Detailed Design
RELEASE 1151

TX Extract/Lump Sum Payments
Phase I
Service Request 13224

November 6, 1997
Revised: November 14, 1997

Information Systems & Computing
Office of the President
University of California
Introduction

Service Request 13224 asks that the Payroll/Personnel System (PPS) be modified to support the lump sum payments to exclusively represented (Covered) TX members of UPTE (University Professional and Technical Employees). The resulting agreement between the University and UPTE was ratified by the UPTE membership on August 25, 1997, and signed by the University on September 10, 1997.

Under the terms of the agreement, there are three range adjustments, four merit increases, and four lump sum payments. The range adjustments are for effective dates July 1, 1996, October 1, 1996, and October 1, 1997. The four merit increases are for effective dates July 1, 1996, October 1, 1996, January 1, 1997, and October 1, 1997.

Each selected eligible covered TX employee is assigned a merit eligibility group of ‘A’, ‘B’, ‘C’, or ‘D’ (Refer to the Detail Design document for definition of each Merit Eligibility Group). Thus, each selected employee’s specific Merit Eligibility Group assists in determining which lump sum payments the employee is eligible to receive.

As part of the resulting agreement between the University and UPTE, the University is to provide a total of four lump sum payments. The first lump sum payment, equal to 1.6% of the eligible employee’s base annual appointment salary (prior to any salary base-building adjustments), must be calculated for all covered TX employees in Merit Eligibility Groups ‘A’, ‘B’, ‘C’, and ‘D’. The second lump sum payment, equal to 1.9% of the eligible employee’s monthly appointment salary times nine months (prior to any salary base-building adjustments), must be calculated for covered TX employees in the Merit Eligibility Group ‘C’ with Next Salary Review Dates of July, 1995 or October, 1995 only. The third lump sum payment, equal to 1.25% of the eligible employee’s annual appointment salary, must be calculated (after the July 1, 1996 1.5% range adjustment has been applied to the EDB records) for covered TX employees in Merit Eligibility Group ‘A’ only. Lastly, the fourth lump sum payment, equal to three times the eligible employee’s monthly increase attributable to the October 1, 1997 merit increase, must be calculated for covered TX employees in Merit Eligibility Group ‘B’ who received an October 1, 1997 merit increase only. It is asked that several one-time processes be developed to support the various lump sum payments.

The salary base-building adjustments and lump sum payments must be interleaved in order for the proper base salary to be available for calculation of the various lump sum payments.

The first one-time process, as Phase I, will be developed to capture the population of eligible exclusively represented members of UPTE in the TX unit. Selected employees in the population will be eligible for the 1.6% lump sum, 1.9% lump sum, and/or 1.25% lump sum payments.
Final

The second one-time process, as Phase II, will be developed to provide support for the fourth and final lump sum payment for employees in Merit Eligibility Group ‘B’. A lump sum payment equal to three times the monthly increase attributable to the October 1, 1997 merit increase must be calculated. Only those employees who are on the Merit File produced from PPP680 should receive this lump sum.

The third one-time process, as Phase III, will be developed to report on those employees who have received any salary base-building increases. The various Range Adjustments File and/or Merit Files saved by each campus will be used for the reporting.

The second and third one-time processes, Phase II and Phase III, will each be released separately as subsequent releases.

Phase IV will address the handling of related retroactive payments.
Processing Overview

A one-time process will be developed to provide support for the first three lump sum payments equal to 1.6%, 1.9%, and 1.25% of the derived annual and/or monthly appointment salaries. It is assumed that the EDB records will reflect the 3.5% merit increases (effective July 1, 1996) for employees in Merit Eligibility Group ‘C’, and 1.5% range adjustments (effective July 1, 1996) for all other employees in Merit Eligibility Groups ‘A’, ‘B’, and ‘D’. The calculations for the 1.6% and 1.9% lump sums must be calculated prior to any salary base-building adjustments have been applied to the EDB records. Therefore, the one-time process will reduce the selected appointment salaries by dividing the selected appointment salaries by 1.035 (this factors out the 3.5% increase) for employees in the Merit Eligibility Group ‘C’ only. The selected appointment salaries will be reduced by dividing the selected appointment salaries by 1.015 (this factors out the 1.5% increase) for employees in Merit Eligibility Group ‘A’, ‘B’, and ‘D’.

The first one-time process will extract the population of eligible exclusively represented employees in the TX unit. A lump sum payment will be calculated equal to 1.6% of each selected Annual Appointment Salary for all eligible covered TX employees in Merit Eligibility Groups ‘A’, ‘B’, ‘C’, and ‘D’. A lump sum payment equal to 1.9% of each selected Monthly Appointment Salary will be calculated for all eligible employees in Merit Eligibility Group ‘C’ only. A lump sum equal to 1.25% of each selected Annual Appointment Salary will be calculated for all eligible employees in Merit Eligibility Group ‘A’; no adjustment to the Annual Appointment Salary will be necessary to calculate the 1.25% lump sum.

