

Personnel Reporting

Programs

Publication HRMS100143082013

Publication HRMS09561082013



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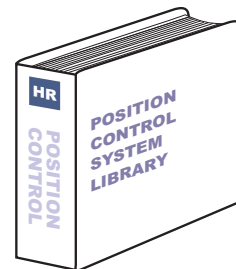
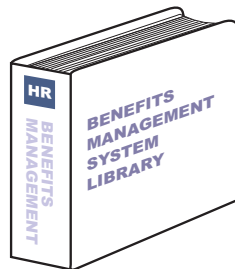
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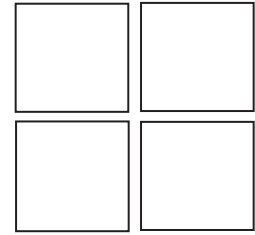


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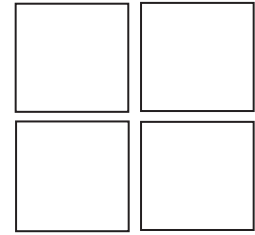
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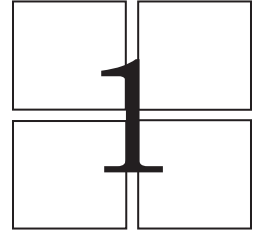
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Introduction

Scope and Content of This Manual

This technical reference manual, *Personnel Reporting*, contains documentation of the structure, programs, and screens for the following functions:

- Periodic Reporting
- COBRA Reporting
- 401(k) Discrimination Testing
- Benefits Reporting
- Department Action Notices
- Wage and Salary Analysis
- Personnel Statistics
- Employment History
- EEO Reporting
- Higher Education Reporting
- CEER Reporting
- VETS-100 Reporting

Related HRMS Manuals

This volume is part of the library of Human Resource Management System (HRMS) documentation, containing information about various HRMS components. Other technical information for the HRMS Personnel Reporting application and its components, including files, public modules, control tables and personnel programs, is located in the following volumes:

- *HRMS Cross-Application Components*
- *HRMS Online Facility*
- *Payroll Processing*
- *Pension Benefits Administration*
- *Employee Data Base Maintenance*
- *Data Service Modules*

PeopleStrategy provides a library of user and reference documentation to aid in successfully operating and managing the HRMS system. The organization of the HRMS Library, which includes hard-copy as well as online documentation, is shown on the HRMS System Library Map directly preceding this introduction.

How to Use HRMS Documentation

Batch facility documentation is categorized by application or major component. For example, Payroll Processing, Employee Data Base Maintenance, and Pension Benefits have separate manuals for each application or major category. Online applications are documented in HRMS Online Facility manuals, with one or more applications per manual.

All information within a manual is categorized by subject or functional process, with each category or process identified by an index tab. A comprehensive Contents section is provided as a guide to locating documentation within a manual. The Contents section for this manual will help you locate the programs quickly and easily.

Program Documentation Structure

Each program is documented individually within the chapter. The standard structure of documentation for a single program consists of six sections; occasionally, documentation for called modules may contain only five sections. The six standard sections are described below:

- **1.0 Program Characteristics.** This section specifies the program name, ID, programming language, input files, output files, work files and other modules called by the program.

- **2.0 General Description.** This section describes, in general terms, the purpose of the program, what it does, where it functions in the overall processing scheme, and what its major inputs and outputs are.
- **3.0 I/O Diagram.** As stated, this section contains an I/O diagram.
- **4.0 Input Description.** All inputs to the program are described in this section. When run specification input is required, the input fields are described here and an illustration of the run specification form is presented.
- **5.0 Output Description.** Output files and reports are described here. Each report is described through use of a Summary Report Description and report sample, presented as figures within the section.
- **6.0 Program Description.** This technical narrative describes the functional operation of the program, presenting an overview of the order in which routines are performed. Where necessary, a more detailed description of intricate processes and algorithms is provided.

System Documentation

The HRMS library of documentation is divided into two general categories:

- **Reference Documentation** consists of technical reference manuals providing information for installing and maintaining HRMS applications and dictionary style information. These manuals describe programs and processing from a data processing/engineering viewpoint.
- **User Documentation** consists of procedural guides for administrative and data processing staff.

In addition to technical documentation, user information for both online and batch facilities is available.

The manuals described below are for use with the Payroll and Personnel applications of the Human Resource Management System (HRMS). User and technical reference manuals are also available for PeopleStrategy's Applicant Tracking, Position Control, Pension Benefits Administration, and Flexible Compensation applications as well as for the ASAP Information Retrieval System (report writer).

Reference Documentation

Reference documentation for the Payroll and Personnel applications consists of the following manuals:

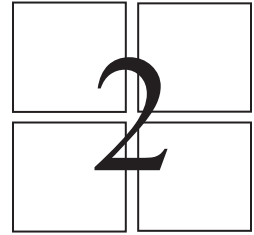
- *Data Services Modules* contains data base information and standard program documentation for data base access programs specific to a particular processing environment (for example, CICS/VSAM or CSP/DB2/VAGen).
- *Employee Data Base Maintenance* documents information and programs associated with periodic maintenance of the Employee Data Base (EDB), as well as associated audit and reporting functions. Batch update and edit programs used for mass transaction input are also documented in this manual.
- *Employee Records Dictionary* provides detailed information about the record segments and data elements on the Employee Data Base (EDB). The information includes a description of the type of data found in each logical segment and the number, name, definition, source, uses, and coding for each data element by segment.
- *HRMS Cross-Application Components* contains information and program documentation for components used by two or more applications in the HRMS (or those components used across applications). The Control Data Base and Advanced Data Security functions are documented here.

- *HRMS Online Facility* provides technical descriptions of online systems structure, programs, and screens.
- *Payroll Processing* contains standard program documentation for functions associated with input and edit of payroll transactions, and the calculation and disbursement of payrolls.
- *Payroll Reporting* contains standard program documentation for various payroll-associated reporting functions, such as TIAA/CREF reporting for institutions of higher learning, Canadian government-required reporting, and tax reporting for both U.S. and Canadian organizations. Labor and expense distribution programs also are documented here.
- *Personnel Reporting* contains standard program documentation for personnel report generation and employment history maintenance and reporting programs.
- *Technical Reference* contains overall reference information and guidelines on system maintenance. The information includes naming conventions, resource requirements, and environment tuning recommendations.

User Documentation

User documentation for Payroll and Personnel applications consists of the following manuals:

- *EXPLAIN User Guides* provide online screen field functions descriptions and system overview.
- *Maintaining Control Tables* covers online Control Table maintenance, including how to identify requirements, set up tables, and update tables with detailed form completion instructions.
- *Managing Security* describes how to implement, maintain, and extract information from the Advanced Data Security (ADS) software application.
- *Payroll User Guide* contains overviews of the major Payroll processes, describes procedures, and includes detailed instructions for completing all necessary forms.
- *Personnel User Guide* contains overviews of the major Personnel and Benefits processes, describes procedures, and includes detailed instructions for completing all necessary forms.
- *Reports User Guide* provides descriptions of system-generated reports that are not a part of everyday processing and explains how to obtain the reports from the System.



New Hire Reporting

PP1100XX - New Hire Reporting

1.0 Program Characteristics

Program Name	New Hire Reporting
Program ID	PP1100XX
Language	ANS COBOL
Input Files	Run Specification (Card or other key-entry medium) Employee Change File (Disk)
Output Files	Alabama Electronic Reporting File (Disk) Control Report (AIMS030) New Hires by State (AIMS031)
Work Files	Sort Work File (Disk)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

Effective May 1, 2008 all Alabama employers with five or more employees were required to report all newly-hired, rehired workers to the Alabama Department of Industrial Relations. This is the first of many other states which will have similar requirements. For each state, an electronic file and a report file will be produced. The Alabama electronic file is 200 characters in length while the other state files are 801 characters. These files are to be submitted twice a month, not less than twelve days and not more than sixteen days apart. There are also guidelines for naming the electronic file. The name should consist of the first four characters of the company name followed by two characters each for the day and month it is created. These being only guidelines, the alternative to the naming rule above is to use a four to eight character acronym of the company or to actually spell out the company name. The file extension will always be 'TXT'. After the first file has been created, the appropriate state agency needs to be contacted to arrange a 'test' read of the data. This is done by transferring the file to the state agency using one of the following: web-transfer, EFT, FTP, magnetic media, or other specified government data transfer utility.

The run specification currently is used to input the Alabama DIR Tax Account Number and the end date of the fourteen day selection window.

3.0 I/O Diagram

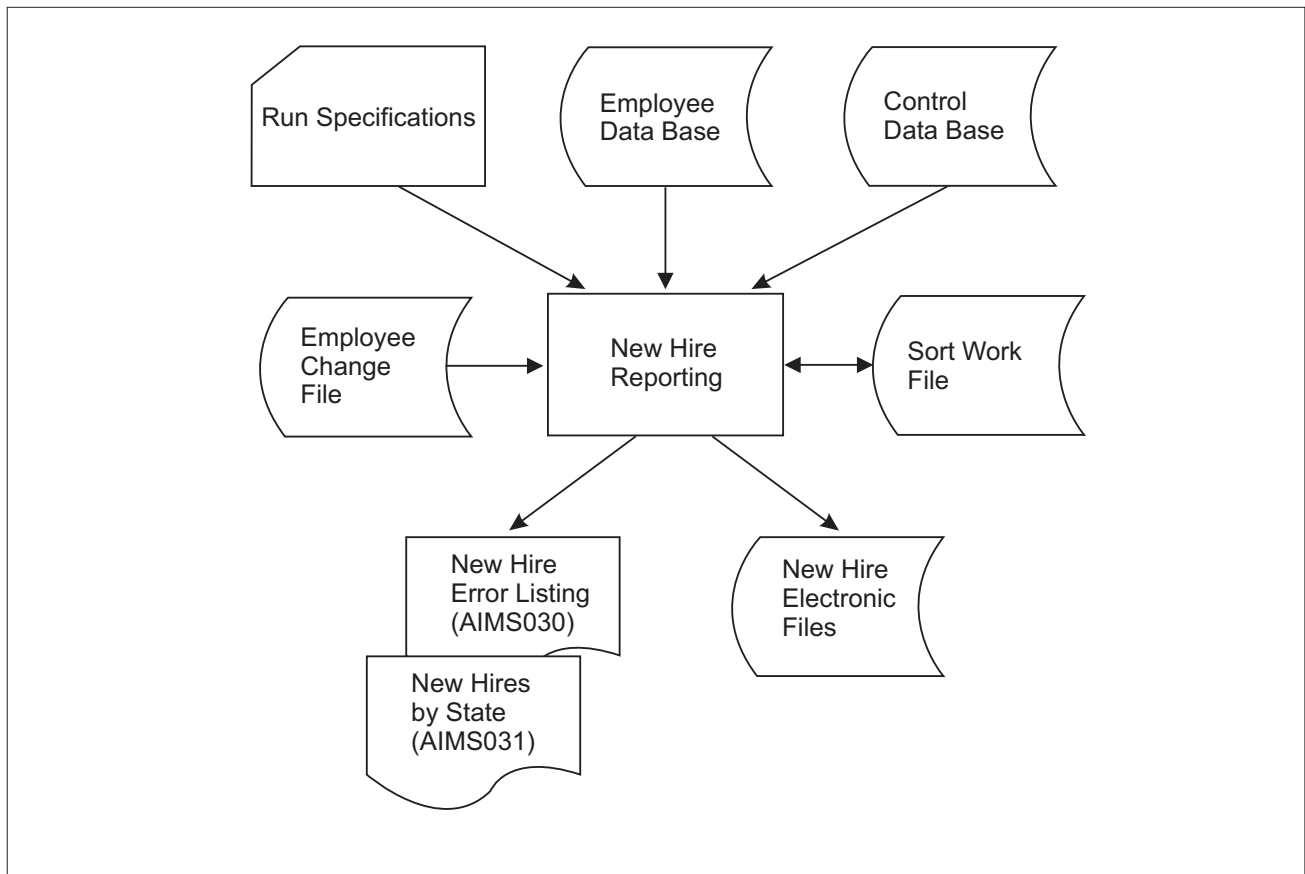


Figure 2-1 PP1100XX I/O Diagram

4.0 Input Description

4.1 Run Specification

Currently, the run specification file consists of a single record. There are two data items on this record: the Alabama Unemployment Compensation Tax Account Number and the end date of the fourteen day selection window.

A sample of the run specification form follows.

4.2 Employee Change File

The Employee Change File is described in detail in the File Description section of the HRMS Cross-Application Components manual. The Employee Change File must accumulate all data for the period being processed.

NEW HIRE RUN SPECIFICATION

AIMS11SPEC		ALABAMA DIR TAX ACCOUNT NUMBER		PERIOD END DATE	
1	10	11	20	21	28

Field	Description
AIMS11SPEC	Required. The specification identifier is preprinted on the form for batch data entry.
ALABAMA DIR TAX ACCOUNT NUMBER	10-digit numeric. The DIR Unemployment Compensation Tax Account Number is recorded in the upper right corner of the UCCR4 or UC10R forms. If not applicable, enter zeros. Do not enter hyphens.
PERIOD END DATE	8-digit numeric. The end date of the selection period. It is entered as CCYYMMDD.

AIMS11S
R9547 - 12/2008

Figure 2-2 *New Hire Run Specification (AIMS11SPEC)*

5.0 Output Description

5.1 Alabama Electronic Reporting File

This file must be submitted to the State of Alabama Department of Industrial Relations. Two fields (NEW-FIELD-NUM and NEW-DATA-FIELD) are used to determine new hires/rehires. NEW_EFF_DATE is used to determine if the new hire/rehire falls inside the date selection window. NEW-XORG-KEY and NEW-ID-NUM are then used to look up the candidate on the Employee Data Base. If a candidate passes all of these checks, a formatted record will be written to this file.

5.2 New Hire Control Report (AIMS030)

A summary report description and sample report follows.

5.3 New Hires by State (AIMS031)

A summary report description and report sample follows.

New Hire Control Report Description

Report Name	Error Listing
Report Number	AIMS030
Purpose	To provide a list of all of the error conditions encountered during the execution of this program. Most errors encountered are fatal errors, which cause processing to stop. For this reason, it is possible to run the program several times before a successful run is achieved.
Content	A compilation of error message number, severity, and description make up the gist of the report.
Selection Criteria	None.
Sequence	None. The errors are listed as they occur.

AIMS030/PP1100XX/111508		INTEGRAL SYSTEMS PAYROLL/PERSONNEL PAYROLL PROCESSING ERROR LISTING		PAGE NO. 0001 RUN DATE 12/09/08
ORG ID:	-ALL ORGANIZATIONS IN PROCESS			
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	----- M E S S A G E T E X T -----
		11-301	FATAL ERROR	SPECIFICATION IS INVALID. CHANGE CARD AND RERUN.

Figure 2-3 New Hire Error Listing (AIMS030)

New Hires by State Report Description

Report Name	New Hires by State
Report Number	AIMS031
Purpose	To list all the employees that meet the selection criteria set out in the run specification records.
Content	This report displays information related to each employee that meets the run specification selection criteria.
Selection Criteria	Employee ID, Name, Address, SSN (last four digits), new hire/rehire indicator and employment date.
Sequence	The records are sorted by organization ID, entity ID, and employee ID.

AIMS031/PP1100XX/111508	INTEGRAL SYSTEMS PAYROLL/PERSONNEL DATA BASE MAINTENANCE NEW HIRES BY STATE	PAGE NO. 0001 RUN DATE 12/09/20
ORGANIZATION	FEDERAL EIN 901001234	
	MONOCO CORPORATION 9000 CENTURY B LOS ANGELES CA 91362	
STATE	ALABAMA	ALABAMA DIR TAX ACCOUNT NUMBER
EMPLOYEE ID 147009999	- VEALE/JOE 835 FREMONT STREET OAKLAND CA 94506 SSN *****6006	IND N - NEW HIRE ACTIVITY DATE 12/26/06
EMPLOYEE ID 148009999	- FREE/SCOTT 8904 RIVERSIDE WAY LONG BEACH CA 94506 SSN *****5505	IND N - NEW HIRE ACTIVITY DATE 12/26/06

Figure 2-4 *New Hires by State (AIMS031)*

6.0 Program Description

6.1 Main

This MAIN section of the program performs INITIALIZATION, sorts the input and processes these records, and performs TERMINATION.

6.2 Initialization

This section opens all of the files used by the program, sets up the report headings and reads and edits the run specification input. If no errors are encountered, the begin and end dates are calculated.

6.3 Process Records

This section performs PROCESS CHANGES until an error is encountered or all of the data is processed.

6.4 Process Changes

This section begins by reading the Employee Change File. All 'B' records are bypassed. If the record is for one of the personnel action codes and the value of the code is for new hire or rehire, then processing continues, otherwise the next record is processed. If the effective date is not outside of the calculated begin and end dates, then processing continues, otherwise the next record is processed. Finally, the Employee Data Base is accessed and the state of employment is used to determine if the new employee works in one of the states (Alabama for now) we process. If so, the program performs FOUND-AL-PROSPECT.

6.5 Process AL Prospect

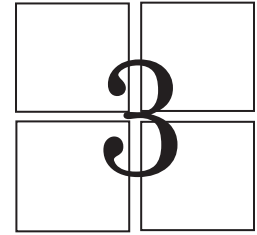
This section formats and writes the record to the Alabama New Hire File and releases data records to the sort procedure for reporting.

6.6 Write Report

This section performs until no more sort records remain to be processed. The records returned are used to produce the New Hires by State Report.

6.7 Termination

This section closes all of the files.



Biographic Information Record

PP1700XX - Biographic Information Record Print

1.0 Program Characteristics

Program Name	Biographic Information Record Print
Program ID	PP1700XX
Language	ANS COBOL
Input Files	Employee Data Base (Disk) Control Data Base (Disk) Change File (Disk) Run Specification (Card or other key-entry medium)
Output Files	Biographic Information Record (PERS005) Run Control Report (AIMS135)
Work Files	Sort Work File (Disk)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL USER17

2.0 General Description

The Biographic Information Record Print Program produces Biographic Information Record Forms or other similar reports based on information contained in the Employee Data Base (EDB). The program is identical to the Personnel Action Form Print Program (PP1700XX), documented in the Employee Data Base Maintenance section of program documentation.

This program runs in three modes, two of which are applicable to the generation of Biographic Information Records:

- Organization mode - prints information on selected organizations based on some installation specified (and coded) criteria.
- Employee mode - prints information on employees specifically selected by Organization ID and Employee ID.

Although the program formats only one report, it allows the installation to print up to three reports with one pass of the EDB. However, due to technical job assignment processing considerations, Personnel Action Forms and Biographic Information Records should not be produced in the same run.

The sort sequence is also generalized to permit the installation to determine the order for printing.

Routines that are installation-dependent are coded in User Print Procedures (USER17). A review of that program's narrative description will assist in understanding the kinds of functions controlled by the user.

3.0 I/O Diagram

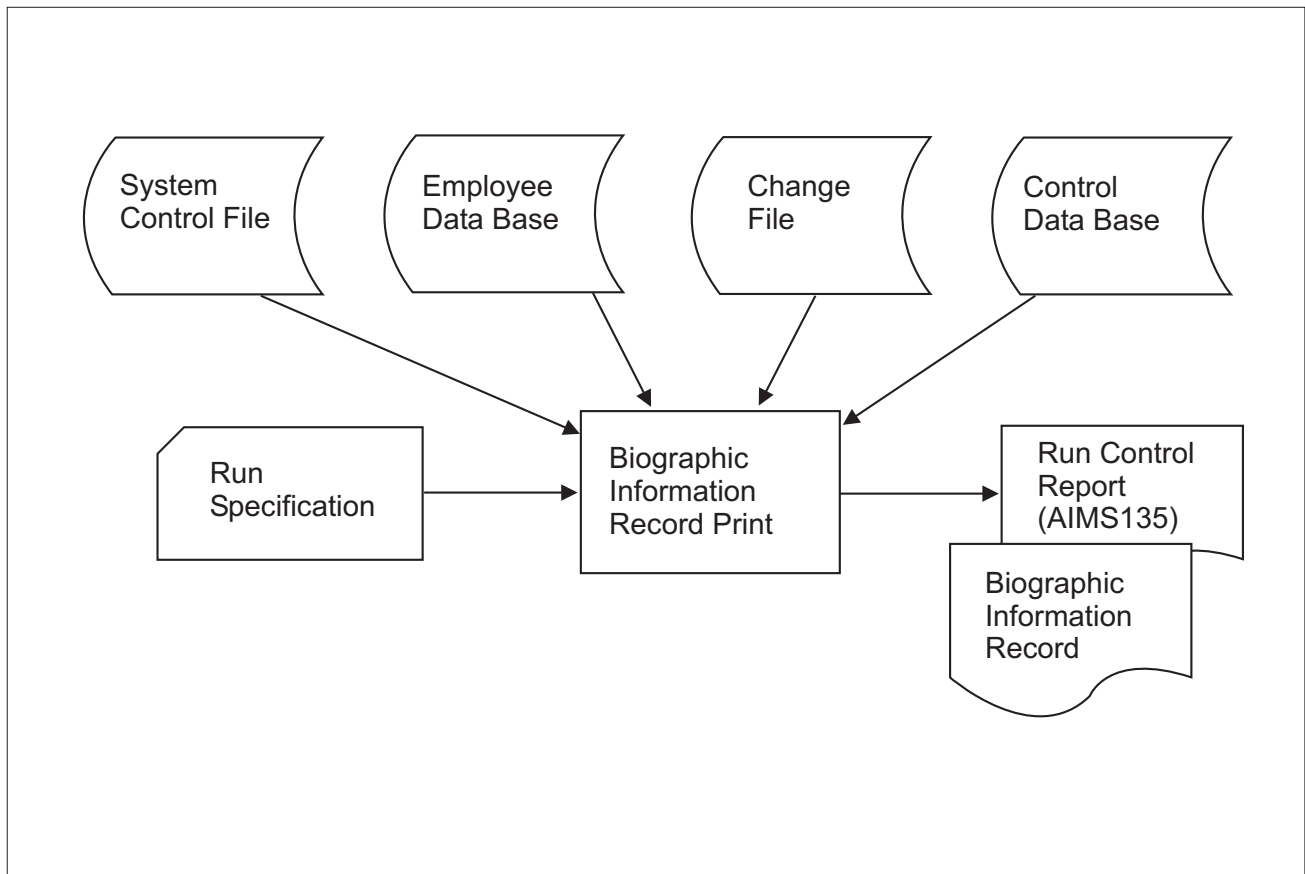


Figure 3-1 PP1700XX I/O Diagram

4.0 Input Description

4.1 Employee Data Base

This program uses the Biographic Segments in the Employee Data Base. The file is documented in the File Descriptions section of program documentation.

4.2 Control Data Base

This program uses the Data Element Table, Message Table, and Report Description Table from the Control Data Base, which is documented in the File Descriptions section. One should note that Report Description Table records for Report Number 70 controls the printing and the format of Biographic Information Records.

4.3 Change File

Although this file is defined as input to the program, it serves no function when the program runs in the two modes that are used to generate Biographic Information Forms (i.e., “ALL” or “CARD”).

4.4 Run Specification

The run specification may contain three types of transaction records (maximum of 2 types per run). Always present is the single run specification record. The run specification controls specific organization or employee requests in the Transaction 2 or 3 records. All three transaction records are described in the following text and illustrated in the figure below.

BIOGRAPHIC INFORMATION COBRA NOTIFICATION AND ELECTION REPORT PRINT PERSONNEL ACTION FORM PRINT RUN SPECIFICATION

AIM17-SPEC	1	RUN MODE	SRT	REPORT NOS.	U/S
1	10	11	12	14	15
16	21	22			

AIM17-SPEC	2	ORGANIZATION ID	PRINT OPTION	PRINT OPTION CODE	TYPE
1	10	11	12	24	25
				33	34
					46
47					

AIM17-SPEC	3	ORGANIZATION ID	EMPLOYEE ID
1	10	11	12
			24
			25
33			

Field	Description
Transaction 1	Enter Transaction 1 for every execution of the program.
RUN MODE	Enter one of the following three modes: DBM Selection by Data Base Maintenance ORG Selection by Organization (Transaction 2 required) EMP Selection by employee (Transaction 3 required) Note: DBM mode is not used when printing Biographic Information Records.
SRT	Enter one of the following four sort sequences: A = Org ID/Department/Name C = Org ID/Name B = Org ID/Department/Emp. ID D = Org ID/Emp. ID
REPORT NOS	A 2-digit number specifying the report to be run. Enter one of the following five report numbers: 17 = PAF print on standard forms 18 = PAF print on preprinted forms 22 = New Hire Report 25 = COBRA Action Report print 70 = BIF print on standard forms nn = other numbers are valid when added by the installation
U/S	Enter U to print underscores in place of missing data.
Transaction 2	Enter this transaction if ORG is selected as the run mode in Transaction 1. Transaction 2 may be entered a maximum of 20 times per run.
ORGANIZATION ID	Enter the Organization ID for employees to be selected.
PRINT OPTION	Enter one of the five available print options and the code based on selected print option:
PRINT OPTION CODE	DIV Division Code (columns 34-37) DEPT Department Number (columns 38-46) DIV-DEPT Division Code and Department Number (columns 34-37 and 38-46 respectively.) TYPE Type (column 47): E (Exempt), N (Non-exempt) NEW-HIRE Date (columns 34-41), State Tax Entity ID (columns 42-45), and Health Care Availability (Y/N) (column 46)
Transaction 3	Enter this transaction if EMP is selected as the run mode in Transaction 1. Transaction 3 may be entered a maximum of 20 times per run.
ORGANIZATION ID	Enter the employee's Organization ID
EMPLOYEE ID	Enter the employee's Employee ID Number.

AIM17S
9530 - 2/2004

Figure 3-2 Biographic Information Print Run Specification (AIM17-SPEC)

5.0 Output Description

5.1 Biographic Information Record (PERS005)

A summary report description and sample Biographic Information Record follow.

5.2 Run Control Report (AIMS135)

A summary report description and sample report follow.

Biographic Information Record Report Description

Report Name	Biographic Information Record
Report Number	PERS005
Purpose	To identify the biographic data being maintained for each employee.
Content	A one-page report is printed for each employee. Headings and format specifications, as well as the data elements to be printed, are defined by the installation through the Report Description Table.
Selection Criteria	<p>The run specification determines selection criteria. The options available are:</p> <ul style="list-style-type: none"> • Print reports for only those employees whose Organization and Employee ID are entered. • Print reports for all employees within an organization. • Print reports for all individuals within a selected employee type, department, division, department/division combination, or Organization ID. • Print reports for all individuals who have had changes to data being reported upon.
Sequence	<p>One of the following sequences is selected when the program is executed:</p> <ul style="list-style-type: none"> • Organization ID, Department Name • Organization ID, Department, Employee ID • Organization ID, Name • Organization ID, Employee ID

PP1700XX - Biographic Information Record Print

B I O G R A P H I C I N F O R M A T I O N R E C O R D										PAGE 1 OF 1	
EMPLOYEE NAME: TALT, MARLENE				DEPARTMENT NAME/ADDRESS: DEPT OF SPENDING (1) 1516 UNITED NATIONS WAY NEW YORK NY 10316				NUMBER: U1 20203000			
EMPLOYEE ID: 010119999			LAST UPDATE: (L1)							CREDITS EARNED: 125 NEEDED: 250	
EDUCATIONAL BACKGROUND:	L2	MS	C	95	DVC	666666	SALES	MINOR: BUSINESS			
	L3										
	L4										
ACADEMIC & PROFESSIONAL EXPERIENCE:	L5	P	HELLER ERHMAN	221111	CA		SECRETARY	BEGAN: 06/96	ENDED: 09/96	SALARY 019(,000)	
	L6	P	MONTGOMERY WARD	622221	CA		CLERK	06/95	09/95	009(,000)	
	L7	P	PEPSI	441166	CA		SALES REP	10/94	09/95	029(,000)	
SKILLS:	M1	TYPING	401290	FILING	401291		PHONES	400690			
	M2	SALES	501291	000000			000000				
	M3		000000	000000			000000				
	M4		000000								
LICENSES, CERTIFICATES HONOR/AWARDS, LANGUAGES:	M6	SALES CERT	RCVD: 90	EXPR: 09/96	HONOR/AWARD MOTHER OF THE YR	RCVD: 90	M5	LANGUAGE: FRENCH	LEVEL: 1		
	M7							SPANISH	2		
	M8										
PROFESSIONAL AFFILIATIONS:	L8	PCFFA	ORGANIZATION:	OFFICE:	FROM: 85	TO: 90	COMMENTS: M9				
	L8						M9				
PROMOTABILITY:	L8	3	RATING:	PROMOTABLE TO: 111010							
ORGANIZATION ID/NAME											

Figure 3-3 Biographic Information Record (PERS005)

Run Control Report Description

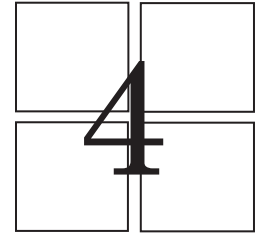
Report Name	Run Control Report
Report Number	AIMS135
Purpose	To provide an audit of the run environment and of processing conditions (if any) during the execution of the Biographic Information Record Print Program.
Content	The processing mode, sort order and report numbers which were selected are printed along with processing messages if any exception conditions occurred. At end-of-job, run statistics—card count, line counts, form counts, record counts—are added to the report.
Totals	The totals printed are: <ul style="list-style-type: none">• Input counts for each file• Output counts for each file• Report Description Table entry count• Highest message severity• Report description characteristics counts

AIMS135/PP1700XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		DATA BASE MAINTENANCE		RUN DATE	11/15/96
		RUN CONTROL REPORT			
		-ALL ORGANIZATIONS IN PROCESS			
ORG ID:		MESSAGE	MESSAGE		
EMPLOYEE	USER	NUMBER	SEVERITY	----- M E S S A G E T E X T -----	
ID. NO.	REFERENCE				
FILE MAINTENANCE MODE					
SORT BY EMPLOYEE NO					
THE FOLLOWING REPORTS WERE SELECTED: 17 18					
<p style="text-align: center;"> 1 CARDS READ 1,303 PRINT LINES 46 FORMS PRINTED 23 FORMS FOR REPORT17 23 FORMS FOR REPORT18 21 DATA BASE READS 3,420 CONTROL FILE READS 419 CHANGE FILE READS 1 SETUP FORMS PER REPORT 0 HIGHEST ERROR 408 REPORT DESCRIPTION ENTRIES USED 0 MAXIMUM CHANGED SEGMENTS USED 0 MAXIMUM QUEUED ENTRIES USED 56 MAXIMUM DEFAULT VALUES USED </p>					

Figure 3-4 Run Control Report (AIMS135)

6.0 Program Description

The Program Description section of the Biographic Information Record Print Program is identical to the Personnel Action Form Print Program (PP1700XX) described in the documentation for Employee Data Base Maintenance programs.



COBRA Reporting

PP1700XX - COBRA Notification and Election Report Print

1.0 Program Characteristics

Program Name	COBRA Notification and Election Report Print
Program ID	PP1700XX
Language	ANS COBOL
Input Files	Employee Data Base (Disk) Control Data Base (Disk) Change File (Disk) Run Specification (Card or other key-entry medium)
Output Files	COBRA Notification and Election Report (PP1700XX/25) Run Control Report (AIMS135)
Work Files	Sort Work File (Disk)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL USER17

2.0 General Description

The COBRA Notification and Election Print Program produces COBRA Notification and Election Reports and other similar reports based on information contained in the Employee Data Base (EDB). The program is identical to the Personnel Action Form Print Program (PP1700XX),

documented in the Employee Data Base Maintenance section of program documentation.

This program runs in three modes, two of which are applicable to the generation of COBRA Notification and Election Reports:

- Organization mode - prints information on selected organizations based on some installation specified (and coded) criteria.
- Employee mode - prints information on employees specifically selected by Organization and Employee ID.

Although the program formats only one report, it allows the installation to print up to three reports with one pass of the EDB. However, due to technical job assignment processing considerations, Personnel Action Forms, Biographic Information Records, and COBRA Notification and Election Reports should not be produced in the same run.

The sort sequence is also generalized to permit the installation to determine the order for printing.

Routines that are installation-dependent are coded in User Print Procedures (USER17). A review of that program's narrative description will assist in understanding the kinds of functions controlled by the user.

3.0 I/O Diagram

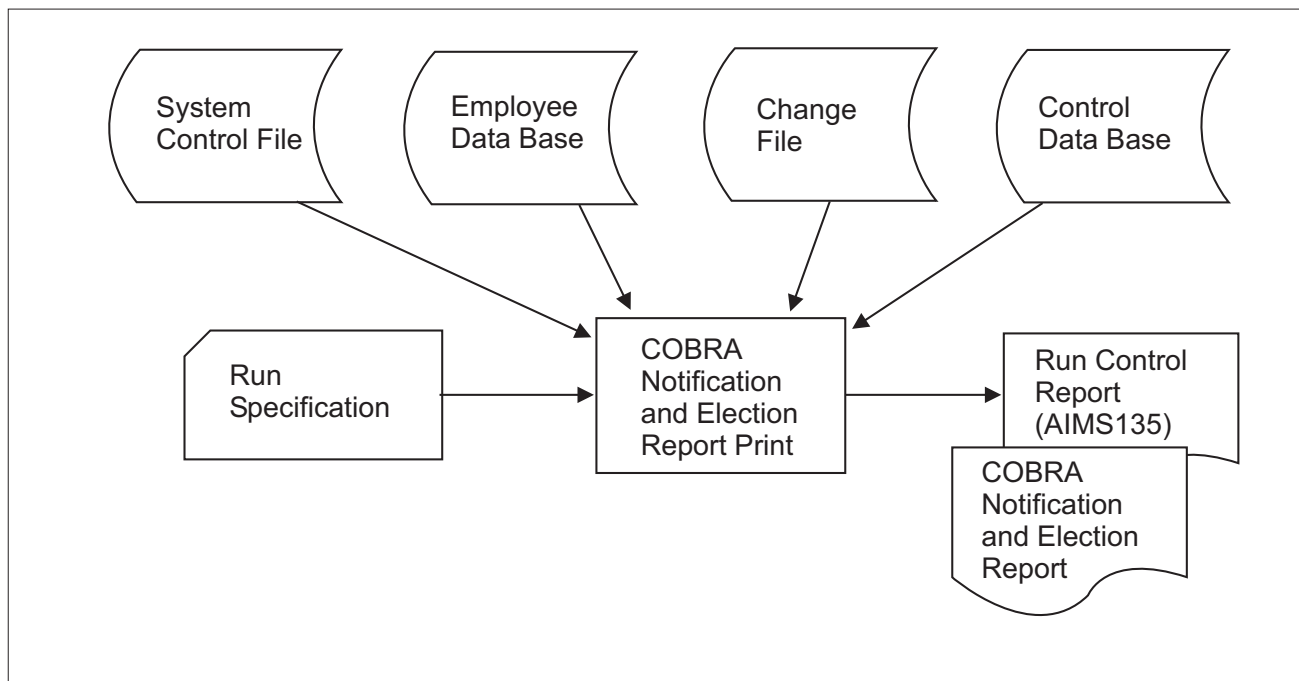


Figure 4-1 PP1700XX I/O Diagram

4.0 Input Description

4.1 Employee Data Base

This program uses the Beneficiary Segments in the Employee Data Base. The file is documented in the File Descriptions section of program documentation.

4.2 Control Data Base

This program uses the Data Element Table, Message Table, and Report Description Table from the Control Data Base, which is documented in the File Descriptions section. Report Description Table records for Report Number 25 control the printing and the format of Beneficiary Records.

4.3 Change File

Although this file is defined as input to the program, it serves no function when the program runs in the two modes that are used to generate COBRA Notification and Election Reports (i.e., **ALL** or **CARD**).

4.4 Run Specification

The run specification may contain three types of transaction records (maximum of 2 types per run). Always present is the single run specification record. The run specification controls specific organization or employee requests in the Transaction 2 or 3 records. All three transaction records are described in the run specification which follows.

BIOGRAPHIC INFORMATION COBRA NOTIFICATION AND ELECTION REPORT PRINT PERSONNEL ACTION FORM PRINT RUN SPECIFICATION

AIM17-SPEC	1	RUN MODE	SRT	REPORT NOS.	U/S

1 10 11 12 14 15 16 21 22

AIM17-SPEC	2	ORGANIZATION ID	PRINT OPTION	PRINT OPTION CODE	TYPE

1 10 11 12 24 25 33 34 46 47

AIM17-SPEC	3	ORGANIZATION ID	EMPLOYEE ID

1 10 11 12 24 25 33

Field	Description
Transaction 1	Enter Transaction 1 for every execution of the program.
RUN MODE	Enter one of the following three modes: DBM Selection by Data Base Maintenance ORG Selection by Organization (Transaction 2 required) EMP Selection by employee (Transaction 3 required) Note: DBM mode is not used when printing Biographic Information Records.
SRT	Enter one of the following four sort sequences: A = Org ID/Department/Name C = Org ID/Name B = Org ID/Department/Emp. ID D = Org ID/Emp. ID
REPORT NOS	A 2-digit number specifying the report to be run. Enter one of the following five report numbers: 17 = PAF print on standard forms 18 = PAF print on preprinted forms 22 = New Hire Report 25 = COBRA Action Report print 70 = BIF print on standard forms nn = other numbers are valid when added by the installation
U/S	Enter U to print underscores in place of missing data.
Transaction 2	Enter this transaction if ORG is selected as the run mode in Transaction 1. Transaction 2 may be entered a maximum of 20 times per run.
ORGANIZATION ID	Enter the Organization ID for employees to be selected.
PRINT OPTION	Enter one of the five available print options and the code based on selected print option:
PRINT OPTION CODE	DIV Division Code (columns 34-37) DEPT Department Number (columns 38-46) DIV-DEPT Division Code and Department Number (columns 34-37 and 38-46 respectively.) TYPE Type (column 47): E (Exempt), N (Non-exempt) NEW-HIRE Date (columns 34-41), State Tax Entity ID (columns 42-45), and Health Care Availability (Y/N) (column 46)
Transaction 3	Enter this transaction if EMP is selected as the run mode in Transaction 1. Transaction 3 may be entered a maximum of 20 times per run.
ORGANIZATION ID	Enter the employee's Organization ID
EMPLOYEE ID	Enter the employee's Employee ID Number.

AIM17S
9530 - 2/2004

Figure 4-2 COBRA Notification and Election Report Print Run Specification (AIM17-SPEC)

5.0 Output Description

5.1 COBRA Notification and Election Report (PP1700XX/25)

A summary report description and sample COBRA Notification and Election export follow.

5.2 Run Control Report (AIMS135)

A summary report description and sample report follow.

COBRA Notification and Election Report Description

Report Name	COBRA Notification and Election Report
Report Number	PP1700XX/25
Purpose	To list all COBRA beneficiaries for each employee. The report lists demographic information for each qualified beneficiary, the health plans under which that beneficiary is covered, and the corresponding qualifying event and election information.
Content	A one-page report is printed for each employee. Headings and format specifications, as well as the data elements to be printed, are defined by the installation through the Report Description Table. Note that all , not just COBRA, beneficiaries are printed for each selected employee.
Selection Criteria	<p>The run specification determines selection criteria. The options available are as follows:</p> <ul style="list-style-type: none">• Print reports only for employees whose Organization ID and Employee ID are entered• Print reports for all employees within an organization• Print reports for all individuals within a selected employee type, department, division, department/division combination, or Organization ID• Print reports for all individuals who have had changes to data being reported upon
Sequence	<p>The run specification determines sort sequence. Normally one of the following sequences is selected when the program is executed:</p> <ul style="list-style-type: none">• Organization ID, Employee Name• Organization ID, Employee ID

PP1700XX/25		INTEGRAL SYSTEMS PAYROLL/PERSONNEL COBRA NOTIFICATION AND ELECTION REPORT							PAGE NO. 000010
ORG-ID: _____ -MONOCO CORPORATION									RUN DATE 11/15/96
010009999 MALT,MARLENE		SSN	HEALTH PLANS	QUALF EVENT	NOTIFY DATE	NOTIFY EXPIRES	ELECTION DATE	PLANS ELECTED/COVERAGES ELECTED	
BENEFICIARY NAME / SUFFIX									
ADDRESS									
1)	MALT, FRED	333-22-1212	---	---	---	---	---	---	
	3452 CASTELL DR		---	---					
	PHOENIX AZ 56321		---	---					
2)	_____	_____	---	---	---	---	---	---	
3)	_____	_____	---	---	---	---	---	---	
4)	PARSONS, LYNNE M	045-12-3456	HMO DEN LF1	R	08/01/1997	09/01/1997	08/30/1997	HMO 002	
	123 N. MAINE STREET		---	---					
	WALNUT CREEK CA 94596-0123		---	---					
5)	_____	_____	---	---	---	---	---	---	
6)	_____	_____	---	---	---	---	---	---	
7)	_____	_____	---	---	---	---	---	---	
8)	_____	_____	---	---	---	---	---	---	
9)	_____	_____	---	---	---	---	---	---	
10)	_____	_____	---	---	---	---	---	---	
11)	_____	_____	---	---	---	---	---	---	
12)	_____	_____	---	---	---	---	---	---	

Figure 4-3 COBRA Notification and Election Report

Run Control Report Description

Report Name	Run Control Report
Report Number	AIMS135
Purpose	To provide an audit of the run environment and of processing conditions (if any) during the execution of the COBRA Notification and Election Report Print Program.
Content	The processing mode, sort order, and report numbers that were selected are printed along with processing messages if any exception conditions occurred. At end-of-job, run statistics (that is, card count, line counts, form counts, record counts) are added to the report.
Totals	The following totals are printed: <ul style="list-style-type: none">• Input counts for each file• Output counts for each file• Report Description Table entry count• Highest message severity• Report description characteristics counts

AIMS135/PP1700XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		DATA BASE MAINTENANCE		RUN DATE	11/15/96
		RUN CONTROL REPORT			
ORG ID:		-ALL ORGANIZATIONS IN PROCESS			
EMPLOYEE	USER	MESSAGE	MESSAGE		
ID. NO.	REFERENCE	NUMBER	SEVERITY	- - - - - M E S S A G E T E X T - - - - -	
FILE MAINTENANCE MODE					
SORT BY EMPLOYEE NO					
THE FOLLOWING REPORTS WERE SELECTED: 17 18					
1 CARDS READ					
1,303 PRINT LINES					
46 FORMS PRINTED					
23 FORMS FOR REPORT17					
23 FORMS FOR REPORT18					
21 DATA BASE READS					
3,420 CONTROL FILE READS					
419 CHANGE FILE READS					
1 SETUP FORMS PER REPORT					
0 HIGHEST ERROR					
408 REPORT DESCRIPTION ENTRIES USED					
0 MAXIMUM CHANGED SEGMENTS USED					
0 MAXIMUM QUEUED ENTRIES USED					
56 MAXIMUM DEFAULT VALUES USED					

Figure 4-4 Run Control Report (AIMS135)

6.0 Program Description

The Program Description section of the COBRA Notification and Election Report Program is identical to the Personnel Action Form Print Program (PP1700XX) described in the documentation for Employee Data Base Maintenance programs.

PP7300XX - COBRA Payment Report

1.0 Program Characteristics

Program Name	COBRA Payment Report
Program ID	PP7300XX
Language	ANS COBOL
Input Files	Control Data Base (Disk) Employee Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	COBRA Payment Report (PERS130) Run Control Report (PERS131)
Work Files	Sort Work File (Disk)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

The COBRA payment report lists all beneficiaries with a premium amount greater than zero, or a total billed amount greater than zero. This report displays the difference between total payments billed and total payments received. The difference is marked by asterisks when the difference exceeds one payment amount.

3.0 I/O Diagram

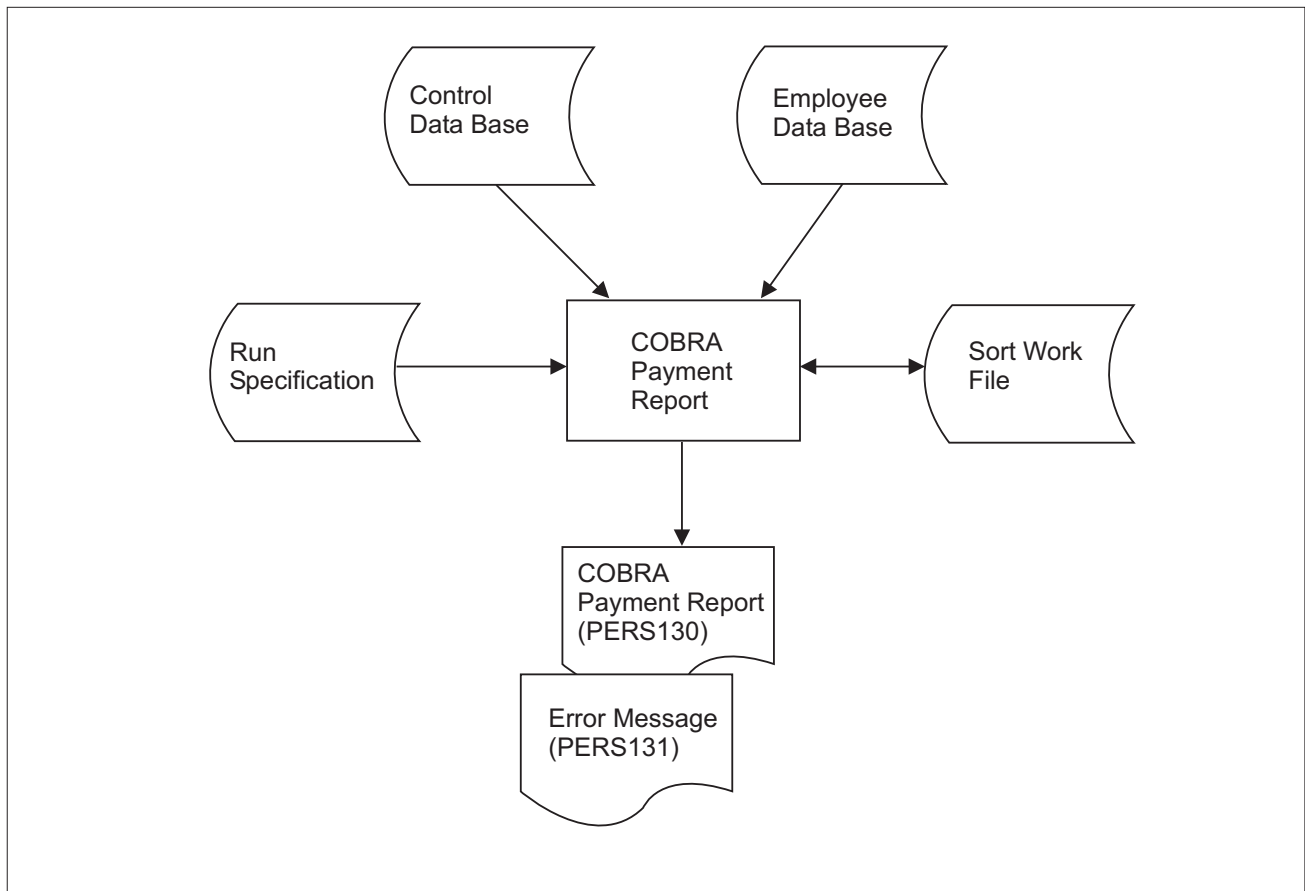


Figure 4-5 PP7300XX I/O Diagram

4.0 Input Description

4.1 Control Data Base

The program accesses the Message Table, the Organization Table, and the Benefits Table from the Control Data Base. The Message Table is accessed randomly by the Message Report Utility (PPMSGUTL), in the event the program discovers an error.

The Organization Table is accessed to retrieve the Organization name and Benefits Group code. The Benefits Table is read at Organization change if the Benefit Group has changed. COBRA Premium fields are loaded to enable the program to print COBRA payment amount.

4.2 Employee Data Base

The Employee Data Base (EDB) is documented in File Descriptions. It is used to extract detail information for reporting. The following segments of the EDB are used:

- Dependent/Beneficiary Segments (8500-9600)

Input functions for the EDB are handled by the Data Base I/O Module (PPIOEDB).

4.3 Run Specification

The run specification contains from 1 to 20 records, each with a specification identifier and an Organization ID. If all organizations are requested, "ALL" is entered in place of an individual Organization ID.

5.0 Output Description

5.1 COBRA Payment Report (PERS130)

This report is printed in Organization ID, Employee ID and Beneficiary Name sequence. A summary Report Description and report sample follow.

5.2 Run Control Report (PERS131)

A Summary Report Description and report sample follow.

COBRA Payment Report Description

Report Name	COBRA Payment Report
Report Number	PERS130
Purpose	To identify each employee beneficiary's payment status.
Content	<p>There is one line of detail for each plan by beneficiary. The following data elements are displayed:</p> <ul style="list-style-type: none"> • Employee ID • Beneficiary Name • Beneficiary Social Security Number • Date Billed • Date Received • Monthly Amount • Cumulative Amount Due • Cumulative Amount Received • Difference <p>All data elements are provided by the Employee Data Base, unless otherwise noted.</p>
Sequence	Organization ID, Employee ID, Beneficiary Name.
Selection Criteria	All beneficiaries with active billing information. This means those whose Total COBRA Bill Amount field is greater than zero, as well as those who have at least one COBRA Plan with a COBRA Premium (on the Benefits Table) greater than zero.

PP7300XX - COBRA Payment Report

PERS130/PP7300XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL				PAGE NO.	0001	
ORG ID: -MONOCO CORPORATION		PERSONNEL REPORTING COBRA PAYMENT REPORT				RUN DATE	12/13/96	
EMPLOYEE ID	BENEFICIARY NAME	BENEFICIARY SSN	DATE BILLED	DATE RECEIVED	MONTHLY AMOUNT	TOTAL AMT DUE	TOTAL AMT RECEIVED	DIFFERENCE
002009999	SMITH, GRETTA	033-22-33567	11/01/96	11/27/96	150.00	200.00	50.00	150.00-
004009999	PARSONS, LYNNE	373-77-22897	11/01/96	11/27/96	60.00	300.00	300.00	0.00
010009999	CARTER, JULIE	876-12-98767	11/01/96	11/27/96	30.00	0.00	0.00	0.00
012009999	PARSONS, LYNNE	676-32-11600	11/01/96	11/27/96	0.00	600.00	600.00	0.00
015009999	PARSONS, GEORGE	373-31-04432	11/01/96	11/27/96	0.00	230.00	115.00	115.00-
018009999	PARSONS, MIKE	573-87-00377	11/01/96	11/27/96	20.00	0.00	0.00	0.00
020009999	PARSONS, JUDY	045-12-34567	11/01/96	11/27/96	0.00	230.00	115.00	115.00-
025009999	PARSONS, CAROL	045-72-36666	11/01/96	12/13/96	150.00	200.00	50.00	150.00-
026009999	PARSONS, BARBARA	325-66-11987	11/01/96	12/13/96	150.00	200.00	50.00	150.00-
027009999	PARSONS, ROBERT	088-49-06317	11/01/96	12/13/96	150.00	200.00	50.00	150.00-
028009999	WILSON, ESTER	398-27-86300	11/01/96	12/13/96	100.00	200.00	50.00	150.00-****
029009999	WILSON, RALPH	225-14-98320	11/01/96	12/01/96	150.00	200.00	50.00	150.00-
030009999	WILSON, AMANDA	484-87-98230	11/01/96	12/01/96	150.00	200.00	50.00	150.00-
031009999	JONES, JOSEPH	876-43-87621	11/01/96	12/01/96	150.00	200.00	50.00	150.00-
225009999	JONES, SYLVIA	878-44-98230	11/01/96	12/13/96	150.00	200.00	50.00	150.00-
226009999	JONES, GORDON	526-02-99765	11/01/96	12/13/96	150.00	200.00	50.00	150.00-
227009999	JONES, SAMUEL	579-24-87340	11/01/96	12/13/96	150.00	200.00	50.00	150.00-
228009999	PETERS, RALPH	055-22-33777	11/01/96	12/13/96	150.00	200.00	50.00	150.00-
229009999	PETERS, HARRY	987-32-34454	11/01/96	12/01/96	150.00	200.00	50.00	150.00-
230009999	PETERS, BARBARA	876-77-98730	11/01/96	12/01/96	150.00	200.00	50.00	150.00-
231009999	SAMUELS, JACK	870-23-72307	11/01/96	12/01/96	150.00	200.00	50.00	150.00-

Figure 4-7 COBRA Payment Report (PERS130)

Run Diagnostics Report Description

Report Name	Run Diagnostics
Report Number	PERS131
Purpose	This report lists all errors found in the generation of the COBRA Payment Report.
Content	<p>The error messages that appear are obtained from the Message Table and printed by the Message Report Utility (PPMSGUTL).</p> <p>The first line of a message displays the message number and its attributes. The second line, when present, contains information identifying field content.</p>

PERS131/PP7300XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING		RUN DATE	11/15/96
		RUN CONTROL REPORT			
		-MONOCO CORPORATION			
ORG ID:	USER	MESSAGE	MESSAGE		
EMPLOYEE	REFERENCE	NUMBER	SEVERITY		
ID. NO.				----- M E S S A G E T E X T -----	
007009999		73-103	SERIOUS ERROR	PLAN AND COVERAGE NOT ON BENEFITS TABLE	
				PLAN: LIF	COVERAGE: 002
015009999		73-103	SERIOUS ERROR	PLAN AND COVERAGE NOT ON BENEFITS TABLE	
				PLAN: XLF	COVERAGE: 001
020009999		73-103	SERIOUS ERROR	PLAN AND COVERAGE NOT ON BENEFITS TABLE	
				PLAN: HMO	COVERAGE: 004

Figure 4-8 Run Diagnostic Report (PERS131)

6.0 Program Description

6.1 Main

The MAIN procedure code invokes the INITIALIZE procedure, performs a sort using EXTRACT as the input procedure and REPORT as the output procedure, and invokes a CLOSE routine.

6.2 Initialization

This section sets report headers, opens the input specification file, the output print file, the Control Data Base for random input, and the Employee Data Base for sequential input. The run specification is read and processed. Any error found with the run specification stops the program from processing.

6.3 Extract

This procedure reads each selected organization record from the first to the last employee. If "ALL" is selected, it reads all Employee Date Base records, from start to end. In either case, each time there is a change of organization, the Organization Table is accessed to retrieve the Organization name and Benefit Group. If the Benefit Group is different than the last organization, the

CDB is positioned at the beginning of the new Benefit Table Group, and LOAD COVERAGES is performed. LOAD COVERAGES selects active health care coverage records, calculates the monthly premium from COBRA Premium and COBRA Premium Frequency fields, and loads them into an internal array.

An employee's beneficiary record is selected if the COBRA Total Bill Amount is greater than zero, or one or more of the beneficiary COBRA Plans has a COBRA premium amount greater than zero. Once a beneficiary has been selected, the required fields are formatted to a sort record and released. Records are sorted by Organization ID, Employee ID, and Beneficiary Name.

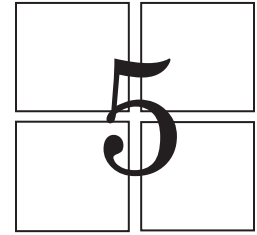
6.4 Report

Sorted records are returned and formatted to the output report. Report breaks occur when an Organization ID changes.

6.5 Common Routines

These routines are performed by one or more of the other procedures. The routines are:

- Call to the Control Data Base I/O Module (PPIOCTL);
- Call to the Data Base I/O Module (PPIOEDB);
- Call to the Message Report Utility (PPMSGUTL) to print error messages;
- Date Routine.



Social Security Number Employee Verification Service

PP1900XX - SSA EVS Extract

1.0 Program Characteristics

Program Name	SSA EVS Extract
Program ID	PP1900XX
Language	ANS COBOL
Input Files	Control Data Base (Disk) Employee Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	SSN EVS Extract File (Tape) SSN EVS Error and Statistics Report (PERS056)
Work Files	None
Called Modules	PPMSGUTL PPIOCTL PPIOEDB

2.0 General Description

The Social Security Administration provides employers with a service, the Employee Verification Service (EVS), which will match their employees' names and Social Security Numbers with the SSA's records before W-2s are prepared and submitted. The purpose of this program is to prepare this file of employee data. This file contains data from the Employee Data Base, constants, and static fields on the run specifications. The user is responsible

for the content of this latter data. This process is initiated through run specifications. They are read, edited, and then used to determine which employees will have data extracted and written to the output file. Each execution of this program will extract data for one income tax employer ID. This may draw data from multiple organizations depending on the use of tax entity table group codes. Finally, statistics are printed showing how each organization that had employee data written to the output file and how many employees for each organization was processed.

3.0 I/O Diagram

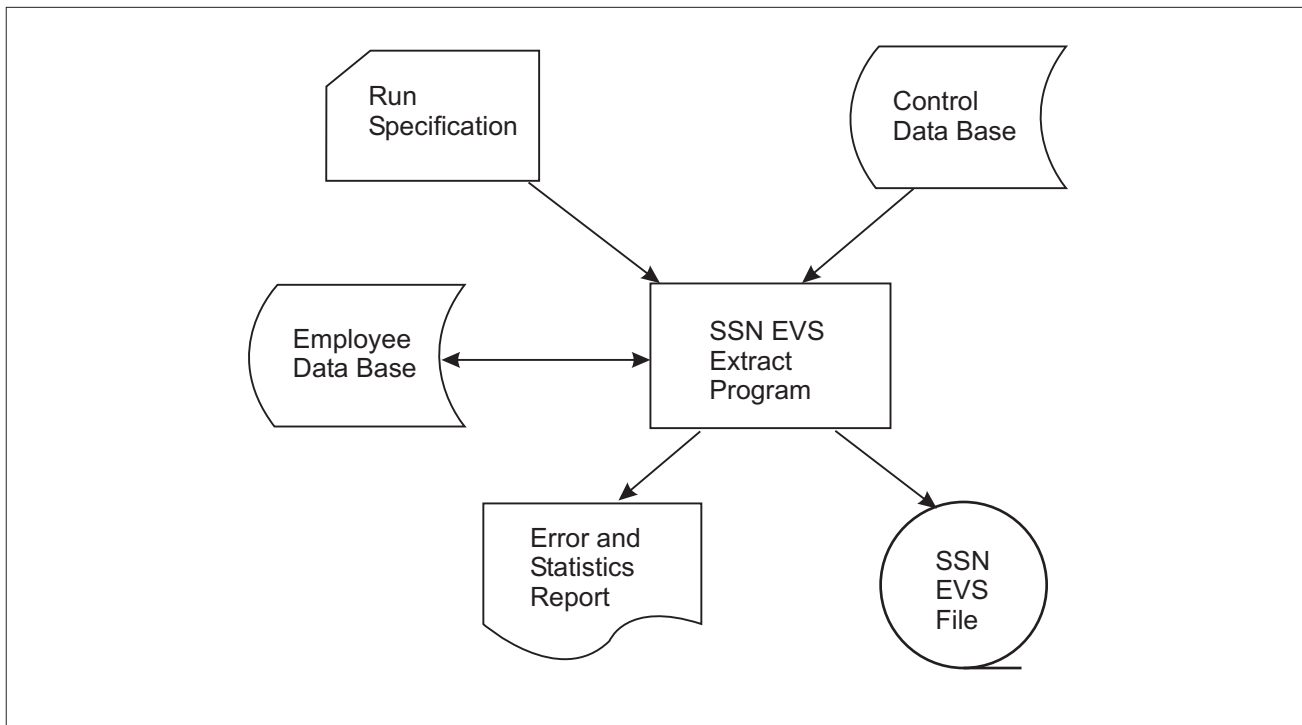


Figure 5-1 PP1900XX I/O Diagram

4.0 Input Description

4.1 Control Data Base

This file is documented in File Descriptions. It is accessed via calls by the Control Data Base I/O program (PPIOCTL) and the Message Retrieval program (PPMSGUTL). The tables accessed are the Organization, Message, and grouped Tax Entity.

4.2 Employee Data Base

Also documented in File Descriptions, the 0100 and 0200 segments of this data base are extracted via calls to PPIOEDB.

4.2 Run Specification

The run specification input is referenced and described on the following pages.

SSN EVS Extract Program Run Specification (1)

PER19-SPC1	User Control Data	Requester Identification Code	Multiple Request Indicator	Employer Income Tax ID	Process Year
1	10 11	24 25	28 29	31 32	40 41 44

Field	Description
User Control Data	Enter the user control number for this run. This field is used by the employer to uniquely identify each execution of this process.
Requester Identification Code	Enter the code supplied by the SSA during the registration process. Required.
Multiple Request Indicator	Enter the employer supplied indicator. This is used for submitting multiple files at the same time.
Employer Income Tax ID	Enter the employer income tax ID to be used to determine which employees to include on the output tape.
Process Year	Enter the year (yyyy) to be used to eliminate terminated employees from consideration.

PER19S1
8/2003
R9527

Figure 5-2 SSN EVS Extract Program Run Specification (PER19-SPC1)

SSN EVS Extract Program Run Specification (2)

PER19-SPC2		Organization ID
1	10 11	23

Field	Description
Organization ID	Enter the Organization IDs to be printed (up to 100 total) which use the Income Tax ID specified on PER19-SPC1.

PER19S2
8/2003
R9527

Figure 5-3 SSN EVS Extract Program Run Specification (PER19-SPC2)

5.0 Output Description

5.1 SSN EVS Extract Error and Statistics Report

This report shows three basic items: the specification record read, the errors encountered during editing, any other errors encountered while extracting the employee data, and, if successful, the number of employees extracted for each organization processed.

SSN EVS Extract Error and Statistics Report Description

Report Name SSN EVS Extract Error and Statistics Report

Report Number PERS056

Purpose

Content The body of the report identifies the organization being processed, the employee ID, message number, message severity and message text and, where appropriate, additional reference information.

EMPLOYEE ID. NO.		USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	MESSAGE TEXT
PERS056/PP1900XX/111502					INTEGRAL SYSTEMS PAYROLL/PERSONNEL PAYROLL PROCESSING ERROR MESSAGES
					PAGE number 0001 RUN DATE 12/17/02
			00-033	INFORMATIONAL	*** RUN SPECIFICATION *** PER19-SPEC 1012 901234567
000000056			19-001	WARNING	SOCIAL SECURITY NUMBER IS MISSING FOR THIS EMPLOYEE
000000059			19-001	WARNING	SOCIAL SECURITY NUMBER IS MISSING FOR THIS EMPLOYEE
676440590			19-001	WARNING	SOCIAL SECURITY NUMBER IS MISSING FOR THIS EMPLOYEE
276440590			19-001	WARNING	SOCIAL SECURITY NUMBER IS MISSING FOR THIS EMPLOYEE
276440590			19-001	WARNING	SOCIAL SECURITY NUMBER IS MISSING FOR THIS EMPLOYEE
--ORG ID--		-COUNT-			
ORG ID	BLANKS				150
	ORG065				7
	ORG14				28

Figure 5-4 SSN EVS Extract Error and Statistics Report (PERS056)

5.2 SSN EVS Extract File

This is the file that will be sent to the Social Security Administration. It has specific formatting instructions that cannot be altered and is described below.

Field	Description
Social Security Number	This is a 9-character number found in XDBS-SOC-SEC-NO. It must completely fill the space provided. Justification and padding are provided by the program.
'TPV214'	A 6-character constant provided by the program.
Last Name	The first 13 characters of the employee's last name found in XDBS-NAME. Parsing is provided by the program to extract all of the characters up to the comma that separates the last name from the rest of the name. For longer names, truncation may occur. Required.
First Name	The first 10 characters of the employee's first name. This field is also parsed. In XDBS-NAME the first name is located between the comma and the first blank space. Again, for longer names truncation may take place. Required.
Middle Name/ Initial	The first seven characters after the first blank are taken to be the middle name or initial.
Date of Birth	The eight characters of XDBS-DATE-OF-BIRTH are formatted MMDDYYYY if present, otherwise leave this field blank.
Gender Code	This one character code is retrieved from XDBS-SEX. It will have one of the following values; M (male), F (female), U (unknown).
User Control Data	This is a 14-character field for uniquely identifying each processing of this program. It is submitted via run specifications. This entry must be manually changed each time.

6.0 Program Description

6.1 Main

The MAIN procedure performs INITIALIZATION, PROCESS-EMPLOYEE-DATA, and END-OF-JOB. This is followed by a STOP RUN statement.

6.2 Initialization

There are several sections to this routine. Together they initialize data fields, read and edit the run specifications, and determine which organizations to process based on the income tax employer identification entered on the run specification. If any of these processes fail, an error message will be printed and a switch will be set to halt further processing.

6.3 Process Employee Data

This section is where the employee data is extracted, formatted, and written to the SSN EVS extract tape. If an employee does not have a Social Security number present on the Employee Data Base, an error message is written to the Extract Error and Statistics Report and the data is not written to the extract file. Other formatting taking place includes reordering the date of birth to MMDDYYYY format, using "U" as a gender code if no other code is present, and placing spaces in the date of birth if it is equal to zero.

In addition to these edits the employee name is inspected for special characters, including spaces, the employee's age is tested for reasonableness, it must be greater than 15 and less than 80. If these tests fail, messages are written to the error report.

6.4 End of Job

This section closes all files and outputs the employee extract count for each organization processed.

PP19A0XX - SSA EVS Error Report

1.0 Program Characteristics

Program Name	SSA EVS Error Report
Program ID	PP19A0XX
Language	ANS COBOL
Input Files	SSA EVS Extract File (Tape)
Output Files	SSA EVS Error Report (PERS057)
Work Files	None
Called Modules	None

2.0 General Description

The Social Security Administration provides employers with a service, the Employee Verification Service (EVS), which will match their employees' names and Social Security Numbers with the SSA's records before W-2s are prepared and submitted. The client will have run PP1900XX and submitted the resulting tape to the Social Security Administration. They will run this tape against their data base and create another tape that reports the error encountered back to the client. This tape is then fed into this program and an error report is produced. These errors can then be fixed before W-2 data is submitted.

3.0 I/O Diagram

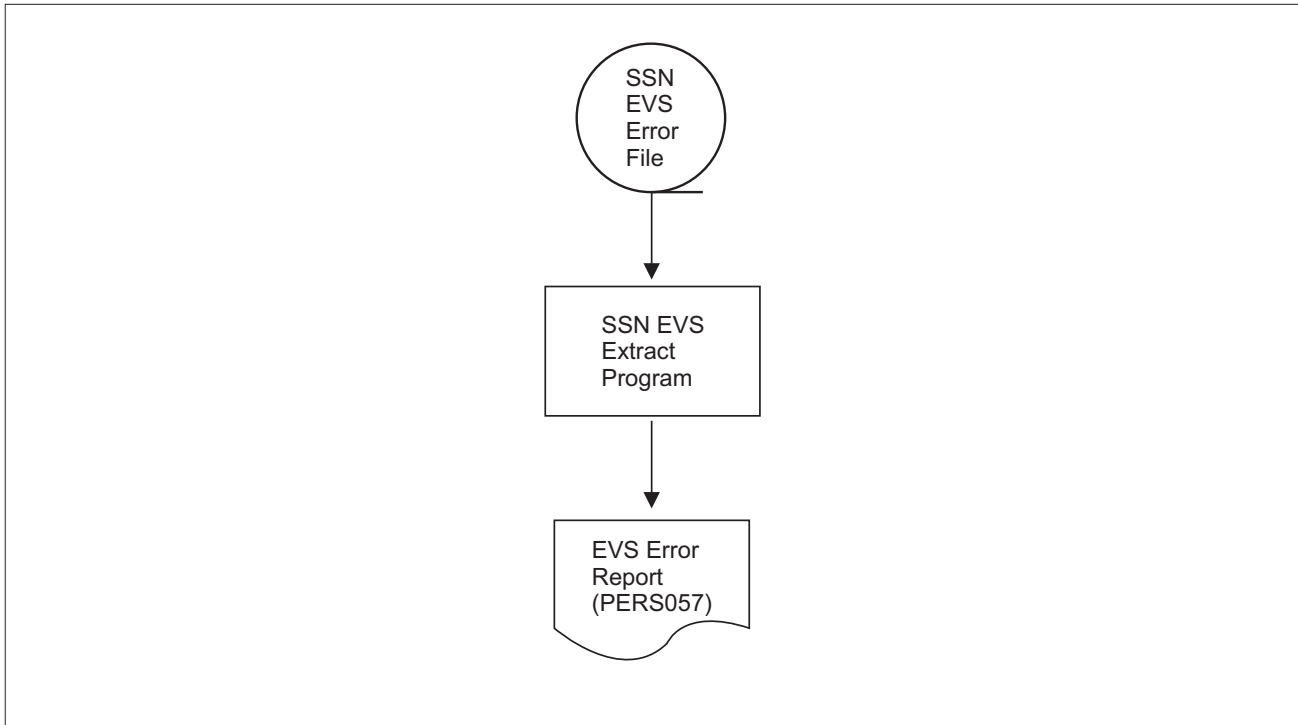


Figure 5-5 PP19A0XX I/O Diagram

4.0 Input Description

4.1 SSN EVS Extract File

This is the file that will be sent to the Social Security Administration. It has specific formatting instructions that cannot be altered and is described below.

Field	Description
Social Security Number	This is a 9-character number found in XDBS-SOC-SEC-NO. It must completely fill the space provided. Justification and padding are provided by the program.
Last Name	The first 13 characters of the employee’s last name found in XDBS-NAME. Parsing is provided by the program to extract all of the characters up to the comma that separates the last name from the rest of the name. For longer names, truncation may occur. Required.
First Name	The first 10 characters of the employee’s first name. This field is also parsed. In XDBS-NAME the first name is located between the comma and the first blank space. Again, for longer names truncation may take place. Required.

Middle Name/ Initial	The first seven characters after the first blank are taken to be the middle name or initial.
Date of Birth	The eight characters of XDBS-DATE-OF-BIRTH are formatted MMDDYYYY if present, otherwise leave this field blank.
Gender Code	This one character code is retrieved from XDBS-SEX. It will have one of the following values; M (male), F (female), U (unknown).
Blanks	35 character`s of spaces.
User Control Data	This is a 14-character field for uniquely identifying each processing of this program. It is submitted via run specifications. This entry must be manually changed each time.
Verification Code	This 1-character code has the following meanings: 1 = SSN not on file (never issued to anyone). 2 = Name and DOB match; gender code does not. 3 = Name and gender code match; DOB does not. 4 = Name matches; DOB and gender code do not. 5 = Name does not match; DOB and gender code not checked. * = Input SSN did not verify. Social Security located and verified a different SSN. See positions 112-120.
Processing Code 214	Constant of '214'.
Requester Identification Code	A 4-character code provided by the Social Security Administration to identify the employer. Required.
Multiple Request Indicator	This is a 3-character code used to identify multiple requests from the same employer.
Blanks	3 characters of spaces.
Verified SSN Located by SSA	This 9-digit number is the SSN for the employee being processed. It will be listed on the Error Report on the line below the error message.
Blanks	10 characters of spaces.

5.0 Output Description

5.1 SSN EVS Error Report

A summary report description and sample report follow.

SSN EVS Error Report Description

Report Name	SSN EVS Error Report
Report Number	PERS057
Purpose	To display the run specification used to drive the extract process, to display any errors encountered, and to display the number of employees extracted for each organization processed.
Content	The body of the report identifies the organization being processed, the employee ID, message number, message severity and message test and, where appropriate, additional reference information.

PERS057/PP19A0XX/010303		INTEGRAL SYSTEMS PAYROLL/PERSONNEL PERSONNEL PROCESSING EVS ERROR REPORT		PAGE NO. 0002 RUN DATE 01/10/03		
REQUESTOR ID 1012	USER CONTROL:	MULTIPLE REQUESTOR ID:				
SOCIAL SECURITY NUMBER	LAST NAME	FIRST NAME	INITIAL	DATE OF BIRTH	GENDER	VERIFICATION
033330330	MCRISER	ERLA		04/12/1959	F	5-NAME DOES NOT MATCH; DOB AND GENDER CODE NOT CHECKED.
204020001	PEACE	WARREN		07/16/1963	M	1-SSN NOT ON FILE (NEVER ISSUED TO ANYONE).
200630007	JORDAN	STEPHEN	U	02/02/1943	M	4-NAME MATCHES; DOB AND GENDER CODE DO NOT.
131526661	PEACH	ALLEN	A	06/21/1957	M	3-NAME AND GENDER CODE MATCH; DOB DOES NOT.
400070008	WASHINGTON	SARAH	L.	08/08/1969	F	5-NAME DOES NOT MATCH; DOB AND GENDER CODE NOT CHECKED.
540068807	OAKLEY	ANNIE		03/19/1973	F	3-NAME AND GENDER CODE MATCH; DOB DOES NOT.
605670077	WILDE	SIMON		05/15/1961	M	4-NAME MATCHES; DOB AND GENDER CODE DO NOT.
076662345	WRIGHT	ROXANNE	M	09/15/1974	F	2-NAME AND DOB MATCH; GENDER CODE DOES NOT.
023231113	MCMASTER	KEVIN		04/30/1956	M	3-NAME AND GENDER CODE MATCH; DOB DOES NOT.
027271211	MEADOWS	FRANCIS		08/12/1956	F	5-NAME DOES NOT MATCH; DOB AND GENDER CODE NOT CHECKED.
034343421	DROLL	KATHY		07/16/1953	F	1-SSN NOT ON FILE (NEVER ISSUED TO ANYONE).
300090046	REVLON	RICHARD		01/02/1940	M	2-NAME AND DOB MATCH; GENDER CODE DOES NOT.
199011071	HIRT	TERRANCE		04/14/1978	M	2-NAME AND DOB MATCH; GENDER CODE DOES NOT.
289012005	VOICE	HORACE		05/16/1952	M	3-NAME AND GENDER CODE MATCH; DOB DOES NOT.
209013007	BROWN	JOHN		02/22/1952	M	2-NAME AND DOB MATCH; GENDER CODE DOES NOT.
400814001	DONNAY	CHER		04/23/1958	F	4-NAME MATCHES; DOB AND GENDER CODE DO NOT.
022330203	MOLINARI	MARCO		08/07/1972	M	2-NAME AND DOB MATCH; GENDER CODE DOES NOT.
024240024	FAIRMONT	CARL		06/25/1960	M	3-NAME AND GENDER CODE MATCH; DOB DOES NOT.
145750005	MCMUFFET	DOLORUS		12/01/1960	F	3-NAME AND GENDER CODE MATCH; DOB DOES NOT.
129129012	ANZA	ALONZO		09/04/1963	M	2-NAME AND DOB MATCH; GENDER CODE DOES NOT.
573860001	DILL	CHARLES		04/14/1968	M	4-NAME MATCHES; DOB AND GENDER CODE DO NOT.
504355606	KILLIAN	MARK	W.	12/25/1961	M	3-NAME AND GENDER CODE MATCH; DOB DOES NOT.
RECORD TOTALS						
SSN NOT ON FILE (NEVER ISSUED TO ANYONE).						5
NAME AND DOB MATCH; GENDER CODE DOES NOT.						15
NAME AND GENDER CODE MATCH; DOB DOES NOT.						22
NAME MATCHES; DOB AND GENDER CODE DO NOT.						11
NAME DOES NOT MATCH; DOB AND GENDER CODE NOT CHECKED.						8
INPUT SSN DID NOT VERIFY. SSA LOCATED AND VERIFIED A DIFFERENT SSN						4
NO ERRORS ENCOUNTERED.						14

Figure 5-6 SSN EVS Verification Error Report (PERS057)

6.0 Program Description

6.1 Main

The MAIN procedure performs INITIALIZATION, PROCESS-RETURN-TAPE, and TERMINATION. This is followed by a STOP RUN statement.

6.2 Initialization

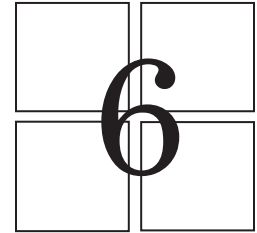
This section sets up the report heading and opens the two files used by this program.

6.3 Process Employee Data

This section is where the error records are determined and reported. If the verification code is equal to space, no errors were detected, otherwise the employee record data is formatted, the appropriate message text is determined and the error line is written out. If the verification code is "*", then the verified SSN is written on a second line. Record counts are maintained for each type of error and for the records bypassed because there were no errors encountered. If more than 55 lines have been written, PRINT_HEADING is performed to write new page headings on the next page of the report.

6.4 End of Job

This section prints the record counts and closes all files.



401(k) Discrimination Testing

PP72A0XX - 401(k) Discrimination Test Extract

1.0 Program Characteristics

Program Name	401(k) Discrimination Test Extract
Program ID	PP72A0XX
Language	ANS COBOL
Input Files	Employee Data Base (Disk) Control Data Base (Disk) Run Specification (Card)
Output Files	Discrimination Test Extract Messages (PERS070) Work Files Sort Work File (Disk) Work File (Disk)
Called Modules	PPDEDUTL PPIOCTL PPIOEDB PPMSGUTL PPPRMUTL

2.0 General Description

This program is the first of a two program process for evaluating participation in the 401(k) plan to ensure that the plan meets the criteria for nondiscrimination in favor of highly compensated employees. The objectives of this program are to identify employees who are currently eligible to participate in the plan or did participate sometime during the year to be

reported and, within the group, to identify those who satisfy the definition of a highly compensated employee. Records for all identified employees are contained in the Discrimination Test Extract which is passed to the 401(k) Discrimination Test Reporting program PP72B0XX.

The process can be used in two ways:

- To monitor participation during the year as a means of ensuring that the plan will remain qualified at the end of the plan year.
- To report on participation following the end of the plan year to demonstrate that the plan did meet the nondiscrimination tests and remains qualified.

In the first case, the year being reported is the current plan year. In the second case, the year being reported is termed the determination year. At the end of the plan year, Periodic Maintenance processing posts the current plan year balances to a set of determination year balances before resetting the current plan year balances. The criteria for identifying the highly compensated specify that an employee may be considered as highly compensated based on compensation in either the report year or the year preceding the report year (termed “look-back” year). Thus, Periodic Maintenance processing also maintains a balance for the 401(k) eligible earnings for the year preceding the determination year. In summary, the balances required for the two types of reporting are:

	Year-end Reporting	Midyear Reporting
Report Year	Determination Year Earnings Determination Year Deductions Sum of Determination Year Deductions for 401(k) and Roth 401(k) Determination Year Contributions	Current Year 401(k) Base Gross Deduction User Balance Sum of GTN Balances for 401(k) and Roth 401(k) Contribution User Balance
Look-back Year	Prior Year 401(k) Earnings	Determination Year Earnings

Midyear reporting can simply reflect the year-to-date participation, or it can also project earnings and consequent deductions and contributions to the end of the plan year, using employees’ current job data and deduction rates. When it appears that the plan will not be in compliance at the end of the plan year, the latter capability allows the process to identify highly compensated employees whose deduction rates should be lowered to bring the plan into compliance by the end of the plan year.

The program consists of two sorts. The first sort reads the Employee Data Base, extracts data for the employees who are eligible or participated, ranks them according to look-back year earnings, and identifies those who were highly compensated in the look-back year. The second sort ranks the employees according to report year earnings and identifies those who will be considered as highly compensated for the report year. The results are written to the Discrimination Test Extract for processing by PP72B0XX.

3.0 I/O Diagram

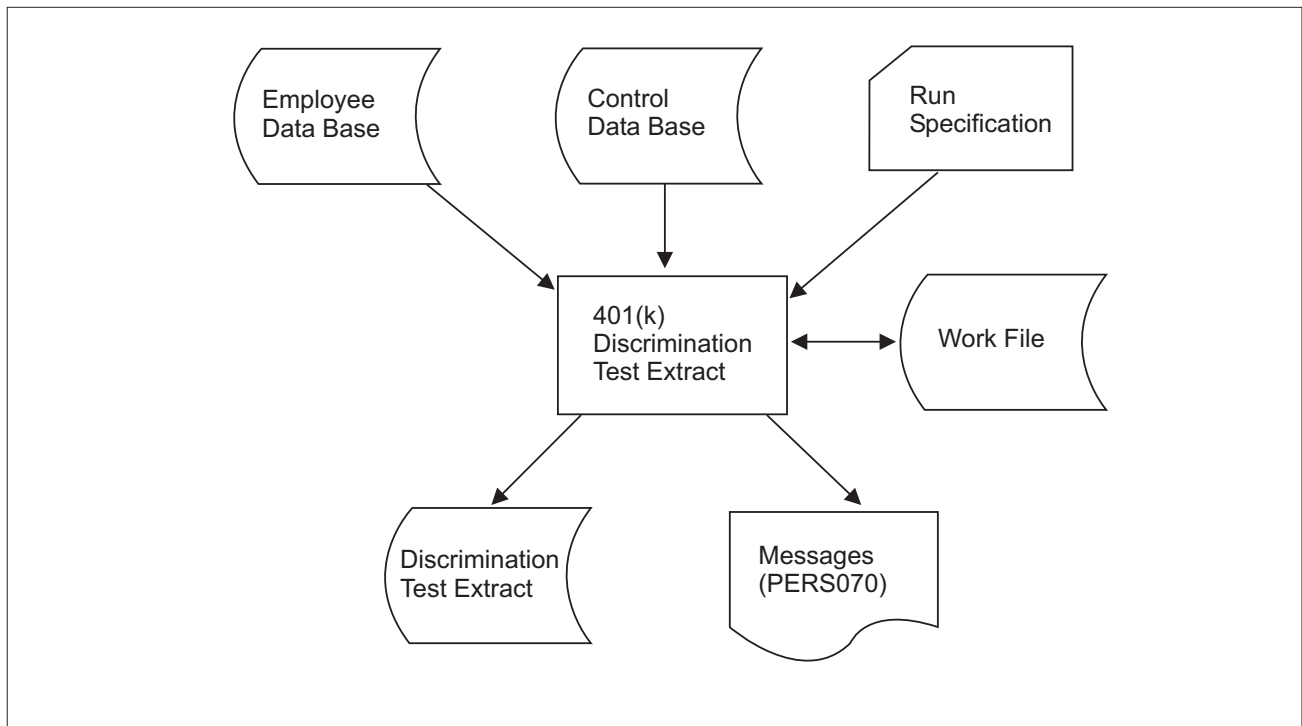


Figure 6-1 PP72A0XX I/O Diagram

4.0 Input Description

4.1 Employee Data Base

The Employee Data Base is documented in the File Descriptions section of the Payroll/Personnel System technical documentation. This program uses personal data segments, job data segments, dollar balance segments and gross-to-net segments.

4.2 Control Data Base

The Control Data Base is documented in the File Descriptions section of the Payroll/Personnel System technical documentation. This program accesses the Organization Table. Using the table group code from the Organization Table, it accesses the Gross-to-Net Table and the Calendar Table. Through the System Parameters Utility program, it accesses the System Parameters Table. Through the Message Report Utility program, it accesses the Message Table.

4.3 Run Specifications

At least one run specification must be provided to give the program data needed to perform the extraction logic, select the appropriate data for the report year and look-back year, calculate projections for midyear reporting and pass report specifications to PP72B0XX. Additional run specifications may be provided to identify individual organizations to be included in the Discrimination Test Extract file.

4.4 Sort Work File

The format of the Sort Work File is identical to the format of the Discrimination Text Extract discussed below under Output Description. The first sort establishes a value for the look-back year high-compensation indicator, the second sort for the report year high-compensation indicator.

Note: For the midyear report without projections, the report year high-compensation determination still requires the projection of annual earnings, so the projected total and actual year-to-date are different in this file.

4.5 Work File

The format of the Work File is also identical to the format of the Discrimination Test Extract discussed below. The Work File is used as temporary storage of the extracted data in the output procedure of the first sort. It is then used as the input to the second sort. The above note on the Sort Work File also applies to this file.

401(k) DISCRIMINATION TESTING RUN SPECIFICATION

PER72-SPEC	ORGANIZATION ID	REPORT TYPE	DETAIL REPORT	PLAN YEAR END	PROJECTIONS BEGIN	TEST TYPE	SORT OPTION	HIGH COMP				
1	10	11	23	24	25	26	33	34	41	42	43	44

Field	Description
PER72-SPEC	Enter the 10-character constant, PER72-SPEC, identifying the program.
ORGANIZATION ID	Enter: <ul style="list-style-type: none"> • ALL to report data for all organizations maintained on the Organization Table on the Control Data Base. • Organization ID: a maximum of 20 valid Organization IDs can be entered.
REPORT TYPE	Required to indicate the type of 401(k) and 401(m) Discrimination Reports to be run. Enter: <ul style="list-style-type: none"> • Y to run the year-end reports. This assumes that 401(k) periodic maintenance has been completed. • M to run a midyear report using only year-to-date balances. • P to run two midyear reports, one using only year-to-date balances and another including projections to the end of the plan year.
DETAIL REPORT	Indicates whether the Employee Detail Report is to be produced. Enter: <ul style="list-style-type: none"> • N or leave blank to suppress the report. • Y to produce the report.
PLAN YEAR END	Required. Enter the date on which the current 401(k) plan year ends. Must be end-of-month date (last day of month).
PROJECTIONS BEGIN	Enter the date from which projections are to be made. When M or P is entered in REPORT TYPE, and this is left blank, the current date is used. Ignored when Y is entered in REPORT TYPE.
TEST TYPE	Indicates whether the plan allows the "combined" test if the discrimination testing determines that the plan fails the ADP test. Enter: <ul style="list-style-type: none"> • A or leave blank to specify that only the ADP test may be used for deferral testing. • C to specify that the combined test may be used if the plan fails the ADP test.
SORT OPTION	Specifies the sequence desired for the Rate Change Report. This report is produced only when REPORT TYPE is P and the plan is found to be discriminatory. Enter: <ul style="list-style-type: none"> • Ø to sequence by employee ID within organization. • 1 to sequence by employee name within organization.
HIGH COMP	Indicates which method is to be used to identify the highly compensated employees. Enter: <ul style="list-style-type: none"> • O or leave blank to specify the original method. • S to specify the simplified method.

PER72S
9/15/91
R9111

Figure 6-2 401(k) Discrimination Testing Run Specification (PER72-SPEC)

5.0 Output Description

5.1 Discrimination Test Extract

This file consists of a header record and employee detail records. The detail records contain identifying data, report year data and look-back year data. The header record contains low-values in the identifying data, run specification data (exclusive of selected organizations) and counts in lieu of the report year data and spaces in the look-back year area. Identifying data consists of organization, employee ID and name, and Social Security Number. Report year data consists of:

- Current employee rate
- Current employer rate
- Current employee amount (for future enhancement)
- Five percent owner indicator
- Corporate officer indicator
- Highly compensated indicator
- Number of pay periods projected
- Projected total earnings, deductions, contributions
- Actual year-to-date earnings, deductions, contributions
- Calculated future earnings, deductions, contributions

For the year-end report and the midyear report without projections, actual and projected total amounts are identical and the calculated future amounts are zero. For the midyear report with projections, the future amounts are calculated and the projected total amounts are the sums of the actual year-to-date amounts and the calculated future amounts.

The look-back year data consists of:

- Five percent owner indicator
- Corporate officer indicator
- Highly compensated indicator
- Earnings

The file is in descending sequence of projected total earnings for the report year.

5.2 Messages (PERS070)

A summary report description and report sample follow.

Messages Report Description

Report Name	Messages Report
Report Number	PERS070
Purpose	This report documents unusual conditions found in the data being processed, as well as any abort condition encountered during processing. If no abort conditions are encountered, the report documents the content of the run specifications.
Content	The body of the report identifies the organization being processed, the employee ID, message number, message severity and message test and, where appropriate, additional reference information.

PERS070/PP72A0XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING MESSAGES		RUN DATE	11/15/96
ORG ID:		-ALL ORGANIZATIONS IN PROCESS			
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	- - - - - M E S S A G E T E X T - - - - -	
		72-030	INFORMATIONAL	RUN SPECIFICATION SUMMARY	
REPORT TYPE: MIDYEAR WITH PROJECTIONS DETAIL REPORT: YES PLAN YEAR END: 10/31/1996 PROJECTIONS DEFAULTED FROM: 06/01/1996 TEST TYPE: COMBINED ALLOWED RATE CHANGE REPORT SEQUENCE: ID WITHIN ORGANIZATION HIGH-COMP TEST: SIMPLIFIED ORGANIZATIONS SELECTED: ORG ID BLANKS ORG11 ORG12					
PERS070/PP72A0XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0002
		PERSONNEL REPORTING MESSAGES		RUN DATE	11/15/96
ORG ID:	ORG12	-ABC CORPORATION			
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	- - - - - M E S S A G E T E X T - - - - -	
038129999	TANKOVICH,	72-050	WARNING	PROJECTED EMPLOYER CONTR. EXCEEDS PROJECTED EMPLOYEE CONTRIBUTION	

Figure 6-3 Messages Report (PERS070)

6.0 Program Description

6.1 Main

MAIN is the section that controls program execution. It performs INITIALIZATION, then, if no abort condition has been encountered, it opens the work file and performs a sort for which the input procedure is EXTRACT FROM EDB and the output procedure is EVALUATE LOOKBACK. Again, if no abort condition has been encountered, the Discrimination Test Extract file is opened and the second sort is performed using the Work File as its input

and performing EVALUATE REPORT YEAR as its output procedure. The END OF JOB procedure is performed and the program terminates.

