

**Detailed Design
RELEASE 1501**

**Service Request 80512
CX Range adjustment/Merit Increase Reporting**

July 7, 2003
07:30 AM

Enterprise IT Services
Office of the President
University of California

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Introduction

An agreement between the University of California and the Coalition of University Employees (CUE) was ratified by the CUE membership on May 1, 2003, and signed by the University on May 12, 2003.

The terms of the agreement includes provision for a 1% range adjustment effective October 1, 2002, a within-range one-half-step, base building, merit increase effective October 1, 2002, and a lump sum equal to 1% of the eligible employee's total earnings for the time period from November 1, 2001 through September 30, 2002.

For the first two components, UCOP Compensation is performing the TCS range adjustment, while campuses are implementing the range and merit adjustments using existing range, merit, and retroactive processes (PPP910, PPP670, PPP680, and PPP930). As for the 1% lump sum payments, Release 1498 provided to the campuses a one-time Payroll/Personnel program to calculate the 1% lump sums for eligible employees, and produce FT pay transactions.

Additionally, the terms of the agreement require that the University provide CUE with a reporting of these salary actions showing the employee's starting and resultant rate. The reporting should reflect the percent increase as either Range or Merit and associated effective dates.

Service Request 80512 asks that a one-time process be developed to extract data from the Final Range Adjustment Files produced from PPP910, and Merit Data Files produced from PPP680, for CX Base Pay Changes Reporting of each employee in a CX covered appointment. An electronic (tab delimited) file of this report should also be produced.

In order to produce the CX Range/Merit Increases report, it will be necessary to use the one Merit Data File produced from PPP680 with effective date of 10/1/2002. In addition, it will be necessary to use the Final Range Adjustment File produced from PPP910 containing the Range Adjustments with effective date of October 1, 2002.

The process should be modeled after programs developed for releases 1169 and 1341, and should use the final Range Adjustment files generated from the Range Adjustment Process (PPP910) and the Merit Data files from the Merit Process (PPP680).

Two versions of a Base Pay Change report should display the employee data listed below. One should be sorted in order of Employee ID and display the title 'Central Office Report of Base Pay Changes - CX' (Attachment A). The other version should be sorted by Employee ID within Department and display the title 'Departmental Report of Base Pay Changes - CX' (Attachment B).

- Employee ID
- Employee Name (EDB 0105)
- Home Department Number (EDB 0114) and translated department name from the Home Department Table
- Appointment Number (EDB 2001)
- Title Code (EDB 2006)
- Starting Rate
- Resulting Rate

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- Primary Pay Schedule (EDB 0152)
- Description of Service (DOS) Code (EDB 2056)
- Percent Change - the difference between the starting rate and resulting rate, expressed as a percentage of the starting rate
- Description (action from input files and effective date)

The program should also produce an electronic file in tab-delimited format. This electronic file should contain the same data as the Central Office Report described above.

Processing Overview

A one-time process will be developed to read the input Final Range Adjustment Files produced from PPP910, and Merit Data Files produced from PPP680 for CX Base Pay Changes reporting. The Final Range Adjustment File required for the Base Pay Changes report will contain range adjustment data associated with effective dates as shown below:

- 10/1/2002 Retroactive Range for Title Codes contained in a UCOP provided Payscale table.
- 10/1/2002 Retroactive Merit for Employee ID contained in a campus generated Merit Match file.

The one-time report will be entitled '*Central Office Report of Base Pay Changes – CX*'. This report will be sequenced by Employee ID, Appointment Number, New Pay Rate, DOS Code and Effective Date.

Three reports will be produced:

- Control Report (OT15011) (attachment "A")
- CX Base Pay Changes (OT15012) (attachment "B")
- Error Report (OT15014) (attachment "C")

One electronic file will be produced:

- File name of FTPUSRn.PUT.CXWAGES.Y2003, where 'n' represents Campus ID#.
- This file is due to UCOP as soon as practicable after all retroactive processes have been completed, but not later than October 17, 2003.

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One-Time Bind

PPOT1501:

A plan bind will be created for one-time program PPOT1501.

