

Service Request 80335
Web Merit Across-the-Board
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Human Resources and Benefits
Information Systems Support
Office of the President

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1.0 Overview

Web Merit Across-the-Board will allow merit administrators to implement ‘across-the-board’ adjustments using the web merit interface.

There are three general across-the-board (ATB) increases that have been implemented in recent years:

- For step-based titles, an ATB that is really a step-based range adjustment where all rates and all employees receive the increase;
- For merit-based titles, an ATB that is a modified merit, where defined selection criteria may apply, e.g. only employees who have satisfactory performance, only employees who have been hired by a certain date, or only non-probationary employees;
- For both merit and step-based titles, a true across-the-board adjustment for all employees regardless.

This document outlines how all three types of ATB adjustments should be established within the web-based merit process.

2.0 General Strategies

- ATB functionality will preserve the division between step-based and merit-based cycles. An ATB adjustment that incorporates both step and merit employees will require the user to create two independent rosters.
- Merit Administrators will also serve as ATB administrators. No additional ARSM access rules are necessary at this time.
- ATB functionality will allow for both positive and negative adjustments.
- At this time, the ATB process will not include functionality to exclude TRIP participants from negative across-the-board adjustments. In the event that a negative ATB adjustment occurs during an active TRIP program, campus departments can utilize the web-based ATB process and manually delete any TRIP participants from the generated roster.

3.0 Current Process

Currently, there is no automated process available for across-the-board adjustments. In the past, special one-time PPS programs were developed that determined eligibility for the wage increase, performed the necessary calculations, and created EDB update and costing transactions.

See PPS Releases 1393, 1355, and 1303 for more detailed information on these programs.

4.0 Proposed Process

In the proposed ATB process, the Merit/ATB administrator defines the salary adjustment cycles and sets the eligibility criteria via the web merit interface.

In this process, The Merit Administrator user logs in to the system to establish a new cycle for the across-the-board adjustment. At the Merit Menu, the administrator clicks on the “Merit/Across the Board Administration” link to access the ‘Merit Cycle Administration’ screen. Here, the administrator selects “Cycle Definition”, then clicks the “Add New” button, as she would normally do to create a step or open range cycle.

The administrator defines the new cycle using the ‘Add New Merit Cycle’ screen and enters the selection criteria in ‘U - Under Construction’ mode. When the administrator submits the new cycle definition, the

system will bypass the Performance Evaluation Table and Rating Table screens which normally follow in the standard merit cycle process. Therefore, the 'Add New Merit Cycle' confirmation screen should not contain a link to the Performance Evaluation page.

4.1 Open Range Across-the-Board

For open range ATB adjustments, the Merit Administrator selects the new cycle type 'ATB - Open Range' on the 'Add New Merit Cycle' screen. The user enters the positive or negative ATB percent in the 'Control/ATB Percent' field (formerly the 'Control Percent' field). For across-the-board cycle definitions, the 'Next Salary Review Date', 'Next Salary Review Code', and 'New Next Salary Review Date' fields become optional.

The administrator then changes the status to 'F' to reflect Final Extract for ATB or Merit. As the eligible records are extracted, a calculation of the ATB adjustment is performed based on the ATB percent entered. The calculation is dependent on the availability of a pay scale file or other source document.

In order to prevent ATB-adjusted salaries from being out of range, the salary grade table and TCT open range title records must be updated prior to the ATB adjustment so that they reflect the expanded salary ranges. There will be times when the ranges are adjusted and other times when they are not.

When the calculated ATB increases are completed, a populated ATB roster should be made available in the system. If no additional review is necessary, the administrator can update the status code directly to 'R' – Ready for EDB Update. If there are additional criteria, such as satisfactory review, then the departmental and/or control point users may need to review the rosters and delete ineligible employees. If this is the case, then the administrator options for the status should be:

- O – Open for Departmental Input
- N – No Departmental Input, Open to Control Point
- A – Open for HR Input

If departmental/control point review is made available, the only action that a user can take will be to delete an employee from the roster using the 'Delete' button on the Roster Employee Detail screen. No other entry on the roster is to be allowed.

After the review period is closed, the status is changed to 'R – ready for EDB Update', and the file is available for EDB update, at which point the file date becomes available as a cycle under the audit function.

4.2 Step Across-the-Board

For Step across-the-board increases, the user selects the cycle type 'ATB - Step' from the menu on the 'Add New Merit Cycle' screen. For a step-based ATB, the satisfactory performance restriction is not applicable, because step-based employees must remain on a valid step and corresponding rate.

The administrator will then change the status to 'F' to reflect Final Extract for ATB or Merit. As the eligible records are extracted, a calculation of the ATB adjustment is performed based on the ATB percent entered. The calculation is dependent on the availability of a pay scale file or other source document.

