

**ACCESSING PAYROLL  
REPORTS USING  
RMDS**

## ***Introduction to Report Management and Distribution System***

The Report Management and Distribution System (RMDS) is an IBM product that is installed on the Annapolis Data Center mainframe and allows users to store, view, print and protect reports online. Central Payroll Bureau stores several reports on RMDS for use by agencies. These reports include:

- Address Change report - created monthly, this report displays all address changes processed by CPB in the last month. It lists the employee's current and prior addresses.
- Agency Authorized Pay Report - this report lists all pay transactions authorized by the agency for each pay period. It also documents the logon ID of the agency user that entered the pay information and the agency user that approved the agency's payroll.
- Check Register - reports pay period and year-to-date payroll earnings, withholding, and deduction information for each agency employee.
- Totals Report - this report gives summary totals of agency payroll charges for each check distribution level and for the entire agency for the pay period.

## ***Logging on and Accessing RMDS***

In order to access reports using RMDS, each user must have a valid CICS logon ID and password. The proper security forms must also have been submitted to and processed by the Central Payroll Bureau security officer.

From the Annapolis Data Center screen, begin by logging on to CICS:

```

                                ANNAPOLIS DATA CENTER
TERMINAL ID ADTI350           HELP DESK PHONE NUMBERS           ANNAPOLIS NETWORK

ADC : 410-260-7400           DHMH : 410-767-6534           FMIS : 410-260-7778
MVA : 410-768-7181           DHR : 410-767-7002           COURTS: 410-260-1114
DLLR : 410-767-2222

PRODUCTION CICS SYSTEMS           TEST CICS SYSTEMS           OTHER ADC SYSTEMS
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CICS  CICSP10  CICSP60           CICST20  CICST30  CICST40           TSO           NVU

SMART CICS SYSTEMS           FMIS CICS SYSTEMS           OTHER DATA CENTERS
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SMART  SMARTMS  SMARTMD           FMIS  FMISUAT  FMISTRN           CISTRN  MVA  CICSFMP
        SMARTMB  SMARTMU           FMISDEV  FMISSYS  FMISNEW           CISPRD  DHCICIS
                                COURTS  CJIS  HCFJIS

ACCESS TO THIS SYSTEM IS RESTRICTED TO AUTHORIZED USERS ONLY AND LIMITED TO
APPROVED BUSINESS PURPOSES. BY USING THIS SYSTEM, YOU EXPRESSLY CONSENT TO THE
MONITORING OF ALL ACTIVITIES. ANY UNAUTHORIZED ACCESS OR USE OF THIS SYSTEM IS
PROHIBITED AND COULD BE SUBJECT TO CRIMINAL AND CIVIL PENALTIES. ALL
TRANSACTIONAL RECORDS, REPORTS, EMAILS, SOFTWARE, AND OTHER DATA GENERATED BY
OR RESIDING UPON THIS SYSTEM ARE THE PROPERTY OF THE STATE OF MARYLAND.
CICS
```

- Type **CICS** and press Enter.

```
SYSTEM: A11CICS  FOR ACF2 PASSWORD PROBLEMS, CALL YOUR SECURITY OFFICER  
CICS/TS 3.1 CICS P60 CA-ACF2/CICS INTERFACE 12.0
```

```
TERMINAL: I350  
NODE: ADTI350
```

```
DAY: WEDNESDAY
```

```
SYSTEM DATE: AUGUST 05, 2009  
SYSTEM TIME: 11:27 AM
```

```
LOGONID: ===>  
PASSWORD: ===>
```

```
NEW PASSWORD: ===>  
(enter twice) ===>
```

```
CICS - P60 (SYSTEM SIGNON/SIGNOFF FACILITY)
```

The cursor should be positioned beside LOGONID.

- Type your logon ID and press Tab.
- Type your CICS password and press Enter.

The following screen will now appear:

```
ACF01134 YOUR PASSWORD WILL EXPIRE ON 08/14/09  
ACFAE139 CICS ADTI350 Signon OK: User=A38123 NAME=JANE DOE
```

The cursor will be located at the top of this screen.

- Type RMDS and press Enter.

The logon screen for RMDS should now appear:





- F(IND) 'string' LAST - searches the report for a specified 'string', beginning at the end of the report and proceeding backward.
- NOTE - flags the page you want to return to later.
- RESUME - returns to page where note command was issued.
- PR(INT) - flags the page for subsequent sending to a printer.
- HDR X,Y - holds specified lines on the screen, while you scroll backward or forward. X is the beginning line number to be held, and Y is the ending line number.
- HDR RESET - deletes the last HDR X,Y setting so that no lines are held.

