

**Release 1576**

**Service Request 14887**

**Prorate Leave Usage**

**Detail Design**

May 17, 2004

Information Resources & Communications  
Office of the President  
University of California

## Overview

In order to reduce the departmental effort necessary to allocate leave hours usage across multiple FAU pay sources, Service Request 14887 asks that a process be developed which will automatically prorate these usage hours across all eligible pay distributions.

In order to perform this function, PPS will be modified as follows:

1. Two new DOS code will be assigned for system use: "VAX" and "SKX". The DOS code "VAX" will be used to indicate that the associated hours are Vacation Usage hours (i.e., VAC) which should be distributed among eligible pay sources within the reporting department. That is, the reported "VAX" hours will be intercepted by the Gross Pay Process (PPP390) and, using current earnings as well as historic PAR earnings, be prorated to eligible pay within the pay period associated with the entered transaction date. During this proration process, the "VAX" DOS code will be changed to "VAC". The new DOS code "SKX" will function for Sick Leave Taken (i.e., SKL) in the same manner as "VAX" for Vacation Leave Taken.
2. A new Prorate Leave Indicator will be assigned for entry on all standard Time Input transactions (i.e., TX, TE, AP, LX, RX) and will be available for entry on OPTRS and THF E/U screens as well as UPAY form batch entry. The permitted values for this code will be blank or "N". A value of "N" indicates that "VAX" (i.e., "VAC") hours are not to be assigned to the Time Input entry. A blank value for the Prorate Leave Indicator indicates that "VAX" hours may be eligible for assignment to the Time Input entry (however, DOS exclusions as well as locally defined FAU exclusions may still exempt the entry from receiving "VAX" hours assignment; refer to PPP390). The new Prorate Leave Indicator will be maintained through the Compute Process and placed on the PAR earnings distribution. The new Prorate Leave Indicator will also be utilized for prorating "SKX" (i.e., SKL) hours in the same manner as "VAX" hours proration.

The DOS values "VAX" and "SKX" should not be added to the DOS Table. Their usage is restricted to the Prorate Leave function

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described in this document. Essentially, the DOS "VAX" is used to direct the allocation of Vacation Hours Taken within the Compute Process only and since this DOS is converted to "VAC" prior to PAR issuance, the "VAX" DOS will never reside on the PAR and will be rejected when entered on C-O-H activity.

## **Description of Modifications**

### **Control Table Updates**

#### System Parameter Table

System Parameter 285 will be assigned to contain the maximum number of historical earnings months which are permitted for DOS "VAX" or "SKX" entry. That is, when "VAX" is entered and the associated Transaction Earnings Date is prior to the number of historical months indicated by System Parameter 285, the Time Input transaction will be rejected.

For example, if system Parameter 285 is set to a value of "2", then entry of the "VAX" DOS will be permitted only if the Earnings End Date is within the current or prior month (i.e., if the current process month is November, then VAX entries must not have an Earnings Date prior to October; otherwise, the edit process will reject the transaction).

Note that if System Parameter 285 is set to a value of zero, then VAX/SKX entry is prohibited at that campus and all such entries will be rejected.

### **Online Screens**

The following OPTRS and THF E/U screens will be modified to accept and/or display the new Prorate Leave Indicator (refer to Service Request 14887 for detail screen placement):

1. EDHC (Time Input Roster; OPTRS)
2. EDLR/ETLR (Late/Reduce Pay)
3. EDAP/ETAP (Additional Payments)
4. EDTE/ETTE (Time Exception)
5. EDTX/ETTX (Positive Time)

### **UPAY Forms**

The following Time Input forms will be modified to accept for input the new Prorate Leave Indicator:

1. UPAY640D

2. UPAY644A
3. UPAY644C
4. UPAY644D
5. UPAY644E

The following Time Input forms will be made **OBSOLETE** as per Service Request 14887:

1. UPAY644B
2. UPAY644F

### **Leave Prorate Indicator and DOS Edits**

The Leave Prorate Indicator will be examined on all TX, TE, AP, LX, RX Time Input whether entered by batch or online processes. It must be entered as "N" (not eligible to receive any assignment of VAC hours from the "VAX" DOS) or blank (may be eligible to receive assignment of VAC hours from "VAX" DOS).

