Infor E Series
Human Capital Management
Lost Time

Release 25.15
September 2025

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Publication Information

Release: Infor E Series Human Capital Management Release 25.15

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About This Guide

Organization of This Guide

The *Lost Time Module* guide is designed to give you a general understanding of the functions of the Lost Time module of the Infor E Series Human Capital Management system (HCM:E) and to provide the details required to use the application effectively.

This preface briefly describes the contents of the chapters in this guide.

Overview

The overview chapter introduces the Lost Time module. It is written for systems analysts, management personnel, and others who need a general knowledge of the features, structures, and processing of the Lost Time module without the technical detail found in the Module Communication chapter.

How To

The How To chapter explains the function and use of input to the Lost Time module.

Transaction Descriptions

This chapter contains detailed information about the format of each input to the Lost Time module.

Reporting

This chapter contains information about the reporting options available in the Lost Time module and the contents of the reporting control tables.

Sample Reports

This chapter contains descriptions and samples for each report produced in the Lost Time module.

Module Communication

Descriptions of the elements and flow of the basic system are found in this chapter.

Technical How To

The Technical How To chapter is written for data processing personnel. It provides information about running the Lost Time module, user modifications, and maintenance.

1 Overview

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About the Lost Time, Health, and Safety Module

The Lost Time, Health, and Safety module of the Infor E Series Human Capital Management system (HCM:E) is specifically designed to maintain and control statistics about employee health, absenteeism, on-the-job injuries, and fatalities. It produces several profile and detail reports and facilitates compliance with reporting and record-keeping requirements established by the Occupational Safety and Health Administration (OSHA).

OSHA Records

OSHA records must be maintained for a minimum of five years. The following records are supported by HCM:E.

OSHA 200

A log of every accident, mishap, and so on, that OSHA designates as reportable is entered. Each case must be reported on a single line.

The following cases fall under this report: work-related death, non-fatal illness, and injury that results in loss of consciousness, restriction of movement or possible transfer to another job, and any medical treatment given other than simple first aid.

Entries to this form must be made within six work days of occurrence.

A year-end summary must be posted internally for all employees to view no later than February 1 of the closing year and must remain posted for at least one month.

Any accident resulting in a death or the injury of five or more employees must be reported to OSHA within 48 hours of occurrence.

OSHA 101

A supplement to the OSHA 200 report giving details of the single line entry.

Again, entries must be made within six working days of occurrence.

All relevant data must be available if an OSHA inspector requests to see them. Automation of these records through the Lost Time, Health, and Safety module makes these reports quickly obtainable and provides the facility for identifying problem areas.

The identification of problem areas and the review of facts about specific accidents, illnesses, absences, and deaths is the key to cost reduction efforts. The primary function of this module is to assist the organization with this process. A thorough analysis of these events can lead to meaningful changes in personnel policy, safety training, equipment design, and other programs.

These changes mean the control of life-threatening hazards, increased employee well-being, and an improvement in the total work environment.

System Report Options

The sort sequence options that follow are common to all Lost Time reports with the exception of Profiles 1 and 2.

- Major Sequencing
  - Report within Levels 1 and 2
  - Levels 1 and 2 within Report
  - Report within Level 1
  - Level 1 within Report

- Intermediate Sequencing

  Subtotals and page breaks are determined based on user specified data items.
- Minor Sequencing
  - By employee number - numerical order
  - By employee name - alphabetical order

Employee records can be required to meet certain selection criteria to appear on the reports. The following criteria can be specified:

- Date Selection
  - Select by Low and High Dates
- Levels/Other Data or Employee Number Selection

Features

The Lost Time, Health, and Safety module has the following features.

Absence and Accident Information

- A virtually unlimited number of absences, accidents, related absences, and associated information can be maintained.
- Seventy types of absence can be identified by the user. These user-defined codes are translated on reports.
- Ninety-nine accident or illness types can be defined by the user. These codes are also translated for printing.
- The module calculates beginning and ending day of the week for each absence and determines any pay day or holiday association, or both.
- Insurance claim information can be maintained for each accident for an individual.
- Fifteen job hazards can be maintained for an employee with pointers to any associated physical exams.

Automatic Update

Historical retention of absence and accident-related data is accommodated with the automatic updating of this information in association with the dates of occurrences.

User Control

The sequence of the reports is user defined and can be changed any time reports are required. This sequencing capability, used with the total break option, page break option, and the capability of selecting only those employees meeting certain criteria, greatly facilitates absence and accident analysis.

The user determines the coding structure for physical exam type, job hazard type, accident result code, and fleet accident type. All codes are translated for printing purposes.

Control of Physical Exam Follow-up

Up to 18 different physical exams can be maintained for an employee. Each records the date and result of the last exam along with the date the next exam is due.

Module Implementation and Operation

Because of the relatively small amount of required data, the module can be put into operation quite easily. As business needs increase, the database can be expanded.

To keep operational costs at a minimum, the following features were incorporated:

- The major functions of the system are accomplished in one execution of the module, thus reducing the chances of operational errors.
- To make the most efficient use of the equipment involved, the module can be run with one or two passes of the master to do validating, updating, and creating of reports.

System Design

Relationship to the Central System

The module interfaces with the central system in the following areas.

Load, Validate, and Update

Transactions for the module enter through the Load step, and Levels 1 and 2 and Employee Number are validated and then bypassed by the Update step. The Valid Transaction File is then input to the module. Certain central system transactions the module uses and all Lost Time transactions are then extracted from the file.

Control Card Load and Edit

The module Run Control Card, one-time Report Option Override transactions, and Employee Selection Criteria transactions are entered here and edited.

Tables File Edit and Load

The transactions defining the translations of the various codes used in the module are edited and loaded in the HRMS Tables File.

The Master File

The Lost Time module requires a separate Master File because of the possible size of the file and the sequence of the file. The Master is segmented in a manner similar to the central system master.

The Master has the following sequence:

- Levels 1 and 2
- Record type where 1 is a company header, 3 is an employee record, and 9 is a trailer record
- Employee number
- Accident/Illness/Regular absence date with an iteration number
- Accident/Illness related absence date with an iteration number
- Segment number

This sequence allows accidents or illnesses and absences to be maintained in chronological order on the file. It also allows absences that are the result of an accident to directly follow the accident data.

Major Processing of the Module

This consists of one executable program that determines from the module Run Control Card the phases to perform. The program has three major phases, the second of which is further divided into three phases.

1. Transaction Extract
2. Master Processor
    a. Transaction Edit and Validate
    b. Master Update
    c. Report Extract
3. Report Print

Standalone Programs

Special Report Generator (SRG)
Master Conversion

System Reports

The Lost Time, Health, and Safety module provides the following reports.

Run Control Report

This report provides a one-page summary of the modules to be executed during the run and a list of their inputs and outputs.

Used as a clerical aid, the Run Control Report will assist in gathering the inputs and outputs.

Transaction Extract Summary

Totals are shown by Levels 1 and 2 on the number of central system and Lost Time/Health and Safety transactions read by the extract and the total number of transactions selected for processing. The selected transaction totals are listed by transaction.

Validate Report

The transaction image, sequence number, and any error messages are printed. Totals are produced by Levels 1 and 2, transaction code, and separator code for the number of transactions read, rejected, and accepted. The report is sequenced by Levels 1 and 2, employee number, accident/absence date, transaction code, and transaction separator code.

File Maintenance Report

Before and after images are shown for each transaction updated. The report is sequenced by Levels 1 and 2, employee number, accident/absence date, transaction code, and separator code. Totals are printed by Levels 1 and 2 showing the effect of the maintenance on the number of records, employees, accidents, and absences on file.

Report Extract Summary

This report produces totals by Levels 1 and 2 on the number of lines created for each report.

Employee Profiles

Two reports are produced showing all available data maintained for an employee, and they can be generated for a specific employee, for a specific Level 1 and 2, or any additional levels of control.

Profile 1 is a formatted dump of all current personal information such as age, sex, pay data, EEO data, job hazards, and physical exams.

Profile 2 consists of all accident data, including fleet accident data and absences due to an accident, and all absence data. A few of the items appearing on this report are the type of accident, the date and time of the accident, injury information, OSHA data, co-worker information, machine information, absence type, absence begin date and time, absence end date and time, absence begin and end day of the week, and whether an absence was related to a payday or a holiday.

Profile 1 and 2 Report Options

The following options are some of those available for Profiles 1 and 2. Items that can be used for selection on a report are listed in the Report Selection table.

- Major sequencing
  - Report within Levels 1 and 2
  - Levels 1 and 2 within report
  - Report within Level 1
  - Level 1 within report
- Intermediate sequencing
  - No secondary sequence
  - By Level 3
  - By Levels 3 and 4
  - By Levels 3, 4, and 5
  - By Levels 3, 4, 5, and 6
  - By Levels 3, 4, 5, 6, and 7
- Minor Sequencing
  - Employee Number - numerical order
  - Employee Name - alphabetic order
- Date Selection (Profile 2 only)
  - Select by low and high dates
- Levels/Other data or employee number selection

Absence Detail

This report lists all absences for a period by employee showing the type of absence and total time out; beginning and return date; time and day of week; paydays or holidays, or both, involved; amount paid; Levels 3 through 7; and union code; and case number if due to an accident. Totals are printed by day of week, payday, and holiday for the number of absences, the absences as a percentage of all Level 2 absences and all Level 2 employees, the hours lost, and amount paid.

Accident Detail

All accidents for a period are listed by employee. Some of the items shown are Levels 3 through 7, work location, job title, union code, accident type, date and time, injury data, OSHA data, and machine data. Totals are printed for the number of accidents, the accidents as a percentage of all Level 2 accidents and all Level 2 employees, and hours lost and cost.

Fleet Accident Detail

This report shows all fleet accidents for a period by employee. Some of the data shown is Levels 3 through 7, years of experience, fleet accident type, date and time, address of the accident, weather and road conditions, vehicle speed, vehicle make, model, year, tag number, and the damage.

Physical Exam Notification

This report lists all employees due for a physical during the period. The exam type, date and result of the last exam, date the next exam is due are printed. Columns are available for the date and result of the exam taken and the date the next exam is scheduled. These columns are entered after the exam is taken and the report is used as a turnaround document.

OSHA Log and Summary

This report contains all information required by OSHA on Form 200. The detail items printed for Form 200 are: case number, accident or illness date, employee name and number, job title, Levels 3 through 7 and work location, injury/illness description, OSHA code, date of death, lost work day indicator, lost work days, days of restricted work, no lost work indicator, and termination or transfer indicator. This can replace the OSHA Form 200 log. Totals are printed for OSHA category code at a user-determined level. The OSHA Form 200 Summary is easily filled out from the grand total page.

OSHA Supplement

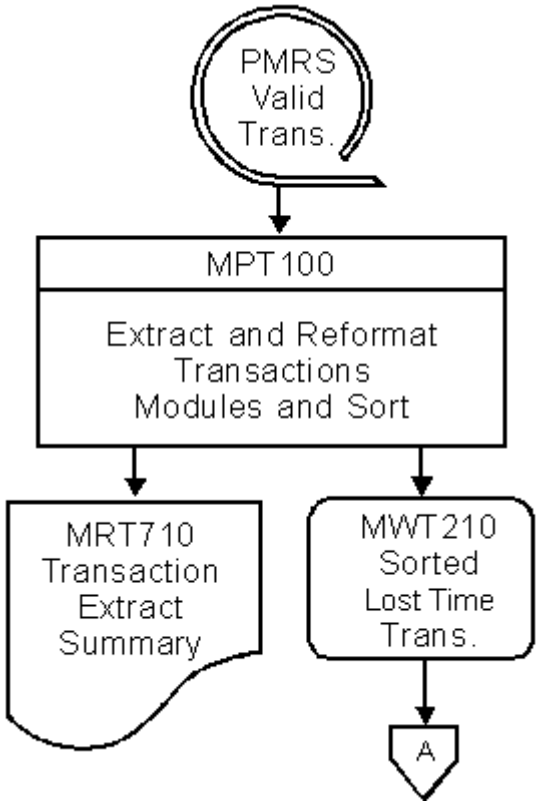
This report replaces OSHA Form 101. All required information is printed in a manner allowing the use of 8 1/2 x 11 paper for easy filing in employee folders.

Transaction Extract

The Transaction Extract and Reformat reads the Valid Transaction File from the central system Validate and extracts all transactions that apply to the Lost Time module. The extracted transactions are reformatted and a sort key is built for matching the transactions to the Lost Time Master File.

After the extract process is completed, the new transaction file is sorted into the same sequence as the Lost Time Master.

Application/Function Chart



Master Processor

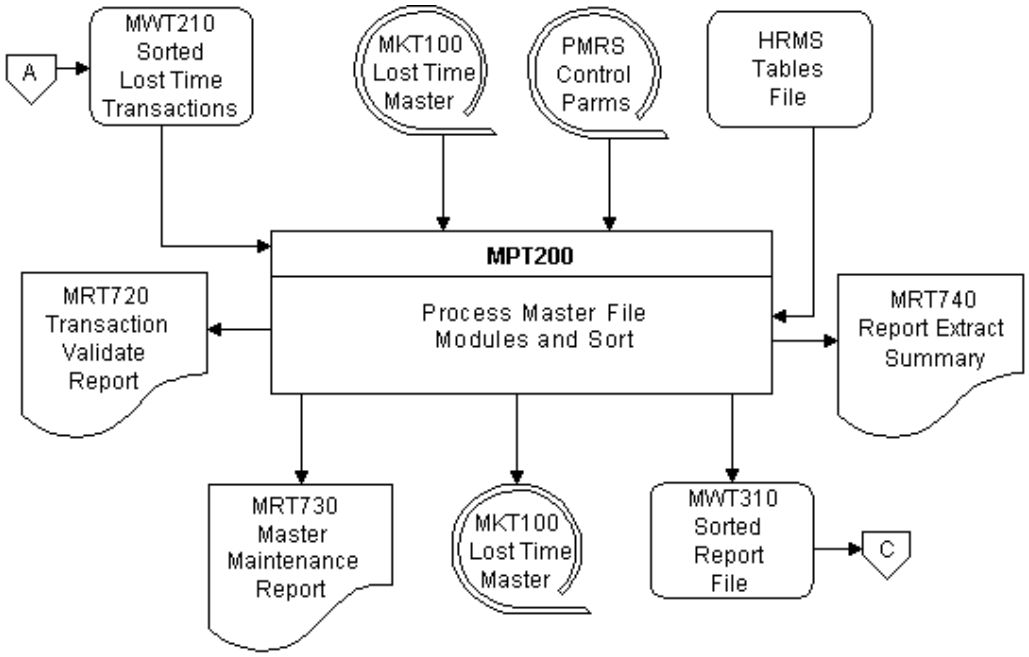
The Master Processor handles all processing using the Lost Time Master File. The following major functions are handled based on the run options chosen in the P* transaction:

1. Transaction Edit and Validate: All Lost Time transactions are edited for syntax errors. The Lost Time and central system transactions are then validated using the Lost Time Master File. The Transaction Validate report lists the transactions with all errors found.

2. Master Update: The Lost Time Master is updated by all error-free transactions out of the Validate phase. The new Lost Time Master is created by the update. The Master Maintenance report lists the effect of the maintenance showing the before and after image of each data item changed.

3. Report Extract: Report records are created from the updated Master or the current Master if the update is not being run. The Control Parameter File is accessed for one-time print option overrides and for selection criteria. Each report is produced based on the period-end generate option and the report selection criteria. The report file is created and sorted at completion.

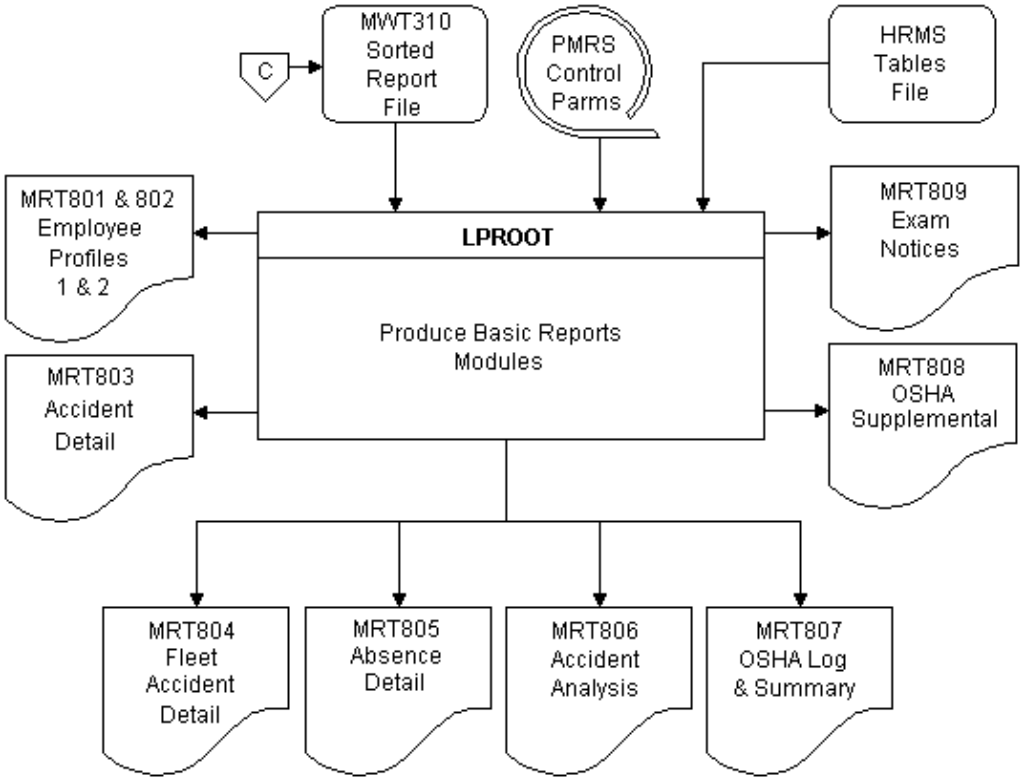
Application/Function Chart



Report Print

This module prints all basic Lost Time reports. The Sorted Report File is input to this phase. The reports are produced based on the type of report record read. The printing of a report on the file can be bypassed using a control parameter. The Control Parameter File is accessed to determine whether to override the printing of a report.

Application/Function Chart



2 How To

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Introduction

The How To chapter is organized by functional groups of transactions. The following information about these groups is included:

- Overview - A brief description of the types of transactions found in the chapter
- Frequently Used Terms - Definitions of terminology used in the chapter
- Field Descriptions - A discussion of the use of each field on each transaction
- Transaction Usage - A discussion of when and how to use each transaction and an explanation of the interrelationship between the transactions
- Examples - Examples of the use of the transactions in a problem-answer format

Terminology

The following terms are used throughout the How To chapter:

Update Code

Update code is used to indicate the type of maintenance a transaction is intended to accomplish and can be **blank**, **R**, or **D**.

Value	Description
Blank	Indicates a new record or set of records is being added to the Master File; that is, a new accident or absence is being recorded for the first time.
R	Indicates a Master record is being changed. An example is changing information about an accident or adding more information about a previously recorded accident.
D	Indicates a record or set of records is being deleted.

Control Fields

The *control fields* on a transaction are used to uniquely identify the transaction and the specific Master record to which the transaction applies. These fields are the only fields always required on every transaction.

Run Control Transactions

The Run Control transactions for the Lost Time module are the P* and PS-* transactions. The P* transaction controls the execution of the Lost Time module. Its use is described in the Transaction Usage Section that follows. The PS-* transaction has three purposes. It controls the

- Date ranges for the Select by Date options on the PS-F, PS-G, and PS-H transactions.
- Run date that appears on all the Lost Time reports.
- Generation of reports.

The PS-* transaction must be included when the Transaction Extract, Validate, or Master Update are executed. When the Report Extract or Report Print is executed, the PS-* data from the Master File is accessed unless a PS-* override transaction is found. If a PS-* transaction is found, its values will override those on the Master File, but they will not change the Master File.

Using the P* Transaction

A P* transaction must be included in every run of the Lost Time module. Other Personnel modules are controlled by the P* transaction, but this discussion is limited to its use with the Lost Time, Health, and Safety module.

The Lost Time module uses the P* transaction to determine the functions to perform during a run of the module. The transaction must be entered every time the module is run if any functions are to be performed.

Running the Transaction Extract results in the extraction of all Lost Time, Health, and Safety transactions from the central system Valid Transaction File. These transactions have passed through the central system Load and Validate.

Note: All transactions entered into the Lost Time module, except the Report Option Overrides and the P* transaction, must be entered through the central system and extracted from the Valid Transaction File.

After the transactions are extracted from the central system Valid Transaction File, Transaction Validate can follow. Validate can be run any time, as long as input from the Extract is available. In fact, Validate can be run frequently so that transactions can be corrected before going into the Master File Update.

The Lost Time Master File can now be updated as long as input from the Extract is available. When the Update is run, the Validate will be automatically run.

With an existing Master File, it is possible to elect to extract the reports. At this point, Report Option Overrides enter.

Note: To generate any reports indicated on the PS-J transaction, the Report Extract must be run.

With the reports extracted, the Report Print can be run as long as a sorted report file is available. To print any reports, the Report Print must be run.

The five phases of the Lost Time module can be performed in any combination as long as the required inputs are accessible. For example, the Validate, Report Extract, and Report Print can be performed in one run, in which case, the data on the reports does not reflect changes made by the transactions coming into Validate. In another instance, you might want to perform Validate, Update, and Report Extract in one run, so that the extracted report records reflect changes made to the Master File as a result of Update.

Each step creates input for the following step.

Note: Running Update automatically causes Validate to be run. So the P* transaction determines which Lost Time phases to perform. To change any data item on the Master File, the first three functions must be run. The final two deal with the generation of reports and the Report Option Override transactions.

Using the PS-* Transaction

Like the P* transaction, the PS-* transaction must be included in every run when transactions to update the Master File are available. It will control the dates for the Lost Time reports.

The beginning and ending dates for all reports other than the Accident Analysis report and the OSHA reports are entered in columns 18-29 on the PS-* transaction. This is the date range that is referred to by the Select by Dates fields on the PS-F, PS-G, and PS-H transactions. Requesting date selection on a report requires you to enter two dates to determine the data that will appear on the report and will be printed in the Report Heading.

Control can be maintained over the run date that will appear on the report. A date can be entered, the current computer date can be selected, or the period-end date can be printed on the report as the run date.

The Period End Indicator is used to control the generation of reports and works with the PS-J transaction. On the P-* transaction, the type of period ending is indicated. The PS-J transaction contains Period End Generate Options for each report. For example, you can indicate on the P-* transaction that this is a month end run. Thus, all reports with an **M** (month end) Generate Indicator on the PS-J transaction are printed. A **Q** Period End Indicator works with **M** and **Q** Generate Indicators, and a **Y** Period End Indicator works with **M**, **Q**, and **Y** Generate Indicators to print reports. The discussion of the PS-J transaction under Company Report Option Transactions in the Company Data Transactions section provides a table that explains the relationship between the PS-* and PS-J transactions.

Beginning and Ending dates for OSHA reports are also entered on PS-* transactions. These are the date ranges that are referred to by the Select by Dates fields for OSHA reports on the PS-H transaction. If date selection is indicated, the accident or illness date must fall between this range for the accident to appear on the OSHA report.

The final entries on the P-* transaction are for the Accident Analysis report. This report is not an available option.

The PS-* transaction is required when Transaction Extract, Validate, or Update is run. When Report Extract or Print is run, the appropriate PS-* values on the Lost Time Master File will be accessed or the entered Override PS-* transaction will be used. If the PS-* is required for a run, the only field on the transaction that must be entered is the Report Run Date field.

Using Central System Organization Transactions

The Lost Time module needs some of the same basic information about a company that the central system needs. To obtain this information and keep it current with the central system, certain central system transactions are used by the module.

The CA, CB, CC and CN company transactions from the central system are also used by the Lost Time module, and it uses them in the same way. That the module uses these transactions does not affect the way in which they are entered. This information is passed on to the Lost Time module after the central system has updated its Master File. This means that company information will be added to the Lost Time Master File when it is added to the central system, and information, such as organization name, organization address, and so on, will be changed in the Lost Time module when it is changed in the central system.

Often, a central system transaction contains more information than the Lost Time module needs. For instance, the CC transaction contains payroll deduction/other earnings information (DOE types) that the Lost Time module does not use. When this happens, the module simply ignores this information and picks up only the data it needs. The Master File Maintenance report reflects this. The Master File Maintenance report prints only data used by the module.

The Lost Time module retrieves the following information from central system Company transactions:

- Organization name and subtitle
- Organization address line 1, line 2, line 3 and ZIP code
- Level control descriptions 1 through 5.

Again, when any of this information is changed in the central system, it is also changed in the Lost Time module.

For more information about central system transactions and their use, see the central system documentation.

Basic Company Transactions

This section deals with three of the basic organization transactions (PS-A, PS-B, and PS-C) used to update the Master File. The PS-A transaction records the current year, day of January 1, and the company holidays. The PS-B transaction records the company pay days. The PS-C transaction is used to create the Absence Code Description table. These three transactions are discussed in detail.

Basic Company Transaction Terminology

Update Code

The use of the update code on transactions PS-A, PS-B and PS-C is different from the usual usage discussed in the initial overview.

When first establishing company holiday, pay day and absence description data, the update code must be **blank**. Also, to change any data already established, the update code must be **R**. This is the usual usage.

The difference occurs when an iteration of the holiday, pay day, or absence description data, that has not previously been established, is added. For example, company holidays 1 through 4 were established when the company organization was added. Even though the holidays 1 through 4 are currently found, to add any others (holiday 5, 6 and so on) the update code must be **blank**. Any iteration that was not previously added will always be added with an update code of **blank**.

Iteration Number

Iteration numbers are used on the PS-A and PS-B transactions. On the PS-A transaction, the iteration number refers to a specific holiday; that is, if July 4 is the fifth holiday, the iteration number is **05**, and this holiday is always referenced by this number.

The iteration number on the PS-B transaction refers to a specific pay day. For example, if the payroll frequency is monthly and you are putting twelve pay days on the Master File, there are twelve iteration numbers, each referring to a specific pay day.

Using the PS-A - PS-C Transactions

The PS-A, PS-B, and PS-C transactions are used to record basic company data in the Lost Time, Health, and Safety Master File. These transactions basically consist of iterative data. The update code deviates from usual usage and is reviewed in the Terminology discussion. A discussion of using each transaction follows.

PS-A Transaction

The PS-A transaction provides the system with the current year and the day of the week on which January 1 occurs. This information is used to calculate the day of the week absences in the current year occurred, and it is also used with the Company Holiday and Pay Day tables.

Up to twenty holidays can be specified for the current year. The iteration number and the holiday month and day are indicated for each holiday. The iterations do not have to be sequential on the transaction. For instance, the fifth iteration could appear in the first holiday field.

If more than nine holidays are required, the remainder must be entered through additional PS-A transactions. On these additional transactions, the current year, day of the week of January 1, and Birthday Holiday Indicator do not have to be included.

The Birthday Holiday Indicator is used to indicate whether employees receive their birthdays as a holiday.

Note: See the review of the Update Code in Terminology.

PS-B Transaction

The PS-B transaction establishes the actual days when employees are paid by payroll frequency.

Payroll frequency and pay days must be coordinated. For instance, if the payroll frequency is weekly, there is a maximum of 52 pay days. A monthly frequency has a maximum of 12 pay days, and so on. If multiple PS-B transactions are required, the payroll frequency must be entered on each transaction. This payroll information applies to the current year entered on the PS-A transaction. The order of the pay day information on the transaction is not important.

Note: See the review of the Update Code in Terminology.

PS-C Transaction

The PS-C transaction establishes absence codes and their associated descriptions. The codes are entered on the PT-1 transaction, and they are translated to the corresponding description on the Profile 2 report and the Absence report. The absence code entered on the PT-1 transaction must have a corresponding description on the Master File, or the transaction will be rejected. Up to seventy absence codes and descriptions can be defined.

Note: See the review of the Update Code in Terminology.

Company Report Option Transactions

The company report options (the PS-F, PS-G, PS-H, PS-J, PS-P and PS-R transactions, along with the P* and PS-* transactions) are all involved in the production of Lost Time reports. The interdependency between these transactions is discussed in the following sections.

Basically, the options can be used in two ways. First, they can be used to update the Lost Time Master File. The data will be accessed and will control reporting. Secondly, they can be used as one-time report option overrides of the Master File data. The Master File is not changed, but the report options used in the report run are the override options entered.

These two reporting methods have a wide range of options to control individual reports. These options are first defined in the Terminology section. They are also discussed in the field descriptions of the transactions where these options are used. Transaction usage and examples complete the discussion of the report options.

Terminology

The following terms are used throughout this section.

Major Sequence Options

Six Major Sequence options are available. The Major Sequence option chosen determines the primary printing order for the reports selected. The order of sequencing is spaces followed by the letters A through Z followed by numbers from lowest to highest value. An example of an ordered sequence is **bbb1**, **A001**, **A002 B004**, **1000**, **1001**.

For Major Sequence Option 1, reports are produced in order first by report number, then by Levels 1 and 2. For example, if four Level 1 and 2 combinations (AF03, AF04, MS03, and MS04) are found, the reports are printed in the following order:

1. Profile 1 - MRT801 for AF03, AF04, MS03, MS04
2. Profile 2 - MRT802 for AF03, AF04, MS03, MS04
3. Accident Detail - MRT803 for AF03, AF04, MS03, MS04
4. Fleet Accident - MRT804 for AF03, AF04, MS03, MS04
5. Absence Detail - MRT805 for AF03, AF04, MS03, MS04
6. OSHA Log and Summary - MRT807 for AF03, AF04, MS03, MS04
7. OSHA Supplement - MRT808 for AF03, AF04, MS03, MS04
8. Physical Exam Notification - MRT809 for AF03, AF04, MS03, MS04

Note: The reports are now sequenced in order by report number. Within each report number, a further breakdown occurs. Looking at the four example reports produced for Profile 1-MRT801, notice that they are first ordered by Level 1, and then, within each Level 1, ordered by Level 2. This overall ordering pattern corresponds to the Major Sequence Option 1, ordering first by report number then Level 1 and then Level 2.

Major Sequence Option 2 reports are produced in order first by Levels 1 and 2 and then by report number. If this example uses the same Levels 1 and 2 as the previous example, the reports are printed in the following order:

1. Reports MRT801-MRT809 for AF03
2. Reports MRT801-MRT809 for AF04
3. Reports MRT801-MRT809 for MS03
4. Reports MRT801-MRT809 for MS04

A final example will complete the Major Sequence discussion. If Major Sequence Option 5 (by Levels 1 and 2) for Profiles 1 and 2 is chosen for only AF03 and AF04, the order in which the report is printed follows:

Combinations of Profile 1 and the associated Profile 2 are printed for each employee for AF03. This consists of a Profile 1 followed by the Profile 2 accident and absence data for each employee, and the same grouping continues for all selected employees of AF03.

Note: Because no sort sequence was specified for the report numbers, the ordering defaults to MRT801 then MRT802.

The series of Profile 1 and Profile 2 combinations for AF04 follows the AF03 series.

Overall, Major Sequence options are groupings of information that increase in complexity and number as one goes from the primary to the secondary to the final major option.

Intermediate Sequence Option

After a Major option is chosen, Intermediate Sequence options can be selected. The sequencing concept is the same as for the Major Sequence options, only the Intermediate options are groups that occur **within** a Major option.

For example, you have the following employee data for AF03:

Level 3	Level 4	Employee Name
LM	PQ	Jones, A.
AB	EF	Adams, H.
GH	JK	Baker, D.
AB	CD	West, R.
LM	12	Davis, B.

Major sequencing has already occurred, and the intermediate sequence is Level 3 and Level 4. All the Level 3s will be grouped and ordered, and then within each Level 3, additional ordering will occur based on Level 4. Intermediate sequencing by Levels 3 and 4 would result in the following order:

Level 3	Level 4	Employee Name
AB	CD	West, R.
AB	EF	Adams, H.
GH	JK	Baker, D.
LM	PQ	Jones, A.
LM	12	Davis, B.

A maximum of ten Intermediate Sequence options are available for Accident Detail, Fleet Accident, Accident Analysis, and Absence Detail reports. Profiles 1 and 2 have six Intermediate Sequence options. The two OSHA reports and the Exam Notifications have seven Intermediate Sequence options. The possible values for these options are shown in the Intermediate Sequence Table.

Special Consideration

The sum of all the lengths of the data items cannot exceed 60. The individual lengths of the Intermediate options are noted in parentheses by the data item on the Intermediate Sequence Table.

Minor Sequence Option

The Minor Sequence option is the lowest-level option available. The number of Minor Sequence options varies for each report. For more information, see field descriptions for the appropriate transaction. This Minor option functions within the major and intermediate sequences chosen.

For instance, if Minor Sequence Option 1 (by employee number) is chosen, the order of the report detail lines within the major and intermediate sequences are by employee number, from the lowest number to the highest. The following table shows an example:

Level 3	Level 4	Employee Number
IC	SUP	8014
IC	SUP	9063
IC	SUP	10038
IC	SUP	10046

Lowest Level Total Break

The Lowest Level Total Break works with the Major and Intermediate Sequence options in determining the lowest point at which to totaling occurs. This means that totaling will occur within the sequencing scheme every time the selected sequence item or higher sequence item changes.

The selected lowest total break will be either the Major Sequence option or one of the Intermediate Sequence options. A Low Total Break option is chosen, and this becomes the low point at which totaling occurs. The low point means that totaling will occur with every change in this sequence option and any higher option.

Lowest Level Page Break

The Lowest Level Page Break option is similar to the Lowest Level Total Break option in that it works with the Major and Intermediate Sequence options, but the Page Break option determines the lowest point at which to start a new page. The Lowest Level Page Break option will be either the Major Sequence option or any one of the Intermediate Sequence options. This lowest point concept is the same as discussed earlier, only in this case a page break occurs with every change in the lowest sequence option and any higher options.

Select by Low and High Dates

A **blank** in this field indicates that data is selected for a report only if it falls within the begin and end date range in the PS-***** transaction. For instance, this option on the Absence Detail report allows you to select absences whose beginning dates fall within the date range indicated on the PS-*. An **asterisk** in this field indicates that no date selection is used.

