

Release 1523

**Service Request 80461
Establish End Date and Annual Amount for
DepCare**

Detail Design

Document Number SR 80461 detail.doc
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10/02/2003

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Introduction

Human Resources and Benefits have requested the addition of an Annual Amount and End Date for the Dependent Care Assistance Program. As part of administering the program, the end date is needed for mid year termination of enrollment when an employee goes on any unpaid leave. No Claims can be submitted for expenses incurred after the End Date. A new period of initial eligibility (PIE) is established when the employee returns from leave. Re-enrollment must be completed via a "paper" form. The end date will also be used for de-enrollment in the DepCare program for employees who separate from the university or for employees whose benefit eligibility changes. The new Annual Amount is to be added to the interface file passed to an outside vendor, SHPS, which manages the DepCare program.

This service request asks that the following changes be made:

1. A new EDB data element will be established to carry the termination date of the agreement. The GTN U balance will be established to store the annual amount for the enrollment.
2. CICS, HELP Screen and Web on-line screens will be modified to allow entry and display of the new DepCare data elements with appropriate modifications to the on-line help screen.
3. EDB Explicit Maintenance will be modified to allow the update of the new DepCare data and to perform the required edits on that data.
4. EDB Implied Maintenance will be modified to establish a DepCare Termination Date at the time a separation occurs (any change to the separation date).
5. The EDB Daily Maintenance process that accepts transactions from the Web/IVR applications will be modified to accept transactions to update the new data elements.
6. The EDB Monthly Maintenance process will be modified to clear out the DepCare deduction when the Termination Date has been achieved.
7. EDB Calendar Year End Maintenance will be modified to initialize the new DepCare data elements.
8. The CICS and Web PAN formats will be modified to display the new DepCare data.
9. The IDOC will be modified to display the new DepCare data.
10. The Compute process will be modified to identify employees who are on leave without pay and have insufficient earnings to take the DepCare deduction. When this occurs, a DepCare Termination Date will be established.
11. Interface files will be modified to include the new DepCare data on the Web/IVR interface files, the CPS/BCS interface file and the SHPS file.
12. A one-time program is required to populate the Annual Amount for employees who are currently enrolled in DepCare and do not already have an Annual Amount.
13. Forms may need to be developed to capture information for input to PPS. UCOP Benefits will coordinate forms development.

Differences from Requirements

3.3.3 On-line Help

The Format on the Help Screen for the Annual Amount will be changed from nnnnnnn.nn to nnnnn since the amount is in whole dollars. In addition, the same change made will be made to the HCRA Annual Amount Format Help Screen.

3.4.1 Edits

The current version of the edit process de-enrolls an employee from DepCare by updating the monthly balance and the effective date to initial values if the BELI is greater than 4. It then displays a DATA-OVR message, "DEPCARE ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY", on the consistency edit screen. This prevents enrollment for an employee with a BELI greater than 4 and de-enrolls an employee if their BELI changes to a value greater than 4 due to separation or due to a manual change to the BELI.

During the analysis of the requirements, it was determined that two changes to the process above are needed since there is now a termination date associated with the program. The monthly maintenance process will use this date to determine when de-enrollment is to be performed. Therefore, the de-enrollment needs to be removed from the edit process.

1. If the BELI is changed to a value greater than 4 and it is **not** due to a separation, the DepCare Termination Date will be updated instead of de-enrolling the employee. The termination date will be the last day of the month following the month of today's date. If the year of this derived date is later than the current calendar year, the derived date will be set to December 31 of the current calendar year. This derived date will be used to update the Termination Date if the Termination Date is equal to initial values or if it is greater than the derived date.
2. An additional edit is required to ensure that an employee with a BELI greater than 4 and who is not currently enrolled in the program is prevented from enrolling. The same error message used currently, DEPCARE ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY, described above can still be used. However, since there will be no automatic update of the monthly balance, the message severity must be changed to EMP-REJ in order to prevent an update to the data.

3.6 EDB Periodic Maintenance - Monthly

Implied maintenance is performed during Monthly Periodic Maintenance for Separations. One of the updates which occurs is the de-enrollment once the separation has been achieved (Separation Date is less than the first day of the current month). Since this de-enrollment will now take place in a new program based upon the Termination Date, this function needs to be removed from the separations maintenance process.

Overview of PPS Modifications

Two new elements will be established on the EDB; one for the Annual Amount (GTN 335 U Balance) and one for a Termination Date (EDB 0315 on PPPBEN) of the agreement. CICS, HELP screens, Implied Maintenance, Explicit Maintenance, Daily Maintenance, Monthly Maintenance and Yearly Maintenance will be modified to maintain these two new elements of data. Other functions requiring modifications are the IDOC and PAN documents, Web Inquiry, Pay Compute and Interfaces to Web/IVR, CPS/BCS and SHPS.

New Elements:

DepCare Annual Amount – The DepCare Annual Amount is established on the SHPS file but is not populated. It does not contain a value unless the enrollment was established through the Web Application. Modifications will be made to ensure that it is populated and included on all interfaces.

DepCare Termination Date – The DepCare Termination Date will record the end date of the agreement. It is the last day for which claims can be made against the DepCare Account. The termination date will normally be initial values. When the agreement is terminated prior to the end of the calendar year, the termination date is recorded.

On-line Screens:

The DepCare Annual Amount and Termination Date will be added to the ERET screen right above the line that contains the field label “HCRA Annual”. The field labels will read, “DepCare Annual:”, “Monthly:”, “Eff Date:” and “Term Date:”. Corresponding space will be provided to the right of each field label for displaying the value of each data element. To make space for these new and existing fields, the field labels “DCP Plan Code” and corresponding display will be moved to the line above. Both data elements will be available for update on this screen.

On-line Help:

On-line field-level help for the new data elements, “DepCare Annual Amount” and “DepCare Termination Date” will be made available. Wording for that help is shown below:

<p>EDB6335U GTN DEPCARE Annual Amount</p> <p>Description: The annual amount elected by the employee to be deducted in a plan year for DepCare Account salary reduction plan.</p> <p>Format: nnnnn Code Translation: N/A</p>

Depcare Termination Date
"DEPCARE ACCOUNT TERMINATION DATE"
The date on which the Dependent Care Account agreement ends for the employee. Claims may not be made for expenses incurred after this date.
MM/DD/YY - Inquiry Only; MMDDYY - Entry/Update
N/A

No changes are required to screen-level help

Edits:

1. Edits will be established to ensure that the DepCare Annual Amount is within the minimum and maximum allowed by federal regulations (\$180.00 - \$5,000.00). These edits will be triggered by a change to the DepCare Annual Amount (GTN 335 U Balance). If the amount is not within this range the update will be blocked and a reject error message will be issued.
2. An edit will be established to ensure that the DepCare Annual Amount is not zero when there is a DepCare Monthly Amount. This edit will be triggered by a change to the DepCare Annual Amount or DepCare Monthly Amount. If the DepCare Annual Amount (6335U) is zero, and the DepCare Monthly Amount (6335G) is not zero, the update will be blocked and an error message will be issued.
3. An edit will be established to ensure that the DepCare Termination Date is not prior to the DepCare Effective Date. The edit will be triggered by a change to the DepCare Termination Date or DepCare Effective Date. If the date is prior to the effective date, the update will be blocked and an error message issued.
4. If the BELI is changed to a value greater than 4 and it is **not** due to a separation, the Termination date will be updated instead of de-enrolling the . The termination date will be the last day of the month following the month of today's date. If the year of this derived date is later than the current calendar year, the derived date will be set to December 31 of the current calendar year. This derived date will be used to update the Termination Date if the Termination Date is equal to initial values or if it is greater than the derived date.
5. An edit will be established to ensure that an employee with a BELI greater than 4 and who is not currently enrolled in the program is prevented from enrolling. An existing error message used currently, INELIGIBLE FOR DEPCARE DUE TO BELI, can still be used. However, since there will be no automatic update of the monthly balance, the message severity must be changed from DATA-OVR to EMP-REJ in order to prevent an update to the data.

Implied Maintenance:

Separation from the University for any reason (including retirement) or on any leave without pay terminates the DepCare agreement. The system will establish a DepCare Termination Date (DE 0315) when the employee separates. This derivation will be triggered whenever there is a change to the Separation Date (EDB 0140) and the employee is currently enrolled in DepCare (DepCare Annual Amount is greater than zero). The DepCare Termination Date will be set as follows:

It will be set equal to the last day of the month following the month of the Separation Date, except in the following cases:

- There is an existing DepCare Termination Date that is prior to that date; in that case the existing date will be retained.
- The end date would be in a calendar year later than the year of the DepCare agreement; in that case, the DepCare Termination Date will be set equal to the last day of the calendar year (i.e. 12/31).

