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SR82483 Requirements

PPS Modifications to Track E-Verification of Employees

Objective:

Modify PPS to support the federal requirement to E-Verify employees paid from funds associated with certain federal contracts.

Add new data elements to track:

- the E-Verify status at the employee level (e.g., employee needs to be E-Verified, E-Verification Confirmed, etc.)
- the E-Verify Date. The value of this element would contain either a blank or the date the employee was confirmed in the E-Verify system.

Project Type:

This is a new process within the Payroll/Personnel System (PPS). CICS and Web EDB Inquiry screens will be impacted.

Requested by:

E-Verify Work Group

Analyst:

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Urgency:

Date Mandated – This release should be made available to locations so that they have enough time to install before November 13, 2009.

Target Processing Deadline:

The ideal target processing deadline is November 13, 2009. September 8 is the applicability date contained in the Federal Register for the E-Verify Final Rule.

Statement of Business Need:

There is a need to track whether or not an employee must be E-Verified, track the E-Verification status, and store the date that the employee was confirmed in the E-Verify system. The E-Verify process itself will occur outside PPS. Although this entire function could be performed outside of the Payroll system, automating the tracking aspects would streamline the process and help campuses monitor compliance.

Background:

A final federal rule, issued on November 14, 2008, stated that effective January 15, 2009, all federal contractors including institutions of higher education will be required to use "E-Verify," the Department of Homeland Security's online employment verification system. E-Verify is the internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) used to verify the work status of employees paid from federal government contracts.

The University of California will have 30 days to enroll in E-Verify, followed by a 90-day implementation phase-in period to verify the work status of qualifying existing and new employees paid directly from specific government contracts and sub-contracts. After the 90-day phase-in period, concluding May 16, 2009, e-verifications must occur within three days of assigning an employee to a qualifying contract. This new process will be in addition to the I-9 employment eligibility process that the University is currently required to practice.

As of 6/5/09, the "applicability date" of FAR (Federal Acquisition Regulation) case 2007-013, Employee Eligibility Verification, has been delayed to September 8, 2009 in order to permit the new administration an adequate opportunity to review the rule. After September 8, federal agencies will start amending contracts to include the FAR clause. Once a contract has been amended, new hires meeting the E-Verify requirements must be E-Verified within three days. A 90-day grace period will apply to existing employees.

Once a request is made in the E-Verify system, a number of responses can result:

- Employment Verified
- SSA Tentative Non-Confirmation Notice or DHS Tentative Non-Confirmation Notice
- Final Non-Confirmation Notice
- Final Confirmation Notice

If the E-Verify system returns a status of "Tentative Non-confirmation," the employee may contest this response. The follow-up process may take as long as 4-6 weeks. At some point, a final confirmation or non-confirmation status will be returned for that employee.

It is possible that, in the future, a FAR clause flag may be added to another system outside PPS (for example, the Financial system or Contracts and Grants). If so, then PPS may be able to utilize this flag instead of deriving the status code value internally.

Current Process:

Not applicable.

Proposed Process:

Two new employee-level data elements should be added to PPS as follows:

- E-Verify Status Code, with the following values:
 - Y: Employee needs to be E-Verified (system-derived)
 - C: Employee E-Verification confirmed (system-derived)
 - Blank: Employee does not need to be E-Verified (default value, system-derived)
 - N: Employee does not need to be E-Verified (user-entered override)
- E-Verify Date – the date that the employee was confirmed in the E-Verify system (user-entered data element.) Once the E-Verify Date has been entered for an employee, it should always remain a part of that employee’s record and should never be cleared by the system.

Certain E-Verify status code values should be system-derived based on the fund source identified in the employee’s distribution(s). In order for this derivation to work, campuses will first need to manually update their local Fund Group Table to identify the federal contracts that will be affected by the E-Verify final rule. Campuses should assign a grouping definition of FEDCTRCT to these funds. (Note: It is important that all locations use the same name for this grouping.)

As part of implementation, a new initialization process will be needed to set the status code to “Y” for existing employees who need to be E-Verified. The process should examine all current and future distributions for employees with all employment status codes except S- Separated. (Distributions ending on or before the date the initialization process is run should be excluded.) If the fund number on any of the selected distributions maps to the FEDCTRCT grouping, then PPS should set the E-Verify Status Code to “Y” to indicate that the employee needs to be E-Verified. The initialization process should produce an audit file listing the employees whose E-Verify Status Code was changed to “Y.” The initialization process should be available to locations for future use, in case they need to run it again. For example, if a particular funding source becomes subject to E-Verification after start-up, the location would want to run the process again to code employees associated with this funding source to “Y.”

