Service Request 83847
Employer Shared Responsibility under the Affordable Care Act

Technical Specification

July 31, 2015
Prepared by Alex Tayag

Information Technology Services
Office of the President
University of California
## Version History

<table>
<thead>
<tr>
<th>Version #</th>
<th>Date</th>
<th>Revised By</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>7/15/14</td>
<td>Alex Tayag</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>1.1</td>
<td>7/24/14</td>
<td>Alex Tayag</td>
<td>Updated PPEC140, PPEG227 in 5.1.1. Removed statement referencing UPAY Forms in the BRD.</td>
</tr>
<tr>
<td>1.2</td>
<td>8/28/14</td>
<td>Alex Tayag</td>
<td>Updated PPEC124, PPP650, PPP071, and PPP072 in sections 5 and 6.</td>
</tr>
<tr>
<td>1.3</td>
<td>10/9/14</td>
<td>Alex Tayag</td>
<td>Add new messages, update PPP071, PPP072, PPACAHRS to synch up with actual programs, add new copy member CPLNKHRS.</td>
</tr>
<tr>
<td>1.4</td>
<td>10/17/14</td>
<td>Alex Tayag</td>
<td>Accept all changes and remove revision tracking.</td>
</tr>
<tr>
<td>1.5</td>
<td>10/20/14</td>
<td>Alex Tayag</td>
<td>Changes to indicate Phase 2 modules.</td>
</tr>
<tr>
<td>1.6</td>
<td>10/23/14</td>
<td>Alex Tayag</td>
<td>Update to reflect BRD changes for the Campus Compliance Report in PPP074.</td>
</tr>
<tr>
<td>1.7</td>
<td>2/4/15</td>
<td>Alex Tayag</td>
<td>Updated PPP073 to remove defaulting of spec card. Added condition C to minimum conditions for reporting to tab delimited file. Updated UPAY938 description. Remove unit testing requirement to validate defaulting of spec card in PPP073. Added CTL updates for PPP073 and PPP074.</td>
</tr>
<tr>
<td>1.8</td>
<td>5/5/15</td>
<td>Alex Tayag</td>
<td>Updated PPP071, PPP072, PPP073 and PPP074. Added details on what to do when title is not found after calling PPTCTUTL. Added new message in the Control Table Updates.</td>
</tr>
<tr>
<td>1.9</td>
<td>7/31/15</td>
<td>Alex Tayag</td>
<td>Updated PPP073, and PPACAHRS sections.</td>
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</table>
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1 Introduction

The Employer Shared Responsibility provision of the Affordable Care Act of 2010 requires that the UC offer medical insurance to any employee reasonably expected to have on average, 30 hours of service per week. Failure to offer coverage can result in a penalty of $2,000 times the total number of employees at the UC who have on average, 30 hours or more of service per week (approximately 130,000 times $2,000 or $260 million).

1.1 Service Request 83847

SR83847 requests for new monthly and annual processes for administering benefits eligibility under the Employer Shared Responsibility provision of the Affordable Care Act.

This service request will be delivered in two phases. Phase 2 modules are identified accordingly.

2 Overview of System Modifications

2.1 EDB Maintenance Process

Various edits related to the original use of the Secondary BELI Status Qualification Code and Date will be removed. The trigger to generate a PAN notice when changing the Secondary BELI Status Qualification Code will be removed. A new edit to clear Secondary BELI Status Qualification Code and Secondary BELI Status Qualification Eff Date during a rehire will be added.

2.2 Standard Measurement Process

This is a new annual process to determine if continuing employees are full-time or part-time according to the annual Standard Measurement method published by the IRS.

2.3 Initial Measurement Process

This is a new monthly process to determine if new employees are full-time or part-time according to the Initial Measurement method published by the IRS.

2.4 Campus Monthly Monitoring Process

This is a new monthly process to identify benefits ineligible employees who may be working full-time, employees who have gross pay but no ACA hours reported, and employees who received late pay in the most recent two months.

2.5 Monthly Reporting Process

A new monthly process will be created to report the status of all employees to a file. The new reporting process will also produce the summary report of a location’s overall compliance to the Employer Shared Responsibility Provision of the ACA.

3 Design Considerations

3.1 Assumptions and Dependencies

- At least 13 trailing months of DB2 PAR data is available every month.
- Secondary BELI Status Qualification Code is largely unused and can be repurposed for this project. In the March 2013 CPS snapshot, this data element is populated only at four locations for a system wide total of 18 employees.
For eight of these, the value of Secondary BELI Status Qualification Code is the same as Primary BELI Status Qualification Code.

### 3.2 General Constraints

- Under the Regulations, with a 12 month initial measurement period, the offer of coverage must be effective no later than the first of the second month following the one year anniversary. This leaves no time after the end of the measurement period to wait for Late Pay or other retroactive adjustments of hours to be processed in subsequent pay periods that could credit hours during the measurement window.

### 4 Testing Considerations

The Standard and Initial measurement processes require a year’s worth of PAR data. In order to save time preparing test data, testing using previous year’s PAR data should be considered. Testing with campus data is highly recommended. The measurement processes should be tested with campuses that have MO, MA, BW, and SM pay cycles.

### 5 Mainframe Design

#### 5.1 EDB Maintenance

**5.1.1 Cobol Programs**

##### 5.1.1.1 PPEA002

PPEA002 performs edits and maintenance for a rehire (action code 02).

