Service Request 83561
CX Lump Sum/UCRP Recoup

Technical Specification

March 09, 2012

Prepared by Caroline Rider
Revised by Baskar Chitravel

Information Technology Services
Office of the President
University of California
## Version History

<table>
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<th>Version #</th>
<th>Date</th>
<th>Revised By</th>
<th>Reason for Change</th>
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<td>1.0</td>
<td>02/01/12</td>
<td>Caroline Rider</td>
<td>Initial draft – no lump sum detail</td>
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<tr>
<td>2.0</td>
<td>03/09/12</td>
<td>Baskar Chitravel</td>
<td>Removed Elig List pgm; Added Lump Sum pgm details</td>
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1 Introduction

As part of the 2011 CUE contract for the CX bargaining unit, employees will receive lump sum payments and will pay the retroactive UCRP rate increase of July 2011.

1.1.1 Service Request 83561

SR83561 notes that employees are eligible/subject to the lump sum payments and/or UCRP recoupments if, at the time the process is run, the employee is ‘in unit’. The one-time programs to calculate the lump sum payments and recoupments will not be ready in time for the original payment deadline, but the requirement to be ‘in unit’ at the time the one-time programs should have been run remains the same. The employee eligibility will now be determined by a separate one-time program, to be run when the lump sum payments and recoupments should have been run. The program will produce files of employee IDs that will then be used by the four lump sum/recoupment programs to assist in the selection of employees and the generation of transactions for the employees.

2 Background

Normally, the employee eligibility check and transaction generation are done in the same program; in this case, the transaction generation programming won’t be available in time for the mid-January target dates. The employees need to have their eligibility determined as of the original target date (mid-January), and not at the later date when the transaction generation programs will be available.

3 Overview of System Modifications

3.1.1 One-Time Process

Employee eligibility (‘in unit’) for all of the payments and recoupments is determined as follows:

As of the run date of the process, the employee

- Must not be separated or inactive
- Must have a current covered career or Partial Year Career appointment with a current distribution
- Must have in-unit earnings for pay periods covering the date of ratifications (begin: 12/13/11; end: 12/15/11 for SM, 12/24/11 for BW, and 12/31/11 for MO/MA)

4 Design Considerations

4.1 Assumptions and Dependencies

- The employee eligibility rules for both the lump sum and the UCRP recoupments are the same.
- UCRP recoupment is calculated only when the employee receives a lump sum payment.
- The lump sum calculation process follows the same rules as the recent EX lump sum.
- The UCRP recoupment calculation process follows the same rules as the recent EX lump sum.
- No additional reporting is necessary.

5 Testing Considerations

If possible, use live data from at least one campus.
6 Mainframe Design

6.1 One-Time Process

6.1.1 Cobol Programs

6.1.1.1 PPORRRRA

PPORRRRA is a one-time program to generate compute one-time payment (FT) transactions for the CX lump sum; it will also produce a tab-delimited reporting file. This program will determine employee eligibility from the EDB details using current run date and PAR details using ratification date. For each eligible employee, PPORRRRA will use the earnings data from the sequential PAR file to calculate the lump sum payment. It will use PPO2021B from SR83506 as the basis.

Overall process:

For each employee, determine whether the employee is EDB eligible based on current EDB values – all must be true:

- Employee Status not ‘S’ and not ‘I’

- Employee must have at least one career (Appt Type ‘2’ or ‘7’) Appointment with the following conditions:
  - Title Unit Code of ‘CX’ and
  - Appt Representation Code of ‘C’ and
  - Appt Begin Date <= <run date> and
  - Appt End Date >= <run date>

Note:
No FT; however, report the lump sum details to tab delimited, if at least one Distribution with the conditions below is not found (for the valid appointments found above):
  - Dist Percent > zero
  - Dist DOS should be found in PPPDOS with DOS Hours Code = ‘R’ and DOS Earnings Type not ‘RTP’

If the employee is currently EDB eligible:

- Check the ratification date eligibility:

  Examine the PAR file earnings distributions; the employee is ratification-date eligible if the employee has at least one non-zero earning that satisfy all of the conditions outlined below:
  
  - Earning is not associated with an Expense Transfer PAR
  - Earning Appointment Type of Career (‘2’ or ‘7’) 
  - Earning Title Unit Code of ‘CX’ and Coverage Indicator of ‘C’
  - Earning Cycle and Transaction End dates should be within the following range:
    - M: between 12/13/11 and 12/31/11
    - B: between 12/13/11 and 12/24/11
    - S: between 12/13/11 and 12/15/11
If the employee is currently EDB eligible and ratification date eligible:

- Search for Lump Sum eligible earnings:
  