6.2 Initialization

This procedure initializes report heading variables and the interface to the Message Report Utility. It opens the run specifications file, the Control Data Base and the Employee Data Base. It reads the first run specification record and validates the data entered. If any error is encountered, an abort condition will be signaled; otherwise, organization processing is performed. If the first run specification indicates that all organizations are to be selected, COLLECT INST ORGS is performed to load the internal organization array from the Organization Table; otherwise COLLECT CARD ORGS is performed to load the internal array from the run specifications. Both of these procedures perform ORG COMMON EDITS to ensure that the organization can appropriately be processed and to post the organization to the internal array so that the array will be in ascending sequence. If, after all run specifications have been processed, no abort condition has been encountered, RUN SPEC DISPLAY is performed to report the contents of the run specifications on the Messages Report. Finally, System Parameters are loaded and indexes are calculated.

6.3 Extract from EDB

This is the input procedure for the first sort. It cycles through the internal organization array performing PROCESS ORG for each entry. PROCESS ORG reads the Gross-to-Net Table entries for the 401(k) deduction and contribution to ensure that they are proper and reads the Roth 401(k) deduction to see if it is defined, then performs CALENDAR LOAD to determine the number of pay periods remaining between the Projections Begin Date and the Plan Year End Date for each pay cycle type. It then locates the first EDB record for the organization and performs PROCESS EMPLOYEE for all employees in the organization.

PROCESS EMPLOYEE moves the employee's EDB record segments from the Segment Table to the working storage areas used for processing. If the record does not contain the data necessary to satisfy the minimum record criteria, no further processing of the record is performed. Otherwise, the Deduction Utility program is called to unload the employee's Gross-to-Net segments into the deduction segment array. Data will be extracted for the employee if one of the following conditions is met:

- The employee is eligible to participate in the 401(k) plan or is on 401k hardship status.
- The year-end report is to be produced and the determination year deduction balance is not zero.
- A midyear report is to be produced and the current plan year deduction balance is not zero.

If the employee's status is active or leave with pay and a midyear report is to be produced, CALCULATE PROJECTIONS is performed before FORMAT SORT RECORD. The processing for that employee is completed, and CALL IO EDB is performed to retrieve the record for the next employee.

CALCULATE PROJECTIONS is performed for each job segment. If the job is active, the pay cycle is used to determine the number of pay periods remaining in the plan year. For hourly employees, future earnings are estimated as the pay rate times the average hours per pay period for the cycle type times the percent of full time times the number of remaining pay periods. For salaried employees, it is the pay rate times the percent of full time times the number of remaining pay periods.

FORMAT SORT RECORD builds the Sort File record from the EDB data and the future earnings. The deduction schedule is used to determine the number of pay periods remaining in which deductions will be taken. Report year and look-back year amounts are derived based on whether year-end or midyear reports are to be produced. CALC ROUTINE is performed to develop the future deductions and contributions. CALC ROUTINE should be carefully reviewed by the installation to ensure that it conforms to any changes made to the calculation of 401(k) and Roth 401(k) deductions and contributions in the User Deduction Calculation program USER40. In addition to calculating the future deductions and contributions, this routine ensures that the future deductions do not drive the total projected deductions over the annual limit. It also compares deductions and contributions when the plan is supposed to be eligible to use the combined test; if the contributions exceed the deductions, a requirement for the combined test is not met and a warning message is generated.

6.4 Evaluate Look-back

This is the output procedure of the first sort. It calculates the number of employees that constitutes 20 percent of those being evaluated for the look-back year. This figure is used as a cutoff during the testing to identify the highly compensated. Individual records are then returned from the sort and evaluated. Those who are identified as having been highly compensated in the look-back are flagged, and the records are written to the Work File.

6.5 Evaluate Report Year

This is the output procedure for the second sort. It builds the header record and writes it to the Discrimination Test Extract file. It calculates the number of employees that constitutes 20 percent of the eligible and participating employees. This figure is used as a cutoff during the testing to identify the highly compensated. Individual records are then returned from the sort and evaluated. Those who are identified as having been highly compensated in the report year or the look-back year are flagged as highly compensated for the report year, and the records are written to the Discrimination Test Extract file.

6.6 End of Job, I/O and Call Routines

The EOJ routine closes all files and performs a final call to the Message Report Utility. The I/O routines include all the code necessary to access the Sort File, to read the Employee Data Base and the Control Data Base. The call routines provide linkage to the Deduction Utility module and the System Parameters Utility module. Utility routines provide date validation and a dummy routine for scan loops.

PP72B0XX - 401(k) Discrimination Test Reporting

1.0 Program Characteristics

Program Name	401(k) Discrimination Test Reporting
Program ID	PP72B0XX
Language	ANS COBOL
Input Files	Discrimination Test Extract (Disk) Control Data Base (Disk)
Output Files	401(k) & (m) Employee Detail (PERS071) 401(k) & (m) Discrimination (PERS072) 401(k) & (m) Projection (PERS073) 401(k) Rate Change Report (PERS074) Messages (PERS075)
Work Files	Sort Work File Work File
Called Modules	PINOCTL PPMSGUTL PPPRMUTL

2.0 General Description

This program is the second of a two program process for evaluating participation in the 401(k) plan to ensure that the plan meets the criteria for nondiscrimination in favor of highly compensated employees. The objectives of this program are to determine whether the plan is discriminatory for the report year, to produce an optional detailed listing of the employees considered in the test, and, if the report includes projections and the plan is not in compliance, to determine the maximum contribution rate for the highly compensated employees to bring the plan into compliance and to produce a listing of those whose rates should be changed.

The primary input to this program is the 401(k) Discrimination Test Extract file produced by PP72A0XX. An understanding of the functions and processing performed by that program is a prerequisite for gaining an understanding of this program. In particular, an understanding of the differences in the data used for the three report types, as discussed in the technical documentation for PP72A0XX, is essential.

The program consists of a sort that organizes the input for production of the Employee Detail Report and development of the summary data used by the discrimination tests and of the discrimination tests themselves. If the conditions for producing the Rate Change Report pertain, a second sort is executed to produce that report.

3.0 I/O Diagram

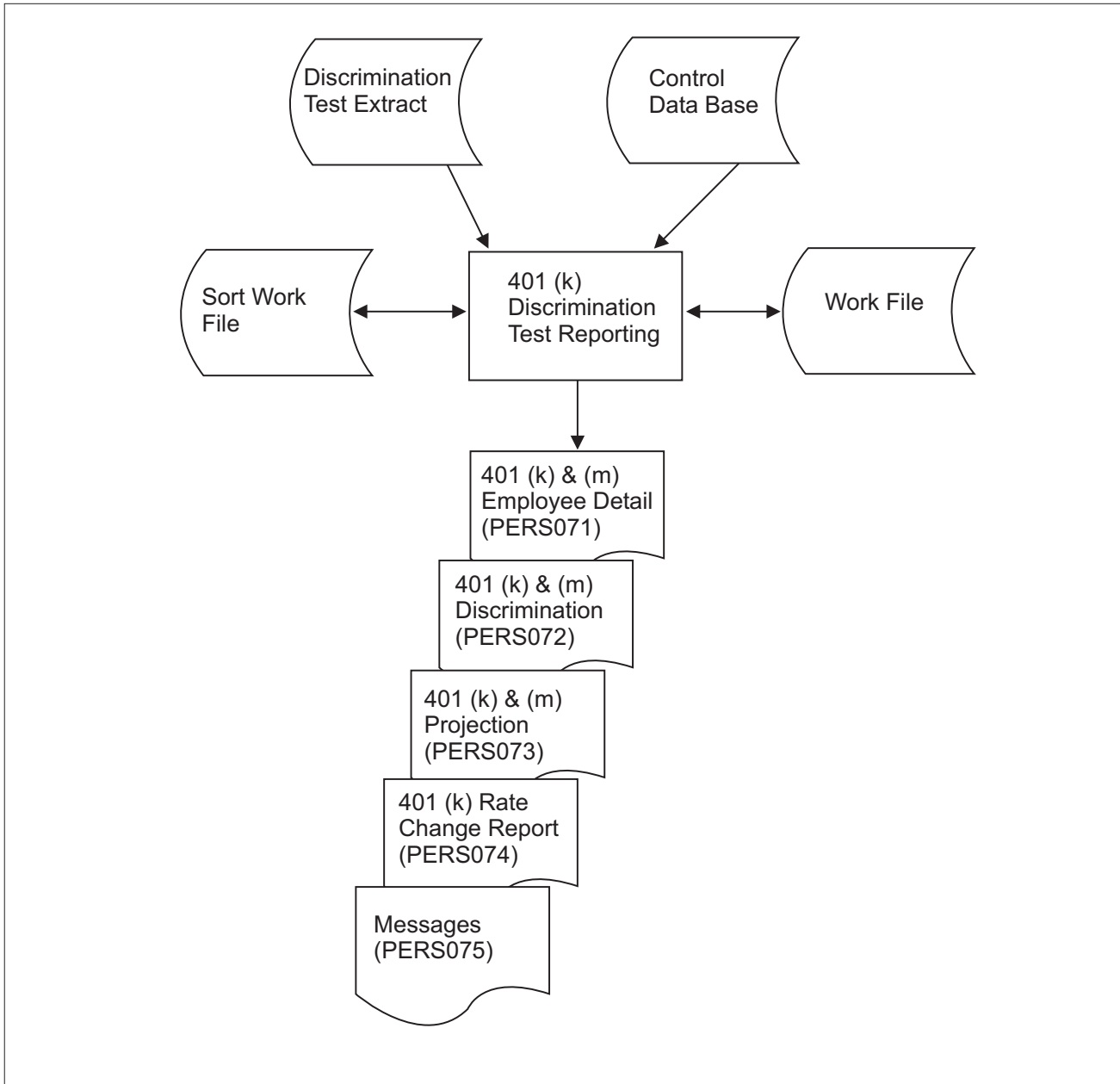


Figure 6-4 PP72B0XX I/O Diagram

4.0 Input Description

4.1 Discrimination Test Extract

This file is documented in the Output Descriptions of the technical documentation for the Discrimination Test Extract program PP72A0XX.

4.2 Control Data Base

The Control Data Base is documented in the File Descriptions section of the Payroll/Personnel System technical documentation. This program accesses the System Parameters through the System Parameters Utility module and the Message Table through the Message Report Utility program.

4.3 Sort Work File

The format of the Sort Work File is identical to the format of the Discrimination Test Extract file. For the first sort, it contains all records except the header record. For the second sort, it contains only records for the highly compensated employees.

4.4 Work File

The format of the Work File is also identical to the format of the Discrimination Test Extract file. The Work File is used as temporary storage of the records for the highly compensated employees in the output procedure of the first sort. If the second sort is executed, it is the input to that sort.

5.0 Output Description

5.1 401(k) & (m) Employee Detail (PERS071)

A summary report description and report sample follow.

5.2 401(k) & (m) Discrimination (PERS072)

A summary report description and report sample follow.

5.3 401(k) and (m) Projection (PERS073)

A summary report description and report sample follow.

5.4 401(k) Rate Change Report (PERS074)

A summary report description and report sample follow.

5.5 Messages (PERS075)

A summary report description and report sample follow.

401(k) & (m) Employee Detail Report Description

Report Name	401(k) & (m) Employee Detail Report
Report Number	PERS071
Purpose	This optional report documents the detailed data used to produce the summary data contained in the 401(k) & (m) Discrimination Report or the 401(k) & (m) Projection Report.
Content	<p>All employees identified as eligible to participate in the 401(k) plan or who did participate during the report year are included.</p> <p>Data elements listed in detail are as follows:</p> <ul style="list-style-type: none">• Organization• Employee ID number• Employee name• Social Security Number• High-compensation indicator (O for owner, H for highly compensated using report year criteria, L for highly compensated in the report year using look-back year criteria) <p>For the year-end report:</p> <ul style="list-style-type: none">• Plan year salary (determination year gross)• Plan year deductions (determination year deductions)• Plan year contributions (determination year contributions)• ADP (plan year deductions divided by plan year salary expressed as a percentage)• ACP (plan year contributions divided by plan year salary expressed as a percentage) <p>For the midyear report without projections:</p> <ul style="list-style-type: none">• Plan year salary (current plan year-to-date gross)• Plan year deductions (current plan year-to-date deductions)• Plan year contributions (current plan year-to-date contributions)

- Content (continued)**
- ADP (plan year deductions divided by plan year salary expressed as a percentage)
 - ACP (plan year contributions divided by plan year salary expressed as a percentage)

For the midyear report with projections:

- Projected salary (current plan year projected gross)
- Projected deductions (current plan year projected deductions)
- Projected contributions (current plan year projected contributions)
- Projected ADP (projected deductions divided by projected salary expressed as a percentage)
- Projected ACP (projected contributions divided by projected salary expressed as a percentage)

Sequence

Report year owners are listed first, highly compensated per report year criteria next, highly compensated per look-back year criteria third, and lower compensated employees last. Within each of these groups, employees are listed in descending order of report year salary.

Note: When the Projected Salary is greater than the 401(k) Compensation Cap, an asterisk will follow the projected salary indicating the 401(k) Compensation Cap was used to calculate the ADP&ACP.

The Compensation Cap is derived from the System Parameters Table, Parameter #193.

PP72B0XX - 401(k) Discrimination Test Reporting

PERS071/PP72B0XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL PERSONNEL REPORTING 401(K) & (M) EMPLOYEE DETAIL						PAGE NO.	0001	
								RUN DATE	11/15/96	
ORGANIZATION	EMPLOYEE ID	NAME	SOC SEC NO	PROJECTED SALARY	PROJECTED 401(K) DED	PROJECTED 401(K) CON	PROJ ADP	PROJ ACP	HC IND	
	064009999	MEADOWS, FRANCIS	027271211	92,085.75	7,313.00	3,656.50	7.94	3.97	O	
ORG11	003119999	MCKENZIE, IRVING	700300046	105,433.25	7,313.00	3,264.73	6.94	3.10	H	
	118009999	SAPORO, ANNETTE	072886420	88,572.72	6,954.57	5,117.63	7.85	5.78	H	
ORG11	009119999	HILDEBRAND, EDWARD	011761976	86,823.00	6,700.07	3,735.61	7.72	4.30	H	
ORG12	035129999	PILLIN, PETER	252200754	68,198.07	6,354.95	1,937.48	9.32	2.84	H	
ORG12	039129999	DAMANTE, ORVELLE	078877887	54,043.97	3,375.08	676.42	6.25	1.25	H	
	001009999	GONZALES, LARRY D.	400800001	38,585.53	901.20	540.72	2.34	1.40		
	071009999	DONNAY, CHER	400814001	33,880.40	1,211.03	484.77	3.57	1.43		
ORG11	007119999	HIGHTOWER, GEORGE B.	006333999	33,000.00	2,970.00	1,320.00	9.00	4.00		
	006009999	MIRES, VERONICA	970800045	32,564.66	2,862.97	1,234.73	8.79	3.79		
ORG11	008119999	DALY, DAVID	300600700	24,349.99	1,574.00	287.00	6.46	1.18		
ORG11	019119999	DANFORD, DAN	500140000	24,330.66	1,217.25	547.13	5.00	2.25		
ORG12	032129999	PINK, WENDEL	051515100	20,878.75	896.40	628.20	4.29	3.01		
ORG12	038129999	TANKOVICH, TERI	586289764	10,717.00	429.00	750.19	4.00	7.00		
ORG12	049129999	PENN, PENNY	305222111	8,900.88	623.70	163.17	7.01	1.83		

Figure 6-5 401(k) & (m) Employee Detail Report (PERS071)

401(k) & (m) Discrimination Report Description

Report Name	401(k) & (m) Discrimination Report
Report Number	PERS072
Purpose	This report displays the results of the discrimination tests using only actual data. When projections are being developed, only the current year-to-date amounts are used for this report; the tests using the projected amounts appear on the 401(k) & (m) Projection Report (PERS073).
Content	<p>The top of the report displays the plan year end date, the total employees considered for extraction by PP72A0XX and the total included in the discrimination test.</p> <p>The next section of the report shows the ADP, ACP, combined percentage (if the combined test is applicable) and number of employees for the highly compensated group and for the nonhighly compensated group.</p> <p>The last section shows the test results. For the 401(k) or ADP test, the maximum ADPs shown are calculated from the ADP for the nonhighly compensated group using the “times 1.25” test and the “times 2/2% spread test.” If the maximum ADP shown is greater than or equal to the ADP shown above for the highly compensated employees, the test is flagged as passed; otherwise, it is flagged as failed. For the 401(m) or ACP test, similar data is shown in the ACP column. Data for the combined test is only shown if applicable: this includes the maximum ADPs and ACPs already displayed above, along with the maximum combined percentage calculated from the combined percentage shown for the nonhighly compensated (note that this may cause the result to not be exactly equal to the sum of the maximum ADP and ACP shown on the same line). The combined test relates the maximum combined percentages to the combined percentage for the highly compensated.</p>

PP72B0XX - 401(k) Discrimination Test Reporting

PERS072/PP72B0XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL PERSONNEL REPORTING 401(K) & (M) DISCRIMINATION			PAGE NO.	0001
FOR PLAN YEAR ENDING: 10/31/1996					RUN DATE	11/15/96
TOTAL EMPLOYEES PROCESSED	250					
TOTAL EMPLOYEES ELIGIBLE	15					
		401 (K) ADP	401 (M) ACP	COMBINED %	EMPLOYEE COUNT	
HIGHLY COMPENSATED EMPLOYEES		8.44	3.88	12.32	6	
NON-HIGHLY COMPENSATED EMPLOYEES		6.00	3.00	9.00	9	
		MAXIMUM ADP	MAXIMUM ACP	MAXIMUM COMBINED %	PASS	FAIL
TEST RESULTS:						
401 (K):						
TIMES 1.25 TEST		7.50				X
TIMES 2 / 2% SPREAD TEST		8.00				X
401 (M):						
TIMES 1.25 TEST			3.75			X
TIMES 2 / 2% SPREAD TEST			5.00		X	
COMBINED						
TIMES 1.25 TEST		7.50	3.75	11.25		X
TIMES 2 / 2% SPREAD TEST		8.00	5.00	11.00		X

Figure 6-6 401(k) & (m) Discrimination Report (PERS072)

401(k) & (m) Projection Report Description

Report Name	401(k) & (m) Projection Report
Report Number	PERS073
Purpose	This report displays the results of the discrimination tests using data containing projections to the end of the plan year.
Content	<p>The top of the report displays the date from which projections were started, the plan year end date, the total employees considered for extraction by PP72A0XX and the total included in the discrimination test.</p> <p>The next section of the report shows the ADP, ACP, combined percentage (if the combined test is applicable) and number of employees for the highly compensated group and for the nonhighly compensated group, based on the projected earnings, deductions and contributions.</p> <p>The last section shows the test results using this projected data. For the 401(k) or ADP test, the maximum ADPs shown are calculated from the ADP for the nonhighly compensated group using the “times 1.25” test and the “times 2/2% spread test.” If the maximum ADP shown is no more than the ADP shown above for the highly compensated employees, the test is flagged as passed; otherwise, it is flagged as failed. For the 401(m) or ACP test, similar data is shown in the ACP column. Data for the combined test is only shown if applicable: this includes the maximum ADPs and ACPs already displayed above, along with the maximum combined percentage calculated from the combined percentage shown for the nonhighly compensated employees (note that this may cause the result to not be exactly equal to the sum of the maximum ADP and ACP shown on the same line). The combined test relates the maximum combined percentages to the combined percentage for the highly compensated.</p>

PP72B0XX - 401(k) Discrimination Test Reporting

PERS073/PP72B0XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL PERSONNEL REPORTING 401(K) & (M) PROJECTION			PAGE NO.	0001
PROJECTION FROM: 06/01/1996 FOR PLAN YEAR ENDING: 10/31/1996					RUN DATE	11/15/96
TOTAL EMPLOYEES PROCESSED		250				
TOTAL EMPLOYEES ELIGIBLE		15				
		PROJECTED 401(K) ADP	PROJECTED 401(M) ACP	PROJECTED COMBINED %	EMPLOYEE COUNT	
HIGHLY COMPENSATED EMPLOYEES		7.67	3.54	11.21	6	
NON-HIGHLY COMPENSATED EMPLOYEES		5.61	2.88	8.49	9	
		PROJECTED MAXIMUM ADP	PROJECTED MAXIMUM ACP	PROJECTED MAXIMUM COMBINED %	PASS	FAIL
TEST RESULTS:						
401 (K):						
TIMES 1.25 TEST		7.01				X
TIMES 2 / 2% SPREAD TEST		7.61				X
401 (M):						
TIMES 1.25 TEST			3.60		X	
TIMES 2 / 2% SPREAD TEST			4.88		X	
COMBINED						
TIMES 1.25 TEST		7.01	3.60	10.61		X
TIMES 2 / 2% SPREAD TEST		7.61	4.88	10.49		X

Figure 6-7 401(k) & (m) Projection Report (PERS073)

401(k) Rate Change Report Description

Report Name	401(k) Rate Change Report
Report Number	PERS074
Purpose	When projections are done and the plan is projected to be out of compliance at the end of the plan year, this report lists those highly compensated employees whose rates should be lowered to bring the plan into compliance.
Content	<p>The report heading shows the organization. The body of the report lists the employee ID and name, the current deduction rate and the suggested deduction rate for each employee whose current rate exceeds the maximum rate needed to bring the plan into compliance.</p> <p>If it is not possible to bring the plan into compliance by lowering the rates for the highly compensated employees for the remainder of the plan year, the report consists simply of a single page with the message COMPLIANCE CANNOT BE ACHIEVED BY REDUCING RATES.</p>
Sequence	The report is sequenced by organization ID. The sequence within organization is, as indicated by the run specification to PP72A0XX, either employee ID or employee name.

PERS074/PP72B0XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING		RUN DATE	11/15/96
		401(K) RATE CHANGE REPORT			
ORG ID:	ORG11	-ABC CORPORATION			
		EMPLOYEE		DEDUCTION RATE	
		ID	NAME	CURRENT	SUGGESTED
		009119999	HILDEBRAND, EDWARD	8.00	6.00

Figure 6-8 401(k) Rate Change Report (PERS074)

Messages Report Description

Report Name	Messages Report
Report Number	PERS075
Purpose	This report documents any abort condition encountered during processing.
Content	The body of the report contains the employee ID, message number, message severity and message text and, where appropriate, additional reference information.

PERS075/PP72B0XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO. 001
		PERSONNEL REPORTING MESSAGES		RUN DATE 11/15/96
ORG ID: EMPLOYEE ID. NO.	USER REFERENCE	-ALL ORGANIZATIONS IN PROCESS		
		MESSAGE NUMBER	MESSAGE SEVERITY	----- M E S S A G E T E X T -----
		72-100	SEE SYSTEMS	FIRST EXTRACT FILE RECORD NOT HEADER RECORD
		72-001	INFORMATIONAL	PROGRAM ENDED BEFORE PROCESSING COMPLETED - CHECK OTHER MESSAGES

Figure 6-9 Messages Report (PERS075)

6.0 Program Description

6.1 Main

MAIN is the section that controls program execution. It performs INITIALIZATION. Then, if no abort condition has been encountered, it performs a sort for which the input procedure is PROCESS EXTRACT FILE and the output procedure is PROCESS DETAIL. If no abort condition arises during the sort, the DISCRIMINATION TESTING procedure is executed. The END OF JOB procedure is then performed and the program terminates.

6.2 Initialization

This procedure initializes report heading variables and the interface to the Message Report Utility. It opens the Control Data Base for use by the System Parameter and Message Report Utility programs. It performs LOAD 401K PARAMS to obtain needed System Parameters. It opens the Extract File, reads the header record and performs PROCESS HEADER to store data from the header record in working storage, opens the Work File and clears the array used by CALC IADP SUMMARY when midyear projections are to be developed, and performs initializations for the Employee Detail Report if it is to be produced.

6.3 Process Extract File

This procedure simply reads each record from the Discrimination Test Extract file and releases it to the sort. Were it not necessary to capture the information from the header record as a part of the INITIALIZATION procedure, an input procedure would not be needed.

6.4 Process Detail

This is the output procedure for the first sort. The records are returned in the sequence required for the Employee Detail Report: descending on the report year high-compensation indicator and report year total earnings. The first record is returned to prime the process. If the Employee Detail Report is to be produced, the first heading is generated. PROCESS HIGH PAID GROUP is performed until the first record for an employee in the low-paid group is returned. Then PROCESS LOW PAID GROUP is performed until all records in the Sort Work File have been processed. And last, if midyear projections are being processed, the Work File is closed.

PROCESS LOW PAID GROUP increments the employee count for the group. The employee's ADP and ACP are first calculated using the year-to-date amounts, then added to their respective accumulators for the 401(k) Discrimination Report. If projections are to be developed, the employee's ADP and ACP are then calculated using the projected amounts, and these are added to their respective accumulators for the 401(k) Projection Report. PRINT DETAIL LINE is then performed if the Employee Detail Report is being printed; note that it displays the last ADP and ACP calculated for the employee. Then the next record is returned from the Sort Work File.

PROCESS HIGH PAID GROUP is similar but more elaborate. It increments the employee count for the group and calculates and summarizes the ADP and ACP using the year-to-date amounts. Then, if projections are being developed, before it calculates the ADP and ACP using the projected amounts, it calculates the ADP using the year-to-date deductions and the projected earnings, i.e., the ADP if the employee's deduction rate were to be reduced to zero for the remainder of the plan year. PRINT DETAIL LINE is performed if appropriate. If projections are being developed and the employee has projected earnings, CALC IADP SUMMARY is performed to develop the data used to determine the maximum projected deduction rate that would bring the plan into compliance if it turns out to be discriminatory; the highest observed employee deduction rate is also tracked. And if projections are being developed, the record is copied to the Work File. Then the next record is returned from the Sort Work File.

CALC IADP SUMMARY develops the data to answer the what-if question "what would the ADP be if highly compensated employees were not allowed to contribute at a rate greater than X percent for the remainder of the plan year?" It does this for each legally valid integer percentage rate, i.e., for each integer percentage rate from one to 25 percent. If the employee's current rate is less than the hypothetical rate, the employee's rate is used; otherwise, the

hypothetical rate is used. If the DISCRIMINATION TESTING procedure subsequently determines that it is necessary to produce the Rate Change Report, this information will be used to identify the maximum contribution rate allowable for the highly compensated group that would bring the plan into compliance by the end of the plan year.

6.5 Discrimination Testing

The discrimination tests that use actuals and produce the 401(k)&(m) Discrimination Report are performed first. The average ADP and ACP are calculated for each group. The report variables for the report are established, and the COMMON TESTING procedure is performed. Then, if projections have been developed, PROJECTED TESTING is performed and, if the plan appears to discriminate, RATE CHANGE RPT is performed.

PROJECTED TESTING calculates the projected average ADP and ACP for each group, establishes the report variables for the 401(k)&(m) Projection Report, and performs COMMON TESTING. If the maximum ADP developed by the ADP test is higher than the target ADP (if any) developed by the combined test, that maximum ADP becomes the target ADP for subsequent processing. If the plan appears to discriminate, CALC ADP is performed to calculate the average ADP from the summaries developed by CALC IADP SUMMARY. It is performed iteratively to find an ADP that is no greater than the target ADP. The deduction rate associated with that ADP is the suggested rate shown on the Rate Change Report.

COMMON TESTING uses the ADP and ACP for the lower paid group to calculate the maximums available for the higher paid group. For both ADP and ACP, two tests are available:

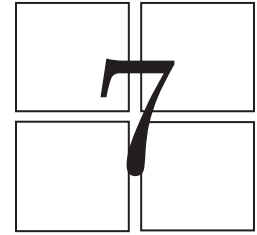
- With the first test, the maximum available for the higher paid group is 1.25 times the ADP (or ACP) for the lower paid group.
- With the second test, the maximum available for the higher paid group is either twice the ADP (or ACP) for the lower paid group or two percent added to it, whichever is less.

All values are calculated and the maximum ADP and ACP are developed for each test. In addition, if the combined test is applicable, COMBINED TEST is executed to perform a parallel set of computations using the sums of ADPs and ACPs for each group. PRINT DISCRIM REPORT is then performed to print either the Discrimination Report or the Projection Report.

RATE CHANGE RPT establishes report variables for the Rate Change Report. It calculates the average ADP for the highly compensated group, assuming no further employee deductions from that group. If it appears possible to bring the plan into compliance by lowering employee rates, the Work File of data for the highly compensated group is sorted to the sequence indicated by the Run Specification processed by PP72A0XX and transmitted through the header record, and the records are processed by the PROCESS TEMP WORK, PROCESS EMPLOYEE and FORMAT PRINT RECORD procedures. If it is not possible to lower the rates to bring the plan into compliance, a message to that effect appears on the report.

6.6 End of Job, I/O and Call Routines

The EOJ routine closes the Control Data Base and performs a final call to the Message Report Utility. The I/O routines include code to return records from the Sort File. The call routines provide linkage to the Message Report Utility, Control File Access Module and System Parameter Access Module, as well as error handling when the access modules encounter unexpected conditions.



Benefits Reporting

PP7400XX - Benefits Statement

1.0 Program Characteristics

Program Name	Benefits Statement
Program ID	PP7400XX
Language	ANS COBOL
Input Files	Control Data Base (Disk) Employee Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	Benefits Statement (PERS140) Records for Review (PERS141) Error Messages (PERS142)
Work Files	Sort Work File (Disk)
Called Modules	PPIOEDB PPMSGUTL PPDEDUTL PPMSSG PPIOCTL

2.0 General Description

The Benefits Statement Program provides, for each qualified employee, a statement of total annual compensation, which includes not only gross payments but also contributions made by the employer to the various benefits programs in which the individual is enrolled, and a statement of the employee's own participation in benefits programs.

This program reads the Employee Data Base, extracts benefits data, loads and sorts work records, and prints the Benefits Statement as well as a Records for Review Report. This second report identifies employees whose records should be reviewed to determine whether a Benefits Statement should have been prepared and also identifies those employees whose statements should be reviewed before mailing.

3.0 I/O Diagram

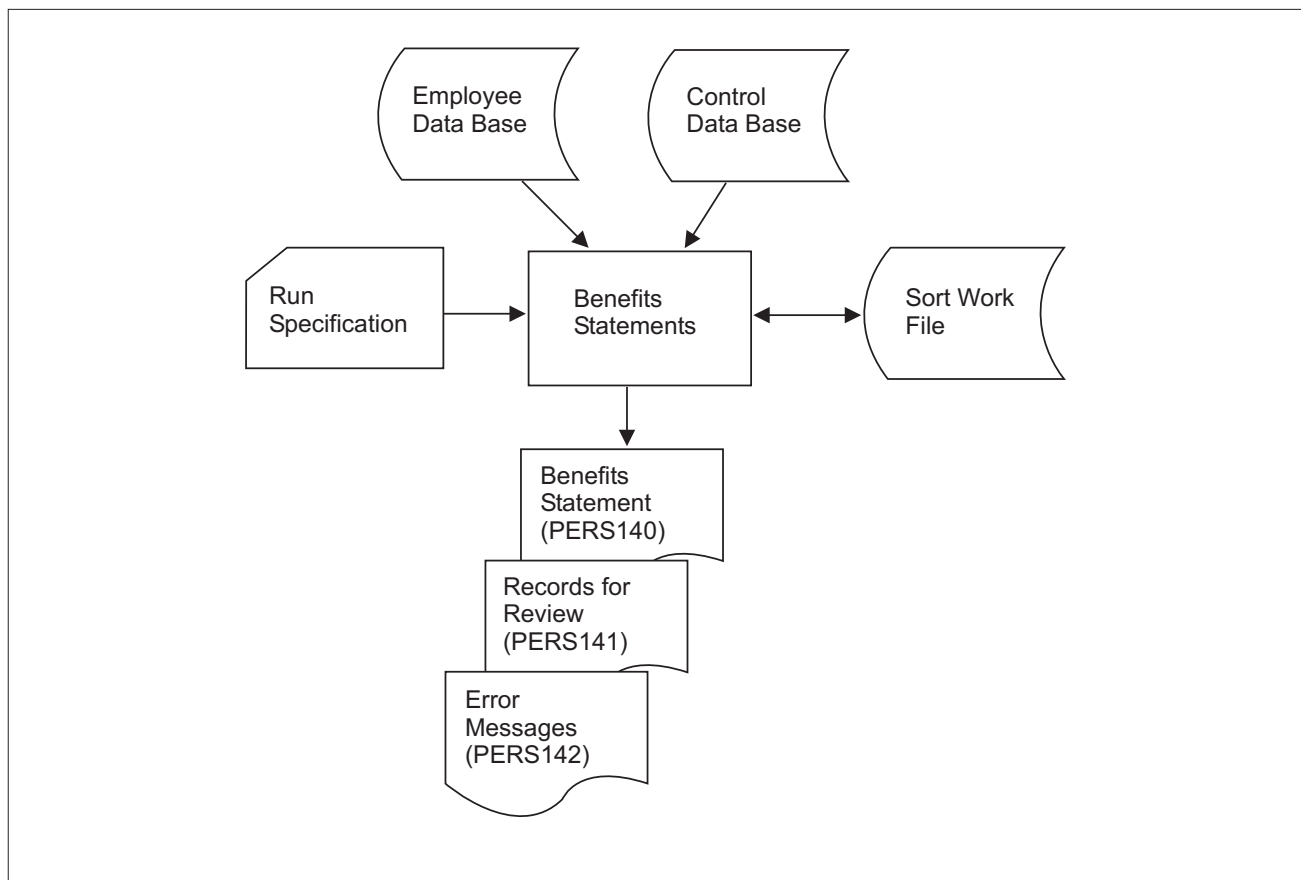


Figure 7-1 PP7400XX I/O Diagram

4.0 Input Description

4.1 Control Data Base

This program accesses the Message, Organization, Benefits, and Gross-to-Net (GTN) tables in the Control Data Base. The Records for Review Report requires accessing the Message Table for all messages, and the Benefits Report requires the Message Table for error messages. Input for these reports is handled by modules PPMMSGUTL and PPMSSG. The Organization Table is accessed by PPIOCTL to validate organizations on the run specification. It is also accessed at organization change to retrieve the group code for the Benefits and GTN tables. Health and Life insurance data from the Benefits and GTN tables are loaded into an internal array at organization change. The Benefits fields are used to derive coverage for life insurance. The associated GTN elements are used to lookup YTD deductions and contributions for printing on the Benefits report.

4.2 Run Specification

The run specification contains two types of input records. The first record contains a Transaction 1 identifier, preparation date, and report year. The report year is used only to print a date on the report, not to select a report year. Data produced for the report is always the data in the current Employee Data Base (EDB), which reflects only the benefits information for the current year. Backup copies of the EDB are required to produce reports from prior years. The second and all following records contain a Transaction 2 identifier, and an Organization ID. If all organizations are to be processed, "ALL" is used in place of the Organization ID on the first Transaction 2 record. A maximum of 20 organizations can be individually selected.

4.3 Employee Data Base

The Employee Data Base (EDB) is documented in File Descriptions. It is used by this program to extract report detail line data elements. Other Employee Data Base fields are extracted for calculation purposes. All input functions for the Employee Data Base are handled by module PPIOEDB.

BENEFITS STATEMENTS RUN SPECIFICATION

PER74-SPEC	T	PREP DATE	REP YEAR
	1		
1	10 11 12	19 20	23

Field	Description
T	Enter 1 for a Transaction 1 record.
PREP DATE	The preparation date that appears on the Benefits Statement.
REP YEAR	The calendar year for which the Benefits Statement is being prepared.

PER74-SPEC	T	ORGANIZATION ID
	2	
1	10 11 12	24

Field	Description
T	Enter 2 for a Transaction 2 record. Up to 20 Transaction 2 records can be selected.
ORGANIZATION ID	Organization ID for the Benefits Statement. " ALL " selects all organizations on the EDB.

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Figure 7-2 Benefits Statement Run Specification (PER74-SPEC)

5.0 Output Description

5.1 Benefits Statement

A summary report description, report sample, and sample printed form follows.

5.2 Records for Review

A summary report description and report sample follow.

5.3 Error Messages

A summary report description and report sample follow.

Benefits Statement Report Description

Report Name	Benefits Statement
Report Number	PERS140
Purpose	To provide each qualified employee with a statement of total annual compensation that includes gross pay and employee and employer contributions to the various benefits programs in which the individual is enrolled.
Content	<p>Each statement is printed on custom forms and is divided into six sections:</p> <p>Section 1 Covers top 1/4 of the form and includes employee name, address, dates, and gross dollar amounts</p> <p>Section 2 Retirement Benefits</p> <p>Section 3 Life Insurance Benefits</p> <p>Section 4 Health Insurance Benefits</p> <p>Section 5 Leave Benefits</p> <p>Section 6 Additional Benefits</p>
Selection Criteria	Regular employees, who commenced employment prior to or during the benefit year, with gross pay greater than zero.
Sequence	ZIP Code, Employee Name

XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX		1996
XXXXXXXXXXXXXXXXXXXXXXXXXXXX		
XXXXXXXXXXXXXXXX XX 9999999999		11/15/96
1996		
\$99,999.99.	\$99,999.99	\$199,999.98.
RETIREMENT	\$99,999.99 \$99,999.99	
FICA	\$99,999.99 \$99,999.99	
THRIFT PLAN	\$99,999.99 \$99,999.99	
	XXXXXXXXXXXXXXXX \$99,999.99 \$99,999.99	
YOU ALSO PARTICIPATED IN SUPPLEMENTAL PLANS AS FOLLOWS:	XXXXXXXXXXXXXXXX \$99,999.99 \$99,999.99	
ADDITIONAL RET	\$99,999.99 \$99,999.99	
ADDITIONAL THR	\$99,999.99 \$99,999.99	
RETIREMENT-TAX	\$99,999.99 \$99,999.99	
DEFERRED COMPE	\$99,999.99 \$99,999.99	
	YOUR BASIC COVERAGE IS FOR \$999,999.00.	
	999.99 999.99	
	999.99 999.99	
XXXXXXXXXXXXXXXX \$99,999.99 \$99,999.99		
YOUR COVERAGE IS: XXXXXXXXXXXXXXXX	999.99 999.99	
XXXXXXXXXXXXXXXX \$99,999.99 \$99,999.99		
YOUR COVERAGE IS: XXXXXXXXXXXXXXXX	INTEGRAL SYSTEMS PAYROLL/PERSONNEL	
XXXXXXXXXXXXXXXX \$99,999.99 \$99,999.99	ALSO APPROVED 999.99 HOURS OF ADD-	
YOUR COVERAGE IS: XXXXXXXXXXXXXXXX	ITIONAL LEAVE WITH PAY DURING THE	
XXXXXXXXXXXXXXXX \$99,999.99 \$99,999.99	PAST YEAR.	
YOUR COVERAGE IS: XXXXXXXXXXXXXXXX		
XXXXXXXXXXXXXXXX \$99,999.99 \$99,999.99		
YOUR COVERAGE IS: XXXXXXXXXXXXXXXX		
ROBERT JACOBSON		1996
		11/15/96
1996		
\$10,197.38.	\$883.08	\$11,080.46.
FICA	\$777.08 \$777.08	
YOU ARE NOT ENROLLED IN A RETIREMENT PLAN. PLEASE CONTACT THE PERSONNEL OFFICE TO ENROLL.	EXTRA LIFE PLAN \$62.00	
	OTHER BENEFITS \$61.00 \$60.00	
	YOUR BASIC COVERAGE IS FOR \$100,000.00.	
MAJOR MEDICAL	\$55.00 \$56.00	
YOUR COVERAGE IS: COVERAGE 003		
MAJOR MEDICAL		YOU ARE NOT ELIGIBLE FOR LEAVE
YOUR COVERAGE IS: COVERAGE 001		BENEFITS. IF YOU HAVE ANY QUESTIONS,
MAJOR MEDICAL		PLEASE CONTACT THE PERSONNEL OFFICE.
YOUR COVERAGE IS: COVERAGE 002		
DENTAL PLAN	\$51.00 \$109.00	
YOUR COVERAGE IS: COVERAGE 001		

Figure 7-3 Benefits Statement (PERS140)

ANNUAL STATEMENT of EARNINGS AND BENEFITS															
Prepared for _____	representing the year _____ prepared on: _____														
<p>This document provides a statement of your compensation from Integral Systems during _____. It identifies your actual earnings as well as your participation in retirement, insurance and other benefits programs. You are encouraged to review this document carefully and to file it with your other important personal papers.</p> <p>Your gross earnings, including monetary fringe benefits such as vacation and holiday pay, totaled _____. Integral Systems contributed _____ toward the premiums for benefits in which you participated, bringing your total compensation to _____.</p>															
RETIREMENT	LIFE INSURANCE														
During the past year the following contributions were deposited in your retirement account: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PLAN</th> <th style="text-align: left;">INTEGRAL SYSTEMS CONTRIBUTION</th> <th style="text-align: left;">YOUR CONTRIBUTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	PLAN	INTEGRAL SYSTEMS CONTRIBUTION	YOUR CONTRIBUTION				Integral Systems contributes Group Life Insurance and pays all premiums for employees eligible for Long-Term Disability coverage. Supplemental Life Insurance is also available as an option. You participate in the following: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">TYPE OF COVERAGE</th> <th style="text-align: left;">INTEGRAL SYSTEMS CONTRIBUTION</th> <th style="text-align: left;">YOUR CONTRIBUTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	TYPE OF COVERAGE	INTEGRAL SYSTEMS CONTRIBUTION	YOUR CONTRIBUTION					
PLAN	INTEGRAL SYSTEMS CONTRIBUTION	YOUR CONTRIBUTION													
TYPE OF COVERAGE	INTEGRAL SYSTEMS CONTRIBUTION	YOUR CONTRIBUTION													
HEALTH INSURANCE	LEAVE BENEFITS														
As an employee of Integral Systems you received health insurance coverage as follows: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PLAN</th> <th style="text-align: left;">INTEGRAL SYSTEMS CONTRIBUTION</th> <th style="text-align: left;">YOUR CONTRIBUTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	PLAN	INTEGRAL SYSTEMS CONTRIBUTION	YOUR CONTRIBUTION				<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">VACATION</th> <th style="text-align: left;">SICK LEAVE</th> </tr> </thead> <tbody> <tr> <td>Hours Earned This Year</td> <td> </td> </tr> <tr> <td>Hours Used This Year</td> <td> </td> </tr> <tr> <td>Balance at Year End</td> <td> </td> </tr> </tbody> </table>	VACATION	SICK LEAVE	Hours Earned This Year		Hours Used This Year		Balance at Year End	
PLAN	INTEGRAL SYSTEMS CONTRIBUTION	YOUR CONTRIBUTION													
VACATION	SICK LEAVE														
Hours Earned This Year															
Hours Used This Year															
Balance at Year End															
ADDITIONAL BENEFITS															

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Figure 7-4 Sample Benefits Statement Form

Records for Review Report Description

Report Name	Records for Review
Report Number	PERS141
Purpose	To identify employees whose records should be reviewed to determine whether a Benefits Statement should be prepared, and to identify employees whose statements should be reviewed before mailing.
Content	Each detail line prints the Employee ID number, the employee name, and review message type. Page breaks occur with Organization ID changes.
Selection Criteria	Employees meeting the following criteria appear on the report: regular employees with zero or negative gross pay, temporary employees enrolled in benefits programs, regular employees not enrolled in basic health or life insurance, regular employees on leave without pay, regular employees with life insurance plans and coverage amount specified but no deductions taken.
Sequence	Organization ID, Employee ID number.

PP7400XX - Benefits Statement

PERS141/PP7400XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0002
		PERSONNEL REPORTING		RUN DATE	11/15/96
		RECORDS FOR REVIEW		PROCESS DATE	10/31/96
ORG ID:	-MONOCO CORPORATION	MESSAGE	MESSAGE		
EMPLOYEE	EMPLOYEE	MESSAGE	MESSAGE		
ID. NO.	NAME.....	NUMBER	SEVERITY	- - - - - M E S S A G E T E X T - - - - -	
001009999	GONZALES, LARRY D.	74-006	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NEITHER HEALTH NOR LIFE COVERAGE
003009999	CHAMPION, IRVING	74-004	SERIOUS ERROR	PRINTED -	EMPLOYMENT STATUS PERMANENT, NOT ENROLLED IN BENEFITS
004009999	WHISTLESTOP, MARTHA	74-006	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NEITHER HEALTH NOR LIFE COVERAGE
005009999	WILDMAN, CHUCK J.	74-004	SERIOUS ERROR	PRINTED -	EMPLOYMENT STATUS PERMANENT, NOT ENROLLED IN BENEFITS
006009999	MIRES, VERONICA	74-006	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NEITHER HEALTH NOR LIFE COVERAGE
007009999	BELLTOWER, GEORGE B.	74-005	INFORMATIONAL	PRINTED-EMPLOYEE ON LEAVE OF ABSENCE WITHOUT PAY	
051009999	MCMANLEY, GLEN	74-004	SERIOUS ERROR	PRINTED -	EMPLOYMENT STATUS PERMANENT, NOT ENROLLED IN BENEFITS
052009999	COLOMBO, RONALD	74-004	SERIOUS ERROR	PRINTED -	EMPLOYMENT STATUS PERMANENT, NOT ENROLLED IN BENEFITS
053009999	SIGHT, STEPHEN	74-006	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NEITHER HEALTH NOR LIFE COVERAGE
054009999	MCRISER, ERLA	74-004	SERIOUS ERROR	PRINTED -	EMPLOYMENT STATUS PERMANENT, NOT ENROLLED IN BENEFITS
056009999	JORDAN, STEPHEN U	74-006	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NEITHER HEALTH NOR LIFE COVERAGE
057009999	PEACH, ALLEN A	74-006	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NEITHER HEALTH NOR LIFE COVERAGE
058009999	WASHINGTON, SARAH L.	74-005	INFORMATIONAL	PRINTED-EMPLOYEE ON LEAVE OF ABSENCE WITHOUT PAY	
059009999	MARTINI, DAVID	74-004	SERIOUS ERROR	PRINTED -	EMPLOYMENT STATUS PERMANENT, NOT ENROLLED IN BENEFITS
060009999	OAKLEY, ANNIE	74-006	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NEITHER HEALTH NOR LIFE COVERAGE
096009999	RAMON, DAMION	74-004	SERIOUS ERROR	PRINTED -	EMPLOYMENT STATUS PERMANENT, NOT ENROLLED IN BENEFITS
099009999	BLUM, PENNY	74-004	SERIOUS ERROR	PRINTED -	EMPLOYMENT STATUS PERMANENT, NOT ENROLLED IN BENEFITS
101009999	BENTON, WALTER	74-004	SERIOUS ERROR	PRINTED -	EMPLOYMENT STATUS PERMANENT, NOT ENROLLED IN BENEFITS
105009999	EGGBERT, FRIEDA	74-005	INFORMATIONAL	PRINTED-EMPLOYEE ON LEAVE OF ABSENCE WITHOUT PAY	
107009999	PEAL, IRA	74-008	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NO LIFE INSURANCE COVERAGE
119009999	REVELLE, RONDA	74-005	INFORMATIONAL	PRINTED-EMPLOYEE ON LEAVE OF ABSENCE WITHOUT PAY	
149009999	FLINTSTONE, DONALD D.	74-006	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NEITHER HEALTH NOR LIFE COVERAGE
301009999	K301009999, BLANK	74-008	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NO LIFE INSURANCE COVERAGE
302009999	K302009999, BLANK	74-007	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NO HEALTH PLAN COVERAGE
304009999	K304009999, BLANK	74-008	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NO LIFE INSURANCE COVERAGE
305009999	K305009999, BLANK	74-007	SERIOUS ERROR	PRINTED -	REGULAR EMPLOYEE HAS NO HEALTH PLAN COVERAGE

Figure 7-5 Records for Review Report (PERS141)

Error Messages Report Description

Report Name	Error Messages
Report Number	PERS142
Purpose	This report lists all error messages found in the processing of the program.
Content	The error messages that appear in the detail lines are obtained from the Message Table and printed by PPMMSGUTL.

PERS142/PP7400XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	000
		PERSONNEL REPORTING		RUN DATE	11/15/96
		ERROR MESSAGES		CHECK DATE	11/13/96
ORG ID:		-MONOCO CORPORATION			
EMPLOYEE	USER	MESSAGE	MESSAGE		
ID. NO.	REFERENCE	NUMBER	SEVERITY	----- M E S S A G E T E X T -----	
		74-111	SERIOUS ERROR	DUPLICATE GTN FOR PLAN	
				DUPLICATE DEDUCTION FOR LIF	060 072

Figure 7-6 Error Messages Report (PERS142)

6.0 Program Description

6.1 Main

The MAIN procedure is a short group of executive code that invokes the INITIALIZATION procedure, performs a sort using BUILD SORT MAINLINE as the input procedure and the PRINT STATEMENTS process as the output procedure, and finally terminates the run.

6.2 Initialization

Initialization This procedure opens the Records for Review print file, performs the routines that process the run specification, and opens the data base for sequential processing. The routine also sets up the heading information for the Records for Review Report.

Process Specification Record The run specification record is read and edited. For Transaction 1 records the dates are edited and initialized. For Transaction 2 records, the organizations are validated and sorted. Any edit failures here cause the program to terminate.

6.3 Build Sort Mainline

This procedure is the input command for the sort. The EDB is read and BUILD SORT RECORD is performed to process and release sort records. After all selected employees are processed, the EDB is closed and the input procedure is exited.

If “ALL” employees are selected, the EDB is read sequentially from the first employee to the last, with all employees processed. If individual organizations are selected, they are processed sequentially from the first to the last employee within the organizations. The organizations from the array, built and sorted in INITIALIZATION, are processed in ascending order. In either case, SETUP NEW ORG is performed on organization break to load the Benefits table for the group, and the Gross-to-Net (GTN) table associated with it. These routines fill an internal array with benefits data for Health Care and Life Insurance coverages in the Benefits Group. After the last record, control is passed back to MAIN.

Build Sort Records

This procedure performed after each record from the EDB has been read. The LOAD EDB SEGMENTS procedure is performed to move the employee record from the segment table to working storage areas, and to set up the employee benefits and deduction arrays. When the record for a terminated employee is found, processing passes immediately to the next record.

The SETUP SORT RECORDS routine is performed for permanent employees with positive gross pay. If the employee is currently on leave without pay, a message is also written on the Records for Review Report and processing passes on to the next record.

If a permanent employee has had no pay or negative pay during the year, a message is written on the Records for Review Report and processing passes on to the next record.

The various benefit plan code fields are checked to generate messages on the Records for Review report for temporary employees enrolled in benefit programs and permanent employees who are not. Processing continues with the next record.

Setup Sort Records

This routine initializes the sort record area, performs a series of routines to evaluate the benefit information from the Employee Data Base record, format a sort record, and release it.

The procedures described by the remainder of this section are the routines performing the evaluation and formatting functions.

Create Retirement Formats

If the employee does not participate in a retirement plan, a flag is set in the sort record which causes the print routine to generate an appropriate message, and the routine is exited. Otherwise, a series of independent checks are performed to identify plans in which there has been activity and to store the plan code, deduction amount, and contribution amount in the next available retirement entry in the sort record. Plans included in the standard system are FICA, Retirement, Thrift, State Retirement, and SRA.

Create Life and Health

The routine checks each employee benefit contained in the employee benefit array. For each benefit for health care or life insurance that was active at any time during the year, and has not been terminated on the Benefits Table, CREATE HEALTH FORMAT or CREATE LIFE FORMAT is performed to load the description, and the employee and employer GTN amounts onto the sort record.

Following processing of these current benefits, the employee's GTN Deduction array is examined to determine if there have been other deductions or contributions for health or life insurance. If found, these are added into the next (or last) occurrence on the sort record for health and/or life insurance, and its description set to "Other Benefits."

Finally, if the employee has no health plans or no life insurance plans, a flag is set in the sort record which causes a special message to print on the Benefits Statement.

Create Health Formats

When the routine is entered, a health plan has been found which is to be reported. This routine increments the health plan counter in the sort record. If it exceeds the maximum, the amounts for this plan will be added into the last occurrence of health care information on the sort record. Otherwise, this routine clears the deduction and contribution amounts, and fills the plan and coverage descriptions. Then it looks up the the employee deductions and employer contributions in the employee's GTN Deduction array using the GTN elements associated with the plan. It adds these amounts into the sort record, and zeros them in the GTN Deduction array. (This prevents the amount from being added in again when the employee's GTN Deduction array is examined following this perform.)

Create Life Formats

When the routine is entered, a life insurance plan has been found which is to be reported. The processing in this routine is identical to CREATE HEALTH FORMATS, above, except that data are stored in the Life Insurance portion of the sort record. Following that processing, DETERMINE LIFE COVERAGE is performed which uses COPY code from Payroll processing to determine the employee's life insurance coverage for the plan in process. This coverage amount is added into the coverage accumulator on the sort record.

Create Leave Data Formats

If the leave accrual schedule code is blank, a flag is set in the sort record and the routine is exited. Otherwise, leave balances, hours used and earned, and hours paid are stored in the sort record.

6.4 Print Statements

This is the control procedure for the processing of the sorted work file. It first opens the print file for the Benefits Statement and performs CREATE FORMS ALIGNMENT to print a number of forms with void data to assist the computer operator. It then loops, returning a sort record, clearing the page image in working storage, and performing DEVELOP BENEFIT STATEMENT. At the end of the sort file, it closes the print file and returns control to MAIN.

Create Forms Alignment	This procedure fills the working storage sort record with values. It clears the page image, then performs DEVELOP BENEFIT STATEMENT to create the number of alignment forms specified by the working storage variable SETUP-FORMS.
Develop Benefit Statement	Each time this procedure is performed, it creates a complete statement page image by performing the several “format” routines described below and then performing PRINT BENEFIT STATEMENT to unload the page image to the print file.
Format Employee Name	Rearranges the name into first, last, suffix format and places it and the report year in the first line of the page image.
Format Employee Address	Places the employee’s home street address in the page image.
Format City State Zip	Places the city, state, and zip code in the page image in a left-shifted format.
Format Report Year	Places the report year in narrative text area of the page image.
Format Gross Contributions	Puts the total gross pay and the total contributions in the page image.
Format Total Comp Line	Puts the sum of gross pay and total contributions in the page image.
Format Retirement Detail	Performs LOAD RETIREMENT DETAIL to move regular retirement deduction and contribution amounts to the page image. It then checks the retirement plan, and if it has been flagged as not enrolled, a message to that effect is placed in the retirement section of the page image.
Format Life Detail	Checks the life insurance plan code and, if it has been flagged as not enrolled, a message will be placed in the life insurance section of the page image. Otherwise it performs the LOAD LIFE LINES routine to move the life insurance descriptions and deduction and contribution amounts to the page image. If there are more than six insurance plans, the extras are placed in the Additional Benefits section of the statement. Finally, the total coverage amount is moved to the page image.
Format Health Entry	Places a message in the page image if the employee is not enrolled in any plan. Otherwise it performs LOAD HEALTH DETAIL to put the detailed description, deduction, and contribution information in the page image for each health plan.
Format Leave Detail	Generates a message in the page image if the employee is ineligible to accrue leave. Otherwise, it formats the leave hours in the page image. Sick leave hours for exempt personnel are always shown as “N/A” (not applicable), since the program assumes that exempt personnel do not accrue this type of leave.

**Print Benefit
Statement**

Unloads the lines of the page image to the print file one line at a time.

6.5 Miscellaneous Routines

This section of the program contains all calls to Public Modules and the routines for printing the Records for Review Report.

PP8700XX - Benefits Carrier Reporting

1.0 Program Characteristics

Program Name	Benefits Carrier Reporting
Program ID	PP8700XX
Language	ANS COBOL
Input Files	Employee Data Base (Disk) Control Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	Benefits Carrier Report (PERS150) Run Control Report (PERS151)
Work Files	Sort Work File (Disk)
Called Modules	PPMSGUTL PPIOCTL PPIOEDB

2.0 General Description

Driven by Run Specification selection criteria, this program extracts benefits carrier information from the Control Data Base (CDB) and employee coverage information from the Employee Data Base (EDB), and writes the Benefits Carrier Report. This report, which is sent to benefits insurance carriers, lists all employees covered by their policies at any time within a user-specified period, and prints the carrier premium for each employee.

Required Run Specification input is used to indicate the type of sort, to select employee-detail or summary-only reporting, and to specify the time period being processed. Selection of only those policies with a specified rate frequency, for example, all those that are paid quarterly, must also be made. Optional Run Specification input allows the report to be restricted to specified CDB Benefit Group Codes, Benefit Types, and/or selected carriers and individual policies. If several categories of selection criteria are entered, for example, Benefit Group Code and carrier, only those plans and employees in a selected Benefit Group and selected carrier will be processed and reported. If selection criteria are not entered, ALL is assumed.

The report is always sorted by insurance carrier and policy. Within that, employee records may be sorted by employee name or by effective date of coverage. Intermediate sorts by benefit type, plan, and coverage code, with subtotals by plan and coverage code, may be taken. Alternatively, employee printing may be suppressed, and policy totals (with or without subtotals) printed.

It is expected that employee records will normally be sorted by one of the methods described above for reports to insurance carriers. An alternative sort, by Organization and Employee ID (optionally within benefit type, plan, and coverage code), has been provided for use by the employer.

Program processing takes place in two stages, before and after a sort. Processing before the sort consists of an extract routine, which releases records for each plan selected, and for each employee covered by those plans at any time in the specified period. The extract routine calculates employee coverage using code identical to that used by Payroll, and selects the employee premium from the Carrier Rate field on the coverage record. Following the sort, the records are formatted and printed, and totals accumulated.

Informational messages are given for those employees whose coverage for a policy begins during the reporting period, as well as those who have terminated within the period.

3.0 I/O Diagram

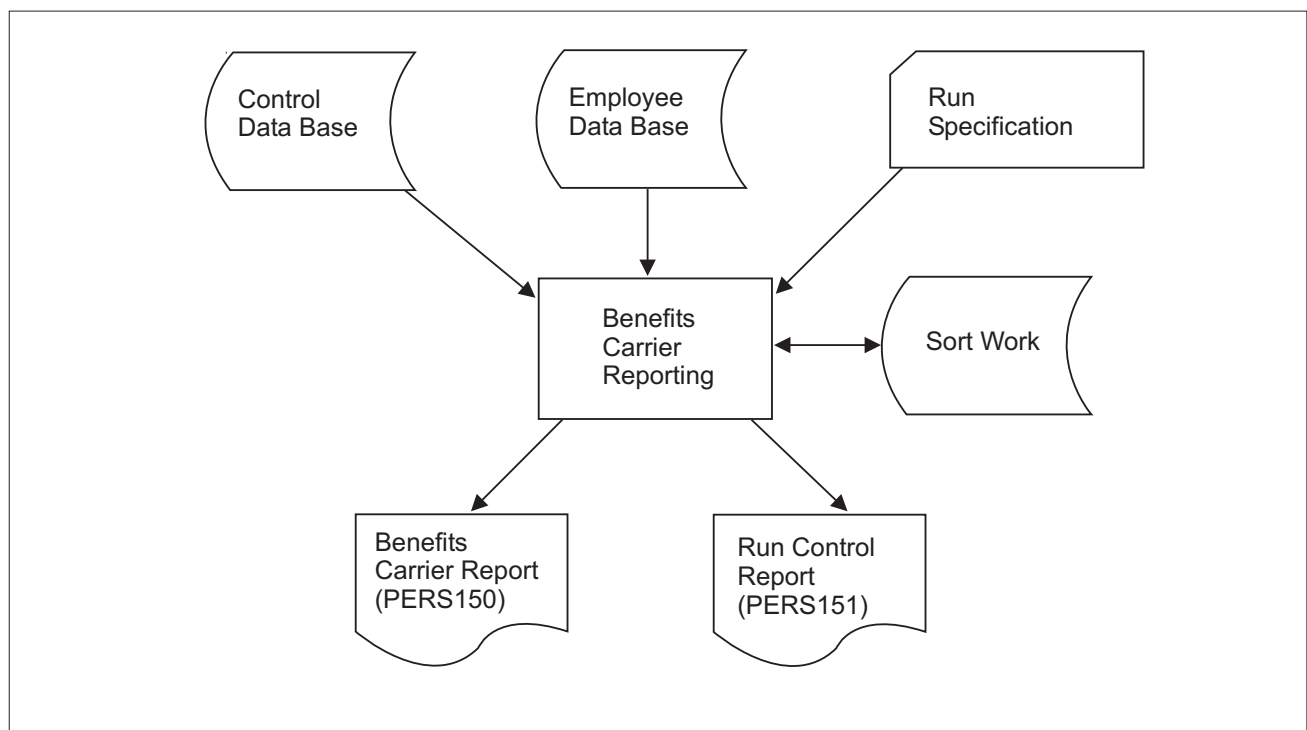


Figure 7-7 PP8700XX I/O Diagram

4.0 Input Description

4.1 Employee Data Base

The Employee Data Base is documented in the File Descriptions section of the Payroll/Personnel System reference documentation. This program uses the first personal data segment and the additional benefits segment to determine under which plans the employee has been covered during the specified period. The second personal data segment is used in premium calculations.

4.2 Control Data Base

The Control Data Base is documented in the File Descriptions section of the Payroll/Personnel System reference documentation. This program accesses the Organization Table. Using the table group code from the Organization Table and the Run Specification input, it accesses the Benefits Table. Through the Message Report Utility program, it accesses the Message Table.

4.3 Run Specifications

Run specification input must be provided to give the program data needed to perform the extraction logic.

4.4 Sort Work File

The Sort Work File contains carrier records and employee records extracted in the selection process. The sort key is Carrier Code, Policy ID, an optional intermediate sort, and an employee sort area. Carrier records contain low-values in all but the Carrier Code and Policy ID fields.

5.0 Output Description

5.1 Benefits Carrier Report (PERS150)

A summary report description and report sample follow.

5.2 Run Control Report (PERS151)

A summary report description and report sample follow.

Benefits Carrier Report Description

Report Name	Benefits Carrier Report
Report Number	PERS150
Purpose	This report is sent to insurance carriers to provide a listing of employees covered and their premiums. It may also be used by the Benefits department for audit purposes.
Content	<p>This report provides a listing and totals of all employees enrolled in selected benefit plans at any time during a specified period. Alternatively, employee detail may be suppressed, and only totals printed. Page heading includes insurance carrier name and full address, the policy number, the rate frequency, and a carrier code which is the employer's identification of the carrier. Employee data, which is printed only on detail reports, includes the following:</p> <ul style="list-style-type: none"> • Employee Name • Organization ID • Employee ID • Effective Date (beginning date of the employee's coverage) • Benefit Type Code • Plan Code • Coverage Code and Description • Coverage Amount (derived, if relevant) • Premium Amount (the carrier rate from the Benefits table)
Selection Criteria	Employee benefit plans to be reported may be selected by Run Specification. Selection may be made by Rate Frequency, Benefit Type, Benefit Group Code, Carrier Code and Policy ID, or by various combinations of them. Employees included are those enrolled and participating in selected Policies at any time during the period specified by Run Specification.

Sequence

This report is always ordered by Carrier Code and Policy Number. Each carrier's report begins with page 1. If employee detail reporting has been requested, each policy begins on a new page. Within policy, employee data optionally may be sorted by Benefit Type, Plan ID and Coverage Code. Employee detail may then be printed in any of several sort sequences: employee name, effective date of coverage, or Organization and Employee ID. Report sequence is selected by Run Specification.

Totals

Totals consist of the number of employee records, total coverage amount, if relevant, and total premium. Totals are always printed for each Policy and Carrier. Please note that the Policy employee count reflects detail line totals rather than employee totals since employees may have several records per policy. Subtotals by Coverage Code and/or Plan ID will also be printed if these have been selected as sort criteria.

PERS150/PP8700XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL			PAGE NO.	0001		
FROM DATE 01/01/1996		PERSONNEL REPORTING			RUN DATE	11/15/96		
TO DATE 12/31/1996		BENEFITS CARRIER REPORT						
THRIFT WAY LIFE INSURANCE CO.		POLICY NUMBER: TLIP12210123456						
1051 PROSPECT STREET		CARRIER CODE: CHEAPER123						
PO BOX 920								
CONCORD, CA 94520-0920								
BENE								
EMPLOYEE NAME	ORGANIZATION	EMP ID	EFF DATE	TYPE	PLN	COVERAGE	COVERAGE AMT	MONTHLY PREMIUM
READER, ROBERT J		146009999	11/01/1996	LI	LF2	001-20K LIFE PLAN	20,000.00	3.00
HIGUERA, SANDRA J.	ORG11	025119999	11/01/1996	LI	LF2	001-20K LIFE PLAN	20,000.00	3.00
KOCH, LIZ	ORG44	031449999	06/01/1996	LI	LF2	001-20K LIFE PLAN	20,000.00	3.00
MCDONEL, GORDON R.	ORG44	059449999	06/01/1996	LI	LF2	001-20K LIFE PLAN	20,000.00	3.00
NORDAHL, JIM A.	ORG45	005459999	06/01/1996	LI	LF2	001-20K LIFE PLAN	20,000.00	3.00
MORRISON, LAURA	ORG45	009459999	06/01/1996	LI	LF2	001-20K LIFE PLAN	20,000.00	3.00
O' SHEA, DAN	ORG45	015459999	06/01/1996	LI	LF2	001-20K LIFE PLAN	20,000.00	3.00
O' HARA, BOB	ORG45	018459999	06/01/1996	LI	LF2	001-20K LIFE PLAN	20,000.00	3.00
DAY, AMY	ORG45	031459999	06/01/1996	LI	LF2	001-20K LIFE PLAN	20,000.00	3.00
THURSTON, JANICE P.	ORG45	036459999	06/01/1996	LI	LF2	001-20K LIFE PLAN	20,000.00	3.00
C O V E R A G E S U B T O T A L		EMPLOYEES:	10	LI	LF2	001-20K LIFE PLAN	200,000.00	30.00
P L A N S U B T O T A L		EMPLOYEES:	10	LI	LF2		200,000.00	30.00
P O L I C Y S U B T O T A L		EMPLOYEES:	10				200,000.00	30.00

Figure 7-9 Benefits Carrier Report - Detail Report (PERS150)

PERS150/PP8700XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL			PAGE NO.	0002
FROM DATE 01/01/1996		PERSONNEL REPORTING			RUN DATE	11/15/96
TO DATE 12/31/1996		BENEFITS CARRIER REPORT				
THRIFT WAY LIFE INSURANCE CO.		POLICY NUMBER: ALL POLICIES				
1051 PROSPECT STREET		CARRIER CODE: CHEAPER123				
PO BOX 920						
CONCORD, CA 94520-0920						
C A R R I E R T O T A L		COVERAGE AND PREMIUM			200,000.00	30.00

Figure 7-10 Benefits Carrier Report - Summary Report (PERS150)

Run Control Report Description

Report Name	Run Control Report
Report Number	PERS151
Purpose	This report documents unusual conditions found in the data being processed and the content of the Run Specifications.
Content	The body of the report identifies the organization being processed, the employee ID, message number, message severity and message text and, where appropriate, additional reference information.

PERS151/PP8700XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING		RUN DATE	12/31/96
		RUN CONTROL REPORT			
		-ALL ORGANIZATIONS IN PROCESS			
ORG ID:		MESSAGE	MESSAGE		
EMPLOYEE	USER	NUMBER	SEVERITY	----- M E S S A G E T E X T -----	
ID. NO.	REFERENCE				
-----	-----	87-002	INFORMATIONAL	RUN SPECIFICATION:	
				PER87-SPEC1D130101199612311996M	

Figure 7-11 Run Control Report (PERS151)

6.0 Program Description

6.1 Main

MAIN is the section that controls program execution. It performs INITIALIZATION, then, if no abort conditions have been encountered, it invokes a sort. The sort input procedure, RELEASE POLICIES AND EMPS, extracts plan and employee data from the Control Data Base (CDB) and Employee Data Base (EDB), and the output procedure, PRINT CARRIER REPORT, formats and prints the extracted records. Finally, EOJ calls PPIOEDB, PPIOCTL, and PPMSGUTL to close the data bases, and the program ends.

6.2 Initialization

Initialization calls PPIOEDB, PPIOCTL, and PPMSGUTL to open the data bases and initiate processing. The Run Specification file and Report file are opened, the run date is retrieved from the operating system, and the Run Control and Carrier Report headers are initialized. PROCESS RUN SPECS reads the first run specification and performs LOAD SPECS to validate each run specification until the file is at end. If no abort conditions have been encountered, LOAD ORG ARRAY is then performed to load an internal organization array from the Organization Table.

LOAD SPEC determines which type Run Specification is being processed, and executes a load procedure to table each entry. It verifies that the first run specification is a type 1, and that all run specifications which follow are not a type 1. The next Run Specification is then read.

There are three performed load procedures, one each for arrays of Benefit Group Codes, Benefit Type, and for Carrier Code/Policy ID. Each performed load procedure verifies that at least one entry was on the Run Specification, confirms that no entries follow a blank entry, checks for duplicates in the array, and verifies that the table is not already full. If no fatal flags are set, it then loads one entry. Benefit Group Codes are edited by reading the Benefit Table for that Benefit Group Code. The effective date used for all reads of the Benefits table is the To Date from the Run Specification. Carrier/Policy selections and Benefit Types are not edited.

LOAD ORG ARRAY reads through the organization records in the Control Data Base and builds an internal table of organization data called the ORG TABLE. This array contains the Organization ID and the Benefit Table Group Code. This routine examines the Benefits Table Group Code for each organization. If the Benefits Table Group Code has been selected by Run Specification input, or ALL groups have been requested, the organization is loaded in the table.

Note that all reads of the Run Specification file are done by performing READ SPEC, which also displays the specification on the Run Control report.

6.3 Release Policies and Emps

This is the sort input procedure which releases to the sort all records needed for the Benefits Carrier Report, both the benefit plan records, and the employee records. Processing proceeds as follows.

First the Benefits Table records are released to the sort. By this time, Run Specification processing has created an array of all Benefit Group Codes the user has selected. If the array has no entries, ALL Benefit Groups are to be released to the sort, otherwise, only those in the array. If ALL benefit groups have been selected, this routine retrieves the first Plan record in the Benefits table. RELEASE POLICY RECORDS is then performed through the whole Benefits table. If selected Benefit Group Codes are being processed, SELECT BENEFIT GROUPS is performed until all groups are processed. (SELECT BENEFIT GROUPS does a “start” for a selected Benefit Group Code before performing RELEASE POLICY RECORDS.)

Following this, employee processing takes place performing PROCESS ORG for each entry in the internal organization table.

Release Policy Records

Upon entry to RELEASE POLICY RECORDS, a benefits table record has been read for a Benefits Group Code that has been selected for processing. If the record is a plan record, processing continues. VERIFY Selection is performed to verify that the Carrier Code and, optionally, Policy ID have been

selected (or ALL have been), the Benefit Type (or ALL) has been selected, and the Rate Frequency has been selected. If all three conditions are true, a policy sort record is released for the plan. The next benefit table record is retrieved.

Policy sort records contain all carrier information needed for the report. They are sorted by Carrier Code and Policy Number, and the remainder of their sort key is low-values.

Process Org

PROCESS ORG first determines whether the Benefit Table for the organization being processed has been loaded into memory. If not, LOAD BENEFIT TBL is performed to load into an internal array the coverage descriptions, the Carrier Rate, and the fields needed for determining employee coverage. LOAD BENEFIT TBL loads only those Carrier Codes (and optionally Policies), Benefit Types, and Rate Frequencies selected by Run Specification input. (See RELEASE POLICY RECORDS for selection rules.) Finally, the EDB is positioned to the first employee in an organization, and PROCESS EMPLOYEE is performed until the organization changes.

Process Employee

Upon entry to this routine, the employee record set has been read, consisting of the first and second Personal Data segments, and the Additional Benefits segment. This routine is responsible for releasing a record to the sort for each Benefit plan 1) in which the employee has been enrolled at any time during the specified period, and 2) which has been selected for reporting. Processing is performed on active employees, those on paid or unpaid leave of absence, and those who have terminated after the From Date. Transferred employees are not processed. Processing is as follows.

First, LOAD BENEFITS ARRAY (COPY member CPPDGBD) is performed to put the eight groups of employee benefit data into an array. CHECK EACH EMPL BEN is then performed to examine the array entries one by one. If the start date of the benefit is less than or equal to the the To Date, AND the end date of the benefit is greater than or equal to the the From Date, processing continues for this benefit. Next, the Plan ID of the Benefit is looked up in the internal table created by LOAD BENEFIT TBL. If the plan is found in the table, MATCH COVERAGE is performed to search the internal table of benefits data for the coverage code. If the coverage code is found, RELEASE EMPLOYEE BENEFIT is performed to release a record to the sort. If an employee sort record is released and the employee has terminated within the From and To Dates, a warning message is issued on the Run Control Report. The next EDB record set is read.

Release Employee Benefit

This routine performs DETERMINE COVG PREMIUM to determine the coverage amount and the premium for the benefit. It then builds and releases the employee sort record. If the Benefits Coverage Begin Date is within the From and To Dates on the Run Specification, a warning message is issued on the Run Control Report. Note that if the user has requested a sort by effective date, the Benefits Coverage Begin Date is moved into the sort.

Determine Coverage Premium This routine determines the coverage amount. The appropriate fields are loaded from the internal benefits array and DETERMINE COVERAGE (copy member CPPDXCCA) is performed to calculate the coverage amount. If the Rate Basis equals "A" or "G", FIND RATE AMT is performed to calculate the premium. If the Rate Basis equals "C", the premium is then determined from the coverage amount and a calculation factor for this benefit.

6.4 Print Carrier Report

This is the sort output procedure, responsible for formatting and printing the sorted policy and employee records. Upon entry to this routine, the report file, containing policy and employee records, has been sorted by carrier, policy, optionally Benefit Type, plan and coverage, coverage effective date, and employee name (Organization ID and Employee ID may be substituted for effective date and employee name.) One or more policy records precede the records of employees covered by the policy.

This routine returns the first sort record, then performs PROCESS PRINT CARRIER until the sort file is at end.

Process Print Carrier Clears carrier accumulators and formats the headings. It saves the carrier field and then performs PROCESS PRINT POLICY until the carrier changes or the end of the sort file is reached. Carrier totals are then printed. Carrier totals are always printed on a new page when a detail report is being processed, but not for summary reports.

Process Print Policy Clears policy accumulators and formats the heading. If a detail report is being produced, this routine performs PAGE HEADINGS to start the policy on a new page. It saves the current policy and then returns sort records until an employee record is found the policy or carrier changes, or end of the sort file is reached. There may be several plan records for this policy which precede the employee records. PROCESS PRINT PLAN is the performed until the carrier or policy changes, or the end of the sort file is reached. Policy totals are printed and are accumulated towards carrier totals.

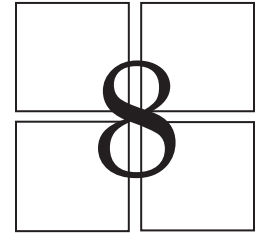
Process Print Plan Clears plan accumulators. It saves the current plan and benefit type, and then performs PROCESS PRINT COVERAGE until the carrier, policy, benefit type, or plan changes, or the end of the sort file is reached. If the report has been sorted by plan, the plan subtotal is printed. The plan totals are then accumulated towards the policy totals.

Process Print Coverage Clears coverage accumulators It saves the current coverage code and description and then performs PROCESS EMPLOYEE DETAIL until the carrier, policy, benefit type, plan, or coverage code changes, or the end of the sort file is reached. If the report has been sorted by coverage, the coverage subtotal is printed. The coverage totals are then accumulated towards the Plan totals.

Process Employee Detail Does employee-level processing. It adds one to an employee count and adds the coverage and premium amount towards the coverage totals. If a detail report has been requested, it formats and prints the employee detail line of the report. Finally, it returns the next record.

6.5 End of Job, I/O and Call Routines

PPMSGUTL is called to print an end of job message. Finally, PPIOEDB, PPIOCTL, and PPMSGUTL are called to close the data bases, and the program ends.



Departmental Action Notices

PP7500XX - Departmental Action Notices

1.0 Program Characteristics

Program Name	Departmental Action Notices
Program ID	PP7500XX
Language	ANS COBOL
Input Files	Employee Data Base (Disk) Control Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	Departmental Action Notices Report (PERS111) Error Messages (PERS112)
Work Files	Sort Work File (Disk)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

The Departmental Action Notices Report is a personnel management tool used to identify changes/events/conditions that have occurred or will occur for employees, so that appropriate departments and administrative offices can take action. Each notice type generates a different detail line tailored to provide relevant identifying and supporting data. A set of sample notices are provided with the program; an installation can easily add as many others as are desired.

3.0 I/O Diagram

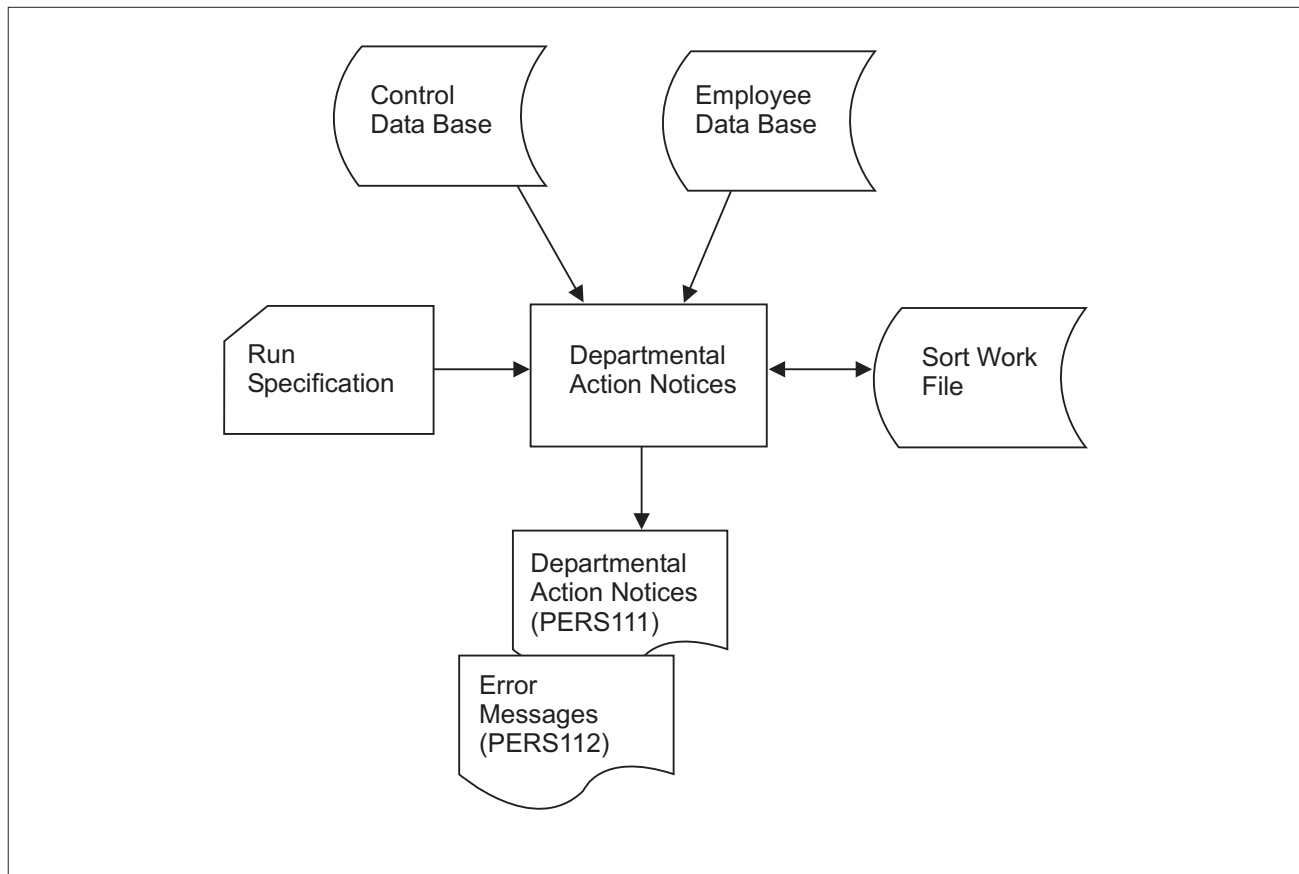


Figure 8-1 PP7500XX I/O Diagram

4.0 Input Description

4.1 Control Data Base

This program accesses five tables on the Control Data Base: the Benefits Table, the Department Table, the Job Classification Table, the Message Table, and the Organization Table. The Benefits, Department, and Job Class Tables are group-specific, and require group codes from the Organization Table for access.

The Organization Table is accessed in the Initialization section to verify selected organizations from the specification transaction input. It is also accessed when necessary to retrieve group codes.

The Benefits Table is accessed in the input procedure of the program on organization change if Report 10 has been requested. If so, Plan numbers of active Basic Health Care plans are read into an internal array, if the Benefits Table Group Code is different from that of the prior organization processed.

The Department Table and Job Class Tables are accessed by their respective group codes in the output procedure of the program. Reports 02, 03, and 04 require information from the Job Class Table. The Department Table is accessed each time a change occurs in the department used for sorting (either home or job department). All tables are accessed with calls to PPIOCTL.

The Message Table is accessed to load report headers and for error messages. The Initialization Section loads messages 75-001 through 75-099 to be used as report headers in the program and are input through calls to the Control Data Base I/O Module (PPIOCTL). Error messages are also obtained from the Message Table, if required. The Control Data Base is accessed through the Message Report Utility (PPMSGUTL) for all error messages.

4.2 Run Specification

Run specification contains two types of records. The first, Transaction 1, contains an identifier, a type identifier, a report date, a sort selection field, and all report select fields, and individual report select fields.

4.3 Employee Data Base

The Employee Data Base (EDB) is documented in File Descriptions. It is used by this program to check each employee for meeting the various Departmental Action Notice criteria.

The following segments of the EDB are utilized:

- **0100** First Personal Data Segment
- **0200** Second Personal Data Segment
- **2000-2400** All Job Assignment Segments
- **5100** Hours Balances
- **5500** Gross Dollar Balances
- **8500-9600** Dependent/Beneficiary Segments
- **9700** Additional Benefits

All input functions for the EDB are handled by the Data Base I/O Module, PPIOEDB.

DEPARTMENTAL ACTION NOTICES RUN SPECIFICATION

Notice Selection Field	Description	Coding
ALL	All Notices Generated Enter any character in this field to cause all notices to be generated. If this option is selected, also make the appropriate entries for action notices 1, 3, 8, 11, 12, 13 and 17.	X
#1	Approaching End of Probationary Period Enter the number of months that defines the length of the probationary period. The report lists all employees whose initial employment month precedes the report month by the number of months specified.	nn
#2	Leaves of Absence Enter XX if the report is to list all employees on leave of absence during the month specified in the report date.	XX
#3	Account Distribution Information Is Expiring Enter the number of months that defines the length of the period during which all expiring account distributions are to be listed. All distributions expiring during this period, which begins with the report date, will be identified.	nn
#4	Job Assignment Expiring Enter XX if the report is to list all job assignments ending during the month specified in the report date.	XX
#5	Salary Reviews Required Enter XX if the report is to identify all employees with salary reviews scheduled during the month specified in the report date.	XX
#6	Retirement Eligibility Review Required Enter XX if the report is to list all employees who are not enrolled in a retirement plan but have an ERISA cumulative hours balance of 1,000 or more.	XX
#7	W-4E Is Expiring Enter XX if the report is to list all employees claiming temporary exclusion from federal taxation. This notice will be generated only if the report date is for February.	XX
#8	No Payroll Activity Within Specified Period Enter the number of months preceding the report date during which all employees who have had no payroll activity are to be listed. Anyone without payroll activity from this prior month through the report date will be identified.	nn
#9	Tenure Review Required Enter XX if the report is to identify all employees who are eligible for tenure review. Anyone with Special Status flag (tenure eligible) equal to "E" (eligible) and a Special Status Date (tenure eligible date) equal to the report date year and month will be listed.	XX
#10	Employee Terminated - No COBRA Action Taken Enter XX if the first report is to identify all employees who have been terminated within the month prior to the report date, and who have at least one beneficiary with COBRA Status field blank.	XX
#11	Delinquent COBRA Payment Enter number of days that, when subtracted from the report date, specifies the earliest date when all COBRA beneficiaries with delinquent payments are listed.	nn
#12	COBRA Coverage Expiring Enter number of days that defines the period from the report date for which all COBRA beneficiaries with approaching coverage expiration are listed.	nn
#13	COBRA Beneficiary Possible Medicare Entitlement Enter number of days that defines the period from the report date for which all COBRA beneficiaries approaching the age of 65 are listed.	nn
#14	Continuing Health Care Notice Required Enter XX if the report is to list all beneficiaries with a reason for COBRA coverage, but who have not yet been sent notification.	XX
#15	I-9 Document on File Expiring Enter XX if the report is to list all employees with an I-9 Expiration Date within the month following the report date.	XX
#16	Disabled COBRA Participant Coverage Change Notice Enter XX if the report is to list disabled employees and former employees who will complete 18 months of COBRA coverage within 45 days following the report date.	XX
#17	Retirement Plan Hardship Suspension Expiring Enter the number of months that defines the period during which all expiring tax-deferred compensation plan hardships are to be listed. All affected plan hardship suspensions expiring during this period which begins with the report date will be listed.	nn

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Page 2 of 2

Figure 8-3 Departmental Action Notices Run Specification - Page 2 of 2 (PER75-SPEC)

5.0 Output Description

5.1 Departmental Action Notices (PERS111)

A summary report description and report sample follow.

5.2 Error Messages (PERS112)

A summary report description and report sample follow.

Departmental Action Notices Report Description

Report Name	Departmental Action Notices
Report Number	PERS111
Purpose	To provide a report identifying changes, events, and conditions that have occurred or will occur for employees, so that appropriate departments and administrative offices can take action.
Content	<p>For each action notice there is a unique detail line. However, Employee Name and Employee ID are common to all detail lines and are the first and second elements to appear on the detail line, respectively. Listed below is each action notice with its respective detail line information:</p> <p>Approaching End of Probationary Period (#01)</p> <ul style="list-style-type: none"> • Employment Date <p>Leaves of Absence (#02)</p> <ul style="list-style-type: none"> • Leave Begin Date - Element described as Status Effective Date on the Data Base • Leave Return Date • Leave Type With/Without Pay Indicator • Job Title • Department <p>Account Distribution Information is Expiring (#03)</p> <ul style="list-style-type: none"> • Job Title • Department • Account Number • Earnings Type • Distribution % • Account Start Date • Account Stop Date <p>Job Assignment Expiring (#04)</p> <ul style="list-style-type: none"> • Job Title • Job Assignment Begin Date • Job Assignment End Date

Content (continued) Salary Reviews Required (#05)

- Next Salary Review Date
- Employment Status
- Regular/Temporary Indicator
- Employee Type

Retirement Eligibility Review Required (#06)

- Employment Date
- Employment Status
- Regular/Temporary Indicator
- Employee Type
- Full-Time/Part-Time Indicator
- ERISA Cumulative Hours

W4E is Expiring (#07)

- Employee Name and ID

No Payroll Activity Within Specified Period (#08)

- Last Payroll Process Date
- Employment Status
- Regular/Temporary Indicator

Tenure Review Required (#09)

- Tenure Date (Special Status Date)

Employee Terminated - No COBRA Action Taken (#10)

- Employee ID
- Employee Name
- SSN
- Termination Date
- Health Plans Active as of the Report Date

Delinquent COBRA Payment (#11)

- Employee ID
- Beneficiary Name
- Beneficiary SSN

- Content (continued)**
- Payment Method
 - Payment Date

COBRA Coverage Expiring (#12)

- Employee ID
- Beneficiary Name
- Beneficiary SSN
- Coverage Plans
- Expiration Date

Possible Medicare Entitlement (#13)

- Employee ID
- Beneficiary Name
- Beneficiary SSN
- Coverage Plans
- Expiration Date
- Birthdate

Continuing Health Coverage Notice Required (#14)

- Employee Name
- Employee ID
- Beneficiary Name
- Beneficiary (or Employee) Address (street, city, state, and zip code)

I-9 Document on File Expiring (#15)

- Employee Name
- Employee ID
- I-9 Expiration Date

Disabled COBRA Participant - Coverage Change Notice (#16)

- Employee Name
- Employee ID
- COBRA Effective Date plus 18 Months

Content (continued) Retirement Plan Hardship Suspension Expiring (#17)

- Employee Name
- Employee ID
- Hardship Distribution Date
- Plan (401k, 403b, 457, etc.)

Sequence

The Departmental Action Notices Report can be printed in one of two sort orders:

- Organization ID, home Department, action notice number, Employee Name
- Organization ID, action notice number, home Department, Employee Name.

The report can be printed both ways in one run. In addition, the report can be requested in either or both of these orders using Job Department in lieu of home Department.

Selection Criteria

An individual is selected for a particular notice as described in each of the following selection criteria:

Approaching End of Probationary Period (#01)

When month of employment equals run specification month minus probationary period (expressed in number of months via run specifications).

Leaves of Absence (#02)

When Employment Status equals leave with pay or leave without pay.

Account Distribution Information is Expiring (#03)

When account stop year and month fall within specified time period (run specification report date plus number of months entered).

Job Assignment Expiring (#04)

When the job assignment end month and year equal the run specification month and year.

Salary Reviews Required (#05)

When the next salary review date equals the run specification year and month.

**Selection Criteria
(continued)**

Retirement Eligibility Review Required (#06)

When Retirement Plan is blank (not enrolled) and ERISA cumulative hours balance is 1,000 or greater.

Annual Exemption From Federal Withholding Expiring (#07)

When run specification month equals 2 (for February) and federal exemptions equal 98.

No Payroll Activity Within Specified Period (#08)

When last payroll process date is prior to the date calculated by subtracting the number of months (entered in the run specification) from the run specification date.

