

SR80691
EAP Sub-Location at UCLA
November 20, 2003

Background

Education Abroad Program (EAP) employees are currently located in Santa Barbara but are paid via UCLA payroll. In the past, IR&C Payroll Maintenance has facilitated rate adjustments for these titles when necessary. To automate this process further until a long-term solution can be developed, it is requested that UCLA use a separate sub-location to identify EAP departments.

Rather than create a new sub-location for this purpose, TCS will utilize an existing sub-location value ('AG') that is not otherwise in use at UCLA. TCS should carry the EAP rates coded as 'AG', but translate this sub-location to 'EA' before sending the rates to UCLA.

PPS Modifications

The following modifications should be effected and distributed only to UCLA.

Data Element

A new code value and description, 'EA - EAP Santa Barbara', should be added to existing Data Element EDB 2009, *Appointment Department Sub-Location*. See Attachment A for the draft data dictionary page.

Help Text

The new code value and description, 'EA - EAP Santa Barbara', should be added to the help text for EDB 2009.

Code Translation Table

A translation for the new code value should be added to the CTT. The following translation is suggested:

<u>Data Element</u>	<u>Value</u>	<u>Length</u>	<u>Translation</u>
EDB 2009	EA	14	EAP SB
EDB 2009	EA	34	EAP Santa Barbara

TCS Modifications

TCS should be modified so that UCLA EAP rates are coded as 'AG', but are translated to 'EA' before being sent to UCLA.

In addition, the code translation for 'AG' on TCS Web Inquiry should be modified to read 'EAP Santa Barbara'.

Attachment A

System Number: EDB2009

User Access Name: 2009-1

Programming Name: APPT_SUB_LOCATION IN PPPAPP

Revision Date: PUBL. 10/31/01

Comments

Location(s): N/A

Name: APPOINTMENT DEPARTMENT SUB-LOCATION

Type: ALPHANUMERIC

Length: 2

Format

N/A

General Description

Code indicating the campus sub-location defined on the Home Department table for the appointment department.

Code Interpretation

GN	- General Campus
MD	- Medical Center
OP	- Office of the President
AG	- Agriculture & Natural resources
EA	- EAP Santa Barbara