

Release 1616
Detailed Design

Address Edit Changes
Service Requests 16941

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

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Introduction

Service Request 16941

This service request states that currently there are minimal edits in the Payroll/Personnel System (PPS) for employee address formatting which causes problems with federal tax reporting. The Social Security Administration (SSA) requires a specific address format for the printing of Forms W-2. Specifically, state abbreviations and zip codes are incorrect in that both fields are alphanumeric and should not be. Numbers and characters are allowed in the state abbreviation field and letters and less than five numbers are allowed in the zip code field. The service request asks that PPS be modified with new edits which will ensure that the number of W-2 forms as well as other mailings that are returned to the campus will be reduced and the campus' W-2 file will contain fewer errors.

Overview

EDB File Maintenance Process

Two programs are involved in employee address edits, PPECMIN does minimum data edits on the address and PPEC113 contains all of the consistency edits and implied maintenance edits for the address. These programs will be modified to meet the requirements for additional edits.

CICS Help

Since the state codes will now be edited, CICS help for data element EDB0207 will be modified to present a list of valid state codes from the Code Translation table (CTT). CICS Help text will also be changed to support other edit changes.

Program Changes

D21H04E

This program controls the code table lookups for CICS Help. It will be modified to do a lookup in the CTT for state codes.

PPECMIN

This program does minimum data editing for PPS. Currently this program does some basic address editing resulting in warning messages. Since these messages are being changed to employee reject and the edits are being enhanced, the edits will be moved to PPEC113.

PPEC113

This program does the employee address consistency and implied maintenance edits. It will be modified as follows. Note that messages with the '08' prefix will be issued for consistency edits and the '12' prefix for implied maintenance edits.

Address Line 1 or Line 2 required: Currently, line 1 of the employee address (EDB0204) is a required field. This edit is currently in program PPECMIN. Some campuses prefer to use line 2 of the address (EDB0205) when only one line is present. Therefore, the edit will be moved to PPEC113 and be changed to require that *either* line 1 or line 2 be entered. The text of message 08-132 will be changed as follows to reflect the change in edit:

08-132 FIRST OR SECOND STREET OF PERMANENT ADDRESS IS REQUIRED (severity level = employee reject).

12-440 FIRST OR SECOND STREET OF PERMANENT ADDRESS IS REQUIRED) (severity level = employee reject).

Address City Required: Currently, there is a minimum data edit in PPECMIN requiring that the city of the employee address (EDB0206) be present. This edit will be moved to PPEC113. If the city is not present, the following message will be displayed:

08-133 CITY OF PERMANENT ADDRESS IS REQUIRED (severity level = employee reject).

12-441 CITY OF PERMANENT ADDRESS IS REQUIRED (severity level = employee reject).

Invalid Characters: An edit will be added requiring that address line 1 (EDB0204), address line 2 (EDB0205) and the address city (EDB0206) may only contain the following characters:

^()\-#0123456789;&:.", ABCDEFGHIJKLMNOPQRSTUVWXYZ

When an invalid character is entered, the following message will be displayed:

08-227 INVALID CHARACTER ENTERED IN THE STREET/CITY (severity level = employee reject).

12-227 INVALID CHARACTER ENTERED IN THE STREET/CITY (severity level = employee reject).

State Code Required: Currently, there is a minimum data edit in PPECMIN requiring that the state of a domestic address (EDB0207) be present. This edit will be moved to PPEC113. If the state code is not present, the following message will be displayed:

08-134 STATE OF DOMESTIC ADDRESS IS REQUIRED (severity level = employee reject).

12-442 STATE OF DOMESTIC ADDRESS IS REQUIRED (severity level = employee reject).

State Code (EDB 0207): For a domestic address, the state abbreviation must be one of the standard postal state code abbreviations. If an invalid state code is entered, the following message will be displayed:

08-224 INVALID STATE CODE FOR DOMESTIC ADDRESS (severity level = employee reject)

12-224 INVALID STATE CODE FOR DOMESTIC ADDRESS (severity level = employee reject)

Zip Code Required: Currently, there is a minimum data edit in PPECMIN requiring that the zip code of a domestic address (EDB0208) be present. This edit will be moved to PPEC113. If the zip code is not present, the following message will be displayed:

08-135 ZIP OF DOMESTIC ADDRESS IS REQUIRED (severity level = employee reject)

08-443 ZIP OF DOMESTIC ADDRESS IS REQUIRED (severity level = employee reject)

Zip Code (EDB 0208): For a domestic address, the zip code must be numeric 5 digits. If an invalid value is entered, the following message will be displayed:

08-225 INVALID ZIP CODE, MUST BE 5 DIGIT NUMERIC VALUE (severity level = employee reject)

12-225 INVALID ZIP CODE, MUST BE 5 DIGIT NUMERIC VALUE (severity level = employee reject)

State/Zip Code Combination: For a domestic address, the zip code must be valid for the state entered. Copylib member CPWSSTZP will be added to the program to check the validity of the state/zip combination. If the combination is not valid, the following message will be displayed:

08-228 STATE/ZIP CODE COMBINATION IS INVALID (severity level = employee reject)

12-228 STATE/ZIP CODE COMBINATION IS INVALID (severity level = employee reject)

