Personnel Program Codes

Get With the Program!

If things weren't so complicated they would be simple. Take Personnel Program Codes. Three codes, simple. Tier 1, Tier 2 and Academic. Tier 1 and Tier 2 employees are staff. Academic employees are, well, academic. The Academic code is straightforward, so let's concentrate on the other two. Here's where "simple" gathers a few more layers.

Tier 1 is Professional & Support Staff (PSS). Tier 1 includes BOTH non-represented and represented staff employees. Tier 2 has two groups, Managers and Sr. Professionals (MSP) and Senior Managers (SMG). (Just remember "2 in 2", *2* groups in Tier *2*). All Tier 2 employees are non-represented.

The Personnel Program Code is derived by the PPS system. You don't ever have to worry about entering it correctly, since this code is derived from the title code. (Which leaves you free to worry about entering the correct title code.) You'll find the code displayed in the individual employee's PPS record. In IAPT or IAPP the Personnel Program Code is found to the far right on the top line in the Appointment section. It's the "Pgm" part that's coupled with Appointment Type under "Pgm/Typ". "1" for Tier 1, "2" for Tier 2 and "A" for Academic. As an example, a Tier 1 staff with a career appointment is displayed as "1/2". (We'll discuss Appointment Types in the next issue.) So in case you've ever wondered what those numbers meant, now you know.

So what difference does it make which tier a staff employee is in? Tier 1, Tier 2, they're all staff, right? Well, there are definite differences between the two tiers regarding policies, benefits and vacation accrual rates. So keep aware and mind your "1's" and "2's"!

Coni Edick
Human Resources - Information Systems
University of California, Santa Barbara
Telephone: 805-893-3197 Fax: 805-893-8645