PPS REQUIREMENTS - ADDITIONAL HEALTH SCIENCES SALARY SCALES

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FINAL

Information Management
Office of the President
University of California
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Background

In November, 1993, The Regents approved seven additional salary scales for certain Health Sciences faculty: scale 2 and scales 4 through 9. These new salary scales are in addition to scales 1 (B scale) and 3 (A scale) implemented in July, 1991. Like the 'A' and 'B' scales, the purpose of these scales is to provide additional covered compensation for purposes of retirement to eligible health sciences faculty. By considering more of the eligible employee's negotiated earnings as covered compensation, the employee's highest average plan compensation (HAPC) will be increased. Additionally, more employee contributions will be directed to the defined contribution plan for the employee since that deduction is calculated as a percentage of covered compensation.

It is expected that campuses will define "academic programmatic units", approve a salary scale for each unit, determine a fund source to be used to fund the liability, and identify which faculty members are in each of these units.

A decision was made that the prospective cost of covering additional compensation deriving from new scales 4 through 9 will be funded by each campus from specified fund sources. To accomplish the separate funding mechanism, an escrow account will be established by the Office of the President, Corporate Accounting unit, to hold monies assessed to campuses to fund the liability incurred for the increases in HAPC based on the new scales. Note that no charge to the campus will be assessed for additional covered compensation resulting from moving from scale 1 (B scale) to scale 2 or scale 3; only the difference between scale 3 and any higher scale is subject to the assessment.

To support these decisions, certain operational actions must be taken and system changes developed.

1. Campuses must modify appointment and/or distribution data for each eligible employee such that the employee receives the appropriate gross pay and UCRP covered compensation.
   The difference between scale 3 and the employee's new approved scale of 4, 5, 6, 7, 8, or 9 will need to be recorded separately on the EDB from other covered compensation, so this will typically involve adding at least one additional distribution line to the employee's appointment/distribution data.

2. Campuses must develop academic programmatic units, decide on the appropriate salary scale and fund source for each unit, and assign eligible health sciences employees to the appropriate unit.

3. The covered compensation information based on scales 4 through 9 must be passed to the University of California Retirement System (UCRS) so that those additional amounts can be used in the calculation of the employees' HAPC.

4. Ad hoc and/or defined reporting abilities must be available for campuses to identify employees who are on the new scales, and to estimate costs associated with the new scales.

5. A mechanism must be developed to make available to the UCOP Corporate Accounting Unit the total amount of earnings which represents the difference between scale 3 and new scales 4, 5, 6, 7, 8, and 9 for each campus.

6. A mechanism must be available to assess each campus for the appropriate escrow account contribution on a periodic basis.

7. A mechanism must be available for the campus to remit the assessed amount to Office of the President (it is expected that the existing financial control process will be used).
The first three items have implications for the Payroll/Personnel System (PPS) and are addressed in these requirements. The fourth item has PPS implications in the sense that whatever is implemented in PPS should facilitate local reporting efforts, if possible; however, no PPS reports are being requested at this time. The last three items do not affect PPS and will not be addressed in these requirements.
PPS Modifications

Overview

The following three items associated with the implementation of new salary scales for certain health sciences faculty involve PPS modifications:

1. Modification of distribution data such that earnings associated with the difference between scale 3 and new scales 4 through 9 can be identified as covered compensation but separately identified from other covered compensation.

2. Identification of the scale on which an individual health sciences employee is being paid and the fund source which is to be charged for the liability for the increased HAPC.

3. Identification of the earnings which represent the difference between scale 3 and new scales 4 through 9 on the UCRS Interface file.

Item 1 has been partially addressed by PPS modifications to the Description of Service (DOS) Table made in release 886, dated 3/31/94. With this release, a MedComp Indicator was added to the DOS Table. This indicator is to be used to identify certain DOS codes which should be used to represent the portion of earnings which is the difference between scale 3 and the scale on which the eligible employee is currently being paid.

Note that campuses will need to modify the employees' distributions to appropriately transfer salary from the DOS code used for uncovered negotiated salary to the new DOS code(s) identified by the MedComp Indicator of 'Y'.

Item 2 involves the need expressed by campuses to be able to associate an academic programmatic unit with the salary scale in effect for the current year for the unit, and with the fund source for that unit, and to identify the unit to which the employee is assigned. These requirements will specify that a mechanism be developed to allow specification of a table of "academic programmatic units" with associated salary scale and full accounting unit or other accounting information. The ability to record the academic programmatic unit code value for the employee on the individual employee record will also be specified.

Item 3 involves the need to identify to UCRS those earnings which represent the difference between scale 3 and scales 4 through 9. While simply coding the associated DOS code as covered compensation will cause the earnings to be counted toward increased HAPC, UCRS has the need to pass a file of these earnings to the UCOP Corporate Accounting unit for purposes of totalling and billing the campus for the increased liability. Therefore these requirements will specify that the DOS MedComp Indicator and the academic programmatic unit assigned to the employee be added to the UCRS Interface file.

