This release addresses the following Service Request:

**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.

**Programs**

**PPPAYCHG, PPPAYFET, PPPAYUPD, PPPAYUTL, PPPAYUTW**

These EDB fetch/Update Complex modules have been modified to include logic to process the Final Pay Indicator.

**PPRCGRSS**

This module has been modified such that the Final Pay Indicator value defined in CPWSRCTS is moved to the Final Pay Indicator field defined in CPWSRCPW.

**PPRCNET**

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

**CICS Programs**

**PPAPORFH**

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

**PPAPORUP**

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

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

In addition, logic is 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 is called, which writes a record to the temporary data queue (TDQ). See Attachment 4 for a sample flowchart of called modules.

**PPRCOPT1**

This module has been 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 has been 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”* is issued.

**PPWRC11**

This module has been modified to include logic to disable the PF11 key (NextFunc) when the Final Pay Indicator is not equal to “Y”.

**PPWRC12**

Program PPWRC12 has been developed as the new screen detail processor for the function RC12.

**UCOLRMLC**

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

The data in copymember UCWSOLRM contains 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 is developed to write the SMTP header and SMTP data to the JES2 spool file as well as the Email Notification Preparation data.

**Copymembers**

**CPWSRCPW**

This existing copymember CPWSRCPW has been modified to include the Final Pay Indicator in record definition.

**CPWSRCTS**

This existing copymember CPWSRCTS has been modified to include the following data items in the record structure:

- OLRC Final Pay Indicator
- OLRC-Transaction Process Date
- OLRC-Check Available Date
- OLRC-User Comment 1
- OLRC-User Comment 2
CPWSSPEC

The new function of “RC12” has been added to the existing 88 level COBOL definition.

UCWSOLRM

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

- EMPLOYEE-ID
- EMPLOYEE-NAME
- OLRC-TRANSACTION-PROCESS-DATE
- OLRC-CHECK-AVAIL-DATE
- OLRC-COMMENT-LINE1
- OLRC-COMMENT-LINE2
- OLRC-COMMENT-LINE3
- OLRC-EMAIL-ADDRESS

**Include Members**

PPPVPAY1, PPPVPAY2, PPPVZPAY, PPPV400B

These Include Members have been modified to include the Final Pay Indicator.

**DDL Members**

PPPVPAY1, PPPVPAY2, PPPVZPAY, PPPV400B, TBPAY00C

These DDL Members have been modified to include the Final Pay Indicator.

TBPAY00A

This DDL Member contains the ALTER statements to add column FIANL-PAY-IND to the PPPPAY Table.

**Bind Members**

PPWRC12

This Bind Member contains the Package bind statements for PPWRC12.

**CICS Maps**

PPRC100

A new label named ‘Final Pay’ and its associated data field has been added to the map.
This new map contains the Email Notification Preparation information.

**Table Updates**

*System Messages Table*

Four new messages related to the processing of the OLRC have been added to the System Messages Table.

The update transactions in release file CARDLIB(MSGROD) and the completed facsimile form UPAY554 sent with this release are supplied for both Test and Production.

*Data Element Table*

The following new data element has been added to this table:

- (EDB 0771) Final Pay Indicator

The update transactions in release file CARDLIB(DETPROD) and the completed facsimile form UPAY553 sent with this release are supplied for both Test and Production.

**Test Plan**

A complete test plan is provided with this release.

**Installation Instructions**

Installation Instructions are provided as a separate document.

**Timing of Installation**

The installation of this release is Not Urgent.

However, installing this release enables the automatic issuance of the email notification to the appropriate departments whenever transactions are processed for final pay through the on-line Special Processes – Online Rush Checks (OLRC).

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.

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