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SR82601 Requirements Fiscal Year 2009-2010 Salary Reductions

Objective:

Modify the Payroll/Personnel System (PPS) to accommodate a temporary salary reduction program.

Project Type:

This is a modification to the base PPS and includes one-time processes.

Requested by:

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Urgency:

This change is date mandated. Temporary Salary Reduction program must be in place to affect September 2009 earnings.

Implementation Deadline:

Changes must be in place in order to impact the September 2009 earnings. For employees paid monthly, changes should be in place by the 10/01/09 check date. For employees paid Bi-weekly, changes should be in place for the 9/30/09 check date. For employees paid Semi-monthly, changes should be in place for the 9/23/09 check date.

Statement of Business Need:

The University of California has authorized a salary reduction program as a cost savings measure in response to cuts in state funding. For more information, see the Regent's item J2 from the July 15, 2009 meeting at <http://www.universityofcalifornia.edu/regents/regmeet/jul09/j2.pdf>. 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

It is anticipated that salaries affected by this reduction program may be restored to pre-reduction levels at the end of the mandatory salary reduction program.

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 program¹.
- UC health and welfare, retirement, disability or survivor benefits should not be affected by the salary reduction program.

Participation in the salary reduction program will not change the applicability of layoff or termination policies consistent with an employee's regular appointment.

¹ The service credit feature is specific to UCRP members and does not apply to UC members of other retirement systems.

Background:

Release 1870, Executive Salary Reduction Program, FY 09-10, established new DOS codes. These DOS codes are: SRB for Salary Reduction – Base (Sal Red Base) and SRS for Salary Reduction – Stipend (Sal Red STP). The intent is to use these same DOS codes for reducing the salaries of the general population.

The Budget Initiative Flag value of “SR” for “Salary Reduction” that was set up for the executive program will be used for the general population salary reduction.

The existing “43 – Change in Rate – Other” distribution-level Personnel Action Code will be used when the new distributions are added to the EDB.

Current Process:

Not applicable.

Proposed Process:

The PPS will need to provide the following in support of the salary reduction program.

A special salary reduction process that will:

- Identify employees subject to the salary reduction program. Note: employees with an SMG title (Title Codes 0001-0199) are subject to the reduction regardless of certain exclusion criteria (see specific system requirements for details).
- Identify appointments and distributions that are subject to the salary reduction.
- Add one or more distributions with the appropriate reduction amount(s) to the employee’s EDB record.

The special salary reduction process outlined above may need to run multiple times to reduce the salary of employees who are covered by a collective bargaining agreement or have otherwise been excluded from the initial establishment of the program.

Tiered Approach

A tiered approach will be used to administer this program. This approach should segregate employees by annual salaries and, depending on the annual salaries, provide furlough days and reduce the employees’ salaries by specific percentages. It is suggested that these annual salaries 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 needed that will calculate the MCB for employees who currently have an MCB value of 0.

The particulars for a given tier will differ for staff vs. academic, and within academics, there are two distinct groups, academic year faculty and fiscal year faculty. Note that the tiers are independent of the existing salary bands for benefits.

Furlough Days

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. It is suggested that these furlough days be included in the current Paid Time Off (PTO) balance that is stored in the PPS. Accordingly, when taken, these furlough days should decrement the current PTO balance.

New DOS codes FUT (Furlough Leave Taken) and FUA (Furlough Leave Accrual) will be used to manage the furlough balances. FUT will be used to record floating and designated furlough day usage. FUA will be used for furlough accruals. Since the PTO balance will be used, a one-time process will be needed that will clear out any existing PTO-related data in the EDB. Prior to clearing out this data, the existing data should be saved to a holding file for future use.

MCB

The annual process that calculates the MCB and the process that calculates the MCB for newly hired employees should be modified so that it calculates an MCB value for all employees, regardless of their assigned BELI. The MCB calculations should exclude distributions with SRS and SRB DOS codes.

