ATTACHMENT ‘A’

PAN Enhancements
Testing Document for CICS Components
Service Requests 15213 and 16901
May 31, 2002
Author: Paul Wehan
# Table of Contents

1.0 Testing Overview 1

2.0 CICS Screens 2

2.1 ENPR Screen ................................ ................................ ................................ .................... 2
2.2 EENT Screen ................................ ................................ ................................ ..................... 3
2.3 ECOM Screen ................................ ................................ ................................ .................... 3
2.4 IDIR Screen ................................ ................................ ................................ ....................... 4

3.0 PAN Section Formats 5

3.1 Employee and Preparer Information section ................................ ................................ ..... 5
3.2 Comments section ............................................................................................................. 5
3.3 General Information section ........................................................................................... 6
3.4 Appointment and Distribution section ............................................................................ 6
3.5 Benefits section ................................................................................................................. 6
3.6 Sabbatical section .............................................................................................................. 6
3.7 Layoff section ................................................................................................................... 7
3.8 Work Study section .......................................................................................................... 7
3.9 List of Reviewers section .................................................................................................. 7

4.0 PAN Event Generation 7

5.0 Additional PAN Events 10

5.1 Work Study Limit events .................................................................................................. 10
5.2 Benefits events ................................................................................................................. 10
5.3 Period Of Initial Eligibility events .................................................................................. 11
5.4 Layoff Information events ............................................................................................... 11
5.5 Indefinite events .............................................................................................................. 11
5.6 Sabbatical Information events .......................................................................................... 12

6.0 Changed Elements 12

6.1 General Information Section .......................................................................................... 12
6.2 Work Study Section ........................................................................................................ 13
6.3 Benefits Section ............................................................................................................. 13
6.4 Layoff Section ................................................................................................................ 14
6.5 Sabbatical Section ......................................................................................................... 14

7.0 Time Reporting PANS 14

8.0 Additional PAN Enhancements 14

8.1 Eliminate blind cc feature ............................................................................................... 14

9.0 Additional Testing 15

9.1 Maximum name field ...................................................................................................... 15
9.2 Appointments/Distributions ............................................................................................ 15
1.0 Testing Overview

This document describes the process to be followed in verifying that the CICS PAN application has been implemented as specified in service request 15213, PAN Enhancement requirements. The major areas that need to be tested are: edits (and messages), PAN events, field labels and text, data display.

Test cases will be developed to verify that employee data is being correctly displayed on each screen.

The test plan will be based on the requirements document and changes agreed upon in the design phase.
2.0 CICS Screens

To verify that the CICS screens are displaying the correct format, field labels, data and functionality as requested in the PAN Enhancement Requirements, perform the tests below.

2.1 ENPR Screen

Format Changes and Data Labels

Verify that the format on the ENPR screen matches the sample illustrated on attachment L of the PAN Enhancement Requirements.

Verify that the data labels on the ENPR screen match the sample illustrated on attachment L of the PAN Enhancement Requirements.

In particular, verify that the following changes have been made:

- The data in the top section of the screen has been modified to display the required information on the employee and preparer, and the ‘Description of Content’ label has been replaced by ‘Action’
- The header ‘Notifications’ has been replaced with ‘Reviewers’
- The reviewer data has been expanded to include name, email address, and a primary reviewer indicator

The requirements specify that the two action codes with the lowest numeric value be displayed after the ‘Actions’ label on the ENPR screen. Additionally, ‘other’ action values 20, 40, and 50 should not be displayed.

Perform the following tests:

Test 1: Add a new Appointment and Distribution and enter three different action codes for the appointment and three different action codes for the distribution. Verify that the two action codes with the lowest numeric number are displayed on ENPR.

Test 2: Change the appointment Begin Date and Distribution begin date. Do not enter any action codes. This should derive action codes 40 and 50. Verify that no action codes are displayed on ENPR.

Test 3: Change the employee birth date. This should derive employee level action code 20. Verify that no action codes are displayed on ENPR.

The requirements ask that the ability to specify a mandatory reviewer as primary reviewer be supported.

