

---

---

## 2.2 MONTHLY PAYROLL PROCESSES

Several actions occur one or more times per month which affect various facets of the EDB and related processes. Although each is significant in itself, the database may reflect only slightly discernible changes upon completion of each task.

### AIS Interface

An update process where certain data from the Academic Information System, critical to Retirement/FICA derivation, is brought into the EDB. An immediate rederivation occurs if the information brought forward necessitates a change to FICA/Retirement.

### Compute

Actual point at which pay is generated; also referred to as the *checkwrite*.

### Monthly Maintenance

Immediately following the MA compute the EDB is advised that all of the previous months reporting has been completed and a new month is to begin. The database looks to a system calendar to determine information such as: number of working days and working hours in each month, holidays, pay period end dates and pay dates, etc.

### Month End Processing

Also following the MA compute, the “previous” month is completed and finalized and certain reporting information is made available:

- Distribution of Payroll Expense - DOPE (PPP5302) produced.
- Payroll Information taken into ledger.
- Time Benefits Roster produced.
- Monthly Status Reports produced.
- Reports for insurance carriers, credit unions, faculty association, unions, etc. produced.

### Purge

Specific information, having become outdated, and therefore no longer necessary for current processing, is purged from the Inquiry portion of the database. Certain records are still maintained in History.

Two separate purges occur each month:

- End Dates  
Any and all appointments/distributions with end dates up to and including a specific date will be purged from Inquiry.
- Employee Records  
Part of the monthly maintenance process. Records of employees who have had no Payroll Activity for a period of 25 months are deleted from Inquiry.

## Updates to the Employee Data Base (EDB):

Personnel and payroll information may be updated either via batch or on-line entry/update. A few examples of EDB information:

- hire/separation date
- Benefits information
- appointment & distribution information
- repetitive deductions
- Retirement/FICA codes
- Federal & State Tax Withholding Status

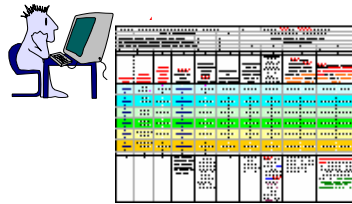
### EDB Process

Updating information into the PPS System

- Batch



- Online Entry



Payroll Deadline Schedule

## Methods

### BATCH

The method used Centrally to update or process mass numbers of like transactions. Some examples: merit increases using paper rosters, range adjustments, mass account number changes, work study limits, purge of end dates, identification number changes. This procedure usually requires paper documents be submitted by a Central Office to Key Entry for processing and involves multiple day editing. The update occurs upon the instruction of the appropriate Central Office once all edit issues are resolved.

### ON-LINE ENTRY / UPDATE (OEU)

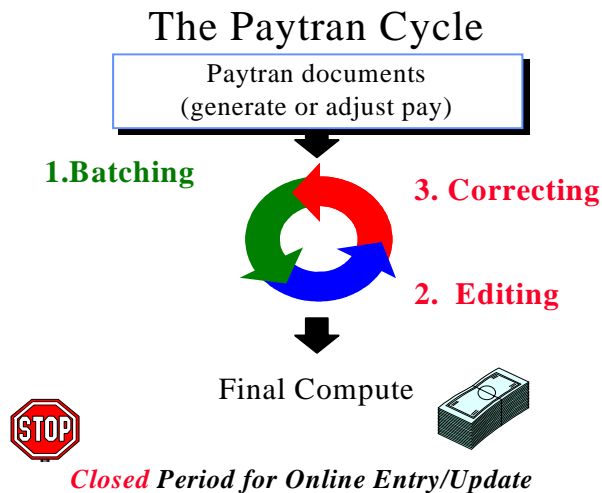
Method used by Service Centers and Central Offices to update the EDB via on-line entry/update. An immediate update once all on-line editing has been reviewed and any problems resolved. Changes are immediately visible on the EDB.

