



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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September 14, 2005

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Re:	Release:	1661
	Service Requests:	81307
	Programs:	PPOT1661 (one-time)
	CICS Programs	None
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPOT1661
	CICS Maps:	None
	Forms:	None
	Table Updates:	None
	Urgency:	Date Mandated (see Timing of Installation)

This release addresses the following service request:

Service Request 81307

The University and the American Federation of State, County and Municipal Employees (AFSCME) union reached agreement in 2004 on a new contract covering employees in the Service (SX) unit. The wage article for this agreement includes the following stipulation:

c. Effective 10/1/05 the ranges and individual rates for the following classifications will be increased by one percent (1%):

- 5101 – Custodian Leader, Sr.
- 5102 – Custodian Leader
- 5103 – Custodian
- 5113 – Custodian, Lead
- 5116 – Custodian, Sr.
- 5117 – Custodian

d. UCSF MC – 1% market equity adjustment to ranges and individual rates for all eligible employees in this unit effective October 1, 2005. This increase will be processed simultaneously with B.1.e. below.

e. The University shall increase the ranges and individual rates for each Service Unit employee by three (3%) effective October 1, 2005, provided the funding is allocated to the University as a general range adjustment pursuant to the State Budget Act as finally adopted and in accordance with Article 8 – Duration, §A.1.b.

Thus eligible SX employees in all locations other than UCSF Medical Center will receive a 3% increase, while employees in custodian titles will receive a 4% increase (3% + 1%).

Eligible SX employees at UCSF Medical Center will receive a 4% increase (3% + 1% equity), while employees in custodian titles will receive a 5% increase (3% + 1% + 1% equity).

Because Title Codes 5101 and 5102 are step-based titles and only in use at Berkeley, they will not be included in the one-time ATB program described in this service request. Berkeley will use existing local processes to apply adjustments for these titles.

It is noted that all locations will use existing processes to adjust rates for Per Diem and step-based covered titles.

A one-time program has been developed to generate the across-the-board adjustment. The program was modeled after the previous one-time program in Release 1659 for ATB implementations. The process will calculate the increase for eligible open range employees and create EDB update transactions and costing transactions.

Although pay scale files are not applicable to the eligible portion of the SX population associated with this one-time process, a header record which identifies the Effective Date of the wage increase must still be established by the Pay Scale Update process associated with this release.

For a further overview and detailed eligibility requirements, see Service Request 81307, *SX 2005 Open Range ATB Increase Requirements*, available at the Campus Payroll Maintenance web site.

Programs

PPOT1661 (new)

PPOT1661 is based on one-time program PPOT1659 (Release 1659). Note that one-time program PPOT1659 was based on one-time programs PPOT1597, PPOT1507, PPO13551 and PPO13551 was based on the normal range adjustment program PPP910. Although this one-time process will not use the standard correction turnaround documents, all reports normally produced by PPP910 are produced by the one-time program.

The one-time must be run twice, equivalent to the Preliminary 1 (PRLM1) and Final (FINAL) phases of PPP910. The Run Specification to select these phases is exactly as for PPP910. The Preliminary 1 phase will produce reports and an output file like the wrap-around file used in PPP910. This file will serve as input to the Final Phase run of one-time program PPOT1661. The Final phase will create the EDB update transactions and the costing transactions. The former must be run through normal batch EDB maintenance and related functions, such as HDB update. The costing transactions must be run through the normal costing process. Additionally, the wrap-around input file to the Final phase must be saved for a special reporting process which will be released at a later date.

The following significant changes have been made in the one-time to the PPP910 code.

If it is the Preliminary 1 phase (PRLM1 in columns 12 through 16 of Specification Run record), the cursor selection of appointments is evaluated for consistency with the eligibility for the SX Unit rate increase requirements.

Appointment examination for the employee is bypassed when the employee's Separation Date is prior to the one-time program run date. Otherwise, the appointments are selected based on the following conditions:

- Appointment Title Unit Code is equal to 'SX'
- Appointment Representation Code is equal to 'C'
- Appointment Rate Code is not equal to 'B'
- Appointment Begin Date is equal or prior to October 1, 2005
- Appointment End Date is equal or later than the one-time program run date
- Appointment Without Salary not equal to 'Y'

If the above conditions are satisfied, the Title Code table is accessed via a LONG call to PPTCTUTL using the Appointment Title Code, Appointment Sub Location Code, and Appointment Representation Code as keys. If the

Title Code is not found or the Merit Based Indicator is not equal to 'Y', then the appointment and its associated distributions are *not* selected for processing.

If the location code is '02' (UCSF), then the department code associated with the appointment (EDB2032) is looked up on the home department table (PPPHME) to obtain the location indicator which will be used in rate calculation. If the department is not found in PPPHME, a warning message is issued, and the appointment and its associated distributions are *not* selected for processing.

