

Release 1876

**Service Request 82601
Fiscal Year 2009-2010 Salary Reductions
– Phase I**

Detail Design

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Introduction

Service Request 82601

Service Request 82601 asks that a modification be made to the Payroll/Personnel System (PPS) to accommodate a temporary salary reduction program.

The University of California has authorized a salary reduction program as a cost savings measure in response to cuts in state funding. Effective with September 2009 earnings, a tiered salary reduction program will go into effect in order to capture salary savings from this plan. The reduction will apply to all employees, with the following exceptions:

- START employees (subject to furlough to the extent their START contract is less than the furlough tier).
- All student employees, including work-study participants.
- All medical residents.
- All H-1B, H-2, H-3 and E3 visa holders.
- All without salary (WOS) appointments.
- All contract employees
- LBNL employees (no programming required for exclusion – LBNL does not use PPS)
- Hastings employees

This salary reduction program has the following provisions:

- Highest Average Plan Compensation (HAPC) will not be affected.
- Employees must accrue, on a month by month basis, vacation and sick leave credits at the rate accrued prior to the commencement of the salary reduction program;
- Employees must accrue, on a month by month basis, UCRP service credit for each month at the rate accrued prior to commencement of the salary reduction program.
- UC health and welfare, retirement, disability or survivor benefits should not be affected by the salary reduction program.

The following pay categories will be excluded from the salary reduction program:

- Health Sciences Compensation Program (Y and Z components only)
- Bonus/Incentive Pay
- Shift Differential
- Overtime
- Time on Call
- Summer Sessions Teaching Compensation
- Summer Additional Compensation (Research)
- Terminal Vacation
- Severance
- Pay associated with Medical Centers
- Pay associated with Extramural Funds (fund group EXTRMFUR)

A tiered approach will be used to administer this program. This approach will segregate employees by annual salaries and, depending on the annual salaries, provide furlough days and reduce the employees' salaries by specific percentages. These annual salaries will be determined by the Medical Contribution Base – Next Year (MCB). For most employees, this value was calculated in January 2009. A special process will be provided that will calculate the MCB for employees who currently have an MCB value of 0. The annual process that calculates the MCB and the process that calculates the MCB for newly hired employees will be modified so that it calculates an MCB value for all employees, regardless of their Assigned BELI.

Furlough time off will be based on the MCB value. Staff and academics will be assigned to different furlough tiers with a corresponding number of furlough days and percentage salary reduction. Employees will accrue, on a periodic basis, a percentage of the maximum number of furlough days allowed based on the number of hours worked. These furlough days will be included in the current Paid Time Off (PTO) balance that is stored in the PPS. Accordingly, when taken, these furlough days will decrement the current PTO balance.

For the Effort Reporting System (ERS), earnings associated with reduction DOS codes SRS and SRB, the derived percent for the purpose of ERS should be zero.

The PPS modifications needed to meet the requirements identified by this SR will be released in three phases.

Phase I

The first phase will address the salary reduction requirements including calculation of the MCB and the clearing out of the PTO-related data elements.

This release addresses Phase I only.

Phase II

The second phase will address the requirements for the furlough time accrual and time taken and changes for the ERS. This release will follow approximately one week after Phase I.

Phase III

This last phase will address the modifications needed to the calculation and use of the MCB as it relates to year end processing. The Benefit Premium Audit process will be updated so that MCB values are calculated for all employees, regardless of their Assigned BELI. This phase must be complete before the end of the year.

Overview of PPS Modifications – Phase I

One-time MCB Calculation

A one-time process will be provided to calculate the MCB (Medical Contribution Base) – Next Year for employees who currently do not have an MCB value, due to BELI or some other factor. The calculation will be performed in the same way as is currently done for BELI 1-4. This one-time process will output a file including all employees in the selected population, whether or not a non-zero MCB is calculated for them. Locations will be able to run the MCB Calculation one-time program in either update or report mode and may run it multiple times.

