Service Request 17523

A wage agreement between the University of California and the Coalition of University Employees (CUE) was ratified by the CUE membership on December 19, 2000 and signed into contract effective December 20th. 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. Therefore, the $100 signing bonus must be paid on or before February 18, 2001.

Campuses have in place programs to run the multiple range adjustment and merit processes. This current release implements a one-time program that was developed to support campuses in selecting and issuing the one-time payment of $100 to eligible employees.

This one-time program will examine all CUE related EDB appointments (i.e., Title Unit Code is “CX”) and issue Payroll Compute payment transactions for those employees which meet the eligibility criteria. These One-time Payment “FT” transactions will be grouped so that they may be processed during the employee’s Primary Pay Cycle. A roster of all payments in Home Department order will be generated.

Programs

PPOT1326 (new)

To achieve the basic eligibility requirements of the signing bonus, PPOT1326 will select all EDB appointments that have the following attribute values:

1. Title Code is in the range of 4001-9999.
2. Appointment Title Unit Code (EDB 2029) = ‘CX’
3. Appointment Representation Code (EDB 2031) = C (Covered)
4. Appointment Type Code (EDB 2020) = 2 or 7 (Career/Partial Career).
5. The appointment Without Salary Indicator (EDB 2028) must not be “Y”.
6. The Hire Date (EDB 0113) is on or before the Contract Date (December 20, 2000).
7. The Separation Date (EDB 0140), when present, must not fall before the Contract Date.
8. The Appointment End Date (EDB 2003) must not fall before the Contract Date.
9. The Appointment Begin Date (EDB 2002) must not fall after the Contract Date.

Note: The functionality of the above appointment eligibility requirements demands that PPOT1326 be bound to and applied during production to the frozen Calendar Year End EDB (i.e., “W2” EDB). In this manner, appointments active during the month of December will be resident for PPOT1326 examination.

For each employee that has one or more eligible appointments, a $100.00 payment will be issued in the form of a One Time Payment “FT” (UPAY564) transaction. When multiple eligible appointments are encountered for an employee, the $100.00 payment will be prorated to each Title Code based on the number of eligible appointments. For example, when four eligible appointments are resident, four payments of $25.00 each will be issued such that the Title Code of each eligible appointment is recorded on a corresponding payment.

PPOT1326 requires the following input Run Specification:

- Specification Identifier; constant “CX2000BONUS” (Columns 1 through 11)
- Payment Funding FAU; must not be blank (columns 12 through 41); acts as the departmental funding FAU on each issued “FT” payment transaction. This will enable campuses to cost the signing bonuses against assessed IAP funds.

The DOS code “SPL” (non-base building, not retirement eligible) will be assigned to all “FT” transactions. Additionally, the Contract Date will be used as the Pay Period End Date on all transactions.

Four separate “FT” transaction files will be produced (one for each possible pay cycle; BW, MO, SM, MA). Each one-time payment issued is assigned to the file associated with the employee’s Primary Pay Cycle. Batch header records will be provided on each of these files. See installation instructions for Batch Number considerations.

PPOT1326 will produce two reports:

1. The CX Signing Bonus Roster (Report OT13261). This report is in Home Department order and includes detail employee/appointment attributes and the associated signing bonus payment. Department signing bonus payment totals are included.
2. The CX Signing Bonus Warning & Control (Report OT13262). This report will list the Run Specification values, provide Input/Output control totals and identify errors and unusual conditions.

**Bind Members**

PPOT1326 (new)

This member defines the plan bind for one-time program PPOT1326.

**Test Plan**

A complete test plan is provided with this release.

**Installation Instructions**

Installation Instructions are provided as a separate document.
Timing of Installation

The release is Date Mandated. The CX special signing bonus is required to be paid on or before February 18, 2001.

As usual, campuses are encouraged to install this release in as timely a fashion as possible and in the normal numeric sequence.

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