Select by Levels or Other Data

An **asterisk** in this field indicates selection of data for a report based on a PS-P transaction for the report. If selection is indicated, at least one PS-P transaction must be included. Up to 100 PS-P transactions are allowed for a particular Level 1, Level 2 combination. This can be used to specify the employees to include in a report. For example, it is possible to select employees within a certain Level 3 and 4 for the Absence Detail report or to select the employees to include on the report by employee number.

Another option of this transaction is to select employees with matching data. For instance, it is possible to select only employees with a specific work location for the Absence Detail report. This can be accomplished by submitting a PS-P transaction placing **01** in columns 50 and 51 to indicate selection by work location. To determine the selection of a specific work location, the site name is entered, left-justified (beginning in the left-most space), showing all significant characters for its field length.

The select options along with their field lengths are shown in the Report Selection table.

PS-P Transaction Field Descriptions

This transaction is referenced by the PS-F, PS-G and PS-H transactions when the Select by Levels or Other Data field on any of these transactions indicates selection when a matching PS-P is found.

See the discussion of this concept in the Terminology section.

Using the PS-F - PS-R Transactions

Two uses of the Company Report options transactions are available. They are used to create and change values on the Master File, and they are used as one-time report options to override the Master File Option values. These two concepts are described in the discussion of the update code (see the Terminology section).

Three other types of transactions must be included in this grouping. The PS-* transaction contains the control dates for a particular run and must be included when the Lost Time Transaction Extract, Validate, or the Master File Update modules are run. When the Report Extract or Report Print modules are run, if the PS-* transaction is not present, its values will be picked up from the Master File. The P* transaction controls the execution of the Lost Time modules and must always be present in any run. Finally, the PS-P transaction must be included if any of the Select by Level Indicators are used.

The preceding options have a relationship. Make the choices for sequence options and the page and total breaks with the report in mind. Be sure the sequencing pattern and the breaks selected coordinate; otherwise, the resulting report might be meaningless.

Take care when you use the PS-P transaction. When you select data to appear on the report, this data must be grouped and totaled in a logical fashion, or the result will be a meaningless report.

Finally, the printing of individual detail lines can be omitted on some reports, but totals can still be printed.

Using the PS-F Transaction

Consider the following information about using the PS-F transaction

Profiles 1 and 2

One of the most useful sequencing options for the Profile Reports is Major Sequence Option 5. This option gives combinations of Profile 1 and 2 data. Using Major Sequence Option 5, an employee's Profile 1 information is immediately followed by Profile 2 information. This is continued for all selected employees. As with other reports, the data can be grouped and totaled as needed.

Another important point about the Profile Reports is that the Select by Low and High Dates option only applies to Profile 2.

Absence Detail Report

On the Absence Detail report, one of the print options is the Percent of Level 2 Absences, and another option is the Percent of Level 2 Employees. The former percentage is defined as the number of absences for the total break divided by the total number of absences appearing on the report. The latter percentage is the number of absences for the total break divided by the total number of active employees for the Level 1 and 2 combination.

Using the PS-J Transaction

The PS-J transaction consists of the Report Generate options that work with the Period End Indicator on the PS-* transaction. The PS-J transaction also works with the PS-R transaction, or the Report Print Control, because the report you want to print must be generated first. The PS-J transaction is related to the P* transaction because the Report Extract module must be run for the PS-J transaction to function.

Common to all the Generate options are the **B** (**blank**), **E**, **P**, **M**, **Q**, and **Y** indicators.

Besides these, the **U** Indicator for Profiles 1 and 2 will result in these reports being automatically generated when any data appearing on them is updated.

Using the PS-P Transaction

The PS-P transaction must be included if the Select by Levels or Other Data field indicates selection. The function of this transaction is to give flexibility in reporting by allowing selection of employees for specific reports. Use this transaction when reporting on all employees for a particular Level 1 and 2 is not required.

The PS-P transaction can be used in three ways. The first is selection by Levels 3 through 7. In this instance, one can indicate selection of all employees for a particular Level 3 through 7. In specifying the Level, you must remember that all high order and low order spaces are significant characters. For example, if a Level 3 is entered on the Master File as **bblb**, this Level 3 value must be entered in the same way on the PS-P transaction. Of course, any zeros entered here are significant characters. Finally, Level fields not used for selection must be filled with **asterisks**.

The second way that the PS-P transaction can be used is for the selection of employees with matching data. This option can be used if a certain report for all the employees with a common characteristic is required. An example of this is an Absence Detail report containing information about all employees absent on Mondays. When this option is used, columns 18 through 39 must be filled with **asterisks** unless Levels 3 through 7 are also used for selection. The selection data number from the Report Selection table goes into columns 50 through 51 with the select data value following the data number. The data must be entered left-justified showing all significant characters for the length indicated in parenthesis to the right of the select option on the Report Selection table. High order spaces and zeros are significant characters.

The final use of the PS-P transaction is for the selection of a single employee for each PS-P transaction. The employee number is entered right-justified in columns 40 through 59. To use this option, all other selection criteria must be **blank**.

Columns 67 through 73 are used to indicate the report to which the selection transaction applies.

Note: A single PS-P transaction can be used for more than one report.

A maximum of 100 PS-P transactions can be entered for a Level 1 and 2 when selection is being done on Levels 3 through 7 or select data, or both. The number of PS-P transactions entered with selection based on employee number is unlimited.

Using the PS-R Transaction

The PS-R transaction is used to override the printing of generated reports. Usually, all reports that are generated are also printed. The PS-R allows the user to elect not to print certain reports generated by the Report Extract.

Central System Employee Transactions

As with company data, the Lost Time module also has some employee data elements in common with the central system. Information entered into the central system, such as employee name and address, pay data, Levels 3 through 7, EEO data, and position information is also needed by the Lost Time module. To facilitate maintenance and to ensure that Master files of the central system and the Lost Time module are in agreement, the module uses central system transactions, as required.

The following central system transactions are used to update the Lost Time Master File: NA/RA, NB/RB (the compressed employee name that is programmatically derived from the NB/RB will update the Lost Time Master). NC1/RC1, NG/RG, SA, PF-1, PF-6, PF-7, PF-8, PV-7, and PH-6 (generated by the Position Control module). Any time one of these transactions is entered in the central system, the effect of central system maintenance will also be reflected on the Lost Time Master File.

The central system transactions are used in the same way in Lost Time as they are in the central system. Adding an employee to the central system causes the employee to be added to Lost Time. The changing of employee data, such as a position title, in the central system results in the same change in the Lost Time module. That the Lost Time module uses central system transactions does not affect the need to enter a transaction or the way in which a transaction is used.

The Lost Time module does not use all fields on every central system transaction. Some fields on a transaction, such as Residence County on the PF-1, are not required in the Lost Time module. Fields like this are simply ignored by the module. The Master File Maintenance report will reflect this; only fields used by the module are printed, the others are **blank**.

The Lost Time module retrieves the following employee information from central system transactions:

- Levels 3 through 7
- Social security number
- Pay data
- Worker's compensation code
- Union code
- Compressed employee name
- Employee address lines 1, 2, 3, and ZIP code
- Sex
- Marital status
- Birthday
- EEO group code
- Position title
- Present job date

- Federal job code
- Occupational category
- Work location
- Supervisor
- Percentage of time employed
- Full or part-time
- Current employment date
- Group health and life insurance data
- Driver's license data

Again, changes made to any of this information in the central system will be reflected in the Lost Time module.

For more information about these transactions, see the central system documentation.

Basic Employee Data Transactions

The transactions used to enter employee basic health and job environment information are explained in detail in this section.

Using the PS-1 and PS-2 Transactions

The PS-1 and PS-2 transactions are used to enter some basic information about the types of hazardous conditions found in an employee's job environment and the types of physical exams the employee is required to take as a result. These two transactions can be used together or separately. A specific job hazard can have an associated required physical exam scheduled, or it might not.

To add a new job hazard or physical exam, indicate a **blank** in the update code on the transaction. A job hazard or physical exam is added in either or the following cases:

- Employee already is found on the file but does not have that job hazard or physical exam,
- Employee is being added to the file and some PS-1 or PS-2 information is entered with the transaction to add the employee.

Using the PS-1 Transaction

The PS-1 transaction is used to maintain data about hazardous conditions found in an employee's job environment. The transaction is entered on an as-needed basis.

The only data required to add a type of job hazard to the employee's record is the iteration number and hazard type. To use a hazard type, its code must first have been entered on the **T41** transaction.

Degree of exposure and required physical exam type are entered as needed for a job hazard. A required physical exam type for a job hazard may or may not have an associated physical exam set up for the employee, although it is recommended. If the required physical exam type is entered, it will be validated using the types of exams set up for the company by the T42 transactions.

Using the PS-2 Transaction

The PS-2 transaction is used to schedule an employee for physical exams. It is entered strictly as needed.

To set up a physical for an employee, the iteration number and physical exam type must be entered. All other data is optional. To schedule the physical and have it appear on the Physical Exam Notification report, the date of next exam must be entered.

When an exam type is entered, it is compared with the exams set up for a company through the T42 transaction. If an exam type has not previously been set up, the transaction is rejected.

The PS-2 transaction can be used with the Physical Exam Notification report to keep a record of exam results. After an exam is performed, the date and result of the exam can be entered, and the next physical can be scheduled. This allows a brief history of an employee's physical exam results to be maintained.

Employee Accident/Illness Data Transactions

This section discusses the transactions used to maintain on-the-job accident and illness information for employees: the PT-A through PT-Z transactions.

Using these transactions, a vast amount of information about an accident or illness can be maintained. If you find that the current reporting requirements of your company eliminate the need for some of the information, do not enter that information into the system. The only transaction required to record the occurrence of an accident or illness is a PT-A transaction. The entry of all other transactions is optional, depending on the current reporting requirements of a company.

Keep in mind that a certain amount of information is needed for the system to produce OSHA reports. To produce the OSHA Log and Summary (Form Number 200), information from the PT-A, PT-B, PT-E, and PT-I transactions is needed. To produce the OSHA Supplement (Form Number 102), information from the PT-C, PT-D, PT-E, PT-I, and PT-J through PT-S transactions is needed.

For more information about the fields used for OSHA reporting, see the field descriptions for each of these transactions.

Terminology

The following terms are used throughout this section.

Accident — The term *accident* refers to any on-the-job accident or illness.

OSHA — The Occupational Safety and Health Administration created by the Occupational Safety and Health Act of 1970.

PT-G Transaction Field Descriptions

This transaction contains two iterations of the same information (see Life Insurance - Plan 1 and Life Insurance - Plan 2).

Using the PT-A through PT-I Transactions

The transactions on the Initial and Additional Accident/Illness Input Forms contain all the information needed to set up and maintain data about an on-the-job accident or illness. Depending on a company's reporting requirements, all of these transactions or just a few might be used.

The Initial Accident/Illness Information Input Form contains information a user usually has access to at the onset of the accident or illness. Of the transactions on this form, only the PT-A is required to add an accident or illness to the employee's record. Enter some or all of the information on this form into the system when adding an accident to an employee's record.

The information contained on the Additional Accident/Illness Information Input Form is usually be made available after the outcome of an accident or illness has been determined. Usually, the information on this form is entered into the system shortly after the accident or illness has been added to the records. It is just additional data about a previously added accident record. The reporting requirements of a company determine whether this input form is used at all.

Using the PT-A Transaction

This is the only transaction required to add an accident or illness to the file. The accident type is the only information needed on this transaction for an addition. The coding structure used for accident type is user defined using the T43 transaction. The code you enter in the Accident Type field must first be defined for the company using a T43 transaction. If the code has not been defined, the accident type is rejected.

This transaction contains two other fields needed for OSHA reporting: Days of Restricted Work Activity and OSHA Code. Both of these fields appear on the OSHA Log and Summary report (MRT807).

Other fields on this transaction are entered as needed by the user. Keep in mind that some of these data items might be useful later for analysis of accidents and illnesses.

Using the PT-B through PT-H Transactions

These transactions are used as needed to maintain information about an accident or illness for future reporting and analysis. There are no requirements for entering them. A company determines which fields are useful for its reporting requirements and enters the appropriate transactions into the system. Any of these transactions can be entered when the accident is initially added to the system (the update code is **blank**). Or, it can be entered at a later date with an update code of **R**.

Using the PT-I Transaction

This transaction is used to override the automatic generation of the information on it. When an accident or illness is added to the Master File, the information on this transaction is retrieved from the employee's current job title and Levels 3 through 7. If, for some reason, the current information about the employee is not needed when the accident is added, this transaction can be used. This transaction can also be used to change the information on a subsequent run.

OSHA Supplemental Accident/Illness Data Transactions

This section discusses transactions used to enter additional accident or illness information for the OSHA Supplementary Record of Occupational Injuries and Illnesses form (Form 101) and includes examples of their use.

Using the PT-J through PT-S Transactions

The transactions on the OSHA Supplemental Accident/Illness Information Input forms contain all the additional accident information required to print the OSHA Supplement (MRT808). Depending on a company's reporting requirements, these transactions might or might not be used.

If a company does need to produce the OSHA Supplement, these transactions are used to maintain the additional data required on the report. The information on Part 1 is always needed for the OSHA Supplement. The information on Part 2 is used when the employee required medical treatment as a result of the accident.

These transactions are entered into the system on an as-needed basis. There are no requirements for entering them. A company simply determines which fields are needed for its reporting requirements and enters the appropriate transactions into the system.

These transactions can be used to add additional information about an accident to the file or to change the information already on file.

Transactions can be entered when the accident is initially added to the Master File, or they can be entered on later updates to the Master File. If a transaction is entered when the accident is being added initially, an update code of **blank** is used. If the transaction is entered later when the accident is already on file, an update code of **R** is used.

Fleet Accident Data Transactions

This section discusses all transactions used to maintain additional information about fleet accidents. If an accident involves a company vehicle, these transactions can be used.

Using the PT-T through PT-V Transactions

The PT-T through PT-V transactions are used to enter additional information about an accident involving a company fleet vehicle. These transactions are used in addition to the other accident/illness transactions, and they do not eliminate the need for other transactions such as the PT-A.

These transactions are used to document additional accident information unique to fleet accidents. Depending on the reporting needs of a company, all or none of the fields on this input form might be used.

Using the PT-T Transaction

This transaction is used to maintain some basic information about fleet accidents. All fields on this transaction are entered as needed by the user with the exception of the Fleet Accident Type field.

When this transaction is entered as an addition (update code is **blank**), a code must be entered in the Fleet Accident Type field. The code entered in this field must have been previously defined for the company on a T46 transaction. If the code has not yet been defined for the company, the transaction is rejected.

The remaining fields on the PT-T are optional. They are used to add and change information about conditions surrounding the accident and the vehicle involved in the accident.

Some automatic retrieval of data will take place when this transaction is entered with a **blank** in the Update Code field, indicating an addition to the Master File. When this occurs, the system will pick up the driver's license state and number information at the time of the accident from the employee's current driver's license state and number information.

These transactions can be entered into the system at any time. They can be entered with a PT-A when the accident is initially being added to the system (Update Code of **blank**), or they can be entered after the accident has been added with an the update code of **R**. There are no restrictions on when they can be entered or which transactions must be entered together.

Using the PT-U Transaction

This transaction is used as needed. There are no restrictions on when it should be entered or any required fields. The user simply enters the data into the system when it is needed. Any part of this transaction can be used at any time.

Using the PT-V Transaction

This transaction is used in the same way as the PT-U transaction. When the user wants to add or change any field on the transaction, it is used.

Note that when a PT-T transaction is entered with a **blank** in the Update Code field, the system automatically updates the driver's license state and number information for the fleet accident. If this information is also entered in the PT-V, the data in the transaction is used rather than the employee's current driver's license information.

Accident/Illness User Area Transactions

This section discusses the transactions used to maintain user areas for an accident. Each accident record contains an area set up to be used at company discretion.

PT-Y Transaction Field Descriptions

This transaction contains five iterations of the same information (see User Area 1 through User Area 5). The following description of User Area 1 also applies to User Areas 2 through 5.

Using the PT-Y and PT-Z Transactions

These transactions are used at the company's discretion to maintain additional data about an accident. When a user needs to report information about an accident that is not contained on any of the other PT transactions, the PT-Y and PT-Z can be used to maintain the data.

The format of the PT-Y and PT-Z is basically free form and can be designed by the user in whatever format is necessary.

These transactions can be used as needed. They can be entered in the system when an accident is initially being added with an update code of **blank**, or they can be entered later to update a previously added accident with an update code of **R**.

There are no restrictions on when they can be entered or on what data can be entered on them. Their usage and format is strictly user defined.

Employee Absence Data Transactions

This section discusses the transactions used to enter data about employee absences from work: the PT-1 through PT-8 transactions.

The system recognizes two types of absences. They are non-accident-related and accident-related absences. The definitions of these two types of absences are in the Terminology section that follows. Both types of absences use the PT-1 through PT-8 transactions for maintenance to the Master File.

Terminology

Non-Accident-Related Absence

This is an absence that is not related to an on-the-job accident or illness in any way. Some non-accident-related absences might be vacation, sick, or military duty.

Accident-Related Absence

This is an absence from work that results directly from an on-the-job accident or illness. If an employee was injured while performing work duties and was out of work for two days, the absence is accident related.

Using the PT-1 through PT-8 Control Fields

These control fields, columns 1-31 and column 80, are applicable to the PT-1 through PT-8 transactions. The transaction code of **PT** along with the Transaction Separator value of 1 through 8 uniquely identifies the transaction. Control Levels 1 and 2 specify the levels for the employee, and the employee number uniquely identifies the employee of the Level 1 and 2 defined. The rest of this discussion deals with Absence/Accident/Illness Date, Accident Related Absence Date, and the Iteration Number fields for each.

The date entered in the first date field will be the absence date if this is a non-accident-related absence. If this is an accident-related absence, enter the accident/illness date in the first date field.

The iteration number describes the sequence of events occurring on a specific date. The first event for the date is Iteration Number **zero**. The second event is Iteration **one**, the third is Iteration **two,** and so on.

An event is either a non-accident-related absence or an accident/illness. The iteration number for the absence/accident/illness date is controlled by the number of events happening on the date where a non-accident-related absence is counted as an event and an accident or illness is counted as an event.

The initial accident or illness is recorded on the PT-A through PT-V transactions. As with the PT-1 through PT-8 transactions, the accident/illness iteration number is the number of the occurrence.

Note: The accident/illness iteration number must be the same as the iteration number for the accident/illness date when an accident-related absence is recorded on the PT-1 transaction.

The accident-related absence date is entered in the second date field. This date is entered only if the absence is associated with an accident. The associated accident date is entered in the first date field.

The iteration number for the accident-related absence date will describe the number of occurrences on the day of accident-related absences. If three accident-related absences are recorded on that date, the iteration numbers are **0**, **1**, and **2**.

Although an accident or illness date must be recorded in the first date field, the iteration number for the accident-related absence will describe the occurrences of just the absences for the date that are accident related.

Suppose the following events took place for a single employee on 3/1/*yy*, where *yy* is the current year:

1. In the morning, he was late to work; therefore, one non-accident-related absence is recorded.

2. Next, an accident occurred; thus, an accident is recorded.

3. This accident was serious enough to require medical attention; thus, the employee incurred another absence while receiving medical attention and the absence is accident related.

4. The employee returns to work for a period of time but is unable to continue and must go home. Thus, the employee incurs a third absence, and it is again accident related.

This series of events is described as follows:

Event	Trans.	Acc./Abs. Dt.	It. No.	Acc. Rel. Abs. Dt.	It. No.
1. Late to Work	PT-1	3/3/*yy*	0		
2. Accident and Absent while at Hospital	PT-A	3/3/*yy*	1		
	PT-1	3/3/*yy*	1	3/3/*yy*	0
3. Absent due to Accident	PT-1	3/3/*yy*	1	3/3/*yy*	1

The Iteration Number for the first date field is determined by the number of events occurring on the one date. In this case, there are two events: a non-related absence and an accident. The iteration number for the Accident Related Absence Date field describes the number of accident-related absences. In this case, there are two such absences.

A final example will complete the discussion of this section. Suppose the following events took place for an employee:

1. The employee had a dental appointment and came in two hours late to work. This is the first absence.

2. An accident resulted in a trip to the hospital.

3. The employee took personal leave to attend his son's first Little League game.

Event	Trans.	Acc./Abs. Dt.	It. No.	Acc. Rel. Abs. Dt.	It. No.
1. Dentist	PT-1	3/3/*yy*	0		
2. Accident and Hospital Trip	PT-A	3/3/*yy*	1		0
	PT-1	3/3/*yy*	1	3/1/*yy*	
3. Personal Leave	PT-1	3/3/*yy*	2		

A non-accident-related absence due to a dental appointment, an accident, and another non-accident-related absence account for the three occurrences for the first date field. There is only one accident-related absence; thus, the iteration number is **zero**.

Overall, the iteration number for the Absence or Accident/Illness field is determined by the number of events for a date where an event is an accident or a non-accident-related absence. The iteration number for the Accident Related Absence Date field is determined only by the number of accident-related absences for a particular date.

The update code entered in column 80 specifies the type of maintenance to perform. If a new absence is being added to the employee's record, the code is **blank**. If an absence is being updated, the code is **R**.

Basic Absence Data Transactions

The transactions discussed in this section are used to maintain basic absence data on the Master File: the PT-1 and PT-2 transactions.

Using the PT-1 and PT-2 Transactions

The PT-1 is used to add and change basic employee absence information. The PT-2 is used to add and change additional absence information. The Control field (columns 1 through 31) for PT-1 and PT-2 are not discussed in this section, but they are reviewed in the Using the PT-1 - PT-8 Control Fields section earlier.

Using the PT-1 Transaction

The PT-1 is used to add or change basic employee absence data. This is the only transaction necessary to add an absence for an employee. The fields required to add an absence in addition to the Control field (columns 1-31) are the Absence Code field and the Total Hours Out field.

If only the PT-1 transaction is used to add an absence, the information that is usually entered on the PT-2 transaction will be generated from the current Master File information for the employee. Entry of a PT-2 transaction for the absence overrides the data generated when the absence is added with only the PT-1 transaction.

When the PT-1 transaction is used and the absence is in the current year recorded from the PS-A transaction, the day of the week of the beginning date of the absence and the day of the week of the return date will be generated when these fields are left **blank**. If the return date is filled in later and the date is in the current year, the day of the week of the return date will be generated.

Note: Absence day of the week can be generated by the system provided that the current year and day of the week of January 1 have been previously entered using the PS-A transaction.

The same generation concept applies to the Holiday and Pay Day Indicators. If an absence without a return date is added in the current year using the PS-A transaction, and the begin date of the absence is on the day after a holiday or pay day date (see PS-A and PS-B), the Holiday or Pay Day Indicators will be calculated when left **blank**.

These indicators appear on the Absence portion of Profile 2 and the Absence Detail report. If the absence return date is added later or included on the initial recording of the absence, and the return date is in the current year from the PS-A transaction, the Pay Day and Holiday Indicators will be generated when they are not entered.

The holidays and pay day dates used in the generation of the indicators are entered on the PS-A and PS-B transactions respectively. Like the calculations for the days of the week of the absence beginning and ending dates, the indicators will be generated using the current year. The indicators will be set to **Yes** if any of the following conditions are true:

- The beginning date of the absence is on the day after a holiday or pay day.
- A holiday or pay day occurred during the absence.
- The return date is on a holiday or pay day.

If the absence beginning date and ending date occur in different years, the current year from the PS-A transaction will be used with the date that matches the current year, and Holiday and Pay Day Indicators will be generated. Overall, the current year will be used with the dates that apply to this year in generating Holiday and Pay Day Indicators.

Using the PT-2 Transaction

The PT-2 transaction is used to record additional employee absence information. If this information is not entered when the absence is added, it is generated from the employee's current information. When the PT-2 transaction is entered, the data on the transaction will override generated data.

Absence User Area Data Transactions

This section discusses the transactions used to maintain absence user areas. Each absence record contains an area set up to be defined at the user's discretion.

PT-5 User Transaction Field Descriptions

This transaction contains four iterations of the same information (see User Area 1 - User Area 4). The following description of User Area 1 also applies to User Areas 2 through 4.

Using the PT-5 - PT-8 Transactions

These transactions are used as needed to maintain any additional absence data the user finds necessary. When a user needs to report information about an absence not contained on any other PT transaction, the PT-5 through PT-8 transactions can be used to maintain the data. The format of the PT-5 through PT-8 transactions is basically free form and can be designed by the user as needed.

Using the DT Transaction

The DT transaction is used to delete an employee from the Lost Time Master File. This transaction will not delete the employee from the central system Master File.

However, Lost Time transactions are edited and validated in the central system using the central system Master File. If an employee has been deleted on the central system Master, Lost Time transactions for the deleted employee will not pass the central system validation and will not be put on the Valid Transaction File. The DT transaction will also result in the deletion of all the Lost Time absence and accident information for the deleted employee.

Using the PT-A Delete Transaction

The PT-A transaction is used to delete accidents and illnesses from the Lost Time Master File. When an accident or illness is deleted, any associated absences will also be deleted.

Using the PT-1 Delete Transaction

The PT-1 transaction is used to delete absences from the Lost Time Master File. The absences can be in two forms.

If the absence is **not** accident/illness related, just the absence date and the associated iteration number is entered on the delete transaction.

However, if the absence **is** accident related, the accident/illness date along with its iteration number, and the absence date and its iteration number must be entered.

Company Code Description Data Transactions

This section discusses the transactions used to define the various Lost Time coding structures on the HRMS Tables File. The definitions of six data elements in the Lost Time module are maintained on the HRMS Tables File. These coded data items are user defined using the T41 - T46 transactions.

Using the T41 - T46 Transactions

The T41 through T46 transactions establish the codes and descriptions on the HRMS Tables File. These codes are used on other input transactions. The HRMS Tables File is checked to see if the code being used is found. If it is, the description associated with the code is used on the applicable Lost Time report. If the code is not on the HRMS Tables File, the input transaction in which the code is used is rejected.

The following table lists the T transactions used to establish the codes and descriptions on the HRMS Tables File, the input transaction where the code is used, and the report where the description appears.

Transaction	Input Transaction	Lost Time Report
T41	PS-1	Profile 1
T42	PS-2	Profile 1 Physical Exam Notices
T43	PT-A	Profile 2 Accident Detail
T44	PT-E	Profile 2 Accident Detail
T45	PT-F	Profile 2 Accident Detail
T46	PT-T	Profile 2 Fleet Accident Detail

Special Report Generator (SRG) Transactions

This section discusses the transactions used to produce user-designed reports. The Lost Time SRG functions work like the Labor Distribution SRG functions with the exception of the X* transaction. This section deals primarily with the X* **transaction**. The XA through XV parameters are discussed in the Reporting chapter.

XA through XV Field Descriptions

Parameters formatting is discussed in the Reporting chapter in detail. For detailed descriptions and valid options, see the appropriate transaction descriptions.

Using the X* Transactions

The X* transaction controls the execution of the SRG module and must be included in every SRG run.

The first phase it controls is the SRG Edit and Translate. Run this phase when SRG input parameters are included. It edits the parameters and creates two files. The first file, the Report Extract Parameter File, consists of XA through XL transaction data. This file is used by the SRG Report Extract phase to generate the SRG Report Records from the Lost Time Master File. The other file, the Print Parameter File, consists of XM through XV parameters and is used by the SRG Report Print phase.

The SRG Report Extract is the second phase controlled by the X* transaction. This phase reads the Lost Time Master File and, using the generated Report Extract Parameter File, extracts the required report data from the Master File. These two files must be found to run the Extract. The data is then sorted, and the result is the Sorted Report File, which is then used by the SRG Report Print phase to produce the required SRG output.

Finally, if the Sorted Reported File and the Print Parameter File have been generated, the SRG Report Print module can be executed. This module produces the appropriate SRG outputs.

These three phases are controlled by the X* transaction. Any one of the three can be run as long as the correct input is accessible, but running one depends on running the other.

Running the Lost Time Module

The Lost Time module has basically two types of jobs:

- Jobs required to do the usual maintenance run of the module, and
- Jobs that can be run as needed.

This section deals with these two types of jobs and explains when and in what order to run them.

Usual Maintenance Run

Consider the following information about the usual maintenance run.

Required Transactions

In any Lost Time maintenance run two transactions are required: the PS-* and P* transactions.

The PS-* transaction is used similarly to the AA transaction. Any time transactions are used that update the Lost Time Master, a PS-* for each level 1 and 2 must be entered with them.

Note that certain central system transactions are used to update the Lost Time Master File. If these central system transactions are found, a PS-* transaction is required. If a PS-* is not found for a level 1 and 2, Lost Time Validate rejects all transactions for the level 1 and 2.

The P* transaction is used to control the execution of the Lost Time module. It must always be entered to execute any part of the Lost Time Basic system.

For more information about the P* and PS-* transactions, see the Run Control Transactions section in this chapter.

Job Stream Flow

A Lost Time Maintenance run requires the execution of several central system jobs followed by the execution of the Lost Time Basic system. The central system job streams required to run Lost Time are the Transaction Load and Validate (PLP200 and PLP400) and the Personnel Control Transaction Load and Edit (PRU40M and PRP40M). Both of these jobstreams must be run before the Lost Time Basic system (MLT000).

The usual maintenance run of the Lost Time module proceeds as follows:

Stage	Description
1	Central System Load and Validate. All Lost Time maintenance transactions and a PS-* for each level 1 and 2 to be updated into Transaction Load (PLP200) with the other central system transactions. This facilitates the use of the recycle feature when needed. The Transaction Load performs the same functions on the Lost Time transactions as on the central system transactions. The Lost Time transactions then flow with the central system transactions into Validate (PLP400). Validate edits levels 1 and 2 and the employee number then validates them using the central system Master File. The remainder of the data on the Lost Time transactions is ignored by Validate. If a Lost Time transaction passes the validation of the key areas, it is put on the Valid Transaction File (PWP110).
2	Central System Update. This job is not required to run Lost Time. Update ignores all PS and PT transactions on the Valid Transaction File. The Lost Time Master File and the central system Master File **must** be kept in sync. That is, the same organizations and employees must be on both files after the execution of both updates. For a Lost Time transaction to pass the central system Validate, the levels 1 and 2 and the employee number must be valid on the Employee Master File . This means that when the Lost Time Update is run, the central system Update must be run, and vice versa.
3	Personnel Control Transaction Load and Edit. You must enter a P* transaction to run Lost Time in the Personnel Control Transaction Load (PRU40M). The report option override transactions (PS-F through PS-J), report selection transactions (PS-P), and report print override transactions (PS-R) also enter into the Lost Time module through this job. All of these transactions are read into the Personnel Control Transaction Load. The Personnel Control Transaction Edit (PRP40M) then edits the sorted output from the Load. All valid Lost Time transactions are put on the Personnel Control Parameter File with the rest of the Personnel Control Parameters. All subsequent jobs that access the Personnel Control Parameter File bypass all records that do not apply to the job.
4	Lost Time Basic system. The Lost Time Basic system (MLT000) accesses the Personnel Control Parameter File to retrieve the P* Run Control Parameter. Depending on the options specified for the run, various inputs are required and various outputs are generated. When running the Master Update phase of Lost Time, be sure to remember the relationship that must be maintained between the Lost Time Master File and the Employee Master File.

As-Required Runs

Basic System Reports

The basic Lost Time reports (MRT801 through MRT809) can be generated and printed as needed. There are no restrictions on when they can be produced. Two steps are involved in their production.

Step	Action
1	Personnel Control Transaction Load and Edit. A P* to tell the system to execute the Lost Time Report Extract or Report Print, or both. If you want to override any of the report options on the Lost Time Master File, the appropriate override transactions (PS F through PA J) must also be entered. The report selection transactions (PS P) and the report print overrides (PS-R) are entered when they are required.
2	Lost Time Basic system. The P* indicates the execution of the Report Extract or Report Print, or both. If the Report Extract is being run, the Personnel Control Parameter File is accessed to retrieve any report option overrides and report selection transactions. If the Report Print is being run, the Personnel Control Parameter File is accessed to retrieve any report print overrides.

Special Report Generator (SRG)

This job can be run at any time. It does not require that any other jobs be run before it is run. The SRG Run Control Parameter (X*) and the SRG Report Parameters (XA through XV) are read directly into the SRG. Depending on the options specified in the X* parameter, various inputs are required and various outputs are generated.

HRMS Tables File Edit and Load

Any time changes need to be made to the HRMS Tables File these two jobs can be run. The only restriction on when these jobs are run is that the coded data elements must be defined on the HRMS Tables File before they can be validated. Other than this, the Lost Time Tables data can be changed as needed.

3 Transaction Descriptions - PS

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Introduction

This chapter provides detailed descriptions of the transactions necessary to add and maintain Lost Time, Health, and Safety information. The discussion of each transaction includes the description of the content of each field. All codes are included for fields requiring specific values.

Information can be initially added or changed after initial setup by entering only the specific information on the transaction.

This chapter covers transactions DT through PS-*.

DT Transaction [80, 120] - Employee Delete

Positions	Field	Description
1-2	Transaction Code	Constant **DT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-80	Reserved	

DT Transaction [120] - Employee Delete

Positions	Field	Description
1-80		See positions 1-80 above.
81-120	Reserved	**Blank**

PS-x Transactions - Company Data

Positions	Field	Description
1-2	Transaction Code Summary	PS-* and PS-A through PS-R contain Company Data. PS-1 through PS-2 contain Employee Header Information. PS-* contains Control Dates for a particular run. PS-A through PS-J are used to update or create Company Header Information. PS-F through PS-J can also be used as one-time overrides for reports by entering them as control transactions into the Personnel Control Transaction Load. PS-P through PS-R are used as control transactions for the generation and printing of reports. PS-A through PS-J and PS-1 through PS-2 can be used to update data by entering an update code of **R**.

PT-x Transactions - Employee Data

Positions	Field	Description
1-2	Transaction Code Summary	PT-A through PT-Z contain employee accident data. PT-1 through PT-8 contain employee absence data. PT-1 through PT-2 contain general absence data. PT-5 through PT-8 contain Absence User Areas. PT-A through PT-H contain general accident information. PT-I contains the additional information needed for the OSHA Log and Summary. PT-J through PT-S contain the additional information needed for the OSHA Supplement. PT-T through PT-V contain additional information for Fleet Accidents. PT-Y and PT-Z contain Fleet Accident User Areas. **Note:** The Accident Type in the PT-A is the only item necessary to enter an accident into the system. All other data is entered as required by the user. Absence Code and Total Time Out in the PT-1 are the only items necessary to enter an absence into the system.

