

**Service Request 80637  
Staff Severance Pay Tracking  
September 30, 2003  
FINAL**

**modified 05-nov-2003**

Human Resources and Benefits  
Information Systems Support  
Office of the President

|                              |  |    |
|------------------------------|--|----|
| <a href="#">1.0</a>          | <a href="#">Overview</a>                               | 3  |
| <a href="#">2.0</a>          | <a href="#">Background</a>                             | 3  |
| <a href="#">3.0</a>          | <a href="#">PPS Modifications</a>                      | 4  |
| <a href="#">3.1</a>          | <a href="#">Data Elements</a>                          | 4  |
| <a href="#">3.2</a>          | <a href="#">EDB Screen Modifications</a>               | 5  |
| <a href="#">3.2.1</a>        | <a href="#">ELOF Entry/Update Screen Modifications</a> | 5  |
| <a href="#">3.2.2</a>        | <a href="#">ILOF Inquiry Screen Modifications</a>      | 5  |
| <a href="#">3.2.3</a>        | <a href="#">IDOC Modifications</a>                     | 6  |
| <a href="#">3.2.4</a>        | <a href="#">EDB Web Screen Modifications</a>           | 6  |
| <a href="#">3.3</a>          | <a href="#">History Modifications</a>                  | 6  |
| <a href="#">3.3.1</a>        | <a href="#">IOFF Screen Modifications</a>              | 6  |
| <a href="#">3.3.2</a>        | <a href="#">HLOF Screen Modifications</a>              | 6  |
| <a href="#">3.4</a>          | <a href="#">File Maintenance Edits</a>                 | 6  |
| <a href="#">3.4.1</a>        | <a href="#">Range and Value Edits</a>                  | 6  |
| <a href="#">3.4.2</a>        | <a href="#">Consistency Edits</a>                      | 6  |
| <a href="#">3.5</a>          | <a href="#">Batch Entry</a>                            | 7  |
| <a href="#">4.0</a>          | <a href="#">Reporting</a>                              | 7  |
| <a href="#">5.0</a>          | <a href="#">Timing</a>                                 | 8  |
| <a href="#">Attachment A</a> |  | 9  |
| <a href="#">Attachment B</a> |  | 10 |
| <a href="#">Attachment C</a> |  | 11 |
| <a href="#">Attachment D</a> |  | 12 |
| <a href="#">Attachment E</a> |  | 13 |
| <a href="#">Attachment F</a> |  | 14 |
| <a href="#">Attachment G</a> |  | 15 |
| <a href="#">Attachment H</a> |  | 16 |
| <a href="#">Attachment I</a> |  | 17 |
| <a href="#">Attachment J</a> |  | 20 |

## 1.0 Overview

To facilitate the reporting and tracking of staff severance payments and subsequent payback, HR&B requests the following enhancements and modifications:

- creation of four new data elements to record severance pay out and severance recovery
- modification to EDB and History screens to accommodate the new data elements
- update of layoff reporting to reflect severance payments

## 2.0 Background

New staff personnel policy governing layoff, reduction in time, and severance pay includes a provision for a staff severance payment in the event of layoff or involuntary reduction in time. As of July 1, 2003, employees may select severance payment in lieu of preferential rehire and recall. In addition, the policy defines rules for severance reimbursement upon rehire within a specified period:

### ***J. SEVERANCE PAY***

*A regular status employee who has been laid off indefinitely or whose time has been reduced indefinitely shall have the option of severance pay in lieu of preference for reemployment and the right to recall.*

*When an employee elects severance pay in lieu of preference for reemployment and the right to recall, the following guidelines apply:*

*1. Payment Schedule: An employee who elects severance pay in lieu of preference for reemployment and the right to recall shall be paid a lump sum amount of one week (5 workdays) of salary for each full year of service from the most recent break in service, up to a maximum of 16 weeks of base pay.*

*An employee whose time has been reduced indefinitely and who elects severance pay in lieu of preference for reemployment and the right to recall shall receive severance pay for the percent of time reduced in accordance with the payment schedule above.*

*2. Repayment: An employee who has received severance pay under this policy and who returns to work in a career position with the University at the same or higher salary and at the same percentage of time as the position held at the time of layoff shall repay to the University any portion of severance pay received that is in excess of the time the employee was on layoff status.*

