



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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Re: Release:	1578
Service Request:	80785, 80884
Error Reports:	1915, 1916
Programs:	PPP675, PPP676, PPP960
CICS Programs:	None
Copymembers:	None
Include Members:	PPPVZMCC
DDL Members:	PPPVZMCC, TBMCC00C, TBMCC01A
Bind Members:	None
CICS Maps:	None
Web EAR Objects:	Web Merit EAR file
Forms:	None
Table Updates:	CICS Help, Code Translation Table (CTT), Data Element Table (DET)
Urgency:	Not Urgent (See Timing of Installation)

This release addresses the following Service Requests and Error Reports:

Service Request 80785

Human Resources and Benefits requested an enhancement to the Web Merit ATB application that would allow Web Merit administrators to restore employees' original salary rates after a temporary salary reduction. This would be accomplished by including an 'end date' for negative across-the-board cycles.

Background:

In 1993, the University approved a temporary 5% salary reduction as a cost saving measure. PPS (Payroll/Personnel System) Release 779 implemented that reduction by identifying distributions subject to adjustment, determining the new rate, and then creating both new reduced pay distributions and future distributions with the original rate.

If current budget shortfalls necessitate a similar temporary salary reduction, locations will be able to implement the adjustment using the Web Merit ATB (Across-the-Board) application. However, there is currently no functionality available to "restore" employees to their original rates at the conclusion of the temporary salary reduction period. This would require manual adjustments or a special one-time program.

Proposed Process:

For the proposed process, two new optional input fields would be added to the Merit Cycle definition page to identify a monthly and biweekly 'Reduction End Date'. In these fields, the Merit Administrator would enter the dates on which the reduced rate would end in the event that the ATB was a reduction. If the Control/ATB Percent

entered is less than zero, the Monthly Reduction End Date would be required. The Biweekly Reduction End Date would be optional and would default to the Monthly if not entered.

For ATB merit cycles where the control percent is less than zero with a 'Reduction End Date', the EDB update program (PPP676) would create transactions to:

- terminate the current distribution as of the day before the effective date and establish a new distribution with the new salary, per the existing Web Merit process
- set the end date of the reduced distribution to the 'Reduction End Date'
- establish a future distribution with a begin date one day after the 'Reduction End Date' and an end date and rate equal to the old end date and rate from the original distribution
- if the end date for the current distribution is equal or prior to the 'Reduction End Date', no future restore distribution is necessary

In order to facilitate any necessary modifications to salary reduction cycles (such as a change in end date), the Merit update program should also include some mechanism to "flag" the reduction and the future distributions. In the 1993 salary reduction program (R779), the Off/Above Scale Indicator (EDB 2050) was used for this purpose, but only the reduction distribution was flagged. The restoration distribution also needs to be flagged but with a different value in the Off/Above Scale Indicator.

For both the reduced rate and future distributions, the system may assign action code '55' ('Across the board wage increase – system derived'). The translation for this code should be changed to 'Across the board wage adjustment - system derived'.

Service Request 80884

The following modifications to the Web Merit online application were requested:

1. For negative across-the-board (ATB) adjustments, the application should "flag" rates that are either at or below the minimum for the title. Currently, the application only flags current rates that are below the minimum.
2. When the application flags rates as being at or below the minimum on the roster or audit file, it should display an asterisk (*) next to the rate in the 'New Annual Salary/Rate' column. Currently the application displays the acronym 'SBM'. The accompanying footnote should be changed to read:

" * Starting rate is at or below minimum range for the title code. Negative adjustment will not be applied."
3. On the roster and audit pages, the displayed annualized rates should be rounded to the nearest whole dollar. Note that this rounding is only for online display purposes.
4. On the 'Update Cycle Status' page, the order in which the cycle status values are displayed should be changed to reflect the correct procedural order. The new display order should be as follows:

U	Under Construction
P	Preliminary Merit Extract in progress
H	Prelim Extract Open for HR, Control Point Review
D	Open for Departmental Review
F	Final Merit Extract in progress
S	Final Extract Open for HR, Control Point Review

O	Open for Departmental Input
N	No Departmental Input, Open to Control Point
A	Open for HR Final Input
R	Ready for EDB Update
C	Cycle Closed
X	Merit Cycle Cancelled

Error Report 1915

For an ATB Merit process there may be a need to generate new distributions. When there are no more distributions available for an appointment, a new appointment is generated. If multiple appointments are generated the second and subsequent generate only one distribution each. The program needs to be changed in order to find the latest appointment created and generate all available distributions for that appointment before creating a new appointment.

