

**Detail Design
RELEASE 1482**

**Staff and Academic Reduction in Time (START)
Service Request 80386**

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Table of Contents

Introduction	1
New EDB Data Elements.....	1
New DOS Codes for START.....	2
EDB File Maintenance.....	2
History Reporting Changes.....	3
CPS (Corporate Personnel System) Interface File Changes.....	3
UCRS (University of California Retirement System) Interface File Changes.....	3
New Reports	3
New Form	3
On-line Screen Modifications	4
Processing Overview	5
New EDB Data Elements.....	5
EDB File Maintenance.....	5
On-line Screen Modifications	6
CPS (Corporate Personnel System) Interface File Changes.....	6
UCRS (University of California Retirement System) Interface File Changes.....	6
START Reporting.....	7
System File Changes	8
CPS Interface File.....	8
Copylib Changes	9
CPWSRBAS	9
CPWSREBT	9
CPWSTART	9
CPWSXECP	9
DDL Members	10
Include Members	12
Bind Members	14
PPP695	14
PPP743	14
CICS Maps (DGIPNL)	15
PPELVE0	15
PPIAPP0.....	15
PPIBA10.....	15
Program Changes	16
PPBASFET	16
PPBASHST	16
PPBASUPD	16
PPEBTFET	16
PPEBTUPD	16
PPEBTUTL	17
PPEBTUW	17
PPIDXHST	17
PPP390	17
PPP400	17
PPP627	18
PPP711	18
PPP713	18
PPWELVE.....	18
PPWIAPP	18
PPWIBA1	18
New Programs	19

Staff and Academic Reduction in Time (START)

Detail Design

March 26, 2003

PPEC156	19
PPP695	20
Form	25
UPAY914 (START - Staff and Academic Reduction in Time Reporting).....	25
Net.Data Include Change	26
Web EDB Inquiry Employment Status Information	26
Control Table Updates	27
System Messages Table (PPPMSG)	27
Data Element Table (PPPDET)	28
Data Elements to Screen Table (PPPDES)	28
Description of Service Table (PPPDOS)	28
Routine Definition Table (PPPRTD)	32
Processing Group Table (PPPPGT).....	32
CICS Help Texts	33
Field Level Help Text.....	33
Group Level Help Text.....	33
Attachments	35
Attachment 1.....	36
Attachment 2.....	37
Attachment 3.....	38
Attachment 5.....	40
Attachment 6.....	1
Attachment 7.....	27
Attachment 8.....	28

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Introduction

Service Requests 80386

In response to the California State budget crisis, the University of California, Office of the President, Human Resources & Benefits is proposing a cost-savings Staff and Academic Reduction in Time (START) program for 2003. This program will function much like the TRIP (Time Reduction Incentive Program) 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% from 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 (PPS) the following processes will be required:

- A process to establish the percentage amount of the 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

All full or part-time career non-probationary employees in all personnel programs, with the exception of National Laboratory employees and 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 departments for approval and processing. Designated department administrators 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 that, total the distribution percents equal to the START reduction percentage, and sets the end date 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.

New EDB Data Elements

The following new data elements are required for START:

0495-0, START Percentage Reduction

This data element should be defined as a 2-byte numeric element. Valid values should be 10 through 50.

0496-1, START Begin Date

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

This data element should be in standard date format.

0497-2, START End Date

This data element should be in standard date format.

PPS (Payroll/Personnel System) Modifications

Modifications to the following processes are required:

New DOS Codes for START

- RTP DOS Code

UCOP Payroll Coordination has established Description of Service (DOS) Code of '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.

- RTS DOS Code

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

EDB File Maintenance

Consistency Edits

- If one START data element is present on the EDB, all three START data elements must be present. That is, if the result of the update is that one or more of the START data elements contain invalid or initial values, the updates to the START data elements should be blocked.
- If the START Begin Date is prior to the beginning of the START program of June 1, 2003, the update to the START Begin Date should be blocked.
- If the START End Date is prior to the START Begin Date, the update to the START End Date should be blocked.
- If the distribution entry contains a DOS Code of 'RTP' or 'RTS', and the START data elements are incomplete (where START Percent equals zero, or START Begin Date equals '0001-01-01', or START End Date equals '0001-01-01'), the update to the entire distribution entry should be blocked.
- If the distribution entry contains a DOS Code of 'RTP' or 'RTS', and the distribution end date is later than the START End Date, the update to the entire distribution entry should be blocked.

Range and Value Edits

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

If an illegal value is entered any of the START data elements, the transaction should be rejected and the error message "Field out of range or illegal value" should be issued.

History Reporting Changes

Currently, the history table PPPBAS contains history employee basic data.

The START data elements of 0495 (START Percent), 0496 (START Begin Date), and 0497 (START End Date) should be passed to history.

CPS (Corporate Personnel System) Interface File Changes

The values contained in the START Percent, START Begin Date, and START End Date should be passed to CPS via the CPS Interface File.

UCRS (University of California Retirement System) Interface File Changes

The values contained in the START Percent, START Begin Date, and START End Date should be passed to UCRS via the UCRS File Maintenance File. Thus, if there is a change to any of the employee's START data (EDB 0495, 0496, and 0497) on the EDB, the appropriate changed START data should be reported on the UCRS File Maintenance record.

