

## PAYROLL GLOSSARY

This glossary is meant to be used for general information about the most commonly used terms related to Personnel and Payroll. Each term is followed by a brief description. Click on the term for additional information (if any).

TERM	DESCRIPTION								
➤ <a href="#">Academic Personnel (APO/APPO)</a>	A unit within the Academic Personnel Office that facilitates the recruitment, appointment, advancement and retention of faculty and other academic instructors or research personnel.								
➤ <a href="#">Accidental Death &amp; Dismemberment (AD &amp;D)</a>	A plan offered to eligible employees by the University to help protect against unforeseen financial hardship due to serious accident that causes death or dismemberment or for loss of sight, speech or hearing caused by an accident.								
➤ <a href="#">Accounting Manual</a>	An official directive that provides campus accounting officers with direction and guidance in accounting transactions, procedures, and reports that should be uniform throughout the University.								
➤ <a href="#">Actual Hours Worked</a>	An employee's regular and overtime hours worked excluding paid time off, vacation leave, sick leave, holidays or compensatory time off.								
➤ <a href="#">Adjustment Code (ADJ)</a>	<p>An indicator used on the Distribution of Payroll Expense Report-PPP5302 to identify the line item as one of the following types of adjustments:</p> <p><b>Adjustment Codes</b></p> <hr style="width: 50%; margin-left: 0;"/> <table style="margin-left: 0;"> <tr> <td style="padding-right: 10px;"><b>E</b></td> <td>Expense Transfer</td> </tr> <tr> <td style="padding-right: 10px;"><b>H</b></td> <td>Hand-Drawn Check (Manual Check)</td> </tr> <tr> <td style="padding-right: 10px;"><b>O</b></td> <td>Overpayment</td> </tr> <tr> <td style="padding-right: 10px;"><b>R</b></td> <td>Rush Check</td> </tr> </table>	<b>E</b>	Expense Transfer	<b>H</b>	Hand-Drawn Check (Manual Check)	<b>O</b>	Overpayment	<b>R</b>	Rush Check
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➤ <a href="#">Administrative Operations</a>	A unit within Business and Administrative Services that facilitates the recruitment, appointment, advancement and retention of all staff personnel.								
➤ <a href="#">Appointment Type</a>	<p>A numeric code in the Personnel/Payroll System (PPS) that indicates the terms and conditions of employment with the University, such as the begin date, end date, department, job title, and the appointment type.</p> <p><b>Appointment Types</b></p> <hr style="width: 50%; margin-left: 0;"/> <table style="margin-left: 0;"> <tr> <td style="padding-right: 20px;"><b>1</b> Contract</td> <td style="padding-right: 20px;"><b>5</b> Academic</td> </tr> <tr> <td style="padding-right: 20px;"><b>2</b> Career</td> <td style="padding-right: 20px;"><b>6</b> Per Diem</td> </tr> <tr> <td style="padding-right: 20px;"><b>3</b> Limited</td> <td style="padding-right: 20px;"><b>7</b> Partial Year/Career</td> </tr> <tr> <td style="padding-right: 20px;"><b>4</b> Casual/Restricted</td> <td></td> </tr> </table>	<b>1</b> Contract	<b>5</b> Academic	<b>2</b> Career	<b>6</b> Per Diem	<b>3</b> Limited	<b>7</b> Partial Year/Career	<b>4</b> Casual/Restricted	
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➤ <a href="#">Approval Document For Security Administrators (DACSS)</a>	A Personnel/Payroll System access request for the Departmental Security Administrators (DSAs) to grant access to major business applications including Financial and Payroll.								
➤ <a href="#">ARAG LEGAL</a>	A legal plan that gives an employee access to general, personal legal help with routine preventive or defensive legal matters.								

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➤ <a href="#">At Your Service Online (AYSO)</a>	A UCnet web interfaces for Employee Self Service to access personal benefits information and perform personal benefits transactions.																																							
➤ <a href="#">Back-up Preparer/Reviewer</a>	A trained secondary person who will provide backup assistance during the absence of the primary preparer or reviewer, or who may update the record of the primary preparer or reviewer.																																							
➤ <a href="#">Banner</a>	<p>A web based system that serves as the system of records and supports business processes for University functions in the following areas:</p> <ul style="list-style-type: none"> <li>• Undergraduate Admissions</li> <li>• Graduate Admissions</li> <li>• Financial Aid and Scholarships</li> <li>• Student Course Registration</li> <li>• Course Catalog and Schedule</li> <li>• Student Records</li> <li>• Student Accounts Receivable</li> </ul>																																							
➤ <a href="#">Bargaining Unit (BU)</a>	<p>A code in the Personnel/Payroll System (PPS) that indicates the collective-bargaining union representation of a position.</p> <table border="1" data-bbox="537 1003 1305 1486"> <thead> <tr> <th data-bbox="537 1003 1013 1037">Employee Group</th> <th data-bbox="1013 1003 1094 1037">Unit</th> <th data-bbox="1094 1003 1305 1037">Union</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 1058 1013 1092">Patient Care Technical</td> <td data-bbox="1013 1058 1094 1092">EX</td> <td data-bbox="1094 1058 1305 1092">AFSCME</td> </tr> <tr> <td data-bbox="537 1092 1013 1125">Service Unit</td> <td data-bbox="1013 1092 1094 1125">SX</td> <td data-bbox="1094 1092 1305 1125">AFSCME</td> </tr> <tr> <td data-bbox="537 1125 1013 1159">Nurses</td> <td data-bbox="1013 1125 1094 1159">NX</td> <td data-bbox="1094 1125 1305 1159">CAN</td> </tr> <tr> <td data-bbox="537 1159 1013 1192">Clerical &amp; Allied Services</td> <td data-bbox="1013 1159 1094 1192">CX</td> <td data-bbox="1094 1159 1305 1192">CUE/Teamsters</td> </tr> <tr> <td data-bbox="537 1192 1013 1226">Police Officers Unit</td> <td data-bbox="1013 1192 1094 1226">PA</td> <td data-bbox="1094 1192 1305 1226">FUPOA</td> </tr> <tr> <td data-bbox="537 1226 1013 1260">Skilled Crafts</td> <td data-bbox="1013 1226 1094 1260">KM</td> <td data-bbox="1094 1226 1305 1260">SETC</td> </tr> <tr> <td data-bbox="537 1260 1013 1293">Academic Student Employees</td> <td data-bbox="1013 1260 1094 1293">BX</td> <td data-bbox="1094 1260 1305 1293">AGSE/UAW</td> </tr> <tr> <td data-bbox="537 1293 1013 1327">Postdoctoral Scholars</td> <td data-bbox="1013 1293 1094 1327">PX</td> <td data-bbox="1094 1293 1305 1327">UAW</td> </tr> <tr> <td data-bbox="537 1327 1013 1360">Health Care Professionals Unit</td> <td data-bbox="1013 1327 1094 1360">HX</td> <td data-bbox="1094 1327 1305 1360">UPTE</td> </tr> <tr> <td data-bbox="537 1360 1013 1394">Research Support Professional Unit</td> <td data-bbox="1013 1360 1094 1394">RX</td> <td data-bbox="1094 1360 1305 1394">UPTE</td> </tr> <tr> <td data-bbox="537 1394 1013 1428">Technical Unit</td> <td data-bbox="1013 1394 1094 1428">TX</td> <td data-bbox="1094 1394 1305 1428">UPTE</td> </tr> <tr> <td data-bbox="537 1428 1013 1461">Non-Represented Staff</td> <td data-bbox="1013 1428 1094 1461">99</td> <td data-bbox="1094 1428 1305 1461">PPSM</td> </tr> </tbody> </table> <p data-bbox="537 1520 1533 1583"><i>*Union reflected as AGY FEE (union fees – for example, CUE AGY FEE) and DUES (union dues – for example, CUE DUES) on the employee’s earning statement.</i></p>	Employee Group	Unit	Union	Patient Care Technical	EX	AFSCME	Service Unit	SX	AFSCME	Nurses	NX	CAN	Clerical & Allied Services	CX	CUE/Teamsters	Police Officers Unit	PA	FUPOA	Skilled Crafts	KM	SETC	Academic Student Employees	BX	AGSE/UAW	Postdoctoral Scholars	PX	UAW	Health Care Professionals Unit	HX	UPTE	Research Support Professional Unit	RX	UPTE	Technical Unit	TX	UPTE	Non-Represented Staff	99	PPSM
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➤ <a href="#">Beneficiary</a>	A person, persons, or entity an employee designates to receive a benefit upon the employee’s death. The opportunities to designate beneficiaries depend on the insurance, retirement, and/or savings plans in which an employee is enrolled.																																							

