

Created on: May 13, 2008  
Last Revised on: September 12, 2008

**SR 82242 Requirements**  
**Electronic File for California Casualty Deductions**

**Objective:**

To establish an FTP file process for the California Casualty premium deductions so that campuses make available an electronic file instead of paper reports

**Project Type:**

This is an enhancement to the current month-end reporting process for California Casualty.

**Requested by:**

California Casualty

**Analyst:**

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Payroll Coordination and Tax Services

**Due Date(s):**

Urgent

These changes should be made prior to September month-end processing.

## Background

University employees who participate in the University's group Auto/Home-owner/Renter insurance program can do so through California Casualty Insurance Company (Cal Casualty) via payroll deductions established under Gross-to-Net (GTN) deduction code 079.

Each month Cal Casualty calculates employee deductions and sends for processing a new set of deduction information to designated University locations, including UCOP for those locations that run their payroll at OP. Following recent modifications undertaken by Cal Casualty in conjunction with campuses, Cal Casualty has discontinued the submission of deduction billing information by magnetic file tape or hard copy and provides this information via a standard electronic FTP process. This standardization was undertaken, in part, as a precursor to changes where the University would make available the auto, home-owner/renter insurance payroll deduction remittance reports electronically using an FTP process.

## Current Process

During month-end processing, the process will compile and present the Cal Casualty deduction data on the paper reports PPP4902 or PPP4903 as selected on the Deduction/Reduction Report Request UPAY 643. Locations mail to Cal Casualty the hard copy paper deduction reports produced by Program PPP490 with the monthly remittance for the Cal Casualty premiums.

## Requested Modifications

Locations and Cal Casualty have requested the creation of electronic files in place of the current hard copy paper reports and, further, that these files be made available to Cal Casualty using an FTP file process.

**Requirements:**

**Campus Participation**

All campuses will produce an electronic file of Cal Casualty deductions using the Standard Report format.

- Merced (location 10) should not be reported as a separate location, but must be reported as location 4 in UCLA’s location 4 batch. It will be UCLA’s responsibility to report all three (UCLA, UCOP, and Merced) as location 4 in one batch.

Of the non-campus locations, only location H (Hastings) is participating.

**Month-end Maintenance**

During month-end maintenance, locations should produce an electronic file of Cal Casualty deductions using the Standard Report format. (All locations must use the Standard Report option.) By using the UPAY 643 and indicating “T” – Tape in the Additional Output field, the locations can produce an electronic file that can be made available to Cal Casualty via FTP. The criteria for this file are below and are shown in Attachment A:

Report Identification: 079  
 Additional Title Line: AT California Casualty  
 Gross-to-net Deductions: DR 079  
 Report Type: S (Standard Report)  
 Selection Criteria: A (All employees with any activity)  
 Reporting Sequence: N (Employee Name Order)  
 Options: I (Employee ID included on report)  
 Additional Output: T – Tape (Electronic File)  
 Frequency: Monthly

The output of the Tape file will look like the following

```
000050016000000000555555016SESS, SIMON      08022985079 0010000+03 C
000050016000000000555555016SESS, SIMON      08020985079 0000000+03 C
000050040000000000856665438BEAR, TED E.      08022385079 0010000+03 C
```

The file should contain a header record that should include in the name UC and the process month.

The details of the file are described below.

| Position | Length/<br>Format | Field Description Data             | Data<br>Element #       | Comments  |
|----------|-------------------|------------------------------------|-------------------------|---|
| 1-9      | 9                 | Employee Identification Number     | PAR 0120                |   |
| 10-18    | 9                 | Old Employee Identification Number | PAR 2160                |   |
| 19-27    | 9                 | Social Security Number             | PAR 2230                | Value = 000000000   |
| 28-53    | 26                | Employee Name                      | PAR 0570<br>(0571-0572) |   |
| 54-59    | 6                 | Pay Period End Date                | PAR 3750                | YYMMDD  |
| 60-61    | 2                 | Pay Transaction Code               |                         | Value =<br>70 – Cancellation<br>75 – Overpayment<br>80 – Hand-drawn |

|       |   |   |          |  |
|-------|---|---|----------|--|
|       |   |   |          | Check<br>82 – Rush Check<br>85 – Current Activity.   |
| 62-65 | 4 | Element (Gross to Net Deduction Number) | PAR 4130 | Value = 6079   |
| 66-72 | 7 | Amount                                  | PAR 4610 |  |
| 73    | 1 | Sign                                    |          |  |
| 74-75 | 2 | Location Code                           |          | Value = Numeric Location Number  |
| 76-77 | 2 | Bargaining Unit Code                    | PAR 2171 |  |
| 78    | 1 | Representation Code                     | PAR 2262 | Value =<br>C - Covered<br>S - Supervisor (Uncovered)<br>U - Uncovered<br>? - Indeterminate<br>* - To be determined |
| 79-80 | 2 | Blank                                   |          |  |

The Tape file will contain Social Security Numbers, which must be masked with zeroes for all employees on the file.

The trailer record should include the Total Number of Employees and Total Activity (in Dollars). The Total Number of Employees should consist of all employees with activity. However, if the employee has more than one detail line, the employee (ID) should be counted only once. The Total Activity should include positive and negative dollar amounts. The user can use both totals to balance to the detail records.

### Reporting and Notification

Each location should transmit its Tape file to UCOP for consolidation. A subsequent payroll interface process should merge the files and make a single file available for Cal Casualty. This payroll interface process is outlined in a separate service request (SR 82251).

PPP4901/PPP490 /060804  
RETN: SEE RPTS DISP SCHEDULE/DIST.

UNIVERSITY OF CALIFORNIA-SYSTEMWIDE  
PAYROLL PROCESSING  
RUN CONTROL REPORT

PAGE NO. 000001  
RUN DATE 09/10/08  
MONTH: JUNE

| CARD<br>TYPE | REPORT<br>ID | ELEMENT             | REPORT<br>TYPE | EMPLOYEES<br>SELECTED | SORT<br>ORDER | OPTIONS | OUT<br>PUT | STATUS   |   |
|--------------|--------------|---------------------|----------------|-----------------------|---------------|---------|------------|----------|---|
| AT           | 079          | CALIFORNIA CASUALTY |                |                       |               |         |            | ACCEPTED | 1 |
| DR           | 079          | -079 (CAL CASUALTY) | S              | A                     | N             | I       | T          | ACCEPTED | 1 |

1 REPORTS ACCEPTED  
0 REPORTS REJECTED

Attachment "A"