## Payroll Transactions (PAYTRAN)

**Definition:** Documents which generate or adjust pay. Some examples of Paytran forms:

- Time Reporting Worksheets (Timesheets)
- Transfers of Expense
- Time Reporting Adjustment Worksheets (LX/RX)
- One-Time Payroll Payment (FT)
- Additional Pay (AP)

Paytran is a multi-day batch and edit process. Because of this it is necessary to prohibit OEU of information which affects an employee's terms and conditions of employment. In other words, during the MO Paytran cycle, OEU is closed for actions affecting MO Employees. The same is true during the MA Paytran cycle: OEU is closed for actions which affect MA Employees.



## Method

### BATCH

The method used Centrally to update or process mass numbers of like transactions. This procedure usually requires paper documents be submitted by a Central Office to Key Entry for processing and involves multi-day editing. The update occurs upon the instruction of the appropriate Central Office once all edit issues are resolved.

## Putting It All Together on the Payroll Deadline Schedule

Sample Payroll Deadline Schedule:

SAMPLE PAYROLL DEADLINES FOR THE PERIOD:						ONLINE EDB and O.PTRS ENTRY UPDATE INPUT SCHEDULE			
JULY - SEPTEMBER						Online System up: T 00 am-T 00 pm			
All forms due in Payroll no later than noon on dates indicated EXCEPT TIMESHEETS WHICH ARE DUE AT ACCOUNTING DESK BY 3:00 AM						Monday-Saturday			
	1	2	3	4	5	6	7	8	
<b>Schedule no.</b>	<b>Payroll (posting) period:</b>	<b>Payroll Release Date (check date)</b>	<b>O.PTRS. Closed for this compute</b>	<b>Repetitive Deductions (Union dues, SFGU, loans, etc)</b>	<b>Time sheets to departments from Payroll</b>	<b>Time sheets due to Accounting Office Drop Box by 5 am</b>	<b>COMPUTE OEU OEU entered up to 2:00 including the 2:00-2:30 payroll compute to the payroll computer</b>	<b>OEU OPEN PERIOD: OEU updated during the 24 hour cycle at the schedule and Payroll noted in columns 1 and 2</b>	<b>OEU CLOSED PERIOD: OEU closed for updates to appointments submitted during the 24 hour cycle and OEU noted in columns 1 and 2</b>
V-38	July Monthly	08/01/00	07/26/00	07/11/00	07/16/00	07/22/00	07/25/00	08/25/00 - 07/15/00	07/16/00 - 07/25/00
V-37	July Hourly	08/08/00	08/02/00	07/24/00	07/29/00	07/31/00	08/02/00	07/03/00 - 07/29/00	07/29/00 - 08/04/00
V-41	August Monthly	09/03/00	08/28/00	08/12/00	08/15/00	08/20/00	08/23/00	07/26/00 - 08/14/00	08/15/00 - 08/25/00
V-42	August Hourly	09/05/00	08/30/00	08/21/00	08/26/00	08/29/00	08/30/00	08/05/00 - 08/25/00	08/25/00 - 08/02/00
V-48	September Monthly	10/01/00	09/24/00	09/11/00	09/16/00	09/19/00	09/24/00	08/26/00 - 09/15/00	09/16/00 - 09/24/00
V-47	September Hourly	10/08/00	10/02/00	09/23/00	09/26/00	09/30/00	10/02/00	09/03/00 - 09/25/00	09/25/00 - 10/02/00
			<b>NO O.PTRS. update for the payroll compute may be mentioned after this date</b>	<b>HOW: Wk, service changes should be a one-off or the Self Service website employees, or OEU at the Service Center</b>		<b>UBA, BAC, Form Reporting Worksheet (FIC &amp; TX)</b>	<b>To update OEU entered up to 2:00 including the 2:00-2:30 payroll compute to the payroll computer</b>	<b>Online EDB entry update okay during "open" window to compute noted in columns 1 and 2</b>	<b>For OEU of payroll records distribution during the "closed" period corresponding payroll schedule from columns 1 and 2. Update to payroll records for any such as OEU changes, no pay change, check dates, etc. is permitted during this period.</b>

The Payroll Deadline Schedule provides preparers with important information that they need to know before preparing an action.

