Test Plan
RELEASE 1144

Leave Balances Initialization

September 23, 1997

Information Systems & Computing
Office of the President
University of California
Testing Overview

This test plan addresses the test runs and cases constructed to verify the correct installation of Release 1144. The test is made up of the following components:

1. VSAM CONTROL TABLE (CTL) INITIAL LOAD (LOADVSM)
2. Control Table Data Base (CTL) Initial Load (LOADCTL)
3. Employee Data Base (EDB) Initial Load (LOADEDB1)
4. Run One-time (PPOT1144)
5. Employee Data Base (EDB) Initial Load (LOADEDB2)
6. EDB File Maintenance (RUNEDB)
7. Monthly Maintenance (RUNMONTH)
8. Employee Data Base (EDB) Initial Load (LOADEDB2)
9. Special Daily Process (RUNDAILY)
10. On-line Processes
VSAM CONTROL TABLE (CTL) INITIAL LOAD (LOADVSM)

Description

This job loads the VSAM Control Tables.

The updates of the VSAM Control Tables are already reflected in the particular PDS members used for the loading of the VSAM Tables.

Verification

Ensure that the VSAM Control Tables have been successfully restored by verifying normal completion of the job.
CONTROL TABLE (CTL) INITIAL LOAD (LOADCTL)

Description
This job loads the DB2 CTL database.

Verification
Ensure that the DB2 CTL has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.
EMPLOYEE DATA BASE (EDB) INITIAL LOAD (LOADEDDB1)

Description

This job loads the EDB database. The data contained in the PDS UDB2EDB will be used to test the One-time Leave Balances Initialization process.

Verification

In order to assure successful completion of this job, verify that the EDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.
**One-time Leave Balances Initialization (PPOT1144)**

**Description**

This job executes the One-time Leave Balances Initialization Process. The one-time program initializes the appropriate Leave Hours Balances for separated employees who otherwise would not be selected in the Periodic Monthly Maintenance Process or the Special Daily Process after implementation of this release; their Separation Dates (EDB 0140) are not within the calculated date range for reducing or initializing their Leave Hours Balances.

The month that the Periodic Monthly Maintenance last run was for month beginning July (recorded on the SCR-CURRENT-DATE column in the SCR Table as 1997-07-01). Three months prior from the July, 1997 date is calculated as April, 1997. Thus, any separated employees who have separated 3 months or more from the July, 1997 date are selected for the Leave Balances Initialization Process.

The day that the Special Daily Process last run was July 21, 1997 (recorded on the SCR-DAILY-RUN-DATE column as 1997-07-21 in the SCR Table) 17 days are subtracted from the SCR-DAILY-DATE, and 182 days are subtracted from the SCR-DAILY-RUN-DATE. Sick Leave Hours Accruals (EDB 5186) of 81 hours or more will be reduced to 80 Sick Leave Hours for employees separated between 17 days inclusively and 181 days inclusively. Sick Leave Hours Accruals (EDB 5186) not equal to zero will be initialized to zero for employees separated 182 days or more.

**Verification**

- **Regardless of Personnel Program Code and Separation Reason Code, the Vacation Hours Accruals, Compensatory Time-off Hours Accruals, and Paid Time-off Hours Accruals are initialized to zero for those employees who have separated three months or more from the July, 1997 date.**

All employees separated three months or more from the July, 1997 date are reported on the O11441 (One-time Initialization of Compensable Leave Hours) report. Their Vacation Hours Accruals, Compensatory Time-off Hours Accruals, and the Paid Time-off Hours Accruals are initialized to zero. Verify that the Leave Hours are initialized to zero on the PPP1800 (REPORTS PDS, member P1800A) report for those employees listed on the O11441 (REPORTS PDS, member O11441) report.

Verify on the O11441 report that only those employees whose Separation Date is less than or equal to the July, 1997 date are listed on the report.
The Result Column in the following table provides a brief explanation of the expected results of each employee used in the test.

