

Created on: August 4, 2004

**SR80960 Requirements  
EX 2004 Wage Reporting**

**Objective:**

The EX 2004 Wage Reporting program reports on base pay changes for EX employees who received salary adjustments as part of the 2004 contract implementation.

**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.

Campuses must process the wage adjustment by September 30, 2004 (90 days after effective date) and finish the retroactive adjustments by October 30, 2004 (120 days after the contract effective date). It is requested that locations install and run the reporting program as soon as practicable after all base pay changes have been completed.

Locations should deliver the electronic report file to UCOP (via FTP) no later than December 1, 2004.

**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 called for an across-the-board (ATB) increase of 2%, effective January 1, 2004.

San Francisco used the existing Range Adjustment Process to implement the 2% increase for their EX step-based population. For other locations, UCOP made available a one-time PPS program (SR 80956) to implement the 2% increase for eligible employees in open range titles. All locations used the Range Adjustment Process to increase rates for Per Diem titles.

The reporting program will be modeled on similar past reporting programs released in conjunction with ATB programs.

These past releases (1169, 1341, 1362, 1501) used files generated from the Range Adjustment Process (PPP910), the Merit Process (PPP680), and the output file from the ATB one-time program to report base pay changes for eligible employees. The EX program will only have as input the files generated from the Range Adjustment Process and the ATB Program.

## 1.0 Reporting

A one-time process should be developed to produce a report and electronic data file of the base pay change(s) for each EX employee who receives a rate adjustment as part of the 2004 EX wage implementation. The process should be modeled after programs developed for releases 1169 and 1341, and should use the final Range Adjustment files generated from the Range Adjustment Process (PPP910) and the file from the one-time EX ATB program (SR 80956).

Two versions of a Base Pay Change report should display the employee data listed below. One should be sorted in order of Employee Name and display the title 'Central Office Report of Base Pay Changes - EX' (Attachment A). The other version should be sorted by Employee Name within Department and display the title 'Departmental Report of Base Pay Changes - EX'.

- Employee ID
- Employee Name (EDB 0105)
- Most Recent Hire Date (EDB 0113)
- 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
- Resulting Rate
- Primary Pay Schedule (EDB 0152)
- Description of Service (DOS) Code (EDB 2056)
- Percent Change - the difference between the starting rate and resulting rate, expressed as a percentage of the starting rate
- Description (action from input files and effective date)

For the "Description" column, adjustments from the ATB one-time program should be labeled "ATB" while adjustments from the range adjustment process should be labeled "Range".

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

# Attachment A

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

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE  
 BASE PAY CHANGES  
 CENTRAL OFFICE REPORT OF BASE PAY CHANGES - EX

PAGE NO. 1  
 RUN DATE XX/XX/XX

EMPLOYEE NAME/ EMPLOYEE ID/ HIRE DATE	DEPARTMENT NAME	DEPT NUM	APPT NUM	APPT %	TITLE CODE	STARTING RATE	RESULTING RATE	PAY CYCLE	DOS CODE	PERCENT CHANGE	DESCRIPTION
DINNER, BUFFY 000050128 01/01/01	HOSP EDUC	827701	10	0.30	9610	5000.00 5000.00	5100.00 5100.00	MO MO	REG REG	2.0 2.0	01/01/04 RANGE 01/01/04 RANGE
EMPLOYEE, TEST12 111111112 11/01/01	CHAN OFFICE	804918	20	1.00	9612	1680.00 1680.00	1714.00 1714.00	MO MO	REG RTP	2.0 2.0	01/01/04 ATB 01/01/04 ATB
JOHNSON, MALCOLM P 111111111 04/17/82	CHAN OFFICE	804918	10	1.00	9520	13.0100	13.2700	BW	REG	1.0	01/01/04 RANGE