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<p>➤ <a href="#">Benefits Eligibility Level Indicator (BELI)</a></p>	<p>A code in the Personnel/Payroll System (PPS) assigned to indicate the employee's eligibility for University benefits.</p> <table border="1" data-bbox="537 352 1149 604"> <thead> <tr> <th>BELI Code</th> <th>Benefits Package</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Full Benefits</td> </tr> <tr> <td>2</td> <td>Mid-Level</td> </tr> <tr> <td>3</td> <td>Mid-Level</td> </tr> <tr> <td>4</td> <td>Core</td> </tr> <tr> <td>5</td> <td>No Benefits</td> </tr> <tr> <td>P</td> <td>PostDoctoral Benefits Plan (PSBP)</td> </tr> </tbody> </table>	BELI Code	Benefits Package	1	Full Benefits	2	Mid-Level	3	Mid-Level	4	Core	5	No Benefits	P	PostDoctoral Benefits Plan (PSBP)
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<p>➤ <b>Blocked</b></p>	<p>A system message which indicates that a roster transaction will NOT be processed by the system during pay compute. May be due to an error in the appointment</p>														
<p>➤ <b>Break in Service</b></p>	<p>A type of separation when an employee is off pay status without an approved leave, without pay or temporary layoff for 4 complete, consecutive calendar months.</p>														
<p>➤ <b>Bundle</b></p>	<p>A series of screen bundle [BUND] from the Employee Database (EDB) within the Personnel/Payroll System (PPS) that are linked together in order for the user to process an action such as a hire, promotion, etc.</p>														
<p>➤ <a href="#">Business and Financial Bulletin 77 (BUS 77)</a></p>	<p>A UCOP policy and regulations publication regarding independent contractor guidelines. This specific bulletin defines the 20 factors from the IRS to determine employee-employer relationship.</p>														
<p>➤ <a href="#">Business and Financial Services (BFS)</a></p>	<p>A division responsible for UC Merced campus' core business processes (implementing policies and procedures) and maintaining the University's official book of records and conducting financial analysis.</p> <table border="1" data-bbox="537 1318 1305 1562"> <thead> <tr> <th colspan="2">Departments Within BFS</th> </tr> </thead> <tbody> <tr> <td>Accounting Services</td> <td>Payroll Services</td> </tr> <tr> <td>Campus Cashiering Services</td> <td>Procurement Services</td> </tr> <tr> <td>Contract and Grant Accounting</td> <td>Risk Services</td> </tr> <tr> <td>Contracts and Real Estate</td> <td>Student Business Services</td> </tr> <tr> <td>Controls and Accountability</td> <td>Tax Services</td> </tr> <tr> <td>Equipment Management</td> <td>Travel Services</td> </tr> </tbody> </table>	Departments Within BFS		Accounting Services	Payroll Services	Campus Cashiering Services	Procurement Services	Contract and Grant Accounting	Risk Services	Contracts and Real Estate	Student Business Services	Controls and Accountability	Tax Services	Equipment Management	Travel Services
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<p>➤ <b>By Agreement (BYA/BYN)</b></p>	<p>A Personnel/Payroll System (PPS) Description of Service (DOS) code used when there is no specific salary ranges associated with that title code and when incumbents in those positions might be paid a wide range of salaries based upon specialization (i.e. coaches). BYA is eligible for retirement; BYN is not-eligible for retirement.</p>														

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➤ <a href="#">Cafeteria Plan</a>	A cafeteria plan is a separate written plan maintained by an employer for employees that meets the specific requirements of and regulations of section 125 of the Internal Revenue Code. It provides participants an opportunity to receive certain benefits on a pretax basis. A qualified benefit is a benefit that does not defer compensation and is excludable from an employee's gross income under a specific provision of the Code, without being subject to the principles of constructive receipt.
➤ <a href="#">California Labor Code</a>	A collection of civil law statues for the State of California. The following sections are important for all campus personnel involved in Employee Database (EDB) and Payroll Time Reporting (PTR) processing of payments to separating employees:  Labor Code Section 201, 202, 203,207,208,215,216.
➤ <a href="#">California Sourced Income</a>	A term that refers to the wages paid to a nonresident alien while in California.
➤ <a href="#">California State Tax</a>	A sum of money imposed by the California Franchise Tax Board (FTB) on the annual earnings of individuals, corporations, trusts and other legal entities.
➤ <a href="#">Campus Data Warehouse (CDW)</a>	A web based tool available to faculty and staff for ad-hoc and analytical reporting. This includes the operational data store, Query Database (QDB).
➤ <a href="#">Career Tracks</a>	A classification system designed to appropriately classify and group positions in to job families that more accurately reflect job duties. Career Tracks is the new system-wide initiative for compensation and classification of non-represented positions. Career Tracks classifies positions in job titles that are associated with job fields and families. Career Tracks represents a commitment to consistent treatment of all staff, as well as transparency in policy and process, and recognition of the roles that all campus community members play.
➤ <a href="#">CatBuy</a>	A web based system for purchasing goods and services at UC Merced.
➤ <a href="#">Check Address</a>	A code for the department address responsible for receiving and distributing the check if the employee has not selected direct deposit.
➤ <a href="#">Check Custodian</a>	An authorize department representative who has control over the distribution of checks.
➤ <a href="#">Check Disposition</a>	A code in the Personnel/Payroll System (PPS) that indicates the method used for distributing the employee pay (such as direct deposit or paper check).

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<p>➤ <a href="#"><u>Compensation Time (CTO)</u></a></p>	<p>A code for eligible employees who elected to have time off instead of pay for overtime worked. Only non-exempt employees are eligible. There are two types of overtime:</p> <ul style="list-style-type: none"> <li>• Compensatory Time Straight</li> <li>• Compensatory Time Premium</li> </ul> <p><i>*An employee's earning statement will reflect CTO for any compensatory time taken.</i></p>
<p>➤ <a href="#"><u>CONEXIS</u></a></p>	<p>A third party company that administers the Flexible Spending Account (FSA) plans on behalf of the UC system.</p>
<p>➤ <a href="#"><u>Connexus</u></a></p>	<p>A system wide travel program with a secure web portal for arranging travel for faculty, staff and hosted guests.</p>
<p>➤ <a href="#"><u>Consolidated Omnibus Budget Reconciliation Act (COBRA)</u></a></p>	<p>A plan that provides for continued coverage for a certain period of time at applicable monthly rates if an employee, an employee's spouse or domestic partner, or the employee's dependents lose group medical, dental, vision or Health Flexible Spending Account (FSA) because employee:</p> <ul style="list-style-type: none"> <li>• Terminated Employment (for reasons other than misconduct).</li> <li>• Work hours are reduced below the eligible status for these benefits.</li> <li>• Dies, divorces, or become legally separated.</li> <li>• Or a child ceases to be an eligible dependent.</li> </ul> <p><i>*Coverage assistance goes through CONEXIS.</i></p>
<p>➤ <a href="#"><u>Contribution</u></a></p>	<p>An amount paid by the University on an employee's behalf to cover the cost of the employee's health, dental or vision plan.</p>
<p>➤ <a href="#"><u>Cost Transfers</u></a></p>	<p>An after-the-fact re-allocation of cost from one account/fund to another.</p>
<p>➤ <a href="#"><u>Curricular Practical Training (CPT)</u></a></p>	<p>An employment option available to F-1 Students where practical training employment is considered to be an integral part of the curriculum or academic program.</p>
<p>➤ <a href="#"><u>Deduction</u></a></p>	<p>A flat dollar or percentage amount that is deducted from an employee's pay (i.e. taxes, parking) and other non-insurance, voluntary deduction (i.e. credit union, United Way).</p>
<p>➤ <a href="#"><u>Deduction Holiday</u></a></p>	<p>A biweekly payday that has been designated to not have flat dollar deductions taken. There are 26 paydays per year for biweekly paid employees and 24 are needed each year to cover deductions 2 paydays per year are designated deduction.</p>

