

**Release 1597
Detail Design**

**Service Request 80956
EX ATB Wage Increase**

August 20, 2004
08:00 AM

Enterprise IT Services
Office of the President
University of California

INTRODUCTION	1
OVERVIEW	2
PROGRAMS	4
ONE-TIME BINDS	7
JCL.....	8

Introduction

Service Request 80956

The University of California and the American Federation of State, County and Municipal Employees (AFSCME) 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:

January 1, 2004 – August 31, 2005

- 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.
- 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.
- 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.

Therefore, in order to distribute these monies to represented EX unit employees meeting the eligibility criteria, a special Payroll/Personnel System (PPS) program should be developed. The program may be modeled after the previous one-time program in Release 1597 for ATB implementations. The process should calculate the increase for non-step based employees, create EDB update transactions, costing transactions and generate retroactive pay transactions.

Although pay scale files are not applicable to the eligible portion of the EX population associated with this one-time process, a header record which identifies the Effective Date of the wage increase must still be applied to the Pay Scale Update process associated with this release.

For a further overview and detailed eligibility requirements, see Service Request 80956, *EX ATB Open Range Wage Increase Requirements*, available at the Campus Payroll Maintenance web site.

Overview

In order to implement the distribution of these monies, a modified version of the normal range adjustment will be developed. The main processing will depend on a Pay Scale Table and a modified version of PPP910. However, since one-time program PPOT1597 in Release 1597 contained the necessary logic, that one-time program will be copied with minimum changes to calculate the 2.0% ATB wage increase for open-range employees.

In order to conform to the common elements of the program and related costing and retroactive processes, the Pay Scale Table will be utilized but will consist only of a header record which identifies the January 1, 2004 effective date of the increase.

The one-time program for implementing the EX open range wage increases will be copied from one-time PPOT1597. That one-time was copied from one-time program PPO13551, and one-time PPO13551 was originally copied from PPP910. Thus, the PPP910 logic will be retained in this one-time program to the degree possible in order to retain the major functionality of PPP910, including the creation of EDB update and costing transactions. The reports will be left as is with the turnaround fields for data entry, even though this one-time process is not expected to use that capability.

The following significant changes will be made:

The cursor selection of appointments has been made consistent with the eligibility for wage increase requirements (conditions). If the appointment satisfies the eligibility for wage increase requirements, the Title Code table (PPPTSB) will be accessed to determine whether the appointment is eligible for the open range wage increase. Thus, if the Appointment Title Code, Appointment Sub Location Code, and Appointment Representation Code match an entry on the Title Code, and the Merit Based Indicator is equal to 'Y', the appointment and associated distributions will be selected for processing.

DOS code validation has the additional requirements of Pay Category N (normal) and Type of Hours Code R (regular), O (overtime), or P (premium overtime) consistent with the Calculations paragraph on page 3 of the requirements. Also, these requirements specify the inclusion of Time On-Call DOS Codes (i.e., Pay Category A combined with Type of Hours Code O).

PPIRANGE is called to access the Pay Scale Table, as in PPP910, to find a match on Title Code, Coverage Code, Rate Type and Old Rate. Since for this process, the Pay Scale Table will be empty (i.e., these are all "open range", Non-Step titles), it is expected that only Return Code value "09", below, will be returned. However the return codes are handled somewhat differently from PPP910 to be consistent with prior version of this one-time process:

00 indicates a match was found and a new rate was returned. This remains unchanged.

07 indicates the old rate was greater than the old maximum, and a new rate equal to the new maximum was returned. This remains unchanged.

02, 03, 04 all indicate the Title Code was on the Pay Scale Table but some other portion was a non-match. The rates associated with these return codes will be given an adjustment increase based on the eligibility requirements identified in the Service Request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

05 indicates the Title Code was on the Pay Scale Table but the rate was less than the minimum. The rates associated with this return code will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

Page 3
EX ATB Wage Increase
Detail Design
August 20, 2004

06 indicates the Title Code was on the Pay Scale Table but the rate was greater than the new maximum. The rates associated with this return code will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

09 indicates the Title Code was not found. These appointments are considered to be “open range” (i.e., Non-Step) based appointments. These will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but also are accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

The Action Code of ‘55’ (Across the board wage adjustment) will be assigned to the EDB File Maintenance transactions and the costing transactions.