Monthly Periodic Maintenance:

1. The EDB monthly maintenance process will be modified to initialize the DepCare data elements when the DepCare Termination Date has been achieved. If the DepCare Termination Date is prior to the month being started by EDB Monthly Maintenance, the DepCare deduction amount (EDB 6335G) and the DepCare Effective Date (EDB 7335E) will be set to initial values.
2. The EDB monthly maintenance process will be modified to establish a DepCare Termination Date when it establishes a Separation Date due to I-4 separation. The DepCare Termination Date will be set equal to the Separation Date.
3. Implied maintenance is performed during Monthly Periodic Maintenance for Separations. One of the updates which occurs is the DepCare de-enrollment once the separation has been achieved (Separation Date is less than the first day of the current month). Since this de-enrollment will now take place in a new program based upon the Termination Date, this function will to be removed from the Separations maintenance process.

Yearly Periodic Maintenance:

DepCare agreements expire at the end of the plan year (December 31) and must be renewed through a positive enrollment. At year's end, the current year's agreements must be removed prior to the recording of the upcoming year's agreements. The DepCare Annual Amount and the DepCare Termination Date will be added to the list of items initialized at the end of the year.

Post Authorization Notification (PAN):

1. A change to the DepCare Annual Amount, effective date or Termination Date will trigger the Benefits (BENE) PAN event. This is in addition to those updates that already trigger a PAN.
2. The new data element, "DepCare Annual Amount" will be added to the Benefits section of the CICS PAN page just above the line displaying the field label, "Health Care Reimbursement Account-Annual Amt:". The field labels will appear to the right of the label, "Dependent Care Account" and will read, "Annual Amt:" and "Monthly Amt:". Corresponding space will be provided to the right of the field labels for displaying the contents of the field.
3. The new data elements, "DepCare Annual Amount" and "DepCare Termination Date" will be added to the Benefits section of the Web PAN. The field labels will appear to the right of the label, "DepCare Reimbursement Account" and will read, "Annual Amt:", "Monthly Amount:", "Eff Date:" and "Term Date:". Corresponding space will be provided to the right of each field label for displaying the contents of each field.

Employee Documents (IDOC):

The following wording just below the label "Dependent Care Assistance Program", "You have signed up for a \$_____ annual amount" will be inserted.

Compute:

The Compute will be modified to recognize an employee who is on leave without pay and has insufficient earnings to take the DepCare deduction. In this case, the employee's DepCare agreement will be terminated, and any temporary suspense that is created will be cleared out. Below is the criteria for which this termination will occur.

- The employee has a DepCare deduction (EDB 6335G not = zero)
- The Employment Status (EDB 0144) is "N" (Leave Without Pay)
- There are insufficient funds for the deduction

The DepCare Termination Date will be set equal to the last day of the month of the compute's Pay Period End Date. For example, if the Pay period End Date is 11/02/03, the DepCare Termination Date will be set to 11/30/03; if the Pay Period End Date is 10/31/03, the DepCare Termination Date will be set to 10/31/03.

Interface Files:

1. The Web/IVR history file and interface file will be modified to include the new DepCare data. The annual amount and termination date will be added to the employee record.
2. The new DepCare data elements will be added to the employee record of the monthly Corporate Personnel System (CPS) and Benefits Counseling System (BCS) interface file. If the DepCare Annual is zero, the field will contain zero on the file. The termination date will be written to the file in the format YYMMDD.
3. For the SHPS file, the space is already available for the new data, Annual Amount and Termination Date. The interface program must be modified to populate the Termination Date. The Annual Amount is already populated if it contains a value.

One-time Program:

Due to the mid-year implementation of this service request, a one-time program is required to ensure that the DepCare Annual Amount is populated for the employees who are currently enroll in the DepCare program. The DepCare Annual Amount will be populated as follow:

DepCare Deduction Amount (6335G) * Number of months enrolled** = DepCare Annual Amount
**Number of months enrolled is determined the DepCare Effective Date (EDB 7335E). A sample of the report produced by this one-time program can be seen as Attachment A to this document.

New One-Time Program

PPOT1523

Due to the mid-year implementation of this service request, a one-time program is required to ensure that the DepCare Annual Amount is populated for the employees who are currently enrolled in the DepCare program. The Annual Amount will be populated as follow:

DepCare Deduction Amount (6335G) * Number of months enrolled** = DepCare Annual Amount

**Number of months enrolled is determined by the DepCare Effective Date (BRS 7335E).

This one-time program will insert a calculated Annual Amount (GTN 335 U Balance on PPPDBL) only if it does not already exist. For many employees enrolled it does already exist. Currently, if the enrollment is performed on the Web, the Annual Amount is calculated and the Effective Date is generated as the last date of the month of the enrollment. The number of months enrolled starts counting with the month following the Effective Date. This one-time program will do the same. If the month of the effective date is 12, then 12 will be the **number of months**. Otherwise, the number of months will be 12 - the month of the effective date. The Annual Amount will be calculated by multiplying the Monthly Amount (GTN 335 G Balance) by the **number of months** and will default to the minimum/maximum if the amount calculated is outside of the range.

All employees enrolled in the DepCare program will appear on a report that will include the Monthly Amount (GTN 335 G Balance), the Annual Amount (GTN 335 U Balance) and the Effective Date (BRS 7335E). It will also indicate if this one-time program calculates the Annual Amount and if a default value is used.

An EDB Change File will be created for the inserted values.

PPOT1523 will use a Run Specification Record. No actual form will be issued, but the following format will be used.

cc 1-13	Program ID: it must be 'PPOT1523 -SPEC'
cc 14-19	Run Mode: it must be one of the two following values: 'REPORT' for report only mode, i.e. non-update mode - will produce the Change File 'UPDATE' for update mode - will produce the report and the Change File
cc 20-80	FILLER

See sample report as Attachment A to this document.

Programs

PPBENCHG

PPBENCHG is part of the standard PPS fetch complex for the PPPBEN table.

It will be modified to process the new column for DepCare Termination Date.

PPBENFET

PPBENFET is part of the standard PPS fetch complex for the PPPBEN table.

It will be modified to process the new column for DepCare Termination Date.

PPBENUPD

PPBENUPD is part of the standard PPS fetch complex for the PPPBEN table.

It will be modified to process the new column for DepCare Termination Date.

PPBENUTW

PPBENUTW is part of the standard PPS fetch complex for the PPPBEN table.

It will be modified to process the new column for DepCare Termination Date.

PPBENUT2

PPBENUT2 is part of the standard PPS fetch complex for the PPPBEN table.

It will be modified to process the new column for DepCare Termination Date.

PPDXBENI

PPDXBENI creates the Benefit text for the Employee Documents application. It will be modified to create a text line displaying the DepCare Annual Amount. See Attachment F, mockup of IDOC changes, in the requirement document *SR80461 Establish End Date and Annual Amount for DepCare*.

PPEA006

PPEA006 performs Separation updates during implied EDB Maintenance. It will be modified to set the DepCare Termination Date whenever there is a change to the Separation Date.

A termination date will be derived as the last day of the month following the month of separation. If the year of the derived date is later than the current calendar year, the derived date will be set to December 31 of the current year. If the DepCare Termination Date is equal to initial values or it is greater than the derived date, it will be updated to the derived date. Otherwise, the date will remain unchanged.

Note that the other DepCare data is not modified at this time.

PPEG335

PPEG335 is the Consistency Edit module, which enforces DepCare data consistency during EDB update.

If the employee's BELI Code is not 1, 2, 3 or 4, the employee may not enroll in DepCare (change to the monthly deduction, GTN 335 G Balance, from 0 to greater than 0). The messages for this error are 08-830 and 12-330. These messages will be changed to increase their level of severity in order to force EMP-REJ. The previous version of the program simply updated all DepCare data to initial values if the BELI Code was greater than 4 and displayed the

same message with an OVR-DATA severity. This needs to be changed to prevent a new enrollment when BELI is greater than 4.

If the BELI Code is greater than 4, not equal to '?' (Separated) and the monthly amount greater than 0, a termination date will be derived as the last day of the month following the current processing date. If the derived date is a later calendar year than the current date, the derived date will be set to December 31 of the current year. If the DepCare Termination Date is initial values or it is greater than the derived date, the DepCare Termination Date will be set to the derived date. Otherwise, the date will remain unchanged.

If the DepCare Annual Amount (GTN 335 U Balance) is less than the minimum defined by System Parameter 096 (\$180 initially), the update will be rejected, i.e. the prior EDB DepCare data will be restored, and the new messages 08-350 and 12-350 will be issued.

If the DepCare Annual Amount (GTN 335 U Balance) is greater than the maximum defined by System Parameter 097 (\$5000 initially), the update will be rejected, i.e. the prior EDB DepCare data will be restored, and the new messages 08-600 and 12-600 will be issued.

If the DepCare Annual Amount (GTN 335 U Balance) is zero and the DepCare Monthly Amount (GTN 335 G Balance) is greater than zero, the update will be rejected, i.e. the prior EDB DepCare data will be restored, and the new messages 08-601 and 12-601 will be issued.

