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## **SR82583 Requirements Race and Ethnicity Data Restructuring in Payroll**

### **Objective(s):**

Change the collection and reporting of employee demographics to comply with new Federal standards for race and ethnicity data.

### **Project Type:**

Mandated enhancement

### **Requested by:**

Joe Epperson, HR Strategic Planning and Workforce Development

### **Analyst:**

Business analyst: Ken Smith, Human Resources

Requirements analyst: Ken Smith, Human Resources

### **Urgency:**

Date Mandated. The IPEDS data submission window for the human resources survey in which these changes are required opens in early December 2010 and closes mid January 2011. There are no deadline extensions available for IPEDS surveys.

Data submitted will be as of November 1, 2010.

HR Strategic Planning and Workforce Development would like to begin collecting data with the new form beginning Q3 2010 so as to have six months of data available.

### **Target Processing Deadline:**

These changes do not need to be coordinated or synchronized with payroll processing as they impact only demographic data and ancillary reports, interfaces, and extracts.

## Statement of Business Need:

The University of California is required to provide race and ethnicity of employees to the US Department of Education on a regular, recurring basis, in a specified format and using specified codes. Recently published changes to the standards have introduced new codes, increased the number of data elements to be collected, changed the manner in which responses on demographic forms are to be recorded, and modified the categories in which aggregated data is to be submitted.

In order for the University to continue to meet its obligations, it will be necessary to:

- Add new elements to PPS/EDB and to associated CICS screens, online help, and documentation.
- Add corresponding new elements to CPS and the CPS interface
- Add one new code to the existing Ethnic\_ID element
- Modify queries or reports used to aggregate data for submission to IPEDS

The scope of this Request is limited to those activities that directly support meeting the IPEDS requirement. It is possible that the changes being made will impact other areas (applicant tracking, internal diversity programs, institutional research, turnover analysis, etc.). If necessary, these will be addressed separately as they arise.

## Background:

**Necessity of Compliance:** Section 490 of the Higher Education Amendments of 1992 (P.L. 102-325) requires that “institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely manner and to the satisfaction of the Secretary”. Thus, reporting to IPEDS is mandatory for institutions that participate in or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094(a)(17)).

**Origin of the Changes:** The Office of Management and Budget (OMB) is requiring the changes as issued in its 1997 “Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity” (<http://www.whitehouse.gov/omb/fedreg/1997standards.html>).

**Comprehensive External Documentation:** On October 19, 2007, the U.S. Department of Education posted the "Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education" (<http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf>) to implement OMB’s 1997 Standards.

**Current Process:**

Employees complete form U5605 (R2/08) “Demographic Data Transmittal” on which they are requested to “*identify the appropriate category by placing an ‘X’ in the corresponding box. Select one box only – if two or more ethnic categories are applicable, chose the one category with which you most closely identify.*” (See Attachment A)

The one category selected by the employee is recorded in EDB element EDB0112 (ETHNIC\_ID IN PPPPER) as a single alphanumeric code.

Both IPEDS reporting and Affirmative Action reporting are based on the same question on form U5605 and the same data capture element EDB0112. EDB0112 contains codes representing low level categories (Chinese, Japanese, Filipino ...) that must be rolled-up into higher level groups (Asian) for reporting. In reporting, ethnic codes are rolled up into the same ethnic groups for IPEDS and Affirmative Action.

The CPS interface process converts values from EDB0112 into two digit codes for CPS element CPS0043 (ETHNIC ORIGIN CODE – EMPLOYEE). It also assigns a value to CPS element CPS2779 (ETHNIC ORIGIN GROUP CODE) which indicates the “roll-up” group for the employee’s code.

Analysts in IR&C's Data Warehouse and Corporate Systems unit coordinate IPEDS survey responses for the ten campuses and the Office of the President

## **Proposed Process:**

Employees complete an (under separate development – draft in Attachment K) future version of form U5605 in which they are requested to

- **Section 1A - Specify if they are of Hispanic, Latino, or Other Spanish origin**
  - **This is a single Yes/No response**
- **Select one or more races from the following list of five choices**
  - **American Indian or Alaska Native**
  - **Asian**
  - **Black/African American**
  - **Native Hawaiian or Other Pacific Islander**
  - **White**
- **Section 1B - Select one primary category with which they most closely identify.**

Questions on the form are exclusively answered using checkboxes. For Section 1A it is necessary to record all checkboxes (multiple selections). For Section 1B only, checking multiple boxes will invalidate the section. Data entry instructions will be to enter “U – Unknown”.