To distinguish between the Final Preliminary File produced from the one-time program and the Final Preliminary File produced from PPP910, a value of ‘2’ will be assigned to each record in position 259 to indicate these records are produced as a result of an EX ATB Process rather than a Range Adjustment Process.

Programs

PPOT1597

A one-time program will be developed to process the EDB, calculate the appropriate rate increases, and create EDB update transactions and Costing transactions for the across-the-board (ATB) increase for eligible open range employees in the EX unit.

The one-time program will be copied from one-time PPOT1597. That one-time was copied from one-time program PPO13551, and PPO13551 was copied from existing program PPP910 as its basis. Thus, redundant code, such as code used by PPP910 in the Preliminary 2 phase, will **not** be removed in order to minimize inadvertent errors. Report layouts will be retained including the key-entry definitions for turnaround purposes, even though no turnaround processing is expected for this one-time process

Standard practice is to release a one-time with the markings in columns 73 through 80 containing the program name. To facilitate analysis of the changes in this one-time, code that has been unchanged from PPP910 will be marked with the one-time program name PPOT1597. Code that has been inserted or modified will be marked with 09561597, where 1597 is the release number.

The following changes will be made to the existing code to create the one-time program:

If it is the Preliminary 1 phase (PRLM1 in columns 12 through 16 of Run Specification record), the cursor selection of appointments will be evaluated for consistency with the eligibility for the TX Unit rate increase requirements.

Appointment examination for the employee will be bypassed when the employee's Separation Date is prior to the program run date. Otherwise the appointments will be selected based on the following conditions:

- Appointment Title Unit Code is equal to 'EX'
- Appointment Representation Code is equal to 'C'
- Appointment Rate Code is not equal to 'B'
- Appointment Begin Date is equal or prior to July 2, 2004
- Appointment End Date is equal or later than the one-time program run date
- Appointment Without Salary not equal to 'Y'

If the above conditions are satisfied, the Title Code table (PPPTSB) will be accessed (via call to PPTCTUTL) to determine whether the appointment is eligible for the open range wage increase. Thus, the Title Code table will be accessed using the Appointment Title Code, Appointment Sub Location Code, and Appointment Representation Code as keys. If the Title Code is found and the Merit Based Indicator is equal to 'Y', the associated distributions will be selected for processing.

In addition to being Range Adjustable, DOS code validation has the additional requirements of Pay Category N (normal) and a Type of Hours Code R (regular), O (overtime), or P (premium overtime). Also, requirements specify the inclusion of Time On-Call DOS Codes (i.e., Pay Category A combined with Type of Hours Code O).

PPIRANGE is called to access the Pay Scale Table, as in PPP910, to find a match on Title Code, Coverage Code, RDUC, Rate Type and Old Rate. Since the Pay Scale Table will be empty (except for the header record specifying the effective date of January 1, 2004, **only PPIRANGE return code value 09 is expected**). However the return codes will be handled somewhat differently from PPP910 in order to be consistent with prior one-time versions of PPP910:

00 indicates a match was found and a new rate was returned. This remains unchanged. The rate will be used and no further calculation will occur for that rate.

07 indicates the old rate was greater than the old maximum, and a new rate equal to the new maximum was returned. This remains unchanged. The rate will be used and no further calculation will occur for that rate.

02, 03, 04 all indicate the Title Code was on the Pay Scale Table but some other portion was a non-match. The rates associated with these return codes will be given an adjustment increase based on the eligibility definitions identified in the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

05 indicates the Title Code was on the Pay Scale Table but the rate was less than the minimum. The rates associated with this return code will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

06 indicates the Title Code was on the Pay Scale Table but the rate was greater than the new maximum. The rates associated with this return code will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

09 indicates the Title Code was not found. These appointments are considered to be “open range” (i.e., Non-Step) based appointments. These will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but also are accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

The decimal or dollar “rounding” used for the calculated wage increases will be consistent with the Requirements. For purposes of requirement definition, “Non-Step” based appointments are those for which the Title Code is not present on the Pay Scale Table; this distinction is necessary for “rounding” purposes as per the requirements.

