P160

Name Locator

SCREEN PURPOSE

The P160 Name Locator provides a quick way to find the employee's social security number or employee ID number by querying by the employee's name. OSPA performs a "sound as" query; for example, a query for "Cross" may include names that begin with "K."

ALSO KNOWN AS

P160

PREREQUISITES, IF ANY

The records are created from PPDB and the query may include employees whose records have been archived from OSPA.
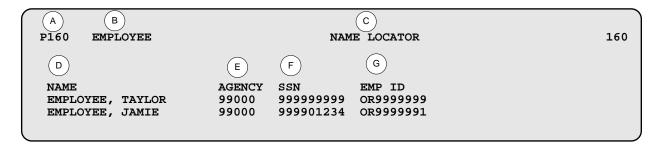
SCREEN ACCESS KEY SEQUENCE

P160 Name Agency

Name = employee's last name. You may query by a single character or more of the employee's last name. The most specific search will be NNNNNN , NNNNNNN N (last name, first name middle initial).

Agency = #####, the OSPA agency number, optional. You may limit the query to a specific agency.

SCREEN ELEMENTS

```
Ⓐ        Ⓑ                                        Ⓒ
P160    EMPLOYEE                          NAME LOCATOR                      160

  Ⓓ                           Ⓔ      Ⓕ        Ⓖ

NAME                        AGENCY  SSN        EMP ID
EMPLOYEE, TAYLOR            99000   999999999  OR9999999
EMPLOYEE, JAMIE            99000   999901234  OR9999991
```

Legend

No.	Description
A	Screen designation. Part of the screen access key sequence, required.
B	All or part of the employee's name – lastname, firstname middleinitial You may follow the name by an agency number to limit the search to that agency.
C	Screen title System messages display below the screen title.
D	List of employee names that meet the search criteria entered
E	Agency number
F	Employee's social security number, #########
G	Employee's ID number, OR#######

NOTES

If you inquire with just the last name, OSPA will display any name that "sounds" like the characters entered. If you add the employee's first name, OSPA will look for an exact match, including punctuation.

SCREEN MESSAGE CODES

Code	Message with Code	Description
NL01	* OSPS SYSTEM CURRENTLY UNAVAILABLE	The OSPS system or files are unavailable at this time.
NL02	* ACCESS UNAUTHORIZED	The agency, terminal or operator is not authorized to access the name locator screen. The transaction key may be in the wrong format.
NL03	* NAME PARM IS REQUIRED	To perform the query, you must enter alpha characters as the first part of the query. Enter all or part of the employee's name.
NL04	* REQUESTED DATA NOT FOUND	OSPA has not found a record that matches the alpha / numeric characters you entered. If you believe that OSPA should have found a match, try entering just a portion of the employee's name.
NL05	* AGENCY NUMBER MUST BE NUMERIC	The agency number is not numeric as required.
NL06	* PARMS ARE UNIDENTIFIABLE	The transaction key is unrecognizable. Check for proper length and format for the transaction key area.
NL08	SIGNON AGCY MISMATCHES REQ AGCY	Requested agency information does not match user agency identified by RACF-ID
	SSN DATA IS ON OS0101 BUT NOT ON OS0201	Database Error. OSPS will document action being taken, screen print error and fax to programmer

For a complete alphabetical listing of OSPA message codes see Appendix E.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

OSPA SCREEN INTERACTIONS

Affected By

Directly Affects

Indirectly Affects

The screen access key sequence for all employee specific screens in OSPA includes the employee's SSN or employee ID (OR#######). The P160 provides a way of obtaining these numbers if you do not already have them.

CATEGORY / SCREEN CLASSIFICATION

General Information, Inquiry Only

REVISION HISTORY

Date	Rev. No.	Modification
04/06/06	1.0	Original