We request the following modifications so that campuses can run special computation processes to comply with the California Labor Code regarding final payments. Modifications include:

- an online count and display of employees with Appointment End Dates within a specified date range
- changes to the Online Time Reporting Checklist and Roster
- a special computation routine that will withhold benefit deductions and taxes as if the compute was the employee's regularly scheduled pay cycle
- the change to the pay disposition on a temporary basis
- the accrual of leave hours and payoff of accrued vacation leave
- a change to the time reporting code and final pay indicator of employees affected by the special compute.

DISTRIBUTION OF OUTPUT INSTRUCTIONS: (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)
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SPECIAL PAYROLL COMPUTATION CYCLE - DRAFT

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SPECIAL PAYROLL COMPUTATION CYCLE

1.0 Overview/ Background

The Payroll Managers met on June 20, 2001 in Oakland to discuss the development of a special payroll computation cycle to process final pay for the high volume of employees with appointment end dates. This meeting was in response to AB 2410, which imposed California Labor Code rules on the University regarding the payment of wages and the resolution of wage disputes.

Locations should use the special payroll computation cycle, referred hereafter as the special compute, for bulk check writes for employees with appointment end dates. These employees typically include temporary student employees who separate at the end of an academic term. Campuses should continue to use the Online Rush Check facility to process final paychecks for daily separations resulting from quits and dismissals.

2.0 General Description of Required Changes

The special compute should work as part of the online Payroll/ Personnel System (PPS) to facilitate the time reporting of final pay due to employees. A new process should provide the Payroll Office and departments with the numbers and lists of employees who will have an appointment end date within a selected date range. The special compute process requires modified and new CICS Online Time Reporting Screens for input of final pay activity. The special compute requires modifications to the computation routines and logic that will perform calculations as if the special compute was a normal computation cycle.

3.0 New Process - Online Count and List of Employees

In preparation for scheduling special compute cycles, the Payroll Office would produce an online listing of the aggregate number of employees with appointments ending within a specific date range. After the Payroll Office determines the dates requiring a special compute cycle, departments would have the ability to view the list of employees who fit the selection criteria.
3.1 Payroll Office Listing

A suggested means to specify the selection of employees with appointment end dates within specified date range is the specification card. This selection process would allow the Payroll Office to select and count the number of employees with Appointment End Dates (EDB2003) within a specified date range and selected Personnel Program Code (EDB2007). The process should select employees with Appointment End Dates ending on or within the date range, who do not have another appointment as of that end date or the next day or with a Separation Date within the Date Range. The Date Range (MM/DD/YY) should include a start date and a stop date; e.g., 09/01/01 - 10/02/01, which can include a single date, e.g., 09/11/01 - 09/11/01. The new process should select "All" employees regardless of Personnel Program Code.

Editing

1) If the user does not enter a Date Range, the process should reject the transaction and issue a message similar to the following: Date Range not entered; transaction rejected.
2) The process should issue a message and reject the transaction whenever the entered Date Range value is not numeric or not in MM/DD/YY format. Suggested message text follows: Date Range must be numeric in MM/DD/YY format.

The new process should consider an employee with multiple Appointment End Dates within a date range as one occurrence and include the employee in the count for the earliest appointment end date. For this selection process, the process should include employees who have appointments with budgetary end dates, where the Duration of Employment code (EDB 2004) is "B." Attachment A shows the proposed CICS screen function on the THF Entry/Update Menu - Payroll Transaction Menu screen. This new screen is labeled ISCA, Inquiry Special Computes-Appointment End Date, Attachment B. The screen should display the "Date Range From and To," the "Appointment End Date," and the "Number of Employees."

3.2 Departmental Detail Listing

The special compute process should provide a detailed listing of employees who have Appointment End Dates on or within the specified date range. As with a "normal" payroll compute cycle, the employees listed on the detail list would be refreshed daily to reflect employee record changes. After
the achievement of the last stop date, the department should no longer have access to the detail. From the Online Applications Main Menu, the departmental user should access the online listing of selected employees. The existing IDTC, Departmental Time Collection, function requires modifications to change it from a selection on the Online Applications Main Menu to a category in a new function. That is, add an IDTM Departmental Time Collection Menu that includes the IDTC and the new screen for Departmental Appointment End Date Listing (IDAD), Attachment C. See Attachment D for the IDTM screen.

When the departmental user selects the IDAD function, a secondary selection screen should appear allowing the user to refine the selection of the employees on the listing by date range. The user should include the Personnel Program (Academic, Staff, or All) and select the Home Department (HDC) or Cost Center (CC) or Full Accounting Unit (FAU). The process should return all employees who fit the selection criteria for the Date Range and sort the data in alphabetical order by surname within the HDC, CC, or FAU. Refer to Attachment E for the selection screen.

Edits

1) If the user does not enter a valid HDC, CC, or FAU, the process should issue a message and not allow the process to proceed. Suggested text: Entered HDC, CC, or FAU is invalid.

2) If the user does not enter the Personnel Program Academic or Staff or does not enter All, the process should not allow the process to proceed. The process should return the message that the user must enter All or a Personnel Program.

The Departmental Appointment End Date Listing should display the following Employee information:

1) Home Department Code and Translation (EDB0114)
2) Cost Center (THF 0270)
3) Full Accounting Unit and Description (THF 0520)
4) Date Range From (new-based upon period indicated on spec card)
5) Date Range To (new-based upon period indicated on spec card)
6) Employee Name (EDB 0105)
7) Employee Identification Number (PPP0003)
8) Appointment End Date (EDB 2003)
9) Separation Date (EDB 0140)
10) Leave Accrual Code (EDB 2018)
11) Personnel Program Code Translated (EDB 2007)
12) Final Pay Indicator (EDB 0771)
13) Primary Pay Schedule Code (EDB 0152)

**Attachments F, G, and H** include the proposed screen layouts.

### 4.0 Online Payroll Time Reporting System (OPTRS) Screen Modifications - Checklist and Roster

This section will describe the changes to the checklist and roster.

