



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

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GRACE CHIU
HAI DOAN
CHESTER FERGUSON

MABEL LAI
JOHN MOREHEAD
BARBARA VANDEN BORRE

Re:	Release:	1482
	Service Requests:	80386
	Programs:	PPBASFET, PPBASHST, PPBASUPD, PPEBTFET, PPEBTUPD, PPEBTUTL, PPEBTUTW, PPEC156 (new), PPIDXHST, PPP390, PPP400, PPP627, PPP695 (new), PPP711
	CICS Programs	PPWELVE, PPWIAPP, PPWIBA1
	Copymembers:	CPWSRBAS, CPWSREBT, CPWSTART (new), CPWSXECF
	Include Members:	PPPVBAS1, PPPVEBT1, PPPVEBT2, PPPVZBAS, PPPVZEBT
	DDL Members:	PPPVBAS1, PPPVEBT1, PPPVEBT2, PPPVZBAS, PPPVZEBT, TBBAS00C, TBBAS07A (new), TBEBT00C, TBEBT02A (new)
	Bind Members:	PPP695 (new), PPP743
	CICS Maps:	PPELVE0, PPIAPP0, PPIBA10
	Forms:	UPAY914
	Web Include members	PPWIEMP
	Table Updates:	System Messages Table, Data Element Table, Data Element to Screen Table, Description of Service Table, Processing Group Table, Routine Definition Table
	Urgency:	Date Mandated (see Timing of Installation)

This release addresses the following service request:

Service Requests 80386

In response to the California State budget crisis, the University of California, Office of the President, Human Resources & Benefits is proposing a cost-savings Staff and Academic Reduction in Time (START) program for 2003. This program will function much like the TRIP (Time Reduction Incentive Program) program first implemented in 1992 to respond to similar fiscal challenges at that time.

The proposed START program allows an employee to reduce his/her appointment time from 10% to 50% from a period of 1 to 12-months. In return, the employee receives full UCRP service credit and vacation and sick leave accrual at the pre-reduction rate.

In the Payroll/Personnel System (PPS) the following processes will be required:

- A process to establish the percentage amount of the START reduction
- A process to pass the START reduction time on the monthly UCRS interface file so that UCRS service can be credited

- A process to generate vacation and sick leave accrual at the employee's pre-START rate
- Reporting of START participation

All full or part-time career non-probationary employees in all personnel programs, with the exception of National Laboratory employees and academic appointees with faculty and student titles, are eligible to participate in START. Participation of exclusively represented employees is dependent upon union approval. Participants cannot reduce their percentage below 50% of full time, and participation is subject to University approval based on operational considerations. The PPS START process will not incorporate edits to verify START eligibility; campus departments must determine eligibility prior to employee enrollment.

Employees request participation in START by completing the START Election Form, which they submit to their departments for approval and processing. Designated department administrators enter the START reduction percentage, begin date, and end date on the ELVE Entry/Update screen of the PPS system. On the EAPP Entry/Update screen, the administrator adds one or more new distribution entries that, total the distribution percents equal to the START reduction percentage, and sets the end date to the employee's START end date. For these distribution entries, the administrator uses a special START DOS code that will trigger the appropriate salary reduction but will not reduce vacation and sick leave accrual.

New EDB Data Elements

The following new data elements are required for START:

0495-0, START Percentage Reduction

This data element should be defined as a 2-byte numeric element. Valid values should be 10 through 50.

0496-1, START Begin Date

This data element should be in standard date format.

0497-2, START End Date

This data element should be in standard date format.

PPS (Payroll/Personnel System) Modifications

Modifications to the following processes are required:

New DOS Codes for START

- RTP DOS Code

UCOP Payroll Coordination has established Description of Service (DOS) Code of 'RTP' for the START program. Administrators should use this special START DOS code to establish a distribution to record the START percentage reduction. This START DOS code should subtract from all subject grosses and hours balances but not count towards vacation and sick leave accrual.

- RTS DOS Code

Additionally, the DOS Code of 'RTS' has been established for use in reducing shift differential distributions for START participants.

