Service Request 15051

REQUIREMENTS

Clerical and Allied Service Unit (CX) Agreement
2% Wage Increase, Merit Increase, and
Retroactive Payment

July 22, 1999
Rev July 29, 1999

HR & B: Information Systems & Support
Office of the President
University of California
**Introduction**

A wage agreement between the University and CUE (Coalition of University Employees) was ratified by the CUE membership on June 25, 1999. The agreement requires that the University implement the new wage structure and pay retroactive wages to unit employees no later than 150 days from the ratification date. The ratification date was June 25, 1999, the payment deadline is November 21, 1999.

Included in the terms of the agreement, exclusively represented employees in the CX Unit are to receive 2% range adjustment increases, merit increases and retroactive lump sum payments based on eligibility.

Under the terms of the agreement:

- Career employees on pay status continuously from October 1, 1998 are eligible for a 2% wage increase effective 10/1/98 as well as retroactivity from 10/1/98 to implementation date of the new wage structure;
- Casual employees who have worked 50% or more for EACH month from October 1998 through June 1999 are eligible for the range adjustment increase effective October 1, 1998 and retroactivity from October 1, 1998 (or the nearest biweekly pay date) to implementation date of the new rates.
- All other exclusively represented CX employees shall receive a 2% range adjustment increase effective July 1, 1999 (July 4, 1999 for BW paid employees). This group will also receive retroactivity for the period of July 1, 1999 until implementation of the new rates.
- In addition, career employees are eligible for merit increases effective January 1, 1999 (July 98 delayed) or July 1, 1999 (January 99 delayed) according to local procedures. There will also be retroactivity for these actions.

To support campuses in updating the EDB and payment of these actions a one-time program is required. The new program should be modeled after the programs developed in Releases 1234 and 1238 to satisfy the AFSCME Service unit settlement agreement.
Overview

A one-time Payroll/Personnel System (PPS) process must be developed to support the 2% range adjustment increases, merit increases, and retroactive payments to exclusively represented CX (Clerical Unit) employees.

Due to the complexity of this agreement, and to meet the requirements that all increases are paid no later than November 21, 1999, a one-time program must be provided to the campuses.

The process will contain a one-time program that must:
- Define and identify the eligible populations and create appropriate range adjustment increase transactions based on Pay Scale file data;
- Report each employee's new rates after the Range Adjustment as well as the employee eligibility category;
- Provide a ‘CX Eligibility Pay Roster’ turn around report for departmental mark-up of merit actions.
- Update the EDB with the new rates and effective date based on employee eligibility.
- Calculate retroactive increases for the range, merit and six-month increase portions of the actions.
- Ensure Costing for the actions.

Effective begin dates for Monthly and Bi-Weekly pay cycles:

<table>
<thead>
<tr>
<th></th>
<th>Monthly Pay Cycle</th>
<th>BW Pay Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Range (effective 10/1/98)</td>
<td>10/1/98</td>
<td>10/4/98</td>
</tr>
<tr>
<td>Range (effective 7/1/99)</td>
<td>7/1/99</td>
<td>6/27/99</td>
</tr>
<tr>
<td>Merit (effective 1/1/99)</td>
<td>1/1/99</td>
<td>12/27/98</td>
</tr>
<tr>
<td>Merit (effective 7/1/99)</td>
<td>7/1/99</td>
<td>6/27/99</td>
</tr>
</tbody>
</table>
Eligibility Requirements

A process to determine the eligible populations must be developed. The process must identify three groups of employees and assign an eligibility code to each for subsequent processing.

Identify:
1. Career employees who have been continuously on pay status since October 1, 1998, with non-expired appointments, are eligible for the Range Adjustment effective 10/1/98 (10/4/98 for Bi-Weekly (BW) paid employees).
2. Casual employees who have worked at least 50% time in EACH month from October 1998 through June 1999 are eligible for the Range Adjustment effective 10/1/98 (10/4/98 for BW).
3. All other employees, both career and casual who do not meet the above criteria are eligible for the Range Adjustment effective July 1, 1999 (6/27/99 for BW).

Determining Eligibility for each group:

**Group 1** – Career employee eligible for Range 10/1/98

Based on Appointment data:
- 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
- TUC (EDB 2029) = CX and
- Appointment Representation Code (EDB 2031) = C (Covered) and
- Appointment Begin Date < 10/2/98 (10/5/98 if BW) and
- Appointment Type = 2 (Career) or 7 (Partial Year Career) and
- Appointment Rate Code is A or H

OR

Career employee eligible for Range 10/1/98 – based on PAR:
- The employee holds at least one CX exclusively represented appointment with a begin date later than 10/1/98 and Hire Date is earlier than 10/2/98 then the determination of eligibility should be based on PAR records from October 1998 through June 1999. The employee is eligible if she/he has worked at least 50% time in each month in an exclusively represented CX title and the employee is currently in a Career CX appointment.

