

Created on June 20, 2007  
Revised: June 28, 2007

## **SR81919 Requirements**

### **Add Home Dept Location Indicator to Carrier File**

#### **Objective:**

Add the Home Department location indicator to the insurance carrier files produced from PPS Program PPP560 to allow carriers to evaluate various pilot health care initiatives by sub-location.

#### **Project Type:**

This is an enhancement,

#### **Requested by:**

HR&B Health & Welfare Policy

#### **Analyst:**

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

July 2007 month-end reporting.

#### **Background:**

Several University health care providers have implemented pilot wellness initiatives at several campuses, including UCLA campus, UCLA Medical Center and Office of the President. In order to evaluate the effectiveness of these programs the carriers need to identify which location employees are associated with. Carriers are only able to currently identify the payroll location for most employees. A change in 2004 added the Home Department location indicator to the carrier new-employee enrollment files produced by the self-service application but this field was not added to the monthly carrier files.

#### **Current Process:**

The current monthly carrier files produced by PPP560 do not include a Home Department location indicator.

#### **Proposed Process:**

Modify PPP560 to include Home Department Location Indicator.

## **Requirements:**

### **1.0 Interface Files**

#### Carrier Files

The Payroll/Personnel System (PPS) Home Department Table contains a field to indicate the 'location' of the department (HME\_DEPT\_LOC\_IND, char 75, TR 2, UPAY 552) It is requested that this 'location' indicator field value be passed to the insurance carriers on the carrier file produced as part of month-end processing by PPP560. This one character field should be added to the file in position 258 of the employee record. This position is currently defined as 'filler'. Refer to Appendix A for the PPP560 file record layout.

Currently 'Home Department' is not passed to the carriers as part of this record. In order to determine the location indicator associated with the employee Home Department the carrier file process must first determine the employee home department then utilize the Home Department Table to obtain the value of the 'location' indicator.

Note: PPS Release 1549, dated January 23, 2004 added Home Department location indicator to the UCRS, CPS and PPSIVR files.

Appendix A- PPP 560 Record layout

PPS Carrier Enrollment File Record Layout (PPP560)				
Employee Data Record				
Position	Length/Format	Field Description	Data Element #	Comments
1 – 2	2	Record Type		Value: 01
3 – 4	2	Plan Code		2 character code indicating the carrier
5 – 13	9	Employee ID		
14 – 22	9	Employee SSN	EDB0111	
23 – 52	30	Employee Name	EDB0105	
53 – 56	4	Employee Name Suffix		
57 - 64	8 ccyymmdd	Employee Date of Birth	EDB0107	
65	1	Employee Sex Code	EDB0108	
66	1	Employment Status Code	EDB0144	
67 – 68	2	Separation Reason Code	EDB0141	
69 - 98	30	Address Permanent Line One	EDB0204	
99 – 128	30	Address Permanent Line Two	EDB0205	
129-149	21	Address Permanent City	EDB0206	
150-151	2	Address Permanent State	EDB0207	(EDB0207) or “XX” when Foreign Address Indicator (EDB 0291) = “F”
152-160	9	Address Permanent ZIP	EDB0208	Blank when FAD is ‘F’
161-163	3	Coverage Code	EDB0293 EDB0273 EDB0348 EDB0354	Medical Dental Vision Legal
164-170	7 9(5)V99	Premium Amount Due		Calculated, based on coverage level
171-172	2	Deduction Pay Schedule Code	EDB0152	
173	1	Medical Insurance	EDB0158	

**PPS Carrier Enrollment File Record Layout (PPP560)**

**Employee Data Record**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
		Deenrollment Indicator		
174-181	8 ccyymmdd	Most Recent Hire Date	EDB0113	
182-189	8 ccyymmdd	Separation Date	EDB0140	
190	1	Academic Status Indicator		
191	1	Employee Relations Code	EDB0160	
192-193	2	Employee Unit Code	EDB0255	
194	1	Employee Special Handling Code	EDB0256	
195	1	Employee Distribution Unit Code	EDB0257	
196	1	Employee Representation Code	EDB0295	
197-204	8 ccyymmdd	Plan Coverage Effective Date	EDB0294 EDB0274 EDB0349 EDB0355	Medical Dental Vision Legal
205-212	8 ccyymmdd	Employee Coverage Effective Date	EDB0454 EDB0455 EDB0456 EDB0457	Medical Dental Vision Legal
213-238	26	Provider PCP/PMG provided through Web/YBO		
239-248	10	Employee phone number provided through Web/YBO		
249	1	Employee Current Patient Flag provided through Web/YBO		
250-257	8 ccyymmdd	Plan Coverage End Date	EDB0300 EDB0271 EDB0346 EDB0380	Medical Dental Vision Legal

**PPS Carrier Enrollment File Record Layout (PPP560)**

**Employee Data Record**

<b>Position</b>	<b>Length/ Format</b>	<b>Field Description</b>	<b>Data Element #</b>	<b>Comments</b>
258	1	Location Indicator		From the Home Department Table
259	1	Filler		Value is spaces
260- 269	10	Reserved for Membership (Control Fields, Retirement Eligibility Indicator, Source Code)		
270- 271	2	Location Code		2-digit numeric code identifying the location of the campus/lab
272- 273	2	Sort Key		