The rate used for “**calculated**” increases will be moved to a new field on the output transaction to be passed to a subsequent one-time reporting program. Records that got their rate directly from the Pay Scale Table will contain zero in this field. The percentage adjustment amount (.0200) plus 1.0 will be multiplied against the old rate in order to calculate the new rate.

PPP910 uses the error code to determine which report a transaction appears on, and also controls the creation of EDB update transactions and costing transactions. The process now accepts error codes 01 and 07. This code will be modified to accept error codes 01, 02, 03, 04, 05, 06, 07 and 09.

Originally, an Action Code of ‘28’ is assigned to EDB File Maintenance transactions and costing transactions. The Action Code of ‘28’ will be changed to ‘55’ (Across the board wage adjustment), and assigned to the EDB File Maintenance transactions and the costing transactions.

EDB Distributions that cross the effective date boundary (01/01/04 on the Pay Scale header) will be ended as of 12/31/04 and new distributions created with a begin date of 01/01/04 and an end date equal to the original end date of the terminated distribution. Distributions starting 01/01/04 or later will merely have their rate updated. Aside from the error code controls mentioned in the previous paragraph, this code already exists in PPP910.

The logic that creates an A1 transaction to update the employee’s Generation Number (EDB0104) will be removed. In addition, since there is no merit language associated with this increase, the logic to create an A2 transaction to update the Next Salary Review Date (EDB 0136) will be removed.

To distinguish between the Final Preliminary File produced from the one-time program and the Final Preliminary File produced from PPP910, a value of ‘2’ will be assigned to each record in position 259 to indicate these records are produced as a result of an EX ATB Process rather than a Range Adjustment Process.

Page 6
EX ATB Wage Increase
Detail Design
August 20, 2004

Program PPP684 is the first step in running a “multi” Retroactive Rate Adjustment process. It reads the wrap-around file out of PPP910 (in this case PPOTrrr and produces an activity file for input to PPP685 (Retroactive Match File production). The “Error Code Override” field of the PPP684 Run Specification (UPAY877) must be entered so that all wage increases assigned by PPOT1597 will be processed and applied to the output activity file. That is, normally, PPP684 will reject all records that did not have a Rate match against the Pay Scale Table (as per above, only return codes 00 and 07 indicate a Rate match to the Pay Scale Table). However, with this one-time process, eligible distributions will have a wage increase calculated even though there was no match to the Pay Scale Table. Therefore, PPP684 must accept PPIRANGE return value of 09 when creating rate match records for the required “MULTI” Retroactive Rate Adjustment Process. Note that the UPAY877 Error Code Override field is reserved for unusual system processes, such as this current release, and must be coordinated with special programming. Normally, this field should always remain blank.

Page 7
EX ATB Wage Increase
Detail Design
August 20, 2004

One-Time Binds

PPOT1597

A one-time plan bind for PPOT1597 will be created. Its member list will be copied from the PPP910 bind member.

```
BIND -
  PLAN(PPOT1597) -
  MEMBER(PPOT1597, -
    PPMSSG2, -
    PPCTTUTL, -
    PPDOSUT2, -
    PPDUCUTL, -
    PPTCTUTL) -
  ACTION(REPLACE) -
  RETAIN -
  VALIDATE(RUN) -
  ISOLATION(CS) -
  FLAG(I) -
  ACQUIRE(USE) -
  RELEASE(COMMIT) -
  EXPLAIN(YES)
```

JCL

PPOT1597:

PPP910 JCL will be used as the basis for creating the one-time JCL for PPOT1597. One version will reflect PPP910 run the Preliminary 1 phase. A second version will reflect PPP910 run in the Final phase. The Run Specification Record will be based on the PPP910 Run Specification Record, as defined in UPAY677.

The Preliminary 1 phase will create a transaction file for input to PPOT1597's Final phase and, additionally, will serve as input to PPP684 in order to perform the retroactive adjustment process. The Final phase will create EDB update transactions and costing transactions.