

Service Request # 80454
American Century Investments
Termination of Plan

University of California
Payroll Coordination
March 31, 2003

American Century Investments

Background

Release 1469 dated February 20, 2003 modified the base payroll system to temporarily stop ACH transmissions for American Century deductions. The temporary stop was necessary because the payroll system could not accommodate American Century's request to transmit each employee deduction with a specific account number.

On March 24, 2003, American Century notified HR/Benefits that, pursuant to Section 16 of the Mutual Fund Service Agreement between American Century and the University of California, American Century is terminating the agreement effective June 30, 2003. As of July 1, 2003, American Century will no longer accept employee deductions from the University.

Purpose

The purpose of this service request is to ask that base payroll system modifications be done to permanently stop employee deductions for American Century.

Requested Changes

Modifications should be made to stop enrollment into American Century and to stop deductions from employees who have American Century deductions (Gross-to-Net number 284) established on their EDB records. These changes should be effective with May 2003 earnings.

Table Changes

Gross-to-Net Table

The GTN Table should be modified to inactivate GTN number 284 so that enrollment into American Century after the last compute with May 2003 earnings is no longer allowed.

Attachment 1 contains a copy of the GTN Table form displaying the modifications to the GTN number 284.

One-Time Program

The Systemwide Human Resources and Benefits Office will notify employees currently participating in American Century of the plan cancellation and employees will be encouraged to cancel their deductions. However, if employees do not cancel their deductions, a one-time program should be written to automatically cancel their deductions.

Please note: All employee records reflecting GTN 284 should be selected irrespective of their Employment Status Code (DE 0144) i.e., regardless of whether the employee is active, on leave with pay, on leave without pay, separated, or inactive.

From the one-time program, a report should be produced when the GTN number 284 entry is cleared and retained for audit purposes. The report should be produced in alphabetical order. The report should contain the following information: Employee ID Number, Employee Name, Department Name and Address, Deduction Amount, and Employment Status. Attachment 1 contains a sample copy of the report.

Standard University Heading
American Century / Cancellation Report

Employee Name Employee ID Number	Department Name/Address	Deduction Amount	Empl/Status
Smith, John 000121222	Accounting 1111 Sallee Hall	150.00	Active
Tomas, Rochelle 000998765	Mathematics 15 Smyth Hall	120.00	Leave without pay

Attachment 1