ATTACHMENT ‘B’

PAN Enhancements
Testing Document for Web Components
Service Requests 15213 and 16901

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1.0 Testing Overview

This document describes the process to be followed in verifying that the Web PAN application has been implemented as specified in service requests 15213 and 16901, PAN Enhancement requirements. The major areas that need to be tested are: security, edits, messages, navigation, field labels and text, and data display.

Test cases will be developed to verify that employee data and preparer and reviewer information 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. Any agree upon deviation from the requirements document will be identified and recorded in an issues log.
2.0 Navigation

The Web PAN application provides users with the ability to navigate among screens and within screens. Testing will verify that the navigation on each page is done correctly.

2.1 Main Menu Page

Test 1: From the Payroll/Personnel System Main Menu page, click on ‘In-box’. Verify that the ‘Post Authorization Notification Inbox’ page appears.


Test 4: From the Payroll/Personnel System Main Menu page, click on ‘Notification Selection’. Verify that the ‘Post Authorization Notification Selection’ page appears.

Test 5: From the Payroll/Personnel System Main Menu page, click on ‘Audit review’. Verify that the ‘Post Authorization Notification Reviewer Log’ page appears.

2.2 Post Authorization Notification Inbox Page

Test 1: From the Post Authorization Notification Inbox page, click on “Main Menu’. Verify that the Payroll/Personnel Main Menu page appears.

Test 2: From the Post Authorization Notification Inbox page, click on “Logout’. Verify that the ‘You are now logged out’ page appears.

Other navigation within the page

Test 3: Click on the word ‘here’ in the sentence, “Click on column header to sort, or click here to specify selection criteria”. Verify that Post Authorization Notification Selection page appears.

Test 4: Click on an employee’s name. Verify that the Post Authorization Notification Detail page appears for that employee.

2.3 Post Authorization Notification Detail

Test 1: Click on “Main Menu’. Verify that the Payroll/Personnel Main Menu page appears.

Test 2: Click on “Logout’. Verify that the ‘You are now logged out’ page appears.

The page provides a link to either the inbox or the selection results screen depending on how the page was reached.


**Other navigation within the page**

Test 5: Click on the Email Address in the Employee and Preparer Information section. Verify that an email note is opened and is addressed to the Preparer and verify that ‘the from’ address is your email address.

Test 6: Click on the link to ‘EDB Inquiry’. Verify that a new browser window is opened and that the Payroll/Personnel System ‘Selection Page’ is displayed. Close the browser window.

Test 7: Click on the word ‘Comments’ in the ‘Go To’ bar. Verify that the ‘Comments’ section appears at the top of the frame.

Test 8: Click on the word ‘General Information’ in the ‘Go To’ bar. Verify that the ‘General Information’ section appears at the top of the frame.

Test 9: Click on the word ‘Appointments and Distributions’ in the go to bar. Verify that the ‘Appointments and Distributions’ section appears at the top of the frame.

Test 10: Click on the word ‘List of Reviewers’ in the ‘Go To’ bar. Verify that the ‘List of Reviewers’ section appears at the top of the frame.


Test 12: Click on the Email Address in the List of Reviewer section. Verify that an email note is opened and is addressed to the Reviewer selected and verify that the from address is your email address.

### 2.4 Post Authorization Notification UserID Directory Page

The available links on the Post Authorization Notification UserID Directory page are different depending on how the Directory page is accessed.

**Access the ‘Directory’ page from the Main Menu page and perform the following tests:**

Test 1: Click on the ‘Main Menu’ link. Verify that the Post Authorization Main Menu page appears.

Test 2: Click on the ‘Logout’ link. Verify that the ‘You are now logged out’ page appears.

**Access the ‘Directory’ page from the Notification Selection page and perform the following tests:**

Test 3: Click on the ‘Directory’ symbol opposite the Preparer UserID box. Click on the ‘Main Menu’ link. Verify that the Payroll/Personnel Main Menu page appears.
Test 4: Click on the ‘Directory’ symbol opposite the Preparer UserID box. Click on the ‘Logout’ link. Verify that the ‘You are now logged out’ page appears.

Test 5: Click on the ‘Directory’ symbol opposite the Preparer UserID box. Click on the ‘Return’ link. Verify that the Post Authorization Notification Selection page appears.

Test 6: Click on the ‘Directory’ symbol opposite the Reviewer UserID box. Click on the ‘Main Menu’ link. Verify that the Payroll/Personnel Main Menu page appears.

Test 7: Click on the ‘Directory’ symbol opposite the Reviewer UserID box. Click on the ‘Logout’ link. Verify that the ‘You are now logged out’ page appears.

Test 8: Click on the ‘Directory’ symbol opposite the Reviewer UserID box. Click on the ‘Return’ link. Verify that the Post Authorization Notification Selection page appears.

Access the ‘Directory’ page from the Audit Review page and perform the following tests:

Test 9: Clicking on the ‘Directory’ symbol opposite the Mandatory Reviewer UserID box. Click on the ‘Main Menu’ link. Verify that the Payroll/Personnel Main Menu page appears.

