Service Request 15211
One-Time “Lookback” on Hours for Casual Employees
Detail Design

Document Number DETAIL
FINAL
2/9/01
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**Introduction**

University of California, Human Resources and Benefits department, is modifying the policy regarding the attainment of career status for employees classified as "casual". Effective January 1, 2001, the casual appointment type will be renamed ‘limited’ appointment type. Also effective January 1, 2001, in addition to the current conditions of eligibility for career status based on the percent time and duration of the employee's appointment, an employee may alternately qualify for career status by accruing 1000 eligible hours on pay status in a limited position in a consecutive 12 month period without a significant break in service.

HR&B has also specified that employees who have an active limited appointment on January 1, 2001, who worked at least 1000 hours in a casual position in the 13-month period from December 1, 1999 through December 31, 2000, and who worked at least 50% time in at least five consecutive months, are eligible for career status effective January 1, 2001.

Service Request 15215, specified a one-time process to capture data in the Hours on Pay Status fields before the December 1999 hours are replaced by December 2000 hours. The programming for this process was sent to campuses on 11/21/00 as Release 1314.

These requirements specify the remainder of the systems support required for identifying employees with limited appointments who may be eligible for career status. The process will use the data created by Release 1314.

For a further discussion of requirements of the this project see the *One-Time “Lookback” on Hours for Casual Employees PPS Requirements* document available at the Campus Payroll Maintenance web site at Requirements (Service Requests) prior to release. It can be obtained at the release document site after release.
Overview

In order to aid in the identification of employees potentially eligible for career status two one-time reports will be created. Hours on Pay Status will be analyzed for the thirteen months inclusive of December, 1999 through December, 2000.

Employees will be identified on the current EDB who have at least one appointment that has an Appointment Type of '3' that is active as of January 1, 2001, and who are not separated as of that date. For selected employees, the thirteen hour buckets will be compared to the standard work hours for those months. Employees with a Total of Hours on Pay Status of 1000 hours or more and at least five consecutive months at 50% time will be reported on one report. Selected employees who fail either the 1000 hour limit, or the five consecutive month requirement, or both, will be written to a second report.

The EDB will not be updated in any manner. The reports will be used in a manual review of the reported employees.
One-Time Programs

PPOT1331
PPOT1331 will be a one-time program which will report on casual employees potentially eligible for career status.

A cursor will be defined to select Employee ID's who are not separated as of 01/01/2001, and who have at least one active appointment as of 01/01/2001 which has Appointment Type 3. The cursor will be ordered by Home Department and Employee Name for subsequent report order purposes.

EXEC SQL
DECLARE EMP_ROW CURSOR FOR
SELECT PPPAPP.EMPLOYEE_ID,
   EMP_NAME,
   HOME_DEPT
FROM PPPPER,PPPAPP
WHERE PPPPER.EMPLOYEE_ID = PPPAPP.EMPLOYEE_ID
AND (SEPARATE_DATE = '01/01/0001'
   OR
   SEPARATE_DATE > '01/01/2001')
AND PPPAPP.EMPLOYEE_ID IN
   (SELECT PPPAPP.EMPLOYEE_ID
    FROM PPPAPP
    WHERE APPT_TYPE = '3'
    AND APPT_BEGIN_DATE <= '01/01/2001'
    AND APPT_END_DATE   >= '01/01/2001')
ORDER BY 3, 2
END-EXEC.

A second cursor will be defined to return appointment data for each Employee ID returned by the first cursor.

EXEC SQL
DECLARE APP_ROW CURSOR FOR
SELECT APPT_NUM,
   APPT_TYPE,
   TITLE_CODE,
   PERCENT_FULLTIME,
   APPT_BEGIN_DATE,
   APPT_END_DATE
FROM PPPAPP
WHERE EMPLOYEE_ID = :PER-ROW.EMPLOYEE-ID
AND APPT_BEGIN_DATE <= '01/01/2001'
AND APPT_END_DATE   >= '01/01/2001')
ORDER BY 1
END-EXEC.

A thirteen element array will be defined to contain the work hours per month for the months from December 1999 through December 2000. Fields for both monthly and biweekly work hours will be included.

