PAYROLL/PERSONNEL ONLINE SYSTEM PROCEDURES

UNIVERSITY OF CALIFORNIA, SANTA BARBARA
VERSION 2.0
REVISED 01/06
TABLE OF CONTENTS

I. INTRODUCTION
ABOUT THE NEW PAYROLL/PERSONNEL SYSTEM................................................................. I.1
WHO IS THE PAYROLL/PERSONNEL SYSTEM USER?................................................................. I.1
HOW TO GET HELP ................................................................................................................... I.2

II. WORKFLOW: PRE-APPROVALS, POST-AUDIT, AND EMPLOYEE DOCUMENTS
OBTAINING APPROVALS........................................................................................................... II.1
PREPARING FOR ONLINE ENTRY ............................................................................................... II.1
REQUIRED FORMS AND OFFICE OF RECORD........................................................................... II.2
EMPLOYEE DOCUMENTS .......................................................................................................... II.3

III. EDB OVERVIEW
ORGANIZATION OF DATA IN THE EDB .................................................................................. III.1
BUNDLES - OVERVIEW ............................................................................................................. III.1
UNDERSTANDING PERSONNEL ACTIONS IN THE EDB ......................................................... III.3
APPOINTMENT AND DISTRIBUTION PROCEDURES ............................................................. III.5

IV. CONSISTENCY EDITS
CONSISTENCY EDIT MESSAGES (ECON)................................................................................ IV.1
MESSAGE SEVERITY ................................................................................................................ IV.1
MESSAGE ORDER .................................................................................................................. IV.2
REVIEWING DATA ERRORS ON ECON .................................................................................. IV.2
CORRECTING DATA ERRORS ON ECON ................................................................................ IV.3
CORRECTING DATA THAT IS NOT DISPLAYED ....................................................................... IV.3
CORRECTING DATA NOT RELATED TO ENTERED DATA ....................................................... IV.3
DISPLAYING DATA THAT CANNOT BE CHANGED ................................................................. IV.4
COMPLETING THE UPDATE FROM ECON ............................................................................. IV.4

UNIVERSITY OF CALIFORNIA, SANTA BARBARA
T.O.C: i
CANCELLING THE UPDATE FROM ECON ................................................................. IV.4
MESSAGE REPORT SCREEN (IMSG) ........................................................................................................ IV.4

V. BUNDLES
HIRE/REHIRE
STAFF NEW HIRE (SHIR) .................................................................................................................. V.1
ACADEMIC NEW HIRE (AHIR) ........................................................................................................... V.27
STAFF REHIRE (SREH) ...................................................................................................................... V.53
ACADEMIC REHIRE (AREH) .............................................................................................................. V.77

APPOINTMENT CHANGE
STAFF (SAPT)
   PROMOTION/DEMOTION/LATERAL TRANSFER/RENEWAL OF APPOINTMENT/LIMITED TO CAREER ...................................................... V.101
   RECLASSIFICATION .......................................................................................................................... V.111
   PERCENT OF TIME CHANGE ........................................................................................................... V.122
   ADDITIONAL EMPLOYMENT ............................................................................................................ V.131

ACADEMIC (AAPT)
   PROMOTION ......................................................................................................................................... V.142
   EMPLOYMENT IN A DIFFERENT ACADEMIC SERIES ..................................................................... V.150
   ADDITIONAL EMPLOYMENT ............................................................................................................. V.158
   PERCENT OF TIME CHANGE ........................................................................................................... V.166
   RENEWAL/REAPPOINTMENT ............................................................................................................ V.172

PAY INCREASE
STAFF (SINC)
   MERIT INCREASE .............................................................................................................................. V.178
   RANGE ADJUSTMENT .......................................................................................................................... V.183
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC (AINC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MERIT INCREASE</td>
<td></td>
<td>V.184</td>
</tr>
<tr>
<td>RANGE ADJUSTMENT</td>
<td></td>
<td>V.188</td>
</tr>
<tr>
<td>SABBITCAL LEAVE (SABB)</td>
<td></td>
<td>V.189</td>
</tr>
<tr>
<td>LEAVES, OTHER (LEAV)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEAVE WITH PAY</td>
<td></td>
<td>V.194</td>
</tr>
<tr>
<td>LEAVE WITHOUT PAY</td>
<td></td>
<td>V.200</td>
</tr>
<tr>
<td>FURLOUGH</td>
<td></td>
<td>V.207</td>
</tr>
<tr>
<td>SEPARATION (SEPR)</td>
<td></td>
<td>V.208</td>
</tr>
<tr>
<td>VI. NON-BUNDLE ACTIONS</td>
<td></td>
<td>VI.1</td>
</tr>
<tr>
<td>ALTERNATE DEPARTMENT ACCESS</td>
<td></td>
<td>VI.1</td>
</tr>
<tr>
<td>CHANGE HOME DEPARTMENT</td>
<td></td>
<td>VI.4</td>
</tr>
<tr>
<td>NAME CHANGE</td>
<td></td>
<td>VI.7</td>
</tr>
<tr>
<td>CHANGE TO ADDRESS</td>
<td></td>
<td>VI.8</td>
</tr>
<tr>
<td>SOCIAL SECURITY NUMBER CORRECTION</td>
<td></td>
<td>VI.11</td>
</tr>
<tr>
<td>CHANGE TO W-4</td>
<td></td>
<td>VI.12</td>
</tr>
<tr>
<td>CITIZENSHIP AND/OR VISA CHANGE</td>
<td></td>
<td>VI.15</td>
</tr>
<tr>
<td>CHECK DISPOSITION CHANGES</td>
<td></td>
<td>VI.16</td>
</tr>
<tr>
<td>LEAVE ACCRUAL CODE CHANGE</td>
<td></td>
<td>VI.17</td>
</tr>
<tr>
<td>CHANGE IN FUND SOURCE</td>
<td></td>
<td>VI.20</td>
</tr>
<tr>
<td>OTHER STAFF INCREASES</td>
<td></td>
<td>VI.24</td>
</tr>
<tr>
<td>DUAL EMPLOYMENT</td>
<td></td>
<td>VI.29</td>
</tr>
<tr>
<td>ADDITIONAL COMPENSATION (SUMMER SALARY)</td>
<td></td>
<td>VI.35</td>
</tr>
</tbody>
</table>

T.O.C: iii
VII. APPENDICES
A. BELI CODES (BENEFITS ELIGIBILITY LEVEL INDICATOR) .......................................................... VII.1
B. COUNTRY CODES .......................................................................................................................... VII.4
C. DAILY RATE CALCULATIONS FOR ACADEMICS ...................................................................... VII.9
D. DATA ELEMENT/SCREEN CROSS-REFERENCE ....................................................................... VII.10
E. DOS CODES (DESCRIPTION OF SERVICE) ................................................................................ VIIL.12
F. EMPLOYEE RELATIONS CODES ................................................................................................. VII.13
G. LEAVE OF ABSENCE CODES ...................................................................................................... VII.17
H. LEAVE ACCRUAL CODES ............................................................................................................ VII.18
I. LICENSES AND CERTIFICATION CODES .................................................................................... VII.20
J. PERSONNEL ACTION CODES ....................................................................................................... VII.21
K. RETIREMENT/FICA CODES
   K1. RETIREMENT DESCRIPTIONS ............................................................................................. VII.22
   K2. FICA DESCRIPTIONS ......................................................................................................... VII.23
   K3. RETIREMENT/FICA COMBINATIONS .............................................................................. VII.24
L. SALARY REVIEW DATE GUIDELINES ......................................................................................... VII.25
M. SEPARATION REASON CODES ................................................................................................ VII.26
N. I-9 INFORMATION ...................................................................................................................... VII.27
O. VISA TYPES ................................................................................................................................ VII.31
P. EMPLOYEE DATA GATHERING WORKSHEET .......................................................................... VII.32
About the Payroll/Personnel System

The Payroll/Personnel System (PPS) provides computer support for the payroll and personnel requirements of the University. It is comprised of several databases that maintain current and historical information about University employees; both payroll and personnel information is maintained. Further, it is comprised of several online sub-systems, including: EDB Entry/Update, EDB Inquiry, Post-Audit Notification, and History Inquiry.

PPS was designed as a distributed system that allows users in individual departments to enter and make changes directly to the Employee Database (EDB), with appropriate security and safeguards. Chief among these is the use of post-authorization notification, which informs department managers and central administrative offices of the changes made to employee records.

Access is provided through the use of specially designed menu, list, entry, and message screens. In addition, Help screens are available to provide information on screen content and on specific data elements. By using function keys and entering selection criteria, the user can navigate to the desired screen, and submit the entered data to the edit and update process.

Who is the Payroll/Personnel System User?

Users of the Payroll/Personnel System are employees of the University who have been authorized to have access to the information contained in the system. Access is granted to employees for the performance of payroll/personnel related job duties. Users of the system can have one of several roles. These include: primary preparer, mandatory reviewer, back-up preparer, manager, inquiry user, and central office user.

This manual is not intended to be a substitute for your training or experience; instead you will find that it functions best when used as a reference tool as you enter various payroll/personnel data.
HOW TO GET HELP

For information regarding system access and usage, refer to the Payroll/Personnel Online System User’s Guide. The User’s Guide also contains detailed information about the system structure and navigation, screen layout, and data entry conventions, as well as information on using online help and understanding system messages.

Various types of help are available depending on the problem or need. The contact department or reference is listed below for each problem type.

1. Workstation/Network Hardware and Software Problems (When you can’t get to the Logon screen)
   - Computer Support Coordinator (CSC) provides the first line of help and is generally responsible for individual workstation set-up and local area network configuration and support.
   - Communications Services provides help to the CSC during troubleshooting, network connections, and problem resolution (893-4600).

2. Access and General Application Questions (When you can get to Logon screen but can’t get to the PPS main menu)
   - For status of system application forms, call Accounting (x2880).
   - For password problems, call Accounting (x2880).
   - For system availability, check your e-mail first, as reports of problems will be posted there.
   - For navigation and screen issues, call the appropriate functional office: Accounting, Staff Personnel, Academic Personnel.

3. Payroll/Personnel System Questions (When you can get into PPS, but have system questions)
   - Online Help: Accessed by positioning your cursor on the appropriate field and pressing the F1 key when logged onto the PPS application.
   - Payroll/Personnel Online System User's Guide

4. Policy and Procedure Issues

For policy and procedure issues and policy consultation:

   - Payroll Office
   - Human Resources
   - Academic Personnel
II. WORKFLOW: PRE-APPROVALS, POST-AUDIT AND EMPLOYEE DOCUMENTS

The PPS affects the nature of the documentation that departments are required to maintain in support of the payroll/personnel process. Departments should consider what documentation will be required at these three steps:

1. Pre-Approval - Normally, there should be written approval on file from the designated approval authority for each payroll/personnel action.

2. Data Entry - Departments may find input documents useful, and they may wish to keep these available for recreating actions (as back-up).

3. Post-Audit - Departments may decide to maintain post-audit documents (either Employee Documents, PAN print-outs, screen shots, or others) for their departmental records and for the employee's records.

OBTAINING APPROVALS

One of the most important concepts related to the use of the PPS is that every action entered into the EDB must first have received "pre-approval". In those cases where departments already forward written requests and receive approvals (such as most academic actions), they will have the necessary documentation to support making changes to the employee's record in the EDB.

Departments will need to devise methods of obtaining approvals before entering actions—such as fund changes, changes in percent and renewals of appointment—into the EDB.

Please note that departments may not anticipate by entering actions before they are approved. There is no "pending file" for actions entered into the EDB, so the employee's record is changed immediately after update. This fact makes it imperative that departments follow the procedure of securing approval for an action before they update the EDB. Departments will be required to maintain auditable records of all approvals.

PREPARING FOR ONLINE ENTRY

After the department has obtained the required approval, the preparer will need to gather the data for entry into the EDB.

The Employee Data Gathering Worksheet has been designed to assist preparers in gathering this payroll/personnel data prior to online data entry (see Appendix P., Employee Gathering Worksheet for a sample). This worksheet is not a required form and should be destroyed after data entry.

Some forms are required for the employee or department to complete and forward to the Payroll Office or other Office of Record. Some are required by federal, state, or other agencies, and some provide the most efficient way of gathering information from (or providing information to) the employee. The table on the following page lists these required forms and the Office of Record.
### Required Forms and Office of Record

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form Number</th>
<th>Office of Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Oath of Allegiance and Patent Policy and Acknowledgement</td>
<td>UPAY 585</td>
<td>Payroll</td>
</tr>
<tr>
<td>Employment Eligibility Verification (Form I-9)</td>
<td>I-9</td>
<td>Payroll</td>
</tr>
<tr>
<td>Withholding Allowance Certificate</td>
<td>W-4</td>
<td>Payroll</td>
</tr>
<tr>
<td>Statement of Citizenship</td>
<td></td>
<td>Payroll</td>
</tr>
<tr>
<td>Tax Treaty Statement</td>
<td></td>
<td>Payroll</td>
</tr>
<tr>
<td>Benefits Forms</td>
<td>Various</td>
<td>Human Resources/Benefits</td>
</tr>
<tr>
<td>Unemployment Insurance Termination Report</td>
<td>U5602</td>
<td>Human Resources/Benefits</td>
</tr>
</tbody>
</table>

When University forms are required for a payroll/personnel action, these forms are listed in this manual in Step 1 of the procedures for that action.
**EMPLOYEE DOCUMENTS**

The PPS is capable of producing payroll/personnel reports in the form of Employee Documents. Employee Documents available for printing directly from the EDB are the following:

- New Hire or Rehire Documents
- Change-in-Status Documents
- Leave/Sabbatical Documents
- Separation Documents
- Personal Summary Documents

Refer to the *Users’ Guide* for more information on printing Employee Documents.

Most versions of the Employee Document are designed to provide information to the employee about his or her relationship to the university.

It is strongly recommended that preparers print copies of Employee Documents for their departmental records when processing a New Hire, Rehire, or Separation and that a copy is given to the employee.
III. EDB OVERVIEW

ORGANIZATION OF DATA IN THE EDB

In the PPS, employee data is stored as data elements. These data elements comprise all the information which payroll, accounting, and human resources have identified as critical for paying employees correctly and for gathering important information about the employee’s appointment status.

To facilitate data entry, these data elements have been grouped by general categories and displayed on data entry screens. The following screen lists the individual data entry screens by function code:

BUNDLES - OVERVIEW

Update screens have been grouped into "Bundles" to facilitate the process of making updates for the various personnel actions. Bundles contain all the relevant data fields that will need to be added or changed for a particular payroll/personnel action, and these fields are highlighted within each bundle.

Bundles:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIR</td>
<td>Staff, New Hire</td>
</tr>
<tr>
<td>AHIR</td>
<td>Academic, New Hire</td>
</tr>
<tr>
<td>SREH</td>
<td>Staff, Rehire</td>
</tr>
<tr>
<td>AREH</td>
<td>Academic, Rehire</td>
</tr>
<tr>
<td>SAPT</td>
<td>Staff, Appointment Changes</td>
</tr>
<tr>
<td>AAPT</td>
<td>Academic, Appointment Changes</td>
</tr>
<tr>
<td>SINC</td>
<td>Staff, Pay Increase</td>
</tr>
<tr>
<td>AINC</td>
<td>Academic, Pay Increase</td>
</tr>
<tr>
<td>SABB</td>
<td>Sabbatical Leave</td>
</tr>
<tr>
<td>LEAV</td>
<td>Leaves, Other</td>
</tr>
<tr>
<td>SEPR</td>
<td>Separation</td>
</tr>
</tbody>
</table>

Bundles have the following features which make them preferable to individual data entry screens when you are adding or changing records:

- Within each multiple screen bundle, the screens are presented in a particular order. This order, or sequence, is intended to facilitate the completion of a designated action.
- Important data elements have been individually highlighted for each different bundle.
- When you select a Function Code representing a bundle, you may navigate forward and backward to any screen within the bundle before updating.
### Bundle Screen Tables

<table>
<thead>
<tr>
<th>BUNDLE FUNCTION CODE</th>
<th>BUNDLE NAME</th>
<th>SCREENS IN BUNDLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIR</td>
<td>Staff New Hire</td>
<td>EEID, EPD1, EADD, EPD2, ETAX, ECHK, EAPP, EPER, EALN, ELIC, EBCC</td>
</tr>
<tr>
<td>AHIR</td>
<td>Academic New Hire</td>
<td>EEID, EPD1, EADD, EPD2, ETAX, ECHK, EAPP, EPER, EALN, EACD, EHON</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUNDLE FUNCTION CODE</th>
<th>BUNDLE NAME</th>
<th>SCREENS IN BUNDLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SREH</td>
<td>Staff Rehire</td>
<td>EPD1, EADD, EPD2, ETAX, ECHK, EAPP, EPER, EALN, ELIC, EBCC</td>
</tr>
<tr>
<td>AREH</td>
<td>Academic Rehire</td>
<td>EPD1, EADD, EPD2, ETAX, ECHK, EAPP, EPER, EALN, EACD, EHON</td>
</tr>
<tr>
<td>SEPR</td>
<td>Separation</td>
<td>ESEP, EAPP, EPD1, EADD, EPER</td>
</tr>
<tr>
<td>SABB</td>
<td>Sabbatical Leave</td>
<td>ELVE, EAPP</td>
</tr>
</tbody>
</table>
### Understanding Personnel Actions in the EDB

From a personnel perspective, the EDB contains data at three levels:

**Employee Level**
- Employee level information applies to the whole person and describes aspects of the employee that are not linked to individual appointments and pay distributions. Most of the data entry screens contain employee level data.

**Appointment Level**
- Appointment level information describes and defines the intent of the employee's relationship with the University and the terms and conditions of employment. Appointment level data is found on the EAPP screen.

**Distribution Level**
- Distribution level information describes the method, conditions, and sources of pay for an appointment. Distribution level data, like appointment level data, is found on the EAPP screen.

Personnel actions are categorized by these same three levels, and Personnel Action Codes have been established that, when assigned at the appropriate level, record information about the action in the employee's payroll/personnel history (see Appendix J., Personnel Action Codes for a list of user-entered and system-derived codes).

<table>
<thead>
<tr>
<th>BUNDLE FUNCTION CODE</th>
<th>BUNDLE NAME</th>
<th>SCREENS IN BUNDLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAV</td>
<td>Leaves, Other</td>
<td>ELVE, EAPP, EPER</td>
</tr>
<tr>
<td>SAPT</td>
<td>Staff, Appointment Changes</td>
<td>EAPP, EPER, EPD1, EADD, ELIC</td>
</tr>
<tr>
<td>SINC</td>
<td>Staff, Pay Increase</td>
<td>EAPP, EPER</td>
</tr>
<tr>
<td>AAPT</td>
<td>Academic, Appointment Changes</td>
<td>EAPP, EPER, EACD</td>
</tr>
<tr>
<td>AINC</td>
<td>Academic, Pay Increases</td>
<td>EAPP</td>
</tr>
</tbody>
</table>
Employee level actions include:
- Initial Hire
- Rehire
- Leave of Absence
- Separation

Appointment level actions include:
- Promotion
- Lateral Transfer
- Renewal of Appointment
- Additional Employment
- Limited to Career
- Reclassification

Distribution level actions include:
- Change in Funding
- Merit Increase
- Range Adjustment
- Percent of Time Change

The data entry procedures in this manual are organized by personnel action.
PAYROLL/PERSOONNEL ONLINE SYSTEM PROCEDURES

APPOINTMENT AND DISTRIBUTION PROCEDURES

A. General Procedure

Most payroll/personnel actions affect the employee's appointment and/or distribution level data, which is updated in the EDB via the EAPP screen. When changing appointment and/or distribution data, use the following general procedures:

1. END the current appointment and/or distribution.
2. BEGIN a new appointment and/or distribution.

If you follow this general procedure for every personnel action, you will achieve these two important goals:

• The employee will be paid correctly.
  Using the procedure of ending the old appointment/distribution and beginning a new one will eliminate the possibility of accidentally overwriting the current pay line.

• Payroll/Personnel history will be accurate.
  Personnel Action Codes are normally associated with the begin date of the related appointment or distribution. By beginning new appointments and/or distributions and using personnel action codes consistently, you will ensure that the payroll history will be recorded in the EDB in a meaningful way.

B. Navigational Aids and Special Commands

To facilitate adding and changing data on the EAPP screen, there are special navigation and data entry commands. These include the ADD, COPY, and DELETE commands, discussed later in this section. The special EAPP Jump Key and GOTO commands are described below.

EAPP Jump Key

If you have not modified the record on the EAPP screen, pressing the <F9 Jump> key will move the cursor from the body of the screen to the Next Func field.

However, if you have modified the record on the EAPP screen, pressing the <F9 Jump> key will move the cursor from the body of the screen to the Command Line. This feature makes it easier for you to add distributions once a new appointment has been set-up.

GOTO Command

The GOTO command is used to place the cursor on the screen that contains information associated with the entered appointment or distribution number.

• GOTO nn, where nn is an appointment or distribution number.

If the record you are updating has multiple appointments and/or distributions, using the GOTO command makes it easy for you to go directly to a specific appointment or distribution from the Command Line without having to scroll through several pages of EAPP screens.
C. Standard and Shortcut Procedures

There are two ways to follow the general procedure of ending the current appointment and/or distribution and beginning a new appointment and/or distribution:

- Standard Method - using the ADD command.
- Shortcut Method - using the COPY command.

**Standard Method**

*Using the ADD Command*

The appointment and distribution ADD commands are used to create a new appointment or distribution line. You may indicate that the system should assign the next available number, or you may specify the number of the appointment and distribution numbers. You may use up to 9 appointments (numbers 10-90) and up to 8 distributions (#1-#8, where # corresponds to the first digit of the corresponding appointment number).

- **ADD nn**, where nn is the number you enter for an appointment or distribution.
- **ADD A**, where A indicates that the next available appointment number should be used. In this case, the appointment number will be system generated.
- **ADD D**, where D indicates that the next available distribution number for the displayed appointment should be used. The distribution number will be system generated.

**STEP ONE** - End the current appointment or distribution using the following procedure:

1. Move to the Appointment End date field and type the new end date.
2. If the Appointment Duration is "Tenured" or "Indefinite", type an asterisk (*) to delete the current information.
3. Move to the Distribution End Date field and type the new end date.
4. Repeat for multiple distributions, if applicable.

**STEP TWO** - Add the new appointment or distribution using the following procedure:

1. Move to the Command Line (===>).
2. Type **ADD A** to assign the next available appointment number.
3. Press <Enter> to display the EAPP screen with the new appointment line.
4. Enter the data in the required fields on the EAPP screen.
   
   **REMINDER:** Enter an action code on the appointment if you are entering an appointment level personnel action.
5. Move to the Command Line and type **ADD D** to assign the next available distribution number.
6. Press <Enter> to position the cursor at the next distribution line.

7. Enter the data in the required fields on the new distribution line.

REMINDER: Enter an action code on the distribution if you are entering a distribution level personnel action.

8. If applicable, repeat step 5 to add additional distribution lines.

Shortcut Method

Using the COPY Command

The COPY command enables you to copy the information from an existing appointment or distribution to a specified new appointment or distribution line. The new line will be displayed with the specified appointment or distribution number filled in; all other information will be identical to the copied line. You may then change information on the new line as desired.

- COPY xx to yy, where xx is an existing appointment or distribution number and yy is the number of the appointment or distribution to be added.

- COPY xx to *, where xx is an existing appointment or distribution number and the * indicates that the next available appointment or distribution number should be used for the new entry.

- COPY aa to bb, cc to dd, ee to ff, ..., where aa to bb is one copy command, cc to dd is a second copy command, and ee to ff is a third command, and so on.

Experienced preparers may use the shortcut method for changing an appointment and/or distribution line.

STEP ONE - End the current appointment or distribution using the following procedure:

1. Move to the Appointment End Date field and type the new end date.

2. If the Appointment Duration is "Tenured" or "Indefinite", type an asterisk (*) to delete the current information.

3. Move to the Distribution End Date field and type the new end date.

4. Repeat for multiple distributions, if applicable.

STEP TWO - Copy the existing appointment and/or distribution to a new line:

1. Move to the Command Line (===>).

2. Type COPY xx to yy to copy data from an existing appointment or distribution line to a specified new appointment or distribution line.

3. Press <Enter> to display the new line with the specified appointment or distribution number (all other fields will be identical to the "copied from" appointment or distribution line).
STEP THREE - Change the information on the new appointment and/or distribution line, as required.

1. Enter the data to be changed in the required fields on the new appointment or distribution line.

REMINDER: Enter an action code on either the appointment or distribution, as appropriate to the personnel action.

2. Review the begin and end dates of all the affected appointment and distribution lines for continuity.

D. The DELETE Command

The DELETE command is ONLY used in special circumstances. Use the DELETE command to remove from the record any future appointments or distributions that will never take effect because a subsequent personnel action has made them obsolete.

Please DO NOT use the DELETE command to remove expired appointments because this will affect the employee's record in the personnel history.

Using the DELETE Command

The DELETE command is used to delete existing appointment or distribution information from the EDB. The associated line of information will be blanked out when this command is entered. Note that the actual delete does not take place until the update is requested; therefore, the "blanked out" information can be removed by pressing <F2 Cancel>.

- **DELETE nn**, where nn is an appointment or distribution number.
- **DELETE aa, bb, cc, ...**, where aa is one appointment or distribution number to delete, bb is a second number to delete, cc is a third number to delete, and so on. This allows you to delete several numbers with a single command.

For example, you may use the DELETE command when entering a separation to remove future lines not yet in effect as of the separation date.

E. Timing of Actions

Payroll Deadlines

The payroll office publishes the Online Time Reporting Payroll Calendar for monthly pay schedules. Preparers should follow these schedules and update actions before the deadlines so that the new data makes the monthly compute. In addition, preparers must suspend update activity on the days of the monthly current (MO) compute in order to ensure that accurate data is used to generate pay.

Effective Dates

In considering the timing of actions, it is also important for you to understand the differences between entering actions with current, future or past (retroactive) effective dates.

1. Current:
   You must be aware of the timing of the monthly payroll compute. If you must modify the current appoint-
ment/distribution data, be absolutely sure you do not affect current pay inappropriately. Pay careful attention to the begin dates of appointments and distributions. They must coincide exactly with the effective date of the action you are entering.

2. Future:
   If you are entering a personnel action with a future effective date, always end the current appointments and/or distributions and set-up new ones. Also, note that the system will derive the annual salary based on the monthly rate in effect at the time of the derivation.

   Because this calculation is date sensitive, the annual rate will not reflect a future increase until after the effective date of the increase has passed.

3. Retroactive:
   You should follow different procedures for entering retro actions into the EDB depending on whether each action is retroactive to the begin date of the appointment or distribution, retroactive to a date after the begin date of the current distribution, or retroactive to a date before the begin date of the current distribution.

   • **On the begin date** - If a retroactive change is effective on the same day as the begin date of an existing appointment or distribution, then (and only then) you may change the information on the existing line.

   • **After the begin date** - If a retroactive change is effective on a day after the begin date of an existing appointment or distribution, end the current appointment or distribution with the correct information.

   **NOTE:** If you are entering a personnel action with a retroactive effective date, be aware that retroactive pay adjustments may be required.
**CONSISTENCY EDIT MESSAGES (ECON)**

The Consistency Edit screen is displayed when you submit data for update by pressing <F5 Update> and the edit process detects inconsistencies in the data entered and/or other data in the Employee Data Base.

A message for any inconsistency in the employee's data may appear on the ECON screen even though it is not related to the changes you entered (e.g., you entered an employee's pay rate, you get a message on the ECON screen regarding missing address information).

From the ECON screen you can:

- Review Data Errors.
- Correct Data Errors.
- Return to a Data Entry Screen.
- Proceed with the Update.
- Cancel the Update.

**MESSAGE SEVERITY**

Each message displayed on the ECON screen has an associated severity level. Below are the message severities that are used in the EDB Entry/Update process.

**Employee Activity Reject (EMPL REJ):**

This severity indicates that the employee record will not be updated with the entered changes. The identified error must be corrected or the update must be canceled.

**Data Override (DATA OVR):**

Entered data will be replaced with a derived value, or a missing required value will be derived by the system.

**Warning (WARNING):**

There is a possible error or inconsistency in the entered data. The change will be accepted as entered. The data can be updated without correcting the error.

**Implied Maintenance (IMPLD MT):**

The system will derive or re-derive one or more data element values based on other changes made.

**Informational (INFORMTL):**

The system has detected a condition that is not an error but which may be helpful for the user to note.
**MESSAGE ORDER**

Error messages are displayed on the ECON screen sequentially, one message on the screen at a time. The message with the highest (most serious) severity is presented first.

Message Severity order is:

- Employee Activity Reject (EMPL REJ).
- Data Override (DATA OVR).
- Warning (WARNING).
- Implied Maintenance (IMPLD MT).
- Informational (INFORMTL).

To review additional messages, press <F6 Next Msg>. You will be able to:

- Review any additional messages.
- Cause the first message to be displayed again after viewing all available messages.
- Re-display the same message which is associated with more than one data element.

Messages at the Employee Reject severity level must be corrected or the update must be canceled (see the subsection, "Canceling the Update from ECON").

Messages at the Data Override or Warning severity level do not require correction before updating. However, to maintain the integrity of the information in the EDB, you should respond to WARNING messages by correcting the relevant data whenever possible.

WARNING messages that are not corrected will continue to appear whenever you update the employee's records.

Each time a message is displayed, the cursor is positioned at a data element associated with the message so that corrections can be made.

**REVIEWING DATA ERRORS ON ECON**

All of the data elements with a consistency edit are displayed on the ECON screen, along with the value of each data element. The data elements are presented in the data element number order. If there are more data elements associated with a single message than can fit on one screen, use <F7 Backward> and <F8 Forward> to scroll back and forth among additional screens. The cursor is initially positioned on the first data element directly involved in the message.
**CORRECTING DATA ERRORS ON ECON**

You may change data values directly on the ECON screen for any data element that is displayed. This may be done even if it is not a data element that you changed on a data entry screen.

To correct data directly on the ECON screen:

- Position the cursor on the field to be corrected.
- Type the correct value.

After corrections have been made on the ECON screen you can:

- Press <F6 Next Msg> to view any additional message.
- Press <F5 Update> to invoke the update process again.

**CORRECTING DATA THAT IS NOT DISPLAYED**

You might need to correct data that is not displayed on the ECON screen (e.g., a consistency error on the distribution line may be displayed, but you need to correct an appointment line). You can make the correction by returning to the EAPP screen (the screen may be part of a bundle).

To return to the data entry screen, press <F3 Return>. You are returned to the screen that was displayed at the time <F5 Update> was requested and the ECON was invoked. The data entry screen will contain any changes you have made, including any changes made on the ECON screen. You can then make changes on that screen, or if in a bundle, on the other screens in the bundle. Update must be requested again when changes have been completed.

**CORRECTING DATA NOT RELATED TO ENTERED DATA**

If the error message on the ECON screen is not related to the data you are updating and is only a WARNING, you can proceed with updating the data you have entered (for example, you changed an employee's pay schedule, you get a WARNING message on the ECON regarding the assigned BELI code. You do not need to correct the BELI code to continue the update process). After the update is complete, you will need to access the appropriate screen to correct the error that appeared on the ECON screen.

If the error on the message ECON screen is not related to the data you are updating, and the message is an EMPL REJ and you are in a bundle that does not have the screen needed to correct the error, you must cancel the update. You must then access the appropriate screen to correct the error and update (for example, you changed an employee's pay rate, you get an EMPL REJ message on a missing zip code, you must cancel the update and proceed to the EPD1 screen to correct the error and update). After successfully updating, you will need to re-enter the original data and proceed again with the update process.

The "nesting" feature is not available on the ECON screen.

For help responding to error messages appearing on the ECON screen, please call the Payroll Office.
**DISPLAYING DATA THAT CANNOT BE CHANGED**

There are **two** instances where correcting data on the ECON screen may not be possible. In both instances, the cursor cannot be positioned on these fields on the ECON screen.

- If the field is a Key Field (e.g., Employee ID Number) and/or the field is restricted from the update. You will not be able to enter data in those fields.

- If you do not have access to the data entry screen on which the data appears, even though the data is part of the consistency edit process (e.g., Insurance Benefit Data).

If there are restricted data elements associated with an EMPL REJ message, you will need to cancel the proposed update. Contact the Payroll Office for assistance in correcting the data elements. **If the data is not corrected, it will continue to appear when you update information for that employee.**

**COMPLETING THE UPDATE FROM ECON**

After reviewing and correcting errors, press `<F5 Update>`. The system will re-edit the data. If no further inconsistencies are found, it will proceed with the update process.

**CANCELING THE UPDATE FROM ECON**

If you decide you cannot correct the error on the ECON and must cancel the update process press `<F2 Cancel>`. This cancels the update and you are returned to the screen that was displayed at the time the update was requested (the message **Process Canceled** will be displayed on the screen). The screen(s) will not display any of the changes you entered prior to the cancellation.

**MESSAGE REPORT SCREEN (IMSG)**

The Message Report Screen displays WARNING and INFORMATIONAL messages remaining from the edit process. You can use the Message Report Screen to review WARNING messages that were not previously corrected.

To access the Message Report Screen, go to the "Next Func" field and type IMSG, select an employee record, Employee ID Number, Name, or Social Security Number. Press `<Enter or Return>`, and the IMSG screen will be displayed.

You can only review messages on this screen, you cannot make any corrections. To correct a message appearing on the IMSG screen you must go to the appropriate screen, make the correction, and update.

**For help with the IMSG screen and/or responding to messages appearing on the IMSG screen, please call the Payroll Office.**
**HIRE/REHIRE**

**STAFF NEW HIRE (SHIR)**

The procedures described in this section are for hiring an employee for a staff position and has one of the following employment characteristics:

- No prior service with UCSB.
- A break in service with UCSB of more than 13 months (i.e., they are no longer in the database).
- Transfer from another UC campus.
- Transfer from a UC Laboratory or the State of California.
- Transfer from System-Wide Administration.

**Step 1. Preparation**

1. Obtain the required approval to perform the payroll/personnel action.

2. Work with the employee to complete the following forms:
   - Employment Eligibility Verification Form (I-9), with attachments.  
   *The I-9 Form must be signed and witnessed on or before the date of hire. No alterations may be made on this form.*
   - Oath of Allegiance/Patent Acknowledgement Form (UPAY 585).  
   *The Oath/Patent must be signed and witnessed on or before the date of hire. No alterations may be made on this form.*
   - Federal and State Withholding Allowance Certificates (W-4).
   - Payroll and non-payroll deposit authorization form.

3. Prepare information for data entry.

**Step 2. Data Entry**

Enter data for adding a Staff New Hire via the SHIR bundle. This bundle contains the following screens:

- Employee Identification (EEID)
- Employee Personal Data (EPD1)
- Employee Address Data (EADD)
- Employee Personal Data (EPD2)
- Tax Information (ETAX)
- Check/Surepay Disposition (ECHK)
• Appointments/Distributions (EAPP)
• Personnel-Miscellaneous (EPER)
• Alien Information (EALN)
• License/Certificate Data (ELIC)
• Background Check Data (EBCC)

1. Logon to the PPS.

2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type SHIR and press <Enter> to select Staff New Hire. The Employee Identification screen (EEID) is displayed.
EEID (Employee Identification) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

SSN:
Nine-digit social security number, without hyphens. Non-
citizens may be entered without a social security number.

First Name:
Employee's first name.

Middle Name:
Employee's middle initial (or name), if applicable.

Last Name:
Employee's last name. Note: The system will accept a maximum of 26 characters for all three names combined (i.e., first+middle+last).

Suffix:
Any suffix to the employee's last name, if applicable, such as Jr., or III. Do not include any degree information, such as M.D. or Ph.D., in the suffix field.

Result:
System-derived employee name, e.g., STUBB, SAMUEL PAY.

Date of Birth:
Employee's date of birth, in the format: mmddyy. For example, if the employee's birth date is July 3, 1968, enter 070368.

Notes and Tips

• This screen allows entry of employee identification information, such as Name, Social Security Number, and Date of Birth.

• Do not enter commas or periods in the first, middle, or last name fields.

• Use <F1 Help> for field-level or screen-level online help.
EEID (Employee Identification) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Intercampus Transfer:
If applicable, enter the Personal Action Code that will indicate that the hire is an intercampus transfer (or System-Wide/State/Lab transfer):

- 21 - Intercampus Transfer
- 35 - from System-Wide (Office of the President)
- 36 - from State or Lab
- 51 - from Medical Center

Press <Enter> to perform screen edit.

Press <F11 NextFunc> to continue to the next screen.
EPD1 (Employee Personal Data 1) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Sex:**
Code indicating the sex of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

**Ethnic:**
Code indicating the ethnic identity of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

**Veteran status codes:**
Codes indicating the employee's veteran status and the veteran disability status (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

**Disability:**
Code indicating that the employee has a disability status (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

**Citizenship:**
Code indicating the employee's citizenship status, with respect to the United States. Press <F1 Help> to see the valid code options.