Six new data elements will be needed to record the responses from section 1A.

There could be several different approaches possible for implementing the elements – preference should be given to minimizing or eliminating the need for edits, background EDB maintenance, derivations, etc. Only the names of the five races are specified in the Federal standards, any underlying codes may be of our choice.

No attempt will be made to populate the newly created elements for existing employees other than to initialize them to “blank.

The existing EDB element ETHNIC\_CODE (EDB0112) carries forward as the receptacle for the response on the form in Section 1B (which has the same choices as the old form U5605 plus one addition). A new code “Z” for “Native Hawaiian or Other Pacific Islander” and six new internally derived values will need to be added to the list of valid codes.

Input validation in CICS does not restrict the combinations of responses that can be recorded even if the combination suggests that instructions on the form were not followed or the combination is logically discrepant or self-contradictory.

The new elements should be accessible on a screen containing all elements of the form and arranged so that when entering data a user can tab from field to field in the same sequence that the elements appear on the revised form. (CICS screen EPD1 has been suggested for this as it contains the current elements of form U5605 and appears to have adequate space for the new elements.)

The CPS interface process copies and converts data from the existing and new EDB elements to corresponding elements in CPS. The interface continues to compute a value for ETHNIC\_ORIGIN\_GROUP\_CODE which continues to be used for Affirmative Action.

Because data will be sparse in the newly created elements, IPEDS reporting will need to evaluate both the new elements and the current element (EDB0112) to determine the appropriate rollup category for an employee.

When more than one race has been selected in section 1A and the employee is not of Hispanic/Latino or Other Spanish origin then the race reported to IPEDS is “Two or more races”.

Analysts in IR&C's Data Warehouse and Corporate Systems unit coordinate IPEDS survey responses for the ten campuses and the Office of the President.

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## **System Requirements:**

### **1.0 Overview of Modifications**

Six new data elements related to IPEDS will be added to the EDB, to CICS screens with corresponding help text, to the batch transaction 'ED', to EDB maintenance, and to the CPS interface file.

One new value for input and six for internal derivations will be added to an existing element.

Dictionary pages will be created or updated and one UPAY form will need revision.

These requirements are primarily based on research conducted by Baskar Chitravel and documented in "Race and Ethnicity Aggregated Data – PPS Core and Interface Changes" created July 8, 2009 and reviewed in a meeting July 28, 2009. Some requirements described in that document have since been determined to be unneeded.

### **2.0 Control Table Updates**

#### **2.1 Data Element Table**

Entries should be created in the Data Element Table for the six new elements described in section 3 below. These entries should associate the elements with the 'ED' batch transaction in addition to online maintenance. The new elements should have attributes that make them accessible on the ELEM screen.

New code 'Z' should be added to the Data Element Table for EDB 0112 ETHNIC ORIGIN CODE so as to be included in existing ethnic code editing routine. Six additional internally derived codes will not be added to the Data Element Table to prevent them being entered from screens.

## 2.2 Code Translation Table

Entries for the new codes should be added to the Code Translation Table as follows:

Add/Change	Data Element	Value	Length	Translation
Change	0112	A	31	Black/African American
Change	0112	2	31	Chinese/Chinese American
Change	0112	B	31	Japanese/Japanese American
Add	0112	Z	15	Native Hawaiian
Add	0112	Z	31	Native Hawaiian Oth Pac Island
Add	0112	O	15	Hispanic(D)
Add	0112	O	31	Hispanic (Derived)
Add	0112	P	15	Black/Af.Am.(D)
Add	0112	P	31	Black/African American(Derived)
Add	0112	Q	15	Am Ind/Alaska(D)
Add	0112	Q	31	Amer Indian Alaska Ntv(Derived)
Add	0112	S	15	Asian(D)
Add	0112	S	31	Asian(Derived)
Add	0112	T	15	NtvHaw/PacIs(D)
Add	0112	T	31	Ntv Hawaii Oth Pac Is (Derived)
Add	0112	V	15	White(D)
Add	0112	V	31	White (Derived)

See Attachment A for the updated dictionary page.