If the appointment has met all of the criteria thus far, the associated distributions are selected for processing.

In addition to having the Range Adjustment Indicator set to 'Y', DOS codes must meet one of these two conditions:

- Pay Category N (normal) and Type of Hours Code R (regular), O (overtime), or P (premium overtime)
- Pay Category A (additional) and Type of Hours Code O (for Time On-Call)

PPIRANGE is called to access the Pay Scale Table, as in PPP910, to find a match on Title Code, Coverage Code, RDUC, Rate Type and Old Rate. Since the Pay Scale Table will be empty (except for the header record specifying the effective dates of 10/01/05 and 09/25/05), only PPIRANGE return code value 09 is expected. However, the following return code handling has been retained for consistency with prior one-time versions of PPP910:

- 00 indicates a match was found and a new rate was returned. This remains unchanged from PPP910. The rate would be used and no further calculation would occur for that rate.
- 07 indicates the old rate was greater than the old maximum, and a new rate equal to the new maximum was returned. This remains unchanged from PPP910. The rate would be used and no further calculation would occur for that rate.
- 02, 03, 04 all indicate the Title Code was on the Pay Scale Table but some other portion was a non-match. The rates associated with these return codes would be given an adjustment increase based on the eligibility definitions identified in the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.
- 05 indicates the Title Code was on the Pay Scale Table but the rate was less than the minimum. The rates associated with this return code would be given an adjustment increase as per the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.
- 06 indicates the Title Code was on the Pay Scale Table but the rate was greater than the new maximum. The rates associated with this return code would be given an adjustment increase as per the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.
- 09 indicates the Title Code was not found on the Pay Scale Table. These appointments are considered to be "open range" (i.e., Non-Step) based appointments. These will be given an adjustment increase as per the service request. They will appear on the Range Adjustment Exceptions report, but will also be accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

The decimal or dollar "rounding" used for the calculated wage increases will be consistent with the Requirements. For purposes of requirement definition, "Non-Step" based appointments are those for which the Title Code is not present on the Pay Scale Table; this distinction is necessary for "rounding" purposes as per the requirements.

Distributions for custodian titles (5103, 5113, 5116, 5117) are given a 4% increase at all locations except UCSF Medical Center (location code = 02 and appointment department location indicator = 'M') at which they're given a 5% increase.

All other titles are given a 3% increase for all locations except UCSF Medical Center (location code = 02 and appointment department location indicator = 'M') at which they're given a 4% increase.

The rate used for "calculated" increases is moved to a new field on the output transaction to be passed to a subsequent one-time reporting program. Records that got their rate directly from the Pay Scale Table contain zero in this field. The percentage adjustment amount plus 1.0 are multiplied against the old rate in order to calculate the new rate.

PPP910 uses the error code to determine which report a transaction appears on, and also controls the creation of EDB update transactions and costing transactions. PPP910 normally accepts error codes 01 and 07. The one-time logic is modified to accept error codes 01, 02, 03, 04, 05, 06, 07 and 09.

Originally, an Action Code of '28' is assigned to EDB File Maintenance transactions and costing transactions. The Action Code of '28' has been changed to '55' (Across the board wage increase), and assigned to the EDB File Maintenance transactions and the costing transactions.

MO/SM EDB distributions that cross the MO/SM effective date boundary (10/01/05 on the Pay Scale header) are ended as of 09/30/05 and new distributions are created with a begin date of 10/01/05 and an end date equal to the original end date of the terminated distribution. Distributions starting 10/01/05 or later merely have their rate updated. BW EDB distributions that cross the BW effective date boundary (09/25/05 on the Pay Scale header) are ended as of 09/24/05 and new distributions are created with a begin date of 09/25/05 and an end date equal to the original end date of the terminated distribution. Distributions starting 09/25/05 or later merely have their rate updated. Aside from the error code controls mentioned in the previous paragraph, this code already exists in PPP910.

To distinguish between the Final Preliminary File produced from the one-time program and the Final Preliminary File produced from PPP910, a value of '2' is assigned to each record in position 259 to indicate these records are produced as a result of an SX ATB Process rather than a Range Adjustment Process.

Bind Members

PPOT1661

PPOT1661 is the one-time bind member for one-time program PPOT 1661.

Test Plan

An installation Test Plan is provided as a separate document.

Installation Instructions

Installation Instructions are provided as a separate document.

Timing of Installation

The installation of this release is *Date Mandated*.

OP Labor Relations has requested that campuses process the adjustment so that it is reflected in:

- the October 19, 2005 check for the BW pay period beginning 09/25/05
- the October 21, 2005 check for the SM pay period beginning 10/01/05
- the November 1, 2005 check for the MO pay period beginning 10/01/05.

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If there are any questions, please send electronic mail to Maxine.Gerber@ucop.edu, or call (510) 987-0422.

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