

Test Plan
RELEASE 1572
SSN Removal From Reports

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Information Resources and Communications
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Testing Overview

This test plan addresses the test runs and cases constructed to verify the correct installation of Release 1572. 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. Test Changes for IDOC – Program PPDXRHDR
5. Test Changes for IDOC -- Program PPDXSTND
6. Test Changes for IDOC -- Program PPDXSTN2
7. Test Changes for IHHR – Program PPHRMGR

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.

Test Changes for IDOC -- Program PPDXRHDR

Description

In the IDOC subsystem, there are three 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:

- a. Summary of Initial Hire or Rehire
- b. Summary of UC benefits Enrollment
- c. Summary of Retirement and Saving Program Information.

After successful installation of the program PPDXRHDR, make a newcopy in the region you are going to test the IDOC changes. After successful newcopy go to PPS system and test the changes.

Testing Summary of Initial Hire or Rehire:

Choose function IDOC with the employee ID 701000058 to get to the “Employee Documents” selection menu screen. Select option ‘Staff’ in ‘New Hire or Re-Hire Documents’ section and press PF5 to generate the document (see below).

This document can also be produced in batch using the JCL RUN750 with the employee ID 701000058 in the Spec Card.

//CARDFIL DD *
PPP750-SPECEMID
EMID70100005801

Verify in this document that the wording “**Please verify that**” at the end of fourth line and “**your social security number is correct.**” at the beginning of the fifth line of the language text are inserted as shown below:

```

                                UNIVERSITY OF CALIFORNIA
                                PAYROLL/PERSONNEL SYSTEM
                                Summary of Initial Hire or Rehire
                                TO: RONALD C LANSING
                                FROM: HOSPITAL EDUCATION
                                BROADWAY BUILDING
                                Print Date: 04/22/04
                                Page 1 of 4
```

Welcome to the University of California, SYSTEMWIDE.
This summary will provide you with an overview of your appointments and related information. This summary is not intended to be a contract or binding document. It is for informational use only. **Please verify that your social security number is correct.** If you have any questions, corrections, or need to update any personal information, please contact your department personnel office.

<<< rest of report not shown >>>

Testing Summary of UC benefits Enrollment:

Choose option IDOC with the employee ID 701000058 to get to the “Employee Documents” selection menu screen. Select option ‘Benefits Enrollment’ in ‘Benefits Summary Documents:’ section and press PF5 to generate the document (see below).

This document can also be produced in batch using the JCL RUN750 with the employee ID 701000058 in the Spec Card. The spec card for this report has a selection code of 20 as shown below:

```
//CARDFIL DD *  
PPP750-SPECEMID  
EMID70100005820
```

Verify in this document that the wording “, **including any social security numbers,**” is inserted in the fourth line of the language text is inserted as shown below:

```
UNIVERSITY OF CALIFORNIA  
PAYROLL/PERSONNEL SYSTEM  
Summary of UC Benefits Enrollment  
TO: RONALD C LANSING  
FROM: HOSPITAL EDUCATION  
BROADWAY BUILDING  
Print Date: 04/22/04  
Page 1 of 2
```

This summary presents information about your UC-sponsored benefit enrollments as of 04/22/04. This summary is for information 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.

<<< rest of report not shown >>>

Testing Summary of Retirement and Saving Program Information:

Choose option IDOC with the employee ID 701000058 to get to the “Employee Documents” selection menu screen. Select option ‘Retirement and Savings’ in the ‘Benefits Summary Documents:’ section and press PF5 to generate the document (see below).

This document can also be produced in batch using the JCL RUN750 with the employee ID 701000058 in the Spec Card. The spec card for this report has a selection code of 21 as shown below:

```
//CARDFIL DD *  
PPP750-SPECEMID  
EMID70100005821
```

Verify in this document that the wording “, **including any social security numbers,**” is inserted in the fourth line of the language text as shown below:

```
UNIVERSITY OF CALIFORNIA  
PAYROLL/PERSONNEL SYSTEM  
Summary of Retirement and Saving Program Information  
TO: RONALD C LANSING FROM: HOSPITAL EDUCATION  
BROADWAY BUILDING  
Print Date: 04/22/04  
Page 1 of 1
```

This summary presents information about your UC-sponsored retirement and savings plan enrollments as of 04/22/04. 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.

<<< rest of report not shown >>>

Test Changes for IDOC -- Programs PPDXTND & PPDXTN2

Description

In the IDOC subsystem, Social Security Number display will be deleted from the following two formats of personnel reports:

- a. Personnel Report (Landscape) -- Program PPDXTND
- b. Personnel Report (Portrait) -- Program PPDXTN2

After successful installation of the programs PPDXTND and PPDXTN2, make a newcopy in the region you are going to test the IDOC changes. After successful newcopy go to the PPS system and test the changes.

Testing Personnel Report (Landscape) -- Program PPDXTND

Choose function IDOC with employee ID 000050023 to get to the “Employee Documents” selection menu screen. Select option ‘All - Landscape’ in ‘Personnel Summary Documents:’ section and press PF5 to generate the document (see below).

This document can also be produced in batch using the JCL RUN750 with the employee ID 000050023 in the Spec Card.

```
//CARDFIL DD *  
PPP750-SPECEMID  
EMID00005002313
```

Verify in this document that the text ‘SOCIAL SECURITY NUMBER:’ and the SSN number in the first line of the personnel report is removed.