**Student Status:**
Code indicating the employee's student status with the University of California. Press <F1 Help> to see the valid code options.

**No. of Reg. Units:**
Do not enter anything in this field, it is system-derived from the Registrar's database.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

- This is the first of two screens which allow entry of personal information for an employee. Information such as ethnicity and citizenship status are entered in this screen.

- Employees should self-identify ethnic, disability, and veteran status.
EADD (Employee Address Data) Screen

Enter data in the following fields, as applicable
(required data elements are in **underline** typeface)

**Permanent Address**

Line 1:
First line of the address to which all University mail will be sent (e.g., benefits statements, tax information, etc.). This field may contain a maximum of 30 characters.

Line 2:
Automatic continuation of Line 1, if the first line of the address is exceptionally long. This field may contain a maximum of 30 characters.

**City:**
City portion of the address. United States and Foreign addresses. This field may contain a maximum of 21 characters.

**State:**
State portion of the address. United States addresses only.

**Zip:**
Zip code portion of the address. United States addresses only.

**Foreign Address Ind:**
Enter F if this is a foreign address.

**Prov:**
Foreign addresses only. Province associated with the address, if applicable. This field may contain a maximum of 30 characters.
EADD (Employee Address Data) Screen cont.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Cntry:
Foreign addresses only. Two-digit country code associated with the address. Press <F1 Help> to see the valid code options.

Postal Code:
Foreign addresses only. Postal code associated with the address, if applicable.

Home Phone:
Home telephone number at which the employee can be reached.

Spouse Name:
Name of the employee's spouse, if applicable.

Campus Release Codes
Form Address:
Code indicating whether the employee has authorized the University to release his permanent address for normal campus business purposes. “Y” for Yes, “N” for No.

Home Phone:
Code indicating whether the employee has authorized the University to release his home phone for normal campus business purposes. “Y” for Yes, “N” for No.

Spouse Name:
Code indicating whether the employee has authorized the University to release his spouse's name for normal campus business purposes. “Y” for Yes, “N” for No.

Notes and Tips
Notes and Tips

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Employee Organization Disclosures

Form Address:
Code indicating whether the employee has authorized the
University to disclose his permanent address to employee
organizations. “Y” for Yes, “N” for No.

Home Phone:
Code indicating whether the employee has authorized the
University to disclose his home phone to employee
organizations. “Y” for Yes, “N” for No.

Campus Address

Line 1: Full Department Name
(example: Reprographic Services)
Line 2: Building & room - Department Code
(example: Phelps 9101 -- REP)
City, State, Zip: Santa Barbara, CA 93106

Campus Phone(s):
Office telephone number(s) at which the employee can be
reached.

Press <F11 NextFunc> to continue to the next screen.
Enter data in the following fields, as applicable (required data elements are in outline typeface)

Oath Signature Date:
U.S. citizens only. Date the Oath of Allegiance was signed by the employee, in the format: mmddyy. This date must be on or before the date of hire.

I-9 Date:
Date the I-9 (Employment Eligibility Verification) Form was signed by the employee, in the format: mmddyy. This date must be on or before the date of hire.

Education Level Code:
Code indicating the highest level of education attained by the employee. Press <F1 Help> to see the valid code options.

Education Level Year:
Year in which the employee's highest level of education was attained (yy).

Non-UC Prior Service Code:
Code indicating the type of employment service prior to the most recent University employment. Press <F1 Help> to see the valid code options.

Prior Service Months:
Leave blank.

Notes and Tips

• This is the second of two screens which allow entry of personal information for an employee. Information such as education level is entered in this section.
Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Prior University Service Institution Code:
   Enter code indicating the college or university of most recent employment. Press <F1 Help> to see the valid code options.
   Leave blank. Derived field.

Employment Service Credit From Date:
   Leave blank. Derived field.

Current Specialty Code:
   Leave blank. For future use only.

Highest Degree Specialty Code:
   Leave blank. For future use only.

Highest Degree Institution Code:
   Code indicating the institution at which the highest degree was obtained. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.
ETAX (Tax Information) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Federal**
- **Marital Status:**
  - For federal taxation, the marital status code indicated in the Federal section of the employee's W-4 Form.

- **Personal Allowances:**
  - For federal taxation, the total number of allowances indicated in the Federal section of the employee's W-4 Form.
  - If the employee is claiming Tax Exempt, enter 998.

**State**
- **Marital Status:**
  - For state taxation, the marital status code indicated in the State section of the employee's W-4 Form.

- **Personal Allowances:**
  - For state taxation, the number of allowances indicated in the State section of the employee's W-4 Form.
  - If the employee is claiming Tax Exempt, enter 998.
  - If the employee is a non-California resident, performing services outside of California, enter 997 and call the Payroll Office to set up the appropriate out-of-state withholding.

**Press <F11 NextFunc> to continue to the next screen.**

Notes and Tips

1. This screen allows entry of tax information for an employee, such as federal and state withholding allowances.

2. IMPORTANT: Departments cannot complete or alter the employee's W-4 Form. Departments should not advise employees on their tax withholding status or allowances.

3. If the employee is claiming Exempt, they cannot enter allowances on the W-4 Form.

4. Tax data must be entered directly from the W-4 Form completed by the employee.
   - If an employee requests Earned Income Credit, please contact the Payroll Office.
ECHK (Check/Surepay Disposition) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Check Disposition:**
Enter a 2 (for student assistants) or a 3 (staff or academic) only. Payroll will change this code at the appropriate time for employees that elect the Surepay option.

Press <F11 NextFunc> to continue to the next screen.

**Notes and Tips**

- **IMPORTANT:** If the employee chooses the Surepay (direct deposit) option, complete the Surepay Form, include a voided check from the employee's current bank account and forward it to the Payroll Office; Payroll will then update the employee's record in the system to reflect the Surepay selection.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Appointment Level**
- Go to the Command Line and type ADD A to set up the first available appointment.

**Appt:**
Number that uniquely identifies an appointment and associated data. Derived field.

**Actions:**
The system will derive a Personnel Action Code 01 for New Hire

**Pgm:**
System-derived Personnel Program code (derived from the Title Code field).

**Typ:**
Code indicating the appointment type associated with the appointment. Press <F1 Help> to see the valid code options.

**Bas:**
Partial-year career staff employees only. Code indicating the number of months in a year the employee will work. Press <F1 Help> to see the valid code options.

**Pd Ovr:**
Academic employees only.

**Notes and Tips**
- This screen allows entry of one appointment and up to two distributions per screen.
- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.
- Refer to Appointment and Distribution Procedures in the EDB Overview section of this manual for more information.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Appt Begin:**
Date on which the employee's appointment is effective, in the format mmddyy.

**Appt End:**
Date on which the appointment is expected to end, in the format mmddyy. If the appointment is indefinite or tenured, enter 999999.

**Dur:**
Code indicating the expected duration of the appointment, if indefinite. Press <F1 Help> to see the valid code options.

**Dept:**
System-derived four-letter department code (alpha).

**FLSA:**
System-derived code indicating whether title is exempt (“1”) or non-exempt (“0”).

**Title:**
Code indicating the position or classification title for the appointment. Press <F1 Help> to see the valid code options.

**Grade:**
Staff only. Pay grade within the salary range associated with the title code. Leave blank if there is no grade. Press <F1 Help> to see the valid code options.

**Notes and Tips**

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.
- Always enter a decimal point in the percentage and rate fields.
- Do not enter commas or dollar signs in the rate fields.
- The system will derive the annual rate based on the monthly rate after the record is updated.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

% Full:
The percentage of time the employee is expected to work in the appointment. A full-time (100%) appointment is entered as 1.00.

F/V:
Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.

Ann/Hr Rate:
The annual salary or hourly rate associated with the appointment.

Rt:
Code indicating whether the rate of pay is annual (A), hourly (H), or by agreement (B). Press <F1 Help> to see the valid code options.

Sch:
Code indicating the pay schedule on which the appointment will be paid either the first (MO) or the fifth (MA) working day of the month. Press <F1 Help> to see the valid code options.

Time:
Code indicating the method for reporting time worked in the appointment. R: Exception (Time Sheet Not Required); Z: Positive by Account/Fund; W: Without Salary. Press <F1 Help> to see the valid code options.

Lv:
Code indicating the rate at which vacation and sick leave will be accrued. Press <F1 Help> to see the valid code options.

---

<table>
<thead>
<tr>
<th>Notes and Tips</th>
</tr>
</thead>
</table>

- Refer to Appendix H., Leave Accrual Codes to determine the appropriate rate, schedule, time, and leave codes for the appointment.

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line (===>).

---
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Distribution Level**

- Go to the Command Line and type `ADD D` to set up the first available distribution.

**Dist No:**

Number uniquely identifying the payroll distribution associated with the appointment. Derived field.

**L/Account/CC/Fund/PC/S:**

Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Account/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

**FTE:**

The percentage of the budgeted position which the distribution represents, if applicable.

**Dist %:**

The anticipated percentage of time which is chargeable to the account/fund, if applicable.

**Pay Beg:**

Date on which the pay should be charged to the account/fund, in the format: `mmddyy`.

**Pay End:**

Date on which the pay is expected to end for the account/fund, in the format: `mmddyy`. If indefinite enter `999999`.

---

**Notes and Tips**

- Go to the Command Line and type `ADD D` to set up the first available distribution.

**Dist No:**

Number uniquely identifying the payroll distribution associated with the appointment. Derived field.

**L/Account/CC/Fund/PC/S:**

Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Account/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

**FTE:**

The percentage of the budgeted position which the distribution represents, if applicable.

**Dist %:**

The anticipated percentage of time which is chargeable to the account/fund, if applicable.

**Pay Beg:**

Date on which the pay should be charged to the account/fund, in the format: `mmddyy`.

**Pay End:**

Date on which the pay is expected to end for the account/fund, in the format: `mmddyy`. If indefinite enter `999999`.  
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Step:
The step within the salary range associated with the title code. Leave blank for positions with grades or open (no step) ranges.

O/A:
Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Rate/Amount:
The monthly or hourly amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

PRQ:
If applicable, code indicating that the employee will have a perquisite amount deducted from their total compensation (e.g., for meals or room and board).

DUC:
For future use only.

WSP:
Code indicating the type of Work Study Program that will partially fund the employee’s pay, if applicable. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

- Contact the Office of Financial Aid for Work Study Program information.
Notes and Tips

- This screen allows entry of information that addresses the nature of the employee’s relationship to the University. Information such as Probationary Period, Salary Review Date, and Home Department.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Assigned BELI:**
Benefits Eligibility Level Indicator (BELI) code indicating the employee’s eligibility for benefits. Press <F1 Help> to see the valid code options.

**Derived BELI:**
System-derived (BELI) code based on the data entered previously. Normally, the same as the assigned BELI code.

**Effective Date:**
Date the employee becomes eligible for any benefits indicated by the BELI code.

**BELI Status Qualifiers:**
(For Staff employees, please contact the Benefits Office)

**Primary:**
Code indicating the primary condition that qualifies the employee for benefits when the assigned BELI and the derived BELI do not match. Press <F1 Help> to see the valid code options.

**Date:**
Date on which the qualifying condition began, in the format: mmddyy.

**Secondary:**
If applicable, code indicating an additional condition that qualifies the employee for benefits when the assigned BELI and the derived BELI do not match. Press <F1 Help> to see the valid code options.
Notes and Tips

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Date:
Date on which the additional qualifying condition began,
in the format: mmddyy.

Date of Hire:
The most recent hire date, in the format: mmddyy.

Original Hire Date:
The earliest date of prior employment with the University.

Employee Relations Code:
Code indicating the employee designation/status for the
purpose of collective bargaining. Press <F1 Help> to see
the valid code options, or refer to Appendix F, Employee
Relations Codes for assistance in determining the appro-
priate code.

Employee Relations Unit:
Code indicating the collective bargaining unit of an individual. Press <F1 Help> to see the valid code options.

Probationary Period End Date:
Career-Staff only. Projected date on which the employee’s
probationary period of employment is expected to end, in
the format: mmddyy.

Next Salary Review Date:
Career-Staff only. Projected date on which the employee
will be considered for a salary review, in the format:
mmmyy. Press <F1 Help> to see the valid code options, or
refer to Appendix L, Salary Review Guidelines for
assistance.
Notes and Tips

Enter data in the following fields, as applicable.
(required data elements are in outline typeface)

Next Salary Review Type:
Career-Staff only. Code indicating the type of salary increase the employee will be considered for at review time. Press <F1 Help> to see the valid code options.

Home Department:
Four letter home department code (alpha). Press <F1 Help> to see the valid code options.

Primary Title Code:
System-derived code for employees with multiple titles. This is the primary title code that will be used for reporting purposes.

Employee Unit Code:
System-derived code indicating the collective bargaining unit associated with the employee's job title.

Employee Representation Code:
System-derived code indicating, for collective bargaining purposes, whether the employee is covered, not covered, or a supervisor.

Employee Special Handling Code:
For future use only (related to collective bargaining).

Employee Distribution Unit Code:
For future use only (related to collective bargaining).

Job Group ID:
System-derived code for reporting.
Notes and Tips

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Alternate Department Code:
Code indicating an alternate department that may update the employee's personnel record. Used to give departments with joint appointments access to the employee’s records. Press <F1 Help> to see the valid code options.

Academic Programmatic Unit Cde:
For Academic use only.

Press <F11 NextFunc> to continue to the next screen.
PAYROLL/PERSONNEL ONLINE SYSTEM
PROCEDURES

EALN (Alien Information) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Country of Residence:
Press <F1 Help> to see the valid code options.

Visa Type:
Type of visa held by the employee (required for all aliens).
Press <F1 Help> to see the valid code options.

Visa/Work Permit End Date:
The date on which an individual’s visa, work permit or coverage under a tax treaty is expected to end. Enter in the format: mmddyy.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• All non-citizens, who are not Permanent Residents, must go to the Payroll Office to fill out a Statement of Citizenship Status Form within two days of hire.
Notes and Tips

- This screen allows entry of information related to licenses and certificates held by the employee. For example, shuttle bus driver’s license, R.N. license, and M.D. license.
Enter data in the following fields, as applicable (required data elements are in outline typeface)

This screen is for future use only.

Notes and Tips
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.

2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.

2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.

3. Press <F5 Update> to complete the update and send the notification.

4. If the update is successful, the first screen in the bundle is displayed, with the following message: U0007 Update process complete.

You are then returned to the first screen in the bundle so you can start another staff new hire action. Additional options are available, as follows:

   - To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   - To choose another function, tab to the Next Func field and enter the new function code.
   - To exit the PPS, press <F12 Exit>. You will be returned to the AdCom Services main menu.

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

From the ECON screen, you may:

   - Correct the errors directly on the ECON screen.
   - Press <F3 Return> to return to the data entry screens to make corrections.
   - Press <F2 Cancel> to cancel the entire update.

Step 5. Complete the Employee Document

1. Print the Employee Document, Summary of Initial Hire or Rehire. Refer to the User’s Guide for information on printing.
   
   • Provide the employee with a copy.
   
   • Retain a copy for departmental records.

3. Forward the required forms (I-9, W-4, Oath/Patent, and Payroll Authorization form (optional)) to the Payroll Office.

4. If the employee is eligible for benefits, please contact the Benefits Office to ensure that the employee is counseled and enrolled for all benefits and attends one of the New Employee Benefit Enrollment Orientation Programs.
ACADEMIC NEW HIRE (AHIR)

The procedures described in this section are for hiring an employee for an academic position and has one of the following employment characteristics:

• No prior service with UCSB.
• A break in service with UCSB of more than 13 months (i.e., they are no longer in the database).
• Transfer from another UC campus.
• Transfer from a UC Laboratory or the State of California.
• Transfer from System-Wide Administration.

Step 1. Preparation

1. Obtain the required approval to perform the payroll/personnel action.

2. Work with the employee to complete the following forms:
   Note: Non-Citizens who are not Permanent Residents, must go to the Payroll Office and fill out a Statement of Citizen Status Form within two days of hire.
   - Employment Eligibility Verification Form (I-9), with attachments. The I-9 Form must be completed and signed on or before the employee's first day of work. For 9/12 appointments, the employee may be on the payroll from July 1st, but must complete and sign the form no later than the first day of the fall quarter. Non-U.S. Nationals outside the U.S. cannot complete the form until they are in the U.S. and have obtained permission to work.
   - Oath of Allegiance/Patent Acknowledgement Form (UPAY 585). The Oath/Patent must be signed and witnessed on or before the date of hire. For 9/12 appointments, the employee may be on the payroll from July 1st, but must complete and sign the form no later than the first day of the fall quarter. No alterations may be made on this form.
   - Federal and State Withholding Allowance Certificates (W-4).
   - Payroll and non-payroll deposit authorization form.

3. Prepare information for data entry.

Step 2. Data Entry

Enter data for adding a New Hire via the AHIR bundle. This bundle contains the following screens:

• Employee Identification (EEID)
• Employee Personal Data (EPD1)
• Employee Address Data (EADD)
• Employee Personal Data (EPD2)
• Tax Information (ETAX)
• Check/Surepay Disposition (ECHK)
• Appointments/Distributions (EAPP)
• Personnel-Miscellaneous (EPER)
• Alien Information (EALN)
• Academic Service (EACD)
• Honors Data (EHON)

1. Logon to the PPS.

2. At the Next Func field, type **EEDB** and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type **BUND** and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type **AHIR** and press <Enter> to select Academic Hire. The Employee Identification screen (EEID) is displayed.
EEID (Employee Identification) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

SSN:
Nine-digit social security number, without hyphens. Non-citizens may be entered without a social security number.

First Name:
Employee's first name.

Middle Name:
Employee's middle initial (or name), if applicable.

Last Name:
Employee's last name. Note: The system will accept a maximum of 26 characters for all three names combined (i.e., first + middle + last).

Suffix:
Any suffix to the employee's last name, if applicable, such as Jr., or III. Do not include any degree information, such as M.D. or Ph.D., in the suffix field.

Result:
System-derived employee name, e.g., STUBB, SAMUEL PAY.

Date of Birth:
Employee's date of birth, in the format: mmddyy. For example, if the employee's birth date is July 3, 1968, enter 070368.

Notes and Tips

• This screen allows entry and update of employee identification information, such as Name, Social Security Number, and Date of Birth.

• Do not enter commas or periods in the first, middle, or last name fields.

• Use <F1 Help> for field-level or screen-level online help.
Enter data in the following fields, as applicable
(required data elements are in **outline** typeface)

**Intercampus Transfer:**
If applicable, enter the Personal Action Code that will indicate that the hire is an intercampus transfer (or System-Wide/State/Lab transfer):

21 - Intercampus Transfer
35 - from System-Wide (Office of the President)
36 - from State or Lab
51 - from Medical Center

Press <Enter> to perform screen edit.

Press <F11 NextFunc> to continue to the next screen.

---

Notes and Tips
EPD1 (Employee Personal Data 1) Screen

Notes and Tips

• This is the first of two screens which allow entry of personal information for an employee. Information such as ethnicity and citizenship status are entered in this screen.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Sex:
Code indicating the sex of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Ethnic:
Code indicating the ethnic identity of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Veteran status codes:
Codes indicating the employee's veteran status and the veteran disability status (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Disability:
Code indicating that the employee has a disability status (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Citizenship:
Code indicating the employee's citizenship status, with respect to the United States. Press <F1 Help> to see the valid code options.

Student Status:
Code indicating the employee's student status with the University of California Press <F1 Help> to see the valid code options.

No. of Reg. Units:
Do not enter anything in this field, it is system-derived from the Registrar's database.

Press <F11 NextFunc> to continue to the next screen.
EADD (Employee Address Data) Screen

Notes and Tips

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Permanent Address

Line 1:
First line of the address to which all University mail will be sent (e.g., benefits statements, tax information, etc.). This field may contain a maximum of 30 characters.

Line 2:
Automatic continuation of Line 1, if the first line of the address is exceptionally long. This field may contain a maximum of 30 characters.

City:
City portion of the address. United States and Foreign addresses. This field may contain a maximum of 21 characters.

State:
State portion of the address. United States addresses only.

Zip:
Zip code portion of the address. United States addresses only.

Foreign Address Ind:
Enter F if this is a foreign address.

Prov:
Foreign addresses only. Province associated with the address, if applicable. This field may contain a maximum of 30 characters.
Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Cntry:**
Foreign addresses only. Two-digit country code associated with the address. Press <F1 Help> to see the valid code options.

**Postal Code:**
Foreign addresses only. Postal code associated with the address, if applicable.

**Home Phone:**
Home telephone number at which the employee can be reached.

**Spouse Name:**
Name of the employee's spouse, if applicable.

**Campus Release Codes**
- **Perm Address:** Code indicating whether the employee has authorized the University to release his permanent address for normal campus business purposes. “Y” for Yes, “N” for No.
- **Home Phone:** Code indicating whether the employee has authorized the University to release his home phone for normal campus business purposes. “Y” for Yes, “N” for No.
- **Spouse Name:** Code indicating whether the employee has authorized the University to release his spouse's name for normal campus business purposes. “Y” for Yes, “N” for No.
EADD (Employee Address Data) Screen cont.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Employee Organization Disclosures

Perm Address:
Code indicating whether the employee has authorized the University to disclose his permanent address to employee organizations. “Y” for Yes, “N” for No.

Home Phone:
Code indicating whether the employee has authorized the University to disclose his home phone to employee organizations. “Y” for Yes, “N” for No.

Campus Address
Line 1: Full Department Name
(example: Reprographic Services)
Line 2: Building & room -- Department Code
(example: Phelps 9101 -- REPR)
City, State, Zip: Santa Barbara, CA 93106

Campus Phone(s):
Office telephone number(s) at which the employee can be reached.

Press <F11 NextFunc> to continue to the next screen.
EPD2 (Employee Personal Data 2) Screen

Notes and Tips

• This is the second of two screens which allow entry of personal information for an employee. Information such as education level is entered in this section.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Oath Signature Date:
U.S. citizens only. Date the Oath of Allegiance was signed by the employee, in the format: mmddyy. This date must be on or before the date of hire.

I-9 Date:
Date the I-9 (Employment Eligibility Verification) Form was signed by the employee, in the format: mmddyy. This date must be on or before the date of hire.

Education Level Code:
Code indicating the highest level of education attained by the employee. Press <F1 Help> to see the valid code options.

Education Level Year:
Year in which the employee's highest level of education was attained (yy).

Non-UC Prior Service Code:
Code indicating the type of employment service prior to the most recent University employment. Press <F1 Help> to see the valid code options.

Prior Service Months:
Leave blank.
Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Prior University Service Institution Code:
Enter code indicating the college or university of most recent employment. Press <F1 Help> to see the valid code options.

Employment Service Credit:
Leave blank. Derived field.

Employment Service Credit From Date:
Leave blank. Derived field.

Current Specialty Code:
Leave blank. For future use only.

Highest Degree Specialty Code:
Leave blank. For future use only.

Highest Degree Institution Code:
Code indicating the institution at which the highest degree was obtained. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.
ETAX (Tax Information) Screen

Notes and Tips

1. This screen allows entry of tax information for an employee, such as federal and state withholding allowances.

2. IMPORTANT: Departments cannot complete or alter the employee's W-4 Form. Departments should not advise employees on their tax withholding status or allowances.

3. If the employee is claiming Exempt, they cannot enter allowances on the W-4 Form.

4. Tax data must be entered directly from the W-4 Form completed by the employee.
   - If an employee requests Earned Income Credit, please contact the Payroll Office.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Federal

Marital Status:
For federal taxation, the marital status code indicated in the Federal section of the employee's W-4 Form.

Personal Allowances:
For federal taxation, the total number of allowances indicated in the Federal section of the employee's W-4 Form. If the employee is claiming Tax Exempt, enter 998.

State

Marital Status:
For state taxation, the marital status code indicated in the State section of the employee's W-4 Form.

Personal Allowances:
For state taxation, the number of allowances indicated in the State section of the employee's W-4 Form. If the employee is claiming Tax Exempt, enter 998. If the employee is a non-California resident, performing services outside of California, enter 997 and call the Payroll Office to set up the appropriate out-of-state withholding.

Press <F11 NextFunc> to continue to the next screen.
ECHK (Check/Surepay Disposition) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Check Disposition:
- Enter a 2 (for student assistants) or a 3 (for staff and academic) only. Payroll will change this code at the appropriate time for employees that elect the Surepay option.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

- IMPORTANT: If the employee chooses the Surepay (direct deposit) option, complete the Surepay Form, include a voided check from the employee’s current bank account and forward it to the Payroll Office; Payroll will then update the employee’s record in the system to reflect the Surepay selection.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable
(required data elements are in {out}line typeface)

Appointment Level

- Go to the Command Line and type ADD A to set up the first available appointment.

Appt:
Number that uniquely identifies an appointment and associated data. Derived field.

Actions:
The system will derive a Personnel Action Code 01 for New Hire.

Pgm:
System-derived Personnel Program code (derived from the Title Code field).

Typ:
Code indicating the appointment type associated with the appointment. Press <F1 Help> to see the valid code options. Type is 5 for all academics.

Ees:
Code indicating the number of months in a year the employee will work. Press <F1 Help> to see the valid code options.

Pd Ovr:
Code indicating the number of paychecks to be received in a year. Academic employees only.

Notes and Tips

- This screen allows entry of one appointment and up to two distributions per screen.

- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.

- Refer to Appointment and Distribution Procedures in the EDB Overview section of this manual for more information.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Appt Begin:
Date on which the employee’s appointment is effective, in the format mmddyy.

Appt End:
Date on which the appointment is expected to end, in the format mmddyy. If the appointment is indefinite or tenured, enter 999999.

Dur:
Code indicating the expected duration of the appointment; non-tenured, indefinite, continuing or tenured. Press <F1 Help> to see the valid code options.

Dept:
System-derived four-letter department code (alpha).

FLSA:
System-derived code indicating whether title is exempt (“1”) or non-exempt (“0”).

Title:
Code indicating the position or classification title for the appointment. Press <F1 Help> to see the valid code options.

Grade:
Staff only.

% Full:
The percentage of time the employee is expected to work in the appointment. A full-time (100%) appointment is entered as 1.00.

Notes and Tips

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.
- Always enter a decimal point in the percentage and rate fields.
- Do not enter commas or dollar signs in the rate fields.
- The system will derive the annual rate based on the monthly rate after the record is updated.
### Notes and Tips

- Refer to Appendix H, Leave Accrual Codes to determine the appropriate rate, schedule, time, and leave codes for the appointment.

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line (===>).

### Enter data in the following fields, as applicable

**Ann/Hr Rate:**
The annual salary or hourly rate associated with the appointment.

- **Rt:** Code indicating whether the rate of pay is annual (A), hourly (H), or by agreement (B). Press <F1 Help> to see the valid code options.

- **Sch:** Code indicating the pay schedule on which the appointment will be paid either the first (MO) or the fifth (MA) working day of the month. Press <F1 Help> to see the valid code options.

- **Time:** Code indicating the method for reporting time worked in the appointment. R: Exception (Time Sheet Not Required); Z: Positive by Account/Fund; W: Without Salary. Press <F1 Help> to see the valid code options.

- **Lv:** Code indicating the rate at which vacation and sick leave will be accrued. Press <F1 Help> to see the valid code options.
EAPP (Appointments/Distributions) Screen, Con’t.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Distribution Level**

- Go to the Command Line and type ADD D to set up the first available distribution.

**Dist No:**
Number uniquely identifying the payroll distribution associated with the appointment.

**L/Acct/CC/Fund/PC/S:**
Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Acct/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

**FTE:**
The percentage of the budgeted position which the distribution represents, if applicable.

**Dist %:**
The anticipated percentage of time which is chargeable to the account/fund, if applicable.

**Pay Beg:**
Date on which the pay should be charged to the account/fund, in the format: mmddyy.

**Pay End:**
Date on which the pay is expected to end for the account/fund, in the format: mmddyy. If indefinite or tenured, enter 999999.

**Notes and Tips**
EAPP (Appointments/Distributions) Screen, Con't.

Notes and Tips

- Contact the Office of Financial Aid for Work Study Program information.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Step:
The step within the salary range associated with the title code. Leave blank for positions with ranges.

O/A:
Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Rate/Amount:
The monthly or hourly amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

PRQ:
If applicable, code indicating that the employee will have a perquisite amount deducted from their total compensation (e.g., for meals or room and board).

DUC:
For future use only.

WSP:
Code indicating the type of Work Study Program that will partially fund the employee’s pay, if applicable. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.
EPER (Personnel - Miscellaneous) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Assigned BELI:
Benefits Eligibility Level Indicator (BELI) code indicating the employee’s eligibility for benefits. Press <F1 Help> to see the valid code options.

Derived BELI:
System-derived (BELI) code based on the data entered previously. Normally, the same as the assigned BELI code.

Effective Date:
Date the employee becomes eligible for any benefits indicated by the BELI code.

BELI Status Qualifiers:

Primary:
Code indicating the primary condition that qualifies the employee for benefits when the assigned BELI and the derived BELI do not match. Press <F1 Help> to see the valid code options.

Date:
Date on which the qualifying condition began, in the format: mmddyy.

Secondary:
If applicable, code indicating an additional condition that qualifies the employee for benefits when the assigned BELI and the derived BELI do not match. Press <F1 Help> to see the valid code options.

Notes and Tips

• This screen allows entry of information that addresses the nature of the employee’s relationship to the University.
**Notes and Tips**

**Enter data in the following fields, as applicable**

*(required data elements are in *italics* typeface)*

- **Date:**
  - Date on which the additional qualifying condition began, in the format: *mmddyy*.

- **Date of Hire:**
  - The most recent hire date, in the format: *mmddyy*.

- **Original Hire Date:**
  - The earliest date of prior employment with the University.

- **Employee Relations Code:**
  - Code indicating the employee designation/status for the purpose of collective bargaining. Press <F1 Help> to see the valid code options, or refer to *Appendix F., Employee Relations Codes* for assistance in determining the appropriate code.

- **Employee Relations Unit:**
  - Code indicating the collective bargaining unit of an individual. Press <F1 Help> to see the valid code options.

- **Probationary Period End Date:**
  - Career-Staff only. For academic appointments leave blank.

- **Next Salary Review Date:**
  - Career-Staff only. For academic appointments leave blank.
Notes and Tips

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Next Salary Review Type:
Career-Staff only. For academic appointments leave blank

Home Department:
Four letter home department code (alpha). Press <F1 Help> to see the valid code options.

Primary Title Code:
System-derived code for employees with multiple titles.
This is the primary title code that will be used for reporting purposes.

Employee Unit Code:
System-derived code indicating the collective bargaining unit associated with the employee's job title.

Employee Representation Code:
System-derived code indicating, for collective bargaining purposes, whether the employee is covered, not covered, or a supervisor.

Employee Special Handling Code:
For future use only (related to collective bargaining).

Employee Distribution Unit Code:
For future use only (related to collective bargaining).

Job Group ID:
System-derived code for reporting.
EPER (Personnel - Miscellaneous) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Alternate Department Code:
Code indicating an alternate department that may update
the employee's personnel record. Used to give de-
partments with joint appointments access to the employ-
ee's records. Press <F1 Help> to see the valid code op-
tions.

Academic Programmatic Unit Cd:
Code indicating the unit to which a health sciences faculty
member has been assigned for purposes of determining
the approved health sciences salary scale. Not used at
UCSB.

Press <F11 NextFunc> to continue to the next screen.
EALN (Alien Information) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Country of Residence:
Press <F1 Help> to see the valid code options.

Visa Type:
Type of visa held by the employee (required for all aliens).
Press <F1 Help> to see the valid code options.

Visa/Work Permit End Date:
The date on which an individual’s visa, work permit or coverage under a tax treaty is expected to end. Enter in the format: mmddyy.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• All non-citizens, who are not Permanent Residents, must go to the Payroll Office to fill out a Statement of Citizenship Status Form within two days of hire.
### EACD (Academic Service) Screen

![EACD Screen](image)

Enter data in the following fields, as applicable
(required data elements are in **italic** typeface)

**This screen is for future use only.**

Leave all fields blank.

Press <F11 NextFunc> to continue to the next screen.

#### Notes and Tips

- This screen allows entry and update of information related to the employee’s academic service, such as the number of quarters/semesters spent as a teaching assistant, and extension to the 8-year rule.
EHON (Honors Data) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

This screen is for future use only.

Leave all fields blank.

Notes and Tips

- The screen is normally used for academics to allow entry and update of information related to any honors received by the employee. The type of honor and the date it was received is displayed.
**Step 3. Review the Data**

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

**Step 4. Update the Employee Database (EDB)**

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message:
   **U0007 Update process complete.**
   You are then returned to the first screen in the bundle so you can start another staff new hire action. Additional options are available, as follows:
   - To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   - To choose another function, tab to the Next Func field and enter the new function code.
   - To exit the PPS, press <F12 Exit>. You will be returned to the AdCom Services main menu.
5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:
   - Correct the errors directly on the ECON screen.
   - Press <F3 Return> to return to the data entry screens to make corrections.
   - Press <F2 Cancel> to cancel the entire update.

**Step 5. Complete the Employee Document**

1. Print the Employee Document, Summary of Initial Hire or Rehire. Refer to the User’s Guide for information on printing.
   - Provide the employee with a copy.
   - Retain a copy for departmental records.
3. Forward the required forms (I-9, W-4, Oath/Patent, and Payroll Deposit Authorization form (optional)) to the Payroll Office.

4. If the employee is eligible for benefits, please contact the Benefits Office to ensure that the employee is counseled and enrolled for all benefits and attends one of the New Employee Benefit Enrollment Orientation Programs.
**Staff Rehire (SREH)**

Use the procedures described in this section for rehiring an employee for a staff position who has one of the following employment characteristics:

- Preferential UCSB rehire status (layoff/trial employment).
- A break in service with UCSB of less than 13 months (i.e., they are still in the database).

**Step 1. Preparation**

1. Obtain the required approval to perform the payroll/personnel action.
2. Work with the employee to complete the following forms:
   - Employment Eligibility Verification Form (I-9), with attachments.  
     *Note: Re-verification or update of the I-9 Form may be required.*
   - Oath of Allegiance/Patent Acknowledgement Form (UPAY 585).  
     *The Oath/Patent must be signed and witnessed on or before the date of hire. No alterations may be made on this form.*
   - Federal and State Withholding Allowance Certificates (W-4).
   - Earnings Disposition (Surepay) Form (UPAY 702-9), if applicable.
3. Prepare information for data entry.

**Step 2. Data Entry**

Enter data for adding a Staff Rehire via the SREH bundle. This bundle contains the following screens:

- Employee Personal Data (EPD1)
- Employee Address Data (EAPP)
- Employee Personal Data (EPD2)
- Tax Information (ETAX)
- Check/Surepay Disposition (ECHK)
- Appointments/Distributions (EAPP)
- Personnel-Miscellaneous (EPER)
- Alien Information (EALN)
- License/Certificate Data (ELIC)
- Background Check Data (EBCC)
1. Logon to the PPS.

2. At the Next Func field, type **EEDB** and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type **BUND** and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type **SREH** and press <Enter> to select Staff Rehire.

5. Tab to the ID Number or Social Security Number field.

6. Type the employee identification number or social security number and press <Enter> (if the employee ID number is not readily available, you may look it up in Inquiry before beginning the Rehire action). The EPD1 screen is displayed, showing the employee’s record as it was at the time of separation.
Notes and Tips

- This is the first of two screens which allow entry of personal information for an employee. Information such as ethnicity and citizenship status are entered in this screen.

- Review all the data and change only those fields that need to be updated.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Sex:
    Code indicating the sex of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Ethnic:
    Code indicating the ethnic identity of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Veteran status codes:
    Codes indicating the employee's veteran status and the veteran disability status (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Disability:
    Code indicating that the employee has a disability status (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Citizenship:
    Code indicating the employee's citizenship status, with respect to the United States. Press <F1 Help> to see the valid code options.

Student Status:
    Code indicating the employee's student status with the University of California. Press <F1 Help> to see the valid code options.

No. of Reg. Units:
    Do not enter anything in this field, it is system-derived from the Registrar's database.

Press <F11 NextFunc> to continue to the next screen.
EADD (Employee Address Data) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Permanent Address**

**Line 1:**
First line of the address to which all University mail will be sent (e.g., benefits statements, tax information, etc.). This field may contain a maximum of 30 characters.

**Line 2:**
Automatic continuation of Line 1, if the first line of the address is exceptionally long. This field may contain a maximum of 30 characters.

**City:**
City portion of the address. United States and Foreign addresses. This field may contain a maximum of 21 characters.

**State:**
State portion of the address. United States addresses only.

**Zip:**
Zip code portion of the address. United States addresses only.

**Foreign Address Ind:**
Enter F if this is a foreign address.

**Prov:**
Foreign addresses only. Province associated with the address, if applicable. This field may contain a maximum of 30 characters.

**Notes and Tips**

- If changes have occurred since last employment, update information appropriately.
EADD (Employee Address Data) Screen  cont.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Cntry:
Foreign addresses only. Two-digit country code associated with the address. Press <F1 Help> to see the valid code options.

