

Created on: March 17, 2008  
Revised on: May 6, 2008

## **SR82172 Requirements START Program - 2008**

### **Objective:**

To update PPS to support the reactivation of the Staff and Academic Reduction in Time (START) Program effective July 1, 2008

### **Project Type:**

This is an upgrade to an existing process within PPS, involving modifications related to consistency edits and a PPS online screen modification.

### **Requested by:**

Randy Scott, HR&B - Health & Welfare Policy

### **Analyst:**

Patricia A. Mashhoon

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

Date mandated: technical changes must be released to campuses not later than May 30, 2008 in order for the program to begin July 1, 2008.

## **Background:**

In 2003, in response to the California State budget crisis, the University established the Staff and Academic Reduction in Time (START) program. This program was initially effective from June 2003 through June 2005 and then was extended through June 2006.

With the current 2008 California State budget crisis the University is once again considering salary saving programs. The Campus Human Resource Officers (CHRO's) have recommended that the START program be re-activated. An item is being presented to The Regents at the May 2008 meeting recommending re-establishment of the START program. It is anticipated that The Regents will approve this at the May 2008 Regents meeting. The proposed program would be effective from July 1, 2008 through June 30, 2010.

The proposed START program allows an employee to reduce his/her appointment time from 10% to 50% for a period of at least one month (or 2 bi-weekly periods for biweekly-paid employees). In return, the employee receives full UCRP service credit and vacation and sick leave accrual at the pre-reduction rate.

The original START PPS Release 1482, <http://www.ucop.edu/payroll/REL2003/R1482/> established following processes:

- A process to establish the percentage amount of START reduction
- A process to pass the START reduction time on the monthly UCRS interface file so that UCRS service can be credited
- A process to generate vacation and sick leave accrual at the employee's pre- START rate
- Reporting of START participation

PPS Release 1648 extended START for an additional year beyond the original two-year program: <http://www.ucop.edu/payroll/REL2005/R1648/>

Most of the original, basic START functionality that was established in Release 1482 has been retained in PPS, and it is assumed that this will be verified through testing.

## **I. Current Process:**

### **Data Elements**

Three new data elements were established for the recording of START program information on the employee record:

- START Reduction % (EDB0495)
- START Begin Date (EDB0496)
- START End Date (EDB0497)

These data elements are still in the base PPS and will once again be used for the manual recording of START data. These data elements should continue to be captured for History.

### **DOS Codes**

The following DOS codes will be used once again for the START program. Distributions are to be established in the EDB to record the START percentage reduction. These DOS codes should subtract from all subject grosses and hours balances but affect vacation and sick leave accrual.

- RTP - Reduction in Time Program
- RTS – Reduction in Time – Shift
- RTB – Reduction in Time, Stipend

The DOS codes ‘RTP’ and ‘RTS’ still exist in Base PPS. However, transactions were created and distributed to campuses 08/14/07 per SR81946 to delete ‘RTB’. The PAY-L note distributed on April 28, 2008 announced the addition of the RTB as requested in Service Request 82135.

**Online Screens  
CICS**

**IAPP (EDB Inquiry Appointment / Distribution)**

- The original START release modified the EDB online Inquiry screen IAPP (Appointment/Distribution) to display the START Percent Reduction, START Begin Date, and START End Date values. After the conclusion of the original START program, these data elements were removed from this screen and replaced with ‘SLCG Grade’ and effective date fields per Release 1716 (SR 81512). This screen will now require modifications to accommodate the START data elements, as outlined below in Section 3.1.

**ELVE (EDB Entry / Update Leave of Absence Data)**

- This screen currently displays the START Percent Reduction, START Begin Date, and START End Date values.

**IBA1 (History Inquiry Basic Employment Data 1)**

- This screen currently displays the START Percent Reduction, START Begin Date, and START End Date values, and no modifications are required.

**EDB Web Inquiry**

**Employment Status Information**

- This web page currently contains the three data elements related to START and no further modifications are required.

