



INFORMATION SYSTEMS & ADMINISTRATIVE SERVICES

14876

SERVICE REQUEST  
UISAS 160 (R 7/94)

300 LAKESIDE DR, 8TH FLOOR, OAKLAND, CA 94612-3550

<input type="checkbox"/>	RETRIEVAL OF INFORMATION	DATE	10	14	02	DATE/CYCLE DUE	ESTIMATE REQUIRED?	YES	NO
<input checked="" type="checkbox"/>	MODIFICATION TO SYSTEM						<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PRODUCTION RUN OF SYSTEM								

PERSON AUTHORIZING REQUEST: <b>Michael O'Neill</b>	EXTENSION <b>7-0905</b>	CONTACT <b>Patty Yamashita</b>	EXTENSION <b>70909</b>
DEPARTMENT <b>Payroll Coordination &amp; Tax Services</b>	ADDRESS <b>1111 Franklin, 10th Floor</b>	RECHARGE NO. <b>0126</b>	
AUTHORIZED SIGNATURE 	REPORT FORMAT ATTACHED → <input checked="" type="checkbox"/>	SYSTEMS/FILES/PROGRAMS <b>PPS/Compute/EDB</b>	

RETRIEVAL/SYSTEM MODIFICATION: Description of Request

We request the following modifications so that campuses can run special computation processes to comply with the California Labor Code regarding final payments. Modifications include:

- an online count and display of employees with Appointment End Dates within a specified date range
- changes to the Online Time Reporting Checklist and Roster
- a special computation routine that will withhold benefit deductions and taxes as if the compute was the employee's regularly scheduled pay cycle
- the change to the pay disposition on a temporary basis
- the accrual of leave hours and payoff of accrued vacation leave
- a change to the time reporting code and final pay indicator of employees affected by the special compute.

PRODUCTION RUN

SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN	RERUN	ADD'L	TYPE OF OUTPUT	REPORT	TAPE	XEROX TAPE
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RETRIEVAL/PRODUCTION RUN

DISTRIBUTION OF OUTPUT INSTRUCTIONS: (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)

IS&AS USE ONLY

DR	DNR	IM/STAFF	TO	NET	CORP SYS	EM&O	PAYROLL	PRODUCTION CONTROL
DATE RECEIVED	REVISED DUE DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME CHARGES	PRINT TIME CHARGES	CAN.	LOG SHEET	
COMMENTS:								
ESTIMATE INFORMATION		COMPLETION DATE MO BY YR	SERVE HOURS	ESTIMATED COSTS COMPUTING COSTS		ESTIMATED TOTAL COSTS		
			\$	\$		\$		

APPROVAL TO PROCEED  
(BASED ON ESTIMATE)

(SIGNATURE) \_\_\_\_\_ (NAME, TITLE, ADDRESS)

# **SPECIAL PAYROLL COMPUTATION CYCLE**

University of California  
Office of the President  
Payroll Coordination  
18 October 2002

## Table of Contents

# SPECIAL PAYROLL COMPUTATION CYCLE - DRAFT

<b>1.0</b>	<b>Overview/Background</b>	1
<b>2.0</b>	<b>General Description of Required Change</b>	1
<b>3.0</b>	<b>New Process - Online Count of Employees</b>	1
3.1	Payroll Office Listing	2
3.2	Departmental Detail Listing	2
<b>4.0</b>	<b>Online Payroll Time Reporting System (OPTRS) Screen Modifications - Checklist and Roster</b>	4
<b>4.1</b>	Time Collection Selection Criteria Screen	4
4.2	Departmental Time Reporting - Checklist	5
4.3	Departmental Time Reporting - Time Input Roster	5
<b>5.0</b>	<b>Computation Process</b>	6
5.1	Benefit Deductions	7
5.2	Accrued Leave Hours	8
5.3	Temporary Change in Pay Disposition Code - Override	8
<b>6.0</b>	<b>EDB Modifications</b>	9
6.1	Time Reporting Code	9
6.2	Final Pay Indicator	9

### List of Attachments

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# SPECIAL PAYROLL COMPUTATION CYCLE - DRAFT

Attachment A	Proposed Payroll Transaction Menu
Attachment B	Proposed ISCA, Special Computes, Payroll - Appointment End Date Listing
Attachment C	Existing Online Applications - Main Menu/Proposed Departmental Time Collection to Departmental Time Collection Menu
Attachment D	Proposed Departmental Time Reporting, Time Collection Menu
Attachment E	Departmental Time Reporting - Departmental Appointment End Date Listing Selection
Attachment F	Special Computes - Departmental Appointment End Date Listing, Sorted by Home Department Code
Attachment G	Special Computes - Departmental Appointment End Date Listing, Sorted by Full Accounting Unit
Attachment H	Special Computes - Departmental Appointment End Date Listing, Sorted by Cost Center
Attachment I	Existing Departmental Time Reporting - Time Collection Selection Criteria Screen/Proposed Departmental Time Reporting - Time Collection Selection Criteria Screen
Attachment J	Existing Departmental Time Reporting - Checklist/Proposed Departmental Time Reporting - Checklist - Regularly Scheduled Payrolls
Attachment K	Proposed Departmental Time Reporting - Checklist - Special Compute
Attachment L	Existing Departmental Time Reporting - Time Input Roster/Proposed Departmental Time Reporting - Time Input Roster - Regularly Scheduled
Attachment M	Proposed Departmental Time Reporting - Time Input Roster - Special Compute
Attachment N	Central Office Information Screen
Attachment O	Data Dictionary for Final Pay Indicator
Attachment P	Revised HELP for Time Collection Selection Criteria - THFHIDTC
Attachment Q	Revised HELP for Time Reporting Checklist - THFHIPIC
Attachment R	Revised HELP for Time Input Roster - THFHEDHC
Attachment S	List of Participants

## **SPECIAL PAYROLL COMPUTATION CYCLE**

### **1.0 Overview/Background**

The Payroll Managers met on June 20, 2001 in Oakland to discuss the development of a special payroll computation cycle to process final pay for the high volume of employees with appointment end dates. This meeting was in response to AB 2410, which imposed California Labor Code rules on the University regarding the payment of wages and the resolution of wage disputes.