Postal Code:
Foreign addresses only. Postal code associated with the address, if applicable.

Home Phone:
Home telephone number at which the employee can be reached.

Spouse Name:
Name of the employee's spouse, if applicable.

Campus Release Codes

Perm Address:
Code indicating whether the employee has authorized the University to release his permanent address for normal campus business purposes. “Y” for Yes, “N” for No.

Home Phone:
Code indicating whether the employee has authorized the University to release his home phone for normal campus business purposes. “Y” for Yes, “N” for No.

Spouse Name:
Code indicating whether the employee has authorized the University to release his spouse’s name for normal campus business purposes. “Y” for Yes, “N” for No.

Notes and Tips

• If changes have occurred since last employment, update information appropriately
EADD (Employee Address Data) Screen  cont.

Notes and Tips

• If changes have occurred since last employment, update information appropriately

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Employee Organization Disclosures

Form Address:
Code indicating whether the employee has authorized the University to disclose his permanent address to employee organizations. “Y” for Yes, “N” for No.

Home Phone:
Code indicating whether the employee has authorized the University to disclose his home phone to employee organizations. “Y” for Yes, “N” for No.

Campus Address

Line 1: Full Department Name
(example: Reprographic Services)

Line 2: Building & room -- Department Code
(example: Phelps 9101 -- REPR)

City, State, Zip: Santa Barbara, CA 93106

Campus Phone(s):
Office telephone number(s) at which the employee can be reached.

Press <F11 NextFunc> to continue to the next screen.
EPD2 (Employee Personal Data 2) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Oath Signature Date:
U.S. citizens only. Date the Oath of Allegiance was signed by the employee, in the format: mmddyy. This date must be on or before the date of hire.

I-9 Date:
Date the I-9 (Employment Eligibility Verification) Form was signed by the employee, in the format: mmddyy. This date must be on or before the date of hire.

Education Level Code:
Code indicating the highest level of education attained by the employee. Press <F1 Help> to see the valid code options.

Education Level Year:
Year in which the employee's highest level of education was attained (yy).

Non-UC Prior Service Code:
Code indicating the type of employment service prior to the most recent University employment. Press <F1 Help> to see the valid code options.

Prior Service Months:
Leave blank.

Notes and Tips

• This is the second of two screens which allow entry of personal information for an employee. Information such as education level is entered in this section.

• Update oath and I-9 signature dates and any other information as appropriate.
Notes and Tips

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Prior University Service Institution Code:
Enter code indicating the college or university of most recent employment. Press <F1 Help> to see the valid code options.

Employment Service Credit:
Leave blank. Derived field.

Employment Service Credit From Date:
Leave blank. Derived field.

Current Specialty Code:
Leave blank. For future use only.

Highest Degree Specialty Code:
Leave blank. For future use only.

Highest Degree Institution Code:
Code indicating the institution at which the highest degree was obtained. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.
ETAX (Tax Information) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Federal
Marital Status:
For federal taxation, the marital status code indicated in the Federal section of the employee's W-4 Form.

Personal Allowances:
For federal taxation, the total number of allowances indicated in the Federal section of the employee's W-4 Form. If the employee is claiming Tax Exempt, enter 998.

State
Marital Status:
For state taxation, the marital status code indicated in the State section of the employee's W-4 Form.

Personal Allowances:
For state taxation, the number of allowances indicated in the State section of the employee's W-4 Form. If the employee is claiming Tax Exempt, enter 998. If the employee is a non-California resident, performing services outside of California, enter 997 and call the Payroll Office to set up the appropriate out-of-state withholding.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

1. This screen allows entry of tax information for an employee, such as federal and state withholding allowances.

2. IMPORTANT: Departments cannot complete or alter the employee's W-4 Form. Departments should not advise employees on their tax withholding status or allowances.

3. If the employee is claiming Exempt, they cannot enter allowances on the W-4 Form.

4. Tax data must be entered directly from the W-4 Form completed by the employee.

   • If an employee requests Earned Income Credit, please contact the Payroll Office.
ECHK (Check/Surepay Disposition) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Check Disposition:
Enter a 2 (for student assistants) or a 3 (staff or academic)
only. Payroll will change this code at the appropriate
time for employees that elect the Surepay option.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• IMPORTANT: If the employee chooses the Surepay
  (direct deposit) option, complete the Surepay Form,
  include a voided check from the employee’s current
  bank account and forward it to the Payroll Office;
  Payroll will then update the employee’s record in the
  system to reflect the Surepay selection.
EAPP (Appointments/Distributions) Screen

Notes and Tips

- This screen allows entry of one appointment and up to two distributions per screen.
- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.
- Refer to Appointment and Distribution Procedures in the EDB Overview section of this manual for more information.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Appointment Level

- Go to the Command Line and type ADD A to set up the first available appointment.

Appt:
Number that uniquely identifies an appointment and associated data. Derived field.

Actions:
The system will derive a Personnel Action Code 02 for Rehire.

Pgm:
System-derived Personnel Program code (derived from the Title Code field).

Typ:
Code indicating the appointment type associated with the appointment. Press <F1 Help> to see the valid code options.

Bas:
Partial-year career staff employees only. Code indicating the number of months in a year the employee will work. Press <F1 Help> to see the valid code options.

Pd Ovr:
Academic employees only.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Appt Begin:**
Date on which the employee’s appointment is effective, in the format *mmddyy*.

**Appt End:**
Date on which the appointment is expected to end, in the format *mmddyy*. If the appointment is indefinite or tenured, enter *999999*.

**Dur:**
Code indicating the expected duration of the appointment, if indefinite or tenured. Press <F1 Help> to see the valid code options.

**Dept:**
System-derived four-letter department code (alpha).

**FLSA:**
System-derived code indicating whether title is exempt (“1”) or non-exempt (“0”).

**Title:**
Code indicating the position or classification title for the appointment. Press <F1 Help> to see the valid code options.

**Grade:**
Staff only. Pay grade within the salary range associated with the title code. Sr. Management pay grade values are alphabetic; Managers and Sr. Professional (MSP) are numeric; Professional and Support Staff (SPP) are numeric or alphabetic. Leave blank if there is no grade. Press <F1 Help> to see the valid code options.

**Notes and Tips**
- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.
- Always enter a decimal point in the percentage and rate fields.
- Do not enter commas or dollar signs in the rate fields.
- The system will derive the annual rate based on the monthly rate after the record is updated.
EAPP (Appointments/Distributions) Screen, Con't.

Notes and Tips

• Refer to Appendix H., Leave Accrual Codes to determine the appropriate rate, schedule, time, and leave codes for the appointment.

• Use the <F9 Jump> key or the <Tab> key to go to the Command Line (===>).

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

% Full:
The percentage of time the employee is expected to work in the appointment. A full-time (100%) appointment is entered as 1.00.

F/V:
Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.

Ann/Hr Rate:
The annual salary or hourly rate associated with the appointment.

Rt:
Code indicating whether the rate of pay is annual (A), hourly (H), or by agreement (B). Press <F1 Help> to see the valid code options.

Sch:
Code indicating the pay schedule on which the appointment will be paid either the first (MO) or the fifth (MA) working day of the month. Press <F1 Help> to see the valid code options.

Time:
Code indicating the method for reporting time worked in the appointment. R: Exception (Time Sheet Not Required); Z: Positive by Account/Fund; W: Without Salary. Press <F1 Help> to see the valid code options.

Lv:
Code indicating the rate at which vacation and sick leave will be accrued. Press <F1 Help> to see the valid code options.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Distribution Level**

- Go to the Command Line and type **ADD D** to set up the first available distribution.

**Dist No:**

Number uniquely identifying the payroll distribution associated with the appointment.

**L/Acc/CC/Fund/PC/S:**

Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acc = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Acc/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

**FTE:**

The percentage of the budgeted position which the distribution represents, if applicable.

**Dist %:**

The anticipated percentage of time which is chargeable to the account/fund, if applicable.

**Pay Beg:**

Date on which the pay should be charged to the account/fund, in the format: **mmdddy**.

**Pay End:**

Date on which the pay is expected to end for the account/fund, in the format: **mmdddy**. If indefinite or tenured, enter **999999**.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Step:
The step within the salary range associated with the title code. Leave blank for positions with grades or open (no step) ranges.

O/A:
Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Rate/Amount:
The monthly or hourly amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

PRQ:
If applicable, code indicating that the employee will have a perquisite amount deducted from their total compensation (e.g., for meals or room and board).

DUC:
For future use only.

WSP:
Code indicating the type of Work Study Program that will partially fund the employee’s pay, if applicable. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• Contact the Office of Financial Aid for Work Study Program information.
Notes and Tips

- This screen allows entry of information that addresses the nature of the employee’s relationship to the University. Information such as Probationary Period, Salary Review Date, and Home Department.

- Update information as appropriate.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Assigned BELI:**
- Benefits Eligibility Level Indicator (BELI) code indicating the employee’s eligibility for health benefits. Press <F1 Help> to see the valid code options.

**Derived BELI:**
- System-derived (BELI) code based on the data entered previously. Normally, the same as the assigned BELI code.

**Effective Date:**
- Date the employee becomes eligible for any health benefits indicated by the BELI code.

**BELI Status Qualifiers:**
(For Staff employees, please contact the Benefits Office)

**Primary:**
- Code indicating the primary condition that qualifies the employee for health benefits when the assigned BELI and the derived BELI do not match. Press <F1 Help> to see the valid code options.

**Date:**
- Date on which the qualifying condition began, in the format: mmdyy.

**Secondary:**
- If applicable, code indicating an additional condition that qualifies the employee for health benefits when the assigned BELI and the derived BELI do not match. Press <F1 Help> to see the valid code options.
**Notes and Tips**

- Update the date of hire. Do not modify the original hire date.

---

**Enter data in the following fields, as applicable**

*(required data elements are in outline typeface)*

**Date:**
Date on which the additional qualifying condition began,
in the format: *mmddyy*.

**Date of Hire:**
The most recent hire date, in the format: *mmddyy*.

**Original Hire Date:**
The earliest date of prior employment with the University.

**Employee Relations Code:**
Code indicating the employee designation/status for the purpose of collective bargaining. Press <F1 Help> to see the valid code options, or refer to *Appendix F., Employee Relations Codes* for assistance in determining the appropriate code.

**Employee Relations Unit:**
Code indicating the collective bargaining unit of an individual. Press <F1 Help> to see the valid code options.

**Probationary Period End Date:**
Career-Staff only. Projected date on which the employee’s probationary period of employment is expected to end, in the format: *mmddyy*.

**Next Salary Review Date:**
Career-Staff only. Projected date on which the employee will be considered for a salary review, in the format: *mmyy*. Press <F1 Help> to see the valid code options, or refer to *Appendix L, Salary Review Guidelines* for assistance.
Notes and Tips

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Next Salary Review Type:
Career-Staff only. Code indicating the type of salary increase the employee will be considered for at review time. Press <F1 Help> to see the valid code options.

Home Department:
Four letter home department code (alpha). Press <F1 Help> to see the valid code options.

Primary Title Code:
System-derived code for employees with multiple titles. This is the primary title code that will be used for reporting purposes.

Employee Unit Code:
System-derived code indicating the collective bargaining unit associated with the employee's job title.

Employee Representation Code:
System-derived code indicating, for collective bargaining purposes, whether the employee is covered, not covered, or a supervisor.

Employee Special Handling Code:
For future use only (related to collective bargaining).

Employee Distribution Unit Code:
For future use only (related to collective bargaining).

Job Group ID:
System-derived code for reporting.
PAYROLL/PERSONNEL ONLINE SYSTEM
PROCEDURES

EPER (Personnel - Miscellaneous) Screen, Con't.

Notes and Tips

• Delete any alternate department code related to prior employment.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Alternate Department Code:
  Code indicating an alternate department that may update the employee's personnel record. Used to give departments with joint appointments access to the employee's records. Press <F1 Help> to see the valid code options.

Academic Programmatic Unit Cd:
  For Academic use only.

Press <F11 NextFunc> to continue to the next screen.
Enter data in the following fields, as applicable
(required data elements are in **outline** typeface)

**Country of Residence:**
Press <F1 Help> to see the valid code options.

**Visa Type:**
Type of visa held by the employee (required for all aliens).
Press <F1 Help> to see the valid code options.

**Visa/Work Permit End Date:**
The date on which an individual’s visa, work permit or coverage under a tax treaty is expected to end. Enter in the format: **mmddyy**

Press <F11 NextFunc> to continue to the next screen.

---

**Notes and Tips**

- All non-citizens, who are not Permanent Residents, must go to the Payroll Office to fill out a Statement of Citizenship Status Form within two days of hire.
ELIC (License/Certificate Data) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

This screen is for future use only.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• This screen allows entry of information related to licenses and certificates held by the employee. For example, shuttle bus driver’s license, R.N. license, and M.D. license.
**EBCC (Background Check Data) Screen**

Enter data in the following fields, as applicable (required data elements are in outline typeface)

This screen is for future use only.

---

**Notes and Tips**
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message:
   U0007 Update process complete.

   You are then returned to the first screen in the bundle so you can start another staff rehire action. Additional options are available, as follows:
   - To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   - To choose another function, tab to the Next Func field and enter the new function code.
   - To exit the PPS, press <F12 Exit>. You will be returned to the AdCom Services main menu.
5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:
   - Correct the errors directly on the ECON screen.
   - Press <F3 Return> to return to the data entry screens to make corrections.
   - Press <F2 Cancel> to cancel the entire update.
6. Upon completion of the rehire, check to be sure that the employee status has been changed from Separated to Active.

   - At the Next Func field, type IGEN. Verify that the Separation field and the Separation Rsn/Dest fields are blank.
   - If information is still showing in these fields, at the Next Func field, type ESEP. Enter an asterisk (*) to delete data from the separation fields.
   - Press <F5 Update> to display the PAN sub-system Notification Preparation screen, add appropriate comments and then press <F5 Update> to complete the update and send the notification.
Step 5. Complete the Employee Document

1. Print the Employee Document, Summary of Initial Hire or Rehire. Refer to the User’s Guide for information on printing.

   - Provide the employee with a copy.
   - Retain a copy for departmental records.

3. Forward the required forms (I-9, W-4, Oath/Patent, and Payroll Deposit Authorization form (optional)) to the Payroll Office.

4. If the employee is eligible for benefits, please contact the Benefits Office to ensure that the employee is counseled and enrolled for all benefits and attends one of the New Employee Benefit Enrollment Orientation Programs.
ACADEMIC REHIRE (AREH)

Use the procedures described in this section for rehiring an employee for an academic position and has one of the following employment characteristics:

• Preferential UCSB rehire status (layoff/trial employment).

• A break in service with UCSB of more than 13 months (i.e., the former employee is still in the database).

Step 1. Preparation

1. Obtain the required approval to perform the payroll/personnel action.

2. Work with the employee to complete the following forms:
   - Employment Eligibility Verification Form (I-9), with attachments.  
     Note: Re-verification or update of the employee’s I-9 Form may be required.
   
   - Oath of Allegiance/Patent Acknowledgement Form (UPAY 585).  
     The Oath/Patent Form must be completed and signed on or before the employee’s first day of work.  For 9/12 appointments, the employee may be on the payroll from July 1st, but must complete and sign the form no later than the first day of the fall quarter.  Non-U.S. Nationals outside the U.S. cannot complete the form until they are in the U.S. and have obtained permission to work.  No alterations may be made on this form.

   • Federal and State Withholding Allowance Certificates (W-4).

   • Payroll and Non-Payroll Deposit Authorization form, if applicable.

3. If this rehire action is being used to set-up an Emeritus appointment, advise the employee to cancel all miscellaneous payroll deductions (e.g., California Casualty Insurance, Credit Union, etc.).

4. Prepare information for data entry.

Step 2. Data Entry

Enter data for rehiring an academic employee via the AREH bundle.  This bundle contains the following screens:

• Employee Personal Data (EPD1)

• Employee Address Data (EADD)

• Employee Personal Data (EPD2)

• Tax Information (ETAX)
Check/Surepay Disposition (ECHK)
Appointments/Distributions (EAPP)
Personnel-Miscellaneous (EPER)
Alien Information (EALN)
Academic Service (EACD)
Honors Data (EHON)

1. Logon to the PPS.

2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.

6. At the Next Func field, type AREH and press <Enter> to select Academic Rehire.

7. Tab to the ID Number or Social Security Number field.

6. Type the employee identification number or social security number and press <Enter> (if the employee ID number is not readily available, you may look it up in Inquiry before beginning the Rehire action). The Separation (ESEP) screen is displayed, showing the employee's record as it was at the time of separation.
EPD1 (Employee Personal Data 1) Screen

Notes and Tips

- This is the first of two screens which allow entry of personal information for an employee. Information such as ethnicity and citizenship status are entered in this screen.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Sex:**
- Code indicating the sex of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

**Ethnic:**
- Code indicating the ethnic identity of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

**Veteran status codes:**
- Codes indicating the employee's veteran status and the veteran disability status (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

**Disability:**
- Code indicating that the employee has a disability status (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

**Citizenship:**
- Code indicating the employee's citizenship status, with respect to the United States. Press <F1 Help> to see the valid code options.

**Student Status:**
- Code indicating the employee's student status with the University of California Press <F1 Help> to see the valid code options.

**No. of Reg. Units:**
- Do not enter anything in this field, it is system-derived from the Registrar's database.

Press <F11 NextFunc> to continue to the next screen.
EADD (Employee Address Data) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Permanent Address

Line 1:
First line of the address to which all University mail will be sent (e.g., benefits statements, tax information, etc.). This field may contain a maximum of 30 characters.

Line 2:
Automatic continuation of Line 1, if the first line of the address is exceptionally long. This field may contain a maximum of 30 characters.

City:
City portion of the address. United States and Foreign addresses. This field may contain a maximum of 21 characters.

State:
State portion of the address. United States addresses only.

Zip:
Zip code portion of the address. United States addresses only.

Foreign Address Ind:
Enter F if this is a foreign address.

Prov:
Foreign addresses only. Province associated with the address, if applicable. This field may contain a maximum of 30 characters.

Notes and Tips

• If changes have occurred since last employment, update information appropriately
Notes and Tips

- If changes have occurred since last employment, update information appropriately

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Cntry:
Foreign addresses only. Two-digit country code associated with the address. Press <F1 Help> to see the valid code options.

Postal Code:
Foreign addresses only. Postal code associated with the address, if applicable.

Home Phone:
Home telephone number at which the employee can be reached.

Spouse Name:
Name of the employee's spouse, if applicable.

Campus Release Codes
Perm Address:
Code indicating whether the employee has authorized the University to release his permanent address for normal campus business purposes. "Y" for Yes, "N" for No.

Home Phone:
Code indicating whether the employee has authorized the University to release his home phone for normal campus business purposes. "Y" for Yes, "N" for No.

Spouse Name:
Code indicating whether the employee has authorized the University to release his spouse's name for normal campus business purposes. "Y" for Yes, "N" for No.
EADD (Employee Address Data) Screen  cont.

Enter data in the following fields, as applicable
(required data elements are in **italic** typeface)

**Employee Organization Disclosures**

**Perm Address:**
Code indicating whether the employee has authorized the University to disclose his permanent address to employee organizations. “Y” for Yes, “N” for No.

**Home Phone:**
Code indicating whether the employee has authorized the University to disclose his home phone to employee organizations. “Y” for Yes, “N” for No.

**Campus Address**
- **Line 1:** Full Department Name (example: Reprographic Services)
- **Line 2:** Building & room - Department Code (example: Phelps 9101 - REPR)
- **City, State, Zip:** Santa Barbara, CA 93106

**Campus Phone(s):**
Office telephone number(s) at which the employee can be reached.

Press <F11 NextFunc> to continue to the next screen.

---

**Notes and Tips**

- If changes have occurred since last employment, update information appropriately.
**Notes and Tips**

- This is the second of two screens which allow entry of personal information for an employee. Information such as education level is entered in this section.

- Update the oath and I-9 signature dates as appropriate

---

**Enter data in the following fields, as applicable**

*(required data elements are in *bold* typeface)*

**Oath Signature Date:**

U.S. citizens only. Date the Oath of Allegiance was signed by the employee, in the format: *mmddyy*. This date must be on or before the date of hire.

**I-9 Date:**

Date the I-9 (Employment Eligibility Verification) Form was signed by the employee, in the format: *mmddyy*. This date must be on or before the date of hire.

**Education Level Code:**

Code indicating the highest level of education attained by the employee. Press <F1 Help> to see the valid code options.

**Education Level Year:**

Year in which the employee's highest level of education was attained (*yy*).

**Non-UC Prior Service Code:**

Code indicating the type of employment service prior to the most recent University employment. Press <F1 Help> to see the valid code options.

**Prior Service Months:**

Leave blank.
Enter data in the following fields, as applicable (required data elements are in outline typeface)

Prior University Service Institution Code:
Enter code indicating the college or university of most recent employment. Press <F1 Help> to see the valid code options.

Employment Service Credit:
Leave blank. For future use only.

Employment Service Credit From Date:
Leave blank. For future use only.

Current Specialty Code:
Leave blank. For future use only.

Highest Degree Specialty Code:
Leave blank. For future use only.

Highest Degree Institution Code:
Code indicating the institution at which the highest degree was obtained. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips
ETAX (Tax Information) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Federal
- Marital Status:
  For federal taxation, the marital status code indicated in the Federal section of the employee's W-4 Form.
- Personal Allowances:
  For federal taxation, the total number of allowances indicated in the Federal section of the employee's W-4 Form. If the employee is claiming Tax Exempt, enter 998.

State
- Marital Status:
  For state taxation, the marital status code indicated in the State section of the employee's W-4 Form.
- Personal Allowances:
  For state taxation, the number of allowances indicated in the State section of the employee's W-4 Form. If the employee is claiming Tax Exempt, enter 998. If the employee is a non-California resident, performing services outside of California, enter 997 and call the Payroll Office to set up the appropriate out-of-state withholding.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips
1. This screen allows entry of tax information for an employee, such as federal and state withholding allowances.
2. IMPORTANT: Departments cannot complete or alter the employee's W-4 Form. Departments should not advise employees on their tax withholding status or allowances.
3. If the employee is claiming Exempt, they cannot enter allowances on the W-4 Form.
4. Tax data must be entered directly from the W-4 Form completed by the employee.
   - If an employee requests Earned Income Credit, please contact the Payroll Office.
ECHK (Check/Surepay Disposition) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Check Disposition:
Enter a 2 (for student assistants) or a 3 (for staff and academic) only. Payroll will change this code at the appropriate time for employees that elect the Surepay option.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

- IMPORTANT: If the employee chooses the Surepay (direct deposit) option, complete the Surepay Form, include a voided check from the employee’s current bank account and forward it to the Payroll Office; Payroll will then update the employee’s record in the system to reflect the Surepay selection.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Appointment Level**

- Go to the Command Line and type ADD A to set up the first available appointment.

**Appt:**
- Number that uniquely identifies an appointment and associated data. Derived field.

**Actions:**
- The system will derive a Personnel Action Code 02 for Rehire

**Pgm:**
- System-derived Personnel Program code (derived from the Title Code field).

**Typ:**
- Code indicating the appointment type associated with the appointment. Press <F1 Help> to see the valid code options. Type is 5 for all academics.

**Bas:**
- Code indicating the number of months in a year the employee will work. Press <F1 Help> to see the valid code options.

**Pd Ovr:**
- Code indicating the number of paychecks to be received in a year. Academic employees only.

Notes and Tips

- This screen allows entry of one appointment and up to two distributions per screen.
- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.
- Refer to Appointment and Distribution Procedures in the EDB Overview section of this manual for more information.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Appt Begin:
  Date on which the employee's appointment is effective, in the format mmddyy.

Appt End:
  Date on which the appointment is expected to end, in the format mmddyy. If the appointment is indefinite or tenured, enter 999999.

Dur:
  Code indicating the expected duration of the appointment; non-tenured, indefinite, continuing or tenured. Press <F1 Help> to see the valid code options.

Dept:
  System-derived four-letter department code (alpha).

FLSA:
  System-derived code indicating whether title is exempt (“1”) or non-exempt (“0”).

Title:
  Code indicating the position or classification title for the appointment. Press <F1 Help> to see the valid code options.

Grade:
  Staff only.

% Full:
  The percentage of time the employee is expected to work in the appointment. A full-time (100%) appointment is entered as 1.00.

Notes and Tips

• Use the <F9 Jump> key or the <Tab> key to go to the Command Line.

• Always enter a decimal point in the percentage and rate fields.

• Do not enter commas or dollar signs in the rate fields.

• The system will derive the annual rate based on the monthly rate after the record is updated.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Ann/Hr Rate:
The annual salary or hourly rate associated with the appointment.

Rt:
Code indicating whether the rate of pay is annual (A), hourly (H), or by agreement (B). Press <F1 Help> to see the valid code options.

Sch:
Code indicating the pay schedule on which the appointment will be paid either the first (MO) or the fifth (MA) working day of the month. Press <F1 Help> to see the valid code options.

Time:
Code indicating the method for reporting time worked in the appointment. R: Exception (Time Sheet Not Required); Z: Positive by Account/Fund; W: Without Salary. Press <F1 Help> to see the valid code options.

Lv:
Code indicating the rate at which vacation and sick leave will be accrued. Press <F1 Help> to see the valid code options.

Notes and Tips

• Refer to Appendix H., Leave Accrual Codes to determine the appropriate rate, schedule, time, and leave codes for the appointment.

• Use the <F9 Jump> key or the <Tab> key to go to the Command Line (===>).

UNIVERSITY OF CALIFORNIA, SANTA BARBARA    BUNDLES - AREH, ACADEMIC REHIRE: V.89
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Distribution Level**

- Go to the Command Line and type **ADD D** to set up the first available distribution.

**Dist No:**
- Number uniquely identifying the payroll distribution associated with the appointment.

**L/Act/C/C/F/P/S:**
- Code indicating the full accounting unit to which pay will be charged for this distribution. **L =** Location; **Act =** Account; **C/C =** Cost Center; **F =** Fund; **P/C =** Project Code; **S =** Sub. L/Act/C/C/F/P/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

**FTE:**
- The percentage of the budgeted position which the distribution represents, if applicable.

**Dist %:**
- The anticipated percentage of time which is chargeable to the account/fund, if applicable.

**Pay Beg:**
- Date on which the pay should be charged to the account/fund, in the format: **mmddyy.**

**Pay End:**
- Date on which the pay is expected to end for the account/fund, in the format: **mmddyy.** If indefinite or tenured, enter **999999.**
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Step:
The step within the salary range associated with the title code. Leave blank for positions with ranges.

O/A:
Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Rate/Amount:
The monthly or hourly amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

PRQ:
If applicable, code indicating that the employee will have a perquisite amount deducted from their total compensation (e.g., for meals or room and board).

DUC:
For future use only.

WSP:
Code indicating the type of Work Study Program that will partially fund the employee’s pay, if applicable. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.
EPER (Personnel - Miscellaneous) Screen

Notes and Tips

- This screen allows entry of information that addresses the nature of the employee’s relationship to the University.
- Update the assigned BELI and effective date. *For emeriti rehires do not make this change until after the effective date.*
- Update other information as appropriate.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Assigned BELI:**

Benefits Eligibility Level Indicator (BELI) code indicating the employee’s eligibility for benefits. Press <F1 Help> to see the valid code options.

**Derived BELI:**

System-derived (BELI) code based on the data entered previously. Normally, the same as the assigned BELI code.

**Effective Date:**

Date the employee becomes eligible for any benefits indicated by the BELI code.

**BELI Status Qualifiers:**

- **Primary:**
  
  Code indicating the primary condition that qualifies the employee for benefits when the assigned BELI and the derived BELI do not match. Press <F1 Help> to see the valid code options.

- **Date:**
  
  Date on which the qualifying condition began, in the format: *mmdyy*.

- **Secondary:**
  
  If applicable, code indicating an additional condition that qualifies the employee for benefits when the assigned BELI and the derived BELI do not match. Press <F1 Help> to see the valid code options.
Notes and Tips

- Update the date of hire. Do not change the original hire date.
Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Next Salary Review Type:
Career-Staff only. For academic appointments leave blank

Home Department:
Four letter home department code (alpha). Press <F1 Help> to see the valid code options.

Primary Title Code:
System-derived code for employees with multiple titles.
This is the primary title code that will be used for reporting purposes.

Employee Unit Code:
System-derived code indicating the collective bargaining unit associated with the employee’s job title.

Employee Representation Code:
System-derived code indicating, for collective bargaining purposes, whether the employee is covered, not covered, or a supervisor.

Employee Special Handling Code:
For future use only (related to collective bargaining).

Employee Distribution Unit Code:
For future use only (related to collective bargaining).

Job Group ID:
System-derived code for reporting.

Notes and Tips
Notes and Tips

- Delete any alternate department code related to prior employment.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Alternate Department Code:
- Code indicating an alternate department that may update the employee's personnel record. Used to give departments with joint appointments access to the employee's records. Press <F1 Help> to see the valid code options.

Academic Programmatic Unit Cd:
- Code indicating the unit to which a health sciences faculty member has been assigned for purposes of determining the approved health sciences salary scale. Not used at UCSB.

Press <F11 NextFunc> to continue to the next screen.
EALN (Alien Information) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Country of Residence:
Press <F1 Help> to see the valid code options.

Viss. Type:
Type of visa held by the employee (required for all aliens).
Press <F1 Help> to see the valid code options.

Viss/Work Permit End Date:
The date on which an individual’s visa, work permit or
coverage under a tax treaty is expected to end. Enter in
the format: mmddyy.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

- All non-citizens, who are not Permanent Residents,
must go to the Payroll Office to fill out a Statement of
Citizenship Status Form within two days of hire.
EACD (Academic Service) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

This screen is for future use only.
Leave all fields blank

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• This screen allows entry and update of information related to the employee’s academic service, such as the number of quarters/semesters spent as a teaching assistant, and extension to the 8-year rule.
EHON (Honors Data) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

This screen is for future use only.

Leave all fields blank.

Notes and Tips

- The screen is normally used for academics to allow entry and update of information related to any honors received by the employee. The type of honor and the date it was received is displayed.
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message:
   **U0007 Update process complete.**

   You are then returned to the first screen in the bundle so you can start another academic rehire action. Additional options are available, as follows:
   - To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   - To choose another function, tab to the Next Func field and enter the new function code.
   - To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

From the ECON screen, you may:
   - Correct the errors directly on the ECON screen.
   - Press <F3 Return> to return to the data entry screens to make corrections.
   - Press <F2 Cancel> to cancel the entire update.

For further information, see System Messages in the User’s Guide or Consistency Edits in this manual. You have the ability to scroll backwards.

6. Upon completion of the rehire, check to be sure that the employee status has been changed from Separated to Active.

   - At the Next Func field, type IGEN. Verify that the Separation field and the Separation Rsn/Dest fields are blank.
   - If information is still showing in these fields, at the Next Func field, type ESEP. Enter an asterisk (*) to delete data from the separation fields.
   - Press <F5 Update> to display the PAN sub-system Notification Preparation screen, add appropriate
comments and then press <F5 Update> to complete the update and send the notification.

**Step 5. Complete the Employee Document**

1. Print the Employee Document, Summary of Initial Hire or Rehire. Refer to the *User's Guide* for information on printing.

   
   • Provide the employee with a copy.
   
   • Retain a copy for departmental records.

3. Forward the required forms (I-9, W-4, Oath/Patent, and Payroll Deposit Authorization form (optional)) to the Payroll Office.

4. If the employee is eligible for benefits, please contact the Benefits Office to ensure that the employee is counseled and enrolled for all benefits and attends one of the New Employee Benefit Enrollment Orientation Programs.
PAYROLL/MONITOR ONLINE SYSTEM
PROCEDURES

APPOINTMENT CHANGES

STAFF (SAPT):

PROMOTION/DEMOTION/LATERAL TRANSFER/RENEWAL OF
APPOINTMENT/LIMITED TO CAREER

For staff employees, a promotion can be defined as a change from one position to another position, which has a title code with a higher maximum salary.

For staff employees, a demotion can be defined as a change from one position to another position, which has a title code with a lower maximum salary.

A lateral or title transfer can be defined as a transfer from one position to another position, which has a title code that has the same maximum salary range as the previous title. In effect, the employee’s job title changes, but there is no change in pay rate.

Step 1. Preparation

1. Obtain the required approval to perform the payroll/personnel action.

2. Prepare information for data entry.

Step 2. Data Entry

Enter data for the promotion via the SAPT bundle. This bundle includes the following screens:

- Appointments/Distributions (EAPP)
- Personnel-Miscellaneous (EPER)
- Employee Personal Data (EPD1)
- Employee Address Data (EADD)
- License/Certificate Data (ELIC)

1. Logon to the PPS.

2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type SAPT to select Staff Appointment Changes.

5. Tab to the ID Number, Name, or Social Security Number field.

6. Type the appropriate record identification and press <Enter> to access the first screen in the Staff Appointment Changes bundle. The Appointments/Distributions (EAPP) screen displays the current employee data.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable
(required data elements are in boldface type)

Appointment Level

- End the current appointment and associated distributions.
- Go to the Command Line and type ADD A to set up the first available appointment.

Appt:
Number that uniquely identifies an appointment and associated data. Derived field.

Actions:
On the new appointment line, enter Personnel Action Code 10 for Promotion, 11 for Demotion, 12 for Lateral Transfer, 17 for Renewal of Appointment or 52 for Limited to Career.

Typ:
Code indicating the appointment type associated with the appointment, enter 2 for Career. Press <F1 Help> to see the valid code options.

Bas:
Partial-year career staff employees only. Code indicating the number of months in a year the employee will work. Press <F1 Help> to see the valid code options.

Appt Begin:
Date on which the employee’s promotion, demotion, lateral transfer or casual to career appointment change is effective, in the format mmddyy.

Appt End:
Date on which the appointment is expected to end, in the format mmddyy. If indefinite, enter 9999999.

Notes and Tips

- This screen indicates the current appointments and distributions associated with an employee record.
- When processing a promotion, demotion, lateral transfer or limited to career appointment change, always end the current appointment and distribution by adding a new appointment and distribution. Refer to Appointment and Distribution Procedures sub-section in this manual for more information.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Dur:
Code indicating the expected duration of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Title:
Code indicating the position or classification title for the appointment. Press <F1 Help> to see the valid code options.

Grade:
Staff only. Pay grade within the salary range associated with the title code. Sr. Management pay grade values are alphabetic; Managers and Sr. Professional (MSP) are numeric; Professional and Support Staff (SPP) are numeric or alphabetic. Leave blank if there is no grade. Press <F1 Help> to see the valid code options.

% Full:
The percentage of time the employee is expected to work in the appointment.

F/V:
Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.

Ann/Hr Rate:
The annual salary or hourly rate associated with the appointment.

Rt:
Code indicating whether the rate of pay is hourly (H), annual (A) or by agreement (B). Press <F1 Help> to see the valid code options.

Notes and Tips

- The system will derive the annual rate based on the monthly rate, after the record is updated.
- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.
EAPP (Appointments/Distributions) Screen, Con’t.

Notes and Tips

• Use the <F9 Jump> key or the <Tab> key to go to the Command Line (===>).

• Refer to Appendix H., Leave Accrual Codes to determine the appropriate leave code for this appointment.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Sch:
Code indicating the pay schedule on which the appointment will be paid, either the first (MO) or the fifth (MA) working day of the month. Press <F1 Help> to see the valid code options.

Time:
Code indicating the method for reporting time worked in the appointment. Press <F1 Help> to see the valid code options. R: exception (time sheet not required); Z: Positive by account/fund; W: without salary.

Lv:
Code indicating the rate at which vacation and sick leave will be accrued.

Distribution Level

• Go to the Command Line and type ADD D to set up the first available distribution.

Dist No:
Number uniquely identifying the payroll distribution associated with the appointment.

L/Actu/Cf/Fund/PC/S:
Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Actu = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Actu/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

FTE:
The percentage of the budgeted position which the distribution represents, if applicable.
Notes and Tips

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Dist %:
The anticipated percentage of time which is chargeable to the account/fund, if applicable.

Pay Beg:
Date on which the pay should be charged to the account/fund, in the format: mmddyy.

Pay End:
Date on which the pay is expected to end for the account/fund, in the format: mmddyy.

Step:
(For Staff Program only)
The step within the salary range associated with the title code, if applicable.

O/A:
Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Rate/Amount:
The monthly, hourly or by agreement amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.
**Notes and Tips**

- This screen allows entry of information that addresses the nature of the employee's relationship with the University.
- Update fields as appropriate to correspond to the new title.

**Enter data in the following fields, as applicable**

**(required data elements are in outline typeface)**

**Assigned BELI:**
- Benefits Eligibility Level Indicator (BELI) code indicating the employee's eligibility for health benefits. Press <F1 Help> to see the valid code options.

**Effective Date:**
- Date the employee becomes eligible for any health benefits indicated by the BELI code.

**Employee Relations Code:**
- Code indicating the employee designation/status for the purpose of collective bargaining. Press <F1 Help> to see the valid code options, or refer to Appendix F, Employee Relations Codes for assistance in determining the appropriate code.

