Release 1428

Merit Testing

Final

Information Resources & Communications
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1.0 Overview

The web based Merit application is comprised of several components:

- Administration screens allow central offices to establish the criteria for each merit cycle, including the acceptable increase amounts based on performance evaluation.
- A batch program selects employee data from the EDB based on the criteria entered on the administration screens and populates a roster database of 'logical appointments' that meet the criteria.
- The Roster Screens allow departments and central offices to review the employees selected for merit consideration, and to enter the performance evaluation information and merit increase amounts.
- A batch program takes the data from the roster database, including the recommended merit increase information, and creates transactions to update the physical appointments and distributions on the EDB.

This test plan outlines the required testing to verify that all the new components are working as specified by the users. Preliminary requirements were put forth in Service Request 17275. More detailed requirements were developed during a series of meetings with the users and the development team, and are documented mostly in the issues lists from those meetings.

For each of the screens in the application, testing should verify the navigation from each screen, the correctness of all field labels and the displayed data, and any edits that have been specified for that screen. Minimum and maximum field values and lengths should be tested to verify that the application handles these values properly.

For the Roster selection process, testing should verify that each eligibility criterion individually includes or excludes the employee’s appointment/distribution data as specified. When multiple values for a given criterion are specified, testing should verify that all appointments/distributions with those values are selected. Testing should verify that logical appointments are being correctly extracted as specified.

For the EDB update transaction creation process, testing should verify that transactions are created in the correct format, with the correct begin and end dates, with the correct new rate. Testing should verify that transactions are created for all the distributions for a corresponding logical appointment, including when those distributions are under different physical appointments. Testing should also verify that a transaction for a new appointment is created when there are insufficient distribution numbers available under the existing physical appointment. Testing should also verify the costing transactions that are created.

For the ARSM rules, testing should verify that the rules control access to the merit data.
2.0 Merit Administration Process

2.1 Navigation

Navigation among the Merit Administration Screens was specified by the Merit team and modified during the design stage as needed to make it flow smoothly and logically.

Testing of the navigation will be done by the Merit team functional users to make sure that the navigational sequences will meet the needs of the users.

2.2 Field Labels and Data Display

Field labels on the various Merit Administration screens were included in the original requirements but were modified by the Merit team during the design stage as needed for clarity and accuracy.

Testing of the field labels will be done by the Merit team to verify that the labels are as agreed on.

For data display, testing should verify that data entered on one screen is correct on other screens where the entered data is displayed. For example, data viewed on the ‘Update Merit Cycle’ page should match the data entered for that cycle on the ‘Add New Merit Cycle’ page.

2.3 Merit Cycle Administration Screen

2.3.1 Edits

1. Error message 1003: ‘You must select a merit cycle before you can edit.’

   Click either ‘Cycle Definition’ or ‘Performance Evaluation’ or ‘Step Increase’ or ‘Open Range Increase’. Click ‘Edit’ button.

2. Error message 1006: ‘You must select a merit cycle before you can delete.’

   Click ‘Cycle Definition’. Click ‘Delete’ button.

3. Error message 1011: ‘You cannot delete a Step Increase or an Open Range or a Performance Evaluation.’

   Error message 1006 is the next message displayed: ‘You must select a merit cycle before you can delete.’

   Click ‘Performance Evaluation’ or ‘Step Increase’ or ‘Open Range Increase’. Click ‘Delete’ button.

4. Error message 1007: ‘You must select a merit cycle before you can update the cycle status.’

   Click either ‘Cycle Definition’ or ‘Performance Evaluation’ or ‘Step Increase’ or ‘Open Range Increase’. Click ‘Update Cycle Status’ button.

5. Warning message 1008: “Do not delete a merit cycle that is in progress. To do so may cause the loss of all merit recommendations. To continue with delete press <ok>. To cancel press <cancel>.’

   Click ‘Cycle Definition’. Select a cycle id. Click ‘Delete’ button.
6. **Error message 1001**: ‘You can only add a new Cycle Definition. Please select Cycle Definition from the top selection menu and click Add New.’

   Click either ‘Performance Evaluation’ or ‘Step Increase’ or ‘Open Range Increase’. Either select a cycle id or do not select one. Click ‘Add New’ button.

7. **Error message 1004**: ‘The selected Cycle ID is not set up for step based increase. Please select Open Range Increase option from the top menu and try again.’

   Click ‘Step Increase’. Select a cycle id that is not set up for step-based increase. Click ‘Edit’ button.

8. **Error message 1005**: ‘The selected Cycle ID is not set up for open range based increase. Please select Step Increase option from the top menu and try again.’

   Click ‘Open Range Increase’. Select a cycle id that is not set up for range-based increase. Click ‘Edit’ button.

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### 2.4 Add New Merit Cycle/Update Merit Cycle Screens

The edits specified here should be done on both the Add Merit Cycle screen and the Update Merit Cycle screen. When testing the Update Merit Cycle screen, existing data can be change to create the test condition, and the ‘Reset’ button can be used to restore the original values.

Note: References in this section to valid date format includes checking for missing slashes, months that are zero or greater than 12, and days that are zero or greater than 31.

#### 2.4.1 Edits

1. **Required field error message.**

   All fields with asterisk are required fields. If no data is entered in a required field, the message is displayed after clicking the Add/Update button.

2. **Error message 1102**: ‘Please enter at least 8 characters in the Cycle ID field.’

   Enter a Cycle ID that is less than 8 characters. Click the Add/Update button.

3. **Error message 1105**: ‘The Cycle Date entered is not a valid date. Please re-enter. Format: MM/YY.’

   Enter a Cycle Date that is not in the valid format for MM/YY. Click the Add/Update button.

4. **Error message 1113**: ‘The Next Salary Review Date entered is not a valid date. Please re-enter. Format: MM/YY.’

   Enter a Next Salary Review Date that is not in the valid format for MM/YY. Click the Add/Update button.

5. **Error message 1136**: ‘Please enter a valid date for the Monthly Effective Date field. This is a required field. Valid format: MM/DD/YY.’

   Enter a Monthly Effective Date that is not in the valid format for MM/DD/YY. Click the Add/Update button.

6. **Error message 1135**: ‘The Biweekly Effective Date entered is not valid date. Must be blank or a valid date in the format: MM/DD/YY.’

   Enter a Biweekly Effective Date that is not in the valid format for MM/DD/YY. Click the Add/Update button.

7. **Error message 1137**: ‘The New Next Salary Review Date entered is not a valid date. This is a required field. Valid format: MM/YY.’
Enter a New Next Salary Review Date that is not in the valid format for MM/YY. Click the Add/Update button.

8. **Error message 1125**: ‘Please enter a valid numeric value (0.00 thru 99.99) in the Control Percent field. This is a required field.’

Enter a non-numeric value in the Control Percent field. Click the Add/Update button.

9. **Error message 1117**: ‘The Oldest Performance Review Date entered is not a valid date. Please re-enter. Format: MM/YY.’

Enter an Oldest Performance Review Date that is not in the valid format for MM/YY. Click the Add/Update button.

10. **Error message 1121**: ‘Title Range must be numeric. Enter valid values between 0001 and 9999 or leave both fields blank.’

Enter a non-numeric value in the Title Range fields. Click the Add/Update button.

11. **Error message 1128**: ‘The Probation Date entered is not a valid date. Must be blank or a valid date in the format: MM/DD/YY.’

Enter a Probation Date that is not in the valid format for MM/DD/YY. Click the Add/Update button.

12. **Error message 1119**: ‘The Hire Date entered is not a valid date. Must be blank or a valid date in the format: MM/DD/YY.’

