Notification of Final Pay
Requirements

University of California
Business & Finance
Payroll Coordination
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Notification of Final Pay

Table of Contents

Overview 1
Background 1
Current Process 1
New Indicator 1
New Process 1
Modification 2
  Screen - PPRC100 2
  Screen - PPRC110 3
  Screen - Email Notification Preparation 4
  Edits - Final Pay Indicator 5
  Edits - Email Address 5
  Edits - Dates 5
  Email Notification 6

Attachment A - Proposed Data Dictionary Definition
Attachment B - Suggested Help Text for Special Processes Notification
Attachment C - Suggested Help Text for RC10, RC11, and RC12
Notification of Final Pay  
Service Request 14868

Overview

This Service Request asks for a process that would initiate notifications in response to transactions processed through Special Processes - Online Rush Checks (OLRC). The automated issuance of the notification would simplify and expedite the confirmation process for a final check. Although the Payroll/Personnel System (PPS) could use a variety of methods to produce a notification, this document suggests the use of electronic mail.

Background

With the enforcement of the 72-hour final pay rule, locations must issue an increased number of rush checks on a daily basis. To ensure proper distribution of the final check to a separating employee, the payroll office must notify departmental personnel promptly of the availability of payment.

Current Process

After the department notifies the payroll office that an employee should receive final pay within 72-hours, the payroll user calculates the final pay using the OLRC. After the user completes the OLRC transaction, the user telephones or authors electronic mail to the department contact, confirming the processing and availability of the final payment.

New Indicator

To facilitate the new notification, OLRC - OPT1 requires a new indicator that will indicate that a particular OPT1 transaction contains the employee's final pay from the University. This "Final Pay" indicator (Value "Y" for Yes) should act as a trigger to automatically display an address screen. Further development of the new indicator may include the blocking of pay distributions on any future Online Payroll Time Reporting System (OPTRS) rosters for the employee. See Attachment A for a suggested Data Dictionary Definition.

New Process

Instead of having the user telephone or email the department concerning the availability of the check, a notification should become part of the OLRC processing. When the user begins the OPT1 transaction on RC100 screen, the user should mark the "Final Pay" indicator. After the user enters data on the RC110 and updates the OPT1 transaction, the process should present an email-notification preparation screen on which the user enters the email address of the departmental contact(s) and comments. When the user presses P5 (Update), the process should release the email notification for delivery.
**Modifications**

Modifications to the OLRC process include the addition of the "Final Pay" Indicator to the RC100 screen, the addition of a new email-notification preparation screen, and a layout for the email notification.

**Screen - PPRC100**

The Special Processes - Rush Check Opt1 Employee Data screen (PPRC100) requires modification to display the new Final Pay Indicator. This indicator should have the value of "Y" for Yes, Final Pay.

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**PPRC100-E1138**

Special Processes 03/14/02 10:50:22

Rush Check Opt1 Employee Data Userid: PAYUSR1

ID: 000000001 Name: PRESIDENT, EXEC SSN: 552142011 Page 1 of 1

Suppress Pct Deds: Suppress Suspense: Curr/Prior Year EDB:

| Liab Retr FICA TIP Stdt Lve OASDI Medicare OASDI Medicare |
|--------------|--------------|------------|-------------|----------------|----------------|----------------|
| FAU Code Code Ind Stat Acc YTD Gross YTD Gross YTD Ded YTD Ded |
| 112600 U N 1 | 00762000 01234947 00047244 00017906 | |

**Federal Federal State State State**

**Final**

**Marital Exempt Marital Exempt Itemized Itemized**

**Pay**

**S** 999 **M** 001 012 **Y**

Vendor Information Text

---

Next Func: ID: Name: SSN:

Par Control Number: Check Number:

===>

F: 1-Help 3-PrevMenu 4-Print 5-Update

F: 9-Jump 11-NextFunc 12-Exit

---

OLRC Notification 2
**Screen PPRC110**

After the completion of the PPRC100, the user enters the Next Function or P11 and the OLRC should present the user with the PPRC110 (Rush Check Optional Earnings and Deduction Screen), which requires no modifications.
Upon completion of the PPRC110 screen, when the Final Pay Indicator contains a value of "Y," and when the user presses P5 (Update), the process should return an email-notification preparation screen. On this screen, the user must enter the email address of the department contact. Additionally, the screen should display a standardized comment section that includes the dates of the Rush Check transaction and the check availability. The user must enter the "check available for pick-up on date" and comments as needed and the OLRC process should generate the "Rush Check transaction recorded on date" based upon the process date. A suggested Help Text for Special Processes Notification is in Attachment B.

