PPS NEW HIRE WEB PROCESS

Campus Roll-out – Spring 2010
PPS New Hire Web Process

- Multi-campus effort to create a web interface for Payroll/Personnel System (PPS) New Hire Process
- Emphasis on user-friendly ease of use with on-screen guidance throughout data entry process
- Alternative to existing New Hire Bundle and CICS screens
- Web application will interact with existing EDB update process via new web service
- No significant modifications to EDB update system required
- Potential development in future for additional PPS functions
Project Team Members

Six campuses and Office of the President

• Davis
• Los Angeles
• San Diego
• Irvine
• Riverside
• Santa Barbara

UCLA Team

Payroll Services
• Mary (Pixie) Ogren, Project Manager
• Paula Farrington

Academic Personnel
• Esther Hamil

Campus Human Resources
• Mitch Ogi
• Lazetta Smith
Survey Conducted

- Gathered information about PPS from users on each campus via online survey in Fall 2008
- Small group of users on each campus provided “wish list” for project
  - Improve edits
  - More help functions
  - Better navigation
Most Important:

- Must be consistent with and support policies and controls
- Labels and help will be in “English” not in code
- Intuitive layout but minimize confusion between PPS and web entry
- Allow for links to campus specific references, help, terminology, and campus materials
- Address New Hire processing only, design will be applicable to all EDB update processes for future development
PPS New Hire Web Process

SMART PROCESSING
<table>
<thead>
<tr>
<th>PPEEIDO-E1253</th>
<th>EDB Entry/Update</th>
<th>SHIR 06/30/10 12:51:59</th>
<th>Userid: PPFSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID   :</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSN           : 0000000000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name    :</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle Name   :</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name     :</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suffix        :</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Result        :</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth  :</th>
<th>Intercampus Transfer:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Next Func:</th>
<th>ID:</th>
<th>Name:</th>
<th>SSN:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>F:</th>
<th>1-Help</th>
<th>2-Jump</th>
<th>3-PrevMenu</th>
</tr>
</thead>
<tbody>
<tr>
<td>F:</td>
<td>9-Update</td>
<td>12-Exit</td>
<td></td>
</tr>
</tbody>
</table>
1. Employee Identification

An employee ID number will be assigned after submission of the data on this screen. The name, social security number, and date of birth must be correct to guarantee that the ID assignment process produces a number that is unique and ensures that no employee is assigned more than one ID number. If, prior to completing the New Hire transaction, you discover you have entered an incorrect name, social security number, or date of birth you may return to this screen and enter the correct information. Please note that if you change any of the information originally entered on the Employee Identification screen, the system will invalidate the previously assigned employee ID number and will assign a new employee ID based on the newly entered information.

**Please note:** The employee name must match the name shown on the social security card. If the name entered does not match the social security card, the University may be subject to fines and penalties.

**Employee Name:**

**Date of Birth:**

**Social Security Number:**

**Required fields**
EDB New Hire Bundle — Appointments & Distributions

PPEAPPO-E1595 EDB Entry/Update SHIR 06/30/10 16:21:13
Appointments/Distributions Userid: PPFSC
ID: 803980199 Name: HIRED, NEWLY Emp Stat: Pri Pay:
PAF Gen No: Page of
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA SubL
Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv

Dist Actions L Acct CC Fund PC $ FTE Dis %
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP

Dist Actions L Acct CC Fund PC $ FTE Dis %
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP

Next Func: ID: Name: SSN:

===>
F: 1-Help 2-Jump 5-Cancel
F: 9-Update 10-PrevFunc 11-NextFunc
6. Appointments & Distributions

**Summary**

<table>
<thead>
<tr>
<th>#</th>
<th>Appointment Title</th>
<th>Dists</th>
<th>Begin</th>
<th>End</th>
<th>Time %</th>
<th>Rate</th>
<th>I want to do...</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>7625</td>
<td></td>
<td>10/01/09</td>
<td>99/99/99</td>
<td>100.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Distribution FAU</th>
<th>DOS</th>
<th>Begin</th>
<th>End</th>
<th>Dist %</th>
<th>Rate</th>
<th>I want to do...</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>3 123000 subs</td>
<td>REG - REGULAR PAY</td>
<td>10/01/09</td>
<td>12/31/09</td>
<td>100.0</td>
<td>4500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12345</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>3 123111 subs</td>
<td>REG - REGULAR PAY</td>
<td>01/01/10</td>
<td>99/99/99</td>
<td>50.0</td>
<td>4500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12345</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>3 123456 subs</td>
<td>REG - REGULAR PAY</td>
<td>01/01/10</td>
<td>99/99/99</td>
<td>50.0</td>
<td>4500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12345</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add Appointment**  **Add Distribution**
New Hire Application —Summary

9. Summary

You have entered the following data so far. You may use the 'Check Data for Consistency' button below to validate this data with the PPS System.

