



# PPS ACTIONS

# Personnel Actions

- Hire
  - Initial start of employment with the University
- Rehire
  - Return to University employment *after a break in service*
    - Break in service = separation

# Personnel Actions

- Separation
  - *Total* break in service from University.
  - *Not* a transfer to another UCSB department.
  - If employee is employed in multiple departments, do *not* separate without conferring with other departments
  - Transfer to another UC campus without a break in service is processed as separation.

# Personnel Actions

- Limited to Career
  - Movement from a limited appointment to a career appointment without a break in service.
    - **NOT automatic. Refer to HR Employment!**
- Renewal (Extension) of Appointment
  - Extending the duration of an appointment with an end date (limited, casual/restricted and temporary academic).

# Personnel Actions

- Promotion
  - Academic – Advancement in rank within a series
  - Staff – Change from one Career appointment to another which has a **higher** salary range maximum.
- Demotion
  - Staff only – Change from one appointment to another which has a **lower** salary range maximum.

# Personnel Actions

- **Reclassification**
  - Staff only
  - Change in career title currently being held due to significant change in job duties
    - Upward - change to a title having a **higher** salary range maximum.
    - Lateral - **same** salary range maximum.
    - Downward - **lower** salary range maximum.

# Personnel Actions

- Transfer
  - Staff only
  - Change from one appointment to another which has the same salary range maximum.
- Percent of Time Change
  - Change in appointment's percentage of time
    - Increase
    - Decrease

# Personnel Actions

- Additional Employment

- Employment in an appointment in addition to an appointment currently held. Total percentage of all appointments is **equal to or less than** 100%.

- Dual Employment

- Employment in an appointment in addition to an appointment currently held. Total percentage of all appointments is **greater than** 100%.
- Prior approval required!



# Personnel Actions

- Range Adjustment
  - Increase of individual salary based on adjustment made to salary range.
  - Stepped Ranges only.
- Range Restructuring
  - Salary range has been adjusted *without affecting individual salaries*.
  - Usually Open Ranges (no steps).

# Personnel Actions

- Pay Increase – Staff
  - Casual/Restricted
    - At the discretion of the department.
  - Equity
    - Used to remedy a salary inequity.
  - 25% limit within fiscal year (July-June)

# Personnel Actions

## Merit

- Salary advancement within a salary range, based on performance.

# Personnel Actions

## Merit

- Staff
  - Cycles generally October 1<sup>st</sup>
    - May vary – refer to current policy or contract
  - Core Evaluation Form
    - Use for both Probationary and Merit Evaluations
    - Department keeps evaluations in department
  - Entered into PPS by HR, *not* by department!

# Personnel Actions

## Merit

- Academic
  - July 1 effective date
  - Processed according to specific title policies
  - PPS entry done by department

# Preparing for PPS Entry

- All PPS entry requires appropriate prior approval
- Additional documentation (i.e. new hire paperwork) may be required for some actions

# New Hire/Rehire

- Forms
  - Oath/Patent
  - W-4
  - Employment Eligibility Verification (I-9)
  - Demographic Data Transmittal
  - Direct Deposit (*optional*)
  - New Hire/Rehire/Change Cover sheet
  - Send completed forms to **Accounting/Payroll**

# New Hire/Rehire

- State Oath of Allegiance/Patent
  - Employee signs on or before date of hire.
    - Non-US citizens **do not** sign Oath portion
    - 9/12 academic must sign before first day of service
- <http://www.ucop.edu/payroll/forms/upay585.pdf>
- W-4
  - Employee signs on or before date of hire
    - Exception: Non-paid volunteers **do not** sign.
  - Order from Central Stores.



# New Hire/Rehire

- I-9 Employment Eligibility Verification
  - Employee signs on or before date of hire
    - Exception: Non-paid volunteers **do not** sign
  - Employee must provide documentation
  - Current documentation only
  - Information and form available at:

[http://atyourservice.ucop.edu/forms\\_pubs/forms\\_worksheets/i9.html](http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/i9.html)

# New Hire/Rehire

- Demographic Data Transmittal
  - Identifies ethnic, veteran and disability status
  - Completion of form is voluntary
  - Used *only* for data entry into PPS.  
DESTROY after data entry.
  - <http://www.aa.ucsb.edu/index2.html>

# New Hire/Rehire

- Direct Deposit Authorization
  - Optional
  - Employee may complete form at any time
  - Default setting – Earnings statement online at: At Your Service Online (AYSO)
    - For paper statement: Employee needs to ask Department to change default setting on XCHK screen in PPS

<http://accounting.ucsb.edu/?form=payroll-payroll-and-non-payroll-deposit>

# New Hire/Rehire

- New Hire/Rehire/Change Cover Sheet
  - Use as cover sheet for documents sent to Accounting

<http://accounting.ucsb.edu/?form=payroll-new-hire-cover-sheet>

# New Hire/Rehire

- (Not covered by) Social Security Statement

- For employees not covered by Social Security
  - Student employees
  - Aliens (res. & non-res.) with F-1 and J-1 visa status
- Employee must sign by first day of work
- Make copy for employee, keep another in dept.
- Original is sent to **HR Benefits (NOT Payroll)**

[http://atyourservice.ucop.edu/forms\\_pubs/forms\\_worksheets/ucrs419.pdf](http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/ucrs419.pdf)

# Separation

- Leave Time Processing
  - Pay out vacation and comp time balances.
    - Do NOT pay out vacation if separation is actually a transfer to another campus
  - Only retirees may 'draw out' vacation past last day of work.

# Separation

- Leave Time Processing
  - Sick leave is *not* paid out - may be reinstated if rehired within a certain time period.
    - Reinstatement all sick leave if rehired within 15 days.
    - Reinstatement up to 80 hours if rehired more than 15 days and less than 6 mos.

# Separation

- Forms Processing

- Separation Payment Form (“72-Hour Rule”)

- <http://accounting.ucsb.edu/?form=payroll-separation-payment>

- Send to **Payroll** when complete

- Unemployment Insurance Termination Report

- <http://hr.ucsb.edu/forms/pdf/Unemployment%20Insurance%20Termination.pdf>

- Send to **HR Benefits**



# Separation

- Forms Processing

- If employee is RETIRING, or
- If employee is applying for COBRA

**Refer employee to HR Benefits Office**

# Separation

- Forms Processing
  - For non-retirees to request distributions from UC Retirement Plans
    - Defined Contribution, 403(b) and 457(b) Plans:
      - [netbenefits.com](http://netbenefits.com)
      - FITSCo (1-866-682-7787)
    - Capital Accumulation Provision (CAP):
      - UC Customer Service Center (1-800-888-8267)  
Request *Distribution Request—CAP Balance* form (UBEN 142CAP).

# Data Gathering Worksheet

- Data gathering worksheet available at:  
<http://hr.ucsb.edu/forms/>
- Use as a tool if needed. NOT required.

