Reinstate START as ERIT (Employee-Initiated Reduction in Time) in PPS
SR83279 Requirements
Employee-Initiated Reduction in Time

Objective:
Update PPS to reactivate the Staff and Academic Reduction in Time (START) functionality with modified features and rebranded as the Employee-Initiated Reduction in Time (ERIT) Program.

Project Type:
Modification to PPS.

Requested by:
Deanna Dudley, HR Policy

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

Urgency:
Date Mandated.

Implementation Deadline:
The ERIT Program is effective July 1, 2011.
The first pay cycles in which an employee may participate are:
MO July 1 – July 31 paid August 1
MA July 1 – July 31 paid August 5-8
SM July 1 – July 15 paid July 22
BW June 26 – July 9 paid July 20
The modification should be implemented in time to allow at least two weeks for data entry of ERIT participation and timesheets prior to the earliest compute (the SM paid July 22 and computing at Berkeley July 14 or the BW paid July 20 and computing July 14 at UCLA).
Background:

In 2003, in response to the California State budget crisis, the University established the Staff and Academic Reduction in Time (START) program. This program was initially effective from June 2003 through June 2005 and then was extended through June 2006. Participants reduced their working hours by at least 5% with a maximum reduction of 50%. UCRP members accrue service credit at the same rate as they did before reducing their hours under START.

With the 2008 California State budget crisis the Regents approved reactivation of START for July 1, 2008 through June 30, 2010.

In November 2009 the Regents approved extending the START program through December 31, 2010. In addition, the Regents approved participation in START at time reductions less than 5% in order to facilitate coordination of START with a furlough/salary reduction program.

In 2011, with a funding crisis in both the California State budget and UCRP, a new program Employee-Initiated Reduction in Time (ERIT) having the same features as START except with respect to UCRP service credit has been designed.

Current Process:

Data Elements

Three new data elements were established for the recording of START program information on the employee record:

- START Reduction % (EDB0495)
- START Begin Date (EDB0496)
- START End Date (EDB0497)

These data elements are still in the base PPS and continue to be captured for History.

DOS Codes

The following DOS codes were established for the START program. Distributions are established in the EDB to record the START percentage reduction. These DOS codes subtract from all subject grosses and hours balances but don’t affect vacation and sick leave accrual.

- RTP - Reduction in Time Program
- RTS – Reduction in Time – Shift
- RTB – Reduction in Time, Stipend

The DOS codes still exist in Base PPS, but an issue with the Insurance Benefits Indicator setting on RTB was noted in the past.
CICS
The following screens currently display the START Percent Reduction, START Begin Date, and START End Date values.

IAPP (EDB Inquiry Appointment / Distribution)
ELVE (EDB Entry / Update Leave of Absence Data)
IBA1 (History Inquiry Basic Employment Data 1)

EDB Web Inquiry
Employment Status Information
- This web page currently contains the three data elements related to START.

EDB Web Update
Appointments & Distributions
- This web page currently contains the three data elements related to START

EDB Web New Hire
Appointments & Distributions
- This web page currently contains the three data elements related to START

Web Merit
- Web Merit was modified to exclude START related DOS codes from the costing summary pop-up.

EDB Maintenance
Range and Value Edits
- Range and value edits relating to START Reduction Percentage, START Begin Date and START End Date data elements as defined on the Data Element Table are still in place and are as follows:

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>START Reduction Percentage</td>
<td>positive integer, values from 0 – 50</td>
</tr>
<tr>
<td>START Begin Date</td>
<td>standard date format, month = 01-12</td>
</tr>
<tr>
<td>START End Date</td>
<td>standard date format, month = 01-12</td>
</tr>
</tbody>
</table>

Consistency Edits
Six edits and error messages were established with the original START program.

Basic Life Insurance Salary Derivation
Release 1543 excluded START related DOS codes from the calculation of Basic Life Insurance Salary
**Reporting**
PPP695 may be run as needed, and includes data on those employees who are participating in the START Program. They can be listed by Employee Name or by Employee Name within Home Department.

**Expense Transfers**
Expense transfer transactions (transaction codes E1/E2/E3) with a DOS code of VLT generated manually (UPAY 646), in batch pay edits via transaction TL (UPAY 807), or in online time reporting via function EDTL calculate an employer contribution for UCRP that is unreduced by START participation and increased by an amount offsetting the employee’s reduced contribution.

