



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
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Re:	Release:	1515
	Service Requests:	80580
	Programs:	PPOT1515 (one-time)
	CICS Programs	None
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPOT1515
	CICS Maps:	None
	Forms:	None
	Table Updates:	None
	Urgency:	Date Mandated (see Timing of Installation)

This release addresses the following service request:

Service Request 80580

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' (covered and uncovered) in the FX unit 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'. 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.

Programs

PPOT1515 (new)

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 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.

Bind Members

PPOT1515

PPOT1515 is the one-time bind member for one-time program PPOT1515.

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 PPOT1515 can be used as a model to create the production one-time JCL.

Timing of Installation

The installation of this release is *Date Mandated*.

The installation of this release can be installed earlier but not later than November 2, 2003, and the retroactive payments must be paid to the eligible employees not later than November 2, 2003.

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