Types of Pay Excluded

The following pay categories should 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)

Distributions that have an FAU mapping to the EXTRMFUR fund group should be excluded from the process as illustrated in the following example:

Employee A – EM Fund distributions would be exempt from the furlough/salary reduction.

Dist. 1 = 25% (EM Funds)

Dist. 2 = 45% (EM Funds)

Dist. 3 = 30% (State Funds)

In the above example, 70% of Employee A's salary (dists. 1 and 2) would be exempt from the furlough/salary reduction. 30% of Employee A's salary (Dist. 3) would be subject to the salary reduction based on the employee's salary reduction percentage, as determined by his/her MCB. The number of furlough days would be proportionate to the hours worked for the eligible distribution (distribution 3). In other words, the furlough accrual would apply to only 30 percent of the reportable hours worked ($.30 \times$ monthly furlough hour factor = number of furlough hours).

Effort Reporting System (ERS)

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

Processing Considerations:

There may be an impact on UCRS and Web Merit. ERS is impacted.

| | | |
|-------|---|----|
| 1.0 | Overview of Modifications | 7 |
| 2.0 | Control Tables | 8 |
| 2.1 | DOS Code Table | 8 |
| 2.2 | System Messages Table | 8 |
| 3.0 | One-time and Special Processes | 8 |
| 3.1 | MCB Calculation | 8 |
| 3.2 | Clear out Existing PTO-related data | 9 |
| 3.3 | Update the EDB – Distributions | 9 |
| 3.3.1 | Input Parameters | 9 |
| 3.3.2 | Selection Criteria for the One-Time | 10 |
| 3.3.3 | Update Transactions..... | 13 |
| 3.3.4 | Outputs (files or reports)..... | 14 |
| 3.4 | Calculate Furlough Accruals, Add to PTO Balance | 15 |
| 4.0 | EDB Maintenance | 16 |
| 4.1 | File Maintenance..... | 16 |
| 4.2 | Benefit Premium Audit | 16 |
| 5.0 | Compute Process Changes | 16 |
| 5.1 | ERS | 16 |
| 5.2 | Pay Edit..... | 16 |
| 5.3 | Gross Pay Derivation | 16 |
| 5.4 | Net Pay Remittance..... | 16 |
| 5.4.1 | Furlough-related DOS Codes..... | 16 |
| 5.4.2 | Label on Earnings Statements..... | 17 |
| 5.5 | Online Compute Processing..... | 17 |
| 5.5.1 | ORCA | 17 |
| 5.5.2 | On-line Rush Checks | 17 |
| 6.0 | Distribution of Expense..... | 17 |
| 7.0 | Interface Files | 17 |
| 7.1 | Corporate Interface Files..... | 17 |
| 7.2 | Union Files..... | 17 |
| 8.0 | Other Processes | 17 |
| 9.0 | Reporting and Notification | 17 |
| | Attachment A – UPAY Form for new Furlough DOS Codes | 18 |
| | Attachment B – One-time for MCB Calculation – Output File..... | 19 |
| | Attachment C – Banding Table 1: All Employees Except Faculty | 21 |
| | Attachment D – Banding Table 2A: Academic Year Faculty | 22 |
| | Attachment E – Banding Table 2B: Fiscal Year Faculty | 23 |
| | Attachment F –Layout of File from One-Time Reductions – Successful File | 24 |
| | Attachment G – Layout of File from One-time Reductions – Unsuccessful File..... | 26 |
| | Attachment H – Layout of File from Leave Accrual Process | 27 |

System Requirements:

1.0 Overview of Modifications

This is a request for various new processes, including one that locations can run to establish the furlough program and implement the salary reduction distributions on the EDB for the desired population, based on selection parameters indicated. Campuses will run the furlough accrual program periodically through the applicable period of the program and may run the salary reduction program several times to establish reduction distributions for employee populations that become eligible at different points in time, due to contract negotiations or other factors.

There is no requirement that the one-time salary reduction process be capable of modifying previously established reduction distributions, for instance to update the reduction percentage to a different value at a later date. If this becomes a requirement at a later point in the program, a new service request will be submitted for that functionality.

