

Created on: October 31, 2008
Last Modified on: October 20, 2009

SR82390 Requirements DOS Code Table –Inactivate Table Entries

Objective:

The objective for this service request is to configure the DOS Code Table to allow a DOS code to be set to inactive.

Project Type:

This is a modification to an existing control table in PPS. It involves adding a new attribute to the DOS code table.

Requested by:

DOS Code Committee

Analyst:

Business analyst: Shaun Ruiz, Payroll Coordination

Requirements analyst: Beth Burkart, IR&C

Urgency:

The requested modification is date mandated.

Target Processing Deadline:

Campuses should schedule the release as soon as it becomes available and in the normal sequence for release installations. To be implemented no later than January 1, 2010.

Statement of Business Need:

DOS Codes that are no longer in use must be maintained so that future payroll adjustments can be made in the PPS. The PPS should prevent the establishment of these obsolete DOS Codes on the Employee Data Base (EDB).

This modification to the DOS Code Table will:

1. Prevent campuses from establishing obsolete DOS Codes on the EDB.
2. Preserve obsolete DOS Codes so that future payroll adjustments can take place.

This modification to the DOS Code Table is needed so that campuses can quickly transition to newly proposed DOS codes established by the DOS Code Committee.

Background:

External and internal audits independently conducted by the Bureau of State Audits (BSA) and the University Auditor commented on the inconsistency of PPS DOS codes across campuses and the University's inability to provide accurate pay data quickly. To deal with the many complex issues related to the pay data and to follow through on the University's commitment to provide accurate compensation data consistent with University policies, the DOS Code Committee was formed at the Office of the President (OP).

In early 2007, a committee was established to revise the campus Payroll/Personnel System (PPS) DOS codes and the mapping of those codes to the system-wide pay categories.

Since early 2007, the Committee has been working with the campuses to revise the campus Payroll/Personnel System (PPS) DOS codes and the mapping of those codes to the system-wide pay categories. Initial work has focused on codes related to the Health Sciences Compensation Plan, housing, honoraria, stipends, perquisites, bonuses, and incentive awards. Changes to date include re-mapping of campus codes to more accurately match the appropriate system-wide pay codes, elimination of unnecessary campus codes, and creation of uniform and consistent campus codes where needed. Current work is ongoing on the "by agreement" and "additional pay" categories.

The Committee has also started work on a searchable DOS Code Data Base that will be comprised of the pay codes established by each campus. This application will greatly enhance the ability of UCOP and campuses to further improve the quality of the pay codes and ensure that they are used consistently by locations.

Current Process:

DOS Codes can only be added or deleted from the DOS Code Table.

Proposed Process:

Similar to the Gross-to-Net (GTN) Table, establish a procedure to inactivate a DOS Code on the DOS Code Table. Rather than storing an indicator, a “Date Inactive” should be stored. If the “Date Inactive” contains blanks or initial values, then the DOS code is still active. If the “Date Inactive” contains a valid date, then the DOS code is inactive as of that date. Similar to the GTN Table, an ‘I’ next to the code on the DOS Code table listing could indicate that the code has been inactivated and the Date Inactive should also be displayed. The “I” on the report could be a derived field based on the value of the “Date Inactive.”

Messages should be displayed in the PPS when an inactive DOS Code is used. An error message should be triggered when:

- A new distribution is added, and the distribution end date is later than or equal to the DOS Code’s Date Inactive.
- A distribution is updated, and the distribution end date is later than or equal to the DOS Code’s Date Inactive.
- A DOS code is entered on the online time roster, on an adjustment transaction screen (e.g., EDLR, EDAP, EDRA, etc.), on a central office transaction screen (ETLR, ETAP, ETRA, etc.) or on a rush check screen and the pay period end date¹ is later than or equal to the DOS code’s Date Inactive.
- An incoming batch transaction to generate pay for an employee (e.g., AP, LX, RX, RA, etc.) contains a pay period end date later than or equal to the DOS code’s Date Inactive.
- An attempt is made in the pay compute to generate automatic pay for an employee and the pay period end date is later than or equal to the DOS code’s Date Inactive and the employee’s distribution end date (EDB2054) is later than or equal to the DOS code’s Date Inactive. In this case, the pay will not be generated, but the error message should have a severity level 3-Warning and will print on an error report.

