Service Request 13201
Leave Balances Initialization
Detailed Design

September 23, 1997
(Revised October 8, 1997)

Information Systems & Computing
Office of the President
University of California
Introduction

A recent UCOP-Internal Audit evaluation compared the UCOP departmental vacation and sick leave balances to those in a particular campus Employee Data Base (EDB). The Audit report concluded that the campus EDB may contain overstatements of leave hours for separated employees. This conclusion led to the broader assumption that the EDB at other locations also may be recording overstatements of leave hours for separated employees.

Sick leave, although not compensable, remains on the employee’s record until the Payroll/Personnel System (PPS) purges the record from the EDB. However, the separated employee may be rehired before the PPS purges the employee’s EDB record. Consequently, the sick leave hours may include hours for which the employee is no longer eligible.

Service Request 13201, dated July 29, 1997, asked that the Payroll/Personnel System (PPS) be modified (i.e., EDB File Maintenance, Periodic Monthly Maintenance, Special Daily Process, PAN Notifications, On-line EDB Entry/Update, and History Inquiry) to initialize to zero the leave hours balances (Vacation Leave Hours Accrual (EDB 5185), Compensatory Time Hours Accrual (EDB 5110), Paid Time-Off Hours Accrual (EDB 5187), and Sick Leave Hours Accrual (EDB 5186)) of employees who have achieved separation. The initialization of sick leave hours balances of staff employees should follow Staff Personnel policies. The timing for the initialization of the different leave hours balances should be followed according to the requirements stated in the Requirements Document.

An addendum, dated September 10, 1997, asked that a one-time process be included in the original requirements. The original requirements described the modifications needed to initialize to zero the leave hours balances of separated employees who fall within a certain number of calendar days past their Separation Dates. However, some separated employees on the EDB may not be selected for reducing or initializing their leave hours balances in the Periodic Monthly Maintenance Process or in the Special Daily Process days; their Separation Dates are past the number of calendar days for reducing or initializing their leave hours balances. Thus, an addendum asked that a one-time process be developed to process separated employees who otherwise would not be selected for reducing or initializing their leave hours balances. In addition, similar to the original requirements, the one-time process should reduce or initialize separated employees’ leave hours balances, and produce two reports containing the separated employees’ initialized leave hours balances. Two additional on-line screen changes are requested in the addendum. It is asked that the Sick Leave Balance Accrued Through Date (EDB 0760) be
displayed on the ISVC screen, and the Sick Leave Balance Accrued Through date (EDB 0760 and Terminal Leave Balance (EDB 0722) be displayed on the HLOF screen.
Processing Overview

**EDB File Maintenance Process**

Whenever an employee separates from employment (EDB 0144) and the Separation Reason Code (EDB 0141) is ‘CA’, the Terminal Sick Leave Balance (EDB 0722) will be populated with the Sick Leave Hours Accrual (EDB 5186), and the Sick Leave Balance Accrued Through Date (EDB 0760) will be populated with the Separation Date (EDB 0140).

**Periodic Monthly Maintenance Process**

After three months past the employee’s Separation Date (EDB 0140), the employee’s leave hours balances (Vacation Leave Hours Accrual (EDB 5185), Compensatory Time Hours Accrual (EDB 5110), Paid Time-Off Hours Accrual (EDB 5187), and Sick Leave Hours Accrual (EDB 5186)) will be initialized to zero.

*The Sick Leave Hours Accruals will be initialized to zero for employees with a Separation Reason Code associated with Retirement (‘RA’, ‘RB’, ‘RC’, ‘RD’) only.*

*The Sick Leave Hours Accruals will not be initialized to zero for employees with a Separation Reason Code (EDB 0141) of ‘CA’.*

**Special Daily Process**

The Sick Leave Hours Accruals of separated employees will be initialized to zero after 181 calendar days past the Separation Date (EDB 0140), or the Sick Leave Hours Accruals of separated employees will be reduced to 80 after 16 calendar days past the Separation Date and before 181 days past the Separation Date.

*The Sick Leave Hours Accruals of employees with a Separation Reason Code associated with Retirement (‘RA’, ‘RB’, ‘RC’, ‘RD’) will not be changed in the Special Daily Process; these employees will be selected for initialization of their Sick Leave Hours Accruals in the Monthly Maintenance Process.*

**PAN Notifications**

A PAN notice will be produced whenever the Terminal Sick Leave Balance (EDB 0722) or the Sick Leave Balance Accrued Through Date (EDB 0760) has changed on the ELOF screen.
**On-line Inquiry Processes**

The ILOF screen will include the display of the Terminal Sick Leave Balance (EDB 0722) and the Sick Leave Balance Accrued Through Date (EDB 0760).

**On-line EDB Entry/Update**

The ESEP screen will be changed to exclude the display of the Terminal Compensatory Time Paid (EDB 0721), Terminal Sick Leave Balance (EDB 0722), and the Terminal Vacation Leave Paid (EDB 0723).

The ELOF screen will be changed to include the display of the Terminal Sick Leave Balance (EDB 0722) and the Sick Leave Balance Accrued Through Date (EDB 0760).

**History Inquiry**

The ISVC screen will be changed to include the display of the Sick Leave Balance Accrued Through Date

**History Reporting Inquiry**

The HLOF screen will be changed to include the display of the Terminal Sick Leave Balance and Sick Leave Balance Accrued Through Date

**Leave Hours balances Initialization Reporting**

A reporting program will process the input Leave Hours Balances Initialization Reporting File produced by module PPLVIRPT. Two reports will contain the separated employees’ initialized leave hours balances.

