Overview

Use this job aid to complete the Inbound File Generator for I-181 Regular Time Entry Template for on or off-cycle payroll.

Inbound File Generators are Excel spreadsheets with embedded macros to create data files in a standard format recognized by UCPath. Locations and LBNL send two types of time reporting files to UCPath Payroll:

1. The **I181_TRSRegTime** file is generated from the applicable Location time reporting system (ex: TRS, KRONOS)

2. The file generated by this template to capture any late entry/leave. This file can also be used by any Location without access to a time reporting system.

The I-181 inbound interface transfers Location time and absence elements from the template to a text file when data from a time collection system is not available.

Use this job aid as a guide on how to complete the I-181 template in Excel to enter time, takes and entitlements to UCPath for payroll processing. The template is located on the UCPath Location Support site.

Search on "181" to find the latest version of the template. Be sure to access the most current version of the file on SharePoint each pay period for new non-recurring flat dollar amount entries.

After the text file has been created, upload it using either **SS (Self Service) File Upload**, or **MFT (Mass File Transfer) File Upload**.

For SS (Self Service) File Upload:

- Use the UCPath **Self Service Transaction Links** page and the **Upload One-Time Payment File** link to route it through Approval Workflow Engine (AWE). Uploading the file in this method allows the initiator to specify **On-Cycle** or **Off-Cycle** processing for the mass transactions.

- Refer to the SS (Self Service File) Upload and Upload Regular Time Entry for Off-Cycle Processing sections.

For **MFT (Mass File Transfer) File Upload** refer to your Location's business process.

Time received from the UC Location includes time worked for the current pay cycle, takes and entitlements for current and/or prior periods, and corrections or adjustments made to previously submitted time. Only exempt employees can submit time on a biweekly or monthly basis. Non-exempt employees must submit either weekly or daily hours for Fair Labor Standards Act (FLSA) calculation.

NOTE: Absence takes (usage) must be submitted by day.

Contents

Definitions

- **UC:** University of California
- **Location:** Any University of California UCPath Location
- **Historic Effective Date:** Effective dates that are less than the current effective date
- **Current Effective Date:** Effective date that is less than or equal to the current system date
- **Future Effective Date:** Effective dates that are greater than the current system date
- **Employee:** Any person in UCPath with an **Organizational Relationship** of **Employee**, which appears as **EMP** in the header of the **Job Data** component
- **DDODS:** Data Dissemination Operational Data Store. A nightly job, also known as the ODS Nightly Burst, sends select UCPath data to DDODS for Locations to access via Cognos reports
- **LBNL:** Lawrence Berkley National Lab

Inbound File Generator I-181 Regular Time Entry Template

The Excel template is designed to load time and attendance files generated by the Locations and LBNL to the UCPath Incoming Folder and then to the staging tables for payroll processing. Non-exempt employees subject to all FLSA provisions, including the payment of overtime, must report and submit all hours worked as well as exception time taken or used. Exempt employees, who are exempted from the overtime pay provisions of the FLSA, are expected to report and submit only exception time for the previous month. Exception time includes, but is not limited to, vacation leave usage, sick leave usage and time spent on jury duty.

The template header area contains:

- Row 1 - 4: Blank

- Row 5: Button to **Generate I-181 IB File** to create the data file.

- Row 5: **Folder \ Drive path** identifies the folder location where the I-181 IB file will be saved upon generation. If a different folder is to be used, change the location path here.

- Row 6: Various callouts to further describe the header fields.

- Row 7: First header row lists the **Data Fields** – Do not change or edit.

- Row 8: Second header row is **Characters/Field Format** – Do not change or edit.

- Row 9: Third header row is entered as an **Example** – Do not change or edit.

- Row 10: This is the first row you can enter data.

Example I-181 Inbound File Generator Template

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

- For non-exempt biweekly employees, report time on a daily basis. Enter one row of required fields for each **Earnings Code** for each day. The **Earns Begin Date** and **Earns End Date** must be the same on any given row to indicate entry for a single day. Also enter absence takes, shift differentials, overtime and so on as one row for each **Earnings Code** for each day.

