

Created on: January 27, 2006

Updated on: January 31, 2006

**SR81437 Requirements**  
**SRDP DOS Code**

**Objective:**

To establish a new DOS code for awards made under the new SRDP program, which replaces the previous IAP program

**Project Type:**

This is a modification to an existing process.

**Requested by:**

HR&B Compensation

**Analyst:**

Carrie Gatlin

**Due Date(s):**

This project is Urgent.

It is requested that the modifications be made as soon as possible so that campuses may issue local guidelines for processing awards under the new SRDP Program.

## **1.0 Background**

On November 15, 2005, Associate Vice President Boyette issued guidelines for the new Staff Recognition and Development Program (SRDP) for non-represented employees for 2005-06. This program replaces the previous Incentive Award Program (IAP) for policy-covered employees.

Campuses have requested that a new DOS code be established to record awards made under the new program. Payments made using the new DOS code should be charged against the IAP balance account.

## **2.0 DOS Control Table Update**

The Description of Service (DOS) Table should be updated with the newly assigned 'SRD' DOS code. Please see Attachment A for DOS table attributes.

## **3.0 IAP Processing and Reporting**

The new 'SRD' DOS code should be added to the IAP processing programs so that SRD awards are established on the EDB and payments are charged against the IAP balance account. In addition, SRD payments should be displayed on the IAP Activity Reports produced from PPP533.

In the past, UCOP and locations have established the following procedures to add new DOS codes to the IAP processing programs:

1. the new DOS code is added to the copy member which stores the IAP DOS codes
2. batch programs PPP390, PPP520, and PPP533 are recompiled

