

This document can be found on the UCPath website. [<https://ucpath.uci.edu/user-type/transactional-users.html>]

PPS (term/concept)	UCPath (term/concept)	UCPath Definition
*no PPS equivalent	Absence Management	The Absence Management module in UCPath is UC's single system of record for all time off, and used to: <ul style="list-style-type: none"> • Plan and manage absence events, including extended leaves • Calculate vacation and sick time
Action Codes	Action/Reason Codes	The "Action" defines the 'What' a transaction is and "Reason Code" relates to why employment information is updated. The Action/Reason Codes are entered together to create a classification for processing and reporting. Examples: An action of Hire may be entered with a reason of Original/New hire, or an action of Termination may be entered with a reason of Resignation.
Web PAN	AWE – Approval Workflow Engine	Approval process. In UCPath, approvals must be made by individuals with the Approver role <u>before</u> transactions can be concluded.
Location/Sub-Location	Business Unit	Each UC campus and med center is identified by a 'Business Unit' which will be used to segregate campus information for reporting and system security access: <ul style="list-style-type: none"> • IRCMP = UC Irvine Campus • IRMED = UC Irvine Med Center
Account & Fund	Chartfield & Chartfield String	The fields that make up the chart of accounts and provide the system with the basic structure to segregate and categorize transactional and budget data. A particular Chartfield always represents only one category of data, it stores many values that you use to further categorize that same data. Examples of UCPath Chartfields are Fund, Department, Project, etc. A combination of two or more Chartfield values represent a funding source in the General Ledger.
Appointment Distributions	Commitment Accounting	The Commitment Accounting module in UCPath is used to: <ul style="list-style-type: none"> • Manage funding distributions for payroll expense • Tie funding sources (FAU) to positions regardless of whether an incumbent exists
*no PPS equivalent	Company	All UC campuses are identified as a single 'Company' and consolidated under one federal tax ID to enable system-wide consolidation of employee information for reporting: <ul style="list-style-type: none"> • UCS = University of California System-wide

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Pay Rate (H or A)	Compensation Frequency	PPS's Pay Rate (H or A) field and UCPath's Compensation Frequency field are equivalent. Compensation Frequency defines how the total compensation is actually paid out to the employee, whether hourly (H) or annually (A).
*no PPS equivalent	Comp Rate Code	Comp Rate Codes are used to define whether an employee is paid hourly or receives a salary, and if the salary is on-scale where the employee's pay resides on the scale, or whether the employee is paid off- scale, or has a negotiated salary.
*no PPS equivalent	Contingent Worker	Non-supervisory or supervisory contingent workers (CW) are engaged by the University on a non-permanent basis to complete a specific function or task who does not have an employee relationship with UCI, does not receive remuneration through UCPath, and does not receive university benefits or entitlements. Supervisor contingent workers MUST be entered in UCPath. Examples include: Volunteer, Contractor, Staff Intern, Temp Agency Staff, Unpaid Student Facilitator, and Visiting Scholar.
Gross to Net Codes (GTN)	Deduction Codes	Deduction Codes include pre and/or post tax reductions from gross pay (i.e., medical premium, parking, United Way), as well as employer contributions to benefits, and are used by UCPath to calculate net pay. Previously known as gross to net codes (GTN).
RX/LX transactions or UPAYS	Direct Retro	In UCPath, Direct Retro functionality processes Salary Cost Transfers, or the movement of funds from one account into another. Note: The direct retro process is commonly used to clear the suspense account for expired or invalid funding data, move authorized pre-award spending without project/grant setup after the project/grant is in UCPath, or redistribute all or a portion of a prior period distribution to different funds due to delayed approval of a funding change. the direct retro process does not change the <i>existing funding data</i> in the UCPath tables, you should make appropriate corrections to Funding to update the current funding record avoid processing the same Direct Retros in the following pay cycle.
IERN or Payroll Ledger	DOPE Report	Locations will utilize the Distribution of Payroll Expense Report (DOPE) to identify expenses to all accounts, including incorrect charges to their Suspense Account.
DOS Codes	Earnings Codes	Earnings Codes include the components of compensation and are used by the UCPath Payroll process to calculate gross pay. See <i>DOS to Earnings Codes</i> and <i>Earnings Codes to DOS Job Aids</i> .


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*no PPS equivalent	Effective Date	The Effective Date field for all transactions is the date the transaction becomes active. The default date is the <i>current</i> date. Update the Effective Date to the actual date the transaction should occur.
Employee	Employee	Person information available in UCPath is categorized as an 'Employee' is defined as: <ul style="list-style-type: none"> • Individuals hired into a specific job requiring pay reportable on a W-2 • Terms of employment that are specified by an offer letter, employment contract or verbally, including WOS appointments • Subject to FLSA regulations
Appointment Type	Employee Class	Employee Class is an employee categorization field in used to identify the job type. Examples include: <ul style="list-style-type: none"> o Academic faculty o Academic Health Science Trainee o Academic Non-Faculty o Academic Student o CWR Academic o CWR Staff o Career o Contract o Floater o Limited o Partial Year Career o Per Diem o Rehired Retiree o Rehired Retiree – Academic Recall o Student
Employee ID Number	EMPLID (Employee ID)	An eight digit number is assigned to an employee after the Hire Smart HR template is approved by the UCPath Center. Only one EMPLID is assigned to an employee even if the employee is hired by multiple locations and has multiple jobs. Employees can identify their EMPLID via paystubs and in the top left corner of UCPath.
*no PPS equivalent	Employee Record Number	Identifies each job. For most employees, the number will be zero. Employees with multiple concurrent jobs will have a unique record number for each job, assigned sequentially based on date of hire for each job.