For transactions involving setting up a distribution or modifying an existing distribution, it is suggested that a message at the employee reject level should be displayed as follows:

DOS CODE INACTIVE. DOS CODE CANNOT BE ESTABLISHED ON THE EDB.

For transactions involving pay generation (except automatic pay), it is suggested that a message at the transaction reject level should be displayed as follows:

DOS CODE INACTIVE. PAY CANNOT BE GENERATED USING INACTIVE DOS CODE.

CICS Help – EDB2056

The DOS Code help screen should list the active and inactive DOS codes separately. It is suggested that the inactive DOS codes be listed at the end, preceded by the heading, “Inactive Codes.” The “Date Inactive” should be included on the help screen for the inactive DOS codes.

¹ The pay period end date is the end date for the pay period in which the pay was earned, independent of the pay cycle end date entered when scheduling the transaction.

1.0	Overview of Modifications	5
2.0	Control Table Updates	5
2.1	Description of Service (DOS) Table in CTL	5
2.2	Description of Service (DOS) History Table.....	6
2.3	System Messages Table	6
3.0	Screen Modifications	6
3.1	Online Payroll Personnel System (CICS).....	6
3.1.1	Help Screens	6
4.0	EDB Maintenance.....	6
4.1	Consistency Edits.....	6
5.0	Compute Processing	7
5.1	Online Compute Processing.....	7
5.1.1	On-line Rush Checks	7
5.1.2	Online Payroll Time Reporting.....	7
5.2	Batch Compute Processing – Edit Changes.....	8
6.0	History Process	9
7.0	Interface Files	9
7.1	Corporate Interface Files.....	9
7.1.1	BCS Control File	9
8.0	Forms	9
9.0	Reporting and Notification	9
	Attachment A – Sample Help Screen for EDB2056 (DOS Code).....	10
	Attachment B – Revised UPAY 650 Form.....	11
	Attachment C – Revised UPAY 650 Form – Close-up of Modified area.....	12
	Attachment D – Revised DOS Code Table Listing (PPP0410).....	13

System Requirements:

1.0 Overview of Modifications

A new attribute should be added to the DOS code to indicate that a DOS code is inactive. This new attribute should be in date format. If the Date Inactive value is blank, then the DOS code is considered active. Otherwise, the DOS code is considered inactive as of the date specified. This requires changes to the DOS table and DOS history table, as well as the PPP0410 report that lists the DOS table and the UPAY 650 form that is used to update the DOS table.

New edits should be added to prevent use of an inactive DOS code when:

- Establishing or modifying a distribution

OR

- Generating pay

These edits should exist both online and in batch. New error messages should be added to the System Messages Table.

Edits will need to be added to the compute to insure that the automatic pay is screened for inactive DOS codes.

The CICS help screen for the DOS code data element should be modified to list active and inactive DOS codes separately and display the Date Inactive.

The corporate interface file “BCSCTL” that is produced from PPS for use by the Corporate Personnel System (CPS) should be updated to include the new DOS code attribute.

The areas of Periodic Maintenance, Distribution of Expense, Consolidated Billing, and Tax Processing and Reporting are not impacted by the requested changes. No modifications to Overpayment Reduction Cancellation Adjustment (ORCA) are needed. No one-time processes will be needed.

2.0 Control Table Updates

Modifications to the Description of Service Table and the DOS History Table structure are needed. Processes that update the DOS Table or the DOS History Table should be modified to reflect the new Date Inactive field. In addition, processes that retrieve data from the DOS table may require modifications.

New messages should be added to the System Message Table to alert the user of an attempt to use an inactive DOS code.

2.1 Description of Service (DOS) Table in CTL

A new “Date Inactive” attribute should be added to the DOS Table. This attribute should be in date format. Users should be able to enter this date as MMY, but it should be stored as the first day of the month. If this Date Inactive field contains blank or initial values, then the DOS code is defined as active; otherwise the DOS code is defined as inactive.

The following warning-level message should be displayed if a user enters a Date Inactive that is earlier than the current date: “Warning: DOS Code Date Inactive is in the past.”

The month entered as MM should be between 01 and 12. If the date is invalid, the following error message should be displayed: “DOS DATE INACTIVE IN COLUMNS 71 – 74 IS INVALID.”

