



OFFICE OF THE SENIOR VICE PRESIDENT —  
BUSINESS AND FINANCE

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May 23, 2006

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Re:	Release:	1707
	Service Requests:	81500
	Programs:	PPOT1707 (one-time)
	CICS Programs	None
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPOT1707
	CICS Maps:	None
	Forms:	None
	Table Updates:	None
	Urgency:	Date Mandated (see Timing of Installation)

This release addresses the following service request:

**Service Request 81500**

Service Request 81500 asked that a one-time process be developed to implement the SX open range across-the-board increases. Below is the **background** information quoted from Service Request 81500.

**Background:**

The University and the American Federation of State, County and Municipal Employees (AFSCME) union reached agreement in 2004 on a new contract covering employees in the Service (SX) unit. The wage article for this agreement includes the following increases, effective July 1, 2006:

- One-half percent (.5%) IAP money will be used to increase ranges and individual rates effective July 1, 2006.
- One-half percent (.5%) market equity increase to ranges and individual rates effective July 1, 2006, allocation to be negotiated by the parties. If the parties do not reach agreement on the allocation by April 30, 2006, distribution will be across-the-board.

UCOP Labor Relations arrived at an agreement with the union to distribute these increases as a 1% across-the-board payment.

In addition to the 1% across-the-board increase effective July 1, 2006, OP Labor Relations and the union agreed to increase the rates for the following custodian titles by \$.01 (one cent) per hour:

5101	Custodian Leader, Sr
5102	Custodian Leader
5103	Custodian
5113	Custodian, Lead
5116	Custodian, Sr
5117	Custodian

Hourly paid custodians in these titles should have their rate increased by \$.01 prior to applying the 1% across-the-board increase. Custodians paid monthly rates should have their salary rate increased by \$1.74 prior to applying the 1% across-the-board.

Because Title Codes 5101 and 5102 are step-based titles and only in use at Berkeley, they will not be included in the one-time ATB program described in this service request. Berkeley will use existing local processes to apply adjustments for these titles.

It is noted that all locations will use existing processes to adjust rates for Per Diem and step-based covered titles.

For a further overview and detailed eligibility requirements, see Service Request 81500, *SX 2006 Across-the-Board Increase Requirements*, available at the Campus Payroll Maintenance web site.

#### **One-time Process:**

A one-time program is developed to generate the across-the-board adjustments for eligible employees in the Service (SX) unit of the University and the American Federation of State, County, and Municipal Employees (AFSCME) union. Note that the program is modeled after the previous one-time program in Release 1661 for SX 2005 ATB implementations. The one-time process calculates the increases for eligible open range employees, and creates EDB update transactions and costing transactions.

Although pay scale files are not applicable to the eligible portion of the SX population associated with this one-time process, a single header record must still be established in the Pay Scale Table to identify the Effective Date of the across-the-board wage increase.

#### **Programs**

PPOT1707 (new)

PPOT1707 is cloned from one-time program PPOT1661 (Release 1661). Note that one-time program PPOT1707 was based on one-time programs PPOT1661, PPOT1597, PPOT1507, PPO13551 and PPO13551 was based on the normal range adjustment program **PPP910**. Although this one-time process does not use the standard correction turnaround documents, all reports normally produced by PPP910 are produced by the one-time program.

The one-time must be run twice, equivalent to the Preliminary 1 (PRLM1) and Final (FINAL) phases of PPP910. The Run Specification to select these phases is exactly as for PPP910. The Preliminary 1 phase produces reports and an output file like the wrap-around file used in PPP910. This file produced from the Preliminary 1 phase run serves as input to the Final Phase run of one-time program PPOT1707. The Final phase creates the appropriate EDB File Maintenance update transactions and the costing transactions. The former must be run through normal batch EDB maintenance and related functions, such as HDB update. The costing transactions must be run through the normal costing process. ***Additionally, the wrap-around input file to the Final phase must be saved for a special reporting process which will be released at a later date.***

The following significant changes have been made in the one-time to the existing PPP910 code.

If it is the Preliminary 1 phase (PRLM1 entered in columns 12 through 16 of Specification Run record), the cursor selection of appointments is evaluated for consistency with the eligibility for the SX Unit rate increase requirements.

Appointment examination for the employee is bypassed when the employee's Separation Date is prior to the one-time program run date (actual current date). Otherwise, the appointments are selected based on the following conditions:

- Appointment Title Unit Code is equal to 'SX'
- Appointment Representation Code is equal to 'C'
- Appointment Rate Code is not equal to 'B'
- Appointment Begin Date is equal or prior to July 1, 2006
- Appointment End Date is equal or later than the one-time program run date
- Appointment Without Salary not equal to 'Y'

If the above conditions are satisfied, the Title Code table is accessed via a LONG call to PPTCTUTL using the Appointment Title Code, Appointment Sub Location Code, and Appointment Representation Code as keys. If the Title Code is not found or the Merit Based Indicator is not equal to 'Y', then the appointment and its associated distributions are *not* selected for processing.