*Applicability: Professional and Support Staff (Personnel Policies for Staff Members, 60 - Layoff and Reduction in Time from Professional and Support Staff Career Positions, July 1, 2003)*

Subsequently, some unions have negotiated specific language to govern layoff and severance policies for their bargaining units:

### ***Technical Unit (TX) - Article 12***

*Severance - Effective July 1, 2003 through the Duration of the Agreement, but in any case, no later than June 30, 2005*

*A career employee who has received her/his notice of indefinite layoff may elect, in writing, to receive severance pay in lieu of preferential rehire and recall rights with reduced severance, within fourteen (14) calendar days of receipt of the notice of layoff. Election is irrevocable. Each campus department shall, in each instance of layoff, not reduction in time, offer severance in lieu of preferential rehire and recall rights with reduced severance to all employees in the department affected by the layoff.*

*Severance pay shall be in accordance with the following:*

1. *Employees receive one week of salary for each full year of service from the most recent break in service up to 16 weeks of pay.*
2. *Employees who are laid off following a reduction in time that occurred within 60 calendar days of the layoff notice shall be eligible for severance, or reduced severance, on the basis of their percentage of appointment just prior to their reduction in time....*

*Reduced Severance (with Preference and Recall)*

*A career employee who has received her/his notice of indefinite layoff may elect, in writing, to receive preferential rehire and recall rights with reduced severance, as an alternative to severance ... within fourteen (14) calendar days of receipt of the notice of layoff. Election is irrevocable. Each campus department shall, in each instance of layoff, not reduction in time, offer severance in lieu of preferential rehire and recall rights with reduced severance to all employees in the department affected by the layoff.*

*Reduced severance pay shall be in accordance with the following*

1. *Employees with less than five (5) years of service receive no reduced severance.*
2. *Employees with five (5) or more years of service receive four (4) weeks or 20 work days, based on 8-hour days, reduced severance,*
3. *Employees with 13 or more years of service receive eight (8) weeks or 40 work days, based on 8-hour days, reduced severance.*
4. *Employees who are laid off following a reduction in time that occurred within 60 calendar days of the layoff notice shall be eligible for reduced severance on the basis of their percentage of appointment just prior to their reduction in time.*

HR&B anticipates that other unions will similarly negotiate bargaining unit specific terms for layoff and severance policies. Therefore, any system enhancements designed to address layoff and severance data should be sufficiently generalized and flexible to accommodate variance in policy and contract implementation.

## **3.0 PPS Modifications**

### **3.1 Data Elements**

New severance policies and bargaining unit specific layoff articles require the creation of four new data elements:

1. **Staff Severance Amount Paid (Attachment A)**  
Valid values for this field are dollar amounts in format *nnnnnn.nn*.
2. **Staff Severance Pay Number of Days (Attachment B)**  
The number of working days that the severance payment represents. The value for this field should be a two-digit number from 00 to 80 (00, 01, 02 ... 78, 79, 80).
3. **Staff Severance Payback Indicator (Attachment C)**  
Indicates whether the employee will be subject to severance repayment upon future rehire or recall, per the staff policy or bargaining unit contract in force at the time of layoff. Valid values are 'Y', 'N', and blank.
4. **Staff Severance Payback Amount (Attachment D)**  
The amount of previously paid severance that must be repaid to the University, per the policy or bargaining unit contract. Valid values for this field are dollar amounts in format *nnnnnn.nn*.

When applicable, the HR/Labor Relations user will enter the 'Staff Severance Amount Paid', 'Staff Severance Pay Number of Days', and 'Staff Severance Payback Indicator' at the time of layoff. Upon rehire, if it is determined that the employee must pay back a portion of the severance received, the user may enter a value for the 'Staff Severance Payback Amount'.

Users should be able to enter and update multiple sets of severance data (each set being comprised of the four individual data elements above). Each set of severance data should be associated with its corresponding set of layoff data.

