

Created on May 5, 2006  
Revised August 14, 2006

## **SR 81512 Requirements SMG Grade Changes**

### **Objective:**

Implement the new Salary Grade structure for the Senior Leadership Compensation Group (SLCG) comprised of SMG and some MSP employees as approved by The Regents in March 2006.

### **Project Type:**

This is an enhancement. It will require addition of two new employee level data elements, addition and changes to consistency editing, change to the derivation of the Senior Management Supplement indicator, change to an edit performed in the compute process that ensures only an eligible SMG member receives the special Senior Management Supplement contribution, and change to the derivation of the employee level Executive Life Insurance field. This project will also remove the START fields from various screens.

### **Requested by:**

Dennis Larsen, Executive Director – Senior Management Program

### **Analyst:**

Shelley Dommer  
Human Resources and Benefits, Information Systems Support

### **Due Date(s):**

The new salary grade structure modifications should be available to campuses by mid-August, 2006. Campuses will need to install the grade structure modifications prior to installing the new SLCG extract program described in SR 16338.

**Background:**

At the March 2006 Regents meeting, the Regents approved a new salary slotting program for the Senior Leadership Compensation Group (SLCG). This group is comprised of all current SMG employees as well as a select group of MSP employees. The SLCG salary grade structure reflects values 102 through 118. The existing SMG alpha grade values A – E are no longer valid. The existing MSP salary grade structure will remain in place but approximately eighty MSP employees have been slotted into the new SLCG grades.

**Current Process:**

Currently the PPS Appointment Grade field is a two character field. Currently salary grade values of A, B, C, D, E are valid for SMG titles (Title Codes 0001-0199). Grade values are assigned to SMG appointments in PPS by the campus. PPS derives a special field, EDB 1122, from the Appointment Grade that is used in the compute process to verify current Senior Management Supplement contribution eligibility. PPS also determines eligibility for Executive Life Insurance based on Appointment Salary Grade.

Grade values 1-9 are valid MSP grades for MSP titles (Title codes 0200 – 0799), with employees assigned the Grades 8 and 9 having special terms and conditions of employment specified in Personnel Policy for Staff Members (PPSM). MSP grades are assigned to employee PPS appointment records by the campus.

**Proposed Process:**

The SLCG is comprised of approximately four hundred employees, approximately 300 SMG employees, 80 MSP employees and 30 Lab employees. Rather than expanding the current PPS Appointment Salary Grade field from two positions to three to handle the new SLCG grades it is proposed that two new employee level data element fields be established for the SLCG grade and effective date. The existing Appointment Salary Grade field will no longer be used for SMG appointments. The salary grade field will not be used for MSP employees slotted into SLCG.

The derivation of EDB 1122 should be changed to reflect that an employee is eligible or ineligible for the Senior Management Supplement benefit, rather than reflecting the salary grade value. Modification to the compute process to use the new values of EDB 1122 will be required.

The Executive Life Insurance derivation must be modified. All SMG employees are eligible for Executive Life Insurance unless they decline coverage.

Existing SMG salary grade values will be retained for an interim period to allow transition. A subsequent Service Request will be submitted at a later date to remove the old values and modify edits.

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## **Requirements:**

### **1.0 Data Elements**

#### **1.1 New Data Elements**

##### **1.1.1 SLCG Grade Code**

Establish a new employee level data element that will contain the SLCG salary grade level. This field should be three positions. Valid values will be 102 through 118. An additional value of 999 will also be allowed to identify SLCG employees who are not slotted. Attachment 1

##### **1.1.2 SLCG Grade Effective Date**

Establish a new employee level data element that will contain the SLCG salary grade effective date. This field should be a date field in the format MMDDYY. Attachment 2

#### **1.2 Existing Data Elements**

##### **1.2.1 EDB 1122 Senior Management Supplement Eligibility Indicator**

This field currently carries a grade value that determines the contribution percent for the Senior Management Supplement (SMS). Determination of the SMS percentage is now be determined by the SMG coordinator's office. The current values for EDB 1122 should be made obsolete. A new values of 'Y' should be established to indicate eligibility for the program. Attachment 3. Derivation is described in section 2.1.2.