An AP type transaction will be written for each employee’s calculated lump sum. In addition, separate transaction files will be generated for each primary pay schedule, containing AP transactions to be processed in the compute cycles.

A file containing each employee’s Employee ID, Merit Eligibility Group, and Next Salary Review Date will be written for those employees who are eligible to receive the 1.6% lump sum payments.
One-Time Bind

PPOT1151:

A plan bind will be created for one-time program PPOT1151.

The Bind Member List will contain PPCALUTL and PPDOSUT2.

BIND

- PLAN(PPOT1151) -
- MEMBER(PPOT1151,
  - PPCALUTL,
  - PPDOSUT2) -
- ACTION(REPLACE) -
- RETAIN -
- VALIDATE(BIND) -
- ISOLATION(CS) -
- FLAG(I) -
- ACQUIRE(USE) -
- RELEASE(COMMIT) -
- EXPLAIN(YES)
One-Time Program

**PPOT1151**

**Run Specification Record Edit:**

If a Run Specification Record does not exist, an error message will be issued and the job will terminate. If the record exists, the program ID will be edited. If the program ID is invalid, an error message will be issued, and the job will terminate.

A batch header number must be provided for the batch header created for the output pay transaction file. If the field is not numeric, an error message will be issued, and the job will terminate.

An appropriate pay period end date associated with a pay cycle must be provided for use on the lump-sum payment transactions. The MA Pay Period End Date, MO Pay Period End Date, BW Pay Period End Date, and SM Pay Period End Date will be in standard MMDDYY formats. *If a particular Pay End Date associated with a pay cycle is not applicable to a campus, the Pay Period End Date should be left blank on the Run Specification record.* The date(s) entered will be edited to ensure that they are valid date(s). If the date(s) entered are not valid, an error message will be issued and the job will terminate. In addition, the System Calendar Table will be accessed, via PPCALUTL, to obtain the appropriate **Check Date** for each input Pay Period End Date. If a valid Check Date cannot be found on the System Calendar for a particular Pay Period End Date, an error message will be issued and the job will terminate.

A Run Specification form will not be created for this one-time program. See Attachment A for the coding specifications.

The following is a sample layout for the Run Specification record:

```
1  2  3  4
1----5----0----5----0----5----0----5----0
PPOT1151-SPEC001113097  113097
```

Columns 1 through 13 (Program ID)
Columns 14 through 16 (Batch Number)
Columns 17 through 22 (MO Pay Period End Date)
Columns 23 through 28 (BW Pay Period End Date)
Columns 29 through 34 (SM Pay Period End Date)
Columns 35 through 40 (MA Pay Period End Date)
Initialization:

The DB2 Description of Service (DOS) Table will be accessed via the DB2 utility program PPDOSUT2. An internal DOS Table will be returned from PPDOSUT2 containing all DOS entries associated with a Pay Category of ‘N’.

The DOS entries may contain Hours Type not equal to ‘R’. Thus, during processing of each Distribution record, the DOS Code from each Distribution record will be matched against the DOS Codes on the internal DOS Table, and the associated Hours Type will checked for a value of ‘R’.

Input:

1. Employee Database (EDB)

   The following EDB Tables will be accessed:
   
   PPPPER Table – Personnel data
   PPPPAY Table – Social Security Number (EDB 0111)
   PPPPCM Table – Primary Pay Schedule (EDB 0152)
   PPPAPP Table – Appointment data
   PPPDIS Table – Distribution data

Process:

1. Selection Criteria:

   The Current Date used in the selection criteria below refers to today’s date, which is determined by the date the one-time process is run.

   • **Employee Level**

     If each employee satisfies all of the following conditions, the employee is selected.

     Employment Status (EDB 0144) is not equal to ‘S’ (Separated)
     (AND)
     Hire Date (EDB 0113) is equal or prior to 08/25/1997
     (AND)
     Separation Date is equal to Low-ISO-Date (0001-01-01) (OR) greater than the Current Date

   • **Appointment Level**
If an appointment satisfies all of the following appointment level and distribution level conditions, the appointment is selected.

