Release 1778

Service Request 81925

SX Represented Special Low Wage Increase for Non-Custodian Employees

Detail Design

August 10, 2007
08:00 AM
Prepared by: J. Quan

Information Resources & Communications
Office of the President
University of California
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Introduction

Service Request 81925

Service Request 81925 asks that a one-time process be developed to identify SX represented employees in the American Federation of State, County, and Municipal Employees (AFSCME) union as eligible for the special low-wage increases, and to calculate the appropriate special wage increases based on an increase of 2%, 1%, or 0.5%.

As noted in the service request, this one-time process will apply to all locations, with the exception of the Berkeley Campus, to provide increases for employees in SX represented non step-based titles. The Berkeley Campus will not utilize this one-time process, since salary adjustments are handled via a local mechanism.

The background information below is quoted from Service Request 81925.

Background

The University has determined that:

“In recognition of the impact of California’s high cost of living on employees, especially lower-paid staff, and as part of UC’s ongoing efforts to provide competitive total compensation for all university employees, the University is offering special wage increases to approximately 36,000 lower-paid non-student staff employees. The proposed increases, which total $7.8 million, affect employees with annual salaries of less than $40,000 and are due to take effect April 1, 2007.”

Depending on an eligible employee’s base wage level, the employee will receive an increase of 2%, 1% or .5%. For most eligible employees whose April 1, 2007 full time equivalent annualized salary is less than $30,000, the employee is to receive an increase equal to 2% of his/her salary. Employees whose full time equivalent annualized salary is equal to $30,000 but less than $35,000 will receive a 1% salary increase. Finally, employees whose full time equivalent annualized salary is equal to $35,000 but less than $40,000 will receive a .5% increase.

In order to distribute these monies, effective April 1, 2007, to non-represented staff employees meeting the eligibility criteria, a special Payroll/Personnel System (PPS) program was developed and distributed to locations as Release 1766.

Represented employees are subject to bargaining agreement by their respective unions. Pursuant to the wage settlement between the University and American Federation of State County and Municipal Employees union that was reached 05/22/07, SR81920 was issued to describe the requirements pertaining to non step-based employees in the Patient Care Technical (EX) Unit.

The AFSCME wage settlement also contained language in the Side Letter on Wages, section A.1, which gives eligible SX employees at each location (exceptions follow) the low-wage worker special salary increases according to the terms of the bargained agreement.
Laborer titles at locations other than the Santa Barbara campus are included in the terms of this agreement. Laborer titles at UCSB will be given the salary increase given the custodian titles at that location (see Service Request 81932).

Designated medical center custodian titles at the UCSF Medical Center are included in this wage increase; those titles at other locations are excluded from this agreement and will be given the salary increase given the custodian titles at those locations (see Service Request 81932).

The titles that are to be excluded from these requirements are listed in Appendix A, table 1 (Custodians), table 2 (Laborers) and table 3 (Custodians - Medical Center). It is further noted that per diem titles are excluded by means of the TCT rate look up code.

It is noted that an existing alternate process is being used to provide increases for step-based titles.

This service request addresses the special wage increase for staff employees in non-stepped titles in the following groups:
- represented employees, consisting of covered employees designated in the ‘SX’ unit, except for specified custodian titles at all locations
- represented employees consisting of SX covered employees in designated medical center custodian titles at the UCSF Medical Center only

It is noted that this process will not be used at the Berkeley Campus, since salary adjustments there are handled via another mechanism.

The process will be required to calculate the increase for non-step based, SX covered employees, to create EDB update transactions, to create costing transactions and to generate a file for use in the retroactive pay process. All adjustments are to be calculated and applied as base-building increases to existing appointment / distribution pay rates.

A similar process for calculation of a special rate adjustment was developed as part of PPS Release 1766; this process should be modeled on that.
Overview of PPS Modifications

One-time Process

In order to implement the special low-wage increase for SX represented employees a modified version of the normal range adjustment will be developed. Although pay scale files are not applicable to the eligible portion of the low wage population associated with this one-time process, a single header record must still be established in the Pay Scale Table to identify the Effective Date of the Represented Employee Special Wage increase. Thus, the main processing will depend on the Pay Scale Table and a modified version of Base PPP910.

