Detailed Design
RELEASE 1155

Service Request 13204

Extended Sick Leave/
Workers’ Compensation Refunds

December 1, 1997

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

Service Request 13204 asks that information on gross extended sick leave payments and associated workers’ compensation payments be stored/reported in the Payroll/Personnel System (PPS). This information may then be used to determine net extended sick leave for each injury or illness for each recipient of workers’ compensation payments.

Currently, when an employee is receiving workers’ compensation temporary disability payments, he or she may also be receiving salary payments from the University. In total, both payments cannot exceed 100% of regular salary for the employee while using accrued sick leave, or 80% of regular salary after accrued sick leave is exhausted. Generally, the University processes an offset (-) to the University’s salary cost for the workers’ compensation payment at the same time that it process pay (+) at 100% (while on accrued sick leave) or 80% (while on extended sick leave). Salary paid at 80% when an employee is receiving workers’ compensation payments will be referred to in this document as gross extended sick leave. Gross extended sick leave minus workers’ compensation payments for the same injury or illness, and for the same period of time, will be referred to as net extended sick leave.

Overview

The following modifications will be made to the Payroll/Personnel System (PPS) per Service Request 13204:

A. Two new EDB data elements, Year-to-Date (YTD) Extended Sick Leave Gross (EDB 5548) and YTD Workers’ Compensation Refund (EDB 5549), will be added to the EDB Table PPPPCM.

B. Both of these new elements will be initialized on a calendar year-to-date basis and will be displayed on the EDB inquiry IBAL screen.

C. Data collection for these new elements will be based on payment processing during the Payroll Compute. For the capture of YTD Extended Sick Leave Gross (ESL Gross YTD), the Description of Service (DOS) “ESL” is provided. This DOS should be used for the salary paid at 80%. Note that this DOS specifies Post-Process Routine “10” which will cause ESL Gross YTD to be incremented by the payment amount.
D. For the capture of YTD Workers’ Compensation Refund (WCR YTD), the Description of Service (DOS) “WCR” is provided. This DOS specifies Post-Process Routine “11” which will cause WCR YTD to be incremented by the payment amount. Note that PPS applies Workers’ Compensation Refunds as a reduction to pay (i.e., the employee cashes the Workers’ Compensation check and the Payroll Office receives a copy of the check stub). Therefore, in order to capture WCR activity as a positive amount, the DOS Post-Process Routine “11” multiplies the WCR amount times negative 1 prior to incrementing WCR YTD.

E. A new reporting process (PPP548) will be available for detailed display of employee balances related to Extended Sick Leave and Workers’ Compensation Refunds.

F. In addition to the EDB, the two new elements, ESL Gross YTD and WCR YTD will also be recorded at calendar year-end on the History Database (HDB). These elements will reside on the HDB Table PPPYRL and will be displayed on the HDB inquiry IYRL screen.

**PPS Modifications**

**New EDB Data Elements**

The following new data elements will be added to the PPPPCM table on the EDB:

1. YTD Extended Sick Leave Gross; EDB element 5548.
2. YTD Workers’ Compensation Refund; EDB element 5549.

Refer to the Data Element Table update transactions (UPAY553 facsimile), contained as Attachment 1 for element attributes. Note that the DET Maintenance Balance Type has been set to “Y” (year) so that these two elements will be reset to zero on calendar year begin.

**DDL Member Changes**

- The following EDB DDL member will be created to ALTER table PPPPCM for the inclusion of columns ESL_GROSS_YTD and WCR_YTD:

  TBPCM11A

- The following EDB DDL members will be modified to include the ESL_GROSS_YTD and WCR_YTD columns:
Copymember Changes

- The following copymembers will be modified to rename the appropriate “FILLER” slots in the Hours/Dollars Array with the new EDB elements, ESL Gross YTD and WCR YTD:
  
  CPLNKGRS  
  CPLNKGR1  
  CPLNKHDA

- CPWSRPCM

  This copymember “view” of the EDB PPPPCM table will be modified with the addition of the ESL Gross YTD and WCR YTD columns.

- CPWSXIC2

  Field names and associated descriptions for EDB dollar elements 5548 and 5549 will be renamed to indicate ESL Gross YTD and WCR YTD.

Program Changes

- The following programs will be modified to rename the appropriate “FILLER” slots in the Hours/Dollars Array with the new EDB elements, ESL Gross YTD and WCR YTD:

  PPEXERPT  
  PPEM001  
  PPEM004  
  PPEM101  
  PPEY001  
  PPEY101  
  PPNRARPT  
  PPSTARPT.

