

Created on: Dec 16, 2008  
Revised: February 26, 2009

**SR82445**  
**PCT Lump Sum 2008 Contract Requirements**

**Objective:**

Develop a stand-alone one-time program to process lump sum payments for Patient Care Technical employees in the EX bargaining unit.

**Project Type:**

This is a new one-time PPS program.

**Requested by:**

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**Analyst:**

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**Due Date(s):**

This release is date mandated. The PCT Contract requires that the lump sum payments must be paid within 120 days of contract ratification. This requires payments to be made no later than March 13, 2009. The one-time program must be run after January 2009 month-end and prior to February 2009 month-end.

## **Background**

The University and the American Federation of State, County and Municipal Employees (AFSCME) union recently reached agreement on a new contract covering employees in the Patient Care Technical (PCT/EX) unit. The wages article for this agreement, effective November 13, 2008 includes provision for two lump sum payments in lieu of retroactive pay.

### **1.0 Eligibility**

Eligible employees shall be those members of the bargaining unit who have an active appointment as of the effective date of the agreement, November 13, 2008, and who are in the unit when the payroll program is run.

The program should do a basic eligibility verification of the employees submitted on the Input file for the following criteria:

- Separation Date (EDB 0140) is not prior to the current date (program run date);
- Appointment Representation Code (EDB 2031) = 'C' ('Covered');
- Appointment Rate Code (EDB 2015) is not equal to 'B' ("By-Agreement")
- Appointment Without Salary Indicator (EDB 2028) is not equal to 'Y';

Each location will prepare an input file for use with the one-time program of those employees eligible for the PCT Lump Sum payment.

### **2.0 Input file**

The program must accept an input file provided by campuses. Campuses will provide information for the program to determine the two rates necessary for the different lump sum calculations. Campuses will be using Excel to generate this file. The file should contain the following fields:

1) Employee ID Number

2) LSP1 Rate – this is the hourly rate difference between the employee's rate prior to the first wage adjustment and the calculated adjustment reflecting the minimum 4% (varies from 4% - 15% x title for the increase amt) adjustment up to the range maximum

3) LSP2 Rate – this is the hourly rate difference between the employee's rate prior to Step placement and the new step rate.

For the lump sum program it will be necessary for campuses to identify the pay period when the first wage increase was provided, and the pay period when the employee was moved to the new step structure. These will then be used to identify the PAR records that will be examined for hours to be accumulated for each lump sum calculation.

### **3.0 Calculations**

Two lump sum calculations are required in lieu of retroactive pay:

- The first lump sum is to cover the equivalent period of time from the 2<sup>nd</sup> bi-weekly pay period in October 2007 to first bi-weekly pay period following the date of contract ratification and the employee actually receiving the first increase. (10/21/07 – 11/15/08)
- The second lump sum is to cover the period from September 1, 2008, (Sept 7, 2008 BW) to when the employee is placed on the experience-based step. This payment represents the difference between the 1<sup>st</sup> rate increase and the step-based rate.

For both calculations the following methodology that will utilize the monthly regular hours which were paid in each of those time periods should be used. The PAR records from the October 2007 BW or November 2007 Monthly to the date of increase action, as specified by the campus, should be read to accumulate regular and equivalent hours for the pay periods specified. The PAR records selected should meet the following criteria:

DOS Pay Category = N  
 DOS Hours Type = R  
 PAR Title Unit Code = EX  
 PAR Rep Code = C

### 3.1 Lump Sum Payment 1

The Wage Article describes this as follows:

*“Retirement eligible lump sum payment equal to the percentage increase back to the beginning of the 2<sup>nd</sup> bi-weekly pay period in October 2007 for bi-weekly paid employees in lieu of retroactive pay. (The payment will be made back to November 1, 2007 for monthly paid employees;)”*

This payment is a payment in lieu of retroactive pay. The payment represents a calculation that will equate to the number of normal and regular work hours from October 21, 2007 for bi-weekly paid employees, or November 1, 2007 for monthly paid employees up to the pay period immediately following ratification date times the initial rate increase of 4% (varies) or up to range maximum for employee near or above maximum. Campuses will identify the rate amount on the input file.

The hours accumulated from the corresponding PAR's should be multiplied by the LSP1 wage factor provided by the campus.

**LSP1 Calculation = LSP1 Rate X Hours = LSP1 amount**

### 3.2 Lump Sum Payment 2

The Wage Article describes this as following:

*“Retirement eligible lump sum payment equal to the percentage increase associated with experience based step placement back to September 1, 2008 (or start of nearest bi-weekly pay period) in lieu of retroactive pay.”*

This is a payment in lieu of retroactive pay. The payment represents a calculated amount based on the number of normal and regular hours between September 1, 2008 for monthly, September 7, 2008 for bi-weekly, and the pay period date on which the employee was placed on the new step structure – a date in December 2008, January 2009 or February 2009. Campuses must provide the dollar increase that represents the wage increase amount the employee received on moving to step. Like the first calculation this calculation also will utilize actual hours paid over the period of time identified.

The hours accumulated from the corresponding PAR's should be multiplied by the LSP2 wage factor provided by the campus.

