

PAN ROUTING WORKSHEET – EDB

This form must be completed for every PAN Reviewer (Mandatory and Automatic, Non-Mandatory) and should be attached to the PPS EDB Roles Matrix. **NOTE:** If the Reviewer is responsible for reviewing different PAN configurations (Populations, Events, and/or Action Codes), it will be necessary to complete a separate form for each configuration.

Add PAN Reviewer
 Delete PAN Reviewer
 Change PAN Configuration

PAN Reviewer Name:	PPS User ID:	Phone/Ext:	Email:
Service Center/Business Office:	Reviewer Status:	<input type="checkbox"/> Mandatory <input type="checkbox"/> Automatic, Non-Mandatory	If Mandatory Reviewer is checked, the Back-Up Mandatory Reviewer is:

Distribution Criteria:

Dept Code(s)	Employee Population	Event																																							
Home Dept. and/or Distribution Departments	<input type="checkbox"/> ALL Employees or <input type="checkbox"/> ALL Staff Employees or <input type="checkbox"/> Senior Managers <input type="checkbox"/> Managers & Sr. Professionals <input type="checkbox"/> Prof. & Support Staff or <input type="checkbox"/> All Career Staff Employees <input type="checkbox"/> ALL Student Employees or <input type="checkbox"/> Undergraduate Students <input type="checkbox"/> Graduate Students or <input type="checkbox"/> Work Study Students <input type="checkbox"/> Non-Work Study Students <input type="checkbox"/> ALL Academic Employees or <input type="checkbox"/> Ladder Rank Faculty <input type="checkbox"/> Other Non-Student Academics <input type="checkbox"/> Graduate Students <input type="checkbox"/> Undergraduate Students	<input type="checkbox"/> All Events (If you check this box, then you do not need to check any other "Events." This covers every action listed below) <input type="checkbox"/> All Events prepared by Service Center(s) <input type="checkbox"/> All Events prepared by Central Office(s) or check the box(s) of specific events: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Appointment/Distribution Change*</td> <td><input type="checkbox"/> Citizenship</td> <td><input type="checkbox"/> FICA/Retirement</td> <td><input type="checkbox"/> Indefinite Layoff</td> <td><input type="checkbox"/> Key Data Change</td> </tr> <tr> <td><input type="checkbox"/> Labor Relations</td> <td><input type="checkbox"/> Layoff</td> <td><input type="checkbox"/> Leave of Absence</td> <td><input type="checkbox"/> Leave Return</td> <td><input type="checkbox"/> Separation</td> </tr> <tr> <td><input type="checkbox"/> Hire/Rehire</td> <td><input type="checkbox"/> Sabbatical Usage</td> <td><input type="checkbox"/> Work Study Limit Change</td> <td></td> <td></td> </tr> </table> <p>* Specific Appointment /Distribution Events by Personnel Action Codes: If there is only one mandatory reviewer in your Service Center, you should skip this section since selecting one or more Personnel Action Codes excludes those not selected. This section may be useful in designating PANs for non-mandatory reviewers.</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> 04- Merit Increase</td> <td><input type="checkbox"/> 18-Change in Fund Source</td> <td><input type="checkbox"/> 39-Reclassification Lateral</td> </tr> <tr> <td><input type="checkbox"/> 10- Promotion</td> <td><input type="checkbox"/> 19-Change in Home Dept.</td> <td><input type="checkbox"/> 41- Six Month Increase</td> </tr> <tr> <td><input type="checkbox"/> 11- Demotion</td> <td><input type="checkbox"/> 23-Change in BELI-Assigned</td> <td><input type="checkbox"/> 42-Exceptional/Equity Increase</td> </tr> <tr> <td><input type="checkbox"/> 12- Lateral Transfer</td> <td><input type="checkbox"/> 24-Change in Leave Plan</td> <td><input type="checkbox"/> 43-Change in Pay Rate-Other</td> </tr> <tr> <td><input type="checkbox"/> 13- Additional Employment</td> <td><input type="checkbox"/> 26-Add Stipend</td> <td><input type="checkbox"/> 44-Casual Increase</td> </tr> <tr> <td><input type="checkbox"/> 14- Academic Status Change</td> <td><input type="checkbox"/> 37-Reclassification Downward</td> <td><input type="checkbox"/> 46-Change in % of FT (DIST)</td> </tr> <tr> <td><input type="checkbox"/> 16- Change in % of time (APPT)</td> <td><input type="checkbox"/> 38-Reclassification Upward</td> <td><input type="checkbox"/> 52-Casual to Career</td> </tr> <tr> <td><input type="checkbox"/> 17-Appointment Renewal</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Appointment/Distribution Change*	<input type="checkbox"/> Citizenship	<input type="checkbox"/> FICA/Retirement	<input type="checkbox"/> Indefinite Layoff	<input type="checkbox"/> Key Data Change	<input type="checkbox"/> Labor Relations	<input type="checkbox"/> Layoff	<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Leave Return	<input type="checkbox"/> Separation	<input type="checkbox"/> Hire/Rehire	<input type="checkbox"/> Sabbatical Usage	<input type="checkbox"/> Work Study Limit Change			<input type="checkbox"/> 04- Merit Increase	<input type="checkbox"/> 18-Change in Fund Source	<input type="checkbox"/> 39-Reclassification Lateral	<input type="checkbox"/> 10- Promotion	<input type="checkbox"/> 19-Change in Home Dept.	<input type="checkbox"/> 41- Six Month Increase	<input type="checkbox"/> 11- Demotion	<input type="checkbox"/> 23-Change in BELI-Assigned	<input type="checkbox"/> 42-Exceptional/Equity Increase	<input type="checkbox"/> 12- Lateral Transfer	<input type="checkbox"/> 24-Change in Leave Plan	<input type="checkbox"/> 43-Change in Pay Rate-Other	<input type="checkbox"/> 13- Additional Employment	<input type="checkbox"/> 26-Add Stipend	<input type="checkbox"/> 44-Casual Increase	<input type="checkbox"/> 14- Academic Status Change	<input type="checkbox"/> 37-Reclassification Downward	<input type="checkbox"/> 46-Change in % of FT (DIST)	<input type="checkbox"/> 16- Change in % of time (APPT)	<input type="checkbox"/> 38-Reclassification Upward	<input type="checkbox"/> 52-Casual to Career	<input type="checkbox"/> 17-Appointment Renewal		
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Authorized Signature: _____ Ext: _____

Submit to: PPS Office, pps_office@ucsc.edu
Phone: x 9-1310

Effective Date: _____