Payroll and Personnel System

Overview of OPTRS Processing
The Payroll and Personnel system (PPS) is used to pay approximately 24,000 employees at UC Berkeley and is over 30 years old. PPS is used across all UC campuses.

**PPS Administrators commit to:**

- Follow payroll policy and adhere to human resource guidelines
- Process transactions that have been approved and pre-authorized
- Adhere to the Payroll Calendar for deadline dates for OPTRS entry
- Process transactions in a timely manner prior to deadlines (OPTRS availability 8:00 AM – 5:00 PM business days)
- Record an explanation for the transaction on the PAN email when appropriate
- Allow sufficient time for Payroll Authorization Notification (PAN) review
Payroll Overview

Payroll integrates with many:

- Benefits
- Timekeeping aka CalTime
- Finance
- Human Resources
- HCM
- Appointment information
- Deductions from Paycheck
- Hours to be paid
- Leave usage
- Union rules (14 unions and Personnel Policies)
- PPP5302 Salary expenses
Payroll Overview

Payroll System Data Flow

- SIS: Student Info System
  - Varies

- AVSO: AtYourService
  - Nightly

- Subsidiary Systems (Ex. Wage Works)
  - Varies

- HCM: Human Capital Management
  - Nightly

- CalTime: Timekeeping System
  - Per Cycle

- Manual Time Entry: PPS admin that enter timecards directly in PPS
  - Daily

- PPS: Payroll Personnel System
  - EDB: Employee Data Base
    - Daily
  - OPTRS: Time Reporting
    - Daily
  - PAR: Payroll Audit Record
    - Varies

- PAN: Payroll Authorization notification Emails
  - Immediately

- PageCenter: PPS Reporting Tool
  - Daily

- BFS: Berkeley Financial System Salary Transactions
  - Month End

- EDW: Enterprise Datawarehouse BAIRS HR and Financial Reports
  - Nightly
Payroll Overview

Payroll and Human Capital Management System (HCM)

Although PPS is used across all UC Campuses, Berkeley is one of the few that do not use PPS as an entry point for HR employee appointment records. An employee record is created in the Human Capital Management system (HCM) and interfaces into the Payroll system on a nightly basis. An employee cannot exist in the PPS system to be paid unless a record is created in HCM first.

As a Payroll Preparer, it is necessary to understand the information below in order to process pay for an employee.

<table>
<thead>
<tr>
<th>Appointment based information</th>
<th>Transaction Based Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Schedule: MO or BW</td>
<td>Transaction Type: LX, RX, AP, TX, FT, RA</td>
</tr>
<tr>
<td>Time Code: % or H</td>
<td>Amount of Time worked</td>
</tr>
<tr>
<td>Distribution #</td>
<td>Pay Cycle</td>
</tr>
<tr>
<td>Rate Code: A or H</td>
<td>Description of service code “Pay Type”</td>
</tr>
<tr>
<td>Positive or Exception Time</td>
<td>Pay Period End Date</td>
</tr>
<tr>
<td>Title code: 4 digit employee job code</td>
<td>Chart String</td>
</tr>
</tbody>
</table>

This information is required to process pay in OPTRS (the online time reporting subsystem of PPS)
Payroll Overview

PPS, A Code Based System

The PPS system is operated by the use of many acronyms or codes to represent Payroll processing terms. PPS is not a system in which the user can click on a field and a new screen will open as many web based systems are.

The user must enter function codes to maneuver through screens as well as codes to specify the type of pay. Function codes are discussed in more detail in the PPS Guide for Payroll Administrators which can be found on the Controllers Office, Payroll website. http://controller.berkeley.edu/departments/payroll/optrs/optrs-reference-materials
Each employee appointment in HCM is assigned to a specific title code (job title). That title code is typically predefined to be either:

- Exempt or non-exempt (overtime eligibility)
- Union represented or PPSM (governance of pay rules)
- Academic or Non-Academic (Factor Leave accrual eligibility)

UCOP Title Code lookup System https://tcs.ucop.edu/tcs/jsp/homePage.htm
Timekeeping and Payroll are co-dependent processes.

Timekeeping is the process of reporting time associated with employee working hours. Payroll is the process of producing payment and processing of applicable taxes/deductions for the time reported.

Timekeeping precedes Payroll Processing.

**Timekeeping**
- Tracking hours worked
- Recording leave
- Overtime and Comp Time
- Work Schedules
- Timesheet
- CalTime Timekeeping
- Employee and Supervisor approval

**Payroll**
- Paycheck & Direct Deposit
- Deductions
- Applicable Taxes
- Pay Date
- Pay Period
- Earning statements
- Overpayments
- Leave Accruals
## Terminology & Deadlines

### Pay Schedules versus Pay Cycles

#### PAY SCHEDULES (PRIMARY CYCLE ASSIGNED TO EMPLOYEE)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PURPOSE/USE</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Schedule</td>
<td>One of two pay schedules is assigned to an employee upon hire. Exempt employees are assigned a monthly pay schedule. Non-exempt employees are assigned a biweekly pay schedule.</td>
<td>MO = Pay on 1st BW = Pay every other Wednesday (Calendar is available on payroll website) <a href="http://controller.berkeley.edu/departments/payroll">http://controller.berkeley.edu/departments/payroll</a></td>
</tr>
</tbody>
</table>

#### PAY CYCLES

<table>
<thead>
<tr>
<th>OPTRS PAY CYCLE</th>
<th>EMPLOYEE TYPE</th>
<th>PAY PERIOD</th>
<th>CHECK DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW (Biweekly)</td>
<td>Non-Exempt, paid based on hours reported, hourly paid</td>
<td>Sun-Sat (two week intervals)</td>
<td>Every other Wednesday</td>
</tr>
<tr>
<td>MO (Monthly Current)</td>
<td>Exempt employee, typically salaried, positive or exception paid</td>
<td>1-31</td>
<td>1st</td>
</tr>
</tbody>
</table>

NOTE: An employee can be paid late pay on any cycle regardless of their primary pay cycle.
**Terminology & Deadlines**

**Exempt Employee Cycle of Pay**

1. **Exempt Employee hired**
   - Monthly pay cycle
   - Exception Pay
   - Salaried Pay rate (Few exceptions)

2. **HCM record created**
   - Employee trained
   - Review and Approval/sign off Process

3. **Leave is reported on CalTime time card during monthly pay period**
   - Pay is generated based on appointment percentage in HCM

4. **Caltime sends Leave hours only to PPS**

5. **Check is produced and leave is accrued on the 1st of the month**
Terminology & Deadlines

Monthly Pay Period (MO Pay Cycle)

- Primary Pay period for exempt employees
- Pay Period = 1st to last day of the month
- Pay date is the 1st of the month (If payday falls on a weekend, the pay date is preceding Friday)
- Overtime is included in each pay check
- 12 paychecks per year