### **2.0 EDB Maintenance**

#### **2.1 Explicit Maintenance**

##### **2.1.1 Range and Value Edits**

Valid values for the SLCG grade data element are positive integers from 102 to 118 and 999. If an illegal value is entered on the EELI Entry/Update screen, the transaction should be rejected and the following error message should be issued:

“Field out of range or illegal value”

##### **2.1.2 Consistency Edits**

A) Modification is required to the EDB file maintenance process that validates appointment salary grade. Currently error message 08-720 is issued when an invalid grade condition is found. This edit should be modified by establishing three separate edits:

##### **Edit 1: PSS Appointments**

PSS appointments may have a Salary Grade value of blank or 0-7. If the Personnel Program Code is '1' ('Professional and Support Staff'), the Appointment Title Code is 4000 – 9999, and the Salary Grade is blank or 0-7, no message should be issued. If the

Salary Grade is not blank or 0-7, the following message should be issued **with a severity level of 'Employee Reject' online and 'Data Override' in batch:**

08-720 – Invalid Grade for this PSS Title Code

### **Edit 2: SMG Appointments**

SMG appointments should have a blank Salary Grade value. If the Personnel Program Code is '2' ('Management and Senior Professional') and the Appointment Title Code is 0001-0199, the Salary Grade should be blank. If the Salary Grade is not blank, **the following 'Warning' message should be issued in both online and batch maintenance:**

08-xxx – Grade should be blank for SMG title

**Note:** The current edit that checks for a valid grade value for title codes in the range of 0001-0199 should be retained during the transition period where it is allowable for the Appointment Grade field to carry a valid value. A subsequent service request will be submitted to remove this edit when it is determined that the SLCG grade transition process is complete.

### **Edit 3: MSP Appointments**

MSP appointments that are not designated as SLCG may have a Salary Grade value of blank or 0-9. MSP appointments in the SLCG program should not have a Salary Grade value entered, but some locations may retain the MSP Salary Grade 8 and 9 until the SLCG policy is revised.

If the Personnel Program Code is '2', the Appointment Title Code is 0200-0799, the SLCG Grade field is blank, and the Salary Grade is blank or 0-9, no message should be issued. If the Salary Grade is not blank or 0-9, the following message should be issued **with a severity level of 'Employee Reject' online and 'Data Override' in batch:**

08-xxx – Invalid Grade for this MSP Title Code

If the Personnel Program Code is '2', the Appointment Title Code is 0200-0799, the SLCG Grade field is not blank, and the Salary Grade is blank, no message should be issued. If the Salary Grade is not blank, **the following 'Warning' message should be issued in both online and batch maintenance:**

08-xxx – Grade should be blank for MSP in SLCG

B) A new consistency edit is required to validate that both the SLCG Grade and Effective Date fields are entered. If both are not entered, the following message should be issued **with a severity level of 'Employee Reject' online and 'Data Override' in batch:**

08-xxx -- SLCG Grade and Effective Date are both required

## **2.1.3 Derivations**

#### **2.1.3.1 Senior Management Supplement Eligibility Indicator (EDB 1122)**

The current derivation process should be modified so that if an employee is determined to be eligible using the existing logic, then a value of 'Y' should be established for EDB1122 rather than using the grade value as the process currently does.

It is noted that the current derivation process includes logic related to EDB 1123, an obsolete data element. Logic related to this data element may be removed.

#### **2.1.3.2 Executive Life Insurance Indicator (EDB 0356)**

Modify the logic for the derivation of the Executive Life Insurance Indicator to remove the check on Salary Grade. The existing logic that requires the Personnel Program to be '2' and the Title Code within the range of 0001 – 0199 should remain unchanged. The existing values for the Executive Life Insurance Indicator field should be retained.

