

5.2 ADDITIONAL EMPLOYMENT

Overview

The procedures described in this section are to offer guidance to Service Centers about updating the EDB with additional student employment, both for non-work-study and work-study applicant status. A job may be listed as both work-study and non-work-study, but only students with valid work-study awards may apply for jobs listed as work-study. Please refer to [Section 5.1-3, Workflow for Hiring Process](#).

Work-study

The Work-Study award, granted through Financial Aid, consists of a federal subsidy of approximately 50% of a student's earnings. The student submits an on-line application for the desired work-study ER (Employee Request). After the student is selected, the service center is responsible for signing the Hiring Authorization Form (HAF) which gives the details of the job and downloads the current award (updated nightly). The student then authorizes either: use of full award for that job, or indicates a split allocation for two or more service centers (split form processed at the Career Center). An authorized HAF must be created for each new work-study job. If the job is within the same unit, the service center may be able to print the HAF (using the existing application) without the student's needing to apply on-line.

A student may re-allocate work-study funds at any point in the year (e.g., move \$200 from OPERS to Library) by processing a split allocation form at the Career Center.

The HAF is a communication tool and, in completion, shows:

- All employment information necessary for updating the job on-line
- Total work-study award amount
- PPS status (new hire, re-hire, "continuing" (active in PPS).
- I-9 status (re-hires may require a new I-9 if the original is older than 3 years).

A "new-hire" (Never employed by the University) and a "re-hire" (separated from employee database) will bring the authorized HAF to the Career Center where the employment process is completed (I-9 and other documents). The Career Center will enter the new-hires and re-hires into the employee database.

If the student is "continuing" (active in PPS), the service center will keep the form, add the work-study additional employment on-line and send the authorized HAF (stamped 'UPDATED' and initialed) to the Career Center.

There is no work-study funding in the summer. If a student does not earn all of his/her award by the end of the academic year, it will be forfeited. Because the student must re-apply for financial aid each academic year, s/he must have a new HAF printed for the current academic year, regardless of the previous year's award.

Non-Work-study

The procedure for application and hiring to non-work-study jobs is the same as for work-study, except that an award will not appear on the printed HAF. A student may apply to a non-work-study job, and if they have an award, it will show on the printed HAF. In other words, a student may apply work-study funds to a non-work-study job if s/he and the hiring unit are in agreement.

Before you Start

If a work-study student is returning from summer break and has been converted to non-work-study status and extended from the previous year, all the Service Center will do in the EDB is convert the non-work-study distribution to work-study status and forward the authorized HAF (stamped 'UPDATED' and initialed) to the Career Center. (See [Section 5.4, Non-Work-Study to Work-Study Status.](#))

If the student is currently employed with another on-campus unit, the service center that is hiring the student would request access to the employee record and complete the Additional Employment (ADDL) bundle (see [Section 4.8, Adding Alternate Home Department/Service Center.](#))

The HAF always shows the total award and does not deduct the portion already earned. Therefore, the student will always need to indicate whether funds have already been earned and/or whether the allocation needs to be split among two or more service centers. If funds have already been earned in any other campus unit (even if the student is quitting and leaving that unit), the student will need to process a split allocation form at the Career Center, so that the new unit knows exactly what funds are available at the time of hire.

Notes and Tips

- UCSC has only two work-study programs, Federal and President's. There are only one or perhaps two students each year who have President's work-study; the rest have Federal awards. (Those students who have President's Work-Study are easy to overlook.)
- Work-study is indicated by an 'F' or a 'P' in the WSP field on the EAPP function (the last field on the distribution line).
- On non-work-study distributions, the WSP field will always be blank.

Data Entry

Enter the data for the employee's additional work-study employment via the ADDL bundle. This bundle contains the following functions:

EAPP (Appointments/Distributions)

EPER (Personnel-Miscellaneous)

EADD (Employee Address)

EPD1 (Employee Personal Data 1)

Accessing the ADDL Bundle

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

The EAPP function will be the first displayed for the selected employee.

