

**Release 1766**

**Low Wage Increases for Non-Represented Employees  
Service Request 81862**

**Detail Design**

June 5, 2007

Revised: June 25, 2007

Revised: July 9, 2007

08:00 AM

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# Introduction

## Service Request 81862

Service Request 81862 asks that a one-time process be developed to identify non-represented employees eligible for the special low-wage increases, and to calculate the appropriate special wage increases based on an increase of 2%, 1%, or 0.5%.

Below are the requirements quoted from Service Request 81862:

### **Background:**

The University has determined that:

“In recognition of the impact of California’s high cost of living on employees, especially lower-paid staff, and as part pf UC’s ongoing efforts to provide competitive total compensation for all university employees, the University is offering special wage increases to approximately 36,000 lower-paid non-student staff employees. The proposed increases, which total \$7.8 million, affect employees with annual salaries of less than \$40,000 and are due to take effect April 1, 2007.”

Pursuant to this decision, and depending on an eligible employee’s base wage level, the employee will receive an increase of 2%, 1% or .5%. For most eligible employees whose April 1, 2007 full time equivalent annualized salary is less than \$30,000, the employee is to receive an increase equal to 2% of his/her salary. Employees whose full time equivalent annualized salary is equal to \$30,000 but less than \$35,000 will receive a 1% salary increase. Finally, employees whose full time equivalent annualized salary is equal to \$35,000 but less than \$40,000 will receive a .5% increase.

In order to distribute these monies, effective April 1, 2007, to non-represented staff employees meeting the eligibility criteria, a special Payroll/Personnel System (PPS) program must be developed.

Represented employees are subject to bargaining agreement by their respective unions. Separate requirements will be developed as appropriate for exclusively represented units as agreement is reached. This service request addresses non-step-based employees as an existing alternate process is being used to provide increases for step-based titles.

This service request addresses the special wage increase for staff employees in non-stepped titles in the following groups:

- unrepresented employees, consisting of employees designated in the ‘99’ unit, both covered and uncovered.
- employees who are associated with a bargaining unit but who are uncovered or designated as supervisory
- skilled crafts employees at Davis, uncovered and covered

The process will be required to calculate the increase for non-step based, non-represented employees, to create EDB update transactions, to create costing transactions and to generate retroactive pay transactions. All adjustments are to be calculated and applied as base-building increases to existing appointment / distribution pay rates.

A similar process for calculation of a special rate adjustment was developed as part of PPS Release 1303; this process should be modeled on that.

## Overview of PPS Modifications

### One-time Process

In order to implement the low-wage increase for special non-represented employees a modified version of the normal range adjustment will be developed. Although pay scale files are not applicable to the eligible portion of the low wage population associated with this one-time process, a single header record must still be established in the Pay Scale Table to identify the Effective Date of the Non-Represented Employee Special Wage increase. Thus, the main processing will depend on the Payscale Table and a modified version of PPP910.

The PPP910 logic will be retained in the one-time program to the degree possible in order to retain the major functionality of PPP910, including the creation of EDB update and costing transactions. The reports will be left as is with the turnaround fields for data entry, even though this one-time process is not expected to use that capability.

Significant changes will be made to the cloned PPP910 as follows:

If the employee's Separation Date is prior to 04/01/2007, the employee will not be eligible for the low-wage increase. Otherwise the selection of the employee's appointments will be as follows:

- Appointment Personnel Program (EDB2007) is '1' and
- Appointment Type (EDB2020) is not '4' and
- Appointment End Date (EDB2003) must not be prior to '04/01/07' and
- Title Code must be in the range of 4000-9999 (must be staff title) and the associated TCT Rate Lookup Code (TCT3380) must be 'M' or 'G' or 'X' and
- Appointment Title Unit Code (EDB 2029) is '99' or 'K3' or (Appointment Title Unit Code (EDB2029) is not '99' and not 'K3' and Appointment Representation Code (EDB2031) is 'U' or 'S') and
- Appointment Rate Code (EDB 2015) is not equal to 'B' (By-Agreement) and
- Appointment Without Salary Indicator (EDB 2028) is not equal to 'Y'

For each appointment selected per above, each associated distribution will be selected based on the following conditions:

- Distribution End date is not prior to 04/01/2007 and
- DOS Table Range Adjustment Indicator is 'Y' and
- Pay Category is 'N' (normal) and Type of Hours Code is 'R' (regular), 'O' (overtime), or 'P' (premium overtime), or Pay Category is 'A' and Type of Hours Code is 'O'.

