

Release 1826

**Service Request 82160
Union File Reporting Modifications**

Detail Design

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Table of Contents

Introduction	1
Service Request 82160	1
Overview of PPS Modifications	1
Union Reporting.....	1
Programs	1
One Time Programs	1
PPOT1826.....	1
New and Modified Programs.....	2
PPP770	2
Copy Members.....	2
CPWSUNFL	2
JCL Changes.....	2
PPOT1826.....	2
PPP770	2
Attachments	3
Attachment A: Union Reporting File (PPP770) – Activity.....	4
Attachment B: Union Reporting File (PPP770) – History	10

Introduction

Service Request 82160

Service Request 82160 asks for two changes to the union roster file produced by PPP770:

- The employee-level information for all reported employees should include the Home Department Code (EDB0114) and the Department Location Indicator from the Home Department (HME) table; the appointment-level information for all reported appointments should include the Title Unit Code (EDB2029) and the Appointment Representation Code (EDB2031).
- If an employee transfers out of a unit, but has not separated (union reporting action TRANSFER OUT), the employee should be reported to the unit with the employee's name, home department detail, and all of the non-unit appointments.

Service Request 82160 provides the following background information:

CUE has recently filed an unfair labor practice complaint with the University regarding its failure to provide data on employees who have transferred out of the CX unit. Such transfers may be the result of moving from a represented to an unrepresented appointment, or from moving into a position in another bargaining unit.

An employee who leaves the unit may be flagged as a delete, but no new appointment or work location data is supplied; specifically, CUE has requested that additional 'destination' information be included for reporting.

This service request describes proposed changes to the current process (...) that will provide additional data on employees who 'transfer out' of the unit; note that these modifications will be applicable to **all** unions.

Overview of PPS Modifications

Union Reporting

The union roster file is produced by PPP770. PPP770 will be modified to include additional employee-level and appointment-level fields on the activity and history files. The files will also include FILLER at the employee and appointment level for future expansion. PPP770 will also be modified to include full appointment information for all non-unit appointments if an employee has 'transferred out' of the unit (no longer in the unit, but not separated). A one-time program will be provided to expand the existing history file. The new fields will be populated and reported by the next run of PPP770.

Programs

One Time Programs

PPOT1826

PPOT1826 will convert the history file generated and used by PPP770 to include space for the new employee-level and appointment-level fields. The history record will increase in size from 984 characters to 1258 characters. The new fields will be set to spaces. The fields will be populated by the next run of PPP770.

New and Modified Programs

PPP770

PPP770 generates the collective bargaining interface file for union reporting. It will be modified to include the following fields in the interface and history files:

- Home Department Code (EDB0114; employee level)
- Department Location Indicator (from the Home Department (PPPHME) table, based on the Home Department Code; employee level)
- FILLER for future expansion (employee level, 30 characters)
- Title Unit Code (EDB2029; appointment level)
- Appointment Representation Code (EDB2031; appointment level)
- FILLER for future expansion (appointment level, 20 characters each)

The history record will increase in size from 984 characters to 1258 characters, and the activity record will increase in size from 992 characters to 1266 characters. The file layouts have been included as Attachments A and B.

In addition, when the weekly or monthly processing mode encounters an employee who has transferred out of a bargaining unit (reporting action TRANSFER OUT), all other non-unit appointments (expired, current, and future) will be included in the interface file. The appointments will be selected if their Title Unit Code (EDB2029) does not match the old bargaining unit, or if the Title Unit Code (EDB2029) matches but the Appointment Representation Code (EDB2031) is not 'C'.

Copy Members

CPWSUNFL

CPWSUNFL defines the record layout for the tab-delimited union reporting file. It will be modified to include the following fields:

- Home Department Code (EDB0114; employee level)
- Department Location Indicator (from the PPPHME table, based on the Home Department Code; employee level)
- FILLER for future expansion (employee level, 30 characters)
- Title Unit Code (EDB2029; appointment level)
- Appointment Representation Code (EDB2031; appointment level)
- FILLER for future expansion (appointment level, 20 characters each)

The record has increased in size from 992 characters to 1266 characters. It corresponds to Attachment A.

JCL Changes

PPOT1826

Sample JCL will be provided for one-time program PPOT1826

PPP770

The JCL for PPP770 will need to be changed to increase the record length of DD UNFACTIV from 992 to 1266 and to increase the record length of DD UNFHISNW from 984 to 1258.