**Expense Distribution**
Calculates an employer contribution for UCRP that is unreduced by START participation and increased by an amount offsetting the employee’s reduced contribution

**STIP**
Calculates an employer contribution for UCRP that is unreduced by START participation and increased by an amount offsetting the employee’s reduced contribution

**CPS Interface File**
The Employee Record Layout includes the START data elements as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Length/Format</th>
<th>Description</th>
<th>Data Element No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>367-368</td>
<td>2</td>
<td>START Reduction</td>
<td>EDB0495</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Percentage</td>
<td></td>
</tr>
<tr>
<td>626-631</td>
<td>6</td>
<td>(yymmdd) START Begin Date</td>
<td>EDB0496</td>
</tr>
<tr>
<td>632-637</td>
<td>6</td>
<td>(yymmdd) START End Date</td>
<td>EDB0497</td>
</tr>
</tbody>
</table>

**UCRS Interface Files**
- The UCRS Payroll File Maintenance Record Layout includes the START data elements:

<table>
<thead>
<tr>
<th>Position</th>
<th>Length/Format</th>
<th>Description</th>
<th>Data Element No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>411-412</td>
<td>2</td>
<td>START Reduction</td>
<td>EDB0495</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Percentage</td>
<td></td>
</tr>
<tr>
<td>413-418</td>
<td>6 (yymmdd)</td>
<td>START Begin Date</td>
<td>EDB0496</td>
</tr>
<tr>
<td>419-424</td>
<td>6 (yymmdd)</td>
<td>START End Date</td>
<td>EDB0497</td>
</tr>
</tbody>
</table>
• The UCRS History File Record Layout includes the START data elements:

<table>
<thead>
<tr>
<th>Position</th>
<th>Length/ Format</th>
<th>Description</th>
<th>Data Element No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>420-421</td>
<td>2</td>
<td>START Reduction</td>
<td>EDB0495</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Percentage</td>
<td></td>
</tr>
<tr>
<td>422-427</td>
<td>6 (yymmd)</td>
<td>START Begin Date</td>
<td>EDB0496</td>
</tr>
<tr>
<td>428-433</td>
<td>6 (yymmd)</td>
<td>START End Date</td>
<td>EDB0497</td>
</tr>
</tbody>
</table>

• The UCRS Payroll Activity File (PPI730) which reports Employee Service Credits includes distribution entries associated with a START DOS Code of ‘RTP’ or ‘RTS’. The particular distribution entries are identified with a Budget Initiative Flag value of ‘TR’. PPI 730 also calculates an employer contribution for UCRP that is unreduced by START participation and increased by an amount offsetting the employee’s reduced contribution.
Unified Union Reporting Process

With Release 1488 (http://www.ucop.edu/payroll/REL2003/R1488/), logic was added to include the data for the START Percent, START Begin Date, and START End Date on the Monthly Union Reporting File. The START Percent, START Begin Date, or START End Date is reported on the Weekly Union Reporting File if the data has changed since last reported.
**Proposed Process:**

The proposed process differs from the current process as follows:

**Data Elements – no modification**

The data dictionary pages should be updated to reference START/ERIT where they currently reference START. The data element descriptions should reference ERIT since they appear on the ECON screen.

**DOS Codes**

Three new DOS codes must be implemented in order to distinguish START participation from ERIT participation when reports are produced in the future.

**CICS**

Field Labels on the following screens that currently include the acronym START will be updated to reference START/ERIT. A corresponding change will be made to the associated help texts.

- **IAPP (EDB Inquiry Appointment / Distribution)**
- **ELVE (EDB Entry / Update Leave of Absence Data)**
- **IBA1 (History Inquiry Basic Employment Data 1)**

**EDB Web Inquiry**

**EDB Web Update**

**EDB Web New Hire**

Field Labels on screens that currently include the acronym START will be updated to reference START/ERIT *in a different service request*.

**Web Merit –**

The costing summary pop-up must be modified to exclude ERIT related distributions in the same manner as it currently excludes START related distributions. This will be addressed in a different service request.

**EDB Maintenance - Updates to Maintenance Edits and Derivations (see Consistency Edits below)**

**Consistency Edits**

The START program begin and end dates will need to be updated.

Six edits must be modified to apply the same rules to the new DOS codes as are applied to the START DOS codes.

Six error messages that currently include the acronym START will be updated to reference START/ERIT and to include the new program begin or end dates.