Perform the following tests:

Test 4: Enter a code value other then ‘P’ or blank in the ‘Primary’ field. Verify that message U0220, ‘Valid values are ‘P’ or blank’ is issued.
Test 5: Enter the code value ‘P’ in the ‘Primary’ field for a mandatory reviewer. Verify that no message is issued.

Test 6: Enter the code value ‘P’ in the ‘Primary’ field for a mandatory reviewer and hit enter. Go back and blank out the ‘P’ and update. Verify that no message is issued.

Test 7: Enter the code value ‘P’ in the ‘Primary’ field for each mandatory reviewer. Verify that message, ‘U0221 Only one addressee may be designated as primary’ is issued.

Requirements ask that an entered MVS UserID be in the PAN Directory

Test 8: Enter a UserID that does not exist in the PAN Directory. No email address or name should appear. Verify that message U0222, ‘USER ID must be in PAN directory’ is issued.

2.2 EENT Screen

Format Changes and Data Labels

Verify that the format on the EENT screen matches the sample illustrated on attachment N of the PAN Enhancement Requirements.

Verify that the data labels on the EENT screen match the sample illustrated on attachment N of the PAN Enhancement Requirements.

Test 1: Enter a valid UserID that is in the PAN Directory in the ‘Next UserID’ field. Verify that the UserID, name and email address are displayed correctly.

Test 2: Enter a UserID that is not in the PAN Directory in the ‘Next UserID’ field. Message ‘U0224 Entered UserID is not in the PAN directory’ is issued.

2.3 ECOM Screen

Format Changes and Data Labels

Verify that the format on the ECOM screen matches the sample illustrated on attachment M of the PAN Enhancement Requirements.

Verify that the data labels on the ECOM screen match the sample illustrated on attachment M of the PAN Enhancement Requirements.

The requirements specify that the preparer should have the ability to indicate that the notification should be considered Urgent for review. The ability to do this has been added to the ECOM screen. The requirements also specify that, at campus option, entry of comments can be made mandatory. This will be controlled by a System Parameter.

Perform the following test:

Test 1: Make a change to an employee’s data so that a PAN is generated. Verify that the ‘Priority’ field automatically displays the letter ‘R’ (regular priority) when the ‘Comments’ section is displayed.
Test 2: Make a change to an employee’s data so that a PAN is generated. In the ‘Comments’ section, enter the value ‘U’ in the priority field. Verify that the value is accepted.

Test 3: Make a change to an employee’s data so that a PAN is generated. In the ‘Comments’ section, enter the value ‘U’ in the priority field. Go back and change the ‘Priority’ to ‘R’. Verify that the value is accepted.

Test 4: Make a change to an employee’s data so that a PAN is generated. In the ‘Comments’ section, enter a blank in the priority field. Verify that the blank is reset to ‘R’ and no messages are issued.

Test 5: Make a change to an employee’s data so that a PAN is generated. In the ‘Comments’ section, enter a value other than a ‘R’ or ‘U’ in the priority field. Verify that the message, ‘U0223 Valid Values are ‘U’ or ‘R’’ is issued.

The requirements specify that campuses have the option to make comments mandatory.

Test 6: With the System Parameter set to ‘Comments’ required, make a change to an employee’s data so that a PAN is generated. In the ‘Comments’ section, do not add any comments. Message, ‘U0219 Comments required’ is issued.

Test 7: With the System Parameter set to ‘Comments’ required, make a change to an employee’s data so that a PAN is generated. In the ‘Comments’ section, add comments. Verify that message, ‘U0219 Comments required’ is not issued.

2.4 IDIR Screen

For testing purposes at UCOP, a test PAN directory in the new format was established by running the PPPANDIR program using a flat file created by the testing team. Some entries were set up with only the two required fields (USERID and Name), and other entries were set up with one or more of the optional fields (department, phone number, and email address). After the directory was established, the email routing options was selected for some entries. (Note that the e-mail routing preference exists in a table separate from the directory, and so is not overlaid when PPPANDIR is run to recreate the directory). A SPUFI listing of the directory tables was used to select test cases for verification on the IDIR screen.

Format Changes and Data Labels

Verify that the format on the IDIR screen matches the sample illustrated on attachment O of the PAN Enhancement Requirements.

Verify that the data labels on the IDIR screen match the sample illustrated on attachment O of the PAN Enhancement Requirements.

