

**Service Request 80563
RX Open Range ATB Increase
July 1, 2003
FINAL**

MODIFIED JULY 24, 2003

Approved: _____

Labor Relations

Human Resources and Benefits
Information Systems Support
Office of the President

1.0 Overview

The RX Open Range ATB Increase program (based on program PPO13551) implements a 1.5% within range across-the-board (ATB) increase for eligible open range employees in the RX unit.

The program includes the following processes:

- selection of EDB distribution entries to be adjusted
- calculation of new pay rates for eligible employees
- generation of EDB update and costing transactions
- creation of a file to be used as input for the Retroactive Merit Process
- reporting of across-the-board increases

2.0 Background

The University and the University Professional and Technical Employees (UPTE) union recently reached agreement on a new contract covering employees in the Research Support Professionals (RX) unit. The wages article for this agreement, effective June 30, 2003, includes the following stipulations:

- effective October 1, 2002, step-based employees in the bargaining unit, or on approved leave, as of the contract effective date will receive a 0.5% salary increase. Additionally, eligible employees will receive a within-range one-half step merit increase, also effective October 1, 2002;
- effective October 1, 2002 (or September 29, 2002, the closest biweekly pay period), open range employees in the bargaining unit, or on approved leave, as of the contract effective date will receive a 1.5% within-range increase;

The contract also calls for various campus-specific and title-specific adjustments as well as a step conversion for all open-range employees in the unit, effective July 1, 2004.

UCOP Compensation will perform the initial TCS range adjustments, while campuses will implement the step-based range and merit adjustments using existing processes. No additional programming will be necessary to handle these portions of the wage agreement.

The ATB program may be modeled after previous program releases for ATB implementations (R1355).

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, June 30, 2003 and in the unit on October 1, 2002.

The program should select eligible employees based on the following criteria:

- at least one active appointment as of June 30, 2003 for which the Appointment Title Unit Code (EDB 2029) = 'RX';
- at least one active appointment for which the Appointment Title Unit Code (EDB 2029) = 'RX' and the Appointment Begin Date (EDB 2002) is equal or prior to October 1, 2002;
- **Separation Date (EDB 0140) is not equal or prior to June 30, 2003;**
- Appointment Representation Code (EDB 2031) = 'C' ('Covered');
- Appointment Without Salary Indicator (EDB 2028) is not equal to 'Y';

4.0 PPS Processing

4.1 Distribution Selection

For each eligible employee, the program should select current or future 'RX' appointments (as of June 30, 2003). In order to only select open range titles, the program should verify on TCT that the Title Code's 'Merit Flag' value is equal to 'Y'. For each of these selected appointments, the program should next select distribution entries where the Description of Service Code is 'range adjustable', the Range Adjustment Indicator = 'Y', the Pay Category = 'N'

(‘normal’), and the Type of Hours Code = ‘R’, ‘O’, or ‘P’; or, if the Range Adjustment Indicator = ‘Y’, the Pay Category = ‘A’, and the Type of Hours Code = ‘O’, the program should select the distribution.

4.2 Calculation

The program should calculate a salary rate increase of 1.5% and develop the new pay rate for each eligible employee. The pay rates for these open range titles, paid both hourly and monthly, must be rounded to the nearest cent.

Examples:

- monthly Distribution Pay Rate (\$2406.00) + 1.5% increase ($\$2406.00 * .015$) = \$2442.09 (no rounding)
- monthly Distribution Pay Rate (\$3669.00) + 1.5% increase ($\$3669.00 * .015$) = \$3724.035, rounded to \$3724.04
- hourly Distribution Pay Rate (\$13.83) + 1.5% increase ($\$13.83 * .015$) = \$14.03745, rounded to \$14.04

4.3 EDB Update Transactions

The program must generate EDB transactions to update appointment distributions for eligible employees. If the employee is eligible for the rate increase, the transaction should terminate the selected distribution (per section 4.1) and establish a new distribution entry with the calculated rate (section 4.2). EDB distributions that cross the effective date boundary (10/01/02) should be terminated as of 09/30/02; the transaction should then create a new distribution with a begin date of 10/01/02 and an end date equal to the original end date of the terminated distribution. For distributions with a begin date of 10/01/02 or later, the transaction should simply update the pay rate to the newly calculated rate.

The update transactions should use Personnel Action Code ‘43 - change in rate - other’, and should set the Next Salary Review Date (EDB 0136) to 10/01/03 for employees where the Appointment Type Code (EDB 2020) is equal to ‘2’ or ‘7’.

4.4 Costing Transactions

The program should create standard costing transactions for input into program PPP960, the Costing Consolidation Process. These transactions may be modeled after the costing transactions created by program PPP910, Range Process.

4.5 Retroactive Pay Transactions

The program must generate a wrap-around file to be used as input for the Retroactive Merit Process. This file may be modeled after a similar file produced by program PPO13551 (R1355).

5.0 Reporting

The program should generate a file similar to that created in the Merit Process program (PPP680) and Range Process program (PPP910). This file will be used-- in conjunction with files from the Merit and Range processes-- as input for a one-time RX wage reporting program. HR-ISS will submit requirements for this reporting program as a separate service request.

6.0 Timing

Although there is no deadline included in the contract, the University has informed UPTE that it will implement the salary adjustments no later than October 28, 2003. Therefore, requested changes must be made available in a timely manner to ensure that campuses are able to implement the across-the-board adjustment before this deadline.