<table>
<thead>
<tr>
<th>EMPLOYEE ID</th>
<th>SEPARATE DATE</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>000050001</td>
<td>04/01/1997</td>
<td>VAC, CTO, PTO initialized to zero</td>
</tr>
<tr>
<td>000050002</td>
<td>05/02/1997</td>
<td>Separation month not past 3 months from July, 1997</td>
</tr>
<tr>
<td>000050006</td>
<td>05/01/1997</td>
<td>Separation month not past 3 months from July, 1997</td>
</tr>
<tr>
<td>000050016</td>
<td>01/20/1996</td>
<td>VAC initialized to zero</td>
</tr>
<tr>
<td>000050017</td>
<td>04/01/1997</td>
<td>VAC, CTO, PTO initialized to zero.</td>
</tr>
<tr>
<td>000050018</td>
<td>05/02/1997</td>
<td>Separation month not past 3 months from July, 1997</td>
</tr>
<tr>
<td>000050019</td>
<td>03/31/1997</td>
<td>VAC, CTO, PTO initialized to zero</td>
</tr>
<tr>
<td>000050022</td>
<td>07/05/1997</td>
<td>Separation month not past 3 months from July</td>
</tr>
<tr>
<td>000050023</td>
<td>01/21/1997</td>
<td>VAC, PTO initialized to zero</td>
</tr>
<tr>
<td>000050080</td>
<td>04/01/1997</td>
<td>VAC, CTO, PTO initialized to zero</td>
</tr>
<tr>
<td>000050081</td>
<td>06/02/1997</td>
<td>Separation month not past 3 months from July, 1997</td>
</tr>
<tr>
<td>000050082</td>
<td>03/31/1997</td>
<td>VAC, CTO, PTO initialized to zero</td>
</tr>
<tr>
<td>000050083</td>
<td>07/04/1997</td>
<td>Separation month not past 3 months from July, 1997</td>
</tr>
<tr>
<td>000050085</td>
<td>01/19/1997</td>
<td>Separation month not past 3 months from July, 1997</td>
</tr>
<tr>
<td>000050086</td>
<td>07/03/1997</td>
<td>Separation month not past 3 months from July, 1997</td>
</tr>
<tr>
<td>000050094</td>
<td>04/01/1997</td>
<td>VAC, PTO initialized to zero</td>
</tr>
<tr>
<td>000050100</td>
<td>01/20/1997</td>
<td>VAC, CTO, PTO already zero</td>
</tr>
<tr>
<td>000050101</td>
<td>01/01/1997</td>
<td>VAC, CTO, PTO already zero</td>
</tr>
<tr>
<td>000050102</td>
<td>01/20/1997</td>
<td>VAC, CTO, PTO already zero</td>
</tr>
<tr>
<td>000050104</td>
<td>01/21/1997</td>
<td>VAC initialized to zero</td>
</tr>
</tbody>
</table>
### Sick Leave Accruals


The Sick Leave Hours Accruals (EDB 5186) are initialized to zero for those separated employees whose Separation Reason (EDB 0141) Codes are associated with retirement (‘RA’, ‘RB’, ‘RC’, ‘RD’), and their Separation Dates (EDB 0140) are three months or more past the July, 1997 date.


The Sick Leave Hours Accruals (EDB 5186) are initialized to zero only for those separated employees whose Separation Reason (EDB 0141) Codes are not associated with retirement (‘RA’, ‘RB’, ‘RC’, ‘RD’) or indefinite layoff (‘CA’), and their Separation Dates (EDB 0140) are 182 calendar days or more past July 21, 1997.

