Future implementation of pretax transportation deductions has been announced by the Financial Management Office. Although this is applicable to transit passes as well, these deductions are not currently setup. The campuses have been informed that they may begin offering pretax transit passes beginning September 1 or later, but this broader application of pretax transportation deductions is not addressed in this release. Specifically, exclusion limits, or "caps" must be applied to pretax transportation deductions, and this will require Payroll/Personnel System changes which will be issued in future releases. This release addresses the issue of enrollment in pretax parking deductions.

**Service Request 14804**

Service Request 14804 requested that a one-time program be created that could be used by campuses to convert existing post-tax transportation deductions to new pretax transportation deductions. At this time only parking deductions are affected by this process.

**Service Request 14805**

Bargaining Units may elect to not automatically pass through these new pretax deductions. Service Request 14805 requested a second one-time program that could be used by campuses to identify covered employees, by bargaining unit, and roll them back to post-tax transportation deductions.
DB2 Programs

PPO1202A

PPO1202A is a one-time program that will convert all locally identified post-tax deductions to new pretax reductions, as requested in Service Request 14804.

A file of GTN input records must be coded, and then read in by PPO1202A to identify the local campus post-tax deductions to be changed. Each record contains an existing post-tax deduction GTN number and a matching new pretax reduction GTN number. For each employee, the PPPDBL table is searched for any G-balance row containing a post-tax number. The old row is deleted, and a new row inserted containing the new matching reduction GTN number. The amount remains the same. Note, however, the program actually does not care which direction the conversion is occurring. It simply searches for a G-balance match on the first GTN, deletes that row, and inserts the new one. Thus the order of the GTN numbers on the input GTN records actually controls the direction of the conversion. Also note that the program cannot edit the GTN numbers in any way to assure they are the correct local GTN numbers. Finally, note that the program moves only the G-balance. Suspended balances, YTD balances and any other balances associated with the original GTN entry are not moved and they should not be moved.

The program can be run in non-update and update mode, as requested on the Run Specification Record. A sorted report is issued in either mode, in employee ID or name order as requested on the Run Specification Record. As always, it is suggested that the program be run in non-update mode first and the results reviewed, especially in terms of the correct GTN numbers. However, given the volume of employees with parking deductions, this report will be quite large for this initial default run.

When the program is run in update mode, the EDB PPPDBL table is updated directly, the Employee Change At/By fields are updated, and an EDB Change File record is written for each PPPDBL row deletion and insertion.

A UPAY660 facsimile detailing the Run Specification Record and the GTN Records has been issued with this release.

PPO1202B

PPO1202B is a one-time program very similar to PPO1202A, in that it also performs a one-directional conversion of one GTN entry to another. There are, however, a few important differences.

The most significant difference is that one to ten bargaining unit codes can be coded on the Run Specification Record. Minimally, one must be. Only employees in those bargaining units (per EDB 0255) and Covered (per "C" value in EDB 0295) will be processed by PPO1202B.

Secondly, the high-level sort sequence will be by bargaining unit code, followed by employee ID or name as requested on the Run Specification Record. There will be a page break on a change in bargaining unit code.

A file of GTN input records must be coded, and then read in by PPO1202B to identify the local campus post-tax deductions. Each record contains an existing source GTN number and a matching destination GTN number. For each employee, the PPPDBL table is searched for any G-balance row containing the source GTN number. That old row is deleted, and a new row inserted containing the matching destination GTN number. The amount remains the same.

The program can be run in non-update and update mode, as requested on the Run Specification Record. A sorted report is issued in either mode, in employee ID or name order as requested on the Run Specification Record. As always, it is suggested that the program be run in non-update mode first and the results reviewed, especially in terms of the correct GTN numbers. In the case of individual bargaining units the volume should be more reasonable.
When the program is run in update mode, the EDB PPPDBL table is updated directly, the Employee Change At/By fields are updated, and an EDB Change File record is written for each PPPDBL row deletion and insertion.

A UPAY660 facsimile detailing the Run Specification Record and the GTN Records has been issued with this release.

**Binds**

**PPO1202A**
PPO1202A is a plan bind for one-time program PPO1202A.

**PPO1202B**
PPO1202B is a plan bind for one-time program PPO1202B.

**Table Updates**

**Gross-to-Net Table**
New Pretax transportation reductions must be established on the Gross-to-Net Table. Campuses should establish the priority numbers associated with the pretax transportation so that the compute process takes these reductions before Medicare, OASDI, Federal, and State withholding taxes. Pretax parking deductions are not subject to Federal tax withholding and FICA tax withholding. They are subject to State tax withholding.

The transactions to update the production Gross-to-Net Table must be obtained from the campus Payroll Manager.

Test update transactions have been issued with the release, however changes to the priority numbers might be required for local testing.

**Test Plan**

A separate Test Plan has been issued with this release.

**Installation Instructions**

1. Install the one-time binds for PPO1202A and PPO1202B.
2. DB2 pre-compile, compile and link the batch one-time programs PPO1202A and PPO1202B.
3. Bind the plans for PPO1202A and PPO1202B.
4. Perform the test plan.
5. Perform any further local tests.
6. Install the programs in production.
7. Update the Gross-to-Net Table with the new transportation reduction GTN numbers. Update transactions must be obtained from the campus Payroll Manager.
8. Create JCL for PPO1202A and PPO1202B. The release JCL can be used as a sample.
9. Run PPO1202A.
10. Run PPO1202B, as needed.

**Timing of Installation**

The installation of this release is Date mandated.

Prior to the Compute for checks to be issued on September 1, 1998, the Gross-to-Net Table must be updated with the new transportation pretax GTN reductions. The update transactions for the Gross-to-Net table must be obtained from the campus Payroll Manager.

PPO1202A can be used by campuses to convert all employees to the new pretax reductions.
As directed by the campus Payroll Manager, employees in some bargaining unit may need to be rolled back to the
post-tax deductions. PPO1202B can be used by campuses, one or more times as needed, to perform this rollback.

Individual employees can elect to have his or her deductions taken on a pretax basis. Separate from this release, the
Pretax Transportation Deductions Enrollment/Cancellation (UPAY 884) form has been made available. The form is
now available on the web, along with other PPS UPAY forms.

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

If there are any questions, please send electronic mail to Phil.Thompson@ucop.edu, or call at (510) 987-0468.

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