**Employee Relations Unit:**
- Code indicating the collective bargaining unit of an individual. Press <F1 Help> to see the valid code options.

**Next Salary Review Date:**
- Career-Staff only. Projected date on which the employee will be considered for a salary review, in the format: mmdyy. Refer to Appendix L, Salary Review Date Guidelines for assistance.

**Next Salary Review Type:**
- Career-Staff only. Code indicating the type of salary increase the employee will be considered for at review time. Press <F1 Help> to see the valid code options.

**Home Department:**
- Four letter home department code (alpha). Press <F1 Help> to see the valid code options.

**Press <F11 NextFunc> to continue to the next screen.**
Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Sex:
Code indicating the sex of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Ethnic:
Code indicating the ethnic identity of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Veteran status codes:
Code indicating the employee's veteran status and the veteran disability status (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Disability:
Code indicating that the employee has a disability status (used only in the reporting of University workforce statistics).

Citizenship:
Code indicating the employee's citizenship status, with respect to the United States. Press <F1 Help> to see the valid code options.

Student Status:
Code indicating the employee's student status with the University of California (not including University Extension enrollment). Press <F1 Help> to see the valid code options.

No. of Reg. Units:
Do not enter anything in this field, it is system-derived from the Registrar's database.

Press <F11 NextFunc> to continue to the next screen.
EADD (Employee Address Data) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Campus Address
   Room:
   Campus room where employee is physically located.

   Building:
   Campus building name.

Campus Phone(s):
   Office telephone number(s) at which the employee can be reached.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• If the employee has changed his/her office location, re-
  view the Campus Address and Campus Phone fields.
ELIC (License/Certificate Data) Screen

Notes and Tips

• This screen allows entry of information related to licenses and certificates held by the employee. For example, shuttle bus driver’s license, R.N. license, and M.D. license.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

This screen is for future use only.
Step 3. Review the Data
Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.
1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)
1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. **If a retroactive pay adjustment is required you will need to do it through the Payroll/Personnel Online Time Reporting system.** Make a comment stating when the retroactive adjustment will be made.
   You may also:
   • Press <F10 NotfPrep> and add additional reviewers, as necessary.
   • Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message: **U0007 Update process complete.**
   You are then returned to the first screen in the bundle so you can start another action. Additional options are available, as follows:
   • To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   • To choose another function, tab to the Next Func field and enter the new function code.
   • To exit the PPS, press <F12 Exit>. You will be returned to the main menu.
5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.
   From the ECON screen, you may:
   • Correct the errors directly on the ECON screen.
   • Press <F3 Return> to return to the data entry screens to make corrections.
   • Press <F2 Cancel> to cancel the entire update.
   For further instructions, see System Messages in the User’s Guide or the Consistency Edits section of this manual.
**RECLASSIFICATION**

The procedures described in this section are for the reclassification of an employee’s position. A reclassification occurs when a staff employee’s current position was reviewed and, as a result, a new job title or classification was assigned.

**Step 1. Preparation**

1. Obtain the required approval to perform the payroll/personnel action.
2. Prepare information for data entry.

**Step 2. Data Entry**

Enter data for the employee’s reclassification via the SAPT bundle. This bundle includes the following screens:

- Appointments/Distributions (EAPP)
- Personnel-Miscellaneous (EPER)
- Employee Personal Data (EPD1)
- Employee Address Data (EADD)
- License/Certificate Data (ELIC)

1. Logon to the PPS.
2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.
3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.
4. At the Next Func field, type SAPT to select Staff Appointment Changes.
5. Tab to the ID Number, Name, or Social Security Number field.
6. Type the appropriate record identification and press <Enter> to access the first screen in the Staff Appointment Changes bundle. The Appointments/Distributions (EAPP) screen displays the current employee data.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Appointment Level

- End the current appointment and associated distributions.
- Go to the Command Line and type ADD A to set up the first available appointment.

Actions:
On the new appointment line, enter one of the following Personnel Action Codes for Reclassification:

37 Downward
Reclassification downward occurs when the review of an employee's current position results in a results in a position having a title code with a lower maximum salary range.

38 Upward
Reclassification upward occurs when the review of an employee's current position results in a results in a position having a title code with a higher maximum salary range.

39 Lateral
Lateral reclassification occurs when the review of an employee's current position results in a results in a position having a title code with a same maximum salary range.

Notes and Tips

- This screen allows entry of one appointment and up to two distributions per screen.
- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Typ:
Code indicating the appointment type associated with the appointment. Press <F1 Help> to see the valid code options.

Bas:
Partial-year career staff employees only. Code indicating the number of months in a year the employee will work. Press <F1 Help> to see the valid code options.

Appt Begin:
Date on which the employee's appointment is effective, in the format mmddyy.

Appt End:
Date on which the appointment is expected to end, in the format mmddyy. If indefinite, enter 999999.

Dur:
Code indicating the expected duration of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Title:
Code indicating the position or classification title for the appointment. Press <F1 Help> to see the valid code options.

Notes and Tips

• When processing a reclassification, always end the current appointment and distribution and add a new appointment and distribution. Refer to Appointment and Distribution Procedures sub-section in this manual for more information.

• Use the <F9 Jump> key or the <Tab> key to go to the Command Line.

• The system will derive the annual rate based on the monthly rate after the record is updated.
Notes and Tips

- Refer to Appendix H., Leave Accrual Codes to determine the appropriate rate, schedule, time and leave codes for this appointment.

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line (===>).

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Grade:
- Staff only. Pay grade within the salary range associated with the title code. Leave blank if there is no grade. Press <F1 Help> to see the valid code options.

% Full:
- The percentage of time the employee is expected to work in the appointment.

F/V:
- Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.

Ann/Hr Rate:
- The annual salary or hourly rate associated with the appointment.

Rt:
- Code indicating whether the rate of pay is hourly (H), annual (A) or by agreement (B). Press <F1 Help> to see the valid code options.

Sch:
- Code indicating the pay schedule on which the appointment will be paid, either hourly or monthly. Press <F1 Help> to see the valid code options.

Time:
- Code indicating the method for reporting time worked in the appointment. Press <F1 Help> to see the valid code options.

Lv:
- Code indicating the rate at which vacation and sick leave will be accrued.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Distribution Level**

- Go to the Command Line and type **ADD D** to set up the first available distribution.

**Dist No:**
Number uniquely identifying the payroll distribution associated with the appointment.

**L/Acct/CC/Fund/PC/S:**
Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Acct/Fund/PC are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

**FTE:**
The percentage of the budgeted position which the distribution represents, if applicable.

**Dist %:**
The anticipated percentage of time which is chargeable to the account/fund, if applicable.

**Pay Beg:**
Date on which the pay should be charged to the account/fund, in the format: *mmddyy*.

**Pay End:**
Date on which the pay is expected to end for the account/fund, in the format: *mmddyy*. If indefinite or tenured, enter **999999**.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Step:
The step within the salary range associated with the title code, if applicable.

Rate/Amount:
The monthly or hourly amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips
Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Assigned BELI:**
Benefits Eligibility Level Indicator (BELI) code indicating the employee's eligibility for health benefits. Press <F1 Help> to see the valid code options.

**Effective Date:**
Date the employee becomes eligible for any health benefits indicated by the BELI code.

**Employee Relations Code:**
Code indicating the employee designation/status for the purpose of collective bargaining. Press <F1 Help> to see the valid code options, or refer to Appendix F., Employee Relations Codes for assistance in determining the appropriate code.

**Employee Relations Unit:**
Code indicating the collective bargaining unit of an individual. Press <F1 Help> to see the valid code options.

**Next Salary Review Date:**
Career-Staff only. Projected date on which the employee will be considered for a salary review, in the format: mmdyy. Refer to Appendix L, Salary Review Date Guidelines for assistance.

**Next Salary Review Type:**
Career-Staff only. Code indicating the type of salary increase the employee will be considered for at review time. Press <F1 Help> to see the valid code options.

**Home Department:**
Four letter home department code (alpha). Press <F1 Help> to see the valid code options.

**Press <F11 NextFunc> to continue to the next screen.**
Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Sex:
Code indicating the sex of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Ethnic:
Code indicating the ethnic identity of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Veteran status codes:
Code indicating the employee's veteran status and the veteran disability status (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Disability:
Code indicating that the employee has a disability status (used only in the reporting of University workforce statistics).

Citizenship:
Code indicating the employee's citizenship status, with respect to the United States. Press <F1 Help> to see the valid code options.

Student Status:
Code indicating the employee's student status with the University of California (not including University Extension enrollment). Press <F1 Help> to see the valid code options.

No. of Reg. Units:
Do not enter anything in this field, it is system-derived from the Registrar's database.

Press <F11 NextFunc> to continue to the next screen.
EADD (Employee Address Data) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Campus Address
Line 1: Full department Name.

Line 2: Building, room and department code

City, State, Zip: Santa Barbara  CA  93106

Campus Phone(s):
Office telephone number(s) at which the employee can be reached.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• If the employee has changed his/her office location, review the Campus Address and Campus Phone fields.
ELIC (License/Certificate Data) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

This screen is for future use only.

Notes and Tips

- This screen allows entry of information related to licenses and certificates held by the employee. For example, shuttle bus driver’s license, R.N. license, and M.D. license.
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. If a retroactive pay adjustment is required you will need to do it through the Payroll/Personnel Online Time Reporting system. Make a comment stating when the retroactive adjustment will be made. You may also:
   • Press <F10 NotfPrep> and add additional reviewers, as necessary.
   • Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message: U0007 Update process complete.

You are then returned to the first screen in the bundle so you can start another reclassification action. Additional options are available, as follows:

- To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
- To choose another function, tab to the Next Func field and enter the new function code.
- To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

From the ECON screen, you may:

- Correct the errors directly on the ECON screen.
- Press <F3 Return> to return to the data entry screens to make corrections.
- Press <F2 Cancel> to cancel the entire update.

For further instructions, see System Messages in the User's Guide or the Consistency Edits section of this manual.
**Percent of Time Change**

The procedures described in this section are for increasing or decreasing the percent of time the employee will be working.

**Step 1. Preparation**

1. Obtain the required approval to perform the payroll/personnel action.

2. Prepare information for data entry.

**Step 2. Data Entry**

Enter data for the percent of time change via the SAPT bundle. This bundle includes the following screens:

- Appointments/Distributions (EAPP)
- Personnel-Miscellaneous (EPER)
- Employee Personal Data (EPD1)
- Employee Address Data (EADD)
- License/Certificate Data (ELIC)

1. Logon to the PPS.

2. At the Next Func field, type **EEDB** and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type **BUND** and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type **SAPT** to select Staff Appointment Changes.

5. Tab to the ID Number, Name, or Social Security Number field.

6. Type the appropriate record identification and press <Enter> to access the first screen in the SAPT bundle. The EAPP screen displays the current employee data.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Appointment Level**

**Actions:**
Do not enter a Personnel Action Code.

**% Full:**
The percentage of time the employee is expected to work in the appointment.

**F/V:**
Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.

**Distribution Level**

- End the current distribution.
- Go to the Command Line and type **ADD D** to set up the next available distribution.

**Dist No:**
Number uniquely identifying the payroll distribution associated with the appointment.

**Actions:**
Do not enter a Personnel Action Code.

Notes and Tips

- This screen allows entry and update of one appointment and up to two distributions per screen.
- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.
Notes and Tips

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line (====>).

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

L/Acct/CC/Fund/PC/S:
Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Acct/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

FTE:
The percentage of the budgeted position which the distribution represents, if applicable.

Dist %:
The anticipated percentage of time which is chargeable to the account/fund.

Pay Beg:
Date on which the pay should be charged to the account/fund, in the format: mmddyy.

Pay End:
Date on which the pay is expected to end for the account/fund, in the format: mmddyy.

Step:
The step within the salary range associated with the title code, if applicable (no decimals).

Rate/Amount:
The bi-weekly, monthly or hourly amount associated with the distribution.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips
EPER (Personnel - Miscellaneous) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Assigned BELI:
Benefits Eligibility Level Indicator (BELI) code indicating the employee's eligibility for health benefits. Press <F1 Help> to see the valid code options.

Effective Date:
Date the employee becomes eligible for any health benefits indicated by the BELI code.

Employee Relations Code:
Code indicating the employee designation/status for the purpose of collective bargaining. Press <F1 Help> to see the valid code options, or refer to Appendix F., Employee Relations Codes for assistance in determining the appropriate code.

Employee Relations Unit:
Code indicating the collective bargaining unit of an individual. Press <F1 Help> to see the valid code options.

Next Salary Review Date:
Career-Staff only. Projected date on which the employee will be considered for a salary review, in the format: mmdddy. Refer to Appendix L, Salary Review Date Guidelines for assistance.

Next Salary Review Type:
Career-Staff only. Code indicating the type of salary increase the employee will be considered for at review time. Press <F1 Help> to see the valid code options.

Home Department:
Four letter home department code (alpha). Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• This screen allows entry of information that addresses the nature of the employee's relationship with the University.

• Update the assigned BELI and BELI effective date if the percent time change will create a new eligibility.

• Use <F1 Help> for field-level or screen-level online help.
EPD1 (Employee Personal Data 1) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Sex:
- Code indicating the sex of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Ethnic:
- Code indicating the ethnic identity of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Veteran status codes:
- Code indicating the employee's veteran status and the veteran disability status (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Disability:
- Code indicating that the employee has a disability status (used only in the reporting of University workforce statistics).

Citizenship:
- Code indicating the employee's citizenship status, with respect to the United States. Press <F1 Help> to see the valid code options.

Student Status:
- Code indicating the employee's student status with the University of California Press <F1 Help> to see the valid code options.

No. of Reg. Units:
- Do not enter anything in this field, it is system-derived from the Registrar’s database.

Press <F11 NextFunc> to continue to the next screen.
EADD (Employee Address Data) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Campus Address
   Line 1: Full Department Name
   (example: Reprographic Services)
   Line 2: Building & room -- Department Code
   (example: Phelps 9101 -- REPR)
   City, State, Zip: Santa Barbara, CA 93106

Campus Phone(s):
   Office telephone number(s) at which the employee can be reached.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• If the employee has changed his/her office location, review the Campus Address and Campus Phone fields.
ELIC (License/Certificate Data) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

This screen is for future use only.

Notes and Tips

- This screen allows entry of information related to licenses and certificates held by the employee. For example, shuttle bus driver's license, R.N. license, and M.D. license.
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. If a retroactive pay adjustment is required you will need to do it through the Payroll/Personnel Online Time Reporting system. Make a comment stating when the
   retroactive adjustment will be made. You may also:
   • Press <F10 NotfPrep> and add additional reviewers, as necessary.
   • Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message: **U0007 Update process complete.** You are then returned to the first screen in the bundle so you can start another percent of time change action. Additional options are available, as follows:
   • To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   • To choose another function, tab to the Next Func field and enter the new function code.
   • To exit the PPS, press <F12 Exit>. You will be returned to the main menu.
5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

From the ECON screen, you may:
   • Correct the errors directly on the ECON screen.
   • Press <F3 Return> to return to the data entry screens to make corrections.
   • Press <F2 Cancel> to cancel the entire update.

For further instructions, see **System Messages** in the **User’s Guide** or the **Consistency Edits** section of this manual.
**ADDITIONAL EMPLOYMENT**

PRIOR TO INITIATING ANY OF THE FOLLOWING ADDITIONAL EMPLOYMENT ACTIONS, REFERENCE THE APPROPRIATE STAFF PERSONNEL PROGRAM POLICIES OR RELATED LABOR CONTRACTS.

The procedures described in this section are for an employee who begins a new appointment, while still working under the current appointment.

For staff employees, if the total appointments exceed 100%, Dual Employment exists (refer to the *Dual Appointment Procedures* in this manual for more information). An additional appointment would need to be initiated in the following situations, where the total appointments do not exceed 100%:

- Additional employment in a different department.
- Additional employment under a different employment code.
- Additional compensation as a UNEX instructor.
- Addition of a “without salary” appointment.

**Step 1. Preparation**

1. Obtain the required approval to perform the payroll/personnel action.
2. Work with the employee to determine the new BELI code, if applicable.
3. Prepare information for data entry.

4. If the employee is from a different department, refer to *Alternate Department Access* in section VI of this manual.

**Step 2. Data Entry**

Enter data for the additional employment via the SAPT bundle. This bundle includes the following screens:

- Appointments/Distributions (EAPP)
- Personnel-Miscellaneous (EPER)
- Employee Personal Data (EPD1)
- Employee Address Data (EADD)
- License/Certificate Data (ELIC)

1. Logon to the PPS.
2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.
3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.
4. At the Next Func field, type SAPT to select Staff Appointment Changes.
5. Tab to the ID Number, Name, or Social Security Number field.
6. Type the appropriate record identification and press <Enter> to access the first screen in the Staff Appointment Changes bundle. The Appointments/Distributions (EAPP) screen displays the current employee data.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable
(required data elements are in **outline** typeface)

**Appointment Level**

- Go to the Command Line and type `ADD A` to set up
  the first available appointment.

**Appt:**

Number that uniquely identifies an appointment and associated data.

**Actions:**

On the new appointment line, enter Personnel Action Code 13 for Additional Employment.

**Typ:**

Code indicating the appointment type associated with the appointment. Press <F1 Help> to see the valid code options.

**Bas:**

Academic and/or partial-year staff career employees only. Code indicating the number of months in a year the employee will work. Press <F1 Help> to see the valid code options.

**Appt Begin:**

Date on which the employee's appointment is effective, in the format `mmddyy`.

**Appt End:**

Date on which the appointment is expected to end, in the format `mmddyy`.

### Notes and Tips

- This screen allows entry and update of one appointment and up to two distributions per screen.

- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in *italic* typeface)

**Dur:**
Code indicating the expected duration of the appointment, if indefinite or tenured. Press <F1 Help> to see the valid code options.

**Title:**
Code indicating the position or classification title for the appointment. Press <F1 Help> to see the valid code options.

**Grade:**
Staff only. Pay grade within the salary range associated with the title code. Leave blank if there is no grade. Press <F1 Help> to see the valid code options.

**% Full:**
The percentage of time the employee is expected to work in the appointment.

**F/V:**
Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.

**Ann/Hr Rate:**
The annual salary or hourly rate associated with the appointment.

**Rt:**
Code indicating whether the rate of pay is annual (A) or by agreement (B). Press <F1 Help> to see the valid code options.

**Notes and Tips**

- When adding additional employment, in addition to the current appointment and distribution, **always add a new appointment and distribution**. Refer to *Appointment and Distribution Procedures* sub-section in this manual for more information.

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.
EAPP (Appointments/Distributions) Screen, Con't.

**Notes and Tips**

- Students whose total appointments equal 50% or more, may be subject to DCP Casual and Medicare deductions.
- The system will derive the annual rate based on the monthly rate, after the record is updated.
- Refer to *Appendix H, Leave Accrual Codes* to determine the appropriate rate, schedule, time and leave codes for this appointment.

**Enter data in the following fields, as applicable**

*(required data elements are in outline typeface)*

**Sch:**

Code indicating the pay schedule on which the appointment will be paid, either bi-weekly or monthly. Press <F1 Help> to see the valid code options.

**Time:**

Code indicating the method for reporting time worked in the appointment. Press <F1 Help> to see the valid code options.

**Lv:**

Code indicating the rate at which vacation and sick leave will be accrued. Press <F1 Help> to see the valid code options.

**Distribution Level**

- Go to the Command Line and type **ADD D** to set up the first available distribution.

**Dist No:**

Number uniquely identifying the payroll distribution associated with the appointment.

**L/ACct/CC/Fund/PC/S:**

Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/ACct/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

**Dist %:**

The anticipated percentage of time which is chargeable to the account/fund.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Pay Beg:**
Date on which the pay should be charged to the account/fund, in the format: *mmddyy*.

**Pay End:**
Date on which the pay is expected to end for the account/fund, in the format: *mmddyy*.

**Step:**
The step within the salary range associated with the title code, if applicable.

**O/A:**
Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

**Rate/Amount:**
The monthly, hourly or by agreement amount associated with the distribution.

**DOS:**
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

**WSP:**
Code indicating the type of Work Study Program that will partially fund the employee’s pay, if applicable. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.

---

Notes and Tips

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line (===>).

- Contact the Office of Financial Aid for Work Study Program information.
EPER (Personnel - Miscellaneous) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Assigned BELI:
- Benefits Eligibility Level Indicator (BELI) code indicating the employee's eligibility for health benefits. Press <F1 Help> to see the valid code options.

Derived BELI:
- System-derived (BELI) code based on the data entered previously. Normally, the same as the assigned BELI code.

Effective Date:
- Date the employee becomes eligible for any health benefits indicated by the BELI code.

Employee Relations Code:
- Code indicating the employee designation/status for the purpose of collective bargaining. Press <F1 Help> to see the valid code options, or refer to Appendix F., Employee Relations Codes for assistance in determining the appropriate code.

Employee Relations Unit:
- Code indicating the collective bargaining unit of an individual. Press <F1 Help> to see the valid code options.

Next Salary Review Date:
- Career-Staff only. Projected date on which the employee will be considered for a salary review, in the format: mmyy. Refer to Appendix L, Salary Review Date Guidelines for assistance.

Next Salary Review Type:
- Career-Staff only. Code indicating the type of salary increase the employee will be considered for at review time. Press <F1 Help> to see the valid code options.

Notes and Tips

- This screen allows entry and update of information that addresses the nature of the employee's relationship with the University.

- Update the assigned BELI and BELI effective date if the additional appointment will create a new eligibility.

- Use <F1 Help> for field-level or screen-level online help.
EPER (Personnel - Miscellaneous) Screen, Con't.

Notes and Tips

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Alternate Department Code:
Code indicating an alternate department that may update the employee's personnel record. Used to give departments with joint appointments access to the employee's records. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.
Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Sex:
Code indicating the sex of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Ethnic:
Code indicating the ethnic identity of the employee (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Veteran status codes:
Code indicating the employee's veteran status and the veteran disability status (used only in the reporting of University workforce statistics). Press <F1 Help> to see the valid code options.

Disability:
Code indicating that the employee has a disability status (used only in the reporting of University workforce statistics).

Citizenship:
Code indicating the employee's citizenship status, with respect to the United States. Press <F1 Help> to see the valid code options.

Student Status:
Code indicating the employee's student status with the University of California (not including University Extension enrollment). Press <F1 Help> to see the valid code options.

No. of Reg. Units:
Do not enter anything in this field, it is system-derived from the Registrar's database.

Press <F11 NextFunc> to continue to the next screen.
EADD (Employee Address Data) Screen

Enter data in the following fields, as applicable
(required data elements are in **outline** typeface)

**Campus Address**

- **Line 1**: Full Department Name
  (example: Reprographic Services)
- **Line 2**: Building & room -- Department Code
  (example: Phelps 9101 -- REPR)
- City, State, Zip: Santa Barbara, CA 93106

**Campus Phone(s):**
Office telephone number(s) at which the employee can be reached.

Press <F11 NextFunc> to continue to the next screen.

**Notes and Tips**

- If the employee has changed his/her office location, review the Campus Address and Campus Phone fields.
Notes and Tips

- This screen allows entry of information related to licenses and certificates held by the employee. For example, shuttle bus driver’s license, R.N. license, and M.D. license.
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. If a retroactive pay adjustment is required you will need to do it through the Payroll/Personnel Online Time Reporting system. Make a comment stating when the retroactive adjustment will be made. You may also:
   • Press <F10 NotfPrep> and add additional reviewers, as necessary.
   • Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message: U0007 Update process complete.

You are then returned to the first screen in the bundle so you can start another additional employment action. Additional options are available, as follows:

- To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
- To choose another function, tab to the Next Func field and enter the new function code.
- To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

From the ECON screen, you may:

- Correct the errors directly on the ECON screen.
- Press <F3 Return> to return to the data entry screens to make corrections.
- Press <F2 Cancel> to cancel the entire update.

For further instructions, see System Messages in the User’s Guide or the Consistency Edits section of this manual.
**ACADEMIC (AAPT):**

**PROMOTION**

The procedures described in this section are for promoting academic employees.

For academic employees, a promotion can be defined as advancement from one title (rank) to a higher title (rank) within the same academic series. This action is normally accompanied by an increase in salary.

**Step 1. Preparation**

1. Obtain the required approval to perform the payroll/personnel action.

2. Prepare information for data entry.

**Step 2. Data Entry**

Enter data for the promotion via the AAPT bundle. This bundle includes the following screens:

- Appointments/Distributions (EAPP)
- Personnel-Miscellaneous (EPER)
- Academic Service (EACD)

1. Logon to the PPS.

2. At the Next Func field, type **EEDB** and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type **BUND** and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type **AAPT** to select Academic Appointment Changes.

5. Tab to the ID Number, Name, or Social Security Number field.

6. Type the appropriate record identification and press <Enter> to access the first screen in the AAPT bundle. The EAPP screen displays the current employee data.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Appointment Level

- End the current appointment and associated distributions.
- Go to the Command Line and type ADD A to set up the first available appointment.

Actions:
On the new appointment line, enter Personnel Action Code 10 for Promotion.

Typ:
Code indicating the appointment type associated with the appointment, enter 5 for academic. Press <F1 Help> to see the valid code options.

Bas:
Code indicating the number of months in a year the employee will work. Press <F1 Help> to see the valid code options.

Pd Over:
Academic employees only. Code indicating the number of months in a year over which the appointment will be paid. Press <F1 Help> to see the valid code options.

Appt Begin:
Date on which the employee's promotion is effective, in the format mmddyy.

Notes and Tips

- This screen indicates the current appointments and distributions associated within employee record.
- When processing a promotion, always end the current appointment and distribution and add a new appointment and distribution. Refer to Appointment and Distribution Procedures sub-section in this manual for more information.
- Use the <F9 Jump> key to go to the Command Line.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in `outline` typeface)

Appt End:
Date on which the appointment is expected to end, in the format `mmddyy`. If indefinite or tenured, enter `999999`.

Dur:
Code indicating the expected duration of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Title:
Code indicating the position or classification title for the appointment. Press <F1 Help> to see the valid code options.

% Full:
The percentage of time the employee is expected to work in the appointment.

Grade:
Staff only.

F/V:
Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.

Ann/Hr Rate:
The annual salary or hourly rate associated with the appointment.

Rt:
Code indicating whether the rate of pay is hourly (H), annual (A) or by agreement (B). Press <F1 Help> to see the valid code options.

Notes and Tips

- The system will derive the annual rate based on the monthly rate, after the record is updated.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Sch:**
- Code indicating the pay schedule on which the appointment will be paid, either monthly current (MO) or monthly arrears (MA). Press <F1 Help> to see the valid code options.

**Time:**
- Code indicating the method for reporting time worked in the appointment. Press <F1 Help> to see the valid code options.

**Lv:**
- Code indicating the rate at which vacation and sick leave will be accrued.

**Distribution Level**
- Go to the Command Line and type ADD D to set up the first available distribution.

**L/Acct/CC/Fund/PC/S:**
- Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Acct/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

**FTE:**
- The percentage of the budgeted position which the distribution represents, if applicable.

**Dist %:**
- The anticipated percentage of time which is chargeable to the account/fund.

---

**Notes and Tips**

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line (====>).
- Refer to Appendix H., Leave Accrual Codes to determine the appropriate rate, schedule, time and leave codes for this appointment.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Pay Beg:
Effective date of the promotion, in the format: mmddyy.

Pay End:
Date on which the pay is expected to end for the account/fund, in the format: mmddyy.

Step:
The step within the salary range associated with the title code, if applicable.

O/A:
Code indicating that the employee's pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Rate/Amount:
The monthly, hourly or by agreement amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.
**Notes and Tips**

- This screen allows entry and update of information that addresses the nature of the employee’s relationship with the University. Information such as Employee Relations Code and Home Department is updated at this screen.

- Use <F1 Help> for field-level or screen-level online help.
EACD (Academic Service) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

This screen is for future use only.

Notes and Tips

- This screen allows entry and update of information related to the employee's academic service, such as the number of quarters/semesters spent as a teaching assistant, and extension to the 8-year rule.
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.

2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.

2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. If a retroactive pay adjustment is required on Sub 0, put the following comments in the PAN notice:

   RETRO PAY DUE and send a copy to Payroll. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.

3. Press <F5 Update> to complete the update and send the notification.

4. If the update is successful, the first screen in the bundle is displayed, with the following message:

   U0007 Update process complete.

   You are then returned to the first screen in the bundle so you can start another promotion action. Additional options are available, as follows:
   - To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   - To choose another function, tab to the Next Func field and enter the new function code.
   - To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:
   - Correct the errors directly on the ECON screen.
   - Press <F3 Return> to return to the data entry screens to make corrections.
   - Press <F2 Cancel> to cancel the entire update.

6. After updating the bundle, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMSG in the Next Func field, and press <Enter>. The system will display other messages you may want to review or correct.
EMPLOYMENT IN A DIFFERENT ACADEMIC SERIES

The procedures described in this section are for an academic employee transferring from the existing appointment to an appointment in a different academic series, for example:

- Change from Acting Assistant Professor to Assistant Professor (regularization)
- Change from Lecturer series to the Professional series

Step 1. Preparation

1. Obtain the required approval to perform the pay-roll/personnel action.
2. Prepare information for data entry.

Step 2. Data Entry

Enter data for the promotion via the AAPT bundle. This bundle includes the following screens:

- Appointments/Distributions (EAPP)
- Personnel-Miscellaneous (EPER)
- Academic Service (EACD)
1. Logon to the PPS.

2. At the Next Func field, type **EEDB** and press <Enter> to select the Employee Database. The Function Code Menu is displayed.
3. At the Next Func field, type **BUND** and press <Enter> to display the Bundle Menu.
4. At the Next Func field, type **AAPT** to select Academic Appointment Changes.
5. Tab to the ID Number, Name, or Social Security Number field.
6. Type the appropriate record identification and press <Enter> to access the first screen in the **AAPT** bundle. The EAPP screen displays the current employee data.
Enter data in the following fields, as applicable
(required data elements are in **boldface** typeface)

**Appointment Level**
- End the current appointment and associated distributions.
- Go to the Command Line and type **ADD A** to set up the first available appointment.

**Actions:**
- On the new appointment line, enter Personnel Action Code **14** for Employment in Different Academic Series.

**Typ:**
- Enter **5**. Code indicating the appointment type associated with the appointment. Press <F1 Help> to see the valid code options.

**Bas:**
- Code indicating the number of months in a year the employee will work. Press <F1 Help> to see the valid code options.

**Pd Over:**
- Code indicating the number of months in a year over which the appointment will be paid. Press <F1 Help> to see the valid code options.

**Appt Begin:**
- Date on which the appointment is effective, in the format mm/dd/yy.

**Appt End:**
- Date on which the appointment is expected to end, in the format mm/dd/yy. If indefinite or tenured, enter **999999**.

---

Notes and Tips

- This screen allows entry and update of one appointment and up to two distributions per screen.
- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.
EAPP (Appointments/Distributions) Screen, Con’t.

**Notes and Tips**

- When processing a change of series for an academic employee, always end the current appointment and distribution and add new appointment and distribution. Refer to Appointment and Distribution Procedures sub-section in this manual for more information.

- Use the <F9 Jump> key to go to the Command Line.

- The system will derive the annual rate based on the monthly rate, after the record is updated.

**Enter data in the following fields, as applicable**

*(required data elements are in outline typeface)*

**Dur:**
Code indicating the expected duration of the appointment, if applicable. Press <F1 Help> to see the valid code options.

**Title:**
Code indicating the position or classification title for the appointment. Press <F1 Help> to see the valid code options.

**% Full:**
The percentage of time the employee is expected to work in the appointment. A full-time (100%) appointment is entered as 1.00.

**Grade:**
Staff only.

**F/V:**
Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.

**Ann/Hr Rate:**
The annual salary or hourly rate associated with the appointment.

**Rt:**
Code indicating whether the rate of pay is hourly (H), annual (A) or by agreement (B). Press <F1 Help> to see the valid code options.
Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Sch:
Code indicating the pay schedule on which the appointment will be paid, either monthly current (MO) or monthly arrears (MA). Press <F1 Help> to see the valid code options.

Time:
Code indicating the method for reporting time worked in the appointment. Press <F1 Help> to see the valid code options.

Lv:
Code indicating the rate at which vacation and sick leave will be accrued.

Distribution Level

- Go to the Command Line and type ADD D to set up the first available distribution.

L/Acct/CC/Fund/PC/S:
Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Acct/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

FTE:
The percentage of the budgeted position which the distribution represents, if applicable.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Dist %:**
- The anticipated percentage of time which is chargeable to the account/fund.

**Pay Beg:**
- Date on which the pay should be charged to the account/fund, in the format: \texttt{mmddyy}.

**Pay End:**
- Date on which the pay is expected to end for the account/fund, in the format: \texttt{mmddyy}.

**Step:**
- The step within the salary range associated with the title code, if applicable.

**O/A:**
- Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

**Rate/Amount:**
- The monthly, hourly or by agreement amount associated with the distribution.

**DOS:**
- Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

**Notes and Tips**

Press <F11 NextFunc> to continue to the next screen.
Payroll/Personnel Online System Procedures

EPER (Personnel - Miscellaneous) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Assigned BELI:
Benefits Eligibility Level Indicator (BELI) code indicating the employee’s eligibility for health benefits. Press <F1 Help> to see the valid code options.

Effective Date:
Date the employee becomes eligible for any health benefits indicated by the BELI code.

Employee Relations Code:
Code indicating the employee designation/status for the purpose of collective bargaining. Press <F1 Help> to see the valid code options, or refer to Appendix F., Employee Relations Codes for assistance in determining the appropriate code.

Home Department:
Four letter home department code (alpha). Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

- This screen allows entry and update of information that addresses the nature of the employee’s relationship with the University. Information such as Employee Relations Code and Home Department is updated at this screen.

- Use <F1 Help> for field-level or screen-level online help.
EACD (Academic Service) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

This screen is for future use only.

Notes and Tips

- This screen allows entry and update of information related to the employee’s academic service, such as the number of quarters/semesters spent as a teaching assistant, and extension to the 8-year rule.
**PAYROLL/PERSONNEL ONLINE SYSTEM PROCEDURES**

**Step 3. Review the Data**

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

**Step 4. Update the Employee Database (EDB)**

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
   
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. **If a retroactive pay adjustment is required on Sub 0, put the following comments in the PAN notice: RETRO PAY DUE and send a copy to Payroll.** You may also:
   
   • Press <F10 NotfPrep> and add additional reviewers, as necessary.
   • Press <F11 Detail> to view the notification detail that will be sent.

3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message: **U0007 Update process complete.**

You are then returned to the first screen in the bundle so you can start another academic series action. Additional options are available, as follows:

- To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
- To choose another function, tab to the Next Func field and enter the new function code.
- To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:
   
   • Correct the errors directly on the ECON screen.
   • Press <F3 Return> to return to the data entry screens to make corrections.
   • Press <F2 Cancel> to cancel the entire update.

6. After updating the bundle, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMSG in the Next Func field, and press <Enter>. The system will display other messages you may want to review or correct.
ADDITIONAL EMPLOYMENT

PRIOR TO INITIATING ANY OF THE FOLLOWING ADDITIONAL EMPLOYMENT ACTIONS, REFERENCE THE APPROPRIATE ACADEMIC POLICIES.

The procedures described in this section are for an employee who begins a new appointment, while still working under the current appointment. Note: employment beyond 100% regular time is not allowed without prior approval from Academic Personnel.

For academic employees, an additional appointment would need to be initiated in the following situations:

• Addition of a “without salary” professorial appointment in a department other than the home department.

• Additional compensation as a UNEX instructor.

• Additional research/lecturer appointment (if the primary appointment is less than 100%).

Step 1. Preparation

1. Obtain the required approval to perform the payroll/personnel action.

2. Prepare information for data entry.

Step 2. Data Entry

Enter data for the additional employment via the AAPT bundle. This bundle includes the following screens:

• Appointments/Distributions (EAPP)

• Personnel-Miscellaneous (EPER)

• Academic Service (EACD)

1. Logon to the PPS.

2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type AAPT to select Academic Appointment Changes.

5. Tab to the ID Number, Name, or Social Security Number field.

6. Type the appropriate record identification and press <Enter> to access the first screen in the Academic Appointment Changes bundle. The Appointments/Distributions (EAPP) screen displays the current employee data.
EAPP (Appointments/Distributions) Screen

Notes and Tips

- This screen allows entry and update of one appointment and up to two distributions per screen.
- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Appointment Level

- Go to the Command Line and type ADD A to set up the first available appointment.

Appt:
Number that uniquely identifies an appointment and associated data.

Actions:
On the new appointment line, enter Personnel Action Code 13 for Additional Employment.

Typ:
Code indicating the appointment type associated with the appointment. Press <F1 Help> to see the valid code options.

Bas:
Academic employees only. Code indicating the number of months in a year the employee will work. Press <F1 Help> to see the valid code options.