One-time Clearing of PTO Data Elements

A one-time process will be provided to clear out the current Paid Time Off (PTO) related data elements. This process will set all the Paid Time off (PTO) related data elements to zero or space so that they can be used for the accumulation of furlough / salary reduction hours. Prior to clearing out this data, the existing data will be saved in a holding file. In addition, an EDB Change File (ECF) will be created.

Special Salary Reduction Process

A special process will be developed to create file maintenance transactions to add new distributions (and new appointments, if necessary) with the SRB or SRS DOS codes when all selection criteria are met. These update transactions will be applied to the EDB through the file maintenance process. The new distributions with the SRB and SRS DOS codes will have a percent time or rate (for stipends) calculated using the rate found in the salary band in which the employee's MCB falls. The attributes of these DOS codes will cause pay to be reduced by the percent or rate during the compute process. A tab delimited file will be generated with a record for each new distribution transaction. A second tab delimited file will be generated with a record for each new distribution for which no transaction was generated due to an overflow condition.

EDB File Maintenance Process

For the ongoing derivation of MCB in file maintenance the MCB selection criteria will be modified so that a MCB is calculated for most employees regardless of the employee's Assigned BELI. New reduction DOS (SRB and SRS) codes will be excluded from the calculation based upon the DOS code attributes.

Programs

One-Time Programs

PPO1876A

This one-time process will calculate an MCB for employees whose MCB-Next Year (EDB0290) is zero. It will also update the Current MCB with this new value if it is zero. The MCB for these employees will be calculated in the same way as is currently done for Assigned BELI 1-4. Separated employees will be excluded from this process, as is currently done in the existing MCB calculations. Only active distributions will be considered for this one-time process. Expired distributions and future distributions will be excluded.

It should be noted that the Service Request states that the MCB calculation process should be modified so that it "...calculates an MCB value for all employees, regardless of their assigned BELI". However, the program calculates the MCB for all BELI values except a value of "?".

The program will read a Run Specification Record which will be edited for correct program ID and valid information described below. If any errors are encountered the program will stop and issue a message.

The date to be used to determine whether a distribution is "active" or "future" will appear on the SPEC card. A distribution is considered Active if the Distribution Begin Date is less than or equal to the SPEC card date, and the Distribution End Date is greater than or equal to the SPEC card date. A distribution is considered Future if the Distribution Begin Date and Distribution End Date are greater than the SPEC card date.

The run mode will be specified on the SPEC card. It will either be REPORT (only) mode or UPDATE mode. In Report mode the EDB Change File (ECF) records will be produced, but the EDB will not be updated. In Update mode ('UPDATE') ECF records will be written and the EDB updated directly, i.e. not via transactions.

In either report or update mode a tab delimited output file will be generated. The file should contain all employees in the selected population, whether or not a non-zero MCB was calculated for them. For a layout of that file see Attachment B.

For One-time reporting, the One-time ECF file can be processed via program PPP180 to produce the Audit Report PPP1800.

PPO1876B

This one-time program will be developed to create file maintenance transactions to add new distributions (and new appointments, if necessary) with the SRB or SRS DOS codes when all selection criteria are met.

Initialization

Specification Record will be read and edited for existence, correct program ID and non-blank title unit code. If any errors are encountered, the program will stop and issue a message. The specification record will be in the following format:

| Column | Description | Example |
|--------|---|---------------|
| 1-13 | Program Id | PPO1876B-SPEC |
| 14-15 | Location, will be used in batch header record of the EDB transactions | 03 |
| 16-18 | Batch Number, will be used in batch header record of the EDB transactions | 987 |
| 19-21 | Origin, will be used in batch header record of the EDB transactions | ONE |
| 22-23 | Title Unit Code | 99 |

