

Created on: November 3, 2009  
Last Modified on: June 16, 2010

## **SR82806 Requirements Health Sciences Compensation Data**

### **Objective:**

Establish reporting fields in PPS to capture data relevant to Health Sciences (HS) faculty, thereby enabling reporting and analysis in CPS for HS faculty. Currently, the HS faculty population, representing more than 30 percent of total UC faculty, is excluded by default from comparative system wide compensation, benefits, and accreditation reports. New reporting fields will address this deficiency.

### **Project Type:**

PPS enhancement.

### **Requested by:**

Janet Lockwood, Academic Personnel and Randy Scott, Human Resources

### **Analyst:**

Business analyst: Ken Smith, Benefits Information Systems

Requirements analyst: Ken Smith, Benefits Information Systems

### **Urgency:**

Date Mandated.

### **Implementation Deadline:**

March 31, 2010. Time must be left following implementation for data entry and receipt of data in CPS prior to July 1, 2010. Delayed implementation could set the effort back to July 1, 2011.

## **Statement of Business Need:**

Academic Personnel and UC leadership need the ability to routinely and efficiently assess the competitiveness of faculty compensation programs and total remuneration.

## **Background:**

Academic Personnel evaluates the competitiveness of faculty compensation through routine reviews, participation in compensation surveys, and an annual planning process. In addition, matters related to total remuneration are currently being considered by workgroups in two system wide task forces. These activities necessitate the frequent creation of detailed extracts and analyses.

Data maintained in payroll and reflected in CPS adequately supports the reporting and analysis needs for most faculty except those in the Health Sciences. Health Sciences compensation has a distinctly different structure with components that do not occur in the other academic disciplines. Some aspects of the Health Sciences Compensation Plan have not been implemented in PPS and are administered externally. Consequently, the creation of comprehensive datasets related to Health Sciences faculty necessitates a manual process to collect and combine information from CPS with other sources – including paper documents and files. This is a substantial external effort, as Health Sciences accounts for one third of the academic population. These unwieldy manual steps inhibit the ability to respond to requests for data or studies in a thorough and timely manner.

This request seeks a means to record in PPS additional Health Sciences compensation related details so that they can be readily incorporated in extracts and analyses created using CPS. The enhancement is intended to augment reporting capability only – not to introduce additional compensation related business processes or administration in payroll.

Although this request focuses on compensation analysis and reporting, it has been recognized that this data also creates opportunities to improve other processes including participation in AAMC, accreditations, facilities planning, and risk management (malpractice insurance).

Some aspects of this request were previously circulated as SR82497 which has been cancelled and will be incorporated here.

## **Current Process:**

Payroll data is passed to CPS and utilized for compensation related reporting and analysis.

Educational attainment is recorded in PPS in one element (EDUCATION LEVEL CODE EDB0166) in which all degrees at the same level (i.e. Ph.D., D.Sc., M.D., D. Pharm., D.L.S., Ed.D.) are recorded with the same one code (i.e. “D”).

## **Proposed Process:**

Additional details related to Health Sciences faculty are entered in PPS and transmitted to CPS. Specifically, Academic Personnel requests:

- A means to categorize departments by “type”. The required types are “Clinical”, “Basic Science” and “Both”.
- A means to record the Health Sciences Compensation Plan Salary Scale on which an employee’s base salary has been determined. (Salary Scale is a number 0-9)
- A means to identify employees who have “patient care” responsibility.
- A means to record at least three educational degrees for each person.
- A means to distinguish among degrees having the same level
- That this new data is passed from PPS to CPS.

It is preferred that with the exception of department type, all of this data is implemented in a manner that can be easily maintained through a distributed process by non-centralized departmental payroll processors.

