

Job Aid: View and Update PREPSHUP Staging Tables

Overview

Each UC Location submits payroll data, such as time, attendance, earnings, deductions and so on. As delivered, PeopleSoft provides the ability to load paysheet data into payroll from sources outside of the application. With UCPath, the number of rows of data processed monthly are very high. In order to efficiently process all of the inbound data and mitigate the risk of data integrity errors, the UCPath custom **PREPSHUP Process** was developed to:

1. Allow UC Locations to load data files immediately and apply validation rules.
2. Decrease the validation results response time to source systems.
3. Provide UC with additional tools to preview data for reasonability.
4. Provide a structured, repeatable process that increases processing efficiencies within the custom programs.
5. Allow for the orderly loading of data into **PSHUP_TXN** and help to ensure data meets **PSHUP_TXN** processing requirements.

The pages and online objects of the **PREPSHUP Process** include a staging table with validation to initially load approved UC Location data, a modified data table (staging table) with validation and transformation according to business and derivation rules, and online pages to view data in the two staging tables for reasonability. This job aid describes how to view the data in the two staging tables.

In order to view Location-submitted data before it has been loaded to paysheets the custom process to move data from Staging Table 1 to Modified Data Table (Staging Table 2) must complete successfully.

Definitions

- ◆ **UC:** University of California.
- ◆ **UC Location:** a University of California UCPath Location.
- ◆ **CI:** Component Interface is a tool that allows you to upload a file that contains mass data changes directly into UCPath.
- ◆ **UCPC:** UCPath Center.
- ◆ **PSHUP_TXN:** Paysheet Load Holding record used in the delivered Paysheet Load process. It contains data to be used in creating a paysheet.

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View and Update PREPSHUP Staging Transactions

The purpose of the Staging Table 1 is to have the data that passed the initial validation in a single table where analysis can begin. The data in this table reflects the file data submitted by the UC Location. Data that was submitted to payroll can be viewed and, if necessary, stopped from moving to the next step in the process.

Navigation: PeopleSoft Menu > Payroll for North America > Payroll Processing USA > UC PREPSHUP Process > **Update PREPSHUP Staging Trans**

View and Update PREPSHUP Staging Trans Page

The screenshot shows the 'View and Update PREPSHUP Staging Transactions' interface. It includes search filters for View Transactions, Update Transactions, and Report Transactions, followed by a Transaction Data table with various tabs and a Save button.

The following table describes the sections on the page.

No	Section	Description
1	View Transactions	Use this section to enter search criteria. At a minimum, the Process Name or Empl ID is required.
2	Update Transactions	Use this section only when the Transaction Status for all Transaction Data rows should be changed at one time.
3	Report Transactions	UC is not currently using this section. Work has started to generate a report that shows summary results based on Process Name and Campus ID .
4	Transaction Data	This section displays the search results based on the criteria in the View Transactions section. Multiple tabs store information about each transaction.
5	Save	Click the Save button when Transaction Status is changed in batch or for an individual row.

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View Transactions

Use the following guidelines when entering data in the **View Transactions** section.

View Transactions

Process Name

Source File Name

Campus ID:

Transaction Status:

Pay End Date

Empl ID:

The information provided here is the same for Staging Table 2 - **View and Update PREPSHUP Modified Transactions**. The list of values for each search criteria field is based on the values selected/entered on the previous fields.

No	Section	Description
1	Process Name	Identifies the custom UCPath process that loaded the file. Only processes that have been run appear in the list. At a minimum, this field or the Empl ID must be entered. Options include: <ul style="list-style-type: none"> ◆ E353 ONE-TIME PAYMENTS ◆ Manage Accrual ◆ PAYREQ ◆ UC_I176_DED ◆ UC_I181_IB ◆ UC_I618_INTF ◆ UC_I620_AE
2	Source File Name	Identifies the originating file and tracks data items throughout the process. If not entered, results include all source files associated with the Process Name . File name convention: <i>CampusName_CEMLIID_ShortDesc_RunDateTime.txt</i> For example: RVCMP_I181_HRONLY_20171218123432.txt Exceptions to that rule are for processes E-353 One-Time Payments and PAYREQ . The Source File Names for these are the same as the Process Name .
3	Campus ID	Identifies the UCPath Business Unit (UC Location) associated with the inbound file.

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No	Section	Description
4	Transaction Status	<p>Identifies the transaction status. Valid options are:</p> <ul style="list-style-type: none"> ◆ Loaded: identifies data initially loaded into the table by the process; status assigned during the upload. ◆ Stopped: identifies data that should not move forward; status must be manually set. ◆ Completed: identifies data that was replicated to the next table; status set by the program. ◆ Ready: identifies data prepared for final PSHUP_TXN; status must be manually set. ◆ Staging Table: inactivate translate value. ◆ Modified Table: active translate value. ◆ No ACCT Cd: identifies data that has no account code for the combination of ChartFields (during the Account Code Process (E-311)); status set by the program. ◆ Validation Error: identifies data that does not pass validation; status set by the program. ◆ Modified: Not currently used by UC.
5	Pay End Date	Identifies the Pay End Date for payroll processing.
6	Empl ID	Identifies a specific employee.
7	Empl Record	Identifies a specific employment record for the employee. The employee ID must be populated before an Empl Record can be selected.
8	Search	Populates the Transaction Data grid based on the criteria entered.

The most efficient filtered view of transactions includes **Process Name**, **Source File Name** and **Pay End Date**.

View Transactions

Process Name

Source File Name

Campus ID:

Transaction Status:

Pay End Date

Empl ID:

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Transaction Detail Tab

After you enter criteria and click the **Search** button, the results appear in the **Transaction Data** grid.

