

**Detail Design  
RELEASE 1693**

**TX 2005 Lump Sum Payment Program  
Service Request 81427**

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## **Introduction**

### **Background:**

The new contract between the University and the University Professional and Technical Employees (UPTE) for the Technical unit (TX), 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 TX 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 nTXt 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.*

*(TX 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.

### **Proposed:**

Develop a one-time process that produces a prorated lump sum payments according to the requirements stated in Service Request 81427. The process will produce four output files containing the payment transactions, one file per payment cycle, that will be posted in order to create the checks or pay advises at a later date, a report by department detailing the payment amount each employee will receive and an electronic tab delimited data file. The process will be modeled after one-time program PPOT1646 developed for Release 1646.

## **Processing Overview**

Service Request 81427 asks that a one-time process be developed to generate lump sum payment transactions. This process will access information contained in the EDB data base.

The requirements state the lump sum payment amount is calculated by multiplying the maximum payment amount, \$220.00, by the total of percentage of full time employment field. The total percentage of full time employment is determined by a running total of the percentage of full time employment field (field **EDB 2012** on the PPPAPP table ) for each of the current appointments for the employee being processed.

The lump sum payment amount is then proportionally spread across all current distributions. This will proportionately spread the cost over each of the departments where the employee works.

The payment amounts will be charged against IAP funds. A report will detail the lump sum amount for each employee by department.

Four separate payment files will be produced. One output file for each payment cycle type. Three other files will be created. These files are:

Error & Control Report  
Tab Delimited Electronic Report (see Attachment A)  
Departmental Payment Audit Report (see Attachment B)

## **One-Time Program**

### **PPOT1693**

A onetime program will be developed to produce the TX 2005 Lump Sum Payment transactions. The program will also produce a detail report, in Departmental order, and one electronic report file in tab-delimited format.

#### **Input:**

The input to this program solely comes from using a cursor to access table PPPAPP of the EDB database with the following selection criteria:

- Appointment Title Unit Code = 'TX'  
(AND)
- Title Unit Code = 'C'.

For the employees having been selected from the PPPAPP table, the following criteria is used to determine eligibility for the lump sum payment:

Employment status = 'A', 'N' or 'P'

(AND)

The Appointment End Date not less than 12/22/2005

(AND)

The Appointment Begin Date not greater than 12/22/2005

In addition to the PPPAPP table, this program will access the following DB2 tables:

- PPPDIS - Employee Disbursement information
- PPPPCM - Payroll Calculation method ( To determine payroll cycle)
- PPPPER - Employee Name, Employee Hire Date, and Home Department Number.
- PPPHME - Home Department Description (abbreviated description, 15 bytes).
- PPPCCR - Campus Location (two bytes) for use in Electronic Report File.

### **Processing Flow:**

#### **Perform the following functions, while looping until employee number changes:**

Sum PERCENTAGE-FULLTIME field for all active appointments.

Retrieve associated Distribution record.

Determine if the Distribution record is active or not using the distribution start and end dates.

Assign processing priority based on the distribution's start and end dates

Sum Distribution percentage field. Use all distribution records where pct > 0

Store specific record information in an internal table for later processing and reporting.

#### **Perform the following functions, when employee number changes:**

Calculate Lump Sum payment total amount.

While looping number of table entry times

Using the tabled information, calculate the lump sum payment amount.

Format a lump sum payment transaction.

Write the payment transaction(s) to the correct output file depending upon payment cycle.

Format a sort record with payment information.

Format and create a payment transaction entry into the tab-delimited electronic file.

Reset accumulators.

Reset all switches and flags.

Sum PERCENTAGE-FULLTIME field for all appointments.

Retrieve associated Distribution record.

Determine if the Distribution record is active or not using the distribution start and end dates .

Sum Distribution percentage field. Use all distribution records where pct > 0

Store specific record information in an internal table for later processing and reporting.

### **Calculations:**

Calculate the prorated lump sum amount each employee should receive.

- Add PERCENTAGE-FULLTIME to WS-APP-TOT-PCT
- If WS-APP-TOT-PCT > 1.00  
Then WS-APP-TOT-PCT = 1.00
- COMPUTE Pay-Amt = WS-APP-TOT-PCT \* \$220

Calculate the lump sum amount prorated per employee's distribution(s):

**\*\*\*\*\*PRORATE PAYMENT BASED ON DISTRIBUTION PERCENT**

COMPUTE PAY-AMT-PER-DIST ROUNDED =

(PAY-AMT \* ELIG-DIST-PERCENT (QUICK-X)) / TOTAL-PCT

SUBTRACT PAY-AMT-PER-DIST FROM PAY-AMT-DECLINING

**\*\*\*\*\*ALL DISTRIBUTN PERCENTS ARE ZERO, SO PRORATE EVENLY**

COMPUTE PAY-AMT-PER-DIST ROUNDED = PAY-AMT / ELIG-DIST-CNT

SUBTRACT PAY-AMT-PER-DIST FROM PAY-AMT-DECLINING

**\*\*\*\*\*ON THE LAST DISTRIBUTION, USE THE REMAINING AMOUNT**

MOVE PAY-AMT-DECLINING TO ELIG-DIST-FT-AMT (QUICK-X)

**Output:**

**1. Payment Transactions:**

- The program should generate one-time (FT) transactions and sort the transactions into separate pay cycle (MO, MA, BW, and SM) files. These files will allow the 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
- Each FT transaction should assign "LSI" as the DOS code value and December 22, 2005 as the Pay Period End Date.