### **2.2 Periodic Monthly Maintenance**

The Senior Management Supplement Eligibility Indicator (EDB 1122) and the Executive Life Insurance Indicator (EDB 0356) are also derived during periodic Monthly Maintenance. The modifications made to the derivation logic in explicit file maintenance (section 2.1.2) should also be applied to the derivation processes in Monthly Maintenance.

### **3.0 History**

The SLCG Grade and Effective Date should be added to the History Data Base (HDB).

### **4.0 Compute Process Changes**

Calculation Routine 55 contains logic to check the value of the employees Senior Management Supplement (SMS) Eligibility Indicator (EDB 1122) or the Senior Management Supplement Exception Indicator (EDB 0412).

SMS Contributions 742, 743, 744, 745, 746, or 747 are taken only if the employees Senior Management Supplement Eligibility Indicator value is A, B, C, D, or E, or the Senior Management Supplement Exception Indicator value is Y, and the Employment Status (EDB 0144) is *not* N (Leave Without Pay). If the conditions are not satisfied, the employees SMS Contribution amount(s) is set to zero.

This logic should be modified to check for SMS Eligibility Indicator value of 'Y' or the Senior Management Supplement Exception Indicator value of 'Y'.

## **5.0 Screen Modifications – Attachment 4**

### **5.1 IAPP – EDB Inquiry Appointment/Distribution**

The START fields currently on the IAPP screen should be removed. In their place, the new SLCG grade and effective date fields should be added to the screen as shown in Attachment 4. Online Help should be provided for these fields.

### **5.2 IAPT – EDB Inquiry Appointment/Distribution Cmpt**

The new SLCG grade and effective date field should be added to this screen as shown in Attachment 4. Online Help should be provided for these fields.

### **5.3 IAPS – EDB Inquiry Appointment Summary**

The new SLCG grade and effective date field should be added to this screen as shown in Attachment 4. Online Help should be provided for these fields.

### **5.4 ISSP – EDB Inquiry Senior Management Supplement**

This screen should be renamed ‘Senior Leadership Information’ and the new SLCG grade and effective date field added as shown in Attachment 4. Online Help should be provided for these fields, and the field-level Help for EDB 1122, Senior Management Supplement Eligibility Indicator, should be modified to reflect the new valid values. Screen Level Help should be revised to reflect the changed information contained on the screen.

### **5.5 EELI – EDB Entry Update Executive Life Insurance**

This screen should be renamed ‘Senior Leadership Information’ and the new SLCG grade and effective date field added to the screen for entry update as shown in Attachment 4. Online Help should be provided for these fields. Screen Level Help should be revised to reflect the changed information contained on the screen.

### **5.6 EDB Central Inquiry Menu**

The screen label for the ISSP screen should be renamed to ‘Senior Leadership Information’.

### **5.7 EDB Inquiry Department Menu**

The screen label for the ISSP screen should be renamed to ‘Senior Leadership Information’.

### **5.8 EDB Entry Update Function Code Menu**

The screen label for the EELI screen should be renamed to ‘Senior Leadership Information’.

### **5.9 EDB History Inquiry**

The new SLCG and SLCG Effective Date fields should be added to the IBA1 History Inquiry screen as shown in Attachment 4.

### **5.10 EDB Web Inquiry Employment Data**

This screen should be modified to add the new SLCG grade and effective date field as shown in Attachment 4.

## 6.0 One-time Program

A special one-time program must be provided to re-derive the value of EDB 1122 for all currently eligible employees. If the existing field value is currently A, B, C, D, or E, set the value to 'Y', otherwise set to 'blank'. The standard PPP180 report will be used as the audit trail of changes.

## 7.0 CPS Interface File

The new SLCG grade and effective date fields should be added to the CPS interface as shown on Attachment 5.

CC 523-525	SLCG Grade Level	Values 102-118
CC 526-531	SLCG Effective Date	Format yymmdd.

