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Employee Documents

Employee Documents (a.k.a. IDOCs) serve as a printed summary of an employee’s change in status. You must print an IDOC and provide a copy to the employee whenever you process a new hire or a separation.

For a new hire, the employee does not need to sign the IDOC, as was previously required with PAFs. For a separation, the employee must receive a copy of the IDOC, along with a distribution kit, in order to receive any retirement benefits or monetary distributions.

To print an IDOC, access the Employee Documents Selection Menu by typing ‘IDOC’ at the Next Func: prompt followed by an employee ID, name, or SSN and press [ENTER]. Sample IDOCs for a new hire and a separation are included on the following pages.

Printing from PPS

In order to print Employee Documents (IDOCs) or use the [F4] key to print from PPS, you must complete the following procedures to set-up and select your departmental printer.

Printer Set-up
Your departmental printer needs to be added to a master list on the enterprise server (mainframe). To accomplish this, the following steps must be completed:

1. Your Departmental Security Administrator (DSA) needs to contact the ACT Help Desk and request a "Remote Printer Set-up Questionnaire." The DSA then needs to complete and return the questionnaire to ACT.
2. ACT will use this information to add your printer to the master list of printers that are connected to the enterprise server.
Printer Selection
Once your printer has been added to the master list, you or your DSA needs to select your printer as the “current” printer. This only needs to be done once. Follow the instructions below:
1. At Next Func: type PRNT and press [ENTER]
2. To select a printer, type an ‘S’ in the first column, next to printer of your choice and press [ENTER].
3. Press [F5] to save this printer as the “current” printer.

Please call the ACT Help Desk at x41853 or consult your Departmental Security Administrator (DSA) if you have any questions regarding printer set-up or selection.
Welcome to the University of California, San Diego.
This summary will provide you with an overview of your appointments and related information. This summary is not intended to be a contract or binding document. It is for informational use only. If you have any questions, corrections, or need to update any personal information, please contact your department personnel office.

PERSONAL INFORMATION

You have been issued Employee Identification Number 000009237.
Your Date of Birth has been recorded as 05/22/53.
Your Social Security Number is 868-59-5543.

Your citizenship status is: U.S. Citizen
Your Visa Type is: 
Your Permit End Date: 
Your Date of Entry: 

You have chosen the following Withholding Allowances:

Federal Tax Status: Married 1
State Tax Status: Married 1
Additional State Allowances: 0

Your most recent date of hire is: 07/01/97
We have as your Permanent Address: Phone Number: Spouse's Name: 955-1412 Alice Academic

8699 Parkdale Dr.
San Diego CA. 92126

You have chosen to allow UC to use no personal information for business purposes.

You have chosen to disclose your home address and home telephone to Employee organizations.

Your educational background has been recorded as follows:

Highest Degree: 
Year Awarded: 2000
Institution: 
Field of Degree: 

APPOINTMENT INFORMATION

You have been appointed as:

[1] Professor - Academic Year 
Title Code: 1102 Step: 2
Department: Department of ASX
Term of Service: 07/01/97 to Tenure
Percent of Time: 100% FTE: Exempt
Personnel Program: Academic  
Appointment Type: Academic

Your position is covered by the following union contract(s):

(1) ACADEMIC SENATE-UCSD

Your appointment has qualified you for:
- University of California Retirement Plan
- OASDI & Medicare
- Full Benefits

Your last day of eligibility to enroll in health and welfare benefits is 07/08/98.

Your appointment(s) allows you to accrue the following:

(1) Vacation: No  
Sick Leave: No  
Sabbatical Credit: Yes

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**SALARY INFORMATION**

You will be receiving your paycheck on a Monthly basis.
You have selected that it be distributed by Departmental Pick-up to: You.

The following indicates your salary, type of payment and source of funding:

(1) REGULAR PAY  
$3,133.33 Monthly  
61,600.00 Annually  
Step 2 at 100% Fixed, Time, from index AX0002-1990A-0  
effective 07/01/97 with end date of Tenure.
UNIVERSITY OF CALIFORNIA  
PAYROLL/PERSONNEL SYSTEM  
Summary of Separation Action

TO: RAPHAELA MARISA CARSON  
FROM: DEPARTMENT OF ABX  
UNIVERSITY OF CALIF, SAN DIEGO  
MAILDROP: 0332  
LA JOLLA  
CA 92093

Print Date: 05/31/02

The following information reflects your employment record at the time of your separation from the University. This summary is not intended to be a contract or binding document. It is for informational use only. Please review all of the information to be sure it is correct, and contact your department personnel office if you have questions or you think there may be an error.

PERSONAL INFORMATION

Your Employee Identification Number is: 000582784.

We have as your Permanent Address:
970 MORNING GLORY  
ALPINE  
CA, 92001

For your records, your Most Recent Hire Date was: 07/01/97  
and your Original Hire Date was: 07/01/97

Your date of separation is: 10/31/97  
Your Last Day on Pay Status is: 10/31/97

The reason for separation is: Dissatisfaction with job

Your Separation Destination is:

APPOINTMENT INFORMATION

At the time of separation you were appointed as:

(l) ASSISTANT II  
Title Code: 4723 Grade: None  
Department: DEPARTMENT OF ABX  
Term of Service: 07/01/97 to 10/31/97  
Percent of Time: 100  
FLSA: NonExempt  
Personnel Program: Prof/Sup Staff  
Appointment Type: Limited

Your position was covered by the following union contract(s)
(l) CIE
Please contact the Benefits office if you have questions about your benefits.

SALARY INFORMATION

For your records, the following indicates your salary, type of payment, and source of funding immediately prior to your separation:

(l) REGULAR PAY  
2,071.00 Monthly  
Step 1.0 at 100% Fixed  
Time, from index ASX0002-1996OA-1  
effective 07/01/97 with end date of 10/31/97
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