

## PPS Shortcuts

### **Wait Reduction**

Is there ANY way to make PPS go faster?! PPS can be especially slow on deadline days, when EVERYone is entering data. When there are more users on PPS at the same time there's more of a time-lag in entering. Best solution for that is to enter data early and avoid the 'rush'.

Outside of planning your time with PPS, here are three easy shortcuts you can use to reduce your time working in PPS.

1) If you know which screen or bundle you're going to, you don't need to go through the menus to get there. The menus are there to give you a selection to choose from, but if you already know where you're going you can bypass them. You can type the screen or bundle in "Next Func" right from the Main Menu.

Say you're processing a staff new hire. Instead of:

In Main Menu - select from menu list or type in Next Func: EEDB,

Then in Function Code Menu - select from menu list or type in Next Func: BUND,

Finally, in Bundle Menu - select from menu list or type in Next Func: SHIR.

Do this:

In Main Menu - type in Next Func: SHIR

2) Another way to shorten your time at the PPS keyboard is to use single screens when appropriate, rather than bundles. Some appropriate single screen actions are:

Changing Leave Accrual Code - use EAPP

Changing Fund Source - use EAPP

Entering or changing Alternate Department - use EPER

Changing Home Address - use EADD

WARNING!! Please observe the reverse. Make sure you're using \*bundles\* when appropriate, rather than single screens. Hires, rehires, promotions, reclassifications, transfers and other appointment changes, salary increases, leaves, and separations ALL need to be processed with bundles.

3) Why do more keyboarding than you have to? Use the copy command when adding appointments or distributions in EAPP.

Examples: On the command line (==>) type "copy 10 to 20" (appointments), or "copy 11 to 13" (distributions). Just make sure you then change the data that's supposed to be different in the duplicate, such as date, rate or DOS code.

Basic copy and paste functions will work in PPS also. This can be handy if you're copying data between PPS and an application like Word or Excel.

Select the data

Control C (to copy)

Control V (to paste)

This works really well with unadorned data like ID numbers. You might have to fiddle with names, account numbers, and dates because formatting may be different between applications.

Coni Edick \_\_\_\_\_

Human Resources - Information Systems

University of California, Santa Barbara

Telephone: 805-893-3197 Fax: 805-893-864