## **Attachment 1**

*System Number: XXXX*

*User Access Name: XXXX-0*

*Programming Name: x*

*Revision Date: MM/DD/YYYY*  
*Comments*

*Name: SLCG GRADE CODE*

*Type: ALPHANUMERIC*

*Length: 3*

*Format*

xxx

### ***General Description***

Code indicating the Senior Leadership Compensation Group (SLCG) grade level for an employee. Valid values are 102-118 and 999.

### ***Code Interpretation***

## **Attachment 2**

*System Number: XXXX*

*User Access Name: XXXX-0*

*Programming Name:*

*Revision Date: MM/DD/YYYY*

*Comments*

*Name: SLCG GRADE EFFECTIVE DATE*

*Type: DATE*

*Length: 6*

*Format*

MM/DD/YY

*General Description*

Effective Date of the employee Senior Leadership Compensation Group (SLCG) grade.

*Code Interpretation*

**Attachment 3**

**System Number: EDB1122**

**User Access Name: 1122-0**

**Programming Name: EXEC\_SPP\_FLAG IN PPPBEN**

**Revision Date: MM/DD/YYYY**

**Comments**

Location(s): N/A

**Name: SENIOR MANAGEMENT SUPPLEMENT ELIGIBILITY INDICATOR**

**Type: ALPHANUMERIC**

**Length: 1**

**Format**

N/A

**General Description**

Code indicating eligibility for and level of participation in the Senior Management Supplement Program.

**Code Interpretation**

Effective 10/1/2006

Y = Eligible

Blank – not eligible

**Obsolete Values 9/30/2006**

- 1 - Not eligible, Salary Grade 1
- 2 - Not eligible, Salary Grade 2
- 3 - Not eligible, Salary Grade 3
- 4 - Not eligible, Salary Grade 4
- A - Eligible, Salary Grade A
- B - Eligible, Salary Grade B
- C - Eligible, Salary Grade C
- D - Eligible, Salary Grade D
- E - Eligible, Salary Grade E

## Attachment 4

### SCREEN Changes

#### IAPP – Remove START, Add SLCG grade and effective date

```
PPIAPP0-I1526          EDB Inquiry          06/02/06 11:19:57
05/25/06 08:21:18    Appointment/Distribution    Userid: PAYCMP0
ID: 333333039 Name: AARDVARK, FRANCIS
Hm Dept: 804918 CHAN OFFICE      Emplmt Status: A Pri Pay: MO
Gen No : 0001                Total Appt/Dis: 01/01 Remaining Appt/Dis: 00/00
LOA Beg:                    LOA Return:        LOA Type:      SLCG Grade:104 07/01/06
Appt: 10 TC: 4672 CLERK, SR/SECRETARY      Grade:          Pgm/Typ: 1/2
  Begin Dt: 01/01/02 Ann/Hr Rt : 36000.00   %: 1.00 F/V: F   Rt   : A
  End Dt  : 99/99/99 Bas/Pd Ovr: 00/00     FLSA: NONEXEMPT Lv : A Sched: MO
  Dur    : I Indef Dept Cd  : 804918      TUC/AREP/ASHC: CX/C/   Time : E
  SubL   : MD Medical Center

Dis: 11 L/A/C/F/P/S    3 404918      19900      1      CHANCELLOR'S OFFICE
  Begin: 01/01/02 Dis %: 1.0000 Rate/Amt: 3000.00 Step/OA:      DOS: REG
  End  : 99/99/99 FTE: 1.00 Dept Cd: 804918 PRQ:      DUC:      WSP:

Dis:   L/A/C/F/P/S
  Begin:      Dis %:      Rate/Amt:      Step/OA:      DOS:
  End  :      FTE:      Dept Cd:      PRQ:      DUC:      WSP:
Next Func:   ID:      Name:      SSN:

====>
F: 1-Help      2-Browse      3-PrevMenu  4-Print
F:              9-MainMenu              12-Exit
```

