
Master File Change

Master File Change data are miscellaneous database elements that are not entered on a personnel action or payroll document but may affect pay and personnel eligibilities of an employee.

This section will show how to update certain data elements in the NFC Payroll/Personnel database (e.g., WGI due code).

Note: There are currently 36 Master File Update Actions that can be performed with this module. Multiple fields can be processed. CA new row is required per field. Click the + to add a new row.

To enter a Master File Change:

1. Select the **Payroll Documents** menu group.
2. Select the **Master File Change** component. The **Find an Existing Value** tab - Mater File Change is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Master File. Enter the search criteria.
3. Click **Search**. The Master File Change page (**Figure 391**) is displayed.
4. Click the + to add a new row.

USDA US Dept of Agriculture

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

LOVE, LILLY EmpID: 033104 Rct# 0

Master File Change Find | View All First of 2 Last

*Effective Date: 09/17/2006 Pay Period: 19 Date Entered: 09/27/2006

User ID: USER11 Transaction Status: Not Applied

Data Element

*Field to be Updated: 000012 OASDI-DEDUCTIONS-YTD

Validation Rules Hints for Field Values:
Amount For example: Enter 004000 for \$40
Or 004040 for \$40.40

*New Data: 54000

*Action Code: Replace

Save Return to Search Notify

Figure 391. Master File Change page

5. Complete the fields as follows:

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **Not Applied** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Field To Be Updated**

Enter the field to be updated or select a field by clicking the search icon. Once the field to be updated is selected, the narrative for the code will appear next to the code.

**Validation Rules/Hints
For Field Values**

General rules will be shown in this field and may be enough to help you to enter data in the **New Data** field.

***New Data**

Enter the applicable information.

***Action Code**

Enter the applicable information or select data from the drop-down list. The valid values are **Add**, **Replace**, and **Subtract**.

6. Click **Save** to save the transaction.
7. Click **OK** on the pop-up.
8. Click **Return to Search** to enter another Master File Change.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Multi-Element Update

Multi Element update data includes miscellaneous database elements that are not entered on a personnel action or payroll document but used for reporting requirements as well as to denote expertise or experience in various fields. Multiple data elements can be processed on an employee. A new row is required per element. Click the **+** to add a new row.

This section will show how to enter a data element for an employee.

To enter a Multi-Element Update:

1. Select the **Payroll Documents** menu group.
2. Select the **Multi-Element Update** component. The **Find an Existing Value** tab - Multi-Element Update page is displayed. The information on this page will allow you to locate an existing employee in order to enter another multi-element update. Enter the search criteria.
3. Click **Search**. The Master File Change page (**Figure 392**) is displayed.

The screenshot displays the 'Multi-Element Update' page within the USDA system. At the top, the USDA logo and 'US Dept of Agriculture' are visible. The page header includes navigation links: Home, Worklist, Add to Favorites, and Sign out. Below the header, the user's name 'LOVE LILLY' and 'EmpID: 033104 Rcd#: 0' are shown. The main section is titled 'Multi-Element Update' and contains search criteria: 'Effective Date: 01/07/2007', 'Pay Period: 01', 'Date Entered: 01/17/2007', 'User ID: NFCUSER01', and 'Transaction Status: InProgress'. Below this is the 'Data Element' section, which includes a 'Field to be Updated:' field, a 'Validation Rules/Hints for Field Values:' list, and a 'New Data:' field. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

Figure 392. Multi-Element Update page

4. Click the **+** to add a new row.
5. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmpIID entered.