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\textsuperscript{st}
    - 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, \textit{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](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:
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](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

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
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.
  - Reinstate all sick leave if rehired within 15 days.
  - Reinstate 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
Forms Processing

For non-retirees to request distributions from UC Retirement Plans

- Defined Contribution, 403(b) and 457(b) Plans:
  - 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

PPEID0-E1253

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 9-Jump 4-Print 5-Update
F: 11-NextFunc

ucmvsb.ucop.edu:992
AHIR – New Ladder Faculty
AHIR – New Ladder Faculty
AHIR – New Ladder Faculty

ID: 851318297 Name: STAR,IMA

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: ___
AHIR – New Ladder Faculty
### AHIR – New Ladder Faculty

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<td>PAF Gen No:</td>
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<td>070108 99999 I</td>
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<td>1100 PROFESSOR - ACADEMIC YEAR</td>
<td>1.00 F</td>
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### Dist Actions L Acct CC Fund PC S

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<td>070108 999999 1 6483.33 REG</td>
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Next Func: __ ID: ______ Name: __________ SSN: ______
U0001 Input accepted

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

---

**UCM VSBB UCOP:edu 992**
AHIR – New Ladder Faculty
AHIR – New Ladder Faculty
AHIR – New Ladder Faculty

[Image of computer screen with data entry form]

ID: 851318297 Name: STAR,IMA
Emp Stat: 

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
AHIR – New Ladder Faculty
AHIR – New Ladder Faculty

UCOP PPS - A - L30TA00D

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

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-notifPrep  11-Detail

24/078
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

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<tr>
<td>F: 9-Jump 10-PrevFunc 11-NextFunc</td>
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</tr>
</tbody>
</table>

---

**Notes:**

- This appears to be an internal system used for managing appointments and distributions, possibly for academic staff or lecturers.
- The system shows details such as ID, name, appointment status, pay rates, and other relevant information.
- The interface is likely used for inputting and updating data related to the academic personnel listed.

---
<table>
<thead>
<tr>
<th>ID: 014530466</th>
<th>Name: CLEAR-LEE, SEYMORE</th>
<th>Emp Stat:</th>
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<tr>
<td>Appt Gen No:</td>
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<tr>
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<td>1630 LECTURER - ACADEMIC YEAR</td>
<td>1.00 F 42074.00 A M0 R N</td>
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<th>PC</th>
<th>S</th>
<th>FTE</th>
<th>Dis %</th>
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<td>Rate/Amount</td>
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Next Func: ID: ________ Name: ________ SSN: ________

Input accepted

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

**UCOP PPS - A - L30TABJZ**

**ID:** 076807853  **Name:** BYRD, SNOW  
**Emp Stat:**  
**Appt Actions Pgm Typ Bas Pd Ovr**  
**Title:**  
**Grade:** %Full F/Y Ann/Hr Rate Sch Time  
**YST RES ---- - FISCAL YEAR**  
**Dist Actions L Acct CC Fund PC S**  
**Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP**  
**Dist Actions L Acct CC Fund PC S**  
**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
Teaching Assistant: 3 months
Teaching Assistant: 4-month in fall quarter
### Staff – Career

**PPERAPP0-E1595**

**SBT EDB Entry/Update**

04/08/09 14:37:41

**Appointments/Distributions**

Userid: SBSP49

**ID:** 821510580 **Name:** PEEP.BO **Emp Stat:** A **Pri Pay:** MO

**PAF Gen No:** 1

**Page 1 of 3**

<table>
<thead>
<tr>
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<th>Bas Pd Ovr</th>
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<td>_______</td>
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<td>010109</td>
<td>999999</td>
<td>I PERS</td>
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**Title:** TECHNICIAN, ANIMAL, PRIN

**Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv**

9523

**Dist**

**Actions L Acct CC Fund PC S**

**FTE Dis %**

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**Pay Begin**

**Pay End**

**Step**

**0/A Rate/Amount**

**DOS PRQ DUC WSP**

010109 999999 1.0 _ 2539.00 REG ___ ___

**Next Func:**

ID: ___________ Name: ____________________________ SSN: ___________

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

22/007
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Pay Begin | Pay End | Step | 0/A | Rate/Amount | DOS | PRQ | DUC | WSP |
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### Dist Actions L Acct CC Fund PC FTE Dis %

