



**PAYROLL/PERSONNEL**  
**PPP320 PROGRAM RUN SPECIFICATION**  
 UPAY856 (3/95)

**TIME TABLE ROSTER CREATION**

The Time Table Roster Creation (PPP320) process is driven by the sequential Payroll Process Identifier file, which governs the Timesheet Creation, Payroll Edit, and Payroll Compute processes. The Time table Roster Creation is normally scheduled to be run at the beginning of Payroll Cycle, log with the Timesheet Creation process.

PROGRAM ID	LAST DATE TO ENTER TIME	RUN TYPE
	<i>MM DD YY</i>	
1 10	11 16	17 23
<b>P P P 3 2 - S P E C</b>		

**RUN TYPE**

- BLANK** Standard run to create Time Table Roster entries; this run will perform normal date edits against the Last Date To Enter Time as well as the following consistency edits applied against the Pay Period end Date:
- If the pay cycle is Monthly "Current", the Last Date To Enter Time must not be more than 15 days prior to, and must not exceed the Pay Period End Date.
  - If the pay cycle is Bi-weekly, Semi-monthly, or Monthly "Arrears", the Last Date To Enter Time must not be more than 3 days prior to, and must not be more than 10 days after the Pay Period End Date.

**SPECIAL** This run type will adjust the Last Date To Enter Time (Time Table Roster entries will not be updated). This run type is not valid unless a normal (i.e., blank Run Type) run has been successfully completed. During a "SPECIAL" run, the entered Last Date To Enter Time will be used to override the value entered on the previous run; however, during a "SPECIAL" run, date edits are less restrictive such that only normal date edits are applied; consistency edits between the Last Date To Enter Time and the Pay Period End Date will NOT be applied during a "SPECIAL" run.

PREPARED BY:	DATE	APPROVED BY:	DATE