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**SR82556**  
**Employee Voluntary Separation Program DOS Code (E-VSP)**

**Objective:**

To establish a new DOS code for payments made under the Employee Voluntary Separation Program.

**Project Type:**

This is a modification to an existing process.

**Requested by:**

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**Analyst(s):**

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**Due Date(s):**

It is requested that the modifications be made in order to be released to locations by April 20, 2009.  
Locations should implement their local changes by May 1st, 2009.

## Statement of Business Need:

For reporting purposes, it is necessary to distinguish payments made under the E-VSP program from other voluntary separation lump sum payments normally processed using DOS code VTL. Hence the need for a new DOS code with functionality identical to VTL but a different name.

## Background:

As the result of continuing budget difficulties, locations may want to implement Employee Voluntary Separation Programs (E-VSP) consistent with the guidelines issued in March of 2009 by Human Resources at Office of the President. The E-VSP is designed to reduce spending and the workforce in order to minimize the need for involuntary layoffs.

## DOS Control Table Update:

The DOS table should be updated with the newly assigned VSP code. See attachment A for the DOS table attributes.

## Edits

Wherever applicable, existing generic edits and messages should be used to edit the new DOS code.

### A. EDB Edits

The Voluntary Separation Program DOS code should not be established on the employee's Employee Data Base (EDB) record. The DOS code should be permitted only for processing on pay transactions. Edit 08-102 "**THIS DOS CODE SHOULD NOT BE ESTABLISHED ON THE EDB**" should be used in this instance.

### B. Payroll Compute Edits

Same as for DOS code VTL. If the user enters this DOS code with a pay rate and percentage/hours on a pay input transaction, the pay compute process should apply edit 36-042 "**TIME MUST NOT BE ENTERED FOR THIS DESC OF SERVICE**".

### C. Rush Checks and ORCA

As necessary, the Online Rush Check and the Online Overpayment, Reversal, Cancellation, and Adjustment processes should be modified to process Voluntary Separation Program DOS codes.

## Reporting Requirements:

### **GASB Statement #47**

The DOS code VSP should be included in the GASB Statement #47 previously detailed in Release 1700 and covered by Service Request 16980. Functionality for this change should be accomplished by adding VSP to the underlying programming that produces the GASB Statement #47.

Treatment of this DOS code for reporting is functionally identical to the previously implemented DOS code VTL – it uses the same underlying object code (1610). The extract process will need to be changed to include this new code. Because all subsequent sorting, summarization, and accumulation is based on object code rather than DOS code, it is expected that reports will require little or no modification. Nevertheless testers should assure that it appears in the Voluntary and Involuntary Terminations Benefits Detailed Report and Summary Report and that associated payment amounts are correctly reported and applied to totals and accumulators.

Because campuses have already implemented the object code in their local general ledger systems, it is expected that no modification will be required at the local level. Nevertheless, campuses should review their local modifications for any programming that is sensitive to DOS code.

**PPS DOS codes:**

**Add**

<b>PPS DOS</b>	<b>Description of Code</b>	<b>Action</b>	<b>Location</b>	<b>Description of Action</b>
VSP	Voluntary Separation Pgm	Add	All	See Attachment A

