Service Request 15212

Expanded Career Status Eligibility for Employees

PPS Requirements

Final 11/16/00
Casual Employees Project Workgroup
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1.0 Background

University of California, Human Resources and Benefits 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 the employee's 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 term 'casual position' will be changed to 'limited appointment'; and a new 'floater' appointment type will be defined to identify employees in temporary employment pools.

Note that at the time of writing of these requirements, the proposed policy changes are subject to collective bargaining, and therefore the policies may be implemented on January 1, 2001 only for non-represented employees and for any employees in bargaining units that have agreed to the changes.

The main aspects of the plan change as they apply to implementation in the Payroll/Personnel System are as follows:

• Provide a one-time process to capture hours on pay status for the 13-month period from December 1, 1999 through December 31, 2000 and identify employees who may be eligible for career status. This one-time process will be specified in a separate requirements document.

• Effective with pay periods ending in January 2001, eligible hours on pay status in each month will be captured in the Payroll/Personnel System (PPS). Eligible hours are defined to be regular hours worked in a limited appointment. Hours worked in any other appointment type will not be counted. Overtime hours and time on call hours will not be counted.

• The employee will be eligible for career status effective the first of the month following the month in which 1000 eligible hours have been recorded, if there has been no break in service of 120 days or longer.

• Reports will be developed to provide departments and/or central offices with information about employees who are eligible for career status when the 1000 hours are achieved, and those who are approaching the required hours for career eligibility.
2.0 PPS Modifications

2.1 Overview

In order to implement the revised policies and regulations regarding eligibility of employees for career status, numerous enhancements must be made to the Payroll/Personnel System (PPS). The changes are summarized in the following list. Detailed specifications are provided in the subsequent sections of this document.

1. New Employee Database (EDB) data elements must be added to hold the current month and prior 12 months worth of hours toward career eligibility, as well as total eligible hours for the prior 12 months.

2. The definition of the value of ‘3’ for existing data element Appointment Type will be changed from ‘casual’ to ‘limited’.

3. A mechanism for identifying the minimum number of hours required for career eligibility must be provided in PPS.

4. The Compute process will need to be modified to collect the employee's eligible hours into the appropriate monthly buckets.

5. EDB Monthly Maintenance will need the following enhancements:
   a. It must be modified to "roll" the current month’s hours into the appropriate monthly bucket and calculate the total for the prior 12 months.
   b. It must determine if the employee who is not currently in a career appointment has reached the required number of hours for career eligibility, and produce appropriate reports.

6. EDB Explicit Maintenance will need the following enhancement:

When an employee is rehired, the system must calculate the number of days between the Separation Date and the new Hire Date. If the result is more than 120 days, the existing Hours Toward Career Status Eligibility data elements should be initialized.

If the employee has one or more active or future limited appointments, the system must then examine the Hours Toward Career Status Eligibility data elements and determine how many
eligible hours the employee worked in the 12-month period prior to the month of rehire. If the numbers of hours equals or exceeds the minimum required hours for career eligibility, a message should be issued to alert the user that the employee is eligible for career status.

7. The History data capture process must be modified. The new data element ‘Total Hours Toward Career Status Eligibility’ should be added to the history database (HDB). It should be captured in the monthly periodic History run.

8. Reports must be provided to identify employees who achieved the 1000 eligible hours for career status, and also to identify employees approaching the number of hours that will qualify them for career status.

9. On-line screens will need to be modified to display the data in the 'Hours Toward Career Status Eligibility' buckets. It is suggested that these new elements be added to the new screen specified in the requirements for service request 15210, “Expanded Benefits Eligibility for Employees”.
2.2 EDB Data Elements

2.2.1 New Data Elements

Fourteen new data elements must be created to store the monthly hours toward career eligibility and the total hours toward career eligibility. The ability to do hours adjustments for these data elements is required, so it is suggested that they be set up like the existing hours data elements (the 5100 series).

Draft data dictionary pages for these data elements are included as Attachment A.

