

**Test Plan**  
**RELEASE 1553**  
**Staff Severance Pay Tracking**

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11:40 AM

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Information Resources and Communications  
Office of the President  
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## Testing Overview

This test plan addresses the test runs and cases constructed to verify the correct installation of Release 1553. The test is made up of the following components:

1. Control Table Data Base (CTL) Initial Load (LOADCTL)
2. Employee Data Base (EDB) Initial Load (LOADEDDB)
3. History Data Base (HDB) Initial Load (LOADHDB)
4. Load Table PPPHDE (LOADHDE)
5. Apply Control Table (CTL) Changes (RUN004)
6. Load Data Dictionary for field level help (LOADDDSE)
7. Load Data Dictionary for screen level help (LOADSCRN)
8. Test CICS Screen ELOF and Program PPWELOF
9. Test CICS Screen ILOF and Program PPWILOF
10. Test CICS Screen IOFF and Program PPWIOFF
11. Test CICS Screen HLOF and Program PPWHLOF
12. Test CICS PAN – Program PPNTLAYO & PPNTTRG
13. Test Web PAN – Program PPNTLAYO & PPNTTRG
14. Test Changes for IDOC – Program PPDXLAYO
15. Test Changes for Layoff Reporting – Program PPP862
16. Test addition of Severance Data Elements in ELEM & EDES CICS Screens
17. Test Batch EDB Update of Staff Severance Pay Tracking

## **CONTROL TABLE (CTL) INITIAL LOAD (LOADCTL)**

### **Description**

This job loads the DB2 CTL database.

If there are any Control Table Transaction updates for this release, the Control Table Transaction updates are already reflected in the particular PDS members used for the loading of the DB2 CTL database.

### **Verification**

Ensure that the DB2 CTL has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.

## **EMPLOYEE DATA BASE (EDB) INITIAL LOAD (LOADEDDB)**

### **Description**

This job loads the EDB database.

### **Verification**

In order to assure successful completion of this job, verify that the EDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.

## **HISTORY DATA BASE (HDB) INITIAL LOAD (LOADHDB)**

### **Description**

This job loads the HDB database.

### **Verification**

In order to assure successful completion of this job, verify that the HDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.

## **LOAD Table PPPHDE (LOADHDE)**

### **Description**

This job loads the PPPHDE table data so that the new severance data elements are added to the History Processing in the PPP742 program.

### **Verification**

In order to assure successful completion of this job, verify that the PPPHDE has been successfully restored by verifying normal completion of the job and ensuring that PPPHDE has been successfully loaded.

## **APPLY CONTROL TABLE (CTL) CHANGES (RUN004)**

### **Description**

This job applies the new records to the CTL database.

### **Verification**

In order to assure successful completion of this job, verify that all the CTL records has been successfully inserted or updated into the database tables.

Verify that:

1. Four new records with no card type added into the PPPDET table one each for the new data element numbers 0625, 0626, 0627 and 0628.
2. Eight new records with card type 'LX' added into the PPPDET table one each for the new data element numbers 0625, 0626, 0627 and 0628 plus one each for the existing data element numbers 0462, 0474, 0475 and 0476.
3. Three new records added to the messages table PPPMSG with the message numbers 08426, 08427 and 08428.
4. Four new records with ELOF as the screen ID added into the PPPDES table one each for the new data element numbers 0625, 0626, 0627 and 0628.

## **LOAD Data Dictionary for Field level help (LOADDDSE)**

### **Description**

The steps used for loading field level data dictionary are:

1. Go to CICS and enter the command CEMT INQ FI(D21HLP2).
2. Change the status of this file from 'OPE' to 'CLO' and then press Enter.
3. Submit the JCL LOADDDSE which loads these new help definitions to the CICS Help file. These definitions will be used in the CICS screens for help links.
4. Now Go to CICS again and enter the command CEMT INQ FI(D21HLP2).
5. Change the status of this file from 'CLO' to 'OPE' and then press Enter.

### **Verification**

In order to assure successful completion of this job, verify that the LOADDDSE has been successfully restored by verifying normal completion of the job and ensuring that all the severance fields in the changed screens show these help messages.

## **LOAD Data Dictionary for Screen level help (LOADSCRN)**

### **Description**

The steps used for loading screen level data dictionary are:

1. Go to CICS and enter the command CEMT INQ FI(D21HLP2).
2. Change the status of this file from 'OPE' to 'CLO' and then press Enter.
3. Submit the JCL LOADSCRN which loads these new help definitions to the CICS Help file. These definitions will be used in the CICS screens for help links.
4. Now Go to CICS again and enter the command CEMT INQ FI(D21HLP2).
5. Change the status of this file from 'CLO' to 'OPE' and then press Enter.

### **Verification**

In order to assure successful completion of this job, verify that the LOADSCRN has been successfully restored by verifying normal completion of the job and ensuring that all the severance fields in the changed screens show these help messages.

# Test CICS Screen ELOF and Program PPWELOF

## Description

Test the addition of four new data elements to the on-line CICS screen ELOF and also users should be able to enter and update multiple sets of severance data with the four new data elements. ELOF CICS screen is accessed by the EDB On-line Entry/Update program PPWELOF. The four new data elements should be added to the ELOF Entry/Update Layoff Data screen as part of a more general redesign of this screen.

After successful installation of the CICS program PPWELOF with the changed new map PPELOF0, make a newcopy in the region you are going to test the ELOF screen. Also load the Help Anchors as described in the installation instructions using the JCL LOADANCH and verify that it is loaded properly by checking the return code of the job. After successful newcopy go to PPS system and start edit an employee with ELOF screen.