In section 5100-IMPLIED-MAINT-MAINLINE, add a new edit to clear Secondary BELI Status Qualification Code and Secondary BELI Status Qualification Eff Date if the hire date is at least 182 days after the separation date.

##### 5.1.1.2 PPEC124

PPEC124 performs consistency edits and maintenance on the BELI status qualifiers.

Remove the edits that issue message 08-196 (PRI STAT QUAL CODE REQUIRED WHEN SEC STAT QUAL CODE IS PRESENT).

Remove the edit that issues message 12-054 (SEC STAT QUAL CODE SET TO BLANKS WHEN PRI STAT QUAL CODE IS BLANK) and sets the second stat qual code to blank when the primary stat qual code is blank.

Comment out the code that clears the Secondary BELI Status Qualification Code and Date when there is a change to the BELI (EDB0360) and the new BELI is not equal to ‘?’.

##### 5.1.1.3 PPEC140

PPEC140 accepts or rejects updates to benefits enrollments via the daily special process.

In section 2100-FORMAT-BELI, remove SEC-STAT-QUAL-CODE from condition check that sets STU-QUAL-DEPCARE to TRUE, and update the program comments appropriately.

##### 5.1.1.4 PPEG227

PPEG227 performs DepCare Gross-to-Net consistency edits.
In section 1000-MAINLINE-ROUTINE, remove SEC-STAT-QUAL-CODE from condition check that sets STU-QUAL-DEPCARE to TRUE, and update the program comments appropriately.

5.1.1.5 PPNTTRG
PPNTTRG identifies all activity that has occurred which should trigger the generation of a PAN.

In section TRIG-BENEFITS-NOTIFICATN-2600, comment out references to SEC-STAT-QUAL-CODE so that changes to it won’t trigger a PAN notification.

5.1.2 CICS Help Updates

- EDB0242 – Update the description and code interpretation sections as specified in 3.1.2.4 CICS Help Text of the BRD.

5.1.3 Control Table Updates

5.1.3.1 CTL Database

5.1.3.1.1 PPPCTT Code Translation Table
PPPCTT contains translations of values of selected data elements; a single value may have multiple entries of different lengths. For EDB 0242 (translation length 40), the following values should be added to the table (refer to UPAY814):

<table>
<thead>
<tr>
<th>Code Value</th>
<th>Code Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
<td>Full-time Standard</td>
</tr>
<tr>
<td>62</td>
<td>Part-time Standard</td>
</tr>
<tr>
<td>63</td>
<td>Full-time Initial</td>
</tr>
<tr>
<td>64</td>
<td>Part-time Initial</td>
</tr>
<tr>
<td>71</td>
<td>Full-time Initial to Full-time Standard</td>
</tr>
<tr>
<td>72</td>
<td>Full-time Initial to Part-time Standard</td>
</tr>
<tr>
<td>73</td>
<td>Part-time Initial to Full-time Standard</td>
</tr>
<tr>
<td>74</td>
<td>Part-time Initial to Part-time Standard</td>
</tr>
<tr>
<td>75</td>
<td>Full-time Standard to Part-time Standard</td>
</tr>
<tr>
<td>76</td>
<td>Full-time Standard to Full-time Standard</td>
</tr>
<tr>
<td>77</td>
<td>Part-time Standard to Part-Time Standard</td>
</tr>
<tr>
<td>78</td>
<td>Part-time Standard to Full-time Standard</td>
</tr>
<tr>
<td>51</td>
<td>Full-time (manually set)</td>
</tr>
<tr>
<td>52</td>
<td>Interlocation Transfer (manually set)</td>
</tr>
<tr>
<td>99</td>
<td>Reserved</td>
</tr>
</tbody>
</table>

5.1.3.1.2 PPPDET Data Element Table
PPPDET contains data on each of the EDB data elements, including its format, permitted values, starting position in batch EDB update transactions, and the EDB edit/update routines (consistency, implied maintenance, and gross-to-net) that should be triggered when the data element is updated. Data element EDB0242 should be updated to refer to the CTT for value range edits by changing DET_TBLEDT_RTN (Table Edit) to 6. The existing values in the value/range edits for EDB0242 should be cleared out. Refer to UPAY553 for the transaction format to update the DET.

5.1.4 Data Dictionary Updates
Modified Data Dictionary entries will be required for the following:

- **EDB0242**: SECONDARY BELI STATUS QUALIFICATION CODE
The revised date, description, list of codes, and prior code values should be updated same as specified in the CICS Help Text.

5.2  **Standard Measurement Process**

5.2.1  **Cobol Programs**

5.2.1.1  **PPP071 (new)**

PPP071 performs the standard measurement process for ongoing employees.

