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**SR82585 Requirements**  
**Remove Access to COBRA IDOC**

**Objective:**

Remove access to all COBRA IDOC on PPS screens.

**Project Type:**

Enhancement.

**Requested by:**

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**Analyst:**

Business analyst: Ken Smith, HR-ISS

Requirements analyst:

**Urgency:**

Urgent. COBRA transition to an external vendor will have already gone live May 1.

**Target Processing Deadline:**

Implementation does not need to be coordinated with payroll processing.

### **Statement of Business Need:**

Administration of COBRA is being outsourced to an external vendor. Going forward, the COBRA business process will not include printing of any COBRA IDOC. Furthermore, the instructions to the employee appearing on the COBRA IDOC would no longer be correct. It is necessary to ensure that the COBRA IDOC is no longer printed and given to employees.

### **Current Process:**

COBRA eligible employees receive a COBRA IDOC printed from PPS by HR Benefits.

### **Proposed Process:**

COBRA eligible employees receive COBRA documents and instructions from the external vendor.

### **System Requirements:**

Following requirements are proposed by the business analyst.

#### **1.0 Overview of Modifications**

Remove highest level menu item for COBRA IDOCS, thus making all COBRA IDOCS (on PPIPPA0) inaccessible to users. Leave COBRA IDOC functionality intact for the time being.

#### **2.0 Screen Modifications**

##### **2.1 Online Payroll Personnel System (CICS)**

###### **2.1.1 PPIDOC0 (function IDOC)**

Remove (or hide) menu item “**COBRA Notification Documents: \_ All**”.

Adjust corresponding anchors to field and screen level help texts as necessary.

No change to help content is necessary as it does not specifically mention COBRA.


```

PPIDOC0-I1701                Employee Documents                04/17/09 09:
04/16/09 09:18:42           Document Selection Menu           Userid: RBP
ID: 444000125 Name: ADAMS, JOHN                               Emp Stat: A   Pri Pay: M
                                                                Page 2 of 0

Separation Documents      :      _ Staff
                          :      _ Academic
                          :      _ Student
                          :      _ Layoff

Personnel Summary Documents :      _ All - Landscape
                          :      _ All - Portrait

Benefits Summary Documents :      _ Benefits Enrollment
                          :      _ Retirement and Savings

COBRA Notification Documents :      S All
                               

Next Func: _____ ID: _____ Name: _____ SSN: _____

===>
F:  1-Help      2-Cancel      3-PrevMenu  4-Print      5-GenDoc
F:  7-Backward      9-Jump                               12-Exit

```

Following screen has three different formats depending on type of IDOC selected on previous screen. This COBRA format becomes “orphaned”.

```

PPIPPA0-I1701                Employee Documents                04/17/09 0
04/16/09 09:18:42           COBRA Notification Actions           Userid: R
ID: 444000125 Name: ADAMS, JOHN                               Emp Stat: A   Pri Pay:
                                                                Page 1 of 1

COBRA Notification Documents:      _ Separation
                                  _ Layoff
                                  _ Retirement
                                  _ Reduction of Hours
                                  _ Approved Leave without Pay

Next Func: _____ ID: _____ Name: _____ SSN: _____
P0652 Select one action
===>
F:  1-Help      2-Cancel      3-Return      4-Print      5-GenDoc
F:                               9-Jump                               12-Exit

```