Introduction

- Payroll Managers have requested the modification of the PPP4902, Detailed Deduction Report and the PPP4903, Standard Deduction Report generated by Program PPP490. Specifically, some additional variation in the reporting of employee totals in conjunction with GTN deduction information would enhance the reports, providing better functionality.

- Campus functional offices have also requested that the “CBUC” column in the PPP4902/PPP4903 reports, which was removed as a result of Release 1288, needs to be reinstated.

- A number of locations have also requested an enhancement to the report generation program, PPP490.

Overview/Background

(A) Based on options and selection criteria specified by campus users via the Deduction/Reduction Report Request (UPAY 643):

- PPP 4902 provides an itemized list of employees’ deductions and is used, primarily, for auditing and processing the deductions. Some locations may use the list to report miscellaneous deductions, such as dues, to organizations.

- PPP 4903 summarizes employee deduction activity and is used by most campuses to provide information regarding miscellaneous deductions to the organizations involved.

At the end of each of the above reports, totals of the number of employees on the report are supplied. The reported totals include the number of employees who had actual deductions withheld as well as individuals with suspended deductions.

The University charges organizations that are recipients of miscellaneous deductions the cost of processing and remitting deductions. This charge is
determined by multiplying a “per employee” deduction cost by the number of employees for which deductions are withheld. When functional offices look to the employee totals listed in the PPP4902 and PPP4903 reports, they may have a distorted employee count since the counts contain suspended deductions mixed with withheld deductions. In order to avoid overcharging eligible organizations, functional offices must review the reports manually to account for the “true” number of employees with deductions withheld.

(B) Prior to the modifications made in Release 1288, the PPP4902 and PPP4903 reports contained a column, “CBUC”. Among other things, campus functional offices used the associated information to identify employees in various bargaining units for purposes of monitoring the application of specific University programs such as “Pre-tax Parking”.

(C) The PPP490 program currently sets a 100 report limit for each execution of the program. It also sets a limit of 10 GTN items per employee.

**Modifications Requested**

Modifications are requested such that:

- On the PPP4902 and PPP4903 reports, in addition to the currently supplied totals, i.e., all employees appearing on the report, the following should be routinely displayed at the end of each report:

  (i) number of employees with suspended deductions -- based on the presence of a suspended deduction indicator ‘S’ on the applicable GTN.

  (ii) number of employees with deductions (if an employee has a suspended deduction as well as a true deduction, the true deduction should be counted as a deduction).
Example

Current: # of EE  110

Proposed: # of EE
# of EE with Suspended Deductions  10
# of EE with Deductions  100

• The “CBUC” column should be relabelled “EUC” (EDB 0255) and reinstated along with its associated data on the PPP4902 and PPP4903 reports.

Please see the attached sample reports, Exhibit A, for examples of the proposed changes above.

• Program PPP490 should be modified to remove the 100 report limit for each execution of the program in order to obviate multiple executions of this program. In addition, the limit of 10 GTN items per employee should be removed so the reports can list all requested transactions and balance to the GTN totals for the period reported.

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December 12, 2000