

Created on: November 17, 2008
Last Modified on: May 26, 2009

SR82410 Requirements At Your Service Online – Direct Deposit, PPS

Objective:

The overall objective of the project is to modify the PPS to support the new AYSO web application where employees will make direct deposit elections. The specific functional processes being requested are as follows:

1. Develop a process to verify that a bank transit routing number exists in a Surepay Bank Table.
2. Develop a process to add a bank transit routing number to a Surepay Bank Table and change the bank names of banks already in the table.
3. Modify the nightly file process to allow AYSO direct deposit transactions to be loaded into the Payroll/Personnel System (PPS).
4. Create a report containing the direct deposit information that was processed into the PPS.

Project Type:

This is an application addition to an existing system.

Requested by:

UCOP Payroll Coordination

Analyst:

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Urgency:

Urgent

Target Processing Deadline:

These changes must be coordinated with the changes to AYSO and PIP. The PPS and PIP changes need to be in place prior to the target launch date for the AYSO application.

Statement of Business Need:

The Direct Deposit Online module will allow UC employees to sign up for direct deposit via the web through At Your Service Online (AYSO). This addition to AYSO will reduce workload as well as reduce cost. Also, this addition will provide employees with a more accurate and timely means for enrolling into direct deposit.

In the Payroll/Personnel System the following processes will be required:

- A process to check whether a bank transit routing number exists in a campus's Surepay Bank Table.
- A process to add a bank transit routing number to the Surepay Bank Table or change the names of banks already in the Surepay Bank Table.

Background:

Some locations currently have their own mechanism for collecting pay disposition and direct deposit information from employees via the web. This data currently enters PPS via a batch job. Campuses have requested a standard means for providing this functionality to all locations.

Current Process:

The default check disposition method is paper. Campuses manually update the PPS with employee direct deposit information gathered via a paper form. New bank transit routing numbers must be manually added, by local Payroll Offices, to the Surepay Bank Table before updates can be made to the PPS.

Proposed Process:

An online application will allow employees to enroll into direct deposit or enroll back into paper check. Information entered into this new application will be automatically sent to the PPS for processing. Also, as new bank transit routing numbers are identified they will be automatically added to the campus's Surepay Bank Table. The bank name coming from AYSO is assumed to be the most current name, so the bank name in the Surepay Bank Table should be updated to match the one coming from AYSO if they are different.

Pay disposition and direct deposit information should be sent back up to AYSO from PPS so that the employee's current election can be displayed on the AYSO screens. In addition, the Student Status Code should be added to the IVR Interface file to allow AYSO to identify student employees. The Surepay Prenote Status Code should be added to the IVR Interface file to help AYSO to determine the current status of the employee's direct deposit request.

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System Requirements:

1.0 Overview of Modifications

The interface between At Your Service Online (AYSO) and the Payroll Personnel System (PPS) should be modified. The Daily Maintenance process in PPS will need to accept transactions from AYSO regarding employees' pay disposition, direct deposit information, and bank information. A pre-processing step should be developed to create control table update transactions that will be used to insert new banks into the Surepay Bank Table and update bank names in the Surepay Bank Table.

The following areas will not need modifications: Control Tables, EDB Data Elements, CICS EDB, the History Process, the Compute Process, Distribution of Expense, Consolidated Billing and Self-Billing, forms, and Tax Processing and Reporting.

Transactions currently sent from PPS to AYSO in the IVR/Web Extract File already contain pay disposition and direct deposit information for employees nearing retirement. This interface should be modified so that this information is sent to AYSO for all employees, with one exception. The full bank account number should only be sent to AYSO if the employee is nearing retirement. For others, a masked bank account number will be sent, due to security concerns. The Student Status Code and the Surepay Prenote Status Code should be added to the IVR Interface file.

2.0 EDB Maintenance

No modifications to range and value edits, consistency edits, or derivations are needed.

2.1 Periodic Maintenance

Changes to Monthly Maintenance, Quarterly Maintenance and Year End Maintenance are not needed.

