

Service Request 80580 Unit 18 (IX) Wage Settlement 2003

Detail Design

Document No: Detail

September 9, 2003 08:08 AM

Enterprise IT Services
Office of the President
University of California

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INTRODUCTION

The recent contract ratification, effective June 30, 2003, between the University and the American Federation of Teachers Unit 18 (commonly referred to as 'the lecturers') requires a retroactive wage settlement.

NSF (Non-Senate Faculty) employees who had an active appointment in the unit during the regular 2002-2003 academic year will be eligible to receive retroactive pay. The amount of retroactive pay provided to each individual will be calculated based upon the NSF's within-unit earnings for Fiscal Year (FY) 2000 through 2001, FY 2001 through 2002, and FY 2002 through 2003.

To be eligible for the retroactive pay, an employee must have held an IX unit appointment during the 2002-2003 academic year (October 2002 through June 2003). UCOP Labor Relations will provide an input file specifying all eligible employees and indicating the salary level. Campuses have already verified this file and have made any adjustments to salary level as appropriate for employees who may have received merit increases during the period of 1999 through 2003. Salary levels identified on the file are:

- 1 - (less than 40,000 annually)
- 2 - (greater than or equal to 40,000 and less than or equal to 80,000 annually)
- 3 - (greater than 80,000 annually)

A PPS (Payroll/Personnel System) retroactive adjustment process must be developed to generate the retroactive wage adjustments specified in the contract settlement. The retroactive adjustment is to be considered UCRS covered compensation and must be applied to the appropriate pay period in which it adjusts.

For the retroactive computation, the program should examine the PAR records that meet the following criteria:

PAR records with pay period end dates between:

- October 1, 2000 through September 30, 2001 inclusively
- October 1, 2001 through September 30, 2002 inclusively
- October 1, 2002 through June 30, 2003 inclusively

And

PAR Title Unit Code of 'IX' and Appointment Representation Code of 'C',
DOS Code associated with a Pay Category of 'N' (Normal) and Type Hours of 'R' (Regular). Note that By-Agreement Salaries, including Summer Salary Payments will be excluded by this selection criterion.

The specific calculation used to derive the retroactive payment depends upon the PAR Pay Period End Date of the PAR Earnings and the Salary Level:

October 1, 2000 through September 30, 2001

- Salary Level of '1', PAR Earnings is multiplied by .04
- Salary Level of '2', PAR Earnings is multiplied by .03
- Salary Level of '3', PAR Earnings is multiplied by .02

October 1, 2001 through September 30, 2002

- Salary Level of '1', (PAR Earnings multiplied by .04) + ((PAR Earnings multiplied by .04) + PAR Earnings multiplied by .005))
- Salary Level of '2', (PAR Earnings multiplied by .03) + ((PAR Earnings multiplied by .03) + PAR Earnings multiplied by .005))
- Salary Level of '3', (PAR Earnings multiplied by .02) + ((PAR Earnings multiplied by .02) + PAR Earnings multiplied by .005))

October 1, 2002 through June 30, 2003

- Salary Level of '1', (PAR Earnings multiplied by .04) + ((PAR Earnings multiplied by .04) + PAR Earnings multiplied by .005))
- Salary Level of '2', (PAR Earnings multiplied by .03) + ((PAR Earnings multiplied by .03) + PAR Earnings multiplied by .005))
- Salary Level of '3', (PAR Earnings multiplied by .02) + ((PAR Earnings multiplied by .02) + PAR Earnings multiplied by .005))

For each calculated month retroactive adjustment, a 'RA' type transaction should be generated. The RA transaction should reflect the original FAU from the corresponding PAR record as well as the original pay period end date. The adjustments should be made available for campuses to process according to local schedules and practice, but the adjustments must be paid no later than November 2, 2003. Retroactive payment should be paid as soon as possible but in no event later than November 2, 2003.

A one-time detail report should be provided showing the appropriate retroactive payments by month. In addition, an electronic report file in tab-delimited format should be produced containing the same data as the one-time detail report.

An Addendum dated August 8, 2003 asked that in addition to the exclusively represented members of the IX unit eligible for retroactive payments, two additional title codes of '3237' and '3238' in the FX unit (covered and uncovered) should be adjusted for retroactivity. Therefore, a Title Unit Code of 'FX' with a Title Code of '3237' or '3238' should be included in the selection criteria. Refer to the detail of one-time program PPOT1515 in the document for the complete selection criteria.