Academic Programmatic Unit Table

A mechanism to create and maintain a file of Academic Programmatic Unit Codes with an associated salary scale and associated accounting information is needed. This file or table would contain the following data:

• The Academic Programmatic Unit Code (APUC)

This field will represent the campus-assigned code representing a single academic programmatic unit.
This field should allow for six alphanumeric characters. This field in combination with the effective date is the key to the table and is a required field. No other edits are required on this field.

- The effective date of the APU entry

This field will carry the date on which the associated salary scale and accounting data becomes effective. For example, APU111 may be approved for scale 4 during the 94-95 fiscal year, and for scale 5 during the 95-96 fiscal year. The table could carry two entries for APU111, one with an effective date of 7/1/94, and a second with an effective date of 7/1/95.

This field in combination with the APUC is the key to the table and is a required field. This field should allow for a date to be entered in the MMDDYY format and carried on the file in the standard date format. No edits other than standard date edits are required on this field.

- The salary scale associated with the APUC

This field will carry the salary scale in effect for the academic programmatic unit. Note that campuses may represent this scale differently, that is, some campuses may use '4' through '9'; some may use 'A' through 'T'; some may use '1.4' through '1.9'.

This field should allow for four alphanumeric characters. This field is required. No edits are required on this field.

- Accounting information

This field will contain the accounting information the campus has designated for funding the assessed liability for the APU. It is expected that campuses would carry the full accounting unit in this field.

This field should be 23 alphanumeric characters. This field is optional. No edits are required on this field.

- Academic Programmatic Unit Name/Description

This field will carry a name or description of the academic programmatic unit.

This field should contain 30 characters. This field is optional. No edits are required on this field.
The following table illustrates sample APU data.

<table>
<thead>
<tr>
<th>Academic Programmatic Unit Code</th>
<th>Effective Date</th>
<th>Scale</th>
<th>Accounting Information</th>
<th>Name/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APU111</td>
<td>07/01/94</td>
<td>4</td>
<td>3-404901-1111-60105-222222-2</td>
<td>Interv.radiologist-dept 806101</td>
</tr>
<tr>
<td>APU111</td>
<td>07/01/95</td>
<td>5</td>
<td>3-404901-1111-60105-222222-2</td>
<td>Interv.radiologist-dept 806101</td>
</tr>
<tr>
<td>APU222</td>
<td>07/01/94</td>
<td>4</td>
<td>3-404900-1111-60103-222222-2</td>
<td>radiologists-dept 608743</td>
</tr>
<tr>
<td>APU333</td>
<td>07/01/94</td>
<td>4</td>
<td>3-404918-60103-2</td>
<td>radiologists-dept 608743</td>
</tr>
<tr>
<td>APU333</td>
<td>07/01/95</td>
<td>5</td>
<td>3-404918-60103-2</td>
<td>radiologists-dept 608743</td>
</tr>
<tr>
<td>APU333</td>
<td>07/01/96</td>
<td>6</td>
<td>3-404918-60103</td>
<td>radiologists-dept 608743</td>
</tr>
<tr>
<td>APU444</td>
<td>07/01/94</td>
<td>4</td>
<td>3-404918-60103</td>
<td>orthoped.surgeons-dept 806020</td>
</tr>
<tr>
<td>APU555</td>
<td>07/01/94</td>
<td>4</td>
<td>3-404918-60103</td>
<td></td>
</tr>
<tr>
<td>APU999</td>
<td>07/01/94</td>
<td>4</td>
<td>3-404918-60103</td>
<td></td>
</tr>
</tbody>
</table>

The ability to change the salary scale, description, and/or accounting information for an existing Academic Programmatic Unit Code should be provided, as well as the ability to add and delete Academic Programmatic Unit Code entries.

Transactions should be rejected and an appropriate message issued if any of the following errors are detected:

1. One or more required fields are missing.
2. An attempt is made to add an APU Table entry when there is already an entry with the same APUC and effective date.
3. An attempt is made to delete or change an APUC entry which does not exist.

The ability to print the Academic Programmatic Unit table is required.

The accounting information field should be formatted as l-aaaaaa-cccc-ffff-fppppp-s on the printed report where:

- l = location code
- aaaaaa = account number
- cccc = cost center code
- fffff = fund number
- fppppp = project: code
- s = subaccount

A sample report layout is Attachment A.

**EDB Maintenance Changes**

A new data element, the Academic Programmatic Unit Code (APUC), needs to be established on the Employee Data Base (EDB) at the employee level. This data element should be six alphanumeric characters. A draft data dictionary definition is Attachment B.
In the On-line EDB Entry/Update environment, this field should be enterable on the EPER screen. Appropriate field-level Help should be provided for this data element.

