

**PPS Requirements
Benefits Changes**

Service Request 80520

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1.0 Background

UC Human Resources and Benefits have requested several changes to the Payroll/Personnel System (PPS) to improve the ability to monitor compliance with benefits eligibility rules. These modifications are short term changes intended to bring the system more in compliance with revised benefits regulations.

Note that more extensive modifications are currently being discussed for future implementation. Among these are using the Derived Benefits Eligibility Level Indicator (BELI) instead of the Assigned BELI to control enrollment and de-enrollment, and developing an 'event notification' mechanism to provide timely notification to departments and/or central offices when a change occurs to an employee's benefits eligibility status.

2.0 PPS Modifications

2.1 Overview of PPS Modifications

1. The existing values for the Primary and Secondary BELI Status Qualification Codes are being revised to eliminate certain values that are no longer necessary. Changes to the Data Element Table, Data Dictionary entries, and on-line help will be made.
2. A one-time program will be provided to initialize the obsolete BELI Status Qualification Code values.
3. The derivation of the BELI Change Date should be modified to prevent changing the date unless the value of the Assigned BELI changes.
4. The edits for BELI Effective Date should be modified to prevent updating the BELI Effective Date unless the Assigned BELI is changed.
5. The derivation of Benefits Eligibility Date should be modified. The Benefits Eligibility Date should always be set to the month of the hire date on a new hire or rehire, and should only be reset for a continuing employee when the new BELI confers greater eligibility.
6. The Derived BELI should be derived to a value of '1' in monthly maintenance when the employee qualifies for benefits because of 1000 hours. A correction to the handling of future student appointments should also be made.
7. Several of the reports produced by PPP650 related to benefits eligibility should be made obsolete. Form UPAY770 should be modified to reflect this change.
8. The monthly report listing employees who have achieved benefits eligibility because of 1000 hours should be modified to display before and after values for the derived BELI.

2.2 Data Elements

The following values for the Primary BELI Status Qualifier Code and Secondary BELI Status Qualifier Code (EDB 0240 and EDB 0242) will be made obsolete:

- 10 – Appointee with ending date for funding purposes only

50 - Split 'student/non student' employee ineligible for benefits
80 – Grandfathered employee

Additionally, the definition of value 40, 'Employee rehabilitation (formally approved)' should be modified to remove the 'formally approved' qualifier.

The Data Dictionary, on-line field-level Help, and the Data Element Table should be revised to reflect the deletions and change.

Sample data dictionary pages showing the revisions are included in Attachment A.

2.3 One-Time Program

A one-time process should be developed to identify employee records with BELI Qualification Code values that are now obsolete. The one-time program should provide a report listing the employee records where the Primary or Secondary BELI Status Qualification Code (EDB 0240 and 0242) has a value of '10' or '50' or '80'. When either the Primary or Secondary Qualification Code is '10', '50' or '80', any value in the other Qualification Code should be displayed even if it is not '10', '50', or '80'. The report should include the following data:

Employee Name (EDB 0105)
Employee ID
Assigned BELI (EDB 0360)
Derived BELI (EDB 0375)
Primary BELI Status Qualification Code (EDB 0240)
Primary BELI Status Qualification Effective Date (EDB 0241)
Secondary BELI Status Qualification Code (EDB 0242)
Secondary BELI Status Qualification Effective Date (EDB 0243)
Home Department Code (EDB 0114)
Home Department Name (from Home Department Table)

The report should be sorted in Home Department order, and by Employee Name within department. There should be a page break on Home Department. A sample report is shown in Attachment B.

For each Primary or Secondary BELI Status Qualification Code that contains one of the obsolete values, the one-time should initialize the field to blanks, and should also initialize the corresponding Primary or Secondary BELI Status Qualification Effective Date to the low-date value. If the Primary BELI Status Qualification is initialized, and there is an existing Secondary BELI Status Qualification Code value that is not being initialized, the value of the Secondary BELI Status Qualification Code and Secondary BELI Status Qualification Effective Date should be moved to the Primary Status Qualification data elements.

An Employee Change File should be produced as an audit trail of the changes.

