Created on January 31st, 2011
Last modified on: June 23rd, 2011

SR83224 Requirements
Web EDB Changes Application

Objective

The objective of this project is to develop and release enhancements to the existing Web EDB Update application and set of corresponding web services to provide the additional functionality of processing Leaves, Separations, Intercampus Transfer transactions on employee records stored on the Payroll/Personnel System's Employee Database (EDB)

Project Type

This is a web application and web services development project.

Analyst

Business Analyst: Pixie Ogren, representing the campus requirements workgroup
Requirements analyst: UCOP Business analyst, Karen Greene

Urgency

The development and installation of the application is Urgent

Implementation Deadline

The target release date for the application code is August 19th, 2011. It is recommended that campuses install the code as soon as possible after release in order to provide immediate value to departmental PPS users.

Table of Contents

1.0 Overview of Modifications

This service request calls for several major modifications to the existing Web EDB Update application, the majority of which will support three additional types of employee actions: Separations, Leaves of Absence, and Intercampus Transfers. The majority of the enhancements will likewise impact previously completed modules within the system: New Hire, Rehire, and Changes.

The changes can be divided into 7 major feature requests:

- Add Background Check data to the existing Employment Information page
- Add a new Honors and Awards panel to the system, to allow users to capture employee awards and honors information.
- Add a new Separation panel to the system, to allow users to add/update separation related data.
- Add a new Leave of Absence panel to the system, to allow users to add/update leave of absence data.
- Add a new panel for intercampus transfers, to assist users initiating intercampus transfer actions in the correct manner.
- Update the main menu to include links to Separations, Leaves, and Intercampus transfers. Also, create correct opening navigation sequence for these three new modules.
- Add a new module-level help feature, allowing campuses to provide users with a small amount of help text to users in the Leaves and Separation modules, as well as shortcut links to appropriate panels.

2.0 Web Service Modifications

2.1 Code/Translation Service (existing)

Several data elements will need to be added to the code and translation service. These data elements are:

- Honor Type Code (DEN 0713)
- Award Type Code (DEN 0743)
- Leave of Absence Type Code (DEN 0139)
- Separation Reason Code (DEN 0141)
- Destination Code (DEN 0142)
- Future Institution Code (DEN 0702)
- Background Check Code (DEN 0740)

2.2 Con Edit Service (existing)

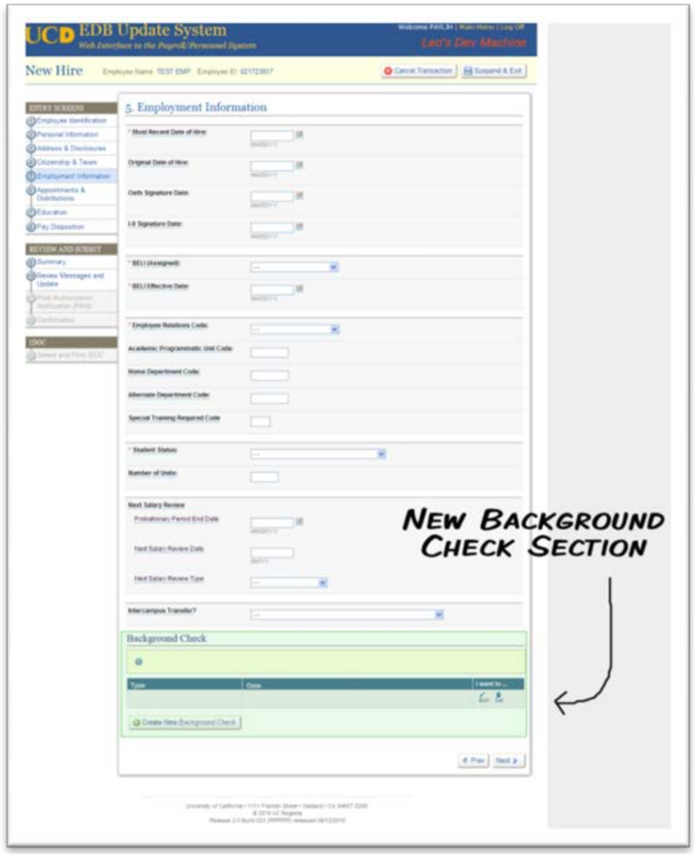
Modifications must be made to the con edit service to allow deletion of several new multiple occurring sets of data elements. These sets are

- Honors
- Awards
- Background Checks

3.0 Web Application Modifications

Web modifications will affect several existing panels, introduce several new ones, and introduce two new modules.

3.1 New Screens and Data Fields



3.1.1 Add New Section for Background Checks to Employment Information Screen

Background checks fields should be added to the employment information panel (panel 5). The new background section should be comprised of:

- A section header reading "Background Check"
- An area for section-level help text, immediately below the section header. This area should be styled like other panel-level help areas elsewhere in the application.
- A table listing each background check previously entered for the employee.

  Note: if an employee has no background check data, this table should have a single row that reads " - - background check information not yet added - - "
- a button labeled "Create New Background Check" that activates a dialog box allowing users to add new background check sets

Each item in the table should have an "edit" and "delete" button to allow users to edit or delete sets of background check data.

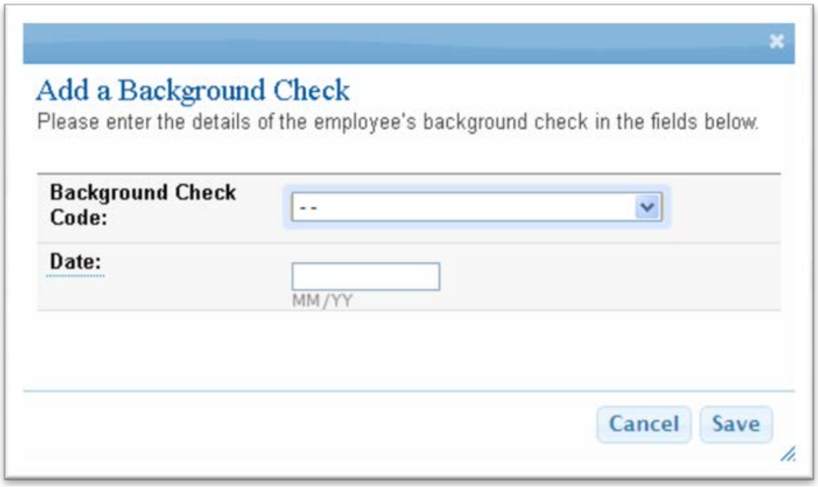
The delete button should activate a dialog box that asks users if they're sure they'd like to proceed with the delete. Only if they click yes on this dialog, should the data be deleted

Background check data should be comprised of the two data elements below:

Field Name	DEN	Column / Table	Web Field Type
Background Check Code	0740	BKGRND_CHECK_CD in PPPBKC	Dropdown Field, code and translations returned by the web service
Background Check Date	0741	BKGRND_CHECK_DATE in PPPBKC	text field with mm/yy input mask (no date picker widget)

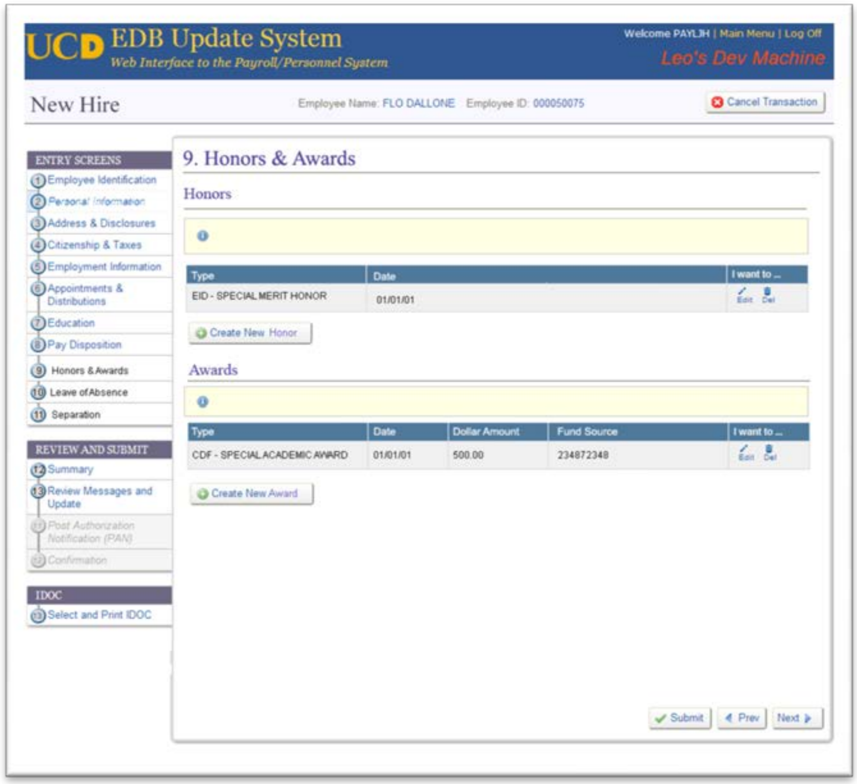
A dialog box should be built to handle adding and editing background check data.
The dialog box should be made up of the following elements:

- A title reading "xxx a Background Check", where xxx reads either "Add" or "Edit" depending on the situation.
- One line of help text reading "Please enter the details of the employee's background check in the fields below
- Two data fields conforming to details presented in the table above.
- A cancel button which closes the dialog without saving any of the changes.
- A save button that validates all fields with the range/value service, and saves the data when complete.



As with other multiple occurring data sets in the application (licenses and awards), the summary table should be re-rendered with the new background check details upon saving data from the dialog box.

3.1.2 Add New Panel for Honors and Awards Data



A new panel should be created for Honors and Awards data. An item should be added to the main navigation bar (on the left of the screen) for this panel.

This panel should appear in all modules, including new hire, rehire, and changes. It will be the 9th panel (8th for campuses that don't use Pay Disposition).

It should appear immediately after the Pay Disposition panel, both as an item in the navigation bar, and in the navigation flow when users click the "next" and "prev" buttons on the lower left of the application's panels.

The panel layout should be as follows.

- A panel header reading "Honors and Awards "
- A section with a section header reading "Honors"
- Another section with a section header reading "Awards"
- Each of the above sections should be modeled after standard, multiple occurring sets of data elsewhere in the application (see background check above, or the licence and certificates section on the Education panel)

  Note: if there are no items in either table, a single line should be displayed in the table reading, " - - xxxxx have not yet been enered - - " xxxxx either reading honors or awards.

Each item in each of the tables should have an "edit" and "delete" button to allow users to edit or delete sets of background check data.

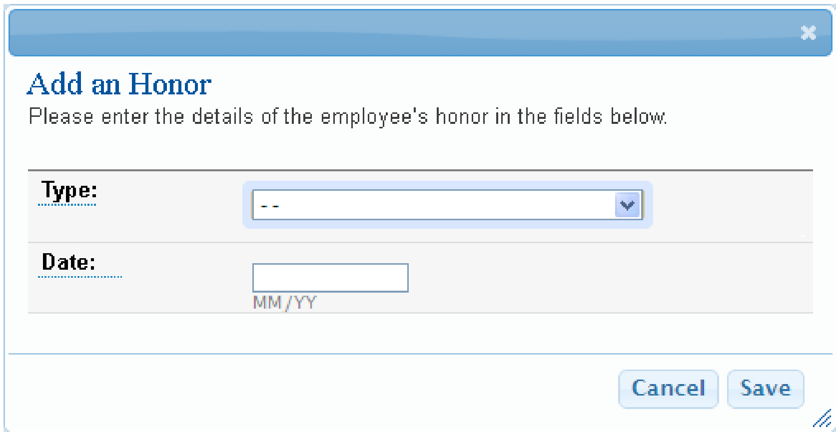
As with background checks (see previous section), a delete dialog box should be activated after clicking on the delete button for any item.

Honors data should be comprised of the two data elements below:

Field Name	DEN	Column / Table	Web Field Type
Honor Type Code	0713	HONOR_TYPE IN PPPHON	Dropdown Field, code and translations returned by the web service
Honor Date	0714	HONOR_DATE IN PPPHON	text field with mm/yy input mask (no date picker widget)

A dialog box should be built to handle the addition and modification of honors data. The dialog box should be made up of the following elements:

- A title reading "xxx an Honor", where xxx reads either "Add" or "Edit" depending on the situation.
- One line of help text reading "Please enter the details of the employee's honor in the fields below
- Two data fields conforming to details presented in the table above.
- A cancel button which closes the dialog without saving any of the changes.
- A save button that validates all fields with the range/value service, and saves the data when complete.

