July 11, 2013

**JOB NAME**  
YHRSY10P

**DESCRIPTION**  
Produce W2 Extract and Reports

**JCL SKEL**  
JY10

**FREQUENCY**  
On request

**SEQUENCE**  
N/A

**SPEC CARD**  
SPY6001S - edit in YADHRMP.INTEGRAL.SPECS

**CHANGES**  
PAY60-SPEC1 card: enter reporting year in columns 16-19. e.g.: 1999
Regular W2 runs = Ex: PAY60-SPEC1YON 200004
FINAL W2 run = Ex: PAY60-SPEC1YON 200004Y

PAY60-SPEC2 cards: include only if you are processing individual employees; then use one card for each employee. Enter institution in columns 12-24 and employee id number in columns 25-33.
Example: PAY60-SPEC2TMCC 999999999

**RECOVERY**  
Re-run

**OUTPUT**  

<table>
<thead>
<tr>
<th>JOB STEP - JS05</th>
<th>RPT NAME - Confirmation summary</th>
<th>REPORT NUMBER - HRSNP044</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB STEP - JS05</td>
<td>RPT NAME - State tax summary</td>
<td>REPORT NUMBER - HRSNP044</td>
</tr>
<tr>
<td>JOB STEP - JS05</td>
<td>RPT NAME - W2 Exception listing</td>
<td>REPORT NUMBER - HRSNP044PAYR173</td>
</tr>
<tr>
<td>JOB STEP - JS05</td>
<td>RPT NAME - Company Car Rpt</td>
<td>REPORT NUMBER - HRSNP044</td>
</tr>
<tr>
<td>JOB STEP - JS05</td>
<td>RPT NAME - Payroll - W2 List</td>
<td>REPORT NUMBER - HRSNP044</td>
</tr>
</tbody>
</table>

**DISTRIBUTION**  
WEB OUTPUT
July 11, 2013

SPECIAL INSTRUCTIONS
This job must precede jobs YHRSY20P and YHRSY30P.
July 11, 2013

**JOB NAME**  
YHRSY11P

**DESCRIPTION**  
Produce W2 Extract and Reports SHORT RUN  
This job is for short runs of W2s

**JS05**  
PP60  
W2 Extract & Report

**JCLSKEL**  
JY11

**FREQUENCY**  
On request

**SEQUENCE**  
N/A

**SPEC CARD**  
SPY6001U - edit in YADHRMP.INTEGRAL.SPECS

**CHANGES**  
PAY60-SPEC1 card: enter reporting year in columns 16-19. e.g.: 1999  
Short W2 runs = Ex: PAY60-SPEC1EON 200604

PAY60-SPEC2 cards: include only if you are processing individual employees; then use one card for each employee. Enter institution in columns 12-24 and employee id number in columns 25-33.  
Example: PAY60-SPEC2TMCC 999999999

**RECOVERY**  
Re-run

**OUTPUT**  
DISTRIBUTION

**JOB STEP - JS05**  
**WEB OUTPUT**  
RPT NAME - Confirmation summary  
REPORT NUMBER - HRSNP044

**JOB STEP - JS05**  
**WEB OUTPUT**  
RPT NAME - State tax summary  
REPORT NUMBER - HRSNP044

**JOB STEP - JS05**  
**WEB OUTPUT**  
RPT NAME - W2 Exception listing  
REPORT NUMBER - HRSNP044

**JOB STEP - JS05**  
**WEB OUTPUT**  
RPT NAME - Company Car Rpt  
REPORT NUMBER - HRSNP044

**JOB STEP - JS05**  
**WEB OUTPUT**  
RPT NAME - Payroll - W2 List  
REPORT NUMBER - HRSNP044
July 11, 2013

SPECIAL INSTRUCTIONS  This job must precede jobs YHRSY21P
JOB NAME: YHRSY20P

DESCRIPTION: Print Forms W2

JS05 PP60F W2 Print (excludes emps who choose EW2)
JS10 PP60F W2 Output to web (all emps) & Email file

