

**Release 1787**

**Service Request 81970  
SX Represented Employee 10/01/2007 Across-the-  
Board Increase**

**Detail Design**

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## Introduction

### Service Request 81970

Service Request 81970 asks that a one-time process be developed to calculate the 4.5% Across-the-Board Increase for AFSCME-represented employees in the SX (Service) Unit, effective October 1, 2007.

In addition, it is asked that a tab-delimited electronic file be produced containing specific data on those employees who are selected for the 4.5% Across-the-Board Increase.

The background information is quoted below from Service Request 81970.

#### Background

The University and the American Federation of State County and Municipal Employees (AFSCME) union reached agreement on 05/22/07 on a new contract covering the Service (SX) Unit. The wage article for this agreement – Article 42, sections B.3.a and B.3.b - authorizes the following increases, effective October 1, 2007:

3. 2007-2008

**Employees in this unit will receive the increases as set forth below. The increases identified in section B.3.a. and B.3.b. below will occur simultaneously.**

- a. One-half percent (.5%) market equity increase to ranges and individual rates effective October 1, 2007, allocation to be negotiated by the parties. If the parties do not reach agreement on the allocation, **by April 30, 2007** distribution will be across-the-board.
- b. The University shall increase the ranges and individual rates for each Service Unit employee by four percent (4%), effective October 1, 2007, provided the funding is allocated to the University as a general range adjustment pursuant to the State Budget Act as finally adopted **and in accordance with Article 8 – Duration, §A.1.d.**

Under the terms of the agreement, since the ratification occurred on May 22, 2007, the .5% market equity increase and the 4% rate increase have been combined and employees' salaries will be adjusted by a total of 4.5%, distributed to the SX unit employees across the board.

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

- represented employees, consisting of all covered employees designated in the 'SX' unit

It is noted that an existing alternate process is being used to provide increases for step-based titles. It is also 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 all non-step based, SX covered employees, to create EDB update transactions and to create costing 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 1724; this process should be modeled on that.

## Overview of PPS Modifications

### One Time Process

In order to implement the SX open range across-the-board increase for SX represented employees, a modified version of the normal range adjustment program will be developed. Although pay scale files are not applicable to the eligible portion of the SX 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 SX Represented Employee Special Wage increase. Thus, the main processing will depend on the Pay Scale Table and a modified version of Base 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. Some minor changes will be made to the wrap-around transaction (Preliminary) file in order to pass data to one-time program PPO1787rB, but only FILLER fields will be affected.

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

If the employee's Separation Date is **not** 01/01/0001 (Low ISO Date) and is prior to 10/01/2007, the employee will not be eligible for the across-the-board increase. Otherwise the selection of the employee's appointments will be based on satisfying all of the following criteria:

- Appointment Personnel Program (EDB2007) is '1'
- Appointment Type (EDB2020) is not '4'
- Appointment Begin Date (EDB2002) is equal or prior to '10/01/07'
- Appointment End Date (EDB2003) must not be prior to '10/01/07'
- Title Code must be in the range of 4000-9999 and the associated TCT Rate Lookup Code (TCT3380) must be 'M' or 'G' or 'X'
- Appointment Title Unit Code (EDB 2029) is 'SX'
- Appointment Representation Code (EDB2031) is 'C'
- Appointment Rate Code (EDB 2015) is not equal to 'B' (By-Agreement)
- Appointment Without Salary Indicator (EDB 2028) is not equal to 'Y'

For each appointment selected that satisfies all criteria per above, each associated distribution will be selected based on satisfying all of the following criteria:

- Distribution End Date is not prior to 10/01/2007 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 Pay Scale 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 10/01/07 (MO) and 10/07/07 (BW)), only PPIRANGE return code value 09 is expected. However, the following return code handling logic 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.

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

In addition, the Requirements ask for a tab-delimited 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 Preliminary 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 used by Human Resources for further analysis.

## **One-Time Programs**

### **PPO1787A**

A one-time program, cloned from PPP910, will be developed to select employees for the SX open range across-the-board increase for eligible SX represented employees from the EDB, calculate the new pay rate for each selected distribution based on the 4.5% Across-the-Board Increase for the SX represented employees, 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 turn-around 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 PPO1787B, 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 PPO1787A. Code which has been inserted or modified will be marked with 19701787, where 1787 is the release number.

