1.9 PERSONNEL HISTORY

Overview

The History Subsystem consists of the History Database and two versions of functions which display that historical information, the IHIS and the IHDB. Currently on this campus, the departments only have access to the IHIS functions, which look most like the Inquiry and Entry/Update functions.

How History is Gathered

Changes to the Employee Database (EDB) from both on-line entry update and batch processing are kept in the Employee Change File. The history process captures elements from this file, marks them with a date/time stamp of when the change occurred, and sends them to the History Database (HDB). This process does not occur immediately as you enter changes to the EDB on-line, but rather each night in a batch process. Therefore you will not see an on-line change you make to a record reflected in history until the next day.

Employees who have had no payroll activity for 18 months are purged from the Employee Database (EDB) and can be found only in the History Database (HDB).

Caution:

There is incomplete data for retroactive actions entered into the system prior to March 1996. To research actions which occured prior to this date, you may need to review your paper records, such as, PAF (Personnel Action Forms) and DOPE reports (Disposition of Payroll Expenditures, PP5302).

Viewing History

History is viewed by accessing IHIS which contains the following functions.

IHIS Functions

HSUM	Appointment Summary
HLOA	Leave of Absence
HADC	Appointment Distribution-Compact
HADF	Appointment Distribution-Full
HPER	Personal Data
HSEP	Separation Data
НЖНО	History Browse
HLIC	License & Certification
HHNR	Academic Honors
HBKG	Background Check
HAWD	Award
HSLV	Sabbatical Leave
HSLA	Sabbatical Accrual
HLOF	Lavoff Data

Accessing History Functions

Personnel History Menu

On the SC On-line Applications Main Menu, enter IHIS in the Next Function field and press **Enter**. This brings up the IHIS Main Menu.

IHIS PERSONNEL HISTORY MENU

📃 uccmvsb.ucop.edu - TN3270/TN5250 Connection		
Session Edit View Commands Script Help		
UCFM140-M0967 SCT History Reporting Personnel History Menu _ HSUM Appointment Summary History _ _ HLOA Leave of Absence History _ _ HADC Appt./Dist. History - Compact _	06/13/03 Userid:	08:57:20 SCTRN61
HHDF Hppt./Dist. History - FullXPER SC Personal Dat HPER Personal Data HistoryXPER SC Personal Dat HSEP Separation History Data	a History	
Next Func: ID: Name: As Of Date: Past To Present: View Incorrect Records ===>	_ SSN: : _	
F: 1-Help 3-PrevMenu 4-Print F: 9-MainMenu	12-Exi	t

On this Menu you may select any of the History functions.

History Navigation

Cursor Movement

The initial cursor position will be at the beginning of the Next Function field. The cursor will only stop on fields that are unprotected (that is, the user is allowed to key in characters).

Scrolling

Some of the functions may have more data than can be displayed on one screen. The ability to scroll forward and backward is provided by using the **F7** and **F8** keys. The F8 key is displayed when there is one or more additional page of data, and F7 is displayed when there is one or more previous page of data.

Refer to <u>Section 1.5, Navigation & Entry/Update Commands</u> for more information about Navigation and Function Keys.

Record Selection

If you have the employee's ID number

Type in the name of the History function in the **Next Function** field and the employee's ID number in the **ID Number** field. Press **Enter**.

If you do not have the Employee's ID number

Pull up the employee's record in Inquiry (e.g., on IAPP), and then return to the History Menu by typing **IHIS** in the **Next Function** field. Select the History Function that you would like to see and press **Enter**.

If an incomplete record key name or ID is entered, the HDB Browse (**HWHO**) screen will be displayed to assist in the selection of the correct record key. Because there are many records in the History Database, it can take a long time for the system to pull up the **HWHO** screen. It is much speedier to use the EDB Browse (**WHO**) screen if you don't know the employee's ID.