**EDB File Maintenance**

**Range and Value Edits**

- Range and value edits relating to START Reduction Percentage, START Begin Date and START End Date data elements as defined on the Data Element Table are still in place and are as follows:

START Reduction Percentage	positive integer, values from 10 – 50
START Begin Date	standard date format, month = 01-12
START End Date	standard date format, month = 01-12

**Consistency Edits**

Six edits and error messages were established with the original START program. It is assumed that no changes are needed for the following:

- If any combination of the START Percent, START Begin Date, and START End Date contains initial value, the following error messages are issued: "YOU MUST INDICATE VALUES FOR ALL START FIELDS" (08-433; 12-433)
- If the START End Date is prior to the 'START Begin Date', the following messages are issued: "START END DATE CANNOT BE BEFORE BEGIN DATE" (08-435; 12-435)
- If a distribution entry is updated with a DOS Code of 'RTP' or 'RTS' and if the START Percent, START Begin Date, and START End Date contain initial values, the following messages are issued: "NO EMPLOYEE START DATA ON RECORD" (08-436;12-436)
- If the Distribution End Date is later than the START End Date, the following messages are issued: "DISTRIBUTION END DATE CANNOT BE LATER THAN THE START END DATE" (08-437; 12-437)

The other two edits require modifications and are described below in Section 2.

## Reporting

The reporting developed for the original START program will be used again for the 2008 program. These reports are to be run as needed, and include data on those employees who are participating in the START Program. They can be listed by Employee Name or by Employee Name within Home Department. No modifications to these reports are requested for the 2008 program.

## CPS Interface File

The Employee Record Layout was modified by the addition of the new START data elements by replacing existing FILLER field as follows:

Position	Length/ Format	Description	Data Element No.
367-368	2	START Reduction Percentage	EDB0495
626-631	6	START Begin Date	EDB0496
632-637	6	START End Date	EDB0497

No further modifications are requested now.

## UCRS Interface Files

- The UCRS Payroll File Maintenance Record Layout was modified to include the new data elements:

Position	Length/ Format	Description	Data Element No.
411-412	2	START Reduction Percentage	EDB0495
413-418	6 (yymmdd)	START Begin Date	EDB0496
419-424	6 (yymmdd)	START End Date	EDB0497

- The UCRS History File Record Layout was modified as well:

Position	Length/ Format	Description	Data Element No.
420-421	2	START Reduction Percentage	EDB0495
422-427	6 (yymmdd)	START Begin Date	EDB0496
428-433	6 (yymmdd)	START End Date	EDB0497

No further modifications to these two files are requested now.

### Unified Union Reporting Process

With Release 1488 (<http://www.ucop.edu/payroll/REL2003/R1488/>), logic was added to include the data for the START Percent, START Begin Date, and START End Date on the Monthly Union Reporting File. The START Percent, START Begin Date, or START End Date is reported on the Weekly Union Reporting File if the data has changed since last reported. There are no further requirements to modify this process for the 2008 START program.

## II. Proposed Modifications

The proposed modifications, as noted above, needed for the 2008 START program are assumed to involve changes to the following components:

- System Messages Table
- Consistency Edits
- IAPP Inquiry Screen

### Requirements:

#### 1. System MessagesTable

- 1.1. The text of messages 08-438 and 12-438 must be modified to reflect the new START end date: "START END DATE MUST BE PRIOR TO JULY 1, 2010". Transactions to update the Message Table must be generated.

#### 2. Consistency Edits

The following edits will need to reflect the new begin (July 1, 2008) and end (June 30, 2010) dates for the 2008 START program:

- 2.1. If the START Begin Date is prior to the established START Program Begin Date, the following messages are issued: "START BEGIN DATE CANNOT BE PRIOR TO PROGRAM BEGIN DATE" (08-434; 12-434)
- 2.2. If the START End Date is after the established START Program End Date, the following messages are issued: "START END DATE MUST BE PRIOR TO JULY 1, 2010" (08-438; 12-438) Note that the actual text will be updated as per section 1.1 above.