Locations should use the special payroll computation cycle, referred hereafter as the special compute, for bulk check writes for employees with appointment end dates. These employees typically include temporary student employees who separate at the end of an academic term. Campuses should continue to use the Online Rush Check facility to process final paychecks for daily separations resulting from quits and dismissals.

### **2.0 General Description of Required Changes**

The special compute should work as part of the online Payroll/Personnel System (PPS) to facilitate the time reporting of final pay due to employees. A new process should provide the Payroll Office and departments with the numbers and lists of employees who will have an appointment end date within a selected date range. The special compute process requires modified and new CICS Online Time Reporting Screens for input of final pay activity. The special compute requires modifications to the computation routines and logic that will perform calculations as if the special compute was a normal computation cycle.

### **3.0 New Process - Online Count and List of Employees**

In preparation for scheduling special compute cycles, the Payroll Office would produce an online listing of the aggregate number of employees with appointments ending within a specific date range. After the Payroll Office determines the dates requiring a special compute cycle, departments would have the ability to view the list of employees who fit the selection criteria.

### 3.1 Payroll Office Listing

A suggested means to specify the selection of employees with appointment end dates within specified date range is the specification card. This selection process would allow the Payroll Office to select and count the number of employees with Appointment End Dates (EDB2003) within a specified date range and selected Personnel Program Code (EDB2007). The process should select employees with Appointment End Dates ending on or within the date range, who do not have another appointment as of that end date or the next day or with a Separation Date within the Date Range. The Date Range (MM/DD/YY) should include a start date and a stop date; e.g., 09/01/01 - 10/02/01, which can include a single date, e.g., 09/11/01 - 09/11/01. The new process should select "All" employees regardless of Personnel Program Code.

#### Editing

- 1) If the user does not enter a Date Range, the process should reject the transaction and issue a message similar to the following: Date Range not entered; transaction rejected.
- 2) The process should issue a message and reject the transaction whenever the entered Date Range value is not numeric or not in MM/DD/YY format. Suggested message text follows: Date Range must be numeric in MM/DD/YY format.

The new process should consider an employee with multiple Appointment End Dates within a date range as one occurrence and include the employee in the count for the earliest appointment end date. For this selection process, the process should include employees who have appointments with budgetary end dates, where the Duration of Employment code (EDB 2004) is "B." **Attachment A** shows the proposed CICS screen function on the THF Entry/Update Menu - Payroll Transaction Menu screen. This new screen is labeled ISCA, Inquiry Special Computes-Appointment End Date, **Attachment B**. The screen should display the "Date Range From and To," the "Appointment End Date," and the "Number of Employees."

### 3.2 Departmental Detail Listing

The special compute process should provide a detailed listing of employees who have Appointment End Dates on or within the specified date range. As with a "normal" payroll compute cycle, the employees listed on the detail list would be refreshed daily to reflect employee record changes. After

the achievement of the last stop date, the department should no longer have access to the detail. From the Online Applications Main Menu, the departmental user should access the online listing of selected employees. The existing IDTC, Departmental Time Collection, function requires modifications to change it from a selection on the Online Applications Main Menu to a category in a new function. That is, add an IDTM Departmental Time Collection Menu that includes the IDTC and the new screen for Departmental Appointment End Date Listing (IDAD), **Attachment C**. See **Attachment D** for the IDTM screen.

When the departmental user selects the IDAD function, a secondary selection screen should appear allowing the user to refine the selection of the employees on the listing by date range. The user should include the Personnel Program (Academic, Staff, or All) and select the Home Department (HDC) or Cost Center (CC) or Full Accounting Unit (FAU). The process should return all employees who fit the selection criteria for the Date Range and sort the data in alphabetical order by surname within the HDC, CC, or FAU. Refer to **Attachment E** for the selection screen.

#### Edits

- 1) If the user does not enter a valid HDC, CC, or FAU, the process should issue a message and not allow the process to proceed. Suggested text: Entered HDC, CC, or FAU is invalid.
- 2) If the user does not enter the Personnel Program Academic or Staff or does not enter All, the process should not allow the process to proceed. The process should return the message that the user must enter All or a Personnel Program.

The Departmental Appointment End Date Listing should display the following Employee information:

- 1) Home Department Code and Translation (EDB0114)
- 2) Cost Center (THF 0270)
- 3) Full Accounting Unit and Description (THF 0520)
- 4) Date Range From (new-based upon period indicated on spec card)
- 5) Date Range To (new-based upon period indicated on spec card)

- 6) Employee Name (EDB 0105)
- 7) Employee Identification Number (PPP0003)
- 8) Appointment End Date (EDB2003)
- 9) Separation Date (EDB 0140)
- 10) Leave Accrual Code (EDB 2018)
- 11) Personnel Program Code Translated (EDB 2007)
- 12) Final Pay Indicator (EDB 0771)
- 13) Primary Pay Schedule Code (EDB 0152)

**Attachments F, G, and H** include the proposed screen layouts.

#### **4.0 Online Payroll Time Reporting System (OPTRS) Screen Modifications - Checklist and Roster**

This section will describe the changes to the checklist and roster.

##### **4.1 Time Collection Selection Criteria Screen**

The Departmental Time Reporting Screen - Time Collection Selection Criteria (IDTC) requires modifications to enhance the processing of special computes and the regularly scheduled payrolls.

Modifications to this screen include display of the following data:

- 1) "Last Day to Enter Time" (PPP0400)
- 2) "Pay Date" for Regular and Special Computes
- 3) "Pay Period End Date" (THF0010)
- 4) "Pay Cycle Date" (THF0030)

Existing edits should remain in place for the Time Collection Selection Criteria screen. A new edit should alert the user when the user does not select a pay date. The process should return a message to the effect that the user must select a Regular or Special Compute Date. Additionally,

modification to the edits should include the deletion of the edit regarding the "Invalid pay cycle end date combination" (PO154). See **Attachment I** for an example.