TERM	DESCRIPTION
➤ <a href="#"><u>Defense of Marriage Act (DOMA)</u></a>	A federal law regarding the term “spouse,” ruled unconstitutional in 2013, DOMA, in conjunction with other statuses, had barred same-sex married couples from being recognized as “spouses” for purposes of federal laws, effectively barring them from receiving federal marriage benefits. DOMA’s passage did not prevent individual states from recognizing same-sex marriage, but it imposed constraints on the benefits received by all legally married same-sex couples.
➤ <a href="#"><u>Deferred Compensation Plan 457(b)</u></a>	A voluntary deferred compensation plan designated to provide supplemental retirement benefits. Vesting is immediate. Fidelity Retirement Services maintains administrative records of the plan.
➤ <a href="#"><u>Defined Contribution Plan (DCP)</u></a>	A mandatory supplemental retirement plan which provides benefits based on amounts contributed on a pre-tax basis, plus or minus investment returns. Contribution amounts vary depending upon UCOP membership status.
➤ <a href="#"><u>Defined Contribution Plan Casual/Safe Harbor (DCP CAS)</u></a>	A mandatory deduction for University of California (UC) employees who are currently excluded from membership in the UC Retirement Plan (UCRP) and social security because of their appointment (mid-level benefits).
➤ <a href="#"><u>Demographic Data Form</u></a>	A form used by the University for employees to voluntarily self-identify their race and ethnicity, disabled status, as well as veteran status.
➤ <a href="#"><u>Department</u></a>	A unit within a campus organizational hierarchy.
➤ <a href="#"><u>Department of Homeland Security (DHS)</u></a>	A federal government department with the primary responsibilities of protecting the US and its territories from and responding to terrorist attacks, man-made accidents and natural disasters. Part of that responsibility is focused on the enforcement of U.S. immigration laws and facilitating the legal immigration process.
➤ <a href="#"><u>DepCare FSA</u></a>	The DepCare program, a type of Flexible Spending Account (FSA), allows UC employees to pay for certain dependent care expenses on a pretax, salary reduction basis. The employees specify the amount to be taken and deposited in their DepCare FSA. After incurring an eligible dependent care expense, the employee will submit a claim form with receipt to Conexis. Conexis then reimburses the employee from the funds in their DepCare FSA.
➤ <a href="#"><u>Description of Service (DOS) Code</u></a>	A three character code used to identify a payment to an employee such as Regular pay (REG) or Overtime Premium (OTP).
➤ <a href="#"><u>Direct Deposit</u></a>	A payment method whereby the employee's net pay is automatically transmitted into the employee's bank account on payday.

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<p>➤ <a href="#"><u>Disability Insurance</u></a></p>	<p>A type of income repayment for an employee unable to work due to pregnancy/childbirth, disabling injury, or illness. The employee must be under a doctor’s direct and continuous care. The University of California (UC) offers two plans:</p> <ul style="list-style-type: none"> <li>• Short-Term Disability</li> <li>• Supplemental Disability</li> </ul>
<p>➤ <a href="#"><u>Departmental Security Administrator (DSA)</u></a></p>	<p>They manage user’s access to major business applications hosted at UCLA, including Financial, Purchasing and Payroll. DSA manage all users at UC Merced.</p>
<p>➤ <a href="#"><u>Distributed Administration Control Security System (DACSS)</u></a></p>	<p>The application that allows Department Security Administrator (DSA) to manage user’s access to major business applications hosted at UCLA, including Financial, Purchasing and Payroll</p>
<p>➤ <a href="#"><u>Distribution</u></a></p>	<p>A set of information in the Personnel/Payroll System (PPS) used to define how an employee is paid. Distributions contain information about the pay rate the employee will receive, the account number the pay will be charged to, and the type of pay (such as regular pay, shift differential or stipend).</p>
<p>➤ <a href="#"><u>Distribution of Payroll Expense Report-PPP5302</u></a></p>	<p>A Document Direct report produced once a month as part of the month end reporting process. It lists all Payroll Expenditures (salaries and benefit charges) that are processed during the month as well as an estimated biweekly accrual and Payroll Expenditure transfers. The report is sorted by Account/CC/Fund/Project and totaled by Sub account. Within each Sub account, expenses are listed alphabetically by employee.</p>
<p>➤ <a href="#"><u>Document Direct (RDS)</u></a></p>	<p>A web-based application for reviewing Personnel/Payroll System (PPS) reports. Payroll Services utilizes Document Direct in order to disseminate information to departments as soon as it becomes available and to eliminate the distribution of hard copies of Personnel/Payroll reports.</p>
<p>➤ <a href="#"><u>Domestic Partner</u></a></p>	<p>A relationship between two individuals who live together and share a common domestic life. An employee may designate an individual for this relationship under one of the following methods:</p> <ol style="list-style-type: none"> <li>(i) Registration of the partnership with the State of California;</li> <li>(ii) Establishment of a same-sex legal union, other than marriage, formed in another jurisdiction that is substantially equivalent to a State of California-registered domestic partnership; or</li> <li>(iii) Filing of a Declaration of Domestic Partnership form with the University.</li> </ol>
<p>➤ <a href="#"><u>Effort Reporting System (ERS)</u></a></p>	<p>A web based system method of certifying to the federal granting agencies that the effort required as a condition of an award (sponsored project) has actually been completed.</p>

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➤ <b>Emeritus Status</b>	A type of honorary title conferred, upon retirement, on certain academic appointees.																					
➤ <b>Employee Data Base (EDB)</b>	A Payroll/Personnel System (PPS) application that contains information about University employees such as birth date, address, benefits, W-4 exemptions and pay rate.																					
➤ <b>Employee Data Base Inquiry Screens (EDB Inquiry)</b>	A set of screens available to the departments to view employee data. Request for access is required and approval signed off by the department and submitted to Payroll Services for processing.																					
➤ <b>Employee Database (EDB) Processor/Preparer</b>	A University representative from Administrative Operations and Academic Personnel authorized to input staff and faculty employment details into the Employee Database (EDB).																					
➤ <b>Employee Personal Data (EPD2)</b>	A screen on the Employee Database (EDB) used to enter and update personal information for an employee (i.e. Oath Signature Date, I-9 Date).																					
➤ <b>Employee Relations (ER)</b>	<p>A code indicating the University’s designation of an individual under the Higher Education Employer-Employee Relations Act (HEERA).</p> <table border="1" data-bbox="537 989 1040 1241"> <thead> <tr> <th colspan="3" data-bbox="537 989 1040 1024"><b>Employee Relations Codes</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="537 1024 586 1060"><b>A</b></td> <td data-bbox="586 1024 781 1060">Manager</td> <td data-bbox="781 1024 1040 1060">Not Confidential</td> </tr> <tr> <td data-bbox="537 1060 586 1096"><b>B</b></td> <td data-bbox="586 1060 781 1096">Manager</td> <td data-bbox="781 1060 1040 1096">Confidential</td> </tr> <tr> <td data-bbox="537 1096 586 1131"><b>C</b></td> <td data-bbox="586 1096 781 1131">Supervisor</td> <td data-bbox="781 1096 1040 1131">Not Confidential</td> </tr> <tr> <td data-bbox="537 1131 586 1167"><b>D</b></td> <td data-bbox="586 1131 781 1167">Supervisor</td> <td data-bbox="781 1131 1040 1167">Confidential</td> </tr> <tr> <td data-bbox="537 1167 586 1203"><b>E</b></td> <td data-bbox="586 1167 781 1203">All others</td> <td data-bbox="781 1167 1040 1203">Not Confidential</td> </tr> <tr> <td data-bbox="537 1203 586 1239"><b>F</b></td> <td data-bbox="586 1203 781 1239">All others</td> <td data-bbox="781 1203 1040 1239">Confidential</td> </tr> </tbody> </table>	<b>Employee Relations Codes</b>			<b>A</b>	Manager	Not Confidential	<b>B</b>	Manager	Confidential	<b>C</b>	Supervisor	Not Confidential	<b>D</b>	Supervisor	Confidential	<b>E</b>	All others	Not Confidential	<b>F</b>	All others	Confidential
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➤ <b>Employment Authorization Document (EAD)</b>	A document issued by the United States Citizenship and Immigration Services (USCIS) as proof of work authorization to aliens who are temporarily in the United States.																					
➤ <b><a href="#">E-Verify</a></b>	A United States Citizenship and Immigration Services (USCIS) internet based system, used to verify employment eligibility based on the information on the Form I-9.																					
➤ <b>Exempt Employee</b>	An exempt employee (based on the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions who holds administrative, executive, and professional positions) on duties performed and manner of compensation shall not be paid for overtime hours worked. Exempt employees have an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of hours worked; therefore, not eligible to receive overtime compensation or compensatory time off, and are not required to adhere to strict time, record keeping, and attendance rules for pay purposes.																					



