

**Test Plan
RELEASE 1612**

**Postdoc Implementation
Phase III**

Final

December 3, 2004
Enterprise IT Services
Information Resources and Computing
Office of the President
University of California

Table of Contents

<i>Testing Overview</i>	<i>1</i>
<i>Control Table (CTL) Initial Load (LOADCTL)</i>	<i>2</i>
<i>Employee Data Base (EDB) Initial Load (LOADEDDB1)</i>	<i>3</i>
<i>Compute – MO Pay Cycle</i>	<i>4</i>
<i>Employee Data Base (EDB) (LOADEDDB2)</i>	<i>6</i>
<i>PPPHPA Table Load (LOADHPA)</i>	<i>7</i>
<i>Expense Distribution Processing (RUNEXPN)</i>	<i>8</i>
<i>Carrier File Processing (RUN560)</i>	<i>9</i>
<i>Consolidated Billing Processing (RUNCONSO)</i>	<i>10</i>
<i>Employee Data Base (EDB) (LOADEDDB3)</i>	<i>11</i>
<i>Tax Exempt Employee Reporting - PPP690 (RUN690)</i>	<i>12</i>
<i>Employee Data Base (EDB) Initial Load (LOADEDDB4)</i>	<i>13</i>
<i>Online EDB Inquiry and CICS Help Testing</i>	<i>14</i>
<i>EDB File Maintenance Testing</i>	<i>15</i>
<i>Online Rush Checks Testing</i>	<i>16</i>

Testing Overview

This test plan addresses the test runs and cases constructed to verify the correct installation of Release rrrr. 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 (LOADEDDB1)
3. Compute – MO Pay Cycle (RUN250, RUNMO, RUN250, RUN465)
4. Employee Data Base (EDB) (LOADEDDB2)
5. PPPHPA Table load (LOADHPA)
6. Expense Distribution Processing (RUNEXPN)
7. Carrier File Processing (RUN560)
8. Consolidated Billing Processing (RUNCONSO)
9. Employee Data Base (EDB) (LOADEDDB3)
10. Tax exempt employee reporting (RUN690)
11. Employee Data Base (EDB) (LOADEDDB4)
12. Online EDB Inquiry and CICS Help testing
13. EDB file maintenance testing
14. Online Rush Checks testing

Control Table (CTL) Initial Load (LOADCTL)

Description

This job loads 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 data base. The members in PDS UDB2CTL already reflects the updates applied to the DB2 Control tables.

Employee Data Base (EDB) Initial Load (LOADEDDB1)

Description

This job loads the EDB database for the compute run. It includes calendar year end processing updates.

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 data base.

Compute – MO Pay Cycle

Description

These jobs run the MO Pay Cycle with a Pay Period End Date of 12/31/04.

1. RUN250. This job prints selected EDB records and may be used to verify EDB input values prior to the Compute process run below. This job identified as RUN250A in REPORTS.
2. RUNMO. This job runs the standard MO Compute Process for 12/31/04 End Date. A PAR listing (PPP440) is among the output provided.
3. RUN250. This job prints selected EDB records and may be used to verify EDB input values after the above Compute process is run. This job identified as RUN250B in REPORTS.
4. RUN465. This job adds the MO Compute PAR records to the DB2 PAR (using the Sequential PAR as input). Note that the last step in this process produces a SPUIFI listing of selected PPPEUD rows. Note the new FELLOWSHIP GROSS column is populated as per some of the SPUIFI selected employees.

Verification

The following sequential files are provided for comparison:

JCL Dataset	Output Program
XPPIMO	PPP340
XPIAMO	PPP350
XCPAMO	PPP380
XCHG39MO	PPP390
XPAR39MO	PPP390
XCOM39MO	PPP390
XPAR40MO	PPP400
XCHG40MO	PPP400
XFNPARMO	PPP410
XCHG41MO	PPP410

Note the following PAR report PPP4401 employees:

1. 5010000006 – This Postdoc-Fellow, who is a citizen, received a “FEN” payment. The University does not report Fellowship payments issued to citizens. Therefore, the fellowship earning is added only to the Total Gross YTD (5501) and the YTD Fellowship Gross (5555). No FWT withholding tax is

Release 1612 Test Plan

Final

December 3, 2004

deducted from the fellowship payment. Verify that the Fellowship payment was not added to the FWT Gross and verify that an FWT deduction was not withheld.