## **Print Report Pages**

Use the SEND REPORT PAGES option to print a report at your printer. The printer you use needs to have been given a remote or RIPP printer ID by the Annapolis Data Center or FMIS. To print a report on RMDS, you will need to know the name of the report you wish to print. There may be several versions of the report on RMDS; when you request to print a report, RMDS will print the most recent version.

To print a report you begin on the main menu page. The cursor is located next to SELECT OPTION.

```

                                MAIN MENU

TYPE OPTION CHOICE, THEN INFORMATION IN FIELDS BELOW.
THEN PRESS ENTER.

SELECT OPTION . . . 2 1. DISPLAY A REPORT                TIME: 10.53.39
                    2. SEND REPORT PAGES                DATE: 09-08-06
                    3. LIST REPORT VERSIONS              09.218
                    4. BUILD OR REFRESH REPORT NAMES LIST
                    5. DISPLAY CURRENT REPORT NAMES LIST
                    6. SAVE USER DATA
                    7. EXIT

REPORT NAME . . . . A38REG
  REQUIRED FOR OPTIONS 1, 2, 3; USABLE WITH 4, 5

REPORT TIMESTAMP . . . . - - - . . . . . YYY-YY-MM-DD-HH.MI.SS
  NOT REQUIRED; USABLE WITH 1, 2

LIST STRING . . . .
  NOT REQUIRED; USABLE WITH 4

COMMAND ==>

```

- Type 2 next to SELECT OPTION; the cursor will advance to REPORT NAME.
- Enter the name of the report next to REPORT NAME and press Enter.

Once you press Enter, you will be taken to the SEND REPORT PAGES screen. The cursor will be side SELECT OPTION and option 1 will be filled in.

```

                                SEND REPORT PAGES
REPORT NAME . . . : A38REG
REPORT TIMESTAMP: 2009-07-31-13.50.19

SELECT OPTION . . 2 1. NETWORK PRINT
                   2. BATCH PRINT
                   3. BATCH TRANSFER

NETWORK PRINTER ID . . . . . REQUIRED FOR OPTION 1 ONLY

SPECIFY PAGE RANGES:
  FROM      TO      FROM      TO      FROM      TO      FROM      TO
  _____  _____  _____  _____  _____  _____  _____  _____
   1         594         _____  _____  _____  _____  _____  _____
  _____  _____  _____  _____  _____  _____  _____  _____

OPTIONAL HEADER PAGE INFORMATION
LINE 1 . . .
LINE 2 . . .
LINE 3 . . .
LINE 4 . . .

```

- Type 2; this will replace the 1 that was on the screen and the cursor will advance to the NETWORK PRINTER ID field.
- DO NOT ENTER ANY INFORMATION IN THE NETWORK PRINTER ID FIELD!!! Press Tab; the cursor will advance to the SPECIFY PAGE RANGE, FROM field.
- If you wish to print the whole report, do not change the page ranges. Press Enter to advance to the next screen.
- If you wish to print certain pages of the report, indicate the first and last page numbers in the page range fields. You can specify up to 12 different ranges. After you have entered the ranges, press Enter.

Once you press Enter, you will be taken to the BATCH PRINT OPTIONS page. The cursor will be at the first position of the JOB NAME field.

```

                                BATCH PRINT OPTIONS

REPORT NAME . . . : A38REG
REPORT TIMESTAMP: 2009-07-31-13.50.19

REQUIRED PARAMETERS:
JOB NAME . . . . . A38123R
ACCOUNT . . . . . 111111111111

OPTIONAL PARAMETERS:
SYSOUT CLASS . . . L                               WRITER NAME . .
DESTINATION . . . RMT1234                          FORMS . . . . .
NAME . . . . .
TITLE . . . . .
DEPARTMENT . . .
ROOM . . . . .
BUILDING . . . .
ADDRESS 1 . . .
ADDRESS 2 . . .
ADDRESS 3 . . .
ADDRESS 4 . . .

COMMAND ==>

```

- The default JOB NAME will be your user logon ID followed by the letter R. DO NOT CHANGE THE JOB NAME. Press Tab; the cursor will now be at the ACCOUNT field.
- Enter the account number used by your agency for IT billing. Press Tab; the cursor will advance to the SYSOUT CLASS field.
- The SYSOUT CLASS field may already be filled in. If it does not already have it, enter L as the sysout class. The cursor will advance to the WRITER NAME field.
- Do not enter anything in the WRITER NAME field; press Tab to advance to the DESTINATION field.
- At the DESTINATION field enter your printer ID. Then press Enter.