TERM	DESCRIPTION
<p>➤ <a href="#"><u>Fair Labor Standard Act (FLSA)</u></a></p>	<p>A Fair Labor Standards Act (FLSA) sets minimum wage, employees' hours of work, overtime pay, equal pay, payroll record keeping, and child labor standards for employees covered by the Act.</p>
<p>➤ <a href="#"><u>Family Medical Leave Act (FMLA)</u></a></p>	<p>A federal law that entitles eligible employees of covered employers to take unpaid, job-protected leave for specific family and medical reasons. Eligible employees are entitled to up to twelve workweeks or leave in a calendar year for the following reasons:</p> <ul style="list-style-type: none"> <li>• An employee's own serious health condition;</li> <li>• The serious health condition of the employee's child, spouse (domestic partner) or parent;</li> <li>• The birth of a child; or</li> <li>• Bonding with the employee's newborn, newly adopted child, or a child newly placed in the employee's foster care. Leave taken for this purpose must be completed within a year of the birth or placement in the adoptive or foster home.</li> </ul>
<p>➤ <a href="#"><u>Fastrax</u></a></p>	<p>A web based tool that enables authorized users to analyze workforce data for their own organization. The information is pulled from the Personnel/Payroll System (PPS).</p>
<p>➤ <a href="#"><u>Federal Acquisition Regulations (FAR)</u></a></p>	<p>A set of official journal or record for the approved acts of the U.S. Government. FAR was established to codify the uniform policies for the acquisition of supplies and services by executive agencies, normally applied to Request For Proposals (RFPs) and Federal contracts.</p>
<p>➤ <a href="#"><u>Federal Insurance Contribution Act (FICA)</u></a></p>	<p>A US government legislation under which mandatory taxes are levied for the support of Social Security. Total FICA percentage will equal 7.65% (6.20% Social Security and 1.45% for Medicare).</p> <ol style="list-style-type: none"> <li>1) Social Security Tax also known as <b>O</b>ld <b>A</b>ge, <b>S</b>urvivors and <b>D</b>isability <b>I</b>nsurance benefits (OASDI). Employers are to withhold 6.20% of an employees earned income to be paid into Social Security with a maximum cap of \$117,000 (for 2014).</li> <li>2) Medicare Tax which provides for health insurance for retirees and certain disabled persons. Employers are to withhold 1.45% of an employees earned income to be paid into Medicare. Beginning January 1, 2013, additional Medicare tax applies to an individual's Medicare wages that exceed a threshold amount based on the taxpayer's filing status. Employers are responsible for withholding the 0.9% Additional Medicare Tax on an individual's wages paid in excess of \$200,000 in a calendar year, without regard to filing status.</li> </ol>

TERM	DESCRIPTION
<p>➤ <a href="#">Federal Insurance Contribution Act (FICA) Exempt</a></p>	<p>A set of regulation from the Internal Revenue Service (IRS) for registered students who are not obligated/liable to pay the Federal Insurance Act (FICA) when the following apply:</p> <ul style="list-style-type: none"> <li>• During the Academic Year: <ul style="list-style-type: none"> <li>-As an undergraduate student enrolled in at least 8 units; or</li> <li>-As a graduate student enrolled in at least 4 units.</li> </ul> </li> <li>• During Summer Session: <ul style="list-style-type: none"> <li>-As an undergraduate student enrolled in at least 6 units; or</li> <li>-As a graduate student enrolled in at least 2 units.</li> </ul> </li> </ul>
<p>➤ <b>Federal Tax</b></p>	<p>A sum of money imposed by the Internal Revenue Service (IRS) on the annual earnings of individuals, corporations, trusts and other legal entities.</p>
<p>➤ <b>Fellowship</b></p>	<p>A qualified scholarship/award that provides individual grants to students and scientists at predoctoral or senior levels often provided through a stipend rather than a salary.</p>
<p>➤ <a href="#">Fidelity Retirement Services</a></p>	<p>A third party company that functions as the record keeper and account services for the 403b (tax-deferred), 457b (Deferred Compensation Plan) and the retirement savings plans 401a Defined Contribution Plan (DCP) on behalf of the UC system.</p>
<p>➤ <b>Fiscal Year (FY)</b></p>	<p>A 12-month period for which annual accounts are kept (at UCM, July 1 through June 30).</p>
<p>➤ <b>Flat Dollar Deductions</b></p>	<p>A deduction of set amounts that do not change unless the employee alters the deduction or the University rate changes. For monthly paid employees, flat dollar deductions are deducted in full, once a month. For biweekly employees, flat dollar deductions are divided in half and deducted from twenty-four checks per year.</p> <p><b><u>Examples Of Flat Dollar Deductions</u></b></p> <ul style="list-style-type: none"> <li>Parking</li> <li>Health Insurance</li> <li>Life Insurance</li> <li>Dental Insurance</li> <li>United Way</li> <li>Additional Federal &amp; State Taxes</li> <li>DEPCARE</li> </ul>
<p>➤ <a href="#">Flexible Spending Account (FSA)</a></p>	<p>A plan that allows employees to pay eligible expenses on a pretax, salary reduction basis. The employee decides how much to contribute to his/her Flexible Spending Account.</p> <ul style="list-style-type: none"> <li>• Dependent Care FSA is for eligible dependent care expenses.</li> <li>• Health FSA is for eligible health care expenses not covered by employer medical, dental, or vision plans.</li> </ul>

TERM	DESCRIPTION
➤ <b>Flushed Transactions</b>	A type of transactions that are not processed by the system because there are too many transactions or the total gross of the transactions is a negative number. These failed transactions are called “flushed” transaction
➤ <b><u>Foreign Source Income</u></b>	An Internal Revenue Service (IRS) referring to wages and other compensation and other services performed outside the United States.
➤ <b><u>Foreign Source Income Statement (FSIS)</u></b>	A statement of payments for services to non-U.S. residents which are foreign source (i.e., not from U.S. sources) are not subject to U.S. withholding and reporting requirements.
➤ <b><u>Form 1042S</u></b>	A form that reports taxable federal gross and corresponding withholdings to the Internal Revenue Service (IRS) for non-residents alien for tax purposes who receive Scholarship/Fellowship payments, One-Time Payments, Royalties or claimed a Tax Treaty.
➤ <b><u>Form 1098T</u></b>	A form that reports the amount of scholarship, fellowship or grant monies paid. Form is issued by the UC Education Credit Reporting Services.
➤ <b><u>Form 1099 MISC</u></b>	A form that reports miscellaneous taxable income to the Internal Revenue Service (IRS) for independent contractors who are residents for U.S. tax purposes.
➤ <b><u>Form 1099R</u></b>	A form that reports the distribution of pension plans.
➤ <b><u>Form 592b</u></b>	A form that reports income and corresponding withholdings for nonresidents of California (example Vendors or One-Time Payees). Income reported on this form is not derived from employment.
➤ <b><u>Form W-2</u></b>	A form reporting the employee’s annual wages and the amount of taxes withheld from his or her paycheck.
➤ <b>Form W-4</b>	A form completed by the employee in order for the employer to appropriately withhold Federal and State tax from the employee’s pay.
➤ <b>Fringe Benefits</b>	A form of pay for the performance of services. For example, allowing an employee to use a business vehicle to commute to and from work would be with a fringe benefit.