## 2.3 Data Element to Screen Table

The new elements should be entered in the Data Element to Screen Table so as to make them viewable on the EDES screen.

## 2.4 System Message Table

Message “No racial indicators are ‘Y’ – recording non-response.” should be added.

Messages 08-191 and 12-191 having the text “ETHNIC ORIGIN FIELD IS BLANK, WILL BE SET TO ‘U’” should be modified to read “ETHNIC ORIGIN FIELD IS BLANK, WILL BE DERIVED”.



### 3.0 EDB Data Elements

Six new data elements are required. All elements are one character alphanumeric ‘Y’, ‘N’, or blank (default).

- Hispanic Indicator (Attachment B)
- African American Indicator (Attachment B)
- Asian Indicator (Attachment B)
- White Indicator (Attachment B)
- American Indian Indicator (Attachment B)
- Native Hawaiian Indicator (Attachment B)

### 4.0 Screen Modifications

#### 4.1 Online Payroll Personnel System (CICS)

##### 4.1.1 EPD1

EPD1 requires the following changes:

- The six new elements must be added.
  - Help text must be added for Hispanic Indicator (Attachment F)
  - Help text must be added for the five racial indicators (Attachment G). All five can share the same text.
- EDB0352 Disabled Status Code should be moved before the veteran data so as to follow the sequence in which fields appear on the paper form
- EDB0112 Ethnic Origin Code label should be changed from “Ethnic” to “Primary Ethnic/Race”.
- Help text should be updated for EDB0112. As the help text is essentially the dictionary description, Attachment A can be used as a guide to the modification. The help text should include both the new code “Z” and the new derived codes.
- Existing help text will need to be re-anchored for other elements on the screen as a result of the rearrangement.

See mock-up in Appendix C.

##### 4.1.2 IGEN

The six new elements should be added to IGEN. One way this could be accomplished is proposed in Attachment D – move the fields GEN NO, Date of Birth, Sex and Ethnic ID up one row, combine Sex and Ethnic ID onto one row, then add Hispanic on one row and the racial indicators on the next row.

For the combined Sex and Ethnic ID fields and for the combined racial indicators help should be implemented as a group level help which displays the names of all elements in the group and then allows the user to select a specific element for specific help.

Existing help text will need to be re-anchored for other elements on the screen as a result of the rearrangement.

## **4.2 Web EDB Applications**

### **4.2.1 personal\_ppwwiper in Web EDB Inquiry**

The six new elements should be added to the personal information screen. See Attachment H for a suggested new layout.

### **4.2.2 Web New Hire**

The six new elements should be added to the personal information page and the summary page. Modifications are proposed in Attachment L and M.

## **4.3 History Reporting**

Although the existing Ethnic Origin Code appears on IBA2, this screen is primarily *employment* related. Accordingly, there is no current need that the new elements appear on this screen.

### **4.3.1 HPER**

The six new elements should be added to the HPER screen. One means by which this can be accomplished is proposed in Attachment E.

For the combined racial indicators help should be implemented as a group level help which displays the names of all elements in the group and then allows the user to select a specific element for specific help.

Existing help text will need to be re-anchored for other elements on the screen as a result of the rearrangement.

## **5.0 EDB Maintenance**

### **5.1 Range and Value Edits**

The system should evaluate entries for the six new data elements based on valid values ‘Y’, ‘N’, and blank. It should issue the standard message “P0601 Field out of range or illegal value” with employee reject severity.

### **5.2 Derivation**

If any of the five racial indicators are ‘Y’ and others are blank, the blanks should be replaced with ‘N’. This should happen concurrently with the existing process that derives ‘U’ when EDB 0112 is blank. No message to the user is necessary.

If none of the five racial indicators are ‘Y’ and some are ‘N’ the ‘N’s should be replaced with blanks. The new system message “No racial indicators are ‘Y’ – recording non-response.” should be issued with severity warning.

The existing process that derives 'U' when EDB 0112 is blank should be modified to first attempt to use the six new elements as follows. If none of these derivations can be performed, derive 'U' as before. The revised version of system message 08-191 should be issued for any of these derivations.

If Hispanic Indicator is 'Y' and all five new racial indicators are blank or "N", derive 'O'.

