General Design
RELEASE 1234

AFSCME Service Unit (SX) Agreement

2% Wage Increase, 1.5% Merit Increase, and 1.5% Lump Sum Payment
Service Request 14819

March 29, 1999

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

The resulting agreement between the University and AFSCME (American Federation of State, County and Municipal Employees) was ratified by the AFSCME membership on January 13, 1999, and signed by the University on February 16, 1999.

Included in the terms of the agreement, offered to exclusively represented employees in the SX Unit, are 2% wage increases, 1.5% merit increases, and 1.5% lump sum payments. The 2% wage increases and 1.5% merit increases are effective October 1, 1998 for monthly-paid employees and October 4, 1998 for biweekly-paid employees.

Effective October 1, 1998 for monthly-paid employees and October 4, 1998 for biweekly-paid employees, the maximum of each salary range in the appropriate titles will increase by 2%. However, the minimum of the salary range in each appropriate title will not increase.

All exclusively represented/covered career and casual SX employees will receive the 2% base-building wage increase.

All non-probationary, exclusively represented/covered career employees in the SX unit with pay rates below the new maximum of the pay range for their title may receive a "within the range" base-building 1.5% merit increase. Employees must have an overall performance rating of satisfactory or above, or no performance evaluation in the last twelve months, to receive the base-building 1.5% merit increase.

All non-probationary, exclusively represented/covered career employees in the SX unit who are already at the top of their salary ranges may receive a lump sum equal to 1.5% of their 2% range adjusted annual base salary.

Eligible employees in the SX unit who received a July, 1998 merit increase, or who have already received an October 1, 1998 merit increase, are not eligible for the 1.5% base-building merit increase or the 1.5% non-base building lump sum.

It is asked that two one-time processes be developed to support the two salary base-building adjustments, and the single lump sum payment.
Overview

Service Request 14918 asks that the Payroll/Personnel System (PPS) be modified to support the 2% wage increases, 1.5% merit increases, and 1.5% lump sum payments to exclusively represented (Covered) SX (Service Unit) employees.

Included in the terms of the agreement, offered to exclusively represented employees in the SX Unit, are 2% wage increases, 1.5% merit increases, and 1.5% lump sum payments. The 2% wage increases and 1.5% merit increases are effective October 1, 1998 for monthly-paid employees and October 4, 1998 for biweekly-paid employees.

Due to the complexity of this agreement, and to meet the June 1, 1999 deadline for implementing the pay increases to eligible employees in the SX Unit, two one-time programs will be provided to the campuses. The first and second one-time processes, Phase I and Phase II, will each be released separately.

An addendum, dated March 29, 1999, asked that separated employees in the SX unit who separated on February 17, 1999 or later be removed from the selection criteria on the Employee Level. When calculating an employee's annual salary, the one-time process should use 2088 hours for an employee whose Rate Code (EDB 2015) is equal to 'H', regardless of the employee's Primary Pay Schedule (EDB0152). In addition, if an employee's current distribution pay rate is equal or over the new maximum salary range for that title, the employee should be reported on the one-time error report.

For the first phase, a one-time program will calculate the 1.5% base-building merit increases, and the 1.5% lump sum payments. The 2% wage increases for the appropriate titles will be taken from the Pay Scale Table. If the current pay rate for the title is not found, the one-time program will calculate the 2% wage increase. Each employee's new rates and the lump sum payment will be reported on the Eligibility Pay Roster report (See sample report at the end of this document) for departmental mark-up. The Eligibility Pay Roster report will provide the appropriate departments at each campus the determination whether each eligible employee listed on the report should/should not receive the appropriate calculated amounts. In addition, the data displayed on the Eligibility Pay Roster report should be saved in a file for processing in the subsequent second one-time program.

