



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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Re:	Release:	1501
	Service Requests:	80512
	Programs:	PPOT1501 (one-time)
	CICS Programs	None
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPOT1501
	CICS Maps:	None
	Forms:	None
	Table Updates:	None
	Urgency:	Date Mandated (see Timing of Installation)

This release addresses the following service request:

Service Request 80512

The resulting agreement between the University and CUE (Coalition of University Employees) 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, 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 consolidation 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' (Refer to Attachment A of detail design). The other version should be sorted by Employee ID within Department and display the title 'Departmental Report of Base Pay Changes - CX' (Refer to Attachment B of detail design).

- 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
- 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.

Programs

PPOT1501

A one-time process has been developed to produce a report and electronic data file of the base pay change(s) for each CX employee who received a rate adjustment as part of the 2003 CX wage implementation. The process is modeled after programs developed for releases 1169 and 1341. The final Range Adjustment file generated from the Range Adjustment Process (PPP910) and the Merit Data file from the Merit Process (PPP680) are used as inputs.

Two versions of a Base Pay Change report are displayed. One version is sorted in order of Employee ID and displays the title 'Central Office Report of Base Pay Changes - CX'. The other version is sorted by Employee ID within Home Department and displays the title 'Departmental Report of Base Pay Changes - CX'.

The program also produces an electronic data file in tab delimited format.

Bind Member

PPOT1501

PPOT1501 is the one-time bind member.

Test Plan

An installation Test Plan is provided with this release.

Installation Instructions

Installation Instructions are provided as a separate document.

Production JCL

The test JCL provided with this release to run PPOT1501 can be used as a model to create production one-time JCL.

Timing of Installation

The installation of this release is *Date Mandated*.

This release must be installed, and the one-time program must be run as soon as practicable after all base pay changes affecting CX Covered employees under the current CX contract have been completed. In order to promote compliance with the CX unit agreement, it is requested that the electronic data file be provided to UCOP via FTP not later than the date specified below.

Three copies each of the OT15012 report must be provided to the Human Resources department. The Human Resources Office should in turn provide one copy to CUE (Coalition of University Employees), and one copy to UCOP Labor Relations.

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 but not later than **October 17, 2003**. 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 one-byte 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.

If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu, or call at (510) 987-0464.

Jackson Quan

cc: Jerry Wilcox