

Created on: July 30, 2008
Last Modified on: September 17, 2008

SR82297 Requirements
DepCare Reimbursement Program for Academic Student Employees

Objective:

To allow represented and non-represented Academic Student Employees (ASEs) and Graduate Student Researchers (GSRs) to enroll in and utilize the existing University of California Dependent Care (DepCare) program.

Project Type:

This is an enhancement to an existing application.

Requested by:

Health and Welfare Administration

Analyst:

Beth Burkart

Due Date(s):

The requested modifications are date-mandated.

It is requested that the changes be made available to campuses so that they have adequate time to test and install the release prior to January 1, 2009, when employees can potentially begin signing up for the program.

Background

The most recent Systemwide agreement with the UAW, representing UC Academic Student Employees (ASEs), established the following Dependent Care provision:

“Article 4 – Childcare

C. DEPCARE PARTICIPATION

Effective January 1, 2009, all ASEs shall be entitled to participate in the UC Dependent Care Reimbursement Program. The terms of this plan shall be determined by UC in accordance with Internal Revenue Service regulations.”

It was decided that the UC DepCare program would be extended to other employees beyond the BX unit as shown in the Title Code listing in Attachment A. Eligibility is to be based on the appointment-level title code (EDB2006). In addition, in order to be eligible, these employees must be appointed for at least 43.75% time. The percent time requirement can be met by combining two or more appointments. The appointments being combined to meet the percent time requirement must either have a title code on the attached list or be eligible for health and welfare benefits.

The program is effective January 1, 2009. The contract with the BX bargaining unit will expire on 9/30/09. Continuing participation beyond September 30, 2009 for represented ASEs will be subject to ongoing negotiation.

Some employees in this population may have a BELI (Benefits Eligibility Level Indicator) of 1, 2, 3 or 4. These employees will be able to enroll using AYSO and no modifications are needed for this group.

The majority of employees in this population have an assigned BELI of 5. As a result, they are not currently able to sign up for the DepCare program using At Your Service Online (AYSO) or PPS.

Since PPS edits currently disallow entry of DepCare data for employees with a BELI of 5, modifications will be made to allow enrollment. Employees will then complete a paper form (UPAY717 or similar) and their DepCare information will be entered into PPS by a central office at the campus. No modifications will be made to AYSO at this time to allow enrollment via the employee self-service applications.

To allow entry of DepCare information into PPS for this population, the following options were examined:

1. Set up a table of eligible title codes and modify the edit in PPS to look at the titles in the table. (Note: there is no other way to uniquely identify this population, since it includes titles both inside and outside of the BX bargaining unit, and the titles cannot be uniquely identified by CTO.)
2. Change the severity level of the online edit from “reject” to “serious” for BELI 5.
3. Establish a new value (e.g., 25) in PPS for the Primary and Secondary BELI Status Qualification Codes. Then modify the edit to allow entry of DepCare data for employees with the new Primary or Secondary BELI Status Qualification Code, even if their BELI is 5.
4. Create a separate GTN number for this population. This would require merging the records with other DepCare records prior to sending the file to the vendor.

5. Create a separate BELI for this population. It was deemed that this option would have far-reaching implications for the PPS application and this would not be feasible in the time frame allowed.

It was decided that option 3 would be the least invasive in terms of required changes to the Payroll application.

Current Process

Most of the employees in the titles listed in Attachment A currently have a BELI 5, and thus are not currently able to enroll in the Dependent Care program. Employees with a BELI 5 are excluded from enrolling in the DepCare program through the At Your Service Online (AYSO) Web site and online/batch edits also prevent their enrollment through PPS.

Proposed Process

Employees who are appointed to the titles listed in Attachment A and who meet the percent time requirement as described above should be allowed to enroll and participate in the UC DepCare program. To accomplish this, it is proposed that a new value be established for the Primary and Secondary BELI Status Qualification codes. Eligible employees would be assigned this new BELI Status Qualification Code manually using the PPS EINS screen or batch update.

Pages 1 and 2 of the UPAY726 (Benefits Eligibility Level Indicator (BELI) and Status Qualifier Code (SQC) Assignment or Reassignment) form should be changed by UCOP Communications to include the new code and description.

