

**Release 1765**

**Service Request 81854  
HX Lump Sum Payment**

**Detail Design**

May 31, 2007

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## **Introduction**

### **Service Request 81854**

Service Request 81854 asks that a one-time PPS program be developed to generate lump sum payments for eligible HX unit employees.

Service Request 81854 provides the following background information:

“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.”

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## **Overview of PPS Modifications**

### **One-time Process**

The purpose of this process is to generate one-time lump sum bonus payments of \$1,000 for all eligible HX unit employees. In addition to the lump sum payment transactions, the program will generate a tab-delimited electronic file and a Warning and Control report.

## Programs

### One Time Program

#### PPOT1765

Program PPOT1765 will be developed to generate one-time lump sum payments of \$1000 for eligible HX unit employees. One-time "FT" payment transactions will be created. The total \$1000 payment will be pro-rated among the full accounting units (FAUs) of the employee's eligible distributions. The program will also generate a tab-delimited electronic file and the Warning and Control report.

#### Eligibility

The program will open a cursor to select a population of records from the PPPAPP table that have a Title Unit Code (EDB2029) of "HX" and Appointment Representation Code (EDB2031) of "C". When the program determines the Employee ID has changed, the current employee's record will be retrieved from the PPPPER table. The program will now filter out those appointments that are not eligible for the \$1000 lump sum payment. Eligible appointments will meet the following date conditions:

- The Appointment Begin Date (EDB2002) is not greater than "2007-03-30"
- The Appointment End Date (EDB2003) is not less than "2007-03-30"
- The Date of Separation (EDB0140) is equal to "0001-01-01" (No separation) **or** not less than "2007-03-30"

Processing will continue for eligible appointments; otherwise, the program will retrieve the next appointment record and processing starts over.

For each eligible appointment, the program will retrieve all of the associated distributions. The program will determine if the FAU of each distribution is to be considered in the pro-ration of the lump sum payment. An active distribution is defined as a distribution with a Distribution Pay Begin Date (EDB2053) that is equal to or less than the current date and the Distribution Pay End Date (EDB2054) that is equal to or greater than the current date. An active distribution is eligible when:

- The Distribution Pay Begin Date is not greater than the program execution date
- The Distribution Pay End Date is not less than the program execution date

If a distribution fails to meet the criteria for an active distribution, the program will determine if the distribution meets the criteria for an eligible expired distribution. An expired distribution is defined as a distribution with the Distribution Pay End Date less than the current date. An expired distribution is eligible when:

- The Distribution Pay End Date is not less than "2007-03-30"
- The Distribution Pay Begin Date is not greater than the program execution date.

For each distribution with eligible dates, the program will retrieve the Type Hours from the DOS table for the distribution Description of Service (DOS) code. If Type Hours is "R" (Regular Pay), processing will continue. Otherwise, the program will retrieve the next distribution record and processing starts over.

The program will use the Distribution Percent (EDB2052), Distribution Pay Begin Date and Distribution Pay End Date fields to determine the distribution priority.

- If the distribution is active and Distribution Percent greater than zero, the priority is 4.
- If the distribution is active with Distribution Percent equal to zero, the priority is 3.
- If the distribution is expired with the Distribution Percent greater than zero, the priority is 2.
- If the distribution is expired with the Distribution Percent equal to zero, the priority is 1.

The priority will be used to determine which distributions will be included in the pro-ration across FAUs of the lump sum payment. The program will retain the current highest priority for the current employee. A distribution with the priority equal to the highest priority will be stored in an internal table with selected appointment information. The Distribution Percent is added to a total percentage of eligible distributions field. A distribution with a lower priority will be discarded. When the current distribution has a higher priority:

- The count of the number of entries of internal table is set to zero.
- The total percentage of distributions field is set to zero.
- The current distribution will be stored as the first entry in the internal table with selected appointment information.
- The Distribution Percent will be added to a total percentage of distributions field.

