

All Employees-Transfer of Payroll Expense Mass Transfers-Monthly

Description:

This report is intended to aid in preparing requests for transfer of payroll expense. It provides payroll expense detail needed to request a transfer, as well as space to fill in required "transfer to" information after it is printed or saved to MS Excel. In addition, a duplicate of the Distribution of Payroll Expense (the "DOPE") report is included as reference. The report is run by any Org, Fund, and/or Activity code and details salary and benefit expenses charged to the campus financial system on a monthly basis. This report indicates for the employee paid (1) gross salary; (2) the total salary and benefit charges in detail for the month being reported; (3) any transactions originating from adjustments prepared by the Accounting/Payroll Office, and (4) expense transfer transactions generated from Payroll Expenditure Transfers (EDTS and EDTM transactions).

For alternative formats, see reports titled "All Employees-Transfer of Payroll Expense Single Transfer by Org-Fund-Monthly" and "All Employees-Transfer of Payroll Expense Single Transfer by Empl ID-Monthly".

Duplicate versions of these reports are also available in the Financial Operating Corporate Document set.

Report Tabs/Views:

- Distribution of Payroll Expense
- Transfer Form – Sorted by ET Month and DOPE Line

Data Prompts

- Any combination of:
 - Org Code at any hierarchical level: type in one or more values, or type a 1 to return all values
 - Fund Code at any hierarchical level: type in one or more values, or type a 1 to return all values
 - Activity Code: type in one or more values, or type a 1 to return all values, or type a 2 to return null/empty values only
 - Either:
 - For one or more four digit fiscal period known as "ET Month", which is a two digit fiscal year followed by a two digit month (July is "01", June is "12"). For example, September 2006 would be 0703.
- OR
- For a range of pay period end dates – start the range with the first date in the first month in case of early end dates.

Report Limitations:

- Includes:
 - The DOPE tab includes FIS Account Codes instead of PPS Sub Code and Object Code. However, the person reading the report can derive the sub code by the second digit following the "P" in the FIS Account Code and the Object Code by the last four digits (Sub 2 and Object 1100 for P21100).
- Excludes:
 - None

Customizations:

- Custom variables exist to calculate the Current Month and Previous Month totals on the DOPE tab.

Cautions:

- This report is based on the "monthly salary expense" information from PPS. Salary expense data is updated once per month – typically by the fifth working day of the following month.
- On the DOPE tab, occasionally expenses appear under an FIS Account that is two digits in length. This two digit code represents expenses for which the object code in the extract from UCOP did not translate to an FIS Account Code. Such occurrences do not match FIS expense data; however, the PPS sub code is derivable.
- A few known data inconsistencies exist between DOPE information and the summed salary and benefit expense amounts in financial reports or in FIS Banner. For specific information about such inconsistencies, see the following webpage: http://planning.ucsc.edu/datamgmt/dwh/available/dope_vs_fis.htm



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.

Process Month(s):

University of California Santa Cruz

Refresh Date: 5/27/10

Distribution of Payroll Expense Report*

Fictitious Data - Sample Only

928024 9589 Activity Code- blanks first Org Title Fund Title Activity Title

P01000 ACADEMIC SALARIES-REGULAR

DOPE Page/ Line	PAR CTL	P A R	Employee Name	Employee ID No	Title Code	Pay Period End Date	DOS	Time	P T	Pay Rate	Gross Earnings	P l a n	Matching Contrib/ FSS	IAP OF	OSDI/ MDCR	Dent/ Hlth Vis/ Annu	UI/ GSH	WC/ Esp	Life/ UCDI/ GSFR	IAP/ Leave Accr.	Tot Ben
775/10	042	1	LAST NAME, EE1	EMPLOYEE ID	3999	5/31/99	BYA	0.0000	%	180	180.00	N	0.00	0.00	0.00	0.00	0.00	5.17	0.00	0.00	5.17
775/9	148	2	LAST NAME, EE2	EMPLOYEE ID	3999	5/31/99	BYA	0.0000	%	180	180.00	H	0.00	0.00	2.61	0.00	0.04	5.17	0.00	0.00	7.81
Current Month											0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adj. to Prior Months											360.00		0.00	0.00	2.61	0.00	0.04	10.33	0.00	0.00	12.98
Total Posted to FIS Banner											360.00		0.00	0.00	2.61	0.00	0.04	10.33	0.00	0.00	12.98
Total Org-Fund-Activity											360.00		0.00	0.00	2.61	0.00	0.04	10.33	0.00	0.00	12.98

