RECoupment of delayed UCRP contributions for UPTE HX Unit
SR83142 Requirements
Recoupment of delayed UCRP Contributions for UPTE HX Unit

Objective:
Recoup delayed employee contributions for HX to the UCRP through payroll deductions

Project Type:
This is a one-time program.

Requested by:
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Analyst:
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Business analyst: Ken Smith, HR – BIS

Requirements analyst:

Due Date:
Date Mandated.

Implementation Deadline:

EDB must be updated in time to affect the computes for the following pay periods:

Monthly ending February 28 – March 1 pay date

Monthly Arrears ending February 28 – March 7 (South Campus) or March 8 (North Campus) pay date

Semi-Monthly ending February 28 – March 8 pay date

Bi-Weekly ending February 19 – March 2 pay date
Background

Members of bargaining unit HX did not participate in the May 2010 reinstatement of UCRP contributions. Their DCP contribution was retained through entries in the retirement section of the BRT dated 05/01/2010 installed by payroll releases 1914 and 1919. New entries were made in the BRT effective November 1, 2010 in which the mandatory DCP contribution has been set to zero for the UPTE HX bargaining unit.

According to the executed Terms of Settlement with HX that was ratified on October 29, 2010, delayed employee contributions will be repaid to the UCRP through payroll deductions. Amount to be repaid shall be equal to the amount of contribution that would have been directed to the UCRP from the first payroll period that includes May earnings to the day before HX employees begin contributions to UCRP. Repayment will be in equal amounts for a period of six (6) months.

Current Process

N/A

Proposed Process

Delayed employee contributions for the period May 2010 through October 2010 will be repaid to the UCRP through payroll deductions, in equal amounts, spread over a six-month period.

During the look-back, use any PAR records with DCP contributions – Plan Code 95 (GTN 733) for the period May 2010 through October 2010 to calculate the total unpaid employee contributions for each of the HX employees who are “in-unit” on the date the one-time program is run. The deduction will apply to all HX employees whenever applicable.
Contents

1.0 Control Table Update ........................................................................................................... 5

2.0 One-time Processing ........................................................................................................... 5

2.1 Process Description ........................................................................................................... 6
   2.1.1 Identification ........................................................................................................... 6

2.2 Identification criteria ........................................................................................................... 6
   2.2.1 Deduction Transactions .................................................................................. 6

2.3 Outputs (files or reports) ................................................................................................... 6
   2.3.1 Deduction Processing ..................................................................................... 6
   2.3.2 Electronic File ................................................................................................. 7

3.0 PPI730 Modification ........................................................................................................... 7

Attachment A – UPAY 545 ................................................................................................. 8
System Requirements

1.0 Control Table Update

Transactions that can be applied to ensure that GTN 006 exists at each campus and has consistent attributes should be made available. See UPAY 545 in Attachment A.

2.0 One-time Processing

A one-time program should be developed to recoup delayed employee contributions through payroll deduction, in equal amounts, spread over a six-month period.

For calculating the deduction amount – use any PAR records with DCP contributions – Plan Code 95 (GTN 733) for the period May 2010 through October 2010 to calculate the total delayed employee contributions for each of the HX employees who are “in-unit” on the date the one-time program is run.

Expense Transfers should be skipped.

The PAR date selection range will include May through the date the one time program is run, and include any DCP contributions – Plan Code 95 (GTN 733) paid during that entire time frame in the total.

Listed below is the information of the first PAR record under each Pay Schedule during the PAR look-back process for DCP contributions – Plan Code 95 (GTN 733) to calculate the total delayed UCRP Contributions:

**Monthly Pay Schedule:**

<table>
<thead>
<tr>
<th>Pay Schedule</th>
<th>Pay Period</th>
<th>Pay Date</th>
</tr>
</thead>
</table>

**Monthly Arrears Pay Schedule:**

<table>
<thead>
<tr>
<th>Pay Schedule</th>
<th>Pay Period</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(South Campus)</td>
<td>5/1/2010 – 5/31/2010</td>
<td>6/7/2010</td>
</tr>
<tr>
<td>1st PAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st PAR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Semi-Monthly Pay Schedule:**

<table>
<thead>
<tr>
<th>Pay Schedule</th>
<th>Pay Period</th>
<th>Pay Date</th>
</tr>
</thead>
</table>
Bi-Weekly Pay Schedule:

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Date</th>
</tr>
</thead>
</table>

- During the look-back, if there is any late pay for retro period earnings (UCRS Gross) prior to May, a flag (described in section 2.3.2 below) should be set in the electronic file.
- For all the HX employees, regardless of their pay schedule, we will divide the total amount of the PAR records by 6 to get the G-balance for the X1 transactions.
- The calculation of the G-balance should be rounded up to the next cent.

2.1 Process Description

2.1.1 Identification

In order to identify the employees for the recoupment of the delayed contributions, the employees must be “in-unit” on the date the one-time program is run. We will exclude employees whose separation date is not 0001-01-01 and is less than the run date.

2.2 Identification criteria

In the PAR records look back, we will only select employees with the listed criteria:

- Employee Benefit Eligibility Unit Code (EDB0445) = ‘HX’
- Employee Benefit Eligibility Representation Code (EDB0446) = ‘C’

2.2.1 Deduction Transactions

Produce a file of X1 transactions to update the D-balance (total amount) and the G-balance (payroll deduction amount) for GTN 006 pertaining to the selected employees. The X1 transactions will then be fed through a batch maintenance process to update the EDB.

2.3 Outputs (files or reports)

2.3.1 Deduction Processing

Locations can add GTN006 to UPAY643 for monitoring the delinquencies on Report PPP4903.
2.3.2 Electronic File

The one-time program should produce a tab-delimited electronic file with column headings listing the following data for each employee for the recoupment of the delayed UCRP Contribution (see below):

<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 Department 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>Most Recent Hire Date (EDB0113)</td>
<td>HIRE DATE</td>
</tr>
<tr>
<td>Deduction Pay Schedule Code (EDB0152)</td>
<td>SCHED</td>
</tr>
<tr>
<td>Primary Title Code (EDB0460)</td>
<td>TITLE</td>
</tr>
<tr>
<td>Title Code Description (translated title from Title Code Table)</td>
<td>TITLE DESCR</td>
</tr>
<tr>
<td>Recoupment Amount (X1 transactions) Per Pay Period</td>
<td>PAY PERIOD AMOUNT</td>
</tr>
<tr>
<td>Recoupment Amount (X1 transactions) Total</td>
<td>TOTAL AMOUNT</td>
</tr>
<tr>
<td>Late Pay (“Y” if employee has any late pay for retro period earnings in PAR during look-back; otherwise, one space)</td>
<td>LATE PAY</td>
</tr>
<tr>
<td>Run date (include with each record)</td>
<td>RUN DATE</td>
</tr>
</tbody>
</table>

3.0 PPI730 Modification

PPI 730 should be modified so that GTN 006 is no longer subtracted from Plan 03.