Select the employee ID 701000077 with option ELOF in the PPS CICS system. The ELOF screen will look like the one shown below. Verify in this screen that

1. The screen does not display a second set of entry fields and all the new severance pay fields are there with their labels. Also check the rearrangement of the existing fields as shown below.
2. Since we have made substantial rearrangement in the screen, check all the changed location fields and the new added fields for the correct screen level helps. Check that when you press PF1 on the line for the fields it should display the correct data element numbers helpinks. This will make sure that the help anchors are installed properly.
3. Verify that the correct release number is displayed in the top left corner of the screen (PPELOF0-E1553), where 1553 is the release number.

```

PPELOF0-E1553                EDB Entry/Update          01/14/04      12:55:55
03/05/03 09:44:12           Layoff Data              Userid:       PAYBCC
ID: 701000077 Name: AND TELEGRAPH, PACIFIC TEL      SSN: 701-55-5077  Pri Pay: MO

```

```

Notice Date:                Recall Beg      :                Pref Rehire Beg:
Layoff Salary:              Recall End      :                Pref Rehire End:
Indicator:                   %                Term/Suspend Date:  Term/Suspend Date:
Unit:                        Suspend Reason:  Suspend Reason:
                               Suspend End:        Suspend End:

Title:
Layoff Dept:
Severance Paid:
Severance Days:
Sev Payback Ind:           Sev Payback Amt:

```

```

Term Sick Leave Bal:                Accrued Through Date:
Next Func:                          ID:                Name:                SSN:

```



Final

Now run PPUNLECF job which will unload the PPPECF table data for the online changes to the flat file PAYBCC.RLSE.ECFONL file. Now run program PPP742 using the JCL RUN742 to process the history transactions in the above flat file to be loaded into the History layoff table PPPOFF.

After successful update to the HDB, check the table PPPOFF for the inserted record for the employee 701000077. The record should look like below.

01	EMPLID	CHAR(9)	PRIM	701000077
02	ITERATION_NUMBER	CHAR(3)	PRIM	001
03	SYSTEM_ENTRY_DATE	DATE	PRIM	01/16/2004
04	SYSTEM_ENTRY_TIME	TIME	PRIM	11.11.12
05	LAYOFF_TITLE_CODE	CHAR(4)	PRIM	0638
06	LAYOFF_DEPT_CODE	CHAR(6)	PRIM	804918
07	DELETE_FLAG	CHAR(1)		
08	ERH_INCORRECT	CHAR(1)		
09	LAYOFF_UNIT_CODE	CHAR(6)		
10	LAYOFF_UNIT_CODE_C	CHAR(1)		
11	LAYOFF_NOTICE_DATE	DATE	PRIM	01/15/2004
12	LAYOFF_NTCE_DATE_C	CHAR(1)		
13	LAYOFF_SALARY	DEC(10,4)		5000.0000
14	LAYOFF_SALARY_C	CHAR(1)		Y
15	LAYOFF_SALARY_IND	CHAR(1)		M
16	LAYOFF_SALRY_IND_C	CHAR(1)		Y
17	LAYOFF_PERCNT_TIME	DEC(3,2)		1.00
18	LAYOFF_PCNT_TIME_C	CHAR(1)		Y
19	REHIRE_BGN_DATE	DATE		01/16/2004
20	REHIRE_BGN_DATE_C	CHAR(1)		Y
21	REHIRE_EXP_DATE	DATE		12/15/2004
22	REHIRE_EXP_DATE_C	CHAR(1)		Y
23	RHRE_SUSP_BGN_TERM	DATE		12/15/2004
24	RHRE_SUS_BGN_TER_C	CHAR(1)		Y
25	REHIRE_SUSP_END	DATE		12/15/2005
26	REHIRE_SUSP_END_C	CHAR(1)		Y
27	RHRE_SUSP_TERM_RSN	CHAR(1)		R
28	RHRE_SUS_TER_RSN_C	CHAR(1)		Y
29	RECALL_BGN_DATE	DATE		01/16/2004
30	RECALL_BGN_DATE_C	CHAR(1)		Y
31	RECALL_EXP_DATE	DATE		12/15/2004
32	RECALL_EXP_DATE_C	CHAR(1)		Y
33	RCLL_SUSP_BGN_TERM	DATE		12/15/2004
34	RCLL_SUS_BGN_TER_C	CHAR(1)		Y
35	RECALL_SUSP_END	DATE		12/15/2005
36	RECALL_SUSP_END_C	CHAR(1)		Y
37	RCLL_SUSP_TERM_RSN	CHAR(1)		R
38	RCLL_SUS_TER_RSN_C	CHAR(1)		Y
39	SEV_AMOUNT_PAID	DEC(8,2)		20000.00
40	SEV_AMOUNT_PAID_C	CHAR(1)		Y
41	SEV_PAY_NUM_DAYS	DEC(2,0)		70.
42	SEV_PAY_NUM_DAYS_C	CHAR(1)		Y
43	SEV_PAYBACK_IND	CHAR(1)		Y
44	SEV_PAYBACK_IND_C	CHAR(1)		Y
45	SEV_PAYBACK_AMOUNT	DEC(8,2)		10000.00
46	SEV_PAYBACK_AMT_C	CHAR(1)		Y

# Test CICS Screen ILOF and Program PPWILOF

## Description

Test the addition of four new data elements to the ILOF Inquiry Layoff Data screen as part of a redesign of this screen. ILOF CICS screen is accessed by the EDB On-line Inquiry program PPWILOF.

After successful installation of the CICS program PPWILOF with the changed new map PPILOF0, make a newcopy in the region you are going to test the ILOF screen. Also load the Help Anchors as described in the installation instructions using the JCL LOADANCH and verify that it is loaded properly by checking the return code of the job. After successful newcopy go to PPS system and start browse an employee with ILOF screen.