### Table

<table>
<thead>
<tr>
<th>EMPLOYEE ID</th>
<th>SEPARATE DATE</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>000050116</td>
<td>07/04/1997</td>
<td>Separation month not past 3 months from July, 1997</td>
</tr>
<tr>
<td>000050117</td>
<td>05/25/1997</td>
<td>Separation month not past 3 months from July, 1997</td>
</tr>
<tr>
<td>000050118</td>
<td>01/19/1997</td>
<td>VAC, CTO, PTO already zero</td>
</tr>
<tr>
<td>000050130</td>
<td>07/02/1997</td>
<td>Separation month not past 3 months from July, 1997</td>
</tr>
<tr>
<td>000050900</td>
<td>03/31/1997</td>
<td>VAC, PTO initialized to zero</td>
</tr>
<tr>
<td>200000091</td>
<td>12/01/1992</td>
<td>VAC, CTO, PTO initialized to zero</td>
</tr>
<tr>
<td>999888203</td>
<td>03/31/1997</td>
<td>VAC, CTO, PTO initialized to zero</td>
</tr>
<tr>
<td>999888208</td>
<td>03/31/1997</td>
<td>VAC, PTO initialized to zero</td>
</tr>
</tbody>
</table>
The Sick Leave Hours Accruals (EDB 5186) of 81 hours or more are reduced to 80 hours for those separated employees whose Separation Reason (EDB 0141) Codes are not (‘RA’, ‘RB’, ‘RC’, ‘RD’, ‘CA’), and their Separation Dates (EDB 0140) are between 17 calendar days inclusively past the July 21, 1997 date and 181 calendar days inclusively past the July 21, 1997 date.

All separated employees whose Sick Leave Hours Accruals have been updated by the one-time process are reported on the O11442 (One-time Initialization of Sick Leave Hours) report. In addition, verify on the PPP1800 report that the Sick Leave Hours Accruals have been appropriately updated for those employees listed on the O11442 report.

The Result Column in the following table provides a brief explanation of the expected results of each employee used in the test of employees with Sick Leave Hours Accruals.

