Service Request 100745
DOS Code for By Agreement Hours on EDB

Technical Specification

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Prepared by Alex Tayag

Information Resources & Communications
Office of the President
University of California
## Version History

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1 Introduction

Under the Employer Shared Responsibility provisions of the Affordable Care Act, employers must offer benefits to substantially all full-time employees, where full-time means working on average at least 30 hours per week. In order to comply, employers must associate hours with any position not paid on an hourly basis (i.e., paid by agreement). A wide variety of UC employees receive by agreement pay, including for example, University Extension faculty, Coaches, and some Students. Because UC has adopted an IRS compliance method based on averaging hours over a 12 month period, it will be necessary to provide a capability to record “equivalent” hours on the PAR for employees in these positions.

1.1.1 Service Request 100745

SR100745 requests for modifications so that DOS Code BYH can be established in a distribution on the EDB and not impact any derived fields (like appointment pay rate, appointment percent, etc.). For employees paid on exception time, it requests that the compute processes BYH distributions and generate the appropriate earnings lines. Lastly, it requests that BYH DOS codes appear on both the online time roster and paper time roster.

2 Background

A new DOS code generally meeting the need was developed for SR 100271/R2120 except that the DOS code should only be used on pay transactions since there were some unintended side effects if the DOS code was established on the EDB. In order to facilitate further testing by locations, and for locations to begin assessing any local downstream impacts, the DOS code was released without addressing the EDB issue.

Subsequent review by both the UC workgroup implementing the ACA and by the systemwide payroll directors has resulted in a strong recommendation that the additional effort to enable the DOS code to be established on the EDB should proceed.

3 Overview of System Modifications

3.1.1 EDB Maintenance Process

The appointment pay rate derivation module will need to be modified so that BYH distributions are ignored during the derivation process.

The DOS consistency edit will need to be modified so that BYH distributions can be added to appointments with rate type of ‘B’ (by agreement).

3.1.2 Compute Process

The compute process will need to be modified to allow BYH earnings lines with zero gross and non-zero hours. The paper time roster process and online time roster process will be modified to include DOS codes for by-agreement hours. The process that edits pay transactions (TX and TE) will be modified to allow DOS codes for by-agreement hours.

4 Design Considerations

4.1 Assumptions and Dependencies

- This project is dependent on an earlier release, R2120 - DOS Code for By Agreement Hours.
4.2 **External Impact**

There may be impact to local campus systems that interface with PPS (that use the time file/time rosters from PPP300 or the time table entries created by PPP320).

5 **Mainframe Design**

5.1 **EDB Maintenance Process**

5.1.1 **Cobol Programs**

5.1.1.1 **PPAPTRAT**

PPAPTRAT is the appointment pay rate derivation module. It will be modified to ignore BYH distributions similar to how expired distributions are handled.

**WORKING-STORAGE**

Define new 01 level field, DOSC-DESCR-OF-SERV-CONSTANTS and copy CPWSDOSC.

Define new 88 level field, AP-DT-BY-AGREEMENT-HOURS, with value ‘X’ under AP-DT-REG-NONREG-PAY-FLAG.

**PROCEDURE DIVISION**

In AP-READ-N-CATEGORZ-DIST-B3000, before AP-READ-N-CATEGORZ-EXIT-B3099, check if the DOS being processed is one of the DOS codes for by-agreement hours (DOS-CONSTANT-BY-AGMT-HRS in CPWSDOSC) and if true, move ‘X’ to AP-DT-REG-NONREG-PAY-FLAG.

In AP-SELECT-CONTROL-DIST-B3100, expired distributions (AP-DT-STATUS-FLAG (AP-DT-PTR) = 'E') are bypassed by the process that selects the controlling distribution. Add a condition to bypass distributions if the DOS code is one of the DOS codes for by-agreement hours.

5.1.1.2 **PPEC052**

PPEC052 performs Description of Service consistency edits for a distribution.

**PROCEDURE DIVISION**

Remove the edit that disallows BYH on distributions.

In 1300-NEXT-EDIT SECTION., comment out the code added in release 2120.

Currently, only DOS codes with calc function ‘A’ (amount type of payment) are allowed for appointments with rate type of ‘B’ (by-agreement). Modify this edit to allow DOS codes for by-agreement hours.

In 1300-NEXT-EDIT SECTION., find the code that issues message M08107 and in the enclosing condition check, add a condition that the DOS code should not be one of the DOS codes for by-agreement hours (DOS-CONSTANT-BY-AGMT-HRS in CPWSDOSC).

