

**Service Request 16916
PPS Requirements
Add Year to Date Values to
Payroll Audit Record (PAR)**

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¹ Revised to remove request to include EDB 5143, Hours Toward Benefits Eligibility-Current Month, on the PAR

1.0 Background

The UC For Yourself (UCFY) Pay Stub application allows employees from the nine University of California campuses, Hastings, and ASUCLA to view their earnings information on the web. The application accesses data from the Payroll Audit Record (PAR) of each participating location, allows the employee to select a pay period to view, and presents information on the earnings, deductions, and tax status for that pay period.

The UCFY Pay Stub application does not currently display year-to-date values for earnings and deductions. This year-to-date information is contained on the printed check stub or direct deposit statement that employees receive, and when the requirements for the UCFY Pay Stub application were first developed, reviewers from the Employee Systems Initiative (ESI) committee asked that year-to-date values be included on the on-line display, since employees expect that information and find it useful. Adding year-to-date fields to the application was approved as a follow-up project.

The year-to-date values that are included on the employees' pay stubs are retrieved from the local Employee Data Base (EDB) at the time the check or pay advice is printed, and are not on the PAR file. Three options were considered for making year-to-date data available to the application:

1. Add the required EDB year-to-date data to the Web/IVR file that is provided to UC Office of the President (UCOP) nightly. Some year-to-date earnings and deduction information is already included on this file; additional required data could be identified and added to the file.

This approach would not allow the year-to-date data to be easily associated with the corresponding earnings data for a given pay period. The Web/IVR data is provided daily, and the PAR data is available after each campus compute cycle. This approach would really only enable the display of the most recent year-to-date values, not the value associated with each pay stub.

2. Accumulate the year-to-date values from the values on each PAR record. A process could be developed to add the earnings and deductions from each PAR record to year-to-date accumulator fields as the campus PAR data became available.

This approach would require that we process certain PAR records that are not included in the pay stub application, such as dollar balance adjustments. This would increase the complexity of the application, and possibly reduce the response time. Any deviation of logic and/or timing from the campus processing would create a risk of the year-to-date values on the Pay Stub application not matching the year-to-date values on the employees' printed pay stubs.

3. Add the year-to-date values to the campus PAR file. The PPS process that creates the PAR could be enhanced to capture year-to-date values for earnings and deductions.

This approach ensures that the year-to-date values will always match those shown on the employees' pay stubs, and that the data used by UCFY will always match campus PAR files. It will require significant modifications to PPS, which the first two options do not require.

Option 1 was rejected because it doesn't provide the required ability to display year-to-date values associated with each pay period. Options 2 and 3 were presented to the ESI Planning Committee and discussed with campus Payroll Managers. Option 3 was selected as the preferred approach. Campus Payroll Managers also noted that adding year-to-date information to the PAR would be useful at the campus level for research and reporting.

In addition to the year-to-date grosses and deductions, various hours balances will be added to the PAR so that they can be displayed if requested.

These requirements outline the PPS modifications to add the additional data to the PAR. Separate requirements will be prepared to outline the changes to the UCFY Pay Stub application.

2.0 PPS Modifications

2.1 Overview

The PAR file will be modified to include an entry for each of the employee's year-to-date GTN values. A process will need to be developed to retrieve year-to-date GTN values from the EDB at the end of each compute and add those values to the PAR.

The PAR file will be modified to include specified year-to-date grosses and hours balances. A process will need to be developed to retrieve the specified year-to-date grosses and hours balances at the end of each compute and add those values to the PAR.

The definition of new PAR data elements and the exact file structure will be developed in the design phase of the project.

It is expected that the PPP440 reports will continue to display accumulators from the EDB rather than using the new PAR data elements, since only a small subset of the accumulators are being added to the PAR.

Note that no quarter-to-date, fiscal-year-to-date, or monthly accumulators will be added to the PAR.

Separate requirements will be developed to specify the changes to the UCFY Pay Advice application to display the year-to-date information.

2.2 New data for PAR

All year-to-date deduction information, selected year-to-date earnings information, and selected year-to-date – hours balances information should be made part of the PAR file. The values should reflect the year-to-date totals after the compute has been run.

2.2.1 Year-to-date Deduction Balances

An entry for the value associated with each of the employee's Y-balance deduction entries (6nnnY) should be added to the PAR file. The year-to-date value should be captured whether or not there was a deduction for that GTN in the compute.

2.2.2 Year-to-date Dollar Balances

The following year-to-date grosses should be added to the PAR.

Data Element #	Data Element Name
5501	Total Gross YTD-EDB
5502	Federal Withholding Tax Gross YTD
5503	OASDI Gross-YTD
5505	Retirement Gross YTD
5506	State Withholding Tax Gross YTD
5507	Federal Non-Taxable Gross YTD
5510	Medicare Gross-YTD
5512	Other State Tax Withholding Gross YTD 1

5537	Tax Treaty Gross YTD
5538	Tax Treaty Gross Alternate
5539	Tax Treaty Gross Employee
5540	Other State Withholding Tax Gross YTD 2
5541	Other State Withholding Tax Gross YTD 3
5544	Safe Harbor Gross YTD

2.2.3 Year-to-date Hours Balances

The following Hours Balance data should be added to the PAR.

Data Element #	Data Element Name
5101	Total Hours On Pay Status YTD
5102	Regular Hours Worked YTD
5110	Compensatory Time Hours Balance - Current
5139	Vacation Leave Hours Balance-Last Stub
5140	Sick Leave Hours Balance-Last Stub
5141	Paid Time Off Hours Balance-Last Stub
5143	Hours Toward Benefits Eligibility-Current Month
5185	Vacation Leave Hours Balance-Current
5186	Sick Leave Hours Balance-Current
5187	Paid Time Off Hours Balance - Current

2.3 On-line Screens

Currently the PAR Inquiry Simulated Check Stub screens (ICLK and IDCS) display year to date values from the EDB on the most recent PAR record. For PAR records that are prior to the most recent compute, the year-to-date fields display asterisks or are blank. Specifications to add year-to-date values from the PAR to these screens or any other PAR screens are not included in this requirements document, but will be addressed in a separate, future service request.