

**Uniform Staff Payroll
System
USPS Version 4.2 Release
Notes
Release Date: 2008.06**

This document contains information about changes, enhancements and problems corrected with the 2008.06 release of USPS Version 4.2.

1 Functional Enhancements and Changes

1.1 CALCPAY/PAYRPT: Show retirement hours on report

The employee's total SERS and STRS retirement hours will appear on the PAYRPT generated by CALCPAY. These values are also on the pop-up PAYRPT generated from as viewed from USPSCN/UPDCAL. These totals will appear at the end of each employee's paycheck information. "*SERS HRS*" will appear under the adjusted gross amount and "*STRS HRS*" will appear under the total annuities amount.

1.2 INICAL: Populate retirement hours in UPDCAL

When running INICAL for a payroll, the retire hours entered in USPSCN/JOBSCN will be pulled in (or if no hours are entered in retire hours, the hours per day will be pulled in) for "REG" (regular) pay types. Only regular pay types will automatically try to calculate an UPDCAL retire hours amount. If no retire hours or hours per day are entered in JOBSCN, then INICAL will not be able to default the retirement hours value.

1.3 MASCHG/CHGEMPID: CHGEMPID incorrectly changing ATDSCN entries to Posted Status

When running the MASCHG/CHGEMPID option, the USPSCN/ATDSCN entries for sick, vacation and personal leave with a deferred or in-progress status are automatically getting changed to a posted status. This has been fixed so that MASCHG/CHGEMPID will retain all values and only update the employee id as intended. This change only affects those users who are using the Deferred Posting method.

1.4 NEWCNT/BUILD: Add retirement hours to auto build for NEWCNT

Add retire hours field to be automatically created from USPSCN/JOBSCN into NEWCNT. If no retirement hours in JOBSCN, zeroes will be moved into the new contract retirement hours field.

1.5 NEWCNT/IMPORT: Add retirement hours to csv file

Add RETIRE_HOURS field for importing a new contract job using NEWCNT. This is NOT a required field. The retire hours is a 99V99 field, with 2 positions allowed before the decimal, and 2 positions after the decimal.

1.6 NEWCNT/MAINT: Add retirement hours to screen

Add Retire Hours to screen 1 of MAINT under Hours/day. The retire hours is a 99V99 field, with 2 positions allowed before the decimal, and 2 positions after the decimal.

1.7 ODJFSRPT: Fixed the count of the 12th of the month

ODJFSRPT was not working correctly in all instances when counting the 12th of the month. This change addresses the problem where the begin date is in one month and the end date is in another month and the beginning and ending dates are inclusive of the 12th. Previously it wasn't counting it.

1.8 ODJFSRPT: Change default weeks from 13 to blank

Modified ODJFSRPT to change the default of the maximum number of weeks from 13 to blanks. The maximum number of weeks is required and the only allowable number for this field are 12, 13 and 14.

1.9 NEWCNT/PURGE: Add retirement hours to report

Add retirement hours to the PURGE report.

1.10 QRTRPT: Issue a warning when ODJFS report is not completed yet

A warning will be issued when the ODJFS closing date is not the same as the quarter being closed in QRTRPT. The user has the option to continue and close the quarter or stop processing QRTRPT and process ODJFSRPT. The default is not to continue processing QRTRPT. This was changed to prevent QRTRPT from clearing amounts before ODJFSRPT has been run.

1.11 QRTRPT: Correct employee count per IRS rules

QRTRPT was printing the employee count based on the number of employees with a QTD gross in USPSCN/JOBSCN. This has been changed to print the employee count, which includes any employee that was paid on the 12th of the 3rd month for that quarter. This count is found on the last page under the 941 report for Number 1.

Towards the end of the report, right after the totals section and before the total deduction section, are two new lines. There is a total employees reportable for 941 count and a total employees reportable for ODJFS count. This is the number of ODJFS employees who were paid on the 12th of the 3rd month for that quarter. This count should match with the ODJFSRPT for the 3rd month of the quarter count.

Another change that was made was to always ask what quarter was being closed. In order to get the total number of employees paid on the 12th of the 3rd month, the program needs to know what quarter we are reporting.

These changes were made to comply with the IRS ruling.

