Service Request 16934

Service Request 16934 requests that the Payroll/Personnel System (PPS) be modified to add a new data element, UC W-8BEN Date, to the Employee Data Base (EDB). This value will assist the campuses with facilitating the proper citizenship status coding of non-U.S. citizens. In phase I of this project, the UC W-8BEN Date will be added to the EDB and the following reports, PPP5831, PPP6201, and PPP6203 will be modified. The new “Status Changes for Non-US Citizens” report will be produced in phase II of this project.

The following is the summary of modifications done to PPS to add this new data element to EDB:

1. The employee’s UC W-8BEN Date (EDB 1168) is added to the PPPPAY Table.
2. The Data Element Table is updated to include the new data element, UC W-8BEN Date (EDB 1168).
3. Changes or additions are edited for consistency with Citizen Code and Visa Type in the program PPEC111.
4. UC W-8BEN Date is updated and maintained in HDB on the PPPBAS table.
5. UC W-8BEN Date is added to the History Inquiry Basic Employment Data 1 (IBA1), Alien Information (IALN), and Alien Information (EALN) entry/update screens.
6. New help text is added for UC W-8BEN Date and re-anchoring is done for all the data elements in these screens.
7. There are help text changes for the existing fields Citizenship Status Code, US Date of Entry, and Nonresident Alien Tax Form Indicator.
8. UC W-8BEN Date is added to the Personal Information section of the Summary of Initial Hire or Rehire IDOC.
9. UC W-8BEN Date and US Date of Entry are included in General Information section of CICS and Web PAN.
9. UC W-8BEN Date is added to the Citizenship/Visa Status Information Web EDB Inquiry screen.
10. PPP583 report, “STATEMENT OF CITIZENSHIP STATUS RENEWAL”, has been retitled to “RENEWAL OF UC W-8BEN”. We are also adding the UC W-8BEN Date column to this report.
11. PPP620 report 16, “Work Permit Expiring within Three Months”, is modified to produce the report “Work Permit Expiring within Six Months”. We are also adding a footnote to this report. PPP620 report 17, “Work Permit Expired”, has a footnote added.

Programs

PPBASFET

This program is a standard part of the HDB Fetch/Update complex for the PPPBAS table. It is modified to process the new UC W-8BEN Date (EDB 1168) and its change indicator table columns.

PPBASHST

This program passes employee information from the Employee Data Base to the History Data Base. It is modified to capture the new UC W-8BEN Date and its change indicator fields.

PPBASUPD

This program is a standard part of the HDB Fetch/Update complex for the PPPBAS table. It is modified to process the new UC W-8BEN Date and its change indicator table columns.

PPEC111

This program performs the consistency edits for the fields CITIZEN-CODE, U.S. Date of Entry, and VISA-TYPE. It is modified to perform the consistency edits for the new UC W-8BEN Date field.

PPIDXHST

This program is part of the group of programs that pass information from the Employee Data Base to the History Data Base. Due to the changes in the PPPBAS Includes, it is modified to explicitly state the PPPBAS column names in the DB2 'INSERT' statements, including the new UC W-8BEN Date and its change indicator fields.

PPPAYCHG

This program is a standard part of the EDB Fetch/Update complex for the PPPPAY table. It is modified to process the new UC W-8BEN Date table column.

PPPAYFET

This program is a standard part of the EDB Fetch/Update complex for the PPPPAY table. It is modified to process the new UC W-8BEN Date table column.

PPPAYUPD

This program is a standard part of the EDB Fetch/Update complex for the PPPPAY table. It is modified to process the new UC W-8BEN Date table column.

PPPAYUTL

This program is a standard part of the EDB Fetch/Update complex for the PPPPAY table. It is modified to process the new UC W-8BEN Date table column.
PPPAYUTW

This program is a standard part of the EDB Fetch/Update complex for the PPPPAY table. It is modified to process the new UC W-8BEN Date table column.

CICS Programs

PPWEALN

This program is the screen processor program for the Alien Information Entry/Update (EALN) screen. It is modified to process the new UC W-8BEN Date field.

PPWIALN

This program is the screen processor program for the Alien Information (IALN) screen. It is modified to show the new UC W-8BEN Date field.

PPWIBA1

This program is the screen processor program for the History System's 'Basic Employee Data 1' (IBA1) screen. It is modified to show the new UC W-8BEN Date field.

PAN Programs

PPNTGINF & PPNTTRG

PPNTGINF program prepares the General Information Notification Text for the Post-Authorization Notification (PAN) document. It is modified to report on changes to the new UC W-8BEN Date field. PPNTTRG program triggers notification of EDB changes via PAN. It is modified to include a trigger for the new UC W-8BEN Date field.

IDOC Program

PPDXPERS

This program creates the 'PERSONAL INFORMATION' text-block in the 'Summary of Initial Hire or Rehire' employee document. The program is modified to include the new UC W-8BEN Date field.