When Time Input is entered and either of the associated Overtime/Leave entries indicates a DOS of "VAX" or "SKX":

1. If the Time Input Earnings Date is prior to the campus's permissible time limit usage of "VAX/SKX" (see System Parameter 285, above), the transaction will be rejected.
2. The Leave Prorate Indicator must be blank. Otherwise, the Time Input transaction will be rejected.
3. Using the Time Input transaction's FAU, a call will be made to module PPFAU039 (new). Module PPFAU039 will verify Funding eligibility and pass back a Return Code which indicates whether or not the Time Input transaction is eligible for Leave Taken assignment. When ineligible, the Time Input will be rejected. That is, as per PPP390, if "VAX" is entered on the Time Input and no other eligible distributions for that earnings date are found by PPP390, then all of the VAX hours entered on the transaction will be assigned to the transaction's FAU as "VAC" hours. Therefore, the time input on which the VAX is entered must be eligible to receive leave taken hours.

### **Program PPP390**

PPP390 will intercept "VAX" hours and prorate these hours (as "VAC") to eligible earnings distributions collected from the following sources:

- Earnings contained on the Current Activity PAR being processed.
- Earnings contained all C-O-H PAR activity being processed for the employee during the specific Compute Cycle being handled.
- Earnings contained on the historic DB2 PAR tables.

Program PPP390 and related modules will utilize two new internal arrays:

#### **1. LP (Leave Prorate) Regular Hours Array**

This array will hold the FAU, Hours and Earnings Date of "regular" type earnings which may be eligible for VAC or SKL assignment. These hours are consolidated based on like FAU and Earnings Date. These entries come from three earnings sources (DB2 PAR History, COH and Current activity from Compute Cycle being processed). Each LP Regular Hours Array entry contains the following fields:

- FAU
- Earnings Date
- Regular Hours
- Leave Prorate Indicator

#### **2. LP VAX/SKX Array**

This array will store all entered VAX/SKX transactions for the employee. These entries cannot be processed until all "regular" earnings have been handled.

During normal activity processing by PPP390, the following will occur:

1. For each COH or Current Activity earnings processed for the employee, if the DOS Pay Category is "N" and the Type Hours is "R" and the Calculation Routine is "01" and the DOS

Leave Assessment Indicator is 'Y', then, the FAU, Hours, and Earnings Date is posted to the LP Regular Hours Array (if the Earnings Date and FAU matches an existing entry, the hours are consolidated).

2. During processing of Current Activity PARs, if VAX/SKX entries are present, they will be added to the LP VAX/SKX Array. These entries are held in abeyance until all other earnings entries are processed (i.e., in a manner similar to Premium Overtime).

After all earnings have been processed, the new Leave Proration process will proceed as follows:

1. Each entry on the LP Regular Hours Array will be reviewed. These entries (stacked during the compute from C-O-H and current activity) have been vetted by DOS to be "regular" (above). If the entry's Earning Date does not match one of the stacked VAX/SKX Dates, the "regular" entry is flagged for bypass.
  2. Next, the DB2 PAR History is accessed to add applicable "regular" earnings to the LP Regular Hours Array from prior cycle compute processes. Module PPLVPRAT (new) will be called to return all DB2 PAR PPPERN rows for the employee which are within the allowable VAX/SKX use range defined by System Parameter 285 (above). For each prior compute PAR earnings row returned:
    - a. If the Retroactive Hours Adjustment Indicator is non-blank, the earnings row is bypassed.
    - b. If the row's Earning Date does not match one of the stacked VAX/SKX Dates, the earnings row is bypassed.
    - c. The row's DOS is matched to the DOS Table. If the DOS Pay Category is "N" and the Type Hours is "R" and the Calculation Routine is "01" and the DOS Leave Assessment Indicator is 'Y', is posted to the LP Regular Hours Array. If the Earnings Date and FAU do not match an existing entry, a new entry is created. When a match does exist, the hours are consolidated. Note that when the hours are consolidated to an existing entry, a non-blank Leave Prorate Code (whether on the existing entry or the DB2 PAR row) will take precedence and be maintained for the entry.
1. After all applicable DB2 PAR History earnings have been added to the LP Regular Hours Array, each entry in the array is reviewed as follows:

- a. If the net Hours for the FAU/Earnings Date doesn't exceed zero, the Bypass Flag for the entry is set "on".
  - b. When the Bypass Flag is not "on", the FAU is passed to module PPFAU039. If PPFAU039 indicates that the FAU is prohibited from assignment of Leave Proration, the Bypass Flag is set "on".
  - c. When the Bypass Flag is not "on", the FAU is passed to module PPFAU002 in order to determine the "regular" entry's Department which is stored within the entry.
1. As a final step, each stacked VAX/SKX transaction in the LP VAX/SKX Array is processed as follows:
    - a. The VAX/SKX transaction DOS is changed to either "VAC" or "SKL". FAU is passed to module PPFAU002 to determine the Department.
    - b. All entries of the LP Regular Hours Array are examined to calculate the Total Regular Hours associated with the VAX/SKX entry's Department and Earnings Date (the "regular" entry is excluded from the total when the Bypass Flag is "on").
    - c. If the Total Regular Hours per the VAX/SKX transaction's Department/Earnings Date **is zero**, the VAX/SKX transaction will be placed as a new distribution on the PAR using the DOS "VAC" rather than "VAX" (or "SKL" rather than "SKX"). That is, since no applicable "regular" FAU (s) are present, the VAC or SKL transaction is issued using the originally entered FAU. This VAC/SKL distribution will proceed through standard routines and appropriately decrement the employee's EDB Vacation (or Sick Leave) Hours Balance.
    - d. If the Total Regular Hours **is not zero**, each entry of the LP Regular Hours Array will be processed against the VAX/SKX entry's Department and Earnings Date. **For each matched entry** (where the Bypass Flag is not "on"), a new distribution will be placed on the PAR using all of the VAX/SKX entered values (i.e., Title Code, Rate, etc) except for the following three:
      - The FAU will be taken from the "regular" entry.
      - The DOS will be set to "VAC" rather than "VAX" (or "SKL" rather than "SKX").
      - The (VAC or SKL) Hours will be calculated to equal the "regular" Hours divided by the Total Regular Hours times the input VAX/SKX Hours.

Note that the above proration of leave taken to "regular" FAU (s) will use a remaining balance function so that the last VAC/SKL hours assignment will be adjusted for decimal rounding considerations. Each VAC/SKL distribution assignment will proceed through standard routines and appropriately decrement the employee's EDB Vacation (or Sick Leave) Hours Balance.

### **Report PPP390A - Leave Prorate Worksheet**

This new report will be generated by PPP390 when VAX/SKX entries are encountered for the pay cycle.

The entered VAX/SKX distribution elements are displayed. These include Earnings Date, Title Code, Rate, DOS (i.e., "VAX" or "SKX") and the entered VAX/SKX hours.

Following each VAX/SKX distribution, the "regular" type payments for the Earnings Date are displayed (i.e., FAU, Department, and net Hours) along with the assigned "VAC" (or "SKL") Hours. The total "VAC" hours assigned to the various FAUs will equal the entered "VAX" Hours.

Note that for reasons of system performance, certain elements associated with "regular" type earnings may be listed on the report as blank. For example, if the "regular" pay Leave Prorate Code is identified as "N", the associated Department will be listed as blank. That is, since the entry is ineligible for leave assignment anyway, there is not a compelling reason to derive the Department.

### **PAR Inclusion of Prorate Leave Indicator**

The new Prorate Leave Indicator will be maintained through the Compute Process and placed on the PAR earnings distribution. Additionally, the Prorate Leave Indicator will be placed on the DB2 PAR History earnings by program PPP465 for subsequent usage, as needed, when leave prorations occur in future compute cycles.

Essentially, the new Prorate Leave Indicator is a "work" element and is not displayed on PAR reports or screens. It is displayed only when applicable on the new PPP3909 "Leave Prorate Worksheet" report generated by PPP390.