1.12 NEWCNT/REPORT: Add retirement hours to reports

Add retire hours to both the NEWCNT Detail and Summary reports.

1.13 RETIRE/SERSREG: Add SERS retirement hours to report and tape file

The retirement hours value includes those retirement hours for the payrolls in the period and any retirement hour adjustments made in USPSCN/ATDSCN as an AD RH transaction. The SERSREG report will list both monthly and fiscal-to-date totals for retirement hours.

1.14 SERS/SERSMNT: Allow SERS retirement hours to be updated

Allow users to update the SERS retirement hours on the SERS tape file.

1.15 SERS/SERSRPT: Add SERS retirement hours to report

Add the Retirement Hours Paid for each employee to SERSRPT.

1.16 USPLOAD/JOBSCN: Add retirement hours to csv file

Add RETIRE_HOURS field for loading a job record using USPLOAD. This is NOT a required field.

1.17 USPSCN/ATDSCN: Add transaction type adjustment for retirement hours

Allow user to add a transaction type of "AD" for adjustment and a category of "RH" for retirement hours. A negative or positive adjustment of retirement hours will be allowed. An AD RH will always use units as hourly, whether left blank, H or D. This adjustment will be applied when SERSREG is run.

Also, functionality has been added to default retirement hours when posting from ATDSCN to UPDCAL. If the posting mode is set to post from ATDSCN to UPDCAL in some capacity, then the retirement hours or hours per day field (if retire hrs. is blank) from JOBSCN will be used to calculate a default retire hours value. If there are no retirement hours or hours per day in JOBSCN, then the units value entered will be used as the retirement hours default in UPDCAL. The user can modify the defaulted retirement hours value in UPDCAL if necessary.

1.18 USPSCN/JOBSCN: Add retirement hours field to screen

On USPSCN/JOBSCN a new field called "Retire Hours" has been added to the second JOBSCN page. It is directly under the "Hours per day" field. The retirement hours are the hours the employee is to receive per day for SERS retirement purposes. The retire hours is used to automatically calculate an employees regular pay type hours in INICAL and UPDCAL. This field is NOT a required field. If there is no value in "Retire Hours", INICAL and UPDCAL will use the value in the JOBSCN hours per day field. If there is no value in either field, INICAL and UPDCAL will use 0.00 as the retirement hours default.

1.19 USPSCN/UPDCAL_*: Add retirement hours to both UPDCAL_CUR and UPDCAL_FUT

Allow user to enter retirement hours for all pay types, except ACC, LPA and LPE. If no retirement hours are entered for the pay type, then zero will be assumed. One exception, is that only the "REG" pay types will automatically calculate the retirement hours based on the retire hours or hours per day on USPSCN/JOBSCN. If the calculated retire hours is not correct, the user has the ability to override the calculated hours.

All pay types except for "REG" will need to have retirement hours manually entered in UPDCAL, if needed.

For a "DCK" entry, the hours entered should be positive if the user wants to reduce the retirement hours with that "DCK" transaction.

* * AN IMPORTANT NOTE: If a user needs to update the number of units worked on a previous accepted entry, the user MUST enter the correct retirement hours. The retirement hours are NOT updated automatically for a previously accepted entry.

1.20 USPRPT/EMPMST: Add retirement hours to report

Add Retire Hours field to EMPMST in the Contract Section under Hours/Day.

1.21 USPRPT/RPTSUM: Add SERS retirement hours

Add SERS retirement hours to report. This will only be shown if the user selects to have the service days appear on the report for the period selected.

2 Problems Corrected

2.1 **GENERAL: Service days may be incorrect for SERS/STRS employees**

Service days were calculating incorrectly when a CHILD deduction code was set up for an employee and it followed a 400 (SERS) record or a 450 (STRS) record in USPSCN/DEDSCN. This problem has been corrected.

2.2 **ODJFSRPT: Corrected calculation of work weeks**

When ODJFSRPT was run it would sometimes calculate the work weeks incorrectly. This would happen for employees that had work days in their calendar for the previous week and then worked on Sunday with no work days during the remainder of the week. This has been corrected.

