

University of California, San Francisco  
Accounting Office - Box 0812  
December 2, 2003

To : Campus Payroll Processors  
From : Campus Payroll  
Re : 2004 Schedule for OLPPS

Attached is the 2004 Schedule for on-line processing of payroll/personnel actions. Also included is helpful "Notes and Tips" which can assist you in answering some of your questions in the areas of systems updates, monthly maintenance, for January 2004 through January 2005 holidays.

As always your support in achieving our common goal of providing an accurate and timely payroll is appreciated.

Please direct any questions to the Payroll Office at 476-8427.

Lea Ann Fujita  
Payroll Operations Supervisor

# **SCHEDULE FOR UPDATING EDB ON-LINE**

## **JANUARY – DECEMBER 2004**

### **Notes and Tip for On-Line Processing Schedules**

- One day after the compute process, the IPAY screens are updated with pay activity for the payday specified in the “Payday” column (see column labeled “Last Day to Enter Changes or New Hires for Sub-0/1).
- Monthly Maintenance process (MM) occurs on this date. Appointments and distributions with end dates equal to or less than the previous month are purged from the Employee Database, Personnel Status Reports and Distribution of Payroll Expense Reports are generated in the process.
- **Holidays 2004**  
January 1, 19  
February 16  
March 26  
May 31  
July 5  
September 6  
November 11,25, 26  
December 23, 24, 30, 31
- **Holidays 2005**  
January 17
- The cutoff for new hires paid from Sub –2 is two days earlier than employees paid from Sub-1 to allow for time needed to batch and keypunch Time Reporting Documents.
- For Sub-2 new hires entered after the last day to update Prelisted Time Sheets, you must complete a Payroll Time Reporting Adjustment Worksheet (UPAY-644D-2) in order for the employee to be paid.
- If Distribution Line changes are entered for Sub-2 employees after the Prelisted Time Sheets are produced, use the Payroll Additional Pay Time Reporting Worksheet (UPAY 644C-2) to pay the employee instead of the Prelists.

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<b>Cycle</b>	<b>Pay Period</b>	<b>Last day to update the EDB for SUB-2 Prelisted Time Sheets</b>	<b>Deadline for all Time Reporting Documents for all SUBs @ 11AM</b>	<b>Last day to enter a SUB-2 New Hire @ 11AM</b>	<b>Last day to enter Changes or New Hires- SUB 0/1 *</b>	<b>Payday</b>
<b>**B2</b>	12/07/03 - 12/20/03	12/15/03	12/18/03	12/18/03	12/22/03	12/30/03
<b>**MO</b>	12/01/03 - 12/31/03	12/15/03	12/22/03	12/22/03	12/26/03 <b>MM</b>	01/01/04
<b>**XX</b>	01/01/04 - 01/31/04		12/29/03	12/29/03	01/02/04	01/07/04
<b>BW</b>	12/21/03 - 01/03/04	12/29/03	01/06/04	01/06/04	01/08/04	01/14/04
<b>BW</b>	01/04/04 - 01/17/04	01/13/04	01/20/04	01/20/04	01/22/04	01/28/04
<b>MO</b>	01/01/04 - 01/31/04	01/14/04	01/22/04	01/22/04	01/26/04 <b>MM</b>	01/30/04
<b>BW</b>	01/18/04 - 01/31/04	01/28/04	02/03/04	02/03/04	02/05/04	02/11/04
<b>XX</b>	02/01/04 - 02/29/04		02/10/04	02/10/04	02/12/04	02/18/04
<b>BW</b>	02/01/04 - 02/14/04	02/10/04	02/17/04	02/17/04	02/19/04	02/25/04
<b>MO</b>	02/01/04 - 02/29/04	02/12/04	02/20/04	02/20/04	02/24/04	03/01/04
<b>BW</b>	02/15/04- 02/28/04	2/25/2004	03/02/04	03/02/04	03/04/04 <b>MM</b>	03/10/04
<b>XX</b>	03/01/04 - 03/31/04		03/10/04	03/10/04	03/12/04	03/17/04
<b>BW</b>	02/29/04 - 03/13/04	03/10/04	03/16/04	03/16/04	03/18/04	03/24/04
<b>MO</b>	03/01/04 - 03/31/04	03/16/04	03/23/04	03/23/04	03/25/04	04/01/04
<b>BW</b>	03/14/04 - 03/27/04	03/23/04	03/30/04	03/30/04	04/01/04 <b>MM</b>	04/07/04

NOTE: All time reporting documents are due at 11:00AM at MUG-25 OR at 2:00PM if hand delivered directly to Payroll, MCB 425