Transaction Data defaults to the **Transaction Detail** tab. This page contains seven other tabs with data additional based on the transaction type.

Transaction Status	Employee ID	Source	Creation Date	Company	Pay Group	Off Cycle	Employment Record	Sequence	Paysheet Transaction Type	Override Only	Pay End Date	Campus Id	Process Name	Source File Name
1 Loaded	10001733	OT	01/19/2017	UCS	MME	<input type="checkbox"/>	0	1	E	Y	01/31/2017	UCOP1	E353 ONE-TIME PAYMENTS	E353 ONE-TIME PAYMENTS
2 Loaded	10001363	OT	01/19/2017	UCS	MME	<input type="checkbox"/>	0	1	E	Y	01/31/2017	UCOP1	E353 ONE-TIME PAYMENTS	E353 ONE-TIME PAYMENTS
3 Loaded	10000292	OT	01/19/2017	UCS	MME	<input type="checkbox"/>	0	1	E	Y	01/31/2017	UCOP1	E353 ONE-TIME PAYMENTS	E353 ONE-TIME PAYMENTS
4 Loaded	10000473	OT	01/19/2017	UCS	MME	<input type="checkbox"/>	0							
5 Loaded	10000743	OT	01/19/2017	UCS	MME	<input type="checkbox"/>	0							

Pay End Date, Process Name and Source File Name reflect the criteria from the **View Transactions** section.

Transaction Status = Loaded

This is the result of the first step of UCPC Payroll processing the one-time payments.

As UCPC Payroll continues processing, the **Loaded** status changes to **Completed**.

This is also where the UC Location can stop the transaction from processing by selecting **Stopped** from the list on the individual transaction row. Or UCPC Payroll can stop if instructed to do so in a Case.

Column	Description
Transaction Status	Displays current status of the transaction. This field can be used to change the status to STOPPED to prevent the transaction from moving forward.
Employee ID	This is the employee ID specified in the source file row.
Source	Common values: <ul style="list-style-type: none"> ◆ OT = Other Source. ◆ IE = Inactive Employee.
Creation Date	The date the source file was created (time stamp on file).
Company	The only value is UCS .
Pay Group	Identifies the pay group assigned to the EmplID/Empl Recd.
Off-Cycle	Selected if this is an off-cycle check request.
Employment Record	Identifies which employment record the transaction applies to if the employee has multiple appointments.

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Column	Description
Sequence	Identifies the sequence number of transactions that occur for the same employee on the same file.
Paysheet Transaction Type	Values are: <ul style="list-style-type: none"> ◆ E = Earnings ◆ D = Deductions
Override Only	Y if override is turned on.
Pay End Date	The pay end date for processing the transaction.
Campus ID	Identifies the business unit (UC Location) for the transaction.
Process Name	Identifies the custom UCPath job name.
Source File Name	Identifies the file name assigned by the program.

Paysheet Detail 1 Tab

The **Transaction Status** and **Employee ID** fields appear on all tabs. **Paysheet Detail 1** displays information about earnings transactions.

Transaction Data									
Transaction Detail	Paysheet Detail 1	Paysheet Detail 2	Deduction	Tax	Chartfield Config	Garnishment	Leave/ Comp Time		
Transaction Status	Employee ID	OK to Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Gross-Up	Amount	Other Hours	Hourly Rate
1 Loaded	10001733	Y	11/01/2015	10/31/2016	FMV		5589.00		
2 Loaded	10001363	Y	09/01/2016	12/15/2016	UNX		4000.00		
3 Loaded	10000292	Y	01/01/2017	01/31/2017	XSL		1000.00		
4 Loaded	10000473	Y	01/01/2017	01/31/2017	XSL		1000.00		
5 Loaded					XSL		2000.00		

Earnings Begin Date and **Earnings End Date** are listed.

The **Earnings Code** and **Amount** are specified.

The other tabs relate to specific transaction data. Click the tab you want to review. For example, to look up information about deductions that were loaded via the I-171 General Deduction interface file or the I-378 One-Time Deductions interface, click the **Deduction** tab.

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View and Update PREPSHUP Modified Transactions

The modified data table (Staging Table 2) is identical to the staging transaction table (Staging Table 1).

Navigation: PeopleSoft Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > **Update PREPSHUP Modified Transactions**

The only difference between the tables is that the **Transaction Status** is **Ready**.

The transactions must be in the **Ready** status to be loaded to the **PSHUP_TXN** record and then loaded to paysheets. Any other transaction status is ignored when processed.

View and Update PREPSHUP Modified Transactions

Data Validation and Error Handling

The following table provides a list of possible processing error or warning messages and the appropriate action to take. These errors/warnings are identified at the time of UCPC Payroll processing. Error reports are sent via a distribution list to responsible parties to remedy the situation and are viewed using the **Report Manager** tool.

Exception or Error Condition	Log File Error Message
Invalid File Path or No Input File Exists	No Input Files Found or Incorrect Input File Path
Invalid Employee ID	Employee does not exist in the System
Invalid Employee Record	Employee Record is invalid
Invalid Business Unit	BUSINESS_UNIT is invalid
Active Employee in different Business Unit	BUSINESS_UNIT is invalid for the Employee
Invalid deduction Code	Invalid Deduction Code for the employee
Invalid Deduction Class	Invalid deduction class
Employee not associated with current Job record	Employee not associated with current job record
Deduction Amount is not positive	DED_ADDL_AMT –amount must be Positive
Invalid One-Time Code	ONE_TIME_CD – is Invalid

Note: For all errors, the initiator corrects the errors in the source file and sends in the next interface.