

Service Request 80386
Staff and Academic Reduction in Time (START)
March 17, 2003
Revised March 26,2003*
FINAL

Human Resources and Benefits
Information Systems Support
Office of the President

* Revised to correct error in UCRS History File record layout

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1.0 Overview

In response to the California state budget crisis, the University of California, Office of the President, Human Resources & Benefits is proposing a cost-saving Staff and Academic Reduction in Time (START) program for 2003. This program will function much like the TRIP program first implemented in 1992 to respond to similar fiscal challenges at that time.

The proposed START program allows an employee to reduce his/her appointment time from 10% to 50% for a period of 1 to 12 months. In return, the employee receives full UCRP service credit and vacation and sick leave accrual at the pre-reduction rate.

In the Payroll/Personnel System the following processes will be required:

- A process to establish the percentage amount of START reduction
- A process to pass the START reduction time on the monthly UCRS interface file so that UCRS service can be credited
- A process to generate vacation and sick leave accrual at the employee's pre- START rate
- Reporting of START participation

2.0 Background

The proposed START program is similar to the TRIP '92 program, initially implemented in August 1992 and later extended through 1994. PPS Release 687, dated July 15, 1992:

- Established three new data elements for TRIP:
 - EDB 0482 – TRIP Reduction Percentage
 - EDB 0483 – TRIP Duration
 - EDB 0484 – TRIP Begin Date
- Modified PPS EDB Inquiry IAPT to display the TRIP data elements
- Provided a new program, PPP625, to generate TRIP reporting

Subsequently, when the TRIP program was extended through 1994, PPS Release 767, dated May 12, 1993, provided for the additional duration period and reduction percentages as well as a process to generate the TRIP bonus leave. PPS Release 804, dated August 19, 1993, provided additional modifications in support of TRIP '93.

3.0 Proposed Process

All full or part-time career non-probationary employees in all personnel programs, with the exception of academic appointees with faculty and student titles, are eligible to participate in START. Participation of exclusively represented employees is dependent upon union approval. Participants cannot reduce their percentage below 50% of full time, and participation is subject to University approval based on operational considerations. The PPS START process will not incorporate edits to verify START eligibility; campus departments must determine eligibility prior to employee enrollment.

Employees request participation in START by completing the START Election Form, which they submit to their department for approval and processing. Designated department administrators first enter the START reduction percentage, begin date, and end date on the ELVE Entry/Update screen of the PPS system. On the EAPP Entry/Update screen, the administrator adds one or more new distribution entries, with the total of the distribution percents for the entries equal to the START reduction percentage, and the end set to the employee's START end date. For these distribution entries, the administrator uses a special START DOS code that will trigger the appropriate salary reduction but will not reduce vacation and sick leave accrual.

4.0 PPS Modifications

4.1 Data Elements

START requires the creation of three new data elements:

1. START Reduction Percentage (Attachment A)
Valid values for this field are positive integers from 10-50
2. START Begin Date (Attachment B)
The value for this field should be in standard date format
3. START End Date (Attachment C)
The value for this field should be in standard date format

The original TRIP program established two data elements, EDB 0482 and EDB 0484, to store TRIP Reduction Percentage and TRIP Begin Date, respectively. In 1998, these two data elements were rendered obsolete. If feasible, it is suggested that these data elements be re-activated, re-named, and re-used to store the START Reduction Percentage and START Begin Date.

The three START data elements should be captured for History. Note that at this time we do not require modification to any of the Employee History documents as the START distribution will be included in the standard distribution selection.

4.2 New DOS Codes

UCOP Payroll Coordination has established Description of Service (DOS) code 'RTP' for the START program. Administrators should use this special START DOS code to establish a distribution to record the START percentage reduction. This START DOS code should subtract from all subject grosses and hours balances but not count towards vacation and sick leave accrual.

Additionally, the DOS code 'RTS' has been established for use in reducing shift differential distributions for START participants.

4.3 Screen Modifications

4.3.1 IAPP Screen Modifications

The three START data elements ('START Reduction Percentage', 'START Begin Date', 'START End Date') should be added to the IAPP Inquiry screen, directly below the 'Remaining Appt/Dis' field as shown in Attachment D. Online help links should be provided for these data elements, while the label 'STRT' should be a group field, pointing to help text for the three individual data elements.

4.3.2 ELVE Screen Modifications

The three START data elements ('START Reduction Percentage', 'START Begin Date', 'START End Date') should be added to the ELVE Entry/Update screen, below the 'Total Sabbatical Credit Balance' field as shown in Attachment E. Online help links should be provided for these data elements.

4.3.3 IBA1 Screen Modifications

The three START data elements ('START Reduction Percentage', 'START Begin Date', 'START End Date') should be added to the 'IBA1 –History Inquiry Basic employment Data 1' screen as shown in Attachment F. Online help links should be provided for these data elements.

4.3.4 EDB Web Inquiry Employment Screen Modifications

The three START data elements ('START Reduction Percentage', 'START Begin Date', 'START End Date') should be added to the EDB Web Inquiry Employment screen as shown in Attachment G.

