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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. webppsserver=@PPSWeb server@@

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

webppserver=https://ssedev3.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'
  - 'qed'
  - 'qesb'
  - 'qesc'
  - 'qci'
  - 'qcr'
  - 'qcsd'
  - 'qcb'
  - 'qesf'
  - 'qsucla'
  - 'qch'
- * DEV regions
  - 'dcla'
  - 'dcd'
  - 'dcsc'
**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 SPPSFUNC 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**

```plaintext
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**

```plaintext
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**

```plaintext
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**

```plaintext
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**

```plaintext
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**

```plaintext
displayRegisteredUnits: true
```

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

**Example 2**

```plaintext
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**

```plaintext
displayHomeDepartmentCode: true
```

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

**Example 2**

```plaintext
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**

```plaintext
displayApptDepartmentCode: true
```

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

**Example 2**

```plaintext
displayApptDepartmentCode: false
```

This will remove the appointment department code on the appointment screen.
EDB Web New Hire
Campus Customization
July 06, 2010

**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**

```plaintext
```

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**

```plaintext
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**

```plaintext
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**

```plaintext
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**

```plaintext
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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Associate Degree</td>
</tr>
<tr>
<td>B</td>
<td>Bachelor's Degree</td>
</tr>
<tr>
<td>D</td>
<td>Doctorate</td>
</tr>
<tr>
<td>H</td>
<td>High School Diploma or Equivalent</td>
</tr>
<tr>
<td>M</td>
<td>Master's Degree</td>
</tr>
<tr>
<td>N</td>
<td>No academic credentials</td>
</tr>
<tr>
<td>P</td>
<td>Professional Degree</td>
</tr>
<tr>
<td>T</td>
<td>Trade or Craft Certificate</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Disabled</td>
</tr>
<tr>
<td>N</td>
<td>Not disabled</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Screen</th>
<th>Data Element Number</th>
<th>Field Name</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Personal Info</td>
<td>0108</td>
<td>SEX</td>
<td>Radio Button</td>
</tr>
<tr>
<td>2-Personal Info</td>
<td>0112</td>
<td>ETHNICITY</td>
<td>Dropdown List</td>
</tr>
<tr>
<td>2-Personal Info</td>
<td>0344</td>
<td>ARMED FORCES MEDAL</td>
<td>Radio Button</td>
</tr>
<tr>
<td>2-Personal Info</td>
<td>0345</td>
<td>WAR CAMPAIGN</td>
<td>Radio Button</td>
</tr>
</tbody>
</table>
### 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.

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

EDBUupdate.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 website [http://textism.com/tools/textile](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**
*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

<table>
<thead>
<tr>
<th>Release#</th>
<th>Date</th>
<th>Changed By</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1923</td>
<td>05/14/2010</td>
<td>PAYRXG</td>
<td>Initial document</td>
</tr>
<tr>
<td>R1931</td>
<td>07/06/2010</td>
<td>PAYRXG</td>
<td>Added appointment department code customization</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Added change log section</td>
</tr>
</tbody>
</table>