

Payroll Procedures Manual

Section M

Monthly Payroll Certification
(MPC) System Instructions

Rev. 09/2022



State Controller's Office

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GENERAL INFORMATION

Section M 001: GENERAL INFORMATION (Revised 09/22)

The Monthly Payroll Certification (MPC) system is a decentralized on-line system used to update the Certification Status on the Attendance Certification File. The Personnel/Payroll System uses the Attendance Certification File to identify when the attendance for a Reporting Unit has been reconciled. Whenever a Payroll Cycle is run, the Attendance Certification File is accessed to determine if the Certification Status has been updated to reflect completion of attendance reconciliation for Reporting Units. Transactions suspended pending disposition of warrants (e.g., PAR/PPT transactions keyed after Monthly Payroll Cutoff) will be processed in the first Payroll Cycle after the Certification Status has been updated.

If the Reporting Units are not updated on MPC, transactions keyed after Monthly Payroll Cutoff will remain suspended and transfer of funds, adjustments and/or regular pay will not be generated.

Section M 002: REPORTING UNITS ON MPC (New 03/97)

Reporting Units are created on MPC the day after Monthly Payroll Cutoff and/or after each Semi-Monthly Payroll Cutoff. The Reporting Units are available on MPC for updating for two monthly pay periods and five semi-monthly pay periods.

Section M 003: MPC UPDATE RESTRICTION (Revised 09/22)

If Monthly Payroll Warrants will be attached to the STD. 666, you must wait to update MPC until you have verified that the warrants have been redeposited. SCO WILL NOT take action to update MPC in these cases.

Section M 004: TRACKING REPORTING UNITS (Revised 11/18)

Since all Reporting Units cannot be updated on MPC at the same time, it is necessary to identify units updated with no warrants for redeposit versus those with warrants for redeposit. The following are two examples of methods that you are updating MPC for all reporting units within your agency/campus.

EXAMPLE #1 - Indicate on the Form 672 or other PPSD approved Time & Attendance Report document:

- (A) - NO EXCEPTIONS (updated by agency/campus)
- (B) - EXCEPTIONS NO WARRANTS FOR REDEPOSIT (updated by agency/campus)
- (C) - EXCEPTIONS WITH WARRANTS FOR REDEPOSIT (updated by agency/campus after verification of redeposit)

EXAMPLE #2 - Use tracking document listing all Reporting Units and identifying the units updated on MPC at your agency/campus (available in the MPC Manual)

After identifying the Reporting Units to be updated on MPC at your agency/campus, logon to the MPC system to update the Certification Status.

Section M 005: LOGON PROCEDURES (Revised 09/22)

The MPC System is accessed from the SCOPROD monitor. Since SCOPROD also contains PIP, PIMS, and other applications it is easy to move from one application to another.

1. Logon to SCOPROD.
2. After receiving message "*SIGN-ON IS COMPLETE*," key: **MPC**.
3. Press *ENTER* (*The MONTHLY PAYROLL CERTIFICATION SYSTEM menu will appear*).



Section M 006: LOGOFF PROCEDURES (New 03/97)

1. Press the *CLEAR* key until a blank screen is received.
2. Key: *LOGO* (short for LOGOFF).

OR

You can access another SCOPROD application by keying the desired system name (example PIMS, HIST, etc.).

3. Press the *ENTER* key.

Section M 007: COMMANDS USED ON MPC (New 03/97)

The following is a list of the commands used on MPC screens:

KEY USED	FUNCTION	ADDITIONAL INFORMATION
PF3	Exit to the MENU	Data keyed on the screen when the PF3 key is pressed will not be processed/updated.
PF4	Refresh screen	All data keyed on the displayed screen will be erased.
PF7	Page Backward	Will access Reporting Units with lower numbers than the screen displayed. In the update mode, data keyed on the screen when the PF7 key is pressed will be updated.
PF8	Page Forward	Will access Reporting Units with higher numbers than the screen displayed. In the update mode, data keyed on the screen when the PF8 key is pressed will be updated.
ENTER	Processes/updates data keyed on the displayed screen.	
CLEAR	Takes you off MPC system to a blank screen (data keyed on the screen when the CLEAR key is pressed will not be processed/updated).	

