

**Detail Design  
RELEASE 1666**

**Ex 2005 Wage Increase Reporting  
Service Request 81287**

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Application Technology Services  
Information Resources & Computing  
Office of the President  
University of California

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## **Introduction**

### **Background:**

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 Patient Care Technical (PCT/EX) unit. The wages article for this agreement called for an across-the-board (ATB) increase of 4%, effective September 1, 2005.

UCOP made available one-time Payroll/Personnel System program PPOT1659 (SR 81286) to implement the 4% increase for eligible employees in open range titles. All locations should use the Range Adjustment Process to increase rates for Per Diem titles.

### **Proposed:**

A one-time process should be developed to produce a report and electronic data file of the base pay change(s) for each EX employee who receives a rate adjustment as part of the 2005 EX wage implementation. The reporting process should be modeled after one-time program PPOT1601 developed for Release 1601, and should use as inputs the final EX Range Adjustment files generated from the Range Adjustment Process (PPP910) and the output file produced from the one-time EX ATB program PPOT1659 (Release 1659, SR 81286).

## **Processing Overview**

Service Request 81287 asks that a one-time process be developed to coordinate reporting of wage increases associated with the EX unit (AFSCME). This process will extract data from the Final Range Adjustment File (from PPP910) and the one-time Adjustment file (ATB – Release 1659) to produce a report of changes in Base Pay for each employee in an EX covered appointment. In addition to the detail reporting, an electronic file will be produced.

Four separate reports will be produced:

- Control Report (OT16661)
- EX Base Pay Changes – Central Office Report (OT16662)
- EX Base Pay Changes – Departmental Report (OT16663)
- One-time Exception Report (OT16664)

The selected employees' pay rate changes will be displayed on the OT16662 EX Base Change report. It is sorted by: Employee Name, Appointment Number, New Rate, DOS, and Effective Date. OT16661 and OT16664 are standard control and error reports. This release is similar in function and programming to Releases 1601 (EX Reporting). Details for the electronic file transmittal will be included in the Installation Instructions.

In addition, an electronic report file in tab-delimited format will be produced (see Attachment A).

## One-Time Program

### **PPOT1666**

A onetime program will be developed to produce the EX 2005 Wage Reporting. The program will produce two detail reports (Central Office and Departmental), and one electronic report file in tab-delimited format.

### **Input:**

- Inputs to the one-time program will be the Final Range Adjustment File (from PPP910) and Final ATB Adjustment File (from PPOT1659):

#### ***Final Range Adjustment Files (produced from PPP910) and Final ATB Adjustment File***

These two range adjustment files will be concatenated. The Final ATB Adjustment File is in the same format as and is treated just like the standard Final Range Adjustment File. Each employee's Range Adjustment Old Rates and Range Adjustment New Rates will be used to calculate the percentage change from the Range Adjustment Old Rates to Range Adjustment New Rates.

- DB2 tables being accessed:

PPPAPP - Employee appointment information.

PPPPER - Employee Name, Employee Hire Date, and Home Department Number.

PPPHME - Home Department Description (abbreviated description, 15 bytes).

PPPPCM - Primary Pay Schedule.

PPPCCR - Campus Location (two bytes) for use in Electronic Report File.

## Process:

### 1. Initial processing for Merit:

This one-time program has logic to handle Merit Input files from PPP680 run. Since there are no merit processing for the EX employee, the associated merit files are dummied out in the JCL.

### 2. Initial processing for Range and ATB files:

Read and process both of the Range input files. That is, the ATB file is processed here and treated like any other Range file.

The program will screen the input Range (and ATB) records: Selected input Range records will be written to the sort.

The Range Adjustment New Rate is greater than zero  
(AND)  
Range Adjustment Rate Code is not equal to 'B'  
(AND)  
Range Adjustment Appointment WOS indicator is not equal to 'Y'  
(AND)  
Range Adjustment Appointment Title Unit Code is equal to 'EX'  
(AND)  
Range Adjustment Representation Code is equal to 'C'.

A sort record will be built and released to sort with the following sort sequence: Employee#, Effective Date, Title Code, DOS, Old and New Rates.

After the sort a check is made for new appointment number. If the field containing the new appointment number is not blank, the new appointment number will be used in place of the 'old' appointment number (TRIN-APPOINTMENT).

#### 2a. Match Range Title:

An internal code of '1' will be set to indicate that this report record is a Range report record.