A matching thirteen element array will be defined to contain each employees Hours on Pay Status for the months from December 1999 through December 2000.

Standard heading and detail lines will be defined consistent with the report samples in Attachment A and B.
Initialization:

Standard one-time report files will be opened and headers initialized.

`SCR_CURRENT_DATE` will be selected from the `PPPVZSCR_SCR View of the PPPSCR table`.

A call to `PPCALUTL` will be performed 13 times, passing Month 12 Year 1999 through Month 12 Year 2000. The returned data from `PPCALUTL` contains cycles with dates in the requested month. The work days for B1, B2 or B3 cycles that have an end date within the month will be multiplied by 8 and added to the biweekly days bucket for that month. The work days for MO cycles that have an end date within the month will be multiplied by 8 and added to the monthly days bucket for that month. At the end of the process the report header lines displaying work hours will be created from the array data.

```plaintext
COMPUTE KCAL-MONTH = 11.
COMPUTE KCAL-YEAR = 1999.

PERFORM VARYING MONTH-SUB FROM 1 BY 1
  UNTIL MONTH-SUB > +13
    IF KCAL-MONTH = 12
      MOVE 01 TO KCAL-MONTH
    ELSE
      ADD +1 TO KCAL-YEAR
    END-IF
    CALL 'PPCALUTL' USING CALENDAR-INTERFACE
    PERFORM VARYING KCYCLE-SUB FROM 1 BY 1
      UNTIL KCYCLE-SUB > KCAL-NUMBER-OF-PAY-CYCLES
        IF KCAL-CYCLE-TYPE (KCYCLE-SUB) = 'B1' OR 'B2' OR 'B3'
          AND KCAL-CYCLE-END-DATE (KCYCLE-SUB) (3:2) = KCAL-MONTH
          COMPUTE WS-BW-HOURS (MONTH-SUB) = WS-BW-HOURS (MONTH-SUB)
            + (KCAL-CYCLE-WORK-DAYS (KCYCLE-SUB) * 8)
        END-IF
        IF KCAL-CYCLE-TYPE (KCYCLE-SUB) = 'MO'
          AND KCAL-CYCLE-END-DATE (KCYCLE-SUB) (3:2) = KCAL-MONTH
          COMPUTE WS-MO-HOURS (MONTH-SUB) = WS-MO-HOURS (MONTH-SUB)
            + (KCAL-CYCLE-WORK-DAYS (KCYCLE-SUB) * 8)
        END-IF
      END-PERFORM
END-PERFORM
```

Process:

`EMP_CURSOR` will be opened and the results fetched for each Employee ID.

Data will be moved into the employee work hours array from a combination of the one-time table data on the `PPOTPYST` table from Release 1314 and the current EDB on the `PPPPCM` table. Both tables will be accessed via a `SELECT` by Employee ID. If a row is not found the row working storage should be initialized. The column names of the hours are the same on each table, so must be qualified in program references. In addition to hours, the appointment type counts will be selected from the `PPOTPYST` table. In addition to hours, the Primary Pay Schedule will be selected from the `PPPPCM` table.

```plaintext
EXEC SQL
  SELECT
    PAYSTAT_JAN,
    ,PAYSTAT_FEB,
    ,PAYSTAT_MAR,
    ,PAYSTAT_APR,
    ,PAYSTAT_MAY
```
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EXEC SQL
SELECT
  PAYSTAT_JAN,
  PAYSTAT_FEB,
  PAYSTAT_MAR,
  PAYSTAT_APR,
  PAYSTAT_MAY,
  PAYSTAT_JUN,
  PAYSTAT_JUL,
  PAYSTAT_AUG,
  PAYSTAT_SEP,
  PAYSTAT_OCT,
  PAYSTAT_DEC,
  PRI_PAY_SCHED
FROM PPPVZPCM_PCM
WHERE EMPLOYEE_ID = :PER-ROW.EMPLOYEE-ID
END-EXEC.

