SERVICE REQUEST 14266 - (SALARY BASE DERIVATION)
SERVICE REQUEST 14273 - (403(b) MAXIMUM ANNUAL CONTRIBUTION (MAC))
SERVICE REQUEST 14280 - (403(B) CHANGES)
SERVICE REQUEST 14281 - (IVR CHANGES)
DETAILED DESIGN

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Introduction

Service Request 14266

Currently, the salary base values for Employee-Paid Disability (EPD) and Employee-Paid Group Life Insurance (GLI) must be manually calculated when an employee enrolls in EPD or GLI.

Service Request 14266 asks that the Payroll/Personnel System automatically derive the salary base values for Employee-Paid Disability (EPD) and Employee-Paid Group Life (GLI) Insurance for those employees eligible for the EPD and/or GLI Plans, but who are not currently enrolled in EPD and/or GLI Plans.

Service Request 14273

Once each year beginning in the year 1996, UCOP Benefits will calculate each employee's Tax Deferred 403(b) Maximum Annual Contribution (MA) amount. The amount will be stored in a corporate database and will be available to UCOP Benefits staff involved in counselling employees and monitoring compliance with federal regulations in regard to tax deferred contributions.

After each employee's Tax Deferred 403(b) Maximum Annual Contribution has been calculated by UCOP Benefits, a file of X1 transactions (containing 403(b) Maximum Annual Contribution amounts only) will be passed to the Payroll/Personnel System for updating each appropriate employee's existing 403(b) Limit field (EDB 6xxxU, where xxx is defined in CPWSXIC2) via the EDB File Maintenance Process.

In addition, each employee's existing annual 403(b) MAC amount on the Payroll/Personnel System (PPS) will enable the Compute to "cap" an employee's yearly contribution to 403(b). Since UCOP Benefits already has employees' 403(b) MAC amounts stored in its own database, it is not necessary for PPS to generate UCRS Interface File Change records for UCRS when the only change to be reported are the annual 403(b) MAC amounts.

UCOP Benefits has asked that a mechanism be developed to prevent the generation of UCRS Interface File Change records to UCRS when the only change to be reported is the result of the mass update of 403(b) MAC amounts from UCOP Benefits.

An addendum to Service Request 14273 ask that a third report be written. This report should contain a list of non-separated employees on the UCRS History file for whom no 403(b) MAC amount was calculated.

Service Request 14280
As part of the ongoing project to improve University of California adherence to Internal Revenue Code (IRC) regulations regarding 403(b) plans, UCOP Benefits has requested the following changes to Payroll Personnel System (PPS) processing of 403(b) data:

1. The 403(b) default value in System Parameter number 21 should be set to zero. Thus, employees who do not have an individual 403(b) Maximum Annual Contribution (MAC) amount established on their employee record are not allowed to make 403(b) deductions.

2. Whenever a change is made to the total 403(b) deduction amount for the employee, the 403(b) Change Date (EDB 0279) should be set to the actual current date.

3. The message severity of messages 08-325 and 12-345 (CHANGE TO 403(B) TOTAL WITHIN CURRENT CALENDAR YEAR) should be upgraded to a severity level of 7 (Employee Reject) in both batch and on-line.

4. A new screen should be developed to allow the Central Office to reset the 403(b) Change Date (EDB 0279).

5. The Periodic Monthly Maintenance Process should be modified to de-enroll all 403(b) plan deductions for an employee who has separated (EDB 0144 = 'S') from University employment, and does not have a Separation Reason Code (EDB 0141) of 'BA' (Grant/Contract Expiration) and 'BB' (Appointment Expiration).

6. The employee's 403(b) Maximum Annual Contribution amount is displayed on the Benefits Document to Employees in the 'Retirement and Savings Information' section of both the Summary of Retirement and Savings Program Information and the Summary of UC Benefits Enrollment documents.

   The text displayed prior to the employee's 403(b) Maximum Annual Contribution amount should be changed to 'Your 403(b) maximum annual contribution limit is '

**Service Request 14281**

It is asked that changes be made in the IVR Extract process to include the retention of Inactive employees on the IVR database for a specified period of time, the addition of 10 data elements to the IVR Employee History Record, and modifications such that Group Life Insurance and Employee-Paid Disability salary bases are carried on the IVR Employee History Record regardless of whether the employee is enrolled in those programs or not. Refer to the Detailed Design for further details of these changes.
Differences from Requirements Definition

- Analysis of the original requirements in Service Request 14266 has resulted in the following changes to the requirements:

1. A change to the Appointment Begin Date and/or Appointment End Date will not trigger the EPD/GLI Salary Base derivation process.

2. The requirement to issue messages 'EPD SALARY BASE COULD NOT BE DERIVED' and 'GLI SALARY BASE COULD NOT BE DERIVED' in the EDB File Maintenance Process is withdrawn.

- Analysis of the original requirements in Service Request 14266 has resulted in the following additions to the requirements:

3. A change to the EPD Waiting Period (EDB 0231), GLI Plan Code (EDB 0276), and the BELI Indicator (EDB 0360) value will also trigger the EPD/GLI Salary Base derivation process.

4. If the derivation of the GLI Salary Base is triggered, the GLI Salary Base will also be derived for a GLI Plan Code of 'F'.

5. A One-time program will be written to derive the salary base values for EPD and GLI for those employees eligible for the EPD and/or GLI Plans, but who are not enrolled in EPD and/or GLI.