### 3. Online Screens

#### 3.1. IAPP - Layout

It is proposed that this screen be modified to display the three START-related data elements, as follows:

- 3.1.1. Re-position the existing Leave of Absence (LOA) data elements on line 6 to the left so that they begin in column 1 under 'Gen No'
  - 3.1.1.1. There should be a single label 'LOA:' followed by a space
  - 3.1.1.2. The Leave of Absence Begin Date field in mm/dd/yy format followed by a hyphen
  - 3.1.1.3. The Leave of Absence End Date field in mm/dd/yy format followed by a space
  - 3.1.1.4. Label 'Type:' beginning in column 24 followed by a space
  - 3.1.1.5. The Leave of Absence Type field in columns 30-31, followed by a space
- 3.1.2. START Data should begin on line 6 beginning in column 33
  - 3.1.2.1. Label 'START:' followed by a space
  - 3.1.2.2. Start Reduction Percentage field (3 positions) beginning in column 40, followed by a space
  - 3.1.2.3. START Begin Date field in mm/dd/yy format followed by a hyphen
  - 3.1.2.4. START End Date field in mm/dd/yy format followed by a space
- 3.1.3. Senior Leadership Compensation Group Data should begin in on line 6 beginning in column 62
  - 3.1.3.1. Label 'SLCG:' followed by a space
  - 3.1.3.2. The SLCG Grade field (3 positions) followed by a space
  - 3.1.3.3. The SLCG Effective Date in mm/dd/yy format followed by a space

#### 3.2. Online Help

Online field level help should be anchored as follows:

- 3.2.1. 'LOA' Label (group level help for fields below)
  - 3.2.1.1. Leave of Absence Begin Date
  - 3.2.1.2. Leave of Absence End Date
- 3.2.2. 'Type' Label (field level help)
  - 3.2.2.1. Leave of Absence Type (field level help)
- 3.2.3. 'START' Label (group level help for fields below)
  - 3.2.3.1. Start Reduction Percentage (field level help)
  - 3.2.3.2. START Begin Date (field level help)
  - 3.2.3.3. START End Date (field level help)
- 3.2.4. 'SLCG' Label (group level help for fields below)

- 3.2.4.1. SLCG Grade (field level help)
- 3.2.4.2. SLCG Effective Date (field level help)

Attachment A shows the proposed screen modifications.

# ATTACHMENT A - REVISED 'IAPP' SCREEN LAYOUT

```

PPIAPP0-I1716                EDB Inquiry                03/17/08 15:10:43
03/17/08 13:47:53            Appointment/Distribution    Userid:  PAYCMP0
ID: 333333039 Name: AARDVARK, FRANCIS
Hm Dept: 804918 CHAN OFFICE    Emplmt Status: A Pri Pay: MO    Page 1 of 3
Gen No : 0002                  Total Appt/Dis: 03/02 Remaining Appt/Dis: 02/01
LOA: 01/01/08-12/31/08 Type: 07 START: 20% 07/01/08-06/30/08 SLCG: 118 01/01/08
Appt: 10 TC: 4724 _____ASSISTANT I                Grade:                Pgm/Typ: 1/2
  Begin Dt: 01/01/08 Ann/Hr Rt : 36000.00    %: 1.00 F/V: F    Rt : A
  End Dt  : 01/31/08 Bas/Pd Ovr: 00/00    FLSA: NONEXEMPT Lv : E Sched: MO
  Dur      :                Dept Cd :                TUC/AREP/ASHC: CX/C/    Time : E
  SubL     : GN General Campus

Dis: 11 L/A/C/F/P/S    3 446320    19900    1
  Begin: 01/01/08 Dis %: 1.0000 Rate/Amt: 3000.00 Step/OA:                DOS: REG
  End   : 01/31/08 FTE: 1.00 Dept Cd:                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:          8-Forward    9-MainMenu                12-Exit
  
```