  Examine the PAR file earnings distributions; this non-zero earning is lump sum eligible, if it satisfies all of the following conditions:
  
  o Earning is not associated with an Expense Transfer PAR
  o Earning Title Unit Code of ‘CX’ and Coverage Indicator of ‘C’
  o Earning DOS Code should be in the DOS table and satisfies all of the following conditions:
    - Range Adjustment Indicator is ‘Y’
    - Pay Category is ‘N’ and Hours Code of ‘R’, ‘O’, or ‘P’
      OR
    - Pay Category is ‘A’ and Hours Code of ‘O’ or ‘P’
  o Earning Cycle and Transaction End dates should be within the following range:
    - M: between 07/01/11 (begin date of MO ending 07/31/11) and 01/31/12
    - B: between 06/26/11 (begin date of BW ending 07/09/11) and 01/21/12
    - S: between 07/01/11 (begin date of SM ending 07/15/11) and 01/31/12

- Calculate the Lump Sum amount:
  
  If the PAR earning is eligible for Lump Sum (satisfied all the above conditions), perform the below steps:
  
  o Multiply PAR earning by 3% (.03) to calculate the Lump Sum contribution by this PAR earning amount.
  o Add the Lump Sum (for the PAR earning amount) to the Total Employee Lump Sum amount

If the employee is currently EDB eligible, ratification date eligible, and non-zero Lump Sum amount accumulated, based on the logic in PPO2021B:

- Build an array of eligible distributions to prorate the total Lump Sum
- For each eligible distribution, prorate the amount depending on their distribution percent (and Total percent)
- Populate the FT transaction record and write into the appropriate (using Primary Pay Schedule) FT transactions file
- Write costing and tab delimited files for each FT transaction produced

Inputs and Outputs

- Input: DB2 EDB and CTL
- Input: sequential PAR file that includes all earnings from June 2011 pay periods through the present

- Output: Warning and Control Report – 133 characters output report
- Output: FT Transactions 120 character sequential file (4 files: one each of MO, MA, BW, and SM Pay Schedules)
  o Refer Attachment A for the detail record layout of the FT transactions file
- Output: Electronic Tab-Delimited file – 150 characters sequential file
  o Refer Attachment B for the detail record layout of the Tab-Delimited file
- Output: Costing Transactions file– 160 characters sequential file
  o Refer Attachment C for the detail record layout of the Costing Transactions file
WORKING-STORAGE

Include the following:

- Define the APP_ROW cursor that selects the columns and the selection criteria listed in Attachment D from PPPAPP table.

- Define the DIS_ROW cursor that selects the columns and the selection criteria listed in Attachment E from PPPDIS (cross referencing PPPDOS for DOS Code check) table.

- Flags and constants:
  - Constants: Following are the Ratification and Looback Date constants (more details in Attachment F):
    - **Ratification Date Constants:** `<ratif SM (or BW or MO) begin (or end) range>`
    - **Lookback Date Constants:** `<SM (or BW or MO) begin (or end) range>`
  - Flag: `<ratification eligible>` → 1 byte character; possible values are ‘Y’ or ‘N’
  - Flag: `<current distributions found>` → 1 byte character; possible values are ‘Y’ or ‘N’

PROCEDURE DIVISION

1) Initialization of the one-time program:

   i) Use the run date to set `<program Run Date>` in ISO format.

   ii) Initialize the warning and control report headers.

   iii) Open the FT transaction files for MO, BW, MA, and SM and write the batch header record (batch no: ‘599’).

   iv) Open the Costing and electronic tab-delimited file; write the tab-delimited file header (Attachment G).

   v) Open the sequential PAR file; read the PAR file; Skip all PCR headers until the 1st employee’s PAR record
2) Screen all the PAR records of the current PAR employee for lookback and ratification eligibility:

i) If the PAR file is at the end (no more records found), then close the PAR file and go to step 5 to perform final tasks before ending the one-time program.

ii) Go to step 3 to check previous employee’s EDB eligibility and distribute the \(<pay \text{ amt}\>\), when all of the following are true:

- The PAR record is for the next employee (and not first employee)
- Lump sum accumulated \(<pay \text{ amt}\>\) is non-zero
- \(<\text{ratification eligible}>\) for the previous employee is set to ‘Y’

iii) Initialize \(<\text{ratification eligible}>\) to ‘N’; \(<pay \text{ amt}>\) to zero

iv) For the current PAR employee, for each non-expense (XPAR-TRANS-SEQ-CODE not = ‘65’) PAR record, perform the following for each earning distribution in the XPAR-EARNING-DISTRIBUTION array:

Set the \(<\text{ratification eligible}>\) to ‘Y’, if the following conditions are true:

- XPAR-EARN-AMT not equal ZERO
- XPAR-EARN-COVERAGE-IND = ‘C’
- XPAR-TITLE-UNIT-CODE = ‘CX’
- XPAR-PERIOD-END-DATE is between the ratification date ranges (Attachment F) as below:

- For BW paid earning (XPAR-PAYCY-CODE = ‘B’), XPAR-PERIOD-END-DATE must be on or after \(<\text{ratif BW begin range}>\) and on or prior to \(<\text{ratif BW end range}>\).

