



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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Re:	Release:	1636
	Service Request:	81128
	Error Reports:	None
	Programs:	PPEC051, PPEI053, PPOT1636 (one-time)
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPOT1636
	CICS Maps:	None
	Web Include Members:	None
	Forms:	None
	Table Updates:	None
	Urgency:	Not Urgent

This release addresses the following Service Request.

Service Request 81128 - Salary Step Edit Changes

The service request reads as follows:

Objective

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

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 programs PPEC051 and PPEI053.

Proposed Process

Programs PPEC051 and PPEI053 should be modified so that they no longer reference the hard-coded values stored in 'VALID-STAFF-STEP' and 'VALID-ACAD-STEP'. Rather, the programs should query TCT to validate the Salary Step value entered on the screen or on a batch transaction.

Rate 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) and Appointment Representation (EDB 2031)/Pay Representation Code (COV/UNC) where Rate Lookup = 'S' ('stepped') and the Rate End Date is '12/31/9999'. Note that Sub-location matching in TCT should first look for the specified sub-location, then 'GN', then '**'.

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.

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 that 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.

One-Time Program

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.

Programs

PPEC051

This program performs the minimum distribution consistency edits for the online EAPP function (Appointment and Distribution Update) and the corresponding batch file maintenance function.

The program was modified to use the TCT for salary step value validation. For Staff and Academic titles, the TCT routine PPTCTUTL is called to access the appropriate rates for the title based upon Sub-Location, Pay Representation Code, Rate Lookup Code and Effective Date. Then based upon the Personnel Program Code, the number of steps and the number of intervals, a table of valid salary step values is built to validate against. If the salary step value entered online or found on a distribution transaction is not valid, the error message displayed is the same as found in the original program, 08-721 with severity level "7" (reject) online and "3" (warning) in batch.

PPEI053

This program performs miscellaneous distribution edits during the update function, online and batch.

The modifications to this program were the same as to the above program, PPEC051. When the salary step value is invalid the program issues message 12-925 with a warning ("3") severity level online and batch.

PPOT1636

This one-time program processes all distributions for all employees who are not separated. The salary step on the distribution is edited using the same criteria described in the SR and placed in the two programs above. A report is produced to identify any current salary steps that are invalid. The report is sorted by department and employee name. In addition, the program produces an electronic tab-delimited file version of the report.

Test Plan

An installation Test Plan is provided with this release.

Installation Instructions

An Installation Instructions Document is provided with this release.

Timing of Installation

The installation of this release is Not Urgent.

As usual, campuses are encouraged to install this release in as timely a fashion as possible, and in the normal numeric sequence of releases.

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If there are any questions, please send electronic mail to Janet.Kennedy@ucop.edu, or call at (510) 587-6128.

Janet Kennedy

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