A recent UCOP-Internal Audit evaluation compared the UCOP departmental vacation and sick leave balances to those in a particular campus Employee Data Base (EDB). The Audit report concluded that the campus EDB may contain overstatements of leave hours for separated employees. This conclusion led to the broader assumption that the EDB at other locations also may be recording overstatements of leave hours for separated employees.

Sick leave, although not compensable, remains on the employee’s record until the Payroll/Personnel System (PPS) purges the record from the EDB. However, the separated employee may be rehired before the PPS purges the employee’s EDB record. Consequently, the employee’s sick leave hours balance may include hours for which the employee is no longer eligible.

Service Request 13201, dated July 29, 1997, asked that the Payroll/Personnel System (PPS) be modified to initialize to zero the leave hours balances (Vacation Leave Hours Accrual (EDB 5185), Compensatory Time Hours Accrual (EDB 5110), Paid Time-Off Hours Accrual (EDB 5187), and Sick Leave Hours Accrual (EDB 5186)) of employees who have achieved separation. The initialization of sick leave hours balances of staff employees should follow Staff Personnel policies. The timing for the initialization of the different leave hours balances should be followed according to the requirements stated in the Requirements Document. To satisfy the requirements of the service request, the following PPS functions have been modified: EDB File

An addendum, dated September 10, 1997, asked that a one-time process be included in the original requirements. The original requirements described the modifications needed to initialize to zero the leave hours balances of separated employees who fall within a certain number of calendar days past their Separation Dates. However, some separated employees on the EDB may not be selected for reducing or initializing their leave hours balances in the Periodic Monthly Maintenance Process or in the Special Daily Process days; their Separation Dates are past the number of calendar days for reducing or initializing their leave hours balances. Thus, an addendum asked that a one-time process be developed to process separated employees who otherwise would not be selected for reducing or initializing their leave hours balances. In addition, similar to the original requirements, the one-time process should reduce or initialize separated employees’ leave hours balances, and produce two reports containing the separated employees’ initialized leave hours balances. Two additional on-line screen changes are requested in the addendum. It is asked that the Sick Leave Balance Accrued Through Date (EDB 0760) be displayed on the ISVC screen, and the Sick Leave Balance Accrued Through Date (EDB 0760) and Terminal Leave Balance (EDB 0722) be displayed on the HLOF screen.

**Programs**

**PPLV1RPT**

This module is called in the Periodic Monthly Maintenance Process to write Leave Hours Balances Initialization Report records. A Leave Hours Balances Initialization record is written for each employee whose appropriate Leave Hours Accruals (EDB 5185, 5186, 5187, 5110,) are initialized.

**PPPERCHG, PPPERFET, PPPERUPD**

New data element field Sick Leave Accrued Through Date (EDB 0760) has been added to the above EDB Fetch Complex modules.

**PPSVCHST**

New data element field Sick Leave Accrued Through Date (EDB 0760) has been added to the above HHDB History Fetch Complex module.

**DB2 Programs**

**PPEC114**

This module has been modified to populate the employee’s Terminal Sick Leave Balance (EDB 0722) and Sick Leave Balance Accrued Through Date (EDB 0760).

**PPEI730**

This new module has been written to initialize the appropriate Leave Hours accruals in the Special Daily Process.

**PPEM150**

This new module has been written to initialize the appropriate Leave Hours accruals in the Periodic Monthly Maintenance Process.

**PPPERUTL, PPPERUTW**

New data element field Sick Leave Accrued Through Date (EDB 0760) has been added to the above EDB Fetch Complex modules.
PPNTLAYO

This module has been modified to include the Terminal Sick Leave Balance (EDB 0722) and the Sick Leave Balance Accrued Through Date (EDB 0760) on the Layoff Notification.

PPNTTRG

This module has been modified to trigger the call to PPNTLAYO whenever the Terminal Sick Leave Balance (EDB 0722) or the Sick Leave Balance Accrued Through Date (EDB 0760) has been changed by the user on the ELOF screen.

PPOT1144

This one-time program has been written to initialize the appropriate Leave Hours balances for separated employees who otherwise would not be selected in the Periodic Monthly Maintenance Process or in the Special Daily Process.

PPP130

PPP130 has been changed to call report module PPLVIRPT to open and close the Leave Hours Balances Initialization Report File in the Periodic Monthly Maintenance Process. In addition, the selection criteria used to select employees for processing in the Special Daily Process has been changed. Employees who separate past a certain number of calendar days of their Separation Dates has been included in the existing selection criteria for processing.

PPP136

This new report program has been written to process the Leave Hours Balances Initialization Report File produced from module PPLVIRPT. In addition, two reports are produced containing the separated employees’ initialized leave hours balances.