If Hispanic Indicator is 'N' or blank and only one of the five new racial indicators is 'Y' derive

- 'P' if African American Indicator is 'Y'
- 'S' if Asian Indicator is 'Y'
- 'V' if White Indicator is 'Y'
- 'Q' if American Indian Indicator is 'Y'
- 'T' if Native Hawaiian Indicator is 'Y'

## 6.0 History Process

The six new EDB elements and their corresponding change flags should be added to the History Data Base.

## 7.0 Corporate Interface Files

Although the existing ETHNIC ORIGIN CODE is passed on the interface to SLIS, it has been determined that it is not used by the application. Accordingly, there is no current need to add these new elements to the SLIS interface.

### 7.1 CPS Interface

The new codes being added to ETHNIC ORIGIN CODE EDB 0112 should be incorporated in the translation that currently occurs for this element onto the CPS file. The new codes and their corresponding translations are:

'Z'	16
'O'	17
'P'	18
'Q'	19
'S'	20
'T'	21
'V'	22

The CPS Interface should be modified to add two new fields.

The first corresponds to Hispanic Indicator and will pass 'Y', 'N', and blank.

The second corresponds to the racial indicators and will pass a concatenated string of letters representing the indicators having code 'Y'.

- The string is initially null.
- If African American Indicator is 'Y' append 'A'
- If Asian Indicator is 'Y' append 'X'
- If American Indian Indicator is 'Y' append 'C'
- If White Indicator is 'Y' append 'F'
- If Native Hawaiian Indicator is 'Y' append 'Z'
- Append spaces to make length 5 as necessary. If no indicators were 'Y', the resulting string is all blanks.

See draft file layout in Attachment J.

## **8.0 Forms**

The six new elements should be added to UPAY 640A (Payroll Maintenance Worksheet 1) at the end of the ED transaction in columns 29-34. Some elements currently on the ED transaction will need minor label changes as follows:

Col 20 "VET ST" should be changed to "VET STAT" (veteran status)

Col 21 "DIS ST" should be changed to "DIS VET" (disabled veteran)

Col 22 "HCP ST" should be changed to "DIS EE" (disabled employee)

Col 23 "VCE ST" should be changed to "WCE ST" (war campaign/expedition veteran)

See Attachment I for proposed modification including the new elements.

## **9.0 Reporting and Notification**

The existing ETHNIC ORIGIN CODE continues to be used for Affirmative Action. The new elements are required primarily for IPEDS. Accordingly, there is no current need to add the new elements to the report "Layoff Administration Affirmation Action Adverse Impact".

The existing Ethnic Origin Code does not appear on the New Hire IDOC or the Personnel Summary IDOC. Accordingly, there is no current need to add the new elements to any IDOC.

Modifications to the existing Ethnic Origin Code do not generate PAN notices. Accordingly there is no current need to add the new elements to any PAN notices.

## Attachment A – EDB0112 Dictionary Changes

---

**System Number:** EDB0112

**User Access Name:** 0112-2

**Programming Name:** ETHNIC\_ID IN PPPPER

**Revision Date:** xx/yy/10

### Comments

~~Location(s): BAS 1024 Ethnic Origin Code Payroll BAS in HDB~~  
~~APS 0043 Ethnic Origin Code Employee (Coding is different)~~  
~~CPS 0043 Ethnic Origin Code Employee (Coding is different)~~  
~~IPS 0043 Ethnic Origin Code Employee (Coding is different)~~  
~~OPP 0043 Ethnic Origin Code Employee (Coding is different)~~

**Name:** ETHNIC ORIGIN CODE-PAYROLL-EDB

**Type:** ALPHANUMERIC

**Length:** 1

**Format**

N/A

### General Description

Code indicating the ethnic background of the individual.