This data element should be displayed on the IG2N screen in the On-line EDB Inquiry subsystem.

Suggested screen modifications are included in Attachment C.

An edit should be performed to determine if the entered APUC value exists on the APU table. If it does not, the following message should be issued in the edit process (USER08): "No Matching APU Code on the APU Table". The message should have a severity of WARNING in both batch and on-line, and the update should be allowed. The APUC should be supplied for turnaround on the PPP1001 report in batch and the ECON screen in on-line. No message should be issued in the update process (USER12).

Note that campuses may decide not to use the APU Table, but will still establish APU codes on the employee record. These campuses may downgrade the severity of the message to 'suppress print' to avoid generating this message. Other campuses may wish to strictly enforce a match between its APU table and the employee record; these campuses may wish to increase the severity of the message.

Post Authorization Notification (PAN)

Requirements to specify necessary changes (if any) to notifications will be brought forward under a separate service request.

Documents to Employees

Requirements to specify necessary changes (if any) to documents will be brought forward under a separate service request.

PAR File Changes

The Academic Programmatic Unit Code data element should be added to the PAR file at the employee level. The APUC should be retrieved from the employee's current EDB record data at the time the PAR is created. There is no requirement to enter this data element on any compute transaction. Requirements to include this data element on the various PAR reports and on-line screens will be brought forward in a separate service request.

UCRS Interface

The UCRS Interface file should be modified to include two new fields.

1. The Academic Programming Unit Code should be added to the employee portion of the UCRS Interface file. It is a six character alphanumeric field. It should be retrieved from the PAR record associated with the latest pay cycle end date. That is, if there are multiple PAR entries on the month end PAR file for the same employee, and if there are differences in the APU value on those entries, only one APU can be selected for the UCRS interface file record, and it should be selected from the most recent compute.

For example, the month end PAR file may include a monthly compute, two biweekly computes, and a special 'XX' compute. The following table illustrates how the APU should be selected based on various combinations.
Note that it is requested that the APUC be added to the employee portion of the UCRS interface file using existing FILLER space, if possible. If FILLER space is not available, and an expansion of the employee portion of the file is necessary, such a change should be coordinated with the UCRS maintenance programmer.

2. The MedComp Indicator should be added to the earnings (service credit) portion of the UCRS Interface file. It is a one character alphanumeric field.

For each earnings record written to the UCRS interface file, the MedComp Indicator for the corresponding DOS code should be retrieved from the DOS Table. A value of ‘Y’ should be passed as ‘Y’; any other value should be passed as ‘N’. Currently, the only valid values for this element on the DOS table are ‘Y’ and ‘blank’.

Note that the Medcomp Indicator value should be added to existing filler space on the earnings portion of the UCRS interface file record. UCRS maintenance has emphasized that this portion should not be expanded at this time.

**History**

There is no requirement to add the APUC code to the History Data Base (HDB). The PAR file will serve as the historical reference for this data element.
<table>
<thead>
<tr>
<th>ACADEMIC PROGRAMMATIC UNIT CODE</th>
<th>NAME/DESCRIPTION</th>
<th>APU EFF DATE</th>
<th>APU SCALE</th>
<th>ACCOUNTING INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXX</td>
<td>XXXXX</td>
<td>xx/xx/xx</td>
<td>xxx</td>
<td>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</td>
</tr>
<tr>
<td>XXXXX</td>
<td>XXXXX</td>
<td>xx/xx/xx</td>
<td>xxx</td>
<td>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</td>
</tr>
<tr>
<td>APU001</td>
<td>PROFESSORS IN DEPARTMENT 45666</td>
<td>07/01/94</td>
<td>1.4</td>
<td>3-404901-4444-60105-RRRRRR-1</td>
</tr>
<tr>
<td>APU001</td>
<td>PROFESSORS IN DEPARTMENT 45666</td>
<td>07/01/95</td>
<td>1.5</td>
<td>3-404901-4444-60105-RRRRRR-3</td>
</tr>
<tr>
<td>APU002</td>
<td>ASST PROFS IN DEPARTMENT 45666</td>
<td>07/01/94</td>
<td>1.4</td>
<td>3-404918-5555-60103-BBBBBBBB-4</td>
</tr>
</tbody>
</table>
System Number: EDB

User Access Name:

Programming Name:

Revision Date:

Edit Requirement:

Comments:

Source(s): EDB Maintenance
Use(s):
Location(s):

Name: Academic Programmatic Unit Code

Type: Alphanumeric

Length: 6

Format:

General Description:

The unit to which a health sciences faculty member has been assigned for purposes of determining the approved salary scale.

Code Interpretation:
Attachment C
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