

Departmental Menus

EDB Inquiry (IDDB) Departmental Menu

IALN	Alien Information	IHRS	Hrs on Pay Status
IAPP	Appt / Distribution	IHR2	Hrs Toward Eligibility
IAPT	Appt / Distrib Cmpct	IINS	Insurance - Department
IAPS	Appointment Summary	ILSC	Layoff Seniority Credit
IDED	Deductions - Dept	ILAH	Leave Accrual History
IBAL	Dollars Information	ILCD	License/Certificate
IADD	Employee Address	IMEM	Membership Data
IFBD	Future Benefits - Dept	IPER	Personal Data
IGEN	General Information 1	IRET	Retire/Savings-Dept
IGNL	General Information 2	ISSP	Senior Leadership Info
IUCI	UniversityContrib Ind	ITAX	Tax Info – Department
Other Inquiries:			
IPAY	PAR Inquiry Menu	IADD	Employee Address Data

1

EDB Entry/Update (EDDB) Departmental Menu

BUND	Departmental Bundle	EPD1	Emp Personal Data 1
EACD	Academic Service	EPD2	Emp Personal Data 2
EVSA	Alien Info – Dept	EHON	Honors Data
EAPC	Appt / Distrib Condensed	ELOF	Layoff Data
EAPP	Appt / Distribution	ELVE	Leave of Absence Data
EAWD	Awards Data	ELIC	License/Certificate Data
EBCC	Background Check	EPER	Personnel-Misc
ECHK	Pay Disposition	ERTR	Retirement Info – Dept
EDES	Data Element Selection	ESEP	Separation
EADD	Employee Address Data	EW4S	Tax Info – Department
EEID	Employee Identification	WHO	Employee Browse

2

EDB Entry/Update (BUND) Departmental Bundle Menu

ADDL	Additional Employment	RHNC	Rehire–Non-Citizen
APDT	Appt / Distrib Change	SEPR	Separation
CCAR	Casual to Career Stat. Chg	VISA	Visa Change
INCR	Increase Six Mo/Cas/Equity	RFPM	Res/Fellows Bundle
LEAV	Leave of Absence	STRT	Start Program
MERT	Merit Increase		
HIRE	New Hire		
HRNC	New Hire – Non-Citizen		
PROM	Promotion/Demotion/Title		
RECL	Reclassification		
RHIR	Rehire		

3

NEW HIRE Function Flow

- EEID** Employee Identification
- EPER** Personnel Miscellaneous
- ERTR** Retirement Info (*Press F11 and skip this screen*)
- EAPP** Appointments / Distribution

Appointments

- The cursor is positioned in the *Next Function* field at the bottom of the screen.
- Press the Tab key to go to the command line with the arrow [====>].
- Enter the special command **ADD 10** to establish an appointment number and press Enter.
- If more appointments are needed, return to the command line and enter **ADD A**. The system assigns the next available appointment number.

Distributions (up to 8 per appointment)

- At the command line, after the arrow [====>] enter the command: **ADD D** and press Enter.
- Enter a Full Accounting Unit (FAU) and a percent to apply to the FAU.
- The sum of the distributions should not exceed the related appointment percentage.

- EPD1** Employee Personal Data 1
- EPD2** Employee Personal Data 2
- EADD** Employee Address Data
- EW4S** Tax Info – Department
- ECHK** Pay Disposition
- CLUP** Campus Locator System

Complete the New Hire

Press F5 – No records are added or changed until you press F5. This begins a major edit and checks for data consistency. If you have an error, please go to the *OLPPS New Hire Field and Screen Reference* for help in making the correction: <http://acctg.ucsf.edu/payroll/references/index.htm>

When you fix an error, Press F6 and the system displays the next error. When all errors are addressed the system directs you to:

Post Authorization Notification (PAN) Comments – Add comments to document the new hire, in accordance with your department's rules.

Main Menu

```

UCMNU0-M1325      Online Applications (MMNU)      Userid:
Main Menu

---- Employee Data Base ----
IEDB  Central Inquiry
IDDB  Departmental Inquiry
EEDB  Central Entry/Update
EEDB  Dept'l Entry/Update
IDOC  Employee Documents
IVER  Verification
--- Payroll Audit Record ---
IPAR  Central Inquiry
IPAY  Departmental Inquiry
--- History Data Base ----
IHDB  Inquiry/Update
IHIS  Personal History
IHHR  History Documents
IHXX  Tax History

----- PAN Subsystem -----
PSRV  PAN Services Menu
-- Payroll Time Reporting --
ETHF  THF Entry/Update
IDTC  Dept Time Collect
EDAT  Dept Adj Trans
----- Abeyance Data Base ----
SPCL  Special Process
----- CSER Subsystem -----
EFCR  Encumbrance Entry
--- System Administration ---
UCSA  Entry/Update
----- UCSF Subsystems ----
UCSF  AFP,CLS,DEP & Others

Next Func:  ID:  Name:  SSN:

===>
F:  1-Help          4-Print
F:                               12-Exit

Ready          Running          ESC  APR  MARFIELD  L3TOTALY  OVR:  CAP  NUM  W  20,41
    
```