> 1.9—2 Employee History PPS User Manual

PULLING UP RECORD IN INQUIRY THEN GOING TO HISTORY

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<u>Session Edit Commands</u> Se <u>t</u> tings <u>H</u> elp	
PPIAPP0-11001 SCT EDB Inquiry 11/19/96 22:45:42 Appointment/Distribution ID: 120000100 Name: NAUIGATION, JOE B Hm Dept: 000900 TRAINING ONLY Emplat Status: I Pri Gen No: 0002 Total Appt/Dis: 02/05 LOA Beg: LOA Return:	06,02,97 11:39:18 Userid: SCPPSLAH Pay: HA PG 01 OF 03 Remaining Appt/Dis: 01/04
Appt: 20 TC: 9603 LABORATORY ASST II Grad Begin Dt: 08/01/95 Ann/Hr Rt : 10.1500 x: End Dt : 12/31/95 Bas/Pd Our: 00/00 Dur : Dept Cd : 002107 TUC/AR	e: Pgm/Typ:1/3 0.75 F/U:V Rt :H Lv :A Sched:MA EP/ASHC:TX/C/ Time :A
Dis: 21 L/A/C/F/P/S : 7 445075 53416 2 Begin: 08/01/95 Dis x: 0.7500 Rate/Amt: 10.1500 End : 12/31/95 FTE: 0.00 Dept Cd: 002107 PRQ:	SOCSCI/AGROECOLOGY RESEA Step/OA: 1.0/ DOS: REG DUC: WSP:
Dis: L/A/C/F/P/S : Begin: Dis x: Rate/Amt: End : FTE: Dept Cd: PRQ: Next Func: <u>HPER</u> ID: <u>Name:</u>	Step∕OA: DOS: DUC: WSP: SSN:
===> F: 1-Help 2-Brouse 3-PrevMenu 4-Print F: 8-Forward 9-MainMenu	12-Exit
	IBM-3278-2-E 11:43:18

The most current history data available will always be shown as the first screen when multiple screens are required to present all historical data unless the user has entered an "As of" date or requested "Past to Present" display of data.

Key Fields

As of Date

You may enter into this field any valid date and the system will locate the history records **closest to but not later than** that date. The format used should be "MMDDYY".

History has been recorded for UCSC employees since October, 1992. **Caution**: Early on-line history records may be inaccurate due to inconsistencies in coding and procedures.

Past-to Present

This option changes the order in which history records are displayed. Normally, history records will be displayed with the most current data first. Entering a "**Y**" in the "Past-to-Present" field will cause the **oldest** history records to be displayed **first**. The Past-to-Present history flag will remain set for subsequent history searches until the field value is changed or deleted.

View Incorrect Records

UCSC has not flagged any incorrect records so the View Incorrect Records feature is not operable.

On-line HELP

Screen and field-level help is provided via the **F1 Help** key; however field-level help is available for header and footer fields only.

For looking up what the code translations are for certain fields, return to the related Inquiry Function and use **F1 Help**.

1.9—3 Employee History PPS User Manual

HISTORY FUNCTIONS

HSUM Appointment Summary History

HSUM (APPOINTMENT SUMMARY HISTORY) FUNCTION

uccmvsb.ucop.edu - TN3270/TN5250 Connection		
Session Edit View Commands Script Help		
PPHSUM0-I1426 SCT History Reporting	07/09/04	11:28:55
Last Update: 10/23/95 Appointment Summary History	Userid:	SCTRN61
ID: 010000100 Name: NAVIGATION, JOSEPH B		
Hm Dept: 000900 TRAINING ON-LINE UPDATE Status: Active	1	TR: 001
Most Recent Hire Date: 08/01/95 Separation Date:		- ·
Hppt Step Hnnual/	Begin	End
No little little Name Grade Hourly Kt %	Date	Date
Last Hotion Pers Prog/Hppt Type/FLSH Hppt Dept	01/01/06	66/20/06
1- 5005 ENDORHIORI H351 11 10.1500 50 Staff /limited / BCROECOLOG	v	00/30/30
Start /Emilted / HokoEcoEoo	•	
2* 9603 LABORATORY ASST II 10.1500 75	08/01/95	12/31/95
Staff /Limited / AGROECOLOG	Y	
Next Func: ID: Name:	_ SSN:	
Hs Of Date: Past To Present: View Incorrect Records	:_	
X		
E: 1-Halp 2-Brouse 3-BrowManu 4-Brint		
F: 9-MainManu	12-Evi	-
, anniena	IL LAI	-
17	- 10 0-1	12
	ne 19 tol	umn 13

The HSUM Appointment Summary History function presents a condensed version of appointment data that was originally recorded on the EDB. It does not contain distribution data

A new appointment is created when there is a change to a key element. Key elements for creating history appointments are:

- title code
- appointment type code
- appointment begin date
- rate code
- % time

Payroll/Personnel System July 2004, University of California, Santa Cruz The appointment which currently exists on the EDB is flagged with an asterisk next to the appointment number.