2.2.2 Existing Data Elements

A new value will be added for existing data element EDB 2020, Appointment Type Code. The new value of ‘8’ will indicate a ‘floater’ appointment.

Additionally, the value of ‘3’ will be changed from ‘casual’ to ‘limited’. Note that on an interim basis, value ‘3’ will be ‘casual/limited’, to reflect the fact that employees in certain bargaining units will still be referred to with the existing appointment type of ‘casual’ until such time as the bargaining unit accepts the new appointment type’.

A draft data dictionary page for this data element is included as Attachment B.

Code Translation Table Entries for EDB 2020 should be modified to change ‘Casual’ to ‘Limited’. Note that CTT entries for ‘Casual/Restricted’ should NOT be changed.
2.3 Compute Modifications

The compute process must be modified to accumulate the eligible hours in the new Hours Toward Career Status Eligibility buckets. The hours should be collected as follows:

First, the Appointment Type from the PAR record should be checked.

If the Appointment Type from the PAR record is blank, the system should attempt to match the pay distribution to an appointment on the EDB. If there is an active or recently expired appointment on the EDB with the same Title Code as the PAR record, the Appointment Type from the EDB should be used for the PAR record Appointment Type. For purposes of this match, an appointment should be considered active if the Appointment Begin Date is equal or prior to the pay period end date of the compute and the Appointment End Date is equal or later than the pay period end date of the compute. An appointment should be considered recently expired if the Appointment End Date is in a month that is no more than one month prior to the pay period end date of the compute.

In the event that there are two or more active or recently expired appointments with the same Title Code and different Appointment Type codes, the system should use the Appointment Type with the highest priority from the list below:

- 3 – Limited (casual)
- 2 – Career
- 7 – Partial year career
- 1 – Contract
- 5 – Academic
- 6 – Per diem
- 4 – Casual/Restricted
- 8 – Floater

If there is no match for the title code, the Appointment Type should be left blank.

If the Appointment Type associated with the pay distribution is '3' or blank, the hours associated with the appointment are potentially eligible to be added to the Hours Toward Career Status buckets.

Next, the Description of Service (DOS) Code from the PAR record should be checked. If the DOS Code has all the following attributes the hours associated with the earnings should be included in the appropriate bucket:
• a DOS Table Pay Category value of ‘N’
• a DOS Table Type Hours value of ‘R’
• a DOS Table Hours on Pay Status Indicator with a value of ‘Y’.

The appropriate Hours Toward Career Status Eligibility bucket should be determined by using the pay period end date of the compute transaction. For current month pay, the hours should be added to or subtracted from the Hours Toward Career Status Eligibility - Current Month data element. For late pay, the hours should be added or subtracted from the Hours Toward Career Status Eligibility - MonthX, where MonthX is the month associated with the pay period end date of the pay transaction. If the pay is for a pay period more than 12 months prior to the current month, it should not be added to any bucket.

For example, an employee is hired December 17, 2001. Because of delays in establishing his EDB record, he is not paid on the monthly compute with a 12/31/01 pay period end date. In the compute for pay period end date 1/31/02, in addition to his regular pay for January, a late pay transaction is processed with a pay period end date of 12/31/01. The current pay hours are added to the current month (January) bucket, and the late pay hours are added to the December 2001 bucket.
2.4  EDB Maintenance Modifications

2.4.1  EDB Monthly Maintenance

Several modifications must be made to the EDB Monthly Maintenance process.

1. The hours in the 12 monthly buckets (or eligible months following a break in service) should be totaled (prior to moving the current month hours into the appropriate month). If the total is equal to or greater than the eligibility minimum (1000 hours) then, the employee should be selected for report 1 (described later).

2. The hours in the 'Hours Toward Career Status Eligibility - Current Month' bucket must be moved into the 'Hours Toward Career Status Eligibility - monthx' bucket, where monthx is the month being ended by monthly maintenance. For example, in monthly maintenance to end January and begin February, the hours from the current month bucket should be moved to the January hours bucket, overlaying any hours in the bucket prior to monthly maintenance. The 'Hours Toward Career Status Eligibility - Current Month' bucket should be set to zero.