**Basic Life Insurance Salary Derivation** - must be modified to exclude ERIT related DOS codes in the same manner as it currently excludes START related DOS Codes.
**Reporting**

References to the acronym START will be updated to START/ERIT
Column headings will be made more generic (some are START specific)
Titles on the related form UPAY 914 will need to be changed.

**Expense Distribution** – The modification for START that calculates an employer contribution for UCRP that is unreduced by START participation and increased by an amount offsetting the employee’s reduced contribution should not apply to the ERIT DOS Codes.

**Expense Transfers** – The modification for START that calculates an employer contribution for UCRP that is unreduced by START participation and increased by an amount offsetting the employee’s reduced contribution should not apply to the ERIT DOS Codes.

**STIP** – The modification for START that calculates an employer contribution for UCRP that is unreduced by START participation and increased by an amount offsetting the employee’s reduced contribution should not apply to the ERIT DOS Codes.

**CPS Interface File – no modifications**
The layout document should be updated to reference START/ERIT

**UCRS Interface Files**

UCRS Payroll Transaction File – The existing “budget initiative flag” sent with START distributions should not be sent for ERIT distributions. The modification for START that calculates an employer contribution for UCRP that is unreduced by START participation and increased by an amount offsetting the employee’s reduced contribution should not apply to the ERIT DOS Codes.

UCRS Payroll File Maintenance Record – no modification. The layout document should be updated to reference START/ERIT

UCRS History File Record – no modification. The layout document should be updated to reference START/ERIT

**Unified Union Reporting Process – no modification**
The layout document should be updated to reference START/ERIT
1.0 Overview of Modifications

2.0 Control Table Updates
  2.1 DOS codes
  2.2 System Messages

3.0 EDB Data Elements

4.0 CICS Modifications

5.0 Web Modifications

6.0 EDB Maintenance
  6.1 Range and Value Edits
  6.2 Consistency Edits
  6.3 Life Insurance Base Derivation

7.0 UCRP Employer Contribution

8.0 Interface Files
  8.1 Corporate Interface Files
    8.1.1 CPS Interface File
    8.1.2 UCRS Payroll Activity File
    8.1.3 UCRS Maintenance (PPI740) Files
  8.2 Union Files
    8.2.1 PPP 770 Monthly and Weekly Roster

9.0 Forms

10.0 Reporting and Notification
  10.1 PPP6951 and PPP6952

Attachment A - CPS File Layout
Attachment B – UCRS Maintenance File Layouts
Attachment C – Union Roster File Layouts
Attachment D – Data Dictionary Updates
Attachment E – UPAY 650 DOS Code
Attachment F – CICS Screens
Attachment G – Help Text
System Requirements:

1.0 Overview of Modifications

A descriptive overview of modifications may be found in the “Proposed Process” section above. Generally, the request is to implement three new DOS codes that parallel the existing START DOS Codes except for treatment with respect to UCRP. It is not intended that any existing functionality for the original START program be disabled (in order to allow for the possibility of adjustments).

Control Table Updates:

- Three DOS codes and six System Messages.

- EDB Data Elements:
  - Data Dictionary Pages only.

- CICS Modifications:
  - Field labels and help text only on three screens.

- Web Modifications:
  - None in this SR.

- One-time Processes:
  - A one-time process to clear expired START data from the EDB was contemplated but is not requested at this time.

- EDB Maintenance:
  - Update to stored constants used by consistency edits.
  - Modification to six edits

- History Process: No changes.

- Compute Process: No changes.

- Distribution of Expense:
  - The modification for START that calculates an employer contribution for UCRP that is unreduced by START participation and increased by an amount offsetting the employee’s reduced contribution should not apply to ERIT DOS Codes.

- Consolidated Billing and Self-Billing: No changes.

- Interface Files:
  - Update file layouts UCRS, Unions, CPS

- Forms: Update to UPAY 914

- Other Processes: No Changes

- Reporting and Notification:
  - PPP695 START Participation Report
2.0 Control Table Updates

2.1 DOS codes

Three new DOS codes with attributes identical to START (except for the Insurance Benefits Indicator on RTB) should be created. The names ERT (Employee Reduction in Time), ERS (Employee Reduction in Time – Shift), and ERB (Employee Reduction in Time – Stipend) have been approved by the DOS Code Committee and parallel the START DOS Codes RTP, RTS and RTB.

The existing START DOS Codes should be inactivated as of January 1, 2011.

UPAY 650 is included as Attachment E.

