PAYROLL/PERSONNEL

ONLINE SYSTEM

TIME REPORTING

University of California, Riverside
PAYROLL/PERSONNEL ONLINE SYSTEM
Time Reporting

University of California, Riverside
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<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
</table>

**REPORTING TIME**
- How is Time Reporting Defined in OPTRS? .................................................. 1.1
- When is Time Reported? .................................................................................. 1.2
- How is Time Collected? .................................................................................. 1.2
- What is a Source Document? ........................................................................... 1.2
- Departmental Timekeeper .............................................................................. 1.3
- Departmental Reviewer .................................................................................. 1.4
- Requirements and Restrictions ...................................................................... 1.6
- Blocked Transactions ...................................................................................... 1.7
- Paper-Sparse Environment .............................................................................. 1.8
- Reconciliation and Audit ................................................................................ 1.10
- System Security and Access to Data .............................................................. 1.11

**CURRENT TIME REPORTING**
- POSITIVE TIME REPORTING (EDHC) ............................................................. 2.1
- EXCEPTION TIME REPORTING (EDHC) ......................................................... 3.1
- LEAVE REPORTING FOR MONTHLY EMPLOYEES (EDHC) ............................. 4.1

**ADJUSTMENT TRANSACTIONS**
- ADDITIONAL PAY ADJUSTMENT (EDAP) ....................................................... 5.1
- ONE-TIME PAYMENT (EDFT) ....................................................................... 6.1
- LATE TIME PAYMENT / PAY REDUCTION (EDLR) .......................................... 7.1

**TRANSACTION LISTING INQUIRY**
- TRANSACTION LISTING INQUIRY (IDTL) ...................................................... 8.1

**EXPENSE TRANSFERS**
- SINGLE EXPENSE TRANSFER (EDTS) ......................................................... 9.1
- MASS EXPENSE TRANSFER (EDTM) ............................................................ 10.1
- EXPENSE TRANSFERS PAST TWO YEARS ..................................................... 11.1

**COST TRANSFER GUIDELINES**
- COST TRANSFER GUIDELINES ................................................................. 12.1

**DATA ENTRY TIPS**
- Display on Time Input Roster (IDTC) depends upon EDB Time Reporting Codes .......... 13.1
- Display on Time Input Roster relates to other codes in EDB .............................. 13.1
- Pay Period Ending Date vs. Pay Date .............................................................. 13.2
- Retrieving Distribution Data from EDB (EDAP and EDLR screens) ................. 13.3
- Copying Adjustment Transaction Data .......................................................... 13.4
- Deleting Data from a field ............................................................................ 13.6
- Changing Data in a field .............................................................................. 13.6
Keying Decimal Numbers in a field ................................................................. 13.7
Data Entry in Loc/Actt/CC/Fund/PC/Sub field (EDHC) ........................................ 13.7
'Find' Process on IDTC Rosters ........................................................................... 13.8
System Edits .......................................................................................................... 13.8
Re-entering Time after a Blocked Transaction ...................................................... 13.10
Fixing Errors in an Adjustment Transaction (EDAT) after Update <F5> .............. 13.11
Fixing Errors in a Current Time Reporting Transaction (IDTC) after Update <F5> .... 13.11
Deleting a Current Time Reporting Transaction after Update ............................. 13.12

APPENDICES
A: SOURCE DOCUMENTS ........................................................................................... A.1
B: PAYROLL CALENDAR .......................................................................................... B.1
C: ON-LINE PAYROLL TRANSACTION DEPARTMENTAL PRE-APPROVAL DOC. .... C.1
D: FORM UPAY 646 ............................................................................................... D.1

INDEX
RULES TO REMEMBER

Timekeepers! These rules are very important to your job. Remove this page from your manual and keep them near your computer for quick-reference as you learn the system.

**EDB SUPPORT:**
All transaction data to be fed into the payroll computer MUST be supported by a current appointment and distribution in the EDB.

**POSITIVE TIME:**
You must confirm, add to, or change pre-listed time for positive paid employees to ensure the employee is paid for all positive time reported.

**ADJUSTMENT TRANSACTIONS:**
Pay period ending dates within an adjustment transaction are independent of the pay period ending date and pay cycle entered when scheduling the transaction.

**ADJUSTMENT TRANSACTIONS:**
For all adjustment transactions, must supply four scheduling elements:
1. Transaction screen (function)
2. Person (employee ID)
3. Pay Cycle
4. Pay Cycle Period Ending Date

**RETRIEVE COMMAND:**
Initial transaction(s) must first be updated before subsequent distributions(s) can be retrieved.

**COPY COMMAND:**
A transaction cannot be copied until has first been updated.
LEAVE REPORTING:
To report leave time for employees for the current pay period, use the Time Input roster.

LEAVE REPORTING:
To report leave time for employees for pay period older than one month, use the LX (Late Time) adjustment transaction function.

BLOCKED TRANSACTIONS:
Time entered in a "blocked" transaction will not feed into the transaction holding file. Thus, the employee will not be paid for the time reported in the blocked transaction.

EXPENSE TRANSFERS: (Contracts and Grants)
If an expense transfer is required due to CHANGE IN ORIGINAL DECISION, you must provide irrefutable documentation and the signature of principal investigator.

MASS TRANSFERS:
Only contiguous lines within a single salary subaccount within a single month can be transferred using the Mass Transfer (EDTM) function.

MASS TRANSFERS:
A mass transfer cannot begin or end with a pay line indicating $0.00 gross (i.e., SKL or VLA).