Detailed Design
RELEASE 1411

Notification of Final Pay - OLRC
Service Request 14868

May 17, 2002 – 11:30 AM

Information Systems & Computing
Office of the President
University of California
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Introduction

Service Request 14868

Service Request 14868 asks that a process be established to initiate notifications to the appropriate departments in response to transactions processed for final pay through the on-line Special Processes – Online Rush Checks (OLRC). The automated issuance of the notification would simplify and expedite the confirmation process for a final check. Although a variety of methods to produce the notification can be implemented on the Payroll/Personnel System (PPS), it is suggested that the use of electronic mail be used to notify the appropriate department of final pay.

Background

With the enforcement of the 72-hour final pay rule, locations must issue an increased number of rush checks on a daily basis. To ensure proper distribution of the final check to a separating employee, the payroll office must notify departmental personnel promptly of the availability of payment.

Current Process

After the department notifies the payroll office that an employee should receive final pay within 72-hours, the payroll user calculates the final pay using the OLRC. After the user completes the OLRC transaction, the user telephones or authors electronic mail to the appropriate department contact, confirming the processing and availability of the final payment.

New Indicator

To facilitate the new notification, OLRC – OPT1 requires a new indicator that will indicate that a particular OLRC transaction contains the employee’s final pay from the University. This “Final Pay” indicator should act as a trigger to automatically display an “Email Notification Preparation” screen.

New Process

To replace the manual process of having the user telephone or email the department concerning the availability of the final payment, an automatic notification should become part of the OLRC Process. When the user begins the OLRC Process on the PPRC100 screen, the user should mark the “Final Pay” indicator. After the user completes the entering of data on the PPRC110 screen, the user presses the PF5 (Update) key, which brings the user to the Email Notification Preparation screen on which the user enters the email address of the departmental contact(s) and comments. When the user completes the entering the data and presses PF5 (Update) key, the process should release the email notification for delivery.
Processing Overview

New EDB Data Elements

New data element 0771 will be established for online updating on the OLRC PPRC100 screen.

The following will be the proposed description of the data element:

- Final Pay Indicator (EDB 0771)

  An indicator used during the OPT1 process that indicates the payment includes Final Pay from the University. See Attachment 1 for sample Data Dictionary Definition.

OLRC (online Rush Checks) Modifications

OPT1 On-line Screen Modifications

- PPRC100 Rush Check Opt1 Employee Data

  The appropriate label and data field for the Final Pay Indicator (EDB 0771) will be included on this screen. See Attachment 2 for a sample of the screen.

- PPRC120- Email Notification Prep

  A new screen will be developed to present an email notification preparation screen on which the user enters email address of the departmental contact(s) and appropriate comments for the email. See Attachment 3.
System File Changes

New Transaction ID

A new Transaction ID of T006 will be created for the Final Pay Email Notification Preparation Process.

It is noted that module UCOLRMLR will automatically executed when Transaction ID T006 is triggered for the Final pay Email Notification Preparation Process.

New Transient Data Queue (TDQ)

A TDQ will be created for the Final Pay Email Notification Preparation Process.

The parameter values will be as follows:

DESTID=OLRQ
DESTFAC=FILE
DESTRCV=LG
TRANSID=T006
TRIGLEVEL=1
Copylib Changes

CPWSRPAY

Currently, CPWSRPAY defines the Payroll record structure in working storage for a row on the EDB PPPPAY table.

The new Final Pay Indicator will be added.

10 FINAL-PAY-IND PIC X(01).

The copymember has a large filler field, which will be decremented by the length of the new field. Therefore the length of the existing copymember is not affected. Programs that use the copymember as an External but do not reference the new fields do not require recompilation.

CPWSRCPW

This existing copymember CPWSRCPW will be modified such that the Final Pay Indicator will be added to the record definition.