The program will build a table of DOS codes that contains all the valid DOS codes eligible for the reduction process. In addition to the original DOS code, the table entry will contain the FCP DOS associated with the original DOS code and the “new” DOS code that will be used for the reduction. The table will be built by reading all the DOS entries using the DOS table utility (PPDOSUT2). Each DOS code will be screened according to the selection/exclusion rules specified in the service request and if selected, a table entry will be created

The program will build the factor table from the factor file (see the file format in the File section). The factor table will contain the reduction percent associated with the title unit code, representation code, and MCB. The factor file will need to be sorted into the sorted factor file. Then, the sorted factor file will be read sequentially. Each record from the sorted factor file will be checked. If the record is not marked as excluded, it will be stored in the factor table.

The program will get the parameter dates (Monthly Begin and End dates, Biweekly Begin and End dates) from the factor table. The program will search the factor table for the first entry that matches the title unit code and representation code. If an entry cannot be found, the program will search the factor table for the first entry where the title unit code and representation code are both equal to spaces. If an entry still cannot be found, the program will stop and issue a message. If an entry is found, the program will use the dates from the entry found in the factor table.

The program will build the batch header record for the file maintenance transactions from the spec card parameters (location, batch number, and origin).

Processing

The program will process a DB2 cursor of candidate distributions. The DB2 cursor will be a join of DB2 views on PPPPER, PPPAPP and PPPDIS. The DB2 cursor will limit the selected appointments based on the title unit code (TUC) specified in the specification record. If the TUC is “99”, the DB2 cursor will include all appointments with TUC equal to “99” and all appointments with TUC not equal to “99” (e.g., CX) with an AREP (Appointment Representation Code EDB2031) code of either “S” or “U.” If the TUC is other than “99”, the DB2 cursor will include all appointments with TUC equal to the TUC specified in the specification record and with an AREP code of “C”. The DB2 cursor will limit the selected appointments and distributions to those that are active based on the Appointment Pay Schedule (EDB2016) and the corresponding Monthly or Biweekly effective dates retrieved from the factor table during the *Initialization* process.

Every time a new employee is retrieved from the DB2 cursor, the program will get additional details about the employee. At this time, the program will also determine the applicable reduction percentage for the employee by searching the factor table. The program will first try to find an entry on the factor table where there is a match on title unit code and representation code, and where the MCB on the factor table is greater than or equal the employee’s MCB-Next Year. If an entry is found, the program will use the corresponding percentage. Otherwise, the program will try to find an entry on the factor table where both the title unit code and representation code are equal to spaces, and where the MCB on the factor table is greater than or equal the employee’s MCB-Next Year. If an entry is found, the program will use the corresponding percentage. Otherwise,

the program will set the reduction percentage to zero and will issue a message in the report. The program will call PPAPTDST to load all the appointments and distributions for the employee. Then, the program will build a table to be used in determining which appointments and distributions are available.

The program will perform the following edits:

Employee-level Edits

- Employees will be excluded from the process if they have the following body-level attributes:
 - Employees with a Separation Date (EDB0140) prior to the begin date input parameter. The program will use the Biweekly Begin Date parameter if the employee's primary pay schedule (EDB0152) is BW. Otherwise, the Monthly Begin Date parameter will be used.
 - Employees with START Reduction Percentage (EDB0495) greater than 0 and START End Date (EDB0497) later than the begin date input parameter. This program will use the Biweekly Begin Date parameter if the employee's primary pay schedule (EDB0152) is BW. Otherwise, the Monthly Begin Date parameter will be used.
 - Visa Type Codes (EDB0110) H1, H2, H3 and E3.
 - Exception: If the employee has an appointment title code is in the range of 0001-0199 (SMG), this visa exclusion will not apply.

