

**Service Request 16928**

**SSN Removal From Reports**

**Detail Design**

May 5, 2004  
2:45 PM

Information Systems & Computing  
Office of the President  
University of California

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## **Introduction**

Service request 16928 outlines the proposed changes required to the IHHR & IDOC subsystems of the Payroll/Personnel System (PPS) to remove Social Security Number from certain reports. This change is to protect an employee's privacy regarding the Social Security Number.

### Differences from Original Requirements

In addition to the reports listed in the Service Request, it was found that the personnel report (both landscape and portrait), was not included. They should also be modified to delete the Social Security Number as well.

## **Processing Overview**

The following changes are required for the SSN removal:

### History Reporting subsystem (IHHR):

In the IHHR subsystem, a standard heading is provided at the beginning of each report which includes the employee's name, employee ID, SSN, employment status, and other details. Because the Social Security Number (EDB 0111) is not required on these reports, it will be deleted from the standard heading provided at the beginning of each report.

See the Attachment D for a sample report and the changes associated with it.

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Employee Document subsystem (IDOC):

In the IDOC subsystem, there are five reports which contain either the employee's Social Security Number or a dependent's Social Security Number.

Language will be added in three reports requesting the employee to verify Social Security Number of self and/or dependent. The three reports are:

1. Summary of Initial Hire or Rehire
2. Summary of UC Benefits Enrollment
3. Summary of Retirement and Saving Program Information.

Also Social Security Number display will be deleted from the following two reports:

1. Personnel Report (Landscape)
2. Personnel Report (Portrait)

See the following attachments for sample reports and the changes associated with them.

Attachment A:	Summary of Initial Hire or Rehire
Attachment B:	Summary of UC Benefits Enrollment
Attachment C:	Summary of Retirement and Saving Program Information
Attachment E:	Personnel Report (Landscape)
Attachment F:	Personnel Report (Portrait)

## **Program Changes for PPHRMGR**

PPHRMGR is a history database report preparation program which receives the employee ID and documents choices as input, retrieves the needed rows from the HDB tables, creates the needed text lines and returns it to the report producing programs. The changes are needed in this program which has the logic to produce the standard heading text for the IHHR subsystem. These changes are explained below:

L2-SSN is the field used to hold the value of SSN in the second line of standard heading.

In the **2200-CREATE-DOC-TEXT** section, comment out the line which moves the SSN value to the L2-SSN report field.

## **Program Changes for PPDXRHDR**

PPDXRHDR is a report program which produces the header block of employee documents. It creates different formats of header block depending on the type of document requested. The changes are needed in this program to insert the new text in the working storage section, to add new lines at the end of the text lines and to add logic to print the new line(s) to the report file for all three reports mentioned above (Attachments A, B, and C).

## Program Changes for PPDXSTND

PPDXSTND is a personnel report program in the IDOC subsystem which receives the employee ID as input, retrieves the needed rows from the EDB tables and produces the personnel report in **landscape format**. This program is changed to delete the social security number display in the personnel report. These changes are explained below:

L-SSN is the field used to hold the text '**SOCIAL SECURITY NUMBER:**' and RPT-SSN is the field used to hold the value of SSN in the first line of the personnel report.

In the **3200-PUT-RPT-BASIC-INFO** section, comment out the logic which populates RPT-SSN and concatenates it with L-SSN in the first line of the report.

## Program Changes for PPDXSTN2

PPDXSTN2 is a personnel report program in the IDOC subsystem which receives the employee ID as input, retrieves the needed rows from the EDB tables and produces the personnel report in **portrait format**. This program is changed to delete the social security number display in the personnel report. These changes are explained below:

L-SSN is the field used to hold the text '**SSN:**' and RPT-SSN is the field used to hold the value of SSN in the first line of the personnel report.

In the **3200-PUT-RPT-BASIC-INFO** section, comment out the logic which populates RPT-SSN and concatenates it with L-SSN in the first line of the report.

## **Attachments**

- Attachment A: Summary of Initial Hire or Rehire
- Attachment B: Summary of UC Benefits Enrollment
- Attachment C: Summary of Retirement and Saving Program Information
- Attachment D: History Database Report
- Attachment E: Personnel Report (Landscape)
- Attachment F: Personnel Report (Portrait)



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UNIVERSITY OF CALIFORNIA  
PAYROLL/PERSONNEL SYSTEM  
Summary of Initial Hire or Rehire  
University of California Retirement Plan  
OASDI & Medicare  
Full Benefits

Print Date: 04/19/04  
Page 2 of 2

Your last day of eligibility to enroll in  
health and welfare benefits is 07/31/01  
Your appointment(s) allows you to accrue the following:  
(1) Vacation: No  
Sick Leave: No

At this time, you are scheduled to receive a Salary Review on 10/02  
for Merit Increase

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SALARY INFORMATION  
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You will be receiving your paycheck on a Monthly basis.  
You have selected that it be distributed by Departmental Pick-up  
to: You