T4x Transactions - Tables File

Positions	Field	Description
1-3	Transaction Code Summary	T41 - Job Hazard Type
		T42 - Physical Exam Type
		T43 - Accident Type
		T44 - Accident Result Type
		T45 - Machine Type
		T46 - Fleet Accident Type

PS-A Transaction [80, 120] - Company Holidays

Positions	Field	Description
1-2	Transaction Code	Constant **PS**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Reserved	Constant **Zeros**
17	Separator Code	Constant **A**
18-19	Current Year	Year for which all company date tables apply. May be **00**-**99**. Year will be expanded and store 4 positions.
20	Day of Week of January 1st	The day of week January 1 of current year fell on. **1** - Sunday **2** - Monday **3** - Tuesday **4** - Wednesday **5** - Thursday **6** - Friday **7** - Saturday **R** - No specified day of week
21-26	Company Holiday 1	
21-22	**Iteration Number**	Indicates which of first through 20th of holidays is being defined. Enter **01** through **20**.
23-26	**Holiday Month and Day**	Month and Day of holiday in *MMDD* format. Month can be **01**-**12**. Day can be **01**-**31**. **R** - No month and day specified.
27-32	Company Holiday 2	
33-38	Company Holiday 3	
39-44	Company Holiday 4	
45-50	Company Holiday 5	
51-56	Company Holiday 6	
57-62	Company Holiday 7	
63-68	Company Holiday 8	
69-74	Company Holiday 9	
75	Birthday Holiday Indicator	**Y** - Employee's birthday is considered a holiday. **N** - Employee's birthday is not considered a holiday.

(continued)

Positions	Field	Description
76-79	Reserved	
80	Update Code	**Blank** - Add new Holiday. **R** - Update existing data.

PS-A Transaction [120] - Company Holidays

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PS-B Transaction [80, 120] - Company Pay Days

Positions	Field	Description
1-2	Transaction Code	Constant **PS**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Reserved	Constant **Zeros**
17	Separator Code	Constant **B**
18	Payroll Frequency	**1** - Weekly (52 Pay Days) **2** - Biweekly (26 Pay Days) **3** - Semimonthly (24 Pay Days) **4** - Monthly (12 Pay Days) Indicates which payroll frequency the pay days are for.
19-24	Company Pay Day 1	
19-20	Iteration Number	Indicates which Pay Day is entered. May be **01** through maximum for payroll frequency (see column 18).
21-24	Pay Day Month and Day	Month and Day and holiday in *MMDD* format. Month can be **01**-**12**. Day can be **01**-**31**. **R** - No month and day specified.
25-30	Company Pay Day 2	
31-36	Company Pay Day 3	
37-42	Company Pay Day 4	
43-48	Company Pay Day 5	
49-54	Company Pay Day 6	
55-60	Company Pay Day 7	
61-66	Company Pay Day 8	
67-72	Company Pay Day 9	
73-78	Company Pay Day 10	

(continued)

Positions	Field	Description
79	Reserved	
80	Update Code	**Blank** - Add new pay day. **R** - Update existing data.

PS-B Transaction [120] - Company Pay Days

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PS-C Transaction [80, 120] - Absence Description

Positions	Field	Description
1-2	Transaction Code	Constant **PS**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Reserved	Constant **Zeros**
17	Separator Code	Constant **C**
18-27	Absence Description 1	
18-19	Absence Code	Absence Code can be **01** to **70**. **R** - No absence code specified.
20-27	Absence Description	Description of absence types.
28-37	Absence Description 2	
38-47	Absence Description 3	
48-57	Absence Description 4	
58-67	Absence Description 5	
68-77	Absence Description 6	
78-79	Reserved	
80	Update Code	**Blank** - Add new absence. **R** - Update existing data.

PS-C Transaction [120] - Absence Description

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PS-F Transaction [80, 120] - Company Report Options-1

Positions	Field	Description
1-2	Transaction Code	Constant **PS**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Reserved	Constant **Zeros**
17	Separator Code	Constant **F**
18	Print Valid Transactions	**Blank** or **R** - Print all transactions on Validation Report ***** - Print only invalid transactions on Validation Report
19-26	**Profile 1 and 2 Options**	
19	Print Inactive	**Blank** or **R** - Suppress printing of inactive employees ***** - Print inactive employees
20	Printed Terminated	**Blank** or **R -** Suppress printing of terminated employees ***** - Print terminated employees
21	Major Sequence	The primary sort sequence of the two reports: **1** or **R** - Sequence by Report Number, then by Levels 1 and 2. **2** - Sequence by Levels 1 and 2, then by Report Number. **3** - Sequence by Report Number, then by Level 1. **4** - Sequence by Level 1, then by Report Number. **5** - Sequence by Levels 1 and 2. **6** - Sequence by Level 1.
22	Intermediate Sequence	The secondary sort sequence of two reports: **Zero** or **R** - No secondary sequence. **1** - Sequence by Level 3. **2** - Sequence by Level 3 and 4. **3** - Sequence by Levels 3, 4, and 5. **4** - Sequence by Levels 3, 4, 5 and 6. **5** - Sequence by Levels 3, 4, 5, 6, and 7.
23	Minor Sequence	**1** or **R** - Sequence by Employee Number. **2** - Sequence by Employee Name.

(continued)

Positions	Field	Description
24	Lowest Level Total Break	Print totals: **Zero** or **R** - after change in major sequence only. **1** - after change in Level 3. **2** - after change in Levels 3 and 4. **3** - after change in Levels 3, 4, and 5. **4** - after change in Levels 3, 4, 5, and 6. **5** - after change in Levels 3, 4, 5, 6, and 7.
25	Select by Low and High Dates	**Blank** or **R** - Select Profile 2 data only if the absence or accident falls within the Begin and End dates on the PS- ***** transaction. ***** - Disregard Begin and End dates on PS-* transaction.
26	Select by Levels or Employee	**Blank** or **R** - Disregard levels of control and employee number entries on the PS-P transaction. *** -** Select Profile data only if levels of control or employee number match entries on the PS-P transaction. **Note:** If column 26 contains an *, a PS-P transaction must be entered.
27-60	**Absence Detail Report Options**	
27	Print Detail Lines	**Blank** or **R** - Print detail lines. ***** - Do not print detail lines.
28	Print Total Absences	**Blank** or **R** - Print total number of absences. ***** - Do not print total number of absences.
29	Print Percent Level 2 Absences	**Blank** or **R** - Print total absences for each total break (see columns 55-56) as a percentage of active Level 2 employees. ***** - Do not print percentage.
30	Print Percent Level 2 Employees	**Blank** or **R** - Print as a percent. * - Do not print.
31	Print Total Amount Paid	**Blank** or **R** - Print total amount paid. ***** - Do not print total amount paid.
32	Print Total Compensation Pay	**Blank** or **R** - Print total compensation pay. ***** - Do not print total compensation pay.

(continued)

Positions	Field	Description
33	Major Sequence	**1** or **R** - Sequence by Report Number, then by Levels 1 and 2. **2** - Sequence by Levels 1 and 2, then by Report Number. **3** - Sequence by Report Number, then by Level 1. **4** - Sequence by Level 1, then by Report Number.
34-35	Intermediate Sequence Field 1	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
36-37	Intermediate Sequence Field 2	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
38-39	Intermediate Sequence Field 3	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
40-41	Intermediate Sequence Field 4	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
42-43	Intermediate Sequence Field 5	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
44-45	Intermediate Sequence Field 6	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
46-47	Intermediate Sequence Field 7	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
48-49	Intermediate Sequence Field 8	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
50-51	Intermediate Sequence Field 9	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
52-53	Intermediate Sequence Field 10	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10. **Note:** The sum of the lengths of Intermediate Sequence fields 1 - 10 cannot exceed 60.
54	Minor Sequence	**1** or **R** - Sequence by Employee Number. **2** - Sequence by Employee Name.

(continued)

Positions	Field	Description
55-56	Lowest Level Total Break	Print totals: **00** or **R** - after each change in the major sequence. **01** - after each change in Intermediate Sequence field 1. **02** - after each change in Intermediate Sequence fields 1 and 2. **03** - after each change in Intermediate Sequence fields 1, 2, and 3. **04** - after each change in Intermediate Sequence fields 1, 2, 3, 4 and 5. **05** - after each change in Intermediate Sequence fields 1, 2, 3, and 4. **06** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, and 6. **07** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, and 7. **08** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7 and 8. **09** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, 8, and 9. **10** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10.
57-58	Lowest Level Page Break	Start new page: See columns 55-56 for values **00**-**10**.
59	Select by Low and High Dates	**Blank** or **R** - Select Accident Detail only if the accident date falls within the Begin and End dates on the PS-***** transaction. ***** - Disregard Begin and End dates on the PS-***** transaction.
60	Select by Levels or Other Data	**Blank** or **R** - Disregard levels of control and other selection data on the PS-P transaction. * - Select absence detail only if levels of control or other data match entries on the PS-P transaction. **Note:** If column 60 contains an *, a PS-P transaction must be entered.

(continued)

Positions	Field	Description
61-79	Reserved	
80	Update Code	**Blank** - Add new company. **R** - Update existing data.

PS-F Transaction [120] - Company Report Options-1

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PS-G Transaction [80, 120] - Company Report Options-2

Positions	Field	Description
1-2	Transaction Code	Constant **PS**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Reserved	Constant **Zeros**
17	Separator Code	Constant **G**
18-46	**Accident Detail Options**	
18	Print Detail Lines	**Blank** or **R** - Print detail lines. ***** - Do not print detail lines.
19	Major Sequence	**1** or **R** - Sequence by Report Number, then by Levels 1 and 2. **2** - Sequence by Levels 1 and 2, then by Report Number. **3** - Sequence by Report Number, then by Level 1. **4** - Sequence by Level 1, then by Report Number.
20-21	Intermediate Sequence Field 1	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing (see Intermediate Sequence Table - TABLE.RP000.01) can be entered in Sequence fields 1-10.
22-23	Intermediate Sequence Field 2	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing (see Intermediate Sequence Table - TABLE.RP000.01) can be entered in Sequence fields 1-10.
24-25	Intermediate Sequence Field 3	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing (see Intermediate Sequence Table - TABLE.RP000.01) can be entered in Sequence fields 1-10.
26-27	Intermediate Sequence Field 4	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing (see Intermediate Sequence Table - TABLE.RP000.01) can be entered in Sequence fields 1-10.
28-29	Intermediate Sequence Field 5	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing (see Intermediate Sequence Table - TABLE.RP000.01) can be entered in Sequence fields 1-10.

(continued)

Positions	Field	Description
30-31	Intermediate Sequence Field 6	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing (see Intermediate Sequence Table - TABLE.RP000.01) can be entered in Sequence fields 1-10.
32-33	Intermediate Sequence Field 7	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing (see Intermediate Sequence Table - TABLE.RP000.01) can be entered in Sequence fields 1-10.
34-35	Intermediate Sequence Field 8	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing (see Intermediate Sequence Table - TABLE.RP000.01) can be entered in Sequence fields 1-10.
36-37	Intermediate Sequence Field 9	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing (see Intermediate Sequence Table - TABLE.RP000.01) can be entered in Sequence fields 1-10.
38-39	Intermediate Sequence Field 10	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing (see Intermediate Sequence Table - TABLE.RP000.01) can be entered in Sequence fields 1-10. **Note:** The sum of the lengths of Intermediate Sequence fields 1-10 cannot exceed 60.
40	Minor Sequence	**1** or **R** - Sequence by Employee Number. **2** - Sequence by Employee Name. **3** - Sequence by Case Number.
41-42	Lowest Level Total Break	Print totals: **00** or **R** - after each change in the major sequence. **01** - after each change in Intermediate Sequence field 1. **02** - after each change in Intermediate Sequence fields 1 and 2. **03** - after each change in Intermediate Sequence fields 1, 2, and 3. **04** - after each change in Intermediate Sequence fields 1, 2, 3, and 4. **05** - after each change in Intermediate Sequence fields 1, 2, 3, 4, and 5. **06** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5 and 6.

(continued)

Positions	Field	Description
		07 - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, and 7. **08** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, and 8. **09** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, 8, and 9. **10** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10.
43-44	Lowest Level Page Break	Start new page: See columns 41-42 for values **zero**-**10**.
45	Select by Low and High Dates	**Blank** or **R** - Select accident detail only if the accident date falls within the Begin and End dates on the PS-***** transaction. ***** - Disregard Begin and End dates on the PS-***** transaction.
46	Select by Levels or Other Data	**Blank** or **R** - Disregard levels of control and other selection data on the PS-P transaction. ***** - Select accident detail only if levels of control or other data match entries on the PS-P transaction. **Note:** If column 46 contains an *, a PS-P transaction must be entered.
47-75	**Fleet Accident Detail Options**	
47	Print Detail Lines	**Blank** or **R** - Print detail lines. ***** - Do not print detail lines.
48	Major Sequence	**1** or **R** - Sequence by Report Number then by Levels 1 and 2. **2** - Sequence by Levels 1 and 2, then by Report Number. **3** - Sequence by Report Number, then by Level 1. **4** - Sequence by Level 1, then by Report Number.
49-50	Intermediate Sequence Field 1	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
51-52	Intermediate Sequence Field 2	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.

(continued)

Positions	Field	Description
53-54	Intermediate Sequence Field 3	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
55-56	Intermediate Sequence Field 4	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
57-58	Intermediate Sequence Field 5	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
59-60	Intermediate Sequence Field 6	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
61-62	Intermediate Sequence Field 7	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
63-64	Intermediate Sequence Field 8	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
65-66	Intermediate Sequence Field 9	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10.
67-68	Intermediate Sequence Field 10	May be **00**-**35**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-10. **Note:** The sum of the lengths of Intermediate Sequence fields 1-10 cannot exceed 60.
69	Minor Sequence	**1** or **R** - Sequence by Employee Number **2** - Sequence by Employee Name **3** - Sequence by Case Number
70-71	Lowest Level Total break	Print totals: **00** or **R** - After each change in the major sequence. **01** - after each change in Intermediate Sequence field 1. **02** - after each change in Intermediate Sequence fields 1 and 2. **03** - after each change in Intermediate Sequence fields 1, 2, and 3. **04** - after each change in Intermediate Sequence fields 1, 2, 3, and 4.

(continued)

Positions	Field	Description
		05 - after each change in Intermediate Sequence fields 1, 2, 3, 4 and 5.**06** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5 and 6. **07** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6,and 7. **08** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, and 8. **09** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, 8, and 9. **10** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10.
72-73	Lowest Level Page Break	Start new page: See columns 70-71 for values **zero**-**10**.
74	Select by Low and High Dates	**Blank** or **R** - Select Accident Detail only if the accident date falls within the Begin and End dates on the PS-* transaction. ***** - Disregard Begin and End dates on the PS-* transaction.
75	Select by Levels or Other Data	**Blank** or **R** - Disregard levels of control and other selection data on the PS-P transaction. ***** - Select Accident detail only if levels of control or other data match entries on the PS-P transaction. **Note:** If column 75 contains an *****, a PS-P transaction must be entered.
76-79	Reserved	
80	Update Code	**Blank** - Add new company. **R** - Update existing data.

PS-G Transaction [120] - Company Report Options-2

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	Blank
120	Update Code	

PS-H Transaction [80, 120] - Company Report Options-3

Positions	Field	Description
1-2	Transaction Code	Constant **PS**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Reserved	Constant **Zeros**
17	Separator Code	Constant **H**
18-41	Accident Analysis Report Options	Inactive Options
21-22	Intermediate Sequence Field 2	**Blank** or **R** - Suppress printing of inactive employees. ***** - Print inactive employees. **Blank** or **R** - Suppress print of terminated employees. ***** - Print terminated employees.
23-24	Intermediate Sequence Field 3	**Blank** or **R** - Suppress printing of inactive employees. ***** - Print inactive employees. **Blank** or **R** - Suppress print of terminated employees. ***** - Print terminated employees.
25-26	Intermediate Sequence Field 4	**Blank** or **R** - Suppress printing of inactive employees. ***** - Print inactive employees. **Blank** or **R** - Suppress print of terminated employees. ***** - Print terminated employees.

(continued)

Positions	Field	Description
27-28	Intermediate Sequence Field 5	**Blank** or **R** - Suppress printing of inactive employees. ***** - Print inactive employees. **Blank** or **R** - Suppress print of terminated employees. ***** - Print terminated employees.
29-30	Intermediate Sequence Field 6	**Blank** or **R** - Suppress printing of inactive employees. ***** - Print inactive employees. **Blank** or **R** - Suppress print of terminated employees. ***** - Print terminated employees.
31-32	Intermediate Sequence Field 7	**Blank** or **R** - Suppress printing of inactive employees. ***** - Print inactive employees. **Blank** or **R** - Suppress print of terminated employees. ***** - Print terminated employees.
33-34	Intermediate Sequence Field 8	**Blank** or **R** - Suppress Printing of inactive employees. ***** - Print inactive employees. **Blank** or **R** - Suppress print of terminated employees. ***** - Print terminated employees.
35-36	Intermediate Sequence Field 9	**Blank** or **R** - Suppress printing of inactive employees. ***** - Print inactive employees. **Blank** or **R** - Suppress print of terminated employees. ***** - Print terminated employees.
37-38	Intermediate Sequence Field 10	**Blank** or **R** - Suppress printing of inactive employees. ***** - Print inactive employees. **Note:** The sum of the lengths of Intermediate Sequence fields 1-10 cannot exceed 60.

(continued)

Positions	Field	Description
39-40	Lowest Level Total Break	Print totals: **00** or **R** - after each change in the major sequence. **01** - after each change in Intermediate Sequence field 1. **02** - after each change in Intermediate Sequence fields 1 and 2. **03** - after each change in Intermediate Sequence fields 1, 2, and 3. **04** - after each change in Intermediate Sequence fields 1, 2, 3, and 4. **05** - after each change in Intermediate Sequence fields 1, 2, 3, 4 and 5. **06** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5 and 6. **07** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6,and 7. **08** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, and 8. **09** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, 8, and 9. **10** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10.
41	Select by Levels or Other Data	**Blank** or **R** - disregard levels of control and other selection data on the PS-P transaction. ***** - Select accident detail only if levels of control or other data match entries on the PS-P transaction. **Note:** If column 41 contains an *, a PS-P transaction must be entered.
42-54	**OSHA Log and Summary Report Options**	
42	Print OSHA Log	**Blank** or **R** - Print OSHA Log - Do not print OSHA Log.

(continued)

Positions	Field	Description
43	Major Sequence	**1** or **R** - Sequence by Report Number then by Levels 1 and 2. **2** - Sequence by Levels 1 and 2, then by Report Number. **3** - Sequence by Report Number, then by Level 1. **4** - Sequence by Level 1, then by Report Number.
44	Intermediate Sequence Field 1	May be **0**-**9**. Any or none of the fields designated for Intermediate Sequencing can be entered in Sequence fields 1-7.
45	Intermediate Sequence Field 2	May be **0**-**9**. Any or none of the fields designated for Intermediate Sequencing can be entered in Sequence fields 1-7.
46	Intermediate Sequence Field 3	May be **0**-**9**. Any or none of the fields designated for Intermediate Sequencing can be entered in Sequence fields 1-7.
47	Intermediate Sequence Field 4	May be **0**-**9**. Any or none of the fields designated for Intermediate Sequencing can be entered in Sequence fields 1-7.
48	Intermediate Sequence Field 5	May be **0**-**9**. Any or none of the fields designated for Intermediate Sequencing can be entered in Sequence fields 1-7.
49	Intermediate Sequence Field 6	May be **0**-**9**. Any or none of the fields designated for Intermediate Sequencing can be entered in Sequence fields 1-7.
50	Intermediate Sequence Field 7	May be **0**-**9**. Any or none of the fields designated for Intermediate Sequencing can be entered in Sequence fields 1-7.
51	Minor Sequence	**1** or **R** - Sequence by Employee Number. **2** - Sequence by Employee Name. **3** - Sequence by Case Number. **4** - Sequence by Injury/Illness Date.

(continued)

Positions	Field	Description
52	Lowest Level Total Break	Print Totals: **00** or **R** - After each change in the major sequence. **01** - After each change in Intermediate Sequence Field 1. **02** - After each change in Intermediate Sequence fields 1 and 2. **03** - after each change in Intermediate Sequence fields 1, 2, and 3. **04** - after each change in Intermediate Sequence fields 1, 2, 3, and 4. **05** - after each change in Intermediate Sequence fields 1, 2, 3, 4 and 5. **06** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5 and 6. **07** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6,and 7. **08** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, and 8. **09** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6, 7, 8, and 9.
53	Lowest Level Page Break	Start new page: See column 52 for values **zero** - **9**.
54	Select by Levels or Other Data	**Blank** or **R** - Disregard levels of control and other selection data on the PS-P transaction. ***** - Select OSHA Log detail only if levels of control or other data match entries on the PS-P transaction. **Note:** If column 54 contains an *, a PS-P transaction must be entered.
55-65	**OSHA Supplement Report Options**	
55	Major Sequence	**1** or **R** - Sequence by Report Number, then by Levels 1 and 2. **2** - Sequence by Levels 1 and 2, then by Report Number. **3** - Sequence by Report Number, then by Level 1. **4** - Sequence by Level 1, then by Report Number.

(continued)

Positions	Field	Description
56	Intermediate Sequence Field 1	May be **0**-**9**. Any or none of the first nine fields designated for intermediate sequencing can be entered in Sequence fields 1-7.
57	Intermediate Sequence Field 2	May be **0**-**9**. Any or none of the first nine fields designated for intermediate sequencing can be entered in Sequence fields 1-7.
58	Intermediate Sequence Field 3	May be **0**-**9**. Any or none of the first nine fields designated for intermediate sequencing can be entered in Sequence fields 1-7.
59	Intermediate Sequence Field 4	May be **0**-**9**. Any or none of the first nine fields designated for intermediate sequencing can be entered in Sequence fields 1-7.
60	Intermediate Sequence Field 5	May be **0**-**9**. Any or none of the first nine fields designated for intermediate sequencing can be entered in Sequence fields 1-7.
61	Intermediate Sequence Field 6	May be **0**-**9**. Any or none of the first nine fields designated for intermediate sequencing can be entered in Sequence fields 1-7.
62	Intermediate Sequence Field 7	May be **0**-**9**. Any or none of the first nine fields designated for intermediate sequencing can be entered in Sequence fields 1-7. **Note:** The sum of the lengths of Intermediate Sequence fields 1-7 cannot exceed 60.
63	Minor Sequence	**1** - Sequence by Employee Number. **2** - Sequence by Employee Name. **3** - Sequence by case Number. **4** - Sequence by Injury/Illness Date.

(continued)

Positions	Field	Description
64	Lowest Level Total Break	Print totals: **00** or **R** - after each change in the major sequence. **01** - after each change in Intermediate Sequence field 1. **02** - after each change in Intermediate Sequence fields 1 and 2. **03** - after each change in Intermediate Sequence fields 1, 2, and 3. **04** - after each change in Intermediate Sequence fields 1, 2, 3, and 4. **05** - after each change in Intermediate Sequence fields 1, 2, 3, 4 and 5. **06** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5 and 6. **07** - after each change in Intermediate Sequence fields 1, 2, 3, 4, 5, 6,and 7.
65	Select by Levels or Other Data	**Blank** or **R** - Disregard levels of control and other selection data on the PS-P transaction. ***** - Select OSHA Supplement detail only if levels of control or other data match entries on the PS-P transaction. **Note:** If column 65 contains an *, a PS-P transaction must be entered.
66-74	**Exam Notification Report Options**	
66	Major Sequence	**1** or **R** - Sequence by Report Number, then by Levels 1 and 2. **2** - Sequence by Levels 1 and 2, then by Report Number. **3** - Sequence by Report Number, then by Level 1. **4** - Sequence by Level 1, then by Report Number.
67	Intermediate Sequence Field 1	May be **0**-**9**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-7.
68	Intermediate Sequence Field 2	May be **0**-**9**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-7.

(continued)

Positions	Field	Description
69	Intermediate Sequence Field 3	May be **0**-**9**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-7.
70	Intermediate Sequence Field 4	May be **0**-**9**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-7.
71	Intermediate Sequence Field 5	May be **0**-**9**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-7.
72	Intermediate Sequence Field 6	May be **0**-**9**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-7.
73	Intermediate Sequence Field 7	May be **0**-**9**. Any or none of the fields designated for intermediate sequencing can be entered in Sequence fields 1-7. **Note:** The sum of the lengths of Intermediate Sequence fields 1-7 cannot exceed 60.
74	Minor Sequence	**1** - Sequence by Employee Number. **2** - Sequence by Employee Name.
75-79	Reserved	
80	Update Code	**Blank** - Add new company. **R** - Update existing data.

PS-H Transaction [120] - Company Report Options-3

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PS-J Transaction [80, 120] - Company Report Generate Options

Positions	Field	Description
1-2	Transaction Code	Constant **PS**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Reserved	Constant **Zeros**
17	Separator Code	Constant **J**
18	Generate Profile 1	**Blank** or **R** - Do not generate. **U** - Generate automatically when Profile data is updated. **E** - Generate. **P** - Generate at period end. **M** - Generate at month end. **Q** - Generate at quarter end. **Y** - Generate at year end.
19	Generate Profile 2	**Blank** or **R** - Do not generate. **U** - Generate automatically when Profile data is updated. **E** - Generate. **P** - Generate at period end. **M** - Generate at month end. **Q** - Generate at quarter end. **Y** - Generate at year end.
20	Generate Absence Detail Report	**Blank** or **R** - Do not generate. **E** - Generate. **P** - Generate at period end. **M** - Generate at month end. **Q** - Generate at quarter end. **Y** - Generate at year end.

(continued)

Positions	Field	Description
21	Generate Accident Detail Report	**Blank** or **R** - Do not generate. **E** - Generate. **P** - Generate at period end. **M** - Generate at month end. **Q** - Generate at quarter end. **Y** - Generate at year end.
22	Generate Fleet Accident Detail	**Blank** or **R** - Do not generate. **E** - Generate. **P** - Generate at period end. **M** - Generate at month end. **Q** - Generate at quarter end. **Y** - Generate at year end.
23	Generate Accident Analysis Report (Inactive option)	**Blank** or **R** - Do not generate. **E** - Generate. **P** - Generate at period end. **M** - Generate at month end. **Q** - Generate at quarter end. **Y** - Generate at year end.
24	Generate OSHA Log and Summary Report	**Blank** or **R** - Do not generate. **E** - Generate. **P** - Generate at period end. **M** - Generate at month end. **Q** - Generate at quarter end. **Y** - Generate at year end.
25	Generate OSHA Supplement Report	**Blank** or **R** - Do not generate. **E** - Generate. **P** - Generate at period end. **M** - Generate at month end. **Q** - Generate at quarter end. **Y** - Generate at year end.
26	Generate Exam Notification Report	**Blank** or **R** - Do not generate. **E** - Generate. **P** - Generate at period end. **M** - Generate at month end. **Q** - Generate at quarter end. **Y** - Generate at year end.

(continued)

Positions	Field	Description
27-79	Reserved	
80	Update Code	**Blank** - Add new company **R** - Update existing data

PS-J Transaction [120] - Company Report Generate Options

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PS-P Transaction [80] - Company Report Selection

Positions	Field	Description
1-2	Transaction Code	Constant **PS**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Reserved	Constant **Zeros**
17	Separator Code	Constant **P**
18-21	Level 3	Level 3 selected for printing. Must be specified Level 3 or ******** if no Level 3 is specified.
22-25	Level 4	Level 4 selected for printing. Must be specified Level 4 or ******** if no Level 4 is specified.
26-29	Level 5	Level 5 selected for printing. Must be specified Level 5 or ******** if no Level 5 is specified.
30-34	Level 6	Level 6 selected for printing. Must be specified Level 6 or ********* if no Level 6 is specified.
35-39	Level 7	Level 7 selected for printing. Must be specified Level 7 or ********* if no Level 7 is specified. **Note:** If selection is by levels, columns 40-49 must be **blank**.
40-49	Employee Number	Employee Number of employee selected for printing. Must be specified Employee Number or **blanks** if selection is not by employee. **Note:** If selection is by employee number, columns 18-39 must be **blank**.
50-51	Select Data Number	Option number selected for printing Report Selection Table included in this section.
52-64	Select Data	The value of the data for the above entered number which is to be selected. **Note:** The data should be entered left-justified showing all significant characters, including leading **blanks** and **zeros**.
65-72	**Report Indicators**	
65	Profile 1	**Blank** - Selection criteria does not apply to report. ***** - Selection criteria does apply to report.

(continued)

Positions	Field	Description
66	Profile 2	**Blank** - Selection criteria does not apply to report. * - Selection criteria does apply to report.
67	Absence Detail	**Blank** - Selection criteria does not apply to report. * - Selection criteria does apply to report.
68	Accident Detail	**Blank** - Selection criteria does not apply to report. * - Selection criteria does apply to report.
69	Fleet Accident Detail	**Blank** - Selection criteria does not apply to report. * - Selection criteria does apply to report.
70	Accident Analysis Detail (Inactive)	**Blank** - Selection criteria does not apply to report. * - Selection criteria does apply to report.
71	OSHA Log and Summary	**Blank** - Selection criteria does not apply to report. * - Selection criteria does apply to report.
72	OSHA Supplement	**Blank** - Selection criteria does not apply to report. * - Selection criteria does apply to report.
73-80	Reserved	

PS-P Transaction [120] - Company Report Selection

Positions	Field	Description
1-80		Repeat positions 1-80 above.
81-120	Reserved	**Blank**

PS-R Transaction [80, 120] - Company Report Print Overrides

Positions	Field	Description
1-2	Transaction Code	Constant **PS**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Reserved	Constant **Zeros**
17	Separator Code	Constant **R**
18-27	**Report Print Overrides**	
18	Print Profile 1	**Blank** or **R** - Print. **X** - Do not print.
19	Print Profile 2	**Blank** or **R** - Print. **X** - Do not print.
20	Print Absence Detail	**Blank** or **R** - Print. **X** - Do not print.
21	Print Accident Detail	**Blank** or **R** - Print. **X** - Do not print.
22	Print Fleet Accident Detail	**Blank** or **R** - Print. **X** - Do not print.
23	Print Accident Analysis (Inactive)	**Blank** or **R** - Print. **X** - Do not print.
24	Print OSHA Log and Summary	**Blank** or **R** - Print. **X** - Do not print.
25	Print OSHA Supplement	**Blank** or **R** - Print. **X** - Do not print.

(continued)

Positions	Field	Description
26	Print EXAM Notification	**Blank** or **R** - Print. **X** - Do not print.
27-79	Reserved	
80	Update Code	**Blank** - Add new company. **R** - Update existing data.

PS-R Transaction [120] - Company Report Print Overrides

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PS-1 Transaction [80, 120] - Employee Job Hazards

Positions	Field	Description
1-2	Transaction Code	Constant **PS**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17	Separator Code	Constant **1**
18-28	**Job Hazard 1**	
18-19	Iteration Number	May be **01**-**15**. Indicates which of the 15 Job Hazards is being defined.
20-21	Hazard Type	May be **01**-**30**. User-defined Code. **R** - No specified Hazard Type.
22-26	Degree Exposure	Amount of Exposure to Hazard. User-defined.
27-28	Required Physical Type	May be **01**-**10**. User-defined Code. **R** - No specified Physical Type.
29-39	Job Hazard 2	
40-50	Job Hazard 3	
51-61	Job Hazard 4	
62-72	Job Hazard 5	
73-79	Reserved	
80	Update Code	**Blank** - Add new hazard. **R** - Update existing data.

PS-1 Transaction [120] - Employee Job Hazards

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PS-2 Transaction [80, 120] - Employee Physical Exams

Positions	Field	Description
1-2	Transaction Code	Constant **PS**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17	Separator Code	Constant **2**
18-53	**Physical EXAM**	
18-19	Iteration Number	May be **01**-**18**. Indicates which of the employee exams is being defined.
20-21	Exam Type	May be **01**-**10**. User-defined Code. **R** - No specified Exam Type.
22-27	Date of Last Exam	Date last exam taken. Entered *YYMMDD*. **R** - No specified Exam Type. Year will be expanded and store 4 digits.
28-47	Result of Last Exam	User-determined data.
48-53	Date of Next Exam	Date next exam is scheduled to be taken. Entered *YYMMDD*. **R** - No specified Date of Next Exam. Year will be expanded and store 4 digits.
54-79	Reserved	
80	Update Code	**Blank** - Add new physical exam. **R** - Update existing data.

PS-2 Transaction [120] - Employee Physical Exams

Positions	Field	Description
1-80		Repeat positions 1-80 above.
81-120	Reserved	**Blank**

PS-* Transaction [80, 120] Date Control

Positions	Field	Description
1-2	Transaction Code	Constant **PS**
3-4	Level 1	Control Level 1 or **
5-6	Level 2	Control Level 2 or ** **Note:** If ** is specified for ▪ Level 1, all Level 1s associated with the specified Level 2 will be included. ▪ Level 2 only, all Level 2s within the specified Level 1 will be included. ▪ Level 1 and Level 2, all Level 1s and Level 2s will be included.
7-16	Reserved	Constant **Zeros**
17	Separator Code	Constant *
18-23	Report Period Begin Date	Year will be expanded and store 4 digits. Date the report began. Used as From Date on all reports other than the Accident Analysis Report and the OSHA reports. Year will be expanded and store 4 digits. Entered as *YYMMDD*. **R** - No date specified.
24-29	Report Period End Date	Date the report ended. Used as To Date on all reports other than those mentioned above. Year will be expanded and store 4 digits. Entered as *YYMMDD*. **R** - 991231.
30-35	Report Print Date	Date printed on reports as Run Date. Entered as *YYMMDD*, or *****1 - current computer date, or *****2 - period end date. Year will be expanded and store 4 digits.