Appointment-level Edits

- Appointments will be excluded from the process if they have the following attributes:
 - Title Unit Code (EDB2029) = "PX" AND AREP(EDB2031) of "U" or "S" AND CTO (Class Title Outline/Occupational Subgroup Code) of 575 or 577
 - Appointment Type Codes (EDB2020) "1" (Contract) and "4" (Student)
 - Exception: If the appointment title code is in the range of 0001-0199 (SMG), this exclusion will not apply.
 - Appointment Title codes (EDB2006) that map to Class Title Outline/Occupational Subgroup Code of 4nn (this will exclude students and Medical Residents/CTO 446)
 - Appointment Title Codes (EDB2006) 1092; 2735; 3990; 3991; 3993, and 3995 (specific academic titles)
 - Appointment Without Salary Indicator (EDB2028) "Y," indicating that the appointment is a "Without Salary" Appointment

Distribution-level Edits

- Distributions will be excluded from the process if they have the following attributes:
 - Medical Center distributions will be excluded. The program will call PPFAU026 to determine if the Full Accounting Unit (FAU) is associated with a medical center.
 - Exception: If the appointment title code is in the range of 0001-0199 (SMG), this medical center FAU exclusion will not apply. Distributions that map to a medical center FAU will be included if the appointment has an SMG title.
 - Distributions associated with extramural funds (where the FAU maps to the fund group EXTRMFUR) will be excluded. The program will call PPFAU124 to determine if the Full Accounting Unit (FAU) is associated with extramural funds.

- Exception: If the appointment title code is in the range of 0001-0199 (SMG), this extramural fund exclusion will not apply. Distributions associated with the EXTRMFUR fund group will be included if the appointment has an SMG title.

If all the edits passed, the program will create file maintenance transactions to add a new appointment (only if necessary) and a new distribution (see *Update Transactions* section for details). If a new distribution was successfully created, the program will create a record in the new distributions file. The program will also create a costing record in the costing file. If there are no appointments and distributions available for the new distribution, the program will create a record in the error file.

Update Transactions

The program will create file maintenance transactions to set-up a new appointment only if necessary (i.e. if there is no space available in the original appointment for a new distribution and there is space available for a new appointment. The data for the new appointment will be copied from the original appointment.

For each of the selected distributions, the program will create file maintenance transactions to set-up a new reduction distribution. The table of DOS codes, RED-DOS-PAY-CATEGORIES, will determine whether the DOS for the new distribution is "SRB" or "SRS." For "SRB", the program will calculate a new distribution percentage by multiplying the existing percentage by the reduction percent. For "SRS", the program will calculate the new rate equal to the original rate times the reduction percent. The begin date of the new distribution will be either the begin date parameter or the begin date of the existing distribution, whichever is later. The Biweekly Begin Date parameter will be used if the Appointment Pay Schedule (EDB2016) is BW. Otherwise, the Monthly Begin Date parameter will be used. The end date of the new distribution will be either the end date parameter or the end date of the existing distribution, whichever is earlier. The Biweekly End Date parameter will be used if the Appointment Pay Schedule (EDB2016) is BW. Otherwise, the Monthly End Date parameter will be used. The rest of the data in the new distribution will match the original distribution except that the FTE field will always be set to zero.

Outputs

The program will create a file of EDB maintenance transactions that will add the necessary appointments and distributions for the reductions. The transactions will be created following the UPAY640a format.

The program will create a tab-delimited file showing the new distributions that were created along with some employee information and other items from the original appointment/distribution. See Attachment B for the file layout.

The program will create a tab-delimited file showing distributions that could not be created because there are no available appointments/distributions. The record will contain relevant employee information and other items from the original appointment/distribution. See Attachment C for the file layout.

PPO1876C

PPO1876C is an optional one time program to set all the Paid Time off (PTO) related data elements to zero or space so that they can be used for the accumulation of furlough / salary reduction hours.

The following PTO related hours balances and maximum hours will be set to zero, if they have non-zero values:

- Hours Balances – Last Stub (EDB5141)
- Hours Balances – Current (EDB5187)
- Maximum Hours – Special (EDB5107)
- Maximum Hours – Normal (EDB5138)

The field PTO hour balance – Last stub reset code (EDB5184) will be set to blank, if it has a non-blank value.

