

**Service Request 80386
RELEASE 1495
Detail Design**

**Staff and Academic Reduction in Time (START)
Phase II**

**UCRS Payroll File Maintenance File and
UCRS Payroll Activity Interface File Changes**

June 5, 2003

Information Systems & Computing
Office of the President
University of California

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Introduction

Service Requests 80386

In response to the California State budget crisis, the University of California, Office of the President, Human Resources & Benefits proposed a cost-saving Staff and Academic Reduction in Time (START) program for 2003. This program functions 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% for a 12-month period. In return, the employee receives full UCRP service credit and vacation and sick leave accrual at the pre-reduction rate.

It asked that the Payroll/Personnel System (PPS) be modified in the following processes:

- A process to establish the percentage amount of START reduction
- A process to pass the START reduction time on both the Monthly UCRS Payroll File Maintenance File and the UCRS Payroll Activity File.
- A process to generate vacation and sick leave accrual at the employee's pre- START rate
- Reporting of START participation
- CICS on-line screen changes

The above changes (Phase I) have been released as Release 1482, except for the changes to the UCRS Payroll File Maintenance File and UCRS Payroll Activity File due to timing issues.

Therefore, Phase II of the Staff and Academic Reduction in Time project contains the necessary changes to include the START data on the UCRS Payroll File Maintenance File, and to include 'RTP' and 'RTS' related distribution entries in the Service Credit segment of the UCRS Payroll Activity File

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Processing Overview

UCRS (University of California Retirement System) Interface File Changes

The values contained in the START Percent, START Begin Date, and START End Date will be passed to UCRS via the Employee Level data portion of the UCRS Interface record. The distribution entries related to START percentage reductions will be passed to UCRS via the Employee Service Credit portion of the UCRS Interface record. If the any of the employee's START data has changed since last reported, the appropriate START data will be recorded on the UCRS File Maintenance record.

System File Changes

UCRS Interface Changes

- The following new data elements will be added to the UCRS Payroll File Maintenance record, which reports changes in employee level data.

START Percent (EDB 0495)
START Begin Date (EDB 0496)
START End Date (EDB 0497)

- The following new data elements will be added to the UCRS Payroll History File Maintenance record:

START Percent (EDB 0495)
START Begin Date (EDB 0496)
START End Date (EDB 0497)

- The UCRS Payroll Activity File which reports Employee Service Credits will include distribution entries associated with a START DOS Code of 'RTP' or 'RTS'. The particular distribution entries will be identified with a Budget Initiative Flag value of 'TR'.

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Copy member Changes

CPWSUCRS

Currently, CPWSUCRS defines the working storage definition for the UCRS Interface File in program PPI730

A new field named “*Budget Initiative Flag*” will be added to the Service Credit segment to identify those distribution entries that are START related distributions.

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Program Changes

PPI730

Currently, PPI730 creates the UCRS Interface File that contains employee level data, Service Credit data, Contribution data, and Tax data.

PPI730 will be modified to include employees' distribution entries associated with a DOS Code of "RTP" or "RTS" in the Service Credit segment. A value of "TR" will be assigned to the Budget Initiative Flag field of the Service Credit segment for those distributions associated with a DOS Code of "RTP" and "RTS".

PPI740

Currently, PPI740 creates the UCRS File Maintenance transactions when there are changes to the employees' EDB data.

PPI740 will be modified to report changes in values to the employee's START Percent (EDB 0495), START Begin Date (EDB 0496), or START End Date (EDB 0497) on the UCRS File Maintenance transaction.

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One-Time Program

PPOT1495

A one-time program PPOT1495 will be created to initialize the START Percent (EDB 0495), START Begin Date (EDB 0496), and START End Date (ERDB 0497) on the UCRS History File. Fourteen bytes of the existing twenty six bytes of FILLERS at the end of the UCRS History record will be used for START data fields, and the value of the FILLER field will be changed to twelve bytes remaining.

