



ELIMINATION OF SUBS 5 & 7

Jim Corkill, Controller

Devlin Seymour, Business Systems Analyst



WELCOME to BFS Mini Tune-ups

OBJECTIVE:

Online meetings to provide campus staff with a high level perspective and information on both topics of interest and new/upcoming initiatives and policy updates.

PRINCIPLES:

- Sessions are conducted via Zoom and will last no longer than 30 minutes
- Participants will be muted during the session
- Chat questions can be submitted but priority will be given to questions submitted ahead of time at www.bfs.ucsb.edu/coaching
- The Mini Tune-up website will be updated with session details and information

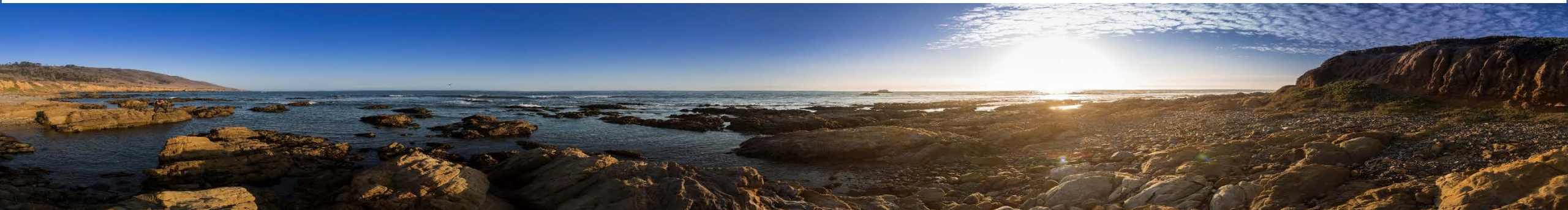


Eliminating Subs 5 and 7 from Payroll

In order to comply with changes required by UCPath, salary and wages (Object Codes 1000 and 1100) may no longer be assigned to Subs 5 and 7

To this end we are asking All departments to remove any Payroll from Subs 5, and 7

To support UCPath Data Conversion efforts we are asking that this be completed by November 30th



What You Need to Do

Find Current Employees on Subs 5 & 7

You can use the “Distributions by Name” report in the Employee section of EZ Access to find the employees on Subs 5 and 7

- You have to run the report twice—once for each sub
- If you have multiple department codes, scroll UP in the list and choose ALL MY DEPARTMENTS



Distributions by Name

[Main Menu](#) | [Logout](#) | [Contact Us](#)

Set Criteria

| | | |
|--------------------------|--------------|--|
| Fin Dept Code | <i>equal</i> | ALL MY DEPARTMENTS |
| Employee Status | equal | |
| Dist Status | equal | <input checked="" type="checkbox"/> current <input type="checkbox"/> recent <input checked="" type="checkbox"/> future |
| Pay Begin Date | equal | (yyyymmdd) |
| Pay End Date | > | 20170630 (yyyymmdd) |
| Appt Category | <i>equal</i> | |
| Title Code | <i>equal</i> | |
| Appt Title Unit | <i>equal</i> | |
| DOS Code | equal | |
| Fund Source | <i>equal</i> | |
| L- A- F- S | <i>equal</i> | - [7] |
| Project- Cst-Cntr | <i>equal</i> | - |

Eliminating Subs 5 and 7 from Payroll - Questions

Q: What are the steps to changing subs in PSS and it reflecting on Kronos?

A: Kronos should automatically update with the most recent distribution from PPS overnight



Eliminating Subs 5 and 7 from Payroll - Questions

Q: Since most instances for using sub 5 or sub 7 for payroll are related to tracking salary costs with a particular project and/or funding, what are some suggestions on best practices to track this in the future?

A: We suggest the use of project code and cost center in PPS to distinguish particular projects and/or funding.



Change Distributions in PPS

Once you have determined which Employees have either a Sub5 or 7 distribution you will need to update PPS

- You should end the Current Distribution on Either Sub 5 or 7
- Create a new distribution with one of the following Subs 0, 1, or 2
- In most cases you will use Sub 2, If unsure you should contact payroll
- This must be completed by November 30th



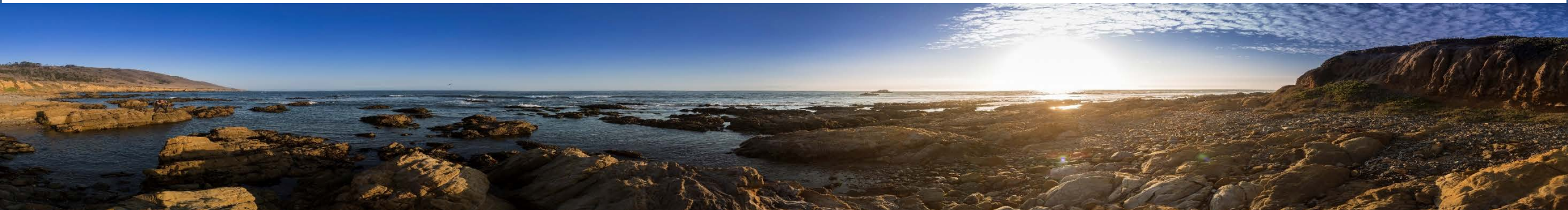
CLOSING - BFS Mini Tune-ups

NEXT STEPS:

Visit the Mini Tune-ups website to:

- Submit additional questions for this session (up to 3 days after session)
- View our session blog updates
- Sign up for future sessions and submit questions
- Submit suggestions for future topics

www.bfs.ucsb.edu/coaching





Thank You!

WRAP UP