#### 4.1 Time Collection Selection Criteria Screen

The Departmental Time Reporting Screen - Time Collection Selection Criteria (IDTC) requires modifications to enhance the processing of special computes and the regularly scheduled payrolls.

Modifications to this screen include display of the following data:

1) "Last Day to Enter Time" (PPP0400)
2) "Pay Date" for Regular and Special Computes
3) "Pay Period End Date" (THF0010)
4) "Pay Cycle Date" (THF0030)

Existing edits should remain in place for the Time Collection Selection Criteria screen. A new edit should alert the user when the user does not select a pay date. The process should return a message to the effect that the user must select a Regular or Special Compute Date. Additionally,
modification to the edits should include the deletion of the edit regarding the "Invalid pay cycle end
date combination" (PO154). See Attachment I for an example.

4.2 Departmental Time Reporting - Checklist
The modifications to the Checklist should include the following:

1) the removal of the column Time Entered (THF 0550)
2) the addition of the Payment Approved Indicator THF0560
3) the addition of Final Pay Indicator (EDB 0771)
4) the addition of Total Time (THF 0320)
5) the addition of Vacation Leave Hours Balance (EDB 5185)
6) the Primary Pay Schedule Code (EDB 0152).

The Checklist should display the Payment Approved Indicator, which has the values Yes and No or
blank in place of the Time Entered Indicator.

The Checklist should reflect the Final Pay Indicator that alerts the user that the compute will block
any entered pay transaction because the employee has received Final Pay through the Online Rush
Check process.

The Checklist should display the Total Time (hours or percentage) recorded on the Roster. The
Total Time may reflect explicit entry by the user or implicit entry of data obtained from the
employee's EDB record. During a regular compute cycle for employees paid with a positive time
reporting code, the page should display blanks when the hours or percentage field has a value equal
to blank or zero. When an exception paid employee has an hour or percentage value that is zero,
the page should display zeroes. For employees included in a special compute, the special compute
should these employees as employees paid by positive time reporting. Attachments J and K are
proposed screen layouts.

4.3 Departmental Time Reporting - Time Input Roster
The regularly scheduled payroll roster requires cosmetic changes reflected in Attachment L. This
change is the abbreviation of "Overtime/ Leave Time" to "OT/ LV."
When the user selects the production of the departmental Roster, the special process should convert all eligible employees paid by exception to positive time reporting. The departmental Roster should reflect the Pay Period End Date that is the same as the Appointment End Date selected for the special compute cycle. In addition to abbreviating the "Overtime/Leave Time" label, the Special Compute Roster should include the employee's Primary Pay Schedule Code (EDB 0152). See Attachment M for a modified screen layout.

When an employee selected for inclusion on the Special Compute Roster has leave balances, the special process should display the information on a separate pay transaction line from the regular time. These balances should include Vacation Leave Hours Balance (EDB 5185), Compensatory Time Hours Balance (EDB 5110), and Paid Time-Off Hours Balance (EDB 5187). Although the use of the Description of Service (DOS) Code TRM (Terminal Vacation) is most prevalent, some locations use alternate DOS codes; therefore, each location should have the ability to specify its locally used code on the Roster. The Compensatory Time DOS code is CMP and the Paid Time-Off DOS is PTT. A second pay transaction should display the TRM in the first DOS field on the Regular Time line. When the employee has Compensatory Time Accrued and Paid Time-Off hours, the process should display the DOS codes and hours on the OT/LV transaction line.

When the employee has TRM, PTT, or CMP balances and has a monthly pay rate, the Roster should display the monthly rate in its hourly equivalent, based upon the standard algorithm. As in the current process, changes to the employee's EDB distribution records should block pay transactions and the user should have the ability to block pay transactions.

5.0 Computation Process

The special computation process should:

1) Use the pay period end date that is the same as the selected distribution end date for the Roster

2) Perform all existing edits and include new edits described in this document

3) Withhold taxes based upon the employee's primary pay schedule recorded on the Roster
4) Determine the appropriate benefit deductions by reviewing the Payroll Audit Registers (PARS) processed during the same monthly cycle as the special compute.

5) Withhold other elective deductions

6) Observe work study limits

7) Include Rush Check and Overpayment transactions

8) Calculate Leave Accruals for the current Pay Period

9) Pay Accrued Vacation, Compensatory Time, and Paid Time-Off Hours

10) Temporary override of disposition code for all employees in the compute

5.1 Benefit Deductions

To determine the benefits, the special compute should review the Payroll Audit Registers (PARS) processed during the same monthly cycle as the special compute. Assumption: if the employee is on the special time roster and user has not posted the separation date, then the Plan Coverage End Date for benefits will be one month after the month of separation. The special compute will not affect the Plan Coverage End Date on the employee's EDB record.

Example #1: A career Biweekly employee separates from employment on June 30, 2002. The medical, dental, and vision coverage will end on July 31, 2002. The June 19 pay withheld premiums for July coverage for Medical, Dental, Vision, Life, and AD&D. From the final pay, the special compute should withhold Disability premiums, which are in arrears, for June coverage.