The MPC System is used to inquire/update the status of Reporting Units on the Attendance Certification File. The following are the screens used to inquire and update information:

SCREEN NAME	DESCRIPTION	PPM SECTION NUMBER
MENU	Menu screen for inquiry/update access of Reporting Units.	M 100
CERTIFICATION STATUS	Used to inquire or update the Certification Status of Reporting Units.	M 200
ADD AGENCY/ REPORTING UNIT	Used to add Reporting Units not displayed on the Attendance Certification File.	M 300

MENU SCREEN

Section M 100: MENU SCREEN (New 03/97)

This screen is used to access the CERTIFICATION STATUS and ADD AGENCY/REPORTING UNIT screens.

MASTER PAYROLL CERTIFICATION SYSTEM MENU		
PAY PERIOD: MM / YY	AGENCY: ____	REPORTING UNIT: ____
__ CERTIFICATION/STATUS		
__ ADD AGENCY/REPORTING UNIT		
PF4=REFRESH		CLEAR=EXIT

To view or update the Certification Status of a Reporting Unit, access the CERTIFICATION STATUS screen:

1. Key the desired Pay Period in the **PAY PERIOD: MM/YY** field.
2. Key an agency code in the **AGENCY** field.
3. Optional - key a Reporting Unit number in the **REPORTING UNIT** field.
4. Key an X in the field next to **CERTIFICATION STATUS**.
5. Press *ENTER*. Will display the requested Agency/Reporting Unit and subsequent Reporting Units on the CERTIFICATION STATUS screen. If the REPORTING UNIT field was left blank, the CERTIFICATION STATUS screen will display the first Reporting Unit for the requested agency code.

To add a Reporting Unit access the ADD AGENCY/REPORTING UNIT screen:

1. Key the desired Pay Period in the **PAY PERIOD: MM/YY** field.
2. Key an agency code in the **AGENCY** field.
3. Key the Reporting Unit number in the **REPORTING UNIT** field.
4. Key an X in the field next to **ADD AGENCY/REPORTING UNIT**.
5. Press *ENTER*. The ADD AGENCY/REPORTING UNIT screen will be displayed.

To exit, press the CLEAR key (takes you to a blank screen).

CERTIFICATION STATUS SCREEN

Section M 200: CERTIFICATION STATUS (Revised 03/02)

This screen is used to inquire/update the Certification Status of Reporting Units.

MASTER PAYROLL CERTIFICATION SYSTEM															
CERTIFICATION STATUS															
PAY PERIOD: 09/96				AGENCY: 051				REPORTING UNIT: 100							
R/U	CERT	R/U	CERT	R/U	CERT	R/U	CERT	R/U	CERT	R/U	CERT	R/U	CERT		
---	---	---	---	---	---	---	---	---	---	---	---	---	---		
100	___	110	___	120	___	130	___	140	___	150	___	160	___		
170	___	180	___	190	___	200	___	210	___	220	___	230	___		
240	___	250	___	260	___	270	___	280	___	290	___	300	___		
310	___	320	___	330	___	340	___	350	___	360	___	370	___		
380	___	390	___	400	___	410	___	420	___	430	___	440	___		
450	___	460	___	470	___	480	___	490	___	500	___	510	___		
NEXT AGENCY:___				NEXT REPORTING UNIT:___											
PF3=MENU				PF4=REFRESH				PF7=BACKWARD				PF8=FORWARD		CLEAR=EXIT	

TO UPDATE THE CERTIFICATION STATUS:

1. Move the cursor to the desired R/U CERT field.
2. Key one of the following Certification Status codes:
 - Semi-monthly first half* = 1
 - Semi-monthly second half* = 2
 - Monthly = 3

*When first half (code 1) and second half (code 2) have been updated, the system will automatically change the Certification Status to code 3.

