



IS-7 Guidelines for Maintenance of the University Payroll System

Refer questions to Information Resources and Communications

Revised date

DRAFT – FOR COMMENT ONLY

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I. Introduction

University policy recognizes campus responsibility for development and maintenance of administrative operational systems for addressing campus needs, while ensuring the reporting of specific data to the Office of the President for meeting corporate reporting requirements to the Regents, other University entities, and external reporting to state, federal, and other external agencies as required (see Guidelines for Stewardship of Electronic Information Resources). The exception to this policy, however, is the development and maintenance of the University of California payroll system.

The purpose of this bulletin is to describe responsibility for the University payroll maintenance functions and to describe procedures that ensure appropriate change management practices, consistent with University policy (see IS-3, Electronic Information Security, section III.E.2.e, Change Management).

II. Definitions

The following terms used in these Guidelines are defined in Appendix A.

Administrative Operational Systems

Corporate Functions

Restricted Information

III. Responsibilities and Procedures

A. *Payroll System Maintenance Responsibility*

To ensure fulfillment of University fiduciary responsibility and functional oversight, [Financial Management](#), a division of [Business and Finance](#) - Office of the President, is responsible for the University of California [Payroll/Personnel System](#) (PPS). Financial Management works in partnership with [Information Resources and Communications](#) (IR&C) and [Human Resources and Benefits](#) (HR&B), Office of the President, to ensure consistency for payroll functionality throughout the University, to ensure that all employees are paid properly and in a timely fashion, and to support payroll-related reporting requirements of both the University and external agencies.

IR&C is responsible for developing PPS maintenance changes and installing them in the base version of the University Payroll System. IR&C is also responsible for issuing such changes to each campus in the form of University PPS maintenance releases.

Campuses are responsible for installing each released maintenance change in their campus version, except in rare instances when a maintenance release indicates that installation is optional. In collaboration with [Payroll](#)

[Coordination and Tax Services](#), IR&C posts maintenance documents online at [Campus Payroll Maintenance](#).

The timing of campus installations should occur in accordance with the schedules provided as part of the maintenance releases. Whenever possible, IR&C distributes releases to campuses to provide two or more weeks to install the changes. In the local installation process, campuses may involve local payroll/accounting, human resources and benefits, and labor relations offices as deemed appropriate by the campus.

Campuses are discouraged from making campus-specific changes to the University Payroll System because of the need to maintain system integrity and because of the large number of central maintenance releases campuses must install. Campuses are responsible for any campus specific changes made and for maintenance of any campus changes.

B. Requests for University Payroll System Maintenance

PPS maintenance may be required or requested because of:

- external forces, such as changes in federal or state tax laws;
- internal policy, such as installation of new benefit plans;
- functional changes requested by either Office of the President or campus functional staff, such as campus payroll managers, Office of the President collective bargaining staff, or campus academic personnel coordinators;
- technical reasons, such as table size expansion or interfacing system requirements.

Requests for Human Resource and payroll changes should be sent to [Payroll Coordination and Tax Services](#). Requests for benefits changes should be sent to the HR&B Information Systems Support director, with a copy to Payroll Coordination and Tax Services.

Human Resources and Benefits and Coordination and Tax Services at the Office of the President should solicit feedback from their campus counterparts during the development stage of any significant proposed modifications to PPS. They should also communicate proposed solutions to campus departments, including assessments of impacts on campus operations, before submitting completed service requests to IR&C for final implementation.

The manager, Payroll Coordination and Tax Services, in consultation with the [Payroll/Personnel Systems Services](#) manager, and the HR&B Information Systems Support director, is responsible for establishing priorities for completion of payroll system maintenance changes. As part of the scheduling of maintenance, consideration should be given to campus technical and functional installation workload and impact.

C. Title Code Table Updates

The Labor Relations unit of HR&B is responsible for negotiating salary steps and ranges as part of collective bargaining for represented title classes. Campus compensation managers are responsible for setting rates and ranges for non-represented title classes, according to HR&B compensation policies. The Compensation Programs unit of HR&B, with assistance from IR&C when necessary, is responsible for distributing all Title Code Table updates to campuses.

D. Maintenance Release Installation and Verification

Campus installation of PPS maintenance releases in numerical sequence is critical to maintain proper operation of the system and to insure timely installation of functional changes. Therefore, each PPS maintenance release should be installed by all campuses in the sequence designated by release number, except when the maintenance release letter permits otherwise. Release instructions are included with each maintenance release. Each campus should follow the release instructions for installing and testing the installation.

Campus payroll technical staff should provide feedback to [Payroll/Personnel Systems Services](#) regarding difficulties encountered in installing releases. In addition, any local modifications to a release should be fully documented, consistent with University change management policy (see IS-3, Electronic Information Security, section III.E.2.e, Change Management, and IS-10, Systems Development Standards, section 4.3 and 4.4 Maintenance Standards).

IR&C provides test data to assist campus testing of maintenance installations. Among other responsibilities, the campus is responsible for correct and timely installation of payroll releases, verification of release changes against test data and results, and confirming that release installation date conforms to the release.

IV. References

Policy on Stewardship of Electronic Information Resources
Guidelines for Stewardship of Electronic Information Resources
IS-2 Inventory, Classification, and Release of University Electronic Information
IS-3 Electronic Information Security

Appendix A - Definitions

Administrative Operational Systems

Administrative operation systems are defined as those which use computers, including mainframe, servers, or desktop systems to collect, store, retrieve, and display information for use in the planning, management, and allocation of University information and resources.

Portable devices should only be used for administrative operational systems as necessary for collection or transmission of information. Restricted information may be retained on portable equipment only if protective measures, such as encryption, are implemented that safeguard the confidentiality or integrity of the data in the event of theft or loss of the portable equipment.

Corporate Functions

Corporate functions are defined as those functions managed centrally for the benefit of the entire University, as opposed to those functions performed solely at local, campus sites. Examples of corporate functions are consolidated reporting, systemwide policy development, and compliance review.

Restricted Information

Restricted information describes confidential information to which access requires a high degree of restriction and requires the highest level of security protection. The term restricted information is defined in IS-2, Inventory, Classification, and Release of University Electronic Information. The term “restricted” should not be confused with that used by the University-managed national laboratories where federal programs may employ a different classification scheme. See IS-3, Electronic Information Security, Appendix C for a list of the security measures mandated for restricted information.