

November 5, 1997

MEMORANDUM

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

Payroll

To address unique requirements for processing adjustments made in January for the prior calendar year (and applied to a special version of the MSA master file), I discussed proposed processes with HR and Production Control, developed two new payroll jobs (EPJYEGL and EPJYEPA) for day 1 and day 2 payroll processing, developed two trigger jobs for these CtM jobs, modified existing trigger jobs to ensure the correct adjustment was being triggered based upon the pay date and calendar year from PCAL, modified the *generate pay* program (EPBPIGP) to recognize these special adjustments and generate only the adjustment transactions, and ran an MSA 'transfer' run on TEST to fix SSNs for testing. These new processes are awaiting testing.

To support end of year processing, I developed a job that will be submitted from online to produce an MSA 95 *dump* on specified individuals. This will permit HR to review all data for an employee to verify whether adjustments have been applied correctly, and is needed since the end of year master file will never be available for viewing online given the new processes.

I investigated a problem where the name search was not locating an employee and discovered the cause was a leading blank entered in the last name. I added an edit for this condition within the EMPLOYEE integrity check program.

Within the payroll adjustment function, a key was added to permit unique identification of LABOR records by date paid and compensation period for cancels and cash receipts. Previously only the first record for an employee, pay date, and compensation type could be processed.

I developed two reports, a detail and a summary, showing all activity for an adjustment payroll to assist Payroll in *balancing*. I think we can extend this to actually create the *payee* adjustments that are currently manually feed into the month-end payroll, and eventually eliminate many of the spreadsheets Payroll is currently maintaining.

I modified the *security by value* definitions to permit access to data for 75 BUs vs 30 BUs. This required modification of the security by value maintenance function in NSM-MS, the PAYROLL GDA and every map that has Emp ID on it, and SYSTEM routines used in the verification of the entry of SSN into the EMP ID field. This same change needs to be made for other HR applications, and all changes implemented in sync.

Other HR consulting activities included the following.

- I pushed and persisted with getting HR to convince Financial Affairs that there was no need to process adjustments for a cancel and a typed voucher (manual check) when a check had been lost and needed to be regenerated. In this situation, all that is needed within the system are two simple transactions to check recon.

- I argued for use of the MICR printer to print payroll checks versus ordering more check stock. I'm dismayed by the decision to keep doing things the same old way. Payroll is the reason we purchased three MICR printers over two years ago.
- I've participated in some discussions with HR regarding the processing currently performed for Foundation payments to employees. I plan to look into this further and am convinced that this can be simplified to everyone's advantage. We must strive to keep things simple to avoid the inherent problems that come with unnecessary complexity.
- I discussed the Payroll systems with Carl Ray of Human Resources so that he might be better able to avoid and resolve problems.
- I held several discussions with Colleen regarding the encumbrance of fringe benefits, the reason they are *off* once an hourly payroll has been run (because fringe benefit encumbrances associated with hourly wages are relieved as well as fringe benefit encumbrances associated with hourly appointed salaries), and the reason this really doesn't matter since all salary and fringe benefits encumbrances are only *correct* immediately following their creation once a month.

Labor

A bug was reported where retroactive adjustments were generating incorrect accounting entries when a cost center was moved to a different slot and the amount charged to that center was reduced. Reports were written to analyze all retroactive adjustments since July to identify all the errors, and the program was corrected and tested.

I developed two new lists to aid in finding data:

LPCD List Paid dates/c-types from a pay date and
LEPC List Employees for a Pd date & Comp type.

This required restructuring the menus as well. These changes are still in TEST.

Purchasing/AP

I have been involved in numerous meetings and discussions regarding credit memos, payment and invoice cancellation, PODT percent distribution changes, dating of accounting activity for invoice attached purchases, period end encumbrance detail records for POs, encumbrances for negative purchase order lines, UPAY, and JCL for check recon.

I was wide eyed at the discovery that someone has established a web page that permits the viewing (via a web browser) of AP invoices scanned and stored in the FYI system. I think this is great and should be promoted, but don't understand why it was a secret.

Position Control

The Budgetary Unit Activity Report, the top priority back in August, was executed four times in October: once by Becky, twice by David Hyatt, and once by myself.

Budget

I reviewed Eric's proposed budget report and provided feedback to Colleen since I was unable to make the meeting where this was discussed.

Departmental Accounting

I was involved in discussions and meetings regarding the content of the Accounting-Detail file, lists that operate on this file, and the setup necessary to use online JOB Submission facilities.

Hrly-TS/Leave

A bug was reported regarding the calculation of *other hours* for appointed employees by the overtime calculation routine HPNCOMP. The routine was rounding each days hours to the quarter of an hour based upon the appointment percent and then summing the rounded amounts, and the results were not what was desired. The routine was modified to accumulate the fractional hours for the week and then round to a quarter of an hour. It was also enhanced to consider the period of employment of the employee from the effective dates of the Position record and attribute hours only for the appropriate days of the week.

NSM

A bug in the User maintenance function, introduced with modifications to look at the new Employee and Position files, was corrected. The program that checks to see if *users* are still employed (and remove their desk if not) was modified to consider hourly employees based upon active wage rates and was re-installed in production for the first time since June.

Miscellaneous

I provided input to Pete regarding BASIS application descriptions which he has placed on the BASIS web page.

I discussed formatting options regarding loading our Script documentation to Predict for online help and performed a sample load of an existing document for Pete.

I installed the SAG documentation from CD-ROM (borrowed from Don Barnett) onto my hard drive using Win32s extensions in WinOS/2.

I've been encountering system hangs and Netscape crashing more and more frequently while attempting to browse the internet. I suspect the problems are related to Java applets and have seen some improvement by setting new system environment variables and even installing a version of Netscape provided to me by someone from the TeamOS2 list, but I'm still striving to get things working correctly.