

Recommended Business Practices for Entry of Transactions into HR System and Review of the Compensating Control Reports

Recognizing the diversity with which each College/Division processes personnel transactions based on the specific needs of their unit(s), it is imperative that anyone with access to the HR system understands the following

- Confidentiality of personnel data must be maintained at all times.
- The University's fiscal resources are to be safeguarded and conserved at all times
- Proactive steps should be taken to mitigate the potential misuse of University resources, whether they be monetary or in the form of detailed information concerning it's personnel.

Confidentiality of Information

- It is important that each user with access to the HR system fully understand that they may access personnel records only as required in the performance of their assigned duties.
- Passwords should never be shared.
- Each user should understand their duty to secure all records that may contain confidential information from the view of or access by unauthorized persons.
 - This includes ensuring that...
 - Confidential paper files be stored in locked cabinets or drawers whenever feasible. They should not be left unattended in areas where visitors may enter, and should be disposed of by shredding or other secure method.
 - They do not allow access to electronic files by unauthorized persons, nor to authorized persons for unauthorized purposes.
 - They follow the electronic security measures for confidential and sensitive information that are established by their supervisor and that they consult with their supervisor or the Information Assurance and Security unit of Enterprise Technology Services and Support if they need information on how to secure confidential information.
- If a user at any time becomes aware of any breach or suspected breach of information security, they should promptly report it to their supervisor and the Information Assurance and Security unit of Enterprise Technology Services and Support.

Written Details of Business Practices

Prescribed below are the recommended business processes each College or Division should follow with respect to the processing, reviewing and authoring of personnel/payroll transactions. While it is understood that various units on campus may have differing business needs that are not met by the business

practices prescribed below, they must maintain written details of their unique business practices within their business office and should clearly note where there practices diverge from these best practice documented here. Additionally, their business practices should be communicated to the appropriate individuals within and throughout their unit with the responsibilities of the individuals clearly defined. While it is sound practice to communicate these practices when employees are first provided with the responsibility for personnel or personnel reporting matters, it is prudent to re-communicate these practices on at least an annual basis or whenever a change is made to these practices.

The business practices detailed below apply specifically to the following activities:

- i. Entry of EPA and SPA actions
- ii. Initiation or Approval of Personnel Transactions via the Virtual Personnel Action Form (VPAF)
- iii. Entry of Biweekly Timesheets
- iv. Processing of Supplemental / Additional Pay
- v. Processing of Distribution Changes
- vi. Payroll Lockout
- vii. Creation, processing or distribution of HR system reports
- viii. Review of Record Detail Compensating Control Reports
- ix. Review and Approval of Authorization and Supplemental Pay Reports
- x. Distribution of paychecks and advices

I. Entry of EPA and SPA actions

Access to enter EPA and SPA actions is provided to a limited number of users. Each of these users must attend mandatory training within 30 days of being provided this access. Human Resources will be monitoring these users activities on an on-going basis to ensure they continue to be adept at entering transactions into the HR system and that they are being entered correctly. Human Resources reserves the right to revoke update access to the HR system for any user at any time.

In most Colleges and Divisions, access to enter SPA and EPA actions has been provided at the College or Division level. Transactions are entered directly into the base HR tables, thereby becoming live personnel/payroll transactions as soon as the user has successfully saved the transactions. Since there is not a required electronic approval prior to the transaction being fed to the base HR tables, each day, someone other than the user who entered the transaction should review the transactions entered the previous day for accuracy. This can be accomplished by verifying the source document with the information provided on the following Compensating Control reports.

Detail Report– Job Data
Detail Report– Personal Data
Detail Report– Position Data
Detail Report– Dept Budget Distribution

If the reviewer finds that any of the data was entered incorrectly or not at all, they should bring it to the attention of the user who entered it. Before the user attempts to correct the transaction or enters the missing data, they must ascertain if they are able to correct the transaction themselves or if the correction must be done by Human Resources.

Errors or omissions of data that can only be corrected by Human Resources include any effective dated transaction that carries an effective date prior to the current date.