Enter a Hire Date that is not in the valid format for MM/DD/YY. Click the Add/Update button.

13. **Error message 1163 is displayed. Message is**: “Collective Bargaining Code ‘EXT’ allowed only with Program Type ‘PSS’ and Appointment Representation Code ‘ALL’. Please correct the combination.”

Set Program Type to ‘PSS’. Set Appointment Representation Code to ‘Covered’. Set Collective Bargaining Code to ‘EXT’. Click the Add/Update button.

14. **Error message 1139**: ‘The Appointment Representation code selected is invalid for the selected program type – select ALL.’

    **Error message 1130**: “The Bargaining Unit selected is invalid for the selected Program Type – Select ‘N/A’.”

When the Program Type is ‘SMG’ or ‘MSP’, the only valid combination allowed is Appointment Representation Code ‘ALL’ and Collective Bargaining Code allowed is ‘N/A’. If the combination is not any of these two values, either error message 1139 or 1130 is displayed.

15. **Error message 1124**: ‘Title Range error. End title code should be greater than begin title code. Please correct the title range.’

In the Title Range fields, enter a title code in the ‘from’ title range field that is greater than the title code in the ‘to’ title range field. Click either the ‘limit to’ or ‘exclude’ radio buttons. Click the Add/Update button.

16. **Error message 1162**: “You have checked the ‘limit to’ or ‘exclude’ options without entering a title range. Please enter a range or select ‘None’.”

Do not enter any values in the Title Range fields. Click either the ‘limit to’ or ‘exclude’ radio buttons. Click the Add/Update button.

17. **Error message 1151**: ‘Please fill in the Title Range boxes on this page before selecting More.’

Do not enter any values in the Title Range fields. Click the ‘none’ radio button. Click the ‘more’ field.
18. **Error message 1161**: ‘You must specify either ‘Limit to’ or ‘Exclude’ when entering a Title Range.

   Enter a range of title codes in the Title Range fields. Click the ‘none’ radio button. Click the Add/Update button.

19. **Error message 1164**: ‘Title code value 0 not allowed.’

   Enter 0000 in the ‘from’ and ‘to’ fields of the Title Range. Click the Add/Update button.

20. **Error message 9999 (applicable to Update Merit Cycle Status screen only)**: “Cannot update. You can only update a cycle when the status code is ‘U’”.

   Use a merit cycle whose status is not U. Change any of the merit data. Click the Update button.

21. **Error message 1155**: ‘Next Salary Review Date cannot be greater than Cycle Date.’

   Enter a Next Salary Review Date that is greater than the Cycle Date. Click the Add/Update button.

22. **Error message 1158**: ‘The Bargaining Unit selected is invalid for the selected Program Type – Select ‘99’

   Set Program Type to ‘PSS’. Set Collective Bargaining Code to any true Bargaining Unit, e.g. EX. Click the Add/Update button.

23. **Error message 1129**: ‘Probation Date cannot be greater than Cycle Date. Please enter correct date or leave the field blank.’

   Enter a Probation Date that is greater than the Cycle Date. Click the Add/Update button.

24. **Error message 1154**: ‘Hire Date cannot be greater than Cycle Date. Please enter correct date or leave the field blank.’

   Enter a Hire Date that is greater than the Cycle Date. Click the Add/Update button.

25. **Error message 1126**: ‘The Cycle Type is not valid with the selected Program Type.’

   Set Program Type to ‘MSP’. Set the Cycle Type to ‘Step’. Click the Add/Update button.

26. **Error message 1127**: ‘Probation Date is not appropriate for the selected Program Type. Please leave blank.’

   Set Program Type to ‘MSP’. Enter a valid date value in Probation Date. Click the Add/Update button.

27. **Error message 1159**: ‘The Bargaining Unit selected is invalid for the selected Program Type – Select any value from the list or ‘ALL’.’

   Set Program Type to ‘CBU’. Select Collective Bargaining Code to ‘N/A’. Click the Add/Update button.

28. **Error message 1152**: ‘Hire Date cannot be greater than Biweekly Effective Date.’

   Enter a Hire Date that is greater than the Biweekly Effective Date. Click the Add/Update button.

29. **Error message 1153**: ‘Hire Date cannot be greater than Monthly Effective Date.’

   Enter a Hire Date that is greater than the Monthly Effective Date. Click the Add/Update button.
2.5 Additional Titles Range Screen

In order to bring up this screen, enter a range of title codes in the Title Range fields of the Add/Update Merit Cycle screen and click the ‘more’ field.

2.5.1 Edits

1. **Error message 1124: ‘Title Range error.  End title code should be greater than begin title code. Please correct the title range.’**
   
Enter a title code in the ‘Begin’ field that is greater than the title code in the ‘End’ field. Click the ‘Add and Go Back’ button.

2. **Error message 1121: ‘Title Range must be numeric.  Enter valid values between 0001 and 9999 or leave both fields blank.’**
   
Enter a non-numeric value in the ‘Begin’ or ‘End’ field. Click the ‘Add and Go Back’ button.

3. **Error message 1164: ‘Title code value 0 not allowed.’**
   
Enter 0000 in either the ‘Begin’ or ‘End’ field. Click the Add/Update button.

2.6 Performance Evaluation Table Screen

2.6.1 Edits

1. **Error message 1204: ‘Duplicate local codes not allowed.’**
   
Assign the same local code to two different standard definitions. Click the Update button.

2. **Error message 1201: ‘Select a definition for local code.’**
   
Enter a value in the local code field. Choose ‘Select one definition’ from the standard definition drop-down box. Click the Update button.

3. **Error message 9999: “Cannot update. You can only update a cycle when the status code is ‘U’”.'**
   
Use a merit cycle whose status is not U. Change any of the local codes. Click the Update button.

2.7 Step/Range Performance Rating Table Screens

2.7.1 Edits

1. **Error message 1301: ‘Invalid data. Please enter any value in the numeric format xx.xx between 00.00 and 99.99.’**
   
Enter a non-numeric value in either the Min or Max field. Click the Submit button.

2. **Error message 1304: ‘Min value cannot be greater than the max.  Please enter correct value in the numeric format xx.xx.’**
   
Enter a numeric value in the Max field that is less than the number in the Min field. Click the Submit button.
3. **Error message 1303:** ‘You did not enter the min value or entered in the wrong format. Please enter in the numeric format xx.xx.’

Enter a blank value in the Min field. Click the Submit button.

4. **Error message 1302:** ‘You did not enter the max value or entered in the wrong format. Please enter in the numeric format xx.xx.’

Enter a blank value in the Max field. Click the Submit button.

5. **Error message 9999:** “Cannot update. You can only update a cycle when the status code is ‘U’”.

Use a merit cycle whose status is not U. Change any of the updateable fields. Click the Update button.

### 2.8 Update Merit Cycle Status Screen

#### 2.8.1 Edits

1. **Error message:** “No Performance Evaluation Data has been entered for this cycle. Cannot change status from ‘U’”.

Use a merit cycle whose status is U and whose performance evaluation data has not been entered. Change the status from U to P. Click the Update button.

