Release 1923

Service Request 82349
Web New Hire

Test Plan

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Payroll/Personnel Services, ATS, IR&C
Office of the President
University of California
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Testing Overview

This test plan addresses the test runs and cases constructed to verify the correct installation of Release 1923.

The test is made up of the following components:

- Control Table Data Base (CTL) Initial Load (LOADCTL)
- Employee Data Base (EDB) Initial Load (LOADEDB)
- Verify that CICS startup activities are occurring
- Web testing
- Batch Testing (UC0MLR)
Database Loads

**LOADCTL: Control Table (CTL) Initial Load**

**Description**

This job loads the DB2 CTL database.

**Verification**

Verify that the job has completed normally. Verify that all tables have been successfully loaded into the data base.

**LOADEDB: Employee Data Base (EDB) Load**

**Description**

This job loads the EDB database.

**Verification**

Verify that the job has completed normally. Verify that all tables have been successfully loaded into the data base.
Verify CICS Startup Activities

1. After the CICS region is started, look at the CEEMSG output of the CICS region. Verify that program PPPRGPEN is being executed at startup by confirming that these messages are displayed:
   - PPPRGPEN PURGED nnn PENDING SUSPENSE RECORDS.
   - PPPRGPEN PURGED nnn PENDING IDB RECORDS.
   - PPPRGPEN PURGED nnn PENDING PANS.

Web Testing

1. Test main menu changes and entry into the new hire application
   1.1. **Action:** Logon to to PPS with a valid user ID and password which has access to the Web New Hire application (function WHIR).
       **Result:** The main menu is displayed and includes EDB Update System - New Hire. Verify that the version information at the bottom of the screen says “Version 2.5 (R1923)”.
   1.2. **Action:** Select the new hire link
       **Result:** The Employee Identification screen is displayed. Verify that the version information at the bottom of the screen says “Release 1.2 Build 001 (R1923)”.

2. Verify that stylesheets and javascript have loaded correctly
   2.1. The Employee Identification page should have a campus logo in the upper right corner of the page
   2.2. The First Name field should contain the cursor and be highlighted with a light-blue background

3. Verify that field-level help has loaded correctly
   3.1. **Action:** Click on the “Employee Name” label, to the left of the first form field.
       **Result:** A popup window should appear with field level help for Employee Name.

4. Verify the identifications assignment system is working correctly
   4.1. **Action:** Enter the following information and press “next”.
       
       | First Name => “TEST” |
       | Last Name => “CASE” |
       | Date of Birth => “01/01/76” |
       | SSN => “111 11 1111” |

       **Result:** The application should display a popup window with the following message:
       “Sorry, the information you have entered matches an existing employee on the EDB” and you should not be allowed you to proceed.

   4.2. **Action:** Click “cancel”, then clear the previous data and enter the following information and press “next”.
       
       | First Name => “TEST” |
       | Last Name => “CASE” |
       | Date of Birth => “01/01/76” |
       | SSN => “445 79 4378” |

       **Result:** The application should take you to the Personal Information page, and a new id should appear in the yellow header bar towards the top.

   4.3. **Action:** Using SPUFI or File Aid for DB2, view the UC0IDB table for the employee ID just assigned.
       **Result:** The employee ID should be present with STATUS = P.

5. Verify that code translations are working correctly
   5.1. **Action:** On the Personal Information page, you should see a dropdown menu control next to the Ethnicity label. Click this menu control
       **Result:** You should see a list of codes and translations

6. Verify range/value edits
6.1. **Action:** Select the “yes” radio button for the question “Is the employee a US veteran” radio button

**Result:** Additional fields should be displayed

6.2. **Action:** Enter the following data and click “next”

| Recently Separated Veteran Date => “15/15” |

**Result:** You should see a red message indicating a range/value error, and date field should be highlighted in red

6.3. **Action:** Correct the data by entering the following data and click “next”

| Recently Separated Veteran Date => “12/15” |
| Sex => “Male” |

**Result:** You should be taken to the *Addresses & Disclosures* page

7. Verify Suspend feature

7.1. **Action:** From the *Address & Disclosures* screen, click the “Suspend and Exit” on the right side of the yellow header bar

**Result:** You should be given a warning message reading, “are you sure you’d like to…”

7.2. **Action:** Click “Yes, suspend and exit”

