Earnings and associated FTE and hours in CPS are based on the pay period end date, which is basically the effective date of the earnings. Adjustments, retroactive payments, salary cost transfers, late pay, etc. may be performed in a later month; they are all associated with the pay period end date.

Biweekly earnings or other earnings which are associated with a pay period that spans multiple months are split between the two months and included on the extract file for the second month.

The hours worked for the entire pay period are pro-rated between the two months by the PPP713 program, according to the number of working hours in each month for that pay cycle.

For example, if a biweekly pay period begins on 08/23/09 and ends on 09/05/09 and an employee works throughout the pay period, the September file will include an earnings record which has a pay period end date of 08/31/09 and another which has a pay period end date of 09/05/09. For employees who are full-time and not paid on an hourly basis, the FTE will be split: .60 for the pay period ending 8/31 and .40 for the pay period ending 9/5. Earnings and hours will be pro-rated in the same way.

This allows CPS to record consistent earnings, hours, and FTE (Time Distribution Percent) from month to month for biweekly employees.

UCPath does not perform this logic on the earnings interface for CPS; we have created logic in our pre-processing ETL program to perform the pro-ration using rules equivalent to those that PPS applies to the PPP713 (CPS Earnings Distribution) interface. While this process generally works quite well, it did not successfully split the earnings transactions for the pay period from December 20th to January 2nd and from June 19th to July 2nd. This means that the monthly earnings, FTE, and hours are overstated for January and July and understated for December and June. We have found that the pre-processing ETL was not performing this logic for all biweekly runid’s; this has been corrected so the pro-ration will be performed correctly for future cycles. We are not rerunning cycles and reloading data at this time since it would cause CPS to be unavailable for an extended period of time.