## **3.2 EDB Screen Modifications**

### **3.2.1 ELOF Entry/Update Screen Modifications**

The four new data elements should be added to the ELOF Entry/Update Layoff Data screen as part of a more general redesign of this screen (see Attachment E). It is suggested that the redesigned ELOF screen include the following modifications:

1. The screen should no longer display a second set of entry fields.
2. The four new data elements should be added, per the suggested layout. Online help links should be provided for the new elements.
3. Data elements "Recall Rights - Terminate Suspend Date" (EDB 0469) and "Recall Suspension/Termination Reason Code (EDB 0472), group-labeled 'Trm/Sus Beg/Rsn', should be expanded to two separate lines and relabeled 'Term/Suspend Date' and 'Suspend Reason'.
4. Data elements "Preferential Rehire Rights - Terminate Suspend Date" (EDB 0465) and "Preferential Rehire Suspension/Termination Reason Code (EDB 0471), group-labeled 'Trm/Sus Beg/Rsn', should be expanded to two separate lines and relabeled 'Term/Suspend Date' and 'Suspend Reason'.
5. Data elements 'Recall Rights Suspension End Date' (EDB 0470) and 'Preferential Rehire Rights Suspension End Date' (EDB 0466), both currently labeled 'Sus End', should now be labeled 'Suspend End'.

### **3.2.2 ILOF Inquiry Screen Modifications**

The four new data elements should be added to the ILOF Inquiry Layoff Data screen as part of a redesign of this screen (see Attachment F). It is suggested that the redesigned ILOF screen include the following modifications:

1. The screen should no longer display a second set of inquiry fields.
2. The four new data elements should be added, per the suggested layout. Online help links should be provided for the new elements.
3. Data elements "Recall Rights - Terminate Suspend Date" (EDB 0469) and "Recall Suspension/Termination Reason Code (EDB 0472), group-labeled 'Trm/Sus Beg/Rsn', should be expanded to two separate lines and relabeled 'Term/Suspend Date' and 'Suspend Reason'.
4. Data elements "Preferential Rehire Rights - Terminate Suspend Date" (EDB 0465) and "Preferential Rehire Suspension/Termination Reason Code (EDB 0471), group-labeled 'Trm/Sus Beg/Rsn', should be expanded to two separate lines and relabeled 'Term/Suspend Date' and 'Suspend Reason'.
5. Data elements 'Recall Rights Suspension End Date' (EDB 0470) and 'Preferential Rehire Rights Suspension End Date' (EDB 0466), both currently labeled 'Sus End', should now be labeled 'Suspend End'.

### 3.2.3 IDOC Modifications

The three severance payment data elements, 'Staff Severance Amount Paid', 'Staff Severance Pay Number of Weeks', and 'Staff Severance Payback Indicator', should be added to the IDOC Layoff Separation Document in the "LAYOFF INFORMATION" section. See Attachment G for suggested layout.

### 3.2.4 EDB Web Screen Modifications

There are no requested changes to EDB Web Inquiry at this time. HR&B will submit separate requirements for the addition of layoff data, including new severance data, to EDB Web Inquiry.

## 3.3 History Modifications

### 3.3.1 IOFF Screen Modifications

The four new data elements should be added to the IOFF History Inquiry Layoff Data screen, with an online help link provided for each element. See Attachment H for suggested layout.

### 3.3.2 HLOF Screen Modifications

The four new data elements should be added to the HLOF Layoff Data History Screen. See Attachment I for suggested layout.

## 3.4 File Maintenance Edits

### 3.4.1 Range and Value Edits

Valid values for the 'Staff Severance Pay Number of Days' data element are two digit numbers from 00 through 80. If an illegal value is entered on the ELOF Entry/Update screen, the transaction should be rejected and the following error message should be issued:

"Field out of range or illegal value"

Valid values for the 'Staff Severance Payback Indicator' data element are 'Y', 'N', and blank. If an illegal value is entered, the transaction should be rejected and the following error message should be issued:

"Field out of range or illegal value"

### 3.4.2 Consistency Edits

Six consistency edits should be added to the file maintenance process:

- If a value is entered for the 'Staff Severance Amount Paid' element, and the 'Staff Severance Pay Number of Days' data element is null, the system should issue the following error message with a severity level '7' ('Employee Reject') online and '5' ('Transaction Reject') in batch:

"Indicate the severance pay number of days"

- If a value is entered for 'Staff Severance Pay Number of Days' but the value for the 'Staff Severance Amount Paid' is null, the system should issue the following error message with a severity level '7' ('Employee Reject') online and '5' ('Transaction Reject') in batch:

"Indicate the severance amount paid"

- If a value is entered for 'Staff Severance Payback Amount', and the value of 'Staff Severance Payback Indicator' is 'N' or 'blank', the system should issue the following error message with a severity level '7' ('Employee Reject') online and '5' ('Transaction Reject') in batch:

“Severance Payback Ind is not Y; no payback required”

### 3.5 Batch Entry

The program should include the ability to enter data in batch, such as via a UPAY form. It is noted that the existing Layoff Administration Worksheet (UPAY781) does not appear to have any available columns, so it might be necessary to create an additional form for the new severance pay data elements.

### 4.0 PAN

The four severance data elements ('Staff Severance Amount Paid', 'Staff Severance Pay Number of Days', 'Staff Severance Payback Indicator', 'Staff Severance Payback Amount') should be added to the list of 'Layoff' triggers that generate a PAN (Post Authorization Notification). Both the CICS and Web PANs for layoff data should be modified to include the severance data elements. Changes to severance data element values may be flagged using the methods currently in place for CICS (asterisks) and Web PAN (color-coding).

Please see Attachments J and K for suggested layouts.

### 5.0 Reporting

Report 862, Layoff Status Report, should be modified to include the four new data elements ('Staff Severance Amount Paid', 'Staff Severance Pay Number of Days', 'Staff Severance Payback Indicator', 'Staff Severance Payback Amount'). The new report should contain the following data elements:

*First line:*

- Employee Name (EDB 0105)
- Employment Status (EDB 0144)
- Layoff Notice Date (EDB 0462)
- Layoff Title Code (EDB 0474)
- Layoff Title Translation, from Title Code Table description
- Layoff Pay Rate (EDB 0477)
- Staff Severance Amount Paid (EDB XXXX)
- Preferential Rehire Period Begin Date (EDB 0463)
- Preferential Rehire Period End Date (EDB 0464)
- Recall Period Begin Date (EDB 0467)
- Recall Period End Date (EDB 0468)

*Second line:*

- Employee ID
- Separation Date (EDB 0140)
- Layoff Department Code (EDB 0475)
- Layoff Department Translation, from Home Department Table
- Title Unit Code (EDB 2029)
- Appointment Representation Code (EDB 2031)
- Staff Severance Pay Number of Days (EDB XXXX)
- Staff Severance Payback Indicator (EDB XXXX)
- Preferential Rehire Rights - Terminate/Suspend Date (EDB 0465)
- Preferential Rehire Rights - Suspension End Date (EDB 0466)
- Recall Rights - Terminate/Suspend Date (EDB 0469)
- Recall Rights - Suspension End Date (EDB 0470)

*Third line:*

- Layoff Unit Code (EDB 0473)
- Layoff Unit Code Translation, from Layoff Unit Table description
- Layoff Percent Time (EDB 0479)

- Staff Severance Payback Amount (EDB XXXX)
- Preferential Rehire Suspension/Termination Reason (EDB 0471)
- Recall Suspension/Termination Reason Code (EDB 0472)

See Attachment L for the suggested report layout.

## **6.0 Timing**

The requested modifications are not date mandated. Because campuses are currently commencing severance payments, HR&B requests that the program be released as soon as possible so that campuses can use it to facilitate severance administrative processes.

**Attachment A**

**System Number:** EDBxxxxx

**User Access Name:**

**Programming Name:**

**Revision Date:** xx/xx/xx

**Comments:**

Source(s):

Use(s):

Location(s):

**Name:** STAFF SEVERANCE AMOUNT PAID

**Type:** NUMERIC

**Length:** 8

**Format:** nnnnnn.nn

**General Description:**

Gross amount of severance pay received by an eligible employee (represented and unrepresented staff).

**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:** STAFF SEVERANCE PAY NUMBER OF DAYS

**Type:** NUMERIC

**Length:** 2

**Format:**

**General Description:**

The number of working days for which an eligible employee was paid severance

**Code Interpretation:**

N/A

**Attachment C**

**System Number:** EDBxxxxx

**User Access Name:**

**Programming Name:**

**Revision Date:** xx/xx/xx

**Comments:**

Source(s):

Use(s):

Location(s):

**Name:** STAFF SEVERANCE PAYBACK INDICATOR

**Type:** ALPHANUMERIC

**Length:** 1

**Format:** N/A

**General Description:**

Code indicating whether the employee will be obligated, per the applicable policy or bargaining unit contract, to repay any portion of the severance payment upon recall or rehire.

