
6.10 STAFF RENEWAL (SRNW)

Overview

The procedures described in this section are for extending a staff limited appointment or renewing a career appointment.

Policy Summary

Career appointments may have ending dates for budgetary purposes only (e.g., in accordance with the ending date of a contract or grant) and thus career appointments are renewed as appropriate.

A limited appointment may be extended beyond the current end date if the incumbent was hired via open recruitment. In exceptional circumstances, a limited non-recruitment may be extended.

If extending a limited appointment may result in an employee being on pay status in excess of 1,000 hours in a rolling calendar year, or extending the limited appointment results in an appointment of 50% time continuously or more and is expected to continue for one year or more, then this is a Limited to Career action. Refer to the Limited to Career section for procedural information.

Extension of a limited appointment may provide the employee with additional benefits and entitlements such as:

- Benefits eligibility-Benefits eligibility may be based upon appointment duration and percent of time.
- Vacation and Sick Leave eligibility-Leave accrual eligibility is based upon appointment duration and percent of time.

- UCRP membership eligibility-UCRP membership is based upon appointment duration and percent of time.

Before You Start

Prior to processing the OEU for a extension/renewal of an appointment, Refer to the [SHR Procedures Manual](#). This will give you guidance to determine the delegations of authority and policy procedure.

Complete the data collection document (SRNW).

Notify the employee of any changes to conditions of employment.

Complete the Benefits Eligibility Level Indicator (BELI) form if there is a change in Benefits eligibility.

Data Entry

You will use the **SRNW** bundle to enter data for the employee's renewal/extension. This bundle contains the following functions:

EAPP (Appointments/Distributions)

EPER (Personnel- Miscellaneous)

Accessing the SRNW Bundle

1. Log on to the Payroll/Personnel System.
2. At Next Function, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter** to display the Bundle menu.
4. Type **SRNW**, **employee ID number** and press **Enter**.

Stop!

Before you proceed determine which procedure you will follow depending upon the specific action.

Extending the ending date of appointment/distribution only

If you are extending or renewing an appointment and only changing the existing ending date, proceed with these procedures.

Extending the ending dates of appt/dist and changing the percent of time an employee may work.

If you are extending or renewing an appointment and changing the percent of time that the employee works, then forward to page 6.10-6 for procedures.

Extending/Renewing the Ending Dates of an Appointment Procedure.

Completing the EAPP Function

THE EAPP (APPOINTMENTS & DISTRIBUTIONS) FUNCTION

The screenshot shows the EAPP function interface with the following data:

Session: TN3270 - uccmvb to host uccmvb.ucop.edu

Menu: Session Edit Commands Settings Help

Header: PPEAPP01E1093 SCT EDB Entry/Update SRNW 07/03/97 09:16:14
 11/20/96 00:16:45 Appointments/Distributions Userid: SCPPSLAH
 ID: 670000996 Name: EXTENSION, ELIZA T SSN: 670-00-0996 Pri Pay: MA Pg 02 of 02

Appointments Table:

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept
20	17		3				060294	093095	002406	

Title: 4672 CLERK, SR/SECRETARY Grade: 1.00 Ann/Hr Rate: A 10 I A

Distributions Table:

Dist	Actions	L	Acct	CC	Fund	PC	S	HR/Payroll	Personnel	Sy	FTE	Dis %
21	2	660114		19900		2						1.0000

Pay Details:

Pay Begin	Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
060294	063095			1796.00	REG			

Next Func: U0001 Input accepted

Control Keys:

F: 1-Help	2-Cancel	4-Print	5-Update
F: 7-Backward	9-Jump	11-NextFunc	

IBM-3278-2-E 09:21:46

Appointment Level Procedure

1. Enter data in the following fields, as applicable:

Actions (Action Code)	Enter action code 17. (Renewal of Appt)
Appt End	Enter the date to which the appointment has been extended in the format: MMDDYY.

Distribution Level Procedure

1. Enter data in the following fields, as applicable:

Actions (Action Code)	No distribution action code for renewal.
Pay End	Enter the date to which the distribution has been extended in the format: MMDDYY.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to advance to the **EPER** function.

Completing the EPER function

THE EPER (PERSONNEL MISCELLANEOUS) FUNCTION

```

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 ANNA 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
    
```

EPER Notes and Tips

- Use this function to enter and update the assigned BELI codes and effective date.
- If the employee's appointment renewal/extension does not change the BELI eligibility, proceed to Review.

The EPER Procedure

Follow these steps to complete the **EPER** function:

1. Enter data in the following fields, as applicable:

Assigned BELI	Enter the Benefits Eligibility Code indicating the employee's eligibility for health benefits.
Effective BELI	Enter the date the employee becomes eligible for any change in health benefits associated with this renewal/extension.

2. Press **Enter** to invoke range/value edits.
3. This is the last function in the **SRNW** bundle. Proceed to *Review*.

Review

1. Use **F10** and **F11** to navigate through the SRNW bundle.
2. Make sure you have completed all the required data elements.
3. 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) screen 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** 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](#) in this manual 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 first function in the bundle 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 action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Retain the data collection document in the Service Center employee file.

