Service Request 10558
Peace Officer Addresses

Service Request 14277
Address Disclosure Indicators

Service Request 13794
Miscellaneous Edits

DETAIL DESIGN

Document Number DETAIL

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Information Systems & Computing
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Overview

The Payroll/Personnel System (PPS) currently maintains four address disclosure indicators with values of zero and “1” to mean disclose addresses (0) and withhold addresses (1). There is no provision for special handling of Peace Officer’s addresses which must by law not be disclosed.

Service Request 14277 (2/12/96) requests that the codes used for Disclosure Indicators be changed from 0 and 1 (for allow disclosure and prevent it, respectively) to "Y" and “N,” while maintaining a value of blank to mean never specified. All existing non-blank values on the Employee Data Base (EDB) need to be converted by a one-time program. It also requests that a temporary process be provided to allow campuses time to continue entering codes 0 and 1 until input forms are revised.

Service Request 10558 (9/22/93) requests that a mechanism be implemented in the Payroll Personnel System (PPS) by which all four Disclosure Indicators for employees with at least one current or future peace officer appointment will be set to “NO” to prevent disclosure to employee organizations, as required by law.

Service Request 13794 (10/5/94) requests a number of miscellaneous edit changes in the Employee Data Base (EDB) File Maintenance process. These are:
1. Replace multiple messages for Check Address errors with a single general message.
2. Replace multiple messages for Bond Owner Address errors with a single general message.
3. Produce an error message in the edit process when a rehired employee has a non-zero Sick Leave Balance as currently happens in the update process.
4. Remove edits for age 70 limits for hiring and retirement eligibility.
5. Remove programmed edits for Background Check Code since it duplicates range/value edits specified in the Data Element Table.
6. Remove programmed edits for Add/Delete/Change code for set transactions for Awards, Licenses, Background Checks, and Honors since they duplicate value edits specified in the Data Element Table.
7. Remove the edit of Award Number and replace it with a range edit in the Data Element Table to be consistent with other such usage.

Error Report 1367 states that error message 12-197 (Oath Date more than one year before Hire Date) will never be produced by existing program logic.

Error Report 1387 states that the employee count produced by PPP100 is sometimes too high.
Program Changes

PPDXPERS:

Program PPDXPERS produces the Personal Text block for all Employee Documents.

Changes:

Code which tests for address disclosure indicator values of “0” and “1” will be changed to test for “Y” and “N” instead.

PPEA002:

Program PPEA002 is the edit routine for prior service for a rehire. It currently includes code which produces error message 12-197 (Oath Sign Date too far in the past) which cannot be executed.

Changes:

Correct program logic so that message 12-197 will be produced when needed as requested in Error Report 1367.

Add a process to check for non-zero sick leave balances for re-hired employees for whom the Separation Date is earlier than the Hire Date, and issue error message 08-760 or 12-760 as appropriate.

PPEC101:

Program PPEC101 is the consistency edit routine for data related to the retirement system code.

Changes:

Code which prevents employees over age 70 from enrolling in retirement programs will be deleted so error message 08-122 will no longer be issued.

PPEC107:
Program PPEC107 is the consistency edit routine for Check Addresses.

PPEC107 currently edits the four parts of Check Address (Street Address, City, State, and Zip Code) separately and produces four separate error messages (08-093, 08-094, 08-095, and 08-096 respectively).

Changes:

Code will be changed to produce only revised error message 08-093 when one or more of the four components of Check Address fails the edit. Error messages 08-094, 08-095, and 08-096 will be deleted.

PPEC112:

Program PPEC112 is the consistency edit routine for date of employment.

PPEC112 currently produces warning message 08-099 when a newly-hired employee is over age 70.

Changes:

The edit for employee age over 70 will be deleted and error message 08-122 will be eliminated.

PPEC116:

Program PPEC116 is the consistency edit routine for US savings bonds.

PPEC116 currently edits the four parts of Bond Owner Address (Street Address, City, State, and Zip Code) separately and produces five separate error messages (08-176, 08-177, 08-178, 08-179, and 08-186).

Changes:

Code will be changed to produce only revised error message 08-176 when one or more of the four components of Bond Owner Address fails the edit. Error messages 08-177, 08-178, 08-179 and 08-186 will be deleted.

PPEC711:
Program PPEC711 is the consistency edit routine for Awards data.

PPEC711 currently edits the Add/Change/Delete indicator for Awards and produces error message 08-507 or 12-632 for invalid values. It also edits the Award Number for values 01 through 99 and produces error message 08-508 or 12-628.

Changes:

Since both these edits can be accomplished using the Data Element Table value or range edit specifications, the edits in PPEC711 are superfluous and should be removed along with the error messages.

Furthermore, when the wrong A/D/C code is used (such as trying to add an existing entry or to change one that does not exist), the program currently produces messages for the incorrect A/D/C code for a set transaction which are routed to the Financial Aid Office (for which they were originally created). New messages 08-296, 08-297, 12-296, and 12-297 which do NOT get routed to the Financial Aid Office should replace 08-285, 08-286, 12-285, and 12-286.

