Academic-Payroll Pre-Compute Review-Daily

Description:
This report lists all appointment distributions associated with academic job titles for a specified month and pay cycle (e.g. august 2011 MO). When limited to a specified set of cost center codes, the report allows a unit that is processing academic payroll to anticipate transactions that will appear on the OPTRS (Online Payroll Time Reporting System) Roster for the upcoming pay period, and make appropriate changes prior to the payroll compute.

Report Tabs/Views:
- Sort by FAU
- Sort by Cost Center
- Cost Center List

Data Prompts:
- Enter Pay Period Begin Date (Optional)
- Enter Pay Period End Date (Optional)
- Enter values for Cost Center (Optional)
- Enter Pay Schedule

Report Limitations:
- Includes
  - All job titles in the Class Title Outline as of the day before the report is run
  - Job titles associated with employee appointments that were effective in PPS the day before the report is run
- Excludes
  - Historical information

Interpreting the Data:
Description of certain data elements (objects or results):
   Count: This is the number of employee appointments associated with a job title code. An employee may be counted more than once if they have appointments with different job titles.

   FTE: This is the total "Percent Full time" (also known as appointment percent) for the employee appointments associated with a job title code. This is not the same as the "budgeted FTE".

   Cost Center: Code used by PPS preparers to group similar employee populations for the purpose of creating separate rosters in OPTRS.

   BLOCKED in the status field means an employee is on "leave without pay", therefore all appointments are blocked from appearing on the OPTRS Roster and will not pay. The reviewer should assess whether the employee is actually on leave from all appointments; if any appointment should be paid, additional steps must be taken.

Customizations:
- Each tab contains a filter that restricts the information to either Academic (CTO Group 0-9) or Staff (CTO Group A-Z) as appropriate.

Cautions:
- This report is based on the "daily" extract from PPS. The data in this report reflects the state of PPS at the end of the business day prior to the day the report is run. Daily extracts are not archived, so it is not possible to run this report as of a specific historical point in time.

- This report contains two queries: One that returns all job titles in the UC Class Title Outline. One that returns job titles currently in use at UCSC. Report writers who modify this report should be careful to edit any similar conditions in both Data Providers as relevant.

- This report should not be used as an official report of employee counts or FTE.

Sample Only - Fictitious Data

7 401101 HUCO 19900   0   COWELL/COWELL COLLEGE

Tm	F/V	Lv	Name	TC	Title	Rt	Rate	DOS	%	WS	DistBegin	Dist End	Status
R	F	N	Name91	1060	Title Code Name54	B	180.45	STP	0.0000		mm/dd/yy	mm/dd/yy	Active
R	F	N	Name329	1060	Title Code Name54	B	384.86	STP	0.0000		mm/dd/yy	mm/dd/yy	Active
R	F	N	Name1,272	1630	Title Code Name68	A	3756.94	REG	0.2500		mm/dd/yy	mm/dd/yy	Active
R	F	N	Name445	1630	Title Code Name68	A	4147.02	REG	0.1250		mm/dd/yy	mm/dd/yy	Active

7 401101 HUCO 35100   0   COWELL/COWELL COLLEGE

Tm	F/V	Lv	Name	TC	Title	Rt	Rate	DOS	%	WS	DistBegin	Dist End	Status
R	F	N	Name1,681	1630	Title Code Name68	A	4045.83	REG	0.3750		mm/dd/yy	mm/dd/yy	Active

7 401101 HUCO 53764   0   COWELL/COWELL COLLEGE

Tm	F/V	Lv	Name	TC	Title	Rt	Rate	DOS	%	WS	DistBegin	Dist End	Status
R	F	N	Name1,470	1630	Title Code Name68	A	3665.28	REG	0.1250		mm/dd/yy	mm/dd/yy	Active

7 401101 HUCO 55246   0   COWELL/COWELL COLLEGE

Tm	F/V	Lv	Name	TC	Title	Rt	Rate	DOS	%	WS	DistBegin	Dist End	Status
R	F	N	Name1,272	1630	Title Code Name68	A	3756.94	REG	0.1000		mm/dd/yy	mm/dd/yy	Active

7 401201 SNIF 19900   0   COLL 9/COLLEGE ACADEMIC

Tm	F/V	Lv	Name	TC	Title	Rt	Rate	DOS	%	WS	DistBegin	Dist End	Status
R	F	N	Name898	1060	Title Code Name54	B	384.86	STP	0.0000		mm/dd/yy	mm/dd/yy	Active
R	F	N	Name898	3998	Title Code Name98	B	520.83	FHA	0.0000		mm/dd/yy	mm/dd/yy	Active

7 401201 SNIL 19900   0   COLL 9/COLLEGE ACADEMIC

Tm	F/V	Lv	Name	TC	Title	Rt	Rate	DOS	%	WS	DistBegin	Dist End	Status
R	F	N	Name1,399	1630	Title Code Name68	A	3665.28	REG	0.0500		mm/dd/yy	mm/dd/yy	Active