PPIRANGE is called to access the Payscale Table, as in PPP910, to find a match on Title Code, Coverage Code, Rate Type and Old Rate. Since for this one-time process the Pay Scale Table will be empty (except for the header record specifying the effective dates of 04/01/07 (MO) and 03/25/07 (BW)), only PPIRANGE return code value 09 is expected. However, the following return code handling has been retained for consistency with prior one-time versions of PPP910:

- 00 indicates a match was found and a new rate was returned. This remains unchanged from PPP910. The rate would be used and no further calculation would occur for that rate.

- 07 indicates the old rate was greater than the old maximum, and a new rate equal to the new maximum was returned. This remains unchanged from PPP910. The rate would be used and no further calculation would occur for that rate.
- 02, 03, 04 all indicate the Title Code was on the Pay Scale Table but some other portion was a non-match. The rates associated with these return codes would be given an adjustment increase based on the eligibility definitions identified in the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.
- 05 indicates the Title Code was on the Pay Scale Table but the rate was less than the minimum. The rates associated with this return code would be given an adjustment increase as per the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.
- 06 indicates the Title Code was on the Pay Scale Table but the rate was greater than the new maximum. The rates associated with this return code would be given an adjustment increase as per the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.
- 09 indicates the Title Code was not found on the Pay Scale Table. These appointments are considered to be “open range” (i.e., Non-Step) based appointments. These will be given an adjustment increase as per the service request. They will appear on the Range Adjustment Exceptions report, but will also be accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

PPP910 uses the error code to determine which report a transaction appears on, and also controls the creation of EDB update transactions and costing transactions. PPP910 normally accepts error codes 01 and 07. The logic in the one-time will be modified to accept error codes 01, 02, 03, 04, 05, 06, 07 and 09.

An annual salary amount will be calculated from each selected distribution rate based on rate, rate type and pay schedule. This calculated annual salary will be used to determine the percentage amount of augmentation for non-step based titles, as follows:

For distributions where the annualized salary level is less than the salary threshold of \$30,000, the augmentation rate will be 2%. For distributions where the annualized salary level is equal to or greater than \$30,000 or more but less than \$35,000, the augmentation rate will be 1%. For remaining distributions where the annualized salary is equal to or greater than \$35,000 but less than \$40,000, the augmentation rate will be 0.5%. The calculated rates will be rounded to the nearest cent, and increases will be processed even if the new rate exceeds the maximum of the range for the selected title codes.

The Action Code of ‘43’ (Change in rate – other) will be assigned to the EDB File Maintenance transactions and the costing transactions.

The Requirements ask for an Electronic File. Rather than insert this code into the complexity of a PPP910 clone, a second one-time program will be created. It will read the wrap-around transaction file used in PPP910 as input and produce a tab-delimited electronic file. The fields will be separated by tabs in a format usable by such standard data handlers as Excel. This file will be transmitted via FTP to UCOP for consolidation and use by Human Resources for further analysis.

## One-time Programs

### PPO1766A

A one-time program, cloned from PPP910, will be developed to select employees for the low wage increase from the EDB, calculate the appropriate rate augmentation for unrepresented low wage employees, and create EDB update transactions and Costing transactions.

The one-time program will use Base program PPP910 as its basis. Redundant code, such as code used by PPP910 in the Preliminary 2 phase, will **not** be removed in order to minimize inadvertent errors. Report layouts will be retained including the key-entry definitions for turnaround purposes, even though no turnaround processing is expected for this one-time process. Some minor changes will be made to the wrap-around transaction file in order to pass data to one-time program PPO1766B, but only FILLER fields will be affected.