6. If an employee's distribution(s) expires or becomes active during Periodic Monthly Maintenance, it should trigger the rederivation of the employee's EPD Salary Base and/or GLI Salary Base.
Overview

Service Request 14266

The following items will be changed:

1. One-time
   a. A one-time program will be written to derive the EPD Salary Base and GLI Salary Base for those employees eligible for the EPD and/or GLI Plans, but who are not enrolled in EPD and/or GLI Plans.
   b. One-time bind statements will be created for PPOT1061

2. Program Changes
   a. PPCB01
   b. PPEC104
   c. PPEC106
   d. PPEI720 (New)
   e. PPNTBENE
   f. PPNTTRG
   g. PPWEINS
   h. PPWIINS
   i. PPWIINP

3. Copymember Change
   a. CPWSXCB1

4. Control Table Updates
   a. System Messages Table
   b. Data Element Table
   c. Processing Group Table
   d. Routine Definition Table
Service Request 14273

Currently, each monthly run of PPI740 compares the values of data elements from the EDB with the values of the equivalent data elements in the monthly UCRS History file created from the previous monthly run of PPI740.

A mechanism is required to prevent an UCRS Interface File Change record from being created for each employee when a 403(b) MAC amount is the only change made to the employee's record, while allowing the reporting of other changes to occur in the usual way.

A new yearly process will be developed to use the same X1 Transactions File containing annual 403(b) MAC amounts that UCOP Benefits provided for updating the EDB to also directly update the previous month's UCRS History file. The value of the annual 403(b) MAC amount on each X1 transaction will be used to update the value of the 403(b) MAC amount field on the UCRS History record. Thus, the updated previous month's UCRS History file will be passed to PPI740. When PPI740 compares the two amounts at the end of the month, it will not detect a difference between the EDB value and the UCRS History record value. This would prevent an UCRS Interface Change record from being created unless a change to other employee data had also been made during the month. An error report and a control totals report will be produced by this yearly process.

Four reports will be written. They are as follows:

1. Control Totals report (See Attachment 2).
2. Employees with calculated 403(b) MAC amounts on the X1 Transactions File who couldn't be matched to the UCRS History File (See Attachment 3).
3. Employees on the UCRS History File who couldn't be matched to the X1 Transactions File (See Attachment 4).
4. Standard Error Report (See Attachment 5).

In addition, the default 403(b) maximum annual limit value in System Parameter Number 21 will be set to zero. Thus, If an employee has no 403(b) Maximum Annual Contribution (MAC) value stored on the EDB, the Compute will use the default value of zero from System Parameter Number 21 as the 403(b) Maximum Annual Contribution value, and will block that employee from 403(b) participation.

Service Request 14280

The following items will be changed:

1. Bind member
Final

a. Bind statement will be created for new screen processor program PPWECEN.

2. Map member
   a. PPECEN0 will be created for the new Central Office screen.

3. Program Changes
   a. PPDXRETS
   b. PPEG001
   c. PPEM140
   d. PPWECEN (new)
   e. UCWFMNU

4. Control Table (CTL) Updates
   a. System Messages Table
   b. System Parameters Table
   c. Processing Group Table
   d. Routine Definition Table

5. Process Control Database (PCD) Updates
   a. UC0CFN Table
   b. UC0MNU Tables

Service Request 14281

The following items will be changed:

1. Bind member changes
   a. PPIIVR - Program PPPRMUT2 will be added to the member list.

2. Copylib member changes
   a. CPWSIVRD
   b. CPWSIVRE
   c. CPWSIVRG
3. **Program Change**
   a. PPIIVR

4. **Control Table (CTL) Updates**
   a. System Messages Table
   b. System Parameters Table
Service Request 14266

Bind Member

• PPOT1061

One-time bind statement for PPOT1061 will created.

Copymember Change

• CPWSXCB1

A Salary Base Rederivation Flag will be added to CPWSXCB1. It will be used in program PPEI720 to determine if the employee's EPD Salary Base and GLI Salary Base should be rederived during Periodic Monthly Maintenance only.

Program Changes

• PPCB01

▲ Currently, existing logic sets the various Rederivation Flags to ON when an employee's distribution(s) has expired in the previous month, or an employee's distribution(s) becomes active in the current month. The Salary Base Rederivation Flag will also be set to ON when an employee's distribution(s) has expired in the previous month, or an employee's distribution(s) becomes active in the current month.

• PPEC104 (GLI)

▲ Program PPEC104 will be changed to issue message 08-087 'LIFE INSURANCE PLAN INFORMATION INCOMPLETE' with a severity level of '7' (Employee Reject) for the following combinations:
Thus, the only valid combinations which will **not** trigger message 08-087 are the following:

<table>
<thead>
<tr>
<th>Life Insurance Plan Code</th>
<th>Salary Base</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes (1, 2, 3, 4, F)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Yes (1, 2, 3, 4)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Yes (1, 2, 3, 4)</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

• **PPEC106 (EPD)**

  Program PPEC106 will be changed to issue message 08-188 *'EMPLOYEE-PAID DISABILITY INFORMATION INCOMPLETE'* with a severity level of '7' (Employee Reject) for the following combinations:

<table>
<thead>
<tr>
<th>EPD Wait Period</th>
<th>Salary Base</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes (007, 030, 180)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Yes (007, 030, 180)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>No (000)</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Thus, the only valid combinations which will not trigger message 08-188 are the following:

<table>
<thead>
<tr>
<th>EPD Wait Period</th>
<th>Salary Base</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No (000)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Yes (007, 030, 180)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- **PPEI720 (new)**

The majority of the codes in program PPEI720 will be cloned from existing program PPP570.