Test 10: Click on the ‘Directory’ symbol opposite the Reviewer UserID box. Click on the ‘Logout’ link. Verify that the ‘You are now logged out’ page appears.

Test 11: Click on the ‘Directory’ symbol opposite the Reviewer UserID box. Click on the ‘Return’ link. Verify that the Post Authorization Notification Mandatory Reviewer Audit Log page appears.

2.5 Post Authorization Notification Routing Option Selection Page

Test 1: Click on ‘Main Menu’. Verify that the Payroll/Personnel Main Menu page appears.

Test 2: Click on ‘Logout’. Verify that the ‘You are now logged out’ page appears.

2.6 Post Authorization Notification Selection Page

Test 1: Click on ‘Main Menu’. Verify that the Payroll/Personnel Main Menu page appears.

Test 2: Click on ‘Logout’. Verify that the ‘You are now logged out’ page appears.

Other navigation within the page

Test 3: Click on ‘here’ in the sentence, “Click here to see list of codes”. Verify that a new browser is opened and the ‘Codes for PAN Selection’ page appears. Close the browser.


2.7 Post Authorization Notification Selection Results

Test 1: Click on ‘Main Menu’. Verify that the Payroll/Personnel Main Menu page appears.
Test 2: Click on ‘Logout’. Verify that the ‘You are now logged out’ page appears.

Other navigation within the page

Test 3: Click on the word ‘here’ in the sentence, “Click on column header to sort, or click here to specify selection criteria”. Verify that Post Authorization Notification Selection page appears.

Test 4: Click on an employee’s name. Verify that the Post Authorization Notification Detail page appears for that employee.

2.8 Post Authorization Notification Mandatory Reviewer Audit Log Page

Test 1: Click on ‘Main Menu’. Verify that the Payroll/Personnel Main Menu page appears.

Test 2: Click on ‘Logout’. Verify that the ‘You are now logged out’ page appears.

Other navigation within the page


3.0 Individual Page Functions

The Web PAN application provides users with the ability to sort, display, forward and add comments to existing PAN notices. Testing will verify that these functions work correctly on each page.

3.1 Post Authorization Notification Inbox Page

Test 1: Click on a corresponding radio button to delete a PAN entry and then click the ‘Submit’ button. Verify that the selected PAN is no longer displayed.

Test 2: Click on the ‘Status’ column header. Verify that the ‘Status’ column displays data alphabetically in the following sort sequence: ‘U Exclamation point’ (unread/urgent), ‘U blank’ (unread/non-urgent), ‘blank Exclamation point’ (read/urgent), and ‘blank’ (read/non-urgent).

Test 3: Click on the question mark, ‘?’ , following the ‘Status’ column. Verify that a pop-up window is opened.

Test 4: Click on the ‘Type’ column header. Verify that the ‘Type’ column displays data in the following sequence: ‘P’ (Primary Reviewer), ‘M’ (Mandatory Reviewer), ‘R’ (Regular Reviewer), ‘U’ (Additional Reviewer) and ‘F’ (Forward from Reviewer).

Test 5: Click on the question mark, ‘?’ , following the ‘Type’ column. Verify that a pop-up window is opened.

Test 6: Click on the ‘Employee’ column header. Verify that the data is displayed in employee last name order.
Test 7: Click on the ‘Date’ column header. Verify that the data is displayed from the oldest to the most recent date.

Test 8: Click on the ‘Preparer’ column header. Verify that the data is displayed in name order.

Edits/Messages

Test 9: Do not click on a radio button to delete a PAN entry. Click the ‘Submit’ button. Verify that message, ‘No items selected to delete’ is issued.

Test 10: Click on the radio button to delete an unread PAN that is marked ‘M’ (Mandatory Reviewer). Verify that message, ‘Mandatory reviewers may not delete unread notifications’ is issued.

3.2 Post Authorization Notification Detail Page

Test 1: Type comments in the ‘Add comments to the PAN:’ box and click on the ‘Save’ button. Go to the ‘Inbox’, and select the same PAN. Verify that the ‘Comments’ section of the PAN contains the added comments along with a date and time stamp reflecting when the comments were added.

Test 2: Type a UserID in the ‘Forward to:’ box and click on the ‘Send’ button. Go to the ‘Inbox’, and select the same PAN. Verify that the ‘List of Reviewers’ section of the PAN contains the forwarded UserID.

Test 3: Type an e-mail address in the ‘Forward to:’ box an e-mail address and click on the ‘Send’ button. Go to the ‘Inbox’ and select the same PAN. Verify that the ‘List of Reviewers’ section of the PAN contains the forwarded e-mail address.

Test 4: Type comments in the ‘Add comments to the PAN:’ box. Click on the ‘Reset’ button opposite the ‘Add comments to PAN:’ box. Verify that the comments have been cleared out.

Test 5: Enter a UserID in the ‘Forward to:’ box. Click on the ‘Reset’ button opposite the ‘Forward to:’ box. Verify that the UserID has been cleared out.

Test 6: Enter an e-mail address in the ‘Forward to:’ box. Click on the ‘Reset’ button opposite the ‘Forward to:’ box. Verify that the e-mail address has been cleared out.

