

Service Request 80617

Duration of Appointment Changes

September 5, 2003

1.0 Background

The contract between UC and AFT covering non-senate faculty, effective June 30, 2003, includes Article 7C, "Continuing Appointments", which outlines a transition of current post-6 year lecturer appointments to "continuing" appointments. This transition necessitates a new Duration of Appointment Code for continuing appointments with indefinite appointment end dates.

In addition, campuses have requested that PPS be modified to allow indefinite appointment end dates ('999999') when the Duration of Appointment Code is 'S - Security of employment'. Currently, appointments with a Duration of Appointment Code of 'S' must have a definite appointment end date.

2.0 Modifications to Consistency Edits

2.1 Edit 08-062

Consistency edit #001 includes an edit to ensure that certain Duration of Appointment Code (EDB 2004) values are used with indefinite appointment end dates. The edit issues the message:

08-062 DUR OF EMPL IS 'T', 'I', OR 'E'; APPT END DATE MUST BE INDEFINITE

Duration of Appointment Code values 'S - Security of Employment' and 'C - Continuing' (see section 3.0 below) should be added to this edit. Message 08-062 should be modified to read:

08-062 DUR OF EMPL IS 'C', 'I', 'E', 'S', OR 'T'; APPT END DATE MUST BE INDEFINITE

2.2 Edit 08-069

Consistency edit #001 also includes an edit that is triggered when the Duration of Appointment Code (EDB 2004) is 'N', 'S', 'V', 'A', or blank, and the Appointment End Date (EDB 2003) is equal to '999999'. In that case, the following message is issued:

08-069 DUR OF EMPL VALUE REQUIRES DEFINITE APPT END DATE

The Duration of Appointment Code value 'S' ('Security of Employment') should be removed from this edit, so that it may be used in conjunction with an indefinite appointment end date.

3.0 New Duration of Appointment Value

3.1 Duration of Appointment Code Data Element

A new Duration of Appointment Code value, 'C - Continuing' should be added to data element EDB 2004. See Attachment A.

3.2 Help Text

The new code value and description, 'C - Continuing', should be added to the help text for EDB 2004.

3.3 Code Translation Table

A translation for the new code value should be added to the CTT:

<u>Date Element</u>	<u>Value</u>	<u>Length</u>	<u>Translation</u>
EDB 2004	C	11	Continuing
EDB 2004	C	22	Continuing

4.0 One-time Program

A one-time program should be developed to change the Appointment End Date for appointments with a Duration of Appointment Code of 'S' ('Security of Employment'). The program should select any active or future appointment (as of the SCR Current Date) with a Duration of Appointment Code (EDB 2004) value of 'S' and set the Appointment End Date (EDB 2003) to '999999'.

The one-time program should also generate a central office report, sorted by employee name, listing the appointments modified. The report should include the following data:

- Employee Name (EDB 0105)
- Employee ID
- Employee Home Department (EDB 0114) and translated department name from the Home Department Table
- Appointment Number (EDB 2001)
- Title Code (EDB 2006) and translated title code from Title Code Table
- Previous Appointment End Date
- New Appointment End Date

See Attachment B for suggested layout.

5.0 Timing

The program is not urgent or date mandated. However, since the new "continuing" appointment duration is in effect as of June 30, 2003, HR&B requests that the modifications be made as soon as practicable.

Attachment A

System Number: EDB2004

User Access Name: 2004-6

Programming Name: APPT__DURATION IN PPPAPP

Revision Date: PUBL. 05/24/99

Comments

Location(s): APT 5512 - Duration of Appointment Code-APT in HDB

Name: DURATION OF APPOINTMENT CODE-EDB

Type: ALPHANUMERIC

Length: 1

Format

N/A

General Description

Code indicating the expected duration of an appointment.

Code Interpretation

A	- Acting executive
B	- Indefinite, with an appointment end date for budgetary purposes
C	- Continuing
E	- No specific end date
I	- Indefinite
N	- Non-tenure
T	- Tenure
S	- Security of employment
V	- For visa purposes only
Blank	- None of the above

Attachment B

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

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
PAYROLL PROCESSING

PAGE NO. 1
RUN DATE 10/17/03

SECURITY OF EMPLOYMENT REPORT

EMPLOYEE NAME	EMP ID	HOME DEPARTMENT	APPT#	TITLE CODE	OLD END DATE	NEW END DATE
ABSENT, MARCUS	000050020	844918 POMOLOGY	10	1603 SR LECT W/SEC EMPL-ACADEMIC YR	12/31/03	99/99/99
AGES, TRUDY	000050069	834635 SOCIOLOGY	10	1603 SR LECT W/SEC EMPL-ACADEMIC YR	12/31/25	99/99/99
ALU, BOB	000050022	844918 POMOLOGY	10	1613 SR LECT W/SEC EMPL - FISCAL YR	06/30/08	99/99/99
ANTE, PENNY	000050053	812581 UNIV EXT	10	1613 SR LECT W/SEC EMPL - FISCAL YR	05/30/37	99/99/99