

Job Aid: I-181 Form Submission for Reporting BYH Hours

Overview

This document provides a business process for Locations to submit hours for employees with By Agreement appointments (BYH) and/or flat dollar payments issued for work performed. Employees with By Agreement appointments or receiving flat dollar payments do not report hours because they do not have hourly pay. However, to comply with ACA standards, locations must report hours worked for the following earn codes: ASN, ACN, ACS, ACT, RFA, TST, DEE, RSF, UNX, ACX, RGN, and HON.

BYH hours must be submitted with the By Agreement and/or flat dollar payment. Please use the Inbound File deadlines located on the UCPath Production Processing Schedule

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| Pay Cycle | Check Date | Pay Period Dates | | Run ID Schedule | Location | | | | | UCPath Center | | | | | |
|-----------|--------------|------------------|----------|-----------------|---|---|---|---|---|----------------|----------------|----------------------|-----------------|--------------------------|---|
| | | Begin | End | | • PayPath • Employee Data Change *** (3pm) • Retro Pay (4pm) | Campus | | Med Center Only | | Job Data Sync | Pay Confirm | Accrual Post Confirm | GL Post Confirm | Pay Statements on UCPath | Leave Accrual Available on UCPath (After 5pm) |
| | | | | | | • Inbound Files Due **** (2:30pm) • Msg Error Log Distribution (5pm) | • Location Corrections To Msg Error Log (2pm) • E-703 Funding Upload | • Inbound Files Due **** (5pm) • Msg Error Log Distribution next day (8pm) | • Location Corrections To Msg Error Log (2pm) | | | | | | |
| MO | Thu 01-02-20 | 12-01-19 | 12-31-19 | 191231M0X | Sun 12-22-19 | Thu 12-26-19 • | Thu 12-26-19 ** | Thu 12-26-19 • | Thu 12-26-19 ** | Thu 12-26-19 | Fri 12-27-19 | Mon 12-30-19 | Mon 12-30-19 | Mon 12-30-19 | Tue 12-31-19 |
| B1 | Wed 01-08-20 | 12-15-19 | 12-28-19 | 191228B1X | Fri 12-27-19 ** | Mon 12-30-19 * | Thu 01-02-20 ** | Thu 01-02-20 • | Thu 01-02-20 ** | Mon 12-30-19 * | Fri 01-03-20 * | Tue 01-07-20 * | Tue 01-07-20 * | Mon 01-06-20 | |
| B2 | Wed 01-22-20 | 12-29-19 | 01-11-20 | 200111B2X | Fri 01-10-20 | Tue 01-14-20 | Wed 01-15-20 | Tue 01-14-20 | Wed 01-15-20 | Tue 01-14-20 | Thu 01-16-20 | Tue 01-21-20 | Tue 01-21-20 * | Mon 01-20-20 | Tue 01-21-20 |
| MO | Fri 01-31-20 | 01-01-20 | 01-31-20 | 200131M0X | Tue 01-21-20 | Wed 01-22-20 | Thu 01-23-20 | Wed 01-22-20 | Thu 01-23-20 | Thu 01-23-20 | Mon 01-27-20 | Fri 01-31-20 | Wed 01-29-20 | Wed 01-29-20 | Fri 01-31-20 |
| B1 | Wed 02-05-20 | 01-12-20 | 01-25-20 | 200125B1X | Fri 01-24-20 | Tue 01-28-20 | Wed 01-29-20 | Tue 01-28-20 | Wed 01-29-20 | Tue 01-28-20 | Thu 01-30-20 | Mon 02-03-20 | Mon 02-03-20 | Mon 02-03-20 | |
| B2 | Wed 02-19-20 | 01-26-20 | 02-08-20 | 200208B2X | Fri 02-07-20 | Tue 02-11-20 | Wed 02-12-20 | Tue 02-11-20 | Wed 02-12-20 | Tue 02-11-20 | Thu 02-13-20 | Tue 02-18-20 | Tue 02-18-20 * | Mon 02-17-20 | Tue 02-18-20 |
| MO | Fri 02-28-20 | 02-01-20 | 02-29-20 | 200229M0X | Tue 02-18-20 | Wed 02-19-20 | Thu 02-20-20 | Wed 02-19-20 | Thu 02-20-20 | Thu 02-20-20 | Mon 02-24-20 | Fri 02-28-20 | Wed 02-26-20 | Wed 02-26-20 | Fri 02-28-20 |

I-181 Time Entry Inbound File Form

ACA requires that the University of California offer medical insurance to any employee reasonably expected to have an average of 30 hours of paid service per week. In order to determine which employees are full-time under ACA regulations, UC must credit reasonable hours of service to those who are paid by agreement.