Edits/Messages

Test 7: Enter an e-mail address without the ‘@’ sign in the ‘Forward to:’ box and click on the send button. Verify that message, ‘Invalid e-mail address entered’ is displayed.

Test 8: Enter an e-mail address without the e-mail extension (i.e., .com, .edu, etc) in the ‘Forward to:’ box and click on the send button. Verify that message, ‘Invalid e-mail address entered’ is displayed.

Test 9: Enter an e-mail address with the e-mail extension only 2 characters long (i.e., .co, .ed, etc) in the ‘Forward to:’ box and click on the send button. Verify that message, ‘Invalid e-mail address entered’ is displayed.
Test 10: Enter an e-mail address with the e-mail extension more than 3 characters long (i.e., \textit{comm, .edu, etc}) in the ‘Forward to:’ box and click on the send button. Verify that message, ‘Invalid e-mail address entered’ is displayed.

Test 11: Enter a UserID that is not in the Directory in the ‘Forward to:’ box and click on the send button. Verify that message, ‘The UserID entered was not found in the PAN directory. Use the directory button to search’ is displayed.

Test 12: Do not enter any comments in the ‘Add comments to the PAN:’ box. Click on the ‘Save’ button. Verify that message, ‘You have not entered any comments to be saved’, is issued.

Test 13: Do not enter a UserID or e-mail address in the ‘Forward to:’ box. Click on the ‘Send’ button. Verify that message, ‘You have not entered an address to forward’ is issued.

3.3 \textbf{Post Authorization Notification UserID Directory Page}

Test 1: Click on the ‘Name’ column header. Verify that the data is displayed in alphabetical sequence by last name.

Test 2: Click on the ‘UserID’ column header. Verify that the data is displayed in alphabetical sequence by UserID.

Test 3: Click on the ‘Department’ column header. Verify that the data is displayed in numerical sequence by department number.

Test 4: Click on the ‘Phone’ column header. Verify that the data is displayed in numerical sequence by telephone number.

Test 5: Click on the ‘E-mail Address’ column header. Verify that the data is displayed in alphabetical sequence by e-mail address.

Test 6: Click on the ‘Routing Code’ column header. Verify that the data is displayed in the following sequence: ‘E’ (E-mail routing), and blank (No e-mail routing).

Test 7: To search for a name on the Directory, select the ‘Name’ option in the drop down box and type in a last name, or portion thereof in the ‘Starting with’ box and click on the ‘Search’ button. Verify that the last name(s) returned by the search begin with the search criteria.

Test 8: Select the ‘UserID’ option in the drop down box and type in a UserID, or portion thereof in the ‘Starting with’ box and click on the ‘Search’ button. Verify that the UserID(s) returned by the search begin with the search criteria.

Test 9: Select the ‘Department’ option in the drop down box and type in a Department number, or portion thereof in the ‘Starting with’ box and click on the ‘Search’ button. Verify that the Department number(s) returned by the search begin with the search criteria.

\textbf{Edit/Messages}

Test 10: In the ‘Search by:’ drop down box, select ‘Name’. Enter ‘AAAAA’ in the ‘Starting with:’ box and click on the ‘Search’ button. Verify that message, ‘No entries were found matching the search criteria’ is displayed.
Test 11: In the ‘Search by:’ drop down box, select ‘UserID’. Enter ‘AAAAA’ in the ‘Starting with:’ box and click on the ‘Search’ button. Verify that message, ‘No entries were found matching the search criteria’ is displayed.

Test 12: In the ‘Search by:’ drop down box, select ‘Department’. Enter ‘111111’ in the ‘Starting with:’ box and click on the ‘Search’ button. Verify that message, ‘No entries were found matching the search criteria’ is displayed.

3.4 Post Authorization Notification Routing Option Selection page

Test 1: Change the Routing Code to ‘E’ (E-mail routing) if the routing code was set to blank, or to blank (No e-mail routing) for a test case where the Routing Code is set to blank. Verify the change on the Post Authorization Notification UserID Directory page.

Test 2: Repeat the test above changing the Routing Code to blank (No e-mail routing) for a test case where the Routing Code is set to ‘E’. Verify the change on the Post Authorization Notification UserID Directory page.

Edits/Messages

Test 3: With the routing code set to ‘E’, select ‘E-mail routing’ in the drop down box. Verify that message, ‘E-mail routing is already set to ‘yes’ is issued.

Test 4: With the routing code set to ‘blank’, select ‘No e-mail routing’ in the drop down box. Verify that message, ‘E-mail routing is already set to ‘no’ is issued.

3.5 Post Authorization Notification Selection Page

Test 1: Enter a date and time in the Date and Time selection box and click on submit. Verify that all the PANs displayed are within the date and time range entered.

Test 2: Enter a department number in the Department selection box and click on submit. Verify that all the PANs displayed contain a home department, appointment department, or distribution department matching the one entered, and that PANs that do not have a matching department are not displayed.

Test 3a: Select an employee who has one appointment and five distributions with each distribution having a different account. Enter the department number from the first distribution in the Department selection box. Verify that the PANs for this employee are displayed. Repeat this test with the remaining distribution department numbers.