JCLSKEL: JY20

FREQUENCY: On request

SEQUENCE: Run after YHRSY10P

SPEC CARD: SPY60F1S

CHANGES: XPTR/Web report W2 form number XFORM at LRSB
3 digit form number i.e.: 045 was for 2003 W2
Get new number each year from HRS Applications

RECOVERY: Re-run

OUTPUT

<table>
<thead>
<tr>
<th>JOB STEP - JS05</th>
<th>RPT NAME - Form W2 folder/sealer</th>
<th>REPORT NUMBER - None</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PAYROLL</td>
<td>BCN Payroll Manager</td>
<td>Special forms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS10</th>
<th>RPT NAME - Form W2 Control Rpt</th>
<th>REPORT NUMBER - PAYR179</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PAYROLL</td>
<td>BCN Payroll Manager</td>
<td>1 Listing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP – JS10</th>
<th>RPT NAME - Payroll - W2 Forms</th>
<th>REPORT NUMBER – HRSNP***</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WEB OUTPUT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS

3 dummy forms will print first for alignment purposes.

Note: Follow with Y25 to send W2 email notices to employees
July 11, 2013

JOB NAME          YHRSY21P
DESCRIPTION       Print Forms W2 - SHORT RUN
                  This job does not update XNET web reports for W2s.

                  JS05  PP60F  W2 Print (excludes emps who choose EW2)
                  JS10  PP60F  W2 Email file for W2 notice

JCLSKEL           JY21
FREQUENCY         On request
SEQUENCE          Run after YHRSY11P
SPEC CARD         SPY60F1S
CHANGES           None.
RECOVERY          Re-run

OUTPUT DISTRIBUTION

<table>
<thead>
<tr>
<th>JOB STEP - JS05</th>
<th>PAYROLL</th>
<th>BCN Payroll Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME - Form W2 folder/sealer</td>
<td></td>
<td>Special forms</td>
</tr>
<tr>
<td>REPORT NUMBER - None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS10</th>
<th>PAYROLL</th>
<th>BCN Payroll Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME - Form W2 Control Rpt</td>
<td></td>
<td>1 Listing</td>
</tr>
<tr>
<td>REPORT NUMBER - PAYR179</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS10</th>
<th>WEB OUTPUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME - Payroll - W2 Forms</td>
<td></td>
</tr>
<tr>
<td>REPORT NUMBER – HRSNP***</td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS

3 dummy forms will print first for alignment purposes.
Note: Follow with Y26 to send W2 email notices to employees

Note:
DOES NOT UPDATE XNET W2S
OUTPUT FOR THIS JOB:
- HARDCOPY W2 (FOR EMPS NOT CHOOSING EW2)
- SPECIAL W2 EMAIL FILE TO USE IN EMAIL SEND JOB Y26

After:
Run Y10 & Y20 after this to update Xnet with new W2 data (do not print output or send W2 emails from Y20)
July 11, 2013

**JOB NAME**  
YHRSY22P

**DESCRIPTION**  
Print Forms W2 - Forced print for bounced emails  
This job does not update XNET web reports for W2s.

JS05  PP60F  W2 Print

**JCLSKEL**  
JY22

**FREQUENCY**  
On request

**SEQUENCE**  
Run after YHRSY11P (set up for short run of bounced W2 emails)

**SPEC CARD**  
SPY60F1S

**CHANGES**  
None

**RECOVERY**  
Re-run

### OUTPUT

<table>
<thead>
<tr>
<th>JOB STEP - JS05</th>
<th>RPT NAME - Form W2 folder/sealer</th>
<th>REPORT NUMBER - None</th>
<th>PAYROLL</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Special forms</td>
<td></td>
<td></td>
<td>BCN Payroll Manager</td>
</tr>
</tbody>
</table>

