7.5 ACADEMIC CHANGE/PROMOTION (APRO)

Overview

The procedures described in this section are for an academic employee transferring from an existing appointment to an appointment in a different academic series, for example:

- Change from a Visiting Postdoctoral to a Postgraduate Research

- Change from an Assistant Researcher to an Assistant Professor

The procedures described in this section are also for an academic employee moving from one rank to another rank within an academic series, including:

- Change from Acting Assistant Professor to Assistant Professor (regularization).

- Change from Assistant Professor to Associate Professor (promotion).

- Change from Associate Professor to Professor (promotion).

Before You Start

1. Obtain required approval to perform the payroll/personnel action.

2. Prepare information for data entry.

Data Entry

Enter data for reclassifying an employee in an academic position via the APRO bundle. This bundle contains the following functions:

EAPP (Appointments/Distributions)

EPER (Personnel-Miscellaneous)

EACD (Academic Service)

EADD (Employee Address)

EPD1 (Employee Personal Data 1)

Accessing the APRO Bundle

1. Log on to the Payroll/Personnel System.

2. At the Next Func field, type **EEDB** and press **Enter.**

3. Type **BUND** and press **Enter**.

4. Type **APRO** and the **employee ID number**, then press **Enter**.

The **EAPP** function is displayed for the selected employee.

Completing the EAPP Function

THE EAPP FUNCTION - APPOINTMENT LEVEL

```
┌─────────────────────────────────────────────────────────┐
│  ▬        TN3270 - uccmvsb to host uccmvsb.ucop.edu   ▼ ▲ │
│ Session  Edit  Commands   Settings   Help                │
│ PPEAPP0-E0943           SCT EDB Entry/Update    APRO 10/18/95 09:33:46 │
│ 10/12/95 10:38:25     Appointments/Distributions    Userid: SCACPLJW │
│ ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO  SSN: 700-00-0900 Pri Pay: MO │
│        PAF Gen No: ___6                              Pg 05 of 05 │
│ Appt   Actions  Pgm Typ Bas Pd Ovr   Appt Begin  Appt End Dur Dept │
│  40     _____   A   5   09    12      070100     999999  I  001393 │
│ Title                      Grade %Full F/V Ann/Hr Rate  Rt Sch Time Lv │
│ 1200 ASSOCIATE PROFESSOR - 9-MONTHS  _  1.00   F  46400.00  A  MO  I  N │
│                                                          │
│ Dist  Actions L Acct   CC   Fund PC    S              FTE  Dis % │
│  41    _____ 7 402780 ____ 19900 ____ 0  HUM/AMER ST/POSPILIL  1.00 1.0000 │
│        Pay Begin  Pay End  Step  O/A  Rate/Amount  DOS  PRQ  DUC  WSP │
│        070100    999999    1    _     3866.67      REG  ___  _   _ │
│                                                          │
│ 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: _____ │
│                                                          │
│ ===>                                                     │
│  F: 1-Help          3-PrevMenu  4-Print    5-Update      │
│  F: 7-Backward      9-Jump          11-NextFunc 12-Exit  │
│                                     IBM-3278-2-E 09:29:01 │
└─────────────────────────────────────────────────────────┘
```

Notes and Tips

- When processing a change for an academic employee, always end the current appointment and distribution if their end dates are later than the action you are entering, and set up a new appointment and distribution. Refer to *Section 1.12, End/Begin Procedures*.

- If the employee has more than one appointment or more than two distributions, these are stored on additional "pages" (functions). Use **F8 Forward** or **F7 Backward** to scroll through the pages.

- Always enter a decimal point in the percentage and rate fields. The decimal point on the keypad may not work.

- Do not enter commas or dollar signs in the rate fields.

Appointment Level Procedure

1. End the current appointment if end date is later than the action you are entering.

2. Use the **F9 Jump** key or **F15 Newline** key to go to the command line.

3. At the command line type **"add a"** to set up the first available appointment.

4. Enter data in the following fields as applicable.

Actions (Action Code)	Enter 14 for Academic Status Change, or 10 for Promotion, as appropriate.
PGM	System derived code identifying the personnel program under which the appointment is held.
Typ	Enter 5 (academic) The code indicates the appointment type associated with the appointment.
Bas	Code indicating the service period on which an appointment is based. Press F1 Help to see valid codes.
Pd Ovr	Code indicating the number of months in the year over which the salary for the appointment will be paid. Press F1 Help to see valid codes.
Appt Begin	Enter the date on which the employee's appointment is effective in the format: MMDDYY.
Appt End	Date on which the appointment is expected to end, in the format: MMDDYY. If appointment is indefinite or tenured, enter 999999.