4.4 File Maintenance Edits

4.4.1 Range and Value Edits

4.4.1.1 Valid values for the 'START Reduction Percentage' data element are positive integers from 10 to 50. If an illegal value is entered on the ELVE Entry/Update screen, the transaction should be rejected and the following error message should be issued:

"Field out of range or illegal value"

4.4.1.2 Valid values for the 'START Begin Date' data element are values in standard date format with a month value of 01 through 12. If an illegal value is entered on the ELVE Entry/Update screen, the transaction should be rejected and the following error message should be issued:

"Field out of range or illegal value"

4.4.1.3 Valid values for the 'START End Date' data element are values in standard date format with a month value of 01 through 12. If an illegal value is entered on the ELVE Entry/Update screen, the transaction should be rejected and the following error message should be issued:

"Field out of range or illegal value"

4.4.2 Consistency Edits

4.4.2.1 If one START data element has a value, all three elements must have valid values. If a value for at least one START data element is present while at least one START data element is null, the system should reject the update and issue the following error message with a severity level '7' ('Employee Reject') online and severity level '4' ('Data Override') in batch:

"You must indicate values for all START fields"

4.4.2.2 The value of the 'START Begin Date' cannot be prior to the beginning of the START program (May 1, 2003). If the 'START Begin Date' is prior to May 1, 2003, the system should reject the update and issue the following error message with a severity level '7' ('Employee Reject') online and severity level '4' ('Data Override') in batch:

"START Begin Date cannot be prior to program begin date"

4.4.2.3 The value of the 'START End Date' must be prior to July 1, 2005. If the 'START End Date' is greater than or equal to July 1, 2005, the system should reject the update and issue the following error message with a severity level '7' ('Employee Reject') online and severity level '4' ('Data Override') in batch:

"START End Date must be prior to July 1, 2005"

4.4.2.4 The value of the 'START End Date' cannot be prior to the 'START Begin Date' value. If the 'START End Date' is prior to the 'START Begin Date', the system should reject the update and issue the following error message with a severity level '7' ('Employee Reject') online and severity level '4' ('Data Override') in batch:

"START End Date cannot be before Begin Date"

4.4.2.5 If the user adds or updates a distribution entry with a DOS code of 'RTP', but there is no START data ('START Reduction Percentage', 'START Begin Date', and 'START End Date') associated with the employee's

record, the system should issue the following error message with a severity level '7' ('Employee Reject') online and '4' ('Data Override') in batch:

“No employee START data on record”

4.4.2.6 The value of the START distribution end date must be prior to or equal to the 'START End Date' value. If the START distribution end date is later than the 'START End Date' value, the system should reject the update and issue the following error message with a severity level '7' ('Employee Reject') online and severity level '4' ('Data Override') in batch:

“Distribution End Date cannot be later than the START End Date”

5.0 Reporting

The system should make available two new reports on START participation data. These reports may be produced at the campus on request, as needed. The two reports should contain the same data but should be sorted by 'Employee Name' and 'Employee Name within Home Department' respectively.

These reports may be modeled on the reports previously developed for the TRIP '92 program, PPP6251 and PPP6252. Please refer to Attachment H for updated samples.

Both reports should include any employee record with an active appointment that has either values for the START body level data elements or one or more distribution entries with the 'RTP' DOS code. Thus the reports might include data for employees who are not currently active START participants if there is still START data associated with the employee record.

For each employee record, the report should display the following data:

- Employee Name (EDB 0105)
- Employee ID
- Employee Home Department (EDB 0114) and translated department name from the Home Department Table
- START Reduction Percentage (EDB XXXX)
- START Begin Date (EDB XXXX)
- START End Date (EDB XXXX)
- for each active appointment:
 - Appointment Number (EDB 2001)
 - Title Code (EDB 2006) and translated title code from Title Code Table
 - Appointment Percent (EDB 2012)
 - Appointment Pay Rate (EDB 2014)
 - for each distribution entry where either the START DOS code ('RTP') or START differential shift DOS code ('RTS') is present:
 - Distribution Number (EDB 2041)
 - Distribution Begin Date (EDB 2053)
 - Distribution End Date (EDB 2054)
 - Distribution Percent (EDB 2052)
 - Distribution Pay Rate (EDB 2055)

In addition, it is requested that both reports display the results of two salary savings calculations:

- Total Monthly Salary Savings/Total Monthly Dept Salary Savings, where the total is the sum of all individual monthly savings calculated on active distribution entries (see Table 1);
- Total Annual Salary Savings/Total Annual Dept Salary Savings, where the total is the sum of all individual annual savings calculated on active distribution entries (see Table 1);

Table 1: Individual Monthly and Annual Salary Savings

Appt. Rate Code	Pay Schedule	Monthly Savings Calculation	Annual Savings Calculation
A	BW	RTP% * pay rate * 2.167	RTP% * pay rate * 26
A	SM	RTP% * pay rate	RTP% * pay rate * 12
A	MO	RTP% * pay rate	RTP% * pay rate * 12
A	MA	RTP% * pay rate	RTP% * pay rate * 12
H	BW	RTP% * pay rate * 174	RTP% * pay rate * 2088
H	SM	RTP% * pay rate * 174	RTP% * pay rate * 2088
H	MO	RTP% * pay rate * 174	RTP% * pay rate * 2088
H	MA	RTP% * pay rate * 174	RTP% * pay rate * 2088
B	BW	N/A	N/A
B	SM	N/A	N/A
B	MO	N/A	N/A
B	MA	N/A	N/A

For these reports, an appointment is considered active if all of the following conditions are satisfied:

- the Appointment Begin Date (EDB 2002) falls within or prior to the month identified as the current month on the System Control Record
- the Appointment End Date (EDB 2003) is not prior to the current month on the System Control Record
- the Appointment End Date is not prior to the Appointment Begin Date

6.0 CPS Interface File

The three START data elements ('START Reduction Percentage', 'START Begin Date', 'START End Date') should be added to the monthly CPS interface file, as shown on Attachment I.

7.0 UCRS Interface Files

The three body level START data elements ('START Reduction Percentage', 'START Begin Date', 'START End Date') should be added to the PPI740 UCRS interface file. In addition, in order to identify START distribution entries, it is suggested that a new two-byte field, 'Budget Initiative Flag', be established on the PPI730 interface file. Distribution entries having the designated START DOS code should display a Budget Initiative Flag value of 'TR'. See Attachment J for file layout samples.

8.0 Timing

Requested changes should be made as soon as possible so that the START program can begin on May 1, 2003.

Attachment A

System Number: EDBxxxx

User Access Name:

Programming Name:

Revision Date: xx/xx/xx

Comments:

Source(s):

Use(s):

Location(s):

Name: START REDUCTION PERCENTAGE

Type: NUMERIC

Length: 2

Format: 2v0

General Description:

The percent by which the employee's time worked is reduced under the Staff and Academic Reduction in Time (START) program.