*PPS = Pay Period Start, PPE = Pay Period End*
### Terminology & Deadlines

#### Non-Exempt Employee Cycle of Pay

1. **Non-Exempt Employee hired**
2. **HCM record created**
   - Friendly Name Assigned
   - Biweekly pay cycle
   - Positive Pay
   - Hourly Pay rate
3. **Time/leave is reported on CalTime time card during biweekly pay period**
   - Schedule Assigned (if applicable) and profile attributes
   - Real Time or Anytime
   - Employee trained
   - Time is collected for employees out of scope for CalTime
   - Review and Approval/sign-off Process
4. **Caltime sends hours to PPS**
5. **Check is produced every other Wednesday and leave is accrued every two biweekly pay cycles**

---

*Some manual pay will still occur such as Flat dollar payments and adjustments*
Terminology & Deadlines

Biweekly Pay Period (B1 or B2 Pay Cycle)

<table>
<thead>
<tr>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>S  M  T  W  T  F  S</td>
<td>S  M  T  W  T  F  S</td>
</tr>
<tr>
<td>1</td>
<td>2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>9 10 11 12 13 14 15</td>
<td>7 8 9 10 11 12 13</td>
</tr>
<tr>
<td>16 17 18 19 20 21 22</td>
<td>14 15 16 17 18 19 20</td>
</tr>
<tr>
<td>23 24 25 26 27 28 29</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

- Primary Pay Period for Non-exempt employees
- Pay Period = Sunday to Saturday, 2 week period
- Standard pay date is the 1st
- Receive earnings
- 26 paychecks per year (maximum of 27)
- 80 hours per pay period

*PPS = Pay Period Start, PPE = Pay Period End*
## Terminology & Deadlines

### Closer look at employee pay profiles

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Employee Description</th>
<th>Pay Date</th>
<th>Pay Period</th>
<th>Primary Pay Cycle</th>
<th>Leave Accruals</th>
<th>Pay Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Academic Staff &amp; Students</strong></td>
<td><em>Exempt</em>* Record Leave in whole day increments</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; (12 checks per year)</td>
<td>1-EOM</td>
<td>Monthly</td>
<td>Based on Factor Rate</td>
<td>Salaried (Exception Paid)</td>
</tr>
<tr>
<td>Non-Exempts</td>
<td>Record Time to the nearest quarter hour. Eligible for Overtime</td>
<td>Every other Wed. (26, max 27 checks per year)</td>
<td>Pay Period Sun-Sat work week (two week intervals)</td>
<td>Biweekly</td>
<td>Based on Factor Rate</td>
<td>Hourly (Paid for hours reported)</td>
</tr>
<tr>
<td><strong>Academic Staff &amp; Students</strong></td>
<td><em>Exempt</em>* Record Time worked/Leave in whole day increments</td>
<td>1st (12 checks per year)</td>
<td>1-EOM</td>
<td>Monthly</td>
<td>Based on Table Method</td>
<td>Salaried (Exception Paid)</td>
</tr>
</tbody>
</table>

* A few exempt job categories are permitted to be paid positive pay and/or hourly
## Terminology, Policy, Deadlines

### Exception versus Positive Pay

Two types of processing exist in OPTRS. There is different pay processing rules depending if the employee is positive time or exception time.

<table>
<thead>
<tr>
<th></th>
<th><strong>POSITIVE TIME EMPLOYEES</strong></th>
<th><strong>EXCEPTION TIME EMPLOYEES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Z= symbol for positive emp.</strong></td>
<td>Time must be entered in PPS via CalTime timecard or directly entered in PPS by the PPS Preparer.</td>
<td>Pay is automatically generated and paid based on HCM appointment and percentage.</td>
</tr>
<tr>
<td><strong>TIME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TYPE OF EMPLOYEE</strong></td>
<td>All Non-Exempt Employees are positive time and have (Z) code. (A few Exempts may be setup as positive pay because their job is variable and their pay must be manually process in PPS.)</td>
<td>Exempt Employees who have fixed, salary based appointments with a constant funding source.</td>
</tr>
<tr>
<td><strong>PAY</strong></td>
<td>Based on the hours that are entered in OPTRS by the final deadline.</td>
<td>Based on pay rate and distribution percentages in the PPS (derived from HCM) at the time of the final OPTRS payroll deadline</td>
</tr>
</tbody>
</table>
In order to have paychecks ready in time for a particular pay date:
1. All payroll data entry must be entered by the payroll deadline
2. Information that affects pay(deductions, tax withholding, etc. must also be in the system by the payroll deadline.

These deadlines are published on the payroll calendar. The payroll calendar is located at [http://controller.berkeley.edu/payroll-calendar-deadlines](http://controller.berkeley.edu/payroll-calendar-deadlines)

The payroll calendar is published in two parts:
1. July-December
2. January-June
Each part corresponds to half of a fiscal year. Within each part, the calendar is split out by Berkeley Financial processing month. The processing months are displayed by alternate color shading on the calendar.
 Terminology & Deadlines

Overlapping pay cycle processing

Typically the order of processing is B1, MO, B2,

However in the B1 and B2 is run before MO because the B2 pay date is 12/30 and MO pay date is 1/2. Due to tax implications the order is a bit different.
Terminology & Deadlines

Calendar: OPTRS entry deadlines

To find what cycle we are in on any given date within the year, you will need to follow the following steps when looking at your Payroll Calendar.

1. Look at ‘**OPTRS Final Deadline Date**’ column. Find the date that is closest to, but still greater than today’s date.
2. With your finger on that line, go to the left until you reach the “**Time Roster Available**” column. Make sure today's date is equal or greater than that date as well.
3. Continue to the left until you get to the “**Cycle**” and “**Pay Cycle End Date**” columns. This is the current, open cycle.

<table>
<thead>
<tr>
<th>CYCLE</th>
<th>PAY CYCLE END DATE</th>
<th>HCM FINAL TO SET UP ROSTER FOR BEGINNING OF CYCLE</th>
<th>TIME ROSTER AVAILABLE</th>
<th>LEAVE ROSTER AVAILABLE</th>
<th>CALTIME TIMEKEEPER SIGN OFF</th>
<th>AYSO FINAL DEADLINE</th>
<th>HCM FINAL UPDATE FOR PAY POSITIVE TIME EMPLOYEES</th>
<th>HCM FINAL UPDATE FOR PAY EXCEPTION TIME EMPLOYEES</th>
<th>OPTRS FINAL DEADLINE</th>
<th>CHECK DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>01/03/15</td>
<td>12/19/14</td>
<td>12/23/14</td>
<td>12/23/14</td>
<td>01/07/15</td>
<td>01/7/15</td>
<td>01/07/15</td>
<td>N/A</td>
<td>01/08/15</td>
<td>01/14/15</td>
</tr>
<tr>
<td><strong>B2</strong></td>
<td><strong>01/17/15</strong></td>
<td><strong>01/14/15</strong></td>
<td><strong>01/14/15</strong></td>
<td><strong>01/14/15</strong></td>
<td><strong>01/7/15</strong></td>
<td><strong>01/07/15</strong></td>
<td><strong>01/07/15</strong></td>
<td><strong>N/A</strong></td>
<td><strong>01/22/15</strong></td>
<td><strong>01/28/15</strong></td>
</tr>
<tr>
<td>M0</td>
<td>01/31/15</td>
<td>01/13/15</td>
<td>01/15/15</td>
<td>01/15/15</td>
<td>01/14/15</td>
<td>01/22/15</td>
<td>01/22/15</td>
<td>01/23/15</td>
<td>01/23/15</td>
<td>01/30/15</td>
</tr>
<tr>
<td>B1</td>
<td>01/31/15</td>
<td>01/26/15</td>
<td>01/28/15</td>
<td>01/28/15</td>
<td>02/03/15</td>
<td>02/03/15</td>
<td>02/03/15</td>
<td>N/A</td>
<td>02/04/15</td>
<td>02/11/15</td>
</tr>
</tbody>
</table>
Terminology & Deadlines

