

Created on: August 2, 2010
Last Modified on: August 19, 2010

Service Request: SR83065
Title: Remove SSN from OPT1 reports

Objective
Remove the SSN from OPT1 reports

Project Type
PPS Modification

Requested by
UC Davis

Project Lead / Business Analyst
Shaun Ruiz, Payroll Coordination

Urgency
Urgent

Target Release Date
These changes should be released to campuses as soon as possible.

Background:

There are four OPT1 report formats. Each report consists of three documents - Payroll Audit Record, Vendor Interface Control, and Earnings Statement. The employee's SSN is carried on the Earnings Statement document in formats two and three.

Proposed Process:

Remove the SSN from all OPT1 reports.



UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT
SERVICE REQUEST
UIRC 160ISS (R 01/00)

SR83065

DATE 08/02/10	DATE/CYCLE DUE	ESTIMATE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
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PERSON AUTHORIZING REQUEST:	SYSTEMS CONTACT: Shaun Ruiz
DEPARTMENT: Payroll Coordination	RECHARGE NO.: NR-Payroll
REQUESTOR: Penny Knutson	SYSTEMS/FILES/PROGRAMS: PAYROLL

RETRIEVAL/SYSTEM MODIFICATION: (Description of Request)
Remove SSN from OPT1 reports

PRODUCTION RUN			
SYSTEM	EFFECTIVE DATE OF INFORMATION	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)

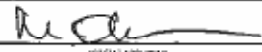
IR&C USE ONLY

R NR TM STAFF _____ TO: RET CORP SYS M&O PAYROLL PRODUCTION CONTROL

DATE RECEIVED	REVISED DUE DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME/CHARGES	ST/FF TIME/CHARGES	BILLING NO	JOB NAME

COMMENTS

ESTIMATE INFORMATION	COMPLETION DATE	STAFF HOURS	ESTIMATED COSTS COMPUTING COSTS	ESTIMATED TOTAL COSTS
		\$	\$	\$

APPROVAL TO PROCEED  8/2/10

BASED ON ESTIMATE (SIGNATURE) NAME, TITLE, ADDRESS