#### 4.2 Departmental Time Reporting - Checklist

The modifications to the Checklist should include the following:

- 1) the removal of the column Time Entered (THF 0550)
- 2) the addition of the Payment Approved Indicator THF0560
- 3) the addition of Final Pay Indicator (EDB 0771)
- 4) the addition of Total Time (THF 0320)
- 5) the addition of Vacation Leave Hours Balance (EDB 5185)
- 6) the Primary Pay Schedule Code (EDB 0152).

The Checklist should display the Payment Approved Indicator, which has the values Yes and No or blank in place of the Time Entered Indicator.

The Checklist should reflect the Final Pay Indicator that alerts the user that the compute will block any entered pay transaction because the employee has received Final Pay through the Online Rush Check process.

The Checklist should display the Total Time (hours or percentage) recorded on the Roster. The Total Time may reflect explicit entry by the user or implicit entry of data obtained from the employee's EDB record. During a regular compute cycle for employees paid with a positive time reporting code, the page should display blanks when the hours or percentage field has a value equal to blank or zero. When an exception paid employee has an hour or percentage value that is zero, the page should display zeroes. For employees included in a special compute, the special compute should these employees as employees paid by positive time reporting. **Attachments J** and **K** are proposed screen layouts.

#### 4.3 Departmental Time Reporting - Time Input Roster

The regularly scheduled payroll roster requires cosmetic changes reflected in **Attachment L**. This change is the abbreviation of "Overtime/Leave Time" to "OT/LV."

When the user selects the production of the departmental Roster, the special process should convert all eligible employees paid by exception to positive time reporting. The departmental Roster should reflect the Pay Period End Date that is the same as the Appointment End Date selected for the special compute cycle. In addition to abbreviating the "Overtime/Leave Time" label, the Special Compute Roster should include the employee's Primary Pay Schedule Code (EDB 0152). See **Attachment M** for a modified screen layout.

When an employee selected for inclusion on the Special Compute Roster has leave balances, the special process should display the information on a separate pay transaction line from the regular time. These balances should include Vacation Leave Hours Balance (EDB 5185), Compensatory Time Hours Balance (EDB5110), and Paid Time-Off Hours Balance (EDB 5187). Although the use of the Description of Service (DOS) Code TRM (Terminal Vacation) is most prevalent, some locations use alternate DOS codes; therefore, each location should have the ability to specify its locally used code on the Roster. The Compensatory Time DOS code is CMP and the Paid Time-Off DOS is PTT. A second pay transaction should display the TRM in the first DOS field on the Regular Time line. When the employee has Compensatory Time Accrued and Paid Time-Off hours, the process should display the DOS codes and hours on the OT/LV transaction line.

When the employee has TRM, PTT, or CMP balances and has a monthly pay rate, the Roster should display the monthly rate in its hourly equivalent, based upon the standard algorithm. As in the current process, changes to the employee's EDB distribution records should block pay transactions and the user should have the ability to block pay transactions.

## **5.0 Computation Process**

The special computation process should:

- 1) Use the pay period end date that is the same as the selected distribution end date for the Roster
- 2) Perform all existing edits and include new edits described in this document
- 3) Withhold taxes based upon the employee's primary pay schedule recorded on the Roster

- 4) Determine the appropriate benefit deductions by reviewing the Payroll Audit Registers (PARS) processed during the same monthly cycle as the special compute.
- 5) Withhold other elective deductions
- 6) Observe work study limits
- 7) Include Rush Check and Overpayment transactions
- 8) Calculate Leave Accruals for the current Pay Period
- 9) Pay Accrued Vacation, Compensatory Time, and Paid Time-Off Hours
- 10) Temporary override of disposition code for all employees in the compute

#### 5.1 Benefit Deductions

To determine the benefits, the special compute should review the Payroll Audit Registers (PARS) processed during the same monthly cycle as the special compute. Assumption: if the employee is on the special time roster and user has not posted the separation date, then the Plan Coverage End Date for benefits will be one month after the month of separation. The special compute will not affect the Plan Coverage End Date on the employee's EDB record.

Example #1: A career Biweekly employee separates from employment on June 30, 2002. The medical, dental, and vision coverage will end on July 31, 2002. The June 19 pay withheld premiums for July coverage for Medical, Dental, Vision, Life, and AD&D. From the final pay, the special compute should withhold Disability premiums, which are in arrears, for June coverage.

Because the special compute should withhold deductions (elected and mandatory), the special compute should review previously run PARS that encompass the same monthly timeframe of the special compute. That is, for the employee who should have coverage through July only, the special process should look to the PARS for the Pay Period End Date of June 8, June 22, and June 30. The pay dates are June 19, July 3, and July 1, respectively. Assumption: The Payroll Office will redrawn the employee's pay issued for July 3, dating the payment for June 30 and leaving the deductions in tact.

Example #2: A career Biweekly employee separates from University service on July 1, 2002. The medical, dental, and vision coverage will end on August 31, 2002. If not for the separation date, the employee would receive pay on July 17 and have deductions for August coverage. In this situation, the special compute must deduct the medical, dental, vision, life, and AD&D premiums for August coverage and July coverage for disability from the July 1, 2002 pay.

## 5.2 Accrued Leave Hours

The special process should calculate Vacation and Sick Leave Accruals for the current period based upon the time submitted and using the PARS in the monthly cycle.

Based upon the EDB balances for accrued vacation hours, compensatory time, and paid time-off on the employee's record, the special compute roster should reflect the ending balances. Additionally, the special process should determine the leave hours accrued for the time paid during the special compute process and include the accruals in the balance.

In situations where an employee receives pay from multiple FAUs, the special process should determine the breakdown of the accrual vacation hours based upon the percentages on the active distributions to be paid.