- For SM paid earning (XPAR-PAYCY-CODE = ‘S’), XPAR-PERIOD-END-DATE must be on or after \(<\text{ratif SM begin range}>\) and on or prior to \(<\text{ratif SM end range}>\).

- For other cycles (XPAR-PAYCY-CODE not (‘B’ or ‘S’)), XPAR-PERIOD-END-DATE must be on or after \(<\text{ratif MO begin range}>\) and on or prior to \(<\text{ratif MO end range}>\).
Multiply XPAR-EARN-AMT with **0.03** (lump sum 3%) and add the resultant lump sum amount to `<pay amt>`, if the following conditions are satisfied:

- XPAR-EARN-AMT not equal ZERO
- XPAR-EARN-COVERAGE-IND = 'C'
- XPAR-TITLE-UNIT-CODE = 'CX'
- XPAR-DOS should match against DOS_EARNINGS_TYPE in the PPPDOS table. In addition, the matched PPPDOS entry should satisfy the following:

\[
\text{DOS\_RANGE\_ADJ\_IND} = 'Y' \quad \text{AND} \\
( (\text{DOS\_HOURS\_CODE} \text{ IN ('R', 'O', 'P')} \text{ AND } \text{DOS\_PAY\_CATEGORY} = 'N') \\
\text{OR (DOS\_HOURS\_CODE} \text{ IN ('O', 'P')} \text{ AND } \text{DOS\_PAY\_CATEGORY} = 'A') )
\]

- XPAR-PERIOD-END-DATE is between the lookback date ranges (Attachment F) as below:

  - For **BW** paid earning (XPAR-PAYCY-CODE = ‘B’), XPAR-PERIOD-END-DATE must be on or after `<BW begin range>` and on or prior to `<BW end range>`.

  - For **SM** paid earning (XPAR-PAYCY-CODE = ‘S’), XPAR-PERIOD-END-DATE must be on or after `<SM begin range>` and on or prior to `<SM end range>`.

  - For other cycles (XPAR-PAYCY-CODE not (‘B’ or ‘S’)), XPAR-PERIOD-END-DATE must be on or after `<MO begin range>` and on or prior to `<MO end range>`.

v) Read the next PAR record and repeat step 2 to process the next PAR record.
3) Verify the just completed (previous) PAR employee’s EDB eligibility:
   
i) Set the <current Employee ID> to the previous PAR employee ID.

   ii) For the <current Employee ID>:

       o Get the Employee Name, Status, Home Dept., Separation Date, and Relations Code from PPPPER table.
       o Get the Employee’s Primary Pay Schedule and Minimum Record Flag from the PPPPCM table.
       o If the employee Minimum Record Flag is on, write a warning message ‘EMPL MIN REC FLAG ON’.
       o Go back to step 2 again to screen the next employee’s PARs when the following situations arise:

           ✓ If the employee is not found (EDB), write a warning report ‘ELIG PAR; NO EDB RECORD;
PAYMENT BYPASSED’ with the <current Employee ID> and <pay amt> details.
           ✓ If the Employee Status is ‘S’ or ‘I’.

   iii) Set <appt count> and <dist count> to zero.

   iv) Open the APP_ROW cursor that selects appt details (attachment D) for the <current Employee ID> from
       PPPAPP in employee ID and appt num order when all of the following conditions are satisfied:

           ✓ Title Unit Code (EDB2029) of ‘CX’ and Appt Rep Code (EDB2031) of ‘C’
           ✓ Appt Type of ‘2’ or ‘7’
           ✓ APPT_BEGIN_DATE <= <program Run Date>
           ✓ APPT_END_DATE >= <program Run Date>

   v) Fetch the next row in the APP_ROW cursor. If the APP_ROW cursor is at the end (no more rows found), then
      close the APP_ROW cursor and go to step 2 to screen the next employee’s PARs.
vi) If the fetch yields a valid appointment row, for each APP_ROW, do the following:

- Increment `<appt count>` by 1; set the `<current Appt Number>` to the appt number from APP_ROW; set `<current distributions found>` to ‘N’; set `<dist count>` and `<total percent>` to zero
- Open and fetch the DIS_ROW cursor, which is defined to select the details (described in attachment E) from PPPDIS table for the `<current Employee ID>` and `<current Appt Number>`.
- For each DIS_ROW fetched, build a record into the array of Eligible Distributions as described in attachment H.

vii) For each record of the array of Eligible Distributions, Calculate the FT amount distributed as below:

\[
<\text{Eligible Dist FT Amount}> = <\text{Eligible Dist Percent}> \times \frac{<\text{pay amt}>}{<\text{total percent}>}. 
\]