Completing the EAPP Function

EAPP (APPOINTMENTS/DISTRIBUTIONS) FUNCTION

```

UCOP/PPS
PPEAPP0-E0943          SCT EDB Entry/Update          09/29/95 10:15:02
09/28/95 22:00:38      Appointments/Distributions          Userid: SCSESLAS
ID: 010000909 Name: WORKING, HARD DEMO          SSN: 010-00-0909 Pri Pay: MA
          PAF Gen No: 2                               Pg 01 of 01
Appt  Actions  Pgm Typ Bas Pd Ovr  Appt Begin  Appt End Dur Dept
10    S 4  --  --  060595  103195  --  002420
Title 4920 ASSISTANT III          Grade %Full F/U Ann/Hr Rate Rt Sch Time Lv
          0.20  U  5.8400  H MA  A  N

Dist  Actions L Acct CC Fund PC S FTE Dis %
11    Z 761340 70490 2 CR/MERR II/HSG/STUDENT 0.1000
Pay Begin Pay End Step O/R Rate/Amount DOS PRQ DUC WSP
092595 063096 -- -- 5.8400 BEG -- --

Dist  Actions L Acct CC Fund PC S FTE Dis %
12    Z 760340 70468 2 CROWN/STUDENT PROGRAMS 0.1000
Pay Begin Pay End Step O/R Rate/Amount DOS PRQ DUC WSP
092595 063096 -- -- 5.8400 BEG -- --

Next Func: ID: Name: SSN:

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

22/13 Fri 29 Sep 10:16
    
```

Appointment Level Procedure:

1. On the EAPP command-line type **“add a”** to create a new appointment for your additional work-study employment (see example above)
2. Enter the data

| | |
|--------------------------|--|
| Actions (Action Code) | Type action code 13 for additional employment. |
| Type | Student Employment positions are always casual/restricted, type 4. |
| Appt Begin | Enter the date that the job begins. (This cannot be anytime before the HAF is signed). |
| Appt End | Enter “10/31/XX” for the Appointment End Date. |

| | |
|------------|--|
| Title-Code | Enter four-digit title-code from the classified Employee Request (ER) |
| % Full | Enter the estimated percentage of full-time (Note if the total of all the appointment percentages are more than 50%, the student will be placed in Safe Harbor and will pay DCP/Medicare.) |
| F/V | Enter “V” for variable |
| Ann/Hr | This field is derived from the distribution rate field. |
| Rt | “H” for hourly time-reporting |
| Sch | “MA” for monthly arrears |
| Time | “A” for positive time-reporting |
| Lv | "F" allows students to accrue sick-leave only, when reported hours total at least one half the working hours of any month. |

3. Press **Enter** to invoke range/value edits and then continue to distribution level procedure.

Distribution Level Procedure

1. User the **F9 Jump** to go to the command line.
2. At the command line type “**add d**” to add a distribution to your new appointment.
3. Enter data in the following fields as applicable.

| | |
|-----------|---|
| 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) |
| Dis% | Enter percentage with four decimal places |
| Pay Begin | Enter begin-date (same day as appt) |
| Pay End | Enter end-date as appropriate. |
| Rate/Amt | Enter rate of pay, (four decimal places for hourly rates) |
| DOS | Enter description of service code, REG in most cases. |
| WSP | Enter “F” for federal (almost always), “P” for president’s (rare). Leave blank if non-work-study. |

4. Press **Enter** to invoke range/value edits. *You should see the account name/description appear as it is established in the system.*
5. Press **F11 Next Function** to continue to the next function in the ADDL bundle which is the EPER (Personnel-Miscellaneous) function.

Completing the EPER Function

EPER (PERSONNEL - MISCELLANEOUS) FUNCTION

```

UCOP/PPS
PPEPER0-E0943          SCT EDB Entry/Update          09/29/95 10:17:59
09/28/95 22:00:30      Personnel-Miscellaneous          Userid: SCSESLAS
ID: 010000909 Name: WORKING, HARD DEMO          SSN: 010-00-0909 Pri Pay: MA

Assigned BELI: 5 Derived BELI : 6          Effective Date: 060595
BELI Status Qualifiers: Primary: ___ Date: ___ Secondary: ___ Date: ___
Date of Hire          : 060595          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      : 000900          TRAINING ON-LINE UPDATE
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

12/34 Fri 29 Sep 10:19

```

EPER Procedure

The EPER function allows you to change the Service Center Home Department if desired.