(continued)

Positions	Field	Description
36	Period End Indicator	**P** - End of period. **M** - End of month. **Q** - End of month and quarter. **Y** - End of month, quarter and year. **R** - No period end. **Note:** The Period End Indicator is used with the report generator transaction (PS-J) and the report writer transaction (PS-R) to print reports automatically at the end of the designated period.
37-40	OSHA Period Begin Date	Date the OSHA reporting begin period. Used as From Date on the two OSHA reports. Entered as *YYMM*. **R** - No date specified. Year will be expanded and store 4 digits.
41-44	OSHA Period End Date	Date the OSHA reporting period ends. Used as To date on the two OSHA reports. Entered as *YYMM*. **R** - 9912. Year will be expanded and store 4 digits.
45-50	Analysis High Range Begin Date (Not Active)	Beginning date of the higher of the two date ranges to be compared on the Accident Analysis Report. Entered as *YYMMDD*. **R** - No date specified. Year will be expanded and store 4 digits.
51-56	Analysis High Range End Date (Not Active)	Ending date of the higher of the two date ranges to be compared on the Accident Analysis Report. Entered as *YYMMDD*. **R** - No date specified. Year will be expanded and store 4 digits.

(continued)

Positions	Field	Description
57-58	Analysis Low Range Begin Year (Not Active)	Beginning year of the lower of the two date ranges to be compared on the Accident Analysis Report. **Note:** The month and day specified in columns 47-50 and columns 53-66 will be used for the month and day Low Range Comparison. Year will be expanded and store 4 digits.
59-80	Reserved	**Blank**

PS-* Transaction [120] Date Control

Positions	Field	Description
1-80		Repeat positions 1-80 above.
81-120	Reserved	**Blank**

4 Transaction Descriptions LST - P

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Introduction

This chapter provides detailed descriptions of the transactions necessary to add and maintain Lost Time, Health, and Safety data. The definition of each transaction includes the description of the content of each field. All codes are included for fields requiring specific values.

Information can be initially added or changed after initial setup by entering only the specific information on the transaction.

This chapter covers transactions LST through P*.

LST Transaction - Lost Time, Health, and Safety Code Transactions

Function

HRMS Tables File Report control - Lost Time, Health, and Safety data

Associated Screens

None

Positions	Field	Description
1-3	Transaction Code	Constant **LST**
4-5	Level 1	
6-7	Level 2	
8	L1L2 Page Break Switch	Blank = Do page break by level 1 - level 2 * = Do not page break by level 1 - level 2
9-14	Date	**Enter YYMMDD**
15-80	Reserved	**Blanks**

PT-A Transaction [80, 120] - Employee Accident Data-1

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Accident Date Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **A**
25-26	Accident Type	Can be **01**-**30**. User-defined code.
27	Fleet Accident Indicator	**Y** - Accident was a fleet accident. **N** - Accident was not a fleet accident. **R** - No specified Fleet Accident Indicator.
28-31	Accident Time	The time of day the accident occurred. Entered *HHMM* where *HH* is hours and *MM* is minutes and *HHMM* is a valid time. *HH* can be **00**-**24**. *MM* can be **00**-**59** **R** - Accident time not specified.
32-51	Injury Type	Description of injuries resulting from accident. User-defined.
52-71	Part of Body Injured	Description of the parts of the body injured in the accident. User-defined.
72-76	Days of Restricted Work	The number of days the employee was not able to perform normal work duties as a result of the injury. Entered as DDD.DD. **R** - Days not specified.

(continued)

Positions	Field	Description
77-78	OSHA Category	**10** - Injury **21** - Skin disease or disorder **22** - Dust disease of the lungs **23** - Respiratory condition due to toxic agents **24** - Poisoning (systemic effects of toxic materials). **25** - Disorders due to physical agents **26** - Disorders associated with repeated trauma **R** - OSHA Category not specified **Note:** A more detailed explanation of OSHA codes can be obtained from the Definitions section on the back of the OSHA Log (Form 200), which can be obtained from your area OSHA office.
79	Reserved	
80	Update Code	**Blank** - Add new accident **R** - Update data **D** - Delete all references to the accident; this includes all absences related to the accident.

PT-A Transaction [120] – Employee Accident Data-1

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-B Transaction [80, 120] - Employee Accident Data-2

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **B**
25-34	Case Number	The number assigned to the case on the OSHA No. 200 Log.
35-54	Object Causing Injury	Description of the object causing the injury.
55	Safety Infraction Indicator	**Y** - Safety infraction was involved in the accident. **N** - Safety infraction was not involved in the accident. **R** - No specified safety infraction indicator.
56	Permanent / Temporary Assignment Indicator	**P** - Employee performing permanent work assignment at time of accident. **T** - Employee performing temporary work assignment at time of accident. **R** - No specified assignment indicator.
57-60	Length of Time on Job	The length of time the employee has been performing the job that resulted in the accident. Entered *YYMM*.
61-64	Worker's Compensation Code	User-determined code used to group employees for Worker's Compensation Reporting. **Note:** When the update code is **blank** (indicating add) and this data is not entered, the new accident data will contain the Worker's Compensation Code from the Lost Time employee record information.

(continued)

Positions	Field	Description
65-74	Supervisor	User-determined coding indicating the employee's supervisor at the time of the accident.
75-79	Reserved	
80	Update Code	**Blank** - Add new accident **R** - Update data

PT-B Transaction [120] - Employee Accident Data-2

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-C Transaction [80, 120] - Employee Accident Data-3

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* Format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **C**
25-34	Co-operator	User-determined coding indicating with whom the employee was working at the time of the accident.
35-44	Work Location	User-determined coding indicating the physical work or accident location.
45	On Premises Indicator	**Y** - Accident occurred on the employer's property. **N** - Accident did not occur on the employer's property. **R** - Premises not specified.
46-75	Accident Address 1	Line 1 of the address of the accident.
76-79	Reserved	
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-C Transaction [120] - Employee Accident Data-3

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-D Transaction [80, 120] - Employee Accident Data-4

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **D**
25-54	Accident Address 2	Line 2 of the address of the accident.
55-79	Accident City, State	City and State of the address of the accident.
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-D Transaction [120] - Employee Accident Data-4

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-E Transaction [80, 120] - Employee Accident Data-5

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Required, alphanumeric, no reset, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, no reset, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, no reset, maintenance not allowed.
17-22	Accident Date	Required, numeric, no reset, maintenance not allowed.
23	Iteration Number	Required, numeric, no reset, maintenance not allowed.
24	Separator Code	Constant **E**
25	Accident Result Code	**1** - Employee returned to job. **2** - Employee transferred to another job. **3** - Employee terminated. **4** - Employee died. **5-9** - User determined code. **R** - Accident Result Code not specified.
26-31	Accident Result Date	Date the final result occurred. Entered YYMMDD. **R** - Accident Result Date not specified **Note:** Accident Result Code and Accident Result Date must both be entered if either one is entered.
32-42	OSHA Penalty	OSHA penalty amount incurred by the accident entered in 999,999,999.99 format.
43-72	Suggested Corrective Action	Description of possible corrective measure to decrease probability of accident.
73-79	Reserved	**Blank**
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-E Transaction [120] - Employee Accident Data-5

Positions	Field	Description
1-72		Repeat positions 1-72 above.
73-119	Reserved	**Blank**
120	Update Code	

PT-F Transaction [80, 120] - Employee Accident Data-6

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Required, alphanumeric, no reset, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, no reset, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, no reset, maintenance not allowed.
17-22	Accident Date	Required, numeric, no reset, maintenance not allowed.
23	Iteration Number	Required, numeric, no reset, maintenance not allowed.
24	Separator Code	Constant **F**
25-27	Machine Code	Can be **001**-**020**. User-defined code indicating the type of machinery or equipment involved in the accident.
28-37	Machine Number	User-determined coding indicating the machine or equipment involved in the accident.
38	Machine Malfunction Indicator	**Y** - Machine malfunction was involved in the accident. **N** - Machine malfunction was not involved in the accident. **R** - Machine malfunction not specified.
39-49	Machine Repair Cost	Optional, numeric, resets to zero, maintenance allowed. Cost for repairs to the machine. 2 Decimal Positions
50-54	Machine Time Out of Service	Optional, numeric, resets to zero, maintenance allowed. The length of time the machinery was out of service due to the accident. Entered HHH.HH where H is hours.
55-79	Reserved	**Blank**
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-F Transaction [120] - Employee Accident Data-6

Positions	Field	Description
1-54		Repeat positions 1-54 above.
55-119	Reserved	**Blank**
120	Update Code	

PT-G Transaction [80, 120] - Employee Accident Data-7

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **G**
	Life Insurance Plan 1	
25-26	Plan Code 1	User-determined coding indicating the plan for which the payment was made.
27-37	Payment Amount 1	The amount of the insurance payment. 2 Decimal Positions
38-47	Claim Number 1	The Insurance Claim Number.
	Life Insurance Plan 2	
48-49	Plan Code 2	User-determined coding indicating the plan for which the payment was made.
50-60	Payment Amount 2	The amount of the insurance payment. 2 Decimal Positions
61-70	Claim Number 2	The Insurance Claim Number.
71-79	Reserved	**Blank**
80	Update Code	**Blank** - Add new accident.
		R - Update data.

PT-G Transaction [120] - Employee Accident Data-7

Positions	Field	Description
1-70		Repeat positions 1-70 above.
71-119	Reserved	**Blank**
120	Update Code	

PT-H Transaction [80, 120] - Employee Accident Data-8

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Required, alphanumeric, no reset, no maintenance allowed.
5-6	Level 2	Required, alphanumeric, no reset, no maintenance allowed.
7-16	Employee Number	Required, alphanumeric, no reset, no maintenance allowed.
17-22	Accident Date	Required, numeric, no reset, no maintenance allowed. Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Required, numeric, no reset, no maintenance allowed. Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **H**
	Life Insurance Plan 3	
25-26	Plan Code 3	User-determined coding indicating the plan for which the payment was made.
27-37	Payment Amount 3	The amount of the insurance payment. 2 Decimal Positions
38-47	Claim Number 3	The Insurance Claim Number.
	Group Health Insurance Plan	
48-49	Group Health Plan Code	
50-60	Group Health Payment Amount	The amount of the Group Health payment. 2 Decimal Positions
61-70	Group Health Claim Number	The Group Health Claim Number.
71-79	Reserved	
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-H Transaction [120] - Employee Accident Data-8

Positions	Field	Description
1-70		Repeat positions 1-70 above.
71-119	Reserved	**Blank**
120	Update Code	

PT-I Transaction [80, 120] - Employee Accident Data-9

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **I**
25-54	Job Title	Job title of the job being performed at the time of the accident.
55-58	Level 3	Control Level 3 at time of accident.
59-62	Level 4	Control Level 4 at time of accident.
63-66	Level 5	Control Level 5 at time of accident.
67-71	Level 6	Control Level 6 at time of accident.
72-76	Level 7	Control Level 7 at time of accident. **Note:** Levels 3 through 7 are used for reporting. Reports can be optionally selected, sequenced and sub-totaled on these data items.
77-79	Reserved	
80	Update Code	**Blank** - Add new accident. **R** - Update data. **Note:** When 1) Portions of this transaction are not entered and the update code is **blank** (indicating an add), or 2) a PT-A transaction has been entered to add an accident and this transaction has not been entered, all data in this transaction that was not entered will be retrieved from the Lost Time employee record for the new accident record.

PT-I Transaction [120] - Employee Accident Data-9

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-J Transaction [80, 120] - Employee Accident Data-10

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **J**
25-79	What Employee Was Doing	Description of what the employee was doing at the time of the accident.
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-J Transaction [120] - Employee Accident Data-10

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-K Transaction [80, 120] - Employee Accident Data-11

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **K**
25-79	How Accident Occurred	Description of the events which resulted in the accident.
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-K Transaction [80, 120] - Employee Accident Data-11

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-L Transaction [80, 120] - Employee Accident Data-12

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **L**
25-79	Description of Injury	Detailed description of the injury or illness and the parts of the body affected.
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-L Transaction [120] - Employee Accident Data-12

Positions	Field	Description
1-79		Repeat positions 1-79 above
80-119	Reserved	**Blank**
120	Update Code	

PT-M Transaction [80, 120] - Employee Accident Data-13

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **M**
25-30	Date Accident Reported	The date the accident was reported. Entered *YYMMDD*. Year will be expanded and store 4 digits.
31-60	Person Preparing Report	Name of the person who reported the accident.
61-79	Reserved	
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-M Transaction [120] - Employee Accident Data-13

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-N Transaction [80, 120] - Employee Accident Data-14

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **N**
25-54	Title of Person Preparing Report	Title of the person who reported the accident.
55-79	Reserved	
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-N Transaction [120] - Employee Accident Data-14

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-O Transaction [80, 120] - Employee Accident Data-15

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **O**
25-54	Physician Name	Name of the attending physician.
55-79	Reserved	
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-O Transaction [120] - Employee Accident Data-15

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-P Transaction [80, 120] - Employee Accident Data-16

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **P**
25-54	Physician Address 1	Address Line 1 of the attending physician.
55-79	Reserved	
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-P Transaction [120] - Employee Accident Data-16

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-Q Transaction [80, 120] - Employee Accident Data-17

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **Q**
25-54	Physician Address 2	Line 2 of the address of the attending physician.
55-79	Physician City, State	City and state of the attending physician.
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-Q Transaction [120] - Employee Accident Data-17

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-R Transaction [80, 120] - Employee Accident Data-18

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **R**
25-54	Hospital Name	Name of the hospital to which the employee was sent.
55-79	Reserved	
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-R Transaction [120] - Employee Accident Data-18

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-S Transaction [80, 120] - Employee Accident Data-19

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **S**
25-54	Hospital Address 1	Address Line 1 of the hospital to which the employee was sent.
55-79	Hospital City, State	City and state of the hospital.
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-S Transaction [120] - Employee Accident Data-19

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-T Transaction [80, 120] - Fleet Accident Data-1

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **T**
25-26	Fleet Accident Type	Can be **01**-**20**. User-defined code.
27-36	Weather Conditions	Description of weather conditions at the time of the accident.
37-46	Road Conditions	Description of road conditions at the time of the accident.
47-49	Speed of Vehicle	Rate of speed at the time of the accident.
50-59	Vehicle Make	Make of the vehicle involved, e.g., Chrysler.
60-69	Vehicle Model	Model of the vehicle involved.
70-71	Vehicle Year	Year vehicle was manufactured.
72-79	Reserved	
80	Update Code	**Blank** - Add new accident. **R** - Update data. **Note:** The Vehicle Serial Number can be entered as (1) Machine number on PT-F or (2) Vehicle License Tag on PT-U.

PT-T Transaction [120] – Fleet Accident Data-1

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-U Transaction [80, 120] - Fleet Accident Data-2

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **U**
25-34	Vehicle License Tag	License tag number of vehicle.
35-74	Damage to Vehicle	Description of damage.
75	Preventable Indicator	**Y** - Accident was preventable. **N** - Accident was not preventable. **R** - Preventability not specified.
76	Charges Filed Indicator	**Y** - Driving charges were filed. **N** - Driving charges were not filed. **R** - Filing of charges not specified.
77-79	Reserved	
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-U Transaction [120] – Fleet Accident Data-2

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-V Transaction [80, 120] - Fleet Accident Data-3

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **V**
25	Driving Record	Can be **0**-**9** where **0** is excellent and **9** is very poor.
26-27	Drivers License State	State in which the employee's driver's license was obtained.
28-52	Drivers License Number	Employee's driver's license number.
53-62	Drivers License Type	Type of driver's license.
63-79	Reserved	
80	Update Code	**Blank** - Add new accident **R** - Update data. **Note:** If Driver's License State and Number are left **blank** on an Add**,** the information will be retrieved from the Lost Time Employee Record.

PT-V Transaction [120] – Fleet Accident Data-3

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-Y Transaction [80, 120] - Fleet Accident User-1

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **Y**
25-34	Fleet User Area 1	User-determined data.
35-44	Fleet User Area 2	User-determined data.
45-54	Fleet User Area 3	User-determined data.
55-64	Fleet User Area 4	User-determined data.
65-74	Fleet User Area 5	User-determined data.
75-79	Reserved	
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-Y Transaction [120] – Fleet Accident User-1

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-Z Transaction [80, 120] - Fleet Accident User-2

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Accident Date	Accident Date in *YYMMDD* format. Year will be expanded and store 4 digits.
23	Iteration Number	Can be **0**-**9**. Indicates which of the ten accidents associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **Z**
25-34	Fleet User Area 6	User-determined data.
35-44	Fleet User Area 7	User-determined data.
45-54	Fleet User Area 8	User-determined data.
55-64	Fleet User Area 9	User-determined. data.
65-74	Fleet User Area 10	User-determined data.
75-79	Reserved	
80	Update Code	**Blank** - Add new accident. **R** - Update data.

PT-Z Transaction [120] – Fleet Accident User-2

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-1 Transaction [80, 120] - Employee Absence Data-1

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Required, alphanumeric, no reset, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, no reset, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, no reset, maintenance not allowed.
17-22	Regular Absence Date	Required, numeric, no reset, maintenance not allowed. The date of the accident if the absence is due to an accident in *YYMMDD* format or the beginning date of the absence if the absence is not due to an accident. Year will be expanded and store 4 positions.
23	Regular Absence Date Iteration Number	Required, numeric, no reset, maintenance not allowed. Can be **0**-**9**. Indicates which of the ten regular absences associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **1**
25-30	Accident Related Absence Date	Beginning date (*YYMMDD*) of an absence that was due to an accident. Year will be expanded and store 4 positions.
31	Accident Related Absence Date Iteration Number	Can be **0**-**9**. Indicates which of the ten absences for the date is being defined. **Note:** If the absence is not due to an accident, columns 25-31 should be **blank**. (See columns 17-22.)
32-33	Absence Code	Type of absence. Can be **01**-**70**, where code corresponds to absence descriptions 01-70, respectively.
34-38	Total Time Out	Number of hours absent, in 999.99 format.
39-42	Begin Time Out	Time of day absence began. Entered *HHMM*, where *HH* is **00**-**23** and MM is **00**-**59** and *HHMM* is a valid time. **R** - No Begin Time Out specified.

(continued)

Positions	Field	Description
43	Begin Day of Week	**Note:** Begin Day of Week is used to override day generated by system. **1** - Sunday **2** - Monday **3** - Tuesday **4** - Wednesday **5** - Thursday **6** - Friday **7** - Saturday **R** - No Begin Day specified
44-49	Intended Return Date	Date employee planned to return. Entered *YYMMDD*. **R** - No date specified. Year will be expanded and store 4 digits.
50-55	Return Date	Date employee returned to work. Entered *YYMMDD*. **R** - No date specified. Year will be expanded and store 4 digits.
56-59	Return Time	Time of day employee returned to work. Entered *HHMM*, where *HH* is **00**-**23**, MM is **00**-**59**, and *HHMM* is a valid time. **R** - Return time not specified.
60	Return Day of Week	**1** - Sunday **2** - Monday **3** - Tuesday **4** - Wednesday **5** - Thursday **6** - Friday **7** - Saturday
61	Holiday Indicator	**Y** - Absence is associated with a holiday. **N** - Absence is not associated with a holiday. **R** - Holiday association not specified.

(continued)

Positions	Field	Description
62	Pay Day Indicator	**Y** - Absence is associated with a Pay Day. **N** - Absence is not associated with a Pay Day. **R** - Pay Day association not specified. An absence is automatically associated with a Holiday and/or Pay Day if: ▪ the absence begin date is one day after it ▪ the absence begin date is on it ▪ the absence begin date is before it and the absence return date is on or after it Either one or both of the indicators is set if any one of the above conditions is true. The options in columns 61 and 62 override the indicators generated by the system in response to these conditions.
70-76	Compensation Pay	Worker's Compensation pay received due to the absence. 2 Decimal Positions
77-79	Reserved	**Blank**
80	Update Code	**Blank** - Add new absence. **R** - Update data. **D** - Delete absence.

PT-1 Transaction [120] – Employee Absence Data-1

Positions	Field	Description
1-76		Repeat positions 1-67 above.
77-119	Reserved	Blank
120	Update Code	

PT-2 Transaction [80, 120] - Employee Absence Data-2

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Required, alphanumeric, no reset, maintenance not allowed.
5-6	Level 2	Required, alphanumeric, no reset, maintenance not allowed.
7-16	Employee Number	Required, alphanumeric, no reset, maintenance not allowed.
17-22	Regular Absence Date	Required, numeric, no reset, maintenance not allowed. The date of the accident, if the absence is due to an accident (in *YYMMDD* format). Or, the beginning date of the absence, if the absence is *not* due to an accident. Year will be expanded and store 4 digits.
23	Regular Absence Date Iteration Number	Required, numeric, no reset, maintenance not allowed. Can be **0-9**. Indicates which of the ten regular absences associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **2**
25-30	Accident Related Absence Date	Beginning date of an absence that was due to an accident, entered in *YYMMDD* format. Year will be expanded and store 4 digits.
31	Accident Related Absence Date Iteration Number	Can be **0-9**. Indicates which of the ten absences for the date is being defined. **Note:** If the absence is not due to an accident, columns 25-31 should be **blank**. (See columns 17-22).
32-35	Level 3	Control Level 3 at time of absence.
36-39	Level 4	Control Level 4 at time of absence.
40-43	Level 5	Control Level 5 at time of absence.
44-48	Level 6	Control Level 6 at time of absence.
49-53	Level 7	Control Level 7 at time of absence.
54-58	Union Code	**Union Code at time of absence.** **Note:** Levels 3-7 and Union Code are used for reporting. Reports can be optionally selected, sequenced and subtotaled by these items.
63-69	Total Amount Paid	Gross pay for the absence. 2 Decimal Positions

(continued)

Positions	Field	Description
70-76	Compensation Pay	Worker's Compensation pay received due to the absence. 2 Decimal Positions
59-79	Reserved	**Blank**
80	Update Code	**Blank** - Add new absence. **R** - Update data. **Note:** This transaction is used to override or change the absence data retrieved from the employee Lost Time record when an absence is added to the file.

PT-2 Transaction [120] – Employee Absence Data-2

Positions	Field	Description
1-58		Repeat positions 1-75 above.
59-119	Reserved	**Blank**
120	Update Code	

PT-5 Transaction [80, 120] - Absence User-1

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Regular Absence Date	The date of the accident, if the absence is due to an accident, or the beginning date of the absence if the absence is *not* due to an accident (in *YYMMDD* format.) Year will be expanded and store 4 positions.
23	Regular Absence Date Iteration Number	Can be **0**-**9**. Indicates which of the ten regular absences associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **5**
25-30	Accident Related Absence Date	Beginning date of an absence that was due to an accident entered in *YYMMDD* format. Year will be expanded and store 4 positions
31	Accident Related Absence Date Iteration Number	Can be **0**-**9**. Indicates which of the ten absences for the date is being defined. **Note:** If the absence is not due to an accident, columns 25-31 should be **blank**. (See columns 17-22).
32-41	Absence User Area 1	User-determined data.
42-51	Absence User Area 2	User-determined data.
52-61	Absence User Area 3	User-determined data.
62-71	Absence User Area 4	User-determined data.
72-79	Reserved	
80	Update Code	**Blank** - Add new absence. **R** - Update data.

PT-5 Transaction [120] – Absence User-1

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-6 Transaction [80, 120] - Absence User-2

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Regular Absence Date	The date of the accident, if the absence is due to an accident or the beginning date of the absence, if the absence is not due to an accident (in *YYMMDD* format.) Year will be expanded and store 4 digits.
23	Regular Absence Date Iteration Number	Can be **0**-**9**. Indicates which of the ten regular absences associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **6**
25-30	Accident Related Absence Date	Beginning date of an absence that was due to an accident, entered in *YYMMDD* format. Year will be expanded and store 4 digits.
31	Accident Related Absence Date Iteration Number	Can be **0**-**9**. Indicates which of the ten absences for the date is being defined. **Note:** If the absence is not due to an accident, columns 25-31 should be **blank**. (See columns 17-22).
32-41	Absence User Area 5	User-determined data.
42-51	Absence User Area 6	User-determined data.
52-61	Absence User Area 7	User-determined data.
62-71	Absence User Area 8	User-determined data.
72-79	Reserved	
80	Update Code	**Blank** - Add new absence. **R** - Update data.

PT-6 Transaction [120] – Absence User-2

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-7 Transaction [80, 120] - Absence User-3

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Regular Absence Date	The date of the accident, if the absence is due to an accident, or the beginning date of the absence, if the absence is not due to an accident (in *YYMMDD* format.) Year will be expanded and store 4 digits.
23	Regular Absence Date Iteration Number	Can be **0**-**9**. Indicates which of the ten regular absences associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **7**
25-30	Accident Related Absence Date	Beginning date of an absence that was due to an accident, entered in *YYMMDD* format. Year will be expanded and store 4 digits.
31	Accident Related Absence Date Iteration Number	Can be **0**-**9**. Indicates which of the ten absences for the date is being defined. **Note:** If the absence is not due to an accident, columns 25-31 should be **blank**. (See columns 17-22).
32-41	Absence User Area 9	User-determined data.
42-51	Absence User Area 10	User-determined data.
52-61	Absence User Area 11	User-determined data.
62-71	Absence User Area 12	User-determined data.
72-79	Reserved	
80	Update Code	**Blank** - Add new absence. **R** - Update data.

PT-7 Transaction [120] – Absence User-3

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

PT-8 Transaction [80, 120] - Absence User-4

Positions	Field	Description
1-2	Transaction Code	Constant **PT**
3-4	Level 1	Control Level 1
5-6	Level 2	Control Level 2
7-16	Employee Number	Employee Number
17-22	Regular Absence Date	The date of the accident, if the absence is due to an accident, or the beginning date of the absence, if the absence is not due to an accident (in *YYMMDD* format.) Year will be expanded and store 4 positions.
23	Regular Absence Date Iteration Number	Can be **0**-**9**. Indicates which of the ten regular absences associated with the date in columns 17-22 is being defined.
24	Separator Code	Constant **8**
25-30	Accident Related Absence Date	Beginning date of an absence that was due to an accident, entered in *YYMMDD* format. Year will be expanded and store 4 positions.
31	Accident Related Absence Date Iteration Number	Can be **0**-**9**. Indicates which of the ten absences for the date is being defined. **Note:** If the absence is not due to an accident, columns 25-31 should be **blank** (see columns 17-22).
32-41	Absence User Area 13	User-determined data.
42-51	Absence User Area 14	User-determined data.
52-79	Reserved	
80	Update Code	**Blank** - Add new absence. **R** - Update data.

PT-8 Transaction [120] – Absence User-4

Positions	Field	Description
1-79		Repeat positions 1-79 above.
80-119	Reserved	**Blank**
120	Update Code	

P* Transaction [80] - Run Control

Positions	Field	Description
1-2	Transaction Code	Constant **P***
3-4	Level 1	Constant **
5-6	Level 2	Constant **
7-16	Reserved	Constant **Zeros**
17	Separator Code	Constant *
18-22	Position Control Options	
23-27	Benefits Options	
28-32	Life-To-Date History	
33-37	Reserved	
38-42	Labor Relations Options	
43-52	Reserved	
53-57	**Lost Time/Health & Safety Options**	
53	Transaction Extract	**Zero** - Do not execute **1** - Execute
54	Transaction Validate	**Zero** - Do not execute **1** - Execute
55	Update Master	**Zero** - Do not execute **1** - Execute
56	Report Extract	**Zero** - Do not execute **1** - Execute
57	Report Print	**Zero** - Do not execute **1** - Execute
58-80	Reserved	

5 Transaction Descriptions T41 - XV

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Introduction

This chapter provides detailed descriptions of the transactions necessary to add and maintain Lost Time, Health, and Safety data. The definition of each transaction includes the description of the content of each field. All codes are included for fields requiring specific values.

Information can be initially added or changed after initial setup by entering only the specific information on the transaction.

This chapter covers transactions T41 through XV.

T41 Transaction [80] - Job Hazards

Positions	Field	Description
1-3	Transaction Code	Constant **T41**
4-6	Multiple Entry Code	Constant **001**
7	Maintenance Code	**A** - Add new record. **C** - Change record. **D** - Delete record.
8-11	Reserved	
12-13	Level 1	Control Level 1
14-15	Level 2	Control Level 2
16-17	Job Hazard Code	Can be **01**-**30**.
18-37	Job Hazard Description	User-determined coding.
38-80	Reserved	

T42 Transaction [80] - Physical Exam

Positions	Field	Description
1-3	Transaction Code	Constant **T42**
4-6	Multiple Entry Code	Constant **001**
7	Maintenance Code	**A** - Add new record. **C** - Change record. **D** - Delete record.
8-11	Reserved	
12-13	Level 1	Control Level 1
14-15	Level 2	Control Level 2
16-17	Physical Exam Type	Can be **01**-**10**.
18-27	Physical Exam Description	User-determined coding.
28-80	Reserved	

T43 Transaction [80] - Accident Type

Positions	Field	Description
1-3	Transaction Code	Constant **T43**
4-6	Multiple Entry Code	Constant **001**
7	Maintenance Code	**A** - Add new record. **C** - Change record. **D** - Delete record.
8-11	Reserved	
12-13	Level 1	Control Level 1
14-15	Level 2	Control Level 2
16-17	Accident Type	Can be **01**-**30**.
18-37	Accident Description	User-determined coding.
38-80	Reserved	

T44 Transaction [80] - Accident Results

Positions	Field	Description
1-3	Transaction Code	Constant **T44**
4-6	Multiple Entry Code	Constant **001**
7	Maintenance Code	**A** - Add new record. **C** - Change record. **D** - Delete record.
8-11	Reserved	
12-13	Level 1	Control Level 1
14-15	Level 2	Control Level 2
16	Accident Result Code	Can be **1**-**9**.
17-36	Accident Result Description	**1** - Returned **2** - Transfer **3** - Terminated **4** - Died **5**-**9** - User-determined
37-80	Reserved	

T45 Transaction [80] - Machine Type

Positions	Field	Description
1-3	Transaction Code	Constant **T45**
4-6	Multiple Entry Code	Constant **001**
7	Maintenance Code	**A** - Add new record. **C** - Change record. **D** - Delete record.
8-11	Reserved	
12-13	Level 1	Control Level 1
14-15	Level 2	Control Level 2
16-18	Machine Code	Can be **001**-**020**
19-38	Machine Description	User-determined coding.
39-80	Reserved	

T46 Transaction [80] - Fleet Accident Type

Positions	Field	Description
1-3	Transaction Code	Constant **T46**
4-6	Multiple Entry Code	Constant **001**
7	Maintenance Code	**A** - Add new record. **C** - Change record. **D** - Delete record.
8-11	Reserved	
12-13	Level 1	Control Level 1
14-15	Level 2	Control Level 2
16-17	Fleet Accident Type	Can be **01**-**20**.
18-37	Fleet Accident Description	User-determined coding.
38-80	Reserved	

X* Transaction [80] - SRG Run Control

Positions	Field	Description
1-2	Transaction Code	Constant **X***
3-4	Level 1	Constant **
5-6	Level 2	Constant **
7-8	Report Number	Constant **
	SRG Run Control Options	
9	Edit Cards	**Zero** = Do not execute **1** = Execute
10	Extract Reports	**Zero** = Do not execute **1** = Execute
11	Print Reports	**Zero** = Do not execute **1** = Execute
12-80	Reserved	

XA-XV [80] Transaction

Positions	Field	Description
1-2	Transaction Code	**XA** Generate Control Header **XB**-**XH** Generate Arithmetic **XI**-**XK** Generate Range Select **XL** Print Line Description **XM** Print Control Header **XN** Print Sequence Descriptions **XO**-**XV** Print Column Headers
3-4	Level 1	Can not be all blanks or all zeros
5-6	Level 2	Blanks or asterisks in Level 2 will cause all values of the Level to be selected; otherwise, only those that match will be used. If Level 2 is blank, the SRG Reports will not be sorted on that Level. Asterisks can not be used in Level 2 on the XM through XV transactions.
7-8	Report Number	Must be numeric

XA [80] Transaction - Report Control Data

Positions	Field	Description
9-14	Report Date	As of date for SRG Report (*MMDDYY*) (***** - uses computer date)
15-20	Report Sort Sequence 1	First Sort Field Number
21-50	Report Sort Sequence 2-6	Second Sort Field Number Must have one sort field. The sort field number can be any number. The total length of all the data to be sorted on must not exceed 42.
51	Lowest Total Break	Indicates which of the Report Sequences is to be the lowest point at which totals are taken. A 0 indicates totals only at the end of the report. Any other totaling would be coded as follows **1** - after change in Sequence 1 **2** - after change in Sequence 2 **3** - after change in Sequence 3 **4** - after change in Sequence 4 **5** - after change in Sequence 5 **6** - after change in Sequence 6
52	Lowest Page Break	Indicates which of the Report Sequences is to be the lowest point at which a page break is to be taken. The codes for a new page to begin are as follows: **0** - at the end of a report **1** - after change in Sequence 1 **2** - after change in Sequence 2 **3** - after change in Sequence 3 **4** - after change in Sequence 4 **5** - after change in Sequence 5 **6** - after change in Sequence 6
53-80	Reserved	

XB-XH [80] Transaction - Arithmetic Control

Positions	Field	Description
9-14	Arithmetic Expression 1 Variable A	Field Number or Literal. In arithmetic operations (operation codes +, -, X & /) the Field Number must be that of any numeric field or the literal must be numeric. Numeric literals must be right justified with a 0, 2 or 4 in the literal code. In a conditional expression (operation codes =, >, <, &, #), the Field Number can be that of any numeric or alphanumeric field. Literals are either numeric or alphanumeric depending on the literal code (A or N). Numeric literals must be right justified and all decimal positions must be included, for example, $1.00 is entered as 100 preceded by 3 spaces. Alphanumeric literals must be left justified. If Variable A is a numeric field, Variable B must also be numeric.
15	Variable A Literal Code	Indicates the type of data in the Variable A area. The codes are as follows: Blank - Field Number **0** - Arithmetic Literal with 0 Decimals **2** - Arithmetic Literal with 2 Decimals **4** - Arithmetic Literal with 4 Decimals **A** - Alphanumeric Literal in Compare **N** - Numeric Literal in Compare **Note**: If **not** blank with a Field Number, Field Number itself will be used as literal.