Code Interpretation:

N/A

Attachment B

System Number: EDBxxxx

User Access Name:

Programming Name:

Revision Date: xx/xx/xx

Comments:

Source(s):

Use(s):

Location(s):

Name: START BEGIN DATE

Type: NUMERIC

Length: 6

Format: MM/DD/YY - Inquiry 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.

Code Interpretation:

N/A

Attachment C

System Number: EDBxxxx

User Access Name:

Programming Name:

Revision Date: xx/xx/xx

Comments:

Source(s):

Use(s):

Location(s):

Name: START END DATE

Type: NUMERIC

Length: 6

Format: MM/DD/YY - Inquiry 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.

Code Interpretation:

N/A

Attachment D

PPIAPP0-I1419 EDB Inquiry 01/10/03 10:28:39
01/04/03 09:13:05 Appointment/Distribution Userid: PAYCMP0
ID: 000050069 Name: AGES,TRUDY SSN: 555-61-7654
Hm Dept: 845001 PHYSICAL PLANT Emplmt Status: A Pri Pay: BW
No : 0002 Total Appt/Dis: 01/02 Remaining Appt/Dis: 00/00
LOA Beg: LOA Return: LOA Type: STRT:20% 04/01/03-03/31/04†

Gen

Appt: 10 TC: 8074 LABORER, LEAD, SR Grade: Pgm/Typ: 1/2
Begin Dt: 07/01/96 Ann/Hr Rt : 12.9000 %: 1.00 F/V: F Rt : H
End Dt : 99/99/99 Bas/Pd Ovr: 00/00 FLSA: NONEXEMPT Lv : D Sched: BW
Dur : I INDEF Dept Cd : 845001 TUC/AREP/ASHC: SX/C/ Time : T
SubL : MD Medical Center

Dis: 11 L/A/C/F/P/S 3 645001 66990 1 PHYSICAL PLANT
Begin: 07/01/96 Dis %: 1.0000 Rate/Amt: 12.9000 Step/OA: DOS: REG
End : 99/99/99 FTE: 0.00 Dept Cd: 845001 PRQ: DUC: WSP:

Dis: 12 L/A/C/F/P/S 3 645001 66990 2 PHYSICAL PLANT
Begin: 07/01/96 Dis %: 1.0000 Rate/Amt: 0.3200 Step/OA: DOS: SDF
End : 99/99/99 FTE: 0.00 Dept Cd: 845001 PRQ: DUC: WSP:

Next Func: ID: Name: SSN:

==>

F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 9-MainMenu 12-Exit

† START Reduction Percentage, START Begin Date (mm/dd/yy), START End Date (mm/dd/yy)

Attachment G

Employment Status Information View Appointment Distribution Information .	
Hired	
Date of Hire: 07/01/69	I-9 Date:
Original Date of Hire:	Oath Date: 07/01/69
PIII Signature Date: 04/01/97	
Leave	
Leave Begin Date: 02/01/02	Leave Type: 08 - Personal
Leave Return Date: 07/01/02	
Staff and Academic Reduction in Time (START)	
START Reduction Percentage: 20%	Begin/End Dates: 04/01/03 - 03/31/04
Separation	
Last Day on Pay Status: 12/31/01	Reason Code: CA - Indefinite Layoff
Separation Date: 04/30/02	Destination:
Salary Review	
Next Salary Review Date: 07/93	Review Type: 2 - Merit Increase

Attachment H

PPPXXXX/PPPXXXX 01/15/97
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
 PAYROLL PROCESSING

PAGE NO. 1
 RUN DATE 03/14/97

START PARTICIPATION REPORT

EMPLOYEE NAME	EMP ID	HOME DEPARTMENT	---- START DATA ----		----- APPT/RTP DIST DATA -----			
			%	DATES	APPT#	TITLE CODE	%	PAY RATE
					DIST#	DATES	%RTP	PAY RATE
ABSENT, MARCUS	000050020	804918 CHAN OFFICE	10	04/01/03-03/31/04	10	7275 PROGRAMMER/ANALYST	.80	49400.00
					11	04/01/03-03/31/04	.10	4116.67
					20	7275 PROGRAMMER/ANALYST	.20	49400.00
AGES, TRUDY	000050069	845001 PHYSICAL PLANT	20	04/01/03-03/31/04	10	8074 LABORER, LEAD, SR	1.00	12.90
					11	04/01/03-03/31/04	.20	12.90
ALU, BOB	000050022	804918 CHAN OFFICE	10	04/01/03-03/31/04	10	7616 ACCOUNTANT IV	1.00	128978.00
					11	04/01/03-03/31/04	.10	4941.67
ANTE, PENNY	000050053	845001 PHYSICAL PLANT	10	04/01/03-03/31/04	10	8170 MECHANIC, PHYSICAL	1.00	20.63
					11	04/01/03-03/31/04	.10	20.63
					12	04/01/03-03/31/04	.10	.30 **
ATTRICK, JERRY	000050004	804918 CHAN OFFICE	10	04/01/03-03/31/04	10	0145 EXEC ASST TO THE C	1.00	67600.00
					11	04/01/03-03/31/04	.10	5633.34
BEAN, JILL E.	000050003	827701 HOSP EDUC	10	04/01/03-03/31/04	10	0196 ADMIN STIPEND WITH	.00	12345.00
					11	04/01/03-03/31/04	.10	1235.00
BOARD, PEG	000050005	804918 CHAN OFFICE	15	04/01/03-03/31/04	20	0160 DEAN SCHOOL/COLL	1.00	128800.00 *
					30	1100 PROFESSOR	.00	0.00

TOTAL MONTHLY SALARY SAVINGS 3948.85
 TOTAL ANNUAL SALARY SAVINGS 47386.20

 * NO RTP DISTRIBUTION ENTRIES
 ** SHIFT DIFFERENTIAL REDUCTION

PPPXXXX/PPPXXX 01/15/97
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
PAYROLL PROCESSING
START PARTICIPATION REPORT

