Service Request 15215

One-Time to Capture Hours for Casual Employees

PPS Requirements

Final 11/17/00
Casual Employees Project Workgroup
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Background

University of California, Human Resources and Benefits (HR&B) department, is modifying the policy regarding the attainment of career status for employees classified as "casual". Effective January 1, 2001, in addition to the current conditions of eligibility for career status based on the percent time and duration of appointment, an employee may alternately qualify for career status by accruing 1000 eligible hours on pay status in a casual position in a consecutive 12 month period, without a significant break in service. The appointment type ‘casual’ is also being renamed to ‘limited’.

HR&B has also specified that employees who have an active limited appointment on January 1, 2001, who worked at least 1000 hours in a casual position in the 13-month period from December 1, 1999 through December 31, 2000, and who worked at least 50% time in at least five consecutive months, are eligible for career status effective January 1, 2001.

Hours specifically worked in a casual (limited) appointment were not tracked for the time period specified for the lookback (note that Service Request 15212 provides specifications for tracking hours in limited appointments beginning with January 2001 earnings). Therefore the existing Hours on Pay Status fields will be used to attempt to identify employees who may have worked the required number of hours from December 1999 through December 2000. Requirements are being developed to specify reports to identify the employees potentially eligible for career status. The release to provide those reports is expected to be provided to campuses in January, 2001.

In the meantime, it is necessary to capture certain data from the Employee Data Base (EDB) before data is lost at calendar year end. These requirements specify a one-time process to capture data that will be required for reporting early in 2001. It is expected that this process should be run in December, 2000.
PPS Modifications

The one-time process should capture the following data.

- Campus Location Code
- SCR (System Control Record) Current Date (to identify when the data capture is run)
- Employee ID
- Employee SSN (EDB 0111)
- Employee Name (EDB 0105)
- Employment Status (EDB 0144)
- Home Department (EDB 0114)
- Hours on Pay Status – December 1999 (EDB 5131)
- Hours on Pay Status – January 2000 (EDB 5120)
- Hours on Pay Status – February 2000 (EDB 5121)
- Hours on Pay Status - March 2000 (EDB 5122)
- Hours on Pay Status – April 2000 (EDB 5123)
- Hours on Pay Status – May 2000 (EDB 5124)
- Hours on Pay Status – June 2000 (EDB 5125)
- Hours on Pay Status – July 2000 (EDB 5126)
- Hours on Pay Status – August 2000 (EDB 5127)
- Hours on Pay Status – September 2000 (EDB 5128)
- Hours on Pay Status – October 2000 (EDB 5129)
- Hours on Pay Status – November 2000 (EDB 5130)
- Number of Appointment Type 1 appointments active in lookback period*
- Number of Appointment Type 2 appointments active in lookback period
- Number of Appointment Type 3 appointments active in lookback period
- Number of Appointment Type 4 appointments active in lookback period
- Number of Appointment Type 5 appointments active in lookback period
- Number of Appointment Type 6 appointments active in lookback period
- Number of Appointment Type 7 appointments active in lookback period

* For each of the appointment types, a field should indicate if the employee had appointments of that type active in the period of the lookback. This should be determined by checking for an Appointment Begin Date prior to 01/01/2001, and an Appointment End Date later than 11/30/99.