If the DepCare Termination Date is prior to the DepCare Effective Date, the update will be rejected, i.e. the prior EDB DepCare data will be restored, and the new messages 08-603 and 12-603 will be issued.

The original requirements stated that a DepCare Termination Date could not be later than the Separation Date. This requirement will be dropped because of a possible conflict with another requirement to update the Termination Date at the time of Separation.

Note: There will be no edit to ensure consistency between the **monthly** and the **annual** amounts. They each may be any value as long as the **annual** amount falls within the maximum and minimum range set by the entries in the PPPPRM table.

PPEM107

PPEM107 performs I4 Separation implied maintenance during Monthly Periodic Maintenance. It will be modified to set the DepCare Termination Date equal to the Separation Date during I4 Separation. This is equal to the SCR process date.

Note that the other DepCare data is not modified at this time.

PPEM140

PPEM140 performs implied maintenance during Monthly Periodic Maintenance for Separations.

It initializes the DepCare data once a separation has been achieved (Separation Date is less than the first day of the current month). This function will be removed from this program since it will now take place in a new program, PPEM335, which will process during Monthly Periodic Maintenance. The update function in PPEM335 to the DepCare data will occur when the DepCare Termination Date has been achieved.

PPEM335 (new)

A new Implied Maintenance module will enforce DepCare termination during Periodic EDB Maintenance.

PPEM335 will be added to Program 13 on the Processing Group Table, and will run unconditionally during Monthly Periodic Maintenance.

If the employee's DepCare Termination Date is prior to the month being started, the following data elements will be initialized and audited:

- DepCare Monthly Amount (GTN 335 G Balance)
- DepCare Effective Date(GTN 335 BRSC Effective Date)

PPEY335

PPEY335 performs Implied Yearly Maintenance to de-enroll DepCare.

The following additional data elements will be initialized and audited for every employee:

- DepCare Annual Amount (GTN 335 U Balance)
- DepCare Termination Date (EDB 0315)

PPIIVR

PPIIVR performs the EDB extract for IVR processing. PPIIVR will be modified to select the DepCare Annual Amount (GTN 335 U Balance) from the PPPDBL table and the DepCare Termination Date from the PPPBEN table and move them to the employee record.

See copymember CPWSIVRE for the location of the new fields. Also, see Attachment G, record layout changes, in the requirements document *SR80461 Establish End Date and Annual Amount for DepCare*.

PPNETDTK

PPNETDTK is called during the Compute to calculate deductions to be taken.

It will be modified to terminate an employee's DepCare agreement instead of suspending the deduction if the employee is on leave without pay for any reason and there is not sufficient net pay to take the DepCare deduction. The DepCare Termination Date derived will be the last day of the month of the pay period end date.

Copymember CPLNKNET will require modification to include the new DepCare Termination Date.

PPNTBENE

PPNTBENE creates the Benefit text for both the CICS and Web PAN applications.

It will be modified to add the DepCare Annual Amount to the DepCare text line in the CICS PAN text data array.

It will be modified to add the DepCare Annual Amount and the DepCare Termination Date to the Web PAN data array.

See Attachments D and E in the requirements document *SR80461 Establish End Date and Annual Amount for DepCare*.

PPNTTRG

PPNTTRG determines whether any update events have occurred that will cause a PAN to be issued.

The program will be modified to include updates to any of the following 3 elements as qualifying events.

- DepCare Termination Date (DE 0315)
- DepCare Annual Amount (GTN 335 U Balance)
- DepCare Effective Date(GTN 335 BRSC Effective Date)

PPP400

PPP400 is a main driver program for the Compute process.

It will be modified to handle the new DepCare Termination Date. The date will be passed through the linkage defined by copymember CPLNKNET. The modified program PPNETDTK will update this new field in the linkage area.

Copymember CPLNKNET will require modification to include the additional information.

PPP466

PPP466 creates the file that is sent to SHPS which administers the DepCare agreement.

The program will be modified to select the DepCare Termination Date (EDB 0315) from PPPBEN and move to the SHPS file. Space on the file layout is already available for this date. The Annual Amount is already included on the file. If the date is initial values, it will be all zeros on the file.

PPP711

PPP711 creates the CPS/BCS Employee File.

It will be modified to add the DepCare Annual Amount and DepCare Termination Date to the Employee Record.

The DepCare Annual Amount (GTN 335 U Balance) will be moved to the DepCare Annual Amount field. If it is zero, zero will be moved to the field.

The DepCare Termination Date (DE 0315 on PPPBEN) will be moved to the DepCare Termination Date field. The date will be written in the YYMMDD format and if the date is initial value, '000000' will be moved to the field.

See copymember CPWSXECP for the location of the new fields. Also, see Attachment H of the requirements document *SR80461 Establish End Date and Annual Amount for DepCare*.

PPWERET

PPWERET is the screen processor for the online EDB Update function ERET.

PPWERET, and its associated map, PPERET0, will be modified to display the new DepCare Annual Amount (GTN 335 U Balance) and the new DepCare Termination Date (DE 0315 on PPPBEN) in update fields.

Any additions or modifications to the editing of the entered values will be performed in the DepCare consistency edit program PPEG335.

See Attachment B in the requirements document *SR80461 Establish End Date and Annual Amount for DepCare* for a mock up of the CICS on-line screen changes.

Copymembers

CPLNKNET

CPLNKNET defines linkage between PPP400 and various PPNET* modules. It will be modified to pass the DepCare Termination Date between PPP400 and PPNETDTK.

05 KNET-DEPCARE-TERMINATION-DATE PIC X(10).

CPWSIVRE

CPWSIVRE defines the IVR Employee record. It will be modified to add the DepCare Annual Amount (GTN 335 U Balance) and the DepCare Termination Date.

10 IVREMP- DEPCARE -ANNUAL PIC 9(05).
10 IVREMP- DEPCARE -TERM-DATE PIC X(10).

CPWSRBEN

CPWSRBEN defines working storage for a PPPBEN row. It will be modified to add storage for the new PPPBEN table column DEPCARE_TERM_DATE. The FILLER will be adjusted so that the EXTERNAL length does not change. Only programs using the new field will need to be recompiled.

10 DEPCARE-TERM-DATE PIC X(10).

CPWSXECP

CPWSXECP defines working storage for a record on the CPS/BCS Employee file. It will be modified to replace existing FILLER with additional DepCare fields, the DepCare Annual Amount (GTN 335 U Balance) and the DepCare Termination Date (EDB 0315).

10 XECP-DEPCARE-ANNUAL-AMOUNT PIC 9(5).
10 XECP-DEPCARE-TERMINATION-DATE.
15 XECP-DEPCARE-TERMINATION-YY PIC 99.
15 XECP-DEPCARE-TERMINATION-MM PIC 99.
15 XECP-DEPCARE-TERMINATION-DD PIC 99.

Note: a change is also made to the copymember CPWSXECP to change the **HCRA** YTD Amount to a signed field.

Includes

PPPVBEN1

The new column DEPCARE_TERM_DATE will be added to this Include for the PPPBEN table.

PPPVBEN2

The new column DEPCARE_TERM_DATE will be added to this Include for the PPPBEN table.

PPPVZBEN

The new column DEPCARE_TERM_DATE will be added to this Include for the PPPBEN table.

PPPV400A

The new column DEPCARE_TERM_DATE will be added to this program specific Include for the PPPBEN table.

Members for DB2 Changes

Employee Benefits Table (PPPBEN):

The PPPBEN table will be modified to contain a new column for DepCare Termination Date.

DEPCARE_TERM_DATE DATE NOT NULL,

The standard DDL members defining the table and views for the PPPBEN table will be modified to include the new column.

- TBBEN00C
- PPPVZBEN
- PPPVBEN1
- PPPVBEN2

In addition, the DDL member for program specific view PPPV400A_BEN will be modified to include the DEPCARE_TERM_DATE column.

- PPPV400A

A DDL member will be supplied which can be used to alter the PPPBEN table, adding the DepCare Termination Date.

- TBBEN18A

Bind Members

PPOT1523 (new)

A one-time plan bind member will be created for one-time program PPOT1523.

BIND	-
PLAN (PPOT1523)	-
MEMBER (PPOT1523)	-
ACTION (REPLACE)	-
RETAIN	-
VALIDATE (RUN)	-
ISOLATION (CS)	-
FLAG (I)	-
ACQUIRE (USE)	-
RELEASE (COMMIT)	-
EXPLAIN (YES)	-

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Detail Design
10/02/2003

CICS Map

PPERET0

PPERET0 is the EDB Entry/Update Retirement Information screen.

It will be modified to add labels and data entry fields for the DepCare Annual Amount and the DepCare Termination Date.

See Attachment B in the Requirements Document *SR80461 Establish End Date and Annual Amount for DepCare* for the field and label locations.

