One-Time “Lookback” on Hours for Casual Employees

PPS Requirements
Service Request 15211

Final 12/7/00
Casual Employees Project Workgroup
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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, the casual appointment type will be renamed ‘limited’ appointment type, and a new ‘floater’ appointment type will be created to identify employees in temporary assistance pools. Also 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 qualify for career status in another way. By accruing 1000 eligible hours on pay status in a limited position in a consecutive 12 month period, without a significant break in service, the employee may achieve career status on the first of the month following the 1000 hours.

HR&B has also specified that employees who meet the following criteria are eligible for career status effective January 1, 2001:

• have an active limited appointment on January 1, 2001,
• worked at least 1000 hours in a casual position in the 13-month period from December 1, 1999 through December 31, 2000, and
• worked at least 50% time in at least five consecutive months.

Specifications for prospectively tracking hours worked specifically in limited appointments were specified in Service Request 15212. These hours will be tracked on a prospective basis beginning with pay period end dates in January, 2001. Hours specifically worked in a casual (limited) appointment were not tracked for the time period specified for the “look back”. Therefore, to identify employees who worked 1000 eligible hours between December 1, 1999 and December 31, 2000, it has been agreed that the existing Hours on Pay Status fields will be used to do a preliminary identification. Because these fields may include many non-eligible hours (such as hours worked in career, per diem or casual restricted appointments, manual review will be necessary to accurately identify eligible employees.

Service Request 15215 specified a one-time process to capture data in the Hours on Pay Status fields before the December 1999 hours are replaced by December 2000 hours. The programming for this process was sent to campuses on 11/21/00 as Release 1314.

These requirements specify the remainder of the systems support required for identifying employees with a limited appointment who may be eligible for career status. The process will use the data created by Release 1314.
PPS Modifications

Data Captured in One-Time (Release 1314)

Service Request 15215 specified that the following data be captured so that it would be available for the determination of an employee’s hours during the period December 1999 through December 2000.

Campus Location Code
SCR (System Control Record) Current Date (to identify when the data capture was 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 look back period**
Number of Appointment Type 2 appointments active in look back period
Number of Appointment Type 3 appointments active in look back period
Number of Appointment Type 4 appointments active in look back period
Number of Appointment Type 5 appointments active in look back period
Number of Appointment Type 6 appointments active in look back period
Number of Appointment Type 7 appointments active in look back period

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

Using a combination of the data captured in Release 1314 and the Employee Data Base (EDB), two reports should be produced to categorize all employees who hold an active limited appointment on January 1, 2001:

- Report One will identify employees where it is determined that the employee is **potentially eligible** for career status. It should include employees where the total of the Hours on Pay Status is 1000 hours or more, and there are at least five consecutive months where the Hours on Pay Status equals 50% or more of the total working hours for the month.

- Report Two will identify employees who **appear to be ineligible** for career status based on not meeting one or more of the criteria. It should include employees where the total of the Hours on Pay Status is less than 1000 hours, or there are not five consecutive months where the Hours on Pay Status is 50% or more of the total working hours for the month, or both.

**Selection Criteria for Report One**

Employee records should be selected for Report One if all the following are true

- Separation Date (EDB 0140) is either initial values or is later than 01/01/01, and
- one or more appointments with Appointment Type (EDB 2020) ‘3’ active on 01/01/01. Active on 01/01/01 means that Appointment Begin Date (EDB 2002) is equal to or prior to 01/01/01 and Appointment End Date (EDB 2003) is equal to or later than 01/01/01, and
- the calculated Total Hours on Pay Status\(^1\) for December 99 through December 00 equals 1000 hours or more, and
- the Hours on Pay Status is equal to 50% or more of the total hours for the month for at least five consecutive months\(^2\).

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\(^1\) To calculate the Total Hours on Pay Status for the 13-month period from December 1999 through December 2000, the process should use the hours fields from the current EDB in combination with the hours fields saved by the release 1314 process. If the SCR Current Date is January 2001 when this process is run, then December, 1999 hours must be retrieved from the saved data. If the SCR Current Date is February 2001 when this process is run, then December 1999 and January 2000 hours must be retrieved from the saved data.

