Service Request 16960
Requirements for Percent Time on All PAR Distributions
Final
June 11, 2004

There is a need to capture percent time associated with Payroll Audit Record (PAR) earnings distributions to support a new Effort Reporting System (ERS) for the University.

Effort reporting has been, and will continue to be, dependent on pay information from PPS. The new ERS will base its calculations of "percent effort" on percent time associated with employee pay rather than the current method of pro-rating gross pay to determine percent effort. This is being done to make easily understood what effort is being reported and certified by researchers.

Currently, PPS captures percent time on PAR earnings distributions for virtually all transactions associated with regular pay *only* when the payment is for a salaried appointment. For hourly paid appointments, percent time is not captured on the PAR. In addition, for Expense Transfer E1 and E3 transactions, percent time associated with transfer is not captured at all.

To facilitate the percent-time based calculations in the new ERS, the following modifications to PPS are required:

1. Add a new data element, "Derived Percent Time" to the sequential and DB2 PAR earnings distribution. A new data element is proposed, rather than modification of the existing "Hours/Percent" data element, to avoid unnecessary PPS modifications associated with the current use of the "Hours/Percent" data element.

   a. Derived Percent Time should be expressed as a number between zero and one, with resolution to four digits right of the decimal (matching the existing definition for the "Hours/Percent" data element).
   b. For all but E1 and E3 pay transactions, Derived Percent Time is to be populated with a value whenever the associated pay activity has any hours or percent time
   c. For all but E1 and E3 pay transactions, when the Derived Percent Time data element is to be populated with a value, the value is to be determined as follows:
      i. If the Distribution Pay Rate Type indicates a pay period amount (value '2'), then Derived Percent Time is to come from the value assigned to the Earnings Distribution Percent data element.
      ii. If the Distribution Pay Rate Type indicates an hourly pay rate (value '4'), then the percent of time is to be calculated as the hours on the pay transaction divided by the hours in the pay period for which payment is being made.
   d. For E1 and E3 transactions, the Derived Percent Time must be calculated as the time associated with the original earnings (from the E1 transaction) pro-rated by the percent being transferred. Since E1 and E3 transactions are paired, both the E1 and E3 transactions should have the same Derived Percent Time value.