The BW leave accrual process requires additional analysis not provided in this document.

## 5.3 Temporary Change in Pay Disposition Code - Override

The special compute process should temporarily change an employee's pay disposition code to Disposition Code 2 or 3 so employees receiving payment through the special compute will receive paper checks. Campuses define the disposition codes differently; consequently, the campuses will require the capability to include their unique pay disposition code for routing checks to the payroll offices.

Because this "default" pay disposition code most likely will not vary for each special compute, a suggested home for the "default" pay disposition code is on a table, such as the system parameter table.

## 6.0 EDB Modifications

### 6.1 Time Reporting Code

When the special process sets the Final Pay Indicator, the process should reset the Time Reporting Code to "N." The PPS should set the Time Reporting Code (EDB2017) to N (Positive pay – time sheet not required) regardless if the employee receives pay on an exception or positive basis. PPS should apply N to the Time Reporting Code for all Appointments.

### 6.2 Final Pay Indicator

The Release 1411 introduced the Final Pay Indicator, EDB0771. The Final Pay Indicator has the value Yes or blank. At the present, the user can set the Final Pay Indicator to "Y" in the Online Rush Check-OPT1 process. These requirements include the request that the PPS also set the Final Pay Indicator when an employee receives pay through the Special Compute process. **Attachment O** is a revision to the Data Dictionary for the Final Pay Indicator. In case of processing error, the Payroll Office should have the ability to reset the Final Pay Indicator on the Central (ECEN) screen. **Attachment N** reflects the suggested modification.

It is suggested that when the Pay Approved Indicator is set from blank to "Y," the PPS should set the Final Pay Indicator to Y. When the Final Pay Indicator is "Y," the compute should not process any recorded time entered on the Time Input Roster. The Roster, both special and regularly scheduled, should accept and record the hours and should issue the message that the Final Pay Indicator is "Y." The Final Pay Indicator should block pay transaction types (TE, TX, and AU) generated through the Roster. The compute edit process should issue a message, such as the following:

Final Pay Indicator equals Y; TE, TX, AU pay transaction blocked.

In case of retroactive payment activity, the compute process should allow the processing of other pay transaction types (AP, LX, RX, and RA). The computation process should issue a message that

will inform the user that the employee has a Final Pay Indicator of Y. A suggested text is Final Pay Indicator = Y, verify AP, LX, RX RA pay transaction.

When the Final Pay Indicator on an employee's EDB record equals Y, upon the achievement of the rehire (02 Personnel Transaction) date, the system should initialize the Y to blank.

For any employee for whom the special compute records a non-zero pay transaction entry on the special compute time roster, the special compute should automatically trigger an action to set the final pay flag on the employee's EDB record.

The special compute process should consider the update of the final pay indicator to Y as a change to the employee's EDB record. As in the present time reporting processes, any change to the appointment/distribution will block the pay distribution on the Roster. Therefore, any change to the Final Pay Indicator should block the pay distribution.

#### Modification to Help Texts

The revisions to the Help text pertaining to the various screens are in Attachments P, Q, and R.

# Attachment A

## Proposed Payroll Transaction Menu

UCFMI40-M0967	THF Entry/Update	08/27/01 14:41:42	
	Payroll Transaction Menu	Userid: PAYUSR1	
ETDA DA - Dollar Balance Adjustmnts	ISCA SCY - Inquiry Appt End Dates		
ETHA HA - Hours Balance Adjustments			
ETAP AP - Additional Payment			
ETDD DS/RF/PS - Deductions & Cntrbs			
ETFY FT - One Time Payment			
ETLA LA - Leave Hours Adjustments			
ETLR LX/RX - Late/Reduce Payment			
ETRA RA - Retroactive Payment			
ETSB SB - Stop Payments			
ETUB UB - Unclaimed Checks			
ETTE TE - Time Exception			
ETTX TX - Positive Time			
ITTL THF - Transaction List			
Next Func:	ID:	Name:	SSN:
Seq No:	Pay Cycle:	Pay End:	
===>			
F: 1-Help	3-PrevMenu	4-Print	
F:	9-Jump		12-Exit

## Attachment B

### Proposed ISCA, Special Computes, Payroll - Appointment End Date Listing

PPISCAC0-I1084	Special Computes	08/12/01 14:41:59			
Payroll - Appt End Date Listing		UserID: PAYUSR1			
Date Range From 08/01/01 To 09/08/01					
<b>Appt End:</b>	<b>Employees:</b>	<b>Appt End:</b>	<b>Employees</b>	<b>Appt End:</b>	<b>Employees</b>
08/01/01	10	08/14/01	-	08/27/01	1000
08/02/01	-	08/15/01	20	08/28/01	-
08/03/01	-	08/16/01	9	08/29/01	-
08/04/01	-	08/17/01	3500	08/30/01	-
08/05/01	-	08/18/01	-	08/31/01	3444
08/08/01	-	08/19/01	-	09/01/01	30
08/07/01	50	08/20/01	-	09/02/01	-
08/08/01	2	08/21/01	-	09/03/01	-
08/09/01	-	08/22/01	-	09/04/01	-
08/10/01	-	08/23/01	-	09/05/01	-
08/11/01	-	08/24/01	-	09/06/01	-
08/12/01	-	08/25/01	-	09/07/01	300
08/13/01	-	08/26/01	-	09/08/01	10
Next Func:					
===>					
F:	1-Help	3-Return	4-Print	5-Update	
F:	8-Forward	9-Jump		12-Exit	