3 **Technical Enhancements and Changes**

3.1 **CHKPRT: Create retirement hours tokens**

Retirement tokens have been created for those employees who have retirement hours. The SERS token is called <SERS_HRS> and the STRS token is called <STRS_HRS>. These will appear in the .DAT files created in CHKPRT. These tokens will only appear if the amount is not equal to 0.

3.2 **CHKUPD: Populate pay history file with retirement hours**

CHKUPD will Update the pay history file (USPPYHIS.IDX) with the retirement hour entries for the pay amounts in the payroll being processed.

3.3 **DEBUG/USPDAYS: Add SERS retirement hours to DEBUG report**

When setting up logical to run DEBUG for an employee, logic has been added to show the retirement hours for the employee and the retirement adjustment hours.

The new field on the DEBUG report is called SERS hours Adj. This is all the ATDSCN AD RH entries for that employee. The new field is call Fianl USPDAYS Amount 3 and it's all the retirement hours for the employee plus any retirement adjustments made through ATDSCN as AD RH transactions. the last fineld added is Final USPDAYS Adj hrs. This field gives the total of the retirement adjustment hours made through ATDSCN as AD RH transations.

3.4 **DTR: Add retirement hours field to Datatrieve file definitions**

Add RETIRE_HOURS to JOB_POSITION_REC.DTR_REC. Add RETIRE_HOURS to CURRENT_PAY_AMOUNT_REC.DTR_REC. Add RETIRE_HOURS to PAY_AMOUNTS_HISTORY_REC.DTR_REC. Add RETIRE_HOURS to USPNEWEMP_REC.DTR_REC. Add UPDCAL_AUDIT_

RETIRE_HRS to UPDCAL_AUDIT_REC.DTR_REC. Add SERVICE_HRS_PAID to RETIREMENT_TAPE_REC.DTR_REC

3.5 **GENERAL: Add retirement hours field to USPJOB**

Add field called USPJOB-RETIRE-HRS to USPJOB.GFD and USPJOB.LIB. This will be using the filler at the end of the file layout.

3.6 **GENERAL: Add retirement hours field to USPCURPY/USPFUTPY**

Add field called CURPY-RETIRE-HRS to USPCURPY.GFD and USPCURPY.LIB

3.7 **GENERAL: Add retirement hours field to USPPYHIS**

Add field called USPPYHIS-RETIRE-HRS to USPPYHIS.GFD and USPPYHIS.LIB.

3.8 **GENERAL: Add retirement hours field to USPNEWEMP**

Add field called USPNEWEMP-RETIRE-HRS to USPNEWEMP.FD and USPNEWEMP.LIB.

3.9 **GENERAL: Add retirement hours field to UPDAUD and increase record size**

To accommodate the retirement hours field in UPDAUD, the record size had to be increased from 70 to 80 characters. The new field is called AUDIT-RETIRE-HRS.

3.10 **GENERAL: USPS RPC service now zero fills blank dates**

The OECN\$RPC_USPS service has been modified so that any date values added via the web applicaton or any third party application that uses the USPS SOAP service will now be zero filled. Zero filling dates as always been the standard with the backend applications, and some backend programs assume that blank dates are zero filled. Previous to this ehancement the RPC service was not always zero filling blank dates. This caused problems in some backend programs.

3.11 **RETIRE/SERSREG: Add retirement hours field to RETIRE tape file and increase record size**

Increase record size of retire tape file record from 90 to 97 characters in order to add new retire hrs. field.

3.12 **UDMS: Add retirement hours field to UDMS dictionary record layouts**

Add RETIRE_HOURS field to JOB_POS_REC. Add RETIRE_HOURS field to CUR_PAY_AMT_RE, FUT_PAY_AMT_RE. Add RETIRE_HOURS field to PAY_HIS_REC. Add RETIRE_HOURS field to USPNEWEMP_REC.

3.13 **UDMS: Add retirement hours to UDMS dictionary views**

Add RETIRE_HOURS field to JOBS view. Add RETIRE_HOURS field to JOB_POSTION view. Add RETIRE_HOURS field to CURRENT_PAY view. Add RETIRE_HOURS field to FUTURE_PAY view. Add RETIRE_HOURS field to PAY_AMOUNTS view. Add RETIRE_HOURS field to NEW_CONTRACTS view.