BIND	-	
PLAN(PPOT1501)	-	-
MEMBER(PPOT1501)	-	
ACTION(REPLACE)	-	
RETAIN	-	
VALIDATE(BIND)	-	
ISOLATION(CS)	-	
FLAG(I)	-	
ACQUIRE(USE)	-	
RELEASE(COMMIT)	-	
EXPLAIN(YES)		

One-Time Program

PPOT1501

A onetime program will be developed to produce the CX Range Adjustment/Merit Increase Report. The program will produce one detail report and one electronic file.

Initialization Process:

Current Date:

A call will be made to the LE/370 Date Routines to return the Current Date, which is the date one-time program is run.

Input Merit Effective Dates:

There will be one merit effective date:

October 1, 2002.

The merit effective date will be established as a constant in the program, and used in the detail report under the report column titled "DESCRIPTION" (example: 10/01/02 MERIT).

Inputs:

1. Merit Data File (produced from PPP680)

Each employee's Merit Old Rates and Merit New Rates will be used to calculate the percentage change from the Merit Old Rates to Merit New Rates.

2. Final Range Adjustment File (produced from PPP910)

Each employee's Range Adjustment Old Rates and Range Adjustment New Rates will be used to calculate the percentage change from the Range Adjustment Old Rates to Range Adjustment New Rates.

3. DB2 Tables being accessed

PPPAPP - Employee Appointment information
PPPPER - Employee Name, and Home Department Number
PPPHME - Home Department Description (short description, 15 bytes)
PPPPCM - Primary Pay Schedule for merit records
PPPCCR - Campus Code (two bytes) for use in Electronic File

Process:

Initial processing for Merit Data:

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The Merit records that were created in program PPP680 (Merit Processing) will be read, sorted and processed.

There will be one input merit file from PPP680 (effective date of October 1, 2002). Sort records will be built from the input merit data and released to the SORT in the following sequence: (Employee ID, Effective Date, Title Code, Old Rate, and then New Rate).

The sorted merit records are read and the Pay Schedule is obtained from the PPPPCM table. If the Pay Schedule is blank, the default is "MO" (month). Merit Appointment Number, DOS Code, Home Dept, and Appointment Rate Code remain as blanks pending possible matching with merit/range records. Non-duplicate merit records are then written to a temporary work file for further processing.

Initial processing for Range:

Read and process all of the Range input files from PPP910.

The program will screen the input Range records:

The Range Adjustment New Rate is greater than zero
(AND)
Range Adjustment Rate Code is not equal to 'B'
(AND)
Range Adjustment Appointment Type is equal to '2' or '3' or '7' or '8'
(AND)
Range Adjustment Appointment WOS indicator is not equal to 'Y'
(AND)
Range Adjustment Appointment Title Unit Code is equal to 'CX'
(AND)
Range Adjustment Representation Code is equal to 'C'.

If the input Range record is selected, a sort record will be built and released to the SORT with the following sort sequence: (Employee ID, Range Effective Date, Title Code, DOS Code, Old and New Rates).

After the sort a check is made for new appointment number. If a new appointment number exists, it will be used in place of the 'old' appointment number. Non-duplicate records are written to a temporary file (TEMP-ADJ-REC) for further processing.

Process to copy selected Range data onto the Merit record:

A sorted merit record is read and a range record is read.

This processing will try to match all merit/range for a specific employee. When there is an Employee ID Number match, then the merit data might be augmented by selected range data as outlined below:

When the merit Employee ID matches the Range Employee ID:

Read and process all range records for this employee, and store into an internal core table for use when attempting to further match range/merit data (below):

If the merit title code matches the range title code
And the merit OLD rate matches the range NEW rate,

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The RANGE data will augment (take priority over) selected MERIT data

From the Range record, move APPOINTMENT NUMBER, DOS Code, Pay Schedule, and RATE-CODE onto the Merit record. The Home department will be supplied later in the processing.

Write the revised merit record to a temporary work file (TEMP-MRT-REC) for further processing.

If no match for the merit/range data then accept the merit data as-is, and write the merit record to the same temporary work file (TEMP-MRT-REC) as for the matched records above. Further processing will attempt to link Merit/ EDB via the Merit Title Code and EDB Appointment Title Code.

