

**Service Request 80960
EX 2004 Wage Increase Reporting**

Detailed Design

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Introduction

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.

Service Request 80960 asks that a one-time process be developed to extract data from the Final Range Adjustment File produced from PPP910 and the Adjustment File produced from PPOT1597 (ATB increase). This process will provide EX base pay changes reporting of each employee in a EX covered appointment. An electronic (tab delimited) file of this report will also be produced. The terms of the agreement specify an Effective Date of 01/01/2004 for the increase. The one-time EX 2004 Wage Reporting program will be modeled after the one-time released in Release 1520.

Processing Overview

Service Request 80960 asks that a one-time process be developed to coordinate reporting of wage increases associated with the EX unit (AFSCME). This process will extract data from the Final Range Adjustment File (from PPP910) and the one-time Adjustment file (ATB – Release 1597) to produce a report of changes in Base Pay for each employee in an EX covered appointment. In addition to the detail reporting, an electronic file will be produced.

Four separate reports will be produced:

- Control Report (OT16011)
- EX Base Pay Changes – Central Office Report (OT16012)
- EX Base Pay Changes – Departmental Report (OT16013)
- One-time Exception Report (OT16014)

The selected employees' pay rate changes will be displayed on the OT16012 EX Base Change report. It is sorted by: Employee Name, Appointment Number, New Rate, DOS, and Effective Date. OT16011 and OT16014 are standard control and error reports. This release is similar in function and programming to Releases 1520 (TX Reporting). Details for the electronic file transmittal will be included in the Installation Instructions.

In addition, an electronic report file in tab-delimited format will be produced (see Attachment A).

One-Time Program

PPOT1601

A onetime program will be developed to produce the EX 2004 Wage Reporting. The program will produce two detail reports (Central Office and Departmental), and one electronic report file in tab-delimited format.

Input:

- Inputs to the one-time program will be the Final Range Adjustment File (from PPP910) and Final ATB Adjustment File (from PPOT1597):

Final Range Adjustment Files (produced from PPP910) and Final ATB Adjustment File

These two range adjustment files will be concatenated. The Final ATB Adjustment File is in the same format as and is treated just like the standard Final Range Adjustment File. Each employee's Range Adjustment Old Rates and Range Adjustment New Rates will be used to calculate the percentage change from the Range Adjustment Old Rates to Range Adjustment New Rates.

- DB2 tables being accessed:

PPPAPP - Employee appointment information.

PPPPER - Employee Name, Employee Hire Date, and Home Department Number.

PPPHME - Home Department Description (abbreviated description, 15 bytes).

PPPPCM - Primary Pay Schedule.

PPPPCR - Campus Location (two bytes) for use in Electronic Report File.

Process:

1. Initial processing for Merit:

This one-time program has a logic to handle Merit Input files from PPP680 run. Since we are dummifying out these files in the JCL, the logic in the one-time program which handles Merit files is not executed.

2. Initial processing for Range and ATB files:

Read and process both of the Range input files. That is, the ATB file is processed here and treated like any other Range file.

The program will screen the input Range (and ATB) records: Selected input Range records will be written to the sort.

The Range Adjustment New Rate is greater than zero
(AND)
Range Adjustment Rate Code is not equal to 'B'
(AND)
Range Adjustment Appointment WOS indicator is not equal to 'Y'
(AND)
Range Adjustment Appointment Title Unit Code is equal to 'EX'
(AND)
Range Adjustment Representation Code is equal to 'C'.

A sort record will be built and released to sort with the following sort sequence: Employee#, Effective Date, Title Code, DOS, Old and New Rates.

After the sort a check is made for new appointment number. If the field containing the new appointment number is not blank, the new appointment number will be used in place of the 'old' appointment number (TRIN-APPOINTMENT).

2a. Match Range Title:

An internal code of '1' will be set to indicate that this report record is a Range report record.

This field will be examined in conjunction with the Record Indicator so that when the Record Indicator is '2' then "ATB" will be printed as the report description rather than "RANGE".

Compute rates (decimal alignments: check rate code for "H" hourly, "A" annual. Default to Annual).