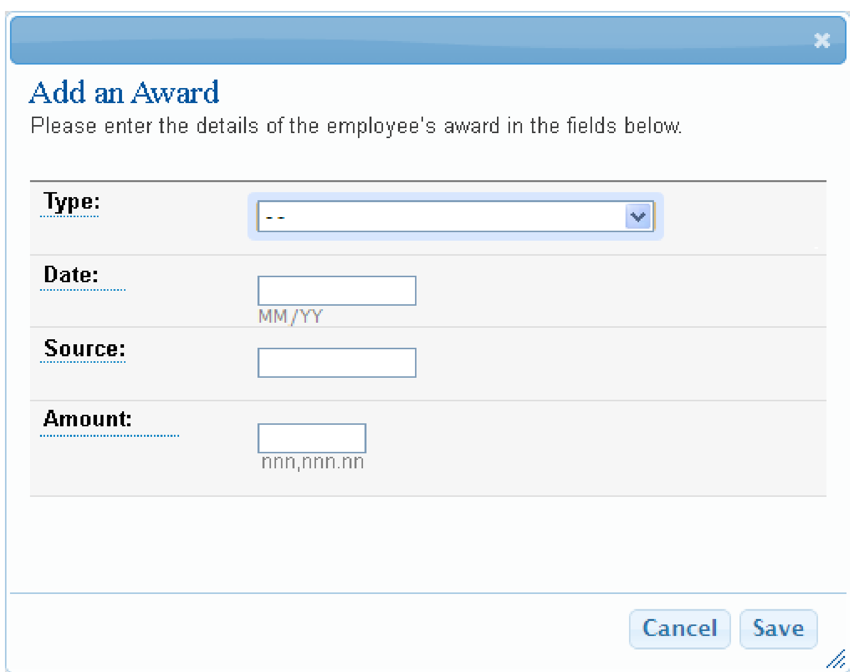


Awards data should be comprised of the five data elements below:

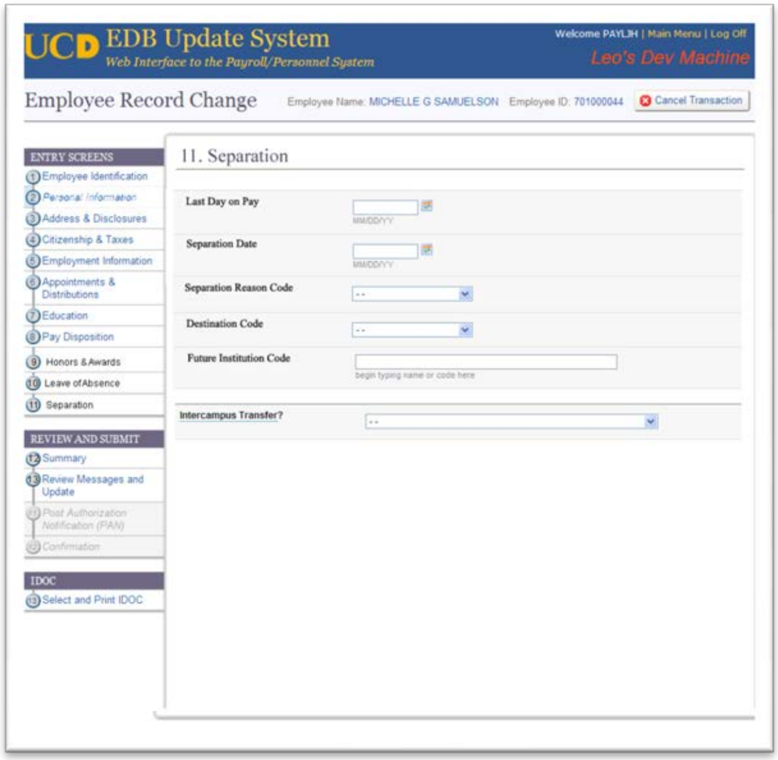
Field Name	DEN	Column / Table	Web Field Type
Award Number	0742	AWARD_ID IN PPPAWR	Do not display to user. This is generated by the system.
Award Type	0743	AWARD_TYPE in PPPAWR	Dropdown Field, code and translations returned by the web service
Award Date	0744	AWARD_DATE in PPPAWR	text field with a MM/YY input mask and no date-picker widget
Award Source	0745	AWARD_SOURCE IN PPPAWR	13 Char text field
Award Amount	0746	AWARD_AMOUNT IN PPPAWR	8 char text field with nnnnnn.nn input mask

A dialog box should be built to handle the addition and modification of awards data. The dialog box should be made up of the following elements:

- A title reading "xxx an Award", where xxx reads either "Add" or "Edit" depending on the situation.
- One line of help text reading "Please enter the details of the employee's award in the fields below
- Four data fields conforming to details presented in the table above.
- A cancel button which closes the dialog without saving any of the changes.
- A save button that validates all fields with the range/value service, and saves the data when complete.



3.1.3 Add New Panel for Separation Data



A new separation panel should be created, containing separation related data. This panel will be the first panel users are taken to when they click on the "Separation" option on the main menu and select an employee (see section 6.5 below for more information).

This panel should appear in all modules, including new hire, rehire, and changes. It will be the 11^{h} panel (10^{th} for campuses that don't use Pay Disposition).

It should appear immediately after the Leave of Absence panel, both as an item in the navigation bar, and in the navigation flow when users click the "next" and "prev" buttons on the lower left of the application's panels.

The panel layout should be as follows.

- A panel header reading "Separation "
- A panel-level help section, formatted in the same manner as other panels in the system.
- Navigation buttons on the lower-right of the panel, for "submit", "next", and "previous". As in all other panels, in the case of new hires and rehires the "submit" button should not be displayed.

The separation panel will contain the following six fields.

Field Name	DEN	Column / Table	Web Field Type
Last Day on Pay	0189	LAST_DAY_ON_PAY in PPPPER	text field with MM/DD/YY input mask and date-picker widget
Separation Date	0140	SEPARATE_DATE in PPPPER	text field with MM/DD/YY input mask and date-picker widget
Separation Reason Code	0141	SEPARATE_REASON in PPPPER	dropdown field with codes/translations provided by web service
Destination Code	0142	SEPARATE_DESTIN IN PPPPER	dropdown field with codes/translations provided by web service
Future Institution Code	0702	FUTURE_INST in PPPPER	Auto-complete text field with codes/translations provided by web service . Please note: this data element does not exist in the CTT. The requirements workgroup has to come up with a list of values and translations.
Intercampus Transfer	0001	Action Code	Hard coded dropdown field with the four applicable Intercampus Transfer codes (same as employment information panel)

Please note, that this page should also contain the Intercampus transfer field. This field is also located on the Employee Information panel (panel 5), and changes to the field on either panel will cause a change to the value that ultimately gets passed to PPS.

Special Handling of the Navigation Tab

The Separation tab should appear on the left of the screen in the Navigation Tabs for all modules but will be grayed out unless the user is within the Separation module. If the user is not in the Separation module, , they will not be able to access the separation screen. Put another way, all separation actions must be completed by selecting Separation from the main menu.

3.1.4 Add New Panel for Leave of Absence Data

A new leave of absence panel should be created for the application containing leave of absence data. This panel will be the first panel users are taken to after they click on the "Leave of Absence" option on the main menu and select an employee (see *section* 6.5 below for more information).