A periodic process will be needed in order to accrue furlough days for those employees not excluded from the program. Since these accruals will be stored in the existing PTO data elements, a one-time process will be needed to clear out any data that may be in these PTO-related fields.

MCB (Medical Contribution Base) – Next Year will be used to place employees in bands for the purpose of salary reductions and furlough accruals. Some employees currently do not have an MCB value, due to BELI or some other factor. A one-time process will be needed to calculate the MCB for these employees.

- Control Table: Two new DOS codes should be set up for recording furlough accrual and usage. These new DOS codes are FUT (Furlough Leave Taken) and FUA (Furlough Leave Accrued). Two system messages need to be modified.
- EDB Data Elements: No impact
- CICS Modifications: No impact
- Web Modifications: The only impact may be to Web Merit, and this will be addressed at a later date.
- One-time Processes:
 - A one-time process will be needed to calculate an MCB for employees who have an MCB of zero.
 - A one-time process will be needed to clear out the existing values from the PTO-related data elements.
 - A special process will be needed to create the salary reduction distributions when the selection criteria are met.)
 - A new periodic process will be needed to calculate the number of furlough hours accrued under this plan and add these hours to the employees' Paid Time Off Hours Balance-Current (EDB5187).
- EDB Maintenance: Impact to File Maintenance/Derivations. For the ongoing derivation of MCB in file maintenance and benefits audit process, the MCB selection criteria should be modified so that MCB is calculated regardless of the employee's assigned BELI. New reduction DOS codes should be excluded from the calculation.

- History Process: No impact.
- Compute Process: ERS derived percent is impacted by the new reduction DOS codes. The new furlough process DOS codes impact the Pay Edit, Net Pay Remittance, ORCA, and On-line Rush Checks. The new reduction DOS codes need to be excluded from the overtime premium calculation.
- Distribution of Expense: This process is impacted by the new furlough DOS codes.
- Consolidated Billing and Self-Billing: No impact
- Interface Files: No impact
- Tax Processing: No impact
- Forms: No impact
- Other Processes: Web Merit impacts to be addressed at a later date.
- Reporting and Notification: There is an impact to Leave Reporting due to the new furlough-related DOS codes.

2.0 Control Tables

2.1 DOS Code Table

New DOS codes FUT and FUA should be set up for recording furlough usage and accrual. See UPAY form in Attachment A.

2.2 System Messages Table

The following messages should be updated to match the table below:

| Message Number | New Text |
|----------------|--|
| 36-125 | PTO/FURLOUGH HOURS REPORTED ARE GREATER THAN HOURS BALANCE |
| 39-210 | PTO/FURLOUGH HOURS TRANSACTION IN EXCESS OF HOURS BALANCE |

3.0 One-time and Special Processes

3.1 MCB Calculation

A one-time process will be needed to calculate an MCB for employees whose MCB-Next Year (EDB0290) is zero. The MCB Current Year and MCB Next Year for these employees should be calculated in the same way as is currently done for BELI 1-4. Separated employees should be excluded from this process, as is currently done in the existing MCB calculations. Only active distributions should be considered for this one-time process. Expired distributions and future distributions should be excluded from this salary base derivation process. Rather than using the run date to determine whether a distribution is “active” or “future,” the campus should be able to specify a date to be used for this determination. A distribution is considered Active if the

Distribution Begin Date is less than or equal to the campus-specified date, and the Distribution End Date is greater than or equal to the campus specified date. A distribution is considered Future if the Distribution Begin Date and Distribution End Date are greater than the campus-specified date.

The one-time process should output a file including the data elements shown in Attachment B. The file should contain all employees in the selected population, whether or not a non-zero MCB was calculated for them.

Locations should be able to run the MCB Calculation one-time program in either update or report mode.

See the “Update Transactions” section for additional details on how the MCB field will be used in the one-time process.

