

**Online Earnings Statement Indicator  
Service Request 16974**

**University of California,  
Los Angeles  
& Office of the President  
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# Online Earnings Statement Indicator

## Table of Contents

Purpose	1
Background	1
Requested Changes	1
New Data Element	1
Screens	2
Web Page	4
Edits	4
Post Authorization Notification (PAN)	4
Summary of Initial Hire or Rehire (IDOC)	4
Surepay Program	4
Implementation Requirements	5
Appendix A – Data Dictionary	
Appendix B – Help Text	
Appendix C – OES Workgroup	

# Online Earnings Statement Indicator Service Request 16974

## Purpose

The purpose of this document is to request that a new Data Element, Online Earnings Statement Indicator, be established on the Employee Data Base (EDB). This indicator will allow employees to opt-out of receiving electronic earnings statements and to trigger issuance of a paper statement.

## Background

The Online Earnings Statement (OES) module is part of the Employee Systems Initiative (ESI) project. The OES will allow campuses to direct their employees who have direct deposit to the web (UCFY) to view and print their own earnings statements, therefore, minimizing workload as well as cost. After some discussion, it was decided that an indicator should be added to the EDB, which would allow employees to opt-out of receiving electronic earnings statements and would trigger paper statements.

## Requested Changes

### New Data Element

The Payroll Personnel System (PPS) should be modified to add a new data element, Online Earnings Statement Indicator, to the EDB and Online Payroll Audit Register (PAR) Inquiry screens and Web EDB Inquiry. This new indicator will identify employees who require paper earnings statements and those who will view statements online. This OES indicator should be set to default to "Y (Yes)" with the capability to override by an explicit entry equal to "N (No)". After the separation of the employee, this indicator should be changed to blank in the same monthly process when the PPS changes the Pay Disposition Code from "8" to "2" or to the locally designated disposition code. The draft Data Dictionary page is in Appendix A.

### Screens

The field for the OES Indicator should be an enterable field and should be added to the following screens: General Information 2 (IGNL), PAR Inquiry Check Address (IDSP), Departmental Inquiry Check Address (IDCA), Check/Surepay Disposition (ECHK) entry/update, and on the Pay Disposition screen of the Web Inquiry. At the same time, the ECHK screen name should be changed from "Check/Surepay Disposition" to "Check/Direct Deposit Disposition."

The following screens have been mocked up to show the proposed placement of the OES indicator. The Help Text is in Appendix B.

IGNL – General Information 2

Suggested placement of the OES Indicator is on line 6.

PPIGNL0-I0960	EDB Inquiry	06/21/05 11:46:22	
06/13/05 20:50:08	General Information 2	Userid: PPIA0	
ID: 401000219	Name: ABACA, YOLANDA DINO		
Hm Dept: 286100	MC-NURSING	Emplmt Status: A Pri Pay: BW	
Pay Disp: 8	<b>Online Earnings Statement: Y</b>		
Prenote : 2	SP Prenote Cyc: B1	SP Actvn: 12/10/97	
SP Bank : A0032	AMERICAN SAVINGS BANK	Transit: 322271627	
SP Bnk Acct Code/Number: C	xxxxxxxxxxx		
Ck Addr :			
Next Func:	ID:	Name:	SSN:
====>			
F: 1-Help	2-Browse	3-PrevMenu	4-Print
F:	9-Main Menu		12-Exit

IDSP – Check Address

Suggested placement of the OES Indicator is on line 9.

PPIDSP0-I1642	PAR Inquiry	08/03/05 07:58:17		
	Check Address	Userid: PPIA0		
Pay Cycle: B2	Processed In: 07/16/05	Check Date: 07/27/05		
ID: 401000219	Name: ABACA, YOLANDA DINO			
Hm Dept: 286100	MC-NURSING	Disp: 8 Emplmt Status: A		
Check No:	Type: CUR-ACTIVITY	PAR Control No: 055		
Total Gross: 3818.55	Total Deductions: 2133.65	Net Pay: 1684.90		
<b>Online Earnings Statement: Y</b>				
Check Address:				
Bank Key: A0032	AMERICAN SAVINGS BANK	Bank Acct: 0138-123466		
Warning: Check Disp was Surepay - Pay was sent directly to bank				
Comments:				
Next Func:	ID:	Name:	SSN:	
Pay Cycle:	Check Date:			
P0303	Latest record displayed - Enter IBRS for more			
====>				
F: 1-Help	2-Browse	3-PrevMenu	4-Print	5-PrevRec
F:	9-MainMenu			12-Exit

IDCA – Department Check Address

Suggested placement of the OES Indicator is on line 9.

```
PPIDCA0-I1642          PAR Inquiry          08/03/05 07:58:17
                        Check Address        Userid: PPIAO
Pay Cycle: B2  Processed In: 07/16/05  Check Date: 07/27/05
      ID: 401000219  Name: ABACA, YOLANDA DINO
      Hm Dept: 286100      MC-NURSING          Disp: 8  Emplmt Status: A
      Check No:           Type: CUR-ACTIVITY    PAR Control No: 055
      Total Gross:       3818.55  Total Deductions:  2133.65  Net Pay:  1684.90

Online Earnings Statement: Y

Check Address:

Bank Key: A0032 AMERICAN SAVINGS BANK          Bank Acct: 0138-123466
Warning: Check Disp was Surepay - Pay was sent directly to bank

Comments:

Next Func:      ID:          Name:          SSN:
Pay Cycle:           Check Date:
P0303 Latest record displayed - Enter IBRS for more
===>
F:  1-Help      2-Browse      3-PrevMenu  4-Print      5-PrevRec
F:           9-MainMenu          12-Exit
```

