

**August 2001
HRIS Follow-up Task Report**

Return completed document to Judy.Thai@ucop.edu by August 30, 2001

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| ITEM #: 26 | Pay Plans and Calculations |
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| Team #: 1 | Reported by: Jerry Wilcox |
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Definition Statement:

At the present time, the maintenance and application of pay plans is a split function between campuses and UCOP. In addition to PPS components, the maintenance of salary scales is done in the University Title Code System (TCS), from which data is distributed to the campuses. In order to implement the requirements expressed in this area, it will be necessary to more closely integrate TCS and PPS. Part of this integration is currently in process. For example, a web-based update system is being designed that will permit both campus and UCOP staffs to update TCS as appropriate. The actual interface between TCS and PPS is also under review, including discussions regarding the use of message and queuing technology to allow changes made in TCS to be immediately reflected in PPS.

There are three sections in this requirement. Separate estimates are provided for each section:

1. The maintenance of pay plans by effective date. This is a function that is currently performed in TCS. Development of requirements for this would depend upon an analysis of the existing process in TCS and an understanding of the process improvements desired by the users.
2. Allow mass future and retroactive updates of entries in a salary plan based on pay plan. Even though Berkeley seems to have interpreted this as having to do with retroactive *pay*, we believe this is incorrect. We believe this to be the adjustment of the salary scales themselves, either future or retroactively. Once again, development of requirements would depend upon an analysis of the existing process and an understanding of the process improvements desired by the users, keeping in mind that salary plans vary widely across locations.
3. Prepare for mass updates (pending required approvals) of employee salaries or wages based upon various input parameters. We assume that this is a direct PPS function, and implies
 - identification of specific employees who would, based upon the input parameters, be adjusted
 - the "posting" of the adjustments so identified to the EDB in a "pending" status
 - a process such that the adjustments so posted may either
 - a) be made permanent, or
 - b) be removed

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| Re-engineering Required? Y/N: Y |
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| Size/Scope (person months) | Small < 1 month | Medium 1-3 months | Large 3-6 months | Extra Large > 6 months | Super Size > 1 Year |
|---|-----------------------------------|----------------------------------|---------------------------------|--|---------------------------------------|
| Requirements Definition & Development | | (1) (2) | (3) | | |
| Programming | | | (1) (2) | (3) | |
| Campus Implementation | | (1) (2) | (3) | | |

Comments/Risk Factors:

Sub-project (3) is a larger effort because it implies many subsidiary issues. For example, once the "pending" adjustments are posted to the EDB, should they be presented to users on the on-line Inquiry/Update screens, and if so, in what manner? Is it possible to make changes to the "pending" entries on an individual basis? What happens to the "pending" entries if changes are made to the current distributions?