EXEC SQL
SELECT
  PAYSTAT_JUN,
  PAYSTAT_JUL,
  PAYSTAT_AUG,
  PAYSTAT_SEP,
  PAYSTAT_OCT,
  PAYSTAT_NOV,
  PAYSTAT_DEC,
  APPT_TYPE_1,
  APPT_TYPE_2,
  APPT_TYPE_3,
  APPT_TYPE_4,
  APPT_TYPE_5,
  APPT_TYPE_6,
  APPT_TYPE_7
FROM PPOTPYST_PYST
WHERE EMPLOYEE_ID = :PER-ROW.EMPLOYEE-ID
END-EXEC.

The source of data for each employee hour bucket will be determined by SCR_CURRENT_DATE on the PPPSCR table.

December 1999 will always be moved from PAYSTAT_DEC on the PPOTPYST table to position 1 of the employee work hours array.

A PERFORM loop will be executed changing a counter from +1 by +1 until greater than 12. The counter will be compared to the value of the month of SCR_CURRENT_DATE. If the counter is less than SCR_CURRENT_DATE month, the data will be moved from the one-time table. If the counter is equal to or greater than SCR_CURRENT_DATE, the data will be moved from the EDB PPPPCM table. A running total will be kept of all hours in the thirteen buckets of the array.

A report flag will be set to default to Report 1.

If the total hours is less than 1000 hours, then the report flag will be reset to indicate that the employee is be reported on Report 2.

If the total hours is equal to or greater than 1000 hours then the worked hours will be evaluated for 5 consecutive months at 50% time. The Primary Pay Schedule obtained from the PPPPCM table will determine if the calendar
monthly or biweekly hours will be used in this calculation. If PRI_PAY_SCHED = 'BW' the biweekly hours will be used; otherwise the monthly hours will be used.

A PERFORM loop will be executed changing an index from +1 by +1 until greater than 13. Comparing to either the monthly or BI-weekly hours, as appropriate, it will be determined if the employee hours for the month are equal to or greater than 50% of the work hours for the month. If so, +1 will be added to a 50% month counter. If the employee's hours are less than 50%, the 50% month counter will be reset to zero. If the 50% month counter never equals 5 at any time, then the report flag will be reset to indicate that the employee is to be reported on Report 2.

Based on the report flag, the employee will be reported on Report 1 or 2. The explanatory lines at the bottom of the report pages will be printed on each page. Except for the first page print, they should be printed first as part of a page break process. Page break processing will also occur whenever the Home Department changes.

The first two lines of employee detail will be printed. If the employee's hours are less than 50% of the work hours for the month an asterisk will be printed after the hour amount.

PPCTTUTL will be called to obtain translation for DE 0144 Employee Status.

For each appointment type that has a zero count on the PPOTPYST table (APPT_TYPE_1, APPT_TYPE_2 etc.) an N will be printed in the Appointment Type columns on the right side of the report. For each appointment type that has a greater than zero count on the PPOTPYST table a Y will be printed in the Appointment Type columns on the right side of the report. Appointment Types 2 and 7 will be combined under the Career column.

The Appointment cursor will be opened for the Employee ID. The fetched data will be printed until there is no more cursor data. The Appointment cursor will be closed.

The next EMP_CURSOR will be fetched and the cycle repeated until there is no more cursor data.
One-Time Binds

PPOT1331(new):
A one-time plan bind will be created for one-time program PPOT1331. It will contain members PPOT1331, PPCTTUTL and PPMSSG2.

One-Time JCL

PPOT1331(new)

JCL will be created for the one-time report program PPOT1331. It will write three report files:
- OT13311 for Employees with 1000 hours and Five Consecutive 50% Months
- OT13312 for Employees With Less Than 1000 hours or Less Than Five Consecutive 50% Months
- OT13313 for the standard WRNPRT for messages
### Attachments

<table>
<thead>
<tr>
<th>Attachment A</th>
<th>Sample Report: Employees with 1000 hours and Five Consecutive 50% Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment B</td>
<td>Sample Report: Employees With Less Than 1000 hours or Less Than Five Consecutive 50% Months</td>
</tr>
</tbody>
</table>
### Employees with 1000 hours and Five Consecutive 50% Months

