Detailed Design
RELEASE 1169

TX Base Pay Changes Reporting
Service Request 13227

January 23 1998

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

The resulting agreement between the University and UPTE was ratified by the UPTE (University Professional and Technical Employees) membership on August 25, 1997, and signed by the University on September 10, 1997.

The terms of the agreement includes provision for a total of six base pay increases for step-based employees, three of which are range adjustments, and three of which are merit increases.

Service Request 13227 asks that a one-time process be developed to extract data from the Final Range Adjustment Files produced from PPP910, and Merit Data Files produced from PPP680, for TX Base Pay Changes Reporting of each employee in a TX covered appointment. The population of employees selected for the Base Pay Changes report should be drawn from the Merit Eligibility Group File produced from the one-time program PPOT1151 in Release 1151.

The Base Pay Changes report is intended to cover all base pay actions affecting step-based TX covered employees. Non-step based TX covered employees were also eligible for the base pay increases. However, these increases were not implemented via Pay Scale Tables for range adjustments, and may not appear in the Merit Data Files for merit increases. Where data on non-step-based employees does appear on the Merit Data Files, the available data will be included in the report.

In order to produce the consolidation report, it will be necessary to use the Merit Data Files, produced from PPP680, each containing the merit increases with effective dates of July 1, 1996, January 1, 1997, and October 1, 1997. In addition, it will be necessary to use the Final Range Adjustment Files, produced from PPP910, each containing the Range Adjustments with effective dates of July 1, 1996, October 1, 1996, and October 1, 1997.
Processing Overview

A one-time process will be developed to read the input Final Range Adjustment Files produced from PPP910, and Merit Data Files produced from PPP680 for TX Base Pay Changes reporting. The Final Range Adjustment Files required for the Base Pay Changes report will contain range adjustment data associated with effective dates of July 1, 1996, October 1, 1996, and October 1, 1997. The Merit Data Files required for the Base Pay Changes report will contain Merit Increase data associated with effective dates of July 1, 1996, January 1, 1997, and October 1, 1997.

The population of employees for TX Base Pay Changes reporting will be drawn from the Merit Eligibility Group File produced from the one-time program PPOT1151. If the Employee ID from the Merit Eligibility Group File matches the Employee ID on the Final Range Adjustment Files and/or Merit Data Files, the Range Adjustment data and/or Merit data will be reported on the TX Base Pay Changes report.

Two Base Pay Changes reports will display the employees’ Range Adjustments and/or Merit Increases. The first one-time report will be entitled ‘Departmental Report of Base Pay Changes – TX’. This report will be sequenced by Appointment Department (EDB 2032), within Appointment Department by Employee ID, within Employee ID by Appointment Number, and within Appointment Number by New Pay Rate order. A page break will occur on change in Appointment Department. The second one-time report containing the same data as the first report will be entitled ‘Central Office Report of Base Pay Changes – TX’. This report will be sequenced by Employee ID, within Employee ID by Appointment Number, and within Appointment Number by New Pay Rate order.

It is requested that three copies each of report OT11693 be printed. Two copies must be provided for the Human Resources department, and one copy must be provided for the Payroll department. The requested copies can be provided via the One-time JCL.
**One-Time Bind**

**PPOT1169:**

A plan bind will be created for one-time program PPOT1169.

**BIND**

- PLAN(PPOT1169)
- MEMBER(PPOT1169)
- ACTION(REPLACE)
- RETAIN
- VALIDATE(BIND)
- ISOLATION(CS)
- FLAG(I)
- ACQUIRE(USE)
- RELEASE(COMMIT)
- EXPLAIN(YES)
One-Time Program

**PPOT1169**

Initialization Process:

Current Date:

A call will be made to the LE/370 Date Routines to return the Current Date, which is the date one-time program is run.

Run Specification Record:

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
PPOT1169---SPEC070196010197100197
```

Columns 1 through 13 (Program ID)
Columns 14 through 19 (Merit Effective Date 1, MMDDYY)
Columns 20 through 25 (Merit Effective Date 2, MMDDYY)
Columns 26 through 31 (Merit Effective Date 3, MMDDYY)

Input Merit Effective Dates Associated with JCL DD Names:

The Input Merit Effective Dates on the spec card will be associated with the following JCL DD Names:

- Input Merit Effective Date 1 in positions 14 through 19 will be associated with DD Name MERITFL1 on the JCL.
- Input Merit Effective Date 2 in positions 20 through 25 will be associated with DD Name MERITFL2 on the JCL.
- Input Merit Effective Date 3 in positions 26 through 31 will be associated with DD Name MERITFL3 on the JCL.
Positions 14 through 19, 20 through 25, and 26 through 31 will contain the input Merit Effective Dates (MMDDYY). For example, if a single Merit Data File will be processed, then the appropriate Merit Effective Date will be entered in positions 14 through 19 (Merit Effective Date 1), and positions 20 through 31 will contain a blank on the spec card. Thus, the single Merit Data File dataset name coded on the JCL DD Name MERITFL1 will be associated with Merit Effective Date 1 entered on the spec card. A DUMMY will be coded on the JCL DD Names MERITFL2 and MERITFL3.

If two Merit Data Files will be processed, then the first appropriate Merit Effective Date 1 will be entered in positions 14 through 19, and the second appropriate Merit Effective Date 2 will be entered in positions 20 through 25. Thus, the Merit Data File dataset name coded on the JCL DD Name MERITFL1 will be associated with Merit Effective Date 1 entered on the spec card, and the second Merit Data File dataset name coded on the JCL DD Name MERITFL2 will be associated with Merit Effective Date 2 entered on the spec card. A DUMMY will be coded on the JCL DD Name MERITFL3.

Run Specification Record Edits:

- 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.

- If any of the input Merit Effective Dates in positions 14 through 31 is not valid, an error message will be issued and the job will terminate.

- If Merit Effective Date 1 in positions 1 through 19 is blank, and a Merit Data File dataset is coded on the JCL DD Name MERITFL1, an error message will be issued and the job terminate.

- If Merit Effective Date 2 in positions 20 through 25 is blank, and a Merit Data File dataset is coded on the JCL DD Name MERITFL2, an error message will be issued and the job terminate.

- If Merit Effective Date 3 in positions 26 through 31 is blank, and a Merit Data File dataset is coded on the JCL DD Name MERITFL3, an error message will be issued and the job terminate.

Inputs:

1. Merit Eligibility Group File, Merit Data Files, and Final Range Adjustment Files:
   - **Merit Eligibility Group File (produced from one-time program PPOT1151)**
The population of employees selected for the Base Pay Changes report will be drawn from the Merit Eligibility Group File. The Employee IDs in this file will be used to match the Employee IDs on the Merit Data Files, and the Final Range Adjustment Files.

- **Merit Data Files (produced from PPP680)**

  Each employee’s Merit Old Rates and Merit New Rates will be used to calculate the percentage change from the Merit Old Rates to Merit New Rates.

- **Final Range Adjustment Files (produced from PPP910)**

  Each employee’s Range Adjustment Old Rates and Range Adjustment New Rates will be used to calculate the percentage change from the Range Adjustment Old Rates to Range Adjustment New Rates.

2. **Employee Database (EDB)**

   The following EDB Tables will be accessed:

   - PPPPER Table – Employee Name
   - PPPAPP Table – Appointment Department
   - PPPPCM Table – Primary Pay Schedule

**Process:**

2. **SORT Inputs Files**

   - **Concatenated Final Range Adjustment Files:**

     Each Final Range Adjustment record will be selected via the following selection criteria:

     - **The Range Adjustment New Rate is greater than zero**
     - **Range Adjustment Rate Code is not equal to ‘B’**
     - **Range Adjustment Appointment Type is equal to ‘2’, ‘3’ or ‘7’**
     - **Range Adjustment Appointment WOS indicator is not equal to ‘Y’**
     - **Range Adjustment Appointment Title Unit Code is equal to ‘TX’**
     - **Range Adjustment Representation Code is equal to ‘C’**
Range Adjustment Title Code is not equal to ‘6107’, ‘6680’, ‘8334’, ‘8363’, ‘8396’, or ‘8399’

The selected Final Range Adjustment records will be sorted in the following sequence:

- Employee ID, within Employee ID by Range Adjustment Effective Date, within Range Adjustment Effective Date by Range Adjustment Title Code, within Range Adjustment Title Code by Range Adjustment DOS Code, within Range Adjustment DOS Code by Range Adjustment Old rate, and within Range Adjustment Old Rate by Range Adjustment New Rate.

• Merit Data Files:

Each Merit Data record will be selected via the following selection criterion:

Merit Data Title Code is not equal to ‘6107’, ‘6680’, ‘8334’, ‘8363’, ‘8396’, or ‘8399’

The Appropriate Merit Effective Date (from spec card) will be appended to each input Merit Data record. The selected Merit Data records will be sorted in the following sequence:

- Employee ID, within Employee ID by Merit Effective Date, within Merit Effective Date by Merit Title Code, within Merit Title Code by Merit Old Rate, within Merit Old rate by Merit New Rate.

2. Match each employee’s Merit Data record to Final Range Adjustment records:

- If the Merit Title Code and Merit Old Rate from the employee’s Merit Data record match the Range Adjustment Title Code and Range Adjustment New Rate on each employee’s Range Adjustment record, the Range Adjustment Appointment Number, Range Adjustment Department Number, and Range Adjustment DOS Code will be included in the employee’s Merit Data record for every Merit Title Code and Merit Old Rate that match the employee’s Range Adjustment records.

- If the Merit Title Code and Merit Old Rate from the employee’s Merit Data record do not match the Range Adjustment Title Code and Range Adjustment New Rate on any of the employee’s Final Range Adjustment records, the Merit Appointment Number will contain a zero, Merit DOS Code, Merit Department Number, and Merit Rate Code will be blank on the existing Merit Data record.

3. Select employee’s Active or Expired Appointments

- Select each employee’s Active TX covered Appointments:
The Active Appointment records will be selected based on the following conditions:

- Appointment Title Unit Code (EDB 2029) is equal to ‘TX’
- Appointment Begin Date (EDB 2002) is less than or equal to Current Date
- Appointment End Date (EDB 2003) is greater than or equal to Current Date
- Appointment Type (EDB 2020) is equal to ‘2’ or ‘3’ or ‘7’
- Appointment Representation Code (EDB 2031) is equal to ‘C’ (Covered)
- Appointment Title Code (EDB 2006) is **NOT** equal to ‘6107’, ‘6680’, ‘8334’, ‘8363’, ‘8396’, or ‘8399’
- Appointment Rate Code (EDB 2015) is **NOT** equal to ‘B’
- Appointment Without Salary Ind (EDB 2028) is **NOT** equal to ‘Y’

Select each employee’s *Expired TX covered Appointments*:

If the employee has no Active Appointments, then Expired Appointments will be selected.

The Expired Appointment records will be selected based on the following conditions:

- Appointment Title Unit Code (EDB 2029) is equal to ‘TX’
- Appointment End Date (EDB 2003) is less than Current Date
- Appointment Type (EDB 2020) is equal to ‘2’ or ‘3’ or ‘7’
- Appointment Representation Code (EDB 2031) is equal to ‘C’ (Covered)
- Appointment Title Code (EDB 2006) is **NOT** equal to ‘6107’, ‘6680’, ‘8334’, ‘8363’, ‘8396’, or ‘8399’
- Appointment Rate Code (EDB 2015) is **NOT** equal to ‘B’
- Appointment Without Salary Ind (EDB 2028) is **NOT** equal to ‘Y’

4. Process each employee’s Selected Merit Data and Range Adjustment records:
If the Employee ID from the selected Sorted Merit Data record matches the Employee ID on the Merit Eligibility Group record, section *Process-Sorted-Merit-Record* will be performed.

If the Employee ID from the selected Sorted Range Adjustment record matches the Employee ID on the Merit Eligibility Group record, section *Process-Sorted-Range-Adjustment-Record* will be performed.

5. **Process-Sorted-Merit-Record**:

   - If the Merit Appointment Number is zero (refer to item 2 above):

     To determine if the Merit Title Code is associated with a ‘TX’ covered appointment, the Merit Title Code will be matched against the employee’s selected Active Appointments. If the Merit Title matches an Active Appointment Title Code, the Sorted Merit record will be selected for further processing. If the employee has no selected Active Appointments, then the Merit Title Code will be matched against the employee’s selected Expired Appointments. If the Merit Title matches an Expired Appointment Title Code, the Sorted Merit record will be selected for further processing.

     If Sorted Merit record is selected for further processing:

     For each selected Active Appointment or selected Expired Appointment that matches the Merit Title Code, the Merit Percent Pay Increase will be calculated as follows:

     \[
     \text{Merit Percent Pay Increase} \quad \text{Rounded} \\
     = \left(\frac{\text{Merit New Rate} - \text{Merit Old Rate}}{\text{Merit New Rate}}\right) \times 100