The above are the minimum needs. The previously circulated SR 82497 contained some requirements which may not be critical to meeting the impending deadlines. The following requirements from SR 82497 are not being pursued at this time

- Include this new data on Web EDB Inquiry
- Include this new data on Web New Hire
- Include this new data in history and on the history screens
- Include this new data on three IDOC (New Hire, Status Change, Summary)
- Include this new data on PAN notices

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## **System Requirements:**

### **1.0 Overview of Modifications**

The requirement to categorize departments by *type* will be addressed by adding a new column to the Home Department Table.

The requirement to capture *Salary Scale* will be addressed by utilizing the existing element Academic Programmatic Unit Code (EDB 0660). Campuses will enter locally decided values which identify both the unit and the scale.

The requirement to identify employees having *patient care* responsibility will be addressed using CICS screen ELIC (licenses) and adding two new license codes.

The requirement to record *multiple degrees* for one person will be addressed using CICS screen EHON (honors) and adding a list of degrees as honors codes.

The requirement to distinguish among *degrees having the same level* is met since degrees having the same level will have different honors codes.

The requirement to pass this data to CPS will be met by modifications to the CPS interface program and the addition of new columns to the CPS employee file layout.

### **2.0 Control Table Updates**

#### **2.1 Home Department Table**

The Home Department Table requires modification. After modification, participating locations will perform a local update of the table to insert the appropriate department types.

- The structure of the Home Department Table should be modified by the addition of one new column "Department Type Code". The column should be alphanumeric of length 2. If possible (see 2.2) the data element name HMETYP should be associated with this column so as to provide translations from the CTT.
- The form UPAY552 should be modified to contain the new column. See Attachment A.
- The Home Department Table maintenance process should be modified to correspond to the altered table structure and revised input transaction. Department Type Code may be left blank. Transactions with nonblank Department Type Codes other than 'C', 'B', and 'BC' should be rejected.
- The Home Department Table Control File Maintenance Report PPP0411 should be modified to include Department Type Code and its description from the CTT. A proposed mock-up is included as Attachment E.
- The History Control Database should be modified to correspond with the new table structure.

## 2.2 Code Translation Table

Entries for the new codes should be added to the Code Translation Table as follows. Data Element EDB 0711 is for licenses, EDB 0713 is for honors (degrees). Data element HMETYP refers to the new column on the Home Department Table.

Data Element	Value	Length	Translation
HMETYP	C	32	Clinical
HMETYP	B	32	Basic Science
HMETYP	BC	32	Both Clinical and Basic Science
0711	PCY	30	Patient Care, Yes
0711	PCN	30	Patient Care, No
0713	AUD	30	Doctorate In Audiology
0713	DDS	30	Doctor of Dental Surgery
0713	DNS	30	Doctor of Nursing Science
0713	DPT	30	Doctor in Physical Therapy
0713	DPTS	30	Doctor of Physical Therapy Science
0713	DRPH	30	Doctor of Public Health
0713	DVM	30	Doctor of Veterinary Medicine
0713	MD	30	Doctor of Medicine
0713	MPH	30	Master of Public Health
0713	MPT	30	Master of Physical Therapy
0713	MSN	30	Master of Science In Nursing
0713	OD	30	Doctor of Optometry
0713	PHAR	30	Doctor of Pharmacy
0713	PHD	30	Doctor of Philosophy
0713	SMH	30	Doctor of Mental Health
0713	MBS	30	Bachelor of Medicine
0713	DO	30	Doctor of Osteopathic Medicine
0713	PSY	30	Doctor of Psychology
0713	DSC	30	Doctor of Science
0713	ND	30	Doctor of Nursing
0713	DNP	30	Doctor of Nursing Practice
0713	DMD	30	Doctor of Medical Dentistry
0713	BDS	30	Bachelor of Dental Surgery

## 2.3 System Message Table

Message 08-374 “NO MATCHING APU CODE ON THE APU TABLE” will be deleted.

Message 01-467 “HME TBL: DEPT TYPE CODE MUST BE 'C', 'B', 'BC' OR BLANK” will be added.