ECHK – Check/Surepay Disposition

Suggested placement of the OES Indicator is on line 5.

```
PPECHK0-E0875          EDB Entry/Update          06/21/05 11:47:58
06/13/05 20:50:08      Check/Surepay Disposition  Userid: PPIAO
ID: 401000219 Name: ABACA, YOLANDA DINO      Emp Stat: A  Pri Pay: BW

Check Disposition   : 8          Online Earnings Statement: Y

Check Address Line 1:
                Line 2:
                City   :          State:   Zip:

Surepay Bank Table Key      : A0032 AMERICAN SAVINGS BANK
Checking/Savings Indicator: C
Bank Account Number        : XXXXXXXXXXXXX
Bank Account Format         : ///////////////

                Prenote Indicator: 2
                Prenote Cycle/Date: 121097

Next Func:      ID:          Name:          SSN:

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

Pay Disposition screen of the Web Inquiry

Suggested placement of the OES indicator is beneath the Pay Disposition Code.

### **Pay Disposition Information**

---

**Pay Disposition Code:** 8 - SurePay

**Online Earnings Statement:** Yes

### **Direct Deposit Information**

**Bank:** A0032 - AMERICAN SAVINGS BANK

**Bank Transit Routing:** 322271627

**Account Type:** C - Checking

**Prenote Status:** 2 - Waiting period has passed

**Surepay Activation:** 12-10-97

**Prenote Cycle:** B1 - First biweekly

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### Edits

The standard Range/Value edit should be used for on-line and batch processing to indicate when an invalid value has been entered. The value of the OES Indicator must be blank, "Y", or "N". If this is not the case, the system should issue the error message, "Field out of range or illegal Value" with the severity level of "employee reject."

### Post Authorization Notification (PAN)

A change to the OES Indicator should not trigger a Post Authorization Notification.

### Summary of Initial Hire or Rehire (IDOC)

The Salary Information section of the IDOC should be modified to include the OES Indicator. The following is a suggested statement when an employee's Pay Disposition is "8" and the OES Indicator is "blank" or "Y":

"You will be able to view your earnings statement via UC For Yourself at <https://ucfy.ucop.edu/ucfy/>."

The following is a suggested statement when an employee's Pay Disposition is "8" and the OES Indicator is "N":

"You will receive a paper copy of your earnings statement."

### Surepay Program

The process which creates the print file for the printed direct deposit advice statements should be modified to print a paper statement only for employees with an OES Indicator value equal to "N".

The process should also be enhanced to create an additional print file for transmission to UCOP, to be used for the display of the online earnings statements. This print file should contain all

employees who have direct deposit (Pay Disposition is "8"), regardless of the value of the OES Indicator. The record format for this print file will be identical to the record format for the campus print file, **except** that a special 'header' record must be inserted between each employee's record. The format of this record is:

Example:

```
*****HDR,765434425,04,MO,09/01/2005,09/30/2005,09/30/2005
```

```
*****HDR,emp-id(9),location(2),Pay Cycle(2),Pay Start Date(10),Pay End Date(10),Run Date(10)
```

During the programming phase of the project, specific adjustments may be made to the format or content of this record as testing is coordinated with the UCOP programming team working on the web display.

#### Implementation Requirements

A one time program should be provided for the initial mass conversion. The one time program should establish a "Y" in the Online Earnings Statement Indicator field for:

- Employees who have Disposition Codes of "8" and Pre-note values of "2" regardless of Employment Status Code
- Employees who have Disposition Codes other than "8" and Pre-note values of "0" or "1" regardless of Employment Status Code

These changes should be recorded on the PPP1800 for historical purposes.

Appendix A

Draft Data Dictionary for Online Earnings Statement Indicator

**System Number: EDB**

**User Access Name:**

**Programming Name:**

**Revision Date: 08/04/05**

**Comments**

**Name: ONLINE EARNINGS STATEMENT INDICATOR**

**Type: ALPHA**

**Length: 1**

**Format**

N/A

**General Description**

Code indicating whether or not an employee will receive an electronic earnings statement.

**Code Interpretation**

Code Interpr:	Blank	-	Default (yes) - Employee will receive an Online Earnings Statement
	Y	-	Yes – Employee will receive an Online Earnings Statement
	N	-	No - Employee will receive a paper Earnings Statement

Appendix B

**HELP Text**

EDBXXX Online Earning Statement Indicator

Published: 08/05/05 "ONLINE EARNINGS STATEMENT INDICATOR-EDB"

Description: Code indicating the presentation method of the earnings statement selected by the individual.

Format: N/A

Code Interpr.: Blank - Default (yes) - Employee will receive an Online Earnings Statement  
Y - Yes – Employee will receive an Online Earnings Statement  
N - No - Employee will receive a paper Earnings Statement

## Appendix C

### Online Earnings Statement Workgroup

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