2.1.1 Transactions from UCOP

Employee Self Service applications at UCOP create EDB update transactions that are processed at each location by a nightly EDB update process. A new batch of daily input transactions will need to be created for the purpose of sending the pay disposition and direct deposit information from AYSO to PPS.

The daily PPP130 process that receives benefits enrollment transactions from UCOP will need to be modified to accept new transaction types originating from AYSO. See Attachment A for the PD (paper check disposition) transaction format and Attachment B for the pseudo-SP (direct deposit) transaction format. New transactions from AYSO will include the following:

- PD – this transaction type will indicate that an employee wishes to receive his/her pay via paper check. In addition to the transaction code of “PD,” this transaction will include the employee ID, the current date, and the disposition code.
 - The default disposition code used to indicate “paper check” varies by location. AYSO will need to store and maintain these location-specific disposition code values.)
- Pseudo-SP – this transaction type will contain direct deposit information for employees who are either changing from paper check disposition to direct deposit or updating their direct deposit information (bank, account number, account type). In addition to the transaction code of “SP,” this transaction will include the employee ID, the current date, bank account number, checking or savings indicator, and the prenote indicator (varies by campus). The disposition code will be populated with “8” if the location does not prenote; otherwise it will be blank. The existing SP record layout has 54 spaces at the end that should be used for the Transit Routing Number (SPB0500, 9 characters) and the Surepay Bank Name (SPB0800, 35 characters). When the SP

transaction from AYSO is formatted, the Bank Table ID (positions 20-24) will be blank, as this information can only be retrieved by looking up the transit number in the campus Surepay Bank Table. The bank name should be included in the record in case the bank needs to be added to the campus Surepay Bank Table or the bank name in the campus Surepay Bank Table needs to be updated.

- It is assumed that employees will not be allowed to enter direct deposit information for foreign banks into AYSO, and so no foreign banking information will be transmitted to PPS.
- It is assumed that all Bank Transit Routing Numbers will be validated within AYSO, and so only valid Bank Transit Routing Numbers will be transmitted to PPS.

2.1.2 Bank Transaction Pre-processing

A new process should be created that will perform the following steps for each pseudo-SP transaction in the file:

- Use the Transit Routing Number in positions 49 – 57 to look the bank up in the Surepay Bank Table.
 - If there is a match:
 - If the bank name in the Surepay Bank Table is different from the bank name in the transaction, a “change” transaction should be created to change the Surepay Bank Name (SPB0800) to the bank name in positions 58-92 of the SP transaction (see UPAY 703 for the transaction format). This comparison should be performed on the “uppercase” form of the bank names. If bank names are received from AYSO in mixed case, they should be converted to upper case. If there is a match with more than one record on the Surepay Bank Table, “change” transactions should be created to update the bank name in all records containing that same transit routing number.
 - Insert the Surepay Bank Table Key (SPB0400) into the SP transaction, positions 20-24. If more than one record in the Surepay Bank Table contains the bank transit routing number in the transaction, use the key from the first matching record.
 - If no match is found:
 - Generate a unique key for this new bank. There is no particular preference for the numbering approach; the keys can either be numeric or alphanumeric.
 - Create an “add” transaction to add the new bank to the Surepay Bank Table (see UPAY 703 for the transaction format).
 - The bank table key would be the unique key just generated.
 - The Transit Route No. should come from positions 49-57 of the SP transaction.
 - The Account Format Checking should be 17 equals signs (“=”).
 - The Account Format Savings should be 17 equals signs (“=”).

- The bank name should come from positions 58-92 of the SP transaction. If bank names are received from AYSO in mixed case, they should be converted to upper case.
- Insert the newly created Surepay Bank Table Key (SPB0400) into the SP transaction, positions 20-24.

2.1.3 Surepay Bank Table Updates

An existing edit prevents a bank key that is not in the Surepay Bank Table from being inserted into an employee record. Thus, the Surepay Bank Table record must be added before the employee direct deposit data is updated in the EDB, in order to avoid a reject-type error. The control table update process should be run in order to process the Surepay Bank Table transactions created in the previous step.