3.14 **USPRPT/UPDRPT: Add retirement hours field to report**

Retirement hours have been added to the UPDRPT report in order to track changes made to the retire hours on UPDCAL.

3.15 **USPS00: Modified to zero fill blank date fields**

The USPS00 program has been enhanced so that it zero fills any date fields filled with spaces or null values. This enhancement was put in place to correct a potential problem caused by the USPS RPC service not zero filling blank dates in all circumstances.

3.16 **USPS0806: Initialization program for retirement hours**

Created a program called USPS0806 to initialize the retirement hours field for the USPJOB, USPCURPY/USPFUTPY, USPPYHIS and USPNEWEMP files. These fields are using filler space at the end of the file. The initialization program will initialize this field with a zero value.

This program will also convert the UPDAUD*.SEQ files from 70 characters to 80 characters.

This program must be ran on all the districts files. There is a command procedure called USPS0806.COM that may be used to submit this conversion to batch.

4 **Modifications to Menu Files**

5 **Documentation**

The documentation is maintained by the SSDT and can be found in the OECN\$ROOT:[USPS.V4P2.DIST] distribution directory.

5.1 Documentation Summary

The following are documentation files for the Uniform Staff Payroll System package and a brief description of the contents and intended audience of the document.

Documentation produced for this package was developed with a Digital product called VAX Document. This product enables us to provide two versions of the documentation for various types of printers. The version which has an extension of .LN03 can be printed on a laser printer; while version with the extension of .PS is to be printed on a ScriptPrinter.

Table 1 Documentation Summary

| Document File | Revision Date | Description |
|-----------------------|---|-----------------------|
| USPS_USER_GUIDE | March, 2006 | USPS User Guide |
| USPS_REFERENCE_MANUAL | March, 2006 | USPS Reference Manual |
| USPS_SYSMAN_MANUAL | March, 2006 USPS System Manager Manual | |

5.2 Documentation _UPDATE Files

The users have the ability to print the updates to the documentation manuals since the previous release, without having to print the entire documentation manuals. The updates are contained in a separate file which uses the same naming convention as the normal manual with "_UPDATE" appended. The update files are available in .LN03 and .PS versions. You will find updates to both the user and system manager manuals if changes have taken place.

The update files will include *ONLY* the modified chapters of the documentation manual, a new table of contents, and an index if one exists in the documentation manual. Updated documentation is also included in the normal documentation manuals. Therefore, if you plan to print the newest version of the entire user or system manager manual, it will *NOT* be necessary to print the update file.

It should be noted that even though the purpose of the update files is to allow the users to print only the updates, there may be cases when it would be more practical to print the entire documentation manual, rather than trying to use the update file. For instance, if a new chapter is added at the very beginning of the manual, the numbering for all subsequent chapters will change as well (the size of the update file could be almost as large as the normal documentation manual). SSDT will advise you in the release notes when the changes are so numerous that we recommend that you print the entire documentation manual.

There will only be one _UPDATE file provided each release for every manual. We do not plan to distribute updates for previous releases, as we do for the release notes.

SSDT strongly advises that you print new documentation manuals before you try to utilize the _UPDATE files.

If you print a .PS version of the entire documentation manual, be sure to print the .PS version of the _UPDATE files. The _UPDATE pages will not fit into the manual properly if you try to mix the various documentation formats.

If there are no changes in the documentation manuals, no _UPDATE file will exist on the release.

6 Package Installation and Logicals

Installing USPS involves first using the OECN_INSTALL procedure to unpack the savesets into the OECN\$ROOT:[USPS.V4P2.DIST]. After the distribution directories have been prepared, INSTALL_PACKAGE is used to transfer the package from the distribution directory into the user execution directory. See the VAXMGR_HANDBOOK in OECN\$ROOT:[DOCUMENT.DIST] for more information about OECN_INSTALL and INSTALL_PACKAGE.

