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 Legal

6. First compute for December Earnings paid in December (BW, XX, SM1)

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

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1 2003 ONLY - the one-time ARAG 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