

Release 1845

**Service Request 82311
Create Semi-monthly files from Payroll for
CONEXIS (FSA Vendor)**

Detail Design

December 16, 2008
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Introduction

Service Request 82311

Service Request 82311 asks for modifications to the Payroll/Personnel System to create semi-monthly flexible spending account files containing enrollment and deduction information for participants.

Service Request 82311 provides the following background information:

The CONEXIS vendor has been chosen to administer the Health Care and Dependent Care flexible spending accounts as of 1/1/09. This vendor will need semi-monthly files with demographic information and deductions.

Modifications to the Payroll/Personnel System will be needed so that campuses produce files and deliver them to UCOP for consolidation.

Overview of PPS Modifications

Interface Files

A new interface file will be created for CONEXIS, the vendor that has been chosen to administer the DepCare FSA and Health FSA programs. The CONEXIS interface file will be generated semi-monthly.

Programs

New and Modified Programs

PPP466

PPP466 creates the file that is sent to the outside vendor, SHPS, which manages the Health Care Reimbursement and Dependent Care programs.

Currently, the program maintains a table, PPPSHP, that contains data for all pay cycles defined on the PAR PPPPIR table. In addition, it has a column indicating whether or not the pay cycle has been processed by PPP466. The PPPSHP table will also be used by the new program PPP467 and the maintenance of the table will be performed by program PPP467 instead. The statement that performs 90093-UPDATE-SHP will be commented out from the program.

PPP467 (new)

A new program PPP467 will be created to produce the CONEXIS file. An employee who is either enrolled on the EDB for DepCare FSA or Health FSA, or who had PAR activity for either DepCare FSA or Health FSA will be included in the file. The included employees will have one or more records in the file. Each record in the file will have an action code to indicate the type of data in the record. See Attachment A for the record layouts, default values, and formatting requirements and refer to SR 82311 for additional details.

A main cursor will be defined as a UNION of Employee ID's that have an EDB PPPDBL entry for GTN 227 or 226, or have a PAR PPPDRC entry for GTN 227 or 226 for a pay cycle that has not yet been processed, per the SHPS File Indicator in the new PPPSHP table.

```
EXEC SQL  
    DECLARE EMPS_ROW CURSOR FOR
```