Release 1826
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Attachments

Attachment A: Union Reporting File (PPP770) – Activity

Attachment B: Union Reporting File (PPP770) – History

Attachment A: Union Reporting File (PPP770) – Activity

Union Reporting File (PPP770)				
Union Activity File Header Record				
Note: A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.				
Position	Length/ Format	Field Description	Data Element #	Comments
1	1	Record Type		Value – Constant blank to denote header record
2	1			
3-4	2	Location – Key Field		2-character code indicating the Location ID
5	1			
6-7	2	Unit Code – Key Field		Exclusively represented unit
8	1			
9-17	9	Header ID – Key Field		Value – Constant blank
18	1			
19-26	8 mmddccyy	File Creation Date		
27-1265	1239	Filler		Value – Constant blank
1266	1	End of Record Flag		Value – Constant 'X'

Union Reporting File (PPP770)				
Union Activity File Detail Record				
Note: A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.				
Position	Length/ Format	Field Description	Data Element #	Comments
1	1	ADC Update Code		Values: A – Add D – Delete C Change
2	1			Value – Constant X'05'
3-4	2	Location – Key field		2-character code indicating the Location ID
5	1			
6-7	2	Unit Code – Key Field		Exclusively Represented Unit
8	1			
9-17	9	Employee ID – Key Field		
18	1			
19-31	13	Action Description		Description of change
32	1			
33-58	26	Employee Name	EDB0105	
59	1			
60-63	4	Employee Name Suffix	EDB0106	
64	1			
65-94	30	Address Permanent Line One	EDB0204	
95	1			
96-125	30	Address Permanent Line Two	EDB0205	
126	1			
127-147	21	Address Permanent City	EDB0206	
148	1			
149-150	2	Address Permanent State	EDB0207	
151	1			
152-160	9	Address Permanent ZIP	EDB0208	
161	1			
162	1	Employee Organization Home Address Disclosure	EDB0247	
163	1			
164-173	10	Employee Home Phone	EDB0210	
174	1			
175	1	Employee Organization Phone Disclosure	EDB0248	
176	1			
177-186	10 ccyy-mm-dd	Most Recent Hire Date	EDB0113	

Union Reporting File (PPP770)				
Union Activity File Detail Record				
Note: A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.				
Position	Length/ Format	Field Description	Data Element #	Comments
187	1			
188-197	10 ccyy-mm-dd	Earliest Appointment Begin Date in unit		
198	1			
199-208	10 ccyy-mm-dd	Latest Appointment Begin Date in unit		
209	1			
210-239	30	Home Department Address		From HME table
240	1			
241-270	30	Home Department Name		From HME table
271	1			
272-301	30	Employee Campus Work Address – Line 1	EDB0331	
302	1			
303-332	30	Employee Campus Work Address – Line 2	EDB0332	
333	1			
334-354	21	Employee Campus Work Address City	EDB0333	
355	1			
356-357	2	Employee Campus Work Address State	EDB0334	
358	1			
359-363	5	Employee Campus Work Address Zip	EDB0335	
364	1			
365-368	4	Employee Campus Work Address Zip + 4		
369	1			
370-379	10 ccyy-mm-dd	Employee Leave of Absence Begin Date	EDB0137	
380	1			
381-390	10 ccyy-mm-dd	Employee Leave of Absence Return Date	EDB0138	
391	1			
392-393	2	Leave of Absence Type Code	EDB0139	
394	1			
395-424	30	Leave of Absence Type Code Translation		From CTT table
425	1			

Union Reporting File (PPP770)				
Union Activity File Detail Record				
Note: A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.				
Position	Length/ Format	Field Description	Data Element #	Comments
426-427	2	START Percentage	EDB0495	
428	1			
429-438	10 ccyy-mm-dd	START Begin Date	EDB0496	
439	1			
440-449	10 ccyy-mm-dd	START End Date	EDB0497	
450	1			
451-460	10 ccyy-mm-dd	Employee Separate Date	EDB0140	
461	1			
462-491	30	Separate Reason Code Translation		From CTT table
492	1			
493	1	Dues Deduction Indicator		Values – D (Regular Dues) F (Agency Fee) C (Conscientious Objector)
494	1			
495-500	6	Home Department Code	EDB0114	
501	1			
502	1	Department Location Indicator		From HME table
503	1			
504-533	30	FILLER		Value – constant blank For future expansion
534	1			
535-536	2	Number of reported Appointment Titles		Values: from 1 to 9
537- 1265	Occurs 9 times	Appointment data		(Each occurrence will be 81 columns) See Appointment Data below
1266	1	End of Record Flag		Value – Constant 'X'

Union Reporting File (PPP770)				
Union Activity File Detail Record – Appointment Data				
Note: A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.				
Relative Position	Length/Format	Field Description	Data Element #	Comments
1	1			
2-5	4	Title Code	EDB2006	
6	1			
7-36	30	Abbreviated Title Name		From TCT tables
37	1			
38-47	10	Annualized Pay Rate	EDB2014	
48	1			
49-53	5	Percent Full Time	EDB2012	
54	1			
55	1	Appointment Type	EDB2020	
56	1			
57-58	2	Title Unit Code	EDB2029	
59	1			
60	1	Appointment Representation Code	EDB2031	
61	1			
62-81	20	FILLER		Value – constant blanks For future expansion

Union Reporting File (PPP770)				
Union Activity File Trailer Record				
Note: A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.				
Position	Length/ Format	Field Description	Data Element #	Comments
1	1	Record Type		Value Constant 'T' to denote a trailer record
2	1			
3-4	2	Location		2-character code indicating the Location ID
5	1			
6-7	2	Unit Code		Exclusively represented unit
8	1			
9-17	9	Trailer ID		Value – Constant '999999999'
18	1			
19-27	9	Total number of activity records written for this unit		
28-1265	1238	FILLER		Value – Constant blank
1266	1	End of Record Flag		Value – Constant 'X'