For the second phase, a one-time program should process the Eligibility Pay Roster file containing the data to determine whether the employee is eligible to receive any of the calculated pay rates displayed on the Eligibility Pay Roster report. In addition, the appropriate transactions to pay the one-time lump sum payments, EDB transactions to reflect the employees' new rates on their distribution records, merit match transactions for the retro merit process; and costing transactions to separately cost the 2% wage increases, 1.5% merit increases, and 1.5% lump sum payments should be generated.
This document contains a general overview of the requirements needed for the first one-time process and the second one-time process.
First Phase (Phase I)

Eligibility Pay Roster Report

The Payroll/Personnel System (PPS) does not track an employee's performance rating. The one-time process cannot determine whether the selected non-probationary career employee in the SX unit is eligible for either the 1.5% merit increase or the 1.5% lump sum payment. Thus, an one-time Eligibility Pay Roster report will be written displaying each eligible employee's calculated new rates, before actual EDB transactions are generated in Phase II.

Note that an employee is eligible to receive a 1.5% merit increase or a 1.5% lump sum payment but not both. After the 2% wage increase has been applied to the employee’s current pay rate, the Pay Scale Table will be used to determine whether the new pay rate is at the maximum salary range for that title. If the employee’s new pay rate reflecting the 2% wage increase is at the maximum salary range for that title, the employee is not eligible for the 1.5% merit increase, but is eligible for a 1.5% lump sum. However, if the employee’s pay rate reflecting the 2% wage increase is not at the maximum salary for that title, a 1.5% merit increase will be calculated. If the calculated pay rate reflecting the 1.5% merit increase is over the maximum salary range for that title, the calculated pay rate will be capped at the maximum salary range for that title, and the employee will not be eligible for the 1.5% lump sum payment.

The one-time Eligibility Pay Roster report will display each employee's new rate reflecting the 2% wage increase, a calculated new rate reflecting the 1.5% merit increase (after the 2% wage increase has been applied) or the calculated 1.5% lump sum payment (after the 2% wage increase has been applied).

Costing totals should be displayed at the end of each FAU change for the 2% Wage Increases, 1.5% Merit Increases, and the 1.5% Lump Sum Payments.

Costing Totals by FAU:

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Annualized 2% Wage Increase by FAU</td>
</tr>
<tr>
<td>Total Annualized 1.5% Merit Increase by FAU</td>
</tr>
<tr>
<td>Total 1.5% Lump Sum Payment by FAU</td>
</tr>
</tbody>
</table>

The following formulas should be used to calculate the costing totals:

- **Costing 2% Wage Increase (Annualized)**

  If the **Rate Code is 'H'**
Annualized 2% Increase by FAU
   = (New Rate reflecting 2% wage increase - Distribution Current Rate)
   times Distribution Percent times 2088.

Else if Pay Schedule is 'BW',
Annualized 2% Increase by FAU
   = (New Rate reflecting 2% wage increase - Distribution Current Rate)
   times Distribution Percent times 26.

Else if Pay Schedule is 'SM',
   = (New Rate reflecting 2% wage increase - Distribution Current Rate)
   times Distribution Percent times 24.

Else if Pay Schedule is 'MO' or 'MA',
   = (New Rate reflecting 2% wage increase - Distribution Current Rate)
   times Distribution Percent times 12.

• Costing 1.5% Merit Increase (Annualized)

If the Rate Code is 'H'
Annualized 1.5% Increase by FAU
   = (New Rate reflecting 1.5% Merit increase - New Rate reflecting 2% Wage increase)
   times Distribution Percent times 2088.

Else if Pay Schedule is 'BW',
Annualized 1.5% Merit Increase by FAU
   = (New Rate reflecting 1.5% Merit increase - New Rate reflecting 2% Wage increase)
   times Distribution Percent times 26.

Else if Pay Schedule is 'SM',
Annualized 1.5% Merit Increase by FAU
   = (New Rate reflecting 1.5% Merit increase - New Rate reflecting 2% Wage increase)
   times Distribution Percent times 24.

Else if Pay Schedule is 'MO' or 'MA',
Annualized 1.5% Merit Increase by FAU
   = (New Rate reflecting 1.5% Merit increase - New Rate reflecting 2% Wage increase)
   times Distribution Percent times 12.

