

5.10 STUDENT EMPLOYEE FUNDING CHANGES

Overview

The procedures described in this section are to offer guidance to Service Centers about updating EDB student records to change the funding source(s).

Student Employees are casual/restricted and paid by positive time reporting. Their funding source(s) will always be coded sub 2 (subs 5 or 7 are not valid).

Before you Start

The data collection document for funding changes is whatever financial tracking system is most convenient for the Service Center.

Data Entry

The data for funding changes is updated on the EAPP function.

Accessing the EAPP Function

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

The EAPP function will be displayed for the selected employee

Completing the EAPP Function

EAPP (APPOINTMENTS & DISTRIBUTIONS) FUNCTION

UCOP/PPS															
PPEAPP8-E0943				SCT EDB Entry/Update				09/27/95 12:45:42							
09/19/95 00:18:15				Appointments/Distributions				Userid: SCSESLAS							
ID: 998000000 Name: WORKING, HARD T				SSN: 998-00-0000 Pri Pay: MA				Pg 01 of 01							
PAF Gen No: 2															
Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept					
10		S	4				060595	093096		002420					
Title	Grade %Full F/U Ann/Hr Rate Rt Sch Time Lv														
4920 ASSISTANT III	- 0.49 U 5.8400 H MA A N														
Dist	Actions	L	Acct	CC	Fund	PC	S	FTE			Dis %				
11		Z	761340		70490		2	CR/MEER II/HSG/STUDENT			0.2400				
Pay Begin	Pay End	Step	O/R	Rate/Amount	DOS	PRQ	DUC	WSP							
092595	061696			5.8400	BEG			E							
Dist	Actions	L	Acct	CC	Fund	PC	S	FTE			Dis %				
12		Z	760340		70460		2	CROWN/STUDENT PROGRAMS			0.2500				
Pay Begin	Pay End	Step	O/R	Rate/Amount	DOS	PRQ	DUC	WSP							
092595	061696			5.8400	BEG			E							
Next Func: ID: Name: SSN:															
===>															
F: 1-Help				3-PrevMenu				4-Print				5-Update			
F:				9-Jump								12-Exit			
												04/21 Wed 27 Sep 01:02			

EAPP Notes and Tips

- Always use the end/begin method for setting up funding changes.
- With the end/begin method, you can set-up a future distribution.

Appointment Level Procedure:

There is no appointment level entry.

Distribution Level Procedure

1. Press **F9 Jump** and then **F15 Newline** to jump down the command line.
2. At the command line, use the **“copy xx to xx”** command to copy a duplicate distribution line from the existing distribution in order to set-up the new funding source.
3. Enter the data in the following fields, as applicable.

Pay End (old dist.)	Navigate to the “Pay-End” field of the original distribution and enter the last day that the old funding source was effective.
Actions (Action Code)	Navigate to the new distribution. Enter action-code 18, “funding change” on the new distribution.
L	Enter in 7 for UCSC location number
Acct	Enter ‘organization’ FOAPAL number
CC	Enter cost center
Fund	Enter fund number
PC	Enter in activity-code (optional, not required)

S	Enter “2” only (there is no other option for student employees)
Pay Begin (new dist.)	Navigate to the “Pay-Begin” field of the new distribution and key the date the change is to be effective, the day after the pay-end date of the previous distribution.

Review

You should have two distributions for each rate funding source. The original distribution will have an end-date which is the last day before the new funding is effective. The new distribution will begin the next day. Check the end-date of the new distribution to be sure it’s correct. Press **Enter** to invoke range/value edits.

Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation screen.

Consistency Edits

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

How to Correct Consistency Errors

From the ECON function you may:

- Correct errors directly on the ECON function.
- **F3 Return** to the last data entry function, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - 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.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

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.

You may now start another appointment or distribution level action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- There are no forms to forward outside the Service Center