



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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Re:	Release:	1512
	Service Request:	80587
	Error Reports	None
	Programs:	PPOT1512, PPEA007, PPEC129, PPEC715, PPP620
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPOT1512
	CICS Maps:	None
	Web Includes:	None
	Forms:	None
	Table Updates:	Code Translation Table, CICS Help, Data Element Table, System Messages Table
	Urgency:	Date Mandated (see Timing of Installation)

Service Request 80587

Service Request 80587 proposes **two** modifications to Leave of Absence processing.

- 1) Payroll Coordination has requested the addition of two leave types to the list of leave types that may participate in UCI, University Contribution Indicator. These are types 11, *Military Leave*, and 09, *Workers' Compensation*. Using the Leave of Absence Type Code (EDB0139) and the UC Benefits Contribution Code (EDB0644), the Payroll/Personnel System (PPS) can determine which University contributions an employee should receive while on leave.
- 2) Human Resources and Benefits has requested a new Leave of Absence Type Code, "18", for "benefits bridging" in support of the recent contract with AFT representing the Non-Senate Faculty. As part of the recent contract settlement with the Non-Senate Faculty (NSF) employees, effective June 30, 2003, a side letter provision is made to allow employees to continue health and welfare benefits during a period when the employee does not have an active appointment. This provision is to become effective September 28, 2003. This side letter states that NSF shall be eligible to maintain their current UC-sponsored health and welfare benefits for a period of up to three consecutive months (the "Benefit Bridge Period") when they are not on active pay status and are between NSF appointments if they satisfy the following conditions.
 - a. The first day prior to commencement of the Benefit Bridge Period, the NSF is a member of a University Group Health Insurance Plan;

- b. The NSF has a written commitment for reemployment in the bargaining unit at the end of the Bridge period;
- c. The NSF pays the regular Group Plan Rate for the entire gross benefits premiums (employee plus UC cost);
- d. Such payment shall be paid in advance each month, directly to the campus payroll office or benefits office;
- e. The standard benefits eligibility rules shall apply during the Benefits Bridge Period. While the Benefits Bridge Period is not considered a leave of absence, Group Insurance Regulations applicable to an approved leave without pay will apply during the Benefits Bridge Period;
- f. A NSF may be eligible for only one Benefits Bridge Period within a twelve-month period.

Because the employee will pay the entire premium, this new leave type will **not** be considered a valid value for UCI purposes.

Differences from Requirements

During the testing of the changes made to meet the requirements, it was determined that an additional change is needed to prevent changing the LOA Type Code to a code that is invalid for UCI. Once an employee is put on leave and given UCI based upon a valid LOA Type Code, it is possible to change that code to one that is invalid for UCI. This can be prevented by modification to the Data Element Table for the LOA Type Code (EDB 0139). A trigger can be added to force the execution of PPEC715 any time the LOA Type Code is modified. PPEC715 is the consistency edit program that runs during any update to UCI data. The error message displayed by PPEC715 requires a change to its batch severity level in order to prevent batch transactions from allowing UCI and invalid LOA Type Codes.

Also, added to the requirements is a one-time program to report on those employees that currently have an LOA Type Code that is not valid for UCI.

Programs

PPOT1512

This one-time program reports all employees with UCI but with an LOA Type Code that is not valid for the UCI process. The program performs no updates and requires no SPEC Card. Due to the likelihood that this report will be short, there are no special sort options. The report is in employee name sequence and prints the UCI begin and end dates, the LOA Type Code and translation, and the Home Department number and name.

PPEA007

This program validates the leave type code specified on the ELVE screen or in the A2 transactions when putting an employee on leave. It has been modified so that the new leave reason code "18" is considered a valid leave without pay. Data field "VALID-LWOP-CODE" in the working storage section has been altered to include the value "18".

PPEC129

This program performs the consistency edits when an employee is put on leave. It has been modified so that the new leave reason code "18" is considered a valid leave without pay. Data field "WS-VALID-LOA-LWOP" in the working storage section has been altered to include value "18".

PPEC715

This program performs the edits associated with the UCI process, screen EUCI EDB entry and batch transaction input. It has been modified so that the leave reason codes "09" and "11" will be considered as valid leave reason codes for UCI data. Data field "VALID-LOA-TYPE" in the working storage section has been altered to include these values. Note that the new code "18" was **not** added to this list.

PPP620

This program prints selected reports. It has been modified so that leave reason code "18" is included in the list of Leave of Absence Type Codes. The value was added to definition field "WS-LOA-TYPE-CODE-DEF".

Table Updates

Code Translation Table

Code translations for the new Leave of Absence code "18", NSF Benefits Bridge, have been added.

CICS Help

Leave of Absence Type Code "18", NSF Benefits Bridge, has been added to the list of valid leave types displayed on the help screen for the leave type code on any screen where it is displayed.

Data Element Table

Data Element 0139 Leave of Absence Type Code has been altered to allow for the new Leave of Absence Type Code "18", NSF Benefits Bridge, and to trigger the consistency edit program for UCI data, PPEC715.

System Messages Table

Message 08511 and 12456, "UCI NOT ALLOWED WITH THIS LOA TYPE" have been changed to increase the batch severity level to 7-EMPL REJE.

Test Plan

An installation Test Plan is provided with this release.

Installation Instructions

An Installation Instructions document is provided with this release.

Timing of Installation

The installation of this release is **Date Mandated**.

The ratification of the AFT contract requires that the new leave code for the NSF Benefits Bridge be available by September 30, 2003.

If there are any questions, please send electronic mail to Janet.Kennedy@ucop.edu, or call at (510)587-6128.

Janet Kennedy

cc: Jerry Wilcox