• Costing 1.5% Lump Sum

Costing Total 1.5% lump Sum Payments = Costing Total 1.5% Lump Sum Payments +
Calculated 1.5% Lump Sum

The data on the Eligibility Pay Roster report should be sorted as follows:

FAU order, and within FAU, Home Department order
   (page break on FAU, or Home department),
Home Department order, and within Home Department, Employee Name order
Employee Name order, and within Employee Name, Distribution Number order
After producing the Eligibility Pay Roster report from the one-time program, the report should be distributed to the appropriate departments for mark-up. Each department will determine whether or not each employee is eligible to receive the 2% wage increase only, or a 2% wage increase with a 1.5% merit increase or 1.5% lump sum payment but not both, or the employee is not eligible to receive any increases. The one-time program will set one of two Increase Pay Codes under the column 'Incr. Action' on the roster. If a code of ‘1’ is displayed, the employee is eligible for the 2% wage increase only. If a code of ‘2’ is displayed, the employee is eligible for the 2% wage increase, and either the 1.5% merit increase or the 1.5% lump sum payment but not both. If the one-time program determines that an employee is ineligible for the 1.5% merit increase or the 1.5% lump sum, a 'N/A' will be displayed. *Note that a departmental reviewer will not have the ability to change any of the displayed rates, nor change the 'N/A' to an amount on the roster report.*

The department reviewer will have the opportunity to change the displayed Increase Pay Code from '1' to '0', or from '2' to '1' or '0'. If the department reviewer determines that an employee is eligible for the 2% wage increase only, the department reviewer should change the displayed Increase Action to a ‘1’ in the column ‘Incr. Action’ (Refer to the draft Eligibility Pay Roster report at the end of this document). If the department reviewer determines that an employee is not eligible to receive any increases, the department reviewer should change the displayed Increase Pay code to a '0' in the column 'Incr. Action'.

**Eligibility Work File**

The one-time program will write the following appropriate data reported on the Eligibility Pay Roster report to a work file. The Eligibility Work File will be input into the second one-time program to generate the appropriate EDB transactions, one-time lump sum payments, and costing transactions. In addition, the Employee ID and Distribution Number from each Eligibility Pay Roster transaction in the Eligibility Roster File will be compared against the Employee ID and Distribution Number in the Eligibility Work File. *Campuses should save this file.*

The Eligibility Work File will contain the following data:

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>EDB 0105</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>EDB 0105</td>
</tr>
<tr>
<td>Title Code</td>
<td>EDB 0206</td>
</tr>
<tr>
<td>Next Salary Review Date</td>
<td>EDB 0136</td>
</tr>
<tr>
<td>Next Salary Review Type</td>
<td>EDB 0135</td>
</tr>
<tr>
<td>Primary Pay Schedule</td>
<td>EDB 0152</td>
</tr>
<tr>
<td>Appointment Title Code</td>
<td>EDB 0206</td>
</tr>
<tr>
<td>Appointment Rate Code</td>
<td>EDB 0215</td>
</tr>
<tr>
<td>Appointment Percent</td>
<td>EDB 0212</td>
</tr>
<tr>
<td>Appointment Type</td>
<td>EDB 0202</td>
</tr>
<tr>
<td>Appointment Pay Schedule</td>
<td>EDB 0216</td>
</tr>
<tr>
<td>Distribution Number</td>
<td>EDB 0241</td>
</tr>
</tbody>
</table>
Final

Distribution FAU EDB 2043
Distribution DOS EDB 2056
Distribution Percent Full-time EDB 2052
Distribution Current Pay Rate EDB 2055
New rate reflecting the 2% wage increase
Calculated New Rate reflecting the 1.5% merit increase
Calculated 1.5% Lump
New Maximum Salary Range for that title from Pay Scale Table
Old Maximum Salary Range for that title from Pay Scale Table

Selection Criteria

The one-time process will capture the population of eligible exclusively represented members of AFSCME in the SX unit. The population of eligible employees in the SX unit eligible for the 2% wage increase, either the 1.5% merit increase or 1.5% lump sum payment will be based on the following selection criteria:

- **Appointment Level**

  An employee must have at least one active or future appointment, where the *Appointment End Date* (EDB 2003) is not less than the current date,

  AND

  *Title Unit Code* (EDB 2029) is 'SX',

  AND

  *Appointment Representation Code* (EDB 2031) is 'C' (Covered),

  AND

  *Appointment Type* (EDB 2020) is '2' (Career) or '3' (Casual), or '4' (Casual Restricted), or '7' (Partial Year Career),