### 2.9 Administration ‘Pop-Up’ Screens

#### 2.9.1 Program Types

The following are the program types displayed in the Program Type ‘Pop-Up’ screen:

1. PSS – Professional and Support Staff
2. MSP – Managers and Senior Professionals
3. SMG – Senior Management Group
4. CBU – Collective Bargaining Unit

#### 2.9.2 Status Codes

The following are the status codes displayed in the Status Code ‘Pop-Up’ screen:

1. U - Under Construction
2. P - Preliminary Merit Extract in progress
3. H - Prelim Extract Open for HR, Control Point Review
4. D - Open for Departmental Review
5. F - Final Merit Extract in progress
6. S - Final Extract Open for HR, Control Point Review
7. O - Open for Departmental Input
8. N - No Departmental Input, Open to Control Point
9. A - Open for HR Final Input
10. R - Ready for EDB Update
11. C - Cycle Closed
12. X - Merit Cycle Cancelled

#### 2.9.3 Sub-Locations
Note: The sub-location values below are released as part of the Code Translation Table transactions. A campus may locally remove some of these values, in such a case, not all sub-location values would be displayed.

The following are the sub-locations displayed in the Sub Location ‘Pop-Up’ screen:

1. AG - Agriculture and Natural Resources
2. GN - General Campus
3. MD - Medical Center
4. OP - Office of the President

2.9.4 Collective Bargaining Codes

Note: The code values that are displayed in the screen is driven by the BUT_MERIT_SELECT column in the BUT table. Only collective bargaining codes that have a ‘Y’ in the BUT_MERIT_SELECT column are displayed.

The following are the collective bargaining codes (test values set-up at UCOP) displayed in the Collective Bargaining Codes ‘Pop-Up’ screen:

1. CX - CUE Clerical
2. EX - AFSCME PCT
3. HX - Residual Patient Care
4. NX - Calif Nurses Assoc
5. PA - Police Officers
6. RX - Research Support
7. SX - AFSCME-Service
8. TX – Technical
9. 99 - No Bargaining Unit
10. EXT - 99 Plus All Other Uncovered

2.10 Administration ‘Pull-Down’ Menus

2.10.1 Program Type

The following are the values displayed in the Program Type ‘Pull-Down’ menu:

1. Select one – displayed only in the Add New Merit Cycle screen and the default value for the ‘pull-down’ menu.
2. PSS
3. MSP
4. SMG
5. CBU

2.10.2 Sub-Location

Note: The sub-location values (AG, GN, MD, and OP) below are released as part of the Code Translation Table transactions. A campus may locally remove some of these values, in such a case, not all four values would be displayed.

The following are the values displayed in the Sub-Location ‘Pull-Down’ menu:

1. AG
2. GN
3. MD
4. OP
5. ALL – default value for the ‘pull-down’ menu in the Add New Merit Cycle screen.
2.10.3 Cycle Type

The following are the values displayed in the Cycle Type ‘Pull-Down’ menu:

1. Select one - displayed only in the Add New Merit Cycle screen and the default value for the ‘pull-down’ menu.
2. Step
3. Open Range

2.10.4 Collapsing Option

The following are the values displayed in the Collapsing Option ‘Pull-Down’ menu:

1. Select one - displayed only in the Add New Merit Cycle screen and the default value for the ‘pull-down’ menu.
2. Home Dept
3. Appt Dept

2.10.5 Appointment Representation Code

The following are the values displayed in the Appointment Representation Code ‘Pull-Down’ menu:

1. Select one - displayed only in the Add New Merit Cycle screen and the default value for the ‘pull-down’ menu.
2. ALL
3. Covered
4. Uncovered

2.10.6 Collective Bargaining Code

Note: The code values that are displayed in the menu is driven by the BUT_MERIT_SELECT column in the BUT table. Only collective bargaining codes that have a ‘Y’ in the BUT_MERIT_SELECT column are displayed.

The following are the values (test values set-up at UCOP) displayed in the Collective Bargaining Code ‘Pull-Down’ menu:

1. Select one - displayed only in the Add New Merit Cycle screen and the default value for the ‘pull-down’ menu.
2. N/A
3. ALL
4. EXT
5. CX
6. EX
7. HX
8. NX
9. PA
10. RX
11. SX
12. TX
13. 99

2.10.7 Performance Evaluation Standard Definition

Note: The definitions below are released as part of the Code Translation Table transactions. A campus may locally change these definitions, in such a case, the campus definitions would be the ones displayed in the menu.

The following are the values displayed in the Performance Evaluation Standard Definition ‘Pull-Down’ menu:

1. Select one definition – default value at initial set-up of the Performance Evaluation codes or when adding more codes.
2. No Performance Evaluation Conducted
3. Fails to Meet, Unsatisfactory
4. Partially Meets, Improvement Needed
5. Meets Expectation, Satisfactory
6. Exceeds Expectation, More than Satisfactory
7. Superior, Outstanding

2.10.8 Step/Range Performance Rating Required or Recommended

The following are the values displayed in the Performance Rating Required or Recommended ‘Pull-Down’ menu:

1. Required
2. Recommended
3.0 Merit Roster Process

3.1 Navigation

Navigation among the Merit Roster Screens was specified by the Merit team and modified during the design stage as needed to make the merit roster process flow smoothly and logically.

Testing of the navigation will be done by the Merit team functional users to make sure that the navigational sequences will meet the needs of the users.

3.2 Field Labels and Data Display

Field labels and screen layout for the various Merit Roster screens were included in the original requirements but were modified by the Merit team during the design stage as needed for clarity and accuracy.

Testing of the screen layout and field labels will be done by the Merit team to verify that the labels are as agreed on.

For data display, testing should verify that data entered on one screen is correct on other screens where the entered data is displayed. For example, data entered for a recommended merit increase should be accurately displayed when the roster is reviewed at another time. Testing should also verify that all EDB data displayed is accurate. Testing should also verify that any calculated fields are correctly calculated.

3.3 Merit Cycle Selection Screen

3.3.1 Edits

1. Error message: ‘Please select one cycle.’
   
   Do not select any merit cycle. Click either the Submit or New Department buttons.

3.4 Step/Range Based Merit Roster Screens

3.4.1 Edits

1. Error message 5001: ‘The Eval Date entered is not a valid date. Please re-enter. Format: MM/YY.’
   
   For an employee entry, enter a non-numeric value in the evaluation date field. Click either the Submit or Calculate buttons.

2. Error message 5003: ‘Perf. Rating entered is invalid. Does not match with the codes set for this cycle.’
   
   For an employee entry, enter a performance rating code that is not in the list of performance evaluation codes defined for the merit cycle. Click either the Submit or Calculate buttons.

3. Error message 5007: ‘Only numeric data please.’
   
   For an employee entry, enter a non-numeric value in the recommended increase field (step-based roster), new step field (step-based roster), annual increase field (range-based roster), or percent increase field (range-based roster). Click either the Submit or Calculate buttons.
4. **Error message 5013:** ‘New percent increase is not within the acceptable range increase defined for the performance evaluation code.’

   For an employee entry (range-based roster), enter a percent increase that is outside the range defined for the performance evaluation code that has been entered. Click either the Submit or Calculate buttons.

5. **Error message:** ‘No rate found in Rate Table.’

   For an employee entry (range-based roster), enter the evaluation date, valid performance rating and percent increase. There is no rate entry in the title code table for the given title code (when clicking the title code field, the ‘pop-up’ screen displays the message ‘Sorry! No record found’). Click either the Submit or Calculate buttons.

6. **Error message 5011:** ‘Recommended increase is invalid for the performance evaluation code.’

   For an employee entry (step-based roster), enter a recommended increase that is not within the range of values for the evaluation code. Click either the Submit or Calculate buttons.

7. **Error message 5008:** ‘Negative increment not allowed.’

   For an employee entry (step-based roster), enter a step increase in the Recommended Increase field such that the new step is less than the current step.