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- For exempt employees, report exceptions only because the employee is automatically paid based on the hours/salary on the job record. Report the exceptions for the previous month, one row for each day.

I-181 Inbound File Generator Position Data Header Row – Required Fields

The following **Hours Data** fields may be updated using the Excel template.

No	Field	Req'd (Y/N)	Size	Field Format/Notes
1	**BUSINESS UNIT**	Y	5	Enter **Business Unit** for each job record, such as **LACMP**, **MECMP**, **RVCMP**, **SBCMP**, **UCOP1** and so on. Business unit is needed for file name and the interface dashboard in order to route errors.
2	**EMPLID**	Y	8	Enter the **Employee ID** number.
3	**EMPL RCD #**	Y	3	If the employee has multiple jobs, enter a row for each appointment number against which time is being reported.
4	**POSITION #**	Y	8	Enter the UCPath Position number from **Job Data**.
5	**Pay Period End Dt**	Y	10	Enter the **Pay Period End Date** as MMDDYYYY, where MM is the month, DD is the day, and YYYY is the year.
6	**EARNS BEGIN DT**	Y	10	Enter the **Earnings Begin Date** in the format **MMDDYYYY** for the time being reported.
7	**EARNS END DT**	Y	10	Enter the **Earnings End Date** in the format **MMDDYYYY** for the time being reported.
8	**ERNCD**	Y	3	Earnings code against which time is being reported. The earning codes are defined in UCPath.
9	**Other Hours**	Y	4.2	Hours reported in the time period between **Earnings Begin Date** and **Earnings End Date**. Hours can be positive or negative, for example, **8** or **-8**; **4.5** or **-4.5**. **Note:** Remove all hours if the employee is on an unpaid leave of absence.

I-181 Inbound File Generator Position Data Header Row – Optional Fields

The optional fields on the Excel template can be used when you wish to change the default funding ChartFields for this specific entry. For example, you made need to temporarily override the employee's regular funding by charging to a different department for the employee's time.

No	Field	Req'd (Y/N)	Size	Field Format/Notes
10	OPERATING UNIT	N	8	Used to indicate a Location.
11	ACCOUNT	N	10	Used to identify the type of activity (Expense, Liability, Revenue and so on.) and the nature of the transaction. The Account captures the detailed breakdown of the financial transaction that is entered into the system.
12	DEPTID	N	10	Tracks information according to a divisional breakdown of the organization. Can be used to indicate who is responsible for or affected by a transaction, such as which department is being charged or responsible for the transaction. Combined with other ChartField values, Department can form the basis for department budgets that track expenditures and revenues.
13	FUND COD	N	5	The Fund ChartField identifies which funding source and tracks spending restrictions and designations.
14	PROJECT ID	N	15	Captures additional information useful for grant and project accounting.
15	CLASS FLD	N	5	Cost center used to identify specific appropriations.
16	PRODUCT	N	6	Source captures additional information useful for profitability and cash flow analysis.
17	PROGRAM CODE	N	5	Tracks revenue and expenditures for programs within or across the organizations. Can be used to identify groups of related activities, cost centers, revenue centers, responsibility centers and academic programs.
18	BUDGET REF	N	8	Use to identify unique budgets when individual budgets share budget keys and overlapping budget periods.

| No	Field	Req'd (Y/N)	Size	Field Format/Notes
19	CHARTFIELD 1	N	10	Value to be used for UCPath Chartfield1 field.
20	CHARTFIELD 2	N	10	Value to be used for UCPath Chartfield2 field.
21	CHARTFIELD 3	N	10	Value to be used for UCPath Chartfield3 field.
22	SETID	N	5	This is only required if the following four ChartFields, at a minimum, are specified: Location, Account, Department and Fund Code. If more than the four ChartFields are specified, then SETID is required. If fewer than the four ChartFields are specified, then SETID is not required.
23	UC_FMLA FLAG	Y	1	Flag indicating FMLA or protected sick leave hours. Available values are: Y – Hours entered are related to FMLA N – Hours entered are not related to FMLA P – Sick leave hours entered have been designated as protected If left blank, this field defaults to N.
24	PIN Number	N	18	Absence Element (TAKE Code) blank- The earnings code is evaluated, and the default absence element is assigned based on the earning code.
25	DESCR254	N	256	Adjustment Notes – only needed if an adjustment is made.

