

**Service Request 80578  
RX 2003 Wage Increase Reporting**

**Detailed Design**

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Enterprise IT Services  
Office of the President  
University of California

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## **Introduction**

An agreement between the University of California and University Professional and Technical Employees (UPTE) was ratified by employees in the RX unit on June 30, 2003.

The terms of the agreement include provision for two pay increases (one range adjustment and one merit increase) for step based employees. Additionally, a provision is made for an Across-The-Board (ATB) increase for open range employees.

The terms of the agreement require that the University provide UPTE with a reporting of these salary actions showing the employee's starting and resultant rate. The reporting should reflect the percent increase as either Range, Merit or Across-the-Board (ATB) and associated effective dates.

Service Request 80578 asks that a one-time process be developed to extract data from the Final Range Adjustment File produced from PPP910, Merit Data File produced from PPP680, and the Adjustment File produced from PPOT1506 (ATB increase). This process will provide RX base pay changes reporting of each employee in a RX covered appointment. An electronic (tab delimited) file of this report will also be produced. The terms of the agreement specify an Effective Date of 10/01/2002 for both Step based increases and ATB Open Range increases. The one-time RX 2003 Wage Reporting program should be modeled after the one-time released in Release 1362.

## Processing Overview

Service Request 80578 asks that a one-time process be developed to coordinate reporting of wage increases associated with the RX unit (UPTE) contract ratified June 30, 2003. This process will extract data from the Final Range Adjustment Files and Merit Data Files (from PPP910 and PPP680 respectively) as well as the one-time Adjustment file (ATB – Release 1506) to produce a report of changes in Base Pay for each employee in an RX covered appointment. In addition to the detail reporting, an electronic file will be produced.

Four separate reports will be produced:

- Control Report (OT15191)
- RX Base Pay Changes – Central Office Report (OT15192)
- RX Base Pay Changes – Departmental Report (OT15193)
- One-time Exception Report (OT15194)

The selected employees' pay rate changes will be displayed on the OT15192 RX Base Change report. This report (Central Office Report of Base Pay Changes - RX) will be provided to the Central Office as well as the Human Resources Department. It is sorted by: Employee Name, Appointment Number, New Rate, DOS, and Effective Date. OT15191 and OT15194 are standard control and error reports. This release is similar in function and programming to Releases 1362 (RX Reporting). Details for the electronic file transmittal will be included in the Installation Instructions.

The one-time report OT15192 will be entitled '*Central Office Report of Base Pay Changes – RX*'. This report will be sequenced by Employee Name, Appointment Number, New Pay Rate, DOS code and Effective Date.

In addition, an electronic report file in tab-delimited format will be produced (see Attachment A).

## **One-Time Program**

### **PPOT1519**

A onetime program will be developed to produce the RX 2003 Wage Reporting. The program will produce two detail reports (Central Office and Departmental), and one electronic report file in tab-delimited format.

### **Initialization Process:**

#### **Input Merit Effective Dates Associated with JCL DD Names:**

The program is set up to handle two Merit Files. However, since only one is applicable to the RX reporting function (i.e., the Merit for Step based employees), the other is set to Dummy in the JCL and will remain unused by the RX reporting process. An Effective Date is hard coded in the program for each Merit file. For the applicable Merit file (i.e., MERITFL1), the Effective Date is set to October 1, 2002.

### **Input:**

- Inputs to the one-time program will be the Merit Data File (from PPP680), Final Range Adjustment File (from PPP910) and Final ATB Adjustment File (from PPOT1506):

#### **Merit Data File (produced from PPP680)**

Each employee's Merit Old Rates and Merit New Rates will be used to calculate the percentage change from the Merit Old Rates to Merit New Rates.

#### **Final Range Adjustment Files (produced from PPP910) and Final ATB Adjustment File**

These two range adjustment files will be concatenated. The Final ATB Adjustment File is in the same format as and is treated just like the standard Final Range Adjustment File. Each employee's Range Adjustment Old Rates and Range Adjustment New Rates will be used to calculate the percentage change from the Range Adjustment Old Rates to Range Adjustment New Rates.