### 3.5 Step/Range Based Roster – Employee Detail Screens

#### 3.5.1 Edits

1. **Error message 5020:** ‘No comments entered, nothing to save.’

   The comments box should remain empty. Click the Save button.

2. **Error message 5021:** ‘To delete Employee record, you must enter some comments.’

   The comments box should remain empty. Click the Delete button.

3. **Warning message 5012:** ‘Are you sure you want to DELETE this employee? Deleting will remove the employee from the merit cycle. To delete the employee press <ok>, to retain the employee press <cancel>.’

   Enter comments in the comments box. Click the Delete button.

### 3.6 Roster ‘Pop-Up’ Screens

#### 3.6.1 Eligibility Criteria

The fields displayed in the Eligibility Criteria screen are the same fields available for display or update in the Add/Update Merit Cycle screens except that the Additional Titles fields displayed in the Add/Update Merit Cycle screens are not displayed in the Eligibility Criteria screen. In addition, the Eligibility Criteria screen displays the Remaining Fiscal Year Months field.

#### 3.6.2 Title Code Pay Rates – step based

All the steps defined for the title code are displayed in this ‘pop-up’ screen. For each step displayed, the annual, monthly, and hourly pay rates are displayed as well.
The title code, sub-location, appointment representation code, and cycle date are displayed also.

### 3.6.3 Title Code Pay Rates – range based

The minimum, midpoint, and maximum pay rates (annual, monthly, hourly, or other rates whenever applicable) for the range-based title code are displayed.

The title code, sub-location, appointment representation code, cycle date, and grade (may or may not contain a value) are displayed also.

### 3.6.4 Performance Evaluation Codes

All the local codes defined in the Performance Evaluation screen are displayed in this 'pop-up' screen. For each local code displayed, the following fields are displayed as well: local code description, minimum step/range value, maximum step/range value, and whether the minimum/maximum values are required or recommended.

### 3.7 Roster Selection

#### 3.7.1 Testing Strategy

Several merit cycles will be set up to allow testing of various combinations of selection criteria. Test employees will be identified that match all of the selection criteria for each cycle. One cycle will be identified as the main cycle for testing all the various combinations of employee data. Test cases will be established that meet all of the selection criteria except one, to verify that each of the criteria are independently evaluated. Test cases will be established with multiple appointments, some of which match the selection criteria and some of which don't. Test cases will be established with expired, current, and future matching appointments. Verification will be done by manual checking of the resulting online preliminary extract roster and by running spuﬁ selects to verify that the correct distribution data is captured.

Testing should be done to verify that employees are included or excluded from the roster based on the following EDB data.

Note: The Monthly (MO) Effective Date and Biweekly (BW) Effective Date are used in the selection rules below based on the appointment’s pay schedule. If the cycle does not specify a Biweekly Effective Date, then the Monthly Effective Date is used.

<table>
<thead>
<tr>
<th>EDB Data Element</th>
<th>Selection rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel Program Code</td>
<td>If the cycle specifies Program Type of PSS the EDB value must be ‘1’; if MSP, the EDB value must be ‘2’. If SMG, the EDB value must be ‘2’. If CBU, the EDB value must be 1.</td>
</tr>
<tr>
<td>2. Next Salary Review Date</td>
<td>If the cycle specifies a next salary review date, the EDB value must be on or before the specified date.</td>
</tr>
<tr>
<td>3. Next Salary Review Code</td>
<td>EDB value must match one of the review types specified for the cycle.</td>
</tr>
<tr>
<td>4. Probationary Period End Date</td>
<td>If the cycle specifies a probationary period end date, the EDB value must be on or before the date specified, or must be blank.</td>
</tr>
<tr>
<td>5. Hire Date</td>
<td>If the cycle specifies a hire date, the EDB value must be on or before the date specified.</td>
</tr>
<tr>
<td>6. Performance Evaluation Date</td>
<td>This is not being used in the extract at this time. It was agreed upon by the users and the development team that the usage of this field will be determined in the future.</td>
</tr>
<tr>
<td></td>
<td>Appointment SubLocation</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------</td>
</tr>
<tr>
<td>8</td>
<td>Appointment Type</td>
</tr>
<tr>
<td>9</td>
<td>Appointment Representation Code</td>
</tr>
<tr>
<td>10</td>
<td>Title Unit Code</td>
</tr>
<tr>
<td>11</td>
<td>Title Code</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Employment Status</td>
</tr>
<tr>
<td>13</td>
<td>Appointment End Date</td>
</tr>
<tr>
<td>14</td>
<td>Distribution End Date</td>
</tr>
<tr>
<td>15</td>
<td>DOS Code</td>
</tr>
</tbody>
</table>

Test cases should be established with various combinations of the above data. Merit cycles should be established to exercise all the possible combinations of eligibility criteria, and rosters should be run.

The resulting rosters should be examined to verify that all employees/appointments that match the merit cycle eligibility criteria are included, and that employees/appointments that do not match one or more of the eligibility criteria are not included.
3.7.2 Verify inclusion on the roster

Verify that an employee/appointment that meets every one of the above criteria appears on the roster. Test all the possible valid values for each criterion. For each of the tests below, assume that the employee/appointment meets all of the eligibility criteria in addition to the one being verified.

1. Verify that an employee with a **Personnel Program Code** that is equal to the specified Program Type (‘1’ for PSS; ‘2’ for MSP; ‘2’ for SMG) appears on the roster. Note that when CBU is specified in the Program Type box, Personnel Program Code is not used in the selection.

2. Verify that an employee with a **Next Salary Review Date** that is equal to the specified salary review date appears on the roster. Repeat for an employee with a Next Salary Review Date that is prior to the specified salary review date. Repeat for an employee with a blank Next Salary Review Date.

3. Verify that an employee with a **Next Salary Review Code** that matches one of the specified salary review codes appears on the roster. Repeat for employees with each of the specified review codes.

4. Verify that an employee with a **Probationary Period End Date** equal to the specified probationary period end date appears on the roster. Repeat for an employee with a Probationary Period End Date prior to the specified date. Repeat for a blank Probationary Period End Date.

5. Verify that an employee with a **Hire Date** equal to the specified hire date appears on the roster. Repeat for an employee with a Hire Date prior to the specified hire date.

6. Verify the following for **Appointment Sublocation**:
   - Verify that an appointment with an Appointment Sublocation that matches the specified sublocation appears on the roster.
   - Verify that for an employee with multiple appointments and different sublocations, that all the appointments with matching sublocations appear on the roster.
   - Verify that when the specified sublocation is ‘ALL’, that appointments with each of the different Appointment Sublocation values appear on the roster.

7. Verify that an appointment with an **Appointment Type** that matches one of the specified appointment types appears on the roster. Repeat for appointments with each of the specified appointment types. Repeat for employees with a mixture of appointment types to verify that all the matching types appear on the roster.

8. Verify that an appointment with an **Appointment Representation Code** that maps to the specified appointment rep code appears on the roster, as follows:
   - When ‘Covered’ is specified, verify that an appointment with Representation Code ‘C’ appears on the roster.
   - When ‘Uncovered’ is specified, verify that an appointment with Representation Code ‘U’ appears on the roster. Repeat for Representation Code ‘S’.
   - When ‘All’ is specified, verify that an appointment with Representation Code ‘C’ appears on the roster. Repeat with Representation Codes ‘S’ and ‘U’.

   Repeat for employees with a mixture of ‘C’, ‘U’, and ‘S’ title unit codes to verify that all the appropriate appointments appear on the roster.

