



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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August 10, 2007

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Re:	Release:	1778
	Service Requests:	81925
	Programs:	PPO1778A (one-time), PPO1778B (one-time)
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	PPO1778A, PPO1778B
	CICS Maps:	None
	Forms:	None
	Table Updates:	None
	Urgency:	Date Mandated (see Timing of Installation)

This release addresses the following service request:

Service Request 81925

Service Request 81925 asks that a one-time process be developed to identify SX represented employees in the American Federation of State, County, and Municipal Employees (AFSCME) union as 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%.

As noted in the service request, this one-time process applies to all locations, with the exception of the Berkeley Campus, to provide increases for employees in SX represented non step-based titles. The Berkeley Campus will not utilize this one-time process, since salary adjustments are handled via a local mechanism.

The background information below is quoted from Service Request 81925.

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.”

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 was developed and distributed to locations as Release 1766.

Represented employees are subject to bargaining agreement by their respective unions. Pursuant to the wage settlement between the University and American Federation of State County and Municipal Employees union that was reached 05/22/07, SR81920 was issued to describe the requirements pertaining to non step-based employees in the Patient Care Technical (EX) Unit.

The AFSCME wage settlement also contained language in the Side Letter on Wages, section A.1. which gives eligible SX employees at each location (exceptions follow) the low-wage worker special salary increases according to the terms of the bargained agreement.

Laborer titles at locations *other than* the Santa Barbara campus are included in the terms of this agreement. Laborer titles at UCSB will be given the salary increase given the custodian titles at that location (see Service Request 81932).

Designated medical center custodian titles at the UCSF Medical Center are included in this wage increase; those titles at other locations are excluded from this agreement and will be given the salary increase given the custodian titles at those locations (see Service Request 81932).

The titles that are to be excluded from these requirements are listed in Appendix A, table 1 (Custodians), table 2 (Laborers) and table 3 (Custodians - Medical Center). It is further noted that per diem titles are excluded by means of the TCT rate look up code.

It is noted that 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:

- represented employees, consisting of covered employees designated in the 'SX' unit , except for specified custodian titles at all locations
- represented employees consisting of SX covered employees in designated medical center custodian titles at the UCSF Medical Center *only*

It is noted that this process will not be used at the Berkeley Campus, since salary adjustments there are handled via another mechanism.

The process will be required to calculate the increase for non-step based, SX covered employees, to create EDB update transactions, to create costing transactions and to generate a file for use in the retroactive pay process. 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 1766; this process should be modeled on that.

Programs

PPO1778A

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 SX represented 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, has **not** been removed in order to minimize inadvertent errors. Report layouts are 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 PPO1778B, 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 are marked with the one-time program name PPO1778A. Code which has been inserted or modified will be marked with 19251778, where 1778 is the release number.

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

- Three separate internal arrays related to excluded title codes are defined in the program's working storage section.

The first array contains specific title codes associated with SX represented custodian employees.

The second array contains specific title codes associated with SX represented laborer employees.

The third array contains specific title codes associated with SX represented medical center custodian employees.

- The Campus Control record is accessed.

Existing paragraph B03000-LOAD-CTL-TABLES has been modified such that logic has been added to access the Campus Control record on the PPPCCR table. The Campus Location Code is referenced later in the process to determine whether the employee's appointment should be excluded from the low wage increase.

- The employee's Separation Date (EDB 0140) is examined.

If the employee's Separation Date is not low-ISO-Date (0001-01-01) and is prior to the contract date of 2007-04-01, the employee is not eligible for the low wage increase, and therefore all appointments are bypassed.

- Each appointment is examined.

The EXCLUDE-TITLE flag is set to ON ('0') if any one of the following conditions is true.

The appointment title code is used to find an entry containing a title code in the first array associated with SX represented custodian titles. If a match on title code is found, the EXCLUDE-TITLE flag is set to ON ('0'). Note that the setting of the EXCLUDE-TITLE flag causes the rejection of the appointment when other conditions related to appointment data are examined later in the process.