2.4 EDB Maintenance

2.4.1 BELI Change Date Derivation

Currently the BELI Change Date (EDB 0183) is updated to the current month and year whenever the Assigned BELI (EDB 0360) is updated, even if it is updated to the existing value.

This logic should be changed so that the BELI Change Date is only updated when the new value of the Assigned BELI is different from the old value.

2.4.2 BELI Effective Date Edits

The logic which issues message 08-335, BELI EFFECTIVE DATE REQUIRED WHEN BELI IS CHANGED, should be changed so that the message is not issued when the new value and the old value of the Assigned BELI (EDB 0360) are the same.

Message 08-336, BELI EFFECTIVE DATE INPUT, NO BELI CHANGED, currently has a severity level of 'Data Override'. However, the code does not enforce the data override and the update is allowed to take place. This logic should be modified so that the BELI Effective Date (EDB 0341) is reset to its prior value if the Assigned BELI has not been updated, or if the Assigned BELI has been updated and its new value is the same as the old value.

2.4.3 Benefits Eligibility Date Derivation

2.4.3.1 On hire/rehire

The Benefits Eligibility Date (EDB 0361) is set to the SCR Current Date when a new hire (Action Code '01') is processed. This logic should be changed so that the Benefits Eligibility Date is set to the first of the month of the Most Recent Hire Date (EDB 0113) when a new hire is processed.

When a rehire (Action Code '02') is processed, if the new Most Recent Hire Date is later than the current month, the Benefits Eligibility Date is set to the first of the month of the Most Recent Hire Date. If the new Most Recent Hire Date is not a future date, the Benefits Eligibility Date is set based on whether or not the Assigned BELI is changed as part of the rehire. If the Assigned BELI is changed, the Benefits Eligibility Date is set to the SCR Current Date, otherwise it is not changed. This logic should be changed so that the Benefits Eligibility Date is always set to the first of the month of the Most Recent Hire Date when a rehire (Action Code '02') is processed.

2.4.3.2 When Assigned BELI changed

Currently when the Assigned BELI (EDB 0360) is explicitly changed on an on-line screen or with a batch transaction, and a new hire or rehire is not being processed, the Benefits Eligibility Date (EDB 0361) is set to the current month and year.

This logic should be changed so that the Benefits Eligibility Date is only changed when the new Assigned BELI confers greater benefits eligibility than the prior Assigned BELI, as illustrated in the following chart.

Prior BELI value	New BELI value	Benefits Eligibility Date Reset?
1	2,3,4,5,?	No
2,3	1	Yes
2	3,?	No
3	2,?	No
2,3	4,5,?	No
4	1,2,3	Yes
4	5,?	No
5	1,2,3,4	Yes
5	?	No

2.4.4 Derived BELI Derivation

2.4.4.1 When 1000 hours achieved

Currently the Assigned BELI (EDB 0360) is set to '1' in EDB Monthly Maintenance when the employee achieves benefits eligibility because of 1000 hours on pay status. Logic should be added to also set the Derived BELI (EDB 0375) to '1' at the same time.

2.4.4.2 When there is a future student appointment

During the analysis for preparing requirements for short term benefits changes, an error in the BELI Derivation logic related to the handling of future student appointments was discovered. A temporary work field (BELI Sub-2) is set to '6' whenever there is a future student appointment. This is true even if there is a current appointment that qualifies for a BELI of '4', or if there is another future appointment that qualifies an employee for full benefits. This can result in a final BELI derivation that is incorrect.

BELI Derivation logic should be modified so that a future student appointment is not considered if there is a current appointment. It should further be modified so that when there are no current appointments, a future student appointment is considered in combination with other future appointments in the same manner that current student appointments are considered with other current appointments.

2.4.5 Appointment Duration for Visa Purposes

An Appointment Duration Code (EDB 2004) value of 'V' indicates that the appointment end date is for visa purposes only.

Logic should be added so that an appointment with an Appointment Duration Code of 'V' is treated, for purposes of derivation of retirement code and Derived BELI, as if the appointment is indefinite. Appointment Duration Code value 'V' should be handled in the same manner as value 'B' (for budgetary purposes only).