PAGE NO. 1
RUN DATE 03/14/97

HOME DEPARTMENT: 804918 CHAN OFFICE

EMPLOYEE NAME	EMP ID	---- START DATA ----		----- APPT/RTP DIST DATA -----			
		%	DATES	APPT#	TITLE CODE	%	PAY RATE
				DIST#	DATES	%RTP	PAY RATE
ABSENT, MARCUS	000050020	10	04/01/03-03/31/04	10	7275 PROGRAMMER/ANALYST	.80	49400.00
				11	04/01/03-03/31/04	.10	4116.67
				20	7275 PROGRAMMER/ANALYST	.20	49400.00
ALU, BOB	000050022	10	04/01/03-03/31/04	10	7616 ACCOUNTANT IV	1.00	128978.00
				11	04/01/03-03/31/04	.10	4941.67
ATTRICK, JERRY	000050004	10	04/01/03-03/31/04	10	0145 EXEC ASST TO THE C	1.00	67600.00
				11	04/01/03-03/31/04	.10	5633.34
BOARD, PEG	000050005	15	04/01/03-03/31/04	20	0160 DEAN SCHOOL/COLL	1.00	128800.00 *
				30	1100 PROFESSOR	.00	0.00

TOTAL MONTHLY DEPT SALARY SAVINGS 1400.01
TOTAL ANNUAL DEPT SALARY SAVINGS 16800.12

* NO RTP DISTRIBUTION ENTRIES
** SHIFT DIFFERENTIAL REDUCTION

Attachment I

CPS/BCS Record Layout (PPP711)			
Includes START data elements			
Positions	Field Length	Field Description	Comments
1 – 2	2	Location	
3 – 11	9	Employee Identification Number	
12 – 46	35	Employee Name	EDB0105
47 – 76	30	Address Permanent Line One	EDB0204
77 – 106	30	Address Permanent Line Two	EDB0205
107 – 127	30	Address Permanent City	EDB0206
128 – 129	2	Address Permanent State	EDB0207
130 – 134	5	Address Permanent ZIP	EDB0208
135 – 137	3 99V9	Number of Registered UC Student Units	EDB0237
138 – 139	2	Filler	
140	1	Home Address Disclosure Indicator	EDB0211
141 – 149	9	Social Security Number	EDB0111
150	1	Sex Code	EDB0108
151 – 156	6	Date of Birth	EDB0107 (YYMMDD)
157	1	Citizenship Status Code	EDB0109
158 – 159	2	Ethnic Origin Code	EDB0112
160	1	Retirement System Code	EDB0122
161	1	FICA Eligibility Code	EDB0120
162	1	Unemployment Insurance Coverage Code	EDB0121
163	1	UC Student Status Code	EDB0119
164 – 172	9	Previous ID Number	
173 – 175	3	Prior Service Credit Months	EDB0146
176 – 177	2	Filler	
178 – 193	16	Organization Code	
194	1	Position Type Code	
195	1	Confidential Information Code	
196 – 201	6	Most Recent Hire Date	EDB0113 (YYMMDD)
202 – 205	4	Next Salary Review	EDB0136 (YYMM)

CPS/BCS Record Layout (PPP711)

Includes START data elements

Positions	Field Length	Field Description	Comments
206	1	Next Salary Review Type	EDB0135
207	1	Employment Status Code	EDB0144
208 – 209	2	Visa Type Code	EDB0110
210 – 213	4	Merit Percent	EDB0153
214 – 219	6	Separation Date	EDB0140 (YYMMDD)
220 – 221	2	Separation Reason Code	EDB0141
222 – 227	6	Leave of Absence Begin Date	EDB0137 (YYMMDD)
228 – 233	6	Leave of Absence Return Date	EDB0138 (YYMMDD)
234 – 235	2	Leave of Absence Type Code	EDB0139
236	1	DCP Plan Code	EDB0129
237 – 240	4	Sick Leave Used	Zero Filled
241 – 245	5	Sick Leave Hours Balance (Current)	EDB5186
246	1	Retirement/FICA Derivation Indicator	EDB0238
247 – 249	3	Vacation Used	Zero Filled
250 – 252	3	Vacation Leave Hours Balance (Current)	EDB5185
253 – 256	4	Vacation Lost	Zero Filled
257 – 259	3	Compensation Time Used	Zero Filled
260 – 263	4	Compensatory Time Hours Balance (Current)	EDB5110
264 – 268	5	Overtime Paid	Zero Filled
269 – 273	5	Overtime Worked	Zero Filled
274 – 279	6	Overtime Hours Worked YTD	EDB5103
280	1	Month Pay Indicator-January	EDB0171
281	1	Month Pay Indicator-February	EDB0172
282	1	Month Pay Indicator-March	EDB0173
283	1	Month Pay Indicator-April	EDB0174
284	1	Month Pay Indicator-May	EDB0175
285	1	Month Pay Indicator-June	EDB0176
286	1	Month Pay Indicator-July	EDB0177
287	1	Month Pay Indicator-August	EDB0178
288	1	Month Pay Indicator-September	EDB0179
289	1	Monthly Pay Indicator-October	EDB0180

CPS/BCS Record Layout (PPP711)