**One-time Process**

This one-time process will select and initialize the appropriate Leave Hours Balances of separated employees who otherwise would not be selected for initialization of the Leave Hours Balances in the Special Daily Process and Periodic Monthly Maintenance Process.
New Report File

Leave Hours Balances Initialization Report File

This new report file will be produced by new program PPLVIRPT, and will be called by program PPP130 during Periodic Monthly Maintenance Processing. The report file will contain records of employees whose Vacation Leave Hours Accruals (EDB 5185), Compensatory Time Hours Accruals (EDB 5110), Paid Time-Off Hours Accruals (EDB 5187, and Sick Leave Hours Accruals (EDB 5186) have been changed (reduced or initialized to zero). Each report record will contain the following data:

- Employee ID
- Employee Name (EDB 0105)
- Personnel Program Code (EDB 2007)
- The month and Year of Leave Hours Balances Initialization
- Home Department Code (EDB 0114)
- Separation Date (EDB 0140)
- Separation Reason Code (EDB 0141)
- Initialized Vacation Leave Hours Accrual (EDB 5185)
- Initialized Compensatory Time Hours Accrual (EDB 5110)
- Initialized Paid Time-Off Hours Accrual (EDB 5187)
- Initialized Sick Leave Hours Accrual (EDB 5186)
JCL Changes

JCL changes will be required in the execution of program PPP130.

The DD Name of LVBIRPT, record length (RECL) of 83, and record format (RECFM) of FB will be added to the JCL for PPP130.

The above changes to the JCL will apply to the execution of the Periodic Monthly Maintenance Process and the Special Daily Process.
Copylib Changes

CPLNKLVI

This new copymember will be the linkage for the new called module PPLVIRPT.

CPPDIPER

This copymember will be changed to initialize the Sick Leave Accrued Through Date (EDB 0760) column to a low-date of ‘0001-01-01’.

CPWSXLVI

This new copymember will contain the record layout of the Leave Hours Balances Initialization Report records written by module PPLVIRPT in the Periodic Monthly Maintenance process. The report file will be the input to program PPP136 for Leave Hours Balances Initialization Reporting. See the file description in the previous section (File Changes) of this document.

CPWSRPER

This copymember contains the fields of the PPPPER Table. The new field SKL_ACCR_THRU_DATE will be added as PIC X(10) to the COBOL working storage definition of the EDB Personnel Table.

CPWSRSVC

This copymember contains the fields of the PPPSVC Table. The new field SKL-ACCR-THRU-DATE and SKL-ACCR-THR-DAT-C will be added as PIC X(10) and PIC X(1) respectively to the COBOL working storage definition of the History Service Credit Table.
DDL Members

*History Service Credit Table (PPPSVC)*

The Sick Leave Balance Accrued Through Date (EDB 0760) will be added to the PPPSVC Table as SKL_ACCR_THRU_DATE DATE NOT NULL WITH DEFAULT. It will have the standard associated change flag column SKL_ACCR_THR_DAT_C CHAR(1) NOT NULL WITH DEFAULT.

**TBSVC01A**

A new ALTER TABLE member will be created to add the above two columns to the existing table.

**TBSVC00C**

The CREATE TABLE member will be modified to include the above two columns.

**PPPVSVС1**

The CREATE VIEW member will be modified to include the above two columns.

**PPPVZSVС**

The CREATE VIEW member will be modified to include the above two columns.

*EDB Personnel Table (PPPPER)*

The Sick Leave Balance Accrued Through Date (EDB 0760) will be added to the PPPPER Table as SKL_ACCR_THRU_DATE DATE NOT NULL WITH DEFAULT.

**TBPER11A**

A new ALTER TABLE member will be created to add the above column to the existing table.
**TBPER00C**

The CREATE TABLE member will be modified to include the above column.

**PPPVPER1**

The CREATE VIEW member will be modified to include the above column.

**PPPVPER2**

The CREATE VIEW member will be modified to include the above column.

**PPPVZPER**

The CREATE VIEW member will be modified to include the above column.
Include Members

History Service Credit Table (PPPSVC)

The SKL_ACCR_THRU_DATE and SKL_ACCR_THR_DAT_C columns will be added to the COBOL working storage definition as PIC X(10) and PIC X(1) respectively. In addition, the two columns will be added to the DECLARE TABLE definition as DATE NOT NULL and CHAR (1) NOT NULL respectively.

The following INCLUDE members will be changed per above:

  PPPVSVC1
  PPPVZSVC

EDB Personnel Table (PPPPER)

The SKL_ACCR_THRU_DATE column will be added to the COBOL working storage definition as PIC X(10). In addition, the column will be added to the DECLARE TABLE definition as CHAR(10) NOT NULL

The following INCLUDE members will be changed per above:

  PPPPER1
  PPPPPER2
  PPPVZPER
Bind Members

**PPP136**

A Plan bind member will be created for new program PPP136. Called routines PPMSSG2 and PPCTTUTL will be included in the Bind Member list. PPP136 will not be included in the Bind Member List; the program will not contain SQL statements.

**PPOT1144**

A Plan bind member will be created for the one-time program.
CICS Maps

PPELOF0

The detail-processing program PPWELOF will display the SKL_ACCR_THRU_DATE column added to the PPPPER Table. The PPELOF0 map will be modified to include a new label and data field for SKL_ACCR_THRU_DATE (EDB 0760). In addition, the map will be modified to include a new label and data field for existing column TERM_SICK_LEAVE (EDB 0722) (See Attachment A).

The Helptext (EDB 0760) will be anchored to the new Sick Leave Balance Accrued Through Date label and data field. The Helptext (EDB 0722) will be anchored to the new Term Sick Leave Balance label and data field.

In addition, the following labels and data fields in the second group of Layoff data will be re-anchored with the appropriate existing Helptexts:

- Notice Date: Recall Beg : Pref Rehire Beg:
- Layoff Salary: Recall End : Pref Rehire End:
- Indicator: % Trm/Sus Beg/Rsn: Trm/Sus Beg/Rsn:
- Unit: Sus End : Sus End :
- Title: Layoff Dept:

PPESEP0

The following fields and associated labels will be removed from the map:

- Terminal Compensatory Time Paid (EDB 0721)
- Terminal Sick Leave Balance (EDB 0722)
- Terminal Vacation Leave Paid (EDB 0723)

In addition, the Helptext anchors associated with the above fields and labels will be removed.
PPILOF0

The detail-processing program PPWILOF will display the SKL_ACCR_THRU_DATE column added to the PPPPER Table. The PPILOF0 map will be modified to include a new label and field for SKL_ACCR_THRU_DATE (EDB 0760). In addition, the map will be modified to include a new label and field for existing column TERM_SICK_LEAVE (EDB 0722) (See Attachment B).