Tenure Review Required (#09)

When Special Status (Tenure Eligible) flag equals E and Special Status Date (Tenure Date) equals year and month of run specification date.

Employee Terminated - No COBRA Action Taken (#10)

When Employment Status equals T and Status Effective Date falls within the month preceding the run specification date, the preceding month is calculated by subtracting one from the report month. If the report month is 01 (January), it will be set to 12 and 1 is subtracted from the report year. Any such employee with at least one beneficiary whose COBRA status is spaces (i.e., has not been entered) will be reported.

Delinquent COBRA Payment (#11)

COBRA beneficiaries are printed when their COBRA payment date is prior to the report day subtracted from the number of specified days. COBRA beneficiaries are those with COBRA status of A.

COBRA Coverage Expiring (#12)

COBRA beneficiaries are printed when their COBRA coverage expiration date falls in the period defined by the report date and the number of supplied days projected to the future. COBRA beneficiaries are those with COBRA status of A.

**Selection Criteria
(continued)**

Possible Medicare Entitlement (#13)

COBRA beneficiaries are printed when their Beneficiary birthdate plus 65 falls in the period defined by the report date and the number of supplied days projected to the future. COBRA beneficiaries are those with COBRA status of **A**.

Continuing Health Coverage Notice Required (#14)

All beneficiaries are printed who have a reason for COBRA coverage, but who have not yet been sent notification.

I-9 Document on File Expiring (#15)

All employees with an I-9 expiration date within the month following the report date.

Disabled COBRA Participant - Coverage Change Notice (#16)

Disabled employees and former employees are printed who have COBRA coverage and who are within 45 days of having completed 18 months of that coverage. This is determined by examining all beneficiary segments and reporting those with a Beneficiary Relationship of **A** (self), a COBRA Status of **A** (accepted coverage), a COBRA Reason of **B** or **C** (disabled employee or former employee), and a COBRA Effective Date in the desired range, when compared to the report date.

Retirement Plan Hardship Suspension Expiring (#17)

When the twelfth month after the tax-deferred compensation plan Hardship Suspension Date falls within the specified time period.

PERS111/PP7500XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL			PAGE NO. 0001	
		PERSONNEL REPORTING			RUN DATE 11/15/96	
BY DEPARTMENT		DEPARTMENTAL ACTION NOTICES			REPORT DATE 11/15/1996	
ORG ID: -MONOCO CORPORATION						
DEPARTMENT: 20205-001 DEPT OF PHYSICS (2)						
1982 INDUSTRIAL PARK ROAD						
EMPLOYEE TERMINATED - NO COBRA ACTION TAKEN						
EMPLOYEE ID	EMPLOYEE NAME	SSN	TERMINATION DATE	HEALTH PLANS		
225009999	SHERMAN, SANDRA J.	555-22-3345	04/01/1996	DEN MAJ		
DELINQUENT COBRA PAYMENT						
EMPLOYEE ID	BENEFICIARY NAME	BENE SSN	PYMT METHOD	PYMT DATE		
035009999	PARSONS, JAMES	045-12-3456	M	04/17/1996		
035009999	PARSONS, SUSAN	076-14-3241	M	04/17/1996		
035009999	PARSONS, JOHN	085-22-3444	M	04/17/1996		
035009999	PARSONS, MARK	016-20-3331	M	04/17/1996		
COBRA COVERAGE EXPIRING						
EMPLOYEE ID	BENEFICIARY NAME	BENE SSN	- - - -PLANS- - - -		EXP DATE	
022009999	DICKENS, GEORGE	047-66-3122	MAJ HMO	HMO DEN MAJ	06/17/1996	
022009999	DICKENS, MARY	049-10-2213	MAJ	DEN MAJ	06/17/1996	
022009999	DICKENS, ELLEN	065-32-4414	MAJ HMO	HMO DEN MAJ	06/17/1996	
022009999	DICKENS, ERIC	097-55-3436	MAJ HMO	HMO DEN MAJ	06/17/1996	
COBRA BENEFICIARY: POSSIBLE MEDICARE ENTITLEMENT						
EMPLOYEE ID	BENEFICIARY NAME	BENE SSN	- - - -PLANS- - - -		COVERAGE DATE	BIRTHDATE
055009999	KELLERS, RICHARD	575-11-4456	MAJ HMO	HMO DEN MAJ	06/17/1996	06/15/1941
055009999	KELLERS, GRACE	645-12-3433	MAJ	DEN MAJ	06/17/1996	05/17/1965
055009999	KELLERS, JUDITH	562-44-7896	MAJ HMO	HMO DEN MAJ	06/17/1996	06/11/1969
055009999	KELLERS, BARBARA	675-29-7654	MAJ HMO	HMO DEN MAJ	06/17/1996	11/17/1971
CONTINUING HEALTH COVERAGE NOTICE REQUIRED						
EMPLOYEE NAME	EMPLOYEE ID NUMBER	BENEFICIARY NAME	STREET	CITY	ST	ZIP
SPINOSA, SANDRA J.	025009999	SPINOSA, HARRY	123 N. MAINE STREET	WALNUT CREEK	CA	9451996-0123
SPINOSA, SANDRA J.	025009999	SPINOSA, GARY	123 N. MAINE STREET	WALNUT CREEK	CA	9451996-0123
SPINOSA, SANDRA J.	225009999	SPINOSA, MARY	123 N. MAINE STREET	WALNUT CREEK	CA	9451996-0123
SPINOSA, SANDRA J.	225009999	SPINOSA, JOYCE	123 N. MAINE STREET	WALNUT CREEK	CA	9451996-0123

Figure 8-4 Departmental Action Notices Report - Page 1 of 2 (PERS111)



PP7500XX - Departmental Action Notices

PERS111/PP7500XX/110196	INTEGRAL SYSTEMS PAYROLL/PERSONNEL	PAGE NO.	0002
	PERSONNEL REPORTING	RUN DATE	11/15/96
BY DEPARTMENT	DEPARTMENTAL ACTION NOTICES	REPORT DATE	11/15/1996
ORG ID:	-MONOCO CORPORATION		
DEPARTMENT:	20202-000 STARFLEET SHIPS HEAD OFFICE 1516 UNITED NATIONS WAY		
LEAVES OF ABSENCE			
EMPLOYEE NAME	EMPLOYEE ID NUMBER	*- - LEAVE DATES - -* BEGIN RETURN	WITH PAY *-- -- JOB TITLE - - -* DEPT.
BELLTOWER, GEORGE B.	007009999	10/31/1996 03/01/1997	NO ACCOUNTANT I 20202
PILL, EDWARD F.	015009999	09/15/1996 12/01/1996	YES ADMINISTRATIVE ASST II 20202
			ADMINISTRATIVE ASST II 20204
			ADMINISTRATIVE ASST II 20202
ACCOUNT DISTRIBUTION INFORMATION IS EXPIRING			
EMPLOYEE NAME	EMPLOYEE ID NUMBER	*- - - JOB TITLE - - -* DEPT.	*- - ACCOUNT NUMBER - -* ERN DIST. *- -ACCOUNT DATES- -* TYP % START STOP
HAWLEY, DARRYL	017009999	DIRECTOR OF TRAINING 20202	0000020202 000 REG 0.00 07/27/1996 11/04/1996
RETIREMENT ELIGIBILITY REVIEW REQUIRED			
EMPLOYEE NAME	EMPLOYEE ID NUMBER	EMPLOYMENT DATE	EMPLOYMENT STATUS REG/TEMP EMPLOYEE TYPE FULL TIME PT. TIME ERISA HOURS
CHAMPION, IRVING	003009999	10/15/1989	A R E F 1720.00
GUERRERO, JACK	037009999	09/16/1991	O R N F 1250.00
HAWLEY, DARRYL	017009999	07/27/1993	T R E P 1520.00
RETIREMENT PLAN HARDSHIP SUSPENSION EXPIRING			
EMPLOYEE NAME	EMPLOYEE ID NUMBER	HARDSHIP DISTR DATE	PLAN
MIRES, VERONICA	006009999	07/02/2001	401K
PARSONS, TALBOT	018009999	06/21/2001	403B

Figure 8-5 Departmental Action Notices Report - Page 2 of 2 (PERS111)

Error Messages Report Description

Report Name	Error Messages
Report Number	PERS112
Purpose	This report lists all errors found in the generation of the Departmental Action Notices.
Content	<p>The error messages that appear are obtained from the Message Table and printed by the Message Report Utility (PPMSGUTL).</p> <p>The first line of a message displays the message number and its attributes. The second line, when present, contains information identifying field content.</p>

PERS112/PP7500XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING		RUN DATE	11/15/96
		DEPARTMENTAL ACTION NOTICES		CHECK DATE	11/13/96
		ERROR MESSAGES			
ORG ID:	ORG11	-ABC CORPORATION			
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	- - - - - M E S S A G E T E X T - - - - -	
		75-113	INFORMATIONAL	NO EMPLOYEES FOUND WHICH MEET REPORT CRITERIA	

Figure 8-6 Error Messages Report (PERS112)

6.0 Program Description

6.1 Main

The MAIN procedure is a very short group of executive code that performs the INITIALIZATION section, then invokes a sort using the BUILD SORT MAINLINE section as the input procedure and the PRINT REPORT section as the output procedure, and finally terminates the job.

6.2 Initialization

The run specification record is read and edited. The first record must be Transaction 1. The **AS OF** date is edited and stored, and used to set the effective date for Benefits Table I/O. The sort-select field is edited for 1, 2, 3, 4, 5, or 6. The message-select field values are set. All other specification records must be type 2. Transaction 2 records are edited and Organizations IDs are validated with the Organization Table.

Subscripts are set for access to control tables. Through the Data Base I/O Module (PPIOEDB), the Employee Data Base is opened and positioned for sequential processing.

Messages are loaded from the Control Data Base. These messages are numbered 75-001 through 75-099; some are used as headings to the reports.

6.3 Build Sort Mainline

This is the mainline input for the sort. If ALL organizations are selected, PROCESS ALL ORGS is performed, which reads the entire EDB, loading the Benefit Table group, if necessary, at organization breaks. If specific organizations are selected, PROCESS SELECT ORGS is performed, which reads the EDB only for selected organizations; it also loads the Benefit Table group, if necessary, at organization breaks. Both routines perform BUILD SORT RECORDS for each employee.

BUILD SORT RECORDS loads the following segments: First Personal Data Segment, Second Personal Data Segment, Third Personal Data Segment, all Job Assignment Segments, Hour Balances Segment, Dollar Balances Segment, and Additional Benefits Segment. The Beneficiary Segments, although available, are moved into work areas as needed later in the program.

Process Job-Related Departmental Action Notices

Each Job Assignment Segment is iteratively checked against each Departmental Action Notice requiring job assignment data. Where message selection criteria have been met, a sort record is released.

Process the Nonjob-Related Departmental Action Notices

All Departmental Action Notices not requiring Job Assignment Segment data and, therefore, outside Job Assignment Segment iteration logic, are processed after the notices requiring Job Assignment Segment data, so that if Job Department is required for sort, the primary assignment's Job Department will have been identified. Each employee record is checked against each Departmental Action Notice's selection criteria in order to determine whether a sort record should be written. These notices are for nonterminated employees only.

Process Beneficiary Departmental Action Notices

Each Beneficiary Segment is iteratively checked against each Departmental Action Notice requiring beneficiary data. Where message selection criteria have been met, a sort record is released. Because these notices deal primarily with COBRA reporting, they may be for both terminated and nonterminated employees.

Release Sort Records

Because this report can be printed in either or both sort sequences in one run, logic is present to reformat sort keys and write up to two nearly identical sort records.

6.4 Print Report

Initialization

The Print File and Control Data Base are opened. Report heading information is initialized.

The Type 1 sort records (Organization ID, Home Department, Action Notice Number, and Employee Name sort order) for a specific organization are processed first (when present). If and when Type 2 sort records (Organization ID, Home Department, Employee Name, and Action Notice Number sort order) for the same organization are encountered, a second report is produced. The process is repeated for each Organization ID change. The process is the same for sort types 4 and 5, which sorts on Job Department rather than Home Department.

Each sort work record produces one detail line. Each Departmental Action Notice has its own headings. If Organization IDs exist, they are noted within the headings.

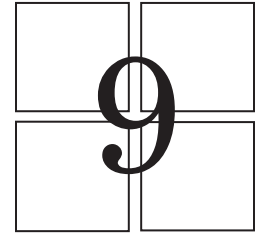
Accessing the Control File

In this section, the Control Data Base is accessed randomly via calls to the Control Data Base I/O Module (PPIOCTL). Each time an organization changes, the Organization Table is accessed for group codes for the Department and Job Class Tables. The Department Table provides the name and address of each department and the Job Class Table provides job titles.

6.5 Miscellaneous Routines

This section is composed of various independent routines that are performed by the other sections. The following routines are located in this section:

- Call to the Data Base I/O Module (PPIOEDB)
- Call to the Control Data Base I/O Module (PPIOCTL)
- Call to the Message Report Utility (PPMSGUTL).



Wage & Salary Analysis

PP7600XX - Job Classes by Department

1.0 Program Characteristics

Program Name	Job Classes by Department
Program ID	PP7600XX
Language	ANS COBOL
Input Files	Employee Data Base (Disk) Control Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	Job Classes by Department (PERS010) Error Messages (PERS011)
Work Files	Sort Work File (Disk)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

The Job Classes by Department Report provides detailed as well as summary information and statistics used by the Personnel Office for comparative salary analyses.

There is one line of detail for each active job held by an employee on the Employee Data Base. (A job is considered active if the report date, specified through input, falls within the Job Begin Date and Job End Date.) The detail lines, which are grouped by Federal Occupation Category (FOC) within Job Department and Responsibility Center, display personal, salary, and job information.

Summary information, which appears whenever Organization ID, FOC, Department, or Responsibility Center change, consists of employee totals: the number of employees at various points below, within, and above their job class salary ranges; average earnings; and average position longevities. These summaries are presented by male, by female, and combined.

3.0 I/O Diagram

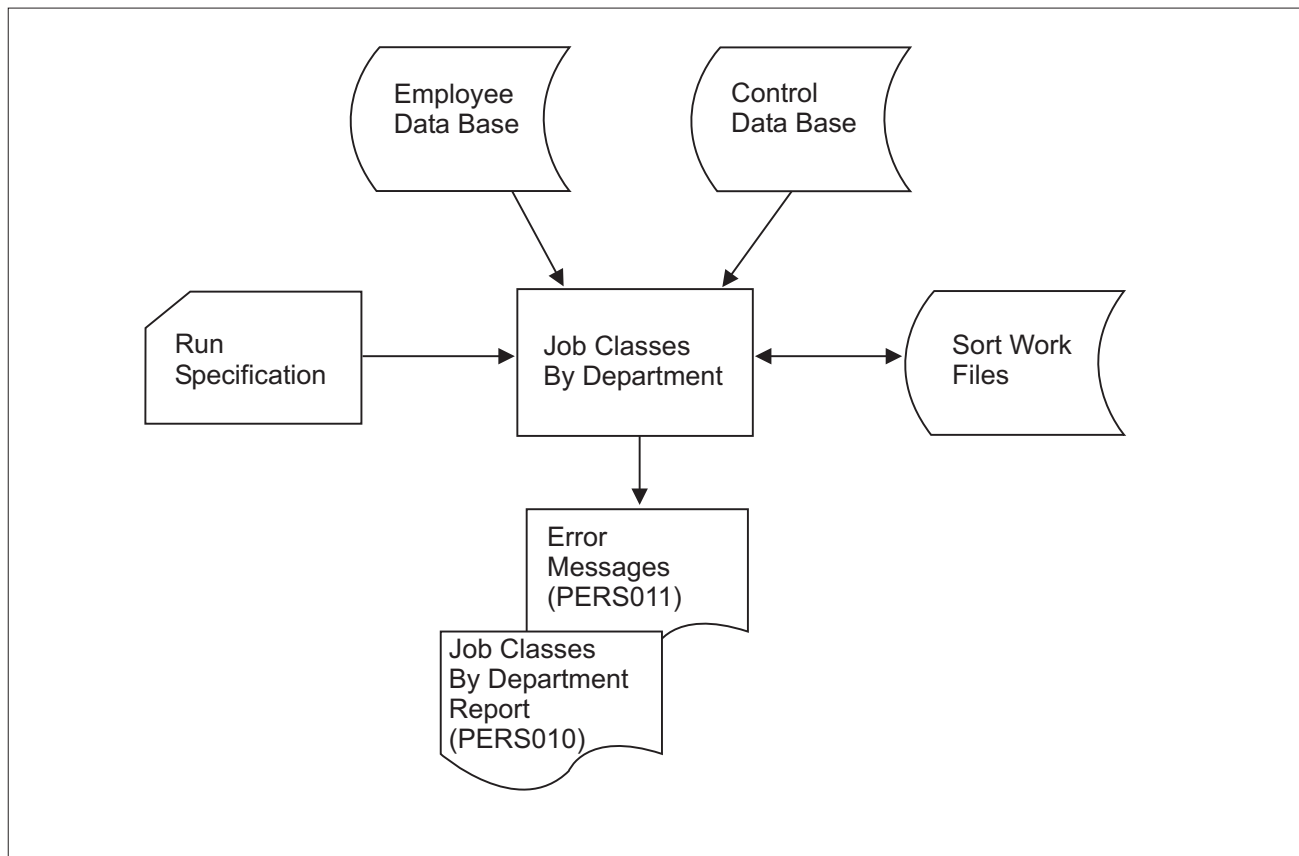


Figure 9-1 PP7600XX I/O Diagram

4.0 Input Description

4.1 Control Data Base

This program accesses four control tables: The Organization Table, Department Table, Job Classification Table, and the Message Table. The Department Table and the Job Class Table are group-specific, with the table key located on the Organization Table. The Organization Table is used to validate organizations from the run specification, and is also read during processing in the input and output procedures for the sort to obtain proper job and department group codes.

To limit I/O to the Control Data Base, the Department Table is accessed sequentially, creating an internal Department Table each time the Department Group Code changes. Each time an organization changes, either in the input or output sort procedure, the Organization Table is read and the Department Group Codes are accessed. If the Group Code is different than the previous (different organizations may share the same Department Table), the new department is loaded into memory.

The Message and Job Tables are accessed randomly. The Message Table is accessed through PPMMSGUTL, in the event the program discovers an error. The Job Class Table is accessed randomly, using the Group Code input from the Organization Table. Each time there is an organization change, the Organization Table is called through PPIOCTL and the new Job Class Group Code is received.

4.2 Run Specification

The run specification input consists of two types of records. Both types of records must be present for processing: The first record contains an identifier, a transaction identifier of "1", an "AS OF" date, used as a report date and in the selection of active jobs for reporting. The second record contains a specification identifier, a transaction identifier of "2", and either an "ALL" or valid Organization ID.

To process all organizations on the EDB, enter "ALL" in the run specification field. Individual organizations are selected by entering the Organization ID in place of "ALL". Up to 20 individual organizations may be selected. If "ALL" is selected, it must be on the first transaction "2" record, and be the only transaction "2" record in the file.

4.3 Employee Data Base

The Employee Data Base (EDB) is documented in File Descriptions. It is used by this program to extract report data elements. Other EDB fields are extracted for calculation purposes. Only the Personal Data segments (0100 and 0200) and any active Job Assignment segments are used. All input functions for the EDB are handled by the Data Base I/O Module (PPIOEDB).

JOB CLASSES BY DEPARTMENT RUN SPECIFICATION

PER76-SPEC	T	REPORT DATE
	1	
1	10 11	12

Field	Description
T	Enter "1" for a Transaction 1 record.
REPORT DATE	Enter the "AS OF" date for this report.

PER76-SPEC	T	ORGANIZATION ID
	2	
1	10 11	12
		24

Field	Description
T	Enter "2" for a Transaction 2 record.
ORGANIZATION ID	Enter the organization ID to be selected for processing. Up to 20 individual Transaction 2 records are allowed. Enter "ALL" to select all organizations on the EDB.

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Figure 9-2 Job Classes by Department Run Specification (PER76-SPEC)

5.0 Output Description

5.1 Job Classes by Department (PERS010)

A summary report description and report sample follow.

5.2 Error Messages (PERS011)

A summary report description and report sample follow.

Job Classes by Department Report Description

Report Name	Job Classes by Department
Report Number:	PERS010
Purpose	To provide job-related information and statistics on various groups of employees for use in salary and wage administration.
Content	<p>This report groups all employees by Federal Occupation Category (FOC) within Job Department, Responsibility Center, and Organization ID. There is one employee detail line for each active job for each active employee. Employee detail lines display the following information (unless otherwise noted, the source of the element is the Data Base):</p> <ul style="list-style-type: none">• Employee Name• Title - from Job Classification Table• Job Classification Code• Job Class Entry Date• Employment Date• Next Review Date• Educational Level• % of Full-Time• Full-Time Annual Salary - annual salary rate developed from annualizing an employee's pay rate adjusting from part-time to full-time where necessary.• % of Maximum - calculated by dividing Full-Time Annual Salary by the Job Classification Table's annual salary maximum (also computed if expressed in the table as an hourly rate).• Regular/Temporary Indicator• Employment Status
Selection Criteria	Employees who are active or on leave are reported with information from an active Job Assignment Segment.
Sequence	Organization ID, Responsibility Center, Job Department, Federal Occupation Category, Grade, Job Classification, Employment Date, Job Begin Date.

Totals

Total detail lines for each group appear at the following points:

- Change of Federal Occupation Category
- Change of Job Department
- Change of Responsibility Center at both the secondary and primary levels
- Change of Organization ID
- End of Job (total for all organizations selected)

The following information appears in the total detail lines by sex and combined:

- Total of employee jobs
- Total of employee jobs at various ranges below, within, and above job class maximum/minimum amounts (determined by comparing the full-time annual salary to Job Classification Table maximum/minimum amounts)
- Total of full-time annual salaries
- Average full-time annual salary
- Average hourly rate
- Average length of service
- Average time in job

Employees with an Employment Status of L or P are **not** included in the total line, even though they are included in the employee detail lines. Employees who have terminated employment (status of T and separation date prior or equal to the as of date) are not shown in the detail or the total lines.

PP7600XX - Job Classes by Department

PERS010/PP7600XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL						PAGE NO.		0004		
		WAGE AND SALARY ANALYSIS						RUN DATE		11/15/96		
		JOB CLASSES BY DEPARTMENT						DATA AS OF		11/15/96		
ORG ID: -MONOCO CORPORATION												
DEPARTMENT 88202 STATE OF PANIC GOV'S MANSION												
FEDERAL OCCUPATION CATEGORY: OFFICE AND CLERICAL												
EMPLOYEE NAME	TITLE	PAY GRD	JOB CLASS	JOB ENTRY DATE	EMPLYMT DATE	REVIEW DATE	EDU LVL	% OF FT	FT-ANN SALARY	% OF MAX	R/T	EMPL STAT
BLUESKY, DANIEL	FILING CLERK / FIN	002	229905	09/16/96	09/16/96	09/96		100.00	9,360	75.00	R	A
MILTON, MARION B.	ADMINISTRATIVE ASST I	007	229900	09/05/96	09/05/96	09/96		50.00	17,680	70.83	R	A
OFFICE AND CLERICAL		NO. OF JOBS		=		TOTAL FT		AVG. SAL.	AVG HRLY	AVG. LNPTH	AVG. TIME	
	MALES	2	0	2	0	0	0	27,040	13,520	6.500	06:10	06:10
	FEMALES	0	0	0	0	0	0	0	0	0.000	00:00	00:00
	TOTALS	2	0	2	0	0	0	27,040	13,520	6.500	06:10	06:10
DEPT 88202		NO. OF JOBS		=		TOTAL FT		AVG. SAL.	AVG HRLY	AVG. LNPTH	AVG. TIME	
	MALES	7	0	7	0	0	0	345,884	49,412	23.756	07:00	07:00
	FEMALES	0	0	0	0	0	0	0	0	0.000	00:00	00:00
	TOTALS	7	0	7	0	0	0	345,884	49,412	23.756	07:00	07:00

Figure 9-3 Job Classes by Department Report (PERS010)

Error Messages Report Description

- Report Name** Error Messages
- Report Number:** PERS011
- Purpose** This report lists all errors found in the generation of the Job Classes by Department Report.
- Content** The error messages that appear are obtained from the Message Table and printed by the called module PPMMSGUTL.

The first line of a message displays the message number and its attributes. The second line, when present, contains information identifying field content.

```

PERS011/PP7600XX/110196                                INTEGRAL SYSTEMS PAYROLL/PERSONNEL                                PAGE NO.          0001
                                                         WAGE AND SALARY ANALYSIS                                RUN DATE    11/15/96
                                                         ERROR MESSAGES
ORG ID:   ORG11           -ABC CORPORATION
EMPLOYEE  USER  MESSAGE MESSAGE
ID. NO.  REFERENCE NUMBER SEVERITY
-----
00-201   WARNING
EEO JOB CATEGORY CODE IS WITHIN RANGE BUT NOT IN USE
ORGANIZATION-ID =   JOB01           JOB   779900 JOB CLASS = 779900 EEO JOB CAT

```

Figure 9-4 Error Messages Report (PERS011)

6.0 Program Description

6.1 Main

The MAIN procedure is a short group of executive code that invokes the INITIALIZE procedure, then performs a sort using BUILD-SORT-RECORDS as the input procedure and REPORT DATA as the output procedure, and finally terminates the run.

6.2 Initialize

Open Files This procedure opens the two print files, opens the EDB as sequential, and the Control Data Base as random, obtains the computer date, and sets the report heading variables.

Process Run Specification Record The run specification is read and edited. If the edits pass and it is a transaction “1” record, the “AS OF” date is moved to the report headings along with the TSR-TO-DATE field to be used for time span calculations. The run specification is then read again and PROCESS-SPEC-ORGS is performed for each transaction “2” record. If “ALL” organizations are selected, a flag is set and the program leaves initialization. PROCESS-SPEC-ORGS builds an array



which contains all of the input organizations selected. Any error found in processing the specification causes processing to stop.

6.3 Sort Input Mainline

If all employees are selected for processing, the EDB is read from the beginning until a return code “06” (end of file) is returned from “PPIOEDB”. If organizations are selected from the specification record, each selected organization is read sequentially from the first record to the last. The following segments are obtained: First Personal Data segment, Second Personal Data segment, and each active Job Assignment segment.

Each time an Organization ID is changed, the Organization Table is accessed for Department Table and Job Class Table Group Codes. If the Group Codes are different than the previous Group Codes for the Department Table, LOAD-DPT-TABLE is performed to load the Department Table into memory. EXTRACT-DATA is performed for each employee read.

6.4 Extract Data

All nonterminated employees with an active job assignment are selected for processing. A terminated employee has an employment status code of “T” and a separation date prior to or equal to the as-of-date.

Process First Personal Data Segment

In this routine, the following fields are obtained: Employment Status, Employee Name, and Employment Date. Length of service is calculated using employment date and the as-of-date.

Process Second Personal Data Segment

If a valid Second Personal Data segment is present, the following fields are obtained: Sex, Education Level, Regular/Temporary Indicator, and Next Review Date.

Process Job Segment

Each active (“AS OF” date falls within job begin and end dates) job assignment generates one detail record. After determining that the job is active, the Job Class code is obtained from the segment and is used to access the corresponding job class table record.

The following information is obtained from the Job Classification Table record:

- Federal Occupation Category code
- Job Title
- Job Grade
- Job class Salary maximum
- Job class Salary minimum

The minimum and maximum salaries are used to calculate the following fields:

- Minimum annual salary rate - if the rate is specified as an hourly rate
- Maximum annual salary rate - if the rate is specified as an hourly rate
- Minimum hourly rate - if the rate is specified as an annual salary
- Maximum hourly rate - if the rate is specified as an annual salary
- High midpoint annual salary rate*
- Low midpoint annual salary rate*

* Salaries falling within these two rates are considered at the midpoint.

Responsibility Center is obtained by searching the current Department Table in memory. Each valid Responsibility Center must be defined on the Department Table, with a key equal to the level one and level two indicators for a given department.

The Job Class entry date is printed on the detail line and is used to calculate time in position. The Percent of Full-Time, which also appears on the detail line, is used in calculating full-time salaries.

If an employee's Pay Rate is hourly, the hourly rate is obtained directly from the Job Assignment Segment. The full-time annual salary is calculated by multiplying the Pay Rate times the number of working hours per year.

If the employee's Pay Rate is **not** hourly, the full-time annual salary is calculated by multiplying the Pay Rate times the number of pay periods per year as defined by the pay cycle. If the Percent of Full-Time on the job is less than 100% (and greater than 0%), the product of the above multiplication is then divided by the Percent of Full-Time. The hourly rate is calculated by dividing the full-time annual salary by the number of working hours per year.

If Employment Status is leave with or without pay, or there is no job classification maximum salary value, then an N/A (not applicable) appears in the percent of maximum field. If the job classification salary range is stated as hourly, then the percent of maximum is calculated by multiplying the job's hourly rate times 100 divided by the job classification maximum salary. If the job classification maximum salary is annual, then the percent of maximum is calculated by multiplying the full-time annual salary times 100 divided by the job classification maximum. (Multiplication by 100 converts the decimal result to a percent.)

If all of the above has been completed without encountering an error, a sort record is released.

After each active Job Assignment Segment for an employee has been processed, the next employee's set of segments is brought in and the entire procedure is repeated.

6.5 Report Data

Process the Sort Records

This is the output procedure for the SORT. The work records that were released in the EXTRACT DATA section were sorted into the following sequence:

- Organization ID
- Responsibility Center
- Job Department
- Federal Occupation Category
- Grade
- Job Classification Code
- Employment Date
- Job Entry Date

These sorted work records are now read and processed sequentially.

First-Rec

This routine is enacted with the first record encountered. It is re-enacted whenever the current record no longer has the same Organization ID. Each time the Organization ID is changed, the Organization Table is read to access the group code for the Department Table. This is then compared to the previous group code; if they are different, the Department Table is loaded into memory.

Sort Record Match

This routine is bypassed by FIRST-TIME LOGIC. Before processing the current work record, the Responsibility Center, Department, and Federal Occupation Category of the current work record are checked to see if they match the previous work record. A flag is set for each level at which there is no match.

Regular Run

If a flag has not been set in the previous routine, the line count is checked for header printing.

The data elements on the sort record are moved to the print line. The detail line is printed. The current Organization ID, Responsibility Center, Job Department, Grade, and Federal Occupation Category are saved for subsequent total break checking.

Update Totals

If employment status is **not** leave with or without pay, the totaling routine is performed.

The table containing the report totals is two-dimensional. The following totals are maintained and incremented by each sort record:

- Number of jobs
- Number of jobs with less than minimum salary
- Number of jobs with less than midpoint salary
- Number of jobs within midpoint salary range

- Number of jobs with greater than midpoint salary
- Number of jobs with greater than maximum salary
- Total of full-time annual salaries
- Average of full-time annual salaries (totaled at this point, average is calculated later)
- Average hourly rate (totaled at this point, average is calculated later)
- Average length of service (totaled at this point, average is calculated later)
- Average time in job (totaled at this point, average is calculated later)

These totals and averages are maintained by male, by female, and combined at the following levels:

- Federal Occupation Category
- Job Department
- Responsibility Center - Secondary Level
- Responsibility Center - Primary Level
- Organization totals
- Multiorganization (grand totals/average) totals

Updated Run

If TOTAL BREAK FLAGS have been set, then one set of the totals is printed for each level where a break has occurred. For example, if the Job Department number changes, then two sets of totals will appear (one set for Federal Occupation Category and one for the Job Department). At end-of-job, six sets of totals will appear (Federal Occupation Category through multiorganization).

At the point where totals are moved to the print line from the table, the various averages are calculated and moved to the print line.

Three total lines are printed: one for males, one for females, and one line for combined male and female totals/averages.

**Lookup
Responsibility
Center**

At the point when report headings are to be printed, the Department Table is accessed randomly to obtain the Department and/or Responsibility Center names. Department number or Responsibility Center number is used as the search key.

6.6 Miscellaneous Routines

This section contains various independent routines that are performed by the other sections. The following routines are in this section:

- Message Report Utility (PPMSGUTL) to print error messages
- EDB I/O error check
- Calculate time span
- Compute elapsed years/months
- Control Data Base I/O Module (PPIOCTL)
- End-of-Job
- Data Base I/O Module (PPIOEDB)
- Job Analysis
- Date Routine
- Clear Job Status Array
- Load-Department Table

PP7700XX - Category and Job Class Report

1.0 Program Characteristics

Program Name	Category and Job Class Report
Program ID	PP7700XX
Language	ANS COBOL
Input Files	Control Data Base (Disk) Employee Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	Category and Job Class Report (PERS020) Error Messages (PERS021)
Work Files	Sort Work File (Disk)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

The Category and Job Class Report provides detailed as well as summary information and statistics for wage and salary administration.

There is one line of detail for each active job held by an employee on the Employee Data Base. The detail lines, which are grouped by job class within salary grade, Federal Occupation Category (FOC), and Organization ID, display personal, salary, and job assignment information.

Summary information appears whenever job class, Grade, FOC, or Organization ID changes. There are two sets of summary totals. The first set consists of employee totals; the number of employees at various points below, within, and above their job class salary ranges; average earnings; average position longevities; and average employee age. The second set displays counts of employees by education level.

Both sets of summaries are presented by male, by female, and combined.

3.0 I/O Diagram

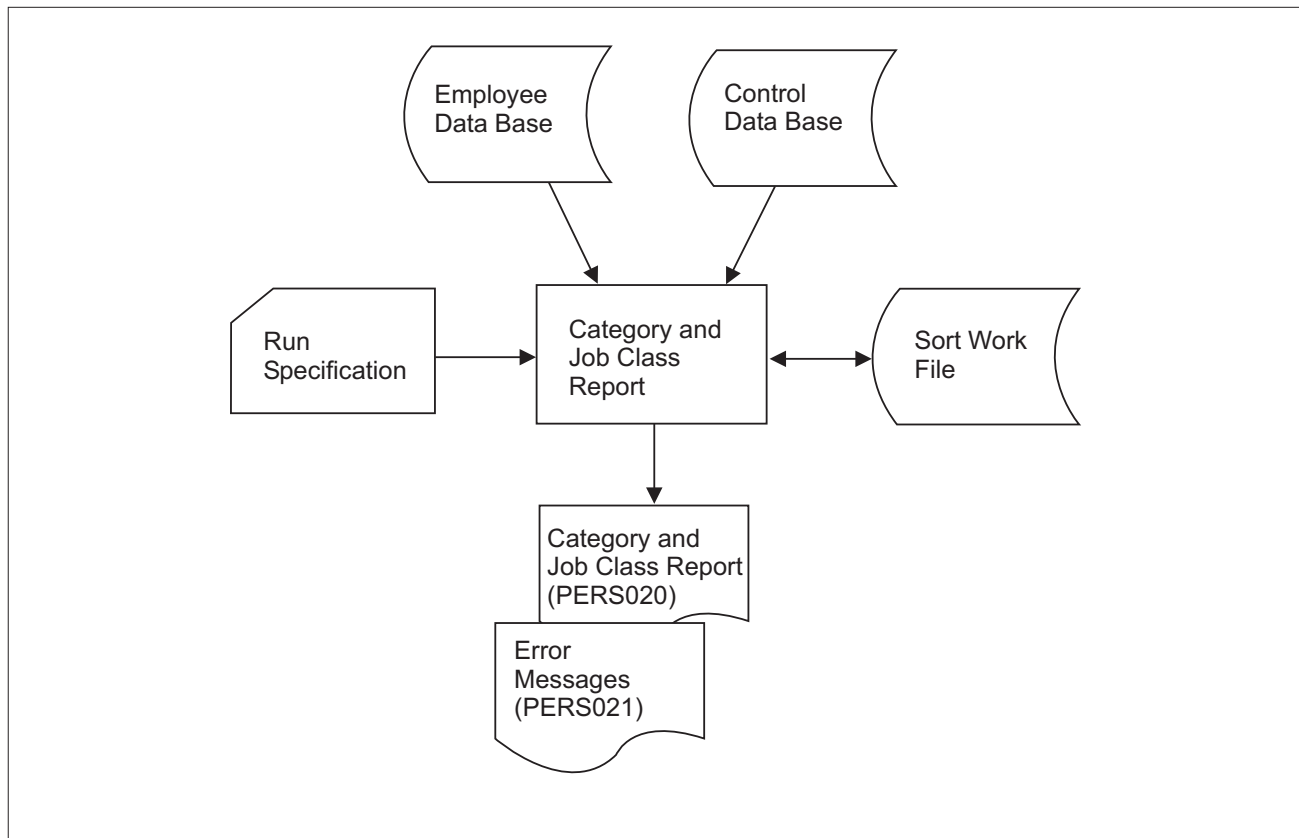


Figure 9-5 PP7700XX I/O Diagram

4.0 Input Description

4.1 Control Data Base

This program accesses four tables on the Control Data Base: Department Table, Job Classification Table, Message Table, and Organization Table. The Department and Job Class Tables are group-specific tables and require group codes from the Organization Table for access.

The Organization Table is accessed in the Initialization Section to verify selected organizations from the specification transaction input. It is also accessed in the output procedure from the sort to access group codes for the Department Table and Job Class Table. All access to the Organization, Department, and Job Class Tables are done through calls to the Control Data Base I/O Module (PPIOCTL).

The Message Table is accessed to report any errors the program encounters. All error messages are accessed through calls to the Message Report Utility (PPMSGUTL).

4.2 Employee Data Base

The Employee Data Base (EDB) is documented in File Descriptions. It is used by this program to extract report data elements. Other EDB fields are extracted for calculation purposes. Only the Personal Data Segments (0100 and 0200) and active Job Assignment Segments are used. All input functions for the EDB are handled by the Data Base I/O Module (PPIOEDB).

4.3 Run Specification

The run specification input consists of two types of records. Both types of records must be present for processing:

- The first record contains an identifier, a type identifier of “1”, and the effective date, which is the date of the report and the date on which the employee’s job must be active to be included in the report.
- The second record contains a specification identifier, a type identifier of “2”, and either an “ALL” or valid Organization ID. There may be up to 20 individual Type “2” records, each selecting a valid organization to process.

CATEGORY AND JOB CLASS RUN SPECIFICATION

PER77-SPEC	T	EFFECTIVE DATE
	1	
1	10 11	12 19

Field	Description
T	Enter "1" for Type 1 identifier
EFFECTIVE DATE	Enter the effective date for this report.

PER77-SPEC	T	ORGANIZATION ID
	2	
1	10 11	12 24

Field	Description
T	Enter "2" for Type 2 identifier
ORGANIZATION ID	Enter the organization ID to be selected for processing. Up to 20 Type 2 records are allowed. Enter "ALL" to select all organizations in the EDB.

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Figure 9-6 Category and Job Class Report Run Specification (PER77-SPEC)

5.0 Output Description

5.1 Category and Job Class Report (PERS020)

A summary report description and report sample follow.

5.2 Error Messages (PERS021)

A summary report description and report sample follow.

Category and Job Class Report Description

Report Name	Category and Job Class Report
Report Number	PERS020
Purpose	To provide job-related information and statistics on various groups of employees as required for wage and salary administration.
Content	<p>The Category and Job Class Report groups all employees by Job Classification within salary grade, Federal Occupation Category (FOC), and Organization ID. There is one employee detail line for each active employee. The employee detail line displays the following information:</p> <ul style="list-style-type: none">• Employee Name• Job Department Name - taken from the Department Table• Job Entry Date• Employment Date• Next Review Date• % of Full-Time• Actual Annual Salary - developed by annualizing the job's hourly rate or pay period amount• Full-Time Annual Salary - developed by adjusting Actual Annual Salary (above) from part-time to full-time, where necessary• % of Maximum - calculated by dividing full-time pay rate by the Job Class Table salary grade maximum• Regular/Temporary Indicator• Sex• Age - calculated by subtracting birth date from the run specification's "as of" Date• Education Level• Time in Job - calculated by subtracting job start date from the run specification's "as of" Date.• Employment Status

Selection Criteria Each job assignment, that is active on the Effective Date, is included. Persons who terminated employment on or prior to the Effective Date are not processed.

Sequence Organization ID, Federal Occupation (FOC) Category, Salary Grade, Job Classification, Employment Date.

Totals This report produces two sets of total details appearing at the following points:

- Change of job class
- Change of salary grade
- Change of FOC
- Change of Organization ID
- End of job (multiorganization totals)

The following information appears in the total detail lines by male, by female, and combined:

- Total of employee jobs
- Total of jobs at various ranges below, within, and above job class minimum/maximum amounts (determined by comparing full-time annual salary to Job Class Table minimum/maximum amounts)
- Total of full-time annual salaries
- Average full-time annual salary
- Average hourly rate
- Average length of service
- Average time in job
- Average age

The second set of total lines displays the number of employees at each education level by sex and combined.

Employees with Employment Status of L or P are not included in the total lines, even though they are listed in the employee detail lines.

PP7700XX - Category and Job Class Report

PERS020/PP7700XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL										PAGE NO. 0015		
WAGE AND SALARY ANALYSIS												RUN DATE 11/18/96		
CATEGORY AND JOB CLASS REPORT												DATA AS OF 11/18/96		
ORG ID: ORG11		-ABC CORPORATION												
FEDERAL OCCUPATION CATEGORY: PROFESSIONALS														
GRADE 012														
JOB CLASS 240111		CONSULTANT ANALYST U1												
EMPLOYEE NAME	DEPARTMENT NAME	JOB NO.	ENTRY DATE	EMPLOYMNT DATE	REVIEW DATE	% OF FT	ACT ANN SALARY	FT-ANN SALARY	% OF MAX	R/T	S	ED. TIME X	TIME IN	E
DALIMAN, CHUCK J	EASTERN REGN	20204	11/18/96	11/18/96	11/96	50.00	26,000	52,000	83.33	R	M	41	11	11:02 A
DALIMAN, CHUCK J	DPT U1 1	20203	11/18/96	11/18/96	11/96	25.00	13,000	52,000	83.33	R	M	41	11	11:02 A
DANA, CHARLES	DPT U1 1	20203	02/07/96	02/07/96	02/96	30.00	12,480	41,600	66.67	R	M	37	06	02:11 A
DANA, CHARLES	DPT U1 1	20203	02/07/96	02/07/96	02/96	20.00	8,320	41,600	66.67	R	M	37	06	02:11 A
DANA, CHARLES	EASTERN REGN	20204	02/07/96	02/07/96	02/96	50.00	20,800	41,600	66.67	R	M	37	06	02:11 A
CLASS 240111		TOTALS NO.OF JOBS	MIN	MID	MID	MID	TOTAL FT MAX	AVG.SAL. ANN.SAL.	AVG HRLY (FT-ADJ) RATE	AVG. LNPTH OF SERVICE	AVG. TIME IN JOB	AVERAGE AGE		
MALES		5	0	3	2	0	0	228,800	45,760	22.000	06:03	06:03	39:00	
FEMALES		0	0	0	0	0	0	0	0	0.000	00:00	00:00	00:00	
TOTALS		5	0	3	2	0	0	228,800	45,760	22.000	06:03	06:03	39:00	
* * * * * E D U C A T I O N A L L E V E L * * * * *														
		01	02	03	04	05	06	07	08	09	10	?		
MALES		0	0	0	0	0	3	0	0	0	0	2		
FEMALES		0	0	0	0	0	0	0	0	0	0	0		
TOTALS		0	0	0	0	0	3	0	0	0	0	2		
GRADE 012		TOTALS NO.OF JOBS	MIN	MID	MID	MID	TOTAL FT MAX	AVG.SAL. ANN.SAL.	AVG HRLY (FT-ADJ) RATE	AVG. LNPTH OF SERVICE	AVG. TIME IN JOB	AVERAGE AGE		
MALES		5	0	3	2	0	0	228,800	45,760	22.000	06:03	06:03	39:00	
FEMALES		0	0	0	0	0	0	0	0	0.000	00:00	00:00	00:00	
TOTALS		5	0	3	2	0	0	228,800	45,760	22.000	06:03	06:03	39:00	
* * * * * E D U C A T I O N A L L E V E L * * * * *														
		01	02	03	04	05	06	07	08	09	10	?		
MALES		0	0	0	0	0	3	0	0	0	0	2		
FEMALES		0	0	0	0	0	0	0	0	0	0	0		
TOTALS		0	0	0	0	0	3	0	0	0	0	2		

Figure 9-7 Category and Job Class Report (PERS020)

Error Messages Report Description

Report Name	Error Messages
Report Number	PERS021
Purpose	This report lists all error messages found in the processing of the program.
Content	The error messages that appear in the detail lines are obtained from the standard Message Table and printed by the Message Report Utility (PPMSGUTL).

PERS021/PP7700XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		WAGE AND SALARY ANALYSIS ERROR MESSAGES		RUN DATE	11/15/96
				CHECK DATE	11/13/96
ORG ID:	ORGL1	-ABC CORPORATION			
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	----- M E S S A G E T E X T -----	
		00-201	WARNING	EEO JOB CATEGORY CODE IS WITHIN RANGE BUT NOT IN USE ORGANIZATION-ID = ORGL1 JOB CLASS = 779900 EEO JOB CATEGORY = 08	

Figure 9-8 Error Messages Report (PERS021)

6.0 Program Description

6.1 Main

The MAIN procedure is a short group of executive code that invokes the INITIALIZE procedure, performs a sort using EXTRACT as the input procedure and REPORT as the output procedure, and finally terminates the run.

6.2 Initialization

The Control Data Base (through a call to the Control Data Base I/O Module, PPIOCTL) is opened for random access and the Employee Data Base (through a call to the Data Base I/O Module, PPIOEDB) is opened for sequential access. The computer date is also obtained.

The run specification is processed. Both Type 1 and Type 2 records must be present for processing.

6.3 Extract

Extract Mainline

If "ALL" is selected, the EDB is read from the beginning, until a Return Code "06" (end of file) is returned from PPIOEDB. If specific Organization IDs are selected from the specification record, each organization is read sequentially from the first record to the last. Before each organization is processed, the

Organization Table is accessed for Department and Job Class Table group codes. The following segments are obtained: First Personal Data Segment, Second Personal Data Segment, and each active Job Assignment Segment.

**Process First
Personal Data
Segment**

In this routine, the following EDB fields are obtained: Employment Status, Employee Name, Employment Date, and Date of Birth. Length of service is calculated using Employment Date and the effective date. The employee's age is calculated using Date of Birth and the effective date.

**Process Second
Personal Data
Segment**

If a valid Second Personal Data Segment is present, the following EDB fields are obtained: Sex, Permanent/Temporary Indicator, Education Level, and Next Review Date.

**Process Primary Job
Assignment
Segment**

Each active job assignment ("as of" date falls within job begin and end dates), generates one detail record. After determining that a given job is active the Job Class code is obtained from the segment and is used to access the corresponding job class table entry.

The following information is obtained for each job from the Job Classification Table through random reads:

- Federal Occupation Category (FOC) code
- Job title
- Job grade
- Job classification salary maximum
- Job classification salary minimum
- Bargaining unit

The minimum and maximum salaries are used to calculate the following fields:

- Minimum annual salary rate - if the rate is specified as an hourly rate
- Maximum annual salary rate - if the rate is specified as an hourly rate
- Minimum hourly rate - if the rate is specified as an annual salary
- Maximum hourly rate - if the rate is specified as an annual salary
- High midpoint annual salary rate*
- Low midpoint annual salary rate*

*Salaries falling within these two rates are considered at the midpoint.

The Job Begin Date is obtained for the detail line and is used to calculate time in job. The Percent of Full time is obtained for the detail line and is used to compute full-time adjusted annual salary.

The Job Department number is used as the key to obtain the department name from the Department Table.

If the pay rate is hourly it is obtained directly, and the full-time annual salary is calculated by multiplying the Pay Rate times the number of work hours per year. The actual annual salary is calculated by multiplying the full-time annual salary times the Percent of Full-time.

If the pay rate is a pay period amount, the actual annual salary is calculated by multiplying the pay rate times the number of pay periods per year as defined by the job pay cycle. If the Percent of Full-time is less than 100% (and greater than 0%) the full-time adjusted annual salary is calculated by dividing the actual annual salary by the Percent of Full-time.

If the percent of full-time is equal to 0% or 100%, then the actual annual salary is equal to the full-time annual salary. The hourly pay rate is calculated by dividing the full-time annual salary by the number of work hours per year.

If employment status is leave with or without pay, or there is no job class maximum salary value, an N/A (not applicable) appears in the percent of maximum field. If the job class maximum salary is hourly, the percent of maximum is calculated by multiplying the hourly pay rate times 100 divided by the job class maximum salary. If the job class maximum salary is annual, then the percent of maximum is calculated by multiplying the full-time annual salary times 100 divided by the job class maximum.

If all of the above has been completed without encountering an error, a sort record is released.

After each active Job Assignment Segment for an employee has been processed, the next employee set of segments are brought in and the entire procedure is repeated.

6.4 Report

Process the Sort Records

This is the output procedure for the SORT. The work records that were released in the EXTRACT section were sorted into the following sequence:

- Organization ID
- Federal Occupation Category
- Grade
- Job class code
- Employment date

These sorted work records are now read and processed sequentially. Each time the Organization ID is changed, ORG-CHANGE is performed to access the Organization Table and update the headers.

Set Total Breaks

This routine is bypassed by first-time logic. Before processing the current sort work record, the Organization ID, Federal Occupation Category, the salary grade, and the job class code of the previous sort work record are compared against the current sort work record for a total break.

Print Detail Line If a flag has not been set in the previous routine, the data elements on the sort record are moved to the print line. The detail line is printed (after the line count is checked for header printing). The current Organization ID, FOC, salary grade, and job class code are saved for subsequent total-break checking.

Add to Totals If Employment Status is *not* leave with or without pay, the totaling routine is performed. The table containing the report totals is two-dimensional. The following totals are maintained and incremented by each sort record:

- Number of job assignments
- Number of job assignments with less than minimum salary
- Number of job assignments with less than midpoint salary
- Number of job assignments within midpoint salary range
- Number of job assignments with greater than midpoint salary
- Number of job assignments with greater than maximum salary
- Total of full-time annual salaries
- Average of full-time annual salaries (totaled at this point; average is calculated later)
- Average hourly pay rate (totaled at this point; average is calculated later)
- Average length of service (totaled at this point; average is calculated later)
- Average time in job (totaled at this point; average is calculated later)
- Average age (totaled at this point; average is calculated later)

These totals and averages are maintained by male, by female, and combined at the following levels:

- Job Class code
- Salary grade
- Federal Occupation Category (FOC)
- Organization ID
- Multiorganization totals

Add to Educational Totals After updating the previous totals, the Education Level totals are updated. The Education Level totals are maintained by male, by female, and combined at the same levels as the previous totals. Counts are maintained for education levels 1-10 and unknown (?).

Print Totals Both sets of totals are printed for each level when a total break occurs. For example, if Grade changes, two sets of totals will appear (one for job class code and one for Grade). At end-of-job, five groups of totals will appear (Job Class, Grade, FOC, Organization ID, and multiorganization).

At the point where totals are moved to the print line from the table, the various averages are calculated and moved to the print line.

The total line is printed three times for each set of totals: one line for males, one line for females, and one line for combined male and female totals/averages. The Education Level totals follow the job statistics.

After each set of totals has been printed, the table areas for that level are initialized.

6.5 Miscellaneous Routines

This section is composed of various independent routines that are performed by the other sections. The following routines are located in this section:

- Time span calculation
- Elapsed years and months calculation
- Call to the Message Report Utility (PPMSGUTL) to print error messages
- Call to the Control Data Base I/O Module (PPIOCTL)
- Call to the Data Base I/O Module (PPIOEDB)
- Job analysis routine to annualize pay rates
- Date routine
- Routine to clear the array used for totals

Personnel Statistics

PP7800XX - Employee Locator Report

1.0 Program Characteristics

Program Name	Employee Locator Report
Program ID	PP7800XX
Language	ANS COBOL
Input Files	Control Data Base (Disk) Employee Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	Employee Locator Report (PERS030) Employee Locator Error Report (PERS031)
Work Files	Sort Work File (Disk)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

The Employee Locator Report is run on demand and produces a report of all employees on the Employee Data Base. This report is in alphabetical sequence by Employee Name within Organization ID and lists:

- Employee Name
- Home department information
- Work/home telephone numbers
- Various employment-related information

This program simply reads the Employee Data Base and extracts relevant information from each employee record; writes, sorts, and reads work records for each employee; and prints the Employee Locator Report. Page breaks occur as Organization ID changes.

3.0 I/O Diagram

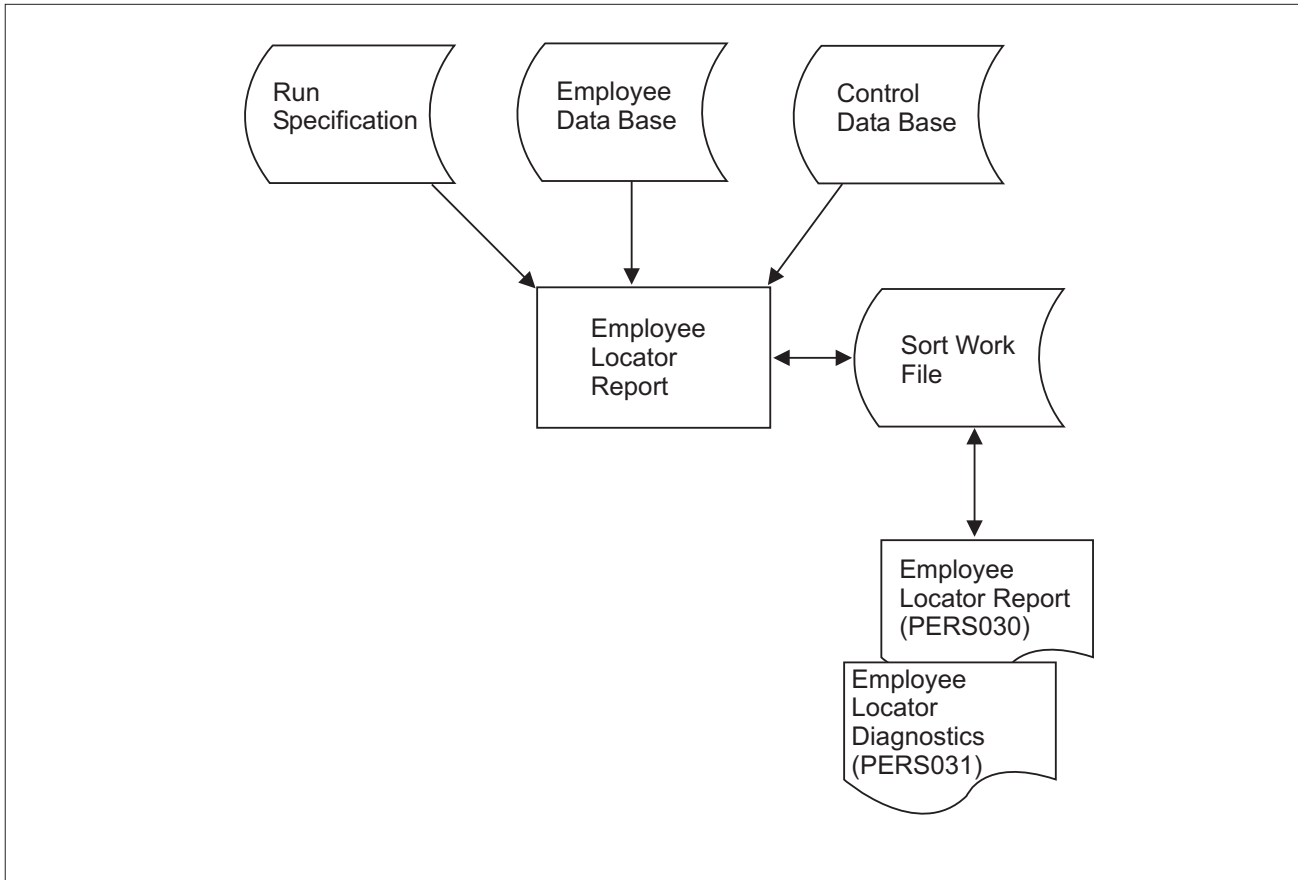


Figure 10-1 PP7800XX I/O Diagram

4.0 Input Description

4.1 Control Data Base

The program accesses the Message Table, the Organization Table, and the Department Table from the Control Data Base. The Organization Table is accessed randomly to obtain the Department Table Group Code for each organization processed. The Department Table is read sequentially to build an internal Department Table for each group-specific department used in processing. The Message Table is accessed randomly by the Message Report Utility (PPMSGUTL) in the event the program discovers an error. The Control Data Base is documented in File Descriptions.

4.2 Employee Data Base

The Employee Data Base (EDB) is documented in File Descriptions. It is used by this program to extract report detail line data elements. The First and Second Personal Data Segments are used.

All input functions for the Employee Data Base are handled by the Data Base I/O Module (PPIOEDB).

4.3 Run Specification

Up to 20 individual records can be specified on the run specification by entering the specific Organization IDs. To request all organizations on the EDB, enter "ALL".

EMPLOYEE LOCATOR REPORT RUN SPECIFICATION

PER78-SPEC	ORG ID													
1	10	11												23

Field	Description
PER78-SPEC	This is the run specification identifier.
ORG ID	Enter the specific Organization ID to be processed. Up to 20 individual organizations can be detailed for processing. Enter ALL to process all organizations on the EDB.

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Figure 10-2 Employee Locator Report Run Specification (PER78-SPEC)

5.0 Output Description

5.1 Employee Locator Report (PERS030)

A Summary Report Description and report sample follow.

5.2 Employee Locator Error Report (PERS031)

A Summary Report Description and report sample follow.

Employee Locator Report Description

Report Name	Employee Locator Report
Report Number	PERS030
Purpose	To provide location information on all employees.
Content	<p>One line of detail appears for each employee. The following data elements are displayed:</p> <ul style="list-style-type: none">• Employee Name, last name first• Department number and name• Work Telephone, including area code• Home Telephone, including area code• Various employment data <p>Employment Status Employment Date Regular/Temporary Indicator Full-Time/Part-Time Indicator</p>
Selection Criteria	All persons with records on the data base are printed on this report.
Sequence	The report is prepared in Employee Name within Organization ID order.

PERS030/PP7800XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL				PAGE NO.		0001	
		PERSONNEL REPORTING				RUN DATE		11/15/96	
		EMPLOYEE LOCATOR							
ORG ID: ORG11		-ABC CORPORATION							
EMPLOYEE NAME	* - - - - HOME NO.	DEPARTMENT NAME	* - - - - WORK TELEPHONE NO	HOME TELEPHONE NO	EMPL STAT	EMPLOYMT DATE	REG/ TEMP	FULL/ PART	
D'ANGELO, MARIA	20203-000	DEPT OF SPENDING (1)	U1		A	08/30/82	R	P	
DALIMAN, CHUCK J	20204-000	EASTERN REGION MAIN OFFICE	U1	213-325-6060	213-352-2021	A	11/18/74	R P	
DALISKY, DANIEL	20203-000	DEPT OF SPENDING (1)	U1		A	09/16/83	R	F	
DALTON, MARION, B	20202-000	STARFLEET SHIPS HEAD OFFICE	U1		A	09/05/83	R	P	
DALY, DAVID	20202-000	STARFLEET SHIPS HEAD OFFICE	U1		A	03/24/80	R	F	
DALZELL, DERRICK	20203-000	DEPT OF SPENDING (1)	U1		A	07/19/82	R	F	
DAMASK, ALFRED	20202-000	STARFLEET SHIPS HEAD OFFICE	U1		A	06/01/83	R	F	
DAMSTRA, ALLEN	20204-000	EASTERN REGION MAIN OFFICE	U1		A	06/01/83	R	P	
DANA, CHARLES	20203-000	DEPT OF SPENDING (1)	U1	512-343-4300	512-346-6012	A	02/07/83	R F	
DANBERG, THOMAS	20203-000	DEPT OF SPENDING (1)	U1		A	09/05/83	R	F	
DANCY, CLARENCE	20204-000	EASTERN REGION MAIN OFFICE	U1	912-350-3500	712-544-3111	A	09/26/83	R P	
DANDY, MARK	20204-000	EASTERN REGION MAIN OFFICE	U1	213-626-6200	213-323-6541	A	07/26/82	R P	
DANFORD, DAN	20205-001	DEPT OF PHYSICS (2)	U1		A	07/19/82	R	F	
DANIELS, BRENDA	20205-001	DEPT OF PHYSICS (2)	U1		A	09/05/83	R	F	
HIGHTOWER, GEORGE B.	20202-000	STARFLEET SHIPS HEAD OFFICE	U1	213-652-5200		L	03/24/80	R F	
HIGHTOWER, RALPH M.	20203-000	DEPT OF SPENDING (1)	U1		A	03/16/83	R	F	
HIGUERA, SANDRA J.	20205-001	DEPT OF PHYSICS (2)	U1		A	09/19/83	R	F	
HILBURGER, RONALD D.	20205-001	DEPT OF PHYSICS (2)	U1		A	07/05/83	R	F	
HILDEBRAND, EDWARD	20202-000	STARFLEET SHIPS HEAD OFFICE	U1		A	11/18/81	R	F	
HILDEBRANDT, MARTHA	20205-001	DEPT OF PHYSICS (2)	U1		T	09/26/70	R	F	
HILDRETH, RICHARD	20203-000	DEPT OF SPENDING (1)	U1	213-222-2100	213-322-6701	A	11/08/82	R F	
HILES, BARNARD	20204-000	EASTERN REGION MAIN OFFICE	U1		A	11/22/82	R	F	
HILL, EDWARD F.	20205-001	DEPT OF PHYSICS (2)	U1		A	09/06/82	R	F	
LA TAYLOR, MICHAEL	20202-000	STARFLEET SHIPS HEAD OFFICE	U1	214-332-3000	213-652-9034	A	09/05/83	T F	
LAWSON, ALICE	20204-000	EASTERN REGION MAIN OFFICE	U1		A	09/20/83	R	F	
LAZARUS, WALTER	20204-000	EASTERN REGION MAIN OFFICE	U1		T	09/05/83	R	F	
LEA, BONNIE	DPTU1-001	CLERICAL DEPARTMENT	U1		L	11/16/81	R	P	
LEACH, ANDREW, M	20203-000	DEPT OF SPENDING (1)	U1		L	09/06/82	R	F	
LEARNER, SAM	20203-000	DEPT OF SPENDING (1)	U1		A	09/26/83	R	F	
MCKENNA, KENNETH	20202-000	STARFLEET SHIPS HEAD OFFICE	U1	213-343-4300	213-345-6001	A	12/14/81	R F	
MCKENZIE, IRVING	20202-000	STARFLEET SHIPS HEAD OFFICE	U1		A	09/02/68	R	F	
MCKILLOP, JAMIE	20204-000	EASTERN REGION MAIN OFFICE	U1	512-242-4200	512-242-6722	A	12/14/81	R P	
MCKINNEY, MARSHA	20202-000	STARFLEET SHIPS HEAD OFFICE	U1		T	09/27/82	R	F	
MCKISSICK, MARK	20202-000	STARFLEET SHIPS HEAD OFFICE	U1		A	04/18/83	R	F	
MCKNIGHT, ALEX	20203-000	DEPT OF SPENDING (1)	U1		T	06/01/83	R	P	
PARSONS, TALBOT	20203-000	DEPT OF SPENDING (1)	U1		A	09/20/82	R	P	
PIMENTAL, LARRY O.	DPTU1-001	CLERICAL DEPARTMENT	U1		A	02/28/86	R	F	
PINEDO, OWEN	20203-000	DEPT OF SPENDING (1)	U1		P	11/16/81	R	F	
PINNEY, BONNIE	20202-000	STARFLEET SHIPS HEAD OFFICE	U1		A	09/16/83	T	P	
PINOSKI, ASHLEY	20205-001	DEPT OF PHYSICS (2)	U1		A	09/16/83	R	F	
PIOMBO, DONALD	20202-000	STARFLEET SHIPS HEAD OFFICE	U1		A	09/26/83	R	F	
PIPKINS, TALBOT	20203-000	DEPT OF SPENDING (1)	U1		A	09/20/82	R	P	
PIRES, VERONICA	20203-000	DEPT OF SPENDING (1)	U1		A	09/01/78	R	F	
PIRILA, HEATHER	20204-000	EASTERN REGION MAIN OFFICE	U1		T	09/02/68	R	P	
PIRT, TERRANCE	88203-001	DEPARTMENT OF SPENDING (1)	U1		A	09/20/82	R	F	
TALLEY, DARRYL	20202-000	STARFLEET SHIPS HEAD OFFICE	U1		A	07/27/82	R	F	
TALMADGE, JACK	20202-000	STARFLEET SHIPS HEAD OFFICE	U1		A	09/16/83	R	F	
TALT, MARLENE	20203-000	DEPT OF SPENDING (1)	U1		A	09/21/81	R	F	

Figure 10-3 Employee Locator Report (PERS030)

Employee Locator Error Report Description

Report Name	Employee Locator Error Report
Report Number	PERS031
Purpose	This report lists all error messages found in the processing of the program.
Content	The error messages that appear in the detail lines are obtained from the Message Table and printed by PPMMSGUTL.

PERS031/PP7800XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING		RUN DATE	11/15/96
		EMPLOYEE LOCATOR ERROR REPORT			
ORG ID:	-MONOCO CORPORATION				
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	- - - - - M E S S A G E T E X T - - - - -	
		78-002	FATAL ERROR	INVALID RUN SPECIFICATION IDENTIFIER PER78 SPECORG11	

Figure 10-4 Employee Locator Error Report (PERS031)

6.0 Program Description

6.1 Main

The MAIN procedure is a short group of executive code that performs the three main sections of the program.

6.2 Initialization

This section sets report headers, opens the input specification file, the output print file, the Control Data Base for random input and the Employee Data Base for sequential input. The run specification record is read and processed. Any errors found during the initialization process result in program termination.

6.3 Create Report Records

This section sequentially accesses the Employee Data Base through the Data Base I/O Module (PPIOEDB). The First and Second Personal Data Segments are read for each employee, desired data elements are extracted and loaded to a sort record, and finally the sort record is released to the internal sort for an alphabetical sort by Employee Name.

6.4 Print Report

This section reads the sorted work records created in the previous procedure. As the Organization ID changes, a page break occurs. A call to the Organization Table is used to determine which key to the Control Data Base Department Tables should be used and, if necessary, clears and loads the internal Department Table. This table is accessed to obtain the department name for each employee. When all data is present in the print line, the line is printed.

6.5 Error Reporting

Any errors detected during this process are reported through use of the Message Report Utility (PPMSGUTL) which accesses the standard Message Table, and formats and prints the report.

PP7900XX - Statistical Personnel Summary Report

1.0 Program Characteristics

Program Name	Statistical Personnel Summary Report
Program ID	PP7900XX
Language	ANS COBOL
Input Files	Employee Data Base (Disk) Control Data Base (Disk) Run Specification (Card or key-entry medium)
Output Files	Statistical Personnel Summary (PERS040) Run Diagnostics (PERS041)
Work Files	Sort Work File (Disk)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

The Statistical Personnel Summary Report provides a quick cross-section of the organization's employee profile. Statistical information on many aspects of the work force composition is displayed for each department and summarized for Responsibility Centers and the organization as a whole. Since the report uses EEO categories for headings, only U.S. organizations can be processed.

The work force composition is displayed in the format of a two-dimensional table that summarizes various employee characteristics (e.g., male/female, salaried/hourly, full-time/part-time) by Federal Occupation Category of the employees' primary job classes within Organization ID.

3.0 I/O Diagram

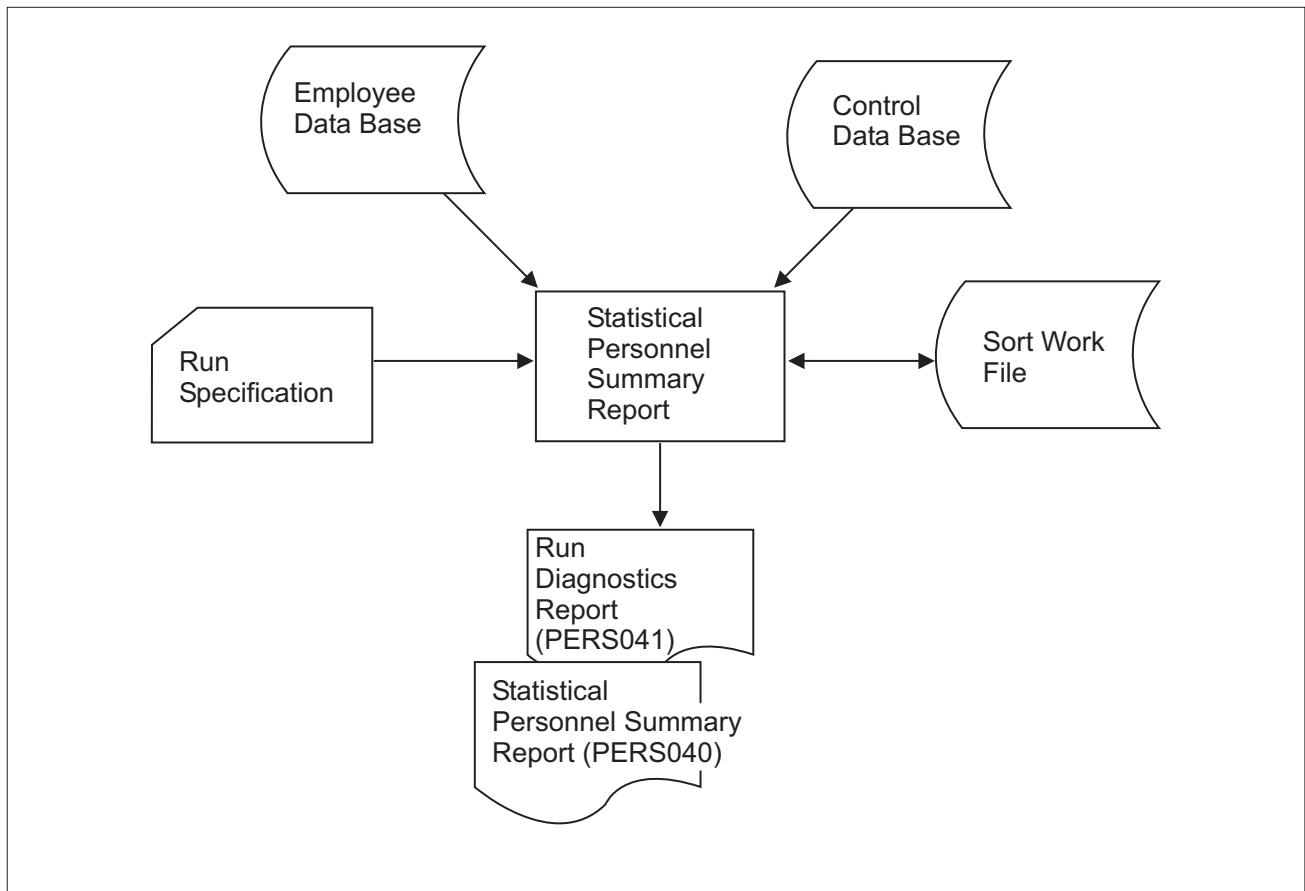


Figure 10-5 PP7900XX I/O Diagram

4.0 Input Description

4.1 Employee Data Base

The Employee Data Base is documented in File Descriptions. This program uses the Personal Data segments (0100 and 0200) and the primary Job Assignment segment (2000).

4.2 Control Data Base

The Control Data Base is documented in File Descriptions. This program used the Message Table, Organization Table, and, with Group Codes, multiple copies of the Department Table and Job Class Table. The entire Job Classification Table is loaded into storage in the input procedure and accessed to build sort records for each employee processed. The Department Table is loaded into storage in both input and output procedures, to be used to build sort records and print sorted reports.

4.3 Run Specification

The run specification is used to define the “AS OF” date of the report and the date on which the employee’s job must be active to be included in the report. It is also used to select organizations for processing. The following figure shows the run specification.

4.4 Sort Work File

The data in this file is extracted from the Employee Data Base and contains the information needed to produce the Statistical Personnel Summary Report. One record is generated for each employee with an active job.

The sort key consists of the following items:

- Report code: this code represents the EEO group to which an employee’s Job Class belongs
- Organization ID
- Responsibility Center: the level-1 organization of the employee’s home Department as derived from the Department Table
- Responsibility Center Subgroup: the level-2 organization of the employee’s home Department as derived from the Department Table
- Department: the employee’s home Department
- Occupational Activity: the Federal Occupation Category (FOC) Code as derived for the employee’s Job Classification from the Job Classification Table
- FLSA: the Fair Labor Standards Act code is also taken from the Job Class Table

STATISTICAL PERSONNEL SUMMARY RUN SPECIFICATION

PER79-SPEC	T	
	1	EFF-DATE

1
10
11
12
19

Transaction 1

Field	Description
T	Enter "1" to indicate a Transaction 1 record
EFF-DATE	Effective date. This field determines the "AS OF" data for the report, and the date on which the employee's job must be active to be included in the report.

PER79-SPEC	T	
	2	ORGANIZATION ID

1
10
11
12
24

Transaction 2

Field	Description
T	Enter "2" to indicate a Transaction 2 record
ORGANIZATION ID	This field identifies the organization to be processed. Up to 20 organizations may be selected with a Transaction 2 record. Enter "ALL" on the first Transaction 2 record to process all organizations on the EDB.

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Figure 10-6 Statistical Personnel Summary Report Run Specification (PER79-SPEC)

The following data elements are taken directly from the Employee Data Base:

- Sex
- Regular/Temporary Indicator
- Bargaining Unit Indicator
- Employment Status
- Part-Time/Full-Time Indicator
- Percent of Full-Time
- Pay Rate Code
- Ethnicity
- Handicap Indicator

The following are derived from other data in the Employee Data Base:

- Length of Service: the elapsed months between the Employment Date from the data base and the “AS OF” date from the run specification
- Time In Job: the elapsed months between the employee’s Job Begin Date and the “AS OF” date from the run specification
- Annual Rate: the employee’s annual rate of pay derived from the employee’s Pay Rate Code and Job Pay Cycle

5.0 Output Description

5.1 Statistical Personnel Summary (PERS040)

A Summary Report Description and report sample follow

5.2 Run Diagnostics (PERS041)

A Summary Report Description and report sample follow.

Statistical Personnel Summary Report Description

Report Name	Statistical Personnel Summary
Report Number	PERS040
Purpose	To provide a tabular statistical profile of the organization's population at each level of the organization down to the department level.
Content	<p>All employees with an active job on the "AS OF" date identified in the report heading are included. Each employee is reported in his or her home Department, in the higher-level organizations to which the home Department is responsible, and within the Organization ID; the organization is identified at the left-hand side of the report headings. Within the organization, each employee is reported in the column for the Federal Occupation Category (FOC) of his or her job class and in the total column.</p> <p>The rows of the table are defined as follows:</p> <ul style="list-style-type: none"> • Total Employees • Males • Females • Percent Female relative to the column total • Minority Employees • Percent Minority relative to the column total • Handicapped Employees • Percent Handicapped relative to the column total • Occupation Percent of Total: the percent of the column's Total Employees relative to the Total Employees from the Total column. • Regular Employees • Temporary Employees • Percent Temporary relative to the column total • Union Employees • Union-Eligible Employees • Percent Union relative to the column total and not including Union-Eligible employees. • Full-time Employees • Part-time Employees • Part-time FTE

- On Leave Without Pay
- On Paid Leave
- Exempt Employees
- Nonexempt Employees
- Hourly Employees
- Salaried Jobs
- Hourly Jobs
- Percent Hourly relative to the column total
- Average Length of Service calculated using employee Employment Dates and the report “AS OF” date.
- Average Time in Current Job calculated using the Job Begin Date and the report “AS OF” date.
- Average Earnings
- Highest Earnings
- Lowest Earnings

Sequence

The report is produced in sequence by Department within Responsibility Center within Organization ID within EEO group. Departments with no Responsibility Center defined in the Department Table appear at the end of the organization’s data under Responsibility Center 99-99.

Totals

Within each EEO Group, in addition to totals for Departments, the report contains totals by second-level Responsibility Centers (if they are defined), by the first-level Responsibility Centers, by Organization ID, and by entire multiorganization.

PERS040/PP7900XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL						PAGE NO.	0006
		PERSONNEL REPORTING						RUN DATE	11/15/96
		STATISTICAL PERSONNEL SUMMARY						DATA AS OF	11/01/96
ORG ID:	ORGL1	-ABC CORPORATION							
RESPONSIBILITY CENTER 01 21		BRANCH OF BOATING ADMIN - U1							
LEVEL 2 TOTALS									
	MANAGERS	PROFESSNLS	TECHNICNS	CLERICAL	CRAFTS OPERATIVES	LABORERS	SALES	SERVICE	TOTAL
TOTAL EMPLOYEES	5	4	4	2	3	1		1	20
MALES	4	3	3	1	3	1			15
FEMALES	1	1	1	1				1	5
*PERCENT FEMALE	20.00%	25.00%	25.00%	50.00%				100.00%	25.00%
MINORITY EMPLOYEES	3	2	2			1			8
*PERCENT MINORITY	60.00%	50.00%	50.00%			100.00%			40.00%
HANDICAPPED EMPLOYEES		1							1
*PERCENT HANDICAPPED		25.00%							5.00%
*OCCUPATION % OF TOTAL	25.00%	20.00%	20.00%	10.00%	15.00%	5.00%		5.00%	100.00%
REGULAR EMPLOYEES									
TEMPORARY EMPLOYEES									
*PERCENT TEMPORARY									
UNION EMPLOYEES									
UNION-ELIGIBLE									
*PERCENT UNION									
TENURED EMPLOYEES									
TENURE-ELIGIBLE									
*PERCENT TENURED									
FULL-TIME EMPLOYEES	5	4	3	2	2	1		1	18
PART-TIME EMPLOYEES			1		1				2
PART-TIME FTE			0.00		0.00				0.01
ON LEAVE W/O PAY		1							1
ON PAID LEAVE			1						1
EXEMPT EMPLOYEES	5	4	3						12
NONEXEMPT EMPLOYEES			1	2	3	1		1	8
SALARIED JOBS	5	3	2	2	1				13
HOURLY JOBS		1	2		2	1		1	7
*PERCENT HOURLY		25.00%	50.00%		66.66%	100.00%		100.00%	35.00%
AVG LENGTH OF SERVICE	00:00	08:04	08:04	33:04	00:00	33:04		33:04	00:00
AVG TIME IN CRNT JOB	03:07	02:09	02:06	02:02	03:00	02:02		02:04	02:10
AVERAGE EARNINGS	52,309	18,934	18,462	16,113	11,512	24,148		10,400	25,622
HIGHEST EARNINGS	85,320	27,600	30,498	18,348	14,256	24,148		10,400	85,320

Figure 10-7 Statistical Personnel Summary Report (PERS040)

Run Diagnostics Report Description

Report Name	Run Diagnostics Report
Report Number	PERS041
Purpose	To identify job classes found in the Employee Data Base but not contained in the Job Class Table, and to identify any abnormal program ending condition.
Content	Lists the message number and message text and, where appropriate, provides additional information to facilitate problem identification.

PERS041/PP7900XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING RUN DIAGNOSTICS REPORT		RUN DATE	11/15/96
				CHECK DATE	11/13/96
ORG ID:	ORG11	-ABC CORPORATION			
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	----- M E S S A G E T E X T -----	
		00-201	WARNING	EEO JOB CATEGORY CODE IS WITHIN RANGE BUT NOT IN USE ORGANIZATION ID = ORG11 JOB CLASS = 779900 EEO JOB CATEGORY = 08	
		00-201	WARNING	EEO JOB CATEGORY CODE IS WITHIN RANGE BUT NOT IN USE ORGANIZATION ID = ORG11 JOB CLASS = 779901 EEO JOB CATEGORY = 08	
218119999		79-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED	
228119999		79-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED	

Figure 10-8 Run Diagnostics Report (PERS041)

6.0 Program Description

6.1 Main

The MAIN control procedure for this program is executed one time in fall-through fashion. It invokes the INITIALIZE procedure. If INITIALIZE encounters any conditions that result in abnormal program termination. MAIN invokes END OF JOB and stops. Otherwise, it executes a sort with CREATE SORT FILE as the input procedure (which extracts data from the Employee Data Base) and with PRINT SORT FILE as the output procedure to create the Statistical Personnel Summary Report. At the completion of the sort, END OF JOB is invoked to close files and the program ends.

6.2 Initialize

This procedure opens the Employee Data Base, Control Data Base, and run specification file for input and the print file for output. The run specification file is read and edited. The "AS OF" date for the report is accessed, and the organizations to be processed are read and edited. Lastly, the arrays used for building the report output are initialized to zero.

6.3 Create Sort File

If “ALL” is selected on the run specification, this procedure reads the Employee Data Base from start to end. If individual organizations are specified, it reads each organization from first to last employee. If there is a change of organization, the Organization Table is accessed for the Job Class and Department Table Group Codes. If the Group Codes are different than the previous codes, the Job Class Table and Department Table are loaded into storage. The FIND PRIMARY JOB procedure is invoked to derive the employee’s annual rate of pay and place the results in the job analysis working storage area. The TIME SPAN calculation procedure is invoked to determine the length of service and the length of time in the current job. The balance of data required for the sort file record is assembled and the record is released to the sort.

6.4 Print Sort File

The PRINT SORT FILE procedure prints the Statistical Personnel Summary Report from the sorted file created in the previously described procedure. The file has been sorted in Report Type, Responsibility Center (two levels) and Department sequence. Printing of the report is accomplished by developing departmental totals, and rolling totals to higher level totals as control breaks are encountered. Upon a particular break in control, the next lower control level is performed. That is, if the level 1 organization changes, the level 2 control break procedure is performed which, in turn, performs the Department control break procedure. Department totals are then printed, followed by level 2 and level 1 totals respectively.

The column of the report to which a specific sort record contributes is determined by the Federal Occupation Category (FOC) code of the employee’s Job Classification. The INCREMENT paragraph increments the appropriate row based on the line number of the personnel statistic. When the INCREMENT paragraph receives the annual rate from the sort record, it also evaluates the high and low earnings rows.

Each control break results in the following:

- Report headings are formatted and printed.
- Percentage and average lines are calculated for each column.
- The lines are formatted and printed based on a format type selected for a particular total. The types of formats supported are:
 - A counter
 - Percentage value
 - Years and months
 - Dollars accumulated

6.5 Utility Routines

The END OF JOB procedure closes all files.

TIME SPAN is a utility copy routine for calculating the period of time between two dates passed to the routine through its corresponding copied work area.

FIND PRIMARY JOB calculates hourly rate equivalents for salaried jobs, annual rate equivalents for hourly jobs, and annual rates from pay period amounts.

ORG CHANGE is the routine performed each time the organization is changed upon return from a sort record. This routine calls the Organization Table to access the Department group code. This code is then tested against the previous code, and if not the same, the “grouped” Department Table is read sequentially into storage.

PRINT LINE and PRINT HEADER control the physical aspects of printing the Statistical Personnel Summary Report.

READ EDB SET and EDB CALL are concerned with access of the Employee Data Base; CTL CALL manages Control Data Base accesses.

The Message Report Utility is invoked in ERROR MSG RTN to print the Run Diagnostics Report if any errors are encountered.

PP8200XX - Pay Rate Increase Analysis

1.0 Program Characteristics

Program Name	Pay Rate Increase Analysis
Program ID	PP8200XX
Language	ANS COBOL
Input Files	Control Data Base (Disk) Employee Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	Pay Rate Increase Analysis (PERS001) Run Diagnostics Report (PERS002)
Work Files	Sort Work File (Disk)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

The Pay Rate Increase Analysis Program is run upon request and produces a report including all employees who are active or are on leave of absence. The report is sequenced in Organization ID, Division, Department, Location, and Employee Name order; total employees by Location, by Department, by Division, by Organization ID, and by Company are reported.

The program reads the Employee Data Base, extracts and builds a work file of required information for all active or on-leave employees, sorts the work file and produces the Pay Rate Increase Analysis Report. Job class information is extracted from the Control Data Base; no calculations are performed to produce the information in this report.

3.0 I/O Diagram

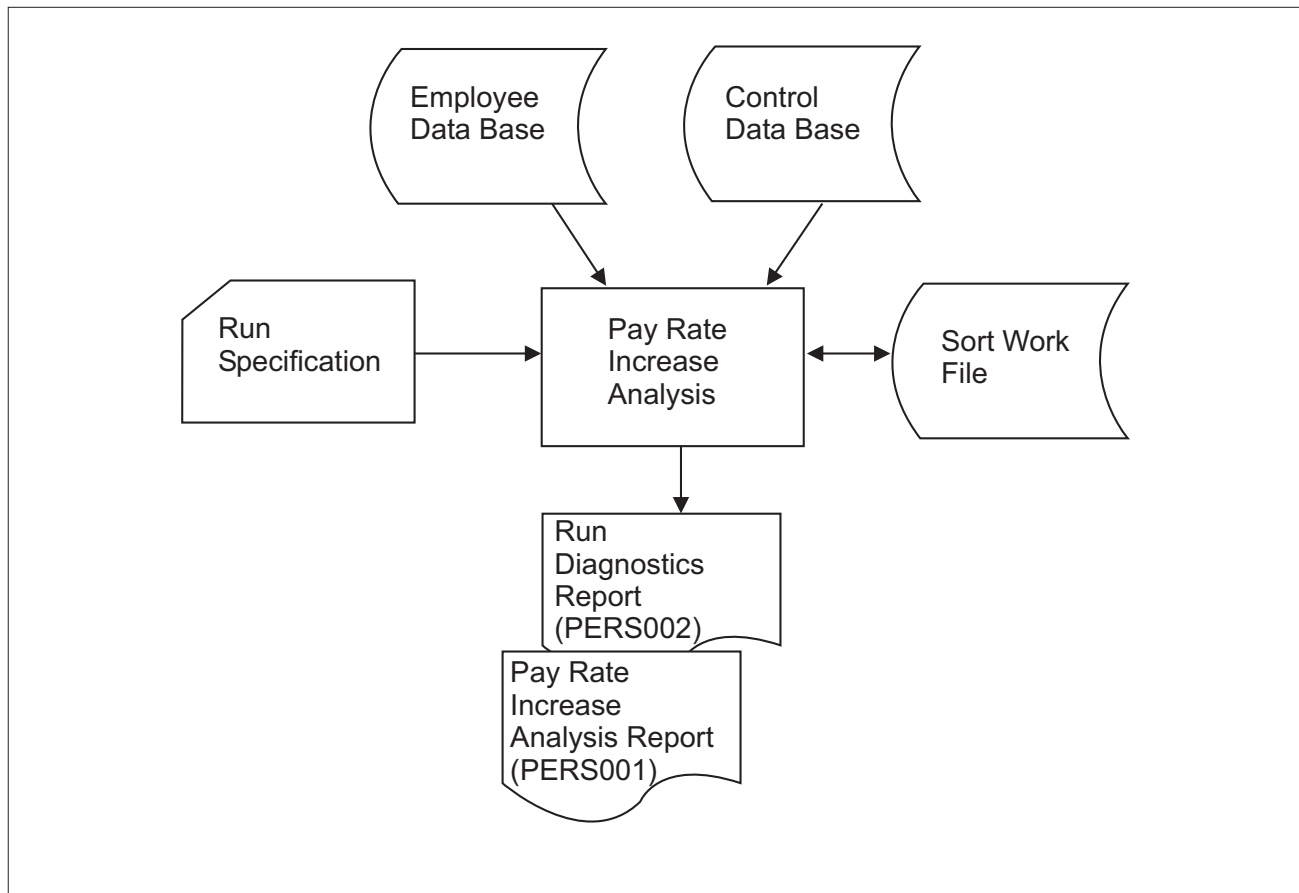


Figure 10-9 PP8200XX I/O Diagram

4.0 Input Description

4.1 Control Data Base

The program accesses the Message Table, the Organization Table, and the Job Class Table from the Control Data Base. The Organization Table is accessed randomly to obtain the Job Class Table group code for each organization processed. The Job Class Table is read sequentially into storage to be used in processing. The Message Table is accessed randomly by the Message Report Utility (PPMSGUTL), in the event the program discovers an error.

4.2 Employee Data Base

The Employee Data Base (EDB) is documented in File Descriptions. It is used to extract detail information for reporting. The following segments of the EDB are used:

- First Personal Data Segment (0100)
- Second Personal Data Segment (0200)
- Job Assignment Segment (2000)

Input functions for the EDB are handled by the Data Base I/O Module (PPIOEDB).

4.3 Run Specification

The run specification contains from 1 to 20 records, each with a specification identifier and an Organization ID. If all organizations are requested, "ALL" is entered in place of an individual Organization ID.

PAY RATE INCREASE ANALYSIS RUN SPECIFICATION

PER82-SPEC	ORGANIZATION ID
1	10
11	23
12	24
13	25
14	26
15	27
16	28
17	29
18	30
19	31
20	32
21	33
22	34
23	35
24	36
25	37
26	38
27	39
28	40
29	41
30	42
31	43
32	44
33	45
34	46
35	47
36	48
37	49
38	50
39	51
40	52
41	53
42	54
43	55
44	56
45	57
46	58
47	59
48	60
49	61
50	62
51	63
52	64
53	65
54	66
55	67
56	68
57	69
58	70
59	71
60	72
61	73
62	74
63	75
64	76
65	77
66	78
67	79
68	80
69	81
70	82
71	83
72	84
73	85
74	86
75	87
76	88
77	89
78	90
79	91
80	92
81	93
82	94
83	95
84	96
85	97
86	98
87	99
88	100

Field	Description
ORGANIZATION ID	<p>This field identifies the organization to be processed. There may be up to 20 records in the run specification, each with a unique organization ID.</p> <p>Enter "ALL" to process all organizations on the EDB.</p>

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Figure 10-10 Pay Rate Increase Analysis Run Specification (PER82-SPEC)

5.0 Output Description

5.1 Pay Rate Increase Analysis Report (PERS001)

This report is printed in Organization ID, Division, Department, Location, and Employee Name sequence. A summary Report Description and report sample follow.