#### IAPT – Add SLCG grade and effective date

```
PPIAPT0-I1526          EDB Inquiry          06/02/06 11:23:09
05/25/06 08:21:18    Appointment/Distribution Cmpct    Userid: PAYCMP0
ID: 333333039 Name: AARDVARK, FRANCIS
Hm Dept: 804918 CHAN OFFICE      Emplmt Status: A Pri Pay: MO
Gen No : 0001                Total Appt/Dis: 01/01 Remaining Appt/Dis: 00/00
LOA Beg:                    LOA Return:        LOA Type:      SLCG Grade: 104 07/01/06
Appt: 10 TC: 4672 CLERK, SR/SECRETARY      Grade:          Pgm/Typ: 1/2
  Begin Dt: 01/01/02 Ann/Hr Rt : 36000.00   %: 1.00 F/V: F   Rt   : A
  End Dt  : 99/99/99 Bas/Pd Ovr: 00/00     FLSA: NONEXEMPT Lv : A Sched: MO
  Dur    : I Indef Dept Cd  : 804918      TUC/AREP/ASHC: CX/C/   Time : E
  SubL   : MD Medical Center

Dis No.  L/A/C/F/P/S
FTE  Dis %  Pay Beg  Pay End  Rate/Amt  DOS  Step/OA PRQ  D  W
11    3 404918  19900    1
1.00  1.0000  01/01/02  99/99/99  3000.00   REG

Next Func:   ID:      Name:      SSN:

====>
F: 1-Help      2-Browse      3-PrevMenu  4-Print
F:              9-MainMenu              12-Exit
```



## EELI- Rename screen and add SLCG grade and effective date

PPEELI0-E1670 EDB Entry/Update 06/02/06 11:28:32  
05/25/06 08:21:18 Senior Leadership Information Userid: PAYCMP0  
ID: 33333039 Name: AARDVARK, FRANCIS Emp Stat: A Pri Pay: MO

SLCG: xxx Effective Date: mm/dd/yy  
Executive Life Insurance: Sr Mgmt Supplement:  
Indicator : 0 Indicator :  
Salary Base : Exception :  
Change Code : Override Rate :  
Change Effective  
Date :

Coverage Effective Sr Mgmt Contributions:  
Date : Num Description Amount Eff Date

Next Func: ID: Name: SSN:

==>  
F: 1-Help 3-PrevMenu 4-Print 5-Update  
F: 9-Jump 12-Exit

## IBA1 - History Inquiry - Add SLCG Grade and Effective Date

PPIBA10-I1710 History Inquiry 07/18/06 11:50:05  
01/19/05 13:18:00 Basic Employment Data 1 Userid: PAYCMP0  
ID: 33333039 Name: AARDVARK, FRANCIS

Incorrect Flag:  
Name: AARDVARK, FRANCIS Separation Date :  
SSN : 33333039 Separation Reason :  
Home Department : 804918 Separation Destination :  
Original Hire Date : Date of Entry :  
Oath Signature Date : 01/01/2002 Probation End Date :  
UC W-8 BEN Date : Next Review Type/Date :  
Employment Status : A Special Trng Required :  
Most Recent Hire Dt : 01/01/2002 Ret FICA Derive : Y  
Prior Service Code : FICA Eligibility Cd : E  
Prior Service Inst : Retirement System Code : U  
START Percent : Last Day on Pay Status :  
START Begin Date : Primary Title Code : 4672  
START End Date : Job Group Identifier : 999  
SLCG Grade : XXX SLCG Effective Date : MM/DD/YYYY

Next Func: ID: Name: SSN:  
Date: View incorrect records?

==>  
F: 1-Help 2-Browse 3-PrevMenu 4-Print  
F: 9-MainMenu 10-PrevRec 12-Exit

---

## Payroll/Personnel System - EDB Inquiry

Userid: PAYCMP0

Date: 07/18/06

Time: 14:10:10

Name: AARDVARK, FRANCIS

ID: 333333039

SSN: 333-33-3039

Status: Active

Home Dept: CHAN OFFICE

Pay Sched: Monthly

### Employment Status Information

View [Appointment/Distribution Information](#).

