

**Safe Harbor DCP Recovery - MRK**

**SPECIAL INSTALLATION INSTRUCTIONS**

Release 1644

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Information Resources & Communications  
Office of the President  
University of California

## Installation Instructions

This document provides installation instructions for the one-time adjustment process. Review these instructions carefully before proceeding with installation.

The one-time program supplied, PPP430Z, will allow for the NACHA submission of those DCP Casual deductions which were excluded from the early July pay cycles (i.e., those cycles which were run after the special PPP130 (SIS) update but prior to the program correction supplied via the PAY-L of 07/27/05). Note that in addition to the normal files (i.e., NACHA and reports) produced by PPP430, one-time program PPP430Z will produce two additional files. Refer below for the disposition of these new files (i.e., Payroll Transaction File and tab delimited DCP Recovery file).

To create the adjustment files associated with each of these early July pay cycles, follow these installation steps:

1. Program PPP430Z is the supplied one-time version of PPP430. Program PPP430Z is available for campus use in the dataset PAYDIST.R1644.COBOL. Modifications to the base version of PPP430 used to create the one-time program PPP430Z are marked “MRKZ1644” in columns 73/80.
2. DB2 pre-compile, compile and link program PPP430Z into a one-time Batch Loadlib.
3. Bind program PPP430Z. Except for the plan name and list member PPP430Z, the bind should be the same as for PPP430. Refer to PAYDIST.R1644.BIND (PPP430Z).
4. For each affected early July Pay Cycle which requires adjustment, perform the following:
  - a. If the Payroll Control Record (PCR) for the affected Pay Cycle (i.e., PPI) is no longer resident, run PPP340 supplying the same pay cycle attributes as the original. This step will re-create the PCR.
  - b. Run PPP430Z using the PAR created from the original cycle as input to PPP430Z. The JCL should be the same as your normal production JCL for the execution of PPP430 except for execution module, the associated bind member, and two new output files. The first new output file is the Payroll Transaction file (DD Name “PAYTRNS”; LRECL = 120). The second new output file is the tab delimited DCP Recovery reporting file (DD Name “DCPTAB”; LRECL = 109). The RUN430Z member in PAYDIST.R1644.JCL is provided as a JCL example. Be sure to use the same Specification Input for the execution of PPP430Z as you would for a normal execution of PPP430.
  - c. Reconcile the PPP4303 report. Note that the first portion of the PPP4303 report may contain extraneous zero net pay pre-note activity. Disregard this pre-note activity; it will not be included on the NACHA file. The remainder of the PPP4303 report should contain a calculated DCP Casual deduction amount for each “Current Activity” PAR where the Retirement Plan is “H”, the DCP Plan is “N”, and the Medicare Gross is greater than zero. Each of the program calculated DCP deduction amounts is passed into the program NACHA logic as though the GTN Number were

- “734” (i.e., standard DCP Casual GTN). The NACHA file created will contain only this DCP Casual activity.
- d. Once PPP430Z has been verified, the NACHA file created from the PPP430Z run should be transmitted to the bank clearing house (e.g., Mellon) for subsequent funds transfer and Fidelity processing. Note: the Settlement Date contained on the NACHA file will be the PPP430Z run date plus three days. Therefore, the PPP430Z NACHA file should be transmitted to the bank within three days of the PPP430Z run.
  - e. Save and label per the Pay Cycle, the output Payroll Transaction file (DD Name “PAYTRNS”) and the DCP Recovery file (DD Name “DCPTAB”). See below.
5. After all affected Pay Cycles have been handled as per above, apply the GTN update contained in R1644.CARDLIB (GTNZPROD) to the production CTL via PPP004. This update will add GTN Number 740 (DCP Recovery) to the GTN Table. The GTN Priority Number on this transaction set must be changed from “????” to a value which is appropriately synchronized with the local table. That is, the new GTN Number “740” should be added so as to be processed immediately after the current DCP Casual GTN (i.e., GTN “734”) but before the Federal and State Tax Withholding deductions. As always, the update of the CTL should be based on the approval of the Payroll Manager.
  6. The Payroll Transaction file (DD Name “PAYTRNS”) saved from each affected Pay Cycle run of PPP430Z should be entered into a separate normal Payroll Compute process. That is, if three Pay Cycles were affected by the problem, thus causing three runs of PPP430Z, the three output Payroll Transaction files should not be concatenated together and applied to one Payroll Compute process. Each one must be entered into a separate Compute Process. That is, each Payroll Transaction file consists of transaction sets for each affected employee; one “DS” transaction for GTN 740 (DCP Recovery) and one “DA” transaction for EDB element “5544” update. If these files were concatenated together and one employee had multiple sets of transactions, it is not known if both sets would be handled properly. Consult with your Payroll Manager as to the correct Compute Process disposition of each of these files. Note, the Payroll Transaction file created from each run of PPP430Z does not include a Batch Header record. Therefore, these transactions should be added to an existing Batch or a Batch Header should be placed on the front of the file.
  7. The DCP Recovery file (DD Name “DCPTAB”) created from each run of PPP430Z should be delivered to UCOP not later than **August 31, 2005**. The length of the file is 109 and the record format is RECFM=FB. The file should be sent to vsftp.ucop.edu using the dataset name as:  
  
ftphome/ftpusr\*/put/cbg/DCPRECOV.cc.Emmddy, where ‘\*’ is the one-byte campus ID, “cc” is the affected pay cycle (e.g., B1 or XX), and mmddy is the date of the ftp transmittal (e.g., 081905).
  8. Obsolete the one-time program PPP430Z.

If there are any questions, please send electronic mail to Jim.Tuohig@ucop.edu, or call (510) 987-0741.