



OFFICE OF THE SENIOR VICE PRESIDENT —  
BUSINESS AND FINANCE

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Re:	Release:	1605
	Service Request:	16933, 16935, 16937, 80959
	Programs:	PPCTDOSE, PPDXPAPT, PPDXBENI, PPEC025 (new), PPEC051, PPEC052, PPEC137, PPEI053, PPEI203, PPPBELI, USER08
	Copymembers:	CPCTJGTI, CPWSDOSC, CPWSXIC2
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPOT1605
	CICS Maps:	None
	Forms:	None
	Table Updates:	Data Element-Table, System Messages Table, Description of Service Table, Job Group Identifier Description Table, Job Identifier Title Code Table, Processing Group Table, Routine Definition Table, Code Translation Table, CICS Help
	Urgency:	Date-Mandated (see Timing of Installation)

This release is the first release addressing implementation of benefits for postdoctoral scholars. Tentatively, there will be four releases addressing Postdoctoral Scholar modifications.

This release contains the one-time program for checking DOS codes for inconsistencies, on-going EDB DOS Code edits, BELI derivation related to Postdoctoral Scholars, Insurance Reduction Indicator edit related to Postdoc Scholars, and edits for tax treaty income codes. In addition, the BELI Derivation process (PPPBELI) contains temporary code specifically for the monthly maintenance to begin December.

The second release will contain the one-time program to set the Assigned BELI (EDB0360) to 'P' for those Postdoctoral Scholars whose Derived BELI (EDB 0375) is 'P', EDB File Maintenance edits for Assigned BELI and postdoc medical, dental, and vision plans, EDB Daily Maintenance process, and EDB Monthly Periodic Maintenance process. In addition, a one-time will be provided to produce an open enrollment carrier file for postdoc plans.

The third release will contain modifications to the compute, Consolidated Billing, Self Billing Statements, and the monthly Carrier File reporting. In addition, PPP690 is changed for W4 Exempt reporting.

The fourth release will contain modifications to the Expense Distribution process.

This release addresses portions of the following service requests:

**Service Request 16933**

In May 2003, President Richard Atkinson (Emeritus) announced Academic Personnel Policy 390-Postdoctoral Scholars (Postdoc). This policy applies to the Postdoc-Employee, the Postdoc-Fellow and Trainee paid through University accounts, and the Postdoc-Fellows and Trainees, funded from fellowships or trainee-ships, paid directly to the individual. The new policy provides for consistent treatment for both the Postdoc-Employee and the Postdoc-Fellow or Trainee.

In response to Academic Personnel Policy 390-Postdoctoral Scholars (Postdoc), representatives from the University of California, Office of the President (UCOP)-Academic Advancement, UCOP Human Resources and Benefits (HR/B), and UCOP Financial Management have met and discussed with campus Graduate Division representatives at various intervals the topics relating to the administration of Postdoctoral Scholar Benefits Plan (PSBP). The document addresses the modifications needed in the Payroll/Personnel System (PPS) to accommodate the special coding needed for PSBP as it encompasses and affects the Postdoc-Employee (TC 3252), the Postdoc-Fellow (TC 3253), and the Postdoc-Paid Direct (TC 3254).

In order to incorporate Postdocs into the EDB as a unique group, new values should be added to the Benefits Eligibility Level Indicator (BELI), Description of Service Table, and Gross-to-Net Table. New health and welfare plan codes should be added to distinguish the PSBP from the existing University H&W plans. [A separate document will be prepared to describe the required changes needed in order to add the new benefit plans and the new BELI value "P-Postdoctoral Scholar Eligibility."]

The EDB File Maintenance process should be modified to include on-going edits related to Postdoc titles and distributions.

The payroll computation process should be modified so that Postdoc-Fellows (TC 3253) and Postdoc-Paid Directs (TC 3254) can have their PSBP premiums processed through a payroll compute cycle. The fellowship/scholarship payments made to Non-Resident Aliens should be recorded in a separate gross field for reporting at year-end. Additionally, the Postdoc should be included in the Enrollment File process and the new PSBP plans should be added to the Self-Billing and Consolidated Billing processes.