Dur	If indefinite, enter I. If tenured, enter T. If appointment has a definite end date, leave blank.
Dept	A system derived code indicating the department or other administrative unit associated with the appointment.
Title	A code indicating the position or classification title for the appointment. Press F1 to see valid codes.
Grade	Leave blank for academics.
%FULL	The percentage of time the employee is expected to work in the appointment. Enter 1.00 for full time.
F/V	Enter F for Fixed Enter the code representing whether the amount of time worked in the appointment is fixed (F) or variable (V).
Annual/Hr	The annual salary or hourly rate associated with the appointment.
Rt	Code indicating whether the rate of pay is annual (A), hourly (H), or by agreement (B). Press F1 Help to see valid codes.
Sch	Enter MO for monthly current or MA for monthly arrears.
Time	Enter the code that represents the method or reporting time for the appointment. Enter T for Exception Time Reporting or enter A for Positive Time Reporting, W if without salary.

Lv	Enter the leave accrual code that indicates the rate at which vacation and sick leave will be accrued. See *Appendix C, Vacation/Leave Accrual Codes and Rates* for a list of valid codes.

Distribution Level Procedure

1. End the current distribution if its pay end date is later than the action you are entering.

2. **F9 Jump** to the command line.

3. At the command line type **"add d"** to set up the first available distribution.

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

Actions (Action Code)	A system derived code indicating the personnel action which affected the associated distribution. No entry is required.
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 0 or 2 as applicable.
FTE	The percentage of the budgeted position which the distribution represents, if applicable. Full time is represented as 1.00.
Dist %	The anticipated percentage of time which is chargeable to the account/fund. Full time is represented as 1.0000.

Pay Beg	Date on which the pay should be charged to the account/fund, in the format: MMDDYY.
Pay End	Date on which pay is expected to end for the account/fund, in the format: MMDDYY. If indefinite or tenured, enter 999999.
Step	The step within the salary range associated with the title code. Enter as one-digit for academics.
O/A	Code indicating that the employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see valid codes.
Rate/Amount	The monthly, hourly, or by agreement amount associated with the distribution.
DOS	Code indicating the type of compensation associated with the distribution. Press **F1 Help** to see valid codes, e.g. REG.
PRQ	Code indicating the type of perquisite provided.
DUC	A system derived code indicating a group within a bargaining unit to which a distribution for an appointment is assigned for collective bargaining purposes, excluding range adjustments.
WSP	Not used for academics.

5   Press **Enter** to invoke range value edits.

6   Press **F11 Next Func** to continue to the next 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     APRO 10/18/95 09:34:55│
│ 10/12/95 10:38:25      Personnel-Miscellaneous      Userid: SCACPLJW│
│ ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO  SSN: 700-00-0900 Pri Pay: MO│
│                                                                │
│ Assigned BELI: 1 Derived BELI : 1      Effective Date: 070195  │
│ BELI Status Qualifiers:  Primary: __ Date: _____ Secondary: __ Date: _____│
│ Date of Hire               : 070195   Original Hire Date: _____ │
│ Employee Relations Code    : E       Employee Relations Unit: A7│
│ 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         : 1300   ASSISTANT PROFESSOR - 9-MONTHS│
│ Employee Unit Code         : 98     Employee Representation Code  : C│
│ Employee Special Handling Code: _    Employee Distribution Unit Code: *│
│ Job Group ID               : DD                               │
│ Alternate Department Code  :  _____                          │
│ Academic Programmatic Unit Cd :  _____                       │
│                                                                │
│ Next Func: ____  ID: _____  Name: _____ SSN: _____│
│                                                                │
│ ===> _____       │
│  F: 1-Help     2-Cancel           4-Print    5-Update         │
│  F:                    9-Jump    10-PrevFunc 11-NextFunc       │
│                                          IBM-3278-2-E 09:30:31 │
└────────────────────────────────────────────────────────────────┘
```

Notes and Tips

- Leave Original Date of Hire field blank.
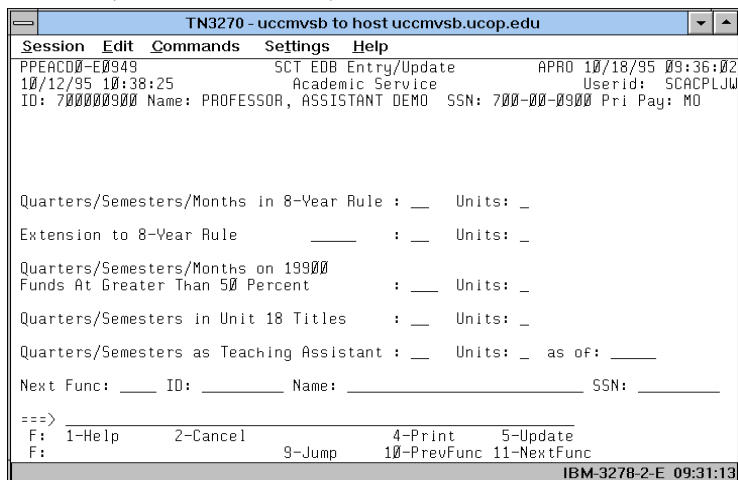
EPER Procedure

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

Assigned BELI	Benefits Eligibility Level Indicator (BELI) code indicating the employee's eligibility for health benefits.
Derived BELI	System-derived BELI code based on data entered previously. Normally the same as the assigned BELI code.
Effective Date	Date the assigned BELI takes effect.
Original Hire Date	Leave blank.
Employee Relations Code	Code indicating the employee designation/status for the purpose of collective bargaining. Press F1 Help to see valid codes, or refer to *Appendix E, Employee Relations Codes,* for assistance in determining the appropriate code.

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

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

Completing the EACD Function

THE EACD (ACADEMIC SERVICE) FUNCTION