TERM	DESCRIPTION																		
<p>➤ <b>Full Accounting Unit (FAU)</b></p>	<p>A strand of fields made up of the Location, Account, Cost Center, Fund, Project Code and Sub Account for the transaction that occurred. The format in the Payroll/Personnel System (PPS) is shown below:</p> <p><b>Full Accounting Unit (FAU)</b> L-AAAAAA-CC-FFFF-PPPPPP-S:</p> <table border="1" data-bbox="537 457 1208 674"> <tr> <td>Location</td> <td>L</td> <td>1 character</td> </tr> <tr> <td>Account</td> <td>AAAAAA</td> <td>6 digits</td> </tr> <tr> <td>Cost Center</td> <td>CC</td> <td>2 characters</td> </tr> <tr> <td>Fund</td> <td>FFFF</td> <td>5 digits</td> </tr> <tr> <td>Project</td> <td>PPPPPP</td> <td>Up to 6 characters</td> </tr> <tr> <td>Sub Account</td> <td>S</td> <td>1 digit</td> </tr> </table>	Location	L	1 character	Account	AAAAAA	6 digits	Cost Center	CC	2 characters	Fund	FFFF	5 digits	Project	PPPPPP	Up to 6 characters	Sub Account	S	1 digit
Location	L	1 character																	
Account	AAAAAA	6 digits																	
Cost Center	CC	2 characters																	
Fund	FFFF	5 digits																	
Project	PPPPPP	Up to 6 characters																	
Sub Account	S	1 digit																	
<p>➤ <b>Fund Number</b></p>	<p>A five digit number, linked to an account number that indicates the source of funds. The fund, allocated for the purpose of meeting certain programmatic or contractual objectives, often has associated regulations, restrictions or limitations that require separate budgeting and accounting. A fund number is required to begin spending award monies.</p>																		
<p>➤ <b>General Ledger (GL)</b></p>	<p>The General Ledger maintains the official financial book of record for UC Merced, UCLA and UCOP. It is the hub of central financial data management. It uses a 32 character accounting unit in conjunction with a four level organizational hierarch to accommodate reporting and summarizing of financial activity at various levels and by a variety of categories.</p>																		
<p>➤ <b><u>GLACIER</u></b></p>	<p>A secured web-based Nonresident Alien (NRA) tax compliance system that foreign visitors can use to provide their immigrant status and tax data to Payroll Services. GLACIER helps determine tax residency, tax withholding rates and income tax treaty eligibility. GLACIER also manages NRA's paperwork, maintains NRA's data and prepares tax forms and required statements.</p>																		
<p>➤ <b><u>GLACIER Form</u></b></p>	<p>The GLACIER© Form is an online form within the GLACIER system where the Nonresident Alien can electronically enter the necessary information for tax purposes.</p>																		
<p>➤ <b><u>Graduate Student Health Insurance Premium (GSHIP)</u></b></p>	<p>A fee assessed on graduate students as a fringe benefit.</p>																		
<p>➤ <b>Graduate Student Researcher (GSR)</b></p>	<p>A graduate student employed on a research project.</p>																		
<p>➤ <b>Gross Amount</b></p>	<p>An amount of salary earned before any deductions and taxes are made.</p>																		

TERM	DESCRIPTION
➤ <b>Hand Drawn</b>	A check generated for employees that is not calculated by the Personnel/Payroll System (PPS) but through the AP system. A hand-drawn check is normally calculated by a Payroll Services employee in order to process a correction or adjustment to an employee's wages. It may be processed with an overpayment.
➤ <b>Health FSA</b>	The Health FSA, a type of Flexible Spending Account (FSA), allows UC employees to pay for certain, eligible health care expenses on a pretax, salary reduction basis. Conexis administers the Health FSA program. Specify an amount to be taken from the monthly paycheck and deposited in the Health FSA account. After incurring an eligible health care expense, submit a claim form and appropriate documentation [i.e. Explanation of Benefits (EOB), receipts] of the expense to Conexis. Conexis then reimburses from the funds in the Health FSA account, up to the annual election, making the reimbursed health expense tax-free.
➤ <b><u>Health Care Reimbursement Account (HCRA)</u></b>	Health Care Reimbursement Account (HCRA) is an employee contribution is set aside each pay period by deduction from the employee's UC earnings before taxes to build an account that the employee can use to pay anticipated qualified out-of-pocket health care expenses during the year.
➤ <b><u>Higher Education Employer-Employee Relations Act (HEERA)</u></b>	A legislation that governs labor relations between public institutions of higher education and their employees. HEERA gives UC employees the right to decide whether or not they want to unionize and have collective bargaining as the sole means of determining their wages, hours and working conditions.
➤ <b>Holiday (HOL)</b>	A Description of Service (DOS) code use to report holiday usage.
➤ <b><u>Holiday Pay Table</u></b>	A table used to determine the numbers of eligible hours of holiday pay in a month or quadriweekly cycle; excluding holiday, on-call, and overtime hours.
➤ <b>Home Department Number</b>	A code that the Personnel/Payroll System (PPS) derives as the primary Department (employer) of an employee (based on certain factors such as Academic/Staff status, Account Number, and percentage of time).
➤ <b>Honorarium</b>	A payment in recognition of a special service or distinguished achievement.
➤ <b>I4 Separation</b>	A code generated by the Personnel/Payroll System (PPS) when an employee has been inactive for 4 consecutive months and should be formally separated.
➤ <b><u>I-9 Employment Eligibility Verification Form</u></b>	A form used for verifying the identity and employment authorization of individuals hired for employment in the United States.
➤ <b>Immigration and Nationality Act (INA)</b>	A federal law created in 1952 which collected and codified many existing provisions and reorganized the structure of immigration law in the United States.

TERM	DESCRIPTION
➤ <b>Immigration Reform and Control Act (IRCA)</b>	A 1986 act that reformed U.S. immigration law requiring employers to attest to the employee's immigration status; made it illegal to knowingly hire or recruit illegal immigrants, legalized certain seasonal agricultural illegal immigrants and legalized illegal immigrants who entered the United States before January 1, 1982 and had resided there continuously with the penalty of a fine, back taxes due and admission of guilt.
➤ <b>Individual Taxpayer Identification (ITIN)</b>	A tax processing number issued by the Internal Revenue Service (IRS) to people who are not eligible to receive a Social Security Number (SSN). An ITIN begins with "9" and has the same format as a SSN (###-##-####).
➤ <b><a href="#">Intelforms</a></b>	A web application that allows departments to create online forms to collect data for activities and financial transactions.
➤ <b>Jury Duty (JRD)</b>	A Description of Service (DOS) code used to report a leave due to Jury Duty.
➤ <b><a href="#">Leave Accrual Codes</a></b>	A set of codes for staff employees eligible to earn vacation. An employee appointed at 50 percent or more of full time for a period of six months or more is eligible to earn vacation from the date of the appointment. An employee who is not eligible to earn vacation because of fractional or short-term appointment becomes eligible to earn vacation after six months or quadriweekly cycles on pay status at 50 percent or more.
➤ <b><a href="#">Leaves</a></b>	A leave is approved time taken off of work, with or without salary. The types of leaves include Sabbatical, Pregnancy/Disability, Extended Illness, Government/Public Service, Professional Development, Personal, Workers Compensation, Furlough, Military, Special Research, Administrative, FMLA Without Pay, FMLA With Pay, Temporary Layoff and Other.
➤ <b>Leave With Pay (LPA)</b>	A code to report hours on an approved period away from work while continuing to receive UC-Sponsored benefits.
➤ <b>Leave Without Pay (LWP)</b>	A code to report an approved period away from work and not receiving UC-Sponsored benefits.
➤ <b>Management/Senior Professional (MSP)</b>	An employee classified in this position provide leadership and professional expertise at the highest levels to major University unites, programs or field work and are accountable to their areas of responsibilities. Positions at this level are responsible for identifying objectives, formulating strategy, directing programs, managing resources, and functioning effectively with a high degree of autonomy.
➤ <b>Mandatory Preparer</b>	A trained person who provides a secondary check for correctness and appropriateness and who also ensures against the possibility of entries that could result in fraudulent payments or loss of University funds.
➤ <b>Merit Increase</b>	A merit increase is an advancement in salary, step or to an above-scale salary rate without a change of rank.