3. The hours for the last twelve months (or eligible months following a break in service) should then be totaled. If the total is equal to or greater than the eligibility minimum (currently defined as 1000 hours), then the employee should be selected for report 1 (described later). If the total is less than the eligibility minimum but greater than the 'approaching eligibility threshold', the employee should be selected for report 2.

Two reports should be produced in the EDB Monthly Maintenance process. These reports are described separately in the Reporting section of this document.

2.4.2  EDB Explicit Maintenance

The rehire process must be modified to check for employees who may have career eligibility from past service. This should be done as follows when a Rehire Action (Personnel Action Code (EDB 0001)) of '02' is used:

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’.

The Hours Toward Career Status Eligibility for the 12 months prior to the month of the hire date should be totaled.

If the total is equal to or greater than the minimum required Hours Toward Career Status Eligibility, the system should issue a warning message. The text of the message should be ‘Rehired Employee eligible for career status based on hours’.

2.5 History Modifications

The History Monthly data capture process should be modified to capture the Total Hours Toward Career Status Eligibility.

2.6 Reporting on limited employees

A report should be provided to identify employees who are eligible for career status because of achieving 1000 eligible hours. This report should be titled "Employees With 1000 Hours Toward Career Status". It is suggested that the EDB Periodic Monthly Maintenance process should produce this report.

A report should also be provided to identify employees who are approaching 1000 eligible hours. This report should be titled "Employees Approaching 1000 Hours Toward Career Status". Each location should have the ability to set the threshold at which an employee should be displayed on the ‘approaching eligibility’ report. It is therefore suggested that the number of hours for this threshold be stored in the System Parameter Table.

Employees should be selected for the "Employees with 1000 Hours Toward Career Status" report if:

- they have one or more active or future appointment with Appointment type (EDB 2020) ‘3’, or if they have no active appointments, and

- the total hours, before or after 'rolling' the hours buckets, is 1000 or more
• there is either no Separation Date (EDB 0140) or the Separation Date is in the current month or later

The following data should be included on the report.

Home Department Code (EDB 0114)
Home Department name from Home Department Table
Employee ID
Employee Name (EDB 0105)
Total Hours Toward Career Status Eligibility (new data element)
Employment Status (EDB 0144)
Hire Date (EDB 0113)
Appointment Data for each active or future appointment as of the first of the month being started by Monthly Maintenance:
  Appointment Number (EDB 2001)
  Appointment Type (EDB 2020)
  Title Code (EDB 2006)
  Appointment Begin Date (EDB 2002)
  Appointment End Date (EDB 2003)
  Appointment Percent Time (EDB 2012)
  Title Unit Code (EDB2029)
  Appointment Department Code (EDB 2032)

Employees should be selected for the "Employees Approaching 1000 Hours Toward Career Status" report if all the following are true:

• the Total Hours Toward Career Status Eligibility is greater than the threshold and less than 1000 hours
• there is either no Separation Date (EDB 0140) or the Separation Date is in the current month or later
• the employee has at least one active or future appointment where Appointment Type (EDB 2020) is equal to ‘3’ or the employee has no active appointments.

All the same data should be displayed as for the first report.

Each report should display a total of the number of employees reported in the department.

The report should be sorted in Home Department order, and within Home Department by Employee Name.

Report samples are shown as Attachment F.
2.7 Eliminate PPP620 'Approaching Career Status' Report

Program PPP620 has an option to produce a report on casual employees approaching career eligibility. This report is based on examining the current ‘Hours on Pay Status’ data elements, and determining if the employee has worked 50% time or more for 12 months.

This report can be made obsolete. Eligibility will now be determined based on 1000 hours worked in limited appointments. New reports have been specified in these requirements.