Pd Over:
Academic employees only. Code indicating the number of months in a year over which the appointment will be paid. Press <F1 Help> to see the valid code options.

Appt Begin:
Date on which the employee’s appointment is effective, in the format mmddyy.

Appt End:
Date on which the appointment is expected to end, in the format mmddyy.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable (required data elements are in *outline* typeface)

**Dur:**
Code indicating the expected duration of the appointment, if indefinite or tenured. Press <F1 Help> to see the valid code options.

**Title:**
Code indicating the position or classification title for the appointment. Press <F1 Help> to see the valid code options.

**Grade:**
Staff only.

**% Full:**
The percentage of time the employee is expected to work in the appointment.

**F/V:**
Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.

**Ann/Hr Rate:**
The annual salary or hourly rate associated with the appointment.

**Rt:**
Code indicating whether the rate of pay is annual (A), hourly (H) or by agreement (B). Press <F1 Help> to see the valid code options.

**Sch:**
Code indicating the pay schedule on which the appointment will be paid (MO or MA). Press <F1 Help> to see the valid code options.

**Notes and Tips**

- When adding additional employment, in addition to the current appointment and distribution, **always add a new appointment and distribution**. Refer to *Appointment and Distribution Procedures* subsection in this manual for more information.

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.
EAPP (Appointments/Distributions) Screen, Con’t.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Time:**
- Code indicating the method for reporting time worked in the appointment. Press <F1 Help> to see the valid code options.

**Lv:**
- Code indicating the rate at which vacation and sick leave will be accrued. Only 11 over 12 Academics earn vacation and sick leave.

**Distribution Level**
- Go to the Command Line and type **ADD D** to set up the first available distribution.

**Dist No:**
- Number uniquely identifying the payroll distribution associated with the appointment.

**L/Act/CC/Fund/PC/S:**
- Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Act/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

**Dist %:**
- The anticipated percentage of time which is chargeable to the account/fund (for Sub 0).

---

**Notes and Tips**

- Students whose total appointments equal 50% or more, will be subject to DCP Casual and Medicare deductions.
- The system will derive the annual rate based on the monthly rate, after the record is updated.
- Refer to Appendix H., Leave Accrual Codes to determine the appropriate rate, schedule, time and leave codes for this appointment.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Pay Beg:
Date on which the pay should be charged to the account/fund, in the format: mmddyy.

Pay End:
Date on which the pay is expected to end for the account/fund, in the format: mmddyy.

Step:
The step within the salary range associated with the title code, if applicable (no decimals).

O/A:
Code indicating that the employee's pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Rate/Amount:
The monthly, hourly or by agreement amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

WSP:
Code indicating the type of Work Study Program that will partially fund the employee's pay, if applicable. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• The appointment line is informational and does not generate pay.

• Use the <F9 Jump> key or the <Tab> key to go to the Command Line (===>).

• Contact the Office of Financial Aid for Work Study Program information.
Notes and Tips

- This screen allows entry and update of information that addresses the nature of the employee's relationship with the University.

- Update the assigned BELI and BELI effective date if the additional appointment will create a new eligibility.

- Use <F1 Help> for field-level or screen-level online help.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Assigned BELI:**
Benefits Eligibility Level Indicator (BELI) code indicating the employee's eligibility for health benefits. Press <F1 Help> to see the valid code options.

**Derived BELI:**
System-derived (BELI) code based on the data entered previously. Normally, the same as the assigned BELI code.

**Effective Date:**
Date the employee becomes eligible for any health benefits indicated by the BELI code.

**Alternate Department Code:**
Code indicating an alternate department that may update the employee's personnel record. Used to give departments with joint appointments access to the employee's records. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.
EACD (Academic Service) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

This screen is for future use only.

Notes and Tips

- This screen allows entry and update of information related to the employee's academic service, such as the number of quarters/semesters spent as a teaching assistant, and extension to the 8-year rule.
Step 3. Review the Data
Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.

2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.

2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. If a retroactive pay adjustment is required on Sub 0, put the following comments in the PAN notice: RETRO PAY DUE and send a copy to Payroll. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.

3. Press <F5 Update> to complete the update and send the notification.

4. If the update is successful, the first screen in the bundle is displayed, with the following message:
   **U0007 Update process complete.**
   You are then returned to the first screen in the

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

From the ECON screen, you may:
- Correct the errors directly on the ECON screen.
- Press <F3 Return> to return to the data entry screens to make corrections.
- Press <F2 Cancel> to cancel the entire update.

For further instructions, see System Messages in the User's Guide or the Consistency Edits section of this manual.
PERCENT OF TIME CHANGE

The procedures described in this section are for increasing or decreasing the percent of full time the employee will be working. Personnel action codes for change of percent full time on the existing appointment and/or distribution lines are system-derived.

Step 1. Preparation

1. Obtain the required approval to perform the payroll/personnel action.

2. Prepare information for data entry.

Step 2. Data Entry

Enter data for the percent of time change via the AAPT bundle. This bundle includes the following screens:

- Appointments/Distributions (EAPP)
- Personnel-Miscellaneous (EPER)
- Academic Service (EACD)

1. Logon to the PPS.

2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type AAPT to select Academic Appointment Changes.

5. Tab to the ID Number, Name, or Social Security Number field.

6. Type the appropriate record identification and press <Enter> to access the first screen in the AAPT bundle. The EAPP screen displays the current employee data.
EAPP (Appointments/Distributions) Screen

Notes and Tips

- This screen allows entry and update of one appointment and up to two distributions per screen.

- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Appointment Level

Actions:

  Do not enter a Personnel Action Code. The code is system-derived.

% Full:

  The percentage of time the employee is expected to work in the appointment.

F/V:

  Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.

Distribution Level

- End the current distribution.

- Go to the Command Line and type ADD D to set up the next available distribution.

L/Acct/CC/Fund/PC/S:

  Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Acct/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

FTE:

  The percentage of the budgeted position which the distribution represents, if applicable.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Dist %:**  
The anticipated percentage of time which is chargeable to the account/fund.

**Pay Beg:**  
Date on which the pay should be charged to the account/fund, in the format: *mmddyy*.

**Pay End:**  
Date on which the pay is expected to end for the account/fund, in the format: *mmddyy*.

**O/A:**  
Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

**Rate/Amount:**  
The monthly or hourly amount associated with the distribution.

**DOS:**  
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.

---

**Notes and Tips**

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line (===>).
EPER (Personnel - Miscellaneous) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Assigned BELI:
Benefits Eligibility Level Indicator (BELI) code indicating
the employee’s eligibility for health benefits. Press <F1
Help> to see the valid code options.

Effective Date:
Date the employee becomes eligible for any health bene-
fits indicated by the BELI code.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

- This screen allows entry and update of information
  that addresses the nature of the employee’s relation-
  ship with the University. Information such as
  Employee Relations Code and Home Department is
  entered on this screen.

- Update the assigned BELI and BELI effective date if
  the change in percent time will create a new
  eligibility.

- Use <F1 Help> for field-level or screen-level online
  help.
EACD (Academic Service) Screen

Enter data in the following fields, as applicable (required data elements are in **italic** typeface)

This screen is for future use only.

**Notes and Tips**

- This screen allows entry and update of information related to the employee's academic service, such as the number of quarters/semesters spent as a teaching assistant, and extension to the 8-year rule.
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.

2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.

2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. **If a retroactive pay adjustment is required on Sub 0 or a fixed appointment, put the following comments in the PAN notice:** RETRO PAY DUE and send a copy to Payroll. You may also:
   • Press <F10 NotfPrep> and add additional reviewers, as necessary.
   • Press <F11 Detail> to view the notification detail that will be sent.

3. Press <F5 Update> to complete the update and send the notification.

4. If the update is successful, the first screen in the bundle is displayed, with the following message: **U0007 Update process complete.**

   You are then returned to the first screen in the bundle so you can start another time change action. Additional options are available, as follows:
   
   • To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   
   • To choose another function, tab to the Next Func field and enter the new function code.
   
   • To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:
   
   • Correct the errors directly on the ECON screen.
   
   • Press <F3 Return> to return to the data entry screens to make corrections.
   
   • Press <F2 Cancel> to cancel the entire update.

6. After updating the bundle, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMSG in the Next Func field, and press <Enter>. The system will display other messages you may want to review or correct.
**RENEWAL/REAPPOINTMENT**

The procedures described in this section are for situations in which one or more of an employee’s current appointments is extended or renewed without a break in service (also used for reappointment of certain academic titles). Most academic appointments must be renewed on a year-to-year basis. The only appointments that do not require further processing are those made to tenured positions such as Associate Professor, Professor and Lecturer SOE. All other titles have specific ending dates.

**Step 1. Preparation**

1. Obtain the required approval to perform the payroll/personnel action.

2. Prepare information for data entry.

**Step 2. Data Entry**

Enter data for the promotion via the AAPT bundle. This bundle includes the following screens:

- Appointments/Distributions (EAPP)
- Personnel-Miscellaneous (EPER)
- Academic Service (EACD)

1. Logon to the PPS.

2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type AAPT to select Academic Appointment Changes.

5. Tab to the ID Number, Name, or Social Security Number field.

6. Type the appropriate record identification and press <Enter> to access the first screen in the AAPT bundle. The EAPP screen displays the current employee data.
EAPP (Appointments/Distributions) Screen

Notes and Tips

- Normally, if you are processing a renewal of appointment with no break in service, you need only update the appointment end date and distribution end date.

- 9/9 academic titles must have a break in service between Spring and Fall quarters. A break in service means a separation at the end of Spring quarter and a rehire at the beginning of Fall Quarter. Refer to the Separation and Academic Rehire sub-sections in this manual for more information.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Appointment Level

Actions:


Appt End:

Date on which the appointment is expected to end, in the format mmddyy. If the appointment is indefinite or tenured, enter 999999.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Distribution Level**

**Pay End:**
Date on which the pay is expected to end for the account/fund, in the format: `mm/dd/yy`.

Press <F11 NextFunc> to continue to the next screen.

---

**Notes and Tips**

-
PAYROLL/PERSONNEL ONLINE SYSTEM
PROCEDURES

EPER (Personnel - Miscellaneous) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Assigned BELI:
Benefits Eligibility Level Indicator (BELI) code indicating
the employee’s eligibility for health benefits. Press <F1
Help> to see the valid code options.

Effective Date:
Date the employee becomes eligible for any health bene-
fits indicated by the BELI code.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• This screen allows entry and update of information
  that addresses the nature of the employee’s relation-
  ship with the University. Information such as
  Employee Relations Code and Home Department is
  entered on this screen.

• Update the assigned BELI and BELI effective date if
  the extension or renewal will create a new eligibility.

• Use <F1 Help> for field-level or screen-level online
  help.
EACD (Academic Service) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

This screen is for future use only.

Notes and Tips

- This screen allows entry and update of information related to the employee's academic service, such as the number of quarters/semesters spent as a teaching assistant, and extension to the 8-year rule.
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. If a retroactive pay adjustment is required on Sub 0 or a fixed appointment, put the following comments in the PAN notice: RETRO PAY DUE and send a copy to Payroll. You may also:
   • Press <F10 NotfPrep> and add additional reviewers, as necessary.
   • Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message: U0007 Update process complete.

You are then returned to the first screen in the bundle so you can start another renewal/reappointment action. Additional options are available, as follows:

   • To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   • To choose another function, tab to the Next Func field and enter the new function code.
   • To exit the PPS, press <F12 Exit>. You will be returned to the main menu.
5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

From the ECON screen, you may:

   • Correct the errors directly on the ECON screen.
   • Press <F3 Return> to return to the data entry screens to make corrections.
   • Press <F2 Cancel> to cancel the entire update.
6. After updating the bundle, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMSG in the Next Func field, and press <Enter>. The system will display other messages you may want to review or correct.
Pay Increases

Staff (SINC):

Merit Increase

The procedures described in this section are for implementing a merit increase for a staff employee. A merit increase can be defined as an advancement in salary rate, without a change in title.

Normally staff merits will be via the web based merit process. Use this action only if directed by the Human Resources office.

Step 1. Preparation

1. Obtain the required approval to perform the payroll/personnel action.
2. Prepare information for data entry.

Step 2. Data Entry

Enter data for the promotion via the SINC bundle. This bundle includes the following screens:

- Appointments/Distributions (EAPP)
- Personnel-Miscellaneous (EPER)

1. Logon to the PPS.

2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type SINC to select Staff Pay Increase.

5. Tab to the ID Number, Name, or Social Security Number field.

6. Type the appropriate record identification and press <Enter> to access the first screen in the Staff Pay Increase bundle. The Appointments/Distributions (EAPP) screen displays the current employee data.
EAPP (Appointments/Distributions) Screen

Notes and Tips

- This screen allows entry and update of one appointment and up to two distributions per screen.

- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Appointment Level**

**Appt:**
- Number that uniquely identifies an appointment and associated data.

**Ann/Hr Rate:**
- The annual salary or hourly rate associated with the appointment.

**Distribution Level**

- End the current distribution.
- Go to the Command Line and type **ADD D** to set up the first available distribution.

**Dist No:**
- Number uniquely identifying the payroll distribution associated with the appointment.

**Actions:**
- On the new distribution line, enter Personnel Action Code **04** for Merit Increase.

**L/Acct/CC/Fund/PC/S:**
- Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Acct/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in **outline** typeface)

FTE:
The percentage of the budgeted position which the distribution represents, if applicable.

Dist %:
The anticipated percentage of time which is chargeable to the account/fund.

Pay Beg:
Date on which the employee's merit increase is to take effect, in the format: mmddyy.

Pay End:
Date on which the pay is expected to end for the account/fund, in the format: mmddyy.

Step:
(For Staff Program Only)
The step within the salary range associated with the title code, if applicable.

O/A:
Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Rate/Amount:
The monthly or hourly amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

- When processing a merit increase, always end the current distribution and add a new distribution. Refer to Appointment and Distribution Procedures sub-section in this manual for more information.

- The system will derive the annual rate based on the monthly rate, after the record is updated.

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.
EPER (Personnel - Miscellaneous) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Next Salary Review Date:
Career-Staff only. Projected date on which the employee will be considered for a salary review, in the format: mmyy. Refer to Appendix L, Salary Review Date Guidelines for assistance.

Next Salary Review Type:
Career-Staff only. Code indicating the type of salary increase the employee will be considered for at review time. Press <F1 Help> to see the valid code options.

Notes and Tips

- This screen allows entry of information that addresses the nature of the employee's relationship with the University. Information such as Probationary Period, Salary Review Date, and Home Department is updated on this screen.

- Update next salary review date and type based on date of current merit.

- Use <F1 Help> for field-level or screen-level online help.
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.

2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.

2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. If a retroactive pay adjustment is required you will need to do it through the Payroll/Personnel Online Time Reporting system. Make a comment stating when the retroactive adjustment will be made. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.

3. Press <F5 Update> to complete the update and send the notification.

4. If the update is successful, the first screen in the bundle is displayed, with the following message: U0007 Update process complete.

You are then returned to the first screen in the bundle so you can start another merit increase action. Additional options are available, as follows:

- To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
- To choose another function, tab to the Next Func field and enter the new function code.
- To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

From the ECON screen, you may:

- Correct the errors directly on the ECON screen.
- Press <F3 Return> to return to the data entry screens to make corrections.
- Press <F2 Cancel> to cancel the entire update.

For further instructions, see System Messages in the User’s Guide or the Consistency Edits section of this manual.
**RANGE ADJUSTMENT**

The procedures described in this section are for implementing a range adjustment for a staff employee.

Normally staff range adjustments will be done through the Human Resources office. Use this action only if directed by the Human Resources office.

Follow the same procedures as for a Staff Merit increase, however the action code will be 33.
ACADEMIC (AINC):

MERIT INCREASE

The procedures described in this section are for implementing a merit increase for an academic employee. A merit increase can be defined as an advancement in step or grade, without a change in title.

Step 1. Preparation

1. Obtain the required approval to perform the payroll/personnel action.

2. Prepare information for data entry.

Step 2. Data Entry

Enter data for the merit increase via the AINC bundle. This bundle includes the following screens:

- Appointments/Distributions (EAPP)

5. Tab to the ID Number, Name, or Social Security Number field.

6. Type the appropriate record identification and press <Enter> to access the first screen in the Academic Pay Increase bundle. The Appointments/Distributions (EAPP) screen displays the current employee data.

1. Logon to the PPS.

2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type AINC to select Academic Pay Increase.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Appointment Level

- If merit includes a renewal (i.e., on a non-tenured Assistant Professor Appointment), change the end date to reflect the renewal.

Distribution Level

- End the current distribution.
- Go to the Command Line and type ADD D to set up the first available distribution.

Actions:

On the new distribution line, enter Personnel Action Code 04 for Merit Increase.

L/Act/CC/Fund/POS:

Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Act = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Act/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

FTE:

The percentage of the budgeted position which the distribution represents, if applicable.

Dist %:

The anticipated percentage of time which is chargeable to the account/fund. A full-time (100%) appointment is entered as 1.00.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Pay Beg:
Date on which the pay should be charged to the account/fund, in the format: mmddyy.

Pay End:
Date on which the pay is expected to end for the account/fund, in the format: mmddyy.

Step:
The step within the salary range associated with the title code, if applicable.

O/A:
Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Rate/Amount:
The monthly, hourly or by agreement amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

Notes and Tips

• When processing a merit increase, always end the current distribution and add a new distribution. Refer to Appointment and Distribution Procedures sub-section in this manual for more information.
Step 3. Review the Data

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. If a retroactive pay adjustment is required on Sub 0, put the following comments in the PAN notice: RETRO PAY DUE and send a copy to Payroll. You may also:
   • Press <F10 NotfPrep> and add additional reviewers, as necessary.
   • Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message: U0007 Update process complete.
   You are then returned to the first screen in the bundle so you can start another merit increase action. Additional options are available, as follows:
   • To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   • To choose another function, tab to the Next Func field and enter the new function code.
   • To exit the PPS, press <F12 Exit>. You will be returned to the main menu.
5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.
   From the ECON screen, you may:
   • Correct the errors directly on the ECON screen.
   • Press <F3 Return> to return to the data entry screens to make corrections.
   • Press <F2 Cancel> to cancel the entire update.
6. After updating the bundle, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMSG in the Next Func field, and press <Enter>. The system will display other messages you may want to review or correct.
RANGE ADJUSTMENT

Range adjustments for academic employees are done through mass system change.
The procedures described in this section are for processing a sabbatical leave for a Regular Rank faculty member. A professor may be on one of the following types of sabbatical leave:

- Sabbatical with full salary (Leave Type 01)
- Sabbatical with partial salary (Leave Type 02)
- Sabbatical in residence with full salary (Leave Type 03)
- Sabbatical in residence with partial salary (Leave Type 14)

Step 1. Preparation

1. Obtain required approval to perform the payroll/personnel action.
2. Prepare information for data entry.

Step 2. Data Entry

Enter data for the sabbatical via the SABB bundle. This bundle contains the following screens:

- Leave of Absence (ELVE)
- Appointments/Distributions (EAPP)

1. Logon to the PPS.
ELVE (Leave of Absence) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Leave of Absence Action Code:
Enter Personnel Action Code 07 for Leave With Pay.

Leave of Absence Begin Date:
Date the leave will begin, in the format: mmddyy.

Leave of Absence Return Date:
Date the employee is scheduled to return from leave.

Type:
Code indicating the type of sabbatical leave. This code should be consistent with the sabbatical leave type indicated on the Sabbatical Leave approval letter. Press <F1 Help> to see valid codes.

For future Use Only, leave these fields blank:

Last Sabbatical Credit Balance:
Sabbatical Credit Date:
Sabbatical Credit Accrued:
Sabbatical Credit Accrued thru Date:
Sabbatical Credit Used:
Total Sabbatical Credit Balance:

Press <F11 Next Func> to continue to the next screen.

Notes and Tips

- This screen allows for entry and update of all information related to an employee’s sabbatical leave.
- Use <F1 Help> for field-level or screen-level online help.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

**Appointment Level**

- When processing a sabbatical leave, do not make any changes to the appointment line for the faculty member’s permanent appointment.

**Distribution Level**

- End the current distribution the day before the leave begins.

Go to the Command Line at the bottom of the screen (====>). Enter the command: COPY xx to *, where xx = the existing distribution line. This command will result in the system copying the information from existing distribution to the next available distribution. The cursor will be positioned at the first modifiable field of the new distribution.

**FTE:**

Asterisk (*) out the information in this field on the distribution that covers the period of the leave.

**Dist %:**

Change the % for the period of the sabbatical leave if applicable.

**Pay Beg:**

Change this date to the begin date of the sabbatical period, in the format: mmddyy.

**Pay End:**

Change this date to the end date of the sabbatical period, in the format: mmddyy.

---

Notes and Tips

- This screen allows entry of one appointment and up to two distributions per screen.

- If the employee has more than one appointment or more than two distributions, these are stored on additional “pages” (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**DOS:**

- Select the appropriate sabbatical leave Description of Service Code:
  - SLN - Sabbatical Leave Pay - Not in Residence
  - SLR - Sabbatical Leave Pay - In Residence

Go to the Command Line at the bottom of the screen (===>).

Enter the command: COPY xx to *, where xx = the existing distribution line. This command will result in the system copying the information from existing distribution to the next available distribution. The cursor will be positioned at the first modifiable field of the new distribution.

**FTE:**

- Add back in the FTE amount for the REG distribution.

**Pay Beg:**

- Change this date to the return to regular pay status date, in the format: mmddyy.

**Pay End:**

- Change this date to the end date of the current (regular) appointment, in the format: mmddyy.

---

Notes and Tips

- When processing a sabbatical leave, always end the current distribution and set up two new distributions; one for the period of the leave and one for the return to regular pay. Refer to *Appointment and Distribution Procedures* sub-section in this manual for more information.

- Experienced users may use the Copy command to add additional distributions. See *Appointment and Distribution Procedures* sub-section in this manual for more information.
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.

2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.

2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.

3. Press <F5 Update> to complete the update and send the notification.

4. If the update is successful, the first screen in the bundle is displayed, with the following message: **U0007 Update process complete.** You are then returned to the first screen in the bundle so you can start another sabbatical leave action. Additional options are available, as follows:
   - To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   - To choose another function, tab to the Next Func field and enter the new function code.
   - To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:
   - Correct the errors directly on the ECON screen.
   - Press <F3 Return> to return to the data entry screens to make corrections.
   - Press <F2 Cancel> to cancel the entire update.

6. After updating the bundle, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMSG in the Next Func field, and press <Enter>. The system will display other messages you may want to review or correct.
Leaves, Other (LEAV)

Leave With Pay

The procedures described in this section are for processing or changing a leave of absence with pay. Leaves with pay usually apply to academic employees only, but under certain circumstances, they may apply to staff employees. An employee may be on a leave of absence with pay for one of the following reasons:

- Government/Public Service (Leave Type 06)
- Military Leave With Pay (Leave Type 11)
- Special Research (Leave Type 12)
- Administrative (Leave Type 13)
- Family and Medical Leave (Leave Type 16)
- Other (Leave Type 99)

Step 1. Preparation

1. Obtain required approval to perform the payroll/personnel action.

2. Prepare information for data entry.

Step 2. Data Entry

Enter data for the leave with pay via the LEAV bundle. This bundle contains the following screens:

- Leave of Absence (ELVE)
- Appointments/Distributions (EAPP)
- Personnel-Miscellaneous (EPER)

(It should not be necessary to change any data on this screen when doing a leave with pay.)

1. Logon to the PPS.

2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type LEAV to select Leave of Absence.

5. Tab to the ID Number, Name, or Social Security Number field.

6. Type the appropriate record identification and press <Enter> to access the ELVE screen. The Leave of Absence screen displays the current employee data.
ELVE (Leave of Absence) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Leave of Absence Action Code:
Enter Personnel Action Code 07 for Leave With Pay.

Leave of Absence Begin Date:
Date the leave will begin, in the format: mmddyy.

Leave of Absence Return Date:
Date the employee is scheduled to return from leave.

Type:
Code indicating the type of leave with pay.

For future Use Only, leave these fields blank:

Last Sabbatical Credit Balance:

Sabbatical Credit Date:

Sabbatical Credit Accrued:

Sabbatical Credit Accrued thru Date:

Sabbatical Credit Used:

Total Sabbatical Credit Balance:

Press <F11 Next Func> to continue to the next screen.
**PAYROLL/PERSONNEL ONLINE SYSTEM
PROCEDURES**

### EAPP (Appointments/Distributions) Screen

![EAPP Screen Screenshot](image)

**Notes and Tips**

- This screen allows entry of one appointment and up to two distributions per screen.

- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.

**Enter data in the following fields, as applicable**

*(required data elements are in outline typeface)*

**Appointment Level**

- When processing a leave with pay, do not make any changes to the appointment line for the employee’s permanent appointment.

**Distribution Level**

- End the current distribution the day before the leave begins.

- Go to the Command Line and type ADD D to set up the next available distribution in order to suppress payment during the leave of absence. The **DOS code for this distribution is LWS.**

- Go to the Command Line and type ADD D to set up the next available distribution to resume payment with a REG Description of Service code. This line should go into effect the day following the end of the leave of absence and should coincide with the return date previously entered in the Leave of Absence Return Date field.

**Number uniquely identifying the payroll distribution associated with the appointment.**

**LA/C/CC/Fund/PC/S:**

Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. LA/C/CC/Fund/PC/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.
Notes and Tips

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.
Payroll/Personnel Online System

Procedures

EPER (Personnel - Miscellaneous) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

No changes to the data on this screen should be necessary
when doing a Leave With Pay.

Notes and Tips
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message: **U0007 Update process complete.**

You are then returned to the first screen in the bundle so you can start another leave with pay action. Additional options are available, as follows:
- To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
- To choose another function, tab to the Next Func field and enter the new function code.
- To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

From the ECON screen, you may:
- Correct the errors directly on the ECON screen.
- Press <F3 Return> to return to the data entry screens to make corrections.
- Press <F2 Cancel> to cancel the entire update.

Step 5. Notification

1. If this action affects an employee’s benefits, contact the Benefits Office to ensure that the employee is counseled regarding any change to his/her benefits.
**Leave Without Pay**

The procedures described in this section are for processing a leave of absence without pay or making a change to an unpaid leave of absence, for both staff and academic employees. An employee may be on a leave of absence without pay for one of the following reasons:

- Pregnancy (Leave Type 04)
- Extended Illness (Leave Type 05)
- Government/Public Service (Leave Type 06)
- Professional Development (Leave Type 07)
- Personal (Leave Type 08)
- Worker’s Compensation (Leave Type 09)
- Furlough (Leave Type 10)
- Military (Leave Type 11)
- Special Research (Leave Type 12)
- Administrative (Leave Type 13)
- Family and Medical Leave (Leave Type 16)
- Other (Leave Type 99)

**Step 1. Preparation**

1. Obtain required approval to perform the payroll/personnel action.

2. Review with the employee their responsibility to maintain their benefits.

   *Employee’s Responsibilities When Going on a Leave of Absence:*

   - **Parking:** The employee is responsible for contacting the Parking and Transportation Service Office to cancel parking privileges and fees. Parking permits must be returned in order to avoid service charges while on leave.

   - **Insurance:** An employee wishing to continue insurance coverage (life, health and dental) while on leave are responsible for contacting the Benefits Office. *Note: Upon return to pay status, the employee must immediately re-enroll for short term disability and any other plans that have lapsed during the leave.*

   - **All Other Deductions:** The employee must contact the specific organization in order to make arrangements for continuing private coverage and/or payments. Deductions include: automobile insurance, credit union, charitable contributions (United Way and EOP), employee organization dues.

3. Prepare information for data entry.
Step 2. Data Entry

Enter data for the leave without pay via the LEAV bundle. This bundle contains the following screens:

- Leave of Absence (ELVE)
- Appointments/Distributions (EAPP)
- Personnel-Miscellaneous (EPER)

1. Logon to the PPS.

2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type LEAV to select Leave, Other.

5. Tab to the ID Number, Name, or Social Security Number field.

6. Type the appropriate record identification and press <Enter> to access the ELVE screen. The Leave of Absence screen displays the current employee data.
ELVE (Leave of Absence) Screen

Notes and Tips

- This screen allows for the entry and update of information related to an employee’s leave of absence.
- Use <F1 Help> for field-level and screen-level help.
- For Academic Employees always use Personnel Action Code 07, even if the leave is without pay. This will allow the individual to continue to receive other types of pay such as administrative stipends or additional compensation during the period of the leave.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Leave of Absence Action Code:
For Staff employees enter Personnel Action Code 08 for Leave Without Pay. For Academic employees enter Personnel Action Code 07 for Leave with Pay (entering 08 will block all pay during the period).

Leave of Absence Begin Date:
Date the leave will begin, in the format: mmddyy.

Leave of Absence Return Date:
Date the employee is scheduled to return from leave.

Type:
Code indicating the type of leave without pay. Press <F1 Help> to see the valid code options.

Press <F11 Next Func> to continue to the next screen.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Appointment Level

- When processing a leave without pay, do not make any changes to the appointment line for the employee’s permanent appointment.

Distribution Level

- End the current distribution the day before the leave begins.

- Go to the Command Line and type ADD D to set up the next available distribution in order to suppress payment during the leave of absence. **The DOS code for this distribution is LNS.**

- Go to the Command Line and type ADD D to set up the next available distribution to resume payment with a REG Description of Service code. This line should go into effect the day following the end of the leave of absence and should coincide with the return date previously entered in the Leave of Absence Return Date field.

---

Notes and Tips

- This screen allows entry of one appointment and up to two distributions per screen.

- If the employee has more than one appointment or more than two distributions, these are stored on additional “pages” (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.

---

Dist No:
Number uniquely identifying the payroll distribution associated with the appointment.

L/Acct/CC/Fund/POS:
Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Acct/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.
### Notes and Tips

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.

### Enter data in the following fields, as applicable
*(required data elements are in outline typeface)*

- **FTE:** The percentage of the budgeted position which the distribution represents, if applicable.

- **Dist %:** The anticipated percentage of time which is chargeable to the account/fund, if applicable.

- **Pay Beg:** Date on which the pay should be charged to the account/fund, in the format: `mmddyy`.

- **Pay End:** Date on which the pay is expected to end for the account/fund, in the format: `mmddyy`.

- **Step:** The step within the salary range associated with the title code, if applicable.

- **O/A:** Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

- **Rate/Account:** The monthly, hourly or by agreement amount associated with the distribution.

- **DOS:** Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

Press <F11 Next Func> to continue to the next screen.
EPER (Personnel - Miscellaneous) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Probationary Period End Date:
Career-Staff only. Projected date on which the employee’s
probationary period of employment is expected to end, in
the format: mm/dd/yy.

Notes and Tips

• This screen allows entry of information that addresses
  the nature of the employee’s relationship to the
  University. Information such as Probationary Period,
  Salary Review Date, and Home Department.

• A staff employee’s Probationary Period End Date and
  Next Salary Review Type can be affected when taking
  a Leave Without Pay.

• No changes will be necessary on this screen for
  academic employees.
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. **If a retroactive pay adjustment is required you will need to do it through the Payroll/Personnel Online Time Reporting system.** Make a comment stating when the retroactive adjustment will be made. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message:

U0007 Update process complete.

You are then returned to the first screen in the bundle so you can start another leave without pay action. Additional options are available, as follows:

- To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
- To choose another function, tab to the Next Func field and enter the new function code.
- To exit the PPS, press <F12 Exit>. You will be returned to the main menu.
5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

From the ECON screen, you may:

- Correct the errors directly on the ECON screen.
- Press <F3 Return> to return to the data entry screens to make corrections.
- Press <F2 Cancel> to cancel the entire update.

Step 5. Notification

1. If this action affects an employee's benefits, advise the individual to contact the Benefits Office to discuss any change to his/her benefits.
**Furlough**

The scheduled periods during which employees in partial-year career positions are not at work shall be designated as furloughs. Periods on furlough are without pay and shall not exceed three months in each calendar year.

Data regarding the furlough (Leave Type 10) is entered into the system, via the LEAV, Leave of Absence bundle. Refer to the *Leave Without Pay* sub-section of this manual for information on how to complete this process.
SEPARATION (SEPR)

The procedures described in this section are for separating an employee. Retirement reasons and corresponding codes are listed in appendix M.

Step 1. Preparation

1. Obtain required approval to perform the payroll/personnel action.

2. Work with the employee to complete the following forms:
   - Unemployment Insurance Termination Report (Form U5602).
     Do NOT complete the report for separating students, or without salary employees (unless they previously held a paid appointment with the University). Send the completed form to HR Benefits.

3. Prepare information for data entry.

Step 2. Data Entry

Enter data for the separation via the SEPR bundle. This bundle contains the following screens:

- Separation (ESEP)
- Appointments/Distributions (EAPP)
- Employee Personal Data (EPD1)
- Employee Address Data (EADD)
- Personnel-Miscellaneous (EPER)

1. Logon to the PPS.

2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type BUND and press <Enter> to display the Bundle Menu.

4. At the Next Func field, type SEPR to select Separation.

5. Tab to the ID Number, or Name field.

6. Type the appropriate record identification and press <Enter> to access the SEPR screen. The Separation screen displays the current employee data.
ESEP (Separation) Screen

Notes and Tips

- This screen allows entry update of information, such as the date and reason for separation, based on information supplied by the employee.

- The Separation Date is usually the same as the Last Day on Pay. For an employee who is on a leave of absence without pay and decides not to return, the separation date is the date the employee notified the department of their decision.

- Use <F1 Help> for assistance in entering data.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Last Day on Pay:
   The last day the employee will receive compensation, in the format: mmddyy.

Separation Date:
   The date upon which the separation is effective, in the format: mmddyy.

Reason:
   Code indicating the reason for separation. Press <F1 Help> to see the valid code options.

Destination:
   Code indicating the employee’s destination following employment with the University. Press <F1 Help> to see the valid code options.

Future Institution Code:
   Code indicating the institution the employee will be affiliated with for future employment. Press <F1 Help> to see the valid code options.

Intercampus Transfer:
   Code indicating the type of transfer (between campuses, between a campus and lab, etc.) Use only for a transfer off campus with no break in service. Press <F1 Help> to see the valid code options.

Anticipated Retire Date:
   Not used.

Press <F11 NextFunc> to continue to the next screen.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Appointment Level**

Appt End:
Date on which the separation is effective, in the format: mmddyy.

Dur:
Code indicating the expected duration of the appointment, if applicable. Enter an asterisk (*) to delete data in this field, if applicable

**Distribution Level**

Pay End:
Date on which pay is expected to end for the account/fund, in the format: mmddyy.

**Reminder:** If the employee has future appointments/distributions (i.e., the begin date comes after the date of separation), delete those lines. See the Appointment and Distribution Procedures sub-section in this manual for instructions on the use of the Delete command.

Press <F11 NextFunc> to continue to the next screen.

---

**Notes and Tips**

- This screen allows entry of one appointment and up to two distributions per screen.
- If there are more than two distributions associated with an appointment, the additional distributions can be viewed by scrolling through additional screens.
- Be sure to end all appointments and distributions associated with this appointment.
EPD1 (Employee Personal Data 1) Screen

Enter data in the following fields, as applicable (required data elements are in outline typeface)

No changes necessary on this screen.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips
EADD (Employee Address Data Screen)

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Permanent Address

Line 1:
First line of the address to which all University mail will be sent (e.g., benefits statements, tax information, etc)

Line 2:
Automatic continuation of Line 1 (use for apartment numbers, building names, etc.). This field may contain a maximum of 30 characters.

City:
This field may contain a maximum of 21 characters.

State and Zip:
United States addresses only.

Foreign Address Ind:
Enter F if this is a foreign address.

Prov:
Foreign addresses only. Province associated with the address, if applicable.

Cntry:
Foreign addresses only. Two-digit country code associated with the address. Press <F1 Help> to see the valid code options.

Postal Code:
Foreign addresses only. Postal code associated with the address, if applicable.

Press <F11 NextFunc> to continue to the next screen.

Notes and Tips

• This screen allows entry of and update of personal information for an employee. Information such as home address and departmental address are entered in this screen.

• Make changes on this screen only if the employee indicates a change of address.
EPER (Personnel - Miscellaneous) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Next Salary Review Date:
Projected date on which the employee will be considered for a salary review, in the format: mmddyy. Enter an asterisk (*) to delete data from this field for staff employees.

Next Salary Review Type:
Code indicating the type of salary increase the employee will be considered for at review time. Enter an asterisk (*) to delete data from this field for staff employees.

Notes and Tips

- This screen allows entry of information that addresses the nature of the employee's relationship with the University.
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.

2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.

2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. Type in final balance amounts for employee’s vacation, sick leave and comp time. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.

3. Press <F5 Update> to complete the update and send the notification.

4. If the update is successful, the first screen in the bundle is displayed, with the following message: **U0007 Update process complete.** You are then returned to the first screen in the bundle so you can start another separation action. Additional options are available, as follows:
   - To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   - To choose another function, tab to the Next Func field and enter the new function code.
   - To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:
   - Correct the errors directly on the ECON screen.
   - Press <F3 Return> to return to the data entry screens to make corrections.
   - Press <F2 Cancel> to cancel the entire update.