Standard practice is to release a one-time program with the markings in cc73-80 containing the program name. To facilitate analysis of the changes in this one-time program, code that has been unchanged from PPP910 will be marked with the one-time program name PPO1766A. Code which has been inserted or modified will be marked with 18621766, where 1766 is the release number.

The following significant changes will be made to the cloned PPP910 code to create the one-time program:

- Appointment examination for the employee is bypassed when the employee's Separation Date is prior to the contract date of 04/01/2007. Otherwise, the employee's appointments will be selected based on the following conditions:

Appointment Personnel Program (EDB2007) is '1' and

Appointment Title Unit Code (EDB 2029) is '99' or 'K3' or (Appointment Title Unit Code (EDB2029) is not '99' and not 'K3' and Appointment Representation Code (EDB2031) is 'U' or 'S') and

Appointment Type (EDB 2020) is not '4' (casual restricted) and

Appointment End Date (EDB2003) is not prior to '04/01/2007' and

Title Code is in the range of 4000 through 9999 (staff titles) and

Appointment Rate Code (EDB 2015) is not equal to 'B' (By-Agreement) and

Appointment Without Salary Indicator (EDB 2028) is not equal to 'Y'

If the above conditions are satisfied, the Title Code table is accessed via a LONG call to PPTCTUTL using the Appointment Title Code, Appointment Sub Location Code, and Appointment Representation Code as keys. If the Title Code is not found on the Title Code Sub-Location (TSL) Table or the Rate Lookup Code on the TSL is not 'G', 'M', or 'X', then the appointment and its associated distributions will **not** be selected for processing.

If the appointment has satisfied all of the criteria thus far, the distributions associated with the appointment will be examined.

- Each distribution will be selected for further processing when the Distribution Pay End Date is not prior to the effective date of either April 1, 2007 (MO Effective Date) or March 25, 2007 (BW

Effective Date). Note that the appropriate effective date used for comparison against the Distribution End Date is determined by the employee's Primary Pay Schedule. ***Thus, it is important that both MO and BW Effective Dates be present on the Pay Scale table prior to this process.***

In addition to the distribution being Range Adjustable, DOS code validation will be performed as follows:

Pay Category 'N' (normal) and a Type of Hours Code 'R' (regular), 'O' (overtime), or 'P' (premium overtime) or

Pay Category is 'A' combined with Type of Hours Code of 'O'

If the above conditions are satisfied, an annual salary amount will be calculated.

- An annual salary amount will be calculated from **each** distribution rate, based on the distribution rate, appointment rate code and appointment pay schedule as follows:

If Rate Code (EDB 2015) is 'H' (hourly): the Distribution Rate (EDB 2055) will be multiplied by 2088 hours, or

If Rate Code is 'A' (annual), and Appointment Pay Schedule (EDB2016) is 'MO' or 'MA': the Distribution Rate will be multiplied by 12 or

If Rate Code is 'A' and Appointment Pay Schedule is 'BW': the Distribution Rate will be multiplied by 26 or

If Rate Code is 'A' and Appointment Pay Schedule is 'SM': the Distribution Rate will be multiplied by 24.

No rounding will be performed when calculating the annualized salary. The calculated annual salary will be used to establish the threshold amount for determination of what percent increase an employee is due.

- PPIRANGE is called to access the Pay Scale Table, as in PPP910, to find a match on Title Code, Coverage Code, RDUC, Rate Type and Old Rate. Since the Pay Scale Table will be empty (except for the header record specifying the effective dates of 04/01/2007 (MO effective date) and 03/25/2007 (BW effective date), only PPIRANGE return code value of 09 is expected. However, the following return code handling logic have been retained for consistency with prior one-time versions of PPP910:

**00** indicates a match was found on Pay Scale Table and a new rate was returned. This remains unchanged from PPP910. The rate would be used and no further calculation would occur for that rate.

