Release 1319

Service Request 17464
IAP Funded 0.8% Wage Increase

Detail Design

12/5/00

Information Systems & Computing
Office of the President
University of California
Introduction

In addition to UC’s regular 2000-2001 annual salary plan and special state augmentation for additional salary increases, UC is improving the basic staff salary program by proposing that a portion of the funds that have previously been used for the Incentive Award Program (0.8%) be added to employees’ base salaries. The 0.8% increase is intended to be effective October 1, 2000 applied after augmentation, range, merit and parity increases are in place. Actual salary increases for UC staff covered by collective bargaining agreements must be negotiated before they can be implemented.

It is the intent of the program that eligible employees will receive an adjustment of 0.8% to their base pay. All adjustments are to be calculated and applied as base-building increases to existing appointment/distribution pay.

In order to distribute these monies to non-represented staff employees meeting the eligibility criteria, a special Payroll/Personnel System (PPS) program will be been developed. Separate requirements will be developed for exclusively represented units as agreement is reached.

For a further overview and detail eligibility requirements of this project see Service Request 17464, October 2000 0.8% Increase from IAP Funds (November 2, 2000), available at the Campus Payroll Maintenance web site.
Overview

In order to implement the distribution of these monies a modified version of the normal range adjustment will be developed. The main processing will depend on a Payscale Table and a modified version of PPP910.

The Payscale Table will be generated by OP Compensation in conjunction with Information Management and will be available by mid November, 2000.

The PPP910 logic will be retained in the one-time program to the degree possible in order to retain the major functionality of PPP910, including the creation of EDB update and costing transactions. The reports will be left as is with the turnaround fields for data entry, even though this one-time process is not expected to use that capability.

The following significant changes will be made:

The cursor selection of appointments has been made consistent with the eligibility for wage augmentation requirements on page 2/3 of the requirements document.

Three new indicators will be temporarily added to the PPP910 Run Specification so that the following appointments may be optionally excluded:

- Contract Appointments
- Per Diem Appointments
- Casual Restricted appointments with Non-Step based distributions.

A separate card input file will be available so that user specified Title Codes may be excluded (e.g., Student Assistant Series: 4919, 4920, 4921, or 4922).

DOS code validation has the additional requirements of Pay Category N (normal) and Type of Hours Code R (regular), O (overtime), or P (premium overtime) consistent with the Calculations paragraph on page 3 of the requirements. Also, these requirements specify the inclusion of Time On Call DOS Codes (i.e., Pay Category A combined with Type of Hours Code O).

PPIRANGE is called to access the Payscale Table, as in PPP910, to find a match on Title Code, Coverage Code, Rate Type and Old Rate. However the return codes are handled somewhat differently from PPP910:

00 indicates a match was found and a new rate was returned. This remains unchanged.

07 indicates the old rate was greater than the old maximum, and a new rate equal to the new maximum was returned. This remains unchanged.

02, 03, 04 all indicate the Title Code was on the Payscale Table but some other portion was a non-match. These will be given an .8%. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

05 indicates the Title Code was on the Payscale Table but the rate was less than the minimum. These will be given a .8% increase. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

06 indicates the Title Code was on the Payscale Table but the rate was greater than the new maximum. These will be given a .8% increase. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.
09 indicates the Title Code was not found. These are considered to be Non-Step based titles, and will be given a .8% increase. They appear on the Range Adjustment Exceptions report, but also are accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

The requirements ask for a new detail departmental report. Rather than insert this code into the complexity of a PPP910 clone, a second one-time program will be created. It will read the wrap-around transaction file used in PPP910 as input and produce a report, consistent with the requirements. Additionally, the reporting program will produce an Electronic File work file. The fields will be separated by tabs in a format usable by such standard data handlers as Excel. This file will be transmitted via FTP to UCOP for consolidation and use by Human Resources for further analysis.
Differences from Requirements

1. In the section EDB Update Transactions a Personnel Action Code of 43 was requested on the EDB update transaction. Personnel Action Code 28 (as currently used in PPP910) will be used instead (also refer to Installation Instructions – Run Options for additional reference).