Range Adjustment Percent Pay Increase Rounded
= ((Range Adjustment New Rate – Range Adjustment Old Rate) *divided by* Range Adjustment OLD Rate) *times* 100

Title Code as with the merit processing, the Home Department number will be obtained from the PPPPER table, and from the PPPHME Table, the Abbreviated Home Department Description will be obtained.

Set the following fields to the report record:

Employee ID#
Employee Name
Employee Hire Date
Range Data old rate
Range Data new rate
Range Effective Date
DOS Code

Pay Schedule
Appointment Number
Rate Code
Department Code
Department Description
Record Indicator

From the PPPPER Table, the Home Department number will be obtained, and from the PPPHME obtain the abbreviated Home Department Description.

2b. Write the range record REPORT-REC for reporting.

At this point qualifying ATB and range records are on the report file.

3. Reporting

Sort the REPORT-FILE by Employee Name, Appointment Number, New Rate, DOS, Effective Date.

Read the report file REPORT-FILE produced above. Control break on Employee ID, and Appointment Number. The Home Department will be taken from the PPPPER table, and will appear once for each employee.

See Attachment B and Attachment C for sample reports.

4. Electronic Report File

An electronic data file is also produced. This file is similar to the Central Office Report, except that the file contains a two-byte campus code (columns 1 through 2). Additionally, each record contains the employee name and number, and the Home Department is contained within each detail record for each employee.

The electronic file uses tab (x '05') delimiters between fields for the detail records. The file will also contain a one-line header and a one-line trailer record. The header record will contain low-value in columns 4 through 12. The trailer record will contain high-values in columns 4 through-12.

See Attachment A for layouts.

Output:

Reports

OT16011 is the Control Total Report.
OT16012 is EX Base Pay Changes report (Central Office)
OT16013 is EX Base Pay Changes report (Departmental Report).
OT16014 is the Exception Report.

It is requested that three copies each of the OT16012 report must be provided to the Human Resources department. The Human Resources Office should in turn provide one copy to AFSCME (American Federation of State, County, and Municipal Employees) union, and one copy to UCOP Labor Relations. The requested copies can be provided via the one-time JCL.

Electronic Report File

OT1601E is the Electronic Report File. (Destination: FTP transmittal to UCOP).

The file layout for the electronic file will use the same fields as OT16012, with the exception of a tab (hex '05') field delimiter and a two-byte campus location. Note that the report will print the Home Department and Home Department Description for each employee only once, while the electronic file will show the Home Department and Home Department Description on each row of the file. The header, detail and trailer records will all contain a two-byte campus Location Code in positions 1 through 2. See Attachment "A".

One-Time Bind

PPOT1601:

A plan bind will be created for one-time program PPOT1601.

BIND	-	
PLAN(PPOT1601)		-
MEMBER(PPOT1601)		-
ACTION(REPLACE)		-
RETAIN		-
VALIDATE(BIND)		-
ISOLATION(CS)	-	
FLAG(I)	-	
ACQUIRE(USE)	-	
RELEASE(COMMIT)	-	
EXPLAIN(YES)		

Attachments

Attachment A - Electronic Report file.

Attachment B – Central Office Report

Attachment C – Departmental Report

Attachment A

Electronic Report File

HEADER	LRCL = 132
Campus	01-02
Filler (X'05')	03
Low-Value	04-12
Filler (X'05')	13-13
Header Text	14-63 "EX Reporting Tab Delimited File"
Filler (X'05')	64
Run Date literal	65-74 "Run Date: "
Filler (X'05')	75
Run Date	76-83 Format MM/DD/YY
Filler (X'05')	84
Filler end	85-131
Filler (X'05')	132

TRAILER	LRCL = 132
Campus	01-02
Filler (X'05')	03
Hi-Value	04-12
Filler (X'05')	13
Count-Literal	14-23 "Count "
Filler (X'05')	24
Count	25-30 (Number of records on file less header & footer)
Filler (X'05')	31
Filler-end	32-131
Filler (X'05')	132

