

Release 1492

Final Pay Compute

Detail Design

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Information Systems & Computing
Office of the President
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Overview

In response to AB2410, which imposed California Labor Code rules on the University regarding the final payment of wages, Payroll Managers have indicated that a special payroll computation cycle is necessary. This Final Pay cycle will create a special Online time roster of eligible employees (i.e., those employees with appointments expiring on, or separating as of, a specific date).

Each Final Pay cycle defined will be associated with, and represent, a standard pay cycle but will include only those eligible for final payoff within that cycle. For example, a Final Pay cycle ending on 6/20 is setup indicating the Monthly Current ("MO") cycle which normally ends on 6/30. This Final Pay cycle is initiated by entering a PPP340 Run Specification which contains the normal MO Cycle Type information (including the normal Begin/End Dates) but also entering two new fields, Final Pay Cycle Type (e.g., Y1) and Final Pay End Date (i.e., 6/20). For this Final Pay "Y1" cycle, only those employees who are normally paid on the MO cycle and whose employment ends on 6/20 will be selected. A separate time roster will be produced. Those employees selected for the Y1 cycle will be paid through this cycle and bypassed for normal processing during the regular "MO" cycle. That is, the Y1 cycle will "simulate" the normal MO cycle but will include only those employees whose employment is terminating on 6/20.

It is important to think of a Final Pay cycle as simply an alternative normal cycle. That is, if you are paid on one, you won't be paid on the other.

For each selected employee on this Final Pay roster, normal current payments (i.e., TE, TX, as well as automatic pay) will be blocked on the employee's next normal pay cycle. Instead, payments based on the roster will be generated during the new pay cycle to produce a final payoff for the individual.

Unlike standard processing, when an employee is eligible for the Final Pay compute, a time roster entry will be included for each applicable EDB distribution regardless of the appointment Time Report Code. That is, if the eligible distribution is from an Exception (i.e., salaried) appointment, a "TE" roster entry will be produced. Conversely, if the distribution is from a Positive Pay appointment (i.e., time input required), a "TX" roster entry will be produced.

When an employee has been initially selected for a Final Pay roster and then University employment is extended, the employee's Final Pay roster entries will be blocked and he/she will be returned to normal processing as long as neither the normal pay cycle nor the Final Pay Cycle has already been run.

When an employee has been selected for the final pay roster and employment is not extended, that employee will be processed by the Final Pay Cycle as though it were his/her normal cycle. This includes salaried (automatic) pay (i.e., if he is on the roster with an Exception ("TE") entry and no time is "checked off", then automatic pay is issued based on the EDB distribution begin/end within the bounds of the simulated normal pay cycle).

Once selected for final payoff (unless intervening EDB update has extended the individual's employment), it is the department's responsibility to either:

- Anticipate the current period accrual and enter the employee's resulting total Vacation Hours Balance as terminal vacation pay (may be assigned in the overtime/leave time roster positions), **or**
- Use the "automatic TRM" provision per Release 362 to cause all remaining Vacation Hours (including the current vacation accrual) to be paid as TRM (i.e., using THF/Entry Update, enter a TRM payment specifying zero TRM hours).

Additionally, benefit deductions and taxes will be determined as though the compute were the employee's regularly scheduled pay cycle, as applicable. For this Final Pay compute, the employee's normal pay disposition will be temporarily overridden so that the employee receives a paper check.

The Rush Check process will also be impacted by this final pay process. During the OPT1 process, if the Final Pay Indicator (screen PPRC100) is entered as "Y", all automatic salary pay and all TX/TE payments will be blocked (unless already issued or pending) for the time span of the normal cycle associated with the Rush Check date (this function includes employees paid on a Bi-weekly pay schedule).

Note: Only Monthly Current (MO), Monthly Arrears (MA), and Semi-Monthly (SM) pay cycles are recommended for a Final Pay Compute. That is, Bi-Weekly cycles are prone to severe timing problems because they cross monthly as well as fiscal year (split timesheets) boundaries and are paid on an extended arrears basis.

For example, in the current calendar year, the B2 cycle ends on June 21 and is paid July 2. Thus, for a final pay "last working day" paper check to be issued on June 30th, normal current pay for both the B2 cycle (ends 6/21) and the B1 cycle (ends 7/5) would have to be blocked from normal payment and yet be derived during the Final Pay compute. Additionally, regular hours reported for 6/22 through 6/30 which are applicable to the B1 cycle would necessitate simulating the Leave Accrual period to be closed on the B2 cycle ending on 7/19. Thus, the final payment would have to simulate different functions of three bi-weekly cycles (i.e., the B2-6/21, the B1-7/5, and the B2-7/19). Given the propensity for appointment extension or re-hire within this three pay period time frame, the potential for inaccurate payment or accrual is large. Therefore, Bi-weekly pay cycle processing for final pay computes is not recommended.

The approach taken for this design minimizes the areas of change in the current functionality of PPS. It should be noted that virtually every major function of PPS (from Pending Premiums and Executive Severance to Leave Accrual and union deductions) utilize Pay Cycle and/or Period End Date within derivation formulas. Therefore, because of time and resource limitations, the scope of this design precludes certain functions (esp. bi-weekly cycles) of Service Request 14876.

