

TEY CMTS – Allow Chairperson Access to Pay Screens Quick Reference Guide



BUILDING AMERICA™

For assistance, please contact Online System Services at 544-5555

Information Services - Information Technologies

Introduction

If a TEY Employee desires their Chairperson(s) to view any of their pay screens they must grant this access through their Personal Information screen in the CMTS application. Updates, including removal of access can be made as often as necessary. Chairpersons will not be prohibited from submitting a claim for an employee when this feature is not utilized.

How to Allow a Chairperson Access to Pay Screens

1. Login to CMTS
2. Under Reportings select Personal Information

(Partial Screen Shot)

The screenshot shows the 'Personal Information' screen for employee ME ACEDO. The 'Allow Chairman Access to Pay Screens' checkbox is checked. Two callouts are present: one pointing to the checkbox with the text 'Click the Allow Chairman Access to Pay Screens box..' and another pointing to the 'User ID' input fields with the text 'Enter User ID(s) of Chairperson(s). You may enter up to 2 User ids.'

3. Click the **Allow Chairman Access to Pay Screens** box.

4. Enter User id(s) of Chairperson(s). You may enter up to 2 User id(s).
5. Click **Update**. Should receive Update Was Successful message.

How to Allow a Chairperson Access to Pay Screens from the Mainframe – 3270

1. Login to CMTS
2. From the Field menu select option 10 Change Address

(Partial Screen Shot)

The mainframe terminal shows the following data:

EMPLOYEE MASTER SECONDARY INFORMATION PSTS05A

EMPLOYEE NAME: ACEDO, ME EMPLOYEE NUMBER: 000001847

EMPLOYEE LAST NAME: ACEDO EMPLOYEE INITIALS: ME

AVR EMPLOYEE NAME: ME ACEDO AVR MESSAGE NUMBER: 003078

HOME TERM CIRC7: TP860 EMP TITLE: 1 COMP OFFICER?: N SOC SEC #: *****8940

E-MAIL: USER ID 1: OTEU438

LOCAL CHAIRMAN?: N USER ID 2:

ALLOW CHAIRMAN ACCESS TO PAY SCREENS (Y/N): Y USER ID: OTEY602

3. Enter a Y in the **Allow Chairman Access to Pay Screens** field.
4. Enter User ID(s) of Chairperson(s). You may enter up to 2 User id(s).
5. Press **F5=Update**. Should receive Update Was Successful message.