Appointment Title Unit Code (EDB 2029) is equal to ‘TX’
(AND)
Appointment Begin Date (EDB 2002) is equal or prior to 08/25/1997
(AND)
Appointment End Date (EDB 2003) is greater than the Current Date
(AND)
Appointment Type (EDB 2020) is equal to ‘2’, ‘3’, or ‘7’
(AND)
Appointment Representation Code (EDB 2031) is equal to ‘C’ (Covered)
(AND)
(AND)
Appointment Rate Code (EDB 2015) is NOT equal to ‘B’
(AND)
Appointment Without Salary Ind (EDB 2028) is NOT equal to ‘Y’

Distribution Level

At least one Distribution record must satisfy the following criteria:

DOS Code on a distribution record matches a DOS Code on the internal DOS Table
(Satisfies condition that the DOS Code is associated with a Pay Category Code of ‘N’)
(AND)
the Type Hours on the DOS entry is equal to ‘R’

(AND)
Distribution End Date is Greater than the First Day of the Current Date

(AND)
Distribution Begin Date is less or equal to the First Day of the Current Date.

If a Distribution record satisfies the above criteria, the associated appointment will be selected for the lump sum payment.

2. Determine the employee’s Merit Eligibility Group (A, B, C, or D)

• The Merit Eligibility Group for each selected employee is determined as follows:

Merit Eligibility Group A
An employee’s Next Salary Review Date (EDB 0136) is 07/1995 (AND)
Next Salary Review Type (EDB 0135) is ‘2’ (AND)
Appointment Type is ‘2’, or ‘7’ (AND)
Appointment Title Code is NOT equal to ‘6102’, ‘7113’, ‘8330’, 9717’, 9534’, or ‘9535’

**Merit Eligibility Group B**

An employee’s Next Salary Review Date (EDB 0136) is 01/1996 (AND)
Next Salary Review Type (EDB 0135) is ‘2’ (AND)
Appointment Type is ‘2’, or ‘7’ (AND)
Appointment Title Code is NOT equal to ‘6102’, ‘7113’, ‘8330’, 9717’, 9534’, or ‘9535’

**Merit Eligibility Group C**

Appointment Title Code is ‘6102’, ‘7113’, ‘8330’, 9717’, 9534’, or ‘9535’

**Merit Eligibility Group D**

Merit Eligibility Group D will be assigned to those employees not satisfying the criteria in Groups A, B, or C.

- **Group Location File**

  After the determination of the employee’s Merit Eligibility Group, a record containing the Employee ID, Merit Eligibility Group, and Next Salary Review Date will be written to an output file.

2. Process the selected appointments:

- **The Derived Annual Appointment Salary** will be calculated as follows:

  If the Rate Code equals ‘H’ (EDB 2015):

  \[
  \text{Derived Annual Appointment Salary} = \text{Appointment Hourly Rate (EDB 2014)} \times \text{Appointment Percent Fulltime (EDB 2012)} \times 2088.
  \]
Otherwise

**Derived Annual Appointment Salary** = Appointment Pay Rate (EDB 2014) times Appointment Percent Fulltime (EDB 2012).

- Reduce **Annual Appointment Salary**

It is assumed that the Appointment Pay Rate or Appointment Hourly Rate (EDB 2014) already reflects a 3.5% merit increase for Merit Eligibility Group C and a 1.5% range adjustment for all employees in the remaining Merit Eligibility Groups. It will be necessary to reduce the Appointment Pay Rate or Appointment Hourly Rate by these factors. Thus, the lump sum calculations will be made using the Appointment Pay Rate or Appointment Hourly Rate prior to the implementation of the 3.5% merit increases and 1.5% range adjustments.

The calculated Annual Appointment Salary above will be reduced using the following calculation:

If the selected employee is in Merit Eligibility Group ‘C’

\[
\text{Reduced Annual Appointment Salary} = \text{Derived Annual Appointment Salary} \div 1.035
\]

Otherwise

\[
\text{Reduced Annual Appointment Salary} = \text{Derived Annual Appointment Salary} \div 1.015
\]

If the selected employee is in Merit Eligibility Group ‘A’, the Derived Annual Appointment Salary will be assigned to **Not Reduced Derived Annual Appointment Salary**. Thus, the **Not Reduced Derived Annual Appointment Salary** will be used in the calculation of the 1.25% lump sum, and the **Reduced Annual Appointment Salary** will be used in the calculation of the 1.6% lump sum.

3. **1.6% Lump Sum Calculation:**

For each selected appointment, the 1.6% lump sum will be calculated as follows:

\[
1.6\% \text{ Lump Sum} = \text{Reduced Annual Appointment Salary times} \ 1.6, \text{ and the intermediate result is divided by 100.}
\]

An AP pay transaction will be written, and a report record will be written for the SORT Process.
4. **1.9% Lump Sum Calculation:**

In addition to satisfying the selection criteria above for the 1.6% lump sum, the selected employee must satisfy the following conditions:

*Employee is in Merit Eligibility Group ‘C’*  
(AND)  
Next Salary Review Date = ‘07/95’ or ‘10/95’

If the above conditions are satisfied, the following calculation will be made:

The **Derived Monthly Appointment Salary** will be calculated as follows:

\[
\text{Derived Monthly Appointment Salary} = \frac{\text{Reduced Annual Appointment Salary}}{12} 
\]

\[
1.9\% \text{ Lump Sum} = \text{Derived Monthly Appointment Salary} \times 1.9, \text{ and the intermediate result is divided by 100.}
\]

An AP pay transaction will be written, and a report record will be written for the SORT Process.