Test 3b: Select an employee with a home department that is different from any of the appointment and distribution departments. Verify that the PANs for this employee are displayed when the department number matching the home department is entered in the Department selection field.

Test 3c: Select an employee with an appointment department that is different from the home department and any distribution department. Verify that the PANs for this employee are displayed when the department number matching the appointment department is entered in the Department selection field.

Test 3d: Select an employee with a distribution department that is different from the home department and any appointment department. Verify that the PANs for this employee are
displayed when the department number matching the distribution department is entered in the Department selection field.

Test 4: Select the option ‘All’ from the Actions drop down box and click on submit. Verify that all PANs including EDB update and Time Reporting are displayed.

Test 5: Select the option ‘All Time Reporting’ from the Actions drop down box and click on submit. Verify that only Time Reporting PANs are displayed.

Test 6: Select the option ‘All EDB Update’ from the Actions drop down box and click on submit. Verify that only EDB Update PANs are displayed.

Test 7: Enter from 1 to 5 Actions in the Action selection box and click on submit. Verify that all the PANs displayed contain the Actions entered and that no PANs that do not contain those actions are displayed.

Test 8: Enter an Employee ID in the Employee ID section box and click on submit. Verify that all the PANs displayed contain the employee ID entered and that no PANs that do not contain the employee ID are displayed.

Test 9: Enter a Preparer UserID in the Preparer UserID selection box and click on submit. Verify that all the PANs displayed contain the UserID entered and the PANs that do not have the UserID are not displayed.

Test 9a: Enter a Preparer UserID that does exist in the Preparer UserID selection box and click on submit. Verify that no PANs are displayed that contain the UserID entered.

Test 10: Enter a Reviewer UserID in the Reviewer UserID selection box and click on submit. Verify that all the PANs displayed contain the Reviewer UserID entered and the PANs that do not have the Reviewer UserID are not displayed.

Test 10a: Enter a Reviewer UserID that does not exist in the Reviewer UserID selection box and click on submit. Verify that no PANs are displayed that contain the Reviewer UserID entered.

Test 11: Enter selections in the following boxes: Department selection box, Action Code individual selection boxes (5), Employee ID selection box, Preparer UserID selection box, Reviewer UserID selection box. Click on submit. Verify that all the PANs displayed contain the selection criteria entered and the PANs that do not have the selection criteria are not displayed.

Test 12: Enter selections in the following selection boxes: Department selection box, Action Code individual selection boxes (5), Employee ID selection box, Preparer UserID selection box, Reviewer UserID selection box. Click on reset. Verify that the selection boxes were cleared out.

**Edits/Messages**

Test 13: Enter a valid number in the employee department selection box and click on the ‘Submit’ button. Verify that message, ‘Invalid department, must be 6 numeric. Please re-enter’ is not issued.
Test 13a: Enter less than 6 numbers in the employee department selection box and click on the ‘Submit’ button. Verify that message, ‘Invalid department, must be 6 numeric. Please re-enter’ is issued.

Test 14: Enter 6 non-numeric numbers in the employee department selection box and click on the ‘Submit’ button. Verify that message, ‘Invalid department, must be 6 numeric. Please re-enter’ is issued.

Test 15: Enter a department number that does not exist in the employee department selection box and click on the ‘Submit’ button. Verify that message, ‘No data was found matching the selection criteria’ is displayed.

Test 15a: Enter a valid department number in the employee department selection box and click on the ‘Submit’ button. Verify that message, ‘No data was found matching the selection criteria’ is not displayed.

Test 16: Enter a valid action in the individual action selection box and click on the ‘Submit’ button. Verify that message, ‘No data was found matching the selection criteria’ is not displayed.

Test 16a: Enter an action that does not exist in the individual action selection box and click on the ‘Submit’ button. Verify that message, ‘No data was found matching the selection criteria’ is displayed.

Test 17: Enter a non-numeric action in the individual action selection box and click on the ‘Submit’ button. Verify that message, ‘Actions must be 2 characters or numbers’.

Test 17a: Enter a pound sign, ##, in the individual action selection box and click on the ‘Submit’ button. Verify that message, ‘Actions must be 2 characters or numbers’.

Test 18: Enter a non-numeric action and a valid action in the individual action selection box and click on the ‘Submit’ button. Verify that the PANs displayed only contain the valid action entered and PANs that do not contain the valid action are not displayed.

Test 19: Enter an employee ID that exist in the ‘Employee ID’ selection box and click on the ‘Submit’ button. Verify that message, ‘No data was found matching the selection criteria’ is not displayed.

Test 19a: Enter an employee ID that does not exist in the ‘Employee ID’ selection box and click on the ‘Submit’ button. Verify that message, ‘No data was found matching the selection criteria’ is displayed.

Test 20: Enter less than 9 numbers in the ‘Employee ID’ selection box and click on the ‘Submit’ button. Verify that message, ‘Invalid employee ID, must be 9 numerics. Please re-enter’ is displayed.

Test 21: Enter a non-numeric employee ID in the ‘Employee ID’ selection box and click on the ‘Submit’ button. Verify that message, ‘Invalid employee ID, must be 9 numerics. Please re-enter’ is displayed.