# Action Codes

- Denotes type of action, especially for changes in appointment or pay
- Appointment level
  - 10 – Promotion
  - 52 – Casual (Limited) to Career
- Distribution level – pay
  - 04 – Merit
  - 18 – Change in Fund Source

# DOS Codes

- “Description of Service”
- Denote type of pay on distribution line
- Some common DOS codes:
  - REG – Regular Pay
  - SDF – Shift Differential
  - WOS – Without Salary
  - LNS – Leave No Salary
  - LWS – Leave with Salary
  - SLN – Sabbatical Leave

# PPS Demos

- AHIR – New Hire for Academic appt
  - EAPP samples of other appointment types
- EAPP – Promotion, Academic
- EAPP – Merit increase, Academic
- LEAV – Leave With Pay, Academic
- LEAV – Leave Without Pay, Staff
- SEPR – Separation, Staff
- SREH – Rehire, Staff

# AHIR – New Ladder Faculty

UCOP PPS - A - L30TAA0D

File Edit View Communication Actions Help

PPEEID0-E1253 SBT EDB Entry/Update AHIR 03/20/08 14:04:51  
Employee Identification Userid: SBAPS08

Employee ID : 851318297

SSN : 123432120

First Name : IMA

Middle Name : \_\_\_\_\_

Last Name : STAR

Suffix : \_\_\_\_\_

Result : STAR, IMA

Date of Birth : 030170

Intercampus Transfer: \_\_\_\_\_

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

U0001 Input accepted

==>

F: 1-Help 2-Cancel 4-Print 5-Update

F: 9-Jump 11-NextFunc

MA+ a 07/025

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# AHIR – New Ladder Faculty

UCOP PPS - A - L30TAAOD

File Edit View Communication Actions Help

PPEPD10-E1800 SBT EDB Entry/Update AHIR 03/20/08 14:06:43  
Employee Personal Data 1 Userid: SBAPS08  
ID: 851318297 Name: STAR,IMA Emp Stat: Pri Pay:

Date of Birth: 030170  
Sex: M  
Ethnic: E  
Veteran Status Codes - Vietnam: N War/Campaign: N Disability: N Serv Medal: \_  
Recently Separated Veteran Date: \_\_\_\_\_  
Disabled Status: N  
Citizenship: C  
Student Status: 1 No. of Reg. Units: \_\_\_\_\_

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

==>

F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 10-PrevFunc 11-NextFunc

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# AHIR – New Ladder Faculty

UCOP PPS - A - L30TAAOD

File Edit View Communication Actions Help

PPEADD0-E1302 SBT EDB Entry/Update AHIR 03/20/08 14:08:20  
Employee Address Data Userid: SBAPS08  
ID: 851318297 Name: STAR,IMA Emp Stat: Pri Pay:

Permanent Address Line 1: 1234 MAIN STREET  
Line 2:  
City: GOLETA State: CA Zip: 93117  
Foreign Addr Ind: \_ Prov: \_\_\_\_\_ Country: \_  
Postal Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Spouse Name: \_\_\_\_\_  
Campus Release Codes - Perm Address: N Home Phone: N Spouse Name: N  
Employee Organization Disclosures - Perm Address: N Home Phone: N

Campus Address Line 1: ACADEMIC PERSONNEL  
Line 2: 4105 CHEADLE HALL- 2034  
City: SANTA BARBARA State: CA Zip: 93106  
Campus Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_  
Campus Room: \_\_\_\_\_ Building: \_\_\_\_\_

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

===> \_\_\_\_\_  
F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 10-PrevFunc 11-NextFunc

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# AHIR – New Ladder Faculty

UCOP PPS - A - L30TAA0D

File Edit View Communication Actions Help

PPEPD20-E1529 SBT EDB Entry/Update AHIR 03/20/08 14:12:04  
Employee Personal Data 2 Userid: SBAPS08  
ID: 851318297 Name: STAR, IMA Emp Stat: Pri Pay:

Oath Signature Date: 070108  
I-9 Date: 070108  
Education Level Code: █  
Education Level Year: \_\_\_  
Non-UC Prior Service Code: -  
Prior Service Months: \_\_\_  
Prior University Service Institution Code: \_\_\_  
Employment Service Credit: \_\_\_  
Employment Service Credit From Date: \_\_\_  
Current Specialty Code: \_\_\_ \_\_\_ \_\_\_  
Highest Degree Specialty Code: \_\_\_  
Highest Degree Institution Code: \_\_\_  
Next Func: \_\_\_ ID: \_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

===>  
F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 10-PrevFunc 11-NextFunc

MA + a 08/045

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# AHIR – New Ladder Faculty

UCOP PPS - A - L30TAAOD

File Edit View Communication Actions Help

PPETAX0-E1755 SBT EDB Entry/Update AHIR 03/20/08 14:17:14  
Tax Information Userid: SBAPS08

ID: 851318297 Name: STAR,IMA Emp Stat: Pri Pay:

Federal Tax Processor ID : \_\_\_\_\_  
Marital Status : S W-4 Process Date : \_\_\_\_\_  
Personal Allowances : 001 DE4 Process Date : \_\_\_\_\_  
Maximum Withholding : 000

California Consent for Electronic W-2 : \_  
Marital Status : S  
Personal Allowances : 001  
Itemized Deductions : 000  
Maximum Withholding : 000

Addl Fed Tax Withholding : \_\_\_\_\_ Other State Tax CA Res : \_  
Addl CA Tax Withholding : \_\_\_\_\_ Current OS Gross Name : \_\_\_\_\_  
Other State Gross Name 1: \_\_\_\_\_  
Other State Gross Name 2: \_\_\_\_\_  
Other State Gross Name 3: \_\_\_\_\_  
Other Local Tax Ind : \_

Earned Inc Credit Status : \_\_\_\_\_  
EIC YTD Payments : \_\_\_\_\_  
Earnings Limit : \_\_\_\_\_

SSN: 123432120

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

===>

F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 10-PrevFunc 11-NextFunc

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# AHIR – New Ladder Faculty

The screenshot shows a terminal window titled "UCOP PPS - A - L30TAA0D". The menu bar includes "File", "Edit", "View", "Communication", "Actions", and "Help". The main display area contains the following text:

```
PPECHK0-E1676          SBT EDB Entry/Update          AHIR 03/20/08 14:19:00
                        Pay Disposition - Dept          Userid: SBAPS08
ID: 851318297 Name: STAR,IMA          Emp Stat:          Pri Pay:
Check Disposition   : 3          Online Earnings Statement: _
```

At the bottom of the window, there is a status bar with the text "MA + a" on the left and "24/079" on the right. Below the terminal window, a taskbar shows a browser icon and the address "uccmvsb.ucop.edu:992" with a lock icon.

