

# UNIVERSITY OF CALIFORNIA

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

OFFICE OF THE SENIOR VICE PRESIDENT —  
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT  
1111 Franklin Street  
Oakland, California 94607-5200

May 30, 2003

GRACE CHIU  
HAI DOAN  
CHESTER FERGUSON

MABEL LAI  
JOHN MOREHEAD  
BARBARA VANDEN BORRE

Re: Release: 1492  
Service Request: 14876  
Error Reports: None  
Programs: PPAPTRKS, PPCALYX, PPDB2PAR, PPEDTMGR, PPGETHFO,  
PPGETTIM, PPGRSAUP, PPGRSPAR, PPGRSRP1, PPGRSRP2,  
PPGRSRP3, PPGRSRP4, PPGRSRP5, PPGRSRP6, PPGRSTIM,  
PPLVHRS, PPPAYCHG, PPPAYFET, PPPAYUPD, PPPAYUTL,  
PPPAYUTW, PPP300, PPP320, PPP330, PPP340, PPP345, PPP350,  
PPP360, PPP390, PPP400, PPP420, PPP430, PPP440, PPRCADVC,  
PPRCAUDT, PPRCNET, PPTIME, PPWEDHC, PPWIDTC, PPWRC10  
Copymembers: CPLNKCYX, CPLNKGRS, CPWPATBL, CPWSOTIM, CPWSPTRW,  
CPWSRPAY, CPWSXIC2, CPWSXIPC, CPWSXPAR, CPWSXPA1,  
CPWSXPCR, CPWSXPC2  
Include Members: PPPVPAY1, PPPVPAY2, PPPVPCR1, PPPVPCR2, PPPVZPAY,  
PPPVZPCR, PPPVZPEB, PPPV400B  
DDL Members: PPPVPAY1, PPPVPAY2, PPPVPCR1, PPPVPCR2, PPPVZPAY,  
PPPVZPCR, PPPVZPEB, PPPV400B, TBPAY00C, TBPAY10A,  
TBPCR00C, TBPCR02A, TBPEB00C, TBPEB03A  
Bind Members: PPCALYX, PPP320, PPP330, PPP340  
CICS Maps: PPEDHC0  
Forms: UPAY656  
Table Updates: Data Element Table, System Message Table  
Urgency: Urgent (See Timing of Installation)

## **Service Request 14876**

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 release provides the capability of defining and running a "Final Pay" cycle which will create a standard Online time roster and produce a paper check payout for those employees with appointments expiring on, or separating as of, a specific date. This Final Pay process is restricted to those employees who are paid on a monthly (MO and MA) or semi-monthly (SM) basis.

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 set up 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 OPTRS time roster and PAR file will be produced for this new type of pay cycle. Those employees selected for the Final Pay cycle will be paid through this cycle and

bypassed for standard processing during their normal pay cycle. That is, the Final Pay cycle will “simulate” the normal cycle but will include only those employees whose employment is terminating as of the Final Pay End Date.

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.

For each selected employee on this Final Pay roster, normal current payments (i.e., TE, TX, as well as automatic pay) will be issued during the Final Pay cycle. However, these same functions will be blocked on the employee’s associated normal pay cycle. That is, for the selected employees, the Final Pay cycle will completely replace the employee’s normal pay cycle.

The Rush Check process will also be impacted by this release. 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 payment date (this function includes employees paid on a Bi-weekly pay schedule)

Refer to Detail Design for specific considerations.

## **Programs**

### **PPPAYCHG, PPPAYFET, PPPAYUPD, PPPAYUTL, PPPAYUTW**

These programs are a standard part of the EDB Fetch/Update complex for the PPPPAY table. They have been modified to process the new Final Pay Cycle Type and Final Pay Date (DE 0772 and 0773) table columns.

### **PPDB2PAR**

PPDB2PAR is called by PPP465 to format the flat file PAR data into DB2 PAR rows. It has been modified by the addition of the Final Pay Status indicator to the PAR PPPPEB table row.

### **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. 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 fields will be edited by PPP340 and placed on the PCR and the standard Pay Cycle Type and End Date will be added to the PCR as the “Simulated Normal Cycle and End Date.

### **PPP320**

Program PPP320 creates the online time roster and has been modified to update the Final Pay elements on the employee’s EDB record when the employee is selected for the Final Pay time roster.

### **PPP330**

Program PPP330 is run nightly to adjust the online time roster because of changes applied during the day to the EDB. It has been changed to update the EDB Final Pay elements when an employee is added to, or removed from, the Final Pay time roster.

