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SR80785 Requirements
Web Merit – Negative Adjustment Restoration

Objective:

This service request details an enhancement to the Web Merit ATB application which would allow Web Merit administrators to restore employees' original salary rates after a temporary salary reduction by including an 'end date' for negative across-the-board cycles.

Project Type:

This is an enhancement to the Web Merit/Web Merit ATB application.

Requested by:

HR&B Information Systems Support

Analyst:

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Due Date(s):

This project is *Not Urgent*.

Background:

In 1993, the University approved a temporary 5% salary reduction as a cost saving measure. PPS (Payroll/Personnel System) Release 779 implemented that reduction by identifying distributions subject to adjustment, determining the new rate, then creating both new reduced pay distributions and future distributions with the original rate.

If current budget shortfalls necessitate a similar temporary salary reduction, locations will be able to implement the adjustment using the Web Merit ATB (Across-the-Board) application. However, there is currently no functionality available to “restore” employees to their original rates at the conclusion of the temporary salary reduction period.

Current Process:

Currently, any restoration of the pre-reduction salary requires manual adjustment or special one-time programming.

Proposed Process:

In the proposed process, two new optional input fields would be added to the Merit Cycle definition screen to identify a monthly and biweekly ‘Reduction End Date’. In these fields the Merit Administrator would enter the dates on which the reduced rate would end.

For ATB merit cycles where the control percent is less than zero, and there is a ‘Reduction End Date’ present, the EDB update program (PPP676) would create transactions to:

- terminate the current distribution as of the day before the effective date and establish a new distribution with the new salary, per the existing Web Merit process
- set the end date of the reduced distribution to the ‘Reduction End Date’
- establish a future distribution with a begin date one day after the ‘Reduction End Date’ and an end date and rate equal to the old end date and rate from the original distribution

Note that if the end date for the current distribution is equal or prior to the ‘Reduction End Date’, no future restored distribution would be necessary.

Requirements:

1.0 New Web Merit Fields

1.1 Monthly Reduction End Date

A new date field, 'Monthly Reduction End Date', should be added to the Merit Cycle Criteria Table (PPPMCC).

1.2 Biweekly Reduction End Date

A new date field, 'Biweekly Reduction End Date', should be added to the Merit Cycle Criteria Table (PPPMCC).

2.0 Web Merit Screen Modifications

2.1 Add New Merit Cycle

The two new data fields, 'Monthly Reduction End Date' and 'Biweekly Reduction End Date', should be added to the 'Add New Merit Cycle' screen directly below the 'Monthly Effective Date' and 'Biweekly Effective Date' fields.

2.2 Update Merit Cycle

The two new data fields, 'Monthly Reduction End Date' and 'Biweekly Reduction End Date', should be added to the 'Update Merit Cycle' screen directly below the 'Monthly Effective Date' and 'Biweekly Effective Date' fields.

2.3 Eligibility Criteria

The two new data fields, 'Monthly Reduction End Date' and 'Biweekly Reduction End Date', should be added to the 'Eligibility Criteria' screen directly below the 'Monthly Effective Date' row.

3.0 Maintenance

3.1 Valid Value Edits

- If an invalid date value is entered in the 'Monthly Reduction End Date' field, the application should issue the following error message and block the update:

“The Monthly Reduction End Date entered is not a valid date. Please re-enter. Format: MM/DD/YY”

- If an invalid date value is entered in the 'Biweekly Reduction End Date' field, the application should issue the following error message and block the update:

“The Biweekly Reduction End Date entered is not a valid date. Please re-enter. Format: MM/DD/YY”

3.2 Consistency Edits

Edits should check for a valid 'Monthly Reduction End Date' value whenever a negative 'Control/ATB Percent' value is present. For positive 'Control/ATB Percent' values, the application should disallow any 'Reduction End Date' values.

