



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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Re: Release: 1610
Service Request: 81089
Programs PPEY335, PPEY338, PPP466
Copymembers: None
Include Members: None
DDL None
Bind Members: None
Web Images: None
Forms: UPAY920 (new)
Table Updates: System Messages Table
Urgency: Date Mandated (See Timing of Installation)

At the end of 2003, several issues were raised regarding the handling of SHPS (HCRA and DepCare) deductions at year-end. This release addresses these issues as identified in Service Request 81089.

Service Request 81089

The requirements for SR 81089 identify a number of changes to be made in the processing done related to HCRA and DepCare deductions as delivered to SHPS. Some of the changes in these requirements impact base PPS programming, while others only impact the UCOP consolidation and delivery to SHPS. Six specific changes are requested:

1. Modify periodic maintenance at Calendar Year end so as to not delete enrollments made by newly hired employees in early December, where those enrollments are actually effective in the *new* calendar year.
2. Correct the inconsistent and confusing file naming convention so that the file nominally delivered on the 2nd of the month be named 'S1mony' and the file nominally delivered on the 17th of the month be name "S2mony."
3. Provide for the production and delivery of a third file for the month of December *only*. This file contains the final reporting for the calendar year being *ended*.
4. Exclude enrollments for the *new* calendar year from the final file(s) for the *current* calendar year.
5. Allow campus specification of the reporting year in the event that the first file for the new calendar year is actually produced during December of the old calendar year due to holiday scheduling.
6. Convert an effective date that is the last day of a reportable month to the first day of the following month on the SHPS interface file. For example, PPS requires that Open Enrollment activity be recorded with an effective date of 12/31 of the old year so that PPS will take deductions from checks dated 1/1 or later in the new year. SHPS, however, considers these enrollments effective 1/1 of the new year, so they should be converted on the interface file *only*.

Requirements 3 and 4 require modifications to the UCOP consolidation process as well, as the consolidation process actually sets the “from” and “to” dates on the file for the reporting period. For most months, the UCOP consolidation process will set the reporting period for the S1mony file to be the 18th of the previous month through the 2nd of the current month, and the reporting period for the S2mony file to be the 3rd of the current month through the 17th of the current month. January will be an exception to the S1 rule, in that the reporting period for the S1JANyy file will include just the 1st and 2nd of January. In December, the reporting period for the S3DECyy file will be 12/18 through 12/31.

In working on this SR, it was determined that HCRA and DepCare enrollments posted in early December for biweekly or semimonthly employees, with an effective date of 12/31 would improperly have deductions taken from early December computes. The newhire enrollment program at UCOP was modified to set the effective date for these new enrollments to 1/1 of the next calendar year, preventing those deductions from beginning in December. Calendar Year periodic maintenance was modified to recognize those dates and reset them to 12/31 of the current year so that deductions would properly begin for checks dated on or after 1/1.

Programs

PPEY335

PPEY338

These calendar year periodic maintenance modules are responsible for clearing DepCare and HCRA enrollments for the year being ended. They have been modified to leave enrollments effective for the new year unchanged. An enrollment is recognized as being for the new calendar year if the effective date is 12/31 of the old year or later.

Additionally, these programs have been modified to test the effective date for retained enrollments as being *exactly* 1/1 of the new calendar year, and if so, to reset that effective date to 12/31 of the *old* calendar year. This allows PPS to take deductions from computes with December earnings, paid in January.

PPP466

PPP466 is the SHPS reporting program. The following changes have been made to PPP466:

- An optional Run Specification Record has been added, allowing the campus to specify the reporting year. Use of this run specification is only required for the S1JANyy file and then only if the file is actually produced during December of the previous year. It is, however, UCOP’s recommendation that the run specification be permanently added to the campus job(s) that execute PPP466, and that it be changed once a year, following production of the S3DECyy file (the last for the ending calendar year). Note that *in the absence of a run specification record, PPP466 assumes the reporting year is the calendar year of the current (run) date.*
- The cursor used to select enrollments to be reported to SHPS has been modified to exclude contract amounts and effective dates for future years when reporting information for the current year.
- Effective dates that are the last day of a reportable month are converted to the first day of the following month for reporting purposes.

Forms

UPAY920

This new form provides the Run Specification Record layout for PPP466. There is only one user-settable field on the form, the reporting year, in YYYY format. As noted on the form, the use of the run specification is optional, the program will default to the current calendar year as the report year. *Despite the use being optional, UCOP **strongly** encourages campuses to use the run specification record in all JCL that executes PPP466 and that procedures be developed to change the reporting year as part of calendar year-end processing.*

There is one situation where the use of the run specification record is not optional. If, due to holiday scheduling, the first file for the new calendar year (S1JANyy) is actually being produced during December of the previous year, the run specification record *must* specify the new calendar year for file production to be correct.