This panel should appear in all modules, including new hire, rehire, and changes. It will be the 10h panel (9th for campuses that don't use Pay Disposition).

It should appear immediately after the Honors and Awards panel, both as an item in the navigation bar, and in the navigation flow when users click the "next" and "prev" buttons on the lower left of the application's panels.

The panel layout should be as follows.

- A panel header reading "Leave of Absence "
- A pave-level help section, formatted in the same manner as other panels in the system.
- Navigation buttons on the lower-right of the panel, for "submit", "next", and "previous". In the case of new hires and rehires, the "submit" button should not be displayed.

The leave of absence panel will contain the following four fields.

Field Name	DEN	Column / Table	Web Field Type
Leave of Absence Begin Date	0137	LOA_BEGIN_DATE IN PPPPER	text field with MM/DD/YY input mask and date-picker widget
Leave of Absence Return Date	0138	LOA_RETURN_DATE in PPPPER	text field with MM/DD/YY input mask and date-picker widget
Leave of Absence Type Code	0139	LOA_TYPE_CODE in PPPPER	dropdown field with codes/translations provided by web service
Action Code	0001	ACTION_CODE in PPPACT	Hardcoded dropdown with just the leave-related action codes.

Unlike four of the six EDB Update System actions on Main Menu--New Hire, Rehire, Separation, and Intercampus Action—which automatically generate action codes when selected, Leave of Absence actions require the user to enter the action type and code. The action code will be selected by the user from a dropdown list on the Leave of Absence screen. This dropdown list should be limited to just leave of absence related action codes. The screen will also contain Begin Date and Return Date fields which should allow the user to select dates from a calendar. The Leave of Absence Type will be available for selection as a drop down menu.

3.1.5 Special Handling of Sequential Navigation Buttons

While in all other modules (New Hire, Changes, and Re Hire), the "Next" and "Prev" buttons (placed at the lower right side of each panel) take users to the next or previous panel as sequenced in the navigation tabs on the left of the application. This phase will change this in once slight degree.

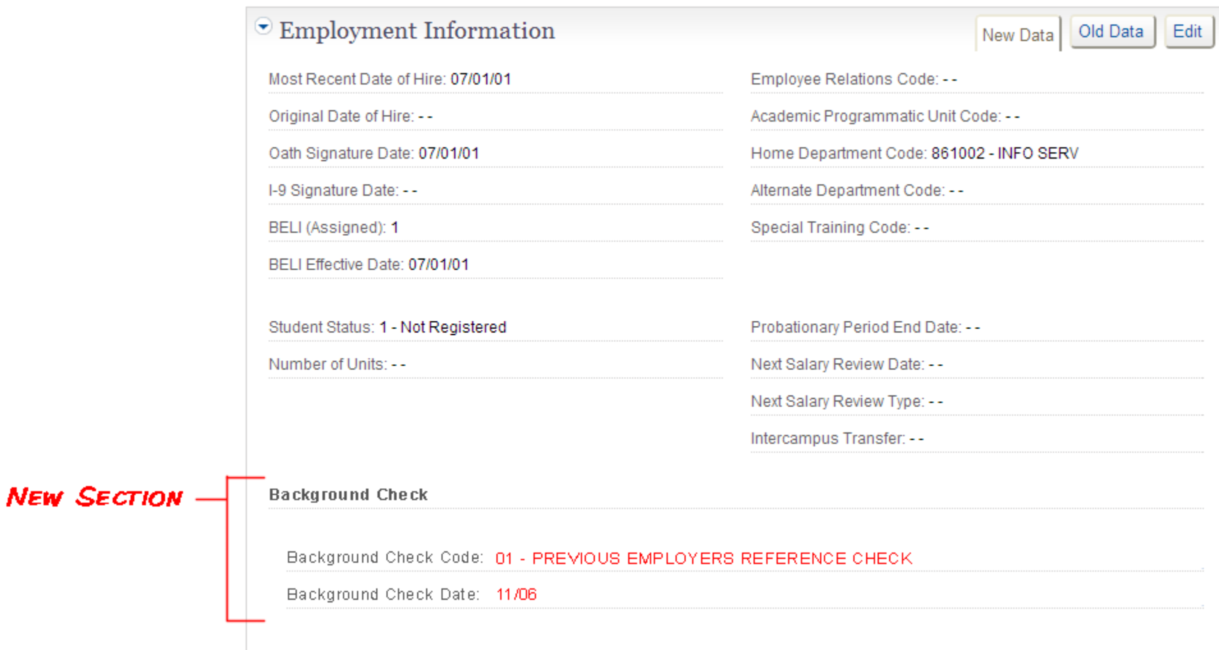
The new requirement is that in the New Hire, Re Hire, and Changes modules, the "Next" button on the Honors and Awards panel will take users directly to the Summary panel instead of the Leaves of Absence panel. The requirements group does not want these two panels to appear in regular navigation flow for these modules. The tabs will appear in the modules however.

3.2 Changes to the Summary Panel

The summary panel offers users a glimpse of all data involved in the transaction. Several new areas must be developed for the newly added panels and data elements described in the previous sections.

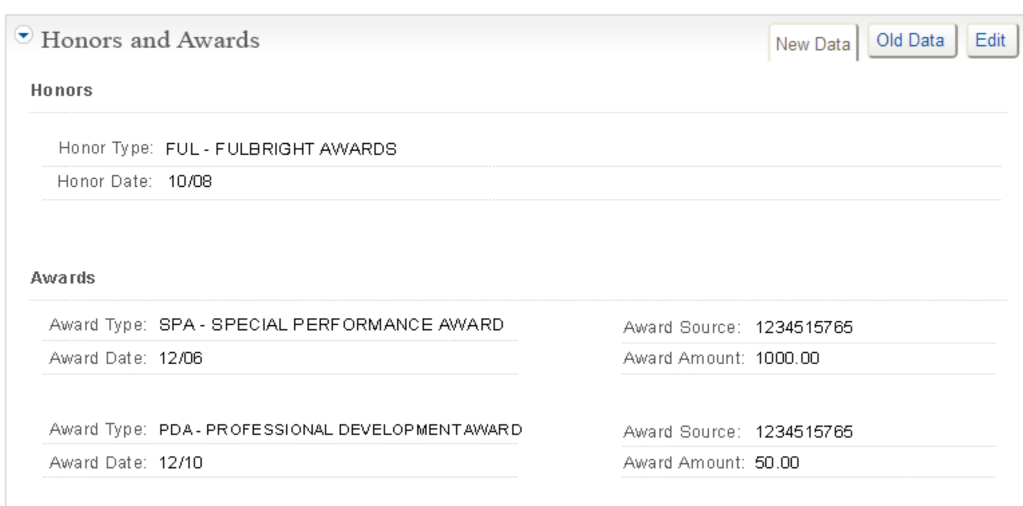
3.2.1 Background Check Data

A new area at the bottom of the *Employment Information* section must be developed for background check data. See the figure below for one proposed