**Inputs and Outputs**

Input: Spec card (optional)

Output: Measurement Outcome (tab-delimited file), EDB Update Transaction File, Messages and Run Control Report

**PROCEDURE DIVISION**

**Initialization.**

- Get current date.
- Validate spec card, if present. Processing year must be numeric.
- If no spec card was specified, default processing year from current year.
- Compute previous year, as processing year – 1.
- Write processing year on the Messages and Run Control Report

**Processing.**

- Open a cursor to process employees by joining PPPPER and PPPBEL. The employees must satisfy any of the following criteria:
  - Hire date <= November 1 (previous year) and (Separation date is initial date or greater than November 1 (previous year))
  - Secondary BELI Status Qualification Code is not blank and is not 51, 52, or 99 and Secondary BELI Status Qualification Date is not initial date and <= November 1 (previous year)
- Process each employee in the cursor
  - Get the employee’s Primary Pay Schedule for November 1 (previous year) by looking at the PAR EUD where the PAY_CYCLE_END_DATE is between (inclusive) November 1 (previous year) and October 31 (processing year) ordered by PAY_CYCLE_END_DATE ascending. The first row found will be considered the Primary Pay Schedule for November 1 (previous year).
  - Get the employee’s Primary Pay Schedule for October 31 (processing year) by looking at the PAR EUD where the PAY_CYCLE_END_DATE is between (inclusive) November 1 (previous year) and October 31 (processing year) ordered by PAY_CYCLE_END_DATE descending. The first row found will be considered the Primary Pay Schedule for October 31 (processing year).
  - The BW Primary Pay Schedule maps to 2 Pay Cycle Codes (B1, and B2). This need to be factored in when getting the first and last day of the Standard Measurement Period.
Get the first day of the Standard Measurement Period by looking at the PAR PIR table where the PAY_CYCLE_CODE matches the Primary Pay Schedule for November 1 (previous year) and PAY_CYCLE_BEG_DATE is greater than October 31 (previous year) ordered by PAY_CYCLE_BEG_DATE ascending. The PAY_CYCLE_BEG_DATE of the first row found is the first day of the Standard Measurement Period.

Get the last day of the Standard Measurement Period by looking at the PAR PIR table where the PAY_CYCLE_CODE matches the Primary Pay Schedule for October 31 (processing year), PAY_CYCLE_BEG_DATE is less than or equal to October 31 (processing year), PAY_CYCLE_END_DATE is greater than or equal to October 31 (processing year), ordered by PAY_CYCLE_END_DATE descending. The PAY_CYCLE_END_DATE of the first row found is the last day of the Standard Measurement Period.

If the Primary Pay Schedule does not have a matching Pay Cycle Code in the PAR PIR table, print an error message in the error report and process the next employee.

Get total hours for the measurement period by calling the ACA hours subroutine (PPACAHRS) passing the employee ID, first day of the Standard Measurement Period, last day of the Standard Measurement Period, and calling process (Standard Measurement).

Calculate number of days in the Standard Measurement Period (include first day and last day).

Get the number of whole weeks for the Standard Measurement Period by dividing the number of days in the Standard Measurement Period by 7 (truncate to integer).

Using the table in Attachment 7.1, determine the additional business days to add for any partial week in the measurement period. Determine the day of week for the first day of the Standard Measurement Period (Starting Day). Determine the day of week for the last day of the Standard Measurement Period (Ending Day).

Calculate the full-time threshold using the following formulas:

Days = (Whole weeks x 5) + additional business days for partial week

FTHOURS = 6

Full-time Threshold = Days x FTHOURS

If the total hours for the measurement period are greater than or equal to the Full-time Threshold, the employee is full-time. Otherwise, the employee is part-time.

Get the employee’s current Secondary BELI Status Qualification Code and Date from PPPBEL. Create an EDB update transaction to update the employee’s Secondary BELI Status Qualification Code (refer to chart below) and Secondary BELI Status Qualification Date (set to January 1 of (processing year + 1), except where chart indicates that effective date should not change).

<table>
<thead>
<tr>
<th>Current Code</th>
<th>New Code if full-time</th>
<th>New Code if part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>61</td>
<td>62</td>
</tr>
<tr>
<td>61</td>
<td></td>
<td>76</td>
</tr>
<tr>
<td>71</td>
<td></td>
<td>76</td>
</tr>
<tr>
<td>73</td>
<td></td>
<td>76</td>
</tr>
<tr>
<td>76</td>
<td></td>
<td>78</td>
</tr>
<tr>
<td>78</td>
<td></td>
<td>78</td>
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<tr>
<td>62</td>
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<td>78</td>
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<tr>
<td>72</td>
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<td>78</td>
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<tr>
<td>74</td>
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<tr>
<td>75</td>
<td></td>
<td>78</td>
</tr>
<tr>
<td>77</td>
<td></td>
<td>78</td>
</tr>
<tr>
<td>63</td>
<td>71</td>
<td>72</td>
</tr>
</tbody>
</table>
5.2.1.2 PPACAHRS (new)

PPACAHRS is a called subroutine used to collect the total ACA hours for an employee in the given measurement period.

**Input and Output Parameters**

- **Input Parameters**
  - Calling process
  - Employee ID
PROCEDURE DIVISION

Initialization.

- Validate input parameters.
- Initialize output parameters.

Processing.

- Check value of calling process. If called from Monthly Monitoring, perform Monthly Monitoring section. If called from Standard Measurement or Initial Measurement, perform Standard-Initial Measurement section.

Standard-Initial Measurement section.

