Dues Reporting Changes

Detail Design

Document No: DD1422
July 23, 2002

Information Systems and Computing
Office of the President
University of California
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INTRODUCTION

The University is responsible for the collection of several types of union-related deductions and the proper reporting of those deductions to the unions involved. The deductions fall into four main groups:

1. Union Dues
2. Agency Fees
3. Charity Deductions in lieu of Agency Fee
4. Miscellaneous (Initiation Fees, Political Contributions)

Base PPS program PPP495 is responsible for generating both printed reports and a file of these deductions. The files from all locations are transmitted to UCOP where they are consolidated and then split for distribution to each union as appropriate.

The deductions themselves are, as is the case for all deductions, controlled by the Gross-to-Net (GTN) table and are recorded in the PAR file under the GTN number assigned to the particular deduction. At reporting time, deductions are collected and reported through their relationship to a particular bargaining unit. The linkage between a GTN number and a bargaining unit is made in one of two ways:

1. By an entry on the Bargaining Unit BUF table. Each bargaining unit with represented employees has an entry on the BUF table which, among other items, indicates the GTN numbers used for that unit's Dues, Agency Fee, and Charities.
2. By an entry in the CPWSXIC2 copy member. Entries in this copy member are used to link GTN numbers to units for deductions when the deduction is either a Miscellaneous deduction to be attached to a unit or when a unit has a separate GTN number for dues collected from employees that are not represented by the union but are otherwise eligible to contribute dues to the union.

These entries are used to link deduction data to a bargaining unit for both the printed reports and on the transmitted file. During the consolidation and splitting process at UCOP, data for bargaining units is distributed into files delivered to particular unions.

When PPP495 was first set up, three assumptions were made about the “rules” for delivering data to unions and the charges for doing so. These assumptions were the following:

- The employee’s Social Security Number (SSN) would be provided to the union if the employee was paying Dues; not provided if the employee was paying Agency Fees or a Charity in lieu of Agency Fee. This was later extended to allow delivery of the SSN with a deduction that required the employee to be a dues-payer, e.g. UAW Initiation Fee.
- All deductions would be subject to the standard per-item service charge (currently $0.07).
- Earnings (or Hours Worked in the case of flat-dollar deductions) would be shown for all deductions to facilitate verification of the correct amount being deducted.

When the first of the union-related political contribution deductions (the AFSCME PAC deductions) were established, their rules required that contributors to the PAC deduction be AFSCME dues-payers. These deductions therefore fit into the existing reporting structure, although the implementation of the rule requiring the participant to be a dues-payer required some modifications elsewhere in the system.

This release addresses three service requests which mandate changes to the union dues reporting process.
Service Request 14869

Service Request 14869 asks for the implementation of an UPTE political contribution deduction, referred to as COPE. The COPE deductions are similar to the AFSCME PAC deductions, support for which was added in releases 1384 and 1390, but there is one significant difference. The rules for the AFSCME PAC deduction required the contributor to be a dues-paying member of an AFSCME unit, while the COPE deduction has no such eligibility requirement. Any employee desiring to contribute to UPTE via a COPE deduction is free to do so.

Given that there is no specific unit association with the UPTE COPE deduction, the deduction will be established as a single “miscellaneous” deduction on the Gross-to-Net table. This deduction will be added to the list of miscellaneous deductions reportable via the PPP495 process so that it will be included on the dues reporting and the dues file delivered to the unions. Since there is no specific unit association for this deduction, a “dummy” unit (ZU) will be created strictly for the use of the reporting process. The consolidation and delivery process at UCOP will be modified to include “ZU” in the list of “units” reportable to UPTE.

Analysis of the requirements for the implementation of these COPE deductions raised three questions which were answered by the requestor:

1. Should the employee SSN be provided for COPE deductions? (No – if the employee is an UPTE dues-payer, the SSN will be available on the record defining the dues, and if the employee is not an UPTE dues-payer, the SSN should not be provided to the union.)