**Code Interpretation:**

- Blank - not obligated to repay severance
- N - not obligated to repay severance
- Y - obligated to repay some portion of severance

**Attachment D**

**System Number:** EDBxxxx

**User Access Name:**

**Programming Name:**

**Revision Date:** xx/xx/xx

**Comments:**

Source(s):

Use(s):

Location(s):

**Name:** STAFF SEVERANCE PAYBACK AMOUNT

**Type:** NUMERIC

**Length:** 8

**Format:** nnnnnn.nn

**General Description:**

The amount of previously paid severance that must be repaid, per the applicable personnel policy or bargaining unit contract.

**Code Interpretation:**

N/A





## Attachment G

---

### LAYOFF INFORMATION

---

Your Layoff status is as follows:

( 1) Layoff Notice Date: 12/01/01

Layoff Department: 826301 SECURITY

Layoff Unit: CHEM01

Layoff Title: POLICE LIEUTENANT

Layoff Percent of Time: 1.00

Salary at Time of Layoff: 5,000.00

Severance Amount Paid:

Severance Pay Number of Days:

Severance Payback:

Date Preferential Rehire Rights Begin: 01/01/02

Date Preferential Rehire Rights End: 06/30/02

Date Recall Rights Begin: 01/01/02

Date Recall Rights End: 06/30/02

Date Preferential Rehire Rights were Terminated or Suspended:

Date Preferential Rehire Rights Re-instated:

Susp/Termination Reason:

---

## Attachment H

PPIOFF0-I1104

History Inquiry  
Layoff Data

08/21/03 09:47:53

Userid: PAYCMP0

ID: 777555021 Name: ALONG, GET A

SSN: 777-00-0021

Incorrect Flag:

Layoff:

Title Code :  
Dept Code :  
Unit Code :  
Notice Date :  
Pay Rate :  
Rate Code :

Rehire:

Begin Date :  
End Date :  
Term/Susp Beg:  
Suspense End :  
Term/Susp Rsn:

Recall:

Begin Date :  
End Date :  
Term/Susp Beg:  
Suspense End :  
Term/Susp Rsn:

Percent Time:

Sev Paid :<sup>9</sup>  
Sev Days :<sup>10</sup>  
Sev Payback :<sup>11</sup>

Sev Payback Amt:<sup>12</sup>

Next Func:

ID:

Name:

SSN:

Date:

View incorrect records?

---

<sup>9</sup> Staff Severance Amount Paid

<sup>10</sup> Staff Severance Pay Number of Days

<sup>11</sup> Staff Severance Payback Indicator

<sup>12</sup> Staff Severance Payback Amount

## Attachment I

PPHLOF0-I1376 History Reporting 08/27/03 09:42:13  
Last Update: 01/31/01 Layoff Data History Userid: PAYCMP0  
ID: 000050090 Name: BALDUCCI, GUIDO SSN: 875-66-5777  
Hm Dept: 827701 HOSPITAL EDUCATION Status: Active ITR: 001  
Sex: Ethnic:  
Layoff Notice Date: Layoff %: Layoff Salary:  
Title: TUC/EREP: Salary Max:  
Dept: Layoff Unit:  
Severance Paid<sup>13</sup>/Days<sup>14</sup>: \_\_\_\_\_ Sev Payback Ind<sup>15</sup>/Amt<sup>16</sup>: \_\_\_\_\_  
Recall Beg Dt: Recall End Dt:  
Recall Sus Begin: Recall Sus End/Term:  
Reason:  
Rehire Beg Dt: Rehire End Dt:  
Rehire Sus Begin: Rehire Sus End/Term:  
Reason:  
Separation Dt: Last Day On Pay:  
Reason:  
Term Sick Leave Bal: Accrued Through Dt:  
Next Func: ID: Name: SSN:  
As Of Date: Past To Present: View Incorrect Records:

---

<sup>13</sup> Staff Severance Amount Paid

<sup>14</sup> Staff Severance Pay Number of Days

<sup>15</sup> Staff Severance Payback Indicator

<sup>16</sup> Staff Severance Payback Amount

## Attachment J

### CICS Layoff PAN

```
----- Layoff Information -----
                                Previous          Current
Layoff Title                      4673
Layoff Department                   827701
Layoff Notice Date                  10/01/03
Layoff Unit
*Layoff Salary                      5000.00
*Layoff Salary Indicator             M-Monthly
*Layoff Percent Time                 1.00
*Pref Rehire Begin Date              01/01/04
*Pref Rehire End Date                12/31/04
*Pref Rehire Term/Sus Begin Date     06/30/04
*Pref Rehire Term/Sus Reason         B-Refused Offer
*Pref Rehire Sus End Date            09/01/04
*Recall Begin Date                   01/01/04
*Recall End Date                     12/31/04
*Recall Term/Sus Begin Date          06/30/04
*Recall Term/Sus Reason              B-Refused Offer
*Recall Sus End Date                 09/01/04
*Staff Severance Amount Paid         5000.00
*Staff Severance Pay Number of Days  80
*Staff Severance Payback Indicator   Y
*Staff Severance Payback Amount     4000.00
Term Sick Leave Balance
Accrued Through Date
```

# Attachment K

## Web Layoff PAN Layoff

|             |                  |             |                    |              |              |
|-------------|------------------|-------------|--------------------|--------------|--------------|
| Title       | 4673<<none>>     | Department  | 827701<<none>>     |              |              |
| Notice Date | 10/01/03<<none>> | Unit Salary | M- Monthly<<none>> | Percent Time | 1.00<<none>> |
| Salary      | 5000.00<<none>>  | Indicator   |                    |              |              |

|                                 |                         |                          |                  |
|---------------------------------|-------------------------|--------------------------|------------------|
| Pref Rehire Begin Date          | 01/01/04<<none>>        | Pref Rehire End Date     | 12/31/04<<none>> |
| Pref Rehire Term/Sus Begin Date | 06/30/04<<none>>        | Pref Rehire Sus End Date | 09/01/04<<none>> |
| Pref Rehire Term/Sus Reason     | B-Refused Offer<<none>> |                          |                  |

|                            |                         |                     |                  |
|----------------------------|-------------------------|---------------------|------------------|
| Recall Begin Date          | 01/01/04<<none>>        | Recall End Date     | 12/31/04<<none>> |
| Recall Term/Sus Begin Date | 06/30/04<<none>>        | Recall Sus End Date | 09/01/04<<none>> |
| Recall Term/Sus Reason     | B-Refused Offer<<none>> |                     |                  |

|                              |    |                       |         |
|------------------------------|----|-----------------------|---------|
| Severance Pay Number of Days | 80 | Severance Amount Paid | 5000.00 |
| Severance Payback Indicator  | Y  | Payback Amount        | 3000.00 |

Term Sick Leave Balance 0.00  
Accrued Through Date

**Attachment L**

PPP8621/PPP862  
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE  
 DATA BASE MAINTENANCE  
 LAYOFF STATUS REPORT  
 PROFESSIONAL/STAFF

PAGE NO. 000001  
 RUN DATE 08/22/03

| NAME               | S NOTICE   | LAYOFF TITLE              | SALARY    | SEVERANCE   | REHIRE            | RECALL            |
|--------------------|------------|---------------------------|-----------|-------------|-------------------|-------------------|
| EMP ID             | T SEP DATE | LAYOFF DEPT               | TUC REP   | DAYS/IND    | SUSPEND BGN/END   | SUSPEND BGN/END   |
|                    |            | LAYOFF UNIT               | % TIME    | PAYBACK AMT | SUS RSN           | SUS RSN           |
| WILLING, ABE L. N. | S 06/21/03 | 5312 POLICE LIEUTENANT    | 500000.00 | 012500.00   | 01/01/02-06/30/02 | 01/01/02-06/30/02 |
| 000050024          | 12/01/01   | 826301 SECURITY           | 99 C      | 10 Y        | 01/01/02-06/30/02 | 01/01/02-06/30/02 |
|                    |            | CHEM01 NO LUC DESCRIPTION | 1.00      | 011000.00   | Q                 | Q                 |