SERVICE REQUEST 12814

Employee Relations Code Changes

DETAILLED DESIGN

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Information Systems & Computing
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Introduction

This Detailed Design addresses plans to change the Payroll/Personnel System (PPS) to fulfill requirements for Service Request 12814.

Service Request 12814, dated September 20, 1995 states that, in order to handle union dues processing correctly under the Higher Education Employee Relations Act (HEERA) regulations, the Payroll/Personnel (PPS) System must have the ability to identify HEERA represented and non-represented employees and allow only HEERA represented employees to participate in the UC payroll union dues deduction process. Employees excluded from HEERA are employees in positions identified as managers and some student academic positions. If an exclusive bargaining agent has been elected to represent a student academic group on a campus, then the represented academic group is considered covered by HEERA. Within the PPS, all employees are assigned an Employee Relations Code (EDB 0160) value which indicates HEERA status. Managers are currently identified by the values 'A' or 'B'.

The following is a list of the specific changes required and an explanation of how each will be accomplished.

1. Because HEERA representation of student academic title varies by campus, a method of identifying whether the HEERA regulations apply to a campus is required. This will be done by adding a new System Parameter, 73, which campuses may set to a value of 1 to indicate that HEERA regulations apply to student academic titles.

2. Two new Employee Relation Code values are requested to identify student employees for purposes of HEERA:

   H - Stu Aca-Cov by HEERA
   I - Stu Aca-NO HEERA

   This will be done by adding those values to the Data Element Table entry for the Employee Relations Code. The values and their descriptions will also be added to the Code Translation Table (CTT) and to the On-line Data Dictionary Definitions. In addition, any Payroll Computation modules currently allowing values 'A' through 'G' will be modified to allow values 'A' through 'I'.

3. A one-time process is required to correctly establish new Employee Relation Code values on Employee Data Base (EDB) records for students. In campuses where student titles are recognized by HEERA (e.g. Berkeley), employees with active and future appointments having exclusively represented student titles, i.e. with a Title Unit Code beginning with 'Z', will be assigned an Employee Relations Code of 'H', all employees with only student titles (i.e. titles where the CTO = 4xx) will be assigned an Employee Relations Code of 'I'. In campuses where student titles are not recognized by HEERA, employees with either all student titles or at least one 'Z' title will be assigned an Employee Relations Code of 'I'. The Employee Representation Code (EDB 0295) will be changed if necessary as follows:

   Employee Relations Code 'H' = Employee Representation Code 'C'
   Employee Relations Code 'I' = Employee Representation Code 'U'
This will be accomplished by creating a new One-time program to update the EDB as required and produce an EDB Change File which can be used to update the History Data Base. The one-time program must be run after all file maintenance and payroll computations for the month have been completed and before monthly maintenance for the new month takes place. Monthly maintenance for the new month should be run immediately after, before any changes to the EDB take place.

4. The EDB File Maintenance Process must be modified as follows.
   a. The process which derives the Employee Representation Code (EDB 0295) must be modified to recognize the new Employee Relations Code values.
      Employee Relations Code 'H' = Employee Representation Code 'C'
      Employee Relations Code 'I' = Employee Representation Code 'U'
   b. The dues deduction enrollment process must be modified to block all enrollment in dues deductions if the Employee Relation Code value is 'A', 'B', 'G', or 'I' and the Employee Unit Code (EDB 0255) is not '98'.
   c. The Employee Relation Code value must be edited to issued warning messages when it is coded improperly. If a value of 'H' is entered, at least one active or future appointment must have a TUC value with 'Z' as the first character and the campus must be a HEERA campus. Otherwise, a warning message will be issued. If a value of I is assigned, all active and future appointments must have a Title Code (2006) whose value on the Title Code Table has a CTO with 4 as the first digit. Otherwise a warning message will be issued.

Changes to EDB file maintenance will be accomplished by modifying existing modules PPCB01 and PPEI505, adding a new edit module, PPEC139, and adding an edit trigger to the Data Element Table for the Employee Relation Code.

5. The EDB Monthly Maintenance Process must be changed to de-enroll from all dues deductions all employees who have an Employee Relation Code of 'A', 'B', 'G' or 'I' if the employee does not have an Employee Unit Code value of '98'. Any de-enrollments will be recorded on the BUTFILE which is used as input to reporting program PPP765. This will be done by adding the new de-enrollment process to module PPEI505.
Differences from Requirements Definition

Analysis of the functional and technical impact of the original service request has resulted in the following changes and clarifications to the requirements.

