For staff employees, the *Special Training Required* field is used by Office of the President in conjunction with the Personnel Program Code and the Employee Relations Code (HEERA Code) to determine who should receive notification of the mandatory training. Here's the criteria used to determine which staff members should receive the training notice: Staff personnel with

(a) a Personnel Program Code of "2" in PPS (Senior Management Group and Management and Senior Professionals), or

(b) with an Employee Relations Code (HEERA Code) of "A","B", "C" or "D" in PPS are automatically selected to receive the notice for training.

In addition, staff coded with an "S" code in the *Special Training Required* field are selected.

A large number of UCSD staff who meet the criteria listed above have an "S" code in the *Special Training Required* field in PPS. However, the "S" code should only be used for staff who should take the training but do not have (a) a Personnel Program Code of "2" in PPS (Senior Management Group and Management and Senior Professionals), or (b) with an Employee Relations Code (HEERA Code) of "A","B", "C" or "D." Work leaders are an example of staff who do not meet the criteria, but are required to take the training.

Because there are a large number of staff who meet the criteria and are coded "S" a global update will be made to correct the *Special Training Required* field by removing the code for staff that will be automatically selected. No update will be made if the staff member has a joint academic appointment. Separate instructions will be issued for academic employees.

If you have a staff member who meets the criteria but is not required to take the training, you should place an "E" code in the *Special Training Required* field in PPS and that staff member will not receive a training notice. Emeritus staff not on recall and staff on an approved leave of absence (during the period of the leave only) are examples of staff who might meet the selection criteria and thus will automatically receive a training notice, but do not have to take the training.

Summary of PPS Coding for Staff Personnel

1) No code needed: Staff personnel with (a) a Personnel Program Code of "2" in PPS (Senior Management Group and Management and Senior Professionals), or (b) with an Employee Relations Code (HEERA Code) of "A","B", "C" or "D" in PPS are automatically selected to receive the notice for training. No additional coding in PPS is required in order for anyone meeting this criteria to receive a training notice.
2) Code "S": Code staff "S" in the *Special Training Required* field if the staff member should take the training but does not have (a) a Personnel Program Code of "2" in PPS (Senior Management Group and Management and Senior Professionals), or (b) with an Employee Relations Code (HEERA Code) of "A","B", "C" or "D." Staff coded "S" will receive a training notice.
3) Code "E": Code staff "E" in the *Special Training Required* field if the staff member is <u>not</u> required to take the training but does have (a) a Personnel Program Code of "2" in PPS (Senior Management Group and Management and Senior Professionals), or (b) with an Employee Relations Code (HEERA Code) of "A","B", "C" or "D." Staff coded "E" will not receive a training notice.