2. The Requirements asked that the October 2000 Salary Augmentation Department Report be sorted by Full Accounting Unit (FAU) or Home Department. The report will be in Distribution Department and FAU order. "FAU order" means a simple sort on the 30 character FAU field.

3. For DOS Code validation, Type Hours Code P (premium overtime) will be eligible for selection in addition to value R (regular) and O (overtime).
Programs

PPO13191

A one-time program will be created to process the EDB, calculate the appropriate rate increases, and create EDB update transactions and Costing transactions.

The one-time program will use Base program PPP910 as its basis. Redundant code, such as code used by PPP910 in the Preliminary 2 phase, will **not** be removed in order to minimize inadvertent errors. Report layouts will be retained including the key-entry definitions for turnaround purposes, even though no turn-around processing is expected for this one-time process. Some minor changes will be made to the wrap-around transaction file in order to pass data to one-time program PPO13192, but only FILLER fields will be affected.

Standard practice is to release a one-time with the markings in cc73-80 containing the program name. To facilitate analysis of the changes in this one-time, code that has been unchanged from PPP910 will be marked with the one-time program name PPO13191. Code which has been inserted or modified will be marked with 74641319, where 1319 is the release number.

The following changes will be made to PPP910 code to create the one-time program:

The cursor selection of appointments will be evaluated for consistency with the eligibility for .8% rate increase requirements on page 2/3 of the requirements document.

The PPP910 Run Specification (UPAY677) used by PPO13191 will contain three new field options. These options are applicable only to PPO13191 and will not be available to the standard PPP910. These new indicators will be temporarily added to the Run Specification so that the following appointments may be optionally excluded:

A. **Bypass Contract Appointments** (i.e., Appointment Type “1”). Run Specification column 33; values are “Y” (exclude these appointments) or blank (do not exclude these appointments).

B. **Bypass Per Diem Appointments** (i.e., Appointment Type “6”). Run Specification column 34; values are “Y” (exclude these appointments) or blank (do not exclude these appointments).

C. **Bypass Non-Step Based Casual Restricted Appointments** (i.e., Appointment Type “4”). Run Specification column 35; values are “Y” (exclude these appointments) or blank (do not exclude these appointments).

A separate card input file will be available to PPO13191 so that user specified Title Codes may be excluded (e.g., Student Assistant Series: 4919, 4920, 4921, or 4922). Each record on this input file (DD Name “BYPASTTL”) should contain the 4 position Title Code entered in the first 4 characters of the record. That is, each 80 byte record should contain only one Title Code. Note that this file may remain empty when no Title Code exclusions are desired. This will require a new file to be defined, opened, read and closed. The file DD will be added to the one-time JCL cloned from PPP910.

In addition to being Range Adjustable, DOS code validation has the additional requirements of Pay Category N (normal) and a Type of Hours Code R (regular), O (overtime), or P (premium overtime) consistent with the Calculations paragraph on page 3 of the service request. Also, these requirements specify the inclusion of Time On Call DOS Codes (i.e., Pay Category A combined with Type of Hours Code O).

PPIRANGE is called to access the Payscale Table, as in PPP910, to find a match on Title Code, Coverage Code, RDU, Rate Type and Old Rate. However the return codes are handled somewhat differently from PPP910:

00 indicates a match was found and a new rate was returned. This remains unchanged. The rate will be used and no further calculation will occur for that rate.
07 indicates the old rate was greater than the old maximum, and a new rate equal to the new maximum was returned. This remains unchanged. The rate will be used and no further calculation will occur for that rate.

02, 03, 04 all indicate the Title Code was on the Payscale Table but some other portion was a non-match. These will be given a .8% adjustment increase. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

05 indicates the Title Code was on the Payscale Table but the rate was less than the minimum. These will be given a .8% increase. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

06 indicates the Title Code was on the Payscale Table but the rate was greater than the new maximum. These will be given a .8% increase. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

09 indicates the Title Code was not found (they are considered to be Non-Step based appointments). These will be given a .8% increase. They appear on the Range Adjustment Exceptions report, but also are accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

The decimal or dollar “rounding” used for those “calculated” (i.e., those not retrieved from the Payscale Table) wage increases will be consistent with the Requirements. For purposes of requirement definition, “Non-Step” based appointments are those for which the Title Code is not present on the Payscale Table; this distinction is necessary for “rounding” purposes as per the requirements.

