



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

September 19, 2003

GRACE CHIU
HAI DOAN
RENATA ELLIS

MABEL LAI
JOHN MOREHEAD
BARBARA VANDEN BORRE

Re:	Release:	1520
	Service Requests:	80579
	Programs:	PPOT1520 (one-time)
	CICS Programs:	None
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPOT1520
	CICS Maps:	None
	Forms:	None
	Table Updates:	None
	Urgency:	Date Mandated (see Timing of Installation)

This release addresses the following service request:

Service Request 80579

An agreement between the University of California and University Professional and Technical Employees (UPTE) was ratified by employees in the TX 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 80579 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 PPOT1507 (ATB increase). This process will provide TX base pay changes reporting of each employee in a TX 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 TX 2003 Wage Reporting program should be modeled after the one-time released in Release 1362.

Programs

PPOT1520 (new)

A one-time process has been developed to produce a report and an electronic report data file of the base pay change(s) for each TX employee who received a rate adjustment as part of the 2003 TX wage implementation. The Final Range Adjustment file produced from the Range Adjustment Process (PPP910), the Merit Data file produced from the Merit Process (PPP680), and the Final ATB Adjustment File produced from PPOT1507 (Release 1507) are used as inputs.

Two versions of a Base Pay Change report are displayed. One version is sorted in order of Employee Name and displays the title 'Central Office Report of Base Pay Changes - TX'. The other version is sorted by Employee Name within Home Department and displays the title 'Departmental Report of Base Pay Changes - TX'.

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

Bind Members

PPOT1520

PPOT1520 is the one-time bind member for one-time program PPOT1520.

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 PPOT1520 can be used as a model to create the production one-time JCL.

Timing of Installation

The installation of this release is *Date Mandated*.

This release must be installed, and the one-time program must be run as soon as practicable after all base pay changes affecting TX Covered employees under the current TX contract have been completed. In order to promote compliance with the TX unit agreement, it is requested that the electronic data file be provided to UCOP via FTP not later than the date specified below.

Three copies each of the OT15202 report must be provided to the Human Resources department. The Human Resources Office should in turn provide one copy to UPTE union, and one copy to UCOP Labor Relations.

The TX Electronic Report file produced by execution of the one-time program associated with this release should be delivered to UCOP via ftp as soon as practicable after all retroactive processes have been completed but not later than *December 1, 2003*. The file is to be delivered to your normal campus ftp "dropbox" account, using the dataset name

FTPUSRn.PUT.TXWAGES.Y2003, where 'n' is the one-byte campus ID.

The LRECL for this file is 132, and it will be the campus' responsibility to properly allocate space for this dataset during the ftp transfer.

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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