II. Initiation or Approval of Personnel Transactions via the Virtual Personnel Action Form (VPAF)

The VPAF enables users to initiate hires, rehires/additional jobs, pay rate changes, terminations and data changes for Graduate Assistants, Graduate Fellowships, Temporary employees, individuals with Visitor No Pay status (job code Z547) and Housing Resident Advisors (job codes beginning with H). Once initiated, VPAF transactions require the review and approval of another user before the transaction will be loaded into the HR system base tables. Given the limited number of edits built into VPAF transactions, it is imperative that the initiator carefully review each field they have entered for accuracy before they save the transaction and the reviewer thoroughly scrutinize each transaction before they approve it. Additionally, since the bulk of editing performed on individual fields will not occur until after the transaction has been approved by the approver, it is incumbent upon the approver to resolve any warnings or edits they are made aware of. Therefore, whenever an approver does encounter an error with a transaction, it is incumbent upon them to verify that once it is resolved the transaction is saved to the base tables. Because VPAF transactions require action on the part of two different individuals, these transactions will not appear on the Compensating Control reports. In essence, the requirement that each transaction be approved after it has been initiated provides sufficient internal controls for these transactions.

Please note: hires, rehires/additional job, pay rate changes, terminations and data changes for Graduate Assistants, Graduate Fellowships, Temporary employees, individuals with Visitor No Pay status (job code Z547) and Housing Resident Advisors (job codes beginning with H) should only be accomplished via the VPAF.

III. Entry of Biweekly Timesheets

Each biweekly pay period, after timesheets have been entered into the HR System, someone other than the user who has entered the biweekly timesheets for a unit, should review the transactions for accuracy. This can be accomplished by verifying the source document with the information provided on the Time & Labor Temp Time Detail Report or the Time & Labor Temp Time Summary Report. While the Time & Labor Temp Time Detail Report provides a detailed listing of the number of hours entered for the employee for each day worked within the pay period, the Time & Labor Temp Time Summary Report summarizes the total number of hours entered for the employee for each workweek.

IV. Processing of Supplemental / Additional Pay

Depending on the volume of supplemental pay transactions being entered within a unit, either on a daily basis or several days prior to each payroll run, someone other than the user who entered supplemental pay transactions should review what was entered for accuracy. This can be accomplished by verifying the source document with the information provided on Time & Labor Supplemental Pay Detail Report.

V. Processing of Distribution/Redistribution Changes

Depending on the volume of distribution changes being entered within a unit, either on a daily basis or several days prior to each payroll run, someone other than the user who entered distribution changes should review what was entered for accuracy. This can be accomplished by verifying the source document with the information provided on Dept Budget Distribution detail report for changes to the department budget table. And if there is a change in the position distribution that will be reflected on the Position Budget Distribution report.

Redistributions should also be reviewed by someone other than the user who entered the transaction. This can be accomplished by comparing the source documents against the Redistributions report.

VI. Payroll Lockout

Each month, according to a schedule that is distributed at the beginning of each fiscal year and available on Payroll's website, the Payroll Office begins the processing of the Monthly payroll. At this point in time, referred to as the "Payroll Lockout", it is imperative that users do not enter personnel transactions that impact the payroll to be processed. It is at this point in time that a complete set of Compensating Control reports will be produced. Of the Compensating Control reports, the Authorization Report and the Time & Labor Supplemental Pay Detail Report must be approved by the authorized approver according to the established schedule.

Please note that Human Resources will be closely monitoring personnel transactions to determine if any having an impact on the payroll have been entered beyond the point of the "Payroll Lockout." Since transactions affecting the payroll entered after the "Payroll Lockout" will not appear on the Authorization Report and the Time & Labor Supplemental Pay Detail Report, they are not considered to be legitimately "authorized" transactions and therefore they **will be deleted and** must be re-entered for the next payroll. *The only exception to this will be those transactions that represent the reduction in gross pay or the partial or complete removal of an individual from the payroll.* (These transactions include terminations/separations, placement on leave without pay, reduction in salary, etc.) Since the incorporation of these transactions into the current payroll will prevent an overpayment, thereby preserving fiscal resources, they will be incorporated into the current payroll. It is imperative that **each of these instances be communicated directly to your Human Resource Customer Service Representative, in addition to the Payroll Manager and/or Payroll Supervisor.** These individuals can be reached at 515-2062 and 515-4355, respectively.