The START distribution entry associated with a DOS Code of 'RTP' or 'RTS' should be passed via the Service Credit segment of the UCRS Activity File. The selected START distribution entry should be identified with a value of 'TR' on the Service Credit segment.

It is noted that the requested changes to both UCRS Interface Files will be released separately as Phase II sometime after the beginning of the START Begin Program Date, or earlier when UCRS is ready to accept the interfaces files containing the START data.

New Reports

A reporting program should be developed to report on START participants. These reports may be produced at the campus on demand. Two reports containing the same information should be sorted in different orders. Both reports should display the START body level data of all START participants and under each displayed active appointment, display all distribution entries related to a DOS Code of 'RTP' or 'RTS'. Thus information is displayed on these reports for every employee whose EDB record shows a non-initial value in the START body level data elements.

New Form

A form must be developed to allow employees to elect to participate in the Staff and Academic Reduction in Time (START) program. The Communications unit is responsible for developing the form, which will contain the necessary disclosure information for the employee as well as the X1 transaction format, which will be used to key the data for entry into the PPS.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

On-line Screen Modifications

Changes to Existing Screens

- **ELVE EDB Entry/Update:**

EDB online entry/update screen ELVE (Leave of Absence Data) should be modified to display the START Percent Reduction, START Begin Date, and START End Date values.

- **IBA1 HDB History Inquiry:**

HDB online history inquiry screen IBA1 (Basic Employment Data 1) should be modified to display the START Percent Reduction, START Begin Date, and START End Date values.

- **IAPP EDB Inquiry:**

EDB online Inquiry screen IAPP (Appointment/Distribution) should be modified to display the START Percent Reduction, START Begin Date, and START End Date values.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Processing Overview

New EDB Data Elements

Three new data elements 0495, 0496, and 0497 will be established for the Staff and Academic Reduction in Time (START) program.

The following descriptions will be the proposed for the data elements:

- START REDUCTION PERCENTAGE (EDB 0495)
- START BEGIN DATE (EDB 0496)
- START END DATE (EDB 0497)

EDB File Maintenance

The EDB File Maintenance process will be modified as follows:

Consistency Edits

It is noted that the START Program Begin Date and the START Program End Date are stored in copymember CPWSTART. Thus, these dates used in the consistency edits are not hard-coded in the COBOL program.

If the START Percent equals zero, START Begin Date equals initial date of '0001-01-01', or START End Date equals initial date of '0001-01-01', the message "***You must indicate values for all START fields***" will be issued with severity of '4' (Data Override) in batch and a severity level of '7' (Employee Reject) in on-line. The START Percent, START Begin Date, and START End Date will be reset to the original values.

If the START Begin Date is prior to the START Program Begin Date, the message "***START Begin Date must be later than program begin date***" will be issued with severity of '4' (Data Override) in batch and a severity level of '7' (Employee Reject) in on-line. The START Begin Date will be reset to the original value.

If the START End Date is prior to the START Begin Date, the message "***START End Date cannot be before Begin Date***" will be issued with severity of '4' (Data Override) in batch and a severity level of '7' (Employee Reject) in on-line. The START End Date will be reset to the original value.

If a distribution entry with a DOS Code of 'RTP' or 'RTS' is present,

If the START Percent is equal to zero, and START Begin Date is equal to initial date of '0001-01-01', and START End Date is equal to initial date of '0001-01-01', the message "***No employee START data on record***" will be issued with severity of '7' (Employee Reject) in batch and a severity level of '7' (Employee Reject) in on-line.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

If a distribution entry with a DOS Code of 'RTP' or 'RTS' has a pay end date that is later than the START End Date, the message "*Distribution End Date cannot be later than START End Date*" will be issued with severity of '7' (Employee Reject) in batch and a severity level of '7' (Employee Reject) in on-line.

Range and Value Edits

If an illegal value is entered into the START Percent, START Begin Date, or START End date field, the system will automatically reject the input and the error message "Field out of range or illegal value" will be issued. It is noted that no programming changes are required.

On-line Screen Modifications

Changes to Existing Screens

- **IAPP EDB Inquiry:**

The labels and values associated with the START data elements will be added to this screen.

- **ELVE EDB Entry/Update:**

The labels and values associated with the START data elements will be added to this screen.

- **IBA1 HDB Inquiry**

The labels and values associated with the START data elements will be added to this screen

CPS (Corporate Personnel System) Interface File Changes

The values contained in the START Percent, START Begin Date, and START End Date will be passed to CPS.

UCRS (University of California Retirement System) Interface File Changes

If any of the employee's START data (START Percent, START Begin Date, or START End Date) has changed since last reported, the appropriate START data will be passed to UCRS via the UCRS File Maintenance Interface File.

The distribution entries related to a DOS Code of 'RTP' or 'RTS' on the PAR File will be passed to UCRS via the Employee Service Credit portion of the UCRS Interface record. In addition, these distribution entries in the Service Credit portion of the UCRS Interface record will be identified with a Budget Initiative Flag value of 'TR'.

It is noted that the requested changes to both UCRS Interface Files will be released separately after the beginning of the START Begin Program Date.

