

## TIMEKEEPING: TIME REPORTING TO PAYROLL

### I. REFERENCES & RELATED POLICIES\*

- A. Systemwide Business and Finance Bulletin (BFB)
  - IA-101 Internal Control Standards Departmental Payrolls
- B. University of California Accounting Manual
  - P-196-13 Payroll: Attendance, Time Reporting, and Leave Accrual Records
- C. Academic Personnel Manual (APM)
  - 710 Sick Leave
  - 730 Vacation
- D. UCSD Payroll/Personnel System User-s Guide
- E. UCSD Policy and Procedure Manual (PPM)
  - 150-66 Personnel Activity Report System
  - 395-4.1 Timekeeping: Attendance Records
  - 395-4.3 Timekeeping: Review of Charges
  - 480-20 Records Disposition Schedules
- F. Hospital Instruction Manual
  - HU-109.5 Administrative Overtime Control Policies
  - HU-783-1A Overtime Timekeeping Procedures
  - HU-786-1A Time Clock: Time Card Procedures
  - HU-786-2A Employee Departmental Attendance Record (EDAR)
- G. Online Timekeeping Training Manual - <http://www-bfs.ucsd.edu/pay/timet.htm>

\*See PPM 395-4.1 for other references and related policies.

### II. BACKGROUND

Under the present payroll system, employees are compensated for time worked in two ways:

1. For ASalary Roll® employees who are exception time reported (Subaccount 0 or 1), payments are made automatically each pay period based upon the most recent personnel action form. A *Payroll Time Record* is necessary for ASalary Roll® employees only to pay overtime; to reduce the amount of payment due to absences without salary; to report compensatory time earned, used or paid; and/or to report leave activity.
2. For AGeneral Assistance® employees who are positive time reported (Subaccount 2), a PTR must be submitted in order to initiate a pay check, as well as to report on-call time, overtime, compensatory time, and/or absences.

### III. PROCEDURES

#### A. On-Line Payroll Time Reporting System (OLPTRS) General

1. PPS Data Base and Extraction

All of the data used and populated in the Online Timekeeping system is an extraction of the Payroll Personnel System (PPS) employee database. The PPS database is maintained and updated by authorized departmental PPS preparers. It is the responsibility of the employee-s Home or Authorized Department to maintain accurate information regarding the employee-s employment status and any changes thereto in the PPS employee database.

Prior to each pay period a PPS data extraction will be executed to populate the Online Timekeeping with the pertinent data for the pay period. A production calendar providing pay period schedules and deadlines is available for you to view on the Online Timekeeping website located at:  
[www-bfs.ucsd.edu/pay/timehm.htm](http://www-bfs.ucsd.edu/pay/timehm.htm)

2. Security and System Access

To use the system a user must have completed the formal On-Line Timekeeping training class, completed and submitted the **Online Payroll Time Record (OLPTR) Department Unit Delegation of Update Usage and Review** form (*Exhibit A*) and be an active authorized timekeeper.

All timekeepers are assigned valid timekeeper code(s) for which they have been delegated the responsibility by their department. All employees working at UCSD must have a valid timekeeper code, which is assigned by Payroll and maintained in PPS by the employee-s home department. Access to the employee-s time record will only be granted to the employee-s timekeeper. If a user is not the employee-s timekeeper, the system will allow you to create a special entry if you meet the following criteria: a) your department is set up in PPS with alternate department access or b) your department is set up in PPS with appointment department access.

3. Maintenance
  - a. Academic Appointees (Salary Roll Subaccount 0) (Account 60000) - The departmental timekeeper maintains the PTR's reporting leave usage *only*. Regular hours are established, adjusted and/or paid automatically each month based upon an approved *Employment Actions* form. Approval authorization signatures are not required since academic effort is certified on the *Payroll Activity Report* form.