### **3.0 EDB Data Elements**

Modification to existing data elements

License/Certification Code (EDB0711) Attachment B

Honor Type Code (EDB0713) Attachment C

### **4.0 CICS Modifications**

#### **4.1 Help Modifications**

No modification to online help is needed for the ELIC screen as it displays from the CTT.

Screen EHON should be modified to display from the CTT as well.

#### **4.2 EHON Edits**

Screen EHON should be modified so that Honors codes shorter than the maximum of four characters cannot be stored on the EDB with leading blanks (they should be stored left justified).

### **5.0 EDB Maintenance**

#### **5.1 Academic Programmatic Unit Code EDB 0660**

Academic Programmatic Unit Code should be removed from Consistency Edit 715.

## 6.0 Interface Files

### 6.1 Corporate Interface Files

Six new fields should be added to the CPS Employee Record in columns currently held as filler. A proposed revision to the layout is provided in Attachment D. The new fields are:

- Department Type Code – Alphanumeric 2
  - From new element added to the Home Department Table
- Academic Programmatic Unit Code EDB (EDB 0660) – Alphanumeric 6
- Patient Care Flag (Y/N) – Alphanumeric 1
  - From License data EDB 0711
  - ‘Y’ if the employee has license ‘PCY’ and not ‘PCN’
  - ‘N’ if the employee has license ‘PCN’ and not ‘PCY’
  - ‘?’ if the employee has both ‘PCY’ and ‘PCN’
  - Blank otherwise
- Degree 1 – Alphanumeric 4
  - From Honors data EDB 0713
  - Alphabetically lowest employee honor in the set (AUD, DDS, DNS, DPT, DPTS, DRPH, DVM, MD, MPH, MPT, MSN, OD, PHAR, PHD, SMH, **MBS, DO, PSY, DSC, ND, DNP, DMD, BDS**)
- Degree 2 – Alphanumeric 4
  - Same attributes as Degree 1 but alphabetically second lowest honors code
- Degree 3 – Alphanumeric 4
  - Same attributes as Degree 1 but alphabetically third lowest honors code



# Attachment A - Revised UPAY552



## PAYROLL PERSONNEL HOME DEPARTMENT TABLE UPAY552 (R02Y10) RNNNN

PREPARED BY:	DATE
AUTHORIZED BY:	DATE

A/C NO	TEL NO	DEPARTMENT NUMBER	TR NO	HOME DEPARTMENT NAME	ASBRESERVED NAME	P - PICK UP OR M - MAIL CHECKS			WALD ON L/V AS			LAYER UNIT CODE	ORG UNIT CODE	SUB LOC	DEP TYP	
						63	64	65	66	67	68					69
1	2 3	4	9 13	14	43 44	68 69	63	64	65	66	67	71 72	75 76	77		
	11		1	DEPARTMENT ADDRESS												
			2													

A/C NO	TEL NO	DEPARTMENT NUMBER	TR NO	HOME DEPARTMENT NAME	ASBRESERVED NAME	P - PICK UP OR M - MAIL CHECKS			WALD ON L/V AS			LAYER UNIT CODE	ORG UNIT CODE	SUB LOC	DEP TYP	
						63	64	65	66	67	68					69
1	2 3	4	9 13	14	43 44	68 69	63	64	65	66	67	71 72	75 76	77		
	11		1	DEPARTMENT ADDRESS												
			2													

A/C NO	TEL NO	DEPARTMENT NUMBER	TR NO	HOME DEPARTMENT NAME	ASBRESERVED NAME	P - PICK UP OR M - MAIL CHECKS			WALD ON L/V AS			LAYER UNIT CODE	ORG UNIT CODE	SUB LOC	DEP TYP	
						63	64	65	66	67	68					69
1	2 3	4	9 13	14	43 44	68 69	63	64	65	66	67	71 72	75 76	77		
	11		1	DEPARTMENT ADDRESS												
			2													

