



**PAYROLL/PERSONNEL
PPP620 PROGRAM RUN SPECIFICATION
UPAY784 (R02/01) R1330**

Use This Card To Request Report PPP6201 - Departmental Sort

CARD ID											PROCESS DATE			REPORT	ALL NOTICES
1	11										MM 12	DD	YY 17	18	19
P P P 6 2 0 - S P E C														1	

SELECTED NOTICE (S)																				
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21
20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40

Use This Card To Request Report PPP6203 - Personnel Sort

CARD ID											PROCESS DATE			REPORT	ALL NOTICES
1	11										MM 12	DD	YY 17	18	19
P P P 6 2 0 - S P E C														2	

SELECTED NOTICE (S)																					
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	

- Comment actions which are reported include:**
- 01 - Probationary Employee Approaching Review Date
 - 02 - Leave of Absence
 - 03 - Distribution Expiring Within Two Months
 - 04 - Appointment Expiring Within Two Months
 - 05 - Six Months Salary Review Due Within Two Months
 - 06 - Salary Review Date Lapsed During Last Three Months
 - 07 - No Longer Used
 - 08 - No Payroll Activity Last Four Months
 - 09 - Personnel Actions Pending (01,02,07,08,09)
 - 10 - No Longer Used
 - 11 - No Longer Used
 - 12 - No Longer Used
 - 13 - Limited or Cas / Res Employee Approaching Vacation Eligibility
 - 14 - New Hires This Month
 - 15 - Staff Employees Approaching Time Benefit Review
 - 16 - VISA End Date Expires in Three Months
 - 17 - VISA End Date Expired
 - 18 - Non UC Health Insurance Expiring Within Two Months
 - 19 - No Payroll Activity Last Three Months
 - 20 - New Separations This Month
 - 21 - Appointment Changes This Month

Both PPP6201 And PPP6203 May Be Requested At The Same Time

RULES FOR CODING:

CARD ID (COLS 1-11):
- MUST CONTAIN 'PPP620-SPEC'

PROCESS DATE (COLS 12-17):
- MUST BE NUMERIC (MMDDYY)

ALL NOTICES (COL 19):
- ANY CHARACTER OR SPACE
- IF SELECTED, COLS 20-40 WILL BE IGNORED.

SELECTED NOTICES (COLS 20-40):
- ANY CHARACTERS OR SPACE
- CAN SELECT MORE THAN ONE NOTICE.

PREPARED BY:	DATE
APPROVED BY:	DATE