Includes START data elements

Positions	Field Length	Field Description	Comments
290	1	Monthly Pay Indicator-November	EDB0181
291	1	Monthly Pay Indicator-December	EDB0182
292 – 297	6	Accidental Death and Dismemberment Coverage Effective Date	EDB0282 (YYMMDD)
298	1	Accidental Death and Dismemberment Coverage Code	EDB0281
299 – 301	3	Accidental Death and Dismemberment Principal Sum	EDB0280
302 – 307	6	Dental Plan Coverage Effective Date	EDB0274 (YYMMDD)
308 – 309	2	Filler	
310 – 315	6	Supplemental Life Insurance Coverage Effective Date	EDB0277 (YYMMDD)
316	1	Supplemental Life Insurance Plan Code	EDB0276
317 – 319	3	Supplemental Life Insurance Salary Base	EDB0275
320	1	Dependent Life Insurance Plan Code	EDB0278
321 – 326	6	Medical Plan Coverage Effective Date	EDB0294 (YYMMDD)
327 – 328	2	Medical Plan Code	EDB0292
329	1	Filler	
330 – 332	3	Medical Plan Coverage Code	EDB0293
333 – 338	6	Basic Life Insurance Effective Date	EDB0451 (YYMMDD)
339 – 343	5	Filler	
344 – 345	2	Primary BELI Status Qualification Code	EDB0240
346 – 351	6	Primary BELI Status Qualification Effective Date	EDB0241 (YYMMDD)
352 – 353	2	Secondary BELI Status Qualification Code	EDB0242
354 – 359	6	Secondary BELI Status Qualification Effective Date	EDB0243 (YYMMDD)
360	1	UC Paid Temporary Disability Insurance Code	EDB0123
361 – 363	3	Medical Contribution Base – Current Year	EDB0289
364 – 366	3	Medical Contribution Base – Next Year	EDB0290
367 – 368	2	START Reduction Percent	New Data Element
369	1	War/Campaign/Expedition Veteran Status Code	EDB0345
370	1	Vietnam Era Veteran Status Code	EDB0350
371	1	Veteran Disability Status Code	EDB0351

CPS/BCS Record Layout (PPP711)

Includes START data elements

Positions	Field Length	Field Description	Comments
372	1	Handicapped Status Code	EDB0352
373	1	Insurance Reduction Code	EDB0299
374 – 375	2	Employee Unit Code	EDB0255
376	1	Employee Special Handling Code	EDB0256
377	1	Employee Distribution Unit Code	EDB0257
378	1	Employee Representation Code	EDB0295
379 – 384	6	Executive Life Insurance Effective Date	EDB0452 (YYMMDD)
385 – 390	6	Original Hire Date	EDB 0704 (YYMMDD)
391	1	Depcare Participation	
392 – 399	8	Filler	
400	1	FCP Select Flag	
401 – 402	2	Dental Plan Code	EDB0272
403 – 405	3	Dental Coverage Code	EDB0273
406	1	Federal Tax Marital Status Code	EDB0127
407	1	State Tax Marital Status Code	EDB0130
408	1	Filler	
409 – 414	6	Vision Plan Coverage Effective Date	EDB0349 (YYMMDD)
415 – 416	2	Vision Plan Code	EDB0347
417 – 419	3	Vision Plan Coverage Code	EDB0348
420 – 423	4	Recently Separated Veteran Date	New Data Element (YYMM)
424 – 426	3	Basic Life Insurance	EDB0330
427	1	UCRS Short Loan	
428	1	UCRS Long Loan	
429 – 430	2	Legal Plan Code	EDB0353
431 – 433	3	Legal Plan Coverage Code	EDB0354
434 – 439	6	Legal Plan Coverage Effective Date	EDB0355 (YYMMDD)
440 – 442	3	Federal Tax Withholding Allowances	EDB0128
443 – 445	3	State Tax Personal Withholding Allowances	EDB0131
446 – 448	3	State Tax Itemized Deduction Withholding Allowances	EDB0132
449	1	Executive Life Insurance Indicator	EDB0356
450 – 452	3	Executive Life Insurance Salary Base	EDB0357

CPS/BCS Record Layout (PPP711)			
Includes START data elements			
Positions	Field Length	Field Description	Comments
453	1	Benefits Eligibility Level Indicator	EDB0360
454	1	Benefits Eligibility Level Indicator Derived	EDB0375
455 – 458	4	Benefits Eligibility Level Indicator Conflict Date	EDB0376 (YYMM)
459	1	Medical Insurance Opt Out Code	EDB0377
460	1	Dental Insurance Opt Out Code	EDB0378
461	1	Vision Insurance Opt Out Code	EDB0379
462 – 465	4	Average Hours Worked Per Week	EDB5132
466 – 471	6	Dependent Life Coverage Effective Date	EDB0188 (YYMMDD)
472 – 480	9	Total Gross YTD	EDB5501
481 – 489	9	Federal Withholding Tax Gross YTD	EDB5502
490 – 498	9	YTD Depcare Deduction	EDB6335Y
499 – 507	9	Hours Toward Career Status Eligibility – Total	EDB0426
508 – 516	9	Hours Toward Benefits Eligibility – Total	EDB5142
517 – 522	6	Last Day On Pay Status	EDB0189
523 – 531	9	SPP-Total Interest-Sr Mgt	EDB0409
532 – 540	9	SPP-Total Contribution-Interest Posted- Sr Mgt	EDB0402
541 – 546	6	SPP-Changed Date- Sr Mgt	EDB0411 (YYMMDD)
547 – 555	9	SPP-X Month Contribution-No Interest- Sr Mgt Where X = 1 st , 2 nd , 3 rd , 4 th , 5 th or 6 th	EDB0403 – EDB0408 (1 st – 6 th Month)
556 – 564	9	SPP Current Month Contribution	
565 – 573	9	SPP-Total Interest-HS	EDB0439
574 – 582	9	SPP-Total Contribution-Interest Posted-HS	EDB0432
583 – 588	6	SPP-Changed Date-HS	EDB0441 (YYMMDD)
589 – 597	9	SPP-X Month Contribution-No Interest-HS Where X = 1 st , 2 nd , 3 rd , 4 th , 5 th or 6 th	EDB0433 – EDB0438 (1 st – 6 th Month)
598 - 606	9	HSPP Current Month Contribution	
607	1	Supplemental Disability Indicator	
608 – 610	2	Supplemental Disability Waiting Period	EDB0231
611 – 615	5	Supplemental Disability Salary Base	EDB0232
616 – 621	6	Supplemental Disability Coverage Effective Date	EDB0233 (YYMMDD)

