DESCRIPTION OF REQUEST:

Modify the PPS so that the E1 and E3 lines of the Transfer of Payroll Expense transactions display the “Retroactive Adjustment Indicator,” (RAI), PAR Data Element #3880 and the “Earnings Distribution Pay Schedule Code” PAR Data Element #3140. The additional data elements will facilitate the proposed Effort Reporting System with the determination of the percentage of time paid.
The E1 and E3 Lines of the Transfer of Payroll Expense Requirements

Service Request 16931

University of California
Financial Management
Payroll Coordination
June 3, 2004
The E1 and E3 Lines of the Transfer of Payroll Expense

June 3, 2004

1.0 Overview

The current Effort Reporting System (Personnel Activity Report, A-21 PAR system) calculates the distribution of effort based on gross pay while the proposed Effort Reporting System (ERS) will use the percent of time paid. Consequently, the present recording of the E1 and E3 lines will not provide the needed Percentage of Time paid that will be used in the new ERS.

2.0 Current Process

Currently, Transfers of Payroll Expense transactions consist of the E1 line, which contains the original payment information, the E2 line, which contains the benefit information, and the E3 line, which contains the amount being transferred. When the departmental user transfers a portion of the original payment, the user enters gross earnings to be transferred and the PPS calculates the appropriate benefit amounts. In program PPP390, the process calculates the percentage of time to be transferred and carries the percentage or hours in the compute through to the expense distribution and Transfer of Expense (TOE) file. Although the percentage of time to be transferred is included on the TOE and the expense, the Payroll Audit Record (PAR) does not display the “Hours/Percentage of Time to Transfer” field on the E1 line or E3 line. (The E1 line displays the Gross, Pay Rate, Original Percentage of Time, and the Pay Period End Date. The E3 line displays the Transferred Gross, Pay Rate, and Pay Period End Date.)

3.0 Proposed Process

Modify the Payroll/Personnel System (PPS) so that the E1 and E3 lines of the Transfer of Payroll Expense transaction display the “Retroactive Adjustment Indicator” (RAI), PAR Data Element #3880 and the “Earning Distribution Pay Schedule Code,” PAR Data Element #3140. The additional data elements will facilitate the proposed ERS with the determination of the percentage of time paid.

4.0 Modifications to CICS Screens and the Distribution of Payroll Expense Report

The CICS screens (EDTS and EDTM) and the Distribution of Payroll Expense Report file do not require any cosmetic modifications to accommodate the RAI and Earnings Distribution Pay Schedule Code.

5.0 PPP440 (Payroll Audit Record (PAR) Report), PPP470 (Record of Earnings), and PPIERN (PAR Inquiry-Earnings Distributions)

With the inclusion of the RAI and Earnings Distribution Pay Schedule Code on the transfer of payroll expense pay distribution record, the system should display the data on
the PAR, Record of Earnings, and IERN screen. See Appendix A for an example where “M” is the Earnings Distribution Pay Schedule Code and the first blank is the RAI indicator field.

6.0 Modifications to the UPAY 646 (Payroll Expenditure Transfer)

The UPAY 646 requires modification to include the RAI and Earnings Distribution Pay Schedule Code on the E1 line. A suggested placement is between the Pay Rate Code (PAR3260) and the Original Gross Earnings (THF0720). See Appendix B (PDF) for proposed placement.
Appendix A - The Placement of the RAI and Earnings Distribution Pay Schedule Code for Expense Transfer Transactions

Payroll Audit Record Report - PPP4401 and Record of Earnings - PPP4701

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</table>

The online PAR Earnings Screen (IERN)

PPIERN0-1571 PAR Inquiry 05/28/04 11:25:34 Earnings Distributions Userid: PAYUSR1

Pay Cycle: MO Processed In: 03/31/04 Check Date: 04/01/04
ID: 0000000001 Name: PRESIDENT, EXEC
Hm Dept: 804918 CURR OFFICE Disp: 8 Emplmt Status: A
Check No: Type: CUR-ACTIVITY PAR Control No: 190

001 TC: E1 FAU: 3-661001- 19900- -1 Title: 0001 Gross: 18750.00- Rate: 25000.00 Time H: 138.00 Time %: .7500 Period: 03/31/04 M-

002 TC: E3 FAU: 3-661001- 19900- -1 Title: 0001 Gross: 18750.00- Rate: 25000.00 Time H: 138.00 Time %: .7500 Period: 03/31/04 M-

"M" is the Earnings Distribution Pay Schedule Code
The first blank field is the RAI field.
## APPENDIX B - PROPOSED PLACEMENT OF THE EARNINGS DISTRIBUTION PAY PERIOD EXPENDITURE TRANSFER

**UPAY646 (R8/97) R1138**

### PAYROLL/PERSONNEL

### Position the Retroactive Adjustment Indicator and the Earnings Distribution Pay Schedule Code HERE between Pay Rate and Original Gross.

### DEPARTMENTAL CERTIFICATION AND APPROVAL

*For adjustments involving Federal contracts and grants, certification and approval signatures must include that of the principal investigator, department chairperson, or other academic official.*

#### REASON CODES

- **A.** One-time expenditure adjustment; employee is not expected to perform services again under this account/fund. (PAF not required). Explain below.

  - [Details]

- **B.** Employee is expected to perform services again under this account/fund. (Please attach copy of PAF). Explain below.

  - [Details]

- **C.** Other. Explain below.

  - [Details]

---

**DEPARTMENTAL**

- **Approval signatures must be Principal Investigator, Department Chairperson, or other academic official.**

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**FEDERAL CONTRACT AND GRANT**

- **Individuals authorized to sign Form UPAY 560 (PAF) must also sign this form.**

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- **AUTHORIZED SIGNATURE**
  - **DATE**

- **AUTHORIZED SIGNATURE**
  - **DATE**

- **AUTHORIZED SIGNATURE**
  - **DATE**

---

- **RETURN ACCOUNTING: 5 YRS SUBJECT TO CONTRACT AND GRANT REQUIREMENTS**

---

- **FOR ACCOUNTING OFFICE REVIEW AND APPROVAL**
  - **SIGNATURE**
  - **DATE**