- Program PPEI720 will be triggered in the EDB File Maintenance Process when a change in value is made to

  - one or more of the following items:

    a. Distribution of Service Code (DOS) (EDB 2056)
    b. Distribution Pay Begin Date (EDB 2053)
    c. Distribution Pay End Date (EDB 2054)
    d. Distribution Pay Rate (EDB 2055)
    e. Assigned BELI (EDB 0360)
    f. EPD Waiting Period (EDB 0231)
    g. GLI Plan Code (EDB 0276)

- **Employee level selection:**

  - An employee is selected if:

    a. The Employee Status (EDB 0144) is not equal to 'S' (separated)
Final

**EPD Eligibility/GLI Eligibility**

- If the Assigned BELI (EDB 0360) is equal to '1' *(and)*
  the Employee-Paid Disability Waiting Period (EDB 0231) is equal to '000' (not enrolled) *(OR)*

  the Assigned BELI (EDB 0360) is equal to '1', '2', or '3' *(and)*
  the GLI Plan Code (EDB 0276) is blank or 'F' (not enrolled, or Flat coverage), sections *Active/Future Distribution(s)* and *Annual Salary Total Calculation* will be performed.

**Active/Future Distribution(s)**

- Each distribution on the existing Distribution Array will be searched for any active or all future distribution(s).
  
  a. *If EDB File Maintenance*,

    A distribution will be considered active if the Distribution Begin Date is less than or equal to today's date, and the Distribution End Date is greater than or equal to today's date. If at least one distribution is found to be active on the existing Distribution Array, the Distribution Active Flag will be set.

    If no active distributions are found, a distribution will be considered future if the Distribution Begin Date and Distribution End Date are greater than today's date. The earliest Pay Begin Date on a future distribution will be saved.

  b. *If Periodic Monthly Maintenance*,

    A distribution will be considered active if the Year and Month on the Distribution Begin Date is less than or equal to the Year and Month on the End of Month Date, and the Year and Month on the Distribution End Date is greater than or equal to the Year and Month on the End of Month Date. If at least one distribution is found to be active on the existing Distribution Array, the Distribution Active Flag will be set.

    If no active distributions are found, a distribution will be considered future if the Year and Month on the Distribution Begin Date and Distribution End Date are greater than the Year and Month on the End of Month Date. The Earliest Pay Begin Date on a future distribution will be saved.

**Annual Salary Total Calculation**
Each distribution on the existing Distribution Array will be searched and selected:

a. If the Distribution Active Flag is set ON:

  **If EDB File Maintenance, (and)**

  the Distribution Begin is less than or equal to today's date and the Distribution End Date is greater than or equal to today's date, the distribution is selected,

  **Otherwise:**

  If a Distribution Begin Date on a future distribution is equal to the Saved Earliest Distribution Begin Date, the distribution is selected,

  **If Periodic Monthly Maintenance, (and)**

  the Year and Month on the Distribution Begin is less than or equal to the Year and Month on the End of Month Date and the Year and Month on the Distribution Pay End Date is greater than or equal to the Year and Month on the End of Month Date, the distribution is selected,

  **Otherwise:**

  If a Distribution Begin Date on a future distribution is equal to the Saved Earliest Distribution Begin Date, the distribution is selected,

  **(And)**

b. the DOS code on the distribution is associated with insurance benefits (Insurance Benefits Indicator = 'Y') **(And)**

c. the Distribution attribute is one of the following:

  **Regular Payments**

  Pay Category = 'N' (Regular) AND Hours Code = 'R' (Regular) **(OR)**
  Pay Category = 'S' (Suspense) AND Time Code = '1' (Regular)

  **Add-on Payments**

  Pay Category = 'N' (Regular) AND Hours Code = blank (Hours not applicable) **(OR)**
  Pay Category = 'S' (Suspense) AND Time Code = '9' (By Agreement)

  **Shift Differential Payments**

  Pay Category = 'D' (Differential)
Final

**OR**

Pay Category = 'S' (Suspense) AND Time Code = '8' (Regular at other than regular rate)

- Accumulate Annual Salary Total:
  
  If the distribution is selected,

  a. The Distribution Pay Rate will be multiplied by the appropriate Multiplier (determined by the Distribution's Rate Code and Pay Schedule) to get the **Annual Distribution Pay Amount**.

  b. If the Distribution attribute is:

     **Regular Payment**

     The highest calculated Annual Distribution Pay Amount will be moved to the Annual Regular Salary Total.

     **Add-on Payment**

     The calculated Annual Distribution Pay Amount is added to the Annual Add-on Total.

     **Shift Differential Payment**

     The highest calculated Annual Distribution Pay Amount will be moved to the Annual Differential Total.

- After all distribution(s) have been processed on the existing Distribution Array for an employee, the Annual Salary Total will be calculated as follows:

  **Annual Salary Total** = Annual Regular Salary Total  
  + Annual Add-on Total  
  + Annual Differential Total

- **EPD Salary Base Derivation**

  If the Assigned BELI (EDB 0360) is equal to '1' **(and)** the Employee-Paid Disability Waiting Period (EDB 0231) is equal to '000' (not enrolled)

  a. The Monthly EPD Salary Base will be derived by dividing the Annual Salary Total **(Ref to section Annual Salary Calculation)** by 12. If a remainder exists, the Monthly EPD Salary Base will be rounded up to the next whole number.
Final

- **GLI Salary Base Derivation**

  If the Assigned BELI (EDB 0360) is equal to ‘1’, ‘2’, or ‘3’ (and) the GLI Plan Code (EDB 0276) is blank or ‘F’ (not enrolled, or Flat coverage),

  a. The Annual GLI Salary Base will be derived by dividing the Annual Salary Total (Refer to section Annual Salary Total Calculation) by 1000. If a remainder exists, the Annual GLI Salary Base will be rounded up to the next whole number.