Report Programs

PPP583

This batch program produces the report, 'Statement of Citizenship Status Renewal'. This report displays non-U.S. citizens with a citizenship status code (EDB 0109) value of "A", "N", "E", "S", and "F". Non-U.S. citizens with a citizenship status code value of "R" will also be displayed if their Visa Type Code value does not equal "PR".

This report PPP5831 is available in the Employee ID, Employee Name, or Employee's Home Department Number sequences, specified in the Program Run Specification.

This report is modified to display the new UC W-8BEN Date field. Also the title of this report is changed to "RENEWAL OF UC W-8BEN".
This batch program produces a series of Personnel Status Reports. The reports Work Permit Expiring Within Three Months and Work Permit Expired are modified to include additional information.

**Work Permit Expiring within Three Months**
1. The sub-heading is changed to Work Permit Expiring within Six Months.
2. This report now lists employees whose work permit end date will expire in 6 months.
3. It displays the following footnote:
   It is the employee’s obligation to request a renewal of his/her work authorizations six months prior to the expiration date on the original employment authorization card (I-688B or I-766). The employee should make a request for renewal of employment authorization from the local United States Citizenship and Immigration Services (USCIS) office. An employee who is authorized for employment with a specific employer incident to status (i.e., F1, H1, J-1, O1, P1, and TN) should contact the campus International Office for information. If the employee cannot provide documentation of continued work authorization, the local Labor Relations representative should be contacted for guidance.

**Work Permit Expired**
This report is modified to display the following footnote:
The work authorization for employees on this report has expired. It is the employee’s obligation to obtain an extension of his/her work authorization for continued employment. If the employee cannot provide documentation of continued work authorization, the local Labor Relations representative should be contacted for guidance.

**CICS Maps**

**CICS Map -- EALN**
This map is used by Alien Information Entry/Update screen. A new field and label is added for the UC W-8BEN Date field.

**CICS Map -- IALN**
This map is used by Alien Information screen. A new field and label will be added for the UC W-8BEN Date field.

**CICS Map -- IBA1**
This map is used by 'Basic Employee Data 1' screen. A new field and label will be added for the UC W-8BEN Date field.

**Copylib Changes**

**CPWSRBAS**
CPWSRBAS defines working storage for a PPPBAS table row. The new columns, W8BEN_DATE and its change indicator W8BEN_DATE_C are added into this copylib member.

**CPWSRPAY**
CPWSRPAY defines working storage for a PPPPAY table row. The new column, W8BEN_DATE is added into this copylib member.
Include and DDL Member Changes

Payroll Table (PPPPAY):

The following members need changes to add the new W8BEN_DATE field to PPPPAY table.

The DDL changes needed are in PPPVPAY1, PPPVPAY2, PPPVZPAY, TBPAY00C and TBPAY11A. The include member changes are in PPPVPAY1, PPPVPAY2, and PPPVZPAY.

Basic History Table (PPPBAS):

The following members need changes to add the new W8BEN_DATE and its change indicator W8BEN_DATE_C fields to PPPBAS table.

The DDL changes needed are in PPPVBAS1, PPPVZBAS, TBBAS00C and TBBAS09A. The include member changes are in PPPVBAS1 and PPPVZBAS.

Table Updates

System Messages Table (PPPMSC)

The following Error Messages will be added to the System Messages table.

A08089490112133UC W-8BEN DATE IS MISSING
A08129490112133UC W-8BEN DATE IS MISSING
A08089500113144UC W-8BEN DATE MUST BE BLANK FOR CTZN C OR R AND VISA TYPE PR
A08129500113144UC W-8BEN DATE MUST BE BLANK FOR CTZN C OR R AND VISA TYPE PR

The following Error Messages will be updated into the System Messages table.

C080894001 2 33DATE OF ENTRY IS MISSING
C081294001 2 33DATE OF ENTRY IS MISSING
C086201601 WORK PERMIT EXPIRING WITHIN SIX MONTHS

Data Element to Screens Table (PPPDES)

The new data element needs to be added to the on-line CICS screen ‘Data Elements to Screen’ (EDES). This is done by adding ‘1168’ data element to the PPPDES table.

A39 EDB1168EALNN

Data Element Table (PPPDET)

UC W-8BEN Date is added to the PPPDET data element table.

History Data Element Table (PPPHE)

UC W-8BEN Date is added to the PPPHDE history data element table.

Test Plan

An installation Test Plan is provided with this release.

Installation Instructions

Installation Instructions are provided as a separate document with this release.
**Timing of Installation**

The installation of this release is **Not Urgent**.

As usual, campuses are encouraged to install this release in as timely a fashion as possible and in the normal numeric sequence.

If there are any questions, please send electronic mail to Baskar.Chitravel@ucop.edu, or call (510) 987-0692.

Baskar Chitravel