Control Table Updates

Three messages have been added to the System Messages Table, all related to the processing of the Run Specification record:

466-07 (SEE SYSTEMS)	INVALID RUN SPECIFICATION RECORD PROVIDED
466-08 (SEE SYSTEMS)	RUN SPECIFICATION YEAR MUST BE NUMERIC
466-09 (WARNING)	REPORT YEAR OUTSIDE NORMAL RANGE

The latter message is issued whenever the indicated reporting year is neither the current calendar year nor the next one.

Installation Instructions

1. Install and compile the following *modified* programs:
 - a. PPEY335 (BATCH)
 - b. PPEY338 (BATCH)
 - c. PPP466 (BATCH)
2. Bind the following batch plans:
 - a. PPP130
 - b. PPP466
3. Update the System Messages Table with the supplied transactions
4. Change test and production JCL that executes PPP466 to include a new DD, CARDLIB, and a run specification record (UPAY 920) with the current year (2004) initially. Also change production processes with respect to naming of SHPS files to conform to the new naming standards beginning with the first file in January. The following table summarizes the new schedule:

File Name	Reporting Period	Delivered
S1mony	18 th of previous month – 2 nd ¹	2 nd
S2mony	3 rd – 17 th	17 th
S3DECyy	12/18/yy – 12/31/yy	Not later than 1/2

Test Plan

Because campuses are in different states of installation with respect to the installation of PostDocs and other year-end releases, specific test data are *not* being shipped with this release. The changes have been tested at UCOP in environments both with and without PostDoc changes. If it is desired to do local testing, the following sequence is suggested:

1. Begin with a test EDB that has had periodic maintenance to begin December run on it. The test EDB should have several employees with active HCRA and DepCare enrollments for the current year and who will be paid.

¹ Except for the S1JANyy file, for which the reporting period is 1/1/yy–1/2/yy

2. Select eligible employees not currently enrolled in HCRA and/or DepCare and do some manual enrollments in those programs, using 1/1/05 as the effective date in each case. Be sure to set up future enrollments for both biweekly and monthly employees.
3. Run the first BW compute for December (Pay Period Ending 12/4/04). Verify that HCRA and DepCare deductions were taken as expected for the currently enrolled employees, but no deductions were taken for the employees newly-enrolled in step (2) with an effective date of 1/1/05.
4. Run PPP466 to produce the S1DEC04 test file. Verify:
 - a. The file contains only employees enrolled for the current year. None of the employees enrolled in step (2) should be reported on the file.
 - b. The "from" and "to" dates on all records reflect 1/1/2004–12/31/2004.
 - c. Effective Dates for both HCRA and DepCare as appropriate for the employee have been changed to the first of the month following the actual EDB effective date when that date was the end of a calendar month. Most enrollments are made during Open Enrollment and have an effective date of 12/31. These should be changed to 1/1 of the next year for SHPS reporting purposes
5. Run the second BW compute for December (Pay Period Ending 12/18/04). Again verify that HCRA and DepCare deductions were taken as expected for the currently enrolled employees and no deductions were taken for the future enrollments.
6. Run PPP466 to produce the S3DEC04 test file. Verify as for step (4)
7. Run Periodic Maintenance to begin the new calendar year and quarter 1. Verify that all of the 2004 HCRA and DepCare enrollments have been cleared by this maintenance. None of the future enrollments set up in step (2) should have been cleared, *however, the Effective Dates for both HCRA and DepCare should have been changed from 01/01/05 to 12/31/04.*
8. Run the MO compute for December. Verify that HCRA and DepCare deductions were taken for the new enrollments for monthly employees where futures were set up in step (2).
9. Change the Run Specification record for PPP466 to a year of 2005 and run PPP466 to produce the S1JAN05 test file. Verify:
 - a. Only the newly-enrolled employees added in step (2) are on the file (unless your starting EDB contained employees with future enrollments, in which case they should appear on the file).
 - b. The "from" and "to" dates on all records reflect the range 1/1/05–12/31/05.
 - c. The effective dates for HCRA and DCRA are 1/1/05.

Timing of Installation

This release must be installed before producing the SHPS S1DEC04 file, scheduled for delivery on 12/17). The changes to periodic maintenance must be in place before Periodic Maintenance to begin the new Calendar Year/Quarter 1 is run.

As usual, campuses are encouraged to install this release in as timely a fashion as possible and in the normal numeric sequence.

If there are any technical questions, please send electronic mail to Jerry.Wilcox@ucop.edu or call at (510) 987-0516.

Jerry Wilcox