# AHIR – New Ladder Faculty

UCOP PPS - A - L30TAA0D

File Edit View Communication Actions Help

```

PPEAPP0-E1595          SBT EDB Entry/Update          AHIR 03/20/08 14:21:25
                      Appointments/Distributions      Userid: SBAPS08
ID: 851318297 Name: STAR, IMA                      Emp Stat:      Pri Pay:
PAF Gen No: _____ Page 1 of 1
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
10    █        - 5 09 12    070108     999999  I  _____
Title                                Grade %Full F/Y Ann/Hr Rate  Rt Sch Time Lv
1100 PROFESSOR - ACADEMIC YEAR      _ 1.00  E  _____  A  MQ  B  N

Dist  Actions L Acct  CC  Fund PC  S  FTE Dis %
11    8 660150  _____ 19900 _____ 0  ACADEMIC PERSONNEL 1.00 1.0000
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
070108    999999  1  - 6483.33  REG  -  -  -

Dist  Actions L Acct  CC  Fund PC  S  FTE Dis %
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP

Next Func: _____ ID: _____ Name: _____ SSN: _____
U0001 Input accepted
===>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump 10-PrevFunc 11-NextFunc
  
```

MA + a 06/009

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# AHIR – New Ladder Faculty

UCOP PPS - A - L30TAA0D

File Edit View Communication Actions Help

PPEPER0-E1710 SBT EDB Entry/Update AHIR 03/20/08 14:23:10  
Personnel-Miscellaneous Userid: SBAPS08  
ID: 851318297 Name: STAR,IMA Emp Stat: Pri Pay:

Assigned BELI: 1 Derived BELI :     Effective Date: 070108  
BELI Status Qualifiers: Primary:     Date:     Secondary:     Date:      
Date of Hire : 070108 Original Hire Date:      
Employee Relations Code : E Employee Relations Unit: A8  
Probationary Period End Date :      
Next Salary Review Date :     Next Salary Review Type:      
Merit Rate Increase Percent :      
Home Department : APER VICE CHANCLLR ACADEMIC PERSONN  
Primary Title Code :      
Employee Unit Code : A8 Employee Representation Code :      
Employee Special Handling Code:     Employee Distribution Unit Code:      
Job Group ID :     Special Training Required Code :      
Alternate Department Code :      
Academic Programmatic Unit Cd :    

Next Func:     ID:     Name:     SSN:      
U0001 Input accepted  
==>

F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 10-PrevFunc 11-NextFunc

MA + a 24/079

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# AHIR – New Ladder Faculty

UCOP PPS - A - L30TAAOD

File Edit View Communication Actions Help

PPEALN0-E1755 SBT EDB Entry/Update AHIR 03/20/08 14:24:10  
Alien Information Userid: SBAPS08  
ID: 851318297 Name: STAR,IMA Emp Stat: Pri Pay:

Citizenship: C Country of Residence:     U.S. Date of Entry:         
Visa Type :     Work Permit End Date:        UC W-8BEN Date:         
Tax Treaty Income Code :     Alt Tax Treaty Income Code:      
Article Number:        Retirement System Code:      
End Date :        FICA Eligibility Code:      
Income Limit :        Ret FICA Derive:    

Federal Tax Marital Status: S Allowances: 001  
Maximum Withholding: 000 Additional Fed Withholding:       

Calif. Tax Marital Status: S Allowances: 001 Itemized Deductions: 000  
Maximum Withholding: 000 Additional CA Withholding :         
Non-UC Health Exp :        Non-Resident Alien Tax Form Indicator:    

Next Func:     ID:        Name:        SSN:       

==>

F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 10-PrevFunc 11-NextFunc

MA + a 24/078

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# AHIR – New Ladder Faculty

UCOP PPS - A - L30TAA0D

File Edit View Communication Actions Help

PPEACD0-E0949 SBT EDB Entry/Update AHIR 03/20/08 14:25:05  
Academic Service Userid: SBAPS08  
ID: 851318297 Name: STAR, IMA Emp Stat: Pri Pay:

Quarters/Semesters/Months in 8-Year Rule : \_\_\_ Units: \_  
Extension to 8-Year Rule : \_\_\_ Units: \_  
Quarters/Semesters/Months on 19900  
Funds At Greater Than 50 Percent : \_\_\_ Units: \_  
Quarters/Semesters in Unit 18 Titles : \_\_\_ Units: \_  
Quarters/Semesters as Teaching Assistant : \_\_\_ Units: \_

Next Func: \_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

===> \_\_\_\_\_

F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 10-PrevFunc 11-NextFunc

MA + a 23/076

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# AHIR – New Ladder Faculty

The screenshot displays a terminal window titled "UCOP PPS - A - L30TAAOD" with a menu bar (File, Edit, View, Communication, Actions, Help). The main content area shows the following text:

```
PPEH0N0-E0943          SBT EDB Entry/Update          AHIR 03/20/08 14:25:48
                        Honors Data                                Userid: SBAPS08
ID: 851318297 Name: STAR, IMA          Emp Stat:           Pri Pay:
```

Type	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

===> \_\_\_\_\_

```
F: 1-Help          2-Cancel          4-Print          5-Update
F:                9-Jump           10-PrevFunc
```

At the bottom left, there is a status bar with "MA + a" and a cursor. At the bottom right, the window title bar shows "uccmvsb.ucop.edu:992" and a lock icon. The page number "23/076" is visible in the bottom right corner of the terminal area.

# AHIR – New Ladder Faculty

The screenshot shows a terminal window titled "UCOP PPS - A - L30TAAOD". The window contains the following text:

```
UCECOM0-E1595          SBT PostAuth Notific      03/20/08 14:27:04
                        Comments Entry      Userid:  SBAPS08
                                                Page   1 of   1

Employee:  IMA STAR          Preparer:  CYNTHIA K PONCE
          ID: 851318297      Phone:    (805) 893-8332
          Action: 01-Initial Employment      Email:    cindy.ponce@ap.ucsb.edu

----- Comments -----
Priority:  R
SBAPS08   new hire of Professor I effective 7/1/08
          _____
          _____
          _____
          _____
          _____
          _____
          _____
          _____

Next Func:  _____

==>
F:  1-Help          3-Return    4-Print     5-Update
F:  9-Jump         10-NotfPrep 11-Detail

M@+ a
```

The terminal window also shows a taskbar at the bottom with the address "uccmvsb.ucop.edu:992" and a lock icon.

# EAPP Samples

- Lecturer 9 over 9
- Lecturer 9 over 12
- Visiting Researcher
- Teaching Assistant: 3 months
- Teaching Assistant: 4-month in Fall Qtr
- Staff – Career
- Staff – Limited
- Staff – Casual/Restricted

# Lecturer 9 over 9

UCOP PPS - A - L30TAA00

File Edit View Communication Actions Help

PPEAPP0-E1595 SBT EDB Entry/Update AHIR 03/20/08 14:42:56  
Appointments/Distributions Userid: SBAPS08

ID: 814530466 Name: CLEAR-LEE,SEYMORE Emp Stat: Pri Pay:  
PAF Gen No: Page 1 of 1

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA
10			5	09		09	100108	033109	N		

Title Grade %Full F/Y Ann/Hr Rate Rt Sch Time Lv  
1632 LECTURER - ACADEMIC YEAR - 1/9 1.00 E 42074.00 A MQ R N

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
11		8	660150		19900		Q ACADEMIC PERSONNEL	0.67	1.0000

Pay Begin	Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
100108	033109			4674.89	REG			

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %

Pay Begin	Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP

Next Func: ID: Name: SSN:  
U0001 Input accepted  
==>

F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 10-PrevFunc 11-NextFunc

MA + a 23/076

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# Lecturer 9 over 12

UCOP PPS - A - L30TAA0D

File Edit View Communication Actions Help

PPEAPP0-E1595 SBT EDB Entry/Update AHIR 03/20/08 14:44:15  
Appointments/Distributions Userid: SBAPS08

ID: 814530466 Name: CLEAR-LEE,SEYMORE Emp Stat: Pri Pay:  
PAF Gen No: Page 1 of 1

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA				
10		-	5	09		12	070108	063009	N						
Title							Grade	%Full	F/Y	Ann/Hr	Rate	Rt	Sch	Time	Lv
1630 LECTURER - ACADEMIC YEAR								1.00	E	42074.00		A	MO	R	N