5. **1.25% lump sum calculation:**

In addition to satisfying the selection criteria above for the 1.6% lump sum, the selected employee must satisfy the following conditions:

*Employee is in Merit Eligibility Group ‘A’*  
(AND)  
Appointment Type = ‘2’

If the above conditions are satisfied, the following calculation will be made:

\[
1.25\% \text{ Lump Sum} = \text{Not Reduced Derived Annual Appointment Salary} \times 1.25, \text{ and the intermediate result is divided by 100.}
\]

An AP pay transaction will be written, and a report record will be written for the SORT Process.

6. **Lump Sum Charged to FAU:**

- If the FAU (Full Accounting Unit) is the same on all of the selected distributions, the AP transaction record will contain the common FAU from the distributions.
• Where the FAUs are different on the employee’s selected distributions, the calculated lump sum must be proportionately charged to each unique FAU for active Regular Type Pay Distributions. AP transaction record will be written for each unique FAU with the appropriate proportioned lump sum payment. The sum of the proportioned lump sum payments should equal to the calculated lump sum.

Output

1. Sorted Report File

The SORT Process will sort the report file in the appropriate sequences for Lump Sum Reporting.

2. TX Lump Sum Payment reports

The one-time process will write the appropriate detail reports containing all employees who received the 1.6%, 1.9%, and/or 1.25% lump sum payments.

It is requested that three copies each of report OT11513, OT11515, and OT11519 be produced. Two copies each of report OT11513, OT11515, and OT11519 must be produced for the Human Resources department, and one copy each of report OT11513, OT11515, and OT11519 must be produced for the Payroll department.

The requested copies can be produced via the One-time JCL.

In addition, two detail reports will be written displaying the data in the Group Location File.

See Attachments B through J for sample reports.

3. AP Transaction File

The AP transaction File will contain AP transaction records of employees who are eligible to receive the lump sum payments.

4. Group Location File

A Group Location File will contain records of all eligible exclusively represented employees in the TX unit receiving the 1.6% lump sum payments. Each record will contain the employee’s Employee ID, Next Salary Review Date, and Merit Eligibility Group.
Attachments

Attachment A  PPOT1151 Run Specification Record
Attachment B  OT11511 Report (Messages/Control Totals Report
Attachment C  OT11512 Report (1.6% Lump Sum Payment) - Departmental Report
Attachment D  OT11513 Report (1.6% Lump Sum Payment) – Central Office report
Attachment E  OT11514 Report (1.9% Lump Sum Payment) - Departmental Report
Attachment F  OT11515 Report (1.9% Lump Sum Payment) – Central Office Report
Attachment G  OT11516 Report (Merit Eligibility Report) –Sequenced by Merit Eligibility Group
Attachment H  OT11517 Report (Merit Eligibility Report) Sequenced by Employee ID
Attachment I  OT11518 Report (1.25% Lump Sum Payment) – Departmental Report
Attachment J  OT11519 Report (1.25% Lump Sum Report) – Central Office Report
Final

One-time Program Run Specification

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Columns 1 through 13 – Program ID
Columns 14 through 16 – Batch Header Number
Columns 17 through 22 – MO Pay Period End Date (MMDDYY)
Columns 23 through 28 – BW Pay Period End Date (MMDDYY)
Columns 29 through 34 – SM Pay Period End Date (MMDDYY)
Columns 35 through 40 – MA Pay Period End Date (MMDDYY)

Note: Leave blank for any Pay Period End Dates not applicable to your campus.

Attachment A
Final

SPEC CARD: PPOT1151-SPEC001043097041997

TOTAL EDB RECORDS READ: 167

EMPLS RECEIVING 1.6% LUMP SUM: 9
EMPLS RECEIVING 1.9% LUMP SUM: 1
EMPLS RECEIVING 1.25% LUMP SUM: 2

TOTAL AP TRANS WRITTEN: 25
TOTAL GROUP LOC RECS WRITTEN: 9

Attachment B
DEPARTMENTAL REPORT

DEPARTMENT: 822501  REPRO GRAPHICS

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Attachment D
### DEPARTMENTAL REPORT

**DEPARTMENT:** 822501   **REPRO GRAPHICS**

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**1.9% of monthly times 9 months lump sum payment**

Attachment E
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Attachment H
DEPARTMENT: 822501  REPRO GRAPHICS

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**Attachment I**
### CENTRAL OFFICE REPORT

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**Attachment J**