The Distribution of Payroll Expense process should be modified so that it can identify and record the Postdoc benefits by unique Object Codes. Further, other reporting processes, such as the Corporate Personnel System and the Corporate Financial System, should be modified to identify Postdoctoral appointees. Modifications to the Form W-2 and Form 1042-S processes will be discussed in separate documents.

Thus, this service request concerns changes in EDB File Maintenance, Compute, Carrier File Reporting, Consolidated Billing, and Expense Distribution (See Service Request 16933 for the details).

Due to the complexity of the changes and their interrelationship to each other, the above changes are released in phases. The first phase of the changes contains EDB File Maintenance modifications to edit for Postdoc titles and distributions.

### **Service Request 16935**

This Service Request specifies the modifications to the Payroll/Personnel System (PPS) required to provide health and welfare benefits to postdoctoral scholars. These requirements are a complement to Service Request 16933, which provides the requirements for all other aspects of the Postdoc project.

Postdocs are eligible for the following benefits:

- Medical
- Dental
- Vision
- Supplemental Disability
- UC-paid Postdoc Life Insurance (which includes AD&D)
- UC-paid Postdoc Disability

Below is a summary of changes for Postdoc related titles.

1. New values for the Assigned BELI, Derived BELI, and the Medical, Dental, and Vision Plan Codes will be defined.
2. New GTN numbers will be assigned for the postdoc plans.
3. The Benefits Rates Table will carry the rates for the medical, dental, and vision postdoc plans.
4. The Supplemental Disability plan (Postdoc-paid) will be carried as a GTN deduction. The premium will be determined by the vendor. No salary base shall be stored on the EDB.
5. The BELI Derivation process will be modified to derive a new value of 'P' to indicate eligibility for postdoc plans.
6. The PIE derivation process will be modified to derive a PIE when a BELI of 'P' is assigned.
7. The process which provides default coverage when the employee does not make an enrollment within the PIE will be modified to not perform default enrollments when the BELI is 'P'.
8. Edits will be developed in the EDB Maintenance process to prohibit postdocs from enrolling in non-postdoc medical, dental, and vision plans, and to prevent non-postdoc employees from enrolling in postdoc medical, dental, and vision plans.
9. Edits will be developed in the EDB Maintenance process to prohibit postdocs from enrolling in the Legal Plan, Supplemental Life, Supplemental Disability, employee AD&D, HCRA, and DepCare.
10. Logic will be developed in the EDB Maintenance process to appropriately end date postdoc medical, dental, and vision plans upon separation or change of Assigned BELI from 'P' to another value.

Due to the complexity of the changes and their interrelationship to each other, the above changes will be released in phases. This release addresses the BELI Derivation for Postdoc Titles.

#### BELI Derivation for Postdoc Titles

The BELI derivation process should be modified to support the new value of 'P'.

If there are one or more active appointments with a Title Code (EDB 2006) value of 3252, 3253, or 3254, and the duration and percent of those appointments total 50% or more for a year or more, or 100% for three months or more, the Derived BELI (EDB 0375) should be set to 'P', regardless of the value of the Hours Per Week (EDB 5132).

In other words, falling below 17.5 hours per week should not cause the Derived BELI to be set to '5' as long as there is a qualifying postdoc appointment.

Note that the process that selects appointments for the determination of duration and percent should use the same selection criteria used to determine duration and percent for the regular BELI derivation process, with the additional requirement that the appointments must have a postdoc title code.

Additionally, if the Postdoctoral Scholar has another benefits eligible appointment, such as a 50% appointment with a Lecturer title, the Derived BELI should be 'P' as long as the active postdoc appointments meet the duration and percent requirements.