---

#### Hired

Date of Hire: 01/01/02

I-9 Date: 01/01/02

Original Date of Hire:

Oath Date: 01/01/02

---

#### Leave

Leave Begin Date:

Leave Type:

Leave Return Date:

---

#### Senior Leadership Information

SLCG Grade: 108 SLCG

Effective Date: 10/01/2006

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#### Staff and Academic Reduction in Time (START)

START Reduction Percentage:

Begin/End Date:

---

#### Separation

Last Day on Pay Status:

Reason Code:

Separation Date:

Destination:

---

#### Salary Review

Next Salary Review Date:

Review Type:

---

#### Student Status

Student Status Code: 1 - Not Registered

Registered Units: 0.0

---

#### Labor Relations

Employee Relations Code:

Collective Bargaining Unit Code: CX - CUE Clerical

Employee Unit Code: CX - CUE Clerical

Employee Representation Code: C - Covered

Employee Special Handling Code:

Employee Distribution Unit Code:

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As of Release 1529

Attachment 5

Corporate Personnel System (CPS) PPP711				
Employee Record Layout				
Position	Length/ Format	Field Description	Data Element #	Comments
1 – 2	2	Location		
3 – 11	9	Employee Identification Number		
12 – 46	35	Employee Name	EDB0105	
47 – 76	30	Address Permanent Line One	EDB0204	
77 – 106	30	Address Permanent Line Two	EDB0205	
107-127	21	Address Permanent City	EDB0206	
128-129	2	Address Permanent State	EDB0207	
130-134	5	Address Permanent ZIP	EDB0208	
135-137	3 99V9	Number of Registered UC Student Units	EDB0237	
138	1	Senior Management Supplement Exception Indicator	EDB0412	
139	1	Senior Management Supplement Override Contribution Rate	EDB0413	
140	1	Home Address Disclosure Indicator	EDB0211	
141-149	9	Social Security Number	EDB0111	
150	1	Sex Code	EDB0108	
151-156	6 (yymmdd)	Date of Birth	EDB0107	
157	1	Citizenship Status Code	EDB0109	
158-159	2	Ethnic Origin Code	EDB0112	
160	1	Retirement System Code	EDB0122	
161	1	FICA Eligibility Code	EDB0120	
162	1	Unemployment Insurance Coverage Code	EDB0121	
163	1	UC Student Status Code	EDB0119	
164-172	9	Previous ID Number		
173-175	3	Prior Service Credit Months	EDB0146	
176-177	2	Filler		
178-193	16	Organization Code		
194	1	Position Type Code		
195	1	Confidential Information Code		
196-201	6 (yymmdd)	Most Recent Hire Date	EDB0113	
202-205	4 (yymm)	Next Salary Review	EDB0136	
206	1	Next Salary Review Type	EDB0135	
207	1	Employment Status Code	EDB0144	
208-209	2	Visa Type Code	EDB0110	
210-213	4	Merit Percent	EDB0153	
214-219	6 (yymmdd)	Separation Date	EDB0140	
220-221	2	Separation Reason Code	EDB0141	
222-227	6 (yymmdd)	Leave of Absence Begin Date	EDB0137	
228-233	6 (yymmdd)	Leave of Absence Return Date	EDB0138	