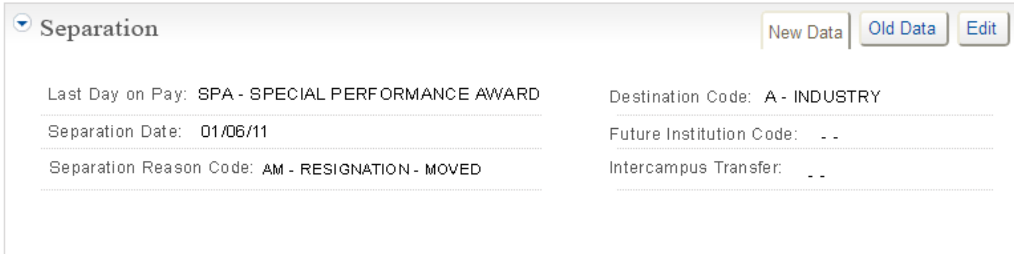
3.2.2 Honors and Awards Data

The summary section for Honors and Awards should be divided into two areas: one for Honors, and one for Awards. Each area may have several sets of award or honor data, or may have none.



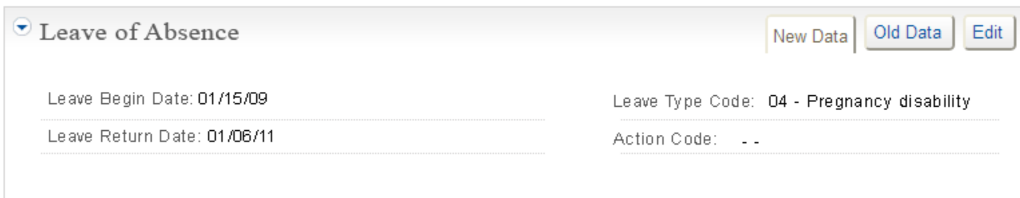
3.2.3 Separation Data

The Separation section should contain all 6 of the data elements below.



3.2.4 Leave of Absence Data

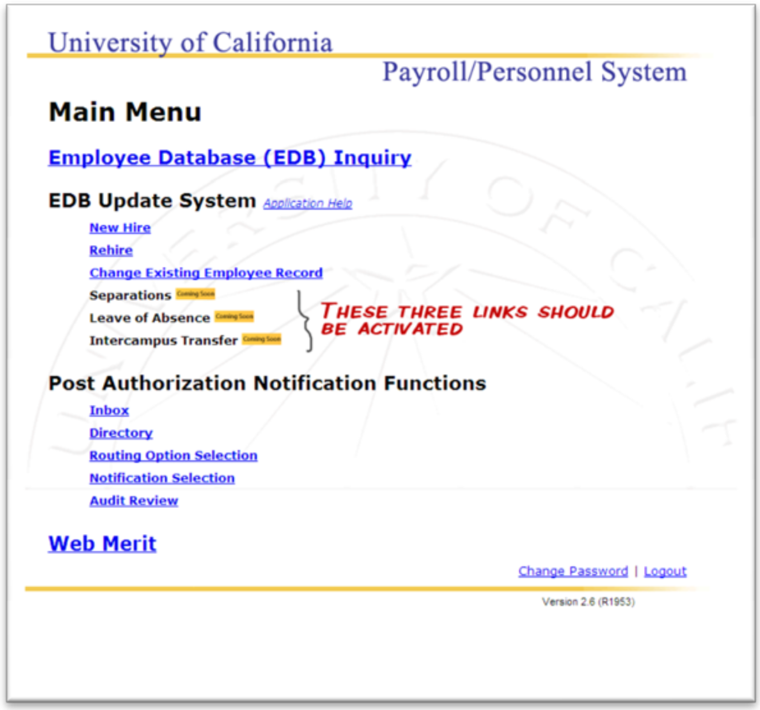
The Leave of Absence section should contain all four of the data elements below.



3.3 Additional Modules

3.3.1 Links for New Modules on the Main Menu

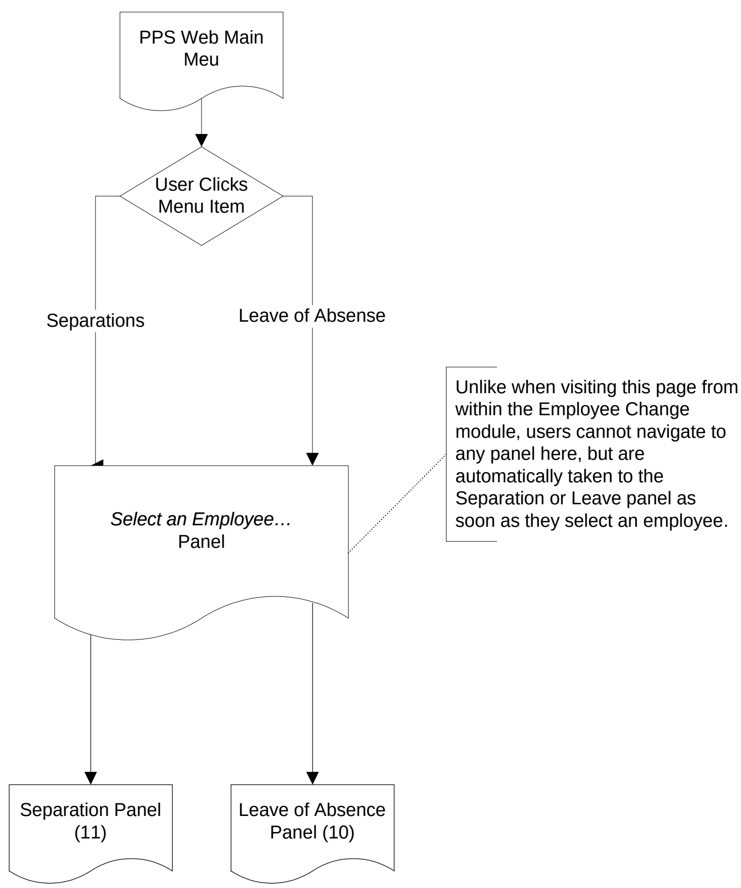
Three new links will be activated on the PPS Web main menu. These links are the entry points to the three new modules. Placeholders for these links have existed since the release of Phase II.