2.8 On-line Screens and on-line Help

The new EDB Inquiry screen requested in SR15210 should be modified to display the Hours Toward Career Status Eligibility data elements.

A sample screen is shown as Attachment C.

Field level help should be provided for each data element on the screen. Screen level help should be modified to reference the new data elements.

Suggested text for the screen level help is shown as Attachment D.

The Total Hours Toward Career Status Eligibility should be displayed on the History IMTH screen.

A sample screen is shown as Attachment E.

Field level help should be provided for the new data element on the IMTH screen.

Screen level help for the IMTH screen should be modified as follows:

Current text "Nature of Information: IMTH (UMTH) contains monthly accumulators for retirement gross pay and retirement reductions." should be modified to read "Nature of Information: IMTH (UMTH) contains monthly accumulators for retirement gross pay, retirement reductions, total hours towards benefits eligibility and total hours toward career status."
3.0 Attachments

A. New EDB Data Elements
B. Revised EDB Data Elements
C. New On-line Screen
D. Screen level Help text
E. IMTH History Screen
F. Report Samples for Monthly Maintenance
Name: Hours Toward Career Status Eligibility – Total at Month Begin

Type: Numeric

Length: 9

Format: nnnnnnnn.nn

General Description:

The total number of hours that qualify toward eligibility for career status, as of the beginning of the current process month.

Code Interpretation:

N/A
<table>
<thead>
<tr>
<th><strong>System Number:</strong></th>
<th>EDB</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User Access Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Programming Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Revision Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Source(s):</strong></td>
<td>PPP390, PPP130</td>
</tr>
<tr>
<td><strong>Use(s):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location(s):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name:</strong></td>
<td>Hours Toward Career Status Eligibility - Current Month</td>
</tr>
<tr>
<td><strong>Type:</strong></td>
<td>Numeric</td>
</tr>
<tr>
<td><strong>Length:</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Format:</strong></td>
<td>nnnnnnnn.nn</td>
</tr>
</tbody>
</table>

**General Description:**

The total number of hours reported in the current month that qualify toward eligibility for career status.

**Code Interpretation:**

N/A
System Number:          EDB

User Access Name:

Programming Name:

Revision Date:

Comments:

Source(s):       PPP390, PPP130
Use(s):
Location(s):

Name:      Hours Toward Career Status Eligibility - January

Type:      Numeric

Length:    9

Format:    nnnnnnnn.nn

General Description:

The total number of hours reported in January that qualify toward eligibility for career status.

Code Interpretation:

N/A
System Number: EDB

User Access Name: 
Programming Name: 

Revision Date: 

Comments: 

Source(s): PPP390, PPP130
Use(s): 
Location(s): 

Name: Hours Toward Career Status Eligibility - February

Type: Numeric

Length: 9

Format: nnnnnnn.nn

General Description:
The total number of hours reported in February that qualify toward eligibility for career status.

Code Interpretation:

N/A
Name: Hours Toward Career Status Eligibility - March
Type: Numeric
Length: 9
Format: nnnnnnn.nn

General Description:

The total number of hours reported in March that qualify toward eligibility for career status.

Code Interpretation:

N/A
System Number: EDB

User Access Name:

Programming Name:

Revision Date:

Comments:

Source(s): PPP390, PPP130
Use(s):
Location(s):

Name: Hours Toward Career Status Eligibility - April

Type: Numeric

Length: 9

Format: nnnnnnnn.nn

General Description:
The total number of hours reported in April that qualify toward eligibility for career status.

Code Interpretation:
N/A
**System Number:**

**User Access Name:**

**Programming Name:**

**Revision Date:**

**Comments:**

*Source(s):* PPP390, PPP130  
*Use(s):*  
*Location(s):*

**Name:** Hours Toward Career Status - May  
**Type:** Numeric  
**Length:** 9  
**Format:** nnnnnnn.nn

**General Description:**

The total number of hours reported in May that qualify toward eligibility for career status.

