All Employees-Transfer of Payroll Expense Single Transfer by Empl ID-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 PPS Employee ID 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 Mass Transfers-Monthly" and "All Employees-Transfer of Payroll Expense Single Transfer by Org-Fund-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 Person, ET Month and DOPE Line

Data Prompts

- Pulls data for a single Employee ID number – starts with a 7
- Either:
  - Pulls data 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
  - By 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.
- Because an employee's name can change over time, the TOPE tab displays the highest alphabetic occurrence (the maximum) name for the employee.

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.

University of California Santa Cruz

Distribution of Payroll Expense Report*

Fictitious Data - Sample Only

757606 19977 Activity Code- blanks first   Org Title Fund Title   Activity Title

P11100   STAFF SALARIES

ET Mo	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
0012	4588/16	028	3	EMPLOYEE NAME	EMPLOYEE ID	4724	6/30/00	LAP	0.0000	%	275	275.00	U	0.00	0.00	20.74	0.00	0.69	5.97	0.00	0.00	27.39
				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								275.00		0.00	0.00	20.74	0.00	0.69	5.97	0.00	0.00	27.39
				Total Posted to FIS Banner								275.00		0.00	0.00	20.74	0.00	0.69	5.97	0.00	0.00	27.39
				Total Org-Fund-Activity								**275.00**		**0.00**	**0.00**	**20.74**	**0.00**	**0.69**	**5.97**	**0.00**	**0.00**	**27.39**

757606 66854 Activity Code- blanks first   Org Title Fund Title   Activity Title

Title: All Employees-Transfer of Payroll Expense Single Transfer by EmplID-Monthly
Tab: Distribution of Payroll Expense
Version: 3.1

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* 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.

CERTIFIED

University of California Santa Cruz

Distribution of Payroll Expense Report*
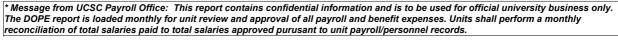
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757606 66854 Activity Code- blanks first   Org Title Fund Title   Activity Title