CPS/BCS Record Layout (PPP711)

Includes START data elements

Positions	Field Length	Field Description	Comments
622 – 625	4	Primary Title Code	EDB0460
626 – 631	6	START Begin Date	New Data Element
632 – 637	6	START End Date	New Data Element
638 – 643	6	Short Term Disability Coverage Effective Date	EDB0453 (YYMMDD)
644 – 652	9	Federal Withholding Tax Gross - FYTD	EDB5545
653 – 658	6	Home Department Code	EDB0114
659 – 688	30	Home Department Name	EDB0114 (From the Home Department Table)
689 – 690	2	Country of Residency Code	EDB0143
691 – 720	30	Country of Residency	EDB0143 (From the Foreign Country Table)
721 – 721	1	Health Care Reimbursement Account Indicator	
722 – 726	5	HCRA Annual Amount	EDB6338U
727 – 732	6	HCRA Termination Date	EDB0314 (YYMMDD)
733 – 741	9	HCRA Year-To-Date deductions	EDB6338Y 9(07)V99
742 – 760	19	Filler	

Attachment J

UCRS File Maintenance Record Layout (includes changes from service request 80386 as shaded)			
Positions	Field Length/ Format	Field Description	Comments
1	1	Record Code	Value '2'
2 – 10	9	Social Security Number	EDB0111
11 – 12	2	Location	A unique code assigned to each campus, lab, Hastings, and ASUCLA
13 – 18	6 mmddy	Transaction Date	Run Date
19 – 20	2	Transaction Type	Value '10'
21 – 46	26	Employee Name	EDB0105
47 – 50	4	Employee Name Suffix	EDB0106
51 - 59	9	Employee ID	
60	1	Retirement System Code	EDB0122
61 – 66	6 mmddy	Employee Birth Date	EDB0107
67	1	Employee Sex Code	EDB0108
68 – 73	6 mmddy	Most Recent Hire Date	EDB0113
74 – 79	6 mmddy	UCRS Eligibility Date	EDB0163
80 – 109	30	Address Permanent Line One	EDB0204
110 – 139	30	Address Permanent Line Two	EDB0205
140 – 160	21	Address Permanent City	EDB0206
161	1	Foreign Address Indicator	EDB0291 Added in sr 80253
162 – 163	2	Address Permanent State	EDB0207
164 – 168	5	Address Permanent ZIP	EDB0208
169 – 172	4	Filler	Value is spaces
173 – 187	10	Foreign Address – Province	EDB1120 Added in sr 80253
188 – 197	10	Foreign Address – Postal Code	EDB1119 Added in sr 80253
198 – 227	30	Foreign Address – Country	EDB1118

UCRS File Maintenance Record Layout (includes changes from service request 80386 as shaded)			
Positions	Field Length/ Format	Field Description	Comments
			Added in sr 80253
228 – 233	6 mmddy	Leave of Absence Begin Date	EDB0137
234 – 239	6 mmddy	Leave of Absence Return Date	EDB0138
240 – 245	6 mmddy	Separation Date	EDB0140
246 – 254	9	Previous SSN	
255 – 280	26	Previous Name	EDB0313
281 – 284	4	Previous Suffix	
285	1	Employee Relations Code	EDB0160
286 – 287	2	Employee Unit Code	EDB0255
288	1	Employee Special Handling Code	EDB0256
289	1	Employee Distribution Unit Code	EDB0257
290	1	Employee Representation Code	EDB0295
291 – 300	10	Filler	Value is spaces
301	1	UCRP Covered Compensation Limit Code	EDB0236
302	1	UC Student Status Code	EDB0119
303 – 305	3 99V9	Number of Registered UC Student Units	EDB0237
306 – 311	6 mmddy	403(b) Plan Total Contribution Change Date	EDB0279
312 – 318	7 S9(5)99	403(b) Maximum Annual Contribution Amount	EDB6008U
319 – 320	2	Separation Reason Code	EDB0141
321 – 350	30	Employee First Name	EDB0250 Added in sr 80253
351 – 380	30	Employee Middle Name	EDB0251 Added in sr 80253
381 – 410	30	Employee Last Name	EDB0252 Added in sr 80253
411 – 412	2	START Reduction Percentage	New data element
413 – 418	6 mmddy	START Begin Date	New data element
419 – 424	6	START End Date	New data element

UCRS File Maintenance Record Layout

(includes changes from service request 80386 as shaded)

Positions	Field Length/ Format	Field Description	Comments
	mmddy		
425 - 436	12	Filler	Value is spaces

UCRS History File Record Layout (includes changes from service request 80386 as shaded)			
Positions	Field Length/ Format	Field Description	Comments
1 – 9	9	History Key	Employee ID
10	1	Record Code	Value '2'
11 – 19	9	Social Security Number	EDB0111
20 – 21	2	Location	A unique code assigned to each campus, lab, Hastings, and ASUCLA
22 – 27	6 mmddy	Transaction Date	Run Date
28 – 29	2	Transaction Type	Value '11'
30 – 55	26	Employee Name	EDB0105
56 – 59	4	Employee Name Suffix	EDB0106
60 – 68	9	Employee ID	
69	1	Retirement System Code	EDB0122
70 – 75	6 mmddy	Employee Birth Date	EDB0107
76	1	Employee Sex Code	EDB0108
77 – 82	6 mmddy	Most Recent Hire Date	EDB0113
83 – 88	6 mmddy	UCRS Eligibility Date	EDB0163
89 – 118	30	Address Permanent Line One	EDB0204
119 – 148	30	Address Permanent Line Two	EDB0205
149 – 169	21	Address Permanent City	EDB0206
170	1	Foreign Address Indicator	EDB0291 Added in sr 80253
171 – 172	2	Address Permanent State	EDB0207
173 – 177	5	Address Permanent ZIP	EDB0208
178 – 181	4	Filler	
182 – 196	15	Foreign Address – Province	EDB1120 Added in sr 80253
197 – 206	10	Foreign Address – Postal Code	EDB1119 Added in sr 80253
207 – 236	30	Foreign Address – Country	EDB1118 Added in sr 80253

