

**Release 1581
Detailed Design
Service Request 80871**

TX Range-to-Step Conversion

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Enterprise IT Services
Information Systems & Computing
Office of the President
University of California

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Introduction

Service Request 80846

The contract between The University and UPTE Research Support Professionals Unit (TX), 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 TX step structure implemented will be based on half step intervals.

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.

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 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 80871, *TX Range-to-Step Conversion Requirements*, available at the Campus Payroll Maintenance web site.

Overview

Appointment and Distribution Selection

The one-time program will select eligible appointments and its associated distributions based on the following selection criteria.

- Employee Separation Date (EDB 0140) is not prior to the July 1, 2004;
- Title Unit Code (EDB 2029) = 'TX', and:
- Appointment Title Code is equal to 4814, 6102, 6107, 6680, 6681, 7113, 8330, 9534, 9535, or 9717,
- Appointment End Date (EDB 2003) is not prior to July 1, 2004;
- Appointment Representation Code (EDB 2031) = 'C' ('Covered');
- Appointment Without Salary Indicator (EDB 2028) is not equal to 'Y'.

From the eligible appointments, the program should select 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').

Assignment of New Steps and Rates

For distributions eligible to be modified, the program will query the Title Code Table via utility program PPTCTUTL based on the effective date of July 1, 2004 to compare the covered rates (Pay Representation Code = 'COV') for the appointment Title Code (EDB 2006) to the current Distribution Pay Rate (EDB 2055) associated with the distribution.

If the covered rate associated with the Title Code is equal to the current Distribution Pay Rate, the one-time will derive the associated step number for the pay rate and assign this rate and step number to the new distribution.

If it does not find a match, the program will identify the first rate in the step sequence that is greater than the current Distribution Pay Rate and assign this rate and associated step number to the new distribution. If the program does not find a rate that is higher than the current rate (i.e. the current Distribution Pay Rate is higher than the top step rate for the title), the program will assign the top step number and the current Distribution Pay Rate to the new distribution. Additionally, for these distributions where the Distribution Pay Rate is higher than the top step rate, and the current distribution's Off/Above Scale code (EDB 2050) is blank, the Off/Above Scale code for the new distribution will be set to 'R' ('Red circle, non-academic'). If the current Off/Above Scale value is not blank, that value will be transferred unchanged to the new distribution.

EDB Update Transactions

EDB transactions to update appointments/distributions for effected employees will be produced. The transaction will terminate the current distribution and establish a new distribution entry with the new rate and Salary Step (EDB 2049). Distributions that cross the effective date boundary of 07/01/04 (monthly) or 07/04/04 (biweekly) will be terminated as of one day prior to the effective date. The transaction will then create a new distribution with a begin date equal to the monthly or biweekly effective date and an end date equal to the original end date of the terminated distribution. For distributions with a begin date later than the effective date, the transaction will simply update the pay rate to the new rate and assign the correct Salary Step value.

The update transactions will use Personnel Action Code '43 - Change in Rate - Other'.

Costing Transactions

The one-time program will should create standard costing transactions for input into program PPP960, the Costing Consolidation Process. These transactions will be modeled after the costing transactions created by program PPP910, Range Process.

Campuses will determine whether '43' is a costable action locally, and whether it needs to be added to the costable action table.

Reporting

The one-time program will produce a report and electronic data file 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. Two versions of a report will display the employee data. One report will be sorted in order of Employee Name and display the title 'Central Office Report of Range-to-Step Conversion – TX' (See Attachment A). The other version of the report will be sorted by Employee Name within Department and display the title 'Departmental Report of Range-to-Step Conversion - TX' (See Attachment B).

The program will also produce an electronic file in tab-delimited format. This electronic file will contain the same data as the Central Office Report.

Program Changes

PPEC051

PPEC051 will be modified to include staff related steps 25.5, 26.0, 26.5, 27.0, 27.5, 28.0, 28.5, and 29.0 in the working storage section.

One-time Program

PPOT1581

A one-time program will be developed to process the employees' appointments/distributions on the EDB, convert the open-range employees to the appropriate step base structure as of July 1, 2004, and create EDB update transactions and Costing transactions.