Test 22: Enter an UserID that is not in the Directory in the ‘Preparer UserID’ selection box. Verify that message, ‘No data was found matching the selection criteria’ is displayed.
Test 23: Enter all numeric characters in the ‘Preparer UserID’ selection box. Verify that message, ‘No data was found matching the selection criteria’ is displayed.

Test 24: Enter maximum number of numeric characters in the ‘Preparer UserID’ selection box. Verify that message, ‘No data was found matching the selection criteria’ is displayed.

Test 25: Enter an UserID that is not in the Directory in the ‘Reviewers UserID’ selection box. Verify that message, ‘No data was found matching the selection criteria’ is displayed.

Test 26: Enter all numeric characters in the ‘Reviewer UserID’ selection box. Verify that message, ‘No data was found matching the selection criteria’ is displayed.

Test 27: Enter maximum number of numeric characters in the ‘Preparer UserID’ selection box. Verify that message, ‘No data was found matching the selection criteria’ is displayed.

3.6 Post Authorization Notification Selection Results Page

Test 1: Click on the ‘Status’ column header. Verify that the ‘Status’ column displays data in the following sort sequence: ‘U Exclamation point’ (unread/urgent), ‘U blank’ (unread/non-urgent), ‘blank Exclamation point’ (read/urgent), and ‘blank’ (read/non-urgent).

Test 2: Click on the question mark, ‘?’, following the ‘Status’ column. Verify that a pop-up window is opened.

Test 3: Click on the ‘Employee’ column header. Verify that the data is displayed alphabetically by last name.

Test 4: Click on the ‘Date’ column header. Verify that the data is displayed from the oldest to the most recent date.

Test 5: Click on the ‘Preparer’ column header. Verify that the data is displayed in alphabetical sequence by last name.

3.7 Post Authorization Notification Mandatory Reviewer Audit Log Page

Test 1: Click on the ‘Status’ column header. Verify that the ‘Status’ column displays data in the following sort sequence: ‘U Exclamation point’ (unread/urgent), ‘U blank’ (unread/non-urgent), ‘blank Exclamation point’ (read/urgent), and ‘blank’ (read/non-urgent).

Test 2: Click on the ‘Type’ column header. Verify that the data is displayed in Primary Reviewer and Mandatory Reviewer order.

Test 3: Click on the ‘Mandatory Reviewer’ column header. Verify that the data is displayed in alphabetical sequence by reviewer’s last name.

Test 4: Click on the ‘Employee’ column header. Verify that the data is displayed by employee’s last name in alphabetical sequence.

Test 5: Click on the ‘Transaction Date’ column header. Verify that the data is displayed in transaction date order from the oldest to the most recent.

Test 6: Click on the ‘Date Reviewed’ column header. Verify that the data is displayed in reviewed date order from the oldest to the most recent.
Test 7: Click on the ‘Days Unread in Queue’ column header. Verify that the data is displayed from the most days unread to the fewest days unread.

Test 8: Enter a Mandatory Reviewer UserID in the Mandatory Reviewer UserID selection box. Verify that the PANs displayed contain the Mandatory Reviewer UserID selected.

Test 8a: Enter a Mandatory Reviewer UserID in the Mandatory Reviewer UserID selection box that does not exist. Verify that no PANs are displayed that contain the Mandatory Reviewer UserID selected.

Test 9: Enter a department number in the Department selection box. Verify that the PANs that are displayed contain a home department, appointment department, or distribution department number matching the entered department number, and the PANs that do not contain the department number are not displayed.

Test 10: Select a date range in the Date selection box. Verify that the PANs displayed are within the date range selected and that PANs outside the date range are not selected.

Test 11: The ‘from’ and ‘to’ date that appears in the Date Selection box is updated automatically to reflect the current date. Verify that today’s date appears in the Date Selection box.

Edits/Messages

Test 12: Enter a valid Mandatory Reviewer UserID in the Mandatory Reviewer UserID selection box. Verify that message, ‘no entries were found matching the search criteria’ is not issued.

Test 13: Enter a Mandatory Reviewer UserID in the Mandatory Reviewer UserID selection box that does not exist. Verify that message, ‘no entries were found matching the search criteria’ is issued

Test 14: Enter the pound sign, ######, in the Mandatory Reviewer UserID selection box. Verify that message, ‘Invalid Reviewer UserID, must be alphanumeric. Please re-enter’ is issued.

Test 13: Enter a valid number in the employee department selection box and click on the ‘Submit’ button. Verify that message, ‘Invalid department, must be 6 numeric. Please re-enter’ is not issued.

Test 14: Enter less then 6 numbers in the employee department selection box and click on the ‘Submit’ button. Verify that message, ‘Invalid department, must be 6 numeric. Please re-enter’ is issued.

Test 15: Enter 6 non-numeric numbers in the department selection box and click on the ‘Submit’ button. Verify that message, ‘Invalid department, must be 6 numeric. Please re-enter’ is issued.

Test 16: Enter a department number that does not exist in the department selection box and click on the ‘Submit’ button. Verify that message, ‘No data was found matching the selection criteria’ is displayed.
Test 17: Enter a date range in the ‘from’ and ‘to’ date selection boxes that is in the future. Verify that message, ‘No entries were found matching the search criteria’ is issued.

