Online Earnings Statement Indicator
Service Request 16974

University of California,
Los Angeles
& Office of the President
August 16, 2005
Online Earnings Statement Indicator

Table of Contents

Purpose 1
Background 1
Requested Changes 1
  New Data Element 1
  Screens 2
  Web Page 4
  Edits 4
  Post Authorization Notification (PAN) 4
  Summary of Initial Hire or Rehire (IDOC) 4
  Surepay Program 4
  Implementation Requirements 5

Appendix A – Data Dictionary
Appendix B – Help Text
Appendix C – OES Workgroup
Online Earnings Statement Indicator  
Service Request 16974  

**Purpose**  
The purpose of this document is to request that a new Data Element, Online Earnings Statement Indicator, be established on the Employee Data Base (EDB). This indicator will allow employees to opt-out of receiving electronic earnings statements and to trigger issuance of a paper statement.  

**Background**  
The Online Earnings Statement (OES) module is part of the Employee Systems Initiative (ESI) project. The OES will allow campuses to direct their employees who have direct deposit to the web (UCFY) to view and print their own earnings statements, therefore, minimizing workload as well as cost. After some discussion, it was decided that an indicator should be added to the EDB, which would allow employees to opt-out of receiving electronic earnings statements and would trigger paper statements.  

**Requested Changes**  

**New Data Element**  
The Payroll Personnel System (PPS) should be modified to add a new data element, Online Earnings Statement Indicator, to the EDB and Online Payroll Audit Register (PAR) Inquiry screens and Web EDB Inquiry. This new indicator will identify employees who require paper earnings statements and those who will view statements online. This OES indicator should be set to default to “Y (Yes)” with the capability to override by an explicit entry equal to “N (No)”. After the separation of the employee, this indicator should be changed to blank in the same monthly process when the PPS changes the Pay Disposition Code from “8” to “2” or to the locally designated disposition code. The draft Data Dictionary page is in Appendix A.  

**Screens**  
The field for the OES Indicator should be an enterable field and should be added to the following screens: General Information 2 (IGNL), PAR Inquiry Check Address (IDSP), Departmental Inquiry Check Address (IDCA), Check/Surepay Disposition (ECHK) entry/update, and on the Pay Disposition screen of the Web Inquiry. At the same time, the ECHK screen name should be changed from “Check/Surepay Disposition” to “Check/Direct Deposit Disposition.”  

The following screens have been mocked up to show the proposed placement of the OES indicator. The Help Text is in Appendix B.
IGNL – General Information 2

Suggested placement of the OES Indicator is on line 6.

PPIGNL0-I0960                    EDB Inquiry                  06/21/05 11:46:22
06/13/05 20:50:08 General Information 2 Userid: PPIA0
ID: 401000219 Name: ABACA, YOLANDA DINO
Hm Dept: 286100 MC-NURSING Emplmt Status: A Pri Pay: BW
Pay Disp: 8 Online Earnings Statement: Y
Prenote: 2 SP Prenote Cyc: B1 SP Actvn: 12/10/97
SP Bank: A0032 AMERICAN SAVINGS BANK Transit: 322271627
SP Bnk Acct Code/Number: C xxxxxxxxxx
Ck Addr:

Next Func:      ID:           Name:                            SSN:
<<<>
F:  1-Help      2-Browse    3-PrevMenu  4-Print
F:                          9-Main Menu                       12-Exit

IDSP – Check Address

Suggested placement of the OES Indicator is on line 9.

PPIDSP0-I11642                    PAR Inquiry                  08/03/05 07:58:17
Check Address                  Userid:  PPIA0
Pay Cycle: B2 Processed In: 07/16/05 Check Date: 07/27/05
ID: 401000219 Name: ABACA, YOLANDA DINO
Hm Dept: 286100 MC-NURSING Disp: 8 Emplmt Status: A
Check No: Type: CUR-ACTIVITY PAR Control No: 055
Total Gross: 3818.55 Total Deductions: 2133.65 Net Pay: 1684.90
Online Earnings Statement: Y
Check Address:

Bank Key: A0032 AMERICAN SAVINGS BANK Bank Acct: 0138-123466
Warning: Check Disp was Surepay - Pay was sent directly to bank
Comments:

Next Func:      ID:           Name:                            SSN:
Pay Cycle:              Check Date:
#0303 Latest record displayed - Enter IBRS for more
<<<>
F:  1-Help      2-Browse    3-PrevMenu  4-Print  5-PrevRec
F:                          9-MainMenu                      12-Exit
IDCA – Department Check Address

Suggested placement of the OES Indicator is on line 9.

<table>
<thead>
<tr>
<th>PPIDCA0-I1642</th>
<th>PAR Inquiry</th>
<th>08/03/05 07:58:17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Address</td>
<td>Userid: PPIA0</td>
<td></td>
</tr>
<tr>
<td>Pay Cycle: B2</td>
<td>Processed In: 07/16/05</td>
<td>Check Date: 07/27/05</td>
</tr>
<tr>
<td>ID: 401000219</td>
<td>Name: ABACA, YOLANDA DINO</td>
<td></td>
</tr>
<tr>
<td>Hm Dept: 286100</td>
<td>MC-NURSING</td>
<td>Disp: 8</td>
</tr>
<tr>
<td>Check No:</td>
<td>Type: CUR-ACTIVITY</td>
<td>PAR Control No: 055</td>
</tr>
<tr>
<td>Total Gross: 3818.55</td>
<td>Total Deductions: 2133.65</td>
<td>Net Pay: 1684.90</td>
</tr>
</tbody>
</table>

*Online Earnings Statement: Y*

Check Address:

Bank Key: A0032 AMERICAN SAVINGS BANK
Bank Acct: 0138-123466
Warning: Check Disp was Surepay - Pay was sent directly to bank

Comments:

Next Func: ID: Name: SSN:
Pay Cycle: Check Date:
P0303 Latest record displayed - Enter IBRS for more

ECHK – Check/Surepay Disposition

Suggested placement of the OES Indicator is on line 5.

