This release addresses the following service request:

**Service Request 80487**

The resulting agreement between the University and CUE (Coalition of University Employees) was ratified by the CUE membership on May 1, 2003, and signed by the University on May 12, 2003.

As part of the 2001-2003 CUE Wage Article, the University is required to provide each eligible employee in the CX unit with a non-base building lump sum equal to 1% of his/her total within unit earnings from November 1, 2001 through September 30, 2002 for monthly paid employees, and from October 28, 2001 through September 28, 2002 for biweekly paid employees. Lump Sum payments must be paid to eligible employees not later than September 18, 2003.

Service Request 80487 asks that a process be developed to implement the CX Lump Sum Payment program equal to 1% of the eligible employees’ earnings from 11/01/2001 through 09/30/2002. The program specifies the following processes:

- Calculation of the lump sum payment amount for each eligible employee,
- Produce lump sum payment transactions for the Compute Process,
- Produce lump sum costing transactions for the Costing Process, and
- Detail reporting of lump sum payments.

In addition to the lump sum payout, the CUE Wage Article includes the following elements:

- 1% adjustment to ranges and corresponding campus range adjustment
Within range, one-half step base-building merit increase and retroactive merit adjustment
Reporting on range adjustment and merit increase.

UCOP Compensation will handle the adjustment to ranges, while campuses will implement the range and merit adjustments using existing processes. Thus, no additional programming will be necessary to handle these portions of the wage agreement.

Human Resources & Benefits Information Systems Support will submit separate requirements to outline the range adjustment and merit reporting needs.

Eligible employees shall be those members of the bargaining unit who are on payroll or approved leave as of the effective date of the agreement, May 12, 2003. Labor Relations will provide a roster of eligible employees, based on unit membership data from the Monthly and Weekly Unified Union Reporting Files. The consolidated eligibility roster will include the Employee ID, Employee Name, and Location Code of all eligible employees with an active appointment in the CX unit on the effective date of the agreement (May 12, 2003). UCOP will receive the consolidated eligibility roster file from labor Relations and split the file by Location Code into separate campus eligibility roster files.

At each campus, the appropriate campus eligibility roster file should be included with the lump sum program, and should be used as the input data source for the lump sum payment process.

An addendum to Service Request 80487 has been received to modify the original requirements. That is, the lump sum payments must be considered UCRS base building. Thus, in order to avoid a “spike” in HAPC (Highest Average Pension Compensation), the lump sum payments reported to UCRS should be evenly distributed among the months for which the lump sum calculation took place.

It is asked that the following changes be made:

1. Lump sum payment transactions generated should use a DOS code of ‘LSP’ (Lump Sum Payment - UCRS base building)

2. During the lump sum calculation process (section 4.1), the program should aggregate earnings and calculate a lump sum amount for each month in the eligibility period. In the payment transaction process (section 4.2), the program should generate a unique transaction for each month’s lump sum; each of these transactions should have a Pay Period End Date corresponding to the appropriate month for which the sum was calculated.

3. When determining the fund source against which the payment should be charged, the program should first attempt to identify the fund source(s) associated with the employee’s current CX appointment(s) and distributions(s). The program should examine appointments and distributions that are active as of the SCR Current Date, and multiple FAUs should be charged proportionately as described in section 4.2 of the original requirements.

   If there is no active appointment as of the SCR Current Date, the program should attempt to locate any active appointment(s)/distribution(s) for the employee as of the contract effective date, May 12, 2003. If the program finds any such active appointment(s)/distribution(s), it should charge the lump sum payment to the corresponding FAU(s). If there is no active appointment as of the SCR Current Date or contract effective date, the program should charge the lump sum payment to the default FAU which the campus has provided.

Programs

PPOT1498

A one-time process is developed to process the campus eligibility roster file containing employees eligible to receive the lump sum. Eligible earnings are taken from the PPPERN Table. The lump sum is calculated from total earnings
for each eligible month in the period from November 1, 2001 through September 30, 2002. The calculated lump sum is proportionately charged to the Full Accounting Units (FAU) of the employee’s current appointments/distributions associated with the ‘CX’ Title Unit Code and Representation Code of ‘C’. If the employee has no current FAU(s) to charge against, the default FAU from the Specification record is used. A detail report is provided containing eligible employees receiving the 1% lump sum payment.

In addition, a Run Specification record associated with DD CARDFIL is processed to allow the campus to enter the required Batch Number, Default FAU, and optional Costing Action Code override.

**Bind Member**

PPOT1498

PPOT1498 is the one-time bind member.

**Test Plan**

An installation Test Plan is provided with this release.

**Installation Instructions**

Installation Instructions are provided as a separate document.

**Production JCL**

The test JCL provided with this release to run PPOT1498 can be used as a model to create production one-time JCL.

**Timing of Installation**

The installation of this release is *Date Mandated*.

In order that all eligible employees receive the CX lump payments at or close to the same time, it is strongly encouraged that campuses process the FT pay transactions in the compute with a normal pay cycle check date closest to the end of July. That is, the MO pay cycle would have a check date of August 1, 2003, BW pay cycle would have a check date of July 30, 2003, MA pay cycle would have a check date of August 7 (South) or August 8, 2003 (North), and SM pay cycle would have a check date of August 8, 2003. However, those campuses who are paying the CX lump sum as separate checks to the eligible employees, the checks should be dated in the same range (July 28, 2003 through August 8, 2003). Thus, if campuses follow the same schedule per above, employees should receive their payment at the same time as all employees on that same pay schedule at all other locations.

If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu, or call at (510) 987-0464.

Jackson Quan

cc: Jerry Wilcox