3. Press one of the following keys to update the page of Reporting Units:
 - *ENTER* to update the displayed page
 - PF7 to update the page and move to the previous page of Reporting Units
 - PF8 to update the page and move to the next page of Reporting Units

OR

Key data in the NEXT AGENCY field and in the - NEXT REPORTING UNIT field (optional) and press *ENTER*

If you do not wish to update the screen, press the PF4 key to refresh all CERT fields on the displayed page.

To exit the screen, if entries were keyed in CERT fields, press ENTER to update the fields, then press:

- PF3 to return to the MENU
- CLEAR to exit the application (takes you to a blank screen)

After you have updated the CERT field, initial and date the Form 672 or MPC Reporting Unit Tracking Sheet.

Section M 300: ADD AGENCY/REPORTING UNIT SCREEN (Revised 11/18)

This screen will add a Reporting Unit that is not on MPC. It is used to establish and update the Certification Status of a Reporting Unit.

MASTER PAYROLL CERTIFICATION SYSTEM ADD AGENCY/REPORTING UNIT			
PAY PERIOD: 05/96	AGENCY: 051	REPORTING UNIT: 100	CERT STATUS: __
PF3=MENU PF4=REFRESH CLEAR=EXIT			

TO ADD A REPORTING UNIT

1. Key one of the following Certification Status codes:
 - Semi-monthly first half = 1
 - Semi-monthly second half = 2
 - Monthly = 3
2. Press *ENTER*. Reporting Unit will be added to the MPC with requested Certification Status code. Verify the Reporting Unit was added by accessing the CERTIFICATION STATUS screen.

If you do not wish to update the screen; press:

- PF3 to return to the MENU
- CLEAR to exit the application (takes you to a blank screen).

After you have updated the CERT field, initial and date the Form 672 or other PPSD approved MPC Reporting Unit Tracking Sheet.

MESSAGES

Section M 400: MESSAGES (Revised 09/22)

While keying on the MPC system, you may receive on-line messages. Confirmation messages will appear at the top left hand side of the screen. Informational or error messages will appear on the bottom left hand side of the screen.

Number	Message
001	"Agency Code Not Valid For Operator" Condition: User is not authorized for agency code entered. Action: <ol style="list-style-type: none">1. If agency code was keyed incorrectly, key the correct agency code, then press ENTER.2. If agency code is correct, contact PPSD-Security at (916) 324-5879.
002	"Pay Period Month Invalid" Condition: Keyed an invalid character in the Pay Period field. Action: Key the correct Pay Period, then press <i>ENTER</i> .
003	"Pay Period Must Be Entered" Condition: Pay Period field was left blank. Action: Key the correct Pay Period, then press ENTER.
004	"Agency Code Must Be Entered" Condition: Agency Code field was left blank. Action: Key the correct Agency Code, then press ENTER.
005	"Agency Code Must Be Numeric" Condition: Keyed an invalid character in the Agency Code field. Action: Key the correct Agency Code, then press ENTER.
006	"Reporting Unit Must Be Numeric" Condition: Keyed an invalid character in the Reporting Unit field. Action: Key the correct Reporting Unit number, then press ENTER.
007	"Select Only One Option" Condition: More than one option (CERTIFICATION/STATUS and ADD AGENCY/REPORTING UNIT) was selected. Action: Select only one option, then press <i>ENTER</i> .
008	"Select Option And Press ENTER" Condition: No option was selected to access CERTIFICATION/STATUS or ADD AGENCY/REPORTING UNIT screen. Action: Make a selection, then press <i>ENTER</i> .

