

**Release 1576
Service Request 14887
Prorate Leave**

Test Plan

5/17/04

Information Resources & Communications
Office of the President
University of California

BATCH Testing

Run Monthly (“MO”) Compute

Verification

Output reports (SYSOUT) for all jobs are provided for verification in the REPORTS dataset. It is important to verify all reports especially those involving reconciliation between Job steps. Additionally, sequential files and/or downloaded DB2 tables are available for machine verification where noted in the Instructions.

Job Run Instructions

1. LOADEDDB. Load the test version of the DB2 EDB.
2. LOADPAR. Load the test version of the DB2 PAR.
3. LOADCTL. Load the test version of the DB2 CTL. This file has been updated with the release supplied updates.
4. RUN250A. This job prints selected EDB records and may be used to verify EDB input values prior to the compute process run below.
5. RUNMO. This job runs the MO (02/29/04 End Date) Compute Process. A PAR listing (PPP440) is among the output provided.

A. The following sequential files are provided for comparison:

JCL Dataset	Output Program
XPPIMO	PPP340
XCHG32MO	PPP320
XPIAMO	PPP350
XCPAMO	PPP380
XCHG39MO	PPP390
XPAR39MO	PPP390
XCOM39MO	PPP390
XFNPARMO	PPP400

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XCHG40MO

PPP400

XCHG41MO

PPP410

6. RUN250B - This job prints selected EDB records and may be used to verify EDB values after the MO compute update.

Note the following test considerations on the RUNMO output:

- A. On the PPP3601 edit report, employee 000050079 had an AP transaction with VAX hours rejected by new message 36-090 because the transaction's funding prohibits VAX to VAC hours assignment. That is, the entered Fund "23497" is specified under Fund Grouping Definition "NOVAXSKX". Note that any transaction with entered VAX/SKX hours must be otherwise eligible to be charged the entire VAC hours because PPP390 may not be able to find eligible earnings with which to charge the VAC hours. In these cases, the originally entered FAU which carried the entered VAX hours will be charged the entire amount of VAC hours.
- B. Also on the PPP3601 edit report, employee 000050024 had an AP transaction with VAX hours rejected by new message 36-089 because the transaction's Prorate Leave Indicator was entered as "N" (not eligible for VAX hours). That is, as per above, any transaction with entered VAX/SKX hours must be otherwise eligible to be charged the entire VAC hours because PPP390 may not be able to find eligible earnings with which to charge the VAC hours. In these cases, the originally entered FAU which carried the entered VAX hours will be charged the entire amount of VAC hours.
- C. On new report PPP390A "Leave Prorate Worksheet" (also refer to PPP4401 PAR report), employee 000050005 had 5 hours of VAX on an AP transaction with Earnings Date 02/29/04 which was applicable to Department 827701. Of the "netted" regular Hours for this Earnings Date, only two eligible entries for the department were found: one with 16 regular hours and one with 8 regular hours. The first entry had 3.33 hours of VAC assigned and the second had 1.67 hours of VAC assigned (i.e., this totals the 5 hours of VAX). The proration formula for each distribution is: VAX hours times entry Regular hours divided by Total Regular. (That is, for the first entry: $5 \times 16/24 = 3.33$). Note that had one of the otherwise eligible earnings found for this earnings date been excluded based on Funding; for this line item, the Department would have displayed as blank for reasons of system performance (i.e., no need to determine Department if it will be excluded anyway).
- D. Also on report PPP390A "Leave Prorate Worksheet", employee 000050006 had 8 hours of SKX on an AP transaction with Earnings Date 01/31/04 which was