New EDB Data Elements

One existing EDB element (Final Pay Indicator, DE 0771; refer to release 1411) and two new EDB elements (DE 0772, and 0773) will provide the timing consideration data necessary to span one normal pay cycle for effected employees:

1. Final Pay (FP) Indicator (DE 0771)
2. FP Cycle (DE 0772)
3. FP Date (DE 0773).

These three EDB elements are transitory in nature and provide the communication between the Rush Check process, Final Pay cycles and standard pay cycles for a period of time represented by the employee's normal pay schedule. After this pay cycle time span, they will be re-initialized (to blanks/zeros) for possible re-use dependent on whether employment is eventually extended. These elements will be blocked from explicit update by the user.

The values of the three data elements will be maintained automatically during the compute process by programs PPP320, PPP330, and PPP410 and during the Rush Check process by PPRCNET.

1. **Final Pay (FP) Indicator** (DE 0771) - values are: blank (normal), "F" (final pay issued by Final Pay Compute), "P" (pending or paid by Final Pay Compute), "Y" (Rush Check final pay issuance), "Z" (Rush Check final pay issuance after selection for Final Pay Compute).
2. **FP Cycle** (DE 0772) - represents the employee's Primary Pay Schedule at either the time of Final Pay (includes Rush Check) or the preliminary eligibility for Final Pay.
3. **FP Date** (DE 0773) - represents either the PCR End Date as taken from the Final Pay End Date (PPP340 Run Specification) or the current date when the update source is Rush Checks.

New PAR Element

The "**Final Pay Status**" is a new PAR element (PAR2165) and will be carried on both the sequential and DB2 PAR. It will reside only on "current activity" Type PARs and will normally be blank. Initially, it will only be displayed on the PPP4401 report and only when non-blank (refer to PPP440).

The PAR Final Pay Status performs a different function than that of the transient EDB "Final Pay" elements which are kept on the on the employee's EDB Record during the time span of the pay cycle of the final payment.

The PAR Final Pay Status indicates how that employee was handled, in terms of final pay criteria, at the point of time of the PPP390/PPP400 compute process. For example, when employee is selected for a Final Pay Compute and does not extend employment, the Final Pay Status on the Current Activity PAR created from the Final Pay compute will be "F" (final pay issued by this cycle). When the same employee's normal compute is run, the FP Status will indicate "X" (treat like XX cycle) but only if a Current Activity PAR is produced (which is not likely). "Treat like XX" means that TE/TX/AU pay is blocked and that no normal cycle Fixed Deductions are generated.

The values of the **Final Pay Status** (displayed on PPP4401 as "FPS:") are as follows:

1. Blank - Normal (no final pay indicated by compute or rush check within current normal pay period).
2. "F" - Final pay issued during this Final Pay compute.
3. "P" - "Pending"; Normal pay issued by Final Pay compute (i.e., employee was originally selected for Final Pay roster but extended after the normal cycle was already run but before the associated Final Pay was run. Therefore, normal pay must be issued in the Final Pay cycle because the employee was blocked during the execution of the associated normal cycle).
4. "B" - Block TE/TX/AU pay in PPP390 but otherwise treat the cycle like normal compute so current leave accrual period is closed, etc) but in PPP400, treat the cycle like an XX (i.e., no fixed deductions). This Final Pay Status value is normally associated the employee's normal pay cycle when a final pay Rush Check has been issued sometime during the period covered by the normal cycle.
5. "X" - Treat the cycle like an XX both in PPP390 and PPP400. This Final Pay Status value is normally associated the employee's normal pay cycle if the employee has been, or will be, processed during a Final Pay Compute where all normal cycle processing will be performed for the individual.
6. "I" - Some form of final pay activity occurred prior to the begin date of this, the employee's current normal cycle (since this activity is from a prior time period, the Final Pay elements on his/her EDB record will be removed).

Description of Modifications

PPP340

Program PPP340 initiates the running of a Pay Cycle by creating a Payroll Control Record (PCR) based on the specification entered Pay Cycle, Pay Period End Date (PPE Date), and user chosen Payroll Process Identifier (PPI) code. The PPI code must be unique because it identifies file relationships associated with the Pay Cycle and End Date which will be processed.

The defined new "Final Pay" compute cycle will be defined to the system process as having a "Y" in the first position of the Pay Cycle.

Run Specification Changes - PPP340

Two new fields will be assigned to the PPP340 Run Specification (refer to revised UPAY656): Final Pay Cycle Type and Final Pay End Date. These new fields (see below) should be entered only when a Final Pay compute cycle (**i.e., YX Cycle**) is applicable.

When a YX Cycle is to be initiated, the standard fields of the PPP340 Run Specification should be entered. That is, the Check Date, End Date, Cycle Type and Begin Date should be entered with the data pertaining to the normal pay cycle to be simulated for final payoff of indicated employees. The Cycle Type specified (in addition to the Final Pay End Date, see below) will provide the selection criteria for employees to be included for payoff. That is, the specified Cycle Type must match the employee's Primary Pay Schedule in order for the employee to be selected. Additionally, the two new PPP340 Run Specification fields must be entered as follows:

- The Final Pay Cycle Type (cols 69-70) must be entered with a "Y" in the first position. The second position may contain any alpha or numeric character. All PARS created during this YX Cycle will be identified with this value.
- The Final Pay End Date (mmddy; col 71-76) must be entered and must be within the date range of the Pay Cycle (cols 23-24) to be simulated for payoff. The Final Pay End Date will serve as the selection criteria for employees to be included

in the Final Pay (i.e., YX) Cycle time roster. That is, only those employees with appointments expiring on, or separating as of, the Final Pay End Date will be selected. Those employee who have leave dates or any appointment which extend beyond the End Date will not be selected.