P11100   STAFF SALARIES

ET Mo	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
0005	4392/11	001	1	EMPLOYEE NAME	EMPLOYEE ID	4724	11/30/99	REG	0.3864	%	1,063.7	411.02	U	0.00	0.00	31.45	15.24	0.08	13.02	6.02	60.19	89.35
0006	4116/11	022	1	EMPLOYEE NAME	EMPLOYEE ID	4724	12/31/99	REG	0.4130	%	1,063.7	439.31	U	0.00	0.00	33.22	115.21	0.09	13.93	5.44	64.33	148.97
0007	4199/19	023	1	EMPLOYEE NAME	EMPLOYEE ID	4724	12/31/99	REG	-0.0054	%	-1,063.7	(5.74)	U	0.00	0.00	(0.43)	(0.21)	0.00	(0.19)	0.00	(0.14)	(0.81)
0007	4199/20	023	3	EMPLOYEE NAME	EMPLOYEE ID	4724	1/31/00	REG	0.5000	%	1,063.7	531.85	U	0.00	0.00	39.88	222.55	0.10	16.86	5.48	77.88	225.09
0008	4427/11	024	1	EMPLOYEE NAME	EMPLOYEE ID	4724	2/29/00	REG	0.5000	%	1,063.7	531.85	U	0.00	0.00	40.27	129.07	0.10	16.86	5.48	77.88	174.06
0009	4307/11	025	1	EMPLOYEE NAME	EMPLOYEE ID	4724	3/31/00	REG	0.5000	%	1,063.7	531.85	U	0.00	0.00	40.27	129.07	0.10	16.86	5.48	77.88	174.06
0010	4367/11	026	1	EMPLOYEE NAME	EMPLOYEE ID	4724	3/31/00	REG	-0.0652	%	-1,063.7	(69.36)	U	0.00	0.00	(5.24)	(2.57)	(0.02)	(2.20)	0.00	(1.63)	(9.77)
0010	4367/12	026	3	EMPLOYEE NAME	EMPLOYEE ID	4724	4/30/00	REG	0.5000	%	1,063.7	531.85	U	0.00	0.00	40.19	129.07	0.10	16.86	5.48	77.88	173.99
0011	4469/11	027	1	EMPLOYEE NAME	EMPLOYEE ID	4724	4/30/00	REG	-0.0500	%	-1,063.7	(53.19)	U	0.00	0.00	(4.03)	(1.97)	(0.01)	(1.69)	0.00	(1.25)	(7.50)
0011	4469/12	027	3	EMPLOYEE NAME	EMPLOYEE ID	4724	5/31/00	REG	0.5000	%	1,063.7	531.85	U	0.00	0.00	40.21	129.07	0.10	16.86	5.48	77.88	174.01
0012	4592/13	028	1	EMPLOYEE NAME	EMPLOYEE ID	4724	6/30/00	REG	0.0455	%	1,063.7	48.40	U	0.00	0.00	3.65	111.14	0.01	1.53	5.48	1.14	69.97
0012	4592/14	028	2	EMPLOYEE NAME	EMPLOYEE ID	4724	6/30/00	TRM	66.0000	H	6.11	403.47	U	0.00	0.00	30.42	0.00	0.00	12.79	0.00	0.00	43.21
0012	4592/15	028	0	EMPLOYEE NAME	EMPLOYEE ID	4724	6/30/00	TRM	66.0000	H	6.11	(403.47)	U	0.00	0.00	(30.42)	0.00	0.00	(12.79)	0.00	0.00	(43.21)
				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								3,429.69		0.00	0.00	259.44	975.67	0.68	108.70	44.34	512.04	1,211.44
				Total Posted to FIS Banner								3,429.69		0.00	0.00	259.44	975.67	0.68	108.70	44.34	512.04	1,211.44
				Total Org-Fund-Activity								**3,429.69**		**0.00**	**0.00**	**259.44**	**975.67**	**0.68**	**108.70**	**44.34**	**512.04**	**1,211.44**

767606 66852 Activity Code- blanks first   Org Title Fund Title   Activity Title

Title: All Employees-Transfer of Payroll Expense Single Transfer by EmplID-Monthly
Tab: Distribution of Payroll Expense
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UNIVERSITY OF CALIFORNIA SANTA CRUZ
Data Collection Document for OPTRS Transfer of Payroll Expense (TOPE) Form - Single EE ID

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

DEPARTMENT:	PREPARER/CONTACT:	TELEPHONE EXT:

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.

Reason Code (RC):

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

A Late receipt of information that services were perfomed 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.

EMPLOYEE ID   EMPLOYEE NAME

Fictitious Data - Sample Only

ET MO	ET PG	ET LN	ACCT	CC (SHR)	FUND	PROJ	SUB	GROSS EARNINGS	TOTAL BENEFITS	PAY PERIOD END DATE	RC	LOC	ACCT/ ORG	CC (SHR)	FUND	PROJ/ ACTV	SUB	GROSS EARNINGS	BEG DATE	END DATE	% TIME
0005	4392	8	757606		66854		1	411.02	89.35	11/30/1999		7									
0005	4396	6	767606		66852		1	411.02	89.34	11/30/1999		7									
0006	4116	8	757606		66854		1	439.31	148.97	12/31/1999		7									
0006	4120	6	767606		66852		1	531.85	180.35	12/31/1999		7									
0007	4199	16	757606		66854		1	-5.74	-0.81	12/31/1999		7									
0007	4199	17	757606		66854		1	531.85	225.09	1/31/2000		7									
0007	4203	6	767606		66852		1	-5.74	-0.81	12/31/1999		7									

DOPE DATA - TRANSFER FROM (CREDIT)

DIVISION TRANSFER TO (DEBIT) Only fill in rows that are to be transferred. Blank rows will not be transferred.

PPS ACTION

Title: All Employees-Transfer of Payroll Expense Single Transfer by EmplID-Monthly
Tab: Transfer Form - Sorted by Person DOPE Line
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