Send Notification to:
Any.department@campus.edu

Subject: Final Pay
Rush Check transaction recorded on XX/XX/XX.
Check available for pick-up on XX/XX/XX.

The Payroll Office can insert text in addition to the "recorded on" and "pick-up on" dates.

Next Func:

F:  1-Help                  3-Return    4-Print      5-Update
F:                                     10-Prev Func
Edits - Final Pay Indicator

When the user enters an invalid value that is not "Y" (Yes) or blank, the process should issue a message such as the following:

Final Pay Indicator must be "Y" or blank.

The user must correct the value to "Y" or blank before the process allows the user to continue to the next function, PPRC110.

Edits - Email Address

If the Final Pay Indicator is "Y" when the user presses P5-Update, the new email notification screen should appear for the mandatory departmental contact email address. When the user does not enter an email address, the OLRC should issue a message, such as the following:

Final Pay Indicator is "Yes;" an email address is mandatory.

If the user does not enter an email address, the OLRC should not allow the update of the transaction. The user can use P10-Previous Function to return to PPRC100 to modify the Final Pay Indicator.

Some after-the fact process should handle the undeliverable email.

Edits - Dates

Although the process should determine the Rush Check Transaction Date as the process-in date, the user should enter the check available for pick-up on date. When the user does not enter the date, OLRC process should issue the following message:

Check Available for Pick-Up Date cannot be blank.

The OLRC should not allow the update of the Rush Check transaction until the date is completed.

All dates should have valid values and the user should present the dates as MM/DD/YY.
Email Notification

Date: THU, 07 FEB 2002 16:09:18 -0800
From: PAYUSR1
Subject: Final Pay
To: any.department@campus.edu

A Final Pay Check for:
(Employee Name)
(Employee ID)
RUSH CHECK TRANSACTION RECORDED ON XX/XX/XX.
CHECK AVAILABLE FOR PICK-UP ON XX/XX/XX.
No additional comments.

After the user completes and updates the OLRC transaction, the system should process the email notification. The departmental contact should receive a notification with standardized data informing the contact of the availability of the final pay. This notification should include the following information:

<table>
<thead>
<tr>
<th>Source Screen</th>
<th>Employee Name</th>
<th>Employee ID</th>
<th>Subject</th>
<th>Check Process Date</th>
<th>Check Available on Date</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification Preparation</td>
<td>EDB0105</td>
<td>PPRC100</td>
<td>Notification Preparation</td>
<td>System generated</td>
<td>User entered</td>
<td>User entered</td>
</tr>
<tr>
<td>Notification Preparation</td>
<td>PPRC100</td>
<td></td>
<td>Notification Preparation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Modified HELP Text for OPT1, RC10, and RC11

The HELP text for Rush Checks OPT1 requires modifications that incorporate the addition of the notification screen and Final Pay Indicator. In addition, RC12 requires new HELP text. Suggested texts follow in Attachment C.
Attachment A

Proposed Data Dictionary Definition for the Final Pay Indicator

System Number:

User Access Name:

Programming Name:

Revision Date:

Comments:

Source(s):
Use(s):
Location(s):

Name: Final Pay Indicator - OLRC/ OPT1

Type: Alphanumeric

Length: 1

Format:

X

General Description:

An indicator used during the OPT1 process that indicates the payment includes Final Pay from the University. This indicator will block any future Online Payroll Time Reporting pay distributions from being paid.

Code Interpretation:

Y = Yes, Final Pay
Blank = Not Final Pay
Attachment B  Suggested Help Text for Special Processes Notification

Function: Special Processes Notification enables the user to notify an employee's department of the availability of the employee's final pay.

Nature of Information: Special Processes Notification provides the email address of the departmental contact, the recorded date of the Rush Check, and the pick-up date of the check.

There are no highly abbreviated or group fields on the Special Processes Notification screen.
Attachment C - Suggested Help Text for RC10, RC11, and RC12

Modifications are in blue italic.

**ABYHOPT1** Rush Checks Opt1

Function: Option 1 of the SPCL--Rush Checks subsystem provides two screens for use in the generation of 'hand-drawn' payments to employees requiring special payments. To access the first screen, RC10--Rush Check Opt1 Employee Data, the user selects OPT1 from the SPCL subsystem menu. The user may then press F11 to access RC11--Earnings and Deductions and F10 to return to RC10. To obtain further information about either of these two screens, place the cursor on the function code for which Help is desired and press F1.