PPEC712:

Program PPEC712 is the consistency edit routine for Background Check data.

PPEC712 currently edits the Add/Change/Delete indicator for Background Check and produces error message 08-507 or 12-632 for invalid values. It also edits the Background Check Number for values 01 through 08 and produces error message 08-501 or 12-625.

Changes:

Since both these edits can be accomplished using the Data Element Table value or range edit specifications, the edits in PPEC712 are superfluous and should be removed along with the error messages. Since the existing messages for incorrect A/D/C code in a set transaction are directed to the Financial Aid Office, new messages 08-296, 08-297, 12-296, and 12-297 should replace them.

PPEC713:

Program PPEC713 is the consistency edit routine for Honors data.

PPEC713 currently edits the Add/Change/Delete indicator for Honors and produces error message
08-507 or 12-632 for invalid values.

Changes:
Since this edit can be accomplished using the Data Element Table value edit specification, the edit in PPEC713 is superfluous and should be removed along with the error messages. Since the existing messages for incorrect A/D/C code in a set transaction are directed to the Financial Aid Office, new messages 08-296, 08-297, 12-296, and 12-297 should replace them.

PPEC714:
Program PPEC714 is the consistency edit routine for License data.

PPEC714 currently edits the Add/Change/Delete indicator for Licenses and produces error message 08-507 or 12-632 for invalid values.

Changes:
Since this edit can be accomplished using the Data Element Table value edit specification, the edit in PPEC714 is superfluous and should be removed along with the error messages. Since the existing messages for incorrect A/D/C code in a set transaction are directed to the Financial Aid Office, new messages 08-296, 08-297, 12-296, and 12-297 should replace them.

PPEI147:
Program PPEI147 is a new program which will examine all Peace Officer Address Disclosure Indicators.

Peace Officers are to be identified by comparing the Title Code of every current and future appointment to the list of Peace Officer Title Codes defined in copy member CPWSXIDC. Appointments with any of these titles qualify as Peace Officer appointments if the Appointment End Date is neither before the current cycle date nor before the Appointment Begin Date.

If any of the four address disclosure indicators for employees selected as Peace Officers is other than “NO,” issue message 08-078 or 12-078 as appropriate.

When PPEI147 is called for implied maintenance, change the disclosure indicators on the PPPPER table to “NO” as needed, set the LAST-CHG-DATE to the current date from the System Control Record, and produce the Employee Change File record which reports the old and new values.
PPEI402:

Program PPEI402 is the implied maintenance unconditional EDB maintenance routine. It currently edits the Sick Leave balance for rehired employees and issues warning message 12-760 when a non-zero balance is found.

Changes:

Remove the edit for Sick Leave Balance and error message 12-760. (It will be placed in PPEA002 instead.)

Add a temporary process to change entered values of 0 and 1 for any of the four address disclosure indicators (EDB0211, EDB0212, EDB0213, and EDB0214) to Y and N, respectively to allow continued use of 0 and 1 until all campus forms have been revised.

PPP100:

Program PPP100 produces the turnaround reports for file maintenance. It currently produces an incorrect employee count in some cases.

Changes:

Correct the logic which adds employees so it will be correct in all circumstances by moving it from the output process (where multiple reports may be written) to the input process (where each employee is read from the error file only once).

PPP711:

Program PPP711 produces the extract file for the Corporate Personnel System. It currently tests the Employee Organization Disclosure Code for “1.”

Changes:

The test for Employee Organization Disclosure Code will be changed from testing for “1” to testing for “N.”

PPP780:
Program PPP780 produces reports for Collective Bargaining organizations. It currently tests the Employee Organization Disclosure Code for “0.”

Changes:

The test for Employee Organization Disclosure Code will be changed from testing for “0” to testing for “Y.”

PPP790:

Program PPP790 produces reports for the California Nurses Association. It currently tests the Employee Organization Disclosure Code for “0” or “1.”

Changes:

The tests for Employee Organization Disclosure Code will be changed from testing for “0” to testing for “Y” and from testing for “1” to testing for “N.”

PPWIPER:

PPWIPER is the screen processor for the Personal Data (IPER) screen.

Changes:

The tests for all four address disclosure indicators will be changed from testing for “0” to testing for “Y” and from testing for “1” to testing for “N.”

PPOTRRRR:

PPOTRRRR will be a one-time program to change all Address Disclosure Indicators from ‘1’ to ‘N’ and to change all other non-blank values except ‘N’ to “Y.”

The program should also identify Peace Officers as defined in the description of program PPEI147 above, and force all their Disclosure Indicators to “N.” Any such Peace Officer Disclosure Indicator change should be reported in name order within Home Department. See Attachment A for a report layout.
Copy Library Changes

CPWSW88S:
Copy member CPWSW88S is used to contain a variety of 88-level definitions

Changes:
Delete the 88-level entries for Address Disclosure indicators which are now erroneous. They are not used in PPS.

CPWSXIDC:
Copy member CPWSXIDC contains many Installation Constants used throughout PPS.