  AND

  *Appointment Rate Code* is 'A' or 'H',

  AND

  *Appointment Without Salary Ind* (EDB 2028) is NOT 'Y'
- **Employee Level**

  (Where the *Employment Status* (EDB 0144) is 'A' (Active), 'N' (Leave without pay), 'P' (Leave with pay), or 'I' (Inactive),

  AND

  *Employment Date* (EDB 0113) is less than February 17, 1999

**Selection Criteria for Distributions**

The selected distributions are based on the following conditions:

Where the *Distribution End Date* (EDB 2054) is not less than the current date (the date one-time program is run),

AND

*Description of Service Code* (EDB 2056) with a ‘Y’ in the Range Adjustment Indicator (DOS 7700) and the Pay Category (DOS 1600) is 'N' and the Type of Hours Code (DOS 2000) is 'R'.

**Calculations**

The calculated amounts for the 2% wage increase, or 1.5% merit increase should be applied to the employee’s pay rates of current and future distributions.

- **2% Wage Increase**

  All selected employees identified in the population (Career or Casual) should receive the 2% base-building wage increase.

  The current rate (old rate) from each selected distribution should be compared against the old rate in the Pay Scale Table. If the old rate is found, the associated new rate should be displayed on the Eligibility Pay Roster Report for that employee. If the old rate is not found on the Pay Scale Table, the new rate should be calculated to reflect the 2% wage increase. The calculated new rate should be rounded to the nearest cent for hourly employees and non-hourly employees on the BW Pay Cycle, and rounded to the nearest whole dollar for other non-hourly employees. The calculated new rate should be displayed on the Eligibility Pay Roster Report.

- **1.5% Merit Increase**

  *Only eligible SX employees whose Appointment Types are '2' (career) or ‘7’ (Partial Year Career) are eligible for the 1.5% merit increases.*
For merit eligible SX employees who are not at their maximum salaries (determined from Pay Scale Table) for the title after the 2% wage increases have been applied, the one-time process should calculate a 'within the range' base-building 1.5% merit increase. If the calculated new rate reflecting the 1.5% merit exceeds the maximum salary range for the title, the new rate should be capped at the maximum salary range for that title. The calculated new rate should be rounded to the nearest cent for hourly employees and non-hourly employees on the BW Pay Cycle, and rounded to the nearest whole dollar for other non-hourly employees. The calculated new rate should be displayed on the Eligibility Pay Roster Report.

• **1.5% Lump Sum**

*Only eligible SX employees whose Appointment Types are '2' (Career) or '7' (Partial Year Career) are eligible for the 1.5% lump sum payments.*

An eligible employee either receives a 1.5% merit increase, or a 1.5% lump sum payment, not both.

For an employee who is already at the new maximum salary range for that title (after the 2% wage increase has been applied), a 1.5% lump sum will be calculated. Using the employee's new pay rate (of which 2% wage increase has already been applied), the one-time program will calculate the 1.5% lump sum as follows:

If the Appointment Rate Code (EDB 2015) is Hourly

\[ \text{Annual Salary} = \text{new rate containing the 2% wage increase times 2088 hours} \]

ELSE

If the Appointment Pay Schedule (EDB 2016) is Biweekly

\[ \text{Annual Salary} = \text{new rate containing the 2% wage increase times 26} \]

ELSE

If the Appointment Pay Schedule (EDB 2016) is Semi-monthly

\[ \text{Annual Salary} = \text{new rate containing the 2% wage increase times 24} \]

ELSE

\[ \text{Annual Salary} = \text{new rate containing the 2% wage increase times 12} \]

\[ \text{Adjusted Annual Salary} = \text{Calculated Annual Salary times Percent Full Time (EDB 2052)} \]

\[ \text{Lump Sum Payment} = \text{Adjusted Annual Salary times 1.5%} \]

The final calculation of the lump sum payment will be rounded to the nearest cent, and the lump sum payment will be displayed on the Eligibility Pay Roster Rate Report.
Second Phase (Phase II)

A one-time process should be developed to process the input Eligibility Pay Roster File and input Eligibility Work File produced from the first one-time program, generate EDB transactions to update the EDB with an employee’s rate change, generate one-time pay transactions necessary to pay the 1.5% lump sum, and generate costing transactions to cost separately the 2% wage increases, 1.5% merit increases, and the 1.5% lump sum payments.

