

University of California – Online Payroll / Personnel System

WEB PAN Application

1. PAN Reviewer Categories

There are three categories of PAN Reviewers who receive PAN email notification on an action:

- Mandatory Reviewer (Must review the PAN notification)
- Non-Mandatory Reviewer
- Additional Reviewer: Added by the preparer for a specific PAN.

Mandatory and Non-Mandatory PAN Reviewers receive an email PAN notification with Online WEB PAN URL. The message on the PAN notification displays as below:

Mandatory Reviewer Notification:

You are a mandatory reviewer for this Post Authorization Notification. You may review this notification by logging in to the Payroll/Personnel system website at <https://prod.ucop.edu/pp2cgi/ucdb2www/ppslogon.d2w/main> and accessing your PAN inbox.

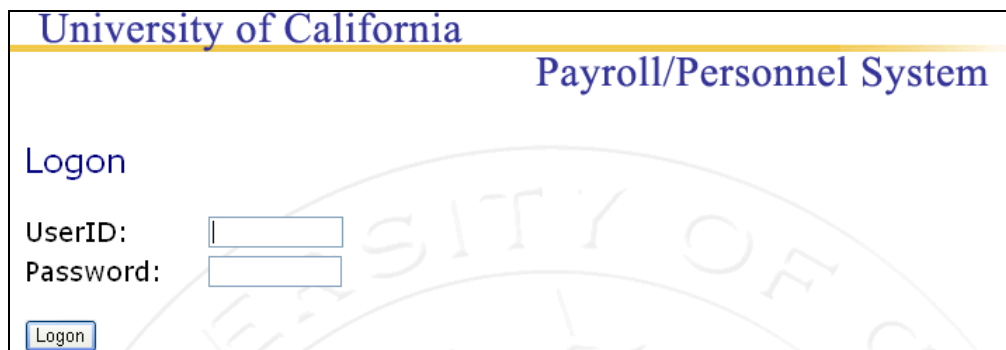
Non-Mandatory Reviewer Notification:

You are a non-mandatory reviewer for this Post Authorization Notification. You may review this notification by logging in to the Payroll/Personnel system website at <https://prod.ucop.edu/pp2cgi/ucdb2www/ppslogon.d2w/main> and accessing your PAN inbox

Additional PAN Reviewers receive an email notification with full content of PAN.

2. Online WEB PAN Application

- a. Access to website: <https://prod.ucop.edu/pp2cgi/ucdb2www/ppslogon.d2w/main>
- b. Login with the CICS OLPPS User ID and Password.



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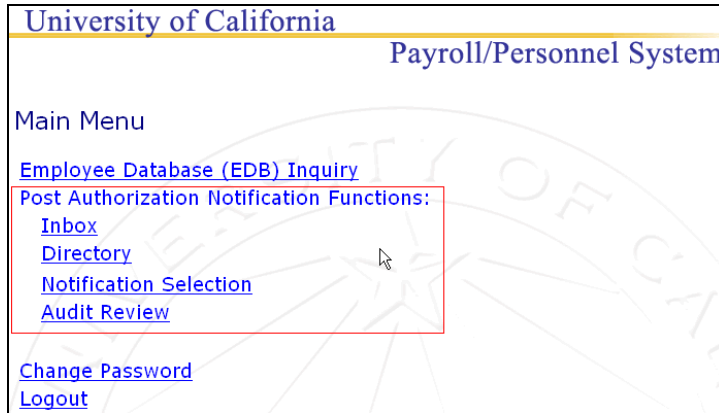
Logon

UserID:

Password:

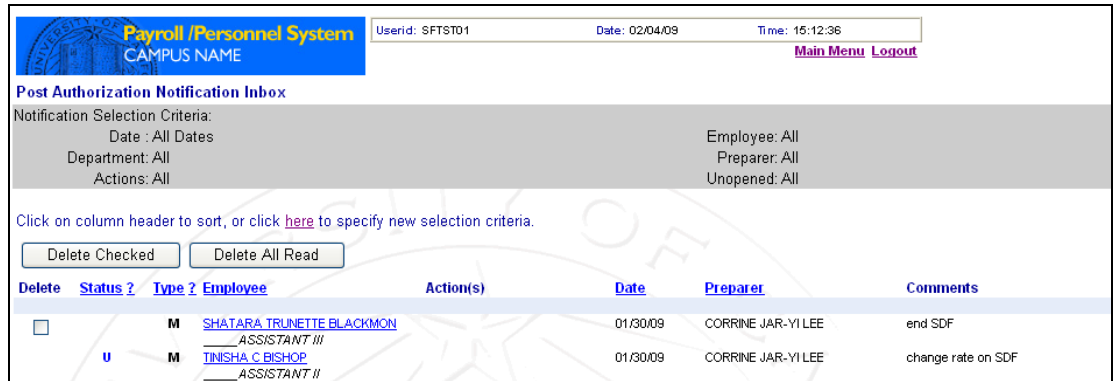
Logon

- c. WEB PAN Main Menu displays with four options (Inbox, Directory, Notification Selection and Audit Review):



i. INBOX

INBOX: PAN Reviewers’ own PAN Notification.



Click on “?” to displays the definition for the identifier for “Status” and “Type”:



Note: If a user is a mandatory reviewer, the PAN can not be deleted until the PAN is being reviewed. The Delete box only displays after the PAN is being reviewed.




To Search a PAN with selection criteria from the INBOX, click the word “here” in INBOX. Identify the specific information and click “submit” to search on the search screen.

Post Authorization Notification Selection

Show: All Notifications
 All EDB Updates
 All Time Reporting
 01 - New Hire
02 - Rehire
07 - Leave with pay
08 - Leave without pay

Use the CTRL-key(Windows) or Command-key (Mac) to select multiple items. You may select up to five items.

Within: All Dates
 From: July 1 2008 To: February 4 2009

Employee Department:
Employee ID:
Preparer User ID: 

Unopened: All

To forward a PAN to another person or reviewer, type in a reviewer’s OLPPS User ID or the email address on the “Forward To” field at the bottom of the PAN notification and click “Send”. To search an existing PAN reviewer’s userid, click “Directory”.

<< Return to Inbox Delete >> Add Comment Forward To: Send 

ii. DIRECTORY

Click “Directory” on the Main Menu.

Post Authorization Notification Functions:
[Inbox](#)
[Directory](#)
[Notification Selection](#)
[Audit Review](#)

The full list of existing PAN Reviewer displays. Users may search reviewers by Name (using Last Name), UserID or Department (using Dept Code) and click “Search” button.

Post Authorization Notification UserID Directory

Search By: Starting With:

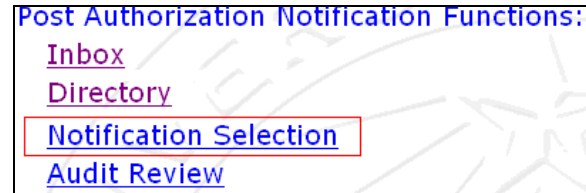
Name
 UserID
 Department

iii. NOTIFICATION SELECTION

Users may search PAN by Type, Date and Department/Employee ID/Preparer ID / Reviewer ID.

Due to security level, only the records that the users are authorized to view display on the search result list. Please identify specific detail information for searching.