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Appointment Percentage	FTE (Full-Time Equivalent)	FTE reflects an employee's percentage of assigned work time. FTE can be changed at either the position or job level. FTE doesn't mean a permanently funded position.
FAU (Full Accounting Unit)	Funding Source or Combination Codes	'Funding Sources' or Combination Codes are reflected as chartfield strings that are used to create journal entries when interfaced to the general ledger within the financials system. Chartfields include: fund, program, department, cost center.
Fund Source – tied to individual	Fund Source – tied to position or chair	Funding information - the salary amount, percent and description of service code are all on one distribution line. Funding is associated with a <i>position</i> and entered on the Funding Entry page.
Title Code	Job Code	Job Codes are used to define Job Titles and related classifications including: Job Families, FLSA, Compensation Rate Ranges and Steps and EEO compliance categories. Job Codes are different from Positions. All <i>positions</i> are assigned a Job Code; however, Positions can be tracked without an incumbent. For example, the job code for an Administrative Assistant title is the same for all Admin Asst. The Administrative Assistants if different departments [Human Resources and Finance] have different position numbers.
Appointment	Job & Job Data	A job is created when an employee is hired into a position [position number]. Job Data contains positions and department specific data.
*no PPS equivalent	Leave - Intermittent	Although intermittent leaves are not entered in PPS, they must be entered in UCPath. Hours related to the intermittent leave can be entered in time and attendance or through the Manage Accruals page.
*no PPS equivalent	Life Event	A change in the status of the employee including/possibly birth of a child, death of a spouse, loss of a job, marriage, divorce, etc.
Department Address	Location	Department mailing address will populate for the location.
Multiple Components of Pay (MCOP)	Multiple Components of Pay (MCOP)	Same in both PPS and UCPath.

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Social Security Number	National ID Type	The National ID Type field drop-down selection would either be: <ul style="list-style-type: none"> • PR = Social Security Number, OR, • ITIN = Individual Tax ID Number
CSAL	PayPath	Initiators will use PayPath to update job information for existing employees. PayPath combines 3 tabs: 1) Position (chair), 2) Job (person + chair), and 3) Additional Pay.
Preparer	Position Initiator	HR Initiators use the Position Control Request page to request new positions or to request changes to existing vacant positions. Note: Updates to filled positions are submitted via PayPath.
*no PPS equivalent	Position Management	<p>A “Position” or empty organizational chair is required before you can hire or rehire a person into the ‘chair’. The system generates an eight digit position number, e.g. 40212345 after a new position request is completed and locally approved.</p> <div style="text-align: center;">  <p>Chair Person Job (Position #) (Empl ID) (Position # + Empl ID)</p> </div> <p>Note: Funding is assigned to the position/chair and not the person, so when a position is vacated, the funding is no longer allocated. Positions are normally occupied by one person/employee in a “one-to-one” relationship. A “multi-headcount” position allows multiple people with identical job characteristics to occupy one departmental position at the same time.</p>
*no PPS equivalent	Premium Waiver	A provision included in most life insurance policies exempting the insured from paying premiums after he or she has been disabled for a specified period of time.
Home Department	Primary Job	When a person has more than one job, the job with the highest FTE is labeled the Primary Job. All other concurrent jobs are labeled ‘secondary job’.
Bundles	Templates, Smart HR	SMART HR Templates are online forms used to Hire, Terminate, Rehire, Retire or Transfer employees. employees from one position to another position. UCPath uses PayPath for transactions that occur within the same position.

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Central or departmental HR, Benefits, Payroll, Customer Service, or local helpdesk	UCPath Customer Service	The Customer Service unit within the UCPath Center is responsible for responding to questions and resolving issues primarily via phone i.e., 'call center'. Users may also
ITS/PPS Payroll Team	UCPath IT Services	The IT Services unit within the UCPath Center is responsible for: <ul style="list-style-type: none"> ● Control table updates ● Coordinating in/out bound interfaces ● Resolving UCPath system issues
Central Payroll Services and/or Departmental transaction processors	UCPath Operations	The Operations unit within the UCPath Center is responsible for transactional processing and employee level data changes to include: <ul style="list-style-type: none"> ● Pay adjustments ● Pay calc & confirm process ● Benefits Administration ● Workforce Admin/Job Data updates
EDB/PPS a) Pay Compute b) EDB entries (excluding FAU info)	UCPath System a) Pay Calc & Confirm b) Workforce Admin/Job Data updates	The scope of the project includes implementing UC's own unique version or customization of the PeopleSoft Human Capital Management System, called UCPath, and a conversion of data from EDB/PPS. a) Pay Calc & Confirm describes the key payroll calculation processes resulting in creation of paychecks b) Workforce Admin/Job Data updates describes the maintenance of employee information including job, salary and department information
Collective Bargaining Unit	Union Code	The Union Code identifies an employee's affiliation to a specific bargaining unit.