



## DISTRIBUTION OF PAYROLL EXPENSE (DOPE)

The dope is processed after the last payroll of the month, it contains the salary and benefits expense charged on each index for the month. The DOPE is printed in alpha index order and sorted by department. This report can be retrieved in Financial Link under Reports or Employee Link under Queries. The Following is a description of the data/fields contained on the DOPES.

1. REPORT HEADINGS:
  - \* Standard report heading
  - \* Indicates program report number
  
2. PAGE NO:
  - \* Page Number
  - \* Used to identify page number of DOPE
  - \* Sequentially assigned by the system.
  
3. ET MO:
  - \* Expense Transaction Month
  - \* Used to identify the month of expense transactions, displayed in YYMO format
  - \* Derive by the system. Represents year and month
  
4. PG:
  - \* Page Number coding
  - \* Used to identify page number of DOPE
  - \* Sequentially assigned by the system.
  
5. INDEX:
  - \* Department Index
  - \* Identifies the department index where the transactions were expensed
  
6. ORG:
  - \* Department Organization
  - \* Identifies the department organization associated with the index
  
7. FUND:
  - \* Fund Number
  - \* Identifies the fund number associated with the index.
  
8. ET LINE:
  - \* Expense Transaction
  - \* Used to identify one line entry on each page of the DOPE.
  - \* Sequentially assigned by the system.
  
9. ERC:
  - \* Employee Relation's Code.
  - \* This code is derived based on system value or title code.
  - \* Assigned based on value in the Payroll Personnel System (PPS).
  - \* list of code values.
  
- ATYP:
  - \* Appointment Type Code
  - \* Based on EDB value
  - \* List of allowable values
  
- DUC:
  - \* Departmental Unit Code
  - \* Used to classify expense for departments with multiple units that record labor (It is not currently being used in our campus, UCSD)
  - \* Based on EDB values
  
10. PAR CTL:
  - \* Payroll Activity Report Control Number

- \* This is assigned to each employee every paydate. This number increases each time the employee is paid.
  - \* Assigned by the system
- PAR DIS:
- \* Payroll Activity Report Distribution Number
  - \* This relates to the distribution number assigned on the Payroll Activity Report at the time each payroll is process.
  - \* Assigned by the system.
11. EMPLOYEE NAME:
- \* Employee Name
  - \* First fourteen letters of employee name, starting with last name, first, and middle
  - \* Based on EDB value input
12. EMPLOYEE I.D.:
- \* Employee Number
  - \* Unique 9 digit value which is assigned to each employee based on employee's last name
  - \* Assigned by the system at the time of hire
13. TITLE CODE:
- \* Title Code
  - \* Four digit code identifying the payroll title of the employee incurring the salary expense
  - \* Based on EDB value, payroll reports or submitted time documents
14. PERIOD END DATE:
- \* Period End Date
  - \* Last day of pay period for which earnings are reported and/or paid
  - \* Based on payroll schedule/payroll reports or submitted time documents
15. DOS:
- \* Description of Service
  - \* Three digit alpha code to identify type of labor reported.
  - \* Based on EDB value input, payroll reports or submitted time documents
  - \* List of DOS codes
16. TIME:
- \* Time
  - \* Identifies total time or percent of time paid to the employee for indicated pay period
  - \* Based on EDB value input, payroll reports or submitted time documents
17. PAY RATE:
- \* Pay Rate
  - \* Hourly/Monthly rate at which time is reported
  - \* Based on EDB value input, payroll reports or submitted time documents
18. ADJ:
- \* Adjustments
  - \* Identifies payment entries that are recorded to adjust earnings
  - \* Derived by the system based on the input
  - \* List of code values
19. GROSS EARNINGS:
- \* Gross Earnings
  - \* Rate multiplied by time. By agreement amount multiplied by "1"
  - \* System derived calculation
20. PLAN:
- \* Retirement Plan
  - \* Retirement Plan for which the employee is eligible

