

Created on: January 7, 2005
Last modified: March 17, 2005

SR81128 Requirements Salary Step Edit Changes

Objective:

To modify the EDB salary step edit so that it uses TCT to validate salary step values

Project Type:

This is a change to an existing program.

Requested by:

ISS

Analyst:

Carrie Gatlin

Due Date(s):

This modification is Not Urgent.

Background:

During the RX and TX range-to-step rate conversion (Releases 1580 and 1581), it was necessary to add several additional step values to the existing Salary Step edit in PPS, where the entered value is validated against a list of hard-coded values for academic and staff titles. It was decided that this edit should be modified so that it validates directly against the Title Code Table (TCT) rather than the hard-coded lists of values.

A plan to introduce salary edits that will validate against TCT rates is currently in the early stages of development. These changes to the Salary Step edit represent the first phase of this larger salary edit project.

Current Process:

Updating the Salary Step (EDB 2049) value triggers an edit to validate the entered step value against a list of stored values for academic and staff steps. These values reside in the working storage section of program PPEC051.

The edit contains the following conditions (from PPEC051):

```
IF PERSONNEL-PGM-STAFF-PROF
  IF VALID-STAFF-STEP
    OK
  ELSE
    issue 08-721
END-IF

IF PERSONNEL-PGM-ACADEMIC
  IF VALID-ACAD-STEP
    OK
  ELSE
    issue 08-721
END-IF

IF PERSONNEL-PGM-MGMNT-PROF
  IF (DIST-2049-STEP = SPACES
    OR DIST-2049-STEP = ZEROS)
    CONTINUE
  ELSE
    issue 08-721
END-IF

IF NOT VALID-STAFF-STEP OR NOT VALID-ACAD-STEP
  issue 08-725
END-IF
```

where 'VALID-STAFF-STEP' and 'VALID-ACAD-STEP' are the variables containing the valid step values.

Message texts:

08-721 STEP INVALID FOR THE PERSONNEL PROGRAM CODE
08-725 INVALID STEP VALUE

A separate module contains similar logic and calls message 12-925 ('STEP INVALID FOR THE PERSONNEL PROGRAM CODE').

Proposed Process:

Program PPEC051 should be modified so that it no longer references the hard-coded values stored in 'VALID-STAFF-STEP' and 'VALID-ACAD-STEP'. Rather, the program should query TCT to validate the Salary Step value entered.

The module which calls message 12-925 should also be modified in the same manner.

Rate Set Selection

When the appointment Personnel Program Code (EDB 2007) is equal to '2' ('Management and Senior Professional'), the existing logic in the edit should be retained without modification. That is, the edit should verify that the Salary Step value is zero or spaces.

When the appointment Personnel Program Code (EDB 2007) is equal to 'A' ('Academic') and the Distribution End Date (EDB 2054) is not prior to the current date, the program should look up the appointment Title Code (EDB 2006) and find the current rate set.

When the appointment Personnel Program Code (EDB 2007) is equal to '1' ('Professional and Support Staff') and the Distribution End Date (EDB 2054) is not prior to the current date, the program should look up the appointment Title Code (EDB 2006) for the appropriate Appointment Sub-Location (EDB 2009)¹ and Appointment Representation (EDB 2031)/Pay Representation Code (COV/UNC) where Rate Lookup = 'S' ('stepped') and the Rate End Date is '12/31/9999'.

If a current non-expired rate set is found, the program should verify that the entered Salary Step is valid for the Title Code (see *Valid Step Values* below). If there is no current rate set found, the program should issue error message 08-721 with severity level '7' ('Employee Reject') online and '3' ('Warning') in batch.