The PAN requirements specify that the Directory be expanded in both use and scope so that MVS UserID, EDB Employee ID, e-mail address, name, phone number, routing code and departmental affiliation be displayed.

Test 1: For a directory entry where the e-mail routing option has been selected, verify that an ‘E’ is displayed in the Routing Code column on the IDIR screen.

Test 2: For a directory entry where the e-mail routing option has not been selected, verify that a blank is displayed in the Routing Code column on the IDIR screen.
Test 3: For a directory entry with the maximum number of characters in the name field, verify that the name is correctly displayed on the IDIR screen.

Test 4: For a directory entry with the maximum number of characters in the email address field, verify that the e-mail address is correctly displayed on the IDIR screen.

Test 5: For a directory entry with a phone number containing an area code and number, verify that the phone number is correctly displayed on the IDIR screen.

3.0 PAN Section Formats

3.1 Employee and Preparer Information section

Format Changes and Data Labels

Verify that the format on the ‘Employee and Preparer Information’ section matches the sample illustrated on attachment C of the PAN Enhancement Requirements.

Verify that the data labels on the ‘Employee and Preparer Information’ section match the sample illustrated on attachment C of the PAN Enhancement Requirements.

Perform the following tests:

Test 1: Add an Appointment and Distribution and enter 3 Action Codes in the Appointment Action field and 3 in the Distribution Action field. Verify that only 5 Action Codes are displayed in numerical sequence from lowest to highest.

Test 2: Change the appointment Begin Date and Distribution begin date. Do not enter any action codes. This should derive action codes 40 and 50. Verify that no action codes are displayed in the action field on the Employee and Preparer Information section.

Test 3: Select an employee with the maximum number of characters in the name field. Change the employee’s data so that a PAN is generated. Verify that name is correctly displayed on the Employee and Preparer Information section.

Test 4: Using a Preparer who has the maximum number of characters in the Preparer name field make a change to an employee’s data so that a PAN is generated. Verify that Preparer’s name is correctly displayed on the Employee and Preparer Information section.

3.2 Comments section

Format Changes and Data Labels

Verify that the format on the ‘Comments’ section matches the sample illustrated on attachment D of the PAN Enhancement Requirements.

Verify that the data labels on the ‘Comments’ section match the sample illustrated on attachment D of the PAN Enhancement Requirements.

The requirements specify that the Preparer can designate the PAN priority as urgent or regular.

Perform the following tests:
Test 1: Make a change the employee’s data so that a PAN is generated. In the ‘Comments’ section, mark the ‘Priority’ as ‘U’ (Urgent). Verify that in the ‘Comments’ section, the message, ‘Notification marked Urgent’ is displayed.

Test 2: Make a change the employee’s data so that a PAN is generated. In the ‘Comments’ section, mark the ‘Priority’ as ‘R’ (Regular). Verify that in the ‘Comments’ section, the message, ‘Notification marked Urgent’ is not displayed.

3.3 General Information section

Format Changes and Data Labels

Verify that the format on the ‘General Information’ section matches the sample illustrated on attachment F of the PAN Enhancement Requirements.

Verify that the data labels on the ‘General Information’ section match the sample illustrated on attachment F of the PAN Enhancement Requirements.

3.4 Appointment and Distribution section

Format Changes

Verify that the format on the ‘Appointment and Distribution’ section matches the sample illustrated on attachment H of the PAN Enhancement Requirements.

Fields

Verify that the data labels on the ‘Appointment and Distribution’ section match the sample illustrated on attachment H of the PAN Enhancement Requirements.

3.5 Benefits section

Format Changes

Verify that the format on the ‘Benefits’ section matches the sample illustrated on attachment K of the PAN Enhancement Requirements.

Fields

Verify that the data labels on the ‘Benefits’ section match the sample illustrated on attachment K of the PAN Enhancement Requirements.

3.6 Sabbatical section

Format Changes

Verify that the format on the ‘Sabbatical’ section matches the sample illustrated on attachment K of the PAN Enhancement Requirements.

Fields

Verify that the data labels on the ‘Sabbatical’ section match the sample illustrated on attachment K of the PAN Enhancement Requirements.
3.7 **Layoff section**

**Format Changes**

Verify that the format on the ‘Layoff’ section matches the sample illustrated on attachment K of the PAN Enhancement Requirements.