Prior to clearing out this data, program PPO1876C will save the existing data in a holding file. The holding file records will contain Employee ID, data element number, and the previous data (hour balances or maximum hours or reset indicator) for each field update.

In addition, PPO1876C will create a change record for each change containing employee ID, data element number, and the previous data (hour balances or maximum hours or reset indicator). This change file can be run through the standard audit reporting process (PPP180) to report the employee's changes at the data element level.

In addition, this program will produce a statistical report of the run.

New and Modified Programs

PPEI720

PPEI720 performs consistency edits and maintenance on insurance salary bases and the Medical Contribution Salary Bases (MCBs). This executes during online and batch explicit file maintenance of a distribution. If either the current or next year MCB is zero; it is updated with the value calculated based on current distributions or future distributions if present. This program also executes during monthly periodic maintenance and updates the MCBs if zero based upon a calculation using future distributions that will become active during the month being initiated.

This program will be modified to calculate the MCB for an employee with a BELI of "5" or "P" in addition to the BELI values 1 – 4. This insures that most employees have a MCB to be used in the selection of a salary band that determines the percentage of salary reduction is to be taken.

PPFAU124 (new)

PPFAU124 is a new FAU program to be used to identify EXTRMFUR funding (Extramural funds).

The base version of PPFAU124 receives an FAU and determines whether the FAU has EXTRMFUR Funding. This program is called by the one-time salary reduction program PPO1876B. If the FAU on a distribution has this type of funding the distribution will not be subject to a salary reduction.

Copy Members

CPLNF018

CPLNF018 defines a linkage area for PPFAU018.

An 88 level for EXTRMFUR will be added to the list of possible fund groups. It will be used by the campuses to identify the Extramural fund types that are to be excluded from the salary reduction process.

CPLNF124 (new)

CPLNF124 defines a linkage area for the new FAU program PPFAU124.

Bind Members

One-Time Binds

PPO1876A

This plan bind will be created for one-time program PPO1876A.

PPO1876B

This plan bind will be created for one-time program PPO1876B.

PPO1876C

This plan bind will be created for one-time program PPO1876C.

Control Table Updates

Fund Group Table

The following fund group will be added to this table.

1. Fund group EXTRMFUR will be added to this table to identify Extramural fund types that will be excluded from the salary reduction process. These will be established at the campus level as required. Sample card input will be provided with this release.

Files

Factor File

The reduction percents and their three associated furlough accrual factors will be stored in a flat file. The format will be similar to that used by the benefits rates table format for health insurance. There will be a set of default rates (where bargaining unit and representation code are spaces). If bargaining units with different thresholds or begin or end dates are established, the new rates must be added to the file with the appropriate bargaining unit and representation code.

Format:

- Bargaining unit X(2)
- Representation code X(1)
- Filler X(1)
- Filler X(1)
- Include/Exclude indicator X(1)
- MCB threshold 9(3)
- Monthly begin date X(10), ISO date
- Monthly end date X(10), ISO date
- Biweekly begin date X(10), ISO date
- Biweekly end date X(10), ISO date
- Reduction percent 9V9(4)
- Furlough accrual rate, normal 9V9(6)
- Furlough accrual rate, faculty, AY 9V9(6)
- Furlough accrual rate, faculty, FY 9V9(6)

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JCL Changes

RUN1876A

Sample JCL will be provided for one-time program PPO1876A.

RUN1876B

Sample JCL will be provided for one-time program PPO1876B.

RUN1876C

Sample JCL will be provided for one-time program PPO1876C.