Following this initial setup, some E-Verify Status Code values should be user-enterable and others should be system-derived. For example, the system should set the E-Verify Status Code to “C” when the user enters an E-verify Date. If the user deletes an existing E-Verify Date or E-Verify Status Code, the system should re-derive the E-Verify Status Code as it did during the initialization process. See the Requirements section for more detailed business rules regarding updating these fields.

Under certain circumstances, the E-Verify Status Code should be derived when a new distribution is added or the Full Accounting Unit (FAU) on an existing distribution is updated. See the Requirements section for more details.

In addition to the fund mapping, the E-Verify requirement is determined by other factors not recorded in the Payroll system. The user may update the E-Verify Status Code from “Y” to “N” in cases where, due to these other factors, E-Verification is not needed. See Requirements section for more details regarding E-Verify Status Code derivations and updates.

The following conditions should trigger a message:

- E-Verify Date is before the employee’s hire date (EDB0113)
- E-Verify Date is more than three days after the hire date (EDB0113)

- E-Verify Date was entered, but the E-Verify Status Code was blank (E-Verification was not needed)
- A user deletes an E-Verify Date from an employee's record (causing the E-Verify Status Code to be re-derived)
- A user attempts to delete the E-Verify Date, and the existing E-Verify Status code is not "C."
- The system derives an E-Verify Status Code of "Y" (indicating that the employee needs to be E-Verified)
- A user tries to update an E-Verify Status Code that is "C" or blank.
- A user tries to delete an E-Verify Status Code of "C."
- A user tries to enter an E-Verify Status Code other than "N."
- A user tries to update both the E-Verify Status Code and E-Verify Date at the same time.

The EPD2 CICS screen should be modified to include the new E-Verify Status and E-Verify Date described above as unprotected fields. The IGEN and HPER screens should also be modified to include the new E-Verify Status Code and Date. The U.S. Date of Entry field should be removed from the IGEN screen to make room for the E-Verify fields.

A PAN notice should be triggered when the E-Verify Status Code changes, either by user entry or system derivation.

The Employment Status Information screen and the Citizenship/Visa Status Information in EDB Web Inquiry should be modified to include the new E-Verify Status and E-Verify Date.

Before E-Verify Status Codes can be used in PPS, all locations must first set up the new fund grouping and the initialization process should be run to set the E-Verify Status Code to "Y" for those employees who meet the E-Verification criteria.

A new file generation process should be developed to help locations identify those employees who need to be E-Verified but for whom an E-Verify Date has not yet been entered and alert them to other conditions that may require their attention. This report should be automatically generated on a daily basis.

PPS modifications should be made so that the new E-Verify data elements are included in the interface files created for CPS and SLIS.

Since the University can comply with the E-Verify requirements through processes entirely outside of PPS, a phased approach may be desired. One approach is as follows:

- Phase I: Add E-Verify Status Code and E-Verify Date to PPS. E-Verify Status Code would have four possible values: Y, C, N, and blank. Create a report to identify employees who need to be E-Verified but for whom the E-Verify Date is blank.
- Phase II: Add more E-Verify Status Code values to mimic the status indicators in E-Verify itself (employment authorized, SSA Tentative Non-Confirmation, Final Non-Confirmation, DHS Verification in Progress, etc.). In addition, refine the edit process (will need to further define this later).

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System Requirements:

1.0 Overview of Modifications

Two new data elements, an E-Verify Status Code and an E-Verify Date should be added to help locations track employee E-Verification. The new data elements should appear on existing CICS update and inquiry screens and EDB Web Inquiry screens, as described in Section 4 below. New Range and Value and Consistency edits will be needed, since these data elements can be user-entered. A new derivation will be needed for the E-Verify Status Code.

The new elements will need to be added to the Data Element Table. The System Messages Table will also need to be updated. The Code Translation Table should be updated with E-verify status codes and definitions for the purpose of the PAN notices.

Help text should be created for the new elements.

The new elements should be captured for history.

A PAN notice should be triggered when the E-Verify Status Code changes.

An initialization process will be needed to set the E-Verify Status Code to “Y” for existing employees who need to be E-Verified.

A reporting function should be provided to help locations track those employees who need to be E-Verified but for whom an E-Verify Date has not yet been entered and identify other situations that may require attention.

The new elements should be included in the CPS and SLIS interface files.

No changes are needed in the areas of the Compute process, Distribution of Expense, Consolidated Billing and Self-Billing, Periodic Maintenance, Tax Processing and Reporting, IDOC or UPAY forms.