The Helptext (EDB 0760) will be anchored to the new Sick Leave Balance Accrued Through Date label and field. The Helptext (EDB 0722) will be anchored to the new Term Sick Leave Balance label and field.

PPISVC0

The detail-processing program PPWISVC will display the SKL_ACCR_THRU_DATE column added to the PPPSVC Table. The PPISVC0 map will be modified to include a new label and field for SKL_ACCR_THRU_DATE (EDB 0760) (See Attachment C).

The Helptext (EDB 0760) will be anchored to the new Sick Leave Balance Accrued Through Date label and field.

PPHLOF0

The detail-processing program PPWHLOF will display the SKL_ACCR_THRU_DATE column added to the PPPSVC Table, and the existing Terminal Sick Leave Balance. The PPHLOF map will be modified to include new labels and fields for SKL_ACCR_THRU_DATE (EDB 0760) and TERM-SICK-LEAVE (EDB 0722) (See Attachment K).

The Helptexts for (EDB 0760 and EDB 0722) will be anchored to the new Sick Leave Balance Accrued Through Date and Terminal Sick Leave Hours Balance respectively.
Program Changes

**PPEC114**

Currently, PPEC114 is triggered during EDB File Maintenance process whenever an employee’s Separation Date (EDB 0140), Separation Reason Code (EDB 0141), or Last Day On Pay (EDB 0189) has changed.

PPEC114 will be modified as follows:

If an employee has achieved separation (Employment Status (EDB 0144) = ‘S’),

If the employee’s Separation Reason Code (EDB 0141) is ‘CA’:

If the employee’s Separation Reason Code (EDB 0141) has changed (i.e., Data Element Change Entry for EDB 0141 is set on) to ‘CA’ (Recall/Preferential), the employee’s **Terminal Sick Leave Balance (EDB 0722)** will be populated with the Sick Leave Hours Accrual (EDB 5186) from the PPPEAR Table, and the **Sick Leave Balance Accrued Through Date (EDB 0760)** will be populated with the Separation Date (EDB 0140) from the PPPPER Table.

If the employee’s Separation Date (EDB 0140) has changed (i.e., Data Element Change Entry for EDB 0140 is set on) and the Separation Reason Code is ‘CA’, the **Sick Leave Balance Accrued Through Date (EDB 0760)** will be populated with the Separation Date (EDB 0140) from the PPPPER Table.

**PPNTLAYO**

PPNTLAYO is called from program PPNTTRG to write the Layoff Notification.

PPNTLAYO will be modified to include the Terminal Sick Leave Balance (EDB 0722) and the Sick Leave Balance Accrued Through Date (EDB 0760) on the Layoff Notification.

**PPNTTRG**

PPNTTRG triggers the appropriate modules for writing the PAN Notifications based upon changes in the employee’s data element values.
PPNTTRG will be modified to call program PPNTLAYO whenever the Terminal Sick Leave Balance (EDB 0722) or Sick Leave Balance Accrued Through Date (EDB 0760) is changed by the user on the ELOF screen.

**PPPERCHG, PPPERFET, PPPERUTL, PPPERUTW**

The Fetch Complex modules listed above will be modified to include the Sick Leave Balance Accrued Through Date (EDB 0760).

**PPSVCFET, PPSVCHST, PPSVCUPD**

The History Fetch Complex modules listed above will be modified to include the Sick Leave Accrued Through Date (EDB 0760).

**PPWELOF**

PPWELOF is the detail screen processor for the ELOF function.

PPWELOF will be modified to include the display of the labels and fields for the Terminal Sick Leave Balance (EDB 0722) and the Sick Leave Accrued Through Date (EDB 0760) (See Attachment A).

**PPWESEP**

PPWESEP is the detail screen processor for the ESEP function.

PPWESEP will be modified to remove the display of the labels and fields for the Terminal Compensatory Time Paid (EDB 0721), Terminal Sick Leave Balance (EDB 0722), and the Terminal Vacation Leave Paid (EDB 0723).

**PPWHLOF**

PPWHLOF is the detail screen processor for the HLOF function.

PPWHLOF will be modified to include the display of the labels and fields for the Terminal Sick Leave Balance (EDB 0722) and the Sick Leave Accrued Through Date (EDB 0760) (See Attachment K).

**PPWILOF**

PPWILOF is the detail screen processor for the ILOF function.
PPWILOF will be modified to include the display of the labels and fields for the Terminal Sick Leave Balance and the Sick Leave Accrued Through Date (See Attachment B).

**PPWISVC**

PPWISVC is the detail processor for the history ISVC function.

PPWISVC will be modified to include the display of the label and field for the Sick Leave Accrued Through Date (See Attachment C).

**PPP130**

Currently, this program is used in the Periodic Monthly Maintenance Process, and the Special Daily Process.

- **Changes in the Periodic Monthly Maintenance Process:**
  
  Before the first employee record is processed, the Leave Hours Balances Initialization Report File will be opened by a call to PPLVIRPT.

  After the last employee record has been processed, the Leave Hours Balances Initialization Report File will be closed by a call to PPLVIRPT.

- **Changes in the Special Daily Process:**

  Currently in the Initialization section of PPP130, a Previous Special Daily Run Date (Low Date Range) and Current Special Daily Run Date (High Date Range) are developed for the Special Daily Process. The Previous Special Daily Run Date contains the date the Special Daily Process has last run. The Current Special Daily Run Date contains a date associated the actual today’s date or tomorrow’s date, depending on other factors. Those employees whose Separation Dates fall between the Previous Special Daily Run Date (Low Date Range) and the Current Special Daily Run Date (High Date Range) inclusively are selected for processing.