### SPECIAL INSTRUCTIONS

3 dummy forms will print first for alignment purposes.
July 11, 2013

JOB NAME  YHRSY25P
DESCRIPTION Sends W2 email notice to employees choosing electronic W2 delivery

    JS10 IRXJCL Send email notice

JCLSKEL  JY25
FREQUENCY On request, Y20 must have been run
SEQUENCE Run after YHRSY20P (does not have to be same day)
SPEC CARD AADHRMP.BATCH.PARMLIB(EW2MAIL)

CHANGES None.
RECOVERY Do not rerun

OUTPUT DISTRIBUTION

    JOB STEP – JS10 EMAIL
    RPT NAME - EW2MAIL
    REPORT NUMBER – To emps ESS email address

SPECIAL INSTRUCTIONS

Uses email file created in Y20 YADHRMP.EMAILFW2.DATA

Return email address: ESSW2N@nevada.edu & ESSW2S@nevada.edu

NORTH YEARLY
JOB NAME        YHRSY26P
DESCRIPTION     Sends W2 email notice to employees choosing electronic W2 delivery
                - SHORT RUN

JS10 IRXJCL     Send email notice

JCLSKEL         JY26

FREQUENCY       On request, Y21 must have been run

SEQUENCE        Run after YHRSY21P (does not have to be same day)

SPEC CARD       AADHRMP.BATCH.PARMLIB(EW2MAIL)

CHANGES         None.

RECOVERY        Do not rerun

OUTPUT          DISTRIBUTION

   JOB STEP – JS10          EMAIL
   RPT NAME - EW2MAIL       To emps ESS email address
   REPORT NUMBER –          

SPECIAL INSTRUCTIONS

Uses special email file created in Y21 YADHRMP.EMAILFWS.DATA

Return email address: ESSW2N@nevada.edu & ESSW2S@nevada.edu
<table>
<thead>
<tr>
<th><strong>July 11, 2013</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JOB NAME</strong></td>
</tr>
<tr>
<td><strong>DESCRIPTION</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>JCLSKEL</strong></td>
</tr>
<tr>
<td><strong>FREQUENCY</strong></td>
</tr>
<tr>
<td><strong>SEQUENCE</strong></td>
</tr>
<tr>
<td><strong>SPEC CARD</strong></td>
</tr>
<tr>
<td><strong>CHANGES</strong></td>
</tr>
<tr>
<td><strong>RECOVERY</strong></td>
</tr>
<tr>
<td><strong>OUTPUT</strong></td>
</tr>
<tr>
<td>JOB STEP - JS05</td>
</tr>
<tr>
<td>RPT NAME - Mag Tape Checklist</td>
</tr>
<tr>
<td>REPORT NUMBER - PAYR174</td>
</tr>
<tr>
<td>DISTRIBUTION</td>
</tr>
<tr>
<td><strong>SPECIAL INSTRUCTIONS</strong></td>
</tr>
</tbody>
</table>

**NORTH YEARLY**

**YEARLY**
July 11, 2013

JOB NAME YHRSY40P

DESCRIPTION W2 Data File Reporting Writer, Federal & State

JS05 PP60T Produce SSA formatted disk files
JS20 IEBGENER Produce remote vault file copy

JCLSKEL JY40

FREQUENCY On request

SEQUENCE Run after YHRSY30P

SPEC CARD SPY60T1S

CHANGES At LRSB, enter the reporting year at RYYYY.
Ex: if running job in Feb. of 2012, then reporting year is 2011

RECOVERY Re-run

OUTPUT DISTRIBUTION

JOB STEP - JS05
RPT NAME - Mag tape control report
REPORT NUMBER - PAYR175 Print Suppressed

SPECIAL INSTRUCTIONS
July 11, 2013

**JOB NAME**  
YHRSY50P

**DESCRIPTION**  
Produce batch records to update yearly COLA for classified employees.

- PP02 System control record update
- UP300 Create batch records
- PP05 Data element edit
- PP05SRT Sort data elements
- PP08 Activity update / consistency edit
- PP10 Print error listing