2.0 Control Table Updates

Modifications to the Data Element Table and the System Messages Table will be needed.

2.1 Data Element Table

Two new data elements, an E-Verify Status Code and an E-Verify Date, should be added to the Data Element Table. See section 3.0 for more details.

2.2 System Messages Table

New messages will be needed, based on the editing that is desired on the E-Verify Status Code and E-Verify Date. For more information, see Range and Value and Consistency edits described below.

New Messages (online and batch):

WARNING: E-VERIFY DATE DELETED. E-VERIFY STATUS CODE WILL BE RE-DERIVED

REJECT: E-VERIFY DATE CAN ONLY BE CLEARED WHEN E-VERIFY STATUS IS “C”

WARNING: E-VERIFY STATUS CODE SET TO ‘Y.’ EMPLOYEE MUST BE E-VERIFIED

REJECT: INVALID STATUS CODE ENTRY; CURRENT STATUS CODE CANNOT BE UPDATED

REJECT: INVALID ATTEMPT TO UPDATE BOTH E-VERIFY DATE AND STATUS FIELDS

WARNING: E-VERIFY DATE IS PRIOR TO HIRE DATE

WARNING: E-VERIFY DATE IS MORE THAN THREE DAYS AFTER HIRE DATE

WARNING: E-VERIFY STATUS CODE INDICATES THAT E-VERIFICATION IS NOT NEEDED

2.3 Code Translation Table

The following entries should be made in the Code Translation Table (CTT) for the purpose of translating E-Verify Status Codes for the PAN notices:

Value	Length	Translation
N	20	E-Verify Not Needed
Y	20	E-Verify Required
C	20	E-Verify Confirmed

3.0 EDB Data Elements

An E-Verify Status Code and an E-Verify Date should be added to PPS at the employee level.

3.1 E-Verify Status Code

The purpose of this code is to indicate whether or not an employee needs to be E-Verified and also to indicate that E-Verification is complete. Valid values are as follows:

- Y: Employee needs to be E-Verified (system-derived)
- C: E-Verification confirmed for this employee (system-derived)
- Blank: Employee does not need to be E-Verified (system-derived, default)
- N: Employee does not need to be E-Verified (user-entered override)

See Attachment A for the Data Dictionary mock-up.

3.2 E-Verify Date

This user-entered date represents the date that the employee was confirmed in the E-Verify system. This date should be entered as MMDDYY, and displayed as MM/DD/YY. This date only relates to the Status Code of "C," and has no relationship to any other status codes.

See Attachment B for the Data Dictionary mock-up.

4.0 Screen Modifications

The following screens will require modifications:

- CICS:
 - EPD2 (Employee Personal Data 2)
 - IGEN (General Information 1)

- HPER (Personal Data History)
- Web EDB Inquiry:
 - Employment Status Information screen
 - Citizenship/Visa Status Information

Edits and other screen functionality will be addressed in other sections of the requirements.

4.1 Online Payroll Personnel System (CICS)

4.1.1 Employee Personal Data 2 (EPD2)

The new E-Verify Status Code and E-Verify Date should be added to the EPD2 screen as updateable fields. It is suggested that they appear below the I-9 Date. (See Attachment C.) Help for existing fields should be re-anchored as needed.

4.1.2 General Information 1 (IGEN)

The new E-Verify Status Code and Date should be added to the IGEN screen. (See Attachment D.) It is suggested that the U.S. Date of Entry be removed from this screen to make room for the E-Verify Status Code and Date. Help for existing fields should be re-anchored as needed.

4.1.3 CICS Help Screens for new Data Elements

Online help should be created for the new data elements. For the E-Verify Status Code, online help should show both the values the user can enter (at this point, only “N”) and the system-derived values. However, the F4-Copy feature should only be available for the user-enterable values.

4.2 Web EDB Inquiry

4.2.1 Employment Status Information screen

The new E-Verify Status Code and E-Verify Date fields should be added to this screen. (See Attachment F.)

4.2.2 Citizenship/Visa Status Information

The new E-Verify Status Code and E-Verify Date fields should be added to this screen. (See Attachment G.)

4.3 History Reporting

Modifications to the HPER screen will be needed.

4.3.1 Personal Data History (HPER)

The new fields should be added to this screen. (See Attachment E.) Help for existing fields should be re-anchored as needed.

