

Effort Reporting: Salary Cap Error Reporting File
Service Request 16979

University of California
Financial Management
Payroll Coordination
September 29, 2005

Effort Reporting: Salary Cap Error Reporting File
Service Request 16979

Current File/Reports

None

Proposed File/Reports

From the Payroll Audit Register (PAR), the system should create a tab delimited file that can be sent to functional offices, such as Extramural Support, and departments. It is suggested that the file contain two record types.

Record Type 1 should contain the matrix of rates associated with the Rate Table, including the print date, annual rate, monthly rate, 09/12 monthly rate 09/09 monthly rate, and biweekly rate.

Record Type 2 should include the detail pertaining to the employee with the Salary Cap error. It is suggested that the key for these records be the Distribution Department Number (EDB 2061), Full Accounting Unit (PAR 3070, 3080, 3085, 3090, 3095, 3100), Employee Identification Number, and Process Month. The details of the record should include the following:

- Earnings Pay Rate (PAR 3260)
- Earnings Distribution Pay Period End Date (PAR 3750)
- Earnings Distribution Time (PAR 3980)
- Title Code/Title Translation (PAR 3846)
- Distribution Percent (PAR 4000)
- By Agreement determined by attributes of the Description of Service Code (PAR 3870)
- Academic Basis Paid/Over determined from the Title Code
- Retroactive Adjustment Indicator (PAR 3880)

Selection of the individuals listed in these files should include those employees with FAUs that fall with the Fund Group salary limitation:

- Whose pay rate exceeds the limit
- Who received a retroactive wage adjustment
- Who received a by agreement payment

Pay Rate Exceeds the Limit

- Selection by Fund Group designated as subject to the Salary Cap
- Using the Academic Basis/Paid Over determined from the Title Code and ART, calculate the Salary Cap
- Compare Earnings Pay Rate on Par with calculated Salary Cap
- If PAR Earning Pay Rate is greater than calculated Salary Cap, then include employee and PAR data on the file

Retroactive Wage Adjustment

- Selection by Fund Group designated as subject to the Salary Cap
- If the PAR shows the Rate Adjustment Indicator as A, include the employee and the PAR data on the file.

By Agreement Payment

- Selection by Fund Group designated as subject to the Salary Cap
- If the PAR shows a Description of Service Code with the attributes
 - Pay Category = N
 - Type Hours = blank
 - Distribution Priority = 2

Campuses should have the option of printing a paper report for distribution. A sample of that report is in Attachment A.

Attachment A

PPPXXXX/PPP562
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
 PAYROLL PROCESSING
 SORTED BY HDC

PAGE NO. 000001
 RUN DATE 12/01/00

Process Month: April 2005

Home Dept.: 000000 Dept. Name: Somewhere

Capped Rates:	Award Year	Annual	12/12	09/12	09/09
	01/01/03 – 12/31/03	171,900	14325.00	10743.75	19100.00
	01/01/04 – 12/31/04	175,700	14641.67	10981.25	19522.22
	01/01/05 – 12/31/05	180,100	15008.33	11256.25	20011.11

Employee Name Employee ID FAU Smith, Smith 123456789	Dist Dept	% Time Paid	Pay Rate / AMOUNT	DOS Code	Title Code	Basis/ Pd Over	Title Translated	Pay Period End Date	Over Cap	BYA Pay	RAI
3400300----	24100-----0	004321	4000.00	STP	1100	09/12	Professor Acad Yr	12-31-03		Y	
3400300----	19900-----0	004321	0.7500	16008.00	REG	1100	Professor Acad Yr	12-31-03			
3400300----	24100-----0	004321	0.2500	14325.00	REG	1100	Professor Acad Yr	12-31-03	Y		
3400300----	24101-----0	004321	0.7500	3000.00	REG	1100	Professor Acad Yr	11-30-03			Y
Orange, Apple 987654321											
3400300----	24100-----0	004321	4000.00	BYA	3220	11/12	Researcher	12-31-04		Y	
3400300----	24102-----0	004321	0.7500	16008.00	REG	1110	Professor Fiscal Yr	04-30-05	Y		
3400300----	24100-----0	004321	0.2500	16325.00	REG	1110	Professor Fiscal Yr	04-30-05	Y		
3400300----	24101-----0	004321	0.7500	10.00	REG	1110	Professor Fiscal Yr	11-30-03			Y