Staff and Academic Reduction in Time (START)

Detail Design

March 26, 2003

START Reporting

A reporting program will be developed to report on those employees who are participating in the START program. Two reports will be produced at the discretion of each campus, as needed. Both requested reports will contain the same information, but will be sorted in a different order. The first report will be ordered by Employee Name, and the second report will be ordered by Employee Name within Home Department Number.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

System File Changes

CPS Interface File

The following new data elements will be added to the CPS Interface record by replacing existing FILLER field with the START data elements. Thus the record length will not be changed.

START Percent (EDB 0495)
START Begin Date (EDB 0496)
START End Date (EDB 0497)

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Copylib Changes

CPWSRBAS

Currently, CPWSRBAS defines the working storage definition for the history data residing on the HDB PPPBAS table.

START-PERCENT, *START-BEGIN-DATE*, and *START-END-DATE* fields will be added to this copymember.

In addition, the associated change indicator fields of *START-PERCENT-C*, *START-BEGIN-DATE-C*, and *START-END-DATE-C* will be added to this copymember.

CPWSREBT

Currently, CPWSREBT defines the working storage definition for the EDB PPPEBT table.

START-PERCENT, *START-BEGIN-DATE*, and *START-END-DATE* fields will be added to this copymember.

CPWSTART

This new copymember will contain the date value of the START Begin Program Date and START End Program Date. In addition, the valid START DOS Code(s) will be defined in this copymember.

CPWSXECP

Currently, CPWSXECP defines the working storage definition for the CPS Interface File in program PPP711.

START-PERCENT, *START-BEGIN-DATE*, and *START-END-DATE* fields will be added to this copymember.

Staff and Academic Reduction in Time (START)
 Detail Design
 March 26, 2003

DDL Members

Extended Benefits Table (PPPEBT)

For campuses that alter tables rather than re-create them, a new ALTER TABLE member will be created to add the following new DB2 column names for START Percent, START Begin Date, and START End Date.

- TBEBT02A

START_PERCENT	SMALLINT NOT NULL WITH DEFAULT
START_BEGIN_DATE	DATE NOT NULL WITH DEFAULT
START_END_DATE	DATE NOT NULL WITH DEFAULT

The following standard EDB DDL members defining the table and three Views for the PPPEBT table will be modified to include new DB2 column names for *START Percent*, *START Begin Date*, and *START End Date*.

- TBEBT00C
- PPPVZEBT
- PPPVEBT1
- PPPVEBT2

HDB Employee Basic Data Table (PPPBAS)

For campuses that alter tables rather than re-create them, a new ALTER TABLE member will be created to add the following new columns for START Percent, START Begin Date, and START End Date, and its associated Change Flag Indicators.

- TBBAS07A

START_PERCENT	SMALLINT NOT NULL WITH DEFAULT
START_BEGIN_DATE	DATE NOT NULL WITH DEFAULT
START_END_DATE	DATE NOT NULL WITH DEFAULT
START_PERCENT_C	CHAR(1) NOT NULL WITH DEFAULT
START_BEGIN_DATE_C	CHAR(1) NOT NULL WITH DEFAULT
START_END_DATE_C	CHAR(1) NOT NULL WITH DEFAULT

The following standard HDB DDL members defining the table and two Views for the PPPBAS table will be modified to include new DB2 column names for START Percent, START Begin Date, and START End Date.

Staff and Academic Reduction in Time (START)

Detail Design

March 26, 2003

- TBBAS00C
- PPPVZBAS
- PPPVBAS1

Staff and Academic Reduction in Time (START)
 Detail Design
 March 26, 2003

Include Members

Extended Benefits Table (PPPEBT)

The standard EDB Include members defining the working storage and Views for a table row in the PPPEBT table will include the following COBOL field names and DB2 column names:

- PPPVZEBT
- PPPVEBT1
- PPPVEBT2

COBOL Working storage:

10 START-PERCENT	PIC S9(4) USAGE COMP.
10 START-BEGIN-DATE	PIC X(10)
10 START-END-DATE	PIC X(10)

DB2 View:

START_PERCENT	SMALLINT NOT NULL
START_BEGIN_DATE	CHAR(10) NOT NULL
START_END_DATE	CHAR(10) NOT NULL

History Basic Data Table (PPPBAS)

The standard EDB Include member defining the working storage and View for a table row in the PPPBAS table will be modified to include the following COBOL field names and DB2 column names:

- PPPVZBAS
- PPPVBAS1

COBOL Working Storage:

10 START-PERCENT	PIC S9(4) USAGE COMP.
10 START-BEGIN-DATE	PIC X(10)
10 START-END-DATE	PIC X(10)
10 START-PERCENT-C	PIC X(01).
10 START-BEGIN-DATE-C	PIC X(01).
10 START-END-DATE-C	PIC X(01).

DB2 View:

Staff and Academic Reduction in Time (START)

Detail Design

March 26, 2003

START_PERCENT	SMALLINT NOT NULL
START_BEGIN_DATE	CHAR(10) NOT NULL
START_END_DATE	CHAR(10) NOT NULL
START_PERCENT_C	CHAR(01) NOT NULL
START_BEGIN_DATE_C	CHAR(01) NOT NULL
START_END_DATE_C	CHAR(01) NOT NULL

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Bind Members

PPP695

A plan bind member will be created for program PPP695.