**Corporate Personnel System (CPS) PPP711**

**Employee Record Layout**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
234-235	2	Leave of Absence Type Code	EDB0139	
236	1	DCP Plan Code	EDB0129	
237-240	4	Sick Leave Used		Zero Filled
241-245	5	Sick Leave Hours Balance (Current)	EDB5186	
246	1	Retirement/FICA Derivation Indicator	EDB0238	
247-249	3	Vacation Used		Zero Filled
250-252	3	Vacation Leave Hours Balance (Current)	EDB5185	
253-256	4	Vacation Lost		Zero Filled
257-259	3	Compensation Time Used		Zero Filled
260-263	4	Compensatory Time Hours Balance (Current)	EDB5110	
264-268	5	Overtime Paid		Zero Filled
269-273	5	Overtime Worked		Zero Filled
274-279	6	Overtime Hours Worked YTD	EDB5103	
280	1	Month Pay Indicator-January	EDB0171	
281	1	Month Pay Indicator-February	EDB0172	
282	1	Month Pay Indicator-March	EDB0173	
283	1	Month Pay Indicator-April	EDB0174	
284	1	Month Pay Indicator-May	EDB0175	
285	1	Month Pay Indicator-June	EDB0176	
286	1	Month Pay Indicator-July	EDB0177	
287	1	Month Pay Indicator-August	EDB0178	
288	1	Month Pay Indicator-September	EDB0179	
289	1	Monthly Pay Indicator-October	EDB0180	
290	1	Monthly Pay Indicator-November	EDB0181	
291	1	Monthly Pay Indicator-December	EDB0182	
292-297	6 (yymmdd)	Accidental Death and Dismemberment Coverage Effective Date	EDB0282	
298	1	Accidental Death and Dismemberment Coverage Code	EDB0281	
299-301	3	Accidental Death and Dismemberment Principal Sum	EDB0280	
302-307	6 (yymmdd)	Dental Plan Coverage Effective Date	EDB0274	
308-309	2	Filler		
310-315	6 (yymmdd)	Supplemental Life Insurance Coverage Effective Date	EDB0277	
316	1	Supplemental Life Insurance Plan Code	EDB0276	
317-319	3	Supplemental Life Insurance Salary Base	EDB0275	
320	1	Dependent Life Insurance Plan Code	EDB0278	
321-326	6 (yymmdd)	Medical Plan Coverage Effective Date	EDB0294	
327-328	2	Medical Plan Code	EDB0292	
329	1	Department Location Indicator		From Home Department Table
330-332	3	Medical Plan Coverage Code	EDB0293	

**Corporate Personnel System (CPS) PPP711**

**Employee Record Layout**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
333-338	6 (yymmdd)	Basic Life Insurance Effective Date	EDB0451	
339-343	5	Filler		
344-345	2	Primary BELI Status Qualification Code	EDB0240	
346-351	6 (yymmdd)	Primary BELI Status Qualification Effective Date	EDB0241	
352-353	2	Secondary BELI Status Qualification Code	EDB0242	
354-359	6 (yymmdd)	Secondary BELI Status Qualification Effective Date	EDB0243	
360	1	UC Paid Temporary Disability Insurance Code	EDB0123	
361-363	3	Medical Contribution Base – Current year	EDB0289	
364-366	3	Medical Contribution Base – Next Year	EDB0290	
367-368	2	START Reduction Percentage	EDB0495	
369	1	War/Campaign/Expedition Veteran Status Code	EDB0345	
370	1	Vietnam Era Veteran Status Code	EDB0350	
371	1	Veteran Disability Status Code	EDB0351	
372	1	Handicapped Status Code	EDB0352	
373	1	Insurance Reduction Code	EDB0299	
374-375	2	Employee Unit Code	EDB0255	
376	1	Employee Special Handling Code	EDB0256	
377	1	Employee Distribution Unit Code	EDB0257	
378	1	Employee Representation Code	EDB0295	
379-384	6 (yymmdd)	Executive Life Insurance Effective Date	EDB0452	
385-390	6 (yymmdd)	Original Hire Date	EDB0704	
391	1	Depcare Participation Indicator		
392-399	8	Filler		
400	1	FCP Select Flag		
401-402	2	Dental Plan Code	EDB0272	
403-405	3	Dental Coverage Code	EDB0273	
406	1	Federal Tax Marital Status Code	EDB0127	
407	1	State Tax Marital Status Code	EDB0130	
408	1	Employee Level WOS Indicator	EDB0778	
409-414	6 (yymmdd)	Vision Plan Coverage Effective Date	EDB0349	
415-416	2	Vision Plan Code	EDB0347	
417-419	3	Vision Plan Coverage Code	EDB0348	
420-423	4 (yymm)	Recently Separated Veteran Date	EDB0381	
424-426	3	Basic Life Insurance	EDB0330	
427	1	UCRS Short Loan		
428	1	UCRS Long Loan		
429-430	2	Legal Plan Code	EDB0353	