5.2 Run Diagnostics Report (PERS002)

A Summary Report Description and report sample follow.

Pay Rate Increase Analysis Report Description

Report Name	Pay Rate Increase Analysis
Report Number	PERS001
Purpose	To identify each employee's last increase in Pay Rate, along with other pertinent personnel data for salary and wage administration.
Content	<p>There is one line of detail for each employee. The following data elements are displayed:</p> <ul style="list-style-type: none">• Employee Name (last name first; truncated to 22 characters)• Employee ID Number• Employee Type• Employment Status• Regular/Temporary Indicator• Full-Time/Part-Time Indicator• Date of Birth• Employment (or Hire) Date• Sex• Ethnicity• Salary Grade• Job Classification Code• Job Title (from the Job Class Table)• Federal Occupation Code (from the Job Class Table)• Pay Rate (Current)• Rate Code• Last Increase Date• Last Increase Amount• Last Increase Percent• Last Increase Type <p>All data elements are provided by the Employee Data Base, unless otherwise noted.</p>
Selection Criteria	All employees who are active or are on leave of absence (with or without pay) are selected.

Sequence

Organization ID, Division, Department, Location, Name.

Totals

Number of employees by Location, Department, Division, Organization ID and Company.

PERS001/PP8200XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL										PAGE NO.		0001					
		PERSONNEL REPORTING PAY RATE INCREASE ANALYSIS										RUN DATE		10/31/96					
ORG ID:		-MONOCO CORPORATION																	
DIVISION		LOCATION 20202-000																	
EMPLOYEE NAME	EMPLOYEE ID. NO.	T Y P	S T P	R F	BIRTH DATE	HIRE DATE	S E X	SAL I X	JOB GRD CLASS	JOB TITLE	EEO CD	CURRENT PAY RATE	C D	---LAST INCREASE---					
					DATE	DATE								DATE	AMOUNT	% TYP			
BELLTOWER, GEORGE B.	007009999	N	L	R	F	12/14/1972	03/24/1985	M	C	120492	ACCOUNTANT I	02	1225.000	P	09/01/1995				
CHAMPION, IRVING	003009999	E	A	R	F	11/16/1943	10/15/1995	M	C	110300	SENIOR VICE	P 01	2461.750	P					
FINLEY, BONNIE	033009999	E	A	T	P	03/12/1963	09/16/1988	F	C	240110	SENIOR QA ANA	02	975.000	P					
GOODENOUGH, EDWARD	009009999	E	A	R	F	01/01/1923	11/18/1986	M	R	120491	SENIOR ACCOUN	02	2280.000	P					
LO PRESTI, MICHAEL	029009999	N	A	T	P	10/05/1961	09/05/1988	M	C	809700	MECHANIC	06	7.500	H					
TOTAL EMPLOYEES:		LOCATION		20202-000														5	
		DEPARTMENT		20202														5	

Figure 10-11 Pay Rate Increase Analysis Report (PERS001)

Run Diagnostics Report Description

Report Name	Run Diagnostics Report
Report Number	PERS002
Purpose	This report lists all errors found in the generation of the Pay Rate Increase Analysis Report.
Content	<p>The error messages that appear are obtained from the Message Table and printed by the Message Report Utility (PPMSGUTL).</p> <p>The first line of a message displays the message number and its attributes. The second line, when present, contains information identifying field content.</p>

```

PERS002/PP8200XX/110196                                INTEGRAL SYSTEMS PAYROLL/PERSONNEL                                PAGE NO.          0001
                                                         WAGE AND SALARY ANALYSIS                                RUN DATE   10/31/96
                                                         RUN DIAGNOSTICS REPORT
ORG ID:          -MONOCO CORPORATION
EMPLOYEE        USER      MESSAGE MESSAGE
ID. NO.         REFERENCE  NUMBER  SEVERITY
-----
00-200         WARNING
EEO JOB CATEGORY CODE IS NOT WITHIN ACCEPTABLE VALUE RANGE
GROUP CODE =                                         JOB CLASS = 410100 EEO JOB CATEGORY =
    
```

Figure 10-12 Run Diagnostic Report (PERS002)

6.0 Program Description

6.1 Main

The MAIN procedure code invokes the INITIALIZE procedure, performs a sort using EXTRACT as the input procedure and REPORT as the output procedure, and invokes a CLOSE routine.

6.2 Initialization

This section sets report headers, opens the input specification file, the output print file, the Control Data Base for random input, and the Employee Data Base for sequential input. The run specification is read and processed. Any error found with the run specification stops the program from processing.

6.3 Extract

This procedure reads each selected organization record from the first to the last employee. If “ALL” is selected, it reads all Employee Date Base records, from start to end. Each time there is a change of organization, the Organization Table is accessed for the Job Class Table Group Code. If the Group Codes are different than the previous code, the corresponding Job Class Table is loaded into storage.

An employee's record is selected if the Employment Status is active or on leave (with or without pay). The required fields are formatted to a sort record and released. Records are sorted by Organization ID, Division, Department, Location, and Employee Name.

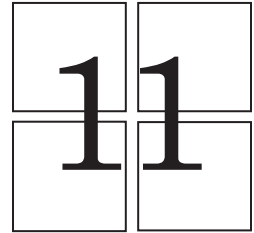
6.4 Report

Sorted records are returned and formatted to the output report. Report breaks occur when Location, Department, Division, or Organization ID change. On a break, total employees are reported and a new heading is formatted. When all records have been returned and printed, the totals are reported.

6.5 Common Routines

These routines are performed by one or more of the other procedures. The routines are:

- Call to the Control Data Base I/O Module (PPIOCTL)
- Call to the Data Base I/O Module (PPIOEDB)
- Call to the Message Report Utility (PPMSGUTL) to print error messages
- Date Routine



Employment History Module

PP8300XX - Employment History Maintenance

1.0 Program Characteristics

Program Name	Employment History Maintenance
Program ID	PP8300XX
Language	ANS COBOL
Input Files	Employment History Data Base (Disk) Data Element Transaction File (Disk) or Change File (Disk) or Employee Data Base (Disk) Control Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	Employment History Data Base (Disk) History Correction File Update Errors Report (PERS810) Update Controls (PERS820) Identification Number Changes Report (PERS830)
Work Files	Sort Work File
Called Modules	PPIOCTL PPIOEDB PPIOHDB PPMSGUTL USER83

2.0 General Description

This program maintains the Employment History Data Base (HDB), usually posting transaction activity from data found in the Change File produced by either the Data Base Update Program or the Change File Creation Program. Thus, changes to the Employee Data Base (EDB) are reflected on the Employment History Data Base as they occur. Be aware that no organization may be deleted from the Organization Table of the Control Data Base while employees reside in that organization on the Employment History Data Base.

In special situations, other files are used:

- The Employee Data Base is used as input when the initial status of each employee of a specified organization is being loaded.
- The Data Element Transaction File produced by a special run of the Data Element Edit program is used as input to establish prior history status for any or all employees.
- The Change File produced by the Key Change and Deletion Program is used to record changes to data base keys.

Each of these processes is stand-alone. The initial load processes the Employee Data Base sequentially for specified organizations, loading initial values whenever active segments with historically significant values are found on the EDB. The activity Change Files and the prior history Data Element Transaction File are processed by random updating of the HDB; records are added that reflect new element values found on the input file. The Change File produced by the Key Change and Deletion Program is processed by updating the HDB randomly, moving and/or deleting appropriate records, and cross-referencing moved records.

The principal output is an updated Employment History Data Base. A correction file is created containing any bypassed transactions. Output reports are described in the Output Description section.

3.0 I/O Diagram

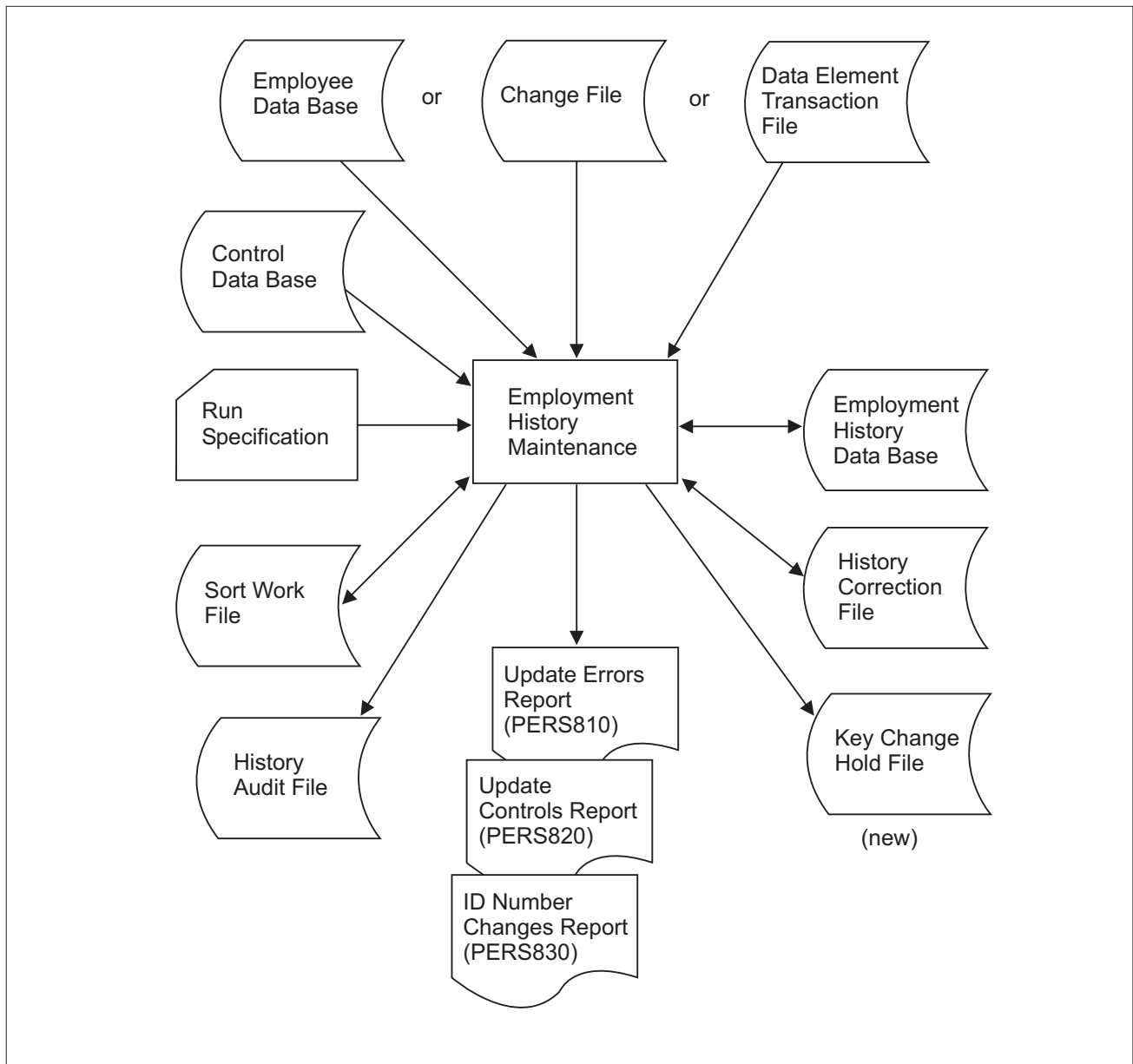


Figure 11-1 PP8300XX I/O Diagram

4.0 Input Description

4.1 Employment History Data Base

This file is completely described in File Descriptions. It is maintained by both the Employment History Maintenance Program, as documented herein, and by the Employment History Online System.

4.2 Data Element Transaction File

This file is described in detail in File Descriptions. A special run of the Data Element Edit Program uses appropriate transactions (e.g., the P1 transaction) to create this file, which is used to establish prior history data on the Employment History Data Base. This special execution of the Data Element Edit Program is distinct from normal Data Base Maintenance processing: the resulting output Data Element Transaction File is used ONLY by Employment History Maintenance processing.

4.3 Change File

This file reflects Employee Data Base update activity, and is used to update the Employment History Data Base. It can contain transactions created through the Data Base Update Program, the Change File Create Program, or the Key Change and Deletion Program. The file source is identified to Employment History Maintenance through the run specification, since key changes and prior history transactions are handled differently from normal maintenance transactions.

This file is described in further detail in File Descriptions.

4.4 Employee Data Base

This file is the source of data used to establish initial status upon load of an organization and also upon addition of specified elements to the Employment History Data Base when these elements are newly defined as historically significant. The Employee Data Base is described in detail in File Descriptions.

4.5 Control Data Base

The program uses the Data Element Table of the Control Data Base to obtain processing details for each historically significant element and the Organization Table to validate organizations. Indirectly, the program accesses the Message Table through the Message Utility Module (PPMSGUTL) and the Job Classification and Department Tables through the user subprogram (USER83). This file is described in detail in File Descriptions.

4.6 Run Specification

The run specification defines the nature of the processing that is to take place and the type of input being processed.

Run Specification Editing

- Data Base Load (Activity Type LD) requires a valid Effective Date and at least one type 2 Record with a valid Organization ID or ALL. Up to twenty Type 2 cards can specify organizations to be loaded. The Type 1 card must physically be the first run specification card entered.
- Prior History (Activity type) requires at least one Type 2 record when the Initialize Prior History Organization Flag is set on.

If any of these requirements are not met, run is terminated.

Run Specification Input

A sample of the run specification follows.

EMPLOYMENT HISTORY MAINTENANCE RUN SPECIFICATION

PER83-SPEC	REC TYPE	ACT TYPE	EFFECTIVE DATE	SPEC CORR FLAG	INIT PRIOR HIST	OLD HIST
1	10	11	12 13 14	21 22	23	24

PER83-SPEC	REC TYPE	ORGANIZATION ID
1	11	12
		24

RECORD TYPE 1

Field	Description
REC TYPE	Enter the constant "1".
ACT TYPE	A required 2-character field identifying the type of processing to be done to the Employment History Data Base. Valid codes are: 05 - Post prior history date. 12 - Post batch EDB update activity. 15 - Post online EDB update activity. 16 - Post EDB key change activity. LD - Load initial Employment History Data Base.
EFFECTIVE DATE	An 8-digit field required for Activity Type LD.
SPEC CORR FLAG	A 1-character flag to indicate that input errors exist and whether they should be posted. Y or C - Post errors Blank - Do not post errors
INIT PRIOR HIST	A 1-character field required for the first run of prior history for each organization. Enter "Y" or "P" to indicate that the organizations listed for REC TYPE 2 are to be initialized for prior history.
OLD HIST	A 1-character field required only on the first run of the Employment History Data Base. N or X - Indicates that existing Employment History Data Base is empty. Blank - Indicates that Data Base already has history segments posted.

RECORD TYPE 2 This record is required only for Activity Type LD, or when an organization header is to be created for prior history, and specifies the OrganizationID (s) to be loaded from the Employee Data Base. Up to twenty Type 2 records may be entered.

Field	Description
REC TYPE	Enter the constant "2".
ORGANIZATION ID	Enter either the word ALL, or an Organization ID, in the left-most positions.

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Figure 11-2 Employment History Maintenance Run Specification (PER83-SPEC)

5.0 Output Description

5.1 Employment History Data Base

This file is read either sequentially or randomly, depending upon the process being executed. It is always updated randomly. Unless an abend condition occurs, all input is reflected upon the HDB.

5.2 History Correction File

This file is the result of transactions entered through the batch Data Element Edit Program or the Key Change Program. This file is described in detail in File Descriptions.

5.3 Update Errors Report (PERS810)

A summary Report Description and sample report follow.

5.4 Update Controls (PERS820)

A Summary Report Description and sample report follow.

5.5 Identification Number Changes Report (PERS830)

A Summary Report Description and sample report follow.

5.6 Sort Work File

This file consists of records from the Change File with processing data derived from the Data Element Table added in an otherwise unused portion of each record. The sort sequence is the same as the key sequence of the History File, with the element number and counter as minor sort fields.

Update Errors Report Description

Report Name	Update Errors Report
Report Number	PERS810
Purpose	To display all errors contained in the Data Element Transaction File being processed. This report is produced by the Employment History Maintenance Program only during Prior History processing.
Content	The Employee ID, Batch Number, Effective Date, Element Number and data value is listed for each error, followed by the error message number, severity, and text of the message.
Sequence	The report is ordered by Effective Date, Element Number and count.

PERS810/PP8300XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL			PAGE NO.	0001
		EMPLOYMENT HISTORY PROCESS			RUN DATE	11/15/96
		UPDATE ERRORS				
		HISTORY MAINTENANCE PROCESS				
ID	BAT EFF	ELM	ORG.ID.	PERS ACTN	DATA	
NUMBER	NUM DATE	NUM	MESSAGE	SEVERITY	MESSAGE TEXT	
005429999	090 10/15/1996	0165	ORG13		TST1	
		06-102	FATAL ERROR		NONNUMERIC DATA	
005429999	090 10/15/1996	0166	ORG13		TST1	
		06-102	FATAL ERROR		NONNUMERIC DATA	
052439999	091 10/15/1996	0165	ORG42		TST2	
		06-103	FATAL ERROR		NONALPHABETIC DATA	
052439999	091 10/15/1996	0166	ORG42		TST2	
		06-106	FATAL ERROR		FIELD OUT OF RANGE OR ILLEGAL VALUE	

Figure 11-3 Update Errors Report (PERS810)

Update Controls Report Description

Report Name	Update Controls Report
Report Number	PERS820
Purpose	To display the operative run specification information, processing errors, and relevant file counts.
Content	<p>The top portion of the report identifies the options selected on the run specification, including an indication of the setting of the correction and prior history initialization flags, and a list of organizations subject to Data Base Load. The remainder of the report displays file counts for all files used during the run.</p> <p><i>Note:</i> Warning and fatal errors are listed on this report as they occur.</p> <p>Counts provided vary depending upon the type of activity:</p> <p>Data Base Load and Prior History: indicates the number of Employment History Data Base Records and Employee IDs added. Also indicates the number of organization headers and initialized records added.</p> <p>Transaction Activity: indicates the number of Change File records that were not processed due to error or lack of historical significance, the number processed, and the total number read. Note that the number processed represents the number released to processing, and does not indicate successful processing. Also indicates the number of History Records and Employee IDs added and modified.</p> <p>Key Change and Deletion: indicates the number of Employment History Data Base Records and Employee IDs that were moved, deleted and transferred.</p>

PP8300XX - Employment History Maintenance

PERS820/PP8300XX/110196				INTEGRAL SYSTEMS PAYROLL/PERSONNEL EMPLOYMENT HISTORY PROCESS UPDATE CONTROLS	PAGE NO. 0001 RUN DATE 11/15/96
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	- - - - - M E S S A G E T E X T - - - - -	
HISTORY MAINTENANCE PROCESS					
118009999		83-044	WARNING	SPECIAL PROCESS FOUND NO MATCH IN SPECIFIED TABLE SPECIAL PROCESS 2: DEPARTMENT	
123009999		83-044	WARNING	SPECIAL PROCESS FOUND NO MATCH IN SPECIFIED TABLE SPECIAL PROCESS 2: DEPARTMENT	
021119999		83-044 ORG11	WARNING	SPECIAL PROCESS FOUND NO MATCH IN SPECIFIED TABLE SPECIAL PROCESS 1: JOB NUMBER 0001 JOB CLASS ALPHAJ	
048419999		83-044 ORG41	WARNING	SPECIAL PROCESS FOUND NO MATCH IN SPECIFIED TABLE SPECIAL PROCESS 1: JOB NUMBER 0005 JOB CLASS 559900	

PERS820/PP8300XX/110196				INTEGRAL SYSTEMS PAYROLL/PERSONNEL EMPLOYMENT HISTORY PROCESS UPDATE CONTROLS	PAGE NO. 0001 RUN DATE 11/15/96
HISTORY MAINTENANCE PROCESS					
RUN SPECIFICATION INFORMATION				** CORRECTION FLAG OFF ** ** NO OLD HISTORY FILE **	
ACTIVITY TYPE: DATA BASE LOAD				EFFECTIVE 12/31/1995 ORGANIZATION ID: ALL	

FILE COUNTS					
				RECORDS	EMPLOYEE ID COUNT
				1	N/A
				12	N/A
				632	632
				0	0

Figure 11-4 Update Controls Report (PERS820)

Identification Number Changes Report Description

Report Name	Identification Number Changes Report
Report Number	PERS830
Purpose	To document the impact of key change and deletion activity on the Employment History Data Base. The report is produced by the Employment History Maintenance program.
Content	The report provides information about how key deletions and key changes have affected the Employment History Data Base.
Sequence	<p>The report is in sequence by Employee ID. The report contains a printline for each transaction, indicating the current ID and organization key, the new ID and organization key (for ID changes and Org transfers), the Employee named, the number of records affected, and the type of transaction.</p> <p><i>Note:</i> Cross-reference records are not included in the count of records affected.</p>

PERS830/PP8300XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL EMPLOYMENT HISTORY KEY CHANGE REPORT				PAGE NO.	0001
						RUN DATE	11/15/96
EMPLOYEE ID	ORGANIZATION KEY	EMPLOYEE ID	ORGANIZATION KEY	NAME	RECORD COUNT	ACTION TAKEN	
001439999	ORG43	222229999	ORG43	HAMMER, JACK	1	ID NUM CHANGE	
005439999	ORG43	141419999	ORG43	CARDENAS, CARLOS	1	ID NUM CHANGE	
008439999	ORG43	656569999	ORG43	BURGER, DANIEL	1	ID NUM CHANGE	
012119999	ORG11	111119999	ORG11	MCKILLOP, JAMIE	3	ID NUM CHANGE	
014439999	ORG43	067149999	ORG43	KOWALSKI, ALAN	0	ID NUM CHANGE	
017139999	ORG13	005429999	ORG13	DANGOTT, DANIAL	0	ID NUM CHANGE	
020439999	ORG43	061009999	ORG43	CHEN, YANGPING	2	ID NUM CHANGE	
024429999	ORG42	444429999	ORG42	MARSHALL, SCOTT	1	ID NUM CHANGE	
025429999	ORG42	052439999	ORG42	MITCHELL, SABINA	0	ID NUM CHANGE	
028139999	ORG13	444449999	ORG13	LAZAR, PAUL	1	ID NUM CHANGE	
030129999	ORG12	121219999	ORG12	HILL, BO	3	ID NUM CHANGE	
036439999	ORG43	062009999	ORG43	CUTRELL, HENRY	1	ID NUM CHANGE	
044129999	ORG12	333339999	ORG12	LEAL, SUSAN	1	ID NUM CHANGE	
044439999	ORG43	333439999	ORG43	ARMSTRONG, ARNALD D.	0	ID NUM CHANGE	
142009999		242429999		MAHONEY, JACK	1	ID NUM CHANGE	
146009999		424249999		READER, ROBERT J	0	ID NUM CHANGE	
001009999		001009999	ORG42	GONZALES, LARRY D.	2	ORG TRANSFER	
001119999	ORG11	001119999	ORG42	PIMENTAL, LARRY O.	2	ORG TRANSFER	
001129999	ORG12	001129999	ORG11	MCKINLEY, GLEN	2	ORG TRANSFER	
001139999	ORG13	001139999	ORG12	LAYTON, WALTER	2	ORG TRANSFER	
002009999		002009999	ORG42	MANILA, HEATHER	2	ORG TRANSFER	
003429999	ORG42	003429999		STRAVINSKY, OLGA	2	ORG TRANSFER	
004659999	ORG065	004659999	ORG14	MCKENNY, ERLA	2	ORG TRANSFER	
006429999	ORG42	006429999	ORG12	QUESTED, MARJORIE	2	ORG TRANSFER	
006439999	ORG43	006439999		NAME NOT ON RECORD	2	ORG TRANSFER	
007429999	ORG42	007429999	ORG13	MATSON, LIONAL	2	ORG TRANSFER	

Figure 11-5 Identification Number Changes Report (PERS830)

6.0 Program Description

6.1 Main

This section serves to drive the entire process. It first performs the INITIALIZE section to load the Data Element Table for the Employment History Data Base and to read and validate run specifications. It then performs the appropriate section depending upon activity type. If that section processes with no errors, END OF JOB processing is executed, which summarizes run specifications and statistics appropriate to activity type. Any open files are then closed, and the program terminates.

6.2 Initialize

Standard date formats and report headings are created. The Control Data Base is read for the Data Element Table, which is loaded to an internal history element table for accessibility throughout the run. The internal table relates each historically significant element number to the Employee Data Base and the Employment History Data Base, giving its length and position for both; it also carries special process indicators, and a data type indicator.

Files that are always used are opened, and the run specification record is edited and validated. When appropriate, the specified Effective Date and the presence or absence of a Record Type 2 is validated.

If any specification errors are encountered, a distinct message is moved to the message number and a generalized REJECT SPEC routine is performed; this sets the abend switch on, since processing cannot be continued.

6.3 Activity Update

This is the normal process for the program. Each record on the input Change File has a value for one element. All before-records are bypassed, and the after-records have the history element table data associated with the element number overlaid in an otherwise-unused area of the Change File record and then are released to sort.

Since prior history uses the Data Element Transaction File rather than a Change File, each record may have an error code other than zeros; when any records with error code greater than 3 are encountered, they are bypassed and reported on the Update Errors Report. Any elements that are not on the internal history element table are also bypassed due to lack of historical significance.

The records thus released are then sorted. The element value on the returned sort record is posted to the appropriate history record. Once all sort records for the same Employee ID, Effective Date, and Organization ID are posted, the record is written (or rewritten if Effective and Action Dates match an existing history record) to the Employment History Data Base. Transactions that cannot be posted have an error message generated, and then are written to the History Correction File.

As written, two error situations cause transaction bypass: When the Effective Date of a transaction precedes the EDB load Effective Date; and when the organization has not been loaded.

In posting changes, the program first locates the position of the element on the history record. Then it updates the actual element value by stringing the value contained on the Change Record into the appropriate segment on the operative segment table using the Employment History Data Base start position and length. A switch is set when a special process has been indicated on the Data Element Table; this is later consulted prior to a write of the history segment to determine whether USER83 should be called.

Note: Although a separate change record may be produced for Personnel Actions, the HDB elements are updated for each change record.

6.4 Key Change and Delete

This process is performed when the input Change File has been produced by the Key Change and Deletion Program. There are sets of before and after records for each possible type of activity:

For ORG Transfers	
ONE SET OF BEFORE RECORDS WITH THE "FROM" ORG IN KEY FOR:	
0180	XREF "TO" ID (PRIOR VALUE)
0111	EMPLOYMENT STATUS
0112	STATUS DATE
0116	SEPARATION REASON
0101	PERSONNEL ACTION CODE (A PRIOR CODE)
0149	PERSONNEL ACTION DATE (A PRIOR ACTION DATE)
ONE SET OF AFTER RECORDS WITH THE "FROM" ORG IN KEY FOR:	
0180	XREF "TO" ID (TRANSFERRING ID)
0111	EMPLOYMENT STATUS (T, O, or C)
0112	STATUS DATE
0179	XREF "TO" ORGANIZATION FIELD
0116	SEPARATION REASON
0101	PERSONNEL ACTION CODE (72)
0149	PERSONNEL ACTION DATE (EFF. DATE OF XFER)
ONE SET OF AFTER RECORDS WITH THE "TO" ORG IN KEY FOR:	
0110	XREF "FROM" ID (THE EMPLOYEE ID BEING TRANSFERRED)
0111	EMPLOYMENT STATUS (ANY ACTIVE STATUS A L P)
0112	STATUS DATE
0104	XREF "FROM" ORGANIZATION FIELD
0101	PERSONNEL ACTION CODE (72)
0149	PERSONNEL ACTION DATE (EFF DATE OF XFER)

For Employee ID Changes	
ONE SET OF BEFORE RECORDS WITH THE "FROM" ID IN KEY FOR:	
0180	XREF "TO" ID
0111	EMPLOYMENT STATUS
0112	STATUS DATE
ONE SET OF AFTER RECORDS WITH THE "FROM" ID IN KEY FOR:	
0180	XREF "TO" ID
0111	EMPLOYMENT STATUS (X)
0112	STATUS DATE
0179	XREF "TO" ORGANIZATION
ONE SET OF AFTER RECORDS WITH THE "TO" ID IN KEY FOR:	
0110	XREF "FROM" ID
0104	XREF "FROM" ORGANIZATION
0149	EFFECTIVE DATE OF ID CHANGE

For Employee ID Deletes	
ONE BEFORE RECORD WITH THE "DELETE" ID IN KEY FOR:	
0106	NAME
ONE AFTER RECORD WITH THE "DELETE" ID IN KEY FOR:	
0106	RECORD DELETED FROM DATA BASE

Key Changes

Each Change Record in the AFTER set has the Personnel Action Code identifying the type of change: CHANGE FILE EXTRACT interrogates this field to determine which section to perform. If the Personnel Action Code is not a key change type, the complete set (same Employee ID, Organization ID, and Personnel Action) is rejected with a message, and written to the Correction File.

The internal handling of Change Records is significant: each new record is read into the FD area, whose data names are prefixed by NEW. The program tables each "set" of Change Records, then moves the first of the set into CHANGE RECORD by performing MOVE NEW TO CHANGE. This makes available to the program most necessary information, including an effective date. Then, when it comes time to update a cross-reference record (for transfers and ID changes only), the rest of the table data is used.

Employee Delete

Whenever the Personnel Action Code indicates that an employee has been deleted from the EDB, the program simply locates the first record effective on or after the Key Change effective date belonging to that employee, and performs COPY DELETE READ, which will delete and read until a new Employee ID is encountered. Since the Organization ID is the low-order sort value, an Employee ID in more than one organization will have the records

for the different organizations intermixed; the process avoids deleting records for all but the target organization.

The effective date of the transaction is used as described above, since a particular ID may be reused. The program produces a warning message if any history records exist effective prior to the delete effective date.

Employee ID Change

The ID Change function exists to correct original errors in adding an employee to the EDB. The EDB Key Change process simply moves all segments to the new ID, and writes a stub cross-reference under the old ID.

Since History records have time factored in by way of effective date, and since an Employee ID must be reusable, the HDB process uses the Key Change effective date to determine which records for an ID are to be moved: any records effective on or after the Key Change effective date are moved to the new ID; any records prior to that date are untouched (a warning is issued to notify that records do exist prior to Key Change effective date).

The process locates the first record to be moved; uses UPDATE PERS ACTIONS and POST CHANGES to update this record with the values in the Change Record table under the old ID, then uses the resultant record to create a forward reference record under the old ID. It then uses COPY DELETE READ to copy this and any subsequent records to the new ID, and delete them from the old.

It completes processing by tabling the next set of Change Records (which will contain the Change Record set for the new ID); retrieving the record used for the forward-reference record; posting to it the values in the Change Record table; and using the resultant record to create the backward-reference record under the new ID. The result is a record following any records left under the old ID pointing forward to the new ID, and a record preceding any moved records inserted under the new ID pointing back to the old ID.

Organization Transfer

The results of an organization transfer are similar to those of an ID change only as far as cross-referencing: a (final) record under the old organization serves as a forward pointer to the new organization, and a (first) record under the new organization serves as a backward pointer to the old organization. Since the effective date of the transaction is assumed to be meaningful, these cross-reference records may not be the first and final records for an Employee ID/organization subject to an organization transfer, i.e., the assumption is made that any records in the new organization for this employee prior to the transfer date are not involved in the transfer (e.g., belonged to a previous employee), and any records in the old organization for this employee after the transfer date are also not involved in the transfer.

The program first finds the last record in the old organization before or on the effective date of the transfer. It then uses the table of Change Records to post the new Employment Status, Status Date, etc., to this last record to create a forward-reference record under the old organization.

The program next determines whether the next set of Change Records is the right set for the new organization. It bypasses the set (with the appropriate rejection message) if the set is not for the same ID in the new organization; if it is, the program reads the set into the Change Record table, and checks that the new organization has had its initial records created by an EDB load. If not, it produces a warning message and continues processing.

The program then writes the forward-reference record created earlier under the old organization. It uses this same record to create a startup record under the new organization by posting to it the Change Record set for the new organization. This startup record is then written as the backward-reference under the new organization. The program completes the process by reporting on the transfer.

Each record has a Personnel Action Code identifying the type of change. When a delete is encountered, the delete process physically deletes all records (using a start and sequential read/delete). When a key change is encountered, it is processed as a set.

6.5 Data Base Load

EDB Load

The purpose of the EDB Load function is to write a record to the HDB (with the run specification Effective Date) a record for every employee on the EDB. This serves to give a startpoint picture for every employee at a point in time.

The program can load all organizations at once, or only specified organizations. In both cases, LOAD FROM EDB is performed from the driver, and upon change of organization within the EDB, a check is made to determine whether the new organization is to be loaded and thus a header record must be written. (Note that if an organization header record was written for Prior History processing, the program will simply update the Load Effective Date.) The PAUSE section will locate the next organization eligible for load (if any) and position accordingly in the EDB.

For every record to be loaded, the section EXTRACT EDB TO XHIF posts all of the EDB values to the History Interface record (XHIF), using the internal table of DET elements, lengths, and EDB and HDB start positions. EXTRACT ELEMENTS and STRING ELEMENT INTO XHIF perform the detail work of unstringing the data from the EDB into the HDB.

WRITE XHIF TO HDB simply writes the HDB record (randomly, since the order of the HDB key is very different from that of the EDB); the program then retrieves another EDB record, and continues in this fashion until ALL organizations are loaded (if specified) or until all specified organizations are loaded.

6.6 Report Procedures

The Data Error routine is used only for errors passed by the Data Element Edit Program to prior history processing. The Fatal Error routine is used whenever logic, specification, or data errors are so severe that processing must cease.

6.7 Utility Routines

The utility routines do all of the I/O for the program: accessing the Employee Data Base by calling PPIOEDB, the Employment History Data Base by calling PPIOHDB, and the Control Data Base by calling PPIOCTL. Reports are written using PPMSGUTL. The utility routines read the input files, write the output files, and are used to read, update, and check status I/O operations on the Employment History Data Base. They also are used to call the user module, USER83, and to produce warnings about User Processing, when necessary. (Note that the opening of the HDB sets up the initialized record in working storage.)

6.8 End of Job

This routine recaps the run specification criteria, and prints the statistics developed in processing, depending upon the activity type.

USER83 - User Maintenance Routines

1.0 Program Characteristics

Program Name	User Maintenance Routines
Program ID	USER83
Language	ANS COBOL
Input Files	Control Data Base (Disk)
Output Files	None
Work Files	None
Called Modules	PPIOCTL

2.0 General Description

This program is called by PP8300XX to perform application-specific implied maintenance for the Employment History Data Base. These calls are performed when a record is to be written or rewritten to the Employment History Data Base, and one or more elements flagged with special process codes (in the Data Element Table) have been changed in the record. All maintenance to be performed on the record is performed during that call. The special processes to be performed are identified in the interface between the calling and called programs; the interface also contains return codes to communicate any malfunctions to the calling program.

3.0 I/O Diagram

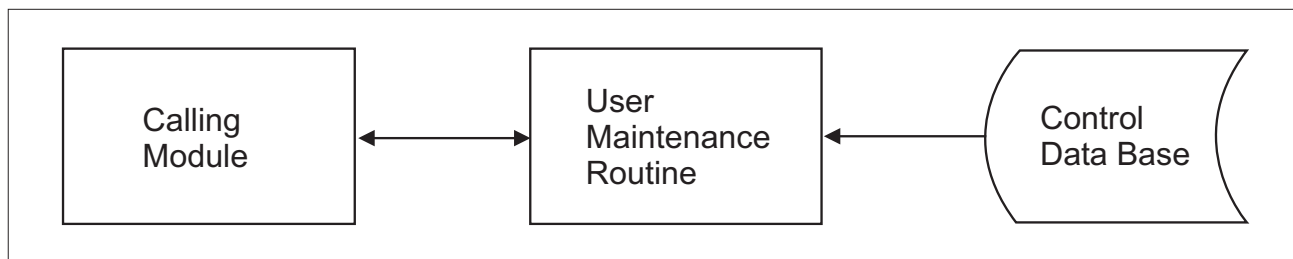


Figure 11-6 USER83 I/O Diagram

4.0 Input Description

4.1 Control Data Base

The Control Data Base is described in detail in File Descriptions. Any tables required by the application are accessed through the Control Data Base I/O Module.

4.2 Linkage

The interface consists of an array of switches and a return code. The switches identify the special processing routines to be performed: if the calling program has updated the record with an element for which special process routine 01 is to be performed, the first switch in the array is set on; similarly, the second switch is set on for special process 02 or 03. The return code communicates back to the calling program whether or not the processing was successful.

For special processes 01 and 03, only specific jobs need to be processed against the tables. PP83 decides which jobs are to be processed by passing an array to this program (XV83-JOB-TO-PROCESS-SW). In turn, USER83 uses an array of switches (XV83-JOB-IN-ERROR) to indicate which job(s) have been involved in a warning error.

A warning error can be issued for any of the three processes, when a job class or department number cannot be found in the appropriate table. The warning error array occurs three times. The first occurrence is used for special process 01 errors, the second for 02 errors, and the third for 03 errors.

The record containing the data to be processed by the User Maintenance Routines is also passed through the linkage area, as is the interface area used for accessing the Control Data Base.

5.0 Output Description

The outputs of this program are the return codes, the updated record, and the key and return code data in the Control Data Base interface.

6.0 Program Description

6.1 Main

MAIN is executed once for each call. On the very first call it initializes the return code to signify a successful completion. The return code will only be changed if a fatal error is encountered in this or subsequent calls. MAIN then tests each valid switch in the interface in turn. If a switch is on, the associated application process routine is performed before the next switch is tested. If none of the switches were set on by the calling program, an error will be signaled through the return code.

6.2 Application Process Routines

- Process-01** The defined special process 01 loads an internal Job Class/Job Title table on a change in organization Group Code, and performs a table search to add the Job Title to the record in linkage. The table lookup is performed five times; the job title is obtained for each job present in the record. (JOB-TO-PROCESS-SW is set to "ON" for each valid job.)
- Process-02** The defined special process 02 loads an internal Department/Department Name Table on a change in organization Group Code, and performs a table search to add the Department Name to the record in linkage.
- Process-03** The defined special process 03 loads an internal Department/Department Name Table on a change in organization Group Code, and performs a table search to add the Job Department Name to the record in linkage. The table lookup is performed five times. The job department name is obtained for each valid job.

6.3 Service Routines

CALL IO CTL calls the Control Data Base I/O Module.

7.0 System Messages

There are no system messages from this program; however, the following error codes are returned to the calling program and should result in a system message:

- 01** Call was for no known application process
- 02** Control Data Base access error while processing the Department Table
- 03** Internal Department table size exceeded
- 04** Control Data Base access error while processing the Job Classification Table
- 05** Internal Job Class table size exceeded

PP8400XX - History Data Base Record Display

1.0 Program Characteristics

Program Name	History Data Base Record Display
Program ID	PP8400XX
Language	ANS COBOL
Input Files	Employment History Data Base (Disk) Control Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	History Display Controls (PERS870) History Data Base Display (PERS880)
Work Files	None
Called Modules	PPIOCTL PPIOHDB PPMSGUTL

2.0 General Description

The History Data Base Record Display program is designed to provide a formatted display of all or part of the Employment History Data Base. This display is used to identify conditions which may need correction through the History Correction process.

The History Data Base Record Display program displays the entire contents of an individual record in an easily readable report format. The report may include all data base members, or members may be selected at both the Organization and Employee ID level. Reports may request a single Effective Date or range of Effective Dates for inclusion.

The History Display Controls Report describes any errors which occur during processing and lists the number of report requests submitted, rejected, and accepted.

3.0 I/O Diagram

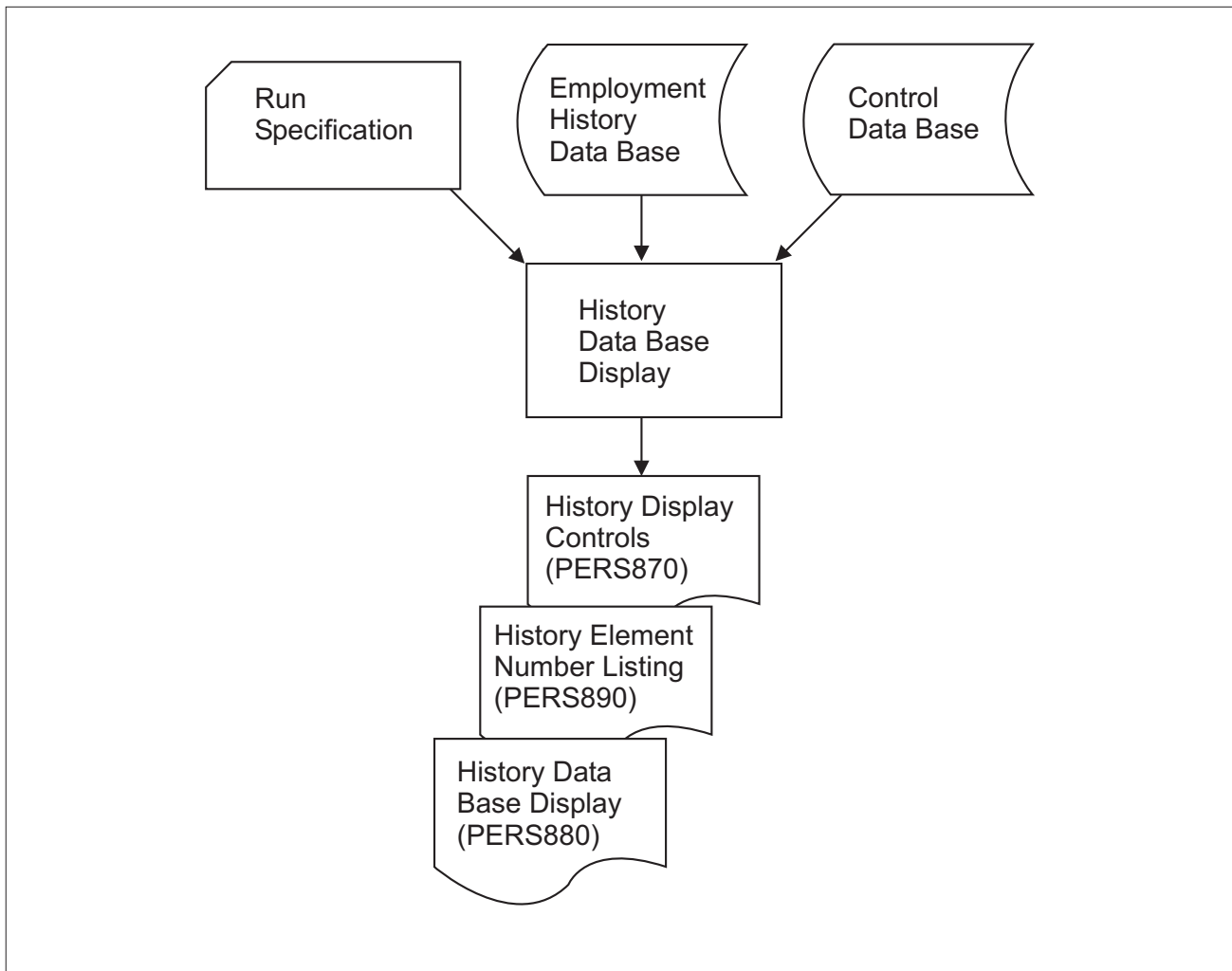


Figure 11-7 PP8400XX I/O Diagram

4.0 Input Description

4.1 Employment History Data Base

The Employment History Data Base is documented in File Descriptions.

4.2 Control Data Base

The Control Data Base is documented in File Descriptions. This program uses the Message Table, Data Element Table, and the Organization Table.

4.3 Run Specification

Run specification records are entered from the completed History Data Base Display Run Specification. The request identifies the Organization IDs and Employee IDs to be selected, the Effective Date range for which records are to be displayed, and the Action Date option selected. A maximum of twenty run specifications may be submitted in one run. A sample of the run specification follows.

HISTORY DATA BASE DISPLAY RUN SPECIFICATION

PER84-SPEC	EMPLOYEE ID	ORGANIZATION ID
1	10 11	19 20
		32

BEGIN DATE	END DATE	BEGIN DATE	END DATE
33	40 41	48 49	56 57
			64

BEGIN DATE	END DATE
65	72 73
	80

Field	Description
PER84-SPEC	A constant that identifies the Run Specification.
EMPLOYEE ID	Enter either a single valid Employee ID, or the word ALL , if all employees are to be selected. If nothing is entered, the value will default to ALL .
ORGANIZATION ID	Enter either a single valid Organization ID, or the word ALL , if all organizations are to be selected. This field is required; no default is allowed.
BEGIN DATE and END DATE	Three occurrences of the BEGIN/END DATE can be entered. The BEGIN DATE and END DATE fields are used to specify the range of Effective Dates to be selected for printing. Any valid dates may be entered, or the fields may be left blank, as the chart below illustrates:

<u>BEGIN DATE</u>	<u>END DATE</u>	<u>RESULT</u>
Blank	Blank	Begin Date defaults to 00/00/0000; End Date defaults to 99/99/9999. All history records are printed.
01/01/1996	12/31/1996	All records within the range selected are printed.
01/01/1996	Blank	End Date defaults to Begin Date. Only records with an Effective Date of 01/01/1996 are printed.
Blank	12/31/1996	Begin Date defaults to 00/00/0000. All records with Effective Dates up to and including 12/31/1996 are printed.

Note: U.S. date formats were used in the above example; use the appropriate date format for your System.

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Figure 11-8 History Data Base Display Run Specification (PER84-SPEC)

5.0 Output Description

5.1 History Data Base Display Controls (PERS870)

A summary report description and a report sample follow.

5.2 History Data Base Record Display (PERS880)

A summary report description and a report sample follow.

History Data Base Display Control Report Description

Report Name	History Data Base Display Control Report
Report Number	PERS870
Purpose	To display the run specifications that are either accepted or rejected by the History Data Base Record Display program.
Content	<p>The top portion of the report lists all errors detected as the run specifications are edited prior to processing. Up to twenty run specifications can be processed; any additional records are rejected.</p> <p>The remainder of the report is a formatted display of those run specifications which were accepted and processed. Any default values used are listed. All error detected during processing are listed following the run specification which was in process when the error occurred.</p>

PERS870/PP8400XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL EMPLOYMENT HISTORY PROCESS HISTORY DISPLAY CONTROL REPORT		PAGE NO. 0001
				RUN DATE 11/15/96
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	- - - - - M E S S A G E T E X T - - - - -
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC001009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC002009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC005009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC008009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC014009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC015009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC060009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC061009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC062009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC063009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC066009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC067009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC069009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC109009999 0000000099999999
		84-109	INFORMATIONAL	THE FOLLOWING SPECIFICATION CARD IS ACCEPTED - NO EDIT ERRORS PER84-SPEC110009999 0000000099999999

Figure 11-9 History Data Base Display Controls (PERS870)

History Data Base Record Display Report Description

Report Name	History Data Base Record Display
Report Number	PERS880
Purpose	To display the contents of the Employment History Data Base in a formatted manner. The report is produced by the History Data Base Record Display Program.
Content	<p>All segments present which satisfy selection criteria are printed. Run specifications allow one or more individual Employee IDs or one or more entire organizations to be selected. They also allow one Effective Date or a range of Effective Dates to be specified. The Effective Date and Employee ID selection features are independent, so that one Employee ID can be reported on for a single date or a range of dates, one entire organization can be reported for a single date or range of dates, or the entire data base can be listed. Run specifications can indicate that all versions of a segment are to displayed for a given Effective Date, or only the segment with the latest Action Date. Print lines below the headers specify the type of processing being performed (e.g., SEGMENTS DISPLAYED: ALL ACTION DATES, SEGMENTS DISPLAYED: LATEST ACTION DATES).</p> <p>Employment History Data Base key fields and values for each element are displayed as indicated in the sample report. Whenever the Change Flag is set to other than zero, three positions are used in front of the data element name to indicate the meaning of the Change Flag value. The report codes, based on the Change Flag value are:</p>

Change Flag	Report Code	Description
1	***	The element was changed by normal maintenance activity.
2	*C*	The element was changed by CORRECTION activity.
3	*B*	The element was changed by BOTH maintenance and correction activity.

Sequence

The report is ordered by Effective Date within Employee ID within Organization ID. Page breaks normally occur whenever Organization ID or Employee ID change. However, if ALL employees are selected, for a single Effective Date, for either Options 1 or 2 on the run specification, then a change in Employee ID will not cause a page break.

PERS880/PP8400XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		EMPLOYMENT HISTORY PROCESS		RUN DATE	11/15/96
		HISTORY DATA BASE DISPLAY			
EFFECTIVE DATE	01/01/1996			LAST ACTION OPER ID	BATCH
EMPLOYEE ID	001119999			LAST ACTION OPER ORG	EDB LOAD
EMPLOYEE NAME	PIMENTAL, LARRY O.			LAST ACTION OPER TIME	123707
ORGANIZATION ID	ORG11	COMMENT			
	NAME SUFFIX	NAME PREFIX			
EMPLOYMENT STATUS	A	STATUS DATE	02/01/1996	PERSONNEL ACTIONS	
EMPLOYEE TYPE	E	EMPLOYMENT DATE	08/12/1968	RECORD TYPE	I
REFERRAL SOURCE		ORIG HIRE DATE		SEPARATION REASON	
SENIORITY DATE		BARG UNIT IND		REG OR TEMP	R
LOA REASON	10	LOA RETURN DATE		FULL/PART TIME	F
SPECIAL STATUS		SPEC STATUS DATE		BARG UNIT ID	
DEPARTMENT	20204000	EASTERN REGION MAIN OFFICE	U1	AFFIRM ACTION CODE	
COMPANY	S02	REGION	CORP	DIVISION	
ACTION DATES	10/03/1996	CHANGED FROM ORG	CHANGED FROM ID	00000000	CHANGED TO ORG
					CHANGED TO ID
					00000000
CHANGED FROM OPER ID		CHANGED FROM OPER ORG		CHANGED TO OPER ID	
SSN/SIN	200100000	CHANGED FROM OPER ORG		CHANGED TO OPER ORG	
DATE OF BIRTH	07/12/1935				
SEX	M				
MARITAL STATUS	M				
EDUC LEVEL		ETHNICITY	S		
EDUC LEVEL YEAR		HANDICAP			
MILITARY STATUS	D				
CITIZENSHIP/VISA					
COUNTRY					
VISA EXP DATE					
LAST INCREASE DATE					
LAST INCREASE AMT					
LAST INCREASE PCT					
LAST INCREASE TYPE					
PERFORMANCE RATING					
JOB NUMBER	01				
JOB CLASS	200001				
JOB TITLE	MANAGER OF ACCOUNTING	U1			
JOB DEPT	20204000				
JOB DEPT NAME	EASTERN REGION MAIN OFFICE	U1	PAY RATE	634.615	
JOB BEGIN DATE	08/12/1968		RATE CODE	P	
JOB END DATE	99/99/9999	PERCENT FULL TIME	100.00		
JOB ENTRY DATE	08/12/1968	PAY CYCLE	S1		
JOB GRADE	018	RANGE			
JOB GROUP		POSITION NO	00335		
APPT TERM		STEP			
ADJ SENIOR DATE		TK GROUP ID			

Figure 11-10 History Data Base Record Display (PERS880)

6.0 Program Description

6.1 Main

MAIN performs INITIALIZATION to prepare for processing. If no fatal errors have occurred, PROCESS-REPORTS is performed next. In either case, EOJ is then performed to finish processing. A STOP RUN then terminates processing.

6.2 Initialization

Initialization	This procedure establishes all common report heading values and the specific values for the History Element Number Listing and the History Display Controls Report. The routines described below are then performed. A fatal error in any routine causes the remaining routines to be bypassed.
Load Run Specs	This routine reads and edits each run specification. If no errors are found, the run specification information is loaded into an internal run specification table. A maximum of twenty run specifications are accepted; any additional specifications are ignored, and a message is printed to that effect.
Sort Run Specs	This routine performs an internal bubble sort of the run specification table. The run specifications are sorted into ascending order by Organization, Employee ID, Report Option, Beginning Effective Date, and Ending Effective Date. A request for ALL organizations sorts lower than any specific organization request, and a request for ALL employees is treated in the same manner.
Open History	This routine calls the Employment History Data Base I/O module to open the Employment History Data Base and loads the initialized segments into an internal table.
Open CTL File	This routine calls the Control Data Base I/O Module to open the Control Data Base.
Load Hist Det	This routine loads Data Element Table information into an internal table for historically significant data elements only. If the table size is exceeded, any remaining history data elements are listed on the History Display Controls Report but are not processed.
Locate Change Flags	This routine searches the internal History Data Element Table to locate, validate, and store the Change Flag pointers for each data element to be included in the History Data Base Display Report.

6.3 Process Reports

This routine is the driver for producing the History Data Base Display. It loads the appropriate report heading data which is specific to the report, sets switches to force an organization break upon entry, and then performs GENERATE REPORT until all run specifications have been processed or a fatal error occurs.

Generate Report

This routine checks for a change in Employee ID or Organization ID and performs EMPLOYEE BREAK if one has occurred.

If the input record is a valid history segment type, the appropriate routine is performed to display the record. Invalid segment types and organization headers are bypassed; invalid segment types are displayed on the History Display Controls Report.

GET NEXT VALID HDB is then performed to locate the next record which meets the specified selection criteria.

Employee Break

This routine first checks for a change in organization; if one has occurred, ORGANIZATION BREAK is performed. ORGANIZATION BREAK is also performed if the current run specification has been completed; the next request is loaded from that routine.

The employee headers and control information are then updated and the employee headers are written.

If the snapshot option has been selected, DISPLAY INITIAL SNAPSHOT is performed.

Organization Break

This routine updates the organization control information and forces a page break, if appropriate. If the current report request has been satisfied, GET NEXT SPEC is performed.

Display Initial Snapshot

This routine displays a snapshot of the status of each segment for the selected employee just prior to the Beginning Date selected on the run specification.

First, an internal table is loaded with initialized values from the Initialized Segment Table. Then all records for this employee with Effective Dates prior to the Beginning Date are read and loaded into the table, overlaying any previous records of the same segment type. Last, each segment is displayed on the History Data Base Display Report.

Get Next Spec

This routine loads the next run specification from the internal run specification table. If the final specification has not been processed, switches are set to control processing of this run specification and GET INITIAL HDB REC is performed.

GET INITIAL HDB REC positions the data base at the first record of the first employee within the specified organization/employee range, and then performs GET NEXT VALID HDB to actually read the record.

Get Next Valid HDB This routine reads the next sequential record from the Employment History Data Base. It then performs EFFECTIVE DATE FILTER and, if appropriate, ACTION DATE FILTER returns the next record which meets the report request date selection criteria.

EFFECTIVE DATE FILTER reads the Employment History Data Base until a record is found which meets the specified Effective Date criteria.

ACTION DATE FILTER stores the record key for the currently selected record, and then reads the next sequential record. This process is repeated until either the Effective Date or segment type changes, at which time a start is done using the stored record key. This returns the record with the latest Action Date for a given Effective Date and segment type.

6.4 EOJ

This routine first prints the final line of the History Data Base Display.

WRITE CONTROL TOTALS is then performed to print the run totals on the History Display Controls Report.

Last, all open files are closed.

Write Control Totals This routine first adjusts the run specifications accepted and run specifications rejected counts to account for specifications for which no valid Employment History Data Base records were found.

The routine then uses PPMMSGUTL as a report writer to display the total number of run specifications entered, and the number accepted and rejected. A final line is then written identifying the end of the History Display Controls Report.

PP8600XX - History Archive

1.0 Program Characteristics

Program Name	History Archive
Program ID	PP8600XX
Language	ANS COBOL
Input Files	History Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	Archive File History Data Base (Disk) History Archive Messages Report (PERS895) History Archive Control Report (PERS896)
Called Modules	PPMSGUTL PPIOHDB USER86

2.0 General Description

This program is used to remove specific records from the History Data Base (HDB) and to write these records to the Archive File. The records to be removed are chosen via selection criteria input on the Run Specification File. The selection criteria is a combination of Effective Date, Organization and Employment Status Code.

When removing records from the HDB, this program does the following:

- Selects the HDB records for archiving, using the effective date, Organization ID, and Employment Status Code as input criteria.
- Copies the selected HDB records to a sequential archive file.
- Deletes the archived records from the HDB or creates a “stub” record when the archived record is the last one remaining on the HDB with the specified selection criteria. The record to be archived is not deleted from the HDB if its Employee and Organization combination is not found on any other HDB record. Instead, its Record Type is changed to “R” (archive), and it remains on the HDB as a stub record. The stub record is available in the same manner as any other HDB record. It can also be deleted via normal HDB processing.

The Organization header records that match the Organization IDs from the archived records are updated with the Archive Effective Date.

3.0 I/O Diagram

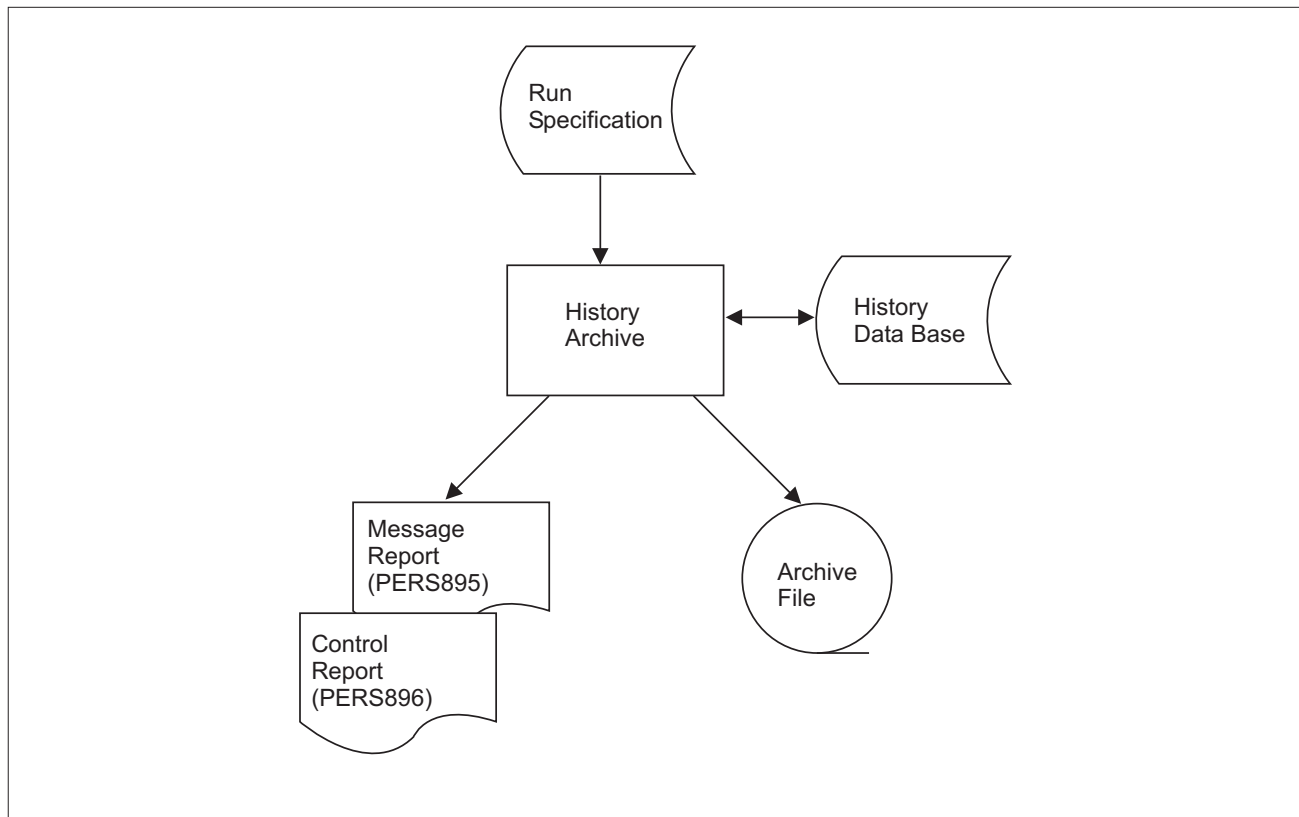


Figure 11-11 PP8600XX I/O Diagram

4.0 Input Description

4.1 History Data Base

The History Data Base (HDB) is documented in File Descriptions. It is read in this program to obtain the correct records for archiving.

4.2 Run Specification File

The run specification file must be present. It contains the selection criteria for archiving: Archive Effective Date, Organization, Employment Status Code. One Type 1 and one Type 2 record is required; however, more than one Type 2 record, up to a maximum of 10, may be entered.

Run Specification Input

A sample of the run specification follows.

HISTORY ARCHIVE RUN SPECIFICATION

PER86-SPEC	REC TYPE	EFFECTIVE DATE
1	10	11 12
		19

PER86-SPEC	REC TYPE	ORGANIZATION ID	EMP STAT
1	10	11 12	24 25

RECORD TYPE 1

Field	Description
PER86-SPEC	A constant that identifies the Run Specification.
REC TYPE	Enter the constant 1.
EFFECTIVE DATE	Required 8-digit field. Indicate the date through which records are to be archived.

RECORD TYPE 2

Field	Description
REC TYPE	Enter the constant 2. Up to ten type 2 records may be entered.
ORGANIZATION ID	Enter either a single valid Organization ID, or the word ALL , if all organizations are to be selected for archiving. Left justify the entry.
EMP STAT	Required 1-character field. Up to ten Employment Status codes may be entered. Valid codes are: A - Active L - On leave of absence without pay P - On leave of absence with pay T - Terminated

PER86S
R9111 - 9/15/91

Figure 11-12 History Archive Run Specification (PER86-SPEC)

5.0 Output Description

5.1 Archive File

Records selected for archiving are written to this file. Each record is copied from the History Data Base with no change to its data. The records are written as fixed length, however, not variable as they were on the HDB.

5.2 History Data Base

Updating occurs to an archived record that is the last one on the HDB with its Employee and Organization combination. Also, the Organization Header records are updated when their ID is on an archived record.

5.3 History Archive Messages Report (PERS895)

Summary Report Descriptions and sample report follow.

5.4 History Archive Control Report (PERS896)

Summary Report Descriptions and sample report follow.

History Archive Messages Report Description

Report Name History Archive Messages Report
Report Number PERS895
Purpose To display informational or error messages, if any occurred during processing.
Content Message number and text, followed by identifying information when pertinent.

PERS895/PP8600XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL EMPLOYMENT HISTORY PROCESS HISTORY ARCHIVE MESSAGES		PAGE NO. 0001
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	RUN DATE 11/15/96
----- M E S S A G E T E X T -----				
		86-010	SERIOUS ERROR	HDB DELETE UNSUCCESSFUL; HISTORY RECORD NOT ARCHIVED 00200999919961015 DELETE-REC 25
		86-010	SERIOUS ERROR	HDB DELETE UNSUCCESSFUL; HISTORY RECORD NOT ARCHIVED 00342999919961015 DELETE-REC 25
		86-010	SERIOUS ERROR	HDB DELETE UNSUCCESSFUL; HISTORY RECORD NOT ARCHIVED 00942999919960924 DELETE-REC 25
		86-010	SERIOUS ERROR	HDB DELETE UNSUCCESSFUL; HISTORY RECORD NOT ARCHIVED 01013999919960924 DELETE-REC 25
		86-010	SERIOUS ERROR	HDB DELETE UNSUCCESSFUL; HISTORY RECORD NOT ARCHIVED 01642999919960924 DELETE-REC 25
		86-010	SERIOUS ERROR	HDB DELETE UNSUCCESSFUL; HISTORY RECORD NOT ARCHIVED 03842999919961015 DELETE-REC 25

Figure 11-13 History Archive Messages Report (PERS895)

History Archive Control Report Description

Report Name	History Archive Control Report
Report Number	PERS896
Purpose	Archived totals by record and Employee ID count.
Content	<p>The top portion displays data input on the Run Specification records. The main section displays total counts as follows:</p> <ul style="list-style-type: none"> • Total records archived by employment status code within organization. • Total records and Employee IDs written to the Archive File. • Total records and Employee IDs deleted from the History Data Base. • Total records and Employee IDs left on the History Data Base as stubs.

PERS896/PP8600XX/110196	INTEGRAL SYSTEMS PAYROLL/PERSONNEL EMPLOYMENT HISTORY PROCESS HISTORY ARCHIVE CONTROL REPORT	PAGE NO. 0001 RUN DATE 11/15/96
ARCHIVE PROCESSING EFFECTIVE DATE: 10/31/1996	FOR ORGANIZATION: ORG42 ORG44	WITH STATUS CODES: T C A O T O
<hr/>		
EMPLOYMENT STATUS CODES ARCHIVED: COUNT BY ORGANIZATION	RECORDS	EMPLOYEE ID COUNT
T TERMINATED	41	N/A
C COMMON PAYMASTER TRANSFER	0	N/A
ORG42 A ACTIVE	43	N/A
O ORGANIZATIONAL TRANSFER	0	N/A
ORG44 T TERMINATED	2	N/A
O ORGANIZATIONAL TRANSFER	0	N/A
RECORDS ARCHIVED & RECORDS DELETED OR STUBBED COUNT		
ARCHIVE RECORDS WRITTEN	86	86
HISTORY DATA BASE RECORDS DELETED	0	0
HISTORY RECORDS STUBBED	86	86

Figure 11-14 Run Control Report (PERS896)

6.0 Program Description

6.1 Mainline

This is the driver of the program structure. It first performs INITIALIZATION. If no problems, it continues with PROCESS HISTORY ARCHIVE where all logic for selection, deletion or stubbing is performed prior to archiving. Then, if processing completes successfully, the organization header records are updated in PROCESS ORG HEADERS. The program finishes by performing END OF JOB (whether a normal or abnormal completion) where Control Report PERS896 is produced and all files opened during processing are closed.

6.2 Initialization

Program initialization consists of the following steps:

- Error report headers are set up and tables used in Working Storage are initialized.
- EDIT RUN SPECS is performed to open, read and edit the Run Specification File. Any error found produces an error message unique to that error and processing is ended. When no errors, the input selection data is set up in a working storage table for use during processing.
- The History Data Base is opened and read so that it is positioned at the first occurrence of an employee record.
- The Archive File is opened for output.

6.3 Process History Archive

The flow for determining which records are to be archived is directed from this section. First MATCH REC TO SPECS is performed to determine if the record just read sequentially is eligible for archiving. All Run Specification criteria is checked against the data in the record: Effective Date, Organization ID, Employment Status Code. If the date qualifies and the organization and code combination match, a switch is set on to indicate that this record is to be archived. If, however, the record does not qualify, it is bypassed; the next HDB record is read sequentially and processed.

When a record is selected for archiving, the process to determine if it is to be deleted or “stubbed” is begun. The record to be archived is saved in a hold area. The next record is read and its key is saved (it will be used later to continue the sequential processing of this record). CHECK FOR STUB FORWARD is performed.

6.3.1 Check for Stub Forward

This section determines if the record qualified for archiving (held record) has a match with any of the HDB records following it. The search is made for a matching Employee ID and Organization ID in the key. Because the

Organization ID is low order (last) in the key, interspersing of organizations will occur on the sequential reading of an employee who has been transferred between various organizations. The following logic is performed to cover this condition by reading forward until (1) the held record is encountered before a match is found (qualifies for stubbing) or (2) a match is found (qualifies for deleting).

When the next sequential record has the same Employee ID and the same Organization ID, the held record is to be deleted and archived via ARCHIVE HOLD REC. Then RETURN TO SEQ READ is performed to set up for sequential processing of the record following the archived record.

If, however, the next sequential record has an Employee ID which is different from the Employee ID on the held record, or when end of file has been reached, the held record may need to be stubbed instead of deleted. CHECK FOR STUB BACKWARD is performed to determine this.

Otherwise, when Employee ID is the same, but Organization ID is different, another sequential read is performed and the forward check is repeated.

6.3.2 Check for Stub Backward

This section determines if the record qualified for archiving (held record) has a match with any HDB records prior to it, and is done only if there was not a match with records following it (see the Check for Stub Forward section). The search is made for a matching Employee ID and Organization ID in the key. Because the Organization ID is low order (last) in the key, interspersing of organizations will occur on the sequential reading of an employee who has been transferred between various organizations. The following logic is performed to cover this situation by starting a browse backward to the first occurrence of the held employee number and then reading forward until (1) a match is found or (2) the held record is encountered before a match is found.

A search for the first occurrence of the held employee ID is executed. This first occurrence record is checked to determine if it is the same as the held record. If so, the held record is to be stubbed (the search for matching records with the same Employee/Organization combination as the held record is now complete). The Record Type is changed to archive type and the record is rewritten to the HDB after being archived.

If an Employee/Organization match is found in the key, the held record is to be deleted and archived via ARCHIVE HOLD REC. Then RETURN TO SEQ READ is performed to set up for sequential processing of the record following the archived record.

Otherwise, a sequential read is performed to obtain the next record, and the check against records prior to the held record is continued.

6.3.3 Archive Hold Rec

First the HDB is positioned at the held record. Then the exit routine to call USER86 is performed for further validating logic required by the client. The record is deleted from the HDB (if not a stub record; see the Check for Stub Backward section) and written to the Archive File. Counters for PERS896 are updated. PREPARE ORG TABLE is performed to flag the Organization ID from the archived record for updating at end of processing.

6.3.4 Return to Seq Read

The key saved during PROCESS HISTORY ARCHIVE is used to reset the HDB for processing of the next record following the record just archived. At this point control is returned to PROCESS HISTORY ARCHIVE.

6.3.5 Process Org Headers

This section processes the updating of the Organization Header records. The HDB is repositioned at the first occurrence of a header record, and then read sequentially for a match with the working storage organization table established during archive processing. The Archive Effective Date is moved to the header when a match is found, and the header record is rewritten.

6.3.6 End of Job

Controls Report PERS896 is created and all files used are closed.

USER86 - User Routine for History Archive

1.0 Program Characteristics

Program Name	User Routine for History Archive
Program ID	USER86
Language	ANS COBOL
Input Files	None
Output Files	None
Called Modules	PPMSGUTL

2.0 General Description

This program is called by PP8600XX to perform application-specific logic prior to archiving records from the History Data Base to the Archive File. A flag is included in the Linkage Section to return information to the calling program upon completion of USER86 processing. When set on, the returned flag indicates to the calling program that the current record remains qualified for archiving after passing through USER86 logic.

3.0 I/O Diagram

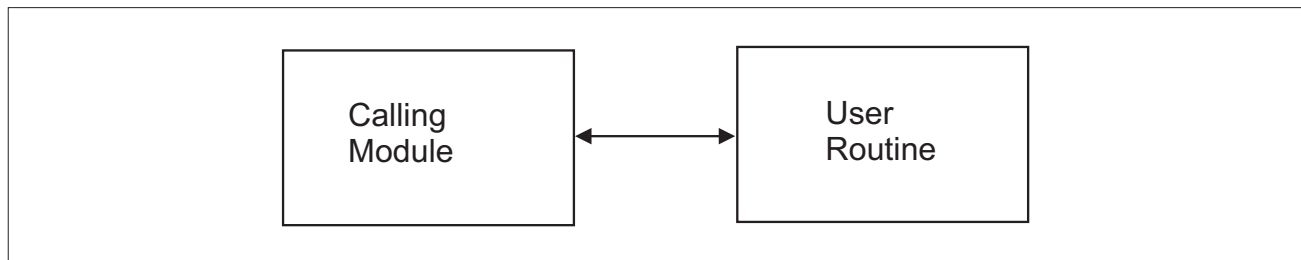


Figure 11-15 USER86 I/O Diagram

4.0 Input Description

4.1 Linkage

The interface contains an on-off flag to be used by USER86 when returning the record sent by PP8900XX. The XHIF HISTORY INTERFACE and current record being processed for archiving are sent by the calling program. Also, XMSG INTERFACE is sent to enable this program to issue messages to the History Archive Message Report (PERS895).

5.0 Output Description

5.1 Linkage

The interface area and the record sent are returned to the calling program, PP8600XX. The flag indicates whether the record continues to be acceptable for archiving after completion of USER86 processing.

5.2 History Archive Message Report

PERS895 is the report that contains informational or error messages if any occurred during processing. These messages from USER86 are application-defined. They are integrated into PERS895 via XMSG-INTERFACE, which was sent from the calling program.

6.0 Program Description

6.1 Mainline

START USER86 PROCESSING is executed once for each call. It is set to perform the three general processing sections:

- INITIALIZE
- PROCESS ARCHIVE LOGIC
- END OF JOB

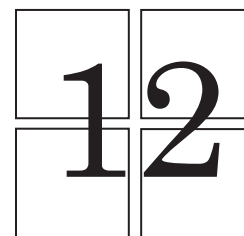
At the end of the process, the flag returned to PP8600XX should be set to indicate whether the current record is to be archived or not.

6.2 Utility Routine

CALL MESSAGE UTILITY is used to write messages from USER86 to PERS895 Messages Report.

7.0 System Messages

The messages out of USER86 are application-specific.



Higher Education Reporting

PP8000XX - IPEDS Fall Staff Survey (Higher Education)

1.0 Program Characteristics

Program Name	IPEDS Fall Staff Survey (Higher Education)
Program ID	PP8000XX
Language	ANS COBOL
Input Files	Run Specification (Card or other key-entry medium) Control Data Base (Disk)
Output Files	IPEDS Employee Detail (PERS050) IPEDS Fall Staff Survey (PERS051) Control Report (PERS052) Employee by Assigned Position (PERS053)
Work Files	Sort Work File (Disk)
Called Modules	USER80 PPMSGUTL PPIOCTL

2.0 General Description

Beginning with the reporting for the fall of 1993, the reports previously submitted separately to the Equal Employment Opportunity Commission (the EEO-6 report) and the National Center of Education Statistics by institutions of higher education were combined in the Integrated Postsecondary Education Data System (IPEDS) Fall Staff Survey. Note that programs, copy library members, and documentation may still contain some references to EEO-6.

This program produces a computer generated version of the IPEDS Fall Staff Survey (PERS051), along with a Control Report (PERS052) and an optional IPEDS Employee Detail report (PERS050).

Starting in Academic Year 2002-2003 a new report has been added to the IPEDS suite, the Employees by Assigned Position Report (PERS053). It is a required report, produced from the same data collected by USER80. Data is tabulated and presented by campus.

The program first reads run specification input which is used to control which of the reports are produced. It also specifies whether to produce reports only for the institution as a whole or for each campus and/or college within the institution as well. The program then calls the EEO-6 Report File Formatting (USER80) user module. USER80 reads the data base for the employee data and constructs output records in a format appropriate for reporting purposes.

After this program receives all the records from USER80, it sorts the records. Then it reads the sorted records and produces the two main reports. It prints one line per record and the totals on the IPEDS Employee Detail Report. It also accumulates the total number of employees and salaries for the IPEDS Fall Staff Survey. Campus and institution data are summarized at the same time, with the campus reports being produced on control breaks and the institution report being produced after all detail data has been processed.

3.0 I/O Diagram

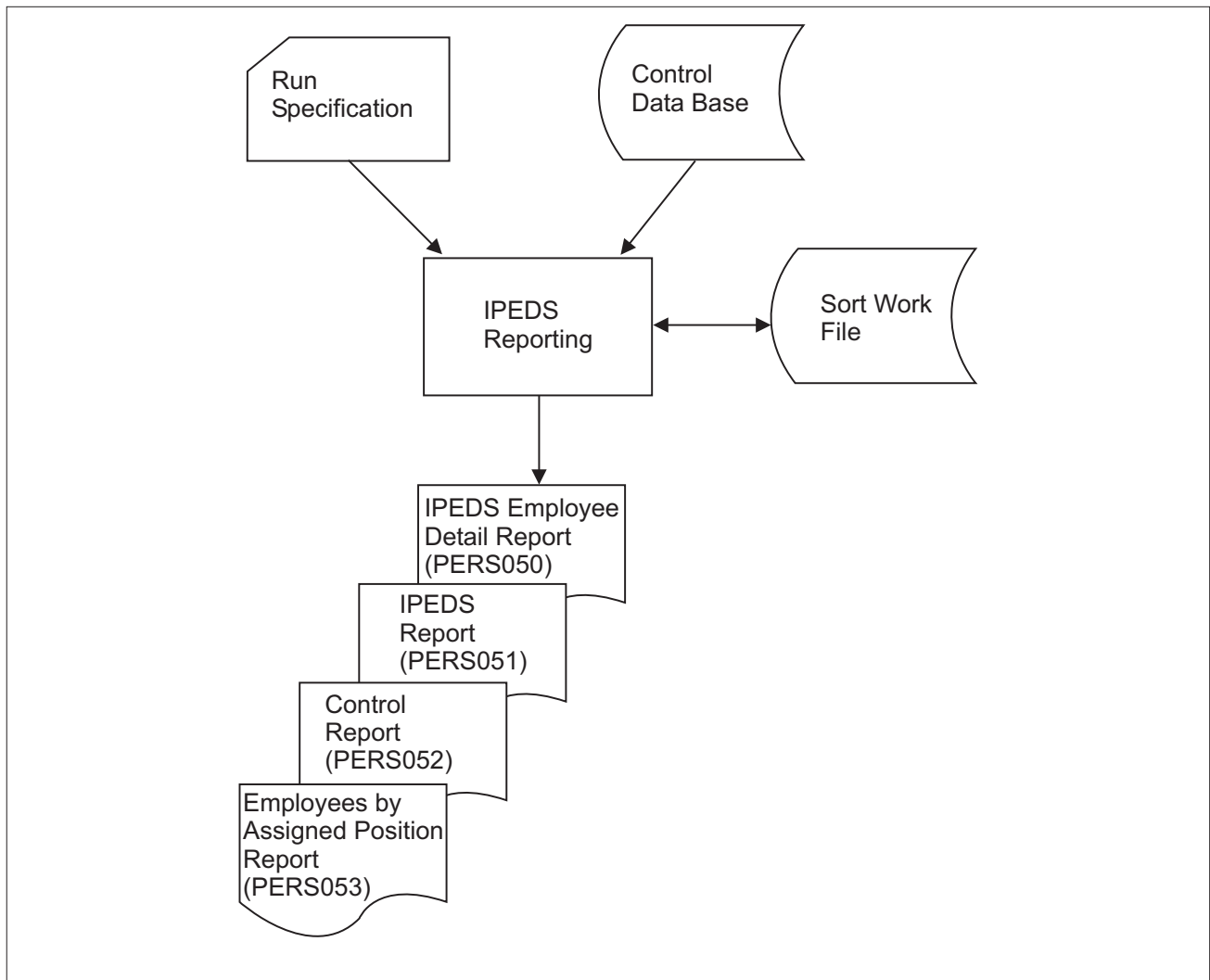


Figure 12-1 PP8000XX I/O Diagram

4.0 Input Description

4.1 Run Specification

The run specification is used to select the level of detail to be printed for each run and provides the required information for printing on the report. There are four types of transactions, with multiple entries possible for specification Transaction 2.

4.2 Sort Record

This is the record returned from USER80, then sorted and summarized by this program. For a complete description of this record see the USER80 documentation. The record remains the same regardless of the data base used in generating it. Therefore, this program does not have to be modified when used with a different data base. The record is not shown on the I/O Diagram because it does not come directly from a file but is passed from the called module.

IPEDS FALL STAFF SURVEY RUN SPECIFICATION		Field	Description																														
PER80-SPEC1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 80%;">ORGANIZATION ID</td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">11 12</td> <td style="text-align: center;">24</td> </tr> </table>		ORGANIZATION ID		1	11 12	24	<p><u>PER80-SPEC1&2</u> ORGANIZATION ID</p>	13-character key defined by the user																								
	ORGANIZATION ID																																
1	11 12	24																															
PER80-SPEC2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 80%;">ORGANIZATION ID</td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">11 12</td> <td style="text-align: center;">24</td> </tr> <tr> <td></td> <td style="text-align: center;">11 12</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">11 12</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">11 12</td> <td></td> </tr> </table>		ORGANIZATION ID		1	11 12	24		11 12			11 12			11 12		<p><u>PER80-SPEC3</u> EMPLOYMENT STATUS AS OF INSTITUTION PRINT CAMPUS PRINT PRINT DETAIL</p>	<p>Date of employee count. Regardless of when the report is run, this date must represent the year as the Fall year.</p> <p>Blank - Print report for the institution NO - Do not print report for the institution</p> <p>Blank - Print report(s) for the campus(es) NO - Do not print report(s) for campus(es)</p> <p>Blank - Print employee detail report NO - Do not print report</p>															
	ORGANIZATION ID																																
1	11 12	24																															
	11 12																																
	11 12																																
	11 12																																
PER80-SPEC3	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">EMPLOYMENT STATUS AS OF</td> <td style="width: 10%;">INSTITUTION PRINT</td> <td style="width: 10%;">CAMPUS PRINT</td> <td style="width: 10%;">PRINT DETAIL</td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">11 12</td> <td style="text-align: center;">19 20</td> <td style="text-align: center;">21 22</td> <td style="text-align: center;">23 24</td> <td style="text-align: center;">25</td> </tr> <tr> <td></td> <td style="text-align: center;">26</td> <td style="text-align: center;">32 33</td> <td style="text-align: center;">38 39</td> <td style="text-align: center;">44</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">26</td> <td style="text-align: center;">32 33</td> <td style="text-align: center;">38 39</td> <td style="text-align: center;">44</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">26</td> <td style="text-align: center;">32 33</td> <td style="text-align: center;">38 39</td> <td style="text-align: center;">44</td> <td></td> </tr> </table>		EMPLOYMENT STATUS AS OF	INSTITUTION PRINT	CAMPUS PRINT	PRINT DETAIL		1	11 12	19 20	21 22	23 24	25		26	32 33	38 39	44			26	32 33	38 39	44			26	32 33	38 39	44		<p>CONTROL NUMBER FICE CODE SYSTEM CODE</p>	<p>6-digit number assigned by the EEOC. Enter a dash after the 2nd digit.</p> <p>6-digit number assigned by the U.S. Dept. of Education</p> <p>6-digit number assigned by the EEOC which links all campuses in a multicampus organization.</p>
	EMPLOYMENT STATUS AS OF	INSTITUTION PRINT	CAMPUS PRINT	PRINT DETAIL																													
1	11 12	19 20	21 22	23 24	25																												
	26	32 33	38 39	44																													
	26	32 33	38 39	44																													
	26	32 33	38 39	44																													
PER80-SPEC4	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 80%;">REPORT COVERS</td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">11 12</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">13</td> <td style="text-align: center;">42</td> </tr> <tr> <td></td> <td style="text-align: center;">43</td> <td style="text-align: center;">67</td> </tr> </table>		REPORT COVERS		1	11 12			13	42		43	67	<p><u>PER80-SPEC4</u> REPORT COVERS DESCRIPTION PARENT INSTITUTION</p>	<p>1. Single Campus Institution 2. Branch Campus 3. Main Campus 4. Separate Administrative Office 5. As specified in DESCRIPTION</p> <p>Description for REPORT COVERS field: required if "5" is entered.</p> <p>The name of the main campus in a multicampus organization.</p>																		
	REPORT COVERS																																
1	11 12																																
	13	42																															
	43	67																															

PER80S
R9526 - 2/2003

Figure 12-2 IPEDS Reporting Run Specification (PER80-SPEC)

5.0 Output Description

5.1 IPEDS Employee Detail

A summary report description and report sample follow.

5.2 IPEDS Fall Staff Survey

A summary report description and report sample follow.

5.3 Control Report

See the IPEDS Report File Formatting in USER80.

5.4 IPEDS Employees by Assigned Position

A summary report description and report sample follow.

IPEDS Employee Detail Report Description

Report Name	IPEDS Employee Detail Report
Report Number	PERS050
Purpose	To provide detailed information about employee status as documentary support for the summary data in the IPEDS Fall Staff Survey.
Content	This report contains salary, sex, ethnicity, job class and other vital statistics for each employee. There is space reserved on the report for user selected data (in the case of the sample, columns: HDCAP MILRY VISA) and the employment date is shown for each employee. Tenure and academic rank are also shown.
Selection Criteria	<p>Employee Selection</p> <p>Each employee who is selected for the IPEDS Fall Staff Survey appears on the IPEDS Employee Detail report. See Selection Criteria for the IPEDS Fall Staff Survey for a complete description of selection criteria.</p> <p>Report Selection</p> <p>This report may be suppressed through the entry of run specification selection criteria. The default value of blanks generate the report.</p>
Sequence	The sequence of this report parallels that of the IPEDS Fall Staff Survey Within campus, this report is printed by report category - full-time faculty, other full-time employees, and part-time or temporary. Furthermore, faculty employees are printed by length of contract (9-10 months, less than 9-10 months and 11-12 months); other employees are printed by EEO category (exec/admin/managerial, professional nonfaculty, secretarial/clerical, technical/paraprofessional, skilled crafts, and service/maintenance). Totals are printed for each contract type, job classification, category type, campus, and institution.

PP8000XX - IPEDS Fall Staff Survey (Higher Education)

PERS050/PP8000XX/021502		INTEGRAL SYSTEMS PAYROLL/PERSONNEL PERSONNEL REPORTING IPEDS EMPLOYEE DETAIL										PAGE NO.	0001
CAMPUS S01												RUN DATE	01/17/02
												DATA AS OF	12/15/01
FULL-TIME FACULTY													
JOB CLASS	DEPT. NO.	EMPLOYEE NAME	EMPLOYEE ID. NO.	SALARY	TENUR	RANK	FUNDNG	SEX	ETHNC	HDCAP	MILRY	VISA	EMPLOYMENT DATE
9-10 MONTH CONTRACTS													
990503	30000001	HERTZ, GARY D.	049429999	27,600	E	4		M	C			IM	07/05/95
990491	30000002	INGERSOLL, ISSAC	009429999	27,360	E	6		M	B				11/18/86
999903	30000001	JURGENSON, EDWARD	001429999	33,063	T	3		M	S				08/12/68
990100	30200002	MITCHELL, SABINA	025429999	7,501	E	4	S	F	C	H			09/19/95
929902	30200001	MONROE, VICTOR	037429999	19,577	E	5		M	C				09/16/95
990492	30000002	ORGANO, JULIEN	034429999	16,828	E	3		M	C				09/26/95
990504	30200001	POWELL, CLAYTON	032429999	26,150	E	5		M	C		A		09/16/95
		MALE	6										
		FEMALE	1										
		TOTAL	7										
11-12 MONTH CONTRACTS													
990492	30000001	BIRCH, HELEN	010429999	18,348	T	3		F	A			IM	09/21/86
990492	30200001	MARSHALL, SCOTT	024429999	18,003	E	3		M	C			IM	03/16/95
990999	30000001	MAYCOX, RUSSELL	017429999	53,102	E	2		M	B				07/27/87
		MALE	2										
		FEMALE	1										
		TOTAL	3										
FACULTY TOTAL		MALE	8										
		FEMALE	2										
		TOTAL	10										

Figure 12-3 IPEDS Employee Detail Report (PERS050) - Page 1 of 2

PERS050/PP8000XX/021502		INTEGRAL SYSTEMS PAYROLL/PERSONNEL PERSONNEL REPORTING IPEDS EMPLOYEE DETAIL										PAGE NO.	0002
CAMPUS S01												RUN DATE	01/17/02
												DATA AS OF	12/15/01
OTHER FULL-TIME EMPLOYEES													
JOB CLASS	DEPT. NO.	EMPLOYEE NAME	EMPLOYEE ID. NO.	SALARY	TENUR	RANK	FUNDNG	SEX	ETHNC	HDCAP	MILRY	VISA	EMPLOYMENT DATE
EXEC/ADMIN/MANAGERIAL													
990900	30100001	GRADY, PAGE	046429999	65,004	T	1		F	B		O		09/05/95
908002	30100001	HARPER, MILES	030429999	45,087				M	C				04/18/95
990900	30000002	WYATT, ANDY	047429999	85,321	T	1		M	B				09/26/95
		MALE	2										
		FEMALE	1										
		TOTAL	3										
PROFESSIONAL NON-FACULTY													
990502	30000001	GOWEN, HERBERT	019429999	40,008	T	5		M	C		N		07/19/87
999910	30000001	OWEN, SAMUEL	048429999	30,498				M	A				11/16/86
		MALE	2										
		FEMALE											
		TOTAL	2										
SECRETARIAL/CLERICAL													
999906	30000001	TURNER, KATHERINE	040429999	10,400				F	C				09/05/95
999901	30200002	WHITE, LAURIE	026429999	17,914				F	C				09/20/95
		MALE											
		FEMALE	2										
		TOTAL	2										
OTHER ADMINISTRATIVE													
908001	30000002	STRAVINSKY, OLGA	003429999	64,252				M	C		O		09/02/01
		MALE	1										
		FEMALE											
		TOTAL	1										
OTHER FULL-TIME TOT		MALE	5										
		FEMALE	3										
		TOTAL	8										

Figure 12-4 IPEDS Employee Detail Report (PERS050) - Page 2 of 2

IPEDS Fall Staff Survey Report Description

Report Name	IPEDS Fall Staff Survey
Report Number	PERS051
Purpose	To produce a computer-generated report format that matches the format of the IPEDS Fall Staff Survey forms provided by the U.S. government.
Content	<p>The IPEDS Fall Staff Survey contains counts of employees by sex for nonresident aliens and by sex and ethnicity (including “not known”) for all other employees. The report is divided into several parts. The major divisions are full-time faculty, other full-time employees, part-time employees, faculty by rank and tenure, and new hires.</p> <p>Part A of the report contains counts for full-time faculty: those on 9- and 10-month appointments are counted by salary range; those on shorter appointments (less than 9-10 month salary contracts) are summarized in total; those on 11- and 12-month appointments are also counted by salary range.</p> <p>Part B contains counts for other (nonfaculty) full-time employees organized by EEO category and by salary range within category.</p> <p>Part D contains counts for part-time employees (both faculty and nonfaculty) organized by job category.</p> <p>Part F contains counts for faculty organized by tenure status and by rank within tenure states.</p> <p>Part G contains employees newly hired within the July through September period, organized by job (EEO-6) category.</p>
Selection Criteria	<p>Employee Selection</p> <p>Employees are selected who meet all the following criteria:</p> <p>Employee’s Organization ID is specified on a Type 2 transaction on the run specification, or, if “ALL” is specified, all Organizations are selected.</p> <p>Employee’s status is not terminated prior to the specified Employment status As-of-Date.</p> <p>Employee has at least one active job.</p>

Employee's primary active Job Class has a match on the Job Class Table of the Control Data Base.

