Service Request 80578
RX 2003 Wage Reporting
July 15, 2003
FINAL

Approved: ________________________________

Labor Relations

Human Resources and Benefits
Information Systems Support
Office of the President
1.0 Overview
The RX Wage Reporting program, based on similar programs developed for past releases (1169, 1341, 1362, 1501), uses files generated from the Range Adjustment Process (PPP910), the Merit Process (PPP680), and the RX 2003 ATB Increase program (SR 80563) to report on the base pay changes for RX employees who receive salary adjustments.

2.0 Background
The contract between the University and UPTE, effective June 30, 2003, requires that the University implement a 0.5% range adjustment for step-based employees; a within-range, one-half step merit increase for step-based employees; and a 1.5% across-the-board increase for eligible open range employees.

UCOP Compensation is performing the TCS range adjustment, while campuses are implementing the step range and merit adjustments using existing processes (PPP910, PPP670, PPP930). For the open range across-the-board increase, campuses are utilizing a one-time PPS program, detailed separately in Service Request 80563.

The contract also requires the University to provide UPTE with a report on the range adjustment, merit, and across-the-board salary actions. The reporting should identify initial pay rates, rates after adjustment, and the percent increase of the base pay changes.

3.0 Reporting
A one-time process should be developed to produce a report and electronic data file of the base pay change(s) for each RX employee who receives a rate adjustment as part of the 2003 RX wage implementation. The process should be modeled after programs developed for releases 1169 and 1341, and should use the final Range Adjustment files generated from the Range Adjustment Process (PPP910), the Merit Data files from the Merit Process (PPP680), and the file from the one-time RX ATB program (SR 80563).

Two versions of a Base Pay Change report should display the employee data listed below. One should be sorted in order of Employee Name and display the title ‘Central Office Report of Base Pay Changes - RX’ (Attachment A). The other version should be sorted by Employee Name within Department and display the title ‘Departmental Report of Base Pay Changes - RX’ (Attachment B).

- Employee ID
- Employee Name (EDB 0105)
- Most Recent Hire Date (EDB 0113)
- Home Department Number (EDB 0114) and translated department name from the Home Department Table
- Appointment Number (EDB 2001)
- Time-Appointment (Anticipated) (EDB 2012)
- Title Code (EDB 2006)
- Starting Rate
- Resulting Rate
- Primary Pay Schedule (EDB 0152)
- Description of Service (DOS) Code (EDB 2056)
- Percent Change - the difference between the starting rate and resulting rate, expressed as a percentage of the starting rate
- Description (action from input files and effective date)

The program should also produce an electronic file in tab-delimited format. This electronic file should contain the same data as the Central Office Report described above.
<table>
<thead>
<tr>
<th>EMPLOYEE NAME/EMPLOYEE ID/ HIRE DATE</th>
<th>DEPARTMENT</th>
<th>DEPT</th>
<th>APPT NUM</th>
<th>APPT %</th>
<th>TITLE CODE</th>
<th>STARTING RATE</th>
<th>RESULTING RATE</th>
<th>PAY CYCLE</th>
<th>CODE</th>
<th>PERCENT CHANGE</th>
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