Background: Academic Personnel at UCOP requires additional data reporting in OLPPS related to Health Sciences faculty, so that the data can be transmitted to the Corporate Personnel System (CPS) for reporting and analysis purposes. The data requirements record and define the following:

- Record the Health Sciences Compensation Plan Salary Scale on which an employee’s base salary has been determined. (Salary Scale is a number 0-9)
- Identify employees who have “patient care” responsibility.
- Record up to three educational degrees for each person.
- Distinguish among degrees having the same level.

What you will need to DO:

All new faculty appointments entered into the EDB require HR Service Centers to complete the Health Sciences Faculty Data (FACD) bundle of screens in OLPPS. This data entry bundle must be completed for the following academic series regardless of % of effort:

- Professorial series
- Professor in Residence series
- Professor of Clinical X series
- Adjunct Professor series
- Acting titles in the Professor series
- Health Sciences Clinical Professor series

Only true volunteer clinical faculty (TC:2017, 2037, 2057, 2077) are excluded for this data entry requirement. This means that you must enter data for faculty who are WOS but paid in FY titles (e.g. paid as MSP with WOS appointments, paid by affiliates such as HHMI/VAMC/Gladstone, etc).
Entering Data in the FACD Bundle:

The FACD bundle includes the EPER, ELIC, and EHON screens. These update screens will be used to record an employee’s salary scale, patient care responsibilities, and academic degrees.

The FACD bundle can be found on the Departmental Bundle Menu (Function BUND) in the upper right corner.

To begin, type FACD in Next Function and enter the Employee ID number or the name Last,First. Hit Enter and you are taken to Personnel- Miscellaneous (EPER), the first screen in the bundle.
1. Enter the following data into the EPER screen’s following field:

- **Academic Programmatic Unit (APU) Code** – enter number corresponding to scale. A value (0-9) must be entered in this field in the first position.
  - This field will need to be updated whenever there is an approved change to an APU.
  - This field will need to be updated if a faculty member’s status changes (e.g. retirement, paid to WOS, etc)

**NOTE ON SCALE**: For FY appointees (i.e. not members of the compensation plan), the scale should be listed as “0”, including those faculty in FY titles who are WOS.

Move onto the License/Certificate Data (ELIC) by pressing the F11 key.
2. Enter the following data into the ELIC screen's patient care related fields:

- **Code** To define patient care responsibilities use one of the two following Codes: **PCY = YES, Patient Care; PCN = No Patient Care** Responsibilities. (F1 help menu is enabled for patient care code look-up and you may enter additional licensing information for your dept’s record keeping) At least one line must contain one of the patient care codes: PYN or PCY.

- **Number** (optional, may be left blank)

- **Renewal Date** (optional, may be left blank.) If the renewal date is not entered, the system will automatically default to "999999" when the entry is updated.

Move onto the Honors Data (EHON) screen by pressing the F11 key.
3. Enter the following data into the **EHON** screen’s fields:

**Type** (F1 help menu is enabled for degree code look-up); UCOP is particularly concerned with the following HSCP Pre-defined HSCP degree codes. **You must enter at least one of these codes if the appointee holds one:**

- PHD - Doctor of Philosophy
- MD - Doctor of Medicine
- MBBS - Bachelor of Medicine, Surgery
- ND - Doctor of Nursing
- DNP - Doctor of Nursing Practice
- DNS - Doctor of Nursing Science
- DDS - Doctor of Dental Surgery
- BDS - Bachelor of Dental Surgery
- DMD - Doctor of Medical Dentistry
- PHAR - Doctor of Pharmacy
- AUD - Doctorate in Audiology
- SMH - Doctor of Mental Health
- OD - Doctor of Optometry
- DO - Doctor of Osteopathic Medicine
- DPT - Doctor in Physical Therapy
- DPTS - Doctor of Phys Therapy Sci
- PSYD - Doctor of Psychology
- DRPH - Doctor of Public Health
- DSC - Doctor of Science (ScD)
- DVM - Doctor of Veterinary Medicine
- MPH - Master of Public Health
- MPT - Master of Physical Therapy
- MSN - Master of Science in Nursing

- The order in which you enter the degrees is not important.
- Date (dates need to be entered as 4-digits, indicate month and year. **If the date of conference is unknown enter the default “9999”**

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Note: You may enter up to 3 terminal degrees

Once you have completed the bundle, remember to press the F5 key to update and save your data entry.

Note: A PAN will not be generated, so please check your work online. If you have questions, please contact Emerald Light, Manager, Academic Affairs at emerald.light@ucsf.edu or by phone at 415-476-8123.