Foreign vs. Domestic Address: If the foreign address indicator (EDB0291) is set to "F", the state and zip code fields must be spaces. If there is data in the state or zip code field when the indicator is "F", the following message will be displayed:

08-226 STATE AND ZIP CODE MUST BE BLANK WITH FOREIGN INDICATOR 'F' (severity level = employee reject)

12-226 STATE AND ZIP CODE MUST BE BLANK WITH FOREIGN INDICATOR 'F' (severity level = employee reject)

Similarly, if the foreign address indicator is set to "A" or blank indicating a domestic address, the foreign country, province and postal code must be blank. If they are not, the following message will be displayed:

08-218 "A"/BLANK ADDR IND REQUIRES US ADDR-DELETE FOREIGN INFO (severity level = employee reject)

12-919 "A"/BLANK ADDR IND REQUIRES US ADDR-DELETE FOREIGN INFO (severity level = employee reject)

Foreign Address Country Code: If the foreign address indicator (EDB0291) is set to "F", then the Foreign Country Code (EDB1118) must not be blank. If it is, the following message will be displayed:

08-215 "F" INDICATOR REQUIRES FOREIGN COUNTRY CODE (severity level = employee reject)

12-916 "F" INDICATOR REQUIRES FOREIGN COUNTRY CODE (severity level = employee reject)

Foreign Address Province and Postal Code: If the foreign address indicator (EDB0291) is set to "F", and the province (EDB1120) and postal code (EDB1119) is blank, the following *warning* message will be displayed:

08-229 "F" INDICATOR MAY REQUIRE PROVINCE/POSTAL CODE (severity level = warning)

12-229 "F" INDICATOR MAY REQUIRE PROVINCE/POSTAL CODE (severity level = warning)

PPEI402

This program does unconditional implied maintenance for PPS. Currently this program blanks out the second employee address line whenever anything's been entered into the first line. This maintenance will be removed.

PPOT1616

This will be a one-time program to generate reports of existing address edit errors. It will produce three reports (see sample reports in Attachment 3):

POT16161 will be the control report and will contain any error messages generated by the program.

POT16162 will be the edit report by home department

POT16163 will be the central office edit report.

The edits in this program will reproduce those in PPECMIN and PPEC113 above and will generate the same error messages. Only employee reject messages will be displayed on the report.

The campuses will be instructed to run this program repeatedly until as many as possible edit errors are resolved prior to generating the 2004 W-2s.

CICS Help Updates

CICS Helptext:

The following CICS Helptext entries will be added or modified:

- EDB0204 Address Line 1
- EDB0205 Address Line 2
- EDB0206 Address City
- EDB0207 Address State

CICS Help Anchors

The following CICS Help anchors will be updated:

- EDB0207 Address State

System Control Table Updates

System Messages

The following *new* messages will be added:

```
A080822401 4 77INVALID STATE CODE FOR DOMESTIC ADDRESS
A080822501 4 77INVALID ZIP CODE, MUST BE 5 DIGIT NUMERIC VALUE
A080822601 4 77STATE AND ZIP CODE MUST BE BLANK WITH FOREIGN INDICATOR 'F'
A080822701 4 77INVALID CHARACTER ENTERED IN THE STREET/CITY
A080822801 4 77STATE/ZIP CODE COMBINATION IS INVALID
A080822901 3 33"F" INDICATOR MAY REQUIRE PROVINCE/POSTAL CODE
A081222401 4 77INVALID STATE CODE FOR DOMESTIC ADDRESS
A081222501 4 77INVALID ZIP CODE, MUST BE 5 DIGIT NUMERIC VALUE
A081222601 4 77STATE AND ZIP CODE MUST BE BLANK WITH FOREIGN INDICATOR 'F'
A081222701 4 77INVALID CHARACTER ENTERED IN THE STREET/CITY
A081222801 4 77STATE/ZIP CODE COMBINATION IS INVALID
A081222901 3 33"F" INDICATOR MAY REQUIRE PROVINCE/POSTAL CODE
A081244001 4 77FIRST OR SECOND STREET OF PERMANENT ADDRESS IS REQUIRED
A081244101 4 77CITY OF PERMANENT ADDRESS IS REQUIRED
A081244201 4 77STATE OF DOMESTIC ADDRESS IS REQUIRED
A081244301 4 77ZIP OF DOMESTIC ADDRESS IS REQUIRED
```

The following *existing* messages will have the text and/or severities changed as follows:

```
C080813201 4 77FIRST OR SECOND STREET OF PERMANENT ADDRESS IS REQUIRED
C080813301 4 77CITY OF PERMANENT ADDRESS IS REQUIRED
C080813401 4 77STATE OF DOMESTIC ADDRESS IS REQUIRED
C080813501 4 77ZIP OF DOMESTIC ADDRESS IS REQUIRED
C080821501 4 77"F" INDICATOR REQUIRES FOREIGN COUNTRY CODE
C080821801 4 77"A"/BLANK ADDR IND REQUIRES US ADDR-DELETE FOREIGN INFO
C081291601 4 77"F" INDICATOR REQUIRES FOREIGN COUNTRY CODE
C081291901 4 77"A"/BLANK ADDR IND REQUIRES US ADDR-DELETE FOREIGN INFO
```