Because the special compute should withhold deductions (elected and mandatory), the special compute should review previously run PARS that encompass the same monthly timeframe of the special compute. That is, for the employee who should have coverage through July only, the special process should look to the PARS for the Pay Period End Date of June 8, June 22, and June 30. The pay dates are June 19, July 3, and July 1, respectively. Assumption: The Payroll Office will redrawn the employee's pay issued for July 3, dating the payment for June 30 and leaving the deductions in tact.
Example #2: A career Biweekly employee separates from University service on July 1, 2002. The medical, dental, and vision coverage will end on August 31, 2002. If not for the separation date, the employee would receive pay on July 17 and have deductions for August coverage. In this situation, the special compute must deduct the medical, dental, vision, life, and AD&D premiums for August coverage and July coverage for disability from the July 1, 2002 pay.

5.2 Accrued Leave Hours
The special process should calculate Vacation and Sick Leave Accruals for the current period based upon the time submitted and using the PARS in the monthly cycle.

Based upon the EDB balances for accrued vacation hours, compensatory time, and paid time-off on the employee's record, the special compute roster should reflect the ending balances. Additionally, the special process should determine the leave hours accrued for the time paid during the special compute process and include the accruals in the balance.

In situations where an employee receives pay from multiple FAUs, the special process should determine the breakdown of the accrual vacation hours based upon the percentages on the active distributions to be paid.

The BW leave accrual process requires additional analysis not provided in this document.

5.3 Temporary Change in Pay Disposition Code - Override
The special compute process should temporarily change an employee's pay disposition code to Disposition Code 2 or 3 so employees receiving payment through the special compute will receive paper checks. Campuses define the disposition codes differently; consequently, the campuses will require the capability to include their unique pay disposition code for routing checks to the payroll offices.

Because this "default" pay disposition code most likely will not vary for each special compute, a suggested home for the “default” pay disposition code is on a table, such as the system parameter table.
6.0 EDB Modifications

6.1 Time Reporting Code
When the special process sets the Final Pay Indicator, the process should reset the Time Reporting Code to "N." The PPS should set the Time Reporting Code (EDB2017) to N (Positive pay – time sheet not required) regardless if the employee receives pay on an exception or positive basis. PPS should apply N to the Time Reporting Code for all Appointments.

6.2 Final Pay Indicator
The Release 1411 introduced the Final Pay Indicator, EDB0771. The Final Pay Indicator has the value Yes or blank. At the present, the user can set the Final Pay Indicator to "Y" in the Online Rush Check-OPT1 process. These requirements include the request that the PPS also set the Final Pay Indicator when an employee receives pay through the Special Compute process. Attachment O is a revision to the Data Dictionary for the Final Pay Indicator. In case of processing error, the Payroll Office should have the ability to reset the Final Pay Indicator on the Central (ECEN) screen. Attachment N reflects the suggested modification.

It is suggested that when the Pay Approved Indicator is set from blank to "Y," the PPS should set the Final Pay Indicator to Y. When the Final Pay Indicator is "Y," the compute should not process any recorded time entered on the Time Input Roster. The Roster, both special and regularly scheduled, should accept and record the hours and should issue the message that the Final Pay Indicator is "Y." The Final Pay Indicator should block pay transactions types (TE, TX, and AU) generated through the Roster. The compute edit process should issue a message, such as the following:

Final Pay Indicator equals Y; TE, TX, AU pay transaction blocked.

In case of retroactive payment activity, the compute process should allow the processing of other pay transaction types (AP, LX, RX, and RA). The computation process should issue a message that
will inform the user that the employee has a Final Pay Indicator of Y. A suggested text is Final Pay Indicator = Y, verify AP, LX, RX RA pay transaction.

When the Final Pay Indicator on an employee's EDB record equals Y, upon the achievement of the rehire (02 Personnel Transaction) date, the system should initialize the Y to blank. For any employee for whom the special compute records a non-zero pay transaction entry on the special compute time roster, the special compute should automatically trigger an action to set the final pay flag on the employee's EDB record.

The special compute process should consider the update of the final pay indicator to Y as a change to the employee's EDB record. As in the present time reporting processes, any change to the appointment/distribution will block the pay distribution on the Roster. Therefore, any change to the Final Pay Indicator should block the pay distribution.

Modification to Help Texts
The revisions to the Help text pertaining to the various screens are in Attachments P, Q, and R.
Attachment A

Proposed Payroll Transaction Menu

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETDA DA</td>
<td>Dollar Balance Adjustments</td>
</tr>
<tr>
<td>ETHA HA</td>
<td>Hours Balance Adjustments</td>
</tr>
<tr>
<td>ETAP AP</td>
<td>Additional Payment</td>
</tr>
<tr>
<td>ETDD DS/RF/PS</td>
<td>Deductions &amp; Cntrbs</td>
</tr>
<tr>
<td>ETFT FT</td>
<td>One Time Payment</td>
</tr>
<tr>
<td>ETLA LA</td>
<td>Leave Hours Adjustments</td>
</tr>
<tr>
<td>ETLR LX/RX</td>
<td>Late/Reduce Payment</td>
</tr>
<tr>
<td>ETRA RA</td>
<td>Retroactive Payment</td>
</tr>
<tr>
<td>ETSB SB</td>
<td>Stop Payments</td>
</tr>
<tr>
<td>ETUB UB</td>
<td>Unclaimed Checks</td>
</tr>
<tr>
<td>ETTE TE</td>
<td>Time Exception</td>
</tr>
<tr>
<td>ETTX TX</td>
<td>Positive Time</td>
</tr>
<tr>
<td>ITTL THF</td>
<td>Transaction List</td>
</tr>
</tbody>
</table>

Next Func: ID: Name: SSN:
Seq No: Pay Cycle: Pay End: 

===>
F: 1-Help 3-PrevMenu 4-Print
F: 9-Jump 12-Exit
### Proposed ISCA, Special Computes, Payroll - Appointment End Date Listing

