Introduction

The University of California and the American Federation of State, County and Municipal Employees (AFSCME) negotiated a new wage agreement which was ratified by AFSCME membership to the Service Unit (SX) and Patient Care Technical unit (EX) employees. The terms of the agreement provide across-the-board (ATB) increases to eligible employees effective October 1, 2002 (September 29, 2002 Bi-Weekly). Eligible employees are those who were employed by the University and were exclusively represented by the unit on October 1, 2002, the effective date of the increase.

In order to distribute these monies to represented EX and SX unit employees meeting the eligibility criteria, a special Payroll/Personnel System (PPS) program is necessary.

The contract requires that the base wage level of eligible career and limited employees is increased by 1.5%. The one-time process must utilize a standard pay scale table to determine the increased pay rate for Per Diem (step-based) employees. This table may be generated by OP Compensation in conjunction with Information Management for certain campuses. For campuses not supplied with pay scale updates, Installation Instructions will provide for a shell (null) pay scale entry. In the case of rates not found on the salary scale, the program will calculate the increase for employees.

This one-time process should be modeled after the special rate adjustment processes issued in Releases 1393. The process will determine the increase (using either the Pay Scale Table or an internal calculation) and create EDB update transactions. Additionally, costing transactions and retroactive pay transactions will be generated.

For a further overview and detail eligibility requirements, see Service Request 80248, *October 2002 AFSCME EX and SX ATB Wage Increase Requirements (October 4, 2002)* and the associated Service Request 17999, *October 2001 AFSCME EX and SX ATB Wage Increase Requirements (February 12, 2002)*, available at the Campus Payroll Maintenance web site.
Overview

In order to implement the distribution of these monies, a modified version of the normal range adjustment will be developed. The main processing will depend on a Pay Scale Table and a modified version of PPP910.

The Pay Scale Table will be generated by OP Compensation in conjunction with Information Management.

The PPP910 logic will be retained in the one-time program to the degree possible in order to retain the major functionality of PPP910, including the creation of EDB update and costing transactions. The reports will be left as is with the turnaround fields for data entry, even though this one-time process is not expected to use that capability.

The following significant changes will be made:

The cursor selection of appointments has been made consistent with the eligibility for wage increase requirements on page 2/3 of the requirements document.

DOS code selection requires Pay Category N (normal) and Type of Hours Code R (regular), O (overtime), or P (premium overtime). DOS selection will also allow the inclusion of Time On Call DOS Codes (i.e., Pay Category A combined with Type of Hours Code O).

PPIRANGE is called to access the Pay Scale Table, as in PPP910, to find a match on Title Code, Coverage Code, Rate Type and Old Rate. However the return codes are handled somewhat differently from PPP910:

00 indicates a match was found and a new rate was returned. This remains unchanged.

07 indicates the old rate was greater than the old maximum, and a new rate equal to the new maximum was returned. This remains unchanged.

02, 03, 04 all indicate the Title Code was on the Pay Scale Table but some other portion was a non-match. These will be given an adjustment increase based on the eligibility requirements identified in the Service Request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

05 indicates the Title Code was on the Pay Scale Table but the rate was less than the minimum. These will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

06 indicates the Title Code was on the Pay Scale Table but the rate was greater than the new maximum. These will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

09 indicates the Title Code was not found. These appointments are considered to be “open range” (i.e., Non-Step) based appointments. These will be given an adjustment increase as per the service request. They appear on the Range Adjustment Exceptions report, but also are accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

To provide a departmental report, a second one-time program will be created. It will read the wrap-around transaction file used in PPP910 as input and produce a report which provides more detail than the Salaries Report, above.
Programs

PPO14361

A one-time program will be created to process the EDB, calculate the appropriate rate increases, and create EDB update transactions and Costing transactions.

The one-time program will use Base program PPP910 as its basis. Redundant code, such as code used by PPP910 in the Preliminary 2 phase, will not be removed in order to minimize inadvertent errors. Report layouts will be retained including the key-entry definitions for turnaround purposes, even though no turn-around processing is expected for this one-time process. Some minor changes will be made to the wrap-around transaction file in order to pass data to one-time program PPO14362, but only FILLER fields will be affected.

Standard practice is to release a one-time with the markings in cc73-80 containing the program name. To facilitate analysis of the changes in this one-time, code that has been unchanged from PPP910 will be marked with the one-time program name PPO14361. Code that has been inserted or modified will be marked with 79991436, where 1436 is the release number.

The following changes will be made to PPP910 code to create the one-time program:

The cursor selection of appointments will be evaluated for consistency with the eligibility for the EX and SX Unit rate increase requirements.

Appointment examination for the employee will be bypassed when the employee’s Hire Date falls after the effective date of the increase.

Appointments with a Rate Code value of “B” (by agreement) are bypassed.

Eligible appointments will have an Appointment Type 1 (contract), 2 (career), 3 (casual), 6 (per diem), 7 (part year career) or 8 (floater).

In addition to being Range Adjustable, DOS code validation has the additional requirements of Pay Category N (normal) and a Type of Hours Code R (regular), O (overtime), or P (premium overtime). Also, Time On Call DOS Codes (i.e., Pay Category A combined with Type of Hours Code O) will be eligible for increase.

PPIRANGE is called to access the Pay Scale Table, as in PPP910, to find a match on Title Code, Coverage Code, RDUC, Rate Type and Old Rate. However the return codes are handled somewhat differently from PPP910:

00 indicates a match was found and a new rate was returned. This remains unchanged. The rate will be used and no further calculation will occur for that rate.

07 indicates the old rate was greater than the old maximum, and a new rate equal to the new maximum was returned. This remains unchanged. The rate will be used and no further calculation will occur for that rate.