Differences from Requirements

Distributions containing DOS Codes related to the START (Staff and Academic Reduction in Time) program will be bypassed, even though those DOS Codes are associated with a Pay Category of 'N' and Type Hours of 'R'. Thus, the DOS Codes listed in copy member CPWSTART will be used to identify START related DOS Codes.

The appointment number associated with the distribution will not be displayed on the one-time report.

Overview

A one-time process will be developed to provide support for the IX retroactive payments calculated on IX employees' eligible monthly earnings from October 1, 2000 through September 30, 2001, October 1, 2001 through September 30, 2002, and October 1, 2002 through June 30, 2003.

The one-time process will process the Eligibility Roster File containing Employee IDs, Employee Name and Salary Level of those employees who have held an IX appointment during the 20002 through 2003 academic year, October 2002 through June 2003. A detail report will be provided to report those employees eligible for the retroactive payments.

Eligible PAR earnings will be selected based on the Title Unit Code of 'IX', Appointment Representation Code of 'C', or the Title Unit Code of 'FX' and Title Code of '3237' or '3238'. The DOS Code on the earning must be associated with a Pay Category value of 'N', and a Type Hours Code of 'R'. The selected PAR earnings will be aggregated by each eligible month of the Pay Period End Date within the eligibility date range. Within each eligible month of the Pay Period End Date, the PAR earnings will be further aggregated by Title Code or FAU.

The retroactive payment will be calculated based upon the sum of each total monthly eligibility earnings per unique title or FAU. In addition, the appropriate calculation will be used depending upon the salary level recorded on the Eligibility Roster record.

A RA type pay transaction will be written for each employee's calculated monthly retroactive payment. Separate pay transaction files will be generated for primary pay schedules of 'BW', 'MO', 'MA', and 'SM' for processing in the appropriate compute pay cycles. In addition, the generated retroactive payments will be "UCRS Base Building", and that a DOS Code of 'LSP' will be used for the payment transactions.

The one-time process will provide a detail report entitled "Central Office Report of NSI Retro Adjustments" (See Attachment A) which will contain those employees who received the retroactive payments.

In addition, an electronic report file in tab-delimited format will contain the same data as the Central Office Report. The Electronic Report File will be delivered to Labor Relations at UCOP.

One-Time Bind

PPOT1515:

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

The Bind Member List will include PPDOSUT2.

```
BIND -
  PLAN(PPOT1515) -
  MEMBER(PPOT1515, -
    PPDOSUT2) -
  ACTION(REPLACE) -
  RETAIN -
  VALIDATE(BIND) -
  ISOLATION(CS) -
  FLAG(I) -
  ACQUIRE(USE) -
  RELEASE(COMMIT) -
  EXPLAIN(YES)
```

One-time Program

PPOT1515

General Overview

One-time program PPOT1515 will be developed to process the Eligibility Roster File containing eligible employees for the IX retroactive payments, examine all PAR earnings with pay period end dates from October 1, 2000 through June 30, 2003 inclusively for monthly paid employees.

An Eligibility Roster File, containing the Employee IDs, Employee Names and Salary Levels, will be provided from Labor Relations at UCOP. The Salary level will determine the appropriate calculation used to calculate the monthly retroactive payment of each eligible employee on the Eligibility Roster File. The Salary Level is determined by the employee's annual salary, and who have received merit increases during the period of 1999 through 2003. A Salary Level of 1 signifies that the eligible employees' annual salaries are less than 40,000, a Salary level of 2 signifies that the eligible employees' annual salaries are greater than or equal to 40,000 and less than or equal to 80,000, and a Salary Level of 3 signifies that the eligible employees' annual salaries are greater than 80,000.

A sorted (ordered by Employee ID) full PAR containing PAR earnings records with pay period end dates from October 1, 2000 through September 30, 2001, October 1, 2001 through September 30, 2002, and October 1, 2002 through June 30, 2003 will be processed. It is noted that the full PAR File will already be sorted before being processed by the one-time program. PAR records containing a Transaction Code of '65' (expense transfers) will be bypassed. For those PAR records not bypassed, PAR earnings records containing Title Unit Code of 'IX' and Appointment Representation Code of 'C', or PAR earnings records containing Title Unit Code of 'FX' and Title Code of '3237' or '3238' will be selected and passed to the internal sort. The sort order of the earnings records will be in Employee ID, within Employee ID by Pay Period End Date, within Pay Period End Date by Title Code, and within Title Code by FAU. In addition, the PAR earnings records are selected for the sort only if the DOS Code is associated with a Pay Category value of 'N' (normal) and Type Hours value of 'R' (regular).

