

**Release 1515**

**Service Request 80580  
Unit 18 (IX) Wage Settlement 2003**

**INSTALLATION INSTRUCTIONS**

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Enterprise IT Services  
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?
PPOT1515	

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?
PPOT1515	Yes	Batch	No	

**Table 1**

3. Bind Plan listed in Table 2:

Plan Name	Done?
PPOT1515	

**Table 2**

4. Testing

Perform installation verification testing as described in the Test Plan.

Perform any desired additional campus testing.

5. Install One-time program PPOT1515 and bind member PPOT1515 into production.
6. Eligibility Roster File for input to one-time PPOT1515 in step 8.

*Campuses will be notified via Pay-L note of the availability of the Eligibility Roster File.*

When available, obtain the appropriate 2003 Unit 18 (IX) Wage Settlement Eligibility File on the ftp server at UCOP. Each campus should obtain the file via ftp with the name of FTPUSRn.GET.IXELIG.Y2003 where n is your campus Location Code. For example, Berkeley should obtain the 2003 IX Eligibility File with a dataset name of FTPUSR1.GET.IXELIG.Y2003.

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

7. Production JCL - PPOT1515

Create production JCL using the test JCL provided with this release as a model. Sample JCL is in PDS PAYDIST.R1515.JCL.

The 1<sup>st</sup> step (utility sort) of this job sorts multiple sequential input PARs into the full PAR necessary for the run. ***PAR earnings records containing Pay Period End Dates from October 2000 through September 2001, October 2001 through September 2002, and October 2003 through June 2003 are required.***

8. Run PPOT1515 in production and apply all payment transaction output files to their respective Pay Cycle for Payroll Compute processing.

One-time program PPOT1515 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 coded in one-time program. If Batch Header ID Number of '599' is not appropriate, change the Batch Header ID Number located in **0100-INITIALIZATION** section of the one-time program.

***Campuses must process the appropriate RA Transaction files according to local schedules and practice, and issue payments not later than November 2, 2003.***

Four copies each of the OT15151 report must be provided. One copy should go to the campus **Academic Personnel Office**, one copy should go to the campus **Central Office**, one copy should be delivered to **OP Labor Relations** at UCOP, and one copy should be delivered to the **AFT** (American Federation of Teachers) union. The number of copies of the one-time report can be requested via the JCL.

The Electronic Report file produced by execution of the one-time program associated with this release should be delivered to UCOP via ftp not later than **November 17, 2003**. The file is to be delivered to your normal campus ftp "dropbox" account, using the dataset name

FTPUSRn.PUT.IXRETRO.Y2003, where 'n' is the one-byte campus ID.

The LRECL for this file is 105, and it will be the campus' responsibility to properly allocate space for this dataset during the ftp transfer.

9. The following output files listed reflect the destination of PPOT1515 output files:

DD Name	Destination
RAPAYMO, RAPAYMA, RAPAYBW, RAPAYSM	Retroactive 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,

<b>DD Name</b>	<b>Destination</b>
	FTPAYSM may be discarded. Note that each RA transaction file record contains a LRECL of 120 and is applicable to the "PAYTRANS" input DD Name when processed into program PPP350.  Retroactive payments must be paid to the employees not later than <i>November 2, 2003</i> .
POT1515E	Electronic Report File to be delivered to UCOP not later than <i>November 17, 2003</i> .