Monthly Working Hours

Every month has a set number of working hours in the month. The number of working hours in the month is what payroll uses as a base for working 100% of the month for exempt employees.

The monthly hours may be found online.
http://controller.berkeley.edu/number-working-hours-month

<table>
<thead>
<tr>
<th>MONTH</th>
<th>WORKING DAYS IN THE MONTH</th>
<th>MONTHLY WORKING HRS</th>
<th>1/2 OF WORKING HRS</th>
<th>MIDPOINT OF WORKING DAYS IN THE MONTH</th>
<th>DATES OF HOLIDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>22</td>
<td>176</td>
<td>88</td>
<td>8 a.m. 1/16</td>
<td>1,19</td>
</tr>
<tr>
<td>February</td>
<td>20</td>
<td>160</td>
<td>80</td>
<td>8 a.m. 2/16</td>
<td>16</td>
</tr>
<tr>
<td>March</td>
<td>22</td>
<td>176</td>
<td>88</td>
<td>8 a.m. 3/17</td>
<td>27</td>
</tr>
<tr>
<td>April</td>
<td>22</td>
<td>176</td>
<td>88</td>
<td>8 a.m. 4/16</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>21</td>
<td>168</td>
<td>84</td>
<td>Noon 5/15</td>
<td>25</td>
</tr>
<tr>
<td>June</td>
<td>22</td>
<td>176</td>
<td>88</td>
<td>8 a.m. 6/16</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>23</td>
<td>184</td>
<td>92</td>
<td>Noon 7/16</td>
<td>3</td>
</tr>
</tbody>
</table>
Partial Month Calculation

The only valid way of reporting regular hours for an exempt employee that is paid with a salaried amount is by reporting the percentage of time, you may need to calculate the percentage of time if the exempt employee worked less than 100% in a calendar month.

To calculate percentage of time, two options are available

Manual Calculation: Hours of absence divided by number of working hours in the month

Online Partial Month Calculator:
Developed to make it easier to determine the percentage of time an employee worked in a given calendar month, and can be found on the payroll website at http://baimanuals.berkeley.edu/ControllerSiteFiles/payrollcalc.html
**Terminology & Deadlines**

**Formatting amounts in PPS**

When entering time into OPTRS you will need to make sure that you always format the time appropriately.

**Hours:** Always rounded to the nearest quarter with no more than 2 digits after the decimal.

**Percentage:** Always formatted with no more than 4 digits after the decimal, and with no more than 1 zero after the decimal. (100% is entered as 1.0)

**Amounts:** Always formatted with no more than 2 digits after the decimal, and with no more than 1 zero after the decimal.
Terminology & Deadlines

Rate code and time code

RATE CODE
The employee’s rate code determines how the rate of pay is expressed and formatted in OPTRS

<table>
<thead>
<tr>
<th>RATE CODE</th>
<th>SYMBOL REPRESENTS</th>
<th>DEFINITION</th>
<th>HOW EMPLOYEES RATE IS DISPLAYED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Annual Salaried Appointment</td>
<td>Distribution is represented as a <strong>monthly</strong> rate (this include by agreement employees even though their appointment will show a rate code of ‘B’)</td>
<td>$3126.0</td>
</tr>
<tr>
<td>H</td>
<td>Hourly</td>
<td>Distribution rate is represented as an hourly rate</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

```
Seq: 05528  Per End: 031415  Pay Cyc: B Dst: 11 E: E T: 2 D:  Ttl: 7735
BAFOP PF: 1 51210 19900 2325572 _______ _______ RATE **3126.000** AH A PRORATE
DOS: REG Time: 1.0000 H%: % DOS: ___ Hr: ____ DUS: ___ Hr: ____ WSP: _
```

```
Seq: 05528  Per End: 031415  Pay Cyc: B Dst: 11 E: E T: 2 D:  Ttl: 7735
BAFOP PF: 1 51210 19900 2325572 _______ _______ RATE **22.00000** AH H PRORATE
DOS: REG Time: 15.0000 H%: H DOS: ___ Hr: ____ DUS: ___ Hr: ____ WSP: _
```
### Terminology & Deadlines

**Rate code and time code**

#### TIME CODE

The time code indicates how the time is expressed and formatted in OPTRS.

<table>
<thead>
<tr>
<th>TIME CODE</th>
<th>SYMBOL REPRESENTS</th>
<th>DEFINITION</th>
<th>EX. HOW IS TIME ENTERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Hourly</td>
<td>Time is expressed in <strong>HOURS</strong>. (Positive pay employees time is expressed in hours)</td>
<td>15 hrs. = 15.00</td>
</tr>
<tr>
<td>%</td>
<td>Percent</td>
<td>Time is expressed as a <strong>PERCENT</strong> of full time (Exception time employees time is expressed in percentages)</td>
<td>100% = 1.0</td>
</tr>
<tr>
<td>Blank</td>
<td>Blank</td>
<td>Leave blank when payment is not associated with employee regular pay (i.e. By agreement) BYN, Stipend(SAS), Bones Pay (BON))</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Example:**

```
Seq: 05528  Per End: 031415  Pay Cyc: B  Dst: 11  E: E  T: 2  D:  Ttl: 7735
BAFOP PF: 1 51210 19900 23255 72  RATE 22.00000 AH H PRORAT
DOS: REG Time: 15.000 H%: H  DOS: ___ Hr: _____ DOS: ___ Hr: _____ WSP: _
```

```
Seq: 05528  Per End: 031415  Pay Cyc: B  Dst: 11  E: E  T: 2  D:  Ttl: 7735
BAFOP PF: 1 51210 19900 23255 72  RATE 3126.000 AH A PRORATE
DOS: REG Time: 1.0000 H%: %  DOS: ___ Hr: _____ DOS: ___ Hr: _____ WSP: _
```

```
Seq: 05528  Per End: 031415  Pay Cyc: B  Dst: 11  E: E  T: 2  D:  Ttl: 7735
BAFOP PF: 1 51210 19900 23255 72  RATE 3126.000 AH A PRORATE
```
Terminology & Deadlines

Valid Rate and Time code combinations

To ensure accurate generation of pay, the rate code must match the time code.

