

December 2, 1997

## **MEMORANDUM**

To: Dennis Stropes  
From: W. David Wimberly  
Copy: ISM-L  
Tom Dorre  
Subject: November Status Report

### **Payroll**

I have been focusing on the necessary data requirements and data base design for the basic employee information for a payroll: gross, deductions and employee taxes, benefits and employer taxes, taxable fringe benefits, earned income credit, and the earnings (wages) associated with the various taxes. This design needs to accommodate the future calculation of taxes and deductions, and the production of outputs such as earnings statements, checks and automatic deposits, vouchers, payments to the benefit providers and other third parties for whom deductions are made, and W2s. As such, this *Payroll-Summary* file will be a key component of the *Payroll* system. A draft file definition has been distributed for review and comment.

I see no obstacle to populating this file using the output from MSA, and hope that we can begin to do this with the first payroll in January so that we will have complete data for 1998. To this end, I have begun to analyze the various MSA outputs to determine what procedure and process would be required. It is already apparent that modification of some of the existing *pay interface* components is necessary, specifically related to the calculation of Workers Compensation and State Unemployment Insurance and the adjustment process.

I initiated discussions, participated in meetings, and investigated:

- state taxing (income, WC, and SUI) other than for Arkansas (we do have employees in other states),
- insurance options, calculations and parameters, and
- spread sheets currently maintained and used to *balance* payroll data.

I also developed online JOBS facilities for the Adjustment Report (EPJADJR), setup and executed the W2 Audit report on TEST, tested the special year end adjustments payroll *day 1* process, removed a warning from the pay interface process, altered the criteria and output destination of the *Leave Missing* report, added Randy's CCC help routine to maps, and coordinated David Savage's enhancement of all HR applications expanding security by value from 30 BUs to 75 BUs and the implementation of these changes into production.

### **Purchasing/AP**

During early November I was involved in several meetings and discussions related to dating of activity, Y vouchers, encumbrance maintenance during % distribution changes, invoice attached validations, encumbrances and negative lines, and credit memo validations.

## Position Control

Just to keep you posted, the Budgetary Unit Activity Report (top priority in August) was executed once during November by David Hyatt.

I updated the contents and key display of LTPP and LTPA and identified a problem of reviewers needing security by value on DIST.

Changes related to the Academic Title Modifier have been identified as the next priority, and David Savage and I have been working to understand the requirements. Three new values have already been defined, edits for them placed on PACT, and copycodes updated to decode these values (on TEST). It has been decided that a new reason code will be created so that these may be changed on PAYS. There are still outstanding issues related to *same dated reasons* and exactly where these ATM decodes are to be displayed. In conjunction with these modifications, I plan to have David develop a central definition for the same dated/late dated reasons that can be used within a new List Reason Codes and used by the maintenance functions. (These definitions are currently hard coded in individual programs.) Work is in process, pending some final decisions.

## Departmental Accounting

I have reviewed documentation regarding the DB-Key assignments of the Accounting-Detail file, discussed company cost center report values on several occasions with David Hyatt, discussed potential lists that could be developed using the *repeat-histogram method* with David Hyatt, and loaded script documentation to Predict for command level help and HELP command topics.

## Hrly-TS

I supervised David Savage in the enhancement of LTBU to display the key appropriately, display the proper running total, and to *assume* the next pay date when the user is close.

## Miscellaneous

I discussed system access issues for COEX employees leaving our domain with Anne Kemp and passed along Anne's desired approach to Patty Seibenmorgen, Don Barnett, and Ron Fowler -- the parties that will be involved in implementing a solution. I was also consulted on at least four occasions when COEX's printer quit working due to their swapping of a Novell Server.

I attended the PeopleSoft presentations, and participated in a conference call and numerous other meetings and discussions regarding their products.

An upgrade was made to the Network Print Facility which necessitated a change to the job that defines these printers via the USA application. This modification was made based upon Randall's instructions, and I assume it is working correctly.

I attended a Microsoft Access class to gain a feel for this query product which is being used with the Data Warehouse.

A very peculiar system problem was experienced during the submission process of a Payroll job: the user's terminal would hang with an X-Sys caused by a breakdown in the communication between Adabas TPF and CICS -- TPF thought it had sent a response but CICS never got it. Don Barnett could see this happening, but could offer no solutions. Minor changes recently implemented for the map being used were backed out, and the problem went away. The changes were re-implemented and no further problems have been reported. This is one for the X-files.