

INFORMATION TECHNOLOGY
HUMAN RESOURCES & PAYROLL
SYSTEMS

180.01 PPIS Computer Tapes Containing Miscellaneous Employee History, Payroll Deduction, Budgeting, Fringe Benefit Data, Payroll Distribution and General Administration Files (Computer Tapes)

Dates: 1987 -

Volume: 10 Cu. Ft. (20 tapes)

Annual Accumulation: --

Arrangement: File identification and copy detail number

Record series data are selected from source files generated from Personnel Services and the Payroll Office for administering fringe benefits, state benefits, employee training, payroll deductions and seniority lists. Examples of these PPIS computer tapes are identified individually as "Parms Codeset for Personnel", "Parms Codeset for Payroll", "Payroll Deductions", "PDCC Lapse Codes", "IR Hegis-Replaced by 18", "Payroll State Abbreviations", "Payroll Distribution Codes", "Payroll Distr Code for Stud", "Payroll Active Distr for F/S", "Payroll Nora Insurance Rates", "Payroll Fed. State Incom Tax-Mo", "Payroll Fed State Incom Tax-BP", "Payroll Retirement", "Payroll Medicare", "Payroll Types of Income", "PPIS Space 61 Extract", "State Ins Tape Extract", "State Voucher", "IL Legal Addr County File", "Fed W2 Work File", "State Ins Work File", "Ramp Extract - Student Payroll", "PPIS - Employee", "PPIS - APPT. BUD POSN", "PPIS-YJD Deduction Amount", "PPIS - Deductions", "PPIS - Fringe Benefits", "PPIS - State Benefits", "PPIS - Education and Training", "PPIS - History Control", and "PPIS - History Detail". These tapes are compiled for three (3) generations and have been retained for thirty (30) days.

Application 87-66, item 470.01, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for thirty (30) days, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

180.02 Personnel and Payroll Information Systems (PPIS) - "Space 61 Extract", "State Insurance Tape Extract", and "State Voucher" (Computer Tapes)

Dates: 1987 -

Volume: 4½ Cu. Ft. (9 tapes)

Annual Accumulation: Negligible

Arrangement: File identification number and copy detail number

These are master and back up tapes for the Personnel and Payroll Information System identified as "PPIS Space 61 Extract", "State Insurance Tape Extract", and "State Voucher" containing data abstracted from the Payroll and Fringe Benefits administrative units. The PPIS "Space 61 Extract" is a one (1) generation file which has been retained for thirty (30) days. The "State Insurance Tape Extract" and the "State Voucher" tapes are two (2) generation files likewise retained for thirty (30) days.

Application 87-66, item 470.02, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for thirty (30) days, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

180.03 "Payroll Work File" - (PPIS Computer Tapes)

Dates: 1987 -

Volume: 7 Cu. Ft. (13 tapes)

Annual Accumulation: --

Arrangement: File identification number and copy detail number

This PPIS computer file is a compilation of payroll accounting data used for updating the payroll data base as required for its regular administration and distribution. This file is created for three (3) generations and has been retained for thirty (30) days.

Application 87-66, item 470.03, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for thirty (30) days, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

180.04 PPIS - "IL Legal Address County File", and "FED W2 Work File" (Computer Tapes)

Dates: 1987 -

Volume: 2 Cu. Ft. (4 tapes)

Annual Accumulation: --

Arrangement: File identification number and copy detail number

These are master tapes for the Personnel and Payroll Information System identified as "IL Legal Address County File" and "FED W2 Work File" containing data abstracted from the Payroll and Personnel Services administrative units. Both are the one (1) generation file currently retained for five (5) days.

Application 87-66, item 470.04, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for five (5) days, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

180.05 PPIS - "State Insurance Work File" (Computer Tapes)

Dates: 1987 -

Volume: 1 Cu. Ft. (2 tapes)

Annual Accumulation: --

Arrangement: File identification number and copy detail number

This PPIS run is a one (1) generation computer tape file of data compiled from the Fringe Benefits Office for ready reference to insurance information pertinent to University personnel.