PPP743

PPEBTUTL will be added to the bind member list.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

CICS Maps (DGIPNL)

PPELVE0

This map which defines the label fields and data fields for the ELVE screen will be modified such that the label fields and data fields associated with the START Percent, START Begin Date, and START End Date will be included in this map.

PPIAPP0

This map which defines the label fields and data fields for the IAPP screen will be modified such that the label fields and data fields associated with the START Percent, START Begin Date, and START End Date will be included in this map.

PPIBA10

This map which defines the label fields and data fields for the IBA1 screen will be modified such that the label fields and data fields associated with the START Percent, START Begin Date, and START End Date will be included in this map.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Program Changes

PPBASFET

PPBASFET is the “fetch” module for selecting PPPBAS table data in the HDB History process.

The DB2 START_PERCENT, START_BEGIN_DATE, START_END_DATE, START_PERCENT_C, START_BEGIN_DATE_C, and START_END_DATE_C columns, i.e. data elements of 0495, 0496, and 0497 and its associated Change Flags, will be added to the SQL Select in section 2000-SELECT.

PPBASHST

PPBASHST processes change data by data element number for the PPPBAS table during HDB History processing. Code will be added to process changes for data elements 0495, 0496, and 0497. An initial value of blank will be moved to the START Change Flag fields. An initial value of zero will be moved to the data element 0495. An initial value of ‘0001-01-01’ will be moved to the data elements 0496 and 0497.

PPBASUPD

PPBASUPD is the update module for inserting, deleting and updating the PPPBAS table during History processing. The DB2 START_PERCENT, START_BEGIN_DATE, START_END_DATE, START_PERCENT_C, START_BEGIN_DATE_C, and START_END_DATE_C columns will be added to the SQL Update in sections 2000-UPDATE and 3000-INSERT.

PPEBTFET

The module is a standard part of the EDB Fetch/Update complex, which moves the appropriate data values from EBT-ROW-HOLD to EBT-ROW-HOLD1 based on data element numbers.

It will be modified to process the new data elements of 0495 (START Percent), 0496 (START Begin Date), and 0497 (START) End Date.

PPEBTUPD

The module is a standard part of the EDB Fetch/Update complex that moves the data values from the ECF Change records to the appropriate EBT-ROW fields based on data element numbers.

It will be modified to process the new data elements of 0495 (START Percent), 0496 (START Begin Date), and 0497 (START) End Date in the ECF record.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

PPEBTUTL

The module is a standard part of the EDB Fetch/Update complex that selects the data values from the PPPEBT table, and moves them to the copymember CPWSREBT.

It will be modified to process the new DB2 START Percent, START Begin Date, and START End Date columns from the PPPEBT table.

PPEBTUW

The module is a standard part of the EDB Fetch/Update complex that takes the data values from the linkage containing copymember CPWSREBT, and updates the appropriate row on the PPPEBT table.

It will be modified to process the new START Percent, START Begin Date, and START End Date data values in the linkage.

In addition, specific code will be included to handle the switching of non-bundle processing and bundle processing in the CICS on-line system. Because of the fact that certain employee records are present on the PPPEBT Table while others are not causes problems in on-line CICS. When an EBT record is initially not present, the NOT-FOUND flag is turned on in PPEBTUTL, and PPEBTUPD sets the appropriate Function value of 'I' based on the NOT-FOUND flag. The Function value from PPEBTUPD gets passed to PPEBTUTW to signal insert processing. However, when switching from non-bundle processing to bundle processing, PPEBTUPD is not called to call PPEBTUTL to determine whether an EBT row exist or not, (and the Function value last set by PPEBTUPD is still set to 'I'), causing PPEBTUTW to attempt to insert the EBT record again. Thus, the following logic will be added:

If the environment is CIS on-line, and Bundle Sequence Number is greater than zero, a call will be made to PPEBTUTL. If PPEBTUTL returns the FOUND flag, and the Function value is still set to 'I', the Function value will be set to 'U' (update EBT record).

PPIDXHST

The program is a standard part of the HDB History Fetch/Update complex.

This module will be modified to include the DB2 column names associated with Reduction in Time Percent, Reduction in Time Begin Date, and Reduction in Time End Date in the DB2 FETCH and INSERT statements.

PPP390

The DB2 SELECT statement for the PPPEBT Table will be modified to select specifically only those DB2 column names referenced in the program.

PPP400

The DB2 SELECT statement for the PPPEBT Table will be modified to select specifically only those DB2 column names referenced in the program.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

PPP627

The DB2 SELECT statement for the PPPEBT Table will be modified to select specifically only those DB2 column names referenced in the program.

PPP711

Currently, PPP711 creates the CPS/BCS Employee File.

PPP711 will be modified to include the START Percent (EDB 0495), START Begin Date (EDB 0496), and START End Date (EDB 0497) on the CPS/BCS Employee File.

PPP713

Currently, PPP713 produces the Distribution File for the Corporate Personnel System (CPS) and the Corporate Benefits Counseling System (BCS). A Distribution record is created for each distribution on the current month's PAR File if the PAR transaction is not for a Stop Payment or Unclaimed Check.

