

# **Service Request 80487**

## **CX Lump Sum Payment**

**May 5, 2003**  
**FINAL DRAFT**

### **1.0 Overview**

The CX Lump Sum Payment program provides eligible employees with a one-time lump sum payment equal to 1% of their earnings from 11/1/01 through 9/30/02.

The program is comprised of the following processes:

- calculation of the lump sum payment amount for each eligible employee
- generation of payment and costing transactions
- reporting of lump sum payments

### **2.0 Background**

The contract between the University and CUE, effective May 12, 2003, requires that the University provide each eligible employee in the CX unit with a non-base building lump sum equal to 1% of his or her total within-unit earnings from 11/1/01 through 9/30/02 for monthly paid employees, or from 10/28/01 through 9/28/02 for biweekly paid employees. Payments are due to employees no later than September 18, 2003 (120 calendar days after the first pay date following the effective date of the agreement).

In addition to the lump sum payout, the CUE wage article also includes the following elements:

- 1% adjustment to ranges and corresponding campus range adjustment
- within-range, one-half step, base-building merit increase and retroactive merit adjustment
- reporting on range adjustment and merit increase

UCOP Compensation will handle the adjustment to ranges, while campuses will implement the range and merit adjustments using existing processes. No additional programming will be necessary to handle these portions of the wage agreement.

HR & B Information Systems Support will submit separate requirements to outline the range adjustment and merit reporting needs.

### **3.0 Eligibility**

Eligible employees shall be those members of the bargaining unit who are on payroll or approved leave as of the effective date of the agreement, May 12, 2003.

Labor Relations will provide a roster of eligible employees, based on unit membership data from the Monthly and Weekly Unified Union Reporting Files. The roster will include employee ID, employee name, and location code for all employees with an active appointment in the CX unit on the effective date of the agreement.

This file should be included with the lump sum program, and should be used as the input data source for the lump sum payment process.

### **4.0 PPS Processing**

#### **4.1 Lump Sum Calculation**

For each employee on the eligibility roster (section 3.0), the program should:

1. examine all PAR earnings with pay period end dates from 11/30/01 through 9/30/02 for monthly paid employees (or 11/10/01 through 09/28/02 for biweekly paid employees), including any earnings from that

period which may have been paid after the fact;

2. aggregate earnings from PAR distribution lines where the Title Unit Code is 'CX', 'COV' is equal to 'C', and the DOS code has a 'Pay Category' value of 'N' or 'A', and a 'Type Hours' value of 'R', 'O', or 'P'. Earnings should be grouped by Title Code;
3. multiply the sum for each Title Code by .01 (1%) to produce the employee's lump sum payout amount(s), and round the product(s) to the nearest cent;

## 4.2 Lump Sum Payment Transactions

The lump sum process should generate a one-time payment transaction with a Payroll Transaction type of 'FT', a DOS code of 'LSN' ('Lump Sum Payment - non UCRS base building'), a Pay Period End Date of '05/12/03', and the Title Code(s) by which the PAR earnings were grouped (section 4.1). The lump sum should be charged against the fund source for the employee's current appointment(s)/distribution(s) associated with the 'CX' Title Unit Code. If an employee is paid from multiple fund sources, the program should proportionately charge the lump sum to all current Full Accounting Units associated with the 'CX' appointment(s). The program should also allow campuses to provide a default FAU against which the payment may be charged if there is no open fund source associated with the employee's appointment(s).

The process should categorize the lump sum payments by Primary Pay Schedule (EDB 0152) so that campuses can run the transactions into the appropriate payroll compute cycle.

## 4.3 Reporting

The one-time program should produce a report listing the following data for each employee eligible for the lump sum payment:

- Employee Name (EDB 0105)
- Employee ID
- Employee Home Department (EDB 0114) and translated department name from the Home Department Table
- Employment Status Code (EDB 0114)
- Deduction Pay Schedule Code (EDB 0152)
- for each title where earnings were aggregated in the lump sum calculation (section 4.1):
  - Title Code (EDB 2006) and translated title from Title Code Table
  - 'CX' earnings upon which the lump sum was calculated
  - lump sum amount paid

In addition, the report should list the sum of all earnings used in the individual lump sum calculations as well as the total of all lump sums paid. Refer to Attachment A for suggested layout.

## 4.4 Costing Transactions

The program should create standard costing transactions from the lump sum payments for input into program PPP960, the Costing Consolidation Process. This process may be modeled after program PPOT1251, which produced costing transactions for the 1999-2000 SX wage implementation.

## 5.0 Timing

The contract between the University and CUE stipulates that the processing of the lump sum must occur no later than September 18, 2003 (120 calendar days after the first pay date following the effective date of the agreement). Requested changes must be made available in a timely manner to ensure that campuses are able to implement the lump sum program before this deadline.

# Attachment A

PPPXXXX/PPPXXX 01/15/97  
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE  
PAYROLL PROCESSING  
CX LUMP SUM REPORT

PAGE NO. 1  
RUN DATE XX/XX/XX

EMPLOYEE NAME	EMP ID	HOME DEPT	STATUS	PRI	PAY	TITLE CODE	CX EARNINGS	LUMP SUM
ABSENT, MARCUS	000050020	804918 CHAN OFFICE	A		MO	4672 CLERK, SR/SECRETARY	22404.00	224.04
ALU, BOB	000050022	845001 PHYSICAL PLANT	A		BW	4673 CLERK 4724 __ASSISTANT I	10976.34 8534.78	109.76 85.35
DINNER, BUFFY	000050128	827701 HOSP EDUC	A		MO	4722 _____ASSISTANT III	7547.10	75.47
MENTRY, ELA	000050105	827701 HOSP EDUC	P		BW	6733 BIBLIOGRAPHER I	23114.05	231.14
SPOON, GRACIE	000050079	826301 SECURITY	S		MO	4722 _____ASSISTANT III	22932.67	229.33
						TOTAL	95508.94	955.09