The sum of the total monthly eligibility earnings for each unique month of pay period end date, unique title code, or unique FAU will be calculated using the appropriate formula based upon the employee's Salary Level on the Eligibility record and the Pay Period End Date of the PAR Earnings.

A RA type pay transaction will be written for each employee's calculated monthly retroactive payment. Separate pay transaction files will be generated for primary pay schedules of 'BW', 'MO', 'MA', and 'SM' for processing in the appropriate compute pay cycles. In addition, the generated retroactive payments will be "UCRS Base Building", and that a DOS Code of 'LSP' will be used for the payment transactions.

A detail one-time report will be produced listing each eligible employee's calculated total monthly retroactive payment aggregated by month of the pay period end date, title code, or FAU.

An electronic report file in tab-delimited format will be produced containing the same data as displayed on the detail one-time report.

Initialization:

Control Table Database (CTL)

- The Campus Control Record (CCR) Table will be accessed to obtain the Campus Location Code.

- The DB2 Description of Service (**DOS**) Table will be accessed via the DB2 utility program PPDOSUT2. An internal DOS Table will be returned from PPDOSUT2 containing all DOS entries associated with a Pay Category of 'N'.

Inputs:

1. Employee Database (EDB)

The following EDB Tables will be accessed:

PPPPER Table – Home Department (EDB 0114)
PPPPCM Table – Employee's Primary Pay Schedule (EDB 0152)

2. Eligibility Roster File

This file contains Employee IDs of those employees who are eligible to receive the monthly retroactive payments.

3. Sorted full PAR File

This file contains PAR records (sorted by Employee IDs) of individual monthly PAR Files produced for Pay Period End Dates from October 1, 2000 through June 30, 2003.

Process:

1. Process Eligibility Roster File and Full PAR File

The Location Code on the first Eligible Roster record will be edited. If the Location Code does not match the Campus Location Code, error message "INVALID CAMPUS LOCATION ON ELIG ROSTER FILE" will be issued.

The Eligibility Roster File will be the driver of the process. For each subsequent eligible roster record read:

Appropriate counters and accumulator amounts will be set to zero.

The employee's Home Department (EDB 0114) on the PPPPER Table will be saved. The employee's Primary Pay Schedule (EDB 0152) on the PPPPCM Table will be saved. The employee's Home Department will be used for later reporting, and the Primary Pay Schedule will be used to determine which appropriate pay transaction file the RA transactions will be written to.

- **Employee ID Match**

If the Employee ID on Eligibility record is lower than the Employee ID on PAR record, an Eligibility record will be read.

If the Employee ID on Eligibility record is higher than the Employee ID on PAR record, a PAR record will be read.

If the Employee ID on Eligibility record matches the Employee ID on PAR record, the PAR earnings entries will be processed. A subsequent PAR record will be read.

- **Process PAR Earnings Entries**

The appropriate data on the PAR Earnings entry will be passed to the sort if the following selection criteria are satisfied:

1. The Title Unit Code is equal to a value of 'IX', and the Appointment Representation Code is 'C'
Or the Title Unit Code is 'FX', and the Title Code is '3237' or '3238'
2. The Pay Period End Date falls between October 1, 2000 and June 30, 2003 inclusively
3. The DOS Code in the PAR Earnings entry is associated with a Pay Category of 'N' (Normal), and the DOS Code is associated with a Type Hours of 'R' (Regular)
4. The DOS Code in the PAR Earnings entry is *not* related to a START (Staff and Academic Reduction in Time) DOS Code.

- **Process Sorted PAR Earnings entries**

The PAR Earnings entries will be sorted by Employee Id, within Employee Id by Pay Period End date, within Pay Period End date by Title Code, and within Title Code by FAU.

For each sorted PAR Earnings entry read, the earnings gross will be accumulated to the Total Monthly Earnings.

