

**Release 1568**  
**Service Request 80832**  
**CNA Union Reporting Change**

**INSTALLATION INSTRUCTIONS**

04/20/04

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Information Resources & Communications  
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.

### ***Program Preparation***

1. Install, DB2 pre-compile, compile and link the revised batch program PPP495.
2. Bind the plan for Bind Member PPP495.

### ***Testing***

Perform installation verification testing as described in the Test Plan.

### ***JCL***

1. Modify the production JCL procedures for the monthly execution of PPP495. The record length (LRECL) for the Union Deduction File (DD Name "UNIONFL") has been increased from 148 to 160 characters. The JCL in JCL (RUN495) can be used as a sample. Continue to retain the output file written to DD UNIONFL for input to the FTP process (below).

### ***Install in Production***

1. Run PPP004 to update the System Message Table on the CTL file. Use the update transaction provided in CARDLIB (MSGPROD).
2. Modify the FTP process which sends the file written by PPP495 (DD Name: UNIONFL) to UCOP (target name is FTPUSR?.PUT.UNION495.monyy, where ? is the standard FTP location indicator and "monyy" is the payroll month just ended). The revised record length of the fixed length file is LRECL=160. This is a monthly process.
3. **The installation of this release is Date Mandated. It must be implemented for April's Month-end processing to be run in early May.** The revised Union Deduction File will replace the file currently produced monthly by PPP495 and transferred to UCOP for consolidation with other campuses. Therefore, because of the revised record content, this

installation must be coordinated with UCOP and must be implemented in the time frame common with all other campuses. The timing and disposition of the Union File produced by PPP495 will not change. That is, the file must be produced and delivered not later than the 8<sup>th</sup> working day of the new month.