SR82921 Requirements
UPTE Lump Sum Settlement Payment

Objective:
Distribute a one-time settlement payment to members of RX and TX bargaining units.

Project Type:
One-time program

Requested by:
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Analyst:
Business analyst: Ken Smith, Benefits Information Systems
Requirements analyst:

Urgency:
Date Mandated.

Implementation Deadline:
Payment is effective for the pay period beginning nearest to July 1, 2010.
It should be included in the following cycles:
Monthly ending July 31 – July 30 pay date
Monthly Arrears – August 6 pay date
Semi-Monthly ending July 15 – July 23 pay date
Bi-Weekly ending July 10 – July 21 pay date
Statement of Business Need:

Lead Time Estimate, Issues Identification, preliminary Scheduling.

Current Process:

No current process exists but essentially similar one-time programs have been developed and deployed in the past.

Proposed Process:

With a few exceptions the proposed process parallels the one developed in Release 1765 HX Lump Sum Payment. The exceptions are italicized below. Some older releases (R1698 CX Lump Sum Payment, R1693 TX Lump Sum Payment, R1692 RX Lump Sum Payment) included a proration similar to the one required here.

A $1000 lump sum payment should be issued to employees who are full-time in-unit on the day the one-time program is run. **START participants who would otherwise be full-time are considered full-time for this payment.**

A pro-rated payment which reduces the $1000 proportionally to the employee’s in-unit appointment percent as of the day the one-time program is run should be issued to employees who are less than full-time. Appointment percent for this calculation is unreduced by participation in **START**.

Eligible employees were members of either RX or TX on the ratification date and either RX or TX on the day the one-time program is run. Employees who were members of one bargaining unit on the ratification date and the other bargaining unit on the day the one-time program is run are eligible. It is not required that the qualifying appointments be continuously active between the ratification and processing dates.

An employee who is a member of both bargaining units on the ratification date and both bargaining units on the day the one-time program is run receives a payment proportionate to each appointment not to exceed $1000 total for the employee.

The payment is not UCRP covered compensation.

The payment should be distributed proportionally across an employee’s FAUs.

Payment and error reports should be generated.

Any other considerations of SR81854 and Release 1765 may be assumed to apply for the purpose of lead time estimation and issues identification.
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System Requirements:

1.0 One-time Processes
A one-time program should be developed to issue lump sum payments to RX and TX employees proportional to time worked relative to full time with a maximum payment of $1000 at full-time.

1.1 Process Description

1.1.1 Eligibility
In order to be eligible for the lump sum payment, employees must be “in-unit” on the ratification date and on the date the one-time program is run. The existence of covered RX/TX appointments spanning each of those two dates can be used to determine eligibility.

1.1.2 Eligible
In order to be eligible for the lump sum payment, employees must not have a Separation Date (EDB0140) prior to ratification date (March 25, 2010) and must have at least one appointment on the EDB which meets the following criteria:

- Appointment Begin Date (EDB2002) must be equal or prior to ratification date (March 25, 2010).
- Appointment End Date (EDB2003) must be equal to or later than ratification date (March 25, 2010).
- Appointment Title Unit Code (EDB2029) = ‘RX’ or ‘TX’
- Appointment Representation Code (EDB2031) = ‘C’ (Covered)

In addition, the employee must have a current (on the day the one-time program is run) appointment meeting the following criteria

- Appointment Title Unit Code (EDB2029) = ‘RX’ or ‘TX’
- Appointment Representation Code (EDB2031) = ‘C’ (Covered)

1.1.3 Indeterminate
Under the following circumstances:

- The employee was “in-unit” on the ratification date but the appointment in effect at the time has expired
- The expired appointment has been purged from the EDB by monthly maintenance
- The employee has a current eligible appointment

The one-time program will be unable to identify the employee as eligible.

In order to be indeterminate for the lump sum payment, employees must not have a Separation Date prior to the ratification date (March 25, 2010) and must have a current (on the day the one-time program is run) appointment meeting the following criteria
• Appointment Title Unit Code (EDB2029) = ‘RX’ or ‘TX’
• Appointment Representation Code (EDB2031) = ‘C’ (Covered)

1.1.4 Payment Amount Determination

The maximum payment to each eligible employee is $1000. An overall percent of full time is developed for each employee using one of the two methods described below. The payment amount is then determined as $1000 times the overall percent of full time.

Regardless of the outcome of the calculation, the prorated payment may not exceed $1000.

1.1.5 Overall Percent of Full-time

The Overall Percent of Full-time should be calculated for both Eligible and Indeterminate employees.

• If an employee has FIXED/VARIABLE INDICATOR (EDB 2013) of “F” (fixed appointments) for every eligible in-unit appointment, the overall percent of full time is obtained as the sum of TIME DISTRIBUTION (ANTICIPATED) (EDB 2052) from current distributions (Pay End Date (EDB2053) is not prior to the program run date, and the Pay Begin Date (EDB2054) is not later than the program run date.) in eligible in-unit appointments with
  ▪ DOS Pay Category = “N”
  ▪ DOS Hours Type =”R”
  ▪ DOS Code not equal “RTP”

• Note that this requires at least one current distribution exists to receive a payment.

• For all other employees, a three month look-back is used to calculate an average overall percent of full time. The sum of eligible hours for the months of March, April, and May 2010 is divided by the sum of available hours for those months (184+176+168 = 528) for MO, MA and SM pay periods and (7 x 80 = 560) for BW pay periods ending in those months. Hours are eligible and accumulated in the sum if they represent regular hours on pay status
  ▪ DOS Pay Category = “N”
  ▪ DOS Hours Type =”R”
  ▪ DOS Code not equal “RTP”
  ▪ PAR TUC = “RX” or “TX”
  ▪ PAR Representation Code = “C”

• The calculation of overall percent of full-time should be carried to 5 decimal places.