2.1.4 Special EDB Daily Maintenance

The Special EDB Daily Maintenance process should accept the PD transactions and perform the following processing:

- Update the employee's Pay Disposition Code-EDB (EDB0201) with the Disposition Code in position 19 of the PD transaction.
- Clear out the following fields on the employee's EDB record:
 - SUREPAY BANK ACCOUNT NUMBER (EDB0225)
 - SUREPAY CHECKING/SAVINGS ACCOUNT CODE (EDB0226)
 - SUREPAY PRENOTE STATUS CODE (EDB0227)
 - SUREPAY ACTIVATION DATE OR COMPUTE CYCLE (EDB0228)
 - SUREPAY PRENOTE PAY CYCLE CODE (EDB0229)
 - SUREPAY BANK TABLE KEY-EDB (EDB0230)
 - ONLINE EARNINGS STATEMENT INDICATOR (EDB1124) (only applicable to direct deposit)

The Special EDB Daily Maintenance process should accept the pseudo-SP transactions and perform the following processing for each transaction:

- Update the SP Bank Key (EDB0230), SP Bank Acct # (EDB0225), SP Check/Save (EDB0226) and SP Prenote Ind (EDB0227) with the data in the SP transaction.
- Update the employee's Pay Disposition Code-EDB (EDB0201) with the Disposition Code in position 19 of the SP transaction, unless the Disposition Code in position 19 is blank. If the Disposition code in the incoming transaction is blank, leave the existing Pay Disposition Code in the EDB as is.
- If the Online Earnings Statement Indicator is currently blank in the EDB, then change Online Earnings Statement Indicator-EDB (EDB1124) to "Y," which means that the employee will receive an online earnings statement only. If the Online Earnings Statement Indicator is currently non-blank, do not change it. This derivation currently exists in both batch and online processing.

- Clear out the SUREPAY ACTIVATION DATE OR COMPUTE CYCLE (EDB0228) and the SUREPAY PRENOTE PAY CYCLE CODE (EDB0229)

Note: The SP transactions only contain a pay disposition code if the location does not prenote. For the locations that do prenote, the pay disposition code will be derived later in PPS, once prenoting is complete.

3.0 Corporate Interface Files

Modifications to the IVR/Web Extract File Layout will be needed to support the requirement to display the employee's current pay disposition (for all employees) and bank, account, and account type (for employees who have chosen direct deposit) on the AYSO direct deposit web page.

The IVR/Web Extract File Record Layout (PPIIVR) already carries the following data for employees if there is an Anticipated Retirement Date (EDB0765) and the employee has elected Direct Deposit (based on a check disposition code of "8"):

- Surepay Bank Account Number (EDB 0225)
- Surepay Checking/Savings Account Code (EDB 0226)
- Bank Transit Routing Number – retrieved from the Surepay Bank Table.
- Bank Name – retrieved from the Surepay Bank Table.

Instead of only sending this information from PPS to AYSO for employees who are nearing retirement, this data should be transmitted on all employee records selected for inclusion on the interface file. If the employee is nearing retirement and has a check disposition code of "8," then the entire bank account number should be sent. For all other employees, the account number should be masked, for security reasons.

The IVR/Web Extract File should be modified as follows:

- Student Status Code (EDB0119) should be added to the IVR/Web Extract File to allow AYSO to identify student employees.
- The Surepay Prenote Status Code (EDB0227) should be added to the IVR/Web Extract File in order to facilitate informing the employee about the status of their AYSO Direct Deposit request.
- For all employees, populate the following fields:
 - Surepay Bank Account Number (EDB 0225) –
 - Populate this field with the full account number if the employee has an Anticipated Retirement Date (EDB0765) and is on direct deposit (as is currently done); for all others, populate with a masked account number. See below for masking rules.
 - Surepay Checking/Savings Account Code (EDB 0226)
 - Bank Transit Routing Number – retrieved from the Surepay Bank Table
 - Bank Name – retrieved from the Surepay Bank Table

The masking logic for the bank account number should be as follows:

- If the account number is > 7 characters then mask everything but the last 4 characters.

