

**Service Request 80718
ASE Lump Sum Payments and
Reporting**

Detailed Design

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Enterprise IT Services
Office of the President
University of California

Table of Contents

Introduction	1
Differences from Requirements	3
Processing Overview	4
One-Time Program	5
One-Time Run Specification Record	8
One-Time Bind	9
Attachments	10
Electronic Report File By Employee Name order	11
BX Lump Sum Report Roster by Employee Name order.....	13
BX Lump Sum Report Roster by Department Number Order.....	14

Introduction

The new contract between the University and UAW (United Auto Workers), effective January 1, 2004, provides for a wage increase of 1.5% for all ASE (Academic Student Employee) titles as well as a lump sum payment of either \$35 or \$70, depending upon the employee's appointment time percent on the contract ratification date December 3 at UC Santa Barbara and UC Santa Cruz; December 4 at UC Berkeley, UC Davis, UC Irvine, UC Riverside, and UC Los Angeles; and December 5 at UC San Diego):

"A lump sum payment will be paid to ASEs on the payroll as of the date of ratification by the union -- \$70 to ASEs with an appointment of 25% or more, and \$35 to ASEs with an appointment less than 25%."

Note that due to the fluid nature of the bargaining unit, Labor Relations has decided that payout will not be limited strictly to employees with active appointments on the ratification date. Rather, an eligible employee with an active appointment during the month of December should receive the one-time lump sum. In addition, it has been decided that both unrepresented employees in BX titles as well as employees in some unrepresented teaching titles associated with Title Unit Code of '99' should receive the 1.5% salary increase and lump sum payment.

Academic Personnel will implement the range adjustment portion of the wage article using existing processes.

Eligibility

To receive the lump sum payment, employees must have at least one active appointment on the December month end EDB snapshot that meets the following criteria:

- Appointment Title Unit Code (EDB 2029) = 'BX', or Title Code (EDB 2006) = 2270, 2271, 2272, 2273, 2302, 2303, 2312, 2313, 2330, 2331, 2340, 2341, 2520, 2854, or 2855.
- Appointment Begin Date (EDB 2002) must not be after December 31, 2003
- Appointment End Date (EDB 2003) must not be prior to December 1, 2003

In addition, eligible employees must not have a Separation Date (EDB 0140) prior to December 1, 2003.

Payment Amount Determination

For each eligible employee, the program should examine the Time-Appointment (EDB 2012) value for each active appointment that meets the eligibility requirements above. If an employee has multiple appointments that meet the criteria, the program should total the Time-Appointment values.

The program should determine the payment amount as follows:

- \$70 for employees with a Time-Appointment (EDB 2012) or aggregated time of .25 or higher
- \$35 for employees with a Time-Appointment (EDB 2012) or aggregated time of less than .25

Reporting

The one-time program should produce a report, sorted by either Employee Name or Employee Name within Home Department order, and a tab-delimited electronic file (in Employee Name order) listing the following data for each employee eligible for the lump sum payment:

- Employee Name (EDB 0105)
- Employee ID
- Employee Home Department (EDB 0114) and translated department name from the Home Department Table
- Employment Status Code (EDB 0114)
- Deduction Pay Schedule Code (EDB 0152)

For each eligible appointment:

- Title Code (EDB 2006) and translated title from Title Code Table
- **Appointment Representation Code (EDB 2031) - electronic version only**
- Time-Appointment (EDB 2012)
- FT transaction amount(s)
- FAU(s)

Costing Transactions

The program should create standard costing transactions from the lump sum payments for input into program PPP960, the Costing Consolidation Process. This process may be modeled after program PPOT1251, which produced costing transactions for the 1999-2000 SX Wage Implementation.

Timing

The contract between the University and UAW does not stipulate a deadline for the lump sum payments. However, UCOP Labor Relations has informed the union that payments will be made as soon as possible, preferably before the end of January, 2004. Therefore, it is requested that the program be made available to campuses by early January, 2004.

Differences from Requirements

Service Request 80718 specified certain selection criteria to select employees eligible for the ASE Lump Sum Payments.

It is asked that additional conditions be included in the original selection criteria. Rather than re-issue the Service Request, the additional condition will be stated here as differences from requirements.

- If the employee's Appointment Percent Full Time (EDB 2012) is equal to zero, that appointment will not be selected for processing. Thus, employees with otherwise active eligible appointments, but with zero percent appointment time will not be eligible for the lump sum payments.
- Title Codes of 2521, 2862, and 2863 will be included in the selection criteria of appointments.