Page 20
DepCare End Date & Annual Amt
Service Request 80461
Detail Design
10/02/2003

Net.data Includes

ppwwiben.d2w

Include ppwwiben.d2w displays benefits data for the Web EDB Inquiry application.

Logic will be included to add the DepCare Annual Amount (GTN 335 U Balance) to the PPPDBL SELECT and the DepCare Termination Date (EDB 0315) to the PPPBEN SELECT. Two fields and labels will be added to display the returned data.

See Attachment C of the requirements document *SR80461 Establish End Date and Annual Amount for DepCare* for the location of the displayed text.

Page 21
DepCare End Date & Annual Amt
Service Request 80461
Detail Design
10/02/2003

Forms

UCOP Benefits will coordinate any required changes to benefits forms.

Table Updates

CICS Helptext:

The CICS Helptext will be created for the new data element, consistent with the Data Dictionary.

EDB0315 DEPCARE TERMINATION DATE - new

Additional CICS Helptext will be created for the DepCare specific GTN entries.

EDB6335U DepCare Annual Amount (GTN 335 U Balance) - new
EDB6338U HCRA Annual Amount (GTN 335 U Balance) - changed

The Format for the Annual Amount will be changed from nnnnnn.nn to nnnnn since amount is in whole dollars. In addition, the HCRA Annual Amount Format will be changed the same.

CICS Help Anchors

PPERETO

The help anchors will be modified to anchor the two new Helptext entries for DepCare to the added labels and data fields. In addition, previous anchors will be moved as needed.

Data Element to Screens Table (PPPDES):

A transaction will be created to add an ERET entry for DepCare Termination Date (DE 0315). Update will be allowed.

A39 EDB0315ERETN

Data Element Table (PPPDET):

Transactions will be created to define the new data element DepCare Termination Date. A trigger for G335 will be included.

A061 0315 N06 0DEPCARE TERM DT D
A062 0315PPP BEN
A065 0315335

Gross-to-Net Table (PPPGTN):

Transactions will be created to update the GTN table to remove the minimum and maximum values stored there for the DepCare GTN. These values will now be found on the PPPPRM table. See above.

C0202513351DEP CARE RM 21AY Q PF ***** 335
C0202513352 115446 ***** Y V

Because of the use of local GTN priority numbers, campuses may need to edit these transactions to provide the proper GTN priority number, columns 4-7, for each of the GTN entries.

Routine Definition Table (PPPRTD):

Transactions will be created to add new program PPEM335.

A37M335PPEM335 DEPCARE TERMINATION 080120030801200312319999A

Processing Group Table (PPPGT):

Transactions will be created to add new program PPEM335 to Program 13 monthly processing.

A361130113200M335Y

System Messages Table (PPPMSG):

New Employee Reject level messages will be created for explicit update edits of DepCare data in PPEG335.

A08086000100177DEPCARE ANNUAL AMOUNT MAY NOT EXCEED \$5000
A08126000100177DEPCARE ANNUAL AMOUNT MAY NOT EXCEED \$5000
A08086010100177DEPCARE ANNUAL AMOUNT IS REQUIRED WITH DEPCARE DEDUCTION
A08126010100177DEPCARE ANNUAL AMOUNT IS REQUIRED WITH DEPCARE DEDUCTION
A08086030100177DEPCARE TERMINATION MUST BE LATER THAN BEGIN DATE
A08126030100177DEPCARE TERMINATION MUST BE LATER THAN BEGIN DATE

Change Override level messages to Reject level and the text to improved wording for PPEG335 editing.

C08083080100177DEPCARE ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY
C08123300100177DEPCARE ENROLLMENT BLOCKED DUE TO BELI INELIGIBILITY

Change Minimum Amount for PPEG335 editing.

C08083500100177DEPCARE ANNUAL AMOUNT MAY NOT BE LESS THAN \$180
C08123500100177DEPCARE ANNUAL AMOUNT MAY NOT BE LESS THAN \$180

System Parameter Table (PPPprm):

Two new System Parameters will be used to define the minimum DepCare Annual Amount (\$180) and maximum DepCare Annual Amount (\$5000).

A01096 001800000DEPCARE ANNUAL MINIMUM
A01097 050000000DEPCARE ANNUAL MAXIMUM

Data Dictionary:

A Data Dictionary entry will be created for the new data element.

EDB0315 DEPCARE TERMINATION DATE

See Attachment A in the Requirements Document *SR80461 Establish End Date and Annual Amount for DepCare* for the text.

Attachments

Attachment A	EDB Data Dictionary Page
Attachment B	CICS On-line Screens
Attachment C	Web EDB Inquiry Screen
Attachment D	CICS Post Authorization Notification (PAN)
Attachment E	Web Post Authorization Notification (PAN)
Attachment F	Employee Documents (IDOC)
Attachment G	IVR/Web Interface File
Attachment H	CPS/BCS Interface File
Attachment I	FSA Eligibility Record Layout
Attachment J	One-Time Program Report

Attachment A - EDB Data Dictionary Page

System Number: EDB0315

User Access Name: 0315-1

Programming Name: DEPCARE_TERM_DATE IN PPPBEN

Published Date: 09/30/03

Comments

Location(s) :

Name: DEPCARE TERMINATION DATE

Type: NUMERIC

Length: 6

Format

MM/DD/YY – Inquiry only; MMDDYY – Entry/Update

General Description

The date on which the DepCare agreement ends for the employee. Claims cannot be made for expenses incurred after this date.

Code Interpretation

N/A

Attachment B – CICS On-line Screen

```
PPERET0-E1440          EDB Entry/Update          02/10/03
14:17:03
02/10/03 14:17:02      Retirement Information      Userid:
PAYPCW
ID: 000050020 Name: PRESENTTLYUNACCOUN, MARCUS SSN: 555-55-5020 Pri Pay: MO

Retirement System Code: U      FICA Eligibility Code: E Ret FICA Derive:
Covered Comp Limit Cd : G      DCP Plan Code: S1
DepCare Annual: 3600 Monthly:   350.00 Eff Date: 010103 Term Date: 0101032
HCRA Annual   : 4800 Monthly:   400.00 Eff Date: 010103 Term Date: 1231033
HCRA Decl/YTD: 4800.00/      0.00 403b Lmt: 12000      MAC Change: 01/01/03
Voluntary Contribution
Deduction Num  Description      Amount/Percent  Decl Balance    Eff Date
      030          UCRS-BOND                110.00          010193
```

```
Next Func:      ID:      Name:      SSN:
U0007 Update process complete
====>
F: 1-Help      3-PrevMenu  4-Print    5-Update
F:             9-Jump      12-Exit
```

¹ Move the field label, 'DCP Plan Code:' and the contents of the data field to this line and position.
² Insert the field label, 'DepCare Annual:' and space for displaying the 5 character amount field.
Insert the field label, 'Monthly:' and space for displaying the 8 character field.
Insert the field label, 'Eff Date:' and space for displaying the 6 character date field.
Insert the field label, 'Term Date:' and space for displaying the 6 character date field.
³ Align the existing HCRA data up with the DepCare data

Attachment C – Web EDB Inquiry Screen

Benefits Enrollment Information

Insurance Type	Coverage	Salary Base/ Coverage Amt.	Effective Date	Employee Cost
Short Term Disability	A - Covered			0.00
Supplemental Disability	007 - 7 day waiting period	4,117		0.00
Basic Life	Enrolled	50,000		0.00
Supplemental Life	4 - 4 X Annual	50,000		30.00
Dependent Life Insurance	Not Enrolled			
AD&D Insurance	M - Modified Family Plan	85,000		0.00
Dependent Care Account ⁴				
	⁵ Annual Amount: 3600	Monthly Amount: 300.00	Effective Date: 01/01/03	Termination Date: 12/31/03
Health Care Reimbursement Account				
	Annual Amount: 4800	Monthly Amount: 400.00	Effective Date: 01/01/03	Termination Date: 12/31/03

⁴ Insert the section label, 'DepCare Reimbursement Account'

⁵ Insert the field label, 'Annual Amount' and space for displaying the 5 character amount field.
 Insert the field label, 'Monthly Amount' and space for displaying the 8 character amount field.
 Insert the field label, 'Effective Date' and space for displaying the 8 character date field.
 Insert the field label, 'Termination date' and space for displaying the 8 character date field.

Edit logic:

1. Currently, when an employee is enrolled in DepCare, the literal, 'per month' is displayed after the monthly amount. This literal will no longer be displayed.
2. Currently, when an employee is not enrolled in DepCare, the literal, 'Not Enrolled' is displayed. This literal will no longer be displayed.

