

# UNIVERSITY OF CALIFORNIA

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OFFICE OF THE SENIOR VICE PRESIDENT —  
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Re:	Release:	1706
	Service Requests:	81358
	Error Reports:	None
	Programs:	PPP420
	Copy Members:	CPWSXIC2
	Include Members:	None
	DDL Members:	None
	Bind Members:	None
	CICS Maps:	None
	Forms:	None
	Table Updates:	None
	Urgency:	Not Urgent

## **Service Request 81358**

### **Background**

Service Request 81358 states “With the introduction of FITSCo as the University’s Master Record Keeper of DC Plan, 403(b), 457(b), Non-Tax-Deferred, and Loan balances, all University locations transmit the aforementioned amounts to FITSCo’s financial institution through the Automated Clearing House (ACH), or by check. Although the University is no longer the record keeper for these plans, the University has a fiduciary responsibility to ensure that the dollar amounts transmitted from locations equal the amounts received and posted by FITSCo. In response to this responsibility, Human Resources/Benefits (HR/B) – Financial Services has requested that a reporting process be developed out of the Payroll/Personnel System (PPS) and an equivalent at the Laboratories that can be used by to verify the amounts transmitted for each payroll.”

### **Current Process**

Service Request 81358 describes the current process as “Locations send fax copies of the PPP4207, Direct Deposit Gross-to-Net (GTN), or Excel spreadsheets that include the plans and loan totals to HR/B – Financial Services. These methods increase the occurrence of data transpositions, missing copies, and late submission of data.”

### **Proposed Process**

It is proposed that locations create an electronic file of the data sent to FITSCo for each payroll.

**Program:**

PPP420

The purpose of program PPP420 is to produce checks, Direct Deposit advice forms, the reconciliation interface file and several auditing reports. As a result of this project, program PPP420 will now produce an additional tab delimited output file. The purpose of this file is to report the dollars that were sent to Fidelity broken down by GTN numbers.

**Copylib:**

CPWSXIC2

This copylib has been modified to contain a list of all GTN numbers that should be reported on the new FITSCo tab-delimited reconciliation file.

**Reporting Requirements:**

A new tab delimited electronic reconciliation output file will be produced. This file will only contain monetary information for GTNs associated with Fidelity Investments Tax-Exempt Services Company.

All existing reports will remain unchanged.

**Production JCL**

The existing production JCL must be modified to include the new tab delimited output file.

**Test Plan**

A separate Test Plan document is provided for this release.

**Installation Instructions**

Refer to the Installation Instructions document.

**Timing of Installation**

The installation of this release is not urgent.

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 Robert.Glaser@ucop.edu, or call (510) 987-0454.

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