Overview

Service Request 15212 provided requirements to implement new University regulations that allow UC employees to achieve career employment status based on hours worked in limited appointments. Hours are accumulated from Payroll Audit Records (PAR) on a monthly basis, and hours for the last 12 months are totaled in EDB monthly maintenance.

The regulations specify that when there is a break in service of 120 days or more, the hours prior to the hire date should not be counted toward career status eligibility.

The original service request specified that hours prior to any break in service of 120 days or more should be initialized, but was later amended to eliminate that requirement. It was determined that the hours should not be initialized, because the hours data could be lost in the case where an incorrect hire date or separation date were entered. Instead, it was decided that a mechanism should be provided to allow the system to know the first month to use in the calculation of total eligible hours.

These requirements specify the Payroll/Personnel System (PPS) enhancements needed to provide this mechanism.

PPS Modifications

New EDB Data Element

A new data element, the Limited Hours As Of Date, should be created. This data element should be in standard date format.

A draft data dictionary page is shown as Attachment A.

On-line Screens

The Limited Hours As Of Date should be included on the IHR2 EDB Inquiry screen. Hours for all months should continue to be displayed on the screen; the ‘as of date’ will indicate the first month for which hours count toward career status eligibility.
The Limited Hours As Of Date should be included on the ECEN EDB Entry/Update screen, for update by central offices only.

Field level help should be provided on both screens for the new data element.

Screen samples are shown as Attachment B.

**EDB Maintenance – Explicit Maintenance**

The EDB Maintenance process should be modified to derive the Limited Hours As Of Date. When a New Hire is processed (Action Code ‘01), the Limited Hours As Of Date should be set to the Hire Date. When a Rehire is processed (Action Code ‘02), if the new Hire Date is equal to or prior to the current date, the system should compare the Hire Date with the existing Separation Date. If the difference between the two dates is 120 days or more, the system should set the Limited Hours As Of Date to the new Hire Date. If the new Hire Date is later than the current date, no change should be made to the Limited Hours As Of Date (the date will be derived in daily maintenance when the Hire Date is achieved).

Example 1: A new hire is processed with a Hire Date of 2/01/01. The Limited Hours As Of Date is set to 2/01/01. The employee is terminated with a Separation Date of 5/31/01. On 1/3/02, a rehire is processed with a Hire Date of 1/01/02. There are more than 120 days between 5/31/01 and 1/03/02, so the Limited Hours As Of Date is set to the new hire date, 1/03/02.

Example 2: A new hire is processed with a Hire Date of 2/01/01. The Limited Hours As Of Date is set to 2/01/01. The employee is terminated with a Separation Date of 5/31/01. On 9/04/01, a rehire is processed with a Hire Date of 9/01/01. There are less than 120 days between 5/31/01 and 9/01/01, so the Limited Hours As Of Date is *not* reset; it remains at 2/01/01.

Example 3: A new hire is processed with a Hire Date of 2/01/01. The Limited Hours As Of Date is set to 2/01/01. The employee is terminated with a Separation Date of 5/31/01. On 9/15/01, a rehire is processed with a Hire Date of 10/01/01. Because 10/01/01 is a future date at the time the rehire is processed, the date is not reset. The EDB Maintenance Daily Process for 10/1/01 compares the Hire Date and the Separation Date and determines that there are more than 120 days between 5/31/01 and 10/01/01. The Limited Hours As Of Date is reset to 10/01/01.

**EDB Maintenance – Daily Maintenance**

The EDB Daily Maintenance process should be modified to derive the Limited Hours As Of Date at the same time it examines Hire Date to derive Employment Status. If the Hire Date is achieved, the system should compare the Hire Date
with the Separation Date. If the difference between the two dates is 120 days or more, the system should set the Limited Hours As Of Date to the new Hire Date. Otherwise, no change should be made to the Limited Hours As Of Date.

