

## 4.8 ADDING ALTERNATE DEPARTMENT/SERVICE CENTER

### Overview

Use this procedure for adding an alternate department on an employee's record to grant another Service Center access to that record, as appropriate.

### Policy Summary

An employee's Home Department Service Center is the office that coordinates the payroll/personnel processing for the unit in which most of the employee's work time is based. The Home Department Service Center has access to the employee's record in the Employee Database and the History Database via the Home Department code displayed on the EPER function.

In the case of an employee working in two or more units served by different Service Centers, the secondary Service Center(s) (for whom the employee has not yet worked) will need to have alternate department access granted to enable them to add the employee's appointment(s) with one of their units. Only the Home Department Service Center is authorized to grant alternate department access to another Service Center.

To request access to the employee's record, the secondary service center(s) will send an email to the Home Department Service Center requesting alternate department access. The Home Department Service Center grants the alternate access by entering the secondary Service Center code into the alternate department field on the EPER function. Within 24 hrs. the Home Department Service Center should communicate that the process has been completed.

The secondary Service Center should then remove the alternate department access once they have added their appointment. The

secondary Service Center will have access to the employee record through the distribution unit code on an active distribution

(See [Section 4.7, \*Sharing and Coordinating the Employment of Multi-Unit Employees.\*](#))

### Before You Start

The secondary Service Center initiates an email request, which includes the following information:

1. name and Employee ID Number of employee
2. the home dept. code of the requesting Service Center
3. information about the position to be added (e.g., title, what % of time, will the new appointment put a student over 49%?)
4. begin & end dates of the appt. to be added
5. Does the additional employment require any change of the existing appt(s) to "make room for it"?
6. If this is additional work-study, what is the work study split allocation?

By providing the pertinent information (listed above) in their email request the Service Center has justified their **business need** to have access to this employee's record, and the Home Department Service Center can comply with granting the alternate access. If a Home Department Service Center is unsure whether the requesting Service Center has a business need to access this employees record, they can consult with a Central Office for advice.

## Data Entry

Use the EPER Employee Personal-Miscellaneous function.

### Accessing The EPER Function

1. Log on to the Payroll/Personnel System.
2. At Next Function, type **EEDB** and press **Enter**
3. Type **EPER**, and the **employee ID number**, and press **Enter**

The EPER function will be displayed for the selected employee.

#### THE EPER (PERSONNEL-MISCELLANEOUS) FUNCTION

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===== TN3270 - uccmvsb to host uccmvsb.ucop.edu =====
Session Edit Commands Settings Help
PPEPER0-E0943          SCT EDB Entry/Update          08/02/95 16:40:36
07/28/95 10:21:22      Personnel-Miscellaneous          Userid: SCPPSLHB
ID: 222334444 Name: SLUG, B ANHA          SSN: 222-33-4444 Pri Pay: MA

Assigned BELI: 5 Derived BELI : 6          Effective Date: 091694
BELI Status Qualifiers: Primary: ___ Date: ___ Secondary: ___ Date: ___
Date of Hire           : 091694 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        : 000462 CROWN COLLEGE ADMIN OFFICE
Primary Title Code     : 4920 ASSISTANT III
Employee Unit Code     : CX Employee Representation Code : U
Employee Special Handling Code: ___ Employee Distribution Unit Code: _
Job Group ID          : 999
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

===== IBM-3278-2-E 16:40:18 =====
    
```

## Adding the Alternate Department (Home Department Service Center)

1. Enter data in the following fields as applicable:

Alternate Department Code	A code indicating the alternate department. If the employee is to be affiliated with another department, the current Home Department Service Center must add the alternate Service Center Department Code. Once the database is updated, the alternate department has access to the employee's record in the Employee Database (EDB) as long as the alternate department appointment is active.
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2. Press **Enter** to invoke range/value edits.

## Review

Make sure you have accurately completed the required data element.

## Updating the Employee Database

Press **F5 Update**.

## Consistency Edits

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

### How to Correct Consistency Errors

From the ECON Screen you may:

- Correct errors directly on the ECON Screen.
- **F3 Return** to the last data entry function, make any corrections, then do one of the following:
  - Press **F5 Update**
  - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

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

### If There are no Errors

If there are no consistency errors you will receive the message:

U0007 UPDATE PROCESS COMPLETE

### Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG Screen is displayed, review any remaining messages and take the appropriate action.

### Notifying the Secondary Service Center

The Home Department Service Center should notify the secondary service center that the alternate access has been granted. This should be within 24 hours of the request from the secondary service center.

### Deleting the Alternate Department (Secondary Service Center)

When the secondary Service Center adds their appointment and/or distribution (no longer than one week), they need to remove the alternate Service Center code from the alternate department field on the **EPER** function.

1. Enter data in the following fields as applicable:

Alternate Department Code	Type an asterisk (*) in the field to remove the department code  The alternate Service Center will have access as long as their appointment and/or distribution is active.
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2. Press **Enter** to invoke range/value edits
3. Press **F5 Update** to update the Employee Database.

### Disposition of Forms

The Home Department Service Center should maintain an audit trail (e.g., email request) of those who have been granted alternate department access.