3.3.2 Initial Navigation for New Modules

When users click on either the **Separations** or **Leave of Absence** links, they will be taken to the same Employee Selection panel as if they clicked the "Change Existing Record" link, with one difference. The navigation bar on the left should not be active, preventing the user from navigating to any panel at the beginning of the transaction. Instead, once they select an employee (using the Select button), users should be taken to either the *Leave of Absence* panel, or the *Separation* panel. See chart below.

When users click on the **Intercampus Transfer** link, they will be taken to a new Intercampus Transfer panel (described in more details in section 3.4 below).



3.3.3 Action Codes for the New Modules

Leave of Absence Module

Unlike four of the six EDB Update System actions on Main Menu--New Hire, Rehire, Separation, and Intercampus Action—which automatically generate action codes when selected, Leave of Absence actions require the user to enter the action type and code. The action code will be selected by the user from a dropdown list on the Leave of Absence screen. This dropdown list should be limited to the Leave of Absence Action codes that are indicated below.

Leave of Absence Action Codes:

- 07 – Leave with Pay
- 08 – Leave Without Pay
- 09 – Change in Return Date

Intercampus Transfers

Explained more in section 3.4 below.

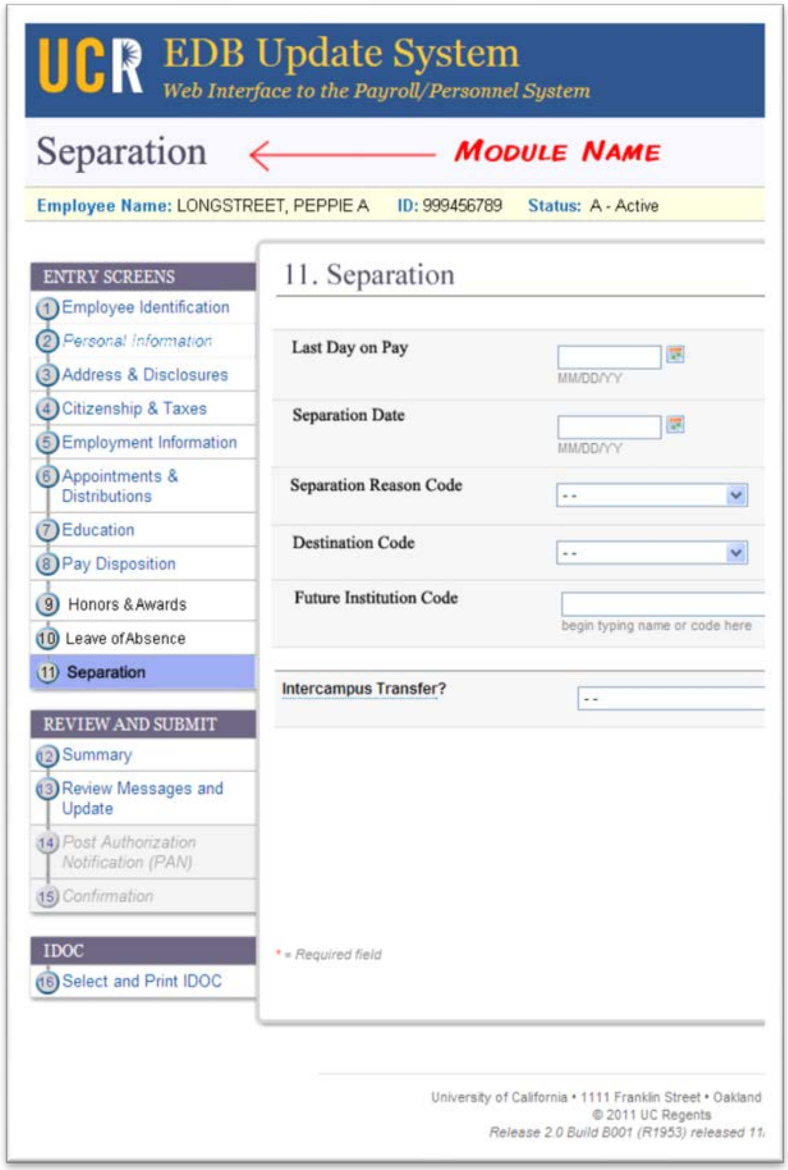
3.3.4 Branding for New Modules

Separation and Leave of Absence

When a user enters the application from either the **Separation** or **Leave of Absence** link, the application will identify to users that they are in those modules by placing the appropriate module name in the application's module bar. Although the application will behave more or less like the Employee Changes module, placing branding specific to the type of action taken on the main menu is consistent with an earlier decision to give New Hires and Rehires separate branding.

Intercampus Transfer

The Intercampus transfer panel (explained in more detail in section 3.4 below) is the only panel that should appear with the "Intercampus Transfer" branding in the module bar. As soon as a user navigates away from this screen, the module will be switched to either "new hire" or "separation", and branding for those modules will be reflected in the module bars.



3.4 Create Intercampus Transfer Panel and Special Navigation

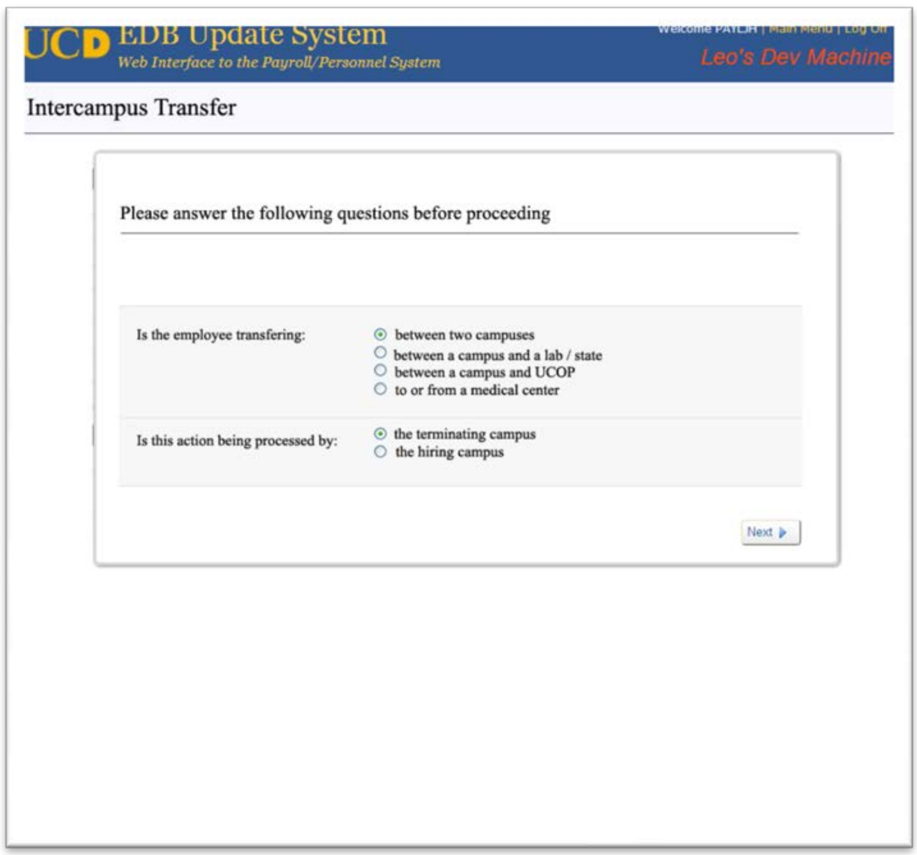
For all intents and purposes, an intercampus transfer is processed as a New Hire for the hiring campus and as a Separation for the terminating campus, but needs to be distinguished from normal hires and separations because there are policies concerning benefits, leave accrual, service credit, etc that must be followed. Identification is accomplished through the use of three (or four) specific action codes.

