

UCPATH – DATA CLEANUP ACTIVITIES PPS USERS GROUP MEETING – 8/23/2016

UCPath Project Management Office and the Pilot locations (UCR, UCLA, UCLA Medical Center, ASUCLA and UC Merced) have concluded the joint Data Conversion Design sessions as of July 19, 2016. The programming has commenced and will soon be completed.

The goal of the sessions were to:

- Identify and validate the designs that support the data conversion, including:
 - Data sources, mapping, and conversion rules
 - Data collection and cleansing
 - Business requirements
- Review by Conversion Activity (e.g. HR – Person) all associated design documents, issues, requirements, decisions, and to inform the updates needed.
- Resolve identified and documented issues/requirements/gaps with the Pilot locations to ensure the conversion design meets Pilot location business requirements.
- Provide all Pilot locations with information needed to review the conversion designs and assess that the business requirements have been captured appropriately in the designs.

Areas covered:

- Human Resources (HR) - Person, Person Profile, Person Checklist, Job, Position, Identification, and Contract pay.
- Benefits (BN) – Dependents, Eligibility, Health, FSA, Disability, Life, Retirement and Savings
- Payroll (PY) – Tax Data, Direct Deposit, Balances, Additional Pay, General Deductions, Garnishments and Retirement Offset
- Absence Management (AM) – Leave Balances, e.t.c
- General Ledger (GL) – Chartfields/Chartstrings, Department Budget, Budget Data and Work Study

Milestones:

The initial conversion of Person, Position and Job was completed on June 30, 2016. We are currently reviewing the data and will perform the data cleanup starting September 2016. This exercise will continue until we go live in August 2017.

The Payroll Office will perform the bulk of the cleanup but we will also ask the departments to assist in areas we're not able to resolve.

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➤ Appointment/Distribution Data Fields

DOS CODES WITH RATE x TIME (e.g. REG, HSR)		
Field Description	Monthly	Biweekly
Appt Pay Schedule	MO	BW
Appt F/V	F	V
Appt Time Code	R	Z
Appt Rate Code	A	H
Appt Pay Rate	\$41,652.00	\$19.9500
Distribution Pay Rate	\$3,471.00	\$19.9500
BY-AGREEMENT DOS CODES (e.g. BYA, STP, SAS)		
Field Description	Monthly	Biweekly
Appt Pay Schedule	MO	BW
Appt F/V	F	F
Appt Time Code	R	R
Appt Rate Code	B	B
Appt Pay Rate	\$500.00	\$230.77
Distribution Pay Rate	\$500.00	\$230.77

- **Clean up salary grades and steps:** If no grade or step is found in PPS, no grade or step will be converted into PeopleSoft. Without a grade or step in PeopleSoft, the system will not be able to validate and flag errors when employees are not within grade or not on step.
- **Home Addresses:** Ensure that home addresses in the IADD screen are complete.
- **Home Phone:** Home phone number needs to be corrected to reflect full 10 digit phone numbers instead of 7 digit phone numbers.
- **Non-Citizen Visa Holders:** Ensure all non-resident aliens have valid visa types/dates and valid countries of residency.