## Close-Ups of the Payroll Deadline Schedule

### Header

<p>SAMPLE PAYROLL DEADLINES FOR THE PERIOD:  <b>JULY - SEPTEMBER</b>                  All forms due in Payroll no later than NOON                  on dates indicated EXCEPT TIMESHEETS WHICH                  ARE DUE AT ACCOUNTING DROP BOX BY 8:00 AM</p>	<p>ONLINE EDB and OPTRS ENTRY                  UPDATE INPUT SCHEDULE                  Online System up 7:00 am-7:00 pm                  Monday-Saturday</p>
--	---

### A complete row (the table is read across, not down)

1	2	3	4	5	6	7	8	9	
<b>Schedule no.</b>	<b>Payroll (earnings period):</b>	<b>Payroll Release Date (check date)</b>	<b>OPTRS Closed for this compute</b>	<b>Repetitive Deductions (Union dues, BFCU, loans, etc)</b>	<b>Timesheets to departments from Payroll</b>	<b>Timesheets due to Accounting Office Drop Box by 8 am</b>	<b>COMPUTE</b> <small>Any OEU entered up to and including this date would correspond to the cycle number on same color coded line.</small>	<b>OEU OPEN PERIOD: OEU updated during these dates will affect the Schedule and Payroll noted in columns 1 and 2</b>	<b>OEU CLOSED PERIOD: OEU is closed for updates to appointment/distribution data for the Schedule and Payroll noted in columns 1 and 2</b>
<b>V-36</b>	July Monthly	08/01/XX	<b>07/25/XX</b>	07/11/XX	07/16/XX	07/22/XX	07/25/XX	06/25/XX - 07/15/XX	07/16/XX - 07/25/XX

**Column 1: Schedule Number and Pay Period**

1	
Schedule no.	Payroll (earnings period):
V-36	July Monthly
V-37	July Hourly
V-41	August Monthly
V-42	August Hourly
V-46	September Monthly
V-47	September Hourly

Monthly Current EDB Cycle

Monthly Arrears EDB Cycle

**Column 1 Notes:**

**Schedule Letters and Numbers**

These codes are required on all documents forwarded to Payroll, indicating when the update to the EDB occurred. Taken from the UCOP numbering system, the alpha code indicates year, the numeral indicates the payday affected.

Although it is set up for a generic calendar year, the calendar shown is for the year "V" (2002).

V-36	August	2002	MO
V-37	August	2002	MA
V-41	September	2002	MO

**Payroll (earnings period), or Pay Cycle**

**Monthly = Monthly Current, or MO** (Employee has a monthly rate of pay and is to be paid on the Monthly Current payroll cycle)

**Hourly = Monthly Arrears, or MA** (Employee has an hourly rate of pay and is to be paid on the Monthly Arrears payroll cycle)

**Column 2: Payroll Release Date (check date)**

1		2
Schedule no.	Payroll (earnings period):	Payroll Release Date (check date)
V-36	July Monthly	08/01/XX
V-37	July Hourly	08/08/XX
V-41	August Monthly	08/30/XX
V-42	August Hourly	09/06/XX
V-46	September Monthly	10/01/XX
V-47	September Hourly	10/08/XX

**Column 3: OPTRS Closed Date**

1		3
Schedule no.	Payroll (earnings period):	OPTRS Closed for this compute
V-36	July Monthly	07/25/XX
V-37	July Hourly	08/02/XX
V-41	August Monthly	08/23/XX
V-42	August Hourly	08/30/XX
V-46	September Monthly	09/24/XX
V-47	September Hourly	10/02/XX
		NO OPTRS updates for this specified compute may be entered on this date

**Column 3 Notes:**

**OPTRS Closed Date**

OPTRS OEU is different than EDB OEU and is only closed the entire day of the compute.