VII Creation, processing or distribution of HR system Compensating Control reports

Keeping in mind the need to maintain the confidentiality and physical security of HR data at all times and realizing it is possible to import HR reports available in Report2Web into other files or to create files with data from the Report2Web product, all users of the Report2Web product must ensure they are strictly adhering to the guidelines described in the *Confidentiality of Information* section above. Human Resources data at no time should be saved to a non-secure file location such as a user's computer hard drive, portable media storage device (i.e., diskette, CD, etc) or publicly shared directory. Any hard copies of these reports should be kept in a locked cabinet at all times. In addition, **under no circumstances should social security numbers be e-mailed or transmitted electronically.** The Human Resource System Compensating Control reports that are available to you can be found by clicking on the "NCSU Reports" menu item that appears under the "Employment Admin Menu" on the Employment Admin tab of the Administrative portal. From there, you should select the icon for "Access to Report2Web." These reports are run automatically at the close of each business day and will be available the following morning. It is important to note that each report will represent transactions entered the previous day. The reports are available to anyone with view access to the HR system. A user's access to these reports will be limited to those individuals who have access for in the HR system.

These reports can also be run on an ad hoc basis from the “NCSU Reports” menu item listed on the Employment Admin tab of the Administrative Portal. See “*Running Compensating Control Reports on an Ad Hoc Basis*” below for further instructions.

The complete List of HR system Compensating Control reports can be broken down into two categories, A) those requiring approval on a monthly basis prior to each monthly payroll run and B) those that provide the details for all transactions entered for a unit. It is important that all of the reports are reviewed before the required reports are approved. There are several different detail reports and each one details a different type of HR data. These will be described in detail below.

Records Retention

Since the compensating control reports do not represent the source document for the individual personnel/payroll transactions listed on the report, and electronic copies of the Authorization Report and Supplemental Pay Detail will be kept indefinitely, it is recommended that all reports other than these disposed of in a secure manner at the close of the fiscal year following the fiscal year in which they were paid/processed.

A. Compensating Control Reports requiring approval on a monthly basis prior to each payroll run

Authorization Report
Time & Labor Supplemental Pay Detail Report

B. Compensating Control Reports that detail transactions entered on a daily basis

Detail Report– Job Data
Detail Report– Personal Data
Detail Report– Position Data
Detail Report– Dept Budget Distribution
Detail Report– Position Budget Distribution
Detail Report– Redistributions
Time & Labor Temp Time Summary Report
Time & Labor Temp Time Detail Report

VIII. Review of Record “Detail” Compensating Control Reports

As noted previously in sections I and IV, it is recommended¹ that each day someone other than the person who entered EPA and SPA personnel

¹ If the volume of activity for a particular College or Division does not warrant that these report be reviewed on a daily basis, it is recommended that they be reviewed no less than once a week.

transactions and/or supplemental pay transaction for the College or Division review what was entered for accuracy. This can be accomplished quickly by comparing the source documents with the following Compensating Control reports.

Detail Report– Job Data
Detail Report– Personal Data
Detail Report– Position Data
Detail Report– Dept Budget Distribution
Time & Labor Supplemental Pay Detail Report

Changes

All of these reports, with the exception of *Department Budget Distributions and Time & Labor Supplemental Pay Detail Report* will display at least two different rows of data for each employee, position, distribution or budget. The first of these two rows, known as the “before row” will detail the employee, position, distribution or budget record as it was prior to the transaction being entered. The second line, the “after row”, which will usually be shaded, will list the effective date of the change along with the field(s) that have been changed, the value it changed to, the operator Id of the user who entered the change and the date the change was entered.

New hires, new positions, new department budget distributions or new position budget distributions

In the event of a new hire, new position, new department budget distribution or new position budget distribution, there will only be an “after” row.

Multiple Transactions of the Same Type Entered for the Individual, Position, Distribution or Budget Within the Same Pay Period

If multiple transactions were entered in the same period for person, position, department budget distribution or position budget distribution, each transaction will be detailed and include the “before” and “after” row.

Deletions

Please note that if within the same pay period any deletion of a pre-existing job or position row, new department budget distribution or new position budget distribution is deleted, the word “DELETE” will appear in the “after” row.

