Limited to Career

Ch-Ch-Changes

Now that we are all comfortable with the Limited-to-Career policies and procedures (right?!), here are some reminders about PPS's part in this. Now for questions about career status eligibility, recruitment, and probationary period calculation, contact HR Employment. You can contact HR Benefits for benefits and retirement system questions. And remember that there's information in the "Temporary Employment" link, under "Quick Links", on the HR Home Page (http://hr.ucsb.edu/). That said, here's the PPS stuff. Please remember:

* When a Limited employee hits 1000 hours, PPS will NOT automatically change the appointment status from Limited to Career. It still holds that career appointments require the recruitment process, so don't let the end of those 1000 hours catch you napping! There are periodic departmental reports to forewarn you when someone's getting close to 650 and 1000 hours. Can't wait? Check out the IHR2 screen in PPS, which tracks the running total of hours towards career eligibility. It's there for you anytime. Use it.

* There are two sides to the LtoC coin--one for staff career status eligibility (the *appointment* side) and one for *benefits* eligibility (which applies to both Staff Limited appointments AND Temporary Academic appointments). PPS WILL automatically change benefits status with the BELI and retirement codes the month following 1000 hours, so it's important to stay alert. No problem--the IHR2 screen also keeps track of hours towards benefits eligibility. Check it out.

* To process a LtoC in PPS, use the SAPT bundle (after you've finished your recruitment, of course!). On the EAPP screen, remember to "end and add" appointments to make the change. Please, please, please don't just replace the data in a Limited appointment with Career data! END the Limited appointment, and then ADD the Career appointment. Use 'Action' code '52' on the Career appointment line.

* Use Appointment Type '2' for Career appointments.

* A new Career employee needs a Next Salary Review Date and Next Salary Review Type. Most career employees are in the October merit cycle (except for covered Service and Nurses, which have January and May cycles, respectively.) Which year? *Generally* (but ALWAYS check the policy or contract!), an employee needs to be past probation by October 1 (of this year) to be eligible for merit consideration for this year's October cycle. If probation ends after October 1 of this year, then it's next year's October cycle. As for Next Salary Review Type, use '2' to indicate eligibility. Still not sure? Call Coni (x3197).