*Note:* For rounding and to limit the maximum distributed amount to `<pay amt>`, the last `<Eligible Dist FT Amount>` will be `<pay amt>` less the cumulative payment of all the previous `<Eligible Dist FT Amount>`.

viii) Create an entry into the tab-delimited file for the `<pay amt>` (and blank FAU) details and go back to step 2 again to screen the next employee’s PARs when the following situations arise:

- If the `<dist count>` is zero and `<appt count>` is more than zero, write a warning report ‘*ELIG APPT; NO ELIG DIST; PAYMENT BYPASSED’ with the `<current Employee ID>` details.
- If the `<dist count>` is zero and `<appt count>` is zero, write a warning report ‘*NO ELIG APPT AND DIST; PAYMENT BYPASSED’ with the `<current Employee ID>` details.
- If the Employee Status is ‘N’, write a warning report ‘*UNPAID LEAVE OF ABSENCE; PAYMENT BYPASSED’ with the `<current Employee ID>` details.
4) Distribute the Lump Sum payment
   i) If the employee is eligible (PAR and EDB) and has records built into the Eligible Distributions array, for each record of the array of Eligible Distributions, perform the following:
      o If the <Eligible Dist FT Amount> is negative, write an error into the control report with the <Eligible Dist FT Amount> and FT payment details.
      o If the calculated FT payment amount is greater than zero, then create the following:
         FT transaction (layout - attachment A) and write it into one of the files for MO, BW, MA, and SM cycles depending on employee’s Primary Pay Schedule
         Using Home Department access PPPHME table to get the Home Department Name. In addition, populate and write the Electronic tab-delimited file record (layout - attachment B)
         Populate and write the Costing file record (layout - attachment C)
   ii) If PAR sequential file is not at end, then go back to step 2 again to screen the next employee’s PARs
   iii) If end of PAR sequential file is reached, then do the final steps (go to step 5) before ending the program.

5) Final tasks before ending the one-time program:
   i) Write the following statistics into the warnings and control report file:
      o FT one-time pay records written for MO, BW, MA, and SM cycles
      o Total Payments issued details
   ii) Close the following files:
      o PAR sequential file
      o Costing transactions file
      o FT transaction files for MO, BW, MA, and SM cycles
      o Electronic tab-delimited file
      o Warnings and Control report file
   iii) One-time program ends.
6.1.1.2 PPORRRRB

PPORRRRB is a one-time program to generate EDB G- and D-balance update transactions for the CX UCRP recoupment for July 2011 through January 2012; it will also produce a tab-delimited reporting file. The program will determine employee eligibility from the Costing File produced by PPORRRRA, and use the earnings data from the sequential PAR file to calculate the adjustment to the UCRP deduction. It will use PPO2021A from SR83507 as the basis, red items are new for this request.

Overall process:

For each employee, match the current EDB employee ID against the employee ID in the costing file produced by PPORRRRA. If there is a match found then identify that this employee is eligible.

If the employee is eligible:

- For each PAR file record for the employee:
  - If not an expense transfer (not XPAR-EXPENSE-TRANSFER) and is UCRP (XPAR-UCRS-RETR) and is in the bargaining unit XPAR-BEN-ELIG-UNIT-CD = <bargaining unit> and representation code (XPAR-BEN-ELIG-REP-CD = <rep code>, process the earnings distributions (varying through XPAR-NO-ACCTS):
    - Verify that the DOS code (XPAR-DOS (idx)) is subject to UCRP; if it is, use the earnings transaction date (XPAR-PERIOD-END-DATE (idx)) to add the earnings (XPAR-EARN-AMT (idx)) to the appropriate earnings bucket (see PPBENUGR for DOS rules and accumulation process) – do not accumulate if no match on transaction year and month
    - If the earnings are for a cancellation, overpayment, handdrawn, or rush check (XPAR-INTRANS-CD (idx) is ‘C2’, ‘O2’, ‘H2’, ‘R2’), set a flag <COHR present> for reporting purposes
  - Recalculate the old and new UCRP deductions:
    - For each month of the retro period:
      - Calculate the old amount as accumulated earnings multiplied by old UCRP rate for the month divided by 100 (rounded), minus old rebate amount (make negative results zero)
      - Calculate the new amount as accumulated earnings multiplied by new UCRP rate for the month divided by 100 (rounded), minus new rebate amount (make negative results zero)
      - Calculate the difference as new amount minus old amount
      - Add to total difference
  - Create the X1 transaction for the G- and D-balances:
    - If the employee already has a G-balance, D-balance, or S-balance for the deduction code (check PPPDBL for a match on the employee ID, <deduction code>, and the three balance indicator values), set a flag <deduction present> for reporting purposes and do not write the X1 transaction; otherwise, create the X1 transaction with a D balance of the total difference and a G balance that depends on <retro payback period> (if it’s zero, the G balance is the same as the D balance; otherwise, it’s the total difference divided by <retro payback period> plus .005 (rounded)) and write the X1 transaction
Create the reporting file record:
  o If the <deduction present> flag is set, use the total difference for the Recoupment Amount Total and zero for the Recoupment Amount Per Pay Period; otherwise, use the same basic rules for setting the values of the reporting record that were used for PPOTRRRR from SR83503: if <retro payback period> is zero, the Recoupment Amount Per Pay Period is the same as the G balance; otherwise, use the employee’s primary pay schedule to calculate the Recoupment Amount Per Pay Period (MO/MA is the same as the G balance, BW/SM is the G balance divided by 2).