Appointment examination for the employee will be bypassed when the employee's Separation Date is prior to July 1, 2004. Otherwise the appointments will be selected based on the following conditions:

- Appointment Title Unit Code is equal to 'TX'
- Appointment Title Code is equal to 4814, 6102, 6107, 6680, 6681, 7113, 8330, 9534, 9535, or 9717,
- Appointment Representation Code is equal to 'C'
- Appointment End Date is equal to or later than July 1, 2004
- Appointment Without Salary not equal to 'Y'

For each appointment that satisfies the above conditions,

The following values will be passed in the linkage to PPTCTUTL:

- Event-Code of "XTCL-READ-CHOSEN-TITLE-LONG"
- Title Code (EDB 2006) from the associated Appointment
- Effective Date of 07/01/2004
- Pay Representation Code of COV
- Sub-Location (EDB 2009) from the associated Appointment

If the Rate Effective Date associated with the returned rates is not equal to '07/01/2004', the appointment will be bypassed. Otherwise the TRR Rates Array returned from PPTCTUTL will be used later to match the rates to the Distribution Pay Rates (EDB 2055). Note that the number of entries in the TRR Rate Array is equal to the *Total Number of Pay Intervals* returned in the linkage from PPTCTUTL. *The TCT hourly rates (carried out to four decimals) returned from PPTCTUTL will be rounded to two decimals and stored on the TRR Rate Array.*

Derive Step Number Value

The steps will be derived for each entry in the internal TRR Rates Array starting with 1.0 as the step value in entry 1 and incremented 0.5 for each subsequent entry until the total number of pay intervals is reached.

Distribution Selection

The associated distributions will be selected for processing as follows:

- The selected Distributions' DOS codes must be associated with a Pay Category of N (normal) and,
- Type of Hours Code of R (regular), O (overtime), or P (premium overtime).

For each Distribution selected, each rate entry in the TRR Rate Array will be examined as follows:

Processing of Selected Distribution

The current Distribution Pay Rate will be used to attempt to match a rate in the TRR Rate Array.

If the rates match, the existing Distribution Pay Rate and the entry containing the Step Number will be assigned to the new distribution (See *EDB Update Transactions*). In addition, a Costing record will be written (See section *Costing Transactions* below). A Sort report record will be written (See section *Data for Reporting* below).

If the current Distribution Pay Rate is higher than the rate in current entry, but lower than the rate in the subsequent entry (n + 1), the rate in the subsequent entry will be assigned to the new distribution (See *EDB Update Transactions*). The Step Number value in the subsequent entry will be assigned to the new distribution. In addition, a Costing record will be written (See section *Costing Transactions* below). A Sort report record will be written (See section *Data for Reporting* below).

If the current Distribution Pay Rate is higher than the rate in the last entry of the TRR Rate Array, the current Distribution Pay Rate will be assigned to the new distribution (See *EDB Update Transactions*). The Step value in the last entry will be assigned to the new distribution. In addition, if the current distribution's Off/Above Scale Code (EDB 2050) is blank, the Off/Above Scale Code of 'R' (Red circle, non-academic) will be assigned to the new distribution. If the current Off/Above Scale value is not blank, that value will be transferred unchanged to the new distribution. The rate difference between the old rate and new rate will be calculated for reporting purposes (See section *Data for Reporting below*). Costing record will be written (See section *Costing Transactions* below). A Sort report record will be written (See section *Data for Reporting* below).

EDB Update Transactions

EDB transactions will be created to update appointment distributions for effected employees. The transaction will terminate the current distribution and establish a new distribution entry with the new rate and Salary Step (EDB 2049). Distributions that cross the effective date boundary of 07/01/04 (monthly) or 07/04/04 (biweekly) will be terminated as of one day prior to the effective date. The transaction will then create a new distribution with a begin date equal to the monthly or biweekly effective date and an end date equal to the original end date of the terminated distribution. For distributions with a begin date later than the appropriate effective date, the transaction will simply update the pay rate to the new rate and assign the correct Salary Step value.

Costing Transactions

Standard Costing transactions for input into program PPP960 (Costing Consolidation Process) will be produced. These transactions will be modeled after the Costing transactions produced by program PPP910 (Range Process).

Campuses will determine whether '43' is a costable action locally, and whether it needs to be added to the Costable Action Table.

Data for Reporting

The following data will be moved to the Sort record. The Sort File will be sorted to produce two 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 will be calculated as follows:

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

The first report will be in Employee Name order (Central Office Report). The second report containing the same displayed data will be sorted by Employee Name within Department Number order (Departmental Report). If the Department Number value changes, the report will start on a new page.