4.0 Field Labels and Text

The Web PAN Enhancement requirements document specifies field labels and titles displayed on each page. Verify that each PAN page matches the requirements document and/or web markups.

4.1 Main Menu

Test 1: Verify that the following text appears on the ‘Main Menu’ page.

- Page title, ‘Main Menu’
- Link, ‘Employee Database (EDB) Inquiry’
- Text, ‘Post Authorization Notification Functions:’
- Link, ‘Inbox’
- Link, ‘Directory’
- Link, ‘Routing Option Selection’
- Link, ‘Notification Selection’
- Link, ‘Audit Review’
- Link, ‘Change Password’
- Link, ‘Logout’

4.2 Post Authorization Notification Inbox Page

Test 1: Verify that the text and screen labels match the text and screen labels from the Web PAN Enhancement requirements document. Verify that the following text appears on the ‘Inbox’ page.

- Page title, ‘Post Authorization Notification Inbox’
- Text, ‘Click on column header to sort, or click here to specify selection criteria’
- Link, ‘here’ within the text ‘Click on column header to sort, or click here to specify selection criteria’
- Button, ‘Delete’
- Text, ‘Click the ‘Delete’ button to delete checked items from the inbox.’
- Column header, ‘delete’
- Column header, ‘Status’ with ‘Status’ clickable for sorting data
- Column header, ‘?’ with ‘?’ clickable to display codes and descriptions in a pop-up window
- Column header, ‘Type’ with ‘Type’ clickable for sorting data
- Column header, ‘?’ with ‘?’ clickable to display codes and descriptions in a pop-up window
- Column header, ‘Employee’ clickable for sorting data
- Column header, ‘Action(s)’
- Column header, ‘Date’ with ‘Date’ clickable for sorting data
- Column header, ‘Preparer’ with ‘Preparer’ clickable for sorting data
- Column header, ‘Comments’
4.3 Post Authorization Notification Detail Page

Test 1: Verify that the text and screen labels match the screen labels illustrated in the Web PAN Enhancement requirements document.

- For General Information section, see attachment E
- For Work Study, see attachment E
- For Appointment and Distribution section, see attachment G
- For Benefits section, see attachment J
- For Sabbatical section, see attachment J

4.4 Post Authorization UserID Directory

Test 1: Verify that the text and screen labels match the screen labels from the Web PAN Enhancement requirements document. Verify that the following text appears on the ‘Directory’ page.

- Text and drop down selection box, ‘Search by’
- Text and drop down selection box, Starting with’
- Buttons, ‘Search’ and ‘Reset’
- Text, ‘Click on a column header to sort.’
- Column header ‘Name’ with ‘Name’ clickable for sorting data
- Column header, ‘UserID’ with ‘UserID’ clickable for sorting data
- Column header, ‘Department’ with ‘Department clickable for sorting data
- Column header, ‘Phone’ with ‘Phone’ clickable for sorting data
- Column header, ‘E-mail address’ with ‘E-mail address’ clickable for sorting data
- Column header, ‘Routing Code’ with ‘Routing Code’ clickable for sorting data

4.5 Post Authorization Notification Routing Option Selection Page

Test 1: Verify that the text and screen labels match the and screen labels from the Web PAN Enhancement requirements document. Verify that the following text appears on the ‘Routing Option Selection’ page.

- Text, ‘To elect to receive notifications via e-mail in addition to receiving notifications in your web inbox, select the ‘e-mail routing option’ from the drop-down box below. When you select this option, a formatted version of each notification for which you are a non-mandatory reviewer will be sent to the e-mail address shown below. If you are a mandatory reviewer, an e-mail will be sent advising you that you have a new notification in your inbox to review.’
- Column header, ‘Name’
- Column, ‘UserID’
- Column header, ‘Phone’
- Column header, ‘E-mail Address’
- Drop down box for ‘E-mail routing’ or ‘No e-mail routing’
- Button, ‘Submit’

4.6 Post Authorization Notification Selection Page
Test 1: Verify that the text and screen labels match the screen labels from the Web PAN Enhancement requirements document. Verify that the following text appears on the ‘Notification Selection’ page.

- Page title, ‘Post Authorization Notification Selection’
- Text, ‘Date and Time’
- Text and drop down selection box, ‘From’ and ‘To’
- Text and enterable box, ‘Employee Department’
- Text, drop down box and enterable boxes, ‘Select from box’ and ‘OR Enter up to 5 codes’
- Text, ‘Click here to see a list of codes’
- Link, ‘here’ within the text ‘Click here to see a list of codes’
- Pop-up window, page title, ‘Codes for PAN Selection’, with headers: EDB Action Codes, EDB Update Event Codes (pre-web), Time Reporting Transaction Codes
- Text and enterable box, ‘Employee ID:’
- Text and enterable box, ‘Preparer User ID:’
- Link, ‘Directory’
- Text and enterable box, ‘Reviewer User ID:’
- Link, ‘Directory’
- Buttons, ‘Submit’ and ‘Reset’

4.7 Post Authorization Notification Mandatory Reviewer Audit Log Page

Test 1: Verify that the text and screen labels match the screen labels from the Web PAN Enhancement requirements document. Verify that the following text appears on the ‘Audit Review’ page.

