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Re:     Release:        1263
        Service Request:  14835
        Programs:        PPOT1263
        Copymembers:     None
        Include Members: None
        DDL Members:     None
        Bind Members:    PPOT1263
        CICS Maps:       None
        Forms:           None
        Table Updates:   Gross-to-Net, Benefits Rates and Bargaining Unit
        Urgency:         Date Mandated (See Timing of Installation)

Service Request 14835 asks for a modification to the dues structure for University employees who are members of the Research Support Professionals (RX) bargaining unit. Effective with January 2000 earnings, RX dues are to be 1.15% of total gross pay with a monthly maximum of $25.00 for employees earning less than $30,000 per year or a monthly maximum of $35.00 for those earning $30,000 or more per year.

Members of the RX unit are currently enrolled in a dues structure of 1.15% of total gross pay with a monthly maximum of $20.00, using GTN Number 370. Members of the RX unit share this dues structure with members of the HX unit as well as employees in unit 99.

As a result, members of the RX unit will be moved to a new GTN Number, 375. The purpose of this release is to implement the new unit RX dues structure and provide a one-time program to convert members of that unit to the new GTN entry.

**Programs**

**PPOT1263**

PPOT1263 is a one-time program which identifies covered members of the RX unit who are currently enrolled in UPTE dues (GTN 370), deletes the existing dues entry, and creates a new dues entry using GTN 375. The program produces a report showing all employees for whom the dues conversion was done, and an employee change file providing an audit trail of each change made.
The program may be run in two modes: Report-only, which produces the report of employees for whom the conversion would be done, *but does not actually update the EDB*; and Update, which produces the report and the ECF and *directly updates the EDB*.

**Table Updates**

Three control tables must be updated in order to fully-implement the new unit RX dues structure:

**Gross-to-Net Table**

The Gross-to-Net Table must be updated by adding the GTN entry for RX Dues. Payroll Coordination has specified that GTN 375 be used for this purpose and campuses are requested to use this standard GTN if at all possible.

The release provides transactions that properly set up GTN 375 for UPTE RX dues. The transactions are incomplete, in that the GTN Priority has not been set. Campuses must select a priority that places this GTN in roughly the same priority sequence as the existing UPTE GTN (370). Campuses should also review the assigned Liability Account FAU prior to production implementation. Note that the form sent out with the original Service Request was incomplete and omitted several required fields. It should *not* be used as the basis for the production table update. Use the transactions supplied with the release after your Campus Payroll Manager has reviewed them.

**Benefits Rates Table**

The GTN segment of the Benefits Rates Table must be modified to include the revised dues structure in the RX Covered section for the new GTN entry. In addition, to prevent compute warning about missing default rates, the revised dues structure must also be added to the default section of the BRT. The provided transactions may be used for both test and production after your campus Payroll Manager has reviewed them. Note that the form sent out with the original Service Request did not include the required default entry.

**Bargaining Unit Table**

Two changes are made to the Bargaining Unit Table.

1. Delete GTN 370 from the RX Covered Segment
2. Add GTN 375 to the RX Covered Segment

The provided transactions may be used for both test and production after your campus Payroll Manager has reviewed them.

**Test Plan**

The test plan is provided as a separate document.

**Installation Instructions**

1. Install one-time batch program PPOT1263
2. Bind the plan for one-time program PPOT1263
3. Execute the supplied *Test Plan*
4. Update the production control tables:
   - Gross-to-Net (GTN)
   - Benefits Rates Table (BRT)
   - Bargaining Unit Table (BUT)
5. Install and execute one-time program PPOT1263 in production. It is suggested that the program be run in Report-only mode first, and the results reviewed prior to executing the program in Update mode.

6. Modify production JCL which produces the monthly DUES490 file to include GTN 375 in that file for January month-end processing.

**Timing of Installation**

The installation of this release is **date-mandated**. The release must be installed prior to the first compute for January 2000 earnings in order to implement the new dues structure as requested by UPTE.

As usual, campuses are encouraged to install this release in as timely a fashion as possible and in the normal numeric sequence.

If there are any questions, please send electronic mail to Jerry.Wilcox@ucop.edu, or call at (510) 987-0516.

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