7 401201 SNIL 19900 C9CORE 0   COLL 9/COLLEGE ACADEMIC

Tm	F/V	Lv	Name	TC	Title	Rt	Rate	DOS	%	WS	DistBegin	Dist End	Status
R	F	N	Name826	1630	Title Code Name68	A	3947.23	REG	0.2500		mm/dd/yy	mm/dd/yy	Active

AART

Tm	F/V	Lv	Name	TC	Title Code Name Substitute	Rt	Rate	DOS	%	WS	DistBeg	Dist End	Account	Fund	Project	Sub	Status
R	F	N	Name1,144	1096	Title Code Name59	B	712.29	STP	0.0000		mm/dd/yy	mm/dd/yy	402840	19900	ABLAD	0	Active
R	F	N	Name1,138	1100	Title Code Name79	A	7083.33	REG	1.0000		mm/dd/yy	mm/dd/yy	402840	19900	ABLAD	0	Active
R	F	N	Name879	1100	Title Code Name79	A	8861.11	REG	1.0000		mm/dd/yy	mm/dd/yy	402840	19900	ABLAD	0	Active
R	F	N	Name845	1100	Title Code Name79	A	7104.17	REG	1.0000		mm/dd/yy	mm/dd/yy	402840	19900	ABLAD	0	Active
R	F	N	Name1,469	1100	Title Code Name79	A	7673.61	REG	1.0000		mm/dd/yy	mm/dd/yy	402840	19900	ABLAD	0	Active
R	F	N	Name40	1200	Title Code Name23	A	6486.11	REG	1.0000		mm/dd/yy	mm/dd/yy	402840	19900	ABLAD	0	Active
R	F	N	Name1,007	1200	Title Code Name23	A	6819.44	REG	1.0000		mm/dd/yy	mm/dd/yy	402840	19900	ABLAD	0	Active
R	F	N	Name646	1200	Title Code Name23	A	6861.11	REG	1.0000		mm/dd/yy	mm/dd/yy	402840	19900	ABLAD	0	Active
R	F	N	Name691	1200	Title Code Name23	A	8548.61	REG	1.0000		mm/dd/yy	mm/dd/yy	402840	19900	ABLAD	0	Active
R	F	N	Name1,144	1200	Title Code Name23	A	6729.17	REG	1.0000		mm/dd/yy	mm/dd/yy	402840	19900	ABLAD	0	Active
R	F	N	Name836	1300	Title Code Name41	A	5958.33	REG	1.0000		mm/dd/yy	mm/dd/yy	402840	19900	ABLAD	0	Active
R	F	N	Name157	1630	Title Code Name68	A	3947.23	REG	0.5313		mm/dd/yy	mm/dd/yy	402840	19900	ABLEC	0	Active
R	F	N	Name979	1630	Title Code Name68	A	3947.23	REG	0.4063		mm/dd/yy	mm/dd/yy	402840	19900	ABLEC	0	Active
R	F	N	Name1,173	1631	Title Code Name70	A	4577.50	REG	0.6250		mm/dd/yy	mm/dd/yy	402840	19900	ABLEC	0	Active
R	F	N	Name1,173	1652	Title Code Name55	A	4577.50	REG	0.1875		mm/dd/yy	mm/dd/yy	402840	19900	ABLEC	0	Active

ADAM

Tm	F/V	Lv	Name	TC	Title Code Name Substitute	Rt	Rate	DOS	%	WS	DistBeg	Dist End	Account	Fund	Project	Sub	Status
R	F	N	Name249	1096	Title Code Name59	B	587.29	STP	0.0000		mm/dd/yy	mm/dd/yy	402860	19900		0	Active

ADIV

Tm	F/V	Lv	Name	TC	Title Code Name Substitute	Rt	Rate	DOS	%	WS	DistBeg	Dist End	Account	Fund	Project	Sub	Status
R	F	E	Name1,672	1000	Title Code Name58	A	20277.78	REG	1.0000		mm/dd/yy	mm/dd/yy	402800	19900		0	Active
R	F	N	Name1,608	1032	Title Code Name20	A	681.32	STP	0.0000		mm/dd/yy	mm/dd/yy	402814	19900		0	Active
R	F	N	Name1,672	3203	Title Code Name92	A	20277.78	ACR	1.0000		mm/dd/yy	mm/dd/yy	402923	19900	AISUDY	0	Active
R	F	N	Name1,192	3993	Title Code Name64	B	666.67	FHA	0.0000		mm/dd/yy	mm/dd/yy	402814	19900		0	Active

AFDM

Title: Academic- Roster Pre-Compute Review-Daily - SAMPL

Tab: Sort by Cost Center

Version 3.1

ACADEMIC AFFAIRS

UAPO

ARTS DIVISION

AART

ADAM

ADIV

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CAMPUS PROVOST/EVC OFFICE

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SCEL

SCER

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COWELL COLLEGE

HUCO

CROWN COLLEGE

HUCR

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