WORKING-STORAGE

Include the following:

1) A GTN to be used for the resulting transactions WS-RETRO-GTN PIC X(3) – with value ‘041’

Revise the existing tables:

2) A value for the number of retro months WS-RETRO-MONTHS PIC 9(2) – with value 7

3) A value for the bargaining unit WS-RETRO-UNIT-CD PIC X(2) – with value ‘CX’

4) A value for the representation code WS-RETRO-REP-CD PIC X(1) – with value ‘C’

5) A value for the number of payback months WS-PAYBACK-MONTHS PIC 9(2) – with value zero

6) An array (OCCURS 12) of month dates, old and new rates, and rebate amounts
   a) Month date (ccyymm) – with values in the first seven slots of 201107, 201108, 201109, 201110, 201111, 201112, 201201
   b) Old UCRP rate PIC S9(5)V9(4) – with values in each of the first seven slots of 2.00
   c) Old UCRP rebate amount PIC S9(5)V9(4) – with values in each of the first seven slots of 19.00
   d) New UCRP rate PIC S9(5)V9(4) – with values in each of the first seven slots of 3.50
   e) New UCRP rebate amount PIC S9(5)V9(4) – with values in each of the first seven slots of 19.00

PROCEDURE DIVISION

Use WS-RETRO-GTN instead of ‘006’ in the DBL cursor, and use it to construct the ‘6041G’ value for X1-GTN-AMT-CODE and ‘6041D’ value for X1-GTN-DBAL-CODE.

For the calculation of the G balance: if WS-PAYBACK-MONTHS is zero, the G balance is the same as the D balance; otherwise, it’s the total difference divided by WS-PAYBACK-MONTHS plus .005 (rounded)

For the calculation of the Recoupment Amount Per Pay Period: Since WS-PAYBACK-MONTHS is zero for the current onetime program, the Recoupment Amount is the same as the total difference

Note:
If WS-PAYBACK-MONTHS is more than zero, use the employee’s primary pay schedule to calculate the Recoupment Amount.
6.1.2  Bind Members

6.1.2.1  PPORRRRA (new)

Plan bind member for PPORRRRA.
The plan bind will include PPORRRRA.

6.1.2.2  PPORRRRB (new)

Plan bind member for PPORRRRB.
The plan bind will include PPORRRRB.

7  Unit Testing Requirements

7.1  PPORRRRA and PPORRRRB

Test cases should include employees with:
2) Multiple appointments in the unit
3) Appointments with and without current distributions
4) Appointments with and without distributions with zero rates
5) No appointments in the unit
6) PAR file earnings for the appropriate dates
7) No PAR file earnings for the appropriate dates
8) Zero gross earnings only for the appropriate dates (eg, leave usage)
8 Attachments

8.1 Attachment A: FT Transaction File Record Layout

Employee’s EDB details and the array of Eligible Distributions are used in building the FT transaction file.

<table>
<thead>
<tr>
<th>Eligible Distributions Array Fields</th>
<th>Position</th>
<th>EDB / Eligible Distributions Array Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>01 - 09</td>
<td>Employee ID from PPPPER</td>
</tr>
<tr>
<td>Transaction Code</td>
<td>10 - 11</td>
<td>‘FT’</td>
</tr>
<tr>
<td>Filler</td>
<td>12 - 18</td>
<td>Blank</td>
</tr>
<tr>
<td>FAU</td>
<td>19 - 48</td>
<td>Eligible Dist FAU</td>
</tr>
<tr>
<td>Filler</td>
<td>49</td>
<td>Blank</td>
</tr>
<tr>
<td>Title Code</td>
<td>50 - 53</td>
<td>Eligible Appt Title Code</td>
</tr>
<tr>
<td>DOS Code</td>
<td>54 – 56</td>
<td>‘LSP’</td>
</tr>
<tr>
<td>Payment Amount</td>
<td>57 – 63</td>
<td>Eligible Dist FT Amount</td>
</tr>
<tr>
<td>Filler</td>
<td>64 - 70</td>
<td>Blank</td>
</tr>
<tr>
<td>Pay End Date (MMDDYY format)</td>
<td>71 – 76</td>
<td>‘031712’ for BW; ’033112’ for MO, MA, and SM</td>
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<tr>
<td>Filler</td>
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<td>Eligible Appt Type</td>
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<td>Dist Unit Code</td>
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<td>Filler</td>
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8.2 Attachment B: Electronic Tab-Delimited File Record Layout

The array of Eligible Distributions and the selected EDB details for an employee are used in building the tab-delimited file.