Number	Message
009	<p>"No Rept Units Found Equal To Or Greater Than The Rept Unit Entered"</p> <p>Condition: The Reporting Unit requested and Reporting Units with higher numbers were not found on the system.</p> <p>Action: Verify the Reporting Unit was keyed correctly</p> <ol style="list-style-type: none"> 1. If the Reporting Unit was keyed incorrectly, key the correct Reporting Unit, then press ENTER. 2. If the Reporting Unit is correct, add the Reporting Unit to the Attendance Certification File using the ADD AGENCY/REPORTING UNIT screen.
010	<p>"No Records Found For Requested Agency Code And Pay Period"</p> <p>Condition: There were no Reporting Units on the system for the requested Agency Code and Pay Period.</p> <p>Action: Verify the Agency Code and/or Pay Period were keyed correctly:</p> <ol style="list-style-type: none"> 1. If the Agency Code and/or Pay Period was incorrect, key the correct information and press <i>ENTER</i>. 2. If the Agency Code and Pay Period were correct, add the Reporting Unit to the Attendance Certification File using the ADD AGENCY/REPORTING UNIT screen.
011	<p>"Reporting Unit Must Be Entered"</p> <p>Condition: Reporting Unit field was left blank.</p> <p>Action: When requesting the ADD AGENCY/REPORTING UNIT screen, key the Reporting Unit number being added, then press <i>ENTER</i>.</p>
012	<p>"Future Pay Period Is Not Allowed"</p> <p>Condition: Keyed a Pay Period that was beyond the current Pay Period. The Pay Period must be equal to or older than the current Pay Period.</p> <p>Action: Key a valid Pay Period.</p>
013	<p>"Pay Period Year Is Invalid"</p> <p>Condition: Keyed an invalid year in the Pay Period field when requesting the ADD AGENCY/REPORTING UNIT screen.</p> <p>Action: Correct the year, then press <i>ENTER</i>.</p>
014	<p>"Agency Code And Reporting Unit Already Exists"</p> <p>Condition: The requested Reporting Unit already exists on the Attendance Certification File.</p> <p>Action: Verify the Agency Code, Reporting Unit and Pay Period:</p> <ol style="list-style-type: none"> 1. If the Agency Code or Reporting Unit or Pay Period is keyed incorrectly, key the correct information, then press <i>ENTER</i>. 2. If all fields are correct, access the CERTIFICATION STATUS screen to certify the Reporting Unit.

Number	Message
015	<p>"Certification Status Code Must Equal 1, 2, 3 Or Blank"</p> <p>Condition: The Certification Status code keyed in the CERT field was not 1, 2, 3 or blank.</p> <p>Action: Key the appropriate Certification Status code, then continue previously requested action (i.e., press ENTER, PF7, PF8 or request NEXT AGENCY/REPORTING UNIT).</p>
016	<p>"Next Agency Code Must Be Numeric"</p> <p>Condition: Keyed an invalid character in the NEXT AGENCY field.</p> <p>Action: Key the correct Agency Code, then press <i>ENTER</i>.</p>
017	<p>"Next Reporting Unit Must Be Numeric"</p> <p>Condition: Keyed an invalid character in the NEXT REPORTING UNIT field.</p> <p>Action: Key the correct Reporting Unit, then press <i>ENTER</i>.</p>
018	<p>"Next Agency Code Must Be Entered"</p> <p>Condition: There was no data keyed in the NEXT AGENCY when the <i>ENTER</i> key was pressed.</p> <p>Action: Key the Agency Code in the NEXT AGENCY field or initiate other action.</p>
019	<p>"Requested Agency Code Not Found For Pay Period Requested"</p> <p>Condition: There were no Reporting Units on the system for the requested Agency Code and Pay Period.</p> <p>Action: Verify the Agency Code and Pay Period were keyed correctly:</p> <ol style="list-style-type: none"> 1. If the Agency Code or Pay Period was incorrect, key the correct information and press <i>ENTER</i>. 2. If the Agency Code and Pay Period were correct, add the Reporting Unit to the Attendance Certification File using the ADD AGENCY/REPORTING UNIT screen.
020	<p>"No Rept Units Found Equal To Or Greater Than The Rept Unit Entered"</p> <p>Condition: The Reporting Unit requested and Reported Units with higher numbers were not found on the system.</p> <p>Action: Verify the Reporting Unit was keyed correctly:</p> <ol style="list-style-type: none"> 1. If the Reporting Unit was keyed incorrectly, key the correct Reporting Unit, then press <i>ENTER</i>. 2. If the Reporting Unit is correct, add the Reporting Unit to the Attendance Certification File using the ADD AGENCY/REPORTING UNIT screen.
021	<p>"Certification Status Code Must Equal 1, 2, Or 3"</p> <p>Condition: The Certification Status code keyed in the CERT field on the ADD AGENCY/REPORTING UNIT screen must be 1, 2, 3.</p> <p>Action: Key the appropriate Certification Status code, then press <i>ENTER</i>.</p>
022	<p>"Update Successful"</p> <p>Condition: Keyed Certification Status code(s) in the CERT field, then pressed ENTER on the ADD AGENCY/REPORTING UNIT screen which updated the Attendance Certification File.</p>