UCRS History File Record Layout (includes changes from service request 80386 as shaded)			
Positions	Field Length/Format	Field Description	Comments
237 – 242	6 mmddy	Leave of Absence Begin Date	EDB0137
243 – 248	6 mmddy	Leave of Absence Return Date	EDB0138
249 – 254	6 mmddy	Separation Date	EDB0140
255 – 263	9	Previous SSN	
264 – 289	26	Previous Name	
290 – 293	4	Previous Suffix	
294	1	Employee Relations Code	EDB0160
295 – 296	2	Employee Unit Code	EDB0255
297	1	Employee Special Handling Code	EDB0256
298	1	Employee Distribution Unit Code	EDB0257
299	1	Employee Representation Code	EDB0295
300 – 309	10	Filler	
310	1	UCRP Covered Compensation Limit Code	EDB0236
311	1	UC Student Status Code	EDB0119
312 – 314	3 99V9	Number of Registered UC Student Units	EDB0237
315 – 320	6 mmddy	403(b) Plan Total Contribution Amount	EDB0279
321 – 327	7 S9(5)99	403(b) Maximum Annual Contribution Amount (MAC)	EDB6008U
328 – 329	2	Separation Reason Code	EDB0141
330 – 359	30	Employee First Name	EDB0250 Added in sr 80253
360 – 389	30	Employee Middle Name	EDB0251 Added in sr 80253
390 – 419	30	Employee Last Name	EDB0252 Added in sr 80253
420 – 421	2	START Reduction Percentage	New data element
422 – 427	6 mmddy	START Begin Date	New data element
428 - 433	6 mmddy	START End Date	New data element

UCRS History File Record Layout

(includes changes from service request 80386 as shaded)

Positions	Field Length/ Format	Field Description	Comments
434 – 444	12	Filler	Value is spaces

UCRS Transaction File Layout

(includes changes from service request 80386 as shaded)

Fixed Segment

Position	Field Length	Field Description	Comments
1	1	Record Code	'1'
2 – 10	9	Employee SSN	EDB0111
11 – 12	2	Location Code	2-digit numeric code identifying the location
13 – 20	8	Payroll Processing Date	CCYYMMDD Format
21 – 46	26	Employee Name	EDB0105
47 – 50	4	Name Suffix	EDB0106
51 – 59	9	Employee ID	
60	1	Retirement Code	EDB0122 (See mapping structure below)
61 – 66	6	APUC (Academic Programmatic Unit Code)	EDB0660
67 – 75	9	403(b) MAC Amount	EDB6008U 9(07)V99 Format
76 – 79	4	Pay Year	CCYY
80 – 142	63	Filler	Value is Spaces
143 – 148	6	Detail Segment Count	The total number of detail segments. This includes the total of all service segments, contribution segments and tax segments.
149 – 152	4	Service Segment Count	The total of all 'S' segments.
153 – 156	4	Contribution Segment Count	The total of all 'C' segments.
157 – 160	4	Tax Segment Count	The total of all 'T' segments.
161 - ???		Service Segment, Contribution Segment, and Tax Segment	Variable depending on data *See layouts for each segment type.

Mapping of PPS Retirement/FICA codes to UCRS interface codes

PPS Retirement Code	PPS FICA Eligibility Code	Other PPS data	UCRS interface file code
U	E		F
U	M, N		D
1	E		K
1	M,N		J
B	E	GTN 283 not = 0 (contributing to DCP)	N
B	M,N	GTN 283 not = 0 (contributing to DCP)	M
B	E	GTN 283 = 0 (not contributing to DCP)	G
B	M,N	GTN 283 = 0 (not contributing to DCP)	B
H	any		H
N or blank	any		V
any other (P,O,C,S)	any		L

Service Credit Segment

The Service Credit segment occurs zero to 200 times.

Relative Position	Field Length	Field Description	Comments
1	1	Segment Type Code	'S' for Service Credit
2 – 6	5	Title Code	From PAR EDB2006
7 – 14	8	Pay Period End Date	From PAR CCYYMMDD Format
15	1	Safety Code	'N' – Non-safety 'S' – Safety
16	1	Pay Cycle	'B' – Biweekly 'S' – Semi monthly 'M' – Monthly
17	1	NSETC Code	'N' – Subject to retirement but no additional benefits. 'S' – Subject to searles benefits 'T' – Subject to academic contribution 'C' – Subject to health and science contribution
18	1	Retroactive code	'0' – Normal current activity distribution '1' – Hours not to be included in service credit for retroactive distribution '2' – Hours should be included in service credit for retroactive distribution
19 – 23	5	Hours or Percent Time Worked	S999V99 for Hourly S9V9999 for Percent
24	1	Rate Code	'S' – Salaried employee 'H' – Hourly employee 'B' – By agreement amount
25 – 31	7	Covered Gross	S9(5)V99 Monthly
32 – 38	7	Monthly Salary or Hourly Rate	S9(5)V99 Monthly S9(3)V9999 Hourly
39	1	Filler	Value is spaces
40	1	Partial Year Indicator	Valid values are: 'blank', A, B, C, D, E, and F
41 – 42	2	Title Unit Code	Collective Bargaining Unit to which a Title Code belongs. *Added in sr 80282
43	1	Appointment Representation Code	'C' – Covered 'S' – Supervisor (Uncovered) 'U' – Uncovered *Added in sr 80282
44 – 45	2	Budget Initiative Flag	'TR' for START time reduction
46 – 63	18	Filler	Spaces

Contribution Segment

The Contribution segment occurs zero to 200 times.