<table>
<thead>
<tr>
<th>Tab-Delimited File Data</th>
<th>EDB / Eligible Distributions Array Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>Employee Name from PPPPER</td>
</tr>
<tr>
<td>Employee ID</td>
<td>Employee ID from PPPPER</td>
</tr>
<tr>
<td>Home Department</td>
<td>Home Department from PPPPER</td>
</tr>
<tr>
<td>Home Department Description</td>
<td>Home Department Description from PPHME</td>
</tr>
<tr>
<td>Employment Status Code</td>
<td>Employee Status from PPPPER</td>
</tr>
<tr>
<td>Employee Separate Date</td>
<td>Separate Date from PPPPER</td>
</tr>
<tr>
<td>Deduction Pay Schedule Code</td>
<td>Primary Pay Schedule from PPPPCM</td>
</tr>
<tr>
<td>Full Accounting Unit (FAU)</td>
<td>Eligible Dist FAU</td>
</tr>
<tr>
<td>FT transaction amount</td>
<td>Eligible Dist FT Amount</td>
</tr>
</tbody>
</table>
### 8.3 Attachment C: Costing File Record Layout

The array of Eligible Distributions and the selected EDB details for an employee are used in building the standard costing transactions file.

<table>
<thead>
<tr>
<th>Costing File Data</th>
<th>EDB / Eligible Distributions Array Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>Employee ID from PPPPER</td>
</tr>
<tr>
<td>Employee Name</td>
<td>Employee Name from PPPPER</td>
</tr>
<tr>
<td>Employee Name Suffix</td>
<td>Employee Name Suffix from PPPPER</td>
</tr>
<tr>
<td>Costing Action Code</td>
<td>‘32’</td>
</tr>
<tr>
<td>Costing Effective Date (YYMMDD format)</td>
<td>‘120317’ for BW; ’120331’ for SM, MO, and MA</td>
</tr>
<tr>
<td>Title Code</td>
<td>Eligible Appointment Title</td>
</tr>
<tr>
<td>Full Accounting Unit (FAU)</td>
<td>Eligible Distribution FAU</td>
</tr>
<tr>
<td>Rate Code</td>
<td>Blank</td>
</tr>
<tr>
<td>Percent</td>
<td>100.00</td>
</tr>
<tr>
<td>DOS</td>
<td>‘LSP’</td>
</tr>
<tr>
<td>Old Rate</td>
<td>0.00</td>
</tr>
<tr>
<td>New Rate</td>
<td>Eligible Distribution FT Amount (calculated)</td>
</tr>
<tr>
<td>FTE</td>
<td>0.00</td>
</tr>
<tr>
<td>Employee CBUC</td>
<td>Employee CBUC (EDB 0161) from PPPPER</td>
</tr>
<tr>
<td>Employee Relations Unit</td>
<td>Employee Relations Unit (EDB 0255) from PPPPER</td>
</tr>
<tr>
<td>Employee Special Handling Code</td>
<td>Employee Special Handling Code (EDB 0256) from PPPPER</td>
</tr>
<tr>
<td>Employee Dist Unit Code</td>
<td>Employee Dist Unit Code (EDB 0257) from PPPPER</td>
</tr>
<tr>
<td>Employee Representation Code</td>
<td>Employee Representation Code (EDB 0295) from PPPPER</td>
</tr>
<tr>
<td>Appointment Title Unit Code</td>
<td>Eligible Appointment Title Unit Code</td>
</tr>
<tr>
<td>Distribution Unit Code</td>
<td>Eligible Distribution Unit Code</td>
</tr>
<tr>
<td>Appointment Coverage</td>
<td>Eligible Appointment Representation Code</td>
</tr>
<tr>
<td>Appointment Special Handling</td>
<td>Eligible Appointment Special Handling</td>
</tr>
<tr>
<td>Duration of Employment</td>
<td>Blank</td>
</tr>
<tr>
<td>Pay Period End Date (YYMMDD format)</td>
<td>‘120317’ for BW; ’120331’ for SM, MO, and MA</td>
</tr>
<tr>
<td>Error Code</td>
<td>zero</td>
</tr>
</tbody>
</table>

### 8.4 Attachment D: APP_ROW Details from PPPAPP Table

APP_ROW cursor, sorted in the Employee ID and Appt Number order, is defined to select the following details from the appointment table PPPAPP with the conditions outlined.

