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Re: Release: 1383
Service Request: 17864, 14862
Error Reports: 1771
Programs: PPCTTClE, PPGRSCOH, PPGRSERN, PPLVHRS, PPP300, PPP390, PPTIME
Copymembers: CPLNKGRS
Include Members: None
DDL Members: None
Bind Members: None
CICS Maps: None
Forms: None
Table Updates: System Parameter, Title Code Table, Leave Accrual Table, Leave Rate Table
Urgency: Not Urgent

Service Request 17864

Three new titles have been added to the Title Code System, and subsequently to the PPS Title Code Table, for firefighters who work a 56-hour weekly schedule. Currently, two campuses, Santa Cruz and Davis, employ these firefighters. These titles (represented by the TX unit) are based on a 2920 annual work hour schedule and are listed as follows:

<table>
<thead>
<tr>
<th>Title Code</th>
<th>Title Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>9801</td>
<td>Fire Captain – 56 Hour</td>
</tr>
<tr>
<td>9806</td>
<td>Fire Specialist I – 56 Hour</td>
</tr>
<tr>
<td>9807</td>
<td>Fire Specialist II – 56 Hour</td>
</tr>
</tbody>
</table>

This service request asks for a modification to the FLSA “Regular Rate of Pay” to accommodate these Title Codes. For purposes of PPS, the 56 hour week equates to a 243.33 hour month (2920/12) or a 112.31 hour bi-weekly period (2920/26).

Service Request 14862

In conjunction with Service Request 17864 (above), Service Request 14862 asks that new leave tables be established and, as necessary, that leave handling modules be modified to support the automated accrual of leave hours for the 56 Hour firefighter titles identified above. In order to recognize the 56 hour work week and to eliminate the need for the special manual leave process at the Davis and Santa Cruz campuses, the 56 hour workweek will be defined as a secondary schedule for the firefighters.

To accomplish this, the Special Handling Code value “F” will be assigned on the Title Code Table for Title Codes 9801, 9806, and 9807. This unique Special Handling Code will allow the three 56-hour titles to be associated with separate Leave Accrual Table entries (and corresponding Leave Rate Table entries).
Error Report 1771

During update of the Title Code Table (via PPP004) the assignment of a Special Handling Code was improperly prevented because of reference to the DB2 Column name rather than the transaction data name. Additionally, the standard “*” removal of the By-Agreement Flag and the Restricted Title Flag was improperly prevented for a similar reason.

Programs

PPCTTCIE

This module (called by PPP004 to edit Title Code Table updates) has been repaired to allow update (UPAY787) of the Special Handling Code, By-Agreement Flag and the Restricted Title Flag.

PPGRSCOH

This module is called during the Gross Payment Development (PPP390) process to handle Cancellations, Overpayments and Hand-Drawn Checks. Program PPGRSCOH has been modified so that when a distribution is entered as a Percent Time (rather than Hours), the Distribution Hours will be derived based on either the normal 40 week or the special 56 hour week.

First, the normal Pay Cycle Hours are determined. When the distribution’s Title Unit Code is “TX” and the Special Handling Code is “F”, a special 56-hour title is indicated and the Pay Cycle Hours will be set based on the Rate Cycle. That is, 243.33 hours will be used if Rate Cycle is monthly; 121.67 hours will be used if the Rate Cycle is Semi-monthly, and 112.31 hours will be used if Rate Cycle is Bi-weekly. Note that for normal titles (i.e., the Title Unit Code is not “TX” or the Special Handling Code is not “F”), the Pay Cycle Hours will be derived based on the specific pay cycle’s System Calendar Work Days times 8 Hours per day.

Second, the Distribution Hours are calculated to equal the Pay Cycle Hours times the Distribution Percent

PPGRSERN

This module is called during the Gross Payment Development process to calculate and accumulate the various grosses and hours associated with a Current Activity PAR.