- b. Academic Appointees (General Assistance Subbudget 2) - The departmental timekeeper maintains the PTR's reporting variable time regular hours for research effort and/or leave usage. Approval authorization signatures are not required since academic effort is certified on the *Payroll Activity Report* form.
  - c. Staff Salary Roll (Subbudget 1) - The departmental timekeeper maintains the PTR's reporting vacation and sick leave usage as well as all other time to be recorded *except* regular hours. Regular hours are established, adjusted and/or paid automatically each month based upon approved Employment Actions form. At a predetermined date designated by the timekeeper, the employee submits the PTR to the appropriate supervisor, department chair, director or principal investigator for review and approving signature. After approval, the PTR is forwarded to the departmental timekeeper.
  - d. Staff General Assistance (Subbudget 2) - Employees maintain their PTR's reporting on a daily basis the number of hours worked. This is recorded in the daily schedule section (white area) next to regular hours worked, absences, and overtime worked. At a predetermined date designated by the timekeeper, the employee submits the hours on the OLPTR to the appropriate supervisor, department chair, director or principal investigator for review and approving signature. After approval, the PTR or designated media is forwarded to the departmental timekeeper for key entry into the Online Payroll Time Reporting System.
4. Completion
- a. Departmental timekeepers project any time necessary to pay an employee's regular time and/or to record anticipated leave usage. Overtime cannot be projected.
  - b. If an error is discovered in the amount of hours previously reported on the OLPTR, the current pay period OLPTR must reflect the adjustments. For non-students, if a previously used fund source was in error, the correction must be accomplished on a *Payroll Expense Transfer, UPAY 646*, form. For students a report/reverse OLPTR must be submitted.

For Staff General Assistance employees, combined entries of regular hours plus absences (paid or unpaid) must not exceed the total allowable hours for the pay period. The exact number of working hours for each pay period can be found in the Calendar of Monthly Working Hours. <http://www.ucap.edu/humres/policies/calendar.html>

5. Online Payroll Time Record

a. Academic

Departmental timekeepers maintain *Payroll Time Records* for applicable academic appointees as follows. Recording time on a daily basis is not required since academic effort is certified on a *Personnel Activity Report (PAR)* form:

Nine month academic professional appointees (subbudget 0) are paid automatically each pay period based upon the data on the Employee Data Base (EDB) in the Payroll Personnel System (PPS), and they do not accrue leave benefits. Therefore, no PTR is necessary.

Nine month academic research appointees and eleven month academic appointees (subbudget 0) are paid automatically each pay period based upon data on the Employee Data Base (EDB) in the Payroll Personnel System (PPS). The PTR is used only to report leave usage.

Eleven month academic research appointees (subbudget 2) whose time is variable will be paid according to the number of regular hours and/or leave usage reported on the PTR.

b. Staff Salary Roll

Departmental timekeepers maintain *Payroll Time Records*, which are used to report leave usage, overtime, compensatory time earned, used and/or paid, on-call, leave without pay and/or Hospital non-productive time.

c. Staff General Assistance

Employees maintain regular time in hours in daily increments as well as leave usage, overtime, compensatory time earned, used and/or paid, on-call, leave without pay and/or Hospital non-productive time.

Departmental timekeepers project any time necessary to pay an employee and/or to record anticipated leave usage.

Departmental timekeepers summarize the hours to be paid or recorded, review the OLPTR's for correctness and approving signatures, and submit the hours/time on the OLPTR system on the prescribed due date.

6. Payroll Download and Compute

After the deadline, the payroll office will download the information entered by the timekeepers in the OLPTR-s system and run the data into the payroll compute. Once the data is downloaded by payroll, timekeepers will only be able to view the data and not change it. If a change is needed, the timekeeper must contact the appropriate sub desk.

**IV. RESPONSIBILITIES**

**A. Employee**

1. Maintains and submits accurate attendance records for approval by supervisor.
2. Submits approved records to departmental timekeeper.

**B. Departmental Timekeeper**

1. Maintains accurate and timely summaries of attendance records in accordance with established University policies.

2. Reviews computer-generated time sheets and OLPTR system data for accuracy.
3. Submits payroll reporting forms based upon individual's attendance record for departmental approval.
4. Forwards approved delegation forms to payroll on a *timely* basis.
5. Complete the Online Payroll Timekeeping Class.
6. Submits hours/time reported by the prescribed deadline time and date.

**C. Department Administration**

1. Reviews and approves payroll reporting forms.
2. Verifies payment of employees within their department.
3. Maintains accurate information regarding the employee-s employment status and any changes thereto in the PPS employee database.