**2. Reporting**

The report is in Department. Id and Employee Id sort order and break on the change of Department.

Id. The following fields will appear on the report:

- Employee Name
- Employee ID#
- Employment Status
- Pay Schedule
- Title Code
- Title Code Description
- Appointment Rep Code
- Sum of Full Time Percent
- Lump Sum Payment for distribution
- Employee's FAU

The Home Department information will be derived from the PPPHME table.

The Employee's Name information will be derived from the PPPPER table.

The Title Code description is retrieved using sub-routine PPTCTUTL

At the change of department Id, a total amount of the departmental payments will appear at the bottom of the page.

See Attachment B for sample report.

**3. Electronic Tab-delimited Report File**

An electronic tab-delimited data file is also to be produced. The file uses tab (x '05') delimiters between fields for the detail records. This file will contain the following data for each employee receiving a lump sum payment:

- Employee Name (EDB 0105)
- Employee ID
- Employee Home Department (EDB 0114)
- Department name from the Home Department Table
- Employment Status Code (EDB 0114)
- Deduction Pay Schedule Code (EDB 0152)
- For each TX appointment used to determine total appointment time percentage:
  - Title Code (EDB 2006)
  - Translated title from Title Code Table
  - Appointment Representation Code (EDB 2031)
  - Time -Appointment (EDB 2012)
  - FAU
- FT transaction amount

See Attachment A for layouts.

## One-Time Bind

### PPOT1693:

A plan bind will be created for one-time program PPOT1693.

BIND	-	
PLAN(PPOT1693)	-	-
MEMBER(PPOT1693)	-	-
ACTION(REPLACE)	-	-
RETAIN	-	-
VALIDATE(BIND)	-	-
ISOLATION(CS)	-	
FLAG(I)	-	
ACQUIRE(USE)	-	
RELEASE(COMMIT)	-	
EXPLAIN(YES)		

## **Attachments**

Attachment A - Electronic Report file

Attachment B – Departmental Report

## Attachment A

### Electronic Report File

Detail & Origin	Displacement
<b>Location id</b> (Campus control record)	1 -2
Filler (X'05')	3
<b>Employee ID#</b> (APPT TABLE)	4-12
Filler (X'05')	13
<b>Employee Name</b> (EDB0105)	14-39
Filler (X'05')	40
<b>Employee Home Dept</b> (EDB0114)	41 - 46
Filler (X'05')	47
<b>Home Dept Description</b> (HME1000)	48 - 77
Filler (X'05')	78
<b>Employee Status Code</b> (EDB0144)	79
Filler (X'05')	80
<b>Deduction Pay Schedule Code</b> (EDB0152)	81 - 82
Filler (X'05')	83
<b>TITLE-CODE</b> (EDB2006)	84 - 87
Filler (X'05')	88
<b>TITLE CODE DESCRIPTION</b> (TCT1040)	89 - 118
Filler (X'05')	119
<b>ELIG-APPT-REP</b> (EDB2031)	120
Filler (X'05')	121
<b>PERCENT FULLTIME</b> (EDB2012)	122 - 124
Filler (X'05')	125
<b>FAU</b>	126 - 155
Filler (X'05')	156
<b>Calculated Transaction Amount</b>	157 - 164
Filler (X'05')	165
<b>CURRENT-DATE-ISO</b>	166 - 175
Filler (X'05')	176
<b>ELEC-END-REC-FLAG</b> value = 'X'	177

## Attachment B

### Departmental Report

PPP1693/PPPXXX 01/15/06 RETN: SEE RPTS DISP SCHEDULE/DIST.	UNIVERSITY OF CALIFORNIA-SYSTEMWIDE PAYROLL PROCESSING TX LUMP SUM REPORT - DEPARTMENT	PAGE NO. 1
		RUN DATE XX/XX/XX
DEPARTMENT: 827701 HOSP EDUC		
EMPLOYEE NAME/ID	STAT PRI TITLE CODE	LUMP SUM
	PAY	
ESTER, POLLY 000050043	A MO 9610 STAFF RESEARCH ASSOC IV	39.60
	3401920 19900 1	26.40
	9520 SPECTROSCOPIST	92.40
	C 0.70 3404918CCCC19900PROJ331	61.60
	3401920 19900 1	
DINNER, BUFFY 000050128	A MO 9520 SPECTROSCOPIST	176.00
MENTRY, ELA 000050105	P BW 9723 SCIENTIST, MUSEUM	220.00
SPOON, GRACIE 000050079	N MO 9723 SCIENTIST, MUSEUM	154.00
	9520 SPECTROSCOPIST	66.00
	C 0.30 3401920 19900 1	
YOUNG, NEIL 000009999	A MO 9723 SCIENTIST, MUSEUM	78.22
	C 0.80 3404918CCCC19900PROJ331	78.22
	3401920 19900 1	9.78
	3404918CCCC19900PROJ331	9.78
	3401920 19900 1	
TOTAL		616.00