

Release 1844

**Service Request 82297
DepCare Reimbursement Program for Academic
Student Employees**

**Service Request 82341
2009 Open Enrollment Changes – Payroll – Phase II**

Test Plan

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Introduction

This is the complete test plan for the following modifications made to PPS to address all requirements specified by the following two service requests.

SR# 82341 2009 Open Enrollment Changes – Payroll – Phase II

UC has a new flexible spending account (FSA) vendor called CONEXIS, and payroll processes were modified to use new GTN numbers and data elements. The GTN for DepCare FSA changed from 335 to 227 and for Health FSA it changed from 338 to 226. Going forward, the flexible spending accounts will be referred to as Health FSA and DepCare FSA.

In addition, Blue Cross changed its name to Anthem Blue Cross as of 4/1/08. Changes were made in the Payroll application to reflect this name change for Blue Cross Plus and Blue Cross PPO.

SR# 82297 DepCare Reimbursement Program for Academic Student Employees

Modifications were made to allow represented and non-represented Academic Student Employees (ASEs) and Graduate Student Researchers (GSRs) to enroll in and utilize the existing University of California Dependent Care (DepCare) FSA program.

Load Employee Data Base (LOADEDDB1)

Load the DB2 EDB database.

Verification

Ensure that the DB2 EDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database. Verification can be made by reviewing the PDS REPORTS member LOADEDDB1.

Load Control Table Data Base (LOADCTL)

Load the DB2 CTL database supplied with this release. The CTL updates associated with this release have been applied to this version of the CTL database.

Verification if using CTL supplied with release

Ensure that the DB2 CTL has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database. Verification can be made by reviewing the PDS REPORTS member LOADCTL.

Load Control Table Data Base (LOADHDB)

Load the DB2 HDB, EDB History database.

Verification

Ensure that the DB2 HDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database. Verification can be made by reviewing the PDS REPORTS member LOADHDB.

File Maintenance and History Update (RUNOE2)

This job processes an input file CARDEXP (OE2) of transactions to enroll employees in Health FSA and DepCare FSA.

Verification

Confirm the job ran to successful completion.

Verify that the results match to the REPORTS PDS member RUNOE2. The ECF file created can be compared to the ECF file provided with this release, EDBCHG.

The reports referenced below can be found in REPORTS PDS members PPP1001, PPP1800 and PPP7421.

1) Using the *Edit Exception Report*, PPP1001, verify the following employee error.

801000514 – Input rejected because attempt to establish an annual “U” amount for GTN 338 (old Health FSA)

2) Using the *Data Base Audit Register Report*, PPP1800, verify the following employee changes.

000050013 - Initial enrollment in DepCare FSA, GTN 227

801000500 – Initial enrollment in DepCare and Health FSA, GTN 227 and 226

801000533 – BELI indicator was changed from 1 to 5 which caused the DepCare FSA termination date to be set. Health FSA was not set for termination.

3) Using the history report *ECF to HDB Data Capture Routine*, PPP7421, verify the EDB History update using the EDBCHG created by this file maintenance job.

Daily IVR Maintenance (RUN130S5)

This run is the daily IVR maintenance run. Input file CARDEXP (IVR) contains transaction activity to enroll employees in Health FSA and DepCare FSA.

Verification

Confirm the job ran to successful completion.

Verify that the results match to the REPORTS PDS member RUN130S5. The ECF file created can be compared to the ECF file provided with this release, ECF130F.

The reports referenced below can be found in REPORTS PDS members PPESTR1 and PPP1800B.

1) Using the *IVR/WEB Transaction Errors Report*, PPESTR1, verify the following.

000050011 – Input to enroll in Health FSA is rejected due to BELI ineligibility. Note the new text for the error messages, *Health FSA*.

333333010 – Input to enroll in DepCare FSA is rejected because employee is already enrolled. Note the new text for the error messages, *DepCare FSA*.

2) Using the *Data Base Audit Register Report*, PPP1800, verify the following employee changes.

801000519 – Initial enrollment in DepCare and Health FSA, GTN 227 and 226

Monthly Compute (MO123108)

This job is the monthly compute for December 2008 pay period. The transaction input file WIDETIME (FSACOMP) to this run contains onetime and refund transactions, RF and DS transactions for both the old and the new GTN numbers for Health and DepCare FSA deductions.

Verification

Confirm the job ran to successful completion.

Verify that the results match to the REPORTS PDS member MO123108.

Use REPORTS PDS members MO123108 and PPP4401 to verify the following.

