

**Service Request 80579  
TX 2003 Wage Reporting  
July 15, 2003  
FINAL**

Approved: \_\_\_\_\_

**Labor Relations**

Human Resources and Benefits  
Information Systems Support  
Office of the President

## 1.0 Overview

The TX Wage Reporting program, based on similar programs developed for past releases (1169, 1341, 1362, 1501), uses files generated from the Range Adjustment Process (PPP910), the Merit Process (PPP680), and the TX 2003 ATB Increase program (SR 80564) to report on the base pay changes for TX employees who receive salary adjustments.

## 2.0 Background

The contract between the University and UPTE, effective June 30, 2003, requires that the University implement a 0.5% range adjustment for step-based employees; a within-range, one-half step merit increase for step-based employees; and a 1.5% across-the-board increase for eligible open range employees.

UCOP Compensation is performing the TCS range adjustment, while campuses are implementing the step range and merit adjustments using existing processes (PPP910, PPP670, PPP930). For the open range across-the-board increase, campuses are utilizing a one-time PPS program, detailed separately in Service Request 80564.

The contract also requires the University to provide UPTE with a report on the range adjustment, merit, and across-the-board salary actions. The reporting should identify initial pay rates, rates after adjustment, and the percent increase of the base pay changes.

## 3.0 Reporting

A one-time process should be developed to produce a report and electronic data file of the base pay change(s) for each TX employee who receives a rate adjustment as part of the 2003 TX wage implementation. The process should be modeled after programs developed for releases 1169 and 1341, and should use the final Range Adjustment files generated from the Range Adjustment Process (PPP910), the Merit Data files from the Merit Process (PPP680), and the file from the one-time TX ATB program (SR 80564).

Two versions of a Base Pay Change report should display the employee data listed below. One should be sorted in order of Employee Name and display the title 'Central Office Report of Base Pay Changes - TX' (Attachment A). The other version should be sorted by Employee Name within Department and display the title 'Departmental Report of Base Pay Changes - TX' (Attachment B).

- Employee ID
- Employee Name (EDB 0105)
- Most Recent Hire Date (EDB 0113)
- Home Department Number (EDB 0114) and translated department name from the Home Department Table
- Appointment Number (EDB 2001)
- Time-Appointment (Anticipated) (EDB 2012)
- Title Code (EDB 2006)
- Starting Rate
- Resulting Rate
- Primary Pay Schedule (EDB 0152)
- Description of Service (DOS) Code (EDB 2056)
- Percent Change - the difference between the starting rate and resulting rate, expressed as a percentage of the starting rate
- Description (action from input files and effective date)

The program should also produce an electronic file in tab-delimited format. This electronic file should contain the same data as the Central Office Report described above.

# Attachment A

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

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

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
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
						13.0100	13.1400	BW	REG	1.0	10/01/02 MERIT

# Attachment B

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

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

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