Addendum to Service Request 15212  
Career Status Requirements  

Final 1/22/01  

Introduction  

Service Request 15212 specified several enhancements to the Payroll/Personnel System (PPS) to implement changes in the University’s policies regarding the employment rights of casual employees.  

The service request specified that when a rehire occurs after a break in service of 120 days or more, the hours in the Hours Toward Career Status Eligibility data elements should be initialized. During the design and programming phase of the project, further discussion was held on this approach. There is a concern that buckets could be cleared out by mistake, such as when an error occurs in the on-line entry of the hire date, and that recovery of the hours data would be very difficult if this were to occur. This addendum will withdraw the request to initialize hours on rehire. A separate service request will be prepared at a later date to request a different approach. The most likely approach will be to specify a new data element to store an ‘as of’ date for counting hours toward career status eligibility.  

Also during the design and programming phase of the project, several additional areas of the system that deal with appointment type were identified as possibly needing modification. This addendum specifies the additional modifications required.  

EDB Maintenance – Rehire process  

The requirements in Service Request 15212 specify that on rehire:  

The system should calculate the number of days between the Separation Date (EDB 0140) and the new Most Recent Hire Date (EDB 0113) value. If the number of days is 120 or more, all Hours Toward Career Status Eligibility buckets should be initialized. The system should issue a warning message. The text of the message should be “Rehire had 120 day break in service – hours toward career zeroed”.  

This change should not be made at this time. A separate Service Request will be prepared to specify an appropriate system approach to ensure that hours prior to a 120 day break in service are not counted.
Personnel Status Reports – PPP620

Program PPP620 produces reports related to various personnel matters. The program should be modified as follows:

1. Report 10, Casual Employee Approaching Career Status, should be made obsolete.
2. Report 12, Casual Employee Approaching Merit Eligibility, should be made obsolete.
3. Report 13, Casual Employee Approaching Vacation Eligibility, should have its title changed to ‘Limited or Cas/Res Empl Approaching Vacation Eligibility’.

Form UPAY784

Form UPAY784 is the Run Specification for program PPP620. The form includes a list of the reports that can be requested. This list should be modified to indicate that reports 10 and 12 are ‘No longer Used’, and to change the title of report 13 to ‘Limited or Cas/Res Empl Approaching Vacation Eligibility’.

Salary Administration Reports – PPP655

Program PPP655 produces reports used by campus Compensation departments to examine the workforce by various categories. One of the categories is Appointment Type. The program should be modified as follows:

1. The column header ‘Casual’ should be changed to ‘Ltd/Floater’.
2. Appointment Type ‘8’ should be included, along with Appointment Type 3, in the count for this category.

System Message 64-026

Message 64-026, ‘Cas Emp Nr Lv Elig’ is displayed on the Time Benefits Roster. This message text should be changed to ‘Ltd Emp Nr Lv Elig’.

Note that the limit on the report for this message is 18 characters, so it can’t be less abbreviated than it is.

Layoff Reports – PPP860 and PPP861

PPP860 and PPP861 produce Layoff Administration reports. Appointment Type ‘8’ (floaters) should be excluded from these reports for now.