

POST AUTHORIZATION NOTIFICATION (PANS):

- The PAN (Post Authorization Notification) e-mail is a notification that an adjustment transaction has been entered and saved in OPTRS (EDAP, EDLR, EDFT, and EDRA transactions)
- The e-mail is automatically routed to the designated mandatory recipients. Additional recipients can be added as needed
- A PAN e-mail is an after-the-fact notification, it cannot be used as approval for a transaction
- If there is an error in the transaction that is discovered through PAN recipient review, the PAN recipient must notify the OPTRS preparer and action must be taken to correct the transaction

To submit a request to setup, update, or remove a PAN recipient, complete the form on the payroll website: <http://controller.berkeley.edu/post-authorization-notification-e-mail>

PAN email example below

Received: from uclink.berkeley.edu by ironwood.Berkeley.EDU
 (IBM MVS SMTP CS V1R7) with BSMTP id STC41078; Fri, 21 Sep 07 09:53:06 PDT
 Date: Fri, 21 Sep 2007 09:52:55 -0700
 From: Post-Authorization Notification System <payrlpan@uclink.berkeley.e
 Subject: EMPLOYEE WHO WAS PAID; Single Expense Transfer; ERLOKRG;
 To: YOUR NAME

----- Employee and Preparer Information -----


Employee: EMPLOYEE WHO WAS PAID Preparer: PREPARER, OPTRS
 ID: 011111111 Phone: (510) 642-5555
 Action: TS-Single Expense Transfer Email: PANRECIPEINT@BERKELEY.EDU

----- < EDTS > -----


Employee Name: EMPLOYEE WHO WAS PAID ID Number: 011111111
 TS (Single Transfer)
 Check Date: 10/01/07 Pay Cycle: MO
 The following pay transaction has been processed.
 PPP5302 Reference: Month: 0802 Page: 23107 Line: 2
 Transfer from: 1/50020/59989/23795/44/ /ND0999/NDLPL
 Transfer to: 1/50020/25539/23795/44/ / /EFLPL
 Pay Period End: 08/31/07 Title: 3282 DOS: REG
 Original Gross Earnings: 913.65 Original Benefits: 15.71
 Transfer Gross Earnings: 913.65
 Reason: B

----- List of Reviewers -----


Name	UserID or e-mail	-Type-	-Status-
ADDITIONAL PAN RECIPIENT	PANRECIPIENT1@BERKELEY.EDU	M	N
ADDITIONAL PAN RECIPIENT	PANRECIPIENT2@BERKELEY.EDU	M	N
ADDITIONAL PAN RECIPIENT	PANRECIPIENT3@BERKELEY.EDU	U	N



Email Header



Transaction Information



List of PAN reviewers