9. Verify **Title Unit Code** as follows:
   - When a specific bargaining unit is specified, verify that an appointment with a Title Unit Code that matches the specified code appears on the roster. Repeat for an employee with multiple appointments with a Title Unit Code that matches the specified code but with different titles and verify that all the appointments appear on the roster.
• When ‘ALL’ is specified, verify that an appointment whose Title Unit Code is 99 or any of the bargaining units and whose appointment representation code is ‘U’, ‘S’, or ‘C’ appears on the roster.
• When ‘EXT’ is specified, verify that an appointment whose program type is ‘PSS’ and Title Unit Code is 99 or any of the bargaining units and whose appointment representation code is ‘U’, ‘S’, or ‘C’ appears on the roster.

10. Verify **Title Code** selection as follows:
   • When a step-based merit is specified, verify that only step-based title code appointments appear on the roster.
   • When an open range merit is specified, verify that only range-based title code appointments appear on the roster.
   • When a ‘Limit to’ range of title codes is specified, verify that only appointments whose title codes fall within the range appear on the roster.
   • When an ‘Exclude’ range of title codes is specified, verify that the appointments whose title codes fall within the range do not appear on the roster.

11. Verify that an employee with **Employment Status** ‘A’ appears on the roster. Repeat for Employment Status Codes ‘P’ (Leave with Pay) and ‘N’ (Leave Without Pay).

12. Verify that an appointment with an **Appointment Begin Date** later than the MO Effective Date or BW Effective Date appears on the roster. Verify that an appointment with an Appointment End Date equal to the MO Effective Date or BW Effective Date appears on the roster.

13. Verify that an appointment that is current and where all the **Distribution Begin Dates** are in the future appears on the roster. Verify that an appointment where all the Distribution End Dates are equal to the MO Effective Date or BW Effective Date appears on the roster.

14. Verify that an appointment where some of the **DOS Codes** are regular pay appears on the roster with the pay rates associated with regular pay.

### 3.7.3 Verify exclusion from the roster

Verify that an employee/appointment that does not meet any single one of the above criteria does not appear on the roster. For each of the tests below, assume the employee/appointment meets all the other eligibility criteria except for the one being tested.

1. Verify that an employee with a **Personnel Program Code** that does not map to the specified Program Type (‘1’ for PSS; ‘2’ for MSP; ‘2’ for SMG) does NOT appear on the roster. Note that when CBU is specified in Program Type, the Personnel Program Code is not checked.

2. Verify that an employee with a **Next Salary Review Date** that is after the Next Salary Review Date in the merit cycle criteria does NOT appear on the roster.

3. Verify that an employee with a **Next Salary Review Code** that does not match any of the Salary Review codes in the merit cycle criteria does NOT appear on the roster. Repeat this test for each value that is not allowed. Repeat for a blank value.

4. Verify that an employee with a **Probationary Period End Date** that is later than the Probationary Period Date in the merit cycle criteria does NOT appear on the roster. Repeat for a blank Probationary Period End Date. Note that a blank EDB Probationary Period End Date should be treated as if it is on or before the specified date.

5. Verify that an employee with a **Hire Date** that is later than the Hire Date in the merit cycle criteria does NOT appear on the roster.

6. Verify that an appointment with a **Sublocation** that does not match the sublocation in the merit eligibility criteria does NOT appear on the roster. Repeat this test for an employee who has one eligible appointment.
with a matching sublocation and one otherwise eligible appointment that does not match. Verify that the matched appointment appears on the roster and the other appointment does not.

7. Verify that an appointment with an **Appointment Type** that does not match one of the appointment types in the merit eligibility criteria does NOT appear on the roster.

8. Verify that an appointment with an **Appointment Representation Code** that does not map to the appointment representation code in the merit eligibility criteria does NOT appear on the roster.

9. Verify that an appointment with a **Title Unit Code** that does not match the collective bargaining code in the merit eligibility criteria does NOT appear on the roster.

10. Verify the following exclusions based on **Title Code**:
    - If a step based merit is specified, verify that an appointment with a Title Code that is designated on the Title Code Table (TCT) as open range does NOT appear on the roster.
    - If an open range merit is specified, verify that an appointment with a Title Code that is designated on the Title Code Table (TCT) as step based does NOT appear on the roster.
    - If the merit eligibility criteria include a range of ‘limit to’ title codes, verify that an appointment with a Title Code that is not in that range of titles does NOT appear on the roster. Repeat the verification for a sufficient number of titles not in the range to be sure the exclusion is working properly.
    - If the merit eligibility criteria include a range of ‘exclude’ title codes, verify that an appointment with a title code in that range does NOT appear on the roster. Repeat the verification for a sufficient number of excluded titles to be sure that the exclusion is working properly.

11. Verify that an employee with an **Employment Status** code of ‘I’ (Inactive) (this employee could have a future appointment) does NOT appear on the roster. Verify that an employee whose Employment Status is ‘S’ (Separated) (the separated employee may have an appointment with an indefinite end date) does NOT appear on the roster.

12. Verify that an appointment with an **Appointment End Date** that is prior to the MO Effective Date or BW Effective Date does NOT appear on the roster.

13. Verify the following related to **Distribution End Dates** for an appointment with an Appointment End Date that is later than the MO Effective Date or BW Effective Date:
    - where all the Distribution End Dates are prior to the MO Effective Date or BW Effective Date, the appointment does NOT appear on the roster;
    - where there are no distributions, the appointment does NOT appear on the roster;
    - where there are distributions with a Distribution End Date prior to the MO Effective Date or BW Effective Date, and other distributions with Distribution End Dates later than the MO Effective Date or BW Effective Date and a different pay rate from the expired appointment, the logical appointment with the pay rate associated with the expired distributions does not appear on the roster.

14. Verify the following related to **DOS Codes**:
    - where all the DOS Codes have a DOS Type of ‘D’ (differential), the appointment does NOT appear on the roster
    - where there are distributions with a DOS Code of ‘D’ (differential), and other distributions with DOS Codes that are not differential, only the pay rates associated with the non-differential pay appear on the roster.

### 3.7.4 Logical Appointments

The merit requirements asked that the employee’s appointment and distribution information be presented as ‘logical appointments’ based on unique values in the following appointment and distribution data elements:

**Appointment Department Code** (if Home Department is used as the collapsing option, then Appointment
Department Code does not affect the Logical Appointment key
Title Code
Appointment Type
Salary Grade (appointment level)
Appointment Rate Code
Appointment Pay Schedule
Appointment Sub-Location
Appointment Representation Code
Distribution Pay Rate
Salary Step (distribution level)

Note that an employee with a single physical appointment may have more than one logical appointment because of differences in distribution data.

Verification should be done to establish that when all the fields are the same, a single logical appointment is created, and that a difference in any one of the above data results in a logical appointment.

1. For an employee with nine appointments where all of the above fields are the same, verify that a single logical appointment appears on the roster.

2. For an employee with nine appointments where all the fields match on some but not all, verify that the appropriate number of logical appointments appear on the roster.

3. For an employee with two appointments that are identical except for the Appointment Department (test is applicable only when the collapsing option is Appointment Department), verify that two appointments appear on the roster.

4. For an employee with two appointments that are identical except for the Title Code, verify that two appointments appear on the roster.

5. For an employee with two appointments that are identical except for the Appointment Type, verify that two appointments appear on the roster.

6. For an employee with two appointments that are identical except for the Grade value, verify that two appointments appear on the roster.

7. For an employee with two appointments that are identical except for the Pay Schedule Code, verify that two appointments appear on the roster.

8. For an employee with two appointments that are identical except for the Rate Code (Hourly, Annual), verify that two appointments appear on the roster.

