

Release 1790

**Service Request 81768
Add Derived Percent Time to CPS**

Detail Design

October 29, 2007
Revised October 31, 2007

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Introduction

Service Request 81768

Service Request 81768 asks that the Derived Percent Time be included in the data sent from campuses for use by the Corporate Personnel System (CPS).

Service Request 81768 provides the following background information:

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.

Overview of PPS Modifications

Program PPP713 will be modified, adding the Derived Percent Time (PAR0343) to the Corporate Personnel System (CPS) distribution file.

Programs

Modified Programs

PPP713

PPP713 creates the distribution file for the Corporate Personnel System (CPS).

The program will be modified to populate a new data element that will be added in the Corporate Personnel System (CPS) distribution file. The new data element is the Derived Percent Time (PAR0343). Derived Percent Time is the Percent of Time effort associated with an earnings pay distribution.

The Derived Percent Time is simply moved “as is” for all pay cycles except for the BW (biweekly) that crosses the current month and prior month boundary. For the BW that crosses the current month and prior month boundary, the Derived Percent Time will be prorated by the number of working days in the pay period that belong to each month, divided by 10 working days per BW pay period. The same prorating was done for earnings and hours for the earnings pay distribution.

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Copy Members

CPWSXDCP

This copy member contains the Corporate Personnel System (CPS) distribution file record layout. Existing Filler will be used to define the new field for the Derived Percent Time (PAR0343).

- XDCP-DERIVED-PCT PIC S9V9(04)

Attachments

Attachment A – Record Layout of CPS PPP713 Interface File

| Corporate Personnel System (CPS) PPP713 As of Release 1790 | | | | |
|---|------------------------------------|-----------------------------------|----------------------|--|
| CPS Distribution Record Layout | | | | |
| Position | Length/ Format | Field Description | Data Element # | Comments |
| 1 – 2 | 2 | Location | | |
| 3 – 11 | 9 | Employee Identification Number | | |
| 12 – 13 | 2 | Distribution Number | EDB2041 ¹ | |
| 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 |

¹ Data is retrieved from the Payroll Audit Record (PAR) file. EDB data element numbers are shown for reference only.

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| Corporate Personnel System (CPS) PPP713 As of Release 1790 | | | | |
|---|---------------------------|-------------------------------|---------------------------|--------------------|
| CPS Distribution Record Layout | | | | |
| Position | Length/ Format | Field Description | Data Element # | Comments |
| 81 | 1 | DOS Type Hours | | From the DOS Table |
| 82 – 86 | 5 S9V9(04) | Prorated Derived Percent Time | | |
| 87-100 | 14 | FILLER | | Blanks |