

Notes for reading the *Manual Check Activity* report  
(report distributed at the 2/1/08 Hrasca's Plus meeting)

Report Title	Description
ECLS	Employee Classification (see chart below)
Org Code	department code
Org Name	department name
Pay Index	current index at the time the check was paid
Pay ID	MO = monthly / HR = hourly
Pay Year	actual year the pay was due
Pay Month	actual month the pay was due
Check Date	date the check was printed
Reason	short description of reason for manual

Employee Class Listing (ECLS)		
ECLS	Description	FTE
<b>CLASSIFIED</b>		
CA	Classified Salaried	1
CB	Classified Salaried (rare)	< 1.0
CD	Classified Hourly	1
CE	Classified Hourly	< 1.0
TS	Temp support staff	
<b>UNCLASSIFIED TEACHING</b>		
UA	Unclass Teach 9-11 mo	.5+
UB	Unclass Teach 12 mo	.5+
UC	Unclass Teach 9-11 mo	< .5
UD	Unclass Teach 12 mo	< .5
<b>UNCLASSIFIED NON-TEACHING</b>		
UF	Unclass non-teach 12 mo	.5+
UE	(rare) Unclass non-teach 9-11 mo	.5+
UG	(rare) Unclass non-teach 9-11 mo	< .5
UH	(rare) Unclass non-teach 12 mo	< .5
UV	Unclass wage appointment salaried	
UW	Unclass wage appointment hourly	
<b>STUDENT</b>		
XA	Student Employees	
XB	Grad Assistants / Student Stipends	

	department (A-E)	benefit adjustment (B)	HR internal adjust (C)	ACH return (D)	system errors (E)	employee (H-F)	other "missed" (O)	retirement refunds (P)	terminations (T)	Total
January	203	4	39	1	1	17	6	7	8	286
February	539	8	26	0	1	42	0	40	9	665
March	473	7	25	3	0	30	0	5	8	551
April	284	2	23	1	0	98	2	2	6	418
May	399	1	22	0	1	60	20	0	8	511
June	353	3	37	0	1	76	0	1	22	493
July	152	7	13	0	0	12	0	0	7	191
August	456	4	32	0	1	29	3	5	19	549
September	351	3	12	2	1	27	2	0	12	410
October	309	11	15	0	0	36	1	25	2	399
November	480	12	34	3	4	60	10	5	8	616
December	364	58	10	1	0	28	4	260	8	733
<b>Total</b>	<b>4363</b>	<b>120</b>	<b>288</b>	<b>11</b>	<b>10</b>	<b>515</b>	<b>48</b>	<b>350</b>	<b>117</b>	<b>5822</b>
	74.94%	2.06%	4.95%	0.19%	0.17%	8.85%	0.82%	6.01%	2.01%	100.00%

2007 Manual Checks code A/L/H/I

	Student	Classified Monthly	Classified Hourly	Unclassified Monthly	Temporary (Classified)	Wage Agmt (Unc)	Total
January	104	1	12	80	4	19	220
February	308	1	23	190	1	58	581
March	293	1	22	126	3	58	503
April	203	4	8	127	8	32	382
May	230	6	29	130	12	52	459
June	203	29	14	115	14	54	429
July	53	0	10	65	32	4	164
August	189	8	19	164	13	92	485
September	185	8	27	101	5	52	378
October	142	23	34	121	4	21	345
November	244	9	30	184	16	57	540
December	251	4	14	67	10	46	392
<b>Total</b>	<b>2405</b>	<b>94</b>	<b>242</b>	<b>1470</b>	<b>122</b>	<b>545</b>	<b>4878</b>
	49.30%	1.93%	4.96%	30.14%	2.50%	11.17%	100.00%

- A late notice of pay increase or fte change
- L late letter / late timesheet / incomplete pay document
- H late employee documents / late hire ppwk
- I late tax ppwk
- I void & reissue of lost payroll check