Data Element Table

The data element table rows for EDB0206 (address city) are being changed to trigger PPEC113 when this element is changed.

```
C064 0206113799
C064P40206113799
```

Code Translation Table

Rows will be added to the CTT for all of the valid state codes (EDB0207). These will be used by the CICS Help screen for EDB0207 to display the list of valid codes.

```
A38 EDB0207 AL 40Alabama
A38 EDB0207 AK 40Alaska
A38 EDB0207 AZ 40Arizona
A38 EDB0207 AR 40Arkansas
A38 EDB0207 CA 40California
A38 EDB0207 CO 40Colorado
A38 EDB0207 CT 40Connecticut
```

| | | | |
|-----|---------|----|------------------------|
| A38 | EDB0207 | DE | 40Delaware |
| A38 | EDB0207 | DC | 40District of Columbia |
| A38 | EDB0207 | FL | 40Florida |
| A38 | EDB0207 | GA | 40Georgia |
| A38 | EDB0207 | HI | 40Hawaii |
| A38 | EDB0207 | ID | 40Idaho |
| A38 | EDB0207 | IL | 40Illinois |
| A38 | EDB0207 | IN | 40Indiana |
| A38 | EDB0207 | IA | 40Iowa |
| A38 | EDB0207 | KS | 40Kansas |
| A38 | EDB0207 | KY | 40Kentucky |
| A38 | EDB0207 | LA | 40Louisiana |
| A38 | EDB0207 | ME | 40Maine |
| A38 | EDB0207 | MD | 40Maryland |
| A38 | EDB0207 | MA | 40Massachusetts |
| A38 | EDB0207 | MI | 40Michigan |
| A38 | EDB0207 | MN | 40Minnesota |
| A38 | EDB0207 | MS | 40Mississippi |
| A38 | EDB0207 | MO | 40Missouri |
| A38 | EDB0207 | MT | 40Montana |
| A38 | EDB0207 | NE | 40Nebraska |
| A38 | EDB0207 | NV | 40Nevada |
| A38 | EDB0207 | NH | 40New Hampshire |
| A38 | EDB0207 | NJ | 40New Jersey |
| A38 | EDB0207 | NM | 40New Mexico |
| A38 | EDB0207 | NY | 40New York |
| A38 | EDB0207 | NC | 40North Carolina |
| A38 | EDB0207 | ND | 40North Dakota |
| A38 | EDB0207 | OH | 40Ohio |
| A38 | EDB0207 | OK | 40Oklahoma |
| A38 | EDB0207 | OR | 40Oregon |
| A38 | EDB0207 | PA | 40Pennsylvania |
| A38 | EDB0207 | RI | 40Rhode Island |
| A38 | EDB0207 | SC | 40South Carolina |
| A38 | EDB0207 | SD | 40South Dakota |
| A38 | EDB0207 | TN | 40Tennessee |
| A38 | EDB0207 | TX | 40Texas |
| A38 | EDB0207 | UT | 40Utah |
| A38 | EDB0207 | VT | 40Vermont |
| A38 | EDB0207 | VA | 40Virginia |
| A38 | EDB0207 | WA | 40Washington |
| A38 | EDB0207 | WV | 40West Virginia |
| A38 | EDB0207 | WI | 40Wisconsin |
| A38 | EDB0207 | WY | 40Wyoming |

Obsolete Objects

The following objects will be made obsolete because the programs do not contain any SQL statements. Campuses should follow local procedure for removing the obsolete object:

Bind Members

PPECMIN
PPEC113
PPEI402

Packages

PPECMIN
PPEC113
PPEI402

Attachments

Attachment A - Test Case Trid
Attachment B - Report Samples

Attachment A: Test Case Grid

ADDRESS EDITS

FOREIGN ADDRESS INDICATOR EDITS

Foreign Address Indicator = A/blank

B = blank
 V = valid

| | Foreign Address Indicator | State | ZIP | Country Code | Province | Postal Code | Expected Result |
|-----|---------------------------|-------|-----|--------------|----------|-------------|---|
| 1. | A/blank | B | B | B | B | B | 08-134 state of domestic addr is req 08-135 zip of domestic addr is req |
| 2. | A/blank | V | B | B | B | B | 08-135 zip of domestic addr is req |
| 3. | A/blank | B | V | B | B | B | 08-134 state of domestic addr is req |
| 4. | A/blank | V | V | B | B | B | No message |
| 5. | A/blank | B | B | V | B | B | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req 08-135 zip of domestic addr is req |
| 6. | A/blank | V | B | V | B | B | 08-218 a/blank ind reqs US addr-delete foreign info 08-135 zip of domestic addr is req |
| 7. | A/blank | B | V | V | B | B | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req |
| 8. | A/blank | V | V | V | B | B | 08-218 a/blank ind reqs US addr-delete foreign info |
| 9. | A/blank | B | B | B | V | B | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req 08-135 zip of domestic addr is req |
| 10. | A/blank | V | B | B | V | B | 08-218 a/blank ind reqs US addr-delete foreign info 08-135 zip of domestic addr is req |
| 11. | A/blank | B | V | B | V | B | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req |
| 12. | A/blank | V | V | B | V | B | 08-218 a/blank ind reqs US addr-delete foreign info |
| 13. | A/blank | B | B | V | V | B | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req 08-135 zip of domestic addr is req |
| 14. | A/blank | V | B | V | V | B | 08-218 a/blank ind reqs US addr-delete foreign info 08-135 zip of domestic addr is req |
| 15. | A/blank | B | V | V | V | B | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req |
| 16. | A/blank | V | V | V | V | B | 08-218 a/blank ind reqs US addr-delete foreign info |
| 17. | A/blank | B | B | B | B | V | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req 08-135 zip of domestic addr is req |
| 18. | A/blank | V | B | B | B | V | 08-218 a/blank ind reqs US addr-delete foreign info 08-135 zip of domestic addr is req |
| 19. | A/blank | B | V | B | B | V | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req |
| 20. | A/blank | V | V | B | B | V | 08-218 a/blank ind reqs US addr-delete foreign info |
| 21. | A/blank | B | B | V | B | V | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req 08-135 zip of domestic addr is req |
| 22. | A/blank | V | B | V | B | V | 08-218 a/blank ind reqs US addr-delete foreign info |

