Test Plan
RELEASE 1572
SSN Removal From Reports

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May 05, 2004
2:45 PM

Enterprise IT Services
Information Resources and Communications
Office of the President
University of California
Testing Overview

This test plan addresses the test runs and cases constructed to verify the correct installation of Release 1572. The test is made up of the following components:

1. Control Table Data Base (CTL) Initial Load (LOADCTL)
2. Employee Data Base (EDB) Initial Load (LOADEDDB)
3. History Data Base (HDB) Initial Load (LOADHDB)
4. Test Changes for IDOC – Program PPDXRHDR
5. Test Changes for IDOC -- Program PPDXSTND
6. Test Changes for IDOC -- Program PPDXSTN2
7. Test Changes for IHHR – Program PPHRMGR
CONTROL TABLE (CTL) INITIAL LOAD (LOADCTL)

Description
This job loads the DB2 CTL database.

If there are any Control Table Transaction updates for this release, the Control Table Transaction updates are already reflected in the particular PDS members used for the loading of the DB2 CTL database.

Verification
Ensure that the DB2 CTL has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.

EMPLOYEE DATA BASE (EDB) INITIAL LOAD (LOADEDB)

Description
This job loads the EDB database.

Verification
In order to assure successful completion of this job, verify that the EDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.

HISTORY DATA BASE (HDB) INITIAL LOAD (LOADHDB)

Description
This job loads the HDB database.

Verification
In order to assure successful completion of this job, verify that the HDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.
Test Changes for IDOC -- Program PPDXRHDR

Description

In the IDOC subsystem, there are three reports which contain either the employee’s Social Security Number or a dependent’s Social Security Number. Language will be added in three reports requesting the employee to verify Social Security Number of self and/or dependent. The three reports are:

a. Summary of Initial Hire or Rehire
b. Summary of UC benefits Enrollment
c. Summary of Retirement and Saving Program Information.

After successful installation of the program PPDXRHDR, make a newcopy in the region you are going to test the IDOC changes. After successful newcopy go to PPS system and test the changes.
Testing Summary of Initial Hire or Rehire:

Choose function IDOC with the employee ID 701000058 to get to the “Employee Documents” selection menu screen. Select option ‘Staff’ in ‘New Hire or Re-Hire Documents’ section and press PF5 to generate the document (see below).

This document can also be produced in batch using the JCL RUN750 with the employee ID 701000058 in the Spec Card.

//CARDFIL DD *
PP750-SPECEMID
EMID70100005801

Verify in this document that the wording “Please verify that” at the end of fourth line and “your social security number is correct.” at the beginning of the fifth line of the language text are inserted as shown below:

Welcome to the University of California, SYSTEMWIDE.
This summary will provide you with an overview of your appointments and related information. This summary is not intended to be a contract or binding document. It is for informational use only. Please verify that your social security number is correct. If you have any questions, corrections, or need to update any personal information, please contact your department personnel office.
Testing Summary of UC benefits Enrollment:

Choose option IDOC with the employee ID 701000058 to get to the “Employee Documents” selection menu screen. Select option ‘Benefits Enrollment’ in ‘Benefits Summary Documents:’ section and press PF5 to generate the document (see below).

This document can also be produced in batch using the JCL RUN750 with the employee ID 701000058 in the Spec Card. The spec card for this report has a selection code of 20 as shown below:

//CARDFIL DD *
PPP750-SPECEMID
EMID70100005820

Verify in this document that the wording “, including any social security numbers,” is inserted in the fourth line of the language text is inserted as shown below:

UNIVERSITY OF CALIFORNIA                  Print Date: 04/22/04
PAYROLL/PERSONNEL SYSTEM                  Page 1 of 2

Summary of UC Benefits Enrollment

TO: RONALD C LANSING                      FROM: HOSPITAL EDUCATION
BROADWAY BUILDING

This summary presents information about your UC-sponsored benefit enrollments as of 04/22/04. This summary is for information purposes only and is not a guarantee of eligibility or benefit amounts. Please review the information, including any social security numbers, to be sure it is correct. Contact the person who handles Benefits in your department or your Benefits Office if you have any questions or think there may be an error.

<<< rest of report not shown >>>
Testing Summary of Retirement and Saving Program Information:

Choose option IDOC with the employee ID 701000058 to get to the “Employee Documents” selection menu screen. Select option ‘Retirement and Savings’ in the ‘Benefits Summary Documents:’ section and press PF5 to generate the document (see below).