If the current Employee ID on PAR Earnings entry is not equal to the previous Employee ID on PAR Earnings entry,

Or the current month of the Pay Period End Date on PAR Earnings entry is not equal to the previous month on PAR Earnings entry,

Or the current Title Code on PAR Earnings entry is not equal to the previous Title Code on PAR Earnings entry,

Or the current FAU on PAR Earnings entry is not equal to the previous FAU on PAR Earnings entry,

The monthly retroactive payment will be calculated (Refer to *Calculate and Generate Retroactive Pay Transactions* below).

- **Calculate and Generate Retroactive Pay Transactions**

If Total Monthly Earnings is equal to zero, error message "ON ELIGIBILITY ROSTER FOR RETRO PAY; NO ELIGIBLE EARNINGS" will be issued, and the calculation of the monthly retroactive payment and writing of the RA transaction will be bypassed.

Or if Total Monthly Earnings is less than zero, error message "NEGATIVE TOTAL ELIGIBLE EARNINGS" will be issued, and the calculation of the monthly retroactive payment and writing of the RA transaction will be bypassed.

Calculation of Monthly Retroactive Payment

The appropriate calculation of the Monthly Retroactive payment will be determined by the employee's Salary Level value (taken from Eligibility Roster record) and the Pay Period End Date.

When year and month of Pay Period End Date is equal to or greater than '2000-10' and less than or equal to '2001-09'

Salary Level '1'

Monthly Retroactive Payment is calculated as follows:

Total Monthly Earnings is multiplied by .04

Salary Level '2'

Monthly Retroactive Payment is calculated as follows:

Total Monthly Earnings is multiplied by .03

Salary Level '3'

Monthly Retroactive Payment is calculated as follows:

Total Monthly Earnings is multiplied by .02

When year and month of Pay Period End Date is equal to or greater than '2001-10' and less than or equal to '2002-09'

Salary Level '1'

Monthly Retroactive Payment is calculated as follows:

Total Monthly Earnings is multiplied by .04 giving Intermediate Result 1.
Total Monthly Earnings is added to Intermediate Result 1
Giving Intermediate Result 2.
Intermediate Result 2 is multiplied by .005 giving Intermediate Result 3.
Intermediate Result 1 is added to Intermediate Result 3
Giving Monthly Retroactive Payment.

Salary Level '2'

Monthly Retroactive Payment is calculated as follows:

Total Monthly Earnings is multiplied by .03 giving Intermediate Result 1.
Total Monthly Earnings is added to Intermediate Result 1
Giving Intermediate Result 2.
Intermediate Result 2 is multiplied by .005 giving Intermediate Result 3.
Intermediate Result 1 is added to Intermediate Result 3
Giving Monthly Retroactive Payment.

Salary Level '3'

Monthly Retroactive Payment is calculated as follows:

Total Monthly Earnings is multiplied by .02 giving Intermediate Result 1.
Total Monthly Earnings is added to Intermediate Result 1
Giving Intermediate Result 2.
Intermediate Result 2 is multiplied by .005 giving Intermediate Result 3.
Intermediate Result 1 is added to Intermediate Result 3
Giving Monthly Retroactive Payment.

A RA type transaction will be written containing the Monthly Retroactive Payment.

RA Transaction File

The RA type transaction will contain the following data:

- Constant DOS Code value of 'LSP'
- Employee ID
- Original Pay Period End Date from the PAR earnings record
- Original FAU from the PAR earnings record.
- Calculated monthly retroactive payment
- Title Code from the PAR earnings record

Depending upon the employee's Primary Pay Schedule, the Monthly Retroactive payment will be written to the appropriate RA Transaction File.

- **Reporting records for sort**

A sort record containing the Employee's Name, Employee ID, Home Department Number, Pay Period End Date from PAR Earnings record, Salary level from Eligibility record, Pay Cycle from PAR earnings record, Title Code, calculated monthly Retroactive Payment, Total Monthly Earnings, and DOS Code from PAR earnings record will be written to the sort file for later reporting.

2. End of Eligibility Roster File Processing

The Sorted report file is opened, and each sorted record is processed and the data displayed on the one-time report.

The detail retroactive payments report will be displayed in Employee Name order. The report will show the Employee Name, Employee ID, Home Department Number, translated Home Department number, Salary level, Title Code, Total Monthly Earnings, DOS Code, Pay Period End Date, calculated retroactive payment, and the pay cycle.

Outputs

1. **Sorted Report File**

The SORT Process will sort the report file in Employee Name order, within Employee Name by Pay Period End Date, within Pay Period End Date by Title Code for retroactive reporting.