TERM	DESCRIPTION
➤ <b>Monthly Maintenance</b>	The system process of removing outdated information from the Employee Database (EDB).
➤ <b>Net Earnings</b>	The amount of money that is remaining after all deductions are taken out of the gross pay (also known as the employee take home pay). The deductions include, but are not limited to income taxes, health, retirement contributions, and union dues.
➤ <b>Nonresident Alien (NRA)</b>	A non-citizen who doesn't pass the green card test or the substantial presence test.
➤ <b>Non-Exempt Employee</b>	An employee who, based on duties performed and manner of compensation, shall be subject to all Fair Labor Standards Act (FLSA) provisions. Non-exempt employees shall be required to account for time worked on an hourly and fractional hourly basis and are to be compensated for qualified overtime hours at the premium (time-and-one-half) rate.
➤ <b>OASIS</b>	A UC operating system used to support central administrative user applications.
➤ <b><u>Oath &amp; Patent Form</u></b>	A form to be completed by all new hired employees. Only US Citizens must sign the Oath, but all employees must sign the Patent portion of the form.
➤ <b>Office of the President (OP/UCOP)</b>	The systemwide headquarters of the University of California, managing its fiscal and business operations and supporting the academic and research missions across its campuses, labs and medical centers
➤ <b><u>Old-Age, Survivors, and Disability Insurance (OASDI)</u></b>	OASDI is a comprehensive federal benefits program that provides benefits to retirees, disabled people and their survivors. The OASDI tax employers should withhold in 2014 is 6.2% of an employees earned income to be paid to the Social Security Administration.
➤ <b>Old-Age, Survivors, and Disability Insurance (OASDI) Maximum</b>	A maximum to the amount of earnings subject to taxation for a given year for the OASDI program. This maximum may change each year with changes in the national average wage index.
➤ <b>One Time Payment</b>	A type of payment used when a payment is for a one-time event (e.g., by-agreement pay, honorarium, incentive award payments). The payment is not associated with the employee's ongoing appointment payments and may only be in the form of stipulated amounts and are subject to special authorization requirements
➤ <b><u>Online Financial System Report (OFSR)</u></b>	A system that provides users with an easy mechanism for retrieving payroll expense distribution and committed salary expenditure data in a standard format from the Personnel/Payroll System (PPS) and Query Database (QDB).

TERM	DESCRIPTION
➤ <b>Online Payroll Time Reporting System (OPTRS)</b>	A subsystem of Personnel/Payroll System (PPS) that allows online entry of payroll transactions. Adjustment transactions are entered by the EDB Processor via other Employee Department Adjustment Transactions (EDAT) screen.
➤ <b>Optional Practical Training (OPT)</b>	A type of temporary employment that is directly related to F-1 student's major of study. Generally, F-1 Students are authorized to receive up to a total of 12 months of practical training either before and/or after completion of studies.
➤ <b><u>Out-of-State Income Tax Withholding (UPAY 830)</u></b>	A form to be completed by employees who are subject to state income tax withholding for a state other than California, or employees who wish to cancel state income tax withholding deductions for a state other than California.
➤ <b>Overpayment (O)</b>	A payment to an employee in excess of what the employee should receive. When it appears in EDB as an "O" it represents a type of adjustment that reverses all or part of a payment made in excess to an employee. This adjustment for reversal or reduction in pay is normally calculated and processed with a hand drawn transaction.
➤ <b>Overtime (OT)</b>	Time in addition to what is normal, as time worked beyond one's scheduled working hours. Overtime worked can be paid to an eligible employee for time on pay status. Overtime pay consists of overtime straight and overtime premium.
➤ <b>Overtime Premium (OTP)</b>	A type of overtime compensation, overtime premium made to an eligible employee for the number of hours actually worked that exceeded 40 hours in a work week (not just on pay status). The overtime premium is paid with a DOS code of OTP at 1 ½ times the regular rate of pay for hours actually worked that exceed the 40 hours in a workweek.
➤ <b>Overtime Straight (OTS)</b>	A type of overtime compensation, overtime straight, made to an eligible employee for the number of hours actually worked that, when combined with paid leave (i.e. vacation, sick), exceed 40 hours in a work week. An employee is compensated OTS at the straight time rate of pay.
➤ <b>Pay Compute</b>	The processing of the gross and net pay calculations, the production of paychecks and direct deposit transactions and all other transactions entered into the transactions holding file.
➤ <b>Pay Day</b>	A day when an employee is paid or expects to be paid earnings (via check or direct deposit) by the University.
➤ <b>Pay Rate</b>	An amount of money an employee receives per unit time.
➤ <b>Pay Status</b>	Any period of time for which an employee receives pay for time worked, including compensatory time off, or for time on paid leave. Paid leave time includes sick leave, extended sick.



TERM	DESCRIPTION
➤ <a href="#">Pay Type</a>	A type of payment based on the Description of Service (DOS), i.e. regular pay (REG), overtime straight (OTS).
➤ <b>Payroll Audit Record (PAR)</b>	A record that contains transactions that were processed through the pay compute process for an individual employee. Up to 18 month worth of transactions can be found in the PAR.
➤ <b>Payroll Audit Record (PAR) Inquiry</b>	A set Employee Database (EDB) screens for employee payment information for department viewing, upon granted access to [PPPARDEP] DACSS function.
➤ <b>Payroll Check</b>	A physical paper document issued by an employer to pay an employee for services rendered, processed through the pay compute (payday check). Payroll Checks have a 6 digit check number and are subject to cancelation 90 days from the date of issuance.
➤ <b>Payroll Check (AP Generated)</b>	A physical paper document issued by an employer to pay an employee for services rendered, processed through the Accounts Payable (AP) System (i.e. rush checks). AP Generated Payroll Checks have an 8 digit check number and are subject to cancelation 180 days from the date of issuance.
➤ <b>Payroll Expense Transfer</b>	A payroll expense transfer is a process to move charges from one fund to another fund. The payroll expense transfer can be done via the payroll expense transfer system (web-based system).
➤ <a href="#">Payroll Expense Transfer Form</a>	A form used to request a payroll expense transfer (Web Based Expense Transfer).
➤ <a href="#">Payroll Schedules</a>	A set of calendar deadlines for getting hours and leave into the payroll system.
➤ <a href="#">Payroll Services</a>	<p>A unit within Business and Financial Services, dedicated to servicing the faculty, staff, students, post-doctoral, lecturers and scholars. Central office services include:</p> <ul style="list-style-type: none"> <li>• to ensure timely and accurate administration of payroll in accordance with Federal, State and University rules, regulations and policies</li> <li>• administering and remitting employee deductions</li> <li>• training staff of the payroll systems and updating the campus community to the changes in rules, regulations and policies</li> <li>• promoting the use of online self-service for tax withholding, direct deposit enrollment/change, earning statements and W-2</li> </ul>
➤ <a href="#">Payroll Time Reporting (PTR)</a>	A web-based time and attendance system that allows employees to promptly and accurately report their work time and leave use.
➤ <a href="#">Payroll Time Reporting (PTR) Access Form</a>	A form used to request additional roles and/or to update existing roles for the time and attendance system. These roles are Administrator roles only (central Payroll, central HR, MSO and Processors).