When the calculated ATB increases are completed, a populated ATB roster should be made available in the system. If no additional review is necessary, the administrator can update the status code directly to 'R' – Ready for EDB Update.

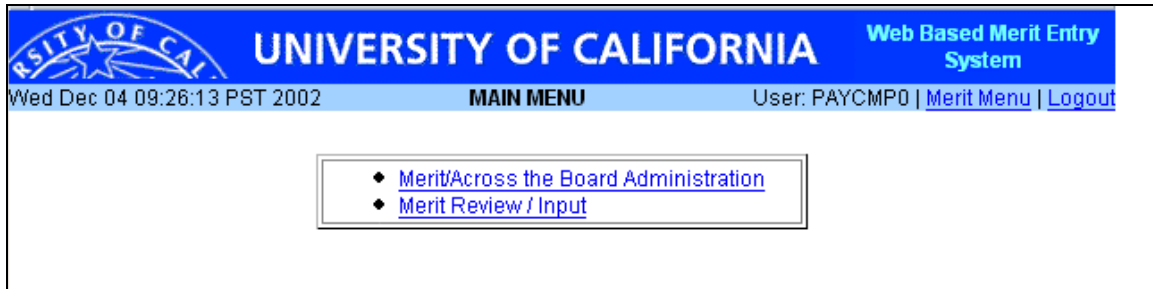
Eventually it is desirable to automate the range adjustment as much as possible and not be dependent on TCT updates which often create time delays in the ability for campuses to process range adjustments.

5.0 Web Merit Screen Modifications

5.1 Main Merit Menu

On the Main Menu screen, the text for the Merit Administration link should be changed to:

Merit/Across the Board Administration



5.2 Add New Merit Cycle

The following modifications should be made to the 'Add New Merit Cycle' screen:

1. Add the following instructional text to the top of the page:
"Note: For Across-the-Board increases, the Next Salary Review Date, Next Salary Review Code, and New Next Salary Review Date fields are optional."
2. The 'Cycle Type' field should have the following options:
 - Merit - Step
 - Merit - Open Range
 - ATB - Step
 - ATB - Open Range
3. The 'Control Percent' field should have dual functionality. If the Cycle Type is 'ATB - Step' or 'ATB - Open Range', the value of the field represents the ATB percent used to calculate adjustments. The label for this field should be modified to read 'Control/ATB Percent'.

Additionally, the Control/ATB Percent field should be capable of handling negative percent values.

4. Retain user entry of the following fields:

1. Cycle ID	Required
2. Cycle Date	Required
3. Program Type	Required
4. Sub-Location	Required, w/default to ALL
5. Description	Required
6. Cycle Type	Required
a. Merit - Step	
b. Merit - Open Range	
c. ATB - Step	
d. ATB - Open Range	
7. Collapsing Option	Required
8. Next Salary Review Date	Optional
9. Next Salary Review Codes	Optional

10. Appointment Type	Required
a. Contract	
b. Career	
c. Partial Year Career	
d. Limited	
e. Casual/Restricted	
f. Per diem	
g. Floater	
11. Appointment Representation Code	Required
12. Collective Bargaining Code	Required
13. Monthly Effective Date	Required
14. BW Effective Date	Optional
15. Next New Salary Review Date	Optional
16. Control/ATB Percent	Required
17. Title Range	Optional
18. Eligibility - Probation Date	Optional
19. Eligibility - Hire Date	Optional

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Wed Dec 04 10:26:09 PST 2002 ADMINISTRATION User: PAYCMP0 | Merit Menu | Logout

Add New Merit Cycle
Fields with asterisks(*) are required

Note: For Across-the-Board increases, the Next Salary Review Date, Next Salary Review Code, and New Next Salary Review Date fields are optional.

Cycle ID:* Cycle Date:* (mm/yy)

Program Type:* Select one ? Sub Location:* ALL ?

Description:* Cycle Type:* Select one

Collapsing Option:* Select one

Next Salary Review Date:* Merit - Step

Appointment Type(s):* Merit - Open Range

ATB - Step

ATB - Open Range

Next Salary Review Code(s):* Eligible for six-month increase

Eligible for merit increase

5.2.1 New Optional Fields

When the Cycle Type value is 'ATB - Step' or 'ATB - Open Range', the 'Next Salary Review Date', 'Next Salary Review Code', and 'New Next Salary Review Date' fields should be optional.

5.3 Insert Merit Cycle

(screen: AdminCycleInsert.jsp)

Since the ATB process bypasses the Performance Evaluation and Rating stages, the link to the 'Performance Evaluation Table' screen should be removed.

