

**Release 1498**

**Service Request 80487  
CX One-Time Lump Sum Payment**

**INSTALLATION INSTRUCTIONS**

June 19, 2003  
07:30 AM

Information Systems & Computing  
Office of the President  
University of California

## Installation Instructions

This document provides installation instructions for this release. Review these instructions carefully before proceeding with installation.

1. Install the one-time bind member listed in the following table.

Bind Member	Done?
PPOT1498	

2. Program Preparation

Note: At UCOP, all COBOL programs pass through the DB2 pre-compiler, whether or not the program contains embedded SQL, to resolve INCLUDE references. Your site may have different requirements.

Note: "DUAL" programs must be compiled twice and linked into batch and online libraries ("LOADLIB" and "OLOADLIB" respectively), and DUAL-ONLINE programs must be compiled once only and linked into the online library. "CICS" programs must be CICS pre-compiled and compiled once and linked into OLOADLIB. "BATCH" programs must be compiled once and linked into the batch LOADLIB only.

- a) Install, compile, and link the *one-time* program listed in Table 1

Program Name	DB2?	Compile	Package Bind?	Done?
PPOT1498	Yes	Batch	No	

**Table 1**

3. Bind Plan listed in Table 2:

Plan Name	Done?
PPOT1498	

**Table 2**

4. Testing

Perform installation verification testing as described in the Test Plan.

Perform any desired additional campus testing.

5. Production JCL - PPOT1498

Create production JCL using the test JCL provided with this release as a model.

Sample JCL is in PDS PAYDIST.R1498.JCL.

6. Install One-time program PPOT1498 and bind member PPOT1498 into production.
7. Eligibility Roster File for input to one-time PPOT1498 in step 8.

Obtain the appropriate 2003 CUE Eligibility File on the ftp server at UCOP. Each campus should obtain the file via ftp with the name of FTPUSRn.GET.CUEELIG.Y2003 where n is your campus Location Code. For example, Berkeley should obtain the 2003 CUE Eligibility File with a dataset name of FTPUSR1.GET.CUEELIG.Y2003.

The record length of the fixed length file is LRECL=80

8. Run PPOT1498 in production and apply all payment transaction output files to their respective Pay Cycle for Payroll Compute processing.

One-time program PPOT1498 produces four output Payroll Compute transaction files (MO, MA, BW, and SM). The Batch Number required on the pay transaction batch header record of each of these four output transaction files is taken from the one-time specification record. Thus, the appropriate batch number must be entered in *columns 14 through 16* on the one-time PPOT1498 Input Specification record as well as the required default FAU in *columns 19 through 48*.

*In order that all eligible employees receive the CX lump payments at or close to the same time, it is strongly encouraged that campuses process the FT pay transactions in the compute with a normal pay cycle check date closest to the end of July. That is, the MO pay cycle would have a check date of August 1, 2003, BW pay cycle would have a check date of July 30, 2003, MA pay cycle would have a check date of August 7 (South) or August 8, 2003 (North), and SM pay cycle would have a check date of August 8, 2003. However, those campuses who are paying the CX lump sum as separate checks to the eligible employees, the checks should be dated in the same range (July 28, 2003 through August 8, 2003). Thus, if campuses follow the same schedule per above, employees should receive their payment at the same time as all employees on that same pay schedule at all other locations.*

**Special note on Action Code value for costing transactions:**

PPOT1498 produces costing transactions for the CX lump sum payments it generates. These costing transactions carry an Action Code value of '32'. This is the same value generated by program PPP930. This value is chosen because it is associated by the costing process with *one-time payments*.

Campuses are urged to review their Costing - Designated Funds Tables (Table 18 - CST) to determine whether this Action Code has the appropriate attributes for the costing of the CX lump sum payments. Major issues in determining whether these attributes are appropriate are:

- Is the Action Code set for 'report only' or is actual costing performed?
- Is the description acceptable for this process?
- If actual costing is to be performed, is the appropriation FAU correct?

If the attributes are not appropriate, the campus has the following option:

- Override the Action Code value with some other appropriate value by coding that value in *columns 17 through 18* on the PPOT1498 Input Specification record.

This option requires that you have already or will be adding records to the CST table to handle the costing of these payments and that the Action Code cited on those records will be recognized by

the costing programs as one which is identified with one-time payments. This, in turn, implies that local changes to the costing programs have been made.

9. The following output files listed reflect the destination of PPOT1498 output files:

<b>DD Name</b>	<b>Destination</b>
FTPAYMO, FTPAYMA, FTPAYBW, FTPAYSM	Lump sum payment compute transactions for input to the Payroll Compute process (PPP350) associated with the pay cycle suffix of the DDNAME. If you are a Bi-weekly campus, the Semi-Monthly file, FTPAYSM may be discarded. Note that each FT transaction file record contains a LRECL of 120 and is applicable to the "PAYTRANS" input DD Name when processed into program PPP350.
FTCOSTFL	Costing transactions for 1% lump sum ("FT") payments for input to the Costing Process (PPP960).