



OFFICE OF THE SENIOR VICE PRESIDENT —  
BUSINESS AND FINANCE

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

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GRACE CHIU  
HAI DOAN  
RENATA ELLIS

MABEL LAI  
JOHN MOREHEAD  
BARBARA VANDEN BORRE

Re:	Release:	1523
	Service Request:	80461
	Error Reports:	None
	Programs:	PPOT1523 (one-time), PPBENCHG, PPBENFET, PPBENUPD, PPBENUTW, PPBENUT2, PPDXBENI, PPEA006, PPEG335, PPEM107, PPEM140, PPEM335, PPEY335, PPIIVR, PPNETDTK, PPNTBENE, PPNTTRG, PPP400, PPP466, PPP711
	CICS Programs:	PPWERET
	Copymembers:	CPLNKNET, CPWSIVRE, CPWSRBEN, CPWSXECP
	Include Members:	PPPVBEN1, PPPVBEN2, PPPVZBEN, PPPV400A
	DDL Members:	PPPVBEN1, PPPVBEN2, PPPVZBEN, PPPV400A, TBBEN00C, TBBEN18A
	Bind Members:	PPOT1523
	CICS Maps:	PPERET0
	Web Include Members:	ppwwiben.d2w
	Forms:	None
	Table Updates:	CICS Help, Data Element Table, Date Element Update Screen Table, Gross-to-Net Table, Processing Group Table, Routine Definition Table, System Messages Table, System Parameters Table
	Urgency:	Date Mandated (see Timing of Installation)

This release addresses the following Service Request:

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

The service request reads as follows:

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 termination 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 should be established to carry the termination date of the agreement. The GTN U balance should be established to store the annual amount for the enrollment.
2. CICS and web on-line screens should be modified to allow entry and display of the new DepCare data elements with appropriate modifications to the on-line help screens.
3. EDB Explicit Maintenance should be modified to allow the update of the new DepCare data and to perform the required edits on that data.
4. The EDB Daily Maintenance process that accepts transactions from the Web/IVR applications should be modified to accept transactions to update the new data elements.
5. The EDB Monthly Maintenance process should be modified to clear out the DepCare deduction when the DepCare Termination Date has been achieved.
6. EDB Calendar Year End Maintenance should be modified to initialize the new DepCare data elements.
7. The CICS and Web PAN formats should be modified to display the new DepCare data.
8. The IDOC should be modified to display the new DepCare data.
9. The Compute process should 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 should be established.
10. Interface files should be modified to include the new DepCare data on the Web/IVR interface files, the CPS/BCS interface file and the SHPS file.
11. 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.
12. 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 nnnnnnnn.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. This 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 DepCare Termination Date if the DepCare 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, INELIGIBLE FOR DEPCARE DUE TO BELI, 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.

### Programs

#### PPOT1523 (one-time)

This one-time program was developed to ensure that the DepCare Annual Amount is populated for the employees who are currently enrolled in the DepCare program. If there is no DepCare Annual Amount for those enrolled, it will be populated with a calculated value which is the number of months that the employee is in the DepCare program for the current year times the monthly amount. This program has a run SPEC card with an option to run either a report only or an update with a report.

#### PPBENCHG, PPBENFET, PPBENUUPD, PPBENUTW, PPBENUT2

These programs are part of the standard PPS fetch complex for the PPPBEN table. They were modified to process the new column for the DepCare Termination Date.

#### PPDXBENI

This program creates the Benefit text for the Employee Documents application, IDOC. It was modified to add a text line displaying the DepCare Annual Amount.

#### PPEA006

This program performs Separation updates during explicit EDB Maintenance. It was modified to update the DepCare Termination Date whenever there is a change to the Separation Date. The termination date is 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 is 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 is updated with the derived date.

#### PPEG335

This program is the Consistency Edit module, which enforces DepCare data consistency during explicit EDB update. Numerous edits were added to ensure the integrity of the data entered for the DepCare enrollment. The termination date must be valid and not less than the effective date. The annual amount and the effective date are required if there is a monthly balance. The annual amount must be in the range of \$180.00 to \$5,000.00. An employee whose benefit status is not 1, 2, 3, or 4 may not be enrolled in DepCare.

PPEM107

This program performs I4 Separation implied maintenance during Monthly Periodic Maintenance. It was modified to set the DepCare Termination Date equal to the Separation Date during I4 Separation.

PPEM140

This program performs implied maintenance during Monthly Periodic Maintenance for Separations. It de-enrolls DepCare by initializing DepCare data once a separation has been achieved (Separation Date is less than the first day of the current month). This function was removed from this program since it now takes place in the new program, PPEM335, using the DepCare Termination Date.

PPEM335 (new)

This new Implied Maintenance module will de-enroll DepCare during Monthly Periodic EDB Maintenance for an employee with a DepCare Termination Date that is prior to the month being started. The monthly balance and the effective date will be initialized.

