Module 13: Supplemental PPS Information
Module 13 Contents

Name Changes ................................................................. 13-3
Payroll Office Processes .................................................. 13-3
PPS-Users Mail List ........................................................ 13-4
Entry/Update Schedule ..................................................... 13-5
  Bi-Weekly Schedule for Updating EDB Online ...................... 13-5
  Monthly Schedule for Updating EDB Online ......................... 13-6
Deadline Date Definitions ............................................... 13-6
Additional Information .................................................... 13-6
Name Changes

Use the following guidelines to assist you in completing an employee name change:

1. Name Changes
   Change First Name, Last Name, or Add/Change Initial

   On the EEID screen the user types in complete new name in First, Middle, and Last Name Fields. Then press F5 to complete the update. The Results field(s) will show both the new and previous name.

   (Employee ID # remains the same)

Payroll Office Processes

Direct Deposit changes are processed by going to the At Your Service Online site. The link is at the BLINK front page under the Personal Tools section. Please inform the employee that it may take up to one payday for Direct Deposit to be activated due to bank account verification.

Miscellaneous deductions such as parking and RIMAC are processed by the Payroll Office.

Benefits forms are processed by the Payroll Office. Any questions regarding specific benefits should be directed to the Benefits Office.
**PPS-Users Mail List**

Periodically important PPS information will be sent to all users on the PPS Users Mail List. To insure that you receive this information please use the following instructions to subscribe yourself to the e-mail list:

Go to the following link to view the instructions.

http://blink.ucsd.edu/finance/payroll/timekeeping/processes/subscribe.html

You will receive notification from the automated listserv system that your subscription was successful.
Entry/Update Schedule

Payroll Timekeeping and PPS Deadline Schedule
Find deadlines for making changes in PPS to the employee database (EDB) for both the biweekly and monthly pay schedules. The schedules include:

- Pay period
- Last day to update the EDB to affect an employee's paycheck
- Last day to call payroll to stop a direct deposit
- Pay day

Note: The dates on the schedule are subject to change, so please check it often.

The link to the deadlines is at:

http://www-bfs.ucsd.edu/PAY/ENTRYSCH.HTM
Deadline Date Definitions

**Last Day to Update the EDB to Affect the Paycheck**
This is the last day information may be entered to affect the employee's pay for the prescribed pay period. The entry may be considered retroactive if information is keyed after this date (Refer to Module Fifteen). If a general assistance (Sub 2) employee is being newly hired, please allow sufficient time to enter the action and process the PTR by the deadline to turn in PTRs. This should be coordinated with the departmental timekeeper.

**Last Day to Call Payroll to Stop Direct Deposit (10:00a.m.)** If an employee's direct deposit via surepay needs to be stopped for a specific payday, payroll must be contacted by this deadline. This should only be done if an employee is going to be incorrectly overpaid or they have separated and closed their bank account. All other direct deposit transactions should be submitted on a pay disposition form.

Additional Information

The most current PPS Entry/Update Schedule can be found at the following web address:
http://www-bfs.ucsd.edu/PAY/ENTRYSCH.HTM

Special payrolls do not require an employee number to be submitted to the Payroll Office. Please enter the Social Security Number and date of birth under the employee's name and turn the special in by the PTR deadline. If the new hire information is entered in time to make the EDB deadline but the Payroll office does not have the Special PTR, the employee will not receive a paycheck on payday.

Please do not wait until the last minute to update the EDB.