Application 87-66, item 470.05, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three (3) years, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

180.06 PPIS - "RAMP Extract - Student Payroll"

Dates: 1987 -

Volume: 1 Cu. Ft. (2 tapes)

Annual Accumulation: --

Arrangement: File identification number and copy detail number

This PPIS computer tape file is extracted from RAMP and student payroll sources. The file is produced for one (1) generation and has been retained for ninety (90) days.

Application 87-66, item 470.06, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for ninety (90) days, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

180.07 Files of Budget Data, Employee Appointments, "Pay Controls", Time Information, Transfer Data and Medical School Effort Report Summaries (PPIS Computer Tapes)

Dates: 1987 -
Volume: 1½ Cu. Ft. (3 tapes)
Annual Accumulation: --
Arrangement: File identification number and copy detail number

These computerized files identified as "PPIS - Budget Position", "PPIS - Appt. Employee", "PPIS - Appt", "PPIS -Pay control", "PPIS Time Worked", "PPIS - Transfer Detail History", "PPIS Med School Effort Data", "PPIS - Month End Report Work File", and "PPIS - Transfer Detail Report File" contain data pertinent to personnel budgeting, appointments, salary administration, related time information, transfers, Month End Reports, and Medical School Effort Report information. These files are produced for three (3) generations and have been retained for sixty (60) days.

Application 87-66, item 470.07, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for sixty (60) days, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

180.08 Position Applicant, Applicant Testing, Civil Service Classification, Promotional Histories, and Civil Service Register Entry File (PPIS Computer Tapes)

Dates: 1987 -
Volume: 1½ Cu. Ft.
Annual Accumulation: --
Arrangement: File identification number and copy detail number

This file series contains computer tapes with data pertinent to the personnel and payroll administration activities or areas as cited above in the record series title. Specific files included are identified by the following titles: "PPIS - Applicants for Jobs", "PPIS - Civil Serv Clas (CS25)", "PPIS - Promotional History", "PPIS -

C.S. Register Entries", and "PPIS - Test Scores for Applic.". These files are compiled for three (3) generations and the data have been held for sixty (60) days.

Application 87-66, item 470.08, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for sixty (60) days, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

180.09 "Student Payroll Master File" and "Payroll History Posting File" (Computer Tapes/PPIS)

Dates: 1987 -

Volume: 12 Cu. Ft. (24 tapes)

Annual Accumulation: --

Arrangement: File identification number and copy detail number

This is the master file of all administrative accounting transactions needed for implementing the student payroll. Also included within the scope of the series is a computer tape history of payroll posting supporting the master file. The master file is a six (6) generation compilation while the "Payroll History Posting File" is produced for three (3) generations. Both files have been retained for sixty (60) days.

Application 87-66, item 470.09, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain the "payroll history posting file" in office for 120 days, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain "student payroll master files" in office for sixty (60) days, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

180.10 Salary Increase User Extract (PPIS Computer Tapes)

Dates: 1987 -
Volume: 1 Cu. Ft. (2 tapes)
Annual Accumulation: --
Arrangement: File identification number and copy detail number

This is a file of salary increase data processed for two (2) generations and currently retained for three hundred sixty (360) days.

Application 87-66, item 470.13, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for three hundred sixty (360) days, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

180.11 Data Base for Students and Fac/Staff A21 Effort (PPIS Computer Tapes)

Dates: 1987 -
Volume: 3 Cu. Ft. (6 tapes)
Annual Accumulation: --
Arrangement: File identification number and copy detail number

The following computer tape files are produced for reference to both students and faculty/staff data bases: "Student Employee Data", "Student Position Data", "Student Effort Data", "Fac/Staff Employee Data", "Fac/Staff Effort Data", and "Fac/Staff Position Data". This is a three (3) generation file currently maintained for sixty (60) days.

Application 87-66, item 470.14, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for sixty (60) days, then reuse and/or dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.