

Payroll/Personnel System EDB Web New Hire

Campus Customization Guide

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Table of Contents

1. Introduction.....	1
2. Application Customization.....	1
Property File	1
Location of PPSWeb Application	1
Campus Code.....	2
Session Timeout.....	3
Application Security Prefix.....	3
PPS Control Data Refresh Time	4
External Help Directory.....	4
3. Data Element Level Customization	4
Property File	4
Data Element Customization	4
Code Filters.....	4
Non-Citizen Data Elements	5
Registered Units.....	5
Home Department Code	5
Appointment Department Code	5
FAU Format.....	6
Pay Disposition Screen	6
PAN Email.....	6
Additional Campus Specific Fields	6
4. Code Translation Table (CTT) Text Customization.....	7
How the CTT is Used in the New Hire Application	7
Customizing CTT Translations for Web New Hire	7
All CTT Translations Used in New Hire Dropdowns and Radio Buttons	7
5. Field Level Help Customization	8
Base Field Level Help	9
Help Directory Property.....	9
Creating Customized Help Files	9
Textile mark-up language	9
6. Change Log.....	11

1. Introduction

The Web New Hire application allows each location to customize certain features of the application. This has been provided to eliminate any need for code customization.

1. Application Customization
2. Data element level customization
 - Code Filters
 - Non Citizen Data Elements
 - Registered Units
 - Home Department Code
 - Appointment Department Code
 - FAU Format
 - Pay Disposition Screen
 - Pan Email
 - Additional Campus Specific Fields
3. Code Translation Table (CTT) Text
4. Field Level Help Text

2. Application Customization

Property File

An external property file needs to be defined in order to customize the application. A sample file is packaged with the release EAR file. The name and location of the file is as follows:

Name: EDBUpdate.properties

Location: (Refer to installation guide).

EDBUpdate.properties file defines a few of the web new hire application level parameters. All of these parameters are case sensitive. The parameters are defines as follows:

The following sections describe the parameters and their settings.

Location of PPSWeb Application

There are 2 properties which identify the location of PPSWeb application.

1. webppserver=@PPSWeb server@@

This property gives the EDB New Hire application the server address of the PPSWeb application.

Example

webppserver=https://sdev3.ucop.edu

2. webppscontextroot=@PPSWeb context root@@

This property tells EDB New Hire application about the context root of the PPSWeb application.

Example

webppscontextroot=PPSWeb

Campus Code

campus=@@campus code@@

This property indicates the campus location running the EDB New Hire application. This property allows the EDB New Hire application to determine the URL of the campus CICS region that hosts Web Services for the instance of the EDB New Hire application using the properties file containing the property.

The possible values are:

- * PROD regions
 - 'ucla'
 - 'ucd'
 - 'ucsb'
 - 'ucsc'
 - 'uci'
 - 'ucr'
 - 'ucsd'
 - 'ucb'
 - 'ucsf'
 - 'asucla'
 - 'uch'
- * QA regions
 - 'qcla'
 - 'qcd'
 - 'qcsb'
 - 'qcsc'
 - 'qci'
 - 'qcr'
 - 'qcsd'
 - 'qcb'
 - 'qcsf'
 - 'qsucla'
 - 'qch'
- * DEV regions
 - 'dcla'
 - 'dcd'
 - 'dcsb'
 - 'dcsc'

- 'dci'
- 'dcr'
- 'dcsd'
- 'dcb'
- 'dcsf'
- 'dsucla'
- 'dch'
- * BASE Payroll regions
- 'dp1'
- 'dp2'
- 'dp3'
- 'dp4'
- 'dp5'
- 'dp6'
- 'dp7'
- 'dp8'
- 'dp9'
- 'tpp'
- 'dnp'
- 'dpp'
- 'rpp'

Example

campus=ucr

Session Timeout

session_timeout=@ @timeout@ @

This property defines the session timeout, due to inactivity. The time is defined in minutes. The web new hire application is designed to warn user of pending timeout 90 seconds before the actual timeout occurs. It is also designed to automatically suspend the current transaction before the timeout occurs. After the timeout, the user is taken back to PPSWeb main menu.