- **PPNTTRG (PAN Notification Trigger)**

  ▲ Program PPNTTRG will be modified to **not** trigger the PAN Notification event, **BENE**, when:

    a. the employee's EPD Waiting Period equals '000' (not enrolled), and a change has been made to the employee's EPD Salary Base, and no other values have changed on the employee's Benefits record **(OR)**

    b. the employee's GLI Plan Code equals 'F' or blank (not enrolled or Flat coverage), and a change has been made to the employee's GLI Salary Base, no other values have changed on the employee's Benefits record.

- **PPNTBENE (PAN Notification Event)**

  ▲ Program PPNTBENE will be modified to replace the display of the literal 'days' with the literal '<NONE>', when an employee is not enrolled in EPD (EPD Waiting Period = '000').

- **PPWEINS (Insurance)**

  ▲ Program PPWEINS will be modified as follows:

    a. A blank Salary Base for GLI will be displayed on the EINS screen for a GLI Plan Code of 'F (Flat)'

- **PPWIINP (Insurance)**

  ▲ Program PPWIINP will be modified as follows:

    a. The literal 'X annual' will **not** be displayed on the IINP screen when an employee is not enrolled in GLI (a blank GLI Plan Code).

    b. A blank Salary Base for GLI will be displayed on the IINP screen for a GLI Plan Code of 'F (Flat)'
Final

• **PPWIINS (Insurance - Departmental)**

  ▲ Program PPWIINS will be modified as follows:

  a. The literal 'X annual' will **not** be displayed on the IINS screen when an employee is not enrolled in GLI (a blank GLI Plan Code).

  b. A blank Salary Base for GLI will be displayed on the IINS screen for a GLI Plan Code of 'F (Flat)'

**One-Time Program**

• **PPOT1061**

  The requirements for deriving the one-time EPD Salary Base and GLI Salary Base values will be similar to the requirements for deriving the EPD Salary Base and GLI Salary Base values in program PPEI720.

  ▲ **Employee level selection:**

  ■ An Employee is selected if:

  a. The Employee Status (EDB 0144) is not equal to 'S' (separated)

  **EPD Eligibility/GLI Eligibility**

  ■ If the Assigned BELI (EDB 0360) is equal to ‘1’ (**and**

  the Employee-Paid Disability Waiting Period (EDB 0231) is equal to '000' (not enrolled)

  **(OR)**

  the Assigned BELI (EDB 0360) is equal to '1', '2', or '3' (**and**

  the GLI Plan Code (EDB 0276) is blank or 'F' (not enrolled or Flat coverage),

  sections **Active/Future Distribution(s)** and **Annual Salary Total Calculation** will be performed.

  ▲ **Active/Future Distribution(s)**

  ■ Each distribution on the existing Distribution Array will be searched for any active or future distribution(s).

  a. A distribution will be considered active if the Distribution Begin Date is less than or equal to today's date, and the Distribution End Date is greater than or equal to today's date. If at least one
Final distribution is found to be active on the existing Distribution Array, the Distribution Active Flag will be set.

b. If no active distributions are found, a distribution will be considered future if the Distribution Begin Date is greater than today's date. The Distribution Begin Date on a future distribution will be saved.

▲ Annual Salary Total Calculation

- Each distribution on the existing Distribution Array will be searched and selected:
  a. If the Distribution Active Flag is set ON:

     If the Distribution Begin is less than or equal to today's date and the Distribution End Date is greater than or equal to today's date, the distribution is selected,

     Otherwise:

     If a Distribution Begin Date on a future distribution is equal to the Saved Earliest Distribution Begin Date, the distribution is selected,

     (And)

     b. the DOS code on the distribution is associated with insurance benefits (Insurance Benefit Indicator = 'Y')

     (And)

     c. the Distribution attribute is one of the following:

     Regular Payments

     Pay Category = 'N' (Regular) AND Hours Code = 'R' (Regular)
     (OR)
     Pay Category = 'S' (Suspense) AND Time Code = '1' (Regular)

     Add-on Payments

     Pay Category = 'N' (Regular) AND Hours Code = blank (Hours not applicable)
     (OR)
     Pay Category = 'S' (Suspense) AND Time Code = '9' (By Agreement)

     Shift Differential Payments

     Pay Category = 'D' (Differential)
     (OR)
     Pay Category = 'S' (Suspense) AND Time Code = '8' (Regular at other than regular rate)
Final

Accumulate Annual Salary Total:

If the distribution is selected,

a. The Distribution Pay Rate will be multiplied by the appropriate Multiplier (determined by the Distribution’s Rate Code and Pay Schedule) to get the Annual Distribution Pay Amount.

b. If the Distribution attribute is:

- **Regular Payment**
  
  The highest calculated Annual Distribution Pay Amount will be moved to the Annual Regular Salary Total.

- **Add-on Payment**
  
  The calculated Annual Distribution Pay Amount is added to the Annual Add-on Total.

- **Shift Differential Payment**
  
  The highest calculated Annual Distribution Pay Amount is moved to the Annual Differential Total.

After all distribution(s) have been processed on the existing Distribution Array for an employee, the Annual Salary Total will be calculated as follows:

\[
\text{Annual Salary Total} = \text{Annual Regular Salary Total} + \text{Annual Add-on Total} + \text{Annual Differential Total}
\]

**EPD Salary Base Derivation**

If the Assigned BELI (EDB 0360) is equal to '1' (and) the Employee-Paid Disability Waiting Period (EDB 0231) is equal to '000' (not enrolled)

a. The Monthly EPD Salary Base will be derived by dividing the Annual Salary Total (Refer to section Annual Salary Calculation) by 12. If a remainder exists, the Monthly EPD Salary Base will be rounded up to the next whole number.