Provided the reports listed above are reviewed on a daily basis, once the complete Authorization Report And Time & Labor Supplemental Pay Detail Report has been run for the monthly payroll, the approver should be able to quickly review these reports and provide their approval via the Report2Web report management system.

IX. Review and Approval of Authorization and Supplemental Pay

Prior to the monthly payroll confirmation each month, a representative from each college and division is required to approve the Authorization Report and the Time & Labor Supplemental Pay Detail Report for the college and division. The review and approval is accomplished using the Report2Web product. It is important to note that by their approval of the Authorization Report, the approver is also certifying that the “detail reports for the period have been reviewed for accuracy.” If there were no transactions entered for the period for the entire unit of the type (i.e., hires, terminations, placement on leave, etc.) that would normally appear on the Authorization Report, only the authorization statement will appear on the Authorization Report. If there were no supplemental pay transactions for any of the employees within the unit, the Time & Labor Supplemental Pay Detail Report would indicate “No activity for the period.” However, even the reports that indicate that there was no activity for the unit for the period, must be approved. These reports must be **approved each month** by the date listed on the Monthly Payroll Schedule which can be found at <http://www7.acs.ncsu.edu/hr/payroll/payschlst.asp>.

Accessing Compensating Control Reports via Reports 2 Web Product

The Authorization and Supplemental Pay Compensating Control reports can be accessed via the “Access to Report2Web” menu item listed under NCSU Reports on the Employment Admin tab of the Administrative Portal. For step by step instructions for accessing the Authorization and Supplemental Pay Compensating Control, please refer the document entitled “Review and Approval of Compensating Control Authorization and Supplemental Pay Detail Reports” which can be found at <http://www7.acs.ncsu.edu/hr/hssystem/>!

X. Distribution of Paychecks and Advices

Paychecks and advices should not be placed in a non-secured, restricted mailroom. They should be distributed in person by the payroll coordinator. Checks and advices not distributed on payday should either be mailed (if it's for an employee working off-site) or be kept in a locked drawer or cabinet. If after 30 days the check or advice has not been provided to the employee, it should be returned to the Payroll Office, Campus Box 7233.

Appendix A

Description/Explanation of Reports

All of the following reports, collectively known as the Compensating Control Reports will be made available on a daily basis via Report 2 Web and will include transactions entered for the previous day. At the end of each monthly payroll period, each daily report will be run with a full month of transactions. In addition, they can be run individually on an ad hoc basis. See running "*Compensating Control Reports on an Ad Hoc Basis*" below.

Authorization Report

The Authorization Report was designed to capture non-system generated EPA and SPA personnel transactions that have a direct impact on the payroll. The report includes the following types of transactions: hires, rehires/additional jobs, terminations, transfers, placement on leave, return from leave and pay rate changes. As previously mentioned, the report does not include transactions that have been systematically generated through an administrative process. For example, it does not include salary changes as the result of legislative increases. (See Appendix B for a sample of this report and a complete listing of the fields that appear on this report.)

Time & Labor Supplemental Pay Detail Report

The Time & Labor Supplemental Pay Detail Report lists all supplemental pay transactions entered by campus users for employees within a particular department. These include payment for overtime, extra time, vacation leave payouts, bonus leave payouts, etc... In addition to the payments made to the employees within their our unit, the report also lists supplemental payments made to EPA, SPA, Post Doc or Graduate Assistant employees by a unit outside of their home department. These transactions will appear on the report for the EPA, SPA. Post Doc or Graduate Assistant's home department.

The report does not capture supplemental pay transactions generated by the HR system. These include longevity payments. (See Appendix B for a sample of this report and a complete listing of the fields that appear on this report.)

Detail Report– Job Data

This report details all EPA and SPA personnel transactions that affect an employee's Job Data. In addition to detailing the employee's job data record prior to the transaction entered for the pay period, the report will provide the effective date of the change made along with the new value of the field(s) which have changed, the operator ID of the user entering the transaction and the date

the transaction was entered. (Please refer to Appendix B for a sample of this report and a complete listing of the fields that appear on this report.)

Detail Report– Personal Data

This report details all EPA and SPA personnel transactions that affect the employees Personal Data. In addition to detailing the employee's personal data record prior to the transaction entered for the pay period, the report will provide the effective date of the change made along with the new value of the field(s) that changed, the operator ID and date the transaction was entered. (See Appendix B for a sample of this report and a complete listing of the fields that appear on this report.)

