SR82614 Requirements
Inter-location Transfer Separation Code

Objective:
Provide our outsourced COBRA administrator (CONEXIS) with adequate separation details – in particular, to permit them to distinguish separations that are COBRA qualifying events from separations that are not.

Project Type:
Enhancement.

Requested by:
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Analyst:
Business analyst: Ken Smith, HR&B ISS
Requirements analyst:

Urgency:
Not Urgent.

Implementation Deadline:
This enhancement is not date mandated and does not need to be coordinated with payroll processing or other scheduled processes. However as COBRA administration has already transitioned to CONEXIS, an implementation as soon as possible is desirable.
**Statement of Business Need:**

Avoid inefficiency, unnecessary costs and confusion that can result if COBRA packets are sent to employees who have had no COBRA qualifying event.

**Background:**

Because there are multiple payroll instances throughout the University, employees who transfer between campuses or other locations must be “separated” in the origin payroll and “hired” in the destination payroll. In this situation, the separation represents only a separation from one specific payroll and not a separation from the University. Nevertheless, these separations appear on files sent to external vendors who may be misled into processing a separation.

In order to avoid incorrectly sending COBRA packets to transferring employees it is necessary to provide a means for CONEXIS to identify separations resulting from transfers.

**Current Process:**

When an employee transfers between campuses or other UC locations, one of the existing separation codes (typically “AA - To accept another job”) is entered in the payroll of the origin location.

**Proposed Process:**

When it is known that an employee is transferring to a new location with no break in service, a new separation code requested by this SR and intended specifically for this situation will be entered.

**Processing Considerations:**

This request simply adds a new code to an element already included on files sent to CONEXIS and many other vendors. It is assumed that other vendors may be able to utilize this code to streamline their handling of transfers although the scope for this request is CONEXIS only.

PPS Separation codes are mapped to CPS separation codes by the interface to CPS. No existing CPS separation code is an appropriate match for inter-location transfer – a new CPS separation code will be needed as well (addressed in SR 82616).
System Requirements:

1.0 Overview of Modifications

Adds one new valid code “IT” with meaning “Inter-location Transfer” to the list of available values for Data Element EDB 0141 “Separation Reason Code”.

Updates related help text and documentation.

- Control Table Updates:
  - Translations (three different lengths) for the new code.

- EDB Data Elements:
  - One new valid code
  - Update of Data Dictionary

- CICS Modifications:
  - Update to Help Text

- Web Modifications: - no impact

- One-time Processes: - unnecessary

- EDB Maintenance: - no impact

- History Process: - no impact

- Compute Process: - no impact

- Distribution of Expense: - no impact

- Consolidated Billing and Self-Billing: - no impact

- Interface Files: - CPS Interface code translation

- Forms: - no impact
  - U5602 Unemployment Insurance Termination Report which is normally updated when new separation codes are created should not be used for employees transferring between campuses – therefore no impact.
  - Campuses and other locations may need to update locally created handbooks, transfer instructions or separation checklists.

- Other Processes: - no impact

- Reporting and Notification: - no impact
2.0 Control Table Updates

2.1 Code Translation Table
Add to the Code Translation Table as follows:

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Value</th>
<th>Length</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0141</td>
<td>IT</td>
<td>20</td>
<td>Inter-location Trsfr</td>
</tr>
<tr>
<td>0141</td>
<td>IT</td>
<td>25</td>
<td>Inter-location Transfer</td>
</tr>
<tr>
<td>0141</td>
<td>IT</td>
<td>33</td>
<td>Inter-location Transfer</td>
</tr>
</tbody>
</table>

3.0 EDB Data Elements
Add one code “IT” to existing data element EDB 0141. Proposed new dictionary page attached with change highlighted. Markup includes removing unrelated obsolete comments.

4.0 CICS Modifications

4.1 Help Modifications
Add to help text for EDB 0141 between codes GA and I4:

“IT - Inter-location Transfer with no break in service

”

5.0 Interface Files

The CPS Interface should be modified to translate PPS Separation Code ‘IT’ to CPS Separation Reason Code ‘16’.
**System Number:** EDB0141

**User Access Name:** 0141-2

**Programming Name:** SEPARATE_REASON IN PPPPER

**Revision Date:** 11/07/03

**Comments**

**Uses(s):** Reporting

**Location(s):** BAS 1046 - Separation Reason Code BAS in HDB
               APS 0152 - Separation Reason Code (Coding is different).
               CPS 0152 - Separation Reason Code (Coding is different).
               IRS 0152 - Separation Reason Code (Coding is different).
               OPP 0152 - Separation Reason Code (Coding is different).

**Name:** SEPARATION REASON CODE-EDB

**Type:** ALPHANUMERIC

**Length:** 2

**Format**

N/A

**General Description**

Code indicating the reason for an employee's separation from the University.

**Code Interpretation**

EDB 0141 SEPARATION REASON CODE

- AA - To accept another job
- AB - To look for another job
- AC - Self employment
- AD - Dissatisfied with job
- AE - Pregnancy, did not desire leave
- AF - Family and/or child care
- AG - Health
AH - To attend school
AI - Military service
AJ - Failed to return from leave
AK - Other
AL - Resignation - accept job at newly created health corporation (Same Desk Rule)
AM - Resignation - moved out of area
AN - Resignation - no reason given
BA - Grant/contract expired
BB - Appointment/contract appt expired
BC - Visa/work authorization expired
CA - Indefinite layoff with rehire/recall rights
CB - Termination of limited employee
CC - Termination of other casual employee (on-call)
CD - Termination of casual restricted appointment
CE - Graduation/no longer enrolled as a student
CF - Per diem release
CG - Indefinite layoff with severance
CH - Indefinite layoff with reduced severance and rehire/recall rights
CI - Indefinite layoff with no severance or rehire/recall rights
CL - Layoff - accept job at newly created health corporation (Same Desk Rule)
DA - Released during probationary period
EA - Lack of performance
EB - Misconduct
EC - Quit without notice
ED - Job abandonment
EE - Never started employment
EF - No longer certified or licensed
EG - Do not rehire - settlement (employee agrees not to return)
GA - Medical separation
IT - Inter-location Transfer with no break in service
I4 - Inactive for 4 consecutive months
JA - Change to emeritus status
KA - Death
LA - Other - termination (coaches, management program) or separation (per diem nurses, vocational nurses)
RA - Retirement - regular
RD - Retirement - compulsory for SMG and regents' officers
RF - Retirement - faculty

EDB 0141 -- SEPARATION REASON CODE Previously Valid Codes

RB - Retirement - voluntary
RC - Retirement - faculty early