Attachment D – CICS Post Authorization Notification (PAN)

CICS PAN

----- Benefits Information -----

--
Medical: Core Medical Eff Dt: 01/01/03 End Dt: Cov: Self
Dental: Delta Dental Eff Dt: 07/01/01 End Dt: 04/30/03 Cov: Self
Vision: Vision Services Eff Dt: 07/01/01 End Dt: 04/30/03 Cov: Self
Legal: Signature Legal Eff Dt: 07/01/01 End Dt: Cov: Self
Contribution Base: 37
Medical Plan Opt Out: Dental Plan Opt Out: Vision Plan Opt Out:
Supplemental Life: 4 X Annual Salary Base: 39 Cov. Eff Date:
07/01/01
Dependent Life: Spouse/Domestic Partner & child(ren) Cov. Eff Date:
07/01/01
Supplemental Disability: 030 Days Salary Base: 3224 Cov. Eff Date:
07/01/01
AD&D Plan: Family Coverage Principal Sum: 400 Cov. Eff Date:
07/01/01
TIP Code:
Executive Life Change Code: Change Eff Date:
Dependent Care Account-Annual Amt:⁶ 2400 Monthly Amt:⁷ 200.00
Health Care Reimbursement Account-Annual Amt: 2400 Monthly Amt: 200.00

⁶ Add the field label 'Dependent Care Account-Annual Amt:' and provide space to display the DepCare Annual Amount.

⁷ Move the field label, 'Dependent Care Deduction' and space for displaying the field contents to the right and rename the field label, 'Monthly Amt:'

Attachment E – Web Post Authorization Notification (PAN)

CICS Web PAN

Benefits

Medical	Core Medical		Eff Dt	01/01/03	End Dt		Cov	Self
Dental	Delta Dental		Eff Dt	07/01/01	End Dt	04/30/03	Cov	Self
Vision	Vision Services		Eff Dt	07/01/01	End Dt	04/30/03	Cov	Self
Legal	Signature Legal		Eff Dt	07/01/01	End Dt		Cov	Self
Contribution Base		37						
Medical Opt Out				Dental Opt Out		Vision Opt Out		
Supplemental Life			4 X Annual		Salary Base	39	Cov. Eff Date	07/01/01
Dependent Life			Spouse/Domestic Partner & child(ren)				Cov. Eff Date	07/01/01
Supplemental Disability			30 Day Waiting Period		Salary Base	3224	Cov. Eff Date	07/01/01
AD&D Plan			Family Coverage		Principal Sum	400	Cov. Eff Date	07/01/01
TIP Code								
Executive Life Change Code					Change Eff Date			
Dependent Care Account			Annual Amt: 4800	Monthly Amount: 400.00	Eff Date: 01/01/02		Term Date: 12/31/03 ⁸	
Health Care Reimbursement Account			Annual Amt: 4800	Monthly Amount: 400.00	Eff Date: 01/01/02		Term Date: 12/31/03	

⁸ Add new field labels and space for displaying annual amount, effective date and termination date. Align with HCRA fields.

Attachment F – Employee Documents (IDOC)

 --
 HEALTH AND WELFARE BENEFIT ENROLLMENT INFORMATION

--
 You are enrolled in the following health and welfare plans:

- * Core Medical
 W/Adult Coverage
 Coverage Effective date: 01/01/01 End Date: 12/31/04
 Your monthly cost for this coverage is: \$ 0.00
 Your contribution base is: 037
- * Delta Dental
 W/Adult Coverage
 Coverage Effective date: 01/01/01 End Date: 12/31/04
 Your monthly cost for this coverage is: \$ 0.00
- * Vision Services Plan
 W/Adult Coverage
 Coverage Effective date: 01/01/01 End Date: 12/31/04
 Your monthly cost for this coverage is: \$ 0.00
- * Signature LegalCare
 Family Coverage
 Coverage Effective date: 01/01/01 End Date: 12/31/04
 Your monthly cost for this coverage is: \$ 10.63

The following family members are enrolled:

Name	Relationship	Enrolled/Effective Date/End Date				
No.	Birthdate	Sex	Social Sec.No.	Medical	Dental	Vision
Legal						

 --
 MARY MONTGOMERY Spouse Yes Yes Yes
 Yes
 01 10/16/56 Female 353-43-4444 01/01/01 01/01/01 01/01/01
 01/01/01

(It is your responsibility to ensure that all family members meet UC eligibility requirements. Contact your campus Benefit Representative for more information.)

Additionally, you are enrolled in the following:

- * Accidental Death & Dismemberment Insurance
 Your coverage type is: Family coverage
 Amount of Coverage: \$ 400,000.00

Coverage Effective Date: 07/01/01
Your monthly cost for this coverage is: \$ 11.20

- * Short Term Disability Insurance
- * Supplemental Disability Insurance
Waiting period: 30 days
Salary Base: \$ 3224.00
Coverage Effective Date: 07/01/01
Your monthly cost for this coverage is: \$ 11.61
- * Basic Life Insurance in the amount of \$ 39,000.00
- * Supplemental Life Insurance
Plan Type: 4 times your most recent January 1 Annual Salary Base
Annual Salary Base: \$ 39,000.00
Coverage Effective Date: 07/01/01
Your monthly cost for this coverage is: \$ 5.93
- * Dependent Life Insurance
Coverage Level: Spouse/Domestic Partner & child(ren)
Coverage Amount: Spouse/Partner - \$ 78,000.00
Eligible Children - \$10,000 each
Coverage Effective Date: 07/01/01
Your monthly cost for this plan is: \$ 3.16
- * Dependent Care Assistance Program
You have signed up for a \$ 3600 annual payment⁹
Your monthly pre-tax contribution is: \$ 300.00
- * Health Care Reimbursement Account
You have signed up for a \$ 3600 annual payment
Your monthly pre-tax contribution is: \$ 300.00

You are participating in the Tax Savings on Insurance Premium (TIP) Plan. Any premiums you pay as an employee for health will be on a pre-tax basis.

⁹ Insert the phrase, "You have signed up for a \$xxxxxxx annual payment

Attachment G – IVR/Web Interface File

IVR/Web Extract File Layout				
Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
01	01	Add/Change/Delete Record	n/a	
02 – 11	10 mm/dd/yyyy	IVR/Web Employee Record Update Date	n/a	Update date is set to the current date when PPS program PPIIVER detects that a change has been made to any field in the IVR employee record.
12 – 13	02	Location Code	n/a	A unique code assigned to each campus, lab or location (Hastings, ASUCLA)
14 – 22	09	Employee SSN	EDB0111	
23 – 31	09	Employee ID Number	n/a	EDB record key
32 – 57	26	Employee Name	EDB0105	
58 – 67	10 mm/dd/yyyy	Employee Birth Date	EDB0107	
68	01	Employee Sex Code	EDB0108	
69 – 78	10 mm/dd/yyyy	Employee Hire Date	EDB0113	
79 – 84	06	Home Department Code	EDB0114	
85 – 94	10 mm/dd/yyyy	Leave Begin Date	EDB0137	
95 – 104	10 mm/dd/yyyy	Leave Return Date	EDB0138	
105 – 106	02	Leave Type Code	EDB0139	
107 – 116	10 mm/dd/yyyy	Separation Date	EDB0140	
117	01	Employment Status Code	EDB0144	
118 – 121	04	Primary Title Code	EDB0460	
122	01	Personnel Program Code for Primary Title	n/a	The Personnel Program Code for the Primary Title Code is looked up on the PPS TCT (Title Code Table).
123	01	FICA Eligibility Code	EDB0120	
124	10 9(07).99	Prior Year FWT Gross	EDB0481	
134 – 163	30	Address-Line 1	EDB0204	
164 – 193	30	Address-Line 2	EDB0205	

IVR/Web Extract File Layout				
Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
194 – 223	30	Address-City	EDB0206	
224 – 225	02	Address-State	EDB0207	
226 - 230	05	Address-Zip	EDB0208	
231	01	Retirement System Code	EDB0122	
232	01	UC Paid Disability Code	EDB0123	
233	01	DCP Plan Code	EDB0129	
234 – 235	02	Age on Jan 1	EDB0254	
236 – 245	10 mm/dd/yyyy	403b Change Date	EDB0279	
246	01	TIP Code (Insurance Reduction Code)	EDB0299	
247 – 249	03	EPD Waiting Period	EDB0231	
250 – 257	08 9(05).99	EPD Salary Base	EDB0233	
258 – 267	10 mm/dd/yyyy	EPD CED	EDB0233	
268 – 273	06 9(03).99	EPD – employee cost	n/a	The employee premium for Employee Paid Disability is looked up on the PPS Benefits Rates Table.
274 – 275	02	Dental Plan Code	EDB0272	
276 – 278	03	Dental Plan Coverage Code	EDB0273	
279 – 288	10 mm/dd/yyyy	Dental Plan PCED	EDB0274	
289 – 293	5	HCRA Annual Amount	EDB6338U	
294 – 303	10 mm/dd/yyyy	HCRA Termination Date	EDB0314	
304	1	Filler		
305 – 310	06	Life Ins Salary Base	EDB0275	
311	01	Life Ins Plan Code	EDB0276	
312 – 321	10 mm/dd/yyyy	Life Ins CED	EDB0277	
322 – 328	07	Life Ins Amount	n/a	The amount of Life Insurance is calculated, or looked up on the Benefits Rtes Table.
329 – 336	08 9(05).99	Life Ins. Premium	n/a	The life insurance premium is looked up on the Benefits Rates Table.
337	01	Dep Life Ins Plan Code	EDB0278	
338 – 347	10 mm/dd/yyyy	Dep Life CED	EDB0188	
348 – 355	08 9(05).99	Dep Life Premium	n/a	The dependent life insurance premium is looked up on the Benefits Rates Table.
356 – 361	06	Accidental Death and Dismemberment Principal Sum	EDB0280	
362	01	Accidental Death and Dismemberment Coverage Code	EDB0281	