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. Some minor changes will be made to the wrap-around transaction (Preliminary) file in order to pass data to one-time program PPO1778B, but only FILLER fields will be affected.

Significant changes will be made to the cloned PPP910 as follows:

Three separate internal arrays containing Title Codes not qualified for the special low wage increase will be used to bypass those ineligible appointments. The three internal arrays will be defined in the one-time working storage section. The one-time program will access each of the three arrays to determine whether the appointment should be selected or excluded for the low wage increase. That is, if the appointment title code is found in the first array, the Exclude Flag will be set on. If the Exclude Flag is not on, the second array will be accessed. If the appointment title code is found in the second array, the Exclude Flag is set on. If the Exclude Flag is not on, the third array will be accessed. If the appointment title code is found in the third array, the Exclude Flag is set on. The criteria below used to determine the selection of the appointments will also include testing of the Exclude Flag value.

If the employee’s Separation Date is not 01/01/0001 (Low ISO Date) and is prior to 04/01/2007, the employee will not be eligible for the low-wage increase. Otherwise the selection of the employee’s appointments will be based on satisfying all of the following criteria:

- Appointment Personnel Program (EDB2007) is ‘1’ and
- Appointment Type (EDB2020) is not ‘4’ and
- Appointment End Date (EDB2003) must not be prior to ‘04/01/07’ and
- Title Code must be in the range of 4000-9999 (must be staff title) and the associated TCT Rate Lookup Code (TCT3380) must be ‘M’ or ‘G’ or ‘X’ and
- Title Code must not be present in any of the three internal arrays containing excluded title codes (Exclude Flag is not set on) and
- Appointment Title Unit Code (EDB 2029) is ‘SX’ and Appointment Representation Code (EDB2031) is ‘C’ and
- Appointment Rate Code (EDB 2015) is not equal to ‘B’ (By-Agreement) and
- Appointment Without Salary Indicator (EDB 2028) is not equal to ‘Y’

For each appointment selected that satisfies all criteria per above, each associated distribution will be selected based on satisfying all of the following criteria:

- Distribution End Date is not prior to 04/01/2007 and
- DOS Table Range Adjustment Indicator is ‘Y’ and
• Pay Category is ‘N’ (normal) and Type of Hours Code is ‘R’ (regular), ‘O’ (overtime), or ‘P’ (premium overtime), or Pay Category is ‘A’ and Type of Hours Code is ‘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. Since for this one-time process the Pay Scale Table will be empty (except for the header record specifying the effective dates of 04/01/07 (MO) and 03/25/07 (BW), only PPIRANGE return code value 09 is expected. However, the following return code handling has been retained for consistency with prior one-time versions of PPP910:

• 00 indicates a match was found and a new rate was returned. This remains unchanged from PPP910. The rate would be used and no further calculation would 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 from PPP910. The rate would be used and no further calculation would 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. The rates associated with these return codes would be given an adjustment increase based on the eligibility definitions identified in the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.

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

• 09 indicates the Title Code was not found on the Pay Scale Table. 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 will appear on the Range Adjustment Exceptions report, but will also be accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

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

An annual salary amount will be calculated from each selected distribution rate based on rate, rate type and pay schedule. This calculated annual salary (not rounded) will be used to determine the percentage amount of augmentation for non-step based titles, as follows:

For distributions where the annualized salary level is less than the salary threshold of $30,000, the augmentation rate will be 2%. For distributions where the annualized salary level is equal to or greater than $30,000 or more but less than $35,000, the augmentation rate will be 1%. For remaining distributions where the annualized salary is equal to or greater than $35,000 but less than $40,000, the augmentation rate will be 0.5%. The calculated rates will be rounded to the nearest cent, and increases will be processed even if the new rate exceeds the maximum of the range for the selected title codes.
The Action Code of ‘43’ (Change in rate – other) will be assigned to the EDB File Maintenance transactions and the costing transactions.