*Examples of valid rate code and time code combinations below.*

### STANDARD PAY

<table>
<thead>
<tr>
<th>PAY SCHEDULE</th>
<th>RATE</th>
<th>RATE CODE</th>
<th>TIME</th>
<th>TIME CODE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO (Monthly)</td>
<td>Monthly Rate</td>
<td>A</td>
<td>% of Full Time</td>
<td>%</td>
<td>This is an employee that is paid once a month on the 1st on a monthly rate (ex. $2,000) and gets paid a percentage of the month. Their pay will automatically be generated based on the appointment percentage in PPS at the time the pay is run in PPS.</td>
</tr>
<tr>
<td>BW (Biweekly)</td>
<td>Hourly Rate</td>
<td>H</td>
<td>Hours Worked 20. – 20 hours</td>
<td>H</td>
<td>This is employee is paid every other Wednesday. Employee has an hourly pay rate (ex. $10.00. Time must be recorded on CalTime\timecard in order for employee to be paid.</td>
</tr>
</tbody>
</table>

### EXCEPTIONS CASES

<table>
<thead>
<tr>
<th>PAY SCHEDULE</th>
<th>RATE</th>
<th>RATE CODE</th>
<th>TIME</th>
<th>TIME CODE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW</td>
<td>By agreement rate</td>
<td>B</td>
<td>Leave blank</td>
<td>Leave blank</td>
<td>Can be used to pay non-exempt employees pay that is not associated with the employees regular pay or hours such as stipends, spot awards, bonus pay etc.</td>
</tr>
</tbody>
</table>
Terminology & Deadlines

Warning and Rejects

When processing pay in PPS, a message may appear at the bottom of the screen under two conditions.

The system has two types of messages:

**Warning**
If you receive a warning message, it is up to your discretion if you would like to continue to save the transaction.

**Rejections**
Rejections require that the transaction is corrected before continuing.
Terminology & Deadlines

Obtaining access to the Payroll system

In order to obtain access to the payroll system, a PPS login ID and password must be granted. Information to obtain a password and login ID to PPS may be found on the Controllers office, Payroll website (http://controller.berkeley.edu/ppsoptrs-access-request).

There are several different access types:
• PPS Inquiry for Payroll/HR Admins (VIEW ONLY)
• PPS Inquiry for Payroll/HR Benefits Admins (VIEW ONLY)
• Expense Transfer access only (UDPATE)
• OPTRS Preparer (UPDATE)
• GLOBAL View access

User who have not logged into PPS for 120 days will have their access deleted by IT security. Users will not be notified by IT security and will need to reapply for access.
Payroll and Personnel System

PPS Login Screen

KLGLGON1

Entry Validation

Date: 03/10/15
Time: 09:36:58

Identification:
Userid: .......
Password: .......

Change Password? N (Y or N)

Additional Information:
Group: .......
Acct: .......
Proc: .......

Bulletins: Support Contact Information:
http://mainframe.ucop.edu

Service Availability Information:
http://mainframe.ucop.edu/mfschedule.htm

ENTER USERID
Enter F1=Help F3=Exit
## Payroll and Personnel System

**PPS Entry Screen**

<table>
<thead>
<tr>
<th>Session ID</th>
<th>Description</th>
<th>Type</th>
<th>Status</th>
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<tbody>
<tr>
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<tr>
<td><strong>CICSPPI</strong></td>
<td>Berkeley Payroll Prod - Campus</td>
<td>Multi</td>
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<tr>
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<td>Berkeley PAYL Prod - Central</td>
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</table>
Payroll and Personnel System

PPS Main Menu

UCMMNUO-M1325  BK Online Applications  03/10/15 09:39:11
Main Menu

- Employee Data Base ----
  - IEDB Central Inquiry
  - IDDB Departmental Inquiry
  - EEDB EDB Entry/Update
  - IDOC Employee Documents
  --- Payroll Audit Record ---
  - IPAR Inquiry
  - IDPR Departmental Inquiry
  --- History Data Base ------
  - IHDB Record Inquiry/Update
  - IHIS Personnel History
  - IHHR History Documents
  - IHTX Tax Withholding

------ PAN Subsystem ------
  - PSRV PAN Services Menu
  -- Payroll Time Reporting --
  - ETHF THF Entry/Update
  - IDTC Dept Time Collect
  - EDAT Dept Adj Trans
  ---- Abeyance Data Base ----
  - SPCL Special Processes
  ---- CSER Subsystem ------
  - EFCR Encumbrance Entries
  --- ID Number Subsystem ----
  - IDMN ID Numbers Main Menu
  --- System Administration --
  - UCSA Entry/Update

-- Employment Verification
- IVER Verification
Next Func:  [ ] ID: __________ Name: ___________________________ SSN: __________

===> ________________________________________________________________
F:  1-HELP
F:  12-Exit

Berkeley
UNIVERSITY OF CALIFORNIA
Payroll and Personnel System

Selecting the appropriate OPTRS Cycle

1. Pay for the current period (including additional pay) must be paid on the employee’s regular pay schedule and never in advance.
2. Pay activity and adjustments to time may occur on any OPTRS Pay Cycle (as appropriate) and Late Pay ASAP.
3. Expense Transfers must be scheduled for the current (open) pay cycle (regardless of the employee’s regular pay schedule) and must never be scheduled for a future cycle.
4. Reduction in Pay (due to prior overpayment) should be scheduled for a cycle when the employee will receive pay (prior written consent from employee is required).
5. Leave Usage: Leave adjustments should be scheduled for non-exempts on the biweekly pay cycle and for exempts on the monthly cycle.
### Payroll and Personnel System

**IAPP**

<table>
<thead>
<tr>
<th>ID: PPIAPPO-I1821</th>
<th>EDB Inquiry: 06/04/14 08:42:08</th>
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<tr>
<td>Date: 05/27/14 16:04:26</td>
<td>Appointment/Distribution: Userid: BKPROCEP</td>
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**Hm Dept:** FUPOLP UNIV POLICE  
**Emplmt Status:** F  
**Pri Pay:** MO  
**Page:** 1 of 2