When a YX Cycle is initiated, it is also assumed that a "Special Check Date" (cols 55-60) will be indicated on the Run Specification.

Note that when a YX Cycle is scheduled by a campus, it is important to run PPP340 and PPP320 (time roster creation) for the YX Cycle prior to running PPP340/PPP300/PPP320 for the normal pay cycle to be simulated. In this manner, an employee selected for the YX Cycle will not be listed on any time roster pertaining to the normal pay cycle.

Specification Edits - PPP340

When a non-blank Final Pay Cycle Type is encountered on the PPP340 run specification, a YX Cycle (i.e., final pay) is indicated and the following edits and implications will be enforced:

1. The standard Check Date, End Date, Cycle Type and Begin Date are edited as normal against the System Calendar. These fields represent the pay period to be simulated for the final pay YX Cycle. For purposes of this design document, the standard Cycle Type (cols 23-24) will be identified as the "simulated Cycle Type" when used in context of a YX Cycle.
2. The first position of the Final Pay Cycle Type must be "Y".
3. The Final Pay End Date must be within the date range of the "simulated" pay period.
4. If the normal pay period to be simulated has already been run, the YX Cycle will be rejected.
5. If the normal pay period prior of that to be simulated has not already been run, the YX Cycle will be rejected.

Time line verifications associated with whether or not the normal cycle or prior normal cycle has already been run (items 4 and 5, above) will be performed by new module PPCALYX (new).

Payroll Control Record (PCR) Considerations

If the Run Specification for the YX Cycle is free of edit errors, the Payroll Control Record (PCR) and subordinate records will be built as normal except for the following:

- A new PCR field, Simulated Normal Cycle, will be set to the value of the normal Pay Cycle indicated on the Run Specification.
- A new PCR field, Simulated Normal End Date, will be set to the value of the normal Pay Cycle End Date.
- The existing PCR End Date will be set to the value of the Final Pay End Date indicated on the Run Specification.
- The existing PCR Pay Cycle will be set to the value of the Final Pay Cycle Type indicated on the Run Specification.

In this manner, for Final Pay compute cycles, the PCR and the resulting PAR file/reports will be identified with the specification entered Final Pay Cycle Type and the Final Pay End Date. However, the PCR will internally carry work days and other information related to the Simulated Normal Cycle and Simulated Normal End Date. Therefore, temporary internal switching of "final pay" cycle and end date for "normal" cycle and end date may occur in subsequent programs to trigger various functional purposes necessary for the payoff.

PPP320

Program PPP320 populates the Time Table (i.e., DB2 Time Roster) for those EDB distributions which are eligible for online time sheet entry for the cycle PPI established by PPP340. Using the supplied PPI, PPP320 will call module PPTIME iterative times until PPTIME returns a completed status. Each entry returned by PPTIME includes a formatted TX or TE time transaction which is inserted into the Time Table. The primary key of the Time Table is the following:

1. PPI (eight characters; identifies the cycle to be paid)
2. Employee Name
3. Employee ID
4. EDB Distribution Number
5. Bi-weekly Fiscal End Code

PPP320 will not process "XX" cycles (employees are not normally paid on "XX" cycles so a time roster is not applicable). However, the "YX" must be processed by PPP320 so any requirement (e.g., Cycle Begin Date) related to a standard cycle (MO, BW, SM, or MA) must be relaxed so that an YX will be processed.

This will be accomplished when needed by temporally treating the YX Cycle's PCR Pay Cycle and End Date (e.g., "Y1/061503") as though it were the Simulated Normal Cycle and End Date (e.g., "MO/063003") in the program's internal PCR work area. Since the internal PCR Work Days were built based on the Simulated Normal Cycle, fractional payments will be handled properly.

YX Cycle Processing - PPP320

During the processing of a YX Cycle:

1. If the normal cycle (indicated by the PCR Simulated Normal Cycle and Simulated Normal PPE Date) has already been run, the run should be aborted because payments are already pending for the pay period (i.e., double payment would be made if cycle was processed again).
2. If the employee's Primary Pay Cycle does not equal the PCR Simulated Normal Cycle, the employee should be bypassed from the YX Cycle time roster.
3. If the employee has already received final pay for this time frame, the employee should be bypassed from the YX Cycle time roster. That is, if an FP PPE Date is present for the employee (Rush Check payoff) and the date is not earlier than the simulated cycle's begin, it is a recent payoff so the employee should be bypassed.
4. A screen for basic YX Cycle eligibility will be made. That is, to be eligible, the employee must have at least one active Appointment Pay Cycle which matches the PCR Simulated Normal Cycle and, either the Separation Date matches the YX Cycle End Date or the Appointment End Date matches the YX Cycle End Date with no other appointments that are active beyond this date (nor future leave of absence dates).
5. If not eligible as per above, the employee will be bypassed YX Cycle.
6. When eligible, PPTIME will be called to develop Time Roster entries (TX/TE) for eligible distributions associated with the simulated pay cycle. During this process, payment amounts will be calculated based on full simulated cycle (i.e., if an MO cycle were being processed and the YX Cycle End Date was the 15th, since to be eligible, either the

appointment ended on the 15th or the employee was separated on the 15th, the appropriated payment will be calculated for the YX Roster).