**Result:** You should be taken to a screen titled “Transaction Suspended”

8. Verify Resume from Suspend Feature

8.1. **Action:** Click the “Suspended Transactions” link at the top of the page

**Result:** You should see a dialog box containing the name “Test Case”.

8.2. **Action:** Click “use”

**Result:** You should be taken to the *Addresses & Disclosures* page

8.3. **Action:** Using the navigation bar on the left, go back to the *Personal Information* screen

**Result:** You should see the same information as on the previous transaction (with the exception of the employee ID).

9. Verify the Create Template Feature

9.1. **Action:** Navigate to the *Addresses & Disclosures* page and enter any combination of data in the Campus Address section. Then click the “Create a new Template” link at the top of that section

**Result:** You should see a dialog box asking you to name the template.

9.2. **Action:** Enter name “TEST” and click “save”. Then click “My Templates”

**Result:** The “TEST” template appears in the list

10. Verify the Use Template

10.1. **Action:** Still on the *Addresses & Disclosures* page, delete all of the data in the Campus Address section of the page, then click the “My Templates” link at the top of the Campus Address Section” and click “use” next to the “TEST” template.

**Result:** The data you saved previously should have been inserted into the form

11. Continue data entry

11.1. **Action:** On the *Address and Disclosures* Screen enter the following data and click “next”

| Permanent Address Type => “US ADDRESS” |
| Street Address (perm) => “123 MAIN” |
| City => “OAKLAND” |
| State => “CA” |
| Zip => “11111” |

**Result:** The *Citizenship and Taxes* screen is displayed

12. Continue data entry

12.1. **Action:** On the *Citizenship and Taxes* screen, enter the following data and click “next”

| Is the employee a UC Citizen => “Yes” |

**Result:** The *Employment Information* screen is displayed
13. Continue data entry
13.1. **Action:** On the *Employment Information* screen, enter the following data and click “next”

<table>
<thead>
<tr>
<th>Data Entry</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Hire</td>
<td>“09/09/09”</td>
</tr>
<tr>
<td>Oath Signature Date</td>
<td>“09/09/09”</td>
</tr>
<tr>
<td>BELI</td>
<td>‘1’</td>
</tr>
<tr>
<td>BELI Effective Date</td>
<td>“09/09/09”</td>
</tr>
<tr>
<td>Student Status</td>
<td>“1”</td>
</tr>
</tbody>
</table>

**Result:** The *Appointment/Distribution* Screen is Displayed

14. Add new appointment
14.1. **Action:** Click the “Add Appointment” button

**Result:** The *Add Appointment* screen is displayed

14.2. **Action:** Enter the following data and click “save appointment”:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Number</td>
<td>“10”</td>
</tr>
<tr>
<td>Appointment Type</td>
<td>“2 - Regular”</td>
</tr>
<tr>
<td>Title</td>
<td>“0113”</td>
</tr>
<tr>
<td>Duration</td>
<td>“1 - Indefinite”</td>
</tr>
<tr>
<td>Begin Date</td>
<td>“09/09/09”</td>
</tr>
<tr>
<td>End Date</td>
<td>“99/99/99”</td>
</tr>
<tr>
<td>% Full Time</td>
<td>“0.5”</td>
</tr>
<tr>
<td>Fixed Variable</td>
<td>“F – Fixed”</td>
</tr>
<tr>
<td>Rate Code</td>
<td>“A - Annually”</td>
</tr>
<tr>
<td>Ann/Hr Rate</td>
<td>“50,000”</td>
</tr>
<tr>
<td>Schedule</td>
<td>“MO – Monthly”</td>
</tr>
<tr>
<td>Time</td>
<td>“A – Positive”</td>
</tr>
<tr>
<td>Leave</td>
<td>“A – 15 Days…”</td>
</tr>
</tbody>
</table>

**Result:** The appointment data is displayed in the summary section.

15. Add new distribution
15.1. **Action:** Click the “Add Distribution” button

**Result:** The *Add Distribution* screen is displayed

15.2. **Action:** Enter the following information and click “save distribution”:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dist Number</td>
<td>“11”</td>
</tr>
<tr>
<td>FAU</td>
<td>Any valid FAU (varies by campus)</td>
</tr>
<tr>
<td>FTE</td>
<td>“0.5”</td>
</tr>
<tr>
<td>Dist %</td>
<td>“0.5000”</td>
</tr>
<tr>
<td>Begin Date</td>
<td>“09/09/09”</td>
</tr>
<tr>
<td>End Date</td>
<td>“99/99/99”</td>
</tr>
<tr>
<td>Rate Amount</td>
<td>“50,000”</td>
</tr>
<tr>
<td>Description of Service</td>
<td>“REG”</td>
</tr>
</tbody>
</table>