Select the employee ID 701000077 with option ILOF in the PPS CICS system. The ILOF screen will look like the one shown below. Verify in this screen that

1. The screen does not display a second set of entry fields and all the new severance pay fields are there with their labels. Also check the rearrangement of the existing fields as shown below.
2. Since we have made substantial rearrangement in the screen, check all the changed location fields and the new added fields for the correct screen level helps. Check that when you press PF1 on the line for the fields it should display the correct data element numbers helplinks. This will make sure that the help anchors are installed properly.
3. Verify that the correct release number is displayed in the top left corner of the screen (PPILOF0-I1553), where 1553 is the release number.

```
PPILOF0-I1553                                EDB Inquiry                                01/15/04                                10:49:33
01/14/04 16:47:19                            Layoff Data                                Userid:                                PAYBCC
ID: 701000077      Name: AND TELEGRAPH, PACIFIC TEL      SSN: 701-55-5077
Hm Dept: 804918 CHAN OFFICE                    Emplmt Status: A      Pri Pay: MO                                PG 01 OF 02
Separation Date:                                Last Day On Pay:                                Separation Reason:

Notice Date: 01/15/04      Recall Beg : 01/16/04      Pref Rehire Beg: 01/16/04
Layoff Salary: 5000.00      Recall End : 12/15/04      Pref Rehire End: 12/15/04
TUC/ERC: 99 % 1.00      Term/Suspend Date: 12/15/04      Term/Suspend Date: 12/15/04
Unit:                                Suspend Reason: R      Suspend Reason: R
                                Suspend End: 12/15/05      Suspend End: 12/15/05

Title: 0638      IT RESOURCE MANAGER II
Layoff Dept: 804918 CHAN OFFICE
Severance Paid: 20000.00
Severance Days: 70
Sev Payback Ind: Y      Sev Payback Amt: 10000.00
```

```
Term Sick Leave Bal:                                Accrued Through Date:
Next Func: ID:                                Name:                                SSN:
```

## Test CICS Screen IOFF and Program PPWIOFF

### Description

Test the addition of four new data elements to the IOFF History Inquiry Layoff Data screen. IOFF CICS screen is accessed by the HDB On-line Inquiry program PPWIOFF.

After successful installation of the CICS program PPWIOFF with the changed new map PPIOFF0, make a newcopy in the region you are going to test the IOFF screen. Also load the Help Anchors as described in the installation instructions using the JCL LOADANCH and verify that it is loaded properly by checking the return code of the job. After successful newcopy go to PPS system and start browse an employee with IOFF screen.

The changes in layout is as shown in the screen below.

Select the employee ID 701000077 with option IOFF in the PPS CICS system. The IOFF screen will look like the one shown below. Verify in this screen that

1. The screen displays all the new severance pay fields with their labels. Also check the that there is no change in the existing fields as shown below.
2. Since we have added new severance pay fields in the screen, check the new added fields for the correct screen level helps. Check that when you press PF1 on the line for the fields it should display the correct data element numbers helplinks. This will make sure that the help anchors are installed properly.
3. Verify that the correct release number is displayed in the top left corner of the screen (PPIOFF0-I1553), where 1553 is the release number.

```

PPIOFF0-I1553                      History Inquiry                      01/16/04          11:44:33
01/16/04 11:11:12                  Layoff Data                      Userid:          PAYBCC
ID:      701000077                  Name:  AND TELEGRAPH, PACIFIC TEL  SSN:  701-55-5077
Incorrect Flag:

Layoff:                             Rehire:                             Recall:
Title Code   : 0638                  Begin Date   : 01/16/2004              Begin Date   : 01/16/2004
Dept Code    : 804918                End Date     : 12/15/2004              End Date     : 12/15/2004
Unit Code    :                       Term/Susp Beg: 12/15/2004              Term/Susp Beg: 12/15/2004
Notice Date  : 01/15/2004            Suspense End : 12/15/2005              Suspense End : 12/15/2005
Pay Rate     : 5000.00                Term/Susp Rsn: R                      Term/Susp Rsn: R
Rate Code    : M
Percent Time : 1.00
Sev Paid     : 20000.00
Sev Days     : 70
Sev Payback  : Y                      Sev Payback Amt: 10000.00

Next Func:      ID:      Name:      SSN:
    
```

## Test CICS Screen HLOF and Program PPWHLOF

### Description

Test the addition of four new data elements to the HLOF History Inquiry Layoff Data screen. HLOF CICS screen is accessed by the HDB On-line Inquiry program PPWHLOF.

After successful installation of the CICS program PPWHLOF with the changed new map PPHLOF0, make a newcopy in the region you are going to test the HLOF screen. Also load the Help Anchors as described in the installation instructions using the JCL LOADANCH and verify that it is loaded properly by checking the return code of the job. After successful newcopy go to PPS system and start browse an employee with HLOF screen.

The changes in layout is as shown in the screen below.