Retain the Range records for this employee and obtain the next merit record to determine if this employee might have more than one merit record. If the employee does have another merit record then continue the merit/range checking process outlined above until all merit records for this employee have been processed.

Match Merit and Range Data:

A driver file will be created from the screened input Merit and Range files. The driver file will contain a single record for each employee, sorted in Employee ID order. This driver file is then used to control processing of range and merit data as listed below:

Read the Merit and Range temporary files that were built above.

When the Employee ID matches between Range and Merit:

If the Merit record has already been matched with a Range record then write the merit record to a work file for further processing. This combination of merit/range is now ready for reporting.

If the temporary Merit Employee ID did not match the temporary Range Employee ID, then try to obtain data from the EDB as shown below:

First check for active appointments, if none qualify, then check expired appointments. DB2 cursors are used in this process.

Determine if the merit title code matches an EDB appointment title code.

Check all appropriate active appointments for this employee on the EDB using the following criteria:

Select each employee's **Active** CX covered Appointments:

Appointment Title Unit Code (EDB 2029) is equal to 'CX'
(AND)
Appointment Begin Date (EDB 2002) is less than or equal to Current Date
(AND)
Appointment End Date (EDB 2003) is greater than or equal to Current Date
(AND)
Appointment Type (EDB 2020) is equal to '2' or '3' or '7' or '8'
(AND)
Appointment Representation Code (EDB 2031) is equal to 'C' (Covered)
(AND)
Appointment Rate Code (EDB 2015) is NOT equal to 'B'
(AND)

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Appointment Without Salary (WOS) Indicator (EDB 2028) is NOT equal to 'Y'.

If no active appointments are present, or no equal compares between merit title code and active appointment title code, then check for Expired appointments (below).

Check all of the expired appointments for this employee from the EDB.

Select each employee's **Expired CX** covered Appointments:

Appointment Title Unit Code (EDB 2029) is equal to 'CX'
 (AND)
 Appointment End Date (EDB 2003) is less than Current Date
 (AND)
 Appointment Type (EDB 2020) is equal to '2' or '3' or '7' or '8'
 (AND)
 Appointment Representation Code (EDB 2031) is equal to 'C' (Covered)
 (AND)
 Appointment Rate Code (EDB 2015) is **NOT** equal to 'B'
 (AND)
 Appointment Without Salary (WOS) Indicator (EDB 2028) is **NOT** equal to 'Y'

If the Active/Expired checks (above) do **not** find a matching title code between the Merit/EDB, then this Merit record will be processed and reported as an 'unsupported merit' (no supporting range data or EDB appointments). The appointment number will be reported as '00' and the DOS Code is blank.

If the checks (above) finds a match, then use the selected EDB appointment data to support the merit record as shown below.

Merit records that have title codes on EDB appointment records:

The EDB appointment number, and Appointment Rate Code will be moved to the merit work file, and the merit record will be written to the report file (REPORT-REC. As with the 'unsupported merit', the DOS Code is reported as blank.

Build report record from Merit data:

An internal Report Code of '2' will be assigned to indicate that this report record is a MERIT report record. A Report Code of '1' will be used for the Range report records.

The merit rate increase is calculated as follows:

$$\text{Merit Percent Pay Increase Rounded} = ((\text{Merit New Rate} - \text{Merit Old Rate}) \textit{divided by} \text{Merit OLD Rate}) \textit{times} 100$$

The Merit report record will be built using the following data:

Employee ID
 Employee Name
 Merit Data old rate
 Merit Data new rate
 Merit effective date
 DOS Code
 Title Code

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Pay Schedule
Appointment Number
Rate Code
Home Department Code
Home Department Description
Effective Date

From the PPPPER Table, the Home Department number is obtained, and from the PPPHME Table the abbreviated Home Department Description is obtained.

Lastly, the merit report record will be written to the report file (REPORT-REC).

Matched Range Title:

Set internal report code to '1', for Range processing (report description example: 10/01/00 RANGE).