The 0.8% rate used for calculated increases will be moved to a new field on the output transaction to be passed to PPO13192. Records that got their rate directly from the Payscale Table will contain zero in this field. The total adjustment amount plus 1.0 will be multiplied against the old rate to get the new rate.

PPP910 uses the error code to determine which report a transaction appears on, and also controls the creation of EDB update transactions and costing transaction. The process now accepts error codes 01 and 07. This code will be modified to accept error codes 01, 02, 03, 04, 05, 06, 07 and 09.

Distributions that cross the effective date boundary (10/01/00 on the Payscale header) will be ended as of 09/30/00 and new distributions created with a begin date of 10/01/00 and an end date equal to the original end date of the terminated distribution. Distributions starting 10/01/00 or later will merely have their rate updated. Aside from the error code controls mentioned in the previous paragraph, this code already exists in PPP910.

**PPO13192**

A one-time program will be created to produce the departmental October 2000 IAP Funded 0.8% Wage Increase Report and Electronic File.

The CCR-LOCATION will be selected from PPPCCR table. It will be moved to each Electronic File record to identify its source.

PPO13192 will read the wrap-around file created by PPO13191 in the Preliminary 1 phase. Only records with error codes 00, 01, 02, 03, 04, 05, 06, 07 and 09 (cc 268-269) will be accepted. The Distribution Department (cc 226-231) and FAU (cc 156-185) will be used as the sort key for the report process.

FAU/Department subtotals will be maintained in a semi-annualized form. The annualized calculated increase will be multiplied by .75 to give a Nine Months total. If the error code is 00,01, 02, 03, 04, 05, 06 or 07 that amount will be added to the Step Based sub-total. If the error code is 09, it will be added to the Open Range/Merit Based subtotal.

For each detail record, an Electronic File record will also be written (see Attachment A). The fields will be separated by tabs, i.e. Hex '05', to provide a standard format acceptable to Excel and other common software. For hourly rate
types, the old and new payrates will be moved to OLD-PAY-RATE and NEW-PAY-RATE. Zeros will be moved to OLD-PAY-AMOUNT and NEW-PAY-AMOUNT. For non-hourly rate types, the old and new payrates will be moved to OLD-PAY-AMOUNT and NEW-PAY-AMOUNT. Zeros will be moved to OLD-PAY-RATE and NEW-PAY-RATE.

Note that on the Electronic File, there is not just a single field each for Prior Distribution Pay Rate and New Distribution Pay Rate. The rate can be in two formats, 999.9999 for hourly and 99999.99 for all others. For ease of handling this dual format situation, each format will have a separate prior and new pay rate field. The appropriate one will contain a value, based on the rate type. The other will contain zeros.

PPP684

Program PPP684 is the first step in running a “multi” Retroactive Range process. It reads the wrap-around file out of PPP910 (in this case PPO13191) and produces an activity file for input to PPP685 (Retroactive Match File production). The Run Specification (UPAY877) input to PPP684 will be modified by the addition of an Error Code Override field. This new field will allow entry of up to ten Error Codes such that each entered value will override the normal rejection of the PPIRANGE associated return values contained on the Wrap Around File produced by PPP910 or, in this case, PPO13191. This new field will be reserved for unusual system processes such as the Retroactive Rate Adjustment process that will be required for this IAP Funded .8% increase. That is, normally, PPP684 will reject all records that did not have a Rate match against the Pay Scale Table (as per above, only return codes 00 and 07 indicate a Rate match to the Pay Scale Table). However, with this one-time process, eligible distributions will have an increase calculated even when there was no match to the Pay Scale Table. Therefore, PPP684 must accept PPIRANGE return values 02, 03, 04, 05, 06, and 09 when creating rate match records for the required “MULTI” Retroactive Rate Adjustment Process. This new UPAY877 Error Code Override field will be reserved for unusual system processes and must be coordinated with special programming. Unless otherwise instructed (as per this current requirement), this field should always remain blank.