2.5 PPP650 Reports and UPAY770

The following PPP650 reports should be made obsolete.

PPP6501	EMPLOYEES IN COMPLIANCE
PPP6503	EMPLOYEES IN COMPLIANCE
PPP6505	NEW CORE MEDICAL EMPLOYEES FOR MM/YY
PPP6506	CONTINUING CORE MEDICAL EMPLOYEES
PPP6507	NEW CORE MEDICAL EMPLOYEES FOR MM/YY
PPP6508	CONTINUING CORE MEDICAL EMPLOYEES
PPP6509	NEW BENEFITS EXCL. EMPLOYEES FOR MM/YY
PPP6510	CONTINUING BENEFIT EXCL. EMPLOYEES
PPP6512	CONTINUING BENEFIT EXCL EMPLOYEES

Form UPAY770 should be modified as follows to reflect the changes to the PPP650 process:

1. The obsolete forms should no longer be available for selection. The input columns should be changed to allow selection of PPP6502 in column 12, PPP6504 in column

13, PPP6511 in column 14 and PPP6513 in column 15. The other input boxes should be eliminated from the form.

2. A legend should be added to the form giving the report title for each of the forms:

PPP6502 – BELI Out Of Compliance – by Date
PPP6504 – BELI Out of Compliance – by Home Department
PPP6511 – New Benefits Excluded Employees
PPP6513 – Employees with BELI Status Qualification Codes

3. The form currently has the following retention indicated: “RETN: FINANCIAL AID: UNTIL ACTION TAKEN.” The reference to Financial Aid is an error. This should be changed to “RETN: UNTIL ACTION TAKEN.”

2.6 PPP1382 Report

Currently the PPP1382 report, ‘Employees With 1000 Hours – Eligible For Benefits’, displays the before and after values of the Assigned BELI and the current value of the Derived BELI. Since monthly maintenance will now set the Derived BELI to ‘1’ when 1000 hours are achieved, the report should be modified to also show the before and after values for the Derived BELI. A column header ‘BEF/AFT’ should be added under the header ‘DERIVED’. The before and after values should be displayed with a ‘/’ in between the two values.

System Number: EDB 0240

User Access Name: 0240-4

Programming Name:

Revision Date: xx/xx/xx

Comments:

Location(s): BCS4203 - Primary BELI Status Qualification Code

Name: PRIMARY BELI STATUS QUALIFICATION CODE

Type: ALPHANUMERIC

Length: 2

Format: N/A

General Description:

Code indicating a condition which causes the value of an individual's Benefits Eligibility Level Indicator-Assigned (EDB 0360) to appear to be "out of compliance."

Code Interpretation:

- 20 - Averaged appointment percent employee (academic)
- 30 - Extended sick leave recipient
- 40 - Employee rehabilitation
- 60 - Seasonal employee
- 70 - Phased retiree
- 90 - Sabbatical/Leave for professional renewal

Previous Code Values (prior to mm/yyyy):

- 10 - Appointee with ending date for funding purposes only
- 50 - Split student/non-student appointee ineligible for benefits
- 80 - "Grandfathered" employee

System Number: EDB 0242

User Access Name: 0242-6

Programming Name:

Revision Date: xx/xx/xx

Comments:

Location(s): BCS4205 - Secondary BELI Status Qualification Code

Name: SECONDARY BELI STATUS QUALIFICATION
CODE

Type: ALPHANUMERIC

Length: 2

Format: N/A

General Description:

Code indicating a second condition which causes the value of an individual's Benefits Eligibility Level Indicator-Assigned (EDB 0360) to appear to be "out of compliance."

Code Interpretation:

- 20 - Averaged appointment percent employee (academic)
- 30 - Extended sick leave recipient
- 40 - Employee rehabilitation
- 60 - Seasonal employee
- 70 - Phased retiree
- 90 - Sabbatical/Leave for professional renewal

Previous Code Values (prior to mm/yyyy):

- 10 - Appointee with ending date for funding purposes only
- 50 - Split student/non-student appointee ineligible for benefits
- 80 - "Grandfathered" employee