Once you press Enter, you will be taken to the ADDITIONAL PRINT PARAMETERS page. The cursor will be located next to the COPIES field.

```

                                ADDITIONAL PRINT PARAMETERS

REPORT NAME . . . : A38REG
REPORT TIMESTAMP: 2009-07-31-13.50.19

COPIES . . . 1                CHARACTER SET 1 . . .      FCB . .
PAGEDEF . . .                CHARACTER SET 2 . . .
FORMDEF . . .                CHARACTER SET 3 . . .
PRMODE . . .                CHARACTER SET 4 . . .

CONTROL OPTION . . . . 1 1. NONE
                           2. DEFAULT
                           3. USE MEMBER FROM PRINT CONTROL LIBRARY
                           4. USER-SUPPLIED PRINT CONTROL
                           5. MERGE MEMBER AND USER-SUPPLIED PRINT CONTROL

CONTROL MEMBER NAME . . .      REQUIRED FOR OPTION 3; USABLE WITH 5

USER-SUPPLIED CONTROL INFORMATION  REQUIRED FOR OPTIONS 4, 5
  LINE 1 . . .
  LINE 2 . . .

COMMAND . . .

```

- Enter the number of copies of the report you wish to print, then press Enter.

After you press Enter, you will be taken back to the MAIN MENU.

```

                                MAIN MENU

TYPE OPTION CHOICE, THEN INFORMATION IN FIELDS BELOW.
THEN PRESS ENTER.

SELECT OPTION . . 2 1. DISPLAY A REPORT                TIME: 11.27.35
                   2. SEND REPORT PAGES              DATE: 09-08-06
                   3. LIST REPORT VERSIONS           09.218
                   4. BUILD OR REFRESH REPORT NAMES LIST
                   5. DISPLAY CURRENT REPORT NAMES LIST
                   6. SAVE USER DATA
                   7. EXIT

REPORT NAME . . . . A38REG
  REQUIRED FOR OPTIONS 1, 2, 3; USABLE WITH 4, 5

REPORT TIMESTAMP . . . . . YYYYY-MM-DD-HH.MI.SS
  NOT REQUIRED; USABLE WITH 1, 2

LIST STRING . . . . .
  NOT REQUIRED; USABLE WITH 4

```

There will be a message at the bottom of the screen which tells you that the job was submitted to send your report to the printer.

## Accessing old versions of a report

Use the LIST REPORT VERSIONS option to access old versions of reports.

To access the list of old versions of a report, begin at the MAIN MENU page. The cursor is located next to SELECT OPTION.

```

                                MAIN MENU

TYPE OPTION CHOICE, THEN INFORMATION IN FIELDS BELOW.
THEN PRESS ENTER.

SELECT OPTION . . . 3 1. DISPLAY A REPORT                TIME: 14.32.22
                    2. SEND REPORT PAGES              DATE: 09-08-06
                    3. LIST REPORT VERSIONS           09.218
                    4. BUILD OR REFRESH REPORT NAMES LIST
                    5. DISPLAY CURRENT REPORT NAMES LIST
                    6. SAVE USER DATA
                    7. EXIT

REPORT NAME . . . . . A38REG
REQUIRED FOR OPTIONS 1, 2, 3; USABLE WITH 4, 5

REPORT TIMESTAMP . . . . . YYYYY-MM-DD-HH.MI.SS
NOT REQUIRED; USABLE WITH 1, 2

LIST STRING . . . . .
NOT REQUIRED; USABLE WITH 4

COMMAND ==>
```

- Type 3 next to SELECT OPTION; the cursor will advance to the REPORT NAME field.
- Enter the report name of the report you wish to access. Press Enter

When you press Enter, you will be taken to the LIST REPORT VERSIONS screen.

```

                                LIST REPORT VERSIONS

REPORT NAME . . . : A38REG
TYPE AN ACTION CODE (1=DISPLAY 2=SEND),
THEN PRESS ENTER.                                ROW 1 TO 4 OF 4

ACTION      TIMESTAMP                PAGES      STATUS
2009-06-19-11.57.09          13619      HELD
2009-07-02-14.02.00          13132      HELD
2009-07-17-15.26.59          13688      HELD
2009-07-31-13.50.19          13594      HELD

COMMAND ==>                                SCROLL ==>
```

The cursor will be located under the ACTION option, beside the oldest version of the report.

