

Created on: September 16, 2008
Revised on: September 22, 2008

SR82345 Requirements
Add New Value to Special Training Code Field – EDB 0385

Objective:

PPS Release 1710 established a new EDB data element to be used to identify an otherwise ineligible employee who needed to be included in the University Sexual Harassment Training. At the time of Release 1710 only the value of 'S' was established as a valid value. 'S' indicates that the employee is a non-HEERA supervisor subject to Sexual Harassment training. The Office of Compliance has now requested that an additional value be added to identify an otherwise eligible employee who is exempt from Sexual Harassment training.

Project Type:

This is an enhancement that involves adding a new valid value to an existing EDB data element.

Requested by:

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Due Date(s):

Since Title IX offices will begin their review mid-October to determine who may need to be excluded from training, it is desired that the PPS changes be released to locations not later than October 15, 2008.

Background:

In 2006 the University embarked on legally mandated Sexual Harassment training. The population of staff personnel program employees to be trained included all HEERA identified supervisors as well as non-HEERA supervisors, i.e. an employee who supervised only one other employee. PPS Release 1710 in 2006 established a new EDB data element to be used to identify a non-HEERA supervisor for purposes of Sexual Harassment Training. The EDB Data Element 0385, Special Training Code, was established with a single valid value of 'S'. At that time it was anticipated that additional values might someday be needed to identify other special training circumstances.

The University is now beginning another round of Sexual Harassment training and it has been determined that there is a need to identify employees who are exempt from training. The general selection of employees for training is based on broad categories of employee in the Learning Management System, e.g. all employees with Employee Relation Code A, B, C or D. The selection does not provide for specific exclusion of an individual employee. A new value of 'E' must be added the valid values for EDB0385 to allow the LMS to be able to identify a specific employee to be excluded. The value of 'E' will indicate that the employee is exempt from Sexual Harassment training. Campuses will be responsible for identifying and coding of individual employee records for both Non-HEERA Supervisor status (S) and Exempt from Training (E).

Current Process:

Special Training Code Indicator field currently has only a value of 'S' as a valid code value.

Proposed Process:

Add the value 'E' to identify 'Exempt – No Training Required'.

Requirements:

1.0 Data Elements

Modify EDB0385, Special Training Code, to add the value 'E', Exempt - No Training Required, as a new value. The Data Dictionary page should be updated as shown in Attachment A.

2.0 EDB Maintenance

2.1 Range and Value Edits

The standard message '06-106 Field out of range or illegal value' should be issued if an invalid value is entered in EDB0385.

3.0 Field Level Help

Field level help for the 'Special Training Required Code' should be modified to reflect the added value of 'E' on:

- EPER Entry/Update screen,
- IPER EDB Inquiry screen, and
- IBA1 History Inquiry Basic Employee Data

See Attachment B for sample Help text.

4.0 Code Table Translation

The Code Translation Table (CTT) should be updated for EDB 0385 to include a 33-character literal 'E - Exempt – No Training Required'. This will be used for display on the EDB web inquiry Personal data screen.

Additionally, the existing CTT entry for EDB 0385, code S, should be modified to be in mixed case, rather than all caps, as follows: 'Sexual Harassment'.

Attachment A – EDB Data Dictionary

System Number: EDB0385

User Access Name: 0385-0

Programming Name: EMP_SPEC_TRAIN_CD IN PPPPER

Revision Date: mm/dd/08

Comments

Name: SPECIAL TRAINING CODE-EDB

Type: ALPHANUMERIC

Length: 1

Format

N/A

General Description

Code indicating the type of special training required of an employee.

Code Interpretation

- E - Exempt, Sexual Harassment Training not required
- S - Sexual harassment training required for non-HEERA supervisor

Blank – N/A

Attachment B – Sample Field Level Help Text

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+-----+
| EDB0385          SPECIAL TRAINING REQUIRED CODE          More:
| PubL.: 06/01/06 "SPECIAL TRAINING REQUIRED CODE - EDB"
|
| Description:     Code indicating the type of special
|                  training required of an employee.
|
| Format:         N/A
|
| Code Interpr.:  E - Exempt, Sexual Harassment Training
|                  not required
|                  S - Sexual harassment training required for
|                  non-HEERA supervisor
|                  Blank - N/A
|
| Command ==>
| F1=Help  F2=EX help  F3=eXit  F7=BKwd  F8=FWd  F12=Cancel
+-----+
```