5.0 Initialization process

An initialization process will be needed to set the E-Verify Status Code to “Y” for those employees who require E-Verification, as follows:

- Only select employees with Employment Status Code not = “S”
- Only select employees hired after 11/6/86 (based on HIRE DATE EDB0113)

- Only select current and future distributions (distributions should be compared to the PPS daily date, which is set by the Daily PPS process that also sets the employment status value, to determine if they are past, current, or future.)
- If any of the selected distributions contains a fund that maps to the FEDCTRCT grouping, the E-Verify Status Code should be set to “Y,” indicating that the employee should be E-Verified. This derivation should not be performed if there is an E-Verify Date or if the existing E-Verify Status Code is “N,” “C,” or “Y.”
- Produce a file out of the initialization process. The format of the file from the initialization process should match the format of the stand-alone report (see Section 10.1).
- The initialization process should be run once as part of the setup process, and then again as needed as funds move in or out of a fund group that is subject to E-Verification.
- The initialization process should have a “mode” option. The program should be able to be run in either report mode or update mode. In report mode, the program should create a file containing the employees that met the re-derivation criteria and in update mode, the program should set the E-Verify Code to “Y” for applicable employees.
- The initialization process should produce an ECF file for history updates.

6.0 EDB Maintenance

Note that users will not be allowed to update both the E-Verify Date and the E-Verify Status code at the same time. Any attempt to do so will result in a reject-level error message. See the Consistency Edits section below for more details.

6.1 Range and Value Edits

6.1.1 E-Verify Date Edits

The following edits should be established on the E-Verify Date (both batch and online processing):

- The standard date edit should be performed whenever the E-Verify Date is entered. PPS should not allow an invalid date to be processed and the format must be MMDDYY.
- A warning message should be issued when a user deletes an existing E-Verify Date from an employee record.

WARNING: E-VERIFY DATE DELETED. E-VERIFY STATUS CODE WILL BE RE-DERIVED

- The user should be able to change an existing E-Verify date, as the date may have been entered incorrectly. In such cases, the E-Verify Status Code should not be re-derived, as long as the E-Verify Date is being changed to a valid date.

6.1.2 E-Verify Status Code Edits

Even if a fund maps to FEDCTRCT, E-Verification still might not be needed. The fund mapping is only part of the picture; the E-Verification requirement is also based on other factors that are not tracked in PPS. In cases where the system has derived a “Y” based on the fund mapping, but E-Verification is not needed, the user should be able to override the “Y” by entering “N.”

The following edits should be established for the E-Verify Status Code (both batch and online processing):

- If the user enters Status Code “N” and the existing Status Code is “C” or blank, the following error message should be triggered: REJECT: INVALID STATUS CODE ENTRY; CURRENT STATUS CODE CANNOT BE UPDATED
- The user may change the E-Verify Status Code from a value to blank or delete the value by typing an asterisk (*). This is only a valid action if the existing status is blank, “Y,” or “N.” An attempt to clear a Status Code of “C” should trigger the following error message: REJECT: INVALID STATUS CODE ENTRY; CURRENT STATUS CODE CANNOT BE UPDATED.

If the status code is deleted, this should trigger a re-derivation of the status code, based on the employee’s current and future distributions.

- A user can only enter a status code of “N.” If this edit is triggered, it is expected that the “P0601 FIELD OUT OF RANGE OR ILLEGAL VALUE” message will be displayed.

6.2 Consistency Edits

- A warning message should be displayed when an E-Verify Date is entered that is prior to the employee’s hire date (EDB0113).

WARNING: E-VERIFY DATE IS PRIOR TO HIRE DATE

- A warning message should be displayed when an E-Verify Date that is more than three days after the employee’s hire date (EDB0113) is entered. (Note: this will be the case as existing employees are being E-Verified following implementation.)

WARNING: E-VERIFY DATE IS MORE THAN THREE DAYS AFTER HIRE DATE

- A warning message should be displayed when an E-Verify Date is entered and the existing E-Verify Status Code is blank (and so E-Verification is not needed).

WARNING: E-VERIFY STATUS CODE INDICATES THAT E-VERIFICATION IS NOT NEEDED

- A user should not be able to update both the E-Verify Date field and the E-Verify Status Code field at the same time. Any attempt to do this should result in the following message:

REJECT: INVALID ATTEMPT TO UPDATE BOTH E-VERIFY DATE AND STATUS FIELDS

- A user should only be able to clear the E-Verify Date when the existing E-Verify Status Code is “C.” An attempt to clear the E-Verify Date field when the E-Verify Status Code is not “C” should result in the following message:

REJECT: E-VERIFY DATE CAN ONLY BE CLEARED IF E-VERIFY STATUS IS “C”

6.3 Derivations

The system should derive some of the E-Verify Status Code values based on the value of other elements being entered by the user.