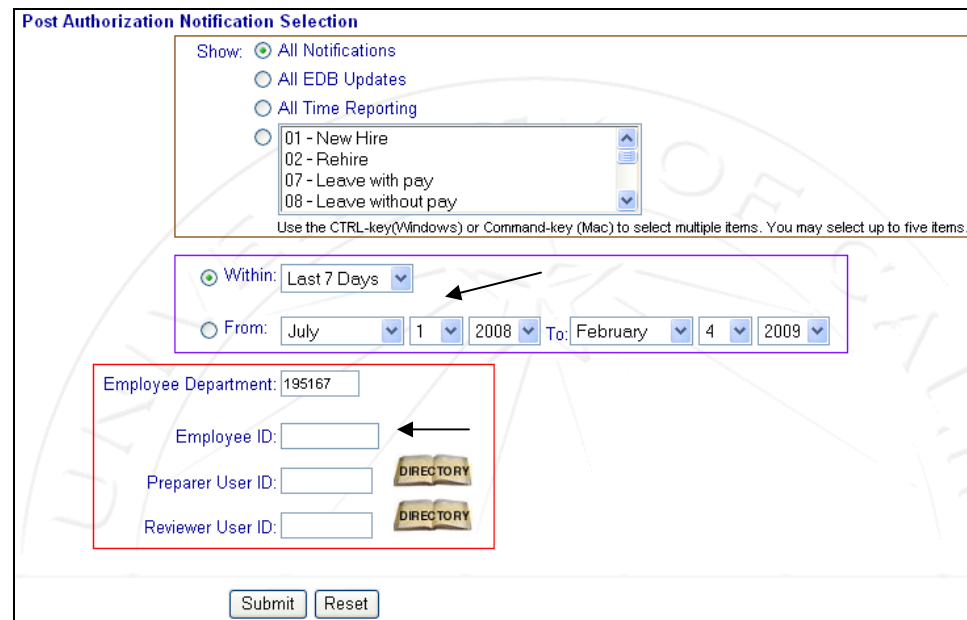
Click “Notification Selection” from the Main Menu.



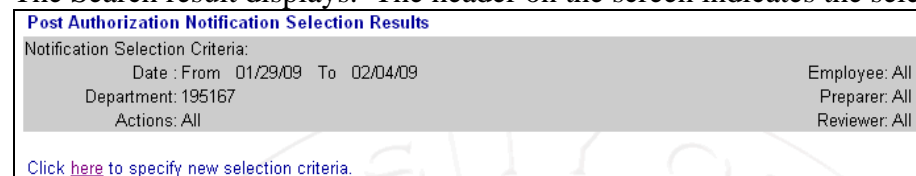
To search:

- Select a notification type (by default: All Notification being selected)
- Select a “Within” Dates (Current Date, 7 Days, or Month) or identify the date range
- Identify the Employee Department (DeptCode), Employee ID, Preparer ID or Reviewer User ID.
- Click “Submit” button.

Note: PAN is available for six months only.



The Search result displays. The header on the screen indicates the selection criteria.



iv. AUDIT REVIEW

Note: The Audit Review function is to review the Mandatory Reviewer PAN Review status by Mandatory Reviewer User ID or by Department.

Click on “Audit Review” on Main Menu.

To search on Audit Review:

- Enter a Mandatory Reviewer User ID or Department Code
- Select a Date Range (From...To...)

Note: PAN is available for six months only.

The search result displays.

Due to security level, only the records that the users are authorized to view display on the search result list. Please identify specific detail information for searching.

On the search result, it indicates the PAN Review Status, Transaction Date, Date Reviewed and the Days Unread in Queue for Audit Review.

Status ?	Type ?	Mandatory Reviewer	Employee	Action(s)	Transaction Date	Date Reviewed	Days Unread in Queue
M	SF	SFTST01	ASSISTANT III		01/30/09	02/02/09	3
U	M	SF SFTST01	ASSISTANT II		01/30/09		5
U	M	SF SFTST01	ANALYST IV		01/30/09		5
U	M	SF SFTST01	ASSISTANT I		01/30/09		5
U	M	SF SFTST01	ASSISTANT I		01/30/09		5
U	M	SF SFTST01	ASSISTANT II		01/30/09		5
U	M	SF SFTST01	ASSISTANT I		01/30/09		5
M	SF	SFTST01	ASSISTANT II		01/30/09	02/04/09	5
U	M	SF SFTST01	ASSISTANT II		01/30/09		5
U	M	SF SFTST01	ASSISTANT III		01/30/09		5