

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

EXHIBIT C-4

DEPARTMENTAL PAN IMPLEMENTATION

System Overview

The Post Authorization Notification (PAN) sub-system of the new Payroll/Personnel System (PPS) is the portion of the program that allows for the distributed processing of payroll actions by providing electronic notification of actions as they are entered. Departmental staff may be assigned two tasks related to the PPS. They may be preparers or reviewers. Preparers use the PPS to update fellow employee's records. Reviewers review the updates made by the preparers. The reviewers use PAN to perform their role by selecting which notifications they wish to review. Notifications generated by PAN can be accessed via the mainframe or via email.

It is important to note that PAN does not provide notifications for all updates to the PPS, but does provide them for all major actions. For example, a notification would be generated for a change in pay rate but is not provided for a change of tax withholding. A key audit point in the system is that if a notification is generated there must be at least one mandatory reviewer. If there is no mandatory reviewer, the PPS will not allow the update to occur. The purpose of this document is to help establish the mandatory reviewers for the department so that you may begin on-line updates once training is completed.

Be aware that not all reviewers need to be mandatory reviewers. If a person will only have occasional need to review actions for non-audit, informational-only purposes, the preparer can direct a notification to them during the update process. Additionally, reviewers have the option of forwarding notifications to other interest persons.

Rules for Mandatory Reviewers

The department should establish mandatory reviewers such that:

- The reviewer is not also a preparer for the same type of updates. If a reviewer must also be a preparer they may not be the only mandatory reviewer.
- A reviewer should not be a subordinate of the preparer.
- Mandatory reviewers must use the mainframe to view their notification

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

PAN REVIEWER WORKSHEET

The attached worksheet should be completed and submitted to establish a mandatory reviewer. If the department requires more than one mandatory reviewer submit separate worksheets for each mandatory reviewer.

PAN allows the reviewer to select notifications based on the classification of the employee being updated, the department affiliation of the employee, the action code used in the update and/or the type of update action. Due to lack of edits on many action codes and the complexity of establishing notification reviewers bases type of update action, departments are strongly encouraged to base mandatory reviews on the combination of the departmental affiliation and the classification of the employee being updated.

The attached worksheet provides a list of the classifications and a space to not the name and code of the departments the reviewer wishes to see notifications for. The classifications work independently of each other. The determination of an employee's classification is made solely on the codes noted below each classification. The following questions/comments may help to determine which classification to choose.

1. Do you wish to review actions based on the employee's personnel program (Academic, Staff, etc.) or student status (Graduate student, Non-student, etc)? If a personnel program limit your selections to classifications to 1 – 10. If a student status use classifications 11 – 14.
2. If the personnel program is important, which programs should be reviewed?
3. If the student status is important, which types of status should be reviewed?
4. If the actions done for employees in the Staff personnel program are to be reviewed, do you want to see actions for all Staff (select #4) or for only Career Staff (select #5) or for only Casual Staff (select #6 or #7)? There is no need to select all four.
5. If the actions done for employees in the Academic personnel program are to be reviewed, do you want to see actions for all Academics (select #8) or for only Ladder Rank Faculty (select #9) or for Post MD (select #10)? There is no need to select all three. Ladder Rank Faculty and Post MD refer to very specific title codes. See the attached list if you are unfamiliar with them.

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

6. PAN does not allow for combinations of classifications. For example, PAN does not allow reviewer to select only non-student academics (a combination of #8 and #11). The reviewer must determine if they wish to see all academics regardless of student status, or no academics.

7. If all action for a department are to be reviewed, regardless of classification, there is no need to select classifications. Just enter the department name and code at item #15