- Open a cursor to process an employee’s earnings by looking at the PAR PPPERN table where the pay period end date is between the measurement period start and end dates (inclusive) and DOS code satisfies any of the following conditions:
  - DOS=’BYH’
  - DOS type hours in (’O’, ’R’) and pay category in (’A’, ’N’, ’P’)

- Process each employee’s earnings record in the cursor
  - Exclude the earnings record if any of the Exclude Conditions are satisfied, and process the next earnings record.
  - Add the paid hours to total hours, add paid amount to total amount.
  - If total hours equals zero after processing all earnings, set Not Found flag to true.
  - Return to the calling program.

Monthly Monitoring section.

- Open a cursor to process an employee’s earnings by looking at the PAR PPPERN table where the pay cycle end date is between the measurement period start and end dates (inclusive) and DOS code satisfies any of the following conditions:
  - DOS=’BYH’
  - DOS type hours in (’O’, ’R’) and pay category in (’A’, ’N’, ’P’)

- Process each employee’s earnings record in the cursor
  - Exclude the earnings record if any of the Exclude Conditions are satisfied, and process the next earnings record.
  - If the pay period end date is between the measurement period start and end dates (inclusive), add the paid hours to total hours.
  - If the pay period end date is before the measurement period start date, set late pay flag to true.
If total hours equal zero after processing all earnings, set Not Found flag to true.

- Return to the calling program.

  - Sum up the paid amount from employee’s earnings by looking at the PAR PPPERN table where the pay cycle end date is between the measurement period start and end dates (inclusive) and apply the Exclude Conditions below. Store the sum to total amount.

- Exclude Conditions.
  - Title code is any of the following title codes (4329, 4331, 4412, 9920, 2017, 2037, 2057, 2077)
  - Expense transfers (RECORD_TYPE = ‘65’)
  - Retro adjustments (TRANS_CODE = ‘RA’).
  - Work Study Program Code (WORK_STUDY_PGM) is not blank

### 5.2.2 Copy Members

#### 5.2.2.1 CPLNKHRS

CPLNKHRS defines a linkage area for PPACAHRS. Create a linkage area to accommodate the input and output parameters for program PPACAHRS.

### 5.2.3 Control Table Updates

#### 5.2.3.1 CTL Database

#### 5.2.3.1.1 PPPMSG System Messages Table

PPPMSG contains the message text, severity, and reporting requirements for error and warning messages. Add the following messages to the table.

<table>
<thead>
<tr>
<th>Message Text</th>
<th>Batch Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO DATA FOUND IN PIR TABLE</td>
<td>3</td>
</tr>
<tr>
<td>UNABLE TO OPEN EMPS CURSOR TO SELECT EMPLOYEES</td>
<td>9</td>
</tr>
<tr>
<td>PROGRAM FAILED WITH NEGATIVE SQL ERROR</td>
<td>9</td>
</tr>
<tr>
<td>INVALID RUN SPECIFICATION RECORD PROVIDED</td>
<td>9</td>
</tr>
<tr>
<td>RUN SPECIFICATION YEAR MUST BE NUMERIC</td>
<td>9</td>
</tr>
<tr>
<td>PPACAHRS PAID HOURS NOT FOUND</td>
<td>3</td>
</tr>
<tr>
<td>PROGRAM PPACAHRS FAILED</td>
<td>9</td>
</tr>
</tbody>
</table>

### 5.2.4 UPAY Forms

#### 5.2.4.1 UPAY936 – PPP071 Run Specification

UPAY936 contains the layout for the run specification for program PPP071, ACA Standard Measurement Process. The run specification record will allow the override of the processing year (YYYY) which is defaulted to the current year.
5.3 Initial Measurement Process

5.3.1 Cobol Programs

5.3.1.1 PPP072 (new)
PPP072 performs the initial measurement process for new employees having a one-year anniversary in the prior month.

Inputs and Outputs
Input: Spec card (optional)
Output: Measurement Outcome (tab-delimited file), EDB Update Transaction File, Messages and Run Control Report

PROCEDURE DIVISION
Initialization.

- Get current date.
- Validate spec card, if present. Processing month (YYYYMM) must be numeric. Valid MM values are 01 to 12.
- If no spec card was specified, default processing month as current month – 1.
- Compute previous year, as processing year – 1.
- Determine start and end of processing month previous year, relative to the processing month.
- Write processing month on the Messages and Run Control Report

Processing.

- Open a cursor to process employees by joining PPPPER and PPPBEL. The employees must satisfy all of the following criteria:
  - Hire date is between start and end of processing month previous year.
  - Secondary BELI Status Qualification Code is blank and Secondary BELI Status Qualification Date is initial date
- Process each employee in the cursor
  - Get the employee’s Primary Pay Schedule at their hire date by looking at the PAR EUD where the PAY_CYCLE_END_DATE is between hire date and one-year anniversary of hire date ordered by PAY_CYCLE_END_DATE ascending. The first row found will be considered the Primary Pay Schedule at their hire date.
  - Get the employee’s Primary Pay Schedule at their one-year anniversary of hire date by looking at the PAR EUD where the PAY_CYCLE_END_DATE is between hire date and one-year anniversary of hire date ordered by PAY_CYCLE_END_DATE descending. The first row found will be considered the Primary Pay Schedule at their one-year anniversary of hire date.
  - The BW Primary Pay Schedule maps to 2 Pay Cycle Codes (B1, and B2). This need to be factored in when getting the first and last day of the Initial Measurement Period.
  - Get the first day of the Initial Measurement Period by looking at PAR PIR table where the PAY_CYCLE_CODE matches the Primary Pay Schedule at their hire date and PAY_CYCLE_BEG_DATE is greater than their hire date ordered by PAY_CYCLE_BEG_DATE ascending. The PAY_CYCLE_BEG_DATE of the first row found is the first day of the employee’s Initial Measurement Period.
• Get the last day of the Initial Measurement Period by looking at PAR PIR table where the PAY_CYCLE_CODE matches the Primary Pay Schedule at the one-year anniversary of hire date, PAY_CYCLE_BEG_DATE is less than or equal to one-year anniversary of hire date, PAY_CYCLE_END_DATE is greater than or equal to one-year anniversary of hire date, ordered by PAY_CYCLE_END_DATE descending. The PAY_CYCLE_END_DATE of the first row found is the last day of the employee’s Initial Measurement Period.

