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Re: Release: 1616
 Service Request: 16941
 Error Reports: None
 Programs: D21H04E, PPECMIN, PPEC113, PPEI402, PPOT1616
 Copymembers: None
 Include Members: None
 DDL Members: None
 Bind Members: PPOT1616
 CICS Maps: None
 Forms: None
 Table Updates: System Messages Table, Data Element-Table, Code Translation Table,
 CICS Help
 Urgency: Not Urgent (see Timing of Installation)

This release addresses the following service request:

Service Request 16941

The service request states that there are minimal edits in the Payroll/Personnel System (PPS) for employee address formatting which is causing 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.

PPS has been modified to include 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.

Programs

D21H04E

Added CTT values for EDB0207 (address state).

PPECMIN

This program does minimum data editing for PPS. Previously, this program did some basic address editing resulting in warning messages. Since these messages have been changed to employee reject and the edits have been enhanced, the edits have been moved to PPEC113.

PPEC113

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

Address Line 1 or Line 2 required: Previously, line 1 of the employee address (EDB0204) was a required field. This edit was in program PPECMIN. Some campuses prefer to use line 2 of the address (EDB0205) when only one line is present. Therefore, the edit has been moved to PPEC113 and changed to require that *either* line 1 or line 2 be entered. The text of message 08-132 has been 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: Previously, there was a minimum data edit in PPECMIN requiring that the city of the employee address (EDB0206) be present. This edit has been moved to PPEC113. If the city is not present, the following message is 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 has been 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 is 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: Previously, there was a minimum data edit in PPECMIN requiring that the state of a domestic address (EDB0207) be present. This edit has been moved to PPEC113. If the state code is not present, the following message is 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 is 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: Previously, there was a minimum data edit in PPECMIN requiring that the zip code of a domestic address (EDB0208) be present. This edit has been moved to PPEC113. If the zip code is not present, the following message is 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 is 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 has been added to the program to check the validity of the state/zip combination. If the combination is not valid, the following message is 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 is 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 is 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 is 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 and postal code is blank, the following *warning* message is 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. Previously this program blanked out the second employee address line whenever anything was entered into the first line. This maintenance has been removed.

PPOT1616

One-time program to edit all employee addresses on the EDB and generate reports with the edit errors.

Table Updates

System Messages Table

Messages used in the address edits have been added to this table. Existing messages have had their text and severities changed.

Data Element Table

Data element 0206 (address city) was changed to trigger the address edits.

Code Translation Table

State codes were added to this table for data element EDB0207.

CICS Help

Help text was changed for elements EDB0204 (address line 1), EDB0205 (address line 2), EDB0206 (address city) and EDB0207 (address state). Code table lookup for the state was added.

Test Plan

A separate Test Plan document is provided with this release.

Installation Instructions

A separate Installation Instructions document is provided with this release.

Timing of Installation

The installation of this release is Not Urgent.

We recommend that this release be installed in time for campuses to correct as many employee addresses as possible prior to creating the 2004 W-2 forms, thereby reducing the number of W-2 address errors.

This release may be installed either before or after release 1615.

Refer to the installation instructions document for complete details.

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

If there are any questions, please send electronic mail to Maxine.Gerber@ucop.edu, or call (510) 987-0422.

Maxine Gerber