Example

session_timeout=30

This example sets the timeout period to 30 minutes.

Application Security Prefix

This property is the prefix used for the RACF \$PPSFUNC resource for web applications.

securityprefix=@ @security prefix@ @

Example

securityprefix=PPSW

PPS Control Data Refresh Time

reload.app.data.timeofday=@@HH:MM am@@

This property directs web new hire application to refresh all of the PPS control data at a certain time every day. This data is used to populate radio buttons, drop downs etc. on various screens. The PPS control data is also refreshed any time the application or the web application server is stopped and restarted.

Example

reload.app.data.timeofday=7:00am

This example directs the application to refresh PPS control table data at 7 in the morning every day.

External Help Directory

help.directory=@@help directory location@@

This property tells web new hire application about the location of external help files.

Example

help.directory=C:/data/payroll/help/

Note: The “/” is required at the end of the directory path.

3. Data Element Level Customization

Property File

An external property file needs to be defined in order to customize the application. A few sample files are packaged with the release EAR file. The name and location of the file is as follows:

Name: CampusCustomizations.properties

Location: Same as the application property file (Refer to installation guide).

The application server needs to be restarted after any modifications to the CampusCustomizations.properties file.

Data Element Customization

Code Filters

Web New Hire application provides various drop-down values on various screens. Campuses may choose to limit the available drop-down values for any of the data element numbers associated with the drop-down.

Example 1

codeFilter: 0109|C,N,R

This will restrict the drop down for data element number 0109 (Citizenship codes) to C,N and R.

Example 2

codeFilter: 0201|1,3,8

This will restrict the drop down for data element number 0201 (Pay disposition codes) to 1,3 and 8.

Non-Citizen Data Elements

Web New Hire application provides for restricting the data element numbers for hiring a non-citizen employee.

Example 1

nonCitizenDENS: 0109,0110,0184

This will include only the data elements 0109,0110 and 0184 for entry for new hire for non-citizen employee.

Registered Units

Web New Hire Application can show or hide the display registered units field on the employment screen. The default is “true”.

Example 1

displayRegisteredUnits: true

This will show the display registered units field on the employment screen.

Example 2

displayRegisteredUnits: false

This will remove the display registered units field from the employment screen.

Home Department Code

Web New Hire Application can show or hide the home department code field on the employment screen. The default is “true”.

Example 1

displayHomeDepartmentCode: true

This will show the home department code on the employment screen.

Example 2

displayHomeDepartmentCode: false

This will remove the home department code on the employment screen.

Appointment Department Code

Web New Hire Application can show or hide the appointment department code field on the appointment screen. This field is normally derived by base PPS. The default is “false”.

Example 1

displayApptDepartmentCode: true

This will show the appointment department code on the appointment screen.

Example 2

displayApptDepartmentCode: false

This will remove the appointment department code on the appointment screen.

FAU Format

The FAU format varies for each campus. Web New Hire Application allows for campuses to define their own format for the FAU.

Example 1

fau: 1:Loc;6:Account;4:Cost Center;5:Fund;6:Project Code;1:Sub Account

FAU format is defined in multiple components separated by semi-colon. For each component, define the length and the name of the component. The name of the component becomes the field title on the screen. In this example, the FAU consists of:

- 1 Character "Loc"
- 6 Characters "Account"
- 4 Characters "Cost Center"
- 5 Characters "Fund"
- 6 Characters "Project Code"
- 1 Character "Sub Account"

Pay Disposition Screen

Web New Hire Application can display or remove pay disposition screen as per campus requirements. It can also restrict the fields on the pay disposition screen. The default is "true".

Example 1

displayPayDisposition: **true**

payDispositionDENs: 0201,1124,0230,0226,0203,0301

This will show the pay disposition screen. It would also restrict the fields on the screen defined by data element numbers 0201,1124,0230,0226,0203 and 0301.

Example 2

displayPayDisposition: **false**

This will remove the pay disposition screen.

PAN Email

Web New Hire Application can allow or restrict PAN reviewers to be added by email ids. The default allows PAN reviewers to be added by email ids.