If the distribution is associated with a DOS Code of 'RTP', the Distribution record will contain a value of 'RT' for the FCP Code, and if the distribution is associated with a DOS Code of 'RTS', the Distribution record will contain a value of 'RS' for the FCP Code.

No programming changes to PPP713 are required. Existing logic in PPP713 searches for the appropriate FCP Code using the distribution's DOS Code as the key. If found, the FCP Code is moved to the Distribution record.

PPWELVE

This screen processor program will be modified to include the appropriate field labels and areas for entering the data associated with the START Percent, START Begin Date, and START End Date.

PPWIAPP

This screen processor program will be modified to include the appropriate field labels and areas for displaying the EDB data associated with the START Percent, START Begin Date, and START End Date.

PPWIBA1

This screen processor program will be modified to include the appropriate field labels and areas for displaying the history data associated with the START Percent, START Begin Date, and START End Date.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

New Programs

PPEC156

New module PPEC156 will be developed to edit the START Percent, START Begin Date, START End Date, and distributions associated with a DOS Code of 'RTP' or 'RTS'.

The following consistency edits will be developed:

- If any combination of the START Percent, START Begin Date, and START End Date contains initial value, the following error message will be issued:

“You must indicate values for all START fields”

- If the START Begin Date is prior to the established START Program Begin Date (from copymember CPWSTART), the following message will be issued:

“START Begin Date cannot be prior to Program Begin Date”

- If the START End Date is later than the START Program End Date (from copymember CPWSTART), the following message will be issued:

“START End Date cannot be later than Program End Date”

- If the START End Date is prior to the 'START Begin Date', the following message will be issued:

“START End Date cannot be before Begin Date”

- If a distribution entry is updated with a DOS Code of 'RTP' or 'RTS'

If the START Percent, START Begin Date, and START End Date contain initial values, the following message will be issued:

“No employee START data on record”

If the Distribution End Date is later than the START End Date, the following message will be issued:

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

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

PPP695

A new program will be developed to report those employees who are participating in the Staff and Academic Reduction in Time (START) program.

Inputs

PPP695 will receive input from the following sources:

Run Specification record

The request of either one or both START reports will be entered on the Run Specification record.

- START report by *Employee Name* order (where a '1' is specified in column 12)
- START report by *Home Department Number* order, and within Home Department Number, Employee Name order.(where '1' is specified in column 13)

DB2 EDB Tables

- System Control Record (PPPSCR)

The SCR Current Date will be used to determine whether the employee's appointment(s) and distribution(s) are active in the current month.

The employee's START data will be taken from the following table:

Personnel Table (PPPEBT)

The employee's personal information and appointment information will be taken from the following tables:

Personnel Table (PPPPER)

Appointment Table (PPPAPP)

Distribution Table (PPPDIS)

Outputs

PPP695 will produce the following sources:

START Reporting

Report PPP6951 – START report of detail lines in Employee Name order

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Report PPP6952 – START report of detail lines in Home Department Number, and within Home Department number order, Employee Name order.

Error Reporting

All problems encountered during the reporting process will be reported on the error report PPP6953. Appropriate error messages will be written this report.

Declare DB2 Cursors

To select those employees who are participating in the START program:

- A **DB2** Cursor ordered by ***Employee Name*** will be declared with the following condition:

Where the START Percent is not equal to zero

- A **DB2** Cursor ordered by ***Employee Home Department Number, and within Employee Home Department order, Employee Name*** will be declared with the following condition:

Where the START Percent is not equal to zero

Processing

Initialization

General Program Initialization

- Initialize Report Headings. The Highest Severity Level will be initialized to zero.
- Process Date

The Current Date will be retrieved from the system by a Perform XDC3-GET-CURRENT-DATE.

- SCR Current Date

The DB2 PPPSCR Table will be accessed for the SCR-CURRENT-DATE.

- Open Run Specification File

Read and edit Run Specification Record:

If the Specification Record is missing,

Message 695-510 “**OPER – SPECIFICATION RECORD NOT PRESENT**” will be issued.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

This message will have a severity of '8' (*See Operations* in batch).

If the run specification does not have the proper program ID,

Message 695-511 “**OPER – SPECIFICATION RECORD - INVALID PROGRAM-ID**” will be issued.

This message will have a severity of '8' (*See Operations* in batch).

If the requested report options specified on the run specification are invalid,

Message 695-512 “**OPER – SPECIFICATION RECORD – INVALID REQUEST REPORT OPTION**” will be issued.

This message will have a severity of '8' (*See Operations* in batch).

If the requested unit code specified on the run specification is not on the Bargaining Unit table,

- Close Run Specification File
- Open Output Files

Report PPP6951 – START report of detail lines in Employee Name order

Report PPP6952 – START report of detail lines in Home Department Number, and within Home Department number order, Employee Name order.

Main Processing

Employee Processing

For each selected employee who is participating in the START program (where START Percent is not zero), a call to module PPAPTDST will be made to return an array of appointments and distributions:

For each Appointment

If the Appointment Begin Date (EDB 2002) falls within or prior to the month of the SCR Current Date, and Appointment End Date (EDB 2003) is not prior to the month of the SCR Current Date, and Appointment End Date is not prior to Appointment Begin Date, the selected Appointment will be reported on the START Report.