  The following dates will be developed in the Initialization section to establish the 16 Days Past the Separation Date and 181 Days Past the Separation Date for comparison in the Leave Hours Balances Process:

  \[
  \text{Low 16 Days Past Separation Date} = \text{(Previous Special Daily Run Date} - 16) \\
  \text{High 16 Days Past Separation Date} = \text{(Current Special Daily Run Date} - 16) \\
  \text{Low 181 Days Past Separation Date} = \text{(Previous Special Daily Run Date} - 181) \\
  \text{High 181 Days Past Separation Date} = \text{(Current Special Daily Run Date} - 181) 
  \]
The following new conditions will be added to the existing conditions in the DB2 WHERE statement for the DB2 DECLARE PER_EMP_STAT cursor:

\[
\text{OR} \\
(\text{SEPARATE\_DATE } \geq \text{:LOW-16-CAL-DAYS-AFT-SEP-DATE}) \\
\text{AND} \\
\text{SEPARATE\_DATE } \leq \text{:HIGH-16-CAL-DAYS-AFT-SEP-DATE} \\
\text{AND SICK\_LV\_HRS\_BAL > 80}) \\
\text{OR} \\
(\text{SEPARATE\_DATE } \geq \text{:LOW-181-CAL-DAYS-AFT-SEP-DATE}) \\
\text{AND} \\
\text{SEPARATE\_DATE } \leq \text{:HIGH-181-CAL-DAYS-AFT-SEP-DATE} \\
\text{AND SICK\_LV\_HRS\_BAL NOT = 0})
\]

The above conditions will select all employees who have separated 16 calendar days or 181 calendar days past their Separation Dates.
New Programs

PPOT1144 (One-time Process)

Some separated employees on the EDB may not be selected for reducing or initializing their leave hours balances in the Periodic Monthly Maintenance Process or in the Special Daily Process days; their Separation Dates are not within the number of calendar days for reducing or initializing their leave hours balances.

This one-time process will initialize the appropriate Leave Hours Balances for separated employees who otherwise would not be selected in the Periodic Monthly Maintenance Process or in the Special Daily Process.

First, it is suggested that Release 988 (Detail Design) be reviewed for a full understanding of the terms Previous Special Daily Process Run Date and Current Special Daily Process Run Date, and how the dates are used in the Special Daily Process.

Currently in the Special Daily Process, each employee’s Separation Date (EDB 0140) that falls in a date range from the Previous Special Daily Process Run Date (stored on the System Control Record as SCR-DAILY-RUN-DATE) to the Current Special Daily Process Run Date are selected for the Special Daily Process, inclusively. After the Special Daily Process has completed successfully, the Previous Special Daily Process Run Date is populated with the Current Special Daily Process Run Date.

Initialization:

The LAST-RUN-SPEC-DAILY-DATE date will be populated with the SCR-DAILY-RUN-DATE, that is, the date in which the Special Daily Process has last run before the installation of the modified programs. The LAST-RUN-MONTHLY-DATE date will be populated with the SCR-CURRENT-DATE, that is, the date in which the Periodic Monthly Maintenance has last run before the installation of the modified programs.

Calculate 16 days/181 days past the Last Special Run Date:

The input LAST-RUN-SPEC-DAILY-DATE will be converted to a lilian date. The following dates will be computed, and used in the date comparisons for separation:
16 Days Past Separation =
(16 + 1) days subtracted from the lilian date

181 Days Past Separation
(181 + 1) will be subtracted from the lilian date.

Selection Criteria:

A DB2 cursor will be declared on the Employee Personnel Table (PER) to select a certain population from the EDB for the one-time processing. The selection of employees from the EDB will be as follows:

    The Employee Name (EDB 0105) does NOT contain asterisks (‘*’)
    (AND)
    the employee’s Employment Status (EDB 0144) is ‘S’

If the employee is selected based upon the above selection criteria, the employee’s Leave Hours Balances (EDB 5110, 5185, 5186, 5187) will be read from the DB2 PPPEAR Table.

Selected employees for processing:

- The separated employee’s Primary Title Code (EDB 0460) will be used to get the Personnel Program Code associated with the Title Code on the Title Code Table via a call to module PPTCTUTL. **If the Title Code is not found on the Title Code Table, the Personnel Program Code will be defaulted to ‘1’**. The employee’s Personnel Program Code will be used for reporting purposes.

- If the employee’s Separation Reason Code (EDB is ‘CA’,
  (AND) the Personnel Program Code is ‘1’ or ‘2’ (Staff),

  Populate the Terminal Sick Leave Balance (EDB 0722) with the Sick Leave Hours Accrual (EDB 5186), and **an ECF record will be written**.

  Populate the Sick Leave Balance Accrued Through Date (EDB 0760) with the Separation Date (EDB 0140), and **an ECF record will be written**.
• Initialize Leave Hours Balances:

    **Compute Months Since Last Separated:**

    To compute the number of months since the employee last separated, the following formula will be used. (Note that LAST-RUN-MONTHLY-DATE contains the date Periodic Monthly Maintenance last run)

    $$\text{Months Since Last Separated} = (\text{LAST-RUN-MONTHLY-DATE} - \text{Separate Date})$$

    • If the **Months Since Last Separated** is not less than 3, regardless of Personnel Program Code,

        the separated employee’s Vacation Leave Hours Accrual (EDB 5185), Compensatory Time Hours Accrual (EDB 5110), and Paid Time-Off Hours Accrual (EDB 5187) will be initialized to zero, and an *ECF record will be written* for each of the initialized Leave Hours Balances.

        If the employee’s Separation Reason Code (EDB 0141) is associated with Retirement (‘RA’, ‘RB’, ‘RC’, ‘RD’), the **Sick Leave Hours Accrual** (EDB 5186) will be initialized to zero, and *an ECF record will be written*.

    • Reduce/Initialize Sick Leave Hours Accrual:

        If the employee’s Separate Reason Code (EDB 0141) is **NOT** associated with Retirement (‘RA’, ‘RB’, ‘RC’, ‘RD’), OR Recall/Preferential (‘CA’),

        **Determine if employee separated 181 days past Separate Date:**

        If the employee’s Separation Date is not less than **181 Days Past Separation**

        (AND) Sick Leave Hours Accrual is not equal to zero,

        the Sick Leave Hours Accrual will be initialized to zero, and *an ECF record will be written*.

        If the separated employee does not satisfy the above condition for **181 Days Past Separation Date, then determine if employee separated 16 days past Separation Date.**
Determine if employee separated 16 days past Separate Date:

If the employee’s Separation date is not less than 16 Days Past Separation, (AND) Sick Leave Hours Accrual is greater than 80, the Sick Leave Hours Accrual will be reduced to 80 hours, and an ECF record will be written.