5.4 Update Merit Cycle Status

In order to accommodate the across-the-board actions, the current 'Update Merit Cycle Status' screen should be modified in the following manner:

1. The title of the screen should be changed from "Update Merit Cycle Status" to "Update Cycle Status"
2. The possible cycle status codes for ATB adjustments should be limited to:

U : Under Construction

- F : Final Extract
- O: Open for department input
- N: No further input
- A: HR final review
- R: ready for EDB update
- C: Cycle closed
- X: Merit Cycle Cancelled

5.5 Merit Roster

(screen: RosterARSM.jsp)

For ATB increases, the page title should be modified to read 'ATB Step Based Roster' or 'ATB Range Based Roster', depending on the cycle type.

For ATB-Open Range cycles where the control percent is negative, when the employee's starting rate is below the minimum of the range for the title code, an asterisk should be displayed after the employee's name in the 'Name/Employee ID' column (for example, "ACE, JIMMY*"). In addition, a note should be added to the foot of the roster screen:

* Starting rate is below minimum of range for title code. Negative adjustment will not be applied

5.6 Merit Roster Employee Detail

(screen: RosterStepEmpDetail.jsp/RosterRangeEmpDetail.jsp)

For ATB increases, the page title should be modified to read 'ATB Step Based Roster' or 'ATB Range Based Roster', depending on the cycle type.

6.0 Calculations

For appointments that meet the eligibility criteria, distributions must be selected against which the across-the-board adjustment will be calculated. If the Description of Service Code (EDB 2056) is 'range adjustable' as determined in the DOS Table, the Range Adjustment Indicator (DOS 7700) is 'Y', the Pay Category (DOS 1600) is 'N' (normal), and the Type of Hours Code (DOS 2000) is either 'R' (regular), 'O' (overtime), or 'P' (premium overtime), or if the Range Adjustment Indicator is 'Y' and the Pay Category is 'A' combined with a Type of Hours Code = 'O', the distribution should be selected.

For open range adjustments where the starting salary is within range for the title code, if the result of an across-the-board increase would place the new salary beyond the maximum of the range, the new salary should be set to the maximum of the range. Similarly, if the result of a decrease would place the new salary below the range minimum, the new salary should be set to the minimum.

For open range adjustments where the starting salary is below the minimum of the range, a negative adjustment should not be applied and the new salary should simply be set to the old salary. Positive adjustments should be applied as long as the new salary does not exceed the maximum of the range.

For open range adjustments where the starting salary is above the maximum of the range, a positive adjustment should not be applied; rather the new salary should be set to the old salary. Negative adjustments should be applied as long as the new salary does not go below the minimum of the range.

In all cases, the across-the-board percent ("Pct Incr.") should be calculated to reflect the actual adjustment applied. See table 1 for example scenarios.

Table 1: Calculated ATB Adjustments

Starting Rate	Control %	New Rate	Actual Adjustment	Comments
3500	+5%	3675	5%	below range +, apply adjustment

3500	-5%	3500	0%	below range -, new rate = old rate; flag on roster
4000	+5%	4200	5%	at min +, apply adjustment
4000	-5%	4000	0%	at min -, new rate = old rate
4100	+5%	4305	5%	within range +, apply adjustment
4100	-5%	4000	-2.44%	within range -, apply adjustment down to minimum of range; calculate actual % applied
5900	+5%	6000	1.7%	within range +, apply adjustment up to maximum of range; calculate actual % applied
5900	-5%	5605	-5%	within range -, apply adjustment
6000	+5%	6000	0%	at max +, new rate = old rate
6000	-5%	5700	-5%	at max -, apply adjustment
6500	+5%	6500	0%	above max +, new rate = old rate
6500	-5%	6175	-5%	above max -, apply adjustment

Step based distributions will be adjusted based on rates from the pay scale file, provided a pay scale file is available and a match is found. If the old rate is found, the associated new rate should be selected; **in this case, the system should calculate the actual percent of the increase applied rather than reporting the user-supplied 'Control/ATB Percent' value.** If no match is found, the system must calculate the adjustment and develop the new pay rate for each eligible employee. Step based rates should be rounded to whole dollars if the rate is monthly or to 2 decimals if the rate is hourly.

The pay rates for open range, merit based titles (both hourly and monthly) must be rounded to the nearest cent. As in the existing merit calculations, adjusted open range pay rates must not be greater than the maximum allowed for the specified range. Prior to any calculation, the salary grade table and TCT open range title records may require an update to ensure that new pay rates are within range (see section 4.1).

Examples:

1. Distribution Pay Rate, monthly amount: $\$2406.00 * 1.02 = \2454.12 (no rounding required)
2. Distribution Pay Rate, hourly amount: $\$13.83 * 1.02 = \14.1066 (rounded to nearest cent = \$14.11)
3. Distribution Pay Rate, bi-weekly amount: $\$861.60 * 1.02 = \878.832 (rounded to nearest cent = \$878.83)

The distribution level transactions created in the ATB process should use action code '55' ('Across the board wage increase - system derived').

7.0 Audit File

The ATB process should produce the same audit file that is currently produced from the existing merit process.