PAN Comments

Some Comments on Comments


(Well, maybe not THAT short, but you get the idea.)

At the end of most PPS transactions are the Summary and Comments sections. These sections are an important part of the PAN notice that goes out to reviewers. It used to be that you would end up in Summary right after updating, then you would have the option to go into Comments to further clarify the transaction. Nowadays (as of a few months ago) you go directly into Comments first when you update, and then have the option to go into Summary. Whatever. Generally you would use the Summary to identify the employee's appointment type and the action you've just completed. And use Comments to further clarify the action if it needs further explanation. But it is OK to use just the Comments section for all of it if you don't go for all the button-pushing to get to Summary. The important thing is use it.

Speaking from the very end of the review line, the very first thing we like to read in your summary/comments is the employee's appointment type. The five primary choices: "Academic", "Casual", "Contract", "Staff" or "Student". These pseudo-headers help to direct the PAN to the appropriate party and elicit the appropriate attention. (When you're looking at a LOT of PANs, having that first little word to scan can really make a difference!)

I hate to have to break this to you . . . but questions in the Comments section are not very likely to get answered. "Hi Coni, I used code A. Is this OK?" NOT a good forum for answering questions. If you have questions on how to process a certain action, please look it up (You-Know-Where! The Payroll/Personnel Online System Procedures binder) or ask the targeted source BEFORE you set finger to keypad!

On the other hand, it can be a good idea to include the name of the person who directed your transaction. "Correction in code per Coni Edick." That way, others will know whom to blame, um, consult if they have questions.

At this point I have a end-of-the-year/century/millennium (or near the end, for you purists) Comment for all of you PPS Preparers and Reviewers:

Staff - Thank you! Appreciate your hard work and skill processing PPS. Know it's not always easy. And it's only one of the many tasks you do each day. Nice work! Good job! Thumbs up! Enjoy the holidays and see you in 2000!