**GLI Salary Base Derivation**

If the Assigned BELI (EDB 0360) is equal to '1', '2', or '3' (and) the GLI Plan Code (EDB 0276) is blank or 'F' (not enrolled or Flat coverage).

a. The Annual GLI Salary Base will be derived by dividing the Annual Salary Total (Refer
to section *Annual Salary Total Calculation* by 1000. If a remainder exists, the Annual GLI Salary Base will be rounded up to the next whole number.

- **Employee Benefits Record**
  - If the Assigned BELI (EDB 0360) is equal to '1' *(and)*
    - the Employee-Paid Disability Waiting Period (EDB 0231) is equal to '000' (not enrolled)
      - a. The EPD Salary Base will be updated with the derived EPD Salary Base.
  - If the Assigned BELI (EDB 0360) is equal to '1', '2', or '3' *(and)*
    - the GLI Plan Code (EDB 0276) is blank or 'F' (not enrolled or Flat coverage),
      - a. The annual GLI Salary Base will be updated with the derived GLI Salary Base.

- **An Employee Change Record will be written.**

**Control Table Updates**

- **System Messages Table**
  - The batch severity level of the following messages will be changed from a severity level of '3' (Warning) to a severity level of '7' (Employee Reject):
    1. Message 08-087
    2. Message 08-188

- **Data Element Table**
  - Implied Maintenance Trigger 720 for module PPEI720 will be added to the following data elements:
    1. Assigned BELI (EDB 0360)
    2. EPD Waiting Period (EDB 0231)
    3. GLI Plan Code (EDB 0276)
    4. Data element numbers associated with Distribution Pay Period Begin Date (i.e., EDB 2053)
    5. Data element numbers associated with Distribution Pay Period End Date (i.e., EDB 2054)
6. Data element numbers associated with Distribution Pay Rate (i.e., EDB 2055)

7. Data element numbers associated with Description of Service (DOS) Code (i.e., EDB 2056).

- **Routine Definition Table**
  - Module PPEI720 will be added to the Routine Definition Table as Routine Type I and Routine Number 720.

- **Processing Group Table**
  - Routine Type I and Routine Number 720 will be added to existing Processing Group 008 for Program ID 08. It will have one trigger Type I and Sequence Number 1035. This will cause PPEI720 to be executed by USER08 when any of the triggers shown above are set (i.e whenever one of the data elements is changed).
  - Routine Type I and Routine Number 720 will be added to existing Processing Group 007 for Program ID 12. It will have one trigger Type I and Sequence Number 0035. This will cause PPEI720 to be executed by USER12 when any of the triggers shown above are set (i.e whenever one of the data elements is changed).
  - Routine Type I and Routine Number 720 will be added to existing Processing Group 011 with a Sequence Number of 2008 for Program ID 13. The Unconditional Indicator value of 'Y' will cause PPEI720 to execute unconditionally in PPP130.

- **Code Translation Table**
  - The literal 'Flat Coverage' for EDB 0276 will be changed to 'Flat Cov'.
Service Request 14273

Bind Member

- PPI739 (new)

  Bind statement for PPI739 will be created.

Copymember Change

- CPWSXIC2

  A value of 20 will be added to the list of System Parameter Pointers.

Forms

- UPAY868 (new)

  This Program Run Specification form will be used to request the appropriate UCRS History file by entering the date in the format of MM DD YY. Refer to Attachment 1 for a sample.

  The input UCRS History Date will be compared against the date recorded on the UCRS Control record (first record on the UCRS History File).

Program Changes

- PPI739 (new)

  Inputs:

  - The following input files will be read:
    - The Specification record will be read (See Attachment 1 for record format).
The X1 Transactions File provided by UCOP Benefits for updating the EDB via the EDB File the Maintenance Process will be read. If the X1 transactions are not in Employee ID order, message 'X1 TRANSACTIONS NOT IN EMPLOYEE ID ORDER' will be issued.

A count of the number of X1 transaction records read will be accumulated.

The previous month's UCRS History file will be read.

Process:

- **Edit Specification record:**
  - If the Specification record is missing, message 'MISSING SPECIFICATION CARD' will be issued.
  - If the input Specification Identifier is invalid, message 'INVALID SPECIFICATION IDENTIFIER' will be issued.
  - If the input History Date on the Specification record is not numeric or invalid, message 'DATE SPECIFIED ON SPEC CARD NOT NUMERIC OR INVALID' will be issued.

- **Process UCRS History Control record:**
  - If the first record on the UCRS History File is not a control record, message 'MISSING UCRS HISTORY CONTROL RECORD' will be issued.
  - If the UCRS History File is empty, message 'EMPTY UCRS HISTORY FILE' will be issued.
  - The input UCRS History Date entered on the Specification record will be compared to the UCRS History Control record. If the input date does not match the date on the UCRS History Control record, message 'DATE ON SPEC CARD NOT EQUAL TO DATE ON UCRS HIST CNTL REC' will be issued.

- **Process Batch Header record:**
  - If a Batch Header record is present on the X1 Transactions File, the batch header record will be bypassed.
  - If the X1 Transactions File is empty, message 'NO X1 TRANSACTIONS EXIST ON THE FILE' will be issued.

- **Process each X1 Transaction record and UCRS History record:**
Final

- **Edit X1 transaction:**

  1. If the 403(b) MAC amount in the first set of fields on the X1 transaction record is not numeric, message ‘*403(b) MAC AMOUNT NOT NUMERIC*’ will be issued.