**\*\* Checkdates are from the 2003 Schedule**

**SCHEDULE FOR UPDATING EDB ON-LINE -- JANUARY 2004 - DECEMBER 2004**

<b>Cycle</b>	<b>Pay Period</b>	<b>Last day to update the EDB for SUB-2 Prelisted Time Sheets</b>	<b>Deadline for all Time Reporting Documents for all SUBs @ 11AM</b>	<b>Last day to enter a SUB-2 New Hire @ 11AM</b>	<b>Last day to enter Changes or New Hires- SUB 0/1 *</b>	<b>Payday</b>
<b>XX</b>	04/01/04 - 04/30/04		04/07/04	04/07/04	04/09/04	04/14/04
<b>BW</b>	03/28/04 - 04/10/04	04/07/04	04/13/04	04/13/04	04/15/04	04/21/04
<b>MO</b>	04/01/04 - 04/30/04	04/15/04	04/22/04	04/22/04	04/26/04	04/30/04
<b>BW</b>	04/11/04 - 04/24/04	04/21/04	04/27/04	04/27/04	04/29/04 <b>MM</b>	05/05/04
<b>XX</b>	05/01/04 - 05/31/04		05/05/04	05/05/04	05/07/04	05/12/04
<b>BW</b>	04/25/04 - 05/08/04	05/05/04	05/11/04	05/11/04	05/13/04	05/19/04
<b>MO</b>	05/01/04 - 05/31/04	05/14/04	05/21/04	05/21/04	05/25/04	06/01/04
<b>BW</b>	05/09/04 - 05/22/04	05/18/04	05/24/04	05/24/04	05/26/04 <b>MM</b>	06/02/04
<b>XX</b>	06/01/04 - 06/30/04		06/02/04	06/02/04	06/04/04	06/09/04
<b>BW</b>	05/23/04 - 06/05/04	06/02/04	06/08/04	06/08/04	06/10/04	06/16/04
<b>BW</b>	06/06/04 - 06/19/04	06/16/04	06/22/04	06/22/04	06/24/04	06/30/04
<b>MO</b>	06/01/04 - 06/30/04	06/16/04	06/23/04	06/23/04	06/25/04 <b>MM</b>	07/01/04

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**SCHEDULE FOR UPDATING EDB ON-LINE -- JANUARY 2004 - DECEMBER 2004**

<b>Cycle</b>	<b>Pay Period</b>	<b>Last Day To Update The EDB For Sub-2 Prelisted Time Sheets</b>	<b>Deadline For All Time Reporting Documents For All Subs @11AM</b>	<b>Last day to enter a SUB-2 New Hire @ 11AM</b>	<b>Last day to enter Changes or New Hires- SUB 0/1 *</b>	<b>Payday</b>
<b>XX</b>	07/01/04 - 07/31/04		06/29/04	06/29/04	07/01/04	07/07/04
<b>BW</b>	06/20/04 - 07/03/04	06/29/04	07/06/04	07/06/04	07/08/04	07/14/04
<b>XX</b>	07/01/04 - 07/30/04		07/13/04	07/13/04	07/15/04	07/21/04
<b>BW</b>	07/04/04 - 07/17/04	07/14/04	07/20/04	07/20/04	07/22/04	07/28/04
<b>MO</b>	07/01/04 - 07/31/04	07/15/04	07/22/04	07/22/04	07/26/04	07/30/04
<b>BW</b>	07/18/04 - 07/31/04	07/28/04	08/03/04	08/03/04	08/05/04 <b>MM</b>	08/11/04
<b>XX</b>	08/01/04 - 08/31/04		08/11/04	08/11/04	08/13/04	08/18/04
<b>BW</b>	08/01/04 - 08/14/04	08/11/04	08/17/04	08/17/04	08/19/04	08/25/04
<b>MO</b>	08/01/04 - 08/31/04	08/17/04	08/24/04	08/24/04	08/26/04	09/01/04
<b>BW</b>	08/15/04 - 08/28/04	08/24/04	08/30/04	08/30/04	09/01/04 <b>MM</b>	09/08/04
<b>XX</b>	09/01/04 - 09/30/04		09/08/04	09/08/04	09/10/04	09/15/04
<b>BW</b>	08/29/04 - 09/11/04	9/08/04	09/14/04	09/14/04	09/16/04	09/22/04
<b>MO</b>	09/01/04 - 09/30/04	09/16/04	09/23/04	09/23/04	09/27/04	10/01/04
<b>BW</b>	09/12/04 - 09/25/04	09/22/04	09/28/04	09/28/04	09/30/04 <b>MM</b>	10/06/04

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<b>XX</b>	10/01/04 - 10/31/04		10/05/04	10/05/04	10/07/04	10/13/04
<b>BW</b>	09/26/04 - 10/09/04	10/05/04	10/12/04	10/12/04	10/14/04	10/20/04
<b>MO</b>	10/01/04 - 10/31/04	10/15/04	10/22/04	10/22/04	10/26/04	11/01/04
<b>BW</b>	10/10/04 - 10/23/04	10/20/04	10/26/04	10/26/04	10/28/04 <b>MM</b>	11/03/04
<b>XX</b>	11/01/04 - 11/30/04		11/03/04	11/03/04	11/05/04	11/10/04
<b>BW</b>	10/24/04 - 11/06/04	11/02/04	11/08/04	11/08/04	11/10/04	11/17/04
<b>MO</b>	11/01/04 - 11/30/04	11/10/04	11/18/04	11/18/04	11/22/04	12/01/04
<b>BW</b>	11/07/04 - 11/20/04	11/15/04	11/19/04	11/19/04	11/23/04 <b>MM</b>	12/01/04
<b>XX</b>	12/01/03 - 12/31/04		12/01/04	12/01/04	12/03/04	12/08/04
<b>BW</b>	11/21/04 - 12/04/04	12/01/04	12/07/04	12/07/04	12/09/04	12/15/04
<b>BW</b>	12/05/04 - 12/18/04	12/13/04	12/17/04	12/17/04	12/21/04	12/29/04
<b>MO</b>	12/01/04 - 12/31/04	12/15/04	12/22/04	12/22/04	12/28/04 <b>MM</b>	01/01/05
<b>XX</b>	01/01/05 - 01/31/05		12/27/04	12/27/04	12/29/04	01/05/05

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