**JCLSKEL**  
JY50

**FREQUENCY**  
On request –

**SEQUENCE**  
See Special Instructions below

**SPEC CARD**  
SEM0501S, SEM050SS

**CHANGES**  
None

**SPEC CARD**  
SPY0300S, available at LRPF screen of Y50

**CHANGES**  
- ACCOUNT START YEAR - The effective date of the COLA and/or EPC changes. Get from Analyst.
- ACCOUNT START MMDD
- ACCOUNT STOP YEAR - The day prior to the effective date. Get from Analyst.
- ACCOUNT STOP MMDD
- EFFEC DATE: GRADE
- STEP AND/OR PERS TABLE
- EPC ONLY - Enter Y if only for EPC (non-COLA)

**RECOVERY**  
Re-run

**OUTPUT**

- JOB STEP – JS05  
  RPT NAME – Exception Report  
  REPORT NUMBER –

- JOB STEP – JS10  
  RPT NAME – Batch Balance  
  REPORT NUMBER – HRSNP066

**DISTRIBUTION**

- Analyst will provide
- WEB OUTPUT
July 11, 2013

JOB STEP - JS25 WEB OUTPUT
RPT NAME - Edit Exception report
REPORT NUMBER – HRSNP030

SPECIAL INSTRUCTIONS:
Run Y50, then R62
July 11, 2013

JOB NAME YHRSY55P

DESCRIPTION Produce batch records to update yearly COLA for professional employees.

JS02 PP02 System control record update
JS05 UP340 Create batch records
JS10 PP05 Data element edit
JS15 PP05SRT Sort data elements
JS20 PP08 Activity update / consistency edit
JS25 PP10 Print error listing

JCLSKEL JY55

FREQUENCY On request

SEQUENCE N/A

SPEC CARD SEM0501S, SEM050SS

CHANGES no changes

SPEC CARD SPY0340S, available at LRPF screen of Y55

CHANGES column 11 - enter ‘Y’ for North
column 12-15 - enter start year, e.g.: 1999
column 20-23 - enter stop year, e.g.: 1999
column 28-35 - enter effective date to be used in CCYYMMDD format,
e.g.: 19990701
column 36-40 - enter COLA percent, e.g.: 3% is entered as 03000
column 41-46 - enter organization, e.g.: UNR

RECOVERY Re-run

OUTPUT DISTRIBUTION

JOB STEP – JS05 Analyst will provide
RPT NAME – Exception Report
REPORT NUMBER – 

JOB STEP – JS10 WEB OUTPUT
RPT NAME – Batch Balance
REPORT NUMBER – HRSNP066

JOB STEP – JS25 WEB OUTPUT
RPT NAME - Exception report
REPORT NUMBER – HRSNP030

NORTH

YEARLY
July 11, 2013

SPECIAL INSTRUCTIONS
Run Y50, then R62.
July 11, 2013

**JOB NAME**  
YHRSY60P

**DESCRIPTION**  
Produce batch records to update the EDB with new minimum wage.

JS02  PP02  System control record update  
JS05  UP360  Create batch records  
JS10  PP05  Data element edit  
JS15  PP05SRT  Sort data elements  
JS20  PP08  Activity update / consistency edit  
JS25  PP10  Print error listing

**JCLSKEL**  
JY60

**FREQUENCY**  
On request

**SEQUENCE**  
N/A

**SPEC CARD**  
SEM0501S, SEM050SS

**CHANGES**  
None

**SPEC CARD**  
SPY0360S, available at LRPF screen of Y60

**CHANGES**  
*column 12-19 - enter effective date of new wage in CCYYMMDD format; e.g.: 20100701  
*column 20-27 - enter date to close the account line in CCYYMMDD format; e.g.: 20100630  
column 33-35 - enter new minimum wage as $CC; e.g.: $5.25 is entered as 525

