
1.1 PPS INTRODUCTION

About the PPS System

The Payroll Personnel System (PPS) was designed by the Office of the President (UCOP) and is used by all of the University of California campuses. The Santa Cruz campus has chosen to run PPS on the UCOP mainframe and utilize staff from the Office of the President to maintain the system. PPS is composed of several subsystems that provide the capability to view and update employee records, calculate pay, and report information. The subsystems include: EDB Entry/Update, EDB Inquiry, Time Reporting, and History Inquiry.

The processes outlined in this manual allow Service Centers to enter changes to data in PPS on-line with appropriate security and safeguards. The change is immediately reflected in the employee record. One of the major safeguards is the Post-Authorization Notification (PAN), which informs designated mandatory reviewer(s) and other pre-selected personnel of critical changes made to employee records.

User Interfaces

PPS has two user interfaces: CICS and the web.

CICS is the “standard” interface to PPS. The majority of this manual (Sections 2-8) describes processes and procedures for the CICS user. Access is provided through the use of menu, list, entry, and message screens. In addition, help screens are available to provide information on screen content and on specific data elements. By using function keys and entering selection criteria, the user can navigate to the desired function, enter or change data on the function, and submit the entered data to the edit and update process.

The web interface to PPS allows users to access certain PPS functions via standard web browsers. Although the policies and procedures covered in Sections 2-8 of this manual apply to the web interface as well as to CICS, Section 9 of this manual describes the PPS web interface and provides an overview of the PPS features available on the web.

The PPS User

Users of the On-line Payroll/Personnel System are employees of the University who have been authorized to access the information contained in the system, in order to perform their officially assigned job duties. Users of the system can have several roles. These include: primary preparer; mandatory reviewer; back-up preparer; back-up mandatory reviewer; inquiry user; non-mandatory reviewer, central office user.

About the PPS User Manual

The User Manual is designed to help you be a productive user of the system: to access appropriate screens and information, to navigate through the system, to successfully enter and update data, and to review updates via post-authorization notifications (PANs). These primary system functions are discussed in separate sections. A glossary is included to provide you with definitions of the important system terms.

This guide is not intended to take the place of training or experience; instead, you will find that it is most useful as a reference tool for the various system features and functions.