- PPPCMCHG
Logic will be added to this module to set the Change Indicators for updated fields ESL Gross YTD and WCR YTD.

- **PPPCMFET**

  Logic will be added to this module to assign the old and new values of data element 5548 (ESL Gross YTD) and 5549 (WCR YTD) to the appropriate working storage areas.

- **PPPCMUPD**

  Logic will be added to this module to calculate the proper numeric formats for data elements 5548 and 5549.

- **PPPCMUTL**

  Logic similar to existing logic which moves each value on the PPPPCM Table to the proper linkage area field, will be added to PPPCMUTL to handle ESL Gross YTD and WCR YTD.

- **PPPCMUTW**

  PPPCMUTW will be modified to update the values in the appropriate columns on the PPPPCPM table for new columns ESL Gross YTD and WCR YTD.

- **PPHDAUTL**

  Logic will be added to this module to capture data elements 5548 and 5549 from the PPPPCM Table, and move the amounts to the appropriate positional point in the linkage area.

- **PPP130**

  This program must be modified to move the updated ESL Gross YTD and WCR YTD fields to the proper columns on the PPPPCM Table. Additionally, the appropriate “FILLER” slots in the Hours/Dollars Array will be renamed with the new EDB elements, ESL Gross YTD and WCR YTD.

- **USER12**

  Module USER12 will be modified to move the updated ESL Gross YTD and WCR YTD to the proper columns on the PPPPCM Table.
**Payroll Compute**

**New DOS Codes**

Currently, at most campuses, a Description of Service (DOS) code of REG, Regular Pay, is used to pay the employee both during the period when the employee is eligible to receive 100% pay, as well as during the period when the employee is eligible to receive 80% pay. In order to track gross extended sick leave payments, a new DOS code, “ESL”, Extended Sick Leave Gross, is needed for processing the pay at 80%. A draft DOS Table entry (UPAY650), **Attachment 3** provides an example of this entry (the DOS Sequence of this example must be adjusted for local entry). Note that this DOS entry specifies Post-Process Routine “10” which will cause ESL Gross YTD to be incremented by the payment amount.

In almost all cases, the employee cashes the workers’ compensation check and the Payroll Office receives a copy of the check stub. A DOS code, “WCR” (Workers’ Compensation Refund), is provided for processing transactions for these payments. Campuses using an RX (Reduction in Pay) transaction to process these payments should set up the “WCR” DOS code with a “+” in the applicable gross fields; **Attachment 4** provides an example of this entry (the DOS Sequence of this example should be adjusted for local entry). For those campuses which use a positive pay transaction (e.g., LX or AP) to process these workers’ compensation refunds, the “WCR” DOS code should be setup with a “-” in the applicable gross fields, as shown in **Attachment 5** (the DOS Sequence of this example should be adjusted for local purposes). Note that regardless of payment method used, the workers’ compensation refund acts as a reduction of the positive ESL payment. Therefore, in order to capture WCR activity as a positive amount on the EDB, the DOS Post-Process Routine “11” is specified on both WCR DOS entries; that is, Post-Process Routine “11” multiplies the WCR payment amount times negative 1 prior to incrementing WCR YTD.

**PPGRSPAR**

Module PPGRSPAR is called by PPP390 during the Payroll Compute. As per above, two new DOS Post Process routines have been added to PPGRSPAR. Post Process routine “10” will add DOS “ESL” payments to ESL Gross YTD. Post Process routine “11” will add DOS “WCR” payments (multiplied times negative 1) to WCR YTD.

**Balance Adjustments**

The ability to adjust the dollar amount of either ESL Gross YTD (EDB 5548) or WCR YTD (EDB 5549) will be provided by the use of the DA (dollar adjustment) transaction.
New Elements - History Data Base (HDB)

The two new data elements, ESL Gross YTD and WCR YTD, will be added to the HDB. These new history elements will be updated once a year, at calendar year-end, by PPP743.

DDL Member Changes

The following HDB DDL members will be modified to include the ESL_GROSS_YTD and WCR_YTD columns as well as the two associated HDB element change columns:

- PPPVYRL1
- PPPVZYRL.

DDL member TBYRL01A will be created to ALTER table PPPYRL for the addition of the new columns.

Copymember Changes

CPWSRYRL

This copymember “view” of the HDB PPPYRL table will be modified with the addition of the ESL Gross YTD and WCR YTD columns (and associated change columns).