The following indicates your salary, type of payment and source of funding:  
(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  
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C1 POWERS			Child	Yes	No	No	Yes
02	10/09/82	Female	489-03-9281	02/01/00			03/02/93
C2 POWERS			Child-Disabled	Yes	No	No	No
03	12/28/51	Male	489-02-8048	02/01/00			

(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: Modified Family Plan
  - Amount of Coverage: \$ 200,000.00
  - Coverage Effective Date: 01/01/90
  - Your monthly cost for this coverage is: \$ 4.40
- \* Short Term Disability Insurance
- \* Basic Life Insurance in the amount of \$ 50,000.00
- \* Supplemental Life Insurance
  - Plan Type: 3 times your most recent January 1 Annual Salary Base
  - Annual Salary Base: \$ 117,000.00
  - Coverage Effective Date: 01/09/00
  - Your monthly cost for this coverage is: \$ 438.75

You are participating in the Executive Life Insurance Plan for 2 times your most recent January 1 annual salary.

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.

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RETIREMENT AND SAVINGS PROGRAM INFORMATION

UNIVERSITY OF CALIFORNIA  
PAYROLL/PERSONNEL SYSTEM  
Summary of UC Benefits Enrollment

Print Date: 04/26/04  
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You are making voluntary payroll deductions to the DCP After-Tax account:

Insurance Company Contract Fund \$ 110.00 monthly

Your 403(b) maximum annual contribution limit is \$12,000.00

Your current year-to-date 403(b) contributions total is \$ 1,000.00

You are making voluntary payroll reductions to the Tax-Deferred 403(b) plan:

Tax Deferred Bond \$ 250.00 monthly

Insurance Company Contract-TD \$ 250.00 monthly

You are directing your Defined Contribution Plan (DCP) funds to:

Insurance Company Contract Fund

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Attachment C:

Summary of Retirement and Saving Program Information

UNIVERSITY OF CALIFORNIA  
PAYROLL/PERSONNEL SYSTEM

Print Date: 04/26/04  
Page 1 of 2

Summary of Retirement and Saving Program Information  
TO: PEGGY BOARD FROM: CHANCELLORS OFFICE  
B307 GAYLE MEMORIAL TOWER  
MURPHY

This summary presents information about your UC-sponsored retirement and savings plan enrollments as of 04/26/04. This summary is for informational purposes only and is not a guarantee of eligibility or benefit amounts. Please review the information, **including any social security numbers**, to be sure it is correct. Contact the person who handles Benefits in your department or your Benefits Office if you have any questions or think there may be an error.

PERSONAL INFORMATION

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Your Employee Identification Number is: 000050005  
Your Birthdate is: 06/05/31  
We have as your Permanent Address:  
1897 E. BRONSON STREET  
CAMARILLO CA, 93010  
Your citizenship status is: U.S. Citizen  
Your Visa Type is: Your Work Permit End Date is:  
You have chosen the following Withholding Allowances:  
Federal Tax Status: Married 1  
State Tax Status: Married 1  
Additional State Allowances: 0  
Your appointment has qualified you for:  
University of California Retirement Plan  
OASDI & Medicare  
Full Benefits

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RETIREMENT AND SAVINGS PROGRAM INFORMATION

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Your 403(b) maximum annual contribution limit is \$12,000.00  
Your current year-to-date 403(b) contributions total is \$ 0.00  
You are making voluntary payroll deductions to the Benham California Tax-free and Municipal funds in the amount of \$ 200.00 monthly  
You are directing your Defined Contribution Plan (DCP) funds to:  
Bond Fund

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US SAVINGS BONDS

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You currently participate in the US Saving Bond Payroll Deduction Program:  
Bond 1: Bond Amount: 100.00 Purchase Price: 50.00

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PAYROLL/PERSONNEL SYSTEM

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Summary of Retirement and Saving Program Information

Bond Owner: EXEC DEAN SCH SSN: 555-55-5005  
Address: 1897 BRONSON ST  
MOBILE CA 93010  
Beneficiary/Co-Owner: C BILLY BOB JONES  
Bond 2: Bond Amount: 200.00 Purchase Price: 100.00  
Bond Owner: EXEC DEAN SCH SSN: 555-55-5005  
1897 BRONSON ST  
MOBILE CA 93010  
Beneficiary/Co-Owner: B BUBBA BOB JONES  
Bond 3: Bond Amount: 500.00 Purchase Price: 250.00  
Bond Owner: EXEC DEAN SCH SSN: 555-55-5005  
1897 BRONSON ST  
MOBILE CA 93010  
Beneficiary/Co-Owner: C BILLY BUBBA JONES  
Bond 4: Bond Amount: 1000.00 Purchase Price: 500.00  
Bond Owner: EXEC DEAN SCH SSN: 555-55-5005  
1897 BRONSON ST  
MOBILE CA 93010  
Beneficiary/Co-Owner: B MARY A JONES





