

Service Request 80503

Union Deduction File Change

May 21, 2003
FINAL

1.0 Overview

PPP495, which produces the standard Union Deduction File and associated detail report, must be modified so that both base earnings and unit hours data are reported for all bargaining units.

2.0 Background

R1344 established the standard Union Deduction File to document both deductions and base earnings for members of exclusively represented bargaining units. PPP495 produces this standard deduction report, and effectively replaced the Employee Organization Deduction File produced by PPP490.

Labor Relations has requested that the Union Deduction File produced for the NX (CNA) unit be modified to include earnings data in addition to the unit hours data which they currently receive. Rather than removing the unit hours data from the NX version of the Union Deduction File, Labor Relations has suggested that the University provide all unions with both earnings and unit hours accumulations.

3.0 Current Processing

The standard Union Deduction File produced from PPP495 currently includes the following data for members in all bargaining units (R1344):

- Title Unit Code
- Employee ID Number
- Prior ID Number
- SSN if dues paying member
- Employee Name
- Pay Period End Date
- Action Code
- Unit Earnings (or) Unit Hours
- Non-Unit Earnings (or) Non-Unit Hours
- Gross-to-Net (GTN) number
- Deduction Amount
- Special Deduction Transaction
- OP Indicator
- Employee Unit Code
- Employee Representation Code
- Location

The deduction file displays either earnings data (unit/non-unit) or hours (unit/non-unit) depending upon the “Base” field value of the dues deduction GTN entry. The GTN entries for CNA dues and agency fees (GTN 077, GTN 460) both have a blank “Base” field value (“Regular Hours Only”), which dictates the display of unit hours rather than earnings on the Union Deduction File. All other bargaining units display earnings data.

4.0 Proposed Processing

PPP495 should be modified so that Union Deduction Files produced for all bargaining units include both the base earnings data as well as the hours data currently displayed on the NX deduction file. Thus the proposed Union Deduction File should display the following data:

- Title Unit Code
- Employee ID Number
- Prior ID Number
- SSN if dues paying member
- Employee Name
- Pay Period End Date
- Action Code
- Unit Earnings
- Non-Unit Earnings
- Unit Hours
- Non-unit Hours
- Gross-to-Net (GTN) number
- Deduction Amount
- Special Deduction Transaction
- OP Indicator
- Employee Unit Code
- Employee Representation Code
- Location

The 'Unit Hours' and 'Non-unit Hours' that currently appear on the NX deduction file should be added to the Union Deduction Files for all other units. These accumulations should reflect the earnings upon which the individual bargaining unit dues deduction or agency fee is based, per the GTN "Base" value. The method of calculation for NX 'Unit' and 'Non-Unit Hours' should not change.

'Unit Earnings' and 'Non-Unit Earnings' data should be added to the Union Deduction File for the NX unit. As detailed in R1344, 'Unit Earnings' indicates payment under a Title Code covered by the Bargaining Unit Code. When the employee has deduction activity for only the Agency Fee or charity equivalent, only Unit Gross will be accumulated and the Non-Unit Gross will be set to zero.