

Created on: January 10, 2006

Modified: February 1, 2006

SR81423 Requirements RX 2006 Lump Sum Payment Program

Objective:

To develop a stand-alone PPS program to process lump sum payments for eligible RX unit employees.

Project Type:

This is a stand-alone PPS program

Requested by:

ISS, HR&B

Analyst:

Carrie Gatlin

Due Date(s):

This release is Date Mandated.

Per the RX contract, lump sum payments should be paid out to employees on a pay check date prior to April 21, 2006 (120 days after contract ratification). Therefore campuses should process the lump sum payments to occur on the March 30 (MO) or April 19 (BW) pay checks.

Background:

The new contract between the University and the University Professional and Technical Employees (UPTE) for the Research Support Professionals unit (RX), effective December 22, 2005, provides for a lump sum “signing bonus” of \$220 per eligible employee, prorated by percentage of appointment. Eligible employees are those who are in the unit with an active RX appointment as of the contract ratification date (12/22/2005) and who are in the unit at the time the checks are produced.

Following receipt of written notification from UPTE of its ratification of the Agreement with the University of California, the University will provide a one-time, lump-sum cash bonus of \$220 per employee in the unit, proportional to appointment at the time of payment. The payment shall be provided within 120 days of the date of the Agreement and included in the next regular payroll check. [...]

Eligible employees are in positions in the bargaining unit on the effective date of the increase and at the time of payment.

(RX contract, Article 6, Compensation).

The stand-alone program to implement this lump sum payment may be modeled after previous lump sum programs, particularly version R1646 as modified in R1655, which charged the lump sum payment in part to IAP funds.

Eligibility:

In order to be eligible for the lump sum payment, employees must have an Employment Status (EDB 0144) of ‘A’, ‘N’, or ‘P’, and have at least one appointment on the EDB which meets the following criteria:

- Appointment End Date (EDB2003) must not fall before December 22, 2005
- Appointment Begin Date (EDB2002) must not fall after December 22, 2005
- Appointment Title Unit Code (EDB 2029) = ‘RX’
- Appointment Representation Code (EDB 2031) = C (‘Covered’)

Payment Amount Determination:

In order to calculate the payment amount, the program must determine the total appointment percentage of all eligible RX appointments and prorate the lump sum payment accordingly.

For each eligible employee, the program should examine the Time-Appointment (EDB 2012) value for each active appointment meeting the selection criteria above (“Eligibility”). If an employee has one active eligible appointment, the lump sum value (\$220) should be prorated based on the Time-Appointment value. If an employee has multiple appointments which meet the criteria, the program should total the Time-Appointment values and prorate the lump sum payment based on this aggregate percentage value.

Payment Transactions:

The program should generate one-time (FT) transactions and sort the transactions into separate pay cycle (MO, MA, BW, and SM) files. The separate file will allow campuses to process the FT transactions into the employee’s primary pay cycle.

The full amount of the lump sum payment must be charged against IAP funds. To accomplish this, the program should prorate the payment across ‘current’ distributions, based on each selected Distribution Percent divided by the Total Distribution Percent of all distributions for a selected RX appointment.

Current distributions are those where the Pay End Date (EDB 2053) is not prior to December 22, 2005, and the Pay Begin Date (EDB 2054) is not later than December 22, 2005. If no current distributions are found for the eligible appointments, the program should select distributions which have expired between December 22, 2005 and the program run date. If there are neither current nor expired distributions, the program should not generate a payment transaction. Instead, a warning message should be issued. It is noted that similar logic was used in program R1646/R1655.

Each FT transaction should assign "LSI" as the DOS code value and December 22, 2005 as the Pay Period End Date.

Costing Transactions:

Because LSI payments are credited to the department and charged against the IAP account, the department should not be funded for these payments. Therefore, no costing transactions should be produced.

Reporting Requirements:

The one-time program should produce a report, sorted by Employee Name within Home Department, and a tab-delimited electronic file listing the following data for each employee eligible for the lump sum payment:

- Employee Name (EDB 0105)
- Employee ID
- Employee Home Department (EDB 0114) and translated department name from the Home Department Table
- Employment Status Code (EDB 0114)
- Deduction Pay Schedule Code (EDB 0152)
- For each RX appointment used to determine total appointment time percentage:
 - Title Code (EDB 2006) and translated title from Title Code Table
 - Appointment Representation Code (EDB 2031)
 - Time-Appointment (EDB 2012)
 - For each appointment distribution for which a payment is generated:
 - Full Accounting Unit (FAU)
 - FT transaction amount

The report should also list the total of all lump sums paid. Please refer to Attachment A for suggested layout.

Attachment A

PPPXXXX/PPPXXX 01/15/06
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
 PAYROLL PROCESSING
 RX LUMP SUM REPORT - DEPARTMENT

PAGE NO. 1
 RUN DATE XX/XX/XX

DEPARTMENT: 827701 HOSP EDUC

EMPLOYEE NAME/ID	STAT	PRI	TITLE CODE	AREP	APPT%	FAU	LUMP SUM		
ESTER, POLLY 000050043	A	MO	9610 STAFF RESEARCH ASSOC IV	C	0.30	3404918CCCC19900PROJ331	39.60		
							3401920 19900 1	26.40	
			9520 SPECTROSCOPIST	C	0.70	3404918CCCC19900PROJ331	92.40		
						3401920 19900 1	61.60		
DINNER, BUFFY 000050128	A	MO	9520 SPECTROSCOPIST	C	0.80	3401920 19900 1	176.00		
MENTRY, ELA 000050105	P	BW	9723 SCIENTIST, MUSEUM	C	1.00	3404918CCCC19900PROJ331	220.00		
SPOON, GRACIE 000050079	N	MO	9723 SCIENTIST, MUSEUM	C	0.70	3404918CCCC19900PROJ331	154.00		
			9520 SPECTROSCOPIST	C	0.30	3401920 19900 1	66.00		
YOUNG, NEIL 000009999	A	MO	9723 SCIENTIST, MUSEUM	C	0.80	3404918CCCC19900PROJ331	78.22		
								3401920 19900 1	78.22
								3404918CCCC19900PROJ331	9.78
								3401920 19900 1	9.78
TOTAL							616.00		