- One-time Leave Hours Balances Reporting:

  A Leave Hours Balances Initialization Report Record will be written for each separated employee whose leave hours balances are initialized to zero or reduced to 80.

  After the last employee has been processed by the one-time process, the Leave Hours Balances Initialization Report File will be sorted by Personnel Program Code first, and within Personnel Program Code Employee Name order.

  The two Leave Hours Balances Initialization Reports will use the same report format as the Leave Hours Balances Reports produced from the Periodic Monthly Maintenance Process. However, the titles on the one-time reports will be ‘One-time Initialization of Compensable Leave Hours’ and ‘One-time Initialization of Sick Leave Hours’.

PPEM150

This new program will be triggered unconditionally by the Periodic Monthly Maintenance Process to initialize the appropriate Leave Hours Balances (Vacation Leave Hours Accrual (EDB 5185), Compensatory Time Hours Accrual (EDB 5110), Paid Time-Off Hours Accrual (EDB 5187), and Sick Leave Hours Accrual (EDB 5186)) for separated employees.

If the employee’s Employment Status (EDB 0144) is ‘S’ (AND) the Separation Reason Code (EDB 0141) is not blank,

- the employee will be selected for the initialization of appropriate leave hours balances.
Compute Months Since Last Separated:

To compute the number of months since the employee last separated, the following formula will be used:

\[
\text{Months Since Last Separated} = (\text{Periodic Monthly Maintenance To Begin Date} - \text{Separate Date})
\]

Personnel Program Code (EDB 2007):

The separated employee’s Primary Title Code (EDB 0460) will be used to get the Personnel Program Code associated with the Title Code on the Title Code Table via a call to module PPTCTUTL. If the Title Code is not found on the Title Code Table, the Personnel Program Code will be defaulted to ‘1’.

Months Since Last Separated is Equal to 3

Initialization of Leave Hours Balances:

- Regardless of Personnel Program Code (EDB 2007) or Separation Reason Code (EDB 0141), the separated employee’s Vacation Leave Hours Accrual (EDB 5185), Compensatory Time Hours Accrual (EDB 5110), and Paid Time-Off Hours Accrual (EDB 5187) will be initialized to zero.

- If the Separation Reason Code is ‘RA’, ‘RB’, ‘RC’, or ‘RD’ (Retirement), the Sick Leave Hours Accrual (EDB 5186) will be initialized to zero.

Build Report Record of Initialized Leave Hours Balances:

- For each selected employee whose leave hours balances are initialized to zero, a Leave Hours Balances Initialization Report Record will be built containing the employee’s leave hours balances for reporting in program PPPP136. The Leave Hours Balances Initialization Report Record will be populated with the following data:

  Employee ID
  Employee Name (EDB 0105)
  Personnel Program Code (EDB 2007)
  The month and Year of Leave Hours Balances Initialization
  Home Department Code (EDB 0114)
  Separation Date (EDB 0140)
  Separation reason Code (EDB 0141)
  Initialized Vacation Leave Hours Accrual (EDB 5185)
  Initialized Compensatory Time Hours Accrual (EDB 5110)
Initialized Paid Time-Off Hour Accrual (EDB 5187)
Initialized Sick Leave Hours Accrual (EDB 5186)

- A call will be made to new program PPLVIRPT to write the Report Record.

**PPLVIRPT**

This new program is a module, which will be called by PPEM150 to write each Leave Hours Balances Initialization Report Record. Note that this module will be called by PPP130 to open and close the Leave Hours Balances Initialization Report File.

**PPP136**

The Periodic Monthly Maintenance Process will use this new program as input to the Leave Hours Balances Initialization Report File created as a result of Leave Hours Balances Initialization Processing. The following new reports will be created:

PPP1361 - Initialization of Compensable Leave Hours Report (See Attachment H).
PPP1362 – Initialization of Sick Leave Hours Report (See Attachment I).
PPP1363 – Control Totals Report (See Attachment J).

*The PPP1361 Report will be retained by the Payroll Offices, and the PPP1362 Report will be retained by the Personnel Offices.*

**SORT Process:**

Before the Reporting Process begins, the Input Leave Hours Balances Initialization Report File created from the Periodic Monthly Maintenance Process will be sorted by Personnel Program Code (EDB 2007) first, and within Personnel Program Code, Employee Name order (EDB 0105).

**Input:**

Each sorted record will be read.

**Reporting Process:**

All employees with the same Personnel Program Code will be reported together on the same page(s). However, if the Personnel Program Code has changed, all employees with the same Personnel Program Code will be reported together on the
next page(s). The Personnel Program Code will be printed at the top of each page of
the reports.

If the Vacation Leave Hours Accrual, or the Compensatory Time Hours Accrual, or
the Paid Time-Off Hours Accrual on the sorted record is not equal to zero, a detail
line will be written on the **PPP1361 Report** with the following data:

- Employee Name (EDB 0105)
- Employee ID
- Home Department Code (EDB 0114)
- Separation Date (EDB 0140)
- Separation Reason Code (EDB 0141)
- Vacation Leave Hours Accrual (EDB 5185)
- Compensatory Time Hours Accrual (EDB 5110)
- Paid Time-off Hours Accrual. (EDB 5187)

If the Sick Leave Hours Accrual on the sorted record is not equal to zero, a detail line
will be written on the **PPP1362 Report** with the following data:

- Employee Name (EDB 0105)
- Employee ID
- Home Department Code (EDB 0114)
- Separation Date (EDB 0140)
- Separation Reason Code (EDB 0141)
- Sick Leave Hours Accrual (5186)

**Output:**

PPP1361 - Initialization of Compensable Leave Hours Report (See Attachment H).
PPP1362 – Initialization of Sick Leave Hours Report (See Attachment I).
PPP1363 – Control Totals Report (See Attachment J).

