



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
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Re: Release: 1765
 Service Requests: 81854
 Programs: PPOT1765
 Copy Members: None
 Include Members: None
 DDL Members: None
 Bind Members: PPOT1765
 CICS Maps: None
 CICS Help: None
 Forms: None
 Table Updates: None
 Urgency: Date Mandated (see Timing of Installation below)

This release addresses the following Service Request 81854:

Service Request 81854

Service Request 81854 provided 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.”

Programs

PPOT1765

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

The program selects employees to receive a lump sum payment if they are not separated or have a Date of Separation (EDB 0140) on or after March 30, 2007, and have at least one appointment that meets the following criteria:

- Title Unit Code (EDB 2029) is "HX"
- Appointment Begin Date (EDB 2002) is on or before March 30, 2007
- Appointment End Date (EDB 2003) is on or after March 30, 2007

For each appointment that meets the selection criteria, the program selects distributions that meet the following criteria:

- Distribution Pay Begin Date (EDB 2053) is on or before the program run date
- Distribution Pay End Date (EDB 2054) is on or after the program run date
- Type Hours from the DOS Table is equal to "R" (Regular pay)

If there are no distributions active on the program run date, the program will select expired distributions where the Distribution Pay End Date is on or after March 30, 2007.

The program generates a one-time "FT" transaction for each eligible distribution, using the FAU from the distribution, and pro-rating the \$1000 lump sum based on total eligible distribution percent. For example, if an employee has two eligible 40% distributions, two "FT" transactions of \$500.00 are created. The transactions are sorted into separate pay cycle (MO, MA, BW, SM) files. The separate files allow the "FT" transactions to be processed in the employees' Primary Pay Cycle.

If the employee has at least one eligible appointment but no eligible distributions, no payment transactions are generated and a warning message is issued.

The program generates a tab-delimited electronic file with the following fields:

- Location (Campus Control Record)
- Employee ID
- Employee Name (EDB0105)
- Home Department (EDB0114)
- Home Dept Description (from the Home Department Table)
- Employment Status Code (EDB0144)
- Deduction Pay Schedule Code (EDB0152)
- Title Code (EDB2006)
- Title Code Description (from Title Code Table)
- Appointment Representation Code (EDB2031)
- Time-Appointment (EDB2012)
- FT transaction amount
- Full Accounting Unit (FAU)
- Program Execution Date

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Bind Members

PPOT1765

This a one-time bind for the one-time program described above.

Test Plan

A separate Test Plan document is provided for this release.

Installation Instructions

A separate Installation Instructions document is provided for this release.

Timing of Installation

The timing of this release is **date mandated**. Per the HX contract, lump sum payments should be paid out to employees within 180 days after contract ratification. It is highly desirable that these payments be made not later than with June 2007 earnings.

The Electronic Tab-delimited Report File produced by the execution of the one-time program PPOT1765 should be delivered to UCOP via ftp no later than 60 days after installation.

As usual, campuses are encouraged to install this release in as timely a fashion as possible and in the normal numeric sequence.

If there are any questions, please send electronic mail to Robert.Glaser@ucop.edu, or call (510) 987-0454.

Robert Glaser