The various versions of a report are identified by the date/time stamp of when the report was created. The format of the date/time stamp is year-month-day-time. Once you have determined which version of the report you wish to access-

LIST REPORT VERSIONS			
REPORT NAME . . . : A38REG			
TYPE AN ACTION CODE (1=DISPLAY 2=SEND),			
THEN PRESS ENTER.			
			ROW 1 TO 4 OF 4
ACTION	TIMESTAMP	PAGES	STATUS
	2009-06-19-11.57.09	13619	HELD
	2009-07-02-14.02.00	13132	HELD
1	2009-07-17-15.26.59	13688	HELD
	2009-07-31-13.50.19	13594	HELD

- Press Tab until the cursor is located under the ACTION field directly next to the date/time stamp of the report you want.
- Type 1 to display the report or 2 to print the report, then press Enter.

If the report has not been accessed recently, you may get the following message:

LIST REPORT VERSIONS			
REPORT NAME . . . : A38REG			
TYPE AN ACTION CODE (1=DISPLAY 2=SEND),			
THEN PRESS ENTER.			
			ROW 3 TO 4 OF 4
MORE: -			
ACTION	TIMESTAMP	PAGES	STATUS
	2009-07-17-15.26.59	13688	HELD
	2009-07-31-13.50.19	13594	HELD

Please wait a few minutes and then enter the action code again. Press Enter. Continue to do this until the report has been recalled and it is displayed or you see the SEND REPORT PAGES screen. Once the report is displayed or you see the SEND REPORT PAGES screen, you follow the directions for 'Display a report' or 'Print a report'.

### ***Exiting RMDS***

When you have finished using RMDS, please remember to exit the system. This can be accomplished in two ways.

- From the MAIN MENU screen, enter 7 beside SELECT OPTION and then press Enter.
- From the MAIN MENU screen, press the F3 key.

DBNV000 NORMAL END OF RMDS SESSION

**IF YOU FAIL TO EXIT RMDS PROPERLY (I.E. - ALLOW THE SYSTEM TO SIT IDLE TOO LONG OR SIMPLY CLOSE THE WINDOW BEFORE EXITING) YOU WILL NOT BE ABLE TO LOG BACK ON TO RMDS.**

If this happens, when you attempt to log on to RMDS, you will receive a message which says that the user is already logged on. You have two options:

- Wait until the next day. The system is recycled overnight and your logon ID will be available for log on the next morning.
- If you must access RMDS the same day, please contact the Annapolis Data Center Help Desk at 410-260-7400. The help desk operator can assist you.

# **CENTRAL PAYROLL BUREAU**

## **REPORTS AVAILABLE ON RMDS**

- A38ADDR - Monthly address change report for employees on the RG payroll system. Lists all employees that have changed their home address with CPB in the last month. Displays the employee's prior address and current address. Six months of reports are available.
- A38ADDC - Monthly address change report for employees on the CT payroll system. Lists all employees that have changed their home address with CPB in the last month. Displays the employee's prior address and current address. Six months of reports are available.
- A38ETR1 - Agency authorized pay report. Lists all active employees within agency, any exceptions entered for employees that pay period, and the logon IDs of the payroll representatives that entered and approved the payroll. A total page will also be generated at the check distribution level and the agency level. It will contain totals for each entry field along with total employees and dollars by status. Two pay periods of reports are available.
- A38PTR1 - Agency authorized pay report - contractual. Lists all active employees within agency, any pay transactions entered for employees that pay period, and the logon IDs of the payroll representatives that entered and approved the payroll. A total page will also be generated at the check distribution level and the agency level. It will contain totals for each entry field along with total employees and dollars by status. Four pay periods of reports are available.
- A38REGR - Payroll and check register - Regular payroll. Contains current and year-to-date pay information for all active agency employees. Up to 130 pay periods of the report will be available.
- A38REGC - Payroll and check register - Contractual payroll. Contains current and year-to-date pay information for all active agency employees. Up to 130 pay periods of the report will be available.
- A38TOTR - Totals report - Regular payroll. This report gives summary totals of agency payroll charges for each check distribution level and for the entire agency for the pay period. Up to 130 pay periods of the report will be available.
- A38TOTC - Totals report - Contractual payroll. This report gives summary totals of agency payroll charges for each check distribution level and for the entire agency for the pay period. Up to 130 pay periods of the report will be available.