6. After updating the bundle, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMMSG in the Next Func field, and press <Enter>. The system will display other messages you may want to review or correct.
Step 5. Complete the Employee Document


2. Employees who are members of the UCRP need to contact the Campus Benefits Office regarding disposition of their retirement.

3. Advise the employee to contact the Benefits Office for information and related forms regarding the availability of health care coverage continuation under the COBRA Act.

4. Cancel payroll deductions, if applicable (i.e. parking).
VI. NON-BUNDLE ACTIONS

ALTERNATE DEPARTMENT ACCESS

The procedures described in this section are for adding an alternate department. This will allow a second department access to an employee’s record for the purposes of adding additional employment.

Step 1. Preparation

1. The home department will receive a request from another department to provide them with access.

2. Prepare information for data entry.

Step 2. Data Entry

Enter the department code for the alternate department via the Personnel-Miscellaneous (EPER) screen.

1. Logon to the PPS.

2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type EPER to select the Personnel-Miscellaneous screen.

4. Tab to the ID Number, Name, or Social Security Number field.

5. Type the appropriate record identification and press <Enter> to access the EPER screen. The Personnel-Miscellaneous screen displays the current employee data.
Notes and Tips

- The alternate department code is used only to allow a department other than the home department to access the employee record and add a new appointment.

- Use <F1 Help> for field-level or system-level online help.

Alternate Department Code:

Code indicating an alternate department that may update the employee's personnel record. Used to give departments with joint appointments access to the employee's records.

If the employee is to be affiliated with another department, the current home department must add the alternate department code.

Once the database has been updated with the alternate department information, the alternate department now has access to the employee's record as long as the alternate department appointment is active.

The home department may change the alternate department code as needed to allow additional access to other alternate departments.

Press <F1 Help> to see the valid code options.
Step 3. Review the Data

1. Make sure you have completed all the required data elements in the bundle.

2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to complete the update.

2. If the update is successful, the following message is displayed: **U0007 Update process complete.**

   Additional options are available, as follows:

   • To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.

   • To choose another function, tab to the Next Func field and enter the new function code.

   • To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

3. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:

      • Correct the errors directly on the ECON screen.

      • Press <F3 Return> to return to the data entry screens to make corrections.

      • Press <F2 Cancel> to cancel the entire update.

4. After updating the screen, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMSG in the Next Func field and press <Enter>. The system will display other messages you may want to review and/or correct.

Step 5. Notification

Notify the alternate department that they now have access to the employee’s record on the EDB. The home department will receive PAN notifications of any changes that the alternate department makes to the employee’s record. As long as the alternate department appointment is active, the alternate department will also receive PAN notifications of changes to the employee’s record.
**Change Home Department**

The procedures described in this section are for changing a home department. A home department is defined as the department in which most of the employee’s work time is based.

**Step 1. Preparation**

1. An employee may request a change in home department that coincides with additional employment in a new department or with a transfer to a new department.

2. Prepare information for data entry.

**Step 2. Data Entry**

Enter the department code for the new home department via the Personnel-Miscellaneous (EPER) screen.

1. Logon to the PPS.

2. At the Next Func field, type **EEDB** and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type **EPER** to select the Personnel-Miscellaneous screen.

4. Tab to the ID Number, Name, or Social Security Number field.

5. Type the appropriate record identification and press <Enter> to access the EPER screen. The Personnel-Miscellaneous screen displays the current employee data.
Notes and Tips

- The alternate department code is used only to allow a department other than the home department to access the employee record and add a new appointment.

- Use <F1 Help> for field-level or system-level online help.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Home Department:

Four-letter home department code (alpha). Press <F1 Help> to see the valid code options.

If the employee is to be affiliated with another department, the current home department must add an alternate home department code.

The home department may change the alternate home department code as needed to allow additional access to other alternate home departments.
Step 3. Review the Data

1. Make sure you have completed all the required data elements in the bundle.

2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to complete the update.

2. If the update is successful, the following message is displayed: U0007 Update process complete.

   Additional options are available, as follows:
   
   • To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   
   • To choose another function, tab to the Next Func field and enter the new function code.
   
   • To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

3. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:
   
   • Correct the errors directly on the ECON screen.

   • Press <F3 Return> to return to the data entry screens to make corrections.

   • Press <F2 Cancel> to cancel the entire update.

4. After updating the screen, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMSG in the Next Func field and press <Enter>. The system will display other messages you may want to review and/or correct.
NAME CHANGE

The procedures described in this section are for making a change to an employee’s name. Due to strict IRS regulations, all name changes will be processed by the campus Payroll Office.

Prepare a memo to the Payroll Office stating the employee’s Social Security number, prior name, and new name. Attach a photocopy of the Social Security card showing the employee’s new name.

The department should maintain a copy of the name change request and a copy of the new Social Security card in the departmental records.

An employee may also change his or her own name using the “UC for Yourself” web site (https://ucfy.ucop.edu).
CHANGE TO ADDRESS

The procedures described in this section are for changing an employee’s home address.

Step 1. Preparation

1. Department receives notification of address change from the employee.
2. Prepare information for data entry.

Step 2. Data Entry

Enter the new home address via the Employee Address Data (EADD) screen.

1. Logon to the PPS.
2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.
3. At the Next Func field, type EADD to select the Employee Address Date screen.
4. Tab to the ID Number, Name, or Social Security Number field.
5. Type the appropriate record identification and press <Enter> to access the EADD screen. The Employee Address Data screen displays the current employee data.

An employee may also change his or her own address using the “UC for Yourself” web site (https://ucfy.ucop.edu).
Notes and Tips

- If the new address does not continue to Line 2, but the old address does, be sure to enter an asterisk (*) on Line 2 to delete the old information.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Permanent Address

Line 1:
First line of the address to which all University mail will be sent (e.g., benefits statements, tax information, etc.). This field may contain a maximum of 30 characters.

Line 2:
Automatic continuation of Line 1, if the first line of the address is exceptionally long. This field may contain a maximum of 30 characters.

City: City portion of the address. United States and Foreign addresses. This field may contain a maximum of 21 characters.

State: State portion of the address. United States addresses only.

Zip: Zip code portion of the address. United States addresses only.

Foreign Address Ind:
Enter F if this is a foreign address.

Prov:
Foreign addresses only. Province associated with the address, if applicable. This field may contain a maximum of 30 characters.

Cntry:
Foreign addresses only. Two-digit country code associated with the address. Press <F1 Help> to see the valid code options.

Postal Code:
Foreign addresses only. Postal code associated with the address, if applicable.
Step 3. Review the Data

1. Make sure you have completed all the required data elements in the bundle.

2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to complete the update.

2. If the update is successful, the following message is displayed: **U0007 Update process complete.**

Additional options are available, as follows:

- To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.

- To choose another function, tab to the Next Func field and enter the new function code.

- To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

3. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:

   - Correct the errors directly on the ECON screen.

   - Press <F3 Return> to return to the data entry screens to make corrections.

   - Press <F2 Cancel> to cancel the entire update.

4. After updating the screen, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMSG in the Next Func field and press <Enter>. The system will display other messages you may want to review and/or correct.
**SOCIAL SECURITY NUMBER CORRECTION**

The procedures described in this section are for making a change to an employee’s Social Security number. Due to strict IRS regulations, all Social Security number changes are to be processed by the campus Payroll Office.

To correct a Social Security number, prepare a memo to the Payroll Office stating the employee’s name, incorrect Social Security number, and correct Social Security number. Attach a photocopy of the Social Security card showing the correct number.

The department should maintain a copy of the Social Security number correction request and a copy of the Social Security card in the departmental records.
CHANGE TO W-4

The procedures described in this section are for making a change to an employee's tax withholding information.

Step 1. Preparation

1. Employee completes new W-4 form.
2. Prepare information for data entry.

Step 2. Data Entry

Enter the new tax information via the ETAX (tax Information) screen.

1. Logon to the PPS.
2. At the Next Func field, type EEDB and press <Enter> to select the Employee Database. The Function Code Menu is displayed.
3. At the Next Func field, type ETAX to select the Tax Information screen.
4. Tab to the ID Number, Name, or Social Security Number field.
5. Type the appropriate record identification and press <Enter> to access the ETAX screen. The Tax Information screen displays the current employee data.
Notes and Tips

1. This screen allows entry of tax information for an employee, such as federal and state withholding allowances.

2. IMPORTANT: Departments cannot complete or alter the employee's W-4 Form. Departments should not advise employees on their tax withholding status or allowances.

3. If the employee is claiming Exempt, they cannot enter allowances on the W-4 Form.

4. Tax data must be entered directly from the W-4 Form completed by the employee.

5. If an employee requests Earned Income Credit, please contact the Payroll Office.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Federal

Marital Status:
For federal taxation, the marital status code indicated in the Federal section of the employee's W-4 Form.

Personal Allowances:
For federal taxation, the total number of allowances indicated in the Federal section of the employee's W-4 Form. If the employee is claiming Tax Exempt, enter 998.

State

Marital Status:
For state taxation, the marital status code indicated in the State section of the employee's W-4 Form.

Personal Allowances:
For state taxation, the number of allowances indicated in the State section of the employee's W-4 Form. If the employee is claiming Tax Exempt, enter 998. If the employee is a non-California resident, performing services outside of California, enter 997 and call the Payroll Office to set up the appropriate out-of-state withholding.
Step 3. Review the Data

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to complete the update.
2. If the update is successful, the following message is displayed: **U0007 Update process complete**.

Additional options are available, as follows:

- To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
- To choose another function, tab to the Next Func field and enter the new function code.
- To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

3. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

From the ECON screen, you may:

- Correct the errors directly on the ECON screen.

4. After updating the screen, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMSG in the Next Func field and press <Enter>. The system will display other messages you may want to review and/or correct.

- Press <F3 Return> to return to the data entry screens to make corrections.
- Press <F2 Cancel> to cancel the entire update.
CITIZENSHIP AND/OR VISAC CHANGE

The procedures described in this section are for making a change to an employee's citizenship and/or visa status. Due to strict INS regulations, all citizenship and visa changes will be processed by the campus Payroll Office.

To make a visa change, the employee needs to go to the Payroll Office and show proof of the visa change. The Payroll Office will then change the visa status and other related fields, e.g., F-1 to J-1, J-1 to H-1 and H-1 to PR.

To make a citizenship change, the employee needs to complete an I-9 Form and bring it, with proof of citizenship, to the Payroll Office for processing.
**CHECK DISPOSITION CHANGES**

If an employee changes their check disposition to Surepay (Direct Deposit), provide them with a Surepay Payroll Earnings Distribution Authorization Form to complete. This form must have a voided check from the employees bank account attached to it. Forward the form to the Payroll Office for processing.

Please note: If an employee has direct deposit and they close their bank account, they should notify the Payroll Office at once.
**LEAVE ACCRUAL CODE CHANGE**

The procedures described in this section are for changing the code indicating the rate at which vacation is accrued.

Leave accrual code changes due to years of service will be derived. Departments do not need to make the changes. The procedures that follow are to be followed only if the department is directed by Human Resources or Academic Personnel to make a manual change. Codes must also be assigned upon initial employment or if an employee changes to a title with a different accrual basis.

**Step 1. Preparation**

1. Prepare information for data entry.

**Step 2. Data Entry**

Enter the data for the leave accrual code change via the Appointments/Distributions (EAPP) screen.

1. Logon to the PPS.

2. At the Next Func field, type **EEDB** and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type **EAPP** to select the Appointments/Distributions screen.

4. Tab to the ID Number, Name, or Social Security Number field.

5. Type the appropriate record identification and press <Enter> to access the EAPP screen. The Appointments/Distributions screen displays the current employee data.
**EAPP (Appointments/Distributions) Screen**

Enter data in the following fields, as applicable (required data elements are in outline typeface)

**Lv:**

Code indicating the rate at which vacation and sick leave will be accrued. Press <F1 Help> to see the valid code options, or F2 for extended help.

---

**Notes and Tips**
Step 3. Review the Data

1. Make sure you have completed all the required data elements in the bundle.

2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to complete the update.

2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.

3. If the update is successful, the following message is displayed: U0007 Update process complete.

Additional options are available, as follows:

- To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.

- To choose another function, tab to the Next Func field and enter the new function code.

- To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

4. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:
   - Correct the errors directly on the ECON screen.
   - Press <F3 Return> to return to the data entry screens to make corrections.
   - Press <F2 Cancel> to cancel the entire update.

5. After updating the screen, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMSG in the Next Func field and press <Enter>. The system will display other messages you may want to review and/or correct.
**CHANGE IN FUND SOURCE**

The procedures described in this section are for changing the fund source from which an employee is paid.

**Step 1. Preparation**

1. Employee/Supervisor/Financial Affairs Manager informs the department of a change in funding source from which an employee is paid.

2. Prepare information for data entry.

**Step 2. Data Entry**

Enter the data for fund source change via the Appointments/Distributions (EAPP) screen.

1. Logon to the PPS.

2. At the Next Func field, type **EEDB** and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type **EAPP** to select the Appointments/Distributions screen.

4. Tab to the ID Number, Name, or Social Security Number field.

5. Type the appropriate record identification and press <Enter> to access the EAPP screen. The Appointments/Distributions screen displays the current employee data.
EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Distribution Level

- If necessary, end the current distribution and proceed according to the following directions. If not, make changes to the current distribution by adding Action Code 18 and updating the account/fund/sub as appropriate.
- Go to the Command Line and type ADD D to set up the first available distribution.

Actions:
On the new distribution line, enter Personnel Action Code 18 for Funding Change.

L/Acct/CC/Fund/PC/S:
Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Acct/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

FTE:
The percentage of the budgeted position which the distribution represents, if applicable.

Dist %:
The anticipated percentage of time which is chargeable to the account/fund, if applicable.

Pay Beg:
Date on which the pay should be charged to the account/fund, in the format: mmddyy.

Notes and Tips

- This screen allows entry of one appointment and up to two distributions per screen.
- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.
- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Pay End:
Date on which the pay is expected to end for the account/fund, in the format: mmddyy. If indefinite or tenured, enter 999999.

Step:
The step within the salary range associated with the title code, if applicable.

O/A:
Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press <F1 Help> to see the valid code options.

Rate/Amount:
The monthly, hourly or by agreement amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.

Notes and Tips

• Experienced users may use the Copy command to add additional distributions. See Appointment and Distribution Procedures sub-section in this manual for more information.
Step 3. Review the Data

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to complete the update.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. You may also:
   - Press <F10 NotfPrep> and add additional reviewers, as necessary.
   - Press <F11 Detail> to view the notification detail that will be sent.
3. If the update is successful, the following message is displayed: **U0007 Update process complete.**

Additional options are available, as follows:
   - To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   - To choose another function, tab to the Next Func field and enter the new function code.
   - To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

4. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:
   - Correct the errors directly on the ECON screen.
   - Press <F3 Return> to return to the data entry screens to make corrections.
   - Press <F2 Cancel> to cancel the entire update.

5. After updating the screen, you may request to see any other system messages related to the employee record that you have just entered/updated. Enter IMSG in the Next Func field and press <Enter>. The system will display other messages you may want to review and/or correct.
**OTHER STAFF INCREASES**

The procedures described in this section are for implementing a salary increase other than annual merit increases. Exceptional or equity increases are implemented only under the direction of Human Resources.

**Step 1. Preparation**

1. Obtain the required approval to perform the payroll/personnel action.
2. Prepare information for data entry.

**Step 2. Data Entry**

Enter the data for increase via the Appointments/Distributions (EAPP) screen.

1. Logon to the PPS.
2. At the Next Func field, type **EEDB** and press <Enter> to select the Employee Database. The Function Code Menu is displayed.
3. At the Next Func field, type **EAPP** to select the Appointments/Distributions screen.
4. Tab to the ID Number, Name, or Social Security Number field.
5. Type the appropriate record identification and press <Enter> to access the EAPP screen. The Appointments/Distributions screen displays the current employee data.
PAYROLL/PERSONNEL ONLINE SYSTEM
PROCEDURES

EAPP (Appointments/Distributions) Screen

Enter data in the following fields, as applicable (required data elements are in *italics* typeface)

**Appointment Level**

Appt:
- Number that uniquely identifies an appointment and associated data.

Ann/Hr Rate:
The hourly rate associated with the appointment.

**Distribution Level**

- End the current distribution.
- Go to the Command Line and type ADD D to set up the next available distribution.

Dist No:
- Number uniquely identifying the payroll distribution associated with the appointment.

**Actions:**

**Notes and Tips**

- This screen allows entry of one appointment and up to two distributions per screen.
- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.
- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

L/Acct/CC/Fund/PC/S:
Code indicating the full accounting unit to which pay will
be charged for this distribution. L = Location; Acct =
Account; CC = Cost Center; Fund = Fund; PC = Project
Code; S = Sub. L/Acct/Fund/S are always filled in. CC and
PC are filled in as needed. Press <F1 Help> to see the
valid code options.

FTE:
The percentage of the budgeted position which the distribu-
tion represents, if applicable.

Dist %:
The anticipated percentage of time which is chargeable to
the account/fund, if applicable.

Pay Beg:
Date on which the pay should be charged to the ac-
count/fund, in the format: mmddyy.

Pay End:
Date on which the pay is expected to end for the ac-
count/fund, in the format: mmddyy.

Step:
The step within the salary range associated with the title
code, if applicable.

Rate/Amount:
The monthly or hourly amount associated with the distri-
bution.

Notes and Tips

- When processing other staff increases, always end the
current distribution and add a new distribution.
Refer to Appointment and Distribution Procedures
sub-section in this manual for more information.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

DOS:
Code indicating the type of compensation associated with
the distribution. Press <F1 Help> to see the valid code
options.

WSP:
Code indicating the type of Work Study Program that will
partially fund the employee's pay, if applicable. Press <F1
Help> to see the valid code options.

Press <Enter> to perform screen edit.

Notes and Tips
Step 3. Review the Data

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to complete the update.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. If a retroactive pay adjustment is required you will need to do it through the Payroll/Personnel Online Time Reporting system. Make a comment stating when the retroactive adjustment will be made. You may also:
   • Press <F10 NotfPrep> and add additional reviewers, as necessary.
   • Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the following message is displayed: U0007 Update process complete.
   Additional options are available, as follows:
   • To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   • To choose another function, tab to the Next Func field and enter the new function code.
   • To exit the PPS, press <F12 Exit>. You will be returned to the AdCom Services main menu.
5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.
   From the ECON screen, you may:
   • Correct the errors directly on the ECON screen.
   • Press <F3 Return> to return to the data entry screens to make corrections.
   • Press <F2 Cancel> to cancel the entire update.
**DUAL EMPLOYMENT**

The procedures in this section describe a situation where an employee who holds a full-time position (100%) in one department, adds either an additional appointment in another department or an additional appointment in a different classification in the same department. This transaction is defined as Dual Employment.

2. At the Next Func field, type **EEDB** and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type **EAPP** to select the Appointments/Distributions screen.

**Step 1. Preparation**

1. Obtain the required approval to perform the pay- roll/personnel action.

2. Prepare information for data entry.

**Step 2. Data Entry**

Enter the data for dual employment via the Appointments/Distributions (EAPP) screen.

1. Logon to the PPS.

4. Tab to the ID Number, Name, or Social Security Number field.

5. Type the appropriate record identification and press <Enter> to access the EAPP screen. The Appointments/Distributions screen displays the current employee data.
EAPP (Appointments/Distributions) Screen

Notes and Tips

- This screen allows entry of one appointment and up to two distributions per screen.
- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.
- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Appointment Level

- Go to the Command Line and type ADD A to set up the first available appointment.

Appt No:
Number that uniquely identifies an appointment and associated data.

Actions:
On the new appointment line, enter Personnel Action Code 13 for Additional Employment.

Typ:
Code indicating the appointment type associated with the appointment. Press <F1 Help> to see the valid code options.

Appt Begin:
Date on which the employee’s appointment is effective, in the format mmddyy.

Appt End:
Date on which the appointment is expected to end, in the format mmddyy.

Title:
Code indicating the position or classification title for the appointment. Press <F1 Help> to see the valid code options.
Enter data in the following fields, as applicable
(required data elements are in italic typeface)

Grade:
Staff only. Pay grade within the salary range associated with the title code. Sr. Management pay grade values are alphabetic; Managers and Sr. Professional (MSP) are numeric; Professional and Support Staff (SPP) are numeric or alphabetic. Leave blank if there is no grade. Press <F1 Help> to see the valid code options.

% Full:
The percentage of time the employee is expected to work in the appointment.

F/V:
Code indicating whether the time the employee will work in the appointment is a fixed (F) or variable (V) percentage of time.

Rt:
Code indicating whether the rate of pay is annual (A), hourly (H), or by agreement (B). Press <F1 Help> to see the valid code options.

Sch:
Code indicating the pay schedule on which the appointment will be paid either bi-weekly or monthly. Press <F1 Help> to see the valid code options.

Time:
Code indicating the method for reporting time worked in the appointment. Press <F1 Help> to see the valid code options.

Notes and Tips

- The system will derive the annual rate based on the monthly rate after the record is updated.
- Refer to Appendix H., Leave Accrual Codes to determine the appropriate rate, schedule, time, and leave codes for the appointment.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Lv:
Code indicating the rate at which vacation and sick leave will be accrued. Press <F1 Help> to see the valid code options, or F2 for extended help.

Distribution Level

- Go to the Command Line and type ADD D to set up the next available distribution.

Dist No:
Number uniquely identifying the payroll distribution associated with the appointment.

L/Actt/CC/Fund/PC/S:
Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Actt = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Actt/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

Dist %:
The anticipated percentage of time which is chargeable to the account/fund, if applicable.

Notes and Tips
Enter data in the following fields, as applicable (required data elements are in **outline** typeface)

Pay Beg:
Date on which the pay should be charged to the account/fund, in the format: *mmddyy*.

Pay End:
Date on which the pay is expected to end for the account/fund, in the format: *mmddyy*.

Step:
The step within the salary range associated with the title code, if applicable.

Rate/Amount:
The monthly, bi-weekly or hourly amount associated with the distribution.

DOS:
Code indicating the type of compensation associated with the distribution. Press <F1 Help> to see the valid code options.
Step 3. Review the Data

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to complete the update. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary. You may also:
   • Press <F10 NotfPrep> and add additional reviewers, as necessary.
   • Press <F11 Detail> to view the notification detail that will be sent.
2. Press <F5 Update> to complete the update and send the notification.
3. If the update is successful, the following message is displayed: **U0007 Update process complete.**
   You can now start another dual employment action. Additional options are available, as follows:
   • To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
   • To choose another function, tab to the Next Func field and enter the new function code.

4. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.
   
   From the ECON screen, you may:
   • Correct the errors directly on the ECON screen.
   • Press <F3 Return> to return to the data entry screens to make corrections.
   • Press <F2 Cancel> to cancel the entire update.
   
   For further instructions, see *System Messages* in the *User’s Guide* or the *Consistency Edits* section of this manual.

5. To exit the PPS, press <F12 Exit>. You will be returned to the main menu.
**ADDITIONAL COMPENSATION (SUMMER SALARY)**

The procedures described in this section are for processing additional compensation in the form of “Summer Salary” for academic employees in eligible titles (see APM 600-4), primarily 9/12 academic employees.

- Additional compensation in summer for 9-month academic appointees may not exceed 3/9’s of the annual base salary from all sources, including summer school teaching and University Extension.

- Payment for 11-month administrators and Deans is in lieu of vacation and calculated on a calendar-month basis.

- Those earning summer compensation are expected to be in residence and working for the entire period covered, or on approved leave to work elsewhere.

- Refer to Red Binder Section VI-10 for detailed guidelines regarding calculation and payment of summer salary.

**Step 1. Preparation**

1. Obtain the required approval to perform the payroll/personnel action.

2. Prepare information for data entry.

**Step 2. Data Entry**

Enter data for the employee’s summer salary via the Appointments/Distributions (EAPP) screen.

1. Logon to the PPS.

2. At the Next Func field, type **EEDB** and press <Enter> to select the Employee Database. The Function Code Menu is displayed.

3. At the Next Func field, type **EAPP** and press <Enter> to select the Appointments/Distributions screen.

4. Tab to the ID Number, Name, or Social Security Number field.

5. Type the appropriate record identification and press <Enter> to access the EAPP screen. The Appointments/Distributions screen displays the current employee data.
EAPP (Appointments/Distributions) Screen

Notes and Tips

- This screen allows entry and update of one appointment and up to two distributions per screen.
- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (screens). Use <F8 Forward> or <F7 Backward> to scroll through the pages.

Enter data in the following fields, as applicable (required data elements are in outline typeface)

Appointment Level

- Go to the Command Line and type ADD A to set up the first available appointment.

Appt:
Number that uniquely identifies an appointment and associated data.

Actions:
On the new appointment line, enter Personnel Action Code 13 for Additional Employment.

Typ:
Code indicating the appointment type associated with the appointment, 5 for academic.

Bas:
Code indicating the number of months in a year the employee will work. Press <F1 Help> to see the valid code options.

Pd Over:
Code indicating the number of months in a year over which the appointment will be paid. Press <F1 Help> to see the valid code options.

Appt Begin:
Date on which the employee's appointment is effective, in the format mmddyy.
PAYROLL/PERSONNEL ONLINE SYSTEM PROCEDURES

EAPP (Appointments/Distributions) Screen, Con’t.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Appt End:
- Date on which the appointment is expected to end, in the format mmddyy.

Title:
- Code indicating the position title for the appointment.
  Press <F1 Help> to see the valid code options.

Grade:
- Staff only.

% Full:
- The percentage of time the employee is expected to work in the appointment.

Ann/Hr Rate:
- The annual salary associated with the appointment.

F/V:
- Enter V for Sub 2 or F for Sub 0.

Rt:
- Enter A.

Sch:
- Enter MO (first of the month) or MA (fifth working day).

Time:
- Enter A for Sub 2 or E for Sub 0.

Lv:
- Enter N.

Notes and Tips

- When adding additional employment, in addition to the current appointment and distribution, **always add a new appointment and distribution.** Refer to Appointment and Distribution Procedures sub-section in this manual for more information.

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line.

- Use <F1 Help> for field-level or screen-level online help.
EAPP (Appointments/Distributions) Screen, Con't.

Enter data in the following fields, as applicable
(required data elements are in outline typeface)

Distribution Level

- Go to the Command Line and type ADD D to set up the first available distribution.

Dist No:
Number uniquely identifying the payroll distribution associated with the appointment.

L/Acct/CC/Fund/PC/S:
Code indicating the full accounting unit to which pay will be charged for this distribution. L = Location; Acct = Account; CC = Cost Center; Fund = Fund; PC = Project Code; S = Sub. L/Acct/Fund/S are always filled in. CC and PC are filled in as needed. Press <F1 Help> to see the valid code options.

Dist %:
The anticipated percentage of time which is chargeable to the account/fund (this is left blank for Sub 2).

Pay Beg:
Date on which the pay should be charged to the account/fund, in the format: mmddyy.

Pay End:
Date on which the pay is expected to end for the account/fund, in the format: mmddyy.

Notes and Tips

- The system will derive the annual rate based on the monthly rate after the record is updated.

- The appointment line is informational and does not generate pay.

- Use the <F9 Jump> key or the <Tab> key to go to the Command Line (===>).
**EAPP (Appointments/Distributions) Screen, Con't.**

![EAPP Screen](image)

**Enter data in the following fields, as applicable**  
(Required data elements are in **outline** typeface)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step</strong></td>
<td>The step within the salary range associated with the title code, if applicable (no decimals).</td>
</tr>
<tr>
<td><strong>O/A</strong></td>
<td>Code indicating that the employee’s pay rate is off-scale or above-scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press &lt;F1 Help&gt; to see the valid code options.</td>
</tr>
<tr>
<td><strong>Rate/Amount</strong></td>
<td>The monthly 1/9 amount associated with the distribution.</td>
</tr>
<tr>
<td><strong>DOS</strong></td>
<td>Code indicating the type of compensation associated with the distribution. The most commonly used codes are: OLN: Additional Compensation, Research; ACA: Additional Compensation, Administrative. Press &lt;F1 Help&gt; to see the valid code options.</td>
</tr>
</tbody>
</table>

**Notes and Tips**

- You must enter an explanation of the additional compensation on the Comments section of the PAN notice.
Step 3. Review the Data

Use <F10 PrevFunc> and <F11 NextFunc> to navigate through the screens in the bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Step 4. Update the Employee Database (EDB)

1. Press <F5 Update> to display the PAN sub-system Notification Preparation screen.
2. Enter comments. Identify Appointment Type (Academic, Career, Casual, etc.) and follow with a brief summary:

   **Comments are required for additional compensation.** For example, “Addtl. Compensation for month of July. July 1-31 = 23 days = 1.2105 x 5711.11 = 6913.30”.

   • Press <F10 NotfPrep> and add additional reviewers, as necessary.
   • Press <F11 Detail> to view the notification detail that will be sent.
3. Press <F5 Update> to complete the update and send the notification.
4. If the update is successful, the first screen in the bundle is displayed, with the following message: 
   **U0007 Update process complete.**

You are then returned to the EAPP screen so you can start another additional compensation screen action. Additional options are available, as follows:

- To choose a different employee action, press <F3 Previous Menu> to return to the previous menu.
- To choose another function, tab to the Next Func field and enter the new function code.
- To exit the PPS, press <F12 Exit>. You will be returned to the main menu.

5. If there are consistency edit errors, the update process may not be successful. The Consistency Edit (ECON) screen will be displayed. Review all error messages and take the appropriate actions to correct the errors.

   From the ECON screen, you may:
   - Correct the errors directly on the ECON screen.
   - Press <F3 Return> to return to the data entry screens to make corrections.
   - Press <F2 Cancel> to cancel the entire update.

   For further instructions, see System Messages in the User’s Guide or the Consistency Edits section of this manual.
VII. APPENDICES

A. **BELI Codes (Benefits Eligibility Level Indicator)**

<table>
<thead>
<tr>
<th>Eligibility Criteria</th>
<th>Benefits Package</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Career Benefits – BELI 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Eligibility: Employee is a member of a UC-defined benefit retirement plan and is appointed to work at least 50% time for 12 months or more*** (Note: Visiting Titles should be assigned BELI 2 if the appointment is at least 50% for 12 months or more. See BELI 2 benefits below for these cases).</td>
<td>• Career Medical</td>
<td>During PIE, Open Enrollment (OEP), or with a 90-day waiting period.</td>
</tr>
<tr>
<td>Ongoing Eligibility: Employee’s appointment must remain at least 50% and average regular pay time must be maintained at 20 hours or more per week.</td>
<td>• Core Medical*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Dental**</td>
<td>During PIE or Open Enrollment (OEP)</td>
</tr>
<tr>
<td></td>
<td>• Optical Services**</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• University-Paid Disability (UPD)</td>
<td>Automatic</td>
</tr>
<tr>
<td></td>
<td>• Employee-Paid Disability (EPD)</td>
<td>During PIE or approved Statement of Health (SOH)</td>
</tr>
<tr>
<td></td>
<td>• AD&amp;D</td>
<td>At any time</td>
</tr>
<tr>
<td></td>
<td>• University-Paid Life (Career)</td>
<td>Automatic</td>
</tr>
<tr>
<td></td>
<td>• Employee-Paid Life</td>
<td>During PIE or approved Statement of Health (SOH)</td>
</tr>
<tr>
<td></td>
<td>• Dependent Life-Basic/Expanded</td>
<td>During PIE or approved Statement of Health (SOH)</td>
</tr>
<tr>
<td></td>
<td>• Legal</td>
<td>During PIE</td>
</tr>
<tr>
<td></td>
<td>• DepCare</td>
<td>During PIE or OEP</td>
</tr>
</tbody>
</table>
### CAREER LIMITED BENEFITS – BELI 2 OR 3

**Initial Eligibility:** Employee is not a member of a UC-defined benefit retirement plan, but is appointed to work at least 100% time for 3 months or more but less than 12 months (BELI 3),

Or at least 50% time for 12 months or more in a Visiting Academic Title or certain Lecturer appointments at varying percentages of time each quarter when the average percentage is 50% or above (BELI 2).

**Ongoing Eligibility:** Employee’s appointment must remain at least 50% and average regular pay time must be maintained at 20 hours or more per week.

<table>
<thead>
<tr>
<th>ELIGIBILITY CRITERIA</th>
<th>BENEFITS PACKAGE</th>
<th>ENROLLMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Career Medical</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Core Medical</strong></td>
<td></td>
<td>During PIE, Open Enrollment (OEP), or with a 90-day waiting period.</td>
</tr>
<tr>
<td><strong>AD&amp;D</strong></td>
<td></td>
<td>At any time</td>
</tr>
<tr>
<td><strong>University-Paid Life (Core)</strong></td>
<td></td>
<td>Automatic</td>
</tr>
<tr>
<td><strong>Employee-Paid Life</strong></td>
<td></td>
<td>During PIE or approved SOH</td>
</tr>
<tr>
<td><strong>Dependent Life-Basic/Expanded</strong></td>
<td></td>
<td>During PIE or approved SOH (employee must be enrolled in Employee-Paid Life)</td>
</tr>
<tr>
<td><strong>DepCare</strong></td>
<td></td>
<td>During PIE or OEP</td>
</tr>
</tbody>
</table>
### ELIGIBILITY CRITERIA

#### CORE BENEFITS – BELI 4

<table>
<thead>
<tr>
<th>BENEFITS PACKAGE</th>
<th>ENROLLMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Core Medical*</td>
<td>Automatic for employee only; During PIE or OEP for family members</td>
</tr>
<tr>
<td>• AD&amp;D</td>
<td>At any time</td>
</tr>
<tr>
<td>• University-Paid Life (Core)</td>
<td>Automatic</td>
</tr>
</tbody>
</table>

Initial Eligibility: Employee is appointed to work at least 43.75% time and is not eligible for BELI 1, 2, or 3.

Ongoing Eligibility: Employee's appointment must remain at least 43.75% and average regular pay time must be maintained at 17.5 hours per week.

#### INELIGIBLE FOR BENEFITS – BELI 5

- Those appointed at less than 43.75% time.
- Those who average regular pay time is less than 17.5 hours per week.
- UC students with only "casual restricted" appointments or appointments in an academic title reserved for students.
- Those paid on a per diem basis.
- Those paid "by agreement only".
- Those without paid salary.
- Those paid by stipend only.
- Those paid a wage from which regularly scheduled deductions cannot be taken.
- Annuitants whose only benefits are from a defined contribution plan.

---

* Employees receiving Career or Career Limited benefits who do not enroll in a plan and employees eligible only for Core benefits are automatically enrolled in Core Medical. Employees must enroll to cover their eligible family members.

** Automatic only for employee-only Delta Dental and/or Optical coverage. For PMI Dental and for eligible family members, employees must enroll.

