November 1, 1999

This release is the Phase I process to support the various one-time payments required by the Research Support Professional (RX) Unit contract that was ratified on August 20, 1999.

**Service Request 15458**

In settlement of the RX Unit contract, it was stipulated that exclusively represented employees in the unit were to receive salary range and merit increases that became effective with the contract ratification. In lieu of retroactive adjustments from 1997 until the ratification date, eligible employees are to receive a one-time lump sum payment. Additionally, the contract specifies eligibility provisions for a special “signing bonus” as well as a special lump sum payment for employees moving from a July to October merit date.

The eligibility for these payments is described in Service Request 15458 that is available at the UCOP Campus Payroll Maintenance web site. This service request must be read for comprehension of the terms and conditions of eligibility and payment derivations.

Because of varying payment rates and eligibility requirements, these one-time payments have been separated by the service request into 12 Payment Groups. In order to validate eligibility for each of the 12 Payment Groups, a roster of eligible employees and the computed lump sum payment amounts will be produced for campus review. Three separate report rosters are specified:
PPOT12571 – This roster report displays employees eligible for the general and special lump sum payments that are associated with Payment Groups “01” through “09”. The applicable payments for each eligible employee appointment are identified with the applicable Payment Group. Additionally, this roster report will display employee appointments which may be marginally eligible for one or more of the one-time payments but which have been excluded from payment derivation because of secondary eligibility requirements. This latter category will be displayed with an appointment total payment of zero and be identified with Payment Group “00” (to facilitate payment inclusion during the Phase II adjustment process).

- PPOT12572 – This roster report displays employees eligible for the signing bonuses that are associated with Payment Groups “10” and “11”.

- PPOT12573 – This roster report displays employees eligible for the special lump sum for employees moving from a July to October merit date cycle. This one-time payment is associated with Payment Group “12”.

The rosters will be distributed to departments for verification of the information on the reports. The rosters will serve as turn around documents in order that campuses may correct the derived information on the population during the subsequent Phase II release process. During the phase II process, the Payment Group for each derived appointment payment may be set to “00” to nullify that payment or conversely, the pre-listed Payment Group of “00” may be changed to the appropriate Payment Group(s) to facilitate payment according to that group’s rate structure.

Programs

PPOT1257

This program has been developed to:

1. identify and categorize the eligible employee population according to the Payment Groups specified in Service Request 15458,
2. calculate the anticipated one-time payment amounts for each eligible employee appointment,
3. capture in a file the significant characteristics of all eligible employees and,
4. provide a roster which is also a key entry document so that departmental personnel can nullify or include an appointment from a specified Payment Group.

Because of the requirement that certain Payment Groups must have continuous “RX” Unit pay during specified time spans, it is necessary to examine the Payroll Audit Record (PAR) as well as the Employee Data Base (EDB) in order to identify and categorize the eligible population. The program assumes that the PAR files entered contain records for all months beginning with November, 1997, up to the present.

Bind Member

PPOT1257

PPOT1257 is the bind statement for one-time program PPOT1257.

Test Plan

A test plan is provided as a separate document. As noted above, the nature of the selection criteria (i.e., 12 Payment Groups) for the RX agreement requires considerable current EDB data variations as well as voluminous PAR “RX”
data history. These requirements would make it extremely difficult to build a sufficient number of cases in the base test environment for meaningful testing. Therefore, campus supplied local test data was used to fully exercise the one-time process. However, this data may not be offered to campuses with this release, because of concerns of campus employee data privacy.

In place of detailed test data we will provide case examples which campuses should either attempt to replicate in their respective test environments or find in their production data. Refer to the test plan.

**Installation Instructions**

A separate Installation Instructions document is supplied with this release.

**Timing of Installation**

The installation of this release is date-mandated.

This release is the first of two releases that together will enable implementation of the one-time payments associated with the RX agreement. Under the agreement, payments to RX employees must be made no later than January 18, 2000. Obviously, each campus will be able to determine the most advantageous timing for the execution and turn around of these processes. Note that the one-time program made available in this release produces a roster and related *eligibility work file* which are to be used in conjunction with the Phase II process yet to be released.

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