Attachment B: Union Reporting File (PPP770) – History

Union Reporting File (PPP770)				
Union History File Header Record				
Note: A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.				
Position	Length/ Format	Field Description	Data Element #	Comments
1-2	2	Header Location – Key field		2-character code indicating the Location ID
3	1			
4-5	2	Header Unit Code – Key Field		Value – Constant blank
6	1			
7-15	9	Header ID – Key field		Value – Constant blank
16-25	10 mm/dd/ccyy	File Creation Date		
26-1258	1233	Filler		Value – Constant blank

Union Reporting File (PPP770)				
Union History File Detail Record				
Note: A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.				
Position	Length/ Format	Field Description	Data Element #	Comments
1-2	2	Location – Key field		2-character code indicating the Location ID
3	1			
4-5	2	Unit Code – Key Field		Exclusively Represented Unit
6	1			
7-15	9	Employee ID – Key Field		
16-25	10 mm/dd/ccyy	Creation Date		
26-51	26	Employee Name	EDB0105	
52	1			
53-56	4	Employee Name Suffix	EDB0106	
57	1			
58-57	30	Address Permanent Line One	EDB0204	
88	1			
89-118	30	Address Permanent Line Two	EDB0205	
119	1			
120-140	21	Address Permanent City	EDB0206	
141	1			
142-143	2	Address Permanent State	EDB0207	
144	1			
145-153	9	Address Permanent ZIP	EDB0208	
154	1			
155	1	Employee Organization Home Address Disclosure	EDB0247	
156	1			
157-166	10	Employee Home Phone	EDB0210	
167	1			
168	1	Employee Organization Phone Disclosure	EDB0248	
169	1			
170-179	10 ccyy-mm-dd	Most Recent Hire Date	EDB0113	
180	1			
181-190	10 ccyy-mm-dd	Appointment Begin Date	EDB2002	The earliest active appointment begin date
191	1			
192-201	10 ccyy-mm-dd	Latest Appointment End Date	EDB2003	The latest active appointment end date
202	1			

Union Reporting File (PPP770)				
Union History File Detail Record				
Note: A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.				
Position	Length/ Format	Field Description	Data Element #	Comments
203-232	30	Home Department Address		From HME table
233	1			
234-263	30	Home Department Name		From HME table
264	1			
265-294	30	Employee Campus Work Address – Line 1	EDB0331	
295	1			
296-325	30	Employee Campus Work Address – Line 2	EDB0332	
326	1			
327-347	21	Employee Campus Work Address City	EDB0333	
348	1			
349-350	2	Employee Campus Work Address State	EDB0334	
351	1			
352-356	5	Employee Campus Work Address Zip	EDB0335	
357	1			
358-361	4	Employee Campus Work Address Zip + 4		
362	1			
363-372	10 ccyy-mm-dd	Employee Leave of Absence Begin Date	EDB0137	
373	1			
374-383	10 ccyy-mm-dd	Employee Leave of Absence Return Date	EDB0138	
384	1			
385-386	2	Leave of Absence Type Code	EDB0139	
387	1			
388-417	30	Leave of Absence Type Description		From CTT table
418	1			
419-420	2	START Percentage	EDB0495	
421	1			
422-431	10	START Begin Date	EDB0496	
432	1			
433-442	10	START End Date	EDB0497	
443	1			

Union Reporting File (PPP770)				
Union History File Detail Record				
Note: A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.				
Position	Length/ Format	Field Description	Data Element #	Comments
444-453	10 ccyy-mm-dd	Employee Separation Date	EDB0140	
454	1			
455-484	30	Separation Reason Code Translation		From CTT table
485	1			
486	1	Dues Deduction Indicator		Values – D (Regular Dues) F (Agency Fee) C (Conscientious Objector)
487	1			
488-493	6	Home Department Code	EDB0114	
494	1			
495	1	Department Location Indicator		From HME table
496	1			
497-526	30	FILLER		Value – constant blanks For future expansion
527	1			
528-529	2	Number of reported Appointment Titles		Values: from 1 to 9
530- 1258	Occurs 9 times	Appointment Data		(Each occurrence will be 81 columns) See Appointment Data below

Union Reporting File (PPP770)				
Union History File Detail Record – Appointment Data				
Note: A tab delimiter value, 1 byte long (constant X'05'), is inserted between data fields.				
Position	Length/ Format	Field Description	Data Element #	Comments
1	1			
2-5	4	Title Code	EDB2006	
6	1			
7-36	30	Abbreviated Title Name		From TCT tables
37	1			
38-47	10	Annualized Pay Rate	EDB2014	
48	1			
49-53	5	Percent Full Time	EDB2012	
54	1			
55	1	Appointment Type	EDB2020	
56	1			
57-58	2	Title Unit Code	EDB2029	
59	1			
60	1	Appointment Representation Code	EDB2031	
61	1			
62-81	20	FILLER		Value – constant blanks For future expansion