**07** indicates the old rate was greater than the old maximum, and a new rate equal to the new maximum was returned. This remains unchanged from PPP910. The rate would be used and no further calculation would occur for that rate.

**02, 03, 04** all indicate the Title Code was on the Pay Scale Table but some other portion was a non-match. The rates associated with these return codes would be given an adjustment increase based on the eligibility definitions identified in the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.

**05** indicates the Title Code was on the Pay Scale Table but the rate was less than the minimum. The rates associated with this return code would be given an adjustment increase as per the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.

**06** indicates the Title Code was on the Pay Scale Table but the rate was greater than the new maximum. The rates associated with this return code would be given an adjustment increase as per the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.

**09** indicates the Title Code was **not** found on the Pay Scale Table. These appointments are considered to be “open range” (i.e., Non-Step) based appointments. These will be given an adjustment increase as per the service request. They will appear on the Range Adjustment Exceptions report, but will also be accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

- The rate used for “calculated” increases will be moved to a new field on the output Preliminary file to be passed to a subsequent one-time reporting program.
- The annualized distribution pay rate will determine the appropriate augmentation percent.

For a distribution where the annualized salary is less than the salary threshold of \$30,000, the distribution rate will be increased by an augmentation of 2%.

For a distribution where the annualized salary is equal to or greater than \$30,000 or more but less than \$35,000, the distribution rate will be increased by an augmentation of 1%.

For a distribution where the annualized salary is equal to or greater than \$35,000 but less than \$40,000, the distribution rate will be increased by an augmentation of 0.5%.

For a distribution where the annualized salary is greater than 39,999.99, the augmentation percent will be set to zero.

- If the derived augmentation percent is greater than zero, an error code of 09 will be set to identify a distribution eligible for the rate augmentation.
- If the derived augmentation percent is equal to zero, a new error code of 13 will be set to identify a distribution with an annualized salary equal to or greater than 40,000.00, and the distribution will not be eligible for the augmentation. In addition, the ineligible distribution will not be reported on the Range Adjustment Exceptions Report (PO17668).
- The new distribution pay rate will be calculated as follows:

The percentage adjustment amount plus 1.0 will be multiplied via the augmentation percent against the old distribution pay rate in order to calculate the new pay rate. The calculated distribution pay rate will be rounded to the nearest cent.

- PPP910 uses the error code to determine which report a transaction appears on, and also controls the creation of EDB update transactions and costing transactions. The process currently accepts error codes 01 and 07. This code will be modified to accept error codes 01, 02, 03, 04, 05, 06, 07 and 09.
- Personnel Action Code 43 (Change in rate – Other) will be assigned to EDB update transactions and Costing transactions.
- Distributions associated with a Pay Schedule of MO that cross the effective date boundary of 04/01/2007 (from Pay Scale table) will be ended as of 03/31/07 and new distributions created with a begin date of 04/01/07 and an end date equal to the original end date of the terminated distribution.

Distributions associated with a Pay Schedule of BW that cross the effective date boundary of 03/25/2007 (from Pay Scale table) will be ended as of 03/24/2007 and new distributions created with a begin date of 03/25/2007 and an end date equal to the original end date of the terminated distribution. Distributions starting 04/01/2007 or later will merely have their rate updated.

- To distinguish between the Final Preliminary File produced from the one-time program and the Final Preliminary File produced from PPP910, a value of '2' will be assigned to each record in position 259 to indicate these records are produced from the one-time program.

## PPO1766B

A one-time program will be developed to produce a tab-delimited Electronic File, per the Requirements.

PPO1766B will read the output wrap-around file (Preliminary File) produced by PPO1766A in the Preliminary 1 phase which will be used to assign the data to the Electronic File.

During initialization process, the first tab-delimited record will be written containing the run date in the format of mm/dd/yy and a description of 'LOW WAGE INCR TAB DELIMITED FILE'. At the end of the process, the last tab-delimited record on the file will be written containing a count of the total number of detail records written to the file.

