



UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT
 SERVICE REQUEST
 UIRC 160ISS (R 01/00)

SR83197

DATE: 12/01/10	DATE/CYCLE DUE	ESTIMATE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
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PERSON AUTHORIZING REQUEST: Michael O'Neill	SYSTEMS CONTACT: Kenneth Smith
DEPARTMENT: Human Resources	RECHARGE NO.: NR-HR
REQUESTOR: Luanna K. Putney	SYSTEMS/FILES/PROGRAMS: PAYROLL

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

PRODUCTION RUN			
SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN <input type="checkbox"/> RERUN <input type="checkbox"/> ADD'L	TYPE OF OUTPUT <input type="checkbox"/> REPORT <input type="checkbox"/> EXTRACT FILE <input type="checkbox"/> LABELS

RETRIEVAL/PRODUCTION RUN
 DISTRIBUTION OF OUTPUT INSTRUCTIONS: (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)


IR&C USE ONLY

R NR IN STAFF TO: RPT CORP SYS M&C PAYROLL PRODUCTION CONTROL

DATE RECEIVED	REVISED DUE DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME/CHARGE	STAFF TIME/CHARGE	BILLING NO.	JOB NAME
							PRODUCTION CONTROL

COMMENTS:

ESTIMATE INFORMATION	COMPLETION DATE	STAFF HOURS \$	ESTIMATED COSTS COMPUTING COSTS \$	ESTIMATED TOTAL COSTS \$
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APPROVAL TO PROCEED  1/14/11
 BASED ON ESTIMATE SIGNATURE (NAME, TITLE, ADDRESS)

Created on: December 15, 2010
Last Modified on: January 14, 2010

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.

Service Request 82874 and Release 1916 (March 31, 2010) expanded the use of Special Training Code to include flags related to required National Science Foundation Responsible Conduct of Research Training in response to the 2007 America Competes Act and related NSF guidance effective January 4, 2010.

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.

1.0 Overview of Modifications..... 5
2.0 Control Table Updates..... 5
 2.1 Code Translation Table 5
3.0 EDB Data Elements..... 5
4.0 Help Modifications..... 5
5.0 Interface..... 6
Attachment A - Data Dictionary..... 7
Attachment B – Sample Help Text..... 8

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.

Value	Length	Translation
N	25	Include in NSF RCR

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

[[Payroll Home Page](#) | [Search Page](#) | [EDB Index](#)]

System Number: EDB0385

User Access Name: 0385-0

Programming Name: EMP_SPEC_TRAIN_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

Attachment B – Sample Help Text

```
EDB0385          SPECIAL TRAINING REQUIRED CODE
                                                    More:
Revised: 10/10/08 "SPECIAL TRAINING REQUIRED CODE - EDB"

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

Format:          N/A

Code Interpr.:  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

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