*** Applies to employees appointed with an ending date for at least 50% time when the "ending date is for funding purposes only; the intent of employment is indefinite (for more than one year)".
## B. COUNTRY CODES

<table>
<thead>
<tr>
<th>CODE</th>
<th>FOREIGN COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Aruba</td>
</tr>
<tr>
<td>AC</td>
<td>Antigua and Barbuda</td>
</tr>
<tr>
<td>AF</td>
<td>Afghanistan</td>
</tr>
<tr>
<td>AG</td>
<td>Algeria</td>
</tr>
<tr>
<td>AJ</td>
<td>Azerbaijan</td>
</tr>
<tr>
<td>AL</td>
<td>Albania</td>
</tr>
<tr>
<td>AM</td>
<td>Armenia</td>
</tr>
<tr>
<td>AN</td>
<td>Andorra</td>
</tr>
<tr>
<td>AO</td>
<td>Angola</td>
</tr>
<tr>
<td>AQ</td>
<td>American Samoa</td>
</tr>
<tr>
<td>AR</td>
<td>Argentina</td>
</tr>
<tr>
<td>AS</td>
<td>Australia</td>
</tr>
<tr>
<td>AT</td>
<td>Ashmore &amp; Cartier Islands</td>
</tr>
<tr>
<td>AU</td>
<td>Austria</td>
</tr>
<tr>
<td>AV</td>
<td>Anguilla</td>
</tr>
<tr>
<td>AY</td>
<td>Antarctica</td>
</tr>
<tr>
<td>BA</td>
<td>Bahrain</td>
</tr>
<tr>
<td>BB</td>
<td>Barbados</td>
</tr>
<tr>
<td>BC</td>
<td>Botswana</td>
</tr>
<tr>
<td>BD</td>
<td>Bermuda</td>
</tr>
<tr>
<td>BE</td>
<td>Belgium</td>
</tr>
<tr>
<td>BF</td>
<td>Bahamas</td>
</tr>
<tr>
<td>BG</td>
<td>Bangladesh</td>
</tr>
<tr>
<td>BH</td>
<td>Belize</td>
</tr>
<tr>
<td>BK</td>
<td>Bosnia-Herzegovina</td>
</tr>
<tr>
<td>BL</td>
<td>Bolivia</td>
</tr>
<tr>
<td>BM</td>
<td>Burma</td>
</tr>
<tr>
<td>BN</td>
<td>Benin</td>
</tr>
<tr>
<td>BO</td>
<td>Belarus</td>
</tr>
<tr>
<td>BP</td>
<td>Solomon Islands</td>
</tr>
<tr>
<td>BQ</td>
<td>Navassa Island</td>
</tr>
<tr>
<td>BR</td>
<td>Brazil</td>
</tr>
<tr>
<td>BS</td>
<td>Bassas Da India</td>
</tr>
<tr>
<td>BT</td>
<td>Bhutan</td>
</tr>
<tr>
<td>BU</td>
<td>Bulgaria</td>
</tr>
<tr>
<td>BV</td>
<td>Bouvet Island</td>
</tr>
<tr>
<td>BX</td>
<td>Brunei</td>
</tr>
<tr>
<td>BY</td>
<td>Burundi</td>
</tr>
<tr>
<td>CA</td>
<td>Canada</td>
</tr>
<tr>
<td>CB</td>
<td>Cambodia</td>
</tr>
<tr>
<td>CD</td>
<td>Chad</td>
</tr>
<tr>
<td>CE</td>
<td>Sri Lanka</td>
</tr>
<tr>
<td>CF</td>
<td>Congo</td>
</tr>
<tr>
<td>CG</td>
<td>Zaire</td>
</tr>
<tr>
<td>CH</td>
<td>China, People's Republic of</td>
</tr>
<tr>
<td>CI</td>
<td>Chile</td>
</tr>
<tr>
<td>CJ</td>
<td>Cayman Islands</td>
</tr>
<tr>
<td>CK</td>
<td>Cocos (Keeling) Islands</td>
</tr>
<tr>
<td>CM</td>
<td>Cameroon</td>
</tr>
<tr>
<td>CN</td>
<td>Comoros</td>
</tr>
<tr>
<td>CODE</td>
<td>FOREIGN COUNTRY</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>CO</td>
<td>Colombia</td>
</tr>
<tr>
<td>CQ</td>
<td>Northern Mariana Islands</td>
</tr>
<tr>
<td>CR</td>
<td>Coral Sea Islands Territory</td>
</tr>
<tr>
<td>CS</td>
<td>Costa Rica</td>
</tr>
<tr>
<td>CT</td>
<td>Central African Republic</td>
</tr>
<tr>
<td>CU</td>
<td>Cuba</td>
</tr>
<tr>
<td>CV</td>
<td>Cape Verde</td>
</tr>
<tr>
<td>CW</td>
<td>Cook Islands</td>
</tr>
<tr>
<td>CY</td>
<td>Cyprus</td>
</tr>
<tr>
<td>DA</td>
<td>Denmark</td>
</tr>
<tr>
<td>DJ</td>
<td>Djibouti</td>
</tr>
<tr>
<td>DO</td>
<td>Dominica</td>
</tr>
<tr>
<td>DR</td>
<td>Dominican Republic</td>
</tr>
<tr>
<td>EC</td>
<td>Ecuador</td>
</tr>
<tr>
<td>EG</td>
<td>Egypt</td>
</tr>
<tr>
<td>EI</td>
<td>Ireland</td>
</tr>
<tr>
<td>EK</td>
<td>Equatorial Guinea</td>
</tr>
<tr>
<td>EN</td>
<td>Estonia</td>
</tr>
<tr>
<td>ES</td>
<td>El Salvador</td>
</tr>
<tr>
<td>ET</td>
<td>Ethiopia</td>
</tr>
<tr>
<td>EU</td>
<td>Europa Island</td>
</tr>
<tr>
<td>FG</td>
<td>French Guiana</td>
</tr>
<tr>
<td>FI</td>
<td>Finland</td>
</tr>
<tr>
<td>FJ</td>
<td>Fiji</td>
</tr>
<tr>
<td>FK</td>
<td>Falkland Islas (Isla Malvinas)</td>
</tr>
<tr>
<td>FM</td>
<td>Federated States of Micronesia</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODE</th>
<th>FOREIGN COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FO</td>
<td>Faroe Islands</td>
</tr>
<tr>
<td>FP</td>
<td>French Polynesia</td>
</tr>
<tr>
<td>FQ</td>
<td>Baker Island</td>
</tr>
<tr>
<td>FR</td>
<td>France</td>
</tr>
<tr>
<td>FS</td>
<td>French South &amp; Antarctic Lands</td>
</tr>
<tr>
<td>GA</td>
<td>The Gambia</td>
</tr>
<tr>
<td>GB</td>
<td>Gabon</td>
</tr>
<tr>
<td>GG</td>
<td>Georgia</td>
</tr>
<tr>
<td>GH</td>
<td>Ghana</td>
</tr>
<tr>
<td>GI</td>
<td>Gibraltar</td>
</tr>
<tr>
<td>GJ</td>
<td>Grenada</td>
</tr>
<tr>
<td>GK</td>
<td>Guernsey</td>
</tr>
<tr>
<td>GL</td>
<td>Greenland</td>
</tr>
<tr>
<td>GM</td>
<td>Germany</td>
</tr>
<tr>
<td>GO</td>
<td>Glorioso Islands</td>
</tr>
<tr>
<td>GP</td>
<td>Guadalupe</td>
</tr>
<tr>
<td>GQ</td>
<td>Guam</td>
</tr>
<tr>
<td>GR</td>
<td>Greece</td>
</tr>
<tr>
<td>GT</td>
<td>Guatemala</td>
</tr>
<tr>
<td>GV</td>
<td>Guinea</td>
</tr>
<tr>
<td>GY</td>
<td>Guyana</td>
</tr>
<tr>
<td>GZ</td>
<td>Gaza Strip</td>
</tr>
<tr>
<td>HA</td>
<td>Haiti</td>
</tr>
<tr>
<td>HK</td>
<td>Hong Kong</td>
</tr>
<tr>
<td>HM</td>
<td>Heard Island &amp; Mcdonald Isls</td>
</tr>
<tr>
<td>HO</td>
<td>Honduras</td>
</tr>
<tr>
<td>CODE</td>
<td>FOREIGN COUNTRY</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>HQ</td>
<td>Howland Island</td>
</tr>
<tr>
<td>HR</td>
<td>Croatia</td>
</tr>
<tr>
<td>HU</td>
<td>Hungry</td>
</tr>
<tr>
<td>IC</td>
<td>Iceland</td>
</tr>
<tr>
<td>ID</td>
<td>Indonesia</td>
</tr>
<tr>
<td>IM</td>
<td>Isle Of Man</td>
</tr>
<tr>
<td>IN</td>
<td>India</td>
</tr>
<tr>
<td>IO</td>
<td>British Indian Ocean Territory</td>
</tr>
<tr>
<td>IP</td>
<td>Clipperton Island</td>
</tr>
<tr>
<td>IR</td>
<td>Iran</td>
</tr>
<tr>
<td>IS</td>
<td>Israel</td>
</tr>
<tr>
<td>IT</td>
<td>Italy</td>
</tr>
<tr>
<td>IV</td>
<td>Cote D'Ivoire (Ivory Coast)</td>
</tr>
<tr>
<td>IY</td>
<td>Iraq-Saudi Arabia Neutral Zone</td>
</tr>
<tr>
<td>IZ</td>
<td>Iraq</td>
</tr>
<tr>
<td>JA</td>
<td>Japan</td>
</tr>
<tr>
<td>JE</td>
<td>Jersey</td>
</tr>
<tr>
<td>JM</td>
<td>Jamaica</td>
</tr>
<tr>
<td>JN</td>
<td>Jan Mayen</td>
</tr>
<tr>
<td>JO</td>
<td>Jordan</td>
</tr>
<tr>
<td>JQ</td>
<td>Johnston Atoll</td>
</tr>
<tr>
<td>Ju</td>
<td>Juan de Nova Island</td>
</tr>
<tr>
<td>KE</td>
<td>Kenya</td>
</tr>
<tr>
<td>KG</td>
<td>Kyrgyzstan</td>
</tr>
<tr>
<td>KN</td>
<td>Korea, Dem People's Rep (No.)</td>
</tr>
<tr>
<td>KQ</td>
<td>Kingman Reef</td>
</tr>
<tr>
<td>KR</td>
<td>Christmas Isl (pac oc) &amp; Kiribati</td>
</tr>
<tr>
<td>KS</td>
<td>Korea,Republic of</td>
</tr>
<tr>
<td>KT</td>
<td>Christmas Isl (IndianOcean)</td>
</tr>
<tr>
<td>Ku</td>
<td>Kuwait</td>
</tr>
<tr>
<td>KZ</td>
<td>Kazakhstan</td>
</tr>
<tr>
<td>LA</td>
<td>Laos</td>
</tr>
<tr>
<td>LE</td>
<td>Lebanon</td>
</tr>
<tr>
<td>LG</td>
<td>Latvia</td>
</tr>
<tr>
<td>LH</td>
<td>Lithuania</td>
</tr>
<tr>
<td>LI</td>
<td>Liberia</td>
</tr>
<tr>
<td>LQ</td>
<td>Palmyra Atoll</td>
</tr>
<tr>
<td>LS</td>
<td>Liechtenstein</td>
</tr>
<tr>
<td>LT</td>
<td>Lesotho</td>
</tr>
<tr>
<td>LU</td>
<td>Luxembourg</td>
</tr>
<tr>
<td>LY</td>
<td>Libya</td>
</tr>
<tr>
<td>MA</td>
<td>Madagascar</td>
</tr>
<tr>
<td>MB</td>
<td>Martinique</td>
</tr>
<tr>
<td>MC</td>
<td>Macau</td>
</tr>
<tr>
<td>MD</td>
<td>Moldova</td>
</tr>
<tr>
<td>MF</td>
<td>Mayotte</td>
</tr>
<tr>
<td>MG</td>
<td>Mongolia</td>
</tr>
<tr>
<td>MH</td>
<td>Montserrat</td>
</tr>
<tr>
<td>MI</td>
<td>Malawi</td>
</tr>
<tr>
<td>MK</td>
<td>Macedonia</td>
</tr>
<tr>
<td>Ml</td>
<td>Mali</td>
</tr>
<tr>
<td>MN</td>
<td>Monaco</td>
</tr>
</tbody>
</table>
## APPENDIX B – COUNTRY CODES: VII.7

<table>
<thead>
<tr>
<th>CODE</th>
<th>FOREIGN COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO</td>
<td>Morocco</td>
</tr>
<tr>
<td>MP</td>
<td>Mauritius</td>
</tr>
<tr>
<td>MQ</td>
<td>Midway Islands</td>
</tr>
<tr>
<td>MR</td>
<td>Mauritania</td>
</tr>
<tr>
<td>MT</td>
<td>Malta</td>
</tr>
<tr>
<td>MU</td>
<td>Oman</td>
</tr>
<tr>
<td>MV</td>
<td>Maldives</td>
</tr>
<tr>
<td>MW</td>
<td>Montenegro</td>
</tr>
<tr>
<td>MX</td>
<td>Mexico</td>
</tr>
<tr>
<td>MY</td>
<td>Malaysia</td>
</tr>
<tr>
<td>MZ</td>
<td>Mozambique</td>
</tr>
<tr>
<td>NC</td>
<td>New Caledonia</td>
</tr>
<tr>
<td>NE</td>
<td>Niue</td>
</tr>
<tr>
<td>NF</td>
<td>Norfolk Island</td>
</tr>
<tr>
<td>NG</td>
<td>Niger</td>
</tr>
<tr>
<td>NH</td>
<td>Vanuatu</td>
</tr>
<tr>
<td>NI</td>
<td>Nigeria</td>
</tr>
<tr>
<td>NL</td>
<td>Netherlands</td>
</tr>
<tr>
<td>NO</td>
<td>Norway</td>
</tr>
<tr>
<td>NP</td>
<td>Nepal</td>
</tr>
<tr>
<td>NR</td>
<td>Nauru</td>
</tr>
<tr>
<td>NS</td>
<td>Suriname</td>
</tr>
<tr>
<td>NT</td>
<td>Netherlands Antilles</td>
</tr>
<tr>
<td>NU</td>
<td>Nicaragua</td>
</tr>
<tr>
<td>NZ</td>
<td>New Zealand</td>
</tr>
<tr>
<td>PA</td>
<td>Paraguay</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODE</th>
<th>FOREIGN COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC</td>
<td>Pitcairn Islands</td>
</tr>
<tr>
<td>PE</td>
<td>Peru</td>
</tr>
<tr>
<td>PF</td>
<td>Paracel Islands</td>
</tr>
<tr>
<td>PG</td>
<td>Spratly Islands</td>
</tr>
<tr>
<td>PK</td>
<td>Pakistan</td>
</tr>
<tr>
<td>PL</td>
<td>Poland</td>
</tr>
<tr>
<td>PM</td>
<td>Panama</td>
</tr>
<tr>
<td>PO</td>
<td>Portugal and Azores</td>
</tr>
<tr>
<td>PP</td>
<td>Papua New Guinea</td>
</tr>
<tr>
<td>PS</td>
<td>Trust Territory-Pacific Isls.</td>
</tr>
<tr>
<td>PU</td>
<td>Ginea-Bissau</td>
</tr>
<tr>
<td>QA</td>
<td>Qatar</td>
</tr>
<tr>
<td>RE</td>
<td>Reunion</td>
</tr>
<tr>
<td>RM</td>
<td>Marshall Islands</td>
</tr>
<tr>
<td>RO</td>
<td>Romania</td>
</tr>
<tr>
<td>RP</td>
<td>Philippines</td>
</tr>
<tr>
<td>RQ</td>
<td>Puerto Rico</td>
</tr>
<tr>
<td>RS</td>
<td>Russia</td>
</tr>
<tr>
<td>RW</td>
<td>Rwanda</td>
</tr>
<tr>
<td>SA</td>
<td>Saudi Arabia</td>
</tr>
<tr>
<td>SB</td>
<td>St. Pierre and Miquelon</td>
</tr>
<tr>
<td>SC</td>
<td>St. Kitts and Nevis</td>
</tr>
<tr>
<td>SE</td>
<td>Seychelles</td>
</tr>
<tr>
<td>SF</td>
<td>South Africa</td>
</tr>
<tr>
<td>SG</td>
<td>Senegal</td>
</tr>
<tr>
<td>SH</td>
<td>St. Helena</td>
</tr>
<tr>
<td>CODE</td>
<td>FOREIGN COUNTRY</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>SI</td>
<td>Slovenia</td>
</tr>
<tr>
<td>SL</td>
<td>Sierra Leone</td>
</tr>
<tr>
<td>SM</td>
<td>Sn Marino</td>
</tr>
<tr>
<td>SN</td>
<td>Singapore</td>
</tr>
<tr>
<td>SO</td>
<td>Somalia</td>
</tr>
<tr>
<td>SP</td>
<td>Spain and Canary Islands</td>
</tr>
<tr>
<td>SR</td>
<td>Serbia</td>
</tr>
<tr>
<td>ST</td>
<td>St Lucia</td>
</tr>
<tr>
<td>SU</td>
<td>Sudan</td>
</tr>
<tr>
<td>SV</td>
<td>Svalbard</td>
</tr>
<tr>
<td>SW</td>
<td>Sweden</td>
</tr>
<tr>
<td>SX</td>
<td>S. Georgia &amp; S. Sandwich Isls</td>
</tr>
<tr>
<td>SY</td>
<td>Syria</td>
</tr>
<tr>
<td>SZ</td>
<td>Switzerland</td>
</tr>
<tr>
<td>TC</td>
<td>United Arab Emirates</td>
</tr>
<tr>
<td>TD</td>
<td>Trinidad and Tobago</td>
</tr>
<tr>
<td>TE</td>
<td>Tromelin Island</td>
</tr>
<tr>
<td>TH</td>
<td>Thailand</td>
</tr>
<tr>
<td>TI</td>
<td>Tajikistan</td>
</tr>
<tr>
<td>TK</td>
<td>Turks and Caicos Islands</td>
</tr>
<tr>
<td>TL</td>
<td>Tokelau</td>
</tr>
<tr>
<td>TN</td>
<td>Tonga</td>
</tr>
<tr>
<td>TO</td>
<td>Togo</td>
</tr>
<tr>
<td>TP</td>
<td>Sao Tome and Principle</td>
</tr>
<tr>
<td>TS</td>
<td>Tunisia</td>
</tr>
<tr>
<td>TU</td>
<td>Turkey</td>
</tr>
<tr>
<td>TV</td>
<td>Tuvalu</td>
</tr>
<tr>
<td>TW</td>
<td>Taiwan</td>
</tr>
<tr>
<td>TX</td>
<td>Turkmenistan</td>
</tr>
<tr>
<td>TZ</td>
<td>United Republic of Tanzania</td>
</tr>
<tr>
<td>UG</td>
<td>Uganda</td>
</tr>
<tr>
<td>UK</td>
<td>United Kingdom &amp; No. Ireland</td>
</tr>
<tr>
<td>UP</td>
<td>Ukraine</td>
</tr>
<tr>
<td>UV</td>
<td>Burkina</td>
</tr>
<tr>
<td>UY</td>
<td>Uruguay</td>
</tr>
<tr>
<td>UZ</td>
<td>Uzbekistan</td>
</tr>
<tr>
<td>VC</td>
<td>St. Vincent &amp; The Grenadines</td>
</tr>
<tr>
<td>VE</td>
<td>Venezuela</td>
</tr>
<tr>
<td>VI</td>
<td>Virgin Islands (British)</td>
</tr>
<tr>
<td>VM</td>
<td>Vietnam</td>
</tr>
<tr>
<td>VQ</td>
<td>Virgin Islands (US)</td>
</tr>
<tr>
<td>VT</td>
<td>Vatican City</td>
</tr>
<tr>
<td>WA</td>
<td>Namibia</td>
</tr>
<tr>
<td>WE</td>
<td>West Bank</td>
</tr>
<tr>
<td>WF</td>
<td>Wallis and Futuna</td>
</tr>
<tr>
<td>WI</td>
<td>Western Sahara</td>
</tr>
<tr>
<td>WQ</td>
<td>Wake Island</td>
</tr>
<tr>
<td>WS</td>
<td>Western Samoa</td>
</tr>
<tr>
<td>WZ</td>
<td>Swaziland</td>
</tr>
<tr>
<td>YM</td>
<td>Yemen</td>
</tr>
<tr>
<td>ZA</td>
<td>Zambia</td>
</tr>
<tr>
<td>ZI</td>
<td>Zimbabwe</td>
</tr>
</tbody>
</table>
C. DAILY RATE CALCULATIONS FOR ACADEMICS

Reference


Because of the difference between the pay period and the service period for 9-month academic employees, it is necessary to calculate "daily rate" of pay if they are unable to work for the full service period.

Definitions

Pay Period:
The pay period is based on calendar months, 3 months per quarter for faculty paid over 9 months (9/9) or 4 months for faculty paid over 12 months (9/12).

Service Period:
The service period is based on the quarterly Academic and Administrative Calendar from the date the quarter begins to the date the quarter ends.

Working Days:
For purposes of computing pay, working days consist of all Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays, including holidays occurring on any of those days, which fall between the beginning and ending dates of the service period of an academic appointment.

Day of Absence:
Any working day for which payment must be deducted because of absence.

Monthly Rate:
The rate of monthly salary payments for the appointment.

Quarterly Rate:
The annual salary of an academic year (9-month) appointee divided by three.

Daily Rate:
The quarterly rate divided by the number of "working days" in the academic quarter under consideration.

Payment Computation - Academic Year (9-Month) Appointees

A. Calculate the Daily Rate amount:

\[
\text{Daily Rate} = \frac{\text{Quarterly Rate}}{\text{# of "Working Days" in Quarter}}
\]

B. Calculate the payment for a quarter of partial service:

\[
\text{Adj. Quarterly Payment} = (\text{Daily Rate}) \times (\text{Appt. %}) \times (\text{# of Days Worked})
\]

C. To calculate the amount to be deducted for a leave of absence, then count the number of days in the leave of absence and apply the same method and formula.
## D. Data Element/Screen Cross-Reference

<table>
<thead>
<tr>
<th>DATA ELEMENT</th>
<th>SCREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Programmatic Unit Code (APU)</td>
<td>EPER</td>
</tr>
<tr>
<td>Additional Tax Withholding</td>
<td>ETAX</td>
</tr>
<tr>
<td>Address (Permanent)</td>
<td>EADD</td>
</tr>
<tr>
<td>Alternate Department Code</td>
<td>EPER</td>
</tr>
<tr>
<td>Appointment Data</td>
<td>EAPP</td>
</tr>
<tr>
<td>Award Data</td>
<td>EAWD</td>
</tr>
<tr>
<td>BELI Code</td>
<td>EPER</td>
</tr>
<tr>
<td>California Tax Withholding</td>
<td>ETAX</td>
</tr>
<tr>
<td>Check/Surepay Address Code</td>
<td>EPER</td>
</tr>
<tr>
<td>Check Disposition (Under normal circumstances)</td>
<td>IGEN</td>
</tr>
<tr>
<td>Citizenship Code</td>
<td>EPD1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATA ELEMENT</th>
<th>SCREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Residence</td>
<td>EALN</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>EEID</td>
</tr>
<tr>
<td>Date of Hire</td>
<td>EEID</td>
</tr>
<tr>
<td>Distribution Data</td>
<td>EAPC</td>
</tr>
<tr>
<td>Education Level Code</td>
<td>EPD2</td>
</tr>
<tr>
<td>Education Level Year</td>
<td>EPD2</td>
</tr>
<tr>
<td>Employee ID Number</td>
<td>EEID</td>
</tr>
<tr>
<td>Employee Relations Code (EREL)</td>
<td>EPER</td>
</tr>
<tr>
<td>Employee Representation Code (EREP)</td>
<td>EPER</td>
</tr>
<tr>
<td>Employee Organization Home Address Disclosure</td>
<td>EADD</td>
</tr>
<tr>
<td>Federal Tax Withholding</td>
<td>ETAX</td>
</tr>
<tr>
<td>FICA Eligibility Code</td>
<td>IALN</td>
</tr>
<tr>
<td>DATA ELEMENT</td>
<td>SCREEN</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Foreign Address Indicator</td>
<td>EADD</td>
</tr>
<tr>
<td></td>
<td>IADD</td>
</tr>
<tr>
<td></td>
<td>IALN</td>
</tr>
<tr>
<td>Home Department Code</td>
<td>EPER</td>
</tr>
<tr>
<td></td>
<td>All screens</td>
</tr>
<tr>
<td>Honor Type</td>
<td>EHON</td>
</tr>
<tr>
<td>Honor Date</td>
<td>IALN</td>
</tr>
<tr>
<td></td>
<td>EPD2</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td>I-9 Date</td>
<td>IALN</td>
</tr>
<tr>
<td></td>
<td>EPD2</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td>Leave of Absence Data</td>
<td>ELVE</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td></td>
<td>IAPP</td>
</tr>
<tr>
<td></td>
<td>IAPT</td>
</tr>
<tr>
<td>Leave Accrual Code</td>
<td>EAPP</td>
</tr>
<tr>
<td></td>
<td>IAPT</td>
</tr>
<tr>
<td></td>
<td>IAPP</td>
</tr>
<tr>
<td>License Codes</td>
<td>ELIC</td>
</tr>
<tr>
<td>Merit Rate Increase Percent</td>
<td>EPER</td>
</tr>
<tr>
<td>Name (Employee) [Change through Payroll]</td>
<td>EEID</td>
</tr>
<tr>
<td></td>
<td>All screens</td>
</tr>
<tr>
<td>Next Salary Review Date</td>
<td>EPER</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td>Next Salary Review Type</td>
<td>EPER</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td>Oath Signature Date</td>
<td>EPD2</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td>Original Hire Date</td>
<td>EPER</td>
</tr>
<tr>
<td>Prior Service Data</td>
<td>EPD2</td>
</tr>
<tr>
<td></td>
<td>IPER</td>
</tr>
<tr>
<td>Probationary Period End Date</td>
<td>EPER</td>
</tr>
<tr>
<td>Retirement System Code</td>
<td>EALN</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td>Sex Code</td>
<td>EPD1</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td>State Tax Withholding</td>
<td>ETAX</td>
</tr>
<tr>
<td></td>
<td>EALN</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td></td>
<td>IALN</td>
</tr>
<tr>
<td>Student Quarter Units</td>
<td>EPER</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td></td>
<td>EPD1</td>
</tr>
<tr>
<td>Student Status</td>
<td>EPER</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td></td>
<td>EPD1</td>
</tr>
<tr>
<td>Title</td>
<td>EAPP</td>
</tr>
<tr>
<td></td>
<td>IAPP</td>
</tr>
<tr>
<td></td>
<td>IAPT</td>
</tr>
<tr>
<td>Visa Type</td>
<td>EPER</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td></td>
<td>EALN</td>
</tr>
<tr>
<td></td>
<td>IALN</td>
</tr>
<tr>
<td>Visa/Work Permit End Date</td>
<td>EPER</td>
</tr>
<tr>
<td></td>
<td>IGEN</td>
</tr>
<tr>
<td></td>
<td>EALN</td>
</tr>
<tr>
<td></td>
<td>IALN</td>
</tr>
<tr>
<td>Work Address</td>
<td>EADD</td>
</tr>
<tr>
<td></td>
<td>IADD</td>
</tr>
<tr>
<td>Work Study Info</td>
<td>EAPP</td>
</tr>
<tr>
<td></td>
<td>IAPT</td>
</tr>
<tr>
<td></td>
<td>IFNW</td>
</tr>
<tr>
<td></td>
<td>IFNA</td>
</tr>
</tbody>
</table>
### E. DOS Codes (Description of Service)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA</td>
<td>Additional Compensation-Administrative</td>
</tr>
<tr>
<td>ACF</td>
<td>Additional Compensation-Fellowship</td>
</tr>
<tr>
<td>ASM</td>
<td>Active Service-Modified Duties</td>
</tr>
<tr>
<td>BYA</td>
<td>By Agreement Payment</td>
</tr>
<tr>
<td>CPC</td>
<td>Certification Incentive Pay/Post Pay</td>
</tr>
<tr>
<td>EAA</td>
<td>Executive Automobile Allowance</td>
</tr>
<tr>
<td>ESL</td>
<td>Extended Sick Leave</td>
</tr>
<tr>
<td>HON</td>
<td>Honorarium</td>
</tr>
<tr>
<td>LNS</td>
<td>Leave No Salary</td>
</tr>
<tr>
<td>LWS</td>
<td>Leave With Salary</td>
</tr>
<tr>
<td>OLA</td>
<td>Additional Compensation-Agreement</td>
</tr>
<tr>
<td>OLN</td>
<td>Additional Compensation-Research</td>
</tr>
<tr>
<td>OLS</td>
<td>Additional Compensation-Teaching-Amount</td>
</tr>
<tr>
<td>OLT</td>
<td>Additional Compensation-Teaching</td>
</tr>
<tr>
<td>OTP</td>
<td>Overtime at Time &amp; 1/2</td>
</tr>
<tr>
<td>OTS</td>
<td>Overtime at Straight Time</td>
</tr>
<tr>
<td>PRQ</td>
<td>Perquisite-Deduction</td>
</tr>
<tr>
<td>REG</td>
<td>Regular Pay</td>
</tr>
<tr>
<td>SDF</td>
<td>Shift Differential-Variable Appointments</td>
</tr>
<tr>
<td>SDG</td>
<td>Shift Differential-Fixed Appointments</td>
</tr>
<tr>
<td>SDN</td>
<td>Phased Retirement Credit</td>
</tr>
<tr>
<td>SLN</td>
<td>Sabbatical Leave-Not in Residence</td>
</tr>
<tr>
<td>SLR</td>
<td>Sabbatical Leave-In Residence</td>
</tr>
<tr>
<td>SLS</td>
<td>Sabbatical Leave-Supplement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMR</td>
<td>Summer Differential Stipend</td>
</tr>
<tr>
<td>SPA</td>
<td>Special Performance Award</td>
</tr>
<tr>
<td>STP</td>
<td>Stipend</td>
</tr>
<tr>
<td>SWC</td>
<td>Safety Workers' Compensation</td>
</tr>
<tr>
<td>TOC</td>
<td>Time on Call</td>
</tr>
<tr>
<td>TRM</td>
<td>Terminal Vacation Payment</td>
</tr>
<tr>
<td>UNX</td>
<td>UNEX Payment-Amount</td>
</tr>
<tr>
<td>VLT</td>
<td>Vacation Leave Transfer</td>
</tr>
<tr>
<td>WOS</td>
<td>Without Salary</td>
</tr>
</tbody>
</table>
### F. Employee Relations Codes

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE</th>
<th>USE AT UCSB</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Manager - Not Confidential</td>
<td>Must:</td>
<td>Definition of Manager: Any employee having significant responsibility for formulating or administering policies and programs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) Meet the &quot;Manager&quot; definition</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Be in the MSP program (grade MSP 1 or above)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Manager - Confidential</td>
<td>Must:</td>
<td>Definition of Manager: Any employee having significant responsibility for formulating or administering policies and programs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) Meet the &quot;Manager&quot; definition</td>
<td>Definition of Confidential: Any employee required to develop or present management positions for collective bargaining.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Be in the MSP program (grade MSP 1 or above)</td>
<td>And/or and employee whose duties normally require access to information which contributes significantly to the development of such management positions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) Meet the &quot;Confidential&quot; definition</td>
<td>Restrictions: Use of this designation requires prior approval by Human Resources.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(4) Be approved by Human Resources</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Supervisor - Not Confidential</td>
<td>Must:</td>
<td>Definition of Supervisor: To be defined as a Supervisor according to HEERA, an employee must supervise the appropriate amount of FTE's in areas such as hiring, performance evaluation, work assignment, reclassification and merit opportunities, disciplinary actions and complaint/grievance resolution. The employee must have the appropriate level of authority for decision-making, not be on a short-term supervisory assignment, and do work that is predominately different than those being supervised. Human Resources reviews the job to determine if the definition has been met. Restrictions: Use of this designation requires prior approval by Human Resources.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) Meet the &quot;Supervisor&quot; definition according to HEERA.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Be approved by Human Resources</td>
<td></td>
</tr>
<tr>
<td>CODE</td>
<td>TITLE</td>
<td>USE AT UCSB</td>
<td>DEFINITIONS</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| D    | Supervisor - Confidential | Must:  
(1) Meet the "Supervisor" definition according to HEERA.  
(2) Meet the "Confidential" definition  
(3) Be approved by Human Resources |  
Definition of Supervisor: (see above)  
Definition of Confidential:  
Any employee required to develop or present management positions for collective bargaining  
And/or and employee whose duties normally require access to information which contributes significantly to the development of such management positions.  
Restrictions:  
Use of this designation requires prior approval by Human Resources. |
| E    | All Others - Not Confidential | Used only when an employee is not a Manager, Confidential, or Supervising according to HEERA | |
| F    | All Others - Confidential | Must:  
(1) Meet the "Confidential" definition  
(2) Not be a Manager or Supervising according to HEERA |  
Definition of Confidential:  
Any employee required to develop or present management positions for collective bargaining  
And/or and employee whose duties normally require access to information which contributes significantly to the development of such management positions.  
Restrictions:  
Use of this designation requires prior approval by Human Resources. |
| G    | Not Covered by HEERA (Out of State) | Must be working and residing outside of the state of California | |
| H    | Student in Academic Title – Covered by HEERA | Must:  
(1) Be a student in an academic title  
(2) Be in a title covered by the BX bargaining unit |  
Examples of titles include:  
Readers, Teaching Assistants, Associates |
<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE</th>
<th>USE AT UCSB</th>
<th>DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Student In Academic Title – Not Covered by HEERA</td>
<td>Must: (1) Be a student in an academic title (2) NOT be in a title covered by the BX bargaining unit</td>
<td>Examples of titles include: Graduate Student Researcher</td>
</tr>
</tbody>
</table>
Use of the Employee Relations Codes for Academic Appointees

Departments should leave the field blank. For these individuals, the field will be derived with a value of "E" (All Others - Not Confidential). However, there are some instances where an individual academic appointee's existing code needs to be changed. The following table should be used as a guide for these exceptional circumstances.

<table>
<thead>
<tr>
<th>CODE</th>
<th>DEFINITION</th>
<th>USE</th>
</tr>
</thead>
</table>
| A    | Manager - Not Confidential:  
- Deans (Executive Program)  
- Acting Deans  
- Associate and Assistant Deans (also Acting)  
- Directors or Organized Research Units (also Acting)  
- Assistant University Librarians | An academic employee who adds one of the administrative positions listed. Not all administrative appointments necessitate a change in Employee Relations Code. Enter an Employee Relations Code of "A" at the time the qualifying appointment is approved. |
| C    | Supervisor - Not Confidential:  
- Librarians (LX)*  
- Non-Senate Instructional Unit (IX)*  
* Assigned supervisory responsibilities for other individuals in the same unit. | A member of the Librarian Unit (Unit 17) or Non-Senate Instructional Unit (Unit 18) who is assigned responsibilities to supervise other individuals who are also in the unit.  
Use of this designation requires prior approval from Labor Relations. |
| E    | All Others – Not Confidential | An academic employee who is not a manager, supervisor, nor a confidential employee. |
| H    | Student in Academic Title – Covered by HEERA | |
| I    | Student in Academic Title – Not Covered by HEERA | |
### G. Leave of Absence Codes

<table>
<thead>
<tr>
<th>CODE</th>
<th>Leave of Absence Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Sabbatical-Regular (Full Salary)</td>
</tr>
<tr>
<td>02</td>
<td>Sabbatical-Regular (Partial Salary)</td>
</tr>
<tr>
<td>03</td>
<td>Sabbatical-In Residence (Full Salary)</td>
</tr>
<tr>
<td>14</td>
<td>Sabbatical-In Residence (Partial Salary)</td>
</tr>
<tr>
<td>04</td>
<td>Leave of Absence-Child Bearing</td>
</tr>
<tr>
<td>05</td>
<td>Leave of Absence-Extended Illness</td>
</tr>
<tr>
<td>06</td>
<td>Leave of Absence-Government/Public Service</td>
</tr>
<tr>
<td>07</td>
<td>Leave of Absence-Professional Development</td>
</tr>
<tr>
<td>08</td>
<td>Leave of Absence-Personal</td>
</tr>
<tr>
<td>09</td>
<td>Leave of Absence-Worker's Compensation</td>
</tr>
<tr>
<td>10</td>
<td>Leave of Absence-Furlough</td>
</tr>
<tr>
<td>11</td>
<td>Leave of Absence-Military</td>
</tr>
<tr>
<td>12</td>
<td>Leave of Absence-Special Research</td>
</tr>
<tr>
<td>13</td>
<td>Leave of Absence-Administrative</td>
</tr>
<tr>
<td>15</td>
<td>Family and Medical Leave-Without Pay</td>
</tr>
<tr>
<td>16</td>
<td>Family and Medical Leave-With Pay</td>
</tr>
<tr>
<td>18</td>
<td>NSF benefits bridge</td>
</tr>
<tr>
<td>99</td>
<td>Leave of Absence-Other</td>
</tr>
</tbody>
</table>
H. Leave Accrual Codes

The Leave Accrual Code indicates the rate at which vacation and sick leave are accrued by the employee for an appointment. See policies for assignment of leave accrual codes. The rates in the following tables are for full-time service.

<table>
<thead>
<tr>
<th>CODE</th>
<th>VACATION</th>
<th>SICK LEAVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DAYS</td>
<td>HOURS</td>
</tr>
<tr>
<td>A</td>
<td>15 days/yr</td>
<td>10 hrs/mo</td>
</tr>
<tr>
<td>B</td>
<td>18 days/yr</td>
<td>12 hrs/mo</td>
</tr>
<tr>
<td>C</td>
<td>21 days/yr</td>
<td>14 hrs/mo</td>
</tr>
<tr>
<td>D</td>
<td>24 days/yr</td>
<td>16 hrs/mo</td>
</tr>
<tr>
<td>E</td>
<td>24 days/yr</td>
<td>16 hrs/mo</td>
</tr>
<tr>
<td>F</td>
<td>0 days/yr</td>
<td>0 hrs/mo</td>
</tr>
<tr>
<td>G</td>
<td>15 days/yr</td>
<td>10 hrs/mo</td>
</tr>
<tr>
<td>H</td>
<td>18 days/yr</td>
<td>12 hrs/mo</td>
</tr>
<tr>
<td>J</td>
<td>21 days/yr</td>
<td>14 hrs/mo</td>
</tr>
<tr>
<td>K</td>
<td>24 days/yr</td>
<td>16 hrs/mo</td>
</tr>
<tr>
<td>N</td>
<td>0 days/yr</td>
<td>0 hrs/mo</td>
</tr>
<tr>
<td>CODE</td>
<td>YEARS OF QUALIFYING SERVICE</td>
<td>MONTHLY ACCRUAL RATE</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>TIER 1 - Professional &amp; Support Staff (PSS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Less than 10</td>
<td>10 hours</td>
</tr>
<tr>
<td>B</td>
<td>At least 10 but less than 15</td>
<td>12 hours</td>
</tr>
<tr>
<td>C</td>
<td>At least 15 but less than 20</td>
<td>14 hours</td>
</tr>
<tr>
<td>D</td>
<td>20 or more</td>
<td>16 hours</td>
</tr>
<tr>
<td>TIER 2 – Managers &amp; Sr. Professionals (MSP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Less than 5</td>
<td>12 hours</td>
</tr>
<tr>
<td>C</td>
<td>At least 5 but less than 10</td>
<td>14 hours</td>
</tr>
<tr>
<td>D</td>
<td>10 or more</td>
<td>16 hours</td>
</tr>
<tr>
<td>Former A&amp;PS*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Less than 5</td>
<td>10 hours</td>
</tr>
<tr>
<td>H</td>
<td>At least 5 but less than 10</td>
<td>12 hours</td>
</tr>
<tr>
<td>J</td>
<td>At least 10 but less than 15</td>
<td>14 hours</td>
</tr>
<tr>
<td>K</td>
<td>15 or more</td>
<td>16 hours</td>
</tr>
<tr>
<td>Former EXECUTIVE*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>All</td>
<td>16 hours</td>
</tr>
</tbody>
</table>

* Employees who were in the Administrative and Professional Staff (A&PS) or Executive Programs as of June 30, 1996 shall continue to accrue vacation under the A&PS or Executive schedule until a break in service of four or more months.