Examples

Program Code	Appt/Dist data	If Rate Set found:	Action:
2	expired distribution	N/A	Do not continue edit; no error message issued
2	current distribution	N/A	Verify step value is zero or spaces
A	expired distribution	N/A	Do not continue edit; no error message issued
A	current distribution	N/A	Proceed with edit
A	future distribution	N/A	Proceed with edit
1	Expired distribution	N/A	Do not continue edit; no error message issued
1	Current distribution Sub-location = spaces Appt. Rep = 'U'	Rate Lookup= 'S' Rate set location = '**' Pay Rep Code = 'UNC' Rate End date = '12/31/9999'	Proceed with edit
1	Future distribution Sub-location = spaces	Rate Lookup= 'S' Rate set location = '**'	Proceed with edit

¹ Sub-location matching in TCT should first look for the specified sub-location, then 'GN', then '**'

	Appt. Rep = 'U'	Pay Rep Code = 'UNC' Rate End date = '12/31/9999'	
1	Current distribution Sub-location = spaces Appt. Rep = 'U'	Rate Lookup is not 'S'	Step not valid; Issue 08-721
1	Current distribution Sub-location = 'MD' Appt. Rep = 'U'	No rates for 'MD'	Look for specific sub- location first, then 'GN', then '**'
1	Current distribution Sub-location = 'MD' Appt. Rep = 'U'	No rates for Pay Rep UNC	Step not valid; Issue 08-721
1	Current distribution Sub-location = spaces Appt. Rep = 'U'	Rate End Date = '9/30/2002'	Step not valid; Issue 08-721

Valid Step Values

The program must derive a list of valid step values from the “Number of Steps” and “Number of Pay Intervals” data fields in TCT. It is suggested that the program build an internal Rates Array as was done for the RX and TX range-to-step conversion programs (R1580 and 1581). Note that titles where Rate Lookup = 'S' and Step Scale Exception = 'W' have “whole step” rate intervals (1.0, 2.0, 3.0, etc.); titles where Rate Lookup = 'S' and Step Scale Exception is blank have “half step” rate intervals (1.0, 1.5, 2.0, etc.).

For academic titles, the Salary Step value must be a positive whole number (1, 2, 3 ... 17). For staff titles, the value must be in the format *n.n* or *nn.n* (1.0, 1.5, 2.0 ... 29.0). If the program determines that the Salary Step value entered is not valid, it should issue error message 08-721 with severity level '7' ('Employee Reject') online and '3'('Warning') in batch.

Removal of Redundant Validation

The existing Salary Step edit contains redundant logic which checks the validity of the step value regardless of the Personnel Program Code and issues error message 08-725 if the step is invalid. This logic should be removed from the edit.

Addendum

A one-time program should be developed to report invalid step values on the EDB. This report should be sorted by Home Department.

For employees where Employment Status Code (EDB 0144) is not equal to 'S' ('Separated'), the one-time program should select appointments where the Appointment End Date (EDB 2003) is not prior to the current date. For these appointments, the program should examine each current and future distribution to validate the entered step value according to the logic described in this Service Request.

For invalid step values, the program should display the following employee data on the report:

- Employee ID
- Employee Name (EDB 0105)
- Title Code (EDB 2006)
- Appointment Representation Code (EDB 2031)
- Distribution Number (EDB 2041)
- Salary Step (EDB 2049)
- Off/Above Scale Indicator (EDB 2050)
- Distribution Pay Rate (EDB 2055)

The report should be sorted by Employee Name within Department and titled 'Departmental Report of Invalid Step Values'. The Department Number and translated Name should appear in the upper left corner of the report (Attachment A). An electronic version of the report should also be produced.

Attachment A

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

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
DEPARTMENTAL REPORT OF INVALID STEP VALUES

PAGE NO. 1
RUN DATE XX/XX/XX

DEPARTMENT: 822501 REPRO GRAPHICS

EMPLOYEE NAME	EMPLOYEE ID	APPT	TITLE	AREP	DIST	STEP	O/A	RATE
DINNER, BUFFY	000050128	10	9610	C	11	4.5		3700.00
EMPLOYEE, TEST12	111111112	20	9612	C	25	17.5		3948.00
FRANKLIN, RICHARD M	701000004	10	9610	U	13	25.5		32.2400
		20	9612	U	23	2.5		16.8600
		30	9724	U	34	11.0		20.5500
JOHNSON, MALCOLM P	111111111	10	9520	C	15	1.5		3915.00