**Gen No:** 0055  
**Total Appt/Dis:** 02/02  
**Remaining Appt/Dis:** 01/01

**LOA:** -  
**Type:** -  
**Reduc:** -  
**SLCG:** -

**Appt:** 10 TC: 5194 FAC MGT SPEC 2  
**Grade:** 19  
**Pgm/Typ:** 1/2

**Begin Dt:** 11/01/14  
**Ann/Hr Rt:** 32.0700  
**%:** 1.00  
**F/V:** F  
**Rt:** - H

**End Dt:** 99/99/99  
**Bas/Pd Ovr:** 00/00  
**FLSA:** NONEXEMPT  
**Lv:** C  
**Sched:** BW

**Dur:** I Indef  
**Dept Cd:** FUPOLP  
**TUC/AREP/ASHC:** 99/C/  
**Time:** Z

**Dis:** 11  **BAFOP PF:** 1 51210 69115 23376 72  
**FUPOL Comm Card Key Acc**

**Begin:** 11/01/14  
**Dis %:** 1.0000  
**Rate/Amt:** 32.0700  
**Step/OA:**  
**DOS:** REG

**End:** 99/99/99  
**FTE:** 1.00  
**Dept Cd:** FUPOLP PRQ  
**DUC:** WSP

**Dis:**  
**BAFOP PF:**

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<th>Step/OA</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>End</th>
<th>FTE</th>
<th>Dept Cd</th>
<th>PRQ</th>
<th>DUC</th>
<th>WSP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Next Func:**  
**ID:**  
**Name:**  
**SSN:**  

---

**Berkeley**

**UNIVERSITY OF CALIFORNIA**
Payroll and Personnel System

Main Payroll Processing Window

**IDTC Menu**
- Checklist, Time Roster, Leave Roster

**EDAT Menu**
- EDAP - Additional Pay
- EDFT - One-Time Payment
- EDLR - Late/Reduce Pay
- EDRA - Retroactive Pay
- EDTS - Single Expense Transfer
- IDTL – THF – Transaction List

BK Online Applications
Main Menu

03/10/15 07:51:56
User Id: BKPROCEP

--- PAN Subsystem ------
- PSRY PAN Services Menu
--- Payroll Time Reporting ---
- ETHF THF Entry/Update
- IDTC Dept Time Collect
- EDAT Dept Adj Trans
--- Abeyance Data Base ----
- SPCL Special Processes
--- CSER Subsystem ------
- EFCR Encumbrance Entries
--- ID Number Subsystem ----
- IDMN ID Numbers Main Menu
--- System Administration ---
- UCSA Entry/Update

::: ___________________________ SSN: ________
F: 1-HELP
F: 12-Exit

Berkeley
UNIVERSITY OF CALIFORNIA
# Payroll and Personnel System

## Commonly used Pay Screens

<table>
<thead>
<tr>
<th>Funct. Code</th>
<th>Description</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDTC</td>
<td>Time Roster/ Leave Roster</td>
<td>• Pay positive EE and record Leave</td>
</tr>
<tr>
<td>EDAP</td>
<td>Additional Pay</td>
<td>• Pay additional pay for the current cycle</td>
</tr>
<tr>
<td>EDLR</td>
<td>Late/Reduce Pay</td>
<td>• Process a late pay or reduction in pay</td>
</tr>
<tr>
<td>EDFD</td>
<td>One Time Payment</td>
<td>• Make a one time payment (ex. Spot award)</td>
</tr>
<tr>
<td>EDRA</td>
<td>Retroactive pay</td>
<td>• Retroactive pay an employee and increase</td>
</tr>
<tr>
<td>EDTS</td>
<td>Expense transfer</td>
<td>• Transfer funds from COA to another</td>
</tr>
</tbody>
</table>
# Payroll and Personnel System

## Commonly used Information Screens

<table>
<thead>
<tr>
<th>Funct. Code</th>
<th>Description</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHO</td>
<td>Employee Browse</td>
<td>• Search for employees</td>
</tr>
<tr>
<td>IAPP</td>
<td>Appointment/Distribution Info</td>
<td>• Home Department</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Appt. Info</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Distribution info</td>
</tr>
<tr>
<td>IDER</td>
<td>Payment Inquiry</td>
<td>• How much EE was paid</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• COA and DOS used</td>
</tr>
<tr>
<td>ILAH</td>
<td>Leave Accrual History</td>
<td>• Accrual eligibility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accruals per month</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Current VAC, SL, CT</td>
</tr>
<tr>
<td>IGEN</td>
<td>General Info</td>
<td>• Hire date, citizenship, taxes, check disp etc.</td>
</tr>
</tbody>
</table>
Pay Processing

EDAT

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAP Additional Pay (EDAP)</td>
<td>EDTL Accrued LV Exp. Trans. (EDTL)</td>
</tr>
<tr>
<td>EDTO One Time Payment (EDFT)</td>
<td>EDTO Single Exp. Trans. (EDTS)</td>
</tr>
<tr>
<td>EDLA Leave Hours Adjust. (EDLA)</td>
<td>EDTO Mass Exp. Trans. (EDTM)</td>
</tr>
<tr>
<td>EDLR Late/Reduce Pay (EDLR)</td>
<td></td>
</tr>
<tr>
<td>EDRA Retroactive Pay (EDRA)</td>
<td></td>
</tr>
<tr>
<td>EDDO One Time/Refund/Prepay (EDDO)</td>
<td></td>
</tr>
<tr>
<td>IDTL THF - Transaction List</td>
<td></td>
</tr>
</tbody>
</table>

Enter Function: EDAT
Specify Employee Identifier: Employee ID OR Name

Next Func: EDAT ID: 011617218 Name: _________________________ SSN: ____________
Seq No: _____ Pay Cycle: B1 Pay End: 022815

Schedule Payment
Enter Corresponding Pay End Date
When processing Additional Pay, Late Pay or Reduced Pay, enter the distribution number on the transaction detail screen to ensure accurate processing when:

1. The distribution information on the adjustment transaction matches an existing distribution established through HCM AND
2. The amount of time worked is being adjusted
Pay Processing

Additional Pay Screen: EDAP

Menu:  EDAT - Department Adjustment Transactions  Produces PAN Email

- **AP - Additional Payment** is used to pay:
  1. a positive time employee for the current period who doesn’t appear on the Roster
  2. a positive time employee for the current period who appears on the Roster, but for whom the distribution information is incorrect
  3. an exception time employee for additional hours worked for the current period
  4. AP should not be used in place of correcting information entered in HCM (i.e., wrong Time Code entered causing an employee not to appear on the roster - “E” vs. “Z”)
Pay Processing

PAN Data Entry Screen

A post authorization notification screen will appear after saving a pay transaction in PPS (excluding time/leave roster). This screen also permit the ability to add an email address and leave a comment by clicking F10. A “PAN” email will be sent from PPS which will contain a copy of the transaction that you entered in the system.

- “M” signifies a mandatory PAN recipient. These recipients have already been established and are set up based on a departmental request
- You can enter user-specified PAN Recipient by inputting an email address
- Use F10-Comments to add descriptive text, as appropriate
Pay Processing

Late/Reduced Pay: EDLR Screen

Menu: EDAT - Department Adjustment Transactions

- LX/RX - Adjustment Reporting is used to report:
  - late pay - Transaction type (Tr) field = LX
  - a reduction in pay - Transaction type (Tr) field = RX
  - an adjustment in sick-leave, vacation or comp time accrual
  - an adjustment in sick-leave, vacation or comp time usage
  - comp time paid out (or reduced)

- Note: Do not use for chartstring corrections -- Instead use EDTS, expense transfer.