File Template Guidelines

Use the following guidelines when entering data in the Excel template.

- Go to the UCPath Location Support site to obtain the latest version of the Payroll Inbound Interface file template

- This template allows the entry of time and absence data 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

- 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

- Remove all hours if the employee is on an unpaid leave of absence

- Absence takes must be reported by day

- Time Reporting rules are applied at the 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 UCPath.
- A comprehensive list of transaction errors (E-010) is provided to Locations
- Time submitted through **I-181** has been approved by the Locations
- Locations have access to audit and monitor data via UCPath staging tables
- Date fields should be entered in **MMDDYYYY** 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, generate the file and store it for later upload
- There are two methods for generating and uploading files; via **SS (Self Service File) Upload**, or via **MFT (Mass File Transfer) File Upload.**
- Determine which method to use, then generate the file using the appropriate fields on the **Generate I-181 IB File** page. Each method creates unique file names based on the requirements of the upload process, the names are not interchangeable between methods.
- To use the Self Service method, follow the instructions in the **SS (Self Service File) Upload** section
- To use the Mass File Transfer method, follow the instructions in the **MFT (Mass File Transfer) Upload** section
- Inbound File Generator File template date fields are formatted as text fields to allow leading zeros
- Locations should be familiar with the UC Accounting Manual, which contains the monthly and biweekly pay begin, pay end and check dates. Refer to https://policy.ucop.edu/manuals/accounting-manual.html for more information.

SS (Self Service) File Upload

1. Click the **Generate I-181 IB File** button to generate the file and store it for later upload.
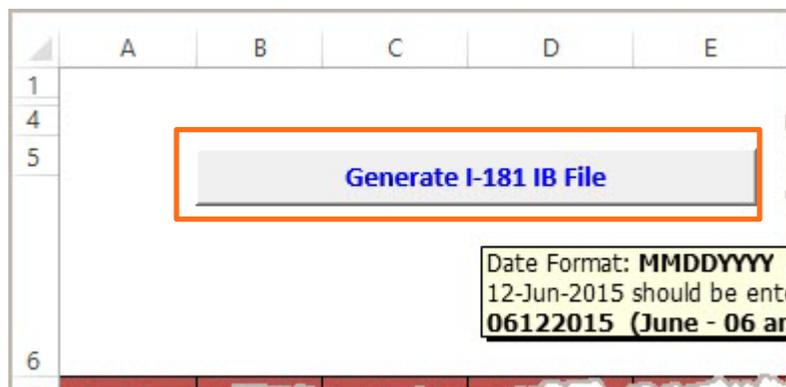
2. Click the **SS File Upload** checkbox to select the Self-Service method.
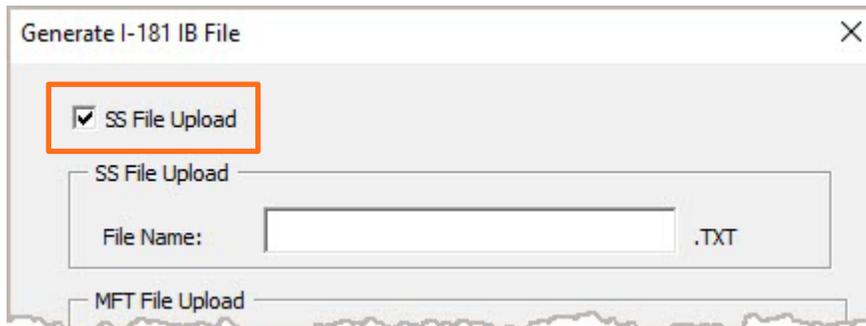
3. Enter a file name of up to 20 characters.

