



INFORMATION SYSTEMS & ADMINISTRATIVE SERVICES

14891

SERVICE REQUEST
UISAS 160 (R 7/94)

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

<input type="checkbox"/>	RETRIEVAL OF INFORMATION
<input checked="" type="checkbox"/>	MODIFICATION TO SYSTEM
<input type="checkbox"/>	PRODUCTION RUN OF SYSTEM

DATE	DATE/CYCLE DUE	YES	NO
10 02 03	02/2004	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ESTIMATE REQUIRED?			

PERSON AUTHORIZING REQUEST: Michael O'Neill <i>[Signature]</i>	EXTENSION 7-0905	CONTACT P. Yamashita	EXTENSION 7-0909
DEPARTMENT Payroll Coordination & Tax Services	ADDRESS 10th Floor Franklin		RECHARGE NO. 0126
AUTHORIZED SIGNATURE	REPORT FORMAT ATTACHED → <input type="checkbox"/>	SYSTEMS/FILES/PROGRAMS PPS	

RETRIEVAL/SYSTEM MODIFICATION: Description of Request
 Add the employee name to the Account Reconciliation File for those locations that bank with a financial institution that allows this feature. The name should be included in columns 49-74. The process should truncate the name after 26 characters. The name should appear on the Recon file in the order of Last Name-Comma-First Name-Space-Middle Name. This display order follows the order used for the Disbursement Controls Report, PPP4204.

See attached for additional details.

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"/>	<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

<input type="checkbox"/> PR	<input type="checkbox"/> ENR	<input type="checkbox"/> M/STAFF	<input type="checkbox"/> TO	<input type="checkbox"/> CRE	<input type="checkbox"/> CORP SYS	<input type="checkbox"/> M&O	<input type="checkbox"/> PAYROLL	<input type="checkbox"/> PRODUCTION CONTROL
DATE RECEIVED	REMOVED BKG DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME/CHARGES	STAFF TIME/CHARGES	CRN	JOB NAME	
COMMENTS								
ESTIMATE INFORMATION		COMPLETION DATE MO BY YR	STAFF HOURS \$	ESTIMATED COSTS COMPUTING COSTS \$	ESTIMATED TOTAL COSTS \$			

APPROVAL TO PROCEED

(BASED ON ESTIMATE) _____ (SIGNATURE) _____ (NAME, TITLE, ADDRESS)

Modification to the Payroll Account Reconciliation File
September 30, 2003

Wells Fargo Bank (WFB) has added a new feature to its Positive Pay Service that permits WFB tellers to confirm the payee name when cashing a payroll check. This feature allows for added fraud protection for the employee and the University. In order to use this feature for payroll checks, the account reconciliation file sent to WFB requires modification to include the employee name.

Hastings College of the Law and ASUCLA currently do not bank with WFB. (Hastings will begin business with WFB in the near future.) To prevent corruption of the Union Bank and Bank of America, or any financial institution to be used in the future, reconciliation files, a mechanism, such as a system parameter, should be established so that the feature can be bypassed.

The current base PPS layout of the Account Reconciliation Record is as follows:

```
01  XCRF-CHECK-RECON-RECORD.
    05  XCRF-CHECK-NO          PIC 9(10).  Columns 1-10
    05  XCRF-CHK-DT.          Columns 11-16
        07  XCRF-CHK-DT-MM    PIC XX.
        07  XCRF-CHK-DT-DD    PIC XX.
        07  XCRF-CHK-DT-YY    PIC XX.
    05  XCRF-UNIV-BANK        PIC X(10).  Columns 17-26
    05  XCRF-BNK-TRANS        PIC XXX.    Columns 27-29
    05  XCRF-AMOUNT          PIC 9(8)V99. Columns 30-39
    05  XCRF-EMPL-ID         PIC X(9).   Columns 40-48
    05  FILLER                PIC X(32).  Columns 49-80
```

The layout should include the short version (26 characters) of the employee name in columns 49 through 74. The process should truncate the name after 26 characters. The name should appear on the recon file in the order of Last Name-Comma-First Name-Space-Middle Name. This display order follows the order used for the Disbursement Controls Report, PPP4204.

Reports, On-line Screens/Web Pages, and Forms do not require any modifications.

Although this request is not urgent, this modification should be released to locations no later than by the end of February 2004.

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