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July 26, 2004

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Re: Release: 1591
Service Request: 16931, 16960
Error Reports: None
Programs: PPCPAFSR, PPCPAPAY, PPDB2PAR, PPEXPTRN, PPGRSFIN
PPGRSPAR, PPP360, PPP380, PPP440, PPP470, PPP520, PPP530,
PPP540
Copymembers: CPFDTOEU, CPWPATBL, CPWSACCT, CPWSTOEU, CPWSVPAR,
CPWSXCIT, CPWSXCOT, CPWSXCPA, CPWSXEIT, CPWSXPAR
Include Members: PPPVTOE1, PPPVZERN, PPPVZTOE
DDL Members: PPPVTOE1, PPPVZERN, PPPVZTOE, TBERN00C, TBERN06A,
TBTOE00C, TBTOE05A
Bind Members: None
CICS Maps: None
Forms: UPAY646
Table Updates: System Message Table
Urgency: Not Urgent (See Timing of Installation)

Service Request 16960

In order to support a new Effort Reporting System (ERS) currently under development, there is a need to capture percent time associated with Payroll Audit Record (PAR) earnings distributions.

Effort reporting has been, and will continue to be, dependent on pay information from PPS. The new ERS will base its calculations of “percent effort” on the percent time associated with employee pay rather than the current method of pro-rating gross pay to determine percent effort. This is being done to make easily understood what effort is being reported and certified by researchers.

Under current PPS processing, Percent Time **is not** entered/carried on PAR earnings distributions for hourly paid appointments. That is, Percent Time is applicable to Pay Period Rated appointments and it is only these payments for which Percent Time is carried on the PAR.

To facilitate the percent-time based calculations in the proposed ERS, a new data element, “Derived Percent Time” has been added to the sequential and DB2 PAR earnings distribution. (Rather than modification of the existing “Percent Time” PAR element, a new data element was selected to avoid unnecessary PPS modifications associated with the current use of the “Percent Time” for time reporting.)

The new Derived Percent Time will be developed by the Gross Pay Process (PPP390). For hourly rated pay, the Derived Percent Time will be calculated as the reported payment Hours divided by the normal hours for that pay cycle. For pay period rated payments, the Derived Percent Time will be set to the value of the Percent Time entered for the payment.

The new Derived Percent Time will be calculated for earnings on all PAR records. This includes Current Activity, Cancellations, Overpayments, Hand Drawn/Rush Checks and Expense Transfer type PAR records. The earning's "time effort" will be exempt from reporting and will have the Derived Percent Time set to zero when:

- The Retroactive Adjustment Indicator (RAI) is "A".
- The DOS is "OTP", "OTH", "OT2", or "OT3" (i.e., these earnings have a corresponding "OTS" entry for the same reported time so therefore, to avoid double counting, these "premium" hours are bypassed so that only the OTS will have a non-zero Derived Percent Time).
- The associated DOS Table entry contains a blank Type Hours Code.

Note that it is the duty of the Effort Reporting System (ERS) to perform any additional earnings selectivity necessary for that reporting function.

Although it will be developed and carried on the PAR, the new Derived Percent Time will not be displayed on any current PAR reports/screens. It may however, be examined/displayed via DB2 utility (e.g., SPUFI).

Service Request 16931

Currently, only the Original Hours or the Original Percent (but not both) are captured on Expense Transfers. Since the one position Cycle code ("M", "B", or "S") associated with the Original Pay Rate is not captured on the transfer, the usefulness of the Original Percent, when entered, is severely limited. Worse yet, when Original Hours (rather than Percent) are entered, the conversion of Hours to the new "Derived Percent Time" is not possible. That is, to accurately determine Percent Time from Hours, the Hours must be divided by the normal hours per that pay cycle. Thus, the Pay Cycle (Monthly, Biweekly, or Semi-monthly) must be carried on the transfer.

An additional consideration for the Expense Transfer process is that the Retroactive Adjustment Indicator (RAI) associated with the original PPP5302 line item is not carried on the transfer. Thus, the calculation of the new Derived Percent Time is impeded, as is the potential usefulness in other reporting functions. That is, when the transfer is applied to a retroactive rate adjustment, the Derived Percent must be set to zero so as to not double count the effort.

Therefore, in order to provide a suitable calculation for the Derived Percent Time, two additional fields will be carried on all Expense Transfers:

- Pay Cycle (one position: "M", "B", or "S")
- RAI Code (one position: blank or "A")

To support the inclusion of the Pay Cycle and RAI code on Expense Transfers, the Expense Distribution process will include the values for both fields on the Transfer Of Expense (TOE) File. Thus, as per this release, all transfers associated with the TOE File, whether entered batch ("TS" Single Transfer UPAY773 or "TM" Mass Transfer UPAY774) or online (Single Transfer screen EDTS or Mass Transfer screen EDTM) will automatically include the Pay Cycle and RAI Code associated with the original PPP5302 line charge. That is, no changes to user entry are required; the process will retrieve the correct values from the TOE File.

