



## IS-7 Guidelines for Maintenance of the University Payroll System

Refer questions to Information Resources and Communications  
University of California Office of the President

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## I. Introduction

University policy recognizes campus responsibility for development and maintenance of administrative operational systems for addressing campus needs, while ensuring the reporting of specific data to the Office of the President for meeting corporate reporting requirements to the Regents, other University entities, and external reporting to state, federal, and other external agencies as required (see Guidelines for Stewardship of Electronic Information Resources). The exception to this policy, however, is the development and maintenance of the University of California payroll system.

The purpose of this bulletin is to describe responsibility for the University payroll maintenance functions and to describe procedures that ensure appropriate change management practices, consistent with University policy (see IS-3, Electronic Information Security, section III.E.2.e, Change Management).

## II. Definitions

The following terms used in these Guidelines are defined in Appendix A.

Administrative Operational Systems

Corporate Functions

Restricted Information

## III. Responsibilities and Procedures

### A. *Payroll System Maintenance Responsibility*

To ensure fulfillment of University fiduciary responsibility and functional oversight, [Financial Management](#), a division of [Business and Finance](#) - Office of the President, is responsible for the University of California [Payroll/Personnel System](#) (PPS). Financial Management works in partnership with [Information Resources and Communications](#) (IR&C) and [Human Resources and Benefits](#) (HR&B), Office of the President, to ensure consistency for payroll functionality throughout the University, to ensure that all employees are paid properly and in a timely fashion, and to support payroll-related reporting requirements of both the University and external agencies.

IR&C is responsible for developing PPS maintenance changes and installing them in the base version of the University Payroll System. IR&C is also responsible for issuing such changes to each campus in the form of University PPS maintenance releases.

Campuses are responsible for installing each released maintenance change in their campus version, except in rare instances when a maintenance release indicates that installation is optional. In collaboration with [Payroll](#)

[Coordination and Tax Services](#), IR&C posts maintenance documents online at [Campus Payroll Maintenance](#).

The timing of campus installations should occur in accordance with the schedules provided as part of the maintenance releases. Whenever possible, IR&C distributes releases to campuses to provide two or more weeks to install the changes. In the local installation process, campuses may involve local payroll/accounting, human resources and benefits, and labor relations offices as deemed appropriate by the campus.

Campuses are discouraged from making campus-specific changes to the University Payroll System because of the need to maintain system integrity and because of the large number of central maintenance releases campuses must install. Campuses are responsible for any campus specific changes made and for maintenance of any campus changes.

### ***B. Requests for University Payroll System Maintenance***

PPS maintenance may be required or requested because of:

- external forces, such as changes in federal or state tax laws;
- internal policy, such as installation of new benefit plans;
- functional changes requested by either Office of the President or campus functional staff, such as campus payroll managers, Office of the President collective bargaining staff, or campus academic personnel coordinators;
- technical reasons, such as table size expansion or interfacing system requirements.

Requests for Human Resource and payroll changes should be sent to [Payroll Coordination and Tax Services](#). Requests for benefits changes should be sent to the HR&B Information Systems Support director, with a copy to Payroll Coordination and Tax Services.

- Human Resources and Benefits and Payroll Coordination and Tax Services at the Office of the President are responsible for soliciting feedback from their campus counterparts, such as payroll and human resources, during the development stage of any significant proposed modifications to PPS.
- Human Resources and Benefits and Payroll Coordination and Tax Services are responsible for communicating proposed solutions to central campus offices, including assessments of impacts on campus operations, before submitting completed service requests to IR&C for final implementation.
- Campus offices are responsible for contacting their campus departments to solicit comments on proposed changes.

The Payroll Coordination and Tax Services manager, in consultation with the [Payroll/Personnel Systems Services](#) manager and the HR&B Information Systems Support director, is responsible for establishing priorities for completion of payroll system maintenance changes. As part of the scheduling of maintenance, consideration should be given to campus technical and functional installation workload and impact.

### **C. Title Code Table Updates**

The Labor Relations unit of HR&B is responsible for negotiating salary steps and ranges as part of collective bargaining for represented title classes. Campus compensation managers are responsible for setting rates and ranges for non-represented title classes, according to HR&B compensation policies. The Compensation Programs unit of HR&B is responsible for maintaining the Title Code System, and IR&C is responsible for distributing all Title Code Table updates to campuses.

### **D. Maintenance Release Installation and Verification**

Campus installation of PPS maintenance releases in numerical sequence is critical to maintain proper operation of the system and to insure timely installation of functional changes. Therefore, each PPS maintenance release should be installed by all campuses in the sequence designated by release number, except when the maintenance release letter permits otherwise. Release instructions are included with each maintenance release. Each campus should follow the release instructions for installing and testing the installation.

Campus payroll technical staff should provide feedback to [Payroll/Personnel Systems Services](#) regarding difficulties encountered in installing releases. In addition, any local modifications to a release should be fully documented, consistent with University change management policy (see IS-3, Electronic Information Security, section III.E.2.e, Change Management, and IS-10, Systems Development Standards, section 4.3 and 4.4 Maintenance Standards).

IR&C provides test data to assist campus testing of maintenance installations. Among other responsibilities, the campus is responsible for correct and timely installation of payroll releases, verification of release changes against test data and results, and confirming that release installation date conforms to the release.

## **IV. References**

Policy on Stewardship of Electronic Information Resources  
Guidelines for Stewardship of Electronic Information Resources  
IS-2 Inventory, Classification, and Release of University Electronic Information  
IS-3 Electronic Information Security  
IS-10 Systems Development and Maintenance Standards

## **Appendix A - Definitions**

### **Administrative Operational Systems**

Administrative operation systems are defined as those which use computers, including mainframe, servers, or desktop systems to collect, store, retrieve, and display information for use in the planning, management, and allocation of University information and resources.

Portable devices should only be used for administrative operational systems as necessary for collection or transmission of information. Restricted information may be retained on portable equipment only if protective measures, such as encryption, are implemented that safeguard the confidentiality or integrity of the data in the event of theft or loss of the portable equipment.

### **Corporate Functions**

Corporate functions are defined as those functions managed centrally for the benefit of the entire University, as opposed to those functions performed solely at local, campus sites. Examples of corporate functions are consolidated reporting, systemwide policy development, and compliance review.

### **Restricted Information**

Restricted information describes any confidential or personal information which is protected by law or policy and that requires the highest level of access control and security protection, whether in storage or in transit. The term should not be confused with that used by the University-managed national laboratories where federal programs may employ a different classification scheme.