7. Note that during a YX Cycle, all "positive pay" appointments (CPWSXIC2; IDC-TIME-RPT-CD) will be treated like Time Report Code "Z" and thus, if eligible, will have a TX roster time line generated. Also, all "exception pay" appointments will be treated like Time Report Code "R" and thus, if eligible, will have a TE roster time line generated.
8. When the employee was otherwise eligible based on Appointment End Date (or Separation Date) but no time line entries were developed by PPTIME, the employee will be bypassed from the YX Cycle.
9. For each employee selected, the new final pay (FP) EDB elements will be updated as follows:
 - the **FP Indicator** will be set to "P" (pending),
 - the **FP Cycle** will be set to the PCR Simulated Normal Cycle (by YX Cycle inclusion, this will also be the same as the employee's Primary Pay Schedule as per item 2, above),
 - the **FP Date** will be set to the value of the YX Cycle End Date.

As per the update of the new EDB FP elements (above), PPP320 will be modified to create an Employee Change File (ECF) but only during the execution of a YX Cycle. Therefore, special JCL Procedures must be unique for YX Cycles (additionally, a YX Cycle will not produce paper time sheets via PPP300).

Normal Cycle Processing - PPP320

During the processing of a non-YX Cycle (i.e., MO, MA, SM and BW), if the employee's FP Date falls within the range of the Pay Cycle's Begin/End Dates, the employee will be restricted from inclusion on the normal roster. That is, this employee is either on the final pay YX Cycle time roster or has received final payment for this time frame via Rush Checks. In either case, the employee should not be allowed entry on the normal cycle time roster. These roster distribution time lines will be displayed with information message "Blocked-Final Pay".

PPP330

Program PPP330 is a daily run to update the Time rosters of ALL active pay cycles in case EDB changes have modified roster selection criteria. For each PPI, PPP330 will call PPTIME to return time lines (in PPI, Employee ID, Distribution, FYE Code order). The formerly established roster entries for that PPI will be then be returned in the same order and any differences will cause the roster to be updated with the new EDB information (time already entered for a changed distribution will be blocked).

PPP330 must be modified to handle all YX Pay Cycles before all standard cycles. In this manner, if an employee has his/her employment extended prior to the YX Cycle compute process, they will be dropped from the YX time roster and returned to their normal roster, if applicable, and handled entirely by their normal compute process.

YX Cycle Processing - PPP330

Generally speaking, a YX Cycle will be treated in the same manner as a standard cycle except as follows:

1. If an employee was previously selected for a YX cycle but was not selected by the current call to PPTIME and the employee's FP Indicator is P (pending), then the FP Indicator on the EDB record will be reset to blank. All the employee's entries on this YX Cycle roster will then be either blocked or deleted. (this employee may now be added to a standard cycle roster which will be processed after all YX rosters have been processed.)
2. If an employee was not previously selected for a YX Cycle but was selected by the current call to PPTIME and the employee's FP Indicator is blank or N (no), then the FP Indicator will updated to "P" and all entries returned from PPTIME will be added to the roster for this employee. (this employee will now be purged or blocked from any standard cycle online roster which will be processed after all YX rosters have been processed.)

Specifically, the following detail processing will occur.

YX Cycle Eligibility - PPP330

First, basic YX Cycle eligibility will be determined. That is, to be eligible, the employee's Primary Pay Schedule must equal the PCR Simulated Normal Cycle. Additionally, the employee must have at least one active Appointment Pay Cycle which matches the PCR

Simulated Normal Cycle and, either the Separation Date matches the YX Cycle End Date or the Appointment End Date matches the YX Cycle End Date with no other appointments that are active beyond this date (nor leave of absences beyond this date).

When the employee is *not eligible*:

1. If the employee was previously on this YX Cycle roster (i.e., the employee's FP Indicator is P and the FP Cycle matches the PCR's Simulated Normal Cycle and the FP Date matches the YX Cycle End Date), it is presumed that the employee's employment has been extended on the EDB. Therefore, the following will occur:
 - If the employee's normal compute cycle has not been run (i.e., PPP345 has not downloaded the normal roster), the employee's FP Indicator, FP Cycle and FP Date will be updated to initial values (set to blanks) and all YX Cycle roster entries will be purged. This employee will be returned to normal processing on his/her standard pay cycle.
 - Otherwise (the employee's normal compute cycle has already been run), then the normal pay must be processed through the YX Cycle even though employment has been extended for the individual. In this case, time entries reflective of the entire date range of the normal cycle will be developed to replace the previous entries. The employee will receive payment during this Final Pay Compute and payment will be issued to the employee's normal Check Disposition rather than paper check override.
2. Otherwise, (the employee was not previously on this YX Cycle roster), the employee will be bypassed.

When the employee is *eligible*:

1. If the employee was previously on this YX Cycle roster, time entries reflective of the YX Cycle End Date will be developed for comparison to, and possible replacement of, the previous entries.
2. Otherwise (the employee was not previously on this YX Cycle roster):
 - If the employee has received final pay via Rush Checks (i.e., an FP Date is present for the employee which is within the bounds of the YX Cycle's Simulated Normal

- Cycle), **or** if the employee's normal cycle has already been run, the employee will be bypassed.
- Otherwise, time entries reflective of the YX Cycle End Date will be developed and the employee will be added to the YX time roster. This employee will now be handled by the YX Cycle and current pay activity during the employee's normal cycle will be blocked. The employee's FP elements will be updated as the updates performed by PPP320.

As per the update of the new EDB FP elements (above), PPP330 will be modified to create an Employee Change File (ECF).