4. Click the **Generate I-181 Inbound File** button to generate and save the file.
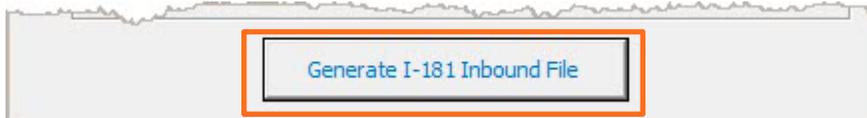
5. The file will be saved to the **Folder \ Drive** path location shown in Row 5. If the folder does not exist, it can be created now. Select as appropriate.
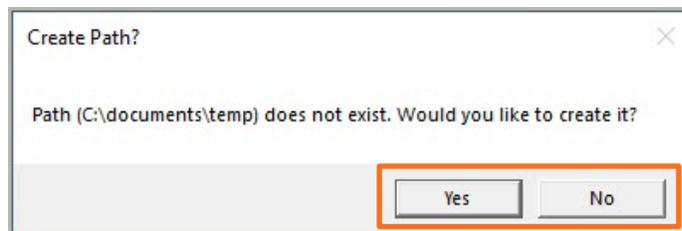

6. A success message displays. The name of the file is displayed along with its location. File names are created from the values in the fields and will meet applicable standards. The file can now be uploaded via Self Service.

Click **OK** to finish.

MFT (Mass File Transfer) File Upload

1. Click the **Generate I-181 IB File** button to generate the file and store it for later upload.
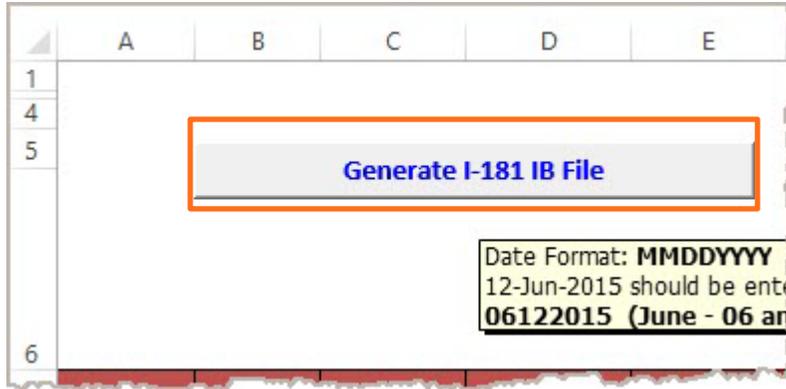
2. Fill out the **MFT File Upload** fields.

Field	Req'd (Y/N)	Field Format/Notes
Business Unit	Y	Enter or select the Business Unit.
On or Off-Cycle	Y	Select the appropriate cycle.
Pay Cycle	Y	Select the appropriate cycle.

Field	Req'd (Y/N)	Field Format/Notes
Loc File Descr	Y	Enter a file description in upper case, no spaces and up to 20 characters. Alpha characters only. The only special character allowed is the hyphen "-".

1. Click the **Generate I-181 Inbound File** button to generate and save the file.

2. The file will be saved to the **Folder \ Drive path** location shown in Row 5. If the folder does not exist, it can be created now. Select as appropriate.
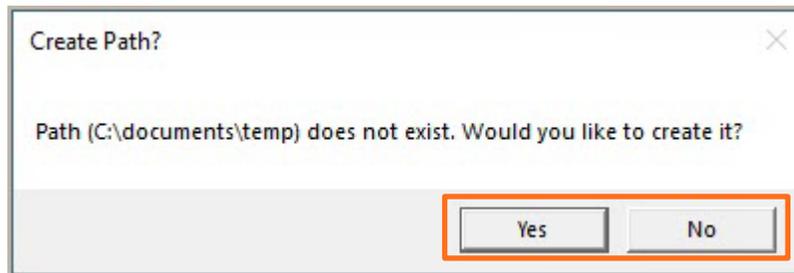
3. A success message displays. The name of the file is displayed along with its location. File names are created from the values in the fields, and will meet applicable standards. The file can now be sent via MFT. Click **OK** to finish.
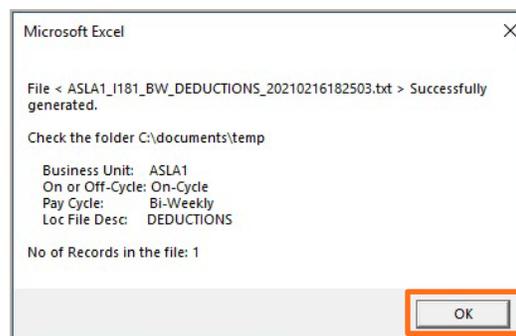
ChartField Reminders

1. Note that the ChartFields labels in the column headings in the **I-181** and **I-618** files are the default PeopleSoft ChartField names and not the Location-configured label names for your specific ChartFields. Make sure you enter the ChartField values in the correct ChartField columns.