2. Should the per-item service charge pertain to the UPTE COPE deductions? (Yes)

3. Should earnings (actually hours worked, since the COPE deduction is a flat-dollar deduction) be provided for the COPE deduction? (No)

Service Request 14870

Service Request 14870 asks that the PPP495 reporting process be modified to cease the assessment of the per-item service charge for AFSCME PAC deductions. It is also requested that this modification facilitate similar changes in the future without requiring further program modifications.

Service Request 80117

Service Request 80117 asks that modifications be made to the dues reporting process to allow flexibility in delivering all or part of an employee’s Social Security Number according to the Union and the type of deduction. In particular, this service request asks for the following initial setup:

1. For Represented Dues, display the full employee SSN

2. For Agency Fee/Charity deductions, allow the specification of any number of digits (beginning from the left) to be masked, from zero (deliver entire SSN) to nine (display no SSN). Initially
   • For California Nurses Association (CNA, Unit NX) Agency Fee/Charity, mask the first four digits, displaying the last five digits
   • For all other unit’s Agency Fee/Charity deductions, mask all digits of the employee SSN

3. For “other” deductions:
   • UAW Initiation Fee – display all digits
   • Unrepresented Dues – display all digits
   • AFCME PAC – display all digits
   • UPTE COPE – mask all digits
Campuses should follow the above guidelines in establishing the rules for local units and consult UCOP Labor if there are any questions.
Overview

System File Changes
Two new columns will be added to the Bargaining Unit Agency Fee Table (PPPBUF):

BUF_PER_ITEM_CHRG: This is a one-character flag with four possible values:
- B – Assess the per-item charge on both Dues and Agency Fee/Charity Deductions
- A – Assess the per-item charge on only Agency Fee/Charity Deductions
- D – Assess the per-item charge on only Dues Deductions
- N – Do not assess the per-item charge on either Dues or Agency Fee/Charity Deductions

BUF_SSN_MASK_LNGTH: This is a small integer field with legal values in the range 0–9. The value indicates the number of left-most characters of the Social Security Number to be masked when Agency Fee and Charity deductions are delivered to the unions. A mask value of zero (0) indicates that the full SSN should be delivered, while a mask value of nine (9) indicates that the full SSN should be masked. For masking values in the range 1–8, the digits of the SSN are masked with ‘X’s beginning with the left-most digit. When the mask value is nine (9), indicating that the full SSN is to be masked, the field is completely blank rather than showing nine ‘X’s.

It is important to note that SSN masking does not apply to the reporting of Dues deductions. By PERB ruling, the University must disclose the employee’s full SSN to an employee organization to which the employee is paying dues.

For the miscellaneous deductions defined in the CPWSXIC2 copy member, functionally identical flags will be added to the copy member.

Control Table Edits
Logic will be added to edit the input Bargaining Unit Per-item Charge and SSN Mask Length fields on the BUT update transaction. The new fields will be displayed on the BUT listing.

Reporting Changes
Modifications will be made to the dues reporting program, PPP495, to reflect the application of the newly-added flags and also to incorporate the UPTE COPE deductions.

Form Changes
UPAY565E form will be modified such that the Bargaining Unit Per-item Charge flag will be input in column 40 and the SSN Mask Length value will be input in column 41.
Copymember Changes

**CPWSBUFT**

This copymember contains the Agency Fee Data Array.

It will be modified to add the Unit Per-item Charge and SSN Mask Length fields.

**CPWSXBUT**

This copymember contains the Bargaining Unit Table array.

It will be modified to add the Unit Per-item Charge and SSN Mask Length fields.

**CPWSRBUF**

This copymember contain an array of the Agency Fee information from the DB2 PPPBUF Table.

It will be modified to add the Unit Per-item Charge and SSN Mask Length fields.

**CPWSXIC2**

This copymember contains campus-specific data used in various processes.