**Code Interpretation:**

N/A
System Number: EDB

User Access Name:

Programming Name:

Revision Date:

Comments:

Source(s): PPP390, PPP130
Use(s):
Location(s):

Name: Hours Toward Career Status Eligibility - June

Type: Numeric

Length: 9

Format: nnnnnnnn.nn

General Description:

The total number of hours reported in June that qualify toward eligibility for career status.

Code Interpretation:

N/A
System Number: EDB

User Access Name:

Programming Name:

Revision Date:

Comments:

Source(s): PPP390, PPP130
Use(s):
Location(s):

Name: Hours Toward Career Status Eligibility - July

Type: Numeric

Length: 9

Format: nnnnnnnn.nn

General Description:

The total number of hours reported in July that qualify toward eligibility for career status.

Code Interpretation:

N/A
**Name:** Hours Toward Career Status Eligibility - August

**Type:** Numeric

**Length:** 9

**Format:** nnnnnnnn.nn

**General Description:**

The total number of hours reported in August that qualify toward eligibility for career status.

**Code Interpretation:**

N/A
System Number: EDB

User Access Name:

Programming Name:

Revision Date:

Comments:

Source(s): PPP390, PPP130
Use(s):
Location(s):

Name: Hours Toward Career Status Eligibility - September

Type: Numeric

Length: 9

Format: nnnnnnnn.nn

General Description:
The total number of hours reported in September that qualify toward eligibility for career status.

Code Interpretation:

N/A
System Number: EDB

User Access Name:
Programming Name:

Revision Date:

Comments:

Source(s): PPP390, PPP130
Use(s):
Location(s):

Name: Hours Toward Career Status Eligibility - October

Type: Numeric

Length: 9

Format: nnnnnnn.nn

General Description:

The total number of hours reported in October that qualify toward eligibility for career status..

Code Interpretation:

N/A
**System Number:** EDB

**User Access Name:**

**Programming Name:**

**Revision Date:**

**Comments:**

**Source(s):** PPP390, PPP130
**Use(s):**
**Location(s):**

**Name:** Hours Toward Career Status Eligibility - November

**Type:** Numeric

**Length:** 9

**Format:** nnnnnnnn.nn

**General Description:**

The total number of hours reported in November that qualify toward eligibility for career status.

**Code Interpretation:**

N/A
System Number: EDB

User Access Name:

Programming Name:

Revision Date:

Comments:

Source(s): PPP390, PPP130
Use(s):
Location(s):

Name: Hours Toward Career Status Eligibility - December

Type: Numeric

Length: 9

Format: nnnnnnnn.nn

General Description:

The total number of hours reported in December that qualify toward eligibility for career status.

Code Interpretation:

N/A
System Number: EDB 2020

User Access Name: 2020-6

Programming Name: APPT_TYPE IN PPPAPP

Revision Date: 07/01/97

Comments:

Source(s): PPP120
Use(s): Reporting
Location(s): PAR 4020 - Appointment Type Code-PAR
            SPT 5517 - Appointment Type Code-APT in HDB
            THF 0200 - Appointment Type Code-THF
            APS 1241 - Appointment Type Code-PPS
            CPS 1241 - Appointment Type Code-PPS
            IPS 1241 - Appointment Type Code-PPS
            OPP 1241 - Appointment Type Code-PPS

Name: APPOINTMENT TYPE CODE-EDB

Type: ALPHANUMERIC

Length: 1

Format: N/A

General Description: Code indicating the type of appointment.

