**UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT**

**SERVICE REQUEST**
UIRC 160ISS (R 01/00)

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<th>DATE</th>
<th>DATE/REV/DUE</th>
<th>ESTIMATE REQUIRED</th>
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**PERSON AUTHORIZING REQUEST:**
Michael O'Neill

**SYSTEMS CONTACT:**
Kenneth Smith

**DEPARTMENT:**
Human Resources

**REQUESTOR:**
Luanne K. Putney

**SYSTEMS/ILS/PROGRAMS:**
PAYROLL

**RETIREMENT/SYSTEM MODIFICATION (Description of Request):**
Additional Special Training Code for NSF RCR

**PRODUCTION RUN**

<table>
<thead>
<tr>
<th>TYPE OF JOB</th>
<th>TYPE OF OUTPUT</th>
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- RERUN
- ADDT
- REPORT
- EXTRACT FILE
- LABELS

**RETRIEVAL/PRODUCTION RUN**

**REQUEST FOR OUTPUT INSTRUCTIONS (FOR OUTPUT REQUESTS INCLUDES THE FILE SIZE/INSTRUCTION IF APPLICABLE):**

**IR & C USE ONLY**

- [ ] 1
- [ ] 2
- [ ] INSTANT
- [ ] TG
- [ ] RPT
- [ ] CORPAYS
- [ ] M&R
- [ ] PAYROLL
- [ ] PRODUCTION CONTROL

**CONTENTS:**

**2019 INCOME INFORMATION**

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<th>DIVIDENDS</th>
<th>DISTRIBUTED CODES</th>
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**APPROVAL TO PROCEED**

[Signature]

[Date: 14/11/4]
SR83197 Requirements
Additional Special Training Code for NSF RCR

Objective:
Comply with recently implemented NSF requirements to verify that undergraduate students, graduate students, and postdoctoral researchers supported by NSF to conduct research receive training in the responsible and ethical conduct of research.

Project Type:
This enhancement consists of adding a new value to an existing EDB element.

Requested by:
Luanna K. Putney, UC Office of Ethics, Compliance, and Audit Services
Suzy Danko, UCSB Human Resources

Analyst:
Business analyst: Ken Smith, Benefits Information Systems
Requirements analyst: Ken Smith, Benefits Information Systems

Urgency:
Not Urgent.

Implementation Deadline:
Requested to be installed as soon as possible. Does not need to be coordinated with any payroll date or processes.
**Statement of Business Need:**

A means to identify student employees and Postdoctoral Scholars who should receive Responsible Conduct of Research (RCR) training.

**Background:**

Service Request 81486 and Release 1710 (June 15, 2006) established a new element *Special Training Code* (EDB 0385) in response to California State Assembly Bill 1825 (AB1825), which requires all supervisors to complete a sexual harassment training course every two years.

Service Request 82345 and Release 1839 (October 10, 2008) added one new value related to Sexual Harassment Training.


**Current Process:**

Employees are included in or excluded from Sexual Harassment Training or NSF Responsible Conduct of Research (RCR) Training using a selection based on primary title and other attributes. Some employees who do not fit the typical selection criteria are included or excluded by associating a ‘special training code’.

**Proposed Process:**

No change to the process except for the addition of a new special training code value that forces inclusion in NSF RCR Training independently of any effect on Sexual Harassment Training.
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System Requirements:

1.0 Overview of Modifications

Add one new code to one existing EDB element. Update the associated Data Dictionary page and Help Text.

2.0 Control Table Updates

New values “N” should be added to EDB 0385 Special Training Code.

2.1 Code Translation Table

An entry for the new code should be made in the CTT as follows.

<table>
<thead>
<tr>
<th>Value</th>
<th>Length</th>
<th>Translation</th>
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<tbody>
<tr>
<td>N</td>
<td>25</td>
<td>Include in NSF RCR</td>
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</tbody>
</table>

3.0 EDB Data Elements

Existing data element Special Training Code (EDB 0385) will be modified as per Attachment A.

4.0 Help Modifications

Field level help for the ‘Special Training Code’ should be modified to reflect the added value of N on:

- EPER Entry/Update screen
- IPER EDB inquiry screen
- IBA1 History Inquiry Basic Employee Data.

See attachment B for sample Help text.
5.0 Interface

No changes to interfaces are required as Special Training Code is already passed to PPS IVR and CPS.
Attachment A - Data Dictionary

PPS EDB Data Element Definition

System Number: EDB0385

User Access Name: 0385-0

Programming Name: EMP_SPECTRAIN_CD IN PPPPER

Revision Date: mm/dd/yy

Comments

Name: SPECIAL TRAINING CODE-EDB

Type: ALPHANUMERIC

Length: 1

Format

N/A

General Description

Code indicating the type of special training required of an employee.

Code Interpretation

E  - Exempt, Sexual Harassment Prevention not required
S  - Sexual Harassment Prevention required for non-HEERA supervisor
N  - Include in NSF RCR
R  - NSF Responsible Conduct of Research AND Sexual Harassment Prevention Required
B  - Exclude from both NSF RCR and Sexual Harassment Prevention
X  - Include in NSF RCR but exclude from Sexual Harassment Prevention

Blank - N/A
<table>
<thead>
<tr>
<th>EDB0385</th>
<th>SPECIAL TRAINING REQUIRED CODE</th>
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<tbody>
<tr>
<td></td>
<td>Revised: 10/10/08 &quot;SPECIAL TRAINING REQUIRED CODE - EDB&quot;</td>
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<tr>
<td>Description: Code indicating the type of special training required of an employee.</td>
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<tr>
<td>Code Interpr.: E - Exempt, Sexual Harassment Prevention not required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>S - Sexual Harassment Prevention required for non-HEERA supervisor</td>
</tr>
<tr>
<td></td>
<td>N - Include in NSF RCR</td>
</tr>
<tr>
<td></td>
<td>R - NSF Responsible Conduct of Research AND Sexual Harassment Prevention Required</td>
</tr>
<tr>
<td></td>
<td>B - Exclude from both NSF RCR and Sexual Harassment Prevention</td>
</tr>
<tr>
<td></td>
<td>X - Include in NSF RCR but exclude from Sexual Harassment Prevention</td>
</tr>
<tr>
<td>Blank - N/A</td>
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</tbody>
</table>

Command ==> F1=Help F2=EX help F3=eXit F7=BKwd F8=FWd F12=Cancel