

## 2007 Year-End Processing Sequence

Last Updated [December 20, 2007](#)

1. **Produce SHPS S1DEC07 file** (Due at UCOP 11/30/07)  
*Note: Depending on campus scheduling, this step and the next three may be interchanged*
2. **Compute:** Last cycle for November Earnings  
*Note: For monthly-paid SMS participants, this is the deadline to input 457(b) one-time (DS) transactions to offset SPP balances.*
3. **Month End Reporting:** for November Earnings  
*Note: Carrier files are due at UCOP in time to be processed mid-day on December 6.*
4. **Periodic Maintenance:** Begin Month 12
5. **2007 only:** install Open Enrollment release 1791
6. **Manually process enrollments for postdoctoral scholars** (except for postdoc-paid disability)
7. **CTL Update:** Apply Advance Updates
8. **Run PPP570 (ADVC):** Advance Benefits only
9. **EDB Maintenance:** Post PPP570(ADVC) activity and Open Enrollment I activity (2008 enrollments)
10. **2007 only:** transfer employees from obsolete plans to defaults (one-time program, part of OE release 1791)  
*Note: this one-time program should be run prior to every compute with a pay period end date in December – see release for details.*
11. **Compute:** First cycle for December Earnings paid in December (BW ending 12/01/07, XX)  
*Note: Some campuses may not have any computes with December earnings paid in December. Conversely, some campuses may have more than one such compute run prior to the cutoff for the SHPS S2DEC07 file (next step).*
12. **Produce SHPS S2DEC07 file** (Due at UCOP 12/17/07)
13. **Compute:** Last cycle for December Earnings paid in December (BW ending 12/15/07, SM1 ending 12/15/07, XX)  
*Note: For biweekly-paid SMS participants, this is the deadline to input 457(b) one-time (DS) transactions to offset SPP balances.*
14. **Produce SHPS S3DEC07 file** (Due at UCOP 12/28/07) (last for 2007)  
*Note: This file must be produced prior to the Calendar Year Periodic Maintenance step (below)*
15. **Freeze EDB:** for year-end tax reporting
16. **CTL Update:** Apply Tax Table Updates
17. **Periodic Maintenance:** Begin new Calendar Year & Quarter 1 (this is where 2007 HCRA and DCRA enrollments are cleared and MAC values are set).
18. **EDB Maintenance:** Post Open Enrollment II activity (2008 HCRA, DCRA, and TIP changes)

19. **Compute:** First cycle for December Earnings paid in January (MO ending 12/31/07, XX)  
*Note: For monthly-paid SMS participants, this is the deadline to input 403(b) one-time (DS) transactions to offset SPP balances.*
20. **Produce SHPS S1JAN08 file** (Due at UCOP 1/2/08)  
*Note: if this file is actually produced during December, the Run Specification Record for PPP466 MUST specify 2008)*
21. **Compute:** Last cycle for December Earnings paid in January (BW ending 12/29/07, MA/SM2 ending 12/31/07, XX)  
*Note: Depending on campus scheduling, this step and the next one may be interchanged*
22. **Periodic Maintenance:** Daily for 1/1/08 (Roll OE changes effective 1/1/08 from Future to Current)
23. **Month End Reporting:** for December Earnings  
*Note: The UCRS Payroll Activity/MEM730 file is split as usual (old year/new year); this occurs at January Month End as well*
24. **Periodic Maintenance:** Begin Month 01 (updates Age as of January 1, rolls MCB Future to MCB Current)
25. **EDB Maintenance:** Post 1/1 merits, if any
26. **CTL Update:** Apply Arrears Updates.
27. **Run PPP570 (BOTH):** Both Arrears and Advance Benefits (Updates MCB Future)
28. **Manually process disability enrollments for postdoctoral scholars**
29. **EDB Maintenance:** Post PPP570 (BOTH) activity. **and Open Enrollment III activity (2008 Supplemental Disability changes)**
30. **Compute:** First cycle for January earnings (BW ending 1/12/08 or SM1 ending 1/15/08, XX)  
*Note: For biweekly-paid SMS participants, this is the deadline to input 403(b) one-time (DS) transactions to offset SPP balances.*

*Notes:*

Union Roster Holiday: The final 2007 roster run will be the one scheduled on Monday, 12/17/07, producing the W3DEC07 roster file. There will be no W4DEC07 run. Since 12/31/07 & 1/1/08 are holidays for all locations, the normal roster production will be delayed for two days. The ~~W5DEC07~~ ~~W1JAN08~~ roster file ~~(Monthly Full roster)~~, will be scheduled for production on Wednesday, 1/2/08.

IVR/Web transaction Holiday: IVR/Web transaction generation will be on a holiday schedule from Saturday 12/22/07, through Tuesday, 1/1/08, so no actual transactions will be generated on those days. Empty transaction files containing only batch headers will be produced each of those afternoons, using the normal naming conventions.

The last normal transaction generation before the holiday period will occur the afternoon of Friday, 12/21/2007. The next normal transaction generation will occur the afternoon of Wednesday, 1/2/2008.

The nightly processing of IVR update files submitted by locations will continue for those locations where jobs may continue to run, although we do not require delivery of such files on holidays. Any update activity submitted by the cutoff time on Monday through Friday, will be posted to the IVR database early the following morning.