## Attachment C

### Existing Online Applications Main Menu

```
UCMMNU0-M1325                Online Applications                08/27/01 14:39:13
                               Main Menu                          Userid:  PAYUSR1

- Employee Data Base ----
  IEDB  Central Inquiry
  IDDB  Departmental Inquiry
  EEDB  EDB Entry/Update
  IDOC  Employee Documents
--- Payroll Audit Record ---
  IPAR  Inquiry
  IDPR  Departmental Inquiry
---- History Data Base ----
  IHDB  Record Inquiry/Update
  IHIS  Personnel History
  IHHR  History Documents
  IHTX  Tax Withholding

-- Employment Verification --
  IVER  Verification
Next Func:      ID:      Name:      SSN:

====>
  F:  1-Help
  F:
                               4-Print
                               12-Exit
```

### Proposed Departmental Time Collection to Departmental Time Collection Menu

```
UCMMNU0-M1325                Online Applications                08/27/01 14:39:13
                               Main Menu                          Userid:  PAYUSR1

- Employee Data Base ----
  IEDB  Central Inquiry
  IDDB  Departmental Inquiry
  EEDB  EDB Entry/Update
  IDOC  Employee Documents
--- Payroll Audit Record ---
  IPAR  Inquiry
  IDPR  Departmental Inquiry
---- History Data Base ----
  IHDB  Record Inquiry/Update
  IHIS  Personnel History
  IHHR  History Documents
  IHTX  Tax Withholding

-- Employment Verification
  IVER  Verification
Next Func:      ID:      Name:      SSN:

====>
  F:  1-Help
  F:
                               4-Print
                               12-Exit
```

## Attachment D

### Proposed Departmental Time Reporting, Time Collection Menu (IDTM)

Dept. Time Reporting	08/31/01 11:43:26		
Time Collection Menu	Userid: PAYUSR1		
IDTC Time Collection			
IDAD Appointment End Date Listing			
Next Func:	ID:	Name:	SSN:
Seq No:	Pay Cycle:	Pay End:	
===>			
F: 1-Help	3-PrevMenu	4-Print	12-Exit

## Attachment E

### Departmental Time Reporting - Departmental Appointment End Date Listing Selection

PPIDAD0-I1087	Dept. Time Reporting	08/27/01 14:56:31
	Dept Appt End Date Listing Select	UserID: PAYUSR1
Report by (select one):		
Home Department Code: _____	Cost Center: _____	
Full Accounting Unit: _____		
Include (select one):		
Academic Only: _	Staff Only: _	All: _
C Date Range From		
08/01/01 To 09/08/01		
09/09/01 To 09/30/01		
Next Func:	ID:	Name:
	Pay Cycle:	Pay End:
		SSN:
===>		
F: 1-Help	3-PrevMenu	4-Print
F:	9-Jump	12-Exit

**Attachment F**

**Special Computes - Departmental Appointment End Date Listing, Sorted by Home Department Code** and all Personnel Program Codes, then sorted in alphabetical order by employee last name.

PPXXXC0-I1084	Special Computes	08/12/01 14:41:59					
	Dept Appt End Date List-HDC	UserID: PAYUSR1					
HOME DEPARTMENT: 826301		DATE FR 08/01/01 TO 09/08/01					
Employee Name	EID	Appoint End Date	Separate Date	Leave Code	Pers Prgm	Final Pay	Pay Sch
BOOKIE, WINSTON G	22222222	08/31/01	08/31/01	D	Acad		MO
BOZO, CHATTY M	66666666	08/31/01	08/31/01	A	P&SS		SM
GREY, OLIVIA	22200222	08/29/01		N	Acad		MO
LOOKALIKE, MANNY P	55555555	08/31/01	08/31/01	N	Acad		MA
SURFER, WENDY P	33333333	08/17/01		A	P&SS		BW
TALKIE, WALKIE P	94444444	08/17/01	08/17/01	A	P&SS		BW
WEBSTER, NOAH	44400044	08/25/01		N	Acad		MO
WILLIAM, AUGUSTUS	33311133	08/01/01	08/01/01	N	Acad	Y	MO
WILLIAMSON, ROGER P	99988801	08/15/01	08/15/01	E	Acad	Y	MO
WINSTON, WILLIAM B	99988810	08/15/01	08/15/01	N	Acad		MO
Next Func:	ID:	Name:				SSN:	
	Pay Cycle:	Pay End:					
===>							
F: 1-Help		3-PrevMenu	4-Print				
F:		9-Jump				12-Exit	

## Attachment G

**Special Computes - Departmental Appointment End Date Listing, Sorted by Full Accounting Unit** and Personnel Program Academic, then sorted in alphabetical order by employee last name.

PPXXXC0-I1084	Special Computes	08/12/01 14:41:59					
	Dept Appt End Date List-FAU	UserID: PAYUSR1					
FAU: 1-234567-8901-23456-789012-3-4567890826301 DATE FR 08/01/01 TO 09/08/01							
Employee Name	EID	Appoint End Date	Separate Date	Leave Code	Pers Prgm	Final Pay	Pay Sch
BOOKIE, WINSTON G	222222222	08/31/01	08/31/01	D	Acad		MO
GREY, OLIVIA	222000222	08/29/01		N	Acad		MO
LOOKALIKE, MANNY P	555555555	08/31/01	08/31/01	N	Acad		MA
WEBSTER, NOAH	444000444	08/25/01		N	Acad		MA
WILLIAM, AUGUSTUS	333111333	08/01/01	08/01/01	N	Acad	Y	BW
WILLIAMSON, ROGER P	999888018	08/15/01	08/15/01	E	Acad	Y	MO
WINSTON, WILLIAM B	999888101	08/15/01	08/15/01	N	Acad		MO
Next Func:	ID:	Name:	SSN:				
	Pay Cycle:	Pay End:					
===>							
F: 1-Help		3-PrevMenu	4-Print				
F:		9-Jump		12-Exit			

## Attachment H

**Special Computes - Departmental Appointment End Date Listing, Sorted by Cost Center**  
and Personnel Program Staff, then sorted in alphabetical order by employee last name.

