

FINANCIAL RECORDS SYSTEM CODE BOOK

Section: I.1.2

PAYROLL CLASSIFICATION CATEGORIES

SALARY RANGE

Range code identifies the salary range of an employee when the classification has more than one range.

Structure: One-character alphanumeric code (e.g., 1).

Codes:

1. Refer to CSUC Salary Schedule.
2. See Section I.2 for a detailed listing.

System: BDS (18th character of the account number).

Comments:

1. Salary Range codes are assigned by the Faculty and Staff Affairs Division of the Chancellor's Office and are listed in the CSUX Salary Schedule.
2. For classifications with one salary range, the range code is zero.
3. Salary Range is not part of the payroll position number. However, this code is required on payroll transaction documents to identify the salary step of an employee.

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PAYROLL AGENCY

Payroll Agency code identifies the institution and the fund from which salaries and benefits are paid.

Structure: Three-character numeric code (e.g., 208)

Codes: See Section I.2.1 for a detailed listing.

System: Payroll (1st through 3rd characters of the position number).

- Comments:
1. All Payroll Agency codes are assigned by the Chief, Division of Disbursements, State Controller's Office, throughout the Chancellor's Office.
 2. An Agency code is applicable to only one organization and one fund, i.e., Chico Campus - General Fund.

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PAYROLL BUDGET FUNCTION

Payroll Budget Function identifies a group of individual reporting units which can be combined under one category, and among which budgetary control is not required.

Structure: Three-character numeric code (e.g., 412)

Codes: See section I.2.2 for a detailed listing.

System: Payroll (4th through 6th characters of the position number).

- Comments:
1. Budget Function codes are assigned by the Chancellor's Office after approval by the State Controller's Office and the Department of Finance. These codes generally correspond to CSU program cost centers.
 2. A Budget Function code cannot be reassigned during a fiscal year, and a Reporting Unit cannot be assigned to a different Budget Function within a fiscal year. If possible, the same Budget Function should not be used to identify different budgetary descriptions in two consecutive fiscal years.
 3. Budget Function codes are used by the State Controller's Office for the arrangement of information on the Schedule 8, budgetary, and period audit reports prepared from related position position and payroll records.
 4. The use of Budget Function code reduces the number of position documents required by permitting movement of employes by (PAR/PPT) units within the same Budgetary between reporting Function without submission of Forms 607 to transfer the employee's position.
 5. Three-digit Budget Function codes are established by submission of Forms 607 showing in item 5(b) the name and code of the Budget Function and item 10 (or on an attached sheet) the codes of all attendance reporting units between which budgetary control is not required, and which can be combined under one function code. The codes to be assigned should be cleared with the Controller's Office and Department of Finance in advance to avoid control difficulties.
 6. The use of the Budget Function code permits the crossover of position information from the Controller's files directly to BDS files, and facilitates computerization of the Schedule 7A process.

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PAYROLL REPORTING UNIT

Reporting Unit identifies the location or individual attendance reporting station.

Structures: Three-character numeric code (e.g., 125)

Codes: See section I.3 for a detailed listing.

System: Payroll (4th through 6th characters of the position number).

Comments: 1. All Reporting Unit codes are assigned by the campus to conform with the organizational structure of the institution for payroll attendance and warrant distribution purposes.

2. Reporting Unit codes are used by the State Controller's Office for the arrangement of information on warrant registers, attendance reports, and other payroll reports and for reporting payroll disbursements and fund transfer of payroll amounts.

3. A Reporting Unit Code cannot be assigned to more than one payroll Budget Function within a payroll agency code.

4. The Payroll Reporting Unit may or may not be identical to the "Organizational Unit" which is used in the AEL System to identify the smaller unit for which costs are accumulated. For example, a school Department is assigned a unique AEL Organizational Unit code; however, Each

consists of several academic Departments. all payroll transitions and check distributions are handled by a single individual at the school level. In this case the same attendance or Payroll Reporting Unit identifying the school may be assigned to all the positions.

5. Computer interface between AEL and Payroll System can be greatly facilitated if the Payroll Reporting Unit and the AEL Organizational Unit codes are identical.

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CLASS

Class code identifies the position classification title as shown in the CSUC Salary Schedule.

Structure: Four-character numeric code (e.g., 2360).

Codes: 1. Refer to CSUC Salary Schedule.
2. See Section I.2.4.

Systems: Payroll (7th through 10th characters of the position number).
BDS: (14th through 17th characters of the account number).

Comments: Class codes assigned by Faculty and Staff Affairs Division of the Chancellor's Office are published in the CSUC Salary Schedule.

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SERIAL NUMBER

Serial Number specifically identifies each individual position with each Class and Budget Function.

Structure: Three-character numeric code (e.g., 965)

- Codes:
1. See Section I.2.5 for a listing of the Standard Blanket Serial Numbers assigned by the Chancellor's Office.
 2. See Section I.3 for a listing of the Serial Numbers assigned by the campus.

Systems: Payroll (11th through 13th characters of the position number).

- Comments:
1. Serial Numbers 700-899 are used for the interchangeable class codes 2358, 2360, and 2399 which have more than 699 employees in one Budget Function. Serial Numbers in the 900 series are reserved for blanket position employees.

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2. Certain Blanket Serial Number codes (900 series) are assigned by the Chancellor's Office and all other serial numbers are assigned by the identify each separate position.

3. The Blanket Position Serial Number must relate to a single FRS Sub-code.

FRS sub-code -3060

Payroll Blanket Serial Number 905