NET PAY EXCEEDS LIMIT - DETAIL REPORT
(PPP420, PAYROLL DISBURSEMENT PROGRAM)

Overview

During the payroll compute, each employee’s net pay is checked against the net pay limit that has been established by the campus. If the net pay for an employee exceeds the limit, the payroll disbursement program generates an error message.

Background/Current Process

Currently, when an employee’s net pay exceeds the established limit, the payroll disbursement program issues an Error Message. Specifically, on the PPP4203, PARYROLL PROCESSING--WARNING MESSAGES, report, Error Message 42-015, “NET PAY EXCEEDS LIMITS” is displayed along with the Employee I.D. Number, Error Severity and the Employee Name. Optionally, Check Numbers are displayed.

Campuses use the information displayed in conjunction with Error Message 42-015 and PAR resources, to audit the pay of those employees whose net pay exceeds the limit. This provides campuses an opportunity to catch the distribution of overpayments.

The Problem

Campuses indicate that, for users assigned the task of verifying if a specific employee’s net pay amount is correct, the information displayed in conjunction with Error Message 42-015 currently is less than sufficient.

In order to determine if the associated net pay is in fact appropriate, users have to supplement the PPP4203 report information with a review of Payroll Audit Record information for the compute. This additional step lengthens the review process.
Considerations

In order to improve the usefulness of the PPP4203 report, campuses have suggested that a number of additional employee earnings-related data, such as Gross and Net Pay, Title Code, and Description of Service should be included in the report.

However, it is felt that adding more information in conjunction with Error Message 42-015 may circumvent the message handling routine for the PPP4203 report. The addition of more lines of data also may render the report harder to read.

Modifications Requested

As an alternative, the following system modification is being requested in order to address the reported need to improve campus review of and response to Error Message 42-015.

The Payroll Disbursement Program (PPP420) should be modified such that a separate report is issued in connection with any employee whose net pay exceeds the campus established limit.

The new report should, for each employee whose net pay exceeds the campus established limit, display the following information:

Employee ID (PAR 0120)
Employee Name ((PAR 0571)
Check Number (PAR 0810)
Total Gross (PAR 1210)
Net Pay (PAR 1460)
Title Code (PAR 3846)
Description of Service Code (PAR 3870)
Earnings Distribution Amount (PAR 3990)
Earnings Distribution Time (PAR 3980)
Earnings Distribution Percent (PAR 4000)

Payroll Coordination & Tax Services
Service Request 14832
October 6, 1999
The same criteria that is used to determine whether the net pay is over the limit for purposes of issuing Message 42-015 should be used to determine whether the employee should appear on the new report.

Note that Message 42-015 should continue to be issued on the PPP4203 report.

Please see the sample report, attached.