This field will be examined in conjunction with the Record Indicator so that when the Record Indicator is '2' then "ATB" will be printed as the report description rather than "RANGE".

Compute Rates (decimal alignments: check rate code for "H" hourly, "A" annual. Default to Annual).

**Range Adjustment Percent Pay Increase Rounded**  
= ((Range Adjustment New Rate – Range Adjustment Old Rate) *divided by* Range Adjustment OLD Rate) *times* 100

Title Code as with the merit processing, the Home Department number will be obtained from the PPPPER table, and from the PPPHME Table, the Abbreviated Home Department Description will be obtained.

Set the following fields to the report record:

Employee ID#  
Employee Name  
Employee Hire Date  
Range Data old rate  
Range Data new rate  
Range Effective Date  
DOS Code

Pay Schedule  
Appointment Number  
Rate Code  
Department Code  
Department Description  
Record Indicator

From the PPPPER Table, the Home Department number will be obtained, and from the PPPHME obtain the abbreviated Home Department Description.

**2b.** Write the range record REPORT-REC for reporting.

At this point qualifying ATB and range records are on the report file.

### **3. Reporting**

Sort the REPORT-FILE by Employee Name, Appointment Number, New Rate, DOS Code, Effective Date.

Read the report file REPORT-FILE produced above. Control break on Employee ID, and Appointment Number. The Home Department will be taken from the PPPPER table, and will appear once for each employee.

See Attachment B and Attachment C for sample reports.

### **4. Electronic Tab-delimited Report File**

An electronic tab-delimited data file is also produced. This file is similar to the Central Office Report, except that the file contains a two-byte campus code (columns 1 through 2). Additionally, each record contains the employee name and number, and the Home Department is contained within each detail record for each employee.

The file uses tab (x '05') delimiters between fields for the detail records. The file will also contain a single header (beginning of file) and a single trailer record (at end of file). The header record will contain low-value in columns 4 through 12. The trailer record will contain high-values in columns 4 through-12.

See Attachment A for layouts.

## **Output:**

### Reports

OT16661 is the Control Total Report.  
OT16662 is EX Base Pay Changes report (Central Office)  
OT16663 is EX Base Pay Changes report (Departmental Report).  
OT16664 is the Exception Report.

### Electronic Report File

OT1666E is the Electronic Report File. (Destination: FTP transmittal to UCOP).

The file layout for the electronic file will use the same fields as OT16662, with the exception of a tab (hex '05') field delimiter and a two-byte campus location. Note that the report will print the Home Department and Home Department Description for each employee only once, while the electronic file will show the Home Department and Home Department Description on each row of the file. The header, detail and trailer records will all contain a two-byte campus Location Code in positions 1 through 2. See Attachment "A".

## One-Time Bind

### PPOT1666:

A plan bind will be created for one-time program PPOT1666.

BIND	-	
PLAN(PPOT1666)		-
MEMBER(PPOT1666)		-
ACTION(REPLACE)		-
RETAIN		-
VALIDATE(BIND)		-
ISOLATION(CS)	-	
FLAG(I)	-	
ACQUIRE(USE)	-	
RELEASE(COMMIT)	-	
EXPLAIN(YES)		

## **Attachments**

Attachment A - Electronic Report file

Attachment B – Central Office Report

Attachment C – Departmental Report

## Attachment A

### Electronic Report File

HEADER	LRCL = 132
Campus	01-02
Filler (X'05')	03
Low-Value	04-12
Filler (X'05')	13-13
Header Text	14-63 "EX Reporting Tab Delimited File"
Filler (X'05')	64
Run Date literal	65-74 "Run Date: "
Filler (X'05')	75
Run Date	76-83 Format MM/DD/YY
Filler (X'05')	84
Filler end	85-131
Filler (X'05')	132

TRAILER	LRCL = 132
Campus	01-02
Filler (X'05')	03
Hi-Value	04-12
Filler (X'05')	13
Count-Literal	14-23 "Count "
Filler (X'05')	24
Count	25-30 (Number of records on file less header & footer)
Filler (X'05')	31
Filler-end	32-131
Filler (X'05')	132

