

Release 1492
Service Request 14876
Final Pay Compute

Test Plan

5/30/03

Information Systems & Computing
Office of the President
University of California

Time Rosters

Verification

Output reports (SYSOUT) for all jobs are provided for verification in the REPORTS dataset. It is important to verify all reports especially those involving reconciliation between Job steps. Additionally, sequential files and/or downloaded DB2 tables are available for machine verification where noted in the Instructions. This testing should be performed in an Online environment as per Step 8 & 9, below.

Job Run Instructions

1. LOADCTL. Load the test version of the DB2 CTL.
2. LOADEDDBA. Load the first test version of the DB2 EDB.
3. LOADPCDA. Load the first test version of the tables PCR, BSR, and HCR on the DB2 PCD and tables THF, TTC, TIM on the DB2 THF.
4. LOADPAR. Load the test version of the DB2 PAR.
5. RUN250. This job prints selected EDB records and may be used to verify EDB input values prior to the Time Roster creation run below. This job identified as RUN250A in REPORTS.
6. YMROSTER. This job runs a Final Pay cycle initiation (PPP340) using Pay Cycle “YM” which simulates a Monthly “MO” cycle compute for employees with employment ending on 6/30/03. An online Time Roster creation (PPP320) is then executed. Note that PPP320 updates the EDB for “Final Pay” cycles and an Employee Change File (ECF) is produced. The batch SPUFI step lists the TIM Table entries created by the process; these entries should be verified on the local run. Also note that for Final Pay cycles, PPP300 is not executed.

The following sequential files are provided for comparison:

JCL Dataset	Output Program
XPPIYM	PPP340
XCHG32YM	PPP320

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7. MOROSTER. This job runs the normal monthly (MO) cycle ending on 6/30/03 which is associated with the Final Pay cycle roster process in the previous step. Note that the normal cycles are processed, PPP320 does not update the EDB and does not create an ECF. The batch SPUFI step lists the TIM Table entries created by this process; these entries should be verified on the local run.

The following sequential files are provided for comparison:

JCL Dataset	Output Program
XPPIMO	PPP340
XTIME1MO	PPP300

Note that because employee 777555031 has employment which ends on 6/30/03 and is MO paid, he/she has been selected for the Final Pay cycle online Time roster. This person is therefore, excluded from the PPP300 time roster (his/her normal Time Report Code) created during the normal MO roster creation.

8. Logon to the online environment and from the main menu, go to the Department Time Collection function "IDTC". On the upper portion of the IDTC screen, enter Pay End: 063003, Pay Cycle: YM, Roster: S, Home Department Code: 804918 and press ENTER.
9. When the EDHC screen appears, the sub-heading on the right hand side of the Home Department should display "**FINAL PAY* MO 06/30/03". All other elements of the screen should appear as normal.

Daily Time File Update (PPP330).

Verification

Output reports (SYSOUT) for all jobs are provided for verification in the REPORTS dataset. It is important to verify all reports especially those involving reconciliation between Job steps. Additionally, sequential files and/or downloaded DB2 tables are available for machine verification where noted in the Instructions.

This set of jobs represents the same group of EDB employees as the rosters created in the first set of jobs, However, certain EDB employment extensions and final pay Rush Checks have been applied. Additionally, time has been entered on the online time rosters (YM & MO). It is the job

of PPP330 to determine what changes have taken place and subsequently remove (or add) these employees from the Final Pay time roster so that they may be handled in the normal MO compute process (as long as neither their normal cycle nor the Final Pay cycle has been run).

