



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
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Re:	Release:	1518
	Service Request:	80599
	Error Reports	None
	Programs:	PPP446 (new)
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPP446 (new)
	CICS Maps:	None
	Web Includes:	None
	Forms:	UPAY915 (new)
	Table Updates:	None
	Urgency:	Not urgent

Service Request 80599

Service Request 80599 requests a new union report.

The union business leave report will contain information on employees with union business leave earnings during a specified month. This report will be produced at campuses as needed.

Under the current contracts between the University and AFSCME and UPTE, employees may be eligible to take paid leaves of absence for union business purposes. The union must then reimburse the University for the employee's salary and benefits overhead during the union business leave period.

In order to more accurately account for leave time and to facilitate the calculation of reimbursement charges, campuses have requested a payroll mechanism to record and report on employee union business leave. To this end, UCOP Payroll Coordination has already established a new Description of Service (DOS) code, 'UBL', for campuses to record union business leave hours. This approach was chosen over a Leave of Absence (LOA) Type Code, because campus administrators wanted the ability to track leave periods by the hour.

The following describes the content of the report. For each employee with 'UBL' earnings during the specified month, the report should display the following based on data from the Payroll Audit Record (PAR):

- Employee Name (EDB 0105)
- Employee ID

- Distribution Department Code (EDB 2061)
- Full Accounting Unit (FAU)
- Title Unit Code (EDB 2029)
- Title Code (EDB 2006) associated with the UBL earnings
- Time H - pay period time in hours. For employees with an Appointment Rate Code (EDB 2015) of 'H' ('Hourly'), time should be displayed in this column, while the 'Time %' column should be blank, following the Payroll Audit Record model.
- Time % - pay period time as percent. For employees with an Appointment Rate Code (EDB 2015) of 'A' ('Annual') or 'B' ('By Agreement'), time should be displayed in this column. In addition, the time as percent should be converted to hours and displayed in the 'Time H' column, following the Payroll Audit Record model.
- Rate - hourly pay rate (to 4 decimal places) or the monthly pay rate (to 2 decimal places)
- UBL Gross - gross earnings where the Description of Service code = 'UBL'
- Overhead - 'UBL' gross earnings * .36
- Recharge - 'UBL' gross earnings + 'Overhead'
- Pay Period End Date

The report heading should specify the month and year of the report run.

Program

PPP446

This is the new program created to produce the report described above. Additional specifications for this program are as follows.

- This program reads the DB2 PAR as opposed to the flat PAR.
- It requires a SPEC card with the month and year specified for the report selection.
- The employee name is read from the EDB PER table and if blank, it is read from the PAR EUD table.
- The Dept column contains the department associated with the FAU.
- The PAR entries selected are those with a PAY-CYCLE-END-DATE (PAR 0140) that falls within the month found on the Spec card.
- The report is in Employee Name sequence.

Bind

PPP446

This is the new bind for the new program PPP446.

Forms

UPAY915

New form UPAY915 provides the Run Specification for PPP446. The form consists of a single SPEC card. The first 12 positions must contain "SPEC-PPP446". The next four positions must contain a valid month and year as MMYYY that will be used as the criteria for data selection from the PAR.

Test Plan

An installation Test Plan is provided with this release.

Installation Instructions

Bind Member Installation

Install the **new** plan bind listed in the following table.

Bind Members	Done?
PPP446	

Program Preparation

Install, compile and link the **new** program listed in the following table.

Program	DB2?	Compile	Package Bind?	Done?
PPP446	Yes	Batch	No	

Plan Bind

Bind the plan in the following table.

Bind Member	Done?
PPP446	

JCL

Create production JCL procedures for execution of PPP446 on an "as needed" basis. The JCL(RUN446) in the released PDS JCL dataset can be used as a sample.

Form

New form UPAY915 provides the Run Specification for PPP446.

Timing of Installation

The installation of this release is Not Urgent.

As usual, campuses are encouraged to install this release in as timely a fashion as possible and in the normal numeric sequence.

If there are any questions, please send electronic mail to Janet.Kennedy@ucop.edu, or call at (510) 587-6128.

Janet Kennedy

cc: Jerry Wilcox