**LSP2 Calculation = LSP2 Rate X Hours = LSP2 amount**

**Note: From a compensation perspective this represents "THE 'DIFFERENCE BETWEEN' THE NEW STEP PLACEMENT RATE (BASED ON EXPERIENCE/YOS) MINUS WHERE PLACED ON 11/16/08 BW & 12/1/08 MO & SM".**

#### **4.0 Payment Transactions**

The program should generate one-time (FT) transactions and sort the transactions by employee Primary Pay Schedule (EDB0152) into separate pay cycle (MO, MA, BW, and SM) files. The separate files will allow campuses to process the FT transactions into the employee's primary pay cycle.

The program should prorate the payment across current regular distributions, based on each selected Distribution Percent divided by the Total Distribution Percent of all regular distributions for a selected EX appointment. Current distributions are those where the Pay End Date (EDB2053) is not prior to the program run date, and the Pay Begin Date (EDB2054) is not later than the program run date. 'Regular' distributions are those where the distribution DOS (EDB2056) has a Type of Hours Code (DOS2000) = 'R' on the Description of Service Table. If no current distributions are found for the eligible appointments, the program should select distributions which have expired between November 01, 2007 and the program run date. If there are neither current nor expired distributions, the program should not generate a payment transaction. Instead, a warning message should be issued using similar logic to Release 1693. The title code from the corresponding appointment should be used on the FT transaction.

Each FT transaction should assign 'LSP' ('Lump Sum Payment - Base-Building') as the DOS code value. Payment(s) generated as part of the first lump sum calculation should reflect a Pay Period End Date of November 13, 2008 to reflect the date of ratification. Payment(s) generated as part of the second lump sum calculation should have a Pay Period End Date of December 31, 2008 if campus has processed 2<sup>nd</sup> wage adjustment in December or January 31, 2009 if campus has processed 2<sup>nd</sup> wage adjustment in January 2009.

#### **5.0 Reporting**

The one-time program should produce a report, sorted by Employee Name within Home Department, and a tab-delimited electronic file listing the following data for each employee eligible for the lump sum payment:

- . Location
- . Employee ID
- . Employee Name (EDB 0105)
- . Employee Home Department (EDB 0114) and translated department name from the Home Department Table
- . Employment Status Code (EDB 0114)
- . Deduction Pay Schedule Code (EDB 0152)
- . Lump Sum Rate 1
- . Lump Sum Rate 2
- . Lump Sum Hours Total 1
- . Lump Sum hours Total 2

- . Title Code (EDB 2006) and translated title from Title Code Table
- . For each appointment distribution for which a payment is generated:
  - . Full Accounting Unit (FAU)
  - . Lump Sum 1 FT transaction amount(s)
  - . Lump Sum 2 FT transaction amount(s)

The report should also list the total of all lump sums paid. Please refer to Attachment 1 for suggested layout.

Attachment 1

PPPXXX/PPPXXX 01/15/06  
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE  
 PAYROLL PROCESSING  
 EX LUMP SUM REPORT – DEPARTMENT

PAGE NO. 1  
 RUN DATE XX/XX/XX

DEPARTMENT: 827701 HOSP EDUC

EMPLOYEE NAME/ID	PRI	LS RATE 1	LS 1 HRS	TITLE CODE	FAU	LUMP	LUMP		
STATUS	PAY	LS RATE 2	LS 2 HRS			SUM 1	SUM 2		
ESTER, POLLY		\$ 2.50	2482.00	8782 BRACEMAKER, SR	3404918 CCCC 19900 PROJ331	\$1,639.60	\$ 59.70		
000050043	A MO	\$ 1.25	680.00		3401920 19900 1	\$ 126.40	\$ 29.74		
				8917 NURSE, VOCATIONAL	3404918 CCCC 19900 PROJ331	\$ 392.40	\$145.20		
					3401920 19900 1	\$ 661.60	\$ 84.35		
DINNER, BUFFY		\$ 0.87	2256.00	8866 ANESTHESIA III	401920 19900 1	\$ 976.00	\$143.00		
000050128	A MO	\$1.54	725.00						
MENTRY, ELA	BW	\$ 2.38	2654.00	9008 DOSIMETRIST	3404918 CCCC 19900 PROJ331	\$ 1,220.00	\$ 87.98		
000050105	P	\$ 1.48	634.00						
SPOON, GRACIE	MO	\$ 5.84	2765.00	9033 ADMITTING WORKER	3404918 CCCC 19900 PROJ331	\$ 2,554.00	\$ 356.40		
000050079	N	\$ 4.34	567.00						
YOUNG, NEIL		\$ 4.89	2467.00	9066 HISTOTECHNOLOGIST II	3404918 CCCC 19900 PROJ33 1	\$ 1,788.22	\$1,340.00		
000009999	A MO	\$ 2.56	578.00		3401920 19900 1	\$ 778.22	\$ 340.00		
					3404918 CCCC 19900 PROJ33 1	\$ 499.78	\$ 225.25		
					3401920 19900 1	\$ 399.78	\$ 225.25		
<b>TOTAL LUMP SUM 1:</b>						<b>\$\$\$\$,\$\$\$.</b>	<b>\$\$\$.</b>		
<b>TOTAL LUMP SUM 2:</b>						<b>\$\$\$\$,\$\$\$.</b>	<b>\$\$\$.</b>		



