



OFFICE OF THE SENIOR VICE PRESIDENT —  
BUSINESS AND FINANCE

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

June 2, 2004

BEATRICE CARDONA  
GRACE CHIU  
HAI DOAN

RENATA ELLIS  
MABEL LAI  
BARBARA VANDEN BORRE

Re:	Release:	1580
	Service Requests:	80846
	Programs:	PPOT1580 (one-time)
	CICS Programs	None
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPOT1580
	CICS Maps:	None
	Forms:	None
	Table Updates:	System Messages Table
	Urgency:	Date Mandated (see Timing of Installation)

This release addresses the following service request:

**Service Request 80846**

The contract between The University and UPTe Research Support Professionals Unit (RX), effective June 30, 2004, stipulates that all open range employees in the bargaining unit be placed onto a step structure as of July 1, 2004:

*The University will implement a step structure of 2% steps for all open-range employees in the unit, effective July 1, 2004. Placement on steps will be to the amount equal to then-current salary or the next highest step.*

*The new step-based structure will be calculated at 2% intervals within the ranges. The parties recognize that the actual salary range for each classification will vary slightly due to rounding.(Article 6, Compensation)*

The RX step structure implemented will be based on whole step intervals (1.0, 2.0, 3.0, etc.). Employees currently in RX titles with half step structures (9613, 9644, and 9724) must also be converted to the new whole step structure.

Note: The contract between The University and the UPTe Technical Unit (TX) contains similar language, with the notable difference that while RX titles are converted to a whole step structure, TX titles remain on half steps. Requirements for the TX range-to-step conversion are detailed in a separate Service Request.

**Current Process:**

There is currently no automated process to convert open range employees to a step-based structure. When necessary, this is accomplished via a manual process in accordance with local practices.

### **Proposed Process:**

Prior to installing and running the range-to-step program, campuses must first complete local TCT maintenance to establish the new step rates for the previously open range titles and the whole steps for the previously half step titles.

The one-time program should examine the EDB for appointments, and then specific distribution lines that match the selection criteria (see section Overview, Appointment and Distribution Selection). For each distribution line to be modified, the program will query TCT (or a smaller table composed of effected titles and their rates) to find the covered rates (Effective 07/01/2004) for the appointment Title Code. Among these step rates, the program will search for a new rate that is equal to or greater than the employee's current rate (see section Overview, Assignment of New Steps and Rates) and generate update transactions to assign the new steps and rates in the EDB.

For further detailed eligibility requirements, see Service Request 80846, *RX Range-to-Step Conversion Requirements*, available at the Campus Payroll Maintenance web site.

### **Programs**

#### **PPOT1580 (new)**

PPOT1580 is developed to examine RX unit related appointments, and then select specific distribution lines that match the selection criteria (see below). For each distribution line to be modified, the Title Code Table (via PPTCTUTL) is queried to find the covered rates (Effective 07/01/2004) for the specific appointment Title Code. Among these step rates, the one-time program searches for a new rate that is equal to or greater than the employee's current distribution pay rate and generates EDB update transactions to assign the new steps and rates in the EDB. In addition, Costing transactions are generated for the Costing Process.

The following selection criteria are used to select eligible appointments. All conditions must be satisfied before the appointment is selected for processing.

- Employee Separation Date is not prior to July 1, 2004.
- Appointment Title Unit Code is equal to 'RX'
- Appointment Representation Code is equal to 'C'
- Appointment End Date is equal or later than July 1, 2004
- Appointment Without Salary not equal to 'Y'

PPTCTUTL is called to access the TCT Table to return a set of step-based rates specific to the Appointment Title Code. The returned step-based rates are loaded into the internal Rates Array. The steps are derived in the internal Rates Array starting with 1.0 as the step value in entry 1 and incremented 1.0 for each subsequent entry until the total number of pay intervals is reached.

From the eligible appointments, the one-time selects distributions where the Description of Service (DOS) code has a Payment Category value of 'N' ('Normal or Regular Pay') and a Type Hours value of 'R' ('Regular'), 'O' ('Overtime Straight'), or 'P' ('Overtime Premium').

The new step value associated with the new rate is derived as follows:

- The rates match (current Distribution Pay Rate equals to rate in entry). The index value associated with that entry is assigned to the new Step Number value and moved to the new distribution (See section EDB Update Transactions below).
- If the current Distribution Pay Rate is higher than the rate in current entry, but lower than the rate in the next subsequent entry, the index value associated with the next subsequent entry is assigned to the new Step Number and the new rate associated with the next subsequent entry are assigned to the new distribution.

- If the current Distribution Pay Rate is higher than the rate in the last entry of the TRR Rate Array, the step value associated with the last entry of the TRR Rate Array is assigned to the new Step Number and the current Distribution Pay Rate are moved to the new distribution.

The one-time program produces a one-time report detailing the pay changes for each employee converted from open range to step rates or converted from a half step structure to a whole step structure. There are two versions of the one-time report. The first report is sorted in order of Employee Name and displays the title 'Central Office Report of Range-to-Step Conversion – RX'. The second version of the report is sorted by Employee Name within Department and displays the title 'Departmental Report of Range-to-Step Conversion - RX' (See Attachments A and B of detail design document).

The following data are reported on the one-time reports:

- Employee ID
- Employee Name (EDB 0105)
- 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
- New Step (EDB 2049)
- New Rate
- Off/Above Scale Indicator (EDB 2050)
- Primary Pay Schedule (EDB 0152)
- Description of Service (DOS) Code (EDB 2056)
- Percent Change - the difference between the starting rate and the new rate, expressed as a percentage of the starting rate

The Percent Change between the Starting Rate and the New Rate is calculated as follows:

$$\frac{\text{New Rate} - \text{Starting Rate}}{\text{Starting Rate}} = \text{Percent Change} \times 100$$

An electronic file in tab-delimited format is produced containing the same data as the Central Office Report. In addition, Costing records are written for input to program PPP960 (Costing Consolidation Process).

### **Bind Members**

#### PPOT1580

PPOT1580 is the one-time bind member for one-time program PPOT1580.

### **Table Updates**

#### System Messages Table

The on-line severity level for 08-722 has been lowered due to the RX Range-to-Step Conversion requirements that if the current distribution's Pay Rate is higher than the top step rate for that title, the current distribution's Off/Above Scale Code is set to 'R' and the distribution's Step Number is assigned the top step number value associated with the top step rate.

Thus, the on-line severity level value for message 08-722 is changed from '7' (Employee Reject) to '3' (Warning), so that valid changes to the employee's distribution record via CICS on-line is not rejected when the Distribution Off/Above Scale Code (EDB 2050) is 'R' and the Distribution Step (EDB 2049) is not blank. Note that the batch severity level value for message 08-722 is already set to '3'.

### **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 PPOT1580 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 PPOT1580 run prior to the first compute for July earnings. The output EDB transactions file produced from the one-time PPOT1580 must be processed into the Batch EDB File Maintenance process before the first compute for July earnings is run.

The RX Electronic Report file produced by execution of the one-time program associated with this release should be delivered to UCOP via ftp not later than **July 31, 2004**. The file is to be delivered to your normal campus ftp "dropbox" account, using the dataset name

FTPUSRn.PUT.RXCONV.Y2004, where 'n' is the one-byte campus ID.

The LRECL for this file is 115, and it will be the campus' responsibility to properly allocate space for this dataset during the ftp transfer.

If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu, or call at (510) 987-0464.

Jackson Quan