

Dennis Clouse

From: Pamela Torres
Sent: Thursday, September 18, 2008 10:45 AM
To: Dennis Clouse
Subject: CTL Update: FUPOA Dues

Service request 14900 asks that the Federated University Police Officers Association (FUPOA) be established for dues, agency fees, and charity payroll deductions on a system wide basis as the exclusive representative of the "PA" bargaining unit.

Therefore, at the request of Labor Relations and Payroll Coordination, we are making the appropriate transactions available via FTP. All campuses should use the dataset:

```
PAYDIST.CTL2008.CARDLIB(GTN4900)
- Replace '????' with campus priority numbers.
PAYDIST.CTL2008.CARDLIB(BRT4900)
- For GTNs 484 and 372, replace "?????????" with campus specific dues rates.
PAYDIST.CTL2008.CARDLIB(BUT4900)
PAYDIST.CTL2008.CARDLIB(CTT4900)
```

The supplied transactions must be processed via PPP004.

The following steps should be followed after Monthly Maintenance to start October has been run, and prior to the first compute for October earnings:

1. If your location has already established the PA bargaining unit on the BUT table, delete it from the BUT table via PPP004.
2. Modify the four transaction files provided above as needed for your location, and run PPP004 with them.
3. Run PPP762 to establish the agency fees deductions for covered PA employees; the run specifications are in PAYDIST.CTL2008.CARDLIB(PPP762PA).
4. If your location has been deducting FUPOA dues from employees with another GTN number, your location will need to manually de-enroll the employees from the old GTN number.
5. Your location will need to manually enroll employees in the new GTN number for FUPOA dues with a value of 1.00.
6. After the manual de-enroll and/or enroll, inactivate the old GTN via PPP004.
7. Your location will need to add PA to the parameter file for PPP495.

As always, we suggest making a backup of the updated Control tables either through unload or image copy after the successful update of the production CTL tables.

Functional questions should be addressed to Shaun Ruiz of Payroll Coordination (Shaun.Ruiz@ucop.edu; (510) 987-0909).

For technical questions, please send electronic mail to Pamela.Torres@ucop.edu, or call (510) 987-0741.