  

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
11		8	660150		19900		0	1.00	1.0000
Pay Begin		Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
070108		063009		-	3506.17	REG			

  

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
Pay Begin		Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
				-					

Next Func: ID: Name: SSN:

U0001 Input accepted

==>

F: 1-Help 2-Cancel 4-Print 5-Update

F: 9-Jump 10-PrevFunc 11-NextFunc

MA+ a 23/076

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# Visiting Researcher

UCOP PPS - A - L30TABJZ

File Edit View Communication Actions Help

PPEAPP0-E1595 SBT EDB Entry/Update AHIR 03/20/08 16:24:09  
Appointments/Distributions Userid: SBAPS08

ID: 876807853 Name: BYRD,SNOW Emp Stat: Pri Pay:  
PAF Gen No: Page 1 of 1

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA
10			5	11		12	041508	022809	N		

Title Grade %Full F/Y Ann/Hr Rate Rt Sch Time Lv  
3208 YST RES ---- - FISCAL YEAR 1.00 Y 90200.00 A MQ Z D

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %	
11		8	660150		19900		2 ACADEMIC PERSONNEL		1.0000	
	Pay Begin		Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
	041508		022809			7516.67	REG			

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %	
	Pay Begin		Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP

Next Func: ID: Name: SSN:  
U0001 Input accepted  
==>

F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 10-PrevFunc 11-NextFunc

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# Teaching Assistant: 3 months

UCOP PPS - A - L30TABJZ

File Edit View Communication Actions Help

PPEAPP0-E1595 SBT EDB Entry/Update AHIR 03/20/08 16:31:13  
Appointments/Distributions Userid: SBAPS08

ID: 808467321 Name: LERNER,SANDY Emp Stat: Pri Pay:  
PAF Gen No: Page 1 of 1

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA
10			5	09		09	100108	063009	N		

Title 2310 TEACHING ASSISTANT - GSHIP Grade %Full F/Y Ann/Hr Rate Rt Sch Time Lv  
0.50 E 32782.00 A MQ R N

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
11		8	660150		19900		0	0.17	0.5000

ACADEMIC PERSONNEL

Pay Begin	Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
100108	063008			3624.44	REG			

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %

Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP

Next Func: ID: Name: SSN:  
U0001 Input accepted  
==>

F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 10-PrevFunc 11-NextFunc

MA + a 24/074

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# Teaching Assistant: 4-month in fall quarter

UCOP PPS - A - L30TABJZ

File Edit View Communication Actions Help

PPEAPP0-E1595 SBT EDB Entry/Update AHIR 03/20/08 16:32:17  
 Appointments/Distributions Userid: SBAPS08

ID: 808467321 Name: LERNER,SANDY Emp Stat: Pri Pay:  
 PAF Gen No: \_\_\_\_\_ Page 1 of 1

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA
10			5	09		09	090108	063009	N		

Title 2310 TEACHING ASSISTANT - GSHIP Grade %Full F/Y Ann/Hr Rate Rt Sch Time Lv  
 \_\_\_\_\_ 0.50 E 24586.50 A MQ R N

Dist	Actions	L	Acct	CC	Fund	PC	S					FTE	Dis %
11		8	660150		19900		0	ACADEMIC PERSONNEL				0.17	0.5000
	Pay Begin		Pay End		Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP		
	090108		123108				2731.83	REG					

Dist	Actions	L	Acct	CC	Fund	PC	S					FTE	Dis %
12		8	660150		19900		0	ACADEMIC PERSONNEL				0.17	0.5000
	Pay Begin		Pay End		Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP		
	010109		063008				3624.44	REG					

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
 U0001 Input accepted  
 ==>

F: 1-Help 2-Cancel 4-Print 5-Update  
 F: 9-Jump 10-PrevFunc 11-NextFunc

MA + a 24/072

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# Staff – Career

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

```

PPEAPP0-E1595          SBT EDB Entry/Update          04/08/09 14:37:41
01/27/09 14:09:47      Appointments/Distributions      Userid: SBSPS49
ID: 821510580 Name: PEEP,B0          Emp Stat:  A          Pri Pay: M0
      PAF Gen No: 1          Page 1 of 3
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
 10    _____  1  2  _____  010109    999999  I  PERS  0
Title                               Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
9523 TECHNICIAN, ANIMAL, PRIN      1.00  F  30468.00  A  M0  R  A
  
```

```

Dist  Actions L Acct  CC  Fund PC  S          FTE  Dis %
 11    _____  8 661550  _____  19900  _____  1  HUMAN RESOURCES  1.00  1.0000
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      010109    999999  1.0  _____  2539.00  REG  _____  _____
  
```

```

Dist  Actions L Acct  CC  Fund PC  S          FTE  Dis %
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
  
```

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

===>

```

F: 1-Help          3-PrevMenu  4-Print  5-Update
F: 8-Forward      9-Jump          12-Exit
  
```

MA+ a

22/007

# Staff – Limited

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

PPEAPP0-E1595 SBT EDB Entry/Update 04/08/09 14:38:50  
 01/27/09 14:09:47 Appointments/Distributions Userid: SBSPS49  
 ID: 821510580 Name: PEEP,BO Emp Stat: A Pri Pay: M0  
 PAF Gen No: 1 Page 2 of 3

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA				
20		1	3				010109	033109		PERS	0				
Title							Grade	%Full	F/V	Ann/Hr	Rate	Rt	Sch	Time	Lv
9524 TECHNICIAN, ANIMAL, SR								0.50	V	26832.00		A	M0	Z	F

Dist	Actions	L	Acct	CC	Fund	PC	S					FTE	Dis %
21		8	661550		19900		2	HUMAN RESOURCES					0.5000
Pay Begin		Pay End		Step	O/A	Rate/Amount		DOS	PRQ	DUC	WSP		
010109		033109		1.0		2236.00		REG					

Dist	Actions	L	Acct	CC	Fund	PC	S					FTE	Dis %
Pay Begin		Pay End		Step	O/A	Rate/Amount		DOS	PRQ	DUC	WSP		

Next Func: ID: Name: SSN:

===>  
 F: 1-Help 3-PrevMenu 4-Print 5-Update  
 F: 7-Backward 8-Forward 9-Jump 12-Exit

MA+ a

06/009

# Staff – Casual/Restricted

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

PPEAPP0-E1595 SBT EDB Entry/Update 04/08/09 14:44:30  
 01/27/09 14:09:47 Appointments/Distributions Userid: SBSPS49  
 ID: 821510580 Name: PEEP,B0 Emp Stat: A Pri Pay: M0  
 PAF Gen No: 1 Page 3 of 3

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA				
30		<u>1</u>	<u>4</u>				<u>010109</u>	<u>063009</u>		PERS	<u>0</u>				
Title							Grade	%Full	F/V	Ann/Hr	Rate	Rt	Sch	Time	Lv
4921 ASSISTANT II								<u>0.25</u>	<u>V</u>		<u>8.0000</u>	<u>H</u>	<u>M0</u>	<u>Z</u>	<u>F</u>