| | | | | | | | |
|-----|---------|---|---|---|---|---|---|
| | | | | | | | 08-135 zip of domestic addr is req |
| 23. | A/blank | B | V | V | B | V | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req |
| 24. | A/blank | V | V | V | B | V | 08-218 a/blank ind reqs US addr-delete foreign info |
| 25. | A/blank | B | B | B | V | V | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req 08-135 zip of domestic addr is req |
| 26. | A/blank | V | B | B | V | V | 08-218 a/blank ind reqs US addr-delete foreign info 08-135 zip of domestic addr is req |
| 27. | A/blank | B | V | B | V | V | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req |
| 28. | A/blank | V | V | B | V | V | 08-218 a/blank ind reqs US addr-delete foreign info |
| 29. | A/blank | B | B | V | V | V | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req 08-135 zip of domestic addr is req |
| 30. | A/blank | V | B | V | V | V | 08-218 a/blank ind reqs US addr-delete foreign info 08-135 zip of domestic addr is req |
| 31. | A/blank | B | V | V | V | V | 08-218 a/blank ind reqs US addr-delete foreign info 08-134 state of domestic addr is req |
| 32. | A/blank | V | V | V | V | V | 08-218 a/blank ind reqs US addr-delete foreign info |

Foreign Address Indicator = F

B = blank
 V = valid

| | Foreign Address Indicator | State | ZIP | Country Code | Province | Postal Code | Expected Result |
|----|---------------------------|-------|-----|--------------|----------|-------------|--|
| 1 | F | B | B | B | B | B | 08-215 'f' indicator requires foreign country code 08-eee 'f' ind may require province/postal code |
| 2 | F | V | B | B | B | B | 08-215 'f' indicator requires foreign country code 08-ddd state/zip code must be blank/foreign ind 'f' 08-eee 'f' ind may require province/postal code |
| 3 | F | B | V | B | B | B | 08-215 'f' indicator requires foreign country code 08-ddd state/zip code must be blank/foreign ind 'f' 08-eee 'f' ind may require province/postal code |
| 4 | F | V | V | B | B | B | 08-215 'f' indicator requires foreign country code 08-ddd state/zip code must be blank/foreign ind 'f' 08-eee 'f' ind may require province/postal code |
| 5 | F | B | B | V | B | B | 08-eee 'f' ind may require province/postal code |
| 6 | F | V | B | V | B | B | 08-ddd state/zip code must be blank/foreign ind 'f' 08-eee 'f' ind may require province/postal code |
| 7 | F | B | V | V | B | B | 08-ddd state/zip code must be blank/foreign ind 'f' 08-eee 'f' ind may require province/postal code |
| 8 | F | V | V | V | B | B | 08-ddd state/zip code must be blank/foreign ind 'f' 08-eee 'f' ind may require province/postal code |
| 9 | F | B | B | B | V | B | 08-215 'f' indicator requires foreign country code |
| 10 | F | V | B | B | V | B | 08-215 'f' indicator requires foreign country code 08-ddd state/zip code must be blank/foreign ind 'f' |
| 11 | F | B | V | B | V | B | 08-215 'f' indicator requires foreign country code 08-ddd state/zip code must be blank/foreign ind 'f' |
| 12 | F | V | V | B | V | B | 08-215 'f' indicator requires foreign country code 08-ddd state/zip code must be blank/foreign ind 'f' |
| 13 | F | B | B | V | V | B | No message |
| 14 | F | V | B | V | V | B | 08-ddd state/zip code must be blank/foreign ind 'f' |
| 15 | F | B | V | V | V | B | 08-ddd state/zip code must be blank/foreign ind 'f' |
| 16 | F | V | V | V | V | B | 08-ddd state/zip code must be blank/foreign ind 'f' |
| 17 | F | B | B | B | B | V | 08-215 'f' indicator requires foreign country code |
| 18 | F | V | B | B | B | V | 08-215 'f' indicator requires foreign country code 08-ddd state/zip code must be blank/foreign ind 'f' |
| 19 | F | B | V | B | B | V | 08-215 'f' indicator requires foreign country code 08-ddd state/zip code must be blank/foreign ind 'f' |
| 20 | F | V | V | B | B | V | 08-215 'f' indicator requires foreign country code 08-ddd state/zip code must be blank/foreign ind 'f' |
| 21 | F | B | B | V | B | V | No message |
| 22 | F | V | B | V | B | V | 08-ddd state/zip code must be blank/foreign ind 'f' |
| 23 | F | B | V | V | B | V | 08-ddd state/zip code must be blank/foreign ind 'f' |
| 24 | F | V | V | V | B | V | 08-ddd state/zip code must be blank/foreign ind 'f' |
| 25 | F | B | B | B | V | V | 08-215 'f' indicator requires foreign country code |
| 26 | F | V | B | B | V | V | 08-215 'f' indicator requires foreign country code 08-ddd state/zip code must be blank/foreign ind 'f' |
| 27 | F | B | V | B | V | V | 08-215 'f' indicator requires foreign country code 08-ddd state/zip code must be blank/foreign ind 'f' |
| 28 | F | V | V | B | V | V | 08-215 'f' indicator requires foreign country code |