Final

University of California
SYSTEMWIDE
Personnel Report

Print Date 04/30/04
Page 1 of 1

NAME: ANNA SEPTIC ID: 000050023 ~~SOCIAL SECURITY NUMBER: 555-55-5023~~
Personnel/Employment Information:
Original Hire Date: Retirement: U FICA: E Home Department: PHYSICAL PLANT
Most Recent Hire Date: 07/01/70 BELI: 1 02/01/91 Home Dept Addr: BROADWAY BUILDING
UC Stdt Status/Units: 1/00.0 Prior UC Service Credit: Campus Phone 1: 2:
Date of Birth: 12/21/30 Empl Service Credit: 333 Next Salary Review: 2 07/93
Citizen: C Visa: From Date : 07/70 Probationary End Date:
Work Permit End Date: Leave Of Absence Begin: Last Day on Pay Status:
Check Disposition: 8 Leave Of Absence Return: Separation Date:
Type: Rsn:

Appointment/Distribution Information:

Appt: 10 Pers.Pgm: 1 Appt.Type: 2 Bas/Pd Over: 00/00 Title: 8116 SUPERINTENDENT,PHYSL PLT,ASST Appt Dept: 845001 EXEMPT
Begin: 07/01/96 End: 99/99/99 Grade: 3 PCT: 1.00 Ann/Hrly Rate: 40,896.00 Rate: A Pay Sch: MO Time: R Lv: K F/V: F

DIST: Full Accounting Unit			FTE	PCT	Begin	End	Step	O/A	Pay Per.	Rate/Amt.	DOS	PERQ	WSP
11	3-645001-	-66990-	-1		1.00	1.0000	07/01/96	99/99/99					3,408.00

REG

Testing Personnel Report (Portrait) -- Program PPDXTN2

Choose function IDOC with employee ID 000050023 to get to the "Employee Documents" selection menu screen. Select option 'All - Portrait' in 'Personnel Summary Documents:' section and press PF5 to generate the document (see below).

This document can also be produced in batch using the JCL RUN750 with the employee ID 000050023 in the Spec Card.

```
//CARDFIL DD *  
PPP750-SPECEMID  
EMID00005002316
```

Verify in this document that the text 'SSN:' and the SSN number in the first line of the personnel report is removed.

University of California Print Date 04/30/04
SYSTEMWIDE Page 1 of 1
Personnel Report

NAME: ANNA SEPTIC
Home Department: PHYSICAL PLANT

ID: 000050023 ~~SSN: 555-55-5023~~

Original Hire Date:
Most Recent Hire Date: 07/01/70
UC Stdt Status/Units: 1/00.0
Date of Birth: 12/21/30
Citizen: C Visa:
Work Permit End Date:
Check Disposition: 8

Retirement: U FICA: E
BELI: 1 02/01/91
Prior UC Service Credit:
Employee Service Credit: 333
From: 07/70
Leave Of Absence Begin:
Leave Of Absence Return:

<<< rest of report not shown >>>

Test Changes for IHHR – Program PPHRMGR

Description

Test the removal of Social Security Number from the standard heading provided at the beginning of each report of the History Reporting subsystem (IHHR).

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

Choose function IHHR with employee ID 701000034 to get to the 'History Reporting Report Selection Menu' Screen. Select 'Staff Salary History Card' with 'Personal Data History' document and press PF5 to generate the document (see below).

Verify in this document that the Social Security Number is removed from the standard heading.

Verify all the possible reports from this screen that all the standard headings of the printed reports look like the above and verify that the SSN is not displayed.

The possible report combinations are listed below:

Choose function IHHR with the employee ID 701000034 to get to the 'History Reporting Report Selection Menu' Screen. Now select options:

<u>Select Option 1</u>	<u>Select Option 2</u>	<u>Select Option 3</u>
Staff Salary History Card	Full Salary History w/Full Appt/Dist History	All Distributions
Staff Salary History Card	Full Salary History w/Title Step Synopsis	All Distributions
Staff Salary History Card	Full Salary History w/Title Synopsis Only	
Staff Salary History Card	Title Step Synopsis and Leave History	All Distributions
Staff Salary History Card	Appointment History w/Full Appt/Dist History	All Distributions
Staff Salary History Card	Appointment History w/Title Step Synopsis	All Distributions
Staff Salary History Card	Appointment History w/Title Synopsis Only	
Staff Salary History Card	Leave History	
Staff Salary History Card	Awards History	
Academic Salary History Card	Full Salary History w/Full Appt/Dist History	All Distributions
Academic Salary History Card	Full Salary History w/Title Step Synopsis	All Distributions
Academic Salary History Card	Full Salary History w/Title Synopsis Only	
Academic Salary History Card	Title Step Synopsis and Leave History	All Distributions
Academic Salary History Card	Personal Data History	
Academic Salary History Card	Appointment History w/Full Appt/Dist History	All Distributions
Academic Salary History Card	Appointment History w/Title Step Synopsis	All Distributions
Academic Salary History Card	Appointment History w/Title Synopsis Only	
Academic Salary History Card	Leave History	
Academic Salary History Card	Awards History	

Press PF5 to generate the document. The **standard heading** of **all** the printed documents should look like the reports shown above.

Verify in each document that the Social Security Number is removed from the standard heading.