
5.11 CHANGING STUDENT APPOINTMENT PERCENTAGES

Overview

The procedures described in this section are to offer guidance to Service Teams about updating the EDB with changes to appointment percentages for students.

Policy Summary

In accordance with UCSC Personnel Policies for Staff Members #A3, on-campus non-academic student employment positions are limited to casual/restricted status. These student employment positions are temporary and less than half-time. Student employment Casual/Restricted positions are reserved for the hiring of registered undergraduate and graduate students at the University of California, Santa Cruz.

Casual/Restricted positions are usually established as part-time for temporary periods and as such are normally the first positions to be reviewed when lack of funds or lack of work necessitates a decrease in staffing levels. The department head shall determine 1) which Casual/Restricted positions are eliminated or reduced in time due to lack of funds or lack of work and 2) the effective date of termination or reduction in time of the employees in those positions.

Since students are Casual/Restricted and never (or exceedingly rarely) *intentionally* appointed at or above 50%, they would rarely accrue *vacation leave* (accruable after six consecutive months at 50% or more). If your student employee is consistently working at over 50%, please call the Career Center or your Staff Human Resources representative for guidance.

If total hours are equal to or exceed 50% of the working hours of any month, students are eligible to earn *holiday pay* and *sick leave*,

proportional to the hours worked. The EDB leave accrual system code is always set to “F” which allows the system to automatically credit *sick leave* only. The Home Department Service Team is responsible for tracking these benefits by gathering and tabulating all the student’s time-records.

Graduate students who have a Teaching Assistant, or Graduate Student Researcher appointment are typically appointed at a fixed 50% monthly academic appointment. Any increase of time from any additional employment would require the Graduate Dean’s written approval.

Undergraduate students who are appointed at more than 50% of full-time require written approval from their academic preceptor who must inform the Career Center that the student is in good academic standing.

(See *Benefits* section of the [Career Center Policies and Procedures Manual](#) for further guidelines.)

Before you Start

Service Team representatives will be responsible for maintaining accurate EDB appointment percentages when their student employee's average time worked deviates from the original percentage estimate (taken from the Employee Request).

Often when a student adds an additional job the percentage on the new employee request will cause the total percentage on the student's record to exceed 50%. The relevant Service Team should review the existing percentages and lower any which do not reflect the average hours worked, thus allowing the new position to be added within the 50% guidelines for Casual/Restricted positions.

In summer quarter, many students take on full-time employment with the Colleges or the Summer Conference Office, in lieu of their regular positions, which are typically unoccupied during the summer quarter. The Career Center requests that these other extendible positions be reduced to 1% with no active distributions during the summer months. If a student takes on two summer positions, the Service Team should communicate to be sure that the student does not work more than 40 hrs per week. Note: To avoid FICA implications, if the % change will be greater than 50%, OEU must not be done until the start of the summer position.

There is no data collection document for this process.

Data Entry

Enter the change of the employee's percentage on the **EAPP** function by ending the existing distribution and beginning a new one with the new percentage.

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

THE EAPP FUNCTION

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PPEAPP0-E1595      SCT EDB Entry/Update      04/23/09 11:17:49
04/23/09 11:01:06  Appointments/Distributions      Userid: SCTR60
ID: 600000996 Name: DIGSALOT, DAISY DEMO      Emp Stat: A      Pri Pay: MA
PAF Gen No: 2      Page 2 of 2
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA
20      1 4      091508 103109 003565 0
Title      Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
4920 ASSISTANT III      0.25 V 8.7200 H MA A F

Dist Actions L Acct CC Fund PC S FTE Dis %
21      7 761340 70490 2 CR/Merr II/Hsg/Student 0.3000
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
091508 041409      8.7200 REG

Dist Actions L Acct CC Fund PC S FTE Dis %
22      7 761340 70490 2 CR/Merr II/Hsg/Student 0.2500
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
041509 063009      8.2700 REG

Next Func: ID: Name: SSN:

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

Appointment Level Procedure

1. The only data element at the appointment level that changes is the % Full field which is updated with the new percentage.
2. Change the data of the appointment in the following fields, as applicable.

%Full	Enter the estimated percentage of full-time.
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3. Press **Enter** to invoke range/value edits.

The Distribution Level Procedure

1. End the current distribution effective the day before the new distribution percentage will be effective.
2. **F9 Jump** to the command line and use the “**copy xx to xx**” command to copy a new distribution from the old distribution.
3. Enter data in the following fields as applicable.

Dis%	Enter percentage with four decimal places
Pay Begin	Enter begin-date
Pay End	Enter end-date as appropriate.

4. Press **Enter** to invoke range/value edits.

Review

Review all entered data for accuracy and consistency.

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) function 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 Team.