OSAS

Payroll

Change Fields

Employee ID

Everyone using Open Systems must be at a menu to run Change Fields, so it is best to run this after everyone leaves or first thing in the morning.

Go to Payroll/Direct Deposit

Go to File Maintenance

Go to Change Fields

Field ID: PA EMPLOYEE ID (Enter PA and hit F2, arrow to PA EMPLOYEE ID and hit enter)

Print Log: YES

Page Down/OK

Hit A to append

Original Value: Enter the Employee ID now

New Value: Enter the Employee ID you want this employee changed to.

Page down/OK

You will see your entry on the left. If it is incorrect hit enter to edit.

The files showing on the right are the files that will be changed.

Hit B to Begin code change (button at the bottom of the screen)

Have you backed up your data files: YES

P to print

You will see conversion happening at the bottom. It runs pretty fast.

Change is done.

Go to Employee Inquiry

Go to Employee History

Enter NEW employee ID and the employee should appear.