### **PPTIME**

Module PPTIME is called by PPP320 and PPP330 to return formatted Time Roster entries which correspond to EDB values resident at the time the program is run. These entries represent eligible EDB distributions as per the pay cycle (s) being paid and the Time Report Code. PPTIME has been changed to process the special eligibility of a Final Pay compute based on the Final Pay Cycle and Date carried on the PCR. During the associated normal cycle, employees selected for the Final Pay cycle will be bypassed.

### **PPP300**

Program PPP300 creates the paper time roster and has been modified to bypass an employee when final pay is pending or issued. Note that PPP300 is not run (i.e., paper timesheets are not produced) for Final Pay cycles.

**PPAPTRKS, PPGETTIM, PPWEDHC, PPWIDTC**

These modules support the online infrastructure of the online time roster OPTRS. They have been changed to support screen identification of final pay cycle rosters.

**PPP345**

Program PPP345 downloads the online time roster to the Transaction Holding File (THF) at the completion of the “last day to enter time”. It has been modified to reject any Terminal Vacation Pay (TRM) entries with no associated hours entered.

**PPP350**

Program PPP350 is the transaction processor for the Payroll Edit. It has been modified to disallow paper time sheet (i.e., PPP300) file matching for Final Pay computes in the same manner as a Special XX Computes. That is, paper time sheets are not produced during a Final Pay compute.

**PPP360, PPEDTMGR, PPGETHFO**

These programs/modules act as the batch and online infrastructure for the editing of payroll compute transactions prior to placement on the THF. They have been modified so that during the editing of a Final Pay cycle, current activity will be blocked for employees not selected on the Final Pay Roster. Conversely, during the editing for a normal pay cycle, current time TX and TE transaction activity will be blocked for employees with final pay pending via Final Pay Roster or Rush Check.

**PPP390, PPGRSAUP, PPGRSPAR, PPGRSRP1, PPGRSRP2, PPGRSRP3, PPGRSRP4, PPGRSRP5, PPGRSRP6, PPGRSTIM, PPLVHRS**

Program PPP390 and related modules perform 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 Cycle (based on Final Pay elements placed on the employee’s EDB record by PPP320/PPP330), normal current pay, including automatic pay, will be issued by the Final Pay 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. Also, when a Rush Check (indicating final pay) is issued for an employee, TX/TE pay activity and automatic pay will be blocked during the normal pay cycle associated with that Rush Check payment.

**PPP400**

Program PPP400 performs GTN deduction/contribution derivations and creates the Final PAR for subsequent pay issuance. When an employee has been selected for the Final Pay cycle, all current deductions associated with the employee’s normal pay cycle will be developed by the Final Pay cycle. Conversely, during processing of the corresponding normal pay cycle, current fixed amount type of deductions will not be developed for the employee.

**PPP420, PPP430**

When a Final Pay compute is being processed, a temporary override of the check disposition code for final payments will be made so that a paper check is issued. The override value will be set by the campus and contained in CPWSXIC2.

**PPP440**

The pay cycle PAR reporting program, PPP440, has been modified to include the Final Pay Status (when non-blank) on the PPP4401 report.

**PPRCADVC, PPRCAUDT, PPRCNET, PPWRC10**

The Rush Check process is modified so that when “final pay” is indicated, the Final Pay elements on the employee’s EDB record are updated. This allows blocking of current pay (TE/TX and automatic pay) during the time frame of the Rush Check.

**PPCALYX (new)**

Program PPCALYX will determine whether or not the normal cycle associated with Final Pay Cycle has already been run. This information is required by those programs which call PPCALYX: PPP340, PPP320, PPP330 and PPRCNET (Rush Checks). PPCALYX will use the System Calendar and the PAR’s PCR history as well as active PCRs in order to determine where the Final Pay cycle is in terms of a time line of pay cycles already run or not yet run.

## **Copymembers**

### **CPLNKCYX**

This new member defines the interface linkage between module PPCALYX and various calling programs.

### **CPLNKGRS**

The gross pay (PPP390) linkage area has been modified with the addition of the Final Pay Status field.

### **CPWPATBL**

CPWPATBL contains definitions of various PAR rows used by PPP465 in loading the DB2 PAR. It has been modified to contain the new Final Pay Status in the PAR table PPPPEB.

### **CPWSOTIM**

The linkage area for PPTIME has been modified with the addition of two final pay work elements.