Pay Begin | Pay End | Step | 0/A | Rate/Amount | DOS | PRQ | DUC | WSP |
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Next Func: ___ ID: ________ Name: ______________________ SSN: ________

### F:

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

MA + a 06/009
Staff – Casual/Restricted

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<th>PPRAPPO-E1595</th>
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<td>Step</td>
<td>O/A</td>
<td>Rate/Amount</td>
<td>DOS</td>
<td>PRQ</td>
<td>DUC</td>
<td>WSP</td>
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<tr>
<td>010109</td>
<td>063009</td>
<td>___</td>
<td>___</td>
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<td>REG</td>
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<th>CC</th>
<th>Fund</th>
<th>PC</th>
<th>$</th>
<th>FTE</th>
<th>Dis %</th>
</tr>
</thead>
</table>

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

Next Func: ____ ID: _______ Name: __________________________ SSN: _______
**EAPP – Academic Promotion**

![UCOP PPS Screen Capture](image)

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<tr>
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<tbody>
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<td>8</td>
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<td>19900</td>
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<td>1.00</td>
<td>1.0000</td>
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<tr>
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<td>Step</td>
<td>O/A</td>
<td>Rate/Amount</td>
<td>DOS</td>
<td>PRQ</td>
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</tbody>
</table>

**Next Func:** ______ ID: ________ Name: __________________ SSN: ________

U00001 Input accepted

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

---

**Legend:**
- **Dist:** Position
- **Actions:** Job Actions
- **L Acct:** Line Account
- **CC:** Control Code
- **Fund:** Fund Code
- **PC:** Pay Category
- **S:** Status
- **FTE:** Full-Time Equivalent
- **Dis %:** Disposition Percentage
- **Pay Begin:** Pay Period Begin Date
- **Pay End:** Pay Period End Date
- **Step:** Step Number
- **O/A:** Over/Under
- **Rate/Amount:** Rate or Amount
- **DOS:** Date of Service
- **PRQ:** Pay Roll Quarter
- **DUC:** Direct Union Code
- **WSP:** Work Site Provider
## EAPP – Academic Promotion

### PPEAPP0-E1595

<table>
<thead>
<tr>
<th>ID: 875200527</th>
<th>Name: STAR, RISING</th>
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<tr>
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<th>Ovr</th>
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<th>Dur</th>
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<td>09</td>
<td>12</td>
<td>070105</td>
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<tr>
<th>Title</th>
<th>Grade</th>
<th>%Full F/Y Ann/Hr Rate</th>
<th>Rt Sch</th>
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<td>ASSOCIATE PROFESSOR-ACAD</td>
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<th>PC</th>
<th>S</th>
<th>FTE</th>
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<tbody>
<tr>
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<td></td>
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<td>Pay End</td>
<td>Step</td>
<td>0/A</td>
<td>Rate/Amount</td>
<td>DOS</td>
<td>PRQ</td>
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<td>WSP</td>
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<th>Dist</th>
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<th>Fund</th>
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<th>S</th>
<th>FTE</th>
<th>Dis %</th>
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Next Func: ID: Name: SSN: 00001 Input accepted

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

---
EAPP – Academic Merit

![Computer Screen Displaying EAPP System]

**UCOP PPS - A - L30TABJZ**

**PPEAPP0-E1595**

**SBT EDB Entry/Update**

**LEAY 03/20/08 16:54:16**

**Appointments/Distributions**

**Userid: SBAPS08**

**ID: 851318297 Name: STAR,IMA**

**Emp Stat: I Pri Pay: MO**

**PAF Gen No:** _1_

**Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA**

| 10 | A | 5 | 09 | 12 | 070108 | 999999 | I | APFR | 1 |

**Title:** Grade %Full F/Y Ann/Hr Rate Rt Sch Time Lvl

| 1100 | PROFESSOR - ACADEMIC YEAR | 1.00 | F | 77800.00 | A | MO | R | N |

**Dist Actions L Acct CC Fund PC S**

| 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**

| 12 | 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**
LEAV – With Pay (Sabbatical)

