



OFFICE OF THE SENIOR VICE PRESIDENT —  
BUSINESS AND FINANCE

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June 5, 2007

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Re:	Release:	1766
	Service Requests:	81862
	Programs:	PPO1766A (one-time), PPO1766B (one-time)
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPO1766A, PPO1766B
	CICS Maps:	None
	Forms:	None
	Table Updates:	None
	Urgency:	Date Mandated (see Timing of Installation)

This release addresses the following service request:

**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 of 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.

### **Programs**

#### **PPO1766A**

A one-time program, cloned from PPP910, has been 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 uses Base program PPP910 as its basis. Redundant code, such as code used by PPP910 in the Preliminary 2 phase, are **not** removed in order to minimize inadvertent errors. Report layouts have been retained including the key-entry definitions for turnaround purposes, even though no turn-around processing is expected for this one-time process. Some minor changes have been made to the wrap-around transaction file in order to pass data to one-time program PPO1766B, but only FILLER fields are 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 is marked with the one-time program name PPO1766A. Code which has been inserted or modified is marked with 18621766, where 1766 is the release number.

The following significant changes have been 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 employees' appointments are 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 are *not* selected for processing.

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

- Each distribution is 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 are 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 is 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 is performed when calculating the annualized salary. The calculated annual salary is 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 is 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.

- The rate used for "calculated" increases is 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 determines the appropriate augmentation percent.

For a distribution where the annualized salary is less than the salary threshold of \$30,000, the distribution rate is 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 is 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 is increased by an augmentation of 0.5%.

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

- If the derived augmentation percent is greater than zero, an error code of 09 is 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 is set to identify a distribution with an annualized salary equal to or greater than 40,000.00, and the distribution is not eligible for the augmentation. In addition, the ineligible distribution is not reported on the Range Adjustment Exceptions Report (O1766A8).
- The new distribution pay rate is calculated as follows:

The percentage adjustment amount plus 1.0 is multiplied via the augmentation percent against the old distribution pay rate in order to calculate the new pay rate. The calculated distribution pay rate is 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 has been modified to accept error codes 01, 02, 03, 04, 05, 06, 07 and 09.
- Personnel Action Code 43 (Change in rate – Other) is 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) are 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) are 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 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' is assigned to each record in position 259 to indicate these records are produced from the one-time program.

#### PPO1766B

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

PPO1766B reads the wrap-around file (Preliminary file) created by PPO1766A in the Preliminary 1 phase which is used to assign the data to the Electronic File.

The sort order of the Electronic file is in Employee Name order. Each data is separated by tab-delimiters, i.e. Hex '05', to provide a standard format acceptable to Excel and other common software.

The first tab-delimited record written on the file contains the run date in the format of mm/dd/yy and a description of 'LOW WAGE INCR TAB DELIMITED FILE'. Immediately following the first tab-delimited record is the tab-

delimited record containing column header labels identifying each associated data. The last tab-delimited record (trailer record) written on the file contains a count of the total number of detail records written to the Electronic file.

Each detail electronic data record will contain the following items:

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

Two one-time reports are produced. Error messages are written to the O1766B1 Exception Report and Control totals are written to the O1766B2 Control Totals Report.

### **Bind members**

#### **PPO1766A**

A one-time plan bind for PPO1766A is created.

#### **PPO1766B**

A one-time plan bind for PPO1766B is created.

### **JCL Changes**

#### **PPO1766A**

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

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

#### **PPO1766B**

JCL is created for the new report program PPO1766B. It reads 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.

PPO1766B produces a tab-delimited Electronic File, per Requirements. This file is sent via FTP to UCOP. Therefore, an FTP process needs to be established locally.

### **Test Plan**

An installation Test Plan is provided as a separate document.

### **Installation Instructions**

Installation Instructions are provided as a separate document.

### **Timing of Installation**

The installation of this release is *Date mandated*.

The special low wage increases to unrepresented employees is effective with April earnings. Therefore, it is asked that campuses process the increases as soon as possible given operational needs.

In addition, the output Electronic Tab-delimited Report file produced by execution of the one-time program PPO1766B should be delivered to UCOP via ftp as soon as practicable after all processes have been completed but not later than *August 6, 2007*. The file should be sent to vsftp.ucop.edu using the dataset name:

/ftphome/ftpusr\*/put/hrb/URLOWWGE.Y2007, where '\*' is the campus ID. For example,

/ftphome/ftpusr1/put/hrb/URLOWWGE.Y2007 for UC Berkeley

/ftphome/ftpusr10/put/hrb/URLOWWGE.Y2007 for UC Merced.

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

If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu, or call (510) 987-0464.

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