| | | | | | | | |
|----|---|---|---|---|---|---|---|
| | | | | | | | 08-ddd state/zip code must be blank/foreign ind 'f' |
| 29 | F | B | B | V | V | V | No message |
| 30 | F | V | B | V | V | V | 08-ddd state/zip code must be blank/foreign ind 'f' |
| 31 | F | B | V | V | V | V | 08-ddd state/zip code must be blank/foreign ind 'f' |
| 32 | F | V | V | V | V | V | 08-ddd state/zip code must be blank/foreign ind 'f' |

DOMESTIC ADDRESS EDITS

B = blank
 V = valid

| | Foreign Address Indicator | Line 1 | Line 2 | City | State | Zip Code | Expected Result |
|----|---------------------------|--------|--------|------|-------|----------|--|
| 1 | A/blank | B | B | B | B | B | 08-132 1 st /2 nd st of permanent addr required 08-133 city of permanent addr required 08-134 state of permanent addr required 08-135 zip code of permanent addr required |
| 2 | A/blank | V | B | B | B | B | 08-133 city of permanent addr required 08-134 state of permanent addr required 08-135 zip code of permanent addr required |
| 3 | A/blank | B | V | B | B | B | 08-133 city of permanent addr required 08-134 state of permanent addr required 08-135 zip code of permanent addr required |
| 4 | A/blank | V | V | B | B | B | 08-133 city of permanent addr required 08-134 state of permanent addr required 08-135 zip code of permanent addr required |
| 5 | A/blank | B | B | V | B | B | 08-132 1 st /2 nd st of permanent addr required 08-134 state of permanent addr required 08-135 zip code of permanent addr required |
| 6 | A/blank | V | B | V | B | B | 08-134 state of permanent addr required 08-135 zip code of permanent addr required |
| 7 | A/blank | B | V | V | B | B | 08-134 state of permanent addr required 08-135 zip code of permanent addr required |
| 8 | A/blank | V | V | V | B | B | 08-134 state of permanent addr required 08-135 zip code of permanent addr required |
| 9 | A/blank | B | B | B | V | B | 08-132 1 st /2 nd st of permanent addr required 08-133 city of permanent addr required 08-135 zip code of permanent addr required |
| 10 | A/blank | V | B | B | V | B | 08-133 city of permanent addr required 08-135 zip code of permanent addr required |
| 11 | A/blank | B | V | B | V | B | 08-133 city of permanent addr required 08-135 zip code of permanent addr required |
| 12 | A/blank | V | V | B | V | B | 08-133 city of permanent addr required 08-135 zip code of permanent addr required |
| 13 | A/blank | B | B | V | V | B | 08-132 1 st /2 nd st of permanent addr required 08-135 zip code of permanent addr required |
| 14 | A/blank | V | B | V | V | B | 08-135 zip code of permanent addr required |
| 15 | A/blank | B | V | V | V | B | 08-135 zip code of permanent addr required |
| 16 | A/blank | V | V | V | V | B | 08-135 zip code of permanent addr required |
| 17 | A/blank | B | B | B | B | V | 08-132 1 st /2 nd st of permanent addr required 08-133 city of permanent addr required 08-134 state of permanent addr required |
| 18 | A/blank | V | B | B | B | V | 08-133 city of permanent addr required 08-134 state of permanent addr required |
| 19 | A/blank | B | V | B | B | V | 08-133 city of permanent addr required 08-134 state of permanent addr required |
| 20 | A/blank | V | V | B | B | V | 08-133 city of permanent addr required 08-134 state of permanent addr required |
| 21 | A/blank | B | B | V | B | V | 08-132 1 st /2 nd st of permanent addr required |

| | | | | | | | |
|----|---------|---|---|---|---|---|---|
| | | | | | | | 08-134 state of permanent addr required |
| 22 | A/blank | V | B | V | B | V | 08-134 state of permanent addr required |
| 23 | A/blank | B | V | V | B | V | 08-134 state of permanent addr required |
| 24 | A/blank | V | V | V | B | V | 08-134 state of permanent addr required |
| 25 | A/blank | B | B | B | V | V | 08-132 1 st /2 nd st of permanent addr required 08-133 city of permanent addr required |
| 26 | A/blank | V | B | B | V | V | 08-133 city of permanent addr required |
| 27 | A/blank | B | V | B | V | V | 08-133 city of permanent addr required |
| 28 | A/blank | V | V | B | V | V | 08-133 city of permanent addr required |
| 29 | A/blank | B | B | V | V | V | 08-132 1 st /2 nd st of permanent addr required |
| 30 | A/blank | V | B | V | V | V | No message |
| 31 | A/blank | B | V | V | V | V | No message |
| 32 | A/blank | V | V | V | V | V | No message |