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```
SELECT EMPLOYEE_ID
FROM PPPVZDBL_DBL
WHERE GTN_NUMBER IN ('227', '226')
AND EMPLOYEE_ID NOT IN
( SELECT EMPLOYEE_ID
  FROM PPPVZBRS_BRS
  WHERE BENRATE_GTN IN ('227', '226')
    AND DED_EFF_DATE >= :WA-YEAR-END-ISO
)
UNION
SELECT EMPLOYEE_ID
FROM PPPVZDRC_DRC, PPPVZSHP_SHP
WHERE GTN_NUMBER IN ('227', '226')
AND RECORD_TYPE <= '65'
AND PPPVZDRC_DRC.PAY_CYCLE_END_DATE =
  PPPVZSHP_SHP.SHP_CYCLE_END_DATE
AND PPPVZDRC_DRC.PAY_CYCLE_CODE =
  PPPVZSHP_SHP.SHP_CYCLE_CODE
AND PPPVZSHP_SHP.SHP_FILE_INDICATOR = 'N'
ORDER BY EMPLOYEE_ID
END-EXEC.
```

The Employee ID's returned by the cursor are then processed.

The EDB PPPPER table will be accessed for Birth Date, First Name, Middle Name, Last Name, Hire Date, Sex Code and Home Department.

The EDB PPPPAY table will be accessed for Address Line 1, Address Line 2, City, State, Zip code, Foreign Address Indicator and Social Security Number. For foreign addresses, the country will be retrieved from the PPPFAD table.

The EDB PPPBEN table will be accessed for Health FSA Termination Date, DepCare FSA Termination Date, Dental Plan, Health Plan, Vision Plan, Benefits Eligibility Unit Code and Benefits Eligibility Representation Code..

The EDB PPPDBL table will be accessed for the DepCare FSA and Health FSA Annual Amounts (GTN 227 U-Balance and GTN 226 U-Balance), if any.

The EDB PPPBRS table will be accessed for the DepCare FSA and Health FSA Effective Dates, if any.

The CTL PPPCCR table will be accessed for Campus Location Code. The CTL PPPHME table will be accessed for the Home Department Location Indicator. These two fields will be used to derive the Division field in the interface file.

Next the PPPDRC rows for unprocessed pay cycles will be processed to accumulate DepCare FSA and Health FSA activity. GTN amounts will be accumulated if the Deduction Source is blank, 'D' (from a previous suspended balance), 'R' (suspended as a receivable) or 'P' but not Transaction Type 'R' (prepayment, but not a refund). Suspended amounts will not be accumulated.

The selected and accumulated data will be moved to the employee's action code 61 record (FSA Payroll Deduction Processing). Dates will be converted to MM/DD/CCYY format.

The employee's annual and activity totals for DepCare FSA and Health FSA will be accumulated for the "Errors and Run Controls" report.

The next Employee ID will be fetched and processed. This will continue to the end of the cursor.

At the end, the annual and activity totals will be written to the control report.

All the PPPSHP rows with a SHPS File Indicator value 'N' will be updated to 'Y' so they will be bypassed in the next run of PPP467.

Copy Members

CPWSXFSA (new)

A copy member will be created to define the CONEXIS file layout.

Bind Members

New and Modified Binds

PPP467 (new)

This bind member will contain the plan bind for PPP467.

Forms

UPAY929 CONEXIS Interface Processes – PPP467 Program Run Specification

A new UPAY form will be created. The run specification record will allow the override of the reporting year (YYYY) which is defaulted to the current year. Valid values will be the current year or the succeeding year (current year + 1). This option is useful when running PPP467 in December of the current year but the reporting year is for the succeeding year.

Control Table Updates

All the table updates needed for this Service Request were included in the 2009 Open Enrollment Phase II release (R1844).

System Messages Table

The following messages were added in release 1844.

1. 46-701 (UNABLE TO OPEN SHPS CURSOR TO SELECT EMPLOYEES) – Severity Level of ‘9’ (See Systems) for online and ‘9’ (See Systems) for batch.
2. 46-702 (UNABLE TO SELECT PER TABLE DATA FOR THIS EMPLOYEE) – Severity Level of ‘9’ (See Systems) for online and ‘9’ (See Systems) for batch.
3. 46-703 (UNABLE TO SELECT PAY TABLE DATA FOR THIS EMPLOYEE) – Severity Level of ‘9’ (See Systems) for online and ‘9’ (See Systems) for batch.
4. 46-704 (UNABLE TO OBTAIN LOCATION CODE FROM CCR) – Severity Level of ‘9’ (See Systems) for online and ‘9’ (See Systems) for batch.
5. 46-705 (UNABLE TO OPEN DRC CURSOR FOR THIS EMPLOYEE) – Severity Level of ‘9’ (See Systems) for online and ‘9’ (See Systems) for batch.
6. 46-706 (PPP467 FAILED WITH NEGATIVE SQL ERROR) – Severity Level of ‘9’ (See Systems) for online and ‘9’ (See Systems) for batch.
7. 46-707 (INVALID RUN SPECIFICATION RECORD PROVIDED) – Severity Level of ‘9’ (See Systems) for online and ‘9’ (See Systems) for batch.

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8. 46-708 (RUN SPECIFICATION YEAR MUST BE NUMERIC) – Severity Level of ‘9’ (See Systems) for online and ‘9’ (See Systems) for batch.
