

6.7 LIMITED TO CAREER

Overview

These procedures apply to employees who were appointed to a limited position through open recruitment and have been designated career to the same position in the same unit. After obtaining appropriate approvals, the service center will process the Limited to Career action. For employees who are limited and appointed to a career position through the recruitment selection, the action shall be processed by SHR Employment.

Policy Summary

A limited appointment may be designated career at any time by the Unit Head if the incumbent was appointed through an open recruitment process and the career appointment is established at 50% time or more and is expected to continue for one year or longer.

In addition, an employee working in a limited position or positions may automatically become career after attaining 1,000 hours of qualifying service in any 12 consecutive months without a break in service of at least 120 consecutive calendar days. The effective date of career status will be the first of the month following 1,000 hours on pay status. The percent of the new career appointment needs to be consistent with the effort expended (i.e., time on pay status) for the limited appointment that is being converted to a career appointment. The service center must take action to denote the appointment as career on the PPS.

A limited position for which there was not an open recruitment (i.e., Limited Non-Recruitment) shall not be designated career.

Listed below are factors to consider when an employee's status changes from limited to career:

- Benefits eligibility-an employee will become eligible for full health and welfare benefits after attaining 1,000 qualifying hours in a rolling 12-month period. Continued eligibility for full health and welfare benefits will be require a minimum 17.5 hours avg. paid time per week.
- Vacation and Sick Leave eligibility-Leave accrual eligibility is based upon appointment, duration and percent of time.
- UCRP Membership eligibility-an employee will become a member of UCRP after attaining 1,000 qualifying hours in a rolling 12-month period. No minimum hours are required to remain a member of UCRP.
- Merit Eligibility-Merit eligibility is based upon personnel program and appointment type.
- Probationary Period- Employees appointed to a career position normally serve a probationary period during which time their work performance shall be evaluated. Completion of a probationary period varies by personnel program and representation.
- For issues related to the timing of this action, refer to [Section 2.3, Timing](#).

Refer to the [SHR Procedures Manual](#) for specific policy guidance before completing the OEU.

Before You Start

Prior to completing the OEU for changing an employee from a limited position to a career position, you have referred to the [SHR Procedures Manual](#) for guidance.

STAFF ACTIONS

The required approval has been obtained to perform the OEU.

Notify the employee and supervisor of the effective date of the limited to career action and potential changes to conditions of employment.

Obtain the employee acknowledgment of the limited to career action.

Complete the Benefits Eligibility Level Indicator (BELI) form.

Complete the Data Collection Document (LIMI).

Data Entry

You will use the **LIMI** Bundle when processing a limited to career action. This bundle contains the following functions:

EAPP (Appointments/Distributions)

EPER (Personnel/Miscellaneous)

EADD (Employee Address)

EPD1 (Employee Personal Data 1)

Accessing the LIMI Bundle

1. Logon the Payroll/Personnel system.
2. At Next Function, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter**.
4. Type **LIMI**, **employee ID number**, and press **Enter**.

The **EAPP** function will be displayed for the selected employee

Completing the EAPP Function

THE EAPP (APPOINTMENT/DISTRIBUTIONS) FUNCTION

Session Edit Commands Settings Help

PPEAPP0#E1093 SCT EDB Entry/Update CASU 07/03/97 08:43:31
11/20/96 00:16:06 Appointments/Distributions Userid: SCPPSLAH
ID: 670000400 Name: CAREER, IMMA DEMO SSN: 670-00-0400 Pri Pay: MA Pg 02 of 02

PAF Gen No: 2

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept
20	52		2				010196	999999	I	

Title 4724 -----ASSISTANT I Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
1.00 E 1.00 I A

Dist	Actions	L	Acct	CC	Fund	PC	S	HR/Payroll	Personnel	Sy	FTE	Dis	%
21	2	660114			19900		2				1.00	1.0000	
	Pay Begin	Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP				
	010196	999999	1.0		1796.00	REG							

Dist	Actions	L	Acct	CC	Fund	PC	S	DOS	PRQ	DUC	WSP	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 9-Jump 4-Print 5-Update
F: 7-Backward 11-NextFunc

IBM-3278-2-E 08:49:04

EAPP Notes and Tips

- When processing a limited to career action, many data elements reflecting conditions of employment will change for an employee.
- It may be advisable to use the “**add**” command for appointments and distributions to assure greater accuracy.

Appointment Level Procedure

1. End current limited appointment and distribution(s) effective the day before the career action is effective.
2. **F9 Jump** to the command line and type “**add a**” to set up the first available appointment. Press **Enter**.

STAFF ACTIONS

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

Actions (Action Code)	Enter Personnel Action Code 52. (Limited to Career)
PGM	Leave Blank. System Derived Code indicating the personnel program associated with the appointment.
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. Used in academics only.
Appt Begin	Enter the date on which the employee will be appointed to a career position in the format: MMDDYY.
Appt End	Enter the date on which the employee's career position is expected to end, in the format: MMDDYY. If the appointment is indefinite, enter 999999 .
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 resulting from the limited to career action.
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 career appointment. Enter 100% as 1.00.
F/V	Enter the code representing whether the amount of time worked in the appointment is Fixed (F) or Variable (V).
Annual/Hr	Leave Blank. System will derive.
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 indicates which pay schedule the appointment will be paid, either 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 for vacation and sick leave accrual rates.