When a paper DepCare enrollment form (UPAY717 or similar) is submitted for an employee who meets the eligibility requirements described above, the campus must enter a value of 25 in either the Primary or Secondary BELI Status Qualification Code field on the EINS screen or in batch.

The online/batch edit should be modified so that DepCare information can be entered for employees with Assigned BELI = 5, as long as either the Primary or Secondary BELI Status Qualification Code = 25.

Change Requirements

1.0 Control Table Updates

1.1 Data Element Table

The new value of 25 should be added for the Primary BELI Status Qualification Code (EDB0240) and Secondary BELI Status Qualification Code (EDB0242).

2.0 Data Elements

The new value of 25 and its description should be added to the Data Element Definition for EDB0240. The description for the data element on the Data Dictionary should be updated to reflect that this data element value may indicate a special condition (see Attachment B).

The new value of 25 and its description should be added to the Data Element Definition for EDB0242. The description for the data element on the Data Dictionary should be updated to reflect that this data element value may indicate a special condition (see Attachment C).

3.0 CICS EDB

3.1 Online Help

Online help should be updated to reflect 25 as a new valid value for EDB0240 and EDB0242.

4.0 EDB Maintenance

4.1 Explicit Maintenance

4.1.1 Consistency Edits

The edit that is triggered when there is a change to DepCare data and the Assigned BELI (EDB0360) is greater than '4' should be modified. The current edits issue the following system messages:

08-308 DEPCARE ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY

12-330 DEPCARE ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY

The logic for messages 08-308 and 12-330 should be modified so that the messages are not issued and update is allowed for employees with BELI 5 and the value 25 in either the Primary BELI Status Qualification Code (EDB0240) or the Secondary BELI Status Qualification Code (EDB0242).

4.1.2 Derivations

All EDB maintenance edits that set termination dates based on BELI values should be examined to determine if modification is necessary to prevent DepCare de-enrollment when Assigned BELI is greater than '4.'

5.0 Reporting

The logic for report PPP6502, the "Benefits Eligibility Level – Control Report, Employees out of Compliance" should be modified. The logic currently prevents an employee from appearing on the report if there is a value in the Primary or Secondary BELI Status Qualification Code. Selection logic should be modified so that employees with a Primary or Secondary BELI Status Qualification Code of 25 should appear on the report if they meet the other selection criteria.

Attachment A – List of Eligible Student Academic Title Codes (as of 6/30/08)

Student Academic titles relevant for the DepCare project
(GSR titles are in bold)

2286 NURSERY SCHOOL ASSISTANT-GSHIP
2287 NURSERY SCHOOL ASST-NON-GSHIP
2300 TEACHING FELLOW - GSHIP
2301 TEACHING FELLOW- NON-GSHIP
2302 TEACHING FELLOW-GSHIP/NON-REP
2303 TEACHG FELLOW-NON-GSHIP/NONREP
2310 TEACHING ASSISTANT - GSHIP
2311 TEACHING ASSISTANT-NON-GSHIP
2312 TEACHING ASST.-GSHIP/NON-REP
2313 TEACHG ASST.-NON-GSHIP/NON-REP
3262 **GSR-TUIT & FEE REM-UCSD-GRP E**
3263 **GSR-TUIT & FEE REM-UCSD-GRP F**
3264 **GSR-TUIT & FEE REM-UCSD-GRP G**
3266 **GRAD STDNT RES- NO REMISSION**
3273 **GRAD STDNT ASST RES-NON-GSHIP**
3274 **GRAD STDNT ASST RES- GSHIP**
3276 **GRAD STDNT RES-PARTIAL FEE REM**
3282 **GRAD STDNT RES-FULL FEE REM**
3283 **GRAD STDNT RES-FULL TUIT & PFR**
3284 **GRAD STDNT RES-TUIT & FEE REM**
3285 **GSR-TUIT & FEE REM-UCSD-GRP B**
3286 **GSR-TUIT & FEE REM-UCSD-GRP C**
3287 **GSR-TUIT & FEE REM-UCSD-GRP D**
2270 REM TUTOR I-NON-GSHIP/NON-REP
2271 REM TUTOR I-GSHIP/NON-REP
2272 REM TUTOR II-NON-GSHIP/NON-REP
2273 REM TUTOR II-GSHIP/NON-REP
2280 REMEDIAL TUTOR I - NON-GSHIP
2288 REMEDIAL TUTOR I - GSHIP
2289 REMEDIAL TUTOR II - GSHIP
2290 REMEDIAL TUTOR II - NON-GSHIP
2305 COMM TEACHING FELLOW - GSHIP
2306 COMM TEACHING FELLOW-NON-GSHIP
2550 ACT INSTR-GRAD STDNT-GSHIP
2551 ACT INSTR-GRAD STDNT-NON-GSHIP
2850 READER - GSHIP
2851 READER - NON-GSHIP
2852 SPECIAL READER UCLA-GSHIP

