



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

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BEATRICE CARDONA
HAI DOAN
RENATA ELLIS

MABEL LAI
BARBARA VANDEN BORRE

Re:	Release:	1635
	Service Request:	81156
	Programs:	PPBENCHG, PPBENFET, PPBENUPD, PPBENUT2, PPBENTUW, PPEM107, PPEM108 (new), PPEMPSTA, PPESTEDB, PPESTREJ, PPHBNFET, PPHBNHST, PPHBNUPD, PPI740, PPIIVR, PPKEYCHD, PPPERCHG, PPPERFET, PPPERUPD, PPPERUTL, PPPERUTW, PPWHPER, PPWIBN1, PPWIGEN, PPWIRTR, PPO1635A (one-time), PPO1635B (one-time), PPO1635C (one-time)
	Copymembers:	CPWSXIC2, CPWSIVRE, CPWSRBEN, CPWSRHBN, CPWSRPER, CPWSXESR, CPWSXEST, CPWSXIVR
	Include Members:	PPPVHEN1, PPPVHEN2, PPPVHBN1, PPPVPER1, PPPVPER2, PPPVZHEN, PPPVZHBN, PPPVZPER, PPP400A
	DDL Members:	PPPV400A, PPPVHEN1, PPPVHEN2, PPPVHBN1, PPPVPER1, PPPVPER2, PPPVZHEN, PPPVZHBN, PPPVZPER, TBBEN00C, TBHBN00C, TBPER00C, TBBEN20A (new), TBHBN06A (new), TBPER17A (new), PPOT1635 (one-time)
	Bind Members:	PPO1635A (one-time)
	CICS Maps:	PPHPER0, PPIBN10, PPIGEN0, PPIRTR0
	Forms:	None
	Table Updates:	Data Element Table, Gross-to-Net Table, System Messages Table, Processing Group Table, Routine Definition Table, Code Translation Table, CICS Help
	Urgency:	Date-Mandated (see Timing of Installation)

This release addresses the following service request:

Service Request 81156

This Service Request specifies the following modifications to the Payroll/Personnel System (PPS):

- To identify employees who are not formally separated but who are otherwise eligible for defined contribution distributions (403(b), 457(b), and DCP)
- To identify employees who have only "Without Salary" appointments
- To identify employees whose primary title is eligible for special "safety title" contribution rates
- To receive loan transactions from the Master Record Keeper (via Fidelity) to enroll in new loans or to initialize paid-up loans

In July 2004, the University of California Regents approved a plan to transition the administration of all of UC's defined contribution plans to a single "master record keeper" ("MRK"). This transition is expected to be principally complete by July 15, 2005.

Currently, the Office of the Treasurer manages UC's six core funds, which are administered by the HR&B staff at Office of the President with State Street Bank & Trust acting as custodian. Additionally, UC offers investment options with Fidelity Investments and the Calvert Group, who administer their own proprietary mutual funds.

Under the new MRK arrangement with the selected vendor, Fidelity Investments, the Master Record Keeper will manage participant data, enrollment, and distributions for all of UC's defined contribution plans (DCP, 403(b), and 457(b)). In addition, Fidelity will record-keep existing and new 403(b) loans and administer any expansion of the current loan program should it be extended to include the 457(b) plan.

The conversion to the MRK will include several key changes in PPS:

- Conversion of existing GTNs for 403(b) and DCP plans to new "generic" flat dollar or percent GTNs. The PPS will carry only the deduction amount on the employee record; fund mix data (Savings, Equity, etc.) will reside entirely on the MRK system.
- Implementation of new loan payment processing: loan payment transactions to and from Fidelity MRK.
- Supplementary demographic data for employees, in addition to existing demographic data currently being sent to Fidelity as part of the 457(b) plan administration (R1599).

Service Request 81156 includes modifications to provide the additional demographic data and to automate loan processing. The changes requested from Service Request 81156 will be released as Phase I.

The GTN conversion and NACHA file changes (compute process) will be detailed in Service Request 81167. Those changes requested from Service Request 81167 will be released as Phase II.