• If the Primary Pay Schedule does not have a matching Pay Cycle Code in the PAR PIR table, print an error message in the error report and process the next employee.

• Get total hours for the measurement period by calling the ACA hours subroutine (PPACAHRS) passing the employee ID, first day of the Initial Measurement Period, and last day of the Initial Measurement Period, and calling process (Initial Measurement).

• Get the number of whole weeks for the Initial Measurement Period by dividing the number of days in the Initial Measurement Period by 7 (truncate to integer).

• Using the table in Attachment 7.1, determine the additional business days to add for any partial week in the measurement period. Determine the day of week for the first day of the Initial Measurement Period (Starting Day). Determine the day of week for the last day of the Initial Measurement Period (Ending Day).

• Calculate the full-time threshold using the following formulas:
  Days = (Whole weeks x 5) + additional business days for partial week
  FTHOURS = 6
  Full-time Threshold = Days x FTHOURS

• If the total hours for the measurement period are greater than or equal to the Full-time Threshold, the employee is full-time. Otherwise, the employee is part-time.

• Get the employee’s current Secondary BELI Status Qualification Code and Date from PPPBEL. Create an EDB update transaction to update the employee’s Secondary BELI Status Qualification Code (refer to chart below), and Date (set to 1st of processing month + 2):

<table>
<thead>
<tr>
<th>Current Code</th>
<th>New Code if full-time</th>
<th>New Code if part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank</td>
<td>63</td>
<td>64</td>
</tr>
</tbody>
</table>

• Write details of measurement outcome to tab-delimited file. The tab-delimited file format is described below:

<table>
<thead>
<tr>
<th>COLUMN HEADING</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Number</td>
<td>Employee Number</td>
</tr>
<tr>
<td>Name</td>
<td>Employee Name Combined (EDB 0105)</td>
</tr>
<tr>
<td>Measurement Type</td>
<td>“Initial” or “Standard”</td>
</tr>
<tr>
<td>Hours of Service</td>
<td>Total ACA hours of service</td>
</tr>
</tbody>
</table>
5.3.2 Control Table Updates

5.3.2.1 CTL Database

5.3.2.1.1 PPPMSG System Messages Table

PPPMSG contains the message text, severity, and reporting requirements for error and warning messages. Add the following messages to the table.

<table>
<thead>
<tr>
<th>Message Text</th>
<th>Batch Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO DATA FOUND IN PIR TABLE</td>
<td>3</td>
</tr>
<tr>
<td>UNABLE TO OPEN EMPS CURSOR TO SELECT EMPLOYEES</td>
<td>9</td>
</tr>
<tr>
<td>PROGRAM FAILED WITH NEGATIVE SQL ERROR</td>
<td>9</td>
</tr>
<tr>
<td>INVALID RUN SPECIFICATION RECORD PROVIDED</td>
<td>9</td>
</tr>
<tr>
<td>RUN SPECIFICATION YEAR/MONTH MUST BE NUMERIC</td>
<td>9</td>
</tr>
<tr>
<td>PPACAHRS PAID HOURS NOT FOUND</td>
<td>3</td>
</tr>
<tr>
<td>INVALID MONTH VALUE</td>
<td>9</td>
</tr>
<tr>
<td>PROGRAM PPACAHRS FAILED</td>
<td>9</td>
</tr>
</tbody>
</table>

5.3.3 UPAY Forms

5.3.3.1 UPAY937 – PPP072 Run Specification

UPAY937 contains the layout for the run specification for program PPP072, ACA Initial Measurement Process. The run specification record will allow the override of the processing month (YYYYMM), which is defaulted to the previous month.

5.4 Campus Monthly Monitoring Process

5.4.1 Cobol Programs

5.4.1.1 PPP073 (new) – Phase 2

This program runs at the end every month and lists any benefits ineligible employees (BELI 5) having 30 average ACA hours of service for the two most recent months or no ACA hours of service but gross pay greater than zero over the two most recent months, or late pay for periods prior to the most recent two months.
Inputs and Outputs

Input: Spec card (required)
Output: Campus Monthly Monitoring Report (tab-delimited file), Messages and Run Control Report

PROCEDURE DIVISION

Initialization.

