

All Employees-Payroll Reconciliation-Monthly

Description:

This report lists compares the amounts employees were estimated to be paid (PPS Distribution) against the amount they were actually paid (DOPE Salary Expense), and computes the difference in amounts. Information is displayed in list format by FIS org, Fund and Activity codes – also known as PPS Account, Fund, and Project codes respectively.

Report Tabs/Views:

- PPS vs DOPE
- Flat File Format

Data Prompts:

- Org Code at any hierarchical level: type in one or more values, or type a 1 to return all values
- Last date of Month

Report Limitations:

- Includes
 - Employees with Active distributions during the month
 - Salary expense (gross salary) transactions that posted during the month, including salary transfers, adjustments and late pay that transacted during the month for prior months.
- Excludes
 - Salary expense (gross salary) data excludes all benefits expenses and vacation and sick pay adjustments (DOS codes VAC, VAC, SLA)
 - Work Study Fund 23496 (because there are no corresponding PPS Distributions)

Interpreting the Data:

- If the Variance column is a positive number, it means salary savings occurred that month. If the Variance column is a negative number, it means salary spending was more than anticipated that month.
- If the PPS Distribution section (blue columns) is empty, it means the employee did not have an active distribution in PPS for that month, but they did have a pay transaction. This could be retroactive or late pay, or salary transfers of prior pay. To determine which scenario is correct, run the "All Employees-DOPE-Monthly" report.
- If the DOPE Salary Expense section (green columns) is empty, it means the employee did not have a pay transaction that month even though they had an active PPS distribution. This could be because of a late hire, a timesheet was not turned in on time, or perhaps a data entry error may have occurred and the pay posted to another FOAPAL. To determine whether it's the latter scenario, run the "All Employees-Payment History-Monthly" report which can show all payments to an employee regardless of FOAPAL.

Customizations:

- Custom variables exist to summarize the PPS Distribution Percent and Pay Rate so that only one row appears for each employee distribution.
- A custom variable exists to appropriately display the PPS Distribution Pay Estimate as either a positive or negative number, depending on the relevant DOS Code (such as 'RTP' for the START program).
- A custom variable exists to Count the DOPE Pay Periods. This is intended to point out that salary transfers, late pay, or retroactive adjustments may be causing salary expense amounts to appear overstated for the month.

Cautions:

- This report is based on the "monthly" data extract which reflects the state of PPS at the end of the last business day of the month. Monthly extracts are stored historically and are not updated to include changes over time. If you run this report at a later time you will receive the same result. This data is loaded once per month - typically around the 5th working day of the following month – not necessarily at the same time the expenses are loaded to the campus financial system.
- This report contains two queries, one to collect the PPS Distribution information and one to collect the DOPE/Distribution of Payroll Expense data. Report writers changing the report should edit any similar conditions in both Queries uniformly.



This report has passed the UCSC Data Warehouse's Report Certification Process (see http://planning.ucsc.edu/DataMgmt/dwh/bob/corp_docs.htm). Any user customizations that change the dynamics, functionality or purpose of the report negate the certification status. In such event, please remove all marks of certification from each report tab.

Salary Reconciliation for Month of March 2010

Fictitious Data - Sample Only

Based on Monthly PPS and DOPE data extract dated:

Run Date: 5/27/10

ORG LEVEL 3 AND TITLE

ORG LEVEL 4 AND TITLE

928024 19977 ACTIVITY CODE

				PPS Distributions						DOPE Salary Expense				
Sub	DOS	DOS Desc	Job Title	Barg	F / V	Rate Code	Dist %	Dist Pay Rate	Dist Pay Est	Salary Paid*	No of Mos	Paid Hrs	Paid %	Variance

LAST NAME, EE1

EMPLOYEE ID

1	REG	REGULAR PAY	4722	TITLE CODE NAME ABBREVIATE	CX	F	A	1.0000	1,758.35	1,758.35	1,758.35	1		1.0000	0.00
1	RTP	REDUCTION IN TIME PROGR	4722	TITLE CODE NAME ABBREVIATE	CX	F	A	-0.0500	1,758.35	-175.84	-175.84	1		-0.1000	0.00

LAST NAME, EE2

EMPLOYEE ID

2	WOS	WITHOUT SALARY	3298	TITLE CODE NAME ABBREVIATE	99	V	H	0.0000	0.00	0.00		0			0.00
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LAT NAME, EE3

EMPLOYEE ID

1	REG	REGULAR PAY	7513	TITLE CODE NAME ABBREVIATE	99	F	A	1.0000	3,121.80	3,121.80	3,121.8	1		1.0000	0.00
1	SRB	SALARY REDUCTION-BASE	7513	TITLE CODE NAME ABBREVIATE	99	F	A	-0.0700	3,121.80	-218.53	-218.53	1		-0.0700	0.00

LAST NAME, EE4

EMPLOYEE ID

1	REG	REGULAR PAY	4722	TITLE CODE NAME ABBREVIATE	CX	F	A	1.0000	1,882.65	1,882.65	1,882.65	1		1.0000	0.00
1	RTP	REDUCTION IN TIME PROGR	4722	TITLE CODE NAME ABBREVIATE	CX	F	A	-0.0500	1,882.65	-94.13	-94.13	1		-0.0500	0.00