IVR/Web Extract File Layout				
Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
363 – 372	10 mm/dd/yyyy	Accidental Death and Dismemberment CED	EDB0282	
373 – 380	08 9(05).99	Accidental Death and Dismemberment Premium	n/a	The D&D premium is looked up on the Benefits Rates Table.
381 – 382	02	Medical Plan Code	EDB0292	
383 – 385	03	Medical Plan Coverage Code	EDB0293	
386 – 395	10 mm/dd/yyyy	Medical Plan PCED	EDB0294	
396 – 400	5	DepCare Annual Amount	EDB6335U	
401 – 410	10 mm/dd/yyyy	DepCare Termination Date		New Data Element
411	1	Filler		
412 – 417	06	UC Paid Life Insurance	EDB0330	
418 – 427	10 mm/dd/yyyy	UC Paid Life Insurance CED	EDB0451	
428 – 429	02	Vision Plan Code	EDB0347	
430 – 432	03	Vision Plan Coverage Code	EDB0348	
433 – 442	10 mm/dd/yyyy	Vision CED	EDB0349	
443 – 460	16	Filler		
459 – 460	02	Legal Plan Code	EDB0353	
461 – 463	03	Legal Plan Coverage Code	EDB0354	
464 – 473	10 mm/dd/yyyy	Legal Plan PCED	EDB0355	
474 – 489	16	Filler		
490	01	Executive Life Indicator	EDB0356	
491 – 496	06	Executive Life Sal Base	EDB0357	
497 – 506	10 mm/dd/yyyy	Executive Life CED	EDB0452	
507	01	Medical Opt Out Code	EDB0377	
508	01	Dental Opt Out Code	EDB0378	
509	01	Vision Opt Out Code	EDB0379	
510 - 511	02	Deduction Pay Schedule Code	EDB0152	
512	01	BELI Code-Assigned	EDB0360	
513	01	BELI-Code-Derived	EDB0375	
514 – 523	10 mm/dd/yyyy	BELI Effective Date	EDB0341	
524 – 527	04	US Savings Bond 1 Denomination Code	EDB1103	
528 – 531	04	US Savings Bond 2 Denomination Code	EDB1203	
532 – 535	04	US Savings Bond 3 Denomination Code	EDB1303	
536 – 539	04	US Savings Bond 4 Denomination Code	EDB1404	

IVR/Web Extract File Layout				
Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
540 - 548	09 9(05).99	403(b) Maximum Annual Contribution (MAC)	EDB6008U	
549 - 558	10 mm/dd/yyyy	Medical Plan ECED	EDB0454	
559 - 568	10 mm/dd/yyyy	Dental Plan ECED	EDB0455	
569 - 578	10 mm/dd/yyyy	Vision Plan ECED	EDB0456	
579 - 588	10 mm/dd/yyyy	Leal Plan ECED	EDB0457	
589 - 589	02	Employee Unit Code	EDB0255	
591	01	Employee Relations Code	EDB0160	
592	01	Employee Representation Code	EDB0295	
593	01	Employee Special Handling Code	EDB0256	
594	01	Employee Distribution Unit Code	EDB0257	
595 - 604	10 mm/dd/yyyy	PIN Authorization Signature Date		
605 - 614	10 mm/dd/yyyy	Period of Initial Eligibility End Date		
615	01	Direct Deposit Indicator		
616 - 617	02	Separation Reason Code	EDB0141	
618	01	Federal Tax Marital Status Code	EDB0127	
619 - 621	03	Federal Tax Withholding Allowances	EDB0128	
622	01	State Tax Marital Status Code	EDB0130	
623 - 625	03	State Tax Personal Tax Withholding Allowances	EDB0131	
626 - 628	03	State Tax Itemized Deductions Withholding Allowances	EDB0132	
629 - 645	17	Surepay Bank Account Number	EDB225	
646	1	Surepay Checking/Savings	EDB226	
647 - 681	35	Bank Name		
682 - 690	9	Bank Transit Routing Number		
691 - 700	10 mm/dd/yyyy	Anticipated Retirement Date	EDB0765	
701	1	Foreign Address Code	EDB0291	
702 - 716	15	Address Permanent Foreign Province	EDB1120	
717 - 718	2	Address Permanent Foreign Country Code	EDB1118	
719 - 728	10	Address Permanent Foreign Postal Code	EDB1119	
729 - 738	10	Employee Home Telephone	EDB0210	
739 - 763	25	Spouse Name	EDB0312	

IVR/Web Extract File Layout				
Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
764	1	Employee Organization Home Address Disclosure Code	EDB0247	
765	1	Employee Organization Home Phone Disclosure Code	EDB0248	
766	1	Home Address Release Code	EDB0244	
767	1	Home Phone Release Code	EDB0245	
768	1	Spouse Name Release Code	EDB0246	
769	4	Employee Name Suffix	EDB0106	
773 – 802	30	Employee First Name	EDB0250	
803 – 832	30	Employee Middle Name	EDB0251	
833 – 862	30	Employee Last Name	EDB0252	
863 – 872	10	NetID	EDB0249	
873	1	Citizenship Status Code	EDB0109	
874 – 875	2	Visa Type Code	EDB0110	
876 – 878	3	Federal Tax-Maximum Withholding Allowances	EDB0320	
879 – 881	3	State Tax-Maximum Withholding Allowances	EDB0321	
882 – 884	3	State Declaration of Domestic Partnership	EDB0288	
883 – 885	3	Medical Contribution Base – Current Year	EDB0289	
886 – 888	3	Medical Contribution Base - Next Year	EDB0290	
889 – 892	4	Filler		Value is spaces
893 – 902	10 mm/dd/yyyy	Employment Status Change Date	EDB0766	This field must always be the last field on the employee record.

Attachment H – CPS/BCS Interface File

Corporate Personnel System (CPS) PPP711				
Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
1 – 2	2	Location		
3 – 11	9	Employee Identification Number		
12 – 46	35	Employee Name	EDB0105	
47 – 76	30	Address Permanent Line One	EDB0204	
77 – 106	30	Address Permanent Line Two	EDB0205	
107-127	30	Address Permanent City	EDB0206	
128-129	2	Address Permanent State	EDB0207	
130-134	5	Address Permanent ZIP	EDB0208	
135-137	3 99V9	Number of Registered UC Student Units	EDB0237	
138-139	2	Filler		
140	1	Home Address Disclosure Indicator	EDB0211	
141-149	9	Social Security Number	EDB0111	
150	1	Sex Code	EDB0108	
151-156	6 (yymmdd)	Date of Birth	EDB0107	
15	1	Citizenship Status Code	EDB0109	
158-159	2	Ethnic Origin Code	EDB0112	
160	1	Retirement system Code	EDB0122	
161	1	FICA Eligibility Code	EDB0120	
162	1	Unemployment Insurance Coverage Code	EDB0121	
163	1	UC Student Status Code	EDB0119	
164-172	9	Previous ID Number		
173-175	3	Prior Service Credit Months	EDB0146	
176-177	2	Filler		
178-193	16	Organization Code		
194	1	Position Type Code		
195	1	Confidential Information Code		
196-201	6	Most Recent Hire Date	EDB0113	