- **Employee Identification**
  - Name: TEST, ANNIE B
  - Date of Birth: 01/01/70
  - Social Security Number: 111-22-9999
  - Employee ID: 025305925

- **Personal Information**
  - Sex: Female
  - Ethnicity: E - Mexican American
  - Disabled Status: Not disabled
  - Veteran: N

- **Address and Disclosures**
  - Home Address:
    - 123 MAIN STREET
    - DAVIS, CA95616
    - Release to Campus: No, do not release
    - Release to Employee Orgs: Yes, OK to release
  - Campus Address:
    - ACCTING & FINANCIAL SERVICES
    - DAVIS, CA
    - Campus Building:
    - Campus Room:
    - Campus Phone Number (1): (530) 752-5555
    - Campus Phone Number (2):
    - Alternate Mail Department:
  - Home Phone: (530) 757-5555
    - Release to Campus: No, do not release
    - Release to Employee Orgs: Yes, OK to release
  - Spouse's Name: N/A
    - Release to Campus: No, do not release
    - Release to Employee Orgs: No, do not release
# Appointments and Distributions

## Appointment 10
- **Type:** Regular/Career
- **Basis:** -
- **Paid Over:** -
- **Title:** 7625
- **Duration:** Indefinite
- **Begin Date:** 10/01/09
- **End Date:** 09/09/99

<table>
<thead>
<tr>
<th>Distribution 11</th>
<th>Distribution 12</th>
<th>Distribution 13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FAU:</strong> 3123000subs12345</td>
<td><strong>FAU:</strong> 3123111subs12345</td>
<td><strong>FAU:</strong> 3123456subs12345</td>
</tr>
<tr>
<td><strong>Full Time Equivalent:</strong> 1.0</td>
<td><strong>Full Time Equivalent:</strong> 1.0</td>
<td><strong>Full Time Equivalent:</strong> 1.0</td>
</tr>
<tr>
<td><strong>Distribution %:</strong> 1.0</td>
<td><strong>Distribution %:</strong> 1.0</td>
<td><strong>Distribution %:</strong> 1.0</td>
</tr>
<tr>
<td><strong>Pay Begin Date:</strong> 10/01/09</td>
<td><strong>Pay Begin Date:</strong> 01/01/10</td>
<td><strong>Pay Begin Date:</strong> 01/01/10</td>
</tr>
<tr>
<td><strong>Pay End Date:</strong> 12/31/09</td>
<td><strong>Pay End Date:</strong> 09/09/99</td>
<td><strong>Pay End Date:</strong> 09/09/99</td>
</tr>
</tbody>
</table>

**Step:**
- **Rate/Amount:** 4500.00
- **DOS:** REG - REGULAR PAY
- **Perquisite:** -
- **Distribution Unit Code:** -
- **Work Study Program:** -
- **Off/Above Scale:** -

**Grade:** 3
- **% Full Time:** 1.0
- **Fixed/Variable:** F - Fixed
- **Rate Code:** A - Annually
- **Ann/Hr Rate:**
- **Schedule:** MO - Monthly current
- **Time:** R - Exception
- **Leave:** A - 15 days vacation/12 days sick
# New Hire Application — Review Messages and Update

## 10. Review Messages and Update

⚠ **All Level 7 Errors Must be Resolved Before Proceeding**

You may resolve Level 7 errors by returning to the entry screens or clicking on the "Fix" button to the right of each error. Once all fatal errors are resolved you will be able to proceed to the PAN page.

### Consistency Messages

<table>
<thead>
<tr>
<th>7 - Empl Rej (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNABLE TO DERIVE FLSA - NO TCT DATA FOR TITLE AND REP CODE - <em>Appt 10</em></td>
</tr>
<tr>
<td>THE FUND NUMBER IS MISSING - <em>Dist 13</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 - Warning (8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT SALARY REVIEW DATE IS PRIOR TO ALL APPOINTMENT BEGIN DATES</td>
</tr>
<tr>
<td>CAMPUS WORK ADDR CITY, STATE, OR ZIP IS INCOMPLETE</td>
</tr>
<tr>
<td>INVALID SUB-BUDGET CODE - <em>Dist 11</em></td>
</tr>
<tr>
<td>INVALID SUB-BUDGET CODE - <em>Dist 12</em></td>
</tr>
<tr>
<td>INVALID SUB-BUDGET CODE - <em>Dist 13</em></td>
</tr>
<tr>
<td>LOCATION ACCOUNT FUND COMBINATION BLANK OR INVALID - <em>Dist 11</em></td>
</tr>
<tr>
<td>LOCATION ACCOUNT FUND COMBINATION BLANK OR INVALID - <em>Dist 12</em></td>
</tr>
<tr>
<td>LOCATION ACCOUNT FUND COMBINATION BLANK OR INVALID - <em>Dist 13</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 - Impld Mt (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COV COMP LIMIT CODE WILL BE SET TO &quot;N&quot; BASED ON HIRE DATE(S)</td>
</tr>
</tbody>
</table>
• Retirement Information (ERET)
• Work-Study Program Limits (EWSP)
• Background Check Data (EBCC)
• E-Verify
• Academic Service (EACD)
• Insurance Enrollment (EINS)
• Dependent Data (EDEP)
Helpful Hints

• Requires Internet Explorer Version 7 or 8, Safari or Firefox
• System Access is automatic if you have EDB Update (PPEDBUPD)
• Enter 000’s if you do not have the Social Security Number
• Summary Page – Purpose is to review before update so it does not display derived fields
Advantages of the Web New Hire

• Labels and help are in “English” not in code
• Smart Processing guides the processor
• Ability to create templates assists processor who must hire large numbers of employees with similar characteristics
• Onboard help feature will lead user to additional information
Future Enhancements

• Rehire and Changing an Existing Employee Record
• Separations, Leave of Absence and Intercampus Actions
Contacts

Campus Human Resources – (310) 794-3147

Academic Personnel Office – (310) 825-5462

Payroll Services – (310) 794-8752