**Fields**

Verify that the data labels on the ‘Layoff’ section match the sample illustrated on attachment K of the PAN Enhancement Requirements.

3.8 **Work Study section**

**Format Changes**

Verify that the format on the ‘Work Study’ section matches the sample illustrated on attachment F of the PAN Enhancement Requirements.

**Fields**

Verify that the data labels on the ‘Work Study’ section match the sample illustrated on attachment F of the PAN Enhancement Requirements.

3.9 **List of Reviewers section**

**Format Changes**

Verify that the format on the ‘List of Reviewers’ section matches the sample illustrated on attachment I of the PAN Enhancement Requirements.

**Fields**

Verify that the data labels on the ‘List of Reviewers’ section match the sample illustrated on attachment I of the PAN Enhancement Requirements.

Test 1: Select an employee. Make a change to the employee’s data so that a PAN is generated. In the ‘Reviewers’ section, add a new reviewer and press PF5 to update. Verify that in the ‘List of Reviewers’ section the new reviewer that was added is displayed.

4.0 **PAN Event Generation**

4.1 **PAN Events**

The purpose of this section is to verify that when individual PAN events are triggered, the resulting PAN displays the standard PAN format as requested in the PAN Enhancements Requirements.

Test 1: Make a change to an employee’s Appointment or Distribution data so that the PAN event, "APPT" is generated and no other PAN events are triggered.
Verify that the ‘General Information’ and ‘Appointment and Distribution’ sections of the PAN are generated.

Test 2: Make a change to an employee’s Citizenship Data (Citizenship Code, Visa Type, Work Permit End Date, etc) so that the PAN event, “CITZ” is generated and no other PAN events are triggered.

Verify that the ‘General Information’ and ‘Appointment and Distribution’ sections of the PAN are generated.

Test 3: Make a change to an employee’s Retirement Data (Retirement System Code, FICA Eligibility Code etc) so that the PAN event, “FICA” is generated and no other PAN events are triggered.

Verify that the ‘General information’ and ‘Appointment and Distribution’ sections of the PAN are generated.

Test 4: Hire a new employee so that the PAN event, “HIRE” is generated and no other PAN events are triggered.

Verify that the ‘General Information’ and ‘Appointment and Distribution’ sections of the PAN are generated.

Test 5: Rehire a separated employee so that the PAN event, “RHIR” is generated and no other PAN events are triggered.

Verify that the ‘General Information’ and ‘Appointment and Distribution’ sections of the PAN are generated.

Test 6: Make a change to an employee’s name so that the PAN event, “KEYC” is generated and no other PAN events are triggered.

Verify that the ‘General Information’ and ‘Appointment and Distribution’ sections of the PAN are generated and no other PAN events are triggered, and the name and employee ID are display in the ‘General Information’ section of the PAN as shown in Attachment F of the PAN Enhancement requirements.

Test 7: Make a change to an employee’s Labor Relations data (Change Employee Relations Code, Employee Unit Code, Employee Special Handling Code, etc) so that the PAN event, “LABR” is generated and no other PAN events are triggered.

Verify that the ‘General Information’ and ‘Appointment and Distribution’ sections of the PAN are generated.

Test 8: Make a change to an employee’s Leave Data (Action Code “07” or “08”, changes to Leave begin and End Dates and Leave Type. Do not use leave type 01, 02, or 03) so that the PAN event, “LEAV” is generated and no other PAN events are triggered.

Verify that the ‘General Information’ and ‘Appointment and Distribution’ sections of the PAN are generated.

Test 9: Make a change to an employee’s Leave Return Date field so that PAN event “LVRT” is generated and no other PAN events are triggered.
Verify that the ‘General Information’ and ‘Appointment and Distribution’ sections of the PAN are generated.

Test 10: Make a change to an employee’s Separation Data (Separation Date and Last Day on Pay is changed) so that the PAN event, “SEPR” is generated and no other PAN events are triggered.

Verify that the ‘General Information’ and ‘Appointment and Distribution’ sections of the PAN are generated.

Test 11: Make a change to an employee’s Work-Study Limit Data so that the PAN event, “WSPC” is generated and no other PAN events are triggered.