**Result:** The distribution data is displayed in the summary section.

16. Add Licenses
16.1. **Action:** Click “next” to navigate to the *Education* screen and at the bottom of the page, click the “add License/Certificate” button

**Result:** The add licenses popup is displayed

16.2. **Action:** Enter the following Information and click “submit”

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>“CSW”</td>
</tr>
<tr>
<td>Number</td>
<td>“1234”</td>
</tr>
<tr>
<td>Renewal Date</td>
<td>“01/01/10”</td>
</tr>
</tbody>
</table>

**Result:** You should see the certificate added to the licenses and certificates section on the page.

17. Verify the Summary screen
17.1. **Action:** Navigate to the *Summary* page if by using the navigation area on the left.

17.2. **Result:** Verify that the information you entered is displayed on this screen.
18. Verify the Consistency Edit process
   18.1. **Action:** At the bottom of the **Summary** page, click the “Review Messages and Update” button.
   **Result:** The Review Messages and Update screen is displayed with several error messages, including “STATE/ZIP CODE COMBINA…..”
   18.2. **Action:** Click the “fix” button next to this error.
   **Result:** The relevant fields are displayed for update.
   18.3. **Action:** Update the Home Address Zip with the following and click “Apply”
   ![Home address zip => “94611”](image)
   **Result:** You should be taken back to the Review Messages and Update screen, but see a message indicating the problem has been fixed.

19. View PAN
   19.1. **Action:** After verifying that all “level 7” errors have been fixed on the Review Messages and Update screen, click the “Proceed to PAN” button at the bottom of the page
   **Result:** You should be taken to the Post Authorization Notification screen
   19.2. **Action:** To view the PAN notice, click on the “PAN Notice” link under the Summary section.
   **Result:** You should see a PAN notice in a popup window

20. View PAN Directory
   20.1. **Action:** In the “Last name” field at the bottom of the page, enter the letter “s” and click the “find” button.
   **Result:** A popup menu should be displayed with the PAN directory, starting with any entries beginning with “S”, followed by all other entries.
   20.2. **Action:** Click “cancel”
   **Result:** The PAN screen is still displayed.

21. EDB update
   21.1. **Action:** On the **PAN** page, enter something in the comments area and click the “submit to PPS” button
   **Result:** The You should be taken to the **IDOC** screen with a message that says, “You have successfully added…”

22. Verify that the IDB has been updated.
   22.1. **Action:** Using SPUFI or File Aid for DB2, view the UC0IDB table for the employee ID just assigned.
   **Result:** The employee ID will be present with STATUS = A.

23. Return to Main Menu
   23.1. **Action:** At the very top of the page, Click the link that says “main menu”, then click “Yes, go to main menu”.
   **Result:** You should be taken back to PPS main Menu

24. Confirm new hire on EDB inquiry
   24.1. **Action:** Select EDB Inquiry from the main menu. Enter 445794378 in the SSN field in the footer, and press “select”.
   **Result:** The information for the employee just hired will be displayed in the header. Clicking through detail screens will show additional data entered.

25. Test security feature
   25.1. **Action:** Log in with a user ID which does NOT have access to Web New Hire (function WHIR). Select EDB Update System – New Hire
   **Result:** The main menu is displayed with the message “Not authorized”.

**Batch Testing (UC0MLR)**

1. Setup
   a. The current user should have a valid email address in the PAN directory, table UC0DIR.
b. The current user should be set up as a mandatory reviewer for the PAN ‘HIRE’ event (use the EENT screen).
c. Make sure the current user has PAN routing preferences set to “N”. This can be changed using the Routing Option Selection on the web main menu.

2. Run UC0MLR using the JCL member RUNMLR. This will send a notification for any previously created PANs.

3. Enter another new hire as shown above, but stop on the PAN screen prior to finishing the update. Do NOT click “submit to PPS”.

4. Close the browser without suspending or cancelling the transaction.

5. Using SPUFI or File Aid, look at table UC0PNX and confirm that there’s at least one record with PNX_STATUS = ‘P’.

6. Run UC0MLR again using the JCL member RUNMLR.
   a. Verification – Review the SYSUT2 output from step S010, if present. There should be NO summary emails for the current user.