- If the account number is (< or =) to 7 characters, then mask half the account number (round up)

Here are some examples of how account numbers would look in the new AYSO Direct Deposit application:

- 7 character account number – XXXX567
- 6 character account number – XXX456
- 5 character account number – XXX45
- 4 character account number – XX34

See Attachment C for the revised IVR/Web Extract File Record Layout.

4.0 Reporting and Notification

No changes to IDOC and Post-Authorization Notification are needed.

4.1 Stand-alone Reporting

After the PD and SP transactions are processed, the locations will need to be able to view the transactions from AYSO as well as the EDB changes they generated.

No error reports will be produced when the SP and PD transactions are processed.

4.1.1 Transaction File

A tab-delimited file containing data from the SP and PD transactions that were sent from AYSO to PPS should be generated.

For the purpose of this file, the Transaction Code of “PD” or “SP” should be translated to a Transaction Type of either “Paper Check” or “Direct Deposit.”

The check disposition election will be blank for SP transactions for locations that prenote.

The bank name should be included for SP transactions.

Headers should be included in the file.

Locations should be able to download the file from the mainframe on a daily basis; the previous day’s file can be overwritten each day.

See Attachment D for the file layout.

4.1.2 Filtered Change File

Locations should also be provided with instructions to help them produce a modified version of the PPP1800 Database Audit Register Report that is filtered to include only the EDB changes generated by the PD and SP transactions. See Attachment E for a report sample.

Attachment A – PD Transaction Format

1-2	4-12	13-18	19 ¹	20-24	25-102
Trans Code	Employee ID	Current Date (mmddy)	Dispo Code	Dispo Address Code	Blanks
PD				spaces	

¹ Disposition code for paper check varies by location. The relationship between location and default paper check disposition is to be maintained at the AYSO level.

Attachment B –Pseudo-SP Transaction Format

1-2	4-12	13-18	19 ²	20-24	25-41	42	(43) ³	44-48	49-57	58-92	93-102
Trans Code	Employee ID	Current Date (mmddy)	Dispo Code	Bank Table ID	Employee Bank Account Number	Check /Saving	Prenote Indicator	Dispo Address Code	Transit Routing No.	Bank Name	Blanks
SP				spaces		C or S		spaces			spaces

² The dispo code will be “8” for locations that do not prenote; otherwise blank.

³ The prenote indicator varies by location. It will be “1” for locations that do prenote and “2” for locations that do not prenote. This information is to be maintained at the AYSO level.

Attachment C –IVR/Web Extract File Record Layout

IVR/Web Extract File Record Layout (PPIIVR)				
Note: This Record layout addresses changes to 2 different service requests				
SR82410 – (AYSO Direct Deposit PPS)				
SR82566 – (Add On Line Earnings Statement Indicator to the IVR)				
Employee Record				
Position	Length/ Format	Field Description	Data Element #	Comments
619 – 621	03	Federal Tax Withholding Allowances	EDB0128	
622	01	State Tax Marital Status Code	EDB0130	
623 – 625	03	State Tax Personal Tax Withholding Allowances	EDB0131	
626 – 628	03	State Tax Itemized Deductions Withholding Allowances	EDB0132	
629 – 645	17	<u>Surepay</u> Bank Account Number	EDB225	See footnote ¹ (footnote wording change by SR82410)
646	1	<u>Surepay</u> Checking/Savings	EDB226	See footnote ² (footnote wording change by SR82410)
647 – 681	35	Bank Name		See footnote ² Retrieved from <u>Surepay</u> Bank Table (footnote wording change by SR82410)
682 – 690	9	Bank Transit Routing Number		See footnote ² Retrieved from <u>Surepay</u> Bank Table (footnote wording change by SR82410)
691 – 700	10 mm/dd/yyyy	Anticipated Retirement Date	EDB0765	
701	1	Foreign Address Code	EDB0291	
702 – 716	15	Address Permanent Foreign Province	EDB1120	
717 – 718	2	Address Permanent Foreign Country Code	EDB1118	
719 – 728	10	Address Permanent Foreign Postal Code	EDB1119	
729 – 738	10	Employee Home Telephone	EDB0210	
739 – 763	25	Spouse Name	EDB0312	
764	1	Employee Organization Home Address Disclosure Code	EDB0247	
765	1	Employee Organization	EDB0248	

¹ If there is an Anticipated Retirement Date (EDB0765) and employee is on Direct Deposit, this field is populated with the full account number. For other employees on direct deposit, the bank account number is masked. For employees not on direct deposit, this field is left blank.

