** R-CTRL KEY (The Bulletin Board screen is displayed)
- **PRESS:** PF10 KEY 2 times

**LOG OFF:**

- **PRESS:** PAUSE/BREAK 2 times (from any screen)
- **TYPE:** CESN LOGOFF
- **PRESS:** R-CTRL

**QUICK ACCESS:**

- **STARTING AT THE MAIN MENU**

| Option 01 | Service Data Entry |
| Option 02 | Service Summary |
| Option 03 | Individual Service Summary |
| Option 04 | Per Session History |
| Option 06 | User ID/Timestamp Inquiry |
| Option 09 | Bulk Job Detail Inquiry |
| Option 15 | Service Data Entry for Principals |
The Per Session Data Entry Report screen is comprised of two parts, the HEADER and the CALENDAR. To create a new service record the record header must be first completed.

The following information must be provided in order to create a new record.

1) EIS ID (FILE #): You are required to confirm the name before continuing. Enter the file name and press R-CTRL. Please verify the name that is displayed, TYPE Y in the NAME CONFIRM FLAG Y/N field and press R-CTRL to confirm that is the correct name.

2) Enter the position symbol, which must match bulk job’s position title.

3) Enter the location information: DIST (2 digits), BORO (1 DIGIT), & SCHOOL 3 digits. NOTE: The location must match the location of the bulk job being used. Enter the month number and year.

4) The system will display instructions. When the system displays the instruction you must delete entire record and reenter it again.

5) Enter the pay code to identify which half of the month you are entering. The available codes are: A for the 1st – 15th of the month, B for the 16th to the end of the month.

6) Enter the bulk job id.

7) The program # field (PROG NO) is an optional field for Pedagogic titled employees.

When all of the necessary header information is entered, press function key F2 to add the new record. The system will verify the information entered. If there are any issues with information, it will display an error message at the bottom of the screen. You must correct the error, then press F2 again. You can only update the service data of an existing pending record.