However, when transfers are necessary which are applicable to a historic pay cycle beyond the TOE File retention period, the UPAY646 (E1/E2/E3 "long" form) is used. To accommodate the new fields, the "E1" line on form UPAY646 has been expanded to carry both the Pay Cycle and RAI Code. **NOTE: When either one or both of these new fields on the E1 line are left blank or contain an invalid value, a warning message will be issued and the transfer will be processed such that the Pay Cycle will default to the employee's Primary Pay Cycle and the RAI code will default to blank.**

Programs

PPP520

Program PPP520 will now load the RAI Code and the one position Cycle Type (associated with the distribution's Pay Rate) to the Expense Distribution Work (EDW) record for all Current Activity, Cancellations, Overpayments, Hand Drawn/Rush Checks and Expense Transfer type PAR earnings.

PPP530

Program PPP530 will now carry the RAI Code and the Cycle Type through the PPP5302 expense process and place these values on the output TOE Update File.

PPP540

PPP540 has been modified to retrieve the RAI Code and the Pay Cycle from the TOE Update record and include these values on the updated DB2 TOE Table.

PPEXPTRN

Module PPEXPTRN is called by batch and online processes to edit and format Expense Transfer activity transactions (E1-E3) based on the requested ET Month, Page, and Line key access to the DB2 TOE Table. The module has been changed to include the TOE resident RAI Code and Pay Cycle on the E1 distribution line.

PPP360

Program PPP360 performs batch entry transactional edits as well as final edits on online entered activity. It has been modified to edit the added E1 RAI Code ("A" or blank) and Pay Cycle ("M", "B", "S", or blank). The failure of these edits will result in the issuance of warning messages 36-326 and 36-327, respectively.

PPP380

Program PPP380 consolidates transaction activity from the batched order contained on the Transaction Holding File (THF) so as to create Employee ID sequenced Consolidated Payroll Activity (CPA) records which will be subsequently processed by PPP390.

PPP380 has been changed to include the added E1 RAI Code ("A" or blank) and Pay Cycle ("M", "B", "S", or blank) on the CPA earnings portion as well as initialize the new Derived Percent Time field (which will be calculated and populated by PPP390).

PPCPAFSR, PPCPAPAY

These modules are called by PPP380 to process non-Expense Transfer pay distributions and have been modified to initialize the new Derived Percent Time field on the CPA record.

PPGRSPAR

PPGRSPAR is called by PPP390 to perform final maintenance prior to preliminary PAR record issuance.

For Expense Transfers, PPGRSPAR will carry the RAI Code and the Pay Cycle to the corresponding earning fields on the E1 and E3 PAR distribution lines. When the Pay Cycle Code is not "M", "B", or "S", it will be changed to the value of the first position of the employee's Primary Pay Schedule. When the RAI Code is not blank or "A", it will be changed to a blank.

Additionally, for Expense Transfers, the Derived Percent Time field will be populated as follows:

1. When the RAI Code is not blank or the DOS value is "OTP", "OTH", "OT2", or "OT3", the Derived Percent Time is set to Zero.
2. A search of the DOS Table is performed. When a matched is not achieved or if the DOS entry's Type Hours is blank, the Derived Percent Time is set to Zero.
3. The Total E3 Transfer Gross is determined (multiple E3 lines may be present for the transfer). When the Total E3 Transfer Gross is zero, the Derived Percent Time is set to Zero.
4. When the PAR distribution Rate Code is "4" (Hourly Rate):
 - a. When the E1 Hours are zero, the Derived Percent Time is set to Zero.

- b. The Normal Hours in the pay period is determined. This new routine is consistent (including Default Hours) with other PPP390 "called" modules and will use the distribution Pay Cycle and Earnings Date to search the DB2 HCR Work Day History unless the Fire Fighter's "56" hour rule (per TUC value "TX" with SHC value "F") is indicated.
 - c. **When the distribution being processed is the E1**, the Transfer Hours are calculated as the E1 Hours *times* the Total E3 Transfer Gross *divided* by the E1 (i.e., Original) Gross. The Derived Percent Time is calculated as the Transfer Hours *times* -1 *divided* by the Normal Hours.
 - d. **When the distribution being processed is an E3**, the Transfer Hours are calculated as the E1 Hours *times* the E3 Gross *divided* by the E1 (i.e., Original) Gross. The Derived Percent Time is calculated as the Transfer Hours *divided* by the Normal Hours
5. Otherwise (i.e., the PAR distribution Rate Code is not an Hourly Rate),
- a. If the E1 Percent Time is Zero, the Derived Percent Time is set to Zero.
 - b. **When the distribution being processed is the E1**, the Derived Percent Time is calculated as the E1 Percent *times* -1 *times* the Total E3 Transfer Gross *divided* by the E1 (i.e., Original) Gross.
 - c. **When the distribution being processed is an E3**, the Derived Percent Time is calculated as the E1 Percent *times* the E3 Gross *divided* by the E1 (i.e., Original) Gross.
6. It is the intent of these modifications that the total Derived Percent Time for an Expense Transfer to "zero balance". For example, when half of the "original" gross, reported at 80%, is transferred, then the calculated E1 Derived Percent Time should be negative 40% and the E3 Derived Percent Time should be positive 40%. However, when multiple E3 lines are present for a transfer, rounding inconsistencies may occur. Therefore, if the total of all Derived Percent Time for a transfer is not zero, its negative value is added to the first E3 Derived Percent Time (resident on the transfer) so that the adjusted value will "zero balance".

