

Created on: February 17, 2006

Modified: March 28, 2006

## **SR81452 Requirements CX 2006 Lump Sum Payment Program**

### **Objective:**

To develop a stand-alone PPS program to process lump sum payments for eligible CX 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 CX contract, lump sum payments should be paid out to employees on a pay check date prior to June 15, 2006 (120 days after contract ratification). Therefore campuses should process the lump sum payments to occur on or prior to the following pay check date, depending on the applicable pay schedule : May 31 (BW), June 1 (MO), June 7 (MA South), and June 8 (SM/MA North).

**Background:**

The new contract between the University and the Coalition of University Employees (CUE) for the Clerical unit (CX), effective February 15, 2006, provides for a lump sum “signing bonus” of \$180 per eligible employee, prorated by percentage of appointment. Eligible employees are those who had an active CX appointment on December 15, 2004 and on the contract ratification date (02/15/2006), and who are in the unit at the time the checks are produced.

***B. Lump-Sum Bonus***

*Employees in the bargaining unit as of December 15, 2004 shall receive a lump sum payment of \$180 (pro-rated by current appointment percentage).*

***C. Eligibility and Timing of Payments******1. Eligibility***

*To be eligible for the increases specified in sections A.1., A.2.a and B. above, an employee must be on pay status (or on approved leave) on the date of CUE’s ratification of this Agreement and on the payout date of the increase.*

***2. The actual base adjustments and lump sum portion specified in sections A.1., A.2.a and B. above will be paid within 120 days of CUE’s written notification of ratification of this Agreement.***

*(CX contract, Article 45, Wages)*

The stand-alone program to implement this lump sum payment may be modeled after previous lump sum programs which charged the payments across an employee’s eligible distribution Full Accounting Units (FAUs). In particular, the CX lump sum program may be modeled after the 2006 RX and TX lump sum programs, although in this case the transactions must not be charged against 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 Begin Date (EDB2002) must be equal or prior to December 15, 2004
- Appointment End Date (EDB2003) must be equal to or later than **the program run date**
- Appointment Title Unit Code (EDB 2029) = ‘CX’
- 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 CX 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 (\$180) 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 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 CX appointment. Current distributions are those where the Pay End Date (EDB 2053) is not prior to **the program run date**, and the Pay Begin Date (EDB 2054) is not later than **the program run date**. If no current distributions are found for the eligible appointments, the program should select distributions which have expired between February 15, 2006 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.

Each FT transaction should assign 'LSN' ('Lump Sum Payment - Non Base-Building') as the DOS code value and **February 15, 2006** as the Pay Period End Date.

### **Costing Transactions:**

The program should create standard costing transactions from the lump sum payments for input into program PPP960, the Costing Consolidation Process.

### **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 CX 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

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

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE  
 PAYROLL PROCESSING  
 CX 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<br>000050043  | A    | MO  | 4673 CLERK             | C    | 0.30  | 3404918CCCC19900PROJ331 | 39.60                   |       |
|                            |      |     |                        |      |       | 3401920 19900 1         | 26.40                   |       |
|                            |      |     | 4722 _____ASSISTANT II | C    | 0.70  | 3404918CCCC19900PROJ331 | 92.40                   |       |
|                            |      |     |                        |      |       | 3401920 19900 1         | 61.60                   |       |
| DINNER, BUFFY<br>000050128 | A    | MO  | 4673 CLERK             | C    | 0.80  | 3401920 19900 1         | 176.00                  |       |
| MENTRY, ELA<br>000050105   | P    | BW  | 4722 _____ASSISTANT II | C    | 1.00  | 3404918CCCC19900PROJ331 | 220.00                  |       |
| SPOON, GRACIE<br>000050079 | N    | MO  | 6759 LIBRARY ASST IV   | C    | 0.70  | 3404918CCCC19900PROJ331 | 154.00                  |       |
|                            |      |     | 4673 CLERK             | C    | 0.30  | 3401920 19900 1         | 66.00                   |       |
| YOUNG, NEIL<br>000009999   | A    | MO  | 6759 LIBRARY ASST IV   | C    | 0.80  | 3404918CCCC19900PROJ331 | 78.22                   |       |
|                            |      |     |                        |      |       |                         | 3401920 19900 1         | 78.22 |
|                            |      |     |                        |      |       |                         | 3404918CCCC19900PROJ331 | 9.78  |
|                            |      |     |                        |      |       |                         | 3401920 19900 1         | 9.78  |
| TOTAL                      |      |     |                        |      |       |                         | 616.00                  |       |