9. For an employee with two appointments that are identical except for the Appointment Sub-Location, verify that two appointments appear on the roster.

10. For an employee with two appointments that are identical except for the Appointment Representation Code, verify that two appointments appear on the roster.

11. For an employee with a single appointment and two distributions that are identical except for the Step, verify that two appointments appear on the roster.

12. For an employee with a single appointment and two distributions that are identical except for the Distribution Pay Rate, verify that two appointments appear on the roster.
### 3.8 EDB Update Transaction Process

#### 3.8.1 Testing Strategy

The rosters created for testing in section 3.9 Roster Selection will be used for testing the EDB Update transaction process. Entries will be made on the roster screens to enter performance evaluation data, merit increases, and to delete entries from the roster. Merits will be given to an entry that represents several physical distributions under one or more logical appointment. Verification will be done by checking the resulting file of EDB entry/update transactions to make sure that transactions are created for all distributions that are receiving a merit and that transactions are not created for entries that did not receive a merit or that were deleted. Verification will also be done that transactions are created for the performance evaluation code and date entries. For at least one cycle, the transactions will be run against the EDB and the resulting appointment/distribution data will be checked to make sure data is updated correctly.

#### 3.8.2 Verify transaction format

Verify that the transaction records are the correct length, have correct transaction types, and that each data element is in the correct columns on the transaction. The following transaction types can be created from the merit process:

1. **Batch header record**

2. **A1 and A2 transactions** – an A1 and A2 transaction should be created for every employee. The A1 transaction should contain a Generation Number that is one higher than the Generation Number currently on the EDB. The action code fields should be blank. The Entry Date should be the merit cycle’s monthly effective date or biweekly effective date, depending on the appointment’s pay schedule. The A2 transaction should contain the next salary review date.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>--</th>
<th>Employee ID</th>
<th>Entry Date</th>
<th>Generation No.</th>
<th>Employee Actions</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 2</td>
<td>3</td>
<td>4 – 12</td>
<td>13 – 18</td>
<td>19 – 22</td>
<td>23 – 28</td>
<td>29 - 102</td>
</tr>
<tr>
<td>A1</td>
<td>blank</td>
<td>nnnnnnnnn</td>
<td>mmddyy</td>
<td>nnnn</td>
<td>blank</td>
<td>blank</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>--</th>
<th>Employee ID</th>
<th>Entry Date</th>
<th>--</th>
<th>Merit Percent</th>
<th>Salary Review Date</th>
<th>Salary Review Type</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 2</td>
<td>3</td>
<td>4 – 12</td>
<td>13 – 18</td>
<td>19</td>
<td>20 – 23</td>
<td>24</td>
<td>25 – 28</td>
<td>29</td>
</tr>
<tr>
<td>A2</td>
<td>blank</td>
<td>nnnnnnnnn</td>
<td>mmddyy</td>
<td>blank</td>
<td>nnnn</td>
<td>blank</td>
<td>mmyy</td>
<td>n</td>
</tr>
</tbody>
</table>

3. **10, 20,…,90 (appointment) transactions**

<table>
<thead>
<tr>
<th>Appt No.</th>
<th>--</th>
<th>Employee ID</th>
<th>Entry Date</th>
<th>--</th>
<th>A/D/C Code</th>
<th>Personnel Program</th>
<th>Appt Type</th>
<th>Appt Action-1</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 2</td>
<td>3</td>
<td>4 – 12</td>
<td>13 – 18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24 – 25</td>
</tr>
<tr>
<td>nn</td>
<td>blank</td>
<td>nnnnnnnnn</td>
<td>mmddyy</td>
<td>blank</td>
<td>A or C</td>
<td>blank</td>
<td>blank</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Basis</th>
<th>Paid Over</th>
<th>Appt Actions 2,3</th>
<th>Appt Begin Date</th>
<th>Appt End Date</th>
<th>Duration Code</th>
<th>Title Code</th>
<th>Grade</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>blank</td>
<td>blank</td>
<td>blank</td>
<td>blank</td>
<td>blank</td>
<td>blank</td>
<td>blank</td>
<td>blank</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% Full Time</th>
<th>Fixed /Variable</th>
<th>Rate</th>
<th>Rate Code</th>
<th>Pay Sched</th>
<th>Time Reptg</th>
<th>Leave Accrual</th>
<th>Appt Dept</th>
<th>FLSA Ind</th>
<th>Perf Eval Code</th>
<th>Perf Eval Date</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>58-60</td>
<td>61</td>
<td>62-69</td>
<td>70</td>
<td>71-72</td>
<td>73</td>
<td>74</td>
<td>75 - 80</td>
<td>81</td>
<td>82</td>
<td>83 – 86</td>
<td>87 - 102</td>
</tr>
<tr>
<td>blank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. 11, 12…21…98 (distribution) transactions

<table>
<thead>
<tr>
<th>Dist No.</th>
<th>--</th>
<th>Employee ID</th>
<th>Entry Date</th>
<th>--</th>
<th>A/D/C Code</th>
<th>Dist Actions</th>
<th>Perquisite Code</th>
<th>Dist Unit Code</th>
<th>WSP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 2</td>
<td>3</td>
<td>4 – 12</td>
<td>13 - 18</td>
<td>19 - 20</td>
<td>21</td>
<td>22 – 27</td>
<td>28 – 30</td>
<td>31</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>blank</td>
<td>nnnnnnnn</td>
<td>mmddyy</td>
<td>blank</td>
<td>A or C</td>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>--</th>
<th>Step</th>
<th>O/A</th>
<th>FTE</th>
<th>Dist %</th>
<th>Dist Begin Date</th>
<th>Dist End Date</th>
<th>Pay Period Rate/Amount</th>
<th>DOS Code</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>blank</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loc</th>
<th>Acct</th>
<th>Cost Center</th>
<th>Fund</th>
<th>Project</th>
<th>Sub</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>73</td>
<td>74 - 79</td>
<td>80 – 83</td>
<td>84 – 88</td>
<td>89 – 94</td>
<td>95</td>
<td>96 - 102</td>
</tr>
<tr>
<td></td>
<td></td>
<td>blank</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Only the Base distribution transaction has blanks in columns 96 - 102 above. Campuses using a Non-Base FAU of the full 30 characters use this field.

### 3.8.3 Verify correct data on transactions

Verify that the transactions correctly indicate an ‘add’ or ‘change’ to an appointment or distribution. Verify that all fields that should be changed are included on the transactions. Verify that transactions for all distributions that should receive a new pay rate are included, and that none that should not receive a new pay rate are included. Verify that transactions for new appointments and distributions are included when necessary. Verify that transactions to update performance evaluation code and date are created, including when there is no pay rate change associated with the entry of the evaluation data.

1. **Verify on a simple case that the old distribution is ended, a new distribution is created, and the appointment is updated with performance evaluation code and date:**

   On a step-based roster, give a one step merit increase to a biweekly paid employee and enter an evaluation code and date to a roster entry that represents a single physical distribution with a distribution begin date in the past. Verify that the following transactions are created:

   a) a change transaction for the existing distribution with a change to the distribution end date equal to one day prior to the Biweekly Effective Date from the cycle criteria.

   b) an add transaction for an available distribution number under the same appointment containing all the data from the original distribution, with the following exceptions:

      - distribution begin date equal to the biweekly effective date from the merit criteria
      - action code 27
      - new step value as entered on the roster
      - new pay rate as entered on the roster
      - blank off/above scale code (if previously not blank)

   c) a change transaction for the appointment, changing only the performance evaluation code and performance evaluation date.

   d) an A1 and A2 transaction with the generation number and next salary review date.