#### Service Request 16937

To comply with Academic Personnel Policy 390, some campuses have established individuals in the Postdoc-Fellow and Postdoc-Paid Direct title codes that became active on July 1, 2003. At that time, campuses did not have any restrictions on the Description of Service (DOS) codes that could be used with the Postdoctoral Scholar Title Codes. In Service Request 16933, requested modifications to the Payroll/Personnel System (PPS) included the use of specific DOS codes with each of the Postdoc titles.

This set of requirements asks for a one-time program that will assist campuses with the identification of those individuals with Postdoc title codes and incompatible DOS codes, Time Report Codes, zero anticipated Time fields, Tax Treaty Income Code, and Insurance Reduction participation. This one-time should select all individuals on the

Employee Data Base with Employment Status Codes not equal to "S" who have a current or future appointment that contains a Postdoc title code (3252, 3253, or 3254).

Campuses should have the ability to produce a paper copy of the file. The one-time program should sort the data on the paper report first by Appointment Department Code, then in alphabetical order by name. The report is not a turn-around document.

Campuses should have the ability to run this one-time program on multiple occasions after the implementation of the PPS modifications for Postdoctoral Scholars so that departments can clean-up the Postdoc data.

### **Service Request 80959**

It is asked that the BELI derivation process be modified to exclude student appointments from the calculation of total duration and percent of appointments. For purposes of this derivation, student appointments are identified as follows:

- Appointment Type (EDB 2020) is '4' (casual/restricted), or
- the CTO (Class Title Outline) value on the Title Code Table for the appointment's Title Code (EDB 2006) is in the range 400-499

Student appointments should be considered in the same manner as per diem, by-agreement, and without-salary appointments, which are currently excluded from the calculation of duration and percent.

### **Programs**

#### **PPCTDOSE**

Currently, PPCTDOSE sets the Staff Object Code to zeros when the Staff Object Code field on the DOS transaction is entered with an asterisk (\*), and sets the Academic Object Code to zero when the Academic Object Code field on the DOS transaction is entered with an asterisk (\*).

This module has been changed to set the Staff Object Code to blank when the Staff Object Code field on the DOS transaction is entered with a value of '\*', and set the Academic Object Code to blank when the Academic Object Code field on the DOS transaction is entered with a value of '\*'.

#### **PPDXAPPT, PPDXBENI**

These modules display the "Summary of UC Benefits Enrollment" on the document. The translated Retirement Code (EDB 0122) is displayed underneath the line that displays "*Your appointment has qualified you for:*".

Not all Postdoctoral Scholars with a Retirement Code value of 'H' are subject to participate in Safe Harbor DCP deductions. Therefore, if the employee's BELI is 'P', the translated Retirement Code (translated to "*Univ of Calif Defined Contribution Plan*") is not displayed.

#### **PPEC025**

Edits for Postdoc appointments/distributions are added for USER08 processing:

#### **PPEC051**

Edits for Postdoc appointments/distributions are added for USER08 processing:

#### **PPEC052**

This module has been modified to include the related Postdoc DOS Code of 'PDW' to the existing logic that checks for DOS Code of 'WOS'.

#### PPEC137

The following edit has been added to PPEC137:

If the appointment is a Postdoc-Fellow (TC 3253) or Postdoc-Paid Direct (TC 3254) and the Citizenship Status Code is N, E, F, A, S, or X, Tax Treaty Income Code (EDB 1170) of '15' must be entered. Otherwise message "NRA Postdoc-Fellow or Postdoc-Paid Direct must have Income Code 15" is issued with a severity of Employee Reject in on-line and batch.

#### PPEI053

This module has been modified to include the Postdoc DOS Code of 'PDW' to the existing logic that checks for DOS Code of 'WOS'.

Edits for Postdoc appointments/distributions are added for USER12 processing:

#### PPEI203

This module has been modified to include the related Postdoc DOS Code of 'PDW' to the existing logic that checks for DOS Code of 'WOS'.