TERM	DESCRIPTION
➤ <b>Percentage Deductions</b>	<p>A calculated amount based on the earnings paid to an employee. These deductions occur each time pay is generated regardless of the type of pay issued. The percentage does not change unless the employee completes a new form or the deduction percentage rate changes.</p> <p><b><u>Examples Of Percentage Deductions</u></b>  Federal and State Taxes  Medicare  OASDI  DCP Savings  UCRP</p>
➤ <b><u>Period of Initial Eligibility (PIE)</u></b>	<p>A period when eligible an employee can enroll in a plan without meeting special requirements. The PIE begins on the first day of eligibility and ends 31 days later or on the last working day of the 31-day period, whichever comes first.</p>
➤ <b>Permanent Resident (PR)</b>	<p>The immigration status of a person authorized to live and work in the United States permanently.</p>
➤ <b><u>Personal Data Form</u></b>	<p>A form for newly hired employees to provide their personal information (i.e. name, address, phone number, etc.).</p>
➤ <b><u>Personnel/Payroll System (PPS) Inquiry Access Request Form</u></b>	<p>A system that contains several databases or subsystems that departments use to process personnel actions, generate pay for employees, and produce reports for employees or about the employees in the organization.</p>
➤ <b><u>Personnel/Payroll System Access Form</u></b>	<p>Also known as the Distributed Administration Computing Security System (DACSS) is a form for departments to request access to certain payroll functions. This Access is granted by the Payroll Office after the completion of the Personnel/Payroll System (PPS) Inquiry/Overview class.</p>
➤ <b>Positive Time</b>	<p>A method of paying employees based on the hours or percent time reported via PTR. Entry of time worked is required in order for a positive time employee to be paid.</p>
➤ <b><u>Post-Authorization Notification System (PAN)</u></b>	<p>A web-based application used to send notification(s) to the reviewers (from the preparers) that a transaction has occurred.</p>
➤ <b><u>Postdoctoral Scholar UAW Deduction Authorization Form</u></b>	<p>A form completed by a Postdoctoral Scholar if he/she wants to become a member of UAW and authorize the University to deduct dues/fees from his/her paycheck.</p>
➤ <b>Preparer</b>	<p>A trained person who is responsible for entering data into the Personnel/Payroll System (PPS) in a manner consistent with campus policy.</p>
➤ <b>Primary Pay Schedule</b>	<p>A regular pay cycle for an employee (monthly or biweekly) generated by the Personnel/Payroll System (PPS) based on information entered by the department.</p>

TERM	DESCRIPTION
➤ <b>Professional and Support Staff (PSS)</b>	A non-academic group in the title code table composed of professional and support staff that provide administrative, professional, technical, and operational support.
➤ <a href="#">Proxy Designation Authorization Form</a>	A form for a Supervisor to designate another individual to perform as a “Proxy” in the time and attendance system (PTR). A “Proxy” can perform “Supervisory” functions on subordinate employees through the use of the “Proxy” tab.
➤ <b>Purchasing and Accounts Payable System (PAC)</b>	A system used to generate payments to vendors and reimburse employees for education and travel expenses not charged directly to the University.
➤ <b>Query Database (QDB)</b>	An operational data warehouse for Personnel/Payroll data that provides departmental users to run their own ad-hoc reporting. Request for access is required.
➤ <b>Reconciliation</b>	A process of ensuring that 2 sets of records are in agreement. It is used to confirm that the money leaving an account matches the actual money spent (i.e. the accuracy of a balance appearing in a particular operating or general ledger account to ensure that transactions are properly documented, approved, and the appropriate individuals are involved).
➤ <b>Reduction</b>	A flat dollar or percentage amount deducted from an employee's pay that also reduces the employee’s taxable gross such as Tax Deferred Savings and UCRP.
➤ <b>Regular Rate of Pay</b>	An hourly rate of pay is derived by dividing the total remuneration in a workweek (excluding pay for sick leave, vacation leave, holidays, premium overtime, and other types of non-productive pay) by the total number of hours actually worked in that workweek.
➤ <b>Regular Status Employee</b>	A regular status employee is a career employee who is not required to serve a probationary period, or a career employee who has successfully completed a required probationary period and any extension thereof.
➤ <b>Rehire</b>	A return to pay status of a person following a break in service.
➤ <a href="#">Remote Hire Form</a>	A form used by an authorized agent, such as a notary, to review and sign the Form I-9 and the Oath and Patent forms on behalf of the University.
➤ <b>Remuneration</b>	Compensation that is given in exchange for the work or services performed (i.e. wage, use of facilities, food at the dining common).
➤ <a href="#">Report PPP6201</a>	A monthly report in Document Direct that contains information related to the personnel status of employees.
➤ <a href="#">Report PRS6203</a>	A monthly report in Document Direct that reflects visa/work authorization that will expire within the next 4 months.

TERM	DESCRIPTION
➤ <a href="#">Report PRS745</a>	A monthly report in Document Direct that reflects visa/work authorization that has already expired.
➤ <b>Represented Employee</b>	An employee in a job for which terms and conditions of employment are bargained by a union (i.e. clerical, service, registered nurse, etc.)
➤ <a href="#">Request for Log on ID for UC Financial Systems Form</a>	A form used to request a log on ID for the UC Financial System. This only provides the employee with an ID. Access to the date may only be granted upon completion of the Personnel/Payroll System (PPS) Overview class.
➤ <b>Reviewer</b>	A trained person who provides a secondary check for correctness and appropriateness of data entered into the Personnel/Payroll System (PPS) and who also ensures against the possibility of entries that could result in fraudulent payments or loss of University funds.
➤ <b>Roster</b>	A Personnel/Payroll System (PPS) application used to enter time and leave usage for all employees paid on a positive time basis. Adjustments to time and leave usage can also be entered for employees paid on an exception time basis.
➤ <b>Royalty</b>	A payment made for the use of a property, especially a patent or copyrighted work.
➤ <b>Scholarship/Fellowship</b>	A payment/amount paid to an individual (for tax purposes) for the purpose of aiding his study, training, or research, and which does not represent compensation for personal services.
➤ <b>Separation</b>	A status referring the termination of employment from the University.
➤ <b>Shift Differential (SDF)</b>	A type of extra compensation for hours beyond the base pay rate for work done during evening or night hours or on weekends. Compensation may also be earned for Shift Differential Premium (SOP), Shift Differential Overtime Straight (SOS).
➤ <b>Sick Leave</b>	A type of benefit for eligible staff employees to be absent from work because of illness, disability, medical appointments and, with some limitations, in the event of illness in the family.
➤ <a href="#">Social Security Administration (SSA)</a>	A U.S Federal Government independent agency that administers Social Security, a social insurance program consisting of retirement, disability and survivor's benefits.
➤ <b>Social Security Number (SSN)</b>	A 9-digit number issued US Citizens, permanent residents and temporary (working) residents. Its primary purpose is to track individuals for Social Security.

