

**Release 1615  
Detail Design**

**Postdoc Modifications – Consolidated Billing and  
Expense Distribution Modifications  
Service Request 16933**

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Enterprise IT Services  
Information Resources & Computing  
Office of the President  
University of California

## Introduction

**Release 1605** (Phase I of Postdoctoral Scholar changes) contained the first release addressing implementation of benefits for postdoctoral scholars. That release contained the one-time program for checking DOS codes for inconsistencies, on-going EDB DOS Code edits, BELI derivation related to Postdoctoral Scholars, Insurance Reduction Indicator edit related to Postdoc Scholars, and edits for tax treaty income codes. In addition, the BELI Derivation process (PPPBELI) contains temporary code specifically for the monthly maintenance to begin December process.

**Release 1607** (Phase II of Postdoctoral Scholar changes) contained the one-time program to set the Assigned BELI (EDB0360) to 'P' for those Postdoctoral Scholars whose Derived BELI (EDB 0375) is 'P', EDB File Maintenance edits for Assigned BELI and postdoc medical, dental, and vision plans, EDB Daily Maintenance process, and EDB Monthly Periodic Maintenance process. In addition, a one-time is provided to produce a separate open enrollment carrier file for postdoc plans.

**Release 1612** (Phase III of Postdoctoral Scholar changes) contained modifications to the Monthly Carrier File Process, Consolidated Billing and Self Billing Processes, Compute (includes Rush Checks) and Expense Distribution. In addition, specific modules in the EDB File Maintenance Process are modified to include new field 'YTD-FELLOWSHIP-GRS' to the HDA Array in the portion related to gross amounts.

## Service Request 16933

In May 2003, President Richard Atkinson (Emeritus) announced Academic Personnel Policy 390-Postdoctoral Scholars (Postdoc). This policy applies to the Postdoc-Employee, the Postdoc-Fellow and Trainee paid through University accounts, and the Postdoc-Fellows and Trainees, funded from fellowships or trainee-ships, paid directly to the individual. The new policy provides for consistent treatment for both the Postdoc-Employee and the Postdoc-Fellow or Trainee.

In response to Academic Personnel Policy 390-Postdoctoral Scholars (Postdoc), representatives from the University of California, Office of the President (UCOP)-Academic Advancement, UCOP Human Resources and Benefits (HR/B), and UCOP Financial Management have met and discussed with campus Graduate Division representatives at various intervals the topics relating to the administration of Postdoctoral Scholar Benefits Plan (PSBP). The document addresses the modifications needed in the Payroll/Personnel System (PPS) to accommodate the special coding needed for PSBP as it encompasses and affects the Postdoc-Employee (TC 3252), the Postdoc-Fellow (TC 3253), and the Postdoc-Paid Direct (TC 3254).

In order to incorporate Postdocs into the EDB as a unique group, new values should be added to the Benefits Eligibility Level Indicator (BELI), Description of Service Table, and Gross-to-Net Table. New health and welfare plan codes should be added to distinguish the PSBP from the existing University H&W plans. [A separate document will be prepared to describe the required changes needed in order to add the new benefit plans and the new BELI value "P-Postdoctoral Scholar Eligibility."]

The payroll computation process should be modified so that Postdoc-Fellows (TC 3253) and Postdoc-Paid Directs (TC 3254) can have their PSBP premiums processed through a payroll compute cycle. The fellowship/scholarship payments made to Non-Resident Aliens should be recorded in a separate gross field for reporting at year-end. Additionally, the Postdoc should be included in the Enrollment File process and the new PSBP plans should be added to the Self-Billing and Consolidated Billing processes.

## Final

The Distribution of Payroll Expense process should be modified so that it can identify and record the Postdoc benefits by unique Object Codes. Further, other reporting processes, such as the Corporate Personnel System and the Corporate Financial System, should be modified to identify Postdoctoral appointees. Modifications to the Form W-2 and Form 1042-S processes will be discussed in separate documents.

## Final

### Overview

This release affects the Expense Distribution and Consolidation Billing processes for January, 2005 month-end processing (i.e., to be run in early February).