If the EXCLUDE-TITLE flag is not '0', the appointment title code is used to find an entry containing a title code in the second array associated with SX represented laborer titles. If a match on title code is found and the campus location value is '08', the EXCLUDE-TITLE flag is set to ON.

If the EXCLUDE-TITLE flag is not '0', the appointment title code is used to find an entry containing a title code in the third array associated with SX represented medical center custodian titles. If a match on title code is found and the campus location value is not '02', the EXCLUDE-TITLE flag is set to ON.

The appointment is selected based on the following criteria:

Appointment Title Unit Code (EDB 2029) is 'SX' and Appointment Representation Code (EDB2031) is 'C' and

Appointment Personnel Program (EDB2007) is '1' and

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

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

Appointment Title Code is in the range of '4000' and '9999' (Staff Titles) and

EXCLUDE-TITLE flag is not ('0') 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 all of the above criteria are satisfied, a final determination whether the appointment is eligible or not eligible is tested. Thus, the Title Code table is accessed via a "LONG" type 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 via a status code returned from PPTCTUTL, or the Rate Lookup Code value residing on the TSL is returned via PPTCTUTL is not 'G', 'M', or 'X', then the appointment and its associated distributions are *not* be 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 is 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 criteria are satisfied, an annual salary amount is calculated.

- An annual salary amount is calculated from **each** selected distribution, based on the Distribution Rate (EDB 2055), Appointment Rate Code (EDB 2015) and Appointment Pay Schedule (EDB 2016) 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 annualized 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 the “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 be eligible for the augmentation. In addition, the ineligible distribution is not reported on the Range Adjustment Exceptions Report (O17788).
- 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 is 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 are 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 are 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' is assigned to each record in position 259 to indicate these records are produced from the one-time program.

PPO1778B

A one-time program has been developed to produce a tab-delimited Electronic File, per the Requirements in Service Request 81925.

PPO1778B reads the output wrap-around file (Preliminary File) produced by PPO1778rA in the Preliminary 1 phase which is used to assign the data to the tab-delimited Electronic File.

During the Initialization process, the **first** tab-delimited record is written to the file containing the run date in the format of mm/dd/yy and a description of '***SX LOW WAGE INCR TAB DELIMITED FILE***'. The **second** tab-delimited record is written to the file containing the column header labels identifying the associated detail data under each column header label.

During the Main process, detail records are written to the file. The sort order of the tab-delimited Electronic file is in Employee Name order. Each detail electronic data on the detail record is separated by tab-delimiters, i.e. Hex '05', to provide a standard format acceptable to Excel and other common software. ***Refer to the detail design document for the record layout.***

When the last input Preliminary record is processed, the **last** tab-delimited record (trailer record) is written to the file containing a count of the total number of detail records written to the file.

Two one-time reports are produced. Error messages are written to the O1778B1 Exception Report and Control totals are written to the O1778B2 Control Totals Report.

Bind members

PPO1778A

A one-time plan bind for PPO1778A is created.

PPO1778B

A one-time plan bind for PPO1778B is created.

One-time JCL

PPO1778A

PPP910 JCL is used as the basis for creating the one-time JCL for PPO1778A. 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 PPO1778A's Final phase and as input to PPO1778B. The Final phase produces EDB update transactions and costing transactions.

PPO1778B

JCL is created for the new report program PPO1778B. It reads the output file created by the PPO1778A 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.

PPO1778B 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 SX Represented Special Low Wage Increase to employees is effective with April earnings. Therefore, it is asked that campuses install and process the increases as soon as possible given operational needs and *prior* to the first check date of October 1, 2007.

In addition, the output Electronic Tab-delimited Report file produced by execution of the one-time program PPO1778B should be delivered to UCOP via ftp as soon as practicable after all processes have been completed but not later than *October 1, 2007*. The file should be sent to vsftp.ucop.edu using the dataset name:

/ftphome/ftpusr*/put/cbg/SXLOWWG1.Y2007, where '*' is the campus ID. For example,

/ftphome/ftpusr1/put/cbg/ SXLOWWG1.Y2007 for UC Berkeley

/ftphome/ftpusr10/put/cbg/SXLOWWG1.Y2007for 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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