

# WebSAF Changes effective June 22, 2009

In order to accommodate necessary changes as a result of the pay frequency change for University officers, a few key changes in WebSAF will go into effect on June 22, 2009.

## System Changes

- Employee Job Description Field (system generated):** New Field that appears in the Employee Information Section for Add-Comps only in the create screen and view screen.
- Intended Payroll Start/End Date (Dropdown):** New fields to be selected by creator, specifying the Payroll Date for the transaction.

**Current Add-Comp Summary**

**EMPLOYEE INFORMATION**

Employee UNI:	Employee ID:	Employee Name:	Employee Job Description:
Dept:	SDept:	Co. Code:	LDS ID: SAF #: Type:
	00	01	Administrative Assistant

**WARNING:** AddComps starting this pay cycle must have dept approval by 07/01/2009.

**PAYMENT PERIOD**

Intended Payroll Start Date: 07/01/2009 Intended Payroll End Date: 07/15/2009  
 Actual Payroll Start Date: mm/dd/yyyy Actual Payroll End Date: mm/dd/yyyy

**EARN CODE: 1**

PERIOD AMOUNT	SUBCODE	SUM AMOUNT	SUM PERCENT
			0.00

ACTUAL PERIOD WORKED: Period Start Date: mm/dd/yyyy Period End Date: mm/dd/yyyy

Buttons: Save\_SameEmployee, Save\_NewEmployee, ExitNoSave

- Actual Payroll Start/End Date (System generated from Intended Start/End Dates input and pay cycle logic):** refers to previous Payment Payroll Start/End Date.

**Current Add-Comp Summary**

**EMPLOYEE INFORMATION**

Employee UNI:	Employee ID:	Employee Name:	Employee Job Description:
Dept:	SDept:	Co. Code:	LDS ID: SAF #: Type:
	00	01	Administrative Assistant

**WARNING:** AddComps starting this pay cycle must have dept approval by 07/01/2009.

**PAYMENT PERIOD**

Intended Payroll Start Date: 07/01/2009 Intended Payroll End Date: 12/31/2009  
 Actual Payroll Start Date: 07/01/2009 Actual Payroll End Date: 12/31/2009

**EARN CODE: 1**

PERIOD AMOUNT	SUBCODE	SUM AMOUNT	SUM PERCENT
48000.00	1100	48000.00	100.00

ACTUAL PERIOD WORKED: Period Start Date: 07/01/2009 Period End Date: 07/31/2009

Buttons: AddNewDOE, Save\_SameEmployee, Save\_NewEmployee, ExitNoSave

# WebSAF Changes effective June 22, 2009

## Processing Changes

- **Earn Codes** Codes that were previously limited to one month are now limited to one pay-cycle (approximately 15 days)
- **Payment transactions set for the 1st pay cycle of the month:**
  - If the transaction has received all necessary approvals on time
    - The transaction will pay the funds as indicated by the *Actual Payroll Dates*
    - The *Intended Payroll Dates* and the *Actual Payroll Dates* are the same
  - If the transaction is not fully approved on time:
    - The transaction will roll forward to the 2nd pay cycle
    - The *intended payroll dates* and/or the *actual payroll dates* will be different
    - The *intended payroll dates* will remain as set by the user during creation of the transaction
    - The *actual payroll dates* will reflect the new start date of the 2<sup>nd</sup> pay cycle (the 16<sup>th</sup> of the month)
- **Payment transactions set for the 2nd pay cycle of the month: (either intentionally or as a result of being rolled forward):**
  - If the transaction has received all necessary approvals on time and the transaction was **created** for the 2<sup>nd</sup> pay cycle
    - The *intended payroll dates* and the *actual payroll dates* are the same
    - The transaction will pay the funds as indicated by the *actual payroll dates*
  - If the transaction has received all necessary approvals on time and the transaction was **rolled over** to the 2<sup>nd</sup> pay cycle
    - The *intended payroll dates* and/or the *actual payroll dates* are different
    - For one-time/single pay cycle payments (e.g. BNS, SA1) the transaction will pay the funds as indicated by the *actual payroll dates*
    - For multiple pay cycle payments (e.g. 007, 011) the transaction will pay double the cycle amount in the first check and the remaining payment cycles will pay the funds out as indicated by the *actual payroll dates*
  - If the transaction is not fully approved in time
    - Transaction will rollback to "Past Due" status, as it always has

**NOTE:** \*In the case there already exists a payment using the same one-time earn code, the transaction will rollback to 'PAST DUE' status as it does now.