When the non-overtime payment being processed is Exception (salaried) pay or from time input where the payment is a Percent Time entry, the Payment Hours must be developed. Thus, the payment will now be categorized as either normal or firefighter 56-hour. When the Title Unit Code is TX and the Special Handling Code is “F”, the payment is considered firefighter 56-hour. For these payments, the Cycle Hours are set to 243.33 for Monthly paid Rate Cycles, 121.67 for Semi-monthly Rate Cycles, or 112.31 for Bi-weekly Rate Cycles. Other payments (i.e., not TX and F) are considered normal and for these payments the Cycle Hours are calculated to equal the Cycle Work Days (System Calendar) times 8 hours. Once the Cycle Hours (for normal or firefighters 56-hour) have been developed, the Payment Hours are calculated to equal the Cycle Hours times the Percent Time. (Note that for Exception payments, the Percent Time has been factored Separation and Leave Dates).

When an overtime payment (this includes Terminal Vacation) containing a Period Rate (rather than an Hourly Rate) is submitted, an “annualized” Hourly Rate must be calculated:

1. First, the Annual Hours is determined. When the Title Unit Code is TX and the Special Handling Code is “F”, the overtime pay is considered firefighter 56-hour and the Annual Hours is set to 2920 (as per new System Parameter 043). Otherwise (i.e., not TX and F), the Annual Hours is set to 2088 for monthly/semi-monthly Rate Cycle or 2080 for a bi-weekly Rate Cycle.

2. Next, the Periods Per Year is established as either 12 (monthly Rate Cycle), 24 (semi-monthly Rate Cycle), or 26 (bi-weekly Rate Cycle).

3. Finally, the Hourly Rate is calculated as the Period Rate times the Periods Per Year divided by the Annual Hours.
This module is called during the Gross Payment Development (PPP390) process to handle various points of leave hours accrual. The Leave Accrual Table (LAT) directs the various calculations. After the preliminary development of Vacation Leave Hours for the accrual period being processed, the Leave Threshold Hours calculation will be modified as follows.

First, the Normal Work Hours for the accrual period is developed. If the lowest LAT Hours Per Day for the accrual period entries is 24 and at least one accrual period entry contains a Title Unit Code of “TX” and Special Handling Code of “F”, the Normal Work Hours for the period is set to 224.62 for bi-weekly accruals (i.e., 2920 hours / 13 accrual periods) or 243.33 for monthly accruals (i.e., 2920 / 12). Otherwise (i.e., not “TX” and “F”), the Normal Work Hours is calculated to equal the accrual period Work Days (from System Calendar) times the lowest LAT Hours Per Day.

After the Normal Work Hours (above) has been developed, the Leave Threshold Hours is calculated to equal the Normal Work Hours times the lowest LAT Threshold Percent (the Vacation hours will be set to zero for the accrual period unless the total regular hours towards accrual exceeds this threshold).

Program PPP300 is the Timesheet Development process and module PPTIME provides similar services to the Online Timesheet Development processes performed by PPP320 and PPP330. Both PPP300 and PPTIME have been modified as follows. During Appointment/Distribution handling, when Distribution Hours are developed for Hourly reporting appointments, the Title Unit Code and the Special Handling Code are examined.

When equal to “TX” and “F”, respectively, the Normal Cycle Hours are set to either 112.31 (bi-weekly schedules), 121.67 (semi-monthly schedules), or 243.33 (monthly schedules). The Distribution Hours are then calculated to equal the Normal Cycle Hours times the Distribution Percent times the Payment Percent. Note that the Payment Percent is the percentage of System Calendar days worked (adjusted for Distribution Begin/End, Leave, and Separation Dates) to normal work days.

Program PPP390 (Gross Payment Development process) has been modified to populate the special firefighters Hours Per Year from System Parameter 043. (See System Parameter Table update; value set will be 2920).

The firefighters special Hours Per Year is added to this linkage area copymember.

For the Davis and Santa Cruz campuses, System Parameter Table, Title Code Table, Leave Accrual Table, and Leave Rate Table updates are applicable. For those campuses other than Davis and Santa Cruz, only the System Parameter update (which will act to reserve System Parameter 043) is applicable. Refer to Installation Instructions.

A complete test plan is provided with this release. Campuses are encouraged to use the base system test materials in addition to performing any other desired local tests.
Installation Instructions

Installation Instructions are provided as a separate document.

Timing of Installation

The installation of this release is not urgent and its functionality is focused on the Davis and Santa Cruz campuses. For other campuses, the installation of this release will have no current effect. As usual, campuses are encouraged to install this release in as timely a fashion as possible and in the normal numeric sequence.

Please address questions or comments via electronic mail to Jim.Tuohig@ucop.edu or call (510) 987-0741.

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