- DB2 tables being accessed:

PPPAPP - Employee appointment information.  
PPPPER - Employee Name, Employee Hire Date, and Home Department Number.  
PPPHME - Home Department Description (abbreviated description, 15 bytes).  
PPPPCM - Primary Pay Schedule for merit records.  
PPPCCR - Campus Location (two bytes) for use in Electronic Report File.

### **Process:**

1. **Initial processing for Merit:**

The Merit records that were created in program PPP680 (Merit Processing) will be read, sorted and processed.

Each merit data record selected for processing from the single merit data file will be identified with an effective date of October 1, 2002. A sort record will be built from the input merit data and released to sort in the following sequence: (EMP ID #, Effective Date, Title Code, Old Rate, then New Rate).

Later steps of this program (step#3) will attempt to populate the appointment number, DOS, Dept., Rate Code, and Pay Schedule.

The sorted merit records will be read and the Primary Pay Schedule is obtained from the PCM for PRI-PAY-SCHED. If the Primary Pay Schedule is blank, the default of "MO" will be assigned to the sorted record. Merit Appointment Number, DOS, Dept, and Rate Code will remain as spaces pending possible matching with merit/range (step #3). Non-duplicate merit records will be written to a temporary work file for further processing.

## 2. Initial processing for Range and ATB files:

Read and process both of the Range input files. That is, the ATB file is processed here and treated like any other Range file.

The program will screen the input Range (and ATB) records:. Selected input Range records will be written to the sort.

The Range Adjustment New Rate is greater than zero  
(AND)  
Range Adjustment Rate Code is not equal to 'B'  
(AND)  
Range Adjustment Appointment Type is equal to '2' or '3' or '7' or '8'  
(AND)  
Range Adjustment Appointment WOS indicator is not equal to 'Y'  
(AND)  
Range Adjustment Appointment Title Unit Code is equal to 'RX'  
(AND)  
Range Adjustment Representation Code is equal to 'C'.

A sort record will be built and released to sort with the following sort sequence: Employee#, Effective Date, Title Code, DOS, Old and New Rates.

After the sort a check is made for new appointment number. If the field containing the new appointment number is not blank, the new appointment number will be used in place of the 'old' appointment number (TRIN-APPOINTMENT). Non-duplicates will be written to a temporary file TEMP-ADJ-REC for further processing (step# 3).

## 3. Process to copy selected Range data onto the Merit record:

A sorted merit record (from step#1) and a range record (from step #2) will be read.

This processing will attempt to match all merit/range for a specific employee. When there is an Employee ID Number match, then the merit data might be augmented by selected range data as outlined below:

When the merit employee ID# matches the Range employee ID#:

obtain ALL of the range records for this employee and store into an internal core table for use when attempting to match range/merit data (below):

- IF merit title code matches the range title code and the merit OLD rate matches the range NEW rate,

the RANGE data will augment (take priority over) selected MERIT data. From the Range record, APPOINTMENT NUMBER, DOS, PAY SCHEDULE, and RATE-CODE will be moved onto the Merit record. The department will be supplied later in the processing (via PPPPER/HME).

The revised merit record will be written to a temporary work file (TEMP-MRT-REC) for further processing.

- If no match for the merit/range data,

then accept the merit data as-is and the merit record will be written to the same temporary work file (TEMP-MRT-REC) as for the matched records above. Further processing will attempt to link Merit/ EDB via the Merit Title Code and EDB Appointment Title Code.

The Range records will be retained for this employee, and obtain the next merit record to determine if this employee has more than one merit record. If the employee does have another merit record then the merit/range checking process outlined above will continue until all merit records for this employee have been processed.

#### 4. Match Merit and Range data:

A driver file will be created from the screened input Merit and Range files. The driver file will contain a single record for each employee, sorted in employee ID order. This driver file is then used to control processing of range and merit data as listed below:

Read Merit and Range files built in steps 2 and 3. Step 2 screened and sorted ranges, Step 3 tried to match merit and range data.

##### 4a. When the Employee ID matches between Range and Merit:

- If the Merit record has already been matched with a Range record (step# 3) then the merit record will be written to a work file for further processing. This combination of merit/range is now ready for reporting.

##### 4b. When the Merit does not match the Range then try to obtain data from the EDB as shown below:

Determine if the merit title code matches an EDB appointment title code.