Select the employee ID 701000077 with option HLOF in the PPS CICS system. The HLOF screen will look like the one shown below. Verify in this screen that

1. The screen displays all the new severance pay fields with their labels. Also check the that there is no change in the existing fields as shown below.
2. Since we have added new severance pay fields in the screen, check the new added fields for the correct screen level helps. Check that when you press PF1 on the line for the fields it should display the correct data element numbers helplinks. This will make sure that the help anchors are installed properly.
3. Verify that the correct release number is displayed in the top left corner of the screen (PPHLOF0-I1553), where 1553 is the release number.

```

PPHLOF0-I1553                                History Reporting                01/16/04        11:53:47
Last Update: 01/16/04                        Layoff Data History                Userid:         PAYBCC
ID: 701000077      Name: AND TELEGRAPH, PACIFIC TEL  SSN: 701-55-5077
Hm Dept: 804918    CHANCELLORS OFFICE                Status: Active           ITR: 001
                                           Sex: M      Ethnic:      F
Layoff Notice Date: 01/15/04      Layoff %: 1.00      Layoff Salary:
Title: 0638      IT RESOURCE MANAGER II                TUC/EREP: 99      Salary Max:
Dept: 804918    CHAN OFFICE                Layoff Unit:      DESC N/F
Severance Paid / Days : 20000.00 70 Sev Payback Ind / Amt : Y 10000.00
Recall Beg Dt: 01/16/04      Recall End Dt: 12/15/04
  Recall Sus Begin: 12/15/04      Recall Sus End/Term: 12/15/05
  Reason: No Ret from Layoff
Rehire Beg Dt: 01/16/04      Rehire End Dt: 12/15/04
  Rehire Sus Begin: 12/15/04      Rehire Sus End/Term: 12/15/05
  Reason: No Ret from Layoff
Separation Dt: Last Day On Pay:
  Reason:
Term Sick Leave Bal: .00      Accrued Through Dt:
Next Func: ID: Name: SSN:
    
```

## Test CICS PAN -- Program PPNTLAYO & PPNTTRG

### Description

Test the addition of the new data elements to the list of 'Layoff' triggers that generate a PAN (Post Authorization Notification). Also CICS PAN for layoff data will be modified to include the four severance data elements ('Staff Severance Amount Paid', 'Staff Severance Pay Number of Days', 'Staff Severance Payback Indicator', 'Staff Severance Payback Amount'). Also changes to severance data element values will be flagged using the methods currently in place for CICS (asterisks) PAN.

After successful installation of the programs PPNTLAYO and PPNTTRG, make a newcopy in the region you are going to test the PAN changes. After successful newcopy go to PPS system and start browse the CICS PAN for an employee.

Choose option INRS to get to the PAN 'Notification Review Selection' Screen. Then enter 'ELOF' in the Transaction selection and press Enter. Now you will get all the PAN Notifications for the ELOF transaction. Select the PAN for the employee ID 701000077 and the screen will look like the one shown below.

Verify in this screen that

1. The four new staff severance data elements are listed with their values.
2. Note that the values are flagged using asterisks.

```

UCIARV0-I0863                                PostAuth Notification          01/21/04          11:14:40
                                           Activity Review                Userid:          PAYBCC
                                           Page 01          of 05
App:   PPP      Tran:  ELOF      Userid:    PAYBCC      Date: 01/16/04   Time: 11:11:10
***** Top *****
----- Employee and Preparer Information -----
Employee: PACIFIC TEL AND TELEGRAPH      Preparer: PAYBCC
        ID: 701000077                      Phone:
        Action:                             Email:
----- Comments -----
Preparer: PAYBCC
        Testing ELOF Screen
----- General Information -----
Home Dept: 804918 CHAN OFFICE      Emp Rel Cd:
Emp Status: A-Active              Emp Rel Un: 99-No Bargaining Unit
Hire Date: 07/01/01              EUC: 99-No Bargaining Unit
Student Status: 1-Not Registered   EREP: C-Covered
Registered Units:                 BELI: 1-Full Benefits
Retirement: U-UCRP              Derived BELI: 1-Full Benefits
FICA Elig: E-OASDI & Medicare     BELI Eff Date: 07/01/01
Ret/FICA Derive: Y-Elig Auto Derive Status Qual 1/2:
Citizenship: C-U.S. Citizen      Next Review Type: 2-Merit Increase
Visa Type:                        Next Review Date: 10/02
Work Permit End Date:            Probationary End:
Separation Date:                 LOA Begin Date:
Last Day on Pay Status:          LOA Return Date:
Destination:                     LOA Reason:
Separation Rsn:
    
```

Final

```

----- Layoff Information -----
                                Previous          Current
Layoff Title                    0638
Layoff Department                804918
Layoff Notice Date               01/15/04
Layoff Unit
*Layoff Salary                   5000.00
*Layoff Salary Indicator         M-Monthly
*Layoff Percent Time             1.00
*Pref Rehire Begin Date         01/16/04
*Pref Rehire End Date           12/15/04
*Pref Rehire Term/Sus Begin Date 12/15/04
*Pref Rehire Term/Sus Reason    R-No Ret from Layoff
*Pref Rehire Sus End Date       12/15/05
*Recall Begin Date              01/16/04
*Recall End Date                12/15/04
*Recall Term/Sus Begin Date     12/15/04
*Recall Term/Sus Reason         R-No Ret from Layoff
*Recall Sus End Date            12/15/05
*Staff Severance Amount Paid    20000.00
*Staff Severance Pay Number of Days 70
*Staff Severance Payback Indicator Y
*Staff Severance Payback Amount 10000.00

Term Sick Leave Balance
Accrued Through Date
    
```

```

----- Appointment and Distribution Information -----
Action:
10) 0638 IT RESOURCE MANAGER II      Dept: CHAN OFFICE      FLSA: Exempt

Term of Service: 07/01/01 to Indefinite % Time: 1.00 Grade: 6 TUC: 99 LV: N

Personnel Program: Mgmt/Prof Appt Type: Career      Basis:      Paid Over:

11) Pay Category: REG-REGULAR      $9,250.00 Monthly      St:

at 100.00% Fixed      Time, effective 07/01/01, with an end date of Indefinite

from account 3-404918-      -19900-      -1
    
```

```

----- List of Reviewers -----
Name                               UserID or e-mail          -Type- -Status-
REVIEWER PAYLAYO                  PAYLAYO                  M      N
KATHY KELLER                       PAYKLK                   R      N
***** Bottom *****
    
```

## **Test WEB PAN -- Program PPNTLAYO & PPNTTRG**

### **Description**

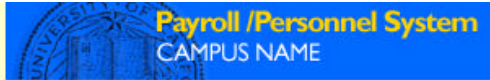
Test the addition of the new data elements to the list of 'Layoff' triggers that generate a PAN (Post Authorization Notification). Also WEB PAN for layoff data will be modified to include the four severance data elements ('Staff Severance Amount Paid', 'Staff Severance Pay Number of Days', 'Staff Severance Payback Indicator', 'Staff Severance Payback Amount'). Also changes to severance data element values will be flagged using the methods currently in place for WEB (color-coding) PAN.