Verify that the ‘General Information’, ‘Appointment and Distribution’ and ‘Work Study Limit Information’ sections of the PAN are generated.

Test 12: Make a change to an employee’s Benefits Data so that the PAN event, “BENE” is generated and no other PAN events are triggered.

Verify that the ‘General Information’, ‘Appointment and Distribution’ and ‘Benefits Information’ sections of the PAN are generated.

Test 13: Make a change to an employee’s BELI Data (change the BELI from 5, 4, 3 or 2 to 1) so that the PAN event, “PIEC” is generated and no other PAN events are triggered.

Verify that the ‘General Information’ and ‘Appointment and Distribution’ sections of the PAN are generated and the PIE End Date is displayed on the PAN as shown in Attachment F of the PAN Enhancement Requirements.

Test 14: Make a change to an employee’s Layoff Data so that the PAN event, “LAYO” is generated and no other PAN events are triggered.

Verify that the ‘General Information’, ‘Appointment and Distribution’ and ‘Layoff Information’ section of the PAN are generated.

Test 15: Separate an employee with reason code ‘CA’ so that the PAN event, “INDL” is generated and no other PAN events are triggered.

Verify that the ‘General Information’, ‘Appointment and Distribution’ and short version of the ‘Layoff Information’ sections of the PAN are generated and Terminal Vacation, Sick Leave and PTO data is displayed on the PAN as shown in Attachment F of the PAN Enhancement Requirements.

Test 16: Make a change to an employee’s Sabbatical Data so that the PAN event, “SABB” is generated and no other PAN events are triggered.

Verify that the ‘General Information’, ‘Appointment and Distribution’ and ‘Sabbatical Information’ sections of the PAN are generated.

Test 17: Make a change to an employee’s Appointment/Distribution, Citizenship, Benefits, BELI Level, Layoff, Work-Study, Sabbatical data so that All PAN events are generated.

5.0 Additional PAN Events

5.1 Work Study Limit events

A separate section for Work-Study changes has been developed and will be displayed under certain conditions as part of the standard PAN. This section will appear just after the ‘General Information’ section of the PAN.

Test 1: Select an employee who does not have any work study data. Make a change to the employee’s data so that a PAN is generated.

Verify that the “Work Study Program Limits” section of the PAN is not displayed on the PAN notice.

Test 2: Select an employee who has work study data with the ‘Work Study FISCAL Year’ less than one year prior to the current year. Make a change to the employee’s data so that a PAN is generated.

Verify that the “Work Study Program Limits” section of the PAN is displayed on the PAN notice.

Test 3: Select an employee who has work study data with the ‘Work Study FISCAL Year’ more than one year prior to the current year. Make a change to the employee’s data so that a PAN is generated.

Verify that the “Work Study Program Limits” section of the PAN is not displayed on the PAN notice.

Test 4: Select an employee who has a combination of work-study data with the ‘Work Study FISCAL Year’ that is both less than and more than one year prior to the current year. Make a change to the employee’s data so that a PAN is generated.

Verify that the “Work Study Program Limits” section of the PAN is displayed on the PAN with all work study data.

Test 5: Select an employee who has no work study data. Add work-study data information to the employee that is more than a year prior to the current year so that a PAN is generated.

Verify that the “Work Study Program Limits” section of the PAN is displayed on the PAN notice.

5.2 Benefits events

Benefits information is displayed only when the ‘BENE’ event is triggered. Additionally, campuses can choose to not display the Benefits section if they so desire. The Benefits section will be displayed just before the ‘Appointments and Distribution’ section.

Test 1: With the option to display a Benefits Pan turned on, select an employee. Make a change to the employee’s Benefits Data.
Verify that the ‘General Information’, ‘Appointment and Distribution’ and ‘Benefits Information’ sections of the PAN is generated.

Test 2: With the option to not display a Benefits PAN turned on, select an employee. Make a change to the employee’s Benefits Data.

Verify that no Benefits PAN is generated.

5.3 Period Of Initial Eligibility events

When the PIEC event is triggered, an additional line is added to the ‘General Information’ section of the PAN to display the PIE End Date field. This field appears after the ‘Separation Reason’ line.

