

Release 1877

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

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.

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).

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

Release 1876 addressed Phase I of this service request (salary reduction distributions, MCB calculations, clearing of PTO-related data elements). This release addresses Phase II (furlough time accrual and time taken, and changes for the Effort Reporting System (ERS)).

Error Report 2224

Error Report 2224 notes that naturally-negative DOS codes can't be entered on the Overpayments screen (function OVPY).

Overview of PPS Modifications

The reduction factors and the furlough accrual factors depend on salary bands that are based on the Next Year MCB, and it is anticipated that different bargaining units may use different bands or furlough periods. Phase I provided a one-time program to calculate a Next Year MCB for employees who do not currently have an MCB and a modification to the ongoing MCB calculation (PPEI720) to calculate an MCB for most employees.

The salary reductions will be established on the EDB as new distributions with the same rate as the original distribution that is subject to the reduction; the distribution percent will be calculated as the original percent times the reduction factor, and the begin and end dates will be set based on the furlough period and the original distribution begin and end dates. Phase I provided a one-time program to generate the EDB update transactions to establish the reduction distributions; the one-time program can be run for each bargaining unit as agreements are reached.

The furlough hours will be generated in a stand-alone process based on the Payroll Audit Record file produced from each compute; the accrual process can be done after each compute or as part of Month End processing. The furlough hours will be stored in the PTO hours balance on the EDB. Phase I provided a one-time program to save (in a flat file) and clear out any existing PTO balance data. Phase II will provide the furlough hours accrual process.

Pay Edit and Compute Processes

The pay edit and compute process will be modified to recognize FUA as the furlough hours manual accrual DOS code and FUT as the furlough hours taken DOS code. The existing PTO DOS codes (PTO and PTT) will continue to update the PTO hours balance, and the new DOS codes will also update the PTO hours balance. In addition, the compute will exclude the salary reduction DOS codes from the overtime premium calculation, and will set the derived percent to zero for all salary reduction DOS codes. PTO data that is currently displayed on selected direct deposit advices will be relabeled as PTO/Furlough data.

Furlough Hours Accrual Process (new)

A furlough hours accrual process will be created to calculate the furlough hours accrued. The accrual is based on hours worked that are subject to the salary reduction. The calculation will use a factor that is determined by the employee's MCB (with a different factor used by SMG title codes); academic faculty titles will have different factors that depend on the academic basis for the employee's appointment or the title code as it appears in the TCT.

Expense Distribution

The expense distribution process will be modified to recognize FUA and FUT as PTO DOS codes.

Leave Reporting

The leave hours reporting process will be modified to recognize PLA as the PTO hours accrual DOS code instead of PTA (to keep it consistent with PPP520), and to recognize FUA and FUT as PTO DOS codes.

Committed Salaries

The committed salaries process has a copy file (CPWSXCSE) that identifies DOS codes to be excluded. Campuses should review these to determine if they should be updated locally to include the FUA and/or FUT DOS codes.

Programs

New and Modified Programs

PPCTDOSE

PPCTDOSE edits the transactions that will update the PPPDOS (Description of Service) control table. It will be modified to include FUA in the set of DOS codes for which certain fields can be blank.

PPEDTPAY

PPEDTPAY performs common edits for pay transactions (TE, TX, RX, AP, LX). It will be modified to include the furlough DOS codes in the following edits:

- FUA cannot be reported in the regular time (first DOS code) area (M36106 - reject)
- FUA can be reported as a leave DOS code (M36114)
- FUT shouldn't be greater than the PTO balance (M36125 - warning)

PPCPAPAY

PPCPAPAY builds the Consolidated Payroll Activity file for TX, TE, LX, RX, and AP pay transactions. It will be modified to mark the hours associated with FUA and FUT that are included on transactions with DOS code SDF as rate adjustment items (earnings adjustment indicator will be A).

PPGRSAUP

PPGRSAUP is called by gross pay calculation programs to process EDB appointments that get automatic pay. It will be modified to exclude salary reduction DOS codes from the premium overtime calculation.

PPGRSERN

PPGRSERN is called by gross pay calculation programs to calculate earnings. It will be modified to include FUA and FUT in pre-processing routine 08.

PPGRSPAR

PPGRSPAR is called by gross pay calculation programs to build the Payroll Audit Record. It will be modified to set the Derived Percent to zero for all salary reduction DOS codes.

PPGRSTIM

PPGRSTIM is called by gross pay calculation programs to process the time input on transactions. It will be modified to include FUA in the total of leave hours reported, and to exclude salary reduction DOS codes from the premium overtime calculation.

PPRCGRSS

PPRCGRSS calculates gross pay for online Rush Check processing. It will be modified to exclude salary reduction DOS codes from the premium overtime earnings base.

PPP420

PPP420 produces checks, direct deposit advice forms, the reconciliation interface file and reports from the compute process. It will be modified to recognize FUA as PTO hours accrued and FUT as PTO hours taken. It will also be modified to replace the PTO label on advice formats 3 and 4 with 'PTO/FURLOUGH'.

PPP520

PPP520 creates the Expense Distribution Work file (EDW) as an intermediate step of expense distribution. It will be modified to treat FUA and FUT the same as PLA and PTO.

PPP640

PPP640 produces various leave liability reports from a combination of monthly PAR and current EDB data. It will be modified to recognize PLA instead of PTA as PTO hours accrued (to keep it consistent with PPP520), and FUA and FUT as affecting the PTO balance.

PPWOVPY

PPWOVPY is the screen processor for the OVPY function (ORCA Overpayment Transaction). It will be modified to include the DOS Tot Gross Ind in the check of the entered original time.

PPWRC11

PPWRC11 is the screen processor for the RC11 function (Rush Check Opt1 Earns & Deds). It will be modified to recognize FUA as leave hours accrued.