Run Specification Record

- Next Salary Review Date

Each campus should input the appropriate Next Salary Review Date in the format of MMDDYY. The date entered on the Specification record will be used to update the Next Salary Review Date on the EDB for all eligible employees in the SX Unit.

Selection Criteria

An exclusively represented/covered career and casual employee in the SX unit must remain on the payroll at least until the second one-time process is run. Therefore, the following selection criteria must be satisfied:

- Appointment Level

An employee must have at least one active or future appointment, where the Appointment End Date (EDB 2003) is not less than the current date,

AND

Title Unit Code (EDB 2029) is 'SX',

AND

Appointment Representation Code (EDB 2031) is 'C' (Covered),

AND

Appointment Type (EDB 2020) is '2' (Career) or '3' (Casual), or '4' (Casual Restricted), or '7' (Partial Year Career),

AND
Final

*Appointment Rate Code* is 'A' or 'H',

AND

*Appointment Without Salary Ind* (EDB 2028) is NOT 'Y'

- *Employee Level*

  (Where the *Employment Status* (EDB 0144) is 'A' (Active), 'N' (Leave without pay), 'P' (Leave with pay), or 'I' (Inactive),

  AND

  *Employment Date* (EDB 0720) is less than February 17, 1999

**Input Eligibility Pay Roster File**

The Eligibility Pay Roster records should be sorted in Employee ID order, and within Employee ID, Distribution Number order (There may be multiple records per Employee ID).

**Input Eligibility Work File**

The Eligibility Work records should be sorted in Employee ID order, and within Employee ID order, Distribution Number order.

**Match Logic**

The Eligibility Pay Roster records from the Eligibility Pay Roster File will drive the match logic.

- If the Employee ID and Distribution Number from the Eligibility Pay Roster record match the Employee ID and Distribution Number on the Eligibility Work record:

  If the Eligibility Code from the Eligibility Pay Roster record is ‘0’, then the employee is not eligible for any increases.

  If the Eligibility Code from the Eligibility Pay Roster record is ‘1’, then the employee is eligible for the new rate reflecting the 2% wage increase only.

  If the Eligibility Code from the Eligibility Pay Roster record is ‘2’, then the employee is eligible for the 2% wage increase, and 1.5% merit increase or the 1.5% lump sum payment but not both.
• If the Employee ID and Distribution Number from the Eligibility Pay Roster record do not equal the Employee ID and Distribution Number in the Eligibility Work record, the Employee ID and Distribution Number will be reported on a Mismatch Error Report.

Mismatched Roster Error Report

This report will contain a listing of employees whose Employee IDs and/or Distribution Numbers on the Eligibility Pay Roster File could not be matched with the Employee IDs and/or Distribution Numbers on the Eligibility Work File.

Merit Match File

For an employee who is eligible to receive the 1.5% merit increase (determined by eligibility pay code in the Eligibility Pay Roster record), a Merit Match record will be generated containing the Employee ID, Title Code, and old and new rate. Campuses should save the Merit Match File for the Retro Merit Process.

EDB Transactions

An EDB transaction will be generated to update the employee’s distribution pay rate using the new pay rates recorded on the Eligibility Work record.

• EDB Transaction for updating the distributions

If the employee is eligible for the 2% wage increase only (determined from the Eligibility Pay Roster file), an EDB transaction will be generated for the new rate reflecting the 2% wage increase (from the Eligibility Work record).

If the employee is eligible for both the 2% wage increase and the 1.5% merit increase, (determined from the Eligibility Pay Roster file), an EDB transaction will be generated for the new rate reflecting the 1.5% merit increase (from the Eligibility Work record).

The updated distribution (copied from the original distribution) should not contain a value for the Step (EDB 2049).

The Personnel Action Code of ‘43’ (Change In Rate - Other) will be used on all EDB transactions to update the employee's distribution(s).

For monthly-paid employees, the current distribution will end effective September 30, 1998, and the new distribution will begin effective October 1, 1998. For biweekly-paid employees, the current distribution will end effective October 3, 1998, and the new distribution will begin effective October 4, 1998. For a future distribution, the logic should be similar to the logic in PPP910.