(continued)

Positions	Field	Description
16	Operation Code	Indicates the type of operation to be done on Variable A and Variable B. It can be an arithmetic operation, in which case the result is stored in the Result Field, or a comparison operation to be done before an arithmetic operation, for example, if A greater than 100, add A and B giving Result Field. The codes are as follows: + __A plus B - __A minus B X __A times B / __A divided by B = __IF A equal to B >.__IF A greater than B < __IF A less than B # __IF A not equal to B
17-22	Variable B	Same as Variable A. Must be numeric if Variable A is numeric and the operation code is a compare.
23	Variable B Literal Code	Same as Variable A Literal Code
24-29	Result Field	Stores the Result of any arithmetic operation. Must be any User Result Field Number (90100X through 92900X). The User Result Fields are cleared once at the beginning of the selection process for a particular record so that they contain running totals for that employee. The result for one arithmetic expression can be used as Variable A for another.
30-71	Arithmetic Expression 2-3	Same as Expression 1
72-80	Reserved	

XI-XX [80] Transaction - Select Control

Positions	Field	Description
9-14	Range Selection 1 Field Number	Number of field to be tested within range
15-24	Low Value	Lowest value of field data to be selected
25-34	High Value	Highest value of field data to be selected Low Value and High Value must be left justified if the field being tested is alphanumeric and right justified if the field is numeric. If the numeric field being tested has any decimal positions, they must be included in the values, for example, a low dollars of $2.50 would be 250 preceded by 7 spaces.
35-40	Range Selection 2 Field Number	Same as Range Selection 1
41-50	Low Value	Same as Range Selection 1
51-60	High Value	Same as Range Selection 1
61-80	Reserved	

XL [80] Transaction - Format Control

Positions	Field	Description
9	Line Number	Number of the Detail Line being defined on this transaction. It can vary from 1 to maximum. The maximum number of lines allowed can be changed according to an installations needs up to a maximum of 9.
10	Transaction Sequence Number	Allows multiple transactions to be used to define a particular line. It can range from 1 to 4, where I indicates the first transaction of the line definition, 2 indicates the second transaction of the line definition etc.
11-16	Print Field Definition 1 Print Field Number	Any field number from the Select and Print Control Chart including User Result Fields. Literal indicated by an asterisk in the first position of the field number and terminated by an asterisk in positions 3, 4, 5, or 6.
17-19	Print Field Position	The beginning (left most) print position of the field. It can be any number from 001 to 132 or 999. 999 indicates that the field is not to be printed and is often used in conjunction with the Field Accumulate code.
20	Field Accumulate Code	Indicates the type of accumulation to be done on the Print Field. The codes are as follows: **Blank** - No accumulation. **2-9** - Field is an across the print line addend for totaling. **A** - Field is an addend for down the page totaling. **B-I** - Field is an addend for across the print line totaling and down the page totaling. **M** - Field is an addend for down the page averaging. **N** - If the field is not equal to zero, field is an addend for down the page averaging. All fields with equal accumulate codes 2-9 or B-I are added into one accumulator. User Result Field 92200X through 92900X are used for Codes B through I respectively. A maximum of 11 separate totals are allowed for down the page accumulation.
21-80	Print Field Definition 2-7	Same as Print Field Definition 1

XM [80] Transaction - Print Control Options

Positions	Field	Description
9	Page Heading Indicator	Indicates whether to print Report Headers. **Y** - Print Headers **N** - Do not Print Headers
10	Line Spacing Indicator	Indicates the spacing between the different detail lines. **1** - Single space **2** - Double space **3** - Triple space
11	Record Spacing Indicator	Indicates the spacing between sets of detail lines. **1** - Single space **2** - Double space **3** - Triple space **S** - Skip to new page
12	Accumulation Indicator	Indicates the type of totaling to be done. **A** - All in one total (add every field on every line into one total) **C** - Total or average down every column **F** - Total or average each field on each line separately **N** - Bypass all accumulation
13	Print Detail Indicator	Indicates whether to print Detail Lines **Blank** - print detail lines ***** - do not print detail lines
14-17	Special Form Number	Form Number of Special Form; should be left blank for stock paper.
18	Output	Indicates the output media on which to produce the report. **C** - Punched cards **P** - Printer **T** - Magnetic tape

(continued)

Positions	Field	Description
19	Low Page Break	An override option for XA transaction data. See XA transaction description for column 52. Blank indicates no override.
21-22	Lines Per Page	The number of lines to be printed on a page; if left blank, 60 lines is assumed.
23-52	Report Title	The title of the report.
53-80	Report Subtitle	The subtitle of the report. **Note**: The last two items are optional entries and can be left blank; they should not be entered if page headings are not to be printed.

XN [80] Transaction - Print Control Descriptions

Positions	Field	Description
9-18	Report Sort Sequence 1 Description	Description of the first sort field. Used to identify the totals for the first sort field.
19-68	Report Sort Sequence 2-6 Description	Description of the second sort field.
69-80	Reserved	

XO-XV [80] Transaction - Print Control Columnar Headings

Positions	Field	Description
9-74	Column Heading	Heading for columns of the report. The transaction code determines which header is being defined and which half of the header is present. **XO** - Header 1 Columns 1 – 66 **XP** - Header 1 Columns 67 – 132 **XQ** - Header 2 Columns 1 – 66 **XR** - Header 2 Columns 67 – 132 **XS** - Header 3 Columns 1 – 66 **XT** - Header 3 Columns 67 – 132 **XU** - Header 4 Columns 1 – 66 **XV** - Header 4 Columns 67 – 132
75-80	Reserved	

6 Messages

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Introduction

This chapter lists the messages that can be generated in the Lost Time module. The logical reason the message was generated and the resulting action Lost Time performs are provided.

You can use the reason to determine how to correct an error condition.

Control Key Messages 01

Message	Reason	Action
Out Of Sequence	Transactions out of sequence	Run Aborted
Invalid Card Code	Must be **DT**, **PS**, or **PT**	Transaction Rejected
Invalid Level 1	Must be a valid Level 1 entry	Transaction Rejected
Invalid Level 2	Must be a valid Level 2 entry	Transaction Rejected
Invalid Employee Number	Must be a valid employee number	Transaction Rejected
Invalid Card Separator	Must be *****, **A**, **B**, **C**, **F**, **G**, **H**, **J**, **P**, **R**, **1**, or **2**	Transaction Rejected
Invalid ACC./ABS. Date	Must be numeric; must be a valid date	Transaction Rejected
Invalid ACC./ABS. Iter	Must be **0**-**9**	Transaction Rejected
Invalid Card Separator	Must be a value **A**-**V**, **1**, **2**, or **5**-**8**	Transaction Rejected
Invalid Absence Date	Must be numeric; must be a valid date	Transaction Rejected
Invalid ABS Date/Iter	Must be **0**-**9**	Transaction Rejected
Invalid Update Code	Must be **blank**, **A**, **R**, or **D**	Transaction Rejected
Master Not Found	Master needed for updating activity not present	Transaction Rejected
Duplicate Addition	Information to be added is already present	Transaction Rejected

Control Key Messages 02

Message	Reason	Action
ABS. DT. Less Than ACC. DT.	Absence date must be greater than, or equal to accident date	Transaction Rejected
Missing PS* Card	PS* transaction must be present	All transactions are rejected for that level 1/level 2
Missing PT1-Invalid Add	An absence is being added without the required PT1 transaction	All transactions related to the absence being added are rejected
Missing PTA-Invalid Add	An accident is being added without the required PTA transaction	All transactions related to the accident being added are rejected
Master Deleted	The master that the transaction is trying to access has been deleted	Transaction Rejected
Duplicate ADD-ABS Or RPT OPT	Absence or report option being added is already present	Transaction Rejected
Duplicate ADD-Holiday	Holiday being added is already present	Transaction Rejected
Duplicate ADD-Weekly Pay Day	Weekly pay day being added is already present	Transaction Rejected
Duplicate ADD-Biwkly Pay Day	Biweekly pay day being added is already present	Transaction Rejected
Duplicate ADD-Semi-Mo Pay Day	Semimonthly pay day being added is already present	Transaction Rejected

Control Key Messages 03

Message	Reason	Action
Duplicate ADD-Monthly Pay Day	Monthly pay day being added is already present	Transaction Rejected
Duplicate ADD-Absence	Absence type being added already exists	Transaction Rejected
Duplicate ADD-Hazard	Hazard type being added is already present	Transaction Rejected
Duplicate ADD-Exam	Exam type being added is already present	Transaction Rejected
Duplicate Transaction	The transaction key is exactly the same as the previous transaction key	Transaction Rejected
Duplicate Date And Iteration	Iteration used is already present for that date	Transaction Rejected
Invalid PS Card In PRP40M	Position 17 must be an *****, **F**, **G**, **H**, **J**, **P**, or **R**	Transaction Rejected
PRP40M PSP Cards Exceed 100	Maximum number of PS-P transactions entered through PRP40M is 100	The entire transaction and any subsequent PS-P transactions are rejected.
PRP40M PSR Cards Exceed 200	Maximum number of PS-R transactions entered through PRP40M is 200	The entire transaction and any subsequent PS-R transactions are rejected
PRP40M P* Card Missing	P* transaction must be present	All transactions are rejected

Date Conversion Messages

Date fields that require conversion to year 2000 format occur on both the Lost Time Master field and Lost Time transactions. The Common Date routine is used for date conversion processing and to retrieve the system date. If an error occurs, one of the following messages is displayed. More information will be provided to help identify the date field with an error.

Message	Reason	Action
Caution using test override date from T01- 001 transaction.	A test override was encountered on the Tables file.	Processing continues using the test override date.
Error retrieving system date – run aborted.	The Common Date Routine could not retrieve the system date from either the Tables file or the system.	The program displays error message and aborts.
Date Conversion Error – run aborted.	The date specified could not be converted.	The program displays error message and aborts.

PS-A Messages

For messages about columns 1 through 17 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Current Year	Must be numeric or **R** followed by one **blank**	Transaction Rejected
Invalid Jan 1 Day	Must be **R** or **1**-**7**	Transaction Rejected
Invalid Holiday Iter. 1	Must be **01**-**20**	Transaction Rejected
Invalid Holiday Date 1	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Holiday Iter. 2	Must be **01**-**20**	Transaction Rejected
Invalid Holiday Date 2	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three blanks	Transaction Rejected
Invalid Holiday Iter. 3	Must be **01**-**20**	Transaction Rejected
Invalid Holiday Date 3	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Holiday Iter. 4	Must be **01**-**20**	Transaction Rejected
Invalid Holiday Date 4	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Holiday Iter. 5	Must be **01**-**20**	Transaction Rejected
Invalid Holiday Date 5	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Holiday Iter. 6	Must be **01**-**20**	Transaction Rejected

(continued)

Message	Reason	Action
Invalid Holiday Date 6	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Holiday Iter. 7	Must be **01**-**20**	Transaction Rejected
Invalid Holiday Date 7	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Holiday Iter. 8	Must be **01**-**20**	Transaction Rejected
Invalid Holiday Date 8	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Holiday Iter. 9	Must be **01**-**20**	Transaction Rejected
Invalid Holiday Date 9	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Birthday Ind.	Must be **Y**, **N**, or **R**	Transaction Rejected
Cur YR Not Pres For Hol/Jan-1	Current year entry equal **spaces** or **zeros** on Master File and transaction	Transaction Rejected

PS-B Messages

For messages about columns 1 through 17 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Pay Frequency	Must be **1**-**4**; required entry	Transaction Rejected
Invalid Pay Day Iter. 1	Must be **01** through maximum for payroll frequency entered in position 18	Transaction Rejected
Invalid Pay Day Date 1	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Pay Day Iter. 2	Must be **01** through maximum for payroll frequency entered in position 18	Transaction Rejected
Invalid Pay Day Date 2	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Pay Day Iter. 3	Must be **01** through maximum for payroll frequency entered in position 18	Transaction Rejected
Invalid Pay Day Date 3	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Pay Day Iter. 4	Must be **01** through maximum for payroll frequency entered in position 18	Transaction Rejected
Invalid Pay Day Date 4	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected

(continued)

Message	Reason	Action
Invalid Pay Day Iter. 5	Must be **01** through maximum for payroll frequency entered in position 18	Transaction Rejected
Invalid Pay Day Date 5	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Pay Day Iter. 6	Must be **01** through maximum for payroll frequency entered in position 18	Transaction Rejected
Invalid Pay Day Date 6	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Pay Day Iter. 7	Must be **01** through maximum for payroll frequency entered in position 18	Transaction Rejected
Invalid Pay Day Date 7	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Pay Day Iter. 8	Must be **01** through maximum for payroll frequency entered in position 18	Transaction Rejected
Invalid Pay Day Date 8	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Invalid Pay Day Iter. 9	Must be **01** through maximum for pay day frequency entered in position 18	Transaction Rejected
Invalid Pay Day Date 9	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected

(continued)

Message	Reason	Action
Invalid Pay Day Iter. 10	Must be **01** through maximum for payroll frequency entered in position 18	Transaction Rejected
Invalid Pay Day Date 10	Month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by three **blanks**	Transaction Rejected
Cur YR Not Pres For Pay Day	Current year entry on Master File is equal to **zeros** or **spaces**	Transaction Rejected

PS-C Messages

For messages about columns 1 through 17 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Absence Code 1	Must be **01**-**70**	Transaction Rejected
Invalid Absence Desc. 1	Must contain an entry or be an **R** followed by seven **blanks**	Transaction Rejected
Invalid Absence Code 2	Must be **01**-**70**	Transaction Rejected
Invalid Absence Desc. 2	Must contain an entry or be an **R** followed by seven **blanks**	Transaction Rejected
Invalid Absence Code 3	Must be **01**-**70**	Transaction Rejected
Invalid Absence Desc. 3	Must contain an entry or be an **R** followed by seven **blanks**	Transaction Rejected
Invalid Absence Code 4	Must be **01**-**70**	Transaction Rejected
Invalid Absence Code 4	Must contain an entry or be an **R** followed by seven **blanks**	Transaction Rejected
Invalid Absence Code 5	Must be **01**-**70**	Transaction Rejected
Invalid Absence Desc. 5	Must contain an entry or be an **R** followed by seven **blanks**	Transaction Rejected
Invalid Absence Code 6	Must be **01**-**70**	Transaction Rejected
Invalid Absence Desc. 6	Must contain an entry or be an **R** followed by seven **blanks**	Transaction Rejected

PS-F Messages

For messages about columns 1 through 17 and 80 or 120, see Control Key Messages.

Message	Reason	Action
Invalid Prnt Val Tx Code	Must be ***** or **R**	Transaction Rejected
Invalid Prnt Inact Emp Cd	Must be ***** or **R**	Transaction Rejected
Invalid Prnt Term Emp Cd	Must be ***** or **R**	Transaction Rejected
Invalid Major Seq Option	Must be **1**-**6** or **R**	Transaction Rejected
Invalid Secndy Seq Option	Must be **0**-**5** or **R**	Transaction Rejected
Invalid Minor Seq Opt-1	Must be **1**-**2** or **R**	Transaction Rejected
Invalid Low Total Break	Must be **0**-**5** or **R**	Transaction Rejected
Invalid Sel-By-Date Ind	Must be * or **R**	Transaction Rejected
Invalid Sel-By-Lvl-Or-Emp	Must be ***** or **R**	Transaction Rejected
Invalid Prnt Abs Det Lines	Must be ***** or **R**	Transaction Rejected
Invalid Prnt Total Absence	Must be ***** or **R**	Transaction Rejected
Invalid Prnt Perc LVL2 Abs	Must be ***** or **R**	Transaction Rejected
Invalid Prnt Perc LVL2 Emp	Must be ***** or **R**	Transaction Rejected
Invalid Prnt Tot Amt Paid	Must be ***** or **R**	Transaction Rejected
Invalid Prnt Tot Comp Paid	Must be ***** or **R**	Transaction Rejected
Invalid Abs-Det Maj Seq	Must be **1**-**4** or **R**	Transaction Rejected
Fld1 Not Numeric	Must be numeric	Transaction Rejected
Fld1 Inval For This Rep	Must be **01**-**08**, **10**-**16**, **29**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld2 Not Numeric	Must be numeric	Transaction Rejected
Fld2 Inval For This Rep	Must be **01**-**08**, **10**-**16**, **29**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld3 Not Numeric	Must be numeric	Transaction Rejected
Fld3 Inval For This Rep	Must be **01**-**08**, **10**-**16**, **29**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld4 Not Numeric	Must be numeric	Transaction Rejected

(continued)

Message	Reason	Action
Fld4 Inval For This Rep	Must be **01**-**08**, **10**-**16**, **29**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld5 Not Numeric	Must be numeric	Transaction Rejected
Fld5 Inval For This Rep	Must be **01**-**08**, **10**-**16**, **29**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld6 Not Numeric	Must be numeric	Transaction Rejected
Fld6 Inval For This Rep	Must be **01**-**08**, **10**-**16**, **29**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld7 Not Numeric	Must be numeric	Transaction Rejected
Fld7 Inval For This Rep	Must be **01**-**08**, **10**-**16**, **29**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld8 Not Numeric	Must be numeric	Transaction Rejected
Fld8 Inval For This Rep	Must be **01**-**08**, **10**-**16**, **29**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld9 Not Numeric	Must be numeric	Transaction Rejected
Fld9 Inval For This Rep	Must be **01**-**08**, **10**-**16**, **29**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld10 Not Numeric	Must be numeric	Transaction Rejected
Fld10 Inval For this Rep	Must be **01**-**08**, **10**-**16**, **29**-**35**, or **R** followed by one **blank**	Transaction Rejected
Tot Fld Lngths Excessive	Sum of the lengths of the fields selected must not exceed 60 positions	Transaction Rejected
Flds Not Entrd Contigsly	Options selected must be entered in consecutive fields beginning with the first field	Transaction Rejected
Invalid ABS-DET Min Seq	Must be **1**-**2** or **R**	Transaction Rejected
Invalid ABS-DET Lo Tot	Must be **00**-**10** or **R**	Transaction Rejected
Invalid ABS-DET Lo Page	Must be **00**-**10** or **R**	Transaction Rejected
Invalid Sel By Date Ind	Must be ***** or **R**	Transaction Rejected
Invalid Sel by Lvls/Other	Must be ***** or **R**	Transaction Rejected

PS-G Messages

For messages about columns 1 through 17 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Prnt Acc Det Ind	Must be ***** or **R**	Transaction Rejected
Invalid Maj Seq Option	Must be **1**-**4** or **R**	Transaction Rejected
Fld1 Not Numeric	Must be numeric	Transaction Rejected
Fld1 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**26**, **28**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld2 Not Numeric	Must be numeric	Transaction Rejected
Fld2 Inval for This Rep	Must be **01**-**07**, **09**, **17**-**26**, **28**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld3 Not Numeric	Must be numeric	Transaction Rejected
Fld3 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**26**, **28**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld4 Not Numeric	Must be numeric	Transaction Rejected
Fld4 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**26**, **28**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld5 Not Numeric	Must be numeric	Transaction Rejected
Fld5 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**26**, **28**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld6 Not Numeric	Must be numeric	Transaction Rejected
Fld6 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**26**, **28**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld7 Not Numeric	Must be numeric	Transaction Rejected
Fld7 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**26**, **28**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld8 Not Numeric	Must be numeric	Transaction Rejected
Fld8 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**26**, **28**-**35**, or **R** followed by one **blank**	Transaction Rejected

(continued)

Message	Reason	Action
Fld9 Not Numeric	Must be numeric	Transaction Rejected
Fld9 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**26**, **28**-**35**, or **R** followed by one **blank**	Transaction Rejected
Fld10 Not Numeric	Must be numeric	Transaction Rejected
Fld10 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**26**, **28**-**35**, or **R** followed by one **blank**	Transaction Rejected
Tot Fld Lngths Excessive	Sum of the lengths of the fields selected must not exceed 60 positions	Transaction Rejected
Flds Not Entered Contgsly	Options selected must be entered in consecutive fields beginning with the first field	Transaction Rejected
Invalid Min Seq Ind	Must be **1**-**3** or **R**	Transaction Rejected
Invalid Lo Tot Break	Must be **00**-**10** or **R**	Transaction Rejected
Invalid Lo Page Break	Must be **00**-**10** or **R**	Transaction Rejected
Invalid Sel By Dates	Must be ***** or **R**	Transaction Rejected
Invalid Sel By Lvls/Other	Must be ***** or **R**	Transaction Rejected
Invalid Prnt Det Ind	Must be ***** or **R**	Transaction Rejected
Invalid Maj Seq Option	Must be **1**-**4** or **R**	Transaction Rejected
Fld1 Not Numeric	Must be numeric	Transaction Rejected
Fld1 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **26**-**28**, or **R** followed by one **blank**	Transaction Rejected
Fld2 Not Numeric	Must be numeric	Transaction Rejected
Fld2 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **26**-**28**, or **R** followed by one **blank**	Transaction Rejected
Fld3 Not Numeric	Must be numeric	Transaction Rejected
Fld3 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **26**-**28**, or **R** followed by one **blank**	Transaction Rejected
Fld4 Not Numeric	Must be numeric	Transaction Rejected
Fld4 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **26**-**28**, or **R** followed by one **blank**	Transaction Rejected
Fld5 Not Numeric	Must be numeric	Transaction Rejected

(continued)

Message	Reason	Action
Fld5 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **26**-**28**, or **R** followed by one **blank**	Transaction Rejected
Fld6 Not Numeric	Must be numeric	Transaction Rejected
Fld6 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **26**-**28**, or **R** followed by one **blank**	Transaction Rejected
Fld7 Not Numeric	Must be numeric	Transaction Rejected
Fld7 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **26**-**28**, or **R** followed by one **blank**	Transaction Rejected
Fld8 Not Numeric	Must be numeric	Transaction Rejected
Fld8 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **26**-**28**, or **R** followed by one **blank**	Transaction Rejected
Fld9 Not Numeric	Must be numeric	Transaction Rejected
Fld9 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **26**-**28**, or **R** followed by one **blank**	Transaction Rejected
Fld10 Not Numeric	Must be numeric	Transaction Rejected
Fld10 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **26**-**28**, or **R** followed by one **blank**	Transaction Rejected
Tot Fld Lngths Excessive	Sum of the lengths of the fields selected must not exceed 60 positions.	Transaction Rejected
Fld Not Entered Contgsly	Options selected must be entered in consecutive fields beginning with the first field	Transaction Rejected
Invalid Minor Seq Option	Must be **1**-**3** or **R**	Transaction Rejected
Invalid Lo Tot Break	Must be **00**-**10** or **R** followed by the one **blank**	Transaction Rejected
Invalid Lo Page Break	Must be **00**-**10** or **R** followed by one **blank**	Transaction Rejected
Invalid Sel By Dates	Must be ***** or **R**	Transaction Rejected
Invalid Sel By Lvls/Other	Must be ***** or **R**	Transaction Rejected

PS-H Messages

For messages about columns 1 through 17 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Maj Seq Option	Must be **1**-**4** or **R**	Transaction Rejected
Fld1 Not Numeric	Must be numeric	Transaction Rejected
Fld1 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **29**-**34**, or **R** followed by one **blank**	Transaction Rejected
Fld2 Not Numeric	Must be numeric	Transaction Rejected
Fld2 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **29**-**34**, or **R** followed by one **blank**	Transaction Rejected
Fld3 Not Numeric	Must be numeric	Transaction Rejected
Fld3 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **29**-**34**, or **R** followed by one **blank**	Transaction Rejected
Fld4 Not Numeric	Must be numeric	Transaction Rejected
Fld4 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **29**-**34** or **R** followed by one **blank**	Transaction Rejected
Fld5 Not Numeric	Must be numeric	Transaction Rejected
Fld5 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **29**-**34**, or **R** followed by one **blank**	Transaction Rejected
Fld6 Not Numeric	Must be numeric	Transaction Rejected
Fld6 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **29**-**34**, or **R** followed by one **blank**	Transaction Rejected
Fld7 Not Numeric	Must be numeric	Transaction Rejected
Fld7 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **29**-**34**, or **R** followed by one **blank**	Transaction Rejected
Fld8 Not Numeric	Must be numeric	Transaction Rejected
Fld8 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **29**-**34**, or **R** followed by one **blank**	Transaction Rejected
Fld9 Not Numeric	Must be numeric	Transaction Rejected

(continued)

Message	Reason	Action
Fld9 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **29**-**34**, or **R** followed by one **blank**	Transaction Rejected
Fld10 Not Numeric	Must be numeric	Transaction Rejected
Fld10 Inval For This Rep	Must be **01**-**07**, **09**, **17**-**21**, **24**, **29**-**34**, or **R** followed by one **blank**	Transaction Rejected
Tot Fld Lngths Excessive	Sum of the lengths of the fields selected must not exceed 60 positions	Transaction Rejected
Flds Not Entrd Contigsly	Options selected must be entered in consecutive fields beginning with the first field	Transaction Rejected
Invalid Lo Tot Break	Must be **00**-**10** or **R** followed by one **blank**	Transaction Rejected
Invalid Sel By Lvls/Other	Must be ***** or **R**	Transaction Rejected
Invalid Print OSHA Log Ind	Must be ***** or **R**	Transaction Rejected
Invalid Maj Seq Option	Must be **1**-**4** or **R**	Transaction Rejected
Fld1 Not Numeric	Must be numeric	Transaction Rejected
Fld1 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Fld2 Not Numeric	Must be numeric	Transaction Rejected
Fld2 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Fld3 Not Numeric	Must be numeric	Transaction Rejected
Fld3 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Fld4 Not Numeric	Must be numeric	Transaction Rejected
Fld4 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Fld5 Not Numeric	Must be numeric	Transaction Rejected
Fld5 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Fld6 Not Numeric	Must be numeric	Transaction Rejected
Fld6 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Fld7 Not Numeric	Must be numeric	Transaction Rejected
Fld7 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Tot Fld Lngths Excessive	Sum of the lengths of the fields selected must not exceed 60 positions	Transaction Rejected

(continued)

Message	Reason	Action
Flds Not Entrd Contigsly	Options selected must be entered in consecutive fields beginning with the first field	Transaction Rejected
Invalid Min Seq Option	Must be **1**-**4** or **R**	Transaction Rejected
Invalid Lo Tot Break	Must be **0**-**7** or **R**	Transaction Rejected
Invalid Lo Page Break	Must be **0**-**7** or **R**	Transaction Rejected
Invalid Sel By Levels Ind	Must be ***** or **R**	Transaction Rejected
Invalid Maj Seq Option	Must be **1**-**4** or **R**	Transaction Rejected
Fld1 Not Numeric	Must be numeric	Transaction Rejected
Fld1 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Fld2 Not Numeric	Must be numeric	Transaction Rejected
Fld2 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Fld3 Not Numeric	Must be numeric	Transaction Rejected
Fld3 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Fld4 Not Numeric	Must be numeric	Transaction Rejected
Fld4 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Fld5 Not Numeric	Must be numeric	Transaction Rejected
Fld5 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Fld6 Not Numeric	Must be numeric	Transaction Rejected
Fld6 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Fld7 Not Numeric	Must be numeric	Transaction Rejected
Fld7 Inval For This Rep	Must be **1**-**9** or **R**	Transaction Rejected
Tot Fld Lngths Excessive	Sum of the lengths of the fields selected must not exceed 60 positions	Transaction Rejected
Flds Not Entrd Contigsly	Options selected must be entered in consecutive fields beginning with the first field.	Transaction Rejected
Invalid Min Seq Option	Must be **1**-**4** or **R**	Transaction Rejected
Invalid Lo Tot Break	Must be **0**-**7** or **R**	Transaction Rejected
Invalid Sel By Levels	Must be ***** or **R**	Transaction Rejected
Invalid Maj Seq Option	Must be **1**-**4** or **R**	Transaction Rejected
Fld1 Not Numeric	Must be numeric	Transaction Rejected
Fld1 Inval For This Rep	Must be **1**-**8** or **R**	Transaction Rejected
Fld2 Not Numeric	Must be numeric	Transaction Rejected

(continued)

Message	Reason	Action
Fld2 Inval For This Rep	Must be **1**-**8** or **R**	Transaction Rejected
Fld3 Not Numeric	Must be numeric	Transaction Rejected
Fld3 Inval For This Rep	Must be **1**-**8** or **R**	Transaction Rejected
Fld4 Not Numeric	Must be numeric	Transaction Rejected
Fld4 Inval For This Rep	Must be **1**-**8** or **R**	Transaction Rejected
Fld5 Not Numeric	Must be numeric	Transaction Rejected
Fld5 Inval For This Rep	Must be **1**-**8** or **R**	Transaction Rejected
Fld6 Not Numeric	Must be numeric	Transaction Rejected
Fld6 Inval For This Rep	Must be **1**-**8** or **R**	Transaction Rejected
Fld7 Not Numeric	Must be numeric	Transaction Rejected
Fld7 Inval For This Rep	Must be **1**-**8** or **R**	Transaction Rejected
Tot Fld Lngths Excessive	Sum of the lengths of the fields selected must not exceed 60 positions	Transaction Rejected
Flds Not Entrd Contigsly	Options selected must be entered in consecutive fields beginning with the first field	Transaction Rejected
Invalid Minor Sequence	Must be **1**-**2** or **R**	Transaction Rejected

PS-J Messages

For messages about columns 1 through 17 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Genr Prof 1 Code	Must be **U**, **E**, **P**, **M**, **Q**, **Y**, or **R**	Transaction Rejected
Invalid Genr Prof 2 Code	Must be **U**, **E**, **P**, **M**, **Q**, **Y**, or **R**	Transaction Rejected
Invalid Genr Abs Det Code	Must be **U**, **E**, **P**, **M**, **Q**, **Y**, or **R**	Transaction Rejected
Invalid Genr Acc Det Code	Must be **U**, **E**, **P**, **M**, **Q**, **Y**, or **R**	Transaction Rejected
Invalid Genr Flt Acc Det Cd	Must be **U**, **E**, **P**, **M**, **Q**, **Y**, or **R**	Transaction Rejected
Invalid Genr Acc Anals Code	Must be **blank** or **R**	Transaction Rejected
Invalid Genr OSHA Log/Sum	Must be **U**, **E**, **P**, **M**, **Q**, **Y**, or **R**	Transaction Rejected
Invalid Genr OSHA Suppl	Must be **U**, **E**, **P**, **M**, **Q**, **Y**, or **R**	Transaction Rejected
Invalid Genr Exam Not Code	Must be **U**, **E**, **P**, **M**, **Q**, **Y**, or **R**	Transaction Rejected

PS-P Messages

For messages about columns 1 through 17 and 80 or 120, see Control Key messages.