**RECOVERY**  
Re-run

**OUTPUT**

<table>
<thead>
<tr>
<th>JOB STEP</th>
<th>RPT NAME</th>
<th>REPORT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS10</td>
<td>Batch Balance</td>
<td>HRSNP066</td>
</tr>
</tbody>
</table>

**SPEC INSTRUCTIONS**

Run Y60, then R62

*Get these dates from HR Analyst
July 11, 2013

JOB NAME   YHRSY62P
DESCRIPTION Process EDB X2 batch updates from FSA vendor ASI
                    Read FTP’d batch update file, update EDB
JS03  DSNUPROC  Quiesce DB2
JS08  DSNEMPTY  Test for empty file
JS09  UP350F    Reformat FTP’d file
JS10  PP02      Update SCF
JS15  PP05      Data element edit
JS20  PP05SRT   Sort Activity file
JS25  PP08      Consistency edit
JS30  PP10      Print error listing
JS33  RUNDSN    Close online updates
JS35  PP12      EDB update
JS37  RUNDSN    Open online updates
JS40  PP18      Print change register
JS50  UP83U     Update HDB

JCLSKEL        JY62
FREQUENCY      At FYE
SEQUENCE       On request
SPEC CARD       Multiple
CHANGES        None required
RECOVERY       [Must Recover] Can re-run up to JS35.

OUTPUT

<table>
<thead>
<tr>
<th>JOB STEP - JS30</th>
<th>WEB</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME -</td>
<td></td>
</tr>
<tr>
<td>Exceptions Report</td>
<td>HRSNP182</td>
</tr>
<tr>
<td>REPORT NUMBER -</td>
<td>/HRS/BCN/BENEFITS/VENUPDAT/FSAEXCP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS40</th>
<th>WEB</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME -</td>
<td></td>
</tr>
<tr>
<td>Change Register</td>
<td>HRSNP181</td>
</tr>
<tr>
<td>REPORT NUMBER -</td>
<td>/HRS/BCN/BENEFITS/VENUPDAT/FSACHG</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS

A return code of 1 with remaining job steps flushing is acceptable.

Note: This job loads X2 transaction file FSAUPD.DATA, which is FTP’d from the FSA vendor by Applications and then copied to Mustang.
July 11, 2013

JOB NAME          YHRSY64P
DESCRIPTION       Roll Position Control database for new year.
                  JS05        PC80          Roll PDB
JCLSKEL           JY64
FREQUENCY         On request
SEQUENCE          after completion of normal batch processing
SPEC CARD         SPECGBC, SPECUCCSN, SPECUNR, SPECTMCC, SPECWNCC
CHANGES           Enter current fiscal year in Job Submittal (LRSB)
RECOVERY          Re-run
OUTPUT            None

SPECIAL INSTRUCTIONS  FISCAL YEAR END ONLY
                      Analyst will schedule
                      (last business day of the fiscal year)
July 11, 2013

JOB NAME       YHRSY65P
DESCRIPTION    Mass Encumber

JS50          DSNUPROC  Quiesce
JS103         UP41A0XX  Extract employees
JS104         UP41A1XX  Compute salary encumb
JS345         UP41A2XX  Update DB encumb amounts
JS370         UP41C0XX  Combine salary amounts, compute overheads
JS390         UP41C2XX  Create object file
JS430         UP41C3XX  Create financial transactions
JS440-460     FORCUFS
JS508         UP4215XX  Update position control
JS520         UP41D1XX  Produce “Transaction by Account” report
JS540         IEBPTPCH  Print “Transaction by Account” report

JCLSKEL       JY65

FREQUENCY     On request - SEE SPECIAL INSTRUCTIONS
SEQUENCE      After normal processing
SPEC CARD     SPY41A1S - Available at LRsb screen for Y65

CHANGES       FYEND - Fiscal year end, normally June 30 of current calendar year in format CCYMMDD
               POSTD - Posting date, must be in the new fiscal year. Cannot be earlier than July 1 of the current year in format CCYMMDD
               PSCHED1 - For classified payroll cycle of the fiscal year, normally 072
                          - For professional payroll cycle of the fiscal year, normally 073