2853 SPECIAL READER-UCLA-NON-GSHIP
2854 READER-GSHIP/NON-REP
2855 READER-NON-GSHIP/NON-REP
2860 TUTOR - GSHIP
2861 TUTOR - NON-GSHIP
2862 TUTOR-GSHIP/NON-REP
2863 TUTOR-NON-GSHIP/NON-REP
1501 ASSOCIATE IN __-ACAD YR-GSHIP
1502 ASSOCIATE IN __-AY-NON-GSHIP
1506 ASSOC IN __ -ACAD YR-1/9-GSHIP
1507 ASSOC IN __-AY- 1/9 -NON-GSHIP
1511 ASSOCIATE IN __ - FY-GSHIP
1512 ASSOCIATE IN __-FY-NON-GSHIP
2500 READER – NON-STUDENT
2510 TUTOR – NON-STUDENT
2520 READER – NON-STUDENT/NON-REP
2521 TUTOR – NON-STUDENT/NON-REP

Attachment B – Data Dictionary entry for Primary Status Qualification Code

PPS EDB Data Element Definition

[[Payroll Home Page](#) | [Search Page](#) | [EDB Index](#)]

System Number: EDB0240

User Access Name: 0240-4

Programming Name: PRI_STAT_QUAL_CODE IN PPPBEL

Revision Date: 08/22/03

Comments

Location(s): BCS4203 - Primary BELI Status Qualification Code

Name: PRIMARY BELI STATUS QUALIFICATION CODE

Type: ALPHANUMERIC

Length: 2

Format

N/A

General Description

Code indicating either a condition which causes the value of an individual's Benefits Eligibility Level Indicator-Assigned (EDB 0360) to appear to be "out of compliance" or another type of special condition.

Code Interpretation

20 - Averaged appointment percent employee (academic)
25 - **Academic Student Employee/Graduate Student Researcher**
30 - Extended sick leave recipient
40 - Employee rehabilitation
60 - Seasonal employee
70 - Phased retiree
90 - Sabbatical/Leave for professional renewal

Previous Code Values (prior to 08/2003):

10 - Appointee with ending date for funding purposes only
50 - Split student/non-student appointee ineligible for benefits
80 - "Grandfathered" employee

Attachment C – Data Dictionary entry for Secondary Status Qualification Code

PPS EDB Data Element Definition

[[Payroll Home Page](#) | [Search Page](#) | [EDB Index](#)]

System Number: EDB0242

User Access Name: 0242-6

Programming Name: SEC_STAT_QUAL_CODE IN PPPBEL

Revision Date: 08/22/03

Comments

Location(s): BCS4205 - Secondary BELI Status Qualification Code

Name: SECONDARY BELI STATUS QUALIFICATION CODE

Type: ALPHANUMERIC

Length: 2

Format

N/A

General Description

Code indicating either a second condition which causes the value of an individual's Benefits Eligibility Level Indicator-Assigned (EDB 0360) to appear to be "out of compliance" or another type of special condition.

Code Interpretation

20 - Averaged appointment percent employee (academic)
25 - **Academic Student Employee/Graduate Student Researcher**
30 - Extended sick leave recipient
40 - Employee rehabilitation
60 - Seasonal employee
70 - Phased retiree
90 - Sabbatical/Leave for professional renewal

Previous Code Values (prior to 08/2003):

10 - Appointee with ending date for funding purposes only
50 - Split student/non-student appointee ineligible for benefits
80 - "Grandfathered" employee