PPSVCFET, PPSVCUPD

New data element field Sick Leave Accrued Through Date (EDB 0760) has been added to the above HDB History Fetch Complex modules

CICS Programs

PPWELOF, PPWHLOF, PPWILOF

New field Sick Leave Accrued Through Date (EDB 0760) and existing field Terminal Sick Leave Balance (EDB 0722), and its associated label fields have been added to this program for display on the PPELOFO and PPILOFO screens.

PPWESEP

The label fields and data fields associated with Terminal Compensatory Time Paid (EDB 0721), Terminal Sick Leave Balance (EDB 0722), and Terminal Vacation Leave Paid (EDB 0723) have been removed from this program.

PPWISVC

New field Sick Leave Accrued Through Date (EDB 0760) and associated label field have been added to this program for display on the PPISVC0 screen.

Copymembers

CPLNKLVI

This copymember defines the linkage interface used by report module PPLVIRPT and its calling programs.
CPPDIPER

This copypmember initializes the DB2 columns to the appropriate values on the PPPPER Table. The Sick Leave Accrued Through Date (EDB 0760) column has been initialized to a low-date value of ‘0001-01-01’.

CPWSXLVI

This copymember contains the record layout of the Leave Hours Balances Initialization Report records.

CPWSRPER

This copymember has been changed to include the Sick Leave Balance Accrued Through Date (EDB 0760).

CPWSRSVC

This copymember has been changed to include the Sick Leave Balance Accrued Through Date and the associated Change Flag field.

Include Members

PPPVPER1, PPPVPER2, PPPVZPER

The Sick Leave Balance Accrued Through Date has been added to the above Include members.

PPPVZSRC, PPPVZSVRC

The Sick Leave Balance Accrued Through Date has been added to the above Include members.

DDL Members

PPPVPER1, PPPVPER2, PPPVZPER

The Sick Leave Balance Accrued Through Date has been added to the above DDL members.

PPPVZSRC, PPPVZSVRC

The Sick Leave Balance Accrued Through Date and its associated Change Flag have been added to the above DDL members.

TBPER00C

The DB2 and COBOL Sick Leave balance Accrued Through Date field has been added to the above DDL member.

TBPER11A

This DDL member contains the ALTER statement to add the Sick Leave Balance Accrued Through Date to the PPPPER Table.

TBSSVC00C

The Sick Leave Balance Accrued Through Date and its associated Change Flag have been added to the above DDL member.

TBSSVC01A

This DDL member contains the ALTER statement to add the Sick Leave Balance Accrued Through Date and its associated Change Flag to the PPPSVC Table.
Bind Members

PPP136

PPP136 is the Plan bind for program PPP136.

Note that program PPP136 does not contain SQL statements, but does call other DB2 utility programs.

PPOT1144

PPOT1144 is the Plan bind for one-time program PPOT1144.

CICS Maps

PPELOF0, PPHLOF0, PPILOF0

New field Sick Leave Accrued Through Date (EDB 0760) and existing field Terminal Sick Leave Balance (EDB 0722), and its associated label fields have been added for display on the PPELOF0, PPHLOF0, and PPILOF0 screens.

PPESEP0

The label fields and data fields associated with Terminal Compensatory Time Paid (EDB 0721), Terminal Sick Leave Balance (EDB 0722), and Terminal Vacation Leave Paid (EDB 0723) have been removed from this map.

PPISVC0

New field Sick Leave Accrued Through Date (EDB 0760) and associated label field have been added to this map for display on the PPISVC0 screen.

Table Updates

System Messages Table

System Messages Table updates for the Leave Hours Balances Initialization Process are provided in CARDLIB (MSGPROD) and in the completed facsimile form UPAY554.

Data Element Table

Data Element Table updates for the Leave Hours Balances Initialization Process are provided in CARDLIB (DETROD) and in the completed facsimile form UPAY553.

Data Elements to Screen Table

Data Elements to Screen Table updates for the Leave Hours Balances Initialization Process are provided in CARDLIB (DESROD) and in the completed facsimile form UPAY815.

Routine Definition Table

Routine Definition Table updates for the Leave Hours Balances Initialization Process are provided in CARDLIB (RTDPROD) and in the completed facsimile form UPAY804.

Processing Group Table

Processing Group Table updates for the Leave Hours Balances Initialization Process are provided in CARDLIB (PGTPROD) and in the completed facsimile form UPAY803.
Test Plan

A complete test plan is provided with this release.
Campuses are encouraged to use the base system test materials, as well as performing any other desired local tests.

JCL Changes

Refer to the Installation instructions for Production JCL changes.

Installation Instructions

Installation instructions are provided in a separate document.

Timing of Installation

The installation of this release is not urgent.

As usual, campuses are encouraged to install this release in as timely a fashion as possible, and in the normal numeric sequence of releases.

If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu, or call at (510) 987-0464.

Jackson Quan

cc: Jim Dolgonas
    Jerry Wilcox