**Column 4: Repetitive Deductions Due**

1		4
Schedule no.	Payroll (earnings period):	Repetitive Deductions (Union dues, BFCU, loans, etc)
V-36	July Monthly	07/11/XX
V-37	July Hourly	07/24/XX
V-41	August Monthly	08/12/XX
V-42	August Hourly	08/21/XX
V-46	September Monthly	09/11/XX
V-47	September Hourly	09/23/XX
		NOTE: W4, address change, name change should be done either on UC Self Service website by employee, or OEU at the Service Center

**Column 4 Notes:**

**Repetitive Deductions**

Date by when paperwork for repetitive deductions must be received by the Payroll Office.

**Column 5: Timesheets to Departments from Payroll**

1		5
Schedule no.	Payroll (earnings period):	Timesheets to departments from Payroll
V-36	July Monthly	07/16/XX
V-37	July Hourly	07/29/XX
V-41	August Monthly	08/15/XX
V-42	August Hourly	08/26/XX
V-46	September Monthly	09/16/XX
V-47	September Hourly	09/26/XX

**Column 5 Notes:**

**Timesheet Production**

Timesheet Production occurs after 7 PM the night before the dates indicated. Once timesheets are generated, EDB OEU is closed until after the corresponding compute.

**Column 6: Timesheets due to Accounting Office Drop Box**

1		6
Schedule no.	Payroll (earnings period):	Timesheets due to Accounting Office Drop Box by 8 am
V-36	July Monthly	07/22/XX
V-37	July Hourly	07/31/XX
V-41	August Monthly	08/20/XX
V-42	August Hourly	08/28/XX
V-46	September Monthly	09/19/XX
V-47	September Hourly	09/30/XX
		UPAY 644E Time Reporting Worksheets (TE & TX)

**Column 7: Compute**

1		7
Schedule no.	Payroll (earnings period):	<b>COMPUTE</b> Any OEU entered up to and including this date would correspond to the cycle number on same color coded line.
V-36	July Monthly	07/25/XX
V-37	July Hourly	08/02/XX
V-41	August Monthly	08/23/XX
V-42	August Hourly	08/30/XX
V-46	September Monthly	09/24/XX
V-47	September Hourly	10/02/XX
		Example: Any OEU entered up to and including 7/25 would correspond to cycle number V-36. OEU entered after 7/25 but before 8/2 would correspond to cycle number V-37, etc.)

**Column 7 Notes:**

**Compute (Checkwrite)**

The actual point at which pay is generated. The Compute (Checkwrite) occurs on the dates indicated after 7 PM. OEU opens again the day after the compute. OPTRS OEU is closed the entire day of the compute only.

**Columns 8 & 9: OEU Open and Closed Periods**

1		8	9
<b>Schedule no.</b>	<b>Payroll (earnings period):</b>	<b>OEU OPEN PERIOD: OEU updated during these dates will affect the Schedule and Payroll noted in columns 1 and 2</b>	<b>OEU CLOSED PERIOD: OEU is closed for updates to appointment/distribution data for the Schedule and Payroll noted in columns 1 and 2</b>
V-36	July Monthly	06/25/XX - 07/15/XX	07/16/XX - 07/25/XX
V-37	July Hourly	07/03/XX - 07/28/XX	07/29/XX - 08/04/XX
V-41	August Monthly	07/26/XX - 08/14/XX	08/15/XX - 08/25/XX
V-42	August Hourly	08/05/XX - 08/25/XX	08/26/XX - 09/02/XX
V-46	September Monthly	08/26/XX - 09/15/XX	09/16/XX - 09/24/XX
V-47	September Hourly	09/03/XX - 09/25/XX	09/26/XX - 10/02/XX
		Online EDB entry update okay during "open" window for compute noted in columns 1 and 2	<b>NO OEU on appointment/distribution data</b> during "closed" window for corresponding payroll schedule (noted in columns 1 and 2). Updates to non-appointment/distribution data, such as <b>W4, address change, name change, check dispo, etc.</b> is permitted during this period

**Column 8 Notes:**

**OEU Open Period**

The window beginning the day after the compute through the day timesheets are generated, during which all EDB OEU is allowed.