Dist	Actions	L	Acct	CC	Fund	PC	S					FTE	Dis %
31		<u>8</u>	<u>661550</u>		<u>19900</u>		<u>2</u>	HUMAN RESOURCES					<u>0.2500</u>
Pay Begin		Pay End		Step	O/A	Rate/Amount		DOS	PRQ	DUC	WSP		
<u>010109</u>		<u>063009</u>				<u>8.0000</u>		<u>REG</u>					

Dist	Actions	L	Acct	CC	Fund	PC	S					FTE	Dis %
Pay Begin		Pay End		Step	O/A	Rate/Amount		DOS	PRQ	DUC	WSP		

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

===>  
 F: 1-Help 3-PrevMenu 4-Print 5-Update  
 F: 7-Backward 9-Jump 12-Exit

MA+ a 22/007

# EAPP – Academic Promotion

UCOP PPS - A - L30TABJZ

File Edit View Communication Actions Help

PPEAPP0-E1595 SBT EDB Entry/Update AHIR 03/20/08 16:42:40  
 Appointments/Distributions Userid: SBAPS08

ID: 875200527 Name: STAR,RISING Emp Stat: Pri Pay:  
 PAF Gen No: Page 1 of 1

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA
10			5	09		12	070105	999999	I		

Title Grade %Full F/Y Ann/Hr Rate Rt Sch Time Lv  
 1200 ASSOCIATE PROFESSOR-ACAD YR 1.00 E 73200.00 A MQ B N

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
11		8	660150		19900		0	1.00	1.0000

ACADEMIC PERSONNEL

Pay Begin	Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
100107	999999	3		6100.00	REG			

Dist Actions L Acct CC Fund PC S FTE Dis %  
 Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP

Next Func: ID: Name: SSN:  
 U0001 Input accepted  
 ==>

F: 1-Help 2-Cancel 4-Print 5-Update  
 F: 9-Jump 10-PrevFunc 11-NextFunc

MA + a 23/074

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# EAPP – Academic Promotion

UCOP PPS - A - L30TABJZ

File Edit View Communication Actions Help

```

PPEAPP0-E1595          SBT EDB Entry/Update          AHIR 03/20/08 16:42:40
                      Appointments/Distributions      Userid: SBAPS08
ID: 875200527 Name: STAR,RISING                      Emp Stat:      Pri Pay:
PAF Gen No: _____                               Page 1 of 1
Appt  Actions  Pgm  Typ  Bas Pd Ovr  Appt Begin  Appt End Dur  Dept  FLSA
10    -        -   5   09  12   070105     063008  n
Title
1200 ASSOCIATE PROFESSOR-ACAD YR  _  1.00  E  73200.00  A  MQ  B  N
Grade %Full F/Y Ann/Hr Rate  Rt Sch Time Lv

Dist  Actions L Acct  CC  Fund PC  S  FTE Dis %
11    8 660150  19900  0  ACADEMIC PERSONNEL  1.00 1.0000
Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
100107     063008    3    -   6100.00    REG  -   -   -

Dist  Actions L Acct  CC  Fund PC  S  FTE Dis %
Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP

Next Func: _____ ID: _____ Name: _____ SSN: _____
U0001 Input accepted
==>
F: 1-Help      2-Cancel      9-Jump      4-Print      5-Update
F:                               10-PrevFunc 11-NextFunc
  
```

M+ a 23/068

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# EAPP – Academic Promotion

UCOP PPS - A - L30TABJZ

File Edit View Communication Actions Help

```

PPEAPP0-E1595          SBT EDB Entry/Update          AHIR 03/20/08 16:46:03
                        Appointments/Distributions      Userid: SBAPS08
ID: 875200527 Name: STAR,RISING          Emp Stat:          Pri Pay:
PAF Gen No: _____          Page 2 of 2
Appt  Actions  Pgm  Typ  Bas Pd Ovr  Appt Begin  Appt End Dur  Dept  FLSA
 20   10       -   5   09   12   070108     999999   I
Title
1100 PROFESSOR - ACADEMIC YEAR          Grade %Full F/Y Ann/Hr Rate  Rt Sch Time Lv
      _____ 1.00   E   77800.00   A  M0   B   N

Dist  Actions L Acct  CC  Fund PC  S          FTE Dis %
 21   8 660150  19900  0  ACADEMIC PERSONNEL  1.00 1.0000
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
070108    999999    1  -   6483.33  REG  -   -   -

Dist  Actions L Acct  CC  Fund PC  S          FTE Dis %
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP

Next Func: _____ ID: _____ Name: _____ SSN: _____
U0001 Input accepted
==>
F: 1-Help      2-Cancel      4-Print      5-Update
F: 7-Backward  9-Jump       10-PrevFunc 11-NextFunc
  
```

M+ a 22/071

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# EAPP – Academic Merit

UCOP PPS - A - L30TABJZ

File Edit View Communication Actions Help

```

PPEAPP0-E1595          SBT EDB Entry/Update          LEAY 03/20/08 16:53:30
03/20/08 14:28:54      Appointments/Distributions          Userid: SBAPS08
ID: 851318297 Name: STAR, IMA          Emp Stat: I          Pri Pay: M0
          PAF Gen No: 1          Page 1 of 1
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
10    _____ A  5  09  12    070108     999999 I  APER  1
Title _____
1100 PROFESSOR - ACADEMIC YEAR          Grade %Full F/Y Ann/Hr Rate Rt Sch Time Lv
          _____ 1.00 E 77800.00 A M0 B N

Dist  Actions L Acct  CC  Fund PC  S          FTE Dis %
11    _____ 8 660150 19900 0  ACADEMIC PERSONNEL 1.00 1.0000
          Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
          070108     999999  1    -    6483.33    REG  -   -   -

Dist  Actions L Acct  CC  Fund PC  S          FTE Dis %
          _____  _____  _____  _____  _____  _____  _____  _____  _____  _____
          Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
          _____  _____  _____  _____  _____  _____  _____  _____  _____  _____

Next Func: _____ ID: _____ Name: _____ SSN: _____

==>
F: 1-Help          3-PrevMenu  4-Print  5-Update
F: 9-Jump          10-PrevFunc 11-NextFunc 12-Exit
  
```

M@+ a 24/075

uccmvsb.ucop.edu:992

# EAPP – Academic Merit

UCOP PPS - A - L30TABJZ

File Edit View Communication Actions Help

```

PPEAPP0-E1595          SBT EDB Entry/Update          LEAY 03/20/08 16:54:16
03/20/08 14:28:54      Appointments/Distributions          Userid: SBAPS08
ID: 851318297 Name: STAR,IMA          Emp Stat: I          Pri Pay: M0
          PAF Gen No: 1          Page 1 of 1
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
10    A      5  09  12    070108    999999  I  APER  1
Title                                Grade %Full F/Y Ann/Hr Rate  Rt Sch Time Lv
1100 PROFESSOR - ACADEMIC YEAR      1.00  E  77800.00  A  M0  R  N

Dist  Actions L Acct  CC  Fund PC  S          FTE Dis %
11    8  660150  19900  0  ACADEMIC PERSONNEL  1.00 1.0000
Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
070108    063009  1    -    6483.33    REG  -   -   -

Dist  Actions L Acct  CC  Fund PC  S          FTE Dis %
12    04  8  660150  19900  0  ACADEMIC PERSONNEL  1.00 1.0000
Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
070109    999999  2    0    7000.00    REG  -   -   -

Next Func:  ID:  Name:  SSN:
U0001 Input accepted
===>
F: 1-Help      2-Cancel      4-Print      5-Update
F:           9-Jump       10-PrevFunc  11-NextFunc
  