First check for active appointments, if none qualify, then check expired appointments. DB2 cursors will be used in this process.

- Check all of the active appointments for this employee on the EDB.

Select each employee's **Active** RX covered Appointments:

Appointment Title Unit Code (EDB 2029) is equal to 'RX'

(AND)

Appointment Begin Date (EDB 2002) is less than or equal to Current Date

(AND)

Appointment End Date (EDB 2003) is greater than or equal to Current Date

(AND)

Appointment Type (EDB 2020) is equal to '2' or '3' or '7' or '8'  
(AND)  
Appointment Representation Code (EDB 2031) is equal to 'C' (Covered)  
(AND)  
Appointment Rate Code (EDB 2015) is NOT equal to 'B'  
(AND)  
Appointment Without Salary Ind (EDB 2028) is NOT equal to 'Y'.

- If no active appointments, or no equal compares between merit title code and active appointment title code, then check for EXPIRED appointments (below).

Check all of the expired appointments for this employee from the EDB.

Select each employee's **Expired RX** covered Appointments:

Appointment Title Unit Code (EDB 2029) is equal to 'RX'  
(AND)  
Appointment End Date (EDB 2003) is less than Current Date  
(AND)  
Appointment Type (EDB 2020) is equal to '2' or '3' or '7' or '8'  
(AND)  
Appointment Representation Code (EDB 2031) is equal to 'C' (Covered)  
(AND)  
Appointment Rate Code (EDB 2015) is **NOT** equal to 'B'  
(AND)  
Appointment Without Salary Ind (EDB 2028) is **NOT** equal to 'Y'

**4C.** If the Active/Expired checks (above) do **NOT** find a matching title code between the Merit/EDB,

then this Merit record will be processed and reported as an 'unsupported merit' (no supporting range data or EDB appointments). The appointment number will be reported as '00' and the DOS is spaces. Skip to step #4E.

If the checks (above) **DID** find a match, then the selected EDB appointment data will be used to support the merit record as shown below.

**4D.** For merit records that have title codes on EDB appointment records:

The EDB appointment number and appt-rate-code will be moved to the merit work file and a merit record will be written to the report file REPORT-REC. As with the 'unsupported merit' (above) the DOS code is reported as spaces.

**4E.** Build report record from Merit data:

An internal code of '2' will be set to indicate that this report record is a MERIT report record. Code '1' is used for Range (or ATB) report records. This internal code will be used in the reporting process for the DESCRIPTION report column (example: 10/01/02 MERIT).

Compute rates (decimal alignments: check rate code for "H" hourly, "A" annual. Default to Annual).

**Merit Percent Pay Increase** Rounded  
= ((Merit New Rate – Merit Old Rate) *divided by* Merit OLD Rate) *times* 100

Build the Merit report record:

Set the following fields to the report record:

Employee ID#  
Employee Name  
Employee Hire Date  
Merit Data old rate  
Merit Data new rate  
Merit effective date

Title Code  
Pay Schedule  
Appointment Number  
Rate Code  
Department Code  
Department Description  
Effective Date

From the PPPPER Table, the Home Department number will be obtained, and from the PPPHME obtain the abbreviated Home Department Description.

**4F.** Write the merit record (REPORT-REC) that will produce the report in step #5.

**4G.** Match Range Title:

An internal code of '1' will be set to indicate that this report record is a Range report record.

This field will be examined in conjunction with the Title Code so that when the Title Code is a Step base Title Code (hard coded **9613, 9724, 9644**) "RANGE" will be printed as the report description rather than "ATB". If the internal code is blank, then the report description will be printed as "MERIT".

Compute rates (decimal alignments: check rate code for "H" hourly, "A" annual. Default to Annual).

**Range Adjustment Percent Pay Increase** Rounded

= ((Range Adjustment New Rate – Range Adjustment Old Rate) *divided by* Range Adjustment OLD Rate) *times* 100

Title Code as with the merit processing, the Home Department number will be obtained from the PPPPER table, and from the PPPHME Table, the Abbreviated Home Department Description will be obtained.