The total percentage of distributions will be used to determine the pro-ration among the FAUs of eligible distributions. When all the appointments and distributions for an employee have been processed, the program will retrieve the next employee and the process will be repeated.

### Payment Amount Determination

The program will loop through the internal table of appointment and distribution data.

- For an employee with one or more appointments that meet the eligibility criteria; but no eligible distributions the message “\*ELIG APPT; NO ELIG DIST; PAYMENT BYPASSED” will be issued in the warning section of the Warning and Control report. No payment transactions will be created and the employee will not be included on the electronic file.
- For an employee with one eligible distribution, an FT transaction will be created for \$1000 using the FAU from that distribution.
- For an employee with two or more eligible distributions, the program will create transactions to distribute the \$1000 among the FAUs of the eligible distributions as follows:
  - Multiply \$1000 by the Distribution Percent.
  - Divide the resulting dollar amount by the total percentage of distributions (the results will be rounded).
  - Subtract the lump sum payment from the remaining bonus amount.
  - The last distribution will receive the remaining balance of the bonus amount.

For example:

Employee #1 has two appointments with three distributions.

Appointment 10 contains:

Distribution 11 at 20 %

Distribution 12 at 25 %

Appointment 20 contains:

Distribution 21 at 30 %

Lump Sum amount = 1,000,

Total Distribution Percentage = .75

For Distribution 11

1. Lump Sum amount (1000) \* Distribution Percent (.20) = 200.00
2. 200 / Total Percentage (.75) = 266.67.
3. 1,000 – 266.67 = 733.33

For Distribution 12

1. Lump Sum amount (1000) \* Distribution Percent (.25) = 250.00
2. 250 / Total Percentage (.75) = 333.34.
3. 733.33– 333.34 = 399.99

For Distribution 21

1. Remaining Balance 399.99

Employee #1 will receive:

- FT transaction using the FAU from distribution 11 for \$266.67
- FT transaction using the FAU from distribution 12 for \$333.34
- FT transaction using the FAU from distribution 21 for \$399.99

**Payment Transactions**

The program will generate a one-time FT payment transaction for each lump sum payment amount. The program will put “LSN” in the DOS code field and “033007” in the Pay Period End Date field. The transactions will be sorted into separate pay cycle (MO, MA, BW, SM) files. The separate files will allow the “FT” transactions to be processed in the employees’ Primary Pay Cycle.

**Reporting**

The program will produce a Warning and Control report. The Warning section of the report will contain messages generated during processing. The Control section of the report will contain a total count of employees receiving a one-time FT payment transaction, a total dollar amount of the one-time FT payment transactions, and a grand total amount.

**Electronic Transactions**

The program will produce a tab-delimited electronic file. This file will contain a header record containing the column headings, a record for each FT transaction, and a trailer record. The tab-delimited electronic file will contain the fields listed below.

Header Record Description	Detail Record
LOC	Location (from Campus Control Record)
ID	Employee ID
EMPL NAME	Employee Name (EDB0105)
DEPT	Home Department (EDB0114)
DEPT DESCR	Home Dept Description (from the Home Department Table)
STATUS	Employment Status Code (EDB0144)
SCHED	Deduction Pay Schedule Code (EDB0152)
TITLE	Title Code (EDB2006)
TITLE DESCR	Title Code Description (from Title Code Table)
AREP	Appointment Representation Code (EDB2031)
APPT PERCENT	Time-Appointment (EDB2012)
AMOUNT	FT transaction amount
FAU	Full Accounting Unit (FAU)
RUN DATE	Run date

The trailer record will contain the location identifier, the number of one-time FT transaction records that will be produced, the number of employees that will be paid, and the dollar amount which will be the sum of all of the one-time payment transactions. Each field will be preceded by a descriptive label.

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## **Bind Members**

### **One-Time Binds**

#### **PPOT1765**

This plan bind will be created for one-time program PPOT1765.