Message	Reason	Action
Inv. Levels Combination	Lowest level entered must contain an entry in each of the previous levels	Transaction Rejected
Inv Use Of Empno and Lvl	Must not have entries in both employee number and levels area	Transaction Rejected
Inv Use of Empno/Data No	Must not have entries in both employee number and data number	Transaction Rejected
Sel Data No Not Numeric	Must be numeric	Transaction Rejected
Inv Sel Data No Prof 1	Must be **01**-**05**	Transaction Rejected
Inv Sel Data No Prof 2	Must be **01**-**06** or **08**-**09**	Transaction Rejected
Inv Sel Data No ABS-DET	Must be **01**-**05**, **07**, or **10**-**17**	Transaction Rejected
Inv Sel Data No ACC-DET	Must be **01**-**06**, **09**, or **13**-**22**	Transaction Rejected
Inv Sel Data No FLT-ACC	Must be **01**-**05**, **08**-**09**, or **13**-**21**	Transaction Rejected
Invl Sel Data No ACC-ANL	Must be **01**-**06**, **08**-**09**, or **13**-**22**	Transaction Rejected
Inv Sel Data No OSHA-IS	Must be **01**-**06** or **22**	Transaction Rejected
Inv Sel Data No OSHA Sup	Must be **01**-**06** or **22**	Transaction Rejected
Inv Sel Data No Exam	Must be **01**-**05**	Transaction Rejected
Data Field Not Numeric	For field selected, data entered must be numeric and left justified according to field length	Transaction Rejected
Invalid Prof 1 Indicator	Must be *****	Transaction Rejected

(continued)

Message	Reason	Action
Invalid Prof 2 Indicator	Must be *	Transaction Rejected
Invalid ABS-DET Indicator	Must be *	Transaction Rejected
Invalid ACC-DET Indicator	Must be *	Transaction Rejected
Invalid FLT-ACC Indicator	Must be *	Transaction Rejected
Invalid ACC-ANL Indicator	Must be *	Transaction Rejected
Invalid OSHA-LS Indicator	Must be *	Transaction Rejected
Invalid OSHA-Sup Indicator	Must be *	Transaction Rejected
Invalid Exam Indicator	Must be *	Transaction Rejected
No Reports Selected	At least one report must be selected	Transaction Rejected
No Control Levels Selected	Must be an entry for employee number, levels, data number, or combination of levels and data number	Transaction Rejected

PS-R Messages

For messages about columns 1 through 17 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Prof 1 Print Ind	Must be **X** or **R**	Transaction Rejected
Invalid Prof 2 Print Ind	Must be **X** or **R**	Transaction Rejected
Invalid Absdet Print Ind	Must be **X** or **R**	Transaction Rejected
Invalid Accdet Print Ind	Must be **X** or **R**	Transaction Rejected
Invalid Fltacc Print Ind	Must be **X** or **R**	Transaction Rejected
Invalid Accanl Print Ind	Must be **X** or **R**	Transaction Rejected
Invalid OSHA L/S Print Ind	Must be **X** or **R**	Transaction Rejected
Invalid OSHA Sup Print Ind	Must be **X** or **R**	Transaction Rejected
Invalid Exam Print Ind	Must be **X** or **R**	Transaction Rejected

PS-1 Messages

For messages about columns 1 through 17 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Iteration No	Must be **01-15**	Transaction Rejected
Invalid Hazard Type	Must be **01-30** or an **R** followed by one **blank**	Transaction Rejected
Hazard Type Not Found	Type selected not present on hazard table	Transaction Rejected
Invalid Req Phys Type	Must be **01-10** or an **R** followed by one **blank**	Transaction Rejected
Physical Type Not Found	Type selected not present on physical exam table	Transaction Rejected
Invalid Iteration No	Must be **01-15**	Transaction Rejected
Invalid Hazard Type	Must be **01-30** or an **R** followed by one **blank**	Transaction Rejected
Hazard Type Not Found	Type selected not present on hazard table	Transaction Rejected
Invalid Req Phys Type	Must be **01-10** or an **R** followed by one **blank**	Transaction Rejected
Physical Type Not Found	Type selected not present on physical exam table	Transaction Rejected
Invalid Iteration No	Must be **01-15**	Transaction Rejected
Invalid Hazard Type	Must be **01-30** or an **R** followed by one **blank**	Transaction Rejected
Hazard Type Not Found	Type selected not present on hazard table	Transaction Rejected
Invalid Req Phys Type	Must be **01-10** or an **R** followed by one **blank**	Transaction Rejected
Physical Type Not Found	Type selected not present on physical exam table	Transaction Rejected
Invalid Req Phys Type	Must be **01-10** or an **R** followed by one **blank**	Transaction Rejected
Physical Type Not Found	Type selected not present on physical exam table	Transaction Rejected

PS-2 Messages

For messages about columns 1 through 17 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Iteration No	Must be **01**-**18**	Transaction Rejected
Invalid Exam Type	Must be **01**-**10** or an **R** followed by one **blank**	Transaction Rejected
Phys Exam Type Not Found	Type selected not present on physical exam table	Transaction Rejected
Invalid Last Exam Date	Year entry must be numeric, month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or an **R** followed by five **blanks**	Transaction Rejected
Invalid Next Exam Date	Year entry must be numeric, month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or an **R** followed by five **blanks**	Transaction Rejected
Date Next Exam Less Last Exam	Next exam date must be greater than or equal to last exam date	Transaction Rejected

PT-A Messages

For messages about columns 1 through 24 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Accident Type	Must be **01**-**30**, required entry for new accident	Transaction Rejected
Invalid Fleet Acc. Ind.	Must be **Y**, **N**, or **R**	Transaction Rejected
Invalid Accident Time	Hours entry must be **00**-**24**, minutes entry must be **01**-**59**, or **R** followed by three **blanks**	Transaction Rejected
Invalid Days Restr. Work	Must be numeric or **R** followed by five **blanks**	Transaction Rejected
Invalid OSHA Category	Must be **10**, **21**-**26**, **29**, or **R** followed by one **blank**	Transaction Rejected
Accident Type Not Found	Accident type entered not set up in accident description table	Transaction Rejected

PT-B Messages

For messages about columns 1 through 24 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Safety Ind.	Must be **Y**, **N**, or **R**	Transaction Rejected
Invalid Reg./Temp. Ind.	Must be **P**, **T**, or **R**	Transaction Rejected
Invalid Length Time-Job	Year entry must be numeric, month entry must be **00**-**12**, or **R** followed by three **blanks**	Transaction Rejected
OSHA Cat Not Pres. For Case NO	OSHA category equals **zeros** or **spaces** on Master File	Transaction Rejected

PT-C Message

For messages about columns 1 through 24 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid On Premises Ind.	Must be **Y**, **N**, or **R**	Transaction Rejected

PT-E Messages

For messages about columns 1 through 24 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Result Code	Must be **1**-**9**, or **R**	Transaction Rejected
Result Code Not Found	Result code entered not set up in result description table	Transaction Rejected
Invalid Result Date	Year entry must be numeric, month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by five **blanks**	Transaction Rejected
Invalid OSHA Penalty	Must be numeric, or **R** followed by eight **blanks**	Transaction Rejected
Result Code Not Pres. For Date	Result date must have a result code entry	Transaction Rejected
Result Date Not Pres. For Death	Result code indicating death must have a result date entry	Transaction Rejected
OSHA Cat Not Pres. For Penalty	OSHA category equals **zeros** or **spaces** on Master File	Transaction Rejected

PT-F Messages

For messages about columns 1 through 24 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Machine Code	Must be **001**-**020** or **R** followed by two **blanks**	Transaction Rejected
Machine Code Not Found	Machine code entered not set up in machine code description table	Transaction Rejected
Invalid Mach. Malfunc.	Must be **Y**, **N**, or **R**	Transaction Rejected
Invalid Mach. Repair	Must be numeric or **R** followed by ten **blanks**	Transaction Rejected
Invalid Mach. Time Out	Must be numeric, or **R** followed by four **blanks**	Transaction Rejected

PT-G Messages

For messages about columns 1 through 24 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Life Ins. Amt. 1	Must be numeric or R followed by ten blanks	Transaction Rejected
Invalid Life Ins. Amt. 2	Must be numeric or R followed by ten blanks	Transaction Rejected

PT-H Messages

For messages about columns 1 through 24 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Life Ins. Amt. 3	Must be numeric or R followed by ten blanks	Transaction Rejected
Invalid Group Hlth. Amt	Must be numeric or R followed by ten blanks	Transaction Rejected

PT-M Messages

For messages about columns 1 through 24 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Date Reported	Year entry must be numeric, month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by five **blanks**	Transaction Rejected
Date Reported Less Acc. Date	Date accident reported must be greater than or equal to accident date	Transaction Rejected

PT-T Messages

For messages about columns 1 through 24 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Fleet Acc. Type	Must be **01**-**20**	Transaction Rejected
Invalid Vehicle Speed	Must be numeric or **R** followed by two **blanks**	Transaction Rejected
Invalid Vehicle Year	Must be numeric or **R** followed by one **blank**	Transaction Rejected
Fleet Acc Type Not Found	Fleet accident type entered not found on fleet accident description file	Transaction Rejected

PT-U Messages

For messages about columns 1 through 24 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Preventable Ind.	Must be **Y**, **N**, or **R**	Transaction Rejected
Invalid Charges Filed	Must be **Y**, **N**, or **R**	Transaction Rejected

PT-V Messages

For messages about columns 1 through 24 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Driving Record	Must be **0**-**9** or **R**	Transaction Rejected
State Not Present For Lic. NBR	State not present on Master File or transaction	Transaction Rejected

PT-1 Messages

For messages about columns 1 through 31 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Absence Code	Must be **01**-**70**; required entry for new absence	Transaction Rejected
Absence Code Not Found	Absence code entered not set up in absence description table	Transaction Rejected
Invalid Total Time Out	Must be numeric, or **R** followed by four **zeros**, required entry for new absence	Transaction Rejected
Invalid Begin Time Out	Hours entry must be **00**-**24**, minutes entry must be **00**-**59** or **R** followed by three **blanks**	Transaction Rejected
Invalid Begin Day Week	Must be **1**-**7** or **R**	Transaction Rejected
Invalid Intend Return DT	Year entry must be numeric, month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by five **blanks**	Transaction Rejected
Invalid Return Time	Hours entry must be **00**-**24**, minutes entry must be **00**-**59**	Transaction Rejected
Invalid Return Day Week	Must be **1**-**7** or **R**	Transaction Rejected
Invalid Holiday Ind.	Must be **Y**, **N**, or **R**	Transaction Rejected
Invalid Pay Day Ind	Must be **Y**, **N**, or **R**	Transaction Rejected
Intend Ret Date Less Beg Date	Intended return date must be greater than or equal to begin date of absence	Transaction Rejected
Invalid Total Amt. Paid	Must be numeric or **R** followed by six **blanks**	Transaction Rejected
Invalid Comp. Pay	Must be numeric or **R** followed by six **blanks**	Transaction Rejected

P* Messages

Message	Reason	Action
P***** Levels 1 and 2 Must Be All **Asterisks**	Must be ********	Transaction Rejected
P* Columns 7-16 Must Be All **Zeros**	Must be **0000000000**	Transaction Rejected
P***** Column 17 Must Be An **Asterisk**	Must be *****	Transaction Rejected
P***** LTHS Invalid Transaction Extract 53	Must be **0**	Transaction Rejected
P***** LTHS Invalid Transaction Validate 54	Must be **0**	Transaction Rejected
P***** LTHS Invalid Master Update 55	Must be **0** or **1**	Transaction Rejected
P***** LTHS Invalid Report Extract 56	Must be **0** or **1**	Transaction Rejected
P***** LTHS Invalid Report Print 57	Must be **0** or **1**	Transaction Rejected

PS-* Messages

For messages about columns 1 through 17 and 80 or 120, see Control Key messages.

Message	Reason	Action
Invalid Per. Beg. Date	Year entry must be numeric, month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by five **blanks**	Transaction Rejected
Invalid Per. End Date	Year entry must be numeric, month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by five **blanks**	Transaction Rejected
Per. End Less Than Per. Beg.	Period end date must be greater than, or equal to period begin date	Transaction Rejected
Invalid Report Print DT	Year entry must be numeric, month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, *****1**, *****2** or **R** followed by five **blanks**	Transaction Rejected
Invalid Period End Ind.	Must be **P**, **M**, **Q**, **Y**, or **R**	Transaction Rejected
Invalid OSHA Per Beg Dt	Year entry must be numeric, month entry must be **01**-**12**, or **R** followed by three **blanks**	Transaction Rejected
Invalid OSHA Per End Dt	Year entry must be numeric, month entry must be **01**-**12**, or **R** followed by three **blanks**	Transaction Rejected
OSHA End Less Than OSHA Beg	OSHA ending date must be greater than, or equal to OSHA beginning date	Transaction Rejected
Invalid Hi-Range Beg Dt	Year entry must be numeric, month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by five **blanks**	Transaction Rejected

(continued)

Message	Reason	Action
Invalid Hi-Range End Dt	Year entry must be numeric, month entry must be **01**-**12**, day entry must be **01**-**31**, valid date, or **R** followed by five **blanks**	Transaction Rejected
Analysis End Less Analysis Bg	Analysis hi-range ending date must be greater than, or equal to analysis hi-range beginning date	Transaction Rejected
Invalid Lo-Range Beg Yr	Must be numeric	Transaction Rejected
Anal End Yr Less Anal Low Yr	Analysis high-range ending date year should be greater than or equal to analysis low range begin year	Transaction Rejected
Duplicate Run Date	The program cannot be executed more than once using the same run date. Use a different run date.	Transaction Rejected
Rpt Date Less Date on File	Report Print date cannot be less than the date on the LTHS Master File.	Transaction Rejected

X* Messages

Message	Reason	Action
X***** Card Missing	Must be entered each run	Run Terminated
Invalid Level Number	Levels 1 and 2 must be ********	Run Terminated
Invalid Report Number	Must be ******	Run Terminated
Invalid Edit Option	Must be **0** or **1**	Run Terminated
Invalid Extract Option	Must be **0** or **1**	Run Terminated
Invalid Print Option	Must be **0** or **1**	Run Terminated

XA-XV Messages

Message	Reason	Action
Invalid Card Code	Must be **XA** - **XV**.	Transaction and Report Rejected.
Invalid Level Number	Invalid Levels 1 and 2. **a** - Special characters are present other than **asterisks**. **b** - Selection by Levels and the **asterisk** or **blank** options have both been used during run.	Transaction and Report Rejected.
Invalid Report Number	Must be numeric.	Transaction and Report Rejected.
Duplicate Card - Used	Multiple cards have been entered with the same data in Columns 1-12 and 13 and 14 on the **XL** card.	Transaction and Report Rejected.
XA or **XL** Missing	The **XA** card or **XL** cards are either not present for the report or have been rejected due to errors. The **XB**-**XK** cards have an incorrect Levels 1 and 2 or Report Number in them causing them to sort out of sequence.	Transaction and Report Rejected.
Too Many Reports	Within a particular Level 1 and 2, 16 or more different reports have been entered on the SRG Generate Cards (**XA**-**XL**). The maximum permitted in one run is 15.	Transaction and Report Rejected.
Report Cards in Error	The report has not been produced due to an error in the input cards.	Transaction and Report Rejected.

(continued)

Message	Reason	Action
XM Card Missing	The **XM** card is either not present for the report or has been rejected due to errors. The **XN**-**XV** cards have an incorrect Level 1 and 2 or Report Number in them causing them to sort out of sequence.	Transaction and Report Rejected.

XA Messages

Message	Reason	Action
Invalid Report Date	The date is not numeric or the month is greater than 12 or the day is greater than 31. The date is not all **asterisks** ******.	Transaction and Report Rejected.
Invalid Field Number - **XX** is 1 to 6	Report Sequence X Field Number is either not found in the Select and Print Control Chart or it indicates a User Result Field.	Transaction and Report Rejected.
Sequence Exceeds 42	The total length of all data specified in the Report Sequence Fields exceeds 42 characters.	Transaction and Report Rejected.
Invalid Low Total Code	Must be **0**-**6**. Code is greater than lowest valid Report Sequence entered.	Transaction and Report Rejected.
Invalid Low Page Code	Must be **0**-**6**. Code is greater than lowest valid Report Sequence entered.	Transaction and Report Rejected.

XB-XH Messages

Message	Reason	Action
Invalid Operation Code - **XX** is 1 to 3	The operation code in expression **X** is not **+**, **-**, **X**, **/**, **=**, or **#**. **Note:** When this error is encountered the operation is assumed to be arithmetic for editing of the remainder of the expression. This could result in erroneous error messages if the operation code was intended to be for a comparison operation.	Transaction and Report Rejected.
Invalid Variable **Y** - **XX** is 1 to 3 **Y** is A or B	Variable **Y** in expression **X** is invalid. The Literal Code indicated a field number and Variable **Y** was not found in the Select and Print Control Chart or Variable **Y** was found and was an alphanumeric field in an arithmetic operation. The Literal Code indicated a numeric literal and, after replacing all leading **blanks** with **zeros**, the literal was not numeric.	Transaction and Report Rejected.
Invalid **Y** Code - **XX** is 1 to 3 **Y** is A or B	Variable **Y** Literal Code in expression X is invalid. In an arithmetic operation, the code must be **blank**, **0**, **2**, or **4**. In a comparison operation, the code must be **blank**, **A**, or **N**.	Transaction and Report Rejected.

(continued)

Message	Reason	Action
	Note: When this error is encountered the corresponding Variable cannot be edited.	
Invalid Result Field - **XX** is 1 to 3	The Result Field in expression X is invalid. The Result Field is not a valid User Result Field from the Select and Print Control Chart or it is 9**005 or 9**006 which are not valid in calculations.	Transaction and Report Rejected.

XI - XK Messages

Message	Reason	Action
Invalid Field Number - **XX** is 1 or 2	The Field Number in Selection X is invalid. The Field Number was not found in the Select and Print Control Chart.	Transaction and Report Rejected.
Invalid Low Range - **XX** is 1 or 2	The Low Range in Selection X is not valid. If the Field Number indicates a numeric field, after replacing all leading **blanks** with **zeros**, the Low Range is not numeric.	Transaction and Report Rejected.
Invalid High Range - **XX** is 1 or 2	The High Range in Selection X is not valid. If the Field Number indicates a numeric field, after replacing all leading **blanks** with **zeros**, the High Range is not numeric.	Transaction and Report Rejected.
High Less Than Low - **XX** is 1 or 2	The High Range is less than the Low Range in Selection X.	Transaction and Report Rejected.

XL Messages

Message	Reason	Action
Invalid Line Number	Detail Line Number is not a number from 1 to 5. **Note:** The highest line number allowed may be altered by an installation up to a maximum of 9.	Transactions and Report Rejected.
Invalid Card Number	Card Sequence Number is not 1, 2, 3, or 4.	Transaction and Report Rejected.
Invalid Field Number - **XX** is 1 to 7	The Print Field Number in Definition X is invalid. The Print Field Number was not a literal (**asterisk** in the first position) and was not found in the Select and Print Control Chart.	Transaction and Report Rejected.
Invalid Print Pos. - **XX** is 1 to 7	The Print Position in Definition X is not a number from 1 to 132 or **999**.	Transaction and Report Rejected.
Invalid Accumulate CD. **XX** is 1 to 7	The Field Accumulate Code in Definition X is invalid. The code is not **blank**, **2**-**9**, **A**-**J**, **M**, or **N**. The code is not **blank** and the Print Field Number indicates an alphanumeric field or User Fields 9**005 or 9**006.	Transaction and Report Rejected.
Print Fields Exceed 25	The number of print fields defined exceeds 25. Only the first four Print Definitions in the fourth card definition for a line are allowed to be used.	Transaction and Report Rejected.

XM Messages

Message	Reason	Action
Invalid Page Head CD.	Report Page Heading Indicator must be **Y** or **N**.	Transaction and Report Rejected.
Invalid Line Space CD.	Line Spacing Indicator must be **1**, **2**, or **3**.	Transaction and Report Rejected.
Invalid Record Space	Record Spacing Indicator must be **1**, **2**, **3**, or **S**.	Transaction and Report Rejected.
Invalid Accumulate CD.	Accumulation Indicator must be **A**, **C**, **F**, or **N**.	Transaction and Report Rejected.
Invalid Bypass Detail	Print Detail Indicator must be **blank** or *****.	Transaction and Report Rejected.
Invalid Media Code	Output Media Code must be **C**, **P** or **T**.	Transaction and Report Rejected.
Invalid Low Page	Low Page Break Override must be **blank** or **0** to **6**.	Transaction and Report Rejected.
Invalid Low Total	Low Total Break Override must be **blank** or **0** to **6**.	Transaction and Report Rejected.
Invalid Lines/Page	Lines Per Page must be **blank** or a number from 10 to 66.	Transaction and Report Rejected.
Too Many Forms	Special Form Number brings total number of Special Forms requested during this run above the maximum of 10.	Transaction and Report Rejected.

T41 - T46 Messages

Message	Reason	Action
Invalid Transaction Code	Must be **T41** - **T46**	Transaction Rejected
Invalid Multiple Entry Code	Must be **001**	Transaction Rejected
Invalid Maintenance Code	Must be **A**, **C**, or **D**	Transaction Rejected
Columns 8-11 Must Be **Blank**	Must be all **blank**	Transaction Rejected
Invalid Level 1	Cannot be all **blank** or **	Transaction Rejected
Invalid Level 2	Cannot be all **blank** or **	Transaction Rejected

T41 Messages

Message	Reason	Action
Invalid Job Hazard Code	Must be **01**-**30**	Transaction Rejected
Invalid Job Hazard Description	Cannot be all **blank**	Transaction Rejected

T42 Messages

Message	Reason	Action
Invalid Physical Exam Code	Must be **01-10**	Transaction Rejected
Invalid Physical Exam Desc.	Cannot be all **blank**	Transaction Rejected

T43 Messages

Message	Reason	Action
Invalid Accident Code	Must be **01**-**30**	Transaction Rejected
Invalid Accident Description	Cannot be all **blank**	Transaction Rejected

T44 Messages

Message	Reason	Action
Invalid Accident Result Code	Must be **1**-**9**	Transaction Rejected
Invalid Accident Result Desc.	Cannot be all **blank**	Transaction Rejected

T45 Messages

Message	Reason	Action
Invalid Machine Code	Must be **001**-**020**	Transaction Rejected
Invalid Machine Description	Cannot be all **blank**	Transaction Rejected

T46 Messages

Message	Reason	Action
Invalid Fleet Accident Code	Must be **01**-**20**	Transaction Rejected
Invalid Fleet Accident Desc.	Cannot be all **blank**	Transaction Rejected

7 Reporting

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Introduction

This chapter contains information about the reporting options available in the Lost Time module. It lists the sequencing options and report selection options for each report and describes the sequence option codes, applicable fields, and number of positions allowed.

Also included are the Selection and Print Control tables that show the contents of the reporting control tables and list the Lost Time Master field name, field number, number of characters that will print, the number of decimal places Lost Time recognizes (for numeric fields), the printing format code, and any comments.

Intermediate Sequencing Options

Report Title	Sequence Code	Field	#Chars
Accident Detail	1	Current Level 3	4
	2	Current Level 4	4
	3	Current Level 5	4
	4	Current Level 6	5
	5	Current Level 7	5
	6	Current Pay Frequency	1
	7	Current Work Location	10
	9	Current Union Code	5
	17	Accident Level 3	4
	18	Accident Level 4	4
	19	Accident Level 5	4
	20	Accident Level 6	5
	21	Accident Level 7	5
	22	Accident Type	2
	23	OSHA Code	2
	24	Accident Work Location	10
	25	Accident Supervisor	10
	26	Accident Type	1
	28	Machine Type	3
	29	Federal Job Code	3
	30	Occupational Category	2
	31	EEO Group Code	3
	32	Sex	1
	33	Marital Status	1
	34	Full/Part-Time	1
	35	Pay Code	1

(continued)

Report Title	Sequence Code	Field	#Chars
Fleet Accident Detail	1	Current Level 3	4
	2	Current Level 4	4
	3	Current Level 5	4
	4	Current Level 6	5
	5	Current Level 7	5
	6	Current Pay Frequency	1
	7	Current Work Location	10
	9	Current Union Code	5
	17	Accident Level 3	4
	18	Accident Level 4	4
	19	Accident Level 5	4
	20	Accident Level 6	5
	21	Accident Level 7	5
	24	Accident Work Location	10
	26	Accident Result Code	1
	27	Fleet Accident Type	2
	28	Machine Type	3
Absence Detail	1	Current Level 3	4
	2	Current Level 4	4
	3	Current Level 5	4
	4	Current Level 6	5
	5	Current Level 7	5
	6	Current Pay Frequency	1
	7	Current Work Location	10
	8	Current Supervisor	10
	10	Absence Level 3	4
	11	Absence Level 4	4
	12	Absence Level 5	4
	13	Absence Level 6	5

(continued)

Report Title	Sequence Code	Field	#Chars
	14	Absence Level 7	5
	15	Absence Union Code	5
	16	Absence Type	2
	29	Federal Job Code	3
	30	Occupational Category	2
	31	EEO Group Code	3
	32	Sex	1
	33	Marital Status	1
	34	Full/Part-Time	1
	35	Pay Code	1
Accident Analysis	1	Current Level 3	4
	2	Current Level 4	4
	3	Current Level 5	4
	4	Current Level 6	5
	5	Current Level 7	5
	6	Current Pay Frequency	1
	7	Current Work Location	10
	9	Current Union Code	5
	17	Accident Level 3	4
	18	Accident Level 4	4
	19	Accident Level 5	4
	20	Accident Level 6	5
	21	Accident Level 7	5
	24	Accident Work Location	10
	29	Federal Job Code	3
	30	Occupational Category	2
	31	EEO Group Code	3
	32	Sex	1
	33	Marital Status	1
	34	Full/Part-Time	1

(continued)

Report Title	Sequence Code	Field	#Chars
OSHA Log and Summary	1	Current Level 3	4
	2	Current Level 4	4
	3	Current Level 5	4
	4	Current Level 6	5
	5	Current Level 7	5
	6	Current Pay Frequency	1
	7	Current Work Location	10
	8	Current Supervisor	10
	9	Current Union Code	5
OSHA Supplement	1	Current Level 3	4
	2	Current Level 4	4
	3	Current Level 5	4
	4	Current Level 6	5
	5	Current Level 7	5
	6	Current Pay Frequency	1
	7	Current Work Location	10
	8	Current Supervisor	10
	9	Current Union Code	5
Physical Exam Notification	1	Current Level 3	4
	2	Current Level 4	4
	3	Current Level 5	4
	4	Current Level 6	5
	5	Current Level 7	5
	6	Current Pay Frequency	1
	7	Current Work Location	10
	8	Current Supervisor	10

Lost Time Report Selection Options

PS-P Transaction

Report Title	Sequence Code	Field	#Chars
Profile 1	1	Work Location	10
	2	Supervisor	10
	3	Pay Frequency	1
	4	Pay Code	1
	5	Union Code	5
Profile 2	1	Work Location	10
	2	Supervisor	10
	3	Pay Frequency	1
	4	Pay Code	1
	5	Union Code	5
	6	Accident Type	2
	8	Fleet Accident Type	2
	9	Accident Result Code	1
Employee Absence Detail	1	Work Location	10
	2	Supervisor	10
	3	Pay Frequency	1
	4	Pay Code	1
	5	Union Code	5
	7	Absence Type	2
	10	Absence Day of Week	1
	11	Holiday Indicator	1
	12	Payday Indicator	1
	13	Sex	1
	14	Marital Status	1
	15	EEO Group Code	3
	16	Occupational Category	2
	17	Federal Job Code	3

(continued)

Report Title	Sequence Code	Field	#Chars
Employee Accident Detail	1	Work Location	10
	2	Supervisor	10
	3	Pay Frequency	1
	4	Pay Code	1
	5	Union Code	5
	6	Accident Type	2
	9	Accident Result Code	1
	13	Sex	1
	14	Marital Status	1
	15	EEO Group Code	3
	16	Occupational Category	2
	17	Federal Job Code	3
	18	Co-operator	10
	19	Regular/Temp. Assign.	1
	20	Years Experience	4
	21	Machine Type	3
	22	OSHA Code	2
Employee Fleet Accident Detail	1	Work Location	10
	2	Supervisor	10
	3	Pay Frequency	1
	4	Pay Code	1
	5	Union Code	5
	8	Fleet Accident Type	2
	9	Accident Result Code	1
	13	Sex	1
	14	Marital Status	1
	15	EEO Group Code	3
	16	Occupational Category	2

(continued)

Report Title	Sequence Code	Field	#Chars
	17	Federal Job Code	3
	18	Co-operator	10
	19	Regular/Temp. Assign.	1
	20	Years Experience	4
	21	Machine Type	3
Accident Analysis	1	Work Location	10
	2	Supervisor	10
	3	Pay Frequency	1
	4	Pay Code	1
	5	Union Code	5
	6	Accident Type	2
	8	Fleet Accident Type	2
	9	Accident Result Code	1
	13	Sex	1
	14	Marital Status	1
	15	EEO Group Code	3
	16	Occupational Category	2
	17	Federal Job Code	3
	18	Co-operator	10
	19	Regular/Temp. Assign.	1
	20	Years Experience	4
	21	Machine Type	3
	22	OSHA Code	2
OSHA Log and Summary	1	Work Location	10
	2	Supervisor	10

(continued)

Report Title	Sequence Code	Field	#Chars
	3	Pay Frequency	1
	4	Pay Code	1
	5	Union Code	5
	6	Accident Type	2
	22	OSHA Code	2
OSHA Supplement	1	Work Location	10
	2	Supervisor	10
	3	Pay Frequency	1
	4	Pay Code	1
	5	Union Code	5
	6	Accident Type	2
	22	OSHA Code	2
Exam Notices	1	Work Location	10
	2	Supervisor	10
	3	Pay Frequency	
	4	Pay Code	1
	5	Union Code	5
	22	OSHA Code	2

Preparing Parameters

Consider the following information about preparing parameters.

Selection and Print Control Tables

These tables are the key to using the SRG. Every field in the Lost Time Master File is listed and a six digit number assigned to it. These field numbers are entered in the SRG control transactions and interpreted by the program to find the exact data being referenced.

The tables also show the number of print characters, number of decimals, and format code. The number of print characters includes all characters such as commas and decimal points. The number of decimals is used for setting up arithmetic and select control transactions. The format codes refer to the way the system will edit the data for printing and are described in this guide.

The tables also show user result fields used to store the results of calculations so that they can be printed on the reports or used for record selection.

Generator Control Parameter Transactions

Four types of control parameters are used in the Generator Program:

- Report Control - (XA)
- Arithmetic Control - (XB-XH)
- Select Control - (XI-XK)
- Format Control - (XL)

Every transaction has the same eight characters of control information:

Code	Description
Transaction Code	This is the code identifying the type of parameter (XA-XL)
L1	This is the first level selected for this report
L2	This is the second level of control selected for this report
Report Number	This is a two-digit number identifying the report. The number of each report for each Level 1 and Level 2 must be unique and in ascending sequence, but the numbers do not need to be sequential. Any number through 99 can be used. **Note:** The maximum number of reports for a L1, L2 that can be processed at one time depends on your installation.

To produce the same report for all the Level 2s within a Level 1, enter **. To ignore Level 2 boundaries and treat all Level 2s as one company, leave blank. Entering ** for the Level 2 is only valid on the XA through XL transactions. It is necessary to make XM through XV transaction sets for each Level 2 for which to print the report.

If either of these options is selected for one report, the same option must be selected for all reports within the same Level 1.

Report Control Transaction XA

This transaction is mandatory for each report. It must be the first transaction entered for the report. It defines the composition of the user sort key and provides the run date or as of date for this report.

Date

This date appears on the report if the printed report has page headings. It is labeled as of *XX/XX/XX*. The format of the date is *MMDDYY*.

Sequence Fields 1 Through 6

These six sequence fields define the 42-character sort key. If one of the fields specified makes the sort key exceed 42 characters, the field is dropped completely. All following sequence fields are also dropped. These fields are chosen from the Selection and Print Control Chart. User result fields can be used with the usual Master File fields. Specify at least one sequence field.

Lowest Total

This indicates which of the sequence control fields to use as the lowest point at which to take totals. Zero specifies to take totals at the report level only.

Lowest Page

This indicates which of the specified sequence control fields to use as the lowest point at which to make a page break. Zero specifies to make a control page break on the report level only.

Lowest total and lowest page can be changed at print time by the print control parameters.

Arithmetic Control (XB through XH)

These transactions are optional. If they are entered, they must be in sequence but not necessarily serially. Each control transaction does not have to be completely filled out.

The purpose of these transactions is to define calculations or conditional calculations to perform. The results of these calculations can be used as a basis for selection for the report or printed on the report itself, or both. The result of one calculation can be used in a subsequent condition or calculation. Up to 21 expressions can be entered for each report. These expressions are either calculations or conditions for calculations. Several conditions can be specified for a single calculation; however, only one calculation can be qualified by a condition or series of conditions.

To qualify a calculation with a condition, the conditions are entered in the expressions preceding the calculation. All conditions must be true before the calculation is performed. A condition is specified by using of one of the four possible condition operations or op codes: = if Variable A is equal to Variable B; > if Variable A is greater than Variable B; < if Variable A is less than Variable B; and # if Variable A is not equal to Variable B.

Four calculation operations are available. These are indicated by the following op codes: + if Variable A plus Variable B equals Result; - Variable A minus Variable B equals Results; / if Variable A divided by Variable B equals Result; and X if Variable A multiplied by Variable B equals Result.

Each Variable A or Variable B, or both, can be a field number from the Selection and Print Control Chart (including any of the user result fields) or a literal. A literal is specified using the code column associated with each variable. The column is left blank for field numbers.

A literal in a condition expression must be coded A for alpha literals or N for numeric literals. Numeric fields must be compared with only numeric literals and non-numeric fields with non-numeric literals. In numeric comparison, decimal points are ignored, but the positions themselves are not. Thus, to compare a two-decimal field such as rate with a literal, the literal must be coded N and the decimal fields must be filled in even though no decimal point is indicated (10.00) is entered as 1000). All numeric literals are right-justified and all non-numeric literals are left-justified. A literal in a calculation expression must be numeric, so the code column is used to indicate the number of decimal positions (0, 2, or 4) in the literal. Thus 1000 with a code of 0 means 1000, whereas 1000 with a code of 4 means 1000.

Variable A or B

This can be a literal or a field number from the Section and Print Control Chart. It can be a User Result field.

Variable A or B Codes

If Variable A or B is a literal, the proper code must be entered: A, B, or N for a literal in a condition expression and the number of decimal positions (0, 2, or 4) for a literal in a calculation expression.

Op Code

This is one of the four condition operation codes (>, <, =, or #) or one of the four calculation codes (+, -, /, or X).

Result

In condition expressions this is left blank. In calculation expressions this is one of the 29 User Result fields. They are 90100X through 92900X where X is a value from 1 to 6. The value in X determines how the field is treated for decimal point alignment in calculations and how it is edited when printed (see Selection and Print Control Chart).

All User Result fields are initialized to zero before the arithmetic expressions are processed.

Calculations are done with complete regard for decimal point alignment. A two decimal field can be added to a literal, for example the number 2, with a code of 0 indicating no decimals and the result field being put in 901003, which will have four decimals. Similarly fields with the same or different numbers of decimals can be multiplied and the result put in a field with zero, two, or four decimals as needed.

Select Control (XI through XK)

These transactions are optional and indicate which of the records on the files to process for this report. If no select control transactions are entered, all records are processed for this report. Up to six range tests can be specified using these transactions. All of the specified tests must be satisfied for a record to be selected.

Field Number

This is a field number from the Selection and Print Control Chart. It can be a User Result field. This is the field on which the range test is performed.

Low Range

This is the literal that is the lowest value the field specified can have and still be selected for the report.

High Range

This is the literal that is the highest value the field specified can have and still be selected for the report.

Format of Range Literals

If the specified field is a numeric field, the literals used as high and low ranges must be numeric and right-justified. Numeric literals must provide for the same number of decimals as the field being tested, although no decimal point is entered. For example, $2.00 is entered as 200.

Non-numeric literals must be compared with non-numeric fields; these literals are left-justified.

Format Control (XL)

At least one Format Control transaction is required for each report being processed. This transaction is used to define the content and format of each line to print on the report. Up to four transactions can be used to define a line, and up to nine lines can be defined. These transactions must be in sequence by transaction number within line number. You do not need to enter a transaction for a line you intend to leave blank unless it is the last line for this record. A maximum of 25 fields can be printed on a single line; of these, up to 11 can be selected for down-the-page totaling or averaging. The Selection and Print Control Chart contains the number of characters required to print each data element after all editing has been performed; be sure to refer to this chart when defining the format of each line. Fields to print are moved to the print line in the order in which they appear in the Format Control transactions. Thus, the second field can be used to truncate the first, and the third to truncate the second, and so on.

Totaling and averaging options can be specified using the A/C position of each print field specification. These options are of two basic types:

- Cross print-line totals where print fields within an employee print record can be designated to be summed and the sum to be printed at another position in the same employee print record.
- Down-the-page totaling and averaging where print fields are defined so that the same print field from different employee records is totaled or averaged, and the totals or averages appear at sequence breaks (per XA transaction) throughout the report.

As many as eight cross print-line totals can be taken in a record. Any number of print fields can be the addends for a cross print-line total. All numeric print fields (including user result fields) may be addends. A print field is made a cross print-line addend by entering one of the digits 2 through 9 in the A/C position. All print fields with 2 in the A/C will be in cross print-line total 2 and, so forth. The addends can be anywhere in the lines printed for an employee. An addend does not actually have to print at all. This is accomplished by entering 999 in the print position. If a cross print-line addend must also be down-the-page totaled, replace the digit in the A/C with the corresponding letter of the alphabet (B through I).