BYH is used with employees who do not have an hourly rate of pay. BYH hours do not impact any other accumulations, such as the 1,000 hours toward benefits eligibility, vacation or sick leave accruals, career status, and so on. Hours recorded using BYH count toward measuring Employer Shared Responsibility requirements. BYH is used to credit the hours attributed to the by-agreement work (BYA) and/or flat dollar payments issued for work performed.

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- The I-181 Time Entry Inbound File form will be used for the following:
 - Reporting hours worked for:
 - By Agreement appointments.
 - Flat dollar payments issued for work performed.
 - The I-181 will be sent to UCPath to upload hours worked to the ACA accumulator in UCPath in order to evaluate employees.

I-181 Time Entry Inbound File Form Navigation Steps

- The file is located on SharePoint using this URL:
<https://ucofficeofthepresident.sharepoint.com/sites/UCPathLocationSupport/UCPathTemplates/Forms/AllItems.aspx>
- The Excel template document name is UC_PS_Inbound_FileGenerator_I181_HRONLY-Generic-V4.4
- Be sure to access the most current version of the file on SharePoint.

The **Excel Template UC_PS_Inbound_FileGenerator_I181_HRONLY-Generic-V2.0** is designed to load time and attendance files generated by the UC Locations to UCPath staging tables for payroll processing.

The template header area contains:

- Row 1: Blank
- Row 2: Required **Business Unit** field used in file naming and routing errors.
- Row 5: Button to **Generate I-181 Time Entry Inbound File** to create the data file.
- Row 6: Various callouts to further describe the header fields.
- Row 7: The first header row lists the **Data Fields** – Do not change or edit.
- Row 8: The second header row is **Characters/Field Format** – Do not change or edit.
- Row 9: The third header row is entered as an **Example** – Do not change or edit.
- Row 10: This is the first row where you can enter data.

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Example I-181 Inbound File Generator Template

The screenshot shows a spreadsheet template for generating an I-181 inbound file. Key features are highlighted with callouts:

- Button to generate time entry data file.**: A button labeled "Generate I-181 Time Entry Inbound File" is located in cell C4.
- Business Unit**: A dropdown menu in cell C3 is set to "LACMP".
- Header Rows 7-9**: The header rows are highlighted in red, starting from row 7.
- Data Format**: A note indicates that dates should be entered in MMDDCCYY format, e.g., 06122015 (June - 06 and not 6).
- Signed Number**: A note indicates that decimal positions should be 2, and both positive and negative hours are allowed.
- FLMA Flag (Optional)**: A note indicates that 'N' will be defaulted if the field is left blank in the template.
- Begin Data Entry Row 10**: A callout points to row 10, indicating where data entry begins. Required fields are columns A through I.

| BUSINESS UNIT | EMPLID | EMPL RCD # | POSITION # | Pay Period End Dt | EARNIS BEGIN DT | EARNIS END DT | ERNWCD | Other Hours | OPERATING UNIT | ACCOUNT | DEPTID | FUND COD | PROJECT ID | CLASS FLD | PROGRAM CODE | BUDGET REF | CHARTFIELD 1 | CHARTFIELD 2 | CHARTFIELD 3 | SETID | UC FLMA FLAG | PIN Number | DESCR254 |
|---------------|----------|------------|------------|-------------------|-----------------|---------------|--------|-------------|----------------|---------|--------|----------|------------|-----------|--------------|------------|--------------|--------------|--------------|-------|--------------|------------|----------|
| UCOPI | PLM00602 | 0 | 0000123 | 03142015 | 03012015 | 03072015 | REG | 35.50 | | | | | | | | | | | | | | | |
| LACMP | 10034110 | 1 | 40084034 | 04302017 | 04122017 | 04122017 | REG | 4.00 | | | | | | | | | | | | | | | |
| LACMP | 10034110 | 1 | 40084034 | 04302017 | 04122017 | 04122017 | REG | 8.00 | | | | | | | | | | | | | | | |
| LACMP | 10034110 | 1 | 40084034 | 04302017 | 04122017 | 04122017 | REG | 8.00 | | | | | | | | | | | | | | | |

Begin entering data on Row 10 in the I-181 Inbound File Generator Template.

I-181 Time Entry Inbound File Form Instructions

1. Enter **Business Unit**.
2. Enter the details beginning on Line # 10. **Do not** enter or overwrite the sample data provided in **Line # 9**.
3. Enter the **Employee ID** number.
4. If the employee has multiple jobs, enter a row for each appointment number against which time is being reported.
5. Enter the Pay Period End Date as **MMDDCCYY**, where **MM** is month, **DD** is day, **CC** is century and **YY** is year.
6. Enter the earnings begin date in the format **MMDDCCYY** for the time being reported.
7. Enter the earnings end date in the format **MMDDCCYY** for the time being reported.
8. Enter Earn Code **BYH**.
9. Hours reported in the time period between **Earnings Begin Date** and **Earnings End Date**.
10. Submit form to UCPath.