PPP641 (new)

PPP641 will generate pay transaction files and an accrual reporting file for the furlough hours accrual.

The accrual will be based on the PAR file earnings distributions. Expense transfers will be bypassed, as well as any transactions where the Rate Adjustment Indicator flag is not blank (typically, it will be A on RA/Retroactive pay adjustment transactions). SRS earnings distributions are excluded because there are no hours associated with SRS.

Every SRB earnings distribution is assumed to be valid, and should have furlough hours accrued for it. For each SRB earnings distribution, capture the title unit code and appointment representation code that appear with almost every earnings distribution. If the TUC is blank, it can be derived from the TCT with the title code. If the ARep code is blank, assume C/Covered.

Use the TUC and ARep and the employee's Next Year MCB to derive the reduction percent that *should* have been used to create the SRB entry in the first place; divide that into the hours worked for the transaction (this field is populated for both hourly and non-hourly employees). The result will be close to the original REG-type hours that should be associated with the SRB entry.

If the title code is SMG, use a constant accrual factor. If the title is not academic, use the non-faculty (Table 1) accrual factor. If the title is academic, check the CTO (also available in the earnings distribution) to determine if the title is faculty. If the title is faculty, use the distribution number in the earnings distribution (if not blank or zero) to get to the employee's appointment to examine the appointment basis. If the distribution number is blank or zeros, or the attempt to find the appointment was not successful, use the academic appointment basis from the TCT. If the basis is from the EDB (EDB2010) and is 09 or 10, use the Academic Year Faculty (Table 2a) accrual factor; if the basis is 11 or 12, use the Fiscal Year Faculty (Table 2b) accrual factor. If the basis is from the TCT and is 1 or 2, use the Academic Year Faculty (Table 2a) accrual factor, if the basis is 3 or 4, use the Fiscal Year Faculty (Table 2b) accrual factor. Otherwise, use the non-faculty (Table 1) accrual factor.

There will be one record in the reporting file for every SRB earnings distribution. There will be one LA transaction for each employee that contains the total accrual for the employee (if it is not zero). The LA transaction will be written to a BW, MO, MA, or SM file, depending on the employee's primary pay cycle (EDB0152).

The program will read a parameter file to set the batch numbers for the four LA transaction files.

Bind Members

New and Modified Binds

PPP641 (new)

This bind member contains bind statements for plan PPP641.

Forms

UPAY931 – PPP641 Program Run Specification (new)

- 1 – 11 PPP641-SPEC
- 12 blank
- 13 – 15 MO LA transaction batch number
- 16 blank
- 17 – 19 BW LA transaction batch number
- 20 blank
- 21 – 23 MA LA transaction batch number
- 24 blank
- 25 – 27 SM LA transaction batch number

Control Table Updates

System Messages Table

The text for the following messages will be updated to refer to *PTO/FURLOUGH HOURS*:

- 36125: *PTO BONUS HOURS* REPORTED ARE GREATER THAN PTO BALANCE (PPEDTPAY)
- 39210: *TRIP BONUS HOURS* TRANSACTION IN EXCESS OF HOURS BALANCE (PPLVHRS)

Several messages will be added for PPP641:

- 64101: PROGRAM UNSUCCESSFUL (8-SEE OPERATIONS)

- 64102: PARAMETER FILE IS EMPTY (8-SEE OPERATIONS)
- 64103: ALL BATCH NUMBERS ARE BLANK (8-SEE OPERATIONS)
- 64104: INVALID MO BATCH NUMBER (8-SEE OPERATIONS)
- 64105: INVALID BW BATCH NUMBER (8-SEE OPERATIONS)
- 64106: INVALID MA BATCH NUMBER (8-SEE OPERATIONS)
- 64107: INVALID SM BATCH NUMBER (8-SEE OPERATIONS)
- 64108: FACTOR TABLE OVERFLOW (8-SEE OPERATIONS)
- 64109: DB2 ERROR FROM PPTCTUTL (8-SEE OPERATIONS)
- 64110: EMPLOYEE NOT ON EDB (8-SEE OPERATIONS)
- 64111: DB2: NEGATIVE SQL ERROR (8-SEE OPERATIONS)

Description of Service Table

- New furlough DOS codes FUA and FUT will be added to this table

Files

Factor File

The furlough hours accrual process will use the same factor file that was introduced in Phase I.

JCL Changes

PPP641 (new)

Sample JCL will be provided for new program PPP641.

Attachments

Attachment A – Layout of File from Leave Accrual Process

- Location (PAR)
- Pay Cycle End Date (PAR)
- Pay Cycle (PAR)
- Pay Type (PAR; Current Activity, Rush Check, Overpayment, etc.)
- Employee ID (PAR)
- Employee Name (PAR)
- Home Dept Code (PAR)
- Transaction Code (PAR earnings)
- Transaction End Date (PAR earnings)
- Title Code (PAR earnings)
- Title CTO (TCT, from Title Code)
- Title Unit Code (PAR earnings; TCT if blank)
- Appt Rep (PAR earnings; assume “C” if blank)
- Appt Type (PAR earnings)
- Appt Basis (EDB, based on distribution number)
- Title Basis (TCT, from Title Code)
- Distribution Number (PAR earnings)
- FAU (PAR earnings)
- DOS code (PAR earnings)
- MCB – Next Year (EDB)
- original SRB hours (PAR earnings)
- Reduction Percent (based on MCB, Title Unit Code, Appt Rep)
- furlough hours factor (based on MCB, Title Unit Code, Appt Rep)
- subject hours (calculated; SRB hours / Reduction Percent)
- furlough hours accrued (calculated)
- Primary Pay Schedule (EDB)