

Created on: August 17, 2005
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**SR81318 Requirements
SX 2005 Wage Reporting**

Objective:

To report on base pay changes for SX employees who received salary adjustments as part of the 2005 contract implementation.

Project Type:

This is a one-time PPS program.

Requested by:

HR&B Labor Relations

Analyst:

Carrie Gatlin

Due Date(s):

This release is Date Mandated.

It is requested that locations install and run the reporting program as soon as practicable after all base pay changes have been completed. Locations should deliver the electronic report file to UCOP (via FTP) no later than **December 15, 2005**.

1.0 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 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.

UCOP will make available a one-time PPS program (SR 81307) to implement the ATB increase for eligible employees in open range titles.

The reporting program may be modeled on similar past reporting programs released in conjunction with ATB programs. The program will only have as input the files generated from the Range Adjustment Process and the ATB Program.

2.0 Base Pay Change Report and Data File

A one-time process should be developed to produce a report and electronic data file of the base pay change(s) for each SX employee who receives a rate adjustment as part of the 2005 SX wage implementation. The process may be modeled after programs developed for prior ATB reporting releases, and should use the final Range Adjustment files generated from the Range Adjustment Process (PPP910) and the file from the one-time SX ATB program (SR 81307).

One version of the Base Pay Change report, entitled ‘Central Office Report of Base Pay Changes - SX’ (Attachment A), should display the employee data listed below. The program should also produce an electronic file in tab-delimited format. This electronic file should contain the same data as the Central Office Report, and include a row with the column header descriptions.

- Employee ID
- Employee Name (EDB 0105)
- Most Recent Hire Date (EDB 0113)
- Appointment Department Code (EDB 2032) and translated department name from the Home Department Table
- Appointment Department Location Indicator, from the Home Department Table
- Appointment Number (EDB 2001)
- Time-Appointment (Anticipated) (EDB 2012)
- Title Code (EDB 2006)
- Starting Rate
- Resulting Rate
- Primary Pay Schedule (EDB 0152)
- Description of Service (DOS) Code (EDB 2056)
- Percent Change - the difference between the starting rate and resulting rate, expressed as a percentage of the starting rate
- Description (action from input files and effective date)

If the Appointment Department Code is missing, the column may be left blank. For the "Description" column, adjustments from the ATB one-time program should be labeled "ATB" while adjustments from the range adjustment process should be labeled "Range".

The other version should be sorted by Employee Name within Department and display the title 'Departmental Report of Base Pay Changes - SX'. The Departmental Report should display the following detail data:

- Employee ID
- Employee Name (EDB 0105)
- Most Recent Hire Date (EDB 0113)
- Appointment Number (EDB 2001)
- Time-Appointment (Anticipated) (EDB 2012)
- Title Code (EDB 2006)
- Starting Rate
- Resulting Rate
- Primary Pay Schedule (EDB 0152)
- Description of Service (DOS) Code (EDB 2056)
- Percent Change - the difference between the starting rate and resulting rate, expressed as a percentage of the starting rate
- Description (action from input files and effective date)

Attachment A

PPPXXXX/PPPXXX 01/15/97
 RETN: SEE RPTS DISP SCHEDULE/DIST.

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

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 RUN DATE XX/XX/XX

EMPLOYEE NAME/ EMPLOYEE ID/ HIRE DATE	APPT DEPT NAME	DEPT NUM	LOC	APPT NUM	APPT %	TITLE CODE	STARTING RATE	RESULTING RATE	PAY CYCLE	DOS CODE	PERCENT CHANGE	DESCRIPTION
DINNER, BUFFY 000050128 01/01/01	HOSP EDUC	827701	C	10	0.30	5100	2149.00 2149.00	2213.00 2213.00	MO MO	REG REG	3.0 3.0	10/01/05 RANGE 10/01/05 RANGE
EMPLOYEE, TEST12 111111112 11/01/01	CHAN OFFICE	804918	M	20	1.00	5117	2000.00 2000.00	2100.00 2100.00	MO MO	REG RTP	5.0 5.0	10/01/05 ATB 10/01/05 ATB