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SR80956 Requirements EX Open Range ATB Increase

Objective:

The EX Open Range ATB Increase program (based on program PPO13551 and other similar programs) implements a 2% across-the-board (ATB) increase for eligible open range employees in the EX unit. The program includes the following processes:

- selection of EDB distribution entries to be adjusted
- calculation of new pay rates for eligible employees
- generation of EDB update and costing transactions
- creation of a file to be used as input for the Retroactive Merit Process

Project Type:

This is a one-time PPS program

Requested by:

HR&B Labor Relations

Analyst:

Carrie Gatlin

Due Date(s):

This release is Date Mandated.

Per the contract language, campuses must process the increase by September 30, 2004. OP Labor Relations would like campuses to process the adjustment so that it is reflected in the October 1 paycheck (October 6 BW) if possible.

Background:

The University and the American Federation of State, County and Municipal Employees (AFSCME) union recently reached agreement on a new contract covering employees in the Patient Care Technical (PCT/EX) unit. The wages article for this agreement, effective January 1, 2004, includes the following stipulations:

1. **January 1, 2004 – August 31, 2005**
 - a. Following written notification from AFSCME of its ratification and acceptance of the entire Agreement with the University of California, eligible employees in this unit will receive a 2% base-building salary increase effective January 1, 2004 (or the closest start of the pay period for bi-weekly or semi-monthly paid employees). Eligible employees shall be those members of the bargaining unit who are on the payroll as of the effective date of this Agreement [*July 2, 2004*], and who remain on the payroll until the payment is included in the individuals' paychecks.
 - b. The University will process the prospective individual salary increases as soon as practicable, but in no event more than ninety (90) calendar days following ratification of the Agreement.
 - c. The University will process the retroactive salary increase to be retroactive from the date of processing back to the effective date of the increase (January 1, 2004), in accordance with the provisions of Section A.1., above. The processing shall occur as soon as practicable but not more than one hundred and twenty (120) calendar days following ratification of the Agreement. (*Article 42, Wages*)

Locations will implement per diem rates using existing processes.

In addition, San Francisco will implement a range adjustment for their step-based EX population using existing processes. Other locations may use the ATB program outlined in this document to adjust rates for employees in eligible open range titles.

1.0 Eligibility

Eligible employees shall be those members of the bargaining unit who have an active appointment as of the effective date of the agreement, July 2, 2004, and who are in the unit when the payroll program is run.

The program should select eligible employees based on the following criteria:

- at least one active appointment for which the Appointment Title Unit Code (EDB 2029) = 'EX' and the Appointment Begin Date (EDB 2002) is equal or prior to July 2, 2004;
- Separation Date (EDB 0140) is not prior to the current date (program run date);
- Appointment Representation Code (EDB 2031) = 'C' ('Covered');
- Appointment Rate Code (EDB 2015) is not equal to "B" ("By-Agreement")
- Appointment Without Salary Indicator (EDB 2028) is not equal to 'Y';

2.0 PPS Processing

2.1 Distribution Selection

For each eligible employee, the program should first select current (as of the SCR Current Date) or future 'EX' appointments. In order to select only open range titles, the program should verify on TCT that the Title Code's 'Merit Flag' value is equal to 'Y'. For each of these selected appointments, the program should next select distribution entries where:

- the Description of Service Code is 'range adjustable';
- the Range Adjustment Indicator = 'Y';
- the Pay Category = 'N' ('normal');
- and the Type of Hours Code = 'R', 'O', or 'P';

or,

- if the Range Adjustment Indicator = 'Y', the Pay Category = 'A', and the Type of Hours Code = 'O', the program should select the distribution.

2.2 Calculation

The program should calculate a salary rate increase of 2% and develop the new pay rate for each eligible employee. These calculated rates may exceed the maximum of the range for the Title Code.

The pay rates for these open range titles, paid both hourly and monthly, must be rounded to the nearest cent.

Examples:

- monthly Distribution Pay Rate (\$2406.00) + 2% increase ($\$2406.00 * .02$) = \$2454.12 (no rounding)
- hourly Distribution Pay Rate (\$13.83) + 2% increase ($\$13.83 * .02$) = \$14.1066, rounded to \$14.11

2.3 EDB Update Transactions

The program must generate EDB transactions to update appointment distributions for eligible employees. If the employee is eligible for the rate increase, the transaction should terminate the selected distribution and establish a new distribution entry with the calculated rate. EDB distributions that cross the effective date boundary (01/01/04 MO, 01/04/04 BW) should be terminated one day prior; the transaction should then create a new distribution with a begin date of 01/01/04 (01/04/04 BW) and an end date equal to the original end date of the terminated distribution. For distributions with a begin date of 01/01/04 or later, the transaction should simply update the pay rate to the newly calculated rate.

The update transactions should use Personnel Action Code '55 – Across the board wage adjustment – system derived'.

2.4 Costing Transactions

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

2.5 Retroactive Pay Transactions

The program must generate a wrap-around file to be used as input for the Retroactive Merit Process. This file may be modeled after a similar file produced by program PPO13551 (R1355).

3.0 Reporting

The program should generate a wrap-around file to be used for input into a separate one-time EX wage reporting program. This wrap-around file may be identical to those produced by previous ATB one-time programs (R1507, R1436, R1355, etc.), with one exception: **the records should include some kind of flag or "internal code" to indicate that the adjustment is the result of an ATB process rather than a range adjustment process. This internal code will be used by the one-time reporting process to correctly identify ATB increases in the "Description" column.**

HR-ISS will submit requirements for this reporting program as a separate service request.