2. The ChartFields that are required, optional or unused vary by Location. Optional or unused ChartFields can be left blank in the Excel template.

3. Prior to submitting ChartField or full accounting unit (FAU) overrides in the **I-181** or **I-618** files, do the following:

   a. Confirm that the FAU or ChartString is valid in your Location's financial system.

   b. If the FAU combination is not yet valid in your Location's financial system, establish the valid FAU combination in the financial system before sending the **I-181** or **I-618** file. For example, some Locations require **DEPTID_CF** to be linked to **FUND_CODE** in their Location's financial system before the FAU can be utilized.

   c. If your **I-181** or **I-618** file includes ChartField values that do not yet exist in UCPath, submit the **I-101 Chart of Accounts** inbound file with the new ChartFields and allow time for UCPath to process your **I-101** file. UCPath processes **I-101** files nightly.

4. If the ChartString does not pass validation during payroll processing:

   a. UCPath does not send the Locations an error message. The **E-010 Location Error Report** email notification does not include FAU/ChartString override errors.

   b. During Actuals Distribution, position-level funding is applied. If there is no position-level funding, then department-level funding is applied.

   c. Locations must enter a Direct Retro (or Salary Cost Transfer) to allocate the charges to the correct FAU.

Biweekly Employee Reporting on a Daily Basis

This example illustrates how the time data can be populated on the **I-181** file for the daily method.

Row	Earnings Code	Earnings Begin Date	Earnings End Date	Other Hours
10	REG	04102017	04102017	8.00
11	REG	04112017	04112017	8.00
12	REG	04122017	04122017	8.00
13	REG	04132017	04132017	8.00

Row	Earnings Code	Earnings Begin Date	Earnings End Date	Other Hours
14	REG	04142017	04142017	8.00
15	OTS	04142017	04142017	1.00
16	OTP	04142017	04142017	1.00
17	REG	04172017	04172017	8.00
18	REG	04182017	04182017	8.00
19	REG	04192017	04192017	8.00
20	REG	04202017	04202017	8.00
21	REG	04212017	04212017	8.00
22	OTS	04202017	04202017	1.00
23	OTP	04202017	04202017	1.00

The payroll calculation process uses the earning end date to identify which effective dated **Job Data** row to use when determining certain values; such as hourly rate or FICA status.

Monthly Employee Reporting Absence Takes for the Previous Pay Period

This example illustrates how absence takes for exempt monthly employees to adjust earnings and absence balances for the prior pay period(s) can be populated on the **I-181** file in a monthly method.

Row	Earnings Code	Earnings Begin Date	Earnings End Date	Other Hours	Pay Period End Date
10	REG	03102017	03102017	-8.00	04302017
11	REG	03112017	03112017	-8.00	04302017
12	REG	03242017	03242017	-8.00	04302017
13	REG	03252017	03252017	-8.00	04302017
14	VAC	03102017	03102017	8.00	04302017
15	VAC	03112017	03112017	8.00	04302017
16	SKL	03242017	03242017	8.00	04302017
17	SKL	03252017	03252017	8.00	04302017

| Takes to offset Regular Hours	Actual Begin Date of the original Earnings (REG) and Takes (VAC, SKL)	All Takes are entered by Day. End Date = Begin Date	REG earnings backed out.	Current Pay Period End Date

Monthly Employee Reporting Absence Takes – Monthly Employee with Multiple Jobs

Use the Empl Rcd field to show absence takes for exempt monthly employees with multiple jobs on the **I-181** file. Enter the appropriate employee record number associated with the takes.