2.2 System Messages

System message text should be updated as follows where ‘xx’ indicates both 08 and 12 messages.

xx-433 YOU MUST INDICATE VALUES FOR ALL START/ERIT FIELDS
xx-434 START/ERIT BEGIN DATE CANNOT BE PRIOR TO PROGRAM BEGIN DATE
xx-435 START/ERIT END DATE CANNOT BE BEFORE BEGIN DATE
xx-436 NO EMPLOYEE START/ERIT DATA ON RECORD
xx-437 DISTRIBUTION END DATE CANNOT BE LATER THAN START/ERIT END DATE
xx-438 START/ERIT END DATE MUST BE PRIOR TO JULY 1, 2012

3.0 EDB Data Elements

The data dictionary pages for START Reduction % (EDB0495), START Begin Date (EDB 0496) and START End Date (EDB0497) should be updated to document that the same data elements are being used for ERIT as were used for START. See Attachment D.

The data element descriptions should be changed from START PERCENT, START BEG DATE and START END DATE to ERIT PERCENT, ERIT BEG DATE and ERIT END DATE. It is not necessary to also reference START because consistency edits will only occur going forward for ERIT.

The lower bound for ERIT PERCENT is currently 1%. It should be changed to 5%.
4.0 CICS Modifications
Field Labels on the following screens will be updated to reflect that the same data elements as were used for START are being used for ERIT. A corresponding change will be made to the associated help texts.

ELVE (EDB Entry / Update Leave of Absence Data)
IAPP (EDB Inquiry Appointment / Distribution)
IBA1 (History Inquiry Basic Employment Data 1)

See Appendix F for the screen changes and Appendix G for the help text.

5.0 Web Modifications
Modifications related to ERIT on Web applications will be addressed in a separate SR.

6.0 EDB Maintenance
6.1 Range and Value Edits
No modification to existing range and value edits are required.

6.2 Consistency Edits
The allowed range for the reduction percentage should be updated to be 5%-50% inclusive.
The participation beginning date should be updated to **July 1, 2011**.
The participation ending date should be updated to **June 30, 2012**.

Each of the consistency edits that issue the messages of section 2.2 must be modified to apply the same edits to the new ERIT DOS codes as they apply to the corresponding START DOS codes.

6.3 Life Insurance Base Derivation
The derivation of Life Insurance Salary Base should be modified so as not to be reduced by ERIT DOS codes in the same manner as it was modified for START.

7.0 UCRP Employer Contribution
The modification for START that calculates an employer contribution for UCRP that is unreduced by START participation and increased by an amount offsetting the employee’s reduced contribution should not apply to the ERIT DOS Codes. The employer contribution calculated for UCRP, STIP, Expense Distribution and Expense Transfers should be based on the employee’s ERIT reduced earnings.
8.0 Interface Files

8.1 Corporate Interface Files

8.1.1 CPS Interface File
No functional change is required to the CPS Interface. The file layout should be updated to document the use of the same fields for ERIT as were used for START. See Attachment A.

8.1.2 UCRS Payroll Activity File
The existing “budget initiative flag” sent on the file with START distributions should not be sent with ERIT distributions.

8.1.3 UCRS Maintenance (PPI740) Files
No functional change is required for the maintenance file. The file layouts for the maintenance and the history files should be updated to document the use of the same fields for ERIT as were used for START. See Attachment B.

8.2 Union Files

8.2.1 PPP 770 Monthly and Weekly Roster
No functional change is required for the roster file. The file layout should be updated to document the use of the same fields for ERIT as were used for START. See Attachment C.

9.0 Forms
No functional changes are required for UPAY 914 however one line should be added to the header as follows:

PAYROLL /PERSONNEL
PPP695 PROGRAM RUN SPECIFICATION
STAFF AND ACADEMIC REDUCTION IN TIME (START)
EMPLOYEE-INITIATED REDUCTION IN TIME (ERIT)
UPAY914 (03/03) R1482

10.0 Reporting and Notification

10.1 PPP6951 and PPP6952
PPP695 produces two nearly identical reports of START participants by name (PPP6951) and department (PPP6952). In both reports,

- The logic must be modified
  - Handle ERT DOS Codes the same as RTP
  - Handle ERS DOS Codes the same as RTS
  - Handle ERB DOS Codes the same as RTB
• The report header “START PARTICIPATION REPORT”
  o Must be changed to read “START/ERIT PARTICIPATION REPORT”

• The column header “---- START DATA ----“
  o Must be changed to read “- START/ERIT DATA --“.