928024 19977 Activity Code- blanks first Org Title Fund Title Activity Title

P0

DOPE Page/ Line	PAR CTL	P A R	Employee Name	Employee ID No	Title Code	Pay Period End Date	DOS	Time	P T	Pay Rate	Gross Earnings	P l a n	Matching Contrib/ FSS	IAP OF	OSDI/ MDCR	Dent/ Hlth Vis/ Annu	UI/ GSH	WC/ Esp	Life/ UCDI/ GSFR	IAP/ Leave Accr.	Tot Ben
769/10	0435	2	LAST NAME, EE3	EMPLOYEE ID	0385	8/31/07	ACA	1.0000	%	6,546.67	6,546.67	U	229.13	0.00	440.83	0.00	6.55	108.67	0.00	0.00	785.18
769/9	0435	1	LAST NAME, EE3	EMPLOYEE ID	0385	7/31/07	ACA	1.0000	%	6,546.67	6,546.67	U	229.13	0.00	440.84	0.00	6.55	108.67	0.00	0.00	785.19
816/9	0439	1	LAST NAME, EE3	EMPLOYEE ID	0385	9/30/07	ACA	0.5000	%	6,546.67	3,273.34	U	114.56	0.00	47.47	0.00	3.28	54.34	0.00	0.00	219.65
Current Month											0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adj. to Prior Months											16,366.67		572.83	0.00	929.14	0.00	16.37	271.69	0.00	0.00	1,790.02
Total Posted to FIS Banner											16,366.67		572.83	0.00	929.14	0.00	16.37	271.69	0.00	0.00	1,790.02

928024 19977 Activity Code- blanks first Org Title Fund Title Activity Title

P01000 ACADEMIC SALARIES-REGULAR

Title: All Employees-Transfer of Payroll Expense Mass Transfers-Monthly

Tab: Distribution of Payroll Expense

Version: 3.1

* Message from UCSC Payroll Office: This report contains confidential information and is to be used for official university business only. The DOPE report is loaded monthly for unit review and approval of all payroll and benefit expenses. Units shall perform a monthly reconciliation of total salaries paid to total salaries approved purusant to unit payroll/personnel records.



UNIVERSITY OF CALIFORNIA SANTA CRUZ

Data Collection Document for OPTRS Transfer of Payroll Expense (TOPE) Form - Mass

This form contains confidential information and is to be used for official university business only.

DEPARTMENT:	PREPARER/CONTACT:	TELEPHONE EXT:
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General Instructions:

Fill in "Transfer to" information only for the rows to be transferred.

Project Code Reminder:

To help avoid data entry error, please take special care to distinguish numbers and letters that may be interpreted incorrectly.

Instructions for PPS Action:

If transfer is for one month or more, the PPS system will need to be updated by your payroll representative. Please provide the information in the PPS Action box below.

Fictitious Data - Sample Only

Reason Code (RC):

The Services were not originally charged to this account for the following reason:

- A Late receipt of information that services were performed under the account being charged. One-time expenditure adjustment, employee is not expected to perform services again under this account.
- B Late receipt of information that services were performed under the account being charged. Employee is expected to perform services again under this account.
- C Other. Explain here.

DOPE DATA - TRANSFER FROM (CREDIT)														DIVISION TRANSFER TO (DEBIT) Only fill in rows that are to be transferred. Blank rows will not be transferred.							
(X) Consecu tive rows to	Empl ID	Name	ET MO	ET PG	E T L N	ACCT	CC (SHR)	FUND	PROJ	S U B	GROSS EARNINGS	TOTAL BENEFITS	PAY PERIOD END DATE	RC	L O C	ACCT/ ORG	CC (SHR)	FUND	PROJ/ ACTV	S U B	GROSS EARNINGS
															7						
	EMPLOYEE IC	LAST NAME, EE2	9911	775	6	928024		9589	Activity Code 0		180	7.81	5/31/1999								
	EMPLOYEE IC	LAST NAME, EE1	9911	775	7	928024		9589	Activity Code 0		180	5.17	5/31/1999								
	EMPLOYEE IC	LAST NAME, EE3	0001	522	9	928024		19977	Activity Code 0		2,830	557.71	7/31/1999								
	EMPLOYEE IC	LAST NAME, EE3	0002	489	9	928024		19977	Activity Code 0		2,830	557.71	8/31/1999								
	EMPLOYEE IC	LAST NAME, EE3	0003	518	10	928024		19977	Activity Code 0		2,830	556.23	9/30/1999								
	EMPLOYEE IC	LAST NAME, EE3	0004	768	13	928024		19977	Activity Code 0		2,910	565.93	10/31/1999								
	EMPLOYEE IC	LAST NAME, EE3	0005	741	12	928024		19977	Activity Code 0		2,910	565.93	11/30/1999								
	EMPLOYEE IC	LAST NAME, EE3	0006	690	12	928024		19977	Activity Code 0		2,910	594.51	12/31/1999								
	EMPLOYEE IC	LAST NAME, EE3	0007	703	12	928024		19977	Activity Code 0		2,910	593.87	1/31/2000								
	EMPLOYEE IC	LAST NAME, EE3	0008	702	12	928024		19977	Activity Code 0		2,910	593.86	2/29/2000								
	EMPLOYEE IC	LAST NAME, EE3	0009	693	11	928024		19977	Activity Code 0		2,910	593.87	3/31/2000								
	EMPLOYEE IC	LAST NAME, EE3	0010	710	11	928024		19977	Activity Code 0		2,910	593.86	4/30/2000								
	EMPLOYEE IC	LAST NAME, EE3	0011	726	11	928024		19977	Activity Code 0		2,910	593.87	5/31/2000								