```
┌──────────────────────────────────────────────────────────────┐
│ ▭          TN3270 - uccmvsb to host uccmvsb.ucop.edu   ▼ ▲   │
├──────────────────────────────────────────────────────────────┤
│ Session  Edit  Commands  Settings  Help                      │
│ PPEACD0-E0949          SCT EDB Entry/Update    APRO 10/18/95 09:36:02│
│ 10/12/95 10:38:25        Academic Service        Userid: SCACPLJW│
│ ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO  SSN: 700-00-0900 Pri Pay: MO│
│                                                              │
│                                                              │
│ Quarters/Semesters/Months in 8-Year Rule : __   Units: _    │
│                                                              │
│ Extension to 8-Year Rule         ____  : __   Units: _      │
│                                                              │
│ Quarters/Semesters/Months on 19900                          │
│ Funds At Greater Than 50 Percent      : ___  Units: _       │
│                                                              │
│ Quarters/Semesters in Unit 18 Titles   : __   Units: _      │
│                                                              │
│ Quarters/Semesters as Teaching Assistant : __  Units: _  as of: _____│
│                                                              │
│ Next Func: ____ ID: _____ Name: _____ SSN: _____│
│                                                              │
│ ===>  _____               │
│  F: 1-Help    2-Cancel          4-Print    5-Update         │
│  F:                   9-Jump   10-PrevFunc 11-NextFunc       │
│                                         IBM-3278-2-E 09:31:13│
└──────────────────────────────────────────────────────────────┘
```

Notes and Tips

- Divisions have discretion for use of this function for academic employees. No entry required at this time.
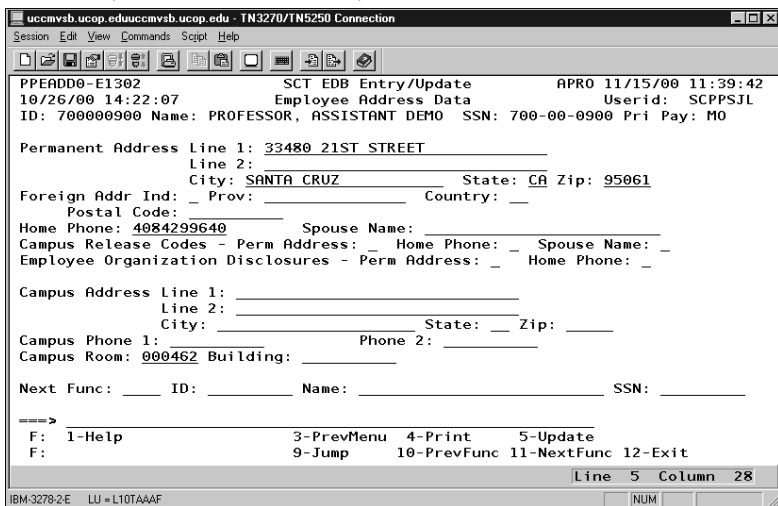
EACD Procedure

1. Entry not required. The following is for your information only:

Quarters/ Semesters/ Months in 8-Year Rule	The number of quarters, semesters, or months of service accrued in the titles Instructor, Assistant Professor, and equivalent titles toward the 8-year service limitation.
Extension to 8-Year Rule	The number of quarters, semesters, or months of additional time added to the 8-year service limitation.
Quarters/ Semesters/ Months on 19900 Funds at Greater than 50 Percent	The number of quarters or semesters (for academic year-based appointments) or the number of months (for fiscal year-based appointments) of service accrued in a title or in the titles Professor in Residence, Adjunct Professor, and/or Professor of Clinical Series and supported on 19900 (State) Funds for more than 50 percent time.
Quarters/ Semesters in Unit 18 Titles	The number of quarters or semesters of service accrued in the titles designated under Unit 18 for collective bargaining purposes.
Quarters/ Semesters as Teaching Assistant	The number of quarters or semesters of service accrued in the titles teaching assistant, Associate, and Teaching Fellow toward the service limitation established by policy for students.

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

Completing the EADD Function

THE EADD (EMPLOYEE ADDRESS) FUNCTION