CPWSRCTS

This existing copymember CPWSRCTS will be modified such that the following data items will be added record definition:

- OLRC Final Pay Indicator
- OLRC-Transaction Process Date
- OLRC-Check Available Date
- OLRC-User Comment 1
- OLRC-User Comment 2
- OLRC-User Comment 3
- OLRC-Email Address

CPWSSPEC

This existing copymember CPWSSPEC will be modified to include the new function RC12 in the 88 level COBOL definition:

UCWSOLRM

This new copymember UCWSOLRM will contain the data fields for the TDQ (Transient Data Queue) record used for triggering the OLRC Email Process when the (OLRQ) transient data queue is read. The record will contain the following information:

- EMPLOYEE-ID
- EMPLOYEE-NAME
- OLRC-TRANSACTION-PROCESS-DATE
DDL

Payroll Personnel Table (PPPPAY)

A new column associated with the Final Pay Indicator will be added to the table.

The standard EDB DDL members defining the table and four Views for the PPPPAY table will be modified.

- TBPAY00C
- PPPVZPAY
- PPPVPAY1
- PPPVPAY2
- PPPV400B

For campuses that alter tables rather than re-create them, a new ALTER TABLE member will be created to add the following new column.

- TBPAY09A.

        FINAL_PAY_IND   CHAR(01) NOT NULL WITH DEFAULT;
Include Members

Payroll Table (PPPPAY)

The following standard EDB Include members defining the working storage and Views for a table row in the PPPPAY table will be modified to include the Final Pay Indicator:

- PPPVZPAY
- PPPVPAY1
- PPPVPAY2
- PPPV400B

COBOL Working storage:

```
10 FINAL-PAY-IND PIC X(01).
```

DB2 View:

```
FINAL_PAY_IND CHAR (01) NOT NULL
```

These Includes have a large filler field which will be decremented by the length of the new field. Therefore the length of the Include is not affected. Programs that use the Include as an External but do not reference the new fields do not require recompilation.
Bind Members

PPWRC12

This new bind member will contain the package bind for PPWRC12.
CICS Maps (DGIPNL)

PPRC100

Currently, this map is used by the screen detail processor program PPWRC10 to process and display selected Employee Data.

A new label named ‘Final Pay’ and its associated data field will be added to the map. See Attachment 2 for a sample of the screen display.

PPRC120

This new map will contain the Email Notification Preparation information. See Attachment 3 for a sample of the screen display.
Program Changes

PPAPORFH

This existing module is the Special Processes “Footer/Header” application processor.

The new function of “RC12” will be added to the 88 level COBOL definition.

PPAPORUP

This existing module is the Special Processes “Update” Application processor.

The new function of “RC12” will be added to the existing EVALUATE statement to call CICS module PPRCOPT1.

In addition, logic will be added to determine whether any data has been entered for the Email Address field.

If the input Email Address is not equal to blank, the “Update” key is pressed and the Function is “RC10”, the Email Trigger module UCOLRMLC will be called, which will write a record to the temporary data queue (TDQ). See Attachment 4 for a sample flowchart of called modules.

PPPAYCHG

The program is a standard part of the EDB Fetch/Update complex which sets an appropriate flag in the XDEC Array for those data elements defined on the PPPPAY table that have changed in value. It will be modified to process the new Final Pay Indicator.

PPPAYFET

The program is a standard part of the EDB Fetch/Update complex, which moves the appropriate data values in PAY-ROW-HOLD to PAY-ROW-HOLD1. It will be modified to process the new Final Pay Indicator.

PPPAYUPD

The program is a standard part of the EDB Fetch/Update complex that moves the data value from the ECF Change record to the appropriate PAY-ROW fields. It will be modified to process the new Final Pay Indicator.

PPPAYUTL

The program is a standard part of the EDB Fetch/Update complex that selects the data values from the PPPPAY table and moves them to the copymember CPWSRPAY. It will be modified to process the new Final Pay Indicator.
PPPAYUTW

The program is a standard part of the EDB Fetch/Update complex that takes the data values from the linkage containing copymember CPWSRPAY, and updates the PPPPAY table. It will be modified to process the new Final Pay Indicator.

PPRCGRSS

This module will be modified such that the Final Pay Indicator value defined in CPWSRCTS will be moved to the Final Pay Indicator field defined in CPWSRCPW.