**PPEI730 (Special Daily Process)**

This new module will be triggered by the Special Daily Process, and before module
PPEMPSTA (Employment Status Derivation) is executed. This module will process each
selected employee’s Sick Leave Hours Accrual. The appropriate action will be taken to
reduce the employee’s Sick Leave Hours Accrual to 80 or initialize the Sick Leave Hours
Accrual to zero.

The processing in this module will be bypassed if:
The employee’s Employment Status (EDB 0144) is not ‘S’

- **Initialization**

To determine which employees have separated 16 calendar days or 181 calendar days past their Separation Dates, the following dates will be developed in the Initialization section:

- **Low 16 Days Past Separation Date** = (Previous Special Daily Run Date – 16)
- **High 16 Days Past Separation Date** = (Current Special Daily Run Date – 16)

- **Low 181 Days Past Separation Date** = (Previous Special Daily Run Date – 181)
- **High 181 Days Past Separation Date** = (Current Special Daily Run Date – 181)

- **Selection Criteria:**

  If the employee’s Separate Reason Code (EDB 0141) is *NOT associated with Retirement* (‘RA’, ‘RB’, ‘RC’, ‘RD’), OR *Recall/Preferential* (‘CA’),

  the separated employee will be selected for processing.

- **Selected Employees:**

  **Determine if employee separated 16 days past Separate Date:**

  If Separation Date falls between the Low 16 Days Past Separation Date
  (AND) High 16 Days Past Separation Date inclusively
  (AND) Sick Leave Hours Accrual is greater than 80,

  the Sick Leave Hours Accrual will be reduced to 80 hours.

  **Determine if employee separated 181 days past Separate Date:**

  If Separation Date falls between the Low 181 Days Past Separation Date
  (AND) High 181 Days Past Separation Date inclusively
  (AND) Sick Leave Hours Accrual is not equal to zero,

  the Sick Leave Hours Accrual will be initialized to zero.
Build Report Record of Initialized Sick Leave Hours Balance:

- For each selected employee whose Sick Leave Hours balance is reset to 80 or initialized to zero, a Leave Hours Balances Initialization Report Record will be built containing the employee’s Sick Leave Hours balance for reporting in program PPPP136. The Leave Hours Balances Initialization Report Record will be populated with the following data:

  Employee ID
  Employee Name (EDB 0105)
  Personnel Program Code (EDB 2007)
  The month and Year of Leave Hours Balances Initialization
  Home Department Code (EDB 0114)
  Separation Date (EDB 0140)
  Separation Reason Code (EDB 0141)
  Initialized Vacation Leave Hours Accrual (EDB 5185) (set to zero)
  Initialized Compensatory Time Hours Accrual (EDB 5110) (set to zero)
  Initialized Paid Time-Off Hour Accrual (EDB 5187) (set to zero)
  Initialized Sick Leave Hours Accrual (EDB 5186) (Actual Sick Leave Hours Balance before change)

- A call will be made to new program PPLVIRPT to write the Report Record.
Control Table Updates

System Messages Table

The following message with a severity of ‘1’ (Informational) will be added to the System Messages Table:

13-601 – **PPP136: - NO INITIALIZED LEAVE HOURS BALANCES TO REPORT**.

The following message with a severity of ‘9’ (See Systems) will be added to the System Messages Table:

00-950 – **PPLVIRPT PROCESSING FAILURE**.

Data Element Table

The following data element entry will be added to this table:

<table>
<thead>
<tr>
<th>Name</th>
<th>Data Element Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCRD THRU DATE</td>
<td>0760</td>
</tr>
</tbody>
</table>

Routine Definition Table

- New module PPEM150 will be added to this table:

<table>
<thead>
<tr>
<th>ROUTINE</th>
<th>DESCRIPTION</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>Initial Hours Leave Balances</td>
<td>PPEM150</td>
</tr>
</tbody>
</table>

- New module PPEI730 will be added to this table:

<table>
<thead>
<tr>
<th>ROUTINE</th>
<th>DESCRIPTION</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>730</td>
<td>Adjust SKL Hours for Sep Empls</td>
<td>PPEI730</td>
</tr>
</tbody>
</table>
**Processing Group Table**

- New module PPEI730 to adjust the Sick Leave Hours Accrual (EDB 5186) of Separated Staff Employees will be added to existing Processing Group of 104, new Processing Sequence 0005, Routine Type of ‘I’ (Implied), and new Process Number of 730 under existing Program ID of 13 to trigger PPEI730 in the Special Daily Process.

- New module PPEM150 to initialize the Leave Hours Balances (EDB 5185, 5110, 5187) of separated employees will be added to existing Processing Group 011, Routine Number of 150 and Process Sequence of 2150 under the existing Program ID of 13 to trigger module PPEM150 in the Periodic Monthly Maintenance Process.

**Data Elements to Screen Table**

- The following data elements will be added to this table:
  
  The Sick Leave Balance Accrued Through Date (EDB 0760) data element will be added to this table with the corresponding screen ELOF on which it appears.

  The existing Terminal Sick Leave Balance (EDB 0722) data element will be added to this table with the corresponding screen ELOF on which it appears.

- The following data elements will be deleted from this table:
  
  The Terminal Compensatory Time Paid (EDB 0721) data element will be deleted from this table with the corresponding screen ESEP on which it appears.

  The Terminal Sick Leave Balance (EDB 0722) data element will be deleted from this table with the corresponding screen ESEP on which it appears.

  The Terminal Vacation Leave Paid (EDB 0723) data element will be deleted from this table with the corresponding screen ESEP on which it appears.

**History Data Element Table**

SKL_ACCR_THRU_DATE (EDB 0760) will be added to this table to trigger its update during PPP742 ECF processing.

Attachment E shows a UHDE screen with the proper values.
Data Dictionary Entry Changes

- **EDB 0722 (Terminal Sick Leave Balance)**

  The General Description section will be changed as follows (See Attachment F):

  **General Description**

  The number of hours of sick leave on the record for the employee with the right to Recall or Preferential Rehire at the time of separation.