For each Distribution

Each distribution associated with the selected active appointment will be processed to determine whether the distribution is associated with DOS Code of 'RTP' or 'RTS'.

Staff and Academic Reduction in Time (START)
 Detail Design
 March 26, 2003

If the Distribution contains a DOS Code of 'RTP' or 'RTS', the distribution will be reported on the START Report. The Distribution will be annotated with two asterisks (**) on the report if the distribution DOS is 'RTS'. If no distributions containing a DOS Code of 'RTP' are found for any active appointments, the NO-START-DISTRIBUTIONS-RTP-FLAG will be set.

In addition, if the distribution associated with a DOS Code of 'RTP' or 'RTS' is active, a Monthly Salary Savings and Annual Salary Savings will be calculated (see below).

Calculation of Monthly and Annual Salary Savings

Before a distribution is selected for calculation of the monthly Salary Savings and Annual Salary savings, the distribution must be active (see below).

If the **Distribution Pay Begin Date** (EDB 2053) falls within or prior to the month of the SCR Current Date, and the **Distribution Pay End Date** (EDB 2054) is not prior to the month of the SCR Current Date, and the Distribution Pay End Date is not prior to the Distribution Pay Begin Date, the Monthly Salary Savings and Annual Salary Savings will be calculated as follows:

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

The calculated Monthly Salary Savings will be accumulated into the Total Monthly Salary Savings, and the calculated Annual Salary Savings will be accumulated into the Total Annual Salary Savings.

Display of Total Monthly/Annual Salary Savings

If the report detail lines are ordered by Employee Name, the Total Monthly Salary Savings and Total Annual Salary Savings will be displayed at the end of the report.

If the report detail lines are ordered by Home Department Number, and within Home Department Number, by Employee Name order, the Total Monthly Salary savings and Total Annual Salary Savings will be displayed at the end of each Home Department Number break. At the start of each new Home Department Number, the Total Monthly Salary Savings and Total Annual Salary Savings will be set to zero.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Before next employee is processed

After all appointments have been processed and the NO-START-DISTRIBUTIONS-FLAG-RTP is set, the first detail active appointment displayed on the report will be annotated with a single asterisk ('*') to denote that no distributions related to a DOS Code of 'RTP' were found.

End of Job Processing

The Total Monthly Salary Savings and Total Annual Salary Savings will be displayed at the end of the report ordered by Employee Name.

Close the following cursors:

- Close **DB2** Cursor ordered by **Employee Name** if report PPP6951 is requested.
- Close **DB2** Cursor ordered by **Employee Home Department Number, and within Employee Home Department, Employee Name** order if report PPP6952 is requested.

Close the following files:

- PPP6951 Report File
- PPP6952 Report File

Staff and Academic Reduction in Time (START)
 Detail Design
 March 26, 2003

Form

UPAY914 (START - Staff and Academic Reduction in Time Reporting)

This form will define the Program Run Specification for program PPP695.

The following is a sample layout for the Run Specification record:

```

          1          2          3          4
1---5---0---5---0---5---0---5---0
PPP695-SPEC11

```

Columns 1 through 11 (Program ID)

Column 12 (Request START report by Employee Name order)

Column 13 (Request START report by Employee Name within Home Department order)

The sample data above on the specification card requests that the detail of the first report be displayed in Employee Name order, and the detail of the second report be displayed in Home Department order, and within each Home Department Number order, Employee name order.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Net.Data Include Change

Web EDB Inquiry Employment Status Information

ppwwiemp.d2w

ppwwiemp.d2w processes the Web EDB Inquiry Employment Status Information page. This page will be modified to display a section of data containing the START Percent, START Begin Date, and START End Date. The section of data will have a title of:

Staff and Academic Reduction in Time (START)

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Control Table Updates

System Messages Table (PPPMSG)

The following messages will be added to the System Messages Table:

CN-156 – ***'CONSISTENCY EDIT 156 FAILED'*** with a severity level of '7' (Employee Reject) for batch and '7' (Employee Reject) for on-line.

08-433 – ***'YOU MUST INDICATE VALUES FOR ALL START FIELDS'*** with a severity level of '4' (Data Override) for batch and '7' (Employee Reject) for on-line.

12-433 – ***'YOU MUST INDICATE VALUES FOR ALL START FIELDS'*** with a severity level of '4' (Data Override) for batch and '7' (Employee Reject) for on-line.

08-434 – ***'START BEGIN DATE CANNOT BE PRIOR TO PROGRAM BEGIN DATE'*** with a severity level of '4' (Data Override) for batch and '7' (Employee Reject) for on-line.

12-434 – ***'START BEGIN DATE CANNOT BE PRIOR TO PROGRAM BEGIN DATE'*** with a severity level of '4' (Data Override) for batch and '7' (Employee Reject) for on-line.

08-435 – ***'START END DATE CANNOT BE BEFORE BEGIN DATE'*** with a severity level of '4' (Data Override) for batch and '7' (Employee Reject) for on-line.

