



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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

June 17, 2005

BEATRICE CARDONA
HAI DOAN
RENATA ELLIS

MABEL LAI
BARBARA VANDEN BORRE

Re:	Release:	1652
	Service Request:	81256
	Programs:	PPP430
	Copymembers:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	None
	CICS Maps:	None
	Forms:	None
	Table Updates:	Gross-to-Net Table
	Urgency:	Date Mandated

Service Request 81256

Currently, when campuses hire an employee who does not have a Social Security Number (SSN), the Payroll/Personnel System (PPS) places all zeros in the SSN field. These employee records are not passed on the PPSIVR interface, which discards any records with non-unique SSNs.

With the transition to the Master Record Keeper in early July, Fidelity Investments Tax-exempt Services Company (FITSCo) will use the SSN as the account identifier for employees' contribution to the Defined Contribution Plans. When campuses send NACHA transactions for these employees with "zero" SSN numbers, FITSCo will not be able to post these transactions. Moreover, once the transactions have been matched to an individual, FITSCo will not have the necessary demographic data, obtained from the PPSIVR interface, to establish an account for the employee.

The long term solution to this problem involves establishing a new "Fidelity ID" on PPS and inserting this number into the SSN field at key interfaces (such as the creation of the NACHA file and the daily Fidelity Demographic file). In the short term, HR&B will need to identify NACHA transactions associated with "zero" SSNs and manually work with the Master Record Keeper to establish accounts and reconcile transactions.

Thus, it is asked that a process be developed to generate an electronic, tab-delimited file for transactions with "zero SSNs" each time a NACHA file is created during a payroll compute process.

For each unique batch of transactions going over to Fidelity on the NACHA file, when the employee SSN is "000000000", the appropriate data should be written to the electronic file. The records should be in the same sequence as the existing NACHA records and PPP4303 report.

This file should be in tab-delimited electronic format and should be retrievable via FTP by UCOP Human Resources & Benefits.

The file should be named in the following manner:

/ftphome/ftpusr*/put/hrb/ZEROSN.cp.Emmddy, where '*' is the one-byte campus ID, 'cp' is the Pay Cycle (e.g., MO, MA, B1) or where multiple XX computes are run with same Pay Period End Dates (e.g., X1, X2, X3...etc), and 'mddy' is the Pay Period End Date.

Programs

PPP430

PPP430 has been modified such that a tab-delimited electronic record is produced, when a NACHA record is written containing an employee's Social Security Number of '000000000' or blank for Fidelity-related NACHA batches *except for Scholar Share*.

The following is the layout of the tab-delimited electronic header record (total length of 250).

Position	Length/Format	Field Description	Data Element#	Comments
1 - 2	2	Location Code		Two-digit identifying the location
3	1	Tab-delimiter		Value of X'05'
4 - 11	8	Filler		Blank
12	1	Tab-delimiter		Value of X'05'
13 - 20	8	Filler		Blank
21	1	Tab-delimiter		Value of X'05'
22 - 23	2	Filler		Blank
24	1	Tab-delimiter		Value of X'05'
25 - 32	8	Creation Date		Format of mm/dd/yy
33	1	Tab-delimiter		Value of X'05'
34 - 248	215	Filler		Blank
249	1	Tab-delimiter		Value of X'05'
250	1	End of Record Identifier		Value of 'X'

The following is the layout of the tab-delimited electronic detail record (total length of 250).

Position	Length/Format	Field Description	Data Element#	Comments
1 - 2	2	Location Code		Two-digit identifying the location
3	1	Tab-delimiter		Value of X'05'
4 - 11	8	Pay Period End Date		Format of mm/dd/yy
12	1	Tab-delimiter		Value of X'05'

Position	Length/ Format	Field Description	Data Element#	Comments
13 – 20	8	Check Date		Format of mm/dd/yy
21	1	Tab-delimiter		Value of X'05'
22 – 23	2	Pay Cycle		
24	1	Tab-delimiter		Value of X'05'
25 – 32	8	Process Date		Format of mm/dd/yy
33	1	Tab-delimiter		Value of X'05'
34 – 46	13	Deposit Activity Organization Name		
47	1	Tab-delimiter		Value of X'05'
48 – 56	9	Social Security Number	EDB0111	
57	1	Tab-delimiter		Value of X'05'
58 – 83	26	Employee Name	EDB0105	
84	1	Tab-delimiter		Value of X'05'
85 – 93	9	Employee ID		
94	1	Tab-delimiter		Value of X'05'
95 – 109	15	Trace Number		From NACHA record
110	1	Tab-delimiter		Value of X'05'
111	1	Deduction sign		If deduction amount is negative, deduction sign = '-', else blank
112 – 119	8	Deduction Amount		
120 -	1	Tab-delimiter		Value of X'05'
121 – 150	30	Address-Line 1	EDB0204	
151	1	Tab-delimiter		Value of X'05'
152 – 181	30	Address-Line 2	EDB0205	
182	1	Tab-delimiter		Value of X'05'
183 – 203	21	Address-City	EDB0206	
204	1	Tab-delimiter		Value of X'05'
205 – 206	2	Address-State	EDB0207	
207	1	Tab-delimiter		Value of X'05'
208 – 216	9	Address-Zip Code	EDB0208	
217	1	Tab-delimiter		Value of X'05'