Employee is temporary or part-time and he or she has a nonzero percent full-time.

Employee is temporary or part-time and is in a job class designated as instruction or research assistant.

Report Selection

Run specification selection criteria control selection of two levels: Campus and Institution. Institution refers to the total of all employees selected for a given report (either for all Org ID's selected or the whole data base). Campus would have meaning only for those institutions which have multiple physical locations which are treated as independent units. A complete report may be printed for both of these levels, or only Institution or Campus may be selected.

Sequence

The report is produced by report category within campus. Within report category, the sort sequence is:

- A Full-Time Faculty
 - Less Than 9/10 Month Contracts
 - 9/10 Month Contracts
 - 11/12 Month Contracts
- B All Other Full-Time Employees
 - Executive/Administrative and Managerial
 - Other Administrative
 - Other Professional (Support Service)
 - Technical and Paraprofessional
 - Clerical and Secretarial
 - Skilled Crafts
 - Service/Maintenance

The full-time employees in the previous sections are reported by salary range.

- D Part-Time and Temporary Employees
 - Faculty
 - Instruction/Research Assistant
 - Executive/Administrative and Managerial
 - Other Administrative
 - Other Professional
 - Technical and Paraprofessional
 - Clerical and Secretarial
 - Skilled Crafts
 - Service/Maintenance

F Full-Time Faculty by Rank and Tenure
 - Faculty with Tenure
 - Non-Tenured on Track Faculty
 - Other
 G New Hires

SOURCE: IPEDS FORM S REVISED 2000		2000 IPEDS FALL STAFF SURVEY PART A - FULL-TIME FACULTY																PAGE 1				
CONTROL NO.:		ARLINGTON CAMPUS, UT																				
FICE CODE:		120 UNIVERSITY AVE																				
SYSTEM CODE:		ARLINGTON				TARRANT				TX 77036												
SALARY OR OTHER INFO	LINE NO.	NON-RES 1M 2W	BLACK/AA 3M 4W	AI OR ALA 5M 6W	ASIAN 7M 8W	HWN OR PI 9M 10W	HISPANIC 11M 12W	WHITE 13M 14W	TWO/MO 15M 16W	RACE 17M 18W	RACE UNKN 19M 20W	TOTAL										
LESS THAN 9/10 MONTH SALARY CONTRACTS																						
TOT <9/10 MO	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
9/10 MONTH SALARY CONTRACTS																						
BELOW \$30.0	2	0	0	1	0	0	0	1	0	1	0	1	0	0	1	1	0	0	0	5	1	
30.0 - 39.9	3	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0
40.0 - 49.9	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
50.0 - 64.9	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
65.0 - 79.9	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
80.0 - 99.9	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABOVE 100.0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT 9/10 MO	9	0	0	1	0	0	0	1	0	1	0	2	0	0	1	1	0	0	0	0	6	1
11/12 MONTH SALARY CONTRACTS																						
BELOW \$30.0	10	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1
30.0 - 39.9	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40.0 - 49.9	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
50.0 - 64.9	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
65.0 - 79.9	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
80.0 - 99.9	15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABOVE 100.0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT 11/12 MO	17	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	1	0	2	1
TOTAL PART A	18	0	0	1	0	0	1	1	0	1	0	2	0	1	1	1	0	1	0	0	8	2

Figure 12-5 IPEDS Fall Staff Survey - Page 1 of 6 (PERS051)

PP8000XX - IPEDS Fall Staff Survey (Higher Education)

SOURCE: IPEDS FORM S		2000 IPEDS FALL STAFF SURVEY																		PAGE 2						
REVISED 2000		PART B - ALL OTHER FULL-TIME EMPLOYEES																								
CONTROL NO.:		ARLINGTON CAMPUS, UT																								
FICE CODE:		120 UNIVERSITY AVE																								
SYSTEM CODE:		ARLINGTON						TARRANT						TX 77036												
SALARY OR OTHER INFO	LINE NO.	NON-RES 1M 2W	BLACK/AA 3M 4W	AI OR 5M 6W	ALA 7M 8W	ASIAN 9M 10W	HWN OR 11M 12W	PI 13M 14W	HISPANIC 15M 16W	WHITE 17M 18W	TWO/MO 19M 20W	RACE UNKN	TOTAL													
EXECUTIVE/ADMINISTRATIVE AND MANAGERIAL																										
BELOW \$30.0	19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30.0 - 39.9	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40.0 - 49.9	21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
50.0 - 64.9	22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
65.0 - 79.9	23	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
80.0 - 99.9	24	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABOVE 100.0	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT EXEC/ADM	26	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1
OTHER ADMINISTRATIVE																										
BELOW \$30.0	27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30.0 - 39.9	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40.0 - 49.9	29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
50.0 - 64.9	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
65.0 - 79.9	31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
80.0 - 99.9	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABOVE 100.0	33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT OTH ADM	34	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER PROFESSIONAL (SUPPORT SERVICE)																										
BELOW \$30.0	35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30.0 - 39.9	36	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
40.0 - 49.9	37	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
50.0 - 64.9	38	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
65.0 - 79.9	39	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
80.0 - 99.9	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABOVE 100.0	41	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT OTH PROF	42	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0

Figure 12-6 IPEDS Fall Staff Survey - Page 2 of 6 (PERS051)

SOURCE: IPEDS FORM S
REVISED 2000

2000 IPEDS FALL STAFF SURVEY
PART B - ALL OTHER FULL-TIME (CONTINUED)

PAGE 3

CONTROL NO.: ARLINGTON CAMPUS, UT
FICE CODE: 120 UNIVERSITY AVE
SYSTEM CODE: ARLINGTON TARRANT TX 77036

SALARY OR OTHER INFO	LINE NO.	NON-RES		BLACK/AA		AI OR ALA		ASIAN		HWN OR PI		HISPANIC		WHITE		TWO/MO RACE		RACE UNKN		TOTAL	
		1M	2W	3M	4W	5M	6W	7M	8W	9M	10W	11M	12W	13M	14W	15M	16W	17M	18W	19M	20W
TECHNICAL AND PARAPROFESSIONALS																					
BELOW \$20 K	43	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20.0 - 29.9	44	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30.0 - 39.9	45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40.0 - 49.9	46	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABOVE \$50 K	47	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT TECH/PAR	48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL AND SECRETARIAL																					
BELOW \$20 K	49	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	2
20.0 - 29.9	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30.0 - 39.9	51	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40.0 - 49.9	52	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABOVE \$50 K	53	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT CLER/SEC	54	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	2
SKILLED CRAFTS																					
BELOW \$20 K	55	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20.0 - 29.9	56	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30.0 - 39.9	57	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40.0 - 49.9	58	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABOVE \$50 K	59	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT SKILLED	60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE																					
BELOW \$20 K	61	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20.0 - 29.9	62	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30.0 - 39.9	63	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40.0 - 49.9	64	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABOVE \$50 K	65	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT SRV/MAIN	66	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT PART A&B	67	0	0	2	1	1	1	1	0	1	0	2	0	4	3	1	0	1	0	13	5

Figure 12-7 IPEDS Fall Staff Survey - Page 3 of 6 (PERS051)

SOURCE: IPEDS FORM S
REVISED 2000

2000 IPEDS FALL STAFF SURVEY
PART D - PART-TIME EMPLOYEES

PAGE 4

CONTROL NO.: ARLINGTON CAMPUS, UT
FICE CODE: 120 UNIVERSITY AVE
SYSTEM CODE: ARLINGTON TARRANT TX 77036

SALARY OR OTHER INFO	LINE NO.	NON-RES		BLACK/AA		AI OR ALA		ASIAN		HWN OR PI		HISPANIC		WHITE		TWO/MO RACE		RACE UNKN		TOTAL	
		1M	2W	3M	4W	5M	6W	7M	8W	9M	10W	11M	12W	13M	14W	15M	16W	17M	18W	19M	20W
PART-TIME EMPLOYEES																					
FACULTY	68	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2
INST/RSCH	69	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EXEC/ADM/MGR	70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER ADMIN	71	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER PROFS	72	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
TECH/PARAPRO	73	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL/SEC	74	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1
SKILLED CRFT	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERV/MAINT	76	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL PART D	77	0	0	0	0	0	0	0	0	0	0	0	0	4	1	0	0	0	0	4	1

Figure 12-8 IPEDS Fall Staff Survey - Page 4 of 6 (PERS051)

PP8000XX - IPEDS Fall Staff Survey (Higher Education)

SOURCE: IPEDS FORM S REVISED 2000		2000 IPEDS FALL STAFF SURVEY PART F - TENURE OF FULL-TIME FACULTY																PAGE 5			
CONTROL NO.:		ARLINGTON CAMPUS, UT																			
FICE CODE:		120 UNIVERSITY AVE																			
SYSTEM CODE:		ARLINGTON				TARRANT				TX 77036											
SALARY OR OTHER INFO	LINE NO.	NON-RES		BLACK/AA		AI OR ALA		ASIAN		HWN OR PI		HISPANIC		WHITE		TWO/MO RACE		RACE UNKN		TOTAL	
		1M	2W	3M	4W	5M	6W	7M	8W	9M	10W	11M	12W	13M	14W	15M	16W	17M	18W	19M	20W
FACULTY WITH TENURE																					
PROFESSORS	78	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOC PROFS	79	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASST PROFS	80	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	1	1
INSTRUCTORS	81	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LECTURERS	82	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHR FACULTY	83	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT TENURED	84	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	1	1
NON-TENURED FACULTY (ON TENURE TRACK)																					
PROFESSORS	85	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOC PROFS	86	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0
ASST PROFS	87	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	2	0
INSTRUCTORS	88	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	1
LECTURERS	89	0	0	0	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	2	0
OTHR FACULTY	90	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
TOT NON-TENUR	91	0	0	1	0	0	0	1	0	1	0	1	0	1	1	1	0	1	0	7	1
NON-TENURED FACULTY (NOT ON TENURE TRACK)																					
PROFESSORS	92	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOC PROFS	93	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASST PROFS	94	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INSTRUCTORS	95	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LECTURERS	96	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHR FACULTY	97	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT OTH N/T	98	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT FACULTY	99	0	0	1	0	0	1	1	0	1	0	2	0	1	1	1	0	1	0	8	2

Figure 12-9 IPEDS Fall Staff Survey - Page 5 of 6 (PERS051)

SOURCE: IPEDS FORM S REVISED 2000		2000 IPEDS FALL STAFF SURVEY PART G - NEW HIRES																PAGE 6			
CONTROL NO.:		ARLINGTON CAMPUS, UT																			
FICE CODE:		120 UNIVERSITY AVE																			
SYSTEM CODE:		ARLINGTON				TARRANT				TX 77036											
SALARY OR OTHER INFO	LINE NO.	NON-RES		BLACK/AA		AI OR ALA		ASIAN		HWN OR PI		HISPANIC		WHITE		TWO/MO RACE		RACE UNKN		TOTAL	
		1M	2W	3M	4W	5M	6W	7M	8W	9M	10W	11M	12W	13M	14W	15M	16W	17M	18W	19M	20W
NEW HIRES (FULL-TIME JULY 1 - OCT 31)																					
FAC TENURED	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FAC NON-TEN	101	0	0	0	0	0	0	1	0	1	0	1	0	0	1	1	0	0	0	4	1
FAC OTHER	102	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EXEC/ADM/MGR	103	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
OTHER ADMIN	104	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER PROF	105	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TECH/PARAPRO	106	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL/SEC	107	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2
SKILLED CRFT	108	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERV/MAINT	109	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOT NEW HIRES	110	0	0	1	1	0	0	1	0	1	0	1	0	0	3	1	0	0	0	5	4

Figure 12-10 IPEDS Fall Staff Survey - Page 6 of 6 (PERS051)

IPEDS Employee By Assigned Position Report Description

Report Name	Employees By Assigned Position
Report Number	PERS053
Purpose	To provide detailed information about human resource and payroll data at one point in the fall.
Content	This report contains Staffing Information broken down by Campus, Faculty Status, Tenure Status, and Job Class.
Selection Criteria	Organizations are selected via the specification input. They must be for institutions of higher learning. All employees with EEO Categories between 61 and 69, inclusive, for these organizations will be included on the Employees by Assigned Position report.
Sequence	The main sequence is campus identifier. The data is tabulated and printed at the end of each campus.

PP8000XX - IPEDS Fall Staff Survey (Higher Education)

EMPLOYEES BY ASSIGNED POSITION, 2001-2002						
PART A - HEAD COUNT OF FULL-TIME EMPLOYEES BY FACULTY STATUS						
AND PRIMARY FUNCTION/OCCUPATIONAL ACTIVITY						
ARLINGTON CAMPUS, UT						
120 UNIVERSITY AVE						
ARLINGTON TARRANT TX 77036						
LINE NUMBER	EMPLOYEES BY PRIMARY FUNCTION/ OCCUPATIONAL ACTIVITY	-----FACULTY-----			NONFACULTY	TOTAL
		TENURED	-----NONTENURED-----			
			ON TRACK	NOT ON TRACK		
NON-MEDICAL						
1	INSTRUCTION/RESEARCH/PUBLIC SERVICE	0	0	0	0	0
2	PRIMARILY INSTRUCTION	0	0	0	0	0
3	PRIMARILY RESEARCH	0	0	0	0	0
4	PRIMARILY PUBLIC SERVICE	2	8	0	0	10
5	EXECUTIVE/ADMINISTRATIVE/MANAGERIAL	0	0	0	4	4
6	OTHER ADMINISTRATIVE	0	0	0	0	0
7	OTHER PROFESSIONAL	0	0	0	2	2
8	TECHNICAL/PARAPROFESSIONAL	0	0	0	0	0
9	CLERICAL AND SECRETARIAL	0	0	0	2	2
10	SKILLED CRAFTS	0	0	0	0	0
11	SERVICE MAINTENANCE	0	0	0	0	0
12	TOTAL NON-MEDICAL	2	8	0	8	18
MEDICAL ONLY						
1	INSTRUCTION/RESEARCH/PUBLIC SERVICE	0	0	0	0	0
2	PRIMARILY INSTRUCTION	0	0	0	0	0
3	PRIMARILY RESEARCH	0	0	0	0	0
4	PRIMARILY PUBLIC SERVICE	0	0	0	0	0
5	EXECUTIVE/ADMINISTRATIVE/MANAGERIAL	0	0	0	0	0
6	OTHER ADMINISTRATIVE	0	0	0	0	0
7	OTHER PROFESSIONAL	0	0	0	0	0
8	TECHNICAL/PARAPROFESSIONAL	0	0	0	0	0
9	CLERICAL AND SECRETARIAL	0	0	0	0	0
10	SKILLED CRAFTS	0	0	0	0	0
11	SERVICE MAINTENANCE	0	0	0	0	0
12	TOTAL MEDICAL ONL	0	0	0	0	0

Figure 12-11 Employees By Assigned Position - Full-Time Employees - Part A (PERS053)

EMPLOYEES BY ASSIGNED POSITION, 2001-2002						
PART B - HEAD COUNT OF PART-TIME EMPLOYEES BY FACULTY STATUS						
AND PRIMARY FUNCTION/OCCUPATIONAL ACTIVITY						
ARLINGTON CAMPUS, UT						
120 UNIVERSITY AVE						
ARLINGTON TARRANT TX 77036						
LINE NUMBER	EMPLOYEES BY PRIMARY FUNCTION/ OCCUPATIONAL ACTIVITY	-----FACULTY-----			NONFACULTY	TOTAL
		TENURED	-----NONTENURED-----			
			ON TRACK	NOT ON TRACK		
NON-MEDICAL						
1	INSTRUCTION/RESEARCH/PUBLIC SERVICE	0	0	0	0	0
2	PRIMARILY INSTRUCTION	0	0	0	0	0
3	PRIMARILY RESEARCH	0	0	0	0	0
4	PRIMARILY PUBLIC SERVICE	0	2	0	0	2
5	EXECUTIVE/ADMINISTRATIVE/MANAGERIAL	0	0	0	0	0
6	OTHER ADMINISTRATIVE	0	0	0	0	0
7	OTHER PROFESSIONAL	0	0	0	1	1
8	TECHNICAL/PARAPROFESSIONAL	0	0	0	0	0
9	CLERICAL AND SECRETARIAL	0	0	0	2	2
10	SKILLED CRAFTS	0	0	0	0	0
11	SERVICE MAINTENANCE	0	0	0	0	0
12	TOTAL NON-MEDICAL	0	2	0	3	5
MEDICAL ONLY						
1	INSTRUCTION/RESEARCH/PUBLIC SERVICE	0	0	0	0	0
2	PRIMARILY INSTRUCTION	0	0	0	0	0
3	PRIMARILY RESEARCH	0	0	0	0	0
4	PRIMARILY PUBLIC SERVICE	0	0	0	0	0
5	EXECUTIVE/ADMINISTRATIVE/MANAGERIAL	0	0	0	0	0
6	OTHER ADMINISTRATIVE	0	0	0	0	0
7	OTHER PROFESSIONAL	0	0	0	0	0
8	TECHNICAL/PARAPROFESSIONAL	0	0	0	0	0
9	CLERICAL AND SECRETARIAL	0	0	0	0	0
10	SKILLED CRAFTS	0	0	0	0	0
11	SERVICE MAINTENANCE	0	0	0	0	0
12	TOTAL MEDICAL ONL	0	0	0	0	0

Figure 12-12 Employees By Assigned Position - Part-Time Employees - Part B (PERS053)

6.0 Program Description

6.1 Main

The MAIN processing section contains program initialization (which performs run specification validation), a sort, and program termination.

The program initialization function opens files, clears report totals, and performs PROCESS SPEC TRANS to validate the run specifications. It then calls USER80 with a function code of STARTJOB. This triggers the initialization function in the user module. Upon return from USER80, the report as of and run dates are established.

The program termination function closes the run specification and report files. It calls USER80 with a function code of ENDJOB to cause it to close the data bases and the Control Report. The program then terminates.

6.2 Process Specification Transactions

PROCESS SPEC TRANS reads and edits the run specification transactions until end of file. If the file is empty or if no valid transactions are read for Transactions 1 and 3 (both are required), an error message is printed and the program ends. Each type of transaction has special edit processing.

Transaction 1 (PER80-SPEC1) contains an Organization ID. The Organization ID must exist in the Organization Table of the Control Data Base.

Transaction 2 (PER80-SPEC2), if it exists, must also contain an Organization ID which resides on the Organization Table of the Control Data Base. If it does, it is moved into the selection list in ascending order. If it equals "ALL" the count of organizations selected is set to 99 (which is interpreted by USER80 as "ALL"). If the count of organizations selected equals "99", no other Organization ID is accepted. Otherwise, the maximum number of Organizations selected is twenty. The count is set to "99" (i.e., "ALL") if no Transaction 2 is entered or valid.

Transaction 3 (PER80-SPEC3) contains report selection indicators and report data. The edit rules follow:

As of Date	Must be a valid date. Required field. This field is also used in the Employees by Assigned Position Report title.
Institution Print Campus Print Detail Print	Must be "NO" or blank. If "NO", "N" is moved to associated internal switches. If blank, "Y" is moved. If both institution and campus are "NO", a warning message is entered and the internal institute print switch is set to "Y".
Control Number FICE Code System Code	Moved to internal storage area to be printed on the report.

Only one valid Transaction 3 is accepted. If an additional Transaction 3 is submitted, it is rejected and an error message is generated.

Transaction 4

(PER80-SPEC) contains report selection indicators and report data. The edit rules follow:

Report Covers Must be numeric and between 1 and 5. If it is between 1 and 4, it is used as a subscript to retrieve the description from an internal array. If it is 5, the description comes from the following field. The Report Covers' number and description print on the report.

Report Covers Description If Report Covers is 5, this 30-character field prints in the report heading.

Parent Institution If entered, this 25-character field prints in the report heading of each page.

Only one valid Transaction 4 is accepted. If an additional Transaction 4 is submitted, it is rejected and an error message is generated.

6.3 Sort

The program uses the sort with the input procedure and output procedure options. The file is sorted in the following (ascending) order: Campus (Organization), Report Category, Contract Type, EEO Category, and Employee Name.

6.4 Sort Input Routine

The SORT INPUT ROUTINE sets the function code to be passed to the user module to GETDATA. This will cause the user module to read the next employee from the data base and construct a record which contains the necessary information for this program to produce the reports. The SORT INPUT ROUTINE then performs the READ INPUT AND RELEASE procedure until all data base employee records have been processed. READ INPUT AND RELEASE performs CALL USER ROUTINE to call USER80. If USER80 returns a value of ENDJOB, all employee records have been processed and the SORT INPUT ROUTINE terminates. Otherwise, the selected record is moved to the sort record. If the campus print option has not been selected, the program moves zeros into the campus field. The record, in any case, is released to the sort, and the procedure is repeated until all the records have been processed.

6.5 Sort Output Procedure

The SORT OUTPUT PROCEDURE controls the retrieval of sorted records and the production of the reports. It first clears the array used to summarize data at the institution level. It then retrieves the first sorted record. CAMPUS PROCESS is performed until all records have been returned from the sort and all campus reporting is complete. If an institution level Fall Staff Survey has

been requested through the run specifications, INST TOTAL PRINT is performed to produce it. If the Employee Detail report has been requested, INST DETAIL TOT is performed to add the institution level totals to the last page of the report. Program control is then returned to MAIN.

Campus Process

This procedure is executed once for each campus. It first clears the array used to summarize data at the campus level. It then sets the campus ID and performs FIND NEW CAMPUS to obtain the campus name and address from the table contained in copy library member CPWSXCAM; note that this copy library member must be modified to meet installation requirements. EMPLOYEE PROCESS is then performed until an abort condition is encountered, the end of the sort file is encountered, or the next sort file record to be processed is for a different campus. At that point, PRINT SUMMARY is performed to print the campus level Fall Staff Survey report, unless the run specifications requested suppression of that report. Similarly, if the Employee Detail report was requested, CAMPUS DETAIL TOT is performed to print the campus level totals for that report. If data for the EAP is present a routine is performed to create a printed copy of the data for this campus.

Employee Process

The EMPLOYEE PROCESS procedure is performed once for each record returned from the sort. The nonresident alien indicator, ethnicity, and sex are evaluated to derive the pointers to the detail and total columns to be used in counting the employee for the Fall Staff Survey report. ACCUMULATE CURRENT ITEM is then performed to count the employee in the appropriate parts of the Fall Staff Survey array. This is followed by ACCUMULATE-EAP_DATA which captures information for the EAP report. If requested, the record will be formatted to the Employee Detail report by FORMAT DETAIL REPORT. The next record is retrieved from the sort file and the process is repeated.

Accumulate Current Item

This process controls the accumulation of counts for the Fall Staff Survey from an individual employee record. It first performs POST COUNT to perform the summarization for the line that contains the total employee counts from Parts A, B, and D of the report. POST COUNT is a common procedure used to post the counts for any indicated line of the Fall Staff Survey.

This process then performs ACCUM PART A, ACCUM PART C, and ACCUM PART F for a full-time faculty employee, ACCUM PART B, and ACCUM PART C for a full-time nonfaculty employee, and ACCUM PART D for a part-time employee. If the employee is newly hired, ACCUM PART G is performed.

ACCUM PART A performs POST COUNT to count the employee for the Part A total line and the Part A and B total line. It then evaluates the employee's contract period and salary level to identify the salary range and total lines in which the employee should be counted. The other ACCUM routines perform similarly using the criteria appropriate to the portion of the report to determine the lines in which the employee should be counted.

This process controls the accumulation of counts for the EAP report. This is done by testing various data returned by USER80. Pointers into the EAP-REPORT-ARRAY are derived and counts are incremented for each employee encountered.

Inst Total Print	This procedure performs initializations for the institution level of the Fall Staff Survey, then performs PRINT SUMMARY to print the report.
Print Summary	This procedure controls the printing of the Fall Staff Survey by invoking PRINT SUMMARY HDG to print page headings and PRINT SUMMARY LINE to print the individual lines. It also controls the printing of section headings and the spacing between lines of the report, e.g., a double space before a total line.
Format Detail Report	This procedure controls the formatting and printing of the Employee Detail report. It checks for control breaks in the sorted records and prints totals at the appropriate time. It performs FORMAT DETAIL LINE to format and print the data from one sort file record.
Print EAP Report	This procedure controls the formatting and printing of the EAP report. This report has one page for full-time statistics and one for part-time. All tallying and totaling has been done by the time this routine commences.

6.6 Service Routines

These routines perform the following utility functions for the program:

- Call PPMMSGUTL
- Read Report Request to read a run specification
- Read Sort
- Call User Routine
- Call IO CTL to call PPIOCTL
- Dummy for search loops

USER80 - IPEDS Report File Formatting (Higher Education)

1.0 Program Characteristics

Program Name	IPEDS Report File Formatting (Higher Education)
Program ID	USER80
Language	ANS COBOL
Input Files	Control Data Base (Disk) Employee Data Base (Disk)
Output Files	Control Report (PERS052)
Work Files	None
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

This user module is called by the IPEDS Fall Staff Survey program (PP8000XX) to build a record which becomes the input data record for that program.

This program is designed so that PP8000XX can be independent of the data base which supplies the employee information. The IPEDS Report File Formatting module can be modified to access any data base which contains the requisite information and to make the necessary translations.

3.0 I/O Diagram

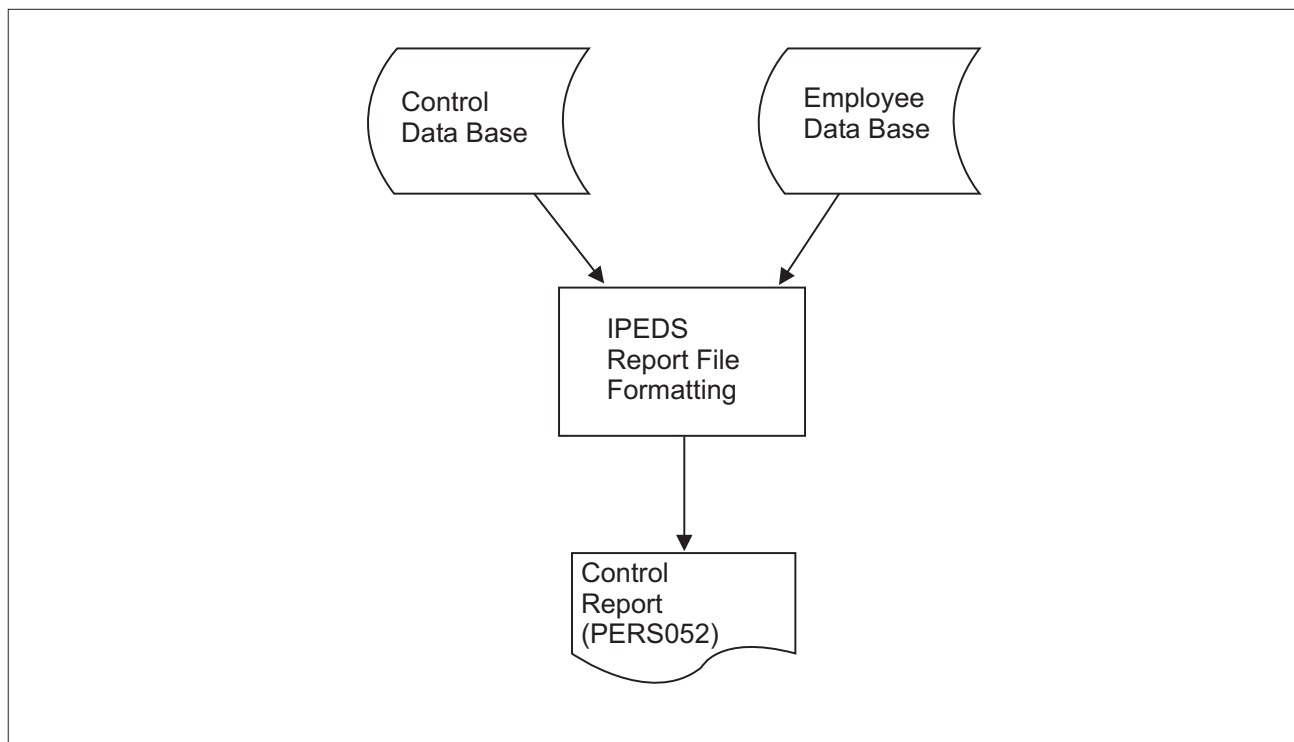


Figure 12-13 USER80 I/O Diagram

4.0 Input Description

4.1 Control Data Base

The Control Data Base is documented in File Descriptions. This program uses the Job Class and Organization tables. All input functions for the Control Data Base are performed by PPIOCTL.

4.2 Employee Data Base

The Employee Data Base (EDB) is documented in File Descriptions. This program extracts report information from the segments it processes. These are:

- 0100 Personal Data Segment #1
- 0200 Personal Data Segment #2
- 2000-2400 Job Assignment Segments

All input functions for the Employee Data Base are performed by the Employee Data Base I/O module (PPIOEDB).

5.0 Output Description

5.1 Report Record

The Report Record is passed to the calling module. One fixed-length record is generated per employee. Following is a record description format:

Field	Description
Campus Code	This 18-character code identifies a unique campus within an institution. It is set to zeros if only institution is selected to print. (This is done by PP8000XX prior to releasing the record to sort).
Report Category	<p>This 1-character code defines the major categories in which employees are to be sorted. The values are:</p> <ul style="list-style-type: none"> A Full-time faculty B Full-time nonfaculty C Part-time or temporary (faculty or nonfaculty) <p>The values are derived from the employee's EEO Category Code (from the Job Class Table) and the values in the employee's Part-Full Time and Permanent/Temporary data items.</p>
Contract Type	<p>This 1-character code is derived from the Appointment Term Code utilized to identify the type of contract the employee has with the institution. This field only pertains to full-time faculty. Valid codes are as follows:</p> <ul style="list-style-type: none"> 1 Full time faculty with a 9- or 10-month contract 2 Full-time faculty with less than a 9-month contract 3 Full-time faculty with an 11- or 12-month contract

EEO Category	<p>This 2-character code, which is maintained on the Job Class Table, is used to group employees in seven major federal categories. The valid codes are as follows:</p> <ul style="list-style-type: none">61 Executive/administrative/managerial62 Faculty63 Professional nonfaculty64 Secretarial/clerical65 Technical/paraprofessional66 Skilled crafts67 Service/maintenance68 Instruction/Research Assistant69 Other Administrative <p><i>Note:</i> Although the entire range 61-80 is reserved for IPEDS, extensive program changes are required to accommodate any new codes NOT in the current range (61-69).</p>
Employee Name	<p>This 30-character field contains Employee Name as it appears on the data base. (Used in the supporting detail report only.)</p>
Sex Code	<p>This 1-character code identifies the sex of the employee. It is translated from the data base value. If the data base value is not valid, the default is to male. Valid codes are as follows:</p> <ul style="list-style-type: none">1 Male2 Female
Ethnic Code	<p>This 2 digit number identifies the employee's ethnicity by identifying the lesser of the two column numbers used to report that ethnicity on the IPEDS Fall Staff Survey. It is translated from the data base value so it may be used as a subscript. If the data base value is not a valid value, the employee is assigned to the "unknown" ethnicity. The translated codes are as follows:</p> <ul style="list-style-type: none">03 Black or African American (B)05 American Indian or Alaskan Native (A)07 Asian (R)09 Native Hawaiian or Other Pacific Islander (P)11 Hispanic (H)13 White (C)15 Two or more races (T)17 Not indicated or unknown (Blank)

Job Class	This 6-character field is used to identify the job classification of the employee in the supporting detail report only.
Tenure Code	<p>This 1-character code contains the value of Special Status from the data base. The valid codes are as follows:</p> <p>T = Tenured E = Nontenured on track Blank = Other nontenured</p>
Faculty Rank Code	<p>This 1-character code contains Academic Rank from the Job Class Table. The valid codes are as follows (6 is a derived code for faculty with no rank on the matching Job Class entry):</p> <ol style="list-style-type: none">1 Professor2 Associate professor3 Assistant professor4 Instructor5 Lecturer6 Other faculty
Funding Source Code	This 1-character code is used to identify those full-time, nontenured employees paid in full from soft money resources. The code is derived from the account fields of the EDB Job Segments. If all active accounts begin with the code specified as “soft money” (defined in copy member CPWSICNP) the code is set to “S”, otherwise, the field remains blank.
Nonresident Alien Code	<p>This 1-character code is used to identify those employees within the institution’s staff who are nonresident aliens. Nonresident aliens are those employees with a visa type of H1, H2 or J1. Valid codes are as follows:</p> <p>Y = Yes Blank = No</p>
Salary	<p>This 9-digit field, which includes two decimal positions, contains the employee’s annual compensation. The value in this field will normally be the total of all the employee’s annualized job salaries.</p> <p>However, if a full-time faculty member is on sabbatical, this value will equal the XDBS-ANNUAL-BASE-RATE.</p>

New Hire Indicator	This 1-character code is used to identify those employees hired between July 1 and September 30 within the reporting year. The field contains a “Y” if the individual is a new hire, otherwise it is left blank.
Department	This 8-character field is used to identify the Employee’s home Department. The Department Code is printed on the Employee Detail Report.
Identification Number	The 9-character field contains the Employee ID as it appears on the data base. The Employee ID is used only in the supporting Employee Detail Report.
Ethnicity	This 1-character field contains the untranslated value of Ethnicity from the Employee Data Base. The value is printed on the Employee Detail Report.
User Optional Field 1 Field 2 Field 3	<p>These are variable fields containing data from the Employee Data Base. They are user specific and contain data the user wishes to see on the supporting detail report. These fields contain spaces for formatting.</p> <p>The current values are untranslated Employee Data Base fields. They are:</p> <p>Field 1 - Handicap (5-characters) Field 2 - Military Status (5-characters) Field 3 - Citizenship Visa (6-characters)</p>
Employment Date	This 6-character field is used to identify the date on which the employee was hired. It is stored as YYMMDD. The data is used for reference on the supporting detail report.
EEO Subcategory	<p>This 1-character code is used to further subdefine EEO Category 62 (Faculty). The valid codes are:</p> <p>1 - Instruction/Research/Public Service 2 - Instruction 3 - Research 4 - Public Service</p>
IPEDS Medical	For EEO Category 62 this field is required. This 1-character code is used to distinguish job classes as medical (Y) or non-medical (blank).
Open Field	Blank (20 positions).

5.2 Control Report (PERS052)

A summary report description and report sample follow.

Control Report Description

Report Name	Control Report
Report Number	PERS052
Purpose	To show any errors which occurred. If no errors occurred, the report is not printed.
Content	Error messages in standard error message format of error number followed by message text.
Sequence	The error messages are printed in the order in which the errors occur.

EMPLOYEE ID. NO.		USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	----- MESSAGE TEXT -----
PERS052/PP8000XX/110196					INTEGRAL SYSTEMS PAYROLL/PERSONNEL
					PAGE NO. 0001
					PERSONNEL REPORTING
					RUN DATE 11/15/96
					RUN DIAGNOSTICS REPORT
			80-034	INFORMATIONAL	NO TRANSACTION 2 ORGANIZATIONS SELECTED - DEFAULTING TO 'ALL'
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 004009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 007009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 008009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 009009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 010009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 011009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 012009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 013009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 014009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 015009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 018009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 019009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 020009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 021009999:
			80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 022009999:

Figure 12-14 Control Report (PERS052)

6.0 Program Description

The following narrative describes the processing of the basic module which uses the Control Data Base and Employee Data Base. If this program were to be modified to be used with a different data base, the functional areas would remain the same, but specific processing might change.

6.1 Main

The overall program control is in this section. Essentially, the program is controlled by the calling program which passes a function code. This section performs other sections in response to the function code. The codes are STARTJOB which invokes INITIALIZATION, GETDATA which invokes CREATE WORK FILE, and ENDJOB which invokes JOB TERMINATION.

6.2 Initialization

This section performs all the initialization functions. It opens the files and sets up the report titles. It is here that the headings for the user optional descriptions are defined.

6.3 Create Work File

This section builds the report record from Employee Data Base segments. It reads a set of segments (calling PPIOEDB). The segments which are read are both Personal Data Segments and all Job Assignment Segments. If selection by Organization ID has been specified on the run specification, the employee's Organization ID is tested to see if it has been selected. If not, the Employee Data Base is read sequentially until a match on Organization ID is found or until end-of-file occurs. If the Organization ID has been selected (or if "ALL" was specified), the employee's record is tested further for selection.

Employees who have terminated or whose records are being deleted will not be processed. The FIND PRIMARY JOB section is invoked to determine the employee's primary job. There must be at least one primary job for the employee, or he or she will not be included in the report. Only the primary job is reported, but the annualized salary for all active appointments is accumulated. Once the primary job is determined, the EEO Category corresponding to that job is obtained through a scan of the internal Job Class array. If there is no entry in the array for the job, the employee is skipped and a warning message issued. The Job Class Table is loaded into the internal array by its Group Code as defined on the Organization Table, depending on the value of the data base Organization ID. When a change in data base Organization ID occurs, the internal Job Class array is verified to be correct or it is reloaded.

Once the EEO Category for the employee's primary job is obtained, it is verified to be in the range defined for IPEDS reporting. This range, currently 61 through 69, is defined in copy member CPWSICNP (an installation constant).

Further selection criteria are applied before the employee is selected for reporting. If the employee is temporary or part-time and has zero percent full-time, the employee is also skipped. Employees on the instruction/research assistant EEO Category are skipped if identified as full-time regular employees.

The remainder of this section fills in the report record. Report category is determined from the EEO Category for full-time employees. If the EEO Category Code is for faculty, the report category is "A"; for nonfaculty, it is "B". For part-time or temporary employees with greater than zero percent full-time, it is "C".

Contract type is determined only for full-time faculty employees. It is derived from XDBS-APPT-TERM-PAY-TERM in combination with job begin and end dates. The XDBS-APPT-TERM-PAY-TERM is interpreted using values in copy member CPWSICNB. If appointment is defined as "12 over 12" and the job spans less than nine months, the contract is set to a value of "2" (contracts less than nine months). All other 12 month appointments (i.e., "12-over-12") cause contract type to be set to "3". The remaining appointment terms are for a 9-10 month contracts and contract type is set, accordingly, to "1". Ethnic code is translated to the numeric pointer values used for the report. The new hire and soft money indicators are set. The rest of the information is moved as is from the Employee Data Base to the report record. When the record is complete, control is returned to the calling program.

Find Primary Job

FIND PRIMARY JOB is a utility routine which is copied, along with its corresponding work area, into this program. Its main function is to determine the employee's primary job segment. (The primary job is defined as the active job assignment with the highest percent full time.) CALCULATE ANNUAL Salary routine is performed to determine annual rate from pay period rates.

6.4 Job Termination

End-of-job processing consists of sending an end message to the message utility PPMSGUTL and closing the files.

PP8100XX - Faculty Salary Distribution Report (Higher Education)

1.0 Program Characteristics

Program Name	Faculty Salary Distribution Report (Higher Education)
Program ID	PP8100XX
Language	ANS COBOL
Input Files	Employee Data Base (Disk) Control Data Base (Disk) Run Specification (Card or other key-entry medium)
Output Files	Faculty Salary Distribution (PERS060) Run Diagnostics Report (PERS061)
Work Files	Sort Work File (Disk)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

The Faculty Salary Distribution report provides faculty counts by rank and sex in each of ninety-two salary ranges from \$5,000 to \$50,000 in \$500 increments. The statistics are provided for each Job department within the institution and are summarized for each responsibility center and the institution as a whole. The information is provided in four groupings of faculty members as follows:

- Full-time faculty with nine-month appointments
- Full-time faculty with ten-month appointments
- Full-time faculty with twelve-month appointments
- Part-time faculty

Each employee record on the Employee Data Base is evaluated for inclusion in the report. The appropriate work file records are created for each selected individual. The work file is sorted and the report is formatted from the sorted work file.

3.0 I/O Diagram

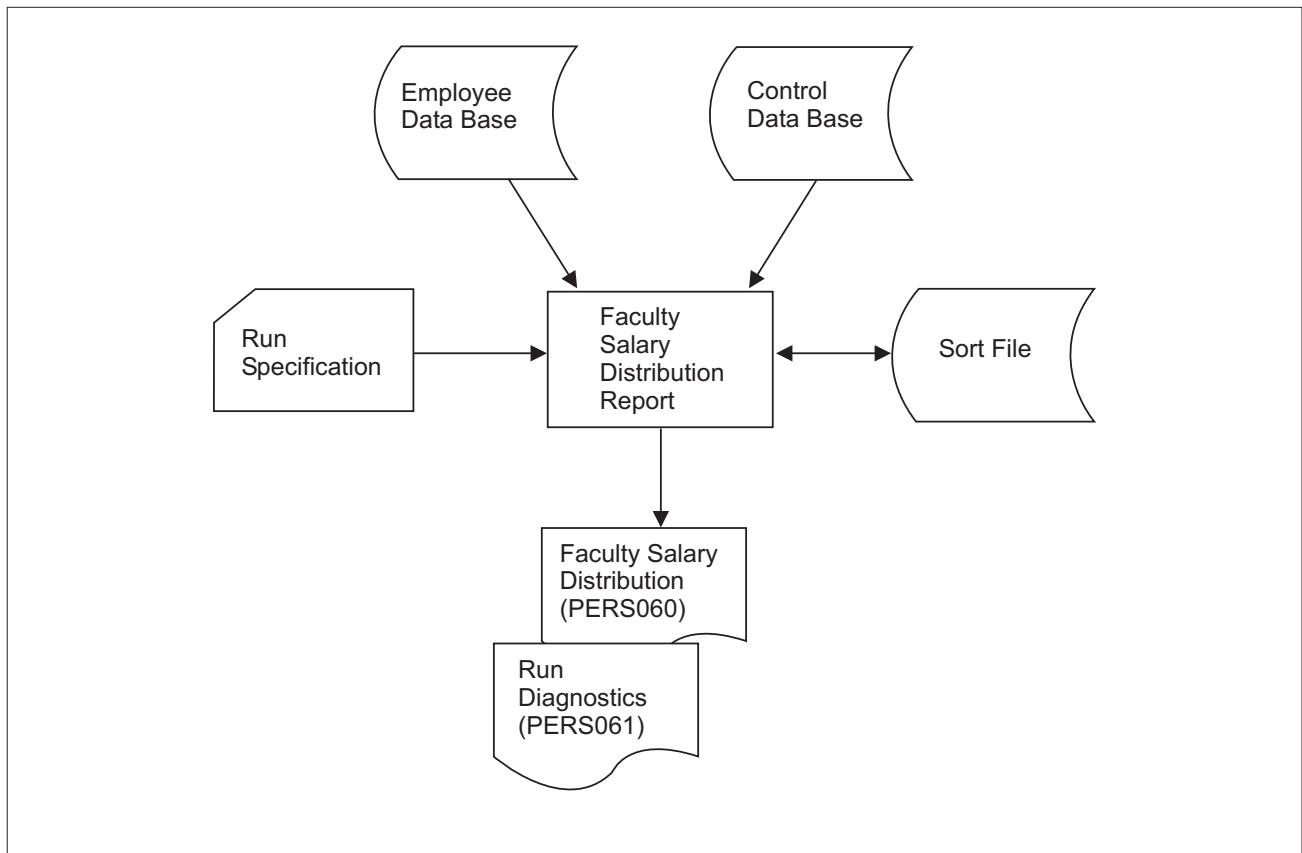


Figure 12-15 PP8100XX I/O Diagram

4.0 Input Description

4.1 Employee Data Base

The Employee Data Base is documented in File Descriptions. This program uses the Personal Data Segments (0100 and 0200) and the Job Assignment Segments.

4.2 Control Data Base

The Control Data Base is documented in File Descriptions. This program uses the Department Table, the Job Classification Table, the Organization Table, and the Message Table.

4.3 Run Specification

The run specification is used to define the “as of” date of the report and the date on which an employee, to be included in the report, must have at least one active job. A sample run specification follows.

4.4 Sort Work File

The sort work file is organized in sort sequence (Responsibility Center, Job Department, Faculty Type, Salary, Rank and Sex). The program generates responsibility center totals and institution totals by creating extra work records for each individual, one (extra) for each summary report section in which the individual appears, with the responsibility center fields and the department fields altered from record to record to effect inclusion in the proper report section. The program listing includes comments that explain the specific technique used in detail. The record format is as follows:

Record Position	Contents
1-2	Responsibility Center
3-4	Responsibility Center Subgroup
5-9	Department
10	Faculty Type
	1 - Full-time faculty, nine-month appointment
	2 - Full-time faculty, ten-month appointment
	3 - Full-time faculty with twelve-month appointment
	4 - Part-time faculty
11-15	Salary
16	Rank
	1 - Professor
	2 - Associate Professor
	3 - Assistant Professor
	4 - Instructor
	5 - Lecturer
17	Sex
	1 - Male
	2 - Female
18-26	Employee ID

Faculty Salary Distribution Report Description

Report Name	Faculty Salary Distribution
Report Number	PERS060
Purpose	To provide counts of faculty members by rank and sex in each of ninety-two salary ranges from \$5,000 to \$50,000 in \$500 increments.
Content	<p>The information is provided within four groupings of faculty members:</p> <ul style="list-style-type: none">• Full-time with nine-month appointments• Full-time with ten-month appointments• Full-time with twelve month appointments• Part-time <p>These statistics are provided for each department and are summarized by the responsibility center and for the entire institution.</p>
Sequence	Responsibility Center (2 levels), Department, Faculty Type, Salary Range, Rank, Sex.
Selection Criteria	Active jobs (as of the date indicated in the heading) with academic Job Classification Codes contribute to the report in the department for the appointment.
Totals	By Faculty Type within each Department, also, summarized by Responsibility Center and the institution.

PP8100XX - Faculty Salary Distribution Report (Higher Education)

PERS060/PP8100XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL PERSONNEL REPORTING FACULTY SALARY DISTRIBUTION										PAGE NO. 0001 RUN DATE 11/15/96 DATA AS OF 10/31/96	
INSTITUTION TOTALS													
		PROFESSORS		ASSOC. PROFS		ASSIST. PROFS		INSTRUCTORS		LECTURERS		TOTAL	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
FULL-TIME FACULTY-ACADEMIC YR. APPTMNTS													
23,001 - 23,500									2				2
TOTAL EMPLOYEES									2				2
AVERAGE COMPENSATION									23,345				23,345
FULL-TIME FACULTY WITH 12-MO. APPTMNTS													
10,001 - 10,500										1			1
15,001 - 15,500											1		1
16,501 - 17,000						3							3
18,001 - 18,500							1						1
18,501 - 19,000						3							3
21,501 - 22,000						3							3
23,501 - 24,000		1											1
25,001 - 25,500							2						2
27,501 - 28,000								2					2
40,001 - 40,500										3			3
47,501 - 48,000											2		2
50,001 - OVER		1			6								7
TOTAL EMPLOYEES		2			6		9	3	2		4	3	23
AVERAGE COMPENSATION		38,100			51,647		18,977	23,030	27,560		32,559	36,850	32,271 29,940
PART-TIME FACULTY (SALARIES ADJUSTED FOR FULL-TIME)													
14,001 - 14,500										1			1
31,001 - 31,500										1			1
50,001 - OVER						2							2
TOTAL EMPLOYEES						2				2			2

Figure 12-17 Faculty Salary Distribution (PERS060)

Run Diagnostics Report Description

Report Name	Run Diagnostics Report
Report Number	PERS061
Purpose	To identify job classes, departments, or organizations found in the Employee Data Base, but not contained in the Control Data Base, and to identify any abnormal program ending condition. In the absence of these conditions, the report is not produced.
Content	Lists the message number and message text and, where appropriate, and provides additional information to facilitate problem identification.

PERS061/PP8100XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING		RUN DATE	11/15/96
		RUN DIAGNOSTICS REPORT			
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	----- M E S S A G E T E X T -----	
		81-008	FATAL ERROR	RUN SPECIFICATION CARD HAS INVALID ID PER81 SPEC103196	

Figure 12-18 Run Diagnostics Report (PERS061)

6.0 Program Description

6.1 Main

The MAIN control procedure for this program is executed one time in fall-through fashion. It invokes the INITIALIZE procedure; if INITIALIZE encounters any abnormal program ending conditions, MAIN invokes END OF JOB and stops. Otherwise, it executes a sort with CREATE WORK FILE as the input procedure which extracts data from the Employee Data Base and with PRINT WORK FILE to create the Statistical Personnel Summary report. At the completion of the sort, END OF JOB is invoked to close files, and the program is stopped.

6.2 Initialize

This procedure opens the output files, determines the current date and establishes report heading variables. It reads the run specification to determine the “as of” date for the report.

The procedure opens the Employee Data Base and then builds the segment list to be used in reading it. Lastly, it initializes to zeros all the arrays used for building the report output.

6.3 Create Work File

The CREATE WORK FILE procedure assembles and writes one detail and either two or three summary records to the work file for each employee having an active Job Assignment containing a faculty Job Classification. The procedure reads the Employee Data Base sequentially in sets. Upon a change in organization, the Department and Job Classification tables are accessed on the Control Data Base. An internal Department Table is created which identifies “level 1” and “level 2” organization codes and the department name. Likewise, an internal Job Classification Table is created, identifying a job and its associated academic ranking. Only ranks one through five are loaded into the table.

It then invokes the CALCULATE ANNUAL Salary routine to return the Job Assignment full-time salary. If a Job Assignment is active (based on the “as of” date from the run specification) and the derived full-time salary is not zero, the internal Job Class Table is searched for a match, which means that the job is academic in one of the faculty ranks included in the report. The faculty job with the highest percent full time is the one used to build the work file.

The internal Department Table is searched for the Job Department to identify the “level 1” and “level 2” organizations; if the Job Department is undefined (blank) or cannot be found in the table, the organization terminates. The work file record is then written and contributes to the department level of the report. Then, if the department is not blank, the department (level 3) in the work file record is changed to blank and the record is written; it contributes to the school-level (level 2) of the report (if the school is not blank).

If the school (level 2) or vice president (level 1) codes are defaulted, or one but not both are blank, both are changed to blank and another record is released which will contribute to the institution total; the processing for the employee is complete. If both are already blank, processing for the employee is complete. Otherwise, the school is changed to blank and a record is released which will contribute to the vice-presidential-level totals. Control is then passed back to the beginning of the paragraph to read the next employee.

The procedure is terminated when all records in the Employee Data Base have been processed.

6.4 Print Work File

The PRINT WORK FILE procedure prints the Faculty Salary Distribution Report from the sorted work file created in the previously described procedure. As each record is returned from the sort, the GET SALARY ENTRY routine is invoked to compute the salary range into which the record falls; the value returned can be used as a pointer to the description of the range to be printed as well as for determining sequence breaks. As long as there are no sequence breaks, the program loops, accumulating employee counts for the current report line and employee counts and salary totals for the current faculty type.

On a change in organization, the current line is printed by PRINT RANGE TOTALS, the faculty type totals by PRINT FACULTY TYPE TOTALS (FAC TYP TOTS); the new organization's names are derived from the Department Table by RESET Department (DEPT HEADER) and a new page is started; the faculty type is identified by PRINT FACULTY TYPE HEADER (FAC TYP HDR). A change in faculty type performs all of the same functions except for starting a new page and performing the Department Table processing. A change in salary range causes the current line to be printed. End of file on the work file is treated identically with a change in organization.

6.5 Utility Routines

The END OF JOB procedure closes all files.

In the context of this program, CALCULATE ANNUAL Salary computes the full-time salary for each job.

PPMSGUTL is used to access the Message Table and control the printing of the Run Diagnostics Report.

PRINT LINE and PRINT HEADER control the physical aspects of printing the Faculty Salary Distribution report.

READ EDB SET, OPEN EDB, and EDB CALL are concerned with access of the Employee Data Base; OPEN CTL and CTL CALL manage access to the Control Data Base.

EEO Reporting

PP9500XX - EEO-1 Reporting

1.0 Program Characteristics

Program Name	EEO-1 Reporting
Program ID	PP9500XX
Language	ANS COBOL
Input Files	EEO-1 Run Specification (Card or key-entry medium)
Output Files	Employer Information Report EEO-1 Employer Information List EEO-1 EEO-1 Employee Detail (PERS295) Control Report (PERS297)
Work Files	Sort Work File (Disk) Report Request Work File (Disk)
Called Modules	USER95 PPMSGUTL PPPRMUTL

2.0 General Description

Two program modules work together to produce the EEO-1 reports: calling module EEO-1 Reporting and called module EEO-1 Report File Formatting. The purpose of EEO-1 Report File Formatting is to access the Employee Data Base (EDB) and Control Data Base (CDB) and to load the desired information into fixed interfaces for subsequent use by EEO-1 Reporting. EEO-1 Reporting always receives its information from the EDB and CDB through the interfaces, allowing EEO-1 Reporting to remain independent of modifications

to the EDB or CDB. EEO-1 Report File Formatting changes as required to continue supplying the needed information for the interfaces to EEO-1 Reporting.

The purpose of EEO Reporting is to supply statistical survey data to the Equal Employment Opportunity Commission (EEOC). This data is a tabulation, by reporting unit, of the number of employees in the unit by Job Category, Sex and Ethnicity.

Since the terms “unit” and “establishment” are used interchangeably by the EEOC, the reporting unit is referred to as a unit in this documentation. A unit is defined by the EEOC as an economic unit which produces goods or services, such as a factory, office, store, or mine. In most instances a unit is a single physical location. A single-establishment company, therefore, is a company consisting of a single unit. A multi-establishment company is a company having more than one unit.

Reporting requirements of multi-establishment companies differ from those of single establishment companies. A single-establishment company must file one report covering the entire company. A multi-establishment company must prepare and file one report per unit (if the unit has fifty or more employees), a report for the unit designated as headquarters regardless of the number of employees, a list of those units with fewer than 50 employees, and a consolidated report containing summary totals for the entire company. The Employer Information List (units with fewer than 50 employees) has a unique format and is written to its own file. All other reports mentioned share similar one-page formats, and are printed in the Employer Information Report File. The single-establishment report will also be included in the Employer Information Report (EEO-1) file.

Two additional reports are produced by this program: the EEO-1 Employee Detail Report which contains information to be used in verifying the EEO-1 report and the Control Report which displays run specifications and error messages.

Run specification transactions must be entered to direct EEO-1 report processing. These transactions specify the pay period the report will cover, the employee organizations to be examined, and the EEO-1 companies and units to be reported on by a given execution of EEO-1 Reporting. It is important to note that one set of report information records should be submitted for each unit to be reported on. Selection, however, is by company. If a multi-establishment company is selected and a unit is not specified, the unit will be reported on anyway. The information not supplied by the report requests will be left blank on the affected unit report.

The permanent information associated with a unit is obtained from the Department Table on the CDB. There should be a record on the Department Table for each EEO-1 reporting unit. In that record are stored the Company Number and Unit Number referenced by the report request. It is also through the Department Table that employees are linked to a reporting unit (i.e., a company/unit combination). Each regular department record on the Department Table also contains EEO-1 Company and Unit numbers. All employees working in a given department are reported in the EEO-1 reporting unit specified by the Company number and Unit number in that department's record.

EEO-1 Reporting makes two types of calls to EEO-1 Report File Formatting. The first type instructs EEO-1 Report File Formatting to read the CDB and to load the Organization Table and Tax Entity Table into internal storage. This type of call is performed once. The second type of call asks the EEO-1 Report File Formatting Program to return the next EEO-1 Report Record (an employee record). The EEO-1 Report File Formatting Program reads the Employee Data Base sequentially, selects an employee, and builds a record to be used as input to the EEO-1 reporting process. This type of call is performed repeatedly until the entire Employee Data Base has been read. As each record is returned, EEO-1 Reporting performs several additional edits. If the record meets the selection criteria, it is released to the sort. The program then checks whether the employee is a trainee or an apprentice. If so, a *second* record is released to the sort with EEO Category sort field changed to the code for production or white-collar trainee. After all records have been released, they are sorted by Company, Unit, EIN, EEO Category, Sex and Ethnicity.

The sequential read of the Employee Data Base includes special processing when the organization changes. When beginning a new organization, EEO-1 Report File Formatting reads the appropriate group Department Table and Job Class Table for that organization into its internal tables. EEO-1 records found on the Department Table are saved for later use by EEO-1 reporting, if their company has been requested on run specification transactions. Canadian organizations, however, are bypassed completely.

The sort return procedure prints the reports. As each record is returned, the employee is counted for the EEO-1 Report and a line is printed on the Employee Detail Report. If the EEO category has changed, a total line will be printed on the Detail Report. When a unit changes, the previous unit's totals are printed on the EEO-1 Employer Information Report or, if appropriate, an entry is added to the EEO-1 Employer Information List. When a new company number occurs, totals for the previous company are printed on the consolidated report, if the company had more than one unit (i.e., was a multi-establishment company). When the end of file is reached, the unit and consolidated reports are printed for the final company.

3.0 I/O Diagram

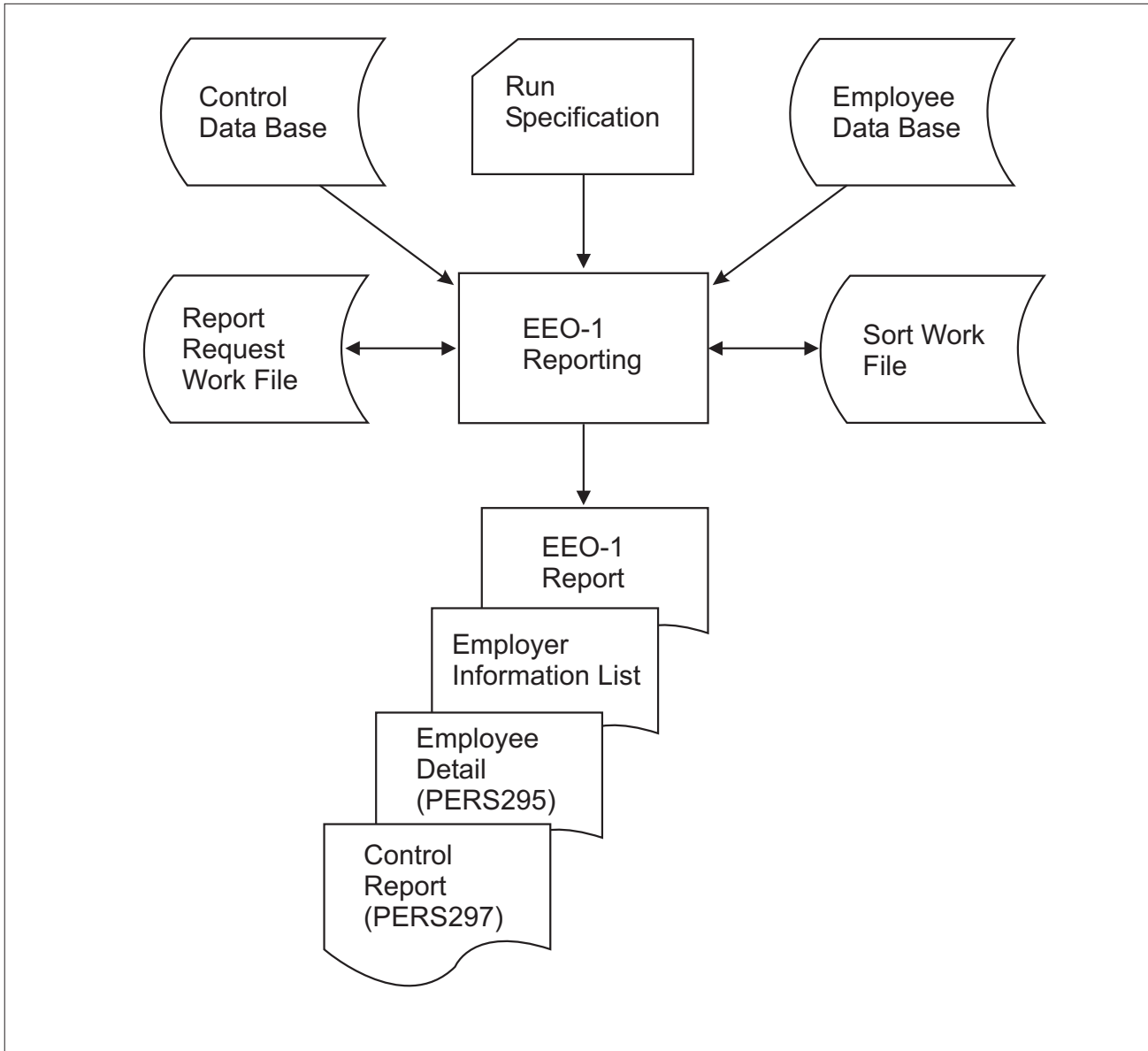


Figure 13-1 PP9500XX I/O Diagram

4.0 Input Description

4.1 Run Specification

The run specification is a multi-record file used to specify certain run time parameters and to supply information for EEO-1 reports. The file consists of a run specification record followed by a variable number of report information records which apply to specific EEO reporting units. The run specification record must be the first record in the file. The minimum processing requirement for this file is the run specification record, followed by the appropriate report information records for at least one EEO company.

Although the number of report information records is variable, the information on the first four records of each set is required. Thus, each set of report request records must contain at least four records: record types 1, 2, 3, and 4.

A sample of the two-page run specification form follows. Part A of the form contains the run specification record and Part B consists of six run specification records, all pertaining to a single EEO unit which is identified in record 1. The second page of the form contains additional sets of run specification records and is used if the EEO-1 Report is to cover more than one unit. This page may be duplicated to accommodate as many units as necessary.

Run Specification Record

Parts A and B of the run specification record follow.

EEO-1 RUN SPECIFICATION

INSTRUCTIONS: PART A and PART B must be completed for all EEO-1 Run Specifications. A second page is provided for multi-establishment companies to record additional EEO companies/units to be included in the report.

PART A: RUN SPECIFICATION (Required)

		PAY PERIOD BEGIN DATE		PAY PERIOD END DATE
1	10	11	18	19
PER95-SPEC				

EEO COMPANY #	EEO UNIT #	REC TYP	B2	DUNS NO.	C1	C2	C3	D2	NAICS CODE				
1	6	7	12	13	14	15	25	26	27	28	29	30	35
			1										

Repeat columns 1-6 and 7-12 from Record Type 1 for Record Types 2-7

REC TYP	PREVIOUSLY REPORTED TOTALS															
	TOTAL (A)	COL (B)	COL (C)	COL (D)	COL (E)	COL (F)	COL (G)	COL (H)								
13	14	18	19	23	24	28	29	33	34	38	39	43	44	48	49	53
2																

REC TYP	PREVIOUSLY REPORTED TOTALS													
	TOTAL (A - N)	COL (I)	COL (J)	COL (K)	COL (L)	COL (M)	COL (N)							
13	14	19	20	24	25	29	30	34	35	39	40	44	45	49
3														

REC TYP	NARRATIVE LINES															
13	14															54
4																
5																
6																
7																

FIELD DESCRIPTION

Record Type 1

B2 Was an EEO-1 report filed for this establishment last year?
Y Yes
N No

C1 Does the entire company have at least 100 employees in the payroll period for which you are reporting?
Y Yes
N No

C2 Is your company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total of 100 or more?
Y Yes
N No

C3 Does the company or any of its establishments (a) have 50 or more employees AND (b) is not exempt as provided by 41 CFR 60-1.5, AND either (1) is a prime government contractor or first-tier subcontractor, and has a contract, subcontract, or purchase order amounting to \$50,000 or more, or (2) serves as a depository of Government funds in any amount or is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Savings Notes?
Y Yes
N No

D2 Does this establishment employ apprentices?
Y Yes
N No

Record Type 2 Information for Record Type 2 is from the Employer Information Report EEO-1 Standard Form 100, Section D, Employment Data, line 11, Total employment reported in previous EEO-1 report. Record Type 2 includes the totals for individual columns A, B, C, D, E, F, G, and H.

Record Type 3 Information for Record Type 3 is from the Employer Information Report EEO-1 Standard Form 100, Section D, Employment Data, line 11, Total employment reported in previous EEO-1 report. Record Type 3 includes the totals for Columns A through N and totals for individual columns I, J, K, L, M, and N.

Figure 13-2 EEO-1 Run Specification - Page 1 of 2 (PER95-SPEC)

EEO-1 RUN SPECIFICATION

INSTRUCTIONS: Duplicate PART B as necessary to accommodate additional EEO companies/units. **Note:** PART A must be included in the run specification.

PART B: COMPANY INFORMATION

EEO COMPANY #	EEO UNIT #	REC TYP	B2	DUNS NO.	C1	C2	C3	D2	NAICS CODE				
1	6	7	12	13	14	15	25	26	27	28	29	30	35

Repeat columns 1-6 and 7-12 from Record Type 1 for Record Types 2-7

REC TYP	PREVIOUSLY REPORTED TOTALS															
	TOTAL (A)	COL (B)	COL (C)	COL (D)	COL (E)	COL (F)	COL (G)	COL (H)								
13	14	18	19	23	24	28	29	33	34	38	39	43	44	48	49	53
2																

REC TYP	PREVIOUSLY REPORTED TOTALS													
	TOTAL (A-N)	COL (I)	COL (J)	COL (K)	COL (L)	COL (M)	COL (N)							
13	14	19	20	24	25	29	30	34	35	39	40	44	45	49
3														

REC TYP	NARRATIVE LINES												
13	14												54
4													
5													
6													
7													

EEO COMPANY #	EEO UNIT #	REC TYP	B2	DUNS NO.	C1	C2	C3	D2			
1	6	7	12	13	14	15	25	26	27	28	29

Repeat columns 1-6 and 7-12 from Record Type 1 for Record Types 2-7

REC TYP	PREVIOUSLY REPORTED TOTALS															
	TOTAL (A)	COL (B)	COL (C)	COL (D)	COL (E)	COL (F)	COL (G)	COL (H)								
13	14	18	19	23	24	28	29	33	34	38	39	43	44	48	49	53
2																

REC TYP	PREVIOUSLY REPORTED TOTALS													
	TOTAL (A-N)	COL (I)	COL (J)	COL (K)	COL (L)	COL (M)	COL (N)							
13	14	19	20	24	25	29	30	34	35	39	40	44	45	49
3														

REC TYP	NARRATIVE LINES												
13	14												54
4													
5													
6													
7													

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Page 2 of 2

Figure 13-3 EEO-1 Run Specification - Page 2 of 2 (PER95-SPEC)

5.0 Output Description

5.1 Run Specification Work File

This file is produced from the validated specification input file records. The file is sorted in EEO-1 report sequence. As the EEO-1 reports are produced, this file is accessed to provide report information needed for the unit reports.

5.2 Employer Information Report EEO-1

A summary report description and report sample follow.

5.3 Employer Information List EEO-1

A summary report description and report sample follow.

5.4 EEO-1 Employee Detail Report (PERS295)

A summary report description and report sample follow.

5.5 Control Report (PERS297)

A summary report description and report sample follow.

Employer Information Report EEO-1 Report Description

Report Name	Employer Information Report EEO-1
Report Number	(EEO-1)
Purpose	To provide an annual information survey report that must be filed by certain private employers and federal contractors in accordance with EEOC reporting requirements.
Content	<p>The EEO-1 report contains employee counts summarized by sex and ethnicity within EEO job category and EEO reporting unit. It also records formal on-the-job trainees by sex and ethnicity, and whether they are classified as white collar or production workers.</p> <p>Four different headings may appear on these reports of the same basic format. The report headings are as follows:</p> <ul style="list-style-type: none"> • Single Establishment Employer • Consolidated Report • Headquarters Report - Type 3 • Establishment Report - Type 4
Selection Criteria	<p>Employee Selection</p> <p>All full-time, regular (i.e., not temporary), and part-time employees who were employed (not terminated) during the specified pay period. Any terminated employee who receives final pay in the selected pay period is also included. An employee is defined by EEOC as any individual on the payroll for purposes of withholding social security tax.</p> <p>Report Selection</p> <p>Report request input allows the user to select any combination of companies. All units of a multi-establishment company are reported on whether there is report request input for individual units or not. (However, information will be missing for units not included in the report request.)</p>
Sequence	The sequence of this report is sorted order of company and unit. For a multi-establishment company, the consolidated report follows the final unit for that company.

CO=999999-9 U=111111-1 NAICS/SIC=0120	EQUAL EMPLOYMENT OPPORTUNITY 2007 EMPLOYER INFORMATION REPORT EEO-1 HEADQUARTERS REPORT - TYPE 3	PAGE 001													
SECTION B - COMPANY IDENTIFICATION		SECTION C - TEST FOR FILING REQUIREMENT													
1. STARFLEET SHIPS 1516 UNITED NATIONS WAY NEW YORK NY 10316	2.A. STARFLEET SHIPS 1516 UNITED NATIONS WAY NEW YORK NY 10316 B. EI=901234567 C. Y	1-Y 2-N 3-Y DUNS NO.: 123-456-789 SECTION E - ESTABLISHMENT INFORMATION 1-CORPORATE HEADQUARTERS													
SECTION D - EMPLOYMENT DATA															
	NUMBER OF EMPLOYEES BY RACE / ETHNICITY														
	HISPANIC OR LATINO													TOTAL	
	MALE FEMALE													COL	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	A-N
EXEC/SR OFFICIALS AND MANAGERS.. (1.1)	0	0	5	0	0	0	0	0	2	0	0	0	0	0	7
FIRST/MID-LVL OFFICIALS&MANAGERS (1.2)	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
PROFESSIONALS..... (2)	0	0	1	1	0	1	0	0	0	0	0	0	0	0	3
TECHNICIANS..... (3)	0	0	0	1	0	0	0	0	1	0	0	0	0	0	2
SALES WORKERS..... (4)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT WORKERS.. (5)	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
CRAFT WORKERS (6)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPERATIVES (7)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS AND HELPERS (8)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE WORKERS (9)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (10)	0	1	8	2	0	1	0	0	3	0	0	0	0	0	15
PREVIOUS YEAR TOTAL (11)	7	0	3	0	0	4	2	0	1	0	0	0	0	1	18
* OTHER QUESTIONS *															
1 - 04/01/2001 THRU 04/15/2001															
2 - Y															

Figure 13-4 Employer Information Report EEO-1 (EEO-1)

Employer Information List EEO-1 Report Description

Report Name	Employer Information List EEO-1
Report Number	(EEO-1)
Purpose	To provide a report that lists units of a multi-establishment company having fewer than 50 employees.
Content	The Employer Information List contains company information (company number, company name and address and employer ID) and unit information (unit number, name and address, employer ID, NAICS/SIC code) and the total number of employees in the unit.
Selection Criteria	The same criteria apply as for the regular Employer Information Report.
Sequence	The sequence is by sorted order of company and unit numbers (the same sequence as the Employer Information Report).

ESTABLISHMENT NAME/ADDRESS	UNIT/NAICS-SIC/EMPLOYER ID	MAJOR ACTIVITY	TOTAL EMPLOYEES
CO=999999-9 EQUAL EMPLOYMENT OPPORTUNITY PAGE 001 LIST OF ESTABLISHMENTS WITH FEWER THAN 50 EMPLOYEES -----HEADQUARTERS ----- STARFLEET SHIPS 1516 UNITED NATIONS WAY NEW YORK NY 10316 EI=901234567			
STARFLEET MECHANICS 1982 INDUSTRIAL PARK ROAD MADISON WI 53701	UNIT= NAICS/SIC= 48821 EI= 901234567	MANUFACTURING DIVISION (UNDER CONSTRUCTION)	7
STARFLEET SHIPS EASTERN REGION 9019 MEHER STREET RALEIGH MARLBOROUGH NC 27602	UNIT= NAICS/SIC= 5200 EI= 901234567	REGIONAL MARKETING DIVISION	7

Figure 13-5 Employer Information List EEO-1 (EEO-1)

EEO-1 Employee Detail Report Description

Report Name	EEO-1 Employee Detail
Report Number	PERS295
Purpose	To provide detailed information about employees in order to support the EEO-1 Report.
Content	<p>This report is produced by EEO-1 reporting unit in the same manner as the EEO-1 Report. The heading identifies the corresponding EEO-1 company information, company number, unit number, NAICS/SIC code, and employer ID. The employee information consists of employee ID, name, job class, EEO job category, W/P (white collar/production), sex, ethnicity, experience, full-time/part-time indicator, regular/temporary indicator, last payroll process date, employment status, employment date, department, and organization ID.</p> <p>Counts are printed in the column labeled “Detail Totals” at each sex or ethnicity break. A total line is printed for each EEO category with totals by sex and ethnicity (B-K) and an EEO category total. The unit total of EEO categories 1 through 9 across sex/ethnicity is displayed. A total of white collar trainees across sex/ethnicity is displayed. The total of production trainees across sex/ethnicity is shown. These totals are identical to the totals printed on the Employer Information Report EEO-1.</p>
Selection Criteria	<p>Employee Selection</p> <p>Each individual selected for either of the previous EEO-1 Reports also appears on the EEO-1 Detail Report. (See the Employer Information Report description for selection criteria.) Trainees appear twice, first in the appropriate category for their job, second as a white-collar or production trainee. If Organization IDs were selected on the report request, then only employees from those Organization IDs will be included on the report.</p> <p>Report Selection</p> <p>This report is produced for the same companies and units selected by the report request transactions.</p>
Sequence	The report is produced in the following sequence company, unit, EEO category, sex, ethnicity.

PERS295/PP9500XX/111503		INTEGRAL SYSTEMS PAYROLL/PERSONNEL PERSONNEL REPORTING EEO-1 EMPLOYEE DETAIL										PAGE NO.	0002
												RUN DATE	08/21/07
												PERIOD END	04/15/01
		STARFLEET SHIPS 1516 UNITED NATIONS WAY NEW YORK NY 10316					CO= U= NAICS/SIC= EI=					999999-9 111111-1 0120 901234567	
EMPLOYEE ID	EMPLOYEE NAME	JOB CLASS	EEO CAT/SUB	SEX	ETH	EXP	TEMP	REG/ LAST PAY PERIOD	EMPLOYMENT STATUS DATE	FULL/ PART DEPARTMENT	ORGANIZATION ID#	DETAIL TOTALS	
003009999	CHAMPION, IRVING	110300	01/5	M	C		R	082401	A 090278	F 20202-000			
037659999	GUERRERO, JACK	110980	01/5	M	C		R	111500	A 093088	F 20202-000	ORG065		
085659999	FURTER, FRANK	110980	01/5	M	C		R	111500	A 093088	F 10500-001	ORG065		
091659999	CODY, WILLIAM	110980	01/5	M	C		R	111500	A 093088	F 10500-001	ORG065		
100659999	CLANCY, ROBERT	110980	01/5	M	C		R	111500	A 093088	F 10500-001	ORG065	5 (C)	
004659999	MCKENNY, ERLA	110980	01/5	F	C		R	111500	A 093088	F 10500-001	ORG065		
014659999	MCKENNA, FRANCIS	110980	01/5	F	C		R	111500	A 111891	F 10500-001	ORG065	2 (I)	
SR. OFFICIALS AND MGRS.. (1.1)		0 (A)	0 (B)		5 (C)		0 (D)	0 (E)	0 (F)	0 (G)	0 (H)	7 (A-N)	
					2 (I)		0 (J)	0 (K)	0 (L)	0 (M)	0 (N)		
006009999	MIRES, VERONICA	111010	01/6	F	S		R	082401	A 092600	F 20203-000		1 (B)	
011009999	NYNKRS, PERL	110999	01/6	M	C		R	082401	A 121491	F 20202-000		1 (C)	
1ST/MID LVL OFFCL&MGR... (1.2)		0 (A)	1 (B)		1 (C)		0 (D)	0 (E)	0 (F)	0 (G)	0 (H)	2 (A-N)	
					0 (I)		0 (J)	0 (K)	0 (L)	0 (M)	0 (N)		
007009999	BELLTOWER, GEORGE B.	120492	02	M	C		R	103100	L 103100	F 20202-000		1 (C)	
022009999	BEACH, ANDREW M.	315070	02	M	B		R	120800	L 103100	P 20203-000		1 (D)	
009009999	GOODENOUGH, EDWARD	120491	02	M	R		R	073101	A 093000	F 20202-000		1 (F)	
PROFESSIONALS..... (2)		0 (A)	0 (B)		1 (C)		1 (D)	0 (E)	1 (F)	0 (G)	0 (H)	3 (A-N)	
					0 (I)		0 (J)	0 (K)	0 (L)	0 (M)	0 (N)		
014009999	HILLYARD, RICHARD	550500	03	M	B		R	103100	L 091500	F 20203-000		1 (D)	
020009999	D' ARGENT, MARIA	550506	03	F	C	T	R	081501	A 083092	P 20203-000		1 (I)	
TECHNICIANS..... (3)		0 (A)	0 (B)		0 (C)		1 (D)	0 (E)	0 (F)	0 (G)	0 (H)	2 (A-N)	
					1 (I)		0 (J)	0 (K)	0 (L)	0 (M)	0 (N)		
018009999	PARSONS, TALBOT	229904	05	M	C		R	081701	A 092092	P 20203-000		1 (C)	
ADMIN SUPPORT WORKERS... (5)		0 (A)	0 (B)		1 (C)		0 (D)	0 (E)	0 (F)	0 (G)	0 (H)	1 (A-N)	
					0 (I)		0 (J)	0 (K)	0 (L)	0 (M)	0 (N)		
TOTAL (10)		0 (A)	1 (B)		8 (C)		2 (D)	0 (E)	1 (F)	0 (G)	0 (H)	15 (A-N)	
					3 (I)		0 (J)	0 (K)	0 (L)	0 (M)	0 (N)		

Figure 13-6 EEO-1 Employee Detail Report (PERS295)

6.0 Program Description

6.1 Main

The MAIN procedure is executed one time in a fall-through fashion. After performing the initialization procedure (which also calls EEO-1 Report File Formatting to open files and build tables), the sort is invoked twice. The first execution of the sort reads the run specification file, edits the specification file records, and passes the valid records to the sort process. The sort output procedure receives the sorted records back, builds report request records from the specification records, and writes the report request records to a work file.

The second invocation of the sort serves to prepare EEO-1 Report sort records. The sort input procedure calls EEO-1 Report File Formatting which reads the Employee Data Base to obtain eligible employees, loading the appropriate Department and Job Class tables as each organization begins. From these sources of information the EEO-1 employee sort work records are prepared by EEO-1 Report File Formatting. EEO-1 Report File Formatting returns employee records one at a time to the sort input procedure. After sorting, the sort output procedure retrieves the EEO-1 employee records and generates the EEO-1 reports. The run specification work file is accessed during the report generation to provide descriptive information for the reports.

6.2 Initialize Routine

The output report files are opened and the standard headings prepared. The input specification file is opened. The run specification record is read and edited, and the processing date is obtained. PPPRMUTL is called to retrieve the parameter defining the minimum employee cut-off for multi-establishment reports. USER95 is called to build the shared organization/group code/EIN table from the Organization and Tax Entity tables.

6.3 Read, Edit, and Sort Run Specification File

The function of the first sort input procedure is to process all of the specification file records except for the specification record (first record). The specification records are informational transactions which supply data to the EEO-1 reporting process. PPMMSGUTL is called to print the run specification on the Control Report. The records are validated and any errors are also recorded on the Control Report. The valid records are then released to the sort.

6.4 Build Report Request File

As report information records 1-6 are received, they are grouped to form one record per unit. As these records are completed, they are written to the run specification work file for future use in the EEO-1 reporting process. Additionally, a table is loaded with the Company Numbers and Unit Numbers specified on the report information records. This table is subsequently used by module EEO-1 Report File Formatting for employee selection.

6.5 Sort EEO-1 Report Records

The second sort processes EEO-1 employee records. The sort input procedure calls EEO-1 Report File Formatting to read the Employee Data Base and build EEO-1 report sort work records for use by EEO-1 Reporting. The records are returned one at a time until the end of file on the Employee Data Base. As organizations change, the appropriate group Department table and Job Classification Table are loaded by USER95.

As each employee record is returned, the EEO-1 Reporting Program verifies that the essential reporting categories, (EEO Category, Sex, and Ethnicity) are included in the record and are valid values. Employees with invalid data in any of these fields are displayed on the Control Report and are excluded from EEO-1 reporting. The record, if valid, is then released to the sort. If the EEO category is for an apprentice or a trainee position, the value of the EEO category subscript is modified and the record is released again. This causes trainees and apprentices to appear twice on the Employee Detail Report, and to be included in two EEO categories on the EEO-1 report. The unit totals, however, (line 10) include them only once.

6.6 Print EEO-1 Reports and Employee Detail Report

Process EEO-1 Sort Record

The sort output procedure prints the EEO-1 reports and the Employee Detail Report. As each record is returned from the sort, Detail Report processing is performed (see below) and the employee is added to the appropriate line and column totals for the EEO-1 reports.

Unit Control Break - EEO-1

On a unit break the full page EEO-1 Employer Information Report is printed with the accumulated totals for the previous unit. If, however, the company is a multi-establishment company and the unit is not a headquarters and the unit has fewer than the minimum number of employees (see the Initialize Routine section), the program prints an entry for the unit on the Employer Information List instead of printing an EEO-1 report.

Set Up New Unit - EEO-1

Next, processing is begun for the next unit. The internal company/unit table is searched for a match on Company and Unit numbers. When the match is found, the company/unit data is moved to a nonsubscribed storage area to be used as heading information when either the Employer Information Report (EEO-1) or the Employer Information List is printed for the current unit.

The program also attempts to match the unit with a record on the report request file. Since the report request file and the employee EEO-1 records are both sorted by Company and Unit numbers, they are in the same order. However, there may be gaps in the report request records. If the previous report request key was greater than the previous EEO-1 sort key, the report request record was stored in a save area. First, the save area is checked for a match with the new key. If the saved report request record matches the new sort key, the saved request record is moved to the report request record. If the saved key is greater, it remains saved and the report request record remains

spaces; otherwise the report request file is read until a match is found or the report request key is greater than the EEO-1 sort record key.

Finally the unit totals are reset to zero. Then PROCESS EEO-1 SORT RECORD is performed for the current EEO-1 sort record, i.e., for the first employee record from the new unit.

Company Control Break - EEO-1

On a company break, the program first performs UNIT CONTROL BREAK. The UNIT CONTROL BREAK routine bypasses finding the new unit information on the company/unit table and report request file in the case of a company break. Then, if the company is a multi-establishment company, the program prints a consolidated report to the Employer Information Report EEO-1. In all company breaks, the accumulated totals for the previous company are set to zero.

The program then finds the matching company entry on the company unit table and determines if this is a single-establishment or multi-establishment company. If it is a multi-establishment company, the headquarters unit is found on the table and the information in that table entry is moved to a nonsubscribed area to be used in printing the report. Then SET UP NEW UNIT is performed. Finally, PROCESS EEO-1 SORT RECORD is performed for the first new company employee record.

Process EEO-1 Detail Report

The Employee Detail Report logic is separate from the EEO-1 Compliance Report logic, and is performed for each record returned from the sort, and also at end of sort. The code is written to print the employee detail line for the **previous** employee before moving in data for the employee whose record has just been returned. This is necessary since the right-most column of the Employee Detail Report line must be filled with a Sex/Ethnicity subtotal if the new employee has a different sex or ethnicity than the previous one. This subtotal should be identical to the appropriate Sex/Ethnicity/Job Class/Unit/Company amount on the Employer Information Report EEO-1, although totals are maintained separately. After checking for this subtotal control break and moving in the count if a break has occurred, the program prints the detail line for the prior employee. It then checks whether the company or unit has changed. If so, it prints a Job Class subtotal line, then checks whether the unit total has been written. If a unit total has not yet been written for the completed unit, the total is written. Note that the unit total is printed **between** the full employee list (job classes 1 through 9) and the (repeated) trainees (job classes 12 and 13) which is not necessarily at a company/unit control break. If there is a Job Class control break (but not company/unit) the program prints the Job Class totals, then checks whether to print the unit total line mentioned above. Finally, it sets up (but doesn't print) the detail line for the employee whose record has just been read.

6.7 Termination

At termination time, the report files are closed and program execution ends.

USER95 - EEO-1 Report File Formatting

1.0 Program Characteristics

Program Name	EEO-1 Report File Formatting
Program ID	USER95
Language	ANS COBOL
Input Files	Control Data Base (Disk) Employee Data Base (Disk)
Output Files	Control Report (PERS297)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

Two program modules work together to produce the EEO-1 reports: EEO-1 Reporting and EEO-1 Report File Formatting. The purpose of this program is to access the Employee Data Base (EDB) and Control Data Base (CDB), and to load the desired information into fixed interfaces for subsequent use by EEO-1 Reporting. EEO-1 Reporting always receives its information from the EDB and CDB through the interfaces, thus remaining independent of modifications to the EDB or CDB. EEO-1 Report File Formatting changes as required to continue supplying the needed information for the interfaces to EEO-1 Reporting.

EEO-1 Report File Formatting is called in two modes—to build internal tables, and to read and return employee records to be sorted and used to produce the EEO-1 reports. The BUILD TABLES call is issued only one time. The RETURN-RECORDS-FROM-SORT call is issued repeatedly until all the Employee Data Base records are read.

The BUILD TABLES call is the first call. When EEO-1 Report File Formatting is called to build tables, it also performs initialization. This is essentially opening the Control Data Base and Employee Data Base. The only working storage table built at this time is the Organization/EIN table which is used at various times by both programs. The Organization Table is read sequentially and all organizations loaded. Then the Tax Entity Table is accessed randomly to obtain the Federal Employer ID (EIN) for each organization.

The other function of EEO-1 Report File Formatting is to read the EDB and select employees for the EEO-1 report. The EDB is read sequentially and employees from selected company units are returned to EEO-1 Reporting one at a time. When a new organization is found, the program checks if it is Canadian. If so, the entire organization is bypassed. If a U.S. organization is found, the Department and Job Class tables for that organization are read into the program's internal tables prior to processing the employee record. If the department group is being loaded for the first time, EEO-1 units, selected by run specification input, are loaded in sorted order into a shared EEO-1 company/unit information table, as the Department Table is loaded.

EDB record processing consists of several detail checks. The employees are not selected if they are terminated, and their last pay date was before the pay period begin date specified for the report; if their Department numbers or Job Classes cannot be found on the associated tables; if they are not permanent employees; if they do not have a job assignment active during the pay period specified for the report; or if this employee's EEO Company Number has not been selected for this report. Otherwise, the sort record for the employee is returned to the EEO-1 Reporting Program.

3.0 I/O Diagram

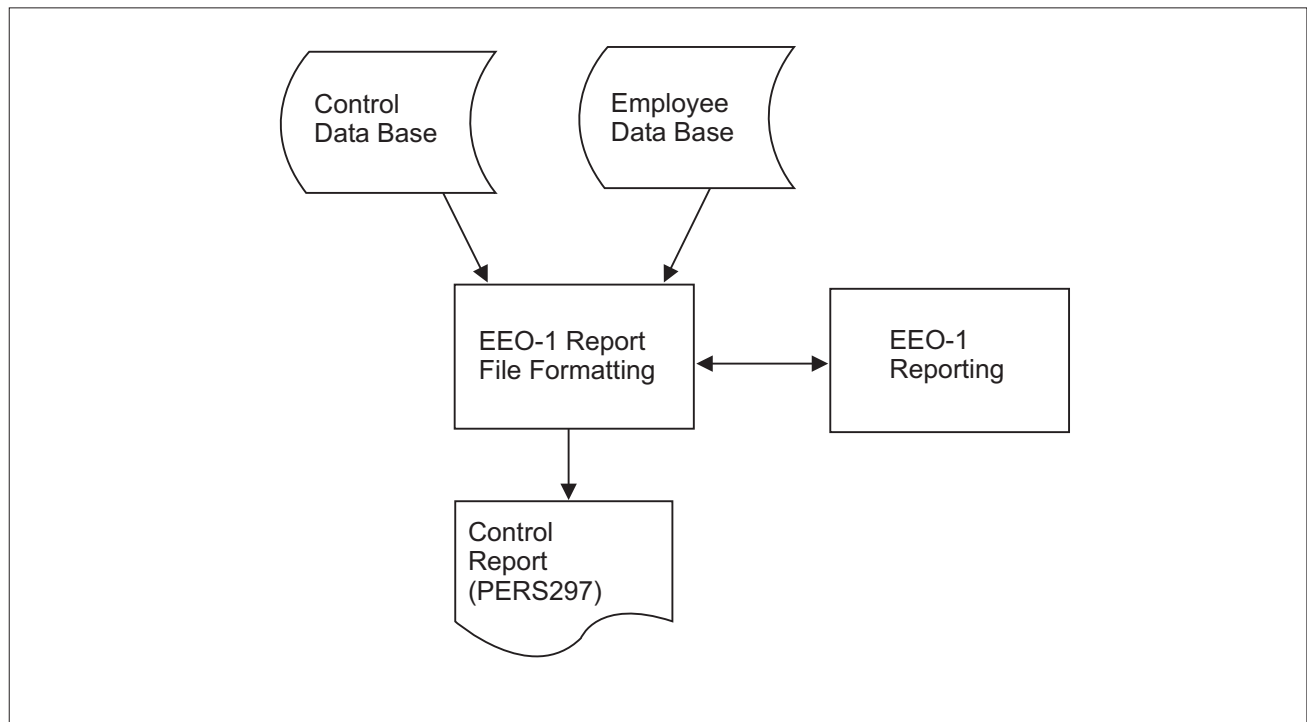


Figure 13-8 USER95 I/O Diagram

4.0 Input Description

4.1 Control Data Base

The Control Data Base is documented in File Descriptions. This program uses information from the Organization Table, the Department Table, the Job Classification Table, and the Tax Entity Table. All input functions are performed by the Control Data Base I/O Module.