Seq: 01239 Tr: LX Per End: 031415 Pay Cy: B Dst: 24 E: E T: 2 D: __ Ttl: 4672
BAFOP PF: 1 51219 70100 19138 76 _____ _____ Rate 015.8800 AH H PRORATE __
DOS: REG Time: 015.00 H%: H DOS: __ Hr: _____ DOS: __ Hr: _____ WSP: __
Pay Processing

Salary Reduction: EDLR Screen

- Salary Reduction due to absence:
  - Process an “RX” transaction on the EDLR screen to reduce pay as a result of an absence without salary of less than 30 days for Exception Time employees
  - Written authorization from the employee is required (Time-sheet). Refer policy questions to OHR.
  - In the example below, Mary’s June 1 check will be reduced as a result of a 4-day absence in April. Transaction type RX causes a reduction in pay.

Note: there is no delete function in PPS, an RX may be used to correct a transaction
Pay Processing

One Time Payments: EDFT Screen

**Menu:** EDAT - Department Adjustment Transactions

- Produces PAN Email

One Time Payment Authorization is used to pay an agreed upon dollar amount for specific types of payments.

<table>
<thead>
<tr>
<th>Frequently Used Payment Type</th>
<th>DOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Housing Allowance</td>
<td>AHA</td>
</tr>
<tr>
<td>Additional Compensation</td>
<td>ADL</td>
</tr>
<tr>
<td>By Agreement</td>
<td>BYA/BYN</td>
</tr>
<tr>
<td>Honorarium</td>
<td>HON</td>
</tr>
<tr>
<td>University Extension</td>
<td>UNX</td>
</tr>
</tbody>
</table>

Frequently Used Payment Types:

- Academic Housing Allowance
- Additional Compensation
- By Agreement
- Honorarium
- University Extension

Note: primarily used for academic appointments. This transaction requires the same approvals as other personnel actions.
Pay Processing

Retroactive Pay: EDRA Screen

- EDRA is used to make adjustments for pay rate differences ONLY. *Note: Use **EDLR** to make adjustments if there is a change to the: Title Code or DOS, in addition to the rate*
  - Enter the **difference** between the old rate and the new rate in **Rate** field.

---

**A negative sign can be entered here to cancel an EDRA transaction. For example, a enters an EDRA transaction and realized they made a mistake. To cancel the original EDRA transaction, reenter the original EDRA information and enter a negative sign in this field.**
Pay Processing

Single Expense Transfers

Menu: EDAT - Department Adjustment Transactions

- Single Expense Transfer is used to transfer payroll expenses recorded in the PPP 5302 Distribution of Payroll Expense

<table>
<thead>
<tr>
<th>PPEDTS0-E1138</th>
<th>Dept. Time Reporting</th>
<th>10/19/06 10:58:55</th>
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<tr>
<td>Single Exp. Trans. (EDTS)</td>
<td>UserID: PAYID45</td>
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<tr>
<td>Pay End: 08/31/06 Check Date: 09/01/06 Pay Cycle: NO</td>
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</tr>
<tr>
<td>ID: 019006001 Name: GRANT, STEVE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emp Status: A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPP5302 Information: ET Month: 0601 ET Page: 04488 ET Line: 00 Reason: A</td>
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</table>

Transfer From (Credit)
B/BFSAcct/Fund/Org/Pg/ /Proj/Flex: 1 51015 31122 12159 40 ______ IMADN

Transfer To (Debit)
B/BFSAcct/Fund/Org/Pg/ /Proj/Flex: 1 50015 29458 12248 44 ______ IMJK1

Original Gross Earnings: 00406.43 Sign: _ Benefits: 00013.53 Sign: _

Transfer Gross Earnings: 00300.00 Sign: _ Override Employee ID: ________
Pay Processing
120 day rule for Contracts and Grant Funds

“For a payroll expense transfer to be considered timely (i.e., within 120 days), it must be processed in a pay cycle that has an end date on or before the 120 calendar days following the close of the month in which the payroll expense posts to the ledger.”

This rule is driven by pay period end date (not OPTRS deadline). Since the SM cycle is being eliminated, the deadlines will be based on biweekly pay cycle end dates.

Example:
July 2014 payroll expense
Ledger month end date = July 31, 2014
120 calendar days = November 28, 2014
Last payroll cycle ending on or before November 28, 2014 = B2 cycle ending November 22, 2014
OPTRS Final Deadline for processing = November 25, 2014
### Pay Processing

**PPP5302 Distribution of Payroll Expense**

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>EMPLOYEE I.D.</th>
<th>EMPLOYEE CODE</th>
<th>EMPLOYEE TITLE</th>
<th>PAY DATE</th>
<th>GROSS</th>
<th>L/T CONTRIB</th>
<th>O/S DI</th>
<th>DENT/HLTH</th>
<th>UI</th>
<th>WC</th>
<th>LIFE</th>
<th>IAP</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>GRANT, STEVE</td>
<td>0190088001</td>
<td>4921033103</td>
<td>REGO14:75H</td>
<td>111500</td>
<td>15471</td>
<td>00</td>
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<tr>
<td>GRANT, STEVE</td>
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<td>4921073103</td>
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**CURRENT MONTH**

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<th>EMPLOYEE I.D.</th>
<th>EMPLOYEE CODE</th>
<th>EMPLOYEE TITLE</th>
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<th>L/T CONTRIB</th>
<th>O/S DI</th>
<th>DENT/HLTH</th>
<th>UI</th>
<th>WC</th>
<th>LIFE</th>
<th>IAP</th>
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<tr>
<td></td>
<td>16468</td>
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<td>225</td>
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<td>00</td>
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**PRIOR PERIOD ADJUSTMENTS**

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>EMPLOYEE I.D.</th>
<th>EMPLOYEE CODE</th>
<th>EMPLOYEE TITLE</th>
<th>PAY DATE</th>
<th>GROSS</th>
<th>L/T CONTRIB</th>
<th>O/S DI</th>
<th>DENT/HLTH</th>
<th>UI</th>
<th>WC</th>
<th>LIFE</th>
<th>IAP</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15471</td>
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<td></td>
<td></td>
<td>00</td>
<td>00</td>
<td>00</td>
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<tr>
<td></td>
<td>16468</td>
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<td>225</td>
<td>00</td>
<td>00</td>
<td>03</td>
<td>265</td>
<td>00</td>
<td>81</td>
</tr>
</tbody>
</table>

**TOTAL**

- **BFS/ACCOUNT 51029**

- **346**

---

**University of California -- Berkeley**

**Financial Operations Payroll - University of California, Berkeley**
Pay Processing
PPP5302 Distribution of Payroll Expense

Expense Transfer: EDFT screen

PPEDTS0-ETT38
Single Exp. Trans. (EDT5)
Pay End: 08/15/03 Check Date: 08/22/03 Pay Cycle: SM
ID: 019008001 Name: GRANT, STEVE
SSN: 019-08-0001 Emp Status: A

PPP5302 Information: ET Month: 0401 ET Page: 03698 ET Line: 01 Reason: □
Pay Processing

IDTL

IDTL can be used to view transaction detail as it appears in the transaction holding file (THF)

You can only view one type of transaction for one employee during a specific cycle at a time.