<table>
<thead>
<tr>
<th>EMPLOYEE ID</th>
<th>SEPARATE DATE</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>000050001</td>
<td>04/01/1997</td>
<td>Reason Code is RA, Separation month past 3 months from July, 1997. Sick Leave Hours initialized to zero</td>
</tr>
<tr>
<td>000050002</td>
<td>05/02/1997</td>
<td>Reason Code is RB, Separation month not past 3 months from July, 1997</td>
</tr>
<tr>
<td>000050006</td>
<td>05/01/1997</td>
<td>Reason Code is ‘CA’, Sick Leave Hours not updated. Terminal Sick Leave Balance (EDB 0722) and Sick Leave Accrued Through Date (EDB 0760) are updated.</td>
</tr>
<tr>
<td>000050016</td>
<td>01/20/1996</td>
<td>Reason Code is ‘EB’, Separation Date is at least 182 calendar days past 1997-07-21. Sick Leave Hours initialized to zero.</td>
</tr>
<tr>
<td>000050017</td>
<td>04/01/1997</td>
<td>Reason Code is ‘AA’, Separation Date is at least 17 calendar days past 1997-07-21 but not yet 182 calendar days past 1997-07-21. Sick Leave Hours reduced to 80.</td>
</tr>
<tr>
<td>000050018</td>
<td>05/02/1997</td>
<td>Reason Code is ‘AB’, Separation Date is at least 17 calendar days past 1997-07-21 but not yet 182 calendar days past 1997-07-21. Sick Leave Hours reduced to 80.</td>
</tr>
<tr>
<td>EMPLOYEE ID</td>
<td>SEPARATE DATE</td>
<td>RESULT</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
<td>--------</td>
</tr>
<tr>
<td>000050019</td>
<td>03/31/1997</td>
<td>Reason Code is ‘AC’, Separation Date is at least 17 calendar days past 1997-07-21 but not yet 182 calendar days past 1997-07-21. Sick Leave Hours reduced to 80.</td>
</tr>
<tr>
<td>000050022</td>
<td>07/05/1997</td>
<td>Reason Code is ‘AA’, Separation Date is not yet 17 calendar days past 1997-07-21. Sick Leave Hours not updated.</td>
</tr>
<tr>
<td>000050023</td>
<td>01/21/1997</td>
<td>Reason Code is ‘AB’, Separation Date is at least 17 calendar days past 1997-07-21 but not yet 182 calendar days past 1997-07-21. Sick Leave Hours reduced to 80.</td>
</tr>
<tr>
<td>000050080</td>
<td>04/01/1997</td>
<td>Reason Code is ‘AA’, Separation Date is at least 17 calendar days past 1997-07-21 but not yet 182 calendar days past 1997-07-21. Sick Leave Hours reduced to 80.</td>
</tr>
<tr>
<td>000050081</td>
<td>06/02/1997</td>
<td>Reason Code is ‘AB’, Separation Date is at least 17 calendar days past 1997-07-21 but not yet 182 calendar days past 1997-07-21. Sick Leave Hours not greater than 80. Therefore, Sick Leave Hours Balance is not updated).</td>
</tr>
<tr>
<td>000050082</td>
<td>03/31/1997</td>
<td>Reason Code is ‘AB’, Separation Date is at least 17 calendar days past 1997-07-21 but not yet 182 calendar days past 1997-07-21. Sick Leave Hours reduced to 80.</td>
</tr>
<tr>
<td>000050083</td>
<td>07/04/1997</td>
<td>Reason Code is ‘AB’, Separation Date is at least 17 calendar days past 1997-07-21 but not yet 182 calendar days past 1997-07-21. Sick Leave Hours not greater than 80. Therefore, Sick Leave Hours Balance is not updated).</td>
</tr>
<tr>
<td>000050085</td>
<td>01/19/1997</td>
<td>Reason Code is “AA”, Separation Date is at least 182 calendar days past 1997-07-21. Sick Leave Hours initialized to zero.</td>
</tr>
<tr>
<td>000050086</td>
<td>07/03/1997</td>
<td>Reason Code is ‘AA’, Separation Date is not yet 17 calendar days past 1997-07-21. Sick Leave Hours not updated.</td>
</tr>
<tr>
<td>EMPLOYEE ID</td>
<td>SEPARATE DATE</td>
<td>RESULT</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
<td>--------</td>
</tr>
<tr>
<td>000050094</td>
<td>04/01/1997</td>
<td>Reason Code is RA, Separation month is at least 3 months past July, 1997. Sick Leave Hours initialized to zero.</td>
</tr>
<tr>
<td>000050100</td>
<td>01/20/1997</td>
<td>Reason Code is RA, Separation month is at least 3 months past July, 1997. Sick Leave Hours initialized to zero.</td>
</tr>
<tr>
<td>000050101</td>
<td>01/01/1997</td>
<td>Reason Code is “AC”, Separation Date is at least 182 calendar days past 1997-07-21. Sick Leave Hours initialized to zero.</td>
</tr>
<tr>
<td>000050102</td>
<td>01/20/1997</td>
<td>Reason Code is “AG”, Separation Date is at least 182 calendar days past 1997-07-21. Sick Leave Hours initialized to zero.</td>
</tr>
<tr>
<td>000050104</td>
<td>01/21/1997</td>
<td>Reason Code is ‘KA’, Separation Date is at least 17 calendar days past 1997-07-21 but not yet 182 calendar days past 1997-07-21. (Sick Leave Hours is not greater than 80. Therefore, Sick Leave Hours Balance is not updated).</td>
</tr>
<tr>
<td>000050116</td>
<td>07/04/1997</td>
<td>Reason Code is ‘EB’, Separation Date is at least 17 calendar days past 1997-07-21 but not yet 182 calendar days past 1997-07-21. (Sick Leave Hours is not greater than 80. Therefore, Sick Leave Hours Balance is not updated).</td>
</tr>
<tr>
<td>000050117</td>
<td>05/25/1997</td>
<td>Reason Code is ‘EC’, Separation Date is at least 17 calendar days past 1997-07-21 but not yet 182 calendar days past 1997-07-21. Sick Leave Hours reduced to 80.</td>
</tr>
<tr>
<td>000050118</td>
<td>01/19/1997</td>
<td>Reason Code is “AF”, Separation Date is at least 182 calendar days past 1997-07-21. Sick Leave Hours initialized to zero.</td>
</tr>
<tr>
<td>000050130</td>
<td>07/02/1997</td>
<td>Reason Code is RB, Separation month not past 3 months from July, 1997. Sick Leave Hours Balance is not initialized.</td>
</tr>
<tr>
<td>000050900</td>
<td>03/31/1997</td>
<td>Reason Code is ‘CA’, Sick Leave Hours not updated. Terminal Sick Leave Balance (EDB 0722) and Sick Leave Accrued Through Date (EDB 0760) are updated.</td>
</tr>
<tr>
<td>EMPLOYEE ID</td>
<td>SEPARATE DATE</td>
<td>RESULT</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
<td>--------</td>
</tr>
<tr>
<td>200000091</td>
<td>12/01/1992</td>
<td>Reason Code is “I4”, Separation Date is at least 182 calendar days past 1997-07-21. Sick Leave Hours initialized to zero.</td>
</tr>
<tr>
<td>999888203</td>
<td>03/31/1997</td>
<td>Reason Code is RD, Separation month is at least 3 months past July, 1997. Sick Leave Hours initialized to zero.</td>
</tr>
<tr>
<td>999888208</td>
<td>03/31/1997</td>
<td>Reason Code is RC, Separation month is at least 3 months past July, 1997. Sick Leave Hours initialized to zero.</td>
</tr>
</tbody>
</table>
EMPLOYEE DATA BASE (EDB) INITIAL LOAD (LOADEDDB2)

