



System Overview

module one

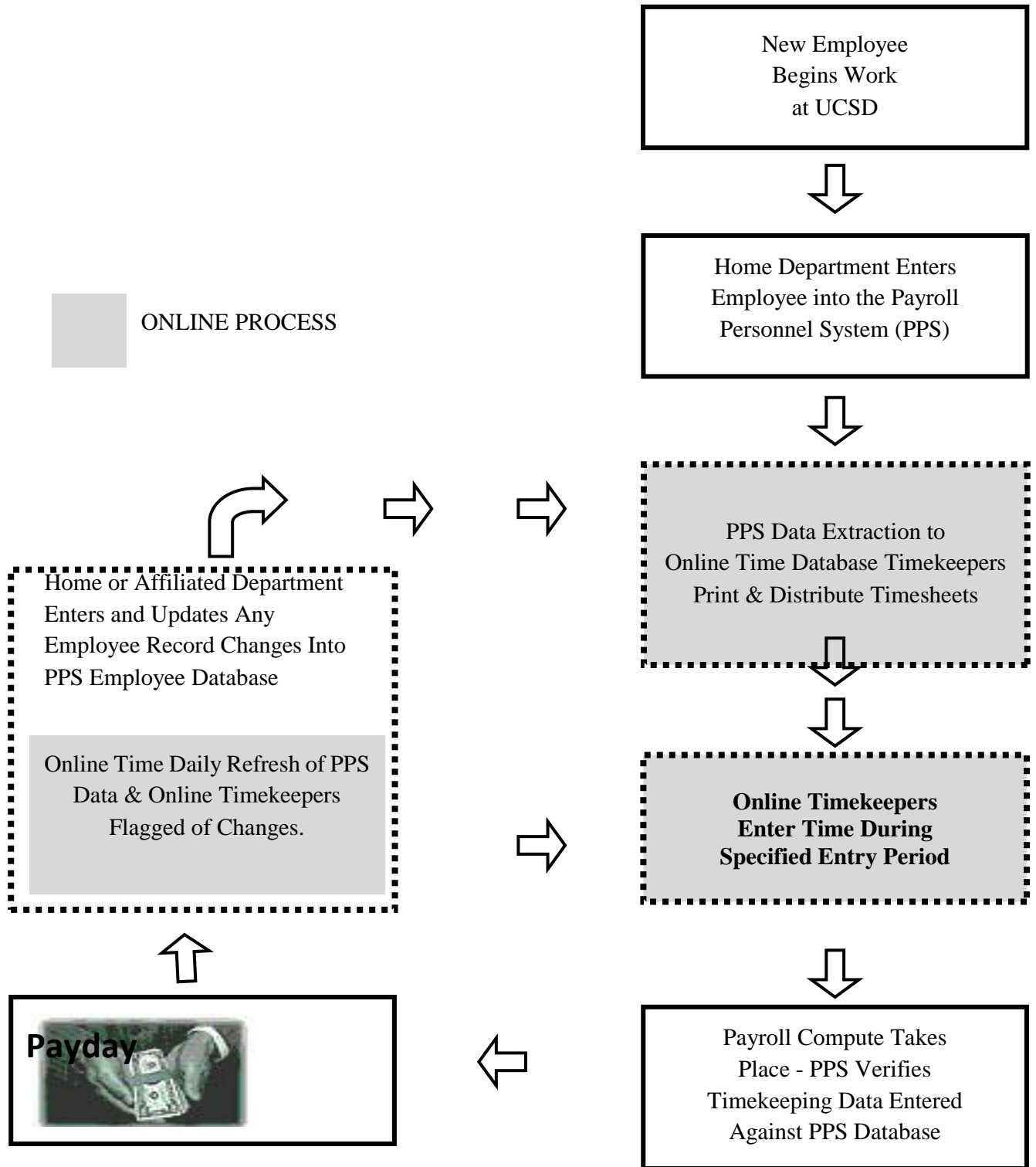
Payroll/Timekeeping Cycle

Salary Roll & General Assistance

PPS Database

Production Calendar

Payroll/Timekeeping Cycle



Salary Roll & General Assistance

Now that you have seen the Payroll/Timekeeping Cycle, you can better understand the two different types of payroll that occur at UCSD. They are Salary Roll (Academic and Staff Titles) and General Assistance (Students and Hourly Reported Staff). Please refer to the following chart for their differences.

	SALARY ROLL	GENERAL ASSISTANCE
METHOD OF REPORTING	Exception Time Reporting (Positive Time Reporting for Overtime Only)	Positive Time Reporting
TYPE OF EMPLOYEE AND SUB ACCOUNT	Academic SUB 0 Staff SUB 1	Staff SUB 2
WORKWEEK	Monday – Sunday (Monthly)	Sunday – Saturday (Biweekly)
FREQUENCY OF PAY	Once per Month	Once per Month if PPS pay rate is expressed as a monthly amount (Monthly Payday) Every two weeks if PPS pay rate is expressed as an hourly amount (Biweekly Payday)
PAYDAY	MONTHLY PAYDAY The first of the month, unless the first is a non-work day, then payday will be the last working day of the pay month. (EXCEPTION: December earnings are always paid on the first working day of January)	BIWEEKLY PAYDAY Every other Wednesday, 11 days following the end of the pay period.

PPS Database

All of the data used and populated in the Online Timekeeping system is an extraction of the Payroll Personnel System (PPS) employee database. The PPS database is maintained and updated by authorized departmental PPS preparers. It is the responsibility of the employee's Home or Authorized Department to maintain accurate information regarding the employee's employment status and any changes thereto in the PPS employee database.

Throughout this Training Workshop you find many references to the PPS database and its impact on Online Timekeeping data. Please consult your departmental PPS contact first, with any questions in reference to PPS. The Payroll Office will also be available to answer general questions related to the system.

Production Calendar

A production calendar providing pay period schedules and deadlines is available for you to view on the Online Timekeeping website located at: <http://blink.ucsd.edu/finance/payroll/timekeeping/deadline.html>.

(Note: dates are subject to change)