

2013 Year-End Processing Sequence

Last Updated October 3, 2013

1. **Produce CONEXIS S1DEC13 file** (due at UCOP 12/02/13)
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 noon on 12/06/13.
4. **Monthly Periodic Maintenance:** Begin Month 12
5. **CTL Update:** Apply Advance Updates (R9999: Advance Year-End Transactions)
6. **Run PPP570 (ADVC):** Advance Benefits only
7. **EDB Maintenance:** Post PPP570 (ADVC) activity and Open Enrollment I activity (2014 enrollments)
8. **Compute:** First cycle for December Earnings paid in December (BW ending 12/07/13 or SM1 ending 12/15/13, 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 CONEXIS S2DEC13 file (next step).
9. **Produce CONEXIS S2DEC13 file** (due at UCOP 12/17/13)
10. **Compute:** Last cycle for December Earnings paid in December (BW ending 12/07/13 or SM1 ending 12/15/13, XX)
11. **Produce CONEXIS S3DEC13 file** (due at UCOP 01/02/14) (last for 2013)
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 (R9999: Tax Year Update Transactions)
14. **Calendar Year Periodic Maintenance:** Begin new Calendar Year & Quarter 1 (2013 Health FSA and DepCare FSA enrollments are cleared and MAC 2014 values are set).
15. **EDB Maintenance:** Post Open Enrollment II activity (2014 Health FSA, DepCare FSA, and TIP changes).
16. **Compute:** First cycle for December Earnings paid in January (MO ending 12/31/13, XX)

17. **Produce CONEXIS Semi-monthly file S1JAN14** (due at UCOP 01/02/14)
Note: if this file is actually produced during December, the Run Specification Record for PPP467 MUST specify 2014)
18. **Compute:** Last cycle for December Earnings paid in January (BW ending 12/21/13, MA/SM2 ending 12/31/13, XX)
Note: Depending on campus scheduling, this step and the next one may be interchanged
19. **Daily Periodic Maintenance:** Daily for 01/01/14 (Roll OE changes effective 01/01/14 from Future to Current)
20. **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
21. **Monthly Periodic Maintenance:** Begin Month 01 (updates Age as of January 1, rolls MCB Future to MCB Current)
22. **EDB Maintenance:** Post 1/1 merits, if any
23. **CTL Update:** Apply Arrears Updates (R9999: Arrears Year-End Transactions)
24. **Run PPP570 (BOTH):** Both Arrears and Advance Benefits (updates MCB Future)
25. **EDB Maintenance:** Post PPP570 (BOTH) activity.
26. **Compute:** First cycle for January earnings (BW ending 01/04/14 or SM1 ending 01/15/14, XX)

Notes:

Union Roster Holiday: The final 2013 roster run will be the one scheduled on Monday, 12/16/13, producing the W3DEC13 roster file. There will be no W4DEC13 or W5DEC13 runs. The first roster run for 2014 will be the W1JAN14 roster file scheduled for production on Monday, 01/06/14 and will be a full roster file run.

IVR/Web transaction Holiday: IVR/Web transaction generation will be on a holiday schedule from Friday, 12/20/13, through Wednesday, 01/01/14, 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 Thursday, 12/19/13. The next normal transaction generation will occur the afternoon of Thursday, 01/02/14.

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, 12/23/13 and Monday, 12/30/13, should not be produced. These SLIS files should be produced on the first available business date following these holiday dates, which will be Thursday, 01/02/14.