3.2 Clear out Existing PTO-related data

A one-time process will be needed to clear out any existing balances in the PTO-related data elements. The following data elements should be unloaded and set to zero, if they have non-zero values:

- EDB5187 PAID TIME OFF HOURS BALANCE-CURRENT
- EDB5107 PAID TIME OFF MAXIMUM HOURS-SPECIAL
- EDB5138 PAID TIME OFF MAXIMUM HOURS-NORMAL
- EDB5141 PAID TIME OFF HOURS BALANCE-LAST STUB

The field PAID TIME OFF HOURS BALANCE-LAST STUB RESET CODE (EDB5184) should be unloaded and set to blank, if it has a non-blank value.

Prior to clearing out this data, existing data should be saved in a holding file in case it is needed in the future. The holding file records should contain Employee ID, data element number, and balance amount (or reset indicator) for each field update.

PPS should create a change record for each change containing employee ID, data element number, and balance amount (or reset indicator). This change file can be run through the standard audit reporting process to report the employee’s changes at the data element level. In addition, a statistical report of the run should be produced.

Locations will have the option of either running this process or not, depending on their individual needs.

3.3 Update the EDB – Distributions

A one-time process will be needed to create update transactions and update the EDB to add new distributions with the SRB or SRS DOS codes when all selection criteria are met.

3.3.1 Input Parameters

The one-time process should be flexible so that it can be run separately for various groups of employees as needed. Users should be able to specify which bargaining units are to be included in a given run of the program. Screening should be done based on the appointment-level data bargaining unit element.

Input parameters to the one-time process should include the following:

- Bargaining Unit (TUC)
- Monthly Begin date
- Monthly End date
- Biweekly Begin date
- Biweekly End date

The user should be able to use these input parameters to either include or exclude particular populations. The Bargaining Unit input parameter defines the initial “cut.” The program should select Title Unit Code (EDB2029) for the appointment equal to the input parameter.

It should be noted that, if the TUC input parameter is “99” then the selected population should include all “99’s” **and** all employees with other bargaining unit values (e.g., CX) and an AREP (Appointment Representation Code EDB2031) code of either “S” or “U.” For all TUC values other than “99,” an AREP code of “C” is assumed.

After this initial screening based on input parameters, the selection criteria in the section below should be applied.

3.3.2 Selection Criteria for the One-Time

Note: Some of the exclusions do not apply to appointments with an SMG title (Title Codes 0001-0199). See specifics below.

Employee-level selection criteria for the one-time process are as follows:

- Employees should 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. This logic should use the Biweekly Begin Date parameter if the employee’s primary pay schedule (EDB0152) is BW. Otherwise, it should use the Monthly Begin Date parameter.
 - Employees with START Reduction Percentage (EDB0495) greater than 0 and START End Date (EDB0497) later than the begin date input parameter. This logic should use the Biweekly Begin Date parameter if the employee’s primary pay schedule (EDB0152) is BW. Otherwise, it should use the Monthly Begin Date parameter. (Exclude START participants)
 - Visa Type Codes (EDB0110) H1, H2, H3 and E3.
 - Exception: If the appointment title code is in the range of 0001-0199 (SMG), this visa exclusion does not apply. SMG appointments should still be included in the furlough program regardless of visa type code.

For selected employees, the program should then select appointments and distributions eligible for reduction. Appointments with the following attributes should be **excluded**:

- 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 does not apply. Contract and Student appointments are to be included in the furlough program if they have an SMG title code.
- Appointment Title codes (EDB2006) that map to Class Title Outline/Occupational Subgroup Code of 4nn (this is to 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
- Appointment Begin Date (EDB2002) is later than the end date input parameter. This logic should use the Biweekly End Date parameter if the Appointment Pay Schedule (EDB2016) is BW. Otherwise, it should use the Monthly End Date parameter.
- Appointment End Date (EDB2003) is prior to the begin date input parameter. This logic should use the Biweekly Begin Date parameter if the Appointment Pay Schedule (EDB2016) is BW. Otherwise, it should use the Monthly Begin Date parameter. (Appointments should be included only if they are current or will become current while the reduction program is in effect.)