Relative Position	Field Length	Field Description	Comments
1	1	Segment Type Code	“C” for Contribution
2 – 3	2	Plan Code	See Plan Code/GTN list below
4 – 10	7	Contribution Amount	S9(5)V99 Format
11 – 14	4	Contribution Tax Year	CCYY Format
15 – 23	9	Year-to-Date Contribution	S9(7)V99 Format
24 – 26	3	Buyback #/GTN number if plan 19 or 20 Or Leave blank	029, 351, 352, 353, 354, 355, 361, 362, 363, 364, 365
27 – 63	37	Filler	Spaces

Plan Codes and GTNs		
UCRS Plan Code	GTN Number	GTN Description
03	028	UCRS-Basic
	029	UCRS Buyback
	032	UCRS Under 30
	361	Non-Tax Deferred Buyback1
	362	Non-Tax Deferred Buyback2
	363	Non-Tax Deferred Buyback3
	364	Non-Tax Deferred Buyback4
	365	Non-Tax Deferred Buyback5
	006 (subtracted)	UCRS-Retroactive
04	023	UCRS Savings
05	005	UCRS Basic-R
	006	UCRS Retroactive
	351	Tax Deferred Buyback#1
	352	Tax Deferred Buyback#2
	353	Tax Deferred Buyback#3
	354	Tax Deferred Buyback#4
	355	Tax Deferred Buyback#5
10	001	403(b) Savings
	232	403(b) Savings-percent
12	031	UCRS-Equity
14	003	403(b) Equity
	234	403(b) Equity-percent
15	030	UCRS-Bond
16	002	403(b) Bond
	233	403(b) Bond-percent
19 (memo plan)	361	Tax Deferred Buyback#1
	362	Tax Deferred Buyback#2
	363	Tax Deferred Buyback#3
	364	Tax Deferred Buyback#4
	365	Tax Deferred Buyback#5
20 (memo plan)	361	Tax Deferred Buyback#1
	362	Tax Deferred Buyback#2
	363	Tax Deferred Buyback#3
	364	Tax Deferred Buyback#4
	365	Tax Deferred Buyback#5
31	202	Insurance Company Contract-Non-Tax Deferred
33	292	403(b) Insurance Company Contract
	235	403(b) Insurance Company Contract-percent
34	203	Money Market-Non-Tax Deferred
36	293	403(b) Money Market
	236	403(b) Money Market-percent
39	294	403(b) Calvert
	237	403(b) Calvert-percent
40	243	UCRS-Short Term Loan
41	253	UCRS-Long Term Loan
42	246	403(b) Fidelity
	247	403(b) Fidelity Percent
43	279	Fidelity-Non-Tax Deferred

Plan Codes and GTNs		
UCRS Plan Code	GTN Number	GTN Description
44	217, 380, 387	DCP Fidelity
45	278	DCP Casual Fidelity
46 (memo plan)	387	SSDCP Fidelity
47 (memo plan)	380	SSDCP Fidelity-employer contribution
50	225	Dep Care (2002 and prior)
51	338	Health Care Reimbursement Account (HCRA)
52 (memo plan)	388	SSDCP Savings
53	252	Multi-Asset-Non-Tax Deferred
54	228	403(b) Multi-Asset
	229	403(b) Multi-Asset-percent
55 (memo plan)	389	SSDCP Equity
56 (memo plan)	390	SSDCP Bond
57 (memo plan)	391	SSDCP Insurance Company Contract
58 (memo plan)	392	SSDCP Money Market
59 (memo plan)	393	SSDCP Multi Asset
60	335	Dep Care (2003 and later)
61 (memo plan)	381	SSDCP Savings-employer contribution
62 (memo plan)	382	SSDCP Equity-employer contribution
63 (memo plan)	383	SSDCP Bond-employer contribution
64 (memo plan)	384	SSDCP Insurance Company Contract-employer contribution
65 (memo plan)	385	SSDCP Money Market-employer contribution
66 (memo plan)	386	SSDCP Multi Asset-employer contribution
71	211, 381, 388	DCP Savings
72	212, 382, 389	DCP Equity
73	213, 383, 390	DCP Bond
74	214, 384, 391	DCP Insurance Company Contract
75	215, 385, 392	DCP Money Market
76	216, 386, 393	DCP Multi-Asset
81	036	DCP Casual Savings
82	037	DCP Casual Equity
83	038	DCP Casual Bond
84	039	DCP Casual Insurance Company Contract
85	155	DCP Casual Money Market
86	156	DCP Casual Multi-Asset

Tax Segment

The Tax segment occurs zero to 200 times.

Relative Position	Field Length	Field Description	Comments
1	1	Segment Type Code	"T" for Tax
2 – 3	2	'T' Segment Code	('00', '01', etc.)
4 – 10	7	Monthly Amount	S9(5)V99 Format (always zero for "T" segment Codes "00" and "01")
11 – 14	4	Tax Year	CCYY Format
15 – 23	9	Year-to-Date Amount	S9(7)V99 Format (always zero for "T" segment code "04")
24 – 63	40	Filler	Spaces

Trailer Record

Positions	Field Length	Field Description	Comments
1	1	Record Code	'9'
2 – 10	9	Trailer Type	'999999999' for "C" segments '999999998' for "T" segments
11 – 12	2	Location Code	2-digit numeric code identifying the location
13 – 18	6	Cycle Date	CCYYMM Format
19 – 24	6	Record Count	S9(6) Always zero on "T" record
25 – 35	11	Covered Gross	S9(9)V99 Always zero on "T" record
36 – 41	6	Contribution or Tax Count	Total number of "C" or "T" segments on the file S9(6)
42 – 50	9	Filler	Value is spaces
51 – 54	4	Contribution Plan or Tax Plan Count	Total number of plans reported, excluding "T" Plan Codes "0" and "01" S9(4)
55 – 1341		Total array for plan amounts Occurs 0 to 99 times depending on the number of C – Plans or T – Plans.	Reports the plan code and total amount for each plan, excluding "T" Plan Codes "00" and "01"
55 – 56	2	Plan Code	"C" – Plan or "T" – Plan.
57 – 67	11	Plan Amount	S9(9)V99