RECOVERY      JS101 - JS370 Re-run
               JS390 - JS430 RE-run from failed step Generation on new GDG used as input must be changed from +1 to 0
               JS440 - JS460 Do Not Re-run
               JS470 - JS520 Re-run from failed step
               JS540  Do Not Re-run

OUTPUT
JOB STEP - JS104  PAYROLL
RPT NAME - Proj Earn for Enc
REPORT NUMBER - UP41A1XX

DISTRIBUTION
JOB STEP - JS508  WEB Site
RPT NAME - Position Control Update
REPORT NUMBER – HRSNP004
July 11, 2013

<table>
<thead>
<tr>
<th>JOB STEP – JS548</th>
<th>PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME - Payroll Trans by Acct</td>
<td>BCN Payroll Manager</td>
</tr>
<tr>
<td>REPORT NUMBER - UP4101</td>
<td>1 Listing</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS  
**FISCAL YEAR END ONLY**

**When to run:**  
For professional employees, before the first suspense update of the new fiscal year.  
For classified employees, immediately after the completion of the 071 pay cycle.  
Analyst will schedule.
July 11, 2013

JOB NAME          YHRSY75P
DESCRIPTION       JS05  PP13A   Edit spec cards
                  JS10  PP13B   Perform DB Maint & produce reports
JCLSKEL           JY75
FREQUENCY         Calendar Year End
SEQUENCE          On request by analyst in charge of Year End
SPEC CARD         SPY13A11 and SPY13A11 thru SPY13A17 at LRPF.
CHANGES           None
RECOVERY          Restore EDB before re-run.
OUTPUT            DISTRIBUTION

<table>
<thead>
<tr>
<th>JOB STEP - JS05</th>
<th>PAYROLL</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS05</th>
<th>PAYROLL</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS10</th>
<th>PAYROLL</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS10</th>
<th>PAYROLL</th>
</tr>
</thead>
<tbody>
<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  None
JOB NAME: YHRSY78P

DESCRIPTION: JS30 PP46SPLT Clears MERGPAR and copies records to MERGPARH

JCLSKEL: JY78

FREQUENCY: Calendar Year End

SEQUENCE: On request by analyst in charge of Year End

SPEC CARD: SPY4601M

CHANGES: Enter new year in Job Submittal(LRSB) spec SPYR i.e.: if processing 2001 year end, enter 2002 for SPYR

RECOVERY: Re-run

OUTPUT: None

SPECIAL INSTRUCTIONS: None
July 11, 2013

JOB NAME  YHRSY85P

DESCRIPTION  Merge payroll for employees paid both North and South.

JS02  RUNDSN  Close North
JS03  RUNDSN  Close South
JS05  UP370  Produce a file of employees paid - North
JS15  SORT  Remove dupes
JS20  UP370  Produce a file of employees paid - South
JS30  SORT  Remove dupes
JS40  UP0372XX  Produce a file of employees paid – North and South
JS50  UP0374XX  Build North segments file
JS60  UP0376XX  Add South Segments, post North updates
JS65  UP0378XX  Post South updates. Produce before/after report
JS72  RUNDSN  Open North
JS73  RUNDSN  Open South

JCLSKEL  JY85

FREQUENCY  Calendar Year End

SEQUENCE  On request by analyst in charge of Year End

SPEC CARDS  PAY370, available at LRSB screen of Y85

CHANGES  Quarter requested. Enter 00 for current year, 04 for previous year. Get this from job requestor.

RECOVERY  Can be re-run thru JS50.

OUTPUT  DISTRIBUTION

<table>
<thead>
<tr>
<th>JOB STEP – JS65</th>
<th>PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME – Payroll Merge</td>
<td>BCN Payroll Manager</td>
</tr>
<tr>
<td>REPORT NUMBER – PAY0378</td>
<td>1 Listing</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS

For Operations – This is a North only job. There can be no South HRS jobs running when this job runs, as it updates both databases.

