System Overview

module one
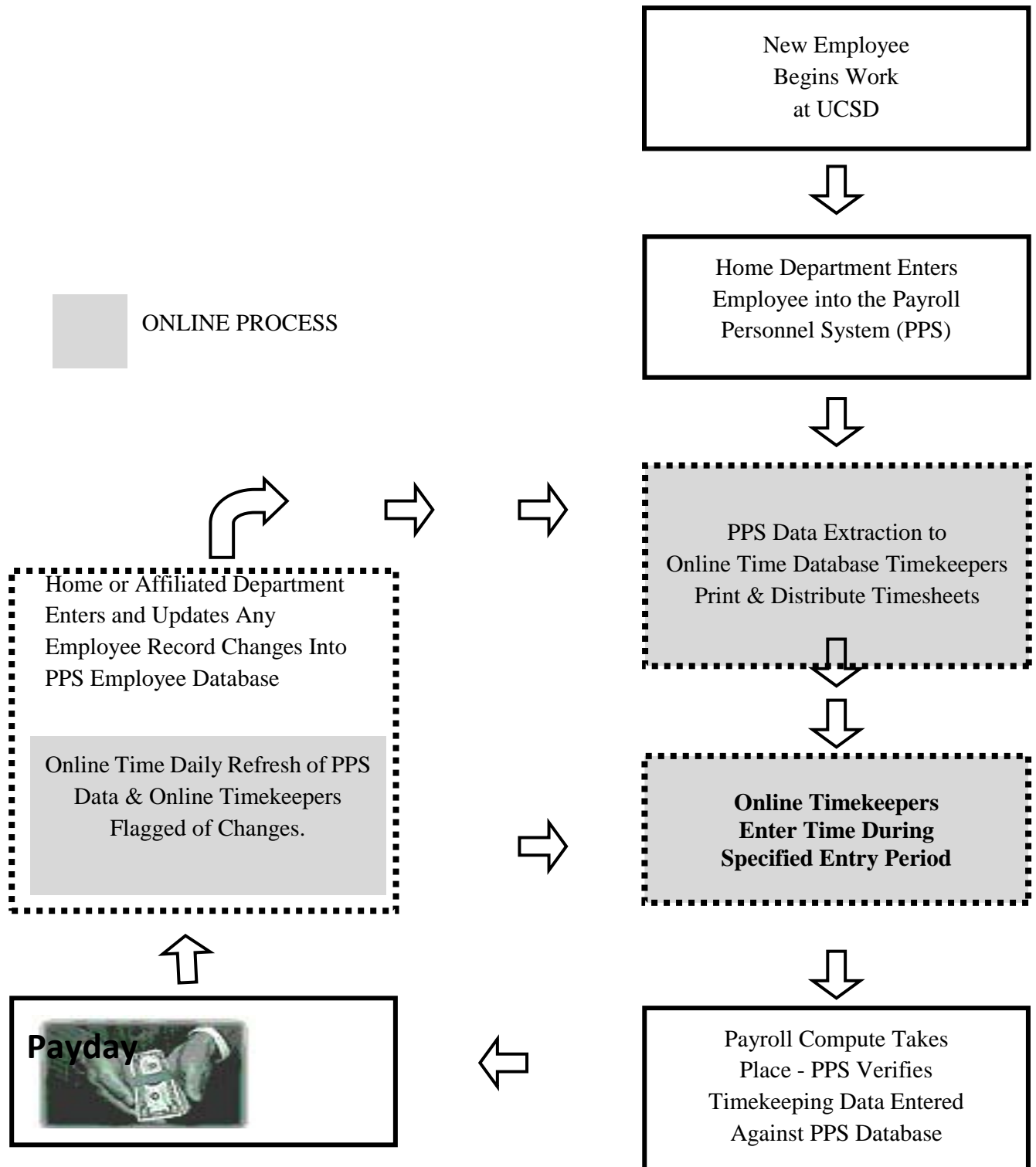
Payroll/Timekeeping Cycle

Salary Roll & General Assistance

PPS Database

Production Calendar

Payroll/Timekeeping Cycle

New Employee
Begins Work
at UCSD

⬇

Home Department Enters
Employee into the Payroll
Personnel System (PPS)

⬇

ONLINE PROCESS

PPS Data Extraction to
Online Time Database Timekeepers
Print & Distribute Timesheets

⬇

Home or Affiliated Department
Enters and Updates Any
Employee Record Changes Into
PPS Employee Database

Online Time Daily Refresh of PPS
Data & Online Timekeepers
Flagged of Changes.

**Online Timekeepers
Enter Time During
Specified Entry Period**

⬇

Payday

⬆

Payroll Compute Takes
Place - PPS Verifies
Timekeeping Data Entered
Against PPS Database

Exempt & Non-Exempt

Now that you have seen the Payroll/Timekeeping Cycle, you can better understand the two pay cycles that occur at UCSD, which are Monthly (Exempt) and Biweekly (Non-Exempt). Please refer to the following chart for their differences.

	MONTHLY (EXEMPT)	BIWEEKLY (NON-EXEMPT)
Pay Period	1st to last day of the month.	Two week period – 80 hours
TYPE OF EMPLOYEE AND SUB ACCOUNT	Academic SUB 0 Staff SUB 1 Staff SUB 2	Staff SUB 1 Staff SUB 2 Some exceptions for Readers and Tutors. All Medical Center Employees
TIME REPORTING REQUIREMENTS	SUB 0: Only appointments with accruing leave codes SUB 1: Exception Reporting (vacation, sick, other absences) SUB 2: Positive Pay (Ex: Effort Reporting) Need to report hours in order to be paid	SUB 1: Exception Reporting (vacation, sick, other absences, additional hours) SUB 2: Positive Pay (must report all hours in order to get paid)
WORKWEEK	Monday – Sunday	Sunday – Saturday
FREQUENCY OF PAY	Once per Month 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) 12 paychecks per year	Every other Wednesday Pay day is 11 days in arrears 26 paychecks per year

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)