

**Detail Design  
RELEASE 1671**

**SX 2005 Wage Reporting  
Service Request 81318**

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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 Service (SX) unit.

UCOP made available a one-time Payroll/Personnel System program PPOT1661 (SR 81307) to implement the ATB 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 SX employee who receives a rate adjustment as part of the 2005 SX wage implementation. The reporting process should use as inputs the final SX Range Adjustment files generated from the Range Adjustment Process (PPP910) and the output file produced from the one-time SX ATB program PPOT1661 (Release 1661, SR 81307).

## **Processing Overview**

Service Request 81307 asks that a one-time process be developed to coordinate reporting of wage increases associated with the SX unit (AFSCME). This process will extract data from the Final Range Adjustment File (from PPP910) and the one-time Adjustment file (ATB – Release 1661) to produce a report of changes in Base Pay for each employee in an SX covered appointment. In addition to the detail reporting, an electronic file will be produced.

Four separate reports will be produced:

- Control Report (OT16711)
- SX Base Pay Changes – Central Office Report (OT16712)
- SX Base Pay Changes – Departmental Report (OT16713)
- One-time exception Report (OT16714)

The selected employees' pay rate changes will be displayed on the OT16712 SX Base Change report. It is sorted by: Employee Name, Appointment Number, New Rate, DOS, and Effective Date. OT16711 and OT16714 are standard control and error reports. 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

### PPOT1671

A onetime program will be developed to produce the SX 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 PPOT 1661):

#### ***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 SX 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 'SX'  
(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

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  
Department Location Indicator  
Record Indicator

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

**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 Appointment 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

OT16711 is the Control Total Report.  
OT16712 is SX Base Pay Changes report (Central Office)  
OT16713 is SX Base Pay Changes report (Departmental Report).  
OT16714 is the exception Report.

### Electronic Report File

OT1671E is the Electronic Report File. (Destination: FTP transmittal to UCOP).

The file layout for the electronic file will use the same fields as OT16712, with the exception of a tab (hex '05') field delimiter and a two-byte campus location. Note that the report will print the Appointment Department and Appointment Department Description for each employee only once, while the electronic file will show the Appointment Department and Appointment 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

### PPOT1671:

A plan bind will be created for one-time program PPOT1671.

BIND	-	
PLAN(PPOT1671)		-
MEMBER(PPOT1671)		-
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 "SX 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
Dept Location Indicator	73
Filler (X'05')	74
Appointment Number	75-76
Filler (X'05')	77
Appointment Percent	78-81
Filler (X'05')	82
Title Code	83-86
Filler (X'05')	87
Start Rate	88-96
Filler (X'05')	97
Result Rate	98-106
Filler (X'05')	107
Pay Cycle	108-109
Filler (X'05')	110
DOS Code	111-113
Filler (X'05')	114
Calculated Percent	115-118 (Z9.9)
Filler (X'05')	119
Effective Date	120-127
Filler (X'05')	128
Action Description	129-133
Filler (X'05')	134

## Attachment B

### Central Office Report

OT16712/PPOT1671/100105		UNIVERSITY OF CALIFORNIA-SYSTEMWIDE							PAGE NO.		000001	
RETN: SEE RPTS DISP SCHEDULE/DIST.		SX BASE PAY CHANGES							RUN DATE		10/18/05	
		CENTRAL OFFICE REPORT OF BASE PAY CHANGES - SX							<< IN STRICT CONFIDENCE >>			
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
BOARD, MORT R. 000050110 03/01/04	CHAN OFFICE	804918		10	0.40	8076	10.9000	11.2300	BW	REG	3.0	09/25/05 ATB
BUTTER, BRAD N. 000050072 09/29/01	CHAN OFFICE	804918		10	1.00	5538	1,615.00	1,663.45	MO	REG	3.0	10/01/05 ATB
CARDS, MARK D. 000050106 03/01/04	CHAN OFFICE	804918		10	0.40	5326	12.7500	13.1300	BW	REG	3.0	09/25/05 ATB
DOREA, ANDREA 000050067 12/01/03	SECURITY	826301	M	10	1.00	5065	1,160.00	1,194.80	MO	OTS	3.0	10/01/05 ATB
				20	1.00	5326	11.6000	11.9500	BW	REG	3.0	09/25/05 ATB
GATE, BILLY COLE 000050112 03/01/04	CHAN OFFICE	804918		10	0.40	5538	13.7500	14.1600	BW	REG	3.0	09/25/05 ATB
GUNN, TOM E. 000050109 03/01/04	CHAN OFFICE	804918		10	0.40	5445	18.8000	19.3600	BW	REG	3.0	09/25/05 ATB
HAFJE, BETTE R. 000050111 03/01/04	CHAN OFFICE	804918		10	0.40	5326	12.3500	12.7200	BW	REG	3.0	09/25/05 ATB
HEAD, BOB L. 501000034 10/01/04	CHAN OFFICE	804918		10	1.00	6772	6,275.00	6,463.25	MO	REG	3.0	10/01/05 ATB
JETTSON, GEORGE E. 501000026 09/01/04	CHAN OFFICE	804918		10	1.00	5650	32.7500	33.7300	MO	REG	3.0	10/01/05 ATB

### Attachment C

### Departmental Report

PPPXXXX/PPPXXX 10/18/05  
 RETN: SEE RPTS DISP SCHEDULE/DIST.

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

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	30	1.00	4714	23.7700	24.7200	MO	REG	4.00	09/02/05 RANGE
12/01/01									

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

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

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	20	1.00	5419	2,410.00	2,506.40	MO	RGN	4.00	09/01/05 ATB
07/01/01				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				3,368.00	3,502.72	MO	RTP	4.00	09/01/05 ATB
07/01/01	20	1.00	5419	19.3600	20.1300	MO	OTP	4.00	09/01/05 ATB