- Page title, ‘Post Authorization Notification Mandatory Reviewer Audit Log’
- Text and enterable box, ‘Mandatory Reviewer User ID:’
- Link, ‘Directory’
- Text and enterable box, ‘Department’
- Text and drop down selection box, ‘From’ and ‘To’
- Buttons, ‘Submit’ and ‘Reset’
- Column header, ‘Status’ with ‘Status’ clickable for sorting data
- Column header, ‘?’ with ‘?’ clickable to display codes and descriptions in a pop-up window
- Column header, ‘Type’ with ‘Type’ clickable for sorting data
- Column header, ‘?’ with ‘?’ clickable to display codes and descriptions in a pop-up window
- Column header, ‘Mandatory Reviewer’ with ‘Mandatory Reviewer’ clickable for sorting data
- Column header, ‘Employee’ with ‘Employee’ clickable for sorting data
- Column header, ‘Action(s)’
- Column header, ‘Transaction Date’ with ‘Transaction Date’ clickable for sorting data
- Column header, ‘Date Reviewed’ with ‘Date Reviewed’ clickable for sorting data
- Column header, ‘Days Unread in Queue’ with ‘Days Unread in Queue’ clickable for sorting data

5.0 Individual PANs
5.1 Events

5.1.1 Events for Standard PAN Format

Service request 15213 asked that a single “standard” format be displayed rather than individual formats, whenever the following PAN events are generated: APPT (Appointment/Distribution changes), CITZ (Citizenship changes), FICA (FICA/Retirement changes), LABR (Labor Relations changes), LEAVE and LVRT (Leave of Absence changes, HIRE (Hire/Rehire), and SEPR (Separation changes).

Testing should be done to verify that each of these events results in a standard PAN, containing a “General Information” section and an “Appointment/Distribution” section.

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 displayed.

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 displayed.

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 displayed.

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 displayed.

Test 5: 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 6: Make a change to an employee’s Leave Data (Action Code “07” or “08”, changes to Leave begin and End Dates and Leave Type) 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 7: 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 8: 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 9: Make a change to an employee’s Appointment/Distribution, Citizenship, FICA/Retirement, Labor Relations, Leave of Absence, and Separation data so that several
PAN events are generated. Verify that the ‘General Information’ and ‘Appointment and Distribution’ sections of the PAN are generated.

### 5.1.2 Events for Special PAN Formats

Other PAN events will result in either additional data displayed in the General Information section of the PAN, or in additional sections being created.

**Test 1:** 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 2:** 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 3:** 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 (The PAN event ‘BENE’ will also be triggered). Verify that the ‘General Information’, ‘Appointment and Distribution’ and ‘Benefits Information’ sections of the PAN are generated and the PIE End Date is displayed in the General Information section of the PAN as shown in Attachment F of the PAN Enhancement Requirements.

**Test 4:** 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 5:** 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 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 is 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 ID 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 employee ID is display in the ‘General Information’ section of the PAN as shown in Attachment F of the PAN Enhancement requirements.

**Test 8:** Make a change to an employee’s Appointment/Distribution, Citizenship, Benefits, BELI (change the BELI from 5 to 1), Layoff, Work-Study, Sabbatical data so that several PAN events are generated. Verify that the ‘General Information’, ‘Work Study’ ‘Appointment and Distribution’, ‘Benefits’, ‘Layoff’, ‘Period of Initial Eligibility’, and ‘Sabbatical Information’ sections of the PAN are generated.
5.2 Special Formatting Rules

5.2.1 Work Study Section

A separate Work Study section will be formatted whenever event, “WSPC” is generated or when the employee has recent Work Study data on the EDB. Testing should verify that work study data is displayed when appropriate.

Test 1: Select an employee who has work study data with the ‘Work Study FISCAL Year’ that is less than one year prior to the current year. Make a change to the employee’s data other than Work Study 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 2: Select an employee who has work study data with the ‘Work Study FISCAL Year’ that is more than one year prior to the current year. Make a change to the employee’s data other than Work Study 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 3: 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 4: Select an employee who has no work study data. Add work-study data information to the employee where the Work Study date is less 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.

5.2.2 Benefits

Campuses can choose to suppress display of the Benefits information section of the PAN by setting the System Parameter 264 to 0 (zero).

Test 1: With the system parameter set to display Benefits data, select an employee. Make a change to the employee’s benefits so that PAN event ‘BENE’ is generated. Verify that the ‘General Information’, ‘Appointment and Distribution’ and ‘Benefits Information’ sections of the PAN is generated.

Test 2: With the system parameter set to not display Benefits PAN, select an employee. Make a change to the employee’s benefits so that PAN event ‘BENE’ is generated. Verify that the Benefits Information section is not displayed.

5.2.3 PIEC

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, and set the BELI Effective Date to today’s date so that a PAN is generated. Verify that the “PIE End Date” field is displayed in the ‘General Information’ section of the PAN.

