

SR 81533

Sub-location Functionality in the Range Adjustment Process

June 5, 2006

Background

While processing a range adjustment for the CX bargaining unit, UCLA reported several exceptions resulting from a sub-location mismatch on the payscale file. UCLA uses sub-location codes 'MD' (Medical Center), 'GN' (General Campus), and 'OP' (Office of the President). However, on the CX payscale file, several Title Codes only had entries for 'GN' and 'OP'. Therefore, no match was found for employee records where the sub-location had been coded as 'MD'.

Subsequent to the initial implementation of sub-locations, Release 1562 modified the TCT lookup utility to search for general campus or default rate sets in the event that a match was not found for the passed sub-location value. When querying for rates for a particular Title Code/representation code/sub-location combination, the utility first looks for a match on the passed sub-location value, then looks for 'GN' rates, then finally for '**' rates.

It is suggested that the process used in the Range Adjustment program (PPP910) be modified to use an algorithm similar to that used in the TCT lookup utility.

Current Process

PPIRANGE is the program which extracts pay rates from the payscale file for both the range adjustment process and the merit process. Currently, PPIRANGE first looks for a Title Code entry where the sub-location value is '**'. If no entry is found, the program looks for a Title Code entry for the passed sub-location value.

Proposed Process

It is suggested that the program which extracts pay rates from the payscale file be modified to use the following logic when searching for matches on sub-location value:

If the campus is using sub-location functionality, the program should first look for a match on the passed sub-location value. If a match is not found, the program should next look for a Title Code entry for sub-location 'GN'. If no 'GN' entry is found, the program should finally look for an entry where the sub-location is '**'.

Timing of Modification

If possible, the requested modification should be in place before campuses run any range adjustment processes for fall 2006 increases.