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**SR81579 Requirements
SX 2006 Across-the-Board Increase**

Objective:

To provide a program to implement the SX open range across-the-board increase, effective October 1, 2006.

Project Type:

This is a one-time PPS program.

Requested by:

HR&B Labor Relations

Analyst:

Shelley Dommer

Due Date(s):

This release is Date Mandated.

The increase is effective October 1, 2006. OP Labor Relations asks that campuses process the across-the-board increases so that it is reflected in the November 1, 2006 paycheck (October 18 BW, October 23 SM).

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 October 1, 2006:

The University shall increase the ranges and individual rates for each Service Unit employee by three percent (3%), effective October 1, 2006, provided the funding is allocated to the University as a general range adjustment pursuant to the State Budget Act as finally adopted and in accordance with Article 8 – Duration, §A.1.c.

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

PPS Processing:

1.0 Eligibility

Eligible employees shall be those members of the bargaining unit who have an active appointment as of the effective date of the increase, October 1, 2006.

The program should select eligible employees based on the following criteria:

- at least one active appointment for which the Appointment Title Unit Code (EDB 2029) = ‘SX’ and the Appointment Begin Date (EDB 2002) is equal or prior to October 1, 2006;
- Separation Date (EDB 0140) is not prior to the current date (program run date);
- Appointment Representation Code (EDB 2031) = ‘C’ (‘Covered’);
- Appointment Rate Code (EDB 2015) is not equal to ‘B’ (‘By-Agreement’)
- Appointment Without Salary Indicator (EDB 2028) is not equal to ‘Y’;

2.0 Distribution Selection

For each eligible employee, the program should first select current (as of the SCR Current Date) ‘SX’ appointments. In order to select only open range titles, the program should verify on TCT that the Title Code’s ‘Merit Flag’ value is equal to ‘Y’. For each of these selected appointments, the program should next select distribution entries where:

- The Pay End Date (EDB 2054) is not prior to the effective date (10/01/06 MO, 09/24/06 BW)
- the Description of Service Code is ‘range adjustable’;
- the Range Adjustment Indicator = ‘Y’;
- the Pay Category = ‘N’ (‘normal’);

- and the Type of Hours Code = 'R', 'O', or 'P';
- or,
- if the Range Adjustment Indicator = 'Y', the Pay Category = 'A', and the Type of Hours Code = 'O', the program should select the distribution.

3.0 Calculation

For all selected appointment distributions, the program should calculate a 3% increase and develop the new rate for the distribution. These calculated rates may exceed the maximum of the range for the Title Code. The pay rates for these open range titles, paid both hourly and monthly, must be rounded to the nearest cent.

Examples:

- monthly Distribution Pay Rate + 3% increase = new rate
 $(2406.00) + (2406.00 * .03) = 2478.18$ (no rounding necessary)
- hourly Distribution Pay Rate + 3% increase = new rate
 $(13.83) + (13.83 * .03) = 14.2449$, rounded to 14.24

4.0 EDB Update Transactions

The program must generate EDB transactions to update appointment distributions for eligible employees. If the employee is eligible for the rate increase, the transaction should terminate the selected distribution and establish a new distribution entry with the calculated rate. EDB distributions that cross the effective date boundary (10/01/06 MO, 09/24/06 BW) should be terminated one day prior; the transaction should then create a new distribution with a begin date of 10/01/06 (09/24/06 BW) and an end date equal to the original end date of the terminated distribution. For distributions with a begin date of 10/01/06 or later, the transaction should simply update the pay rate to the newly calculated rate.

The update transactions should use Personnel Action Code '55 – Across the board wage adjustment – system derived'.

5.0 Costing Transactions

The program should create standard costing transactions for input into program PPP960, the Costing Consolidation Process. These transactions may be modeled after the costing transactions created by program PPP910, Range Process.

6.0 Reporting

The program should generate a wrap-around file to be used for input into a separate one-time SX wage reporting program. This wrap-around file may be modeled on those produced by similar past one-time programs.

It is noted that the records should include a special code to indicate that they are the result of an ATB process rather than a range adjustment process. This code will be used by the one-time reporting process to correctly identify ATB increases in the "Description" column.

HR-ISS will submit requirements for this reporting program as a separate service request.