- Get current date
- Validate spec card. Processing month (YYYYMM) must be numeric. Valid MM values are 01 to 12.
- Validate spec card. System date override (CCYYMMDD) must be a valid date or blank. If date is not blank and invalid, write error message to Messages and Run Control Report.
- If System date override is not blank, compute hire date cutoff date, as System date override minus 337 days. Otherwise, compute hire date cutoff date, as current date minus 337 days.
- If no spec card was specified, write error message to Messages and Run Control Report and exit program with bad condition code.
- Determine first day of measurement period: 1st day of (processing month – 1)
- Determine last day of measurement period: last day of (processing month)
- Write processing month on the Messages and Run Control Report

Processing.

- Open a cursor to process employees by joining PPPPER and PPPBEL. The employees must satisfy all of the following criteria:
  - Hire date is greater than or equal to hire date cutoff date
  - BELI_IND is not 1,2,3,4, or P
- Process each employee in the cursor
  - Get Class Title Outline of the Primary Title Code by calling PPTCTUTL. If title is not found, write a message on the Messages and Run Control Report.
  - Skip employee if Class Title Outline of the Primary Title Code is 446 (Housestaff)
  - Get total hours/total amount for the measurement period by calling the ACA hours subroutine (PPACAHRS) passing the employee ID, first day of the measurement period, and last day of the measurement period, and calling process (Monthly Monitoring).
  - Calculate the reporting threshold using the following formulas:
    FTHOURS = 6
    Reporting Threshold = 40 x FTHOURS
  - If the total hours for the measurement period are greater than or equal to the Reporting Threshold, flag the employee for reporting in column A.
  - If the total hours for the measurement period is zero but the total amount for the measurement period is greater than zero, flag the employee for reporting in column B.
  - If the late pay flag (from ACA hours subroutine) for the measurement period is set to true, flag the employee for reporting in column C.
  - If the employee is flagged for reporting in columns A, or B, or C, write employee details to tab-delimited file. The tab-delimited file format is described below:
**5.4.2 Control Table Updates**

**5.4.2.1 CTL Database**

**5.4.2.1.1 PPPMSG System Messages Table**

PPPMSG contains the message text, severity, and reporting requirements for error and warning messages. Add the following messages to the table.

<table>
<thead>
<tr>
<th>Message Text</th>
<th>Batch Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNABLE TO OPEN EMPS CURSOR TO SELECT EMPLOYEES</td>
<td>3</td>
</tr>
<tr>
<td>PROGRAM FAILED WITH NEGATIVE SQL ERROR</td>
<td>9</td>
</tr>
<tr>
<td>INVALID RUN SPECIFICATION RECORD PROVIDED</td>
<td>9</td>
</tr>
<tr>
<td>RUN SPECIFICATION YEAR/MONTH MUST BE NUMERIC</td>
<td>9</td>
</tr>
<tr>
<td>PPACAHRS PAID HOURS NOT FOUND</td>
<td>9</td>
</tr>
<tr>
<td>INVALID MONTH VALUE</td>
<td>3</td>
</tr>
<tr>
<td>PPP073 SPEC CARD MISSING</td>
<td>9</td>
</tr>
<tr>
<td>TITLE CODE NOT FOUND ON TITLE CODE TABLE</td>
<td>3</td>
</tr>
<tr>
<td>PROGRAM PPACAHRS FAILED</td>
<td>9</td>
</tr>
<tr>
<td>INVALID SYSTEM DATE OVERRIDE IN SPEC CARD.</td>
<td>9</td>
</tr>
</tbody>
</table>

**5.4.3 UPAY Forms**

**5.4.3.1 UPAY938 – PPP073 Run Specification – Phase 2**

UPAY938 contains the layout for the run specification for program PPP073, Campus Monthly Monitoring Process. The run specification record will contain the processing month (YYYYMM), used in running the program. A system date override (CCYYMMDD) is also enterable. When specified on the run specification record, it will be used to compute the hire date cutoff date (instead of the system date).

**5.5 Monthly Reporting Process**

**5.5.1 Cobol Programs**

**5.5.1.1 PPP650**

PPP650 generates one or more reports related to benefits eligibility, as selected on the Program Run Specification (see form UPAY770).

In working storage, remove WE-SEC-ST-QL-CODE under WE-BEL-STAT-QUALIFIERS by creating a new 05 level variable right after WE-PRI-ST-QL-CODE.
In working storage, remove SE-SEC-ST-QL-CODE under SE-BEL-STAT-QUALIFIERS by creating a new 05 level variable right after SE-PRI-ST-QL-CODE.

In working storage, reduce length of LAST-QUAL-BELI-STAT to 2.

In paragraph 1300-GET-BEL-TABLE-VALUES, comment out references to secondary status qualification code and date.

In paragraph 2200-PROCESS-EMPLOYEE-FILE, remove WE-SEC-ST-QL-CODE = '25' from the condition check.

In paragraph 5830-EMP-FORMAT, comment out code that populates the secondary BELI status qualification date (look for variables starting with WE-SEC-ST-QL, ED-SEQ-QUAL. Adjust the report format (consult with Ken).

In paragraph 9904-SQL-SELECT-BEL, comment out references to secondary status qualification code and date.

5.5.1.2 PPP074 (new) – Phase 2

This program runs at the end every month and produces a report of all employees and their status as full-time or part-time. It also produces a summary report of a location’s overall compliance to the Employer Shared Responsibility Provision of the ACA.

Inputs and Outputs

Output: Campus Eligibility Report (tab-delimited file), Campus Compliance Report, Messages and Run Control Report

PROCEDURE DIVISION

Initialization.