Number	Message
023	<p>"Previous Update Successful"</p> <p>Condition: Keyed Certification Status code(s) in the CERT field, then pressed PF8 (page forward) key. Reporting Units on the previous page were updated.</p>
024	<p>"Previous Update Successful"</p> <p>Condition: Keyed Certification Status code(s) in the CERT field, then pressed PF7 (page backward) key. Reporting Units on the previous page were updated.</p>
025	<p>"Previous Update Successful"</p> <p>Condition: Keyed Certification Status code(s) in the CERT field and information in the NEXT AGENCY field, then pressed ENTER key. Reporting Units on the previous page were updated.</p>
026	<p>"Update Successful"</p> <p>Condition: Keyed Certification Status code(s) in the CERT field, then pressed ENTER key which updated the Attendance Certification File.</p>
027	<p>"Previous Screen Not Updated - No Data Entered"</p> <p>Condition: Data was keyed in the NEXT AGENCY field and no Certification Status code(s) were keyed in the CERT fields of the screen.</p> <p>Action: If Reporting Unit(s) Certification Status codes were keyed in the CERT field on the previous screen, access the Reporting Unit(s) to verify Certification Status.</p>
028	<p>"No Updates Requested - Enter Cert Status Codes, Next Agy, Or Use PF7 or PF8"</p> <p>Condition: There was no data keyed on the screen when the ENTER key was pressed.</p> <p>Action: Key data, then press <i>ENTER</i> or select appropriate action to access desired screen.</p>
029	<p>"Highlighted RPT Units Did Not Update. All Other RPT Units Updated Ok"</p> <p>Condition: Data entered in the highlighted field are in error. Data keyed in other fields have been updated.</p> <p>Action: Correct the information in the highlighted fields and continue previously requested action (i.e., press ENTER PF7, PF8 or request NEXT AGENCY/REPORTING UNIT).</p>
030	<p>"More Reporting Units"</p> <p>Condition: More Reporting Units exist for the Agency Code displayed.</p> <p>Action: To access other Reporting Units press PF7 to display lower numbered Reporting Units or PF8 to display higher numbered Reporting Units.</p>