• The column header “%RTP” must be changed to “%-“

• The footnote “NO RTP DISTRIBUTION ENTRIES”
  o must be changed to “NO RTP/ERT DISTRIBUTION ENTRIES”

• The heading “START PARTICIPATION ERROR MESSAGES”
  o Must be changed to “START/ERIT PARTICIPATION ERROR MESSAGES”

• The heading “---------- APPT/RTP DIST DATA ----------“
  o Must be changed to “---------- APPT DIST DATA ----------“
## Corporate Personnel System (CPS) PPP711
SR83279 – Employee Initiated Reduction in Time

### Employee Record Layout

<table>
<thead>
<tr>
<th>Position</th>
<th>Length/Format</th>
<th>Field Description</th>
<th>Data Element #</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>367-368</td>
<td>2</td>
<td>START/ERIT Reduction Percentage</td>
<td>EDB049</td>
<td>5</td>
</tr>
<tr>
<td>626-631</td>
<td>6</td>
<td>START/ERIT Begin Date</td>
<td>EDB049</td>
<td>6</td>
</tr>
<tr>
<td>632-637</td>
<td>6</td>
<td>START/ERIT End Date</td>
<td>EDB049</td>
<td>7</td>
</tr>
</tbody>
</table>
### Attachment B - UCRS Maintenance File Layouts

Note: Only the affected columns are shown here. Other columns are unchanged by this SR.

#### UCRS Payroll File Maintenance Record Layout (PPI740)

**SR83086** (One-time loading of the Covered Comp Limit (CCL) Code)
**SR83279** (Employee Initiated Reduction in Time)

<table>
<thead>
<tr>
<th>Position</th>
<th>Length/Format</th>
<th>Field Description</th>
<th>Data Element #</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>411-412</td>
<td>2</td>
<td>START/ERIT Reduction</td>
<td>EDB0495</td>
<td>SR83279</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Percentage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>413-418</td>
<td>6 yymmd</td>
<td>START/ERIT Begin Date</td>
<td>EDB0496</td>
<td>SR83279</td>
</tr>
<tr>
<td>419-424</td>
<td>6 yymmd</td>
<td>START/ERIT End Date</td>
<td>EDB0497</td>
<td>SR83279</td>
</tr>
</tbody>
</table>

#### UCRS Payroll History Record Layout (PPI740)

**SR83086** (One-time loading of the Covered Comp Limit (CCL) Code)
**SR83279** (Employee Initiated Reduction in Time)

<table>
<thead>
<tr>
<th>Position</th>
<th>Length/Format</th>
<th>Field Description</th>
<th>Data Element #</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>420-421</td>
<td>2</td>
<td>START/ERIT Reduction</td>
<td>EDB0495</td>
<td>SR83279</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Percentage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>422-427</td>
<td>6 yymmd</td>
<td>START/ERIT Begin Date</td>
<td>EDB0496</td>
<td>SR83279</td>
</tr>
<tr>
<td>428-433</td>
<td>6 yymmd</td>
<td>START/ERIT End Date</td>
<td>EDB0497</td>
<td>SR83279</td>
</tr>
</tbody>
</table>
### Attachment C - Union Roster File Layouts

Note: Only the affected columns are shown here. Other columns are unchanged by this SR.

#### Union Reporting File (PPP770)
SR83279 (Employee Initiated Reduction In Time)

#### Union Activity File Detail Record

**Note:** A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.

<table>
<thead>
<tr>
<th>Position</th>
<th>Length/Format</th>
<th>Field Description</th>
<th>Data Element #</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>425</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>426-427</td>
<td>2</td>
<td>START/ERIT Percentage</td>
<td>EDB049 5</td>
<td></td>
</tr>
<tr>
<td>428</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>429-438</td>
<td>10 ccyy-mm-dd</td>
<td>START/ERIT Begin Date</td>
<td>EDB049 6</td>
<td></td>
</tr>
<tr>
<td>439</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>440-449</td>
<td>10 ccyy-mm-dd</td>
<td>START/ERIT End Date</td>
<td>EDB049 7</td>
<td></td>
</tr>
<tr>
<td>450</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Union Reporting File (PPP770)
**SR83279 (Employee Initiated Reduction In Time)**