### Code Interpretation

F - White (not of Hispanic origin)  
A - Black/African-American (not of Hispanic origin)  
2 - Chinese/Chinese-American  
B - Japanese/Japanese-American  
L - Filipino/Pilipino  
R - Pakistani/East Indian  
X - Other Asian  
C - American Indian or Alaskan Native  
E - Mexican/Mexican-American/Chicano  
5 - Latin American/Latino  
W - Other Spanish/Spanish-American  
Z - Native Hawaiian or Other Pacific Islander  
U - Unknown

**Derived Codes:** (derived from U5605 Section 1)

- O - Hispanic
  - P - Black/African American
  - Q - American Indian or Alaska Native
  - S - Asian
  - T - Native Hawaiian or Other Pacific Islander
  - V - White
-

## **Attachment B – Ethnic/Racial Indicator Dictionary Pages**

Six pages following template below for Hispanic, African American, American Indian, Asian, Native Hawaiian, White

---

***System Number: EDBhhh***

***User Access Name: hhhh-1***

***Programming Name: TBD IN PPPPER***

***Revision Date: xx/yy/10***

***Comments***

***Location(s): N/A***

***Name: TBD***

***Type: ALPHANUMERIC***

***Length: 1***

***Format***

***General Description***

Code indicating if the individual is a member of the *rrrrrrrrrrrrrrrr* race or ethnic group.

***Code Interpretation***

Blank	-	Default
Y	-	Yes
N	-	No

---

## Attachment C – EPD1 Screen

uccmvsb (SSL) - A - L30TAAZK  
File Edit View Communication Actions Help

PPEPD10-E1815 EDB Entry/Update 11/30/09 11:41:01  
10/15/09 09:44:03 Employee Personal Data 1 Userid: RBPKBS  
ID: 333333078 Name: ANNA, POLLY Emp Stat: A Pri Pay: MO

Date of Birth: 010160  
Sex: F  
Hispanic: \_  
American Indian or Alaska Native: \_ Asian: \_ Black/African American: \_  
Native Hawaiian or Other Pacific Islander: \_ White: \_  
Primary Ethnic/Race: \_  
Disabled Status: \_

Veteran Status Codes - Vietnam: \_ War/Campaign: \_ Disability: \_ Serv Medal: \_  
Recently Separated Veteran Date: \_\_\_\_\_  
Citizenship: C  
Student Status: 1 No. of Reg. Units: \_\_\_\_\_

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

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

MA + a 02/004

uccmvsb.ucop.edu:992



## Attachment D – IGEN Screen

```
uccmvsb (SSL) - A - L30TAALW
File Edit View Communication Actions Help
PPIGEN0-I1884 EDB Inquiry 11/30/09 13:18:38
10/15/09 09:44:03 General Information 1 Userid: RBPBKS
ID: 333333078 Name: ANNA, POLLY
Hm Dept: 804918 CHAN OFFICE Emplmt Status: A Pri Pay: MO
Gen No : 0002
Date of Birth : 01/01/60 Date of Hire : 01/01/02 Lst Day on Pay:
Sex/Ethnic ID : F/F Citizen : C Separation :
Hispanic : Y Visa Type : Sep Rsn/Dest :
AI/A/AA/NH/W : N/N/N/N/Y Work Perm End Date : Antcptd Ret Dt:
Veteran Status: / / / E-Verify Stat/Dt : LOA Beg :
RctSepVetDt : I-9 Date : 01/01/02 LOA Return :
Disab Status : Oath Signature Date: 01/01/02 LOA Type :
StdT St/Units : 1/ Employee WOS Ind : N Nx Sal Rev :
UI Code : C Fed Tx Marit/Allw : S 000 Nx Sal Rev Typ:
Retirement : U Fed Tax Max : 999 EREL/ERL/EUC : /99/99
FICA Elig Cd : E Calif Tx Marit/Pers: S 000 EREP/ESH/EDUC : C / /
Asgn/Drv BELI : 2/1 Calif Tx Item : 000 Other St Name :
Pay Disp : 2 Calif Max : 999 Other St CA Res :
APUC : Pr ID: Pr Name: EMPLOYEE078, TEST078
Next Func: ID: Name: SSN:

==>
F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 9-MainMenu 12-Exit
MA + a 10/020
uccmvsb.ucop.edu:992
```

The abbreviation AI/A/AA/NH/W is for American Indian, Asian, Black/African American, Native Hawaiian, White.