Processing Overview

A wage agreement between the University of California and the United Auto Workers (UAW) Union, representing the Academic Student Employees (ASE), has been ratified by the UAW membership. The new contract between the University and UAW, effective January 1, 2004, provides for a wage increase of 1.5% for all ASE titles as well as a lump sum payment of either \$35 or \$70, depending upon the employee's appointment time percent on the contract ratification date (December 3 at Santa Barbara and Santa Cruz; December 4 at Berkeley Davis, Irvine, Riverside, and L.A.; December 5 at San Diego). However due to the fluid nature of the BX bargaining unit, it is asked that an eligible employee with an active appointment during the month of December should receive the one-time lump sum.

Thus, Service Request 80718 asks that a one-time program be developed to examine all BX unit related EDB appointments or specific selected title codes, and issue Payroll Compute payment transactions for those employees which meet the eligibility criteria. Payments will be prorated among the employee's applicable distribution fund sources. These One-time Payment "FT" transactions will be grouped so that they may be processed during the employee's Primary Pay Cycle. A roster of all payments in either Employee Name or Employee Name within Home Department order will be generated. An electronic file (in a tab delimited format) will be produced containing the same information as reported on the one-time report. In addition, costing transactions will be produced from the lump sum payments for the costing process.

One-Time Program

PPOTrrrr

Appointment Selection Criteria

To achieve the basic eligibility requirements of the one-time payment, PPOTrrrr will select all EDB appointments that have the following attribute values:

1. Appointment Title Unit Code (EDB 2029) = 'BX' or
Title Code (EDB 2006) = '2270', '2271', '2272', '2273', '2302', '2303', '2312', '2313',
'2330', '2331', '2340', '2341', '2520', '2521', '2854', '2855', '2862', or '2863'.
2. The Appointment Percent Full Time (EDB 2012) must not be zero.
3. The Appointment Without Salary Indicator (EDB2028) must not be Y.
4. The Appointment End Date (EDB2003) must not fall before December 1, 2003.
5. The Appointment Begin Date (EDB2002) must not fall after December 31, 2003.
6. The Separation Date (EDB0140), when present, must not fall before December 1, 2003

Selected appointments

As the program steps through each selected active appointment for an employee, the Appointment Percent Full Time (EDB 2012) will be accumulated.

Distribution Selection Criteria

1. The Distribution Pay End Date (EDB 2054) must not fall before December 1, 2003.
2. The Distribution Pay Begin Date (EDB 2053) must not fall after December 31, 2003.
3. The Distribution DOS Code (EDB 2056) must not be START related.
4. The Distribution DOS Code (EDB 2056) must be related to a Pay Category of 'A' or 'N' and Hours Type of 'R' (Regular).
5. The Distribution Percent (EDB 2052) must not be less than zero.

Selected Distributions

The Distribution FAU (EDB 2043), Appointment Number (EDB 2001), Appointment Percent Full Time (EDB 2012), Appointment Title Code (EDB 2006), Appointment Rep Code (EDB 2031), Appointment Type (EDB 2020), Distribution FAU (EDB 2043), Distribution Unit Code (EDB 2059), and Distribution Percent (EDB 2052) are saved to the Eligibility Array for later processing. It is noted that if the Distribution FAU is blank, then the default FAU entered on the Specification record will be moved to the Eligibility Array.

As the program steps through each selected active distribution associated with the selected appointment, the Distribution Percent will be accumulated.

Process Eligibility Array

If the employee has eligible appointments, but no eligible distributions, message "EMPLOYEE HAS ELIG APPT BUT NO ELIG DIST; BYPASS PAYMENT" will be issued.

If the Total Appointment Percent Full Time is greater than or equal to .25, \$70 will be moved to the lump sum working storage field. If the Total Appointment Percent Full Time is less than .25, \$35 will be moved to the lump sum working storage field.

The employee's \$35 or \$70 payment will be charged to distribution fund sources in the following manner using information contained in the Eligibility Array.

- **Lump Sum Calculation**

The lump sum payment will be prorated based on the factor of Distribution Percent divided by the Total Distribution Percent of all entries. When all array entries contain a Distribution Percent value of zero, then the lump sum payment will be prorated among the Distribution FAUs evenly (e.g., when there are 2 distributions, each will be charged 50% of the lump sum payment). Below are sample cases using two distributions.

$$\frac{\text{Distribution Percent} \times \text{Lump Sum}}{\text{Total Dist Percent}}$$

Dist Number	Dist Percent	Prorated Amount	Total Dist Percent
11	0.10	14.58	0.24
12	0.14	20.42	0.24

Dist Number	Dist Percent	Prorated amount	Total Dist Percent
11	0.00	0.00	0.14
12	0.14	35.00	0.14

Dist Number	Dist Percent	Prorated Amount	Total Dist Percent
11	0.00	17.50	0.00
12	0.00	17.50	0.00

- **FT Transactions**

Payments will be issued in the form of One Time Payment "FT" (UPAY564) transactions. Four separate "FT" transaction files will be produced (one for each possible pay cycle; BW, MO, SM, MA). Each one-time payment issued is assigned to the file associated with the employee's Primary Pay Cycle (EDB 0152). Batch header records will be provided on each of these files. See installation instructions for Batch Number considerations.

