



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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| Re: | Release: | 1695 |
| | Service Request: | 81274 |
| | Programs: | PPIIVR, PPI730, PPI740, PPP430, PPP725 (new) |
| | Copymembers: | None |
| | Include Members: | PPPVFID2 (new), PPPVZFID (new) |
| | DDL Members: | DBMRK00C (new), IXFID00C (new), PPPVFID2 (new), PPPVZFID (new), TBFID00C (new), TSFID00C (new) |
| | Bind Members: | PPP725 (new) |
| | CICS Maps: | None |
| | Forms: | UPAY922 (new), UPAY923 (new) |
| | Table Updates: | System Messages Table |
| | Urgency: | Date Mandated (See Timing of Installation) |

Service Request 81274

Service Request 81274 provides the following overview of the requested changes to the NACHA File in the Compute, Daily PPS IVR Extract, and the Monthly UCRS Interface Files. In addition, Service Request 81274 asks that a mechanism be developed to assign specific Fidelity IDs to employees who have zeroes or blank Social Security Numbers recorded on the EDB.

Background:

Currently, when campuses hire an employee who does not have a Social Security Number, the Payroll/Personnel System (PPS) places all zeros in the SSN field. When these records are sent to UCRS on the monthly contribution file, the UCRS interface assigns a unique "UCRS SSN number" ('8' + employee ID). However, these records are not passed on the PPSIVR interface, which discards any records with non-unique SSN numbers. Thus data for these employees are never forwarded to FITSCo on the daily demographic feed.

FITSCo (Fidelity Investments Tax-exempt Services Company) uses the SSN as the account identifier for employees' contributions to the Defined Contribution Plans. When campuses send NACHA transactions for these employees with "zero" SSN numbers, FITSCo cannot post these transactions. Moreover, once the transactions have been matched to an individual, FITSCo does not have the necessary demographic data, obtained from the PPSIVR interface, to establish an account for the employee.

Current Process:

Release 1652 established a new electronic file ("report"), which is generated during each compute when the NACHA file is created. This report lists all NACHA transactions sent to FITSCo where the SSN was all zeros. For each individual listed, the report also contains key demographic data needed to establish a Fidelity account for the employee.

Beatrice Cardona, et al
Page 2
March 7, 2006
Revised: March 7, 2006: 04:20PM
Revised March 10, 2006

Prior to each pay date, HR&B Vendor Management retrieves the “Zero SSN” reports and assigns Fidelity IDs to individuals, establishes new Fidelity accounts for employees, and manually posts the contributions using the Fidelity client administration tool (Plan Sponsor WebStation).

Current processes at the national laboratories vary. Both LBNL and LANL assign a dummy SSN to the employee. This dummy ID is a variation of the employee ID number. LLNL is not sending employee records when there is no valid SSN present.

Proposed Process:

FITSCo will assign UCOP a block of “Fidelity IDs” (format 998-xx-xxxx). UCOP in turn will assign a certain number of these IDs to each payroll location and laboratory. These numbers should be stored in a table in PPS, which also acts as the storage table for the mapping of Fidelity IDs to Employee IDs.

In the payroll compute, when the NACHA file is created, for each Fidelity transaction where the SSN is ‘000000000’, a process should check the Fidelity ID table to see if a Fidelity ID has already been assigned for the employee. If not, a Fidelity ID should be assigned to the employee, and this ID should be used in the SSN field for the NACHA transaction.

The Payroll/Personnel System’s (PPS) batch IVR Daily Process which creates the PPSIVR interface file should produce a separate daily “zero SSN” interface file. This interface should contain demographic data for all employees who have an SSN on the EDB equal to all zeros. This file should be transmitted to UCOP, where the records for employees assigned a Fidelity ID will be added to the existing Fidelity Demographic File (see SR 81275). When an employee receives a valid SSN, that SSN will appear on the NACHA transactions and the demographic data will begin flowing over on the Fidelity Daily Demographic File.

When the UCRS interface files are generated (PPI730 and PPI740), and the employee’s SSN is all zeros or spaces, the program should query the Fidelity ID table to find a Fidelity ID assigned to the employee. If no Fidelity ID is located, the program should assign the next available Fidelity ID to the employee. This Fidelity ID number should be used as the SSN on the UCRS interface files.