Corporate Personnel System (CPS) PPP711				
Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
	(yymmdd)			
202-205	4 (yymm)	Next Salary Review	EDB0136	
206	1	Next Salary Review Type	EDB0135	
207	1	Employment Status Code	EDB0144	
208-209	2	Visa Type Code	EDB0110	
210-213	4	Merit Percent	EDB0153	
214-219	6 (yymmdd)	Separation Date	EDB0140	
220-221	2	Separation Reason Code	EDB0141	
222-227	6 (yymmdd)	Leave of Absence Begin Date	EDB0137	
228-233	6 (yymmdd)	Leave of Absence Return Date	EDB0138	
234-235	2	Leave of Absence Type Code	EDB0138	
236	1	DCP Plan Code	EDB0129	
237-240	4	Sick Leave Used		Zero Filled
241-245	5	Sick Leave Hours Balance (Current)	EDB5186	
246	1	Retirement/FICA Derivation Indicator	EDB0238	
247-249	3	Vacation Used		Zero Filled
250-252	3	Vacation Leave Hours Balance (Current)	EDB5185	
253-256	4	Vacation Lost		Zero Filled
257-259	3	Compensation Time Used		Zero Filled
260-263	4	Compensatory Time Hours Balance (Current)	EDB5110	
264-268	5	Overtime Paid		Zero Filled
269-273	5	Overtime Worked		Zero Filled
274-279	6	Overtime Hours Worked YTD	EDB5103	
280	1	Month Pay Indicator-January	EDB0171	
281	1	Month Pay Indicator-February	EDB0172	
282	1	Month Pay Indicator-March	EDB0173	
283	1	Month Pay Indicator-April	EDB0174	
284	1	Month Pay Indicator-May	EDB0175	
285	1	Month Pay Indicator-June	EDB0176	
286	1	Month Pay Indicator-July	EDB0177	
287	1	Month Pay Indicator-August	EDB0178	
288	1	Month Pay Indicator-September	EDB0179	
289	1	Monthly Pay Indicator-October	EDB0180	
290	1	Monthly Pay Indicator- November	EDB0181	

Corporate Personnel System (CPS) PPP711				
Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
291	1	Monthly Pay Indicator- December	EDB0182	
292-297	6 (yymmdd)	Accidental Death and Dismemberment Coverage Effective Date	EDB0282	
298	1	Accidental Death and Dismemberment Coverage Code	EDB0281	
299-301	3	Accidental Death and Dismemberment Principal Sum	EDB0280	
302-307	6 (yymmdd)	Dental Plan Coverage Effective Date	EDB0274	
308-309	2	Filler		
310-315	6 (yymmdd)	Supplemental Life Insurance Coverage Effective Date	EDB0277	
316	1	Supplemental Life Insurance Plan Code	EDB0276	
317-319	3	Supplemental Life Insurance Salary Base	EDB0275	
320	1	Dependent Life Insurance Plan Code	EDB0278	
321-326	6 (yymmdd)	Medical Plan Coverage Effective Date	EDB0294	
327-328	2	Medical Plan Code	EDB0292	
329	1	Filler		
330-332	3	Medical Plan Coverage Code	EDB0293	
333-338	6 (yymmdd)	Basic Life Insurance Effective Date	EDB0451	
339-343	5	Filler		
344-345	2	Primary BELI Status Qualification Code	EDB0240	
346-351	6 (yymmdd)	Primary BELI Status Qualification Effective Date	EDB0241	
352-353	2	Secondary BELI Status Qualification Code	EDB0242	
354-359	6 (yymmdd)	Secondary BELI Status Qualification Effective Date	EDB0243	
360	1	UC Paid Temporary Disability Insurance Code	EDB0123	
361-363	3	Medical Contribution Base – Current year	EDB0289	
364-366	3	Medical Contribution Base – Next Year	EDB0290	
367-368	2	START Reduction Percentage	EDB0495	
369	1	War/Campaign/Expedition	EDB0345	

Corporate Personnel System (CPS) PPP711				
Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
		Veteran Status Code		
370	1	Vietnam Era Veteran Status Code	EDB0350	
371	1	Veteran Disability Status Code	EDB0351	
372	1	Handicapped Status Code	EDB0352	
373	1	Insurance Reduction Code	EDB0299	
374-375	2	Employee Unit Code	EDB0255	
376	1	Employee Special Handling Code	EDB0256	
377	1	Employee Distribution Unit Code	EDB0257	
378	1	Employee Representation Code	EDB0295	
379-384	6 (yymmdd)	Executive Life Insurance Effective Date	EDB0452	
385-390	6 (yymmdd)	Original Hire Date	EDB0704	
391	1	Depcare Participation Indicator		
392-399	8	Filler		
400	1	FCP Select Flag		
410-402	2	Dental Plan Code	EDB0272	
403-405	3	Dental Coverage Code	EDB0273	
406	1	Federal Tax Marital Status Code	EDB0127	
407	1	State Tax Marital Status Code	EDB0130	
408	1	Filler		
409-414	6 (yymmdd)	Vision Plan Coverage Effective Date	EDB0349	
415-416	2	Vision Plan Code	EDB0347	
417-419	3	Vision Plan Coverage Code	EDB0348	
420-423	4 (yymm)	Recently Separated Veteran Date		
424-426	3	Basic Life Insurance	EDB0330	
427	1	UCRS Short Loan		
428	1	UCRS Long Loan		
429-430	2	Legal Plan Code	EDB0353	
431-433	3	Legal Plan Coverage Code	EDB0354	
434-439	6 (yymmdd)	Legal Plan Coverage Effective Date	EDB0355	
440-442	3	Federal Tax Withholding Allowances	EDB0128	
443-445	3	State Tax Personal Withholding Allowances	EDB0131	
446-448	3	State Tax Itemized Deduction Withholding Allowances	EDB0132	

Corporate Personnel System (CPS) PPP711				
Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
449	1	Executive Life Insurance Indicator	EDB0356	
450-452	3	Executive Life Insurance Salary Base	EDB0357	
453	1	Benefits Eligibility Level Indicator	EDB0360	
454	1	Benefits Eligibility Level Indicator Derived	EDB0375	
455-458	4 (yymm)	Benefits Eligibility Level Indicator Conflict Date	EDB0376	
459	1	Medical Insurance Opt Out Code	EDB0377	
460	1	Dental Insurance Opt Out Code	EDB0378	
461	1	Vision Insurance Opt Out Code	EDB0379	
462-465	4	Average Hours Worked Per Week	EDB5132	
466-471	6 (yymmdd)	Dependent Life Coverage Effective Date	EDB0188	
472-480	9	Total Gross YTD	EDB5501	
481-489	9	Federal Withholding Tax Gross YTD	EDB5502	
490-498	9	DepCare Year-To-Date Deduction	EDB6335	
499-507	9	Hours Toward Career Status Eligibility – Total	EDB0426	
508-516	9	Hours Toward Benefits Eligibility – Total	EDB5142	
517-522	6	Last Day On Pay Status	EDB0189	
523-531	9	SPP-Total Interest-Sr Mgt	EDB0409	
532-540	9	SPP-Total Contribution-Interest Posted-Sr Mgt	EDB0402	
541-546	6 (yymmdd)	SPP-Changed Date-Sr Mgt	EDB0411	
547-555	9 (1 st -6 th Month)	SPP-X Month Contribution-No Interest-Sr Mgt Where X = 1 st , 2 nd , 3 rd , 4 th , 5 th or 6 th	EDB0403 – EDB0408	
556-564	9	SPP Current Month Contribution		
565-573	9	SPP-Total Interest-HS	EDB0439	
574-582	9	SPP-Total Contribution-Interest Posted-HS	EDB0432	
583-588	6 (yymmdd)	SPP-Changed Date-HS	EDB0441	

Corporate Personnel System (CPS) PPP711				
Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
589-597	9 (1 st – 6 th Month)	SPP-X Month Contribution-No Interest-HS Where X = 1 st , 2 nd , 3 rd , 4 th , 5 th or 6 th	EDB0433 – EDB0438	
598-606	9	HSPP Current Month Contribution		
607	1	Supplemental Disability Indicator		
608-610	2	Supplemental Disability Waiting Period	EDB0231	
611-615	5	Supplemental Disability Salary Base	EDB0232	
616-621	6 (yymmdd)	Supplemental Disability Coverage Effective Date	EDB0233	
622-625	4	Primary Title Code	EDB0460	
626-631	6	START Begin Date	EDB0496	
632-637	6	START End Date	EDB0497	
638-643	6 (yymmdd)	Short Term Disability Coverage Effective Date	EDB0453	
644-652	9	Federal Withholding Tax Gross – FYTD	EDB5545	
653-658	6	Home Department Code	EDB0114	
658-688	30	Home Department Name	EDB0114	From the Home Department Table
689-690	2	Country of Residency Code	EDB0143	
691-720	30	Country of Residency	EDB0143	From the Foreign Country Table
721-721	1	Health Care Reimbursement Account Indicator		
722-726	5	HCRA Annual Amount	EDB6338U	
727-732	6 (yymmdd)	HCRA Termination Date	EDB0314	
733-741	9 9(07)V99	HCRA Year-To-Date deductions	EDB6338Y	
742-746	5	DepCare Annual Amount	EDB6335U	
747-752	6 (yymmdd)	DepCare Termination Date		New Data Element
753-760	8	Filler		