- Get current date
- Counters for full-time employees, full-time and offered coverage

Processing.

- Open a cursor to process all employees by joining the PPPPER and PPPBEL tables
- Process each employee in the cursor
  - Get Class Title Outline of the Primary Title Code by calling PPTCTUTL. If title is not found, write a message on the Messages and Run Control Report.
  - If any of the following conditions are true, flag the employee for reporting as full-time.
    - Secondary BELI Status Qualification Eff Date is equal or greater than the current date, and Secondary BELI Status Qualification code is any one of 71, 72, 75, or 76
    - Secondary BELI Status Qualification Eff Date is prior to the current date, and Secondary BELI Status Qualification Code is any one of 51, 61, 63, 71, 73, 76, or 78.
  - If the employee was flagged as full-time, increment counter for full-time employees.
  - If the employee was not flagged as full-time, flag the employee for reporting as part-time.
  - If any of the following conditions are true, flag the employee for reporting as Offered Coverage.
    - Benefits Eligibility Level Indicator – Assigned 1,2,3,4,or P
    - Class Title Outline of the Primary Title Code is 446 (House staff)
  - If the employee was flagged as full-time and Offered Coverage, increment counter for full-time and offered coverage.
If the employee was not flagged as Offered Coverage, flag the employee for reporting as Not Offered Coverage.

Write employee details to tab-delimited file (Campus Eligibility Report). The tab-delimited file format is described below:

<table>
<thead>
<tr>
<th>COLUMN HEADING</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Number</td>
<td>Employee Number</td>
</tr>
<tr>
<td>Name</td>
<td>Employee Name Combined (EDB 0105)</td>
</tr>
<tr>
<td>Status</td>
<td>“Full-time” or “Part-time”</td>
</tr>
<tr>
<td>Offered Coverage</td>
<td>“Yes” if offered coverage, “No” otherwise</td>
</tr>
<tr>
<td>Status Code</td>
<td>Secondary BELI Status Qualification Code</td>
</tr>
<tr>
<td>Status Description</td>
<td>Code Translation from CTT</td>
</tr>
<tr>
<td>Status Effective Date</td>
<td>Secondary BELI Status Qualification Eff Date</td>
</tr>
</tbody>
</table>

Produce Campus Compliance Summary Report

Compute percent of full-time employees offered coverage = \( \frac{\text{Count of full-time and offered coverage}}{\text{Count of full-time employees}} \times 100 \). Round to one decimal place.

Write report details to file. Report format mock-up detailed below:

---

ACA EMPLOYER SHARED RESPONSIBILITY

TOTAL FULL TIME EMPLOYEES: 8082

OFFERED COVERAGE: 7821

PERCENT OFFERED COVERAGE: 96.8%

---

Write normal completion message or error/warning messages to the Messages and Run Control Report

5.5.2 Control Table Updates

5.5.2.1 CTL Database

5.5.2.1.1 PPPMSG System Messages Table

PPPMSG contains the message text, severity, and reporting requirements for error and warning messages. Add the following messages to the table.

<table>
<thead>
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<td>UNABLE TO OPEN EMPS CURSOR TO SELECT EMPLOYEES</td>
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<tr>
<td>TITLE CODE NOT FOUND ON TITLE CODE TABLE</td>
<td>3</td>
</tr>
</tbody>
</table>
6 Unit Testing Requirements

6.1 EDB Maintenance

6.1.1 PPEA002
- Find separated employees with existing values in Secondary BELI Status Qualification Code and Secondary BELI Status Qualification Eff Date. Perform a rehire with hire date at least 182 days after separation date and verify that the existing values in Secondary BELI Status Qualification Code and Secondary BELI Status Qualification Eff Date are cleared out. Perform a rehire with hire date less than 182 days after separation date and verify that the existing values in Secondary BELI Status Qualification Code and Secondary BELI Status Qualification Eff Date are not cleared out.

6.1.1.2 PPEC124
- In EPER or EINS, verify that the program does not require the Primary BELI Status Qualification Code when the Secondary BELI Status Qualification Code is entered.
- Find an employee with existing Secondary BELI Status Qualification Code and Date. In EINS, change the the Assigned BELI to something not equal to ‘?’. Verify that the Secondary BELI Status Qualification Code and Date are not initialized.

6.1.1.3 PPEC140
- Run a special Daily EDB Maintenance process (mode 5; refer to R1844 test plan, RUN130S5).
- Find BX student employees with BELI ‘5’ (refer to them as Group A)
- Create DepCare enrollment transactions for Group A. The transaction format can be found in the Daily Input Transactions from UCOP Applications document.
- Verify that for Group A, only those with Primary BELI Status Qualification Code ‘25’ are allowed to enroll in DepCare.

6.1.1.4 PPEG227
- In ERET, enroll an employee from Group A above in DepCare.
- Verify that for Group A, only those with Primary BELI Status Qualification Code ‘25’ are allowed to enroll in DepCare.

6.1.1.5 PPNTTRG
- In EPER or EINS, verify that the update of Secondary BELI Status Qualification Code does not trigger a PAN notice.