```
uccmvsb.ucop.eduuccmvsb.ucop.edu - TN3270/TN5250 Connection                _□×
Session  Edit  View  Commands  Script  Help
 D 🖿🗎🖨🗏  🖨  🗐🗐🗖 □ 🖿  🗐🖿  🖉
PPEADD0-E1302              SCT EDB Entry/Update           APRO 11/15/00 11:39:42
10/26/00 14:22:07             Employee Address Data           Userid:  SCPPSJL
ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO  SSN: 700-00-0900 Pri Pay: MO

Permanent Address Line 1: 33480 21ST STREET_____
                  Line 2: _____
                  City: SANTA CRUZ_____  State: CA Zip: 95061
Foreign Addr Ind: _ Prov: _____  Country: __
     Postal Code: _____
Home Phone: 4084299640       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: 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 = L10TAAAF                           NUM
```

Notes and Tips

Review data and change only those fields that need to be updated.

EADD Procedure

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

Permanent Address	**Line 1**: First line of the address to which all university mail may be sent (e.g., benefits statement, tax information.) Maximum 30 characters.
	Line 2: Automatic continuation of address Line 1, if the first line of the address is exceptionally long (e.g., use for apartment numbers, building names, etc.) Maximum 30 characters.

Permanent Address	**City**: City portion of the address. United States and foreign addresses. Maximum 21 characters.
	State: State portion of the address. United States addresses only.
	Zip: Zip code associated with the address. United States addresses only.
Foreign Address	**Ind**: Enter **F** if this is a foreign address.
	Prov: Foreign addresses only. Province associated with the address, if applicable. Maximum 30 characters.
	Cntry: Foreign address only. Two-digit country code associated with the address. Press F1 Help from this field to see valid codes.
	Postal Code: Foreign addresses only. Postal code associated with the address, if applicable.
Campus Phone(s)	Office telephone number(s) at which the employee can be reached.

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

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

Completing the EPD1 Function

THE EPD1 (EMPLOYEE PERSONAL DATA 1) FUNCTION

```
uccmvsb.ucop.eduuccmvsb.ucop.edu - TN3270/TN5250 Connection          _ □ ✕
Session  Edit  View  Commands  Script  Help
 □ ⬚ ▤ ⬚ ⬚ | ⬚ | ⬚ ⬚ ⬚ | ⬚ | ▤ | ⬚ ⬚ | ◇

PPEPD10-E1302              SCT EDB Entry/Update        APRO 11/15/00 12:03:41
10/26/00 14:22:07        Employee Personal Data 1        Userid:  SCPPSJL
ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO  SSN: 700-00-0900 Pri Pay: MO


Date of Birth: 042462
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: 000462




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

===>  _____
 F:  1-Help              3-PrevMenu  4-Print     5-Update
 F:                      9-Jump     10-PrevFunc              12-Exit
                                               Line  6  Column  17
IBM-3278-2-E    LU = L10TAAAF                          NUM
```

EPD1 Procedure

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

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 APRO bundle. Proceed to *Review*.

Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the Review 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 invoke consistency edits and 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 the 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 you were at when you updated the action to make the appropriate corrections. Then do one of the following:

    - Press **F5 Update** to invoke PAN.

    - Press **F2 Cancel** twice to cancel the update.

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.