SR17523
Clerical Unit One-time Payment
REQUIREMENTS

December 18, 2000
Revised January 8, 2001

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BACKGROUND
A wage agreement between the University of California and the Coalition of University Employees (CUE) is expected to be ratified by the CUE membership on December 20, 2000. The agreement requires that the University implement a new wage structure and pay retroactive wages to unit employees no later than 150 days from the effective date. The document additionally provides a one-time signing bonus of $100 made to all eligible career employees no later than sixty days from the effective date of the agreement. That date is December 20, 2000, requiring a deadline of the $100 to be paid on or before February 18, 2001. Should dates differ in final ratification an amendment to this document will be issued.

Campuses have in place programs to run the multiple range adjustment and merit processes. A one-time program must be developed to support campuses in selecting eligible employees for a one-time payment of $100.

PROCESS REQUIREMENTS

Eligibility for the $100 One Time Payment:

1. At least one active or future appointment where all the following are true.
2. Title Code is in the range of 4001-9999.
3. Appointment Title Unit Code (EDB 2029) = ‘CX’
4. Appointment Representation Code (EDB 2031) = C (Covered)
5. Appointment Type Code (EDB 2020) = 2 or 7 (Career/Partial Career)
6. Hire Date (EDB0113) is on or before December 20, 2000.

Payment

To pay employees, who meet the eligibility criteria, programming should include a payment mechanism. This mechanism should generate one-time (FT) transactions, and sort the transactions into separate pay cycle (MO, MA, BW, and SM) files. The separate file will allow campuses to process the FT transactions into the employee’s primary pay cycle.
The $100 must be charged to the Full Accounting Unit identified on a Run Specification card which enables campuses to cost the signing bonuses against assessed IAP funds (see Attachment 2). The DOS code ‘SPL’ (non-base building, not retirement eligible) should be used with a pay period end date of December 20, 2000.

**Reporting**

**CX Signing Bonus Report**

A report and electronic file (separated by tabs in a format usable by standard data handlers such as Excel) similar to that produced by Release 1303 will be required. The report will contain the active CX appointment data listed below. Attachment 1 reflects a sample report layout.

- Employee ID#
- Employee Name (EDB 0105)
- Appointment Title Code (EDB 2006) and Title Translation
- Appointment TUC (EDB 2029)
- Appointment Representation Code (EDB 2031)
- FT Transaction Amount
- Check Date
- Departmental Total
- Home Department Number (EDB 0114) and Name
### Attachment 1 – Report Sample

**HOME DEPARTMENT:** XXXXXXX  XXXXXXXXXXXXXXXXXX

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<tr>
<th>EMP I/D</th>
<th>NAME</th>
<th>TITLE CODE</th>
<th>UNIT REP</th>
<th>PRIMARY PAY SCH</th>
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<td>205987654</td>
<td>DOE,JANE</td>
<td>4724</td>
<td>CX U</td>
<td>(____) ASSISTANT I</td>
<td>MO</td>
<td>$100.00</td>
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**DEPARTMENTAL TOTAL:** $300.00
# PAYROLL/PERSORNEL

PPPXXX PROGRAM RUN SPECIFICATION

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