• EDB Transaction for updating Next Salary Review Date
A separate EDB transaction with a transaction type of 'A2' will be generated to update the employee’s Next Salary Review Date (from Specification record), and the Next Salary Review Type will to updated to a value of ‘2’.

**One-time Pay transactions for Lump Sum Payments**

The one-time process will separate the pay transactions by each employee’s primary Pay Schedule (EDB 0152) (MO, SM, BW, MA), so that campuses can include each lump sum payment file with the appropriate pay schedule.

If the employee is eligible for the 1.5% lump sum payment (determined from the eligibility pay code in Eligibility Pay Roster record), an one-time pay transaction with the following data will be generated:

- ‘FT’ type transaction

- Full Accounting Unit (FAU) of the current Appointment/Distribution with the Title Unit Code of SX. For an employee paid from several fund sources, the one-time process will prorate the lump sum payment among all current FAUs (the total payment should not exceed the calculated lump sum).

- Description of Service Code ‘LSP’

- A Pay Cycle End Date of 020198 will be used.

- The calculated one-time 1.5% lump sum payment should taken from the Eligibility Work record.

**Costing Transactions**

The logic for generating Costing transactions should be similar to the costing logic in PPP910 for range adjustments, and the costing logic in PPP680 for merits.
Attachments

Attachment A  One-time Specification Record layout
Attachment B  Eligibility Pay Roster Report
Final

Sequence of events for the one-time processes and the existing Retro Range/Retro Merit Processes
## One-time Program Run Specification

<table>
<thead>
<tr>
<th>Column</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1-</td>
</tr>
<tr>
<td>2</td>
<td>---5-</td>
</tr>
<tr>
<td>3</td>
<td>---0---</td>
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<tr>
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<td>14</td>
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</tr>
<tr>
<td>15</td>
<td>-SPEC</td>
</tr>
</tbody>
</table>

Columns 1 through 13 – Program ID  
Columns 14 through 19 – Next Salary Review Date (MMDDYY)
# ELIGIBILITY PAY ROSTER

## FULL ACCOUNTING UNIT: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

<table>
<thead>
<tr>
<th>ID/Name</th>
<th>Unit/Rep</th>
<th>No</th>
<th>DOS</th>
<th>% Time</th>
<th>Current Salary/Step</th>
<th>RT</th>
<th>2% Increase</th>
<th>1.5% Merit</th>
<th>1.5% Lump Sum</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe XXXXXXX</td>
<td>Food Serv Wk</td>
<td>11</td>
<td>REG</td>
<td>100.00</td>
<td>1898.00</td>
<td>M</td>
<td>1936.00</td>
<td>1965.00</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Smithy, Boot</td>
<td>Lab Helper</td>
<td>11</td>
<td>REG</td>
<td>100.00</td>
<td>9.9000</td>
<td>H</td>
<td>10.1000</td>
<td>316.33</td>
<td></td>
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</tr>
<tr>
<td>John Doe XXXXXXX</td>
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## COSTING BY FAU:

<table>
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<tr>
<th>Projected</th>
<th>Actual</th>
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<tr>
<td>2% Increase (annualized):</td>
<td>3,047.40</td>
</tr>
<tr>
<td>1.5% Merit Increase (annualized):</td>
<td>946.92</td>
</tr>
<tr>
<td>1.5% Lump Sum Payment:</td>
<td>1,235.29</td>
</tr>
</tbody>
</table>

Instructions to Reviewer:

All exclusively represented covered, career and casual SX employees are eligible for the 2% increase within the pay range for their titles. Employees, who did not receive merit increases effective July 1, 1998 or October 1, 1998, are eligible for the 1.5% merit increase. Only employees at the maximum salary of their title's pay range are eligible for the 1.5% lump sum.

If the Increase Action Code is a 2 and the employee is not eligible for the 2% range and 1.5% merit increase or lump sum payment, the user should line out the 2 and enter a 0 (zero) in the "Increase Action" column. If the Increase Action Code is 2 and the employee is eligible for the 2% range only, the user should line out the 2 and enter a 1 (one) in the "Increase Action" column. If the Increase Action Code is 1 and the employee is not eligible for the range adjustment, the user should line out the 1 and enter 0 (zero).