

Created on: April 15, 2009
Last Modified on: September 2, 2009

SR82584 Requirements
New Code Off/Above Scale Indicator

Objective:

Provide an ability to identify employee pay rates that are valid and deliberately below the minimum of the pay scale.

Project Type:

Enhancement to PPS.

Requested by:

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Analyst:

Business analyst: Ken Smith, HR-IS&S

Urgency:

Not Urgent.

Target Processing Deadline:

Not associated with any specific payroll processing date.

Statement of Business Need:

The phrases “red circle” and “green circle” are widely used in compensation to refer to pay rates that are above the maximum of the pay range or below the minimum of the range.

PPS does not provide a means to flag “green circle” pay rates and there is a need to track individuals with pay below the minimum of the range.

Background:

The lack of a “green circle” was reported by UC Berkeley.

The Berkeley campus is implementing a campus-wide “Career Compass” initiative where non-represented employee jobs have been evaluated and slotted into new job titles that have new salary ranges. Most employees’ current salary rates remain within the assigned title’s newly established salary range. However there are about 250 employees whose current rates fall below the minimum of the salary range. Because of budget constraints, the campus will be unable to move these individuals to the new minimums.

Current Process:

The existing EDB element Off/Above Scale Indicator (EDB2050) is used to indicate the status of a pay rate relative to the corresponding pay scale. It includes several “red circle” codes but no “green circle” codes.

Proposed Process:

A new valid value for EDB2050 is defined to cover the case of “green circle” pay for non-academic employees. Programs and processes treat it the same as “red circle” pay for non-academic employees.

System Requirements:

1.0 Overview of Modifications

- Transactions to add values to Control Tables.
- Editing of online documentation and help.

2.0 Control Table Updates

It is proposed to use code “G” for Green Circle. It appears that Release 1578 enabled all letters of the alphabet except EFG. Transactions will be needed to add “G” as a valid code.

2.1 Code Translation Table

Entries should be added to the Code Translation Table as follows:

Data Element	Value	Length	Translation
2050	G	9	Green Cir
2050	G	14	Green Circle

(Inspection of the existing code translations for this element suggests that the convention has been to include “Ac” or “Aca” in translations for academic scales and to have no designation in the string for non-academic scales.)

3.0 EDB Data Elements

No new elements are requested. One additional new value is added to EDB2050. Data Dictionary Page can be updated as marked up in Appendix 1 for two changes

- Remove obsolete comments at the beginning of page
- Add one line for new code.

4.0 Screen Modifications

4.1 Online Payroll Personnel System (CICS)

Online help for the field should be updated to list the new code. A line reading:

G - Green circle (non-academic)

should be inserted between codes B and L on the help for EDB 2050.

5.0 EDB Maintenance

5.1 Consistency Edits

No new edits, derivations, or messages are necessary.

The existing edit which issues the message "OFF/ABOVE INDICATOR INCONSISTENT WITH STEP AND TITLE" for the combination Personnel Program Code is 1, Off/Above Scale Indicator is "R" and Salary Step isn't spaces should be modified to include the same conditions but with Off/Above Scale Indicator equal to "G".

6.0 Corporate Interface Files

Because this element is already passed over interface files, it is assumed that the new code will be passed as well and that no changes to interface files will be required.

System Number: EDB2050

User Access Name: 2050-7

Programming Name: DIST_OFF_SCALE IN PPPDIS

Revision Date: 04/29/04

Comments

~~Location(s): DST 6013 Off/Above Scale Indicator DST in HDB~~
~~APS 0947 Off Step/Above Scale Code~~
~~CPS 0947 Off Step/Above Scale Code~~
~~IPS 0947 Off Step/Above Scale Code~~
~~OPP 0947 Off Step/Above Scale Code~~

Name: OFF/ABOVE SCALE INDICATOR-EDB

Type: ALPHANUMERIC

Length: 1

Format

N/A

General Description

Code indicating the relationship of pay rate to the step and salary range for the title code of the appointment.

Code Interpretation

Blank - On scale
A - Above scale (academic)
B - Above scale (academic/red circle)
G - Green circle (non-academic)
L - Longevity (for certain nurse classes)
O - Off scale (academic)
P - Off scale (academic/red circle)
R - Red circle (non-academic)
T - Trainee

The following codes are found on distributions with the payrate reduced as part of a mandatory salary reduction program.

X - On scale
H - Above scale (academic)

- C - Above scale (academic/red circle)
- M - Longevity (for certain nurse classes)
- S - Off scale (academic)
- J - Off scale (academic/red circle)
- U - Red circle (non-academic)
- V - Trainee

The following codes are found on distributions with the payrate restored

as part of a mandatory salary reduction program.

- Y - On scale
- I - Above scale (academic)
- D - Above scale (academic/red circle)
- N - Longevity (for certain nurse classes)
- Q - Off scale (academic)
- K - Off scale (academic/red circle)
- W - Red circle (non-academic)
- Z - Trainee

Previous codes are attached.

EDB 2050 -- OFF/ABOVE SCALE INDICATOR-EDB Previously Valid Codes

- H - Above scale (academic); payrate has been reduced as part of 1993-94 mandatory salary reduction program
- J - Off scale (academic/red circle); payrate has been reduced as part of 1993-94 mandatory salary reduction program
- X - On scale; payrate has been reduced as part of 1993-94 mandatory salary reduction program
- S - Off scale (academic); payrate has been reduced as part of 1993-94 mandatory salary reduction program
- Z - On scale, but percent time has been reduced as part of 1993-94 mandatory salary reduction program