Set the following fields to the report record:

Employee ID#  
Employee Name  
Employee Hire Date  
Range Data old rate  
Range Data new rate  
Range Effective Date  
DOS Code

Pay Schedule  
Appointment Number  
Rate Code

Department Code  
Department Description

**4H.** Write the range record REPORT-REC for reporting.

At this point qualifying merit and range records are on the report file.

## 5. Reporting

Sort the REPORT-FILE by Employee Name, Appointment Number, New Rate, DOS, Effective Date.

Read the report file REPORT-FILE as produced in (step 4F range) or (step 4H merit). Control break on Employee ID, and Appointment Number. The Home Department will be taken from the PPPPER table, and will appear once for each employee.

See Attachment B and Attachment C for sample reports.

## 6. Electronic Report File

An electronic data file is also produced. This file is similar to the Central Office Report, except that the file contains a two-byte campus code (columns 1 through 2). Additionally, each record contains the employee name and number, and the Home Department is contained within each detail record for each employee.

The electronic file uses tab (x '05') delimiters between fields for the detail records. The file will also contain a one-line header and a one line trailer record. The header record will contain low-value in columns 4 through 12. The trailer record will contain high-values in columns 4 through-12.

See Attachment A for layouts.

## **Output:**

### Reports

OT15191 is the Control Total Report.  
OT15192 is RX Base Pay Changes report (Central Office)  
OT15193 is RX Base Pay Changes report (Departmental Report).  
OT15194 is the Exception Report.

It is requested that three copies each of the OT15192 report must be provided to the Human Resources department. The Human Resources Office should in turn provide one copy to UPTE (University Professional and Technical Employees) union, and one copy to UCOP Labor Relations. The requested copies can be provided via the one-time JCL.

### Electronic Report File

OT1519E is the Electronic Report File. (Destination: FTP transmittal to UCOP).

The file layout for the electronic file will use the same fields as OT15192, with the exception of a tab (hex '05') field delimiter and a two-byte campus location. Note that the report will print the Home Department and Home Department Description for each employee only once, while the electronic file will show the Home Department and Home Department Description on each row of the file. The header, detail and trailer records will all contain a two-byte campus Location Code in positions 1 through 2. See Attachment "A".

## One-Time Bind

### PPOT1519:

A plan bind will be created for one-time program PPOT1519.

BIND	-	
PLAN(PPOT1519)		-
MEMBER(PPOT1519)		-
ACTION(REPLACE)		-
RETAIN		-
VALIDATE(BIND)		-
ISOLATION(CS)	-	
FLAG(I)	-	
ACQUIRE(USE)	-	
RELEASE(COMMIT)	-	
EXPLAIN(YES)		

## **Attachments**

Attachment A – Electronic Report file.  
Attachment B – Central Office Report  
Attachment C – Departmental Report

## Attachment A

### Electronic Report File

HEADER	LRCL = 132
Campus	01-02
Filler (X'05')	03
Low-Value	04-12
Filler (X'05')	13-13
Header Text	14-63 "RX Reporting Tab Delimited File"
Filler (X'05')	64
Run Date literal	65-74 "Run Date: "
Filler (X'05')	75
Run Date	76-83 Format MM/DD/YY
Filler (X'05')	84
Filler end	85-131
Filler (X'05')	132

TRAILER	LRCL = 132
Campus	01-02
Filler (X'05')	03
Hi-Value	04-12
Filler (X'05')	13
Count-Literal	14-23 "Count "
Filler (X'05')	24
Count	25-30 (Number of records on file less header & footer)
Filler (X'05')	31
Filler-end	32-131
Filler (X'05')	132

Detail	LRCL = 132
Campus	01-02
Filler (X'05')	03
Employee ID#	04-12
Filler (X'05')	13
Employee Name	14-39
Filler (X'05')	40
Employee Hire Date	41-48
Filler (X'05')	49
Dept Description	50-64
Filler (X'05')	65
Dept Number	66-71
Filler (X'05')	72
Appointment Number	73-74
Filler (X'05')	75
Appointment Percent	76-79
Filler (X'05')	80
Title Code	81-84
Filler (X'05')	85
Start Rate	86-94
Filler (X'05')	95
Result Rate	96-104
Filler (X'05')	105
Pay Cycle	106-107
Filler (X'05')	108
DOS Code	109-111
Filler (X'05')	112
Calculated Percent	113-116 (Z9.9)
Filler (X'05')	117
Effective Date	118-125
Filler (X'05')	126
Action Description	127-131
Filler (X'05')	132