Once data is screened at the employee and appointment level, distribution-level selection criteria should also be applied. Distributions with the following attributes should be **excluded**:

- Distribution Begin Date (EDB2053) is later than the end date input parameter. This logic should use the Biweekly End Date parameter if the Appointment Pay Schedule (EDB2016) is BW. Otherwise, it should use the Monthly End Date parameter.
- Distribution End Date (EDB2054) is prior to the begin date input parameter. This logic should use the Biweekly Begin Date parameter if the Appointment Pay Schedule (EDB2016) is BW. Otherwise, it should use the Monthly Begin Date parameter.
- Existing SRB and SRS distributions should be excluded, so that reductions are not set up on those existing reductions.
- Medical Center distributions should be excluded. A process that examines the Full Accounting Unit (FAU) should be used to determine if a distribution 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 does not apply. Distributions that map to a medical center FAU should be **included** if the appointment has an SMG title.
- Distributions associated with extramural funds (where the FAU maps to the fund group EXTRMFUR) should be excluded.
 - Exception: If the appointment title code is in the range of 0001-0199 (SMG), this extramural fund exclusion does not apply. Distributions associated with the EXTRMFUR fund group should be **included** if the appointment has an SMG title.

Additional selection logic at the distribution level is as follows:

Types of Pay to Include or Exclude from Pay Cut

Exclude these PPS Dos codes under all conditions:

ACA
ACU
ACX
ADJ
BAA
BYA
BYN
DIS
FEL
FEN
FNR
FSP
OFR
PDD
PDS
PLN
PPC
RNF
SDP
SSB
SSH
SWC
SWR
UNX
UXR
WCA
WCE
WCH
WCP
WCR
WCS
WOC
ZZZ

Exclude these combinations of FCPDOS and DOS codes:

| FCPDOS | DOS |
|--------|-----|
| AB | HON |
| AB | DIF |

Include these FCPDOS codes if associated PPS DOS code not excluded above:

AB
AM
AV
AW
AX
HD
HR

Note: Differential distributions (where DOS code Pay Category is “D”) and distributions whose DOS code maps to Calc Routine “04” are to be excluded from this furlough program.

3.3.3 Update Transactions

See Attachments C-E for the banding tables.

Note that the banding and corresponding salary reductions are the same for all three tables. The furlough accrual varies from table to table. This is explained further in the “Calculate Furlough Accruals, Add to PTO Balance” section below.

As this process is run at the locations for different groups of employees (for example, bargaining units), different tables may apply to these groups. The design must be flexible enough to handle various groups with different table values (bands, salaries, furlough accrual factors, and reduction percentages).

For each of the selected distributions, the program should set up a new reduction distribution containing one of these DOS codes: “SRB” or “SRS.”

To determine which reduction DOS code should be used, the DOS code attributes of the existing distributions should be examined.

- If the existing distribution’s DOS code has a Calc Routine attribute of 03-A, then SRS should be used.
- If the existing distribution’s DOS code has a Calc Routine of 01-R or 02-F, then SRB should be used for the reduction distribution.

For SRB distributions, the process should calculate a new distribution percentage by multiplying the existing percentage by the reduction percent for the appropriate band level on the appropriate table. The SRB reduction percentages set up by the one-time program should be truncated (rounded down in all cases). In these cases, the program should create an EDB update transaction for the new distribution(s), where the Distribution percentage is the new calculated percentage and the DOS code is “SRB.” With the exception of the DOS code, distribution percentage, and

begin and end dates, as well as the FTE which should contain value of 0.00, the rest of the data in the new distribution should match the original distribution.

When setting up an SRS (Stipend reduction) distribution, the rate should be equal to the original rate times the percentage in the table. The SRS reduction amount set up by the one-time program should be truncated (rounded down in all cases to the nearest penny). With the exception of the DOS code, distribution rate, and begin and end dates, the rest of the data in the new distribution should match the existing distribution.