For Current Activity, Cancellations, Overpayments, Handdrawn/Rush Check type PAR records, the Derived Percent Time field will be populated as follows:

1. When the RAI Code is not blank or the DOS value is "OTP", "OTH", "OT2", or "OT3", the Derived Percent Time is set to Zero.
2. When a match to the DOS Table is not achieved or if the DOS entry's Type Hours is blank, the Derived Percent Time is set to Zero.
3. When the PAR distribution Rate Code is "4" (Hourly Rate):
 - a. If the distribution Hours are zero, the Derived Percent Time is set to Zero.
 - b. The Normal Hours in the pay period is determined (see above).
 - c. The Derived Percent Time is calculated as the distribution Hours *divided* by the Normal Hours
4. Otherwise (i.e., the PAR distribution Rate Code is not an Hourly Rate),
 - d. If the distribution Percent is Zero, the Derived Percent Time is set to Zero.
 - e. Otherwise, the Derived Percent Time is set to the same value as the distribution Percent.

Note that during the Derived Percent process (whether Expense Transfer or non-Expense Transfer), no Derived Percent Time calculated value will be allowed to exceed 100% (i.e., 1.0000) regardless of data conditions.

PPGRSFIN

PPGRSPAR is called by PPP390 to perform Work Study PAR distribution Funding splits. It has been modified to apply the split percentage used for Gross, Hours, and Percent to the new Derived Percent Time.

PPP440, PPP470

For Expense Transfer type PAR records, these two PAR reporting programs will display the Pay Cycle and RAI Code in standard placement to the right of the distribution Earnings Date. Additionally, the ET Month, Page, and Line Number will be displayed to the right of the PAR type description.

PPDB2PAR

PPDB2PAR is called by PPP465 to format the flat file PAR data into DB2 PAR rows. It has been modified by the addition of the Derived Percent Time to the PAR PPPERN table row.

Copymembers

CPFDTOEU, CPWSTOEU

These members provide, respectively, the file definition and file layout of the TOE Update file. The Pay Cycle and RAI Code have been added.

CPWSXCIT, CPWSXCOT, CPWSXE1T

These members define the record layout of payroll input transactions which include the E1 and E3 transactions associated with Expense Transfers. The Pay Cycle and RAI Code have been added.

CPWSACCT, CPWSVPAR, CPWSXPAR, CPWSXCPA

These copymembers provide CPA/PAR record definitions to various processes. They have been modified with the addition of the new Derived Percent Time.

CPWPATBL

CPWPATBL contains definitions of various PAR rows used by PPP465 in loading the DB2 PAR. It has been modified with the addition of the new Derived Percent Time in the PAR table PPPERN.

Include members

PPPVZERN

This is a full view of the DB2 PAR table PPPERN. The Derived Percent Time has been added.

PPPVZTOE, PPPVTOE1

These are full views of the DB2 ETH table PPPTOE. The Pay Cycle and RAI Code have been included.

DDL Members

TBERN00C

This DDL member contains DDL statements for creating the PPPERN Table. The Derived Percent Time column has been added.

TBERN06A

This DDL member contains DDL statements for altering the table PPPERN to add the Derived Percent Time column.

PPPVZERN

This DDL member contains DDL statements for creating the DB2 PAR view PPPVZERN_ERN. The Derived Percent Time column has been added.

TBTOE00C

This DDL member contains DDL statements for creating the PPPTOE Table. The Pay Cycle and RAI Code columns have been added.

TBTOE05A

This DDL member contains DDL statements for altering the table PPPTOE to add the Pay Cycle and RAI Code columns.

PPPVZTOE, PPPVTOE1

These DDL members contains DDL statements for creating the DB2 ETH views PPPVZTOE_TOE and PPPVTOE1_TOE. The Pay Cycle and RAI Code columns have been added.

Forms

UPAY646

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The Pay Cycle and RAI Code have been added to the E1 line of UPAY646. These fields are optional. The Pay Cycle will default to the first position of the Primary Pay Schedule and the RAI Code will default to blank.

Tables

System Message Table

Messages associated with the batch edit of the "E1" line Pay Cycle and RAI Code must be applied to the System Message Table. The transactions to update this table for both **Test** and **Production** have been made available as part of this release.

Test Plan

A complete test plan is provided with this release. Campuses are encouraged to use the base system test materials, as well as performing any other desired local tests.

Installation Instructions

Installation instructions are provided in a separate document.

Timing of Installation

This release is Not Urgent. However, campuses should install this release as quickly as possible so as to develop the longest possible TOE and PAR history of the added elements described above. This release may be installed at any point during the process month without regard to which pay cycles have been processed.

As usual, campuses are encouraged to install this release in as timely a fashion as possible and in the normal numeric sequence.

Please address questions or comments via electronic mail to Jim.Tuohig@ucop.edu or call (510) 987-0741.

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