Service Request 15456
PPS Requirements
Salary Grade Field Expansion

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Information Management
Information Resources and Communications
University of California
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1.0 Background

The Salary Grade field on the Employee Data Base (EDB) in the Payroll/Personnel System (PPS) is currently a one-character field. The Human Resources unit of the University of California has asked that the field be expanded to allow for a two-character grade value. This request is being made as part of a larger project to modify the corporate University Title Code System (UTCS), the PPS Title Code Table (TCT), and the interaction between UTCS and PPS. The expansion of the Salary Grade field from one to two characters is being specified separately in these requirements for two reasons:

- The changes can be done independently of the other modifications for TCS/TCT
- A project is currently underway to add a Fair Labor Standards Act (FLSA) Indicator to the EDB at the appointment level (Service Request 14826). This project involves modifying many of the same programs that need to be modified to expand the grade field. There will be a savings of time and effort, both for the UCOP maintenance programming staff and for the campus installation effort if the Salary Grade expansion is combined with the project to add the FLSA Indicator.
2.0 PPS Modifications

2.1. EDB Data Element Changes

Currently, the field size of Salary Grade (EDB 2008) is one character. The Salary Grade data element size should be increased to two characters.

Appropriate modifications to DB2 tables for the EDB and History Data Base (HDB) should be made to increase the size. Data Element Table entries for Salary Grade should be modified to increase the size of the field. The Salary Grade field should be enterable in columns 53 through 54 of transaction type 10, 20, 30, 40, 50, 60, 70, 80 and 90.

Attachment A shows a draft data dictionary page reflecting the change.

2.2. Edits

The EDB Maintenance process performs edits on the Salary Grade value. At this time, no modifications to the edits are being requested. It is expected that changes will be requested after proposed changes to the University Title Code System (TCS) and the campus Title Code Table (TCT) are finalized.

The base system will continue to edit using the following rules which are associated with message 08-720, 'INVALID GRADE VALUE':

Personnel Program Code is 1,
Title Code is in the range 4000-9999,
and Grade is NOT one of the following values: 0,1,2,3,4,5,6,7 or blank

Personnel Program Code 2,
Title Code is in the range 0001-0199,
and Grade is NOT one of the following values: A,B,C,D,E

Personnel Program Code 2,
Title Code is in the range 0200-0799,
and Grade is NOT one of the following values: 0,1,2,3,4,5,6,7 or blank

If campuses need to use grade values that fall outside the rules of these edits, appropriate local modifications may be made to the edit to ensure data integrity.

2.3. On-line Screen Changes

The following on-line screens need to be modified to display two characters for the Salary Grade (EDB 2008) field: EAPP, EAPC, IAPP, IAPS, IAPT, IAPN, HADF, HADC, and HSUM.
On each of these screens, there are at least two unused spaces following the existing Salary Grade value. Therefore it is suggested that the extra character can be displayed without altering the positioning of labels or other fields on the screens. On the EAPP and EAPC screens, a preferable alternative would be to shift the grade field value one place to the left so that it would center under the label 'Grade'.

On the EAPP and EAPC screens, left justification of the Grade input should be enforced. That is, if the user enters '_A' (space then A) in the two-character grade input field, the system should left justify the result to 'A_' (A then space).

Field-level Help for Salary Grade is available on the EAPP, EAPC, IAPP, IAPS, IAPT, and IAPN screens. This field level help should be made available for both positions of the two-character grade field.

2.4. On-line History Reporting (Screen IHHR)

The on-line History Reporting screen, IHHR, allows the selection and printing of specific appointment/distribution history reports. Some of these reports display Salary Grade data, and should be modified to allow the display of a two character Salary Grade value. The Grade value is displayed in the "Appointment/Distribution Data" section, the "Title Step Synopsis" section, or the "Title Synopsis" section, depending on which report is selected.

On each of these reports, there are at least two unused spaces following the existing Salary Grade value. Therefore it is suggested that the extra character can be displayed without altering the positioning of labels or other fields on the reports.

2.5. Employee Documents (IDOC)

The ‘Appointment Information’ section is included on several Employee Documents (Summary of Separation Action, Summary of Initial Hire or Rehire, Summary of Change in Status Action). The format of this section should be modified to allow display of a two character Salary Grade value.

The ‘Appointment/Distribution Information’ section of both the landscape and portrait versions of the Personnel Summary Employee Documents should be modified to allow display of a two character Salary Grade value.

On each of these reports, there are at least two unused spaces following the existing Salary Grade value. Therefore it is suggested that the extra character can be displayed without altering the positioning of labels or other fields on the reports.
2.6. **Post Authorization Notification (PAN)**

Appointment information is included on the PAN whenever there are any changes to appointment or distribution information. The "APPT" PAN segment format must be modified to display two characters for the Salary Grade field.

There are two unused spaces after the display of Salary Grade value. Therefore it is suggested that the extra character can be displayed in the "APPT" PAN format without altering the positioning of labels or other fields on the notification.

2.7. **Forms**

UPAY 640A, Payroll Maintenance Work Sheet - 1, needs to be modified to expand the appointment line box for entry of Salary Grade to two spaces, and to indicate that the value should be entered in columns 53 through 54 of the transaction.

The PAF (Personnel Action Form) is formatted using the Report Description Table (RDT). This table currently defines salary grade (EDB2008) with a final length of one. This should be modified so that a two-character grade field can be displayed on the PAF.

2.8. **Merit Process**

Programs PPP670 and PPP680 are used in the merit reporting process. It appears that these programs allow for a grade field of at least two characters on the reports. The M1 transaction record out of PPP680 contains a grade field of one-character; this should be expanded to two characters.

2.9. **CPS/BCS Interface**

The Appointment Record of the CPS/BCS Interface file includes a two-character field that carries either the Salary Grade value or the Distribution Step value, depending on the employee record. Therefore, no changes are required to the record layout.

The logic that populates the grade/step field on the interface file currently moves the grade value, when present, to the first character of the grade/step field. This logic must be modified so that both characters of the grade field are moved to the step/grade field on the interface file.
System Number: EDB2008

User Access Name:

Programming Name: 2008-0

Revision Date: 04/30/91

Edit Requirement:

Comments:
Source(s): PPP120,
Use(s): Reporting
Locations(s): APS 0103 – Salary Step/Grade
CPS 0103 – Salary Step/Grade
IPS 0103 – Salary Step/Grade
OPP 0103 – Salary Step/Grade
SLC 0103 – Salary Step/Grade

Name: SALARY GRADE

Type: ALPHANUMERIC

Length: 2

Format: N/A

General Description

The salary grade associated with the appointment.

Code Interpretation

N/A