After successful installation of the programs PPNTLAYO and PPNTTRG, make a newcopy in the region you are going to test the PAN changes. After successful newcopy go to the PPS EDB Inquiry Web system and start browse the WEB PAN for an employee.

Go to the EDB Inquiry WEB PAN for this region and select 'Notification Selection' link to go to the 'Post Authorization Notification Selection' Screen. Now enter employee ID 701000077 in the 'Employee ID' selection criteria and click on Submit button. Now we will be in 'Post Authorization Notification Selection Results' screen with all the notifications for the employee ID 701000077. Choose the one for our changes and the screen will look like the one shown below.

Verify in this screen that

1. The four new staff severance data elements are listed with their values.
2. Note that the values are flagged using color-coding.



Userid: PAYBCC

Date: 01/21/04

Time: 12:23:39

[Main Menu](#) [Logout](#)  
[Selection Results](#)

**Post Authorization Notification Detail**

**Employee and Preparer Information:**

**Employee:** PACIFIC TEL AND TELEGRAPH  
**ID:** 701000077  
**Action(s):**  
**Date:** 01/16/2004 11:11 AM

**Preparer:** PAYBCC  
**Phone:**  
**Email:**  
**Link to:** [EDB Inquiry](#)

**go to** [Comments](#) [General Information](#)

**Comments**

Preparer: PAYBCC Testing ELOF Screen  
01/16/2004 11:11 AM

**General Information**

Home Dept	804918-CHANCELLORS OFFICE	Employee Relations Code	
Employment Status	A-Active	Employee Relations Unit	99-No Bargaining Unit
Hire Date	07/01/01	Employee Unit Code	99-No Bargaining Unit
		Employee Rep Code	C-Covered
Student Status	1-Not Registered	BELI	1-Full Benefits
Registered Units	0.0	Derived BELI	1-Full Benefits
Retirement	U-UCRP	BELI Effective Date	07/01/01
FICA Eligibility	E-OASDI & Medicare	Status Qualifier 1/2	
Ret/FICA Derivation Ind	Y-Elig Auto Derive		
Citizenship	C-U.S. Citizen	Next Salary Review Type	2-Merit Increase
Visa Type		Next Salary Review Date	10/02
Work Permit End Date		Probationary End Date	
Separation Date		LOA Begin Date	
Last Day on Pay Status		LOA Return Date	
Destination		LOA Reason	
Separation Reason			

**Layoff**

Title	0638<<none>>	Department	804918<<none>>
Notice Date	01/15/04<<none>>	Unit	
Salary	5000.00<<none>>	Salary Indicator	M-Monthly<<none>>
		Percent Time	1.00<<none>>
Pref Rehire Begin Date	01/16/04<<none>>	Pref Rehire End Date	12/15/04<<none>>
Pref Rehire Term/Sus Begin Date	12/15/04<<none>>	Pref Rehire Sus End Date	12/15/05<<none>>
Pref Rehire Term/Sus Reason	R-No Ret from Layoff<<none>>		
Recall Begin Date	01/16/04<<none>>	Recall End Date	12/15/04<<none>>
Recall Term/Sus Begin Date	12/15/04<<none>>	Recall Sus End Date	12/15/05<<none>>
Recall Term/Sus Reason	R-No Ret from Layoff<<none>>		
Severance Pay Number of Days	70<<00>>	Severance Amount Paid	20000.00<<none>>
Severance Payback Indicator	Y<<none>>	Severance Payback Amount	10000.00<<none>>
Term Sick Leave Balance	0.00		
Accrued Through Date			

**Appointments and Distributions**

<b>Appointment 10</b>	IT RESOURCE MANAGER II	Department	CHAN OFFICE		
Action(s)		Department Code	804918	Sub Location	ND
Title Code	0638	FLSA	1-exempt	Grade	6
Begin Date	07/01/01	Ann/Hr Rate	\$111,000.00	Program	2-Mgmt/Prof
End Date	99/99/99	Rate Code	A-Annually	Type	2-Career
Duration	Indefinite	Basis/Field Over		Leave Accrual	N-No vacation/no days sick
TUC	99-No Bargaining Unit	% Time	1.00	Pay Schedule	MO-Monthly
AREP	C-Covered	Fixed/Variable	F-Fixed	Time Code	N-Positive

Final

**Appointment 10 Distribution(s)**

Dist #	Full Accounting Unit	Begin Date	End Date	Dist%	FTE	Rate	DOS	Step	O/A	Work Study Program
11	CHANCELLOR'S OFFICE									
	3 404918 19900 1	07/01/01	99/99/99	1.0000	1.00	\$9,250.00	REG			

**List of Reviewers**

Name	Email	Phone	Type	Status
KATHY KELLER	<a href="mailto:KATHY.KELLER@UCOP.EDU">KATHY.KELLER@UCOP.EDU</a>		Non-Mandatory Reviewer	Unread
REVIEWER PAYLAYO			Mandatory Reviewer	Unread

Add comments to the PAN:

Save Reset

To forward this notification, enter a UserID or email address, or go to the directory to find a reviewer.