2. 501000015 – This Postdoc–Fellow (Title 3253) received two “FEL” payments. As a Non-Resident Alien (NRA) with a Citizenship Status of “N” and a Visa Type of “J1”, the NRA will pay FWT Tax on the Fellowship at 14%. The FEL payments will be added to the Total Gross (5501), FWT Gross YTD (5502), FYTD FWT Gross (5545) and the YTD Fellowship Gross (5555) as well as the SWT Gross YTD and QTD (5506 & 5547). The FWT tax withheld will be recorded in GTN 636 (FEL NRA FWT). Verify that the FEL NRA FWT is 14% of the FEL Gross.
3. 501000009 – This Postdoc–Fellow received a “FEL” payment. The individual is a Non-Resident Alien with a Citizenship Status of “A” and a Visa Type of “J1”. This individual is not subject to the 14/30% Federal Tax rule. However, the individual must pay an additional 33.10 flat rate deduction(GTN301). The Fellowship payment will be added to the Total Gross (5501), FWT Gross YTD (5502), FYTD FWT Gross (5545) and the YTD Fellowship Gross (5555) as well as the SWT Gross YTD and QTD (5506 & 5547). The FWT tax withheld will be recorded in GTN 301 (standard NRA FWT flat deduction). Verify that the 33.10 was withheld (in addition to the standard FWT deduction as based on the graduated FWT tax tables.

Employee Data Base (EDB) (LOADEDDB2)

Description

This job loads the EDB database for expense distribution, carrier file and consolidated billing testing. It includes MO compute processing updates.

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 data base.

PPPHPA Table Load (LOADHPA)

Description

This job loads an *empty* HPA table for the consolidated billing process.

Verification

In order to assure successful completion of this job, verify that the PPPHPA table has been successfully loaded by verifying normal completion of the job.

Expense Distribution Processing (RUNEXPN)

Description

This job executes the Expense Distribution process to complete December's month-end (i.e., Fiscal Month 06) by running the following steps: PPP470, PPP500, PPP520, and PPP530. This job uses a Monthly PAR comprised of three pay cycles (B2 - 12/04/04, B1 - 12/18/04, and MO - 12/31/04) as well as the prior month B1 PAR (i.e., B1 - 11/20/04).

Verification

Output reports (SYSOUT) for the job are provided for RUNEXPN verification in the REPORTS dataset.

The following sequential files are provided for comparison:

JCL Dataset	Output Program
CONBEN	PPP500
EDWM06	PPP520
GLTRANS	PPP530
RVRSOUT	PPP530
TOEUPD	PPP530
IMAGEPR	PPP530

Points of Verification.

1. Examine Postdoc individual 501000017 on the PPP5203 warning report. New message 52-067 is issued which indicates that the individual had remaining benefits (three messages; one for Health, Vision and Dental) charged to Postdoc EDB distributions. The individual had two appointments active in the Dec-2004/Jan-2005 time period. However, only one appointment was a Postdoc Title (i.e., 3253), so the remaining benefits were all charged to the EDB distribution FAU (3-404918-19900-PRODUC) associated with the Postdoc Title Code as can be verified on the PPP5302 detail page for this FAU. Also note that the department's Total Benefit Charges by Object Code maintains separate charges for Postdoc individuals and non-Postdoc employees. The Postdoc benefit charges are assigned the Object Code newly contained in CPWSXIC5 (i.e., Health 8720, Dental 8710, and Vision 8730).
2. Examine the GL entries produced from the run (80/80 listing is adequate) and verify the Department (Sub "6") benefit charges are assigned the new Object Codes as appropriate.
3. It is suggested that a machine comparison of the EDW produced by the local run be made against the supplied file. This verification will insure appropriate remaining benefit proration to normal employees as well as Postdoc individuals.

Carrier File Processing (RUN560)**Description**

This job runs the Carrier File Process (RUN560).

Verification

Verify the Type 01 and Type 02 records in the Carrier Enrollment File for those Employee IDs (Columns 5 through 13) as specified in the table below.

