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April 7, 2006

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Re:	Release:	1698
	Service Requests:	81452
	Error Report:	None
	Programs:	PPOT1698
	Copy Members:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPOT1698
	CICS Maps:	None
	Forms:	None
	Table Updates:	None
	JCL Changes:	None
	Urgency:	Date Mandated

This release addresses the following service request, SR#81452:

Service Request 81452

Purpose

This SR requests the development of a stand-alone PPS program 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 one-time program is run to produce the lump sum transactions.

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 (one-time)

PPOT1698

PPOT1698 is a one-time program developed to process lump sum payments for eligible CX unit employees. It was modeled after the 2006 RX and TX lump sum programs which charged the payments across an employee's eligible distribution Full Accounting Units (FAUs).

The employees to be selected for this one time payment 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')

In order to calculate the payment amount, the program determines the total appointment percentage of all eligible CX appointments and prorates the lump sum payment accordingly. The payment amount is then distributed 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 selects distributions which have expired between February 15, 2006 and the program run date. If there are neither current nor expired distributions, the program does not generate a payment transaction. Instead, a warning message is issued.

The program generates one-time (FT) transactions and sorts the transactions into separate pay cycle (MO, MA, BW, and SM) files. The separate files allow campuses to process the FT transactions into the employee's primary pay cycle.

The program also creates standard costing transactions from the lump sum payments for input into program PPP960, the Costing Consolidation Process. The effective date and the pay end date on these transactions is the same as the contract date, February 15, 2006.

The program generates two reports. The first is the following detail sorted by Employee Name within Home Department. The second is a list of the total of all lump sums paid for each pay cycle and a warning report. A tab-delimited electronic file listing the following data for each employee eligible for the lump sum payment is also produced.

- 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 (one-time)

PPOT1698

This is the bind member for the one-time developed to process lump sum payments for eligible CX unit employees.

Installation Instructions

A separate set of Installation Instructions has been issued with this release.

Test Plan

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A complete test plan has been issued with this release. Campuses are encouraged to use the base system test materials as well as performing any other desired local tests.

Timing of Installation

The installation of 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).

Thus, in order that all eligible employees receive the CX lump sum bonus payments at or close to the same time, campuses must process the FT pay transactions in the compute with a normal pay cycle check date in the range of May 31 through June 8, 2006. That is, the BW pay cycle would have a check date of May 31, 2006, the MO pay cycle would have a check date of June 1, 2006, the MA pay cycle would have a check date of June 7 or June 8, 2006, and the SM pay cycle would have a check date of June 8, 2006. Thus, if campuses follow this schedule, employees should receive their payment at the same time as all employees on that same pay schedule at all other locations.

In addition, the *output* CX Electronic Tab-delimited Report File produced by the execution of the one-time program should be delivered to UCOP via ftp not later than **July 15, 2006**. (Refer to the Installation Instructions document for the detail).

If there are any questions, please send electronic mail to Janet.Kennedy@ucop.edu, or call (510) 587-6128.

Janet Kennedy