```

MA + a 23/073

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# LEAV – With Pay (Sabbatical)

The screenshot shows a terminal window titled "UCOP PPS - A - L30TABJZ" with a menu bar (File, Edit, View, Communication, Actions, Help). The main display area contains the following text:

```
PPELYE0-E1482          SBT EDB Entry/Update          LEAV 03/20/08 16:47:55
03/20/08 14:28:54      Leave of Absence Data          Userid: SBAPS08
ID: 851318297 Name: STAR,IMA          Emp Stat: I          Pri Pay: M0
```

  

```
Leave of Absence Action Code          : 07
Leave of Absence Begin Date           : 110108          Return: 030109 Type: 01
```

  

```
Last Sabbatical Credit Balance       : ___
Sabbatical Credit Date               : _____
Sabbatical Credit Accrued            : ___
Sabbatical Credit Accrued Thru Date  : _____
Sabbatical Credit Used               : ___
Total Sabbatical Credit Balance      : ___
```

  

```
START Reduction Percentage           : ___
START Begin Date                     : _____
START End Date                       : _____
```

  

```
Next Func: ___ ID: _____ Name: _____ SSN: _____
```

  

```
===> _____
F: 1-Help          2-Cancel          4-Print          5-Update
F:                9-Jump            11-NextFunc
```

At the bottom of the terminal window, there is a status bar with "MA + a" on the left and "23/073" on the right. The system tray at the bottom of the screen shows a network icon, the URL "uccmvsb.ucop.edu:992", and a lock icon.

# LEAV – With Pay (Sabbatical)

UCOP PPS - A - L30TABJZ

File Edit View Communication Actions Help

PPEAPP0-E1595 SBT EDB Entry/Update LEAV 03/20/08 16:49:16  
 03/20/08 14:28:54 Appointments/Distributions Userid: SBAPS08  
 ID: 851318297 Name: STAR, IMA Emp Stat: I Pri Pay: M0  
 PAF Gen No: 1 Page 1 of 1

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA				
10		A	5	09		12	070108	999999	I	APER	1				
Title							Grade	%Full	F/Y	Ann/Hr	Rate	Rt	Sch	Time	Lv
1100 PROFESSOR - ACADEMIC YEAR								1.00	E	77800.00		A	M0	B	N

  

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %		
11		8	660150		19900		0	1.00	1.0000		
Pay Begin			Pay End		Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
070108			103108		1	-	6483.33	REG			

  

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %		
12		8	660150		19900		0	1.00	1.0000		
Pay Begin			Pay End		Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
110108			022809		1	-	6483.33	SLN			

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
 U0001 Input accepted  
 ==>

F: 1-Help      2-Cancel      4-Print      5-Update  
 F:              9-Jump              10-PrevFunc      11-NextFunc

MA + a 23/066

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# LEAV – With Pay (Sabbatical)

UCOP PPS - A - L30TABJZ

File Edit View Communication Actions Help

```

PPEAPP0-E1595          SBT EDB Entry/Update          LEAV 03/20/08 16:51:56
03/20/08 14:28:54      Appointments/Distributions          Userid: SBAPS08
ID: 851318297 Name: STAR,IMA          Emp Stat: I          Pri Pay: M0
      PAF Gen No: 1          Page 2 of 2
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
10    _____ A  5  09  12    070108    999999  I  APER  1
Title                                Grade %Full F/Y Ann/Hr Rate  Rt Sch Time Lv
1100 PROFESSOR - ACADEMIC YEAR      _  1.00  E  77800.00  A  M0  B  N

Dist  Actions L Acct  CC  Fund PC  S          FTE Dis %
13    _____ 8 660150  _____ 19900  _____ 0  ACADEMIC PERSONNEL  1.00 1.0000
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      030109    999999  1    -    6483.33    REG  -   -   -

Dist  Actions L Acct  CC  Fund PC  S          FTE Dis %
      _____  _____  _____  _____  _____  _____  _____  _____  _____  _____
      Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
      _____  _____  _____  _____  _____  _____  _____  _____  _____

Next Func:  ID:  Name:  SSN:
U0001 Input accepted
===>
F: 1-Help      2-Cancel      4-Print      5-Update
F: 7-Backward  9-Jump       10-PrevFunc  11-NextFunc
  
```

MA + a 24/075

uccmvsb.ucop.edu:992

# LEAV – With Pay (Sabbatical)

UCOP PPS - A - L30TABJZ

File Edit View Communication Actions Help

PPEPER0-E1710 SBT EDB Entry/Update LEAV 03/20/08 16:50:44  
03/20/08 14:28:54 Personnel-Miscellaneous Userid: SBAPS08  
ID: 851318297 Name: STAR,IMA Emp Stat: I Pri Pay: MO

Assigned BELI: 1 Derived BELI : 1 Effective Date: 070108  
BELI Status Qualifiers: Primary:     Date:     Secondary:     Date:      
Date of Hire : 070108 Original Hire Date:      
Employee Relations Code : E Employee Relations Unit: 99  
Probationary Period End Date :      
Next Salary Review Date :     Next Salary Review Type:      
Merit Rate Increase Percent :      
Home Department : APER VICE CHANCLLR ACADEMIC PERSONN  
Primary Title Code : 1100 PROFESSOR - ACADEMIC YEAR  
Employee Unit Code : A8 Employee Representation Code : \*  
Employee Special Handling Code: \* Employee Distribution Unit Code: \*  
Job Group ID : 0 Special Training Required Code :      
Alternate Department Code :      
Academic Programmatic Unit Cd :    

Next Func:     ID:     Name:     SSN:    

==>

F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 10-PrevFunc

MA + a 24/075

uccmvsb.ucop.edu:992

# LEAV – With Pay (Sabbatical)

UCOP PPS - A - L30TABJZ

File Edit View Communication Actions Help

UCECOM0-E1595 SBT PostAuth Notific 03/20/08 16:52:31  
Comments Entry Userid: SBAPS08  
Page 1 of 1

Employee: IMA STAR Preparer: CYNTHIA K PONCE  
ID: 851318297 Phone: (805) 893-8332  
Action: 07-Leave With Pay Email: cindy.ponce@ap.ucsb.edu

----- Comments -----

Priority: R  
SBAPS08 sabbatical leave with full salary during winter quarter

Next Func: \_\_\_\_\_

==>

F: 1-Help	3-Return	4-Print	5-Update
F:	9-Jump	10-NotfPrep	11-Detail

MA + a 23/077

uccmvsb.ucop.edu:992

# LEAV – Without Pay (Maternity)

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

```
PPELVE0-E1482          SBT EDB Entry/Update          LEAV 04/08/09 09:50:07
01/27/09 14:09:47      Leave of Absence Data          Userid: SBSPS49
ID: 821510580 Name: PEEP,B0          Emp Stat:  A          Pri Pay: M0
```

```
Leave of Absence Action Code      : 08
Leave of Absence Begin Date       : 040109          Return: 060109 Type: 04
```

```
Last Sabbatical Credit Balance   : ___
Sabbatical Credit Date           : ___
Sabbatical Credit Accrued        : ___
Sabbatical Credit Accrued Thru Date: ___
Sabbatical Credit Used           : ___
Total Sabbatical Credit Balance  : ___
```

```
START Reduction Percentage       : ___
START Begin Date                 : ___
START End Date                   : ___
```

```
Next Func: ___ ID: ___ Name: _____ SSN: _____
```

===>

```
F: 1-Help          3-PrevMenu  4-Print    5-Update
F:                9-Jump      11-NextFunc 12-Exit
```

MA+ a

20/013



iTunes

Mulberry (C...