Current Process:

There is no current process in place to identify employees who are not separated but are otherwise eligible for distributions. Currently there exists an appointment-level "without salary" indicator, but these indicators are not rolled up into a body-level indicator. For safety titles, TCS and TCT carry a special "Retirement Code II" value of '2'. However this code is not currently passed on the PPSIVR interface file.

Loans

Employees request a 403(b) long term or short term loan online at "Your Benefits Online" or by calling UC Customer Service Center. Once the loan request has been submitted, the UCOP HR&B Plan Disbursements unit initiates the loan paperwork and eventually sends the location a signed "Payroll Deduction Authorization" form which includes all data needed for the appropriate GTN setup. The local office then establishes the GTN on the employee record and continues taking deductions until the declining balance reaches zero or the UCOP Plan Disbursements unit has informed the local office that the loan has been paid off.

The loan balance maintained at UCOP may reflect additional principal payments or loan payoffs that are not reflected in the payroll declining balance. Depending on the timing of the communication of the loan payoff, the PPS may end up taking excess deductions. The Plan Disbursements office then refunds the employee these excess payments.

Proposed Process:

Two new Data Elements, "Distribution Eligibility Date" and "Employee Without Salary Indicator", should be added to the EDB.

During EDB Monthly Maintenance, a process should identify inactive employees who have not had any payroll activity for the previous month. For these employees, the system should derive a "Distribution Eligibility Date" equal to the first day of the upcoming month.

At the same time, the system should examine the Without Salary indicator of all current and future appointments for employees who have not been separated. If all eligible appointments carry a Without Salary Indicator equal to 'Y', the system should derive an "Employee Without Salary Indicator" of 'Y'. Otherwise, the "Employee Without Salary Indicator" should be set to 'N'.

During daily periodic maintenance, when the system derives the Employment Status, if the Employment Status is set to 'A' (Active), the "Distribution Eligibility Date" should be reset to the initial value.

The program which generates the PPSIVR interface file should be modified to derive a "Safety Indicator" based on the employee's Primary Title. This "Safety Indicator" will be passed to Fidelity for use in the 457(b) catch up process.

Loans

Under the MRK arrangement, employees will go directly to Fidelity to request a new loan. Fidelity will obtain a qualifying endorsement from the borrower and generate transactions to send (via UCOP) the local campus payroll/personnel system the loan ID, loan type, loan amount, and loan payment. Fidelity will send these batch transactions on the 5th and 20th of each month. From these transactions, the PPS will establish the GTN number on the employee record and set the loan ID number for the appropriate loan type. Note that the existing short term loan (243-G) will now be formally referred as "**General Purpose**" loan, and the existing long term loan (253-G) will now be formally referred as "**Primary Residence**" loan.

For existing loans currently administered by UCOP Plan Disbursements, UCRS will send Fidelity an initial file to load existing loans and IDs. Existing loans will be assigned a loan ID corresponding to the GTN number for the loan type ("243" for General Purpose loans, "253" for Primary Residence loans). In the PPS, the IDs for existing loans will be populated with these corresponding values. That is, if an employee has an existing Primary Residence loan, the 'Primary Residence Loan ID' value will be populated with the GTN number '253', while employee records with General Purpose loans will have the 'General Purpose Loan ID' value set to '243'.

When the deduction is taken (monthly for monthly paid employees and 24 times a year for biweekly and semi-monthly employees), the PPS will generate records for a batch NACHA file to be transmitted to Fidelity. These records must include the stored loan ID corresponding to the deduction.

When Fidelity records a loan payoff, they will generate X1 transactions to send to the local payroll/personnel system via UCOP. The PPS will process these transactions to clear out the loan ID and set the GTN declining balance to zero.

Programs

PPBENCHG

PPBENCHG has been modified to set the appropriate change flag indicator in the XDEC Array when the "Distribution Eligibility Date" has changed.

PPBENFET

PPBENFET has been modified to move the "Distribution Eligibility Date" to the EDB Fetch Complex Data Return area.

PPBENUPT

PPBENUPD has been modified to move the "Distribution Eligibility Date" from the ECF Change record to the appropriate BEN-ROW field.

PPBENUT2

PPBENUT2 has been modified to move the "Distribution Eligibility Date" value from the PPPBEN table to the appropriate field in copymember CPWSRBEN.