**Date Range From 08/01/01 To 09/08/01**

<table>
<thead>
<tr>
<th>Appt End:</th>
<th>Employees:</th>
<th>Appt End:</th>
<th>Employees</th>
<th>Appt End:</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/01</td>
<td>10</td>
<td>08/14/01</td>
<td>-</td>
<td>08/27/01</td>
<td>1000</td>
</tr>
<tr>
<td>08/02/01</td>
<td>-</td>
<td>08/15/01</td>
<td>20</td>
<td>08/28/01</td>
<td>-</td>
</tr>
<tr>
<td>08/03/01</td>
<td>-</td>
<td>08/16/01</td>
<td>9</td>
<td>08/29/01</td>
<td>-</td>
</tr>
<tr>
<td>08/04/01</td>
<td>-</td>
<td>08/17/01</td>
<td>3500</td>
<td>08/30/01</td>
<td>-</td>
</tr>
<tr>
<td>08/05/01</td>
<td>-</td>
<td>08/18/01</td>
<td>-</td>
<td>08/31/01</td>
<td>3444</td>
</tr>
<tr>
<td>08/08/01</td>
<td>-</td>
<td>08/19/01</td>
<td>-</td>
<td>09/01/01</td>
<td>30</td>
</tr>
<tr>
<td>08/07/01</td>
<td>50</td>
<td>08/20/01</td>
<td>-</td>
<td>09/02/01</td>
<td>-</td>
</tr>
<tr>
<td>08/08/01</td>
<td>2</td>
<td>08/21/01</td>
<td>-</td>
<td>09/03/01</td>
<td>-</td>
</tr>
<tr>
<td>08/09/01</td>
<td>-</td>
<td>08/22/01</td>
<td>-</td>
<td>09/04/01</td>
<td>-</td>
</tr>
<tr>
<td>08/10/01</td>
<td>-</td>
<td>08/23/01</td>
<td>-</td>
<td>09/05/01</td>
<td>-</td>
</tr>
<tr>
<td>08/11/01</td>
<td>-</td>
<td>08/24/01</td>
<td>-</td>
<td>09/06/01</td>
<td>-</td>
</tr>
<tr>
<td>08/12/01</td>
<td>-</td>
<td>08/25/01</td>
<td>-</td>
<td>09/07/01</td>
<td>300</td>
</tr>
<tr>
<td>08/13/01</td>
<td>-</td>
<td>08/26/01</td>
<td>-</td>
<td>09/08/01</td>
<td>10</td>
</tr>
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</table>

Next Func:

---

F: 1-Help  3-Return  4-Print  5-Update
F: 8-Forward  9-Jump  12-Exit
Attachment C

Existing Online Applications Main Menu

<table>
<thead>
<tr>
<th>UCMNU0-M1325</th>
<th>Online Applications</th>
<th>08/27/01 14:39:13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Menu</td>
<td>Userid: PAYUSR1</td>
<td></td>
</tr>
</tbody>
</table>

- Employee Data Base ----  ------ PAN Subsystem --------
- IEDB Central Inquiry    PSRV PAN Services Menu
- IDDB Departmental Inquiry -- Payroll Time Reporting --
- EEDB EDB Entry/Update   ETHF THF Entry/Update
- IDOC Employee Documents IDTC Dept Time Collect
- --- Payroll Audit Record --- EDAT Dept Adj Trans
- IPAR Inquiry            ------ Abeyance Data Base ------
- IDPR Departmental Inquiry SPCL Special Processes
- ---- History Data Base ----- ------ CSER Subsystem -----
- IHDB Record Inquiry/Update EFCR Encumbrance Entries
- IHIS Personnel History   --- ID Number Subsystem ----
- IHHR History Documents   IDMN ID Numbers Main Menu
- IHTX Tax Withholding     --- System Administration --

--- Payroll Audit Record ---
EDAT Dept Adj Trans

Proposed Departmental Time Collection to Departmental Time Collection Menu

<table>
<thead>
<tr>
<th>UCMNU0-M1325</th>
<th>Online Applications</th>
<th>08/27/01 14:39:13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Menu</td>
<td>Userid: PAYUSR1</td>
<td></td>
</tr>
</tbody>
</table>

- Employee Data Base ----  ------ PAN Subsystem --------
- IEDB Central Inquiry    PSRV PAN Services Menu
- IDDB Departmental Inquiry -- Payroll Time Reporting --
- EEDB EDB Entry/Update   ETHF THF Entry/Update
- IDOC Employee Documents IDTM Dept Time Collect Menu
- --- Payroll Audit Record --- EDAT Dept Adj Trans
- IPAR Inquiry            ------ Abeyance Data Base ------
- IDPR Departmental Inquiry SPCL Special Processes
- ---- History Data Base ----- ------ CSER Subsystem -----
- IHDB Record Inquiry/Update EFCR Encumbrance Entries
- IHIS Personnel History   --- ID Number Subsystem ----
- IHHR History Documents   IDMN ID Numbers Main Menu
- IHTX Tax Withholding     --- System Administration --

--- Employment Verification --
IVER Verification

Next Func:   ID: Name: SSN:

===>
F: 1-Help 4-Print
F: 12-Exit
Attachment D

Proposed Departmental Time Reporting, Time Collection Menu (IDTM)

<table>
<thead>
<tr>
<th>Dept. Time Reporting</th>
<th>08/31/01 11:43:26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Collection Menu</td>
<td>Userid: PAYUSR1</td>
</tr>
</tbody>
</table>

**IDTC Time Collection**

**IDAD Appointment End Date Listing**

<table>
<thead>
<tr>
<th>Next Func:</th>
<th>ID:</th>
<th>Name:</th>
<th>SSN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seq No:</td>
<td>Pay Cycle:</td>
<td>Pay End:</td>
<td></td>
</tr>
</tbody>
</table>

```plaintext
===>
F: 1-Help 3-PrevMenu 4-Print 12-Exit
```
Attachment E