Code Interpretation:

1 - Contract
2 - Regular/Career
3 - Limited
4 - Casual/Restricted
5 - Academic
6 - Per diem
7 - Partial Year/Career
8 - Floater
New EDB Inquiry Screen

“Hours Toward Eligibility”

<table>
<thead>
<tr>
<th>PPIHR20-Irrrr</th>
<th>EDB Inquiry</th>
<th>07/17/00 15:23:24</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: 000050020</td>
<td>Name: ABSENT,MARCUS</td>
<td>SSN: 555-55-5020</td>
</tr>
<tr>
<td>Hm Dept: 804918</td>
<td>CHAN OFFICE</td>
<td>Emplmt Status: A Pri Pay: MO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours Toward Benefits Eligibility</th>
<th>Hours Toward Career Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hrs at Month Begin: ____996.00</td>
<td>Total Hrs at Month Begin: ____520.00</td>
</tr>
<tr>
<td>Current Month: ____20.00</td>
<td>Current Month: ____20.00</td>
</tr>
</tbody>
</table>

| Jan: ____100.00 | Jul: ________ | Jan: ____100.00 | Jul: ________ |
| Feb: ____110.00 | Aug: ________ | Feb: ____130.00 | Aug: ________ |
| Mar: ____180.00 | Sep: ____160.00 | Mar: ____180.00 | Sep: ________ |
| *Apr: ____110.00 | Oct: ____160.00 | *Apr: ____110.00 | Oct: ________ |
| May: ________ | Nov: ____176.00 | May: ________ | Nov: ________ |
| Jun: ________ | Dec: ________ | Jun: ________ | Dec: ________ |

Next Func: ID: Name: SSN: 

===>
F: 1-Help 3-PrevMenu 4-Print 5-GenDoc
F: 9-Jump 12-Exit

- Change existing ‘Total Hours’ label to ‘Total Hrs at Month Begin’ and move data for Total Hours and Current Month Hours to the right.
- Add new fields for Hours Toward Career Status Eligibility
Help Text For
“Hours Toward Eligibility” Screen

EDBHxxxx Help EDB Hours Toward Eligibility

Function: xxxx displays hours toward benefits and career status eligibility for the current month and each of 12 prior months.

Nature of Information: xxxx displays hours toward benefits and career status eligibility for each month in which earned, as well as total hours for the previous twelve months. All hours toward benefits and career status eligibility fields are system derived.
Changes to IMTH screen

<table>
<thead>
<tr>
<th>PPIMTH-xxxxx</th>
<th>History Inquiry</th>
<th>07/17/00 23:24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Accumulators</td>
<td>Userid: PAYPCW</td>
<td></td>
</tr>
<tr>
<td>ID: 000050020 Name: ABSENT,MARCUS</td>
<td>SSN: 555-55-5020</td>
<td></td>
</tr>
<tr>
<td>Incorrect Flag:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Gross:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Reduction:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours Toward Benefits Eligibility: 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours Toward Career Status:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next Func: ID: Name: SSN:

===>
F: 1- Help 3 - PrevMenu 4 - Print 5 - GenDoc
F: 9 - Jump 12 - Exit

1 Note: field label “Hours Toward Benefits Eligibility” was added in SR15210
### Monthly Maintenance Report Samples

**Department:** 345608  Department of English

<table>
<thead>
<tr>
<th>EMP ID</th>
<th>NAME</th>
<th>HOURS</th>
<th>STATUS</th>
<th>EMP</th>
<th>HIRE</th>
<th>DATE</th>
<th>NO TYPE</th>
<th>TITLE</th>
<th>BEGIN</th>
<th>END</th>
<th>% TUC</th>
<th>DEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>88877901</td>
<td>ADAMS, JOHN</td>
<td>1020.00</td>
<td>ACTIVE</td>
<td>02/01/01</td>
<td>10</td>
<td>3</td>
<td>4717</td>
<td>01/01/01</td>
<td>99/99/99</td>
<td>25% 99</td>
<td>345608</td>
<td></td>
</tr>
<tr>
<td>674321887</td>
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<td>345608</td>
<td></td>
</tr>
<tr>
<td>321444333</td>
<td>ROSS, BETSY</td>
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<td>ACTIVE</td>
<td>02/01/01</td>
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**Total Employees for Department:** 5
### DEPARTMENT: 345608  Department of English

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**TOTAL EMPLOYEES FOR DEPARTMENT: 5**