Normal Cycle Processing - PPP330

During the processing of a non-YX Cycle (i.e., MO, MA, SM and BW), if the employee's FP Date falls within the range of the Pay Cycle's Begin/End Dates, the employee will be restricted from inclusion on the normal roster. That is, this employee is either on the final pay YX Cycle time roster or has received final payment for this time frame via Rush Checks. In either case, the employee should not be allowed entry on the normal cycle time roster. These roster distribution time lines will be displayed with information message "Blocked-Final Pay".

PPTIME

Current Process

Program PPTIME is called by PPP320 and PPP330 to return formatted Time Table row entries which correspond to EDB values resident at the time the program is run. These entries represent basic EDB distribution time sheet eligibility pursuant to the pay cycle (s) being paid and the Time Report Code.

When called by PPP320, these returned entries will be immediately inserted in the Time Table as part of the pay cycle initiation process.

When called by PPP330 (run daily), these returned entries will be compared to the entries already contained on the Time Table in order to flag those Time Table entries associated with any EDB value changes.

For the PPI being processed, PPTIME examines the EDB in Employee ID order and returns time entries in Employee ID, Distribution, Fiscal End Code sequence.

YX Cycle Eligibility - PPTIME

Since PPTIME performs EDB appointment selection functions for both PPP320 and PPP330, the basic YX Cycle eligibility process will be performed by PPTIME and the results passed to PPP320 and PPP330.

1. If the employee's Primary Pay Schedule does not equal the PCR Simulated Normal Cycle, the employee will be excluded from the YX Cycle.
2. If any appointment End Date exceeds the YX Cycle End Date or if the Leave End Date exceeds the YX Cycle End Date or if the Separation Date is present and does not match the YX Cycle End Date, the employee will be excluded from the YX cycle.
3. If a Separation Date is present and matches the YX Cycle End Date, then all appointments active on this date will be selected.
4. Otherwise, the employee will only be selected if at least one Appointment End Date matches the YX Cycle End Date and a Separation Date is not present.

YX Cycle Time Report Code Override - PPTIME

When an employee is eligible for inclusion in the YX Cycle, as per above, the Appointment/Distribution selection during time line construction will be modified as follows.

1. Normally, only appointment Time Report Code values "Z" (positive pay appointment; TX roster entries) and "R" (exception pay salaried appointment; TE roster entries) are included in the OPTRS online time rosters. However, when processing a YX Cycle, all positive pay Time Report Codes (documented in CPWSXIC2) will be temporarily treated like value "Z" and be included in the YX Cycle roster and represent "TX" transactions.
2. Additionally, all exception reporting appointments will be treated like value "R" and be included in the YX Cycle and represent "TE" transactions.

YX Cycle Roster Transaction End Date - PPTIME

Since the YX Cycle End Date may not be different from the "Simulated" normal cycle End Date, it is appropriate to use the normal cycle End Date for all YX cycle time line entries rather than the YX Cycle End Date. That is, since non-hourly EDB Distribution rates represent the pay amount for a full pay period and since Distribution Percent Time usage also reflects a full pay period, it is consistent with user entry to use the "Simulated" Normal End Date on the internal Time Roster TX/TE transaction (rather than the Final Pay End Date). It is also possible that employment is extended beyond the YX cycle End Date after the employee's normal Cycle has already been run. These employees are locked into receiving their full cycle pay on the YX Cycle even though they have had their employment extended. Thus, for this reason also, the Simulated Normal End Date will be used for all TX/TE transactions generated by the Final Pay YX cycle.

PPP300

Program PPP300 populates the paper timesheet roster for the PCR indicated Pay Cycle.

YX Cycle Not Applicable - PPP300

Paper timesheets are not applicable to a YX Cycle (only OPTRS online timesheet entries will be created during a YX Cycle). Thus, PPP300 should not be executed for a YX Cycle and will be aborted if attempted.

Normal Cycle Processing - PPP300

During the processing of a non-YX Cycle, if the employee's FP Date falls within the range of the Pay Cycle's Begin/End Dates, the employee will be bypassed from inclusion on the his/her normal roster.

PPP345

At the close of the pay reporting period, after reiterative daily updates have been applied to the Time Table (i.e., roster), a

predetermined roster cutoff point will initiate the unloading of the Time Table to the Transaction Holding File (THF) by PPP345.

No modification to PPP345 is necessary for the Final Pay process. However, it should be noted that for YX Cycle purposes, the completion of PPP345 for any given pay cycle will indicate that the pay cycle is closed and has been completed. That is, for employees included on a YX Cycle, EDB appointment extension not beyond the Last Day To Enter Time (set by PPP320 Run Specification) will result in the employee being returned to normal pay cycle processing. Appointment extension beyond this point will result in current pay (i.e., TX/TE and automatic salary pay) being disallowed during the affected normal cycle (i.e., these payments will be processed only in the YX Cycle even though final pay is not actually being issued to the employee).

PPRCABEY

The standard process to download RUSH Check and ORCA entries for all employees should be initiated prior to the last PPP350/PPP360 edit cycle during a Final Pay compute. In this manner, the most accurate final pay calculations will result. Note that C,O,H, Rush Check and Expense Transfers may be entered and will be processed for any employee during a Final Pay Cycle regardless of whether or not that employee was selected for the cycle.

PPP350

Program PPP350

PPP350 must be modified to treat Pay Cycles beginning with "Y" in the same manner as "XX" for purposes of bypassing batch flat Time File matching.

