



PAYROLL/PERSONNEL SYSTEM CONTROL RECORD

UPAY630 (R12/97) R1157

RUN SPECIFICATION	PROCESS DATE	PERIOD INDICATORS				ACTIVITY GEN NO	INIT PAY	APPT / DIST PURGE DATE	SPEC PROC IND						
		MO	Q	YR	FY					INIT					
1	10	11	16	19	20	21	22	23	24	25	27	28	31	36	37
PPP02-SPEC															

FIELD NAME

DESCRIPTION / SPECIAL INSTRUCTIONS

PROCESS DATE

Enter in MMDDYY format.

PERIOD INDICATORS

These are set to control periodic maintenance (i.e., next period begin indicators).

MO

Enter the number of the month being started (e.g., "02" to end January and to start February).

Q

Enter the number of the quarter being started (e.g., "1" to end the fourth quarter and to start the first)

YR

Enter "1" to start new calendar year.

FY

Enter "1" to start a new fiscal year.

INIT

Enter "X" to initialize all indicators so that no periodic or special processing maintenance takes place. In this case, the prior four indicators must be blank, as must the Special Process Indicator (col. 37).

The next two fields are completed only in the event a restart is necessary. Consult your campus Systems Staff.

ACTIVITY GEN. NO.

If a change to the current activity generation number (which is the number of cycles the Activity History File has been through) is required, the desired value is entered in this field. Zeros cause initiation of the Data Base Maintenance edit cycle, i.e., all transactions which may be on the Activity History File are ignored.

INIT PAY

If the Payroll information carried in the System Control Record (i.e., date payroll ran, cycles paid) should be deleted, an "X" is placed in this field.

APPT/DIST PURGE DATE

Used only with Monthly Periodic Maintenance. Enter in MMDDYY format. Purge date is inclusive.

SPEC. PROC. IND.

Used to control Special Process Maintenance:
 1 - SIS file processing
 2 - Student FICA "Summer" Process
 3 - Student FICA "Fall" Process
 4 - Daily Process - Implied Maintenance
 5 - Daily Transactions from UCOP

PREPARED BY:	DATE	APPROVED BY:	DATE
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