The Organization Table supplies the following elements:

- Organization ID
- Tax Entity Group Code
- Department Group Code
- Job Class Group Code

The Department Table supplies the following elements:

- Department Group Code
- Department
- Location
- EEO Company Number
- EEO Company Check Digit
- EEO Unit Number
- EEO Unit Number Check Digit
- Standard Industrial Classification (SIC) Code
- Headquarters Code
- EEO-1 Record Type
- Company/Unit Name
- Company/Unit Address
- Company/Unit County (from abbreviated name)
- Company/Unit State
- Company/Unit Zip Code

The Job Classification Table supplies the following elements:

- Job Class Group Code
- Job Class Number
- EEO Category
- EEO Sub Category
- Experience Level

The Tax Entity Table supplies the following elements:

- Tax Entity Group Code
- Federal Employer ID Number

4.2 Employee Data Base

The Employee Data Base (EDB) is documented in File Descriptions. This program extracts information from the first Personal Data segment (0100), second Personal Data segment (0200), and the Job Assignment segments (2000-2400). All input functions are performed by the Data Base I/O Module. The First Personal Data segment (0100) supplies the following elements:

- Organization ID
- Employee ID
- Department
- Name
- Regular/Temporary Indicator
- Full-Time/Part-Time Indicator
- Last Payroll Process Date
- Employment Status
- Employment Status Date

The Second Personal Data segment (0200) supplies the following elements:

- Sex
- Ethnicity

The Primary Job Assignment segment (2000-2400) supplies the primary Job Classification.

5.0 Output Description

5.1 Control Report

A Summary Report Description and report sample follow.

6.0 Program Description

6.1 Main

The MAIN procedure is executed one time for each call from EEO-1 Reporting. On the first call to build tables, this module handles initialization and the loading of an internal tables by performing the INITIALIZATION section. On the second and subsequent calls from EEO-1 Reporting, this module prepares one employee report record and returns it to EEO-1 Reporting. MAIN performs BUILD REPORT SORT RECORDS until it has a record for an employee whose unit has been selected, and who meets other criteria. The EEO-1 Report record is prepared from the Employee Data Base record, and EEO-1 Report File Formatting's internal Job Classification, Department and the shared Organization/EIN tables. It then returns control to EEO-1 Reporting passing the EEO-1 Report record. When end of file is reached on the Employee Data Base, a return code is passed to EEO-1 Reporting to indicate completion of EEO-1 Report File Formatting and that no further calls are to be made. At this time, EDIT EEO-1 COMPANY/UNIT TABLE is performed to prepare the table for use by EEO-1 Reporting.

6.2 Initialization

This procedure is executed once by EEO-1 Report File Formatting. EEO-1 Report File Formatting calls PPIOCTL to open the Control Data Base for sequential input processing. PPIOEDB is called to open the Employee Data Base for sequential input processing. Several fields are cleared to spaces or high- values as required. Then the Control Data Base is positioned at the start of the Organization Table. LOAD ORGANIZATION TABLE is performed until the end of the organization records on the Control Data Base is reached. That routine sets up a table entry for each organization on file. Next FILL ORGS WITH EINS is performed, which reads the Tax Entity Table randomly to retrieve the Federal Employer ID (EIN) for each organization. Finally the program checks whether any organizations with the same department Group Code have different EINs. If so, a warning is issued since this may point to problems in the EEO-1 Report.

Load Organization Table

For each Organization Table record type 1 that is read, the Organization ID and the Group Codes for the Department, Job Class, and Tax Entity Tables are moved into the corresponding fields in the internal organization/EIN table. Fields filled by this routine are:

- Organization ID
- Tax Entity Table Group Code
- Department Table Group Code
- Job Class Table Group Code

Fill Orgs With EINs

This routine is performed once for each organization in the internal Organization/Group Code/EIN Table. It examines the indexed organization's EIN field. If it has not yet been filled, it reads the Tax Entity Table randomly and fills the EIN for that organization and for all others below it on the table which have the same Tax Entity Group Code. Field filled is:

- Federal Employer ID (EIN)

6.3 Process EDB

The function of this routine is to read sequentially through the Employee Data Base and build a record to return to EEO-1 Reporting from the data on the EDB and in the internal tables. Each record is tested against the report criteria defined for the EEO-1 report. If the employee fails to meet the criteria, a switch is set indicating to skip the employee and control is passed back to MAIN, which will return to this routine until an appropriate employee is found or the end of file reached.

First the next employee record is read by a call to the EDB I/O module. If the organization has changed EDB ORG BREAK is performed to set up the appropriate internal Department and Job Class tables used by this organization. The program checks whether end of file has been reached on the EDB. If so, it sets the EOF return code and exits. It verifies that a minimum record is present, and exits if not. The program then checks whether the employee is terminated. If the employee is terminated, but has a Last-Pay-End-Date on or after the Begin-Date of the pay period specified for the report, processing continues; otherwise, the employee is skipped.

Next, the program looks for the primary job segment active during the pay period specified for the report. The primary job is the one with the greatest percent full time of all active job segments. If no active job segment is found for the pay period, the employee is skipped.

The regular Department Table is also searched for a match on the employee's department number and Organization ID. If a match is found, the EEO-1 Company Number and EEO-1 Unit Number are moved to the EEO-1 Sort Record. If no match is found, the employee is skipped. The company/unit key is then used to search the EEO-1 company/unit table. If the company is not found on EEO-1 company/unit table, then the company has not been selected and this employee is skipped. If the company is found, but not the unit, a serious error has occurred. The employee is skipped and an error message is printed.

The Job Class on the job segment is then used to search the Job Class Table to derive the EEO Category, EEO Sub Category, and Job Experience level. These are added to the EEO-1 Sort Record. If no match is found, the employee is skipped.

Finally, the Regular/Temporary field is evaluated. If the value is “T” (temporary), the employee is skipped. If the value is spaces, the employee is skipped and an error message is printed. Otherwise, a flag is set to indicate that an employee has been found, and the employee’s record is returned to the EEO-1 Reporting Program.

EDB Org Break

This routine is performed when the Process EDB routine discovers an organization break has occurred on the EDB. It is performed until it finds the next organization (and its first EDB record) to be processed.

It verifies that the organization on the EDB is in the program’s linkage section Organization Table (filled during initialization with *all* organizations on the Organization Table of the Control Data Base). It then finds the next (or same) non-Canadian organization in its table. If the EDB record and the Organization Table have different Organization IDs, a Canadian Organization record was read on the EDB and an EDB ORG START is performed to position the EDB to the first EDB record for this non-Canadian organization. If there are no EDB records for this organization, an error message is issued.

Next the internal Department and Job Class tables are loaded for the new organization’s groups from the Control Table. The routine first checks whether this department group has been loaded by checking the internal organization table for earlier entries. If so, a switch is set so that the EEO-1 records will not be reloaded erroneously in LOAD EEO-1 COMPANY/UNIT TABLE. It then checks whether the required department group is already in memory. If not, the Control Data Base is positioned at the beginning of the department group, and PROCESS DEPT TABLE is performed for each record in the group. The same sort of load is done with the Job Class Table, performing PROCESS JOB CLASS if the correct group is not in memory. Note that both table loads completely overwrite the previous group, so only one group of each type is available at a time. If all processing has been successful, the switch is set to inform the Process EDB section that processing may continue.

Process Department Table

The Department Table is divided into two types of records: regular department records and EEO-1 records. These are loaded into two tables: the internal Department Table and the EEO-1 Company/Unit Table, by performing the routines described below. The internal department table is used to find the EEO-1 Company and Unit Numbers associated with a given employee. The EEO-1 Company/Unit Table is used both in the process of selecting employees and to provide company and unit information to be printed on the EEO-1 Employee Information Report. The EEO-1 records are designated by a value of “1” or “2” in the EEO-1 Record Type field.

When loading a department group, this routine loads all regular department records into its internal table, overwriting the previous group. It loads EEO-1 records, however, only the first time a group is processed. Unlike regular department records, EEO-1 records are *not* overwritten since they are needed by EEO-1 reporting. Loading them only once prevents duplicates in the table. (Since several organizations may share one Department Table group, the regular Department records may have to be reloaded several times during program processing.)

Load Department Table

The regular department records are loaded into the Internal Department Table as they are read. The fields which are loaded are:

- Department Table Group Code (one occurrence)
- Department
- Location
- EEO-1 Company Number
- EEO-1 Unit Number

Load EEO-1 Company/Unit Table

The EEO-1 records are first checked against the table of selected companies which is derived from the report request transactions. If the EEO-1 company has been selected, it is added to the table. This table is loaded in sort order by ascending Company Number and Unit Number (key = Company Number and Unit Number). A routine is invoked which finds the proper position for the new record (duplicate keys are bypassed with an error message) and then creates the space for the new entry. The entry is then moved into the table. The fields on the EEO-1 company/unit table are:

- EEO-1 Company Number
- EEO-1 Company Check Digit
- EEO-1 Unit Number
- EEO-1 Unit Check Digit
- SIC code
- Headquarters/Single Establishment Indicator (derived by this program)
- Name
- Address
- City
- County (stored in Abbreviated Name field on the Department Table)
- State
- Zip Code
- Department Group Code
- Headquarters Code (from Department Table record)
- EEO-1 Record Type (from Department Table record)

Process Job Class Table

The Job Class Table records are loaded into the internal Job Class Table. As with the internal Department Table, only one group's records are in memory at any time. The fields on the internal table are:

- Job Class Group Code (one occurrence)
- Job Class Number
- EEO Job Category
- EEO Job Sub Category
- Experience Level

6.4 Termination

When EEO-1 Report File Formatting encounters end of file on the Employee Data Base, it returns a code to EEO-1 Reporting via the linkage section indicating this condition. EEO-1 Report File Formatting also performs EDIT COMPANY UNIT TABLE, and closes the Employee Data Base and Control Data Base prior to returning control to EEO-1 Reporting.

Edit EEO-1 Company/Unit Table

At end of file, the EEO-1 Company/Unit Table is edited. This is done to condition the table for use by EEO-1 Reporting. Each company is scanned. If there is only one unit, the headquarters/single indicator is set to single. Otherwise the first unit for the company with the Headquarters Code equal to "1" is selected as the Headquarters and the headquarters/single indicator is set to Headquarters for that unit. This is done because there is no facility to edit for this on the Department Table and there may be none or more than one Headquarters defined per company. This edit ensures that only one unit per company is designated Headquarters. If no units are defined as headquarters, no headquarters report are produced and an error message will be issued.

PP9400XX - EEO-4 Reporting

1.0 Program Characteristics

Program Name	EEO-4 Reporting
Program ID	PP9400XX
Language	ANS COBOL
Input Files	EEO-4 Run Specification (Card or other key-entry medium)
Output Files	EEO-4 Report (PERS300) EEO-4 Employee Detail (PERS301) Control Report (PERS302)
Work Files	Sort Work File (Disk) Report Request Work File (Disk)
Called Modules	USER94 PPMSGUTL

2.0 General Description

The purpose of EEO reporting is to supply statistical data to the Equal Employment Opportunity Commission (EEOC) of the federal government. EEO-4 reports are filed annually, and are required of all state and local governments. The data reported consists of employee counts by job category, salary range, sex and ethnic group. EEO-4 reporting additionally spreads the employee counts over full-time regular employees, other than full-time (part time and temporary), and new hires in the period July 1 to June 30. New hires (permanent/full time) who are still employed on June 30 are counted both as new hires and full-time employees.

The EEO-4 reporting process generates three reports: the EEO-4 Report, the EEO-4 Employee Detail Report, and the Control Report. The EEO-4 Employee Detail Report shows information by employee for use in verifying the EEO-4 Report.

Two program modules work together to produce the EEO-4 reports; calling module EEO-4 Reporting and called module EEO-4 Report File Formatting. The purpose of EEO-4 Report File Formatting is to access the Employee Data Base and Control Data Base and to load the desired information into fixed interfaces for subsequent use by EEO-4 Reporting. EEO-4 Reporting always receives its information from the Employee Data Base and control tables via the interfaces, thus allowing EEO-4 Reporting to remain independent of modifications to the EDB or control tables. EEO-4 Report File Formatting is changed as required to continue supplying the needed information for the interfaces to EEO-4 Reporting.

EEO-4 Reporting reads the run specification input file to obtain processing control information and for information to be applied directly to the EEO-4 Report. The first record of the run specification input file contains the EEO-4 period end date of the reporting period and a government function description (if applicable). The run specification also supplies a selection parameter in the form of the EEO-4 Control Number. The Control Number is assigned by the EEOC to each SMSA or local jurisdiction, and as such, serves as a selection parameter for EEO-4 Reports by an SMSA or jurisdiction. For each control number specified in input, the following information must be supplied, where applicable: name of state or local jurisdiction, name of government office, street address, P.O. Box, city, state and zip. A list of agencies included in the report is produced for each function. Run specification input records provide the names of the agencies and the functions they are included under. As run specification records are read and edited, they are passed to the sort utility via an input procedure. At end of file on the run specification records, any serious errors cause the run to terminate. As records are passed to the sort, an internal table of EEO-4 control numbers is loaded. The run specification records are sorted by Control Number and record type. After sorting, the records are written to a work file.

EEO-4 Report File Formatting is called to access the Organization, Department and Job Class tables and to extract information for use in loading internal tables. The internal tables are then searched to match information with each selected employee.

EEO-4 Report File Formatting selects employees for the specified Control Numbers and returns report sort records to EEO-4 Reporting where they are released to the sort. When EEO-4 Report File Formatting has completed its selection of employees, EEO-4 Reporting invokes the sort utility to group the records in reporting sequence.

After the report sort, the EEO-4 and EEO-4 Employee Detail Reports are produced. At EEO-4 control number breaks, the sorted request report work file is accessed to supply the auxiliary report information for the SMSA or jurisdiction.

Each SMSA or jurisdiction must file an EEO-4 Summary Sheet (provided by the EEOC) which is a manual check-off sheet by EEO-4 function. The summary sheet requires the total full-time employment for the SMSA or jurisdiction. That total appears on the last page of the EEO-4 Employee Detail Report for that Control Number. The total must be transcribed to the EEO-4 Summary Sheet.

3.0 I/O Diagram

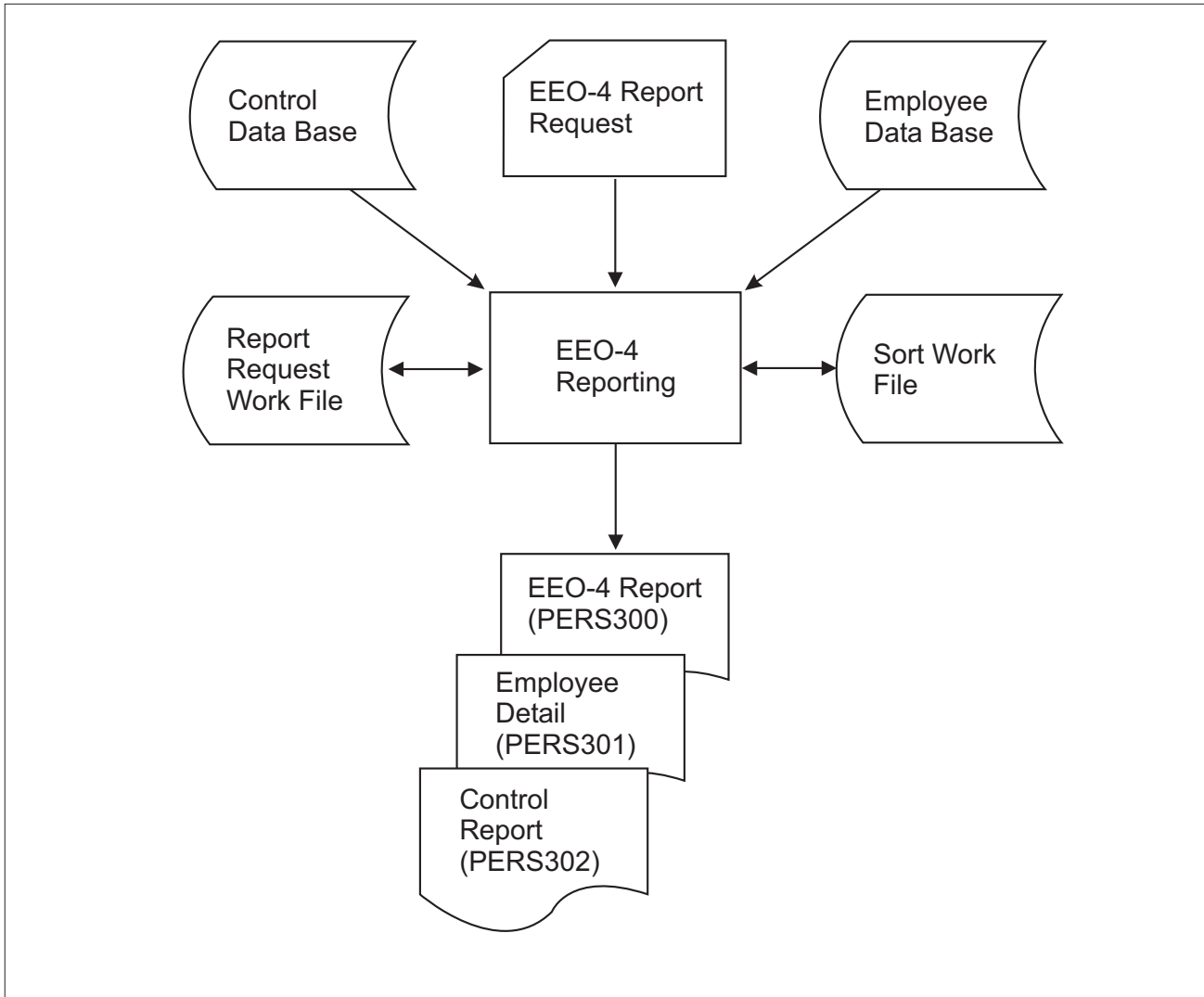


Figure 13-10 PP9400XX I/O Diagram

4.0 Input Description

4.1 EEO-4 Run Specification

The Run Specification is a multirecord file used to specify certain parameters and information for EEO-4 reports. The file consists of a run specification record followed by a variable number of sets of report information records. Each set of report information records pertains to a single SMSA or other political jurisdiction, and is identified by its key, the EEO-4 Control Number.

The run specification form is made up of two pages, which follows. Part A of the form contains the run specification record. Since political jurisdictions below the state level are assigned a single EEO-4 Control Number, such jurisdictions need only complete Part A and Part B of the form. Part C (the second page) contains additional sets of report information records, and is used at the state level when EEO-4 reports are produced for multiple SMSAs. Part C of the form may be duplicated to accommodate as many SMSAs as necessary.

EEO-4 Run Specification

INSTRUCTIONS: PART C is used by State governments for recording additional jurisdictions (SMSAs) to be included in EEO-4 Reporting. This section may be duplicated to accommodate as many jurisdictions as necessary. Note that PART A must be included in the run specification.

PART C

1	EEO-4 CONTROL NUMBER	REC TYP	8	9	10	NAME OF SMSA OR POLITICAL JURISDICTION	38	40	NAME OF GOVERNMENT OFFICE OR TITLE OF GOVERNMENT OFFICIAL	73	74	76	79
		1											
	REPEAT SAME CONTROL NO FOR EACH LINE	REC TYP	9	10	STREET ADDRESS OF GOVERNMENT OFFICE	39	40	POST OFFICE BOX OR OTHER ADDRESS INFORMATION	55	56	CITY	ST	ZIP CODE
		2											
		REC TYP	9	10	11	12	NAME OF GOVERNMENT AGENCY INCLUDED IN THE EEO-4 REPORT						
		3											61
		3											
		3											
		3											
		3											

1	EEO-4 CONTROL NUMBER	REC TYP	8	9	10	NAME OF SMSA OR POLITICAL JURISDICTION	38	40	NAME OF GOVERNMENT OFFICE OR TITLE OF GOVERNMENT OFFICIAL	73	74	76	79
		1											
	REPEAT SAME CONTROL NO FOR EACH LINE	REC TYP	9	10	STREET ADDRESS OF GOVERNMENT OFFICE	39	40	POST OFFICE BOX OR OTHER ADDRESS INFORMATION	55	56	CITY	ST	ZIP CODE
		2											
		REC TYP	9	10	11	12	NAME OF GOVERNMENT AGENCY INCLUDED IN THE EEO-4 REPORT						
		3											61
		3											
		3											
		3											
		3											

PER9403
R03 01/19/97

Figure 13-12 EEO-4 Run Specification, Part C (PER94-SPEC)

5.0 Output Description

5.1 Control Report

A summary report description and report sample follow.

5.2 EEO-4 Report

A summary report description and report sample follow.

5.3 EEO-4 Employee Detail Report

A summary report description and report sample follow.

Control Report Description

Report Name	Control Report
Report Number	PERS302
Purpose	To display report run specification that have been requested and to show any errors which occurred in processing the run specification input file or in sorting; also to record informational messages regarding the employee selection process.
Content	Messages are shown in standard message format.
Sequence	The messages are printed in the order in which the described conditions are detected.

PERS302/PP9400XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0017
PERSONNEL REPORTING CONTROL REPORT				RUN DATE	11/15/96
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	- - - - - M E S S A G E T E X T - - - - -	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 008139999 DEPT = 99204-002	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 009139999 DEPT = 99205-002	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 010139999 DEPT = 99205-002	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 011139999 DEPT = 99205-002	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 012139999 DEPT = 99205-002	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 013139999 DEPT = 99204-002	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 014139999 DEPT = 99205-003	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 015139999 DEPT = 99205-003	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 016139999 DEPT = 99205-000	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 017139999 DEPT = 99204-002	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 018139999 DEPT = DPTU1-002	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 019139999 DEPT = 99205-002	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 020139999 DEPT = 99204-002	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 021139999 DEPT = 99204-002	
		94-062 ORG13	INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 022139999 DEPT = 99205-002	

Figure 13-13 Control Report (PERS302)

EEO-4 Report Description

Report Name	EEO-4 Report
Report Number	PERS300
Purpose	To provide an annual information survey report that must be filed by all states and local political jurisdictions with 100 or more employees such as city or county. Additionally, those political jurisdictions which have 15 to 99 employees will be sampled but on a rotating basis.
Content	<p>The EEO-4 Report contains counts of employees by sex and ethnicity over various salary ranges, within an EEO job category for a government agency. There are three main sections to the report. Section one shows full-time employees, section two shows other than full-time employees (part-time and temporary), and section three displays new hires during the fiscal year (July 1 to June 30).</p> <p>The EEO-4 Report is organized around basic governmental functions, such as public works, police and fire. The governmental units reporting are required to group employees into these functional areas for the purposes of the report.</p>
Selection Criteria	<p>Employee Selection</p> <p>All full-time, part-time, and temporary nonterminated employees who were employed during the pay period which ends on June 30 or which spans June 30. A special distinction is made for new hires during the federal fiscal year (July 1 to June 30). Those employees hired during this period are reported, even if they are subsequently terminated. An employee, according to EEOC, is an individual on the payroll for purposes of withholding social security tax.</p>
Sequence	The sequence of this report is by EEO-4 function within EEO-4 Control Number.

REV. EEO-4 1996		CONTRA DICTORY COUNTY STATE AND LOCAL GOVERNMENT INFORMATION 1996 EEO-4 REPORT										PAGE 001			
COUNTY SUPERVISORS OFFICE 1234 MAIN STREET		PEANUT CREEK CA 94598		CONTROL NUMBER 32321000										PERS300/PP9400XX/110196	
FUNCTION 01 10 11		1. FULL-TIME EMPLOYEES													
JOB CATEGORY	SALARIES	TOTAL	MALE						FEMALE						
		A	B	C	D	E	F	G	H	I	J	K			
OFFICIAL/ADM	01 0.1- 7.9	0	0	0	0	0	0	0	0	0	0	0	0		
	02 8.0-11.9	0	0	0	0	0	0	0	0	0	0	0	0		
	03 12.0-15.9	0	0	0	0	0	0	0	0	0	0	0	0		
	04 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0		
	05 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0		
	06 25.0-32.9	1	1	0	0	0	0	0	0	0	0	0	0		
	07 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0		
	08 43.0-PLUS	6	6	0	0	0	0	0	0	0	0	0	0		
PROFESSIONALS	09 0.1- 7.9	0	0	0	0	0	0	0	0	0	0	0	0		
	10 8.0-11.9	0	0	0	0	0	0	0	0	0	0	0	0		
	11 12.0-15.9	4	2	2	0	0	0	0	0	0	0	0	0		
	12 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0		
	13 20.0-24.9	2	0	0	0	0	0	2	0	0	0	0	0		
	14 25.0-32.9	9	5	0	0	0	2	2	0	0	0	0	0		
	15 33.0-42.9	3	1	0	0	0	0	2	0	0	0	0	0		
	16 43.0-PLUS	2	0	0	0	0	0	2	0	0	0	0	0		
TECHNICIANS	17 0.1- 7.9	0	0	0	0	0	0	0	0	0	0	0	0		
	18 8.0-11.9	0	0	0	0	0	0	0	0	0	0	0	0		
	19 12.0-15.9	0	0	0	0	0	0	0	0	0	0	0	0		
	20 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0		
	21 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0		
	22 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0		
	23 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0		
	24 43.0-PLUS	0	0	0	0	0	0	0	0	0	0	0	0		
PROTECT/SVC	25 0.1- 7.9	0	0	0	0	0	0	0	0	0	0	0	0		
	26 8.0-11.9	0	0	0	0	0	0	0	0	0	0	0	0		
	27 12.0-15.9	0	0	0	0	0	0	0	0	0	0	0	0		
	28 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	0		
	29 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	0		
	30 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	0		
	31 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	0		

Figure 13-14 EEO-4 Report - Page 1 of 4 (PERS300)

REV. EEO-4 1996		CONTRA DICTORY COUNTY STATE AND LOCAL GOVERNMENT INFORMATION 1996 EEO-4 REPORT											PAGE 002
COUNTY SUPERVISORS OFFICE 1234 MAIN STREET													PERS300/PP9400XX/110196
PEANUT CREEK CA 94598		CONTROL NUMBER 32321000											
FUNCTION 01 10 11		1. FULL-TIME EMPLOYEES											
JOB CATEGORY	SALARIES	TOTAL	MALE					FEMALE					
		A	B	C	D	E	F	G	H	I	J	K	
PARA-PROF	33 0.1- 7.9	0	0	0	0	0	0	0	0	0	0	0	
	34 8.0-11.9	0	0	0	0	0	0	0	0	0	0	0	
	35 12.0-15.9	2	2	0	0	0	0	0	0	0	0	0	
	36 16.0-19.9	0	0	0	0	0	0	0	0	0	0	0	
	37 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	
	38 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	
	39 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	
40 43.0-PLUS	0	0	0	0	0	0	0	0	0	0	0		
OFFICE/CLERI	41 0.1- 7.9	0	0	0	0	0	0	0	0	0	0	0	
	42 8.0-11.9	2	0	0	0	0	0	2	0	0	0	0	
	43 12.0-15.9	2	2	0	0	0	0	0	0	0	0	0	
	44 16.0-19.9	2	2	0	0	0	0	0	0	0	0	0	
	45 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	
	46 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	
	47 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	
	48 43.0-PLUS	0	0	0	0	0	0	0	0	0	0	0	
SKILL CRAFT	49 0.1- 7.9	0	0	0	0	0	0	0	0	0	0	0	
	50 8.0-11.9	0	0	0	0	0	0	0	0	0	0	0	
	51 12.0-15.9	4	0	2	2	0	0	0	0	0	0	0	
	52 16.0-19.9	2	0	0	0	0	0	2	0	0	0	0	
	53 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	
	54 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	
	55 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	
	56 43.0-PLUS	0	0	0	0	0	0	0	0	0	0	0	
SERV/MAINT	57 0.1- 7.9	0	0	0	0	0	0	0	0	0	0	0	
	58 8.0-11.9	1	0	0	1	0	0	0	0	0	0	0	
	59 12.0-15.9	3	2	0	0	0	1	0	0	0	0	0	
	60 16.0-19.9	10	6	2	0	0	0	2	0	0	0	0	
	61 20.0-24.9	0	0	0	0	0	0	0	0	0	0	0	
	62 25.0-32.9	0	0	0	0	0	0	0	0	0	0	0	
	63 33.0-42.9	0	0	0	0	0	0	0	0	0	0	0	
	64 43.0-PLUS	0	0	0	0	0	0	0	0	0	0	0	
TOTAL FULL TIME	65	55	29	6	3	0	3	14	0	0	0	0	

Figure 13-15 EEO-4 Report - Page 2 of 4 (PERS300)

REV. EEO-4 1996	CONTRA DICTORY COUNTY STATE AND LOCAL GOVERNMENT INFORMATION 1996 EEO-4 REPORT	PAGE 003
COUNTY SUPERVISORS OFFICE 1234 MAIN STREET		PERS300/PP9400XX/110196
PEANUT CREEK CA 94598	CONTROL NUMBER 32321000	
FUNCTION 01 10 11		
2. OTHER THAN FULL-TIME EMPLOYEES		
JOB CATEGORY	TOTAL	MALE
	A B C D E F G H I J K	D E F G H I J K
OFFICIAL/ADM 66	0	0
PROFESSIONALS 67	11	5
TECHNICIANS 68	2	2
PROTECT/SVC 69	0	0
PARA-PROF 70	4	4
OFFICE/CLERI 71	2	2
SKILL CRAFT 72	4	0
SERV/MAINT 73	6	4
TOTAL OTHER THAN F-T 74	29	17
3. NEW HIRES DURING FISCAL YEAR - PERMANENT FULL-TIME ONLY		
OFFICIAL/ADM 75	2	2
PROFESSIONALS 76	6	4
TECHNICIANS 77	0	0
PROTECT/SVC 78	0	0
PARA-PROF 79	0	0
OFFICE/CLERI 80	2	2
SKILL CRAFT 81	0	0
SERV/MAINT 82	4	0
TOTAL NEW HIRES 83	14	8
CERTIFICATION. I CERTIFY THAT THE INFORMATION GIVEN IN THIS REPORT IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND WAS REPORTED IN ACCORDANCE WITH ACCOMPANYING INSTRUCTIONS. (WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 18, SECTION 1001).		
NAME OF CONTACT PERSON:	TITLE OF CONTACT PERSON:	
ADDRESS:	TELEPHONE NUMBER:	
AUTHORIZED OFFICIAL:		
NAME TYPED:		

Figure 13-16 EEO-4 Report - Page 3 of 4 (PERS300)

REV. EEO-4 1996	CONTRA DICTORY COUNTY STATE AND LOCAL GOVERNMENT INFORMATION 1996 EEO-4 REPORT	PAGE 004
COUNTY SUPERVISORS OFFICE 1234 MAIN STREET		PERS300/PP9400XX/110196
PEANUT CREEK CA 94598	CONTROL NUMBER 32321000	
LIST OF AGENCIES IN FUNCTION :	01 10 11	
	AGENCY NAME	
	01 GENERAL ADMINISTRATION	
	03 DEPT OF WELFARE	
	10 COMMUNITY DEVELOPMENT AGENCY	
	11 DEPT OF CORRECTIONS	

Figure 13-17 EEO-4 Report - Page 4 of 4 PERS300)

EEO-4 Employee Detail Report Description

Report Name	EEO-4 Employee Detail
Report Number	PERS301
Purpose	To provide detail information about employees in order to support the EEO-4 Report.
Content	<p>This report is produced concurrently with the EEO-4 Report to which it relates. The heading identifies the governmental jurisdiction or state SMSA, and the reporting function(s). The intent of this report is to allow the user to see the employee data which composes a particular count field on the EEO-4 Report and to verify the correctness of the count by checking the detail data.</p> <p>The report is divided into three sections which parallel the EEO-4 Report: (1) Full-time employees; (2) Other than full-time employees; and (3) New hires during the fiscal year.</p> <p>The detail information given for each employee is as follows:</p> <ul style="list-style-type: none"> • Employee ID • Employee Name • Line Number From EEO-4 Report • Column (B-K) From EEO-4 Report • EEO Job Category • Annual Salary • Sex • Ethnicity • Job Class • Full-Time/Part-Time • Regular/Temporary • Employee Status • Status Date • Department • Employment Date • Organization ID

At the end of each set of detail reports for a given Control Number, a summary sheet is produced which gives the total count of full-time employees. This count is manually transcribed to the EEOC-provided Summary Sheet.

The last page of the detail report provides several data base record counts. Counts include total number of data base records read; number of records not selected; number of records rejected for errors; and number of records selected for reporting.

Selection Criteria Employee Selection

Each individual selected for the EEO-4 report also appears on the EEO-4 Detail Report.

Sequence

The report is produced in the following major to minor sequence, with the major breaks occurring on EEO-4 Control Number and EEO-4 function:

- EEO-4 Control Number
- EEO-4 Function
- F/P Type (full-time/other than full-time/new hires)
- EEO Job Category
- EEO Salary Range
- Ethnicity
- Organization ID

PERS301/PP9400XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL										PAGE NO. 0004			
PERSONNEL REPORTING												RUN DATE 11/15/96			
EEO-4 EMPLOYEE DETAIL												PERIOD END 10/31/96			
COUNTY SUPERVISORS OFFICE 1234 MAIN STREET PEANUT CREEK CA 94598						CONTRA DICTORY COUNTY CONTROL NUMBER 32321000 FUNCTION 10 COMMUNITY DEVELOPMENT									
EMPLOYEE ID	*** FULL-TIME EMPLOYEES *** EMPLOYEE NAME	LINE NO	EEO COL	ANNUAL CAT	SALARY	SEX	ETH	JOB CLASS	F P	R T	STATUS CODE	DATE	DEPT	ORGANIZATION ID	EMPLOYMT DATE
090009999	FAME, CAROLE	008	B	21	090000	M	C	880300	F	R	A	052396	88203-002		052383
040129999	DAME, CAROLE	008	B	21	090000	M	C	880300	F	R	A	052396	88203-002	ORG12	052383
084009999	CHARLES, SANDRA	013	G	22	022360	F	C	880035	F	R	A	091696	88203-002		091683
034129999	PILGRIM, SANDRA	013	G	22	022360	F	C	880035	F	R	A	091696	88203-002	ORG12	091683
062009999	WRIGHT, ROXANNE M	042	G	26	009880	F	C	889906	F	R	A	020995	88203-002		020981
012129999	DALLAS, ROXANNE P	042	G	26	009880	F	C	889906	F	R	A	020995	88203-002	ORG12	020981
053009999	SIGHT, STEPHEN	051	C	27	015392	M	B	889700	F	R	A	111895	88203-002		111874
003129999	HIGHT, STEPHEN	051	C	27	015392	M	B	889700	F	R	A	111895	88203-002	ORG12	111874
060009999	OAKLEY, ANNIE	052	G	27	016640	F	C	889700	F	R	A	090195	88203-002		090178
010129999	DANIEL, BECKY	052	G	27	016640	F	C	889700	F	R	A	090195	88203-002	ORG12	090178
023129999	MCKEEGAN, MARCO	058	D	28	010400	M	S	881400	F	R	A	083094	88203-002	ORG12	083082
080009999	FEEP, BO	060	C	28	017680	M	B	889900	F	R	A	090594	88203-002		090583

Figure 13-18 EEO-4 Employee Detail Report (PERS301)

6.0 Program Description

6.1 Main

The main procedure initiates the following performed routines:

- Initialization
- Sort Spec Card File (Report Request File)
 - Input Procedure
 - Output Procedure
- Sort EEO-4 Report File (from EEO-4 Report File Formatting)
 - Input Procedure
 - Output Procedure
- Termination

6.2 Initialization

Input and output files are opened in INITIALIZATION. Standard report headers are initialized and the first specification record is read and validated. The Salary Limit Table is loaded with appropriate upper and lower limit values which will later be used to print literal salary ranges on the EEO-4 Report. EEO-4 Report totals and accumulators are initialized to zeros for full-time, non full-time, and new hires. The initial call to EEO-4 Report File Formatting (USER94) is made to open the Control Data Base and the Employee Data Base and to build the internal Organization Table containing all Organization IDs and Group Codes.

6.3 Sort Spec File

6.3.1 Input Procedure

The second and subsequent specification records are read and are validated as follows: If the EEO-4 Control Number or the Specification Record Type are invalid, the job is terminated and appropriate messages are written; edits are also performed on Employer Name, Official Title, Address fields, Agency Name, and Function Code which do not cause the job to terminate (if not valid, a warning message is written). The specification record is printed on the Control Report and then moved to the sort record and released to sort. Records are sorted on Control Number, Specification Record Type, or Function.

6.3.2 Output Procedure

The Output Procedure builds the Table of Control Numbers which is passed to EEO-4 Report File Formatting. The table is used to select appropriate employees for EEO-4 reporting.

A run specification record for each distinct EEO-4 Control Number with Function Codes and Agency Names is also built from the sorted specification records. The run specification record is used later to print the list of agency names by function.

6.4 Sort Employee Report File

6.4.1 Input Procedure

This routine calls EEO-4 Report File Formatting to produce EEO-4 report records from the EDB. Report records are processed as follows: If Job Category or Ethnic Code is not valid, a message is written and the record is not released to sort for EEO-4 Reporting. The sort key is expanded by assigning sequential numeric values on Ethnic Codes within Sex, Job Category and Annual Salary for placement on the EEO-4 Report. Valid records are then released to sort on Control Number, Function, Employee Type (full-time, non full-time, new hire), Job Sequence, Salary Sequence, and Ethnic (includes Sex) Sequence.

6.4.2 Output Procedure

This routine retrieves sorted EEO-4 report records and formats the EEO-4 Report and the EEO-4 Employee Detail Report.

The EEO-4 Report is created by loading a three-dimensional table in working storage which represents one entire function. As each EEO-4 report record is read, a counter is incremented in the appropriate slot in the table which represents the Job Category, Salary (if full-time), and the Ethnic/Sex Code of the employee. At the end of each function, the table is unloaded line by line onto the EEO-4 Report print lines. The certification is printed, and the list of agencies is printed from the run specification record. When a new Function or Control Number is encountered, the same process starts again. (If, however, there are fewer than 250 employees, the EEO-4 Report represents all functions for the Control Number.)

The EEO-4 Employee Detail Report is produced concurrently with the EEO-4 Report, and is intended to allow the user to see the actual employee data which has been compiled on the EEO-4 Report. For each EEO-4 Report Record processed, employee data and EEO-4 Report line and column numbers are printed.

6.5 Termination

A call to PPMMSGUTL is performed to close the error print file. The EEO-4 Report file and the EEO-4 Employee Detail Report File are also closed. Control is returned to the operating system.

USER94 - EEO-4 Report File Formatting

1.0 Program Characteristics

Program Name	EEO-4 Report File Formatting
Program ID	USER94
Language	ANS COBOL
Input Files	Control Data Base (Disk) Employee Data Base (Disk)
Output Files	Control Report (PERS302)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

Two program modules work together to produce the EEO-4 Report. They are calling module EEO-4 Reporting and called module EEO-4 Report File Formatting. The purpose of EEO-4 Report File Formatting is to access the Employee Data Base and Control Data Base and to load the desired information into a fixed interface for subsequent use by EEO-4 Reporting. EEO-4 Reporting always receives its information from the EDB and Control Data Base via the interface, thus allowing EEO-4 Reporting to remain independent of modifications to the EDB or Control Data Base. EEO-4 Report File Formatting changes as required to continue supplying the needed information for the interface to EEO-4 Reporting.

The first call from EEO-4 Reporting to EEO-4 Report File Formatting causes EEO-4 Report File Formatting to open the Control Data Base and the Employee Data Base and to read and load all Organization IDs and their Group Codes from the Organization Table into an internal table.

Subsequent calls process and build report sort records from the EDB, Department Table, Job Classification Table and the internal table of requested EEO-4 Control Numbers. Employees are sequentially read from the EDB. The appropriate Department and Job Classification tables are loaded internally based upon the Group Codes of the employee's organization. This occurs when the Organization ID of the next employee to be processed changes and the Group Codes of the new organization are different from the current internal tables. The employee's EEO-4 reporting eligibility is determined by their employment status. Their Department record is located on the internal Department Table to obtain their EEO-4 Control Number and reporting function. The EEO-4 Control Number is matched against the table of requested numbers, and if a match is not found, the employee is bypassed (not included in the report). The employee's primary Job Class is matched to the

internal table to obtain their EEO Job Category. This information is loaded to the report sort record and returned to EEO-4 Reporting one at a time.

When the EDB reaches end of file, all open files are closed and a code is returned to EEO-4 Reporting indicating that processing has completed. Any errors encountered in EEO-4 Reporting File Formatting are written to the Control Report.

3.0 I/O Diagram

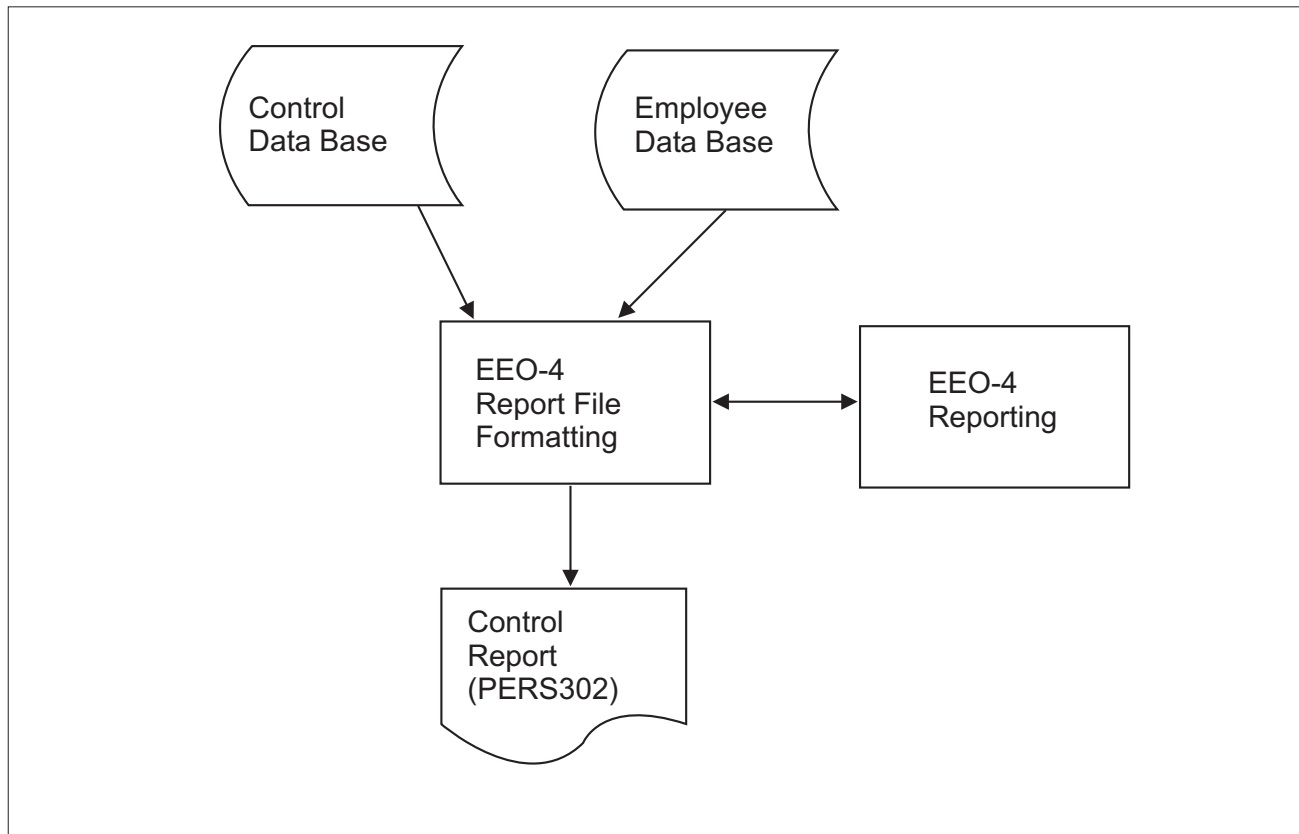


Figure 13-19 USER94 I/O Diagram

4.0 Input Description

4.1 Control Data Base

The Control Data Base is documented in File Descriptions. This program uses information from the Organization Table, Department Table, and Job Class Table. All input functions are performed by the Control Data Base I/O Module.

The Organization Table supplies the following elements:

- Organization Country Code
- Organization Department Table Group Code
- Organization Job Classification Table Group Code

The Department Table supplies the following elements:

- EEO-4 Control Number (assigned by EEOC)
- EEO-4 Reporting Function

The Job Class Table supplies the following elements:

- EEO Job Category Number.

4.2 Employee Data Base

The Employee Data Base (EDB) is documented in File Descriptions. This program extracts information from the Personal Data segment 0100, Personal Data segment 0200, and the Job segments 2000 - 2n00. All input functions are performed by module PPIOEDB.

The Personal Data segment 0100 supplies the following elements:

- Employee ID
- Employee Name
- Regular/Temporary Code
- Employment Status Code
- Employment Status Date
- Full Time/Part Time Code
- Department Number
- Organization ID
- Employment Date

The Personal Data segment 0200 supplies the following elements:

- Employee Sex Code
- Employee Ethnicity

The Job Appointment segments (2000 -2n00) supplies (through program derivation):

- Primary Job Class Number as determined from the Job Assignment segment active as of June 30, 19nn, which has the highest percent full-time.
- Employee Annual Salary as derived from all active job assignment pay rates.

4.3 Table of Selected EEO-4 Control Numbers

This is an internal table of EEO-4 Report control numbers built from EEO-4 run specification input by **EEO-4 Reporting** and passed to **EEO-4 Report File Formatting** for its use in Employee Detail Report selection. The table is organized as follows:

- Count of EEO-4 control numbers
- EEO-4 Control Number 1
- EEO-4 Control Number 2
- EEO-4 Control Number 3

5.0 Output Description

5.1 Control Report

A summary report description and report sample follow.

Control Report Description

Report Name	Control Report
Report Number	PERS302
Purpose	To show any errors which occurred in processing the Employee Data Base or Control Data Base; as well as informational messages regarding the employee selection process.
Content	Messages are shown in standard message format.
Sequence	The messages are printed in the order in which the described conditions are detected.

PERS302/PP9400XX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0017
		PERSONNEL REPORTING CONTROL REPORT		RUN DATE	11/15/96
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	----- M E S S A G E T E X T -----	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 008139999 DEPT = 99204-002	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 009139999 DEPT = 99205-002	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 010139999 DEPT = 99205-002	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 011139999 DEPT = 99205-002	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 012139999 DEPT = 99205-002	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 013139999 DEPT = 99204-002	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 014139999 DEPT = 99205-003	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 015139999 DEPT = 99205-003	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 016139999 DEPT = 99205-000	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 017139999 DEPT = 99204-002	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 018139999 DEPT = DPTU1-002	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 019139999 DEPT = 99205-002	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 020139999 DEPT = 99204-002	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 021139999 DEPT = 99204-002	
		94-062	ORG13 INFORMATIONAL	EMPLOYEE NOT SELECTED FOR REPORTING IN THIS RUN ORGANIZATION = ORG13 EMPLOYEE ID = 022139999 DEPT = 99205-002	

Figure 13-20 Control Report (PERS302)

6.0 Program Description

6.1 Main

The main procedure is executed one time for each call from program EEO-4 Reporting. On the first call from EEO-4 Reporting, this module handles INITIALIZATION which opens data base files and loads the internal Organization Table. On the second and subsequent calls from EEO-4 Reporting, this module prepares one employee report record and returns it to EEO-4 Reporting. The EEO-4 report record is prepared from the Employee Data Base record, and EEO-4 Report File Formatting internal Job Class and Department tables of the organization being processed. When end of data is reached on the Employee Data Base, a return code is passed to EEO-4 Reporting to indicate completion of EEO-4 Report File Formatting and that no further calls are to be made.

6.2 Initialization

This procedure is executed once by EEO-4 Report File Formatting to prepare for EEO-4 processing. PPIOCTL is called to open the Control Data Base for sequential input processing. PPIOEDB is called to open the Employee Data Base for sequential input processing. Several fields are cleared to spaces or high-values as required. The Control Data Base is positioned at the beginning of the Organization Table and LOAD ORG TABLE SEGMENTS is performed to build an internal table of all organizations.

6.3 Build Internal Tables

Load Organization Table

The Organization Table is read via the Control Data Base I/O module. Each type 1 record is read and the Organization ID, Country Code and table Group Codes are loaded to an internal table. These fields are used to load appropriate Department and Job Class tables as employees within different organizations are processed.

Load Department Table

The Department Table is read via the Control Data Base I/O module. When a new Organization ID is encountered while processing the EDB, the ID is matched against the internal Organization Table to determine the Department Table Group Code. The Group Code of the Department Table (which was last loaded internally) is checked first. If the Group Code is the same, then the appropriate table is already in working storage. Otherwise, the new Department Table is retrieved and regular department records are loaded to the internal table.

The internal Department Table is used to determine the EEO-4 Control Number and EEO-4 Reporting Function to which an employee is assigned. This is accomplished by matching the employee's Department Number and Department Location to the internal table and extracting the EEO-4 Control Number and EEO-4 Reporting Function from the corresponding Department record.

Load Job Class Table

The Job Class Table is read via the Control Data Base I/O module. When a new Organization ID is encountered while processing the EDB, the ID is matched against the internal Organization Table to determine the Job Class Table Group Code. The Group Code of the Job Class Table (which was last loaded internally) is checked first. If the Group Code is the same, then the appropriate table is already in working storage. Otherwise, the new Job Class Table is retrieved and loaded to the internal table.

The internal Job Class Table is used to determine the EEO Job Category Code and Experience Level to which an employee is assigned. This is accomplished by matching the employee's primary Job Class to the internal table and extracting the EEO Job Category Code and Experience Level from the corresponding Job Class record.

6.4 Process EDB

This routine reads sequentially through the Employee Data Base and builds report sort records for each appropriate employee. First, the employee's Organization ID is checked to see if there has been a change in organizations. When a change occurs EDB ORG BREAK is performed to set up the appropriate internal Department and Job Class tables used by the organization. If the end of file has been reached on the EDB, the EOF return code is set and processing returns to the EEO-4 Reporting Program.

The first test to determine eligibility for EEO-4 reporting is against the employee's minimum record requirement indicator. If the minimum requirement is not met, the employee is not selected for reporting. If the employee has a status of terminated and the employment date is prior to 0701YY, where YY = the year prior to the one being reported, then the employee is not selected for reporting. However, if the employment date is after 0701YY, then the employee is selected to be reported in New Hire section.

Another test is performed to determine if the date of the employee's last personnel action follows the EEO-4 fiscal year end. If so, a warning message is generated but the employee's record is processed further. If the employee's status is not terminated, a check is made to verify that the employment date occurred on or before the end of the EEO-4 fiscal year. If the employee was hired after June 30 of the current EEO year, then that employee's record is bypassed and a message is printed.

The EDB appointment segment(s) are read to determine primary job information and annual salary for the sort record.

The internal Department Table is searched to match the employee's Department, and Location to the table to pick up the EEO-4 Control Number and Reporting Function. If a match is not found, a message is printed and the employee is not selected for reporting.

If a match is found, EEO-4 Report File Formatting then scans the EEO-4 Control Number Table passed from EEO-4 Reporting to match the employee's EEO-4 control number. If a match is not found, a message is printed and the employee is not selected for reporting.

If a match was found on both the internal Department Table and the Control Number Table, then the internal Job Class Table is scanned for a match to the employee's Job Class. If a match is not found, the employee is not selected for reporting and a message is printed. If a match is found, the EEO Job Category Code and Experience Code are placed in the EEO-4 report sort record. The employee sort record is then returned to EEO-4 Reporting with the appropriate return code.

EDB Org Break

This routine is performed by PROCESS EDB when an organization break occurs. The new Organization ID is located on the internal Organization Table. If the organization is Canadian, the next non-Canadian organization is found on the table and the EDB is repositioned to this Organization ID. When no EDB records exist for this organization, an error message is written.

The Department and Job Class Group Codes are identified for the new organization and are compared against the current internal tables. If they are different, new internal tables are loaded replacing the previous ones.

6.5 Termination

When EEO-4 Report File Formatting encounters end of file on the Employee Data Base, it returns a code to EEO-4 Reporting via the linkage section, indicating this condition. At this time, EEO-4 Report File Formatting closes the Employee Data Base and then returns control to EEO-4 Reporting for the last time.

PP9700XX - EO Survey Reporting

1.0 Program Characteristics

Program Name	EO Survey Reporting
Program ID	PP9700XX
Language	ANS COBOL
Input Files	EO Survey Run Specification (Card or key-entry medium)
Output Files	Part B - Personnel Activity by EEO-1 Category within Job Milestone (PERS299) Part C - Compensation data by EEO-1 Category within Gender (PERS298) Control Report (PERS097)
Work Files	Sort Work File (Disk)
Called Modules	USER97 PPMSGUTL PPPRMUTL

2.0 General Description

The purpose of EO Survey is an effort of the U.S. Department of Labor, Office of Federal Contract Compliance Programs to obtain employment information from federal contractors. It is required of companies who employ more than 50 people and have more than \$50,000 in federal contracts, who issue U.S. Savings bonds or notes, or who serve as depositors of government funds. The survey is comprised of three parts. Part A contains basic establishment information. This part is to be completed by the submitting organization. Part B is a series of spread sheets that enumerate head count by gender within personnel activity, EEO-1 category, and job milestone. The submitting organization must derive the head count for this section on their own. Part C lists compensation and tenure data by EEO-1 category within gender. Part B and Part C report on incumbent "full time" employees. A "full time" employee can be defined differently by each reporting organization. The term "full time" refers to employees whose XDBS-PART-FULL flag is set to 'F.'

Two program modules work together to produce the EO Survey reports: calling module EO Survey Reporting (PP9700XX) and called module EO Survey Report File Formatting (USER97). The purpose of EO Survey Report File Formatting is to access the Employee Data Base (EDB) and Control Data Base (CDB) and to load the desired information into fixed interfaces for subsequent use by EO Survey Reporting. EO Survey Reporting always receives its information from the EDB and CDB through the interfaces,

allowing EO Survey Reporting to remain independent of modifications to the EDB or CDB. EO Survey Report File Formatting changes as required to continue supplying the needed information for the interfaces to EO Survey Reporting.

The permanent information associated with a unit is obtained from the Department Table on the CDB. There should be a record on the Department Table for each EEO-1 reporting unit. In that record are stored the Company Number and Unit Number referenced by the report request. It is also through the Department Table that employees are linked to a reporting unit (i.e., a company/unit combination). Each regular department record on the Department Table also contains EEO-1 Company and Unit numbers. All employees working in a given department are reported in the EEO-1 reporting unit specified by the Company number and Unit number in that department's record. EEO-1 Reporting makes two types of calls to EO Survey Report File Formatting. The first type instructs EO Survey Report File Formatting to read the CDB and to load the Organization Table and Tax Entity Table into internal storage. This type of call is performed once. The second type of call asks the EO Survey Report File Formatting Program to return the next EO Survey Report Record (an employee record).

The EO Survey Report File Formatting Program reads the EDB sequentially, selects an employee, and builds a record to be used as input to the EO Survey reporting process. This type of call is performed repeatedly until the entire EDB has been read. As each record is returned, EO Survey Reporting performs several additional edits. If the record meets the selection criteria, it is released to the sort. The program then checks whether the employee is a trainee or an apprentice. If so, a second record is released to the sort with EEO Category sort field changed to the code for production or white-collar trainee.

After all records have been released, they are sorted by Company, Unit, EIN, EEO Category, Sex and Ethnicity. The sequential read of the EDB includes special processing when the organization changes. When beginning a new organization, EO Survey Report File Formatting reads the appropriate group Department Table and Job Class Table for that organization into its internal tables. EEO-1 records found on the Department Table are saved for later use by EO Survey reporting, if their company has been requested on run specification transactions. Canadian organizations are bypassed completely. The sort return procedure prints the reports. As each record is returned, the employee is counted for the EO Survey Report and a line is printed based on the EEO-1 category. When a new company unit occurs, totals for the previous company are printed on the consolidated report. When the end of file is reached, the unit and consolidated reports are printed for the final company.

3.0 I/O Diagram

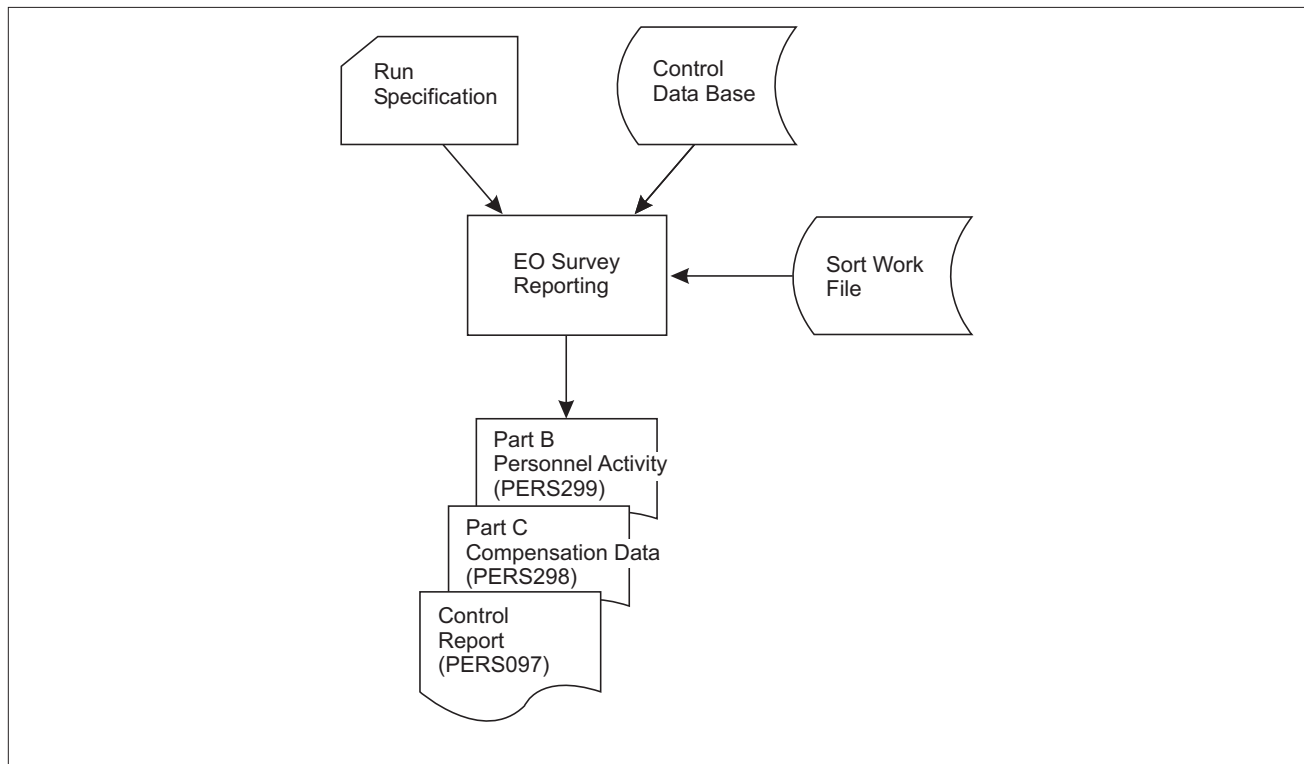


Figure 13-21 PP9700XX I/O Diagram

4.0 Input Description

4.1 Run Specification

The run specification is a multi-record file used to specify certain run time parameters and to supply information for EO Survey reports. The file consists of a run specification record followed by a variable number of report information records which apply to specific EEO reporting units. The run specification record must be the first record in the file. The minimum processing requirement for this file is the run specification record, followed by the appropriate report information records for at least one EEO company. A sample of the one-page run specification form follows.

Run Specification Record

Run specification record follow.

EO SURVEY RUN SPECIFICATION

PER97-SPEC	ORGANIZATION ID	SPEC ORG SW	SPEC BEGIN DATE	SPEC END DATE
1	10 11	23 24	25	32 33
	_ _ _ _ _ _ _ _ _ _ _ _ _ _	_	_ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _

Field	Description
PAY97-SPEC	This is the run specification identifier.
ORGANIZATION ID	13-character. Key defined by the user.
SPEC-ORG-SW	O = by Organization E = by EIN
SPEC BEGIN DATE	Reporting start date - MMDDCCYY format.
SPEC END DATE	Reporting end date - MMDDCCYY format.

PER97S
R9523 - 8/2002

Figure 13-22 EO Survey Run Specification (PER97-SPEC)

5.0 Output Description

5.1 Run Specification Work File

This file is produced from the validated specification input file records. The file is sorted in EEO-1 report sequence. As the EO Survey reports are produced, this file is accessed to provide report information needed for the unit reports.

5.2 Part B - Personnel Activity by EEO-1 Category (PERS299)

A summary report description and report sample follow.

5.3 Part C - Compensation data by EEO-1 Category (PERS298)

A summary report description and report sample follow.

5.4 Control Report (PERS097)

A summary report description and report sample follow.

Part B - Personnel Activity by EEO-1 Category Description

Report Name	Part B - Personnel Activity by EEO-1 Category
Report Number	PERS299
Purpose	To provide an annual information survey report that must be filed. By certain private employees and federal contractors in accordance with EEOC Reporting requirements.
Content	To provide a series of spread sheets that enumerate head count by gender within personnel activity, EEO-1 category, and job milestone. There are five sections to Part B: Applicants, Hires, Promotions, Terminations, and total Full Time employees. Hires are full time employees who have an original hire date that falls within the reporting period. Promotions are full time employees who have a personnel action code of 06 that occurred within the reporting period. A Termination is a full time employee with a employment status of "T" and a status date that falls within the reporting period. Hires and Promotions will be counted again in the total full time employees section. Promotions may be counted several times depending on circumstances. The body of the report shows gender within ethnicity within EEO-1 category.
Selection Criteria	<p>Employee Selection</p> <p>All full-time, regular (i.e., not temporary), and part-time employees who were employed (not terminated) during the specified reporting period. Any terminated employee who receives final pay in the selected reporting period is also included. An employee is defined by EEOC as any individual on the payroll for purposes of withholding social security tax.</p>
Report Selection	Report request input allows the user to select an organization or Federal EIN number. However, information will be missing for units not included in the report request.

Sequence

The report is produced by organization ID or federal EIN number and unit. Within organization, the sort sequence is:

- OFFICIALS AND MANAGERS
 - Male
 - Female
- PROFESSIONALS
 - Male
 - Female
- TECHNICIANS
 - Male
 - Female
- SALES WORKERS
 - Male
 - Female
- ADMINISTRATIVE SUPPORT WORKERS
 - Male
 - Female
- CRAFT WORKERS
 - Male
 - Female
- OPERATIVES
 - Male
 - Female
- LABORERS & HELPERS
 - Male
 - Female
- SERVICE WORKERS
 - Male
 - Female

PERS299/PP9700XX/080202		INTEGRAL SYSTEMS PAYROLL/PERSONNEL PERSONNEL REPORTING					PAGE NO.	0001		
							RUN DATE	03/21/07		
							DATA AS OF	01/01/01		
PART B - PERSONNEL ACTIVITY BY EEO-1 CATEGORY - FULL TIME EMPLOYEES AT END OF YEAR										
	AM INDIAN/ ALASKAN NATIVE	ASIAN	BLACK/ AFRICAN AM	NATIVE HAWAIIAN/ PACIFIC ISLANDER	WHITE	ALL HISPANIC	HISPANIC (WHITE)	HISPANIC (OTHER)	RACE UNKNOWN	
OFFICIALS AND MANAGERS.....										
MALE					4	1	1			
FEMALE						1	1			
PROFESSIONALS.....							1	1		
MALE	1	1	1		5	2	2			
FEMALE					2	1	1			
TECHNICIANS.....					2	1	1			
MALE					1					
FEMALE										
SALES WORKERS.....										
MALE					3					
FEMALE					3					
OFFICE AND CLERICAL.....					3					
MALE					1					
FEMALE			1		1					
CRAFT WORKERS (SKILLED).....			1		1					
MALE					2	1	1			
FEMALE					1					
OPERATIVES (SEMI-SKILLED).....					1					
MALE			1		1					
FEMALE					1					
LABORERS (UNSKILLED).....					1					
MALE	1				3					
FEMALE										
SERVICE WORKERS.....										
MALE										
FEMALE										

Figure 13-23 Part B - Personnel Activity by EEO-1 Category Report (PERS299)

Part C - Compensation Data by EEO-1 Category

Report Name	Part C - Compensation Data by EEO-1 Category
Report Number	PERS298
Purpose	To provide a report that lists compensation and tenure data by EEO-1 category within gender. Part C reports on incumbent “full time” employees.
Content	The Part C Compensation data by EEO-1 Category shows four major Gender grouping, one for minority females, one for non-minority females, one for minority males and one for non-minority males. The column headings within these groupings show “Total Annual Monetary Compensation for all ethnicity gender employees,” “Lowest Annual Monetary Compensation of any single ethnicity gender employees,” “Highest Annual Monetary Compensation of any single ethnicity gender employees,” and “Average Tenure of ethnicity gender employees with firm.” This data is further broken down by EEO-1 category. ‘Ethnicity’ in this case refers to either ‘minority’ or ‘non-minority’ (read white).
Selection Criteria	The same criteria apply as for the Part B Personnel Activity by EEO-1 category.
Sequence	The report is produced by organization ID or federal EIN number and unit. Within organization, the sort sequence is: <ul style="list-style-type: none">• OFFICIALS AND MANAGERS• PROFESSIONALS• TECHNICIANS• SALES WORKERS• ADMINISTRATIVE SUPPORT WORKERS• CRAFT WORKERS• OPERATIVES• LABORERS & HELPERS• SERVICE WORKERS

PERS298/PP9700XX/080202		INTEGRAL SYSTEMS PAYROLL/PERSONNEL PERSONNEL REPORTING			PAGE NO.	0002
					RUN DATE	03/21/07
					DATA AS OF	01/01/01
PART C - COMPENSATION DATA BY EEO-1 CATEGORY						
- MONOCO CORPORATION						
MINORITY FEMALES						
	TOTAL ANNUAL COMPENSATION	LOWEST ANNUAL COMPENSATION	HIGHEST ANNUAL COMPENSATION	AVERAGE TENURE YEARS MONTHS		
OFFICIALS AND MANAGERS.....	46,056.40	46,056.40	46,056.40			
PROFESSIONALS.....	95,182.64	95,182.64	95,182.64			
TECHNICIANS.....						
SALES WORKERS.....						
OFFICE AND CLERICAL.....	16,800.00	16,800.00	16,800.00			
CRAFT WORKERS (SKILLED).....						
OPERATIVES (SEMI-SKILLED).....						
LABORERS (UNSKILLED).....						
SERVICE WORKERS.....						
NON-MINORITY FEMALES						
OFFICIALS AND MANAGERS.....						
PROFESSIONALS.....	53,022.16	8,045.33	44,976.83			
TECHNICIANS.....						
SALES WORKERS.....	56,183.55	11,648.00	25,815.55			
OFFICE AND CLERICAL.....	43,587.00	43,587.00	43,587.00			
CRAFT WORKERS (SKILLED).....	10,712.00	10,712.00	10,712.00			
OPERATIVES (SEMI-SKILLED).....	16,640.00	16,640.00	16,640.00			
LABORERS (UNSKILLED).....						
SERVICE WORKERS.....						
MINORITY MALES						
	TOTAL ANNUAL COMPENSATION	LOWEST ANNUAL COMPENSATION	HIGHEST ANNUAL COMPENSATION	AVERAGE TENURE YEARS MONTHS		
OFFICIALS AND MANAGERS.....	48,693.44	48,693.44	48,693.44			
PROFESSIONALS.....	185,172.50	16,312.50	60,000.00			
TECHNICIANS.....						
SALES WORKERS.....						
OFFICE AND CLERICAL.....						
CRAFT WORKERS (SKILLED).....	46,905.00	46,905.00	46,905.00			
OPERATIVES (SEMI-SKILLED).....	15,392.00	15,392.00	15,392.00			
LABORERS (UNSKILLED).....	12,480.00	12,480.00	12,480.00			
SERVICE WORKERS.....						
NON-MINORITY MALES						
OFFICIALS AND MANAGERS.....	303,669.59	26,100.00	163,125.00			
PROFESSIONALS.....	143,101.15	27,000.00	30,445.65			
TECHNICIANS.....	26,150.19	26,150.19	26,150.19			
SALES WORKERS.....	49,608.00	10,712.00	22,568.00			
OFFICE AND CLERICAL.....	19,240.00	19,240.00	19,240.00			
CRAFT WORKERS (SKILLED).....	36,590.30	17,870.30	18,720.00			
OPERATIVES (SEMI-SKILLED).....	10,712.00	10,712.00	10,712.00			
LABORERS (UNSKILLED).....	48,880.00	16,120.00	16,640.00			
SERVICE WORKERS.....						

Figure 13-24 Part C - Compensation Data by EEO-1 Category Report (PERS298)

Control Report Description

Report Name	Control Report
Report Number	PERS097
Purpose	To display the run specification input and to show any errors which occurred in processing.
Content	Specification input and error messages are shown in standard error message format.
Sequence	Specification card is shown in the order that it was entered, prior to the internal sort. The error messages are printed in the order in which the errors occur. Messages referring to employee records contain the employee organization beneath the message number.

PERS097/PP9700XX/080202		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING CONTROL REPORT		RUN DATE	07/19/02
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	- - - - - M E S S A G E T E X T - - - - -	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 070009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 104009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 118009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 119009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 123009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 127009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 129009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 133009999:	

Figure 13-25 Control Report (PERS097)

6.0 Program Description

6.1 Main

The MAIN procedure is executed one time in a fall-through fashion. After performing the initialization procedure (which also calls EO Survey Report File Formatting to open files and build tables), the sort is invoked twice. The first execution of the sort reads the run specification file, edits the specification file records, and passes the valid records to the sort process. The sort output procedure receives the sorted records back, builds report request records from the specification records, and writes the report request records to a work file.

The second invocation of the sort serves to prepare EO Survey Report sort records. The sort input procedure calls EO Survey Report File Formatting which reads the EDB to obtain eligible employees, loading the appropriate Department and Job Class tables as each organization begins. From these sources of information the EEO-1 employee sort work records are prepared by EO Survey Report File Formatting. EO Survey Report File Formatting returns employee records one at a time to the sort input procedure. After sorting, the sort output procedure retrieves the EEO-1 employee records and generates the EO Survey reports. The run specification work file is accessed during the report generation to provide descriptive information for the reports.

6.2 Initialize Routine

The output report files are opened and the standard headings prepared. The input specification file is opened. The run specification record is read and edited, and the processing date is obtained. PPRMUTL is called to retrieve the parameter defining the minimum employee cut-off for multi-establishment reports. USER97 is called to build the shared organization/group code/EIN table from the Organization and Tax Entity tables.

6.3 Read, Edit, and Sort Run Specification File

The function of the first sort input procedure is to process all of the specification file records except for the specification record (first record). The specification records are informational transactions which supply data to the EO Survey reporting process. PPMSGUTL is called to print the run specification on the Control Report. The records are validated and any errors are also recorded on the Control Report. The valid records are then released to the sort.

6.4 Build Report Survey Request File

As report information records are received, they are grouped to form one record per unit. As these records are completed, they are written to the run specification work file for future use in the EO Survey reporting process. Additionally, a table is loaded with the Company Numbers and Unit Numbers specified on the report information records. This table is subsequently used by module EO Survey Report File Formatting for employee selection.

6.5 Sort EEO-1 Report Records

The second sort processes EEO-1 employee records. The sort input procedure calls EO Survey Report File Formatting to read the EDB and build EO Survey report sort work records for use by EEO-1 Reporting. The records are returned one at a time until the end of file on the EDB. As organizations change, the appropriate group Department table and Job Classification Table are loaded by USER97.

As each employee record is returned, the EO Survey Reporting Program verifies that the essential reporting categories, (EEO Category, Sex, and Ethnicity) are included in the record and are valid values. Employees with invalid data in any of these fields are displayed on the Control Report and are excluded from EO Survey reporting. The record, if valid, is then released to the sort. If the EEO category is for an apprentice or a trainee position, the value of the EEO category subscript is modified and the record is released again.

6.6 Print EO Survey Reports

Process EEO-1 Sort Record	The sort output procedure prints the EO Survey reports and the Employee Detail Report. As each record is returned from the sort, Part B and Part C Report processing are performed (see below) and the employee is added to the appropriate line and column totals for the EO Survey reports.
Unit Control Break EEO-1	On a unit break the full page EO Survey Part B Personnel Activity Report is printed with the accumulated totals for the previous unit.
Set Up New Unit EEO-1	Next, processing is begun for the next unit. The internal company/unit table is searched for a match on Company and Unit numbers. When the match is found, the company/unit data is moved to a nonsubscripted storage area to be used as heading information when either the Personnel Activity by EEO-1 Category (Part B) or the Compensation Data by EEO-1 Category (Part C) is printed for the current unit.

The program also attempts to match the unit with a record on the report request file. Since the report request file and the employee EEO-1 records are both sorted by Company and Unit numbers, they are in the same order. However, there may be gaps in the report request records. If the previous report request key was greater than the previous EEO-1 sort key, the report request record was stored in a save area. First, the save area is checked for a match with the new key. If the saved report request record matches the new sort key, the saved request record is moved to the report request record. If the saved key is greater, it remains saved and the report request record remains spaces; otherwise the report request file is read until a match is found or the report request key is greater than the EO Survey sort record key. Finally, the unit totals are reset to zero. Then 6100-READ-SORTED-DATA section is performed for the current EEO-1 sort record, i.e., for the first employee record from the new unit.

**Process EEO-1 Part
B - Personnel
Activity by EEO-1
Category**

The Personnel Activity by EEO-1 Category is performed in 6200-PRINT-A-PAGE paragraph and is performed for each record returned from the sort, and also at end of sort. The code is written to print the head counts for the five sections of this report from the previous employee before moving in data for the employee whose record has just been returned.

**Part C -
Compensation Data
by EEO-1 Category**

The Compensation Data by EEO-1 Category is performed in 6300-WRITE-PART-C and in 6400-PRINT-GENDER paragraphs.

6.7 Termination

At termination time, the report files are closed and program execution ends.

USER97 - EO SURVEY Report File Formatting

1.0 Program Characteristics

Program Name	EO Survey Report File Formatting
Program ID	USER97
Language	ANS COBOL
Input Files	Control Data Base (Disk) Employee Data Base (Disk)
Output Files	Control Report (PERS097)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

Two program modules work together to produce the EO Survey reports: Part B Personnel Activity by EEO-1 Category and Part C Compensation Data by EEO-1 Category. The purpose of this program is to access the Employee Data Base (EDB) and Control Data Base (CDB), and to load the desired information into fixed interfaces for subsequent use by EO Survey Reporting. EO Survey Reporting always receives its information from the EDB and CDB through the interfaces, thus remaining independent of modifications to the EDB or CDB. EO Survey Report File Formatting changes as required to continue supplying the needed information for the interfaces to EO Survey Report File Formatting is called in two modes-to build internal tables, and to read and return employee records to be sorted and used to produce the EEO-1 reports. The BUILD TABLES call is issued only one time. The RETURN-RECORDS-FROM-SORT call is issued repeatedly until all the EDB records are read.

The other function of EO Survey Report File Formatting is to read the EDB and select employees for the EEO-1 reports. The EDB is read sequentially and employees from selected company units are returned to EO Survey Reporting one at a time. When a new organization is found, the program checks if it is Canadian. If so, the entire organization is bypassed. If a U.S. organization is found, the Department and Job Class tables for that organization are read into the program's internal tables prior to processing the employee record. If the department group is being loaded for the first time, EEO-1 units, selected by run specification input, are loaded in sorted order into a shared EEO-1 company/unit information table, as the Department Table is loaded. EDB record processing consists of several detail checks. The employees are not selected if they are terminated, and their last pay date was before the pay period begin date specified for the report; if their Department numbers or Job Classes cannot be found on the associated tables; if they are not permanent

employees; if they do not have a job assignment active during the pay period specified for the report; or if this employee's EEO Company Number has not been selected for this report. Otherwise, the sort record for the employee is returned to the EEO-1 Reporting Program.

3.0 I/O Diagram

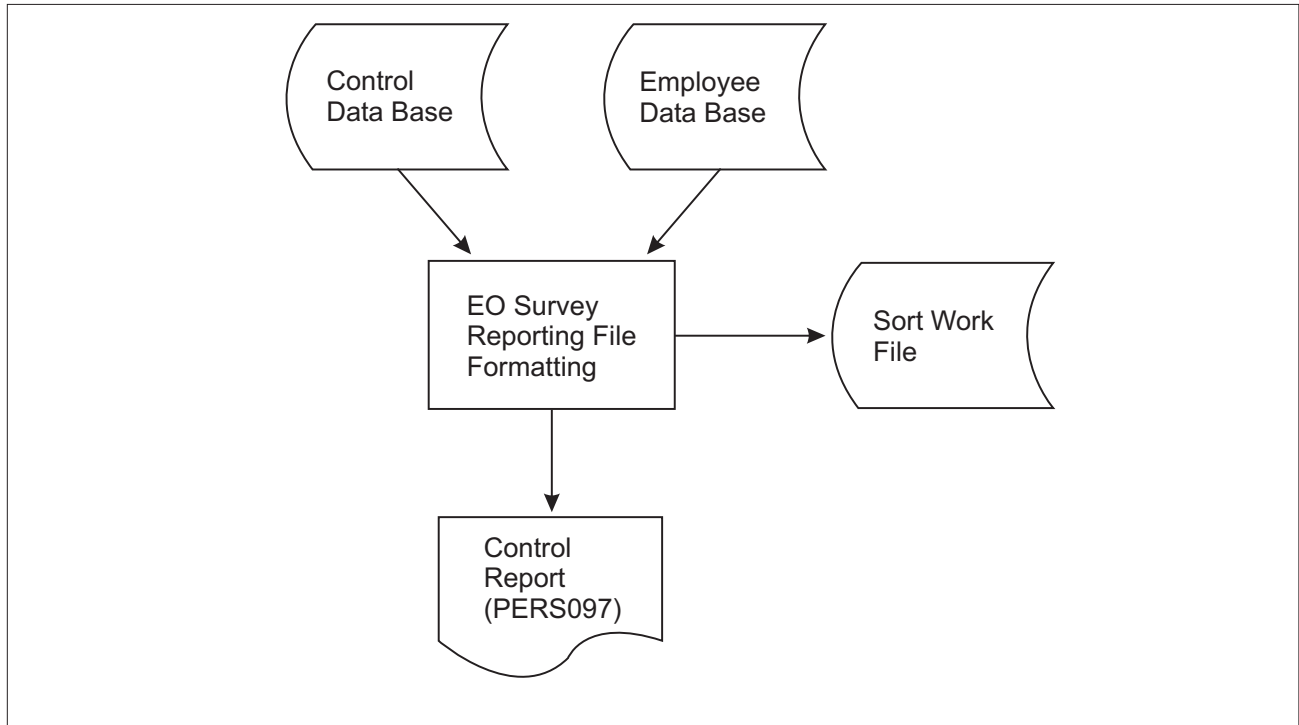


Figure 13-26 USER97 I/O Diagram

4.0 Input Description

4.1 Control Data Base

The CDB is documented in File Descriptions. This program uses information from the Organization Table, the Department Table, the Job Classification Table, and the Tax Entity Table. All input functions are performed by the Control Data Base I/O Module. The Organization Table supplies the following elements:

- Organization ID
- Tax Entity Group Code
- Department Group Code
- Job Class Group Code

The Department Table supplies the following elements:

- Department Group Code
- Department
- Location
- EEO Company Number
- EEO Company Check Digit
- EEO Unit Number
- EEO Unit Number Check Digit
- Headquarters Code
- EEO-1 Record Type
- Company/Unit Name
- Company/Unit Address
- Company/Unit County (from abbreviated name)
- Company/Unit State
- Company/Unit Zip Code

The Job Classification Table supplies the following elements:

- Job Class Group Code
- Job Class Number
- EEO Category
- Experience Level
- The Tax Entity Table supplies the following elements:
 - Tax Entity Group Code
 - Federal Employer ID Number

4.2 Employee Data Base

The EDB is documented in File Descriptions. This program extracts information from the first Personal Data segment (0100), second Personal Data segment (0200), and the Job Assignment segments (2000-2400). All input functions are performed by the Data Base I/O Module.

The First Personal Data segment (0100) supplies the following elements:

- Organization ID
- Employee ID
- Department
- Name
- Full-Time/Part-Time Indicator
- Original Hire Date

- Employment Status
- Employment Status Date

The Second Personal Data segment (0200) supplies the following elements:

- Sex
- Ethnicity
- Personnel Action Code
- Personnel Action Date

The Primary Job Assignment segment (2000-2400) supplies the primary Job Classification.

5.0 Output Description

5.1 Control Report

A Summary Report Description and report sample follow.

5.1 Report Record

The Report Record is passed to the calling module. One fixed-length record is generated per employee. Following is a record description format:

Field Description

Organization ID - This 13-character code identifies the organization identification Number that is selected to print. (This is done by PP9700XX prior to releasing the record to sort).

Federal EIN - This 1-character code defines the organization's Federal EIN number in which employees are to be sorted. (This is done by PP9700XX prior to releasing the record to sort.)

Employee Identification Number - This is the employees' 9-character identification number on the EDB.

Job Milestone - This 1-character code describes the employment milestone for an employee.

1. Applicant (Not supported in HRMS).
2. Hire (Indicates a New Hire employee based on the original hire date on the EDB and the original hire date is within the reporting period).
3. Promotion (Indicates that an employee had a "06" personnel action code and the personnel action date is within the reporting period).
4. Termination (Indicates that an employee has a termination status as of the reporting period).
5. Employee with no Milestone - (Indicates not in any of the above milestone categories).

EEO Category - This 2-character code, which is maintained on the Job Class Table, is used to group employees in seven major federal categories. The valid codes are as follows:

- 01 Officials/Managers
- 02 Professionals
- 03 Technicians
- 04 Sales Workers
- 05 Office/Clerical
- 06 Craft Workers/Skilled
- 07 Operatives/Semi-Skilled
- 08 Laborers/Unskilled
- 09 Service Workers

Note: The entire range 01-09 is reserved for EEO-1 Category

Gender Code - This 1-character code identifies the sex of the employee. It is translated from the data base value. If the data base value is not valid, the default is male. Valid codes are as follows:

1. Male (M)
2. Female (F)

Ethnicity Code - This 1 digit number identifies the employee's ethnicity by identifying the lesser of the two column numbers used to report that ethnicity on the EO Survey reports. It is translated from the data base value so it may be used as a subscript. If the data base value is not a valid value, the employee is assigned to the "unknown" ethnicity. The translated codes are as follows:

1. American Indian/Alaskan Native (A)
2. Asian (R)
3. Black/African American (B)
4. Native Hawaiian/Pacific Islander (P)
5. White (C)
6. Hispanic/White (S)
7. Hispanic/Other (H)
8. Race Unknown ()

Compensation - This 11 (9.2) numeric field contains the annualized salary + other Items on the Job Assignment Segment.

Original Hire Date - This 8-digit date field is used to compute tenure.

Control Report Description

Report Name	Control Report
Report Number	PERS097
Purpose	To report any errors which occurred in processing the Employee Data Base or Control Data Base.
Content	Error messages are shown in standard error message format.
Sequence	The error messages are printed in the order in which the errors occur. Errors and information messages from EO Survey Reporting are included as well.

PERS097/PP9700XX/080202		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING CONTROL REPORT		RUN DATE	07/19/02
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	- - - - - M E S S A G E T E X T - - - - -	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 070009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 104009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 118009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 119009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 123009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 127009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 129009999:	
		80-019	WARNING	NO ACTIVE JOB ASSIGNMENT SEGMENT FOR EMPLOYEE - BYPASSED 133009999:	

Figure 13-27 Control Report (PERS097)

6.0 Program Description

6.1 Main

The MAIN procedure is executed one time for each call from EO Survey Reporting. On the first call to build tables, this module handles initialization and the loading of an internal tables by performing the INITIALIZATION section. On the second and subsequent calls from EEO-1 Reporting, this module prepares one employee report record and returns it to EEO-1 Reporting. MAIN performs BUILD REPORT SORT RECORDS until it has a record for an employee whose unit has been selected, and who meets other criteria. The EO Survey Report record is prepared from the EDB record, and EO Survey Report File Formatting's internal Job Classification, Department and the shared Organization/EIN tables. It then returns control to EO Survey Reporting passing the EO Survey Report record. When end of file is reached on the EDB, a return code is passed to EEO-1 Reporting to indicate completion of EEO-1 Report File Formatting and that no further calls are to be made. At this time, EDIT EEO-1 COMPANY/UNIT TABLE is performed to prepare the table for use by EEO-1 Reporting.

6.2 Initialization

This procedure is executed once by EEO-1 Report File Formatting. EEO-1 Report File Formatting calls PPIOCTL to open the CDB for sequential input processing. PPIOEDB is called to open the EDB for sequential input processing. Several fields are cleared to spaces or high values as required. Then the CDB is positioned at the start of the Organization Table. LOAD ORGANIZATION TABLE is performed until the end of the organization records on the CDB is reached. That routine sets up a table entry for each organization on file. Next FILL ORGS WITH EINS is performed, which reads the Tax Entity Table randomly to retrieve the Federal Employer ID (EIN) for each organization. Finally the program checks whether any organizations with the same department Group Code have different EINs. If so, a warning is issued since this may point to problems in the EO Survey Report.

Load Organization Table

For each Organization Table record type 1 that is read, the Organization ID and the Group Codes for the Department, Job Class, and Tax Entity Tables are moved into the corresponding fields in the internal organization/EIN table. Fields filled by this routine are:

- Organization ID
- Tax Entity Table Group Code
- Department Table Group Code
- Job Class Table Group Code

6.3 Process EDB

The function of this routine is to read sequentially through the EDB and build a record to return to EEO-1 Reporting from the EDB data and in the internal tables. Each record is tested against the report criteria defined for the EO Survey report. If the employee fails to meet the criteria, a switch is set indicating to skip the employee and control is passed back to MAIN, which will return to this routine until an appropriate employee is found or the end of file reached. First the next employee record is read by a call to the EDB I/O module. The program checks whether end of file has been reached on the EDB. If so, it sets the EOF return code and exits. It verifies that a minimum record is present, and exits if not. The program then checks whether the employee is terminated. If the employee is terminated, but has an Employment Status Date equal to or greater the Begin Date of the period specified for the report, processing continues; otherwise, the employee is skipped.

Next, the program looks for the primary job segment active during the pay period specified for the report. The primary job is the one with the greatest percent full time of all active job segments. If no active job segment is found for the start date period, the employee is skipped.

The regular Department Table is also searched for a match on the employee's department number and Organization ID. If a match is found, the EEO-1 Company Number and EEO-1 Unit Number are moved to the EEO-1 Sort Record. If no match is found, the employee is skipped. The company/unit key is then used to search the EEO-1 company/unit table. If the company is not found on EEO-1 company/unit table, then the company has not been selected and this employee is skipped. If the company is found, but not the unit, a serious error has occurred. The employee is skipped and an error message is printed.

The Job Class on the job segment is then used to search the Job Class Table to derive the EEO Category and Job Experience level. These are added to the EO Survey Sort Record. If no match is found, the employee is skipped.

Process Department Table

The Department Table is divided into two types of records: regular department records and EEO-1 records. These are loaded into two tables: the internal Department Table and the EEO-1 Company/Unit Table, by performing the routines described below. The internal Department Table is used to find the EEO-1 Company and Unit Numbers associated with a given employee. The EEO-1 Company/Unit Table is used both in the process of selecting employees and to provide company and unit information to be printed on the EO Survey Part B and Part C Reports.

When loading a department group, this routine loads all regular department records into its internal table, overwriting the previous group. It loads EEO-1 records, however, only the first time a group is processed. Unlike regular department records, EEO-1 records are not overwritten since they are needed by EO Survey reporting. Loading them only once prevents duplicates in the

table. (Since several organizations may share one Department Table group, the regular Department records may have to be reloaded several times during program processing.)