6.3.1 Derivation of E-Verify Status Code

New derivations should be established as follows:

Following the initial setup in the initialization process, some E-Verify Status Code values should be user-enterable and others should be system-derived, as follows:

- When the user enters an E-Verify Date for an employee, the system should set the E-Verify Status Code to “C.”
- When the user deletes an existing E-Verify Date, the system should re-derive the E-Verify Status Code as it did during the initialization process. A message should be issued: WARNING: E-VERIFY DATE DELETED. E-VERIFY STATUS CODE WILL BE RE-DERIVED.
- A user may add, change or delete a distribution, or they may change the distribution end date to a date prior to the current date. These actions may have an impact on the E-Verify data elements in certain circumstances.

- If the existing E-Verify Status is “C” (Confirmed) or “Y” (Employee must be E-Verified), then the E-Verify Status code should not be re-derived by the system, regardless of any distribution-level updates (add, change, or delete) the user may perform.
- If a new distribution with an E-verifiable FAU is added, and the current E-Verify Status Code is “N” or blank, then the system should derive a new Status Code of “Y.” The E-Verify Status Code of “Y” should only be derived for employees hired after 11/6/86 (based on HIRE DATE EDB0113). If the E-Verify Status Code is set to “Y,” a message should be displayed:

WARNING: E-VERIFY STATUS CODE SET TO Y. EMPLOYEE MUST BE E-VERIFIED

- If the FAU on an existing distribution is changed from a non-E-Verifiable FAU to an E-Verifiable FAU, and the existing E-Verify Status Code is blank or “N,” then the system should derive an E-Verify Status Code of “Y.” The E-Verify Status Code of “Y” should only be derived for employees hired after 11/6/86 (based on HIRE DATE EDB0113). If the E-Verify Status Code is set to “Y,” a message should be displayed:

WARNING: E-VERIFY STATUS CODE SET TO Y. EMPLOYEE MUST BE E-VERIFIED

- If a distribution is deleted, or the distribution end date is changed to a date prior to the current date, the E-Verify Status should remain as is, and should not be re-derived by the system.

7.0 History Process

Both new fields should be captured for History for display on the HPER screen.

8.0 Forms

No form modifications are required. For batch processing, an X1 transaction should be used to add or change the E-Verify Date and E-Verify Status Code data elements.

9.0 Interface Files

There is an impact to the CPS and SLIS interface processes.

9.1 CPS Employee Interface File

The new E-Verify data elements should be added to the CPS Employee interface file. See Attachment H for the layout changes.

9.2 SLIS Employee Interface File

The new E-Verify data elements should be added to the SLIS Employee interface file. See Attachment I for the layout changes.

10.0 Reporting and Notification

10.1 Stand-alone Reporting

Selected employees should be written to a tab-delimited file; the tab-delimited file should be made available to locations daily.

The file should include one record for each current or future distribution with an FAU that maps to FEDCTRCT; the employee-level and appointment-level data should appear in every record. If an employee has no current or future FAU that is E-Verifiable, the record for the employee should contain only the employee-level data.

The E-Verify Status Code selection to be included in the file should be controlled by a spec card. Valid spec card values are as follows:

- Y (default): Select employees with an E-Verify Status Code = “Y”
- N: Select employees with an E-Verify Status Code = “N”
- B: Select employees with a blank E-Verify Status Code
- A: Select employees with an E-Verify Status Code of “Y,” “N” or blank

The details of the file format are listed below:

Length/Format	Field Description	Data Element #
10	Run Date (MM/DD/YYYY)	
6	Title	Possible Values: Report, Update, or Status
1	Tab	
2	Location Code	
1	Tab	
2	Sub-Location	
1	Tab	

6	Home Department Code	EDB0114
1	Tab	
9	Employee Id Number	PPP0003
1	Tab	
1	Employment Status Code	EDB0144
1	Tab	
10	Hire Date (MM/DD/YYYY)	EDB0113
1	Tab	
10	E-Verify Date (MM/DD/YYYY)	
1	Tab	
1	Previous E-Verify Status Code	
1	Tab	
1	Current E-Verify Status Code	
1	Tab	
4	Title Code	EDB2006
1	Tab	
2	Distribution Number	EDB2041
1	Tab	
30	FAU Blob	Location-defined
1	Tab	
5	Distribution Percent	EDB2052
1	Tab	
10	Distribution Begin Date (MM/DD/YYYY)	EDB2053
1	Tab	
10	Distribution End Date (MM/DD/YYYY)	EDB2054
1	Tab	
7	Distribution Rate Amount	EDB2055
1	Tab	
3	DOS Code	EDB2056

10.2 Post-Authorization Notification

A new PAN event type should be created for E-Verify status code changes. This new event type could carry an event code of “EVER” (E-Verify). The trigger in the PPS should be any update to the E-Verify Status Code field (system derivations or manual updates). The following data should be included in the PAN notice:

- Employee Name
- Employee ID
- Home Department
- Date of Hire
- I-9 Date
- E-Verify Date
- E-Verify Status Code
- Distribution Information

The standard format of PAN notices should be used with this new event type.