2 Java(TM)...

2 Microsoft...

UCSB HR: Pe...

PPS Actions

9:51 AM

# LEAV – Without Pay (Maternity)

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

PPEAPP0-E1595 SBT EDB Entry/Update LEAV 04/08/09 09:54:02  
 01/27/09 14:09:47 Appointments/Distributions Userid: SBSPS49  
 ID: 821510580 Name: PEEP,BO Emp Stat: A Pri Pay: M0  
 PAF Gen No: 1 Page 1 of 3  
 Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA  
 10 1 2 010109 999999 I PERS 0  
 Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv  
 9523 TECHNICIAN, ANIMAL, PRIN 1.00 F 30468.00 A M0 R A

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
11		8	661550		19900		1 HUMAN RESOURCES	1.00	1.0000
	Pay Begin		Pay End	Step	O/A	Rate/Amount	DOS PRQ DUC WSP		
	010109		033109	1.0		2539.00	REG		

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
12		8	661550		19900		1 HUMAN RESOURCES	1.00	1.0000
	Pay Begin		Pay End	Step	O/A	Rate/Amount	DOS PRQ DUC WSP		
	040109		053109	1.0		2539.00	DOS LNS		

Next Func:  ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
 U0001 Input accepted

===>

- F: 1-Help      2-Cancel      4-Print      5-Update
- F:            8-Forward    9-Jump      10-PrevFunc 11-NextFunc

MA+ a

20/013

# LEAV – Without Pay (Maternity)

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

```

PPEAPP0-E1595          SBT EDB Entry/Update          LEAV 04/08/09 09:55:50
01/27/09 14:09:47      Appointments/Distributions          Userid: SBSPS49
ID: 821510580 Name: PEEP,B0          Emp Stat: A          Pri Pay: M0
          PAF Gen No: 1          Page 2 of 4
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept  FLSA
 10          1  2  ___  ___  010109  999999  I  PERS  0
Title                                     Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv
9523 TECHNICIAN, ANIMAL, PRIN  ___  1.00  F  30468.00  A  M0  R  A

Dist  Actions L Acct  CC  Fund PC  S          FTE  Dis %
 13          8 661550  ___  19900  ___  1  HUMAN RESOURCES  1.00 1.0000
Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
060109    999999  1.0  ___  2539.00  REG  ___  ___  ___

Dist  Actions L Acct  CC  Fund PC  S          FTE  Dis %
          ___  ___  ___  ___  ___  ___  ___  ___  ___  ___
Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP
          ___  ___  ___  ___  ___  ___  ___  ___  ___

Next Func:  ___  ID:  ___  Name:  ___  SSN:  ___
U0001 Input accepted
===>
F: 1-Help      2-Cancel      4-Print      5-Update
F: 7-Backward  8-Forward     9-Jump      10-PrevFunc  11-NextFunc
MA+ a
    
```

20/013



# SEPR – Separation

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

PPSEPO-E1194 SBT EDB Entry/Update SEPR 04/08/09 11:13:14  
01/27/09 14:09:47 Separation Userid: SBSPS49  
ID: 821510580 Name: PEEP,B0 Emp Stat: A Pri Pay: M0

Last Day on Pay : 063009  
Separation Date : 063009 Reason: AC Destination: F  
Future Institution Code: \_\_\_\_\_ Intercampus Transfer: \_\_\_\_\_  
Anticipated Retire Date: \_\_\_\_\_

Next Func:  ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

U0001 Input accepted

===>

F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 11-NextFunc

MA+ a

20/013

start

iTunes

Mulberry (C...

2 Java(TM)...

3 Microsoft...

UCSB HR: Pe...

PPS Actions

11:13 AM

# SEPR – Separation

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

PPEAPP0-E1595 SBT EDB Entry/Update SEPR 04/08/09 11:14:43  
 01/27/09 14:09:47 Appointments/Distributions Userid: SBSPS49  
 ID: 821510580 Name: PEEP,BO Emp Stat: A Pri Pay: M0  
 PAF Gen No: 1 Page 1 of 3  
 Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA  
 10 1 2 010109 063009 \* PERS 0  
 Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv  
 9523 TECHNICIAN, ANIMAL, PRIN 1.00 F 30468.00 A M0 R A

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %	
11	8		661550		19900		1 HUMAN RESOURCES	1.00	1.0000	
	Pay Begin		Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
	010109		063009	1.0		2539.00	REG			

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %	
	Pay Begin		Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
 U0001 Input accepted

===>

- F: 1-Help      2-Cancel      4-Print      5-Update
- F:            8-Forward    9-Jump      10-PrevFunc 11-NextFunc

MA+ a

20/013

# SEPR – Separation

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

PPEPD10-E1815 SBT EDB Entry/Update SEPR 04/08/09 11:23:43  
01/27/09 14:09:47 Employee Personal Data 1 Userid: SBSPS49  
ID: 821510580 Name: PEEP,B0 Emp Stat: A Pri Pay: M0

Date of Birth: 100276  
Sex: F  
Ethnic: F  
Veteran Status Codes - Vietnam: N War/Campaign: N Disability: N Serv Medal: N  
Recently Separated Veteran Date: \_\_\_\_\_  
Disabled Status: N  
Citizenship: C  
Student Status: 1 No. of Reg. Units: \_\_\_\_\_

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

===>

F: 1-Help 2-Cancel 4-Print 5-Update  
F: 9-Jump 10-PrevFunc 11-NextFunc

MA+ a

20/013



iTunes

Mulberry (C...

2 Java(TM)...

3 Microsoft...

UCSB HR: Pe...

PPS Actions

11:23 AM

# SEPR – Separation

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

PPEADD0-E1302 SBT EDB Entry/Update 04/08/09 14:58:09  
01/27/09 14:09:47 Employee Address Data Userid: SBSPS49  
ID: 821510580 Name: PEEP,BO Emp Stat: A Pri Pay: M0

Permanent Address Line 1: 30 FLEECE WAY  
Line 2: \_\_\_\_\_  
City: SANTA BARBARA State: CA Zip: 93101

Foreign Addr Ind: \_ Prov: \_\_\_\_\_ Country: \_  
Postal Code: \_\_\_\_\_

Home Phone: 8058939201 Spouse Name: \_\_\_\_\_  
Campus Release Codes - Perm Address: N Home Phone: N Spouse Name: N  
Employee Organization Disclosures - Perm Address: N Home Phone: N

Campus Address Line 1: HUMAN RESOURCES  
Line 2: SAASB 3101  
City: SANTA BARBARA State: CA Zip: 93106

Campus Phone 1: 8058939990 Phone 2: \_\_\_\_\_  
Campus Room: 3101 Building: SAASB

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

===>

F: 1-Help 3-PrevMenu 4-Print 5-Update  
F: 9-Jump 12-Exit

MA+ a

22/007

start

iTunes

2 Java(TM)...

3 Microsof...

University of...