12-435 – ***'START END DATE CANNOT BE BEFORE BEGIN DATE'*** with a severity level of '4' (Data Override) for batch and '7' (Employee Reject) for on-line.

08-436 – ***'NO EMPLOYEE START DATA ON RECORD'*** with a severity level of '7' (Employee Reject) for batch and '7' (Employee Reject) for on-line.

12-436 – ***'NO EMPLOYEE START DATA ON RECORD'*** with a severity level of '7' (Employee Reject) for batch and '7' (Employee Reject) for on-line.

08-437 – ***'DISTRIBUTION END DATE CANNOT BE LATER THAN START END DATE'*** with a severity level of '7' (Employee Reject) for batch and '7' (Employee Reject) for on-line.

12-437 – ***'DISTRIBUTION END DATE CANNOT BE LATER THAN START END DATE'*** with a severity level of '7' (Employee Reject) for batch and '7' (Employee Reject) for on-line.

08-438 – ***'START END DATE MUST BE PRIOR TO JULY 1, 2005'*** with a severity level of '4' (Data Override) for batch and '7' (Employee Reject) for on-line.

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

12-438 – '*START END DATE MUST BE PRIOR TO JULY 1, 2005*' with a severity level of '4' (Data Override) for batch and '7' (Employee Reject) for on-line.

69-510 – '*OPER - SPECIFICATION RECORD NOT PRESENT*' with a severity level of '8' (See Systems) for batch.

69-511 – '*OPER - SPECIFICATION RECORD - INVALID PROGRAM-ID*' with a severity level of '8' (See Systems) for batch.

69-512 – '*OPER - SPECIFICATION RECORD - INVALID REQUEST REPORT OPTION*' with a severity level of '8' (See Systems) for batch.

69-513 – '*PPAPDST HAS ABNORMALLY TERMINATED*' with a severity level of '8' (See Systems) for batch.

Data Element Table (PPPDET)

The following data element will be added to the Data Element Table:

A Consistency Edit trigger value of '156' will be added to the following new data elements:

- EDB 0495 – START Percent
- EDB 0496 – START Begin Date
- EDB 0497 – START End Date

The above data elements will be defined on the PPPEBT Table.

A Consistency Edit trigger value of '156' will be added to the following existing data elements:

- EDB 2054 – Distribution Pay End Date
- EDB 2056 – Distribution DOS Code

Data Elements to Screen Table (PPPDES)

Add transactions will be created for data elements 0495, 0496, and 0497 for the following screen. The Protected Indicator value will be set to N.

- ELVE Screen

EDB 0495 (START Percent)
EDB 0496 (START Begin Date)
EDB 0497 (START End Date)

Description of Service Table (PPPDOS)

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

The following Description of Service attributes will be added to the Description of Service (DOS) Table:

DOS Code

Description of Service Code – **(RTP)**

Descriptions

Description - **(Reduction in Time Program)**

Abbreviated Description – **(Reduce Time)**

Pay Category

Pay Category – **(N)**

Type of Hours

Type of Hours – **(R)**

Subject Grosses

Total Gross – **(-)**

FWT Gross – **(-)**

FICA Gross – **(-)**

SWT Gross – **(-)**

UCRS Gross – **(-)**

PERS Gross – **(-)**

Workman's Compensation Gross – **(-)**

Unemployment Gross – **(-)**

Calculation Routine

Calculation Routine – **(01)**

Object Codes

Academic Object Code – **(1000)**

Staff Object Code - **(1100)**

Distribution Priority

Distribution Priority – **(1)**

Indicators

Pay Stat Indicator – **(Y)**

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Time Benefit Indicator – (N)
Leave Assessment indicator – (N)
Range Adjustment Indicator – (Y)
Insurance Benefit Indicator – (Y)

Interface Codes

NSETC Interface Code - (ST)
FCP DOS Interface Code – (RT)
Time Code (TC) – (1)

Miscellaneous Indicators

CSER Indicator – (Y)
Faculty Summer Salary Indicator – (N)

DOS Code

Description of Service Code – (RTS)

Descriptions

Description - (Reduction in Time-Shift)
Abbreviated Description – (Reduce Shift)

Pay Category

Pay Category – (D)

Type of Hours

Type of Hours – (N)

Subject Grosses

Total Gross – (-)
FWT Gross – (-)
FICA Gross – (-)
SWT Gross – (-)
UCRS Gross – (-)
PERS Gross – (-)
Workman's Compensation Gross – (-)
Unemployment Gross – (-)

Calculation Routine

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Calculation Routine – **(01)**

Object Codes

Academic Object Code – N/A
Staff Object Code - **(1100)**

Distribution Priority

Distribution Priority – **(3)**

Indicators

Pay Stat Indicator – **(N)**
Time Benefit Indicator – **(N)**
Leave Assessment indicator – **(N)**
Range Adjustment Indicator – **(Y)**
Insurance Benefit Indicator – **(Y)**

Interface Codes

NSETC Interface Code - **(ST)**
FCP DOS Interface Code – **(RS)**
Time Code (TC) – **(8)**

Miscellaneous Indicators

CSER Indicator – **(Y)**
Faculty Summer Salary Indicator – **(N)**

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Routine Definition Table (PPRRTD)

The following new module will be added to this table:

<u>Routine Nbr</u>	<u>Module</u>	<u>Description</u>
C156	PPEC156	START CONSISTENCY EDITS

Processing Group Table (PPPPGT)

Add transactions will be created for new module PPEC156

Prog ID	Processing Group	<u>Sequence</u>	<u>Module</u>
08	008	1039	PPEC156
12	007	1039	PPEC156

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

CICS Help Texts

Field Level Help Text

EDB 0495

Reduction in Time Percentage - The proposed text is:

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

Format: nn

Code Interpretation: N/A.