The “General Information” section of the PAN notices should be modified to include three additional fields: The EMPLOYMENT ELIGIBILITY VERIFICATION (I-9) DATE (EDB0284), and the new E-Verify Date and E-Verify Status Code.

See Attachment J for the proposed Web PAN format. See Attachment K for the proposed CICS PAN format.

Attachment A – E-Verify Status Code Data Dictionary Entry

System Number: EDB NNNN

User Access Name: NNNN - N

Programming Name: NNNNNNNN

Revision Date: NN/NN/NN

Comments

Location(s): N/A

Name: E-VERIFY STATUS CODE

Type: ALPHANUMERIC

Length: 1

Format

N/A

General Description

Code indicating the E-Verify status of the employee.

Code Interpretation

Y - Employee needs to be E-Verified - system derived
C - The employee has been confirmed in the E-Verify system - system-derived
Blank - The employee does not need to be E-Verified - default, system-derived
N - The employee does not need to be E-Verified - user-entered override

Attachment B – E-Verify Date Data Dictionary Entry

System Number: EDBNNNN

User Access Name: NNNN-N

Programming Name: NNNNN

Revision Date: NNNNN

Comments

Location(s): N/A

Name: E-VERIFY DATE

Type: NUMERIC

Length: 6

Format

MM/DD/YY - Inquiry Only; MMDDYY - Entry/Update

General Description

The date the employee was confirmed in the E-Verify system.

Code Interpretation

N/A

Attachment C - EPD2 – Modified Screen

PPEPD20-E1529 EDB Entry/Update 02/02/09 15:23:01
01/23/09 14:19:51 Employee Personal Data 2 Userid: PAYEEB
ID: 333333039 Name: AARDVARK, FRANCIS Emp Stat: A Pri Pay: MO

Oath Signature Date: 060109

I-9 Date: 060109

E-Verify Date: 060309 E-Verify Status: C

Education Level Code:

Education Level Year:

Non-UC Prior Service Code:

Prior Service Months:

Prior University Service Institution Code:

Employment Service Credit: 71

Employment Service Credit From Date: 1202

Current Specialty Code:

Highest Degree Specialty Code:

Highest Degree Institution Code:

Next Func: ID: Name: SSN:

===>

F: 1-Help

3-PrevMenu 4-Print

5-Update

F:

9-Jump

12-Exit

Attachment D - IGEN – Modified Screen

PPIGEN0-I1800		EDB Inquiry		02/04/09 14:55:02	
02/03/09 08:16:49		General Information 1		Userid: PAYEEB	
ID: 333333039 Name: AARDVARK, FRANCIS					
Hm Dept: 804918 CHAN OFFICE		Emplmt Status: N Pri Pay: MO			
Gen No	: 0001	Date of Hire	: 01/01/02	Lst Day on Pay:	
Date of Birth	: 01/01/60	Citizen	: C	Separation	:
Sex	: F	Visa Type	:	Sep Rsn/Dest	:
Ethnic ID	: F	Work Perm End Date	:	Antcptd Ret Dt:	
Veteran Status:	/ / /	E-Verify Stat/Dt	: C 12/30/08	LOA Beg	: 01/15/09
RctSepVetDt	:	I-9 Date	: 12/30/01	LOA Return	: 05/01/09
Disab Status	:	Oath Signature Date:	12/31/01	LOA Type	: 17
Stdtd St/Units	: 1/	Employee WOS Ind	: N	Nx Sal Rev	:
UI Code	: C	Fed Tx Marit/Allw	: S 000	Nx Sal Rev Typ:	
Retirement	: U	Fed Tax Max	: 999	EREL/ERL/EUC	: /CX/CX
FICA Elig Cd	: E	Calif Tx Marit/Pers:	S 000	EREP/ESH/EDUC	: C/ /
Asgn/Drv BELI	: 1/1	Calif Tx Item	: 000	Other St Name	:
Pay Disp	: 2	Calif Max	: 999	Other St CA Res	:
APUC	:	Pr ID:		Pr Name:	EMPLOYEE039, TEST039
Next Func:	ID:	Name:		SSN:	
====>					
F:	1-Help	2-Browse	3-PrevMenu	4-Print	
F:			9-MainMenu		12-Exit