     \]

     (AND)

     A Report File record will be written containing the following items:

     - Employee ID, Employee Name, Appointment Department, Appointment Number, Sorted Merit Title Code, Merit Old Rate, Merit New Rate, Primary Pay Schedule, Merit Percent Pay Increase, Description of the action, Merit Pay Increase Effective Date

   - If the Merit Appointment Number is greater than zero:

     If the Merit Title Code and Merit Appointment Number match a selected Active Appointment, the Appointment Department will saved for the Report File record. If the employee has no selected Active Appointments, then the Merit Title Code and
Merit Appointment Number will be matched against the selected Expired Appointments. If the Merit Title Code and Merit Appointment Number match a selected Expired Appointment, the Appointment Department will be saved for the Report File record. The Merit Percent Pay Increase will be calculated as follows:

\[
\text{Merit Percent Pay Increase \text{ Rounded}} = \frac{(\text{Merit New Rate} - \text{Merit Old Rate})}{\text{Merit New Rate}} \times 100
\]

(AND)

A Report File record will be written containing the following items:

- Employee ID, Employee Name, Appointment Department, Merit Appointment Number, Sorted Merit Title Code, Merit Old Rate, Merit New Rate, Merit Pay Schedule, Merit Percent Pay Increase, Description of the action, Merit Pay Increase Effective Date

6. Process -Sorted-Range-Adjustment-Record:

If each employee’s Range Adjustment Title Code and Range Adjustment Appointment Number from the sorted Range Adjustment records match the Appointment Title Code and Appointment Number in the above selected Active or Expired Appointments, the Appointment Department will be saved for the Report File record. The Range Adjustment Percent Pay Increase will be calculated as follows:

\[
\text{Range Adjustment Percent Pay Increase \text{ Rounded}} = \frac{(\text{Range Adjustment New Rate} - \text{Range Adjustment Old Rate})}{\text{Range Adjustment New Rate}} \times 100
\]

The following items will be written to the Report record:

- Employee ID, Employee Name, Appointment Department, Range Adjustment Range Adjustment Appointment Number, Range Adjustment Title Code, Range Adjustment DOS Code, Range Adjustment Old Rate, Range Adjustment New Rate, Range Adjustment Pay Schedule, Range Adjustment Percent Pay Increase, Description of the action, Range Adjustment Pay Increase Effective Date

Output

1. Sort Report File

The Report File will be sorted in the following sequences:

- Departmental Report of Base Pay Changes (OT11692):
Appointment Department, within Appointment Department by Employee ID, within Employee ID by Appointment Number, within Appointment Number by New Rate, within New Rate by DOS Code, and within DOS Code by Effective Date.

- **Central Office Report of Base Pay Changes (OT11693):**

  Employee ID, within Employee ID by Appointment Number, within Appointment Number by New Rate, within New Rate by DOS Code, and within DOS Code by Effective Date.

2. **TX Base Pay Changes reports**

   The one-time process will display the Range Adjustment data and Merit data for all selected employees who have Base Pay Changes.

   The one-time *Departmental Report of Base Pay Changes Report (OT11692)* will contain the following items:

   Appointment Department, Employee Name, Employee ID, Appointment Number, Title Code, Starting Rate, Resulting Rate, Pay Cycle, DOS Code, Calculated Percent Change, Effective Date of action, and Description of action.

   The one-time *Central Office Report of Base Pay Changes Report (OT11693)* will contain the following items:

   Appointment Department, Employee Name, Employee ID, Appointment Number, Title Code, Starting Rate, Resulting Rate, Pay Cycle, DOS Code, Calculated Percent Change, Effective Date of action, and Description of action.

   See Attachments B, C and D for sample reports.
Attachments

Attachment A   PPOT1169 Run Specification Record
Attachment B   OT11691 Report (Control Totals Report)
Attachment C   OT11692 Report (Departmental Report of Base Pay Changes – TX)
Attachment D   OT11693 Report (Central Office Report of Base Pay Changes – TX)
One-time Program Run Specification

Columns 1 through 13 – Program ID
Columns 14 through 19 – Merit Effective Date 1 (MMDDYY)
Columns 20 through 25 – Merit Effective Date 2 (MMDDYY)
Columns 26 through 31 – Merit Effective Date 3 (MMDDYY)
TOTAL MERIT GROUP RECORDS READ: 167
TOTAL MERIT DATA RECORDS READ: 500
TOTAL RANGE ADJUSTMENT RECORDS READ: 1,000
### DEPARTMENTAL REPORT OF BASE PAY CHANGES - TX

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

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Attachment D