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From: UC Payroll Technical Issues [PAY-L@LISTSERV.UCOP.EDU] on behalf of Maxine Gerber [Maxine.Gerber@UCOP.EDU]
Sent: Wednesday, November 26, 2008 9:29 AM
To: PAY-L@LISTSERV.UCOP.EDU
Subject: Year-End Table Updates - Advance & Arrears

Once again this year, transactions to perform the various year-end control table updates are being made available by FTP.

There are normally three sets of updates at this time of year:

- **Advance Benefits Plan Updates**
- **Arrears Benefits Plan Updates**
- **Tax-year Table Changes**

This note is to announce the availability of both the Advance and Arrears Benefits Plan updates. The Tax-year Table Changes will be available in December.

Each control table update package consists of one dataset which must be processed at the proper point in time during the month of December. Please note that processing the table updates either too late or too early may result in improper employee deductions and/or improper departmental charges.

Advance Benefits Rates Updates and Related Table Changes

Benefits Rates Table updates and related changes for advance programs must be applied to your control tables after completion of all payroll processing for the month of November but prior to the first compute for December earnings. If you are following the '2008 Year-End Processing Sequence' document, available on the web, these updates are the "CTL Update - Apply Advance Updates" step on that schedule.

This year, we again have some campus differences so there are actually two advance datasets.

- 1) **UCLA** should pick up and process the dataset **MRADV084** which includes the K4 and KM bargaining unit transactions. This dataset contains **4478** transactions.
- 2) **UC San Diego** should pick up and process the dataset **MRADV086** which includes the K6 bargaining unit transactions. This dataset contains **3994** transactions.
- 2) **All other campuses** should pick up and process the dataset **MRADV080**. This dataset contains **3510** transactions.

The MRADV08x datasets contain the following:

- 1) Transactions to update the BRT:
 - a) Medical Plan Rates for 2009 (Note 1)
 - b) Dental Plan Rates for 2009
 - c) Vision Plan rates for 2009
 - d) Legal Plan Rates for 2009
 - e) AD&D Plan Rates for 2009

Process dataset MRADV080, 4 or 6 as appropriate for your location through the CTL update stream. As always, we suggest unloading the updated DB2 control tables as a backup or making an imagecopy.

NOTE 1: Only UCLA should have the rates for the K4 and KM bargaining units. Only UCSD should have the rates for the K6 bargaining unit.

Arrears Benefits Rates Updates

Dataset MRARR08 contains Benefits Rates Table updates for arrears programs that must be applied to your control tables after the last compute for December earnings but before the first compute for January earnings and

before the January (second) execution of program PPP570, the Benefits Premium Audit, or the reports produced by that program will reflect incorrect rates. The application of these transactions is the "CTL Update - Apply Arrears Updates" step on the Year-End Processing sequence.

MRARR08 contains **8** transactions as follows:

- 1) Transactions to update the BRT:
 - a) Employee-Paid Disability Rates for 2009
 - b) Short-Term Disability Rates for 2009

Process dataset MRARR08 through the CTL update stream.

Technical Details

The datasets identified above are members of the cardlib PAYDIST.CTL2008.CARDLIB on the Payroll ftp site. The year-end tax table member will be added to this library as it becomes available and will be announced.

Functional questions should be addressed to Shaun Ruiz of the Payroll Coordinator's Office (510-987-0909; Shaun.Ruiz@ucop.edu).

Technical questions may be addressed to me at Maxine.Gerber@ucop.edu.

Maxine Gerber