Employee ID	EDB Data					Data on Carrier File
	Title Code	Plan Enrollments/ PCED	Dep #	Relationship Code	Plan Enrollments/ DCED	
501000006	3253	DM – 01/01/05 DD – 01/01/05 DV – 01/01/05				Verify that employee data (01 record) is not selected for the Carrier file. The employee has not selected a postdoc health plan
501000008	3253	P1 – 01/01/05 P3 – 01/01/05 P5 – 01/01/05				Verify that employee data (01 record for medical, dental and vision) is selected for the Carrier file. Plan coverage code is "U" for medical, dental and vision.
501000009	3253	P1 – 01/01/05 P4 – 01/01/05 P5 – 01/01/05	01	C - Child	M – 01/01/05 D – 01/01/05 V – 01/01/05	Verify that employee data (01 record for medical, dental and vision) and dependent data (02 record for medical, dental and vision) are selected for the Carrier file. Plan coverage code is "UC" medical, dental and vision.
501000105	3253	P1 – 01/01/05 P3 – 01/01/05 P5 – 01/01/05	03	C – Child	M – 01/01/05	Verify that employee data (01 record for medical, dental and vision) and dependent data (02 record for medical only) are selected for the Carrier file. Plan coverage code is "UC" for medical, and "U" for dental and vision.
501000042	3252	P1 – 01/01/05 P3 – 01/01/05 P5 – 01/01/05	04 06	S – Spouse C - Child	M – 01/01/05 D – 01/01/05 V – 01/01/05 M – 01/01/05 D – 01/01/05 V – 01/01/05	Verify that employee data (01 record for medical, dental and vision) and dependent (dep # 04 and 06) data (02 record for medical, dental and vision) are selected for the Carrier file. Plan coverage code is "UAC" for medical for dental and vision.

Consolidated Billing Processing (RUNCONSO)

Description

This job runs the Consolidated Billing Processes (RUNCONSO).

Verification

Verify the consolidated billing correctly reports deductions for the postdoctoral scholar disability plan (GTN 635) as follows:

Verify that the PPP5622 report, Benefits Deduction Register, contains an entry for the postdoctoral scholar disability plan (Plan Code 'PD') showing the following three employees and premiums:

501000001	\$105.00
501000002	\$105.00
501000009	\$ 86.00

Verify that the PPP5623 report, Self Billing Statement, contains an entry for Plan Code 'PD' with a total amount of \$296.00.

Verify that the Self Billing Statement ftp file (SBSFTP) has an entry for 'PD Standard Life' with an amount of \$296.00.

No modifications to the consolidated billing process were required to handle the postdoctoral scholar medical, dental, and vision plans (plan codes P1, P2, P3, P4, and P5). These plans will appear on the PPP5622 and PPP5623 and on the SBSFTP file in the same format as the employee medical, dental, and vision plans.

Employee Data Base (EDB) (LOADEDDB3)

Description

This job loads the EDB database for testing PPP690.

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 data base.

Tax Exempt Employee Reporting - PPP690 (RUN690)

Description

This job produces the PPP6905 report (*998 EXEMPT EMPLOYEES WITHOUT CURRENT W4 ON FILE*)

Verification

Verify on the PPP6905 report as follows:

Employee ID 501000012

0127-4 FED TX MRT = 'S'

0128-5 FED TX EXEMPT = '998'

0130-4 ST TX MRT = 'S'

0131-5 ST TX PER DED = '997'

This employee has the following distributions:

Distribution 11 with DOS Code of 'PDW'

Distribution 21 with DOS Code of 'PDW'

Since this employee doesn't have at least one distribution that is not "without Salary" (WOS' or 'PDW'), the employee is not selected for reporting.

Employee ID 501000013

0127-4 FED TX MRT = 'S'

0128-5 FED TX EXEMPT = '998'

0130-4 ST TX MRT = 'S'

0131-5 ST TX PER DED = '997'

This employee has the following distributions:

Distribution 11 with DOS Code of 'PDW'

Distribution 21 with DOS Code of 'REG'

Since this employee has at least one distribution that is not "without Salary" (WOS' or 'PDW'), the employee is selected for reporting.

Employee Data Base (EDB) Initial Load (LOADEDDB4)

Description

This job loads the EDB database for online testing

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 data base.

