**JOB NAME**  
**YHRSR02P**

**DESCRIPTION**  
JS05  UP71  produce PAFs printed via laser

**JCLSKEL**  
JR02

**FREQUENCY**  
On request

**SEQUENCE**  
N/A

**SPEC CARD**  
SPY7010L, available at LRPF screen of R02

**CHANGES**

<table>
<thead>
<tr>
<th>column values</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-16 organization id or blank for all</td>
</tr>
<tr>
<td>17 ‘Z’ for south or ‘Y’ for north</td>
</tr>
<tr>
<td>19-26 inclusive date (CCYYMMDD) account lines with an account stop date greater than or equal to this date will be printed</td>
</tr>
<tr>
<td>27-34 effective date (CCYYMMDD) effective date to be printed on the document, otherwise leave blank</td>
</tr>
<tr>
<td>35 enter ‘Y’ to include suspended data, otherwise leave blank</td>
</tr>
<tr>
<td>36 enter ‘Y’ to include the department in the sort, otherwise leave blank</td>
</tr>
<tr>
<td>37 enter ‘Y’ to exclude earn codes LOH/OVL, otherwise leave blank</td>
</tr>
</tbody>
</table>
| 38-39 enter an employee type to be selected or enter one of the following:  
  99 = all  
  98 = only classified employees  
  97 = only professional employees |
| 40-57 enter up to 9 additional employee types to select |
| 58-61 enter vice president code to select, otherwise leave blank for all |
| 62-75 enter dean/director code to select, otherwise leave blank for all |
October 21, 2014

66-71 enter the job class code to be selected or leave blank. Asterisks (*) can be substituted anywhere in the code to serve as a wildcard, but all six characters must be entered including the point.

LRSB parameters Enter destination printer ID at R02 LRSB screen. Substitution code is DEST.

RECOVERY Re-run

OUTPUT
  JOB STEP - JS05
  RPT NAME - Forms
  REPORT NUMBER - PER7010

DISTRIBUTION Printed at location given in LRSB.

SPECIAL INSTRUCTIONS

This job is set up and run according to the job submittal request form submitted to Operations by the user.
HRS Job Submittal Request  
JOB R02  
Produce PAF’s

<table>
<thead>
<tr>
<th>Value</th>
<th>Column</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11 - 16</td>
<td>Organization to be selected or blank for all</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>'Y' = North region, ‘Z’=South region</td>
</tr>
<tr>
<td></td>
<td>19 - 26</td>
<td>Inclusive date (CCYYMMDD). Account lines with an account stop date greater than or equal to this date will be selected and printed.</td>
</tr>
<tr>
<td></td>
<td>27 - 34</td>
<td>Effective Date (CCYYMMDD). Effective date to be printed on the PAF.</td>
</tr>
<tr>
<td></td>
<td>35</td>
<td>Enter a 'Y' to print suspended data, or leave blank.</td>
</tr>
<tr>
<td></td>
<td>36</td>
<td>Enter a 'Y' to include the employees department in the sort order, or leave blank. Sort order is: Organization, VP, Dean, Department (if selected here), and employee name.</td>
</tr>
<tr>
<td></td>
<td>37</td>
<td>Enter a 'Y' to exclude earnings codes 'LOH and 'OVL', or leave blank.</td>
</tr>
<tr>
<td></td>
<td>38 - 39</td>
<td>Enter an employee type to be selected, or enter one of the following: '99' for all employee types, '98' for only classified employee types, or '97' for only professional employee types.</td>
</tr>
<tr>
<td></td>
<td>40 - 57</td>
<td>Enter additional employee types to be selected or leave blank.</td>
</tr>
</tbody>
</table>
October 21, 2014

___ ___ ___  58 - 61 Enter the vice president code to be selected, or leave blank.

___ ___ ___  62 - 65 Enter the dean/director code to be selected, or leave blank.

___ ___ ___ ___  66 – 71 Enter the job class code to be selected or leave blank. Asterisks (*) can be substituted anywhere in the code to serve as a wildcard, but six characters must be entered, including the point.

___ ___ ___ ___ Destination printer. If you want the output printed at SCS, enter LOCAL. Otherwise, enter a VPS printer id (Uxxx).

