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

Overview

The purpose of this document is to provide a business process for locations to submit hours for employees with By Agreement appointments and/or flat dollar payments issued for work performed. By Agreement appointments and/or employees receiving flat dollar payments for worked performed do not report hours due to not having hourly pay. However, in order to remain compliant to ACA standards, it is necessary for locations to report hours worked for the following earn codes ASN, ACN, RFA, TST, DEE, RSF, 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.

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.

- 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

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 o 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://sp.ucop.edu/sites/ucpc/UCPathLocationSupport/UCPathTemplates/Forms/AllItems.aspx

- The Excel template document name is **UC_PS_Inbound_FileGenerator_I181_HRSONLY-Generic-V2.0**

- Be sure to access the most current version of the file on SharePoint

The **Excel Template UC_PS_Inbound_FileGenerator_I181_HRSONLY-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: 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

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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 over write 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

Business Unit* (for File Prefix): **SBCMP**

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.**

	BUSINESS UNIT	EMPLID	EMPL RCD #	POSITION #	Pay Period End Dt	EARNS BEGIN DT	EARNS END DT	ERNCD	Other Hours	OPERATING UNIT	ACCOUNT	DEPTID	FUND COD
	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_HRSONLY-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.

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- ♦ 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.
- ♦ 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_HRSONLY_MMDDYYHHMMSS**. Example: LACMP_I181_HRSONLY_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.