

2003 Year-End Processing Sequence *(Rev 12/05/03)*

1. Periodic Maintenance – Begin Month 12
Note: This is the point at which PPS Release 1531 should be installed into production. Each of the following steps assume that the production installation has been done.
2. CTL Update: Apply MRT *Advance* Updates
3. Run PPP570 (I) – Advance Benefits *only*
4. EDB Maintenance: Post PPP570(I) activity *and* Open Enrollment I activity (plan changes and enrollments)
5. 2003 ONLY – Run one-time conversion routine for ARAG Legal¹
6. First compute for December Earnings paid in December (BW, XX, SM1)²
7. Last compute for December Earnings paid in December (BW, XX, SM1)
8. Freeze EDB for year-end tax reporting
9. CTL Update: Apply MRT *Tax* Table Updates
10. Periodic Maintenance – Begin Calendar Year & Quarter I (This is where previous year HCRA and DCRA entries are cleared)
11. EDB Maintenance: Post Open Enrollment II activity (HCRA, DCRA, and TIP)
12. First compute for December Earnings paid in January (MO, XX)
13. Last compute for December Earnings paid in January (MA, SM2, BW, XX)
14. Periodic Maintenance – Daily for 1/1 (Roll OE Changes effective 1/1 from Future to Current)
15. Periodic Maintenance– Begin Month 01 (Does Age as of 1/1 update, rolls MCB Future to MCB Current)
16. EDB Maintenance: Post 1/1 Merits, if any
17. CTL Update: Apply MRT *Arrears* Updates
18. Run PPP570(II) – Arrears Benefits and adjusts Advance Benefits for any 1/1 merits (Updates MCB Future)
19. EDB Maintenance: Post PPP570(II) activity
20. First compute for January Earnings

¹2003 ONLY - the one-time ARAG conversion program *must* be run prior to each compute in December

²Some locations may not have any computes with December earnings paid in December