May 2, 2000

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Re:  Release: 1282
     Service Request: 17235
     Programs: PPOT1282
     CICS Programs: None
     Copymembers: None
     DDL Members: None
     Include Members: None
     Bind Members: PPOT1282
     CICS Maps: None
     Forms: None
     Table Updates: None
     Urgency: URGENT

Payroll Release 1280 implemented a two-tiered calculation routine for California Nurses’ Association (CNA) Dues and Agency Fees. That release noted that there would be a second release to provide a refund to employees who would have qualified for the reduced deduction amount had the calculation routine been in place at the time Agency Fee was implemented for this unit. This is that second release.

Service Request 17235

This Service Request asks for the refund of Dues and Agency Fees taken from payroll cycles between the implementation of Agency Fee deductions for CNA and the implementation in PPS of the two-tiered calculation routine for those dues and fees. The two-tiered structure provides those employees working less than 50% of the hours a reduction to 75% of the full dues or fees.

Depending upon the campus’ payroll schedule, and assuming that Release 1280 (which was date-mandated) was installed on time, deductions for dues and fees from the following pay periods are eligible for a refund if the employee worked less than 50% of the hours in the pay period:

- BW cycles ending 2/19, 3/4, 3/18, and 4/1
- SM cycles ending 2/15, 2/29, 3/15, and 3/31
- MO/MA cycles ending 2/29 and 3/31
Programs

PPOT1282

PPOT1282 is a one-time program that processes against the DB2 PAR, looking for CNA Dues, Agency Fee, and Charity deductions taken during the pay cycles identified above. Note that the program only looks for “normal source” deductions, that is to say, deductions taken normally from pay received during the cycle. One-time deductions, refunds, suspended deductions, and deductions taken from previously suspended balances are not examined, because it is impossible to tell whether or not they are even subject to an adjustment. The program identifies eligible deductions by looking for the standard GTN entries:

- 077–CNA Dues
- 460–CNA Agency Fee
- 506–CNA Charity #1
- 507–CNA Charity #2
- 508–CNA Charity #3

Campuses must modify the one-time program if local usage deviates from the above standard GTN entries.

For each such deduction found, the total regular hours worked for the pay period are examined, and if the employee is found to have worked less than 50% of the hours for that pay period, a refund amount is calculated and accumulated, separately for each GTN number involved.

When all of the deduction activity for an employee has been examined, refund (RF) transaction(s) are generated for each GTN for which the employee is due a refund. These transactions are written to separate output files (along with an appropriate batch header), depending upon the employee’s primary pay schedule, so that the refunds may be processed into the employee’s normal pay cycle, rather than causing issuance of a separate payment. It should be noted that there might be cases of employees who paid Agency Fees for some of the payroll cycles affected and enrolled in Dues for subsequent ones. The program handles this situation correctly, generating two refunds, one for Agency Fees and one for Dues, for those employees.

The one-time program requires the campus to provide three items of information via a Run Specification Record:

1. The batch number to be used for the generated transactions
2. The monthly dollar amount for full CNA Dues deductions at the campus
3. The monthly dollar amount for full CNA Agency Fee/Charity deductions at the campus

These latter two amounts are used to calculate the expected full and reduced deduction amount for each of the affected pay periods. Note that to avoid incorrect refund amounts and penny rounding problems, deductions that do not match the expected amount for the pay period will not be adjusted.

The program produces both control and audit reports. The audit report lists every normal source deduction examined, identifying those not eligible for a refund and those for which a refund could not be calculated because of amount discrepancies.

Test Plan

A formal test plan is not included with this release. The program was tested at UCOP by being run against live production data, as it was important to have a full sample of data conditions available. Campuses are encouraged to install the program and run a test against their own live data. The program may be run multiple times, as long as the transactions are not processed into production payroll cycles.

Installation Instructions

1. Install one-time batch program PPOT1282
2. Review the GTN Number assignments in the program for CNA Dues, Agency Fee, and Charity deductions, making any adjustments required for your campus
3. DB2 pre-compile, compile, and link-edit one-time batch program PPOT1282
4. Install one-time Bind member PPOT1282
5. Bind Plan PPOT1282
6. Provide the required batch number, Dues amount, and Agency Fee amount on the run specification record. Sample JCL is provided with the release.
7. Execute one-time program PPOT1282 against selected or full production data.
8. Review the report and transaction output from the test run.
9. Install the one-time program into production
10. Execute the one-time program in production
11. Input the produced refund transactions into the next normal payroll compute for the employees.

**Timing of Installation**

Installation of this release is URGENT. It should be installed, executed in production, and the generated transactions input to employees’ next available normal payroll cycle in order to provide the refunds to the employees as rapidly as possible.

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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