**Group 2** – Casual employee eligible for Range 10/1/1998

The employee must have an active, non-expired CX exclusively represented casual appointment currently on the EDB but Payroll Activity Records (PAR’s) should be examined for the period from October 98 through June 99 to determine actual eligibility. Pay records reflecting
- TUC = CX and
- Appointment Representation Code = C (Covered) and
- % time at least 50% for each month

Current EDB Appointment:
- Appointment End Date (EDB 2003) is not less than the current date and
- TUC (EDB 2029) = CX and
- Appointment Representation Code (EDB 2031) = C (Covered) and
- Appointment Type = 3 (Casual) and
Appointment Rate Code is A or H

**Group 3** – All other Exclusively represented CX appointments:
The employee must have an active, non-expired appointment currently on the EDB:
   - 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,
   - TUC (EDB 2029) = CX and
   - Appointment Representation Code (EDB 2031) = C

**PAR Record Review**
In the review of PAR records for eligibility determination, earnings records must have the
following characteristics in order to count toward the 50% time threshold:
- TUC must = CX
- Appointment Representation Code must = ‘C’
- Description of Service code must have a Pay Category Code of ‘N’ and a Type Hours Code of ‘R’

After identification of the populations, a special range adjustment process should be run. Using
the determination of eligibility defined above, the correct effective date of the range action will
be determined. A Pay Scale File containing the adjusted CX rates should be input to the process.
If the employee’s current pay rate is on the pay scale table, the one-time program should use the
corresponding new pay rate. If the employee’s current pay rate is not on the pay scale table, the
program should calculate the new rate, not exceed the maximum pay rate for the title. For this
process ensure that all distributions which contain a base salary rate, including distributions set
up for overtime and on-call payments, are adjusted as well. (Refer to Release 1241). The new
pay rate is to be calculated as 1.02% of the current pay rate, rounded as defined in Release 1241.

The calculated new rate as well as the old rate should be retained for use in retroactive
processing. Output should be a Work File holding information that will be the basis for
subsequently actions and eventually be used to generate EDB update transactions after merit
determinations have been made. The report is detailed below.
**Eligibility Pay Roster**

The Eligibility Pay Roster report will identify new salary figures after the 2% range increase is applied and allow for departmental input of appropriate merit increases for turnaround purposes. The turnaround, one-time Eligibility Pay Roster report will display each employee's new rate reflecting the 2% wage increase as well as the derived effective date based on the parameter criteria. A column for input of the merit increase new salary rate and new step as well as a status eligibility code (eligible for range only, eligible for merit effective 1/1/99, eligible for merit effective 7/1/99) must be provided on the report. The roster should be sorted by Home Department Code and should contain the following information:

- Transaction Type: XX
- Employee ID
- Employee Name: EDB 0105
- Title Code/Translation: EDB 2006
- Title Unit Code: EDB 2029
- Appointment Type Code: EDB 2020
- Appt Type Code Translation
- Appointment Rep Code: EDB 2031
- Distribution Number: EDB 2041
- Description of Service Code: EDB 2056
- % Full Time: EDB 2012
- Primary Pay schedule: EDB 0152
- Distribution Pay Rate: EDB 2055
- Distribution % Time: EDB 2052
- Current Step: EDB 2049
- Next Salary Review Date: EDB 0136
- Next Review Type: EDB 0135
- Appointment Rate Code: EDB 2015
- Appointment Pay Schedule: EDB 2016
- Range Eligibility Code
  - A = Career, Range effective 10/1/98 (10/4/98/BW)
  - B = Casual, Range effective 10/1/98 (10/4/98/BW)
  - C = Other exclusive CX – Range effective 7/1/99 (6/27/99/BW)
  - D = Other exclusive CX – Range effective after 7/1/99
- Derived Range Adjustment Effective Date
- Range Adjusted rate
- Merit Rate – User entered
- Step after Merit – user entered
- Merit Eligibility Code – user entered
  - 1 = Not Eligible
  - 2 = Merit effective 1/1/99 (12/27/98 BW)
  - 3 = Merit effective 7/1/99 (6/27/99 BW)

See Attachment 1 for sample report.
This report will be distributed to campus departments and control units in the same manner that merit rosters are made available. Departments will mark up the roster to indicate merit eligibility and may indicate a new ‘merited’ salary rate and effective date.

