

SR 82135

February 8, 2008

Revised February 19, 2008

Revised April 23, 2008

SR Requirements

DOS Code Modification

Objective:

To modify the attributes of base PPS DOS Codes

Project Type:

This is an update to the Description of Service Table, table #10.

Requested by:

DOS Code Committee

Analyst:

Patty Yamashita, Payroll Coordination

Shelley Dommer, HR/B ISS

Due Date(s):

April 30, 2008 so that campuses can have sufficient time to implement as soon as July 1, 2008

The changes requested in this service request are the result of the second phase of base Description of Service (DOS) Code changes. This review covers the following Corporate Personnel System (CPS) types of service:

This service request asks that base PPS DOS codes be amended and established in order to obtain consistency in the reporting of compensation in the CPS. Because campuses have established unique PPS DOS codes, each campus will receive separate documents describing the changes that should be made to the local DOS codes. However, these local campus codes will not be added to the base PPS DOS table.

Testing of the DOS codes should be carried through to the Distribution of Payroll Expense and the UCRS Interface file (PPI730).

A summary of the base PPS DOS Table changes are in the following table and the pdf attachment consists of the UPAY 650 forms.

DOS	Description	Action: Add Change Delete	Date Distributed	Local Base	Campus Action Required
ABL	Student Bonus Pay - Local	Add	4/30/2008	Base	
BOP	Bonus for Performance	Delete	4/30/2008	Base	Stop usage; program no longer in use; delete code from DOS table
BXC	Academic Student Employee Child Care	Add	4/30/2008	Base	To establish a taxable fringe benefit for ASE as agreed upon in a new contract article between the University and UAW. Mercer is currently drafting a hiring bonus policy
HBO	Hiring Bonus	Add	4/30/2008	Base	
LEA	Local Employee Award	Add	4/30/2008	Base	To establish a single DOS code common to all locations
MIA	MAP Incentive Award	Delete	4/30/2008	Base	Stop usage; program no longer in use; delete code from DOS table
MOV	Non-excl Move Exp-Pay	Add	4/30/2008	Base	Non excludable moving expense paid through payroll; amount is subject to federal, state, and FICA taxes
NDI	Non-Discretion Award SRDP	Change	4/30/2008	Base	Change to State taxation value
NDL	Non-Discretionary Award Local	Add	4/30/2008	Base	Locally funded non-discretionary award (non-exempt employee)
PEI	In lieu of Endorsement and 3rd party income	Add	4/30/2008	Base	Payment in lieu of product endorsement and other third party income; agreement is based upon coaches contract
PNB	Physician Non-Base Pay	Add	4/30/2008	Base	Establish Staff Physician Non-Base Pay as a flat dollar amount – reference Regental Plan
PNZ	Physician Incentive Pay	Add	4/30/2008	Base	Establish Physician Incentive Pay – reference Regental Plan
PSZ	Staff Physician Shift Incentive	Add	4/30/2008	Base	Establish Staff Physician Shift Incentive Pay - see Regental plan
RFB	Referral Bonus	Add	4/30/2008	Base	To establish a single DOS code common to all locations
RTB	Reduction in Time-Stipend	Add	4/30/2008	Base	To establish DOS code for potential future use
SAL	Student Award Program-Local	Add	4/30/2008	Base	To establish a single DOS code common to all locations
SGB	Sign-on Bonus	Add	4/30/2008	Base	To establish a single DOS code common to all locations
TEP	Taxable Exp-Pres/Chan	Add	4/30/2008	Base	Based upon BFB G-45, this is the taxable expense of the President and Chancellors
TIL	Team Incentive Award (Locally funded)	Add	4/30/2008	Base	To establish a single DOS code common to all locations



**PAYROLL/PERSONNEL
DESCRIPTION OF SERVICE TABLE
UPAY650 (R05/01) R1347**

PREPARED BY:	DATE
AUTHORIZED BY: <i>[Signature]</i>	DATE 01/11/08

A C D	TABLE NO.	SEQUENCE NUMBER	DESC. OF SERVICE	TH. NO.	DESCRIPTION	ABBREVIATED DESCRIPTION	PAY CAT	TRF	SUBJECT GROSSES	PRE-PROC.	CALC. RETN.	POST PROC.	CALC FACTOR
1	2-3	4	5	6	7	8	9	10	11	12	13	14	15
A	10		MOV	1	NON EXCL MOVE EXP-PAY	MOVE EXP-PAY	N		+S+SN++		03		
					HOURS BALANCE ELEMENT NUMBERS	DOLLAR BALANCE ELEMENT NUMBERS			OBJECT CODES		INDICATORS	INTERFACE CODES	
					16	17	18	19	20	21	22	23	24
					25	26	27	28	29	30	31	32	33
					34	35	36	37	38	39	40	41	42
					43	44	45	46	47	48	49	50	51
					52	53	54	55	56	57	58	59	60
					61	62	63	64	65	66	67	68	69
					70	71	72	73	74	75	76	77	78
					79	80	81	82	83	84	85	86	87
					88	89	90	91	92	93	94	95	96
					97	98	99	100					
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A C D	TABLE NO.	SEQUENCE NUMBER	DESC. OF SERVICE	TH. NO.	DESCRIPTION	ABBREVIATED DESCRIPTION	PAY CAT	TRF	SUBJECT GROSSES	PRE-PROC.	CALC. RETN.	POST PROC.	CALC FACTOR
1	2-3	4	5	6	7	8	9	10	11	12	13	14	15
A	10		PEI	1	IN LIEU - ENDRSMT / 3rd prty	NO ENDRSMT	A		+S+ENNNN		03		
					HOURS BALANCE ELEMENT NUMBERS	DOLLAR BALANCE ELEMENT NUMBERS			OBJECT CODES		INDICATORS	INTERFACE CODES	
					16	17	18	19	20	21	22	23	24
					25	26	27	28	29	30	31	32	33
					34	35	36	37	38	39	40	41	42
					43	44	45	46	47	48	49	50	51
					52	53	54	55	56	57	58	59	60
					61	62	63	64	65	66	67	68	69
					70	71	72	73	74	75	76	77	78
					79	80	81	82	83	84	85	86	87
					88	89	90	91	92	93	94	95	96
					97	98	99	100					
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A C D	TABLE NO.	SEQUENCE NUMBER	DESC. OF SERVICE	TH. NO.	DESCRIPTION	ABBREVIATED DESCRIPTION	PAY CAT	TRF	SUBJECT GROSSES	PRE-PROC.	CALC. RETN.	POST PROC.	CALC FACTOR
1	2-3	4	5	6	7	8	9	10	11	12	13	14	15
	10			1									
					HOURS BALANCE ELEMENT NUMBERS	DOLLAR BALANCE ELEMENT NUMBERS			OBJECT CODES		INDICATORS	INTERFACE CODES	
					16	17	18	19	20	21	22	23	24
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					52	53	54	55	56	57	58	59	60
					61	62	63	64	65	66	67	68	69
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					79	80	81	82	83	84	85	86	87
					88	89	90	91	92	93	94	95	96
					97	98	99	100					

ALL

RETN: ACCOUNTING:
UNTIL ACTION TAKEN

*non excludible moving expense - paid thru payroll
pei - payment in lieu of product endowment and
other party income: based upon contract*