This document can also be produced in batch using the JCL RUN750 with the employee ID 701000058 in the Spec Card. The spec card for this report has a selection code of 21 as shown below:

//CARDFIL DD *
PPP750-SPECEMID
EMID70100005821

Verify in this document that the wording “, including any social security numbers,” is inserted in the fourth line of the language text as shown below:

UNIVERSITY OF CALIFORNIA              Print Date: 04/22/04
PAYROLL/PERSONNEL SYSTEM                     Page 1 of 1
Summary of Retirement and Saving Program Information
TO: RONALD C LANSING                FROM: HOSPITAL EDUCATION
BROADWAY BUILDING

This summary presents information about your UC-sponsored retirement and savings plan enrollments as of 04/22/04. This summary is for informational purposes only and is not a guarantee of eligibility or benefit amounts. Please review the information, including any social security numbers, to be sure it is correct. Contact the person who handles Benefits in your department or your Benefits Office if you have any questions or think there may be an error.

<<<  rest of report not shown  >>>
Test Changes for IDOC -- Programs PPDXSTND & PPDXSTN2

Description

In the IDOC subsystem, Social Security Number display will be deleted from the following two formats of personnel reports:

a. Personnel Report (Landscape) -- Program PPDXSTND
b. Personnel Report (Portrait) -- Program PPDXSTN2

After successful installation of the programs PPDXSTND and PPDXSTN2, make a newcopy in the region you are going to test the IDOC changes. After successful newcopy go to the PPS system and test the changes.

Testing Personnel Report (Landscape) -- Program PPDXSTND

Choose function IDOC with employee ID 000050023 to get to the “Employee Documents” selection menu screen. Select option ‘All - Landscape’ in ‘Personnel Summary Documents:’ section and press PF5 to generate the document (see below).

This document can also be produced in batch using the JCL RUN750 with the employee ID 000050023 in the Spec Card.

//CARDFIL DD *
PP750-SPECEMID
EMID00005002313

Verify in this document that the text ‘SOCIAL SECURITY NUMBER:’ and the SSN number in the first line of the personnel report is removed.
NAME: ANNA SEPTIC

ID: 000050023

SOCIAL SECURITY NUMBER: 555-55-5023

Final Personnel/Employment Information:

Original Hire Date: Retirement: U FICA: E Home Department: PHYSICAL PLANT
Most Recent Hire Date: 07/01/70 BELI: 1 02/01/91 Home Dept Addr: BROADWAY BUILDING
UC Stdt Status/Units: 1/00.0 Prior UC Service Credit: Campus Phone 1:
Date of Birth: From Date : 12/21/30 07/70
Citizen: C Visa: Leave Of Absence Begin: Last Day on Pay Status:
Work Permit End Date: Leave Of Absence Return: Separation Date:
Check Disposition: 8 Type:

Appointment/Distribution Information:

Appt: 10 Pers.Pgm: 1 Appt.Type: 2 Bas/Pd Over: 00/00 Title: 8116 SUPERINTENDENT, PHYSL PLT, ASST Appt Dept: 845001 EXEMPT
Begin: 07/01/96 End: 99/99/99 Grade: 3 PCT: 1.00 Ann/Hrly Rate: 40,896.00 Rate: A Pay Sch: MO Time: R Lv: K F/V: F

DIST: Full Accounting Unit FTE PCT Begin End Step O/A Pay Per. Rate/Amt. DOS PERQ WSP
11 3-645001- -66990- -1 1.00 1.0000 07/01/96 99/99/99 3,408.00

REG
Testing Personnel Report (Portrait) -- Program PPDXSTN2

Choose function IDOC with employee ID 000050023 to get to the “Employee Documents” selection menu screen. Select option ‘All - Portrait’ in ‘Personnel Summary Documents:’ section and press PF5 to generate the document (see below).

This document can also be produced in batch using the JCL RUN750 with the employee ID 000050023 in the Spec Card.

//CARDFIL DD *
PPP750-SPECEMID
EMID00005002316

Verify in this document that the text ‘SSN:’ and the SSN number in the first line of the personnel report is removed.

<table>
<thead>
<tr>
<th>NAME: ANNA SEPTIC</th>
<th>ID: 000050023</th>
<th>SSN: 555-55-5023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Department: PHYSICAL PLANT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Hire Date: 07/01/70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Most Recent Hire Date: 02/01/91</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC Stdt Status/Units: 1/00.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth: 12/21/30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citizen: C Visa:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Permit End Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Disposition: 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement: U FICA: E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BELI: 1 02/01/91</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior UC Service Credit:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Service Credit: 333</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: 07/70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave Of Absence Begin:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave Of Absence Return:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<<< rest of report not shown >>>
Test Changes for IHHR – Program PPHRMGR

Description

Test the removal of Social Security Number from the standard heading provided at the beginning of each report of the History Reporting subsystem (IHHR).

