

# **Service Request 80449**

## **Union Reporting File Addition: START Data**

**April 1, 2003**

### **1.0 Overview**

In order to provide unions with participation data related to the START program, employee level START data should be added to the union reporting files.

### **2.0 Current Process**

Currently, the Unified Union Reporting process in PPS produces a Monthly Union Reporting file, run the first week of each month, as well as a Weekly Union Reporting file, run each subsequent week. Both versions contain partial or full data for employees in exclusively represented bargaining units. In the Monthly Union Reporting file, employee records with record type values of 'A' ("Added"), 'C' ("Changed"), or 'U' ("Unchanged"), contain the full employee data; employee records with record type 'D' ("Deleted") contain only partial data. (R1461, R1467)

The Weekly Union Reporting file lists data for employee records that have changed since the previous report; only record type values of 'A', 'C', and 'D' are included.

### **3.0 Proposed Process**

The Unified Union Reporting process should be modified to include the following data on the Monthly roster and Weekly change files:

- START Reduction Percentage (EDB 0495)
- START Begin Date (EDB 0496)
- START End Date (EDB 0497)

The three data elements should be added to the file layout between the 'LOA Code Description' and 'Separation Date' elements. START Begin Date and End Date values should be displayed in YYYY-MM-DD format.