Business Requirements Document

SR101233 Career Tracks Mass Title Changes

Information Technology Services
Office of the President

Document Information

Document Attributes	Information
ID	101233
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Revision History

Version	Issue Date	Changes
1.0	2/9/2016	Initial Draft
1.1	2/29/2016	B. Burkart – added questions and comments.
1.2	3/23/2016	K. Smith – added signed coversheet, changed from selection by title code to selection by Employee ID. removed update to Time Reporting Code. Other minor clarifications.
1.3	3/24/2016	Updates resulting from 3/23/16 meeting with K. Smith
1.4	5/25/16	Final Revision from meeting w/Ken and Sreelekha
1.5	5/25/16	B. Burkart - Removed UPAY form requirement, as we found out it was not needed.
1.6	10/13/2016	K. Smith – minor clarifications of requirements from kick-off meeting
1.7	10/20/2016	K. Smith – deleted a comment in R004, changed status code in 3.3 from >4 to T
1.8	11/2/2016	B. Burkart – updated Requ 8 per email conversation.
1.9	5/18/2017	B. Burkart – updated 2.4.7 per Gerry's email. Updated 2.4.6

Document Approvals

Role	Name	Signature	Date
Director - BIS	Esther Cheung-Hill		2/11/2016

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1   Overview

One time program or process.

1.1 Background

Career Tracks is a new job classification system for staff not represented by a union. Implementation is occurring on different time tables for every location. UC Berkeley, UC Merced, Agriculture and Natural Resources (ANR) and the Office of the President have already implemented a similar structure for their staff employees. It's expected all locations will implement Career Tracks over the next few years. Additional background on Career Tracks may be found at
http://ucnet.universityofcalifornia.edu/working-at-uc/your-career/career-tracks/index.html

1.2 Objectives

Provide a streamlined method for locations to update employee appointments from their current job title and related attributes to a new Career Tracks job title and related attributes.

1.3 Related Projects & Dependencies

Campus will update TCS/TCT with new Career Tracks title codes prior to running the PPS one-time process.

Campus must create their input file prior to running the one-time process.

1.4 Stakeholders

Acronym	Description	Role
*	Authorize	Has ultimate signing authority for any changes to the document
R	Responsible	Responsible for creating this document
A	Accountable	Accountable for accuracy of this document (e.g. project manager)
S	Supports	Provides supporting services in the production of this document
C	Consulted	Provides input
I	Informed	Must be informed of any changes

Name	Position	*	R	A	S	C	I
Esther Cheung-Hill	Director, BIS	X					
Brad Chilcoat	Director, Compensation Programs and Strategy			X		X	X
Ken Smith	HR Business Analyst		X				
Jaime Espinoza	Payroll Coordination						X
Dale Duncan	Business Analyst				X	X	X
Elizabeth Burkart	Business Analyst				X	X	X
PPS Developer	Programmer Analyst					X	X

1.5 Proposed Strategy

One strategy for satisfying the requirements was previously explored in RITM0078419. That research item suggested a modification to existing PPS Program PPP875. Note however, that PPP875 moves all employees in a particular title to the same new title while Career Tracks maps specific employees from one title to another (not necessarily all the same mapping).

2 Product/Solution Scope

2.1 Included in Scope

In 2016, the following locations are requesting assistance: UCSF Campus (and possibly UCSF Medical Center), UCSB, UCD possibly (depending on local timing and resource constraints related to their UCPath conversion). Other locations may need assistance in 2017.

2.2 Excluded from Scope

Past/expired appointments and distributions are outside the scope of the PPS one-time process.

2.3 Assumptions & Constraints

ID	Assumption / Constraint
2.3.1	Hourly to monthly: To convert hourly to monthly for non-step-based titles: hourly rate X 2088 divided by 12 Example of Hourly rate to monthly rate where only two significant digits on the hourly rate: hourly rate of $21.2300 X 2088 / 12 = $3694.02 Hourly rate to monthly rate (in case there happened to be more than two significant digits on the hourly rate): hourly rate of $21.1615 X 2088 / 12 = $3,682.11 (rounded up from 3682.101) Always round up when calculating a new rate for non-step-based titles. Always round to two decimals for hourly and BW. Monthly rates: rounded to two decimals, and rounded up.
2.3.2	FLSA and bargaining unit are derived from the title code.
2.3.3	Each time it is run the location will provide an input file with the specific employees to be impacted listed. The program doesn't need any other parameters like pay frequency to define the population.
2.3.4	To convert monthly rate (MO or MA) to hourly for non-step-based titles: monthly salary X 12 divided by 2088. Always round up. Example: If a $3000 monthly rate is converted to hourly: 3000 * 12 / 2088 = 17.2413, which should be rounded to 17.25.
2.3.5	It is assumed that there will be appropriate communication to the campuses regarding any need for pay cycle conversion and accompanying rate changes for employees whose FLSA status has changed as a result of this one-time process

| 2.3.6 | Rate changes should only be performed for distributions with REG type pay. |
| 2.3.7 | A new UPAY form is not needed for this project. |