² If the employee is on Direct Deposit, these fields are populated. Otherwise, they are left blank.

IVR/Web Extract File Record Layout (PPIIVR)

Note: This Record layout addresses changes to 2 different service requests

SR82410 – (AYSO Direct Deposit PPS)

SR82566 – (Add On Line Earnings Statement Indicator to the IVR)

Employee Record

Position	Length/ Format	Field Description	Data Element #	Comments
		Home Phone Disclosure Code		
766	1	Home Address Release Code	EDB0244	
767	1	Home Phone Release Code	EDB0245	
768	1	Spouse Name Release Code	EDB0246	
769	4	Employee Name Suffix	EDB0106	
773 – 802	30	Employee First Name	EDB0250	
803 – 832	30	Employee Middle Name	EDB0251	
833 – 862	30	Employee Last Name	EDB0252	
863 – 872	10	Net ID	EDB0249	
873	1	Citizenship Status Code	EDB0109	
874 – 875	2	Visa Type Code	EDB0110	
876 – 878	3	Federal Tax-Maximum Withholding Allowances	EDB0320	
879 – 881	3	State Tax-Maximum Withholding Allowances	EDB0321	
882	1	State Declaration of Domestic Partnership	EDB0288	
883 – 885	3	Medical Contribution Base – Current Year	EDB0289	
886 – 888	3	Medical Contribution Base - Next Year	EDB0290	
889	1	Special Training Code	EDB0385	
890 – 892	3	SLCG Grade Code	EDB0388	
893 – 902	10 <u>mm/dd/yyyy</u>	Medical Coverage End Date	EDB0300	
903 – 912	10 <u>mm/dd/yyyy</u>	Dental Coverage End Date	EDB0271	
913 – 922	10 <u>mm/dd/yyyy</u>	Vision Coverage End Date	EDB0346	
923	1	UC Student Status Code	EDB0119	(Added by SR82410)
924	1	Surepay Prenote Status Indicator	EDB0227	(Added by SR82410)
925	1	Online Earnings Statement Indicator-EDB	EDB1124	(added by SR82566)
926-992	67	Filler		
993-1002	10 <u>mm/dd/yyyy</u>	Employment Status Change Date	EDB0766	This data element must always be the last field on the employee record.

Attachment D –Transaction File Layout

Position	Length	Description	Comments
1	9	Employee ID	
10	1	FILLER	
11	14	Transaction Type	If Trans Code = PD then "Paper Check" If Trans Code = SP then "Direct Deposit"
25	1	FILLER	
26	1	Check Disposition Election	
27	1	FILLER	
28	35	Bank Name	For SP transactions, use the Bank Name from the transaction. Blank for PD transactions.

Attachment E –Sample Report: Filtered PPP1800 Database Audit Register

PPP1800/PPP180 /060298 RETN: SEE RPTS DISP SCHEDULE/DIST. DATA BASE UPDATE DATE 12/17/08			UNIVERSITY OF CALIFORNIA-SYSTEMWIDE DATA BASE MAINTENANCE DATA BASE AUDIT REGISTER		PAGE NO. 000001 RUN DATE 03/03/09
EMPLOYEE ID NBR	ACTION DATE	NAME	E L E M E N T NUMBER DESCRIPTION	PREVIOUS CONTENT	CURRENT CONTENT
000050020	08/01/07	ABSENT, MARCUS M.	0225 SP BANK ACCT #	11-54321-3	4455-328899
			0226 SP CHECK/SAVE	C	S
			0227 SP PRENOTE IND	2	0
			0230 SP BANK KEY	RIVER	WELLS
			1124 ONLINE EARN ST	N	Y
000050027	06/01/06	CONSTELATION, STELLA	0201 CHECK DISP CODE	8	2