1. Clarification: All references to appointments assume that the appointment is active during the current processing month and year or a future appointment. For example, the first paragraph of page 4 should read "...he/she should have at least one active or future appointment title code".

2. Change: Page 3, first bullet, change to "An Employee Relation Code value of 'H' should cause derivation of an Employee Representation Code value of 'C', if the System Parameter indicating the Campus has student employees exclusively represented by HEERA, otherwise 'U' will be assigned."

3. Change: Page 3, under the Dues Enrollment edits, the error message in batch for 12 should be TRANSACTION REJECT rather than FATAL.

4. Clarification: Page 3, under the Dues Enrollment edits, is the employee is found ineligible for enrollment in union dues, the decision whether to block enrollment or de-enroll from a deduction will be determined by the value of the Collective Bargaining Behavior Code (CBBC) for that GTN number. This is the way changes in enrollment are currently handled. The behavior required by this S.R. indicates that all union dues deductions must have a CBBC value of '2'.

5. Clarification: Page 4, Dues Deduction De-Enrollment Processing Modifications. De-enrollment from dues deductions takes place during the monthly EDB periodic maintenance process by execution of program PPP130. PPP130 produces a record of deductions which have been zeroed out, thus causing de-enrollment, and stores them in the BUTFILE. Program PPP765 uses the BUTFILE as input to report on these deductions. Therefore, there is no need to change program PPP765. Rather, the monthly periodic maintenance process must be changed.

6. Change: Page 4, Dues Deduction De-Enrollment Processing Modifications. De-enrollment will not take place for employees with an Employee Unit Code value of '98'.


Bind

PPOT1050
This new Bind statement will be written to bind the plan for program PPOT1050.
Programs

PPCB01
This program will be modified to recognize the new Employee Relation Code values when deriving the Employee Representation Code (EDB 0295). An Employee Relation Code Value of 'H' will cause derivation of an Employee Representation Code value of 'C', if System Parameter 73 has a value of 1, otherwise it will be derived to a value of 'U'. An Employee Relation Code Value of 'I' will cause derivation of an Employee Representation Code value of 'U'.

PPEC139
This new program will be triggered when there are changes to the Employee Relations Code during EDB File Maintenance.

The following conedits will take place.

1. If the value of the Employee Relation Code is 'H' then the Title Unit Code (EDB 2029) of all active and future appointments will be examined. If none of these has a Title Unit Code value of Zx, where x is a value from 1 to 9, or the System Parameter 73 does not have a value of 1, then the following warning message is issued.

EMPLOYEE RELATION CODE = H, NO HEERA COVERED TITLES(S)

2. If the value of the Employee Relation Code is 'I', then the Title Code (EDB 2006) of all active and future appointments will be examined. If one of these Title Codes does not have a CTO value on the TCI Table with '4' as the first digit, then the following warning message is issued.

EMPLOYEE RELATION CODE = I, NO ACADEMIC STUDENT TITLES(S)

PPEDTFT
This program will be modified to allow values 'A' through 'I' for the Employee Relation Code.

PPEDTLAR
This program will be modified to allow values 'A' through 'I' for the Employee Relation Code.

PPEDTPAY
This program will be modified to allow values 'A' through 'I' for the Employee Relation Code.

PPEDTRST
This program will be modified to allow values 'A' through 'I' for the Employee Relation Code.

PPEDTTEX
This program will be modified to allow values 'A' through 'I' for the Employee Relation Code.
This program will be modified to block enrollment of non-HEERA represented employees in union dues deductions during the file maintenance processes. If the deduction amount is being changed to a non-zero value, and the deduction has a GTN Group value of 'U' on the Gross-to-Net Table indicating union dues, and the employee has an Employee Relation Code value of 'A', 'B', 'G' or 'I', and the employee does not have an Employee Unit Code value of '98', the deduction update will be blocked and the following message issued:

NON-HEERA EMPLOYEE NOT ALLOWED DUES DEDUCTION

The message will be "Employee Reject" on-line, and "Data Override" in batch.

In addition, during monthly periodic maintenance, this program will be modified to de-enroll from GTN Group 'U' deductions all employees with an Employee Relation Code value of 'A', 'B', 'G', or 'I', if the employee does not have an Employee Unit Code value of '98'.

This program will be modified to allow values 'A' through 'I' for the Employee Relation Code when deriving the working Employee Representation Code.

This one time program will change the Employee Relation Code of employees with current appointments having student title codes. Before examining employee records the program will perform the following initialization process:

1. Select the Current Processing Date from the Current System Record. The month and year will be saved in working storage for comparison purposes.

