WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE PROCEDURES
VOLUME I, CHAPTER 7

SUBJECT: GENERAL

CHAPTER TITLE: REMIS - STANDARD DOT TSO (TIME SHARING OPTION) FIELD
                          REPORTS

INTRODUCTION

Effective 1/1/2000

The West Virginia Department of Transportation has available, for its use, a tremendous amount of current, accurate and meaningful information relating its fiscal and operational status. This information is valuable in helping to arrive at sound management decisions in the day-to-day operation of DOT.

The gathering of this detailed information is made possible through the daily field entry and input of data provided for in the REMIS System (Remote Entry Management Information System). Processing the captured information into a format that is useful, that can be analyzed, and that can be helpful in making sound management decisions for efficient operations, is made available, to the various DOT agencies or organizations, through the Time Sharing Option (TSO) REMIS Field Reports. The TSO REMIS Field Reports enable the user/requestor to derive meaningful reports covering the areas of Payroll, Equipment, Inventory, Accounts Payable and Accounting.

SYSTEM SECURITY AND ACCESS

Access to the TSO REMIS Field Reports System, to retrieve information and process subsequent reports, is controlled and restricted in order to protect sensitive information such as payroll. An employee's access to the TSO REMIS Field Reports System varies according to each employee's job related responsibilities. An employee may have access to all of the following TSO REMIS Field Report areas: Payroll, Equipment, Inventory, Accounts Payable and Accounting, limited to one or several of these areas or not permitted access to any of the report areas.

An employee will normally be restricted to TSO Field Reports that retrieve information for the agency or organization to which assigned.

The Systems Security Officer for each agency or Organization must coordinate with Information Services Division to ensure that proper access to the TSO REMIS Field Reports is provided to the individual/s for their agency or organization. System security and access to the REMIS System is generally coordinated with Information Services Division through the completion of a Form DOH-357, "System Security Request."

RESPONSIBILITIES

The manager of the agency or organization should designate one individual per their agency or organization who must be contacted to initiate the TSO REMIS Field Reports.

The number of individuals with the capability to run these reports should be limited and they must possess familiarity with both REMIS and TSO. Additional individuals may be given the capability, but only one individual should be designated as the "Point of Contact" (POC) for the agency or organization.

The POC should evaluate all requests for reports to determine the availability of the requested data and the time required to print the request. In the event that standardized reports fail to meet the needs of the requestor or when only a limited number of fields in a particular report are required, specialized reports may be advisable. A Form BI-15, "Request For Services," should be submitted to Information Services Division in these cases.

A designated POC for each agency or organization provides coordination and evaluation of all report requests, and helps to determine if a requested report will meet the needs of the requesting individual. The POC will be familiar with all of the available standardized TSO REMIS Field Reports and will be able to utilize the Field Report System in the most cost effective and beneficial manner, and at the same time serve the needs of those requiring needed data to make sound management decisions.

TSO REPORT GENERATION CONSTRAINTS

There are constraints or limitations that are common to all of the standardized TSO REMIS Field Reports. Generally, access to TSO REMIS Field Reports is limited to the data available for the requesting individual's own agency or organization.

The most significant constraint to all of the reports is **TIME**. Detailed data for Comptroller TSO REMIS Reports that is older than five (5) weeks, and on screen Authorization detail through HWIQ that is older than two (2) weeks is copied and stored on tapes, and is not found on the active REMIS system. Therefore, the data can not be retrieved under the normal TSO REMIS Field Report System. In addition, the detail of that data is not copied and stored in the same format as that of the TSO REMIS Field Reports. In order to receive a report, after the data is aged and in the format utilized in the standardized reports or, for that matter, in any particular format, a Form BI-15, "Request For Services" must be submitted to Information Services Division. Other time constraints for TSO report generation are as follows:

1. Payroll Time Sheet Summary data is available for the preceding month only until the current month's payroll is processed. The system will only reflect two (2) months of payroll data.
2. Equipment Time Sheet Summary data is available for the preceding month only until the current month's payroll is processed. The system will only reflect two (2) months of payroll data.
3. The results and the numbers reflected in any report can change from the time the

report is processed since REMIS is an "on-line" system that is constantly receiving and updating input data.

TSO FIELD REPORT CATEGORIES

There are currently five (5) general TSO REMIS Field Report categories available to the Department of Transportation personnel and are as follows: Payroll Reports, Equipment Reports, Inventory Reports, Accounts Payable Reports and Accounting Reports. A Job Selection Menu, under each of these general categories, is presented to the user/requestor upon entry into the Field Report System. Each category is assigned a Field Job Production and Report Number which identifies a particular report. Payroll Reports are numbered in the 100s, Equipment Reports are numbered in the 200s, Inventory Reports are numbered the 300s, Accounts Payable Reports are numbered in the 400s and Accounting Reports are numbered in the 600s.

FIELD PRINTER ADDRESSES

An Inquiry selection is also available in the TSO REMIS Field Report System that identifies all of the DOT field printers to which TSO REMIS Field Reports can be directed to for printing. The Inquiry, Field Printer Addresses Listing identifies the following: Organization Number, Printer VPRT Number, Name of the Organization, and the Name of the specific Sub Location (office) within the Organization.

TSO REPORT SAMPLES

The attached pages provide samples of all of the currently available TSO REMIS Field Reports along with Report Number Listing at the beginning of each report category.

PAYROLL FIELD REPORTS

NUMBER	DESCRIPTION
100	Weekly Payroll Time Report
101	Payroll Month-To-Date Summary
102	Payroll Detail By SSN, Report Date
102	Payroll Detail By Acct, Auth, SSN
103	Weekly Payroll Summary Report
104	Employee Office Phone Verification By Organization
105	Employee Work Summary By Organization
106	Overtime Summary By Organization

EQUIPMENT FIELD REPORTS

NUMBER	DESCRIPTION
200	Weekly Equipment Time Report
201	Equipment System PM Control Report
201	Equipment System Preventive Maintenance Work Order
201	Equipment System Preventive Maintenance Work Order
201	Equipment System PM Control Log

INVENTORY FIELD REPORTS

ACCOUNTS PAYABLE FIELD REPORTS

ACCOUNTING FIELD REPORTS