Service Request 82176 Requirements
Transfer of Payroll Expense with Zero Gross

Objective:
Payroll Managers requested modifications to the Payroll/Personnel System (PPS) to accommodate the departmental need of transferring benefit costs when there are no associated salary costs.

Project Type:
This project is an enhancement to the Distribution of Payroll Expense process.

Requested by:
Campus Payroll Managers

Analyst:
Patty Yamashita
Payroll Coordination and Tax Services

Due Date:
Not Urgent
Background:

With the implementation of the Consolidated Billing process and the Postdoctoral Scholar Benefits Program in addition to accrued vacation usage, campuses have experienced an increase in the number of Full Accounting Units (FAU) having benefits costs without associated gross salaries. When a department chooses to move the benefits costs from one FAU to another when there is not a gross salary, the Payroll Office or department must initiate a financial journal to transfer the benefits expense between FAUs. The financial journal affects only the General Ledger and does not document the employee’s Payroll Audit Record and the departmental Distribution of Payroll Expense Reports. Thus, using the financial journal to transfer the benefit expenses without gross salaries disrupts the audit trail of the expense.

Current Process:

Presently the Distribution of Payroll Expense process allows the transfer of salary costs AND benefits, but not benefits only. When a departmental user finds benefits expense without associated gross salaries that should be charged to another FAU, the department or Payroll Office fulfills the transfer of the benefits expense by initiating a financial journal.

During the payroll compute process, programs assign and develop the PAR Distribution Number, Original Total Gross, and Total Benefits. At month-end processing in program PPP520, when the total gross (or earnings amount in the PAR record) is zero, the program suppresses the PAR Distribution Number and inserts asterisks (*** in the PAR Distribution Number field.

When it is time to create the TOE file and the Distribution of Payroll Expense File, the process passes only those entries with numeric values to the Transfer of Expense (TOE) file. However, the process passes entries with both numeric and asterisked PAR Distribution Numbers to the Distribution of Payroll Expense. The PAR Distribution Number is one of the key identifiers for Transfers of Payroll Expense transactions.

Proposed Process:

To allow the transfer of an Expense Transfer (ET) Line on the Distribution of Payroll Expense Report (PPP5302) that has benefits costs, but zero salary costs, it is suggested that program PPP520 should be modified by removing the code to suppress the PAR Distribution Number when the Original Gross of the E1 record of the PAR or the Earnings Amount in the PAR record is equal to zero and should default the PAR Distribution Number to 999. The modification would allow the Expense Distribution Workfile (EDW) record with a zero gross to be
displayed on PPP530 files and on the TOE file. The other conditions (the DOS Code of the PAR earnings equals TRM, LSI, SRD, IAP, VLA, SLA, PLA, ABP, NDI, SAP, TIA, or ZZZ and the leave assessment indicator of the DOS code is Y) should remain as is.

Requirements:

1.0 Control Table Updates

1.1 System Messages

The Message Table (PPP0408) should be modified to include new, revised and deleted edit criteria with corresponding messages used in programs PPP350, PPP360, and PPP520. The message pertaining to PPP350 and PPP360 are in the Compute Process changes section. The message in PPP520, #52-076 - NO EARNINGS AMOUNT IN E1 DISTRIBUTION OF EXPENSE TRANSFER PAR RECORD, should continue to have the message severity of “Warning.”

2.0 Data Elements

This modification does not require new data elements.

3.0 Screen Modifications

This modification does not require any screen modifications.

4.0 One-time Processes

This modification does not require a one-time process.

5.0 EDB Maintenance

This modification does not require EDB Maintenance.

6.0 History Process

This information should have no affect on History.

---

R1811 included the addition of ABP, NDI, SAP, and TIA to the SRDP DOS codes SRD and IAP.
7.0 Payroll Compute Process

The conditions triggering various edits pertaining to the original total gross on the E1 line of transfer of payroll expense transactions or zero PAR earnings amount should be modified.