The range rate increase is calculated as follows:

$$\text{Range Adjustment Percent Pay Increase Rounded} \\ = ((\text{Range Adjustment New Rate} - \text{Range Adjustment Old Rate}) \textit{ divided by } \text{Range Adjustment OLD Rate}) \textit{ times } 100$$

As with the merit processing, PPPPER table is accessed to obtain the Home Department number, the PPPHME table is accessed to obtain the Abbreviated Home Department Description.

The Range report record will be built using the following data:

Employee ID
Employee Name
Range Data old rate
Range Data new rate
Range effective date
DOS Code
Title Code
Pay Schedule
Appointment Number
Rate Code
Home Department Code
Home Department Description

Lastly, the range report record will be written to the report file (REPORT-REC).

CX Reporting

The REPORT-FILE will be sorted by Employee ID, Appointment Number, New Rate, DOS, and Effective Date.

The report file (REPORT-FILE) will be read. Control breaks will be on Employee ID, and Appointment Number.

The internal merit/range Report Code will determine the description on the detail line (example: '10/01/02 RANGE', if report code is '1').

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An electronic data file will be produced. This file will be similar to the detail Central Office report, except that the file contains a two byte campus code in columns 1 through 2. In addition, each record will contain the Employee Name and Employee ID, and Home Department for each employee.

The electronic file will contain delimiter values (X'05') between fields. The file will also contain a header record at the beginning of the file, and a trailer record at the end of the file. ***Note that the count on the trailer record will be the total number of unique Employee IDs reported on the file.*** The header record will contain low-values in columns 4 through 12. The trailer record will contain high-values in columns 4 through 12.

See Attachment-D for layouts.

Outputs:

OT15011 is the Control Total Report.
OT15012 is CX Base Pay Changes report (Central Office).
OT15013 is CX Base Pay Changes report (Departmental).
OT15014 is the Exception Report.
Electronic Data File

It is requested that three copies each of report OT15012 be printed. Three copies must be provided for the Human Resources department. The Human Resources Office should in turn provide one copy to CUE, and one copy to UCOP Labor Relations. The requested copies can be provided via the One-Time JCL.

The file layout for the electronic file will use the same fields as report OT15012, with the exception of a tab (hex '05') field delimiter and a two-byte campus code. The report will print the Home Department and Home Department Description for each employee only once, the electronic file will show the Home Department and Home Department Description on each row of the file. In addition to the detail record, the electronic file will have a header and trailer record. The header, detail and trailer records will all contain a two-byte campus code in positions 1 through 2.

The CX reporting file produced by execution of the one-time program associated with this release should be delivered to UCOP via ftp as soon as practicable after all retroactive processes have been completed. The file is to be delivered to your normal campus ftp "dropbox" account, using the dataset name:

FTPUSRn.PUT.CXWAGES.Y2003 (where 'n' is the Campus ID)

The LRECL for this file is 118, and it will be the campus' responsibility to properly allocate space for this dataset during the ftp transfer.

JCL:

The one-time JCL can be used as a model for production.

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Attachments

Attachment A	OT15011	Control Totals Report
Attachment B	OT15012	Report (Central Office Report of Base Pay Changes – CX)
Attachment C	OT15013	Error Report
Attachment D		Electronic data file record layout

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OT15011/PPOT1501/mmddy UNIVERSITY OF CALIFORNIA-SYSTEMIDE
RETN: SEE RPTS DISP SCHEDULE/DIST. CX BASE PAY CHANGES
CONTROL REPORT

PAGE NO. 0001
RUN DATE mm/dd/yy

TOTAL EMPLOYEES REPORTED	167
TOTAL MERIT DATA RECORDS READ	500
TOTAL RANGE ADJUSTMENT RECORDS READ:	1,000
TOTAL ELECTRONIC DATA RECS WRITTEN:	78

ATTACHMENT A

OT15012/PPOT1501/mmddy
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
 CX BASE PAY CHANGES
 CENTRAL OFFICE REPORT OF BASE PAY CHANGES – CX