Error Report 1916

In an ATB merit cycle, when a new appointment is created from an existing appointment, and the existing appointment has a Performance Evaluation Date that is blank, the Performance Evaluation Date in the new appointment is being set to 01/01. This is incorrect. The Performance Evaluation Date in the new appointment should be set to the DB2 low-date value the same as it is on the existing appointment when it is blank. The current process needs to be changed to recognize a blank Performance Evaluation Date on the existing appointment it is copying and set the date on the new appointment to blank (DB2 low-date value). It should be noted that this is not a problem with a regular merit cycle because the Performance Evaluation Date is a required field in the Roster Page.

Additional Requirements

The following will be added to the above requirements.

1. Report PPP675 should have the Reduction End Dates added to the heading when the ATB Increase is a temporary salary reduction.
2. Report PPP676 should have the Reduction End Dates added to the heading when the ATB Increase is a temporary salary reduction.
3. If the begin date of a future distribution is later than the Reduction End Date, nothing should be done to this distribution.
4. If the begin date of a future distribution is prior to the Reduction End Date and the Reduction End Date is prior to the future end date, the future end date should be updated with the Reduction End Date.

Include

PPPVZMCC

PPPVZMCC is the record layout for the PPPVZMCC_MCC view for the Merit Cycle Criteria table, PPPMCC. Two fields were added for the new Reduction End Dates, monthly and biweekly.

Programs

PPP675

This program extracts EDB data and puts it on the Merit tables for employees that meet the criteria established by the Merit Cycle. This program was changed to include the Reduction End Dates in the heading of the report when the dates exist. It was also changed for ATB cycles to flag employees who are at the minimum rate the same as employees below the minimum rate.

PPP676

This program creates EDB update transactions for updating/creating distributions in order to reflect the new pay rates established by a Merit Increase. The Reduction End Dates were added to the heading when a temporary salary reduction is made through the ATB Merit process. The program was also changed to update/create distributions based upon the Reduction End Dates associated with a temporary salary reduction. This includes the creation of a distribution to restore the original pay rate. Also, the program was corrected to recognize a blank Performance Evaluation Date in an existing appointment that is being copied and set the date in the new appointment to blank (DB2 low-date value).

PPP960

This program merges costing transactions into the consolidated costing file. The control report out of this program reflects a count of the input records by type. One of the types is an ATB Adjustment, action code 55. The description for these transactions was changed from 'ATB Increase' to 'ATB Adjustment'.

DDL Members

PPPVZMCC creates a new view for the MCC table to include the two new elements, Monthly Reduction End Date and Biweekly Reduction End Date.

TBMCC00C creates the PPPMCC table. The two new elements Monthly Reduction End Date and Biweekly Reduction End Date were added to the Create Table.

TBMCC01A performs an Alter to the PPPMCC table adding the two a new elements, Monthly Reduction End Date and Biweekly Reduction End Date.

Web EAR Objects

A new version of the EAR file, which contains all Merit Web based objects, reflects the following changes.

- The two new data fields, Monthly Reduction End Date and Biweekly Reduction End Date were added to the Add New Merit Cycle page, Update Merit Cycle page and the Eligibility Criteria page. Edits of these dates require that at least the Monthly Reduction End Date be entered when the Control/ATB Percent requested is negative. Also, these dates may not be entered unless the Control/ATB Percent is negative.
- When the employee rates are flagged as being at or below the minimum on the roster or audit file, an asterisk (*) is displayed next to the rate in the 'New Annual Salary/Rate' column. This replaces the "SBM" previously displayed. The footnote was changed for this asterisk to indicate rate is at or below the minimum.
- On the roster and the audit pages, the displayed annualized rates are rounded to the nearest whole dollar. The rounding is for display purposes only.
- On the 'Update Status Cycle' page, the order in which the cycle status values are displayed was changed to reflect the correct procedural order for processing a Merit Cycle.

NOTE: The binary option must be used when downloading the EAR file via FTP.

Table Updates

CICS HELP

EDB2050 help text member was updated to include the new Off/Above Scale Indicator values.

PPPCTT

This table was expanded to include descriptions for the new Off/Above Scale Indicator values that will appear on the reduction and restoration distributions. Also, changes were made to action code 55. The descriptions were changed from "ATB Increase" to "ATB Adjustment"

PPPDET

The list of values of the Off/Above Scale Indicator allowed was expanded to include a set of values for the reduction distribution and a set of values for the restoration distribution.

Test Plan

A complete test plan is provided with this release.

Campuses are encouraged to use the base system test materials, as well as performing any other desired local tests.

Installation Instructions

An Installation Instruction document is provided with this release.

Timing of Installation

The installation of this release is not urgent.

As usual, campuses are encouraged to install this release in as timely a fashion as possible, and in the normal numeric sequence of releases.

If there are any questions, please send electronic mail to Janet.Kennedy@ucop.edu, or call at (510) 587-6128.

Janet Kennedy

cc: Jerry Wilcox