EDB File Maintenance

Consistency Edits

- If one START data element is present on the EDB, all three START data elements must be present. That is, if the result of the update is that one or more of the START data elements contain invalid or initial values, the updates to the START data elements should be blocked.
- If the START Begin Date is prior to the beginning of the START program of June 1, 2003, the update to the START Begin Date should be blocked.
- If the START End Date is prior to the START Begin Date, the update to the START End Date should be blocked.
- If the distribution entry contains a DOS Code of 'RTP' or 'RTS', and the START data elements are incomplete (where START Percent equals zero, or START Begin Date equals '0001-01-01', or START End Date equals '0001-01-01'), the update to the entire distribution entry should be blocked.
- If the distribution entry contains a DOS Code of 'RTP' or 'RTS', and the distribution end date is later than the START End Date, the update to the entire distribution entry should be blocked.

Range and Value Edits

If an illegal value is entered any of the START data elements, the transaction should be rejected and the error message "Field out of range or illegal value" should be issued.

History Reporting Changes

Currently, the history table PPPBAS contains history employee basic data.

The START data elements of 0495 (START Percent), 0496 (START Begin Date), and 0497 (START End Date) should be passed to history.

CPS (Corporate Personnel System) Interface File Changes

The values contained in the START Percent, START Begin Date, and START End Date should be passed to CPS via the CPS Interface File.

UCRS (University of California Retirement System) Interface File Changes

The values contained in the START Percent, START Begin Date, and START End Date should be passed to UCRS via the UCRS File Maintenance File. Thus, if there is a change to any of the employee's START data (EDB 0495, 0496, 0497) on the EDB, the appropriate changed START data should be reported on the UCRS File Maintenance record.

The START distribution entry associated with a DOS Code of 'RTP' or 'RTS' should be passed via the Service Credit segment of the UCRS Activity File. The selected START distribution entry should be identified with a value of 'TR' on the Service Credit segment.

It is noted that the requested changes to both UCRS Interface Files will be released separately as Phase II sometime after the beginning of the START Begin Program Date, or earlier when UCRS is ready to accept the interfaces files containing the START data.

New Reports

A reporting program should be developed to report on START participants. These reports may be produced at the campus on demand. Two reports containing the same information should be sorted in different orders. Both reports should display the START body level data of all START participants and under each displayed active appointment, display all distribution entries related to a DOS Code of 'RTP' or 'RTS'. Thus information is displayed on these reports for every employee whose EDB record shows a non-initial value in the START body level data elements.

New Form

A form must be developed to allow employees to elect to participate in the Staff and Academic Reduction in Time (START) program. The Communications unit is responsible for developing the form, which will contain the necessary disclosure information for the employee as well as the X1 transaction format, which will be used to key the data for entry into the PPS.

On-line Screen Modifications

Changes to Existing Screens

- **ELVE EDB Entry/Update:**

EDB online entry/update screen ELVE (Leave of Absence Data) should be modified to display the START Percent Reduction, START Begin Date, and START End Date values.

- **IBA1 HDB History Inquiry:**

HDB online history inquiry screen IBA1 (Basic Employment Data 1) should be modified to display the START Percent Reduction, START Begin Date, and START End Date values.

- **IAPP EDB Inquiry:**

EDB online Inquiry screen IAPP (Appointment/Distribution) should be modified to display the START Percent Reduction, START Begin Date, and START End Date values.

Programs

PPBASFET

PPBASFET is the "fetch" module for selecting PPPBAS table data for History processing.

The DB2 column names of START_PERCENT, START_BEGIN_DATE, START_END_DATE, START_PERCENT_C, START_BEGIN_DATE_C, and START_END_DATE_C and its associated Change Flag Indicators have been added to the SQL Select in section 2000-SELECT.

PPBASHST

PPBASHST processes change data by data element number for the PPPBAS Table in History processing.

Code has been added to process changes for data elements 0495, 0496, and 0497. An initial value of blank is moved to the START Change Flag Indicator fields. An initial value of zero is moved to the data element 0495 (START Percent). An initial value of '0001-01-01' is moved to the data elements 0496 (START Begin Date) and 0497 (START End Date).

PPBASUPD

PPBASUPD is the update module for inserting, deleting and updating the PPPBAS table for History processing.

The DB2 column names of START_PERCENT, START_BEGIN_DATE, START_END_DATE, START_PERCENT_C, START_BEGIN_DATE_C, and START_END_DATE_C have been added to the SQL Update in sections 2000-UPDATE and 3000-INSERT.