HLOA Leave of Absence History

HLOA (LEAVE OF	ABSENCE	HISTORY) FUNCTION

I	TN3270 - ucc	:mvsb to ho	ist uccm√sb.u	cop.edu		•
<u>S</u> ession <u>E</u> dit (<u>C</u> ommands	Se <u>t</u> tings	<u>H</u> elp			
PPHLOA0-I0961 Last Update: 10/1 ID: 010000220 Nam	:0∕95 Le ne: CASUAL, S	SCT History ave of Abs STAFF DEMO	y Reporting sence History		10/17/95 Userid:	14:22:11 SCACPBJB
Hm Dept:			Status:	γ		ITR: 001
Leave Leave Begin Return 07/01/96 08/01/96	Leave Leave Type Reasor	TUC∕ n EREP	Primary Title		Home Depar	tment
		/		?		
Next Func: I I As Of Date:	(D: Past To Pi	_ Name: ^esent:	View Incorre	ct Records:		
===> F: 1-Help	2-Brouse	3-PrevMenu 9-MainMenu	4-Print		12_Evi	+
		> narment	1	IBM-	3278-2-E	14:27:16

The HLOA Leave of Absence function displays all leave data which has been recorded for an employee. Sabbatical leave data is included on HLOA and is also displayed on HSLV and HSLA (Sabbatical Leave and Sabbatical Accrual).

If the initial history leave entry record for an employee captured only a change in leave return date, you may only see a return date on the function, without other associated leave data.

Caution:

The system looks for either action code 07 or 08 to establish the leave information in history, and 09 if the original leave is extended.

1.9—4 Employee History PPS User Manual Many records reviewed during testing did not have any action code recorded. An edit has been installed to require the action code. Leave data entered (without an action code) prior the installation of the edit (i.e., September 28, 1993) may not be included on the HLOA function.

HADC Appointment/Distribution - Compact

HADC (APPOINTMENT/DISTRIBUTION - COMPACT) FUNCTION

-			TN3270 - u	ccmvsb to l	host uccmysb.uco	p.edu	•
<u>S</u> es	sion	<u>E</u> dit	<u>C</u> ommands	Settings	<u>H</u> elp		
PPH Las ID: Hm Mos App Dis 1* 2* 3* 4*	ADC0-16 t Updat 010006 Dept: t Recer t 1* Be Er Du Fte 0.00 0.00 0.00 0.00	9993 te: 10 0100 N Title egin D nd Dt ur: 0.500 0.500 0.500 0.500	/09/95 App ame: NAUIGAT e Dt: : 9603 LABOR t: 01/01/96 : 06/30/96 Pay Beg 0 05/01/96 0 03/16/96 0 02/01/96 0 02/01/96	SCT Histo t./Dist. H ION, JOSEP Separa ATORY ASST Ann/Hr Rt Sched: MA 06/30/96 04/30/96 03/15/96 01/31/96	ry Reporting istory - Compact H B Status: ? tion Dt: II (3 U: A Tuc/Sh/Rep Dept: 002107 A Rate/Amt Dos Str 10.1500 REG 1.6 10.1500 REG 1.6 10.1500 REG 1.6	10/17/95 Userid: PG EREP/EUC: S-2007) /(3-2020) H x: 0.5000 Uar : TX/ C Bas/Pd O GROECOLOGY Tot Dis/Rem: p 0 Prq D W Acti 0 0	14:28:00 SCACPBJB 01 OF 02 ITR: 001 Grd: iable vr: / 04/00 on
Nex As F: F:	t Func: Of Date > 1-Hel	: !p	ID: Past To 2-Browse 8-Forward	Name: _ Present: _ 3-PrevMe 9-MainMe	View Incorrect nu 4-Print nu		
						IBM-3278-2-E	14:31:40

The HADC Appointment/Distribution - Compact function displays appointment data in the same way as the HSUM function. Distributions which are associated with the appointment are also displayed. Like appointments, distributions which are currently on the EDB are flagged with an asterisk.