- Action code 21 designates an employee transferring between two campuses
- Action code 36 designates an employee transferring between a campus and a lab or the state
- Action code 35 designates an employee transferring between a campus and UCOP
- Action code 51 designates an employee transferring to or from a medical center.

The need for special handling of intercampus transfers was identified during phase 1 and a placeholder for *Intercampus Transfer* was included on the main menu for future use.

3.4.1 The Intercampus Transfer Panel

When *Intercampus Transfer* is selected from the main menu, the user should be presented with a panel comprised of the following:



- A header reading "Please answer the following questions before proceeding"
- The question, "Is the employee transferring:", followed by four radio buttons labeled:
    - "between two campuses"
    - "between a campus and a lab / state"
    - "between a campus and UCOP"
    - "to or from a medical center"
- The question, "*Is this action being processed by:",* followed by two radio buttons labeled:
    - "the terminating campus"
    - "the hiring campus"
- A next button

3.4.2 Action Codes

The answer to the first question, "is the employee transferring," will determine which action code will be associated with the transaction. For example if the user indicates transfer between campuses the system should automatically pass action code "21". This action code will be reflected in the *intercampus transfer"* dropdown field located on both the *Separation* and *Employment Information* panels in the application. They can be changed by the user at any time.

In addition, the answer to the second question, "is this action being processed by," will affect which module the application will use for the subsequent transaction, and as a consequence, will pass either action code 01 if the New Hire module is used, or action code 06 if the separation module is used. So, for every intercampus transfer, two action codes should be automatically included.

3.4.3 Navigation

Navigation to the next screen will be controlled by the system based on the answer to the second question, "is this action being processed by."

New Hires

If the action is being processed by the hiring campus the system should take the user to the Employee Identification screen within the New Hire module. The appropriate intercampus action will already be recorded, and will be reflected in the *intercampus transfer"* dropdown field located on both the *Separation* and *Employment Information* panels in the application.

Separations

If the action is being processed by the terminating campus, the system should take the user to the Separation screen within the Separations module. The appropriate intercampus transfer action will pre pre-populated.

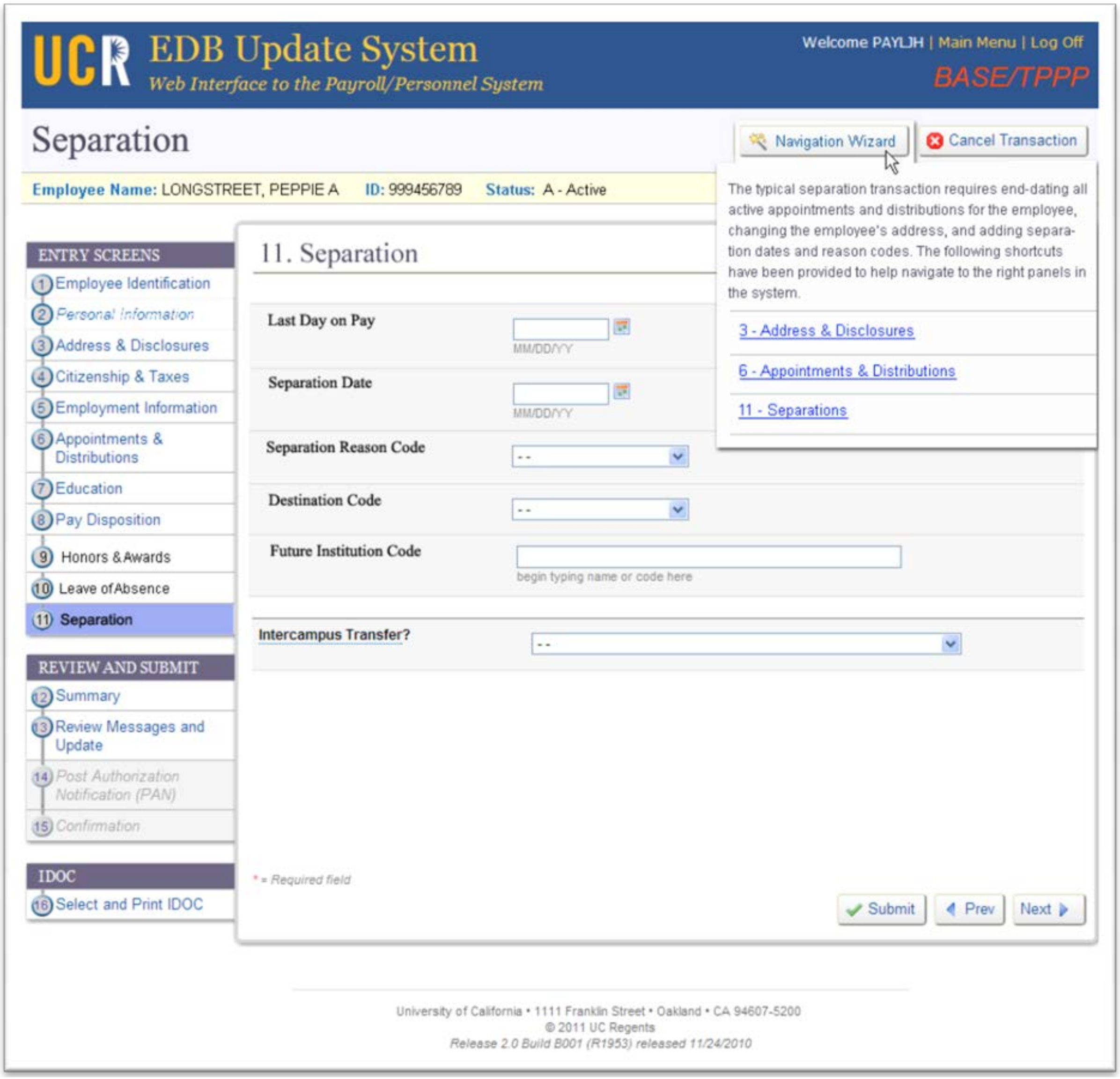
3.4.4 Intercampus Transfer Dropdown

As described earlier in this document, a field to allow user to enter action codes for intercampus transfers must be added to the separation screen. This field is already included on the Employment Information screen but because of different processing scenarios this particular field will actually be located on two different screens. This repeat of a field is to be treated as an exception with the expectation that in virtually all other situations, any one field will occur on only one screen.

