

2006 Year-End Processing Sequence

Last Updated November 29, 2006

1. **2006 Only (Recommended) Install R1735 and R1739** (*Benefits by Bargaining Unit*) prior to November Month End (both can be postponed to December, but either both are done before November Month End or both are done as soon as possible after Monthly Maintenance to start December. See release documentation for more detail.)
2. **Compute:** Last cycle for November Earnings
3. **Run Expense Distribution** for November Earnings
4. **Produce November month end Carrier and Supplemental Billing files** and transmit to UCOP
5. **Produce SHPS S1DEC06** File (Due at UCOP 12/1/06)
6. **Periodic Maintenance:** Begin Month 12
7. **2006 Only** - *If not done in step 1, install R1735 and R1739 (Benefits by Bargaining Unit)*
8. **Manually process enrollments for postdoctoral scholars** (except for postdoc-paid disability)
9. **CTL Update: Apply Advance Updates**
10. **Run PPP570 (ADVC)** – Advance Benefits only
11. **EDB Maintenance:** Post PPP570(ADVC) activity and Open Enrollment I activity (2007 enrollments)
12. **2006 Only** - *Install release 1741 (Benefits by Bargaining Unit Phase III)*
13. **Compute:** First cycle for December Earnings paid in December (BW ending 12/02/06, 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 S2DEC06 file (next step).
14. **Produce SHPS S2DEC06** file (Due at UCOP 12/15/06)
15. **Compute:** Last cycle for December Earnings paid in December (BW ending 12/16/06, SM1 ending 12/15/06, XX)
Note: For biweekly-paid SMS participants, this is the deadline to input 457(b) one-time (DS) transactions to offset SPP balances.
16. **Produce SHPS S3DEC06** file (Due at UCOP 12/28/06) (last for 2006)
Note: This file must be produced prior to the Calendar Year Periodic Maintenance step (below).
17. **Freeze EDB** for year-end tax reporting.

18. **CTL Update:** Apply Tax Table Updates
Note: 2006 ONLY: The tax table updates will include GTN transactions to set GTN 301 to Inactive and System Parameter 074 to initial value.
19. **Periodic Maintenance:** Begin new Calendar Year & Quarter 1 (this is where 2006 HCRA and DCRA enrollments are cleared and MAC values are set).
20. **EDB Maintenance:** Post Open Enrollment II activity (2007 HCRA, DCRA, and TIP changes)
21. **Compute:** First cycle for December Earnings paid in January (MO ending 12/31/06, XX)
Note: For monthly-paid SMS participants, this is the deadline to input 403(b) one-time (DS) transactions to offset SPP balances.
22. **Produce SHPS S1JAN07** file (Due at UCOP 1/2/07)
Note: if this file is actually produced during December, the Run Specification Record for PPP466 MUST specify 2007)
23. **Compute:** Last cycle for December Earnings paid in January (BW ending 12/30/06, MA/SM2 ending 12/31/06, XX) (Depending on campus scheduling, this step and the next one may be interchanged)
24. **Periodic Maintenance:** Daily for 1/1/07 (Roll OE changes effective 1/1/07 from Future to Current)
25. **Run Expense Distribution for December Earnings.**
26. **Produce December Month end Carrier and Supplemental Billing files** and transmit to UCOP
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 Arrears Updates**
30. **2006 Only - Release 1740 "Change to Medical Contribution Base Calculation"** must be installed prior to running PPP570(BOTH).
31. **Run PPP570 (BOTH)** – Both Arrears and Advance Benefits (Updates MCB Future)
32. **Manually process disability enrollments for postdoctoral scholars**
33. **EDB Maintenance:** Post PPP570 (BOTH) activity and Open Enrollment III activity (2007 Supplemental Disability changes)
34. **2006 Only - Release rrrr "UPTE Dues Changes"** must be installed prior to the first compute for January earnings.
35. **Compute:** First cycle for January earnings (BW ending 1/13/07 or SM1 ending 1/15/07, XX)