Forward to:  Send Reset 

## Test Changes for IDOC -- Program PPDXLAYO

### Description

Test the addition of the three severance payment data elements, 'Staff Severance Amount Paid', 'Staff Severance Pay Number of Days', and 'Staff Severance Payback Amount' to the IDOC Layoff Separation Document in the "LAYOFF INFORMATION" section..

After successful installation of the program PPDXLAYO, make a newcopy in the region you are going to test the IDOC changes. After successful newcopy go to PPS system and start browse the IDOC documents for an employee.

Choose option IDOC with the employee ID 701000077 to get to the 'Documents Selection Menu' Screen. Now select 'Layoff' document and press PF5 to generate the document. Now the document is printed and the print document should look like below:

Verify in this document that the three new staff severance data elements are listed with their values.

This document can also be produced in batch using the JCL RUN750 with the employee ID 701000077 in the Spec Card.

```
UNIVERSITY OF CALIFORNIA                Print Date: 01/21/04
PAYROLL/PERSONNEL SYSTEM                Page 1 of 2
Summary of Layoff Action
TO: PACIFIC TEL AND TELEGRAPH           FROM: CHANCELLORS OFFICE
                                         GAYLE MEMORIAL TOWER
```

The following information reflects your employment record at the time of your separation from the University. This summary is not intended to be a contract or binding document. It is for informational use only. Please review all of the information to be sure it is correct, and contact your department personnel office if you have questions or you think there may be an error.

PERSONAL INFORMATION

-----  
Your Employee Identification Number is: 701000077.  
We have as your Permanent Address:  
1919 STAGE ROAD  
RESEDAVILLE CA, 94610  
For your records, your Most Recent Hire Date was: 07/01/01  
Your date of separation is: Your Last Day on Pay Status is:  
The reason for separation is:  
Your Separation Destination is:

Final

-----  
APPOINTMENT INFORMATION  
-----

At the time of separation you were appointed as:

(1) IT RESOURCE MANAGER II Title Code: 0638 Grade: 6  
Department: CHANCELLORS OFFICE  
Term of Service: 07/01/01 to Indefinite  
Percent of Time: 100 FLSA: Exempt  
Personnel Program: Mgmt/Sr Prof Appointment Type: Regular/Career

Your position was covered by the following union contract(s):

(1) No Bargaining Unit

Please contact the Benefits Office if you have questions about your benefits.  
-----

SALARY INFORMATION  
-----

For your records, the following indicates your salary, type of payment,  
and source of funding immediately prior to your separation:

(1) REGULAR PAY 9,250.00 Monthly 111,000.00 Annually  
Step at 100% Fixed Time  
from account 3-404918- -19900- -1  
effective 07/01/01 with end date of Indefinite  
-----

LAYOFF INFORMATION

UNIVERSITY OF CALIFORNIA  
PAYROLL/PERSONNEL SYSTEM  
Summary of Layoff Action

Print Date: 01/21/04  
Page 2 of 2

Your Layoff status is as follows:

( 1) Layoff Notice Date: 01/15/04  
Layoff Department: 804918 CHANCELLORS OFFICE  
Layoff Unit:  
Layoff Title: IT RESOURCE MANAGER II  
Layoff Percent of Time: 1.00  
Salary at Time of Layoff: 5,000.00  
**Severance Amount Paid: 20,000.00**  
**Severance Pay Number of Days: 70**  
**Severance Payback: 10,000.00**  
Date Preferential Rehire Rights Begin: 01/16/04  
Date Preferential Rehire Rights End: 12/15/04  
Date Recall Rights Begin: 01/16/04  
Date Recall Rights End: 12/15/04  
Date Preferential Rehire Rights were Terminated or Suspended: 12/15/04  
Date Preferential Rehire Rights Re-instated: 12/15/05  
Susp/Termination Reason: Did not return from layoff per notice letter  
-----

\*\*\*\*\* Bottom of Data \*\*\*\*\*

## Test Changes for Layoff Reporting -- Program PPP862

### Description

Test the addition of the four new severance pay data elements, 'Staff Severance Amount Paid', 'Staff Severance Pay Number of Days', 'Staff Severance Payback Indicator' and 'Staff Severance Payback Amount' to the Layoff Status Report (Report 862). This whole report is completely rearranged in this project.

This report now contains the following data elements in 3 lines for one layoff record for an employee. They are as follows:

#### **First line:**

Employee Name (EDB 0105)	Employment Status (EDB 0144)
Layoff Notice Date (EDB 0462)	Layoff Title Code (EDB 0474)
Layoff Title Translation, from Title Code Table description	
Layoff Pay Rate (EDB 0477)	Severance Amount Paid (EDB 0625)
Preferential Rehire Period Begin Date (EDB 0463)	
Preferential Rehire Period End Date (EDB 0464)	
Recall Period Begin Date (EDB 0467)	Recall Period End Date (EDB 0468)

#### **Second line:**

Employee ID	Separation Date (EDB 0140)
Layoff Department Code (EDB 0475)	Layoff Dept Translation(Home Dept Table)
Title Unit Code (EDB 2029)	Appointment Rep Code (EDB 2031)
Severance Pay Num of Days (EDB 0626)	Severance Payback Indicator (EDB 0627)
Preferential Rehire Rights - Terminate/Suspend Date (EDB 0465)	
Preferential Rehire Rights - Suspension End Date (EDB 0466)	
Recall Rights - Terminate/Suspend Date (EDB 0469)	
Recall Rights - Suspension End Date (EDB 0470)	

#### **Third line:**

Layoff Unit Code (EDB 0473)	
Layoff Unit Code Translation, from Layoff Unit Table description	
Layoff Percent Time (EDB 0479)	Severance Payback Amount (EDB 0628)
Preferential Rehire Suspension/Termination Reason (EDB 0471)	
Recall Suspension/Termination Reason Code (EDB 0472)	

After successful installation of the program PPP862, run the JCL RUN862. This job goes through the PPPLOF table and creates report in the above format for a layoff record.