PPRCNET

This module will be modified to include logic that will update the Final Pay Indicator directly on the EDB, and an Employee Change record will be written to the DB2 PPPECF Table. The updating of the Final Pay Indicator and writing of the Employee Change record will occur after the input Rush Check transactions have been inserted into the Rush Checks Abeyance Table. Note that the logic will be executed only if the employee has an existing Payroll record, and the Final Pay Indicator value has changed.

PPRCOPT1

This module will be modified to issue message P0-450 "Email Notification preparation data must be entered - use RC12" when the Final Pay Indicator is equal to "Y" and the Email Notification Preparation data on the PPRC12 screen has not yet been entered.

PPWRC10

This module will be modified to edit the Final pay Indicator.

If the input Final Pay Indicator is not ‘Y’ or blank, message RC-095 "Final Pay Indicator must be "Y" or blank" will be issued.

PPWRC11

This module will be modified to include logic to disable the PF11 key (NextFunc) if the Final Pay Indicator is not equal to ‘Y’.
New Programs

PPWRC12

Program PPWRC12 will be developed as the new screen detail processor for the function RC12.

Initialization section

The label fields and input data fields will be initialized.

Main section

- Edit Request action
  
  The Edit Input section will be performed.

- Display Request action
  
  The Display Input section will be performed.

Edit Input section

When the PPRC120 screen is displayed, and the Email Notification Preparation data (Email Address, Check Available Date, User Comment Line 1, User Comment Line 2, and User Comment Line 3) are blank, message RC-098 “Final Pay Indicator is "Yes"; an email address is mandatory” is issued. Note that the internal error flag is not set in this case.

If data is entered on any of the Email Notification Preparation data fields, the following edits will be performed:

  If the input Email Address is blank, message RC-098 “Final Pay Indicator is "Yes"; an email address is mandatory” will be issued. Note that the internal error flag is set in this case.

  In addition, the user will be able to enter up to three email addresses, each separated by a comma and space, in the data field which is defined as 73 positions.

  If the input Check Available Date is blank, message RC-096 “Check Available for Pick-up Date cannot be blank” will be issued. Note that the internal error flag is set in this case.

  If the input Check Available Date is not numeric or a valid date (MMDDYY), message RC-097 “Check Available for Pick-up Date is invalid” will be issued. Note that the internal error flag is set in this case.

Display Input section
The screen label fields and data fields will be initialized with the appropriate attributes.

The Email Address, Transaction Process Date, Check Available Date, User Comment Line 1, User Comment Line 2, and User Comment Line 3 from copymember CPWSRCTS will be used to populate the screen map.

**UCOLRMLC**

This module will be developed to write the appropriate data record into the OLRQ transient data queue.

The data in copymember UCWSOLRM will contain the necessary data provided by the calling module PPAPORUP to write a record to the OLRQ transient data queue (TDQ) to invoke Transaction ID T006 to automatically execute the mail creation module UCOLRMLR.

**UCOLRMLR**

This module will be developed to write the SMTP header and SMTP data to the JES2 spool file as well as the Email Notification Preparation data.

As each trigger record is read from the TDQ (trigger record written from module UCOLRMLC),

The JES2 spool file is opened.

To interface to the SMTP (Simple Mail Transfer Protocol) mailer, specific attributes (SMTP Headers) and SMTP Command Data will be written to the JES2 spool file at the beginning of the spool file. Following the writing of the SMTP headers and SMTP command data into the JES2 spool, the data taken from copymember UCWSOLRM will be written to the JES2 spool file next.

The JES2 spool file will be closed.