Detail	LRCL = 132
Campus	01-02
Filler (X'05')	03
Employee ID#	04-12
Filler (X'05')	13
Employee Name	14-39
Filler (X'05')	40
Employee Hire Date	41-48
Filler (X'05')	49
Dept Description	50-64
Filler (X'05')	65
Dept Number	66-71
Filler (X'05')	72
Appointment Number	73-74
Filler (X'05')	75
Appointment Percent	76-79
Filler (X'05')	80
Title Code	81-84
Filler (X'05')	85
Start Rate	86-94
Filler (X'05')	95
Result Rate	96-104
Filler (X'05')	105
Pay Cycle	106-107
Filler (X'05')	108
DOS Code	109-111
Filler (X'05')	112
Calculated Percent	113-116 (Z9.9)
Filler (X'05')	117
Effective Date	118-125
Filler (X'05')	126
Action Description	127-131
Filler (X'05')	132

Attachment B

Central Office Report

PPXXXX/PPXXXX 09/10/04
 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	4804	5000.00	5050.00	MO	REG	1.0	10/01/04 ATB
						5000.00	5050.00	MO	REG	1.0	10/01/04 ATB
EMPLOYEE, TEST12 111111112 11/01/01	CHAN OFFICE	804918	20	1.00	4031	1680.00	1697.00	MO	REG	1.0	10/01/04 ATB
						1680.00	1697.00	MO	RTP	1.0	10/01/04 ATB
FRANKLIN, RICHARD M 701000004 07/01/01	BUDGET OFFICE	861001	10	0.30	6107	3008.00	3038.00	MO	REG	1.0	10/01/04 RANGE
						3008.00	3038.00	MO	RTP	1.0	10/01/04 RANGE
				0.40	8304	3369.00	3403.00	MO	REG	1.0	10/01/04 ATB
						3369.00	3403.00	MO	REG	1.0	10/01/04 ATB
				0.30	8396	3124.00	3139.62	MO	REG	0.5	10/01/04 RANGE
						3124.00	3139.62	MO	REG	0.5	10/01/04 RANGE
						3124.00	3139.62	MO	REG	0.5	10/01/04 RANGE
						3124.00	3139.62	MO	REG	0.5	10/01/04 RANGE
						3124.00	3139.62	MO	REG	0.5	10/01/04 RANGE
						3124.00	3139.62	MO	REG	0.5	10/01/04 RANGE
JOHNSON, MALCOLM P 111111111 04/17/82	CHAN OFFICE	804918	10	1.00	8396	13.0100	13.1400	BW	REG	1.0	10/01/04 ATB

Attachment C

Departmental Report

PPPXXXX/PPPXXX 09/10/04
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
 BASE PAY CHANGES
 DEPARTMENTAL REPORT OF BASE PAY CHANGES - EX

PAGE NO. 1
 RUN DATE XX/XX/XX

DEPARTMENT: 822501 REPRO GRAPHICS

EMPLOYEE NAME/ EMPLOYEE ID/ HIRE DATE	APPT NUM	APPT %	TITLE CODE	STARTING RATE	RESULTING RATE	PAY CYCLE	DOS CODE	PERCENT CHANGE	DESCRIPTION
DINNER, BUFFY 000050128 01/01/01	10	0.30	4804	5000.00 5000.00	5050.00 5050.00	MO MO	REG REG	1.0 1.0	10/01/04 ATB 10/01/04 ATB
EMPLOYEE, TEST12 111111112 11/01/01	20	1.00	4804	1680.00 1680.00	1697.00 1697.00	MO MO	REG RTP	1.0 1.0	10/01/04 ATB 10/01/04 ATB
FRANKLIN, RICHARD M 701000004 07/01/01	10 20 30	0.30 0.40 0.30	6103 6103 7173	3008.00 3008.00 3369.00 3369.00 3124.00 3124.00 3124.00	3038.00 3038.00 3403.00 3403.00 3139.62 3139.62 3139.62	MO MO MO MO MO MO MO	REG RTP REG REG REG REG REG	1.0 1.0 1.0 1.0 0.5 0.5 0.5	10/01/04 RANGE 10/01/04 RANGE 10/01/04 ATB 10/01/04 ATB 10/01/04 RANGE 10/01/04 RANGE 10/01/04 RANGE 10/01/04 RANGE
JOHNSON, MALCOLM P 111111111 04/17/82	10	1.00	8263	13.0100	13.1400	BW	REG	1.0	10/01/04 ATB