TERM	DESCRIPTION
➤ <b>Stale Dated Check</b>	<p>A check is said to be stale dated after the period subject to cancelation has been reached and is no longer negotiable to cash or deposit.</p> <ul style="list-style-type: none"> <li>• Payroll Checks are valid for 90 days</li> <li>• Payroll Checks (AP Generated) are valid for 180 days</li> </ul>
➤ <b>State Itemized Allowances</b>	An amount for additional state allowances as claimed on the UC W-4 form.
➤ <b>State Withholding and Allowances</b>	A status for state withholding and allowances as claimed on the UC W-4 form.
➤ <b>Student ID</b>	A unique identification number assigned to a student upon entering/registering with an educational institution and is used to identify the student in lieu of a name, grade or other official documents.
➤ <b><u>Supplemental Disability (SUPPL DIS)</u></b>	An additional insurance designed to protect employee in the case of pregnancy, illness, total or partial disability that may affect employee's ability to work. Employee can choose to enroll and pay the premium during open enrollment.
➤ <b><u>Supplemental Life Insurance (SUPPL LIFE)</u></b>	An additional life insurance employee can choose to enroll and pay the premium.
➤ <b>Suspense</b>	A way of holding funding for a budgeted position because an employee has temporarily reduced his/her percentage of time, or been given a temporary position, or the department is temporarily paying an employee on a different Full Accounting Unit (FAU).
➤ <b><u>Tax Deferred 403(b) Plan</u></b>	A tax-deferred, voluntary savings and investment plant designed to provide supplemental retirement benefits. Fidelity Retirement Services maintains administrative records of the plan.
➤ <b>Tax Treaty Exclusion</b>	Payments made to residents of countries that have an agreement with the US may be exempt from federal tax withholding if all requirements of the tax treaty are met.
➤ <b>Tax-Sheltered</b>	A strategy that allows you legally of minimizing or decreasing taxable income and reducing the amount tax to be paid (i.e. 403b). Most shelters, including charitable contributions, provide a means of establishing losses in order to offset the money you've earned over the year. Dollar amount is taxed once money is retreated from the account.
➤ <b>Teaching Assistant (TA)</b>	A graduate student employed by the University to assist faculty members in teaching undergraduate students.
➤ <b>Title</b>	A position name translated from the title code in the Employee Database (EDB). This title is not necessarily the working title.

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➤ <a href="#">Title Code System (TCS)</a>	A UC application that allows supervisors, managers and staff to look up classification information about any title code throughout the UC system and sends update transactions to the Title Code Tables used at each campus.																																				
➤ <b>Transaction Code (TC)</b>	A Personnel/Payroll System (PPS) code indicating the nature of a transaction.																																				
	<p><b>Transaction Codes (TC)</b></p> <hr/> <table data-bbox="548 499 1448 814"> <tbody> <tr> <td><b>AP</b></td> <td>Additional pay</td> <td><b>PS</b></td> <td>Prepayment</td> </tr> <tr> <td><b>C2</b></td> <td>Cancellation</td> <td><b>RA</b></td> <td>Retroactive pay</td> </tr> <tr> <td><b>DS</b></td> <td>Deduction</td> <td><b>RF</b></td> <td>Refund</td> </tr> <tr> <td><b>E1</b></td> <td>Expense transfer 1</td> <td><b>RX</b></td> <td>Reduction/Reversal of pay or leave</td> </tr> <tr> <td><b>E3</b></td> <td>Expense transfer 3</td> <td><b>R2</b></td> <td>Rush handdrawn check</td> </tr> <tr> <td><b>FT</b></td> <td>One-time payment</td> <td><b>ST</b></td> <td>Payment in lieu of notice</td> </tr> <tr> <td><b>H2</b></td> <td>Handdrawn check</td> <td><b>TE</b></td> <td>Exception time</td> </tr> <tr> <td><b>LX</b></td> <td>Late pay</td> <td><b>TX</b></td> <td>Positive Time</td> </tr> <tr> <td><b>O2</b></td> <td>Overpayment</td> <td></td> <td></td> </tr> </tbody> </table>	<b>AP</b>	Additional pay	<b>PS</b>	Prepayment	<b>C2</b>	Cancellation	<b>RA</b>	Retroactive pay	<b>DS</b>	Deduction	<b>RF</b>	Refund	<b>E1</b>	Expense transfer 1	<b>RX</b>	Reduction/Reversal of pay or leave	<b>E3</b>	Expense transfer 3	<b>R2</b>	Rush handdrawn check	<b>FT</b>	One-time payment	<b>ST</b>	Payment in lieu of notice	<b>H2</b>	Handdrawn check	<b>TE</b>	Exception time	<b>LX</b>	Late pay	<b>TX</b>	Positive Time	<b>O2</b>	Overpayment		
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➤ <b>Transfer of Expense (TOE)File</b>	A file containing 13 months of Payroll Expense Distribution Records sorted by a record key which facilitates the processing of on-line Payroll Expenditure Transfers.																																				
➤ <a href="#">Travel Express</a>	A travel expense reimbursement online system.																																				
➤ <b>UC Contribution</b>	A payment made by the University on the employee's behalf (employer contributions).																																				
➤ <a href="#">UC Regents</a>	A 26 member governing board for the University of California.																																				
➤ <a href="#">UCnet</a>	A University of California system wide website that provides employee self-services, news, benefits and policies information/resources to faculty and staff; also formerly known as At Your Service.																																				
➤ <a href="#">UCPATH</a>	UCPath is an acronym for <i>Payroll, Academic Personnel, Timekeeping and Human Resources</i> . It is a system wide initiative to replace the current Personnel/Payroll System (PPS).																																				
➤ <a href="#">UCPATH Center</a>	A University-wide share service center for the University of California (UC) located in Riverside, California. The center will provide customer service and operation support for system wide, in-scope processes.																																				
➤ <a href="#">UCRS 419 Position Not Covered by Social Security Form</a>	A form used to comply with the Social Security Protection Act of 2004, Section 419© of Public Law 108-203, which requires employers to provide a written notice to any individual being employed in a position that is not covered by Social Security on or after January 1, 2005.																																				
➤ <a href="#">Unemployment Insurance Termination Report Form</a>	A form to be completed by the department(s) for all employees separating from the University.																																				

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➤ <a href="#"><u>United States Citizenship &amp; Immigration Services (USCIS)</u></a>	A component of the U.S. Department of Homeland Security (DHS) in charge with processing immigrant visa petitions, naturalization petitions, asylum and refugee applications as well as making adjudication decisions performed at the service centers and managing all other immigration benefits functions (not immigration enforcement) performed by the Immigration Naturalization Services.
➤ <b>United States Sourced Income</b>	A form to report wages and other compensation for services performed in the United States.
➤ <b>Universal Identification Database (UID)</b>	A database used to assign a unique identification number to students and employees of the University. The UID number is utilized by the Personnel/Payroll System (PPS).
➤ <a href="#"><u>University of California Retirement Plan (UCRP)</u></a>	A traditional pension plan, providing a predictable level of income when employees retire. The employee's retirement benefit is based on employee's age, employee's years of University of California (UC) service, and employee's highest average 36 consecutive months of pay.
➤ <b>Vacation (VAC)</b>	A benefit where an employee can accrue vacation leave based on their number of hours of pay status and years of qualifying service. Vacation leave may not be used before it is accrued, except as authorized by the Chancellor during a curtailment leave.
➤ <a href="#"><u>Vacation Accrual Maximum</u></a>	A cap on the amount of vacation hours an employee may accumulate. No additional vacation leave may be accrued until the employee's vacation leave falls below the maximum.
➤ <a href="#"><u>W-2 Online Election Form</u></a>	A form for employees to opt in to receive online W-2 via the employee self-service website, At Your Service Online (AYSO).
➤ <a href="#"><u>Web EDB Inquiry</u></a>	A web based system that contain the same information as the IDDB screen in the Payroll/Personnel System (PPS) with an easier to understand format.
➤ <a href="#"><u>Web Merit</u></a>	A system designed to provide a flexible, easy to use roster program that generates merit rosters.
➤ <a href="#"><u>Web New Hire Application</u></a>	A web-based system used to process new hire employees who do not have an employee ID in the Payroll/Personnel System (PPS) employee Data Base (EDB).
➤ <b>Without Salary (WOS)</b>	A type of appointment with no pay that permits an individual to be affiliated with the University.
➤ <a href="#"><u>Work-Study</u></a>	A federally subsidized hourly wage job program for students.