- applicable to Department 801920. Since no “regular” type earnings were found for this Earnings date on either the historic (DB2) PAR or contained in the compute being processed, the input FAU was assigned the full 8 hours of SKL.
- E. Also report PPP390A “Leave Prorate Worksheet”, employee 000050065 had 8 hours of VAX on an AP transaction with Earnings Date 01/31/04 which was applicable to Department 827701. Note that the “netted” regular Hours for this Earnings Date include Cancellation and Rush Check payments which were also processed during this MO cycle.
- F. Also report PPP390A “Leave Prorate Worksheet”, employee 000050031 had 16 hours of SKX on an AP transaction with Earnings Date 02/14/04 which was applicable to Department 804918. The only earnings found was from the historic PAR (i.e., it had been entered during a prior B1 Compute process) had been originally been entered with the Prorate Leave Indicator set to “N” so therefore, it was ineligible to be assigned any of the SKX hour. Thus, since no truly eligible “regular” type earnings were found, the input FAU was assigned the full 10 hours of SKL.
- G. Also report PPP390A “Leave Prorate Worksheet”, employee 111111111 had 10 hours of SKX on an AP transaction with Earnings Date 02/14/04 which was applicable to Department 804918. The only earnings found was from the historic PAR (i.e., it had been entered during a prior B1 Compute process) so, since that earnings was eligible, it was assigned the full 10 hours of SKL.
7. RUN465 - This job posts the flat PAR to the DB2 PAR via PPP465 and then lists the PPPERN table for End Date 02/29/04 via batch SPUFI. Verify on the SPUFI listing that the earnings row for employee 000050010 applicable to FAU “3645001JLT166990 1” shows an “N” in the new “ERN_LV_PRORATE” column.

ONLINE Testing

OPTRS and THF E/U

The above Batch Testing verified installation of the added Prorate Leave Indicator now contained on AP, LX, RX, TE and TX transactions (i.e., forms UPAY640D, UPAY644A, UPAY644C, UPAY644D).

The following online screens have also been modified by the addition of the Prorate Leave Indicator:

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- EDHC (OPTRS time entry screen)
- ETAP (THF E/U “AP” transaction)
- ETLR (THF E/U “LX” and “RX” transaction)
- ETTE (THF E/U “TE” transaction)
- ETTX (THF E/U “TX” transaction)

Testing materials have not been provided to verify the addition of the Prorate Leave Indicator on these screens. The following test example it is assumed that an online Time Roster for the B1 Cycle ending 07/05/03 has been created. That is, run PPP435 (purges previous B1 – 07/05/03 tables if present), PPP340 (initializes B1 Cycle), PPP320 (standard run to create online Time Roster) and PPP320 (requires “special” Run Specification to adjust Last Day to Enter Time beyond normal span) followed by a SPUFI listing of the online Time Roster. Note that the EDB provided for the Batch Testing may be used.

1. Logon to the online environment and from the main menu, go to the Department Time Collection function “IDTC”. On the upper portion of the IDTC screen, enter Pay End: 070503, Pay Cycle: B1, Roster: S, Home Department Code: 804918 (or any Department identified on the roster SPUFI display) and press ENTER.
2. When the EDHC screen appears, the label “Prorate” should be displayed to the right of the “H/%” field. Other elements of the screen should appear as normal.
3. Enter OK: “Y”, enter a valid Total Time and “N” in the new Prorate field and press F5 (update). The screen should respond “Update Process Complete”.
4. Return to the main menu.
5. Enter ETHF as the next function and press ENTER.
6. Enter ETAP as the next function, a valid Employee ID, Pay Cycle: B1 and Pay End: 070503 and press ENTER.
7. The ETAP screen will appear. Enter “R” under the “C” (control) label and a valid Distribution Number for the employee in the DST field and press ENTER.
8. The screen will reappear with the distribution data filled in. Enter 070503 in the Per End, enter a valid time in the Time field and enter “N” in the new Prorate Leave Indicator field to the right of the “AH” label and press ENTER. The screen should respond “Update Process Complete”.
9. Perform the same type of update for the ETLR, ETTE, and ETTX screens as that of the ETAP screen.
10. Now run a similar job as in JCL (TIME2) with will download the Time Roster to the THF (PPP345) and execute an edit (PPP350/PPP360) and display the THF for the cycle (PPP370).
11. Examine the PPP3701 report and verify that the Prorate Leave Indicator for the above entered activity contains a value of “N” in position 93 (which corresponds to the revised UPAY forms).