Number	Message
031	<p data-bbox="347 151 493 184">"Last Page"</p> <p data-bbox="393 205 1409 277">Condition: Have reached the highest numbered Reporting Unit for the Agency Code displayed.</p> <p data-bbox="393 294 483 323">Action:</p> <ol data-bbox="441 331 1338 512" style="list-style-type: none"> <li data-bbox="441 331 1338 403">1. If the wrong key was pressed, press appropriate key to access the desired screen or key required data. <li data-bbox="441 411 1338 512">2. If a Reporting Unit is missing and should be on the Attendance Certification File, add the Reporting Unit using the ADD AGENCY/REPORTING UNIT screen.
032	<p data-bbox="347 529 993 562">"Previous Screen Not Updated - No Data Entered"</p> <p data-bbox="393 583 1370 688">Condition: PF7 (page backward) or PF8 (page forward) was pressed and no Certification Status code(s) were keyed in the CERT fields of the screen.</p> <p data-bbox="393 705 1364 806">Action: If Certification Status codes were keyed in the CERT field on the previous screen, access the Reporting Unit(s) to verify Certification Status</p>
033	<p data-bbox="347 823 493 856">"First Page"</p> <p data-bbox="393 877 1380 949">Condition: There were no Reporting Units for the Agency Code with a lower number than the first Reporting Unit displayed.</p> <p data-bbox="393 966 483 995">Action:</p> <ol data-bbox="441 1003 1338 1184" style="list-style-type: none"> <li data-bbox="441 1003 1338 1075">1. If the wrong key was pressed, press appropriate key to access the desired screen or key required data. <li data-bbox="441 1083 1338 1184">2. If a Reporting Unit is missing and should be on the Attendance Certification File, add the Reporting Unit using the ADD AGENCY/REPORTING UNIT screen.
034	<p data-bbox="347 1201 607 1234">"Update Successful"</p> <p data-bbox="393 1255 1429 1402">Condition: Keyed Certification Status code(s) in the CERT field, then pressed the PF7 key to display lower numbered Reporting Unit and none exists - OR - pressed PF8 to display higher numbered Reporting Units and none exists.</p> <p data-bbox="393 1419 483 1449">Action:</p> <ol data-bbox="441 1457 1338 1638" style="list-style-type: none"> <li data-bbox="441 1457 1338 1528">1. If the wrong key was pressed, press appropriate key to access the desired screen or key required data. <li data-bbox="441 1537 1338 1638">2. If a Reporting Unit is missing and should be on the Attendance Certification File, add the Reporting Unit using the ADD AGENCY/REPORTING UNIT screen.

Number	Message
035	<p data-bbox="347 151 672 184">"No Updates Requested"</p> <p data-bbox="393 205 1432 352">Condition: No Certification Status code(s) were keyed in the CERT fields and the PF7 key was pressed to display lower numbered Reporting Units and none exists - OR - PF8 was pressed to display higher numbered Reporting Units and none exists.</p> <p data-bbox="393 373 1399 470">Action: If Reporting Unit(s) Certification Status codes were keyed in the CERT field on the previous screen, access the Reporting Unit(s) to verify Certification Status.</p>
036	<p data-bbox="347 487 756 520">"File Disabled Or Not Available"</p> <p data-bbox="393 541 1101 575">Condition: The MPC system is unavailable at this time.</p> <p data-bbox="393 596 1419 693">Action: If this message is received the day after Monthly Payroll Cutoff, the file is not available until the Payroll Cycle has finished processing and will not be available until the next day.</p> <p data-bbox="500 714 1393 789">If this message is received on a day other than the day after Monthly Cutoff, contact (916) 324-6716.</p>
037	<p data-bbox="347 802 1127 835">"Previous Screen Not Updated - Enter Key Was Not Pressed"</p> <p data-bbox="393 856 1432 932">Condition: This message will appear on the Menu Screen when the PF3 key was pressed. The PF3 key does not update data.</p> <p data-bbox="393 953 1432 1121">Action: If Certification Status codes were keyed on the screen prior to accessing the MENU screen, the codes were not updated. Access the Reporting Unit(s) and key the appropriate Certification Status code(s), then press <i>ENTER</i>, PF7 (page backward), PF8 (page forward) before pressing PF3 to access the MENU.</p>
038	<p data-bbox="347 1138 721 1171">"An Invalid Key was Pressed"</p> <p data-bbox="393 1192 945 1226">Condition: Pressed an invalid key on MPC.</p>
039	<p data-bbox="347 1255 899 1289">"Enter Next Agy Code or Press PF7 or PF8"</p> <p data-bbox="393 1310 1425 1381">Condition: There was no data keyed in the NEXT AGENCY field when the ENTER key was pressed.</p> <p data-bbox="393 1402 1416 1436">Action: Key the Agency Code in the NEXT AGENCY field or initiate other action.</p>