April 9, 2012

JOB NAME
YHRSQ10P

DESCRIPTION
Quarterly Recon and DETR Reports
JS05 PP59 Quarterly recon and wage reports
JS10 PP59M Quarterly file creation
JS15 PP59T Quarterly report
JS25 IRXJCL Send e-mail to Payroll for report notification

JCLSKEL JQ10

FREQUENCY
Run following 2\textsuperscript{nd} \textbf{Classified calc} at quarter end (Note: South runs differently)

SEQUENCE
Following Dailies

SPEC CARD SPY5901S available at LRPF screen of Q10

CHANGES
Column 11: quarter number - 1, 2, 3, or 4.
Column 12-15: 4 digit reporting year e.g.: 1997.
Column 16: organization sort option blank = sort by organization; N = don’t.
Column 17: employee sort option N = name; S = social security number; blank=id.
Column 18: detail list option Y = print details; blank = don’t.
Column 19-20: current or prior year - enter ‘00’ with the following exception: for fourth quarter reporting, enter ‘04’ only if the 04 shadow segments have been created prior to running this job. \textbf{See HRS Applications Staff for clarification.}

CHANGES
Substitution codes at LRSB

EMAILOP email address for Payroll
BCNPAYRL@LISTS.UNR.EDU

EMAILOPC email address for Payroll - overflow

SPEC CARD SPY59M1S

CHANGES None

SPEC CARD SPY59T1S

CHANGES None

RECOVERY Re-run
<table>
<thead>
<tr>
<th>OUTPUT</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB STEP - JS05</td>
<td>WEB</td>
</tr>
<tr>
<td>RPT NAME - Federal Recon Report</td>
<td>/HRS/BCN/PAYROLL/QRTLY/QTRTOT</td>
</tr>
<tr>
<td>REPORT NUMBER - PAYR250</td>
<td>HRSNP204</td>
</tr>
<tr>
<td>JOB STEP - JS05</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>RPT NAME - State Recon Report</td>
<td>/HRS/BCN/PAYROLL/QRTLY/QTRTOT</td>
</tr>
<tr>
<td>REPORT NUMBER - PAYR251</td>
<td>HRSNP204</td>
</tr>
<tr>
<td>JOB STEP - JS05</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>RPT NAME - Qtrly Exception Listing</td>
<td>/HRS/BCN/PAYROLL/QRTLY/QTREXC</td>
</tr>
<tr>
<td>REPORT NUMBER - PAYR254</td>
<td>HRSNP202</td>
</tr>
<tr>
<td>JOB STEP - JS05</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>RPT NAME - Qtrly Detail Listing</td>
<td>/HRS/BCN/PAYROLL/QRTLY/QTRDET</td>
</tr>
<tr>
<td>REPORT NUMBER - PAYR255</td>
<td>HRSNP201</td>
</tr>
<tr>
<td>JOB STEP – JS10</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>RPT NAME – Magnetic Tape Checklist</td>
<td>/HRS/BCN/PAYROLL/QRTLY/QTRTOT</td>
</tr>
<tr>
<td>REPORT NUMBER – PAYR260</td>
<td>HRSNP204</td>
</tr>
<tr>
<td>JOB STEP – JS15</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>RPT NAME – Magnetic Tape Control Report</td>
<td>/HRS/BCN/PAYROLL/QRTLY/QTRTOT</td>
</tr>
<tr>
<td>REPORT NUMBER – PAYR262</td>
<td>HRSNP204</td>
</tr>
<tr>
<td>JOB STEP – JS25</td>
<td>EMAIL</td>
</tr>
<tr>
<td>RPT NAME – Payroll DETR report notification</td>
<td>SENDMAIL</td>
</tr>
<tr>
<td>REPORT NUMBER – N/A</td>
<td>addr update LRSB &quot;EMAILOP&quot;</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS
April 9, 2012

JOB NAME

YHRSQ15P

DESCRIPTION

Quarterly Recon and DETR Reports and Transmit

JS05 PP59 Quarterly recon and wage reports
JS10 PP59M Quarterly file creation
JS15 PP59T Quarterly report
JS20 SYSFTP Repro file to ipserver for upload
JS25 IRXJCL Send e-mail to ATS Ops for upload