PPXXXC0-I1084	Special Computes	08/12/01 14:41:59					
	Dept Appt End Date List-CC	UserID: PAYUSR1					
COST CENTER: 8901		DATE FR 08/01/01 TO 09/08/01					
Employee Name	EID	Appoint End Date	Separate Date	Leave Code	Pers Prgm	Final Pay	Sch
BOZO, CHATTY M	666666666	08/31/01	08/31/01	A	P&SS		SM
SURFER, WENDY P	333333333	08/17/01		A	P&SS		BW
TALKIE, WALKIE P	944444444	08/15/01	08/15/01	A	P&SS		BW
Next Func:	ID:	Name:		SSN:			
	Pay Cycle:	Pay End:					
===>							
F: 1-Help		3-PrevMenu	4-Print				
F:		9-Jump				12-Exit	

## Attachment I

### Existing Departmental Time Reporting - Time Collection Selection Criteria Screen

PPIDTC0-I1087	Dept. Time Reporting	09/07/01 08:42:30	
	Time Coll. Selection Criteria	UserID: PAYUSR1	
Pay End:	Pay Cycle:	Last Day to Enter Time:	
Produce:	Check List:	Roster:	
Selection Criteria:			
Home Department Code:			
Full Accounting Unit:			
Cost Center:			
Next Func:	ID:	Name:	SSN:
	Pay Cycle:	Pay End:	
===>			
F:	1-Help	3-PrevMenu	4-Print
F:		9-Jump	12-Exit

### Proposed Departmental Time Reporting - Time Collection Selection Criteria Screen

PPIDTC0-I1087	Dept. Time Reporting	08/27/01 14:56:31		
	Time Coll. Selection Criteria	UserID: PAYUSR1		
Report Selection (select one):				
Check List: _ Roster: _				
Report by (enter value):				
Home Department Code: _____		Cost Center: _____		
Full Accounting Unit: _____				
Regular/Special Compute (select one):				
C	Last Day to Enter Time	Pay Date	Pay End:	Pay Cycle:
_	08/14/01	08/15/01	08/15/01	Y1
_	08/17/01	08/23/01	08/15/01	SM
_	08/22/01	08/27/01	08/27/01	Y2
_	08/23/01	08/29/01	08/18/01	BW
_	08/27/01	08/31/01	08/31/01	Y3
_	08/27/01	08/31/01	08/31/01	MO
_	08/31/01	09/07/01	08/31/01	MA
Next Func:	ID:	Name:	SSN:	
	Pay Cycle:	Pay End:		
===>				
F:	1-Help	3-PrevMenu	4-Print	
F:		9-Jump	12-Exit	

## Attachment J

### Existing Departmental Time Reporting - Checklist

PPIPIC0-I1064	Dept. Time Reporting Check List	08/30/01 11:41:46 UserID: PAYUSR1	
Pay End: 08/31/01	Pay Cycle: Y3	Last Date to Enter Time: 08/27/01	
HOME DEPARTMENT CODE: 804918			
EID	Employee Name	Positive/Exception	Time Entered
22222222	BOOKIE, WINSTON G	EXCEPTION	NO
66666666	BOZO, CHATTY M	POSITIVE	NO
55555555	LOOKALIKE, MANNY P	EXCEPTION	NO
Next Func: ID: Name: SSN:			
	Pay Cycle:	Pay End:	
===>			
F: 1-Help	3-Return	4-Print	
F:	9-Jump	11-Prt List	12-Exit

### Proposed Departmental Time Reporting - Checklist

#### Example 1 - Regularly Scheduled Payroll

PPIPIC0-I1084	Dept. Time Reporting Check List	08/12/01 14:41:59 UserID: PAYUSR1					
Pay End: 08/31/01	Pay Cycle: MO	Last Date to Enter Time: 08/24/01					
HOME DEPARTMENT CODE: 826301							
Employee Name	EID	POS	Time	Final	Total	Accrued	Pay
		EXC	OK	Pay	H/%	Vacation	Sch
BOOKIE, WINSTON G	22222222	POS		Y	0.5000		MO
GREY, OLIVIA	22200222	EXC			1.0000		MO
WEBSTER, NOAH	44400444	POS					MO
WILLIAM, AUGUSTUS	333111333	EXC			0.7500		MO
WILLIAMSON, ROGER P	999888018	EXC	OK		0.0000		MO
WINSTON, WILLIAM B	999888101	EXC			1.0000		MO
Next Func: ID: Name: SSN:							
	Pay Cycle:	Pay End:					
===>							
F: 1-Help	3-Return	4-Print					
F:	9-Jump		12-Exit				

# Attachment K

## Proposed Departmental Time Reporting - Checklist

### Example 2 - Special Compute

PPIPIC0-I1084	Dept. Time Reporting	08/12/01 14:41:59					
	Check List	UserID: PAYUSR1					
Pay End: 08/31/01	Pay Cycle: Y3	Last Date to Enter Time: 08/24/01					
HOME DEPARTMENT CODE: 826301							
<b>Employee Name</b>	<b>EID</b>	<b>POS</b>	<b>Time</b>	<b>Final</b>	<b>Total</b>	<b>Accrued</b>	<b>Pay</b>
		<b>EXC</b>	<b>OK</b>	<b>Pay</b>	<b>H/%</b>	<b>Vacation</b>	<b>Sch</b>
BOOKIE, WINSTON G	22222222	POS			0.5000		MO
BOOKIE, WINSTON G	22222222	POS	OK			384.00	MO
BOZO, CHATTY M	66666666	POS	OK	Y	184.00		SM
BOZO, CHATTY M	66666666	POS	OK	Y		100.00	SM
LOOKALIKE, MANNY P	55555555	POS			0.2174		BW
Next Func:	ID:	Name:			SSN:		
	Pay Cycle:	Pay End:					
===>							
F: 1-Help	3-Return		4-Print				
F:	9-Jump				12-Exit		

