

2005 Year-End Processing Sequence

(Revised 12/1/05)

1. 2005 ONLY - Install Release 1670, Senior Management Supplement (SMS) Changes
2. Compute: Last cycle for November Earnings
Note: For monthly-paid SMS participants, this is the deadline to input 457(b) one-time (DS) transactions to offset SPP balances.
3. 2005 ONLY - Install Release 1675, changes to expense distribution for SMS
4. Run Expense Distribution for November Earnings
5. Produce November month end Carrier and Supplemental Billing files and transmit to UCOP
6. Produce SHPS S1DEC05 File (Due at UCOP 12/2)
7. Periodic Maintenance: Begin Month 12
8. Manually process enrollments for postdoctoral scholars (except for postdoc-paid disability)
9. CTL Update: Apply MRT Advance Updates
10. Run PPP570 (I) – Advance Benefits *only*
11. EDB Maintenance: Post PPP570 (I) activity *and* Open Enrollment I activity (2006 plan changes and enrollments)
12. Compute: First cycle for December Earnings paid in December (BW ending 12/3/05, 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 S2DEC05 file (next step).
13. Produce SHPS S2DEC05 File (Due at UCOP 12/16/05)
14. Compute: Last cycle for December Earnings paid in December (BW ending 12/17/05, SM1 ending 12/15/05, XX)
Note: For biweekly-paid SMS participants, this is the deadline to input 457(b) one-time (DS) transactions to offset SPP balances.
15. Produce SHPS S3DEC05 File (Due at UCOP 12/28/05) (last for 2005)
*Note: This file **must** be produced prior to the Calendar Year Periodic Maintenance step (below).*
16. Freeze EDB for year-end tax reporting
17. CTL Update: Apply MRT Tax Table Updates

18. Periodic Maintenance: Begin new Calendar Year & Quarter 1 (this is where 2005 HCRA and DCRA enrollments are cleared and MAC values are set)
19. EDB Maintenance: Post Open Enrollment II activity (2006 HCRA, DCRA, and TIP changes)
20. 2005 ONLY - Install Release 1672, imputed income for non-tax-dependent children, or if release 1672 previously installed, update the CTL Data Element Table with the new value for Dependent Relationship Code.
21. 2005 ONLY - Install Release 1677, and run the one-time to convert Citizenship Code 'A' with Country Code 'JA' to Citizenship Code 'N', and changes the FWT allowances to '1'.
22. Compute: First cycle for December Earnings paid in January (MO ending 12/31/05, XX)
Note: For monthly-paid SMS participants, this is the deadline to input 403(b) one-time (DS) transactions to offset SPP balances.
23. Produce SHPS S1JAN06 File (Due at UCOP 1/3/06) (first for 2006)
*Note: If this file is actually produced during December, the Run Specification Record for PPP466 **must** specify 2006.*
24. Compute: Last cycle for December Earnings paid in January (MA/BW/SM2 ending 12/31/05, XX) (Depending on campus scheduling, this step and the next one may be interchanged)
25. Periodic Maintenance: Daily for 1/1/06 (Roll OE changes effective 1/1/06 from Future to Current)
26. Periodic Maintenance: Begin Month 01 (Does Age as of January 1 update, rolls MCB Future to MCB Current)
27. EDB Maintenance: Post 1/1 merits, if any
28. CTL Update: Apply MRT Arrears Updates
29. Run PPP570 (II) – Both Arrears and Advance Benefits (Updates MCB Future)
30. EDB Maintenance: Post PPP570 (II) activity and Open Enrollment III activity (2006 Supplemental Disability Changes)
31. Manually process disability enrollments for postdoctoral scholars
32. 2005 ONLY - Install Release nnnn, Student FICA changes.
33. Compute: First cycle for January Earnings (BW ending 1/14/06 or SM1 ending 1/15/06, XX)
Note: For biweekly-paid SMS participants, this is the deadline to input 403(b) one-time (DS) transactions to offset SPP balances.