Example 1

allowPanEmail: false

This will disallow adding PAN reviewers by email ids.

Additional Campus Specific Fields

Web New Hire Application allows campuses to add campus specific fields. The additional field will appear at the bottom of the employment information screen. At this point, any special formatting or validations can only be enforced by back-end PPS range-value edits or consistency edits processing.

Example 1

additionalField: 2245;Home Dept Code

Additional field needs to be defined in two parts, separated by semi-colon. Part one is the data element numbers. The second part is the name of the field, which becomes the title of the field on the screen. In this example, "Home Dept Code" will be added at the bottom of the employment information screen.

4. Code Translation Table (CTT) Text Customization

How the CTT is Used in the New Hire Application

For many web new hire screen elements, the values which show up in the dropdown lists, or the labels for radio buttons come directly from the campus Code Translation Table (CTT) record for those data elements.

Example – Dropdown List

For example, data element 0116 is the Education Level, which has the following codes and translations in the base CTT:

A	Associate Degree
B	Bachelor's Degree
D	Doctorate
H	High School Diploma or Equivalent
M	Master's Degree
N	No academic credentials
P	Professional Degree
T	Trade or Craft Certificate

These values appear exactly as found in the CTT, in the Education Level dropdown on the Education page of the web new hire application.

Example – Radio Button

Similarly, data element number 0352 is the Disabled Status. This data element has two values in the base CTT:

H	Disabled
N	Not disabled

These values appear as the labels for the Disabled Status *radio button* on the Personal Information screen.

Note that if there are multiple translations for the same code in the CTT, the longest translation is the one which will appear in the dropdown or radio button label.

Customizing CTT Translations for Web New Hire

If the translations aren't sufficient, then Payroll offices should submit a request to the UCOP Payroll Coordinator to request changes to the base PPS translations.

If the descriptions are still not sufficient, customized field-level help can be used to provide more information to the user. This is described in the next section.

All CTT Translations Used in New Hire Dropdowns and Radio Buttons

Screen	Data Element Number	Field Name	Type
2-Personal Info	0108	SEX	Radio Button
2-Personal Info	0112	ETHNICITY	Dropdown List
2-Personal Info	0344	ARMED FORCES MEDAL	Radio Button
2-Personal Info	0345	WAR CAMPAIGN	Radio Button

2-Personal Info	0350	VIETNAM VET	Radio Button
2-Personal Info	0351	VETERAN DISABLED STATUS	Radio Button
2-Personal Info	0352	DISABLED STATUS	Radio Button
3-Address	0244	HOME ADDRESS RELEASE	Radio Button
3-Address	0245	HOME PHONE RELEASE	Radio Button
3-Address	0246	SPOUSE NAME RELEASE	Radio Button
3-Address	0247	EMP ORG ADDR RELEASE	Radio Button
3-Address	0248	EMP ORG PHONE RELEASE	Radio Button
3-Address	0291	FOREIGN ADDRESS IND	Radio Button
3-Address	0207 0334	STATE NAME	Dropdown List
3-Address	1118	COUNTRY	Dropdown List
4-Citizenship & Taxes	0109	CITIZENSHIP STATUS	Dropdown List
4-Citizenship & Taxes	0110	VISA TYPE	Dropdown List
4-Citizenship & Taxes	0127	FED TAX MARITAL STATUS	Radio Button
4-Citizenship & Taxes	0130	STATE TAX MARITAL STATUS	Radio Button
4-Citizenship & Taxes	1170	INCOME CODE	Dropdown List
5-Employment Info	0109	STUDENT STATUS	Dropdown List
5-Employment Info	0135	NEXT SALARY REVIEW	Dropdown List
5-Employment Info	0160	EMPLOYEE RELATIONS	Dropdown List
5-Employment Info	0360	BELI	Dropdown List
6-Appointment/Distribution	2004	DURATION	Dropdown List
6-Appointment/Distribution	2006	TITLE CODE	Dropdown List
6-Appointment/Distribution	2010	BASIS	Dropdown List
6-Appointment/Distribution	2011	PAID OVER	Dropdown List
6-Appointment/Distribution	2013	FIXED VARIABLE IND	Dropdown List
6-Appointment/Distribution	2015	RATE CODE	Dropdown List
6-Appointment/Distribution	2016	PAY SCHEDULE	Dropdown List
6-Appointment/Distribution	2017	TIME CODE	Dropdown List
6-Appointment/Distribution	2018	LEAVE CODE	Dropdown List
6-Appointment/Distribution	2020	APPOINTMENT TYPE	Dropdown List
6-Appointment/Distribution	2050	OFF ABOVE SCALE	Dropdown List
6-Appointment/Distribution	2056	DOS CODE	Dropdown List
6-Appointment/Distribution	2057	PERQUISITE	Dropdown List
6-Appointment/Distribution	2062	WORKSTUDY PROGRAM	Dropdown List
7-Education	0116	EDUCATION LEVEL	Dropdown List
7-Education	0118	NON UC PRIOR SERVICE	Dropdown List
7-Education	0703	INSTITUTION CODE	Dropdown List
7-Education	0707	SPECIALTY CODE	Dropdown List
7-Education	0711	LIC CODE	Dropdown List
8-Pay Disp	0201	CHECK DISPOSITION	Dropdown List
8-Pay Disp	0226	CHKING SAVINGS IND	Dropdown List
8-Pay Disp	0230	DIRECT DEPOSIT BANK TABLE	Dropdown List
8-Pay Disp	0304	STATE NAME	Dropdown List