**D. Payroll**

1. Downloads Data from OLPTR system.
2. Executes approved payroll documents.
3. Provides timekeepers with information regarding deadlines.

**V. ONLINE TIMEKEEPING TRAINING WORKSHOP MANUAL**

The most current copy of the Online Timekeeping Training Workshop is available from the Online Timekeeping Website at the following address:

*<http://www-bfs.ucsd.edu/pay/timet.htm>*

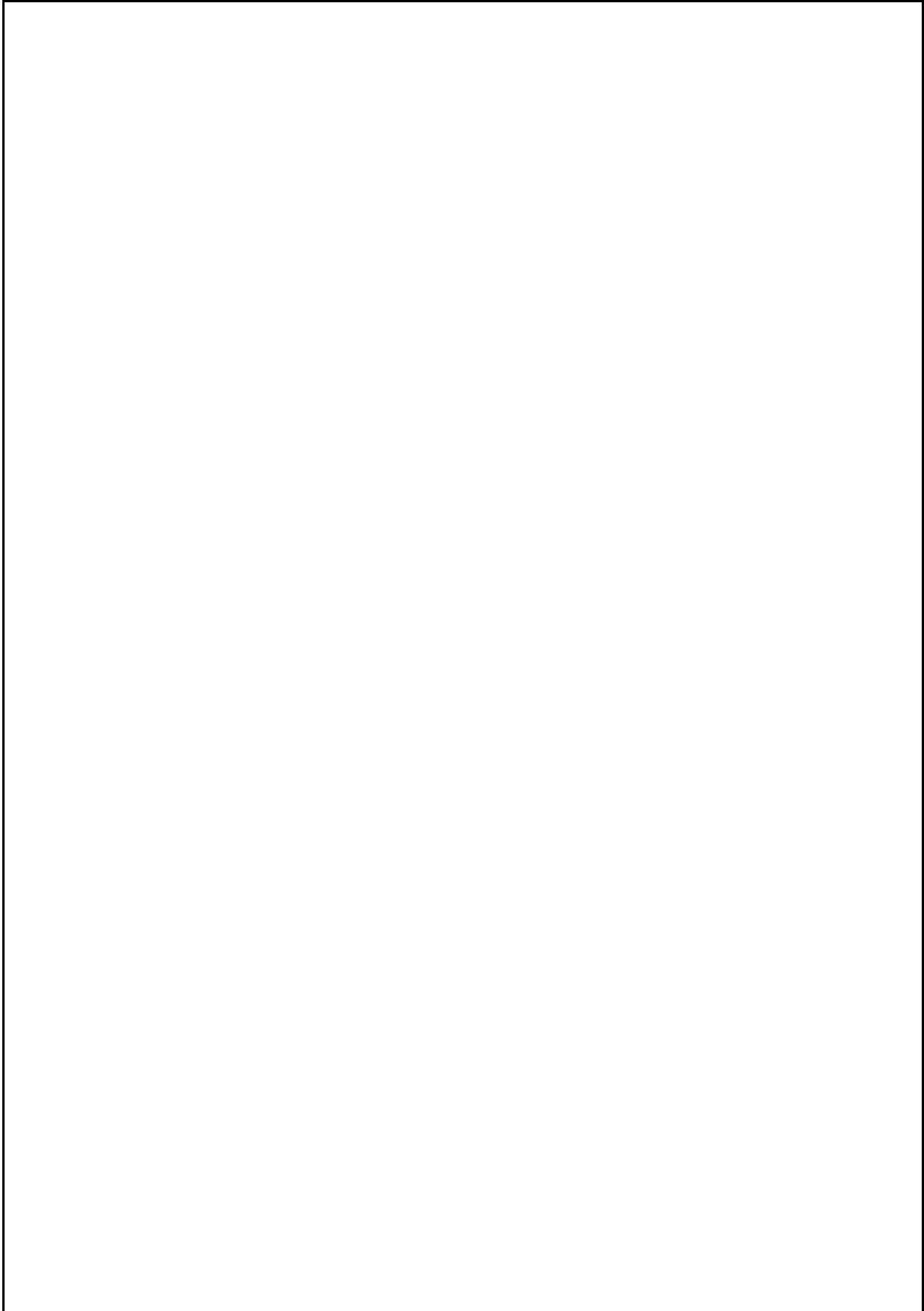
A copy may also be obtained by contacting the UCSD Payroll Training Division.