Extending/Renewing an Appointment *and* Changing the Percent of Time

THE EAPP (APPOINTMENT/DISTRIBUTIONS) FUNCTION

```

TN3270 - uccmysb to host uccmysb.ucop.edu
Session Edit Commands Settings Help
PPEAPP01093 SCT EDB Entry/Update SRNW 07/03/97 09:16:14
11/20/96 00:16:45 Appointments/Distributions Userid: SCPPSLAH
ID: 670000996 Name: EXTENSION, ELIZA T SSN: 670-00-0996 Pri Pay: MA
PAF Gen No: 2 Pg 02 of 02
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept
20 17 3 060294 093095 002406
Title 4672 CLERK, SR/SECRETARY Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
1.00 U
Dist Actions L Acct CC Fund PC S HR/Payroll Personnel Sy FTE Dis %
21 7 660114 19900 2 REG PRQ DUC WSP 1.0000
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
060294 063095 1796.00
Dist Actions L Acct CC Fund PC S FTE Dis %
Pay Begin Pay End Step O/A Rate/Amount DOS PRQ DUC WSP
Next Func: ID: Name: SSN:
U0001 Input accepted
===>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 7-Backward 9-Jump 11-NextFunc
IBM-3278-2-E 09:23:37
    
```

Appointment Level Procedure

1. End the current appointment and distribution(s) effective the day before the renewal is to be effective.
2. **F9 Jump** to the command line and set up the next available appointment using “**add a**” or “**copy xx to xx**” commands.
3. Enter data in the following fields, as applicable:

Actions (Action Code)	Enter Personnel Action Code 17. (Renewal of appointment)
PGM	Leave Blank. System derived.
Typ	Enter the code indicating the appointment type associated with the appointment.

Bas	For partial-year staff career employees. Enter the code which indicates the number of months in a year the employee will work.
Pd Ovr	Leave Blank.
Appt Begin	Enter the date on which the staff renewal action is effective in the format: MMDDYY.
Appt End	If indefinite, enter 999999. Otherwise, enter the date on which the appointment is expected to end in the format: MMDDYY.
Dur	If Appointment is indefinite, enter I . If Appointment is career, but has an ending date for budgetary purposes only, enter B . Otherwise, leave blank.
Title	Enter the title code.
Grade	If employee is appointed to a grade-based title, then enter the appropriate pay grade for the title.
%FULL	Enter the percentage of time that the employee is expected to work in the appointment. Full-time (100%) is entered as 1.00.
F/V	Enter the appropriate code to indicate whether the percentage of time the employee will work in the appointment is Fixed (F) or Variable (V).
Annual/Hr	Leave Blank. System derived.
Rt	Enter the code that indicates whether the rate of pay is: Annual (A), Hourly (H), or By Agreement (B).

Sch	Enter the code that will be consistent with all appointments. Valid codes are: Monthly Current (MO) or Monthly Arrears (MA).
Time	Enter the code that represents the method of reporting time for the appointment. Enter (T) for Exception Time Reporting or Enter (A) for Positive Time Reporting.
Lv	Enter the appropriate leave accrual code that indicates the rate at which vacation and sick leave will be accrued.

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

Distribution Level Procedures

1. **F9 Jump** to the command line and type “**add d**” or “**copy xx to xx**” to set up the next available distribution.
2. Enter data in the following fields as applicable:

Actions (Action Code)	No required action code for action at the distribution level for a staff renewal.
L	Enter 7 for UCSC location number.
Acct	Enter ‘organization’ FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 1 or 2 as applicable.
FTE	Enter the percentage of the budgeted position which the distribution represents, if applicable. Full Time (FTE) is entered as 1.00.

Dist %	Enter the anticipated time which is chargeable to the distribution accounting unit resulting from the staff renewal action. 100% is entered as 1.000.
Pay Beg	Enter the date on which the salary begins resulting from the renewal action in the format: MMDDYY.
Pay End	For indefinite distributions, enter 999999. Otherwise, enter the date on which the pay is expected to end due to account/fund activity in the format: MMDDYY.
Step	If the employee is appointed to a step-based title code, then enter the step within the salary range associated with the title code. Enter steps in the following format: 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, etc.
O/A	Leave Blank.
Rate/Amount	Enter the monthly, hourly, or by-agreement amount associated with the distribution. If hourly, i.e. \$10.00, enter as 10.0000. If monthly, i.e., \$2014.00 enter as 2014.00.
DOS	Enter REG for regular pay.
PRC	Leave Blank.
DUC	Leave Blank.
WSP	Leave Blank.

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

4. Press **F11 Next Func** to continue to the next function.

The **EPER** (Personnel Miscellaneous) function is displayed for the employee.

Completing the EPER Function

THE EPER (PERSONNEL MISCELLANEOUS) FUNCTION

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

EPER Notes and Tips

- If the employee's appointment renewal/extension does not change the BELI eligibility, proceed to *Review*. Otherwise, update the EPER function as appropriate.

The EPER Procedure

Assigned BELI	Enter the Benefits Eligibility Level Indicator (BELI) Code. This code indicates the employees eligibility for health benefits.
Effective BELI	Enter the date the employee became eligible for any change in health benefits associated with this renewal/extension.

1. Press **Enter** to invoke range/value edits.
2. This is the last function in the SRNW Bundle. Proceed to the *Review* section.

Review

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

1. Make sure 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

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Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Forward forms as indicated on the data collection document.