User entered Eligibility Codes:
1 – Eligible for Range Only
2 – Eligible for Merit Effective 1/1/99 (12/27/98)
3 – Eligible for Merit Effective 7/1/99 (6/27/99)

**Eligibility Work File**

The Eligibility Pay Roster will be returned to the Labor Relations/Human Resources for sign-off and then sent to Payroll for data entry of appropriate merit actions. An Eligibility Work File should result from this process to be subsequently used to generate the appropriate EDB transactions and for use in the one-time lump sum retroactive process. Similar to the merit roster transactions, only limited data will be keyed from this report for input into the next step. The Eligibility Work File will contain the following data:

<table>
<thead>
<tr>
<th>Data Element</th>
<th>EDB Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>EDB 0105</td>
</tr>
<tr>
<td>Employee Name</td>
<td>EDB 0105</td>
</tr>
<tr>
<td>Title Code</td>
<td>EDB 2006</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 2006</td>
</tr>
<tr>
<td>Appointment Rate Code</td>
<td>EDB 2015</td>
</tr>
<tr>
<td>Appointment Percent</td>
<td>EDB 2012</td>
</tr>
<tr>
<td>Appointment Type</td>
<td>EDB 2020</td>
</tr>
<tr>
<td>Appointment Type Translation</td>
<td>EDB 2016</td>
</tr>
<tr>
<td>Appointment Pay Schedule</td>
<td>EDB 2016</td>
</tr>
<tr>
<td>Distribution Number</td>
<td>EDB 2041</td>
</tr>
<tr>
<td>Distribution FAU</td>
<td>EDB 2043</td>
</tr>
<tr>
<td>Distribution DOS</td>
<td>EDB 2056</td>
</tr>
<tr>
<td>Distribution Percent Full-time</td>
<td>EDB 2052</td>
</tr>
<tr>
<td>Distribution Current Pay Rate</td>
<td>EDB 2055</td>
</tr>
<tr>
<td>New rate reflecting the 2% wage increase</td>
<td></td>
</tr>
<tr>
<td>New Rate reflecting merit increase</td>
<td></td>
</tr>
<tr>
<td>New Step reflecting merit increase</td>
<td></td>
</tr>
<tr>
<td>Eligibility Code</td>
<td></td>
</tr>
</tbody>
</table>
**File Maintenance**

A one-time process should generate EDB transactions to update Distribution pay rates, steps and effective dates using data from the Eligibility Work File. As well, EDB transactions to establish new values for Next Salary Review Date and Next Salary Review Type must be generated as well. Using similar logic to that contained in PPP910, the process should determine appointment and distribution records for EDB update processing, correctly ending existing distributions, and creating new distributions, and where required, new appointments.

Based on the EWF after update:

- **Appointment and Distribution transactions:**
  Merit Eligibility Code 1: Generate EDB update transaction with derived Range Adjustment Effective Date and Rate, Action Code = 28 –Range.
  Merit Eligibility Code 2: Generate EDB update transaction with 1/1/99 Distribution Begin Date (or later if current is later), Action Code = 04-Merit;
  Merit Eligibility Code 3: Generate EDB update transaction with 7/1/99 Distribution Begin Date (or later if current is later), Action Code = 04-Merit.

- **EDB Transaction for updating Next Salary Review Date and Type**

  A separate EDB transaction with a transaction type of 'A2' will be generated to update the employee’s Next Salary Review Date, and the Next Salary Review Type (from the Eligibility Work File record).

  For Code 2, generate A2 transaction to update Next Salary Review Date 01/00;
  For Code 3, generate A3 transaction to update Next Salary Review Date to 07/00

Using logic that currently exists in the merit update process, generate a new Next Salary Review Type of 2 or 5.

Campuses should process the EDB Change and Add transactions through a regular update process so that the Employee Change File can record the various changes.
Reporting

After processing of the Eligibility Work files, the one-time program should produce a report displaying the EDB activity for eligible CX employees. The report should display the basic data as in the Eligibility Pay Roster Report but should incorporate the final salary after all salary adjustments.

Costing

The one-time program should generate costing transactions for the range adjustment and merit increases so that program PPP960 can use the data. (If costing files are automatically generated as part of the EDB update then campuses need special instructions on which set of costing files to use.)