In addition, an electronic file in tab-delimited format will be produced. The electronic file will contain the same data as the Central Office Report

One-time Bind Members

PPOT1581

A one-time plan bind for PPOT1581 will be created.

```
BIND -
  PLAN( PPOT1581 ) -
  MEMBER( PPOT1581 , -
          PPPRMUT2 -
          PPDOSUT2 , -
          PPTCTUTL ) -
  ACTION( REPLACE ) -
  RETAIN -
  VALIDATE( RUN ) -
  ISOLATION( CS ) -
  FLAG( I ) -
  ACQUIRE( USE ) -
  RELEASE( COMMIT ) -
  EXPLAIN( YES )
```

JCL for One-Time Program

PPOT1581

One-time JCL will be created for the one-time program PPOT1581.

Attachments

Attachment A	Sample One-time Report (Central Office)
Attachment B	Sample One-time Report (Departmental)

Attachment A

PPXXXXX/PPXXXX 01/15/97
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
 BASE PAY CHANGES
 CENTRAL OFFICE REPORT OF RANGE-TO-STEP CONVERSION - TX

PAGE NO. 1
 RUN DATE XX/XX/XX

EMPLOYEE NAME/ EMPLOYEE ID/	DEPARTMENT NAME	DEPT NUM	APPT NUM	APPT %	TITLE CODE	STARTING RATE	NEW STEP	NEW RATE	O/A SCALE	PAY CYCLE	DOS CODE	PERCENT CHANGE
DINNER, BUFFY 000050128	HOSP EDUC	827701	10	0.30	9610	5000.00	4.0	5050.00		MO	REG	1.0
						5000.00	4.0	5050.00		MO	REG	1.0
EMPLOYEE, TEST12 111111112	CHAN OFFICE	804918	20	1.00	9612	1680.00	5.0	1697.00		MO	REG	1.0
						1680.00	5.0	1697.00		MO	RTP	1.0
FRANKLIN, RICHARD M 701000004	BUDGET OFFICE	861001	10	0.30	9613	3008.00	5.0	3038.00		MO	REG	1.0
						3008.00	5.0	3038.00		MO	RTP	1.0
						3369.00	4.0	3403.00		MO	REG	1.0
						3369.00	4.0	3403.00		MO	REG	1.0
						3124.00	5.0	3124.00	R	MO	REG	0.0
						3124.00	5.0	3124.00	R	MO	REG	0.0
						3124.00	5.0	3124.00	R	MO	REG	0.0
JOHNSON, MALCOLM P	CHAN OFFICE	804918	10	1.00	9520	13.0100	3.0	13.2500		BW	REG	1.8

Attachment B

PPPXXX/PPPXX 01/15/97
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
 BASE PAY CHANGES
 DEPARTMENTAL REPORT OF RANGE-TO-STEP CONVERSION - TX

PAGE NO. 1
 RUN DATE XX/XX/XX

DEPARTMENT: 827701 HOSP EDUC

EMPLOYEE NAME/ EMPLOYEE ID/	APPT NUM	APPT %	TITLE CODE	STARTING RATE	NEW STEP	NEW RATE	O/A SCALE	PAY CYCLE	DOS CODE	PERCENT CHANGE
DINNER, BUFFY 000050128	10	0.30	9610	5000.00	4.0	5050.00		MO	REG	1.0
				5000.00	4.0	5050.00		MO	REG	1.0
EMPLOYEE, TEST12 111111112	20	1.00	9612	1680.00	5.0	1697.00		MO	REG	1.0
				1680.00	5.0	1697.00		MO	RTP	1.0
FRANKLIN, RICHARD M 701000004	10	0.30	9613	3008.00	5.0	3038.00		MO	REG	1.0
				3008.00	5.0	3038.00		MO	RTP	1.0
	20	0.40	9612	3369.00	4.0	3403.00		MO	REG	1.0
				3369.00	4.0	3403.00		MO	REG	1.0
	30	0.30	9724	3124.00	5.0	3124.00	R	MO	REG	0.0
				3124.00	5.0	3124.00	R	MO	REG	0.0
				3124.00	5.0	3124.00	R	MO	REG	0.0
3124.00	5.0	3124.00	R	MO	REG	0.0				
JOHNSON, MALCOLM P	10	1.00	9520	13.0100	3.0	13.2500		BW	REG	1.8