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SR82280 Requirements
California Driver's License Display

Objective:
Modify PPS so that California Driver's License Number is not retained or displayed.

Project Type:
Modification to an existing process

Requested by:
UCOP Human Resources & Benefits – Information Systems Unit

Analyst:
Patricia Mashhoon

Due Date:
Modifications should be made available to campuses as soon as possible

Background:

Release 775 established many new data elements in PPS and was distributed to campuses in July of 1993. At that time, the license / certificate type code and renewal date were added to the Employee Data Base and the History Data Base.

Release 1063, issued in April 1996, provided for the capture and recording of license/certificate number in addition to the existing 'code' and 'renewal date' elements.

Federal and state laws and University policy require the protection of information that personally identifies an individual.

As the California Driver's License (CDL) number is considered personal information, and not required to be recorded or transmitted by the University, it is requested that the PPS not retain or display this data.

For some jobs at the University, a valid California Driver's license is required. The fact that an employee holds a valid license may be verified but the number should not be recorded. It has been requested that the value 'YES' (indicating that the employee holds a valid license) be used and entered in the PPS.

Current Process

EDB File Maintenance

Licenses and certificates data are updated via the ELIC screen in PPS. In order to allow for multiple occurrences of this data, the following three fields are entered as a set:

License / Certificate Code
License / Certificate Number
License / Certificate Renewal Date

Values for the License / Certificate Code are translated for display based upon entries defined in the Code Translation Table, but there are otherwise no edits on this field except that if either of the two other fields is entered, the Code field must not be blank.

Currently, there are no edits on the license number field. It may be left blank and the record updated without generating an error; however, if the license renewal date (EDB 0712) is left blank and the record updated, the following 'warning' level error messages are generated:

08503 Warning BLANK LICENSE RENEWAL DATE REPLACED WITH DEFAULT 999999
12627 Warning BLANK LICENSE RENEWAL DATE REPLACED WITH DEFAULT 999999

The license renewal field is then populated with the value '999999'.

Data Display

Licenses/certificates data are displayed in the following PPS applications:

- EDB Inquiry – CICS Screens
 - ILCD (EDB Inquiry - License/Certificate)
- History Inquiry
 - HLIC (History Reporting - License & Certification Data)
 - ILIC (History Inquiry - License Data)
- EDB Inquiry – Web
 - 'License and Certificates Information' Page

Proposed Process

It is requested that users not record the actual California Driver's License number; only the word 'YES' should be allowed in that field. It is therefore requested that the value accepted for update be enforced by a consistency edit.

1. EDB File Maintenance

- 1.1. Add a consistency edit between the License / Certificate Code field and the License / Certificate Number field, as follows:

If the license code 'CDL' is entered and the license field is updated with a value other than 'YES' (even if blank), an error message should be generated:

"Calif Driver's License indicated, only 'YES' allowed for entry"

The severity of the error message should be 'Employee Reject' for both batch and online.

Attachment A shows the revised EDB Data Dictionary page for LICENSE/CERTIFICATE NUMBER-EDB (Data Element 0718).

- 1.2. No edits are requested for the License / Certificate Renewal Date field

2. Online Help

- 2.1. Field level help for data element EDB0718 (LICENSE/CERTIFICATE NUMBER) should be modified to reference the allowable value of 'YES' for license number when the license type code is 'CDL'.

Refer to Attachment B for sample text.

3. One-Time Programs

- 3.1. Employee Data Base

In order to make existing EDB records consistent with the above edit modifications, it is asked that a one-time program be written to update the license number as follows:

Where License/Certificate type code is 'CDL', replace existing value for license/certificate number with the literal 'YES'

It is requested that this one-time program produce an Employee Change File that can be processed to create a Data Base Audit Register report of the activity and to update History.

3.2. History Data Base

The change file from the one-time program described above will record the update to current EDB values as an event, but will not update prior events already resident in the HDB. Therefore, it is further asked that a one-time process be developed to replace existing CDL values in historical entries, replacing them with the literal 'YES'.

The one-time process should produce a simple report, listing the number of records found and the number of records updated.

ATTACHMENT A – Sample Data Dictionary Page

System Number: EDB0718

User Access Name: 0718-6

Programming Name: LICENSE_NUMBER IN PPPLCN

Revision Date: PUBL. MM/DD/YY

Comments

Location(s): LIC 3009 - License/Certificate Number-HDB in HDB

Name: LICENSE/CERTIFICATE NUMBER-EDB

Type: ALPHANUMERIC

Length: 14

Format

N/A

General Description

A value indicating the presence of a license or the number of the license or certificate held by the employee.

Code Interpretation

Note: If the value of LICENSE/CERTIFICATE CODE-EDB (EDB0711) is 'CDL' (California Driver's License), then the only value allowed for entry and update in this field is 'YES'.

ATTACHMENT B – SAMPLE ONLINE HELP TEXT

```
+-----+
| EDB0718          LICENSE/CERTIFICATE NUMBER-ED          More: |
|                                                         |
| Draft: 04/04/96 "LICENSE/CERTIFICATE NUMBER-EDB"       |
|                                                         |
| Description:      A value indicating the presence of a license or |
|                   the number of the license or certificate held by |
|                   the employee.                               |
|                                                         |
|                   Note: for license type code 'CDL', the |
|                   corresponding license number field value is |
|                   'YES'.                                   |
|                                                         |
| Format:           N/A                                       |
|                                                         |
| Code Interpr.:   N/A                                       |
|                                                         |
|                                                         |
| Command ===>                                             |
| F1=Help  F2=EX help  F3=eXit  F4=copy  F6=move  F7=BKwd  F8=FWd |
| F12=Cancel                                             |
+-----+
```