Service Request: SR83209 - Addendum

Name: Modify the original one-time program that was provided by Release 1969.

Objective
Create a one-time program to facilitate the calculation and processing of lump sum payments for eligible BX members and title code specific non-represented employees.

Project Type
PPS

Requested by
Payroll Offices

Project Lead / Business Analyst
Shaun Ruiz, Payroll Coordination

Urgency
Date Mandated

Target Release Date
Payments should be issued in one of the following pay cycles, based on the employees primary pay schedule:

MO: Pay Period = March 1, 2011 – March 31, 2011, Check Date = April 1, 2011
BW: Pay Period = March 20, 2011 – April 2, 2011, Check Date = April 13, 2011
SM: Pay Period = March 16, 2011 – March 31, 2011, Check Date = April 8, 2011
Proposed Process:
Modify the one-time program. The PAR Eligibility and Lump Sum Calculation components of the program must be modified as indicated below. Note that the employee eligibility rules remain unchanged and are noted below for reference.

Employee Eligibility

- Employees that received eligible earnings between December 2, 2010 and the effective date of the prospective range increase are eligible for a lump sum payment. Note that employees with a separation date equal to or later than December 3, 2010, who received eligible earnings between December 2, 2010 and the effective date of the prospective range increase are eligible for the lump sum payment.

PAR Eligibility:

- Employee must not have been given a lump sum payment by the original program.
- Employee must have BX PAR earnings that meet the following criteria:
  - Earnings with a Pay Period End Date between October 3, 2010 and February 6, 2011
  - Earnings linked to a PAR Title Unit Code (TUC) equal to BX AND a PAR Representation Code equal to C OR Title Code equal to 2270, 2271, 2272, 2273, 2312, 2313, 2520, 2521, 2854, 2855, 2862, or 2863.
  - Earnings linked to a DOS code that has a RNG ADJ indicator equal to ‘Y’.

Lump Sum Calculation:

- Lump sum payments are equal to 2% of eligible earnings.
- The program should assign the lump sum payment an FAU that is equal to the FAU that was used to pay the original earnings. For example, if October earnings are used to calculate a lump sum payment, then the lump sum payment should be paid from an FAU that is equal to the FAU that was used to pay the October earnings.

Payment Transactions
The modified program should generate one-time (FT) transactions and sort the transactions into separate pay cycle (MO, MA, BW, and SM) files. Each FT transaction should contain LSP (LUMP SUM PAYMENT) as the DOS code. The Pay Period End Date of the transactions should coincide with the end date of the primary pay cycle in which the payment is issued.

Costing Transactions
The program should create standard costing transactions from the lump sum payments for input into program PPP960, the Costing Consolidation Process.

Reports and Files
The one-time program should produce a tab-delimited file that contains the following data for each employee that is eligible for the lump sum payment:

- Employee Name
- Employee ID
• Employee Home Department
• Home Department Code Description
• Employment Status Code
• Employment Separation Date
• Deduction Pay Schedule Code
• For each FT transaction:
  o Full Accounting Unit (FAU)
  o Transaction amount

The file should also contain totals for all payments processed. Totals should be grouped by primary pay schedule. For each pay schedule, the report should display the number of transactions and the total amount of the lump sum payments.

The program should produce the Standard Error Report (SER). In addition to the standard errors, the following errors should be reported on the SER:

• The employee has eligible PAR earnings but does not have a current EDB record. This condition should be reported using message, "ELIG PAR; NO EDB RECORD; PAYMENT BYPASSED".
• The employee has a separation date prior to December 3, 2010. This condition should be reported using message, "EMPLOYEE SEPARATED PRIOR TO DECEMBER 3, 2010: ID [NNNNNNNNNN]; SEP [YYYY-MM-DD]; LUMP SUM [NNNN.NN]"