  2. If the data element number on the X1 transaction is not the same data element number defined in CPWSXIC2, message '*ELEMENT NUM ON X1 NOT ASSOCIATED WITH 403(b) ANNUAL CONTR LIMIT*' will be issued.

- **Match Employee ID:**

  1. If the Employee ID on the X1 transaction record matches an Employee ID on the UCRS History File:

     if the first position of the 403(b) MAC amount in the first set of fields on the X1 transaction record contains an asterisk '*', a value of zero will be moved to the 403(b) MAC field on the employee's UCRS History record.

     (ELSE)

     the 403(b) MAC amount will be moved to the 403(b) MAC amount field on the employee's UCRS History record,

     A count of the number of UCRS History records updated will be accumulated.

  2. For each X1 transaction record where the Employee ID does not match an Employee ID on the UCRS History file, the X1 transaction record will be reported on the **Unmatched X1 Transactions** Report (see Output section below).

     A count of the number of unmatched X1 transaction records will be accumulated.

  3. For each UCRS History record where the Employment Status is not 'S' (Separated) and the Employee ID does not match an Employee ID on the X1 Transactions File, the UCRS History record will be reported on the **Unmatched UCRS History Records** Report (see Output section below).

     A count of the number of unmatched UCRS History records will be accumulated.

**Output:**

- The following reports will be written:

  - The **Unmatched X1 Transactions Report**, in Employee ID sequence, will contain the following data:
Final

1. Employee ID
2. 403(b) MAC amount

- The **No 403(b) MAC Updates Received Report**, in Employee ID sequence, will contain the following data:

  1. Employee ID
  2. Social Security Number (EDB 0111)
  3. Employee Name (EDB 0105)
  4. Hire Date (EDB 0113)
  5. Retirement Code (EDB 0122)
  6. 403(b) Change Date (EDB 0279)
  7. 403(b) MAC Amount

- The **Control Totals Report** will display the following totals:

  1. Total X1 Transaction records read.
  2. Total X1 Transaction records unmatched.
  3. Total UCRS History records read.
  4. Total UCRS History records updated.
  5. Total UCRS History records unmatched.
  6. Total UCRS History records written.

- **PPI740**

  No code changes will be required for program PPI740. However, the updated UCRS History produced **annually** from PPI739 will be input to PPI740 on the next scheduled monthly run of PPI740.

Service Request 14273
• **PPP130**

Currently, if the employee’s 403(b) Maximum Annual Contribution (MAC) is greater than the value of 9500 in System Parameter Number 20, the Calendar Year End Process sets the 403(b) MAC to zero.

During Calendar Year End Processing, if an employee’s 403(b) Annual Contribution amount is greater than the value stored in System Parameter 20 (set at 9500), the employee’s 403(b) Annual Contribution (MAC) amount will be reset to the value of 9500 in System Parameter Number 20.

• **PPRCNET**

Due to timing issues, the call to the utility program PPDSAULTL to populate the employee’s Deduction Segment Array will be commented out; the call to program PPDSAULTL will be moved to programs PPRCOPT1 and PPRCOPT2.

• **PPRCOPT1**

PPRCOPT1 will be modified to call the utility program PPDSAULTL to populate the Deduction Segment Array.

Currently, the value assigned to field KNET-403B-MAXIMUM is taken from System Parameter Number 21. The code will be changed to:

If an employee has a 403(b) MAC amount on the EDB, the 403(b) MAC amount will be assigned to field KNET-403B-MAXIMUM, otherwise the value from System Parameter Number 21 will be assigned to field KNET-403B-MAXIMUM.

• **PPRCOPT2**

PPRCOPT2 will be modified to call the utility program PPDSAULTL to populate the Deduction Segment Array.

Currently, the value assigned to field KNET-403B-MAXIMUM is taken from System Parameter Number 21. The code will be changed to:

If an employee has a 403(b) MAC amount on the EDB, the 403(b) MAC amount will be assigned to field KNET-403B-MAXIMUM, otherwise the value from System Parameter Number 21 will be assigned to field KNET-403B-MAXIMUM.

**Control Table Updates**

• **System Messages Table**

Service Request 14273
The following messages with a severity level of '8' (See Operations) will be added to the System Messages Table:

1. 73-901 (OPER: DATE ON SPEC CARD NOT EQUAL TO DATE ON UCRS HIST CNTL REC)
2. 73-902 (OPER: MISSING UCRS HIST CONTROL RECORD)
3. 73-903 (OPER: MISSING SPECIFICATION CARD)
4. 73-904 (OPER: INVALID SPECIFICATION IDENTIFIER)
5. 73-905 (OPER: DATE SPECIFIED ON SPEC CARD NOT NUMERIC OR INVALID)
6. 73-906 (OPER: EMPTY UCRS HISTORY FILE)
7. 73-908 (OPER: X1 TRANSACTIONS NOT IN EMPLOYEE ID ORDER)
8. 73-909 (NO X1 TRANSACTIONS EXIST ON THE FILE)

The following message with a severity level of '5' (Transaction Reject) will be added to the System Messages Table:

1. 73-907 (ELEMENT NUM ON X1 NOT ASSOCIATED WITH 403(b) ANNUAL CONTR LIMIT)
2. 73-910 (403(b) MAC AMOUNT NOT NUMERIC)

**System Parameters Table**

A value of 9500 will be set in System Parameter Number 20. The description for System Parameter number 20 will be 'YREND RESET 403B MAC'.

**Field Help Text Update**

**403(b) Limit**

The field help text for EDB 6008U (403(b) Limit) will be changed as follows:

The maximum annual contribution amount the employee is entitled to contribute to the 403(b) plans. If the employee does not have an individual limit, blanks are displayed in this field and the employee is not entitled to contribute to the 403(b) plans.
Service Request 14280

Bind Member

• PPWECEN (new)

  Package Bind member will be created for the new on-line program PPWECEN.