Departmental Time Reporting - Departmental Appointment End Date Listing Selection

Report by (select one):
  Home Department Code: ______            Cost Center: ____
  Full Accounting Unit: _______________________________

Include (select one):
  Academic Only: _   Staff Only: _   All: _

C Date Range From
  08/01/01 To 09/08/01
  09/09/01 To 09/30/01

Next Func: ID: Name: SSN: Pay Cycle: Pay End:

F: 1-Help 3-PrevMenu 4-Print
F: 9-Jump 12-Exit
### Special Computes - Departmental Appointment End Date Listing, Sorted by Home Department Code and all Personnel Program Codes, then sorted in alphabetical order by employee last name.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>EID</th>
<th>End Date</th>
<th>Separate</th>
<th>Leave Date</th>
<th>Pers Code</th>
<th>Pay Cycle</th>
<th>Pay End</th>
<th>Sch</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOKIE, WINSTON G</td>
<td>222222222</td>
<td>08/31/01</td>
<td>D</td>
<td>08/31/01</td>
<td>Acad</td>
<td>MO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOZO, CHATTY M</td>
<td>6666666666</td>
<td>08/31/01</td>
<td>A</td>
<td>08/31/01</td>
<td>P&amp;SS</td>
<td>SM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GREY, OLIVIA</td>
<td>222000222</td>
<td>08/29/01</td>
<td>N</td>
<td></td>
<td>Acad</td>
<td>MO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOOKALIKE, MANNY P</td>
<td>555555555</td>
<td>08/31/01</td>
<td>N</td>
<td>08/31/01</td>
<td>Acad</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SURFER, WENDY P</td>
<td>3333333333</td>
<td>08/17/01</td>
<td>A</td>
<td>08/17/01</td>
<td>P&amp;SS</td>
<td>BW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TALKIE, WALKIE P</td>
<td>9444444444</td>
<td>08/17/01</td>
<td>A</td>
<td>08/17/01</td>
<td>P&amp;SS</td>
<td>BW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEBSTER, NOAH</td>
<td>4440004444</td>
<td>08/25/01</td>
<td>N</td>
<td></td>
<td>Acad</td>
<td>MO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WILLIAM, AUGUSTUS</td>
<td>3331111333</td>
<td>08/01/01</td>
<td>N</td>
<td>08/01/01</td>
<td>Acad</td>
<td>Y</td>
<td>MO</td>
<td></td>
</tr>
<tr>
<td>WILLIAMSON, ROGER P</td>
<td>999888018</td>
<td>08/15/01</td>
<td>E</td>
<td>08/15/01</td>
<td>Acad</td>
<td>Y</td>
<td>MO</td>
<td></td>
</tr>
<tr>
<td>WINSTON, WILLIAM B</td>
<td>999888101</td>
<td>08/15/01</td>
<td>N</td>
<td>08/15/01</td>
<td>Acad</td>
<td>MO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next Func:      ID:  Name:  SSN:  Pay Cycle:  Pay End:

F:   1-Help  3-PrevMenu  4-Print
F:  9-Jump  12-Exit
Attachment G

Special Computes - Departmental Appointment End Date Listing, Sorted by Full Accounting Unit and Personnel Program Academic, then sorted in alphabetical order by employee last name.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>EID</th>
<th>Appoint Date</th>
<th>Separate Date</th>
<th>Leave Date</th>
<th>Pers</th>
<th>Final Pay</th>
<th>Pay</th>
<th>Sch</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOKIE, WINSTON G</td>
<td>222222222</td>
<td>08/31/01</td>
<td>08/31/01</td>
<td>D</td>
<td>Acad</td>
<td>MO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GREY, OLIVIA</td>
<td>222000222</td>
<td>08/29/01</td>
<td></td>
<td>N</td>
<td>Acad</td>
<td>MO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOOKALIKE, MANNY P</td>
<td>555555555</td>
<td>08/31/01</td>
<td>08/31/01</td>
<td>N</td>
<td>Acad</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEBSTER, NOAH</td>
<td>444000444</td>
<td>08/25/01</td>
<td></td>
<td>N</td>
<td>Acad</td>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WILLIAM, AUGUSTUS</td>
<td>333111333</td>
<td>08/01/01</td>
<td>08/01/01</td>
<td>N</td>
<td>Acad</td>
<td>Y BW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WILLIAMSON, ROGER P</td>
<td>999888018</td>
<td>08/15/01</td>
<td>08/15/01</td>
<td>E</td>
<td>Acad</td>
<td>Y MO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WINSTON, WILLIAM B</td>
<td>999888101</td>
<td>08/15/01</td>
<td>08/15/01</td>
<td>N</td>
<td>Acad</td>
<td>MO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next Func: ID: Name: SSN:
Pay Cycle: Pay End:

===>
F: 1-Help 3-PrevMenu 4-Print
F: 9-Jump 12-Exit
### Special Computes - Departmental Appointment End Date Listing, Sorted by Cost Center and Personnel Program Staff, then sorted in alphabetical order by employee last name.