#### Union History File Detail Record

**Note:** A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.

<table>
<thead>
<tr>
<th>Position</th>
<th>Length/Format</th>
<th>Field Description</th>
<th>Data Element #</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>418</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>419-420</td>
<td>2</td>
<td>START/ERIT Percentage</td>
<td>EDB0495</td>
<td></td>
</tr>
<tr>
<td>421</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>422-431</td>
<td>10</td>
<td>START/ERIT Begin Date</td>
<td>EDB0496</td>
<td></td>
</tr>
<tr>
<td>432</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>433-442</td>
<td>10</td>
<td>START/ERIT End Date</td>
<td>EDB0497</td>
<td></td>
</tr>
<tr>
<td>443</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment D - Data Dictionary Updates

System Number: EDB0495

User Access Name: 0495-0

Programming Name: START_PERCENT IN PPPEBT

Revision Date: Publ. ??/??/??

Comments
Source(s): PPP120, PPP130
Use(s): Reporting
Location(s):

Name: START/ERIT REDUCTION PERCENTAGE

Type: NUMERIC

Length: 2

Format: nn

General Description
The percent by which the employee's time worked is reduced under the Staff and Academic Reduction in Time (START) program or the Employee-Initiated Reduction in Time (ERIT) program.

Code Interpretation
N/A
System Number: EDB0496

User Access Name: 0496-1

Programming Name: START_BEGIN_DATE IN PPPEBT

Revision Date: Publ. ??/??/??

Comments
Source(s): PPP120, PPP130
Use(s): Reporting
Location(s): 

Name: START/ERIT BEGIN DATE

Type: NUMERIC

Length: 6

Format: MM/DD/YY - Inquire only; MMDDYY - Entry/Update

General Description

The date the employee's reduction in time begins under the Staff and Academic Reduction in Time (START) program or the Employee-Initiated Reduction in Time (ERIT) program.

Code Interpretation

N/A
System Number: EDB0497

User Access Name: 0497-2

Programming Name: START_END_DATE IN PPPEBT

Revision Date: Publ. ??/??/??

Comments

Source(s): PPP120, PPP130
Use(s): Reporting
Location(s):

Name: START/ERIT END DATE

Type: NUMERIC

Length: 6

Format: MM/DD/YY - Inquire only; MMDDYY - Entry/Update

General Description

The date the employee's reduction in time ends under the Staff and Academic Reduction in Time (START) program or the Employee-Initiated Reduction in Time (ERIT) program.

Code Interpretation

N/A
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<tr>
<th>Letter</th>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
<th>Base</th>
<th>Rate</th>
<th>Unit Factor</th>
<th>Total</th>
<th>Y/N</th>
<th>Y/N</th>
<th>Y/N</th>
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<tbody>
<tr>
<td>A10</td>
<td>ERT</td>
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<td>0.00</td>
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<td>N</td>
<td>Y</td>
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<tr>
<td>A10</td>
<td>ERS</td>
<td>ERT-SHIFT</td>
<td>1,003</td>
<td>0.00</td>
<td>0.0</td>
<td>1.003</td>
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<td>N</td>
<td>Y</td>
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<tr>
<td>A10</td>
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<td>ERT-SPEND</td>
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<td>N</td>
<td>Y</td>
</tr>
</tbody>
</table>

RETURN ACCOUNTING UNTIL ACTION TAKEN
Attachment F - CICS Screens

PPELVEO-E1482 EDB Entry/Update
03/10/11 14:28:59 Leave of Absence Data
03/18/11 10:38:31 User id: RBPKBS
ID: 333333078 Name: ANNA, POLLY
Emp Stat: A Pri Pay: MO

Leave of Absence Action Code:
Leave of Absence Begin Date:

Last Sabbatical Credit Balance:
Sabbatical Credit Date:
Sabbatical Credit Accrued:
Sabbatical Credit Accrued Thru Date:
Sabbatical Credit Used:
Total Sabbatical Credit Balance:

START/ERIT Reduction Percentage:
START/ERIT Begin Date:
START/ERIT End Date:

ID: Name:

Next Func:

F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 12-Exit

PPIAPP0-I1621 EDB Inquiry
03/18/11 10:47:30 Appointment/Distribution
03/18/11 10:47:00 User id: RBPKBS
ID: 333333078 Name: ANNA, POLLY
Hm Dept: 804918 CHAN OFFICE Emplmt Status: A Pri Pay: MO Page 1 of 3
Gen No: 0002 Total Appt/Dis: 02/03 Remaining Appt/Dis: 01/01
LOA: Type: Reduce 05% 01/01-10/11/10 SLCG:
Appt: 10 TC: 7274 PROGRAMMER/ANALYST III-SUPVR Grade: Pgm/Typ: 1/2
Begin Dt: 07/01/09 Ann/Hr Rt: 60000.00 %: 1.00 F/V: F Rt: A
End Dt: 99/99/99 Bas/Pd Ovr: 00/00 FLSA: EXEMPT Lv: A Sched: MO
SubL: MD Medical Center

Dis: 11 L/A/C/F/P/S 3 404918 19900 1 CHANCELLOR'S OFFICE
Begin: 07/01/09 Dis %: 0.5000 Rate/Amt: 5000.00 Step/OA: DOS: REG
End: 99/99/99 FTE: 0.50 Dept Cd: 404918 PRQ: DUC: WSP:

Dis: 12 L/A/C/F/P/S 3 404918 19900 1 CHANCELLOR'S OFFICE
Begin: 07/01/09 Dis %: 0.5000 Rate/Amt: 50.00 Step/OA: DOS: SMP
End: 99/99/99 FTE: 0.50 Dept Cd: 404918 PRQ: DUC: WSP:

Next Func:

F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 8-Forward 9-MainMenu 12-Exit
F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 9-MainMenu 10-PrevRec 12-Exit

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PP1BA10-I1716                  History Inquiry                03/18/11 10:48:58
08/07/09 08:31:00 Basic Employment Data 1             Userid: RBPKBS
ID: 333333078 Name: ANNA, POLLY
Incorrect Flag:
Name: ANNA, POLLY                          Separation Date:
SSN : 333333078                            Separation Reason:
Home Department : 804918                      Separation Destination:
Original Hire Date : Date of Entry:
Oath Signature Date : 01/01/2002                Probation End Date:
UC W-8 BEN Date : Next Review Type/Date:
Employment Status : A                         Special Trng Required:
Most Recent Hire Dt : 01/01/2002               Ret FICA Derive : Y
Prior Service Code : FICA Eligibility Cd : E
Prior Service Inst : Retirement System Code : U
START/ERIT Percent : Last Day on Pay Status:
START/ERIT Begin Date: Prior Title Code : 7274
START/ERIT End Date: Job Group Identifier : 999
SLCG Grade : SLCG Effective Date :
Next Func: ID: Name: SSN:
Date: View incorrect records?

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Attachment G - Help Text

**EDB0495**  START/ERIT REDUCTION PERCENTAGE  
**Publ.: 02/01/03** "START/ERIT REDUCTION PERCENTAGE"  
**Description:** The percent by which the employee's time worked is reduced under the Staff and Academic Reduction in Time (START) program or the Employee-Initiated Reduction in Time (ERIT) program.

**Format:** nn

**Code Interpretation:** N/A

**Command ===>>**
F1=Help  F2=EX help  F3=eXit  F4=copy  F6=move  F7=BKwd  F8=FWd  F12=Cancel

**EDB0496**  START/ERIT BEGIN DATE  
**Publ.: 02/01/03** "START/ERIT BEGIN DATE"  
**Description:** The date the employee's reduction in time begins under the Staff and Academic Reduction in Time (START) program or the Employee-Initiated Reduction in Time (ERIT) program.

**Format:** MM/DD/YY - Inquiry Only; MMDDYY - Entry/Update

**Code Interpretation:** N/A

**Command ===>>**
F1=Help  F2=EX help  F3=eXit  F7= BKwd  F8=FWd  F12=Cancel
EDB0497 START/ERIT END DATE

Publ.: 02/01/03 "START/ERIT END DATE"

Description: The date the employee's reduction in time ends under the Staff and Academic Reduction in Time (START) program or the Employee Initiated Reduction in Time (ERIT) program.

Format: MM/DD/YY - Inquiry Only; MMDDYY - Entry/Update

Code Interpret.: N/A

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

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Group help on IAPP screen

EDB0495G START/ERIT Data

Description: This group field refers to the following data elements:
1. #0495 - START/ERIT Reduction Percentage
2. #0496 - START/ERIT Begin Date
3. #0497 - START/ERIT End Date

Place the cursor on the number of the element for which help is desired and press F1.
COMMAND ===> F1=Help F2=EX help F3=eXit F4=copy F6=move F7=BKwd F8=FWd F12=Cancel