- 1) View the Checks output. Search on Health and DepCare and note the new text; *Health FSA* and *DepCare FSA*.
- 2) View the Advice output. Do a search on Blue and note the next description for Blue Cross; *Anthem Blue Cross PPO*.
- 3) View the PAR report, PPP4401, for the following employees.

801000526 – Employee on leave without pay has insufficient funds to pay Health FSA so the Health FSA is not taken and is not suspended. Termination date is set on the Health FSA so the enrollment will later be terminated in monthly maintenance.

0801000524 - Employee has both Health and DepCare FSA accounts. A deduction of 400.00 was taken for DepCare FSA and a deduction of 300.00 was taken for Health FSA.

Monthly Period Maintenance (EDBMON01)

This job is the monthly period maintenance run to start month January 1, 2009.

Verification

Confirm the job ran to successful completion.

Verify that the results match to the REPORTS PDS member EDBMON01.

Use REPORTS PDS member PPP1800C to verify the following.

1) Using the *Data Base Audit Register* Report, PPP1800, verify the following employee changes.

801000526 – Enrollment in Health FSA, GTN 226, is initialized because a termination date was set in the earlier compute run.

801000533 – Enrollment in DepCare FSA, GTN 227, is initialized because a termination date was set in the earlier file maintenance run.

501000063 – Employee which is separated with an I4 as reason code has termination date set for both DepCare and Health FSA accounts

CPS Interface File (RUN711)

This job produces the CPS, Corporate Personnel System, interface file from employees' data on the EDB.

Verification

Confirm the job ran to successful completion.

Verify that the results match to the REPORTS PDS member RUN711. The files produced from this run can be compared to those provided with this release, T711EMP and T711DEP.

Search the file T711EMP for employee 801000500. The following Health and DepCare FSA information will be found in the columns as described below.

Health Annual	722-726	2400
Health Term DT	727-732	000000
Health YTD	733-741	200.00
DepCare Participate	391	Y
DepCare YTD	490-498	200.00
DepCare Annual	742-746	2400
DepCare Term DT	747-752	000000

Standard Month End UCRP Interface for December 2008 (RUN730)

This job runs PPI730 in the S (Standard) mode to produce the earnings and contributions interface for UCRP from the monthly PAR file supplied with the release, PARMGDEC.

Verification

Confirm the job ran to successful completion.

Verify that the results match to the REPORTS PDS member RUN730. The files produced from this run can be compared to those provided with this release, S730T*.

Using file S730TUCR, search for employee 801000524. Note this employee was used for verification of the earlier compute run. On this file for this employee the Health FSA deduction of 300.00 can be found with the associated plan code 51 starting in column 224. The DepCare FSA deduction of 400.00 can be found with the associated plan code 60 starting in column 287.

Monthly Benefits Eligibility Report (RUN650)

This job generates one or more reports related to benefits eligibility.

Verification

Confirm the job ran to successful completion.

Verify that the results match to the REPORTS PDS member RUN650. The file produced from this run can be compared to that provided with this release, EMPFILE.

Use REPORTS PDS member RUN650 to verify the following.

This job begins with a SPUFI to identify all employees with a Primary or Secondary BELI Status Qualification Code of 25. These may now appear on the following report. One of these 11 employees is 000050013.

Using report *Employees out of Compliance*, PPP6502, verify that the following employee appears.

000050013 – Employee with Primary BELI Status Qualification Code of 25 who previously could not have appeared on the report.

IVR Interface File (RUNIVR)

This job produces the IVR interface files from EDB employee data for the Web AYSO application. Four input history files are provided with this release with last node name IVR*W1.

Verification

Confirm the job ran to successful completion.

Verify that the results match to the REPORTS PDS member RUNIVR. The files produced from this run that can be compared to those provided with this release are IVR*W2.

Using file IVRGNW2 search for 80155522 (SSN for Employee ID 801000522). There is one record for each GTN for this employee. Find the records for Health FSA and DepCare FSA.

Health GTN	13-15	226
Health G-bal	26-35	400.00
Health YTD	46-55	400.00
DepCare GTN	13-15	227
DepCare G-bal	26-35	100.00
DepCare YTD	46-55	100.00

Employee IDOC Batch (RUN750)

This job produces a batch report of the IDOCs for specified employees. This particular run requests the enrollment summary information.

Verification

Confirm the job ran to successful completion.

Verify that the results match to the REPORTS PDS member RUN750. The report file produced from this run can be compared to that provided with this release, DOCRPT.

