

**Release 1507  
Detail Design**

**Service Request 80564  
TX ATB Wage Increase**

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Enterprise IT Services  
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## Introduction

### Service Request 80564

The University of California and the University Professional and Technical Employees (UPTE) reached agreement on a new contract covering employees in the TX (Technical) unit. The terms of the agreement provide across-the-board (ATB) increases to eligible open range employees effective October 1, 2002. Eligible employees are those who were employed by the University and were exclusively represented by the TX unit on June 30, 2003, the effective date of the agreement. 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.

Therefore, in order to distribute these monies to represented TX unit employees meeting the eligibility criteria, a special Payroll/Personnel System (PPS) program should be developed. The program may be modeled after the previous one-time program in Release 1355 for ATB implementations. The contract requires that the base wage level of eligible open range career and limited employees is increased by 1.5% per month. The process should calculate the increase for non-step based employees, create EDB update transactions, costing transactions and generate retroactive pay transactions.

Although pay scale files are not applicable to the eligible portion of the TX population associated with this one-time process, a header record which identifies the Effective Date of the wage increase must still be applied to the Pay Scale Update process associated with this release.

For a further overview and detailed eligibility requirements, see Service Request 80564, *TX ATB Open Range Wage Increase Requirements*, available at the Campus Payroll Maintenance web site.

## Overview

In order to implement the distribution of these monies, a modified version of the normal range adjustment will be developed. The main processing will depend on a Pay Scale Table and a modified version of PPP910. However, since one-time program PPO13551 in Release 1355 contained the necessary logic, that one-time program will be copied with minimum changes to calculate the 1.5% ATB wage increase for open-range employees.

In order to conform to the common elements of the program and related costing and retroactive processes, the Pay Scale Table will be utilized but will consist only of a header record which identifies the October 1, 2002 effective date of the increase.

The one-time program for implementing the TX open range wage increases will be copied from one-time PPO13551. That one-time was originally copied from existing program PPP910. Thus the PPP910 logic will be retained in this one-time program to the degree possible in order to retain the major functionality of PPP910, including the creation of EDB update and costing transactions. The reports will be left as is with the turnaround fields for data entry, even though this one-time process is not expected to use that capability.

The following significant changes will be made:

The cursor selection of appointments has been made consistent with the eligibility for wage increase requirements (conditions). If the appointment satisfies the eligibility for wage increase requirements, and the appointment contains a Title Code of '8399', '8396', '8363' or '8334' (titles unique to San Diego), the appointment will be selected for processing without the need to access the Title Code table. However, if the appointment's Title Code is not '8399', '8396', '8363', or '8334' but satisfies the eligibility for wage increase requirements, the Title Code table (PPPTSB) will be accessed to determine whether the appointment is eligible for the open range wage increase. Thus, if the Appointment Title Code, Appointment Sub Location Code, and Appointment Representation Code match an entry on the Title Code, and the Merit Based Indicator is equal to 'Y', the appointment and associated distributions will be selected for processing.

DOS code validation has the additional requirements of Pay Category N (normal) and Type of Hours Code R (regular), O (overtime), or P (premium overtime) consistent with the Calculations paragraph on page 3 of the requirements. Also, these requirements specify the inclusion of Time On Call DOS Codes (i.e., Pay Category A combined with Type of Hours Code O).

PPIRANGE is called to access the Pay Scale Table, as in PPP910, to find a match on Title Code, Coverage Code, Rate Type and Old Rate. Since for this process, the Pay Scale Table will be empty (i.e., these are all "open range", Non-Step titles), it is expected that only Return Code value "09", below, will be returned. However the return codes are handled somewhat differently from PPP910 to be consistent with prior version of this one-time process:

00 indicates a match was found and a new rate was returned. This remains unchanged.

07 indicates the old rate was greater than the old maximum, and a new rate equal to the new maximum was returned. This remains unchanged.