Although most of the edits triggered in Program PPP350 should remain, some edits require modifications to allow the transfer of a zero gross. The edits should be modified so that benefits associated with an original gross of zero can be transferred with a transfer gross of zero. Edit messages pertaining to the transfer of expense process (E1 and E3 pay transactions) should have their message texts changed. The edit messages are as follows:

<table>
<thead>
<tr>
<th>Message #</th>
<th>Message Text</th>
<th>Severity</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>35-023</td>
<td>Original Gross Not Numeric Or Zero</td>
<td>Transaction Reject</td>
<td>Change message to ORIGINAL GROSS NOT NUMERIC, removing criteria that the Original Gross cannot be zero</td>
</tr>
<tr>
<td>35-025</td>
<td>Transfer Gross Not Numeric Or Zero</td>
<td>Transaction Reject</td>
<td>Change message to TRANSFER GROSS NOT NUMERIC, removing criteria that the Transfer Gross cannot be zero</td>
</tr>
<tr>
<td>35-027</td>
<td>Entered Transfer Gross Exceeds Original Gross</td>
<td>Transaction Reject</td>
<td>No Change</td>
</tr>
<tr>
<td>35-037</td>
<td>Transfer Gross Plus Previously Transferred Gross Exceeds Original Gross</td>
<td>Transaction Reject</td>
<td>No Change</td>
</tr>
<tr>
<td>35-044</td>
<td>Mass Transfer: Original Gross Not Numeric Or Zero</td>
<td>Transaction Reject</td>
<td>Change message to MASS TRANSFER: ORIGINAL GROSS NOT NUMERIC, removing criteria that the Original Gross cannot be zero</td>
</tr>
<tr>
<td>35-052</td>
<td>Mass Transfer: Original Gross Not Equal To Total Original Gross</td>
<td>Warning</td>
<td>No Change</td>
</tr>
<tr>
<td>35-053</td>
<td>Mass Transfer: Total Transferred Not Equal To Total Original Gross; See Ppp3805</td>
<td>Warning</td>
<td>No Change</td>
</tr>
<tr>
<td>36-307</td>
<td>Original Gross</td>
<td>Transaction</td>
<td>Remove edit</td>
</tr>
</tbody>
</table>
### New edits should be performed.

When the Original Gross is zero and the Benefits Total is not zero and

<table>
<thead>
<tr>
<th>Condition</th>
<th>If the Transfer Gross is:</th>
<th>And if the Transfer Benefits Total is:</th>
<th>The transfer should take place:</th>
<th>This Message should be issued:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Zero</td>
<td>Not zero</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>Not Zero</td>
<td>Not Zero</td>
<td>No</td>
<td>Issue message text: ORIGINAL GROSS IS ZERO, TRANSFER GROSS IS NOT ZERO; Transaction Reject</td>
</tr>
</tbody>
</table>

When the Original Gross is not zero and the Benefits Total is not zero:

<table>
<thead>
<tr>
<th>Condition</th>
<th>If the Transfer Gross is:</th>
<th>And if the Transfer Benefits Total is:</th>
<th>The transfer should take place:</th>
<th>This Message should be issued:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Zero</td>
<td>Zero</td>
<td>No</td>
<td>Issue message text: ORIGINAL GROSS IS NOT ZERO, TRANSFER GROSS IS ZERO; Transaction Reject</td>
</tr>
</tbody>
</table>

When the Original Gross is not zero and the Benefits Total is zero:

<table>
<thead>
<tr>
<th>Condition</th>
<th>If the Transfer Gross is:</th>
<th>And if the Transfer Benefits Total is:</th>
<th>The transfer should take place:</th>
<th>This Message should be issued:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Zero</td>
<td>Zero</td>
<td>No</td>
<td>Issue message: ORIGINAL GROSS</td>
</tr>
</tbody>
</table>
Conditions 3 and 4 should trigger the same message.

8.0 Interface Files/Other Processes

Transfer of Expense File (TOE) and Distribution of Payroll Expense

The PAR Distribution Number should be recorded in this file for those entries that have an Original Gross on the E1 record of zero or when the Earnings Amount in the PAR record is equal to zero.

9.0 Forms

No changes are required.

10.0 Reporting and Notification

Allow the PAR Distribution Number to be included in the TOE and displayed on the PPP5302 report.

11.0 Implementation Concerns

The designated campus office must inform departments of the correct use of this option as not to create any opportunity for financial abuse. Further it is suggested that the error messages be maintained as provided on the system messages table.