   Repeat the test on the range based roster, giving a percent based increase instead of a step, and using a monthly paid employee. Verify the same results, except that the step field should be blank on the add distribution transaction, and the end dates and effective dates should be based on the monthly effective date from the merit criteria.
2. **Verify that a change transaction is generated for a distribution with a begin date later than the merit effective date.**

   Give a merit increase to a roster entry that represents a single physical distribution with a distribution begin date later than the merit effective date. Verify that the following transactions are created:
   
   a) a distribution change transaction for the future distribution with the new pay rate and step. Verify that the begin date and end date are NOT changed on the transaction. Action code 27 is issued for the existing distribution.
   
   b) an appointment change transaction with the performance evaluation code and date.
   
   c) an A1 and A2 transaction with the generation number and next salary review date.

3. **Verify that transactions are created for all distributions when there are multiple physical distributions (under a single appointment) represented by one roster entry.**

   Give a merit increase to a roster entry that represents several physical distributions under more than one appointment. Verify that the following transactions are created:
   
   a) a change transaction for each existing physical distribution with a distribution end date one day prior to the merit effective date.
   
   b) an add transaction corresponding to each distribution being ended, with all the data matching the original distribution with the following exceptions:
      
      - distribution number – next available number should be used
      - action code 27
      - new distribution begin date – date from merit criteria (biweekly or monthly)
      - new step (if step-based), from roster
      - new pay rate, from roster
      - blank off/above scale code (if previously not blank)
   
   b) an appointment change transaction with the performance evaluation code and date from the roster.
   
   c) an A1 and A2 transaction with the generation number and next salary review date.

4. **Verify that a new appointment is created when there are not enough distributions available under the original appointment.**

   Give a merit increase to a roster entry that represents an appointment with seven existing distributions, such that at least two physical distributions will receive a pay rate change. Verify that the following transactions are created:
   
   a) an appointment add transaction using the lowest available appointment number. All data should be the same as the original appointment. The performance evaluation code and date from the roster should be included on the transaction.
   
   b) an appointment change transaction for the original appointment with the performance evaluation code and date.
   
   c) change transactions to the existing distributions associated with the roster entry being merited, with a change to the distribution end date equal to one day prior to the merit effective date.
   
   d) add transactions to create new distributions corresponding to each of the end-dated distributions, using the remaining available distribution number under the existing appointment, and creating the rest of the distributions under the new appointment. All data should be identical to the corresponding original distribution with the following exceptions:
- distribution number
- action code 27
- new distribution begin date – date from merit criteria (biweekly or monthly)
- new step (if step-based), from roster
- new pay rate, from roster
- blank off/above scale code (if previously not blank)

e) an A1 and A2 transaction with the generation number and next salary review date.

Repeat the above tests for an employee with eight existing distributions under one appointment. The results should be the same, except that no transaction should be created for the existing appointment to set the performance evaluation code and date.

5. **Verify that performance evaluation code and date are updated when there is no change to pay rate.**

Enter a performance evaluation code and date to a roster entry, but do not give a merit increase (zero percent or step increase). Verify that zero increases are allowed on the roster. Verify that an appointment change transaction with the performance evaluation code and date from the roster is created for the associated appointment. Verify that the next salary review date is updated. Verify that no new distributions are created. Verify that action code 27 is issued for the existing distribution.

6. **Verify that transactions are not created for distributions associated with a deleted roster entry.**

Delete a roster entry, and give a merit increase to another roster entry for the same employee. Verify that no transactions are created for the distributions associated with the deleted roster entry, and that transactions are created for distributions associated with the merited roster entry.

7. **Verify that transactions are created for all distributions for a single logical appointment.**

Give a merit increase to a single roster entry that represents distributions under more than one appointment. Verify that the following transactions are created:

a) a change transaction for each existing physical distribution with an end date one day prior to the merit effective date.

b) an add transaction corresponding to each distribution being ended, with all the data matching the original distribution with the following exceptions:

- distribution number – next available number should be used
- action code 27
- new distribution begin date – date from the merit criteria (biweekly or monthly)
- new step (if step-based), from roster
- new pay rate, from roster
- blank off/above scale code (if previously not blank)

c) an appointment change transactions for each of the physical appointments, with the performance evaluation code and date.

d) an A1 and A2 transaction with the generation number and next salary review date.

8. **Verify that transactions are created correctly when multiple roster entries (logical appointments) correspond to a single physical appointment.**

Give a merit increase to two roster entries that correspond to distributions under a single physical appointment. Give different performance evaluation codes and dates to each roster entry. Verify that the following transactions are created:

a) a change transaction for each existing physical distribution with a distribution end date one day prior to the merit effective date.
b) an add transaction corresponding to each distribution being ended, with all the data matching the original distribution with the following exceptions:

- distribution number – next available number should be used
- action code 27
- new distribution begin date – date from merit criteria (biweekly or monthly)
- new step (if step-based), from roster
- new pay rate, from roster
- blank off/above scale code (if previously not blank)

c) an appointment change transaction, using the highest value performance evaluation code entered with its associated date (for example, if one roster entry was coded ‘1’ (fails) 10/02, and the other was coded ‘2’ (needs improvement) 09/02, use the ‘2’ 09/02 data. A roster entry with an ‘X’ (no performance evaluation done) code is ranked lowest of all the other codes (‘1’ to ‘5’).

d) An A1 and A2 transaction with the generation number and next salary review date.

9. **Verify that no transactions are created when nothing is done to an employee’s roster entry.**

Do not do anything to a roster entry, but give a merit increase to another roster entry for the same employee. Verify that no transactions are created for the distributions associated with the roster entry where nothing was done, and that transactions are created for the distributions associated with the merited roster entry.

10. **Verify that the system handles the situation where there are no appointments available when a new appointment needs to be created.**

Verify that error message 67-613 is issued in the PPP676 Report: NO EMPTY APPOINTMENT SLOT FOUND IN PPPAPP TABLE.

11. **Verify these additional items.**

a) Verify that when no biweekly effective date is specified in the merit criteria, that new distributions for biweekly paid employees are created with a distribution begin date equal to the monthly effective date from the criteria.
4.0 Costing Transactions

4.1 Costing Testing Strategy

Verify that the transaction records are the correct length, and that each data element is in the correct columns of the transaction.

1. Costing transaction layout.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Emp Name Suffix</th>
<th>Action Code</th>
<th>Effective Date</th>
<th>Title Code</th>
<th>FAU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9</td>
<td>10-35</td>
<td>36-39</td>
<td>40-41</td>
<td>42-47</td>
<td>48-51</td>
<td>52-81</td>
</tr>
<tr>
<td>nnnnnnnnn</td>
<td></td>
<td>27</td>
<td>yymmdd</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rate Code</th>
<th>Pct 9V9999</th>
<th>DOS Code</th>
<th>Old Rate 999V9999 or 99999V999</th>
<th>New Rate 999V9999 or 99999V999</th>
<th>FTE 9V999</th>
<th>CBUC</th>
<th>E U C</th>
<th>E S P C</th>
<th>E D U C</th>
<th>E R E P</th>
<th>T U C</th>
<th>D U C</th>
<th>R E P</th>
<th>S P C H</th>
<th>Dur Empl</th>
</tr>
</thead>
<tbody>
<tr>
<td>82</td>
<td>83-87</td>
<td>88-90</td>
<td>91-97</td>
<td>98-104</td>
<td>105-107</td>
<td>108-109</td>
<td>110</td>
<td>111</td>
<td>112</td>
<td>113</td>
<td>114</td>
<td>115</td>
<td>116</td>
<td>117</td>
<td>118</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay End Date</th>
<th>Error Code 99</th>
<th>Acad/Staff Indicator</th>
<th>Filler</th>
</tr>
</thead>
<tbody>
<tr>
<td>121-126</td>
<td>127-131</td>
<td>132-133</td>
<td>134</td>
</tr>
<tr>
<td>mmyydd</td>
<td>blank</td>
<td>blank</td>
<td>135-160</td>
</tr>
</tbody>
</table>

4.1.1 Verify correct data on transactions

Verify that costing transactions for all distributions that should receive a new pay rate are included, and that none that should not receive a new pay rate are included.