*The UCOLRMLR module can only guarantee that the electronic mail document is placed on the MVS spool for processing by the SMTP mailer. It is not possible to communicate error conditions in the email system to the OLRC Process. Errors that may prevent an electronic mail document from being received by the intended addressee include failures in the JES2 spool, SMTP mailer or anywhere in the SMTP TCP/IP network.*
CICS Help Texts

Screen Level Help Text Changes

ABYHRC10

Function: RC10 allows the user to view EDB data values for the employee which are appropriate to the generation of 'hand-drawn' payments and to enter or edit such data. (If the EDB data is incomplete or unavailable, RC10 will display a message.) The user may then press 'Enter' to edit the transaction and press F6 to scroll through the message list while correcting any field(s) in error. The user may press F5 to initiate processing of the Rush Check transaction. To suppress the taking of percentage based deductions, the user may enter a 'Y' following the words 'Suppress Pct Deds.' To suppress the taking of deductions for suspended balances, the user may enter a 'Y' following the words 'Suppress Suspense.' To indicate that the 'hand-drawn' payment is final pay, the user may enter a "Y" in the Final Pay Indicator field. If further data entry is required on the related screen RC11, the user may navigate to RC11 by pressing F11.

Nature of Information: RC10 displays information regarding the date of the EDB, employee retirement participation, student status, leave accrual, OASDI and Medicare year-to-date gross pay and deductions, and federal and state tax information. There is also a section on RC10 for vendor information text and the Final Pay Indicator.

The following highly abbreviated fields or terms are translated below:
- Suppress Pct Deds -- Suspend Percentage Deductions
- Curr/ Prior Year EDB -- Current/ Prior Year EDB
- Liab Acct -- Account Number (against which payments will charged)
- Retr Code -- Retirement System Code
- FICA Code -- FICA Eligibility Code
- TIP Ind -- Insurance Reduction Code
- Stdt Stat -- UC Student Status Code
- Lve Ac -- Leave Accrual Code
- YTD DED -- Year-to-Date Deduction Balance
- Final Pay -- Final Payment Indicator

There are no group fields on RC10.

ABYHRC11

Function: RC11 allows the user to view EDB data values which are appropriate to the generation of 'hand-drawn' payments and to enter or edit such data for an employee. (If the EDB data is incomplete or unavailable, RC10 will display a message.) The user may copy and delete multiple occurring data lines by entering 'COPY' or 'DELETE' on the command line next to the desired line, positioning the cursor on the desired line, and pressing 'Enter.' The user may then press 'Enter' to edit the transaction and press F6 to scroll through the message list while correcting any field(s) in
error. When the Final Payment Indicator is blank, the user may press F5 to initiate the update of the Rush Check transaction. When the Final Payment Indicator is "Y," the user may press F11 to continue to the Email Notification Screen. If further data entry is required on the related screen RC10, the user may navigate to RC10 by pressing F10.

Nature of Information: RC11 contains a transaction code, pay period end date, pay cycle, distribution number, title code, full accounting unit, rate, sign indicator, description of service, time worked, hours/percent indicator, rate adjustment indicator, and work study program code.

The following highly abbreviated fields are translated below:

- Trn -- Transaction Code
- Pay End -- Pay Period End Date
- Cy -- Pay Cycle Code
- Dst -- Distribution number
- Ttl -- Title Code
- L/A/C/F/P/S -- Location/Account/Cost Center/Fund/Project Code/Sub-Account
- Rte/ Amt -- Pay Rate or Amount
- S -- Sign
- DOS -- Description of Service Code
- H % -- Hours/Percent of Time Code
- RAI -- Rate Adjustment Indicator
- WS -- Work Study Program Code
- GTN -- Gross-to-Net Number
- Q -- Quarter-to-Date Indicator
- Y -- Year-to-Date Indicator
- RF -- Refund Deductions Transaction Code
- DS -- One-time Deduction Transaction Code
- PCT -- Percentage-based Deductions
- SUS -- Suspended Deductions

There is one group field on RC11: L/A/C/F/P/S.

**ABYHRC12 (New)**

Function: RC12 provides the user with a mandatory email-address line for one or up to three addresses for OPT1 transactions that include final payments. The system generates the "Rush Check transaction recorded on" as the date on which the user updates the transaction. The user may enter the "Check available for pick-up on" date and additional comments directed to the department in the User Comments field. The user may press F10 to return to a previous function. Additionally, the user may press F5 to update the transaction into the Rush Check Abeyance File and to transmit the notification into the email system.


RC12 does not display any highly abbreviated fields.

