SR82447
EDEM Screen – Add Employee’s Name

Objective:
The objective of this request is to add an additional column to the EDEM screen. This additional column will contain the employee’s name and should be automatically populated by the PPS.

Project Type:
This is a modification to the Payroll/Personnel System (PPS).

Requested by:
Payroll Coordination and Tax Services

Analyst:
Shaun Ruiz

Due Date(s):
Not Urgent.
**Business Needs Statement:**
The EDEM screen needs to be updated to include the employee’s name. With this enhancement in place, departments will be able to audit a list of employees that have been selected for mass update in a timely and effective manner.

**Current Process:**
Employees are entered one-by-one into the PPS via the EDEM function. Entry into the PPS is by employee id. The employee’s name is not currently referenced on the EDEM screen.

The Information that is entered into the PPS, via EDEM, is often printed (screen print) for purposes of a post audit.

**Proposed process:**
Update the EDEM Screen to include the employee’s name (EDB0105). The employee’s name should be populated automatically based on the employee id that is entered.

Please see attachments for screen examples.
**Attachment B – EDEM Screen (After Update)**

![EDEM Screen](image)

**PPEDEMO-E1008**  
**EDB Entry/Update**  
**Misc. Deductions - Mass Entry**  
**Userid:** PAYUSR1

**GTN No:** 401  
**PARKING:** 401  
**Effective Date:**

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Deduction Amount</th>
<th>Declining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPDATED</td>
<td>ADAMS, JOHN</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>UPDATED</td>
<td>MARVIS, TRAVIS</td>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td>UPDATED</td>
<td>AARDVARK, FRANCI</td>
<td>66.00</td>
<td></td>
</tr>
</tbody>
</table>

**Next Func:**  
**ID:**  
**Name:**  
**SSN:**

**U0037 Update process complete**

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**F:** 1-Help  
**3-PrevMenu**  
**4-Print**  
**5-Update**  
**8-Forward**  
**9-Jump**  
**12-Exit**

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`20/013`