



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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August 20, 2004

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Re:	Release:	1597
	Service Requests:	80956
	Programs:	PPOT1597 (one-time)
	CICS Programs	None
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPOT1597
	CICS Maps:	None
	Forms:	None
	Table Updates:	None
	Urgency:	Date Mandated (see Timing of Installation)

This release addresses the following service request:

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.

Programs

PPOT1597(new)

PPOT1597 was copied from one-time program PPOT1507 (Release 1507) and then modified. Note that One-time program (PPOT1507) was copied and modified from One-time PPO13551, and PPO13551 was copied from the normal range adjustment program PPP910, and then modified. Although this one-time process is not expected to use the standard correction turnaround documents, all reports normally produced by PPP910 are produced by the one-time program. However, some variation occurs in the records selected for those reports, especially those accepted for the PPP9102 Salaries Report. See below in the discussion of PPIRANGE. The one-time must be run twice, equivalent to the Preliminary 1 and Final phases of PPP910. The Run Specification to select these phases is exactly as for PPP910. The Preliminary 1 phase will produce reports and an output file like the wrap-around file used in PPP910. This file will serve as input, Final Phase, to one-time program PPOTrrr. The Final phase will create the EDB update transactions and the costing transactions. The former must be run through normal batch EDB maintenance and related functions, such as HDB update. The costing transactions must be run through the normal costing process. Additionally, the wrap-around input file to the Final phase will also be used as input to the Retroactive Merit/Range process and must also be saved for a special reporting process which will be released at a later date.

The following significant changes have been made in the one-time to the PPP910 code.

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

Appointment examination for the employee is bypassed when the employee's Separation Date is prior to the one-time program run date. Otherwise the appointments are 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) is accessed to determine whether the Appointment is eligible for the open range wage increase. Thus, the Title Code table is 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 are 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 are 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 is used and no further calculation occurs 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 is used and no further calculation occurs 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 are 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 are 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 are 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 are 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 is 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 contain zero in this field. The percentage adjustment amount plus 1.0 are 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 logic is 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' has been changed to '55' (Across the board wage increase), 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) are 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 merely have their rate updated. Aside from the error code controls mentioned in the previous paragraph, this code already exists in PPP910.

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' is 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.

Bind Members

PPOT1597

PPOT1597 is the one-time bind member for one-time program PPOT1597.

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 PPOT1597 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 wage increase is retroactively applicable to January 1, 2004 and should be applied as quickly as possible so as to reduce the span of retroactive adjustment necessary as well as producing timely payment. It is highly suggested from OP Labor Relations that campuses process the adjustment so that it is reflected in the October 1, 2004 MO check or the October 6, 2004 BW check if possible.

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

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cc: Jerry Wilcox