# Attachment E – HPER Screen

```
uccmvsb (SSL) - A - L30TAA.JP
File Edit View Communication Actions Help
PPHPER0-I1884 History Reporting 12/01/09 09:56:10
Last Update: 10/15/09 Personal Data History Userid: RBPBKS
ID: 000050053 Name: ANTE, PENNY Page 1 of 3
Hm Dept: 845001 PHYSICAL PLANT Status: Active ITR: 001
Most Recent Hire : 02/01/08 Prob Per End Dt: Sep Dt :
Original Hire : Emp Ser Credit : 445 Last Day:
Oath Signature Dt: 07/01/66 From : 07/66 Sep Rea :
I-9 Date : Prior UC/ST Service: EREP/ESH/EDUC: C /
E-Verify Stat/Dt : BELI: 1 02/01/08 EREL/EUC: E/IX
Citizen: C Visa : Ret/FICA : U/E Educ Level :
Student Status : 1 Ret FICA Derive: Y Educ Level Yr : 00
Sex: F Ethnic : 5 Date Of Birth : 07/18/67 Vet Status : N /N/
Hispanic : Y Dist Elig Date: RctSepVetDt :
AI/A/AA/NH/W : N/N/N/N/Y Primary Title: 1642 SENIOR LECTURER-ACAD YR-1/9T
Disabled Status : N Job Group ID : AAA ACADEMIC
Perm Addr: 1010 EAST SANTA CRUZ ISLAND
APT 203
SANTA CRUZ CA 94106
Next Func: ID: Name: SSN:
As Of Date: Past To Present: View Incorrect Records:
===>
F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 8-Forward 9-MainMenu 12-Exit
MA + a 20/038
```

## Attachment F – Hispanic Indicator Help

Y – The employee is of Hispanic, Latino or Other Spanish Origin

N – The employee is not of Hispanic, Latino, or Other Spanish Origin

Blank – The employee was hired prior to the introduction of this element or did not provide this data.



## Attachment H – Web EDB Inquiry

Personal Information

---

Citizenship: C - U.S. Citizen  
Gender: F - Female  
Hispanic: N  
American Indian or Alaskan Native: N  
Asian: N  
Black/African American: N  
Native Hawaiian or Other Pacific Islander: N  
White: Y  
Primary Ethnic/Race: F  
Vietnam Veteran Status:  
Expedition Veteran Status:  
Armed Forces Service Medal:  
Veteran Disabled Status:  
Disabled Status:  
Date of Birth: 01/01/1960  
Previous Name: EMPLOYEE078, TEST078  
Previous ID:

Recently Separated Veteran Date:  
Special Training Required Code:

# Attachment I – UPAY 640A

Current:

1-2	ETH 19	VET ST 20	DIS ST 21	HCP ST 22	VCE ST 23	REC SEP VET DATE 24                      27	AFSM CD 28
ED						MM                      YY	

Proposed Modification:

1-2	ETH 19	VET STAT 20	DIS VET 21	DIS EE 22	VCE ST 23	REC SEP VET DATE 24                      27	AFSM CD 28	HISP 29	AMER IND 30	ASIAN 31	AFR AMER 32	NAT HAW 33	WHT 34
ED						M M                      Y Y							

## Attachment J – CPS Interface changes

Corporate Personnel System (CPS) PPP711				
<b>Note: This record layout addresses changes to three different Service Requests</b>				
SR82806 – (Health Sciences Compensation Data)				
SR82583 – (Race and Ethnicity Data Restructuring in Payroll)				
SR82979 – (Add Actual PPS Separation Reason Code to CPS Interface)				
Employee Record Layout				
Position	Length/ Format	Field Description	Data Element #	Comments
214-219	8 (yymmdd)	Separation Date	EDB0140	
<b>220-221</b>	<b>2</b>	<b>Separation Reason Category</b>		<b>Derived value based on EDB0141</b>
222-227	8 (yymmdd)	Leave of Absence Begin Date	EDB0137	
228-233	8 (yymmdd)	Leave of Absence Return Date	EDB0138	
234-235	2	Leave of Absence Type Code	EDB0139	
236	1	DCP Plan Code	EDB0129	
237-240	4	Sick Leave Used		Zero Filled
241-245	5	Sick Leave Hours Balance (Current)	EDB5186	
246	1	Retirement/FICA Derivation Indicator	EDB0230	
247-249	3	Vacation Used		Zero Filled
250-252	3	Vacation Leave Hours Balance (Current)	EDB5185	
253-256	4	Vacation Lost		Zero Filled
257-259	3	Compensation Time Used		Zero Filled
260-263	4	Compensatory Time Hours Balance (Current)	EDB5110	
264-268	5	Overtime Paid		Zero Filled
269-273	5	Overtime Worked		Zero Filled
274-279	8	Overtime Hours Worked YTD	EDB5103	
280	1	Month Pay Indicator-January	EDB0171	
281	1	Month Pay Indicator- February	EDB0172	
282	1	Month Pay Indicator-March	EDB0173	
283	1	Month Pay Indicator-April	EDB0174	
284	1	Month Pay Indicator-May	EDB0175	
285	1	Month Pay Indicator-June	EDB0176	
286	1	Month Pay Indicator-July	EDB0177	
287	1	Month Pay Indicator-August	EDB0178	
288	1	Month Pay Indicator- September	EDB0179	
289	1	Monthly Pay Indicator- October	EDB0180	
290	1	Monthly Pay Indicator- November	EDB0181	
291	1	Monthly Pay Indicator- December	EDB0182	