Up to three action codes associated with a distribution may be displayed. Action code 50--other, is excluded from display.

Distributions are selected for display under a corresponding appointment if the begin and end dates of the distribution fall within the appointment begin and end dates. The Tot Dis/Rem field displays the total number of distributions associated with the appointment and the total number of distributions remaining to be viewed by scrolling to the next function.

HPER Personal Data

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<u>S</u> ession <u>E</u> dit <u>C</u> ommands	Se <u>t</u> tings	<u>H</u> elp	
PPHPER0-10961 Last Update: 10/09/95 ID: 010000100 Name: NAVIGAT	SCT Histor Personal D ION, JOSEPH	ry Reporting Data History H B	10/17/95 14:28:48 Userid: SCACPBJB
Hm Dept:		Status: ?	ITR: 001
Most Recent Hire : 08/01/95 Original Hire : 0ath Signature Dt: 08/01/95 Citizen: C Uisa : Student Status : 1 Sex: M Ethnic : F Vet: N Uet HDCP: N HDCP: Primary Title: 9603 LABORAT Job Group ID : C41 TECHNIC Perm Addr: 1365 LIDO WAY	Prob Pe Emp Ser BELI: 4 Retiren OASDI/1 N Date 01 DRY ASST II AL/COMPUTER	er End Dt: ^ Credit : From : JC/ST Service: 4 08/01/95 hent : H HEDICARE: M f Birth : 12/31/58 Campus Addr: Campus Addr:	Sep Dt : Last Day: Sep Rea : EREP/ESH/EDUC: C/ / EREL/EUC: E/TX Educ Level : B Educ Level YT : 93 /\$1400-\$2499 M 000732
SANTA CRUZ Next Func: ■ID: As Of Date: Past To	CA 95 Name: Present: _	5062 View Incorrect Re	
===> F: 1-Help 2-Browse F:	3-PrevMer 9-MainMer	nu 4-Print nu	 12-Exit
			IBM-3278-2-E 14:33:07

The HPER Personal Data function displays an assortment of general data for an employee. Data includes benefits, collective bargaining and general employee data.

The employee status displayed in the header is always from the most current EDB record. While scrolling through various screens separation data may be shown but the employee status will not change in the screen header.

A change to one of the following fields will trigger a new screen to be displayed:

Most Recent Hire Date Original Hire Date Oath Signature Date

> 1.9—5 Employee History PPS User Manual

I-9 Date Citizenship Status Code Visa Status Code Student Status BELI **BELI Effective Date** Retirement Code OASDI/MEDICARE Code Separation Date Last Day on Pay Status Separation Reason Employee Representation Code (EREP) Employee Special Handling Code (ESH) Employee Distribution Unit Code (EDUC) Employee Relations Code (ERC) Employee Unit Code (EUC)

HSEP Separation Data History

HSEP (SEPARATION HISTORY DATA) FUNCTION

-	TN3270 - uccmvsb to host uccmvsb.ucop.edu	▼ ▲
	ession <u>E</u> dit <u>C</u> ommands Se <u>t</u> tings <u>H</u> elp	
	HSEP0-10961 SCT History Reporting 10/17/95 14: st Update: 10/10/95 Separation History Data Userid: SCA : 01000020 Name: CASUAL STAFF DEND	30:49 CPBJB
	Dept: Status: ? ITR:	001
	paration Date: 12/31/96 Reason: AA Accept Another Job st Day On Pay: 12/31/96 Primary TC: 4723ASSISTANT II st Recent Hire Dt: 02/21/95 Home Dept: 000900 TRAINING ONLY rm Vac Paid: 80.00 m Side Sai	
	rm Sick Bal; 50.00 rm Comp Paid: 15.00 Future Inst:	
	paration Date: Reason: st Day On Pay: Primary TC: st Recent Hire Dt: Home Dept: rm Uac Paid: Paid:	
	rm Sick Bal: rm Comp Paid: Future Inst: xt Func: ID: Name: SSN: Of Date: Past To Present: Vieu Incorrect Records:	
:	=> : 1-Help 2-Brouse 3-PrevMenu 4-Print : 9-MainMenu 12-Exit	
	IBM-3278-2-E 14:3	34:32

The HSEP Separation Data History function displays separation data recorded for an employee. Two sets of separation data can be shown per screen; multiple screens will exist if additional separation data exists for an employee.

