

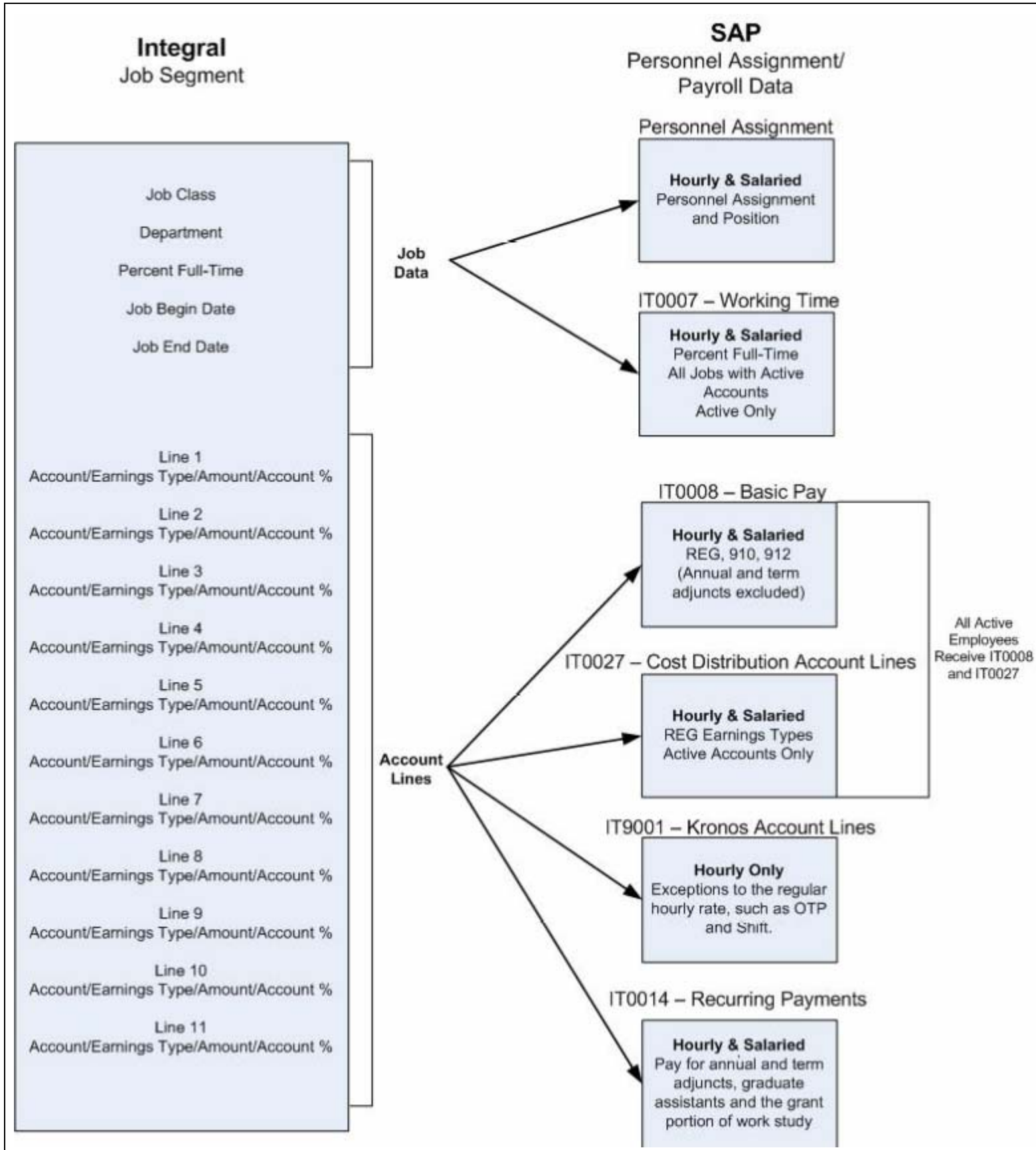
Understanding UC Flex HR Data Conversion

The purpose of this document is to explain how employee records were converted from HRSC (Integral) to the new UC Flex HR system (SAP). It is important to understand two concepts related to the conversion of employee records:

- The elements of an employee record are structured differently in the new UC Flex system, including the use of “infotypes” which are used to group similar data elements together. See the illustration below for details.
- Not all employee records are converted to the new system. Only active employees (including those on paid and unpaid leave of absence) with active accounts and terminated employees with year-to-date balances are converted. Active employees who do not have an active account are converted only if they have year-to-date balances.

How employee record is structured in UC Flex

A single Integral Job Segment converts to a number of UC Flex data components. These include a personnel assignment with a position, a working time infotype, cost distribution account information, and several payroll salary infotypes. The following diagram illustrates how the elements of an employee record are converted:



Effective dates define which records are converted to UC Flex

The Integral-to-SAP job conversion process is based on effective dates and type of employee. Active job information was converted if an employee's job/account was active on:

- Employees (excluding Graduate Assistants)
 - Bi-weekly – 6/18/2006
 - Monthly – 7/1/2006
- Graduate Assistants
 - Bi-weekly and Monthly – 5/30/2006

May							Graduate Assistants
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

2006

Graduate Assistants who were active in HRMS on May 30 were converted to UC Flex.

June							Bi-weekly Employees (excluding Graduate Assistants)
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

2006

Bi-weekly employees (excluding graduate assistants) who were active in HRMS on June 18 were converted to UC Flex.

July							Monthly Employees (excluding Graduate Assistants)
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

2006

Monthly employees (excluding students) who were active in HRMS on July 1 were converted to UC Flex.

Examples:

- All employees with a Job End Date/Account Stop Date of 99/99/9999 *were* converted
- Bi-Weekly Employees (*excluding Graduate Assistants*)
 - Bi-weekly employees with a Job End Date/Account Stop Date greater than 6/17/2006 *were* converted
 - Bi-weekly employees with an Account Stop Date of 6/10/2006 *were not* converted
- Monthly Employees (*excluding Students*)
 - Monthly employees with a Job End Date greater than 6/30/2006 *were* converted.
 - If their Account Stop Date was 6/30/2006 or less, they *were* converted with a zero salary on the Basic Pay Infotype (0008) and without Cost Distribution (0027).
 - If their Account Stop Date was 7/1/2006 or greater, their salary and cost distribution was converted.
 - Monthly employees with a Job Assignment End Date earlier than 7/1/2006 *were not* converted.
- Graduate Assistants
 - Graduate assistants with a Job Assignment End Date and Account Stop Dates of 5/30/2006 *were* converted to a position in his/her organization.
 - However, because graduate assistants were converted to a bi-weekly pay frequency their pay rates *were not* converted.

Converting M2 (HRMS Monthly Hourly) Employees

All M2 (monthly/hourly) student workers were converted to a UC Flex bi-weekly pay frequency.

All other M2 employees retained their monthly pay frequency but their account lines were not converted. They are paid with a Recurring Payment PCR (if a routine schedule can be determined) or a One-Time Payment PCR (if work time fluctuates).