## Attachment L

### Existing Departmental Time Reporting - Time Input Roster

PPEDHC0-E1138	Dept. Time Reporting	08/30/01 13:40:00
	Time Input Roster	UserID: PAYUSR1
Pay End: 08/17/01	Check Date: 08/17/01	Pay Cycle: Y1
		Page 0002 of 0003
HOME DEPARTMENT CODE: 826301		
OK? Emp.Name	Emp.ID Dst TC Loc/Acct/CC/Fund/PC/Sub	Rt/Amt A/H WSP
LOOKALIKE,	55555555 11 9148 3 404918 19900	1 04097.13 A
Reg. Time (EXCEPTION)	DOS: REG Total Time: 0.2174 H/%: A	
Overtime/Leave Time	DOS: Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
SURFER, WE	33333333 11 4804 3 404918 19900	1 02832.53 A
Reg. Time (EXCEPTION)	DOS: REG Total Time: 0.0000 H/%: %	
Overtime/Leave Time	DOS: Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
SURFER, WE	33333333 21 4823 3 404918 19900	1 02832.53 A
Reg. Time (EXCEPTION)	DOS: REG Total Time: 0.0000 H/%: %	
Overtime/Leave Time	DOS: Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
Next Func:	ID: Name:	SSN:
	Pay Cycle: Pay End:	
===>		
F: 1-Help	3-Return	4-Print 5-Update
F: 7-Backward	8-Forward	9-Jump 12-Exit

### Proposed Departmental Time Reporting - Time Input Roster

#### Example #1 - Regularly Scheduled Payroll

PPEDHC0-E1138	Dept. Time Reporting	08/30/01 09:33:21
	Time Input Roster	UserID: PAYUSR1
Pay End: 08/31/01	Check Date: 08/31/01	Pay Cycle: MO
		Page 0001 of 0002
HOME DEPARTMENT CODE: 804918		
OK? Emp.Name	Emp.ID Dst TC Loc/Acct/CC/Fund/PC/Sub	Rt/Amt A/H WSP
BOOKIE, WI	22222222 11 1644 3 404918 19900	0 03600.00 A
Reg. Time (EXCEPTION)	DOS: REG Total Time: 0.5000 H/%: %	
MO OT/LV Time	DOS: Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
Y BOOKIE, WI	22222222 11 1644 3 404918 19900	1 03600.00 A
Reg. Time (EXCEPTION)	DOS: REG Total Time: 384.00 H/%: %	
MO OT/LV Time	DOS: Time (Hrs):	DOS: Time (Hrs):
	DOS: Time (Hrs):	DOS: Time (Hrs):
Y BOZO, CHAT	66666666 11 4672 3 404918 19900	2 02400.00 A
Reg. Time (POSITIVE)	DOS: REG Total Time: 1.0000 H/%: %	
MO OT/LV Time	DOS: OTS Time (Hrs): 10.00	DOS: Time (Hrs):
Blocked-Final Pay	DOS: VAC Time (Hrs): 60.00	DOS: Time (Hrs):
Next Func:	ID: Name:	SSN:
	Pay Cycle: Pay End:	
===>		
F: 1-Help	3-Return	4-Print 5-Update
F: 8-Forward	9-Jump	12-Exit

# Attachment M

## Proposed Departmental Time Reporting - Time Input Roster

### Example #2 - Special Compute

```
PPEDHC0-E1138          Dept. Time Reporting          08/30/01 09:33:21
                        Time Input Roster             UserID: PAYUSR1
Pay End: 08/31/01 Check Date: 08/31/01 Pay Cycle: Y3   Page 0001 of 0002
HOME DEPARTMENT CODE: 804918

OK? Emp.Name  Emp.ID   Dst   TC Loc/Acct/CC/Fund/PC/Sub   Rt/Amt  A/H WSP
   BOOKIE, WI 22222222 11 1644 3 404918      19900    0 03600.00  A
Reg. Time (POSITIVE)  DOS: REG Total Time: 0.5000 H/%: %
  MO      OT/LV Time   DOS:      Time (Hrs):      DOS:      Time (Hrs):
           DOS:      Time (Hrs):      DOS:      Time (Hrs):
   Y BOOKIE, WI 22222222 11 1644 3 404918      19900    1 026.6900  H
Reg. Time (POSITIVE)  DOS: TRM Total Time: 384.00 H/%: %
  MO      OT/LV Time   DOS:      Time (Hrs):      DOS:      Time (Hrs):
           DOS:      Time (Hrs):      DOS:      Time (Hrs):
   Y BOZO, CHAT 66666666 11 4672 3 404918      19900    2 02400.00  A
Reg. Time (POSITIVE)  DOS: REG Total Time: 1.0000 H/%: %
  SM      OT/LV Time   DOS: OTS Time (Hrs): 10.00 DOS:      Time (Hrs):
  Blocked-Final Pay  DOS: VAC Time (Hrs): 60.00 DOS:      Time (Hrs):
Next Func:      ID:      Name:      SSN:
                Pay Cycle:  Pay End:

===>
F:  1-Help      3-Return      4-Print      5-Update
F:  8-Forward    9-Jump       12-Exit
```

# Attachment N

## Central Office Information Screen

PPECENO-E1386	EDB Entry/Update	09/04/02 11:03:52		
08/07/02 15:33:59	Central Office Information	Userid: PAYUSR1		
ID: 000050069	Name: AGES,TRUDY	SSN: 555-61-7654 Pri Pay: BW		
403b Limit Amt: S: NOT CALCD				
Anticipated Retirement Date:				
Limited Hours as of Date: 010101				
PIE:				
<b>Final Pay Indicator:</b>				
Next Func:	ID:	Name:	SSN:	
===>				
F: 1-Help		3-PrevMenu	4-Print	5-Update
F:		9-Jump		12-Exit

No changes needed to the HELP text.

## **Attachment O**

### **Data Dictionary for Final Pay Indicator**

**System Number: EDB0771**

**User Access Name: 0771-1**

**Programming Name: FINAL\_PAY\_IND IN PPPPAY**

**Revision Date: 04/17/02**

#### **Comments**

Source(s):  
Use(s):  
Location(s):

**Name: FINAL PAY INDICATOR - OLRC/OPT1**

**Type: ALPHANUMERIC**

**Length: 1**

**Format**

N/A

#### **General Description**

An indicator used during the OPT1 and Special Compute processes that indicates the payment includes Final Pay from the University.