PPEBTFET

The module is a standard part of the EDB Fetch/Update complex, which moves the appropriate data values from EBT-ROW-HOLD to EBT-ROW-HOLD1 based on data element numbers.

It has been modified to process the new data elements 0495 (START Percent), 0496 (START Begin Date), and 0497 (START End Date).

PPEBTUPD

The module is a standard part of the EDB Fetch/Update complex that moves the data values from the ECF Change records to the appropriate EBT-ROW fields based on data element numbers.

It has been modified to process the new data elements 0495 (START Percent), 0496 (START Begin Date), and 0497 (START End Date) in the ECF record.

PPEBTUTL

The module is a standard part of the EDB Fetch/Update complex that selects the data values from the PPPEBT table, and moves them to the copymember CPWSREBT.

It has been modified to process the new DB2 START Percent, START Begin Date, and START End Date columns from the PPPEBT table.

PPEBTUTW

The module is a standard part of the EDB Fetch/Update complex that takes the data values from the linkage containing copymember CPWSREBT, and updates the appropriate row on the PPPEBT table.

It has been modified to process the new START Percent, START Begin Date, and START End Date data values in the linkage.

In addition, specific code has been included to handle the switching of non-bundle processing and bundle processing (refer to the detail design for more details) in the CICS on-line system.

PPEC156 (new)

New module PPEC156 has been developed to do consistency edits for the START Percent, START Begin Date, START End Date, and distributions associated with a DOS Code of 'RTP' or 'RTS'.

PPIDXHST

The program is a standard part of the HDB History Fetch/Update complex.

This module has been modified to include the DB2 column names associated with START Percent, START Begin Date, and START End Date in the DB2 FETCH and INSERT statements.

PPP390

The DB2 SELECT statement for the PPPEBT Table has been modified to select specifically only those DB2 column names referenced in the program.

PPP400

The DB2 SELECT statement for the PPPEBT Table has been modified to select specifically only those DB2 column names referenced in the program.

PPP627

The DB2 SELECT statement for the PPPEBT Table has been modified to select specifically only those DB2 column names referenced in the program.

PPP695 (new)

The module has been developed to report employees who are participating in the START program.

PPP711

Currently, PPP711 creates the CPS/BCS Employee File.

PPP711 has been modified to include the START Percent (EDB 0495), START Begin Date (EDB 0496), and START End Date (EDB 0497) on the CPS/BCS Employee File.

CICS Programs

PPWELVE

This screen processor program has been modified to include the appropriate field labels and areas for entering the data associated with the START Percent, START Begin Date, and START End Date.

PPWIAPP

This screen processor program has been modified to include the appropriate field labels and areas for displaying the EDB data associated with the START Percent, START Begin Date, and START End Date.

PPWIBA1

This screen processor program has been modified to include the appropriate field labels and areas for displaying the history data associated with the START Percent, START Begin Date, and START End Date.

CopyMembers

CPWSRBAS

START-PERCENT, *START-BEGIN-DATE*, and *START-END-DATE* fields have been added to this copymember.

In addition, the associated change indicator fields of *START-PERCENT-C*, *START-BEGIN-DATE-C*, and *START-END-DATE-C* have been added to this copymember.

CPWSREBT

START-PERCENT, *START-BEGIN-DATE*, and *START-END-DATE* fields have been added to this copymember.

CPWSTART (new)

This new copymember contains the initial date value of the Staff and Academic Reduction in Time (START) Program Begin Date, START Program End Date, and the valid START DOS Code(s). The Program Begin Date and Program End Date are referenced in module PPEC156.

CPWSXECP

Field names of *START-PERCENT*, *START-BEGIN-DATE*, and *START-END-DATE* have been added to this copymember.

Include Members

PPPVBAS1, PPPVZBAS

The START Percent, START Begin Date, and START End Date and its associated Change Flags have been added to the COBOL Working Storage and the DB2 portion of the Include members.

PPPVEBT1, PPPVEBT2, PPPVZEBT

The START Percent, START Begin Date, and START End Date have been added to the COBOL Working Storage and the DB2 portion of the Include members.

DDL Members

PPPVBAS1, PPPVZBAS, TBBAS00C

The standard HDB DDL members defining the table and two Views for the PPPBAS table have been modified to include new DB2 column names for START Percent, START Begin Date, and START End Date, and its associated Change Flag Indicators.