Attachment E – HPER Screen - Modified


PPHPER0-I1800 History Reporting 02/04/09 13:43:58
Last Update: 01/23/09 Personal Data History Userid: PAYEEB
ID: 333333039 Name: AARDVARK, FRANCIS
Hm Dept: 804918 CHANCELLORS OFFICE Status: Active ITR: 001
Most Recent Hire : 01/01/09 Prob Per End Dt: Sep Dt :
Original Hire : Emp Ser Credit : 071 Last Day:
Oath Signature Dt: 01/01/09 From : 12/08 Sep Rea :
I-9 Date : 12/30/08 Prior UC/ST Service: 21 EREP/ESH/EDUC: C/ /
E-Verify Stat/Dt : C 12/30/08 BELI: 1 01/01/02 EREL/EUC: /CX
Citizen: C Visa : Ret/FICA : U/E
Student Status : 1 Ret FICA Derive: Y Educ Level :
Sex: F Ethnic : F Date Of Birth : 01/01/60 Educ Level Yr :
Veteran Status : / / / Dist Elig Date:
RctSepVetDt : Primary Title: 4672 CLERK, SR/SECRETARY
Disabled Status : Job Group ID : 999
Perm Addr: 88 OAK ST.

OAKLAND CA 94607
Next Func: ID: Name: SSN:
As Of Date: Past To Present: View Incorrect Records:

====>

F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 9-MainMenu 12-Exit

Attachment F – EDB Inquiry Employment Status Information – Modified Screen

 Payroll /Personnel System CAMPUS NAME	Userid: PAYEEB Date: 02/02/09 Time: 15:35:25
	Name: CARTER, HELENA BONHAM SSN: 552-14-2012 ID: 000050001 Home Dept: CHAN OFFICE Status: Active Pay Sched: Monthly

[Main Menu](#) [Logout](#)

Personal

Address

Employment

Appointments

Labor Relations

Benefits

Retirement

Citizenship

Taxes

Hours Balances

Pay Disposition

Leave Accrual

Licenses

Financial Aid

Work Study

Browse

Employment Status Information

[View Appointment Distribution Information.](#)

Hired

Date of Hire: 07/01/03	I-9 Date:
Original Date of Hire:	Oath Date: 07/01/82
E-Verify Date: 08/01/09	E-Verify Status: C

Leave

Leave Begin Date:	Leave Type:
Leave Return Date:	

Senior Leadership Compensation

SLCG Grade:	SLCG Effective Date:
--------------------	-----------------------------

Staff and Academic Reduction in Time (START)


START Reduction Percentage:	Begin/End Date:
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Separation

Last Day on Pay Status:	Reason Code:
Separation Date:	Destination:

Select Employee Name: SSII: ID:

Attachment G – EDB Inquiry Citizenship/Visa Status Information – Modified Screen

 Payroll /Personnel System CAMPUS NAME	Userid: PAYEEB	Date: 02/02/09	Time: 16:11:19
	Name: POWERS, VITO	SSN: 555-55-5002	ID: 000050002
	Home Dept: CHAN OFFICE	Status: Active	Pay Sched: Monthly

- Personal
- Address
- Employment
- Appointments
- Labor Relations
- Benefits
- Retirement
- Citizenship
- Taxes
- Hours Balances
- Pay Disposition
- Leave Accrual
- Licenses
- Financial Aid
- Work Study
- Browse

Citizenship/Visa Status Information

Citizenship Status: C - U.S. Citizen	I-9 Date:
E-Verify Date: 6/9/09	E-Verify Status: C
Visa Type:	Country of Residency:
Work Permit End Date:	Form 8233 Indicator:
U.S. Date of Entry:	UC W-8BEN Date:

Tax Treaty Income Code:	Article Number:
Tax Treaty End Date:	Income Limit: 0.00
Alternate Tax Treaty Income Code:	
YTD Income for Tax Treaty: 0.00	
Alternate YTD Income for Tax Treaty: 0.00	

[View Tax Information.](#)
[View Address Information.](#)