2.4 Outstanding Items

ID	Description
2.4.1	Are the appointments being converted step-based or grade/open range, or both? Rate conversions would be different. RESOLVED: open range only
2.4.2	What to do if the conversion would result in both exempt and nonexempt appointments for the same employee? (This issue came up for the BW cycle conversion.) RESOLVED : No special processing needed
2.4.3	Will we run into any by agreement? Will we encounter shift differentials? If so, how would any rate conversions be handled? RESOLVED: Only update the rate for those distributions where the DOS code is Regular Pay (N) and Regular Hours (R).
2.4.4	If the employee is moving between a supervisory and a non-supervisory position (say, from E/non-super to C/super, that requires an employee-level update. Can we assume we will not run into this? RESOLVED: Skipping bargaining units
2.4.5	Should employees having employee level changes, FLSA status changes, rate changes or pay cycle changes be processed manually? Can we get a count of how many employees are in this category and see if it makes sense to code or to do manually? RESOLVED: This process will update FLSA status and distribution rates. Manual clean-up will be required if pay cycle changes are needed.
2.4.6	Unclear if grade needs to be in input file. We noticed it was on the UPAY form for the mass title change process. Ken is checking on this. Resolved: as of 5/18/17, grade is not included in the input file. If grade is needed, then that would be a future enhancement.
2.4.7	How should future non-REG distributions be handled? Resolved: If an appointment has any active non-REG distributions, then the whole appointment will be skipped. A future dated distribution is pending active. Therefore if an appointment has a future-dated distribution, and that distribution is non- REG, that is enough to disqualify the appointment. Those appointments will be skipped. Only appointments that do not have any current or future non-REG distributions will make it through that screening process and have their distributions converted, so only REG distributions will be converted.

3 Business Requirements

3.1 Functional Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments
R001	Campus processing	Campus will update TCS/TCT with new Career Tracks title codes prior to running program.		Informational Requirement
R002	Input File	Campus will input a list indicating: • Employee ID • old title code • corresponding new Career Tracks title code • effective date of title change		See appendix for layout. Also use input effective date of title change as effective date when selecting TCT data
R003	One-time Process	Program will obtain the FLSA status of the old and new titles from TCT.		TCT3350 FLSA Status Code in the TCT.
R004	One-time Process	Program will obtain the bargaining unit corresponding to the old and new titles from TCT.		TCT1150 TITLE UNIT CODE
R005	One-time Process	Skip Employees who are separated. Note on output report. (With "S" flag)		
R006	One-time Process	For each employee, if the bargaining unit code for either the old title code or the new title code is one of the following and the Employee Relations Code is E, skip the title code. Note on output report. (With "U" flag) BX, CX, HX, LX, IX, NX, DX, PA, PX, EX, RX, SX, TX, KB, GS, F3, K9, K4, KM, K5, K8, K7, A7, K6, M6, K2		
R007	Output file	Generate X1 transactions for the following appointment changes.		
R008	One-time Process	End date current		In general, the new

		appointments matching the employee ID and title code selection criteria of **R002**. The end date is the day before the effective date from **R002**. Exception – if appointment contains non-REG type distributions, then that appointment should be skipped and flagged with code "FL". Note that this exception does **not** apply if the non-REG type distributions are expired. REG is defined as: DOS code is Regular Pay (N) and Regular Hours (R). The program should only update the rate for those distributions where the DOS code is Regular Pay (N) and Regular Hours (R).		appointments and distributions will be copied from the current appointments and distributions.
R009		Replace ended appointments with new ones having the new title code, and an appointment begin date equal to the effective date, keeping the previous end date. If the rate will be changing (say, from a monthly rate to an hourly or biweekly rate), the new appointment will need a new rate code and the new distributions must have the new rates. **Exception:** If ending appointments and starting new ones will result in more new appointments than there is room to store, the employee should be skipped in total. They should appear		

		on a report so the conversion can be processed manually. The exception is due to the limit of nine appointments per employee. (With a flag "T")		
R010		When a current appointment is converted, all of its current and future distributions should be copied to the new appointment and then end the old distributions. When ending a current distribution on an existing appointment: 　The end date should be one day before the conversion effective date as is done at the appointment level. When ending a future distribution on an existing current appointment: 　The future distribution should be ended one day prior to the effective date of the conversion.		
R011		When a current distribution is copied to a new appointment: Its begin date should be the conversion effective date. The end date from the original distribution should be retained.		
R012		When a future distribution is copied to a new appointment: The distribution begin and end dates should be retained when the distribution is copied to the new distribution.		
R013		When an appointment is replicated , expired		