Position	Length/ Format	Field Description	Data Element#	Comments
218	1	Foreign Address Indicator	EDB0291	If the Foreign Address Indicator = 'F', then the PPPFAD table is accessed to get the employee's Foreign Country Code (EDB 1118).
219	1	Tab-delimiter		Value of X'05'
220 – 221	2	Foreign Country Code	EDB1118	From PPPFAD Table
222	1	Tab-delimiter		Value of X'05'
223 – 230	8	Employee's Birth Date	EDB0107	Format of mm/dd/yy
231	1	Tab-delimiter		Value of X'05'
232 – 239	8	Employee's Hire Date	EDB0113	
240	1	Tab-delimiter		Value of X'05'
241 – 248	8	Employee's Separation Date	EDB0140	Format of mm/dd/yy
249	1	Tab-delimiter		Value of X'05'
250	1	End of Record Identifier		Value of 'X'

The following is the layout of the tab-delimited electronic trailer record (total length of 250).

Position	Length/ Format	Field Description	Data Element#	Comments
1 - 2	2	Location Code		Two-digit identifying the location
3	1	Tab-delimiter		Value of X'05'
4 – 11	8	Filler		Constant = 'REC CNT='
12	1	Tab-delimiter		Value of X'05'
13 – 20	8	Count of detail records		
21	1	Tab-delimiter		Value of X'05'
22 – 248	227	Filler		Blank
249	1	Tab-delimiter		Value of X'05'
250	1	End of Record Identifier		Value of 'X'

Table Updates

Gross-to-Net

GTN 218 (DCP Calvert) has been made inactive.

Test Plan

A complete test plan is provided with this release.

Installation Instructions

Note: Modifications to PPP430 in this release must be installed together with modifications to PPP430 from Release 1644.

1. COBOL Program Installation

At UCOP, all COBOL programs pass through the DB2 pre-compiler, whether or not the program contains embedded SQL, to resolve INCLUDE references. Your site may have different requirements.

Note: "DUAL" programs must be compiled twice and linked into batch and online libraries ("LOADLIB" and "OLOADLIB" respectively). "CICS" programs must be CICS pre-compiled and compiled once and linked into OLOADLIB. "BATCH" programs must be compiled once and linked into the batch LOADLIB only.

a) Modify, install, compile and link the **modified** programs listed in the following table.

PROGRAM	DB2 Pre-Compile	Compile	Package Bind?	Done?
PPP430	Yes	Batch	No	

2. Bind the following Plans.

Bind Plans	Done?
PPP430	

3. Execute and verify the rest of the test plan, per supplied instructions.
4. Perform any desired additional campus testing.

Install in Production

1. Install Control Table Updates (CTL) into production.

Execute **PPP004** to update the following DB2 CTL tables with **release transactions**.

- Gross-to-Net Table (02) – Use the transactions in CARDLIB (GTNPROD).

Gross-to-Net update transaction is provided to make GTN 218 inactive.

Use the transactions in PAYDIST.R1652.CARDLIB(GTNPROD). Note that Priority Numbers are not required for these GTN change transactions.

These transactions may be used for production, with the approval of your campus Payroll Manager.

2. JCL changes for PPP430. The following DD Name must be added with the appropriate attributes.

DD Name

ELECFILE The length of the output tab-delimited electronic file is 250.

3. Tab-delimited Electronic File Naming Convention.

After each compute, deliver to UCOP via FTP Process the tab-delimited electronic file produced by PPP430. The length of the file is 250 and the record format is RECFM=FB. The file should be sent to vsftp.ucop.edu using the dataset name:

/ftphome/ftpusr*/put/hrb/ZERSSN.cp.Emmddy, where '*' is the one-byte campus ID, 'cp' is the Pay Cycle (e.g., MO, MA, B1) or where multiple XX computes are run with same Pay Period End Dates (e.g., X1, X2, X3...etc), and 'mmdyy' is the Pay Period End Date.

4. Place modified objects in production.

Timing of Installation

The release is Date Mandated.

This release must be installed *together* with Release 1644. Note that modifications to PPP430 in this release must be installed together with modifications to PPP430 from Release 1644.

Refer to the Timing of Installation section of the letter in Release 1644.

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

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

Jackson Quan