RETRN ACCOUNTING: 1-3 YRS  
OTHER COMERS: 0-1 YRS

**Attachment B - Revised Dictionary Page LICENSE/CERTIFICATE CODE**  
**System Number: EDB0711**

**User Access Name: 0711-9**

**Programming Name: LICENSE\_CERT IN PPPLCN**

**Revision Date: PUBL. mm/dd/yy**  
**Comments**

**Location(s): LIC 3005 - License/Certificate Code HDB in HDB**

**Name: LICENSE/CERTIFICATE CODE-EDB**

**Type: ALPHANUMERIC**

**Length: 3**

**Format**

N/A

**General Description**

Code indicating the type of license or certificate held by the employee.

**Code Interpretation**

EDB 0711 - LICENSE/CERTIFICATE CODE-EDB

AAT	- Assistant Animal Technician Certificate
ARC	- Architectural License
ATH	- National Athletic Trainer Association
AUD	- Audiologist Certificate
BAR	- Membership in the California State Bar
CCD	- California State Permit for Director of a Children's Center
CDL	- California Drivers License
CLT	- Clinical Laboratory Technologist License
CSW	- Clinical Social Worker License
DDD	- Dental Specialty Board Diplomate
DDS	- Dental Examiners Board License
ENG	- Professional Engineering License
FCC	- Federal Communications Commission Radiotelephone Operator's License

HYG	- Dental Hygienist License
LAN	- Laboratory Animal Technologist Certificate
LAT	- Laboratory Animal Technician Certificate
LLT	- Clin Lab Tech Trainee License
LND	- Landscape Architect License
LVN	- Vocational Nurse License
MDA	- Physician's Assistant Certificate
MDD	- Physican's Medical Specialty Diplomate
MDL	- Physican's Medical Board License
MRA	- Medical Record Administrator Registration
MRT	- Medical Record Technician Certification
MUS	- National Association Of Music Therapy Registration
NUC	- Nuclear Medicine Technologist Certificate
OCC	- American Occupational Therapy Association Registration
OPT	- Optometry License
ORT	- Orthoptist Certificate
PCF	- Pest Control Field Representative License
PCO	- Pest Control Operator License
PCY	- Patient Care - Yes
PCN	- Patient Care - No
PHM	- California Board of Pharmacy License
PHY	- Physical Therapist License
PRA	- Prosthetist/Orthotist Assistant Certificate
PRO	- Prosthetist/Orthotist Certificate
PST	- POST Certification
PSY	- Psychiatric Technician License
RAD	- Radiologic Technology Certificate
RDA	- Registered Dental Assistant
RDI	- Registered Dietitian
REC	- Recreation Therapist Registration
RES	- Respiratory Therapy Registration
RNA	- Nurse Anesthetist Certification
RNI	- Nurse Interim Permit
RNL	- Registered Nurse License
RNP	- Nurse Practioner Certification
RTT	- Radiation Therapy Technology Certificate
SPE	- Speech Pathologist Certification
VET	- Veterinary Medicine License

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## Attachment C - Revised Dictionary Page HONORS TYPE CODE

*System Number: EDB0713*

*User Access Name: 0713-1*

*Programming Name: HONOR\_TYPE IN PPPHON*

*Revision Date: PUBL. mm/dd/yy*

### *Comments*

~~Location(s): HNR 4005 Honor Type Code HDB in HDB~~

*Name: HONOR TYPE CODE-EDB*

*Type: ALPHANUMERIC*

*Length: 4*

*Format*

N/A

### *General Description*

Code indicating the type of honor received by the employee.