The Requirements ask for a tab-delimited Electronic File. Rather than insert this code into the complexity of a PPP910 clone, a second one-time program will be created. It will read the wrap-around transaction file used in PPP910 as input and produce a tab-delimited electronic file. The fields will be separated by tabs in a format usable by such standard data handlers as Excel. This file will be transmitted via FTP to UCOP for consolidation and use by Human Resources for further analysis.
One-time Programs

PPO1778A

A one-time program, cloned from PPP910, will be developed to select employees for the low wage increase from the EDB, calculate the appropriate rate augmentation for SX represented low wage employees, 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 PPO1778B, but only FILLER fields will be affected.

Standard practice is to release a one-time program with the markings in cc73-80 containing the program name. To facilitate analysis of the changes in this one-time program, code that has been unchanged from PPP910 will be marked with the one-time program name PPO1778A. Code which has been inserted or modified will be marked with 19251778, where 1778 is the release number.

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

- Three separate internal arrays related to excluded title codes will be defined in the program’s working storage section.
  - The first array will contain specific title codes associated with SX represented custodian employees.
  - The second array will contain specific title codes associated with SX represented laborer employees.
  - The third array will contain specific title codes associated with SX represented medical center custodian employees.

- The Campus Control record will be accessed.
  - Existing paragraph B03000-LOAD-CTL-TABLES will be modified such that logic will be added to access the Campus Control record on the PPPCCR table. The Campus Location Code will be referenced later in the process to determine whether the employee’s appointment should be excluded from the low wage increase.

- The employee’s Separation Date (EDB 0140) will be examined.
  - If the employee’s Separation Date is not low-ISO-Date (0001-01-01) and is prior to the contract date of 2007-04-01, the employee will not be eligible for the low wage increase, and all appointments will not be processed.

- Each appointment will be examined.
  - The EXCLUDE-TITLE flag will be set to ON (‘0’) if any one of the following conditions is true.
    - The appointment title code will be used to find an entry containing a title code in the first array associated with SX represented custodian titles. If a match on title code is found, the EXCLUDE-
TITLE flag will be set to ON (‘0’). Note that the setting of the EXCLUDE-TITLE flag to ON will cause the rejection of the appointment when other conditions related to appointment data are examined later in the process.

If the EXCLUDE-TITLE flag is not ‘0’, the appointment title code will be used to find an entry containing a title code in the second array associated with SX represented laborer titles. If a match on title code is found and the campus location value is ‘08’, the EXCLUDE-TITLE flag will be set to ON.

If the EXCLUDE-TITLE flag is not ‘0’, the appointment title code will be used to find an entry containing a title code in the third array associated with SX represented medical center custodian titles. If a match on title code is found and the campus location value is not ‘02’, the EXCLUDE-TITLE flag will be set to ON.

The appointment will be selected based on the following criteria:

- Appointment Title Unit Code (EDB 2029) is ‘SX’ and Appointment Representation Code (EDB2031) is ‘C’ and
- Appointment Personnel Program (EDB2007) is ‘1’ and
- Appointment Type (EDB 2020) is not ‘4’ (casual restricted) and
- Appointment End Date (EDB2003) is not prior to ‘04/01/2007’ and
- Appointment Title Code is in the range of ‘4000’ and ‘9999’ (Staff Titles) and
- EXCLUDE-TITLE flag is not (‘0’) and
- Appointment Rate Code (EDB 2015) is not equal to ‘B’ (By-Agreement) and
- Appointment Without Salary Indicator (EDB 2028) is not equal to ‘Y’

If all of the above criteria are satisfied, a final determination whether the appointment is eligible or not eligible will be tested. Thus, the Title Code table is accessed via a “LONG” type call to PPTCTUTL using the Appointment Title Code, Appointment Sub Location Code, and Appointment Representation Code as keys. If the Title Code is not found on the Title Code Sub-Location (TSL) Table via a status code returned from PPTCTUTL, or the Rate Lookup Code value residing on the TSL is returned via PPTCTUTL is not ‘G’, ‘M’, or ‘X’, then the appointment and its associated distributions will not be selected for processing.