Verify in this report the details for the employee ID 701000077 and the layoff report details would look like below.

PPP8621/PPP862

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE

PAGE NO. 000002

RETN: SEE RPTS DISP SCHEDULE/DIST.

DATA BASE MAINTENANCE

RUN DATE 01/21/04

LAYOFF STATUS REPORT  
MGMT./SR. PROF

NAME EMP ID	S NOTICE T SEP DATE	LAYOFF TITLE LAYOFF DEPT LAYOFF UNIT	SALARY TUC REP % TIME	SEVERANCE DAYS/IND PAYBK AMT	REHIRE SUSPEND BGN/END SUS RSN	RECALL SUSPEND BGN/END SUS RSN
AND TELEGRAPH, PACIFIC TEL A	01-15-04	0638 IT RESOURCE MANAGER II	5000.00	20000.00	01-16-04/12-15-04	01-16-04/12-15-04
701000077		804918 CHANCELLORS OFFICE	99 C	70 Y	12-15-04/12-15-05	12-15-04/12-15-05
		NO LUC DESCRIPTION	1.00	10000.00	R	R



**Verification of ELEM CICS Screen**

Since PPPDET table entry is linked with ELEM CICS screen, verify that entries 0625, 0626, 0627 and 0628 yields data(Description and Value) for any test employee.

Let us choose the following employee for our ELEM screen test.

**Employee ID: 701000077            Name: AND TELEGRAPH, PACIFIC    SSN 701-55-5077**

Go to the CICS region and choose the employee '701000077' with ELEM CICS screen. Now verify that entries 0625, 0626, 0627 and 0628 have data shown below(Description and Value).

```

PPELEM0-I0911                      EDB Inquiry                      02/02/04 12:29:22
02/02/04 12:28:32                  Data Element Display              Userid:          PAYBCC
ID: 701000077  Name: AND TELEGRAPH, PACIFIC TEL  SSN: 701-55-5077
Hm Dept: 804918 CHAN OFFICE      Emplmt Status: A                 Pri Pay: MO

```

Number	Key	Description	Value
0625		SEV AMOUNT PAID	20000.00
0626		SEV PAY NO DAYS	70
0627		SEV PAYBACK IND	Y
0628		SEV PAYBACK AMT	10000.00

```

Next Func:          ID:          Name:          SSN:

```

## Test Batch EDB Update of Staff Severance Pay Tracking

### Description

Till now, we have tested only the on-line portion of the update process of the Staff Severance Pay Tracking. Let us work on testing the batch updates of Staff Severance.

### Add a Layoff to an existing Employee 999888007:

Now we will add a layoff for an existing employee ID 999888007. We need 2 records for the layoff one with the 'LF' card type and another with 'LX' card type. All the transactions needed to add layoff for this employee is set up in the cardlib member PAYBCC.RLSE.CARDLIB1(LAYOFFRC). Submit the File Maintenance JCL RUNFM with the above card member to add layoff for this employee.

After successful layoff record addition for this employee is done, verify that a record is created in the layoff table PPPLOF and they have the same values as the LF & LX input cards for the employee 999888007. The record for this employee in the PPPLOF table will be as shown below:

01	EMPLOYEE_ID	CHAR(9)	PRIM	999888007
02	LAYOFF_TITLE_CODE	CHAR(4)	PRIM	0741
03	LAYOFF_DEPT_CODE	CHAR(6)	PRIM	826301
04	LAYOFF_UNIT_CODE	CHAR(6)		
05	LAYOFF_ADC_CODE	CHAR(1)		C
06	LAYOFF_NOTICE_DATE	DATE	PRIM	02/15/2004
07	LAYOFF_SALARY	DEC(10,4)		5000.0000
08	LAYOFF_SALARY_IND	CHAR(1)		M
09	LAYOFF_PERCNT_TIME	DEC(3,2)		1.00
10	REHIRE_BGN_DATE	DATE		02/16/2004
11	REHIRE_EXP_DATE	DATE		12/15/2004
12	RHRE_SUSP_BGN_TERM	DATE		12/15/2004
13	REHIRE_SUSP_END	DATE		12/15/2005
14	RHRE_SUSP_TERM_RSN	CHAR(1)		R
15	RECALL_BGN_DATE	DATE		02/16/2004
16	RECALL_EXP_DATE	DATE		12/15/2004
17	RCLL_SUSP_BGN_TERM	DATE		12/15/2004
18	RECALL_SUSP_END	DATE		12/15/2005
19	RCLL_SUSP_TERM_RSN	CHAR(1)		R
20	SEV_AMOUNT_PAID	DEC(8,2)		25000.00
21	SEV_PAY_NUM_DAYS	DEC(2,0)		80.
22	SEV_PAYBACK_IND	CHAR(1)		Y
23	SEV_PAYBACK_AMOUNT	DEC(8,2)		13000.00

**Update an existing Layoff record of the Employee 999888007:**

Now we will change the layoff record of the employee 999888007 which we added earlier. We will change Layoff Salary in the 'LF' card type and Severance Pay number of Days in the 'LX' card type for this layoff record. We need 2 records for the layoff one with the 'LF' card type and another with 'LX' card type. All the transactions needed to update the layoff record for this employee is set up in the cardlib member PAYBCC.RLSE.CARDLIB1(LAYOFFUP). Submit the File Maintenance JCL RUNFM with the above card member to update the layoff for this employee.

