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SR82760 Requirements
Include Employees with C and U Representation Codes on PX Unit Files

Objective:

Ensure PX Unit files contain all members of the bargaining unit.

Project Type:

Modification to existing process.

Requested by:

Myria Butler, UCOP Labor Relations:

Analyst:

Business analyst: Ken Smith, HR&B ISS

Requirements analyst:

Urgency:

Not urgent.

Target Processing Deadline:

Requested to be implemented as soon as possible.

Current Process:

Weekly & Monthly Union Roster Files

PPS program PPP770 creates union roster files at the campuses on a weekly basis. These files are transmitted to UCOP where the Payroll Interface Process (PIN) merges and splits the data by bargaining unit. Files are generated by this process and are directed to drop boxes for pick up by the unions. Currently, roster files are produced that include system wide units represented by UPTE, CNA, AFSCME, CUE, AFT and UAW, as well as local units represented by other unions.

Only employees with Appointment Representation Code (EDB 2031) 'C' and Appointment Without Salary Indicator (EDB 2028) 'N' are included on the file.

Appointment Representation Code is a derived element and is set to 'U' for appointments having Appointment Without Salary Indicator (EDB 2028) equal to 'Y'. Consequently, employees in certain Postdoctoral Scholar titles who are without salary are not included on the union files.

The roster reports "transfer out" when an employee moves from covered to uncovered or moves to a different bargaining unit.

Monthly union deduction reporting

PPS program PPP495 is run monthly at the campuses and creates a file of union dues, agency fee and charity deductions. This data is transmitted to UCOP and is merged and split into files by bargaining unit, and then directed to the appropriate union drop boxes. Currently, files produced by this process include system wide units represented by UPTE, CNA, AFSCME, CUE, AFT and UAW, as well as local units represented by other unions.

Proposed Processes:

Weekly & Monthly Union Roster Files

PPP770 should be modified only for bargaining unit 'PX' to include Appointment Representation Codes of both 'C' and 'U' regardless of the value of Appointment Without Salary Indicator. Supervisors (Appointment Representation Code of 'S' or Employee Relations Code EDB 0160 of 'C','D') and Managers (Employee Relations Code of 'A','B') should be excluded.

For bargaining unit 'PX' only, a change from covered to uncovered within unit PX should not be reported as a "transfer out" unless either Appointment Representation Code has become 'S' or Employee Relations Code has become 'A', 'B', 'C', 'D'.

For bargaining unit 'PX' only, when a transfer out does occur, appointments with bargaining unit 'PX' and Appointment Representation Code 'U' should not be listed as non-unit appointments.

Deduction Files

It is assumed that no additional changes will be required to the Deduction File process.