



SERVICE REQUEST

UIRC 160 (R8/00)

1111 Franklin Street, 7th Floor, Oakland, CA 94607-5200

SR No.: 16931

DATE			DATE CYCLE DUE		
MO	DY	YR	MO	DY	YR
06	03	04	08	01	04

PERSON AUTHORIZING REQUEST: <b>Mike O'Neill</b> PHONE NO.: <b>7-0905</b>	CONTACT: <b>Patty Yamashita</b> PHONE NO.: <b>7-0909</b>
DEPARTMENT: <b>Payroll Coordination</b>	BILLING NO. or ACCT-FUND-SUB:
ADDRESS: <b>1111 Franklin, 10th Floor</b>	SYSTEMS / FILES / PROGRAMS: <b>PPS, Expense Distribution, TOE</b>
	REPORT FORMAT ATTACHED: <input checked="" type="checkbox"/>

**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.

PRODUCTION RUN			
SYSTEM	EFFECTIVE DATE OF INFORMATION MO DY YR	TYPE OF RUN <input type="checkbox"/> RERUN <input type="checkbox"/> ADD'L.	TYPE OF OUTPUT <input type="checkbox"/> REPORT <input type="checkbox"/> EXTRACT FILE <input type="checkbox"/> LABELS

**RETRIEVAL/PRODUCTION RUN** DISTRIBUTION OF OUTPUT INSTRUCTIONS: (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)

IR&C USE ONLY								
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DATE RECEIVED	REVISED DUE DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME	STAFF TIME	BILLING NO.	JOB NAME	
COMMENTS								
ESTIMATE INFORMATION	COMPLETION DATE	STAFF HOURS	ESTIMATED COSTS COMPUTING COSTS		ESTIMATED TOTAL COSTS			
		\$	\$		\$			

REQUEST FOR ESTIMATE ONLY →	AUTHORIZED SIGNATURE	NAME, TITLE, ADDRESS	DATE
APPROVAL TO PROCEED → (BASED ON ESTIMATE)	AUTHORIZED SIGNATURE	NAME, TITLE, ADDRESS	DATE

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**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

ERC	TYP	TUC	DUC	SHC	COV	TITLE	SB	RET	DOS	GROSS	RATE	TIME H	TIME %	PERIOD				
001	E1	3-661001-	-19900-	-1	A	2	99	U	0001	0	REG	18750.00-	25000.00	138.00	0.7500	03/31/04-	M-	-
002	E3	3-661001-	-19900-	-1	A	2	99	U	0001	0	REG	18750.00	25000.00	138.00	0.7500	03/31/04-	M-	-

The online PAR Earnings Screen (IERN)

PPERN0-I1571 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: 000000001 Name: PRESIDENT,EXEC  
 Hm Dept: 804918 CHAN 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-  
 ERC: A TYP: 2 TUC: 99 SHC: DUC: Cov: U Ret: 0 DOS: REG Subl: GN  
 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-  
 ERC: A TYP: 2 TUC: 99 SHC: DUC: Cov: U Ret: 0 DOS: REG Subl: GN

"M" is the Earnings Distribution Pay Schedule Code  
 The first blank field is the RAI field.

