

CALMNT - Job Calendar Maintenance

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overview

CALMNT is the calendar maintenance program used to add, delete, modify, copy and mass change calendars. Moving around CALMNT is similar to moving around USPSCN. Two functions which are different from USPSCN are copy and mass change. The copy function allows you to copy a calendar from one calendar type to another. Mass change allows you to enter things such as holidays and calamity days across many calendars at once.

Job calendars can be added at any time before the payroll in which they will be used.



Care should be taken when deleting job calendars. Job calendars should be left on the system for at least the current fiscal year. The recommended length of time that job calendars should be left on the system is the previous and current fiscal years or more.

accessing the program

The program may be executed by typing:

```
$ RUN OECS$PAY:USPSDAT
```

at the \$ prompt or in the menu system type:

```
Menu>USPSDAT
```

main menu

USPSDAT - USPS District Data Maintenance

- 1. USPCON - Configuration Data Maintenance
- 2. PGRPED - Pay Group Data Maintenance
- 3. CALTYPED - Job Calendar Type Maintenance
- 4. CALMNT - Job Calendar Maintenance
- 5. CALRPT - Job Calendar Report Program
- 6. DEDNAM - Deduction Name Maintenance
- 7. DNAMRPT - Deduction Name Report
- 8. MAPPING - Acct. Mapping for Distrib. of Benefits & Leave
- 9. MAPRPT - Account Mapping Report
- 10. BLMNT - Building Code Maintenance
- 11. DEPMNT - Department Code Maintenance
- 12. BLDDEPRPT - Building And Department Report Program
- 13. ROUTSCN - Routing Number Maintenance
- 14. ROURPT - Routing Number Report
- 15. EXIT - Exit program

Menu: USPSDAT Option>

XX Accept

XX Help

XX Exit

XX Next

```

Find: 001      01 19XX          Add Type: 001  Add Date:  1 19XX
      Type      Month and Year

      CALENDAR TYPE:  001
      ADMINISTRATORS

      January, 19XX
-----
SUN  MON  TUE  WED  THU  FRI  SAT
      01
02  03  W   04  W   05  W   06  W   07  W   08
09  10  W   11  W   12  W   13  C   14  W   15
16  17  W   18  W   19  W   20  W   21  W   22
23  24  W   25  W   26  W   27  W   28  W   29
30  31  W

      WORKDAYS:  20      HOLIDAYS:
      CALAMITY:  1      MAKE-UP  :

End of file reached
CALMNT      Maintenance program
XX  Top              XX Find              XX Lockmode
XX  Help             XX Add              XX Mass Change
XX  Exit             XX Delete            XX Copy
XX  Next             XX Modify

```

Select a processing mode by pressing the applicable function key.

sample screen

Job calendar information is setup based on its calendar type and date. The calendar type must first be established using the USPSDAT/CALTYPED program. After entering the Add Type and Add Date, press the [Add] function to indicate the work schedule.

Add Option

```

Find:                                     Add Type: 001  Add Date:  1 19XX
      Type  Month and Year

      CALENDAR TYPE:  001
      ADMINISTRATORS

      January, 19XX
-----
      SUN  MON  TUE  WED  THU  FRI  SAT
      01
      02  03   04   05   06   07   08
      09  10   11   12   13   14   15
      16  17   18   19   20   21   22
      23  24   25   26   27   28   29
      30  31

      WORKDAYS:           HOLIDAYS:
      CALAMITY:           MAKE-UP  :

CALMNT      Maintenance program
XX Top                XX Find                XX Lockmode
XX Help              XX Add                  XX Mass Change
XX Exit              XX Delete              XX Copy
XX Next              XX Modify

```

Field Definitions

- The blank line beside a date is used to identify what type of day it is for payroll purposes.
 - W - Work Day
 - H - Holiday (Paid)
 - C - Calamity Day
 - M - Make-Up for Calamity Day
 - Blank - Non-Work Day or Unpaid Holiday.

sample screen

Mass Change Option

The Mass Change option allows the type of day to be updated across several calendar types with a single entry. For example, a district had a calamity day and multiple calendars need marked accordingly.

This function allows you to mass change a date. You specify the date and the calendar types that should be changed. The date can be changed to a Work day, Calamity day, Holiday, Make up day, or space.

Mass Change Date: ___/___/____

Calendar Types: _____

Change to a: _

Field Definitions

- Enter the date to be updated in the **Mass change date** field.
- In the **Calendar Types** field, select the affected calendars - separated by commas.
- The **Change to a** field offers the following options:
 - W = Work
 - H = Holiday
 - C = Calamity
 - M = Make up
 - Blank = Non-work day or Unpaid holiday

sample screen

Copy Option

The copy function allows you to copy a range of calendars from one type to another.

Copy from: Type _____
Start Date ___/___/____
End Date ___/___/____

to: Type _____

Field Definitions

- Enter the calendar you wish to copy from in the **Copy from: Type** field.
- Enter the starting date of the range you wish to copy from in the **Start Date** field.
- Enter the ending date of the range you wish to copy from in the **End date** field.
- In the **Copy to: Type**, indicate which calendar types you wish to duplicate the calendars to.