Attachment I – FSA Eligibility Record Layout

FIELD NAME	POS.	LEN.	REQ.	FORMAT	DESCRIPTION
Social Security Number	1-9	9	Yes	Numeric	Social Security Number. Right justified and zero filled.
Filler	10-11	2	Yes	Numeric	"00"
Control Number	12-16	5	Yes	Alphanumeric	"97001"
Last Name	17-36	20	Yes	Alphanumeric	No special characters except dash and apostrophe. The last name may be followed by a blank and either JR, SR, or III, etc. The unused portion must be spaces. Left Justified. Truncate from the left if UC Last Name is longer than 20 characters.
First Name	37-50	14	Yes	Alphanumeric	No special characters except dash and apostrophe. Only one blank at a time is permitted within the name. The unused portion must be spaces. Left Justified. Truncate from the left if UC First Name is longer than 14 characters.
Middle Initial	51	1	No	Alphanumeric	Alpha characters A-Z or spaces are accepted. Truncate from the left if UC Middle Name is longer than 1 character.
Branch Code	52-56	5	Yes	Alphanumeric	Location Code 000+2 digit Location Code. 00001 UCB 00002 UCSF 00003 UCD 00004 UCLA 00005 UCR 00006 UCSD 00007 UCSC 00008 UCSF 00009 UCI 00094 LBL 00095 LLNL 00096 LANL 00097 ASUCLA 00098 HASTINGS
Filler	57-76	20	No	Alphanumeric	Space fill
Street 1	77-111	35	Yes	Alphanumeric	First line of the employee's street address.
Street 2	112-146	35	No	Alphanumeric	Second line of the employee's street address. Space fill if not used.
City	147-168	22	Yes	Alphanumeric	City of employee.
State	169-170	2	Yes	Alphanumeric	Must conform to the US Post Office's two position state abbreviation codes. Record as "XX" for foreign addresses.
Zip Code	171-179	9	Yes	Numeric	Left justify and space fill. – Zero-filled

FIELD NAME	POS.	LEN.	REQ.	FORMAT	DESCRIPTION
					for Foreign addresses.
From Date	180-187	8	Yes	Alphanumeric	Beginning effective date for this plan year/pay period. Format CCYYMMDD. Zero Filled if not used. CCYY0101
To Date	188-195	8	Yes	Alphanumeric	Ending effective date for this plan year/pay period. Format CCYYMMDD. Zero Filled if not used. CCYY1231
Filler	196-227	32	No	Alphanumeric	Spaces
Comments					

FIELD NAME	POS.	LEN.	REQ.	FORMAT	DESCRIPTION
EE-HCRA Effective Date	228-235	8	Yes	Numeric	Employee effective date for Health Care Reimbursement Account. Format CCYYMMDD . Zero fill if not used..
EE-HCRA Termination Date	236-243	8	Yes	Numeric	Employee termination date for Health Care Reimbursement Account. Format CCYYMMDD . Zero fill if not used. (only to be populated upon termination of an employee from the plan)
EE-DCRA Effective Date	244-251	8	Yes	Numeric	Employee effective date for Dependent Care Reimbursement Account. Format CCYYMMDD . Zero fill if not used.
EE-DCRA Termination Date	252-259	8	Yes	Numeric	Employee termination date for Dependent Care Reimbursement Account. Format CCYYMMDD . Zero fill if not used. (only to be populated upon termination of an employee from the plan)
EE-Birth Date	260-267	8	Yes	Numeric	Employee's Birth Date. Format CCYYMMDD . Required for employee's access to SHPS Online Services.
Employer HCRA Amount	268-275	8	No	Numeric	Zero fill. Not used at UC.
Employee HCRA Amount	276-283	8	No	Numeric	Health Care Reimbursement Account <u>Employee deposit</u> amount for this period. Format S9(6)V99 . Zero fill if not used.
Employer DCRA Amount	284-291	8	No	Numeric	Zero fill. Not used at UC.
Employee DCRA Amount	292-299	8	No	Numeric	Dependent Care Reimbursement Account <u>Employee deposit</u> amount for this period. Format S9(6)V99 . Zero fill if not used.
Employee HCRA Annual	300-307	8	Yes	Numeric	Health Care Reimbursement Format S9(6)V99 Zero fill if not used.
Employee	308-315	8	Yes	Numeric	Dependent Care Reimbursement Format

FIELD NAME	POS.	LEN.	REQ.	FORMAT	DESCRIPTION
DCRA Annual					S9(6)V99 . Zero fill if not used.
Pay Frequency	316-316	1	No	Alphanumeric	B = Bi weekly, M= Monthly, W= Weekly, S= Semi monthly
Street 3	317-351	35	No	Alphanumeric	Space fill. Not used at UC.
Survivor SSN	352-360	9	No	Numeric	Space fill. Not used at UC.
Comments					
EFT Account Type	361	1	Yes	Alphanumeric	Space fill.
EFT Termination Date	362-369	8	Yes	Numeric	Zero fill. Not used at UC.
EFT Transit Number	370-378	9	Yes	Numeric	Zero fill. Not used at UC.
EFT Account Number	379-395	17	Yes	Alphanumeric	Space fill. Not used at UC.
Filler	396-400	5	No	Alphanumeric	Space Fill
Internet Address	401-500	100	No	Alphanumeric	Space fill. Not used at UC.
Comments					
Filler	501-532	32	No	Alphanumeric	Spaces
EE - Parking Effective Date	533-540	8	Yes	Numeric	Zero fill. Not used at UC..
EE-Parking Termination Date	541-548	8	Yes	Numeric	Zero fill. Not used at UC.
EE-Transportation Effective Date	549-556	8	Yes	Numeric	Zero fill. Not used at UC.
EE-Transportation Termination Date	557-564	8	Yes	Numeric	Zero fill. Not used at UC.
Employer Parking Amount	565-572	8	No	Numeric	Zero fill. Not used at UC..
Employee Parking	573-580	8	Yes	Numeric	Zero fill. Not used at UC.

FIELD NAME	POS.	LEN.	REQ.	FORMAT	DESCRIPTION
Amount					
Employer Transportation Amount	581-588	8	No	Numeric	Zero fill. Not used at UC.
Employee Transportation Amount	589-596	8	Yes	Numeric	Zero fill. Not used at UC.
Annual Parking Plan Maximum	597-604	8	Yes	Numeric	Zero fill. Not used at UC.
Annual Transportation Plan Maximum	605-612	8	Yes	Numeric	Zero fill. Not used at UC.
Filler	613-800	188	No	Alphanumeric	Spaces
Comments					

Attachment J - One-Time Program Report

OT15231/PPOT1523
 RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
 ONE-TIME PROGRAM
 ADD DEPCARE ANNUAL AMOUNT

PAGE NO. 1
 RUN DATE 08/13/03
 RUN TIME 11:30:51

EMPLOYEE NAME/EMP ID	MONTHLY AMOUNT		ANNUAL AMOUNT		EFFECTIVE DATE	COMMENTS
	GTN	DATA	GTN	DATA		
ATTRICK, JERRY 000050004	335-G	100.00	335-U	2,400.00	12/31/02	
BALDUCCI, GUIDO 000050090	335-G	100.00	335-U	800.00	04/30/03	
BREAD, DALE E. 000050055	335-G	1,500.00	335-U	5,000.00	01/31/03	ANNUAL AMOUNT CALCULATED **** DEFAULT TO MAX 5000 ****
BUTTER, BRAD N. 000050072	335-G	50.00	335-U	450.00	03/31/03	ANNUAL AMOUNT CALCULATED
CRACKERS, GRAHAM 000050042	335-G	325.00	335-U	4,000.00	01/01/03	
DACKTUL, TERRY 000050052	335-G	175.00	335-U	2,100.00	12/31/02	ANNUAL AMOUNT CALCULATED
DINNER, BUFFY 000050128	335-G	1,200.00	335-U	5,000.00	01/01/03	
FRESCO, AL 000050032	335-G	400.00	335-U	4,800.00	12/31/02	
SHARALIKE, SHARON 000050041	335-G	70.00	335-U	1,300.00	12/31/02	
TOESAKS, AL 000050080	335-G	10.00	335-U	180.00	05/15/03	ANNUAL AMOUNT CALCULATED **** DEFAULT TO MIN 180 ****
TON, MEG O. 000050083	335-G	80.00	335-U	960.00	12/31/02	
TORY, SAL U. 000050070	335-G	150.00	335-U	1,800.00	01/31/03	

Page 48
DepCare End Date & Annual Amt
Service Request 80461
Detail Design
10/02/2003

OT15232/PPOT1523
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
ONE-TIME PROGRAM
WARNINGS AND MESSAGES

PAGE NO. 1
RUN DATE 08/13/03
RUN TIME 11:30:51

SPEC Card:

PPOT1523-SPECUPDATE

EDB Update selected

OT15232/PPOT1523
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
ONE-TIME PROGRAM
WARNINGS AND MESSAGES

PAGE NO. 2
RUN DATE 08/13/03
RUN TIME 11:30:51

TOTAL NUMBER OF EMPLOYEES SELECTED 12
TOTAL NUMBER OF EMPLOYEE CHANGE RECORDS 5
TOTAL NUMBER OF U-BAL ROWS INSERTED 4