Description

This job loads the EDB database. The data contained in the PDS UDB2EDB2 will be used to test the changes in the EDB File Maintenance, and Periodic Monthly Maintenance Processes.

*Note that this job will be executed again prior to testing the Special Daily Process.*

Verification

In order to assure successful completion of this job, verify that the EDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.
EDB File Maintenance (RUNEDB)

Description

This job executes the EDB File Maintenance Process for month beginning 6 (June). Input transactions contain transactions A1 and A2 to separate Employee ID 0000500004 and Employee ID 000050039.

The service requirements asked that the Payroll/Personnel System populate the Terminal Sick Leave Balance (EDB 0722) and the Sick Leave Accrued Through Date (EDB 0760) with the employee’s Sick Leave Hours Accrual (EDB 5186) and Separation Date (EDB 0140) respectively for any employee separating with a Separate Reason Code (EDB 0141) of ‘CA’.

Verification

In order to assure successful completion of this job, verify on the PPP2501 (REPORTS PDS, member PPP2501) report for the following employees:

Employee ID 0000500004 – Separation Date (EDB 0140) of 04/20/97 and Separate Reason Code (EDB 0141) of ‘AB’. Terminal Sick Leave Balance (EDB 0722) and Sick Leave Accrued Through date (EDB 0760) are not populated.

Employee ID 000050039 – Separation Date (EDB 0140) of 03/01/97 and Separate Reason Code (EDB 0141) of ‘CA’. Terminal Sick Leave Balance (EDB 0722) is populated with 155.000000 sick leave hours from Sick Leave Hours Accrual (EDB 5186). Sick Leave Accrued Through Date (EDB 0760) is populated with 03/01/97 from Separation Date (EDB 0140).
Periodic Monthly Maintenance (RUNMONTH)

Description

This job executes the Periodic Monthly Maintenance Process for month beginning July.

Verification

All separated employees whose Separation Months are past three months from July, 1997 are selected for initializing their leave hours balances: Verify on the PPP1361 report (Initialization of Compensable Leave Hours) (*REPORTS PDS, member P1361A*) for the following employees. Note that their Separation Months are in April (04). Thus, they have been separated exactly three months past the July, 1997 date.

- **PPP1361**
  
  000050001
  000050004
  000050017
  000050080
  000050094

- **PPP1362**

Verify on the PPP1362 report (Initialization of Sick Leave Hours) (*REPORTS PDS, member P1362A*) for the following employees: They have been separated for exactly three months past the July, 1997 date. Note that the Sick Leave Hours Balances are initialized to zero for employees with a Separation Reason Code of ‘RA’, ‘RB’, ‘RC’, or ‘RD’ only.