If the appointment has satisfied all of the criteria thus far, the distributions associated with the appointment will be examined.

- Each distribution will be selected for further processing when the Distribution Pay End Date is not prior to the effective date of either April 1, 2007 (MO Effective Date) or March 25, 2007 (BW Effective Date). Note that the appropriate effective date used for comparison against the Distribution End Date is determined by the employee’s Primary Pay Schedule. Thus, it is important that both MO and BW Effective Dates be present on the Pay Scale table prior to this process.

In addition to the distribution being Range Adjustable, DOS code validation will be performed as follows:
Pay Category ‘N’ (normal) and a Type of Hours Code ‘R’ (regular), ‘O’ (overtime), or ‘P’ (premium overtime) or

Pay Category is ‘A’ combined with Type of Hours Code of ‘O’

If the above criteria are satisfied, an annual salary amount will be calculated.

• An annual salary amount will be calculated from each selected distribution, based on the Distribution Rate (EDB 2055), Appointment Rate Code (EDB 2015) and Appointment Pay Schedule (EDB 2016) as follows:

  If Rate Code (EDB 2015) is ‘H’ (hourly): the Distribution Rate (EDB 2055) will be multiplied by 2088 hours, or

  If Rate Code is ‘A’ (annual), and Appointment Pay Schedule (EDB2016) is ‘MO’ or ‘MA’: the Distribution Rate will be multiplied by 12 or

  If Rate Code is ‘A’ and Appointment Pay Schedule is ‘BW’: the Distribution Rate will be multiplied by 26 or

  If Rate Code is ‘A’ and Appointment Pay Schedule is ‘SM’: the Distribution Rate will be multiplied by 24.

No rounding will be performed when calculating the annualized salary. The calculated annualized salary will be used to establish the threshold amount for determination of what percent increase an employee is due.

• 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. Since the Pay Scale Table will be empty (except for the header record specifying the effective dates of 04/01/2007 (MO effective date) and 03/25/2007 (BW effective date), only PPIRANGE return code value of 09 is expected. However, the following return code handling logic have been retained for consistency with prior one-time versions of PPP910:

  00 indicates a match was found on Pay Scale Table and a new rate was returned. This remains unchanged from PPP910. The rate would be used and no further calculation would 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 from PPP910. The rate would be used and no further calculation would 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. The rates associated with these return codes would be given an adjustment increase based on the eligibility definitions identified in the service request. They would appear on the Range Adjustment Exceptions report, but would also be accepted on the Salaries Report with their calculated new rate. EDB transactions would be produced for these cases.

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

09 indicates the Title Code was not found on the Pay Scale Table. 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 will appear on the Range Adjustment Exceptions report, but will also be accepted on the Salaries Report with their calculated new rate. EDB transactions will be produced for these cases.

- The rate used for the “calculated” increases will be moved to a new field on the output Preliminary file to be passed to a subsequent one-time reporting program.

- The annualized distribution pay rate will determine the appropriate augmentation percent.

For a distribution where the annualized salary is less than the salary threshold of $30,000, the distribution rate will be increased by an augmentation of 2%.

For a distribution where the annualized salary is equal to or greater than $30,000 or more but less than $35,000, the distribution rate will be increased by an augmentation of 1%.

For a distribution where the annualized salary is equal to or greater than $35,000 but less than $40,000, the distribution rate will be increased by an augmentation of 0.5%.

For a distribution where the annualized salary is greater than $39,999.99, the augmentation percent will be set to zero.

- If the derived augmentation percent is greater than zero, an error code of 09 will be set to identify a distribution eligible for the rate augmentation.