The last eight user result fields are assigned by the system to contain cross print-line totals. They are 92200X through 92900X, where again the X defines the editing for pint purposes. Thus the sum of all print fields with 7 (and/or G) in the A/C position will show in the print position specified for field 92700X. These cross print-line total fields can appear at any position in the print lines.

A cross print-line totals field (92200X) through 92900X) can be used in arithmetic control expressions before (or without) cross print-line totaling. Arithmetic control expressions are performed first and then associated cross print-line addends (if any) are added to the result. If a cross print-line total field appears in a select control transaction, any arithmetic expression or cross print-line totaling involving it will be performed before the range test is made.

Down-the-page totaling for any numeric print field is usually requested by entering an **A** in the A/C position. Letters **B** through **I** are used under the circumstance described later.

A down-the-page arithmetic mean for any numeric print field can be requested by entering **M** or **N** in the A/C position. If **M** is used, the algebraic sum of the print fields is divided by the number of employee records printed in the total break being taken. If **N** is specified, the number of employee records that is divided into the sum excludes the number of records that had no value (zero) in the print field being averaged. This can be used for example to average SALTA fields when not every employee being printed has the SALTA field that is being averaged.

Line Number

The number of the line being defined (1 through 9). Highest allowable line number depends on the installation.

Transaction Number

The transaction sequence number for this line (1 through 4).

Field Number

This is the field number from the Selection and Print Control Chart; it can be a User Result field or a literal.

Print Position

This is the starting (left most) print position for this selected field (001 through 132 or 999).

Accumulator Code

Leave blank or enter code for the appropriate option (2-9, A-I, M, or N).

All possible field numbers, print positions, and A/C codes do not have to be used on one transaction before going to another, and blanks can be left between field definitions.

Unedited Output for Punched Transactions

The SRG automatically edits fields entered in XL transactions. Sometimes the user is specifying to punch rather than print an XL line and does not want to have numeric fields edited. (Editing means inserting commas and decimal points and blanking out leading zeros.)

To use arithmetic control transactions (XB-XH) and user result fields to get a field to the output line without it being edited, first write an arithmetic calculation of the form:

FIELD + ZERO = USER RESULT FIELD

where FIELD is the numeric field from the selection and print control table that you do not want edited, ZERO is a literal zero, and USER RESULT FIELD is one of the 29 user result fields. You must specify the number of decimal positions in the user result field with the number you enter in its last position (1 means no decimals, 2 means two decimals, and 3 means four decimals). Usually, you specify the same number of decimals as the FIELD itself has. The effect of this kind of calculation is to simply move the original number to one of the user result fields.

This table shows an example using normal salary as the field:

Position	Field Name	Field Value
1-2	Transaction Code	**XB**
3-4	Level 1	**01**
5-6	Level 2	**01**
7-8	Report Number	**01**
9-14	Variable A	**201027**
15	Code	
16	Op	**+**
17-22	Variable B	**0 (in position 22)**
23	Code	**0**
24-29	Result	**905002**

Now the work is really all done. The fifth user result field (905002) is used to store the number (in this case normal salary). This result is used in an XL transaction in a way that will cause the program not to edit it. This is done by changing the 2 (90500**2**), which means edit with two decimals, to 6 (90500**6**), which means do not edit at all, when the fifth user result field (905006) is entered in an XL transaction. The fifth user result field still contains the normal salary that was put there using the XB transaction calculation. Changing the 2 to 6 causes the program not to edit the result when making the XL line.

An XL transaction entry that specifies the unedited normal salary used in this example might look like this:

Position	Field Name	Field Value
1-2	Transaction Code	**XL**
3-4	Level 1	**01**
5-6	Level 2	**01**
7-8	Report Number	**01**
9	Line Number	**1**
10	Transaction Sequence	**1**
11-16	Field	**905006**
17-19	Print Position	**035**
20	A/C	

User result fields that end in **6** will take 12 print positions and have leading zeros. There is probably no reason to use a result field ending in **6** on any transaction other than the XL.

Print Control Parameter Transactions

These transactions are used to define options selected at print time to define variable information (for example, columnar hearings) and to select reports to produce.

All transactions have the same control information in the first eight columns:

Transaction Code

This is the code identifying the type of parameter (XM through XV).

L1

This is the first level of control being processed.

L2

This is the second level of control.

Report Number

This is a unique number assigned to this report.

All transactions must be entered in the following sequence: Transaction code within report with Level 2 within Level 1.

Print Control 1 (XM)

This transaction is mandatory for each report to print and must be the first transaction entered. It defines the print line options being employed while printing this report.

Report Heading Code

To print page headings on the report, enter **Y**. Enter **N** to specify not printing page headings.

Line Spacing Code

This indicates the spacing between each of the nine possible lines to print for each record that was selected in the Generate program.

1. Single spacing (default)

2. Double spacing

3. Triple spacing

Record Spacing Code

This indicates the spacing for the first line of each group of lines for each record.

Code	Description
1	Single spacing (default)
2	Double spacing
3	Triple spacing
S	Skip to channel one

Accumulation Code

This code indicates the type of totaling to do for this report.

Code	Description
F	Field Totals and Averages - Total or average each field on each line by field and line. If the employee print record has multiple lines, there will be multiple lines of totals or averages at each break.
C	Columnar Totals and Averages - Total or average down each column. There will be only one line at each break no matter how many lines are in the employee print record. The purpose of this option is to allow the user to stack different employee fields on top of each other in several print lines and obtain a single **columnar** total or average across all these fields for all employees at the break taken.
A	All in One Total - Accumulate every field on every line into one total. This option is meaningless if averaging is required.
N	Bypass all accumulation.

Totaling is done only on fields coded as eligible for accumulation in the Generate program. Generate Format Control (XL).

Detail List Bypass

An * in this column indicates that only totals are to be printed.

Special Form Number

A special form number can be entered here: if left blank, stock form will be assumed.

Output Code

This code indicates the output media on which to produce the report.

Code	Description
T	Tape
C	Transaction - first 80 positions of the present line are punched, no totals are produced
P	Printer (Default)

Low Page Break

This can be used to override the low page break indicated in the report control transaction in the Generate program.

Low Total Break

This can be used to override the low break indicated in the Generate program.

Number of Lines Per Page

The number of lines to print before a skip to the next page can be entered. This is optional; if it is not entered, 60 lines for each page is assumed.

Report Title

This is optional and valid only if the Report Heading Code field is set to Y.

Requestor Name

This is optional and valid only if the Report Heading Code field is set to Y.

Print Control 2 (XN)

This transaction is optional. It is used to assign a description to the six possible fields making up the sort key. This description is used to identify level totals.

Control Break 1 Through 6

Enter a 10-character description for first field making up sort key.

Report Headings 1 and 2 (XO through XV)

These transactions are used to enter the columnar headings for the report. This is optional. The Report Headings 1 transaction is used to define the first sixty-six positions of report headings for each line. The Report Headings 2 transaction is used to define the last sixty-six positions for each. If all of the transactions are used, four, complete lines of headings can be produced. If any single transaction is left out, the positions defined by that transaction are left blank.

The XO and XP comprise the first line of the headings; XQ and XR, the second; XS and XT, the third; and XU and XV, the fourth.

Selection and Print Control Tables

The following selection and print control tables show the contents of the reporting control tables. Each tables lists the Lost Time Master field name, field number, number of characters that will print, the number of decimal places Lost Time recognizes (for numeric fields), the printing format code, and any comments.

Table.SR200.01

Segment - 200 Lost Time Master Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
Reserved	200001	4		01	
Level 1	200002	2		01	
Level 2	200003	2		01	
Reserved	200004	1		01	
Employee Number	200005	10		01	
Accident or Absence					
Date	200006	8		08	
Iteration	200007	1	0	20	
Accident Related Absence					
Date	200008	8		08	
Iteration	200009	1	0	20	
Reserved	200010	3		01	
Social Security Number	200011	10		01	
Employee Name					
Entire Name	200012	30		01	
First 5 Characters	200013	5		01	
First 10 Characters	200014	10		01	
First 15 Characters	200015	15		01	
Employee Address					
Line 1	200016	30		01	
Line 2	200017	30		01	
City, State	200018	25		01	
Zip Code	200019	5	0	10	
Employee Sex	200020	1		01	
Employee Marital Status	200021	1	0	20	

(continued)

Segment - 200 Lost Time Master Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
Employee Birthday	200022	8		08	
Employee Level 3	200023	4		01	
Employee Level 4	200024	4		01	
Employee Level 5	200025	4		01	
Employee Level 6	200026	5		01	
Employee Level 7	200027	5		01	
Worker's Compensation Code	200028	4		01	
Union Code	200029	5		01	
EEOC Group Code	200030	3		01	
Payroll Frequency	200031	1		10	
Pay Code	200032	1		10	
Employee Status	200033	1		01	
Hourly Rate	200034	10	4	06	
Normal Hours	200035	7	2	04	
Normal Salary	200036	13	2	04	
Work Location	200037	10		01	
Supervisor	200038	10		01	
Full/Part-Time	200039	1		01	
Percent Time Employed	200040	3		00	
Job Title	200041	30		01	
Present Job Date	200042	8		08	
Current Employment Date	200043	8		08	
Length of Current Service	200044	5		16	
Federal Job Code	200045	3		00	
Occupational Category	200046	2		20	
ZIP Extension	200047	4	0	10	

Table.SR201.01

Segment - 201 Lost Time Master Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
Driver's License State	201001	2		01	
Driver's License Number	201002	25		01	
Driver's License Expiration Date	201003	8		08	
Life Insurance Plan 1					
Plan Code	201004	2		01	
Plan Type	201005	1		01	
Plan Amount	201006	13	2	04	
Life Insurance Plan 2					
Plan Code	201007	2		01	
Plan Type	201008	1		01	
Plan Amount	201009	13	2	04	
Life Insurance Plan 3					
Plan Code	201010	2		01	
Plan Type	201011	1		01	
Plan Amount	201012	13	2	04	
Group Health Insurance Plan					
Plan Code	201013	2		01	
Plan Type	201014	1		01	
Plan Amount	201015	13	2	04	
Number of Dependents	201016	2	0	20	
Profile 1 Change Date	201017	8		08	

Table.SR210.01

Segment - 210 Lost Time Master Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
Job Hazard Type	21**01	2	0	20	** is the job hazard iteration number.
Degree of Exposure	21**02	5		01	Can be **01** to **15**, indicating the employee's 1st to 15th job hazard.
Required Physical Exam Code	21**03	2	0	20	

Table.SR220.01

Segment - 220 Lost Time Master Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
Physical Exam Type	22**01	2	0	20	** is the physical exam iteration number. Can be **01** to **18** indicating the employee's 1st to 18th physical exam.
Last Exam Date	22**02	8		08	
Last Exam Results	22**03	20		01	
Next Exam Date	22**04	8		08	

Table.SR230.01

Segment - 230 Lost Time Master Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
Accident Type	230001	2	0	20	
Fleet Accident Indicator	230002	1		01	
Accident Time	230003	5	0	07	
Injury Type	230004	20		01	
Part of Body Injured	230005	20		01	
Object Causing Injury	230006	20		01	
Days of Restricted Work Activity	230007	7	2	04	
Case Number	230008	10		01	
OSHA Category	230009	2	0	20	
OSHA Penalty	230010	13	2	4	
Safety Infraction Indicator	230011	1		01	
Suggested Corrective Action	230012	30		01	
Result Code	230013	1	0	20	
Result Date	230014	8		08	
Permanent/Temporary Indicator	230015	1		01	
Length of Time on Job	230016	5		07	
Accident Workman's Compensation Code	230017	4		01	
Accident Address					
Line 1	230018	30		01	
Line 2	230019	30		01	
City, State	230020	25		01	
On Employer Premises	230021	1		01	
Accident Work Location	230022	10		01	
Accident Supervisor	230023	10		01	
Cooperator	230024	10		01	

(continued)

Segment - 230 Lost Time Master Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
Machine Type	230025	3	0	20	
Machine Number	230026	10		01	
Machine Malfunction Indicator	230027	1		01	
Machine Repair Cost	230028	13	2	04	
Machine Time Out of Service	230029	7	2	04	
Accident Data Change Date	230030	8		08	

Table.SR232.01

Segment - 232 Lost Time Master Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
Accident Life Insurance Claim 1					
Plan Code	232001	2		01	
Payment Amount	232002	13	2	04	
Claim Number	232003	10		01	
Accident Life Insurance Claim 2					
Plan Code	232004	2		01	
Payment Amount	232005	13	2	04	
Claim Number	232006	10		01	
Accident Life Insurance Claim 3					
Plan Code	232007	2		01	
Payment Amount	232008	13	2	04	
Claim Number	232009	10		01	
Accident Group Health Insurance Claim					
Plan Code	232010	2		01	
Payment Amount	232011	13	2	04	
Claim Number	232012	10		01	
Accident Job Title	232013	30		01	
Accident Level 3	232014	4		01	
Accident Level 4	232015	4		01	
Accident Level 5	232016	4		01	
Accident Level 6	232017	5		01	
Accident Level 7	232018	5		01	
What Employee was Doing	232019	55		01	
How Accident Occurred	232020	55		01	
Description of Injury	232021	55		01	

Table.SR233.01

Segment - 233 Lost Time Master Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
Date Accident Reported	233001	8		08	
Person Preparing Report	233002	30		01	
Title of Person Preparing Report	233003	30		01	
Attending Physician's					
Name	233004	30		01	
Address Line 1	233005	30		01	
Address Line 2	233006	30		01	
Address City	233007	25		01	
Hospital's					
Name	233008	30		01	
Address Line 1	233009	30		01	
Address City	233010	25		01	

Table.SR235.01

Segment - 235 Lost Time Master Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
Fleet Accident Type	235001	2	0	20	
Weather Conditions	235002	10		01	
Road Conditions	235003	10		01	
Speed of Vehicle	235004	3	0	00	
Vehicle Make	235005	10		01	
Vehicle Model	235006	10		01	
Vehicle Year	235007	2	0	20	
Vehicle License Tag	235008	10		01	
Description of Damage to Vehicle	235009	40		01	
Preventable Indicator	235010	1		01	
Charges Filed Indicator	235011	1		01	
Employee Driving Record	235012	1		20	
Accident Drivers License					
State	235013	2		01	
Number	235014	25		01	
Type	235015	10		01	
Reserved					
Accident User Area 1	235101	10		01	
Accident User Area 2	235102	10		01	
Accident User Area 3	235103	10		01	
Accident User Area 4	235104	10		01	
Accident User Area 5	235105	10		01	
Accident User Area 6	235106	10		01	
Accident User Area 7	235107	10		01	
Accident User Area 8	235108	10		01	
Accident User Area 9	235109	10		01	
Accident User Area 10	235110	10		01	

Table.SR240.01

Segment - 240 Lost Time Master Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
Absence Type	240001	2	0	20	
Total Hours Absent	240002	7	2	04	
Beginning Date	240003	8		08	
Beginning Time	240004	5	0	07	
Beginning Day	240005	1	0	20	
Expected Return Date	240006	8		08	
Return Date	240007	8		08	
Return Time	240008	5	0	07	
Return Day	240009	1	0	20	
Holiday Associated	240010	1		01	
Pay Day Associated	240011	1		01	
Total Amount Paid	240012	13	2	04	
Compensation Pay	240013	13	2	04	
Absence Level 3	240014	4		01	
Absence Level 4	240015	4		01	
Absence Level 5	240016	4		01	
Absence Level 6	240017	5		01	
Absence Level 7	240018	5		01	
Absence Union Code	240019	5		01	
Absence Data Change Date	240020	8		08	
Reserved					
Absence User Area 1	240101	10		01	
Absence User Area 2	240102	10		01	
Absence User Area 3	240103	10		01	
Absence User Area 4	240104	10		01	

(continued)

Segment - 240 Lost Time Master Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
Absence User Area 5	240105	10		01	
Absence User Area 6	240106	10		01	
Absence User Area 7	240107	10		01	
Absence User Area 8	240108	10		01	
Absence User Area 9	240109	10		01	
Absence User Area 10	240110	10		01	
Absence User Area 11	240111	10		01	
Absence User Area 12	240112	10		01	
Absence User Area 13	240113	10		01	
Absence User Area 14	240114	10		01	

Table.SR9**.01

User Result Field Field Name	Field Number	No. Print Char.	No. Decimals	Format Code	Comments
User Field 1 Edit no decimals.	9**001	15	0	02	** is the user result field number. Can be **01** thru **29**.
User Field 2 Edit 2 decimals	9**002	15	2	04	**Note:** Numbers 22 - 29 are used for accumulate codes **2** - **9** and **B** - **J**, respectively.
User Field 3 Edit 4 decimals	9**003	15	4	06	
User Field 4 Date Format	9**004	8	0	08	
User Field 5 No edit except **zero** suppress.	9**005	12	0	00	
User Field 6 No edit.	9**006	12	0	10	

8 Sample Reports

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Introduction

This chapter contains samples and descriptions of the reports produced in the Lost Time module. For each report, the following information is included:

- The report number
- The program that generates the report
- The program that prints the report
- The sequence method used on the report
- Purpose of the report
- A description of the reports contents

Lost Time SRG Transaction Edit

```
SPECIAL REPORT GENERATOR            JRS700          L1 L2 REPORT MAXIMUM - 15           LEVEL 1 - AF          PAGE      1
TRANSACTION EDIT                                    DETAIL LINE  MAXIMUM -  5           LEVEL 2 - 03        RUN DATE 08/28/1998
CARD        RPT.  1    1    2    2    3    3    4    4    5    5    6    6    7    7    8  MESSAGE
CODE L1  L2  NO. .0....5....0....5....0....5....0....5....0....5....0....5....0....5....0    TYPE     ERROR MESSAGE
 XA  AF  03  01  ******2400142400152400162000152000006      11
 XB  AF  03  01  240012 /240002 902003
 XC  AF  03  01  240008 -240004 903004
 XI  AF  03  01  240001        01        99
 XL  AF  03  01  11902003111N* *   119 240012109A240006098A240009096 240007085 240005082
 XL  AF  03  01  12240003071 240001065 240016057 240015052 240014047 240020034 200015014
 XL  AF  03  01  13200005002
 XM  AF  03  01  Y12F     P  54ABSENCE COST REPORT FOR      MONDAY, FRIDAY AND PAYDAY
 XN  AF  03  01  LEVEL 3   LEVEL 4   LEVEL 5
 XO  AF  03  01    EMP.NO.         EMPLOYEE NAME   ABSENCE     -L3- -L4- -L5- ABS.T
 XP  AF  03  01  YPE  BEG.DT.  DAY  END DT.  DAY  EXPCTD.  AMT.PAID  COST/HR.
 XQ  AF  03  01                                   CHNG DT.
 XR  AF  03  01                                  RET.DT.
```

Report Number

JRS700

Generated By

JPS200

Printed By

JPS200

Sequence

The detail lines are sequenced by Level 1-Level 2, Report Number, and Transaction Code.

Purpose

To facilitate the control of transaction input by providing the validation detail and summary totals necessary for corrective action before the extraction of report records.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - Detailed information about transactions is included showing the transaction image and the validation message, if applicable.
- TOTALS - Totals by Transaction Type, Level 1-Level 2, and all transactions are given for the number of transactions read, rejected, and accepted. The sums of the report extract and print parameter records created are also shown.

SRG Report Extract Summary

```
PMRS SPECIAL REPORT GENERATOR        JRS710              GEAC PERSONNEL                  LEVEL 1 - AF          PAGE      1
REPORT EXTRACT SUMMARY                                     MANAGEMENT                      LEVEL 2 - 03        RUN DATE 08/28/1998
                                                    RPT.        LINES
                                                     NO.      PRODUCED     ERROR MESSAGE
                                                     01            27
                                                 REPORTS        LINES      REPORTS
                                                PRODUCED      PRODUCED    REJECTED
                                         TOTAL        1            27
                                   FINAL TOTAL        1            27
```

Report Number

JRS710

Generated By

JPS300

Printed By

JPS300

Sequence

The report is sequenced by Level 1-Level 2.

Purpose

To provide the report generation data necessary to

- Determine whether all reports were generated.
- Estimate the amount of generated print.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - The number of lines generated or the reason for no generation is shown for each report.
- TOTALS - Totals for each Level 1-Level 2 are shown for the number of reports produced and rejected and the number of lines produced.

SRG Report Print Summary

```
PMRS SPECIAL REPORT GENERATOR       JRS720                                  RUN DATE 08/29/1998
REPORT PRINT SUMMARY

                                        * *   PROCESS SUMMARY    * *
                                               1     REPORTS READ
                                               1     RPTS. PROCESSED
                                                     RPTS. NOT FOUND
                                              27     CARDS PUNCHED
                                                     TAPE REC WRITTEN
                                                     LINES PRINTED
```

Report Number

JRS720

Generated By

JPS500

Printed By

JPS500

Sequence

None

Purpose

Provide an expedient means of controlling the printing of reports.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - The number of reports read, processed, and not found; the number of tape records written; and lines written are summarized. If applicable, the reason for termination of the SRG Print is shown.
- TOTALS - Totals for the above are shown for the processing cycle.

System Run Control

```
PMRS LOST TIME, HEALTH & SAFETY     MRT700                                                    PAGE      1
SYSTEM RUN CONTROL                                                                            RUN DATE 10/04/1998
P* CARD IMAGE - P*****0000000000*                          11111
                                    ------MODULE INPUTS-----          -----MODULE OUTPUTS-----
MODULES TO BE EXECUTED              NAME       DESCRIPTION            NAME       DESCRIPTION
MPT100 - TRANSACTION EXTRACT        PW03M1     CENTRAL SYSTEM VALID TRANS.  MRT710  TRANSACTION EXTRACT SUMMARY
                                                                        MWT200  LOST TIME TRANSACTIONS
MPT300 - EDIT AND VALIDATE          MWT200     LOST TIME TRANSACTIONS    MWT210  SORTED LOST TIME TRANSACTIONS
                                    MKT100     CURRENT LOST TIME MASTER  MRT720  VALIDATE REPORT
MPT400 - UPDATE                     MKT100     CURRENT LOST TIME MASTER  MKT100  UPDATED LOST TIME MASTER
                                    MWT210     SORTED LOST TIME TRANSACTIONS  MRT730  MAINTENANCE REPORT
MPT500 - REPORT EXTRACT             MKT100     CURRENT LOST TIME MASTER  MRT740  REPORT EXTRACT SUMMARY
                                    MWT400     CENTRAL SYSTEM CONTROL CARDS  MWT300  REPORT FILE
                                                                        MWT310  SORTED REPORT FILE
LPROOT - REPORT PRINT               MWT310     SORTED REPORT FILE        MRT800  BASIC LOST TIME REPORTS
                                    MWT400     CENTRAL SYSTEM CONTROL CARDS


PMRS LOST TIME, HEALTH & SAFETY     MRT700                                                    PAGE      2
SYSTEM RUN CONTROL                                                                            RUN DATE 10/04/1998
 TRANSACTION EXTRACT ACTIVITY
 LEVEL 1  LEVEL 2  TRANS. COUNT
```

Generated By

MPT010

Printed By

MPT010

Sequence

None

Purpose

To provide an audit trail of the module activity resulting from the P* Run Control Configurator.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - Detailed information about processing activity is shown, including the transaction image of the P*, the inputs and outputs of each executed module, and the End of Run status (either NORMAL END or TERMINATED). If the End of Run status is TERMINATED, the module name and a message are printed.
- TOTALS - If the Transaction Extract module (MPT100) is executed as a result of P* options, a count of the transactions extracted from the Valid Transaction File is shown for each Level 1-Level 2.

Transaction Extract Summary Report

PMRS LOST TIME, HEALTH & SAFETY MRT710 PAGE 2
TRANSACTION EXTRACT SUMMARY RUN DATE 10/03/1998

LEVEL 1	LEVEL 2	CARDS READ	CARD CODE	CARD SEP.	CARDS SELECTED
AL	WA	373	NA		2
			NB		2
			NC		2
			NG		2
			RA		11
			RB		3
			RC		1
			RG		4
			SA		2
			PF	1	6
			PF	6	1
			PF	7	1
			PF	8	1
			PV	7	5
			PS	*	1
			TOTAL		44

Report Number

MRT710

Generated By

MPT100

Printed By

MPT100

Sequence

Transaction extract summary information is sequenced by Level 1-Level 2 and Transaction Type.

Purpose

To provide a summary by transaction type of all transactions extracted from the Valid Transaction File.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - Extracted transactions are summarized by transaction type showing the transaction code, separator code, and number of transactions selected.
- TOTALS - Totals by Level 1-Level 2 and grand totals are shown for the number of transactions read and the number of transactions selected for Lost Time processing. Summary totals by transaction type are also provided.

Transaction Validation Report

```
PMRS LOST TIME, HEALTH & SAFETY      MRT720       SYSTEM TEST ORG ALWB FOR LITHSX          LEVEL 1 - AL        PAGE      2
 TRANSACTION VALIDATE                              US COMBINED, W2/1099R, POS CTL          LEVEL 2 - WB        RUN DATE 10/26/2000
                                                                                                          1   1   1   1   1
 CD L1 L2  EMPLOYEE  1  2    2    3    3    4    4    5    5    6    6    7    7    8    8    9    9    0    0   1   1   2 TRANS.
           NUMBER   7..0....5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0....5....0 NUMBER
 NB AL WB      1010  CHARLESTON ANDFILL NAME TO ENDMAEBELLEFILLTOXELIZABETHFILLTOMD.                                        0002501
 NC AL WB      1010 1ADDRESS LINE 1XXXXXXXXXXXXXXXXADDRESS LINE 2XXXXXXXXXXXXXXX                                          0002600
 NC AL WB      1010 2VINCENNESXXXXXXXXXXXXXXXIN123450234                                                                  0002709
 NG AL WB      1010 F X20000805UNIONEE 1400099999999988                                                                   0002808
 PF AL WB      1010 1F119551125W   10110004USA  7705521085JOB PREF  02                                                    A 0003004
 PF AL WB      1010 7          WORK LOC  77052015023427SUPERVISOR001119990501E   101                                     0003608
 PF AL WB      1010 8GH100025000500061LI3000057860000000255481120011215B                                                  0003707
 PV AL WB      1010 7DFTNAVYCOLHON19991230GA20021125LICENSE NUMBER                                                         0005900
 SA AL WB      1010                              WCCC                                                                      0006106
 PF AL WB      3016 7                                                    053
 PH AL WB      3016 6ADMSECL1  ADMIN ASSISTANT, LEVEL 1      20000630R199999999999013E
 PS AL WB      3118 10103     040201     030302     010404     06                                                        R 0006502
 PS AL WB      3118 20101000102PASSED001201                                                                             R 0006601
                                                                                                  DATE NEXT EXAM LESS LAST EXAM
 PT AL WB      3118 94053101       0101000                                                                                0006809
 PT AL WB      3118 940531019401060LVL3LVL4LVL5LEVL6LEVL799999999998999999999998                                          0006908
                                                                                                  ABS. DT. LESS THAN ACC. DT.
                                                                                                  INVALID ABSENCE CODE
                                                                                                  INVALID TOTAL TIME OUT
                                                                                                  INVALID BEGIN TIME OUT
                                                                                                  INVALID INTEND RETURN DATE
                                                                                                  INVALID RETURN DATE
                                                                                                  INVALID RETURN TIME
                                                                                                  INVALID RETURN DAY WEEK
                                                                                                  INVALID HOLIDAY INDICATOR
                                                                                                  INVALID PAY DAY INDICATOR
 PT AL WB      3118 940531019401060LVL3LVL4LVL5LEVL6LEVL7ABC       ABC                                                    0007005
                                                                                                  ABS. DT. LESS THAN ACC. DT.
                                                                                                  INVALID ABSENCE CODE
                                                                                                  INVALID TOTAL TIME OUT
```

Report Number

MRT720

Generated By

MPT390

Printed By

MPT390

Sequence

The detail lines are sequenced by Level 1-Level 2, employee number, and transaction type.

Purpose

To facilitate the control of transaction input by providing the validation detail and summary totals necessary for corrective action before Master File Update.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - Detailed information about transactions is shown, including the transaction image, a system-assigned transaction number, and error messages associated with invalid input. Valid transactions can be printed or suppressed based on an option specified on the PS-F transaction.
- TOTALS - Totals by transaction type and Level 1-Level 2 are shown for the number of transactions read, rejected, and accepted.

Master File Maintenance Report

```
PMRS LOST TIME, HEALTH & SAFETY      MRT730        SYSTEM TEST ORG ALWA         X          LEVEL 1 - AL         PAGE      1
MASTER FILE MAINTENANCE                            US COMBINED, W2/1099R, BENEFIT          LEVEL 2 - WA         RUN DATE 10/03/1998
L1 L2          TOTAL    TOTAL    EMPLOYEE  EMPLOYEE   TOTAL      TOTAL   ----EMPLOYEES----   ----ACCIDENTS----    ----ABSENCES----
             SEGMENTS EMPLOYEES   HEADERS   DETAILS ACCIDENTS  ABSENCES    ADDED   DELETED    ADDED   DELETED    ADDED   DELETED
AL WA  IN      1,515    1,512       756       756
       OUT     1,515    1,512       756       756
```

Report Number

MRT730

Generated By

MPT450

Printed By

MPT450

Sequence

The detail lines are sequenced by Level 1-Level 2, employee number, accident date, absence date, and transaction type.

Purpose

Provide an audit trail of all Master File additions, changes, and deletions.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - All additions, changes, and deletions to the Master File are shown in transaction image. The notations BEFORE and AFTER are used to identify:
  - The AFTER transaction image of additions to the Master file,
  - The BEFORE and AFTER transaction images of changes to data.
  - The BEFORE transaction image of deletions to data.
- TOTALS - Control totals by Level 1-Level 2 and grand totals are shown before and after maintenance to the Master File showing both before and after totals and activity during the update cycle. See the following report sample for specifics.

Report Extract Summary

```
PMRS LOST TIME, HEALTH & SAFETY      MRT740                                          FINAL              PAGE      1
REPORT EXTRACT SUMMARY                                                               TOTAL              RUN DATE 10/03/1998
   RPT.    TOTAL      TOTAL    PORTION 1  PORTION 2  PORTION 3  PORTION 4  PORTION 5  PORTION 6  PORTION 7  PORTION 8  PORTION 9
    NO.  RECORDS    PORTIONS   WRITTEN    WRITTEN    WRITTEN    WRITTEN    WRITTEN    WRITTEN    WRITTEN    WRITTEN    WRITTEN
 MRT801
 MRT802
 MRT803
 MRT804
 MRT805
 MRT806
 MRT807
 MRT808
 MRT809
  TOTAL
```

Report Number

MRT740

Generated By

MPT500

Printed By

MPT500

Sequence

Information about Lost Time report generation is sequenced by Level 1-Level 2 and report number.

Purpose

To provide the report generation data necessary to

- Determine whether report record generation is consistent with options specified on the P*, PS-*, PS-J, and PS-P transactions.
- Estimate the amount of generated print.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - Report generation data is shown for each Lost Time report. The total physical report records, the total for each type of report record (Portion), and total portions generated are shown for each report.

  Portions contain the following types of data:

  – Portion 1 - Company Header Information

  – Portion 2 - Company File Counts

  – Portion 3 - Employee Header Information

  – Portion 4 - Employee Basic Information (See OSHA Supplemental Report and Profile 1 Report Descriptions)

  – Portion 5 - Employee Physical Exams

  – Portion 6 - Employee Accident Information

  – Portion 7 - Employee OSHA Accident Information

  – Portion 8 - Employee Fleet Accident Information

  – Portion 9 - Employee Absence Information
- A complete definition of each portion can be found in FILE DEFINITIONS (MWT300 - Report Record and Report Directory).

  Reports for which no record generation occurs are identified by the message ***NO DETAIL RECORDS WRITTEN FOR REPORT NUMBER - NNNNNN***. Input transactions for which no matching record is found are identified by the message ***NO MATCHING MASTER FOUND FOR - NNNNNNNNNNNNNNN.
- TOTALS - Besides the individual report totals discussed above, total records, total portions, and totals for each portion are shown for all reports together.

Profile 1 - Employee Basic Information

```
PMRS LOST TIME, HEALTH & SAFETY      MRT801       SYSTEM TEST ORG ALWB         X          LEVEL 1 - AL        PAGE      1
PROFILE 1 - EMPLOYEE BASIC INFO.                  US COMBINED, W2/1099R, POS CTL          LEVEL 2 - WB        RUN DATE  2-24-1998
EMPLOYEE NO.       1234 SOC. SEC.  691-01-2345    LEVEL 3                                EEOC GROUP
NAME         RUSSEL,  FRANCES      ALWA1234       LEVEL 4                                SEX
ADDRESS 1    2175-B LES VAGAS STREET              LEVEL 5                                MARITAL STAT.
ADDRESS 2    ROOM 504 SAHARA HOTEL                LEVEL 6                                BIRTHDAY      0-00-0000
CITY, STATE  LES VAGAS              NV 89114      LEVEL 7                                AGE          98
PAY. FREQUENCY BI-WEEKLY                          WORKER'S COMP. Y                       JOB TITLE
PAY. STATUS    ACTIVE                             UNION CODE                             PRES. JOB DT. 0-00-0000
PAY. CODE      SALARIED W/OT                      SUPERVISOR                             FULL/PART
NORMAL HOURS    10.00                             WORK LOCATION                          PERCENT TIME     %
HOURLY RATE   10.0000                             CURR. EMP. DT.  0-00-0000              FED. JOB CD. 000
NORMAL SALARY     100.00                                                                 OCCUP. CATEG OTHER
DRIVERS LIC. STATE                                GROUP HEALTH PLAN                      LAST UPDATE PROFILE 1  2-24-1998
DRIVERS LIC. NO.                                  GROUP HEALTH TYPE
EXPIRATION DATE     0-00-0000                     GROUP HEALTH AMT.
                                                  DEPENDANTS COVER. 00
LIFE INSURANCE PLAN 1                             PLAN 2                                 PLAN 3
               TYPE 1                             TYPE 2                                 TYPE 3
               AMT. 1                             AMT. 2                                 AMT. 3
----------------JOB HAZARDS----------------                                 ----------------REQUIRED PHYSICAL EXAMS-----------------
IT. HAZARD TYPE          DEGREE  REQ. PHYS.                                 IT. EXAM TYPE   DT. LAST  RESULT OF LAST        DT. NEXT
```

Report Number

MRT801

Generated By

MPT500

Printed By

MPT610

Sequence

The report sequence depends on options on the PS-F transaction. See the appropriate Transaction Descriptions chapter for details.