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

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

If the employee's Separation Date is not low-ISO-Date (0001-01-01) and is prior to the contract date of 2007-10-01, the employee will not be eligible for the 4.5% Across-the-Board Increase, and all appointments will not be processed. Otherwise each appointment will be processed.

- Each appointment will be examined.

The appointment will be 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 Begin Date (EDB2002) is equal or prior to '10/01/2007' and

Appointment End Date (EDB2003) is not prior to '10/01/2007' and

Appointment Title Code is in the range of '4000' and '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 all of the above criteria are satisfied, a final determination whether the appointment is eligible or not eligible will be 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 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 October 1, 2007 (MO Effective Date) or October 7, 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 criteria are satisfied, an annual salary amount will be calculated.

- 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 10/01/2007 (MO effective date) and 10/07/2007 (BW effective date), only PPIRANGE return code value of 09 is expected. However, the following return code handling logic has 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 the “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 new distribution pay rate will be calculated as follows:

The percentage adjustment amount of 0.0450 plus 1.0 will be multiplied 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 10/01/2007 (from Pay Scale table) will be ended as of 09/30/07 and new distributions created with a begin date of 10/01/07 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 10/07/2007 (from Pay Scale table) will be ended as of 10/06/2007 and new distributions created with a begin date of 10/07/2007 and an end date equal to the original end date of the terminated distribution. Distributions starting 10/01/2007 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.

**PPO1787B**

A one-time program will be developed to produce a tab-delimited Electronic File, per the Requirements in Service Request 81970.

PPO1787B will read the output wrap-around file (Preliminary File) produced by PPO1787A in the Preliminary 1 phase which will be used to assign the data to the tab-delimited Electronic File.

During the Initialization process, the **first** tab-delimited record to be written to the file will contain the run date in the format of mm/dd/yy and a description of ‘**SX ATB INCREASE TAB DELIMITED FILE**’. The **second** tab-delimited record to be written to the file will contain the column header labels identifying the associated detail data under each column header label.

The column header labels will be as follows:

Data Definition	Column Header label Description
Campus Identifier (two-digit numeric code) – include with each record	N/A
Employee Name (EDB0105)	EMPL NAME
Employee ID	ID
Title Code (EDB2006)	TITLE
Appointment Title Unit Code (EDB2029)	TUC
Appointment Representation Code (EDB2031)	AREP
Distribution DOS (EDB2056)	DIST DOS
Distribution % Time (EDB2052)	DIST %
Appointment Rate Code (EDB2015)	RATE CD

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Distribution Pay Rate – Old (EDB2055)	OLD RATE
Distribution Pay Rate – New	NEW RATE
% Increase	PERCENT
Full Accounting Unit (FAU)	FAU
Source ('ATB')	SOURCE

During the Main Process, detail records will be written to the file. The sort order of the Electronic file will be in Employee Name order. Each specific data on the detail record will be separated by tab-delimiters, i.e. Hex '05', to provide a standard format acceptable to Excel and other common software.

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 – (Indicates whether SX Across-the-Board Wage Increase was processed from one-time program or via the standard range adjustment program PPP910)

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

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### **One-Time Bind Members**

#### **PPO1787A**

This plan bind will be created for one-time program PPO1787A.

#### **PPO1787B**

This plan bind will be created for one-time program PPO1787B.

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## **One-Time JCLs**

### **PPO1787A**

PPP910 JCL will be used as the basis for creating the one-time JCL for PPO1787A. 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 PPO1787A's Final phase and as input to PPO1787B. The Final phase will create EDB update transactions and costing transactions.

### **PPO1787B**

JCL will be created for the new one-time report program PPO1787B. It will read the output file created by the PPO1787A run in the Preliminary 1 mode at DD PLMTRNOT. This is the standard wrap-around Preliminary 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.

PPO1787B will produce a tab-delimited Electronic File, per the Requirements. This file will be sent via FTP to UCOP. An FTP process will need to be established locally.

## Attachments

### Attachment A: Electronic Detail Record Layout

Total record length =149

05	OTAB-LOCATION	PIC X(03).
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(04).
05	FILLER	PIC X(01) VALUE X'05'.
05	OTAB-DOS-CODE	PIC X(08).
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(07).
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 ZZZZ9.9
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'.

**Note: If the OTAB-RATE-CODE = 'H', then the OTAB-START-RATE and OTAB-RESULT-RATE will be displayed in the format of PIC ZZZ9.9999.**