

Portal

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Portal General Information

Abstract

The portal page is the main tool for navigating to the other functions of the USPS web application. The portal allows you to jump directly to the view, query, edit, or add mode of several screens. Below is a list of the various icons that are used to represent these functions.



- Clicking this icon allows expanding the corresponding section to display more information.



- Clicking this icon allows collapsing the corresponding section to hide displayed information and compress the page.



- Clicking this icon will take you to the detailed view for the corresponding section.



- Clicking this icon will take you to the query page for the corresponding section.



- Clicking this icon will take you to the edit page for the corresponding section.

- Clicking this icon will take you to the add page for the corresponding section.

There are also two command buttons at the top of the page: "Expand All" and "Collapse All". These are pretty self explanatory as clicking "Expand All" will cause all unexpanded sections to be expanded and clicking "Collapse All" will cause all expanded sections to be collapsed.

Portal Section Descriptions

Currently there are five separate sections that are displayed on the portal page. Below is a list of each section and a brief description of what information the section displays.

- **Employee Information Section**
 - This section displays the employee Id, social security number, last name, first name, middle name, and suffix of the currently selected employee. When expanded this section will display the employee's last paid date.
- **Employee Deduction Information Section**
 - When expanded this section displays a list of all the deductions an employee has. The title bar lists the Code, Job, Type, Name, Start Date, Stop Date, Rate, Board Rate, and Other. The Other category lists an employee's marital status and number of exemptions for the federal deduction; the number of exemptions for the Ohio deduction; and for annuities, what type of annuity it is.
- **Job Information Section(s)**
 - For job details there will be one section for each job assigned to the selected employee. In the title bar you will see the job's number, status, and title. If you expand a job section there is a listing of all pay accounts assigned to the job.
- **Benefit Information Section**
 - If the selected employee has benefit information expanding this section will display the employee's pay unit, sick leave balance, vacation balance, and personal leave balance.
- **Attendance Information Section**
 - When expanded this section will display the activity date, job number, type, category, subcategory and length of attendances with an activity date in the last six months. There is a max of thirty attendance entries that will be displayed on the portal page. If the last six months of attendance postings exceed this limit then only the most recent thirty entries will be displayed. If no attendance information is found for the last six months then this section is not expandable and the only options available are to jump to the attendance query or attendance add screens.
- **Employee Date Tracking Information Section**
 - When expanded this section will display the date, code, and description for date tracking records with a date in the last six months. There is a max of thirty date tracking entries that will be displayed on the portal page. If the last six months of date tracking entries exceed this limit then only the most recent thirty entries will be displayed. If no date tracking information is found for the last six months then this section is not expandable and the only options available are to jump to the employee date query or employee date add screens.

Below is an example of how the portal page will appear when all sections are expanded.

Example 1.1. Portal Page With Sections Expanded



Home Portal Logout

Expand All Collapse All

Employee Details

Id Last Name First Name Middle Suffix
+ 979797979 CLOSE GLENN A.

Last Paid Date
2004-04-15

Employee Deduction Information

Code	Job	Type	Name	Start Date	Stop Date	Rate	Board Rate	Other
001	0	Federal	MO AM			IRS Tax Tables		Marrried ; 0 exemption(s)
002	0	Ohio	TREASURER OF STATE OF OHIO			State Tax Tables		0 exemption(s)
003	0	City	VILLAGE OF HOLLYWOOD			1.00%		
450	0	STRS	STATE TEACHERS RETIREMENT SYS			0.00%	14.00%	
591	0	AnnuitizedSTRS	STATE TEACHERS RETIREMENT SYS			9.30%		
701	0	DirectDeposit	DIR DEP 1ST REQUEST			\$100.00		
702	0	DirectDeposit	DIR DEP 2ND REQUEST			100.00%		

Job 1 (Active) PRINCIPAL

Pay Accounts for Job 1

Fund	Func	Obj	SCC	Subject	OPI	IL	Job
001	2421	512	0000	000000	004	00	000

Benefit Information

Pay Unit	Sick Balance	Vacation Balance	Personal Balance
Daily	195.85	20.00	3.00

No Attendance Information for Employee (for last 6 months)

No Date Tracking Information for Employee (for last 6 months)