

**2015 Year-End Processing Sequence**  
**Last Updated December 15, 2015**  
**Subject to further update**

1. **Produce CONEXIS S1DEC15 file** (due at UCOP 12/02/15)  
Note: Depending on campus scheduling, this step may occur before or after any of the following five steps.
2. **Compute:** Last cycle for November Earnings
3. **Annual ACA Standard Measurement:** Refer to special instructions on timing  
This process is changed this year to produce 2 transaction file outputs. Do not process the X1 assigned BELI transactions until after Monthly Periodic Maintenance to begin December.
4. **EDB Maintenance:** Post the X1 secondary BELI transactions generated from the annual ACA Standard Measurement process.
5. **Month End Reporting:** for November Earnings  
Note: Carrier files are due at UCOP by noon on 12/08/15.
6. **Monthly Periodic Maintenance:** Begin Month 12
7. **CTL Update:** Apply Advance Updates (R2205: Advance Year-End Transactions)
8. **Run PPP570 (ADVC):** Advance Benefits only ('ADVC' in spec card)
9. **EDB Maintenance:** Post PPP570 (ADVC) activity, Open Enrollment I activity (2016 enrollments), and the X1 assigned BELI transactions generated from the annual ACA Standard Measurement process.  
Do not combine with regular campus input.
10. **Compute:** First cycle for December Earnings paid in December (BW ending 12/06/15 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 S2DEC15 file (next step).
11. **Produce CONEXIS S2DEC15 file** (due at UCOP 12/17/15)
12. **Compute:** Last cycle for December Earnings paid in December (BW ending 12/19/15 or XX)
13. **Produce CONEXIS S3DEC15 file** (due at UCOP 01/04/16) (last activity for 2015)  
Note: This file must be produced prior to the Calendar Year Periodic Maintenance step (below) Reminder – If this runs in January it should have a run spec year of 2015
14. **Freeze EDB and CTL:** for year-end tax reporting
15. **CTL Update:** Apply Year-End updates. (R2207: Tax table updates, qualified parking rates updates, FSA and HSA limit updates). Note that no changes are expected this year for OASDI, nor for 403(b) and 457(b).
16. **Calendar Year Periodic Maintenance:** Begin new Calendar Year & Quarter 1 (2015 Health FSA and DepCare FSA enrollments are cleared and MAC 2016 values are set)
17. **EDB Maintenance:** Post Open Enrollment II activity (2016 Health FSA, DepCare FSA, and TIP changes).  
Do not combine with regular campus input.
18. **Generate X1 transactions for the HSA contribution GTNs for continuing HSA participants:** PPP575.  
Note: This cannot be run until after Open Enrollment II transactions are applied to the EDB.
19. **EDB Maintenance:** Post PPP575 transactions.
20. **Compute:** First cycle for December Earnings paid in January (MO ending 12/31/15 or XX)
21. **Produce CONEXIS S1JAN16 file** (due at UCOP 01/04/16) Reminder – If this runs in December, it should have a run spec year of 2016

## 2015 Year-End Processing Sequence

Last Updated December 15, 2015

Subject to further update

22. **Compute:** Last cycle for December Earnings paid in January (MA ending 12/31/15 or XX)
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. **Daily Periodic Maintenance:** Daily for 01/01/16 (Roll OE changes effective 01/01/16 from Future to Current)
25. **Monthly Periodic Maintenance:** Begin Month 01 (updates employee age as of January 1; rolls MCB Future to MCB Current)
26. **Generate ACA Year-End File for ACA Web System:** (New process this year) Programs: PPP782, PPP783, PPP784, PPP786, PPP787, PPP788  
Note: Must take place after Month End Reporting for December Earnings where the DEC15 carrier file is produced. Carrier files from DEC14 to DEC15 are required input to PPP782.
27. **EDB Maintenance:** Post 1/1 merits and range adjustments, if any. This year we are expecting HX and NX range adjustments effective 1/1.
28. **CTL Update:** Apply Arrears Updates (R2208 Arrears Year-End Transactions – Post Doc WC Update for 2016)
29. **EDB Maintenance:** Post Open Enrollment III activity, if any. NOT APPLICABLE THIS YEAR
30. **Run California Minimum wage** 1-time update to increase employee pay rates prior to generating timesheets or rosters for the bi-weekly compute for pay period end date 1/2/16.
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 01/02/16 or XX)
34. **Generate DA Transactions for Old Tax Year EDB:** run PPP606 (health cost data) and PPP607 (adds HSA employer contributions to CA taxable gross). Both programs are intended to be run against the old tax year EDB.
35. **Compute:** Process PPP606 and PPP607 DA transactions in an old year cleanup compute.
36. **Perform 2015 Tax Reporting**

### Notes:

Union Roster Holiday: The final 2015 roster run will be scheduled for Monday 12/14/15, producing the W2DEC15 roster file. There will be no W3DEC15 or W4DEC15 runs. No file Christmas week. The first roster run for 2016 will be the W1JAN16 roster file scheduled for production on Monday, 01/04/16 and will be a full ("MONTHLY") roster file run.

IVR/Web transaction Holiday: IVR/Web transaction generation will be on a holiday schedule from Thursday, 12/24/15, through Friday, 01/04/16, 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 Wednesday afternoon 12/23/15. The next normal transaction generation will occur Monday afternoon 01/04/16. 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 am.

SLIS Weekly File Holiday: One set of weekly files (employee, appointment, and distribution) scheduled for Monday, 12/28/15, should not be produced. Creation of these SLIS files will resume on Monday, 01/04/16.