- If the 'Control/ATB Percent' values is greater than zero, and there is a value entered for either the 'Monthly Reduction End Date' field or the 'Biweekly Reduction End Date' field, the application should reject the entry, clear the form field, and issue the following error message:

“End Dates are not allowed for positive adjustments”

- If the ‘Control/ATB Percent’ value is less than zero and ‘Monthly Reduction End Date’ is null, the application should reject the entry and issue the following error message:

“Please enter a Monthly Reduction End Date”

- If the ‘Monthly Reduction End Date’ is equal to or prior to the ‘Monthly Effective Date’, the application should reject the entry and issue the following error message:

”The Reduction End Date may not be prior to the Effective Date”

- If the ‘Biweekly Reduction End Date’ is null, the application should set the ‘Biweekly Reduction End Date’ to the value entered for the ‘Monthly Reduction End Date’. Note that this is consistent with how the Web Merit system currently processes Monthly and Biweekly Effective Dates.

4.0 PPP676, Merit Update Batch Program

For negative adjustments where the ‘Control/ATB Percent’ value is less than zero, the Merit Update batch program (PPP676) should:

1. terminate the original distribution according to existing logic
2. set the Distribution End Date for the ‘new rate’ distribution to the monthly or biweekly ‘Reduction End Date’, and
3. establish a future distribution where
 - Distribution Begin Date is one day after the ‘Reduction End Date’
 - Distribution Pay Rate is equal to the Distribution Pay Rate from the original distribution
 - Distribution End Date is equal to the Distribution End Date from the original distribution

If the Distribution End Date from the original distribution is equal or prior to the ‘Reduction End Date’, this future distribution is not necessary.

In order to facilitate any necessary modifications to salary reduction cycles (such as a change in end date), The Merit Update program should also include some mechanism to “flag” the reduction and the future distributions. In the 1993 salary reduction program (R779), the Off/Above Scale Indicator (EDB 2050) was used for this purpose, but only the reduction distribution was flagged. For the reduced rate distributions, the program set the Off/Above Scale Code to:

- ‘H’, if the original Off/Above Scale Code was ‘A’
- ‘S’, if the original Off/Above Scale Code was ‘O’
- ‘J’, if the original Off/Above Scale Code was ‘P’
- ‘X’, if the original Off/Above Scale Code was any other value, or blank

For this program, the following mapping of Off/Above Scale codes is suggested:

Current Off/Above Scale	Reduction Off/Above Scale	Restoration Off/Above Scale
Blank – on scale	X – on scale; payrate has been reduced as part of a mandatory salary reduction program	Y -- on scale; payrate has been restored as part of a mandatory salary reduction program
A – above scale (academic)	H – above scale (academic); payrate has been reduced as part of a mandatory salary reduction program	I – about scale (academic); payrate has been reduced as part of a mandatory salary reduction program
B – above scale (academic/red circle)	C – above scale (academic/red circle); payrate has been reduced as part of a mandatory salary reduction program	D – above scale (academic/red circle); payrate has been reduced as part of a mandatory salary reduction program
L – longevity (for certain nurse classes)	M – longevity (for certain nurse classes); payrate has been reduced as part of a mandatory salary reduction program	N – longevity (for certain nurse classes); payrate has been reduced as part of a mandatory salary reduction program
O – off scale (academic)	S – off scale (academic); payrate has been reduced as part of a mandatory salary reduction program	Q – off scale (academic); payrate has been reduced as part of a mandatory salary reduction program
P – off scale (academic/red circle)	J – off scale (academic/red circle); payrate has been reduced as part of a mandatory salary reduction program	K – off scale (academic/red circle); payrate has been reduced as part of a mandatory salary reduction program
R – red circle (non-academic)	U – red circle (non-academic); payrate has been reduced as part of a mandatory salary reduction program	W – red circle (non-academic); payrate has been reduced as part of a mandatory salary reduction program
T – trainee	V – trainee; payrate has been reduced as part of a mandatory salary reduction program	Z – trainee; payrate has been reduced as part of a mandatory salary reduction program

Addendum

For both the reduced rate and future distribution, the system may assign action code '55' ('Across the board wage increase – system derived'). On the Data Dictionary page for EDB 2047 the translation should be changed to 'Across the board wage adjustment- system derived'.