



Special Pay Entry

module six

Creating a Special Pay Entry

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Creating a Special Pay Entry

Creating a special is easy using the Online Timekeeping system. Just click on the Special button from the Timekeeper Select screen or Detail Entry screen. This will create the special pop-up window, where you will be prompted to enter a valid Employee Identification Number or Name. Then click on the OK button and you will be returned to the Detail Entry screen where this employee's information will be displayed, provided you have access to the employee's file (see security issues on the next page).

The screenshot shows the UCSD Timekeeping Training interface. At the top, there is a navigation bar with 'UCSD UNIVERSITY OF CALIFORNIA, SAN DIEGO' and a 'Sign Out' button. Below this is a 'Timekeeping Training' header. On the left, a 'Tools (Timekeeping)' sidebar lists various links: Reports and Timesheets, Payroll Training, Payroll Users Manual, Delegation Form, Timekeeper/Code Administration, and Timekeeping Calendar. The main area contains a form for selecting a timekeeper. The 'Timekeeper Id' is set to '000620-99 DEPT 620'. The 'Monthly' dropdown is set to '*Period: 09/01/07 - 09/30/07 Entry: 09/01/07 - 09/22/07 Pay: 10/01/07 Hrs: 168.00'. The 'Bi-Weekly' dropdown is set to 'Select Period'. Below the form are buttons for 'Select All', 'Unselect All', 'Special', 'Period Note', 'Detail', and 'Quick Entry'. A table of timekeepers is displayed with columns: T/S GEN, NAME, EMPL ID, PRIOR UPDATED, CURRENT UPDATED, TOTAL HOURS, and TOTAL PERCENT. The table contains several rows of data. A 'Special' pop-up window is overlaid on the table, prompting for 'Employee ID or Name' with the text 'Xuan, David' entered. The pop-up has 'OK' and 'Close' buttons. At the bottom of the table area, there are 'Clear List' and 'Timesheets' buttons, and radio buttons for 'W/O Hours' and 'Blank'.

T/S GEN	NAME	EMPL ID	PRIOR UPDATED	CURRENT UPDATED	TOTAL HOURS	TOTAL PERCENT
3	* XUAN, ALLEN	918175	Yes	Yes	168.00	100.00
2	XUAN, ANTONIO				168.00	100.00
3	XUAN, CARMEN				5.00	2.98
2	XUAN, CELINE				168.00	100.00
2	XUAN, JOLENE				0.00	0.00
2	XUAN, KAREN				0.00	0.00
4	XUAN, YUSOF				0.00	0.00

SPECIAL WINDOW DIAGRAM

The employee will also be added to your Employee List under the selected timekeeper code for this pay period only. Note: the employee's permanent timekeeper code is determined and maintained by the employee's Home Department in the Payroll Personnel System (PPS).

Why We Need to Create Specials



There may be times when you need to enter time for an employee that you are not the authorized timekeeper. For example, Kathy works in department "x" and also works for your department; let's call it "y". Her Timekeeper Code is assigned to the timekeeper for department "x", and for security purposes, only timekeeper "x" would be able to enter time for Kathy. This would not work very well, if you had to send timekeeper "x" Kathy's timesheet in order for her time to be entered. So, the system allows you to create a special, so that you are able to enter the time. In order for you to complete the special, your department must have some affiliation to the employee's file (please read security issues below).

Security Issues

We know that this information was covered previously, but we thought that it would be a good idea to review it once again.



All timekeepers are assigned valid timekeeper code(s) for which they have been delegated the responsibility by their department. All employees working at UCSD must have a valid timekeeper code, which is assigned and maintained in the Payroll Personnel System (PPS) by the employee's home department.

Access to the employee's time record will only be granted to the employee's assigned timekeeper. If you are not the employee's assigned timekeeper, the system will allow you to create a special entry if you meet the following criteria: a.) your department is set up in PPS with home department access, or b.) your department has a current or previous appointment on the employee's PPS data file. Questions pertaining to PPS information should be directed to your departmental PPS contact.

Participant Activity 6

I'll Have the Special of the Day

You have just been informed by your department that they have hired Theodore for additional employment for the next six months. Theodore is currently a casual employee in the Architecture Department, which is his Home Department.

Your departmental PPS preparer is just entering his appointment and distribution data into PPS. Theodore will be a Staff Research Associate, title code 9612, and he will be paid a monthly rate of \$2516.67 on the fund source ATX0005-69750A-2. His description of service code (DOS) is REG. Because the Online Timekeeping database is refreshed once every 24 hours with PPS updates, his record will not be flagged for the PPS updates until tomorrow.

You will need to create a Special Pay Entry to pay Theodore for the time he has worked in your department for this pay period, because today is the deadline to key time into the system.

Theodore worked 62.00 Regular hours for the Monthly Pay Period 09/01/907 to 09/30/07.

The following steps will guide you through creating a Special for Theodore's time entry:

1. Proceed by clicking on the [**SPECIAL**] button, located on the TIMEKEEPER SELECT or DETAIL ENTRY SCREEN. The system will then display the SPECIAL WINDOW.
2. Enter the employee identification number for Theodore (located on your class training worksheet under Specials) in the **Employee ID or Name** field. Now click on the [**OK**] button.
3. The system will return to the DETAIL ENTRY SCREEN and display the Pay Information for Theodore.

4. Click on any current pay reporting line and then, click the **[COPY 1]** button. The pay reporting line will be copied to a new reporting line with the same information and current pay period end date.
5. Click on the copied line to select it (it should be highlighted in blue).
6. Now click in the **Index** field on the DETAIL ENTRY SCREEN. Delete the existing index and key Theodore's new index 'ATX0005' in the field.
7. Use the Tab key to advance to the **Sub** field and enter '2'.
8. Continue by moving to the **Title** field, where you will delete the existing title code and enter '9612'. Proceed to the **Rate** field and replace the existing monthly pay rate with '2516.67' and make sure there is an 'M' in the **H/M** field.
9. Next, you will advance to the **DOS** field and enter the 'REG' description of service code.
10. Use the Tab key to move to the **Reg Hrs** field and enter the '62.00' Regular Hours for Theodore.
11. Click on the **[UPDATE]** button to update the entry and receive the message "Update Completed".
12. You will be going to lunch very soon!