Issuing Office: Accounting

Effective: 7/1/97  
Supersedes: 6/30/90

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*Exhibit A*

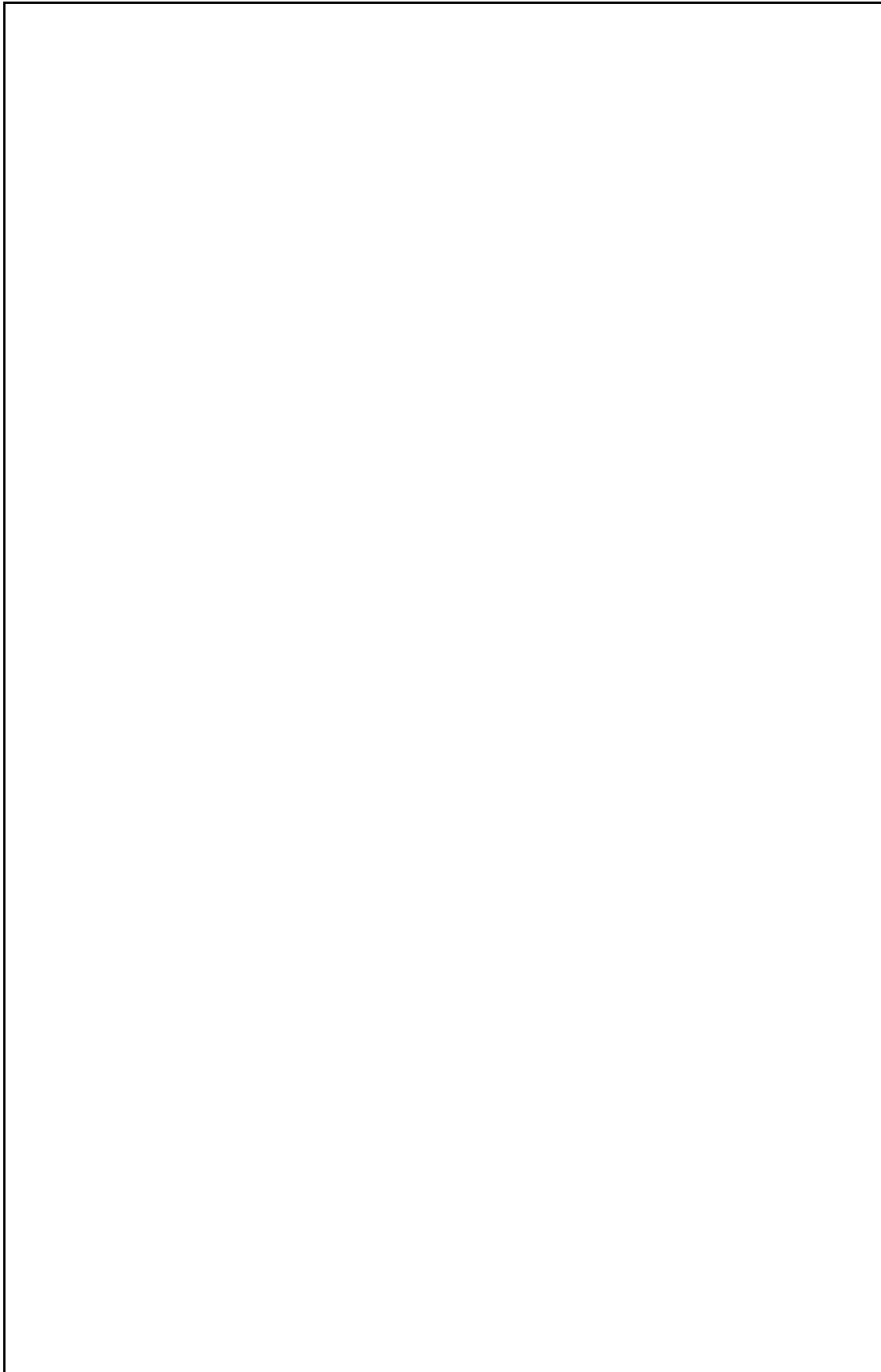


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*Exhibit B*



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