<table>
<thead>
<tr>
<th>PPECHK0-E0875</th>
<th>EDB Entry/Update</th>
<th>06/21/05 11:47:58</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/13/05 20:50:08</td>
<td>Check/Surepay Disposition</td>
<td>Userid: PPIAO</td>
</tr>
<tr>
<td>ID: 401000219</td>
<td>Name: ABACA, YOLANDA DINO</td>
<td>Emp Stat: A</td>
</tr>
</tbody>
</table>

Check Disposition : 8 *Online Earnings Statement: Y*

Check Address Line 1:
Line 2: City : State: Zip:

Surepay Bank Table Key : A0032 AMERICAN SAVINGS BANK
Checking/Savings Indicator: C
Bank Account Number : XXXXXXXXXXX
Bank Account Format : /**********/

Prenote Indicator: 2
Prenote Cycle/Date: 121097

Next Func: ID: Name: SSN:

==> F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 12-Exit
Pay Disposition screen of the Web Inquiry

Suggested placement of the OES indicator is beneath the Pay Disposition Code.

**Pay Disposition Information**

<table>
<thead>
<tr>
<th>Pay Disposition Code:</th>
<th>8 - SurePay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Earnings Statement:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Direct Deposit Information**

- Bank: A0032 - AMERICAN SAVINGS BANK
- Bank Transit: 322271627
- Routing: [Routing number]
- Account Type: C - Checking
- Prenote Status: 2 - Waiting period has passed
- Surepay Activation: 12-10-97
- Prenote Cycle: B1 - First biweekly

**Edits**

The standard Range/Value edit should be used for on-line and batch processing to indicate when an invalid value has been entered. The value of the OES Indicator must be blank, “Y”, or “N”. If this is not the case, the system should issue the error message, “Field out of range or illegal Value” with the severity level of “employee reject.”

**Post Authorization Notification (PAN)**

A change to the OES Indicator should not trigger a Post Authorization Notification.

**Summary of Initial Hire or Rehire (IDOC)**

The Salary Information section of the IDOC should be modified to include the OES Indicator. The following is a suggested statement when an employee’s Pay Disposition is “8” and the OES Indicator is “blank” or “Y”:

“You will be able to view your earnings statement via UC For Yourself at https://ucfy.ucop.edu/ucfy/.”

The following is a suggested statement when an employee’s Pay Disposition is “8” and the OES Indicator is “N”:

“You will receive a paper copy of your earnings statement.”

**Surepay Program**

The process which creates the print file for the printed direct deposit advice statements should be modified to print a paper statement only for employees with an OES Indicator value equal to “N”.

The process should also be enhanced to create an additional print file for transmission to UCOP, to be used for the display of the online earnings statements. This print file should contain all
employees who have direct deposit (Pay Disposition is “8”), regardless of the value of the OES Indicator. The record format for this print file will be identical to the record format for the campus print file, except that a special ‘header’ record must be inserted between each employee’s record. The format of this record is:

Example:
******HDR,765434425,04,MO,09/01/2005,09/30/2005,09/30/2005
******HDR,emp-id(9),location(2),Pay Cycle(2),Pay Start Date(10),Pay End Date(10),Run Date(10)

During the programming phase of the project, specific adjustments may be made to the format or content of this record as testing is coordinated with the UCOP programming team working on the web display.

Implementation Requirements

A one time program should be provided for the initial mass conversion. The one time program should establish a “Y” in the Online Earnings Statement Indicator field for:

- Employees who have Disposition Codes of “8” and Pre-note values of “2” regardless of Employment Status Code
- Employees who have Disposition Codes other than “8” and Pre-note values of “0” or “1” regardless of Employment Status Code

These changes should be recorded on the PPP1800 for historical purposes.
Appendix A

Draft Data Dictionary for Online Earnings Statement Indicator

System Number: EDB

User Access Name:
Programming Name:
Revision Date: 08/04/05

Comments

Name: ONLINE EARNINGS STATEMENT INDICATOR

Type: ALPHA

Length: 1

Format
N/A

General Description
Code indicating whether or not an employee will receive an electronic earnings statement.

Code Interpretation

<table>
<thead>
<tr>
<th>Code Interpr.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>Default (yes) - Employee will receive an Online Earnings Statement</td>
</tr>
<tr>
<td>Y</td>
<td>Yes – Employee will receive an Online Earnings Statement</td>
</tr>
<tr>
<td>N</td>
<td>No - Employee will receive a paper Earnings Statement</td>
</tr>
</tbody>
</table>
HELP Text

EDBXXX Online Earning Statement Indicator

Published: 08/05/05 "ONLINE EARNINGS STATEMENT INDICATOR-EDB"

Description: Code indicating the presentation method of the earnings statement selected by the individual.

Format: N/A

Code Interpr.: Blank - Default (yes) - Employee will receive an Online Earnings Statement
Y - Yes – Employee will receive an Online Earnings Statement
N - No - Employee will receive a paper Earnings Statement
Appendix C

Online Earnings Statement Workgroup

Irma Arellano, UCLA
Beth Crovitz, UCSF
Paula Farrington, UCLA
Kevin Fong, UCOP
Bruce James, UCOP
Lorraine Patch, UCLA, MC
Tom Pirolli, UCSD
Kathy Taylor, UCOP
Pearl Trinidad, UCSD
Maria Villanueva, UCOP
Patty Yamashita, UCOP