Detail Report– Position Data

This report details all personnel transactions that affect Position Data. In addition to detailing the position record prior to the transaction entered for the pay period, the report will provide the effective date of the change made along with the new value of the field(s) that changed, the operator ID and date the transaction was entered. (See Appendix B for a sample of this report and a complete listing of the fields that appear on this report.)

Detail Report– Dept Budget Distribution

This report details all personnel transactions that affect Dept Budget Distribution data. Since transactions could be for a different payroll cycle, the before row will not show on this report. The user will be required to go to the department budget table in order to view the before and after to insure accuracy. Review of the department budget table for the employee may be necessary as part of the review process. When necessary to see the before the reviewer will have to go to the department budget table to see the change.

(See the Appendix B for a sample of this report and a complete listing of the fields which appear on this report.)

Detail Report– Position Budget Distribution

This report details all personnel transactions that affect position distribution data. This report follows the same logic as the Dept Budget Distribution report.

(See the Appendix B for a sample of this report and a complete listing of the fields which appear on this report.)

Detail Report– Redistributions

This report details all personnel transactions that affect Redistribution Data. This report will show the before and after of a transaction for the Earnings only. Deductions and Taxes were eliminated from the report to minimize the length of the report. If review of the deductions and taxes are required then the reviewer must go to the Department Budget Table to view these changes.

(See the Appendix B for a sample of this report and a complete listing of the fields which appear on this report.)

Time & Labor Temp Time Summary Report

This report provides a summary listing for each employee, by earnings code (i.e., TRC: Time Reporting Code), by pay week, of all payments forecasted for o them on the biweekly payroll via the Time and Labor module. (See Appendix B for a sample of this report and a complete listing of the fields that appear on this report.)

Time & Labor Temp Time Detail Report

This report provides a daily breakdown for each employee by earnings code (i.e., TRC: Time Reporting Code) of all payments made to them on the biweekly payroll via the Time and Labor module. (See Appendix B for a sample of this report and a complete listing of the fields that appear on this report.)

Running Compensating Control Reports on an Ad Hoc Basis

Any of the Compensating Control reports listed above can be run on an ad hoc basis. This feature is made available on the Employment Admin tab of the Administrative Portal. The navigation for each of these reports and input parameters are provided below.

Report Name	Navigation ²	Input Parameters
Authorization Report	NCSU Reports HR Reports Compensating Control Reporting	As of Date EmplId Department Job Code Action Empl Class
Time & Labor Supplemental Pay Detail Report	Time & Labor Reports T&L Compensating Controls	Time Entry Begin Time Entry End
Detail Report– Job Data	NCSU Reports HR Reports Compensating Control Reporting	As of Date EmplId Department Job Code Action Reason Code Empl Class

² Navigation from the Employment Admin tab of the Administrative Portal. The Administrative Portal can be found at <https://adminportal.acs.ncsu.edu/psp/AGPRD/EMPLOYEE/EMPL/h/?tab=DEFAULT>

Detail Report– Personal Data	NCSU Reports HR Reports Compensating Control Reporting	As of Date EmplId Department Empl Class
Detail Report– Position Data	NCSU Reports HR Reports Compensating Control Reporting	As of Date Position Number Department Job Code Action
Detail Report– Dept Budget Distribution	NCSU Reports Commitment Accounting Reports Comp Control – Dept Budget	EmplId From / To Date Account Code Department
Detail Report– Position Budget Distribution	NCSU Reports Commitment Accounting Reports Comp Control – Position Budget	Position Number From / To Date Account Code
Detail Report– Redistributions	NCSU Reports Commitment Accounting Reports Comp Control - Redistributions	From/To Date Department Oprid EmplId Redistribution Number
Time & Labor Temp Time Summary Report	Time & Labor Reports T&L Compensating Controls	Time Entry Begin Time Entry End
Time & Labor Temp Time Detail Report	Time & Labor Reports T&L Compensating Controls	Time Entry Begin Time Entry End Department

Appendix B

Authorization Report (NCHR0039)

This report includes the following fields:

CLASS – A single character that identifies the type of employee³

ID – the 9 digit identification number assigned by the HR system to the employee

Name – the employee's Name

Effective Date – the effective date of the transaction

Eff Seq – Sequential number to identify order of transactions for the same effective date.