2. **Retroactive Payments detail report**

The one-time process will write the appropriate detail reports containing all employees who received the monthly retroactive payments.

See Attachment A for sample reports.

3. RA Transaction File

The appropriate pay cycle RA transaction Files will contain compute RA type transaction records of employees who are eligible to receive the retroactive payments. The RA Transaction records will be written to the appropriate RA Transaction Files, depending upon the employee's Primary Pay Schedule

4. Electronic Report File

An electronic file in tab delimited format will be issued by PPOT1515 for FTP retrieval by Labor Relations at UCOP.

JCL for one-time

PPOT1515

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

The first step in the JCL will contain the SORT utility to sort the appropriate concatenated PAR Files in Employee ID order.

The step that executes the one-time program will expect as input the sorted full PAR File produced from the first step of the JCL. The outputs produced are the one-time reports, appropriate RA Transaction Files, and the Electronic Report File for delivery to Labor Relations at UCOP.

Attachments

Attachment A – One-time Report

FINAL

Attachment A

PPXXXXX/PPXXXXX 01/15/97
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA--SYSTEMWIDE
 BASE PAY CHANGES
 CENTRAL OFFICE REPORT OF NSI RETROACTIVE ADJUSTMENTS

PAGE NO. 1
 RUN DATE XX/XX/XX

EMPLOYEE NAME	EMPLOYEE ID	DEPT NAME	DEPT NUM	SALARY LEVEL	TITLE CODE	PAR GROSS	DOS CODE	PP END DATE	RETRO AMOUNT	PAY CYCLE	
ATTRICK, JERRY	000050001	REPRO GRAPHICS	000456	3	1642	10050.00	REG	10/31/00	402.00	MO	
						10050.00	REG	11/30/00	402.00	MO	
						10050.00	REG	12/31/00	402.00	MO	
						10050.00	REG	04/30/01	402.00	MO	
						10050.00	REG	05/31/01	402.00	MO	
						10050.00	REG	06/30/01	402.00	MO	
						10050.00	REG	10/31/02	454.26	MO	
BARRET, GRIN N.	000050002	FRENCH ITAL	071789	1	1630	1262.00	REG	10/31/00	50.48	MO	
						1606	1000.00	REG	10/31/00	40.00	MO
						1630	1262.00	REG	11/30/00	50.48	MO
						1606	1000.00	REG	10/30/00	40.00	MO
						1630	1262.00	REG	10/31/02	57.04	MO
						1606	1000.00	REG	10/31/02	45.20	MO
						1630	1262.00	REG	11/30/02	57.04	MO
						1606	1000.00	REG	11/30/02	45.20	MO
						1630	1262.00	REG	12/31/02	57.04	MO
						1606	1000.00	REG	12/31/02	45.20	MO
						1630	1262.00	REG	01/31/03	57.04	MO
						1606	1000.00	REG	01/31/03	45.20	MO
						DINNER, BUFFY	000050128	FRENCH ITAL	071789	1	1633
980.00	REG	11/30/00	39.20	MO							
980.00	REG	12/31/00	39.20	MO							
1000.00	REG	01/31/01	40.00	MO							

SALARY LEVEL - 1 < 40K ANNUALLY, 2 >= 40K AND <= 80K ANNUALLY, 3 > 80K ANNUALLY

FINAL

PPXXXXX/PPXXXX 01/15/97
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
 BASE PAY CHANGES
 CENTRAL OFFICE REPORT OF NSI RETROACTIVE ADJUSTMENTS

PAGE NO. 2
 RUN DATE XX/XX/XX

EMPLOYEE NAME	EMPLOYEE ID	DEPT NAME	DEPT NUM	SALARY LEVEL	TITLE CODE	PAR GROSS	DOS CODE	PP END DATE	RETRO AMOUNT	PAY CYCLE
						1000.00	REG	02/28/01	40.00	MO
						1000.00	REG	03/31/01	40.00	MO
						1000.00	REG	04/30/01	40.00	MO
						1000.00	REG	05/31/01	40.00	MO
						1000.00	REG	06/30/01	40.00	MO
						1000.00	REG	10/31/02	45.20	MO

SALARY LEVEL - 1 < 40K ANNUALLY, 2 >= 40K AND <= 80K ANNUALLY, 3 > 80K ANNUALLY