### *Code Interpretation*

#### **General Codes:**

DAN	- Danforth Fellows
EXXX	- Endowed Chair (XXX as defined by Campus)
FUL	- Fulbright Awards
GUG	- Guggenheim Awards
MAC	- MacArthur Fellow
NAE	- National Academy of Engineering
NAED	- National Academy of Education
NAS	- National Academy of Sciences
NIM	- National Institute of Medicine
NOB	- Nobel Prize
PAC	- Packard Fellow
PROF	- University Professor
PYI	- Presidential Young Investigator

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#### **HSCP Degree Codes:**

AUD	- Doctorate in Audiology
DDS	- Doctor of Dental Surgery
DNS	- Doctor of Nursing Science
DPT	- Doctor in Physical Therapy

DPTS	- Doctor of Phys Therapy Sci
DRPH	- Doctor of Public Health
DVM	- Doctor of Veterinary Medicine
MD	- Doctor of Medicine
MPH	- Master of Public Health
MPT	- Master of Physical Therapy
MSN	- Master of Science in Nursing
OD	- Doctor of Optometry
PHAR	- Doctor of Pharmacy
PHD	- Doctor of Philosophy
SMH	- Doctor of Mental Health
MBS	- Bachelor of Medicine
DO	- Doctor of Osteopathic Medicine
PSY	- Doctor of Psychology
DSC	- Doctor of Science
ND	- Doctor of Nursing
DNP	- Doctor of Nursing Practice
DMD	- Doctor of Medical Dentistry
BDS	- Bachelor of Dental Surgery

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## Attachment D – CPS Employee Record Layout

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	6 (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	6 (yymmdd)	Leave of Absence Begin Date	EDB0137	
228-233	6 (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	EDB0238	
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)	FDR5110	
264-268	5	Overtime Paid		Zero Filled
269-273	5	Overtime Worked		Zero Filled
274-279	6	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**

Position	Length/ Format	Field Description	Data Element #	Comments
526-531	6 (yyymmdd)	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 EDB0711 contains value "PCN" but not "PCY" then "N" If EDB0711 contains both "PCY" and "PCN" then "?" Otherwise blank (Added by SR82806)
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 SR82806)
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)
554-558	5	Races Indicators		Left justified concatenation of codes ("AXCFZ") for elements having "Y" in Racial Indicator fields in EDB (Added by SR82583)
559-560	2	Separation Reason Code	EDB0141	(Added by SR82979)
561-606	46	Filler		

# Attachment E –Home Department Table Maintenance Report

Before modification:

```

PPP0411 /PPCTR11 /061005
RETN: See Rpts Disp Schedule/Dist.
UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
Control File Maintenance
Home Department Table

HOME
DEPT # DEPARTMENT NAME---ABBREVIATION DEPARTMENT ADDRESS MAIL ADDR
CODE CHK ONLY LUC

222222 UCOP CENTRAL ADMIN UCOP CTEL ADMI 7TH FLOOR KAISER BUILDING P
General Campus
444444 UCOP IR&C ADMIN UCOP IR&C ADMI 842 UNIVERSITY HALL P
General Campus
666666 UCOP IR&C PPS ADMIN UCOP IR&C PPS 201 CALIFORNIA HALL EXT P
General Campus
    
```

After modification: Department Name column heading moved up one row.  
 New column heading Department Type  
 Department Type Code and translation listed below department name.

```

PPP0411 /PPCTR11 /061005
RETN: See Rpts Disp Schedule/Dist.
UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
Control File Maintenance
Home Department Table

HOME
DEPT # DEPARTMENT NAME DEPARTMENT TYPE --ABBREVIATION DEPARTMENT ADDRESS MAIL ADDR
CODE CHK ONLY LUC

222222 UCOP CENTRAL ADMIN C - Clinical UCOP CTEL ADMI 7TH FLOOR KAISER BUILDING P
General Campus
444444 UCOP IR&C ADMIN UCOP IR&C ADMI 842 UNIVERSITY HALL P
General Campus
666666 UCOP IR&C PPS ADMIN UCOP IR&C PPS 201 CALIFORNIA HALL EXT P
General Campus
    
```