PAGE NO. 0001
 RUN DATE: MM/DD/YY

EMPLOYEE NAME/ EMPLOYEE ID	DEPARTMENT NAME	DEPT NUM	APPT NUM	TITLE CODE	STARTING RATE	RESULTING RATE	PAY CYCLE	DOS CODE	PERCENT CHANGE	DESCRIPTION
ATTRICK,JERRY 000050001	DDDDDDDDDDDDDDDD #####		10	6103	5,000.00	5,675.00	MO	REG	13.5	mm/dd/yy RANGE
			10	6103	5,675.00	6,000.00	MO	REG	5.7	mm/dd/yy MERIT
			10	6103	6,000.00	7,000.00	MO	REG	16.7	mm/dd/yy RANGE
			20	1492	7,000.00	8,500.00	MO	REG	21.4	mm/dd/yy RANGE
			20	1492	8,500.00	9,000.00	MO	REG	5.9	mm/dd/yy RANGE
BARRET,GRIN N. 000050002	DDDDDDDDDDDDDDDD #####		10	1812	7,500.00	8,000.00	MO	REG	6.7	mm/dd/yy RANGE
			10	1812	8,000.00	8,500.00	MO	REG	6.3	mm/dd/yy RANGE
LOWERS,VITO 000050003	DDDDDDDDDDDDDDDD #####		10	1492	3,000.00	3,450.00	MO	REG	15.0	mm/dd/yy RANGE
			10	1492	3,450.00	3,563.50	MO		3.3	mm/dd/yy MERIT
PATRICK,JERRY 000050004	DDDDDDDDDDDDDDDD #####		10	1812	25.0000	27.0000	BW	REG	8.0	mm/dd/yy RANGE
			20	1492	22.0000	23.0000	BW	REG	4.5	mm/dd/yy RANGE
			30	6103	15.0000	15.7500	BW	REG	5.0	mm/dd/yy RANGE
			30	6103	15.7500	16.0000	BW	REG	1.6	mm/dd/yy RANGE
			30	6103	16.0000	16.5000	BW	REG	3.1	mm/dd/yy MERIT
BEER,GRIN N. 000050007	DDDDDDDDDDDDDDDD #####		10	5211	1,375.00	1,450.00	MO	REG	5.5	mm/dd/yy RANGE
JONES, SDF 777000006	DDDDDDDDDDDDDDDD #####		20	4672	55.68	64.38	MO	SDF	15.6	mm/dd/yy RANGE

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Electronic Data File

HEADER	LRCL = 118
Campus ID	01-02
Filler	03 Value X'05'
Low-Values	04-12
Filler	13 Value X'05'
Header Text	14-63 "CX Reporting Tab Delimited File" xxx
Filler	64 Value X'05'
Run Date literal	65-74 "Run Date: "
Filler	75 Value X'05'
Run Date	76-83 Format MM/DD/YY
Filler	84 Value X'05'
Filler end	85-117 Value spaces
Filler	118 Value X'05'

TRAILER	LRCL = 118
Campus ID	01-02
Filler	03 Value X'05'
Hi-Values	04-12 Value is High-Values
Filler	13 Value X'05'
Count-Literal	14-23 "Count "
Filler	24 Value X'05'
Count	25-30 (Number of unique employees on the report)
Filler	31 Value X'05'
Filler-end	32-117 Value spaces
Filler	118 Value X'05'

ATTACHMENT D

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Detail	LRCL = 118
Campus ID	01-02
Filler	03 Value X'05'
Employee ID#	04-12 (will appear on each electronic file record)
Filler	13 Value X'05'
Employee Name	14-39 (will appear on each electronic file record)
Filler	40 Value X'05'
Dept Description	41-55
Filler	56 Value X'05'
Dept Number	57-62
Filler	63 Value X'05'
Appointment Number	64-65
Filler	66 Value X'05'
Title Code	67-70
Filler	71 Value X'05'
Start Rate	72-80 format zz,zz9.99 or zzz9.9999
Filler	81 Value X'05'
Result Rate	82-90 format zz,zz9.99 or zzz9.9999
Filler	91 Value X'05'
Pay Cycle	92-93
Filler	94 Value X'05'
DOS Code	95-97
Filler	98 Value X'05'
Calculated Percent	99-102 (Z9.9)
Filler	103 Value X'05'
Effective Date	104-113
Filler	114 Value X'05'
Description	115-117 mm/dd/yy Range or mm/dd/yy MERIT
Filler	118 Value X'05'