

**2008 Year-End Processing Sequence**  
*Last Updated ~~December 15~~ December 18, 2008*

1. **Produce SHPS S1DEC08 file** (due at UCOP 12/02/08)  
*Note: Depending on campus scheduling, this step and the next three may be interchanged*
2. **Compute:** Last cycle for November Earnings
3. **Month End Reporting:** for November Earnings  
*Note: Carrier files are due at UCOP by 10am on 12/05/08.*
4. **Monthly Periodic Maintenance:** Begin Month 12
5. **CTL Update:** Apply Advance Updates
6. **Run PPP570 (ADVC):** Advance Benefits only
7. **EDB Maintenance:** Post PPP570 (ADVC) activity and Open Enrollment I activity (2009 enrollments)
8. **Compute:** First cycle for December Earnings paid in December (BW ending 12/13/08 or SM1 ending 12/15/08, 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 S2DEC08 file (next step).*
9. **Produce SHPS S2DEC08 file** (due at UCOP 12/17/08)
10. **Compute:** Last cycle for December Earnings paid in December (BW ending 12/13/08 or SM1 ending 12/15/08, XX)
11. **Produce SHPS S3DEC08 file** (due at UCOP 01/02/09) (last for 2008)  
*Note: This file must be produced prior to the Calendar Year Periodic Maintenance step (below)*
12. **Freeze EDB and CTL:** for year-end tax reporting
13. **CTL Update:** Apply Tax Table Updates
14. **2008 Only:** SHPS Suspense Removal (OE Phase I) release R1843 must be in place.
15. **Calendar Year Periodic Maintenance:** Begin new Calendar Year & Quarter 1 (2008 HCRA and DCRA enrollments are cleared and MAC 2009 values are set).
16. **2008 Only:** CONEXIS Health FSA and DepCare FSA (OE Phase II) release R1844 must be in place.
17. **2008 Only:** Post new hire Health FSA and DepCare FSA enrollments (TRANSFSA). These transactions can be included with the following EDB Maintenance: Post Open Enrollment II activity step.
18. **EDB Maintenance:** Post Open Enrollment II activity (2009 Health FSA, DepCare FSA, and TIP changes).
19. **Compute:** First cycle for December Earnings paid in January (MO ending 12/31/08, XX)

20. **2008 Only:** CONEXIS Semi-monthly File release R1845 must be in place.
21. **2008 Only:** Produce SHPS S1JAN09 file (due at UCOP 01/02/09)  
*Note: if this file is actually produced during December, the Run Specification Record for PPP466 MUST specify 2009*  
*Note: SHPS files should continue to be produced and sent to UCOP until further notice; PPP466 (SHPS) must run before PPP467 (CONEXIS)*
22. **Produce CONEXIS Semi-monthly file S1JAN09** (due at UCOP 01/02/09)  
*Note: if this file is actually produced during December, the Run Specification Record for PPP467 MUST specify 2009*
23. **Compute:** Last cycle for December Earnings paid in January (BW ending 12/27/08, MA/SM2 ending 12/31/08, XX)  
*Note: Depending on campus scheduling, this step and the next one may be interchanged*
24. **Daily Periodic Maintenance:** Daily for 01/01/09 (Roll OE changes effective 01/01/09 from Future to Current)
25. **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*
26. **Monthly Periodic Maintenance:** Begin Month 01 (updates Age as of January 1, rolls MCB Future to MCB Current)
27. **EDB Maintenance:** Post 1/1 merits, if any
28. **CTL Update:** Apply Arrears Updates.
29. **2008 Only:** Begin processing BX DepCare FSA enrollments.
30. **2008 Only:** Update employee PostDoc Supplemental Disability deduction amounts (GTN 635 G balances). Campuses may use local processes for deduction updates, or may use PPP060 to generate X1 transactions for processing in EDB Maintenance below (with the PPP570 transactions).
31. **Run PPP570 (BOTH):** Both Arrears and Advance Benefits (updates MCB Future)
32. **EDB Maintenance:** Post PPP570 (BOTH) activity.
33. **Compute:** First cycle for January earnings (BW ending 01/10/09 or SM1 ending 01/15/09, XX)

*Notes:*

**Union Roster Holiday:** The final 2008 roster run will be the one scheduled on Monday, 12/22/08, producing the W4DEC08 roster file. There will be no W5DEC08 run. The W1JAN09 roster file should be scheduled for production as usual on Monday, 01/05/09.

**IVR/Web transaction Holiday:** IVR/Web transaction generation will be on a holiday schedule from Wednesday, 12/24/08, through Thursday, 01/01/09, 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 Tuesday, 12/23/08. The next normal transaction generation will occur the afternoon of Friday, 01/02/09.

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.

**SLIS Weekly File Holiday:** The three weekly files (employee, appointment, and distribution) scheduled on Monday, 12/29/08, should not be produced. The files should be produced as usual on Monday, 01/05/09.