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## **SR82614 Requirements Inter-location Transfer Separation Code**

### **Objective:**

Provide our outsourced COBRA administrator (CONEXIS) with adequate separation details – in particular, to permit them to distinguish separations that are COBRA qualifying events from separations that are not.

### **Project Type:**

Enhancement.

### **Requested by:**

Kris Lange, H&W Vendor Management

### **Analyst:**

Business analyst: Ken Smith, HR&B ISS

Requirements analyst:

### **Urgency:**

Not Urgent.

### **Implementation Deadline:**

This enhancement is not date mandated and does not need to be coordinated with payroll processing or other scheduled processes. However as COBRA administration has already transitioned to CONEXIS, an implementation as soon as possible is desirable.

**Statement of Business Need:**

Avoid inefficiency, unnecessary costs and confusion that can result if COBRA packets are sent to employees who have had no COBRA qualifying event.

**Background:**

Because there are multiple payroll instances throughout the University, employees who transfer between campuses or other locations must be “separated” in the origin payroll and “hired” in the destination payroll. In this situation, the separation represents only a separation from one specific payroll and not a separation from the University. Nevertheless, these separations appear on files sent to external vendors who may be misled into processing a separation.

In order to avoid incorrectly sending COBRA packets to transferring employees it is necessary to provide a means for CONEXIS to identify separations resulting from transfers.

**Current Process:**

When an employee transfers between campuses or other UC locations, one of the existing separation codes (typically “AA - To accept another job”) is entered in the payroll of the origin location.

**Proposed Process:**

When it is known that an employee is transferring to a new location with no break in service, a new separation code requested by this SR and intended specifically for this situation will be entered.

**Processing Considerations:**

This request simply adds a new code to an element already included on files sent to CONEXIS and many other vendors. It is assumed that other vendors may be able to utilize this code to streamline their handling of transfers although the scope for this request is CONEXIS only.

PPS Separation codes are mapped to CPS separation codes by the interface to CPS. No existing CPS separation code is an appropriate match for inter-location transfer – a new CPS separation code will be needed as well (addressed in SR 82616).

## System Requirements:

### 1.0 Overview of Modifications

Adds one new valid code “IT” with meaning “Inter-location Transfer” to the list of available values for Data Element EDB 0141 “Separation Reason Code”.

Updates related help text and documentation.

- Control Table Updates:
  - Translations (three different lengths) for the new code.
- EDB Data Elements:
  - One new valid code
  - Update of Data Dictionary
- CICS Modifications:
  - Update to Help Text
- Web Modifications: - no impact
- One-time Processes: - unnecessary
- EDB Maintenance: - no impact
- History Process: - no impact
- Compute Process: - no impact
- Distribution of Expense: - no impact
- Consolidated Billing and Self-Billing: - no impact
- Interface Files: - CPS Interface code translation
- Forms: - no impact
  - U5602 Unemployment Insurance Termination Report which is normally updated when new separation codes are created should not be used for employees transferring between campuses – therefore no impact.
  - Campuses and other locations may need to update locally created handbooks, transfer instructions or separation checklists.
- Other Processes: - no impact
- Reporting and Notification: - no impact

## 2.0 Control Table Updates

### 2.1 Code Translation Table

Add to the Code Translation Table as follows:

Data Element	Value	Length	Translation
0141	IT	20	Inter-location Trsfr
0141	IT	25	Inter-location Transfer
0141	IT	33	Inter-location Transfer

## 3.0 EDB Data Elements

Add one code "IT" to existing data element EDB 0141. Proposed new dictionary page attached with change highlighted. Markup includes removing unrelated obsolete comments.

### 4.0 CICS Modifications

#### 4.1 Help Modifications

Add to help text for EDB 0141 between codes GA and I4:

"IT - Inter-location Transfer with no break in service

"

## 5.0 Interface Files

The CPS Interface should be modified to translate PPS Separation Code 'IT' to CPS Separation Reason Code '16'.

**System Number: EDB0141**

**User Access Name: 0141-2**

**Programming Name: SEPARATE\_REASON IN PPPPER**

**Revision Date: 11/07/03**

**Comments**

```
Uses(s): Reporting
Location(s): BAS 1046 Separation Reason Code BAS in HDB
              APS 0152 Separation Reason Code (Coding is different)
              CPS 0152 Separation Reason Code (Coding is different)
              IPS 0152 Separation Reason Code (Coding is different)
              OPP 0152 Separation Reason Code (Coding is different)
```

**Name: SEPARATION REASON CODE-EDB**

**Type: ALPHANUMERIC**

**Length: 2**

**Format**

N/A

**General Description**

Code indicating the reason for an employee's separation from the University.

**Code Interpretation**

**EDB 0141 SEPARATION REASON CODE**

- AA - To accept another job
- AB - To look for another job
- AC - Self employment
- AD - Dissatisfied with job
- AE - Pregnancy, did not desire leave
- AF - Family and/or child care
- AG - Health

AH - To attend school  
 AI - Military service  
 AJ - Failed to return from leave  
 AK - Other  
 AL - Resignation - accept job at newly created health corporation  
 (Same Desk Rule)  
 AM - Resignation - moved out of area  
 AN - Resignation - no reason given  
 BA - Grant/contract expired  
 BB - Appointment/contract appt expired  
 BC - Visa/work authorization expired  
 CA - Indefinite layoff with rehire/recall rights  
 CB - Termination of limited employee  
 CC - Termination of other casual employee (on-call)  
 CD - Termination of casual restricted appointment  
 CE - Graduation/no longer enrolled as a student  
 CF - Per diem release  
 CG - Indefinite layoff with severance  
 CH - Indefinite layoff with reduced severance and rehire/recall  
 rights  
 CI - Indefinite layoff with no severance or rehire/recall rights  
 CL - Layoff - accept job at newly created health corporation (Same  
 Desk Rule)  
 DA - Released during probationary period  
 EA - Lack of performance  
 EB - Misconduct  
 EC - Quit without notice  
 ED - Job abandonment  
 EE - Never started employment  
 EF - No longer certified or licensed  
 EG - Do not rehire - settlement (employee agrees not to return)  
 GA - Medical separation  
 IT - Inter-location Transfer with no break in service  
 I4 - Inactive for 4 consecutive months  
 JA - Change to emeritus status  
 KA - Death  
 LA - Other - termination (coaches, management program) or  
 separation (per diem nurses, vocational nurses)  
 RA - Retirement - regular  
 RD - Retirement - compulsory for SMG and regents' officers  
 RF - Retirement - faculty

**EDB 0141 -- SEPARATION REASON CODE Previously Valid Codes**

RB - Retirement - voluntary  
 RC - Retirement - faculty early