

SR 81247

Service Unit One-time Payment

FINAL

May 24, 2005

BACKGROUND

A wage agreement between the University of California and the AFSCME Service Unit (SX) was ratified by the unit membership on May 9, 2005. The agreement requires that the University provide a one-time lump-sum bonus of \$250 to all eligible employees. The University is committed to providing these monies to eligible employees with July 2005 earnings. A one-time program must be developed to support campuses in selecting eligible employees for a one-time payment of \$250. The programming required should be modeled after PPS Released 1326 and 1399: <http://www.ucop.edu/payroll/REL2001/R1326/> and <http://www.ucop.edu/payroll/REL2001/R1399/>

PROCESS REQUIREMENTS

Eligibility for the \$250 lump-sum One Time Payment:

At least one appointment where the following are true:

1. The Appointment End date (EDB2003) must not fall before May 9, 2005
2. The Appointment Begin date (EDB2002) must not fall after May 9, 2005
3. Title Code is in the range of 4000-9999
4. Appointment Title Unit Code (EDB 2029) = 'SX'
5. Appointment Representation Code (EDB 2031) = C (Covered)
6. Hire Date (EDB0113) is on or before May 9, 2005
7. Employment Status is 'A', 'N', or 'P' when the payment is generated

Payment

To pay employees who meet the eligibility criteria, programming should include a payment mechanism. This process should generate one-time (FT) transactions, and sort the transactions into separate pay cycle (MO, MA, BW, and SM) files. The separate file will allow campuses to process the FT transactions into the employee's primary pay cycle. The payment must be split into multiple transactions; \$125 must be charged to the Full Accounting Unit identified on a Run Specification card which enables campuses to cost one half of the lump sum payment against a designated fund source (see Attachment 2). If the employee record has more than one eligible SX appointment, the first available SX Title Code should be used on the FT transaction. The remaining \$125 should be charged to the active FAU on the distributions associated with the eligible SX Covered appointment. If the employee has multiple fund sources, the \$125 must be pro-rated based on fund source using logic developed in PPS Release 1399: <http://www.ucop.edu/payroll/REL2001/R1399/>

The employee \$125.00 payment will be charged to distribution fund sources in the following manner. An array of Distribution FAUs associated with the eligible SX appointment(s) will be built. Current distributions will be selected such that the Pay End Date is not prior to May 9, 2005 and the Pay Begin Date is not later May 9, 2005. When no current distributions are present for the eligible appointments, then those distributions which have expired between the contract Effective Date (May 9th, 2005) and the Run Date will be selected. When there are neither current nor recently expired distributions associated with the eligible appointment (s), a warning message should be issued (no payment will be made).

Once the array of Distribution FAUs has been selected, the \$125 payment will be prorated based on the factor of Distribution Percent divided by the Total Distribution Percent of all entries. When all array entries contain a Distribution Percent value of zero, then the \$125 payment will be prorated among the Distribution FAUs evenly (e.g., when there are 2 distributions, each will be charged 50% of the \$125 payment).

The DOS code 'LSP' will be assigned to all FT transactions. Additionally, the Effective Date of May 9, 2005 will be used as the Pay Period End Date on all transactions.

Costing Transactions

The program should create standard costing transactions from the lump sum payments for input into program PPP960, the Costing Consolidation Process. For each Costing transaction, a Costing Action Code of '32' should be used.

Reporting

SX Lump Sum Bonus Report

A report and electronic file (separated by tabs in a format usable by standard data handlers such as Excel) similar to that produced by Release 1326 will be required. The report will contain the active SX appointment data listed below. Attachment 1 reflects a sample report layout.

- Employee ID#
- Employee Name (EDB 0105)
- Appointment Title Code (EDB 2006) and Title Translation
- Appointment TUC (EDB 2029)
- Appointment Representation Code (EDB 2031)
- FT Transaction Amount
- Check Date
- Departmental Total
- Home Department Number (EDB 0114) and Name

**PAYROLL/PERSONNEL
PPPXXX PROGRAM RUN SPECIFICATION**

PROGRAM ID 01	11	FULL ACCOUNTING UNIT 12	41
PPPXXX – SPEC			

PREPARED BY: DATE	APPROVED BY: DATE
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