Payroll Edits (PPP360 and THF E/U)

Once PPP340 has been executed for a YX cycle, pay and adjustment transactions for those selected may be entered directly to the Transaction Holding File (THF)

Program PPP360 performs batch editing of payroll compute transactions prior to placement on the (THF). The various online screens of the THF Entry/Update process also provide for

transaction editing and placement on the THF. The detail transaction edits used for both batch and online update are performed by calling **PPEDTMGR** which directs calls to various transaction specific dual use edit modules (i.e., program prefix "PPEDT").

When an employee has been selected for the final pay YX Cycle roster, it is expected that normal current pay will be issued by the YX Cycle (unless employment is extended prior to the running of the normal cycle). Therefore, TX/TE current pay activity for these employees will be permitted during the YX Cycle but rejected when applicable to the normal cycle. Additionally, it is the intent of this specification to limit activity on a YX Cycle to only those employees selected for the cycle on the YX Cycle time roster.

YX Cycle Processing - PPEDTMGR

When a transaction is entered for a YX Cycle, module PPEDTMGR, will perform the following edits:

1. The employee's FP Indicator must be "P" and the FP Cycle must match PCR's Simulated Normal Cycle and the FP Date must match the YX Cycle End Date. Otherwise, the employee has not been selected for the YX Cycle and all transaction activity for the employee will be rejected.
2. Since the YX Cycle will simulate normal current payment for the individual, the internal PCR record built by PPEDTMGR and passed to lower level edits will be temporarily transformed as follows to appear as though it were the normal cycle PCR. (this will allow appropriate normal editing of the TX and TE transaction):
 - The PCR Simulated Normal Cycle (e.g., MO) will overlay the YX Cycle's PCR Pay Cycle (e.g., "Y1").
 - The PCR Simulated Normal End Date will overlay the YX Cycle's PCR Pay Cycle End Date.

Normal Cycle Processing - PPEDTMGR

During the processing of a non-YX Cycle (i.e., MO, MA, SM and BW), if the employee's FP Date falls within the range of the Pay Cycle's Begin/End Dates, all TX/TE entries will be blocked (note that additionally, PPP390 will block automatic pay for this

individual). That is, this employee is either on the final pay YX Cycle time roster or has received final payment for this time frame via Rush Checks.

PPEDTMGR will perform this edit and flag the transaction prior to call to PPEDTTEX which edits TE and TX transactions.

Final Re-edits

Normally, just prior to actual compute processing (i.e., PPP380), a complete batch PPP360 re-edit of the THF will be performed after all EDB updates have applied for the day. However, this re-edit cannot be guaranteed. Therefore, it may be possible for employees not on the YX roster to have activity on the YX Cycle (for these transaction, the cycle will be treated as a "Special XX" Cycle).

PPP390

Program PPP390 performs the gross pay derivation using time input and EDB data (for automatic pay) in order to create the Preliminary PAR for subsequent deduction processing by PPP400.

When an employee has been selected for the final pay YX Cycle, normal current pay, including automatic pay, will be issued by the YX Cycle. Therefore, TX/TE current pay activity as well as automatic pay derivations for these employees will be rejected during processing of their normal cycle.

PPP390 will develop the new PAR element, Final Pay Status (refer Overview, New PAR Element). Once developed, this element will direct PPP390 and PPP400 in how the employee is treated for final pay considerations.

YX Cycle Processing - PPP390

When a YX Cycle is being processed by PPP390, the following special processes will occur:

1. If employee's FP Indicator is not "P" **or** the FP Cycle does not match the PCR's Simulated Normal Cycle **or** the FP Date does not match the YX Cycle End Date, the employee has not been selected for the YX Cycle. Therefore, for all payment and leave accrual purposes,

the internal PCR Pay Cycle will be temporarily set to "XX" (i.e., "Special XX" compute) and the FP Status is set to "X". Thus, under most circumstances, the employee will generate no PAR activity and will effectively be bypassed by the YX Cycle process.

2. Otherwise (employee has been selected for the YX Cycle), the YX Cycle will simulate normal current payment for the individual. Therefore, the internal PCR record (passed to lower level modules) will be temporarily transformed as follows to appear as though it were the normal cycle PCR. (this will allow TX/TE processing as well a automatic pay issuance):
 - The PCR Simulated Normal Cycle will overlay the PCR Pay Cycle.
 - The PCR Simulated Normal End Date will overlay the YX Cycle's PCR Pay Cycle End Date.
3. For those employees selected for the YX Cycle, a special appointment screening process will determine if employment for the employee has been extended beyond the Final Pay End Date. That is, there a span of time, (especially when the normal cycle compute process has been run prior to the YX Cycle compute, e.g., MO) that the employee may have employment extended but still must be processed in the YX Cycle because pay was blocked during the normal cycle. For these employees with employment extended, the FP Status is set to "P" (i.e., was Pending).
4. For those employees selected, where employment has not been extended, the FP Status is set to "F" (i.e., final pay to be issued by this Final Pay compute). Note that after all payments have been processed and leave hours have been accrued, the existing "automatic TRM" issuance routine will be performed (PPGRSRVW, Section 7000-ISSUE-REMAINING-TERM). This routine is triggered by entry of a Time Input transaction (TX/TE/AP/RX) of zero Hours and with DOS "TRM". All remaining Vacation Hours are applied to this entry as TRM hours and the Vacation Hours balance is reset to zero.
5. Another situation occurs when the employee was selected for the Final Pay roster but was paid by Rush Check after the normal cycle was run (and the employee bypassed) but prior to the running of this Final Pay compute process (the employee's EDB FP Indicator is "Z"). In this case, the FP Status is set to "B" (block TE/TX/AU pay but close current leave accrual period and block normal fixed deductions in PPP400).