**Corporate Personnel System (CPS) PPP711**

**Note: This record layout addresses changes to three different Service Requests**

**SR82806 – (Health Sciences Compensation Data)**  
**SR82583 – (Race and Ethnicity Data Restructuring in Payroll)**  
**SR82979 – (Add Actual PPS Separation Reason Code to CPS Interface)**

**Employee Record Layout**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
526-531	6 (yymmdd)	SLCG Effective Date	EDB0389	
532-533	2	Department Type Code	NEW	(Added by SR82806)
534-539	6	Academic Programmatic Unit Code	EDB0660	(Added by SR82806)
540	1	Patient Care Flag		If EDB0711 contains value "PCY" but not "PCN" then "Y" If FDB0711 contains value "PCN" but not "PCY" then "N" If EDB0711 contains both "PCY" and "PCN" then "?" Otherwise blank (Added by SR02006)
541-544	4	Degree 1	EDB0713	Alphabetically lowest employee honor in the set (AUD, BDS, DDS, DMD, DNP, DNS, DO, DPT, DPTS, DRPH, DSC, DVM, MBS, MD, MPH, MPT, MSN, ND, OD, PHAR, PHD, PSY, SMH) (Added by SR02006)
545-548	4	Degree 2	EDB0713	Alphabetically second lowest employee honor in the set (AUD, BDS, DDS, DMD, DNP, DNS, DO, DPT, DPTS, DRPH, DSC, DVM, MBS, MD, MPH, MPT, MSN, ND, OD, PHAR, PHD, PSY, SMH) (Added by SR82806)
549-552	4	Degree 3	EDB0713	Alphabetically third lowest employee honor in the set (AUD, BDS, DDS, DMD, DNP, DNS, DO, DPT, DPTS, DRPH, DSC, DVM, MBS, MD, MPH, MPT, MSN, ND, OD, PHAR, PHD, PSY, SMH) (Added by SR82806)
553	1	Hispanic Indicator	NEW	(Added by SR82583)
554-550	5	Races Indicators		Left justified concatenation of codes ('AXCFZ') for elements having "Y" in Racial Indicator fields in FDB (Added by SR82583)
559-560	2	Separation Reason Code	EDB0141	(Added by SR82979)
561-606	46	Filler		



# Attachment K – Future U5605

**DEMOGRAPHIC DATA TRANSMITTAL**  
 U5605 (R6/10) University of California Human Resources

EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL)	CAMPUS	DEPARTMENT/ORGANIZATIONAL UNIT	BIRTHDATE		
			MO	DY	YR

As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees (see reverse for Privacy Notification Statement). Please self-identify your ethnicity and race by completing Sections 1A and 1B of this form.

Additionally, to comply with Federal recordkeeping mandates, the University of California is required to monitor the number of its employees who have a disability or are protected veterans. Please self-identify your status as disabled individual and/or protected veteran by completing Section 2 and/or Section 3 of this form as applicable to you.

**1. ETHNICITY AND RACE**

Please complete Sections 1A and 1B below. The information must be collected in both sections in order for the University to comply with U.S. Department of Education requirements for the collection and reporting of ethnicity and race data as well as Affirmative Action program reporting requirements. **The University of California will not be able to accurately report your information if both sections are not completed.**

A. Are you of Hispanic, Latino or Other Spanish origin?  YES  NO

In addition, please select one or more of the racial categories that are applicable to you.

