

Statistical Summary Headcount and FTE Reports Information

Source of Data:

The Corporate Personnel System (CPS) is a database housed at UC Office of the President. CPS is built from monthly campus PPS extracts, combined with data from the Title Code System (TCS) and the Corporate Account Fund (CAF) Profile.

The PPS extracts include employee, appointment, and earnings distribution data from each campus' payroll system. The extracts are produced by PPS programs which each campus runs (or UCOP runs on their behalf) once a month, after the monthly (MO) pay cycle compute.

Earnings data from all other pay cycles which have run during the past month is included in the files submitted to UCOP.

You can find out more about the Corporate Personnel System at <http://www.ucop.edu/irc/dd/cps/>

Special Logic used in Creating PPS Extracts for CPS:

Biweekly earnings or other earnings which are associated with a pay period that spans multiple months are split between the two months and included on the extract file for the second month.

The hours worked for the entire pay period are pro-rated between the two months by the PPP713 program, according to the number of working hours in each month for that pay cycle.

For example, if a biweekly pay period begins on 08/23/09 and ends on 09/05/09 and an employee works throughout the pay period, the September file will include an earnings record which has a pay period end date of 08/31/09 and another which has a pay period end date of 09/05/09. For employees who are full-time and not paid on an hourly basis, the FTE will be split: .60 for the pay period ending 8/31 and .40 for the pay period ending 9/5. Earnings and hours will be pro-rated in the same way.

Earnings and Associated Data Stored in CPS

In CPS, earnings, FTE, and hours worked data is put into monthly buckets which represent the month when they were *earned* rather than the month they were paid. In the biweekly example above, 60% of the hours, earnings, and FTE will be assigned to August and 40% to September.

CPS accumulates earnings throughout the fiscal year in these monthly buckets in the Fiscal Year file, applying retroactive earnings and adjustments to the month they were earned. The Pay Period End Date is used to assign earnings to the correct month. Earnings that apply to previous fiscal years are put into a bucket for Prior Years and cannot be identified as applying to a specific month.

A snapshot file is frozen after the following month's data is received so that data will remain stable for analytical reporting purposes. We use October and April snapshots for the Statistical Summary reports on the web. **The final October snapshot includes earnings that were earned in October and paid by December 1st.**

Selection Criteria and Logic used for Statistical Summary Report

FTE – the report includes the **actual FTE associated with the earnings, not the appointment**

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percent. Whether an employee has an annual or hourly pay rate, the base earnings have hours associated with them. The payroll program calculates the actual FTE (called Time Distribution) by dividing the number of hours associated with the earnings by the total number of working hours in the pay period.

- For the Statistical Summary and most other reports, we include base pay DOS codes. FCP DOS code is one of the attributes in the PPS DOS code table; base pay FCP DOS codes are: AV, AM, AW, AX, HR, and HD. For the purposes of calculating base FTE, we also include FCP DOS code HY (Health Sciences Compensation).

We include all employees who had **base earnings** during the applicable month. Their TOTAL base earnings must be greater than 0. *Do not* exclude earnings less than zero when calculating the total, since those records are adjustments and will affect the total earnings for the month.

Health Science Compensation (records with FCP DOS code HY) should not be included when calculating total earnings – only when calculating FTE.

- There are some faculty members and others who are paid using By Agreement DOS codes. By Agreement earnings don't have any FTE or hours associated with them and we don't have a way to calculate the FTE, so they are not included in the Statistical Summary or most other reports.
- The Statistical Summary includes all employees who have base pay earnings - career or not; academic or staff; medical center or general campus. We include employee postdoctoral scholars but do not include postdocs who are *not* UC employees (title codes 3253 and 3254).
- Systemwide employees - those who have a Location 2 code of "2" - are counted in the UCOP (or ANR) totals, not the campus totals.
- To calculate whether an employee is full-time or part-time, we add up the actual FTE for earnings for all of their title codes, not just the primary title. A total FTE of .99 counts as full-time. **(Note that the salary reduction will not reduce the actual FTE if you include only the base pay DOS codes. The salary reduction DOS codes are not mapped to base pay DOS codes).**
- For headcount, we count the employee only once, by their primary title code. This is for purposes of categorizing employees by personnel program, CTO, or other title-related attributes.

The PPS system has a primary title code for each employee; this agrees with the primary title code in CPS most of the time. However, we do calculate a primary title code for CPS based on which title has

- 1) the highest base pay earnings associated with it, or, if there is no difference
- 2) the highest base pay FTE associated with it, or if there is no difference
- 3) the lowest numbered title code (e.g., title code 0060 instead of title code 1100).

- If a title code is invalid or is not in the corporate Title Code System for that location, the CTO and personnel program will be displayed as "Other-Unknown" or "None".