



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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Re:	Release:	1646
	Service Request:	81247
	Programs:	PPOT1646
	Copymembers:	CPWSDOSC
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPOT1646
	CICS Maps:	None
	Forms:	None
	Table Updates:	Description of Service Table
	Urgency:	Date Mandated

Service Request 81247

A wage agreement between the University of California and the American Federation of State, County, and Municipal Employees (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 \$250.00 to all eligible employees. Therefore, a one-time program must be developed to support campuses in selecting eligible employees for a one-time payment of \$250.00. Eligible employees are those who were employed by the University and were exclusively represented by the unit on May 9, 2005, the effective date of the agreement and who remain on the payroll until payment is made. The University is committed to providing these monies to eligible employees with July 2005 earnings. The one-time programming required should be modeled after Personnel/Payroll System (PPS) Released 1326 and 1399: <http://www.ucop.edu/payroll/REL2001/R1326/> and <http://www.ucop.edu/payroll/REL2001/R1399/>

In addition, to properly charge the \$125 lump sum bonus to an IAP account as covered compensation, a new DOS Code of 'LSI' should be set up on the DOS Table.

Thus, this service request asks that a one-time program be developed to examine all appropriate EDB appointments with a Title Unit Code of 'SX', and issue Payroll Compute payment transactions for those employees which meet the eligibility criteria. The first \$125.00 (half of the total lump sum) should be charged to a designated fund source. The rest of the \$125.00 should be charged to the active FAU on the distributions associated with the eligible SX Covered appointment. To provide payment of a one-time lump sum bonus of \$250.00 to all eligible SX employees, the one-time process should generate one-time FT transactions for processing in the appropriate Compute. The first \$125.00 should be charged to the designated FAU (from Specification card) with a DOS Code of LSI on the FT transaction. The remaining \$125.00 should be appropriately prorated among the selected Distribution FAUs with a DOS Code of 'LSP' on the rest of the FT transactions. The FT transactions should be grouped so that they may be processed during the employee's Primary Pay Cycle. For each FT transaction produced, a costing transaction containing the appropriate data should be produced for input into the Costing Process. A roster report of all payments in Home Department order should be produced. In addition, a tab-delimited report file containing the same data as reported on the paper roster should be produced.

Programs

PPOT1646 (new)

To achieve the basic eligibility requirements of the signing bonus, PPOT1646 selects all EDB appointments that have the following attribute values:

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

The employee's \$250.00 lump sum bonus payment is charged to distribution fund sources on the FT transactions in the following manner. The first \$125.00 is charged to the designated FAU (Full Accounting Unit) identified on the Specification card. If the employee has more than one eligible SX appointment, the first available SX title code is assigned to the FT transaction. The remaining \$125.000 is charged to the active FAU on the distributions associated with the eligible SX covered appointment as follows. An array of Distribution FAUs associated with the eligible SX appointment(s) is built. Current distributions are selected such that the Pay End Date is not prior to the Run Date and the Pay Begin Date is not later than Run Date. When no current distributions are present for the eligible appointments, then those distributions which have expired between the contract Effective Date (May 9th) and the Run Date are selected. When there are neither current nor recently expired distributions associated with the eligible appointment (s), a warning message is issued on report OT16462 (no payment is made).

Once the array of Distribution FAUs has been selected, the \$125.00 payment is 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 \$125.00 payment is prorated among the Distribution FAUs evenly (e.g., when there are 2 distributions, each will be charged 50% of the \$125.00 payment). However, if the array of Distributions contains a *mixture* of non-zero Distribution Percents and zero Distribution Percents, the entries associated with zero Distribution Percents are bypassed in the FAU proration logic.

PPOT1646 requires the following input Run Specification:

- Specification Identifier; constant "SX2005BONUS" (Columns 1 through 11)
- Payment Funding FAU; must not be blank (columns 12 through 41); acts as the departmental funding FAU on each issued "FT" payment transaction. This will enable campuses to cost the signing bonuses against assessed IAP funds.

For each employee selected for the lump sum bonus payment, the first \$125.00 that is charged to the designated FAU (from Specification card), a DOS Code of 'LSI' is assigned to the FT transaction. For the remaining \$125.000 that is charged to the active FAUs on the selected distributions, a DOS Code of 'LSP' is assigned to the FT transactions. The Contract Date (May 9, 2005) is assigned to the Pay Period End Date on all FT transactions.

Four separate 'FT' transaction files are produced (one for each possible pay cycle; BW, MO, SM, MA). Each one-time payment issued is assigned to the appropriate file associated with the employee's Primary Pay Cycle. Batch header records are provided on each of these files. See installation instructions for Batch Number considerations.

In addition, for each FT transaction produced, a costing transaction containing the appropriate data is produced for input into the Costing Process. A Costing Action Code of '32' is assigned to all costing transactions.

PPOT1646 produces two reports:

1. The SX Signing Bonus Roster (Report OT16461). This report is in Home Department order and includes detail employee/appointment attributes and the associated signing bonus payment. Department signing bonus payment totals are included.
2. The SX Signing Bonus Warning & Control (Report OT16462). This report displays the Run Specification values, provides Input/Output control totals, and identifies errors and unusual conditions.

In addition, an electronic file in tab delimited format is produced by PPOT1646 for FTP retrieval by UCOP Human Resources and Benefits (Refer to Installation Instructions for details).

Copymembers

CPWSDOSC

New DOS Code of 'LSI' has been added to the 88 level values associated with DOS-CONSTANT-IAP.

Bind Members

PPOT1646 (new)

This member defines the plan bind for one-time program PPOT1646.

Table Updates

Description of Service

New DOS Code of 'LSI' as covered compensation has been defined on the DOS table.

Test Plan

A complete test plan is provided with this release.

Installation Instructions

Installation Instructions are provided as a separate document.

Timing of Installation

The release is Date Mandated.

In order that all eligible employees receive the SX lump sum bonus payments at or close to the same time, it is strongly encouraged that campuses process the FT pay transactions in the compute with a normal pay cycle check date of August, 2005. That is, the MO pay cycle would have a check date of August 1, 2005, BW pay cycle would have a check date of August 10, 2005, MA pay cycle would have either a check date of August 5, 2005 or August 8, 2005, and SM pay cycle would have a check date of August 8, 2005. For those campuses that are paying the SX lump sum as separate checks to the eligible employees, the checks should be dated in the same range (August 1, 2005 through August 10, 2005). Thus, if campuses follow the same schedule per above, employees should receive their payment at the same time as all employees on that same pay schedule at all other locations.

The SX Electronic Report File produced by execution of the one-time program associated with this release should be delivered to UCOP not later than *September 30, 2005*. The length of the file is 109 and the record format is

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RECFM=FB. It will be the campus' responsibility to properly allocate space for this dataset during the ftp transfer. The file should be sent to vsftp.ucop.edu using the dataset name as:

ftphome/ftpusr*/put/cbg/SXBONUS.Yyyyy, where '*' is the one-byte campus ID, and yyyy is the 4-byte year (e.g., 2005).

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

If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu or call at (510) 987-0464.

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