FOREIGN ADDRESS EDITS

B = blank
 V = valid

| | For Add Ind | Line 1 | Line 2 | City | Country | Province | Postal Code | Expected Result |
|-----|-------------|--------|--------|------|---------|----------|-------------|--|
| 1. | F | B | B | B | B | B | B | 08-132 1 st /2 nd st of permanent addr required 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code 08-eee 'f' ind may require province/postal code |
| 2. | F | V | B | B | B | B | B | 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code 08-eee 'f' ind may require province/postal code |
| 3. | F | B | V | B | B | B | B | 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code 08-eee 'f' ind may require province/postal code |
| 4. | F | V | V | B | B | B | B | 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code 08-eee 'f' ind may require province/postal code |
| 5. | F | B | B | V | B | B | B | 08-132 1 st /2 nd st of permanent addr required 08-215 'f' indicator requires foreign country code 08-eee 'f' ind may require province/postal code |
| 6. | F | V | B | V | B | B | B | 08-215 'f' indicator requires foreign country code 08-eee 'f' ind may require province/postal code |
| 7. | F | B | V | V | B | B | B | 08-215 'f' indicator requires foreign country code 08-eee 'f' ind may require province/postal code |
| 8. | F | V | V | V | B | B | B | 08-215 'f' indicator requires foreign country code 08-eee 'f' ind may require province/postal code |
| 9. | F | B | B | B | V | B | B | 08-132 1 st /2 nd st of permanent addr required 08-133 city of permanent addr required 08-eee 'f' ind may require province/postal code |
| 10. | F | V | B | B | V | B | B | 08-133 city of permanent addr required 08-eee 'f' ind may require province/postal code |
| 11. | F | B | V | B | V | B | B | 08-133 city of permanent addr required 08-eee 'f' ind may require province/postal code |
| 12. | F | V | V | B | V | B | B | 08-133 city of permanent addr required 08-eee 'f' ind may require province/postal code |
| 13. | F | B | B | V | V | B | B | 08-132 1 st /2 nd st of permanent addr required 08-eee 'f' ind may require province/postal code |
| 14. | F | V | B | V | V | B | B | 08-eee 'f' ind may require province/postal code |
| 15. | F | B | V | V | V | B | B | 08-eee 'f' ind may require province/postal code |
| 16. | F | V | V | V | V | B | B | 08-eee 'f' ind may require province/postal code |
| 17. | F | B | B | B | B | V | B | 08-132 1 st /2 nd st of permanent addr required 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code |
| 18. | F | V | B | B | B | V | B | 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code |
| 19. | F | B | V | B | B | V | B | 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code |
| 20. | F | V | V | B | B | V | B | 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code |

| | For Add Ind | Line 1 | Line 2 | City | Country | Province | Postal Code | Expected Result |
|-----|-------------|--------|--------|------|---------|----------|-------------|---|
| 21. | F | B | B | V | B | V | B | 08-132 1 st /2 nd st of permanent addr required 08-215 'f' indicator requires foreign country code |
| 22. | F | V | B | V | B | V | B | 08-215 'f' indicator requires foreign country code |
| 23. | F | B | V | V | B | V | B | 08-215 'f' indicator requires foreign country code |
| 24. | F | V | V | V | B | V | B | 08-215 'f' indicator requires foreign country code |
| 25. | F | B | B | B | V | V | B | 08-132 1 st /2 nd st of permanent addr required 08-133 city of permanent addr required |
| 26. | F | V | B | B | V | V | B | 08-133 city of permanent addr required |
| 27. | F | B | V | B | V | V | B | 08-133 city of permanent addr required |
| 28. | F | V | V | B | V | V | B | 08-133 city of permanent addr required |
| 29. | F | B | B | V | V | V | B | 08-132 1 st /2 nd st of permanent addr required |
| 30. | F | V | B | V | V | V | B | No message |
| 31. | F | B | V | V | V | V | B | No message |
| 32. | F | V | V | V | V | V | B | No message |
| 33. | F | B | B | B | B | B | V | 08-132 1 st /2 nd st of permanent addr required 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code |
| 34. | F | V | B | B | B | B | V | 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code |
| 35. | F | B | V | B | B | B | V | 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code |
| 36. | F | V | V | B | B | B | V | 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code |
| 37. | F | B | B | V | B | B | V | 08-132 1 st /2 nd st of permanent addr required 08-215 'f' indicator requires foreign country code |
| 38. | F | V | B | V | B | B | V | 08-215 'f' indicator requires foreign country code |
| 39. | F | B | V | V | B | B | V | 08-215 'f' indicator requires foreign country code |
| 40. | F | V | V | V | B | B | V | 08-215 'f' indicator requires foreign country code |
| 41. | F | B | B | B | V | B | V | 08-132 1 st /2 nd st of permanent addr required 08-133 city of permanent addr required |
| 42. | F | V | B | B | V | B | V | 08-133 city of permanent addr required |
| 43. | F | B | V | B | V | B | V | 08-133 city of permanent addr required |
| 44. | F | V | V | B | V | B | V | 08-133 city of permanent addr required |
| 45. | F | B | B | V | V | B | V | 08-132 1 st /2 nd st of permanent addr required |
| 46. | F | V | B | V | V | B | V | No message |
| 47. | F | B | V | V | V | B | V | No message |
| 48. | F | V | V | V | V | B | V | No message |
| 49. | F | B | B | B | B | V | V | 08-132 1 st /2 nd st of permanent addr required 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code |
| 50. | F | V | B | B | B | V | V | 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code |
| 51. | F | B | V | B | B | V | V | 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code |
| 52. | F | V | V | B | B | V | V | 08-133 city of permanent addr required 08-215 'f' indicator requires foreign country code |
| 53. | F | B | B | V | B | V | V | 08-132 1 st /2 nd st of permanent addr required 08-215 'f' indicator requires foreign country code |
| 54. | F | V | B | V | B | V | V | 08-215 'f' indicator requires foreign country code |
| 55. | F | B | V | V | B | V | V | 08-215 'f' indicator requires foreign country code |
| 56. | F | V | V | V | B | V | V | 08-215 'f' indicator requires foreign country code |

