This is the second of three releases addressing Service Request 3086, which pertains to enhancements to the current leave accrual functions within the Payroll/Personnel System. For details of the system modifications, refer to the Leave Accrual Enhancement: Detail Design, dated August 8, 1988.

This second phase release updates the actual leave accrual process, primarily centered around program PPP390 and supporting programs. This release:

1. Defines new and revised Employee Data Base (EDB) data elements, per the detail design, both by updating the data element table itself, and by modifications to the EDB segment set descriptions, including the addition of new segment types.

2. Initializes individual employee EDB records as required by the revised Leave Accrual process.

3. Provides maintenance for the employee record Leave Plan History fields during normal File Maintenance processing.
4. Provides for revised Leave Accrual calculation during the gross pay derivation process where:
   a. Leave accrual rates and other necessary information are obtained from the new Leave
      Accrual and Leave Rate Tables added by Release 0356.
   b. Hours paid and leave accrual information is posted to FDB Leave Pay History data
      elements which permit automatic adjustment of leave accrual hours due to late pay, reduced
      pay, or additional pay for prior periods.
5. Places hours accrual information on the PAR for purposes of pay stub display, expense
   distribution, and month-end reporting.
6. Provides assistance in computing Terminal Vacation Pay for separating employees, if desired,
   so that the pay may include current vacation accrual.
7. Provides the ability to display leave accrual on the pay stub one month in arrears for monthly
   paid employees, if desired.

Other Service Requests

Four additional Service Requests are addressed, all or in part, by this release. They are:

Service Request 1442

Service Request 1442 is Phase II of Collective Bargaining Benefits Changes. To avoid having to
do repetitive releases of updates to the Data Element Table and the various FDB copy members,
changes to these areas for Service Request 1442 are being released at this time. Additionally, a new
program, PPBENUTL, is being released. This program handles the 'floating' benefits segments in
a fashion analogous to the way in which PPDEDUTL handles the 'floating' deduction segments.
In support of these new segments, minor modifications to programs PPP180 and PPP250 are also
being released at this time.

Service Request 1491

Service Request 1491 asked that the leave accrual processing be modified so that vacation lost due
to an employee exceeding maximum would not be shown as accrued, thereby forcing the beginning
period balance to be artificially adjusted in order for the display to balance.

Service Request 1396

This Service Request asked that the system be modified to accept RX transactions with a DOS code
of 'TRM' and a rate code of 'A'.

Service Request 1439

This Service Request asked that overtime no longer automatically be charged to sub 2, regardless
of the sub designated on the payroll transaction. Overtime charged to subs 0, 1, 3, 4, 6, and 9 is to
be charged to sub 2, while overtime charged to subs 2, 5, 7, and 8 should remain charged to the sub
designated on the payroll transaction.

Program Changes

For programs other than those specifically mentioned under Service Request 1442 above, please see
the General and Detail designs for descriptions of the modifications contained in this release.
Test Plan

A complete Test Plan and associated test results are provided with this release.

Control Table Updates

Test updates to all five tables being updated are provided in machine-readable form. The updates to the System Messages and Data Element Tables are also to be used for updating production tables. Forms for the System Messages and System Parameters Tables are included in the release package. Appropriate production values for the System Parameters, Leave Accrual, and Leave Rate Tables must be chosen by each campus. The test updates supplied for the System Parameter, Leave Accrual, and Leave Rate Tables must not be used to update production tables. Note that due to volume, forms for updating the Data Element Table are not included with the release package. A complete set of these forms is being sent to Payroll Managers by the Payroll Coordinator’s Office.

Installation Instructions

A complete set of Installation Instructions is provided with this release. It is strongly suggested that these Installation Instructions be read carefully by campus functional and technical staffs prior to beginning the installation of this release.

Production Considerations

There are several productions considerations related to the installation of this release:

1. Installation of the release requires execution of a one-time version of PPP120/USER12 (provided with the release).

2. Timing of release installation is critical, particularly for campuses already using Automated Leave Accrual. See Installation Instructions for details on the timing of installation for all campuses.

3. Due to a peculiarity in the editing process, when updating the Leave Rate Table, all Hourly Accrual Table transactions (codes ‘00’ through ‘99’) should be processed prior to processing any Hourly Factor Accrual (‘IFR’) transactions. The supplied test transactions are already in the proper order.

If there are any questions, please send electronic mail to ISGICW@UCCVMA, or call on (415)987-0516.

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