JCLSKEL

JQ10

FREQUENCY

Run day before Professional calc at quarter end (Note: South runs differently)

SEQUENCE

Following Dailies

SPEC CARD

SPY5901S available at LRPF screen of Q10

CHANGES

Column 11: quarter number - 1, 2, 3, or 4.
Column 12-15: 4 digit reporting year e.g.: 1997.
Column 16: organization sort option blank = sort by organization; N = don’t.
Column 17: employee sort option N = name; S = social security number;
blank=id.
Column 18: detail list option Y = print details; blank = don’t.
Column 19-20: current or prior year - enter ‘00’ with the following
exception: for fourth quarter reporting, enter ‘04’ only if the
04 shadow segments have been created prior to running this
job. See HRS Applications Staff for clarification.

CHANGES

Substitution codes at LRSB

EMAILOP email address for Operations
ATS_OPERATIONS_-LAS_VEGAS@NSH

EMAILOPC email address for Operations - overflow
E.NEVADA.EDU

SPEC CARD

SPY59M1S

CHANGES

None

SPEC CARD

SPY59T1S

CHANGES

None

RECOVERY

Re-run
OUTPUT

JOB STEP - JS05
RPT NAME - Federal Recon Report
REPORT NUMBER - PAYR250

JOB STEP - JS05
RPT NAME - State Recon Report
REPORT NUMBER - PAYR251

JOB STEP - JS05
RPT NAME - Qtrly Exception Listing
REPORT NUMBER - PAYR254

JOB STEP – JS05
RPT NAME – Qtrly Detail Listing
REPORT NUMBER - PAYR255

JOB STEP – JS10
RPT NAME – Magnetic Tape Checklist
REPORT NUMBER – PAYR260

JOB STEP – JS15
RPT NAME – Magnetic Tape Control Report
REPORT NUMBER - PAYR262

JOB STEP – JS25
RPT NAME – Operations Transmit Notice
REPORT NUMBER -N/A

DISTRIBUTION

WEB
/HRS/BCN/PAYROLL/QRTLY/QTRTOT
HRSNP204

PAYROLL
/HRS/BCN/PAYROLL/QRTLY/QTRTOT
HRSNP204

PAYROLL
/HRS/BCN/PAYROLL/QRTLY/QTREXC
HRSNP202

PAYROLL
/HRS/BCN/PAYROLL/QRTLY/QTRDET
HRSNP201

PAYROLL
/HRS/BCN/PAYROLL/QRTLY/QTRTOT
HRSNP204

EMAIL
SENDMAIL
addr update LRSB "EMAILOP"

SPECIAL INSTRUCTIONS
April 9, 2012

**JOB NAME**  
YHRSQ20P

**DESCRIPTION**  
Quarterly Data Base Maintenance

<table>
<thead>
<tr>
<th>JS05</th>
<th>PP13A</th>
<th>Edit spec cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS10</td>
<td>RUNDSN</td>
<td>Turn off DB</td>
</tr>
<tr>
<td>JS15</td>
<td>PP13B</td>
<td>Perform DB Maint &amp; produce reports</td>
</tr>
<tr>
<td>JS20</td>
<td>RUNDSN</td>
<td>Turn on DB</td>
</tr>
</tbody>
</table>

**JCLSKEL**  
JQ20

**FREQUENCY**  
Run day before **Professional calc** at quarter end (Note: South runs differently)

**SEQUENCE**  
Following Q15

**SPEC CARD**  
SPY13A11 and SPY13A11 thru SPY13A17, available at LRPF

**CHANGES**

**FOR THE QUARTER ENDING IN MARCH:**
- In card **AIM-SPECI** (prm01),
  - In columns 25-32, leave blank.
- In all 7 cards **AIM-SPECP** (prm02),
  - In columns 25-26, (last month of quarter), enter '03'.
  - In column 27, (quarter number), enter '1'.
  - In columns 32-33, spaces.