  000050001 – Separation Date of 04/01/97, Separation Reason Code of ‘RA’
  000050094 – Separation Date of 04/01/97, Separation Reason Code of ‘RA’
EMPLOYEE DATA BASE (EDB) INITIAL LOAD (LOADEDDB2)

**Description**

This job loads the EDB database. The data contained in the PDS UDB2EDB2 will be used to test the changes in the Special Daily Process.

**Verification**

In order to assure successful completion of this job, verify that the EDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.
# Special Daily Process (RUNDAILY)

## Description

This job executes the Special Daily Process. The last Special Daily Run Date recorded on the SCR record was July 21, 1997. This test was run on September 18, 1997 (Current Date).

16 calendar days are subtracted from the Last Special Daily Run Date, and 181 calendar days are subtracted from the Last Special Daily Run Date in program PPP130. In addition, 16 days are subtracted from the Current Date, and 181 days are subtracted from the Current Date.

Thus, the Sick Leave Hours Balances of 81 hours or more will be reduced to 80 hours for employees whose Separation Dates fall between July, 5, 1997 and (Current Date –16 days) inclusively. The Sick Leave Hours Balances greater than zero or less than zero will be initialized to zero for employees whose Separation Dates fall between January 21, 1997 and (Current Date –181 days) inclusively.

Note: Campuses may have different results. The Current Date is determined by the actual Today’s Date that the Special Daily Process is run. At UCOP, this test was run on September 18, 1997 (Current Date).

## Verification

All separated employees whose Separation Dates fall between 1997-07-05 and 1997-09-02 (Current Date – 16 days) inclusively are selected for reducing their Sick Leave Hours Balances of 81 hours or more to 80 hours.

Verify that the following employees are reported on the PPP1362 report (Initialization of Sick Leave Hours) *(REPORTS PDS, member P1362B)*. In addition, the PPP1800 *(REPORTS PDS, member P1800B)* report should show that the following employees’ Sick Leave Hours Balances have been reduced to 80 hours.

- **PPP1362**

  000050022 – Separation Date of 07/05/97
  000050090 – Separation Date of 08/25/97

  The following employees were not selected:
Employee 000050024 - Separation Date of 08/26/97. However, his/her Sick Leave Hours Balance is less than 80 hours.

Employee 000050008 has a Separation Date of 08/01/97. However, his/her Sick Leave Hours Balance is exactly 80 hours.

All separated employees whose Separation Dates fall between 1997-01-21 and 1997-03-21 (Current Date - 181 days) inclusively are selected for initializing their Sick Leave Hours Balances to zero.

Verify that the following employees are reported on the PPP1362 report (Initialization of Sick Leave Hours). In addition, the PPP1800 report should show that the following employees’ Sick Leave Hours Balances have been initialized to zero.

- **PPP1362**

  000050010 – Separation Date of 03/14/97
  000050023 – Separation Date of 01/21/97
  000050057 – Separation Date of 03/13/97
  000050104 – Separation Date of 01/21/97
  000050124 – Separation Date of 02/22/97
EDB Entry/Update – PPELOF0 and PPESEP0 Screens

The PPELOF0 screen displays an employee’s Layoff data, and the PPESEP0 screen displays an employee’s Separation data.

Verification

At UCOP, the on-line testing of the changes made to the PPELOF screen was verified by the following steps:

Logon to CICS and access the EDB Entry/Update Main Menu.

1. Enter function ELOF and an Employee ID (at UCOP, 000000001 was entered), and press Enter.
   
   Result: The PPELOF0 screen should appear for that employee. Confirm that the label texts (Term Sick Leave Bal and Accrued Through Date) are displayed.

2. Place the cursor on the label ‘Term Sick Leave Bal:’ and press PF1.
   
   Result: The field level Help text should appear for EDB 0722.
   
   Place the cursor on the data field portion after the label, and press PF1.
   
   Result: The field level Help text should appear for EDB 0722.

3. Place the cursor on the label ‘Accrued Through Date’ and press PF1.
   
   Result: The field level Help text should appear for EDB 0760.
   
   Place the cursor on the data field portion after the label, and press PF1.
   
   Result: The field level Help text should appear for EDB 0760.