If the appointment has met all of the criteria thus far, the associated distributions are selected for processing. Each distribution is selected for further processing when the Distribution Pay End Date is not prior to the effective date of either July 1, 2006 (MO Effective Date) or July 2, 2006 (BW Effective Date). Note that the appropriate effective date used for comparison against the Distribution End Date is determined by the employee's Primary Pay Schedule. ***Thus, it is important that both MO and BW Effective Dates be present on the Pay Scale table prior to this process. It is noted that in previous one-time SX Across-the-Board Increase programs (including PPP910), the MO Effective Date was used to compare against the Distribution End Date.***

In addition to having the Range Adjustment Indicator set to 'Y', the Distribution DOS codes must meet one of the following two conditions:

- Pay Category N (normal) and Type of Hours Code R (regular), O (overtime), or P (premium overtime)
- Pay Category A (additional) and Type of Hours Code O (for Time On-Call)

PPIRANGE is called to access the Pay Scale Table, as in PPP910, to find a match on Title Code, Coverage Code, RDUC, Rate Type and Old Rate. Since the Pay Scale Table will be empty (except for the header record specifying the effective dates of 07/01/06 (MO) and 07/02/06 (BW)), only PPIRANGE return code value 09 is expected. However, the following return code handling has been retained for consistency with prior one-time versions of PPP910:

- 00 indicates a match was found and a new rate was returned. This remains unchanged from PPP910. The rate would be used and no further calculation would occur for that rate.
- 07 indicates the old rate was greater than the old maximum, and a new rate equal to the new maximum was returned. This remains unchanged from PPP910. The rate would be used and no further calculation would occur for that rate.
- 02, 03, 04 all indicate the Title Code was on the Pay Scale Table but some other portion was a non-match. The rates associated with these return codes would be given an adjustment increase based on the eligibility definitions identified in the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.
- 05 indicates the Title Code was on the Pay Scale Table but the rate was less than the minimum. The rates associated with this return code would be given an adjustment increase as per the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.

- 06 indicates the Title Code was on the Pay Scale Table but the rate was greater than the new maximum. The rates associated with this return code would be given an adjustment increase as per the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.
- 09 indicates the Title Code was not found on the Pay Scale Table. These appointments are considered to be “open range” (i.e., Non-Step) based appointments. These will be given an adjustment increase as per the service request. They will appear on the Range Adjustment Exceptions report, but will also be accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

***Prior to calculating the 1% distributions***, for those employees in specific custodian titles (5103, 5113, 5116, or 5117) who are paid hourly, their old pay rates are increased by one cent (0.01) and for those employees who are paid monthly, their old pay rates are increased by 1.74.

For those selected SX titles, including custodian titles (5103, 5113, 5114, and 5117), their distribution pay rates are increased by 1%. The method of rounding on the calculated distribution pay rates reflecting the 1% increase for the open range titles, paid hourly or paid monthly, are as follows:

- If a calculated rate results in a rate that lands on a whole cent (i.e., 15.7400) then the new rate is not rounded.
- If a calculated rate results in a rate where the third or fourth decimal digit is greater than zero (i.e., 15.7401), then the new rate is rounded up to the next cent.
- If a calculated rate results in a whole dollar and zero cent (i.e., 2020.00), then the new rate is not rounded.

***Note that the above rounding methodology is different from previous one-time SX Across-the-Board Increase programs.***

The rate used for “calculated” increases is moved to a new field on the output transaction to be passed to a subsequent one-time reporting program. Records that got their rate directly from the Pay Scale Table contain zero in this field. The percentage adjustment amount of 1.0 percent is multiplied against the old rate in order to calculate the new rate.

PPP910 uses the error code to determine which report a transaction appears on, and also controls the creation of EDB update transactions and costing transactions. PPP910 normally accepts error codes 01 and 07. The one-time logic is modified to accept error codes 01, 02, 03, 04, 05, 06, 07 and 09.

Originally, an Action Code of ‘28’ is assigned to EDB File Maintenance transactions and costing transactions. The Action Code of ‘28’ has been changed to ‘55’ (Across the board wage increase), and assigned to the EDB File Maintenance transactions and the costing transactions.

MO/SM EDB distributions that cross the MO/SM effective date boundary (07/01/06 on the Pay Scale header) are ended as of 06/30/06 and new distributions are created with a begin date of 07/01/06 and an end date equal to the original end date of the terminated distribution. Distributions starting 07/01/06 or later merely have their rate updated. BW EDB distributions that cross the BW effective date boundary (07/02/06 on the Pay Scale header) are ended as of 07/01/06 and new distributions are created with a begin date of 07/02/06 and an end date equal to the original end date of the terminated distribution. Distributions starting 07/01/06 or later merely have their rate updated. Aside from the error code controls mentioned in the previous paragraph, this code already exists in PPP910.

To distinguish between the Final Preliminary File produced from the one-time program and the Final Preliminary File produced from PPP910, a value of ‘2’ is assigned to each record in position 259 to indicate these records are produced as a result of an ***SX ATB Process*** rather than an ***SX Range Adjustment Process***.

**Bind Members**

PPOT1707

PPOT1707 is the one-time bind member for one-time program PPOT1707.

**Test Plan**

An installation Test Plan is provided as a separate document.

**Installation Instructions**

Installation Instructions are provided as a separate document.

**Timing of Installation**

The installation of this release is *Date Mandated*.

OP Labor Relations has requested that campuses process the adjustment so that it is reflected in:

- the July 26, 2006 check for the BW pay period beginning July 2, 2006
- the July 21, 2006 check for the SM pay period beginning July 1, 2006
- the August 1, 2006 check for the MO pay period beginning July 1, 2006

If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu, or call (510) 987-0464.

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