Distribution begin and end dates should be as follows:

- The begin date of the new distribution should be either the begin date parameter or the begin date of the existing distribution, whichever is later. This logic should use the Biweekly Begin Date parameter if the Appointment Pay Schedule (EDB2016) is BW. Otherwise, it should use the Monthly Begin Date parameter.
- The end date of the new distribution should be either the end date parameter or the end date of the existing distribution, whichever is earlier. This logic should use the Biweekly End Date parameter if the Appointment Pay Schedule (EDB2016) is BW. Otherwise, it should use the Monthly End Date parameter.

For example:

| Begin Date Parameter | End Date Parameter | Begin Date of Existing Distribution | End Date of Existing Distribution | Begin Date of New Distribution | End Date of New Distribution |
|-----------------------------|---------------------------|--|--|---------------------------------------|-------------------------------------|
| 8/1/09 | 6/30/10 | 01/01/09 | 99/99/99 | 8/1/09 | 6/30/10 |
| 8/1/09 | 6/30/10 | 9/15/09 | 99/99/99 | 9/15/09 | 6/30/10 |
| 8/1/09 | 6/30/10 | 01/01/09 | 12/31/09 | 8/1/09 | 12/31/09 |
| 8/1/09 | 6/30/10 | 9/15/09 | 12/31/09 | 9/15/09 | 12/31/09 |

Personnel Action Code ‘43’ – (change in rate - other) should be used on the EDB update transaction.

Note that the one-time program should not end date or otherwise modify the employee’s existing distributions.

3.3.4 Outputs (files or reports)

The one-time process should produce a file of EDB update transactions and a tab-delimited electronic file showing the new distributions that have been created as well as the original distributions that these new distributions were based on. See Attachment F for the file layout.

If there is not enough “room” to create the necessary distributions, the distributions that cannot be added will be rejected and will appear on a tab-delimited file. See Attachment G for this file layout. These overflow situations will need to be handled manually.

It is suggested that the program create standard costing transactions using action code “28” for input into the Costing Consolidation Process.

3.4 Calculate Furlough Accruals, Add to PTO Balance

A special periodic process will be needed to calculate the number of furlough hours accrued under this plan and add these hours to the employees' PTO balance. Earnings statement formats that already display PTO data should display the new furlough activity.

Furlough accrual should be based on time worked on the distributions that received a pay reduction. These earnings should be used in the furlough accrual calculation as long as they meet the appointment-level and distribution-level selection criteria that were used when setting up the salary reduction distributions.

Furlough accrual should be calculated for the employee based on the accrual factor in the appropriate table in the attachments and based on the hours on pay status subject to the cut. Furlough hours should be accrued to six decimal places. The logic for which table and band to use is as follows.

Depending on the appointment being examined, one of the three tables (1, 2a and 2b) should be used to determine the furlough accrual rate. Note that other tables may apply when different populations are included in the future.

To determine whether to go to table 1, 2a (Academic Year Faculty) or 2b (Fiscal Year Faculty), use the following logic:

If the first character of the CTO (at the Appointment level) is 0 or 1 - OR - if CTO is 210, 211, 212, 311, 317, 323, 335, or 341, then use either 2a or 2b per the logic below. Otherwise, use table 1.

Logic for determining table 2a vs. 2b

Define Academic Year or Fiscal Year by checking data elements in this order:

- 1) If Appointment Basis (from the EDB) contains 9 or 10, then it is Academic Year (2a).
- 2) If Appointment Basis contains 11 or 12, then it is Fiscal Year (2b).
- 3) If Academic Appointment Basis from TCS/TCT = 1 or 2, then it is Academic Year(2a).
- 4) If Academic Appointment Basis = 3 or 4, then it is Fiscal Year (2b).

Once the appropriate table is chosen, the employee's MCB-Next Year (EDB0290) should be used to place an employee in a particular band on that table.