Navigation

- Use the Menus to navigate the system. Press the Tab or arrow keys to position the cursor & press Enter. Continue to make selections until you find the Function you want.
- To navigate directly, enter a Function in *Next Func* at the bottom of screen. This takes you directly to the desired Function or Menu. Press F9 to go to the *Next Func* field.
- If you enter a partial Employee ID, Name or SSN, the system displays a list of employees starting with that value. Place the cursor on the field to the left of the employee whose record you wish to select and press Enter to select it. The system takes you to that Function for the selected employee.

```

PPH00-1842      EDB Inquiry (WHO)      08/11/09 10:21:04
Employee Browse      Userid: SF389346

ENTERED: ID:      Name: MARAS
ID      Name      Emp Stat:  Dept
- 020019154  MARAS,BETH FOSTER      A      PROGRAMS & SVCS
- 025262429  MARASIGAN,VANESSIA B  S      NC: 1/P GENMED
- 025262569  MARAVILLA,CESAR Z      A      NC: PED MEDICN
- 025262601  MARAVILLA,FILIPINAS G  S      HZ: NUTR & DIET
- 026115931  MARBACH,ROSEMARY      A      MED-ADMIN
- 025262961  MARBURY,CAROLE A      A      S/H DEAN SF6H
- 025263427  MARCAL,MARLENE        A      S/H MICROBIOLOG
- 025263708  MARCAND,ROSA          S      OB/GYN GYN DIV
- 025264300  MARCELLANO,ANDREA     A      MED-GCRC-SITE
- 025264508  MARCELO,ROLAND D      A      CE NC-1/P PED
- 025264565  MARCENARO,ERIK M      S      NC: 1/P NEURDSU
- 025264730  MARCH,VESTA C          A      S/H RADIOLOGY
- 027279033  MARCAND,DEANNA J      S      NC: 1/P INTNSV
- 025265063  MARCHI,JANICE C       S      NC: 1/P MEDICI
- 025265109  MARCHI,KRISTEN        A      S/H DFCH

Next Func: EADD      Name: MARAS      SSN:

===>
F:  1-Help          3-PrevMenu  4-Print
F:  7-Backward     8-Forward   9-Junp
                                12-Exit
    
```

FULL ACCOUNTING UNIT

UCSF identifies accounting activities by the Full Accounting Unit (FAU). Each segment of the FAU has significance for the General Ledger, audit and / or reporting purposes at UCSF. All of the account key segments combine to form a single FAU.

Use WebLinks to verify your DPA, Fund, DPA/Fund combination, and Program code before you start your New Hire bundle. *OLPPS rejects the entry if LOC, DPA, Fund, Program, Sub plus the DPA/Fund combination are not valid.*

Not every segment of the FAU is displayed on every screen. The system automatically defaults values for certain segments when it makes sense for efficiency and accuracy purposes.

LOC (1) - Enter **2** for the San Francisco location.

DPA (6) - The Department Account identifies the "owner" of the payroll expense.

FUND (5) - The source of the money. It could be the general fund, a contract or grant, or a dept. discretionary fund.

PROG (5)- Program is an optional code used to track expenditures for specific departmental projects or activities.

SUB (1) - Enter **0, 1 or 2** for the sub account.
0 – Academic
1 – Staff
2 – General Assistance (Hourly)

➔ A few other pointers:

- DEPT (6) - This field displays when you enter Appointments. The DEPT is system-derived from the value entered in the DPA field. Many DPAs may be defined for a single DEPT.
- NCA - Also known as the "natural class account," the system automatically supplies this value for PR transactions. The NCA defines the kind of expense, revenue or balance sheet account for General Ledger purposes.
- Distribution Number: The Distribution number identifies each account distribution associated with a given Appointment. Appointments are numbered 10, 20, 30 etc., and Distributions are numbered 11-19, 21-29, etc., assigning them to an Appointment.
- Funds for contracts and grants will always have a fund year. The fund year is derived by the date of the PR expense – do not enter a value for fund year.

If you have any questions, contact your departmental financial administrator.

RESOURCES:

Controller's Office Website
<http://www.acctg.ucsf.edu/>

On-line Payroll Personnel System (OLPPS) Job Aids
<http://acctg.ucsf.edu/payroll/references/index.htm>

UC Benefits & Welfare
<http://atyourservice.ucop.edu/>

Important Forms and Manuals
<http://acctg.ucsf.edu/payroll/forms/index.htm>

Payroll Forms, Publications & Worksheets Reference
http://acctg.ucsf.edu/payroll/customer_service/Forms_Publications_Reference_Guide.pdf

New Hire Packet and Resources
http://acctg.ucsf.edu/payroll/payroll_nav.gif

CONTACTS: <http://acctg.ucsf.edu/payroll/contacts/index.htm>

Payroll Hotline (415) 476-3836

Fax..... (415) 502-1445

Email..... Payroll@ucsf.edu

Payroll Processing

Email..... PayrollProcessing@ucsf.edu

Efax (415) 920-2513

Payroll Benefits

Email..... PayrollBenefits@ucsf.edu

Efax (415) 920-2512

Payroll Customer Service

Email..... PayrollCustService@ucsf.edu

Efax (415) 920-2514



Published by
UCSF Controller's Office
Disbursements – Payroll

To request additional copies, please contact the Payroll Hotline (415) 476-3836

The University of California, San Francisco, CA 94143-9000
Copyright © 2009, The Regents of the University of California.
All rights reserved.

September 30, 2009

OLPPS QUICK REFERENCE



FOR PAYROLL PROCESSORS & HR ADMINISTRATORS

UCSF

University of California
San Francisco