**FOR THE QUARTER ENDING IN JUNE:**
- In card **AIM-SPECI**,
  - In columns 25-32, leave blank.
- In all 7 cards **AIM-SPECP**,
  - In columns 25-26, (last month of quarter), enter '06'.
  - In column 27, (quarter number), enter '2'.
  - In column 29 (fiscal year end), enter 'Y'.
  - In columns 32-33, spaces.

**FOR THE QUARTER ENDING IN SEPTEMBER:**
- In card **AIM-SPECI**,
  - In columns 25-32, leave blank.
- In all 7 cards **AIM-SPECP**,
  - In columns 25-26, (last month of quarter), enter '09'.
  - In column 27, (quarter number), enter '3'.
  - In columns 32-33, spaces.
FOR THE QUARTER ENDING IN DECEMBER:

In card AIM-SPEC1,
In columns 25-32, enter purge date (MMDDCCYY) to purge employees who were terminated before this date.

Get this date from the HRS manager.

In all 3 cards AIM-SPEC1,
In columns 25-26, enter '00'.
In column 27, enter '0'.
In columns 32-33, (quarter to purge), enter '04'.

RECOVERY Restore EDB before re-running any job step.

<table>
<thead>
<tr>
<th>OUTPUT</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB STEP - JS05</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>RPT NAME - DB Maint Control Rpt</td>
<td>BCN Payroll Manager</td>
</tr>
<tr>
<td>REPORT NUMBER - AIMS123</td>
<td>1 Listing</td>
</tr>
<tr>
<td>JOB STEP - JS05</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>RPT NAME - DB Maint Error Rpt</td>
<td>BCN Payroll Manager</td>
</tr>
<tr>
<td>REPORT NUMBER - AIMS122</td>
<td>1 Listing</td>
</tr>
<tr>
<td>JOB STEP - JS15</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>RPT NAME - Periodic Maint Summ</td>
<td>to each organization printed</td>
</tr>
<tr>
<td>REPORT NUMBER - PERS194</td>
<td>1 Listing</td>
</tr>
<tr>
<td>JOB STEP - JS15</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>RPT NAME - Purged Employees Rpt</td>
<td>to each organization printed</td>
</tr>
<tr>
<td>REPORT NUMBER -</td>
<td>1 Listing</td>
</tr>
<tr>
<td>JOB STEP - JS15</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>RPT NAME - DB Maint Error Rpt</td>
<td>BCN Payroll Manager</td>
</tr>
<tr>
<td>REPORT NUMBER - PERS194</td>
<td>1 Listing</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS

Coordinate run date with payroll manager. Must be run before first CALC of next quarter. For the quarter ending in December, coordinate job sequence with analyst/programmer handling Year-End.
April 9, 2012

**JOB NAME**  YHRSQ30P

**DESCRIPTION**  Quarterly Reports and Files

JS05  UP545  Retirement split report

**JCLSKEL**  JQ30

**FREQUENCY**  **RUN ON LAST BUSINESS DAY OF THE QUARTER**

**SEQUENCE**  Following Monthlies

**SPEC CARD**  PERS545 available at **LSB** screen of Q30

**CHANGES**  Date of the first day of the quarter being reported.

**RDD** - day

**RMM** - month

**RYYYY** - 4 digit year

e.g.: for second quarter 2006, use RDD = 01, RMM= 04, RYYYY = 2006

**RECOVERY**  Re-run

**OUTPUT**  **DISTRIBUTION**

<table>
<thead>
<tr>
<th>JOB STEP – JS05</th>
<th>WEB</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME - RPA Enroll Allocations</td>
<td>HRSNP057</td>
</tr>
<tr>
<td>REPORT NUMBER - PAYR024</td>
<td>/HRS/BCN/BENEFITS/RETSPLIT</td>
</tr>
</tbody>
</table>

**SPECIAL INSTRUCTIONS**

Xnet output from Job Step 05 is included in an xnet bundle (RETSPLIT.BND) that automatically e-mails the report.

To Change bundle email address:
In Xnet Admin Client
- access BENEFITS/RETSPLIT.BND
- Choose Output Modes tab
- Choose Edit
- Modify email address
- OK
- Apply

(Note there is a companion report in M35 "RETDEFLT.BND" that may need to be changed when Q30 bundles change)