

2014 Year-End Processing Sequence
Last Updated December 8, 2014

1. **Produce CONEXIS S1DEC14 file** (due at UCOP 12/02/14)
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 12/08/14.
4. **Monthly Periodic Maintenance:** Begin Month 12
5. **CTL Update:** Apply Advance Updates (R2169: Advance Year-End Transactions)
6. **Run PPP570 (ADVC):** Advance Benefits only ('ADVC' in spec card)
7. **EDB Maintenance:** Post Open Enrollment I activity (2015 enrollments) and PPP570 (ADVC) activity.
Do not combine with regular campus input.
8. **Compute:** First cycle for December Earnings paid in December (BW ending 12/06/14 or 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 S2DEC14 file (next step).
9. **Produce CONEXIS S2DEC14 file** (due at UCOP 12/17/14)
10. **Compute:** Last cycle for December Earnings paid in December (BW ending 12/20/14 or XX)
11. **Produce CONEXIS S3DEC14 file** (due at UCOP 01/02/15) (last activity for 2014)
Note: This file must be produced prior to the Calendar Year Periodic Maintenance step (below) Plan year must be 2014. Specify 2014 in the spec card, or if not using a spec card, run the job in 2014 to accept the correct default value.
12. **Freeze EDB and CTL:** for year-end tax reporting
13. **CTL Update:** Apply Year-End updates. (R2168: OASDI, 403(b), and 457(b)) (R2174: Tax Year Update Transactions).
14. **Calendar Year Periodic Maintenance:** Begin new Calendar Year & Quarter 1 (2014 Health FSA and DepCare FSA enrollments are cleared and MAC 2015 values are set)
15. **EDB Maintenance:** Post Open Enrollment II activity (2015 Health FSA, DepCare FSA, and TIP changes).
Do not combine with regular campus input.

16. **Generate X1 transactions for the HSA contribution GTNs for continuing HSA participants:**
PPP575 (new this year).
Note: This can not be run until after Open Enrollment II transactions are applied to the EDB.
17. **EDB Maintenance:** Post PPP575 transactions.
18. **Compute:** First cycle for December Earnings paid in January (MO ending 12/31/14 or XX)
19. **Produce CONEXIS S1JAN15 file** (due at UCOP 01/02/15)
Plan year must be 2015. Specify 2015 in the spec card, or if not using a spec card, run the job in 2015 to accept the correct default value.
20. **Compute:** Last cycle for December Earnings paid in January (MA ending 12/31/14 or XX)
21. **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.
22. **Daily Periodic Maintenance:** Daily for 01/01/15 (Roll OE changes effective 01/01/15 from Future to Current)
23. **Monthly Periodic Maintenance:** Begin Month 01 (updates Age as of January 1, rolls MCB Future to MCB Current)
24. **EDB Maintenance:** Post 1/1 merits and range adjustments, if any. This year we are expecting HX and NX range adjustments effective 1/1.
25. **CTL Update:** Apply Arrears Updates (R2167: Arrears Year-End Transactions – Post Doc WC Update for 2015 / Open Enrollment 2015: Supplement Disability Rates)
26. **EDB Maintenance:** Post Open Enrollment III activity (supplemental disability waiting period).
Do not combine with regular campus input.
27. **Run PPP570 (BOTH):** Both Arrears and Advance Benefits (updates MCB Future)
28. **EDB Maintenance:** Post PPP570 (BOTH) activity.
Do not combine with regular campus input.
29. **Compute:** First cycle for January earnings (BW ending 01/03/15 or XX)
30. **Generate DA Transactions for Old Tax Year EDB:** run PPP606 (health cost data) and PPP607 (new this year, to add HSA employer contributions to CA taxable gross). Both programs are intended to be run against the old tax year EDB.
31. **Compute:** Process PPP606 and PPP607 DA transactions in an old year cleanup compute.
32. **Perform 2014 Tax Reporting**

Notes:

Union Roster Holiday: The final 2014 roster run will be the one scheduled on Monday, 12/15/14, producing the W3DEC14 roster file. There will be no W4DEC14 or W5DEC14 runs. The first roster run for 2015 will be the W1JAN15 roster file scheduled for production on Monday, 01/05/15 and will be a full ('MONTHLY') roster file run.

IVR/Web transaction Holiday: IVR/Web transaction generation will be on a holiday schedule from Wednesday, 12/24/14, through Thursday, 01/01/15, 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, 12/23/14. The next normal transaction generation will occur the afternoon of Friday, 01/02/15.

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, 12/22/14 and Monday, 12/29/14, should not be produced. Creation of these SLIS files will resume on Monday, 01/05/15.