#### PPPBELI

Currently, PPPBELI derives an employee's Benefits Eligibility Level Indicator (Derived BELI) (EDB 0375) from information contained on the employee's EDB records.

BELI derivation logic has been added to derive the Derived-BELI (EDB 375) for Postdoc titles.

In addition, temporary code has been placed in this module for monthly maintenance process to begin December only.

If monthly maintenance to begin December is run, any postdoc appointments with an Appointment Begin date of January 1, 2005 or prior and the Appointment End date is later than December 31, 2004 will be considered for current postdoc processing.

#### USER08

This module has been modified to include the Postdoc DOS Code of 'PDW' (Postdoc Without Salary) to the existing logic that checks for DOS Code of 'WOS'.

#### Copymembers

##### CPCTJGTI

This copymember defines the input fields for updating the Job Group ID Title Code Table.

A value of 'B' has been added to the existing 88 level defining valid EE06 Category values.

##### CPWSDOSC

This copymember contains DOS constants.

Postdoc related DOS codes of 'PDW', 'PDD', 'FEN', and 'FEL' have been added to this copymember.

## CPWSXIC2

CPWSXIC2 defines various campus specific values.

Postdoc related title code constants for titles 3252, 3253, and 3254 have been defined in this copymember.

In addition, deduction number of 325 (Employee Paid Supplemental Disability) and deduction number of 635 (Postdoc Supplemental Disability) have been defined.

## **Bind Members**

### PPOT1605

This Bind member contains bind statements for one-time program PPOT1605.

## **JCL Changes**

JCL should be set up for one-time program PPOT1605. The test JCL provided in this release can be used as a model.

## **Table Updates**

### Data Element Table

New value of '15' is added to data element 1170 (Tax Treaty Income Code) and 1171 (Alternate TT Income Code).

Trigger values of 025 and 137 for consistency edits are added to data element 2006 (Appointment Title Code).

Trigger value of 25 for consistency edits are added to data element 2012 (Appointment Percent Fulltime) and data element 2017 (Appointment Time Code).

Trigger value of 025 for consistency edits is added to data element 2056 (DOS Code).

### System Messages Table

Messages related to Postdoc appointments and distributions are added to the table.

### Description of Service Table

The first five DOS transactions are DELETE transactions. Some campuses may already have DOS Codes of PDD, PDW, FES, FEL, and/or FEN set up in the Control tables. If the DOS codes are not present, PPP004 will reject those particular delete transactions. As an alternative, campuses can remove the appropriate delete transactions.

Valid DOS codes of 'PDD', 'FEN', 'FEL', and 'PDW' and the related data values are added to the DOS table.

### Job Group Identifier Description Table

Description of "POSTDOCTORAL SCHOLAR" has been defined for Job Group ID of PDS.

### Job Group Identifier Title Code Table

Postdoc Titles of 3252, 3253, and 3254 have been defined for Job Group ID of 'PDS' and EE06 Category of 'B'.

## CICS Help

Income Code of '15' has been added to EDB 1170 and EDB 1171 in Code Interpretation section.

**Test Plan**

A separate Test Plan document is provided with this release.

**Installation Instructions**

A separate Installation Instructions document is provided with this release.

**Timing of Installation**

The installation of this release is Date-Mandated.

This release should be installed as soon as possible to allow your location to clean up postdoc data, and add new postdoc appointments with appropriate edits in place. It must be installed before the second release, which is scheduled to be released in mid-November for installation prior to Monthly Maintenance to begin December.

Note that while this first release provides for derivation of Derived BELI (EDB 0375) value of 'P', the ability to use an Assigned BELI (EDB 0360) value of 'P' will not be provided until the second release. Enrollment in postdoc benefits should not take place until after Monthly Maintenance to begin December.

As usual, campuses are encouraged to install this release in as timely a fashion as possible, and in the normal numeric sequence of releases.

If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu, or call at (510) 987-0464.

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