Note: You will not be able to see pay transactions sent by CalTime to PPS until the day after the OPTRS deadline.
The window for timekeepers to review and audit timesheets is very small. The timekeeper will have 1-2 days to audit time after the supervisor and employee has approved the timesheet.

The following is recommended:

- Review and correct reject report errors
- Process Flat Dollar payments directly in PPS as soon as the pay cycle opens (typically 2 days prior to pay period close)
Pay Processing

Manual Pay Processing

Flat dollar payments such as by agreements, stipends, other payments that are not based on hours worked are out of scope for CalTime.

For exempt employees:

- **Exception paid**: setup up flat dollar amount in HCM and it will automatically pay on a monthly cycle (paid on the 1st)

- **Positive paid**: The flat dollar amount must be manually processed on a monthly basis (MO pay cycle).

For Non exempt employees (two options)

- **Fixed amount**: If flat dollar amount is fixed and consistent for a period of time, the employee can be setup in HCM with a separate appointment as biweekly exception paid with only the flat dollar amount (it must not contain reg pay) The flat dollar amount will automatically be generated every biweekly cycle.

- **Variable amount**: If flat dollar amount is variable, then this amount will need to be manually entered in PPS every biweekly cycle.
What are Factor Leave Accruals?

- Factor leave accruals are a method of accruing vacation and sick leave. The factor leave accrual method uses a factor rate multiplied by the regular hours an employee is on pay status in order to calculate vacation and sick leave accruals. Employees can view their vacation and sick leave factor rate by logging into blu.berkeley.edu (appears at top left of blu webpage).
Leaves Processing

Factor Accruals For Non-Exempts

Non-exempt employees are assigned a number; a “factor leave accrual rate” based on years of service in the HR system (HCM). The leave code and employee record passes to the payroll system nightly. Leave accruals are calculated in the payroll system (system of record) based on the regular hours paid in the payroll system. The factor rate is multiplied by the employee’s regular hours on pay status every 4 weeks (two biweekly pay periods).
Leave Processing

Factor Accruals For Non-Exempts

For example, a non-exempt employee has been assigned Leave Code A, vacation factor rate of 0.057692 and sick leave rate of .046154 ([factor rate chart available on Controllers website](#)). During the two biweekly pay periods he worked full-time, so he has a total of 160 regular hours on pay status during this 4 week period.

To calculate his accrued vacation and sick leave accruals we multiply **Hours on Pay Status X Factor Rate**.

<table>
<thead>
<tr>
<th>Accrual Type</th>
<th>Hours on Pay Status</th>
<th>Factor rate</th>
<th>Leave Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>160</td>
<td>.057692</td>
<td>8.653800</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>160</td>
<td>.046154</td>
<td>6.923100</td>
</tr>
</tbody>
</table>
## Leave Processing

### Factor Accruals For Non-Exempts

#### When Are Accruals Updated?

This schedule conveys the two biweekly pay periods that will be referenced in the payroll system to calculate the hours on pay status. The “Balance is updated in CalTime” column below has the date (the day after payroll runs, OPTRS deadline) in which CalTime will be updated with new balances for non-exempts employees. When we update the balances in CalTime we back date the effective date of the balance to the first day of the biweekly pay period.

<table>
<thead>
<tr>
<th>PAY PERIOD END DATE</th>
<th>BALANCE IS UPDATED IN CALTIME (* Include Accruals)</th>
<th>ACCRUAL EFFECTIVE DATE (*Employees accrue every 2 Biweekly cycles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrual Cycle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/3/2015</td>
<td>1/9/2015</td>
<td></td>
</tr>
<tr>
<td>1/17/2015</td>
<td>*1/23/2015 by 3pm</td>
<td>*1/18/2015</td>
</tr>
<tr>
<td>Accrual Cycle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/31/2015</td>
<td>2/5/2015</td>
<td></td>
</tr>
<tr>
<td>2/14/2015</td>
<td>*2/20/2015 by 3pm</td>
<td>*2/15/2015</td>
</tr>
<tr>
<td>Accrual Cycle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/28/2015</td>
<td>3/5/2015</td>
<td></td>
</tr>
<tr>
<td>3/14/2015</td>
<td>*3/20/2015 by 3pm</td>
<td>*3/15/2015</td>
</tr>
<tr>
<td>Accrual Cycle</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Leave Processing

Factor Accruals For Exempts

- **HCM**: Employee is assigned leave code in HCM
  - Sent Nightly

- **PPS**: Employee record and leave code is updated in Payroll system (PPS)

- **CalTime**: Monthly Pay Period: Employee leave usage and leave without pay in CalTime
  - Time sent on MO cycle

- **PPS**: Hours on pay status \( \times \) factor rate = accrual earned on 1\(^{st}\) of month
Leave Processing

Lost Accrual for For Exempts

Payroll/leave accruals are processed for exception paid exempt employees the 3\textsuperscript{rd} week of the month but exempt employees turn in their time sheet after the fact.

For example,

3\textsuperscript{rd} week of March payroll is processed to pay exempt employees on the 1\textsuperscript{st} of April. 1\textsuperscript{st} week of April, exempt employees turn in timecards for time worked in March

As a result, exempt employees that are close to vacation max may lose accruals even though they may have used vacation to bring their balance down during March. When an exempt employee uses vacation or sick leave to bring their leave balance down in the month in which they lost accruals....a payroll administer should process an adjustment in PPS to restore the lost accruals.
Leave Processing

Factor leave adjustment for both Exempts or Non-Exempts

If you have an employee that you need to process a leave accrual adjustment for you will need do the following:

1. Look at the IAPP screen and find the employee leave code
2. Find the applicable factor leave rate based on leave code (you can see the factor rate chart [http://controller.berkeley.edu/sites/default/files/FactorLeaveAccrualChartforBiweeklyPaidNonexemptEmployees_031114.pdf](http://controller.berkeley.edu/sites/default/files/FactorLeaveAccrualChartforBiweeklyPaidNonexemptEmployees_031114.pdf))
3. Determine the hours on pay status (additional hours or hours you plan on reducing)
4. Calculate:
   
   Hours on pay status X factor rate = leave accrued

5. Process applicable RX or LX transaction based on desire to reduce or increase accruals. Remember to round to the 4th decimal place when entering the transaction in PPS.
Leave Processing

Leave adjustments: Impact of RX and LX on leave balance

Remember that the combination of an LX or RX transaction and leave code (i.e. VAC, SKL) can have different effects of increasing or decreasing the leave balance. For example, an LX transaction for SKL (sick leave) will increase the employees' sick leave where an RX transaction for SKL will decrease the balance.

