

From: "Katy Wilson" <katia@ucsc.edu>  
To: "Staff Human Resources, Career Center, HR Advisory Group, Academic Coordinators, PPS User Group, and Key Divisional Contacts" <katia@ucsc.edu>  
Subject: SHR Home Department Code Conversion Project Confirmation  
Date: Fri, 14 Mar 2008 11:23:29 -0700

Greetings,

This email is a confirmation that the automatic conversion of the Staff HR home department codes is complete. Manual updates are being processed for any employee records where conversion could not be accurately coded. The manual updates for all active employees will be completed by March 17<sup>th</sup>. Inactive and separated employees will remain in PPS with old home department codes for a period of time.

**Effective March 14<sup>th</sup>, 2008**, please note the following information and instructions:

- OEU preparers are to discontinue use of the following HR Service Team home department codes: 000200, 000220, 000240, 000260, and 000280. **Please Note:** These codes must **NOT** be used as mail codes
- The names of the HR Service Team Home Department Codes will be updated to reflect that they are no longer in use as Home Department Codes.
- OEU preparers are to start using the New Staff Home Department Codes. For your reference, the comprehensive list of sanctioned home department codes that includes all the New Staff Home Department Codes is attached
- New Staff Home Department Codes must **NOT** be used as mail codes
- The PPS Office has updated the Home Department/Mail Code list (Appendix J) of the PPS User Manual <http://pps.ucsc.edu/toolbox/manual/j-maildc.pdf>
- A review of user documentation is underway, and references to home department in the PPS User Manual are being updated

Please contact me with any questions and concerns you may have regarding the conversion.

**Please note:** if you receive this message more than once, your e-mail is part of multiple list serves. I apologize for any duplicate messages received.

Thank you,

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