Online EDB Inquiry and CICS Help Testing

Description

This verifies the installation of online changes to the IBAL screen and CICS help.

1. From the main menu, enter function code IBAL and employee ID 501000059.
2. Confirm that 3200.00 appears in the field marked "YTD Fellow/Sch Gross".
3. Position the cursor anywhere on the 3200.00 or the label "YTD Fellow/Sch Gross" and press F1.
4. Confirm that the help screen for data element EDB5555 is displayed.

EDB File Maintenance Testing

Description

This verifies the installation of EDB file maintenance changes.

1. Complete a regular new hire bundle and update.
2. Go to the IBAL screen and confirm that EDB data element 5555 "YTD Fellow/Sch Gross" is initialized to zero.

Online Rush Checks Testing

Description

This test uses the online rush checks screens to verify rush checks processing for both non-postdoc and postdoc individuals

Non-postdoc Employee

1. From the main menu, enter SPCL to view the Special Processes Menu
2. Enter function code OPT1, and employee ID 000050050 and press enter.
3. Press F11 to view the rush checks earnings and deductions entry screen.
4. Enter the data shown in the screen print on the following page:

Release 1612 Test Plan

Final

December 3, 2004

Screen Print for Non-Postdoc Rush Check Data Entry

PPRC110-E1588

Special Processes

12/01/04 09:42:29

Rush Check Optl Earns & Deds

Userid: PAYMLG

ID: 000050050 Name: BARR, CLARK

Page 1 of 1

Trn	PayEnd	Cy	Dst	Ttl	L/A/C/F/P/S	Rte/Amt	S	DOS	Time	H%	RAI	WS
AP	113004	B	00	9612	3427701	63000	2	0203500	REG	08000	H	
AP	111504	B	00	9612	3427701	63000	2	0203500	REG	02000	H	

GTN Amount S Q Y GTN Amount S Q Y GTN Amount S Q Y GTN Amount S Q Y
RF 094 0001000

DS 010 0002500

PCT

SUS

Next Func: ID:

Name:

SSN:

Par Control Number:

Check Number:

===>

F: 1-Help

3-PrevMenu

4-Print

5-Update

F:

9-Jump

10-PrevFunc

12-Exit

Release 1612 Test Plan
Final
December 3, 2004

5. Press Enter
6. Press F5 to update.
7. Compare the generated reports with the ones shown on the following pages. Note that these results are identical to those obtained by entering the rush checks transaction for the non-postdoc employee prior to release rrrr installation.

Release 1612 Test Plan
Final
December 3, 2004

Rush Check Reports for Non-Postdoc Employee

PPRCAUDT1/PPRCAUDT/103101
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
PAYROLL PROCESSING
RUSH CHECKS PAYROLL AUDIT REPORT

PAGE NO. 000001
RUN DATE 12/01/04
CHECK DATE 12/01/04

000050050 BARR, CLARK

DEPT: ACTIVE ON EDB:

RUSH CHECK	NET PAY	1,581.48	TOTAL GROSS	2,035.00	FWT GROSS	1,882.37	OASDI GROSS	0.00	MEDCR GROSS	2,035.00
000530	4Y DCP PLAN: S		RETR GROSS	2,035.00	STATE GROSS	1,882.37			SUM GROSSES	9,869.74
FAU: 112600	TAX CD: FED-S000	ST-S000/000	STUDENT STAT: 1	RETR-H	SP RETR-	FICA-M	INS RED-		PRI PAY SCHED: MO	
Y 0Y 0Y	036 DCP CAS SAV		152.63	009	MEDICARE	29.50	014	FEDERAL TAX		219.86
0Y Y 0Y	012 CA STATE TAX		36.53	094	UNITED WAY	10.00	_R_ 010	ADDL FED TAX		25.00

										DEDUCTION SUM	453.52					
AP 3-427701-	-63000-	-2	ERC TYP	TUC	DUC	SHC	COV	TITLE	SB	RET	DOS	GROSS	RATE	TIME H	TIME %	PERIOD
				RX			C	9612		0	REG	1,628.00	20.3500	H	80.00	11/30/04-B- - -
				RX			C	9612		0	REG	407.00	20.3500	H	20.00	11/15/04-B- - -