- **EDB 0760 (Sick Leave Balance Accrued Through Date)**

  New Data Element 0760 will be added to the Data Dictionary entry (See Attachment G).
List of Attachments

1. Attachment A - EDB Entry/Update - Layoff Data (ELOF)
2. Attachment B - EDB Inquiry - Layoff Data (ILOF)
3. Attachment C - HDB Inquiry – Service Credit Data (ISVC)
4. Attachment D - Pan Notice – Layoff PAN notice
5. Attachment E - History Data Element (UHDE) Screen
6. Attachment F - Revised Data Dictionary Data Element entry
7. Attachment G - New Data Dictionary Data Element entry
8. Attachment H - PPP1361 Report (Initialization of compensable Leave Hours)
9. Attachment I - PPP1362 Report (Initialization of Sick Leave Hours)
10. Attachment J – PPP1363 Report (Control Totals of Leave Balances)
11. Attachment K – On-line History Reporting (HLOF) screen
<table>
<thead>
<tr>
<th>ID: 000000001 Name: PRESIDENT, EXEC</th>
<th>SSN: 552-14-2011 Pri Pay: MO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Notice Date:</th>
<th>Recall Beg :</th>
<th>Pref Rehire Beg:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layoff Salary:</td>
<td>Recall End :</td>
<td>Pref Rehire End:</td>
</tr>
<tr>
<td>Indicator: %</td>
<td>Trm/Sus Beg/Rsn:</td>
<td>Trm/Sus Beg/Rsn:</td>
</tr>
<tr>
<td>Unit:</td>
<td>Sus End :</td>
<td>Sus End :</td>
</tr>
<tr>
<td>Title:</td>
<td>Layoff Dept:</td>
<td></td>
</tr>
</tbody>
</table>

Term Sick Leave Bal: XXXXX.XX  Accrued Through Date: XXXXXX

Next Func:  ID: Name: SSN:

F: 1-Help  3-PrevMenu  4-Print  5-Update  12-Exit

---

Attachment A
<table>
<thead>
<tr>
<th>Term Sick Leave Bal: XXXXX.XX</th>
<th>Accrued Through Date: XX/XX/XX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next Func: P0009 No data for this screen</td>
<td>ID: Name: SSN:</td>
</tr>
</tbody>
</table>

F: 1-Help 2-Browse 3-PrevMenu 4-Print 9-MainMenu 12-Exit

**Attachment B**

Page 32
Leave Balances Initialization
Detail Design
PPISVC0-I0944                  History Inquiry                09/08/97 12:05:46
11/24/94  23:59:59      Service Credit Data          Userid:  PAYJXQ
ID:    220000885 Name: GUAARD,BEVEL                           SSN:  566-66-6777
Incorrect Flag:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terminal Comp Time Paid</td>
<td>160.00</td>
</tr>
<tr>
<td>Q/S Teaching Assistant</td>
<td>9</td>
</tr>
<tr>
<td>Terminal Sick Leave Balance</td>
<td>1000.00</td>
</tr>
<tr>
<td>Q/S Teach Asst/Accum Type</td>
<td>Q</td>
</tr>
<tr>
<td>Terminal Vacation Paid</td>
<td>266.00</td>
</tr>
<tr>
<td>Accrued Through Date</td>
<td>01/01/1982</td>
</tr>
<tr>
<td>Q/S in Unit 18 Titles</td>
<td>1</td>
</tr>
<tr>
<td>Employment Service Credit</td>
<td>180</td>
</tr>
<tr>
<td>Q/S Unit 18/Accum Type</td>
<td>Q</td>
</tr>
<tr>
<td>Empl Service Credit Date</td>
<td>01/01/1980</td>
</tr>
<tr>
<td>Q/S/M in 8-Year Rule</td>
<td>1</td>
</tr>
<tr>
<td>Extension to 8-Year Rule</td>
<td>1</td>
</tr>
<tr>
<td>Q/S/M 8-Year/Accum Type</td>
<td>Q</td>
</tr>
<tr>
<td>Ext 8-Year/Accum Type</td>
<td>Q</td>
</tr>
<tr>
<td>Q/S/M on 19900 Funds</td>
<td>1</td>
</tr>
<tr>
<td>Q/S/M 19900/Accum Type</td>
<td>Q</td>
</tr>
</tbody>
</table>

Next Func: ID: Name: SSN:

View incorrect records?

Attachment C
Date: Tue, 20 May 1997 14:56:34 –0700
From: Post-Authorization Notification System <panmail@uccmvsb.ucop.edu>
Subject: Layoff Data EXEC PRESIDENT
To: PATTY.YAMASHITA@UCOP.EDU

-------------- Identification -------------------------------
App: PPP Tran: ELOF Userid: PAYUSR1 Date: 05/20/97 Time: 14:56:34

Layoff Data EXEC PRESIDENT

Description of Content:

-------------- Notification List ----------------------------
-Address- ------------ Name ------------ -Type- -Status-
PAYACAD               ---------- Name ---------- -Type- -Status-
PATTY.YAMASHITA@UCOP.EDU

The following change to Layoff information has been recorded.

<table>
<thead>
<tr>
<th></th>
<th>Previous</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layoff Title</td>
<td>4671</td>
<td>4671</td>
</tr>
<tr>
<td>Layoff Department</td>
<td>804918</td>
<td>804918</td>
</tr>
<tr>
<td>Layoff Notice Date</td>
<td>01/01/97</td>
<td>01/01/97</td>
</tr>
<tr>
<td>Layoff Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Layoff Salary</td>
<td>2500.00</td>
<td>2500.00</td>
</tr>
<tr>
<td>Layoff Salary Indicator</td>
<td>M</td>
<td>M</td>
</tr>
<tr>
<td>*Layoff Percent Time</td>
<td>1.00</td>
<td>.98</td>
</tr>
<tr>
<td>Pref Rehire Begin Date</td>
<td>01/01/97</td>
<td>01/01/97</td>
</tr>
<tr>
<td>Pref Rehire End Date</td>
<td>12/31/99</td>
<td>12/31/99</td>
</tr>
<tr>
<td>Pref Rehire Term/Sus Begin Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pref Rehire Term/Sus Reason</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pref Rehire Sus End Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recall Begin Date</td>
<td>01/01/97</td>
<td>01/01/97</td>
</tr>
<tr>
<td>Recall End Date</td>
<td>12/31/00</td>
<td>12/31/00</td>
</tr>
<tr>
<td>Recall Term/Sus Begin Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recall Term/Sus Reason</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recall Sus End Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term Sick Leave Balance</td>
<td>11111.11</td>
<td>11111.11</td>
</tr>
</tbody>
</table>