An IDOC is produced for the following employees:

801000003 – DepCare and Health
000050011 – DepCare

Verify that the descriptions for these enrollments are:

Dependent Care Flexible Spending Account
Health Flexible Spending Account

Online CICS Testing

The following script can be used to verify installation of the program changes and table changes found in this release.

1. Using the ERET function, enroll employee 000050016 in both DepCare FSA and Health FSA.
2. The con edit screen will appear with the following message. The employee has a BELI = 5 and Primary Qualifier = 25 (Academic Student Employee) which allows employee to have DepCare but not Health (Academic Student Employee)
08339 Empl Rej BELI INELIGIBLE FOR HEALTH FSA ENROLLMENT
3. Return to the ERET screen, remove the Health FSA enrollment and complete the update to enroll the employee in DepCare FSA.
4. Using the ERET function, enroll employee 000050035 in both DepCare FSA and Health FSA.
5. Use the IGTN to display all the GTN numbers in use for employee 000050035. The new GTN number 226 and 227 will display for *Health FSA* and *DepCare FSA*.
6. Return to the ERET screen to test HELP changes. On the line displaying DepCare Annual place the cursor on each position of the label and hit the F1 key. Verify that the *EDB6227U GTN DepCare FSA Annual Amount* help screen is displayed.
7. Enter function PSRV on the main menu. Select INRS from the PAN sub menu and enter your Originator ID on the screen. From the list of PAN documents select the one for employee 000050035 enrolled in both FSA accounts in a previous step. The FSA enrollments will print in the benefits section with the new descriptions; *DepCare Flexible Spending Account* and *Health Flexible Spending Account*.
8. Use the IDOC function for employee 000050035 to print a summary of benefits document. Page through the selection menu to the Benefits Enrollment section. Select and generate document. The document will print the FSA enrollments with the new descriptions *DepCare Flexible Spending Account* and *Health Flexible Spending Account*.
9. Prepare a *Rush Check Prospective Advice* for employee 000050035. Enter function SPCL. From the transaction menu select OPT2 for 000050035. Enter an amount in the DepCare field and hit F11 for NextFunc. Enter regular pay for employee and update with F5. The advice will display with the DepCare amount and the new description *DEPCARE FSA*.

10. Separate employee 000050016 (Academic Student Employee) using ESEP function with a separation date prior to 12/31/08. Go to the ERET screen and verify that the DepCare FSA has a termination date of 12/31/08.
11. Separate employee 000050035 using ESEP function with a separation date prior to 12/31/08. Go to the ERET screen and verify that both the DepCare FSA and Health FSA have termination dates of 12/31/08.
12. Enter function EINS for 000050036. Enter 25 in the Primary field to verify the new allowable value for BELI Status Qualifiers. Enter F1 for HELP and note that 25 has been added to the HELP screen.
13. Enter the history IBN1 function for 501000062. Verify that employee is enrolled in both DepCare FSA and Health FSA. Note the new field descriptions *DepCare FSA An* and *Health FSA An*.

Web Testing

1. EDB Inquiry. Perform an inquiry on 801000004. Select the Benefits page and scroll down to the FSA account information. The FSA account information will display with the new descriptions *DepCare FSA* and *Health FSA*.
2. PAN document. Select the PAN generated by the initial enrollment of 000050035 in DepCare and Health FSA performed during the Online CICS Testing earlier. The enrollments will display with the new descriptions *DepCare Flexible Spending Account* and *Health Flexible Spending Account*.

Load Employee Data Base (LOADEDDB2)

Load the DB2 EDB database. This EDB contains appropriate processing dates to allow for year-end testing.

Verification

Ensure that the DB2 EDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database. Verification can be made by reviewing the PDS REPORTS member LOADEDDB2.

Year-end (EDBYREND)

This job runs during the year-end process. It initializes all the enrollments for both the DepCare and the Health Flexible Spending Accounts.

Verification

Confirm the job ran to successful completion.

Verify that the results match to the REPORTS PDS member EDBYREND.

Using the EDBYREND member verify the following.

- 1) The first step in the job is a SPUIFI of all DepCare FSA and Health FSA enrollments on the PPPDBL. Note that the enrollments rows for DepCare for 801000527 are present including a row for a suspended balance.
- 2) The second step is the year-end process which initializes (terminates) all the enrollments for DepCare FSA and Health FSA. The *Data Base Audit Register* Report, PPP1800, reports the initialization of the enrollments for each employee.
- 3) The third step in the job is another SPUIFI of all DepCare FSA and Health FSA enrollments on the PPPDBL. This time the number of enrollment records on the PPPDBL table will be 0.