

**Release 1885**

**Service Request 82579  
Add “Division” Field to the CONEXIS File**

**Service Request 82729  
Re-derive MCB Upon Rehire**

**Detail Design**

October 27, 2009  
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## **Introduction**

### **Service Request 82579**

Service Request 82579 asks for the modification of the CONEXIS semi-monthly file to include the 'Division' field in the Action Code 61 records.

Service Request 82579 provides the following background information:

The new FSA vendor CONEXIS has requested the University to modify the semi-monthly file to include the "Division" field in the Action Code 61 records. The University has requested that CONEXIS provide an error report to each location after processing the semi-monthly files. The adding of the "Division" field information is to facilitate the error reporting process.

### **Service Request 82729**

Service Request 82729 asks for modifications in PPS so that the MCB is recalculated for employees who are rehired after a break in service of 120 days or longer.

Service Request 82729 provides the following background information:

Under a policy decision announced in 2004, when employees are rehired after 120 days, they are to be considered as newly eligible as long as 'initial employment' requirements are met. Thus, the new appointment / distribution data should be used in the determination of the medical contribution base.

## **Overview of PPS Modifications**

### **Edits**

The edit module that maintains the Medical Contribution Salary Bases will be modified to recalculate the MCB for employees who are rehired after a break in service of 120 days or longer.

### **Interface Files**

The division field will be included in Action Code 61 records of the CONEXIS semi-monthly file.

## **Programs**

### **New and Modified Programs**

#### **PPEI720**

PPEI720 performs consistency edits and maintenance on insurance salary bases and the Medical Contribution Salary Bases (MCBs). It will be modified to trigger the recalculation of MCB-CY and MCB-NY if the most recent hire date (EDB0113) is 120 days or more after the separation date (EDB0140). The recalculation will only be performed when processing a rehire.

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### **PPP467**

PPP467 creates the CONEXIS file, a report of any employee who is either enrolled in Health FSA or DepCare FSA on the EDB, or who had deduction activity for Health FSA or DepCare FSA on the PAR data that is processed by PPP467. The program will be modified to populate the Division field on Action Code 61 records.

## **Copy Members**

### **CPWSXFSA**

This copy member contains the file layout for the CONEXIS file.

The layout was modified to include the Division field on Action Code 61 records. The following new fields will be defined for the Employee Benefit Eligibility Unit Code and Employee Benefit Eligibility Representation Code and its equivalent change flags.

## Attachments

### Attachment A: CONEXIS Semi-monthly File Record Layout

CONEXIS Semi-monthly File Record Layout Service Request 82579				
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 or 61, 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