Programs

PPIIVR

This program has been modified to find an existing Fidelity ID already assigned to an Employee ID from the (Fidelity ID) PPPFID table to employees with a zero or blank social security number. A Zero SSN IVR Employee File is defined with the same record structure as the existing Employee IVR File, so that employees with zero or blank social security numbers are reported separately on the Zero SSN IVR Employee File. When an employee obtains a valid social security number, the employee is no longer reported on the Zero SSN IVR Employee File, and is reported on the existing regular IVR Employee File.

PPI730

For those selected employees whose social security numbers are zeros or blank on the PAR file, the blank or zero social security numbers on the UCRS Interface File are replaced with an appropriate Fidelity ID from the DB2 Fidelity ID Table. An existing Fidelity ID from the Fidelity ID Table that is already assigned to the employee is moved to the UCRS Interface record. If an existing Fidelity ID is not currently assigned to the employee, PPI730 finds the next available unused Fidelity ID from the Fidelity ID Table.

PPI740

Beatrice Cardona, et al
Page 3
March 7, 2006
Revised: March 7, 2006: 04:20PM
Revised March 10, 2006

For those selected employees whose social security numbers are zeros or blank on the EDB, the blank or zero social security numbers on the UCRS Interface File are replaced with an appropriate Fidelity ID from the DB2 Fidelity ID Table. An existing Fidelity ID from the Fidelity ID Table that is already assigned to the employee is moved to the UCRS Interface record. If an existing Fidelity ID is not currently assigned to the employee, PPI740 finds the next available unused Fidelity ID.

PPP430

For those employees whose deductions are reported on the NACHA file and their social security numbers are zeros or blank on the EDB, the zero or blank social security numbers are replaced with the appropriate Fidelity ID taken from the PPPFID table. If an existing Fidelity ID is not currently assigned to the employee, PPP430 finds an available unused Fidelity ID to assign to the employee's NACHA record (type-7 record).

Include members

PPPVFID2, PPPVZFID

The standard Include members defining the COBOL working storage and DB2 Views for a table row in the PPPFID table will be created.

DDL members

DBMRK00C

Fidelity (Master Record keeper) Database (PPPMRK):

A new database is created for the single table (PPPFID) used by the Fidelity ID process.

IXFID00C

IXFID00C creates the Index for the new PPPFID table.

PPPVFID2, PPPVZFID

The above DDL members create DB2 Views PPPVFID2_FID and PPPVZFID_FID from table PPPFID.

TBFID00C

TBFID00C creates the new PPPFID table.

TSFID00C

TSFID00C creates the Tablespace for the new PPPFID table.

Bind members

PPP725

A plan bind member containing bind statements is created for program PPP725.

Forms

UPAY922

This form defines the layout of the Program Run Specification for program PPP725.

UPAY923

This form defines the layout of the FID Maintenance transactions for processing by program PPP725.

JCL Changes

1. The existing JCL that executes program PPIIVR has been modified as follows:

Added output DD Name of "EMPZERN" with a record length of '902' and record format of 'FB'.

2. New JCL statements have been created to LOAD and UNLOAD the MRK database. Samples UNLDMRK and LOADMRK are included in the PAYDIST.R1695.JCL.

Table Updates

System Messages

The appropriate messages related to program PPP725 are added to the table.

Test Plan

A complete test plan is provided with this release.

Installation Instructions

A separate Installation Instructions document is provided with this release.

Timing of Installation

The release is Date Mandated

This release must be installed *after the March Month-End Processes* are run and prior to the first Pay Check Date in April associated with April earnings. The installation of this release enables FITSCo, using the necessary demographic data file delivered to FITSCo, to establish the appropriate accounts for those employees with zero or blank social security numbers, and to ensure that the deductions are properly credited to the appropriate employees' accounts. In addition, the initial tab-delimited Fidelity ID Data Electronic File produced from PPP725 should be delivered to UCOP via ftp process (See Installation Instructions for further detail).

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.

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