Bi-Weekly Payroll Conversion
PPS Preparers and Timekeepers
Information and Q&A Session

January 2013
Today's Agenda

• INTRODUCTION

• PPS PREPARERS INFORMATION

• TIMEKEEPERS INFORMATION

• LASR

• IMPORTANT DATES

• KEY POINTS

• QUESTIONS AND ANSWERS
INTRODUCTION
PPS PREPARERS
PPS EDB Update: PPS updated over the weekend of January 5, 2013.

All monthly paid, non exempt staff employees were converted to BW pay cycles with the exception of:

- MO Readers and Tutors
- Medical Center Employees
- Rejects: PPS employee records that were updated during the Freeze Period (1/3/13-1/7/13)
- PPS employee records with conflicting FLSA Status – Records with both Exempt and Non-Exempt Appointments
Three (3) categories of employee Records with Conflicting FLSA Status.

1. If the primary appointment is 100% exempt, with a REG distribution and the secondary appointment is non-exempt AND only has an overtime (OTS) type distribution,
   ➢ **then the cycle will remain monthly.**
   
   Example: Appointment 10  100% Senior Analyst  11) REG  
   Appointment 20  20% Analyst  21) OTS

2. If the primary appointment is 100% non-exempt, with a REG distribution and the secondary appointment is exempt AND only has a BYA type distribution,
   ➢ **then the cycle will need to be manually converted to bi weekly.**
   
   Example: Appointment 10  100% Admin Spec  11) REG  
   Appointment 20  0.00% Admin Stipend  21) BYA

3. If there is no primary appointment; All appointments are REG and total 100% ,
   ➢ **then the cycle will need to be manually converted to bi weekly.**
   
   Example: Appointment 10  55% Senior Analyst  11) REG  
   Appointment 20  45% Analyst  21) REG
HR will be notifying departments if there are any problems with PPS records.

- Incorrect FLSA Status causing incorrect conversion
- Entry during Freeze Period
- Incorrect Rates/ DOS Codes
- Competing FLSA Status

Corrections will need to be made by January 11, 2013. Please remember to use the correct rate.

Please review your PPS employee Records
What you should see in PPS:

Appointment Information
- Monthly appointments will reflect an end date of 1/19/2013
- New bi weekly appointments will reflect a begin date of 1/20/2013

Distribution Information
- New biweekly appointments will contain hourly rates.
- Sub Accounts will remain the same.
  - Monthly sub 1 will be bi weekly sub 1 and will remain exception time reporting
  - Monthly sub 2 will be bi weekly sub 2 and will continue to require time reporting
SUB ACCOUNTS WILL REMAIN THE SAME

- Monthly sub 1 will be bi weekly sub 1 and will remain exception time reporting. NEW FOR UCSD and currently ONLY UCSD is adopting this convention.

- Monthly sub 2 will be bi weekly sub 2 and will continue to require positive time reporting.
Converted bi weekly appointments will be available on 1/29/2013.

Shortened PTR availability for those monthly sub 2 converting to bi weekly sub 2.
MyTime

- Converted bi weekly appointments will be available on 1/20/2013.

- ACT will automatically assign supervisors to new appointments created during the PPS EDB Update. Email notifications will be suspended for this assignment process.
If a converted employee needs to make a retroactive adjustment in a prior monthly cycle, they would select the monthly cycle on top of the timecard/calendar.
Will timekeepers need to report time (positive time reporting) for our BW sub 1 employees in order for them to get paid as of January 20, 2013?

✓ No.

➢ Not until Fall 2013.

➢ UCSD will continue to have our BW sub 1 as EXCEPTION TIME REPORTING until 6-7 months prior to our UCPath conversion date. At that point, all BW employees must be POSITIVE TIME REPORTING. UCSD’s UCPath anticipated conversion date is April 2014. For now only exception time needs to be reported or “no exceptions” declared in MTE.
LEAVE ACTIVITY SUMMARY REPORT (LASR)
<table>
<thead>
<tr>
<th>JANUARY 2013 BW CONVERSION</th>
<th>FEBRUARY 2013 FACTOR LEAVE ACCRUAL</th>
<th>MARCH 2013 FILLER FACTOR</th>
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</table>
| • LASRs for converted monthly to bi weekly employees LASR will reflect a reduced earning base percentage. (100% employees will show 62%) | • LASRs for all staff employees will reflect factor leave accruals.  
• Accruals will vary every month based on hours worked in the pay cycle. Significant change for monthly paid employees.  
• Accruals will no longer reflect whole hour increments but rounded to two decimal places. (13.85 vs. 13.00) | • January 2013 earnings base will be adjusted centrally for all full time (100%) converted employees to make up the difference due to the conversion date. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 3– January 7, 2013</td>
<td>PPS Freeze</td>
</tr>
<tr>
<td>January 5, 2013</td>
<td>EDB Conversion Update</td>
</tr>
<tr>
<td>January 8, 2013</td>
<td>EDB Reflects new bi weekly appointments</td>
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<tr>
<td>January 22, 2013</td>
<td><strong>January BW TAR Timekeeping Deadline</strong></td>
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<tr>
<td>January 23, 2013</td>
<td>January Monthly TAR Deadline</td>
</tr>
<tr>
<td>January 24, 2013</td>
<td>January Monthly PPS Deadline</td>
</tr>
<tr>
<td>January 29, 2013</td>
<td>TAR BW roster and timesheet available</td>
</tr>
<tr>
<td>February 6, 2013</td>
<td><strong>February BW timekeeping Deadline for Pay Period Ending 2/2/13</strong></td>
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<tr>
<td>February 7, 2013</td>
<td>February bi weekly PPS Deadline for Pay Period Ending 2/2/13</td>
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Key Points

- Exempt = Monthly; Non exempt = BW. Don’t refer to subs as cycles.
- Prospectively all non exempt new hires must now be hired on the BW cycle and all exempt new hires on the MO cycle.
- TAP deadline is January 10, 2013
- January deadlines are tight so please plan accordingly and advise your employees.
- Appointments with no distributions were also converted in the program and can be deleted.
- In the conversion process all hourly rates were rounded up, so a second freeze and PPS update will occur to round the corresponding hourly rates of non converted BW employees. HR to release freeze information.
- Please review your employee records in PPS.
You may also send questions to: Payrollquestions@UCSD.EDU