5.2 **Compute Process**

5.2.1 **Cobol Programs**

5.2.1.1 **PPEDTTEX**

PPEDTTEX edits pay transactions (TE, TX). Currently, DOS codes with pay category ‘S’ are not allowed in TX and TE transactions. It will be modified to allow DOS codes for by-agreement hours.
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WORKING-STORAGE
Define new 01 level field, DOSC-DESCR-OF-SERV-CONSTANTS and copy CPWSDOSC.

PROCEDURE DIVISION
In 2000-EDIT-TRANSACTION SECTION., locate the code issues message M36155. In the enclosing condition that checks that KTDS-DIST-DOS is not equal to ‘WOS’, add another condition that the checks that KTDS-DIST-DOS is not one of the DOS codes for by-agreement hours (using the DOS-CONSTANT-BY-AGMT-HRS field from CPWSDOSC).

5.2.1.2 PPGRSAUP
PPGRSAUP is called by gross pay calculation programs to process EDB appointments that get automatic pay. It will be modified to allow BYH DOS Codes to issue AU earnings line with zero gross and non-zero hours.

PROCEDURE DIVISION
In 6000-DEVELOP-DIST-PAY SECTION., earnings with pay category ‘S’ (suspense) are bypassed except when the DOS code is PDW. Modify the code to treat DOS codes for by-agreement hours in the same manner as DOS code PDW.

5.2.1.3 PPP300
PPP300 extracts appointment data from the EDB for specified pay cycles and creates the paper time roster. Currently, DOS codes with pay category ‘S’ are not included in the timesheets. It will be modified to include DOS codes for by-agreement hours.

WORKING-STORAGE
Define new 01 level field, DOSC-DESCR-OF-SERV-CONSTANTS and copy CPWSDOSC.

PROCEDURE DIVISION
In PROCESS-APPOINTMENTS-1230., earnings with pay category ‘S’ (suspense) are bypassed. Modify the code so that DOS codes for by-agreement hours (using the DOS-CONSTANT-BY-AGMT-HRS field from CPWSDOSC) are not bypassed.

5.2.1.4 PPTIME
PPTIME retrieves online timesheet data for an eligible employee distribution. It will be modified to include DOS codes for by-agreement hours in the online time roster.

WORKING-STORAGE
Define new 01 level field, DOSC-DESCR-OF-SERV-CONSTANTS and copy CPWSDOSC.

PROCEDURE DIVISION
In PROCESS-DISTRIBUTION-1300 SECTION., DOS codes with pay category ‘S’ (suspense) are bypassed. Modify the code so that DOS codes for by-agreement hours (using the DOS-CONSTANT-BY-AGMT-HRS field from CPWSDOSC) are not bypassed.
6 Unit Testing Requirements

6.1 EDB Maintenance Process

6.1.1 PPAPTRAT

- Create new BYH distributions. Test for each of the following appointment rate codes: A(annual), H(Hourly), or B(By-Agreement).
- Verify that the new BYH distributions do not affect the appointment pay rate.

6.1.2 PPEC052

- Find employees with current appointments/distributions (with appointment rate codes A(annual), H(Hourly), or B(By-Agreement) with time reporting code ‘E’ (Exception-timesheet not required).
- In EAPP, create new BYH distributions. Test for each appointment rate code.
- Verify that the BYH distributions were added.

6.2 Compute Process

6.2.1 PPP300

- In EAPP, create new BYH distributions. Test for each of the following time reporting codes: T(Exception by account/fund), P(Positive by home department).
- Run PPP300 to create the paper time roster.
- Verify that the BYH distributions created above appear in the time file (DD name TIMEFILE from PPP300) and the paper time rosters (DD names TIMERP01 and TIMERP02 from PPP300).
- Create TX transactions to enter time for the BYH distributions under time reporting code P(Positive by home department).
- Create TE transactions to override the time for the BYH distributions under time reporting code T(Exception by account/fund).

6.2.2 PPTIME

- In EAPP, create new BYH distributions. Test for each of the following time reporting codes: R(Exception via online), Z(Positive via online).
- Run PPP320 to create the online time roster.
- Verify that the BYH distributions created above appear in the PPPTIM table. Note the home department for the BYH distributions (column name TIM_HOME_DEPT).

6.2.3 PPEDTTEX

- In IDTC, select the roster and specify the home department code (from PPPTIM in 6.2.2) for the BYH distributions. Verify that time is enterable for the BYH distributions by entering time and updating.
- Run PPP345 to load the time table entries to the THF. Verify (in PPPTHF) that transactions were created for the BYH distributions that were updated in previous step.
6.2.4 PPGRSAUP

- Run compute(s) to pay the BYH distributions added in 6.1.2, 6.2.1, 6.2.2, and 6.2.3.
- Verify in the PAR report(s) (PPP4401) that BYH distributions were processed correctly. Employees should have BYH earnings with the correct hours and zero gross.