

September 20, 2007
Revised 10/01/2007
SR 81768 Derived Percent to CPS.doc

SR81768 Requirements
Add Derived Percent Time to CPS

Objective:

To include the Derived Percent Time in the data sent from campuses for use by the Corporate Personnel System (CPS).

Project Type:

This is a modification to the CPS Distribution file produced by program PPP713.

Requested by:

OP – Costing Policy and Analysis

Recharge to:

M-666503-69400-3

Analyst:

Patty Yamashita

Due Date(s):

Not Urgent – January 2008 data

All locations must install modifications in time to include the derived percent to the data passed for January 2008.

Background:

IR&C developed the Effort Reporting System (ERS) in response to campus needs for better tools in order to respond to the Circular A-21 audit requirements. The ERS collects and stores payroll activity from the sequential Payroll Audit Record (PAR) files. The ERS bases its calculations of the “percent effort” on the percent time associated with the employee’s pay. However, the Payroll/Personnel System (PPS) captured the percent of time for the salaried appointment only. That is, the PAR did not reflect a percentage of time for hourly paid employees and for Transfer of Payroll Expense transactions (E1 and E3 lines). Therefore, in a subsequent release, IR&C distributed the modifications to include the “Derived Percent Time.”

For its various compliance reviews, OP-Costing Policy and Analysis pulls data from the Corporate Personnel System (CPS). Costing Policy and Analysis runs a parallel A-21 audit process for those campuses not yet using ERS.

Current Process:

At the present, Costing Policy and Analysis obtains an extract of the PAR earnings distributions from CPS, which does not include the “Derived Percent Time.” In order to have a percent that resembles the “Derived Percent Time,” Costing Policy and Analysis manually inserts a calculation routine to determine the percent time on the worksheets.

Proposed Process:

To have the same calculation routine used in the ERS and in the parallel reporting process, the “Derived Percent Time” should be passed from the PAR records to CPS. See Appendix A for the amended file layout.

Appendix A- Corporate Personnel System (CPS) PPP713

Corporate Personnel System (CPS) PPP713 SR 81768				
CPS Distribution Record Layout				
Position	Length/ Format	Field Description	Data Element #	Comments
1 – 2	2	Location		
3 – 11	9	Employee Identification No.		
12 – 13	2	Distribution Number	EDB2041	
14	1	UC Location 2		Value '1' or '2'
15	1	UC Location 3		
16 – 21	6	Account Number		
22 – 26	5	Fund Number		
27 – 28	2	Sub-Account Code		
29 – 30	2	Description of Service - CPS		From the DOS Table
31 – 36	6 yymmdd	Pay Period End Date		
37 – 40	4	Title Code		
41 – 50	10 nnnnn.nn or nnnnn.nnnn	Distribution Pay Rate	EDB2055	Hourly Rate: nnnnn.nnnn Pay Period Rate: nnnnn.nn
51 – 57	7 S9(5)V99	Gross Earnings		
58 – 62	5 S9(3)V99	Hours Paid		
63 – 67	5 S9V9(04)	Percent Time Distribution	EDB2052	
68	1	Rate Adjustment Indicator		
69	1	Distribution Rate Code	EDB2015	'H' for Hourly; 'A' for Salaried
70	1	HEERA Distribution Unit Code		
71 – 72	2	Pay Cycle	EDB2016	
73	1	Special Retirement Eligibility		
74 – 76	3	Description of Service Code	EDB2056	
77	1	Financial Aid Type		
78	1	SAU Code		
79	1 PIC S9(1)	UCRS Subject Gross Indicator		From the DOS Table
80	1	DOS Payment Category		From the DOS Table
81	1	DOS Type Hours		From the DOS Table
82-86	5 S9V9(04)	Derived Percent Time	PAR0343	New Data Element
87-100	14	Filler		