2.2 Description of Service (DOS) History Table

The new DOS code Date Inactive attribute should be added to the DOS History Table.

2.3 System Messages Table

New messages should be added to the System Messages Table as follows:

“DOS CODE INACTIVE. DOS CODE CANNOT BE ESTABLISHED ON THE EDB.”

“DOS CODE INACTIVE. PAY CANNOT BE GENERATED USING INACTIVE DOS CODE.”

Errors related to EDB Maintenance (establishing or modifying a distribution) should have a severity level of “7-Employee Reject.”

Compute-related errors (except those related to automatic pay) should have a severity level of “5-TRAN REJECT” both online and in batch.

The following new message should be added to the System Messages Table to support entry of the DOS Code Date Inactive:

“DOS DATE INACTIVE IN COLUMNS 71 – 74 IS INVALID”

This error should have a severity level of “5-TRAN REJECT” in batch. (There is no corresponding online transaction.)

3.0 Screen Modifications

The only CICS screen impacted by these changes is the help screen for the DOS code data element. Changes to edits are addressed elsewhere in this document. Changes to the areas of Web EDB Inquiry and History Reporting will not be needed.

3.1 Online Payroll Personnel System (CICS)

3.1.1 Help Screens

The field level help for the Description Of Service Code-EDB (EDB2056) should be updated so that the inactive DOS codes are listed together at the end of the DOS code list, preceded by the heading “Inactive DOS Codes.” In addition, the Date Inactive should be added to the help screen.

See attachment A for a sample help screen.

4.0 EDB Maintenance

4.1 Consistency Edits

An edit should prevent adding or modifying a distribution if the distribution end date is later than or equal to the DOS code’s Date Inactive. The online CICS screens on which distributions can be added or modified are EAPC Appts./Distributions – Condensed and EAPP Appointments/Distributions.

If multiple distributions are being added concurrently, and one of them has an inactive DOS code, none of the distributions should be added until the problem is fixed. This will be accomplished by triggering an employee reject level error.

When the above errors are triggered on the EAPC screen or the EAPP screen, the following employee reject level message should be displayed:

“DOS CODE INACTIVE. DOS CODE CANNOT BE ESTABLISHED ON THE EDB.”

5.0 Compute Processing

5.1 Online Compute Processing

5.1.1 On-line Rush Checks

An edit should prevent creating or modifying pay transactions if the pay period end date is later than or equal to the DOS code's Date Inactive. The following CICS rush check screens allow DOS code entry:

- SPCL – Special Processes
 - OPT1 (Rush Check Opt1 Vendor Check)

On this rush check screen, if the pay period end date is later than or equal to the DOS code's Date Inactive, the following transaction reject error message should be issued: **“DOS CODE INACTIVE. PAY CANNOT BE GENERATED USING INACTIVE DOS CODE.”** This edit will allow pay transactions with an inactive DOS code to be processed if the pay period end date is before the date that the DOS code was inactivated.

On the OPT1 Rush Check screen, there is space to record multiple transaction lines with multiple DOS codes. If any of these DOS codes is inactive, the entire transaction should be rejected.

Note: no edits should be added to the OPT2 (Rush Check Modeling) processing. This screen only does modeling and does not create an actual transaction. In addition, it does not contain a pay period end date field, so it is impossible to check the pay period end date against the Date Inactive.

5.1.2 Online Payroll Time Reporting

An edit should prevent creating or modifying pay transactions if the pay period end date is later than or equal to the DOS code's Date Inactive. The following CICS screens are used to create pay transactions and also allow DOS code entry:

- THF Entry/Update
 - ETAP AP – Additional Payment
 - ETFT FT – One Time Payment
 - ETLR LX/RX – Late/Reduce Payment
 - ETRA RA – Retroactive Payment
 - ETTE TE – Time Exception
 - ETTX TX – Positive Time
- Department Time Reporting
 - EDAP Additional Pay (EDAP)
 - EDFT One Time Payment (EDFT)
 - EDLR Late/Reduce Pay (EDLR)
 - EDRA Retroactive Pay (EDRA)
- IDTC – Time Input Roster
 - When the Time Roster is populated and pre-filled, distributions with inactive DOS codes should be included. However, if the user attempts to enter time on a distribution line and the pay period end date is later than or equal to the DOS code's Date Inactive, a reject-level error should be triggered.