02, 03, 04 all indicate the Title Code was on the Pay Scale Table but some other portion was a non-match. The rates associated with these return codes will be given an adjustment increase based on the eligibility requirements identified in the Service Request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

05 indicates the Title Code was on the Pay Scale Table but the rate was less than the minimum. The rates associated with this return code will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

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06 indicates the Title Code was on the Pay Scale Table but the rate was greater than the new maximum. The rates associated with this return code will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

09 indicates the Title Code was not found. These appointments are considered to be “open range” (i.e., Non-Step) based appointments. These will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but also are accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

The Action Code of ‘43’ (Change in Rate) will be assigned to the EDB File Maintenance transactions and the costing transactions.

If the appointment type is equal to ‘2’ (Career/Regular) or ‘7’ (Career/Partial Year), the Next Salary Review Date (EDB 0136) will be set to 10/01/03.

## Programs

### PPOT1507

A one-time program will be developed to process the EDB, calculate the appropriate rate increases, and create EDB update transactions and Costing transactions for the across-the-board (ATB) increase for eligible open range employees in the TX unit.

The one-time program will be copied from one-time PPO13551. That one-time was copied from existing program PPP910 as its basis.

Thus, redundant code, such as code used by PPP910 in the Preliminary 2 phase, will **not** be removed in order to minimize inadvertent errors. Report layouts will be retained including the key-entry definitions for turnaround purposes, even though no turn-around processing is expected for this one-time process

Standard practice is to release a one-time with the markings in columns 73 through 80 containing the program name. To facilitate analysis of the changes in this one-time, code that has been unchanged from PPP910 will be marked with the one-time program name PPOT1507. Code that has been inserted or modified will be marked with 05631507, where 1507 is the release number.

The following changes will be made to the existing code to create the one-time program:

If it is the Preliminary 1 phase (PRLM1 in columns 12 through 16 of Run Specification record), the cursor selection of appointments will be evaluated for consistency with the eligibility for the TX Unit rate increase requirements.

Appointment examination for the employee will be bypassed when the employee's Separation Date is prior to June 30, 2003. Otherwise the appointments will be selected based on the following conditions:

- Appointment Title Unit Code is equal to 'TX'
- Appointment Representation Code is equal to 'C'
- Appointment Rate Code is not equal to 'B'
- Appointment Begin Date is equal or prior to October 1, 2002
- Appointment End Date is equal or later than June 30, 2003
- Appointment Without Salary not equal to 'Y'
- Appointment Type is equal to '2' (Regular/Career), '3' (Limited), '7' (Partial Year/Career), or '8' (Floater)

If the above conditions are satisfied and the Appointment Title Code is '8399', '8396', '8363', or '8334' (titles unique to San Diego), the appointment and associated distributions will be selected for processing without the need to access the Title Code table (PPPTSB). However, if the Appointment Title Code is not '8399', '8396', '8363', or '8334' but satisfies the above conditions, the Title Code table (PPPTSB) will be accessed (via call to PPTCTUTL) to determine whether the appointment is eligible for the open range wage increase. Thus, the Title Code table will be accessed using the Appointment Title Code, Appointment Sub Location Code, and Appointment Representation Code as keys. If the Title Code is found and the Merit Based Indicator is equal to 'Y', the associated distributions will be selected for processing.

In addition to being Range Adjustable, DOS code validation has the additional requirements of Pay Category N (normal) and a Type of Hours Code R (regular), O (overtime), or P (premium overtime). Also, requirements specify the inclusion of Time On Call DOS Codes (i.e., Pay Category A combined with Type of Hours Code O).

PPIRANGE is called to access the Pay Scale Table, as in PPP910, to find a match on Title Code, Coverage Code, RDUC, Rate Type and Old Rate. Since the Pay Scale Table will be empty (except for the header record specifying the effective date of October 1, 2002), *only PPIRANGE return code value 09 is expected*. However the return

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codes will be handled somewhat differently from PPP910 in order to be consistent with prior one-time versions of PPP910:

00 indicates a match was found and a new rate was returned. This remains unchanged. The rate will be used and no further calculation will occur for that rate.

07 indicates the old rate was greater than the old maximum, and a new rate equal to the new maximum was returned. This remains unchanged. The rate will be used and no further calculation will occur for that rate.