**COST CENTER: 8901**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>EID</th>
<th>Appoint End Date</th>
<th>Separate Date</th>
<th>Leave Date</th>
<th>Pers Code</th>
<th>Program</th>
<th>Final Pay</th>
<th>Sch</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOZO, CHATTY M</td>
<td>6666666666</td>
<td>08/31/01</td>
<td>08/31/01</td>
<td>A</td>
<td>P&amp;SS</td>
<td>SM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SURFER, WENDY P</td>
<td>3333333333</td>
<td>08/17/01</td>
<td></td>
<td>A</td>
<td>P&amp;SS</td>
<td>BW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TALKIE, WALKIE P</td>
<td>9444444444</td>
<td>08/15/01</td>
<td>08/15/01</td>
<td>A</td>
<td>P&amp;SS</td>
<td>BW</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment I

Existing Departmental Time Reporting - Time Collection Selection Criteria Screen

| PPIDTC0-I1087 | Dept. Time Reporting | 09/07/01 08:42:30 |
| Time Coll. Selection Criteria | UserID: PAYUSR1 |

Pay End: Pay Cycle: Last Day to Enter Time:

Produce: Check List: Roster:

Selection Criteria:
Home Department Code:
Full Accounting Unit:
Cost Center:

Next Func: ID: Name: SSN:
Pay Cycle: Pay End:

==> F: 1-Help 3-PrevMenu 4-Print
F: 9-Jump 12-Exit

Proposed Departmental Time Reporting - Time Collection Selection Criteria Screen

| PPIDTC0-I1087 | Dept. Time Reporting | 08/27/01 14:56:31 |
| Time Coll. Selection Criteria | UserID: PAYUSR1 |

Report Selection (select one):
Check List: _ Roster: _
Report by (enter value):
Home Department Code: ______ Cost Center: ____
Regular/Special Compute (select one):
C Last Day to Enter Time Pay Date Pay End: Pay Cycle:
  _ 08/14/01 08/15/01 08/15/01 Y1
  _ 08/17/01 08/23/01 08/15/01 SM
  _ 08/22/01 08/27/01 08/27/01 Y2
  _ 08/23/01 08/29/01 08/18/01 BW
  _ 08/27/01 08/31/01 08/31/01 Y3
  _ 08/27/01 08/31/01 08/31/01 MO
  _ 08/31/01 09/07/01 08/31/01 MA

Next Func: ID: Name: SSN:
Pay Cycle: Pay End:

==> F: 1-Help 3-PrevMenu 4-Print
F: 9-Jump 12-Exit
Existing Departmental Time Reporting - Checklist

<table>
<thead>
<tr>
<th>Code</th>
<th>Employee Name</th>
<th>Positive/Exception</th>
<th>Time Entered</th>
<th>EID</th>
<th>Name</th>
<th>Pay Cycle</th>
<th>Pay End</th>
</tr>
</thead>
<tbody>
<tr>
<td>222222222</td>
<td>BOOKIE, WINSTON G</td>
<td>EXCEPTION</td>
<td>NO</td>
<td>222222222</td>
<td>BOOKIE, WINSTON G</td>
<td></td>
<td></td>
</tr>
<tr>
<td>666666666</td>
<td>BOZO, CHATTY M</td>
<td>POSITIVE</td>
<td>NO</td>
<td>666666666</td>
<td>BOZO, CHATTY M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>555555555</td>
<td>LOOKALIKE, MANNY P</td>
<td>EXCEPTION</td>
<td>NO</td>
<td>555555555</td>
<td>LOOKALIKE, MANNY P</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proposed Departmental Time Reporting - Checklist

Example 1 - Regularly Scheduled Payroll

<table>
<thead>
<tr>
<th>Code</th>
<th>Employee Name</th>
<th>EID</th>
<th>POS</th>
<th>Time</th>
<th>Final</th>
<th>Total</th>
<th>Accrued</th>
<th>Pay Cycle</th>
<th>Pay End</th>
</tr>
</thead>
<tbody>
<tr>
<td>222222222</td>
<td>BOOKIE, WINSTON G</td>
<td>222222222</td>
<td>POS</td>
<td>Y</td>
<td>0.5000</td>
<td></td>
<td></td>
<td>MO</td>
<td></td>
</tr>
<tr>
<td>444000444</td>
<td>GREY, OLIVIA</td>
<td>222000222</td>
<td>EXC</td>
<td>OK</td>
<td>1.0000</td>
<td></td>
<td></td>
<td>MO</td>
<td></td>
</tr>
<tr>
<td>333111333</td>
<td>WEBSTER, NOAH</td>
<td>333111333</td>
<td>POS</td>
<td></td>
<td></td>
<td></td>
<td>0.7500</td>
<td>MO</td>
<td></td>
</tr>
<tr>
<td>999888018</td>
<td>WILLIAMSON, ROGER P</td>
<td>999888018</td>
<td>EXC</td>
<td>OK</td>
<td>0.0000</td>
<td></td>
<td></td>
<td>MO</td>
<td></td>
</tr>
<tr>
<td>999888101</td>
<td>WINSTON, WILLIAM B</td>
<td>999888101</td>
<td>EXC</td>
<td></td>
<td>1.0000</td>
<td></td>
<td></td>
<td>MO</td>
<td></td>
</tr>
</tbody>
</table>
## Proposed Departmental Time Reporting - Checklist

### Example 2 - Special Compute

```markdown
<table>
<thead>
<tr>
<th>Employee Name</th>
<th>EID</th>
<th>POS</th>
<th>Time</th>
<th>Final</th>
<th>Total</th>
<th>Accrued</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOKIE, WINSTON G</td>
<td>222222222</td>
<td>POS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MO</td>
</tr>
<tr>
<td>BOZO, CHATTY M</td>
<td>666666666</td>
<td>POS</td>
<td>OK</td>
<td></td>
<td>384.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MO</td>
</tr>
<tr>
<td>BOZO, CHATTY M</td>
<td>666666666</td>
<td>POS</td>
<td>OK</td>
<td>Y</td>
<td>184.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SM</td>
</tr>
<tr>
<td>LOOKALIKE, MANNY P</td>
<td>555555555</td>
<td>POS</td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.2174</td>
<td></td>
<td>BW</td>
</tr>
</tbody>
</table>
```