1. Verify that the Effective Dates match the Cycle Date for distributions active on the Cycle Date. Verify that Effective Dates match the distribution Pay Begin Date for future distributions.

2. Verify that the Old Rates match the EDB distribution rates. Verify that the New Rates match the Merit Logical Appointment new rates.

3. Verify the Pay End Dates reflect the Pay End Dates of the newly created or modified future distributions.

4. Verify the FAU’s reflect the FAU’s of the updated distributions.

Process the transactions through PPP960 and PPP980 and verify they process correctly and the results are as expected.
5.0 Merit ARSM Logic

5.1 ARSM Testing Strategy

ARSM Rules Table
The ARSM Rules table defines access rules for ARSM access control. Three new rules, MERITADM, MERITCTL and MERITDPT, have been defined for the Web Merit application. The rules apply to Merit Administration, Merit Control Point and Merit Departmental user access.

ARSM Group Table
The ARSM Group table provides a way to link individual user ID’s with Group ID’s for which ARSM security has already been established. New groups may need to be defined for Web Merit access. Groups already established for EDB Update access may be too broad for a more restricted access to the Merit departmental update process. In addition, new groups will be needed for the Merit Administration and Merit Control Point users.

ARSM Association Table
The ARSM Association table links Group or individual user ID’s with rules, and those rules with association data. In the case of the Merit Rules, the association data identifies a Department Number. For the Departmental user, the entries identify specific departments’ roster data that the user will be able to access. For the Administration and Control Point user, the entries identify the top department in a control structure. The user will have access to that department, and all the “controlled” departments below it. These entries must be established locally for all intended users of the Web Merit application. The Department Selection screen presented after roster selection allows Administration and Control Point users to move up and down the control structure. The Departmental user can only select the specific department displayed.

The following are the Cycle Status Codes and the ARSM Rules which control access to the Merit Administration and Merit Roster screens for each Cycle Status. Testing should be done to verify that users are allowed or excluded from accessing the Merit Administration and roster Merit Review/Input screens based on the following Cycle Status Codes and the user's ARSM Rules. Testing will require manipulation of the Cycle Status Code.

<table>
<thead>
<tr>
<th>Cycle Status Code</th>
<th>Rule required for administration access</th>
<th>Rule required for roster access</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>MERITADM</td>
<td>MERITADM</td>
<td>Roster would not exist unless later cycle status reset to U.</td>
</tr>
<tr>
<td>P</td>
<td>MERITADM</td>
<td>None allowed</td>
<td>Merit Administration update only for Cycle Status. Roster would not exist unless later cycle status reset to U.</td>
</tr>
<tr>
<td>H</td>
<td>MERITADM</td>
<td>MERITADM MERITCTL</td>
<td>Merit Administration update only for Cycle Status. Roster view only.</td>
</tr>
<tr>
<td>D</td>
<td>MERITADM</td>
<td>MERITADM MERITCTL MERITDPT</td>
<td>Merit Administration update only for Cycle Status. Roster view only.</td>
</tr>
<tr>
<td>F</td>
<td>MERITADM</td>
<td>None allowed</td>
<td>Merit Administration update only for Cycle Status.</td>
</tr>
<tr>
<td>S</td>
<td>MERITADM</td>
<td>MERITADM MERITCTL</td>
<td>Merit Administration update only for Cycle Status. Roster update allowed by appropriate users.</td>
</tr>
<tr>
<td>Status</td>
<td>Role 1</td>
<td>Role 2</td>
<td>Role 3</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>O</td>
<td>MERITADM</td>
<td>MERITADM</td>
<td>MERITCTL, MERITDPT</td>
</tr>
<tr>
<td>N</td>
<td>MERITADM</td>
<td>MERITADM</td>
<td>MERITCTL</td>
</tr>
<tr>
<td>A</td>
<td>MERITADM</td>
<td>MERITADM</td>
<td>None</td>
</tr>
<tr>
<td>R</td>
<td>MERITADM</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>C</td>
<td>MERITADM</td>
<td>MERITADM</td>
<td>MERITCTL, MERITDPT</td>
</tr>
<tr>
<td>X</td>
<td>MERITADM</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

5.1.1 Verify ARSM Access to Merit Administration and Merit Review/Input Screens

Verify that a user with the following ARSM Rule setup has the appropriate access. All users can access the Main Merit Menu. When a user has at least one rule which allows Merit Review/Input access, a second department selection screen is presented. Multiple Rule/Department Code combinations can be displayed.

1. Verify that a user without any Merit ARSM Rule cannot access either the Merit Administration or Merit Review/Input screens from the Main Merit Menu.

2. Verify that a user with a **MERITADM** ARSM Rule can access the Merit Administration screen for all Cycle Status Codes.

3. Verify that a user with a **MERITCTL** or **MERITDPT** ARSM Rule cannot access the Merit Administration screen for any Cycle Status Codes.

4. Verify that a user with a **MERITADM**, **MERITCTL** or **MERITDPT** ARSM Rule cannot access the Merit Review/Input screen for Cycle Status Codes ‘U’, ‘P’, ‘F’, and ‘R’.


7. Verify that a user with a **MERITDPT** ARSM Rule can only access the Merit Review/Input screen for Cycle Status Codes ‘D’, ‘O’ and ‘C’.

8. Verify that a user with both a **MERITADM** and a **MERITCTL** ARSM Rule only has the **MERITADM** access presented for department selection for Cycle Status Code ‘A’.

9. Verify that a user with both a **MERITADM** and a **MERITCTL** ARSM Rule has both the **MERITADM** and **MERITCTL** access presented for department selection for Cycle Status Codes ‘H’, ‘D’, ‘S’, ‘O’, ‘N’ and ‘C’.

10. Verify that a user with both a **MERITCTL** and a **MERITDPT** ARSM Rule only has the **MERITCTL** access presented for department selection for Cycle Status Code ‘H’, ‘S’ and ‘N’.
11. Verify that a user with both a **MERITCTL** and a **MERITDPT** ARSM Rule has both the MERITCTL and MERITDPT access presented for department selection for Cycle Status Codes ‘D’, ‘O’ and ‘C’. Verify that the MERITCTL access is displayed with the ‘This Dept’, ‘Get All’ and ‘Down’ options. Verify that the MERITDPT access is only displayed with the ‘This Dept’ option.

12. Verify that when the ‘This Dept’ option is selected only Logical Appointments for the selected Cycle ID with that Home or Appointment Department (depending on Merit Cycle department compression) are displayed.

13. Verify that when the ‘Get All’ option is selected, all Logical Appointments for the selected Cycle ID with a Home or Appointment Department (depending on Merit Cycle department compression) below the selected control department on the Merit Control Department Table are displayed.

14. Verify that when the ‘Down’ option is selected the departments below the selected control department on the Merit Control Department Table are displayed for further selection. Verify that on the next selection screen the ‘Up’ option is now available.