

FACD BUNDLE INSTRUCTIONS FOR OLPPS UCSF ACADEMIC AFFAIRS

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

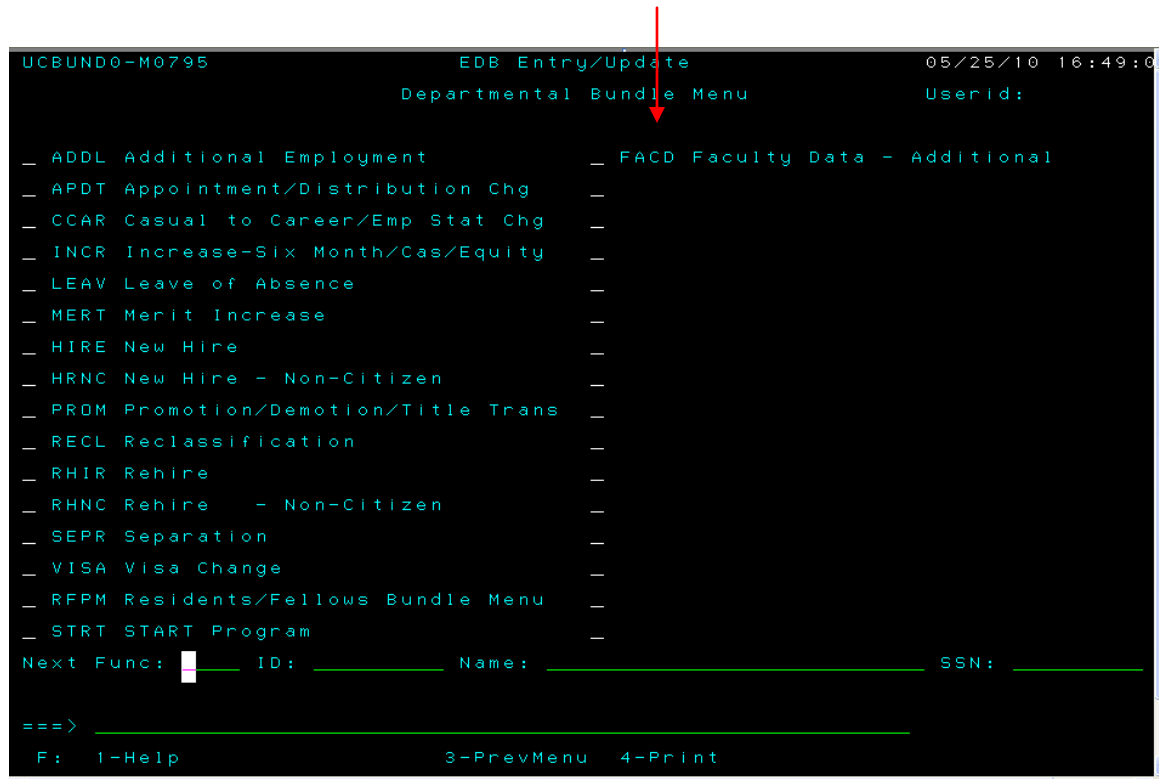
Only true volunteer clinical faculty (TC:2017, 2037, 2057, 2077) are excluded for this data entry requirement. This means that you must enter data for faculty who are WOS but paid in FY titles (e.g. paid as MSP with WOS appointments, paid by affiliates such as HHMI/VAMC/Gladstone, etc).

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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.



```
UCBUND0-M0795          EDB Entry/Update          05/25/10 16:49:0
                        Departmental Bundle Menu          Userid:

_ ADDL Additional Employment          _ FACD Faculty Data - Additional
_ APDT Appointment/Distribution Chg   _
_ CCAR Casual to Career/Emp Stat Chg  _
_ INCR Increase-Six Month/Cas/Equity  _
_ LEAV Leave of Absence               _
_ MERT Merit Increase                 _
_ HIRE New Hire                       _
_ HRNC New Hire - Non-Citizen         _
_ PRDM Promotion/Demotion/Title Trans _
_ RECL Reclassification               _
_ RHIR Rehire                         _
_ RHNC Rehire - Non-Citizen          _
_ SEPR Separation                     _
_ VISA Visa Change                   _
_ RFPM Residents/Fellows Bundle Menu  _
_ STRT START Program                 _
Next Func:  _ ID: _____ Name: _____ SSN: _____

===>
F:  1-Help          3-PrevMenu  4-Print
```

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.

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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.

```
PPEPER0-E1710          EDB Entry/Update          FACD 05/25/10 16:35
05/25/10 16:30:07      Personnel-Miscellaneous      Userid:
ID:          Name:          Emp Stat:  A      Pri Pay:  MO

Assigned BELI: 1 Derived BELI : 1      Effective Date: 100199
BELI Status Qualifiers: Primary:  ___ Date:  _____ Secondary:  ___ Date:  _____
Date of Hire          : 100199      Original Hire Date:  _____
Employee Relations Code      :  E      Employee Relations Unit:  A2
Probationary Period End Date :  _____
Next Salary Review Date     :  _____ Next Salary Review Type:  _
Merit Rate Increase Percent :  _____
Home Department           : 400961  PATHOLOGY
Primary Title Code        : 1721    PROFESSOR-MEDCOMP-A
Employee Unit Code        :  A2      Employee Representation Code :  C
Employee Special Handling Code:  _      Employee Distribution Unit Code:  _
Job Group ID              :  999     Special Training Required Code :  _
Alternate Department Code  :  _____
Academic Programmatic Unit Cd :  5      ←

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

===>
F:  1-Help          3-PrevMenu  4-Print  5-Update
```

Move onto the License/Certificate Data (**ELIC**) by pressing the F11 key.

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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"**)