American Indian or Alaska Native  Asian  Black/African American  Native Hawaiian or Other Pacific Islander  White

B. For Affirmative Action program reporting, the University of California is required to provide only ONE race/ethnicity description for its employees. Please place an "X" in the box that best identifies the single option from Section 1B that you want us to report for you.

**American Indian or Alaska Native** (C) – A person having origins in any of the original peoples of North and South America including Central America and who maintains a tribal affiliation and community attachment.

**Asian**

- Chinese/Chinese American (2) – Persons having origins in any of the original peoples of China.
- Filipino/Pilipino (L) – Persons having origins in any of the original peoples of the Philippine Islands.
- Japanese/Japanese American (B) – Persons having origins in any of the original peoples of Japan.
- Native Hawaiian or Other Pacific Islander (Z) – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.
- Pakistani/East Indian (R) – Persons having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).
- Other Asian (X) – Persons having origins in any of the original peoples of the Far East (including Korea), South East Asia.

**Black/African American** (A) – A person having origins in any of the Black racial groups of Africa.  
 (not of Hispanic origin)

**Hispanic/Latino**

- Mexican/Mexican American/Chicano (E) – Persons of Mexican culture or origin regardless of race.
- Latin American/Latino (5) – Person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.
- Other Spanish/Spanish American (W) – Persons of Spanish culture or origin, not included in any of the Hispanic categories listed above.
- White** (not of Hispanic origin) (F) – A person having origins in any of the original peoples or Europe, the Middle East, or North Africa.

**2. DISABILITY STATUS**

Please place an "X" in the box below if you are an individual with a disability, otherwise please leave blank.

**INDIVIDUAL WITH A DISABILITY (H)**

An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or who has a record of such impairment.

All questions regarding ethnic, veterans, or disabled identification should be directed to the campus Equal Employment Opportunity/Affirmative Action Office.

RETN: Destroy after data entry pursuant to local procedures

**SEE REVERSE FOR PRIVACY NOTIFICATIONS**

# Attachment L – Web New Hire Personal Page

**New Hire** Employee [Name] [ID] [Address]

Application Overview

**ENTRY SCREENS**

- Employee Identification
- Personal Information**
- Address & Disclosures
- Citizenship & Taxes
- Employment Information
- Appointments & Distributions
- Education
- Pay Disposition

Information in this section is intended to identify the employee's ethnicity, gender, and veteran status. The purpose of the requested information is to meet the University's legal obligations as a federal contractor.

\* Sex:  Male  Female

Ethnicity:

Veteran Status:  No  Yes

Prev Next

**Change text to: As a Federal contractor, the University of California is required to collect and report information regarding the ethnic and racial background of its employees.**

**Information in this section is intended to identify the employee's ethnicity, gender, and veteran status. The purpose of the requested information is to meet the University's legal obligations as a federal contractor.**

**Add label "Section 1"**

**Insert "Hispanic, Latino, or Other Spanish Origin" with Drop-down "Yes", "No", and blank.**

**Insert 5 racial categories with Drop-down "Yes", "No", and blank.**

**American Indian or Alaska Native**

**Asian**

**Black/African American**

**Native Hawaiian or Other Pacific Islander**

**White**

**Six field level help use same text as PPS help.**

**Add label "Section 2" Above field.**

**Change field label to "Primary Ethnic/Race"**

**Field level help same text as PPS**

## Attachment M – Web New Hire Summary Page

9. Summary + Expand All - Collapse All

**i** You have entered the following data so far. You may use the 'Review Messages and Update' button below to validate this data with the PPS System.

Employee Identification [edit](#)

Name: POLLY ANNA  
Name as it will appear in PPS: ANNA, POLLY  
Date of Birth: 07/01/64

Personal Information [edit](#)

Sex: Female  
Ethnicity: B - Japanese  
Disability Status: Not on

Additional Disclosures [edit](#)

Add label "Section 1" below gender

---

Insert "Hispanic, Latino, or Other Spanish Origin" with displayed "Yes", "No", or blank.

---

Insert 5 racial categories with displayed "Yes", "No", and blank.

**American Indian or Alaska Native**

**Asian**

**Black/African American**

**Native Hawaiian or Other Pacific Islander**

**White**

Add label "Section 2"  
Above Ethnicity field.

---

Change field label to  
**"Primary Ethnic/Race"**