<table>
<thead>
<tr>
<th>APP_ROW Data Names</th>
<th>Column Name from PPPAPP</th>
<th>Conditions (WHERE clause)</th>
<th>Sorted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>EMPLOYEE_ID</td>
<td>= &lt;current Employee ID&gt;</td>
<td>Yes</td>
</tr>
<tr>
<td>Appointment Number</td>
<td>APPT_NUM</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Appt Begin Date</td>
<td>APPT_BEGIN_DATE</td>
<td>&lt;= &lt;program Run Date&gt;</td>
<td></td>
</tr>
</tbody>
</table>
8.5 Attachment E: DIS_ROW Details from PPPDIS Table

DIS_ROW cursor is defined to select the following details from the distribution table PPPDIS for the current employee and appointment that satisfies the conditions explained.

**Note (Pay End Date):**
The value used for PAY_END_DATE in the where clause should be on or after run date (>= Program Run Date) initially. If no records found, then it should be low date to select all expired (>= LOW-ISO-DATE) distributions.

**Note (PPPDOS Lookup):**
The PPPDOS table should be accessed to match the DIST_DOS (PPPDIS) against DOS_EARNINGS_TYPE (PPPDOS). Once matched, in the matched PPPDOS record, DOS_HOURS_CODE should be ‘R’ and DOS_EARNINGS_TYPE should be any value other than ‘RTP’.

<table>
<thead>
<tr>
<th>DIS_ROW Data Fields</th>
<th>Column Name from PPPDIS</th>
<th>Conditions (WHERE clause)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>EMPLOYEE_ID</td>
<td>= &lt;current Employee ID&gt;</td>
</tr>
<tr>
<td>Appointment Name</td>
<td>APPT_NUM</td>
<td>= &lt;current Appt Number&gt;</td>
</tr>
<tr>
<td>Distribution Number</td>
<td>DIST_NUM</td>
<td></td>
</tr>
<tr>
<td>Full Accounting Unit</td>
<td>FULL_ACCT_UNIT</td>
<td></td>
</tr>
<tr>
<td>Distribution Dept Code</td>
<td>DIST_DEPT_CODE</td>
<td></td>
</tr>
<tr>
<td>Pay Begin Date</td>
<td>PAY_BEGIN_DATE</td>
<td></td>
</tr>
<tr>
<td>Pay End Date</td>
<td>PAY_END_DATE</td>
<td>&gt;= &lt;program Run Date&gt; (see note for Pay End Date for selecting expired distributions)</td>
</tr>
<tr>
<td>Distribution Percent</td>
<td>DIST_PERCENT</td>
<td>&gt; zero</td>
</tr>
<tr>
<td>Distribution Pay Rate</td>
<td>DIST_PAYRATE</td>
<td></td>
</tr>
<tr>
<td>Distribution DOS</td>
<td>DIST_DOS</td>
<td>IN (SELECT DOS_EARNINGS_TYPE FROM PPPDIS WHERE DOS_EARNINGS_TYPE &lt;&gt; 'RTP' AND DOS_HOURS_CODE = 'R')</td>
</tr>
<tr>
<td>Distribution Unit Code</td>
<td>DIST_UNIT_CODE</td>
<td></td>
</tr>
</tbody>
</table>
8.6 **Attachment F: Ratification and Lookback Date Constants**

The ratification date constants are used only for the eligibility check of the PAR earnings. However, the lookback date constants are used during the qualification of PAR earnings for the lump sum.

<table>
<thead>
<tr>
<th>Date Constant &lt;name&gt;</th>
<th>Format</th>
<th>Constant</th>
<th>Date Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ratification Date Constants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;ratif SM begin range&gt;</td>
<td>yymmdd</td>
<td>‘111213’</td>
<td>December 13, 2011</td>
</tr>
<tr>
<td>&lt;ratif BW begin range&gt;</td>
<td>yymmdd</td>
<td>‘111213’</td>
<td>December 13, 2011</td>
</tr>
<tr>
<td>&lt;ratif MO begin range&gt;</td>
<td>yymmdd</td>
<td>‘111213’</td>
<td>December 13, 2011</td>
</tr>
<tr>
<td>&lt;ratif SM end range&gt;</td>
<td>yymmdd</td>
<td>‘111215’</td>
<td>December 15, 2011</td>
</tr>
<tr>
<td>&lt;ratif BW end range&gt;</td>
<td>yymmdd</td>
<td>‘111224’</td>
<td>December 24, 2011</td>
</tr>
<tr>
<td>&lt;ratif MO end range&gt;</td>
<td>yymmdd</td>
<td>‘111231’</td>
<td>December 31, 2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lookback Date Constants</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;SM begin range&gt;</td>
<td>yymmdd</td>
<td>‘110701’</td>
<td>July 01, 2011 (Pay Period begin date for Semi-Monthly Pay Period End of July 15, 2011)</td>
</tr>
<tr>
<td>&lt;BW begin range&gt;</td>
<td>yymmdd</td>
<td>‘110626’</td>
<td>June 26, 2011 (Pay Period begin date for Bi-Weekly Pay Period End of July 9, 2011)</td>
</tr>
<tr>
<td>&lt;MO begin range&gt;</td>
<td>yymmdd</td>
<td>‘110701’</td>
<td>July 01, 2011 (Pay Period begin date for Monthly Pay Period End of July 31, 2011)</td>
</tr>
<tr>
<td>&lt;SM end range&gt;</td>
<td>yymmdd</td>
<td>‘120131’</td>
<td>January 31, 2011</td>
</tr>
<tr>
<td>&lt;BW end range&gt;</td>
<td>yymmdd</td>
<td>‘120121’</td>
<td>January 21, 2011</td>
</tr>
<tr>
<td>&lt;MO end range&gt;</td>
<td>yymmdd</td>
<td>‘120131’</td>
<td>January 31, 2011</td>
</tr>
</tbody>
</table>