**Attainment Code:** 826301

**Pay End:** 08/31/01 **Pay Cycle:** Y3 **Last Date to Enter:** 08/24/01

---

Next Func:  1-Help  3-Return  4-Print
F:  9-Jump  12-Exit
### Existing Departmental Time Reporting - Time Input Roster

<table>
<thead>
<tr>
<th>PPEDHC0-E1138</th>
<th>Dept. Time Reporting</th>
<th>08/30/01 13:40:00</th>
<th>Time Input Roster</th>
<th>UserID: PAYUSR1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay End: 08/17/01</td>
<td>Check Date: 08/17/01</td>
<td>Pay Cycle: Y1</td>
<td>Page 0002 of 0003</td>
<td></td>
</tr>
<tr>
<td>HOME DEPARTMENT CODE: 826301</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OK? Emp.Name Emp.ID Dst TC Loc/Acct/CC/Fund/PC/Sub</td>
<td>Rt/Amt A/H WSP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOOKALIKE, 555555555 11 9148 3 404918</td>
<td>19900</td>
<td>1 04097.13</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Reg. Time (EXCEPTION) DOS: REG Total Time: 0.2174 H/%: A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime/Leave Time DOS: DOS: Time (Hrs): DOS: Time (Hrs):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SURFER, WE 333333333 11 4804 3 404918</td>
<td>19900</td>
<td>1 02832.53</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Reg. Time (EXCEPTION) DOS: REG Total Time: 0.0000 H/%: %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime/Leave Time DOS: DOS: Time (Hrs): DOS: Time (Hrs):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SURFER, WE 333333333 21 4823 3 404918</td>
<td>19900</td>
<td>1 02832.53</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Reg. Time (EXCEPTION) DOS: REG Total Time: 0.0000 H/%: %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime/Leave Time DOS: DOS: Time (Hrs): DOS: Time (Hrs):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next Func: ID: Name: SSN:
Pay Cycle: Pay End:

***

### Proposed Departmental Time Reporting - Time Input Roster

#### Example #1 - Regularly Scheduled Payroll

<table>
<thead>
<tr>
<th>PPEDHC0-E1138</th>
<th>Dept. Time Reporting</th>
<th>08/30/01 09:33:21</th>
<th>Time Input Roster</th>
<th>UserID: PAYUSR1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay End: 08/31/01</td>
<td>Check Date: 08/31/01</td>
<td>Pay Cycle: MO</td>
<td>Page 0001 of 0002</td>
<td></td>
</tr>
<tr>
<td>HOME DEPARTMENT CODE: 804918</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OK? Emp.Name Emp.ID Dst TC Loc/Acct/CC/Fund/PC/Sub</td>
<td>Rt/Amt A/H WSP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOOKIE, WI 222222222 11 1644 3 404918</td>
<td>19900</td>
<td>0 03600.00</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Reg. Time (EXCEPTION) DOS: REG Total Time: 0.5000 H/%: %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MO OT/LV Time DOS: Time (Hrs): DOS: Time (Hrs):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MO OT/LV Time DOS: Time (Hrs): DOS: Time (Hrs):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y BOOKIE, WI 222222222 11 1644 3 404918</td>
<td>19900</td>
<td>1 03600.00</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Reg. Time (EXCEPTION) DOS: REG Total Time: 384.00 H/%: %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MO OT/LV Time DOS: Time (Hrs): DOS: Time (Hrs):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MO OT/LV Time DOS: Time (Hrs): DOS: Time (Hrs):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y BOZO, CHAT 666666666 11 4672 3 404918</td>
<td>19900</td>
<td>2 02400.00</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Reg. Time (POSITIVE) DOS: REG Total Time: 1.0000 H/%: %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MO OT/LV Time DOS: OTS Time (Hrs): 10.00 DOS: Time (Hrs):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blocked-Final Pay DOS: VAC Time (Hrs): 60.00 DOS: Time (Hrs):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next Func: ID: Name: SSN:
Pay Cycle: Pay End:

***
**Attachment M**

**Proposed Departmental Time Reporting - Time Input Roster**

**Example #2 - Special Compute**

<table>
<thead>
<tr>
<th>OK? Emp.Name</th>
<th>Emp.ID</th>
<th>Dst</th>
<th>TC Loc/ Acct/ CC/ Fund/ PC/ Sub</th>
<th>Rt/ Amt</th>
<th>A/H</th>
<th>WSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOKIE, WI 222222222 11 1644 3 404918</td>
<td>19900</td>
<td>0 03600.00</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reg. Time (POSITIVE)</td>
<td>DOS: REG</td>
<td>Total Time: 0.5000 H/ %: %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MO</td>
<td>OT/LV Time</td>
<td>DOS: Time (Hrs):</td>
<td>DOS: Time (Hrs):</td>
<td>DOS: Time (Hrs):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>026.6900</td>
<td>H</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MO</td>
<td>OT/LV Time</td>
<td>DOS: Time (Hrs):</td>
<td>DOS: Time (Hrs):</td>
<td>DOS: Time (Hrs):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>02400.00</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Next Func:**

- ID: Name: SSN:
- Pay Cycle: Pay End:

F: 1-Help 3-Return 4-Print 5-Update
F: 8-Forward 9-Jump 12-Exit
## Attachment N

**Central Office Information Screen**

<table>
<thead>
<tr>
<th>PPECENO-E1386</th>
<th>EDB Entry/Update</th>
<th>09/04/02 11:03:52</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/07/02 15:33:59</td>
<td>Central Office Information</td>
<td>Userid: PAYUSR1</td>
</tr>
<tr>
<td>ID: 000050069 Name: AGES, TRUDY</td>
<td>SSN: 555-61-7654 Pri Pay: BW</td>
<td></td>
</tr>
</tbody>
</table>

