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## **SR81854 Requirements HX Lump Sum Payment Program**

### **Objective:**

To develop a stand-alone PPS program to process lump sum payments for eligible HX unit employees.

### **Project Type:**

This is a new one-time PPS program.

### **Requested by:**

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### **Analyst:**

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### **Due Date:**

This release is date-mandated.

Per the HX contract, the lump sum payments should be paid out within 180 days after contract ratification. It is highly desirable that campuses should process the lump sum payments within the current fiscal year and not later than with June 2007 earnings.

### **Background:**

The new contract between the University and the University Professional and Technical Employees (UPTe) for the Health Care Professionals Unit (HX), provides for a lump sum signing bonus of \$1000 per eligible employee. Eligible employees are those who are in the HX Unit as of the contract ratification date, March 30, 2007. The language specifying details of the lump sum payments is contained in the HX contract side letter dated February 22, 2007:

The University agrees to implement a one-time lump-sum amount to be paid to all HX Unit employees (including career, limited, probationary and per diem HX employees) in exchange for the Union's ratification of the UC/UPTe Agreement.

This lump sum signing bonus is not considered regular compensation and therefore is not considered covered compensation for purposes of retirement.

This ratification, lump-sum signing bonus shall be in the amount of \$1000, paid to each HX-Unit employee within 180 days of the Union's written notification of ratification of said contract.

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 HX lump sum program may be modeled after the 2006 CX lump sum program, which specified that the transactions *not* be charged against IAP funds.

## **Process Requirements**

### **1.0 Eligibility**

In order to be eligible for the lump sum payment, employees must not have a Separation Date (EDB0140) prior to March 30, 2007 and must have at least one appointment on the EDB which meets the following criteria:

- Appointment Begin Date (EDB2002) must be equal or prior to 03/30/07
- Appointment End Date (EDB2003) must be equal to or later than 03/30/07
- Appointment Title Unit Code (EDB2029) = 'HX'
- Appointment Representation Code (EDB2031) = 'C' (Covered)

### **2.0 Payment Amount Determination**

The total payment to each eligible employee is \$1000, and should be prorated across eligible appointment distributions.

### **3.0 Payment Transactions**

The program should generate one-time (FT) transactions and sort the transactions by employee Primary Pay Schedule (EDB0152) 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.

The program should prorate the payment across current regular distributions, based on each selected Distribution Percent divided by the Total Distribution Percent of all regular distributions for a selected HX appointment. Current distributions are those where the Pay End Date (EDB2053) is not prior to the program run date, and the Pay Begin Date (EDB2054) is not later than the program run date. 'Regular' distributions are those where the distribution DOS (EDB2056) has a Type of Hours Code (DOS2000) = 'R' on the Description of Service Table.

If no current distributions are found for the eligible appointments, the program should select distributions which have expired between March 30, 2007 and the program run date.

If there are neither current nor expired distributions, the program should not generate a payment transaction. Instead, a warning message should be issued (see 5.0 Reporting Requirements below)

Each FT transaction should assign 'LSN' ('Lump Sum Payment - Non Base-Building') as the DOS code value and March 30, 2007 as the Pay Period End Date.

## 4.0 Reporting Requirements:

### 4.1 Warning and Control Report

The one-time program should produce a standard warning and control report. (Note: This report is similar to that produced for the 2006 CX Lump Sum, except that there will be no detailed reporting of the transactions.) The heading should be as follows:

SPECIAL ONE-TIME PROCESS  
HX 2007 BONUS - WARNING & CONTROL REPORT

Warning messages described in section 3.0 above should be displayed on this report as follows, with the employee ID printed below the message text:

```
<ERROR> *ELIG APPT; NO ELIG DIST; PAYMENT BYPASSED  
NNNNNNNNNN
```

The listing of errors should be followed by a report of totals, as follows:

```
-- OUTPUT CONTROL --  
FT ONE-TIME PAY RECS WRITTEN - MO CYCLE 340 $34,000.00  
FT ONE-TIME PAY RECS WRITTEN - BW CYCLE 20 $2,000.00  
FT ONE-TIME PAY RECS WRITTEN - MA CYCLE 0 $0.00  
FT ONE-TIME PAY RECS WRITTEN - SM CYCLE 0 $0.00  
TOTAL PAYMENTS ISSUED $36,000.00
```

### 4.2 Electronic File

The one-time program should produce a tab-delimited electronic file with column headings listing the following data for each employee eligible for the lump sum payment:

Data Definition	Column Heading Description
Location (two-digit numeric code) – include with each record	LOC
Employee ID	ID
Employee Name (EDB0105)	EMPL NAME
Home Department (EDB0114)	DEPT
Home Dept Description (translated department name from the Home Department Table)	DEPT DESCR
Employment Status Code (EDB0144)	STATUS
Deduction Pay Schedule Code (EDB0152)	SCHED
Title Code (EDB2006)	TITLE
Title Code Description (translated title from Title Code Table)	TITLE DESCR
Appointment Representation Code (EDB2031)	AREP
Time-Appointment (EDB2012)	APPT PERCENT
FT transaction amount	AMOUNT
Full Accounting Unit (FAU)	FAU
Run date (include with each record)	RUN DATE

The program should produce this file with a trailer record containing the following information:

- Location
- Number of FT transactions written (excluding header record)
- Number of employees paid
- Total number of dollars (sum of all FT transaction amounts)

Each data field should be preceded by a field label, as follows:

**LOCATION: 3    NUMBER OF FT TRANS: 0360    NUMBER OF EMPLOYEES PAID: 0290    TOTAL PAID:    00360000.00**

This file is to be transmitted to UCOP – Labor Relations via FTP.