9. 46-709 (REPORT YEAR OUTSIDE NORMAL RANGE) – Severity Level of ‘3’ (Warning) for online and ‘3’ (Warning) for batch.

Gross-to-Net Table

Transactions were created in release 1844 to add the new Health FSA GTN 226 and DepCare FSA GTN 227 to the GTN table.

JCL Changes

PPP467

Sample JCL will be provided for program PPP467.

FTP JCL

The output file from PPP467 will be transmitted via FTP to UCOP for consolidation and transmission to CONEXIS. The target dataset name will be FTPUSRn.PUT.FSA467.Smmmyy, where n is the normal location value for the campus used for FTP datasets, Ss is the occurrence of the semi-monthly file, e.g. S1, S2 and S3 (produced once a year in December), mmm is the month, e.g. JAN, yy is the year, e.g. 03. The file contains 1472 byte fixed length records.

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Attachments

Attachment A: CONEXIS Semi-monthly File Record Layout (PPP467)

Attachment B: UPAY929 PPP467 Program Run Specification

Attachment A: CONEXIS Semi-monthly File Record Layout (PPP467)

CONEXIS Semi-monthly File Record Layout As of 12/12/08				
FSA Data Record				
Position	Length/ Format	Field Description	Data Element #	Comments
1 – 20	20	EMPLOYER_EIN		Value: 94-3067788 Required for all action codes
21-22	2	ACTION_CODE		Value: 60 for enrollment transactions; 61 for FSA Payroll Deduction Processing; 67 for FSA Coverage Termination; 69 for Participant Level Copay
23-42	20	LAST_NAME	EDB0252	Required if action code = 60, otherwise filler
43-62	20	FIRST_NAME	EDB0250	Required if action code = 60, otherwise filler
63	1	MIDDLE_INITIAL	EDB0251	Optional if action code = 60, otherwise filler
64-74	11 999999999	EMPLOYEE_SSN	EDB0111	EDB item is only 9 characters. Required for all action codes.
75-85	11	Filler		Leave blank
86-105	20	EMPLOYEE_NUMBER		Employee number for action code 60, otherwise filler
106-155	50	DIVISION		Required if action code = 60, otherwise filler. If location indicator = A then value = DANR. If location indicator = P then value = UCOP. Otherwise, use 2-character location code concatenated with 1-character department location indicator. If the Department location indicator is "M" this value should be appended to the location code. Otherwise, the value of "C" should be used for the Department location indicator. See table Attachment C for values and definitions.
156-180	25	EMPLOYEE_CLASS		Required if action code = 60, otherwise filler Populate with 2-character Employee Benefit Eligibility Unit Code (EDB 0445) concatenated with 1-character Employee Benefit Representation Code (EDB 0446), for example "TXC".
181	1	RELATIONSHIP		Required if action code = 60, otherwise filler. Value: E

CONEXIS Semi-monthly File Record Layout As of 12/12/08				
FSA Data Record				
Position	Length/ Format	Field Description	Data Element #	Comments
182	1	GENDER	EDB0108	Required if action code = 60, otherwise filler.
183-192	10 MM/DD/YYYY	HIRE_DATE	EDB0113	Required if action code = 60, otherwise filler. Populate with most recent hire date
193-202	10 MM/DD/YYYY	BIRTH_DATE	EDB0107	Required if action code = 60, otherwise filler.
203-252	50	ADDRESS_1	EDB0204	Required if action code = 60, otherwise filler.
253-302	50	ADDRESS_2	EDB0205	Optional if action code = 60, otherwise filler.
303-322	20	CITY	EDB0206	Required if action code = 60, otherwise filler. UC item is 21 characters; there will be a truncation.
323-324	2	STATE	EDB0207	Required if action code = 60, otherwise filler.
325-334	10 99999 or 99999-9999	ZIP		Required if action code = 60, otherwise filler. EDB0208 for domestic addresses. EDB1119 (foreign postal code) for foreign addresses.
335-344	10	COUNTRY	EDB1118	Optional if action code = 60, otherwise filler. Mailing Country (if not USA). EDB item is 2 char foreign country code.
345	1	Filler		Leave blank
346	1	COBRA_ELIGIBLE		Required if action code = 60, otherwise filler. If participant is enrolled in Health FSA or both Health FSA and DepCare FSA, then "Y" else "N" Y = Yes N = No C = Use Loaded Coverage to determine
347-532	186	Filler		Leave blank
533-542	10	QUALIFYING_EVENT_DATE		Required for action code 67 records. If this is a Health FSA termination, populate with the Plan_Cov_End1.

CONEXIS Semi-monthly File Record Layout As of 12/12/08				
FSA Data Record				
Position	Length/ Format	Field Description	Data Element #	Comments
				If this is a DepCare FSA termination, populate with the Plan_Cov_End2.
543-687	145	Filler		Leave blank
688-737	50	PLAN_NAME1		This is used for a different purpose depending on the record type. Required for all action codes. For action code 60, 61, or 67, concatenate Plan year with Health FSA plan name, (e.g., 2009HealthFSA) if the employee is enrolled in the Health FSA. For action code 69, populate with the medical plan code (EDB0292) if the employee is enrolled in one of the UC medical plans.