PPBENUTW

PPBENUTW has been modified to move the "Distribution Eligibility Date" from the linkage (copymember CPWSRBEN) to the appropriate column in the PPPBEN table.

PPEM107

PPEM107 is an Implied Maintenance module which performs I4 Separation edits during Monthly Periodic EDB Maintenance, including the establishment of a HCRA Termination Date. The Future-Appointment-Setup-Switch, previously set in module PPEM003, is set "on" when certain conditions are satisfied. It is noted that the main driver program PPP130 resets the Future-Appointment-Setup-Switch to "off" prior to processing the next subsequent employee on the EDB. However, no other subsequent modules in the Periodic Monthly Maintenance Process reference the Future-Appointment-Setup-Switch after module PPEM107 has turned the Switch to "off".

New module PPEM108, which executes immediately after PPEM107, requires the testing of the Future-Appointment-Setup-Switch. Therefore, the logic that sets the Future-Appointment-Setup-Switch to "off" has been commented out.

PPEM108

PPEM108 has been developed to derive the Employee WOS Indicator (EDB 0778) value based on the Appointment WOS Indicator value of each current or future appointment.

PPEMPSTA

Logic has been added to reset the "Distribution Eligibility Date" to an initial low-date value (0001-01-01) when the Employment Status is set to 'A' (Active).

PPESTEDB

Logic has been added to process the X1 transactions containing the 243-G, 243-D, and 243-U (General Purpose Loan) data, 253-G, 253-D, and 253-U (Primary Residence Loan) data, 730-G (Tax Deferred 403(b) - Flat) 731-G (Tax Deferred 403(b) – Percent), and 732-G (Non-Tax Deferred DCP) balances and their equivalent Effective Dates (except for deductions 243 and 253).

PPESTREJ

PPESTREJ has been modified to display the rejected General Purpose Loan, Primary Residence Loan, Tax Deferred 403(b) – Flat, Tax Deferred 403(b) – Percent, and Non-Tax Deferred DCP transaction data using the fields defined in modified copymember CPWSXESR.

PPHBNFET

PPHBNFET has been modified to include the new columns DISTRI_ELIG_DATE and DISTRI_ELIG_DATE_C for processing.

PPHBNHST

PPHBNHST has been modified to include the new columns DISTRI_ELIG_DATE and DISTRI_ELIG_DATE_C for processing.

PPHBNUPD

PPHBNUPD has been modified to include the new columns DISTRI_ELIG_DATE and DISTRI_ELIG_DATE_C.

PPI740

PPI740 has been modified to report the changed values to the employee's Distribution Eligibility Date (EDB 0777) and/or Employee Without Salary Indicator (EDB 0778) via the UCRS File Maintenance transactions.

PPIIVR

PPIIVR has been modified to pass the "Distribution Eligibility Date", "Employee Without Salary Indicator", "General Purpose Loan ID", and "Primary Residence Loan ID" on the IVR Employee File.

In addition, the "Safety Indicator" value is passed on the IVR Employee File. The employee's Primary Title (EDB0460) is passed to utility module PPTCTUTL to return the Retirement-Code-II value. If the Retirement-Code-II value is equal to '2' ('Eligible for Safety Title contributions'), the program sets the "Safety Indicator" value to 'Y'. Otherwise, the "Safety Indicator" is set to a value of 'N'. If the title code is not found, the Safety Indicator is set to 'N'.

Because Safety Titles may fall between 0001 and 0199, the logic that calls PPTCTUTL only when the Primary Title is not between 0001 and 0199 inclusively has been changed to call PPTCTUTL regardless of title range. If the Primary Title is between 0001 and 0199 inclusively, and after returning from calling PPTCTUTL to obtain the Program Personnel Code and Retirement Code, a Program Personnel Code of '3' is moved to the IVR record for senior management titles.

PPIIVR passes the new Gross-to-Net Deduction Amount, Year-to-Date Deduction Amount, and Effective Date for GTNs 730 through 736, whenever the values change. No logic changes were necessary to accommodate the addition of these new GTN numbers.

PPKEYCHD

PPKEYCHD has been modified to include the new column DISTRI-ELIG-DATE for processing.

PPPERCHG

PPPERCHG has been modified to set the appropriate change flag indicator in the XDEC Array when the "Employee Without Salary Indicator" has changed.

