

PPS Requirements

**Add New Action Code Value to
Reflect Across the Board Wage Increases**

Service Request 16913

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Final

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1.0 Overview

UC Human Resources and Benefits have requested that two new Action Code values be established in the Payroll/Personnel System (PPS) to reflect employee wage increases that are applied across the board.

2.0 PPS Modifications

2.1.1 Data Elements

Two new Action Code values, "54" for Across the Board Wage Increase (Manually Entered) and "55", Across the Board Wage Increase (System Derived) need to be added to the existing data element EDB 2047, "Personnel Action Code – Distribution 1" and to the equivalent data elements EDB 2063 and 2064 (Personnel Action Code – Distribution 2 and 3).

Draft dictionary pages are included as attachment A (EDB 2047, 2063 and 2064).

2.1.2 Help Text

The new code value, "54" should be added to the help text for EDB 2047.

2.2 On-line Screens

The new Action Code value, "54", Across the Board Wage Increase (Manually Entered) should be enterable on both the EAPP (Appointments and Distributions) and EAPC (Appts./Distribution-Condense) screens.

The new Action Code value, "55", Across the Board Wage Increase (System Derived) should not be enterable on any on-line screens.

The new Action Code values, "54" and "55" should be valid entries on batch transactions.

2.3 Code Translation Table (CTT)

The translations for the two new Action Code values "54", Across the Board Wage Increase (Manual Entered) and "55", Across the Board Wage Increase (System Derived) need to be added to the CTT. Suggested translation are:

<u>Data Element</u>	<u>Length</u>	<u>Value</u>	<u>Translation</u>
EDB 2047	21	54	ATB Wage Increase
EDB 2047	27	54	ATB Wage Increase
EDB 2047	21	55	ATB Wage Increase
EDB 2047	27	55	ATB Wage Increase

2.4 CPS/BCS Interface File (PPP711)

Program PPP711 creates the employee file for the Corporate Personnel System (CPS) and the Benefits Counseling System (BCS).

The two new Action Code values, "54" and "55" need to be added to the list of Action Code values that should be passed to CPS/BCS. No changes are required to the CPS/BCS interface file layout.

3.0 Costing

The two new Action Codes value "54" and "55" should be recognized as a valid costing action type for academic, staff and management title codes.

System Number: EDB 2047
User Access Name: 2047 – 7
Programming Name: ACTION_ CODE IN PPPACT
Revision Date: xx/xx/xx

Comments:

Source(s): n/a
Use(s):
Location(s):

Name: PERSONNEL ACTION CODE – DISTRIBUTION-1

Type: ALPHANUMERIC

Length: 2

Format: n/a

General Description:

Code indicating the personnel action which affected the associated distribution.

Code Interpretation:

- 04 - Merit Increase
- 18 - Change in fund source
- 27 - System merit increase
- 28 - Range adjustment
- 33 - Manual range adjustment
- 41 - Six month increase
- 42 - Exceptional increase
- 43 - Change in rate – other
- 44 - Casual increase
- 45 - Change in negotiated salary
- 46 - Change in percent full time
- 47 - Mass account/fund change
- 48 - Add stipend
- 49 - Mass distribution unit change
- 50 - Other
- 54 - Across the board wage increase-manually entered
- 55 - Across the board wage increase-system derived

System Number: EDB 2063
User Access Name: 2063 – 7
Programming Name: ACTION_ CODE IN PPPACT
Revision Date: xx/xx/xx

Comments:

Source(s): n/a
Use(s):
Location(s):

Name: PERSONNEL ACTION CODE – DISTRIBUTION-2

Type: ALPHANUMERIC

Length: 2

Format: n/a

General Description:

Code indicating the personnel action which affected the associated distribution.

Code Interpretation:

- 04 - Merit Increase
- 18 - Change in fund source
- 27 - System merit increase
- 28 - Range adjustment
- 33 - Manual range adjustment
- 41 - Six month increase
- 42 - Exceptional increase
- 43 - Change in rate – other
- 44 - Casual increase
- 45 - Change in negotiated salary
- 46 - Change in percent full time
- 47 - Mass account/fund change
- 48 - Add stipend
- 49 - Mass distribution unit change
- 50 - Other
- 54 - Across the board wage increase-manually entered
- 55 - Across the board wage increase-system derived

System Number: EDB 2064
User Access Name: 2064 – 8
Programming Name: ACTION_ CODE IN PPPACT
Revision Date: xx/xx/xx

Comments:

Source(s): n/a
Use(s):
Location(s):

Name: PERSONNEL ACTION CODE – DISTRIBUTION-3

Type: ALPHANUMERIC

Length: 2

Format: n/a

General Description:

Code indicating the personnel action which affected the associated distribution.

Code Interpretation:

- 04 - Merit Increase
- 18 - Change in fund source
- 27 - System merit increase
- 28 - Range adjustment
- 33 - Manual range adjustment
- 41 - Six month increase
- 42 - Exceptional increase
- 43 - Change in rate – other
- 44 - Casual increase
- 45 - Change in negotiated salary
- 46 - Change in percent full time
- 47 - Mass account/fund change
- 48 - Add stipend
- 49 - Mass distribution unit change
- 50 - Other
- 54 - Across the board wage increase-manually entered
- 55 - Across the board wage increase-system derived