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Service Request 14819

Service Request 14819 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 given to exclusively represented (Covered) SX (Service Unit) employees.

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.

The terms of the agreement, offered to exclusively represented employees in the SX Unit, will be 2% wage increases and 1.5% merit increases, or 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 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% ranged 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. This release contains the first one-time process which calculates the 2% wage increases, 1.5% merit increases, and the 1.5% lump sum payments, which are displayed on the Eligibility Roster report.

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.

**DB2 Program**

**PPOT1234**

A one-time program has been developed to calculate the 2% wages increases, 1.5% merit increases, and the 1.5% lump sum payments. An Eligibility Pay Roster report displays the new calculated pay rates and the lump sum payments for all eligible SX employees. It is noted that only employees in the SX unit with an appointment type of ‘2’ (Career) or ‘7’ (Partial year career) may receive either the 1.5% merit increase or the 1.5% lump sum payment but not both.

**Bind Member**

**PPOT1234**

PPOT1234 is the one-time bind member.

**Production JCL**

The test JCL provided with this release can be used as a model to create production JCL for the one-time program PPOT1234.

**Test Plan**

A complete test plan is provided with this release.

Campuses are encouraged to use the base system test materials, as well as performing any other desired local tests.

**Installation Instructions**

1. Install one-time program PPOT1234.
2. Install one-time bind member PPOT1234.
3. DB2 pre-compile, compile, and link PPOT1234 into the Batch LOADLIB.
5. Testing
   
   Perform installation verification testing as described in the Test Plan.

   Perform any desired additional campus testing.
6. Install all the objects into Production

7. Create the Production JCL using the test JCL provided with this release as a model.

**Timing of Installation**

The installation of this release is date-mandated.

This release must be installed within the next two weeks, and the one-time program must be run as soon as practicable to produce the Eligibility Pay Roster report containing the 2% wage increases, 1.5% merit increases, and the 1.5% lump sum payments for eligible employees in the SX.

The Eligibility Pay Roster report should be distributed to each appropriate department for mark up. Each department will determine whether or not each employee on the report 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. Instructions for departmental markup of the report are displayed at the bottom of each page of the one-time OT12342 report.

*An Eligibility Work File (DD Name of ELGWRKFL) must be saved for input into the subsequent release of the one-time program.*

If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu, or call at (510) 987-0464.

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