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Business Unit* SBCMP
(for File Prefix)

Generate I-181 Time Entry Inbound File

Date Format: **MMDDYYYY**
12-Jun-2015 should be entered as **06122015** (June - 06 and not 6)

Signed Number
Decimal Positions: 2
Both Positive and Negative Hours are allowed.

| 7 | BUSINESS UNIT | EMPLID | EMPL RCD # | POSITION # | Pay Period End Dt | EARN BEGIN DT | EARN END DT | ERNCD | Other Hours | OPERATING UNIT | ACCOUNT | DEPTID | FUND COD |
|----|---------------|----------|------------|------------|-------------------|---------------|-------------|---------|--------------|----------------|----------|----------|----------|
| 8 | CHAR(5) | CHAR(8) | CHAR(3) | CHAR(8) | CHAR(10) | CHAR(10) | CHAR(10) | CHAR(3) | S Nbr (8, 2) | CHAR(8) | CHAR(10) | CHAR(10) | CHAR(5) |
| 9 | SBCMP | PLM00602 | 0 | 40068896 | 03102018 | 03032018 | 03032018 | SDF | 4.00 | | | | |
| 10 | SBCMP | 10003456 | 0 | 40130213 | 06302019 | 06012019 | 06302019 | BYH | 160.00 | | | | |
| 11 | SBCMP | 10141756 | 2 | 40017583 | 06302019 | 04072019 | 04072019 | BYH | 3.00 | | | | |
| 12 | SBCMP | 10017345 | 0 | 40069806 | 06302019 | 06012019 | 06302019 | BYH | 160.00 | | | | |
| 13 | SBCMP | 10066478 | 0 | 40039361 | 06302019 | 11012018 | 11302018 | BYH | 176.00 | | | | |
| 14 | SBCMP | 10197934 | 0 | 40050168 | 06302019 | 04012019 | 04302019 | BYH | 176.00 | | | | |
| 15 | SBCMP | 10088863 | 0 | 40141266 | 06302019 | 12162018 | 12162018 | BYH | 2.00 | | | | |
| 16 | SBCMP | 10124136 | 1 | 40117819 | 06302019 | 02242019 | 02242019 | BYH | 1.00 | | | | |

File Template Guidelines

Use the following guidelines when entering data in the **UC_PS_Inbound_FileGenerator_I181_HRONLY- Generic-V2.0** Excel Template.

- Go to SharePoint to obtain the latest version of the Payroll Inbound Interface file template.
- This template allows the entry of time for multiple employees and is based on the bi-weekly and monthly payroll processing schedules. Approval routing is not associated with this file.
- Do not change the template format.
- Do not change or delete the Inbound File Generator file template header rows.
- Provide the **Business Unit** (located above the **Generate I81 Time Entry Inbound File** button) before generating the file. It will be used as the inbound file prefix.
- Do not enter or overwrite the sample data provided on row 9.
- Only insert data rows under the applicable file header row(s) for the records you want to update in UCPath. In this case, begin entering data on row 10.
- Ensure all earnings codes submitted for an employee are in the employee's earnings program.
- Time Reporting rules are applied at the UC Location and the data provided on the I-181 file is the result of the applied rules.
- Time and Attendance file processing is subject to the timelines outlined in the pay calendar.
- Multiple file submissions are processed in stack fashion. Previous files from the same pay period are not overwritten. Hours from multiple files are totaled unless corrective action is taken by the UCPath Center.

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- A comprehensive list of transaction errors (E-010) is provided to Locations.
- Time submitted through I-181 has been approved by the UC Locations.
- UC Locations have access to audit and monitor data via UCPath staging tables.
- Date fields should be entered in **MMDDCCYY** format.
- Rows are loaded into UCPath in the order specified on the template file.
- Do not use commas, dashes or slashes in the file.
- When data entry is complete, click the **Generate I-181 Time Entry Inbound File** button. The file automatically saves using the naming convention **BusinessUnit_I181_HRONLY_MMDDYYHHMMSS**. Example:
LACMP_I181_HRONLY_031318162658.txt.
- Inbound File Generator File template date fields are formatted as text fields to allow leading zeros.
- UC Locations should be familiar with the UC Accounting Manual, which contains the monthly and biweekly pay begin, pay end and check dates.