8.7 **Attachment G: Electronic Tab-Delimited File Header (Column Heading)**

The Electronic Tab-Delimited file header is printed with the column heading described below:

<table>
<thead>
<tr>
<th>Data Definition</th>
<th>Column Heading Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>EMPLOYEE NAME</td>
</tr>
<tr>
<td>Employee ID</td>
<td>EMP ID</td>
</tr>
<tr>
<td>Home Department</td>
<td>DEPT</td>
</tr>
<tr>
<td>Home Department Description</td>
<td>DEPT DESCRIPTION</td>
</tr>
<tr>
<td>Employment Status Code</td>
<td>STATUS</td>
</tr>
<tr>
<td>Employee Separation Date</td>
<td>SEP DATE</td>
</tr>
<tr>
<td>Deduction Pay Schedule Code</td>
<td>SCHED</td>
</tr>
<tr>
<td>Full Accounting Unit (FAU)</td>
<td>FAU</td>
</tr>
<tr>
<td>FT transaction amount</td>
<td>AMOUNT</td>
</tr>
</tbody>
</table>
8.8 **Attachment H: Build a record into the array of Eligible Distributions**

For each valid DIS_ROW fetch, perform the following steps:

- If the Dist End Date is on or later than the program run date,
  - If `<current distributions found>` flag is ‘N’,
    - Set `<current distributions found>` to ‘Y’
    - Reset `<dist count>` and `<total percent>` to zero to discard all the rows with expired distributions
  - Add 1 to `<dist count>`.
  - The array of Eligible Distributions for an employee is used in building the FT transaction files, costing file, and tab-delimited file. All the details are built from the employee details stored in the DB2 tables of EDB.
    - In the array of Eligible Distributions, search for a matching record with the same incoming Appt Title, Appt Rep Code, Appt Type, Dist FAU, and Dist Unit Code.
    - If a match found, add Dist Percent to the matched record’s Dist Percent
    - If no match found, build the next Eligible Distributions row as described in the table below.
    - Add Dist Percent to `<total percent>`.
- Fetch the next DIS_ROW record; close DIS_ROW, if no more rows found.

<table>
<thead>
<tr>
<th>Eligible Distributions Array Fields</th>
<th>EDB Table – Field Description</th>
<th>Sort Key?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible Appt Title Code</td>
<td>PPPAPP - Appt Title Code</td>
<td>Yes</td>
</tr>
<tr>
<td>Eligible Appt Rep Code</td>
<td>PPPAPP - Appt Rep Code</td>
<td>Yes</td>
</tr>
<tr>
<td>Eligible Appt Type</td>
<td>PPPAPP - Appt Type</td>
<td>Yes</td>
</tr>
<tr>
<td>Eligible Dist FAU</td>
<td>PPPDIS - Dist FAU</td>
<td>Yes</td>
</tr>
<tr>
<td>Eligible Dist Unit Code</td>
<td>PPPDIS - Dist Unit Code</td>
<td>Yes</td>
</tr>
<tr>
<td>Eligible Appt Title Unit Code</td>
<td>PPPAPP - Appt Title Unit Code</td>
<td>No</td>
</tr>
<tr>
<td>Eligible Appt Special Handling</td>
<td>PPPAPP - Appt Special Handling</td>
<td>No</td>
</tr>
<tr>
<td>Eligible Dist Percent (5 precision)</td>
<td>PPPDIS - Dist Percent</td>
<td></td>
</tr>
<tr>
<td>Eligible Dist FT Amount</td>
<td>Calculated as part of FT pay</td>
<td></td>
</tr>
</tbody>
</table>