

Separation Dates Edit
Service Request 16943

University of California
Office of the President
Payroll Coordination
February 28, 2005

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The purpose of this document is to request that a new edit for Separation Dates be established on the Employee Data Base (EDB).

Background

UCOP Internal Audit has reported that campuses are establishing future separation dates too far in the future. A report provided to Payroll Coordination by Internal Audit displays separation dates established through the calendar year 2020.

Requested Changes

The Payroll Personnel System (PPS) should be modified to not allow Separation Dates (EDB DE 0140) to be established in excess of five years from the current month and year.

Edits

The following edit should be established in connection with the Separation Date data element:

- In both batch and on-line processing, when establishing a separation date in excess of five years from the current month and year, turnaround transactions should be presented for entering the Separation Date. If not corrected, an employee reject message should be issued stating that the Separation Date is in excess of five years from the current month and year.

In both batch and on-line, an Employee Reject error message should be issued in USER08 and USER12. The suggested message text should be:

SEPARATION DATE EXCEEDS FIVE YEARS

In batch, turnaround transactions should be presented for entering the separation date.

History

There are no changes to History.

Reports

No reports are necessary with the aforementioned separation date edit changes.