02, 03, 04 all indicate the Title Code was on the Pay Scale Table but some other portion was a non-match. The rates associated with these return codes will be given an adjustment increase based on the eligibility definitions identified in the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

05 indicates the Title Code was on the Pay Scale Table but the rate was less than the minimum. The rates associated with this return code will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

06 indicates the Title Code was on the Pay Scale Table but the rate was greater than the new maximum. The rates associated with this return code will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

09 indicates the Title Code was not found. These appointments are considered to be "open range" (i.e., Non-Step) based appointments. These will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but also are accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

The decimal or dollar "rounding" used for the calculated wage increases will be consistent with the Requirements. For purposes of requirement definition, "Non-Step" based appointments are those for which the Title Code is not present on the Pay Scale Table; this distinction is necessary for "rounding" purposes as per the requirements.

The rate used for "calculated" increases will be moved to a new field on the output transaction to be passed to a subsequent one-time reporting program. Records that got their rate directly from the Pay Scale Table will contain zero in this field. The percentage adjustment amount plus 1.0 will be multiplied against the old rate in order to calculate the new rate.

PPP910 uses the error code to determine which report a transaction appears on, and also controls the creation of EDB update transactions and costing transactions. The process now accepts error codes 01 and 07. This code will be modified to accept error codes 01, 02, 03, 04, 05, 06, 07 and 09.

Originally, an Action Code of '28' is assigned to EDB File Maintenance transactions and costing transactions. The Action Code of '28' will be changed to '43' (Change in Rate), and assigned to the EDB File Maintenance transactions and the costing transactions.

Logic will be added to update the employee's Next Salary Review Date (EDB 0136). Therefore, if the appointment type is equal to '2' (Career/Regular) or '7' (Career/Partial Year), the employee's Next Salary Review Date (EDB 0136) will be set to 10/01/03).

EDB Distributions that cross the effective date boundary (10/01/02 on the Pay Scale header) will be ended as of 09/30/02 and new distributions created with a begin date of 10/01/02 and an end date equal to the original end date of the terminated distribution. Distributions starting 10/01/02 or later will merely have their rate updated. Aside from the error code controls mentioned in the previous paragraph, this code already exists in PPP910.

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**PPP684**

Program PPP684 is the first step in running a “multi” Retroactive Rate Adjustment process. It reads the wrap-around file out of PPP910 (in this case PPOT1507) and produces an activity file for input to PPP685 (Retroactive Match File production). The “Error Code Override” field of the PPP684 Run Specification (UPAY877) must be entered so that all wage increases assigned by PPOT1507 will be processed and applied to the output activity file. That is, normally, PPP684 will reject all records that did not have a Rate match against the Pay Scale Table (as per above, only return codes 00 and 07 indicate a Rate match to the Pay Scale Table). However, with this one-time process, eligible distributions will have a wage increase calculated even though there was no match to the Pay Scale Table. Therefore, PPP684 must accept PPIRANGE return value of 09 when creating rate match records for the required “MULTI” Retroactive Rate Adjustment Process. Note that the UPAY877 Error Code Override field is reserved for unusual system processes, such as this current release, and must be coordinated with special programming. Normally, this field should always remain blank.

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## One-Time Binds

### PPOT1507

A one-time plan bind for PPOT1507 will be created. Its member list will be copied from the PPP910 bind member.

```
BIND -
  PLAN(PPOT1507) -
  MEMBER(PPOT1507, -
    PPMSSG2, -
    PPCTTUTL, -
    PPDOSUT2, -
    PPDUCUTL, -
    PPTCTUTL) -
  ACTION(REPLACE) -
  RETAIN -
  VALIDATE(RUN) -
  ISOLATION(CS) -
  FLAG(I) -
  ACQUIRE(USE) -
  RELEASE(COMMIT) -
  EXPLAIN(YES)
```

## **JCL**

### **PPOT1507:**

PPP910 JCL will be used as the basis for creating the one-time JCL for PPOT1507. One version will reflect PPP910 run the Preliminary 1 phase. A second version will reflect PPP910 run in the Final phase. The Run Specification Record will be based on the PPP910 Run Specification Record, as defined in UPAY677.

The Preliminary 1 phase will create a transaction file for input to PPOT1507's Final phase and, additionally, will serve as input to PPP684 in order to perform the retroactive adjustment process. The Final phase will create EDB update transactions and costing transactions.