

Release 1698

**Service Request 81452
CX 2006 Lump Sum Payment Program**

Detail Design

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Introduction

Service Request 81452 – CX 2006 Lump Sum Payment Program

The service request asks that a one-time PPS program be developed to process lump sum payments for eligible CX unit employees.

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 (prorated 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.

Program

PPOT1698

PPOT1698 is the one-time program that will process lump sum payments for eligible CX unit employees. Those employees in the bargaining unit as of December 15, 2004 shall receive a lump sum payment of \$180 (pro-rated by current appointment percentage). This program will be modeled after the one-time programs for RX and TX lump sum payments. The program will create FT pay transactions, costing transactions, a report of the lump sum payments with a warning and totals report and a tab-delimited electronic file of the lump sum payments.

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 will determine the total appointment percentage of all eligible CX appointments and prorate the lump sum payment accordingly.

For each eligible employee, the program will 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) will be prorated based on the Time-Appointment value. If an employee has multiple appointments that meet the criteria, the program will total the Time-Appointment values and prorate the lump sum payment based on this aggregate percentage value.

Payment Transactions:

The program will generate one-time (FT) transactions and sort the transactions into separate pay cycle (MO, MA, BW, and SM) files. The separate files will allow campuses to process the FT transactions into the employee's primary pay cycle. Each FT transaction will assign 'LSN' ('Lump Sum Payment - Non Base-Building') as the DOS code value and February 15, 2006 as the Pay Period End Date. The batch header record of each of these four output transaction files will be set to "599"; this may be changed by modification of the PPOT1698 Working Storage field "WS-COMPUTE-BATCH-NUMBER".

The program will 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 February 15, 2006, and the Pay Begin Date (EDB 2054) is not later than the current date. If no current distributions are found for the eligible appointments, the program will select distributions that have expired between February 15, 2006 and the program run date. If there are neither current nor expired distributions, the program will not generate a payment transaction. Instead, a warning message will print on the report.

Costing Transactions:

1. The program will create standard costing transactions from the lump sum payments for input into program PPP960, the Costing Consolidation Process. There is one costing transaction for each FT transaction. The effective date and the pay end date on the transactions will be the date of the contract, February 15, 2006. Action Code "32" will be assigned to each transaction. If this Action Code assignment is not desired at the campus level, it is the responsibility of the campus to locally modify PPOT1698 if necessary and tested to ensure that PPP960 accepts the costing transactions.

Reporting Requirements:

The one-time program will produce a report of all the lump sum payments, sorted by Employee Name within Home Department. The report will also list the total of all lump sums paid and any warning messages .

The one-time program will also produce a tab-delimited electronic file of the report, listing the following data for each employee receiving 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 0144)
- 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

Bind member

PPOT1698

This is the new bind member for the one-time program that will process lump sum payments for eligible CX unit employees.