The DOS code "LSN" (non-base building) will be assigned to all "FT" transactions. Additionally, the Effective Date from the Specification record will be used as the Pay Period End Date on all transactions. *If no Effective Date is entered on the Specification record*, then the default effective date of '031205' (YYMMDD) will be used on all transactions.

For each "FT" type record written, the following records will also be written:

- A Costing transaction will be written to the Costing File. A Costing Action Code of '32' will be used. If the Action Code is not appropriate at your campus, the Action Code value in the one-time program can be changed in the Working Storage section. ***It is noted that changing the Action Code to a value other than '32' may require logic modifications in section BUILD-FT-COSTING-REC-1360 so that the Costing File is processed successfully in PPP960.***
- A Sort record for later processing will be written to the SORT File
- An electronic data record in tab delimited format will be written for FTP retrieval by UCOP Human Resources and Benefits. 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 29. The trailer record will contain high-values in columns 4 through-29.

Reporting

The sorted SORT File will be read for report processing. Report OTrrrr1 will contain the detail ASE Lump Sum Payments of each eligible employee. Report OTrrrr2 will contain error messages and/or control totals.

The order of the BX Lump Sum Roster Report will be determined by the value in the Specification Record. If the Specification Report option is 'N', the BX Lump Sum Report Roster will be produced in Employee Name order. If the Specification Report Option is 'H', then the report will be produced in Employee Name within Home Department Number order.

See Attachment B and Attachment C for sample reports.

One-Time Run Specification Record

The following items will be on the Run Specification record:

Columns 1 through 13 (Run Specification ID of 'PPOTrrrr-SPEC)

Column 14 (Report Sort Option) 'N' = Employee Name order.

'H' = Employee Name within Home Department order.

Columns 15 through 44 (Default FAU) (required)

Columns 45 through 50 (Contract Effective Date). This field can be left blank. If blank, a date of 120503 (MMDDYY) will be used.

One-Time Bind

PPOTrrrr:

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

```

BIND          -
  PLAN(PPOTrrrr) -
  MEMBER(PPOTrrrr,
    PPTCTUTL, -
    PPRMUT2, -
    PPDOSUT2) -
  ACTION(REPLACE) -
  RETAIN      -
  VALIDATE(BIND) -
  ISOLATION(CS) -
  FLAG(I)     -
  ACQUIRE(USE) -
  RELEASE(COMMIT) -
  EXPLAIN(YES)
```

Attachments

Attachment A - Electronic Report file.

Attachment B – BX Lump Sum report Roster by Employee Name order

Attachment C – BX Lump Sum Report Roster by Department Number order

Attachment A

Electronic Report File By Employee Name order

HEADER	LRCL = 149
Campus Location	01-02
Filler (X'05')	03
Low-Value	04-29
Filler (X'05')	30-
Header Text	31-80 "BX Reporting Tab Delimited File"
Filler (X'05')	81
Run Date literal	82-91 "Run Date: "
Filler (X'05')	92
Run Date	93-100 Format MM/DD/YY
Filler (X'05')	101
Filler end	102-148
End Header Rec Flag	149 value of 'X'

TRAILER	LRCL = 149
Campus Location	01-02
Filler (X'05')	03
Hi-Value	04-29
Filler (X'05')	30
Count-Literal	31-40 "Count "
Filler (X'05')	41
Count	42-47 (Number of records on file less header & trailer)
Filler (X'05')	48
Filler-end	49-148
End Trailer Rec flag	149 value of 'X'

ASE Lump Sum Payments and Reporting
January 6, 2004

Detail	LRCL = 149
Campus Location	01-02
Filler (X'05')	03
Employee Name	04-29
Filler (X'05')	30
Employee ID	31-39
Filler (X'05')	40
Primary Pay Schedule	41-42
Filler (X'05')	43
Home Department Number	44-49
Filler (X'05')	50
Dept Description	51-65
Filler (X'05')	66
Employment Status	67
Filler (X'05')	68
Appointment Percent Fulltime	69-72
Filler (X'05')	73
Appointment Title Code	74-77
Filler (X'05')	78
Title Code translated	79-108
Filler (X'05')	109
Appointment Rep Code	110
Filler (X'05')	111
Distribution FAU	112-141
Filler (X'05')	142
Result Rate	143-147
Filler (X'05')	148
End Detail Rec Flag	149 value of 'X'