#### DEPARTMENT: 345608 Department of English

<table>
<thead>
<tr>
<th>NAME</th>
<th>PAY CYCLE</th>
<th>TOTAL HOURS</th>
<th>M</th>
<th>T</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>AARON, JOHN</td>
<td>BW</td>
<td>1286.00</td>
<td>84.00</td>
<td>102.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Title: 4073 Type: 3 01/01/01 99/99/99</td>
<td>4073 Type: 3 01/01/01 99/99/99 CX</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>120.00</td>
</tr>
<tr>
<td>BELL, ALEXANDER GRAHAM</td>
<td>MO</td>
<td>1100.00</td>
<td>50.00*</td>
<td>50.00*</td>
<td>50.00*</td>
</tr>
<tr>
<td>4324324332 222111444 Active</td>
<td>4324324332 222111444 Active 49% 01/01/98 99/99/99 TX</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Title: 4532 Type: 8 01/01/01 06/30/01 99</td>
<td>4532 Type: 8 01/01/01 06/30/01 99 TX</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>CARSON, KIT</td>
<td>MO</td>
<td>1764.00</td>
<td>100.00</td>
<td>74.00*</td>
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</tr>
<tr>
<td>554897654 333222999 Leave Without Pay</td>
<td>554897654 333222999 Leave Without Pay 25% 01/01/01 12/31/02 SX</td>
<td>176.00</td>
<td>168.00</td>
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</tr>
<tr>
<td>Title: 7422 Type: 3 01/01/01 12/31/01 SX</td>
<td>7422 Type: 3 01/01/01 12/31/01 SX TX</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>DANIEL, MARTHA</td>
<td>MO</td>
<td>1222.00</td>
<td>70.00*</td>
<td>168.00</td>
<td>168.00</td>
</tr>
<tr>
<td>235677654 458324599 Active</td>
<td>235677654 458324599 Active 40% 01/01/01 12/31/01 SX</td>
<td>40.00*</td>
<td>48.00*</td>
<td>50.00*</td>
<td>40.00*</td>
</tr>
<tr>
<td>Title: 7422 Type: 3 01/01/01 12/31/01 SX</td>
<td>7422 Type: 3 01/01/01 12/31/01 SX TX</td>
<td>40.00*</td>
<td>48.00*</td>
<td>50.00*</td>
<td>40.00*</td>
</tr>
<tr>
<td>EMERSON, JACK</td>
<td>MO</td>
<td>1132.00</td>
<td>92.00</td>
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<td>84.00</td>
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<tr>
<td>987252154 568083454 Active</td>
<td>987252154 568083454 Active 45% 01/01/01 12/31/01 SX</td>
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<tr>
<td>Title: 7422 Type: 3 01/01/01 12/31/01 SX</td>
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<td>92.00</td>
<td>84.00</td>
<td>92.00</td>
<td>84.00</td>
</tr>
<tr>
<td>FEDERBAUM, WENDY</td>
<td>MO</td>
<td>1055.00</td>
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<td>84.00</td>
</tr>
<tr>
<td>823241454 642803981 Active</td>
<td>823241454 642803981 Active 33% 01/01/01 12/31/01 SX</td>
<td>90.00</td>
<td>64.00*</td>
<td>109.00</td>
<td>64.00*</td>
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<tr>
<td>Title: 7422 Type: 3 01/01/01 12/31/01 SX</td>
<td>7422 Type: 3 01/01/01 12/31/01 SX TX</td>
<td>92.00</td>
<td>84.00</td>
<td>92.00</td>
<td>84.00</td>
</tr>
</tbody>
</table>

* Asterisk indicates a month in which the hours are less than 50% of the pay status hours for the month.
** 'Y' indicates the employee had one or more appointments of that type during the period December 1999 through December 2000.
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Attachment B

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<table>
<thead>
<tr>
<th>DEPARTMENT:  345608 Department of English</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOURS IN MONTH</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>DEC99</td>
</tr>
</tbody>
</table>

** Asterisk indicates a month in which the hours are less than 50% of the pay status hours for the month.**

** 'Y' indicates the employee had one or more appointments of that type during the period December 1999 through December 2000.