738-739	2	PLAN_COV_CODE1		Required for action codes 60, 61, and 67 if the employee is enrolled in the Health FSA, otherwise filler. Value: 98 (Individually rated)
740-749	10 MM/DD/YYYY	PLAN_COV_START1	EDB7226E	Required for action code "60" and "67," otherwise filler. Use EDB7226E for Health FSA if the employee is enrolled in the Health FSA. Note: need to send as the first day of the next month, as is currently being done for SHPS.
750-759	10 MM/DD/YYYY	PLAN_COV_END1	EDB0314	Required for action code "60" and "67," otherwise filler. Populate if the employee is enrolled in the Health FSA. If blank, fill with the last day of the plan year. Otherwise use EDB0314.
760	1	SIGN		Value = '-' if Plan_Rate1 is a negative number, otherwise blank.
761-769	9 ZZZZZZ.99	PLAN_RATE1	EDB6226U	This is used for a different purpose depending on the record type. Required for action codes 60, 61, otherwise filler.

CONEXIS Semi-monthly File Record Layout As of 12/12/08				
FSA Data Record				
Position	Length/ Format	Field Description	Data Element #	Comments
				<p>Include the decimal point, suppress leading zeros.</p> <p>Action code 60: Populate with the annual amount (EDB6226U) if the employee is enrolled in the Health FSA.</p> <p>Action code 61: Populate with the payroll deduction taken if the employee is enrolled in the Health FSA (GTN 226).</p>
770-807	38	Filler		Leave blank
808-857	50	PLAN_NAME2		<p>This is used for a different purpose depending on the record type.</p> <p>Required for all action codes.</p> <p>For action code 60, 61, or 67, Concatenate plan year with DepCare FSA plan name, (e.g., 2009DepCareFSA) if the employee is enrolled in the DepCare FSA.</p> <p>For action code 69, populate with the dental plan code (EDB0272), e.g., D1, D3.</p>
858-859	2	PLAN_COV_CODE2		<p>Required for action codes 60, 61, and 67 if the employee is enrolled in DepCare FSA, otherwise filler.</p> <p>Value: 98 (Individually rated)</p>
860-869	10 MM/DD/YYYY	PLAN_COV_START2	EDB7227E	<p>Use EDB7227E for action code "60" and "67" if the employee is enrolled in DepCare FSA, otherwise filler.</p> <p>Note: need to send as the first day of the next month, as is currently being done for SHPS.</p>
870-879	10 MM/DD/YYYY	PLAN_COV_END2	EDB0315	<p>Required for action code "60" and "67" if the employee is enrolled in DepCare FSA, otherwise filler.</p> <p>If blank, fill with the last day of the plan year. Otherwise use EDB0315.</p>
880	1	SIGN		Value = '-' if Plan_Rate2 is a negative number, otherwise blank.

CONEXIS Semi-monthly File Record Layout As of 12/12/08				
FSA Data Record				
Position	Length/ Format	Field Description	Data Element #	Comments
881-889	9 ZZZZZZ.99	PLAN_RATE2	EDB6227U	<p>This is used for a different purpose depending on the record type.</p> <p>Required for action codes "60" and "61," otherwise filler.</p> <p>Include the decimal point, suppress leading zeros.</p> <p>Populate this field if the employee is enrolled in DepCare FSA.</p> <p>Action code 60: populate with the annual amount (EDB6227U).</p> <p>Action code 61: populate with the payroll deduction taken for the DepCare FSA (GTN 227).</p>
890-927	38	Filler		Leave blank
928-977	50	PLAN_NAME3	EDB0347	For action code 69, populate with the vision plan code if the employee is enrolled in a vision plan, otherwise filler.
978-1307	330	Filler		Leave blank
1308-1317	10 MM/DD/YYYY	PAY_RUN_DATE		<p>Required for action code 61; otherwise filler.</p> <p>If this file contains payroll deductions for an FSA plan, the pay run date that corresponds to those deductions.</p> <p>Populate with the date the semi-monthly file is being created.</p> <p>Note: if pay_run_date on the action code 61 record is earlier than either plan_cov_start1 or plan_cov_start2 on the employee's action code 60 record, set pay_run_date to the later of plan_cov_start1 and plan_cov_start2.</p>
1318-1342	25	PAY_SCHEDULE		<p>Required for action codes 60, 61, and 67; otherwise filler.</p> <p>D=Daily W=Weekly B=Bi-weekly S=Semi-Monthly</p>

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CONEXIS Semi-monthly File Record Layout As of 12/12/08				
FSA Data Record				
Position	Length/ Format	Field Description	Data Element #	Comments
				M=Monthly Value = "D"
1343- 1472	130	Filler		Leave blank

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Attachment B: UPAY929 PPP467 Program Run Specification



PAYROLL / PERSONNEL
PPP467 PROGRAM RUN SPECIFICATION
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1	11	1 2	1 5
PPP467-SPEC		Y	Y Y Y

YYYY is the reporting year.

In the absense of a run specification record,
PPP467 assumes that the reporting year is that
of the current (run) date.

RETN: ACCOUNTING: UNTIL ACTION TAKEN

PREPARED BY:	DATE	APPROVED BY:	DATE
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