Job Run Instructions

1. LOADEDDBB. Load the second test version of the DB2 EDB.
2. LOADPCDB. Load the second test version of the tables PCR, BSR, and HCR on the DB2 PCD and tables THF, TTC, TIM on the DB2 THF.
3. RUN250. This job prints selected EDB records and may be used to verify EDB input values prior to the run of PPP330. This job identified as RUN250B in REPORTS.
4. DAILY. This job runs PPP330 to apply EDB changes to the online Time Table (i.e., online roster). Note that PPP330, as of this release, updates the EDB for “Final Pay” conditions and an Employee Change File (ECF) will always be produced. The batch SPUFI step lists the TIM Table entries updated by the process; these entries should be verified on the local run.
5. Logon to the online environment and from the main menu, go to the Department Time Collection function “IDTC”. On the upper portion of the IDTC screen, enter Pay End: 063003, Pay Cycle: YM, Roster: S, Home Department Code: 804918 and press ENTER.
6. When the EDHC screen appears, scroll forward and locate employee 000050011. For this employee (on the original YM time roster), employment on the EDB has been extended and since neither the Final Pay compute nor the normal MO compute has been run, the entry displays “BLOCKED” because this employee has been moved to normal processing on the MO Pay Cycle (i.e., you will now find this employee on the normal MO Time Roster).
7. Back out to the IDTC screen and enter Home Department: 845001 and press ENTER.
8. When the EDHC screen appears, scroll forward and locate employee 000050023. For this employee (on the original YM time roster), a Final Pay Rush Check has been entered with a Final Pay Date of 6/1/03 (edited). Thus, the entry displays “BLOCKED” and the employee will not be added to the MO Time Roster. Since neither the Final Pay compute nor the normal MO compute has been run, the employee will be removed to minimal normal cycle processing on the MO Compute (i.e., TX/TE/AU pay will be blocked, the Leave Period will be closed, and normal cycle fixed deductions will not be generated).

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Refer to PPP4401 PAR report (both YM and MO) for this employee as to be issued in the next series of jobs.

Note that a download of the TIM, TTC, PCR, and THF captured after run of PPP330 is available as dataset: UDB2PCDC.

Run Final Pay (cycle “YM”) Compute

Verification

Output reports (SYSOUT) for all jobs are provided for verification in the REPORTS dataset. It is important to verify all reports especially those involving reconciliation between Job steps. Additionally, sequential files and/or downloaded DB2 tables are available for machine verification where noted in the Instructions.

This set of jobs represents the same group of EDB employees as per the last set of jobs for the “Daily Time File Update”. All EDB and other file values remain as per the prior set of job results. Therefore, no file loads are necessary.

Job Run Instructions

1. YMCOMPTE. This job runs the Final Pay YM Compute Process (MO Simulated Cycle with 06/30/03 End Date). A PAR listing (PPP440) is among the output provided.
2. The following sequential files are provided for comparison:

JCL Dataset	Output Program
XPIAYM	PPP350
XCPAYM	PPP380
XCHG39YM	PPP390
XPAR39YM	PPP390
XCOM39YM	PPP390
XFNPARYM	PPP400
XCHG40YM	PPP400
XCHG41YM	PPP410
XRECONYM	PPP420
XFNPARYM	PPP420
NACHAZYM	PPP430

3. RUN250 - This job prints selected EDB records and may be used to verify EDB values after the YM compute update. This job identified as RUN250C in REPORTS
4. Note the following PAR report PPP4401 employees:
 - a. 000050027 – This employee was selected for the Final Pay cycle and the cycle behaved as though this were the employee’s normal MO pay cycle. That is, a Time Roster “exception” TE entry was entered which specified 100% with 10 Hours of TRM (terminal vacation pay). The current 06/30/03 Leave Accrual Period was closed and the employee accrued appropriate vacation/sick hours. Also, normal cycle fixed deductions were developed for the employee as though this was his normal cycle. The Final Pay Status (only displayed on the PPP4401 when non-blank) is shown under the OASDI Gross as “FPS: F” indicating “final pay”. Because this acted as final pay, the Final Pay Check Disposition Override value contained in CPWSXIC2 (i.e., “2” in UCOP base) was applied to the payment so the paper check was routed to the Home Department.
 - b. 000050002 – This employee was selected for the Final Pay cycle (i.e., all University employment ended on 06/30/03) and the cycle behaved as though this was the employee’s normal MO pay cycle. That is, since no “exception” (TE) pay was entered on the YM Time Roster for the individual, automatic (AU) salaried pay was issued based on the Distribution 11 End Date of 6/30/03 at 50% Time. Note that the current 06/30/03 Leave Accrual Period was closed and the employee accrued appropriate vacation/sick hours. Also, normal cycle fixed deductions were developed for the employee as though this was his normal cycle. The Final Pay Status (only displayed on the PPP4401 when non-blank) is shown under the OASDI Gross as “FPS: F” which indicates “final Pay” through this compute process. Even though this acted as final pay, a standard Check Disposition Override was entered for the payment for the individual so the Pay Disposition on the PAR indicates “0” so the paper check routed to the Payroll Office (rather than being routed to Pay Disposition indicated for Final Pay). That is, the standard Check Disposition Override (Disposition “0”) takes precedence over the Final Pay Disposition Override (Disposition “2”; CPWSXIC2).
 - c. 000050023 – This employee has a Separation Date of 06/30/03 but received a Final Pay Rush check on 06/30/03 (edited). Therefore, any Current Activity PAR record created during an “off” cycle will be treated like a Special “XX” pay cycle as per the Final Pay Status for this employee (i.e., “FPS: X”).