The Expense Distribution Process has been modified by the addition of four new benefit charges:

- Postdoc UC-Paid Short Term Disability
- Postdoc UC-Paid Life/AD&D
- Postdoc UC-Paid Broker/Administration Fee
- UC Paid Workers' Compensation for Postdoc Without Salary (PDW) individuals

The Consolidated Billing process will be modified by the inclusion in billing procedures of the following:

- Postdoc UC-Paid Short Term Disability
- Postdoc UC-Paid Life/AD&D
- Postdoc Individual-Paid Supplemental Disability

## **Bind Member Changes**

PPP536

This Bind member contains bind statements for program PPP536. PPPRMUT2 will be added to the Bind member list.

## Copy Members

### CPFDXEDF

This copymember provides the File Definition of the Expense Distribution Work (EDW) File. The length will be expanded to accommodate the addition of four new benefit amounts.

### CPWSXEDR, CPWSXEXP

These copymembers provide record layouts of the Expense Distribution Work (EDW) record. Four new benefit amounts will be added:

- Postdoc Disability
- Postdoc Life/AD&D
- Postdoc Broker/Administration Fee
- Postdoc Workers' Compensation (for PDW)

### CPWSXCBF

This copymember provides the record layouts of the Consolidated Benefit Activity record. The new Postdoc Highest Priority Indicator and Gross, as well as various work indicators will be added to previously defined Filler within the record.

### CPWSXIC5

This copymember provides Installation Constants for the Expense Distribution process. Object Codes and Balance Sheet accounts (FAU) have been added for the four new Postdoc benefits (i.e., Disability, Life/AD&D, Broker, and Workers' Comp for PDW). Note that the Object Code & Balance Sheet FAU for the PDW Workers' Comp will be the same as for standard Workers' Compensation).

These added benefit entries should be modified to be consistent with the local FAU.

### CPWSXSBS

This copymember provides the Working Storage record layout for the Self Billing Statement Tab delimited record/file. A section for the Postdoc Life/AD&D benefit will be added.

## Program Changes

### PPP500

Program PPP500 processes the Monthly PAR file and creates the Consolidated Benefit Activity (CBA) file for usage by PPP520.

PPP500 will be modified to derive the Postdoc Highest (DOS) Priority Gross and associated Priority Indicator and place these values on the Postdoc individual's CBA record. Only payments applicable to Title Codes 3252 and 3253 will be eligible for the derivation.

Also, PPP500 will be modified to derive work codes which designate whether Title Codes 3252, 3253, and 3254 are present on PAR distribution entries (with associated Earnings Dates in the current process month). These new indicators (also including a current month DOS PDW indicator) will also be included on the CBA record.

### PPP520

Program PPP520 will be modified to assess and create departmental charges for the four new Postdoc benefits and to place these benefits amounts on the EDW File:

1. PSBP Disability. This flat rated benefit will be developed for the individual when the Assigned BELI value is "P" and PAR earnings entries for Title Code 3252, 3253, or 3254 are present with an Earnings Date in the current process month. The monthly flat benefit amount will reside in System Parameter #190 and be prorated based on the new Postdoc Highest Priority Gross (i.e., Title Codes 3252 & 3253). When any or all of the benefit remains uncharged, it will be charged to FBA entries resident on the individual's EDB record. When no FBA entries are present, it will be charged to the FAU associated with the last DOS "PDW" encountered among the PAR earnings. When no "PDW" earnings are present, it will be charged to any marginal earnings FAU encountered on the PAR, or lastly, to the special Miscellaneous Postdoc Benefit FAU (as defined in CPWSXIC5).
2. PSBP Broker/Administration Fee. This flat rated benefit will be developed for the individual when a Postdoc Health Contribution (GTN 626 or 628, per CPWSXIC5) is present, the BELI value is "P", and PAR earnings entries for Title Code 3252, 3253, or 3254 are present with an Earnings Date in the current process month. The monthly flat benefit amount will reside in System Parameter #188 and be prorated based on the new Postdoc Highest Priority Gross. When any or all of the benefit remains uncharged, it will be charged to FBA entries resident on the individual's EDB record. When no FBA entries are present, it will be charged to the FAU associated with the last DOS "PDW" encountered among the PAR earnings. When no "PDW" earnings are present, it will be charged to any marginal earnings FAU encountered on the PAR, or lastly, to the special Miscellaneous Postdoc Benefit FAU.
3. PSBP Life/AD&D. This flat rated benefit will be developed for the individual when the BELI value is "P" and PAR earnings entries for Title Code 3252, 3253, or 3254 are present with an Earnings Date in the current process month. The monthly flat benefit amount will reside in System Parameter #189 and be prorated based on the new Postdoc Highest Priority Gross. When any or all of the benefit remains uncharged, it will be charged to FBA entries resident on the individual's EDB record. When no FBA entries are present, it will be charged to the FAU associated with the last DOS "PDW" encountered among the PAR earnings. When no "PDW" earnings are present, it will be charged to any marginal earnings FAU encountered on the PAR, or lastly, to the special Miscellaneous Postdoc Benefit FAU.