Attachments

Attachment A – One-time for MCB Calculation – Output File

The output file from the one-time MCB calculations should contain the following data elements:

- Location (Campus Control Record)
- Department Location Indicator (from Home Department Table)
- Employee ID
- Employee Name (EDB0105)
- Home Department Code (EDB0114)
- Home Department Name (from Home Department Table)
- Student Status (EDB0119)
- BELI – Assigned (EDB0360)
- Employee Status (EDB0144)
- Visa (EDB0110)
- ERC (Employee Relations Code, EDB0160)
- Title Code (EDB2006)
- Title Name (From the Title Code Table)
- Academic Appointment Basis Code from TCT
- Appointment Basis Code from PPS EDB Appointment (EDB2010)
- CTO – Class Title Outline associated with the Title
- Appointment Title Unit Code (EDB2029)
- Appointment Representation Code (EDB2031)
- Appointment Type Code (EDB2020)
- Rate Code (EDB2015)
- Without Salary Indicator (EDB2028)
- Academic Pay Period (TCT2190 from the Title Code Table)
- Appointment Paid Over (EDB2011)
- Pay Begin (EDB2053)
- Pay End (EDB2054)
- Description of Service Code (DOS) (EDB2056)
- FCP DOS
- Distribution Pay Rate (EDB2055)
- Annualized distribution pay (defined field)
- DOS INS Ben Indicator (From DOS code table)
- Pay Category (from DOS code table)

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- Type Hours (from DOS code table)
- Time Code (from DOS code table)
- Highest Ann Reg Pay (part of MCB)
- Accum Add on pay (part of MCB)
- MCB-CALC NEXT YEAR

Attachment B – Layout of File from One-Time Reductions – Successful File

- Location Code
- Home Department Code (EDB0114)
- Employee Identification Number
- Employee Name (EDB0105)
- Medical Contribution Base (MCB) – Next Year (EDB0290)
- Reduction Percentage
- FCP DOS Code
- Appointment Type Code (EDB2020)
- Personnel Program Code (EDB2007)
- Title Code (EDB2006)
- Title Unit Code (EDB2029)
- Appointment Rep Code (EDB2031)
- CTO Code (Class Title Outline associated with the title)
- Appointment Number (EDB2001) - existing
- Distribution Number (EDB2041) - existing
- Full Accounting Unit (FAU) - existing
- Full-Time Equivalent (EDB2051) - existing
- Time-Distribution (EDB2052) - existing
- Distribution Charge Start Date (EDB2053) - existing
- Distribution Charge Stop Date (EDB2054) - existing
- Distribution Pay Rate (EDB2055) - existing
- Description of Service Code (EDB2056) - existing
- Distribution Department Code (EDB2061) – existing
- New Description of Service Code (EDB2056) (SRB or SRS)
- New Time-Distribution (EDB2052)
- New Distribution Pay Rate (EDB2055)
- New Appointment Number (EDB2001)
- New Distribution Number (EDB2041)

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- New Distribution Charge Start Date (EDB2053)
- New Distribution Charge Stop Date (EDB2054)

Attachment C – Layout of File from One-time Reductions – Unsuccessful File

- Location Code
- Home Department Code (EDB0114)
- Employee Identification Number
- Employee Name (EDB0105)
- Medical Contribution Base (MCB) Next Year (EDB0290)
- Reduction Percentage
- FCP DOS Code
- Appointment Type Code (EDB2020)
- Personnel Program Code (EDB2007)
- Title Code (EDB2006)
- Title Unit Code (EDB2029)
- Appointment Rep Code (EDB2031)
- CTO Code (Class Title Outline associated with the title)
- Appointment Number (EDB2001) (existing)
- Distribution Number (EDB2041) (existing)
- Full Accounting Unit (FAU) (existing)
- Full-Time Equivalent (EDB2051) - existing
- Time-Distribution (EDB2052) (existing)
- Distribution Charge Start Date (EDB2053) (existing)
- Distribution Charge Stop Date (EDB2054) (existing)
- Distribution Pay Rate (EDB2055) (existing)
- Description of Service Code (EDB2056) (existing)
- Distribution Department Code (EDB2061) (existing)