<table>
<thead>
<tr>
<th>DOS CODE</th>
<th>DEFINITION</th>
<th>IMPACT OF TRANSACTION TYPE ON LEAVE BALANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC</td>
<td>Vacation Leave Taken</td>
<td>Input of an LX: DECREASES Balance, Input of and RX: INCREASES Balance</td>
</tr>
<tr>
<td>SKL</td>
<td>Sick Leave Taken</td>
<td>N/A</td>
</tr>
<tr>
<td>CTO</td>
<td>Compensatory Time off</td>
<td></td>
</tr>
<tr>
<td>VAX</td>
<td>Prorates Vacation Leave Taken</td>
<td></td>
</tr>
<tr>
<td>SKX</td>
<td>Prorates Sick leave Taken</td>
<td></td>
</tr>
<tr>
<td>VLA</td>
<td>Vacation Leave Accrued Adjustment</td>
<td></td>
</tr>
<tr>
<td>SLA</td>
<td>Sick Leave Accrued</td>
<td></td>
</tr>
<tr>
<td>CTA</td>
<td>Compensatory Time Accrued</td>
<td></td>
</tr>
<tr>
<td>CMP</td>
<td>Compensatory Time Paid</td>
<td></td>
</tr>
<tr>
<td>TRM</td>
<td>Terminal Vacation Pay</td>
<td></td>
</tr>
</tbody>
</table>

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Leave Processing

Comp Time

Compensatory time is accrued within CalTime and the accrued amount is automatically sent to PPS. It can also be manually added to PPS by a payroll administer by processing a manual transaction.

**PPS does not calculate comp-time accruals.**

When comp-time is used it is either recorded in CalTime and automatically sent to PPS or a payroll administrator must manually record the comp time usage within in PPS. The comp-time balance can be found on the ILAH screen in PPS. Please refer to the union contracts for policy regarding comp time max, accruals, usage and payout policy.

<table>
<thead>
<tr>
<th>DOS CODE</th>
<th>DEFINITION</th>
<th>IMPACT OF TRANSACTION TYPE ON LEAVE BALANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Input of an LX</td>
</tr>
<tr>
<td>CTO</td>
<td>Compensatory Time off</td>
<td>DECREASES Balance</td>
</tr>
<tr>
<td>CTA</td>
<td>Compensatory Time Accrued</td>
<td>INCREASES Balance</td>
</tr>
<tr>
<td>CMP</td>
<td>Compensatory Time Paid</td>
<td>Payment (Decreases Balance)</td>
</tr>
</tbody>
</table>
Factor Accruals are accrued to the 6th decimal place in PPS however leave adjustments entered in PPS are to the 4th decimal place.

Because factor rates are up to the 6th decimal place, accruals will look different.
Business Process

Salary Overpayments

- Salary overpayments can result from errors in gross or net salary.
  - Examples of gross salary overpayments: payment of overtime to the wrong employee, miscalculation of overtime, and incorrect pay rates.
  - Net salary errors may occur when a required deduction (such as health or parking deduction) is not taken.

- Departments are responsible for recovering overpayments.
  - Obtain employee preference in writing: Either write a personal check or have overpayment recovered from future salary.
  - Amounts owed the University (overpayments from prior periods) require written approval from the employee prior to recovery via payroll deduction.
  - If overpayment will be recovered from future salary, departments schedule the appropriate RX transactions in OPTRS.
  - If the employee prefers to reimburse the University via personal check, request a net calculation from Central Payroll.

- The campus does not have the authority to write-off or forgive a salary overpayment until all efforts to collect the debt have been exhausted.

- Refer to [http://controller.berkeley.edu/payroll/](http://controller.berkeley.edu/payroll/) for overpayment forms and information
Business Process

Guidelines for resolving calculation errors and adjustments

Departmental action is required to resolve errors including:

• Rejects caused by the timing of HRMS updates involving pay related data
• Other error conditions such as “over 100% regular (REG) time worked,” Negative Gross Calculation,” and transactions scheduled for a closed pay cycle

Action required:

• Central Payroll conducts post calculation review for each checkwrite and notifies departments of errors
• Department updates HRMS as required (for exception time employees)
• Department schedules appropriate OPTRS transaction and user specifies PAN email to the paydesk handling the correction.
• Central Payroll takes appropriate action, i.e., cancel and reissue
Business Process

Best Practices

1. Use the correct pay period end date when processing a payroll transaction
2. Only process leave adjustments on a biweekly pay cycle for non-exempts employees and a monthly cycle for exempt employees
3. Validate CalTime hours recorded against PPS transactions
4. Do not wait until the last day of the OPTRS deadline to process transactions
5. Do not make changes to the employees HCM record the week after the pay period ends (Approval, timekeeper audit, OPTRS deadline week).
## Additional Information

<table>
<thead>
<tr>
<th>Resource</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>For time reporting questions</td>
<td><a href="mailto:caltime@berkeley.edu">caltime@berkeley.edu</a></td>
</tr>
<tr>
<td>For payroll questions</td>
<td><a href="mailto:payhelp@berkeley.edu">payhelp@berkeley.edu</a></td>
</tr>
<tr>
<td>Payroll Website</td>
<td><a href="http://controller.berkeley.edu/departments/payroll/optrs/pps-training-materials">http://controller.berkeley.edu/departments/payroll/optrs/pps-training-materials</a></td>
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<td>PPS Access</td>
<td><a href="http://controller.berkeley.edu/pp">http://controller.berkeley.edu/pp</a> soptrs-access-request</td>
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<tr>
<td>Human Resource Website</td>
<td>Hrweb.berkeley.edu</td>
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<tr>
<td>Separation Pay</td>
<td><a href="http://controller.berkeley.edu/separations">http://controller.berkeley.edu/separations</a></td>
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<td>Rush Checks</td>
<td><a href="http://controller.berkeley.edu/departments/payroll/procedures/requesting-rush-checks">http://controller.berkeley.edu/departments/payroll/procedures/requesting-rush-checks</a></td>
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<td>Salary Overpayment procedures</td>
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<tr>
<td>Tax information</td>
<td><a href="http://controller.berkeley.edu/departments/payroll/income-tax">http://controller.berkeley.edu/departments/payroll/income-tax</a></td>
</tr>
<tr>
<td>Direct deposit</td>
<td><a href="http://controller.berkeley.edu/pay-options">http://controller.berkeley.edu/pay-options</a></td>
</tr>
<tr>
<td>Earning Statement Overview</td>
<td><a href="http://controller.berkeley.edu/viewing-your-online-earnings-statement">http://controller.berkeley.edu/viewing-your-online-earnings-statement</a></td>
</tr>
</tbody>
</table>