3.5 Create Module-Level help

(ALTHOUGH THIS FEATURE WAS IDENTIFIED AFTER INITIAL ESTIMATES WERE COMPLETED. THERE WERE SAVINGS IN OTHER AREAS, SO NO ADDITIONAL COSTS SHOULD BE INCURRED.)

While a user is working with a separation leave transaction, rehires, and changes to employee records, (new hires are excluded). There should be a special icon in the *module bar* where users can click (or rollover) for a brief navigation related hint, and find shortcuts to the panels they should visit before submitting the transaction. There will likely be only 2 or 3 shortcuts listed per module, but the list should be ***customizable by campus***.



4.0 Panel-Level Help

An area for panel-level or "page-level" help text should be provided for each of the three new pages in the application. These pages are:

- Separations
- Leave of Absence
- Intercampus Transfer

The requirements workgroup is responsible for providing this help text. It will be hardcoded onto the panel and, as with all other panels, is not campus customizable.

5.0 Field-Level Help

For each new field added to the application as a result of this project, a new help text should be added to the field level help text area. The requirements workgroup is responsible for providing help text for each of the following fields:

- Background Check Code
- Background Check Date
- Honor Type Code
- Honor Date
- Award Number
- Award Type
- Award Date
- Award Source
- Award Amount
- Last Day on Pay
- Separation Date
- Separation Reason Code
- Destination Code
- Future Institution Code
- Leave of Absence Begin Date
- Leave of Absence Return Date
- Leave of Absence Type Code
- Leave of absence Action Code

Addendum – 6/23/11

Two new requirements that have surfaced will be included in this release:

1. FAU conversion feature: The Full Accounting Unit (FAU) field appears on the distribution panel. This is a multi-part entry field. Currently, users are required to enter each part of the FAU to complete a distribution. However, some campuses use partial FAU data entry. The remaining FAU parts are derived by the system.

    a. FAU derivation functionality should be added to the EDB Update application.

    b. FAU derivation functionality should be campus customizable. Campuses should be able to specify which portions of the FAU are required.

    c. When the user finishes entering the required components of the FAU, the application should validate the FAU and display the full FAU back to the user.

    d. The derived components of the FAU should be protected from user entry.

    e. The derived FAU should appear on the summary screen.

    f. This feature should work for any campus that has any FAU derivation tied to the range value mechanism in PPS.

    g. Campuses without any derived portions of their FAU should not notice any changes to the behavior of the application.

2. Module-level Help: A Help link should appear at the top of the page, alongside the Main Menu and Log Off links. When the user clicks on “help”, a new help text window should be displayed.

    a. Help panels should be provided for all of the main menu choices (e.g., New Hire, Rehire, Employee Record Change, and Separations).

    b. This help feature should be campus customizable. It may have instructions, links to helpful documents etc.

    c. Default help text should be provided to the locations.

        i. New Hire Module

            1. The New Hire module should be used to complete a hire transaction and establish an employee ID for an employee who does not currently have an ID on your campus Employee data Base (EDB). The New Hire module should be used for employees who have not previously worked at your campus and also for former employees whose employee ID no longer exists on your EDB.

ii. Rehire Module

    1. The Rehire module should be used to complete a hire transaction for an employee who previously worked at your campus AND whose employee ID is still on the Employee Data Base (EDB). If the employee ID is no longer on the EDB, the New Hire screen should be used.

iii. Employee Record Change Module

    1. The Employee Record Change module should be used to record changes that are other than Rehire, Leave of Absence, Separation and Intercampus Transfer actions. Select the employee record by entering either name, employee ID or social security number. Navigate to the appropriate screen to make the desired record changes.

iv. Separation Module

    1. Use the Separation module to record that the employee has terminated employment.

        a. Ensure the final payment of wages is in accordance with California Labor Laws

        b. Provide the employee with appropriate forms and pamphlets (i.e. Termination of Employment Benefits Checklist)

        c. Cancel any payroll deductions (i.e. parking)

        d. Delete system access

v. Leave of Absence Module

    1. Use the Leave of Absence module to record approved leaves or to process changes to leave of absence dates. Verify that leave transactions have been processed in time to prevent overpayment.

vi. Intercampus Transfer Module

    1. Use the Intercampus Transfer module when an employee transfers to or from another campus, lab or state employment. Intercampus transfers require coordination between the hiring and terminating campus or lab to ensure that benefits and leave balances are appropriately recorded.

vii. IDOC Selection & Printing Module

    1. Use the IDOC Selection & Printing module to print employee documents (IDOCS) without updating the employee record. If the employee record is being updated, the IDOC can be printed directly from that update module without the need to return to the main menu.

UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT SR83224

SERVICE REQUEST
UIRC 160ISS (R 01/00)

DATE	DATE/CYCLE DUE	ESTIMATE REQUIRED?
01/03/11		☐YES ☐NO

PERSON AUTHORIZING REQUEST:	SYSTEMS CONTACT: **Shaun Ruiz**
DEPARTMENT: **Payroll Coordination**	RECHARGE NO.: **NR-Payroll**
REQUESTOR: **Michael O'neill**	SYSTEMS/FILES/PROGRAMS: **PAYROLL**

RETRIEVAL/SYSTEM MODIFICATION: (Description of Request)
EDB Update Phase III

PRODUCTION RUN

SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN	TYPE OF OUTPUT
		☐RERUN ☐ADD'L	☐REPORT ☐EXTRACT FILE ☐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 ☐IM STAFF________TO: ☐RET ☐CORP SYS ☐M&O ☐PAYROLL ☐PRODUCTION CONTROL

DATE RECEIVED	REVISED DUE DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME/CHARGES	STAFF TIME/CHARGES	BILLING NO	JOB NAME

COMMENTS:

ESTIMATE INFORMATION	COMPLETION DATE	ESTIMATED COSTS: STAFF HOURS	COMPUTING COSTS	ESTIMATED TOTAL COSTS
		$	$	$

APPROVAL TO PROCEED ▶ BASED ON ESTIMATE
M.O. 3/10/11
(SIGNATURE) (NAME, TITLE, ADDRESS)