4. Enter 450.00 after the label ‘Term Sick Leave Bal:’, enter 070197 after the label ‘Accrued Through Date’, and press PF5.
   
   Result: A PAN notice should be generated.

5. A PAN (Post Authorization Notification) notice is triggered whenever the user changes the data for EDB 0722 or EDB 0760 on the ELOF screen. Verify that the data values for the Terminal Sick Leave Balance (EDB 0722), and Sick Leave
Accrued Through Date (EDB 0760) are displayed on the PAN notice under the section LAYO.

Press PF 5.

Result: U0007 Update process complete

6. Enter ESEP in the Next Func or from the EDB Main Menu, and an Employee ID (At UCOP, 000050001 was entered).

Result: The PPESEP0 screen should appear for that employee. Verify that the labels ‘Terminal Compensatory Time Paid’, ‘Terminal Vacation Leave Paid’, and ‘Terminal Sick Leave Balance’ have been removed.


Result: A PAN notice should be generated.

8. A PAN (Post Authorization Notification) notice is triggered whenever the user changes the employee’s Separation Reason Code (EDB 0141) to ‘CA’ on the PPESEP0 screen.

Verify that the data values for the Terminal Sick Leave Balance (EDB 0722), and Sick Leave Accrued Through Date (EDB 0760) are displayed on the PAN notice under the section LAYO for this employee.

Press PF 5.

Result: U0007 Update process complete

**EDB Inquiry - PPILOF Screen**

The PPILOF0 screen displays an employee’s Layoff data.

**Verification**

At UCOP, the on-line testing of the changes made to the PPILOF0 screen was verified by the following steps:

1. Enter function ILOF and an Employee ID (at UCOP, 000050001 was entered), and press Enter.

   Result: The ILOF screen should appear for that employee. Confirm that the labels (‘Term Sick Leave Bal:’ and ‘Accrued Through Date:’), and their respective data values are displayed.
2. Place the cursor on the label ‘Term Sick Leave Bal:’ and press PF1.

   Result: The field level Help text should appear for EDB 0722.

   Place the cursor on the data field portion after the label, and press PF1.

   Result: The field level Help text should appear for EDB 0722.

3. Place the cursor on the label ‘Accrued Through Date’ and press PF1.

   Result: The field level Help text should appear for EDB 0760.

   Place the cursor on the data field portion after the label, and press PF1.

   Result: The field level Help text should appear for EDB 0760.
History Inquiry/Reporting – PPISVC0 and PPHLOF Screens

The PPISVC0 screen displays an employee’s Service Credit data, and the PPHLOF0 screen displays an employee’s history Layoff data.

Before starting this section of the test, new data element 0760 must be present in the History Data Elements Table (See step 19 in Installation Instructions document, and Attachment E of the Detail Design).

At UCOP, the on-line testing of the changes made to the PPISVC0 screen was verified by the following steps:

1. From the EDB Main Menu screen, enter function ISVC and an Employee ID (at UCOP, 020000881 was entered), and press Enter.
   Result: The ISVC screen should appear for that employee. Confirm that the label ‘Accrued Through Date:’ is displayed.

2. Place the cursor on the label ‘Accrued Through Date’, and press PF1.
   Result: The field level Help text should appear for EDB 0760.
   Place the cursor on the data field portion after the label, and press PF1.
   Result: The field level Help text should appear for EDB 0760.

3. Enter HLOF in the Next Func, and press Enter.
   Result: The HLOF screen should appear. Confirm that the labels ‘Term Sick Leave Bal’ and ‘Accrued Through Dt:’ are displayed.

4. Place the cursor on the label ‘Term Sick Leave Bal:’ and press PF1.
   Result: The field level Help text should appear for EDB 0722.
   Place the cursor on the data field portion after the label, and press PF1.
   Result: The field level Help text should appear for EDB 0722.

5. Place the cursor on the label ‘Accrued Through Dt’ and press PF1.
   Result: The field level Help text should appear for EDB 0760.
Place the cursor on the data field portion after the label, and press PF1.

Result: The field level Help text should appear for EDB 0760.