

**Create Date: April 23, 2008**  
**Last modified on: May 20, 2008**

## **SR82216 Requirements**

### **Remove SSN from Monthly Union Deduction Reporting**

**Objective:**

To remove the SSN from the PPS program that reports on union deductions

**Project Type:**

Modification to existing processes.

**Requested by:**

Myria Butler – UCOP Labor Relations

**Analyst:**

Patricia Mashhoon

**Due Date:**

July 1, 2008

These modifications should be completed in time to be reflected in July 2008 reporting that is run in early August.

**Background:**

As part of its ongoing effort to protect an employee's privacy, the University has removed the Social Security Number (SSN), from Payroll Personnel System screens, reports and files where it is not essential to the functionality.

Accordingly, Labor Relations has requested that the SSN be removed from the monthly union deduction reporting files that are provided to the unions by UC Office of the President.

Using the source files created by the campuses' monthly dues deduction processing and transmitted to the Office of the President, the Payroll Interface Process merges the data and generates 10 union deduction files for pick up by the various unions. These files currently contain SSN as outlined below.

Preliminary analysis indicates that only the source of these files, the PPS, requires modification as follows:

**Payroll Personnel System****Current Process:**

The PPP4951 Standard Union Deduction Report currently displays the employee's full SSN if a represented dues paying member or masks it (either partially or completely) depending on the type of deduction (i.e., unrepresented dues, agency fee, charity, initiation fee or political action contributions) and/or particular union being reported on. This is described in detail in Release 1422 documentation.

The SSN is also contained on the Union Deduction File created by PPP495 in positions 24-32 on the record.

**Proposed Process:****PPP4951 Standard Union Dues Deduction Report**

It is requested that the SSN column heading and field be removed from the PPP4951 report.

Attachment A shows a sample of the modified report PPP4951.

**SSN Masking**

The SSN masking functionality should be removed as well. Form UPAY565E Agency Fee Information should be modified by removing column 41 and the legend at the bottom of the form.

**Union Deduction File**

It is also requested that the SSN be removed from the Union Deduction File and the space be redefined as filler (positions 24-32). Attachment B shows the revised Union Deduction File Record Layout (PPP495).

# ATTACHMENT A – REVISED PPP4951 Standard Union Dues Deduction Report Layout

PPP4951/PPP495 /043004  
 RETN: SEE RPTS DISP SCHEDULE/DIST.  
 PROCESS MONTH: JANUARY 2008

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE  
 PAYROLL PROCESSING  
 STANDARD UNION DEDUCTION REPORT

PAGE NO. 0000001  
 RUN DATE 04/24/08

UNION: AFSCME UNIT: EX  
 GTN: 073 DUES, 456 AF, 494 CO, 495 CO, 496 CO, 480 AFSCM PAC EX

EMPLOYEE ID	NAME	PAY END DATE	TRAN DESC	<----UNIT----->		<----NON-UNIT---->		UNIT RATE	<--DEDUCTIONS-->			OP			
				EARNINGS	HRS	EARNINGS	HRS		GTN	AMOUNT	SPC	LOC	EUC	REP	
000050032	FRESCO,AL	01/31/08	CURR	836.91	92.00	.00	.00		073	12.55		03	N	EX	C
000050071	SOAR, DINAH	01/31/08	CURR	1,520.58	73.60	.00	.00		073	22.81		03	N	EX	C
000050071	SOAR, DINAH	01/31/08	CURR						480	1.00		03	N	EX	C
333333005	HACKMAN, EUGENE S	01/31/08	CURR	3,575.00	184.00	.00	.00		456	51.78		03	N	EX	C
333333016	TWOSTEP, SAMMY	01/31/08	CURR	3,174.00	184.00	.00	.00		456	47.61		03	N	EX	C
444000070	BANNER, RALPH E.	01/31/08	CURR	4,000.00	184.00	.00	.00		456	51.78		03	N	EX	C
444000071	BARTIE, BILL E.	01/31/08	CURR	4,000.00	184.00	.00	.00		496	51.78		03	N	EX	C
501000076	DUPREE, BILL E.	01/31/08	CURR	3,660.97	184.00	.00	.00		456	51.78		03	N	EX	C
501000078	JACKSON, JIM BO	01/31/08	CURR	7,297.61	184.00	.00	.00		456	51.78		03	N	EX	C
616000001	SHEBANG, BONNIE	01/31/08	CURR	5,520.00	184.00	.00	.00		456	51.78		03	N	EX	C
999888009	PARKER, LARRY AUGUSTA	01/31/08	CURR	1,876.80	184.00	.00	.00		456	28.15		03	N	EX	C

## ATTACHMENT B – REVISED UNION DEDUCTION FILE RECORD LAYOUT (PPP495)

Union Deduction File Record Layout (PPP495)				
Position	Length/ Format	Field Description	N/A	Comments
1 – 2	2	Title Unit Code		
3				
4 – 12	9	Employee ID		
13				
14 – 22	9	Prior Employee ID		Only if prior employee ID exists, otherwise blanks
23				
24 – 32	9	Filler		Removed by SR82216
33				
34 – 63	30	Employee Name		
64				
65 – 74	10 mm/dd/ccy y	Pay Period End Date		
75				
76 – 77	2	PAR Record Type		85 – Current Payroll Activity 82 – Rush Hand-Drawn Check 80 – Hand Drawn Check 75 – Overpayment 70 – Cancellation
78				
79 – 89	11 - zzzzzz9.99	Unit Earnings		
90				
91 – 99	9 -zzzz9.99	Unit Earnings - Hours		
100				
101 – 111	11 - zzzzzz9.99	Non-Unit Earnings		
112				
113 – 121	9 -zzzz9.99	Non-Unit Earnings - Hours		
122				
123 – 125	3	GTN Number		
126				

Union Deduction File Record Layout (PPP495)				
Position	Length/ Format	Field Description	N/A	Comments
127 – 136	10 -zzzzz9.99	GTN Amount		
137				
138	1	Deduction Transaction Type		blank – normal deduction type 'O' – Onetime deduction 'R' – Refund
139				
140	1	Office of the President Flag <sup>1</sup>		'Y' or 'N'
141				
142 – 143	2	Employee Unit Code		
144				
145	1	Employee Representation Code		
146				
147 – 148	2	Campus Location		
149				
150 – 160	11 - zzzz9.999 9	Unit rate		