



# UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT

# SR81049

## SERVICE REQUEST UIRC 160ISS (R 01/00)

DATE <b>11/02/04</b>	DATE/CYCLE DUE <b>12/05/04</b>	ESTIMATE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
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PERSON AUTHORIZING REQUEST: <b>Alice Plebuch</b>	SYSTEMS CONTACT: <b>Kathy Keller</b>
DEPARTMENT: <b>HR/BENEFITS</b>	RECHARGE NO.: <b>0124</b>
REQUESTOR: <b>Mark Esteban</b>	SYSTEMS/FILES/PROGRAMS: <b>PAYROLL</b>

RETRIEVAL/SYSTEM MODIFICATION: (Description of Request)  
**One-time process to create a carrier file for the PSBP**

PRODUCTION RUN			
SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN <input type="checkbox"/> RERUN <input type="checkbox"/> ADD'L	TYPE OF OUTPUT <input type="checkbox"/> REPORT <input type="checkbox"/> EXTRACT FILE <input type="checkbox"/> LABELS

RETRIEVAL/PRODUCTION RUN	
DISTRIBUTION OF OUTPUT INSTRUCTIONS: (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)	

IR&C USE ONLY							
<input type="checkbox"/> R	<input type="checkbox"/> NR	<input type="checkbox"/> IM STAFF _____ TO:	<input type="checkbox"/> RET	<input type="checkbox"/> CORP SYS	<input type="checkbox"/> M&O	<input type="checkbox"/> PAYROLL	<input type="checkbox"/> PRODUCTION CONTROL
DATE RECEIVED	REVISED DUE DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME/CHARGES	STAFF TIME/CHARGES	BILLING NO	JOB NAME
COMMENTS:							
ESTIMATE INFORMATION	COMPLETION DATE	STAFF HOURS \$	ESTIMATED COSTS COMPUTING COSTS \$	ESTIMATED TOTAL COSTS \$			

APPROVAL TO PROCEED <b>4</b>	_____
BASED ON ESTIMATE	(SIGNATURE) (NAME, TITLE, ADDRESS)

## **SR 81049 – One-time process to create OE carrier file for PSBP enrollments**

### **Background**

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 this policy, UC will provide certain health and welfare benefits plans, collectively known as the Postdoctoral Scholar Benefit Plan (PSBP) to postdoctoral scholars, effective January 1, 2005.

Service Requests 16933 and 16935 address the various modifications to the Payroll/Personnel System (PPS) necessary to provide and monitor enrollment in these benefits. Because certain decisions about the PSBP were not finalized until late in the year, the web-based open enrollment process will not be available to postdoctoral scholars this year. Instead, they will make selections using enrollment forms which will be entered into the PPS at each location. Because of this difference in enrollment method, a special one-time process must be provided to create the open enrollment files for the PSBP carriers.

### **One-time Program**

A one time program should be developed that selects information from the EDB and creates a file in the format of the regular carrier enrollment file each month by PPS.

If the current benefit plan code is 'P1', 'P2', 'P3', 'P4', or 'P5' and the current benefit effective date is 01/01/2005, or the future benefits plan code is 'P1', 'P2', 'P3', 'P4', or 'P5' and the future benefit effective date is 01/01/2005, then report the data on Type '1' (Employee data), and/or Type '2' (Dependent data) record on the Carrier Enrollment file. Also, if the postdoctoral scholar's address is a foreign address, create a Type '4' (Foreign Address data) record.

The premium field should be zero filled, and the appropriate coverage level for the coverage in effect on 01/01/2005 should be derived.