Action – 3 character code representing the type of transaction processed.

Reason – 3 character code further clarifying why a transaction was done.

Position Number – the 8 digit number identifying the position the employee is in

Job Code/Desc – the 5 digit job code and description of the job code

Department – 6 digit number identifying the department. Sometimes referred to as "OUC."

Standard Hours – the number of hours per week the employee normally works

FTE – Full-Time Equivalent. Can be calculated by dividing the standard hours by 40

Salary – Annual compensation rate

Chg \$ - the dollar amount of the change in the employee's salary

Chg % - the percent change in the employee's salary

Annl Benef Rate – Annual Base Benefits rate. Applies to County Extension employees only.

Operator ID / Date Stamp - the user id and the date the user entered the transaction

Time & Labor Supplemental Pay Detail Report (NCTL0001)

This report includes the following fields:

Name – the employee name

EMPLID – the 9 digit identification number assigned by the HR system to the employee

Empl Rcd – the number of the employee record the transaction was processed against

Empl Class – A single character which identifies the type of employee⁴

Date – the date for which the supplemental pay was entered

TRC – The earnings code denoting the type of supplemental pay entered

Amount – The dollar amount of the supplemental pay being paid. Applies to flat amounts only.

Hours – the number of hours supplemental pay being paid

Hourly Rate – the hourly rate of the supplemental pay payment being made. Applies to Supplemental pay payments paid in the number of hours

Override Rate – the hourly rate at which the employee is being paid at if different from their normal hourly rate of pay

Total – The total to be paid by the specified account for that day and earning code (TRC)

Approved Date – the date the transaction was approved by the Central Office, if applicable.

Account Code – or Project Id, 6 digits

Account Override – The account to be charged if different from the default account.

Manual Check – A (Y)es or (N)o indicator if the department would like the payment issued in a manual check. This is only available if the payment missed the regular payroll check

OPRID – The user id of the individual who entered the supplemental payment.

³ Empl Class 1=SPA, 2=EPA, 3=County EPA, 4=Post Docs, 5=LEORS-Police Officers, 6=Graduate Assistantships, 7=Graduate Scholarships/Fellowships, 8=County SPA, H=Housing Resident Advisors, N=No Pay, S=Temporary & Z=Visitor No Pay.

⁴ Empl Class 1=SPA, 2=EPA, 3=County EPA, 4=Post Docs, 5=LEORS-Police Officers, 6=Graduate Assistantships, 7=Graduate Scholarships/Fellowships, 8=County SPA, H=Housing Resident Advisors, N=No Pay, S=Temporary & Z=Visitor No Pay.

Detail Report – Job Data (NCHR0040)

This report includes the following fields:

- Emplid** – the 9 digit identification number assigned by the HR system to the employee
Effseq – Sequential number to identify order of transactions for the same effective date.
FTE – Full-Time Equivalent. Can be calculated by dividing the standard hours by 40
Pl. Exit – the planned exit date entered for the job
Cont Beg – The begin date of the employee's contract
EmployeeName – the employee's name
Effdt – the effective date of the transaction
Std Hrs – the number of hours per week the employee normally works
Auto End – a check box indicating if the system should automatically process a termination as of the planned exit date (denoted above)
Cont End – The end date of the employee's contract
Action – 3 character code representing the type of transaction processed.
Reason – 3 character code further clarifying why a transaction was done.
Comp Rate – salary
Prob – an indicator of whether the employee is serving on a probationary basis.
Applies to SPA only.
Rank – the faculty academic rank the employee holds
Chg \$ - the amount of the change in salary expressed as a dollar amount
Time Ltd – indicates if an individual is serving in a time limited capacity for an SPA position
Chg % - the amount of the change in salary expressed as a percent
Tax Loc – the name of the state state withholding taxes will be withheld
Empl Rcd – employee record number
BASE – the employee's base salary
Recurring-Contract Length – the full contract length of the employee expressed in months usually 9, 12, 10 or 11
TMPSUP – temporary supplement
Tenure Status – Indicates if the employee holds tenured status as a faculty member
Pos# - the position number the individual has been appointed
Location – a 3 digit number identifying the employee's work location
Job Code – the 5 digit number which identifies the job along with a description of the job.
Position Mgt Rec - This flag indicates the job change was fed from position if Yes.
GradFacStat - the faculty member's Graduate Faculty Status
DeptId- 6 digit number identifying the department. Sometimes referred to as "OUC."
Named Professorship – the descriptive title of the Named Professorship the individual holds
Sal Adm/Grd/Stp – the salary grade and/or step the employee is assigned to. Applies to SPA employees only.
Vote Assgn – the college or voting constituency of the faculty voting roster.
Paygroup- the employee's paygroup⁵
Freq – the frequency with which the employees is paid or compensation is expressed⁶
Empl Class – A single character which identifies the type of employee⁷
Acad Org – Faculty department of rank
AnnI Benef Rate – Annual Base Benefits Rate – used for County extension employees only
Contract Number – reference number used to link the job row with the contract data.
Opr;Dt – The user Id and Date of who entered the transaction