**SCS Operations:** At LRSB, enter the printer ID, and class for the printer destination.

___ ___ ___ Region. Enter QA if the job is to be run against the QA database, or PROD for production.

**SCS Operations:** For production jobs, build and submit.

**Requestor:** Fill in the above as applicable. If the job is to run against QA, fax this form to 702-895-3791, attention HR Programmer. To run against production, fax to SCS Operations in the North at fax 337-3809, or SCS Operations in the South at fax 895-4569.

Requestor: ______________________________

Phone number: _______________

Organization and office: _______________

**SCS Operations:**Parms are found at LRPF. As the R02 is a batch job with no update, it can be run at any convenient time.

Revised: 23 July, 2007
JOB NAME: YHRSR03P

DESCRIPTION:
- JS05  ICEGENER  Backup THFA
- JS10  ICEGENER  Backup THFB
- JS15  ICEGENER  Backup PCF
- JS20  PP34  Update payroll control files, payroll schedules

JCLSKEL: JR03

FREQUENCY: On request

SEQUENCE: N/A

SPEC CARDS: SPY3401D or SPY3401F or SPY3401L or SPY3401Y; edit in YADHRMP.INTEGRAL.SPECS

CHANGES:
- first, edit the member of YADHRMP.INTEGRAL.SPECS that you want to use as a spec card according to the directions that follow, then, at LRSB screen of R03, enter:
  - substitution code  value
  - CARD  SPY3401L (to add special pay cycles)
  - SPY3401D (to delete cycles)
  - SPY3401F (to add regular pay cycles)
  - SPY3401Y (add special pay cycles – 04)
  - COP  number of report copies wanted, e.g.: 2
  - WHATITIS  job description; e.g.: PCF update

This job may be submitted using ONLS in job submittal.

HEADER card: ‘PAY34-SPECN’ must be included; constant.

For Add and Delete cards, see following pages.
TO ADD A SCHEDULE, USE THE FOLLOWING TWO CARDS:

CARD 1: one card for each organization

<table>
<thead>
<tr>
<th>column</th>
<th>contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 10</td>
<td>PAY34-UPDT – constant</td>
</tr>
<tr>
<td>11 - 13</td>
<td>MM# - pay schedule being added</td>
</tr>
<tr>
<td>14 – 26</td>
<td>org id</td>
</tr>
<tr>
<td>27</td>
<td>A=add</td>
</tr>
<tr>
<td>28</td>
<td>1 – Constant</td>
</tr>
<tr>
<td>29 – 36</td>
<td>Pay period end date if adding a schedule or any appropriate date if a special schedule</td>
</tr>
<tr>
<td>37 – 44</td>
<td>Check date if adding a schedule</td>
</tr>
<tr>
<td>45</td>
<td>Enter a ‘Y’ if adding a special schedule or if adding a regular schedule with a date other than the one in the system calendar</td>
</tr>
<tr>
<td>46 – 47</td>
<td>leave blank</td>
</tr>
<tr>
<td>48</td>
<td>Enter a ‘Y’ to produce only checks</td>
</tr>
<tr>
<td>49 – 50</td>
<td>Enter ‘04’ for special adjustment payrolls run after the end of the year, otherwise leave blank.</td>
</tr>
</tbody>
</table>

CARD 2:

<table>
<thead>
<tr>
<th>column</th>
<th>contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 10</td>
<td>PAY34-UPDT - no change</td>
</tr>
<tr>
<td>11 - 13</td>
<td>MM# - pay schedule being added</td>
</tr>
<tr>
<td>14 – 26</td>
<td>org id</td>
</tr>
<tr>
<td>27</td>
<td>A=add</td>
</tr>
<tr>
<td>28</td>
<td>2 – constant</td>
</tr>
<tr>
<td>29 – 30</td>
<td>Enter the pay cycle type (M1, S1, B1,XX [special yr-end longevity], etc)</td>
</tr>
</tbody>
</table>
If adding a regular schedule, enter the pay period begin date, if adding a special schedule [no date], leave blank.

NOTE: All dates are in the format MMDDCCYY.