Attachment D
A/D/C: A
Table Name: PPPSVC
Column Name: SKL_ACCR_THRU_DATE

Data Type: D
Data Usage: F
Field Length: 10
Decimal Places: 
PPS DET Number: 0760

Accumulation Indicator: Y
Periodic Maint Indicator: 
Obsolete Indicator: 
Obsolete Date: 01/01/0001
Purge Indicator: 
Special Periodic Routine: 

===>
PF: 2-Cancel
PF: 9-MainMenu 12-Exit

Attachment E
**System Number:** EDB0722

**User Access Name:** 0722-7

**Programming Name:** TERM_SICK_LEAVE IN PPPPER

**Revision Date:** 08/01/97

**Comments:**

Source(s): PPP120
Use(s): Reporting
Location: SVC 5010 – Terminal Sick Leave Balance in HDB
Name: TERMINAL SICK LEAVE BALANCE-EDB

**Type:** Numeric

**Length:** 7

**Format:**

5 V 2

**General Description**
The number of sick leave hours on records for the employee with the right to recall or preferential rehire at the time of separation.

**Code Interpretation**
N/A

---

**Attachment F**
System Number: EDB0760

User Access Name: 0760-3

Programming Name: SKL-ACCR-THRU-DATE IN PPPPER

Revision Date:

Edit Requirement

Comments:

Source(s): PPP120
Use(s): Reporting
Location: SVC Table - Sick Leave Balance Accrued Through Date - HDB

Name: SICK LEAVE BALANCE ACCRUED THROUGH DATE

Type: Numeric

Length: 6


General Description
The Accrued Through Date of the Sick Leave Balance of the employee eligible for recall or preferential rehire rights.

Code Interpretation
N/A

Attachment G
Month: JUNE 1997

Personnel Program Code: 1

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Home Dept Code</th>
<th>Home Date</th>
<th>Reason</th>
<th>Vacation</th>
<th>Comp. Time</th>
<th>PD. Time-Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attrick, Jerry</td>
<td>804918</td>
<td>03/31/97</td>
<td>EA</td>
<td>499.10000</td>
<td>210.99</td>
<td>760.990000</td>
</tr>
<tr>
<td>Highwater, Helen</td>
<td>827803</td>
<td>04/25/97</td>
<td>GA</td>
<td>325.57990</td>
<td>.00</td>
<td>.000000</td>
</tr>
<tr>
<td>Powers, Vito</td>
<td>804918</td>
<td>04/15/97</td>
<td>EC</td>
<td>240.00000</td>
<td>600.50</td>
<td>600.000000</td>
</tr>
</tbody>
</table>

Attachment H

Page 38
Leave Balances Initialization
Detail Design
**LEAVE HOURS INITIALIZATION**

**INITIALIZATION OF SICK LEAVE HOURS**

MONTH: JUNE 1997

PERSONNEL PROGRAM CODE: 1

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>HOME DEPT CODE</th>
<th>SEPARATION DATE</th>
<th>REASON</th>
<th>INITIALIZED LEAVE HOURS SICK LEAVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTRICK, JERRY</td>
<td>804918</td>
<td>03/31/97</td>
<td>EA</td>
<td>1,770.870000</td>
</tr>
<tr>
<td>000050004</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BARRET, GRIN N.</td>
<td>827803</td>
<td>05/01/97</td>
<td>GA</td>
<td>6,775.000000</td>
</tr>
<tr>
<td>000050131</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POWERS, VITO</td>
<td>804918</td>
<td>04/15/97</td>
<td>EC</td>
<td>4,505.000000</td>
</tr>
</tbody>
</table>

**Attachment I**
Control totals of leave hours

Number of report records read: 8

Total reported leave hours:

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation leave hours</td>
<td>588.833100</td>
</tr>
<tr>
<td>Paid time-off hours</td>
<td>1,002.970000</td>
</tr>
<tr>
<td>Sick leave hours</td>
<td>4,217.390000</td>
</tr>
<tr>
<td>Compensatory time hours</td>
<td>377.76-</td>
</tr>
</tbody>
</table>

Attachment J
<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>SSN</th>
<th>Dept</th>
<th>Title</th>
<th>TUC/EREP</th>
<th>Salary Max:</th>
</tr>
</thead>
<tbody>
<tr>
<td>020000881</td>
<td>ALL GUARDTH</td>
<td>566-66-7709</td>
<td>MED SCH RADIOLOGY DEPT PROG</td>
<td>4921 ASSISTANT II</td>
<td>CX E</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID: 020000881</th>
<th>Name: ALL GUARDTH</th>
<th>SSN: 566-66-7709</th>
<th>PG 01 OF 03</th>
<th>Status: Active</th>
<th>ITR: 001</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Layoff Data History</th>
<th>Date: 12/21/94</th>
<th>%: 1.00</th>
<th>Salary: 100.0000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recall Beg Dt:</td>
<td>Recall End Dt:</td>
<td></td>
</tr>
<tr>
<td>Recall Sus Begin:</td>
<td>Recall Sus End/Term:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recall Reason:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rehire Beg Dt:</td>
<td>01/01/94</td>
<td>Rehire End Dt:</td>
<td></td>
</tr>
<tr>
<td>Rehire Sus Begin:</td>
<td></td>
<td>Rehire Sus End/Term:</td>
<td></td>
</tr>
<tr>
<td>Rehire Reason:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separation Dt:</td>
<td></td>
<td>Last Day On Pay:</td>
<td></td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term Sick Leave Bal:</td>
<td>1000.00</td>
<td>Accrued Through Dt: 01/01/82</td>
<td></td>
</tr>
<tr>
<td>Next Func:</td>
<td></td>
<td>Name:</td>
<td>SSN:</td>
</tr>
<tr>
<td>As Of Date:</td>
<td></td>
<td>Past To Present:</td>
<td>View Incorrect Records:</td>
</tr>
</tbody>
</table>