One-Time Binds

PPO13191

A one-time plan bind for PPO13191 will be created. Its member list will be copied from the PPP910 bind member.

```
BIND
   PLAN(PPO13191)
   MEMBER(PPO13191, PPMSSG2, PPCTTUTL, PDOSUT2, PPDUCUTL, PPTCTUTL)
   ACTION(REPLACE)
   RETAIN
   VALIDATE(RUN)
   ISOLATION(CS)
   FLAG(I)
   ACQUIRE(USE)
   RELEASE(COMMIT)
   EXPLAIN(YES)
```

PPO13192

A one-time plan bind for PPO13192 will be created.
<table>
<thead>
<tr>
<th>BIND</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAN(PPO13192)</td>
<td>-</td>
</tr>
<tr>
<td>MEMBER(PPO13192, PPTCTUTL)</td>
<td>-</td>
</tr>
<tr>
<td>ACTION(REPLACE)</td>
<td>-</td>
</tr>
<tr>
<td>RETAIN</td>
<td>-</td>
</tr>
<tr>
<td>VALIDATE(RUN)</td>
<td>-</td>
</tr>
<tr>
<td>ISOLATION(CS)</td>
<td>-</td>
</tr>
<tr>
<td>FLAG(I)</td>
<td>-</td>
</tr>
<tr>
<td>ACQUIRE(USE)</td>
<td>-</td>
</tr>
<tr>
<td>RELEASE(COMMIT)</td>
<td>-</td>
</tr>
<tr>
<td>EXPLAIN(YES)</td>
<td>-</td>
</tr>
</tbody>
</table>
JCL

PPO13191:

PPP910 JCL will be used as the basis for creating the one-time JCL for PPO13191. One version will reflect PPP910 run the Preliminary 1 phase. A second version will reflect PPP910 run in the Final phase. The Run Specification Record will be based on the PPP910 Run Specification Record, as defined in UPAY677.

The Preliminary 1 phase will read a BYPASTTL 80 byte file containing Title Codes to exclude from processing.

The Preliminary 1 phase will create a transaction file for input to PPO13191's Final phase and to PPO13192 and, additionally, will serve as input to PPP684 in order to perform the retroactive adjust process. The Final phase will create EDB update transactions and costing transactions.

PPO13192:

JCL will be created for the new report program PPO13192. It will read the output file created by PPO13191 run in the Preliminary 1 mode at DD PLMTRNOT. This is the standard wrap-around file used by PPP910, created in the Preliminary 1 phase, updated in the Preliminary 2 phase, and used as input in the Final phase.

PPO13192 will create a departmental detail report based on the requirements. The Electronic File was added to the Requirements expedite potential analysis requests. The Electronic File will contain standard tabs between the fields. This file will be sent via FTP to UCOP. An FTP process will need to be established locally.
Attachments

Attachment A  Record layout of the Electronic File.
Attachment A: Electronic File Record LRECL=150

05 OTAB-LOCATION PIC X(02).
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-EMPLOYEE-ID PIC X(09).
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-EMP-NAME PIC X(26).
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-TITLE-CODE PIC X(04).
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-TUC PIC X(02).
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-REP-CODE PIC X(01).
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-FAU PIC X(30).
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-DOS-CODE PIC X(03).
05 FILLER PIC X(01) VALUE '05'.
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-STEP PIC X(03).
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-RATE-CODE PIC X(01).
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-OLD-PAY-RATE PIC 999.9999.
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-NEW-PAY-RATE PIC 999.9999.
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-OLD-PAY-AMOUNT PIC 99999.99.
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-NEW-PAY-AMOUNT PIC 99999.99.
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-PERCENT-INC PIC 99.99.
05 FILLER PIC X(01) VALUE '05'.
05 OTAB-PRORATE-INCREASE PIC 99999.9999.
05 FILLER PIC X(01) VALUE '05'.