Test 1: Hire a new employee.

Verify that the “PIE End Date” field is displayed in the ‘General Information’ section of the PAN.

Test 2: Select a BELI 5, 4, 3 or 2 employee. Change the BELI to 1 so that a PAN is generated.

Verify that the “PIE End Date” field is displayed in the ‘General Information’ section of the PAN.

Test 3: For employee with an existing PIE End Date, make a change to the employee’s data that does not result in a change to the PIE End Date so that a PAN is generated.

Verify that the “PIE End Date” field is not displayed in the ‘General Information’ section of the PAN.

5.4 Layoff Information events

A separate section for Layoff data changes is displayed when the event, LAYO, is triggered. The ‘Layoff Information’ section appears after the ‘General Information’ section.

Test 1: Make a change to the employee’s Layoff data, so that a PAN notice is generated.

Verify that the full ‘Layoff Information’ section is displayed in the PAN.

Test 2: Select an employee who does not have layoff data. Separate the employee using reason code ‘CA’.

Verify that the short version of the ‘Layoff information’ section containing only terminal sick leave and accrued date information is displayed only.

Test 3: Select an employee who does not have Layoff data. Make a change to the employee’s data, so that a PAN notice is generated.

Verify that the “Layoff Information” section is not displayed in the PAN.

5.5 Indefinite events
When the PAN event, INDL, is triggered, a line is added to the ‘General Information’ section of the PAN immediately after the Separation data showing Terminal Vacation, Sick Leave and Paid Time Off.

Test 1: Make a change to the employee’s Separation Data, “use reason is ‘CA’”, so that a PAN notice is generated.

Verify that a line is added to the ‘General Information’ section displaying Terminal Vacation, Sick Leave, and Paid Time Off in the PAN.

Test 2: Select an employee who has existing layoff data and make a change to the employee’s Separation Data, “use reason code ‘CA’”, so that a PAN is generated.

Verify that a line is added to the ‘General Information’ section displaying Terminal Sick Vacation, Sick Leave, and Paid Time Off and that the full ‘Layoff Information’ section of the PAN is displayed.

5.6 Sabbatical Information events

A separate section for Sabbatical data changes is displayed only if the Sabbatical PAN event (SABB) is triggered. The ‘Sabbatical Information’ section appears after the ‘General Information’ section.

Test 1: Select an employee who has Sabbatical data. Make a change to the employee’s Sabbatical data, so that a PAN notice is generated.

Verify that the “Sabbatical Information” section is displayed in the PAN.

Test 2: Make a change to an employee’s Leave Data (Action Code “07” or “08”, changes to Leave begin and End Dates and Leave Type. Use leave type 01, 02, or 03) so that the PAN event, “SABB” and “LEAV” is generated and no other PAN events are triggered.

Verify that the “Sabbatical Information” section is displayed in the PAN.

Test 3: Select an employee who has Sabbatical data. Make a change to the employee’s data, so that a PAN notice is generated.

Verify that the “Sabbatical Information” section is not displayed in the PAN.

6.0 Changed Elements

6.1 General Information Section

In the CICS version of the ‘General Information’ section, the previous values of the data are displayed immediately under the new values with brackets on either side (< >).

Test 1: Make a change to each of the data fields on the ‘General Information’ section so that a PAN is generated.

Verify that the previous values are bracketed and below the current values as illustrated in attachment F of the PAN Enhancement Requirements.

Test 2: Make a change to each of the data fields on the ‘Appointment and Distribution’ section so that a PAN is generated.
Verify that the previous values are bracketed and below the current values and ‘plus (+) and minus (-) symbols are displayed to the left of the changed appointment and distribution data as illustrated in attachment H and P of the PAN Enhancement Requirements.

Key Change test

Test 3: Make a change to the employee ID number field on the ‘Key Change’ section so that a PAN is generated.

Verify that the previous values are bracketed and to the right of the current values as illustrated in attachment F of the PAN Enhancement Requirements.

Test 3a: Make a change to the employee name field on the ‘Key Change’ section so that a PAN is generated.

Verify that the previous values are bracketed and to the right of the current values as illustrated in attachment F of the PAN Enhancement Requirements.

