

Release 1544

**Service Request 80718
BX One-Time Lump Sum Payment**

INSTALLATION INSTRUCTIONS

January 6, 2004
10:00 AM

Enterprise IT Services
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. Pre-set values in PPOT1544

Batch Header Number

The Batch Number required on the pay transaction batch header record of each of these four output transaction files is set to "599"; this may be changed by modification of the PPOT1544 Working Storage field "**WS-COMPUTE-BATCH-NUMBER**".

Special note on Action Code value for costing transactions:

PPOT1544 produces costing transactions for the BX 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*.

If the Action Code value of '32' is not appropriate for your campus, the Action Code value may be changed by modification of the PPOT1544 Working Storage field "**WS-FT-ACTION**". *In addition, changing the Action Code to a value other than '32' may require logic modifications in section BUILD-FT-COSTING-REC-1360 of the one-time program.*

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

Bind Member	Done?
PPOT1544	

3. 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?
PPOT1544	Yes	Batch	No	

Table 1

4. Bind Plan listed in Table 2:

Plan Name	Done?
PPOT1544	

Table 2

5. Testing

Perform installation verification testing as described in the Test Plan.

Perform any desired additional campus testing.

6. Production JCL

Create production JCL for one-time program PPOT1544 using the test JCL (RUNONET) provided with this release as a model.

Sample JCL is in PDS PAYDIST.R1544.JCL.

7. Install One-time program PPOT1544 and bind member PPOT1544 into production.

8. One-time Run Specification Record

Column 14 –Report Sort Order value of ‘N’ (Name order) or ‘H’ (Home Department order, and within Home Department order Name order) must be specified.

Columns 15 through 44 – A default FAU value must be specified.

Columns 45 through 50 – Contract Ratification Date in MMDDYY format. If not specified, PPOT1544 will use “120503” as the Contract Ratification Date on the FT pay transactions and Costing records.

9. Run PPOT1544 in production and apply all payment transaction output files to their respective Pay Cycle for Payroll Compute processing.

One-time program PPOT1544 produces four output Payroll Compute transaction files (MO, MA, BW, and SM).

In order that all eligible employees receive the BX 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 January. That is, the MO pay cycle would have a check date of January 30, 2004, BW pay cycle would have a check date of January 28, 2003, MA pay cycle would have a check date of February 6, 2004, and SM pay cycle would have a check date of January 23, 2004. For those campuses that are paying the BX lump sum as separate checks to the eligible employees, the checks should be dated in the same range (January 23, 2004 through February 6, 2004). 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.

10. The following output files listed reflect the destination of PPOT1544 output files:

DD Name	Destination
FTPAYMO,	Lump sum payment compute transactions

DD Name	Destination
FTPAYMA, FTPAYBW, FTPAYSM	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 lump sum ("FT") payments for input to the Costing Process (PPP960).
ELECFILE	Setup an FTP process to send the written by PPOT1544 to UCOP. Use as a target name of FTPUSR?.PUT.BXLUMP.Y2004, where ? is the standard FTP location indicator. The record length of the fixed file is LRECL=149. The file should be available at the FTP pickup site not later than February 27, 2004.