LAST NAME, EE5

EMPLOYEE ID

1	REG	REGULAR PAY	4354	TITLE CODE NAME ABBREVIATE	99	F	A	0.5000	2,016.67	1,008.33	1,008.34	1		0.5000	-0.01
1	SRB	SALARY REDUCTION-BASE	4354	TITLE CODE NAME ABBREVIATE	99	F	A	-0.0250	2,016.67	-50.42	-50.42	1		-0.0250	0.00

Employee Count

5

7,232.22

7,232.23

-0.00

928024 19977 ACTIVITY CODE

				PPS Distributions						DOPE Salary Expense				
Sub	DOS	DOS Desc	Job Title	Barg	F / V	Rate Code	Dist %	Dist Pay Rate	Dist Pay Est	Salary Paid*	No of Mos	Paid Hrs	Paid %	Variance

Title: All Employees-Payroll Reconciliation-Monthly

Tab: PPS vs DOPE

Version 3.2

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* Salary Paid excludes Vacation and Sick Leave, and Work Study fund 23496



Fictitious Data - Sample Only

Org Level 3	Org Level 4	Org	Fund	Activity	Name	Empl ID
ORG LEVEL 3 AND TITLE	ORG LEVEL 4 AND TITLE	928024	19977	Activity Code	LAST NAME, EE1	EMPLOYEE
ORG LEVEL 3 AND TITLE	ORG LEVEL 4 AND TITLE	928024	19977	Activity Code	LAST NAME, EE1	EMPLOYEE
ORG LEVEL 3 AND TITLE	ORG LEVEL 4 AND TITLE	928024	19977	Activity Code	LAST NAME, EE2	EMPLOYEE
ORG LEVEL 3 AND TITLE	ORG LEVEL 4 AND TITLE	928024	19977	Activity Code	LAT NAME, EE3	EMPLOYEE
ORG LEVEL 3 AND TITLE	ORG LEVEL 4 AND TITLE	928024	19977	Activity Code	LAT NAME, EE3	EMPLOYEE
ORG LEVEL 3 AND TITLE	ORG LEVEL 4 AND TITLE	928024	19977	Activity Code	LAST NAME, EE4	EMPLOYEE
ORG LEVEL 3 AND TITLE	ORG LEVEL 4 AND TITLE	928024	19977	Activity Code	LAST NAME, EE4	EMPLOYEE
ORG LEVEL 3 AND TITLE	ORG LEVEL 4 AND TITLE	928024	19977	Activity Code	LAST NAME, EE5	EMPLOYEE
ORG LEVEL 3 AND TITLE	ORG LEVEL 4 AND TITLE	928024	19977	Activity Code	LAST NAME, EE5	EMPLOYEE



Fictitious Data - Sample Only

	Sub	DOS	DOS Desc	Title	Job Title	Barg	F/ V	PAY RATE CODE	DIST PERCENT	DIST PAY RATE	DIST MONTHLY PAY IS
E ID	1	REG	REGULAR PAY	4722	TITLE CODE ABBREVIATION	CX	F	A	1.0000	1,758.35	1,758.35
E ID	1	RTP	REDUCTION IN TIM	4722	TITLE CODE ABBREVIATION	CX	F	A	-0.1000	1,758.35	-175.84
E ID	2	WOS	WITHOUT SALARY	3298	TITLE CODE ABBREVIATION	99	V	H	0.0000	0.00	0.00
E ID	1	REG	REGULAR PAY	7513	TITLE CODE ABBREVIATION	99	F	A	1.0000	3,121.80	3,121.80
E ID	1	SRB	SALARY REDUCTIO	7513	TITLE CODE ABBREVIATION	99	F	A	-0.0700	3,121.80	-218.53
E ID	1	REG	REGULAR PAY	4722	TITLE CODE ABBREVIATION	CX	F	A	1.0000	1,882.65	1,882.65
E ID	1	RTP	REDUCTION IN TIM	4722	TITLE CODE ABBREVIATION	CX	F	A	-0.0500	1,882.65	-94.13
E ID	1	REG	REGULAR PAY	4354	TITLE CODE ABBREVIATION	99	F	A	0.5000	2,016.67	1,008.33
E ID	1	SRB	SALARY REDUCTIO	4354	TITLE CODE ABBREVIATION	99	F	A	-0.0250	2,016.67	-50.42

Sum: 7,232.22



Fictitious Data - Sample Only

Salary Paid*	No of Mos	Hourly Time	Percent Time	PAY DIFFERENCE
1,758.35			1.0000	0.00
-175.84			-0.1000	0.00
				0.00
3,121.80			1.0000	0.00
-218.53			-0.0700	0.00
1,882.65			1.0000	0.00
-94.13			-0.0500	0.00
1,008.34			0.5000	-0.00
-50.42			-0.0250	0.00
7,232.23				-0