For SMG members (Title Codes 0001-0199), the furlough accrual factor is to be .038462, the factor that corresponds to 10 days/ year, since it has been decided that they will only accrue a maximum of 10 days of furlough.

Furlough accrual should be added to the employee's PAID TIME OFF HOURS BALANCE-CURRENT (EDB5187). Transactions should be created that add to this bucket and then those transactions should be processed to update the EDB.

This special furlough accrual process should output a file of "LA" (Leave Balance Adjustment) transactions that will be run through the compute process, thereby adjusting the employee's PTO balance. This file could also be used as input for local timekeeping systems. A tab-delimited file with column headings using the data listed in Attachment H excluding text in parenthesis will also be needed. See Attachment H for the layout.

4.0 EDB Maintenance

MCB calculations should be modified in both the file maintenance and the Benefit Premium Audit processes so that MCB values are calculated for all employees, regardless of their Assigned BELI. In addition, these processes should ignore the SRB and SRS DOS codes. (These DOS codes should **not** be taken into consideration when the MCB values are calculated.)

If the SRB and SRS DOS Code distributions need to be modified after the one-time process is run, this is an operational issue and will be the responsibility of the locations. For example, after the one-time has been run and a new SRB distribution has been set up, the original REG distribution that was used as a model may be modified or ended. In addition, a new REG distribution may be set up for an employee during the fiscal year, after the one-time has been run and it would not have a corresponding SRB distribution.

4.1 File Maintenance

The derivation of MCB in file maintenance must be changed so that it does not look at BELI; MCB must be calculated regardless of Assigned BELI. Distributions with SRB and SRS DOS codes should not be included in the MCB calculation.

4.2 Benefit Premium Audit

The Benefit Premium Audit process must be updated so that MCB values are calculated for all employees, regardless of their Assigned BELI. Distributions with SRB and SRS DOS codes should not be included in the MCB calculation.

5.0 Compute Process Changes

There is an impact to the ERS derived percent.

The reduction DOS codes have an impact on the Gross Pay Derivation.

In addition, the new furlough-related DOS codes will impact the Pay edit, Net Pay Remittance, ORCA, and on-line rush checks.

5.1 ERS

For earnings associated with the reduction DOS codes SRB and SRS, the derived percent should be 0, since there is no effort associated with these distributions. This change should be made in the compute process, where the derived percent is generated.

5.2 Pay Edit

The pay edit process will need to be modified to take into account the new furlough-related DOS codes FUT and FUA.

5.3 Gross Pay Derivation

The new reduction DOS codes SRB and SRS should be excluded from the overtime premium calculation.

5.4 Net Pay Remittance

5.4.1 Furlough-related DOS Codes

The net pay remittance process that produces checks and direct deposit advices will need to be modified to take into account the new furlough-related DOS codes FUT and FUA.

5.4.2 Label on Earnings Statements

Labels in the Leave Hour Balances section of formats 3 and 4 of the earnings statements should be changed to reflect “FURLOUGH/PTO” instead of “PAID TIME-OFF” OR “PAID TIME OFF.”

5.5 Online Compute Processing

The ORCA and on-line rush check processes will be impacted.

5.5.1 ORCA

The ORCA process will need to be modified to take into account the new furlough-related DOS codes FUT and FUA.

5.5.2 On-line Rush Checks

The rush check process will need to be modified to take into account the new furlough-related DOS codes FUT and FUA.

6.0 Distribution of Expense

The Distribution of Expense process will need to be modified to take into account the new furlough related DOS codes FUT and FUA.

7.0 Interface Files

Possible impact to union files. No impact to government interface files or carrier interfaces.

7.1 Corporate Interface Files

Note: Regarding the UCRS interface, the Budget Initiative Flag “SR,” set up for the Executive Salary Program (SR82628) will be used for these transactions.

7.2 Union Files

Impact to union dues, files, etc. will be addressed at a later date.

8.0 Other Processes

Web Merit impacts will be addressed at a later date.

9.0 Reporting and Notification

The Leave Reporting process will need to be modified to take into account the new furlough-related DOS codes.