**RC10** Rush Checks Opt1 Employee Data
**RC11** Rush Checks Opt1 Earnings and Deductions

Function: RC10 allows the user to view EDB data values for the employee which are appropriate to the generation of 'hand-drawn' payments and to enter or edit such data. (If the EDB data is incomplete or unavailable, RC10 will display a message.) The user may then press 'Enter' to edit the transaction and press F6 to scroll through the message list while correcting any field(s) in error. The user may press F5 to initiate processing of the Rush Check transaction. To suppress the taking of percentage based deductions, the user may enter a 'Y' following the words 'Suppress Pct Deds.' To suppress the taking of deductions for suspended balances, the user may enter a 'Y' following the words 'Suppress Suspense.' To indicate that the 'hand-drawn' payment is final pay, the user may enter a "Y" in the Final Pay Indicator field. If further data entry is required on the related screen RC11, the user may navigate to RC11 by pressing F11.

Nature of Information: RC10 displays information regarding the date of the EDB, employee retirement participation, student status, leave accrual, OASDI and Medicare year-to-date gross pay and deductions, and federal and state tax information. There is also a section on RC10 for vendor information text and the Final Pay Indicator.

The following highly abbreviated fields or terms are translated below:

Suppress Pct Deds -- Suspend Percentage Deductions
Curr/Prior Year EDB -- Current/Prior Year EDB
Liab Acct -- Account Number (against which payments will charged)
Retr Code -- Retirement System Code
FICA Code -- FICA Eligibility Code
TIP Ind -- Insurance Reduction Code
Stdt Stat -- UC Student Status Code
Lve Ac -- Leave Accrual Code
YTD DED -- Year-to-Date Deduction Balance
Final Pay -- Final Payment Indicator

There are no group fields on RC10.

**ABYHRC11** Rush Checks Opt1 Earn & Deduct
Function: RC11 allows the user to view EDB data values which are appropriate to the generation of 'hand-drawn' payments and to enter or edit such data for an employee. (If the EDB data is incomplete or unavailable, RC10 will display a message.) The user may copy and delete multiple occurring data lines by entering 'COPY' or 'DELETE' on the command line next to the desired line, positioning the cursor on the desired line, and pressing 'Enter.' The user may then press 'Enter' to edit the transaction and press F6 to scroll through the message list while correcting any field(s) in error. When the Final Payment Indicator is blank, the user may press F5 to initiate the update of the Rush Check transaction. When the Final Payment Indicator is "Y," the user may press F11 to continue to the Email Notification Screen. If further data entry is required on the related screen RC10, the user may navigate to RC10 by pressing F10.

Nature of Information: RC11 contains a transaction code, pay period end date, pay cycle, distribution number, title code, full accounting unit, rate, sign indicator, description of service, time worked, hours/percent indicator, rate adjustment indicator, and work study program code.

The following highly abbreviated fields are translated below:

- **Trn**: Transaction Code
- **Pay End**: Pay Period End Date
- **Cy**: Pay Cycle Code
- **Dst**: Distribution number
- **Ttl**: Title Code
- **L/A/C/F/P/S**: Location/Account/Cost Center/Fund/Project Code/Sub-Account
- **Rte/Amt**: Pay Rate or Amount
- **S**: Sign
- **DOS**: Description of Service Code
- **H %**: Hours/Percent of Time Code
- **RAI**: Rate Adjustment Indicator
- **WS**: Work Study Program Code
- **GTN**: Gross-to-Net Number
- **Q**: Quarter-to-Date Indicator
- **Y**: Year-to-Date Indicator
- **RF**: Refund Deductions Transaction Code
- **DS**: One-time Deduction Transaction Code
- **PCT**: Percentage-based Deductions
- **SUS**: Suspended Deductions

There is one group field on RC11: L/ A/ C/ F/ P/ S.

New HELP Text - RC12 (Email Notification Preparation)

Function: RC12 provides the user with a mandatory email-address line for one or multiple addresses for OPT1 transactions that include final payments. The system generates the "Rush Check transaction recorded on" as the date on which the user updates the transaction. The user may enter the "Check available for pick-up on" date and additional comments directed to the department in the User Comments field. The user may press F10 to return to a previous function. Additionally, the user may press F5 to update the transaction into the Rush Check Abeyance File and to transmit the notification into the email system.

RC12 does not display any highly abbreviated fields.

RC12 does not have any group fields.