

The Modern DCPDS provides many processes and reports to support the Civilian Personnel mission. Some examples include the following:

- Initiate the Suspense Process and Generate Reports
- Initiate Process Future Dated SF52 Due For Processing
- Start Automatic WGI Process

Most of the processes and reports (including those listed above) will be centrally run by the HROC. However, CPU System Administrators will need to know how to run certain reports and processes. Some of the requests CPU's may need to run include the following:

- Notification of Personnel Action
- Batch Print Notification of Personnel Action
- Security List Maintenance
- Generate Secure User
- Active Users Report
- Completed Concurrent Requests Report
- User Profile Option Values

### **Requests and Sets**

To run processes and reports, the System Administrator initiates a *request*. Requests can be either single requests or request *sets*. A set is just a group of requests that need to be run together. Rather than making you run each one separately, they have been grouped into a set that you can generate all at once.

### **Parameters**

A parameter is a request variable whose values you can change each time you run a request. For example, if you run the Notification of Personnel Action request to print an SF-50, you'll need to set the employee's name as a parameter.

### **Caution**

Be careful when running Processes and Reports. Processes use the server's microprocessor resources and can seriously bog down the system. Reports can tie up printers and waste paper. Some reports are *extremely* long (the Concurrent Programs report can be about 1000 pages; the Menu report and the Enabled Concurrent Programs report are also very long). Once started, a print job cannot be stopped from within the Modern System, and turning off the printer only starts the job over again. The print job must be killed in UNIX.

## Frequently Used Requests

The following is a table of the requests and sets System Administrators will probably use most frequently. This is by no means a comprehensive list.

Seq	Request Name	Frequency	Time	How Submitted	Set or Request	Chg Style Of Print?	Chg # Of Cy?	Responsibility/ Remarks
<b>System Admin Regular and Recurring Processes (End-of-Day are Seq # 1-8)</b>								
1	Initiate the Suspense process and generate reports (processes system-generated actions, like Termination of Temp Appt)	Daily	1900	Manually	Set			CIVDOD SYSADM HR MANAGER responsibility.
2	Initiate Process Future Dated SF52 Due For Processing (processes manually-input, pending actions that have future effective dates)	Daily	0600	Auto- matically	Request	Yes		CIVDOD SYSADM HR MANAGER responsibility. No Parameters at all.
3	Security List Maintenance (applies security to user accounts, thus limiting view and update capabilities)	Daily	0615	Auto- matically or Manually	Request		Yes	CIVDOD SYSADM HR MANAGER responsibility.
4	Batch Print Notification of Personnel Action (prints SF50's generated by Suspense and Futures)	Daily	0630	Manually	Request			CIVDOD SYSADM HR MANAGER responsibility. Must specify From & To effective dates. "No" to Reprint Parameter prevents duplicates.
5	Start Automatic WGI Process (processes system-generated WGI's)	Weekly	0645	Auto- matically	Request	Yes		CIVDOD SYSADM HR MANAGER responsibility. Program on Friday to process Saturday morning.
6	Purge Concurrent Request and/or Manager Data (purges report output files stored	Daily	0700	Auto- matically	Request			CIVDOD SYSADMIN REGION GUI responsibility.

	on database)							
7	Deliver Output Products (delivers all output products to all active Delivery Sets)	Daily	0715	Auto-matically	Request	Yes		CIVDOD SYSADM HR MANAGER responsibility. Run after Suspense, Futures and WGI's process.
8	Suspense Concurrent Program List (produces a report listing what ran from Suspense)	Daily	0730	Manually	Request	Yes		CIVDOD SYSADM HR MANAGER responsibility. Must input a specific date.
	Generate Secure User (Grants permissions to new Reporting Users)	As needed		Manually	Request		Yes	CIVDOD SYSADM HR MANAGER responsibility. Run daily, or whenever building or modifying a Secure User account. Must input a specific Security Profile.
<b>Payroll Interface &amp; Recon</b>								
	DCPS Payroll Interface Report for 100 Character.	Daily		Manually	Request			CIVDOD PERSONNELIST responsibility. Must specify Start Date.
	DCPS Payroll Interface Report for 500 Character.	Daily		Manually	Request			CIVDOD PERSONNELIST responsibility. Must specify Start Date.
	Payroll Reject (PAYNEW)	Daily		Auto-matically or Manually	Request			CIVDOD PERSONNELIST responsibility. Can specify SOID and pay date, or leave blank to run for all.
	Extract HR for Payroll Recon (Extracts personnel data for RECON reports)	As needed		Auto-matically or Manually	Request			CIVDOD SYSADM HR MANAGER responsibility. Run as needed, based on

								RECON schedule. No parameters, so will run for all.
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	Extract HR for Payroll Recon (Extracts personnel data for RECON reports)	As needed		Auto- matically or Manually	Request			CIVDOD SYSADM HR MANAGER responsibility. Run as needed, based on RECON schedule. No parameters, so will run for all.
	Extract T&A for Payroll Recon (Extracts payroll data for RECON reports)	As needed		Auto- matically or Manually	Request			CIVDOD SYSADM HR MANAGER responsibility. Run as needed, based on RECON schedule. No parameters, so will run for all.
	RECON Individual Mismatch Report	As needed		Auto- matically or Manually	Request			CIVDOD SYSADM HR MANAGER responsibility.
	RECON on Payroll not on Personnel	As needed		Auto- matically or Manually	Request			CIVDOD SYSADM HR MANAGER responsibility.
	RECON on Personnel not on Payroll	As needed		Auto- matically or Manually	Request			CIVDOD SYSADM HR MANAGER responsibility.
	RECON Organization Data Mismatch Report	As needed		Auto- matically or Manually	Request			CIVDOD SYSADM HR MANAGER responsibility.
	RECON Statistical Recap Report	As needed		Auto- matically or Manually	Request			CIVDOD SYSADM HR MANAGER responsibility.
	RECON T&A Data Mismatch Report	As needed		Auto- matically or Manually	Request			CIVDOD SYSADM HR MANAGER responsibility.
	RECON T&A Statistical Recap Report	As needed		Auto- matically or Manually	Request			CIVDOD SYSADM HR MANAGER responsibility.
	<b>Miscellaneous Sys Admin Reports</b>							<b>CIVDOD SYSADMIN REGION GUI responsibility.</b>
	Active Users Report	As needed		Auto-	Request			

	(lists all active user accounts)			atically or Manually				
	Completed Concurrent Requests (lists all completed concurrent requests)	As needed		Auto-matically or Manually	Request			
	Report Sets (lists all report sets)	As needed		Auto-matically or Manually	Request			
	User Profile Options Values Report	As needed		Auto-matically or Manually	Request			
	Function Security Reports (lists all Sub-menus and Functions assigned to a given responsibility).	As needed		Auto-matically or Manually	Set			
	Other reports, as necessary	As needed		Auto-matically or Manually	Request			
	<b>Miscellaneous or Infrequent Processes</b>							<b>CIVDOD SYSADM HR MANAGER responsibility.</b>
	PARIS (Air Force Only)	Daily		Auto-matically	Request			
	Start Automatic Mass Salary Process.	As needed		Manually	Request			