• During the look-back, if any PAR record is encountered having employee status “N” or “P” a flag (described in section 1.2.2 below) should be set on the electronic file.

Partial Year Career appointments should not be scaled to account for the number of months actually worked during the year. For example, a Partial Year Career appointment in which an employee works full-time for nine months is considered 100% for the lump sum calculation, not 9/12 = 75%.

1.1.6 Payment Transactions
The program should generate one-time (FT) transactions and sort the transactions by employee Primary Pay Schedule (EDB0152) into separate pay cycle (MO, MA, BW, and SM) files. The separate files will allow campuses to process the FT transactions into the employee’s primary pay cycle.

No payment transactions should be generated for employees on unpaid leave of absence EMPLOYMENT STATUS CODE (EDB 0144) of “N” at the time the one-time program is run, although the calculated payment details will nonetheless be recorded in the electronic file described in section 1.2.2 below. The payment details should not be included in the Warnings and Control report of section 1.2.1. Locations will issue those payments manually (using the electronic file as a guide) so as to ensure the payment is unencumbered by suspended balances for benefits and other deductions.

No payment transactions should be generated for indeterminate employees although the calculated payment details will nonetheless be recorded in the electronic file described in section 1.2.2 below. The payment details should not be included in the Warnings and Control report of section 1.2.1. Locations will issue those payments manually (using the electronic file as a guide) to those indeterminate employees that can be verified as eligible.

The program should prorate the payment across the FAU obtained from current regular distributions, based on each selected Distribution Percent divided by the Total Distribution Percent of all regular distributions for a selected RX or TX appointment. Current distributions are those where the Pay End Date (EDB2053) is not prior to the program run date, and the Pay Begin Date (EDB2054) is not later than the program run date. ‘Regular’ distributions are those where

- DOS Pay Category = “N”
- DOS Hours Type=”R”
- DOS Code not equal “RTP”

The program should be designed to ensure that the sum of the transactions does not exceed the expected total payment.

If there are no current distributions, the program should not generate a payment transaction. Instead, a warning message should be issued (see 1.2 Outputs below).

Each FT transaction should assign ‘LSN’ (‘Lump Sum Payment - Non Base-Building’) as the DOS code value and July 1, 2010 as the Pay Period End Date.

1.2 Outputs (files or reports)

1.2.1 Warnings and Control Report

The one-time program should produce a warning and control report. (Note: This report is similar to that produced for the 2007 HX Lump Sum)

The heading should be as follows:

SPECIAL ONE-TIME PROCESS RX & TX 2010 LUMP SUM - WARNING & CONTROL REPORT

The warning message mentioned in section 1.1.4 above should be displayed on this report as follows, with the employee ID printed below the message text:

<ERROR> *ELIG APPT; NO ELIG DIST; PAYMENT BYPASSED NNNNNNNN
The listing of errors should be followed by a report of totals, as follows:

-- OUTPUT CONTROL --

FT ONE-TIME PAY RECS WRITTEN - MO CYCLE 340 $34,000.00
FT ONE-TIME PAY RECS WRITTEN - BW CYCLE 20   $2,000.00
FT ONE-TIME PAY RECS WRITTEN - MA CYCLE 0   $0.00
FT ONE-TIME PAY RECS WRITTEN - SM CYCLE 0   $0.00
TOTAL PAYMENTS ISSUED $36,000.00
### 1.2.2 Electronic File

The one-time program should produce a tab-delimited electronic file with column headings listing the following data for each eligible or indeterminate employee for the lump sum payment:

<table>
<thead>
<tr>
<th>Data Definition</th>
<th>Column Heading Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location (two-digit numeric code) – include with each record</td>
<td>LOC</td>
</tr>
<tr>
<td>Employee ID</td>
<td>ID</td>
</tr>
<tr>
<td>Employee Name (EDB0105)</td>
<td>EMPL NAME</td>
</tr>
<tr>
<td>Home Department (EDB0114)</td>
<td>DEPT</td>
</tr>
<tr>
<td>Home Dept Description (translated department name from the Home Department Table)</td>
<td>DEPT DESCR</td>
</tr>
<tr>
<td>Employment Status Code (EDB0144)</td>
<td>STATUS</td>
</tr>
<tr>
<td>Deduction Pay Schedule Code (EDB0152)</td>
<td>SCHED</td>
</tr>
<tr>
<td>Title Code (EDB2006)</td>
<td>TITLE</td>
</tr>
<tr>
<td>Title Code Description (translated title from Title Code Table)</td>
<td>TITLE DESCR</td>
</tr>
<tr>
<td>Appointment Representation Code (EDB2031)</td>
<td>AREP</td>
</tr>
<tr>
<td>FT transaction amount</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>Full Accounting Unit (FAU)</td>
<td>FAU</td>
</tr>
<tr>
<td>Run date (include with each record)</td>
<td>RUN DATE</td>
</tr>
<tr>
<td>Partial Year Career (&quot;Y&quot; if employee has any type 7 appointments in the unit, &quot;N&quot; otherwise)</td>
<td>PARTIAL YEAR CAREER</td>
</tr>
<tr>
<td>Leave of Absence (&quot;Y&quot; if employee has any row in PAR during look-back with employee status &quot;N&quot; or &quot;P&quot; otherwise one space)</td>
<td>LEAVE OF ABSENCE</td>
</tr>
<tr>
<td>Indeterminate Flag (&quot;Y&quot; if no &quot;in-unit&quot; appointment on the EDB and no FT transactions generated).</td>
<td>INDETERMINATE</td>
</tr>
<tr>
<td>Most Recent Hire Date</td>
<td>HIRE DATE</td>
</tr>
</tbody>
</table>