PPPVEBT1, PPPVEBT2, PPPVZEBT, TBEBT00C

The standard EDB DDL members defining the table and three Views for the PPPEBT table have been modified to include new DB2 column names for START Percent, START Begin Date, and START End Date.

TBBAS07A (new)

A new ALTER TABLE member has been created to add the DB2 column names for START Percent, START Begin Date, and START End Date, and its associated Change Flag Indicators.

TBEBT02A (new)

A new ALTER TABLE member has been created to add the DB2 column names for START Percent, START Begin Date, and START End Date.

Bind Members

PPP695 (new)

A plan bind member has been created for program PPP695.

PPP743

PPEBTUTL has been added to the bind member list.

CICS Maps

PPELVE0

This map which defines the label fields and data fields for the ELVE screen has been modified to include the label fields and data fields associated with the START Percent, START Begin Date, and START End Date.

PPIAPPO

This map which defines the label fields and data fields for the IAPP screen has been modified to include the label fields and data fields associated with the START Percent, START Begin Date, and START End Date.

PPIBA10

This map which defines the label fields and data fields for the IBA1 screen has been modified to include the label fields and data fields associated with the START Percent, START Begin Date, and START End Date.

Forms

UPAY914

This new form defines the format of the Specification record for program PPP695.

Web Include Member

PPWWIEMP

Member PPWWIEMP contains file ppwwiemp.d2w which processes the Web EDB Inquiry Employment Status information page. This page has been modified to display the employee's data for START Percent, START Begin Date, and START End Date.

Table Updates

System Message Table

New messages issued by the File Maintenance Process (PPEC156) and the START Reporting Process (PPP695) have been added to the System Message Table.

The update transactions in release file CARDLIB (MSGPROD) and the completed facsimile form UPAY554 sent with this release are supplied for both Test and Production.

Data Element System Table

New data elements 0495, 0496, and 0497 have been added to the Data Element Table with a con-edit trigger of '156'. In addition, a con-edit trigger value of '156' has been added to the existing appointment and distribution data elements.

Use the transactions in CARDLIB(DETPROD), or key from the provided facsimile UPAY553 form. These transactions may be used both for testing and production, with the approval of your campus Payroll Manager.

Data Element to Screen Table

Data Elements 0495, 0496, and 0497 associated with the ELVE screen have been added to the Data Element to Screen Table.

The update transactions in release file CARDLIB (DESPROD) and the completed facsimile form UPAY815 sent with this release are supplied for both Test and Production.

Description of Service Table

New DOS Codes of 'RTP' and 'RTS' associated with the START program have been added to the Description of Service table.

Use the transactions in CARDLIB(DOSPROD), or key from the provided facsimile UPAY650 form. *Note that columns 4 through 6 (DOS Sequence Number) contain the value of '???' which must be provided by your campus. Refer to your campus Payroll Manager for the appropriate DOS Sequence Number value.*

Processing Group Table

New entries on the Processing Group Table (PGT) are required so that PPEC156 are executed in the appropriate order during the pre-update and post-update functions of the EDB File Maintenance Process.

The update transactions in release file CARDLIB (PGTPROD) and the completed facsimile form UPAY803 sent with this release are supplied for both Test and Production.

Routine Definition Table

New EDB update module PPEC156 has been added to the Routine Definition Table.

The update transactions in release file CARDLIB (RTDPROD) and the completed facsimile form UPAY804 sent with this release are supplied for both Test and Production.

JCL (new)

- PPP695

To create JCL to run PPP695, sample JCL in PAYDIST.R1482.JCL can be used as a model.

Test Plan

An installation Test Plan is provided with this release.

Installation Instructions

Installation Instructions are provided as a separate document.

Timing of Installation

The installation of this release is *Date Mandated*.

This release may be installed earlier but **not later than May 1, 2003**, the beginning of the sign up period.

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Note that the schedule for the actual implementation of the START Program will be determined at each campus. If the START Program Begin Date is not June 1, 2003, the START Program Begin Date stored in copymember CPWSTART must be modified to reflect the campus's actual implementation of the START program.

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If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu, or call at (510) 987-0464.

Jackson Quan

cc: Jerry Wilcox