Normal Cycle Processing - PPP390

During the processing of a non-YX Cycle, if an employee has an FP Date present but is prior to the Pay Cycle's Begin Date, the FP Status is set to "I". That is, the employee had final pay activity during a prior cycle which is no longer relevant (rehire or late extension) so thus, the EDB FP elements will be initialized to blanks and the employee is treated as normal.

During the processing of a non-YX Cycle, if an employee has an FP Date present and it is not less than Pay Cycle's Begin Date, all TX/TE entries will be rejected and all automatic pay for this individual will be blocked.

Additionally, if the employee's FP Indicator is "P" **and** the FP Cycle matches the PCR Pay Cycle **and** the FP Date matches the Pay Cycle End Date, the employee has been selected for the associated YX Cycle. Therefore, simulated normal cycle processing will occur, or has occurred, for this individual during the YX Cycle. Thus, for leave accrual purposes, the internal PCR Pay Cycle will be temporarily set to "XX" (i.e., "Special XX" compute) and the FP Status is set to "X". This will avoid the current Leave Accrual Period from being closed more than once and will be consistent with leave accrual constructs.

The situation may occur where the employee was paid final pay by Rush Check sometime during the period of the normal cycle the employee's EDB FP Indicator is "Y"). In this case, the FP Status is set to "B" (block TE/TX/AU pay but close current leave accrual period and block normal fixed deductions in PPP400.

PPP400

Program PPP400 performs GTN deduction/contribution derivations using EDB data and the Preliminary PAR in order to create the Final PAR for subsequent pay issuance and reporting.

When an employee has been selected for the final pay YX Cycle, all current deductions associated with the employee's normal pay cycle will be developed by the YX Cycle. Conversely, during processing of the corresponding normal pay cycle, fixed amount type of deductions will not be developed for the employee.

YX Cycle Processing - PPP400

When a YX Cycle is being processed by PPP400, the following special processes will occur:

1. If employee's FP Indicator is not "P" **or** the FP Cycle does not match the PCR's Simulated Normal Cycle **or** the FP Date does not match the YX Cycle End Date, the employee has not been selected for the YX Cycle. Therefore, for all current deduction purposes, the internal PCR Pay Cycle will be temporarily set to "XX" (i.e., "Special XX" compute). Thus, under most circumstances, the employee will generate no PAR activity and will effectively be bypassed by the YX Cycle process.
2. Otherwise (employee has been selected for the YX Cycle), the YX Cycle will simulate normal current payment for the individual. Therefore, the internal PCR record (passed to lower level modules) will be temporarily transformed as follows to appear as though it were the normal cycle PCR. (this will allow fixed rated deductions and contributions (e.g., Health) to be developed:
 - The PCR Simulated Normal Cycle will overlay the PCR Pay Cycle.
 - The PCR Simulated Normal End Date will overlay the YX Cycle's PCR Pay Cycle End Date.

Normal Cycle Processing - PPP400

During the processing of a non-YX Cycle, if an employee has an FP Date present and it is not less than the Pay Cycle's Begin Date, all current fixed rated deductions should be bypassed. For this purpose, the internal PCR Pay Cycle will be temporarily set to "XX" (i.e., "Special XX" compute). Note that this functionality includes those paid via the YX Cycle or those receiving final pay via Rush Checks.

When the employee's FP Indicator is "P" **and** the FP Cycle matches the PCR Pay Cycle **and** the FP Date matches the Pay Cycle End Date, the employee has been selected for the associated YX Cycle. Therefore, simulated normal cycle processing will occur, or has occurred, for this individual during the YX Cycle. Thus, treating the normally run cycle as though it were a "Special XX" will always be appropriate for these individuals. However, for those paid by Rush Checks, certain functionalities of normal pay cycle

implied maintenance [e.g., Pending Premium Activity (PPA) processing] will be entirely bypassed for the time frame of the normal cycle. Thus, for these people, appointment extension or rehire after the Rush Check payoff may cause a cycle of Pending Premium not to be collected.

FP Element Update - PPP400

During the processing of a standard pay cycle, if the Pay Cycle being processed equals the employee's FP Cycle and the Pay Cycle Begin Date is greater than the FP Date, the final pay information is no longer relevant so the FP elements are updated (via work file passage to PPP410) to initial values:

- **FP Indicator** (DE 0771) is set to blank.
- **FP Cycle** (DE 0772) - set to blank.
- **FP Date** (DE 0773) - set to low DB2 date.

PPP410

Program PPP410 updates the EDB to reflect changes issued during the compute process.

Program PPP410 will be modified to process EDB updates to the new FP elements as indicated by PPP400. The creation of the Employee Change File (ECF) also be modified to include these element updates.

PPP420, PPP430

When a YX compute is being processed, a temporary override of the check disposition code for final payments (i.e., FP Status is "F") will be made so that a paper check is issued. The override value will be set by the campus and contained in CPWSXIC2. Note that even if only paper checks are issued, a bank transmittal will still be required for this PPP420/PPP430 process because electronic transmittals for certain deductions (e.g., Fidelity) are still applicable.

EDB File Maintenance and Periodic Maintenance

No modifications required.

Rush Checks

Currently, the Final Pay Indicator is displayed for update on the PPRC100 screen. When this indicator updated to a value of "Y", the EDB value will be updated and the PPRC120 screen will be presented so that an E-mail text may be issued to the responsible department representative.