\(^2\) The System Calendar can be used to determine the number of working hours in a given month.
Selection criteria for Report Two

- Separation Date (EDB 0140) is either initial values or is later than 01/01/01, and

- one or more appointment with Appointment Type (EDB 2020) ‘3’ active on 01/01/01. Active on 01/01/01 means that Appointment Begin Date (EDB 2002) is equal to or prior to 01/01/01 and Appointment End Date (EDB 2003) is equal to or later than 01/01/01, and one or both of the following are true:
  
  - the calculated Total Hours on Pay Status for December 1999 through December 2000 is less than 1000 hours, or
  
  - there are not five consecutive months where the Hours on Pay Status is equal to 50% or more of the total hours for the month.

Report Format

For each selected record, the following information should appear on the report:

- Employee ID
- Employee SSN (EDB 0111)
- Employee Name (EDB 0105)
- Employment Status (EDB 0144), translated
- Home Department (EDB 0114)
- Primary Pay Schedule Code (EDB 0152)
- The calculated total Hours on Pay Status for the 13 month period
  - Hours on Pay Status – December 1999 (EDB 5131 from saved data)
  - Hours on Pay Status – January 2000 (EDB 5120 (possibly from saved data)
  - 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)
  - Hours on Pay Status – December 2000 (EDB 5131)

For each appointment active on January 1, 2001:
Title Code (EDB 2006)
Appointment Type (EDB 2020)
Appointment Percent Time (EDB 2012)
Appointment Begin Date (EDB 2002)
Appointment End Date (EDB 2003)
Appointment Title Unit Code (EDB 2029)

An indicator ‘Y’ for yes and ‘N’ for no for each appointment type the employee had active during the 13 month period. Career (Appointment Type ‘2’) and Partial-year Career (Appointment Type ‘7’) should both be counted under the ‘Career’ column.\(^3\)

The total hours for each month, for monthly and biweekly schedules, should be displayed in the header of the report.

On the detail lines, an asterisk (*) should be displayed to the right of the hours for any month in which the hours were less than 50% of the work hours in the month. For employees whose current Primary Pay Schedule Code is ‘MO’ or ‘MA’, the 50% calculation should be based on the number of hours in the month for a monthly pay cycle. For employees whose current Primary Pay Schedule Code is ‘BW’, the 50% calculation should be based on the number of hours in the month for a biweekly pay cycle.

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

Report samples are included as attachments.

\(^3\) These indicators will be based on appointment data present on the EDB at the time that the one-time process for Release 1314 is run. They will not include any appointments that were purged prior to that run, nor any appointments added after that run. Therefore, these indicators should be considered advisory only, not definitive of the employee’s complete employment history from December 1999 through December 2000.
<table>
<thead>
<tr>
<th>NAME</th>
<th>PAY CYCLE</th>
<th>ID SSN</th>
<th>EMP STATUS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
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<td>AARON, JOHN</td>
<td>BW</td>
<td>332243212</td>
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<td>Title: 4073 Type: 3 40%</td>
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<td>BELL, ALEXANDER GRAHAM</td>
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<td>Title: 7422 Type: 3 33%</td>
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</tbody>
</table>

**Notes:**
- * Asterisk indicates a month in which the hours are less than 50% of the pay status hours for the month.
- **'Y'** indicates the employee had one or more appointments of that type during the period December 1999 through December 2000.
### Employees With Less Than 1000 hours or Less Than Five Consecutive 50% Months

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<thead>
<tr>
<th>Department: 345608 Department of English</th>
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<table>
<thead>
<tr>
<th>HOURS IN MONTH</th>
<th>MONTHLY/BIWEEKLY</th>
<th><strong>C</strong></th>
<th><strong>P</strong></th>
<th><strong>A</strong></th>
<th><strong>C</strong></th>
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<tbody>
<tr>
<td>DEC99</td>
<td>184/160</td>
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<td>A</td>
<td>E</td>
<td>C</td>
</tr>
<tr>
<td>JAN00</td>
<td>168/160</td>
<td>160/240</td>
<td>A</td>
<td>A</td>
<td>O</td>
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<tr>
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<td>160/240</td>
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<td>E</td>
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<tr>
<td>DEC00</td>
<td>176/160</td>
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<th>EMP STATUS</th>
<th>TOTAL</th>
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<th>NAME</th>
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<th>HOURS</th>
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<th>R</th>
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<td>45.00*</td>
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** 'Y' indicates the employee had one or more appointments of that type during the period December 1999 through December 2000.