

Created On: April 30, 2010

Last Updated: June 04, 2010

Service Request: SR82984

Name: UPTE – New Charitable Deduction for RX/TX Members

Objectives

Create a new voluntary deduction for RX/TX UPTE members.

Project Type

PPS Modification

Requested by

Labor Relations

Project Leads / Business Analysts

Shaun Ruiz, Payroll Coordination

Ken Smith, Human Resources, ISS

Due Date

Date Mandated

Changes are effective beginning with July earnings. Changes must be released to campuses with enough time for campuses to test and install the changes before the first compute for July earnings.

Background

As the exclusive representative for employees in the “RX” (Research Support Professionals) and “TX” (Technical) bargaining units, UPTe has requested that the University implement changes for a new voluntary deduction. Unlike conscientious objector deductions (which are charitable but in lieu of dues or agency fee), this voluntary deduction would be available to all RX/TX unit members.

Current Process

None

Proposed Process

Create two new Gross-to-Net (GTN) numbers for contributions to the Elizabeth Glaser AIDS Foundation.

GTN Attributes

- Employee must be an active RX or TX dues paying member¹
- Deduction is a flat dollar amount
- Deduction should not suspend
- Applies to all payroll cycles (BW, SM, and MO)
- Automatic disenrollment when employee becomes ineligible (i.e., no longer an active RX or TX member)

Reporting

This new GTN should be included in the Union Deduction File.

It will not be necessary to indicate the earnings or hours associated with this deduction in the union reporting process. The GTN should also be added to the list of employee organization deductions reported on the CPS Interface – Employee File.

There is no per-item change for this GTN.

System Messages

If an attempt is made to enroll a non-eligible employee up for this deduction, the system should reject the enrollment and issue reject message (applies to both online and batch):

08-398 NO DUES DED; NOT ELIGIBLE FOR PAC

12-398 NO DUES DED; NOT ELIGIBLE FOR PAC

When a member is no longer eligible for the deduction, the system should remove the GTN from the record and issue implied maintenance message:

08-399 NO DUES DED; AUTO DE-ENROLLMENT OF PAC

12-399 NO DUES DED; AUTO DE-ENROLLMENT OF PAC

¹ Dues paying member = Employee is enrolled in GTN 371 or 375.



**PAYROLL/PERSONNEL
CODE TRANSLATION TABLE
UPAY814 (R11/03) R1534**

MDIC NO	TBL NO	DATA BASE FILE ID	DATA ELEMENT ID	CODE VALUE	TRANS. LENGTH	CODE TRANSLATION	ORSOLETE						
1	2	3	6	8	9	14	15	20	21	22	23	79	80
A	38	CTL	GTNL8L	518	24	ELEZABETH GLASER AIDS							
A	38	CTL	GTNL8L	519	24	ELEZABETH GLASER AIDS							
	38												
	38												
	38												
	38												
	38												
	38												
	38												
	38												

PREPARED BY: [Signature] DATE: 4/27/10

APPROVED BY: [Signature] DATE: 4/27/10

RETR: UNTIL ACTION TAKEN



UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT
SERVICE REQUEST
UIRC 160ISS (R 01/00)

SR82984

DATE 05/03/10	DATE/CYCLE DUE	ESTIMATE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
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PERSON AUTHORIZING REQUEST: Mike O'Neill	SYSTEMS CONTACT:
DEPARTMENT: Payroll Coordination	RECHARGE NO.: NR-PR
REQUESTOR: Karren Yun	SYSTEMS/FILES/PROGRAMS: PAYROLL

RETRIEVAL/SYSTEM MODIFICATION: (Description of Request)
UPTE - New Charitable Deduction for RX/TX Members

PRODUCTION RUN				
SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN <input type="checkbox"/> RERUN	TYPE OF OUTPUT <input type="checkbox"/> ADD'L	<input type="checkbox"/> REPORT <input type="checkbox"/> EXTRACT FILE <input type="checkbox"/> LABELS

RETRIEVAL/PRODUCTION RUN
 DISTRIBUTION OF OUTPUT INSTRUCTIONS: (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)

IR&C USE ONLY

<input type="checkbox"/> R	<input type="checkbox"/> NR	<input type="checkbox"/> IM STAFF	TO:	<input type="checkbox"/> NET	<input type="checkbox"/> CORP SYS	<input type="checkbox"/> M&O	<input type="checkbox"/> PAYROLL	<input type="checkbox"/> PRODUCTION CONTROL
DATE RECEIVED	KEYSED DATE DATA	DATE COMPLETED	COMPLETED BY	COMPUTING TIME/CHARGES	STAFF TIME/CHARGES	BILLING NO.	JOB NAME	PRODUCTION CONTROL
COMMENTS:								
ESTIMATE INFORMATION	COMPLETION DATE	STAFF HOURS	ESTIMATED COSTS COMPUTING COSTS	ESTIMATED TOTAL COSTS				
		\$	\$	\$				

APPROVAL TO PROCEED BASED ON ESTIMATE

M. O'Neill (SIGNATURE) 5/3/10 (NAME, TITLE, ADDRESS)