For HRS staff – If the structure of segments 40, 55 – 58, 60 – 61 have changed from previous year, modify and recompile UP0376XX and UP0378XX. Verify YTD dollar buckets in CPWSICND. Update CPWSICND and recompile UP0376XX and UP0378XX if necessary. Using ST on the printfile SYSOUT, print a copy of the report and send to South Payroll. Schedule both a North and South EDB backup to run before and after this job.
JOB NAME               YHRSY87P
DESCRIPTION            Annual purge of termed employees not paid in 2 years

JS05       RUNDSN       Turn off DB2 update
JS10       UP13A        Edit spec cards
JS15       UP13B        Perform DB Maint & produce reports
JS20       RUNDSN       Turn on DB2 update

JCLSKEL               JY87

FREQUENCY             Calendar Year End

SEQUENCE              On request by analyst in charge of Year End

SPEC CARD             SPY13A11 and SPY13A11 thru SPY13A17, available at LRPF screen of Y87

CHANGES               FOR YEAR END RUN:
In card AIM-SPECI (prm01),
   In columns 25-32, (purge date), get year from HRS Applications
In all 7 cards AIM-SPEC (prm02),
   leave blank / no change.

RECOVERY              Restore EDB before re-running any job step.

OUTPUT                DISTRIBUTION

JOB STEP – JS10        WEB
RPT NAME - DB Maint Control Rpt   HRSNP114
REPORT NUMBER – AIMS123    /HRS/BCN/PAYROLL/EEPURG

JOB STEP – JS10        WEB
RPT NAME - DB Maint Error Rpt   HRSNP114
REPORT NUMBER – AIMS122    /HRS/BCN/PAYROLL/EEPURG

JOB STEP – JS15        WEB
RPT NAME - Periodic Maint Summ  HRSNP112
REPORT NUMBER – PERS194    /HRS/BCN/PAYROLL/EEPURG

JOB STEP – JS15        WEB
RPT NAME - Periodic Maint Summ  HRSNP113
REPORT NUMBER – PERS194    /HRS/BCN/PERSONL/EEPURG

JOB STEP – JS15        WEB
RPT NAME - Purged Employees Rpt  HRSNP112
REPORT NUMBER – none       /HRS/BCN/PAYROLL/EEPURG
July 11, 2013

JOB STEP – JS15 WEB
RPT NAME - Purged Employees Rpt HRSNP113
REPORT NUMBER – none /HRS/BCN/PERSONL/EEPURG

JOB STEP – JS15 WEB
RPT NAME - DB Maint Error Rpt HRSNP114
REPORT NUMBER – PERS194 /HRS/BCN/PAYROLL/EEPURG

SPECIAL INSTRUCTIONS
Coordinate job sequence with analyst/programmer handling Year-End.
July 11, 2013

<table>
<thead>
<tr>
<th>JOB NAME</th>
<th>YHRSY95P</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>JS05  UPCP</td>
</tr>
<tr>
<td>JCLSKEL</td>
<td>JY95</td>
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<tr>
<td>FREQUENCY</td>
<td>Yearly</td>
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<td>SEQUENCE</td>
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<tr>
<td>SPEC CARD</td>
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<tr>
<td>CHANGES</td>
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<tr>
<td>RECOVERY</td>
<td>Do not re-run</td>
</tr>
<tr>
<td>OUTPUT</td>
<td>None</td>
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<tr>
<td>SPECIAL INSTRUCTIONS</td>
<td>None</td>
</tr>
</tbody>
</table>
July 11, 2013

JOB NAME  YHRSY98P
DESCRIPTION JS05  QUIESCE  DB2
JCLSKEL  JTT1
FREQUENCY Yearly
SEQUENCE Last
SPEC CARD None
CHANGES N/A
RECOVERY Don’t re-run
OUTPUT None

SPECIAL INSTRUCTIONS
Run this after Y75.