6.1.1.6 CICS Help Updates
- Verify that CICS Help for EDB0242 was updated correctly (in EINS and EPER).

6.1.1.7 Control Table Updates
- Verify that the control tables (CTT and DET) were updated correctly.
6.2 **Standard Measurement Process**

6.2.1.1 **PPP071**

- Verify that the program validates the spec card correctly.
- Verify that the program defaults the processing year correctly when the spec card is not present.
- Verify that the employee selection criteria are applied correctly as per BRD requirement R028.
- Verify that the employee’s Primary Pay Schedule (at the start and end of the measurement period) is determined correctly as described in BRD section 3.1.4.2.
- Verify that the employee’s Standard Measurement Period (first day and last day) is determined correctly as per BRD requirement R029 and R030.
- Verify that the number of days is calculated as per BRD requirement R032.
- Verify that the employee is properly determined as full-time or part-time as per BRD requirement R033, and BRD section 3.1.3.1.
- Verify that the appropriate EDB update transaction is created for the employee as per BRD section 3.1.6.3.
- Verify that the report layout matches the layout specified in Appendix D of the BRD.
- Verify the accuracy of the Measurement Outcomes report. Verify that the correct data is reported in all columns of the report file.

6.2.1.2 **PPACAHRS**

- Verify that the subroutine only includes earnings where the pay period end date is between the measurement period start and end dates.
- Verify that the different earnings exclude conditions are properly applied.

6.3 **Initial Measurement Process**

6.3.1.1 **PPP072**

- Verify that the program validates the spec card correctly.
- Verify that the program defaults the processing month correctly when the spec card is not present.
- Verify that the employee selection criteria are applied correctly as per BRD requirement R045.
- Verify that the employee’s Primary Pay Schedule (at the start and end of the measurement period) is determined correctly as described in BRD section 3.1.6.2.
- Verify that the employee’s Initial Measurement Period (first day and last day) is determined correctly as per BRD requirement R046 and R047.
- Verify that the number of days is calculated as per BRD requirement R049.
- Verify that the employee is properly determined as full-time or part-time as per BRD requirement R050, and BRD section 3.1.3.1.
- Verify that the appropriate EDB update transaction is created for the employee as per BRD section 3.1.6.3.
- Verify that the report layout matches the layout specified in Appendix D of the BRD.
- Verify the accuracy of the Measurement Outcomes report. Verify that the correct data is reported in all columns of the report file.
6.3.1.2 PPACAHRS
   - Verify that the subroutine only includes earnings where the pay period end date is between the measurement period start and end dates.
   - Verify that the different earnings exclude conditions are properly applied.

6.4 Campus Monthly Monitoring Process

6.4.1.1 PPP073 (Phase 2)
   - Verify that the program validates the spec card correctly.
   - Verify that the employees are reported correctly as per BRD requirements R061, R062, R063, R064.
   - Verify that the report layout matches the layout specified in Appendix C of the BRD.
   - Verify the accuracy of the Campus Monthly Monitoring report. Verify that the correct Name is retrieved for the Employee Number.

6.4.1.2 PPACAHRS
   - Verify that the subroutine only includes earnings where the pay cycle end date is between the measurement period start and end dates.
   - Verify that the different earnings exclude conditions are properly applied.

6.5 Monthly Reporting Process

6.5.1.1 PPP650
   - Previously, Report PPP6502 includes employees where both the Primary and Secondary BELI SQC are spaces OR one of them is ‘25’, and BELI conflict date is not initial date (0001-01-01). The Secondary BELI SQC will not be included in the condition check to determine if an employee should appear in the report.
   - Previously, Report PPP6504 includes employees where the Primary and Secondary BELI SQC are spaces, BELI conflict date is not initial date (0001-01-01). The Secondary BELI SQC will not be included in the condition check to determine if an employee should appear in the report.
   - Previously, Report PPP6511 includes employees where the Primary and Secondary BELI SQC are spaces, BELI is not in (1,2,3,4), BELI change date is the same year and month as the SCR date. The Secondary BELI SQC will not be included in the condition check to determine if an employee should appear in the report.
Previously, Report PPP6513 includes employees where either Primary or Secondary BELI SQC is not spaces. The Secondary BELI SQC will not be included in the condition check to determine if an employee should appear in the report.

- Run report requesting Report 13. Find an employee in the report and update their Primary BELI SQC to spaces. Rerun report requesting Report 13. Verify that the employee does not appear in the report. Also, verify that the report layout does not display the Secondary BELI Status Qualification Date.

6.5.1.2 PPP074 (Phase 2)

- Verify that the all employees appear in the Campus Eligibility report.
- Verify that Employee number, name, Secondary BELI Status Qualification Code, and Secondary BELI Status Qualification Date are correct.
- Verify that the correct code translations for the Secondary BELI Status Qualification Code are retrieved from the CTT.
- Verify that employees are reported as “Full-time” (as per requirement R052) or “Part-time” correctly
- Verify that employees are reported in the Offered Coverage column correctly (as per requirement R053)
- Verify that the report layout matches the layout specified in Appendix A of the BRD.
- Verify the accuracy of the Campus Compliance Summary report. Verify that the “TOTAL FULL TIME EMPLOYEES”, “OFFERED COVERAGE”, and “PERCENT OFFERED COVERAGE” figures are correct.
7 Attachments

7.1 Additional Days for Partial Week

<table>
<thead>
<tr>
<th>Starting Day</th>
<th>Ending Day</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td>Saturday</td>
<td>Sunday</td>
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