The UCRS History File will be read, the START Percent will be initialized to '00', and the START Begin Date and START End Date will be initialized to '000000', and the record will be written out.

A One-time Control Totals Report will be produced containing total number of input UCRS Records read, and total number of output UCRS Records written.

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Attachments

1. UCRS Payroll History File record layout
2. UCRS Payroll File Maintenance File record layout
3. UCRS Payroll Activity File record layout

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Attachment 1

UCRS History File Record Layout (includes changes from service request 80386as shaded)			
Positions	Field Length/ Format	Field Description	Comments
1 – 9	9	History Key	Employee ID
10	1	Record Code	Value '2'
11 – 19	9	Social Security Number	EDB0111
20 – 21	2	Location	A unique code assigned to each campus, lab, Hastings, and ASUCLA
22 – 27	6 yymmdd	Transaction Date	Run Date
28 – 29	2	Transaction Type	Value '11'
30 – 55	26	Employee Name	EDB0105
56 – 59	4	Employee Name Suffix	EDB0106
60 – 68	9	Employee ID	
69	1	Retirement System Code	EDB0122
70 – 75	6 yymmdd	Employee Birth Date	EDB0107
76	1	Employee Sex Code	EDB0108
77 – 82	6 yymmdd	Most Recent Hire Date	EDB0113
83 – 88	6 yymmdd	UCRS Eligibility Date	EDB0163
89 – 118	30	Address Permanent Line One	EDB0204
119 – 148	30	Address Permanent Line Two	EDB0205
149 – 169	21	Address Permanent City	EDB0206
170	1	Foreign Address Indicator	EDB0291 Added in sr 80253
171 – 172	2	Address Permanent State	EDB0207
173 – 177	5	Address Permanent ZIP	EDB0208

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UCRS History File Record Layout			
(includes changes from service request 80386as shaded)			
Positions	Field Length/ Format	Field Description	Comments
178 – 181	4	Filler	
182 – 196	15	Foreign Address – Province	EDB1120 Added in sr 80253
197 – 206	10	Foreign Address – Postal Code	EDB1119 Added in sr 80253
207 – 236	30	Foreign Address – Country	EDB1118 Added in sr 80253
237 – 242	6 yymmdd	Leave of Absence Begin Date	EDB0137
243 – 248	6 yymmdd	Leave of Absence Return Date	EDB0138
249 – 254	6 yymmdd	Separation Date	EDB0140
255 – 263	9	Previous SSN	
264 – 289	26	Previous Name	
290 – 293	4	Previous Suffix	
294	1	Employee Relations Code	EDB0160
295 – 296	2	Employee Unit Code	EDB0255
297	1	Employee Special Handling Code	EDB0256
298	1	Employee Distribution Unit Code	EDB0257
299	1	Employee Representation Code	EDB0295
300 – 309	10	Filler	
310	1	UCRP Covered Compensation Limit Code	EDB0236
311	1	UC Student Status Code	EDB0119
312 – 314	3 99V9	Number of Registered UC Student Units	EDB0237
315 – 320	6 yymmdd	403(b) Plan Total Contribution Amount	EDB0279
321 – 327	7 S9(5)99	403(b) Maximum Annual Contribution Amount (MAC)	EDB6008U

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UCRS History File Record Layout			
(includes changes from service request 80386as shaded)			
Positions	Field Length/ Format	Field Description	Comments
328 – 329	2	Separation Reason Code	EDB0141
330 – 359	30	Employee First Name	EDB0250 Added in sr 80253
360 – 389	30	Employee Middle Name	EDB0251 Added in sr 80253
390 – 419	30	Employee Last Name	EDB0252 Added in sr 80253
420 – 421	2	START Reduction Percentage	EDB0495
422 – 427	6 yymmdd	START Begin Date	EDB0496
428 – 433	6 yymmdd	START End Date	EDB0497
434 – 445	12	Filler	Value is spaces

