Created On: June 10, 2010
Last Updated: 

**Service Request:** SR83016  
**Name:** Web New Hire – Add Appointment Department Code  

**Objectives**  
Modify the application to allow for the input of appointment department codes.  

**Project Type**  
PPS Web Application Enhancement  

**Requested by**  
UC San Diego  

**Project Leads / Business Analysts**  
Shaun Ruiz, Payroll Coordination  

**Due Date**  
Urgent
**Background**
Release 1923 created a new web interface to the EDB. This interface allows users to add newly hired employee data to the EDB. While testing Release 1923, San Diego found a campus-specific problem with the application. San Diego requires that users enter the Appointment Department Code rather than letting the system derive it.

**Current Process**
None

**Proposed Process**
Add a new entry field to the new hire application.

This field is optional. Campuses do not have to display or utilize the field (by default, this field should be deactivated). If activated, the field will appear in the application. The corresponding data element on the EDB is EDB2032.

The field should be placed in the Appointment & Distributions tab. The field should be placed after the Title/Title Code field but before the Duration field.

The following web attributes apply to the new field:
- Label = Appointment Department Code
- Display Type = textfield
SERVICE REQUEST

PERSON AUTHORIZING REQUEST: Mike O'Neil

SYSTEMS CONTACT: Shaun Ruiz

DEPARTMENT: Payroll Coordination

REQUESTOR: Paul, San Diego

RETRIEVAL/SYSTEM MODIFICATION (Description of Request)
Web New Hire – Add Appointment Department Code

PRODUCTION RUN

SYSTEM EFFECTIVE DATE OF INFORMATION TYPE OF RUN TYPE OF DATA TYPE OF
RETRUN ADDL REPORT EXTRACT FILE LABELS

RETRIEVAL/PRODUCTION RUN

DISTRIBUTION OF OUTPUT INSTRUCTIONS: RUN RETRIEVAL REQUESTS, DELETE LONG-TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE

IR&C USE ONLY

DATE RECEIVED RETRIEVE DATE DATE COMPLETED COMPLETED TIME/PAGES ENVELOPE CHARGES BILLING # JOB NAME

COMMENTS:

INFORMATION

APPROVAL TO PROCEED

[Signature]

UC Office of the President
Payroll Coordination
SR83016
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