 Printer-Friendly Format

Attachment H – CPS Interface File Layout

Corporate Personnel System (CPS) PPP711 SR82483				
Employee Record Layout				
Position	Length/ Format	Field Description	Data Element #	Comments
372	1	Handicapped Status Code	EDB0352	
373	1	Insurance Reduction Code	EDB0299	
374-375	2	Employee Unit Code	EDB0255	
376	1	Employee Special Handling Code	EDB0256	
377	1	Employee Distribution Unit Code	EDB0257	
378	1	Employee Representation Code	EDB0295	
379-384	6 (yymmdd)	Executive Life Insurance Effective Date	EDB0452	
385-390	6 (yymmdd)	Original Hire Date	EDB0704	
391	1	Depcare FSA Participation Indicator		
392	1	E-Verify Status Code		New Data Element
393-398	6 (yymmdd)	E-Verify Date		New Data Element
399	1	Filler		
400	1	FCP Select Flag		
401-402	2	Dental Plan Code	EDB0272	
403-405	3	Dental Coverage Code	EDB0273	
406	1	Federal Tax Marital Status Code	EDB0127	
407	1	State Tax Marital Status Code	EDB0130	
408	1	Employee Level WOS Indicator	EDB0778	
409-414	6 (yymmdd)	Vision Plan Coverage Effective Date	EDB0349	
415-416	2	Vision Plan Code	EDB0347	
417-419	3	Vision Plan Coverage Code	EDB0348	
420-423	4 (yyymm)	Recently Separated Veteran Date	EDB0381	
424-426	3	Basic Life Insurance	EDB0330	
427	1	UCRS Short Loan		

Attachment I – SLIS Interface File Layout

Senior Leadership Information System (SLIS) (PPP715) As of R1823 – 06/18/08				
Employee Record Layout – PPS Extract				
Position	Length/ Format	Field Description	Data Element #	Comments
468-497	30	Campus Work Address – Line One	EDB0331	
498-527	30	Campus Work Address – Line Two	EDB0332	
528-548	21	Campus Work Address – City	EDB0333	
549-550	2	Campus Work Address – State	EDB0334	
551-555	5	Campus Work Address – Zip	EDB0335	
556-557	2	Background Check Code	EDB0740	Code associated with most recent background check date
558-567	10 yyyy-mm-dd	Background Check Date	EDB0741	Most recent date
568	1	Retirement System Code	EDB0122	
569-578	10 yyyy-mm-dd	UCRS Eligibility Date	EDB0163	
579	1	UCRP Covered Compensation Limit Code	EDB0236	
580	1	Retirement/FICA Derivation Indicator	EDB0238	
581	1	FICA Eligibility Code	EDB0120	
582	1	Unemployment Insurance Coverage Code	EDB0121	
583-585	3	SLCG Grade Code	EBD0388	
586-595	10 yyyy-mm-dd	SLCG Grade Effective Date	EDB0389	
596	1	Senior Management Supplement Eligibility Indicator	EDB1122	
597	1	Senior Management Supplement Exception Indicator	EDB0412	
598	1	Senior Management Supplement Override Contribution Rate	EDB0413	
599	1	E-Verify Status Code		New Data Element
600-609	10 yyyy-mm-dd	E-Verify Date		New Data Element
610	1	Filler		
611-613	3	Prior Service Credit Months	EDB0146	
614-615	2	Employee Unit Code	EDB0255	
616-619	4	Primary Title Code	EDB0460	

Attachment J – Web PAN Format – General Information Section

Preparer : CAROLINE RIDER 04/23/2009 3:45 PM		OK! I've changed the citizen code to A and country of origin to CA. No derived action on this one...	
General Information			
Home Dept	822501-REPRO GRAPHICS		
Employment Status	A-Active	Employee Relations Code	
Hire Date	01/01/08	Employee Relations Unit	
I-9 Date	01/01/08	Employee Unit Code	
E-Verify Date	01/01/08	Employee Rep Code	C-Covered
E-Verify Status Code	Y		
Student Status	1-Not Registered	BELI	1-Full Benefits
Registered Units	0.0	Derived BELI	U-Indeterminate
Retirement	H-Safe Harbor	BELI Effective Date	01/01/08
FICA Eligibility	M-Medicare	Status Qualifier 1/2	
Ret/FICA Derivation Ind	Y-Elig Auto Derive		
Citizenship	A-Non-Resident Alien<<R-Resident Alien>>	Next Salary Review Type	
Visa Type	TN	Next Salary Review Date	
Work Permit End Date		Probationary End Date	
UC W-8BEN Date			
Date of Entry	12/31/07		
Separation Date		LOA Begin Date	
Last Day on Pay Status		LOA Return Date	
Destination		LOA Reason	
Separation Reason			

