A wage agreement between the University of California and the American Federation of State, County and Municipal Employees (AFSCME) has been ratified by the AFSCME membership. The agreement requires that the University implement a new wage structure and pay retroactive wages to EX and SX unit employees. The agreement additionally provides for a one-time payment of $23 to be made to all eligible employees no later than 120 days from the effective date of the agreement. That date is January 28, 2002, requiring that the payment be paid on or before May 28, 2002. Eligible employees are those who were employed by the University and were exclusively represented by the unit on January 28, 2002, the effective date of the agreement and who remain on the payroll until payment is made.

Campuses have in place one-time programs to implement the new wage adjustment structure as per Release 1393. This current release implements a one-time program that was developed to support campuses in selecting and issuing the one-time payment of $23 to eligible employees.

This one-time program will examine all EX and SX unit related EDB appointments and issue Payroll Compute payment transactions for those employees which meet the eligibility criteria. Payments will be prorated among the employee’s applicable distribution fund sources. 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. Additionally, an electronic file (in a tab delimited format) will be produced.

**Programs**

**PPOT1399 (new)**

To achieve the basic eligibility requirements of the one-time payment, PPOT1399 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) = ‘EX’ or ‘SX’
3. Appointment Representation Code (EDB 2031) = C (Covered)
4. Appointment Type Code (EDB 2020) ≠ 4 or 5 (Restricted or Academic).
5. The appointment Without Salary Indicator (EDB2028) must not be “Y”.
6. The Hire Date (EDB0113) is on or before the Effective Date (January 28, 2002).
7. The Separation Date (EDB0140), when present, must not fall before the Effective Date.
8. The Appointment End Date (EDB2003) must not fall before the Effective Date.
9. The Appointment Begin Date (EDB2002) must not fall after the Effective Date.

The employee’s $23.00 payment will be charged to distribution fund sources in the following manner. An array of Distribution FAUs associated with the eligible EX and SX appointment(s) will be built. Current distributions will be selected such that the Pay End Date is not prior to the Run Date and the Pay Begin Date is not later the Run Date. When no current distributions are present for the eligible appointments, then those distributions which have expired between the contract Effective Date (January 28th) and the Run Date will be selected. When there are neither current nor recently expired distributions associated with the eligible appointment(s), a warning message will be issued on report OT13992 (no payment will be made).

Once the array of Distribution FAUs has been selected, the $23 payment will be prorated based on the factor of Distribution Percent divided by the Total Distribution Percent of all entries. When all array entries contain a Distribution Percent value of zero, then the $23 payment will be prorated among the Distribution FAUs evenly (e.g., when there are 2 distributions, each will be charged 50% of the $23 payment).

The DOS code “LSN” (non-base building) will be assigned to all “FT” transactions. Additionally, the Effective Date will be used as the Pay Period End Date on all transactions.

Payments will be issued in the form of One Time Payment “FT” (UPAY564) 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.

PPOT1399 will produce two reports:

1. The EX-SX 2002 One-Time Payment Roster (Report OT13991). This report is in Home Department order and includes detail employee/appointment/distribution attributes and the associated payment. Department payment totals are included.
2. The EX-SX 2002 One-Time Pay Warning/Controls (Report OT13992). This report will provide Input/Output control totals and identify errors and unusual conditions.

An electronic file in tab delimited format will be issued by PPOT1399 for FTP retrieval by UCOP Human Resources and Benefits.

**Bind Members**

PPOT1399 (new)

This member defines the plan bind for one-time program PPOT1399.

**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 EX and SX One-time $23 payment is required to be paid on or before May 28, 2002.

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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