As mentioned earlier, two new flags will be added to the existing IDC-UNION-GTN-ARRAY:

1. A flag which indicates whether or not the employee Social Security Number should be delivered with this specific deduction or not, and if so, whether any part of it should be masked. This flag has the same values (0–9) as the one added to the BUF table,
   - 9 – SSN not shown; field is blank
   - 1-8 – Mask the leftmost ‘n’ digits (1–8)
   - 0 – show entire SSN

2. A flag which indicates whether or not a per-item charge should be assessed for this specific deduction
   - Y – a per-item charge should be made for this deduction
   - N – a per-item charge should not be made

Two further fields will be added to this table:

1. A flag which indicates whether or not earnings or hours should be shown in conjunction with this specific deduction
   - Y – Earnings or Hours should be shown for this deduction
   - N – Earnings or Hours should not be shown for this deduction

2. A field specifically added for the UPTE COPE deduction to allow designation of the union receiving this deduction. This field is used only in the PPP495 report headings, and can be left blank for all entries other than the UPTE COPE deduction.

Campuses that have campus-specific PAC or other Union-related GTN numbers should update those entries in their copymember by setting the new fields to the appropriate values.
**CPCTBUFI**

This copymember contains the transaction input data used to update the BUF table.

It will be modified to add the Unit Per-item Charge and SSN Mask Length fields.
**DDL Changes**

**TBBUF00C**

This DDL member creates the PPPBUF Table which supports the Agency Fee processing.

Two new columns will be added to this table:

1. BUF_PER_ITEM_CHRG – CHAR(1)
2. BUF_SSN_MASK_LNGTH – SMALLINT

**TBBUF02A**

This DDL member will contain the ALTER statements to add the same two new columns defined in the create member above, to the existing PPPBUF table.

**PPPVZBUF**

This DDL member creates the view PPPVZBUF_BUF.

The view will be modified to include the two new columns added to the PPPBUF table.
Include Member Changes

*PPPVZBUF*

This include member contains the COBOL field definitions and the DB2 column definitions.

The member will be modified to define COBOL field definitions and add the DB2 column definitions for the two new columns added to the PPPBUF table.
Program Changes

**PPCTT17F**
This program assembles the transaction sets used to update the Bargaining Unit Table. Very minor changes will be made to include the two newly-added BUF table fields in the assembled transaction.

**PPCTBUFE**
This program edits the specific transaction data to be used to update the BUF table (part of the Bargaining Unit Table complex). Editing specific to the two newly-added BUF table fields will be added. The editing is slightly different for an “Add” transaction than for a “Change” transaction. Editing on each field will be performed as follows:

For the **Per-item Charge** field, the basic edit is that the field contains a legal value (B, A, D, or N). This field cannot be left blank, so the default value of ‘B’ (indicating that a per-item charge should be assessed on both Dues and Agency Fee/Charity deductions) will be provided by implied maintenance if the field is left blank on an Add transaction or is marked for deletion (with an asterisk) on a Change transaction.

If an illegal value for the field is provided, message 01-711 (BARG UNIT TBL - PER-ITEM CHARGE MUST BE A, B, D, OR N) will be issued and the transaction will be rejected.

For the **SSN Mask Length** field, the basic edit is that the field contains a numeric value in the range 0–9. This field cannot be left blank, so a default value of 9 (indicating that the Social Security Number is to be masked completely for Agency Fee/Charity deductions) will be provided by implied maintenance if the field is left blank on an Add transaction or is marked for deletion (with an asterisk) on a Change transaction.

If an illegal value for the field is provided, Message -1-712 (BARG UNIT TBL - SSN MASK VALUE MUST BE NUMERIC (0-9)) will be issued and the transaction will be rejected.

**PPCTBUFU**
This program applies updates that have passed all editing criteria to the BUF table. Very minor changes will be made to include the two newly-added BUF table fields in the update process.