• PPP130

  PPSETUTL will be added to the member list.

CICS Map Member

• PPECEN0 (new)

  This map will be used by program PPWECEN to process the Central Office Information screen.

Program Changes

• PPDXRETS

  Currently, the employee's 403(b) Maximum Annual Contribution amount is displayed on the Benefits Document to Employees in the 'Retirement and Savings Information' section of both the Summary of Retirement and Savings Program Information and the Summary of UC Benefits Enrollment.

  The text displayed prior to the employee's 403(b) Maximum Annual Contribution amount will be changed to 'Your 403(b) maximum annual contribution limit is'.

• PPEG001

  Currently, the 403(b) Change Date (EDB 0279) is set to the value of the Current Date field on the System Control Record, whenever a change is made to the total 403(b) deduction amount for the employee.
 Whenever the total 403(b) deduction amount has changed for the employee, the setting of the 403(b) Change Date will be taken from the actual current date.

- **PPEM140 (new)**

  The Periodic Monthly Maintenance will de-enrolled all 403(b) plan deductions for an employee who has separated from University employment and does not have a Separation Reason Code of 'BA' (Grant/Contract Expiration) or 'BB' (Appointment Expiration).

- **PPWECEN**

  A new screen processor program (PPWECEN) will be created to process the on-line Central Office Information screen.

  The PPECEN0 screen will display the following information:

  1. Existing standard Header and Footer information.

  2. A new map PPECEN0 will be created for the detail map data.

      The single detail line on the screen will contain an appropriate description of the data element, followed by the 403(b) Change Date (EDB 0279) value.

      See Attachment 6 for a sample of the new screen PPECEN0.

- **UCWFNMNU**

  This program will be modified to add an entry to the Function Code Pointer Table for Function Code 'ECEN'.

**Control Table Updates**

- **System Messages Table**

  The severity level on messages 08-325 and 12-345 (*CHANGE TO 403(B) TOTAL WITHIN CURRENT CALENDAR YEAR*) will be upgraded to a severity level '7' (*Employee Reject*).

      - The following message with a severity level of '7' (Employee Reject) will be added to the System Messages Table:

          1. GN-001 (GROSS-TO-NET CONSISTENCY EDIT 001 FAILED)

      - The following messages with a severity level of '9' (See Systems) will be added to the System Messages Table:
Final

1. 13-105 (DB2 GTN TABLE ACCESS ERROR)

2. 13-106 (GTN NUMBER NOT WITHIN VALID GTN NUMBER RANGE)

3. 13-107 (NO GTN ENTRIES LOADED FOR ASSOCIATED GTN SET INDICATOR VALUE)

- System Parameters Table
  A value of zero will be set in System Parameter Number 21.

- Routine Definition Table
  - Module PPEM140 will be added to the Routine Definition Table as Routine Type M and Routine Number 140.

- Processing Group Table
  - Routine Type M and Routine Number 140 will be added to existing Processing Group 011 with a Sequence Number of 1080 for Program ID 13. The Unconditional Indicator value of 'Y' will cause PPEM140 to execute unconditionally in PPP130.

Process Control Database Updates

- UC0CFN Table
  This table contains an entry for each valid function, pointing to the main program processor, maps used, and the description used on menus containing the function.

  This table will be updated for the new ECEN function, pointing to the new PPWECEN program as the processor, the new PPECEN0 map as the main detail map, and using the standard header and footer maps from Subsystem ID 'EU'.

- UC0MNU Table
  This table contains data defining which functions are displayed on which menus and in what order. The maintenance of this table is via the EMNU function.

  The EMNU function will be used to update Function Code menu entries to insert the new ECEN function after the existing EUCI function.

Screen Help Text

Service Request 14280
Final

- **EDBHECEN**

  Screen level Helptext will be issued for the ECEN screen.

  The proposed text is:

  Function: ECEN enables the central office user to enter and update specific data elements which are not available for entry/update by departmental users.

  Nature of Information: ECEN contains data elements whose update is restricted to central office users.

**Resource Definition Online (RDO)**

The online CSD will be updated to define the new program PPWECEN and associated map PPECEN0. Batch RDO transactions will be created.
Service Request 14281

Bind Member change

- PPIIVR

Program PPPRMUT2 will be added to the member list.

Copymember Changes

- CPWSIVRD

An Update Date field in the format of USA will be added to the copymember. The date value will represent the last update detected on the employee's EDB record.

- CPWSIVRE

Additional Employee-Level Data Elements

Several additional data elements will be added to the Employee Record to facilitate future expansions of IVR functions. The elements being added are:

<table>
<thead>
<tr>
<th>EDB0160</th>
<th>Employee Relations Code-EDB</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDB0255</td>
<td>Employee Unit Code-EDB</td>
</tr>
<tr>
<td>EDB0256</td>
<td>Employee Special Handling Code-EDB</td>
</tr>
<tr>
<td>EDB0257</td>
<td>Employee Distribution Unit Code-EDB</td>
</tr>
<tr>
<td>EDB0295</td>
<td>Employee Representation Code-EDB</td>
</tr>
<tr>
<td>EDB0454</td>
<td>Medical Plan Coverage Effective Date-Employee</td>
</tr>
<tr>
<td>EDB0455</td>
<td>Dental Plan Coverage Effective Date-Employee</td>
</tr>
</tbody>
</table>
With the exception of the 403(b) Maximum Annual Contribution, these values are all available from tables which are already being selected, so the new fields will simply be added to the existing SELECT statements.