- If a user attempts to put a DOS code in one of the enterable DOS code fields on the Time Roster, and the pay period end date is later than or equal to the DOS code's Date Inactive, the transaction should be rejected.

On all of the pay related screens listed above, if the pay period end date is later than or equal to the DOS code's Date Inactive, the following transaction reject error message should be issued: **“DOS CODE INACTIVE. PAY CANNOT BE GENERATED USING INACTIVE DOS CODE.”** This edit will allow pay transactions with an inactive DOS code to be processed if the pay period end date is before the date that the DOS code was inactivated.

Examples:

- A DOS code is inactive as of 3/1/09. In April 2009, a late pay transaction for January earnings (pay period end date of 1/31/09) is entered using that inactive DOS code. This transaction should be processed.
- A DOS code is inactive as of 3/1/09. In April 2009, a late pay transaction for February earnings (pay period end date of 2/28/09) is entered using that inactive DOS code. This transaction should be processed.
- A DOS code is inactive as of 3/1/09. In April 2009, a late pay transaction for March earnings (pay period end date of 03/31/09) is entered using that inactive DOS code. This transaction should not be processed.

Users can enter more than one transaction on the THF Entry/Update and Department Time Reporting screens prior to pressing the F5 update key. In this case, if one of the transactions has an inactive DOS code and the other transactions have no fatal errors, then the “good” transactions should be processed without delay. Only the transaction(s) with an invalid DOS code should be rejected. This is consistent with the existing error processing on these pay screens.

Some of these pay screens have space for more than one DOS code on a single transaction. If one of the DOS codes on a given transaction is inactive, then the entire transaction should be rejected, as is consistent with existing pay screen logic.

5.2 Batch Compute Processing – Edit Changes

Incoming batch transactions to generate pay should be screened for inactive DOS codes. Any incoming pay transactions in which the pay period end date is later than or equal to the DOS code's Date Inactive should be rejected with the error message **“DOS CODE INACTIVE. PAY CANNOT BE GENERATED USING INACTIVE DOS CODE.”** Transaction types for these transactions include:

- H2 (Hand Drawn Check)
- AP (Additional Pay)
- FT (One-time Payment)
- LX (Late Pay)
- RA (Retroactive Pay)
- RX (Reduction/Reversal of pay)
- ST (Payment in Lieu of Notice)
- TE (Exception Time)
- TX (Positive Time)

If any pay transactions with a pay period end date later than or equal to the DOS Code Date Inactive happen to slip through, it is expected that the batch edits will cause transactions to be rejected during the pre-compute process. Rejected records should appear on the edit reports.

Note: it was decided that the C2 (Cancellation) and O2 (Overpayment) transactions should not be edited for inactive DOS codes in batch.

Modifications are needed to make sure that the “AU” or automatic transactions will not be generated if the pay period end date is later than or equal to the DOS code’s Date Inactive and the employee’s distribution end date (EDB2054) is later than or equal to the DOS code’s Date Inactive. In this situation, the following level 3-Warning error message should be displayed on the Gross Pay Derivation Error Report.

DOS CODE INACTIVE. PAY CANNOT BE GENERATED USING INACTIVE DOS CODE

6.0 History Process

The history process should be modified to take into account the new structure of the DOS History Table.

7.0 Interface Files

There is an impact to the BCS Control File.

7.1 Corporate Interface Files

The BCSCCTL file, which is used in conjunction with Corporate Personnel System (CPS) data, should be updated to include the new Date Inactive DOS code attribute.

7.1.1 BCS Control File

The BCS Control File contains selected CTL tables. One of its logical tables is the DOS table, which receives monthly feeds from PPS. PPS should be modified so that the new Date Inactive attribute is included in this DOS table.

In addition, verification should be performed to insure that no other DOS code table fields are missing from this interface file.

8.0 Forms

UPAY 650 Form – modifications are needed to add the new Date Inactive field. See Attachments C and D for a suggested layout.

9.0 Reporting and Notification

The PPP0410 report, which lists the DOS Table, must be modified to include the new Date Inactive attribute. In addition, it is suggested that the report be modified to display “*I*” on the left side of the report for inactive DOS codes, in the same way that inactive GTN numbers are currently listed on the GTN listing. The “I” attribute should not be stored on the DOS Code Table, but should be defined based on the value of “Date Inactive” as follows: If “Date Inactive” is blank or initial values, then blank should be displayed; otherwise “*I*” should be displayed. See Attachment D for the modified report format.