**PPCTR17**
This program prints the Bargaining Unit Table report (PPP0417).

Changes have been made to the “AGENCY FEE RELATIONSHIP” section of the report to print the two newly-added BUF table fields with appropriate headings. The SSN Mask Length field is simply printed as a digit from 0–9. The Per-item Charge field is translated as follows

- A – FEES
- B – BOTH
- D – DUES
- N – NONE

If an unrecognized value is encountered on the table (the edits should prevent this from happening), the value ‘UNKN’ (Unknown) will be printed on the report.
Dues Reporting Modifications
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July 23, 2002

**PPP495**

This is the main dues reporting program and the focus of most of the modifications for this release. The changes to be made can be summarized as follows:

- Add fields to the internal bargaining unit table to hold the new Per-Item Charge, SSN Mask Length, Earnings Display, and Union Local values, as well as working storage variables to hold and manipulate those values.

- Load the new field values into the internal unit table from both the BUF table itself, and from the Installation Constants (CPWSXIC2) for each unit being reported. In general, the values from the BUF table are taken directly for a given unit, however, recall that the SSN Mask Length field on the BUF table applies only to the Agency Fee/Charity deductions. The full employee SSN is always given for Dues deductions.

- Use the appropriate value of the SSN Mask Length field to control the display of the employee Social Security Number on the developed deduction records. Again recall that if the mask value specifies that no SSN digits are to be sent, the record field is left blank, but if a partial display is requested, the specified number of leftmost digits of the SSN are masked with ‘X’ characters.

- Use the value of the Per-Item Charge Indicator to control calculation of the service fee due and its display on the report (the Per-Item Charge is not included in the dues file delivered to the union).

- If the bargaining unit agent name cannot be found on the BUT table, use the Agent Name from the internal Unit Table in the report headings. Note that this is only for Unit Table entries taken from Installation Constants (CPWSXIC2); entries taken from the BUF table will always show the appropriate agent name.

There are no changes to the structure of the dues file itself, although the contents of the file will reflect the changes as shown on the report, where the report data maps directly to the file. For example, if the SSN is partially masked on the report, the same masking will be applied to the file.
Form Changes

UPAY565E (Agency Fee Information)

The new SSN Mask Length and Per-Item Charge fields will be added to each transaction on this form. Additionally, a legend showing the appropriate values to enter in these new fields will be added to the form.
CONTROL TABLE UPDATES:

System Messages Table

The following messages will be added to this table:

- 01-711 “BARG UNIT TBL - PER-ITEM CHARGE MUST BE A, B, D, OR N” with a severity level of ‘5’ (Transaction Reject) in batch.

- 01-712 “BARG UNIT TBL - SSN MASK VALUE MUST BE NUMERIC (0-9)” with a severity level of ‘5’ (Transaction Reject) in batch.

In addition, two messages will have their severity downgraded due to the creation of a “dummy” bargaining unit for UPTE COPE purposes:

- 49-120 “PPPBUF ROW NOT FOUND ON BUT TABLE” will have the severity reduced to ‘3’ (Warning)
- 49-140 “PPPBUF ROW NOT FOUND ON BUT TABLE’ will have the severity reduced to ‘3’ (Warning)

Bargaining Unit Table

Update transactions will be created to set appropriate values for the SSN Mask Length and Per-Item Charge fields for all base entries on the BUF table.

Note that campuses are responsible for properly setting the values of these new fields for local bargaining units. In the absence of a specific contract provision to the contrary, the SSN Mask Length should be set to ‘9’ (meaning that no part of the Social Security Number is submitted with Agency Fee/Charity deductions; the entire SSN is submitted with Dues deductions), and the Per-Item Charge should be set to ‘B’ (indicating that the per-item charge is to be assessed for all Dues/Agency Fee/Charity deductions).

Further note that the settings of these flags are not campus-specific choices for any Systemwide bargaining unit. Campuses should not make any alterations to the settings provided for such Systemwide units without consulting UCOP Labor first.