State Field Edit

B = Blank
 V = Valid
 I = Invalid

| | Foreign Address Indicator | State | Expected Result |
|---|---------------------------|-------|---|
| 1 | A/blank | B | 08-134 state of domestic addr is req |
| 2 | A/blank | V | No message |
| 3 | A/blank | I | 08-aaa invalid state for domestic address |

Zip Code Field Edit

B = Blank
 V = Valid
 I = Invalid

| | Foreign Address Indicator | Zip Code | Expected Result |
|---|---------------------------|----------|---|
| 1 | A/blank | B | 08-135 zip of domestic address is required |
| 2 | A/blank | V | No message |
| 3 | A/blank | I | 08-bbb invalid zip, must be 5 digit numeric value |

State/Zip Code Edits

B = Blank
 V = Valid
 I = Invalid

| | Foreign Address Indicator | State | Zip Code | Expected Result |
|---|---------------------------|-------|----------|--|
| 1 | A/blank | B | B | 08-134 state of domestic addr is req 08-135 zip of domestic address is req |
| 2 | A/blank | V | B | 08-135 zip of domestic address is required |
| 3 | A/blank | I | B | 08-aaa invalid state for domestic address 08-135 zip of domestic address is required |
| 4 | A/blank | B | V | 08-134 state of domestic addr is req |
| 5 | A/blank | V | V | 08-ccc state/zip combination is invalid |
| 6 | A/blank | I | V | 08-aaa invalid state for domestic address |
| 7 | A/blank | B | I | 08-134 state of domestic addr is req 08-bbb invalid zip, must be 5 digit numeric value |
| 8 | A/blank | V | I | 08-bbb invalid zip, must be 5 digit numeric value |
| 9 | A/blank | I | I | 08-aaa invalid state for domestic address 08-bbb invalid zip, must be 5 digit numeric value |

Attachment B: Report Samples

PPPxxxx/PPxxxxxx/xxxxxxx
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA
Permanent Home Address Edit Report
ONE TIME PROGRAM
HOME DEPARTMENT

PAGE NO. 0001
RUN DATE:

EMPLOYEE NAME EMPLOYEE NO.
PERMANENT HOME ADDRESS

HOME DEPT: 301444
CHEMISTRY
123 DWINELLE HALL

ADAMS, RONALD J 000001109
Line 1: 18 FRANKLIN ST
Line 2:
City: \$% State: CA Zip: 84604
Foreign Addr Ind: F Prov: GREAT BRITAIN Country: UK
Postal Code: 1234

08-ccc State/Zip code combination is invalid
08-ddd State and zip code must be blank with foreign indicator 'F'
08-xxx Invalid character entered in the street/city

BAKER, JANICE M 000008112
Line 1: 1440 FILLMORE STREET
Line 2:
City: SAN FRANCISCO State: CZ Zip: 94115
Foreign Addr Ind: Prov: Country:

08-aaa Invalid state code for domestic address
08-ccc State/zip code combination is invalid

CALDER, DANIEL 000548821
Line 1: 1 WILCOX WAY
Line 2:
City: DAVIS State: CA Zip: 123
Foreign Addr Ind: A Prov: Quebec Country:

08-bbb Invalid zip code, must be 5 digit numeric value
08-ccc State/zip code combination is invalid
08-218 "A"/blank addr ind requires US addr-delete foreign info

PPPxxxx/PPxxxxx/xxxxxxx
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA
Permanent Home Address Edit Report
ONE TIME PROGRAM
HOME DEPARTMENT

PAGE NO. 0002
RUN DATE:

EMPLOYEE NAME EMPLOYEE NO.
PERMANENT HOME ADDRESS

HOME DEPT: 301444
CHEMISTRY
123 DWINELLE HALL

TOTAL # EMPLOYEES: 3
TOTAL # ERROR MESSAGES: 8

PPPxxxx/PPxxxxx/xxxxxxx
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA
Permanent Home Address Edit Report
ONE TIME PROGRAM
HOME DEPARTMENT

PAGE NO. 0001
RUN DATE:

EMPLOYEE NAME EMPLOYEE NO.
PERMANENT HOME ADDRESS

HOME DEPT: 406302
FRENCH
114 DWINELLE HALL

COUSTEAU, JACQUES 561255577
Line 1: 2045 ROYAL ROAD
Line 2:
City: LONDON State: Zip:
Foreign Addr Ind: F Prov: ONTARIO Country:
Postal Code: K1A 0B1

08-215 "F" indicator requires foreign address info

SMITH, ROBERT 777888888
Line 1:
Line 2:
City: State: 12 Zip: DAVIS
Foreign Addr Ind: F Prov: ONTARIO Country:
Postal Code: K1A 0B1

- 08-132 First or second street of permanent address is required
- 08-133 City of permanent address is required
- 08-aaa Invalid state code for domestic address
- 08-bbb Invalid zip code, must be 5 digit numeric value
- 08-ccc State/zip code combination is invalid
- 08-ddd State and zip code must be blank with foreign indicator 'F'
- 08-215 "F" indicator requires foreign address info

PPPxxxx/PPxxxxx/xxxxxx
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA
Permanent Home Address Edit Report
ONE TIME PROGRAM
HOME DEPARTMENT

PAGE NO. 0002
RUN DATE:

EMPLOYEE NAME EMPLOYEE NO.
PERMANENT HOME ADDRESS

HOME DEPT: 406302
FRENCH
114 DWINELLE HALL

WHITE, CARL M 000005454
Line 1: 18643 CHERRY LANE
Line 2: APT @ +
City: SAN FRANCISCO State: CZ Zip: 94115
Foreign Addr Ind: Prov: Country:

08-aaa Invalid state code for domestic address
08-ccc State/zip code combination is invalid
08-xxx Invalid character entered in the street/city

TOTAL # EMPLOYEES: 3
TOTAL # ERROR MESSAGES: 11

PPPxxxx/PPxxxxx/xxxxxx
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA
Permanent Home Address Edit Report
ONE TIME PROGRAM
CENTRAL OFFICE

PAGE NO. 0001
RUN DATE:

EMPLOYEE NAME EMPLOYEE NO.
PERMANENT HOME ADDRESS

HOME DEPARTMENT

ADAMS, RONALD J 000001109
Line 1: 18 FRANKLIN ST
Line 2:
City: \$% State: CA Zip: 84604
Foreign Addr Ind: F Prov: GREAT BRITAIN Country: UK
Postal Code: 1234

30144

08-ccc State/Zip code combination is invalid
08-ddd State and zip code must be blank with foreign indicator 'F'
08-xxx Invalid character entered in the street/city

BAKER, JANICE M 000008112
Line 1: 1440 FILLMORE STREET
Line 2:
City: SAN FRANCISCO State: CZ Zip: 94115
Foreign Addr Ind: Prov: Country:

30144

08-aaa Invalid state code for domestic address
08-ccc State/zip code combination is invalid

CALDER, DANIEL 000548821
Line 1: 1 WILCOX WAY
Line 2:
City: DAVIS State: CA Zip: 123
Foreign Addr Ind: A Prov: Quebec Country:

30144

08-bbb Invalid zip code, must be 5 digit numeric value
08-ccc State/zip code combination is invalid
08-218 "A"/blank addr ind requires US addr-delete foreign info

PPPxxxx/PPxxxxx/xxxxxx
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA
Permanent Home Address Edit Report
ONE TIME PROGRAM
CENTRAL OFFICE

PAGE NO. 0002
RUN DATE:

EMPLOYEE NAME EMPLOYEE NO.
PERMANENT HOME ADDRESS

HOME DEPARTMENT

COUSTEAU, JACQUES 561255577
Line 1: 2045 ROYAL ROAD
Line 2:
City: LONDON State: Zip:
Foreign Addr Ind: F Prov: ONTARIO Country:
Postal Code: K1A 0B1

406302

08-215 "F" indicator requires foreign address info

SMITH, ROBERT 777888888
Line 1:
Line 2:
City: State: 12 Zip: DAVIS
Foreign Addr Ind: F Prov: ONTARIO Country:
Postal Code: K1A 0B1

406302

08-132 First or second street of permanent address is required
08-133 City of permanent address is required
08-aaa Invalid state code for domestic address
08-bbb Invalid zip code, must be 5 digit numeric value
08-ccc State/zip code combination is invalid
08-ddd State and zip code must be blank with foreign indicator 'F'
08-215 "F" indicator requires foreign address info

PPPxxxx/PPxxxxx/xxxxxx
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA
Permanent Home Address Edit Report
ONE TIME PROGRAM
CENTRAL OFFICE

PAGE NO. 0003
RUN DATE:

EMPLOYEE NAME EMPLOYEE NO.
PERMANENT HOME ADDRESS

HOME DEPARTMENT

WHITE, CARL M 000005454
Line 1: 18643 CHERRY LANE
Line 2: APT @ +
City: SAN FRANCISCO State: CZ Zip: 94115
Foreign Addr Ind: Prov: Country:

406302

08-aaa Invalid state code for domestic address
08-ccc State/zip code combination is invalid
08-xxx Invalid character entered in the street/city

TOTAL # EMPLOYEES: 6
TOTAL # ERROR MESSAGES: 19