The sort order of the Electronic file will be in Employee Name order. Each data will be separated by tab-delimiters, i.e. Hex '05', to provide a standard format acceptable to Excel and other common software. The subsequent tab-delimited record prior to the beginning of tab-delimited detail records will contain the column header labels identifying the associated data under each specific column.

Each detail electronic data record will contain the following items (See Attachment A):

Campus Location (taken from PPPCCR Table)  
Employee Name (EDB 0105)  
Employee ID  
Appointment Title Code (EDB 2006)  
Appointment Title Unit Code (EDB 2029)  
Appointment Representation Code (EDB 2031)  
Distribution DOS (EDB2056)  
Distribution Percent Time (EDB2052)  
Appointment Rate Code (EDB2015)  
Distribution Pay Rate – Prior (EDB2055)  
Distribution Pay Rate – New  
Percent Increase  
FAU  
Source – (to identify whether data originated from one-time program or Range Adjustment program PPP910)

## One-Time Bind Members

### PPO1766A

A one-time plan bind for PPO1766A will be created using the PPP910 bind member as a model.

```

BIND -
  PLAN(PPO1766A) -
  MEMBER(PPO1766A,
    PPMSSG2,
    PPCTTUTL,
    PPDOSUT2,
    PPPRMUT2,
    PPDUCUTL,
    PPTCTUTL)
  ACTION(REPLACE) -
  RETAIN -
  VALIDATE(RUN) -
  ISOLATION(CS) -
  FLAG(I) -
  ACQUIRE(USE) -
  RELEASE(COMMIT) -
  EXPLAIN(YES)
```

### PPO1766B

A one-time plan bind for PPO1766B will be created as follows.

```

BIND -
  PLAN(PPO1766B) -
  MEMBER(PPO1766B) -
  ACTION(REPLACE) -
  RETAIN -
  VALIDATE(RUN) -
  ISOLATION(CS) -
  FLAG(I) -
  ACQUIRE(USE) -
  RELEASE(COMMIT) -
  EXPLAIN(YES)
```

## **One-Time JCL**

### **PPO1766A**

PPP910 JCL will be used as the basis for creating the one-time JCL for PPO1766A. One version will reflect the PPP910 run for the Preliminary 1 phase. A second version will reflect the PPP910 run for the Final phase. The Run Specification Record will be based on the PPP910 Run Specification Record, as defined in UPAY677.

The Preliminary 1 phase will create an output preliminary file for input to PPO1766A's Final phase and as input to PPO1766B. The Final phase will create EDB update transactions and costing transactions.

### **PPO1766B**

JCL will be created for the new one-time report program PPO1766B. It will read the output file created by the PPO1766A run in the Preliminary 1 mode at DD PLMTRNOT. This is the standard wrap-around file used by PPP910, created in the Preliminary 1 phase, updated in the Preliminary 2 phase, and used as input in the Final phase of PPP910.

PPO1766B will produce a tab-delimited Electronic File, per Requirements. This file will be sent via FTP to UCOP. An FTP process will need to be established locally.

Attachment A: Electronic File Record LRECL=143

05 OTAB-LOCATION	PIC X(02).
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-EMP-NAME	PIC X(26).
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-EMPLOYEE-ID	PIC X(09).
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-TITLE-CODE	PIC X(05).
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-TITLE-UNIT-CODE	PIC X(03).
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-REP-CODE	PIC X(06).
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-DOS-CODE	PIC X(03).
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-DIS-PCT	PIC ZZZ9.99.
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-RATE-CODE	PIC X(06).
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-START-RATE	PIC ZZ,ZZ9.99
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-RESULT-RATE	PIC ZZ,ZZ9.99
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-PERCENT-INC	PIC ZZZ9.9
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-FAU	PIC X(30).
05 FILLER	PIC X(01) VALUE X'05'.
05 OTAB-SOURCE	PIC X(08)
05 FILLER	PIC X(01) VALUE X'05'.