**Column 9 Notes:**

**OEU Closed Period**

The period immediately following the production of the timesheets through the night of the compute date, when the time file must remain stable. OEU affecting terms and conditions of employment is not allowed during this period, i.e. no changes to the terms and conditions of employment for MO employees are allowed during the CLOSED MONTHLY period, likewise no changes for MA employees during the CLOSED HOURLY period.

**Exception:** Changes to the employee's record that do not affect the terms and conditions of employment such as W4, check disposition, permanent address, name, other personal data, etc. may be entered through the date of the compute to affect that particular check write.

**Note:** OPTRS OEU is different and is only closed the entire day of the compute.

**General Notes and Tips**

- The compute occurs in the evening on the last day of each Paytran cycle. The CLOSED period extends over the weekend if the Paytran cycle extends from one week to the next.
- Refer to [Section 2.3, Timing](#) for information regarding appropriate timing of actions.

SAMPLE PAYROLL DEADLINES FOR THE PERIOD: <b>JULY - SEPTEMBER</b> All forms due in Payroll no later than NOON on dates indicated EXCEPT TIMESHEETS WHICH ARE DUE AT ACCOUNTING DROP BOX BY 8:00 AM							ONLINE EDB and OPTRS ENTRY UPDATE INPUT SCHEDULE Online System up 7:00 am-7:00 pm Monday-Saturday		
1	2	3	4	5	6	7	8	9	
Schedule no.	Payroll (earnings period):	Payroll Release Date (check date)	OPTRS Closed for this compute	Repetitive Deductions (Union dues, BFCU, loans, etc)	Timesheets to departments from Payroll	Timesheets due to Accounting Office Drop Box by 8 am	COMPUTE Any OEU entered up to and including this date would correspond to the cycle number on same color coded line.	OEU OPEN PERIOD: OEU updated during these dates will affect the Schedule and Payroll noted in columns 1 and 2	OEU CLOSED PERIOD: OEU is closed for updates to appointment/distribution data for the Schedule and Payroll noted in columns 1 and 2
V-36	July Monthly	08/01/XX	07/25/XX	07/11/XX	07/16/XX	07/22/XX	07/25/XX	06/25/XX - 07/15/XX	07/16/XX - 07/25/XX
V-37	July Hourly	08/08/XX	08/02/XX	07/24/XX	07/29/XX	07/31/XX	08/02/XX	07/03/XX - 07/28/XX	07/29/XX - 08/04/XX
V-41	August Monthly	08/30/XX	08/23/XX	08/12/XX	08/15/XX	08/20/XX	08/23/XX	07/26/XX - 08/14/XX	08/15/XX - 08/25/XX
V-42	August Hourly	09/06/XX	08/30/XX	08/21/XX	08/26/XX	08/28/XX	08/30/XX	08/05/XX - 08/25/XX	08/26/XX - 09/02/XX
V-46	September Monthly	10/01/XX	09/24/XX	09/11/XX	09/16/XX	09/19/XX	09/24/XX	08/26/XX - 09/15/XX	09/16/XX - 09/24/XX
V-47	September Hourly	10/08/XX	10/02/XX	09/23/XX	09/26/XX	09/30/XX	10/02/XX	09/03/XX - 09/25/XX	09/26/XX - 10/02/XX
			<b>NO OPTRS updates for this specified compute may be entered on this date</b>	NOTE: W4, address change, name change should be done either on UC Self Service website by employee, or OEU at the Service Center		UPAY 644E Time Reporting Worksheets (TE & TX)	Example: Any OEU entered up to and including 7/25 would correspond to cycle number V-36. OEU entered after 7/25 but before 8/2 would correspond to cycle number V-37, etc.)	Online EDB entry update okay during "open" window for compute noted in columns 1 and 2	<b>NO OEU on appointment/distribution data</b> during "closed" window for corresponding payroll schedule (noted in columns 1 and 2). Updates to non-appointment/distribution data, such as <b>W4, address change, name change, check dispo, etc.</b> is permitted during this period.