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Attachment 2

UCRS File Maintenance Record Layout (includes changes from service request 80386 as shaded)			
Positions	Field Length/ Format	Field Description	Comments
1	1	Record Code	Value '2'
2 – 10	9	Social Security Number	EDB0111
11 – 12	2	Location	A unique code assigned to each campus, lab, Hastings, and ASUCLA
13 – 18	6 yymmdd	Transaction Date	Run Date
19 – 20	2	Transaction Type	Value '10'
21 – 46	26	Employee Name	EDB0105
47 – 50	4	Employee Name Suffix	EDB0106
51 - 59	9	Employee ID	
60	1	Retirement System Code	EDB0122
61 – 66	6 yymmdd	Employee Birth Date	EDB0107
67	1	Employee Sex Code	EDB0108
68 – 73	6 yymmdd	Most Recent Hire Date	EDB0113
74 – 79	6 yymmdd	UCRS Eligibility Date	EDB0163
80 – 109	30	Address Permanent Line One	EDB0204
110 – 139	30	Address Permanent Line Two	EDB0205
140 – 160	21	Address Permanent City	EDB0206
161	1	Foreign Address Indicator	EDB0291 Added in sr 80253
162 – 163	2	Address Permanent State	EDB0207
164 – 168	5	Address Permanent ZIP	EDB0208
169 – 172	4	Filler	Value is spaces

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UCRS File Maintenance Record Layout (includes changes from service request 80386 as shaded)			
Positions	Field Length/ Format	Field Description	Comments
173 – 187	10	Foreign Address – Province	EDB1120 Added in sr 80253
188 – 197	10	Foreign Address – Postal Code	EDB1119 Added in sr 80253
198 – 227	30	Foreign Address – Country	EDB1118 Added in sr 80253
228 – 233	6 yymmdd	Leave of Absence Begin Date	EDB0137
234 – 239	6 yymmdd	Leave of Absence Return Date	EDB0138
240 – 245	6 yymmdd	Separation Date	EDB0140
246 – 254	9	Previous SSN	
255 – 280	26	Previous Name	EDB0313
281 – 284	4	Previous Suffix	
285	1	Employee Relations Code	EDB0160
286 – 287	2	Employee Unit Code	EDB0255
288	1	Employee Special Handling Code	EDB0256
289	1	Employee Distribution Unit Code	EDB0257
290	1	Employee Representation Code	EDB0295
291 – 300	10	Filler	Value is spaces
301	1	UCRP Covered Compensation Limit Code	EDB0236
302	1	UC Student Status Code	EDB0119
303 – 305	3 99V9	Number of Registered UC Student Units	EDB0237
306 – 311	6 yymmdd	403(b) Plan Total Contribution Change Date	EDB0279
312 – 318	7 S9(5)99	403(b) Maximum Annual Contribution Amount	EDB6008U
319 – 320	2	Separation Reason Code	EDB0141

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UCRS File Maintenance Record Layout			
(includes changes from service request 80386 as shaded)			
Positions	Field Length/ Format	Field Description	Comments
321 – 350	30	Employee First Name	EDB0250 Added in sr 80253
351 – 380	30	Employee Middle Name	EDB0251 Added in sr 80253
381 – 410	30	Employee Last Name	EDB0252 Added in sr 80253
411 – 412	2	START Reduction Percentage	EDB0495
413 – 418	6 yymmdd	START Begin Date	EDB0496
419 – 424	6 yymmdd	START End Date	EDB0497
425 - 436	12	Filler	Value is spaces