⁵ Paygroup – BWK=Biweekly, GRD=Graduate, MTH=Monthly, NPY=No Pay, RES=Biweekly Resident Advisor, SCH=Monthly Scholarship/Fellowship & TMP=Temporary

⁶ Frequency – A=Annual, C=Contract & H=Hourly.

⁷ Empl Class 1=SPA, 2=EPA, 3=County EPA, 4=Post Docs, 5=LEORS-Police Officers, 6=Graduate Assistantships, 7=Graduate Scholarships/Fellowships, 8=County SPA, H=Housing Resident Advisors, N=No Pay, S=Temporary & Z=Visitor No Pay.

Detail Report– Personal Data (NCHR0041)

This report includes the following fields:

- EMPLID** – the 9 digit identification number assigned by the HR system to the employee
- Name** – the employee's name
- I9 Statu/Dt**⁸ - I-9 status. The status of the employees Immigration and Naturalization Service (INS) form
- Effdt** – Effective date of personal data change, if applicable
- Mil Status** – military status
- Gender** – the employees gender (M)ale or (F)emale
- Highest Earned Degree** – the highest degree the employee has attained
- DOB** – Date of Birth
- Ethnic** – Ethnicity- the employee's ethnicity.⁹
- SSN** – Social Security Number
- Disabled** – Indicates if the employee is disable. If the employee is disables, a check will appear in this field, otherwise it will be blank.
- Dis Vet** – Disabled veteran. Yes/No field indicating if the employee is a disabled veteran.
- Country** – Department in which the employee's VISA was obtained
- Citiz Stat** – Citizenship Status¹⁰
- VISA Type** – Visa type
- Duration** – duration of Visa
- IssDate** – Issue date of the Visa
- Exp Date** – Expiration date of the visa
- Aud Actn**
- Oprid Stamp** – The user Id and Date of the user who entered the transaction

Detail Report– Position Data (NCHR0042)

This report includes the following fields:

- Position #** - 8 digit position number
- Dept** - 6 digit number identifying the department. Sometimes referred to as "OUC."
- EffDt** – Effective date
- Reason**
- Job Code** - the 5 digit number which identifies the job along with a description of the job.
- Sal Admin/Grade**-the salary grade and/or step the employee is assigned to. Applies to SPA employees only.
- Std Hrs** - the number of hours per week the employee normally works
- FTE** – Full-Time Equivalent. Can be calculated by dividing the standard hours by 40
- Recurr** – the full contract length of the employee expressed in months usually 9, 12, 10 or 11
- Time Ltd** – Time limited. Indicates if an SPA position is time limited.
- CurHeadcount** – the number of employees using the position
- Status** – This field displays the status of the position
- UpdIncumb** – This field determines whether a row would have been inserted into Job (fed from Position)
- OPRID/Dt** – The user Id and Date of the user who entered the transaction

⁸ I-9 Status – Valid values include Completed, grandfathered, N/A No work – not required because the individual is not working and Status change.

⁹ Ethnicity – valid values include White, AMIND=Amer. Indian, Asian, Black, HISPA=Hispanic, PACIF = Native Hawaiian/Pacific Islander or NSPEC = Not Specified

¹⁰ Citizenship status – valid values include Alien permanent, Alien temp, native, naturalized and not specified.