Row	Earnings Code	Empl Rcd	Earnings Begin Date	Earnings End Date	Other Hours	Pay Period End Date
10	REG	0	03102017	03102017	-8.00	04302017
11	REG	0	03112017	03112017	-8.00	04302017
12	REG	1	03242017	03242017	-8.00	04302017
13	REG	1	03252017	03252017	-8.00	04302017
14	VAC	0	03102017	03102017	8.00	04302017
15	VAC	0	03112017	03112017	8.00	04302017
16	SKL	1	03242017	03242017	8.00	04302017
17	SKL	1	03252017	03252017	8.00	04302017

Example of a Generated I-181 Inbound Interface Text File Using the Template

The resulting file from the template is a pipe-delimited text file. The data values are strung together in a row, separated by the pipe character. Blanks between the pipe characters represent fields left blank in the Excel template.The file can be viewed from the directory using **Notepad**, as seen in the following example.

Any invalid rows or rows flagged by the process for manual processing are written to the log file and error file.

Sample Log File of an I-181 Inbound Interface Processed by UCPath Payroll

```
********************************************************************
              I181 - Regular Time Entry Inbound
********************************************************************

Run DateTime    : Apr-06-2018,18:01:48

Run Control Parameters: N/A


 File_Name - LACMP_I181_HRSONLY_040618133939.txt
***********************************************************
  Total Number of Records Processed             : 4
  Total Number of Success Records               : 0
  Total Error Records                           : 4

Error Details and Flagged off records
***********************************************************
          Business Unit-                              : LACMP
          Total number of records processed-          : 4
          Total number of successful records loaded - : 0

          Pay End Date-                               : 2017-04-30
          Total number of records processed -         : 4

          Total number of error records and error messages  : 4

Error rows/Details
********************************
Employee ID:10034110, Employee Record:1, Position Number:40084034, Business Unit:LACMP, Pay End Date:2017-04-30
Employee does not exist in the System.
Employee Record is invalid for the Employee against which the time is being reported.
Business Unit is invalid for the Employee against which the time is being reported.
Invalid Position Number
Earning Dates cannot be earlier than Hire Date
Earning Code not in the Earnings Program

Employee ID:10034110, Employee Record:1, Position Number:40084034, Business Unit:LACMP, Pay End Date:2017-04-30,
Employee does not exist in the System.
Employee Record is invalid for the Employee against which the time is being reported.
Business Unit is invalid for the Employee against which the time is being reported
```

FLSA Calendars

The FLSA calendars are attached to the pay group assigned to the employee's job record. There are 7-day and 14-day FLSA calendars available, as well as 24-day for firefighters.

When populating the earnings begin date and earnings end date, the FLSA calendar must be considered because the earnings end date impacts the FLSA period the earnings belongs to.

During the payroll calculation process, the possible FLSA calculations occur. There are several items that the payroll engine uses to determine if/how to calculate FLSA. For instance, the employee's job record, pay group, as well as submitted earning codes are all considered.

If the payroll engine determines that the hourly rate must be adjusted, then the system calculates the adjusted rate (regular rate of pay).

The time systems place earnings codes/absence takes into the correct balance buckets and the payroll engine uses those reported earnings codes as a part of the FLSA calculation.

Data Validation and Error Handling

In the event that a row of data fails any validation points, the program skips that row of data and continues processing any remaining rows of data. Items that are identified as an error are written to the error log file and also appear in the interface dashboard.

These errors/warnings are identified at the time of UCPath Payroll processing. Error reports are sent via a distribution list to responsible parties to remedy the situation and can be viewed using the **Report Manager** tool. Processing errors are also displayed in the user's **Interface Dashboard**.

All the errors reported in the log file must be corrected by the user. The corrected data is then uploaded in a separate file.