- \* Based on EDB value input
  - \* List of retirement eligibility plan codes
21. RET MATCHING CONTRIB:
- \* Retirement Matching Contribution
  - \*
  - Matching contribution paid by the department towards employee's retirement
  - \* Based on EDB calculation
22. IAPOF:
- \* Incentive Award Program Offset
  - \* Financial offset of fringe benefits for associated incentive award payment
  - \* Based on sum total of respective fringe benefits on DOPE
23. OASDI/MEDCR:
- \* Old Age Survival Disability Insurance also known as Social Security/Medicare
  - \* Matching employer contribution for OASDI/Medicare based on the eligibility of the employee
  - \* Based on EDB value input
  - \* List of FICA code
24. DENTAL/HEALTH VIS/ANNU:
- \* Dental, Health, Vision, and Annuity
  - \* Contributions paid by the department towards employees dental, health, vision, and annuity coverage
  - \* Based on EDB value input
  - \* Refer to PPM 395-10 for current rate. (These rates are subject to change yearly)
25. U.I.:
- \* Unemployment Insurance
  - \* Percentage of all covered salaries and wages to eligible employees, all assessments are charged to the departments based on funding
  - \* Derived by the system depending on the employee's covered compensation and funding
  - \* Refer to PPM 395-10 for current rate
26. WC/ESP:
- \* Workers Compensation Insurance/Employee Support Program
  - \* Assessments charged to the department base on funding
  - \* Derived by the system based on appointment eligibility
  - \* Refer to PPM 395-10 for value rates by fund
27. LIFE/UCDI:
- \* Group Life Insurance/University of California Disability Insurance
  - \* Assessments charged to the department base on funding
  - \* Based on EDB value input
  - \* Refer to PPM 395-10 for current rates
28. IAP:
- \* Incentive Award Program
  - \* Dollar value charged to department equaling .5% (subject to change) of covered wages. Used to fund incentive award program liability pool
  - \* Based on EDB system value
  - \* Refer to PPM 395-10 for current rate
29. TOTAL BENEFITS:
- \* Total Benefits
  - \* This is the sum total of benefits in fields #14 through 21.
  - \* Based on benefits calculation on DOPE

## VALUE CODES

### 9. ERC: Employee Relation's Code

- A - Manager, not confidential
- B - Manager, confidential
- C - Supervisor, not confidential
- D - Supervisor, confidential
- E - All others, not confidential
- F - All others, confidential
- G - Not covered by HEERA (out of state)
- H - Student in academic title, covered by HEERA
- I - Student in academic title, not covered by HEERA

### ATYP: Appointment Type Code

- 1 - Contract
- 2 - Regular/Career
- 3 - Limited
- 4 - Casual/Restricted
- 5 - Academic
- 6 - Per Diem
- 7 - Partial Year/Career
- 8 - Floater

### 18. ADJ: Adjustment Code

- A - Rate adjustment difference
- E - PET (Payroll Expense Transfer)
- H - Handdrawn (Adjustment to TSO)
- O - Overpayment adjustment (Adjustment to TSO)
- R - Rush (ORCA)

### 20. PLAN: Retirement Plan

- 1 - UCRS (University of California Retirement System), no deduction, FY limit
- 5 - OCERS (Orange County Employees' Retirement System), no deduction, FY limit
- B - UCRS (University of California Retirement System), no deduction
- F - FCSRS (Federal Civil Service Retirement System)
- H - DCP Casual (Safe Harbor), deduction
- N - Not Eligible
- O - OCERS (Orange County Employees' Retirement System)
- P - PERS (Public Employees' Retirement System), deduction
- S - SCERA (Sacramento County Employees' Retirement System)
- U - UCRS (University of California Retirement System), deduction

23. OASDI/MEDCR: FICA Code

- E - Eligibility for Social Security and Medicare
- An employee appointed to work 50% time or more and appointed to work for one year or longer.
  - An appointment for a shorter definite period with the reasonable prospect of renewal or extension.
  - A student employee appointed to work 100% for at least one year.
  - 1,000% hours in a rolling 12 month period.
- Eligibility for continuing employees
- If employees is presently coded as E and has no break in service, then employees will continue to be coded at E. (For transfer and change of status from career to casuals)
  - A temporary appointment at 50% time or more is extended for a total period of one year or longer. (Effective the date of extension)
- Exceptions to eligibility
- Employees hired before **4/1/76** that are **“NO VOTE”** will always remain as **“NO VOTE”** (Code N), even if separated provided rehire occurs prior to 4/1/86. If rehire occurs after 4/1/86 then employees must be coded as M.
  - Employees who are safety employees.
  - Employees who are F1 or J1 visa holders except citizenship code of **“R”**.
  - A student employees who are post-MD candidates 1-6 with title codes 2700 through 2730.
- M - Eligibility for Medicare only
- Safety employees
  - Employees initially hired as career previous to April 1, 1976 and elected no to Social Security and are subsequently rehired as Career after April 1, 1986.
  - Employees with appointments of less than one year.
  - Employees with appointments of less that 50%.
  - Student employee enrolled in less than 6 units.
  - Employees with appointments of By-agreement.
- Exceptions to eligibility
- Employees with 1 or J1 visa (unless citizenship code is “R”.)
  - Safety employees hired previous to April 1, 1896.)
  - Casual employees that are hired previous to April 1, 1986.
- N - For all employees not eligible for E and M codes