RC12 does not have any group fields.
Control Table Updates

System Messages (PPPMSG)

The following messages will be added to System Messages Table:

RC-095 – “Final Pay Indicator must be "Y" or blank” with a severity level of ‘7’ (Employee Reject)

RC-096 – “Check Available for Pick-up Date cannot be blank” with a severity level of ‘7’ (Employee Reject)

RC-097 – “Check Available for Pick-up Date is invalid” with a severity level of ‘7’ (Employee Reject)

RC-098 – “Final Pay Indicator is "Yes"; an email address is mandatory” with a severity level of ‘7’ (Employee Reject)

P0-0450 – “Email Notification Preparation data must be entered – use RC12” with a severity level of ‘7’ (Employee Reject)

P0-0451 – “Trans edited – press PF11 (NextFunc) to enter Email Notif Prep ” with a severity level of ‘1’ (Informational)

Data Element Table (PPPDET)

The following data element will be added to the Data Element Table:

- EDB 0771 – Final Pay Indicator

  Note that this data element will be defined on the PPPPAY Table.
Process Control Database Updates (Router Tables)

*Note that the tables described below must be updated in the following order due to referential integrity.*

**UC0CFN Table**

A new Function ID of ‘RC12’ and a new Detail Screen Program of ‘PPWRC12’ will be defined under existing Subsystem ID of ‘OR’.

**UC0BUN Table**

A new Bundle Function ID of ‘RC12’ will be defined under existing Bundle Subsystem ID of ‘OR’ and Bundle Function Name of ‘OPT1’. In addition, the Bundle Sequence value will be set to ‘3’. *Note that the existing Bundle Function IDs of ‘RC10’ and ‘RC11’ have Bundle Sequence values of ‘1’ and ‘2’ respectively.*
RDO (Resource Definition On-line)

Batch RDO transactions will be created to update the on-line CSD for the following objects:

**Programs**
- UCOLRMLC
- UCOLRMLR
- PPWRC12

**Transaction ID**
- T006
Attachments

1. Data Dictionary Entry - Final Pay Indicator
2. Sample PPRC100 - Rush Check Opt1 Employee Data
3. Sample PPRC120 - Email Notification Screen
4. Flowchart of called modules related to Email Notification
Attachment 1

System Number: EDB0771

User Access Name: 0771-1

Programming Name: FINAL_PAY_IND IN PPPPAY

Revision Date: 04/17/02

Comments

Source(s):
Use(s):
Location(s):

Name: FINAL PAY INDICATOR

Type: ALPHANUMERIC

Length: 1

Format

None

General Description

An indicator used during the OPT1 process that indicates the payment includes Final Pay from the University.

Code Interpretation

Y = Yes, Final Pay
Blank = Not Final Pay
Attachment 2

PPRC100-E1138 Special Processes 03/14/02 10:50:22
Rush Check Opt1 Employee Data Userid: PAYUSR1
ID: 000000001 Name: PRESIDENT,EXEC SSN: 552142011 Page 1 of 1
Suppress Pct Deds: Suppress Suspense: Curr/Prior Year EDB:

Liab Retr FICA TIP Stdt Lve OASDI Medicare OASDI Medicare
FAU Code Code Ind Stat Acc YTD Gross YTD Gross YTD Ded YTD Ded
112600 U N 1 007620000 012349476 000472440 000179067

Federal Federal State State State Final
Marital Exempt Marital Exempt Itemized Pay
S 999 M 001 012 Y

Vendor Information Text

Next Func: ID: Name: SSN:
Par Control Number: Check Number:

===>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 11-NextFunc 12-Exit
Attachment 3

PPRC120- Xnnnn  Special Processes  02/07/02 16:15:31
Email Notification Prep  Userid: PAYUSR1
Page: 01 of 01

Send Notification to:
Any.departmentatcampus.edu

Subject: Final Pay
Rush Check transaction recorded on XX/XX/XX.
Check available for pick-up on XX/XX/XX.

The Payroll Office can insert text in addition to the "recorded on" and "pick-up on" dates.

Next Func:

F: 1-Help  3-Return  4-Print  5-Update
F: 10-Prev Func
Attachment 4