Attachment A – Sample Help Screen for EDB2056 (DOS Code)

```
CTLDOS          Description of Service Codes          More: -

VTL  VOLUNTARY TERM-LUMP SUM
VTR  VOLUNTARY TERM-REG PAY
VTS  VOLUNTARY TERM SEVERANCE
WCN  WORKERS COMP REFUND
WCR  WORKERS COMP REFUND
WDF  WEEKEND SHIFT DIFF.
WOS  WITHOUT SALARY

      INACTIVE CODES          INACTIVE AS OF
XXX  INACTIVE DOS          03/09

Command ==> _
F1=Help  F2=EX help  F3=eXit  F4=copy  F6=move  F7=BKwd
F8=FWd  F12=Cancel
```


Attachment C – Revised UPAY 650 Form – Close-up of Modified area

PRE-PROC.		CALC RTN.		POST PROC.		CALC FACTOR				DATE INACTIVE										
58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	80
INDICATORS							INTERFACE CODES													
DIST PRT	PAY STAT	TM BEN	LV ASM	RNG ADJ	INS BEN		NSETC	TC	FCP DOS	NO WSP	SAB IND	MED	TOC IND	FLS IND	ACSR IND	FCSS IND				
58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	80

Attachment D – Revised DOS Code Table Listing (PPP0410)

PPPO410 /PPCTR10 /072803		UNIVERSITY OF CALIFORNIA-SYSTEMWIDE										Page No. 1										
RETN: See Rpts Disp Schedule/Dist.		Control File Maintenance										Run Date 02/25/09										
		Description of Service Table										Run Time 11:57:29										
SEQ	DESC	FULL DESCRIPTION	PAY TYP	TOT	-----SUBJECT GROSSES-----					PRE	CALC	POST	CALC	-OBJECT CDS-			-----INDICATORS-----					
NO.	SERV		CAT	HRS	FICA	UCRS	W.C.	PERS	U.I.	PROC	RTN	PROC	FACTOR	ACAD	STAFF	SSAL	FACU	PAY	TM	LV	RNG	INS
DOS	DATE	CHECK DESC	DIST	-----HOURS BALANCES-----					-----DOLLAR BALANCES-----					TOC	FLSA	CSER	SAB	MED	WSP	NSETC	FCP	
STR	INACTIVE		PRTY											IND	IND	IND	IND	CMP	XMT		TC	DOS
	PLN	PAY IN LIEU OF NOTICE PAY LIEU NTC	N 1	R	+	+	+	+	+	+	+	+	01-R	1000	1100			Y	Y	Y	Y	Y
	001	REGULAR PAY *I* 07/01/09 REGULAR	N 1	R	+	+	+	+	+	+	+	+	01-R	1000	1100			Y	Y	Y	Y	Y
	002	LSI LUMP SUM INCENTIVE LS INCENTIVE	A 4		+	S	+	S	+	+	+	+	03-A	1000	1100			N	N	N	N	N
	002	LSP LUMP SUM PAYMENT O S/T LUMP SUM PMT	A 4		+	S	+	S	+	+	+	+	03-A	1000	1100			N	N	N	N	N
	003	LSN LUMP SUM PAYMENT - N LUMP SUM PMT	A 4		+	S	+	S	N	N	+	+	03-A	1000	1100			N	N	N	N	N
	004	VAC VACATION LEAVE TAKEN VACATION LV	L 1	N	N	N	-	N	-	-	-	-	03 04	8931	8931			N	N	N	N	N
	006	SKL SICK LEAVE TAKEN SICK LEAVE	L 1	N	N	N	-	N	-	-	-	-	04 04	8931	8931			N	N	N	N	N
	007	ADJ JANUARY ADJUSTMENT JAN ADJ	N 3	R	+	+	+	+	N	N	+	+	01-R	1000	1100			N	N	N	N	N
	008	SDF SHIFT DIFFERENTIAL SHIFT DIFF	D 3	N	+	+	+	+	+	+	+	+	01-R		1100			N	N	N	Y	Y
																				S	8	AY