Guidelines for Using the Title Code System Web Inquiry Tool

Summary: The Title Code (TCS) Web Inquiry System, available at https://tcs.ucop.edu/tcs, can be used to find Title and Pay Plan information for Academic Titles, Non-Academic Titles, and Non-Academic Grades in the UC System. This document provides some guidelines for using the inquiry to find UC Santa Cruz-specific Title and Pay Plan information.

On the TCS Web Inquiry home page, select:

- Non-Academic Titles (for job code information)
- Non-Academic Grades (for grade ranges)

Non-Academic Title Codes

1. **ALWAYS** select SC-Santa Cruz in the "Campus" field.
2. Enter the information you are searching for:
   a. If you know the 4-digit title code, type that in the "Title Code" field
      NOTE: do NOT use the alpha code "C" or "U" after the number in the title code
   b. If you know the title code name (or partial name), type that into the "Title Name" field.
3. When you are finished making your selections, either press "Enter" on your keyboard or click on the "Search" button at the bottom; if you want to reset the search form back to its defaults, click on the "Reset" button.

NOTES:
The "Title Name" field recognizes any part of a name. Use a long-enough letter sequence to limit the name of selections (e.g., typing "**pres**" returns selections for UC Santa Cruz, including names that include "Re**pres**entative," "**Pres**s," and "**Pres**ident."

The Title Name should be short enough to include different versions of the word. Instead of using "**Accountant**," you might want to use "**Account**" to ensure that you also pull up the Title Name "Accounting Manager." Use "**Nurs**" to pull up both "Nurse" and "Nursing."

Use the "Bargaining Unit/Title Unit Code (TUC)" field to pull up all Title Codes within a Bargaining Unit. The default is set to "All;" you can narrow your search by choosing a specific bargaining unit or by choosing "99-NO UNIT" for non- represented employees.
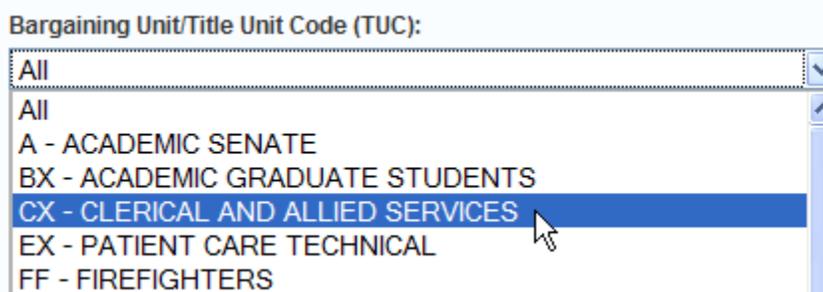
The "Occupational Subgroup Category" field is usually not very useful because it does not equate to Job Fields and Families; however, it could aid in limiting a search for a specific title.

Disregard the "Linkage Code" field

Checking or Unchecking a "Personnel Program" box could help limit your search (e.g., to limit the list to all UC Santa Cruz MSP Titles)

The search results (listing all the Title Codes that meet your criteria) will include:
1. **Per Pgm** (Personnel Program) for MSP or PSS
2. **TUC** (Title Unit Code) to indicate Non-Represented (99) or the Bargaining Unit (e.g., CX, TX, SX).

Information contained for each title code:

Once you click on a specific title code from the search results**,** you will get detail about the title code, broken down into "General Information" and "Detail Information," including:

> Title Name
> Personnel Program (MSP or PSS – note bargaining unit titles are listed as PSS)
> Bargaining Unit (99 means Non-Represented)
> FLSA information (listed as "Premium Overtime Eligibility")
> Effective Date of Salary Ranges
> Grade
> Salary Ranges

Note: There are Non-Represented, pre-Career Compass title codes no longer used on the UC Santa Cruz campus, but not yet deleted from TCS. If under the heading "Salary Type" the phrase "No Base Rates" occurs WITHOUT the additional phrase "By Agreement," that title code is no longer used.

There are also other fields used primarily by UCOP and/or Compensation.

Non-Academic Grades

1. **ALWAYS** select SC-Santa Cruz in the "Campus" field.
2. Click on the "Search" button.
NOTES:
- Only pay attention to "CC" (Career Compass) grades 15 to 30. All other grades are listed for historic purposes, but are no longer used on the UC Santa Cruz campus.
- When you click on a specific Career Compass grade (e.g., 20), the screen will display all UC Santa Cruz titles at that grade level.
- Pay no attention to the Pay Rep field of "COV" and "UNC." All graded Title Codes are Non-Represented.