<table>
<thead>
<tr>
<th>Leave of Absence Action Code</th>
<th>07</th>
</tr>
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<tbody>
<tr>
<td>Leave of Absence Begin Date</td>
<td>110106</td>
</tr>
<tr>
<td>Last Sabbatical Credit Balance</td>
<td>___</td>
</tr>
<tr>
<td>Sabbatical Credit Date</td>
<td>___</td>
</tr>
<tr>
<td>Sabbatical Credit Accrued</td>
<td>___</td>
</tr>
<tr>
<td>Sabbatical Credit Accrued Thru Date</td>
<td>___</td>
</tr>
<tr>
<td>Sabbatical Credit Used</td>
<td>___</td>
</tr>
<tr>
<td>Total Sabbatical Credit Balance</td>
<td>___</td>
</tr>
<tr>
<td>START Reduction Percentage</td>
<td>___</td>
</tr>
<tr>
<td>START Begin Date</td>
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</tr>
<tr>
<td>START End Date</td>
<td>___</td>
</tr>
</tbody>
</table>

Next Func: ___ ID: _______ Name: __________________________ SSN: _______

F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump 11-NextFunc
LEAV – With Pay (Sabbatical)
LEAV – With Pay (Sabbatical)
LEAV – With Pay (Sabbatical)
LEAV – With Pay (Sabbatical)

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

Priority: R

sabbatical leave with full salary during winter quarter

Next Func: ___
LEAV – Without Pay (Maternity)

PPELVEO-E1482  SBT EDB Entry/Update  LEAV 04/08/09 09:50:07
01/27/09 14:09:47  Leave of Absence Data  Userid: SBSPSPS49
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

MB+ a 20/013
LEAV – Without Pay (Maternity)
<table>
<thead>
<tr>
<th>Dist</th>
<th>Actions</th>
<th>L Acct</th>
<th>CC</th>
<th>Fund</th>
<th>PC</th>
<th>S</th>
<th>FTE</th>
<th>Dis %</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td></td>
<td>8</td>
<td>661550</td>
<td>19900</td>
<td>1</td>
<td>HUMAN RESOURCES</td>
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<td>1.0000</td>
</tr>
<tr>
<td></td>
<td>Pay Begin</td>
<td>Pay End</td>
<td>Step</td>
<td>O/A</td>
<td>Rate/Amount</td>
<td>DOS</td>
<td>PRQ</td>
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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

20/013
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<td>Name</td>
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<td>Emp Stat</td>
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<tr>
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<td>MO</td>
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Next Func: ___ ID: _________ Name: __________________________ SSN: _______
U0001 Input accepted

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

20/013
| Dist | Actions | L Acct | CC | Fund | PC |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |
SEPR – Separation

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: X

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

MB: + a 20/013
SEPR – Separation

PPEDDO-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: MO

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: 8058939900  Phone 2: ____________
Campus Room: 3101  Building: SAASB

Next Func: ___ ID: _________ Name: ____________________________ SSN: ____________

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

MB + a  22/007
### SEPR – Separation

**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.BO**  
**Emp Stat: A Pri Pay: MO**

**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**

```plaintext
===>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump 10-PrevFunc
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<tr>
<th>DE</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>NEXT SAL RVW</td>
</tr>
<tr>
<td>0136</td>
<td></td>
<td>NXT SAL RVW DTE</td>
</tr>
</tbody>
</table>

Consistency Edit Number 611

Msg # Severity Message Text
08241 Warning NEXT SALARY REVIEW DATE IS BLANK OR INVALID
Employee: BO PEEP  
ID: 821510580  
Action: 06-Separation  
Preparer: CONSTANCE D EDICK  
Phone: (805) 893-3197  
Email: coni.edick@hr.ucsb.edu

Career - separating 6/30/09, self employment
SREH – Staff Rehire

UCMNNU0-M1325

UCP Online Applcations

Main Menu

- 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
F: 4-Print
F: 12-Exit

Userid: SBSPS49

04/08/09 14:28:58
SREH – Staff Rehire

PPEID0-E1253

Employee ID: 803101672
SSN: 109050001
109-05-0001

First Name: TEST
Middle Name: 05
Last Name: EMPLOYEE
Suffix: 
Result: 

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
MB+ a 22/007