2. Determine the value of System Parameter 73 by calling PPPRMUT2 to read the System Parameter Table. If it has a value of '1', a HEERA campus indicator in working storage will be set to true.

3. Load a table of all title codes having a CTO value with a first digit of '4'. This will be done by calling PPTCTUTL to read all the titles in the TCI Table and storing the applicable ones.

4. The main part of the program will be a sort with both an input and output procedure. The sort will be in Employee Name order within Employee Relation Code order. If during processing there are any DB2 Errors or fatal errors involving any called programs, an error message will be displayed on the Error Report, GT10503, any changes to the EDB will be rolled-back, and the return code will be set to 9.

   a. Input Procedure

   A cursor will be opened which selects the Employee ID, Employee Name, Employee Relation Code, Appointment Title Unit Code (TUC), Appointment Title Code, Appointment End Date for all employees in Employee ID order where the Appointment End Date month and year is after the SCR Current Date month and year. For each record fetched from the cursor, if the first character of the TUC is 'Z', if the HEERA campus indicator is set to true, then the Employee Relation Code is set to 'H', otherwise it will be set to 'I'. The program will then continue to fetch records until a new Employee-ID appears. If all appointment Title Codes for the employee are on the CTO table and no appointment TUC has a first character of 'Z', the
Employee Relation Code is set to 'I'. In all other cases, the Employee Relation Code remains unchanged. If the Employee Relation Code is changed, the Employee Representation Code (EDB 0295) will be changed if necessary as follows:

- Employee Relations Code 'H' = Employee Representation Code 'C'
- Employee Relations Code 'I' = Employee Representation Code 'U'

An Employee Change Record is written if the value of the Employee Relation Code changes. An Employee Change Record is written if the value of the Employee Representation Code changes. For each employee who has an Employee Relation Code change, a sort record will be released with the Employee Name, Employee ID, and new Employee Relation Code.

b. Output Procedure

The data of each sort record which is returned will be displayed on a One-Time report, OT10501, entitled "One-Time Employee Relation Code Re-Derivation". Each sort record will be counted.

5. After the sort has completed, the total number of employees who have had their Employee Relation Code value changed will be listed in the Control Report, OT1 0502.

PPP360
This program will be modified to allow values 'A' through 'I' for the Employee Relation Code.

USER08
This program will be modified to include the GTN Group value in the collective bargaining sensitive GTN table array. The table will contain information on all GTN numbers which either have a Collective Bargaining Eligibility Indicator (CBELI) value of '1' or a GTN Group value of 'U', indicating that it is a union dues deduction.

USER12
This program will be modified to include the GTN Group value in the collective bargaining sensitive GTN table array. The table will contain information on all GTN numbers which either have a Collective Bargaining Eligibility Indicator (CBELI) value of '1' or a GTN Group value of 'U', indicating that it is a union dues deduction.
Control Table Updates

Code Translation Table
Two new values will be added to the Employee Relation Code (DE 0160).

\[ H = \text{Stu Aca-Cov by HEERA} \]
\[ I = \text{Stu Aca-NO HEERA} \]

Data Element Table
Two new valid values, H and I, will be added to the Employee Relation Code (EDB 0160).
The following maintenance triggers will be added.

<table>
<thead>
<tr>
<th>DATA ELEMENT</th>
<th>TRIGGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>0160</td>
<td>139</td>
</tr>
</tbody>
</table>

Routine Definition Table
The following new routine will be added to this table.

<table>
<thead>
<tr>
<th>ROUTINE</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>139</td>
<td>Employee Relation Code edits PPEC139</td>
</tr>
</tbody>
</table>

Processing Group Table
Routine 139 will be added to the processing group table as follows.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>PROCESSING GROUP</th>
<th>TYPE</th>
<th>ROUTINE(S)</th>
<th>TRIGGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>008</td>
<td>C</td>
<td>139</td>
<td>Conedit</td>
</tr>
<tr>
<td>12</td>
<td>007</td>
<td>C</td>
<td>139</td>
<td>Conedit</td>
</tr>
</tbody>
</table>

System Messages Table
Appropriate error messages will be added for issuance by programs PPEC139 and PFE1505.

System Parameter Table
The following new systems parameter will be added.

<table>
<thead>
<tr>
<th>73</th>
<th>HEERA Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The value indicates whether the HEERA regulations apply to student academic title at a campus. A value of 1 indicates that the HEERA regulations apply; a value of zero indicates that they do not.</td>
</tr>
</tbody>
</table>