#### **Code Interpretation**

Y = yes, Final Pay  
Blank = Not Final Pay

---

## **Attachment P**

### **Revised HELP for Time Collection Selection Criteria - THFHIDTC**

Function: IDTC presents the user with data fields to enter the selection criteria for the online display of the Checklist or Roster. The Checklist displays employees who are eligible for pay for a specific Pay Date, Pay Cycle, Pay Period End Date, and Last Day to Enter Time. The Roster displays employees eligible for pay and their pay distribution information for a specific Pay Period End Date and Pay Cycle.

To select, the user types an "S" after Checklist or Roster. The user then enters a Home Department Code (HDC), a Full Accounting Unit (FAU), or a Cost Center, and types an "S" next to the Regular or Special Compute of choice, then presses "Enter." OPTRS will present the Checklist or Roster in employee name order within HDC, FAU, or Cost Center. When the process does not find any employee records for an entered HDC, FAU, or Cost Center, the process should redisplay IDTC screen with a message to this effect.

Nature of Information: Not Applicable

## **Attachment Q**

### **Revised HELP for Time Reporting Checklist - THFHIPIC**

Function: The Checklist provides the departmental user with an online and a printed list of employees eligible for pay during a specific Pay Period End Date and Pay Cycle. The Checklist displays the employees, who information from employee records that meet the selection criteria specified on the IDTC screen, in Employee Name order within Home Department Code, Full Accounting Unit, or Cost Center. The Checklist displays each employee's translated Appointment Time Reporting Code, Time Entered (OK or blank), Final Pay Indicator (Yes or blank), and the Regular Time fields. In addition, the Checklist for special computes displays the Accrued Vacation Balance and Primary Pay Schedule Code.

Nature of Information: IPIC presents the user with the Pay End Date, Pay Cycle, Last Date to Enter Time, HDC or FAU or Cost Center, Employee Identification Number, Employee Name. In addition, IPIC displays the translated Time Reporting basis, Time Entered, Final Pay Indicator, and Regular Time. The IPIC also may include the Accrued Vacation Balance and Pay Schedule Code.

Translations for the following highly abbreviated data fields appear below:

EID	= Employee Identification Number
Time	= "OK" or blank
Final Pay	= "Yes" or blank
Regular H/%	= Regular Hours/Percentage
Pay Sch	= Primary Pay Schedule

## **Attachment R**

### **Revised HELP for Time Input Roster - THFHEDHC**

Function: The Roster provides the departmental user with an online list of employees eligible for pay based upon the selection criteria specified on the IDTC screen. The selection criteria include the specific Pay Period End Date, Pay Cycle, and Home Department Code, or Full Accounting Unit, or Cost Center. The Roster presents the employees in Employee Name order and the employee's distribution information. The Roster provides the user with the opportunity to enter or change pay transaction data.

When the user enters or changes information on the pay transaction, the user presses Enter and OPTRS performs Range and Value Edits. By pressing Messages function key, the OPTRS presents the user with all edit messages pertaining to the highlighted fields.

Nature of Information: The Roster presents the user with the Pay End Date, Pay Cycle, Last Date to Enter Time, HDC or FAU or Cost Center, OK Indicator, Employee Name, Employee Identification Number. The Roster displays the Distribution Number, Title Code, Location/Account/Cost Center/Fund/Project Code/Sub, Pay Rate/Amount, A/H Indicator, and Work-Study Program Code. To complete the display, the Roster reflects the Regular Time, Time Reporting Code, Description of Service Code, Total Time, H/Percentage Indicator, Primary Pay Schedule Code, and Overtime/Leave Hours. In addition, when the process to split the time reporting between two fiscal years occurs, the Roster displays the descriptive text of "Old Fiscal Year" and "New Fiscal Year". When an employee has received final pay through a special compute or rush check and the Final Pay Indicator is "Yes," the Roster displays the text "Blocked-Final Pay."

Translations for the following highly abbreviated data fields appear below:

OK?	= Pay Transaction is to be processed as presented
Emp. Name	= Employee Name
Emp. ID	= Employee Identification Number
Dst	= Distribution Number
TC	= Title Code
Rt/Amt	= Pay Rate/Amount
A/H	= Annual/Hourly Rate Indicator
WSP	= Work Study Program Code
DOS	= Description of Service Code
H/%	= Hours/Percent Indicator
Hrs	= Hours
MO/MA/BW/SM	= Primary Pay Schedule
Old Fiscal Year	= Pay Period Ending June 30
New Fiscal Year	= Actual Pay Period Ending in July
Blocked-Final Pay	= Final Pay Indicator is Yes, Pay Transaction not processed

The following group field label is displayed on this screen:

LACFPS = Location, Account, Cost Center, Fund, Project Code, Sub

## Attachment S

### List of Participants

Richard Anderson	Santa Cruz
Sona Baboolal	Santa Barbara
George Chin	San Francisco
Jim Cole	Berkeley
Jim Corkill	Santa Barbara
Nini Cruz	San Diego
Jaime Espinoza	Berkeley
Paula Farrington	Los Angeles
Faye Fields	Berkeley
Veronica Harshbarger	Davis
Cindy Jones	Davis
Kathy Keller	UCOP
Penny Knudsen	Davis
Cecilia Labrado	Davis
Don MacAngus	Santa Cruz
Gabe Nwandu	Riverside
Mike O'Neill	UCOP
Christopher Simon	UCOP
Phil Thompson	UCOP
Deborah Tran	Hastings College of Law
Pearl Trinidad	San Diego
Jim Tuohig	UCOP
Eileen White	San Diego
Jerry Wilcox	UCOP
Patty Yamashita	UCOP