PPPERFET

PPPERFET has been modified to move the "Employee Without Salary Indicator" to the EDB Fetch Complex Data Return area.

PPPERUPD

PPPERUPD has been modified to move the "Employee Without Salary Indicator" from the ECF Change record to the appropriate PER-ROW field.

PPPERUTL

PPPERUTL has been modified to move the "Employee Without Salary Indicator" from the PPPPER table to the EXTERNAL PER-ROW record.

PPPERUTW

PPPERUTW has been modified to move the "Employee Without Salary Indicator" from the linkage (copymember CPWSRPER) to the appropriate column in the PPPPER table.

PPWHPER

CICS program PPWHPER has been modified to display the "Distribution Eligibility Date" (EDB 0777) on the HPER screen.

PPWIBN1

CICS program PPWIBN1 has been modified to display the "Distribution Eligibility Date" (EDB 0777) on the IBN1 screen.

PPWIGEN

CICS program PPWIGEN has been modified to display the "Employee Without Salary" (EDB 0778) on the IGEN screen.

PPWIRTR

CICS program PPWIRTR has been modified to display the "Distribution Eligibility Date" (EDB 0777) on the IRTR screen.

PPO1635A

One-time program PPO1635A has been developed to derive the Employee WOS Indicator value based on the Appointment Without Salary Indicator (EDB 2028) value of each current and future appointment.

PPO1635B

One-time program PPO1635B has been developed to initialize the Employee WOS Indicator and Distribution Eligibility Date on the UCRS History File. Each record is read, and the existing data is moved to the UCRS History record. The Employee WOS Indicator is set to 'N', and Distribution Eligibility Date is set to '000000'.

PPO1635C

One-time program PPO1635C has been developed to initialize the Employee WOS Indicator, Distribution Eligibility Date, and Safety Indicator on the IVR Employee History File. As each record is read, the existing data is moved to the new IVR Employee History record. The Employee WOS Indicator is set to 'N', Distribution Eligibility Date is set to a Sybase Low Date of '01/01/1900', and Safety Indicator is set to 'N' on the new IVR Employee History record.

Copymembers

CPWSXIC2

GTN numbers of '243 (General Purpose Loan) and '253' (Primary Residence Loan) will be added to this copymember.

CPWSIVRE

New fields Employee WOS Indicator, Safety Indicator, General Purpose Loan ID, Primary Residence Loan ID, and Distribution Eligibility Date have been added to this copymember.

CPWSRBEN

New field for the "Distribution Eligibility Date" has been added to this copymember.

CPWSRHBN

New fields for the "Distribution Eligibility Date" and associated change indicator "Distribution Eligibility Date Change Flag" have been added to this copymember.

CPWSRPER

New field for the Employee Without Salary Indicator has been added to this copymember.

CPWSXESR

This copymember has been modified to format rejected General Purpose Loan (243-G), Primary Residence Loan (253-G), Tax-Deferred 403(b) Flat (730-G), Tax-Deferred 403(b) Percent (731-G), and Non-Tax Deferred DC Plan (732-G) data for display.

CPWSXEST

This copymember has been modified to include X1 transaction definitions for GTN 243 G-Balance, GTN 243 D-Balance, and 243-U-Balance, and GTN 253 G-Balance, GTN 253 D-Balance, and 253-U-Balance.

In addition, X1 transaction definitions for GTNs 730, 731, and 732 have been included in this copymember.

CPWSXIVR

CPWSXIVR has been modified to add GTN 730 to Group 1, GTN 731 to Group 2, GTNs 733, 734, 735, and 736 to Group 3, and GTN 732 to Group 4.

Include members

PPPVBEN1, PPPVBEN2, PPPVZBEN, PPPV400A

New column *DISTRI_ELIG_DATE* has been added to these Include members for the EDB PPPBEN table.

PPPVHBN1, PPPVZHBN

New columns *DISTRI_ELIG_DATE* and associated Change Flag of *DISTRI_ELIG_DATE_C* have been added to this Include member for the History PPPHBN table.

PPPVPER1, PPPVPER2, PPPVZPER

New column *EMP_WOS_IND* has been added to these Include members for the EDB PPPPER table.