Run Normal Monthly (“MO”) Compute

Verification

Output reports (SYSOUT) for all jobs are provided for verification in the REPORTS dataset. It is important to verify all reports especially those involving reconciliation between Job steps. Additionally, sequential files and/or downloaded DB2 tables are available for machine verification where noted in the Instructions.

This set of jobs represents the same group of EDB employees as per the last set of jobs for the Final Pay Compute. All EDB and other file values remain as per the prior set of job results. Therefore, no file loads are necessary.

Job Run Instructions

1. MOCOMPTE. This job runs the standard MO Compute Process for 06/30/03 End Date. A PAR listing (PPP440) is among the output provided.
2. The following sequential files are provided for comparison:

JCL Dataset	Output Program
XPIAMO	PPP350
XCPAMO	PPP380
XCHG39MO	PPP390
XPAR39MO	PPP390
XCOM39MO	PPP390
XFNPARMO	PPP400
XCHG40MO	PPP400
XCHG41MO	PPP410
XRECONMO	PPP420
XFNPARMO	PPP420
NACHAZMO	PPP430

3. RUN250 - This job prints selected EDB records and may be used to verify EDB values after the MO compute update. This job identified as RUN250D in REPORTS.
4. Note the following PAR report PPP4401 employees:

- a. 000050002 – This employee was selected for the Final Pay cycle (i.e., all University employment ended on 06/30/03), and was fully processed and paid by the YM cycle as though this were the employee’s normal MO pay cycle. Therefore, this employee is bypassed during the standard MO pay cycle.
 - b. 000050023 – This employee has a Separation Date of 06/30/03 but received a Final Pay Rush check on 06/30/03 (edited) prior to the Final Pay and the normal MO cycle being run. Therefore, all current TX/TE/ and automatic pay will be blocked during the employee’s normal cycle but other normal cycle functions such as closing the Leave Accrual Period are performed. Fixed normal deductions are not developed (it is assumed that the final pay Rush Check took all applicable fixed deductions. The Final Pay Status for this employee is “B” (i.e., “FPS: B”).
5. Use a PPP250 report or the “ELEM” screen to select any employee on the EDB with a blank Final Pay Indicator (DE 0771, PPPPAY table). Proceed to the “SPCL” function from the Main Menu.
 6. Enter OPT1 as the Next Function, enter the selected Employee ID and press ENTER.
 7. When the PPRC100 screen is presented, enter “Y” as the Final Pay Indicator and press F11 (NextFunc).
 8. When the PPRC110 screen is presented, enter one or more payment distributions and press F5 (update). The PPRC120 screen will be presented so that an E-mail text may be issued to the responsible department representative. Complete the Rush Check update and examine the printed PAR facsimile report, PPRCAUDT1 and note that the literal “<FINAL>” is displayed under the OASDI Gross.
 9. Re-examine the employee’s EDB record (via PPP250 or the “ELEM” screen). The Final Pay Indicator (DE 0771) should equal “Y”, the Final Pay Cycle (DE 0772) should equal the employee’s Primary Pay Schedule, and the Final Pay Date (DE 0773) should equal the current date. The automatic update of these three elements will allow subsequent compute cycles within the range of the Rush Check Date to bypass additional current pay issuance.