403b Limit Amt: S: NOT CALCD
Anticipated Retirement Date: 

Limited Hours as of Date: 010101

**PIE:**

**Final Pay Indicator:**

<table>
<thead>
<tr>
<th>Next Func:</th>
<th>ID:</th>
<th>Name:</th>
<th>SSN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>F: 1-Help 3-PrevMenu 4-Print 5-Update</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F: 9-Jump 12-Exit</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No changes needed to the HELP text.
Attachment O

Data Dictionary for Final Pay Indicator

System Number: EDB0771

User Access Name: 0771-1

Programming Name: FINAL_PAY_IND IN PPPPAY

Revision Date: 04/ 17/ 02

Comments

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

Name: FINAL PAY INDICATOR - OLRC/OPT1

Type: ALPHANUMERIC

Length: 1

Format

N/A

General Description

An indicator used during the OPT1 and Special Compute processes that indicates the payment includes Final Pay from the University.

Code Interpretation

Y = yes, Final Pay
Blank = Not Final Pay
Attachment P

Revised HELP for Time Collection Selection Criteria - THFHIDTC

Function: IDTC presents the user with data fields to enter the selection criteria for the online display of the Checklist or Roster. The Checklist displays employees who are eligible for pay for a specific Pay Date, Pay Cycle, Pay Period End Date, and Last Day to Enter Time. The Roster displays employees eligible for pay and their pay distribution information for a specific Pay Period End Date and Pay Cycle.

To select, the user types an "S" after Checklist or Roster. The user then enters a Home Department Code (HDC), a Full Accounting Unit (FAU), or a Cost Center, and types an "S" next to the Regular or Special Compute of choice, then presses "Enter." OPTRS will present the Checklist or Roster in employee name order within HDC, FAU, or Cost Center. When the process does not find any employee records for an entered HDC, FAU, or Cost Center, the process should redisplay IDTC screen with a message to this effect.

Nature of Information: Not Applicable
Attachment Q

Revised HELP for Time Reporting Checklist - THFHIPIC

Function: The Checklist provides the departmental user with an online and a printed list of employees eligible for pay during a specific Pay Period End Date and Pay Cycle. The Checklist displays the employees, who information from employee records that meet the selection criteria specified on the IDTC screen, in Employee Name order within Home Department Code, Full Accounting Unit, or Cost Center. The Checklist displays each employee's translated Appointment Time Reporting Code, Time Entered (OK or blank), Final Pay Indicator (Yes or blank), and the Regular Time fields. In addition, the Checklist for special computes displays the Accrued Vacation Balance and Primary Pay Schedule Code.

Nature of Information: IPIC presents the user with the Pay End Date, Pay Cycle, Last Date to Enter Time, HDC or FAU or Cost Center, Employee Identification Number, Employee Name. In addition, IPIC displays the translated Time Reporting basis, Time Entered, Final Pay Indicator, and Regular Time. The IPIC also may include the Accrued Vacation Balance and Pay Schedule Code.

Translations for the following highly abbreviated data fields appear below:

- EID = Employee Identification Number
- Time = "OK" or blank
- Final Pay = "Yes" or blank
- Regular H/ % = Regular Hours/ Percentage
- Pay Sch = Primary Pay Schedule
Attachment R

Revised HELP for Time Input Roster - THFHEDHC

Function: The Roster provides the departmental user with an online list of employees eligible for pay based upon the selection criteria specified on the IDTC screen. The selection criteria include the specific Pay Period End Date, Pay Cycle, and Home Department Code, or Full Accounting Unit, or Cost Center. The Roster presents the employees in Employee Name order and the employee's distribution information. The Roster provides the user with the opportunity to enter or change pay transaction data.

When the user enters or changes information on the pay transaction, the user presses Enter and OPTRS performs Range and Value Edits. By pressing Messages function key, the OPTRS presents the user with all edit messages pertaining to the highlighted fields.

Nature of Information: The Roster presents the user with the Pay End Date, Pay Cycle, Last Date to Enter Time, HDC or FAU or Cost Center, OK Indicator, Employee Name, Employee Identification Number. The Roster displays the Distribution Number, Title Code, Location/Account/Cost Center/Fund/Project Code/Sub, Pay Rate/Amount, A/H Indicator, and Work-Study Program Code. To complete the display, the Roster reflects the Regular Time, Time Reporting Code, Description of Service Code, Total Time, H/Percentage Indicator, Primary Pay Schedule Code, and Overtime/Leave Hours. In addition, when the process to split the time reporting between two fiscal years occurs, the Roster displays the descriptive text of "Old Fiscal Year" and "New Fiscal Year". When an employee has received final pay through a special compute or rush check and the Final Pay Indicator is "Yes," the Roster displays the text "Blocked-Final Pay."

Translations for the following highly abbreviated data fields appear below:
- OK? = Pay Transaction is to be processed as presented
- Emp. Name = Employee Name
- Emp. ID = Employee Identification Number
- DST = Distribution Number
- TC = Title Code
- RT/AMT = Pay Rate/Amount
- A/H = Annual/Hourly Rate Indicator
- WSP = Work Study Program Code
- DOS = Description of Service Code
- H/% = Hours/Percent Indicator
- HRS = Hours
- MO/MA/BW/SM = Primary Pay Schedule
- Old Fiscal Year = Pay Period Ending June 30
- New Fiscal Year = Actual Pay Period Ending in July
- Blocked-Final Pay = Final Pay Indicator is Yes, Pay Transaction not processed

The following group field label is displayed on this screen:
- LACFPS = Location, Account, Cost Center, Fund, Project Code, Sub
Attachment S

List of Participants

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Jim Corkill      Santa Barbara
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