The **Primary Title** field will be displayed only if one existed at the time the separation data was recorded in history.

Status shown in the header section is current status if an employee has subsequently been rehired and is now "active", the "most recent hire date" shown is the date which was recorded at the time of separation.

At the current time, campuses have not populated the Terminal Vacation Paid, Terminal Sick Leave Balance, and Terminal Compensatory Time Paid fields.

> **1.9—6** Employee History PPS User Manual

HWHO History Browse

HWHO (HISTORY BROWSE) SCREEN

uccmvsb.ucop.edu - TN3270/TN5250 Connection	
Session Edit View Commands Script Help	
PPHWH00-I1573 SCT History Reporting	07/09/04 11:27:12
History Browse	Userid: SCTRN61
Entered: ID: 010000220 Name:	
ID ITR# NAME STAT	Department Arch Dt
010000220 001 CASUAL, STAFF DEMO A	TRAINING ONLY
_ 010000221 001 CASUAL, STAFF PRAC A	TRAINING ONLY
_ 010000222 001 CASUAL, STAFF TEST A	TRAINING ONLY
_ 010000230 001 CAREER, SIXMOS M A	TRAINING ONLY
_ 010000240 001 STUDENT, ACADEMIC E A	TRAINING ONLY
_ 010000250 001 STUDENT, GRADUATE E A	TRAINING ONLY
_ 010000260 001 ACADEMIC, BYA E I	TRAINING ONLY
_ 010000280 001 WORKSTUDY, WILLY W A	TRAINING ONLY
_ 010000300 001 CHANGE, PERCENT PRAC A	TRAINING ONLY
_ 010000400 001 CAREER, IMMA DEMO A	TRAINING ONLY
_ 010000401 001 CAREER, IMMA PRAC A	TRAINING ONLY
_ 010000402 001 CAREER, IMMA TEST A	TRAINING ONLY
_ 010000500 001 EMERITUS, PROFESSOR DEM A	TRAINING ONLY
_ 010000501 001 EMERITUS, PROFESSOR PRA A	TRAINING ONLY
Next Func: ID: Name:	SSN:
As Of Date: Past To Present: _ View Incorrect F	ecords: _
===>	
F: 1-Help 3-PrevMenu 4-Print	10 F 11
F: 7-Backward 8-Forward 9-Jump	12-Exit
	Line 5 Column 2

The HWHO History Browse screen functions much like the On-line Inquiry and Update WHO screen. It provides a single entry for an employee record recorded in history. Additional features of this screen are employee status and archive date.

After a specified number of years, history data records can be purged from the History Data Base and archived so that a massive volume of history data is not retained for inactive employees. At the time of archiving, a modified history record is retained on the EDB reflecting a minimal amount of personal and appointment summary data along with the archive date.

Caution:

If an incomplete record key name or ID is entered, the HDB Browse (**HWHO**) screen will be displayed to assist in the selection of the correct record key. Because of the large volume of employee

records in the History Database, it can take a long time to pull up the **HWHO** screen. For speedier results, it is better to avoid using

HWHO Browse by either using the Employee ID number or by pulling the employee record up in Inquiry and then return to History (see <u>*Record Selection*</u> on page 2 of this section).

HLIC License & Certification Data

HLIC (LICENSE & CERTIFICATION DATA) FUNCTION

-	TN3270 - uccmvsb to host uccmvsb.ucop.edu					
<u>S</u> ession <u>E</u> dit	<u>C</u> ommands	Se <u>t</u> tings	<u>H</u> elp			
PPHLIC0-18961 Last Update: 10. ID: 010000220 N: Hm Dept: Lic/Cert Numbe	∕10∕95 Li ame: CASUAL, r Des	SCT Histor cense & Ceri STAFF DEMO cription	y Reporting Ification Data Status: ?	10/17/95 Userid: Renewal Dat	14:31:51 SCACPBJB ITR: 001 e	
Next Func: As Of Date: P0009 No data ===> F: 1-Help F:	ID: Past To for this scr 2-Browse	Name: Present: een 3-PrevMenu 9-MainMenu	Vieu Incorrect 4 4-Print			
				IBM-3278-2-E	14:35:31	

The HLIC License & Certification Data function displays license and certification data for an employee. Data on this function will be sorted with the latest renewal date first unless a "Y" is entered in the Past to Present field located in the screen footer. If a translation of the license or certification code is not available, a "?" will be displayed in the description field.