After successful installation of the program PPHRMGR, make a newcopy in the region you are going to test the IHHR changes. After successful newcopy go to the PPS system and browse the IHHR documents for an employee.

Choose function IHHR with employee ID 701000034 to get to the ‘History Reporting Report Selection Menu’ Screen. Select ‘Staff Salary History Card’ with ‘Personal Data History’ document and press PF5 to generate the document (see below).

Verify in this document that the Social Security Number is removed from the standard heading.
<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Most Recent Hire</th>
<th>Prob. Period End DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLUTO, WENDY F</td>
<td>Active</td>
<td>07/01/01</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hire Date</th>
<th>Original Hire</th>
<th>Next Salary Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>70100034</td>
<td></td>
<td>07/02 Merit Increase</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Status</th>
<th>Unit Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>827701</td>
<td>HOSP EDUC</td>
<td>99 No Bargaining Unit</td>
</tr>
</tbody>
</table>

**SEPARATION INFORMATION**

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No data available.</td>
</tr>
</tbody>
</table>

**AWARD INFORMATION**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No data available.</td>
</tr>
</tbody>
</table>
Verify all the possible reports from this screen that all the standard headings of the printed reports look like the above and verify that the SSN is not displayed.

The possible report combinations are listed below:

Choose function IHHR with the employee ID 701000034 to get to the ‘History Reporting Report Selection Menu’ Screen. Now select options:

<table>
<thead>
<tr>
<th>Select Option 1</th>
<th>Select Option 2</th>
<th>Select Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Salary History Card</td>
<td>Full Salary History w/Full Appt/Dist History</td>
<td>All Distributions</td>
</tr>
<tr>
<td>Staff Salary History Card</td>
<td>Full Salary History w/Title Step Synopsis</td>
<td>All Distributions</td>
</tr>
<tr>
<td>Staff Salary History Card</td>
<td>Full Salary History w/Title Synopsis Only</td>
<td></td>
</tr>
<tr>
<td>Staff Salary History Card</td>
<td>Title Step Synopsis and Leave History</td>
<td>All Distributions</td>
</tr>
<tr>
<td>Staff Salary History Card</td>
<td>Appointment History w/Full Appt/Dist History</td>
<td>All Distributions</td>
</tr>
<tr>
<td>Staff Salary History Card</td>
<td>Appointment History w/Title Step Synopsis</td>
<td>All Distributions</td>
</tr>
<tr>
<td>Staff Salary History Card</td>
<td>Appointment History w/Title Synopsis Only</td>
<td>All Distributions</td>
</tr>
<tr>
<td>Staff Salary History Card</td>
<td>Leave History</td>
<td></td>
</tr>
<tr>
<td>Staff Salary History Card</td>
<td>Awards History</td>
<td></td>
</tr>
<tr>
<td>Academic Salary History Card</td>
<td>Full Salary History w/Full Appt/Dist History</td>
<td>All Distributions</td>
</tr>
<tr>
<td>Academic Salary History Card</td>
<td>Full Salary History w/Title Step Synopsis</td>
<td>All Distributions</td>
</tr>
<tr>
<td>Academic Salary History Card</td>
<td>Full Salary History w/Title Synopsis Only</td>
<td></td>
</tr>
<tr>
<td>Academic Salary History Card</td>
<td>Title Step Synopsis and Leave History</td>
<td>All Distributions</td>
</tr>
<tr>
<td>Academic Salary History Card</td>
<td>Personal Data History</td>
<td></td>
</tr>
<tr>
<td>Academic Salary History Card</td>
<td>Appointment History w/Full Appt/Dist History</td>
<td>All Distributions</td>
</tr>
<tr>
<td>Academic Salary History Card</td>
<td>Appointment History w/Title Step Synopsis</td>
<td>All Distributions</td>
</tr>
<tr>
<td>Academic Salary History Card</td>
<td>Appointment History w/Title Synopsis Only</td>
<td>All Distributions</td>
</tr>
<tr>
<td>Academic Salary History Card</td>
<td>Leave History</td>
<td></td>
</tr>
<tr>
<td>Academic Salary History Card</td>
<td>Awards History</td>
<td></td>
</tr>
</tbody>
</table>

Press PF5 to generate the document. The standard heading of all the printed documents should look like the reports shown above.

Verify in each document that the Social Security Number is removed from the standard heading.