5. Field Level Help Customization

The Web New Hire application provides users with field level help on all screens. Each field level help item is referenced by the EDB data element number. When user requests help for an element (by pressing F10 key), help text is displayed in a pop-up window.

Campuses can provide customized help contents for any of the data element numbers.

Base Field Level Help

New Hire has a nnnn.txt file for each data element number nnnn, located in src\main\java\edu\ucop\edbupdate\help. This is called "base help".

Help Directory Property

EDBUpdate.properties must have a property called "help.directory". The value will be the external server directory location.

Example

```
help.directory=\data\help
```

Any customized help files should reside in this directory. Campuses are responsible for any maintenance on these files as well as proper checks and controls over this directory. This is called this "campus help".

Campuses can create a new file for any campus specific element.

The application first, looks for the help text file in "help.directory". If the help file is found, its contents become the help for the user. Otherwise, the application will find and display the "base help".

Creating Customized Help Files

Help file (nnnn.txt) will have help text in "**Textile mark-up language**". This language has some simple mark-up tags and is easy to learn and use. See the section below on Textile.

In order to customize help for data element nnnn, create a file called nnnn.txt in the "help.directory". Using any text editor (such as Notepad), create the required help text in the file.

The application or the server does not have to be restarted to pick-up the customized help file. Campus help is scanned automatically for special characters (embedded scripts etc) for security reasons. The application (textile utilities) picks it on a real time basis, and converts to html. The html is then rendered to the user.

We do not externalize the CSS for help files. The default base styles are used to display help.

Textile mark-up language

Textile is a lightweight mark-up language. Textile converts its marked-up text input to valid, well-formed XHTML. The following are some of the common tags used. For a complete list of mark-up tags available, please refer to the product web-site <http://textism.com/tools/textile>.

Note: Tags must start in column one.

Headings – use h tag with a number.

Example

- h1. Your first-level heading
- h2. Your second-level heading
- h3. Your third-level heading
- h4. Your fourth-level heading
- h5. Your fifth-level heading
- h6. Your sixth-level heading

Bold - use * around the text/word

Example

EDB Web New Hire
Campus Customization
July 06, 2010

your text here

Emphasized - use (underscore) around the text/word

Example

your text here

Bullets – use *s based on level

Example

* your text here for bullet

** your text here for sub-level bullet

Numbers – use #s based on level

Example

your text here for numbering

your text here for sub-level numbering

Web Links – use “Click here”:

Example

"Click here":your_web_link_address

6. Change Log

Release#	Date	Changed By	Comments
R1923	05/14/2010	PAYRXG	Initial document
R1931	07/06/2010	PAYRXG	Added appointment department code customization Added change log section