

**Uniform Staff Payroll
System
USPS Version 4.2 Release
Notes
Release Date: 2008.12**

This document contains information about changes, enhancements and problems corrected with the 2008.12 release of USPS Version 4.2.

1 Functional Enhancements and Changes

1.1 GENERAL: Update tax tables

Updated the tax tables for Federal, Ohio, FICA, EIC (Earned Income Credit) and the Federal Withholding.

1.2 MASCHG/MASINC: Replace selection for excluding new to district with new selection on excluding based on hire date

Remove input selection for Excluding employees who are new to the district. ODE eliminated position status "N" for the October 2008 reporting, so this selection is no longer valid.

A new selection has been added to replace the new to district selection. The new selection is to exclude employees based on the hire date entered. A date will be entered for this selection only when the user wishes to exclude employees whose hire date is equal to or greater than the hire date entered.

1.3 USPEMS/PERDET: Updated validations per ODE requirements

PERDET has been updated to comply with the most recent version of validations received for FY09 reporting period K.

1.4 USPEMS/PERDET: Cross check added for appointment type and education level

An additional check has been added to PERDET and a warning will be displayed if an employee has a degree type of 0 (non-degree) and an appointment type of 1 (certified). This is only a warning and may need to be ignored in limited cases where it is valid to have a certified employee without a degree.

1.5 W2MAINT/EVSRTN: Add deceased message to report

On the W2MAINT/EVSRTN report, the word "DECEASED" will appear at the end of the error message line if the employee is deceased according to the Social Security Administration (SSA). Prior to this it was not reporting the employee as deceased.

1.6 W2MAINT/SSAEVS: Update Social Security procedures according to SSA regulations

The Social Security Administration (SSA) is no longer allowing magnetic media submissions for the Social Security Verification process. In the past, the SSAEVS program was asking if you wanted to file paper and diskette submissions. The diskette submission option has been replaced by electronic submissions. Over the past several years, districts have

been submitting the file electronically, but the wording on the screen was misleading. This has been changed to say Electronic or Paper submission.

Also, the Requester Id is no longer required as user input in SSAEVS. This is because the SSA is only allowing the value of OEVS to be a valid Requester Id. Therefore, we have eliminated it on the input screen and it is hardcoded in the program.

1.7 **W2TAPE: Changed Pin ID to User ID**

Previously the user was asked to enter the Submitters Pin Id. This has been changed to Submitters User ID to comply with the Social Security Administration change for 2008.

2 **Problems Corrected**

2.1 **MASCHG/MASID, CHGEMPID, CHGSSN: Only update check history with new employee id/ssn if payroll check**

It was discovered that non-employee checks such as deduction checks were updating the check history record if a district implemented a non-standard employee ID. The MASID, CHGEMPID and CHGSSN have been modified to only all pay checks (PC), direct deposits (DD) and refund of deductions (RD) to be updated on check history with new employee id/ssn.

2.2 **USPEMS/PERDET: If position FTE was flagged with an error the special education FTE was being flagged as well**

The EMIS special education FTE was being flagged with an error when the position FTE was flagged even if this field had a valid value. This has been corrected and the special education FTE field will only be flagged if it contains invalid data.

2.3 **USPSCN/BRWSCN: Only allow payroll checks to appear**

It was discovered that non-employee checks were being listed on BRWSCN when a district implemented a non-standard employee ID. BRWSCN has been modified to only allow pay checks (PC), direct deposits (DD) and refund of deductions (RD) to appear on BRWSCN.

2.4 **W2PROC: Incorrect OSDI code on W2CITY.DAT file**

W2PROC is creating the W2CITY.DAT file for token <RS_OSDI_CODE> with the incorrect value. This has been corrected. The OSDI Code is taken from the employee's OSDI deduction type in USPSDAT/DEDNAM.

Note: Since the W2CITY.DAT file is used for city reporting, the incorrect OSDI code should not have been causing any reporting issues in the past.

2.5 **W2PROC: Use legal name for W2CITY.DAT file**

W2PROC was using the employee name from screen 1 of USPSCN/BIOSCN, instead of the legal name from screen 2 of BIOSCN. It has been modified to use the legal name for W2CITY.DAT file for the employee's name. If the legal name is not supplied it will use the name from screen 1 of BIOSCN. The name will always be capitalized.

2.6 **W2PROC: Adoption assistance not added to total annuities**

Adoption assistance (annuity type of H) was receiving a warning that the total annuities did not equal total gross less taxable gross. It was determined that the annuity type of H was not being added to total annuities. This has been modified.

3 **Technical Enhancements and Changes**

3.1 **GENERAL: Updated certification reporting programs to use new ADDCRED.IDX file**

CRTSCN, USPRPT/CERLST, USPRPT/CERSUB, USPRPT/CERTYP, and USPRPT/EMPCER have been updated to use the new ADDCRED.IDX file which is a replacement for the ADDCRT.IDX file that is no longer updated by ODE. There are some changes to the layout of CRTSCN and the reports listed as a result of the data available on the new file. The certificate type will now be a full description of the type and not a two character code as it was previously. Also, the ADDCRED file only contains data for active certificates. The status field has been removed from CRTSCN and the reports as all certificates listed are active. On the reports the option to exclude expired certificates has been removed.

3.2 **GENERAL: Updated maximum number of search results returnable when performing name search**

Several reports in USPS allow a user to select employee IDs by using pop-up help. You can search by employee name and populate the employee ID field in these reports. Very large districts were reporting stack dumps when using this search by name feature. We have updated the internal table storage size to prevent this problem from occurring.

3.3 **GENERAL: Modify UDMS view for DED_FEDERAL for USPS access**

Modify USPSDCT.DAT for the DED_FEDERAL view to allow for USPS access like all other DED_* views. Previously, the access was for USPS/PPS and if a user didn't have PPS access they were unable to modify or copy the view. This has been changed.

3.4 STRSCOD.IDX: File updated to include the following STRS employers

- 9531 ESC Council of Governments

3.5 JOBXML: Updated for EMIS-R

JOBXML has been updated to support the EMIS-R Pilot project. When reporting for EMIS, the backend RPC service will ignore concealed and non-EMIS reportable jobs.

3.6 W2PROC: 2007 RITA changes

The following changes were made to be in compliance with the Regional Income Tax Agency (RITA). On the "RS" record, the RITA City Code (position 305-307) has been eliminated. This will be filled with spaces. Also, on the "RS" record, the Tax Entity Code will be replaced with "RO" (stands for RITA of Ohio) and the 3 characters of the city code. This new city code will be in positions 5-9.

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
<code>OECN\$PAY_42</code>	Shared directory. Contains executables and files shared by all USPS
<code>OECN\$CDD_PAY_42</code>	CDD path name (optional, see next section)
<code>OECN\$MENU\$FILES</code> ¹	Location for menu files
<code>OECN\$HELP</code> 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 NWOC00::
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
```

8 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: 2008.12

