Requirements - PPS changes to support new BX unit for employees in Student Academic titles

SR 15127

Final 6/21/00

Background and Overview

The University of California recently came to an agreement allowing the United Auto Workers to represent graduate student employees in various titles. These student academic titles are currently associated with either unit 'Zn' or '99'. The new unit will be associated with collective bargaining unit code 'BX'. Payroll/Personnel System (PPS) modifications will be required to support this new unit.

Changes to various PPS Control Tables must be made to enable the system to handle employees in the new BX unit. Changes to the Title Code Table (TCT) to designate titles as covered by the new unit will be provided from UCOP's University Title Code System UTCS using the standard procedures. Changes to the Data Element Table, Bargaining Unit Table, and GrossTo Net Table will be provided to campuses by UCOP's Payroll Coordination unit.

A one-time program and some minor modifications to the EDB Maintenance edit process will also be required to properly set the covered/uncovered status of employees in the new unit.

The covered/uncovered status is determined in part by the designation in the Employee Relations Code, which specifies whether the employee has a supervisory appointment, a confidential appointment, is in a student title covered by HEERA, etc. Many of the employees with titles now covered by the BX unit have an Employee Relations Code of 'I', indicating they are in student titles not covered by HEERA. UC's Human Resources department will discuss whether there is any continuing need for the distinction between student academic titles covered or not covered by HEERA, and may bring forward further PPS changes in the future. In the short term, it has been decided that employees with these titles should have an Employee Relations Code value of 'H', to indicate that these titles are covered by HEERA.

These requirements specify the PPS processes to properly set the collective bargaining attributes of employees with titles covered by 'BX'.

PPS Requirements One-time for BX unit - Final 6/21/00
Note that agency fee deductions for this unit will begin with earnings for August, 2000. The proper covered/uncovered designation must be in place in order for those deductions to be properly established.

One-time process

Title Code Table (TCT) changes are being provided to campuses from the University Title Code System (UTCS) to change the unit code associated with all affected titles. In the Payroll/Personnel System, these TCT changes will trigger the creation of mass change transactions to update the Employee Database (EDB) records with the new Appointment Title Unit Code of 'BX' on appointments with student academic titles.

Many of the employees in these titles currently have values of 'U' in the Employee Representation Code (EDB 0295) and the Appointment Representation Code (EDB 2031) fields. One of the factors used in determining covered or uncovered status is the value of the Employee Relations Code (EDB 0160). An Employee Relations Code value of 'I' (student title not covered by HEERA) will cause a value of 'U' to be derived for the Employee Representation Code and the Appointment Representation Code. Because all of the titles in unit BX should be considered 'covered', a one-time process should be provided to set the Employee Relations Code to 'H' (student title covered by HEERA), and to set the Employee and Appointment Representation Codes to 'C' (covered) for employees with a 'BX' title.

Because changes to the Employee Relations Code can trigger derivations of various other data elements, it has been decided that the one-time will create transactions to change the Employee Relations Code value. These transactions will be run through a regular batch file maintenance process.

Note that the mass title changes to set the Title Unit Code to 'BX' must be run before the one-time is run.

Selection criteria

All employee records should be selected where existing Employee Relations Code (EDB 0160) is 'I' or blank, and there is one or more appointment with an Appointment Title Unit Code (EDB 2029) of 'BX'.

For each selected employee record, the program should produce an X1 transaction for data element 0160 (Employee Relations Code) to set the value to 'H'.

A report should be produced listing each employee selected, and the previous value of the Employee Relations Code. The report format should be:

Standard Report Headings
One-Time to set Employee Relations Code to 'H' for 'BX' unit

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Previous ERC value</th>
</tr>
</thead>
<tbody>
<tr>
<td>000050042</td>
<td>I</td>
</tr>
<tr>
<td>000056999</td>
<td>I</td>
</tr>
<tr>
<td>000098333</td>
<td>I</td>
</tr>
</tbody>
</table>

Total X1 transactions: 3

EDB Maintenance

The EDB Maintenance edit related to Employee Relations Code value 'H' should be modified.

Currently, a consistency edit checks for a value of 'H' in the Employee Relations Code field and issues message 08-138 'Employee Relations Code = H, No HEERA Covered Title(s)" if there are no appointments with a Title Unit Code (EDB 2029) of 'Zn' (where n is either 'x' or 1-9).

This edit should be changed to issue message 08-138 if there are no appointments with a Title Unit Code of 'BX', instead of checking for 'Zn'.

There is also an edit that checks for a value of 'I' in the Employee Relations Code field and issues message 08-139 'Employee Relations Code = I, No Academic Student Title(s). This edit should be retained for now.