PPS Actions

Mulberry (C...

2:58 PM

# SEPR – Separation

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

PPEPER0-E1710 SBT EDB Entry/Update SEPR 04/08/09 11:26:40  
01/27/09 14:09:47 Personnel-Miscellaneous Userid: SBSPS49  
ID: 821510580 Name: PEEP,B0 Emp Stat: A Pri Pay: M0

Assigned BELI: 1 Derived BELI : 1 Effective Date: 010109  
BELI Status Qualifiers: Primary:      Date:      Secondary:      Date:       
Date of Hire : 010109 Original Hire Date: 010109  
Employee Relations Code : E Employee Relations Unit: TX  
Probationary Period End Date : 070109  
Next Salary Review Date : \* Next Salary Review Type: \*  
Merit Rate Increase Percent :       
Home Department : PERS HUMAN RESOURCES  
Primary Title Code : 9523 TECHNICIAN, ANIMAL, PRIN  
Employee Unit Code : TX Employee Representation Code : C  
Employee Special Handling Code:      Employee Distribution Unit Code:       
Job Group ID : CB Special Training Required Code : S  
Alternate Department Code :       
Academic Programmatic Unit Cd :     

Next Func:    ID:      Name:      SSN:     

U0001 Input accepted

===>

F: 1-Help          2-Cancel          4-Print          5-Update  
F:                    9-Jump            10-PrevFunc

MA+ a

20/013



iTunes

Mulberry (C...

2 Java(TM)...

3 Microsoft...

UCSB HR: Pe...

PPS Actions

11:26 AM

# SEPR – Separation

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

PPECON0-E1114                      SBT EDB Entry/Update                      SEPR 04/08/09 11:38:31  
 01/27/09 14:09:47                      Consistency Edit                      Userid: SBSPS49  
 ID: 821510580 Name: PEEP,B0                      Emp Stat: A                      Pri Pay: M0

Consistency Edit Number  
 611

Msg # Severity Message Text  
 08241 Warning NEXT SALARY REVIEW DATE IS BLANK OR INVALID

DE Number	Key	Value	Description
0135		_____	NEXT SAL RVW
0136		_____	NXT SAL RVW DTE

===>  
 F: 1-Help              2-Cancel              3-Return              4-Print              5-Update              6-NextMsg  
 F:

MA+ a

22/007

# SEPR – Separation

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

UCECOM0-E1595

SBT PostAuth Notific  
Comments Entry

04/08/09 11:28:59

Userid: SBSPS49

Page 1 of 1

Employee: B0 PEEP

ID: 821510580

Action: 06-Separation

Preparer: CONSTANCE D EDICK

Phone: (805) 893-3197

Email: conl.edick@hr.ucsb.edu

----- Comments -----

Priority: R

SBSPS49 Career - separating 6/30/09, self employment

Next Func: \_\_\_\_\_

===> █

F: 1-Help

3-Return

4-Print

5-Update

F:

9-Jump

10-NotfPrep 11-Detail

MA █+ a

22/007

start

iTunes

Mulberry (C...

2 Java(TM)...

3 Microsoft...

UCSB HR: Pe...

PPS Actions

11:30 AM

# SREH – Staff Rehire

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

UCMMNU0-M1325

SBT Online Applicatns  
Main Menu

04/08/09 14:28:58  
Userid: SBSPS49

```
- Employee Data Base ----
_ IEDB Central Inquiry
_ IDDB Departmental Inquiry
_ EEDB EDB Entry/Update
_ IDOC Employee Documents
--- Payroll Audit Record ---
_ IPAR Inquiry
_ IDPR Departmental Inquiry
---- History Data Base -----
_ IHDB Record Inquiry/Update
_ IHIS Personnel History
_ IHHR History Documents
_ IHTX Tax Withholding

-- Employment Verification
_ IVER Verification
Next Func: SREH ID: _____ Name: _____ SSN: _____

====>
F: 1-Help                               4-Print
F:                                         12-Exit
```

MA+ a

22/007

start

iTunes

2 Java(TM)...

3 Microsoft...

University of...

PPS Actions

Mulberry (Co...

2:29 PM



# SREH – Staff Rehire

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help



PPEEID0-E1253

SBT EDB Entry/Update  
Employee Identification

SREH 04/08/09 14:53:59  
Userid: SBSPS49

Employee ID : 803101672  
SSN : \_\_\_\_\_  
First Name : \_\_\_\_\_  
Middle Name : \_\_\_\_\_  
Last Name : \_\_\_\_\_  
Suffix : \_\_\_\_\_  
Result : \_\_\_\_\_

Date of Birth : \_\_\_\_\_  
Intercampus Transfer: \_\_\_\_\_

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_

===> █  
F: 1-Help                    3-PrevMenu   4-Print       5-Update  
F:                            9-Jump        11-NextFunc 12-Exit

MA █+ a

22/007

# SREH – Staff Rehire

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

SREH 04/08/09 14:26:56  
Userid: SBSPS49

PPEEID0-E1253

SBT EDB Entry/Update  
Employee Identification

Employee ID : 803101672  
SSN : 109050001  
109-05-0001  
First Name : TEST  
Middle Name : 05  
Last Name : EMPLOYEE  
Suffix : \_\_\_\_\_  
Result : EMPLOYEE,TEST 05  
EMPLOYEE,TEST 05

Date of Birth : 102949  
Intercampus Transfer: \_\_\_\_\_

Next Func: \_\_\_\_\_ ID: \_\_\_\_\_ Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
U0001 Input accepted

===>

F: 1-Help      2-Cancel      4-Print      5-Update  
F:                      9-Jump                      11-NextFunc

MA+ a

22/007

start

iTunes

2 Java(TM)...

3 Microsoft...

University of...

PPS Actions

Mulberry (Co...

2:27 PM

# SREH – Staff Rehire

UCOP PPS - A - L30TABMK

File Edit View Communication Actions Help

PPEPER0-E1710 SBT EDB Entry/Update 04/08/09 17:24:56  
01/27/09 14:09:47 Personnel-Miscellaneous Userid: SBSPS49  
ID: 821510580 Name: PEEP,B0 Emp Stat: A Pri Pay: M0

Assigned BELI: 1 Derived BELI : 1 Effective Date: 010109  
BELI Status Qualifiers: Primary:      Date:      Secondary:      Date:       
Date of Hire : 010109 Original Hire Date: 010109  
Employee Relations Code : E Employee Relations Unit: TX  
Probationary Period End Date : 070109  
Next Salary Review Date : 1009 Next Salary Review Type: 2  
Merit Rate Increase Percent :       
Home Department : PERS HUMAN RESOURCES  
Primary Title Code : 9523 TECHNICIAN, ANIMAL, PRIN  
Employee Unit Code : TX Employee Representation Code : C  
Employee Special Handling Code:      Employee Distribution Unit Code:       
Job Group ID : CB Special Training Required Code : S  
Alternate Department Code :       
Academic Programmatic Unit Cd :     

Next Func:      ID:      Name:      SSN:     

==> █

F: 1-Help 3-PrevMenu 4-Print 5-Update

F: 9-Jump 12-Exit

MA █+ a

22/007

start

iTunes

3 Java(TM) Plat...

University of Calif...

3 Mulberry

Microsoft PowerP...

5:25 PM