Attachment B

BX Lump Sum Report Roster by Employee Name order

PPXXXX/PPXXXX 12/23/03		UNIVERSITY OF CALIFORNIA-SYSTEMWIDE				PAGE NO.	1
RETN: SEE RPTS DISP SCHEDULE/DIST.		SPECIAL ONE-TIME PROCESS				RUN DATE	12/23/03
		BX LUMP SUM REPORT ROSTER				RUN TIME	06:42:57
EMPLOYEE NAME/ EMPLOYEE ID/PRI PAY SCHED	HOME DEPT	EMP STAT	APPT%	TITLE CODE	-----FAU-----	AMOUNT	
ANTE, PENNY 000050053 MO	845001 PHYSICAL PLANT	A	0.10	1501 ASSOCIATE IN ___-ACAD YR-GSHIP	3-404918-CCCC-19900-PROJ33-0	26.92	
			0.16	2310 TEACHING ASSISTANT - GSHIP	3-404918-CCCC-19900- 33-0	24.23	
ATTRICK, JERRY 000050004 MO	804918 CHAN OFFICE	P	0.24	2860 TUTOR - GSHIP	3-404918-CCCC-19900-PROJ33-0	18.85	
					3-404918-CCCC-19900-PROJ33-0	14.58	
					3-404918-AAAA-19900-PROJ33-0	20.42	
BLACKSHEEP, BARBARA 000050025 MO	827701 HOSP EDUC	A	0.15	1501 ASSOCIATE IN ___-ACAD YR-GSHIP	3-404918-CCCC-19900-PROJ33-0	35.00	
BOARD, PEGGY 000050005 MO	804918 CHAN OFFICE	A	0.24	2302 TEACHING FELLOW-GSHIP/NON-REP	3-404918-CCCC-19900-PROJ33-0	35.00	
MINES, COLE 000050030 MO	827701 HOSP EDUC	A	0.24	2302 TEACHING FELLOW-GSHIP/NON-REP	3-404918-CCCC-19900-PROJ33-0	21.88	
					3-404918-DDDD-19900-PROJ33-0	13.12	
POWERS, VITO 000050002 MO	804918 CHAN OFFICE	A	1.00	2860 TUTOR - GSHIP	3-404918-CCCC-19900-PROJ33-0	35.00	
SHARALIKE, SHARON 000050041 MO	827701 HOSP EDUC	A	0.25	2860 TUTOR - GSHIP	3-404918-CCCC-19900-PROJ33-0	28.00	
					3-404918-AAAA-19900-PROJ33-0	42.00	
WILLAKS, AL 000050080 MO	827701 HOSP EDUC	A	0.20	2310 TEACHING ASSISTANT - GSHIP	3-404918-CCCC-19900-PROJ33-0	17.50	
					3-404918-AAAA-19900-PROJ33-0	17.50	
WILLING, ABE L. N. 000050024 MO	826301 SECURITY	A	0.10	1501 ASSOCIATE IN ___-ACAD YR-GSHIP	3-404918-CCCC-19900-PROJ33-0	35.00	
						TOTAL AMOUNT	385.00

Attachment C

BX Lump Sum Report Roster by Department Number Order

PPPPXXX/PPPPXXX 12/23/03
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
 SPECIAL ONE-TIME PROCESS
 BX LUMP SUM REPORT ROSTER

PAGE NO. 1
 RUN DATE 12/23/03
 RUN TIME 09:02:08

DEPARTMENT: 804918 CHANCELLORS OFFICE

-----FAU----- AMOUNT

EMPLOYEE NAME/
 EMPLOYEE ID/PRI PAY SCHED

EMP APPT% TITLE CODE
 STAT

ATTRICK, JERRY
 000050004 MO

P 0.24 2860 TUTOR - GSHIP

3-404918-CCCC-19900-PROJ33-0 14.58
 3-404918-AAAA-19900-PROJ33-0 20.42

BOARD, PEGGY
 000050005 MO

A 0.24 2302 TEACHING FELLOW-GSHIP/NON-REP

3-404918-CCCC-19900-PROJ33-0 35.00

POWERS, VITO
 000050002 MO

A 1.00 2860 TUTOR - GSHIP

3-404918-CCCC-19900-PROJ33-0 70.00

- DEPARTMENT TOTAL - 140.00