02, 03, 04 all indicate the Title Code was on the Pay Scale Table but some other portion was a non-match. These will be given the 1.5% wage increase based on the eligibility definitions identified in the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

05 indicates the Title Code was on the Pay Scale Table but the rate was less than the minimum. These will be given the 1.5% wage increase as per the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.
06 indicates the Title Code was on the Pay Scale Table but the rate was greater than the new maximum. These will be given the 1.5% wage increase as per the service request. They appear on the Range Adjustment Exceptions report, but are also accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

09 indicates the Title Code was not found. These appointments are considered to be “open range” (i.e., Non-Step) based appointments. These will be given the 1.5% wage increase as per the service request. They appear on the Range Adjustment Exceptions report, but also are accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

The decimal or dollar “rounding” used for those “calculated” (i.e., those not retrieved from the Pay Scale Table) wage increases will be consistent with the Requirements. For purposes of requirement definition, “Non-Step” based appointments are those for which the Title Code is not present on the Pay Scale Table; this distinction is necessary for “rounding” purposes as per the requirements.

The rate used for “calculated” increases will be moved to a new field on the output transaction to be passed to PPO14362. Records that got their rate directly from the Pay Scale Table will contain zero in this field. The percentage adjustment amount plus 1.0 will be multiplied against the old rate in order to calculate the new rate.

PPP910 uses the error code to determine which report a transaction appears on, and also controls the creation of EDB update transactions and costing transaction. The process now accepts error codes 01 and 07. This code will be modified to accept error codes 01, 02, 03, 04, 05, 06, 07 and 09.

Personnel Action Code 28 (as currently used in PPP910) will be assigned to EDB update transactions.

EDB Distributions that cross the 10/01/02 (9/29/02 for Bi-weekly) effective date boundary (taken from the Pay Scale header) will be ended as of 09/30/02 (9/28/02 for Bi-weekly) and new distributions created with a begin date set to the Effective Date and an end date equal to the original end date of the terminated distribution. Distributions starting on or after the effective date will merely have their rate updated. Aside from the error code controls mentioned in the previous paragraph, this code already exists in PPP910.

**PPO14362**

A one-time program will be created to produce the departmental October 2002 EX and SX Wage Increase Report.

PPO14362 will read the wrap-around file created by PPO14361 in the Preliminary 1 phase. Only records with error code values 00, 01, 02, 03, 04, 05, 06, 07 and 09 (cc 268-269) will be accepted. The report will be in Distribution Department and natural FAU order.

FAU/Department subtotals will be maintained in a semi-annualized form. The annualized calculated increase will be multiplied by .75 to give a Nine Months total. If the error code is 00,01, 02, 03, 04, 05, 06 or 07 that amount will be added to the Step Based sub-total. If the error code is 09, it will be added to the Open Range/Merit Based subtotal.

**PPP684**

Program PPP684 is the first step in running a “multi” Retroactive Rate Adjustment process. It reads the wrap-around file out of PPP910 (in this case PPO14361) and produces an activity file for input to PPP685 (Retroactive Match File production). The “Error Code Override” field of the PPP684 Run Specification (UPAY877) must be entered so that all wage increases assigned by PPO14361 will be processed and applied to the output activity file. That is, normally, PPP684 will reject all records that did not have a Rate match against the Pay Scale Table (as per above, only return codes 00 and 07 indicate a Rate match to the Pay Scale Table). However, with this one-time process, eligible distributions will have a wage increase calculated even when there was no match to the Pay Scale Table. Therefore, PPP684 must accept PPIRANGE return values 02,03, 04, 05, 06, and 09 when creating rate match records for the required “MULTI” Retroactive Rate Adjustment Process. Note that the UPAY877 Error Code
Override field is reserved for unusual system processes, such as this current release, and must be coordinated with special programming. Normally, this field should always remain blank.

### One-Time Binds

#### PPO14361
A one-time plan bind for PPO14361 will be created. Its member list will be copied from the PPP910 bind member.

```
BIND
  - PLAN(PPO14361)
  - MEMBER(PPO14361, PPMSSG2, PPCTTUTL, PPDOSUT2, PPDUCUTL, PPTCTUTL)
  - ACTION(REPLACE)
  - RETAIN
  - VALIDATE(RUN)
  - ISOLATION(CS)
  - FLAG(I)
  - ACQUIRE(USE)
  - RELEASE(COMMIT)
  - EXPLAIN(YES)
```

#### PPO14362
A one-time plan bind for PPO14362 will be created.

```
BIND
  - PLAN(PPO14362)
  - MEMBER(PPO14362, PPPRMUT2, PPTCTUTL)
  - ACTION(REPLACE)
  - RETAIN
  - VALIDATE(RUN)
  - ISOLATION(CS)
  - FLAG(I)
  - ACQUIRE(USE)
  - RELEASE(COMMIT)
  - EXPLAIN(YES)
```
JCL

PPO14361:

PPP910 JCL will be used as the basis for creating the one-time JCL for PPO14361. One version will reflect PPP910 run the Preliminary 1 phase. A second version will reflect PPP910 run in the Final phase. The Run Specification Record will be based on the PPP910 Run Specification Record, as defined in UPAY677.

The Preliminary 1 phase will create a transaction file for input to PPO14361's Final phase and to PPO14362 and, additionally, will serve as input to PPP684 in order to perform the retroactive adjust process. The Final phase will create EDB update transactions and costing transactions.

PPO14362:

JCL will be created for the new report program PPO14362. It will read the output file created by PPO14361 run in the Preliminary 1 mode at DD PLMTRNOT. This is the standard wrap-around file used by PPP910, created in the Preliminary 1 phase, updated in the Preliminary 2 phase, and used as input in the Final phase.

PPO14362 will create an FAU ordered detail report for departmental usage.