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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

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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