Release 1612 Test Plan
Final
December 3, 2004

000050050	12/01/04	S000	S000		RUSH VENDOR CHECK
CLARK BARR		000			
2,035.00	1,882.37	310.89	152.63	10.00	1,581.48

REGULAR PAY	100.00	2035.00	DCP CAS SAV	152.63
TOTAL GROSS		2035.00	MEDICARE	29.50
			FEDERAL TAX	219.86
			CA STATE TAX	36.53
			UNITED WAY	10.00-
			ADDL FED TAX	25.00
			TOTL DED	453.52

** PAYROLL OFFICE **

Release 1612 Test Plan
Final
December 3, 2004

PPRCVEND2/PPRCVEND/080196
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
PAYROLL PROCESSING
RUSH CHECKS VENDOR INTERFACE CONTROL

PAGE NO. 000001
RUN DATE 12/01/04

OPTION 1 REQUEST

EMP ID NO	EMP NAME VENDOR INFORMATION	CHECK DT	CHECK AMT	FAU	LOC
000050050	BARR, CLARK	12/01/04	1,581.48	3112600	03

Release 1612 Test Plan
Final
December 3, 2004

Postdoc Scholar

1. From the main menu, enter SPCL to view the Special Processes Menu
2. Enter function code OPT1, and employee id 501000015 and press enter.
3. Press F11 to view the rush checks earnings and deductions entry screen.
4. Enter the data shown in the screen print on the following page:

Release 1612 Test Plan
Final
December 3, 2004

5. Press Enter
6. Press F5 to update.
7. Compare the generated reports with the ones shown on the following pages. In particular, note that That the "FEL NRA FWT" deduction #636 is being taken for the postdoc scholar.

Release 1612 Test Plan
Final
December 3, 2004

Rush Check Reports for Postdoc Scholar

PPRCVEND2/PPRCVEND/080196
000001
RETN: SEE RPTS DISP SCHEDULE/DIST.
12/01/04

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
PAYROLL PROCESSING
RUSH CHECKS VENDOR INTERFACE CONTROL
OPTION 1 REQUEST

PAGE NO.
RUN DATE

EMP ID NO	EMP NAME	CHECK DT	CHECK AMT	FAU	LOC
501000015	VENDOR INFORMATION FLOWER, CAL E.	12/01/04	172.00	3112600	03

Release 1612 Test Plan
Final
December 3, 2004

PPRCAUDT1/PPRCAUDT/103101
000001
RETN: SEE RPTS DISP SCHEDULE/DIST.
12/01/04

12/01/04

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE
PAYROLL PROCESSING
RUSH CHECKS PAYROLL AUDIT REPORT

PAGE NO.
RUN DATE
CHECK DATE

501000015 FLOWER, CAL E.

REL:

DEPT: ACTIVE ON EDB:

RUSH CHECK	NET PAY	172.00	TOTAL GROSS	200.00	FWT GROSS	200.00	OASDI GROSS	0.00	MEDCR GROSS	
0.00										
000529	4Y DCP PLAN: S		RETR GROSS	0.00	STATE GROSS	200.00			SUM GROSSES	
600.00										
FAU: 112600	TAX CD: FED-S001	ST-S000/000	STUDENT STAT: 1	RETR-N	SP RETR-	FICA-N	INS RED-N	PRI PAY		
SCHED: MO										
	0Y	636	FEL NRA FWT	28.00	___				DEDUCTION SUM	
28.00										

AP 3-427701-	-63000-	-2	ERC TYP	TUC	DUC	SHC	COV	TITLE	SB	RET	DOS	GROSS	RATE	TIME H	TIME %	PERIOD
M- - -				87			U	3253		0	FEL	200.00	200.00	%	N/A	12/31/04-

Release 1612 Test Plan
Final
December 3, 2004

501000015	12/01/04	S000	S001		RUSH VENDOR CHECK
CAL E. FLOWER		000			
200.00	200.00	28.00	0.00	0.00	172.00

NRA PDS FELL	200.00	FEL NRA FWT	28.00
TOTAL GROSS	200.00	*TOTL DED*	28.00

** PAYROLL OFFICE **