No.	Error	Action
1	Prompt Table Edit	Writes the invalid rows in a log file
2	Yes / No Edit	Writes the invalid rows in a log file
3	Translate Table Edit	Writes the invalid rows in a log file
4	Date Range Edit	Writes the invalid rows in a log file
5	Date Format	Writes the invalid rows in a log file
6	Required Field Edit	Writes the invalid rows in a log file
7	Account Code	Writes the invalid rows in a log file
8	Pay End Date	Writes the invalid rows in a log file
9	Component Interface People Code Validation	Writes the invalid rows in a log file
10	EmplID, Empl Rcd, Business Unit and other Key Fields	Key fields are validated against UCPath tables Writes the invalid rows into a log file
11	Current Full Accounting Unit (FAU) Validation	ChartFields are validated against the CHARTFIELD_TBL When the ChartField is found, it looks for the combo code from the COMBO_TBL.

Employee related data errors that cause the program to complete successfully but do not load the affected employee data into the staging table identified in the extension **E-310 PREPSHUP** – Pages and Online Objects should be written to the output error log report.

The following data is provided for every error recorded:

- Employee ID
- Employee Record Number (EMPL_RCD)
- Business Unit
- Pay End Date
- Earnings Begin Date
- Earnings End Date

- Earnings Code
- Hours
- Error message

To identify and resolve these errors, use the following error handling steps:

- Review the output error report to find the record in error.
- Fix the errors in the source file and resubmit to UCPath.

Upload Regular Time Entry for Off-Cycle Processing

Not all Locations use the same process to transfer files. When you click the **Generate I-181 IB File** button to generate the file, the embedded macros assign the file name and store the file in a specific file folder on your system. Each UC Location and LBNL and/or department may have unique procedures, file locations and support mechanisms. Refer to your Location subject matter experts for information about loading the file for payroll processing.

Navigation: Menu > UC Customizations > UC Extensions > **Self Service Transaction Links**

1. Click the Upload Regular Time Entry File link.

2. Enter or select file naming values.

Field	Field Format/Notes
Transaction ID	Defaults to **NEW**. On submit a number is assigned.
Business Unit	Defaults to your business unit based on your security. Change if needed.
Department	Enter the department for the approver of the upload file. Employees entered in the file can be from multiple departments. Refer to your local subject matter experts if necessary to identify the appropriate department for the approver.
On or Off-Cycle	Select as appropriate: ♦ **Off-Cycle** for off-cycle ♦ **On-Cycle** for on-cycle; the default ♦ **Sp Off-Cycle** for special off-cycle Note: A warning message is displayed if **Off-Cycle** is selected. Click **Yes** to acknowledge and continue.
Pay Cycle	Select as appropriate: ♦ **BW** for Bi-Weekly ♦ **MO** for Monthly
File Description	Enter a description of the file.

3. Click the **Add Attachment** link.

4. Click the **Choose File** button to search for and select the completed I-181 file.
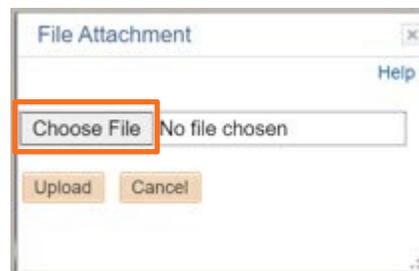
5. After specifying the location of the file, click the **Upload** button.
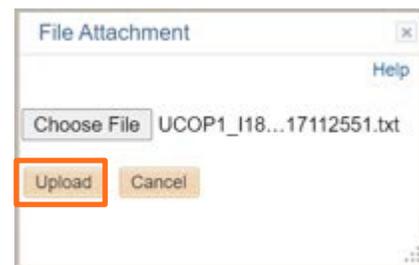
6. The file uploads and is given is named per payroll processing requirements.

> ⚠️ **Note:** If you specified the file is for off-cycle processing, the attachment process revises the attachment file name to include the letters OFC. This allows the UCPath Payroll Off-Cycle team to identify and select only off-cycle files to process as needed.

7. In the **Comment** field include notes/comments according to department guidelines and procedures.

8. Click the **Submit** button to initiate AWE approval routing.

Upload Regular Time Entry File

Transaction ID   NEW   Business Unit UCOP1   *Department UNIVERSITY 🔍

Process On or Off-Cycle On-Cycle

Pay Cycle BW

File Description I181TESTBW

Add Attachment

UCOP1_I181_BW_2253I181TESTBW_202102171203.txt

Intiator Comments:

Cancel

Submit