- If the derived augmentation percent is equal to zero, a new error code of 13 will be set to identify a distribution with an annualized salary equal to or greater than $40,000.00, and the distribution will not be eligible for the augmentation. In addition, the ineligible distribution will not be reported on the Range Adjustment Exceptions Report (PO17668).

- The new distribution pay rate will be calculated as follows:

  The percentage adjustment amount plus 1.0 will be multiplied via the augmentation percent against the old distribution pay rate in order to calculate the new pay rate. The calculated distribution pay rate will be rounded to the nearest cent.

- PPP910 uses the error code to determine which report a transaction appears on, and also controls the creation of EDB update transactions and costing transactions. The process currently 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 43 (Change in rate – Other) will be assigned to EDB update transactions and costing transactions.

- Distributions associated with a Pay Schedule of MO that cross the effective date boundary of 04/01/2007 (from Pay Scale table) will be ended as of 03/31/07 and new distributions created with a begin date of 04/01/07 and an end date equal to the original end date of the terminated distribution.

Distributions associated with a Pay Schedule of BW that cross the effective date boundary of 03/25/2007 (from Pay Scale table) will be ended as of 03/24/2007 and new distributions created with a
begin date of 03/25/2007 and an end date equal to the original end date of the terminated distribution. Distributions starting 04/01/2007 or later will merely have their rate updated.

- To distinguish between the Final Preliminary File produced from the one-time program and the Final Preliminary File produced from PPP910, a value of ‘2’ will be assigned to each record in position 259 to indicate these records are produced from the one-time program.

PPO1778B

A one-time program will be developed to produce a tab-delimited Electronic File, per the Requirements in Service Request 81925.

PPO1778B will read the output wrap-around file (Preliminary File) produced by PPO1778A in the Preliminary 1 phase which will be used to assign the data to the tab-delimited Electronic File.

During the Initialization process, the first tab-delimited record to be written to the file will contain the run date in the format of mm/dd/yy and a description of ‘SX LOW WAGE INCR TAB DELIMITED FILE’. The second tab-delimited record to be written to the file will contain the column header labels identifying the associated detail data under each column header label.

The column header labels will be as follows:

<table>
<thead>
<tr>
<th>Data Definition</th>
<th>Column Header label Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Identifier (two-digit numeric code) – include with each record</td>
<td>N/A</td>
</tr>
<tr>
<td>Employee Name (EDB0105)</td>
<td>EMPL NAME</td>
</tr>
<tr>
<td>Employee ID</td>
<td>ID</td>
</tr>
<tr>
<td>Title Code (EDB2006)</td>
<td>TITLE</td>
</tr>
<tr>
<td>Appointment Title Unit Code (EDB2029)</td>
<td>TUC</td>
</tr>
<tr>
<td>Appointment Representation Code (EDB2031)</td>
<td>AREP</td>
</tr>
<tr>
<td>Distribution DOS (EDB2056)</td>
<td>DIST DOS</td>
</tr>
<tr>
<td>Distribution % Time (EDB2052)</td>
<td>DIST %</td>
</tr>
<tr>
<td>Appointment Rate Code (EDB2015)</td>
<td>RATE CD</td>
</tr>
<tr>
<td>Distribution Pay Rate – Old (EDB2055)</td>
<td>OLD RATE</td>
</tr>
<tr>
<td>Distribution Pay Rate – New</td>
<td>NEW RATE</td>
</tr>
<tr>
<td>% Increase</td>
<td>PERCENT</td>
</tr>
<tr>
<td>Full Accounting Unit (FAU)</td>
<td>FAU</td>
</tr>
<tr>
<td>Source (‘ONETIME’)</td>
<td>SOURCE</td>
</tr>
</tbody>
</table>

During the Main Process, detail records will be written to the file. The sort order of the Electronic file will be in Employee Name order. Each specific data on the detail record will be separated by tab-delimiters, i.e. Hex ‘05’, to provide a standard format acceptable to Excel and other common software.

