



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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Re:	Release:	1669
	Service Request:	16979
	Error Reports:	None
	Programs:	PPEC603, PPP531, PPP537
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPP531
	CICS Maps:	None
	Forms:	UPAY921, UPAY925
	Table Updates:	System Message Table
	Urgency:	Not Urgent (see Timing of Installation)

Service Request 16979

Various government agencies, including the National Institute of Health (NIH), have established guidelines that restrict charging payroll expenses at payrates in excess of the Executive Level II of the Federal Executive Pay Scale. Release 1647 addressed compliance with these Salary Cap guidelines in the EDB File Maintenance edit process.

This current release implements program PPP531 which will examine all payments issued to the employee during the month. These earnings will be edited for compliance with the Salary Cap guidelines identified in Release 1647. Those individuals with compliance errors or warnings will be included on a new tab delimited file that can be sent to functional offices, such as Extramural Support, and departments.

In addition to a header and trailer record (Types 1 and 4, respectively), this tab delimited Salary Cap Error Reporting File will contain a set of Salary Cap Rate records (Type 2) as well as full payment detail records (Type 3) for the affected employees.

The Type 2 Rate records will contain the matrix of rates associated with the Salary Cap portion of the Assessment Rate Table (ART). These rates include Effective Date, Annual Rate and the calculated Monthly Rate and 9/12 Rate.

The Type 3 Detail records will contain detail pertaining to the employee with the edit error or warning. All payments made during the process month for these individuals will be included on the file (i.e., not just the offending payment). The natural order of these payment detail records will be ascending Employee ID and Pay Period End Date. However, key elements such as PAR Pay Cycle, Employee Name, Home Department, FAU, Distribution Department as well as Earnings Date reside on these records and may provide for spreadsheet functionality. Each detail record will also contain the following:

- Earnings Pay Rate
- Derived Percent Time

- Paid Amount
- Title Code
- Academic Basis Paid Over
- DOS
- By Agreement Flag (determined by DOS attributes)
- Earnings Monthly Rate (derived for Bi-weekly, Semi-monthly, and Hourly earnings)
- Monthly Salary Cap associated with the payment.
- Error Indicators

Selection of individuals will include those employees with FAUs that fall within the Fund Group salary limitation:

- Whose pay rate exceeds the limit
- Who received a retroactive wage adjustment
- Who received a by agreement payment

Additionally, those employees who have at least one payment FAU which is subject to Salary Cap limitations and yet receive a By Agreement payment through another, non-restricted FAU, will also be included on the file.

Refer to Detail Design for payment Salary Cap rate determination using Fund Group Table, Assessment Rate Table, and Title Code Table attributes.

Print Salary Cap Reporting File

Program PPP537 (issued in Release 1658 to print the tab delimited NRA Imputed Income file) has been modified to print the Salary Cap Error Reporting file as per the new option on the Input Specification (UPAY921). Home Department or Employee Name print order may be specified.

EDB File Maintenance Salary Cap Edit Change

As per Release 1647, the ART Table Effective Date rate selection was based on the last day of the current Process Month unless the Distribution Begin Date fell after the current Process Month (i.e., a future distribution) in which case the Distribution Begin Date was used. Program PPEC603 has been modified to always use the Distribution Begin Date when determining the proper ART Salary Cap rate.

Programs

PPEC603

Module PPEC603 is called to perform distribution Salary Cap edits during batch and online EDB File Maintenance whenever the Distribution Pay Rate or other applicable elements have changed. It has been modified to always use the Distribution Begin Date as the ART Table search argument. This change will necessitate that the users “end” the current distribution and start a new distribution once the rate limit has been reached as per the Begin Date of the original distribution.

PPP531

New program PPP531 will retrieve all DB2 PAR earnings for the process month identified on the program Input Specification (UPAY925). Every earnings distribution (including warning and other attributes, as applicable) is written to a Temporary Work file. If, while examining the employee’s earnings, an error or warning condition is identified, a special “Trigger” file record is written for the affected Employee ID. During this process, the earning’s FAU is examined for Salary Cap applicability (Fund Group Table) and, if applicable, the Monthly Salary Cap is derived (Assessment Rate Table and Title Code Table) and compared to the distribution’s calculated Monthly Rate. If the distribution rate exceeds the cap, or if the payment is a retroactive rate adjustment, or the payment is a “By-agreement”, then a Trigger Record is issued for the employee.

After all PAR monthly earnings have been examined, the Temporary Work File and Trigger File are closed and re-opened for sequential matching. During this matching process, those Temporary Work records (each record represents a PAR earning) which do not match a Trigger Record Employee ID are dropped. Those Temporary Work Records which do have an associated Trigger Record are then used to create a final output Salary Cap Error Reporting record.

Refer to Detail Design.

PPP537

Program PPP537, Tab Delimited File Reporting Process, was issued in Release 1658 as an ad hoc program developed to read, sort and print the NRA Imputed Income file. It has been modified to optionally print the Salary Cap Error Reporting record.

The PPP537 Specification Input (form UPAY921) identifies the program input file and print order. It has been modified to allow selection of the Salary Cap Error Reporting File for print. The print order may be specified as either Employee Name or Home Department (with Employee Name secondary). Note that within either primary sequence, within Employee Name, the earnings will be presented in Earnings Date followed by FAU order.

Bind Members

PPP531

This new Bind member contains plan bind statements for PPP531. The following programs are included in the member list:

- PPP531
- PPFAU002
- PPFAU018
- PPCTTUTL
- PPTCTUTL
- PPPRMUT2
- PPMSSG2

Forms

UPAY925

New form UPAY925 defines the Specification Input for program PPP531. In addition to the Specification Identifier ("PPP531-SPEC"; cc 1-11), only one other field, the Process Month (cc 12-15; mmyy), is defined.

Note that PPP531 accesses the DB2 PAR. Therefore a "monthly" run of PPP531 may be processed for historic months with no special file constraints (as long as the month selected is within the local DB2 PAR retention span).

UPAY921

Form UPAY921 defines the Specification Input for program PPP537. The Requested Report (cc 12-18) may now be entered with the value "SALRCAP" which indicates that the Salary Cap Error Report should be produced. The second field, the Report Sequence (cc 19-22), will permit either "DEPT" (Home Department order) or "NAME" (individual name order).

Table Updates

System Messages Table

The System Messages related to various conditions in programs PPP531 and PPP537 are included for CTL file update.

Test Plan

A separate Test Plan document is provided with this release.

Installation Instructions

A separate Installation Instructions document is provided with this release.

Timing of Installation

The installation of this release is not urgent. However, to expedite compliance with Federal guidelines, a timely installation is expected.

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

If there are any questions, please send electronic mail to Jim.Tuohig@ucop.edu, or call (510)987-0741.

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