**EDB Maintenance – Monthly**

The reports on limited hours produced by the EDB Monthly Maintenance process, PPP1392 and PPP1393, should be modified to check the Limited Hours As Of Date. Only hours in months equal to or later than the month of the Limited Hours As Of Date should be included in the Total Hours Towards Career Status that is used to determine whether or not to include the employee on the reports.

The monthly maintenance process should only add hours in months equal to or later than the ‘as of’ date to the Total Hours Towards Career Status (EDB 0426) data element.

**One Time Program to set Date**

A one-time process must be provided to set the Limited Hours As Of Date for all employees on the EDB. If the employee’s Hire Date (EDB 0144) is on or prior to 01/01/2001 the Limited Hours As Of Date should be set to 01/01/2001. If the employee’s Hire Date is later than 01/01/2001, the system should check the Hours on Pay Status (EDB 5120 through EDB 5131) for months in 2001 prior to the run date of the one-time program. If there are hours in any month prior to the month of the employee’s Hire Date, the Limited Hours As Of Date should be set to the first of the earliest month in 2001 with hours recorded; otherwise, it should be set to the Hire Date.

A standard ECF file should be produced as an audit record of the one-time changes.

**History Data Base**

The Limited Hours As Of Date does not need to be captured for the History Data Base.
New data Element

System Number:  EDBxxxx

User Access Name:

Programming Name:

Revision Date:

Comments:

Source(s):  PPP120
Use(s):
Location(s):

Name:  LIMITED HOURS AS OF DATE

Type:  NUMERIC

Length:  6

Format:

‘MMDDYY’ – Inquiry Only, ‘MMDDYY’ – Entry/Update

General Description:

Date on which accumulation of hours worked in a limited appointment begins. These hours are used to determine eligibility for career status. This date is set by the system to the hire date of the original hire. It is reset to the new hire date after a break in service of 120 days or more.

Code Interpretation

N/A
Proposed IHR2 Screen Changes

PPIHR20-Irrrr  EDB Inquiry  02/28/01 10:57:49
11/17/00 10:45:04  Hours Toward Eligibility  Userid: PAYPCW
ID: 777555010  Name: MOON, JOHNNIE J  SSN: 777-00-0010
Hm Dept: 804918 CHAN OFFICE  Emplmt Status: A Pri Pay: BW

<table>
<thead>
<tr>
<th>Hours Toward Benefits Eligibility</th>
<th>Hours Toward Career Status Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Hrs at Month Begin: 320.00</td>
<td>Total Hrs at Month Begin: .00</td>
</tr>
<tr>
<td>Current Month: .00</td>
<td>Current Month: .00</td>
</tr>
<tr>
<td>Jan: .00</td>
<td>Jan: .00</td>
</tr>
<tr>
<td>Jul: .00</td>
<td>Jul: .00</td>
</tr>
<tr>
<td>Feb: .00</td>
<td>Feb: .00</td>
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<tr>
<td>Mar: .00</td>
<td>Mar: .00</td>
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<tr>
<td>Sep: .00</td>
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</tr>
<tr>
<td>Apr: .00</td>
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<tr>
<td>Oct: 160.00</td>
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<tr>
<td>May: .00</td>
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<tr>
<td>Nov: 160.00</td>
<td>Nov: .00</td>
</tr>
<tr>
<td>Jun: .00</td>
<td>Jun: .00</td>
</tr>
<tr>
<td>* Dec: .00</td>
<td>* Dec: .00</td>
</tr>
</tbody>
</table>

As of Date for counting hours: ______

Next Func: ID: Name: SSN:

===>
F: 1-Help  2-Browse  3-PrevMenu  4-Print
F: 9-MainMenu  12-Exit
Proposed ECEN Screen Changes

PPECENO-Errrrr  EDB Entry/Update  02/28/01 10:54:54
02/26/01 10:09:11  Central Office Information  Userid: PAYPCW
ID: 000050069 Name: AGES,TRUDY  SSN: 555-61-7654 Pri Pay: BW

403b Limit Amt:  S:  NOT CALCD
Anticipated Retirement Date:

Limited Hours as of Date: ______

Next Func: ID: Name: SSN:

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