### **CPWSPTRW**

The OPTRS common work external area has been modified with the addition of the new PCR Simulated Cycle and End Date.

### **CPWSRPAY**

This member mirrors the full DB2 view of the EDB PPPPAY table and has been modified with the addition of the Final Pay Cycle and Final Pay Date.

### **CPWSXIC2**

The Final Pay Check Disposition Override value has been added to this Installation Constants copymember.

### **CPWSXIPC, CPWSXPCR, CPWSXPC2**

These copymembers define the PCR record and have been modified with the addition of the Simulated Cycle and Simulated End Date.

### **CPWSXPAR, CPWSXPA1**

These copymembers define the PAR record and have been modified with the addition of the Final Pay Status.

## **Include members**

### **PPPVPAY1, PPPVPAY2, PPPVZPAY**

These Include members contain COBOL definitions and DB2 columns for the whole table view of the PPPPAY table. The Final Pay Cycle and Final Pay Date columns have been added.

### **PPPV400B**

This Include member contains COBOL definitions and DB2 columns for the program specific view PPPV400B\_PAY used by various compute and rush check programs to access the PPPPAY table. The Final Pay Cycle and Final Pay Date columns have been added.

### **PPPVPCR1, PPPVPCR2, PPPVZPCR**

These are full views of PCR table and have been modified with the addition of the Simulated Cycle and Simulated End Date.

### **PPPVZPEB**

This is a full view of the DB2 PAR table PPPPEB. The Final Pay Status has been added.

## **DDL Members**

**TBPAY00C**

This DDL member contains DDL statements for creating the table PPPPAY. The Final Pay Cycle and Date columns have been added.

**TBPAY10A**

This DDL member contains DDL statements for altering the table PPPPAY to add the Final Pay Cycle and Date columns.

**PPPVPAY1, PPPVPAY2, PPPVZPAY**

These DDL members contain DDL statements for creating the whole table views of the PPPPAY table. The Final Pay Cycle and Date columns have been added.

**PPPV400B**

This DDL member contains DDL statements for creating the program specific view PPPV400A\_PAY used by various compute and rush check programs to access the PPPPAY table. The Final Pay Cycle and Date columns have been added.

**TBPCR00C**

This DDL member contains DDL statements for creating the table PPPPCR. The Simulated Cycle and Simulated End Date have been added.

**TBPCR02A**

This DDL member contains DDL statements for altering the table PPPPCR to add the Simulated Cycle and Simulated End Date columns.

**PPPVPCR1, PPPVPCR2, PPPVZPCR**

These DDL members contain DDL statements for creating whole table views of the PPPPCR table. The Simulated Cycle and Simulated End Date columns have been added.

**TBPEB00C**

This DDL member contains DDL statements for creating the PPPPEB Table. The Final Pay Status column has been added.

**TBPEB03A**

This DDL member contains DDL statements for altering the table PPPPEB to add the Final Pay Status column.

**PPPVZPEB**

This DDL member contains DDL statements for creating the DB2 PAR view PPPVZPEB\_PEB. The Final Pay Status column has been added.

**Bind members**

**PPCALYX (new)**

This new bind member contains the control statements for the package bind for PPCALYX.

**PPP320, PPP330, PPP340**

Member PPCALYX has been added to these plans.

**CICS Maps**

**PPEDHC0**

PPEDHC0 is the map for the OPTRS time entry screen. It has been modified with the addition of a description which indicates the Final Pay related Simulated Normal Cycle and End Date as applicable.

## **Tables**

### **Data Element Table**

The transactions in this release add definitions for new EDB elements 0772 (Final Pay Cycle) and 0773 (Final Pay Date). Transactions to update this table for both **Test** and **Production** have been made available as part of this release.

### **System Message Table**

Messages to support the new Final Pay processes must be applied to the System Message Table. The transactions to update this table for both **Test** and **Production** have been made available as part of this release.

### **Test Plan**

A complete test plan is provided with this release. Campuses are encouraged to use the base system test materials, as well as performing any other desired local tests.

### **Installation Instructions**

Installation instructions are provided in a separate document.

### **Timing of Installation**

This release is Urgent for those campuses requiring a Final Pay compute process at the close of June.

As usual, campuses are encouraged to install this release in as timely a fashion as possible and in the normal numeric sequence.

Please address questions or comments via electronic mail to [Jim.Tuohig@ucop.edu](mailto:Jim.Tuohig@ucop.edu) or call (510) 987-0741.

Jim Tuohig

cc: Jerry Wilcox