Prior to executing INSTALL_PACKAGE it is necessary to define several system logicals required by the package. The table below lists the logicals which should be defined prior to executing INSTALL_PACKAGE for USPS:

Table 2 System Logicals

| Logical | Description |
|--------------------------------|---|
| OECN\$PAY_42 | Shared directory. Contains executables and files shared by all USPS |
| OECN\$CDD_PAY_42 | CDD path name (optional, see next section) |
| OECN\$MENU\$FILES ¹ | Location for menu files |
| OECN\$HELP ¹ | Location of VMS help libraries |

¹Also used by other packages

Note: USPS also requires components from the OECN and CSSR packages. These packages should be installed prior to installation of this package.

6.1 Installing CDD/DTR Definitions

The USPS distribution contains optional CDD and DTR definitions that are acceptable for use with DTR, 20/20 and other products that are integrated with DEC CDD/Repository. Data names for COBOL are provided in the record definitions. The CDD definitions are optional and are not necessary to successfully install and utilize the base USPS package. However, there are a few "supported" DTR reports. If you wish to be able to use these reports, you must install the CDD definitions.

The INSTALL_PACKAGE procedure OECN\$UTL will load the CDD definitions into the CDD when either the "CDD" or "FULL" option is used to install USPS. INSTALL_PACKAGE is the only supported method for installation of CDD definitions for USPS Version 4.2

The USPS CDD definitions for USPS Version 4.2 will be loaded into the CDD path referenced by the OECN\$CDD_PAY_42 logical. This logical must be defined prior to executing INSTALL_PACKAGE and should be defined as a system logical. SSDT recommends that the USPS definitions be placed in a separate CDD directory from other CDD definitions. This increases the efficiency of the CDD, allows the USPS definitions to be treated as a 'database' from 20/20, and simplifies security maintenance. For example:

```
$ DEFINE/SYSTEM OECN$CDD_PAY_42 CDD$TOP.OECN.USPS42
```

After defining the OECN\$CDD_PAY logical, the INSTALL_PACKAGE may be executed. Below is sample run of the CDD installation:

```
$
$ @OECN$UTL:INSTALL_PACKAGE CDD OECN$ROOT:[USPS.V4P2.DIST]
OECN INSTALL_PACKAGE (V1.1-010) Copyright © 1991, Ohio Dept of Ed, IMS
%OECNINS-I-BEGIN, Begin CDD installation for USPS Version 4.2 on NWOCA0::
at 14-MAR-1994 15:09:36.41
%OECNINS-I-CDD, Loading CDD definitions to CDD$TOP.OECN.USPS42
OECN INSTALL_CDD (V1.0-001) Copyright © 1994, Ohio Dept of Ed, IMS
%OECNINS-I-START, Starting CDD install for USPS Version 4.2
%OECNINS-I-RECORD, Processing record OECN$CDD_PAY.ABSENCE_REC
.
.
.
```

7 UDMS Dictionary Implementation

USPS contains a dictionary for use with the UDMS Report Writer product. The dictionary will be installed automatically when OECN\$UTL:INSTALL_PACKAGE is executed with either the FULL or UDMS option. If a version of the dictionary has already been installed, INSTALL_PACKAGE will merge the updated version into the local copy. Thus, reports and additional views developed locally will be preserved.

USPS also contains a sharable image which is used by UDMS. The sharable image provides 3GL functions which are used in calculated fields by the UDMS dictionary. To make this image available to UDMS, you must define the following logical during system startup:

```
$ DEFINE/SYSTEM OECN$USPS_SHR OECN$PAY:USPSSHR.EXE
```

Implementation of this Release

Please implement this release as soon as possible. It is difficult for the SSDT to provide assistance to your problems if you are not utilizing the current version of the software supplied.

Please refer to the documentation files contained on the release tape to obtain a history of the modifications the software has gone through. The release documentation files are named in the format of "RELyymm.DOC" where yymm is the release date.

Should you experience any problems, or have any questions, concerning the OpenVMS/Alpha version of the USPS Version 4.2 software please feel free to contact SSDT for assistance using one of the following options:

Visit the OECN Public Forum at

<http://forums.oecn.k12.oh.us/forums/oecn/>

DAS restricted Forum at <http://forums.oecn.k12.oh.us/forums/das/>

SSDT Home Page at <http://ssdt.oecn.k12.oh.us/>

End of Documentation for USPS Version 4.2 Release: 2008.06