Each detail electronic data record will contain the following items (See Attachment A):

- Campus Location (taken from PPPCCR Table)
- Employee Name (EDB 0105)
- Employee ID
- Appointment Title Code (EDB 2006)
- Appointment Title Unit Code (EDB 2029)
- Appointment Representation Code (EDB 2031)
- Distribution DOS (EDB2056)
Distribution Percent Time (EDB2052)
Appointment Rate Code (EDB2015)
Distribution Pay Rate – Prior (EDB2055)
Distribution Pay Rate – New
Percent Increase
Source – (Indicates whether SX Low Wage Increase was processed from one-time program or via standard range adjustment program PPP910)

When the last input Preliminary record is processed, the last tab-delimited record (trailer record) to be written to the file will contain a count of the total number of detail records written to the file.
One-Time Bind Members

PPO1778A

A one-time plan bind for PPO1778A will be created using the PPP910 bind member as a model.

BIND
PLAN (PPO1778A)
MEMBER (PPO1778A, PPMSSG2, PPCTTUTL, PPDOSUT2, PPPRMUT2, PPDUCUTL, PPTCTTUTL)
ACTION (REPLACE)
RETAIN
VALIDATE (RUN)
ISOLATION (CS)
FLAG (I)
ACQUIRE (USE)
RELEASE (COMMIT)
EXPLAIN (YES)

PPO1778B

A one-time plan bind for PPO1778B will be created as follows.

BIND
PLAN (PPO1778B)
MEMBER (PPO1778B)
ACTION (REPLACE)
RETAIN
VALIDATE (RUN)
ISOLATION (CS)
FLAG (I)
ACQUIRE (USE)
RELEASE (COMMIT)
EXPLAIN (YES)
One-Time JCL

PPO1778A

PPP910 JCL will be used as the basis for creating the one-time JCL for PPO1778A. One version will reflect the PPP910 run for the Preliminary 1 phase. A second version will reflect the PPP910 run for 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 an output preliminary file for input to PPO1778A's Final phase and as input to PPO1778B. The Final phase will create EDB update transactions and costing transactions.

PPO1778B

JCL will be created for the new one-time report program PPO1778B. It will read the output file created by the PPO1778A 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 of PPP910.

PPO1778B will produce a tab-delimited Electronic File, per the Requirements. This file will be sent via FTP to UCOP. An FTP process will need to be established locally.
Attachment A: Electronic Detail Record Layout (RECL=149)

```
05 OTAB-LOCATION PIC X(03).
05 FILLER PIC X(01) VALUE X'05'.
05 OTAB-EMP-NAME PIC X(26).
05 FILLER PIC X(01) VALUE X'05'.
05 OTAB-EMPLOYEE-ID PIC X(09).
05 FILLER PIC X(01) VALUE X'05'.
05 OTAB-TITLE-CODE PIC X(05).
05 FILLER PIC X(01) VALUE X'05'.
05 OTAB-TITLE-UNIT-CODE PIC X(03).
05 FILLER PIC X(01) VALUE X'05'.
05 OTAB-REP-CODE PIC X(04).
05 FILLER PIC X(01) VALUE X'05'.
05 OTAB-DOS-CODE PIC X(08).
05 FILLER PIC X(01) VALUE X'05'.
05 FILLER PIC X(01) VALUE X'05'.
05 OTAB-RATE-CODE PIC X(07).
05 FILLER PIC X(01) VALUE X'05'.
05 FILLER PIC X(01) VALUE X'05'.
05 OTAB-RESULT-RATE PIC ZZ,ZZ9.99.
05 FILLER PIC X(01) VALUE X'05'.
05 OTAB-PERCENT-INC PIC ZZZZ9.9.
05 FILLER PIC X(01) VALUE X'05'.
05 OTAB-FAU PIC X(30).
05 FILLER PIC X(01) VALUE X'05'.
05 OTAB-SOURCE PIC X(08).
05 FILLER PIC X(01) VALUE X'05'.
```

*Note: If the OTAB-RATE-CODE = ‘H’, then the OTAB-START-RATE and OTAB-RESULT-RATE are displayed in the format of PIC ZZZ9.9999.*