> **1.9—7** Employee History PPS User Manual

HHNR Academic Honors History

HHNR (ACADEMIC HONORS HISTORY) FUNCTION

TN3270 - uccmvsb to host uccmvsb.ucop.edu	T
<u>S</u> ession <u>E</u> dit <u>C</u> ommands Se <u>t</u> tings <u>H</u> elp	
PPHHNR0-I0961 SCT History Reporting Last Update: 10/11/95 Academic Honors History ID: 010000000 Name: DDDFESSDD 0551510H DFM0	10/17/95 14:33:02 Userid: SCACPBJB
Hm Dept: Status: ? Highest Degree: Institution: Degree Specialty: Current Specialty:	ITR: 001
Honor Honor Date	
Next Func: ID:Name: As Of Date: Past To Present: Vieu Incorrect Records P0009 No data for this screen	_ SSN:
F: 1-Help 2-Brouse 3-PrevMenu 4-Print F: 9-MainMenu	12-Exit
IBM-	-3278-2-E 14:36:55

The HHNR Academic Honors History function displays honors that have been received by academic appointees. Data on this function will be displayed with the most recent honor first unless a "Y" is entered in the Past to Present field located in the screen footer. If a translation of the honor is not available, a "N/F" followed by field content and the data element number will be displayed.

HBKG Background Check History

HBKG (BACKGROUND CHECK HISTORY) FUNCTION

TN3270 - uccmvsb to host uccmvsb.ucop.edu	*
<u>S</u> ession <u>E</u> dit <u>C</u> ommands Se <u>t</u> tings <u>H</u> elp	
PPHBKG0-I0961 SCT History Reporting Last Update: 10/10/95 Background Check History ID: 010000220 Name: C05U01 STAFE DFMO	10/17/95 14:34:13 Userid: SCACPBJB
Hm Dept: Status: ? Background Background Check Code Description Check Date	ITR: 001
Neut Sunci 🗣 TDi Nanci	CON.
As Of Date: Past To Present: Vieu Incorrect Record: P0009 No data for this screen	
F: J-Help 2-Brouse 3-PrevMenu 4-Print F: 9-MainMenu	- 12-Exit
IBM	-3278-2-E 14:37:51

The HBKG Background Check History function displays information related to background checks which may have been conducted on an employee. The most current background check data will be displayed first unless a "Y" is entered in the Past to Present field located in the screen footer. If a translation of the background check code is not available, a "?" will be displayed.

HAWD Award Data

HAWD (AWARD DATA HISTORY) FUNCTION

-	TN3270 - uco	:mvsb to hos	st uccm∨sb.ucop.edu		•
<u>S</u> ession <u>E</u> dit	<u>C</u> ommands	Se <u>t</u> tings <u>I</u>	<u>H</u> elp		
PPHAWD0-I0961 Last Update: 10/ ID: 010000000 Na	/11/95 ame: PROFESSOR	SCT History Award Data ASSISTANI	Reporting a History C DEMO	10/17/95 1 Userid: S	4:35:41 CACPBJB
Hm Dept: Award Date A	Amount	Source	Status: ? Home Department	IT	R: 001
Next Func:	ID:	Name:			
As Of Date: P0009 No data (Past To Pi for this scree	resent: _ l en	Jiew Incorrect Records		
F: 1-Help	2-Brouse	3-PrevMenu 9-MainMenu	4-Print	- 12-Exit	
			IBM	-3278-2-E 1	4:39:20

The HAWD Award Data function displays various incentive awards that have been given an employee. The process to automatically record award data from the EDB based on payroll processes has not yet been defined, so all award data reflected at this time will be based on manual entry of data via EHON.

The **Award** field shown on the function is the DOS code with which an award was paid.

Source is the Location-Account-Fund-Sub of the payment.

Home Department shown on the function is the Home Department for the employee in effect at the time the award is entered.