Detail	LRCL = 132
Campus	01-02
Filler (X'05')	03
Employee ID#	04-12
Filler (X'05')	13
Employee Name	14-39
Filler (X'05')	40
Employee Hire Date	41-48
Filler (X'05')	49
Dept Description	50-64
Filler (X'05')	65
Dept Number	66-71
Filler (X'05')	72
Appointment Number	73-74
Filler (X'05')	75
Appointment Percent	76-79
Filler (X'05')	80
Title Code	81-84
Filler (X'05')	85
Start Rate	86-94
Filler (X'05')	95
Result Rate	96-104
Filler (X'05')	105
Pay Cycle	106-107
Filler (X'05')	108
DOS Code	109-111
Filler (X'05')	112
Calculated Percent	113-116 (Z9.9)
Filler (X'05')	117
Effective Date	118-125
Filler (X'05')	126
Action Description	127-131
Filler (X'05')	132

## Attachment B

### Central Office Report

PPXXXX/PPXXXX 10/01/05  
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE  
 BASE PAY CHANGES  
 CENTRAL OFFICE REPORT OF BASE PAY CHANGES - EX

PAGE NO. 1  
 RUN DATE XX/XX/XX

EMPLOYEE NAME/ EMPLOYEE ID/ HIRE DATE	DEPARTMENT NAME	DEPT NUM	APPT NUM	APPT %	TITLE CODE	STARTING RATE	RESULTING RATE	PAY CYCLE	DOS CODE	PERCENT CHANGE	DESCRIPTION
BANNER, RALPH E. 444000070 10/01/02	CHAN OFFICE	804918	20	1.00	8911	4,000.00	4,160.00	MO	REG	4.0	09/01/05 ATB
			30	1.00	4715	3,114.60	3,239.88	MO	REG	4.0	10/01/05 RANGE
BARTIE, BILL E. 444000071 01/01/02	CHAN OFFICE	804918	40	1.00	8911	4,000.00	4,160.00	MO	REG	4.0	09/01/05 ATB
CASTLE, WINDSOR 501000075 03/01/05	CHAN OFFICE	804918	10	1.00	8912	12.7500	13.2600	BW	REG	4.0	08/28/05 ATB
DAVIS, JAMES W 701000002 07/01/01	HOSP EDUC	827701	10	1.00	5419	2,410.00	2,506.40	MO	REG	4.0	09/01/05 ATB
			20	1.00	5419	2,410.00	2,506.40	MO	RGN	4.0	09/01/05 ATB
			30	1.00	4685	3,004.98	3,125.04	MO	REG	4.0	11/01/05 RANGE

## Attachment C

### Departmental Report

PPPPXXX/PPPPXXX 10/01/05  
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE  
 BASE PAY CHANGES  
 DEPARTMENTAL REPORT OF BASE PAY CHANGES - EX

PAGE NO. 1  
 RUN DATE XX/XX/XX

DEPARTMENT: 826301 - SECURITY

EMPLOYEE NAME/ EMPLOYEE ID HIRE DATE	APPT NUM	APPT %	TITLE CODE	STARTING RATE	RESULTING RATE	PAY CYCLE	DOS CODE	PERCENT CHANGE	EFFECTIVE DATE
PARKER, LARRY AUGUSTA	10	1.00	8911	10.0000	10.4000	MO	REG	4.00	09/01/05 ATB
999888009 12/01/01	30	1.00	4714	23.7700	24.7200	MO	REG	4.00	09/02/05 RANGE

PPPPXXX/PPPPXXX 10/01/05  
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE  
 BASE PAY CHANGES  
 DEPARTMENTAL REPORT OF BASE PAY CHANGES - EX

PAGE NO. 2  
 RUN DATE XX/XX/XX

DEPARTMENT: 827701 - HOSP EDUC

EMPLOYEE NAME/ EMPLOYEE ID HIRE DATE	APPT NUM	APPT %	TITLE CODE	STARTING RATE	RESULTING RATE	PAY CYCLE	DOS CODE	PERCENT CHANGE	EFFECTIVE DATE
DAVIS, JAMES W	10	1.00	5419	2,410.00	2,506.40	MO	REG	4.00	09/01/05 ATB
701000002 07/01/01	20	1.00	5419	2,410.00	2,506.40	MO	RGN	4.00	09/01/05 ATB
				2,410.00	2,506.40	MO	RTP	4.00	09/01/05 ATB
	30	1.00	4685	3,004.98	3,125.04	MO	REG	4.00	11/01/05 RANGE
FRANKLIN, RICHARD M	10	1.00	8919	3,368.00	3,502.72	MO	REG	4.00	09/01/05 ATB
701000004 07/01/01	20	1.00	5419	3,368.00	3,502.72	MO	RTP	4.00	09/01/05 ATB
				19.3600	20.1300	MO	OTP	4.00	09/01/05 ATB