5.2.4 Layoff

A separate section for Layoff data changes is displayed only if the Layoff or Indefinite Layoff PAN event, LAYO or INDL, is triggered. The ‘Layoff Information’ section appears after the ‘General Information’ section.

Test 1: Make a change to the employee’s Layoff data but do not separate using reason code, ‘CA’. Verify that the “Layoff Information” section is displayed in the PAN. Verify that Terminal vacation, Sick Leave and Paid Time Off is not displayed in the ‘General Information’ section of the PAN.

5.2.5 Indefinite Layoff

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: Separate an employee using reason code, ‘CA’. Verify that the ‘Layoff Information’ section is displayed and a line is added to the ‘General Information’ section displaying Terminal Vacation, Sick Leave, and Paid Time Off in the PAN and the short version of the Layoff.

5.2.6 Sabbatical

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 does not have 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.

5.3 Display of Changed Data

The following rules for display of changed data were specified in the requirements.

Employee Level Data

Employee data is presented in the following format

- Change values are displayed in a different color
- Previous values are enclosed in brackets, ‘<< >>’
- Previous values are displayed to the right of the changed values
- Additional data changes - Appointment Data

Testing should verify that changed data is correctly displayed. It should also verify maximum data values and translations are displayed correctly.
Test 1: Change each individual employee level data. Verify that the format and the display of the current and previous values are correct.

**Appointment Level Data**

Appointment data is presented in three columns with the prior value of changed data elements in brackets immediately to the right of the resulting value. Appointment data should be flagged as follows:

- If there is no change to any of the data elements in the three columns on a given line, the line should not be flagged.
- If the appointment is deleted, a '-' should be displayed to the left of each line for that appointment.
- If one or more of the data elements in the three columns on a given line is changed (other than when the appointment is deleted), a '+' should be displayed to the left of the line.
- If an appointment is newly added, a '+' should be displayed next to each line for that appointment.

Testing should verify that changed data is correctly displayed. It should also verify maximum data values and translations are displayed correctly.

Test 2: Change each individual appointment level data. Verify that the format and the display of the current and previous values are correct.

**Distribution Level Data**

Distribution data is presented with the resulting values on the top line and the previous values for any changed data elements on a second line. Distribution data should be flagged as follows:

- If there is no change to the distribution data, the line should not be flagged.
- If one or more distribution data elements is changed, a '+' should be displayed to the left of the top line with the resulting values; a '-' should be displayed to the left of the second line with the prior values. This would also apply in the case where a distribution is deleted.
- If a distribution is deleted, there is no resulting values line.
- If the distribution is newly added, a '+' should appear to the left of the distribution data. There will be no prior value line.

Testing should verify that changed data is correctly displayed. It should also verify maximum data values and translations are displayed correctly.

Test 3: Change each individual distribution data element. Verify that the format and the display of the current and previous values is correct.

**6.0 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 PANS: EDAP, EDDD, EDFT, EDLA, EDLR, EDRA, EDTL, EDTM and EDTS.

Verify that:

- 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.

7.0 ARSM

The PAN application invokes ARSM to allow or restrict designated Users access to view employees within or outside a specified department, to delete, or to forward PANs.

7.1 Data Access

Test 1: Set up a UserID that has ARSM access that allows the User to view all PANs. Verify that the User can view all PANs. To accomplish the verification process, go to the Notification Selection page and bring up on the Notification Selection Results page all PANs. On the Notification Selection Results page, click on a PAN, no error message should be displayed.

Test 2: Set up a UserID that has ARSM access that allows the User to view only a specific department. Verify that the User can only access those employee PANs that belong to the specified department. To accomplish the verification process, go to the Notification Selection page and bring up on the Notification Selection Results page all PANs whose employee’s home department belong to the specified department. On the Notification Selection Results page, click on a PAN, no error message should be displayed.

Test 3: Set up a UserID that has ARSM access that allows the User to view only a specific department. Verify that the User cannot access those employee PANs that do not belong to the specified department. To accomplish the verification process, go to the Notification Selection page and bring up on the Notification Selection Results page all PANs whose employee’s home department do not belong to the specified department. On the Notification Selection Results page, click on a PAN, the following error message should be displayed: “Not authorized to see data for selected employee”.

Test 4: Set up a UserID that has ARSM access that allows the User to view only a specific department. Verify that the User can only access the Web Inquiry records of employees that belong to the specified department. To accomplish the verification process, go to the Inbox page, and click on a PAN whose employee’s home department belongs to the specified department. On the Detail page, click the link to Web Inquiry. Control is passed to the Web Inquiry application. The User should be brought over to the Web Inquiry’s Employee Selection page with no error message displayed.

Test 5: Set up a UserID that has ARSM access that allows the User to view only a specific department. Verify that the User cannot access the Web Inquiry records of employees that do not belong to the specified department. To accomplish the verification process, go to the Inbox page, click on a PAN whose employee’s home department do not belong the specified department. On the Detail page, click the link to Web Inquiry. Control is passed to the Web Inquiry application. The User should be brought over to the Web Inquiry’s Employee Selection page with no error message displayed.
Selection page with the following error message displayed at the bottom of the page: “Not authorized to see data for selected employee”.

8.0 Additional Testing

8.1 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.