After successful layoff record update for this employee is done, verify that the layoff record is changed in the layoff table PPPLOF and the changed fields have the same values as the LF & LX input cards for the employee 999888007. The record for this employee in the PPPLOF table will be as shown below and verify the changes made for this record as indicated below:

			<u>Before Update</u>	<u>After Update</u>
01	EMPLOYEE_ID	CHAR(9)	PRIM 999888007	999888007
02	LAYOFF_TITLE_CODE	CHAR(4)	PRIM 0741	0741
03	LAYOFF_DEPT_CODE	CHAR(6)	PRIM 826301	826301
04	LAYOFF_UNIT_CODE	CHAR(6)		
05	LAYOFF_ADC_CODE	CHAR(1)	C	C
06	LAYOFF_NOTICE_DATE	DATE	PRIM 02/15/2004	02/15/2004
07	LAYOFF_SALARY	DEC(10,4)	<b>5000.0000</b>	<b>6750.0000</b>
08	LAYOFF_SALARY_IND	CHAR(1)	M	M
09	LAYOFF_PERCNT_TIME	DEC(3,2)	1.00	1.00
10	REHIRE_BGN_DATE	DATE	02/16/2004	02/16/2004
11	REHIRE_EXP_DATE	DATE	12/15/2004	12/15/2004
12	RHRE_SUSP_BGN_TERM	DATE	12/15/2004	12/15/2004
13	REHIRE_SUSP_END	DATE	12/15/2005	12/15/2005
14	RHRE_SUSP_TERM_RSN	CHAR(1)	R	R
15	RECALL_BGN_DATE	DATE	02/16/2004	02/16/2004
16	RECALL_EXP_DATE	DATE	12/15/2004	12/15/2004
17	RCLL_SUSP_BGN_TERM	DATE	12/15/2004	12/15/2004
18	RECALL_SUSP_END	DATE	12/15/2005	12/15/2005
19	RCLL_SUSP_TERM_RSN	CHAR(1)	R	R
20	SEV_AMOUNT_PAID	DEC(8,2)	25000.00	25000.00
21	SEV_PAY_NUM_DAYS	DEC(2,0)	<b>80.</b>	<b>59.</b>
22	SEV_PAYBACK_IND	CHAR(1)	Y	Y
23	SEV_PAYBACK_AMOUNT	DEC(8,2)	13000.00	13000.00

**Delete an existing Layoff record of the Employee 999888007:**

Now we will delete a layoff record of the employee 999888007 which we added earlier. We need 1 record for the layoff with the 'LF' card type. The transactions needed to delete the layoff record for this employee is set up in the cardlib member PAYBCC.RLSE.CARDLIB1(LAYOFFDL). Submit the File Maintenance JCL RUNFM with the above card member to delete the layoff record for this employee.

After successful layoff record delete for this employee is done, verify that the layoff record is not there in the layoff table PPPLOF for the employee 999888007.

**Add Multiple Layoffs to an existing Employee 701000077:**

Now we will add 2 layoffs for an existing employee ID 701000077. We need 4 records for the two layoffs (2 with the 'LF' card type and 2 with 'LX' card type). All the transactions needed to add 2 layoffs for this employee is set up in the cardlib member PAYBCC.RLSE.CARDLIB1(LAYOFFML). Submit the File Maintenance JCL RUNFM with the above card member to add layoffs for this employee.

After successful layoff records addition for this employee is done, verify that the records are created in the layoff table PPPLOF and they have the same values as the LF & LX input cards for the employee 701000077. The records for this employee in the PPPLOF table will be as shown below:

			<u>Record 1</u>	<u>Record 2</u>
01	EMPLOYEE_ID	CHAR(9)	PRIM 701000077	701000077
02	LAYOFF_TITLE_CODE	CHAR(4)	PRIM 0638	0638
03	LAYOFF_DEPT_CODE	CHAR(6)	PRIM 804918	804918
04	LAYOFF_UNIT_CODE	CHAR(6)		
05	LAYOFF_ADC_CODE	CHAR(1)	A	A
06	LAYOFF_NOTICE_DATE	DATE	PRIM 02/15/2004	02/28/2004
07	LAYOFF_SALARY	DEC(10,4)	5000.0000	2750.0000
08	LAYOFF_SALARY_IND	CHAR(1)	M	M
09	LAYOFF_PERCNT_TIME	DEC(3,2)	1.00	0.50
10	REHIRE_BGN_DATE	DATE	02/16/2004	03/16/2004
11	REHIRE_EXP_DATE	DATE	12/15/2004	12/31/2004
12	RHRE_SUSP_BGN_TERM	DATE	12/15/2004	12/31/2004
13	REHIRE_SUSP_END	DATE	12/15/2005	12/31/2005
14	RHRE_SUSP_TERM_RSN	CHAR(1)	R	R
15	RECALL_BGN_DATE	DATE	02/16/2004	03/01/2004
16	RECALL_EXP_DATE	DATE	12/15/2004	01/31/2005
17	RCLL_SUSP_BGN_TERM	DATE	12/15/2004	01/31/2005
18	RECALL_SUSP_END	DATE	12/15/2005	12/31/2005
19	RCLL_SUSP_TERM_RSN	CHAR(1)	R	R
20	SEV_AMOUNT_PAID	DEC(8,2)	25000.00	16500.00
21	SEV_PAY_NUM_DAYS	DEC(2,0)	80.	69.
22	SEV_PAYBACK_IND	CHAR(1)	Y	Y
23	SEV_PAYBACK_AMOUNT	DEC(8,2)	13000.00	10750.00