The 403(b) Maximum Annual Contribution will be retrieved from the DBL table via a direct SELECT to that table, which will be added to the program.

• **CPWSIVRG**

  An Update Date field in the format of USA will be added to the copymember. The date value will represent the last update detected on the employee's EDB record.

**Program Changes**

• **PPIIVR**

  A number of changes will be made to program PPIIVR, in response to Service Request 14281. Additionally, some technical changes in the way PPIIVR selects employees for inspection will be made. These changes are summarized in the following paragraphs.

**Retention of Inactive Employees**

One of the major changes asked for in SR 14281 is that the extract process be modified to allow Inactive employees to remain on the IVR database for a set number of days, rather than being purged as soon as their status goes to Inactive. This change is requested in response to several problems that arose during last year's Open Enrollment process, where an employee had called the IVR system, made Open Enrollment changes, received a confirmation of those changes, but the changes were never reflected in PPS. What had happened was that the employee's appointments and distributions had expired on 11/30/95 (the end date of Open Enrollment), causing the employee to change to Inactive status, which in turn caused PPIIVR to delete the employee from the IVR database. When the transactions to update PPS were generated, the employee was not on the IVR database, so no transactions were generated. Usually, the department corrected the problem within a few days, either extending the appointments and distributions, or adding new ones, which changed the employee's status back to Active, and PPIIVR would then add the employee back to the IVR database.

Since there is no date on the EDB which indicates when the employee was set to inactive status, an "update date" will be added to the IVR Employee Record (and to the IVR Employee History Record). This
date will record the last date that a change to the employee record was sent to the IVR. PPIIVR will be modified to examine this Employee Record update date each time it discovers an Inactive employee with no changes on the Employee History file. If the employee's record is found to have been inactive and unchanged for more than the specified number of days, the inactive employee will be deleted from the History file and an IVR Employee Delete transaction generated. Note that if a change is made to an Inactive employee’s EDB record and that change is, in turn, reflected on the IVR record, the update date will be reset and the employee begins a new retention period on the IVR. It is felt that it is better to retain inactive employees for more than the minimum retention period rather than eliminating them too early.

To allow user control over the retention period for inactive employees on the IVR, the number of days the employee is to be retained will be specified by the use of System Parameter 261. The initial value for this parameter will be established as 30 days. Note that campuses should not alter this value without having received specific instructions to do so. PPIIVR will be modified to invoke the utility module PPPRMUT2 to retrieve the value of System Parameter 261 from the DB2 Parameter Table.

Since it is felt that the presence of this update date on the IVR would also be of assistance in tracking down data-related IVR problems, a similar update date will be added to each Dependent and Deduction IVR record. The value set for the update date will simply be the current system date as of the time PPIIVR is executed.

Existing logic within PPIIVR which automatically screens out employees with Inactive status will be removed. Logic necessary to compare the update date on the Employee History Record with the current date to determine whether or not the desired retention period has passed and to delete the employee from the IVR if it has will be added to the program. Additionally, logic will be added to the program which prevents those inactive employees from being added back to the IVR unless their status changes.

**Removal of Special Month-End Processing**

Currently, the IVR History File tracks the value of the "Current Date" field in the EDB SCR table, and when a change in that value is detected (indicating that Monthly Periodic Maintenance has been run), sets a flag that indicates the necessity of checking all employee records for changes, rather than depending upon the update and compute timestamp fields on the employee's PER table row. It has been determined that this code is unnecessary. All Periodic Maintenance activity performed by PPP130, regardless of the cycle, timestamps the PER table row of every employee whose record is actually updated by the Periodic Maintenance process. As a result, this special coding to detect month-end processing will be removed from PPIIVR.

**Salary Base Processing**

To position the IVR database to support benefits enrollments by newly-hired employees, the Group Life and Employee-Paid Disability salary bases must be available for all employees, not only those currently enrolled. Modifications will be made to the Payroll/Personnel system to derive and maintain those salary bases for all employees. PPIIVR will be modified to pass the salary bases to the IVR database for all employees, not only for those currently enrolled in the plans.
Final

Record Length Changes

Because of the addition of an update date to Employee, Dependent, and Deduction records, along with additional data elements added to the Employee record, the record lengths of all Update and History Files will be increased. The new record lengths will be:

<table>
<thead>
<tr>
<th>File</th>
<th>Old Record Length</th>
<th>New Record Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee History</td>
<td>565</td>
<td>629</td>
</tr>
<tr>
<td>Dependent History</td>
<td>101</td>
<td>111</td>
</tr>
<tr>
<td>Deduction History</td>
<td>55</td>
<td>65</td>
</tr>
<tr>
<td>Employee Update</td>
<td>529</td>
<td>593</td>
</tr>
<tr>
<td>Dependent Update</td>
<td>102</td>
<td>112</td>
</tr>
<tr>
<td>Deduction Update</td>
<td>56</td>
<td>66</td>
</tr>
</tbody>
</table>

It will be necessary to modify production JCL and file allocations to support these new record lengths.

Control Table Updates

- System Messages Table
  - The following message will be deleted from the System Messages Table:
    1. IV - 008

- System Parameters Table
  - A value of 30 will be set in System Parameter Number 261. The description for System Parameter Number 261 will be 'TVR INACT. RETENTION'.
List of Attachments

1. UPAY868 - PPI739 Program Run Specification
2. Report PPI7391 - Control Totals
3. Report PPI7392 - Unmatched X1 Transactions
4. Report PPI7393 - No 403B MAC Updates Received
5. Report PPI7394 - Error Messages
6. PPECEN0 - Central Office Information screen