		distributions should not be replicated. They should remain under the original appointment.		
R014		Update future appointments matching the employee ID and title selection criteria of **R002-R006** to have the new title code		
R015		For both current and future appointments, if the FLSA status has changed from nonexempt to exempt, update the appointment rate code from H to A. The distribution pay rates should be changed from hourly to monthly pay rate (hourly rate x 174) for monthly paid employees and biweekly salaried rate (hourly rate x 80) for biweekly paid employees. Include exception code "F" on the tab delimited file.		EDB2015 appointment rate code A - Annual H - Hourly B - By-Agreement EDB2055: DISTRIBUTION PAY RATE-EDB. The one-time process should round up every time a new rate is calculated, so as not to disadvantage the employee.
R016		For both current and future appointments, if the FLSA status has changed from exempt to non-exempt, update the appointment rate code from A to H. The distribution pay rates should be changed from monthly or bi-weekly to hourly pay rate. To convert monthly rate to hourly: monthly salary X 12 divided by 2088. Always round up. Example: If a $3000 monthly rate is converted to hourly: 3000 * 12 / 2088 = 17.2413, which should be rounded to 17.25.		

		BW salary divided by 80 Example of BW rate to hourly rate: BW rate of $4,333.15 / 80 = hourly rate of $54.1700 (54.1643 rounded up). Include exception code "F" on the tab delimited file.		
R017		Requirement Removed.		Original R017 no longer applies at version 1.6
R018		All attributes of the appointment that are not derived by PPS or updated by this program should be copied from the ended appointment (for example, Appointment Department) or obtained from the TCT data for the new title code.		The biweekly conversion process of R2052 may be a useful reference here.
R019		Write details about the old and new appointments to the tab delimited file described below. The following exceptions should be noted on the file with one of these exception flags: F – Appointment level FLSA code was changed FL – Flat-rate or by-agreement earnings distributions present-appointment not converted S – Separated employee – not converted T – Too many appointments - not converted U – Bargaining unit title code – not converted		

3.2 Input file layout:

Field	Format
Employee ID	9 chars
Filler for readability	1 space
Old Title Code	4 chars
Filler for readability	1 space
New Career Tracks Title Code	4 chars
Filler for readability	1 space
Effective Date of title Change	MMDDYY

3.3   Tab Delimited File

Column Heading	Column Content
Employee ID	Employee Number
Name	Employee Name
Original Appointment Number	Appointment Number
Original Title Code	Appointment Title Code
Original Title Name	Title Name from TCT
Original Begin Date	Appointment Begin Date
Original End Date	Appointment End Date
Original FLSA Status	Appointment FLSA Status
Original Appointment Pay Rate	Appointment Pay Rate
Original Distribution Number	Original Distribution Number
Original Pay Begin Date	Original Pay Begin Date
Original Pay End Date	Original Pay End Date
Original DOS Code	Original DOS Code
Original Distribution Pay Rate	Original Distribution Pay Rate
New Appointment Number	Appointment Number
New Title Code	Appointment Title Code
New Title Name	Title Name from TCT
New Begin Date	Appointment Begin Date
New End Date	Appointment End Date
New FLSA Status	Appointment FLSA Status
New Appointment Pay Rate	Appointment Pay Rate
New Distribution Number	New Distribution Number
New Pay Begin Date	New Pay Begin Date
New Pay End Date	New Pay End Date
New DOS Code	New DOS Code
New Distribution Pay Rate	New Distribution Pay Rate
Exception Flag	Values: F, FL, S, T, U

Information Technology Services
Office of the President

UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT

SERVICE REQUEST
UISAS 160 (R 7/94)

DATE	DATE/CYCLE DUE
2/11/2016	

PERSON AUTHORIZING REQUEST: Esther Cheung-Hill		SYSTEMS CONTACT

DEPARTMENT: BIS		RECHARGE NO. 2141

REQUESTOR: Brad Chilcoat Compensation		SYSTEMS/FILES/PROGRAMS

RETRIEVAL/SYSTEM MODIFICATION: Description of Request

Career Tracks Mass Title Changes   SR 101233

PRODUCTION RUN

SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN	TYPE OF OUTPUT

RETRIEVAL/PRODUCTION RUN

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

IS&AS USE ONLY

	HR	M STAFF_____ TO:	NET	CORP SYS	M&O	PAYROLL	PRODUCTION CONTROL
DATE RECEIVED	REVISED DUE DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME/CHARGES	STAFF TIME/CHARGES	CRN	JOB NAME

COMMENTS:

ESTIMATE INFORMATION	COMPLETION DATE	STAFF HOURS $	COMPUTING COSTS $	TOTAL COSTS $

APPROVAL TO PROCEED BASED ON ESTIMATE	▶ _____ 2/12/2015 (SIGNATURE)	(NAME, TITLE, ADDRESS)