EDB 0496

Reduction in Time Begin Date - The proposed text is:

Description: The date the employee's reduction in time begins under the Staff and Academic Reduction in Time (START) program.

Format: MM/DDYY P Inquire Only; MMDDYY – Entry/Update

Code Interpretation: N/A

EDB 0497

Reduction in Time End Date - The proposed text is:

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

Format: MM/DDYY P Inquire Only; MMDDYY – Entry/Update

Code Interpretation: N/A

Group Level Help Text

The following group level help will be added to the IAPP screen:

Description: This group field refers to the following data elements:
1-#0495 - START Reduction Percentage

Staff and Academic Reduction in Time (START)

Detail Design

March 26, 2003

2--#0496 - START Begin Date

3- #0497 - START End Date

Place the cursor on the number of the element for which help is desired and press F1.

Staff and Academic Reduction in Time (START)

Detail Design

March 26, 2003

Attachments

1. Data Dictionary Entry for Data Element 0495
2. Data Dictionary Entry for Data Element 0496
3. Data Dictionary Entry for Data Element 0497
4. Sample ELVE Screen Modification
5. Sample IAPP Screen Modification
6. Sample IBA1 Screen Modification
7. Sample Web EDB Inquiry - Employment Status information
8. Sample START Reports

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

System Number: EDB0495

User Access Name: 0495-0

Programming Name: START_PERCENT

Pub. Date: 02/01/03

Comments

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

Name: START 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.

Code Interpretation

N/A

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

System Number: EDB0496

User Access Name: 0496-1

Programming Name: START_BEGIN_DATE

Pub. Date: 02/01/03

Comments

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

Name: START 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.

Code Interpretation

N/A

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

System Number: EDB0497

User Access Name: 0497-2

Programming Name: START_END_DATE

Pub. Date: 02/01/03

Comments

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

Name: START 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.

Code Interpretation

N/A

Staff and Academic Reduction in Time (START)

Detail Design

March 26, 2003

Attachment 5

IAPP Screen Modification

```

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
Gen No : 0002                    Total Appt/Dis: 01/02      Remaining Appt/Dis: 00/00
LOA Beg:                        LOA Return:                LOA Type:                STRT:20% 04/01/03-03/31/041

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

```

¹ START Reduction Percentage, START Begin Date (dd/mm/yy), START End Date (dd/mm/yy)

Staff and Academic Reduction in Time (START)
Detail Design
March 26, 2003

Attachment 6

IBA1 Screen Modification

PPIBA10-I1302	History Inquiry	01/10/03	09:45:31
01/26/01 15:55:00	Basic Employment Data 1	Userid:	PAYCMP0
ID: 000050069	Name: AGES,TRUDY	SSN:	555-61-7654
Incorrect Flag:			
Name:	AGES,TRUDY	Separation Date	:
SSN :	555617654	Separation Reason	:
Home Department :	845001	Separation Destination	:
Original Hire Date :		Probation End Date	:
Oath Signature Date :	07/01/1969	Next Review Type	:2
		Next Review Date	: 07/93
Employment Status :	A	Ret FICA Derive	:
Most Recent Hire Dt :	07/01/1969	FICA Eligibility Cd	: E
Prior Service Code :		Retirement System Code	: U
Prior Service Inst :		Last Day on Pay Status	:
START Percent :	15	Primary Title Code	: 8074
START Begin Date :	04/01/2003	Job Group Identifier	: SUP
START End Date :	03/31/2004		

Next Func:	ID:	Name:	SSN:
Date:		View incorrect records?	

====>

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

Staff and Academic Reduction in Time (START)
 Detail Design
 March 26, 2003

Attachment 7

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
PIH 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

Staff and Academic Reduction in Time (START)
 Detail Design
 March 26, 2003

Attachment 8

PPPPPP/PPPPPP 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

EMPLOYEE NAME	EMP ID	HOME DEPARTMENT	---- START DATA ----		----- APPT/RTP DIST DATA -----			
			%	DATES	APPT# DIST#	TITLE CODE DATES	% %RTP	PAY RATE 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**
AGES, TRUDY	000050069	845001 PHYSICAL PLANT	20	04/01/03-03/31/04	20	7275 PROGRAMMER/ANALYST	.20	49400.00
					10	8074 LABORER, LEAD, SR	1.00	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
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	0093 DIRECTOR (FUNCTL A	1.00	284925.00
					11	04/01/03-03/31/04	.10	10916.67
					40	0196 ADMIN STIPEND WITH	.00	346.00
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

Staff and Academic Reduction in Time (START)
 Detail Design
 March 26, 2003

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