Load Department Table

The regular department records are loaded into the Internal Department Table as they are read. The fields which are loaded are:

- Department Table Group Code (one occurrence) Department
- Location
- EEO-1 Company Number
- EEO-1 Unit Number
- Load EEO-1 Company/Unit Table

The EEO-1 records are first checked against the table of selected companies which is derived from the report request transactions. If the EEO-1 company has been selected, it is added to the table. This table is loaded in sort order by ascending Company Number and Unit Number (key = Company Number and Unit Number). A routine is invoked which finds the proper position for the new record (duplicate keys are bypassed with an error message) and then creates the space for the new entry. The entry is then moved into the table. The fields on the EEO-1 company/unit table are:

- EEO-1 Company Number
- EEO-1 Company Check Digit
- EEO-1 Unit Number
- EEO-1 Unit Check Digit
- SIC code
- Name
- Address
- City
- County (stored in Abbreviated Name field on the Department Table)
- State
- Zip Code
- Department Group Code
- Headquarters Code (from Department Table record)
- EEO-1 Record Type (from Department Table record)

6.4 Create Work File

The CREATE WORK FILE procedure assembles and writes one detail and either two or three summary records to the work file for each employee having an active Job Assignment. The procedure reads the EDB sequentially in sets. Upon a change in organization, the Department and Job Classification tables are accessed on the Control Data Base. An internal Department Table is created which identifies "level 1" and "level 2" organization codes and the

department name. Likewise, an internal Job Classification Table is created, identifying a job and its associated academic ranking. Only ranks one through five are loaded into the table.

It then invokes the CALCULATE ANNUAL SALARY routine to return the Job Assignment full-time salary. If a Job Assignment is active (based on the “as of” date from the run specification) and the derived full-time salary is not zero, the internal Job Class Table is searched for a match, which means that the job is valid for reporting purposes. The internal Department Table is searched for the Job Department to identify the “level 1” and “level 2” organizations; if the Job Department is undefined (blank) or cannot be found in the table, the organization terminates. The work file record is then written and contributes to the department level of the report. Control is then passed back to the beginning of the paragraph to read the next employee. The procedure is terminated when all records in the EDB have been processed.

6.5 Print Work File

The PRINT WORK FILE procedure prints the Part A and Part B Reports from the sorted work file created in the previously described procedure. As each record is returned from the sort, the GET SALARY ENTRY routine is invoked to compute the salary range into which the record falls; the value returned can be used as a pointer to the description of the range to be printed as well as for determining sequence breaks. As long as there are no sequence breaks, the program loops, accumulating employee counts for the current report line and employee counts and salary totals for the current EEO-1 category type.

Process Job Class Table

The Job Class Table records are loaded into the internal Job Class Table. As with the internal Department Table, only one group’s records are in memory at any time. The fields on the internal table are:

- Job Class Group Code (one occurrence)
- Job Class Number
- EEO Job Category
- Experience Level

6.6 Termination

When EEO-1 Report File Formatting encounters end of file on the EDB, it returns a code to EO Survey Reporting via the linkage section indicating this condition. EO Survey Report File Formatting also performs EDIT COMPANY UNIT TABLE, and closes the EDB and Control Data Base prior to returning control to EO Survey Reporting.

**Edit EEO-1
Company/Unit Table**

At end of file, the EEO-1 Company/Unit Table is edited. This is done to condition the table for use by EEO-1 Reporting. Each company is scanned. If there is only one unit, the headquarters/single indicator is set to single. Otherwise the first unit for the company with the Headquarters Code equal to "1" is selected as the Headquarters and the headquarters/single indicator is set to Headquarters for that unit. This is done because there is no facility to edit for this on the Department Table and there may be none or more than one Headquarters defined per company. This edit ensures that only one unit per company is designated Headquarters. If no units are defined as headquarters, no headquarters report are produced and an error message will be issued.

CEER

PP90C0XX - CEER Employee Extract

1.0 Program Characteristics

Program Name	CEER Employee Extract
Program ID	PP90C0XX
Language	ANS COBOL
Input Files	CEER Run Specification (Disk or key entry medium) Employee Data Base (Disk) Control Data Base (Disk)
Output Files	Sorted Employee Work File (Disk) Employer Identification, Report Summary, Certification of Accuracy CEER Employee Control and Error Report (PERS281)
Work File	Employee Work File (Disk) History Work File (Disk)
Called Modules	PPIOEDB PPIOCTL PPMSGUTL PPPRMUTL USER90C

2.0 General Description

The CEER Employee Extract program, via a call to the CEER History Extract program (USER90C), reads the Employment History Data Base (HDB) to select employees who have been promoted or are on leave. These employees are written to a History Work File. The Employee Data Base is then accessed to select people for processing; these people are matched with the employees on the History Work File. During this selection process, counts for employees working in industrial sectors, provinces, and designated Census Metropolitan Areas are obtained.

The Employee Work File is sorted, ordering the employees to allow for summarizing salaries; the reporting industrial sector is changed for those employees whose original sector has too few employees in it to be reported. The file is again sorted so that a salary summary record can be created in the appropriate sort order.

A summary report, Employer Identification, Report Summary, and Certification of Accuracy is produced to identify the number of employees in each designated Census Metropolitan Area, province, and industrial sector. The final Sorted Employee Work File is passed to the CEER Report Driver, PP90CAXX, and the CEER Employee Detail Report, PP90CBXX, programs.

These cautions should be noted:

- **Employee Transfer** - When an employee transfers from an organization *not* on the run specification list to an organization that *is* on the list, then this employee is considered to be newly hired if the transfer year in the recent job history segment equals the report year.

Reversely, when an employee transfers from an organization that *is* on the run specification list to an organization *not* on the list, the employee is considered to be terminated if the transfer year in the recent job history segment equals the report year.

- **No Active Jobs** - Since it is necessary to determine an employee's primary job both to report occupational group and determine annualized salary, it then becomes necessary to analyze the condition wherein there are no active jobs. In this case, the first inactive job is assumed to be the most recent and primary job, and the calculation of annualized salary is based on this assumption.

3.0 I/O Diagram

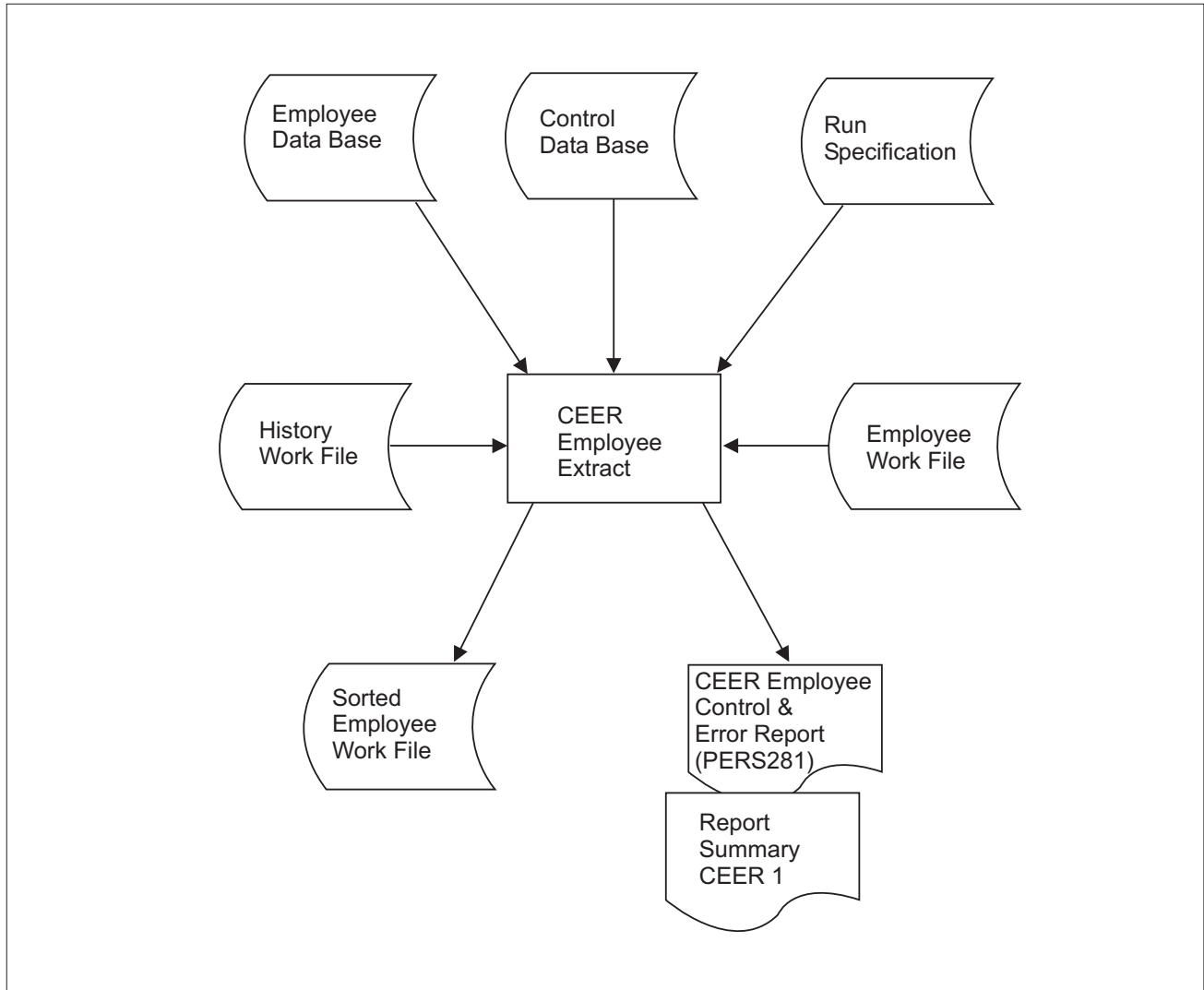


Figure 14-1 PP90C0XX I/O Diagram

4.0 Input Description

4.1 Run Specification

The run specification consists of six types of records. These records contain identifiers as follows:

- First record: Report year and company name
- Second record: Company business address
- Third record: Company mailing address
- Fourth record: Chief executive officer

- Fifth record: Employment equity officer
- Sixth record: Organization ID(s) to be selected for processing

To process all organizations on the Control Data Base, enter “ALL” in the run specification field. Individual organizations are selected by entering the Organization ID in place of “ALL”. Up to 20 organizations may be selected.

4.2 Employee Data Base

The Employee Data Base is documented in the HRMS Cross-Application Components Manual under File Descriptions. This program uses the Personal Data Segments (segments 01, 02, and 03), the Job Assignment Segments (segments 20 through 24), the Dollar Balance Segments (segments 55 and 56), and the Recent Job History Segment (70).

4.3 Control Data Base

The Control Data Base is documented in *HRMS Cross-Application Components* under File Descriptions. This program uses the Department Table, Job Classification Table, Organization Table, System Parameters, and Message Table.

4.4 Employee Work File

The Employee Work File is documented in the HRMS Cross-Application Components Manual under File Descriptions.

4.5 History Work File

See the description in this manual under the CEER History Extract program, USER90C.

**CEER EMPLOYEE EXTRACT
RUN SPECIFICATION**

PER90CSPEC	TRAN TYPE	REPORT YEAR	FULL LEGAL NAME OF COMPANY	COMMON OR BUSINESS NAME OF COMPANY
1	10 11 12	15 16	45 46	75
PER90CSPEC	TRAN TYPE	STREET	BUSINESS ADDRESS	PROVINCE
1	10 11 12	41 42	61 62 63 64	70
PER90CSPEC	TRAN TYPE	STREET	MAILING ADDRESS	PROVINCE
1	10 11 12	41 42	61 62 63 64	70
PER90CSPEC	TRAN TYPE	NAME	CHIEF EXECUTIVE OFFICER	TITLE
1	10 11 12	41 42	66	66
PER90CSPEC	TRAN TYPE	NAME	EMPLOYMENT EQUITY OFFICER	TITLE
1	10 11 12	41 42	66 67	80
PER90CSPEC	TRAN TYPE	ORGANIZATION ID	ORGANIZATION ID	ORGANIZATION ID
1	10 11	12	24	24

PER90CS
R9527 - 8/2003

Figure 14-2 CEER Employee Extract Run Specification Form (PER90CSPEC)

5.0 Output Description

5.1 Sorted Employee Work File

The Sorted Employee Work File is an extraction of data from the Employee and History Data Bases (EDB and HDB). This file is documented in the *HRMS Cross-Application Components* manual under File Descriptions.

5.2 Employer Identification, Report Summary, and Certification of Accuracy

A summary report description and report sample follow.

5.3 CEER Employee Control and Error Report (PERS281)

A summary report description and report sample follow.

Employer Identification, Report Summary, and Certification of Accuracy Report Description

Report Name	Employer Identification, Report Summary, and Certification of Accuracy
Report Number	Not Applicable
Purpose	This report identifies employers to the Canadian government and summarizes the number of employees by location and employment status categories. It also provides a means of formally certifying the accuracy of this and subsequent CEER reports.
Content	<p>This report displays totals of all Canadian employees employed for the reporting year and who were not in a retirement organization.</p> <p>The number of employees are counted and reported by industrial sector (sector with greatest number employees first, other sectors in decreasing order), province or territory, designated Census Metropolitan Area, and employment status category.</p>
Sequence	Not applicable for this report.

EMPLOYMENT AND IMMIGRATION CANADA		SCHEDULE II SUBSECTIONS 4(1) AND 6(1)					FORM 1	
EMPLOYMENT EQUITY: EMPLOYER IDENTIFICATION, REPORT SUMMARY AND CERTIFICATION OF ACCURACY								
I D E N T I F I C A T I O N R E P O R T	NAME OF EMPLOYER	FULL LEGAL NAME CANADIAN GENERAL, LTD.	COMMON OR BUSINESS NAME CANADIAN GENERAL					
	ADDRESS	ADDRESS OF PRINCIPAL PLACE OF BUSINESS 8620 JASPER CALGARY AB T2G0L2	MAILING ADDRESS 8000 JASPER CALGARY AB T2G0L2					
O F F I C E R S	OFFICERS	NAME OF CHIEF EXECUTIVE OFFICER OF EMPLOYER MARY JONES	NAME OF OFFICER RESPONSIBLE FOR EMPLOYMENT EQUITY JOHN SMITH					
	POSITION	POSITION TITLE PRESIDENT	POSITION TITLE VP HUMAN RESOURCES	TELEPHONE NBR (403) 292-6543				
S U M M A R Y	INDUSTRIAL SECTOR(S)	INDUSTRIAL SECTOR 1 HEALTH AND SOCIAL SERVICE INDUSTRIES	NO OF EMPLOYEES 15	DESIGNATED CMAS CALGARY	PROVINCES/TERRITORIES ONT	6		
		INDUSTRIAL SECTOR 2 FEDERAL GOVERNMENT SERVICE INDUSTRIES	NO OF EMPLOYEES 8	GEOGRAPHICAL AREAS EDMONTON	QUE	4		
		INDUSTRIAL SECTOR 3 PHARMACEUTICAL AND MEDICINE INDUSTRY	NO OF EMPLOYEES 5	REGINA	NS	1		
		INDUSTRIAL SECTOR 4 CHARTERED BANKS AND OTHER BANKING-TYPE INTERMEDIARIES	NO OF EMPLOYEES 1	TORONTO VANCOUVER WINNIPEG	NB	2		
		EMPLOYMENT STATUS CATEGORIES	NUMBER OF PERMANENT FULL-TIME EMPLOYEES 26	NUMBER OF PERMANENT PART-TIME EMPLOYEES 4	NUMBER OF TEMPORARY EMPLOYEES 0	TOTAL EMPLOYEES IN CANADA	30	
CERTIFICATION I _____, HEREBY CERTIFY ON BEHALF OF _____, THAT OF THE INFORMATION CONTAINED IN FORMS 1 TO 6 OF THIS REPORT IS TRUE AND ACCURATE IN EVERY RESPECT, TO THE BEST ACCURACY OF MY KNOWLEDGE AND BELIEF. DATE _____ SIGNATURE _____								

Figure 14-3 Employer Identification, Report Summary and Certification of Accuracy (CEER1)

Control and Error Report Description

Report Name	Control and Error Report
Report Number	PERS281
Purpose	This report lists run specifications requested, errors which occurred in processing the run specification input file, the Employee Data Base, or in sorting. It also provides a list of accepted input transactions and various counts of employees processed.
Content	This report displays the messages in the standard message format. It shows the list of accepted input transactions. And it displays the count of employees selected and rejected for processing, the number of employees in the designated Census Metropolitan Area, provinces and industrial sectors.
Sequence	The messages are printed in the order in which the described conditions are detected. The remainder of the report is sequenced by the kind of data being shown: input transactions, counts of employees by designated CMA and province, and counts of employees by industrial sector.

PP90C0XX - CEER Employee Extract

PERS281/PP90C0XX/121597		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING CONTROL AND ERROR REPORT		RUN DATE	12/15/97
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	- - - - - M E S S A G E T E X T - - - - -	
		90-151	SERIOUS ERROR	JOB CLASS TABLE NOT FOUND FROM EDB INFORMATION	
		90-148	WARNING	ORG	ORG44
		90-149	WARNING	XDPT-INDUST-SECTOR FIELD INVALID - EMPLE REJECTED FOR PROCESSING	EMPLE ID 011449999
		90-152	WARNING	ORG	ORG44
				XJOB-EEO-CAT-CODE FIELD INVALID - EMPLE REJECTED FOR PROCESSING	EMPLE ID 011449999
				ORG	ORG44
				NO ACTIVE/INACTIVE JOB WITH JOB END DATE EQUAL TO REPORT YEAR	EMPLE ID 017449999
				ORG	ORG44
					EMPLE ID 033449999

PERS281/PP90C0XX/121597		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING CONTROL AND ERROR REPORT		RUN DATE	12/15/97
LIST OF ACCEPTED INPUT CARDS					
PER90CSPEC11995	CANADIAN GENERAL, LTD.	CANADIAN GENERAL			
PER90CSPEC28620	JASPER	CALGARY	ABT2G0L2		
PER90CSPEC38000	JASPER	CALGARY	ABT2G0L2		
PER90CSPEC4	MARY JONES	PRESIDENT			
PER90CSPEC5	JOHN SMITH	VP HUMAN RESOURCES	(403) 292-6543		
PER90CSPEC6	ORG44				
TOTAL NUMBER OF EMPLOYEES SELECTED		31			
TOTAL NUMBER OF EMPLOYEES NOT SELECTED		13			
TOTAL NUMBER OF EMPLOYEES REJECTED		3			
TOTAL NUMBER OF EMPLOYEES PROCESSED		47			
NUMBER OF EMPLOYEES BY LOCATION					
DESIGNATED CMA	NBR	PROVINCE/TERRITORY	NBR		
CALGARY	0	ALBERTA	2		
EDMONTON	0	BRITISH COLUMBIA	3		
HALIFAX	0	MANITOBA	5		
MONTREAL	0	NEW BRUNSWICK	2		
REGINA	0	NEWFOUNDLAND	1		
TORONTO	0	NORTHWEST TERRITRY	1		
VANCOUVER	0	NOVA SCOTIA	1		
WINNIPEG	0	ONTARIO	6		
		PRINCE EDWARD IS	1		
		QUEBEC	4		
		SASKATCHEWAN	1		
		YUKON TERRITORY	3		
INDUSTRIAL SECTOR NBR EMPLOYEES					
HEALTH AND SOCIAL SERVICE INDUSTRIES		15			
FEDERAL GOVERNMENT SERVICE INDUSTRIES		8			
PHARMACEUTICAL AND MEDICINE INDUSTRY		5			
CHARTERED BANKS AND OTHER BANKING-TYPE INTERMEDIARIES		1			
EDUCATIONAL SERVICE INDUSTRIES		1			

Figure 14-4 CEER Employee Control and Error Report (PERS281)

6.0 Program Description

6.1 Initialize Arrays

This routine initializes the Census Metropolitan Area array (maximum of 8 occurrences), the industrial sector array (maximum of 20 occurrences), the province array (maximum of 12 occurrences), and the annualized salary array. These arrays are simply counts of employees.

6.2 Process Specification Data

This routine validates the input report set's organizations against the Organization Table as being Canadian and not retired; an ALL selection will select all Canadian organizations from the Control Data Base. The valid organizations are put into an array (up to 20) in ascending order. If the ALL selection is greater than 20 organizations, an error message is printed and the first twenty organizations are processed. This routine assumes there is only one report set, or "company" per run.

6.3 Process Employment History Data Base

In a called module (USER90C) for selected organizations, this routine determines whether an employee has been promoted during the report period; hired and terminated employees are obtained from the EDB. This routine also determines if a person was employed for the full year or had an unpaid leave of any sort. If the employee was employed for only a part of the year, then it will be necessary to "annualize" the salary. This can be done with information on the EDB - the number of pay periods multiplied by rate of pay per period plus bonuses, tips, and commissions (no overtime) and total it.

6.4 Process Employee Data Base

This routine processes the EDB using the organizations in the report set's organization array to find, via organization starts, the organizations to be processed. This routine then selects the employees to be written to the "work" file; Canadian is already implied by organization selection. The following criteria apply:

- Check the termination date to verify that it is not prior to the report year and exclude the employee if it is prior.
- Check the employment date to verify that it is not later than the report year. If it is, exclude it from selection.
- Check the employment status and gross pay to determine whether the employee was on unpaid leave all year; when employment status equals "L" and the total gross-YTD equals zero, then the employee has been on an unpaid leave of absence all year and is to be excluded from processing.

- Exclude employees from processing when
 - Their regular/temporary indicator equals “T”, a temporary Canadian employee who was supposed to work less than 12 weeks in the year and not be included in employment equity reporting;
 - Employment status is “X”, a system-maintained value to indicate that an employee had an identification number change.

An employee who has transferred is counted in one of three ways:

- Counted as hired when the “from” organization is not in the list specified on the run specification and the “to” organization is in the specified list.
- Counted as terminated when the “from” organization is in the list specified on the run specification and the “to” organization is not in the specified.
- Not counted as hired or terminated when the “from” organization is in the specified list and the “to” organization is in the specified list. Rather, only the data in the “to” organization is used for analysis purposes.

This routine then counts the number of employees selected and rejected. It obtains the province, industrial sector, and CMA, if available, for each employee; and it maintains a count of employees in the appropriate industrial sector, CMA, and province. Likewise, it maintains a count of employment status category, full-time, part-time, or temporary. Then it finishes extracting the employee information; extraction includes calculating the “annual salary” and determining the occupational group. To obtain the occupational group and the “annual salary” the employee’s primary job must be found, using the copy member CPPDXFPJ.

The first attempt to determine the primary job focuses on only those jobs which were active. Since it is possible to have no active jobs, it is necessary to determine which “inactive” job is to be considered primary. The assumption used is that the first “inactive” job encountered with an end date that equals the reporting year is considered to be the most recent job and the primary one. Once this is done, then the occupational group is found using the job department as a key to read the department table and retrieve the proper occupational group in the EEO category code.

If necessary to determine the “annualized equivalent salary” from the earned salary, it is done by adding total salary (total regular pay, sick pay, leave pay, and vacation pay, but not including overtime) bonuses (bonuses-ytd), and commissions (Canadian commissions-ytd). When the employee has not worked the entire year and it is necessary to “annualize” the salary, the number of pay periods is multiplied by the rate of pay per period plus bonuses and commissions (no overtime) and a totaled; use copy member CPPDXCAS to determine percent full time, active job, and pay rate.

The “history” data, leave and promotion indicators are merged.

The industrial sector array contains the low and high annualized salaries and number of employees by occupational group within employment category.

This array is written out for the Occupational Groups report as a part of the industrial sector control record, record type equal to 1.

6.5 Select or Reject Employees

The employees have been analyzed as to whether they satisfy the selection criteria. For those who do not meet the criteria this routine adds to a rejection counter and stops processing the employee. For those who meet the criteria, it adds to a selection counter; builds the Employee Work File record to be written from the available EDB and HDB data; accumulates counts in the industrial sector, province, and designated CMA arrays; and writes the work record.

6.6 Analyze Industrial Sector Array

An industrial sector with less than 1000 employees is combined into the largest industrial sector for all reports except CEER-1.

6.7 Produce Report Summary, CEER-1

This routine prints the Employer Identification, Report Summary, and Certification of Accuracy Report from the array counts obtained above.

6.8 Process Employee Work File as Input to Sort

This routine reads the “work” file and, if necessary, changes the industrial sector to be reported in the sort key. It writes (release to sort) one record for national, one for each province and one for each CMA that is to be reported; that is, if there are less than 100 employees at the “national” level in the maintained arrays, then a record does not need to be written out for a province or CMA. If there is only one province/territory to be reported for an industrial sector, then only the national record is to be released; a province indicator is used to show this fact. The sort keys are built in the following manner: national record-industrial sector set to input values; province and CMA set to low-values and record type set to 5; province record-industrial sector and province set to input values; CMA set to low values, and record type set to 5; and CMA record-industrial sector, province, and CMA set to input values and record type set to 5.

6.9 Sort the Work File

This routine sorts the Employee Work File by industrial sector, location (national, provincial, CMA), employment status category, occupational group, organization, and employee ID number.

6.10 Process Employee Work File as Output From Sort

This routine determines the low and high annual “equivalent” salary down to the occupational group level of the above sort key. It writes an industrial sector “control” record, which contains these salary levels (this is the occupational group array) to the “sorted” Employee Work File. A record type of 1 (regular “employee” records will use 5 as previously noted) is used to indicate a control record for sorting purposes.

6.11 Sort the Sorted Work File

This routine sorts the Employee Work File by industrial sector, location (national, provincial, CMA), record type, employment status category, occupational group, organization, and employee ID number. This puts the control records into their proper place in the work file.

6.12 Produce Control and Error Report

As part of program termination activities, the control portion of this report is produced. The accepted input cards are displayed, the number of employees accepted and rejected is shown, and the number of employees by location, designated CMA, province, and industrial sector is also shown.

USER90C - CEER History Extract

1.0 Program Characteristics

Program Name	CEER History Extract
Program ID	USER90C
Language	ANS COBOL
Input File	Employment History Data Base (Disk)
Output Files	History Work File (Disk) CEER History Extract Errors (PERS283)
Called Modules	PPIOHDB PPMSGUTL
Calling Modules	PP90C0XX

2.0 General Description

CEER History Extract (USER90C) is called by CEER Employee Extract (PP90C0XX) to access the Employment History Data Base and extract information needed during processing of the Employee Data Base for Canadian Employment Equity Reporting. The information is formatted to the History Work File for use by the calling module; it deals with specific personnel actions that took place during the report year for employees in specified organizations. The specific actions are promotion, leave of absence (no pay) and return from leave of absence. The report year and specified organizations are requested by the calling program using the Linkage area.

Following the initialization process, an internal sort input procedure is used to access the Employment History Data Base (HDB) sequentially, process the selection logic against each employee record, and then release a formatted output record to the internal sort. Selection of employee records from the HDB is based on the following criteria:

- Effective Date year equal to Report Year requested by calling module
- Organization ID equal to one of those requested by calling module.

When both conditions above are met, the personnel action codes on the qualifying record are tested for codes indicating promotion, leave of absence (no pay), or return from leave of absence.

The existence of one of these three personnel action codes causes an indicator to be set in the output work area. One indicator field is used for both leave of absence and return from leave of absence; and the field is set to “Y” for either personnel action code. The indicator field for promotion is incremented by +1 for each promotion code encountered. Also, a switch in Linkage is set to let the calling module (PP90C0XX) know that data was extracted for output to the History Work File.

This selection process for each HDB record continues until a change in Employee ID is encountered, or until one Employee ID has an Organization ID change. At either break, the key for the output record is established and the record is released to internal sort. End of file condition on the HDB concludes the sort input procedure.

To create the output History Work File for use by the calling module, each formatted sort record is returned via the sort output procedure. The sort order is by Employee ID within Organization ID. The returned sort records are written to the History Work File for use by the calling module after passing through the following logic: Organizational transfers during the report year may have caused the creation of more than one sort record for a given employee/organization key; these need to be combined into one output record prior to output to the History Work File.

When all sort records have been returned and processed through the output logic for creation of the History Work File, return is made to the calling module. Please refer to PP90C0XX documentation on the subsequent use of the indicators in the output file during processing of the Employee Data Base for CEER reporting.

3.0 I/O Diagram

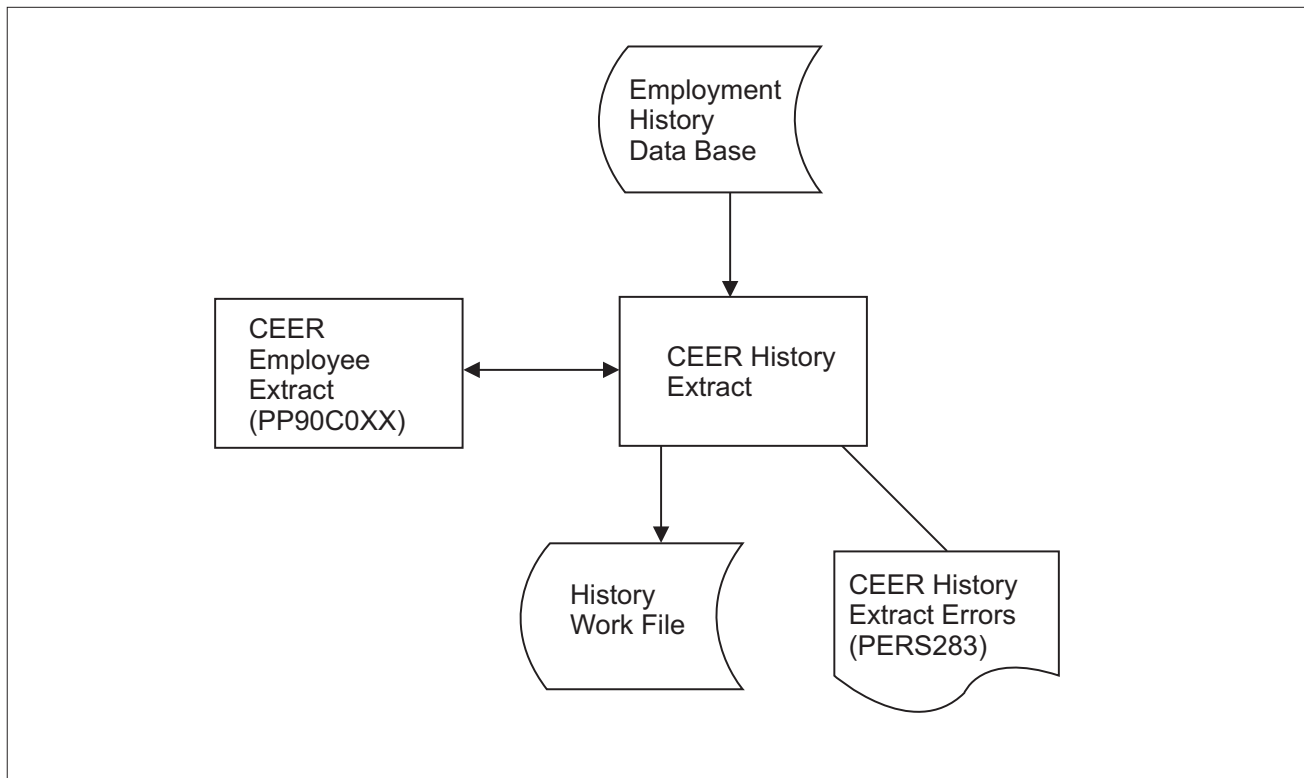


Figure 14-5 USER90C I/O Diagram

4.0 Input Description

4.1 Linkage

The CEER History Extract Interface Area consists of the following:

- Return switch which tells the calling module if any data was created in this program
- Report year passed from the calling module
- Working storage layout for the History Work File, created here and used by the calling module
- Table of specified organization IDs requested by calling module
- Table size and maximum count values set by calling module

4.2 Employment History Data Base

The Employment History Data Base is documented in the HRMS Cross-Application Components Manual under File Descriptions. In this program it is read sequentially.

5.0 Output Description

5.1 History Work File

A record is created and written to the History Work File for each employee selected by this program's processing logic. The record contains an identifying key and two data indicators which are set as a result of information extracted from the Employment History Data Base. This file is used only by the calling module, PP90C0XX. The file's copy member names are:

File-Control	CPSLXCHW
File-Section	CPFDXHWR
Working-Storage	CPWSXHWL

5.1 CEER History Extract Errors (PERS283)

A summary report description and report sample follow.

CEER: History Extract Errors Report Description

Report Name	CEER: History Extract Errors
Report Number	PERS283
Purpose	To provide a means of recording processing errors.
Content	The following information is reported <ul style="list-style-type: none"> • Employee ID • User-reference • Message number • Message severity • Message text

Users should refer to this report for explanation of unusual conditions which may occur (e.g., invalid interface data, invalid HDB return code).

PERS283	INTEGRAL SYSTEMS PAYROLL/PERSONNEL	PAGE NO.	0001
	EMPLOYMENT HISTORY PROCESS	RUN DATE	11/15/96
	CEER: HISTORY EXTRACT ERRORS		
ORG ID:	-MONOCO CORPORATION		
	90-181 FATAL ERROR	INTERFACE AREA - NO REPORT YEAR	
	N	IGZCTCO	C22.010/14/96 19.23

Figure 14-6 CEER: History Extract Errors (PERS283)

6.0 Program Description

6.1 Mainline

START USER90C section executes INITIALIZE section first. If no fatal error has occurred, SORT INPUT PROCEDURE and SORT OUTPUT PROCEDURE are invoked, then TERMINATE is executed prior to return to the calling module, PP90C0XX.

6.2 Initialize

The current run date is obtained, the Message Utility Interface is initialized, and the processing switch in linkage is set to "N" in the event no records are returned for use by the calling module. The data fields passed to this program via linkage, Report Year, and requested Organization are checked to ensure that data is present. The Employment History Data Base is opened and positioned to the first employee record. The History Work File is opened and initialized: the calling program expects the leave indicator to be "N" when there is no leave data and the promotion indicator to be zeros when there are no promotions.

6.3 Sort Input Procedure

This section handles sequential processing of the HDB by performing PROCESS HDB RECORDS section until the HDB reaches an end of file condition or a fatal error occurs. In the case of a fatal error, this program is ended. Otherwise, the data holding area is checked, and if a record is on hold waiting for processing, it is completed by PROCESS EMPLOYEE BREAK. Return is back to the mainline section.

Process HDB Records

This section performs the selection logic against each HDB record read in. At the end of this process, if a record passes the selection criteria, it is moved to a working storage hold area. Therefore, the first part of the section checks the Employee ID and Organization ID in that hold area against the newest HDB record to determine if an employee break or an organization break within employee has occurred. If so, PROCESS EMPLOYEE BREAK is performed to release a formatted record to sort.

The newest HDB record is now checked through the selection process. CHECK EFFECTIVE YEAR is performed; if the record's Effective Date year field does not match the requested Report Year, the record is bypassed and the next HDB record is read for processing. When a match is found, however, CHECK ORGANIZATION is performed; if the record's Organization ID field does not match any of the Organization IDs specified in the linkage organization table, the record is bypassed and the next HDB record is read for processing. When a match is found, however, the record is set up for further selection logic. It is moved to the working storage hold area, and PROCESS PERSONNEL ACTIONS is performed to determine if it contains qualifying codes. The HDB is then read for the next record.

Check Effective Year

This section tests the HDB's Effective Date year field against the requested Report Year. A switch is set to indicate the result to the calling section. If the year fields match, the switch is set on; otherwise, the switch is set off.

Check Organization

This is the driver for MATCH SELECTED ORGS which is performed for each occurrence of an Organization ID in the request table, or until end of table.

Match Selected Orgs

This section tests the Organization ID field on the HDB record against each Organization ID specified in the request table. A switch is set to indicate the result to the calling section. If a match is found, the switch is set on and this selection logic is completed; otherwise, the switch is set off and processing continues with the next Organization ID in the request table.

Process Personnel Actions

This is the driver for CHECK 6 PERSONNEL ACTIONS which is performed for each occurrence of the six personnel action codes on an HDB record. This section is entered only if an HDB record has passed the previous selection requirements and has been set up in the working storage hold area.

Check 6 Personnel Actions

This section checks the six personnel action codes on the HDB record in the working storage hold area. If any are equivalent to leave of absence without pay or return from leave of absence, the appropriate indicator in the working storage output record is set to “Y” and a switch is set on to indicate that data is waiting for release to the sort. If any personnel action codes are equivalent to the promotion code, +1 is added to the appropriate indicator in the working storage output record, and a switch is set on to indicate that data exists for release to the sort.

Process Employee Break

This section checks the switch set during the selection processing of the personnel action codes (see CHECK 6 PERSONNEL ACTIONS above). If the switch is off, indicating that no indicators were set, the hold area is cleared in order to bypass the nonqualifying record. When the switch is on (indicator data has been established in the working storage output area), the Employee ID and the Organization ID from the record in the hold area is set up in the output area and this formatted output is released to sort. The output area and the switch are then reinitialized and the hold area is cleared.

6.4 Sort Output Procedure

This section handles the flow for the return of the sorted, formatted records. In the event no sort records were created or a fatal error occurred during the SORT INPUT PROCEDURE, this section is bypassed; otherwise, the work area for the key of the record to be written to the output file is initialized, and PROCESS OUTPUT is performed until all sort records have been returned.

Process Output

This section handles the flow for checking each returned sort record against the previous returned sort record. If the keys of the two records match, their indicator data should be combined; otherwise, the previous sort record is ready to be written to the output file.

First a sort record is returned. If at end of sort file, the key in the output record’s work area is checked to determine if a record still remains to be written to output; if so, it is completed by performing WRITE EMP OUTPUT RECORD, and control is returned to the calling procedure.

When the first sort record is returned, it is moved to the work area and the next record is returned. After the first, for each sort record returned, a check on its key needs to be made. It is possible that more than one sort record may have been created with the same employee-organization key (if organizational transfers occurred for the employee during the report year). For this situation, all sort records for a given employee which contain the same Organization ID need to be combined into one output record. This is done by performing COMBINE EMP SORT RECS. When a key break indicates that the record in the work area is complete, the output is written by performing WRITE EMP OUTPUT RECORD.

Combine Emp Sort Recs When the returned sort record key matches the key from the previous sort record (now located in the work area), its data needs to be combined with the previous record's data in order to create one output record. The leave indicator from the sort record is moved to the analogous field in the work output area. (Note: once the indicator in the work output area has been set to "Y", subsequent indicators being combined under the same key are bypassed so that the "Y" will not be shut off in error.) The numeric data in the promotions indicator is added to the analogous field in the work output area.

Write Emp Output Record When a key break has occurred in the return of sorted records, the record in the work output area is ready and this section is performed to write the record to the History Work File. The newest sort record which just caused the key break is then moved into the work output area.

6.5 Terminate

This section closes all files which are open.

6.6 Utility Routines

OPEN HIST is used to open the Employment History Data Base and test the return code.

HISTORY SEQ READ is used to sequentially read the Employment History Data Base and test the return code.

HISTORY START is used to execute a start and possibly a "get next" on the Employment History Data Base, and to test the return code.

BAD HDB RETURN is used to generate an error message when the return code from the call to PPIOHDB is not considered valid by the requesting procedure.

CALL PPIOHDB is used by above routines when accessing the Employment History Data Base.

CALL MESSAGE UTILITY is used to write error messages to PERS283.

PP90CAXX - CEER Report Driver Program

1.0 Program Characteristics

Program Name	CEER Report Driver Program
Program ID	PP90CAXX
Language	ANS COBOL
Input File	Final Sorted Employee Work File (Disk) CEER Report Driver Run Specification (card or key entry medium)
Output Files	Error Report (PERS285)
Called Modules	PPCEER2 PPCEER3 PPCEER4 PPCEER5 PPCEER6 PPCEER7 PPMSGUTL

2.0 General Description

This program reads the Final Sorted Employee File as input. It accumulates the employee data and counts into the needed arrays, then calls the report modules to create the report print images.

Initialize Control Data

Obtain the report print flags and print temporaries flag from reading the run specification file. Obtain the reporting year from the file control record, type 0, on the Sorted Employee Work File and store.

Process Sorted Employee Work File For “Location” Control Information

The second record on the Sorted Employee Work File should be a “location” control record; “national” records will have low values in the province and CMA key fields, “province” records will have low values in only the CMA key field, and the “CMA” records will not have low values in any key field. It will contain the high and low annualized equivalent salaries by category and the number of employees per category which are needed for , Occupational Groups; this process needs to be done only when there is a change in “location”. Save these numbers into a table and obtain another record from the Sorted Employee Work File.

Process Sorted Employee Work File For Detail Accumulation

Each of the five reports, CEER-2 through CEER-6, has three possible “subreports,” i.e., by employment category. Each report must have an array in which to accumulate totals. The arrays have been made three-dimensional with the employment “action” category as the first, or highest level, the occupational group the second level, and what is called the “people grouping” level the third, or lowest level.

Add to the counts in the appropriate buckets of each “report”. Obtain another detail record. This accumulation terminates when the “location” changes or the record type becomes a 1 (these two are equivalent).

Accumulate Into Occupational Group Arrays

The Occupational Group report will also require the determination of the quartile into which a person’s salary falls and add one to that counter. Determine quartiles for counting purposes for each occupational group (all salaries are rounded to the nearest dollar). Compute salary width = (high annualized equivalent salary - low annualized equivalent salary) / 4. Compute bottom qtr 1 = low salary. Compute top qtr 1 = bottom qtr 1 + salary width. Compute top qtr 2 = bottom qtr 1 + 2 x salary width. Compute top qtr 3 = bottom qtr 1 + 3 x salary width. Compute top qtr 4 = High Salary. Store the bottom qtr 1 and top level of each quartile.

An array is created for accumulating the designated CMA values. The meanings of the subscript/index usage are shown below.

Employment category occurrences are defined as:

Occurrence	Description
1	Permanent full-time
2	Permanent part-time
3	Temporaries

Occupational group occurrences are defined as:

Occurrence	Description
1	Senior Managers
2	Middle and Other Managers
3	Professionals
4	Semi-Professionals and Technicians
5	Supervisors
6	Supervisors - Crafts and Trades
7	Administrative and Senior Clerical Personnel
8	Skilled Sales and Service Personnel
9	Skilled Crafts and Trades Workers
10	Clerical Personnel
11	Intermediate Sales and Service Personnel
12	Semi-Skilled Manual Workers
13	Other Sales and Service Personnel
14	Other Manual Workers

People-count occurrences are defined as:

Occurrence	Description
1	All employees
2	Aboriginal peoples
3	Persons with disabilities
4	Members of visible minorities

Accumulate Into Salary Summary Arrays

The employment category occurrences are defined the same as for the Occupational Group Report.

The salary range occurrences are defined as (X/Y), where X is permanent full-time employees and Y is permanent part-time employees and temporaries.

The salary range table should be built as a two-dimensional array, salary range within employment category.

The people count occurrences are defined the same as for the Occupational Group Report.

Occurrence	Description
1	under \$15,000/under \$5,000
2	\$15,000-\$19,999/\$5,000-\$7,499
3	\$20,000-\$24,999/\$7,500-\$9,999
4	\$25,000-\$29,999/\$10,000-\$12,499
5	\$30,000-\$34,999/\$12,500-\$14,999
6	\$35,000-\$37,499/\$15,000-\$17,499
7	\$37,500-\$39,999/\$17,500-\$19,999
8	\$40,000-\$44,999/\$20,000-\$22,499
9	\$45,000-\$49,999/\$22,500-\$24,999
10	\$50,000-\$59,999/\$25,000-\$29,999
11	\$60,000-\$69,999/\$30,000-\$34,999
12	\$70,000-\$84,999/\$35,000-\$39,999
13	\$85,000-\$99,999/\$40,000-\$49,999
14	\$100,000 and over/\$50,000 and over

Accumulate Into Hired, Promoted, or Terminated Arrays

The employment category, occupational group, and people-count occurrences are defined the same as for the Occupational Group Report.

Print Report Set

Call the individual report programs and print their report from the appropriate array based upon the report print flag being on. When processing a designated CMA as a “location” none of the other reports will need to be printed except for the Occupational Group report. Clear the appropriate “location” array after the report is printed.

Print National Report Set

The national report set is designed to be printed first; the sort key with low values for the province and CMA and a record for every employee ensure this. Should it become necessary to print the national set last, move high values to the province and CMA sort key fields in the Extract program. Close the files and stop the run.

3.0 I/O Diagram

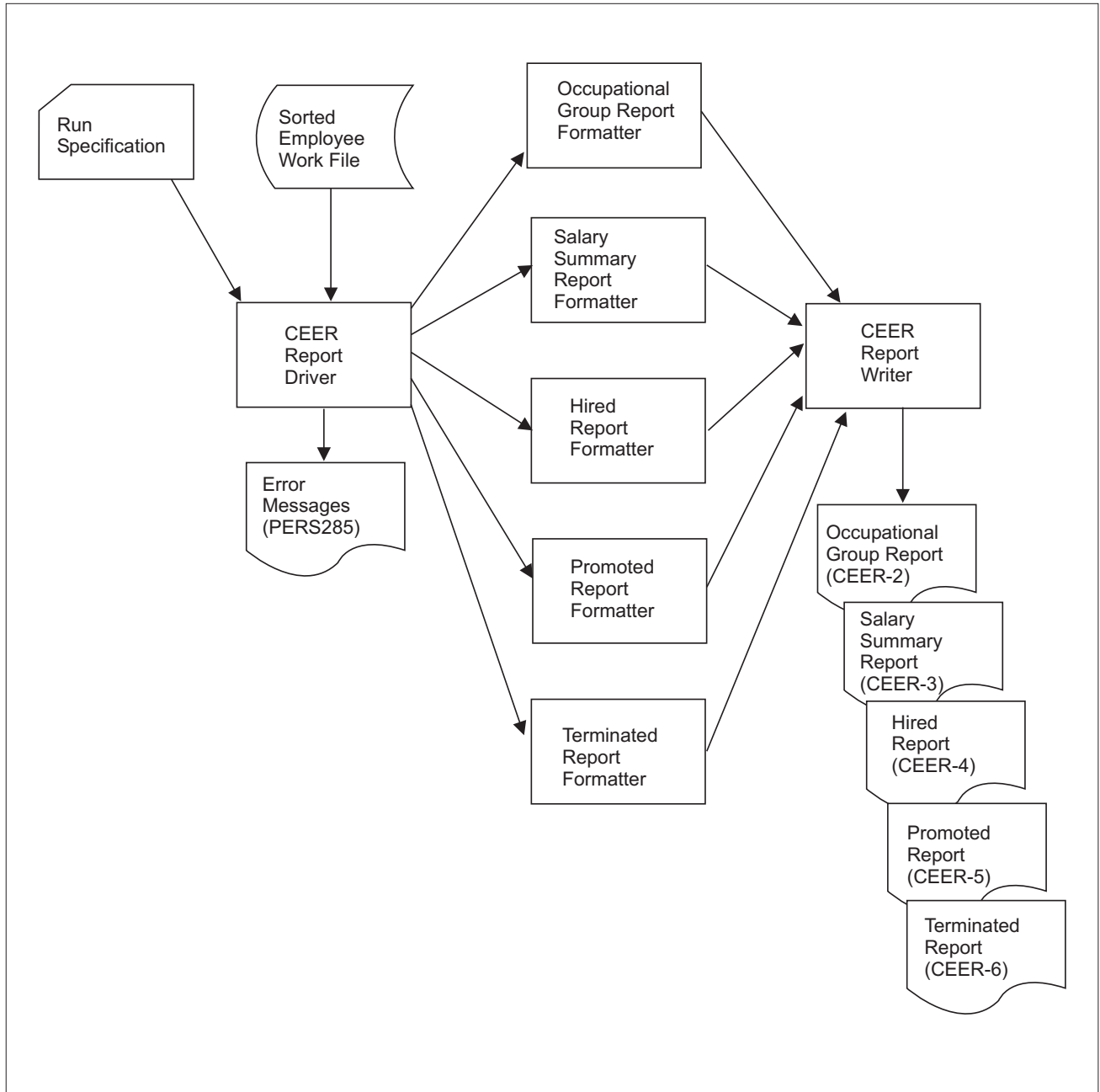


Figure 14-7 PP90CAXX I/O Diagram

4.0 Input Description

4.1 Run Specification

The run specification contains two fields; one to specify whether to print a report of temporary employees, one to specify which of these reports to print:

- Occupational Groups
- Salary Summary
- Hired
- Promoted
- Terminated

4.2 Sorted Employee Work File

The Sorted Employee Work File is documented in the *HRMS Cross-Application Components* manual under File Descriptions.

CEER REPORT DRIVER RUN SPECIFICATION

PER90CASPEC	PRINT TEMP RPT	PRINT CEER RPTS				
		2	3	4	5	6
1	11	12	13	14	15	16 17

Field	Description
PRINT TEMP RPT	1-character alphanumeric. Enter one of the following codes to indicate whether to include temporary employees: Y or blank - print temporary employee count N - do not print temporary employee count
PRINT CEER RPTS	1-character alphanumeric. Enter one of the following codes to indicate whether to print reports: Y or blank - print this report N - do not print this report Each box represents a CEER report as follows: 2 - Occupational Groups 3 - Salary Summary 4 - Hired 5 - Promoted 6 - Terminated

PER90CAS
5/1/88

Figure 14-8 CEER Report Driver Run Specification Form (PER90CASPEC)

5.0 Output Description

5.1 Error Messages Report

A summary report description and report sample follow.

Error Messages Report Description

Report Name	Error Messages
Report Number	PERS285
Purpose	To list run specification input and errors that occurred in processing.
Content	Specification input and error messages are shown in standard error message format.
Sequence	Specifications are shown in the order entered, before internal sort. Error messages are printed in the order they occurred. Messages that refer to employee records show the organization ID beneath the message number.

PERS285/PP90CAXX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PAYROLL PROCESSING ERROR MESSAGES		RUN DATE	11/15/96
ORG ID:		-MONOCO CORPORATION			
EMPLOYEE	USER	MESSAGE	MESSAGE		
ID. NO.	REFERENCE	NUMBER	SEVERITY	----- M E S S A G E T E X T -----	
		90-225	FATAL ERROR	INVALID SPEC ID, JOB ABORTED PPR90CASPEC	

Figure 14-9 Error Messages Report (PERS285)

6.0 Program Description

6.1 Main

The main procedure is executed one time in a fall-through fashion. After performing the initialization procedure, it performs the main process subroutine until end of file. After all records have been processed, it checks the abend switch to decide whether to call report programs to print the reports for the last industrial sector (or location). Then it checks to see if PPCEER7 file is open. If PPCEER7 file is open, it calls PPCEER7 module to close the CEER7 file. Then the sorted work file and the run specification file are closed.

6.2 Initialize Routine

The input file and the run specification file are opened. The first record of the sorted work file is read. If it is end of file, an error message is written to indicate that the input file is empty. The run specification is also read and edited. If no run specification card is found, an error message is written to indicate that the run specification card is missing.

The switches are initialized to appropriate values. The accumulator tables for all CEER programs are initialized to zero.

6.3 Process Employee Records

There are three record types in the sorted work file: “0” for file-control, “1” for industrial-sector-location, and “5” for employee data. The first record of the input file should always be a file-control record. The second record should always be an industrial-sector-location record. The third and the following records should be employee-data records which belong to the same industrial-sector-location. When the industrial-sector-location code changes, an industrial-sector-location record is set up before the employee data records. In other words, the input records are grouped by industrial-sector-location. Each industrial-sector-location group contains an industrial-sector-location record and various numbers of employee data records.

When the first record is read, the business name and report year are stored in the linkage section.

When the first industrial-sector-location record is read, the salary quarter ranges for this industrial-sector-location are set up. When the following industrial-sector-location record is read, the arrays accumulated in the working storage are written to the reports by calling CEER report programs.

When the employee-data record is read, this routine performs array accumulation for the arrays specified and desired in the run specification.

After each record is processed and if theabend switch is off, the next record is read from the input file.

6.4 Call CEER Report Programs

The CEER Report programs are called to write the reports specified in the run specification.

6.5 Accumulate CEER Arrays

This routine checks the report indicators specified in the run specification and accumulate the arrays for the desired reports.

PP90CBXX - CEER Employee Detail Report

1.0 Program Characteristics

Program Name	CEER Employee Detail Report
Program ID	PP90CBXX
Language	ANS COBOL
Input Files	Sorted Employee Work File (Disk)
Output Files	CEER Employee Detail Report (PERS280) CEER Employee Detail Error Report (PERS282)

2.0 General Description

This program generates two reports: CEER Employee Detail Report and CEER Employee Detail Error Report. It uses the Sorted Employee Work File, generated by CEER Extract Program (PP90C0XX), to obtain employee data for the reporting year by organization, industrial sector, employment status and occupational group.

The purpose of the Employee Detail Report is primarily one of data checking. Data at the employee level can be reviewed to determine what constitutes any of the summary reports.

Processing for this program may be summarized as follows:

Determine Report Year

Obtain the reporting year from the file control record, type 0.

Process Sorted Employee Work File

Write the detail lines for the CEER Employee Detail Report from the input Sorted Employee Work File. It will be necessary to accumulate totals for total number of employees processed, total men, total women, total employees in each province, total employees in the designated Census Metropolitan Areas, total employees in each of the employment status categories, full-time, part-time, and temporaries, total employees on leave of absence, total employees in each employment status, hired, promoted, and terminated, and the total employees in each designated group: aboriginal, disability, and minority. The report will page-break upon change in industrial sector.

3.0 I/O Diagram

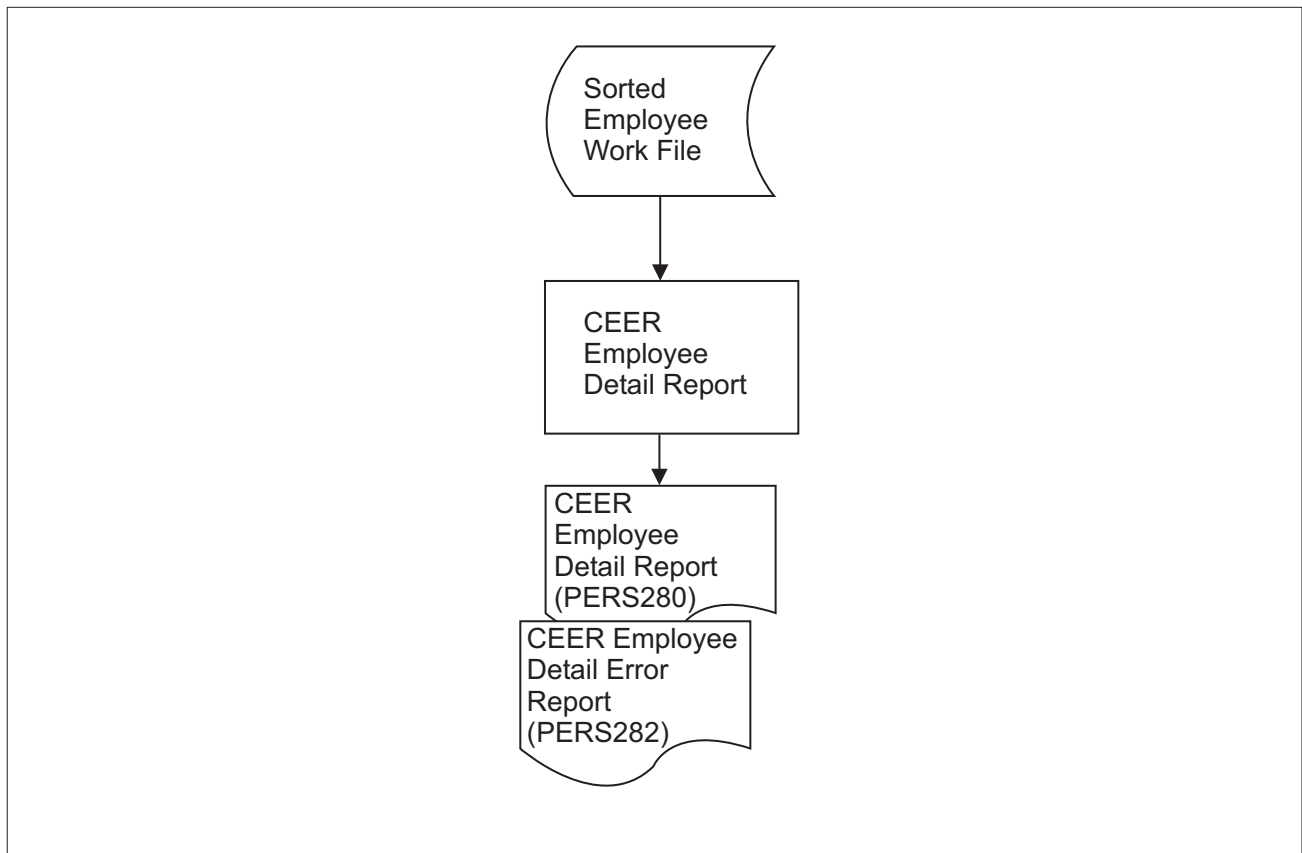


Figure 14-10 PP90CBXX I/O Diagram

4.0 Input Description

4.1 Sorted Employee Work File

The Sorted Employee Work File is documented in the *HRMS Cross-Application Components* manual under File Descriptions.

5.0 Output Description

5.1 CEER Employee Detail Report (PERS280)

A summary report description and report sample follow.

5.2 CEER Employee Detail Error Report (PERS282)

A summary report description and report sample follow.

CEER Employee Detail Report Description

Report Name	CEER Employee Detail Report
Report Number	PERS280
Purpose	To list annual equivalent salaries and personal data for all employees by industrial sector for Canadian Employment Equity Reporting (CEER) requirements.
Content	The report heading identifies the company and industrial sector. Employee information consists of Organization ID, Employee ID, name, sex, annual equivalent salary, province or territory, designated CMA, employment category, occupational group, and designated group. The industrial sector totals are printed for sex, province or territory, designated CMA, employment category, and designated group. Grand totals of all the industrial sectors for the named business are also printed for each of these items.

PERS280/PP90CBXX/121597		INTEGRAL SYSTEMS PAYROLL/PERSONNEL										PAGE NO.	0001			
		PERSONNEL REPORTING										RUN DATE	12/15/97			
		EMPLOYEE DETAIL REPORT										REPORT YEAR	1997			
NAME OF BUSINESS: CANADIAN GENERAL, LTD.																
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE																
ORGANIZATION	EMPLOYEE	INDUSTRIES	PROVINCES/TERRITORIES	DESIGNATED	CMA	EMPLMNT						DESIG	GROUP			
ID	ID	EMPLOYEE NAME	S	ANNUAL	O Q N N M B P S A N Y N	C E H M R T V W	F P T I R E L						A D M			
			X	EQUIVALENT	U S B A C E A L F K W	A D A O E O A I	U R M R O R O						OCCUP	B I I		
			MF	SALARY	T E	N	I S B L N T	L M L N G R N N	L T P E M M A						GROUP	O S N
ORG44	001449999	CAREY, DIANE	X	82,160					X					01		
ORG44	002449999	KILEY, JENNA	X	77,600				X						01		
ORG44	005449999	EDWARDS, R.M.	X	67,788	X									02		
ORG44	006449999	FENNEL, LUCINDA	X	64,720	X									02		
ORG44	035449999	JENNER, DAVID	X	72,231			X							02	X	
ORG44	007449999	FELZIEN, MICHAEL	X	64,012	X									03		
ORG44	008449999	MACKLIN, T.G.	X	72,360	X									03		
ORG44	013449999	COFFMAN, WINSTON M.	X	71,938	X									03		
ORG44	014449999	BRADLEY, CHARLES M.	X	71,814	X									03		
ORG44	041449999	JACKSON, BRAD G.	X	68,500				X						03		
ORG44	044449999	BRADY, MIKE	X	64,077				X						03	X X	
ORG44	045449999	HOLTZ, JOHN	X	63,692	X									03	X X	
ORG44	023449999	LANG, CLARENCE C.	X	64,125				X						04		
ORG44	055449999	DEAN, CINDA TAYLOR	X	63,024			X							04	X	
ORG44	016449999	DOUGLAS, PAUL C.	X	61,850			X							05	X	
ORG44	046449999	RILEY, MATT E.	X	53,000				X						05	X	
ORG44	021449999	SHEA, ANGELINA JOSEPHI	X	42,000			X							08		
ORG44	022449999	KOCH, KATHERYN	X	43,502			X							08		
ORG44	052449999	BRADFORD, GORDON R.	X	41,952		X								08		
ORG44	053449999	COLLINGSFORD, AGNES W.	X	41,632				X						08		
ORG44	025449999	KIRCHHEIMER, MARK B.	X	34,725				X						09		
ORG44	026449999	KISSINGER, VIOLA JANE	X	33,375	X									09		
ORG44	027449999	KING, KAY	X	36,923			X							09	X	
ORG44	031449999	KOCH, LIZ	X	26,923			X							11	X	
ORG44	028449999	MORGENSTERN, JOHN A.	X	19,450				X						12		
ORG44	030449999	WEST, JON F.	X	19,920					X					12	X	
ORG44	058449999	MCGLYNN, KENT C.	X	18,700			X							12		
ORG44	018449999	CARR, DONNA	X	53,168		X						X		06		
ORG44	057449999	MENDELSSOHN, ANNE W.	X	32,786				X				X		09		
ORG44	019449999	KOCH, EMILY	X	24,960								X		10		
ORG44	032449999	SHEFFIELD, JULIA IONE	X	19,625	X							X		11		
TOTALS		31	17		6		5	2		0	0	27	0		2	
			14			4		4	1	0	0	4	0		3	
						1		1	3	0	0	0	0		6	
GRAND TOTALS		31	17		6		5	2		0	0	27	0		2	
			14			4		4	1	0	0	4	0		3	
						1		1	3	0	0	0	0		6	
							2	1	1	0	0	0	0			

Figure 14-11 CEER Employee Detail Report (PERS280)

CEER Employee Detail Error Report Description

Report Name	CEER Employee Detail Error Report
Report Number	PERS282
Purpose	To display run specification input and any errors that occurred in processing.
Content	Specification input and error messages are shown in standard error message format.
Sequence	Specifications are shown in the order entered, before internal sort. Error messages are printed in the order errors occurred. Messages that refer to employee records list the organization ID beneath the message number.

PERS282/PP90CBXX/110196		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO. 0001
		PAYROLL PROCESSING		RUN DATE11/15/96
		CEER EMPLOYEE DETAIL ERROR REPORT		
ORG ID:	-MONOCO CORPORATION			
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	----- M E S S A G E T E X T -----
		90-251	FATAL ERROR	EMPTY DATA SET FROM PP90C0XX
		90-253	FATAL ERROR	INVALID INDUSTRIAL SECTOR

Figure 14-12 CEER Employee Detail Error Report (PERS282)

6.0 Program Description

6.1 Main

The Main procedure is executed one time in a fall-through fashion. After performing the initialization procedure, it performs the main process subroutine until End of File. After all records have been processed, it checks the abend switch. If the abend switch is off, the subtotal is written for the last Industrial Sector (or location) and the grand total is written for the whole report. Then the Sorted Work File and Detail Report File are closed and the run stopped.

6.2 Initialize Routine

This routine opens input and output files. It then initializes message interface to spaces, sets up a date for run date, and moves appropriate values to XMSG fields for PPMSGUTL.

The first record is read. If End of File, PPMSGUTL is called to generate an error message indicating an empty data set from PP90C0XX.

6.3 Process Employee Records

The Employee Detail Report processes only report national records, thus bypassing all nonnational records. The national records are identified with the national key of “0”.

There are three different record types in the input file: “0” for file control record, “1” for industrial sector/location record, and “5” for employee detail records. These record types are processed as follows:

- When the record is file control record, business name and report year are moved to working storage. Then 99 is moved to the line count to force the page heading to be written.
- When the record is the first industrial-sector-location record, the page heading is printed. When the industrial sector key is changed, industrial sector/location subtotal and the page heading are printed.
- When the record is employee data record, the record is processed and the appropriate counts are accumulated.
- If the record type is invalid, PPMMSGUTL is called to write an error message indicating an invalid record type.

If the abend switch is off, the next record is read and the process repeated until the end of file.

PPCEER2 - Occupational Groups Report, CEER-2

1.0 Program Characteristics

Program Name	Occupational Groups Report, CEER-2
Program ID	PPCEER2
Language	ANS COBOL
Output Files	Occupational Groups Print Image Lines
Calling Modules	PP90CAXX
Called Modules	PPCEER7

2.0 General Description

This program produces the print line images for the Occupational Groups Report using a summary array created by the calling Report Driver Program, PP90CAXX.

3.0 I/O Diagram

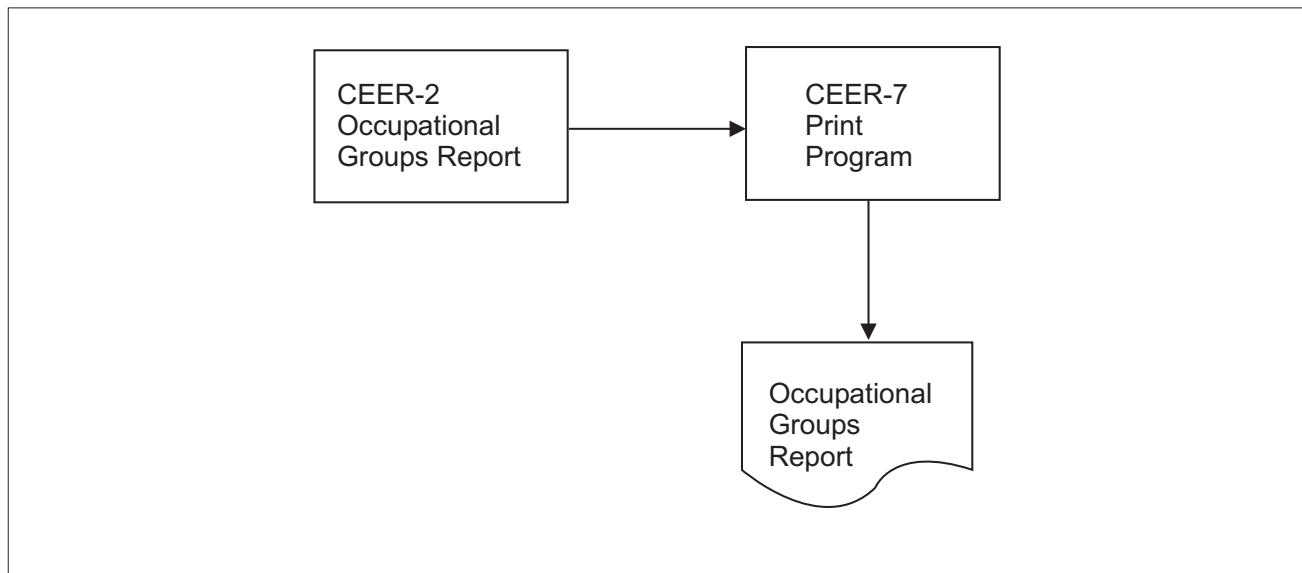


Figure 14-13 PPCEER2 I/O Diagram

4.0 Input Description

4.1 Occupational Group Array

See the General Description in the Report Driver program (PP90CAXX) documentation.

5.0 Output Description

5.1 Occupational Groups Print Image Lines

See CEER Print Program (PPCEER7) documentation.

6.0 Program Description

Print Occupational Groups Report

This report is created by employment status category and industrial sector (the industrial sector “to be printed” on the Sorted Employee Work File). The national report comes first, as a recap of all data. The designated CMAs print after the provinces in which they are located.

The top and bottom salary ranges for printing purposes (column 1) are determined. The high and low annualized equivalent salaries are passed via linkage from the calling module for each of the twelve occupational groups. The table built from Employment Equity Regulations and Schedules and Schedule V, Table of Salary Sections is searched to find into which range the high annualized equivalent salary fits. The same is done for the low annualized equivalent salary.

The number of employees are counted and accumulated for total employees, men, and women, and then by designated group to which they belong, if any - aboriginals, disabilities, or minorities. This is done for each occupational group and within that for each quartile of the salary range. To determine the salary range quartiles requires finding the top and bottom salaries for each group, calculating the difference, dividing that by four, and establishing the ranges.

Note that temporary employees need to be reported *only* when they constitute 20 percent or more of the work force during the reporting period. These employees will be printed by default. To suppress printing this information, the run specification is used for the Report Driver program (PP90CAXX).

PPCEER3 - Salary Summary Report, CEER-3

1.0 Program Characteristics

Program Name	Salary Summary Report, CEER-3
Program ID	PPCEER3
Language	ANS COBOL
Output Files	Salary Summary Print Image Lines
Calling Modules	PP90CAXX
Called Modules	PP9CEER7

2.0 General Description

This program produces the print line images for the Salary Summary Report using a summary array created by the calling Report Driver Program, PP90CAXX.

3.0 I/O Diagram

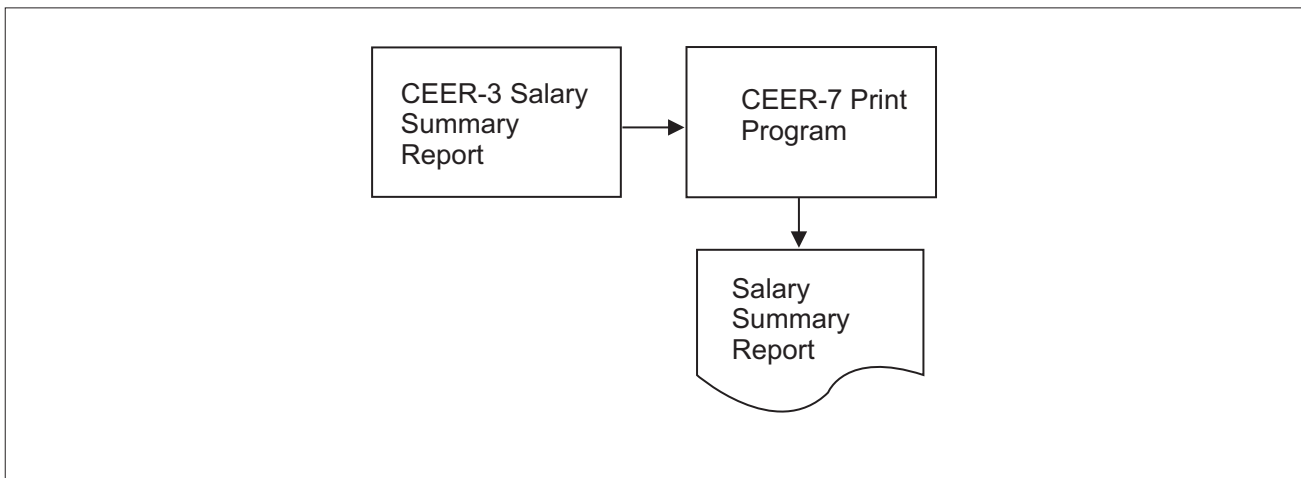


Figure 14-14 PPCEER3 I/O Diagram

4.0 Input Description

4.1 Salary Range Array

See the General Description in the Report Driver program (PP90CAXX) documentation.

5.0 Output Description

5.1 Salary Summary Report Print Image Lines

See CEER Print Program (PPCEER7) documentation.

6.0 Program Description

Print Salary Summary Report

This report shows the count of total employees, men and women, and those in the designated groups who fall into predefined salary ranges. These ranges vary according to the employment status category being reported. The report is produced by industrial sector and location within employment status category.

Remember that temporary employees need to be reported *only* when they constitute 20 percent or more of the work force during the reporting period. These employees will be printed by default. To suppress printing of this information, use the run specification for the Report Driver Program (PP90CAXX).

PPCEER4 - Hired Report, CEER-4

1.0 Program Characteristics

Program Name	Hired Report, CEER-4
Program ID	PPCEER4
Language	ANS COBOL
Output Files	Hired Report Print Image Lines
Calling Modules	PP90CAXX
Called Modules	PPCEER7

2.0 General Description

This program produces the Hired Report using a summary array created by the calling Report Driver Program, PP90CAXX.

3.0 I/O Diagram

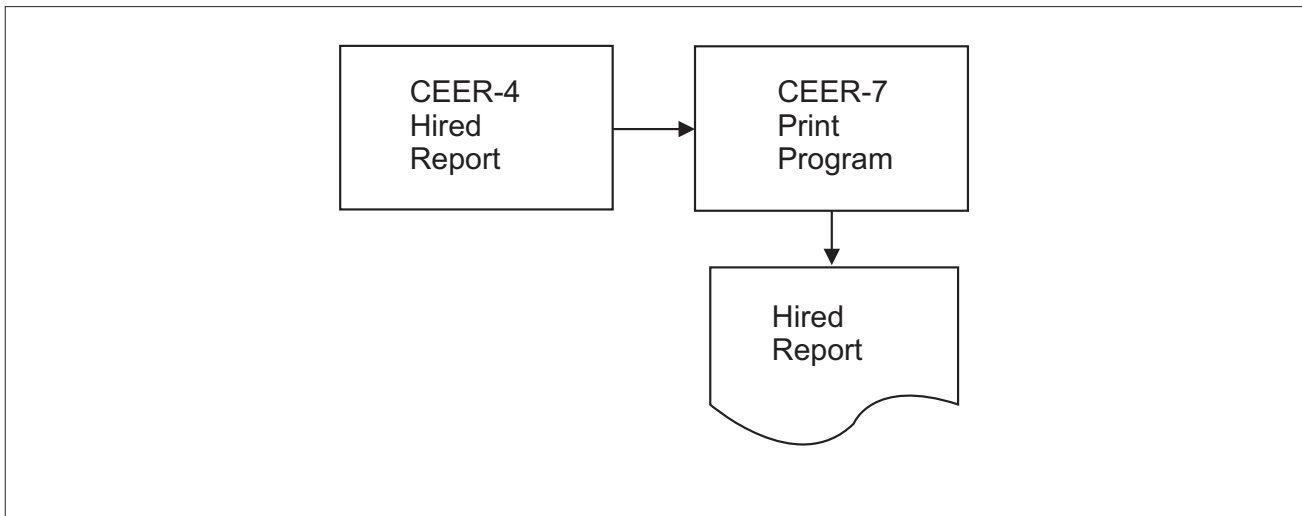


Figure 14-15 PPCEER4 I/O Diagram

4.0 Input Description

4.1 Hired Array

See the General Description in the Report Driver program (PP90CAXX) documentation.

5.0 Output Description

5.1 Hired Report

See CEER Print Program (PPCEER7) documentation.

6.0 Program Description

Print Hired Report

This report is produced by employment status category, industrial sector, and location. The total number of employees is counted and accumulated by sex for all employees, aboriginals, disabled, and minorities within occupational group. The major selection criteria was whether an employee was hired during the report year.

Note that temporary employees need to be reported *only* when they constitute 20 percent or more of the work force during the reporting period. These employees will be printed by default. To suppress printing of this information, use the run specification for the Report Driver program (PP90CAXX).

PPCEER5 - Promoted Report, CEER-5

1.0 Program Characteristics

Program Name	Promoted Report CEER-5
Program ID	PPCEER5
Language	ANS COBOL
Output Files	Promoted Report Print Image Lines
Calling Modules	PP90CAXX
Called Modules	PPCEER7

2.0 General Description

This program produces the print line images for the Promoted Report using a summary array created by the calling Report Driver Program, PP90CAXX.

3.0 I/O Diagram

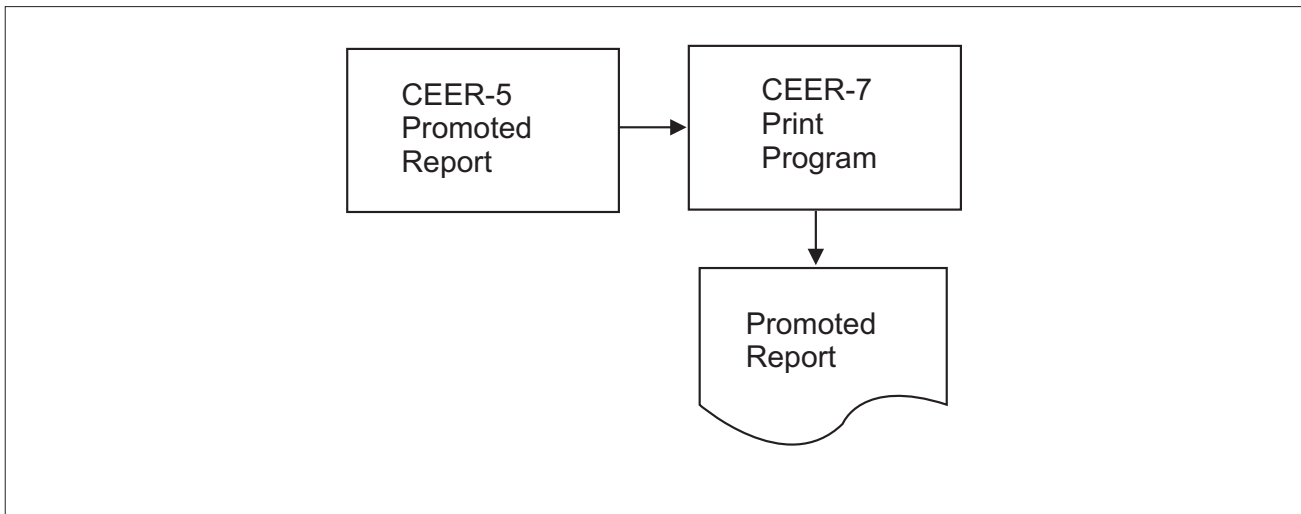


Figure 14-16 PPCEER5 I/O Diagram

4.0 Input Description

4.1 Promoted Array

See the General Description in the Report Driver program (PP90CAXX) documentation.

5.0 Output Description

5.1 Promoted Report

See CEER Print Program (PPCEER7) documentation.

6.0 Program Description

Print Promoted Report

This report is produced by employment status category, industrial sector and location. The total number of employees is counted and accumulated by sex for all employees, aboriginals, disabled, and minorities within occupational group. The major selection criteria is whether an employee was promoted during the report year.

Note that temporary employees need to be reported *only* when they constitute 20 percent or more of the work force during the reporting period. These employees will be printed by default. To suppress printing of this information, use the run specification for the Report Driver program (PP90CAXX).

PPCEER6 - Terminated Report, CEER-6

1.0 Program Characteristics

Program Name	Terminated Report, CEER-6
Program ID	PPCEER6
Language	ANS COBOL
Output Files	Terminated Report Print Image Lines
Calling Modules	PP90CAXX
Called Modules	PPCEER7

2.0 General Description

This program produces the Terminated Report using a summary array created by the calling Report Driver Program, PP90CAXX.

3.0 I/O Diagram

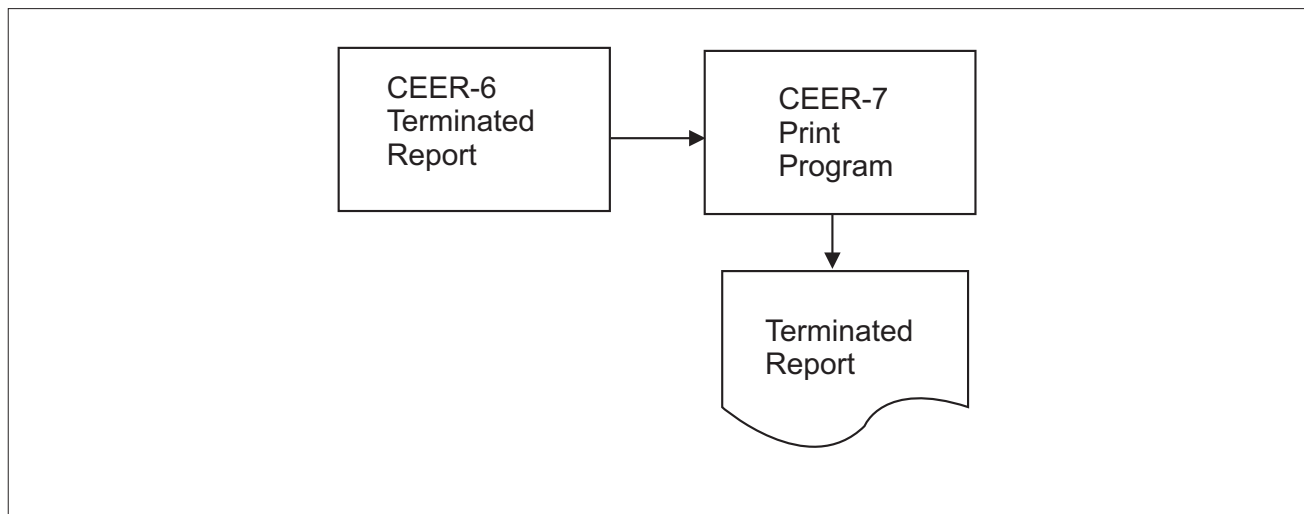


Figure 14-17 PPCEER6 I/O Diagram

4.0 Input Description

4.1 Terminated Array

See the General Description in Report Driver program (PP90CAXX) documentation.

5.0 Output Description

5.1 Terminated Report

See CEER Print Program (PPCEER7) documentation.

6.0 Program Description

Print Terminated Report

This report is produced by employment status category, industrial sector and location. The total number of employees is counted and accumulated by sex for all employees, aboriginals, disabled, and minorities within occupational group. The major selection criteria is whether an employee was terminated during the report year.

Note that temporary employees need to be reported *only* when they constitute 20 percent or more of the work force during the reporting period. These employees will be printed by default. To suppress printing of this information, use the run specification for the Report Driver Program (PP90CAXX).

PPCEER7 - CEER Print Program

1.0 Program Characteristics

Program Name	CEER Print Program
Program ID	PPCEER7
Language	ANS COBOL
Output Files	Occupational Groups Report Salary Summary Report Hired Report Promoted Report Terminated Report
Calling Modules	PP90CAXX PPCEER2 PPCEER3 PPCEER4 PPCEER5 PPCEER6

2.0 General Description

This program acts as a printer of report line images passed to it by the calling programs.

3.0 I/O Diagram

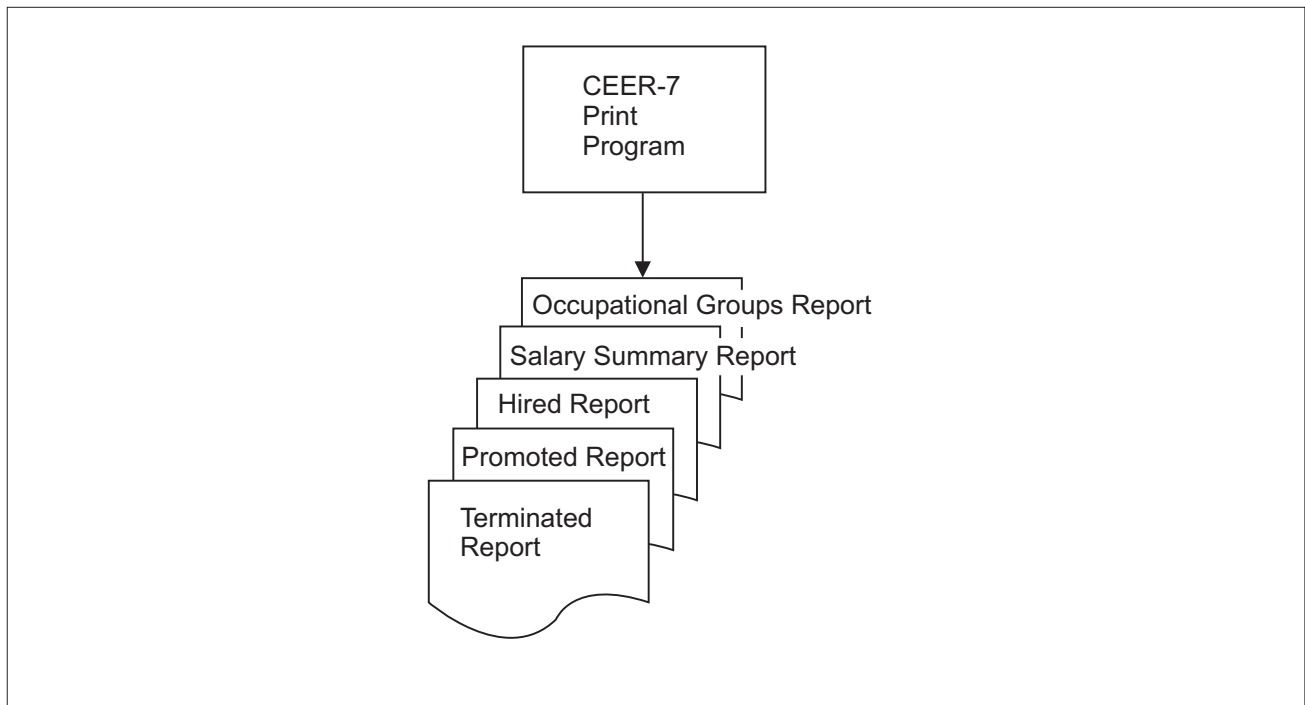


Figure 14-18 PPCEER7 I/O Diagram

4.0 Input Description

4.1 Occupational Groups Print Image Lines

See Occupational Groups Report (PPCEER2) documentation.

4.2 Salary Summary Print Image Lines

See Salary Summary Report (PPCEER3) documentation.

4.3 Hired Print Image Lines

See Hired Report (PPCEER4) documentation.

4.4 Promoted Print Image Lines

See Promoted Report (PPCEER5) documentation.

4.5 Terminated Print Image Lines

See Terminated Report (PPCEER6) documentation.

5.0 Output Description

5.1 Occupational Group Report

A summary report description and report sample follow.

5.2 Salary Summary Report

A summary report description and report sample follow.

5.3 Hired Report

A summary report description and report sample follow.

5.4 Promoted Report

A summary report description and report sample follow.

5.5 Terminated Report

A summary report description and report sample follow.