## Final

4. PSBP PDW Workers' Compensation. This flat rated benefit will be developed for the individual when the BELI value is "P" and any PAR earnings entries for DOS "PDW" are present with an Earnings Date in the current process month. The monthly flat benefit amount will reside in System Parameter #192. This benefit will not be prorated in the normal manner since there is no gross amount contained on the PDW entry. Instead, it will be directly charged to FBA entries resident on the individual's EDB record. When no FBA entries are present, it will be charged to the FAU associated with the last DOS "PDW" encountered among the PAR earnings for the individual. Note that non-zero gross earnings reported under Title Codes 3252 and 3253 will receive assessments of the standard Workers' Compensation benefit using standard rates.

Additionally, for Postdoc individuals (i.e., BELI value "P"), the Health, Dental, and Vision benefits will be prorated based on the new Postdoc Highest Priority Gross (rather than the standard Highest Priority Gross).

For Postdoc individuals (i.e., BELI value "P"), the following benefit assessments **will not be issued** (i.e., they will be blocked):

- Annuitant Health
- UC Paid Life
- UC Paid Disability
- Leave Assessment
- Incentive Award (IAP)
- Employee Support
- Core Life

For Postdoc individuals, the DOS "PDW" will take precedence among all other DOS values when saving marginally eligible FAU values for use in leftover benefit charges.

### PPP530

Program PPP530 will be modified to appropriately process the new postdoc benefits.

The PSBP Broker/Administration fee will be reported in the same column as the Unemployment Insurance benefit charge.

The PSBP PDW Workers' Compensation charge will be reported in the same column as the standard Workers' Compensation benefit charge.

The PSBP Life/AD&D and Disability benefits will be reported in the same column as the UC Paid Life and UC Paid Disability benefit charges.

For the new Postdoc benefits, the Object Code for the departmental GL entry, as well as the balance sheet FAU for the Location total benefit credit, will be taken from those values contained in CPWSXIC5.

### PPP536

Logic will be added to create a Self Billing Statement record for Postdoc University-Paid Short Term Disability, and a Self Billing record for Postdoc University-Paid Life/AD&D.

Each record will contain a record ID (Object Code), rate, total premium amount and number of "lives". No employee level detail is reported.

### PPP562

## Final

Release 1612 incorporated the Postdoc Individual-Paid Supplemental Disability into the Consolidated Billing process.

Logic will be added to include the Postdoc University-Paid Short Term Disability and the Postdoc University-Paid Life Insurance/AD&D to the Benefits Deduction Register report PPP5623 and to the Self Billing Statement File.

### PPP565

Currently, PPP565 creates five different Self Billing Statement files created by PPP562 and consolidate them into a single file for FTP purposes. It is noted that Release 1612 added logic to write the SBS Postdoc Individual-Paid Supplemental Disability record to the single consolidated FTP File with a record ID of '05'.

Logic will be added to include the SBS Postdoc University-Paid Disability record (record ID of '05'), and the SBS Postdoc Life/AD&D record (record ID of '06') to the single consolidated FTP file.

## **JCL Changes**

### **PPP520**

The EDW (DD Name 'EXPDIST') file will be expanded by four new benefits so the LRECL must be expanded to 8518 (from 7718).

### **PPP562**

Existing JCL will be modified to add DD Name of SBSPSL with a LRECL of '120' and RECFM of 'FBA' for the output SBS Postdoc University-Paid Life/AD&D File.

### **PPP565**

Existing JCL will be modified to add DD Name of SBSPSL for the input SBS Postdoc Life/AD&D File.

## **System Control Table Updates**

### **System Messages**

Messages associated with special PPP520 December Pay Cycle startup code will be deleted.

### **System Parameter**

Parameter 188 will define the value of the monthly PSBP Broker/Administration Fee.

Parameter 189 will define the value of the monthly PSBP Life/AD&D benefit.

Parameter 190 will define the value of the monthly PSBP Disability benefit.

Parameter 192 will define the value of the monthly PSBP Workers' Compensation charge for PDW individuals.