October 10, 2000
Service Request 17461

NEEDS STATEMENT
IMPLEMENT SUB-LOCATION FUNCTIONALITY IN PPS

With the enhancement of the Corporate Title Code System and PPS Title Code Table to provide sub-location functionality for maintaining different rate sets within a campus, the necessary processes to utilize this function within PPS were not provided. This document describes the basic needs for adding this functionality.

Background
Within the context of the new title code system, a 'sub-location' has been created for each 'campus' to allow identification of pay characteristics and salary scales that may vary within the broad campus sense and are unique to the various staff HR groups that may exist within a campus. The identified sub-location groups are:

- General Campus,
- Office of the President,
- Medical Center, and
- DANR.

The ability to establish separate and unique pay structures for each of these groups currently exists under policy and the functionality has recently been added to TCS and PPS/TCT. A method to identify the sub-location for a specific appointment title code is required.

For purposes of title code system data, the sub-location for General Campus will be set as the default for campuses that do not require the facility to establish separate and distinct rate sets for a title or groups of titles.

Note: Sub-location being defined in the context here has no relationship to ‘location’ code that is part of the FAU not is it related to ‘Location Indicator’ that was added to the Home Department Table.

PPS – Employee Data Base Modifications
The PPS modifications must allow association of an employee title code record, from the appointment level, with the correct Title Code sub-location group in the Title Code Table for validation of salary rate or range as well as other associated data, i.e. FLSA status. The desired process to provide the link between and appointment title code and the correct title code segments is described below. This process results in a derived sub-location, not requiring user entry on the employee record.

Home Department Table Modification
A new data element, ‘Sub-Location’, should be added to the Home Department Table. This new field will indicate which major sub-location a department is associated with. On the PPS appointment record for an employee, there is the field ‘appointment department code’ (EDB 2032). When appointment department is entered, or derived(?), PPS should derive the ‘Sub-Location’ code associated with the appointment department.

Screen Modifications
Sub-Location should be added as a derived display field to all online PPS screens that display appointment data. These screen functions include:

Employee History
Sub-Location must be captured and displayed in Employee History along with associated appointment data.

Range Adjustment
The Range Adjustment process that is part of the Corporate Title Code System (TCS) has bee modified to utilize sub-location for processing rate adjustments. The Pay Scale file that will be generated from this process will now include Sub-Location as part of the title and rate key on this file. The PPS Range Adjustment process must be modified to facilitate the matching of distribution rates based on an expanded key that should include ‘Sub-Location’.
**Merit Processing**
The current PPS Online Merit requirements must be modified to include Sub-Location functionality for rate and salary validation.