

2004 Year-End Processing Sequence

(Revised 11/30/04)

1. Compute: Last cycle for November Earnings
2. 2004 ONLY – Install PostDocs Phase II (Release 1607) *plus* PostDoc Phase I fixit (Release 1609)¹
Note: It is assumed that PostDocs Phase I (Release 1605) either has already been installed or is being installed along with Phase II.
3. Periodic Maintenance: Begin Month 12
4. 2004 ONLY – Run PostDoc One Time (PPO1607A)
5. 2004 ONLY – EDB Maintenance: Process X1 transactions from PPO1607A
6. 2004 ONLY – Manually enroll eligible PostDoc employees in new benefits plans
7. CTL Update: Apply MRT *Advance* Updates
8. 2004 ONLY – Install Dependent Changes (Release 1608)
9. Run PPP570 (I) – Advance Benefits *only*
10. EDB Maintenance: Post PPP570 (I) activity *and* Open Enrollment I activity (2005 plan changes and enrollments)
11. Compute: First cycle for December Earnings paid in December (BW ending 12/4/04, XX)²
12. 2004 ONLY – Produce One-time PostDoc Carrier Enrollment File (due at UCOP on 12/10) (PPO1607B)
13. 2004 ONLY –SHPS Changes (Release 1610) – must be installed by now
14. Produce SHPS S1DECo4 File (Due at UCOP 12/17)
15. Compute: Last cycle for December Earnings paid in December (BW ending 12/18, SM1 ending 12/15/04, XX)
16. 2004 ONLY –HCRA/DCRA History (Release 1611) – must be installed by now
17. 2004 ONLY – Install PostDocs Phase III (Release 1612)
18. Produce SHPS S3DECo4 File (Due at UCOP by 1/1/05) (last for 2004)

¹ If Release 1607 is already installed, install Release 1609 *immediately*.

² Some locations may not have any computes with December earnings paid in December

*Note: The naming standard for SHPS files is being changed to more accurately reflect file contents and the month of activity, avoiding the confusion we had at the end of 2003. For 2004 **only**, there will be NO S2DECO4 file. There will be three files in December of all future years.*

*Note 2: This file **must** be run prior to the Calendar Year Periodic Maintenance step (below).*

19. Freeze EDB for year-end tax reporting
20. CTL Update: Apply MRT Tax Table Updates
21. Periodic Maintenance: Begin new Calendar Year & Quarter 1 (this is where 2004 HCRA and DCRA enrollments are cleared and MAC values are set)
22. EDB Maintenance: Post Open Enrollment II activity (2005 HCRA, DCRA, and TIP changes)
23. Compute: First cycle for December Earnings paid in January (MO ending 12/31/04, XX)
24. Produce SHPS S1JAN05 File (first for 2005)

Note: This completes implementation of the naming standard change for SHPS files. Under the old naming, this file nominally due 1/2/05, would have been named S2DECO4, which misrepresented the contents of the file, making it sound as if the file contained the last bit of 2004 data. The new name accurately reflects the actual contents – 2005 enrollments and deduction activity.

*Note 2: If this file is actually produced during December, the Run Specification Record for PPP466 **must** specify 2005.*

25. Compute: Last cycle for December Earnings paid in January (MA/SM2 ending 12/31/04, XX) (Depending on campus scheduling, this step and the next one may be interchanged)
26. Periodic Maintenance: Daily for 1/1 (Roll OE changes effective 1/1 from Future to Current)
27. Periodic Maintenance: Begin Month 01 (Does Age as of January 1 update, rolls MCB Future to MCB Current)
28. EDB Maintenance: Post 1/1 merits, if any
29. CTL Update: Apply MRT Arrears Updates
30. Run PPP570 (II) – Both Arrears and Advance Benefits (Updates MCB Future)
31. EDB Maintenance: Post PPP570 (II) activity
32. 2004 ONLY – Install PostDocs Phase IV (Release ????)
33. Compute: First cycle for January Earnings (BW ending 1/1/05, etc.)