HSLV Sabbatical Leave

HSLV (SABBATICAL LEAVE HISTORY) FUNCTION

TN3270 - uccmvsb to host uccmvsb.ucop.edu		•
<u>S</u> ession <u>E</u> dit <u>C</u> ommands Se <u>t</u> tings <u>H</u> elp		
PPHSLU0-I1001 SCT History Reporting Last Update: 10/11/95 Sabbatical Leave History ID: 01000000 Name: DDFESSOD SSISTANT DEMO	10/17/95 Userid:	14:36:39 SCACPBJB
Hm Dept: Status: ? Sabbatical Leave Distributions Begin Dt End Dt DOS × Time 03/01/99 06/30/99 SLN 67		ITR: 001
Next Func: ID: Name: As Of Date: Past To Present: View Incorrect Records: F: 1-Help 2-Browse 3-PrevMenu 4-Print F: 9-MainMenu	_ SSN: 12-Fxi	
IBM-	3278-2-E	

The HSLV Sabbatical Leave function displays distribution data associated with sabbatical leave Description of Service (DOS) codes. The most recent distributions will be shown unless a "Y" is entered in the Past to Present field in the footer.

HSLA Sabbatical Accrual

HSLA (SABBATICAL ACCRUAL HISTORY) FUNCTION

TN3270 - uccmvsb to host uccmvsb.ucop.edu		•
<u>S</u> ession <u>E</u> dit <u>C</u> ommands Se <u>t</u> tings <u>H</u> elp		
PPHSLA0-I0961 SCT History Reporting Last Update: 10/11/95 Sabbatical Accrual History ID: 010000000 Name: DDDFESDD 0551510H DFMD	10/17/95 Userid:	14:37:05 SCACPBJB
Hm Dept: Status: ?		ITR: 001
Last Sab Sab Credit Accrued Sab Credit Used Sabbatical Balance Accrued Thru DT Used Date Credit Bal		
Next Func: ID: Name: As Of Date: Past To Present: View Incorrect Records: P0009 No data for this screen ==>	_ SSN: _	
F: 1-Help 2-Browse 3-PrevMenu 4-Print F: 9-MainMenu	12-Ex i 1	t
IBM-	3278-2-E	14:40:44

The HSLA Sabbatical Accrual function displays a record of sabbatical leave data for an academic appointee which has been manually entered via the ELVE function.

Payroll/Personnel System July 2004, University of California, Santa Cruz

HLOF Layoff Data

HLOF (LAYOFF DATA HISTORY) FUNCTION

— TN3270 - u	ccmvsb to h	ost uccmysb.uco	p.edu		•
<u>S</u> ession <u>E</u> dit <u>C</u> ommands	Settings	<u>H</u> elp			
PPHLOF0-I0961 Last Update: 10/10/95 ID: 010000220 Name: CASUAL, Hm Dept:	SCT History Layoff Da STAFF DEMO	y Reporting ta History Status: ?		10/17/95 Userid:	14:38:02 SCACPBJB ITR: 001
Layoff Notice Date: Title: Dept:	Layoff ×	: Layoff TUC⁄EREP: Layoff Unit:	Salary: Salary Salary	Max:	
Recall Beg Dt: Rec Recall Sus Begin: Reason:	all End Dt: Recall :	Sus End∕Term:			
Rehire Beg Dt: Reh Rehire Sus Begin: Reason:	nire End Dt: Rehire :	Sus End∕Term:			
Separation Dt: Las Reason:	st Day On Pa	y:			
Next Func: ID: As Of Date: Past To P0009 No data for this scr ===>	Name: Present: `een	View Incorrect	Records:		
F: 1-Help 2-Browse F:	3-PrevMen 9-MainMen	u 4-Print u		12-Ex i 1	t
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The HLOF Layoff Data function displays layoff and separation data for an employee.

A change to one of the following data elements will cause a new set of layoff data to be recorded and displayed:

- Layoff Notice Date
- Layoff %
- Layoff Title

The Salary Maximum field is determined from the current Title Code Table (TCT). The maximum salary is represented in the same format as the Layoff Salary was recorded, either hourly, monthly, or annually. If the corresponding history layoff salary indicator = H, the hourly rate from TCT will be shown; if the layoff salary indicator = M, the hourly rate from TCT will be multiplied by 174; if the layoff salary indicator = A, the hourly rate from TCT will be multiplied by 2088.

1.9-10 **Employee History** PPS User Manual