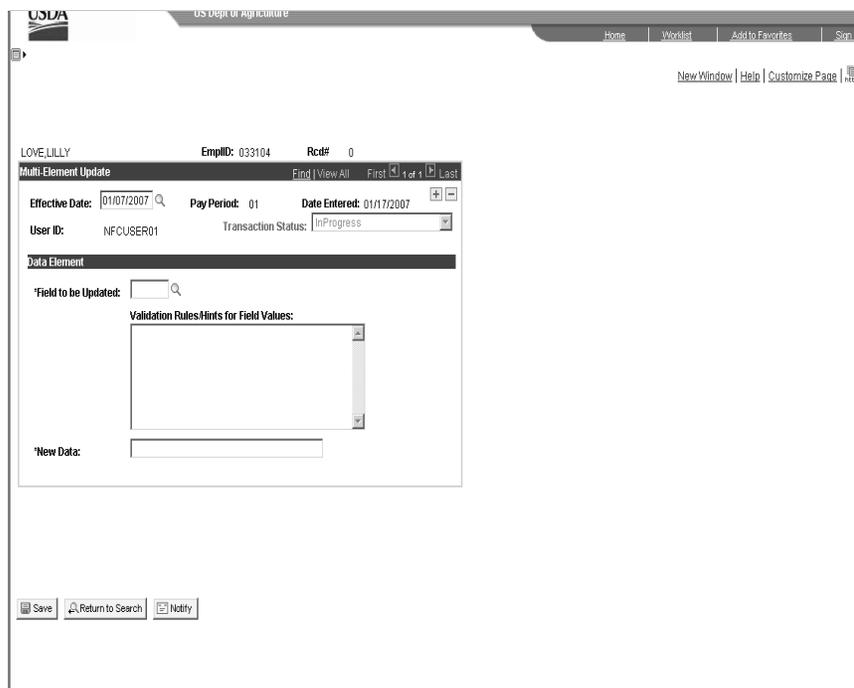

Multi-Element Update

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 employee information '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'. A 'Data Element' section follows, with a 'Field to be Updated:' input field, a 'Validation Rules/Hints for Field Values:' list box, and a 'New Data:' input 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 EmplID entered.

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 **In progress** 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 to enter data in the **New Data** field.

***New Data**

Enter the applicable information.

6. Click **Save** to save the transaction.
7. Click **OK** on the pop-up.

8. Click **Return To Search** to enter another Multi-Element Update.

OR

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