

EMPLOYEE PAYROLL DATA CHANGE REQUEST

SECTION I EMPLOYEE INFORMATION:

I. EMPLOYEE INFORMATION		Requests to extend Limited Term Appointments (LTA) must be approved by ANR Staff Personnel Unit						
Name		Unit Name		Dept. Code #				
UC ID#		Type of Appointment Academic, Career, LTA, Student (career-casual), Contract.		Pay Schedule	<input type="checkbox"/>	BW	<input type="checkbox"/>	MO

- Fill in the requested information.
- The UCD ID # is the employee ID number for the employee that is getting the funding change.
- The Pay Schedule indication is important, it will determine when the PPS entry can be made.

SECTION II APPOINTMENT INFORMATION:

II. APPOINTMENT INFORMATION		If Effective date of change is PRIOR to the current payroll period, please complete a Salary Expense Transfer (SET)								
Current Percentage	<input type="text"/>	%	End Date	<input type="text"/>	<input type="checkbox"/>	No change to Percentage	<input type="checkbox"/>	No change to End Date	<input type="checkbox"/>	Will not be renewed - Separation
<input type="checkbox"/>	Change to Appointment	Description of Change							Contact BOCD Payroll for Separation Instructions	

- This should reflect the current appointment.
- The current percentage should be the balance figure for the distribution percentages: Current and future Pay Periods (PP) should exactly total the percentage listed here.
- If the employee has the duration code of “B” (career but with a budgetary end date) and his/her distributions are being extended beyond the current end date of the appointment, then the appointment also needs to be extended.
- The change in appointment dates would also apply to extending a student, limited term appointment (LTA) or contract employee.

SECTION III PAYROLL DISTRIBUTION CHANGES, A. CURRENT DISTRIBUTION(S):

III. PAYROLL DISTRIBUTION CHANGES		If Effective date of change is PRIOR to the current payroll period, please complete a Salary Expense Transfer (SET)											
A. Current Distribution(s)													
		*SUBG, SUBS, SB05, SB06											
		**Total Distr. % = Appt. %											
Account #	Sub-Acct	*OBJ	Project Code	TC	Job Title	Begin Date	End Date	Distr. %**	FTE Y	DOS	Action to Existing Distribution	New End Date	Note
								%	<input type="checkbox"/>				
								%	<input type="checkbox"/>				

- This should be a listing of the distributions as they currently show in PPS: from the ACCOUNT # column through the DOS column. BOCD Payroll can always send you a PPS screen shot of the Appointment/Distributions if you need it.
- In the ACTION TO EXISTING DISTRIBUTION column should be listed what action is being taken (none, reducing %, increasing %, ending, extending, etc.).
- The NEW END DATE should be one day before any change, which would be listed in Section B. Or the exact end date of the distribution.

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SECTION III PAYROLL DISTRIBUTION CHANGES, B. REQUESTED DISTRIBUTION CHANGES:

B. Requested Distribution Changes								◆◆◆ All current distr. Percentages = Appt. percentage			
◆ New, Established		◆◆ SUBG, SUBS, SB05, SB06									
Account #	◆ Acct Status	Sub-Acct	◆◆ OBJ	Project Code	TC	Begin Date	End Date	◆◆◆ Distr. %	FTE Y	DOS	Comment
								%	<input type="checkbox"/>		
								%	<input type="checkbox"/>		

- If there is no change to a distribution listed in section A then it does not need to be listed here.
- ACCOUNT # - List accounts that are being changed by percentage or period, or are being added; also if a Sub-Account or Project Code is being added to an account.
- ACCOUNT STATUS – List if this is a “New” or “Established” account. If the account was recently add in KFS, it will take a week to 10 days to show in PPS, thus delaying entry.
- SUB-ACCOUNT – List if one is being used
- OBJ – Each account has to have an OBJ Code, SUBG is usually used for temporary funding, SUBS for permanent funding, SB05 & SB06 for academic titles. This determination should come from the financial officer submitting the funding change.
- TC – Should be the same as listed in Section III, A.
- BEGIN DATE & END DATE: These dates should pick up from the New End Date listed in Section III, A; there should be no breaks or overlap.
- DISTR. % - Each pay period should total the same percentage as listed in Section II. This would include the new and unchanged distributions.
- FTE Y – Check the box (Y for yes) if the funding should be listed as FTE.
- DOS – Type of pay, most distributions are REG (Regular); this could also be OSC (Off Scale Compensation), SAS (Staff Administrative Stipend), STD (Academic Stipend). There are many other DOS codes.

NOTES:

- Add any clarifying inform that you feel will help in the PPS entry or the approval process.

SECTION IV. APPROVALS:

- Please list the approvals with signatures.
- Be sure names are printed as the names need to be listed on the PPS PAN.