Payroll Process
Descriptive Narrative to Accompany Process Flowcharts

Payroll Exception Reports

Monthly, UCLA notifies individual campus departments (UCOP is considered a UCLA "department" and the BRC Payroll team is notified on behalf of UCOP) that the following Monthly Payroll Maintenance Reports are available for review. The Reports affecting UCOP departments typically include:

> FS0323A Invalid Transactions by Account
> PPOP5302 Distribution of UCOP Expense
> PPP1313 Employee Name within Citizenship Status within Home Department
> PPP1311D Employee Name within Retirement/FICA within Home Department
> PPP1315D Employee Name within Home Department
> PPP1317D Employee Name within Home Department
> PPP3907 Leave Accrual Exceptions/Home Department Order

The reports are available through the DocumentDirect web-based interface at:
https://ddi.ais.ucla.edu

BRC staff are available to work with the departments to determine the actions that need to be taken and the documentation required by the BRC to process the actions.