Year-End Processing Sequence

1. Periodic – Begin Month 12
2. Update BRT Rates (medical, dental, etc.)
3. Run PPP570 (I) – Advance
4. 2002 ONLY – Run one-time conversion routine for new coverage codes and one-time for initial MCB establishment
5. Post PPP570(I) activity and Open Enrollment I activity (plan changes and enrollments)
6. 2002 ONLY – Run one-time conversion routine for Aetna
7. First compute for December Earnings paid in December (BW, XX, SM1)
8. Last compute for December Earnings paid in December (BW, XX, SM1)
9. Freeze EDB for year-end tax reporting
10. Periodic – Begin Calendar Year & Quarter I This would be the place to clear previous year HCRA and DCRA entries
11. Update Federal and State Tax Tables
12. Post Open Enrollment II activity (HCRA, DCRA, and TIP)
13. 2002 ONLY – Run one-time to delete old GTN 225 DepCare entries
14. First compute for December Earnings paid in January (MO, XX)
15. Last compute for December Earnings paid in January (MA, SM2, BW, XX)
16. Periodic – Daily for 1/1 – Roll OE Changes effective 1/1 from Future to Current
17. Periodic – Begin Month 01 (Does Age as of 1/1 update) Roll MCB Future to MCB Current
18. Post 1/1 Merits (if any)
19. Run PPP570(II) – Arrears and adjust Advance for 1/1 merits Update MCB Future
20. Post PPP570(II) activity
21. Apply Table Changes effective January
22. First compute for January Earnings

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1. 2002 ONLY - the one-time Aetna conversion program must be run prior to each compute in December
2. Some locations may not have any computes with December earnings paid in December