Attachment B – 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)
- 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 C – Banding Table 1: All Employees Except Faculty

| TABLE 1 All Employees Except Faculty | | | | | |
|---|---------|---------------------|---------------------|---------------|---|
| Salary Band | MCB- NY | Annual Compensation | Hourly Accrual Rate | Furlough Days | Total Equivalent Salary Reduction (Approximate) |
| 1 | <=40 | <= \$40,000 | 0.042308 | 11 | 4% |
| 2 | 41-46 | \$40,001- \$46,000 | 0.050000 | 13 | 5% |
| 3 | 47-60 | \$46,001-\$60,000 | 0.061538 | 16 | 6% |
| 4 | 61-90 | \$60,001-\$90,000 | 0.069231 | 18 | 7% |
| 5 | 91-180 | \$90,001-\$180,000 | 0.080769 | 21 | 8% |
| 6 | 181-240 | \$180,001-\$240,000 | 0.092308 | 24 | 9% |
| 7 | >240 | >\$240,000 | 0.100000 | 26 | 10% |

All Senior Management Group (SMG) members will be provided only 10 furlough days regardless of their respective salary reduction level. Thus, the accrual rate of .038462 will be used for this group.

Attachment D – Banding Table 2A: Academic Year Faculty

| TABLE 2(A) | | | | | |
|------------------------------|---------------|----------------------------|----------------------------|----------------------|--|
| Academic Year Faculty | | | | | |
| Salary Band | MCB-NY | Annual Compensation | Hourly Accrual Rate | Furlough Days | Total Equivalent Salary Reduction (Approximate) |
| 1 | <=40 | <=\$40,000 | 0.026923 | 7 | 4% |
| 2 | 41-46 | \$40,001- \$46,000 | 0.034615 | 9 | 5% |
| 3 | 47-60 | \$46,001-\$60,000 | 0.038462 | 10 | 6% |
| 4 | 61-90 | \$60,001-\$90,000 | 0.046154 | 12 | 7% |
| 5 | 91-180 | \$90,001-\$180,000 | 0.053846 | 14 | 8% |
| 6 | 181-240 | \$180,001-\$240,000 | 0.057692 | 15 | 9% |
| 7 | >240 | >\$240,000 | 0.065385 | 17 | 10% |

Attachment E – Banding Table 2B: Fiscal Year Faculty

| TABLE 2(B) | | | | | |
|----------------------------|---------------|----------------------------|----------------------------|----------------------|--|
| Fiscal Year Faculty | | | | | |
| Salary Band | MCB-NY | Annual Compensation | Hourly Accrual Rate | Furlough Days | Total Equivalent Salary Reduction (Approximate) |
| 1 | <=40 | < =\$40,000 | 0.038462 | 10 | 4% |
| 2 | 41-46 | \$40,001- \$46,000 | 0.046154 | 12 | 5% |
| 3 | 47-60 | \$46,001-\$60,000 | 0.053846 | 14 | 6% |
| 4 | 61-90 | \$60,001-\$90,000 | 0.061538 | 16 | 7% |
| 5 | 91-180 | \$90,001-\$180,000 | 0.073077 | 19 | 8% |
| 6 | 181-240 | \$180,001-\$240,000 | 0.084615 | 22 | 9% |
| 7 | >240 | >\$240,000 | 0.092308 | 24 | 10% |

Attachment F –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)

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

Attachment G – 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)

Attachment H – Layout of File from Leave Accrual Process

- Location
- Pay Cycle End Date (PAR)
- Pay Cycle (PAR)
- Pay Type (Current Activity, Rush Check, Overpayment, etc.)
- Employee ID (PAR)
- Employee Name (PAR)
- Home Dept (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
- Reduction Percent
- furlough hours factor (based on MCB, Title Unit Code, Appt Rep)
- subject hours (SRB hours / Reduction Percent)
- furlough hours accrued (calculated)
- Primary Pay Schedule (EDB)