Program Changes

- **PPYRLHST**

  Logic will be added to this module so that EDB calendar year-end values for elements 5548 and 5549 are captured for HDB processing.

- **PPYRLFET**

  The HDB columns for ESL Gross YTD and WCR YTD will be added to the DB2 select routines.

- **PPYRLUPD**

  The HDB columns for ESL Gross YTD and WCR YTD will be added to the DB2 update process.
**Online Display**

The current EDB values for the two new data elements, ESL Gross YTD and WCR YTD, will be displayed on the EDB Inquiry screen, IBAL. Screen-level and field-level HELP modifications will be provided.

Prior calendar year-end values (and subsequent calendar year-end iterations) for these new elements will be displayed on the HDB Inquiry screen, IYRL. Field-level HELP modifications will be provided.

**CICS Map Changes**

- PPIBAL0 is the map used for the EDB Inquiry Dollars Information screen. EDB elements 5548 and 5549 will be added as display fields (labeled as ‘YTD ESL GROSS’ and ‘YTD WCR’ respectively).

- PPIYRL0 is the map used for the HDB History Inquiry Yearly Accumulators screen. The HDB extended sick leave elements will be added as display fields (labeled as ‘YTD ESL GROSS’ and ‘YTD WCR’ respectively).

**Program Changes**

- PPWIBAL

  PPWIBAL is the screen processor for the EDB Inquiry Dollars Information screen. The employee’s ESL Gross YTD (EDB 5548) and the WCR YTD (EDB 5549) have been added as display fields.

- PPWIYRL

  PPWIYRL is the screen processor for the HDB Inquiry Yearly Accumulators screen. The employee’s ESL Gross YTD and the WCR YTD have been added as display fields.

**Extended Sick Leave Reporting**

Program PPP548 (new) will provide users with information concerning ESL payments made to employees currently on the EDB. All employee EDB records with a non-zero value for either ESL Gross YTD or WCR YTD will be selected for display. This report, PPP5482, will be titled “Extended Sick Leave & Workers’ Compensation Refund” and will be produced at a frequency determined locally.

For each employee selected, the following EDB information will be included:
Final

- Employee ID
- Employee Name (EDB 0105)
- Social Security Number (EDB 0111)
- Employment Status (EDB 0144)
- Home Department Code (EDB 0114)
- Home Department Name
- Primary Title Code (EDB 0460)
- Employee Unit Code (EDB 0255)
- ESL Gross YTD (EDB 5548)
- WCR YTD (EDB 5549).

The following exemplifies report PPP5482 format:

<table>
<thead>
<tr>
<th>EMPLOYEE ID</th>
<th>SOC SEC NO</th>
<th>HOME DEPT</th>
<th>PRIM TITLE</th>
<th>ESL GROSS YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>000050003</td>
<td>555555003</td>
<td>827701</td>
<td>0093</td>
<td>8,500.00</td>
</tr>
<tr>
<td>BEAN, JILL E</td>
<td>A</td>
<td>HOSP EDUC</td>
<td>99</td>
<td>1,900.00</td>
</tr>
<tr>
<td>000050008</td>
<td>555555008</td>
<td>827701</td>
<td>0767</td>
<td>4,280.00</td>
</tr>
<tr>
<td>WAX, BUTCH</td>
<td>S</td>
<td>HOSP EDUC</td>
<td>99</td>
<td>1,050.00</td>
</tr>
<tr>
<td>000050052</td>
<td>656436793</td>
<td>804918</td>
<td>7619</td>
<td>42.60</td>
</tr>
<tr>
<td>DACKTUL, TERRY</td>
<td>A</td>
<td>CHAN OFFICE</td>
<td>CX</td>
<td>0.00</td>
</tr>
<tr>
<td>000050053</td>
<td>234565432</td>
<td>845001</td>
<td>8170</td>
<td>1,800.00</td>
</tr>
<tr>
<td>ANTE, PENNY</td>
<td>A</td>
<td>PHYSICAL PLANT</td>
<td>99</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following footnote (which is associated with the WCR YTD report column) will be produced on each PPP5482 report page: “Workers’ Compensation Refunds processed through PPS, may include payments made while the employee was receiving 100% salary (while on accrued sick leave) as well as for the period of time the employee was receiving 80% salary (while on extended sick leave).”

The PPP5482 report order will be determined by specification input; the allowable report order options will be Employee ID order or Employee Name order (a third option will allow both Employee ID and Employee Name order reports to be produced).