Changes:
Add an 88-level entry under existing data definition ASSISTANT-PROFESSOR-TITLES specifying Peace Officer Title Codes as those with values 5323, 5313, 5312, 0479, 0478, 0121, and 0092.
INCLUDE Changes

PPPV780A:

This Include member declares the Create Table for View PPPV780A_PERPAY for a selected set of columns in the PPPPER and PPPPAY tables.

Changes:

The 88-level entries for Address Disclosure indicators will be deleted. They are not used in PPS. To clean up this member, the other unused 88-level entries will be deleted also.
Forms Changes

Payroll Maintenance Worksheet - II (UPAY640B):

The Employee Organization Disclosure Indicator will be added to the form for transaction P5 in column 57.

See Attachment B for a form sample.

Personal Data Form (UPAY544):

The “base” version of the PDF will be changed to reflect the new Yes/No (Y/N) values used for the Address Disclosure Indicators. Since each campus has its own local version of the PDF, it will be up to each campus to modify its own local version of the form on its regular forms ordering schedule.

When the version of the form in use at the campus is updated, the legal values “0” and “1” should be deleted for data elements EDB0211, EDB0212, EDB0213, and EDB0214.
Table Updates

System Messages Table (PPPMGS):

Delete the following obsolete messages: 08-094, 08-095, 08-096, 08-099, 08-122, 08-177, 08-178, 08-179, 08-186, 08-501, 08-507, 08-508, 12-625, 12-628, and 12-632.

Change the following messages:

08-093 INCOMPLETE CHECK ADDRESS INFORMATION
   Severity should be Employee Reject (7) in both on-line and batch
   Turnaround flag should be “yes”

08-114 Severity should be Employee Reject (7) in both on-line and batch

08-176 INCOMPLETE BOND-OWNER ADDRESS
   Severity should be Employee Reject (7) in both on-line and batch
   Turnaround flag should be “yes”

Add the following messages:

08-078 PEACE OFFICER DISCLOSURE CODES WILL BE SET TO “NO”
   Severity should be Data Override (4) in both on-line and batch
   No turnaround is possible.

08-760 REHIRE AFTER SEPARATION--SICK LEAVE BALANCE PRESENT
   Severity should be Warning (3) in both on-line and batch
   No turnaround is wanted.

12-078 PEACE OFFICER DISCLOSURE CODES WILL BE SET TO “NO”
   Severity should be Data Override (4) in both on-line and batch
   No turnaround is possible.

Processing Group Table (PPPPGT)

Add entries for new routine 147 as sequence 1300 in processing group 8 for program 08 and
sequence 1300 in processing group 7 for program 12. The first entry is for consistency routine 147 triggered by itself; the second is for implied maintenance routine 147 triggered by itself.

**Routine Description Table (PPPRTD)**

Add entries for consistency routine 147 and implied maintenance routine 147 both pointing to program PPEI147. The effective date and start date can both be set to Feb. 1, 1996 and the end date to Dec. 31, 9999. The status should be set to “Active.”

**Data Element Table (PPPDET)**

Modify the following Data Element entries as shown:

0211 - Home Address Disclosure Indicator - for both the blank and P5 card type entries, change the value edit to allow 0, 1, Y and N. Add consistency edit routine 147 and implied maintenance routine 147.

0212 - Home Phone Disclosure Indicator - for both the blank and P5 card type entries, change the value edit to allow 0, 1, Y and N. Add consistency edit routine 147 and implied maintenance routine 147.

0213 - Spouse Name Disclosure Indicator - for both the blank and P5 card type entries, change the value edit to allow 0, 1, Y and N. Add consistency edit routine 147 and implied maintenance routine 147.

0214 - Employee Organization Disclosure Code - for both the blank and P5 card type entries, change the value edit to allow 0, 1, Y and N. Add consistency edit routine 147 and implied maintenance routine 147.

0715 - Honors A/D/C code - for both the blank and HO card type entries, add value edit to allow A, C, and D.

0716 - Background Check A/D/C code - for both the blank and BK card type entries, add value edit to allow A, C, and D.

0717 - License A/D/C code - for both the blank and LI card type entries, add value edit to allow A, C, and D.

0740 - Background Check Type - for both the blank and BK card type entries, add range edit to
allow 01 through 08.
0742 - Award Number - for both the blank and AW card type entries, add range edit to allow 01 through 99.

0747 - Award A/D/C code - for both the blank and AW card type entries, add value edit to allow A, C, and D.

2002 - Appointment Begin Date - for card type 10 entry, add consistency edit routine 147 and implied maintenance routine 147, and delete unnecessary implied maintenance routine 054

2003 - Appointment End Date - for card type 10 entry, add consistency edit routine 147 and implied maintenance routine 147, and delete unnecessary implied maintenance routine 054

2006 - Title Code - for card type 10 entry, add consistency edit routine 147 and implied maintenance routine 147

Repeat the last three for appointments 20 through 90 with corresponding data element numbers.
Attachments

Attachment A  Sample Peace Officer Address Disclosure Changes report
Attachment B  Sample Payroll Maintenance Worksheet UPAY640B Form