April 9, 2012

JOB NAME       YHRSQ20P
DESCRIPTION    Quarterly Data Base Maintenance

JS05           PP13A       Edit spec cards
JS10           RUNDSN      Turn off DB
JS15           PP13B       Perform DB Maint & produce reports
JS20           RUNDSN      Turn on DB

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.
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CHANGES (continued)

FOR THE QUARTER ENDING IN DECEMBER:
In card AIM-SPECI,
   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-SPECP,
   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.

OUTPUT    DISTRIBUTION

<table>
<thead>
<tr>
<th>JOB STEP - JS05</th>
<th>RPT NAME - DB Maint Control Rpt</th>
<th>REPORT NUMBER - AIMS123</th>
</tr>
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<tbody>
<tr>
<td></td>
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<th>RPT NAME - DB Maint Error Rpt</th>
<th>REPORT NUMBER - AIMS122</th>
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<th>JOB STEP - JS15</th>
<th>RPT NAME - Periodic Maint Summ</th>
<th>REPORT NUMBER - PERS194</th>
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<td>to each organization printed</td>
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<th>JOB STEP - JS15</th>
<th>RPT NAME - Purged Employees Rpt</th>
<th>REPORT NUMBER - PERS194</th>
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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.