Service Request 15211

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. 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 alternately qualify for career status by accruing 1000 eligible hours on pay status in a limited position in a consecutive 12 month period without a significant break in service.

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.
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 limited appointments who may be eligible for career status. The process will use the data created by Release 1314.

**Programs**

**PPOT1331**
PPOT1331 will be a one-time program which will report on casual employees potentially eligible for career status. For details regarding PPOT1331, please refer to the Detail Design document.

**Test Plan**
A separate Test Plan document has been provided with this release.

**Installation Instructions**
1. Install the new One-Time program PPOT1331
2. Install the Bind for the One-Time program
3. Compile PPOT1331 in batch mode only
4. Bind the plan for PPOT1331
5. Perform any desired local campus testing
6. Install the One-Time PPOT1331 into production, following normal campus procedures.

**Timing of Installation**
The installation of this release is Urgent. Because conversion to career status for eligible employees is effective January 1, 2001, campuses should produce these reports for departmental review as soon as possible. Although campuses have until June, 2001 to change eligible employees to career status, identifying and updating eligible employees earlier will reduce any issues with retroactive conversion to career status.
As usual, campuses are encouraged to install this release in as timely a fashion as possible and in the normal numeric sequence.

If there are any questions, please send electronic mail to Roy.Staples@ucop.edu, or call (510) 987-0692.

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