One-time Pay transactions for Retroactive Payments

Based on the Eligibility Work file, a retroactive process must be run by campuses to compute the required adjustments for employees. The process should be modeled after existing retroactive processes and should compute the retroactive range and merit activity based on the EWF data.

<table>
<thead>
<tr>
<th></th>
<th>Range Retro Period</th>
<th>Merit Retro Period</th>
<th>Merit Eligibility Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career (Group 1) Range</td>
<td>10/1/98 to Implementation</td>
<td>NA</td>
<td>1</td>
</tr>
<tr>
<td>10/1/99 w/No Merit Action</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career (Group 1) – Merit</td>
<td>10/1/98 – 12/31/98</td>
<td>1/1/99 to Implementation</td>
<td>2</td>
</tr>
<tr>
<td>1/1/99</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career (Group 1) – Merit</td>
<td>10/1/98 – 6/30/99</td>
<td>7/1/99 to Implementation</td>
<td>3</td>
</tr>
<tr>
<td>7/1/99</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Casual (Group 2)</td>
<td>10/1/98 to Implementation</td>
<td>N/A</td>
<td>1</td>
</tr>
<tr>
<td>Others – Range eligible</td>
<td>7/1/99 to Implementation</td>
<td>N/A</td>
<td>1</td>
</tr>
<tr>
<td>7/1/99 (Group 3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others – Group 4 – Range</td>
<td>Date after 7/1/99 to</td>
<td>N/A</td>
<td>1</td>
</tr>
<tr>
<td>Eligible after 7/1/99</td>
<td>Implementation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Merit Eligibility Code 1 = Not merit eligible
Merit Eligibility Code 2 = Merit Effective 1/1/99
Merit Eligibility Code 3 = Merit Effective 7/1/99

Group 1 = Career eligible for Range effective 10/1/98
Group 2 = Casual eligible for Range effective 10/1/98
Group 3 = Others eligible for Range effective 7/1/99
Group 4 – Others eligible for Range after 7/1/99
The one-time process should separate the pay transactions by each employee’s primary Pay Schedule (EDB 0152) (MO, SM, BW, MA), so that campuses can include each retroactive payment file with the appropriate pay schedule if desired.

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

- ‘RA’ type transaction
- Description of Service Code(s) corresponding to the original payment category.

When necessary, (i.e., when the number of pay transactions exceeds 99), the one-time program should compress the pay transactions into a single or a few transactions, if possible, using the pre-existing convention of common attributes.

Attachment:
Attachment 1 Eligibility Pay Roster Report
## ELIGIBILITY PAY ROSTER

### CALCULATED NEW PAY RATES

<table>
<thead>
<tr>
<th>Emp. ID/Name</th>
<th>Title Code</th>
<th>Title Trans</th>
<th>Dist</th>
<th>DOS</th>
<th>% Time</th>
<th>Pri Pay Sch</th>
<th>Rev Dt/Type</th>
<th>Current Salary</th>
<th>RT</th>
<th>New Incrs</th>
<th>Range Code</th>
<th>Merit Elig Code</th>
<th>Final Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>111111111</td>
<td>4622/CX/C</td>
<td>Collect Repres</td>
<td>REG</td>
<td>50.00</td>
<td>1.0</td>
<td>M</td>
<td>Casual</td>
<td>2670.00</td>
<td>B</td>
<td>N/A</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>222222222</td>
<td>4723/CX/C</td>
<td>Asst II</td>
<td>REG</td>
<td>100.00</td>
<td>3.5</td>
<td>M</td>
<td>Casual</td>
<td>2660.00</td>
<td>A</td>
<td>4.5</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>333333333</td>
<td>4773/CX/C</td>
<td>Key Entry Oprtr</td>
<td>REG</td>
<td>100.00</td>
<td>2.0</td>
<td>M</td>
<td>Career</td>
<td>1990.00</td>
<td>C</td>
<td>3.0</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>444444444</td>
<td>4999/CX/C</td>
<td>Sr Legal Sec</td>
<td>REG</td>
<td>75.00</td>
<td>1.0</td>
<td>M</td>
<td>Casual</td>
<td>3130.00</td>
<td>C</td>
<td>N/A</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Range Code: A = Career – eligible 10/1/98 (10/4/98 BW); B = Casual eligible 10/1/98 (10/4/98 BW); C = All others – Effective 7/1/99 or later

Merit Eligibility Codes: 1 = Range Adjustment Only; 2 = Merit Increase Effective 1/1/99 (12/27/98 BW); 3 = Merit Increase Effective 7/1/99 (6/27/99 BW);