Period of Initial Eligibility (PIE) test

Test 4: Make a change to the employee’s BELI (change the BELI from 5 to 1) so that a PAN is generated.

Verify that the previous values are bracketed and below the current values as illustrated in attachment F of the PAN Enhancement Requirements.

Indefinite Layoff test

Test 1: Make a change to the employee’s layoff data (use reason code ‘CA’) so that a PAN is generated.

Verify that the previous values are bracketed and below the current values as illustrated in attachment F of the PAN Enhancement Requirements and a line is inserted displaying terminal vacation, sick leave, and paid time off and the short version of the Layoff.

6.2 Work Study Section

In the CICS version of the ‘Work Study’ section, the previous values of the data are displayed immediately under the new values with brackets on either side (< >).

Test 1: Make a change to the limit field on the ‘Work Study’ section so that a PAN is generated.

Verify that the previous values are bracketed and below the current values as illustrated in attachment F of the PAN Enhancement Requirements.

6.3 Benefits Section

In the CICS version of the ‘Benefits’ section, the previous values of the data are displayed immediately under the current values with brackets on either side (< >).

Test 1: Make a change to each of the employee’s benefit data on the ‘Benefits’ section so that a PAN is generated.
Verify that the previous values are bracketed and below the current values as illustrated in attachment K of the PAN Enhancement Requirements.

### 6.4 Layoff Section

In the CICS version of the ‘Layoff’ section, the previous values of the data are displayed to the right in columns titled ‘Previous’ and ‘Current’.

Test 1: Make a change to each of the employee’s layoff data on the ‘Layoff’ section so that a PAN is generated.

Verify that the previous and current values are displayed to the right as illustrated in attachment K of the PAN Enhancement Requirements.

### 6.5 Sabbatical Section

In the CICS version of the ‘Sabbatical’ section, the previous values of the data are displayed to the right in columns titled ‘Previous’ and ‘Current’.

Test 1: Make a change to each of the employee’s sabbatical data on the ‘Sabbatical’ section so that a PAN is generated.

Verify that the previous and current values are displayed to the right as illustrated in attachment K of the PAN Enhancement Requirements.

### 7.0 Time Reporting PANS

Time Reporting Post Authorization Notifications (PANs) are generated in the on-line CICS Transaction Holding File (THF) entry/update process.

The Preparer and Identification section should be identical to the PANs produced in the EDB entry/update process, except that a translation of the time reporting PAN event should be displayed after the label ‘Action’.

Test 1: Generate a Time Reporting PAN for each of the following PAN events: EDAP, EDDD, EDFT, EDLA, EDLR, EDRA, EDTL, EDTM and EDTS.

Verify the following:

- the Preparer and Identification section are identical to the PANs produced in the EDB entry/update process, except that a translation of the Time Reporting PAN event should be displayed after the label ‘Action’.
- the PAN contains the following sections: Comments, Pay Transaction and List of Reviewers.
- the PAN information is displayed in the same format as the current CICS/email format.

### 8.0 Additional PAN Enhancements

#### 8.1 Eliminate blind cc feature
Test 1: Make a change to the employee’s data so that a PAN is generated. On the ‘Notification Preparation’ screen (ENPR), attempt to add a reviewer and designate the new reviewer as a blind ‘cc’ by entering a ‘B’ in the command line.

Verify that message, ‘U0002 Invalid data entered’ is issued.

9.0 Additional Testing

9.1 Maximum name field

Test 1: Make a change to the employee’s data so that a PAN is generated. On the ‘Notification Preparation’ screen (ENPR), select an UserID (from the Directory) that has the maximum length first and last name.

Verify that the name correctly is displayed on the PAN.

9.2 Appointments/Distributions

Test 1: Select an employee who has the maximum number of appointments and distributions. Make a change to one of the appointments or distributions fields so that a PAN is generated.

Verify that all the appointments and distributions are correctly displayed in the PAN.

Test 2: Select an employee who has an appointment with the first appointment not beginning with 10 or 20, etc so that a PAN is generated.

Verify that all the appointments and distributions are correctly displayed in the PAN.

Test 3: Select an employee who has an appointment with the first distribution not beginning with 11 or 21, etc. so that a PAN is generated.

Verify that all the appointments and distributions are correctly displayed in the PAN.