Purpose

To provide a profile of all the personal information maintained for an employee. Using Profile 1 with Profile 2, which contains accident and absence information, all data elements for an employee can be referenced.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - All personal data for an employee such as age, sex, pay information, and job hazard and physical exam information is printed in system-formatted detail lines.

  Selection of employees for Profile 1 and Profile 2 printing is based on options on the PS-F and PS-P transactions.
- TOTALS - A total for the number of employees meeting selection criteria for Profile 1 is automatically calculated for each Level 1-Level 2. Additional total breaks are determined by options specified on the PS-F transaction.

Profile 2 - Accidents and Absences

```
PMRS LOST TIME, HEALTH & SAFETY      MRT802       SYSTEM TEST ORG ALWB         X          LEVEL 1 - AL         PAGE      1
PROFILE 2 - ACCIDENTS & ABSENCES                  US COMBINED, W2/1099R, POS CTL          LEVEL 2 - WB         RUN DATE  2-24-1998
FROM  1-01-1994 TO 12-31-1999
EMPLOYEE NUMBER       3118                EMPLOYEE NAME MCMENIMEN,  WILLIAMS  ALWB3118
ACCIDENT DATE   1-05-1994 ITERATION 0     INJURY TYPE                              CASE NUMBER   OSHA0001
ACCIDENT TYPE  TRIP                       PART OF BODY                             OSHA TYPE     OCCUPATIONAL INJURIES
ACCIDENT TIME  00/00                      OBJECT CAUSED BY                         OSHA PENALTY
FLEET ACCIDENT NO                         DAYS RESTR. WORK                         SAFE.INFRACT.
ADDRESS                                   SUPERVISOR                     SUGGESTED CORR. MEASURE
                                          CO-OPERATOR                           ACCIDENT RESULT
                                          PERM/TEMP. JOB                        RESULT DATE      0-00-0000
ON PREMISE                                TIME ON JOB    00/00
WORK LOCATION                             WORKER'S COMP.                    ACCIDENT LAST UPDATE 10-31-1996
MACHINE TYPE        JACK                        ACC. LEVEL 3           LIFE INS. 1 PLAN    PAYMENT            CLAIM
MACHINE NUMBER                                  ACC. LEVEL 4                     2
MACHINE MALFUNCTION                             ACC. LEVEL 5                     3
MACHINE REPAIR COST                             ACC. LEVEL 6           GROUP INS.
TIME OUT OF SERVICE                             ACC. LEVEL 7
                                                                                  DOCTOR NAME
JOB TITLE            LAB TECHNICIAN, LEVEL 1                                      ADDRESS
WHAT EMPLOYEE DOING
HOW ACCIDENT OCCURRED
DESCRIPTION OF INJURY                                                         HOSPITAL NAME
                                                                                  ADDRESS
```

Report Number

MRT802

Generated By

MPT500

Printed By

MPT610

Sequence

The report sequence depends on options on the PS-F transaction. See the appropriate Transaction Descriptions chapter for details.

Purpose

To provide a profile of all the accident and absence data maintained for an employee. Using Profile 2 with Profile 1, which contains personal information, all data elements for an employee can be referenced.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - All accident, including fleet accident, and absence information for an employee is printed in system-formatted detail lines. Special notation is used to identify absences as accident or non-accident related.

  Multiple pages are automatically printed when necessary for reporting all the information on an individual employee.

  Selection of employees for Profile 1 and Profile 2 printing is based on options on the PS-F and PS-P transactions.
- TOTALS - Totals for the number of employees, accidents, and absences meeting selection criteria for Profile 2 are automatically calculated for each Level 1-Level 2. Additional total breaks are determined by options specified on the PS-F transaction.

Accident Detail Report

```
PMRS LOST TIME, HEALTH & SAFETY      MRT803       SYSTEM TEST ORG ALWB         X          LEVEL 1 - AL        PAGE      1
ACCIDENT DETAIL                                   US COMBINED, W2/1099R, POS CTL          LEVEL 2 - WB        RUN DATE  2-24-1998
FROM  1-01-1994 TO 12-31-1999
 EMP. NO.  EMPLOYEE NAME            ACC. -L3-  -L4-  -L5-  -L6--  -L7--  WORK LOC.    JOB TITLE                  UNION   CASE NO.
        ACC. DATE ACCIDENT TYPE        TIME  INJURY TYPE        PART BODY INJURED    OBJECT CAUSING INJ.   SUPV. NO. CO-OPERATOR
        HRS.OUT RESTR. ABS. COST PM/TP EXPER. MACHINE TYPE     MACH. NO. TIME OUT REPAIR COST ACC.RESULT - DATE   CD-OSHA PENALTY
     3118 MCMENIMEN,  WILLIAMS  ALWB3118                                LAB TECHNICIAN, LEVEL 1              OSHA0001
        1-05-1994 TRIP              00/00
                                    00/00 JACK                                                  0-00-0000 10-
     3120 SMITH,  WALTER R.     ALWB3120 0003  0004  0005              LAB TECHNICIAN, LEVEL 1              OSHA0002
        2-15-1994 STRUCK BY         00/00                                                                   OSHA0002
                                    00/00                                      RETURN TO   0-00-0000 26-    2,000.00
     3124 LANCASTER,  W.M.      ALWB3124                                LAB TECHNICIAN, LEVEL 1              OSHA0003
        6-10-1994 THERMAL BURN      00/00
                                    00/00 WELDING TORCH                                         0-00-0000 21-
     3128 ZEBRAS,  PERCY        ALWB3128 0003  0004  0005                                                    OSHA0004
       10-01-1994 POISONING         00/00
                                    00/00 BULL DOZER                                            0-00-0000 24-
     3202 SCHLESINGER,  ANGUS   ALWB3202  100  BUDG  4000              FOREMAN                    ELEC   OSHA010
        2-15-1994 STRUCK AGAINST    00/00
                                    00/00 TRUCK                                                 0-00-0000 10-
     3202 SCHLESINGER,  ANGUS   ALWB3202  100  BUDG  4000              DRIVER                     ELEC   OSHA011
        3-15-1994 STRUCK BY         00/00
                                    00/00 TRUCK                                                 0-00-0000 10-
     3202 SCHLESINGER,  ANGUS   ALWB3202  100  BUDG  4000                                        ELEC   OSHA012
        4-15-1994 POISONING         00/00
                                    00/00 BULL DOZER                                            0-00-0000 24-
     3202 SCHLESINGER,  ANGUS   ALWB3202  100  BUDG  4000                                        ELEC   OSHA013
        5-16-1994 HEATSTROKE        00/00
                                    00/00                                                       0-00-0000 24-
     3204 QUINN,  GEOFFERY      ALWB3204  200  PJT1  5000              FOREMAN                    CPA F  OSHA014
        6-08-1994 STRUCK AGAINST    00/00
                                    00/00 TRUCK                                                 0-00-0000 10-
     3204 QUINN,  GEOFFERY      ALWB3204  200  PJT1  5000              DRIVER                     CPA F  OSHA015
        7-08-1994 STRUCK BY         00/00
                                    00/00 TRUCK                                                 0-00-0000 10-
     3204 QUINN,  GEOFFERY      ALWB3204  200  PJT1  5000                                        CPA F  OSHA016
        8-23-1994 POISONING         00/00
                                    00/00 BULL DOZER                                            0-00-0000 24-
```

Report Number

MRT803

Generated By

MPT500

Printed By

MPT630

Sequence

The report sequence depends on options specified on the PS-G transaction. See the appropriate Transaction Descriptions chapter for details.

Purpose

To analyze all accidents, including fleet accidents and related totals information for a designated period of time and for selected employees.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - If the option to print detail lines is specified, all information relating to a selected accident is shown in a system-defined format. Selection criteria and page breaks are based on options on the PS-G and PS-P transactions.
- TOTALS - Totals and percentages for system-selected fields are based on options on the PS-G transaction. See the sample report for specifics.

Fleet Accident Detail

```
PMRS LOST TIME, HEALTH & SAFETY      MRT804       SYSTEM TEST ORG ALWB         X          LEVEL 1 - AL        PAGE      1
FLEET ACCIDENT DETAIL                             US COMBINED, W2/1099R, POS CTL          LEVEL 2 - WB        RUN DATE  2-24-1998
FROM  1-01-1994 TO 12-31-1999
 EMP. NO.  EMPLOYEE NAME            ACC. -L3-  -L4-  -L5-  -L6--  -L7--  UNION  EXPER.    DRIVING RECORD      CASE NO.
           ACC.DATE ACCIDENT TYPE        TIME VEHICLE MAKE - MODEL    YR.  LIC. TAG   SPEED    DESCRIPTION OF DAMAGE
           WEATHER    ROAD COND. PREV. CHRG. ACCIDENT ADDRESS 1            ACCIDENT ADDRESS 2            ACCIDENT CITY, STATE
      3202 SCHLESINGER,  ANGUS   ALWB3202  100  BUDG  4000                ELEC   00/00           0          OSHA010
          2-15-1994 SIDE SWIPED BY       00/00  FORD                 2074 JPT001
           RAINING    GRAVEL
      3202 SCHLESINGER,  ANGUS   ALWB3202  100  BUDG  4000                ELEC   00/00           0          OSHA011
          3-15-1994 SIDE SWIPED BY       00/00  CHEV                 1992 LHC100
           CLEAR      GOOD
      3204 QUINN,  GEOFFERY      ALWB3204  200  PJT1  5000                CPA F  00/00           0          OSHA014
          6-08-1994 SIDE SWIPED BY       00/00  FORD                 2074 JPT001
           RAINING    GRAVEL
      3204 QUINN,  GEOFFERY      ALWB3204  200  PJT1  5000                CPA F  00/00           0          OSHA015
          7-08-1994 SIDE SWIPED BY       00/00  CHEV                 1992 LHC100
           CLEAR      GOOD
      3206 SCALA,  SCOTT         ALWB3206  200  PJT2  7000                SECR   00/00           0          OSHA018
          1-10-1994 SIDE SWIPED BY       00/00  MITS                 1989 JPT001
           SLEET      DIRT
      3206 SCALA,  SCOTT         ALWB3206  200  PJT2  7000                SECR   00/00           0          OSHA019
          3-10-1994 SIDE SWIPED BY       00/00  CHEV                 2070 LHC100
           CLEAR      GOOD
      3208 NOBLES,  BECKY        ALWB3208  100  BUDG  3000                MNGR   00/00           0          OSHA022
          2-17-1994 SIDE SWIPED BY       00/00  FORD                 2074 JPT001
           RAINING    GRAVEL
      3208 NOBLES,  BECKY        ALWB3208  100  BUDG  3000                MNGR   00/00           0          OSHA023
          3-17-1994 SIDE SWIPED BY       00/00  CHEV                 1992 LHC100
           CLEAR      GOOD
      3210 WINKLER,  ROBERT      ALWB3210  200  PJT2  8000                       00/00           0          OSHA027
          7-20-1994 SIDE SWIPED BY       00/00  CHEV                 1992 LHC100
           CLEAR      GOOD
      3210 WINKLER,  ROBERT      ALWB3210  200  PJT2  8000                       00/00           0          OSHA026
          9-19-1994 SIDE SWIPED BY       00/00  MITS                 1989 XYZ897
           SNOW       CONCRETE
      3212 BELCHER,  SUSAN       ALWB3212  100  BUDG  4000                ELEC   00/00           0          OSHA030
          2-23-1994 SIDE SWIPED BY       00/00  FORD                 2074 JPT001
           RAINING    GRAVEL
```

Report Number

MRT804

Generated By

MPT500

Printed By

MPT640

Sequence

The report sequence is based on options specified on the PS-G transaction. See the appropriate Transaction Descriptions chapter for details.

Purpose

To analyze report fleet accidents and related totals for a designated period of time and for selected groups of employees.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - If the option to print detail lines is specified, all information relating to a selected fleet accident is shown in a system-defined format. Selection criteria and page breaks are based on options on the PS-G and PS-P transactions.
- TOTALS - Totals and percentages for system-selected fields are calculated based on options on the PS-G transactions. See the sample report for specifics.

Absence Detail Report

```
PMRS LOST TIME, HEALTH & SAFETY     MRT805       SYSTEM TEST ORG ALWB        X          LEVEL 1 - AL        PAGE      1
ABSENCE DETAIL                                   US COMBINED, W2/1099R, POS CTL         LEVEL 2 - WB        RUN DATE  2-24-1998
FROM  1-01-1994 TO 12-31-1999
 EMP. NO.  EMPLOYEE NAME            ABS. -L3-  -L4-  -L5-  -L6--  -L7--  UNION  ACC. DATE  CASE NO.
           BEG.DATE -- TIME - DAY   EXP. END   END-DATE -- TIME - DAY   PAYDAY HOLIDAY   ABS. TYPE   HRS. OUT  AMT. PAID   COMP. PAY

   WB           TOTAL     SUNDAY     MONDAY    TUESDAY    WEDNESDAY  THURSDAY    FRIDAY    SATURDAY    PAYDAY    HOLIDAY
HOURS OUT
NO. ABSENCES
PCT. ABSENCES          %
PCT. EMPLOYEES         %
TOTAL PAY
COMP. PAY

   AL           TOTAL     SUNDAY     MONDAY    TUESDAY    WEDNESDAY  THURSDAY    FRIDAY    SATURDAY    PAYDAY    HOLIDAY
HOURS OUT
NO. ABSENCES
PCT. ABSENCES          %
PCT. EMPLOYEES         %
TOTAL PAY
COMP. PAY
```

Report Number

MRT805

Generated By

MPT500

Printed By

MPT650

Sequence

The report sequence is based on options specified on the PS-F transaction. See the appropriate Transaction Descriptions chapter for details.

Purpose

To analyze all absences and related totals information for a designated period of time and for selected groups of employees.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - If the option to print detail lines is specified, all detailed information about an absence is shown in a system-defined format. Selection criteria and page breaks are based on options on the PS-F and PS-P transactions.
- TOTALS - Totals and percentages for system-selected fields are calculated based on options specified on the PS-F transaction. See the sample report for specifics.

OSHA Log and Summary

```
PMRS LOST TIME, HEALTH & SAFETY      MRT807        SYSTEM TEST ORG ALWB         X          LEVEL 1 - AL        PAGE      1
OSHA LOG AND SUMMARY                               US COMBINED, W2/1099R, POS CTL          LEVEL 2 - WB        RUN DATE  2-24-1998
FROM  0-00-0000 TO 12-99-1999
   CASE NO.  ILL. DT. EMPLOYEE NAME                    EMP. NO.  OCCUPATION                ACC. -L3- -L4- -L5- -L6-- -L7-- WORK LOC.
          INJURY/ILLNESS DESCRIPTION                             OSHA CASE  DATE OF  LOST   AWAY      HOURS      DAYS  NO LOST  TERM/
                                                                 CODE IND.   DEATH   WORK   WORK       LOST      RESTR.  WORK   TRANS
OSHA0001    1-05-1994 MOMENTMEN,  WILLIAMS  ALWB3118       3118 LAB TECHNICIAN, LEVEL 1
                                                                  10   YES                                          YES
OSHA0002    2-15-1994 SMITH,  WALTER R.     ALWB3120       3120 LAB TECHNICIAN, LEVEL 1       0003 0004 0005
                                                                  26   YES                                          YES
OSHA0003    6-10-1994 DISABILITY #2,  W.M.  ALWB3124       3124 LAB TECHNICIAN, LEVEL 1
                                                                  21   YES                                          YES
OSHA0004   10-01-1994 ZEBRAS,  PERCY        ALWB3128       3128                               0003 0004 0005
                                                                  24   YES                                          YES
OSHA010     2-15-1994 SCHLESINGER,  ANGUS   ALWB3202       3202 FOREMAN                         100 BUDG 4000
                                                                  10   YES                                          YES
OSHA011     3-15-1994 SCHLESINGER,  ANGUS   ALWB3202       3202 DRIVER                          100 BUDG 4000
                                                                  10   YES                                          YES
OSHA012     4-15-1994 SCHLESINGER,  ANGUS   ALWB3202       3202                                 100 BUDG 4000
                                                                  24   YES                                          YES
OSHA013     5-16-1994 SCHLESINGER,  ANGUS   ALWB3202       3202                                 100 BUDG 4000
                                                                  24   YES                                          YES
OSHA014     6-08-1994 QUINN,  GEOFFERY      ALWB3204       3204 FOREMAN                         200 PJT1 5000
                                                                  10   YES                                          YES
OSHA015     7-08-1994 QUINN,  GEOFFERY      ALWB3204       3204 DRIVER                          200 PJT1 5000
                                                                  10   YES                                          YES
OSHA016     8-23-1994 QUINN,  GEOFFERY      ALWB3204       3204                                 200 PJT1 5000
                                                                  24   YES                                          YES
OSHA017     8-30-1994 QUINN,  GEOFFERY      ALWB3204       3204                                 200 PJT1 5000
                                                                  24   YES                                          YES
OSHA018     1-10-1994 SCALA,  SCOTT         ALWB3206       3206 FOREMAN                         200 PJT2 7000
                                                                  10   YES                                          YES
OSHA019     3-10-1994 SCALA,  SCOTT         ALWB3206       3206 DRIVER                          200 PJT2 7000
                                                                  10   YES                                          YES
OSHA020    11-16-1994 SCALA,  SCOTT         ALWB3206       3206                                 200 PJT2 7000
                                                                  24   YES                                          YES
```

Report Number

MRT807

Generated By

MPT500

Printed By

MPT670

Sequence

The report sequence depends on options specified on the PS-H transaction. See the appropriate Transaction Descriptions chapter for details.

Purpose

To provide the detail and summary injury and illness information required for OSHA Form 200, for both external and internal reporting and analysis.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - If the option to print the OSHA Log is specified, all detailed information about occupational injuries and illnesses is shown in a system-defined format. Selection criteria and page breaking are based on options specified on the PS-H and PS-P transactions.
- TOTALS - Summary totals for system-selected fields are automatically shown for each of the OSHA categories based on options on the PS-H transaction.

OSHA Supplemental Record

```
PMRS LOST TIME, HEALTH     SYSTEM TEST ORG ALWB         X         PAGE      1
     & SAFETY   MRT808     US COMBINED, W2/1099R, POS CTL         RUN DATE  2-24-1998
CASE NO. OSHA0001
          SUPPLEMENTAL RECORD OF OCCUPATIONAL INJURIES AND ILLNESSES
EMPLOYER            -AL            -WB       EMPLOYEE
NAME    SYSTEM TEST ORG ALWB         X       NAME    MCMENIMEN,  WILLIAMS  ALWB3118
ADDRESS LOST TIME, LIFE-TO-DATE-HISTRY       ADDRESS 670 WINTER AVENUE
        FILL SPACE TO USE THIRTY CHARS               APT. 40-C
        FILL SPACE TO USE 23 CHGA                    HATO REY              PR
                                                AGE  49 SEX MALE
ACCIDENT
                                                OCCUP.  LAB TECHNICIAN, LEVEL 1
ADDRESS
                                                DEPARTMENT/ -L3- -L4- -L5- -L6-- -L7--
                                                DIVISION NO

ON EMPLOYERS PREMISES -
WHAT EMPLOYEE WAS DOING -
HOW ACCIDENT OCCURRED   -
DESCRIPTION OF INJURY   -
OBJECT CAUSING INJURY   -                              DATE OF INJURY -  1-05-1994
EMPLOYEE DIED -
PHYSICIAN                                       HOSPITAL
NAME                                            NAME
ADDRESS                                         ADDRESS


DATE OF REPORT  0-00-0000              PREPARED BY
                                      OFFICAL TITLE
```

Report Number

MRT808

Generated By

MPT500

Printed By

MPT680

Sequence

The report sequence is based on options specified on the PS-H transaction. See the appropriate Transaction Descriptions chapter for details.

Purpose

To provide supporting detail (OSHA 101) for each illness or injury listed on the OSHA Log, for reporting compliance.

Explanation

- HEADINGS - Formatted by the system. See the sample report for specifics.
- DETAILS - All detailed information about each occupational illness or injury is shown in a one-page, system-defined format. Selection criteria are based on options specified on the PS-H and PS-P transactions.
- TOTALS - A total of the number of OSHA cases is automatically calculated based on options specified on the PS-H transaction.

Physical Exam Notification Report

Report sample not available.

Report Number

MRT809

Generated By

MPT500

Printed By

MPT690

Sequence

The report sequence is determined by options specified on the PS-H transaction. See the appropriate Transaction Descriptions chapter for details.

Purpose

To list the employees requiring physical examinations during a specified time period.

Explanation

- HEADINGS - Formatted by the system.
- DETAILS - Information about each physical exam for each employee is printed in a system-defined format that can be used as a turnaround document.
- TOTALS - None

9 Module Communication

Chapter Contents

9-1 Basic System Flow
9-2 Basic System Elements

Basic System Flow

The Lost Time, Health, and Safety Basic System consists of a Run Control module, process control modules, process modules, sort modules, and I/O modules. All of these modules are linked together to form one executable program named MLT000.

The Personnel Modules Run Control Parameter (P*) contained on the Personnel Control Parameter File communicates to the Run Control module the tasks to perform during a run of the Basic System.

Basic System Elements

Lost Time Run Control - MPT000

MPT000 controls the execution of the entire Lost Time Basic System. Based on the options specified in the Run Control Parameter (P*), the Transaction Extract (MPT100), the Transaction Sort (MST100), the Master Processor (MPT200), the Report Sort (LSDCRS), and the Report Print (LPROOT) are called. Also, the modules to print the Run Control Report (MPT010) and print the End of Job status (MPT020) are called.

Transaction Extract (MPT100)

MPT100 reads the Central System Valid Transaction File (PR03M1) and creates the Lost Time Transaction File (MWT200). The Transaction Extract Summary report and the Transaction Activity totals on the Run Control report are generated. When the entire file has been processed, control is returned to MPT000.

Transaction Sort (MST100)

MST100 sorts the Lost Time Transaction File (MWT200) producing the Sorted Lost Time Transaction File (MWT210). Control returns to MPT000 at the completion of the sort.

Master Processor (MPT200)

MPT200 is a control module that controls all processing of the Lost Time Master File (MKT100). The Master Read Control (MPT901) and Master Write Control (MPT902) modules are accessed as required to do I/O processes. Also, the Tables File Read Control (MPT903) is accessed to retrieve Tables Records and Sorted Lost Time Transactions (MWT210) are read. Depending on the options specified in the Run Control Parameter (P*) and the relationship between the Master File and Transaction File, the following modules are called.

Transaction Edit Control (MPT300)

MPT300 is a control module that checks the Transaction Key area for syntax errors and then calls submodules to check the syntax of the Transaction Data area.

Depending on the transaction type, the Edit Company Report Option (MPT310), Edit PS Transaction (MPT320), Edit Accident/Absence Transaction (MPT330), and Edit User Area Transaction (MPT340) modules are called.

Each of these submodules calls the General Edit Routine (MPT910) to accomplish the initial checking for syntax errors. After completing the editing of a transaction, control is returned to MPT200.

Transaction Validate Control (MPT350)

MPT350 is a control module that validates the Transaction Key area and maintenance code using the Master File and then accesses the appropriate submodule to validate the remaining transaction data.

Depending on the transaction type, the Validate Company Transaction (MPT360), Validate Employee Header Transaction (MPT370), and Validate Accident/Absence Transaction (MPT380) modules are called. The module to print the Validate Report (MPT390) is called to print error messages and totals.

When the entire transaction has been validated, control returns to MPT200.

Update Master Control (MPT400)

MPT400 is a control module that accesses the appropriate submodule to update the Lost Time Master record and calls the module to print the Maintenance Report (MPT450) totals.

Depending on the transaction type, the Update Company Header (MPT410), Update Employee Header (MPT420), Update Accident/Absence Record (MPT430), and Update User Area (MPT440) modules are called. Each of these submodules in turn calls the module to print the Maintenance Report (MPT450) details. Control is returned to MPT200 after completing the updating of the Master by a transaction.

Report Extract (MPT500)

MPT500 creates all required Report File (MWT300) records for a particular Master record. The Personnel Control Parameter File is accessed to get one-time print option overrides and select criteria. The Report Record Slicer (LPSLCR) is called to split the various length records into one consistent length. The Report Extract Summary is printed on a change in Control Levels. After all processing using the Lost Time Master File is completed, control is returned to MPT000.

Report Sort (LSDCRS)

LSDCRS sorts the Report File (MWT300) producing the Sorted Report File (MWT310). When all records are sorted, control returns to MPT000.

Report Print (LPROOT)

LPROOT is a control module that calls the module to consolidate (LPSPLC) the Sorted Report File (MWT310) records and then access the appropriate print module. The Personnel Control Parameter File is accessed to determine whether the printing of a report has been overridden. Depending on the report record read, the following modules are called:

- Print Profiles 1 and 2 - MPT610
- Print Accident Detail - MPT630
- Print Fleet Accident Detail - MPT640
- Print Absence Detail - MPT650
- Print Accident Analysis - MPT660
- Print OSHA Log and Summary - MPT670
- Print OSHA Supplement - MPT680
- Print Physical Exam Notices - MPT690

Each of these print modules calls the Break and Total Routine (LPBTOT) and the Report Spooler (LPSPOL). After all report records are processed by LPROOT, control is returned to MPT000.

10 Technical How To

Chapter Contents

10-1 Introduction
10-2 Expanding Coding Structures
10-4 Basic System Narrative
10-6 SRG System Flow

Introduction

This chapter describes how you can change the Lost Time module copybooks to expand the coding structures to accommodate your reporting needs.

Expanding Coding Structures

As delivered, the Lost Time module has a number of established codes that can be used for each coded data element. As your needs change, you might find that the number of codes available is too restrictive. If this is the case, you can change the code limits by changing various copybooks.

The following table lists the codes that can be changed, the copybook, the line number, the current value, and the new value (**xx** or **xxx** is your new value).

Field	Current Limit	Maximum Limit	Copybook	Line Number	Current Value	New Value
Job Hazard Type	30	99	MCT041	000300	30	xx
			MCT042	000300	30	xx
			MCT054	023400	H30	Hxx
			PCV3DT	002800	H30	Hxx
Physical Hazard Type	10	99	MCT041	000400	10	xx
			MCT042	000600	10	xx
			MCT054	033200	H10	Hxx
			PCV3DT	006100	H10	Hxx
Accident Type	30	99	MCT041	000500	30	xx
			MCT042	000900	30	xx
			MCT054	000800	H30	Hxx
			PCV3DT	009400	H30	Hxx
Machine Type	20	999	MCT041	000700	20	xx
			MCT042	001500	20	xx
			MCT056	012900	H020	Hxxx
			PCV3DT	001600	H020	Hxxx
Fleet Accident Type	20	99	MCT041	000800	20	xx
			MCT042	001800	20	xx
			MCT056	021900	H20	Hxx
			PCV3DT	001600	H20	Hxx

- After the changes are made, you must compile MPT200, MPT350, MPT370, MPT380, MPT500, MPT903, PPV3MT, and PPV6EL.
- If you change the Job Hazard Type or Physical Hazard Type field (MCT054), you must also recompile MPT320.
- If you change the Accident Type, Machine Type, or Fleet Accident Type field (MCT056), you must also recompile MCT330.
- After the compiles are completed, the MLT000 and PLV6EO links must be run.
- After these steps are completed, the new limits for the coding structure are ready to be used.

Note: The Accident Result Type field cannot be changed because it already has the maximum allowable codes.

Basic System Narrative

The Lost Time, Health, and Safety Basic System consists of a Run Control module, process control modules, process modules, sort modules, and I/O modules. All of these modules are linked together to form one executable program named MIT000.

The Personnel Modules Run Control Parameter (P*) contained on the Personnel Control Parameter File communicates to the Run Control module the tasks to perform during a run of the basic system.

The basic system has the following elements.

Lost Time Run Control (MPT000)

This module controls the execution of the entire Lost Time Basic System. Based on the options specified in the Run Control Parameter (P*), the Transaction Extract (MPT100), Transaction Sort (MST100), Master Processor (MPT200), Report Sort (LSDCRS), and Report Print (LPROOT) are called. Also, the modules to print the Run Control Report (MPT010) and the End of Job status (MPT020) are called.

Transaction Extract (MPT100)

Transaction Extract reads the central system Valid Transaction File (PRO3M1) and creates the Lost Time Transaction File (MWT200). The Transaction Extract Summary report and the Transaction Activity totals on the Run Control report are generated. When the entire file has been processed, control is returned to MPT000.

Transaction Sort (MST100)

MST100 sorts the Lost Time Transaction File (MWT200) and creates the Sorted Lost Time Transaction File (MWT210). Control returns to MPT000 after the sort is completed.

Master Processor (MPT200)

This module controls all processing of the Lost Time Master File (MKT100). The Master Read Control (MPT901) and Master Write Control (MPT902) modules are accessed as required to perform I/O processes. Also, the Tables File Read Control (MPT903) is accessed to retrieve Tables Records and the Sorted Lost Time Transactions (MWT210) are read. Depending on the options specified in the Run Control Parameter (P*) and the relationship between the Master File and Transaction File, the following modules are called:

Transaction Edit Control (MPT300)

This control module checks the Transaction Key area for syntax errors and then calls submodules to check the syntax of the transaction data area. Depending on the transaction type, the Edit Company Report Option (MPT310), Edit PS Transaction (MPT320), Edit Accident/Absence Transaction (MPT330), and Edit User Area Transaction (MPT340) modules are called. Each of these submodules calls the General Edit routine (MPT910) to accomplish the initial checking for syntax errors. After the editing of a transaction is completed, control is returned to MPT200.

Transaction Validate Control (MPT350)

This control module validates the Transaction Key area and maintenance code using the Master File and then accesses the appropriate submodule to validate the remaining transaction data.

Depending on the transaction type, the Validate Company Transaction (MPT360), Validate Employee Header Transaction (MPT370), and Validate Accident/Absence Transaction (MPT380) modules are called. The module to print the Validate Report (MPT390) is called to print error messages and totals. When the entire transaction has been validated, control returns to MPT200.

Update Master Control (MPT400)

This control module accesses the appropriate submodule to update the Lost Time Master record and calls the module to print the Maintenance Report (MPT450) totals. Depending on the transaction type, the Update Company Header (MPT410), Update Employee Header (MPT420), Update Accident/Absence Record (MPT430), and Update User Area (MPT440) modules are called. Each of these submodules in turn calls the module to print the Maintenance Report (MPT450) details. Control is returned to MPT200 after the updating of the Master by a transaction is completed.

Report Extract (MPT500)

MPT500 creates all required Report File (MWT300) records for a Master record. The Personnel Control Parameter File is accessed to get one-time print option overrides and select criteria. The Report Record Slicer (LPSLCR) is called to split the various length records into one consistent length. The Report Extract Summary is printed on a change in control levels.

Control is returned to MPT000 after all processing using the Lost Time Master File is completed.

Report Sort (LSDCRS)

LSDCRS sorts the Report File (MWT300) creating the Sorted Report File (MWT310). When all records are sorted, control returns to MPT000.

Report Print (LPROOT)

This control module calls the module to splice back together (LPSPLC) the Sorted Report File (MWT310) records and then access the appropriate print module. The Personnel Control Parameter File is accessed to determine whether the printing of a report has been overridden. Depending on the report record read, the following modules are called:

- Print Profiles 1 and 2 - MPT610
- Print Accident Detail - MPT630
- Print Fleet Accident Detail - MPT640
- Print Absence Detail - MPT650
- Print Accident Analysis - MPT660
- Print OSHA Log and Summary - MPT670
- Print OSHA Supplement - MPT680
- Print Physical Exam Notices - MPT690

Each of these print modules calls the Break and Total Routine (LPBTOT) and the Report Spooler (LPSPOL). When all Report Records have been processed by LPROOT, control is returned to MPT000.

SRG System Flow

The Special Report Generator (SRG) consists of a Run Control Module, processing modules, sort modules and I/O modules. All of these modules are linked together to form one executable program named JIS000.

The SRG Run Control Parameter (X*) communicates to the Run Control module the tasks to perform during a run of the SRG.

The SRG subsystem has the following elements:

SRG Run Control (JPS000)

JSP000 controls the running of all other SRG modules. The SRG Transaction Sort (JSS100) is called to retrieve the SRG Run Control Parameter (X*) and to sort the SRG Report Parameters if found. Based on the options specified in the SRG Run Control Parameter, the following modules are called to perform the requested tasks:

SRG Edit and Translate (JPS200)

JPS200 reads the Sorted SRG Transactions (JWS110) and creates the SRG Extract Parameter File (JWS200) and the SRG Print Parameter File (JWS300). As the parameters are edited, the SRG Transaction Validate Report (JRS700) is printed and the Lost Time Field Number Translate (MPT920) is called to convert field numbers. After all transactions have been processed, control is returned to the Run Control module (JPS000).

SRG Report Extract (JPS300)

JPS300 reads the SRG Extract Parameter File (JWS200) and calls the Lost Time Read Master Control module (MPT901) to read the Master (MKT100). The Lost Time Field Look-up module (MPT921) is called to retrieve the Master Record data and the SRG Report File (JWS400) is created. The SRG Extract Summary (JRS710) is output from this phase. When all extract parameters have been processed, control returns to JPS000.

SRG Report Sort (JSS400)

JSS400 sorts the SRG Report File (JWS400) giving the SRG Sorted Report File (JWS410). Control is returned to JPS000 after the sort process is completed.

SRG Report Print (JPS500)

JPS500 reads the SRG Sorted Report File (JWS410) and the SRG Print Parameter File (JWS300) to produce the SRG Print Output (JRS720), the SRG Tape Output (JWS500), and the SRG Punch Transaction Output (JWS600). The SRG Print Output I/O module (JNS728) calls the DCB Modifier (PM1601) if special forms have been indicated. When all report file records have been processed, control is returned to JPS000.