Occupational Groups Report Description

Report Name	Occupational Groups
Report Number	Not applicable
Purpose	To provide Occupational Group salary ranges and numbers of employees in each range, in accordance with CEER requirements.
Content	The report header identifies the business, industrial sector, and designated CMA. The report lists Occupational Groups by salary quartile within each group. The highest salary range and the lowest salary range are printed for each occupational group, except when a given group does not contain any employee counts. Then the report prints the counts of women, men, and total women and men in each required status: aboriginals, persons with disabilities, and members of visible minorities, as well as the count of all employees in each group/salary range/status. Finally, each column is a totaled to give the total number of employees.
Sequence	Industrial sector, location (national, provincial, or designated CMA), and employment status category

EMPLOYMENT AND IMMIGRATION CANADA																
OCCUPATIONAL GROUPS: PERMANENT FULL-TIME EMPLOYEES																
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES																
FORM 2 PART A PAGE 1																
REPORTING PERIOD 1997																
CANADIAN GENERAL, LTD.		X NATIONAL (CANADA)			PROVINCE/TERRITORY			DESIGNATED CMA								
OCCUPATIONAL GROUPS	TOP AND BOTTOM OF SALARY RANGE	QTR	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERS W/DISABILITIES			VISIBLE MINORITIES				
			TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN		
			NBR	COL 2	COL 3	COL 4	NBR	COL 5	COL 6	COL 7	NBR	COL 8	COL 9	COL 10	NBR	COL 11
	COL 1															
SENIOR MANAGERS	85,000 - 89,999	4	1	0	1	0	0	0	0	0	0	0	0	0	0	0
		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	30,000 - 34,999	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0
MIDDLE & OTHR MANAGERS	75,000 - 79,999	4	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	1	0	1	0	0	0	0	0	0	0	0	0	0	0
	20,000 - 24,999	1	1	1	0	1	0	1	0	0	0	0	0	0	0	0
		4	1	1	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	75,000 - 79,999	4	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	3	3	0	0	0	0	2	2	0	2	2	0	0	0
	40,000 - 44,999	1	3	3	0	0	0	0	0	0	0	0	0	0	0	0
		4	1	1	0	0	0	0	0	0	0	0	0	0	0	0
SEMIPROF & TECHNICIANS	50,000 - 54,999	4	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20,000 - 24,999	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0
		4	1	1	0	0	0	0	0	0	0	0	1	1	0	0
SUPERVISORS	40,000 - 44,999	4	1	1	0	0	0	0	0	0	0	0	1	1	0	0
		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	30,000 - 34,999	1	1	1	0	0	0	0	1	1	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVRS: CRAFT/TRADE		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN & SR. CLERICAL		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

EMPLOYMENT AND IMMIGRATION CANADA																
OCCUPATIONAL GROUPS: PERMANENT FULL-TIME EMPLOYEES																
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES																
FORM 2 PART A PAGE 2																
REPORTING PERIOD 1997																
CANADIAN GENERAL, LTD.		X NATIONAL (CANADA)			PROVINCE/TERRITORY			DESIGNATED CMA								
OCCUPATIONAL GROUPS	TOP AND BOTTOM OF SALARY RANGE	QTR	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERS W/DISABILITIES			VISIBLE MINORITIES				
			TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN		
			NBR	COL 2	COL 3	COL 4	NBR	COL 5	COL 6	COL 7	NBR	COL 8	COL 9	COL 10	NBR	COL 11
	COL 1															
SKILLED SALES/SERVICE	40,000 - 44,999	4	1	0	1	0	0	0	0	0	0	0	0	0	0	0
		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	40,000 - 44,999	1	2	1	1	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT/TRADE	55,000 - 59,999	4	1	0	1	0	0	0	0	0	0	0	1	0	1	0
		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	1	1	0	0	0	0	0	0	0	0	0	0	0	0
	30,000 - 34,999	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL PERSONNEL		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	35,000 - 39,999	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INTERMED SALES/SERVICE		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	35,000 - 39,999	1	1	0	1	0	0	0	0	0	0	0	1	0	1	0
		4	1	1	0	0	0	0	0	0	0	0	0	0	0	0
SEMI-SKILLED MANUAL	25,000 - 29,999	4	1	1	0	0	0	0	0	0	0	0	0	0	0	0
		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	20,000 - 24,999	1	2	2	0	1	1	0	0	0	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER SALES/SERVICE		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER MANUAL WORKERS		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL NUMBER OF EMPLOYEES			26	17	9	2	2	0	3	3	0	6	3	3		

Figure 14-19 Occupational Groups: Permanent Full-Time Employees - Part A (CEER2)

EMPLOYMENT AND IMMIGRATION CANADA														
OCCUPATIONAL GROUPS: PERMANENT PART-TIME EMPLOYEES													FORM 2 PART B PAGE 1	
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES													REPORTING PERIOD 1997	
CANADIAN GENERAL, LTD.		PROVINCE/TERRITORY			DESIGNATED CMA									
LOCATION	X NATIONAL (CANADA)													
OCCUPATIONAL GROUPS	TOP AND BOTTOM OF SALARY RANGE COL 1	QTR	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERS W/DISABILITIES			VISIBLE MINORITIES		
			TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN
			NBR COL 2	COL 3	COL 4	NBR COL 5	COL 6	COL 7	NBR COL 8	COL 9	COL 10	NBR COL 11	COL 12	COL 13
SENIOR MANAGERS		4	0	0	0	0	0	0	0	0	0	0	0	0
		3	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0
MIDDLE & OTHR MANAGERS		3	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS		3	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0
SEMIPROF & TECHNICIANS		3	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS		3	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0
	20,000 - 24,999	4	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVRS: CRAFT/TRADE		3	0	0	0	0	0	0	0	0	0	0	0	0
	20,000 - 24,999	2	0	0	0	0	0	0	0	0	0	0	0	0
		1	1	0	1	0	0	0	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN & SR. CLERICAL		3	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0

EMPLOYMENT AND IMMIGRATION CANADA														
OCCUPATIONAL GROUPS: PERMANENT PART-TIME EMPLOYEES													FORM 2 PART B PAGE 2	
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES													REPORTING PERIOD 1997	
CANADIAN GENERAL, LTD.		PROVINCE/TERRITORY			DESIGNATED CMA									
LOCATION	X NATIONAL (CANADA)													
OCCUPATIONAL GROUPS	TOP AND BOTTOM OF SALARY RANGE COL 1	QTR	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERS W/DISABILITIES			VISIBLE MINORITIES		
			TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN
			NBR COL 2	COL 3	COL 4	NBR COL 5	COL 6	COL 7	NBR COL 8	COL 9	COL 10	NBR COL 11	COL 12	COL 13
SKILLED SALES/SERVICE		4	0	0	0	0	0	0	0	0	0	0	0	0
		3	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0
	30,000 - 34,999	4	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT/TRADE		3	0	0	0	0	0	0	0	0	0	0	0	0
	30,000 - 34,999	2	0	0	0	0	0	0	0	0	0	0	0	0
		1	1	0	1	0	0	0	0	0	0	0	0	0
	20,000 - 24,999	4	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL PERSONNEL		3	0	0	0	0	0	0	0	0	0	0	0	0
	20,000 - 24,999	2	0	0	0	0	0	0	0	0	0	0	0	0
		1	1	0	1	0	0	0	0	0	0	0	0	0
	15,000 - 19,999	4	0	0	0	0	0	0	0	0	0	0	0	0
INTERMED SALES/SERVICE		3	0	0	0	0	0	0	0	0	0	0	0	0
	15,000 - 19,999	2	0	0	0	0	0	0	0	0	0	0	0	0
		1	1	0	1	0	0	0	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0
SEMI-SKILLED MANUAL		3	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0
OTHER SALES/SERVICE		3	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0
		4	0	0	0	0	0	0	0	0	0	0	0	0
OTHER MANUAL WORKERS		3	0	0	0	0	0	0	0	0	0	0	0	0
		2	0	0	0	0	0	0	0	0	0	0	0	0
		1	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL NUMBER OF EMPLOYEES			4	0	4	0	0	0	0	0	0	0	0	0

Figure 14-20 Occupational Groups: Permanent Part-Time Employees - Part B (CEER2)

EMPLOYMENT AND IMMIGRATION CANADA													FORM 2 PART C PAGE 1		
OCCUPATIONAL GROUPS: TEMPORARY EMPLOYEES													REPORTING PERIOD 1997		
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES															
CANADIAN GENERAL, LTD.															
LOCATION	X NATIONAL (CANADA)	PROVINCE/TERRITORY	DESIGNATED CMA												
OCCUPATIONAL GROUPS	TOP AND BOTTOM OF SALARY RANGE COL 1	QTR	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERS W/DISABILITIES			VISIBLE MINORITIES			
			TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	
			NBR COL 2	COL 3	COL 4	NBR COL 5	COL 6	COL 7	NBR COL 8	COL 9	COL 10	NBR COL 11	COL 12	COL 13	
SENIOR MANAGERS	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
MIDDLE & OTHR MANAGERS	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
PROFESSIONALS	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
SEMIPROF & TECHNICIANS	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
SUPERVISORS	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
SUPERVRSRS: CRAFT/TRADE	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
ADMIN & SR. CLERICAL	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	

EMPLOYMENT AND IMMIGRATION CANADA													FORM 2 PART C PAGE 2		
OCCUPATIONAL GROUPS: TEMPORARY EMPLOYEES													REPORTING PERIOD 1997		
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES															
CANADIAN GENERAL, LTD.															
LOCATION	X NATIONAL (CANADA)	PROVINCE/TERRITORY	DESIGNATED CMA												
OCCUPATIONAL GROUPS	TOP AND BOTTOM OF SALARY RANGE COL 1	QTR	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERS W/DISABILITIES			VISIBLE MINORITIES			
			TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	
			NBR COL 2	COL 3	COL 4	NBR COL 5	COL 6	COL 7	NBR COL 8	COL 9	COL 10	NBR COL 11	COL 12	COL 13	
SKILLED SALES/SERVICE	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
SKILLED CRAFT/TRADE	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
CLERICAL PERSONNEL	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
INTERMED SALES/SERVICE	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
SEMI-SKILLED MANUAL	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
OTHER SALES/SERVICE	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
OTHER MANUAL WORKERS	4	0	0	0	0	0	0	0	0	0	0	0	0	0	
	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL NUMBER OF EMPLOYEES			0	0	0	0	0	0	0	0	0	0	0	0	

Figure 14-21 Occupational Groups: Temporary Employees - Part C (CEER2)

Salary Summary Report Description

Report Name	Salary Summary
Report Number	Not applicable
Purpose	To provide a count of employees in each salary range, in accordance with CEER requirements.
Content	The report header identifies the business, industrial sector, and designated CMA. The report lists the salary ranges for the reporting period and provides the counts of women, men, and total women and men in each required status: aboriginals, persons with disabilities, and members of visible minorities. Finally, each column is totaled to show the total number of employees.
Sequence	Industrial sector, location (national or provincial), and employment status category

EMPLOYMENT AND IMMIGRATION CANADA												
SALARY SUMMARY : PERMANENT FULL-TIME EMPLOYEES											FORM 3 PART A	
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES											REPORTING PERIOD 1997	
CANADIAN GENERAL, LTD.	X NATIONAL (CANADA)			PROVINCE/TERRITORY								
SALARY RANGES	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERSONS W/ DISABILITIES			VISIBLE MINORITIES		
	TOTAL COL 1	MEN COL 2	WOMEN COL 3	TOTAL COL 4	MEN COL 5	WOMEN COL 6	TOTAL COL 7	MEN COL 8	WOMEN COL 9	TOTAL COL 10	MEN COL 11	WOMEN COL 12
UNDER \$15,000	26	17	9	2	2	0	3	3	0	6	3	3
\$15,000 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0
\$20,000 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0
\$25,000 - \$29,999	0	0	0	0	0	0	0	0	0	0	0	0
\$30,000 - \$34,999	0	0	0	0	0	0	0	0	0	0	0	0
\$35,000 - \$37,499	0	0	0	0	0	0	0	0	0	0	0	0
\$37,500 - \$39,999	0	0	0	0	0	0	0	0	0	0	0	0
\$40,000 - \$44,999	0	0	0	0	0	0	0	0	0	0	0	0
\$45,000 - \$49,999	0	0	0	0	0	0	0	0	0	0	0	0
\$50,000 - \$59,999	0	0	0	0	0	0	0	0	0	0	0	0
\$60,000 - \$69,999	0	0	0	0	0	0	0	0	0	0	0	0
\$70,000 - \$84,999	0	0	0	0	0	0	0	0	0	0	0	0
\$85,000 - \$99,999	0	0	0	0	0	0	0	0	0	0	0	0
\$100,000 AND OVER	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL NUMBER EMPLOYEES	26	17	9	2	2	0	3	3	0	6	3	3

EMPLOYMENT AND IMMIGRATION CANADA												
SALARY SUMMARY : PERMANENT PART-TIME EMPLOYEES											FORM 3 PART B	
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES											REPORTING PERIOD 1997	
CANADIAN GENERAL, LTD.	X NATIONAL (CANADA)			PROVINCE/TERRITORY								
SALARY RANGES	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERSONS W/ DISABILITIES			VISIBLE MINORITIES		
	TOTAL COL 1	MEN COL 2	WOMEN COL 3	TOTAL COL 4	MEN COL 5	WOMEN COL 6	TOTAL COL 7	MEN COL 8	WOMEN COL 9	TOTAL COL 10	MEN COL 11	WOMEN COL 12
UNDER \$5,000	1	0	1	0	0	0	0	0	0	0	0	0
\$5,000 - \$7,499	2	0	2	0	0	0	0	0	0	0	0	0
\$7,500 - \$9,999	1	0	1	0	0	0	0	0	0	0	0	0
\$10,000 - \$12,499	0	0	0	0	0	0	0	0	0	0	0	0
\$12,500 - \$14,999	0	0	0	0	0	0	0	0	0	0	0	0
\$15,000 - \$17,499	0	0	0	0	0	0	0	0	0	0	0	0
\$17,500 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0
\$20,000 - \$22,499	0	0	0	0	0	0	0	0	0	0	0	0
\$22,500 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0
\$25,000 - \$29,999	0	0	0	0	0	0	0	0	0	0	0	0
\$30,000 - \$34,999	0	0	0	0	0	0	0	0	0	0	0	0
\$35,000 - \$39,999	0	0	0	0	0	0	0	0	0	0	0	0
\$40,000 - \$49,999	0	0	0	0	0	0	0	0	0	0	0	0
\$50,000 AND OVER	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL NUMBER EMPLOYEES	4	0	4	0	0	0	0	0	0	0	0	0

EMPLOYMENT AND IMMIGRATION CANADA												
SALARY SUMMARY : TEMPORARY EMPLOYEES											FORM 3 PART C	
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES											REPORTING PERIOD 1997	
CANADIAN GENERAL, LTD.	X NATIONAL (CANADA)			PROVINCE/TERRITORY								
SALARY RANGES	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERSONS W/ DISABILITIES			VISIBLE MINORITIES		
	TOTAL COL 1	MEN COL 2	WOMEN COL 3	TOTAL COL 4	MEN COL 5	WOMEN COL 6	TOTAL COL 7	MEN COL 8	WOMEN COL 9	TOTAL COL 10	MEN COL 11	WOMEN COL 12
UNDER \$5,000	0	0	0	0	0	0	0	0	0	0	0	0
\$5,000 - \$7,499	0	0	0	0	0	0	0	0	0	0	0	0
\$7,500 - \$9,999	0	0	0	0	0	0	0	0	0	0	0	0
\$10,000 - \$12,499	0	0	0	0	0	0	0	0	0	0	0	0
\$12,500 - \$14,999	0	0	0	0	0	0	0	0	0	0	0	0
\$15,000 - \$17,499	0	0	0	0	0	0	0	0	0	0	0	0
\$17,500 - \$19,999	0	0	0	0	0	0	0	0	0	0	0	0
\$20,000 - \$22,499	0	0	0	0	0	0	0	0	0	0	0	0
\$22,500 - \$24,999	0	0	0	0	0	0	0	0	0	0	0	0
\$25,000 - \$29,999	0	0	0	0	0	0	0	0	0	0	0	0
\$30,000 - \$34,999	0	0	0	0	0	0	0	0	0	0	0	0
\$35,000 - \$39,999	0	0	0	0	0	0	0	0	0	0	0	0
\$40,000 - \$49,999	0	0	0	0	0	0	0	0	0	0	0	0
\$50,000 AND OVER	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL NUMBER EMPLOYEES	0	0	0	0	0	0	0	0	0	0	0	0

Figure 14-22 Salary Summary (CEER3)

Hired Report Description

Report Name	Hired
Report Number	Not applicable
Purpose	To provide a count of employees hired in each Occupational Group, in accordance with CEER requirements.
Content	The report header identifies the business, industrial sector, and designated CMA. The report lists the Occupational Groups for the reporting period and provides the counts of those hired in each group: women, men, and total women and men in each required status, including aboriginals, persons with disabilities, and members of visible minorities. Finally, each column is totaled to show the total number of employees hired.
Sequence	Industrial sector, location (national or provincial), and employment status category

EMPLOYMENT AND IMMIGRATION CANADA												
PERMANENT FULL-TIME EMPLOYEES HIRED												
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES												
FORM 4 PART A												
REPORTING PERIOD 1997												
CANADIAN GENERAL, LTD.												
LOCATION X NATIONAL (CANADA) PROVINCE/TERRITORY												
OCCUPATIONAL GROUPS	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERSONS W/ DISABILITIES			VISIBLE MINORITIES		
	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN
	COL 1	COL 2	COL 3	COL 4	COL 5	COL 6	COL 7	COL 8	COL 9	COL 10	COL 11	COL 12
SENIOR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
MIDDLE & OTHR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0
SEMIPROF & TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	1	0	1	0	0	0	0	0	0	0	0	0
SUPERVRSRS: CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN & SR. CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL PERSONNEL	0	0	0	0	0	0	0	0	0	0	0	0
INTERMED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SEMI-SKILLED MANUAL	1	1	0	1	1	0	0	0	0	0	0	0
OTHER SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
OTHER MANUAL WORKERS	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EMPLOYEES HIRED	2	1	1	1	1	0	0	0	0	0	0	0

EMPLOYMENT AND IMMIGRATION CANADA												
PERMANENT PART-TIME EMPLOYEES HIRED												
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES												
FORM 4 PART B												
REPORTING PERIOD 1997												
CANADIAN GENERAL, LTD.												
LOCATION X NATIONAL (CANADA) PROVINCE/TERRITORY												
OCCUPATIONAL GROUPS	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERSONS W/ DISABILITIES			VISIBLE MINORITIES		
	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN
	COL 1	COL 2	COL 3	COL 4	COL 5	COL 6	COL 7	COL 8	COL 9	COL 10	COL 11	COL 12
SENIOR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
MIDDLE & OTHR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0
SEMIPROF & TECHNICIANS	1	0	1	0	0	0	1	0	1	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVRSRS: CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN & SR. CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL PERSONNEL	0	0	0	0	0	0	0	0	0	0	0	0
INTERMED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SEMI-SKILLED MANUAL	0	0	0	0	0	0	0	0	0	0	0	0
OTHER SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
OTHER MANUAL WORKERS	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EMPLOYEES HIRED	1	0	1	0	0	0	1	0	1	0	0	0

EMPLOYMENT AND IMMIGRATION CANADA												
TEMPORARY EMPLOYEES HIRED												
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES												
FORM 4 PART C												
REPORTING PERIOD 1997												
CANADIAN GENERAL, LTD.												
LOCATION X NATIONAL (CANADA) PROVINCE/TERRITORY												
OCCUPATIONAL GROUPS	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERSONS W/ DISABILITIES			VISIBLE MINORITIES		
	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN
	COL 1	COL 2	COL 3	COL 4	COL 5	COL 6	COL 7	COL 8	COL 9	COL 10	COL 11	COL 12
SENIOR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
MIDDLE & OTHR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0
SEMIPROF & TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVRSRS: CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN & SR. CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL PERSONNEL	0	0	0	0	0	0	0	0	0	0	0	0
INTERMED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SEMI-SKILLED MANUAL	0	0	0	0	0	0	0	0	0	0	0	0
OTHER SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
OTHER MANUAL WORKERS	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EMPLOYEES HIRED	0	0	0	0	0	0	0	0	0	0	0	0

Figure 14-23 Hired Report (CEER4)

Promoted Report Description

Report Name	Promoted Report
Report Number	Not applicable
Purpose	To provide a count of employees promoted in each Occupational Group, in accordance with CEER requirements.
Content	The report header identifies the business, industrial sector, and designated CMA. The report lists the Occupational Groups for the reporting period and provides the counts of those promoted in each group: women, men, and total women and men in each required status, including aboriginals, persons with disabilities, and members of visible minorities. Finally, each column is totaled to show the total number of employees promoted.
Sequence	Industrial sector, location (national or provincial), and employment status category.

EMPLOYMENT AND IMMIGRATION CANADA												
PERMANENT FULL-TIME EMPLOYEES PROMOTED												
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES												
FORM 5 PART A												
REPORTING PERIOD 1997												
CANADIAN GENERAL, LTD.												
LOCATION X NATIONAL (CANADA) PROVINCE/TERRITORY												
OCCUPATIONAL GROUPS	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERSONS W/ DISABILITIES			VISIBLE MINORITIES		
	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN
	COL 1	COL 2	COL 3	COL 4	COL 5	COL 6	COL 7	COL 8	COL 9	COL 10	COL 11	COL 12
SENIOR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
MIDDLE & OTHR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0
SEMIPROF & TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVRS: CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN & SR. CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL PERSONNEL	1	0	1	0	0	0	0	0	0	0	0	0
INTERMED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SEMI-SKILLED MANUAL	0	0	0	0	0	0	0	0	0	0	0	0
OTHER SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
OTHER MANUAL WORKERS	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EMPLOYEES PROMOTED	1	0	1	0	0	0	0	0	0	0	0	0
TOTAL NUMBER PROMOTIONS	1	0	1	0	0	0	0	0	0	0	0	0

EMPLOYMENT AND IMMIGRATION CANADA												
PERMANENT PART-TIME EMPLOYEES PROMOTED												
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES												
FORM 5 PART B												
REPORTING PERIOD 1997												
CANADIAN GENERAL, LTD.												
LOCATION X NATIONAL (CANADA) PROVINCE/TERRITORY												
OCCUPATIONAL GROUPS	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERSONS W/ DISABILITIES			VISIBLE MINORITIES		
	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN
	COL 1	COL 2	COL 3	COL 4	COL 5	COL 6	COL 7	COL 8	COL 9	COL 10	COL 11	COL 12
SENIOR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
MIDDLE & OTHR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0
SEMIPROF & TECHNICIANS	1	1	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVRS: CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN & SR. CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED SALES/SERVICE	1	0	1	0	0	0	0	0	0	0	0	0
SKILLED CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL PERSONNEL	0	0	0	0	0	0	0	0	0	0	0	0
INTERMED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SEMI-SKILLED MANUAL	0	0	0	0	0	0	0	0	0	0	0	0
OTHER SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
OTHER MANUAL WORKERS	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EMPLOYEES PROMOTED	2	1	1	0	0	0	0	0	0	0	0	0
TOTAL NUMBER PROMOTIONS	2	1	1	0	0	0	0	0	0	0	0	0

EMPLOYMENT AND IMMIGRATION CANADA												
TEMPORARY EMPLOYEES PROMOTED												
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES												
FORM 5 PART C												
REPORTING PERIOD 1997												
CANADIAN GENERAL, LTD.												
LOCATION X NATIONAL (CANADA) PROVINCE/TERRITORY												
OCCUPATIONAL GROUPS	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERSONS W/ DISABILITIES			VISIBLE MINORITIES		
	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN
	COL 1	COL 2	COL 3	COL 4	COL 5	COL 6	COL 7	COL 8	COL 9	COL 10	COL 11	COL 12
SENIOR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
MIDDLE & OTHR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0
SEMIPROF & TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVRS: CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN & SR. CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL PERSONNEL	0	0	0	0	0	0	0	0	0	0	0	0
INTERMED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SEMI-SKILLED MANUAL	0	0	0	0	0	0	0	0	0	0	0	0
OTHER SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
OTHER MANUAL WORKERS	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EMPLOYEES PROMOTED	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL NUMBER PROMOTIONS	0	0	0	0	0	0	0	0	0	0	0	0

Figure 14-24 Promoted Report (CEER5)

Terminated Report Description

Report Name	Terminated Report
Report Number	Not applicable
Purpose	To provide a count of employees terminated in each Occupational Group, in accordance with CEER requirements.
Content	The report header identifies the business, industrial sector, and designated CMA. The report lists the Occupational Groups for the reporting period and provides the counts of those promoted in each group: women, men, and total women and men in each required status, including aboriginals, persons with disabilities, and members of visible minorities. Finally, each column is totaled to show the total number of employees terminated.
Sequence	Industrial sector, location (national or provincial), and employment status category.

EMPLOYMENT AND IMMIGRATION CANADA												
PERMANENT FULL-TIME EMPLOYEES TERMINATED											FORM 6 PART A	
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES											REPORTING PERIOD 1997	
CANADIAN GENERAL, LTD.	PROVINCE/TERRITORY											
LOCATION	X NATIONAL (CANADA)											
OCCUPATIONAL GROUPS	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERSONS W/ DISABILITIES			VISIBLE MINORITIES		
	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN
	COL 1	COL 2	COL 3	COL 4	COL 5	COL 6	COL 7	COL 8	COL 9	COL 10	COL 11	COL 12
SENIOR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
MIDDLE & OTHR MANAGERS	1	0	1	0	0	0	0	0	0	1	0	1
PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0
SEMIPROF & TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVSRS: CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN & SR. CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL PERSONNEL	0	0	0	0	0	0	0	0	0	0	0	0
INTERMED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SEMI-SKILLED MANUAL	0	0	0	0	0	0	0	0	0	0	0	0
OTHER SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
OTHER MANUAL WORKERS	0	0	0	0	0	0	0	0	0	0	0	0
TTL EMPLOYEES TERMINATED	1	0	1	0	0	0	0	0	0	1	0	1

EMPLOYMENT AND IMMIGRATION CANADA												
PERMANENT PART-TIME EMPLOYEES TERMINATED											FORM 6 PART B	
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES											REPORTING PERIOD 1997	
CANADIAN GENERAL, LTD.	PROVINCE/TERRITORY											
LOCATION	X NATIONAL (CANADA)											
OCCUPATIONAL GROUPS	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERSONS W/ DISABILITIES			VISIBLE MINORITIES		
	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN
	COL 1	COL 2	COL 3	COL 4	COL 5	COL 6	COL 7	COL 8	COL 9	COL 10	COL 11	COL 12
SENIOR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
MIDDLE & OTHR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0
SEMIPROF & TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVSRS: CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN & SR. CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL PERSONNEL	0	0	0	0	0	0	0	0	0	0	0	0
INTERMED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SEMI-SKILLED MANUAL	0	0	0	0	0	0	0	0	0	0	0	0
OTHER SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
OTHER MANUAL WORKERS	0	0	0	0	0	0	0	0	0	0	0	0
TTL EMPLOYEES TERMINATED	0	0	0	0	0	0	0	0	0	0	0	0

EMPLOYMENT AND IMMIGRATION CANADA												
TEMPORARY EMPLOYEES TERMINATED											FORM 6 PART C	
INDUSTRIAL SECTOR: HEALTH AND SOCIAL SERVICE INDUSTRIES											REPORTING PERIOD 1997	
CANADIAN GENERAL, LTD.	PROVINCE/TERRITORY											
LOCATION	X NATIONAL (CANADA)											
OCCUPATIONAL GROUPS	ALL EMPLOYEES			ABORIGINAL PEOPLES			PERSONS W/ DISABILITIES			VISIBLE MINORITIES		
	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN	TOTAL	MEN	WOMEN
	COL 1	COL 2	COL 3	COL 4	COL 5	COL 6	COL 7	COL 8	COL 9	COL 10	COL 11	COL 12
SENIOR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
MIDDLE & OTHR MANAGERS	0	0	0	0	0	0	0	0	0	0	0	0
PROFESSIONALS	0	0	0	0	0	0	0	0	0	0	0	0
SEMIPROF & TECHNICIANS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVSRS: CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
ADMIN & SR. CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT/TRADE	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL PERSONNEL	0	0	0	0	0	0	0	0	0	0	0	0
INTERMED SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
SEMI-SKILLED MANUAL	0	0	0	0	0	0	0	0	0	0	0	0
OTHER SALES/SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
OTHER MANUAL WORKERS	0	0	0	0	0	0	0	0	0	0	0	0
TTL EMPLOYEES TERMINATED	0	0	0	0	0	0	0	0	0	0	0	0

Figure 14-25 Terminated Report (CEER6)

6.0 Program Description

CEER Print Program

This program writes the CEER2 through CEER6 reports. The formatted print image lines are created and passed by the calling program. This line is printed based on a carriage control character that is also passed.

VETS-100

PP9600XX - VETS-100 Reporting

1.0 Program Characteristics

Program Name	VETS-100 Reporting
Program ID	PP9600XX
Language	ANS COBOL
Input Files	Run Specification (Card or key-entry medium)
Output Files	VETS-100 Reporting File (Disk) Federal Contractor Veterans Employment Report VETS-100 (PP96100) Total Veterans Report (PERS311) New Hires Detail Report (PERS312) Control Report (PERS310)
Work Files	Sort Work File (Disk)
Called Modules	USER96 PPMSGUTL

2.0 General Description

Federal contractors are required annually to report the number of Vietnam era, special disabled, and special disabled Vietnam veterans by their job category and hiring location. The reports represent a snapshot of the data base at the time they are produced, which is based on a pay period end date between July 1 and September 1. The Federal Contractor Veterans Employment Report VETS-100 lists the total number of newly hired employees including the number of newly hired Vietnam veterans. In addition, two detail reports are produced: (1) New Hires Detail Report, listing the total number of newly hired employees and (2) Total Veterans Report, listing the total number of Vietnam veterans employed during the most recent 12-month period, both by job category and hiring location. The detailed reports support the accuracy of the VETS-100 report.

The VETS-100 reporting is done using a comma-delimited ASCII file on 3-1/2" diskette. This program produces a mainframe report file with commas between the fixed-length fields. Clients are responsible for converting the file to the format and medium required by the Department of Labor.

The reports are generated for each "hiring location" and for the headquarters. For businesses that operate with multiple hiring locations, separate reports for the headquarters office and for each hiring location are required.

The terms "Headquarters" for parent company and "Unit" for hiring location are used in this document.

Two programs work together to produce these reports: the VETS-100 Reporting (PP9600XX) program and the VETS-100 Report File Formatting (USER96) program. USER96 accesses the Employee Data Base (EDB) and Control Data Base (CDB) to provide the data needed by PP9600XX to produce the Federal Contractor Veterans Employment Report. This process allows PP9600XX to remain independent of modifications to the EDB or CDB. The USER96 program may be changed to continue supplying its data to PP9600XX.

Run specification input provides the process with the ending date of the reporting period, and the Company and Unit Numbers to be processed. Program PP9600XX reads and edits the run specification and passes error-free selection criteria to USER96. PP9600XX then produces the VETS-100 and two supporting reports using qualified employee records returned from USER96. Each qualified EDB record is written to the Total Veterans Report (PERS311) and/or the New Hires Detail Report (PERS312), depending on the employee's start date (Original Hire Date). Employees whose start date falls within the period covered by the report are displayed on the New Hires Detail Report. Employees whose start date falls within the period covered by the report and who are veterans are displayed on the Total Veterans Report in addition to the New Hire Report.

3.0 I/O Diagram

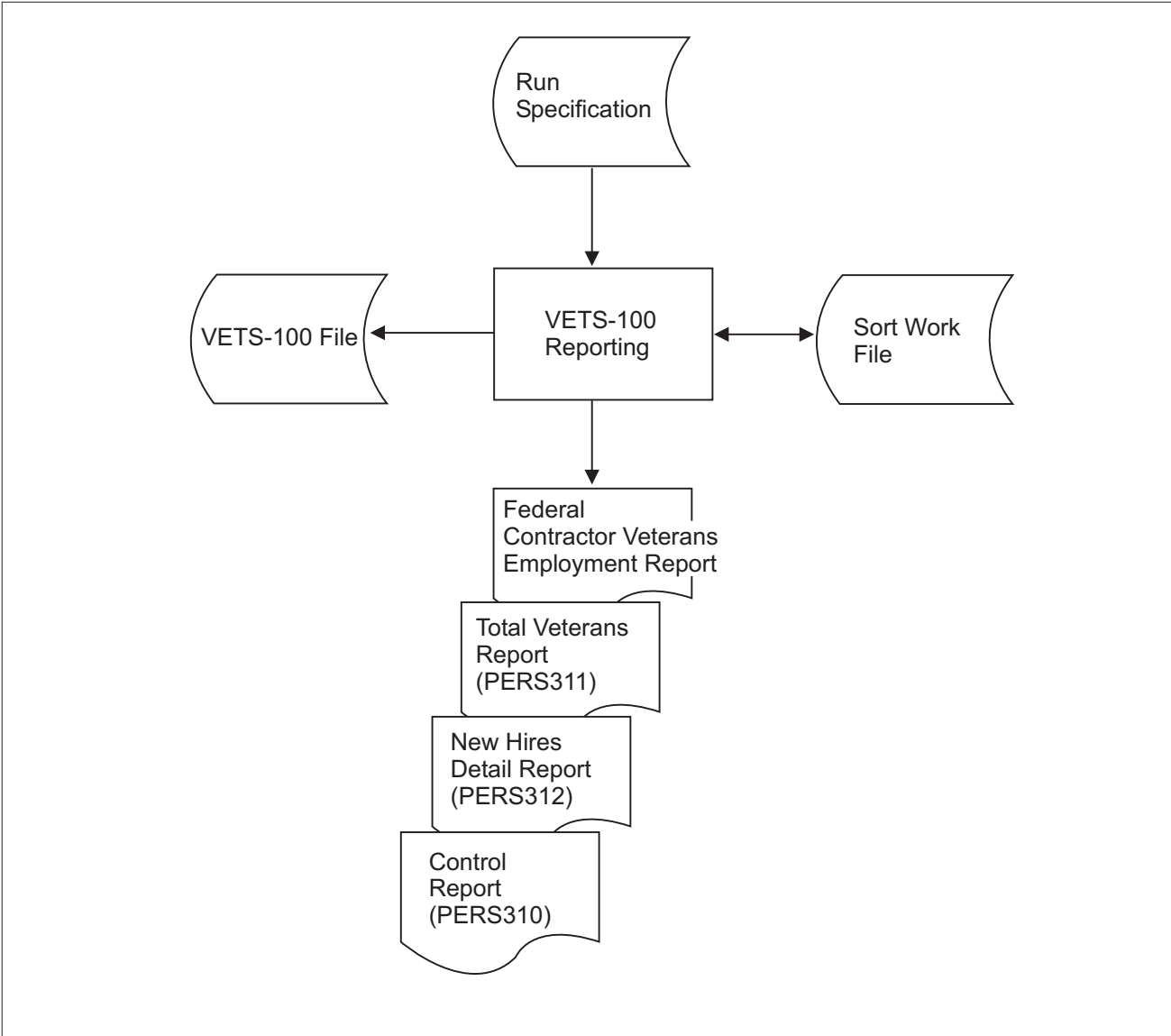


Figure 15-1 PP9600XX I/O Diagram

4.0 Input Description

4.1 Run Specification

The run specification is a multi-record file used to specify certain run time parameters and to supply information for VETS-100 report programs. The file consists of a run specification record (type 1) and a variable number of report information records that apply to specific employer's reporting units (type 2). The run specification type 1 record must be the first record in the file. The minimum processing requirement for this file is the type 1 run specification record, followed by the appropriate report information records for at least one reporting company.

A sample of the run specification form follows.

5.0 Output Description

5.1 VETS-100 Report File

The file must be filed by certain private employers and federal contractors in accordance with Department of Labor reporting requirements.

5.2 Federal Contractor Veterans Employment Report, VETS-100 (PP96100)

A summary report description and report sample follow.

5.3 Control Report (PERS310)

A summary report description and report sample follow.

5.4 Total Veterans' Report (PERS311)

A summary report description and report sample follow.

5.5 New-Hire Detail Report (PERS312)

A summary report description and report sample follow.

Federal Contractor Veterans Employment Report, VETS-100 Report Description

Report Name	Federal Contractor Veterans Employment Report, VETS-100
Report Number	(PP96100)
Purpose	To provide an annual information survey report. This report is for verification use only. It shows the data appearing on the VETS-100 Report File.
Content	<p>The VETS-100 report contains employee counts summarized by the following military status codes within job category and reporting unit:</p> <ul style="list-style-type: none"> • V - Vietnam Era Veteran • S - Special Disabled Veteran • O - Other Protected Veteran • N - Recently Separated Veteran <p>In addition, all newly hired employee counts are included.</p>
Selection Criteria	<p>Employee Selection</p> <p>All full-time, regular (i.e., not temporary), and part-time employees who were employed (not terminated) during the specified report period. Any terminated employee who is employed during the report period is also included. An employee is defined as any individual on the payroll and for whom social security tax is withheld.</p> <p>Report Selection</p> <p>Report request input allows the user to select any combination of companies/units.</p>
Sequence	The sequence of this report is sorted in order of company and unit. The consolidated report follows the final unit for that company.

FEDERAL CONTRACTOR VETERANS EMPLOYMENT REPORT											PAGE: 0001
VETS-100											DATE: 07/05/13
TYPE OF REPORTING ORGANIZATION:			TYPE OF FORM: MULTIPLE ESTABLISHMENT-HIRING LOCATION (MHL)								
COMPANY NUMBER: 9999999			UNIT NUMBER: NEW	NAICS:	DUNS:	EIN:					
COMPANY IDENTIFICATION						TWELVE MONTH PERIOD ENDING: 07/31/01					
STARFLEET SHIPS			1516 UNITED NATIONS WAY								
NEW YORK			NY		10316						
STARFLEET MECHANICS			1982 INDUSTRIAL PARK ROAD								
MADISON			WI		53701						
----- NUMBER OF EMPLOYEES -----											----- NEW HIRES (PREVIOUS 12 MONTHS) -----
JOB CATEGORIES	SPECIAL	VIETNAM	OTHER	RECENTLY	SPECIAL	VIETNAM	OTHER	RECENTLY	TOTAL, BOTH		
	DISABLED	ERA	PROTECTED	SEPARATED	DISABLED	ERA	PROTECTED	SEPARATED	VETERANS AND	NON-VETERANS	
	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)		
OFFICIALS AND MANAGERS.....	1	0	0	0	0	0	0	0	0	0	
PROFESSIONALS.....	2	0	0	0	0	0	0	0	0	1	
TECHNICIANS.....	3	0	0	0	0	0	0	0	0	2	
SALES WORKERS.....	4	0	0	0	0	0	0	0	0	0	
ADMINISTRATIVE SUPPORT WORKERS..	5	1	0	0	0	0	0	0	0	0	
CRAFT WORKERS (SKILLED).....	6	0	0	0	0	0	0	0	0	0	
OPERATIVES (SEMI-SKILLED).....	7	0	0	0	0	0	0	0	0	0	
LABORERS (UNSKILLED).....	8	0	0	0	0	0	0	0	0	1	
SERVICE WORKERS.....	9	0	0	0	0	0	0	0	0	0	
TOTAL	10	1									

Figure 15-3 Federal Contractors Veterans Employment Report, VETS-100 (PP96100)

Control Report Description

Report Name	Control Report
Report Number	PERS310
Purpose	To show any errors that occurred during processing.
Content	Messages are shown in standard message format.
Sequence	The messages are printed in the order in which the described conditions are detected.

PERS310/PP9600XX/081598		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING		RUN DATE	09/08/98
EMPLOYEE ID. NO.	USER REFERENCE	MESSAGE NUMBER	MESSAGE SEVERITY	----- M E S S A G E T E X T -----	
		96-064	SERIOUS ERROR	AN ORGANIZATION ON THE ORG TABLE HAS NO EDB RECORDS ORGANIZATION =ORG4567890123	

Figure 15-4 Control Report (PERS310)

New Hires Detail Report Description

Report Name New Hires Detail Report
Report Number PERS312
Purpose To support the accuracy of the Federal Contractor Veterans Employment Report VETS-100.
Content The PERS312 contains the list of employees hired during the period covered by the VETS-100 Report.
Sequence Data on this report is sequenced by Unit within Company.

PERS312/PP9600XX/081598		INTEGRAL SYSTEMS PAYROLL/PERSONNEL PERSONNEL REPORTING				PAGE NO. 0001		RUN DATE 09/08/98	
		NEW HIRES DETAIL REPORT				PERIOD END 08/31/98			
STARFLEET SHIPS 1516 UNITED NATIONS WAY NEW YORK NY 10316		STARFLEET MECHANICS 1982 INDUSTRIAL PARK ROAD MADISON WI 53701				CO=9999999 U=NEW SIC=5200 DUNS=11-111-1111 EIN=90105023456789			
EMPLOYEE ID	EMPLOYEE NAME	JOB CLASS	EEO CAT	MLTRY STATUS	EMPL STATUS	ORIG HIRE DATE	DEPT ID	ORGANIZATION ID	
025009999	SPINOSA, SANDRA J.	240100	02		T	09/19/97	20205-001		
	PROFESSIONALS	1							
032009999	BRONSKI, ASHLEY	550504	03		A	09/16/97	20205-001		
100009999	CLANCY, ROBERT	550504	03		A	09/16/97	20205-001		
	TECHNICIANS	2							
040009999	SAMUELS, BRENDA	779900	08		A	09/05/97	20205-001		
	LABORERS (UNSKILLED)	1							
	TOTAL	4							

Figure 15-6 New Hires Detail Report (PERS312)

6.0 Program Description

6.1 Main

The MAIN procedure is executed one time in a fall-through fashion. This is the driver function of the program. It performs INITIALIZATION to initialize the internal working storage area and EDIT RUN SPEC to read and edit the run specification. If any errors are detected, no further processes are performed.

Next it calls the VETS-100 Report File Formatting (USER96) program to load the internal organization and VETS-100 tables. If any errors are detected by USER96, the program is terminated. It then performs CHECK RETRIEVED VETS-100 to ensure all company/unit-specified in the run specification have matches in the Department Table.

LOAD VETS-100 SUPP TBL is then performed to load the data from the Tax Entity table (EIN number) and the Department table (DUNS number) into the VETS-100 supplemental table.

If no errors are detected, qualified EDB employee records meeting the VETS-100 criteria are retrieved, using the Report File Formatting program, and are sorted by SORT REPORT INPUT. It then performs SORT REPORT OUT to generate the VETS-100 Report and the supporting detail reports.

6.2 Initialize Routine

This function initializes the Control Report heading.

6.3 Edit Run Specification

This function reads and edits all the run specification input. It ensures that the first run specification input is transaction type "1." The report End Date is validated and checked to ensure it is between July 1 and September 1. The report Begin Date is computed using the report end date so that the reporting period covers a calendar year.

It then processes the type "2" input which is used to process specific company/unit records. If "ALL" is specified for COMPANY, a single type "2" input is accepted. Duplication of company/unit numbers and "ALL UNITS" option are edited after processing all the run specifications input. If "ALL UNITS" option is selected, no other type "2" record for that company is accepted.

6.4 Check Retrieved VETS-100

After the internal VETS-100 tables are loaded from the Department Table, it checks each selected company/unit input against the internal VETS-100 table. If a selected company/unit is not loaded in the internal table or an error message is displayed, processing is terminated. This function ensures that all specified company/unit numbers have matches in the Department Table.

6.5 Load VETS-100 Supp Tbl

The DUNS number is passed from the Department table and the EIN number from the Tax Entity table via call program - USER96 to the VETS-100 table. The DUNS number and EIN are then stored in the equivalent entry in the supplemental table. At the end of the DUNS EIN file, any supplemental table entry without a DUNS number or EIN has its DUNS number/EIN populated with the entry's headquarters value.

6.6 Sort Report Input Records

This function calls the VETS-100 Report File Format program (USER96) to retrieve qualified employee records and to release them into the sort file. This procedure is repeated until all qualified employee records are retrieved and released to the sort file or until errors are detected. The criteria for the VETS-100 report are defined in USER96.

6.7 Print VETS-100 Reports and Employee Detail Report

Sort Report Output Records

This function reads sorted employee records and builds the the VETS-100 Report, the Total Veterans Report, and the New Hires Detail Report. The files are opened and closed by this procedure. As each record is returned from the sort, the employee is added to the appropriate line and column total for the VETS-100; and if his/her Military Status is V, S, D, O, X, Y, or Z, it is written to the Total Veterans Report (PERS311). If the current unit differs from the previous unit, INITIALIZE UNIT is performed. If the current company differs from the previous company, INITIALIZE COMPANY is performed. Finally, employees hired during the report-covered dates are written to the New Hire Detail Report (PERS312).

6.8 Initialize Unit

This function is called at each unit break. It clears all unit total counters, and sets up new unit information using the internal VETS-100 table.

6.9 Initialize Company

This function is called at each company break. It clears all company total counters, and it sets up new company information using the internal VETS-100 table.

6.10 Build VETS-100 Report

This routine produces an entire page of VETS-100 Report. If the report is for a headquarters, the unit data is blanked.

USER96 - VETS-100 Report File Formatting

1.0 Program Characteristics

Program Name	VETS-100 Report File Formatting
Program ID	USER96
Language	ANS COBOL
Input Files	Control Data Base (Disk) Employee Data Base (Disk)
Output Files	Control Report (PERS310)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

Two program modules work together to produce the VETS-100 reports: the VETS-100 Reporting program (PP9600XX) and the VETS-100 Report File Formatting program (USER96). USER96 accesses the Employee Data Base (EDB) and the Control Data Base (CDB), and provides PP9600XX with data needed to produce the VETS-100 Report. This process allows PP9600XX to remain independent of modifications to the Employee Data Base or the Control Data Base. USER96 may be changed to continue supplying its data to PP9600XX.

USER96 is called in two modes: to build internal tables, and to read and process EDB records to be sorted and used to produce the VETS-100 reports. The BUILD TABLES call is issued only one time. The PROCESS EDB call is issued repeatedly until all the Employee Data Base records have been read.

The BUILD TABLES call is the first call. When USER96 is called to build tables, it also performs initialization, essentially opening the Control Data Base and Employee Data Base. The only working storage tables built at this time are the Organization table which is used at various times, and the VETS-100 table created using the VETS-100 data defined in the Department Table. The Organization Table is read sequentially and all organizations are loaded.

The other function of the USER96 program is to read the EDB and select employees for PP9600XX. The EDB is read sequentially and employees from selected company units are returned to VETS-100 Reporting one at a time. When a new organization is found, the program checks if it is Canadian or retiree. If so, the entire organization is bypassed. If a U.S., nonretiree organization is found, the Department and Job Class tables for that organization are read into the program's internal tables prior to processing the employee record.

Each EDB record is tested to see if it qualifies for the VETS-100 Report. If an EDB record meets the criteria, the sort record for the employee is returned to PP9600XX.

3.0 I/O Diagram

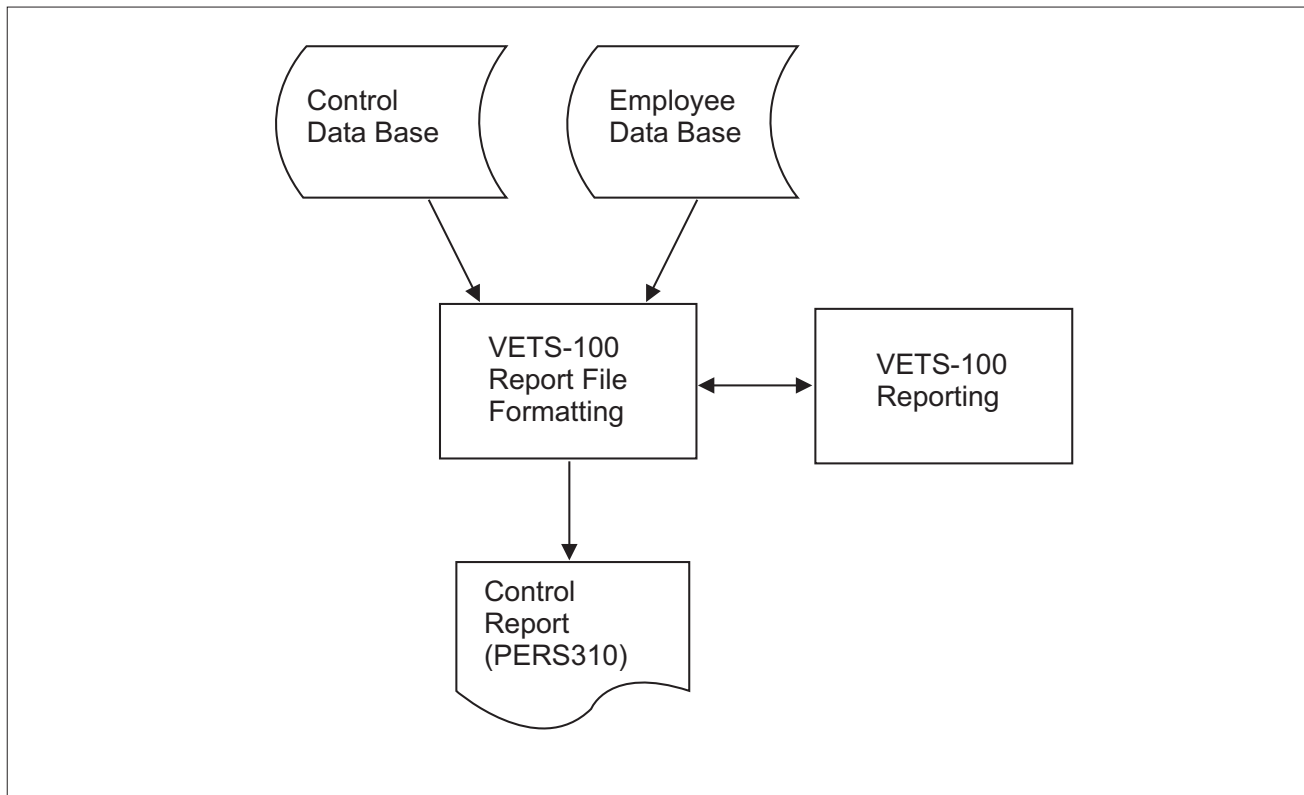


Figure 15-7 USER96 I/O Diagram

4.0 Input Description

4.1 Control Data Base

The Control Data Base is documented in *Cross-Application Components* under File Descriptions. This program uses information from the Organization Table, the Department Table, and the Job Classification Table. All input functions are performed by the Control Data Base I/O Module.

The Organization Table supplies the following elements:

- Organization ID
- Department Group Code
- Job Class Group Code
- Country Code
- Organization Type

The Department Table supplies the following elements:

- Department
- Location
- VETS-100 Record Type
- VETS-100 Company Number
- VETS-100 Unit Number
- Standard Industrial Classification (SIC) Code
- VETS-100 Headquarters Code
- Company/Unit Name
- Company/Unit Address
- Company/Unit County (from abbreviated name)
- Company/Unit State
- Company/Unit Zip Code
- DUNS Number
- VETS-100 Org Type
- NAICS Code
- MSC Number of Locations

The Job Classification Table supplies the following elements:

- Job Class Number
- EEO Category

The Tax Entity Table supplies the following elements:

- Income Tax Employee ID Number

4.2 Employee Data Base

The Employee Data Base (EDB) is documented in the manual, *Cross-Application Components* under File Descriptions. This program extracts information from the first Personal Data segment (0100), second Personal Data segment (0200), and the Job Assignment segments (2000-2400). All input functions are performed by the Data Base I/O Module. The First Personal Data segment (0100) supplies the following elements:

- Organization ID
- Employee ID
- Department
- Name
- Regular/Temporary Indicator
- Employment Status
- Original Hire Date
- Status Effective Date

The Second Personal Data segment (0200) supplies the Military Status.

The Primary Job Assignment segment (2000-2400) supplies the primary Job Classification.

5.0 Output Description

5.1 Control Report

This report is described in PP9600XX documentation.

6.0 Program Description

6.1 Main

The MAIN procedure is executed one time for each call from VETS-100 Reporting (PP9600XX). If the build tables request is made, BUILD TABLES is performed to load all needed tables from the Control Data Base. If the build VETS-100 sort record is requested, PROCESS EMPLOYEE DATA BASE is performed until a qualified employee is located or all records are checked.

6.2 Build Tables

This routine opens the Control Data Base and Employee Data Base, loads the internal Organization Table, and loads and edits the internal VETS-100 Table using the VETS-100 data defined in the Department Table and the EIN Number from the Tax Entity Table.

Load Organization Table

For each Organization Table record type 1, the Organization ID and the Group Codes for the Department and Job Class Tables are moved into the corresponding fields in the internal organization table. Fields filled by this routine are:

- Organization ID
- Department Table Group Code
- Job Class Table Group Code
- Tax Entity Table Group Code
- Organization Type
- Country Code

6.3 Load VETS-100 Table

This routine loads the internal VETS-100 table using Department Table and Tax Entity Table data. The Department Table is read sequentially retrieving the VETS-100 records. Only those VETS-100 records with matching company/unit numbers specified in the run specification are loaded. After loading the internal VETS-100 Table, this table is conditioned for the use by VETS-100 Reporting (PP9600XX). Each company is scanned. If there is only one unit, the headquarters indicator is set for the unit. If there is no

headquarters record, the last unit entity is used as the headquarters. Otherwise, the first unit for the company with the headquarters code equal to "1" is selected as the headquarters for that unit. This is done because there is no facility to edit for this on the Department Table and there may be none or more than one headquarters defined per company. This conditioning ensures that only one unit per company is designated as headquarters. The Tax Entity Table is read to pick up the Income Tax Employee ID Number (EIN) based on the match against the Organization ID on the Organization Table.

Process EDB

The function of this routine is to read sequentially through the Employee Data Base and build a record to return to VETS-100 Reporting from the data on the EDB and in the internal tables. Each record is tested against the report criteria defined for the VETS-100 report. If the employee fails to meet the criteria, a switch is set indicating to skip the employee and control is passed back to MAIN, which will return to this routine until an appropriate employee is found or the end of file is reached.

First, the next employee record is read by a call to the EDB I/O module. If the organization has changed, EDB ORG BREAK is performed to set up the appropriate internal Department and Job Class tables used by this organization. The program checks whether end-of-file has been reached on the EDB. If so, it sets the EOF return code and exits. Those employees that meet the following conditions are released to sort:

- A nonterminated employee
- The termination date is during the report-covered period
- Employment status that is not an organization transfer or key change
- A regular employee
- The minimum record flag is blank
- At least one active job assignment during the period covered by the report
- VETS-100 Company/Unit Numbers have been selected for the report
- Employees of U.S. organizations. (Employees that belong to Canadian organizations or retirement organizations are bypassed)
- New-hires (those employees with an original hire date during the report covered period) with any military status code

The Job Class on the job segment is then used to search the Job Class Table to derive the EEO Category. EEO-4 and EEO-6 job categories are translated into EEO-1 format. If no match is found, the employee is skipped.

EDB Org Break

This routine is performed when the Process EDB routine discovers an organization break has occurred while reading the EDB sequentially. It is performed until it finds the next organization (and its first EDB record) to be processed.

It verifies that the organization on the current EDB record is in the the internal Organization Table (filled during initialization with *all* organizations on the Organization Table of the Control Data Base). If the current organization is

not a U.S., non-retiree organization, it then finds the next organization in its table. If the EDB record and the internal Organization Table record have different Organization IDs, an EDB ORG START is performed to position the EDB to the first EDB record for the organization. If there are no EDB records for this organization, an error message is issued.

Next the internal Department, Job Class, and Tax Entity tables are loaded for the new organization's groups from the Control Table. It checks whether the required department group is already in memory. If not, the Control Data Base is positioned at the beginning of the department group, and PROCESS DEPT TABLE is performed for each record in the group. The same sort of load is done with the Job Class Table, performing PROCESS JOB CLASS if the correct group is not in memory. Note that both table loads completely overwrite the previous group, so only one group of each type is available at a time. If there are errors, the switch is set to inform the VETS-100 Reporting program.

Process Department Table

This routine loads the internal Department Table. The internal Department Table is used to find the VETS-100 company and unit numbers associated with a given employee. The internal Department Table is built using only those Department Table records with selected VETS-100 Company and Unit Numbers.

When loading a department group, this routine loads all regular department records into its internal table, overwriting the previous group. (Since several organizations may share one Department Table group, the regular department records may have to be reloaded several times during program processing.)

Load Department Table

The regular department records specified in the internal VETS-100 table are loaded into the Internal Department Table as they are read. The fields which are loaded are:

- Department
- Location
- VETS-100 Company Number
- VETS-100 Unit Number
- VETS-100 Org Type
- NAICS Code
- DUNS Number
- MSC Number of Locations

Process Job Class Table

The Job Class Table records are loaded into the internal Job Class Table. As with the internal Department Table, only one group's records are in memory at any time. The fields on the internal table are:

- Job Class Number
- EEO Job Category

PP96A0XX - VETS-100A Reporting

1.0 Program Characteristics

Program Name	VETS-100A Reporting
Program ID	PP96A0XX
Language	ANS COBOL
Input Files	Run Specification (Card or key-entry medium)
Output Files	VETS-100A Reporting File (Disk) Federal Contractor Veterans Employment Report VETS-100 (PP96100A) Total Veterans Report (PERS316) New Hires Detail Report (PERS317) Control Report (PERS315)
Work Files	Sort Work File (Disk)
Called Modules	USER96A PPMSGUTL

2.0 General Description

Federal contractors are required annually to report the number of disabled veterans, protected/campaign veterans, service medal veterans, and recently separated veterans by their category and hiring location. The reports represent a snapshot of the data base at the time they are produced, which is based on a pay period end date between July 1 and September 1. The Federal Contractor Veterans Employment Report VETS-100A lists the total number of newly hired employees. In addition, two detail reports are produced: (1) New Hires Detail Report, listing the total number of newly hired employees and (2) Total Veterans Report, listing the total number of veterans employed during the most recent 12-month period, both by job category and hiring location. The detailed reports support the accuracy of the VETS-100A report.

The VETS-100A reporting is done using a comma-delimited ASCII file on 3-1/2" diskette. This program produces a mainframe report file with commas between the variable-length fields (leading zeros and trailing spaces have been removed). Clients are responsible for converting the file to the format and medium required by the Department of Labor.

The reports are generated for each "hiring location" and for the headquarters. For businesses that operate with multiple hiring locations, separate reports for the headquarters office and for each hiring location are required.

The terms "Headquarters" for parent company and "Unit" for hiring location are used in this document.

Two programs work together to produce these reports: the VETS-100A Reporting (PP96A0XX) program and the VETS-100A Report File Formatting (USER96A) program. USER96A accesses the Employee Data Base (EDB) and Control Data Base (CDB) to provide the data needed by PP96A0XX to produce the Federal Contractor Veterans Employment Report. This process allows PP96A0XX to remain independent of modifications to the EDB or CDB. The USER96A program may be changed to continue supplying its data to PP96A0XX.

Run specification input provides the process with the ending date of the reporting period, and the Company and Unit Numbers to be processed. Program PP96A0XX reads and edits the run specification and passes error-free selection criteria to USER96A. PP96A0XX then produces the VETS-100A and two supporting reports using qualified employee records returned from USER96A. Each qualified EDB record is written to the Total Veterans Report (PERS316) and/or the New Hires Detail Report (PERS317), depending on the employee's start date (Original Hire Date). Employees whose start date falls within the period covered by the report are displayed on the New Hires Detail Report. Employees whose start date falls within the period covered by the report and who are veterans are displayed on the Total Veterans Report in addition to the New Hire Report.

3.0 I/O Diagram

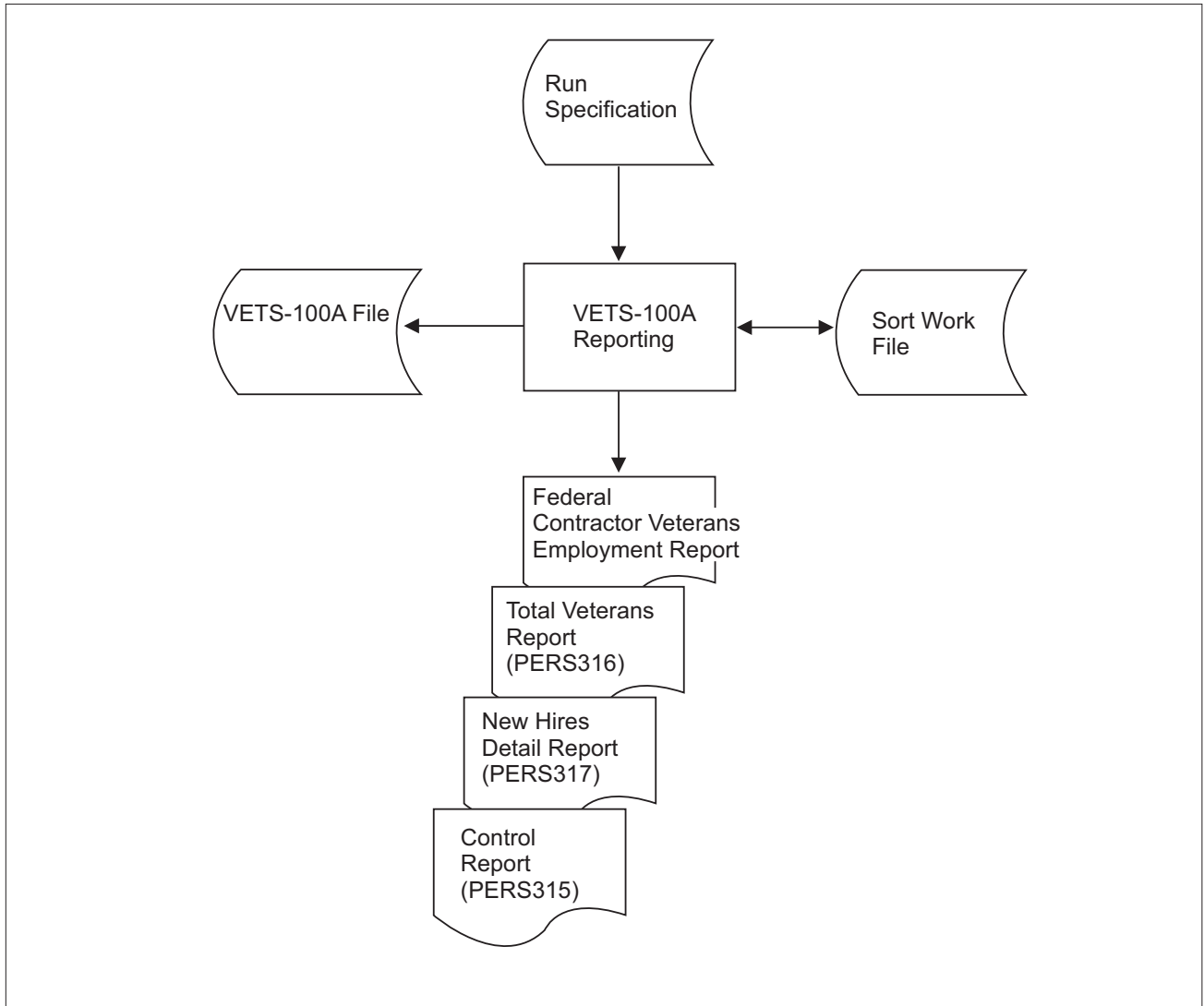


Figure 15-8 PP96A0XX I/O Diagram

4.0 Input Description

4.1 Run Specification

The run specification is a multi-record file used to specify certain run time parameters and to supply information for VETS-100A report programs. The file consists of a run specification record (type 1) and a variable number of report information records that apply to specific employer's reporting units (type 2). The run specification type 1 record must be the first record in the file. The minimum processing requirement for this file is the type 1 run specification record, followed by the appropriate report information records for at least one reporting company.

A sample of the run specification form follows.

5.0 Output Description

5.1 VETS-100A Report File

The file must be filed by certain private employers and federal contractors in accordance with Department of Labor reporting requirements.

5.2 Federal Contractor Veterans Employment Report, VETS-100A (PP96100A)

A summary report description and report sample follow.

5.3 Control Report (PERS315)

A summary report description and report sample follow.

5.4 Total Veterans' Report (PERS316)

A summary report description and report sample follow.

5.5 New Hire Detail Report (PERS317)

A summary report description and report sample follow.

Federal Contractor Veterans Employment Report, VETS-100A Report Description

Report Name	Federal Contractor Veterans Employment Report, VETS-100A
Report Number	(PP96100A)
Purpose	To provide an annual information survey report. This report is for verification use only. It shows the data appearing on the VETS-100A Report File.
Content	<p>The VETS-100A report contains employee counts summarized by the following military status codes within job category and reporting unit:</p> <ul style="list-style-type: none"> • Disabled Veterans (Total column L; New Hires column Q) • Other Protected Veterans (Total column M; New Hires column R) • Service Medal Veterans (Total column N; New Hires column S) • Newly Separated Veteran (Total column O; New Hires column T) • Total Employees (Total column P; New Hires column U) <p>In addition, all newly hired employee counts are included.</p>
Selection Criteria	<p>Employee Selection</p> <p>All full-time, regular (i.e., not temporary), and part-time employees who were employed (not terminated) during the specified report period. Any terminated employee who is employed during the report period is also included. An employee is defined as any individual on the payroll and for whom social security tax is withheld.</p> <p>Report Selection</p> <p>Report request input allows the user to select any combination of companies/units.</p>
Sequence	The sequence of this report is sorted in order of company and unit. The consolidated report follows the final unit for that company.

PP96A0XX - VETS-100A Reporting

FEDERAL CONTRACTOR VETERANS EMPLOYMENT REPORT												
VETS100A												
										PAGE: 0001		
DATE: 07/05/13												
TYPE OF REPORTING ORGANIZATION:		TYPE OF FORM: MULTIPLE ESTABLISHMENT-HIRING LOCATION (MHL)										
COMPANY NUMBER: 9999999		UNIT NUMBER: NEW			NAICS:		DUNS:		EIN:			
COMPANY IDENTIFICATION						TWELVE MONTH PERIOD ENDING: 07/31/01						
STARFLEET SHIPS		1516 UNITED NATIONS WAY										
NEW YORK		NY			10316							
STARFLEET MECHANICS		1982 INDUSTRIAL PARK ROAD										
MADISON		WI			53701							
----- NUMBER OF EMPLOYEES -----												
-----NEW HIRES (PREVIOUS 12 MONTHS) -----												
ARMED FORCES MEDAL SEPARATED TOTAL												
DISABLED OTHER SERVICE RECENTLY TOTAL												
VETERANS VETERANS VETERANS VETERANS EMPLOYEES												
(L) (M) (N) (O) (P) (Q) (R) (S) (T) (U)												
JOB CATAGORIES	1	0	0	0	0	0	0	0	0	0		
EXECUTIVES AND OFFICIALS.....	2	0	0	0	0	0	0	0	0	0		
1ST/MID-LEVEL MANAGERS.....	3	0	0	0	0	1	0	0	0	0		
PROFESSIONALS.....	4	0	0	0	0	0	0	0	0	2		
TECHNICIANS.....	5	0	0	0	0	0	0	0	0	0		
SALES WORKERS.....	6	0	0	0	0	2	0	0	0	0		
ADMINISTRATIVE SUPPORT WORKERS..	7	0	0	0	0	0	0	0	0	0		
CRAFT WORKERS (SKILLED).....	8	0	0	0	0	0	0	0	0	0		
OPERATIVES (SEMI-SKILLED).....	9	0	0	0	0	0	0	0	0	1		
LABORERS (UNSKILLED).....	10	0	0	0	0	1	0	0	0	0		
SERVICE WORKERS.....	TOTAL	11	0	0	0	4	0	0	0	3		
MAXIMUM NUMBER OF EMPLOYEES:				0			MINIMUM NUMBER OF EMPLOYEES:				0	

Figure 15-10 Federal Contractors Veterans Employment Report, VETS-100A (PP96100A)

Control Report Description

Report Name	Control Report
Report Number	PERS315
Purpose	To show any errors that occurred during processing.
Content	Messages are shown in standard message format.
Sequence	The messages are printed in the order in which the described conditions are detected.

PERS315/PP96A0XX/040109		INTEGRAL SYSTEMS PAYROLL/PERSONNEL		PAGE NO.	0001
		PERSONNEL REPORTING		RUN DATE	04/29/09
ORG ID:		-MONOCO CORPORATION			
EMPLOYEE	USER	MESSAGE	MESSAGE		
ID. NO.	REFERENCE	NUMBER	SEVERITY	- - - - - M E S S A G E T E X T - - - - -	
_____	_____	96-064	SERIOUS ERROR	AN ORGANIZATION ON THE ORG TABLE HAS NO EDB RECORDS	
				ORGANIZATION =ORG11	

Figure 15-11 Control Report (PERS315)

Total Veterans Report Description

Report Name	Total Veterans Report
Report Number	PERS316
Purpose	To support the accuracy of the Federal Contractor Veterans Employment Report VETS-100A.
Content	The PERS316 contains the list of employees included in the Report VETS-100A who are veterans.
Sequence	Data on this report is sequenced by Unit within Company.

PERS316/PP96A0XX/040109		INTEGRAL SYSTEMS PAYROLL/PERSONNEL						PAGE NO.	0001
		PERSONNEL REPORTING						RUN DATE	04/29/09
		TOTAL VETERANS REPORT						PERIOD END	07/31/01
STARFLEET SHIPS		STARFLEET MECHANICS				CO=9999999			
1516 UNITED NATIONS WAY		1982 INDUSTRIAL PARK ROAD				U=NEW			
NEW YORK		MADISON		NAICS=		DUNS=			
NY 10316		WI 53701		EIN=					
EMPLOYEE	JOB	EEO	MLTRY	DISCHARGE	EMPL	ORIG HIRE	DEPT	ORGANIZATION	
ID	EMPLOYEE NAME	CLASS	CAT	STATUS	DATE	STAT	DATE	ID	
003009999	CHAMPION, IRVING	110300	01	- X - -	00/00/00	A	09/02/78	20205-001	
011009999	KENNEDY, KENNETH	110110	01	- - - -	01/01/00	A	11/01/86	20205-001	
046009999	BAMBERG, THOMAS	110980	01	X - - -	00/00/00	A	09/05/00	20205-001	
047009999	LEOPARD, SAM	110300	01	- X - -	00/00/00	A	09/26/00	20205-001	
093009999	ROBINSON, CHRISTOPHER	880980	21	- - X -	00/00/00	A	09/26/00	20205-001	
098009999	ADROIT, MEL	110300	01	- - - -	10/10/00	A	10/26/00	20205-001	
OFFICIALS AND MANAGERS		6							
001009999	GONZALES, LARRY D.	100000	01	X - - -	00/00/00	A	08/12/73	20205-001	
006009999	MIRES, VERONICA	111010	01	- - X -	00/00/00	A	09/01/88	20205-001	
PROFESSIONALS		2							
005009999	WILDMAN, CHUCK J.	240111	02	X - - -	00/00/00	A	11/18/84	20205-001	
007009999	BELLTOWER, GEORGE B.	120492	02	- X - -	00/00/00	L	03/24/90	20205-001	
009009999	GOODENOUGH, EDWARD	120491	02	- - X -	00/00/00	A	11/18/91	20205-001	
012009999	MCFERRIS, JAMIE	120492	02	- - - -	09/01/98	A	12/14/91	20205-001	
039009999	FOLEY, CLARENCE	240110	02	X - - -	00/00/00	A	09/26/00	20205-001	
081009999	MASON, PERRY	880504	22	- X - -	00/00/00	A	09/05/00	20205-001	
084009999	CHARLES, SANDRA	880035	22	- - X -	00/00/00	A	09/16/00	20205-001	
095009999	ALDA, RONALD P	880503	22	- - - -	10/10/99	A	09/19/00	20205-001	
149009999	FLINTSTONE, DONALD D.	550503	02	X X X X	09/01/98	A	07/05/88	20205-001	
TECHNICIANS		9							
013009999	DAY, BONNIE	559900	03	X - - -	00/00/00	A	11/16/91	20205-001	
014009999	HILLYARD, RICHARD	550500	03	- X - -	00/00/00	L	11/08/92	20205-001	
020009999	D' ARGENT, MARIA	550506	03	- - X -	00/00/00	A	08/30/92	20205-001	
028009999	ROSARIO, WALTER	550506	03	X - - -	00/00/00	A	09/05/00	20205-001	
032009999	BRONSKI, ASHLEY	550504	03	- X - -	00/00/00	A	09/16/00	20205-001	
048009999	CHOKES, ARTIE	559900	03	- - - -	09/24/99	P	11/16/91	20205-001	
066009999	GOOD, JOHNNY B.	880506	23	- - - -	10/10/00	A	10/02/00	20205-001	
100009999	CLANCY, ROBERT	550504	03	- - X -	00/00/00	A	09/16/00	20205-001	
SALES WORKERS		8							
010009999	MALT, MARLENE	120490	04	X - - -	00/00/00	A	09/21/91	20205-001	
022009999	BEACH, ANDREW M.	120490	04	- X - -	00/00/00	L	09/06/92	20205-001	
045009999	PAGE, CHARLES	120460	04	- - X -	00/00/00	A	02/07/00	20205-001	

Figure 15-12 Total Veterans Report (PERS316)

New Hires Detail Report Description

Report Name	New Hires Detail Report
Report Number	PERS317
Purpose	To support the accuracy of the Federal Contractor Veterans Employment Report VETS-100A.
Content	The PERS317 contains the list of employees hired during the period covered by the VETS-100A Report.
Sequence	Data on this report is sequenced by Unit within Company.

PERS317/PP96A0XX/040109		INTEGRAL SYSTEMS PAYROLL/PERSONNEL					PAGE NO.		0001		
		PERSONNEL REPORTING					RUN DATE		04/29/09		
		NEW HIRES DETAIL REPORT					PERIOD END		07/31/01		
STARFLEET SHIPS		STARFLEET MECHANICS					CO=9999999				
1516 UNITED NATIONS WAY		1982 INDUSTRIAL PARK ROAD					U=NEW				
NEW YORK		MADISON					NAICS=		DUNS=		
NY 10316		WI 53701					EIN=				
EMPLOYEE ID	EMPLOYEE NAME	JOB CLASS	EEO CAT	MLTRY STATUS	DISCHARGE DATE	EMPL STAT	ORIG HIRE DATE	DEPT ID	ORGANIZATION ID		
046009999	BAMBERG, THOMAS	110980	01	X - - -	00/00/00	A	09/05/00	20205-001			
047009999	LEOPARD, SAM	110300	01	- X - -	00/00/00	A	09/26/00	20205-001			
093009999	ROBINSON, CHRISTOPHER	880980	21	- - X -	00/00/00	A	09/26/00	20205-001			
098009999	ADROIT, MEL	110300	01	- - - -	10/10/00	A	10/26/00	20205-001			
OFFICIALS AND MANAGERS		4									
039009999	FOLEY, CLARENCE	240110	02	X - - -	00/00/00	A	09/26/00	20205-001			
081009999	MASON, PERRY	880504	22	- X - -	00/00/00	A	09/05/00	20205-001			
084009999	CHARLES, SANDRA	880035	22	- - X -	00/00/00	A	09/16/00	20205-001			
095009999	ALDA, RONALD P	880503	22	- - - -	10/10/99	A	09/19/00	20205-001			
TECHNICIANS		4									
0028009999	ROSARIO, WALTER	550506	03	X - - -	00/00/00	A	09/05/00	20205-001			
032009999	BRONSKI, ASHLEY	550504	03	- X - -	00/00/00	A	09/16/00	20205-001			
066009999	GOOD, JOHNNY B.	880506	23	- - - -	10/10/00	A	10/02/00	20205-001			
100009999	CLANCY, ROBERT	550504	03	- - X -	00/00/00	A	09/16/00	20205-001			
SALES WORKERS		4									
056009999	JORDAN, STEPHEN U	120460	04	X - - -	00/00/00	P	10/25/00	20205-001			
057009999	PEACH, ALLEN A	120460	04	- X - -	00/00/00	A	10/25/00	20205-001			
058009999	WASHINGTON, SARAH L.	120490	04	- - X -	00/00/00	L	12/31/00	20205-001			
061009999	WILDE, SIMON	120490	04	- - - -	10/10/98	A	01/01/01	20205-001			
OFFICE AND CLERICAL		4									
041009999	MILTON, MARION B.	229900	05	X - - -	00/00/00	A	09/05/00	20205-001			
042009999	BLUESKY, DANIEL	229905	05	- X - -	00/00/00	A	09/16/00	20205-001			
079009999	KILLIAN, MARK W.	889905	26	- - X -	00/00/00	A	09/05/00	20205-001			
092009999	RENAULT, MONROE	999904	64	- - - -	10/10/00	A	09/26/00	20205-001			
CRAFT WORKERS (SKILLED)		4									
036009999	MING, PETER	510035	06	X - - -	00/00/00	A	09/05/00	20205-001			
062009999	WRIGHT, ROXANNE M	809700	06	- X - -	00/00/00	A	06/09/01	20205-001			
064009999	MEADOWS, FRANCIS	885090	27	- - X -	00/00/00	A	06/18/01	20205-001			
065009999	DROLL, KATHY	990506	66	- - - -	10/10/00	A	11/16/00	20205-001			
OPERATIVES (SEMISKILLED)		4									
072009999	MCFEE, ALEX	809500	07	- X - -	00/00/00	A	11/26/00	20205-001			

Figure 15-13 New Hires Detail Report (PERS317)

6.0 Program Description

6.1 Main

The MAIN procedure is executed one time in a fall-through fashion. This is the driver function of the program. It performs INITIALIZATION to initialize the internal working storage area and EDIT RUN SPEC to read and edit the run specification. If any errors are detected, no further processes are performed.

Next it calls the VETS-100A Report File Formatting (USER96A) program to load the internal organization and VETS-100A tables. If any errors are detected by USER96A, the program is terminated. It then performs CHECK RETRIEVED VETS-100A to ensure all company/unit-specified in the run specification have matches in the Department Table.

LOAD VETS-100A SUPP TBL is then performed to load the data from the Tax Entity table (EIN number) and the Department table (DUNS number) into the VETS-100A supplemental table.

If no errors are detected, qualified EDB employee records meeting the VETS-100A criteria are retrieved, using the Report File Formatting program, and are sorted by SORT REPORT INPUT. It then performs SORT REPORT OUT to generate the VETS-100A Report and the supporting detail reports.

6.2 Initialize Routine

This function initializes the Control Report heading.

6.3 Edit Run Specification

This function reads and edits all the run specification input. It ensures that the first run specification input is transaction type "1." The report End Date is validated and checked to ensure it is between July 1 and September 1. The report Begin Date is computed using the report end date so that the reporting period covers a calendar year.

It then processes the type "2" input which is used to process specific company/unit records. If "ALL" is specified for COMPANY, a single type "2" input is accepted. Duplication of company/unit numbers and "ALL UNITS" option are edited after processing all the run specifications input. If "ALL UNITS" option is selected, no other type "2" record for that company is accepted.

6.4 Check Retrieved VETS-100A

After the internal VETS-100A tables are loaded from the Department Table, it checks each selected company/unit input against the internal VETS-100A table. If a selected company/unit is not loaded in the internal table or an error message is displayed, processing is terminated. This function ensures that all specified company/unit numbers have matches in the Department Table.

6.5 Load VETS-100A Supp Table

The DUNS number is passed from the Department table and the EIN number from the Tax Entity table via call program - USER96A to the VETS-100A table. The DUNS number and EIN are then stored in the equivalent entry in the supplemental table. At the end of the DUNS EIN file, any supplemental table entry with a DUNS number or EIN has its DUN number/EIN populated with the entry's headquarters value.

6.6 Sort Report Input Records

This function calls the VETS-100A Report File Format program (USER96A) to retrieve qualified employee records and to release them into the sort file. This procedure is repeated until all qualified employee records are retrieved and released to the sort file or until errors are detected. The criteria for the VETS-100A report are defined in USER96A.

6.7 Print VETS-100A Reports and Employee Detail Report Sort Report Output Records

This function reads sorted employee records and builds the VETS-100A Report, the Total Veterans Report, and the New Hires Detail Report. The files are opened and closed by this procedure. As each record is returned from the sort, the employee is added to the appropriate line and column total for the VETS-100A; and if the employee is checked as a: Disabled Veteran, Other Protected Veteran, Service Medal Veteran, Other Veteran or the Military Discharge date is within the last 3 years; it is written to the Total Veterans Report (PERS316). If the current unit differs from the previous unit, INITIALIZE UNIT is performed. If the current company differs from the previous company, INITIALIZE COMPANY is performed. Finally, employees hired during the report-covered dates (previous year) are written to the New Hire Detail Report (PERS317).

6.8 Initialize Unit

This function is called at each unit break. It clears all unit total counters, and sets up new unit information using the internal VETS-100A table.

6.9 Initialize Company

This function is called at each company break. It clears all company total counters, and it sets up new company information using the internal VETS-100A table.

6.10 Build VETS-100A Report

This routine produces an entire page of VETS-100A Report. If the report is for a headquarters, the unit data is blanked.

USER96A - VETS-100A Report File Formatting

1.0 Program Characteristics

Program Name	VETS-100A Report File Formatting
Program ID	USER96A
Language	ANS COBOL
Input Files	Control Data Base (Disk) Employee Data Base (Disk)
Output Files	Control Report (PERS315)
Called Modules	PPIOCTL PPIOEDB PPMSGUTL

2.0 General Description

Two program modules work together to produce the VETS-100A reports: the VETS-100A Reporting program (PP96A0XX) and the VETS-100A Report File Formatting program (USER96A). USER96A accesses the Employee Data Base (EDB) and the Control Data Base (CDB), and provides PP96A0XX with data needed to produce the VETS-100A Report. This process allows PP96A0XX to remain independent of modifications to the Employee Data Base or the Control Data Base. USER96A may be changed to continue supplying its data to PP96A0XX.

USER96A is called in two modes: to build interface tables, and to read and process EDB records to be sorted and used to produce the VETS-100A reports.

The BUILD TABLES call is issued only one time. The PROCESS EDB call is issued repeatedly until all the Employee Data Base records have been read.

The BUILD TABLES call is the first call. When USER96A is called to build tables, it also performs initialization, essentially opening the Control Data Base and Employee Data Base. The only working storage tables built at this time are the Organization table which is used at various times, and the VETS-100A table created using the VETS-100A data defined in the Department Table. The Organization Table is read sequentially and all organizations are loaded.

The other function of the USER96A program is to read the EDB and select employees for PP96A0XX. The EDB is read sequentially and employees from selected company units are returned to VETS-100A Reporting one at a time.

When a new organization is found, the program determines if it is a Canadian or retiree organization. If so, the entire organization is bypassed. If a U.S., non-retiree organization is found, the Department and Job Class tables for that organization are read into the program's internal tables prior to processing the employee record.

Each EDB record is tested to see if it qualifies for the VETS-100A Report. If an EDB record meets the criteria, the sort record for the employee is returned to PP96A0XX.

3.0 I/O Diagram

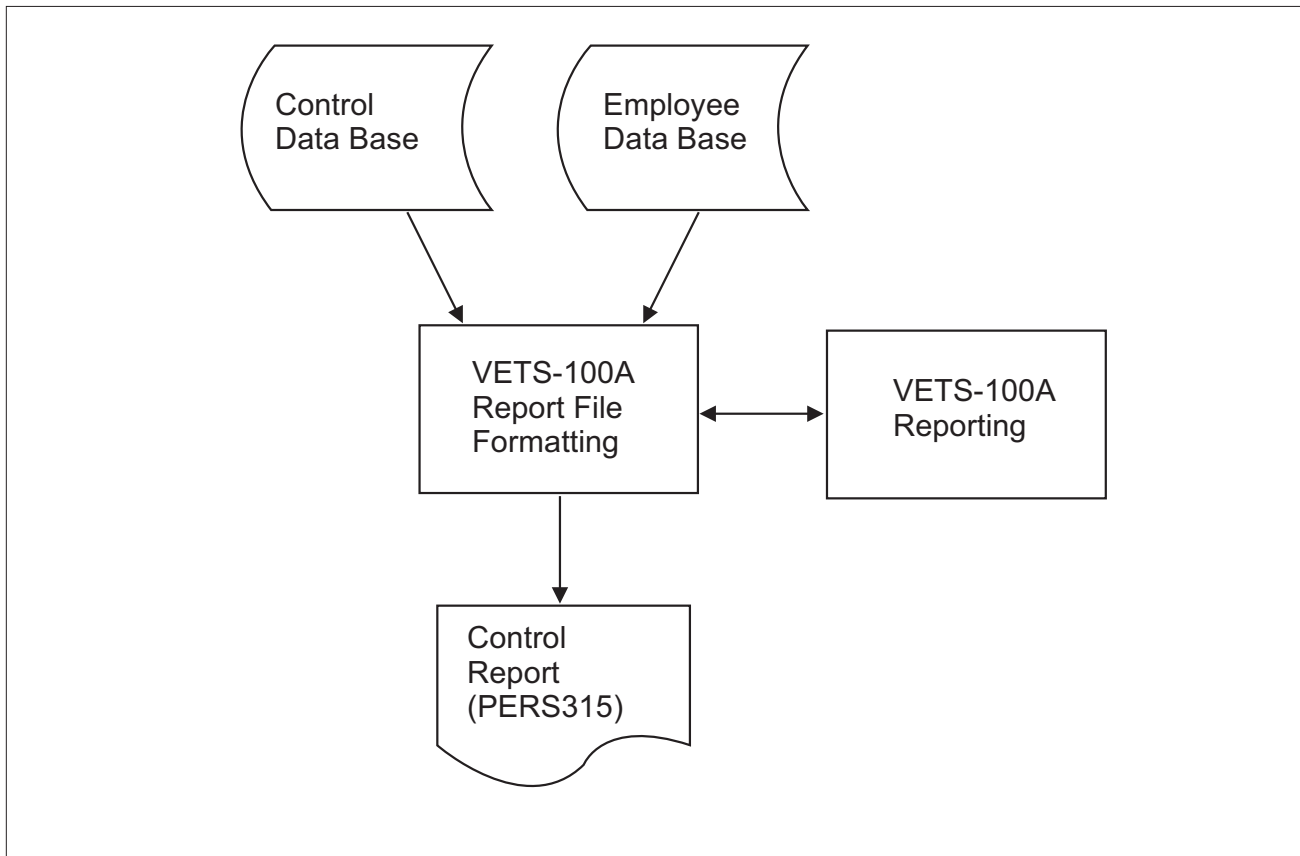


Figure 15-14 USER96A I/O Diagram

4.0 Input Description

4.1 Control Data Base

The Control Data Base is documented in *Cross-Application Components* under File Descriptions. This program uses information from the Organization Table, the Department Table, and the Job Classification Table. All input functions are performed by the Control Data Base I/O Module.

The Organization Table supplies the following elements:

- Organization ID
- Department Group Code
- Job Class Group Code
- Country Code
- Organization Type

The Department Table supplies the following elements:

- Department
- Location
- VETS-100A Record Type
- VETS-100A Company Number
- VETS-100A Unit Number
- Standard Industrial Classification (SIC) Code
- VETS-100A Headquarters Code
- Company/Unit Name
- Company/Unit Address
- Company/Unit County (from abbreviated name)
- Company/Unit State
- Company/Unit Zip Code
- DUNS Number
- VETS-100A Org Type
- NAICS Code
- MSC Number of Locations

The Job Classification Table supplies the following elements:

- Job Class Number
- EEO Category

The Tax Entity Table supplies the following elements:

- Income Tax Employee ID Number

4.2 Employee Data Base

The Employee Data Base is described in the File Descriptions section of the *HRMS Cross-Application Components* manual. This program extracts information from the first Personal Data segment (0100), second Personal Data segment (0200), and the Job Assignment segments (2000-2400). All input functions are performed by the Data Base I/O Module. The First Personal Data segment (0100) supplies the following elements:

- Organization ID
- Employee ID
- Department
- Name
- Regular/Temporary Indicator
- Employment Status
- Original Hire Date
- Status Effective Date

It also checks the Minimum flag record, separation reason code, and employment date.

The Second Personal Data segment (0200) supplies the following elements:

- Military Discharge Date
- VETS100A Disabled Veteran
- VETS100A Other Protected Veteran
- VETS100A Service Medal Veteran
- VETS100A Other Veteran

The Primary Job Assignment segment (2000-2400) supplies the primary Job Classification and also checks the Appointment Begin Date, Appointment End dates, and Percent Full-time fields.

5.0 Output Description

5.1 Control Report

This report is described in PP96A0XX documentation.

6.0 Program Description

6.1 Main

The MAIN procedure is executed one time for each call from VETS-100A Reporting (PP96A0XX). If the build interface tables request is made, BUILD TABLES is performed to load all needed tables from the Control Data Base. If the build VETS-100A sort record is requested, PROCESS EMPLOYEE DATA BASE is performed until a qualified employee is located or all records are checked.

6.2 Build Tables

This routine opens the Control Data Base and Employee Data Base, loads the internal Organization Table, and loads and edits the internal VETS-100A Table using the VETS-100A data defined in the Department Table and the EIN Number from the Tax Entity Table.

Load Organization Table

For each Organization Table record type 1, the Organization ID and the Group Codes for the Department and Job Class Tables are moved into the corresponding fields in the internal organization table. Fields filled by this routine are:

- Organization ID
- Department Table Group Code
- Job Class Table Group Code
- Tax Entity Table Group Code
- Organization Type
- Country Code

6.3 Load VETS-100A Table

This routine loads the internal VETS-100A table using Department Table and Tax Entity Table data. The Department Table is read sequentially retrieving the VETS-100A records. Only those VETS-100A records with matching company/unit numbers specified in the run specification are loaded. After loading the internal VETS-100A Table, this table is conditioned for the use by VETS-100A Reporting (PP96A0XX). Each company is scanned. If there is only one unit, the headquarters indicator is set for the unit. If there is no headquarters record, the last unit entity is used as the headquarters.

Otherwise, the first unit for the company with the headquarters code equal to "1" is selected as the headquarters for that unit. This is done because there is no facility to edit for this on the Department Table and there may be none or more than one headquarters defined per company. This conditioning ensures that only one unit per company is designated as headquarters. The Tax Entity Table is read to pick up the Income Tax Employee ID Number (EIN) based on the match against the Organization ID on the Organization Table.

Process EDB

The function of this routine is to read sequentially through the Employee Data Base and build a record to return to VETS-100A Reporting from the data on the EDB and in the internal tables. Each record is tested against the report criteria defined for the VETS-100A report. If the employee fails to meet the criteria, a switch is set indicating to skip the employee and control is passed back to MAIN, which will return to this routine until an appropriate employee is found or the end of file is reached.

First, the next employee record is read by a call to the EDB I/O module. If the organization has changed, EDB ORG BREAK is performed to set up the appropriate internal Department and Job Class tables used by this organization. The program checks whether end-of-file has been reached on the EDB. If so, it sets the EOF return code and exits. Those employees that meet the following conditions are released to sort:

- A non-terminated employee
- The termination date is during the report-covered period
- Employment status that is not an organization transfer or key change
- A regular employee
- The minimum record flag is blank
- At least one active job assignment during the period covered by the report
- VETS-100A Company/Unit Numbers have been selected for the report
- Employees of U.S. organizations. (Employees that belong to Canadian organizations or retirement organizations are bypassed)
- New-hires (those employees with an original hire date during the report covered period)

The Job Class on the job segment is then used to search the Job Class Table to derive the EEO Category. EEO-4 and EEO-6 job categories are translated into EEO-1 format. If no match is found, the employee is skipped.

EDB Org Break

This routine is performed when the Process EDB routine discovers an organization break has occurred while reading the EDB sequentially. It is performed until it finds the next organization (and its first EDB record) to be processed.

It verifies that the organization on the current EDB record is in the internal Organization Table (filled during initialization with *all* organizations on the Organization Table of the Control Data Base). If the current organization is not a U.S., non-retiree organization, it then finds the next organization in its table. If the EDB record and the internal Organization Table record have different Organization IDs, an EDB ORG START is performed to position the EDB to the first EDB record for the organization. If there are no EDB records for this organization, an error message is issued.

Next the internal Department, Job Class, and Tax Entity tables are loaded for the new organization's groups from the Control Table. It checks whether the required department group is already in memory. If not, the Control Data Base is positioned at the beginning of the department group, and PROCESS DEPT TABLE is performed for each record in the group. The same sort of load is done with the Job Class Table, performing PROCESS JOB CLASS if the correct group is not in memory. Note that both table loads completely overwrite the previous group, so only one group of each type is available at a time. If there are errors, the switch is set to inform the VETS-100A Reporting program.

Process Department Table

This routine loads the internal Department Table. The internal Department Table is used to find the VETS-100A company and unit numbers associated with a given employee. The internal Department Table is built using only those Department Table records with selected VETS-100A Company and Unit Numbers.

When loading a department group, this routine loads all regular department records into its internal table, overwriting the previous group. (Since several organizations may share one Department Table group, the regular department records may have to be reloaded several times during program processing.)

Load Department Table

The regular department records, specified in the internal VETS-100A table, are loaded into the Internal Department Table as they read. The fields which are loaded are:

- Department
- Location
- VETS-100 Company Number
- VETS-100 Unit Number
- VETS-100 Org Type
- NAICS Code
- DUNS Number
- MSC Number of Locations

Process Job Class Table

The Job Class Table records are loaded into the internal Job Class Table. As with the internal Department Table, only one group's records are in memory at any time. The fields on the internal table are:

- Job Class Number
- EEO Job Category Code
- EEO Job Sub-category Code