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

Distribution Level Procedures

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

Actions (Action Code)	No required action code at the distribution level.
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 is entered as 1.00.
Dist %	Enter the anticipated time which is chargeable to the distribution accounting unit resulting from the change in limited to career. 100% is entered as 1.000.
Pay Beg	Enter the date on which the salary begins resulting from the limited to career 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. Steps are entered 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 or hourly rate reflecting the salary for this action. If hourly, remember to use four decimal places, i.e., \$10.00/hour is entered as 10.0000. If monthly, i.e., \$2014.00 enter as 2014.00
DOS	Enter REG for regular pay.
PRQ	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

Notes and Tips

- When processing a limited to career action, the highlighted fields should be the only fields requiring data entry.

EPER Procedure

- Enter data in the following fields as applicable:

Assigned BELI	Enter the Benefits Eligibility code which indicates the employee's eligibility for health benefits.
Effective Date	Enter the effective date of the BELI change. (Usually the limited to career effective date)
Employee Relations Code	The employee relations code is usually the same in a limited to career action. (same position in the same unit)
Employee Relations Unit	Leave Blank. <i>System derived.</i>
Probationary Period End Date	Enter the projected date on which the employee's probationary period of employment is expected to end in the format: MMDDYY.
Next Salary Review Date	Enter the Next Salary Review Date (merit eligible date) resulting from the limited to career change.
Next Salary Review Type	Enter the code that represents the type of salary increase for which the employee is next eligible resulting from the change in status.
Home Department	No need to change if the employee's home department remains the same after the limited to career action.

- Press **Enter** to invoke range/value edits.
- Press **F11 Next Func** to continue to the next function.

The **EADD** (Employee Address) function will be displayed.

Completing the EADD function

THE EADD (EMPLOYEE ADDRESS) FUNCTION

The screenshot shows a terminal window titled "uccmvb.ucop.eduuccmvb.ucop.edu - TN3270/TN5250 Connection". The window displays the following information:

```

PPEADD0-E1302          SCT EDB Entry/Update          CASU 11/09/00 14:42:51
10/26/00 14:20:27      Employee Address Data          Userid: SCPPSJL
ID: 670000400 Name: CAREER, IMMA DEMO          SSN: 670-00-0400 Pri Pay: MA

Permanent Address Line 1: 9399 RODRIGUEZ ST
Line 2:
City: SANTA CRUZ          State: CA Zip: 95062
Foreign Addr Ind: _ Prov:          Country: _
Postal Code:
Home Phone: 4754561          Spouse Name:
Campus Release Codes - Perm Address: _ Home Phone: _ Spouse Name: _
Employee Organization Disclosures - Perm Address: _ Home Phone: _

Campus Address Line 1:
Line 2:
City:          State: _ Zip:
Campus Phone 1:          Phone 2:
Campus Room: 000676 Building:

Next Func: _ ID:          Name:          SSN:

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

At the bottom right of the window, it indicates "Line 5 Column 28" and a "NUM" button.

EADD Notes and Tips

- Use your **TAB** or **F15** key for faster navigation through fields where data is not entered.

EADD Procedure

1. Enter data in the following field(s) if changing:

Campus phone(s)	Office telephone phone number(s) at which the employee can be reached.
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2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

The **EPD1** (Employee Personal Data 1) function will be displayed.

Completing the EPD1 function

THE EPD1 (EMPLOYEE PERSONAL DATA 1) FUNCTION

The screenshot shows a terminal window titled "ucmvsvb.ucop.eduucmvsvb.ucop.edu - TN3270/TN5250 Connection". The main display area contains the following text:

```

PPEPD10-E1302          SCT EDB Entry/Update          CASU 11/09/00 14:47:24
10/26/00 14:20:27      Employee Personal Data 1      Userid: SCPPSJL
ID: 670000400 Name: CAREER, IMMA DEMO      SSN: 670-00-0400 Pri Pay: MA

Date of Birth: 062656
Sex: F
Ethnic: F
Veteran Status Codes - Vietnam: N War/Campaign: _ Disability: N
Disabled Status: N
Citizenship: C
Student Status: 1 No. of Reg. Units: ____
Pay Disposition Code: 006676

Next Func: ____ ID: ____ Name: ____ SSN: ____

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

At the bottom of the window, it shows "Line 6 Column 17" and a "NUM" button.

EDP1 Notes and Tips

- If the information on the EPD1 is current, then you should proceed to *Review*, since this is the last function in the LIMB bundle

EPD1 Procedure

1. Enter data in the following fields if changing:

Student Status	Code indicating the employee's student status with the University of California (not including University Extension enrollment.)
Pay Disposition Code	Enter Mail Code (See Appendix J. Mail Codes). Used to deliver checks and surepay stubs.

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

Review

1. Use **F10 Prev Func** and **F11 Next Func** to navigate through the functions in the 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 Edit Errors

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 EAPP 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.

Disposition of Forms

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