5.9 STUDENT RECLASSIFICATION

Overview

The procedures described in this section are to offer guidance to Service Centers about updating the EDB with a student re-classification.

Policy Summary

A student may be reclassified upward or downward if s/he assumes duties of greater or lesser responsibility.

Reclass from Title Code II-III with up to 10% increase above the employee's current pay rate does not require pre-consultation or approval by the Career Center. The Service Center ends the old job and begins the new appointment at new pay rate, with PAN comments include the rationale for reclass, % increase over current pay, increase in cents, and new pay rate. A revised ER (employee request) should be maintained in the Service Center for this reclass action.

If the reclass increase exceeds 10% of current pay rate, the Service Center would pre-consult with the Career Center for approval, and upon OEU the PAN comments would include: reclass to Title III, % increase over previous pay rate, increase in cents, new pay rate, and "approved by _____ on ____ date." The revised ER remains at the Service Center.

Since the Career Center determines the Title IV classification and pay rates, reclassification from Title III to IV involves submitting a revised ER request to the Career Center with reference to the current title III ER# and current pay rate. The Career Center will review the Service Center's recommendation for Title IV pay rate, and once the ER is approved, the Service Center will process the OEU with PAN comments to include: reclass to Title IV ER# and pay rate, and "approved by ___ on ____ date."

Before you Start

Service Centers can proceed to update the EDB with the new appointment once they have the Service Center documentation (for reclass from II to III) and the pay rate authorization (if required) or the Career Center pre-approved ER (for reclass from III to IV).

Data Entry

Enter the data for the employee's new appointment via the EAPP screen. The data collection documents would be the new Employee Request form and cover letter requesting the re-classification.

Accessing the EAPP Function.

1. Log on to the Payroll/Personnel System.

2. At Next Function, type **EEDB** and press **Enter**.

3. Type **EAPP** and the **employee ID number** and press **Enter**.

The EAPP screen will be displayed for the selected employee

Completing the EAPP Function

EAPP (APPOINTMENTS/DISTRIBUTIONS) FUNCTION

EAPP Notes and Tips

- Always use the end/begin method for classification changes.

- With the end/begin method, you can set-up a future appointment.

Appointment Level Procedure

1. End current appointment and distributions the day before the reclassification action is effective.

2. **F9 Jump** to the command line and use the **"copy xx to xx"** command to set up the next available appointment.

3. Enter data in the following fields, as applicable.

Actions (Action Code)	Enter Personnel Action Code 38 (Upward Reclassification).
Typ	Student Employment positions are always casual/restricted, type 4
Appt Begin	Enter the appropriate begin date.
Appt End	Enter the end-date specified on the ER.
Title-Code	Enter the title code (TC) from approved ER
% Full	Enter the estimated percentage of full-time (Note if the total of all the appointment percentages is more than 50%, the student will be placed in Safe Harbor and will pay DCP/Medicare.)
F/V	Enter "V" for variable
Ann/Hr	This field is derived from the distribution rate field.
Rt	"H" for hourly time-reporting
Sch	"MA" for monthly arrears
Time	"A" for positive time-reporting
Lv	"F" for accrual of sick-leave (effective if total hours reported are more than half of the working hours of the month).

3. Press **Enter** to invoke range/value edits.

Distribution Level Procedure

1. **F9 Jump** to the command-line and type **"add d"** to add a distribution to your new appointment (or use the special command **"copy xx to xx"** command to duplicate the old distribution).

2. Enter or change the data in the following fields, as applicable

L	Enter in 7 for UCSC location number
Acct	Enter 'organization' FOAPAL number
CC	Enter cost center
Fund	Enter fund number
PC	Enter in activity-code (optional, not required)
S	Enter "2" only (there is no other option for student employees)
Dis%	Enter percentage with four decimal places
Pay Begin	Enter begin-date (same day as appt)
Pay End	Enter end-date as appropriate.
Rate/Amt	Enter rate of pay, (four decimal places for hourly rates)
DOS	Enter description of service code, (REG in most cases).
WSP	Enter "F" for federal (almost always), "P" for president's (rare); enter WSP code ONLY IF STUDENT IS WORK-STUDY.

3. Press **Enter** to invoke range/value edits. *You should see the account name/description appear as it is established in the system.*

Review

Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation screen.

Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.

- **F3 Return** to the last data entry screen, make any corrections, then do one of the following:

    - Press **F5 Update** to invoke PAN.

    - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON) in Section 1.6, System Messages* for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.

2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.

3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.

4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to *Section 1.8, Post Authorization Notification (PAN)*.

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.

2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

You may now start another appointment or distribution level action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer and then maintain the reclass documentation within the Service Center. For reclass from Title Code III to Title Code IV approved ER will constitute required documentation.

- There are no forms to forward outside the Service Center.