## Attachment B

### Central Office Report

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

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE  
 BASE PAY CHANGES  
 CENTRAL OFFICE REPORT OF BASE PAY CHANGES - RX

PAGE NO. 1  
 RUN DATE XX/XX/XX

EMPLOYEE NAME/ EMPLOYEE ID/ HIRE DATE	DEPARTMENT NAME	DEPT NUM	APPT NUM	APPT %	TITLE CODE	STARTING RATE	RESULTING RATE	PAY CYCLE	DOS CODE	PERCENT CHANGE	DESCRIPTION
DINNER, BUFFY 000050128 01/01/01	HOSP EDUC	827701	10	0.30	9610	5000.00	5050.00	MO	REG	1.0	10/01/02 RANGE
						5000.00	5050.00	MO	REG	1.0	10/01/02 RANGE
EMPLOYEE, TEST12 111111112 11/01/01	CHAN OFFICE	804918	20	1.00	9612	1680.00	1697.00	MO	REG	1.0	10/01/02 MERIT
						1680.00	1697.00	MO	RTP	1.0	10/01/02 MERIT
FRANKLIN, RICHARD M 701000004 07/01/01	BUDGET OFFICE	861001	10	0.30	9610	3008.00	3038.00	MO	REG	1.0	10/01/02 RANGE
						3008.00	3038.00	MO	RTP	1.0	10/01/02 RANGE
						3369.00	3403.00	MO	REG	1.0	10/01/02 MERIT
						3369.00	3403.00	MO	REG	1.0	10/01/02 MERIT
						3124.00	3139.62	MO	REG	0.5	10/01/02 RANGE
						3124.00	3139.62	MO	REG	0.5	10/01/02 RANGE
						3124.00	3139.62	MO	REG	0.5	10/01/02 RANGE
3124.00	3139.62	MO	REG	0.5	10/01/02 RANGE						
JOHNSON, MALCOLM P 111111111 04/17/82	CHAN OFFICE	804918	10	1.00	9520	13.0100	13.1400	BW	REG	1.0	10/01/02 MERIT

## Attachment C

### Departmental Report

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

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE  
 BASE PAY CHANGES  
 DEPARTMENTAL REPORT OF BASE PAY CHANGES - RX

PAGE NO. 1  
 RUN DATE XX/XX/XX

DEPARTMENT: 822501 REPRO GRAPHICS

EMPLOYEE NAME/ EMPLOYEE ID/ HIRE DATE	APPT NUM	APPT %	TITLE CODE	STARTING RATE	RESULTING RATE	PAY CYCLE	DOS CODE	PERCENT CHANGE	DESCRIPTION
DINNER, BUFFY 000050128 01/01/01	10	0.30	9610	5000.00	5050.00	MO	REG	1.0	10/01/02 RANGE
				5000.00	5050.00	MO	REG	1.0	10/01/02 RANGE
EMPLOYEE, TEST12 111111112 11/01/01	20	1.00	9612	1680.00	1697.00	MO	REG	1.0	10/01/02 MERIT
				1680.00	1697.00	MO	RTP	1.0	10/01/02 MERIT
FRANKLIN, RICHARD M 701000004 07/01/01	10	0.30	9610	3008.00	3038.00	MO	REG	1.0	10/01/02 RANGE
				3008.00	3038.00	MO	RTP	1.0	10/01/02 RANGE
	20	0.40	9612	3369.00	3403.00	MO	REG	1.0	10/01/02 MERIT
				3369.00	3403.00	MO	REG	1.0	10/01/02 MERIT
	30	0.30	9724	3124.00	3139.62	MO	REG	0.5	10/01/02 RANGE
				3124.00	3139.62	MO	REG	0.5	10/01/02 RANGE
				3124.00	3139.62	MO	REG	0.5	10/01/02 RANGE
3124.00	3139.62	MO	REG	0.5	10/01/02 RANGE				
JOHNSON, MALCOLM P 111111111 04/17/82	10	1.00	9520	13.0100	13.1400	BW	REG	1.0	10/01/02 MERIT