## INDEX

### A

- Additional Pay, 5.1
  - data entry, 5.5
  - example of, 5.10
  - scheduling, 5.2
  - screen, 5.3
- Adjustment Transactions, 1.1
  - additional pay, 5.1
  - detail information, 8.4
  - inquiry, 8.1
  - late time payment, 7.1
  - list of pending, 8.1
  - one-time payment, 6.1
  - pay period end date, 13.2
  - pay reduction, 7.1
  - scheduling, 5.1
  - summary information, 8.3
- Audit Guidelines, 1.9

### B

- Blocked transactions, 1.7, 2.10, 3.9

### C

- Calendar
  - Payroll Calendar, 1.2
  - pay cycles, 1.2
  - time reporting window, 1.2
- Changing Data, 13.5
- Check List, 2.3
- Compensatory Time, 3.1
- Consistency Edits, 13.7, 13.8
  - employee reject, 13.8
  - informational messages, 13.8
  - warning, 13.8
- Copy Function, 5.4, 7.5, 13.4
- Correcting Errors
  - EDAT, 13.10
  - IDTC, 13.10
- Cost Transfer Guidelines, 12.1
- Current Time Reporting, 1.1

### D

- Data Entry
  - additional pay, 5.5
  - blocked transactions, 13.9
  - changed data indicator (@), 13.10
  - changing data, 13.5
  - deleting after update, 13.10
  - deleting data from a field, 13.5
  - errors, 13.10
  - exception time, 3.4, 3.5
  - keying decimal data, 13.6
  - late time payment, 7.4
  - leave time, 4.4
  - Leave Time Input Roster, 4.4
  - mass expense transfer, 10.5
  - one-time payment, 6.4
  - positive time, 2.4
  - reduce pay, 7.4
  - single expense transfer, 9.5
  - Time Input Roster, 2.4, 2.5, 3.4
  - tips, 13.1
- Decimal Numbers, 13.6
- Deleting data, 13.5
- Department
  - pre-approval process, 9.2
  - record-keeping, 1.9
  - reviewer, 1.5
  - separation of duties, 1.9
  - timekeeper, 1.4
- Department Adjustment Transaction Menu, 5.1, 5.2, 5.9, 6.1, 6.2, 6.6, 7.2, 7.9, 8.1, 8.2, 9.3, 9.4, 9.8, 10.2, 10.3, 10.4
- Distribution of Payroll Expense (PPP5302), 9.1

### E

- EDAP, 5.1, 5.3
- EDAT, 1.1, 5.2, 9.3
- EDB
  - appointment line codes, 13.1
  - nested retrieve, 13.4
  - retrieving data from, 5.4, 13.3
  - time reporting codes, 13.1
- EDFT, 6.1, 6.3
- EDHC, 2.1, 2.5, 3.1, 3.5
- EDHC, 4.1, 4.3, 4.7
- EDLR, 7.1, 7.3, 7.10
- EDTM, 10.1
- EDTS, 9.1, 9.5, 9.10, 10.4, 10.9
- Exception Time, 1.1
  - data entry, 3.4, 3.5
- Expense Transfer
  - data entry, 9.5
  - federal funds, 9.1
  - form UPAY 646, 11.1
  - guidelines, 9.1, 9.2, 12.1
  - manual preparation, 11.1
  - mass, 10.1
  - mass, example of, 10.9
  - over 24 months, 11.1
  - past two years, pre-approval, 11.4
  - pre-approvals, 9.2
  - scheduling, 9.4

---

University of California, Riverside

Index: 1
scheduling, 9.4
single, 9.1
single, example of, 9.10
VLA, 9.6

P

PAN Notices, 1.4, 5.1, 9.2
Pay Cycle
biweekly, 1.2
cutoff dates, 1.2
monthly, 1.2
time reporting window, 1.2
Pay Date, 13.2
Pay Edits, 13.7, 13.8
Pay Period Ending Date, 13.2
Pay Reduction, 7.1
Positive Time, 1.1
data entry, 2.4
PPP5302, 9.1

R

Range/Value Edit Process, 3.9, 13.7, 13.8
Reconciliation, 1.9, 8.1
Reduce Pay
data entry, 7.4
element of, 7.10
scheduling, 7.2
Reject error message, 10.9
Retrieve Function, 5.4, 7.10, 13.3
multiple distributions, 13.3
nested, 13.4
data, single, 13.3
Reviewer, 1.5
RX Transaction, 7.1

S

Single Expense Transfer
data entry, 9.5
definition, 9.1
element of, 9.10
federal funds, 9.1
guidelines, 9.2
pre-approvals, 9.2
scheduling, 9.4
screen, 9.5, 9.10
Source Documents, 1.3
elements of, 1.3
PPP5302, 9.1
reconciliation, 1.9
System Edits, 13.7

University of California, Riverside
2. Index
ONLINE PAYROLL TIME REPORTING SYSTEM

Procedures

\( T \)

- Time adjustment, 1.4
- collection, 1.4
- current, 1.1
- exception, 1.1
- positive, 1.1

Time Collection Selection Criteria screen, 2.2, 3.4, 4.2

Time Input Roster, 2.5
- data entry, exception time, 3.4
- data entry, positive time, 2.4
- finding a specific employee, 13.7
- updating, 2.8

Time Reporting
- compensatory time, 3.1
- current, 1.1
- exception, 3.1
- exception, examples of, 3.9
- late time, 7.1
- leave, 3.1
- leave, example of, 4.7
- monthly rated employees, 4.1
- overtime, 3.1
- paper-sparse environment, 1.8
- pay period ending date, 13.2
- pay reduction, 7.1
- positive, 2.1
- positive, examples of, 2.9

requirements and restrictions, 1.6
review process, 1.5
source documents, 1.3
Time Reporting Window, 1.2
Timekeeper, 1.4
Timesheets, 1.3
Transaction Holding File, 1.9, 8.1
- copying data from, 5.4, 7.5, 13.4
- deleting transaction after update, 13.10
- updating, 5.8, 6.6, 7.8, 10.7
Transaction Listing Inquiry, 8.1
- example of, 8.5
- screen, 8.2

\( U \)

UPAY 646, 11.1

\( V \)

VLA Expense Transfer, 9.6

\( W \)

Warning Message, 3.9