Detail Report– Dept Budget Distribution (NCDS0019)

This report includes the following fields:

Deptid-6 digit number identifying the department. Sometimes referred to as “OUC.”
Emplid – the 9 digit identification number assigned by the HR system to the employee
Emp Rcd – Employee record number
Name – the employee’s name
Job Comp Rate – Job Compensation Rate
Effective Date – the effective date of the action
Eff Seq – effective sequence
Account Code – or Project Id, 6 digits
Account or Over-Ride – Account Number
Dist Pct – Distribution Percent
Dist Amt – Distribution Amount
Fund W/A – Fund Work Against
Date Created
Operator ID - The user id of the user who entered the transaction.
Comments

Detail Report– Position Budget Distribution (NCDS0020)

This report includes the following fields:

Deptid-6 digit number identifying the department. Sometimes referred to as “OUC.”
Position Number – 8 digit position number
Position Description
Budget Amount
Effective Date
Eff Seq – Effective Sequence
ACCT CD - Account Code or Project Id
Account or Over-Ride
Dist Pct – Distribution Percent
Dist Amt – Distribution Amount
Date Created
Operator ID - The user id of the user who entered the transaction.
Comments

Detail Report– Redistributions (NCDS0021)

This report includes the following fields:

Deptid-6 digit number identifying the department. Sometimes referred to as “OUC.”
Emplid - the 9 digit identification number assigned by the HR system to the employee
Rcd# - record number
Name - the employee’s name
RedistReq# - Redistribution Request Number
Redist#
Check Date
Comments
Payroll Id – The payroll that will be redistributed in the current payroll
Operator Id – the user id of the user who entered the transaction
Date Created
Earnings Type – Earnings Code
NewAccount Cd – New Project Id
New Account
New Amount
New Pct – New percent distributed

Type – Old Earnings code
OldAccount Cd – Old Project Id
Old Account
Old Amount
Old Pct – Old Percent Distributed

Time & Labor Temp Time Summary Report (NCTL0003)

This report includes the following fields:

NAME - the employee's name

EMPLID - the 9 digit identification number assigned by the HR system to the employee
identification number

Empl Rcd – employee record

Empl Class – A single character which identifies the type of employee¹¹

Week Begin

TRC – A 3 character code that defines the type of earnings being paid, e.g. 012:Temporary Biweekly Earnings & 029: Temporary Biweekly Overtime. The first three characters of this code are often referred to as the earning code. (In the case of TRCs listed as 4 characters, the last character of the TRC will be an “H” for those earnings that which are paid in hours, whereas an “F” in the last position will denote those earnings paid as Flat amounts.)

Amount

Hours

Hourly Rate

Total

Time & Labor Temp Time Detail Report by Day (NCTL0002)

This report includes the following fields:

NAME – the employee's name

EMPLID – the 9 digit identification number assigned by the HR system to the employee

Empl Rcd – employee record

Date

Day – day of the week

TRC- A 3 character code that defines the type of earnings being paid, e.g. 012:Temporary Biweekly Earnings & 029: Temporary Biweekly Overtime. The first three characters of this code are often referred to as the earning code. (In the case of TRCs listed as 4 characters, the last character of the TRC will be an “H” for those earnings which are paid in hours, whereas an “F” in the last position will denote those earnings paid as Flat amounts.)

Amount – The dollar amount of the supplemental pay being paid. Applies to flat amounts only.

Hours – the number of hours supplemental pay being paid

Hourly Rate – the hourly rate of the supplemental pay payment being made. Applies to Supplemental pay payments paid in the number of hours

Account Code – the account code to be charged if different from the default account code

Account Override – The account to be charged if different from the default account.

Manual Check – A (Y)es or (N)o indicator if the department would like the payment issued in a manual check. This is only available if the payment missed the regular payroll check

OPRID – The user id of the user who entered the transaction.

¹¹ Empl Class 1=SPA, 2=EPA, 3=County EPA, 4=Post Docs, 5=LEORS-Police Officers, 6=Graduate Assistantships, 7=Graduate Scholarships/Fellowships, 8=County SPA, H=Housing Resident Advisors, N=No Pay, S=Temporary & Z=Visitor No Pay.