DDL members

PPPVBEN1, PPPVBEN1, PPPVZBEN, PPPV400A, TBBEN00C

New column *DISTR1_ELIG_DATE* has been added to the above DDL members.

PPPVPER1, PPPVPER1, PPPVZPER, TBPER00C

New column *EMP_WOS_IND* has been added to the above DDL members.

PPPVHBN1, PPPVZHBN, TBHBN00C

New column *DISTR1_ELIG_DATE* and associated change flag *DISTR1_ELIG_DATE_C* have been added to the above DDL members.

TBBEN20A

This DDL member contains the ALTER statements to add new column *DISTR1_ELIG_DATE* to the PPPBEN Table.

TBHBN06A

This DDL member contains the ALTER statements to add new column *DISTR1_ELIG_DATE* and associated change flag *DISTR1_ELIG_DATE_C* to the PPPHBN Table.

TBPER17A

This DDL member contains the ALTER statements to add new column *EMP_WOS_IND* to the PPPPER Table.

PPOT1635 (one-time)

This DDL member contains the GRANT statements to re-grant web access to views PPPVZBEN_BEN and PPPVZPER_PER for web inquiry.

Bind members

PPO1635A

This bind member contains the bind statements for one-time PPO 1635A.

CICS Maps

PPHPER0, PPIBN10, PPIRTR0

The Distribution Eligibility Date has been added to the map.

PPIGEN0

The Employee WOS Indicator has been added to the map.

Table Updates

Data Element

EDB 0777 (Distribution Eligibility Date) and EDB 0778 (Employee Without Salary Indicator) have been added to the Data Element table.

Gross-to-Net

GTN numbers 730 (Tax-Deferred 403(b) Flat), 731 (Tax-Deferred 403(b) %), 732 (NTD DCP), 733 (DCP Regular), 734 (DCP Casual), 735 (DCP Summer Salary – Deduction), and 736 (DCP Summer Salary – Contribution) have been added to the GTN Table.

System Messages Table

Existing message text (EMPLOYEE ID NOT ON EDB, ALL EDB AND IVR ACTIVITY REJECTED) related to message 13-055 has been changed to (EMPLOYEE ID NOT ON EDB, ALL TRANSACTIONS REJECTED).

Processing Group Table

New module PPEM108 has been added to the table for Periodic Monthly Maintenance Process.

Routine Definition Table

New module PPEM108 has been defined on this table.

CICS Help

On-line CICS Helps (EDB 0777 and 0778) have been added to the CICS Help File as well as new Web Data Dictionary Entries for EDB 0777 and EDB 0778.

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 Date Mandated.

This release must be *installed* after Periodic Monthly Maintenance to Begin April has already run and not later than April 18, 2005.

The one-time programs (PPO1635A, PPO1635B, and PPO1635C) update the EDB, the UCRS History File, and the IVR Employee History File respectively. As a group, they must be run in the proper sequence and not later than April 18, 2005.

PPO1635A derives the initial Employee WOS Indicator (EDB 0777) value and updates the EDB directly. ***PPO1635A must be run after Periodic Monthly Maintenance to Begin April has already been run and before one-time programs PPO1635B and PPO1635C are scheduled to run, and not later than April 18, 2005.***

PPO1635B updates the UCRS History File. PPO1635B must be run **after** the production execution of PPI740 to produce the UCRS File Maintenance File for the March month-end processing has already run and **before** the production execution of PPI740 to produce the UCRS File Maintenance File for the April month-end processing. The input UCRS History File into PPO1635B must be the output UCRS History File produced from the March month-end processing of PPI740. The input UCRS History File into PPI740 for the April month-end processing must be the output UCRS History File produced from PPO1635B.

PPO1635C updates the IVR Employee History File. It is highly suggested that PPO1635C be scheduled together with any of the scheduled nightly production IVR run (PPIIVR) in April and not later than April 18, 2005. The input IVR Employee History File into PPO1635C must be the output IVR Employee History File produced from the

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previous night's production IVR run. The input IVR Employee History File into the next scheduled production IVR run must be the output IVR History Employee File produced from PPO 1635C.

If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu, or call at (510) 987-0464.

Jackson Quan