This process will be modified as follows:

1. A blank should be displayed for the Final Pay Indicator on the initial presentation of the PPRC100 screen.
2. When entered, the value must be "Y" (this should continue to trigger the presentation of the PPRC120 screen). When entered a "Y" the literal "<FINAL>" will be displayed on the printed PPRCAUDT1 Rush Check report (i.e., this the Rush Check facsimile of the PAR PPP4401 report).
3. If entered (i.e., as "Y"),
 - a. If the current EDB FP Indicator is blank (or if the FP Cycle is blank or the FP Date is a low value date), set (update) the EDB FP Indicator to Y, set the FP Cycle to the value of the employee's Primary Pay Schedule, and set the FP Date to the value of the current system date.
 - b. Otherwise, call PPCALYX using the current EDB FP Cycle and FP Date as linkage input.
 - c. If PPCALYX indicates that both the normal cycle and the final pay cycle associated with the FP Date have been run or if PPCALYX indicates that neither the normal cycle, nor the final pay cycle has been run, update the EDB FP Indicator, FP Cycle, and FP Date as per Item a. (above).
 - d. If PPCALYX indicates that the normal cycle has been run but the final pay cycle has not been run, if the value of the current FP Indicator is "P", update only the FP Indicator to "Z". If the value of the current FP Indicator is not "P", do not update any of the three FP elements.
 - e. If PPCALYX indicates that the normal cycle has not been run but the final pay cycle has been run, do not update any of the three FP elements.

Online help for the final pay indicator of the PPRC100 screen should indicate:

"Final Pay Indicator: must be entered as blank or "Y". When entered as "Y", all automatic salary pay and all TX/TE payments will be blocked (unless already issued or pending) for the time span of the normal cycle associated with the Rush Check payment date."

Programs PPRCGRS and PPRCNET must be modified to be consistent with changes applicable to PPP390/PPP400.

PPCALYX (new)

Program PPCALYX will determine whether or not the normal cycle associated with a YX Cycle has already been run. This information is required by those programs which call PPCALYX: PPP340, PPP320, and PPP330. For purposes of this specification, the pay cycle has been run at the point of successful download of that cycle's Time Roster by PPP345.

PPCALYX will use the System Calendar and the PAR's PCR history (i.e., PPPPIR table) as well as active PCRs in order to determine where the YX CYCLE END Date is in terms of a time line of pay cycles applicable to the YX Cycle's Simulated Normal Cycle type.

Input Linkage - PPCALYX

The calling program will provide:

1. Pay Cycle Type (source: PCR Simulated Cycle or FP Cycle)
2. End Date (source: YX Cycle End Date or FP Date)

Output Linkage - PPCALYX

Module PPCALYX will return the following:

1. Normal Cycle Already Run (values: yes or no)
2. Prior Normal Cycle Already Run (values: yes or no)

Processing - PPCALYX

First, the normal cycle time span associated with the YX Cycle Date is handled:

1. A cursor against the System Calendar (PPPCAD), ordered by ascending Year, Month, and Day, will be opened. It will be

used to select the first Pay End Date which is not less than the Linkage End Date and which is associated with the Linkage Cycle Type. The selected date represents the Normal Cycle End Date with which the YX Cycle End Date is associated (i.e., the YX Cycle End Date is within the Begin/End Dates of this specific pay cycle).

2. Using the selected Normal Cycle End Date and the Linkage Pay Cycle, a search of the DB2 PAR is made to determine whether a PCR is present which matches on the End Date and Cycle Type.
3. If a match to the PAR is found, the implication is that the Pay Cycle has been run so the linkages' Normal Cycle Already Run code is set to "Y" (yes).
4. Otherwise (a match was not found), a search of currently active pay cycles (Table PPPPCR) is made to determine whether a PCR is present which matches on the End Date and Cycle Type.
 - If a match is found and the corresponding Time Table Control (DB2 PPPTTC table) Cutoff Flag is "Y" (cycle's online time roster has been frozen and downloaded by PPP345 after the "Last Day To Enter Time"), the cycle is considered to have been run. Therefore, the linkages' Normal Cycle Already Run code is set to "Y" (yes).
 - Otherwise (no match or Cutoff Flag not Y), the linkages' Normal Cycle Already Run code is set to "N" (no).

Next, the normal cycle immediately prior to the time span associated with the YX Cycle Date is handled:

1. A cursor against the System Calendar, ordered by descending Year, Month, and Day, will be opened. It will be used to select the first Pay End Date which is less than the Linkage End Date and which is associated with the Linkage Cycle Type. The selected date represents the Normal Cycle End Date immediately prior to cycle associated with the YX Cycle End Date.
2. Using the selected Normal Cycle End Date and the Linkage Pay Cycle, a search of the DB2 PAR is made to determine whether a PCR is present which matches on the End Date and Cycle Type.
3. If a match to the PAR is found, the Pay Cycle has been run so the linkages' Prior Normal Cycle Already Run code is set to "Y" (yes).
4. Otherwise (a match was not found), a search of currently active pay cycles is made to determine whether a PCR is present which matches on the End Date and Cycle Type.

- If a match is found and the corresponding Time Table Control (DB2 PPPTTC table) Cutoff Flag is "Y", the cycle is considered to have been run. Therefore, the linkages' Prior Normal Cycle Already Run code is set to "Y" (yes).
- Otherwise (no match or Cutoff Flag not Y), the linkages' Normal Cycle Already Run code is set to "N" (no).