PPEY335

This program performs Implied Yearly Maintenance that de-enrolls DepCare. The DepCare Annual Amount and the DepCare Termination Date were added to the list of data elements which are initialized during the yearly process.

PPIIVR

This program performs the EDB extract for IVR processing. PPIIVR was modified to include the DepCare Annual Amount and the DepCare Termination Date on the employee record.

PPNETDTK

This program is called during the Compute to calculate deductions to be taken. It was 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 if there is not sufficient net pay to take the DepCare deduction. The DepCare Termination Date will be updated to last day of the month of the pay period end date.

PPNTBENE

This program creates the Benefit text for both the CICS and Web PAN applications. It was modified to add the DepCare Annual Amount to the DepCare text line on the CICS PAN text and to add the DepCare Annual Amount and the DepCare Termination Date to the Web PAN.

PPNTTRG

This program determines which update events cause a PAN to be issued. It was modified to include updates to the Depcare Annual Amount, the Effective Date and the Termination Date as qualifying events.

PPP400

This program is a main driver program for the Compute process. It was modified to handle the new DepCare Termination Date through the linkage defined by copymember CPLNKNET.

PPP466

This program creates the file that is sent to the outside vendor, SHPS, which manages the DepCare program. It was modified to include the DepCare Termination Date and the Annual Amount on the SHPS file.

PPP711

This program creates the CPS/BCS Employee File. It was modified to add the DepCare Annual Amount and DepCare Termination Date to the Employee Record.

## **CICS Programs**

### **PPWERET**

This program is the screen processor for the online function ERET, EDB Entry/Update Retirement Information. It was modified to process the two new fields added to the PPERET0 map, the DepCare Termination Date and the DepCare Annual Amount.

### **Copymembers**

#### **CPLNKNET**

This member defines the linkage between PPP400 and various PPNET\* modules. It was modified to pass the DepCare Termination Date between PPP400 and PPNETDTK.

#### **CPWSIVRE**

This member defines the IVR Employee record. It will be modified to include the new DepCare Annual Amount and the new DepCare Termination Date.

#### **CPWSRBEN**

This member defines the working storage for a PPPBEN row. It was modified to include the new PPPBEN table column DEPCARE\_TERM\_DATE.

#### **CPWSXECP**

This member defines the working storage for the record on the CPS/BCS Employee file. It was modified to include the new DepCare Annual Amount and the new DepCare Termination Date.

## **Include Members**

### **PPVBEN1, PPVBEN2, PPPVZBEN, PPPV400A**

These are include members used for the PPPBEN table. The new column DEPCARE\_TERM\_DATE was added to these includes.

## **DDL Members**

### **PPVBEN1, PPVBEN2, PPPVZBEN, PPPV400A, TBBEN00C, TBBEN18A**

These DDL members define/modify the PPPBEN table and its associated views by adding the DepCare Termination Date.

## **Bind Members**

### **PPOT1523 (new)**

A one-time plan bind member for one-time program, PPOT1523 .

## **CICS Maps**

### **PPERET0**

This is the EDB Entry/Update Retirement Information map. It was modified to include the labels and data entry fields for the DepCare Annual Amount and the DepCare Termination Date.

### **Net.data Includes**

#### ppwwiben.d2w

Include ppwwiben.d2w displays benefits data for the Web EDB Inquiry application. It was modified to include the DepCare Termination Date and the DepCare Annual Amount.

### **Table Updates**

#### CICS Helptext:

The CICS Helptext was created for the new DepCare Termination Date and the new DepCare Annual Amount.

#### CICS Help Anchors

The help anchors were modified to anchor the two new Helptext entries for DepCare and the associated labels. Other anchors were modified to accommodate the changes to the PPERETO screen.

#### PPPDET

The new data element DepCare Termination Date (DE 0315) was added to the Data Element table. A trigger for G335 was included.

#### PPPDES

An entry for the DepCare Termination Date (DE 0315) was added to this table making the element available for update.

#### PPPGTN

The minimum and maximum values stored on the GTN record were removed for DepCare since those will now be stored on the PPPPRM table. 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.

#### PPPRTD

An entry was added for the new program, PPEM335.

#### PPPPGT

An entry was added for the new program, PPEM335 for Program 13 monthly processing.

#### PPPMSG

New Employee Reject level messages were created for explicit update edits of the DepCare data in PPEG335. The severity level of the "ineligible due to BELI" message was changed to reject. The message identifying the minimum amount was changed to \$180.00.

#### PPPPRM

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

### **Test Plan**

An installation Test Plan is provided with this release.

### **Installation Instructions**

An Installation Instructions Document is provided with this release.

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**Timing of Installation**

The installation of this release is Date Mandated.

This release must be installed and one-time program executed before the first SHPS interface file in November. This means that it must be installed no later than October 31, 2003. It can be installed anytime before that date.

If there are any questions, please send electronic mail to [Janet.Kennedy@ucop.edu](mailto:Janet.Kennedy@ucop.edu), or call at (510) 587-6128.

Janet Kennedy

cc: Jerry Wilcox