Release 1329

Service Request 17578
HX ATB Wage Increase

Detail Design

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Information Systems & Computing
Office of the President
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<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>OVERVIEW</td>
<td>4</td>
</tr>
<tr>
<td>PROGRAMS</td>
<td>6</td>
</tr>
<tr>
<td>ONE-TIME BINDS</td>
<td>8</td>
</tr>
<tr>
<td>JCL</td>
<td>10</td>
</tr>
<tr>
<td>ATTACHMENTS</td>
<td>11</td>
</tr>
</tbody>
</table>
Introduction

The University of California and the University Professional and Technical Employees (UPTE) negotiated a new wage agreement which was ratified by UPTE membership on January 26, 2001. The terms of the agreement provide across-the-board (ATB) increases to eligible employees effective October 1, 2000. To be eligible for this increase an employee must be employed by the University in the HX unit on the date of UPTE’s ratification of the agreement.

In order to distribute these monies, effective October 1, 2000, to represented HX unit employees meeting the eligibility criteria, a special Payroll/Personnel System (PPS) program must be developed.

Depending on eligible career and casual employee’s base wage level, the employee will receive an adjustment of either 1.8% or 2.8% or in the case of per diem employees, an increase of either 1% or 2%. For eligible career or casual employees whose October 1, 2000 salary level (before calculated increase) does not exceed $40,000, the employee is to receive an adjustment equal to 2.8%, or 2% if per diem, of his/her salary. Employees, whose salary base is greater than $40,000 but less than $80,000, are to receive a 1.8% salary adjustment if career or casual or 1% if per diem. All adjustments will be calculated and applied as base-building increases to existing appointment/distribution pay rates.

This process is modeled after the special rate adjustment processes issued in Releases 1303, 1319, 1321, and 1327. The process will calculate the increase for non-step based employees and create EDB update transactions. Additionally, costing transactions and retroactive pay transactions will be generated.

The program should utilize a standard pay scale table so that any applicable step based Titles may be processed in lieu of program calculated increases.

For a further overview and detail eligibility requirements, see Service Request 17578, *HX ATB Wage Increase Requirements (January 24, 2001)*, 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 Pay Scale Table and a modified version of PPP910.

The Pay Scale Table will be generated by OP Compensation in conjunction with Information Management.

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.

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 Pay Scale 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 Pay Scale Table but some other portion was a non-match. These will be given an adjustment increase based on the eligibility requirements identified in the Service Request. 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 Pay Scale Table but the rate was less than the minimum. These will be given an adjustment increase as per the service request. 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 Pay Scale Table but the rate was greater than the new maximum. These will be given an adjustment increase as per the service request. 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 appointments are considered to be “open range” (i.e., Non-Step) based appointments. These will be given an adjustment increase as per the service request. 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.
Programs

PPO13291

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 PPO13292, 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 PPO13291. Code that has been inserted or modified will be marked with 75781329, where 1329 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 the HX Unit rate increase requirements on page 2/3 of the requirements document.

Appointment examination for the employee will be bypassed when the employee’s Separation Date is prior to January 26, 2001 or when the Hire Date falls after January 26, 2001.

Appointments with a Rate Code value of “B” (by agreement) are bypassed.

As per the Requirements, the annual salary must be used to determine the percentage amount of increase due. The annual salary amount will be calculated for each distribution as follows:

- When the Appointment Rate Code is “H” (hourly), the Annual Rate will equal the Distribution Rate times 2088.
- When the Appointment Rate Code is “A” (amount), the Annual Rate will equal the Distribution Rate times X where “X” is 12, 26, or 24 based on whether the Appointment Pay Schedule is Monthly, Biweekly, or Semi-Monthly, respectively.

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 Pay Scale Table, as in PPP910, to find a match on Title Code, Coverage Code, RDUC, 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 Pay Scale Table but some other portion was a non-match. These will be given an adjustment increase based on the eligibility definitions identified in the service request. 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 Pay Scale Table but the rate was less than the minimum. These will be given an adjustment increase as per the service request. 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 Pay Scale Table but the rate was greater than the new maximum. These will be given an adjustment increase as per the service request. 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 appointments are considered to be “open range” (i.e., Non-Step) based appointments. These will be given an adjustment increase as per the service request. 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 Pay Scale 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 Pay Scale Table; this distinction is necessary for “rounding” purposes as per the requirements.

The rate used for “calculated” increases will be moved to a new field on the output transaction to be passed to PPO13292. Records that got their rate directly from the Pay Scale Table will contain zero in this field. The percentage adjustment amount plus 1.0 will be multiplied against the old rate in order to calculate 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.

Personnel Action Code 28 (as currently used in PPP910) will be assigned to EDB update transactions.

EDB Distributions that cross the effective date boundary (10/01/00 on the Pay Scale 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.

**PPO13292**

A one-time program will be created to produce the departmental October 2000 HX 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.

PPO13292 will read the wrap-around file created by PPO13291 in the Preliminary 1 phase. Only records with error code values 00, 01, 02, 03, 04, 05, 06, 07 and 09 (cc 268-269) will be accepted. The report will be in Distribution Department and natural FAU order.

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 pay rates 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 pay rates 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 999999.99 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 Rate Adjustment process. It reads the wrap-around file out of PPP910 (in this case PPO13291) and produces an activity file for input to PPP685 (Retroactive Match File production). The “Error Code Override” field of the PPP684 Run Specification (UPAY877) must be entered so that all wage increases assigned by PPO13291 will be processed and applied to the output activity file. 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 a wage increase calculated even when there was no match to the Pay Scale Table. Therefore, PPP684 must accept PPRANGE return values 02, 03, 04, 05, 06, and 09 when creating rate match records for the required “MULTI” Retroactive Rate Adjustment Process. Note that the UPAY877 Error Code Override field is reserved for unusual system processes, such as this current release, and must be coordinated with special programming. Normally, this field should always remain blank.

One-Time Binds

PPO13291
A one-time plan bind for PPO13291 will be created. Its member list will be copied from the PPP910 bind member.

```
BIND
   PLAN(PPO13291)  
   MEMBER(PPO13291, 
          PPMSSG2, 
          PPCTTUTL, 
          PPDOBUTL, 
          PPDUCUTL, 
          PPTCTUTL)  
   ACTION(REPLACE) 
   RETAIN 
   VALIDATE(RUN) 
   ISOLATION(CS) 
   FLAG(I) 
   ACQUIRE(USE) 
   RELEASE(COMMIT) 
   EXPLAIN(YES) 
```

PPO13292
A one-time plan bind for PPO13292 will be created.

```
BIND
   PLAN(PPO13292) 
```
HX ATB Wage Increase
Detail Design
01/31/01

MEMBER(PP013292,
PPTCTUTL)
ACTION(REPLACE)
RETAIN
VALIDATE(RUN)
ISOLATION(CS)
FLAG(I)
ACQUIRE(USE)
RELEASE(COMMIT)
EXPLAIN(YES)
JCL

PPO13291:

PPP910 JCL will be used as the basis for creating the one-time JCL for PPO13291. 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 create a transaction file for input to PPO13291's Final phase and to PPO13292 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.

PPO13292:

JCL will be created for the new report program PPO13292. It will read the output file created by PPO13291 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.

PPO13292 will create an FAU ordered detail report based on the requirements. The Electronic File was added to the Requirements to 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'.