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Attachment 3

UCRS Payroll Activity File Layout (includes changes from service request 80386 as shaded)			
Fixed Segment			
Position	Field Length	Field Description	Comments
1	1	Record Code	'1'
2 – 10	9	Employee SSN	EDB0111
11 – 12	2	Location Code	2-digit numeric code identifying the location
13 – 20	8	Payroll Processing Date	CCYYMMDD Format
21 – 46	26	Employee Name	EDB0105
47 – 50	4	Name Suffix	EDB0106
51 – 59	9	Employee ID	
60	1	Retirement Code	EDB0122 (See mapping structure below)
61 – 66	6	APUC (Academic Programmatic Unit Code)	EDB0660
67 – 75	9	403(b) MAC Amount	EDB6008U 9(07)V99 Format
76 – 79	4	Pay Year	CCYY
80 – 142	63	Filler	Value is Spaces
143 – 148	6	Detail Segment Count	The total number of detail segments. This includes the total of all service segments, contribution segments and tax segments.
149 – 152	4	Service Segment Count	The total of all 'S' segments.
153 – 156	4	Contribution Segment Count	The total of all 'C' segments.
157 – 160	4	Tax Segment Count	The total of all 'T' segments.
161 - ???		Service Segment, Contribution Segment, and Tax Segment	Variable depending on data *See layouts for each segment type.

Mapping of PPS Retirement/FICA codes to UCRS interface codes			
PPS Retirement Code	PPS FICA Eligibility Code	Other PPS data	UCRS interface file code
U	E		F
U	M, N		D
1	E		K
1	M,N		J
B	E	GTN 283 not = 0 (contributing to DCP)	N
B	M,N	GTN 283 not = 0 (contributing to DCP)	M
B	E	GTN 283 = 0	G

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		(not contributing to DCP)	
B	M,N	GTN 283 = 0 (not contributing to DCP)	B
H	any		H
N or blank	any		V
any other (P,O,C,S)	any		L

Service Credit Segment			
The Service Credit segment occurs zero to 200 times.			
Relative Position	Field Length	Field Description	Comments
1	1	Segment Type Code	'S' for Service Credit
2 – 6	5	Title Code	From PAR EDB2006
7 – 14	8	Pay Period End Date	From PAR CCYYMMDD Format
15	1	Safety Code	'N' – Non-safety 'S' - Safety
16	1	Pay Cycle	'B' – Biweekly 'S' – Semi monthly 'M' - Monthly
17	1	NSETC Code	'N' – Subject to retirement but no additional benefits. 'S' – Subject to searles benefits 'T' – Subject to academic contribution 'C' – Subject to health and science contribution
18	1	Retroactive code	'0' – Normal current activity distribution '1' – Hours not to be included in service credit for retroactive distribution '2' – Hours should be included in service credit for retroactive distribution
19 – 23	5	Hours or Percent Time Worked	S999V99 for Hourly S9V9999 for Percent
24	1	Rate Code	'S' – Salaried employee 'H' – Hourly employee 'B' – By agreement amount
25 – 31	7	Covered Gross	S9(5)V99 Monthly
32 – 38	7	Monthly Salary or Hourly Rate	S9(5)V99 Monthly S9(3)V9999 Hourly
39	1	Filler	Value is spaces
40	1	Partial Year Indicator	Valid values are: 'blank', A, B,

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Service Credit Segment			
The Service Credit segment occurs zero to 200 times.			
Relative Position	Field Length	Field Description	Comments
			C, D, E, and F
41 – 42	2	Title Unit Code	Collective Bargaining Unit to which a Title Code belongs. *Added in sr 80282
43	1	Appointment Representation Code	'C' – Covered 'S' – Supervisor (Uncovered) 'U' – Uncovered *Added in sr 80282
44 – 45	2	Budget Initiative Flag	Blank or 'TR' (identifies START distribution entry)
46 – 63	18	Filler	Spaces

Contribution Segment			
The Contribution segment occurs zero to 200 times.			
Relative Position	Field Length	Field Description	Comments
1	1	Segment Type Code	“C” for Contribution
2 – 3	2	Plan Code	See Plan Code/GTN list below
4 – 10	7	Contribution Amount	S9(5)V99 Format
11 – 14	4	Contribution Tax Year	CCYY Format
15 – 23	9	Year-to-Date Contribution	S9(7)V99 Format
24 – 26	3	Buyback #/GTN number if plan 19 or 20 Or Leave blank	029, 351, 352, 353, 354, 355, 361, 362, 363, 364, 365
27 – 63	37	Filler	Spaces