For academic employee leave accrual codes, see Red Binder VI-8
## I. LICENSES AND CERTIFICATION CODES

<table>
<thead>
<tr>
<th>CODE</th>
<th>LICENSE/CERTIFICATE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAT</td>
<td>Assistant Animal Technician Certificate</td>
</tr>
<tr>
<td>ARC</td>
<td>Architectural License</td>
</tr>
<tr>
<td>ATH</td>
<td>National Athletic Trainer Association</td>
</tr>
<tr>
<td>AUD</td>
<td>Audiologist Certificate</td>
</tr>
<tr>
<td>BAR</td>
<td>Membership in the California State Bar</td>
</tr>
<tr>
<td>CCD</td>
<td>California State Permit for Director of a Children's Center</td>
</tr>
<tr>
<td>CDL</td>
<td>California Drivers License</td>
</tr>
<tr>
<td>CLT</td>
<td>Clinical Laboratory Technologist License</td>
</tr>
<tr>
<td>CSW</td>
<td>Clinical Social Worker License</td>
</tr>
<tr>
<td>DDD</td>
<td>Dental Specialty Board Diplomate</td>
</tr>
<tr>
<td>DDS</td>
<td>Dental Examiners Board License</td>
</tr>
<tr>
<td>ENG</td>
<td>Professional Engineering License</td>
</tr>
<tr>
<td>FCC</td>
<td>Federal Communications Commission Radiotelephone Operator's License</td>
</tr>
<tr>
<td>HYG</td>
<td>Dental Hygienist License</td>
</tr>
<tr>
<td>LAN</td>
<td>Laboratory Animal Technologist Certificate</td>
</tr>
<tr>
<td>LAT</td>
<td>Laboratory Animal Technician Certificate</td>
</tr>
<tr>
<td>LLT</td>
<td>Clinical Lab Tech. Trainee License</td>
</tr>
<tr>
<td>LND</td>
<td>Landscape Architect License</td>
</tr>
<tr>
<td>LVN</td>
<td>Vocational Nurse License</td>
</tr>
<tr>
<td>MDA</td>
<td>Physician's Assistant Certificate</td>
</tr>
<tr>
<td>MDD</td>
<td>Physician's Medical Specialty Diplomate</td>
</tr>
<tr>
<td>MDL</td>
<td>Physician's Medical Board License</td>
</tr>
<tr>
<td>MRA</td>
<td>Medical Record Administrator Registration</td>
</tr>
<tr>
<td>MRT</td>
<td>Medical Record Technician Certification</td>
</tr>
<tr>
<td>MUS</td>
<td>Nat'l Association of Music Therapy Registration</td>
</tr>
<tr>
<td>NUC</td>
<td>Nuclear Medicine Technologist Certificate</td>
</tr>
<tr>
<td>OCC</td>
<td>Amer Occupational Therapy Assoc Registration</td>
</tr>
<tr>
<td>OPT</td>
<td>Optometry License</td>
</tr>
<tr>
<td>ORT</td>
<td>Orthopedist Certificate</td>
</tr>
<tr>
<td>PCF</td>
<td>Pest Control Field Representative License</td>
</tr>
<tr>
<td>PCO</td>
<td>Pest Control Operator License</td>
</tr>
<tr>
<td>PHM</td>
<td>California Board of Pharmacy License</td>
</tr>
<tr>
<td>PHY</td>
<td>Physical Therapist License</td>
</tr>
<tr>
<td>PRA</td>
<td>Prosthetist/Orthotist Assistant Certificate</td>
</tr>
<tr>
<td>PRO</td>
<td>Prosthetist/Orthotist Certificate</td>
</tr>
<tr>
<td>PST</td>
<td>POST Certification</td>
</tr>
<tr>
<td>PSY</td>
<td>Psychiatric Technician License</td>
</tr>
<tr>
<td>RAD</td>
<td>Radiologic Technology Certificate</td>
</tr>
<tr>
<td>RDA</td>
<td>Registered Dental Assistant</td>
</tr>
<tr>
<td>RDI</td>
<td>Registered Dietitian</td>
</tr>
<tr>
<td>REC</td>
<td>Recreation Therapist Registration</td>
</tr>
<tr>
<td>RES</td>
<td>Respiratory Therapy Registration</td>
</tr>
<tr>
<td>RNA</td>
<td>Nurse Anesthetist Certification</td>
</tr>
<tr>
<td>RNI</td>
<td>Nurse Interim Permit</td>
</tr>
<tr>
<td>RNL</td>
<td>Registered Nurse License</td>
</tr>
<tr>
<td>RNP</td>
<td>Nurse Practitioner Certification</td>
</tr>
<tr>
<td>RTT</td>
<td>Radiation Therapy Technology Certificate</td>
</tr>
<tr>
<td>SPE</td>
<td>Speech Pathologist Certification</td>
</tr>
<tr>
<td>VET</td>
<td>Veterinary Medicine License</td>
</tr>
</tbody>
</table>
### J. Personnel Action Codes

<table>
<thead>
<tr>
<th>VALUE</th>
<th>Code Interpretation</th>
<th>Derived/Entered</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Hire</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Rehire</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Merit Increase (On-Line)</td>
<td>E</td>
<td>Dist</td>
</tr>
<tr>
<td>06</td>
<td>Separation</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Leave With Pay</td>
<td>E</td>
<td>ELVE</td>
</tr>
<tr>
<td>08</td>
<td>Leave Without Pay</td>
<td>E</td>
<td>ELVE</td>
</tr>
<tr>
<td>09</td>
<td>Change in Leave Return Date</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Promotion</td>
<td>E</td>
<td>Appt</td>
</tr>
<tr>
<td>11</td>
<td>Demotion</td>
<td>E</td>
<td>Appt</td>
</tr>
<tr>
<td>12</td>
<td>Lateral Transfer</td>
<td>E</td>
<td>Appt</td>
</tr>
<tr>
<td>13</td>
<td>Additional Employment</td>
<td>E</td>
<td>Appt</td>
</tr>
<tr>
<td>14</td>
<td>Academic Status Change</td>
<td>E</td>
<td>Appt</td>
</tr>
<tr>
<td>15</td>
<td>Visa Status Change</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Change in % Full Time (Appt)</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Appointment Renewal</td>
<td>E</td>
<td>Appt</td>
</tr>
<tr>
<td>18</td>
<td>Change in Fund Source</td>
<td>E</td>
<td>Dist</td>
</tr>
<tr>
<td>19</td>
<td>Change in Home Department</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Other (Employee Level Change)</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Intercampus Transfer</td>
<td>E</td>
<td>EEID</td>
</tr>
<tr>
<td>23</td>
<td>Change in BELI - Assigned</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Change in Leave Plan</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Mass Title Code Change</td>
<td>D</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VALUE</th>
<th>Code Interpretation</th>
<th>Derived/Entered</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Add Stipend (Academic use)</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>System Merit Increase (batch)</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Range Adjustment (batch)</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Mass Purge (batch)</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Manual Range Adjustment</td>
<td>E</td>
<td>Dist</td>
</tr>
<tr>
<td>35</td>
<td>Transfer - Campus /UCOP</td>
<td>E</td>
<td>EEID</td>
</tr>
<tr>
<td>36</td>
<td>Transfer - Campus/Lab/State</td>
<td>E</td>
<td>EEID</td>
</tr>
<tr>
<td>37</td>
<td>Reclassification Downward</td>
<td>E</td>
<td>Appt</td>
</tr>
<tr>
<td>38</td>
<td>Reclassification Upward</td>
<td>E</td>
<td>Appt</td>
</tr>
<tr>
<td>39</td>
<td>Reclassification Lateral</td>
<td>E</td>
<td>Appt</td>
</tr>
<tr>
<td>40</td>
<td>Other Appointment Action</td>
<td>E</td>
<td>Appt</td>
</tr>
<tr>
<td>41</td>
<td>Six Month Increase</td>
<td>E</td>
<td>Dist</td>
</tr>
<tr>
<td>42</td>
<td>Exceptional/Equity Increase</td>
<td>E</td>
<td>Dist</td>
</tr>
<tr>
<td>43</td>
<td>Other Pay Rate Change</td>
<td>E</td>
<td>Dist</td>
</tr>
<tr>
<td>44</td>
<td>Casual Increase</td>
<td>E</td>
<td>Dist</td>
</tr>
<tr>
<td>45</td>
<td>Change in Negotiated Salary (HSCP)</td>
<td>E</td>
<td>Dist</td>
</tr>
<tr>
<td>46</td>
<td>Change in Percent Full Time (Dist)</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Mass Account/Fund Change (batch)</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Add Stipend</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Mass Distribution Unit Change (batch)</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Other (Dist Level Change)</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Casual To Career</td>
<td>E</td>
<td>Appt</td>
</tr>
</tbody>
</table>
### K. Retirement/FICA Codes

#### K1. Retirement Descriptions

<table>
<thead>
<tr>
<th>RETIREMENT CODE</th>
<th>UC STUDENT STATUS</th>
<th>TITLE</th>
<th>DURATION OF EMPLOYMENT &amp; APPOINTMENT PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>1 - Not Registered</td>
<td>All</td>
<td>*Less than 50%</td>
</tr>
<tr>
<td></td>
<td>2 - Not Registered</td>
<td></td>
<td>*Less than a year</td>
</tr>
<tr>
<td></td>
<td>Degree Candidate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>NOTE: Except F1/J1 visas (see below)</strong></td>
</tr>
<tr>
<td></td>
<td>1 - Not Registered</td>
<td>Visiting Titles</td>
<td>All duration's and % of time.</td>
</tr>
<tr>
<td></td>
<td>2 - Not Registered</td>
<td>Per Diem</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Degree Candidate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 - Undergraduate</td>
<td>All</td>
<td>More than 50%</td>
</tr>
<tr>
<td></td>
<td>4 - Graduate</td>
<td></td>
<td>Less than required student units.</td>
</tr>
<tr>
<td>N</td>
<td>3 - Undergraduate</td>
<td>All</td>
<td>50% or less</td>
</tr>
<tr>
<td></td>
<td>4 - Graduate</td>
<td></td>
<td>Minimum required student units.</td>
</tr>
<tr>
<td>U</td>
<td>1 - Not Registered</td>
<td>All except visiting</td>
<td>50% or more for a year or more</td>
</tr>
<tr>
<td></td>
<td>2 - Not Registered</td>
<td>and per diem.</td>
<td></td>
</tr>
</tbody>
</table>
### K2. FICA Descriptions

<table>
<thead>
<tr>
<th>FICA Code</th>
<th>UC Student Status</th>
<th>Title</th>
<th>Duration of Employment &amp; Appointment Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>1 - Not Registered</td>
<td>All except Safety and Per Diem titles</td>
<td>50% more for a year or more</td>
</tr>
<tr>
<td></td>
<td>2 - Not Registered Degree Candidate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Except F1/J1 visas. (**see below**)

<table>
<thead>
<tr>
<th>FICA Code</th>
<th>UC Student Status</th>
<th>Title</th>
<th>Duration of Employment &amp; Appointment Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>1 - Not Registered</td>
<td>All</td>
<td>Less than 50%, indefinite or less than one year.</td>
</tr>
<tr>
<td></td>
<td>2 - Not Registered Degree Candidate</td>
<td>Per diem, Visiting and Safety titles.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 - Undergraduate</td>
<td>All</td>
<td>More than 50% and/or less than the required number of student units.</td>
</tr>
<tr>
<td></td>
<td>4 - Graduate</td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FICA Code</th>
<th>UC Student Status</th>
<th>Title</th>
<th>Duration of Employment &amp; Appointment Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>3 - Undergraduate</td>
<td>All</td>
<td>50% or less AND taking the required number of student units.</td>
</tr>
<tr>
<td></td>
<td>4 - Graduate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**K3. Retirement/FICA Combinations**

<table>
<thead>
<tr>
<th>RETIREMENT/FICA CODING</th>
<th>DESCRIPTION</th>
<th>DCP-R</th>
<th>OASDI</th>
<th>MEDICARE</th>
<th>SAFE HARBOR (DCP-CAS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>U/M</td>
<td>Member rehired after 4/86, opted out of Social Security in 1976. Safety Member hired after 4/86.</td>
<td>3% - $19.00 per month</td>
<td>0</td>
<td>1.45%</td>
<td>N/A</td>
</tr>
<tr>
<td>U/N</td>
<td>Opted out of FICA in 1976. F1/J1 Visa holder - see note below. Safety Member hired prior to 4/86.</td>
<td>3% - $19.00 per month</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>U/E</td>
<td>Member with Social Security. When OASDI maximum is reached.</td>
<td>2% - $19.00 per month</td>
<td>6.20%</td>
<td>1.45%</td>
<td>N/A</td>
</tr>
<tr>
<td>H/M</td>
<td>Hired between 7/01/91 - 10/19/92 or after 10/19/92.</td>
<td>N/A</td>
<td>0</td>
<td>1.45%</td>
<td>7.50%</td>
</tr>
<tr>
<td>N/N</td>
<td>F1/J1 Visas (**see below). UC students with minimum units and below 51% appointments.</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>N/E</td>
<td>Hired between 7/01/91-10/19/92 and opted into FICA on UPAY 758.</td>
<td>N/A</td>
<td>6.20%</td>
<td>1.45%</td>
<td>0</td>
</tr>
</tbody>
</table>

**NOTE:** All F1/J1 Visa holders are exempt from Safe Harbor, OASDI and Medicare unless they are considered a Resident Alien, in which case they will contribute to required Retirement and FICA. Additional questions should be directed to the Payroll Office.
### L. **Salary Review Date Guidelines - Staff**

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Salary Review Date</th>
<th>Salary Review Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>All groups except Nurses (NX)</td>
<td>October 1</td>
<td>The Employee must have regular career status (non-probationary) by October 1</td>
</tr>
<tr>
<td>NX – Registered Nurses</td>
<td>May 1</td>
<td>Employee must have regular career status (non-probationary) by May 1</td>
</tr>
<tr>
<td>99 – Non-Represented</td>
<td>October 1</td>
<td>The Employee must:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Have regular career status (non-probationary) by October 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Be appointed to a limited or career position on or before the preceding April 1, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Have had no break in service between April 1 and October 1 of the applicable year (per UCSB local Personnel Policies for Staff Members, Section 30-Salary).</td>
</tr>
</tbody>
</table>

- "All groups except Nurses (NX)" means all employee groups except Registered Nurses (NX).
- "NX – Registered Nurses" refers to Registered Nurses.
- "99 – Non-Represented" refers to non-represented employees.
### M. Separation Reason Codes

<table>
<thead>
<tr>
<th>CODE</th>
<th>SEPARATION DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Resignation: Accept another job</td>
</tr>
<tr>
<td>AB</td>
<td>Resignation: Look for another job</td>
</tr>
<tr>
<td>AC</td>
<td>Resignation: Self-employment</td>
</tr>
<tr>
<td>AD</td>
<td>Resignation: Dissatisfied with job</td>
</tr>
<tr>
<td>AE</td>
<td>Resignation: Pregnancy (did not desire leave)</td>
</tr>
<tr>
<td>AF</td>
<td>Resignation: Family and/or child care</td>
</tr>
<tr>
<td>AG</td>
<td>Resignation: Health</td>
</tr>
<tr>
<td>AH</td>
<td>Resignation: Attend school</td>
</tr>
<tr>
<td>AI</td>
<td>Resignation: Military service</td>
</tr>
<tr>
<td>AJ</td>
<td>Resignation: Failed to return from leave</td>
</tr>
<tr>
<td>AK</td>
<td>Resignation: Other</td>
</tr>
<tr>
<td>AL</td>
<td>Resignation: Accept job at newly created health corporation (Same Desk Rule)</td>
</tr>
<tr>
<td>AM</td>
<td>Resignation: moved out of area</td>
</tr>
<tr>
<td>AN</td>
<td>Resignation: no reason given</td>
</tr>
<tr>
<td>BA</td>
<td>Grant/Contract Expired</td>
</tr>
<tr>
<td>BB</td>
<td>Academic Appointment expired</td>
</tr>
<tr>
<td>BC</td>
<td>Visa/work authorization expired</td>
</tr>
<tr>
<td>CA</td>
<td>Indefinite Layoff with rehire rights</td>
</tr>
<tr>
<td>CB</td>
<td>Termination of casual employee</td>
</tr>
<tr>
<td>CC</td>
<td>Termination of other casual employee (on-call)</td>
</tr>
<tr>
<td>CD</td>
<td>Termination of casual restricted</td>
</tr>
<tr>
<td>CE</td>
<td>Graduation/no longer enrolled as a student</td>
</tr>
<tr>
<td>CF</td>
<td>Per diem release</td>
</tr>
<tr>
<td>CG</td>
<td>Indefinite layoff with severance</td>
</tr>
<tr>
<td>CH</td>
<td>Indefinite layoff with reduced severance and rehire/recall rights</td>
</tr>
<tr>
<td>CI</td>
<td>Indefinite layoff with no severance or rehire/recall rights</td>
</tr>
<tr>
<td>CL</td>
<td>Layoff: Accept job at newly created health corporation (Same Desk Rule)</td>
</tr>
<tr>
<td>DA</td>
<td>Released: During Probationary Period</td>
</tr>
<tr>
<td>EA</td>
<td>Dismissal: Lack of performance</td>
</tr>
<tr>
<td>EB</td>
<td>Dismissal: Misconduct</td>
</tr>
<tr>
<td>EC</td>
<td>Dismissal: Quit without notice</td>
</tr>
<tr>
<td>ED</td>
<td>Job abandonment</td>
</tr>
<tr>
<td>EE</td>
<td>Never started employment</td>
</tr>
<tr>
<td>EF</td>
<td>No longer certified or licensed</td>
</tr>
<tr>
<td>EG</td>
<td>Do not rehire-settlement employee agrees not to return</td>
</tr>
<tr>
<td>GA</td>
<td>Medical Separation</td>
</tr>
<tr>
<td>I4</td>
<td>Inactive for 4 Consecutive Months</td>
</tr>
<tr>
<td>JA</td>
<td>Change to emeritus status</td>
</tr>
<tr>
<td>KA</td>
<td>Death</td>
</tr>
<tr>
<td>LA</td>
<td>Other: Termination (coaches, management program) or Separation (per diem nurses, vocational nurses)</td>
</tr>
<tr>
<td>RA</td>
<td>Retirement: Regular</td>
</tr>
<tr>
<td>RD</td>
<td>Retirement: Compulsory for SMG and regents' officers</td>
</tr>
<tr>
<td>RF</td>
<td>Retirement: Faculty</td>
</tr>
</tbody>
</table>
N. I-9 INFORMATION

I-9 History
The I-9 form is the Employment Eligibility Verification Form. This verification method was introduced and required of all U.S. employers with the passage of the Immigration Reform and Control Act of 1986 (known also as IRCA). This is a Federal Law, and it applies equally to all U.S. employers. Compliance is not optional, and, in fact failure to comply with this law is punishable by both criminal as well as civil penalties.

When to Complete the I-9 form
UCSB’s policy is to complete the I-9 either before, or on the date the person starts to work. I-9 must be completed NO LATER than 3 days from the date the person hired starts providing the services for which payment will be made.

Complete a new I-9 form:
- If this is a new UCSB employee
- After a break in service of more than 12 months
- If the current I-9 is more than 3 years old
- If there is no copy of an old I-9 available to verify.

The form may be downloaded from the following website: http://uscis.gov/graphics/formsfee/forms/i-9.htm

How to Complete the I-9 form:
- Section 1 (Employee Information and Verification): Completed by the EMPLOYEE
  The employer is responsible for any areas of Section 1 which are left incomplete. This section must be completed and signed before going on to Section 2.

- Section 2 (Employer Review and Verification): Completed by the EMPLOYER
  After the employee completes Section 1, the employer must examine the original documents presented by the employee. It is illegal to indicate to the employee which documents must be presented. The employer may only show the document list, and ask to see either one document from List A, or one from List B and List C. If the document(s) presented appear to be genuine, and to relate to the individual, then the employer completes the verification section, and makes copies of only the documents accepted as indicated on the form.
  
  Copying of accepted documents must be done for all I-9s, (so U.S. citizens’ documents must also be copied).

  NOTE: The information on the accepted documents must not conflict with the information given in Section 1 of the I-9 form.

  Please call OISS (x2354) with any questions related to acceptable documents, and related end dates (or FAX a copy of the documents in question (fax 7132).

- Section 3 (Updating and Reverification): Completed by the EMPLOYER
  Update of I-9: This is required after any “break in service” of less than 1 year. The employer completes the Section 3 portion to indicate the rehire date and signs in the indicated place. No new documents need to be presented or witnessed. Section 3 must be completed on or before the first day of the new employment period.

  Note: Maternity leave is not considered a “break in service” because the person is still considered a continuing employee, so no update is necessary;

In the “aliens authorized to work” section, the required admission number is found on the I-94 card stapled in the person’s passport (it is found top left on the card, and is 11 digits long). All legal Foreign Nationals will have both an Admission number and an end date for their employment permission. If the person needs help with this documentation, please have them call the OISS office (x2929).
returning to seasonal employment (i.e.: student positions after summer break) does require an update.

Reverification of I-9: This is necessary of the I-9 employment authorization end date is near for a Foreign National. This section must be completed BEFORE the current end date, to show that a request for extension of employment permission has been submitted to Immigration (INS), and section 3 must be amended again when the authorization is granted. A copy of the extension request must be attached to the reverified I-9, and later, a copy of the extension authorization. No new signature from the employee is required.

NOTE: A new I-9 must be prepared if the original one that is being updated or reverified is more than three years old.

All continuing students (both in the F as well as in the J student status) are limited to employment of up to 20 hours/week while classes are in session, and up to 40 hours/week during the quarter break periods (including summer), provided that this is a regularly admitted and regularly enrolled UCSB student.

- **J1 Students**
  J1 students will have an end date for their employment permission on their DS 2019 form. This DS 2019 form as well as their I94 form should be copied for the I-9 form when the visa status is used for employment authorization.

- **F1 Students**
  F1 students will not have an end date and they will have “D/S” on the I-9 form. This will need to be translated into a date for the payroll line of PPS as follows:
  - Bachelor's degree: 6 years from beginning of studies
  - Master's degree: 4 years from beginning of studies
  - Ph.D. degree: 7 years from beginning of studies
  The I-20 and I94 form will still need to be copied for the I-9 records.

- **Practical Training/ Academic Training:**
  Normally an international student can only be employed by the school where he/she is registered. After completion of a U.S. degree a student may be given written authorization to be employed anywhere, full time or part time - provided the employment relates to the degree just completed. This special permission to work is called Optional Practical Training (OPT) or Academic Training. The authorization will have a specific ending date, and this is the date which should be placed in the top section of the I-9 form.

  NOTE: If a student has just completed a degree here at UCSB, he/she does NOT have permission to continue working here, until completing the update section of the I-9 showing an approved Practical Training authorization end date.

- **PPS and the I-9 form:**

  - **Appointment line (showing end date of desired appointment):**
    This line should reflect the intended appointment end, regardless of whatever authorization period has been granted.

  - **Distribution line (showing end date of authorization):**
    The distribution end date must always be the same as, or less than the end date of employment authorization. If a person is a U.S. Citizen, there will not be an end date, but some Permanent Residents have employment authorization end dates (if they hold a green card which is only valid for 2 years, the green card expiration is their authorization end date), and all Foreign Nationals have end dates.

  - **9 over 12 academic appointments**
    In the case of the “9 over 12” academic appointments, the prospective employee may be placed on the payroll long before they actually start to work at UCSB. The I-9 must be completed no later than three days from the date they begin working. The other payroll documents will have to be prepared as usual.
• **U.S. Nationals**
U.S. Nationals will be able to complete the I-9 at the same time the other payroll documents are done;

• **Foreign Nationals**
Foreign Nationals will have to wait until they are inside the U.S. and have been granted permission to work at UCSB before they can either begin working or complete the I-9 form.

**NOTE:** The I-9 is not required for a “No Pay Appointment”.

**Special I-9 Issues:**

• **Notarization of the I-9:**
When the I-9 is completed within the U.S., but away from Santa Barbara, the law allows a Notary to act on the behalf of the employer in witnessing the original documents, and the completeness of the form, and signing Section 2 on the employer’s behalf. The Notary must also attach the document copies.

Although the form may be completed on UCSB’s behalf in this manner, the employer is still responsible for the information on the form as well as for the completeness of the form.

If you need to have a Notary complete the I-9, please give yourself enough time before the three day deadline, so if this procedure is incomplete or inaccurately done by the Notary, you can have this corrected before the person has been employed for three business days.

**NOTE:** Notaries are not all aware of their role in the I-9 completion. Some think that they are supposed to notarize the employee’s signature, or to attest to the accuracy of a Xerox copy as being a true copy of the original of any form.

• **Off-Campus Employment Authorization:**
An international student may obtain special permission, while a continuing student to work somewhere other than with the institution where he/she is studying. This is called “Off-Campus” work permission. This permission will have hourly limits attached to it (i.e.: 20 hrs/week during the quarter, and 40 hrs/week during the break periods) and the student will have an authorization document which indicates these limits and the authorization end date.

• **I-551 Passport Stamp**
Sometimes, before the actual green card is sent out, the person will be given a “Notice of Adjustment” stamp in their passport. This is called the I-551 Permanent Residence Stamp, and it may be used for a list 1 document on the I-0 form.

The stamp reads: “Processed for I-551. Temporary evidence of lawful admission for Permanent Residence. Valid until __(date)__. Employment Authorized”.

**NOTE:** Only Green Cards with the number I-551 are now acceptable for the Employment Authorization Verification (I-9) document.

• **Permanent Resident with 2 year "conditional" end date for employment authorization:**
Usually when someone obtains Permanent Residence through marriage to a U.S. Citizen, the first period of the P/R status is given on a “conditional” basis for a two year period. The conditions are removed when the 10 year green card is obtained at the end of the 2 year green card’s validity.

**NOTE:** The regular 10 year green card holder does not have an end date for employment authorization. The expiration of the 10 year card is for the purpose of updating the photo and biometric information of the green card holder.
• Missing I-9 Documents:

 3 day rule
When no acceptable documents are available for a particular column, the person may provide you with a receipt for replacement of the missing document. If this is done within the three-business day limit for completing the I-9, then you can employ the person under the 90 day rule.

90 day rule
If you are given a receipt for a missing form, you may indicate an employment end date of 90 calendar days from the date the person started to work at UCSB. This date should be entered on the distribution line in PPS, as well as to the Visa/Employment authorization section (but the PPS Appointment line should indicate the desired employment period). Also, indicate “90 day rule” in the PAN notice section.

This will give the person a chance to either obtain a replacement, or come up with another acceptable document before the end of the allowed employment period. If nothing can be obtained within the 90 days, then the person must stop working until a suitable document can be provided.

240 day rule - If the application for extension of the person’s employment authorization has been submitted to Immigration before the previous end date, then the employment authorization deadline is automatically extended from the prior end date by 240 days while waiting for the approval of the request, (or until a denial is obtained from Immigration). NOTE: This only applies to extension of the same employment permission, not a request for a new kind of permission.

Please submit a reverified I-9, copy of the extension request or approval, change the employment end date on the PPS screen, and indicate “240 day rule” in the comments section of the PAN Notice.

November 2005 – Office of International Students and Scholars
# O. Visa Types

<table>
<thead>
<tr>
<th>VISA CODE</th>
<th>NAME OF VISA</th>
<th>EMPLOYMENT LIMITATIONS</th>
<th>LENGTH OF STAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WB</td>
<td>Waiver for Business</td>
<td>No Payment through Payroll - Travel Only.</td>
<td>90 Days.</td>
</tr>
<tr>
<td>B-1</td>
<td>Visitor for Business</td>
<td>No Payment through Payroll - Travel Only.</td>
<td>Variable.</td>
</tr>
<tr>
<td>WT</td>
<td>Waiver for Tourism</td>
<td>No Payment.</td>
<td>90 Days.</td>
</tr>
<tr>
<td>B-2</td>
<td>Visitor for Pleasure</td>
<td>No Payment.</td>
<td>Variable.</td>
</tr>
<tr>
<td>F-1</td>
<td>Student or Practical Training</td>
<td>Student: On campus, part-time only. Practical Training: Employment related to Academic degree field only.</td>
<td>Students: Until completion of degree. Practical Training: 12 months.</td>
</tr>
<tr>
<td>F-2</td>
<td>Spouse/Dependent of F-1</td>
<td>May not work unless authorized by the Department of Labor.</td>
<td>Depends on stay of principal, F-1.</td>
</tr>
<tr>
<td>H-1B</td>
<td>Visiting Scholar of Distinguished Merit to a Specific, Temporary Job</td>
<td>None, but may only be employed by petitioner of visa. Must have U.S.-based salary.</td>
<td>Up to 6 years.</td>
</tr>
<tr>
<td>H-4</td>
<td>Spouse/Dependent of H-1B</td>
<td>May not work.</td>
<td>Depends on stay of principal, H-1B.</td>
</tr>
<tr>
<td>J-1</td>
<td>Exchange Visitor (Professor, Lecturer Researcher, Student and Academic training)</td>
<td>Depends on terms of exchange visitor programs and permission of sponsor. Student on J-1 limited to 50% per academic year.</td>
<td>Students: Duration of program. Professors: 3 years. Researchers: 3 years. Academic Training, General: 18 months. Academic Training, Post Doc.: 36 months.</td>
</tr>
<tr>
<td>J-2</td>
<td>Spouse/Dependent of J-1</td>
<td>Must have INS permission. Granted on financial hardship basis only.</td>
<td>Depends on stay of principal, J-1.</td>
</tr>
<tr>
<td>PR</td>
<td>Permanent Resident</td>
<td>None.</td>
<td>Indefinite.</td>
</tr>
<tr>
<td>Pending PR</td>
<td>Pending Permanent Resident</td>
<td>Must have authorization card (I688B).</td>
<td>As stated on the Employment Authorization Card.</td>
</tr>
<tr>
<td>RF</td>
<td>Entered the U.S. under Asylum</td>
<td>None.</td>
<td>Indefinite.</td>
</tr>
<tr>
<td>TN</td>
<td>Canadian or Mexican Citizen: Temporary Visitor for Business</td>
<td>None: valid for only one year at a time.</td>
<td>Indefinite.</td>
</tr>
</tbody>
</table>

**Note:** All non-citizens (except Permanent Residents) **must** go to the Payroll Office to complete the necessary paperwork.
P. **EMPLOYEE DATA GATHERING WORKSHEET**

<table>
<thead>
<tr>
<th>EEID - EMPLOYEE IDENTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID:</td>
</tr>
<tr>
<td>Social Security #:</td>
</tr>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Middle Name:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
<tr>
<td>Suffix:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Intercampus Transfer:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EPD1 - EMPLOYEE PERSONAL DATA 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Address Information</td>
</tr>
<tr>
<td>Line 1 (Street):</td>
</tr>
<tr>
<td>Line 2 (if needed):</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
</tr>
<tr>
<td>Foreign address indicator:</td>
</tr>
<tr>
<td>Yes: (F), and complete next line; No: leave blank</td>
</tr>
<tr>
<td>Province:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Postal Code:</td>
</tr>
<tr>
<td>Campus Address:</td>
</tr>
<tr>
<td>Campus Phone:</td>
</tr>
<tr>
<td>Home Phone:</td>
</tr>
<tr>
<td>Spouse Name:</td>
</tr>
<tr>
<td>Campus Release Codes (Y or N):</td>
</tr>
<tr>
<td>Perm Address:</td>
</tr>
<tr>
<td>Home Phone:</td>
</tr>
<tr>
<td>Spouse Name:</td>
</tr>
<tr>
<td>Employee Organization Disclosure (Y or N):</td>
</tr>
<tr>
<td>Home Address:</td>
</tr>
<tr>
<td>Home Phone:</td>
</tr>
<tr>
<td>Sex:</td>
</tr>
<tr>
<td>Ethnic ID:</td>
</tr>
<tr>
<td>Disability:</td>
</tr>
<tr>
<td>Veteran:</td>
</tr>
<tr>
<td>Vet. Disability:</td>
</tr>
<tr>
<td>Citizenship:</td>
</tr>
<tr>
<td>Student Status:</td>
</tr>
<tr>
<td>Any relatives employed by UC or State? (Name, Relationship, Department)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EPD2 - EMPLOYEE PERSONAL DATA 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIN Signature Date:</td>
</tr>
<tr>
<td>Oath/Patent Signature Date:</td>
</tr>
<tr>
<td>I-9 Signature Date:</td>
</tr>
<tr>
<td>Education Level Code:</td>
</tr>
<tr>
<td>Education Level Year:</td>
</tr>
<tr>
<td>Non-UC Prior Service Code:</td>
</tr>
<tr>
<td>Prior Service Months:</td>
</tr>
<tr>
<td>Prior Univ. Service Institution Code:</td>
</tr>
<tr>
<td>Highest Degree Institution Code:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ETAX - TAX INFORMATION (SEE W-4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal - Marital Status:</td>
</tr>
<tr>
<td>Personal Allowances:</td>
</tr>
<tr>
<td>State - Marital Status:</td>
</tr>
<tr>
<td>Personal Allowances:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ECHK - CHECK/SUREPAY DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Disposition:</td>
</tr>
<tr>
<td>2 = Bulk Mail; 3 = Envelope</td>
</tr>
</tbody>
</table>

**University of California, Santa Barbara Appendix P – EMP Data Gathering Form: VII.32**
## EAPP - APPOINTMENT/DISTRIBUTION

**Appointment Information:**

<table>
<thead>
<tr>
<th>Personnel Action Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type:</th>
<th>Bas Pd Ovr:</th>
<th>Appt Begin Date:</th>
<th>Appt End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dur:</th>
<th>Title/Code:</th>
<th>Grade:</th>
<th>% Full:</th>
<th>F/V:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ann/Hr Rate:</th>
<th>Rt:</th>
<th>Sch:</th>
<th>Time:</th>
<th>Lv:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Distribution Information:**

<table>
<thead>
<tr>
<th>Personnel Action Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loc/Account/Fund/Sub:</th>
<th>FTE:</th>
<th>Dist %:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Begin Date:</th>
<th>Pay End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step/O/A:</th>
<th>Rate/Amount:</th>
<th>DOS:</th>
<th>WSP:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## EPER - PERSONNEL-MISCELLANEOUS

**Assigned BELI:**

<table>
<thead>
<tr>
<th>Effective Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**BELI Status Qualifiers (Academics Only):**

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date of Hire:**

<table>
<thead>
<tr>
<th>Original Hire Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Employee Relations Code:**

<table>
<thead>
<tr>
<th>Employee Relations Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Probationary Period End Date:**

<table>
<thead>
<tr>
<th>Next Salary Review Type:</th>
<th>Next Salary Review Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Home Department:**

<table>
<thead>
<tr>
<th>Alternate Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## EALN - ALIEN INFORMATION (NON-CITIZENS MUST GO TO PAYROLL/ACCOUNTING)

**Country of Residence:**

<table>
<thead>
<tr>
<th>Visa Type:</th>
<th>Visa/Work Permit End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## ELVE - LEAVE OF ABSENCE DATA

**Leave of Absence Action Code:**

<table>
<thead>
<tr>
<th>Leave of Absence Begin Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Leave of Absence Return Date:**

<table>
<thead>
<tr>
<th>Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## ESEP - SEPARATION

**Last Day on Pay:**

<table>
<thead>
<tr>
<th>Separation Date:</th>
<th>Reason:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Destination:**

<table>
<thead>
<tr>
<th>Future Institution Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Term Comp Time Paid:**

<table>
<thead>
<tr>
<th>Term Vacation Leave Paid:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Term Sick Leave Balance:**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>