1. In the "Home Dept" field, you enter the six-digit mail-code that begins with three zeros.
2. The Alternate Access code (if access was granted by Home Department) should now be removed from that field by typing an asterisk (*) in the first space of the Alternate Access field.
3. Press **F11 Next Function** to continue to the next function in the ADDL bundle which is the EADD (Employee Personnel Data 1) function.

Completing the EADD Function

EADD (EMPLOYEE ADDRESS) FUNCTION

```

ucmvsvb.ucop.edu:ucmvsvb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
PPEADD0-E1302          SCT EDB Entry/Update          ADDL 11/13/00 14:04:30
11/13/00 11:22:22      Employee Address Data          Userid: SCPPSJL
ID: 010000909 Name: WORKING, HARD DEMO          SSN: 010-00-0909 Pri Pay: MA

Permanent Address Line 1: 1260 WESTERN DR
Line 2:
City: SANTA CRUZ          State: CA Zip: 95060
Foreign Addr Ind: _ Prov: ___ Country: ___
Postal Code: ___
Home Phone: 4984751223          Spouse Name:
Campus Release Codes - Perm Address: _ Home Phone: _ Spouse Name: _
Employee Organization Disclosures - Perm Address: Y Home Phone: _

Campus Address Line 1:
Line 2:
City: ___ State: ___ Zip: ___
Campus Phone 1: ___ Phone 2: ___
Campus Room: 000462 Building:

Next Func: ___ ID: ___ Name: ___ SSN: ___

====>
F: 1-Help          3-PrevMenu 4-Print 5-Update
F:                9-Jump          10-PrevFunc 11-NextFunc 12-Exit

Line 5 Column 28
IBM-3278-2-E LU=L10TAANK

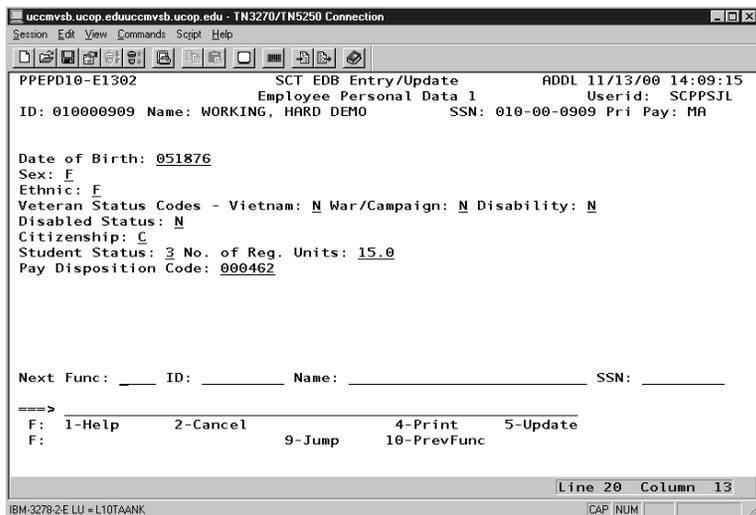
```

EADD Procedure

The EADD function allows you to change an address or telephone number if desired. If there are no changes, press **F11 Next Function** to continue to the next function in the ADDL bundle which is the EPD1 (Employee Personal Data 1) function.

Completing the EPD1 Function

EPD1 (EMPLOYEE PERSONAL DATA 1) FUNCTION



EPD1 Procedure

The EPD1 function allows you to change the check disposition address. (If there are no changes, proceed to *Review*.)

| | |
|----------------------|--|
| Pay Disposition Code | Enter Mail Code (See Appendix J, Mail Codes). Used to deliver checks and surepay stubs. |
|----------------------|--|

Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the functions in the bundle.

1. Make sure that you have completed all the required data elements in the bundle.
2. 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 additional employment action.

Disposition of Forms

- Send the authorized HAF (stamped 'UPDATED' and initialed) to the Career Center. Keep a copy for your records.