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**Employee Record Layout**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
431-433	3	Legal Plan Coverage Code	EDB0354	
434-439	6 (yymmdd)	Legal Plan Coverage Effective Date	EDB0355	
440-442	3	Federal Tax Withholding Allowances	EDB0128	
443-445	3	State Tax Personal Withholding Allowances	EDB0131	
446-448	3	State Tax Itemized Deduction Withholding Allowances	EDB0132	
449	1	Executive Life Insurance Indicator	EDB0356	
450-452	3	Executive Life Insurance Salary Base	EDB0357	
453	1	Benefits Eligibility Level Indicator	EDB0360	
454	1	Benefits Eligibility Level Indicator Derived	EDB0375	
455-458	4 (yymm)	Benefits Eligibility Level Indicator Conflict Date	EDB0376	
459	1	Medical Insurance Opt Out Code	EDB0377	
460	1	Dental Insurance Opt Out Code	EDB0378	
461	1	Vision Insurance Opt Out Code	EDB0379	
462-465	4	Average Hours Worked Per Week	EDB5132	
466-471	6 (yymmdd)	Dependent Life Coverage Effective Date	EDB0188	
472-480	9	Total Gross YTD	EDB5501	
481-489	9	Federal Withholding Tax Gross YTD	EDB5502	
490-498	9	YTD Depcare Deduction	EDB6335Y	
499-507	9	Hours Toward Career Status Eligibility – Total	EDB0426	
508-516	9	Hours Toward Benefits Eligibility – Total	EDB5142	
517-522	6	Last Day On Pay Status	EDB0189	
523-525	3	SLCG Grade Level		New Data Element
526-531	6 (yymmdd)	SLCG Effective Date		New Data Element
532-564	33	Filler		
565-573	9	SPP-Total Interest-HS	EDB0439	
574-582	9	SPP-Total Contribution-Interest Posted-HS	EDB0432	
583-588	6 (yymmdd)	SPP-Changed Date -HS	ED0441	
589-597	9 (1 <sup>st</sup> – 6 <sup>th</sup> Month)	SPP-X Month Contribution-No Interest-HS Where X = 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> or 6 <sup>th</sup>	EDB0433 - EDB0438	
598-606	9	HSPP Current Month Contribution		
607	1	Supplemental Disability Indicator		
608-610	3	Supplemental Disability Waiting Period	EDB0231	
611-615	5	Supplemental Disability Salary	EDB0232	

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**Employee Record Layout**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
		Base		
616-621	6 (yymmdd)	Supplemental Disability Coverage Effective Date	EDB0233	
622-625	4	Primary Title Code	EDB0460	
626-631	6	START Begin Date	EDB0496	
632-637	6	START End Date	EDB0497	
638-643	6 (yymmdd)	Short Term Disability Coverage Effective Date	EDB0453	
644-652	9	Federal Withholding Tax Gross – FYTD	EDB5545	
653-658	6	Home Department Code	EDB0114	
659-688	30	Home Department Name	EDB0114	From the Home Department Table
689-690	2	Country of Residency Code	EDB0143	
691-720	30	Country of Residency	EDB0143	From the Foreign Country Table
721	1	Health Care Reimbursement Account Indicator		
722-726	5	HCRA Annual Amount	EDB6338U	
727-732	6 (yymmdd)	HCRA Termination Date	EDB0314	
733-741	9 9(07)V99	HCRA Year-To-Date deductions	EDB6338Y	
742-746	5	DepCare Annual Amount	EDB6335U	
747-752	6 (yymmdd)	DepCare Termination Date	EDB0315	
753-760	8	Filler		