TO DELETE A SCHEDULE, USE ONLY THE FOLLOWING CARD:

CARD 1: one card for each organization or ‘ALL’ for org id to delete all orgs

column contents
1 - 10 PAY34-UPDT – constant
11 - 13 MM# - pay schedule being deleted
14 – 26 org id
29 D=delete
30 1 – Constant
29 – 36 Pay period end date being deleted or any appropriate date if a special schedule
37 – 44 Check date of schedule being deleted
45 Blank
46 – 47 Enter a ‘NO’
48 Blank
49 – 50 Blank

TO CHANGE A SCHEDULE, USE DELETE THEN ADD

RECOVERY  Re-submit errors only

OUTPUT DISTRIBUTION

<table>
<thead>
<tr>
<th>JOB STEP - JS05</th>
<th>PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME - Payroll Control File Update</td>
<td>BCN Payroll Manager</td>
</tr>
<tr>
<td>REPORT NUMBER - PAYR001</td>
<td>1 Listing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS05</th>
<th>OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date: October 21, 2014</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>RPT NAME</strong> - Payroll Control File Update</td>
<td></td>
</tr>
<tr>
<td><strong>REPORT NUMBER</strong> - PAYR001</td>
<td></td>
</tr>
<tr>
<td><strong>SPECIAL INSTRUCTIONS</strong> - None</td>
<td></td>
</tr>
<tr>
<td><strong>1 Listing</strong></td>
<td></td>
</tr>
</tbody>
</table>
October 21, 2014

JOB NAME  YHRSR05P

DESCRIPTION Load data into position control data base

JS05  Protective scratch
JS07  Sort
JS15  Load data into PDB
JS30  Sort
JS35  Generate transactions for financial
JS40  Sort

JCLSKEL  JR05

FREQUENCY  On request

SEQUENCE  N/A

SPEC CARD  None

PARAMETERS  Change at **LRSB** screen of R05

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning/Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSG</td>
<td>job-class group used by this institution, i.e. BCN</td>
</tr>
<tr>
<td>CUFNAME</td>
<td>high level qualifier of data set to be sent to Advantage, e.g. LADFINP</td>
</tr>
<tr>
<td>EARNG</td>
<td>earnings group used by this institution, i.e. UNR</td>
</tr>
<tr>
<td>IPDATA</td>
<td>data set name of budget input data, i.e. YADHRMQ.UNR2.DATA</td>
</tr>
<tr>
<td>ORG</td>
<td>organization id of this institution, i.e. UNR</td>
</tr>
<tr>
<td>RDD</td>
<td>run date day i.e. June 1, 1999 as 01</td>
</tr>
<tr>
<td>RMM</td>
<td>run date month</td>
</tr>
<tr>
<td>RYY</td>
<td>run date year - 2 digit</td>
</tr>
<tr>
<td>RYYYY</td>
<td>run date year - 4 digit</td>
</tr>
</tbody>
</table>

RECOVERY  Re-run

OUTPUT  DISTRIBUTION

<table>
<thead>
<tr>
<th>JOB STEP - JS15</th>
<th>RPT NAME - PC upload report</th>
<th>Budget Office of Org on report</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NUMBER -</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS  None
JOB NAME       YHRSR06P
DESCRIPTION     JS050  Create extract from suspense with projected salaries
JCLSKEL         JR06
FREQUENCY       On request
SEQUENCE        N/A
SPEC CARD       available at LRSB screen of R06
CHANGES         HQUAL: High level org designator for requesting institution
                 org: enter:
                 UNR     RADHRM
                 UCCSN   RADHRM
                 NCJFCJ  RADHRM
                 GBC     NADHRM
                 DRI     DADHRM
                 TMCC    TADHRM
                 WNC     WADHRM
RECOVERY        Re-run
OUTPUT          flat file "hqual"P.SUSEXT.DATA
SPECIAL INSTRUCTIONS  None
October 21, 2014

JOB NAME YHRSR07P

DESCRIPTION JS05 Mass lasar printing of Contracts / PAF's

JS05 UP711 Generate Contracts / PAFs

JCLSKEL JR02

FREQUENCY On request

SEQUENCE N/A

SPEC CARD SPY711, available at LRPF screen of R07
Parameter Card #1

CHANGES

<table>
<thead>
<tr>
<th>Column</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-12</td>
<td>Organization ID or blank for all</td>
</tr>
<tr>
<td>13</td>
<td>‘Z’ for south or ‘Y’ for north</td>
</tr>
<tr>
<td>14-21</td>
<td>Selection date (CCYMMDD). Job ending dates greater than this date will be selected for contracts. Account lines with an account stop date greater than or equal to this date will be selected for PAF's.</td>
</tr>
<tr>
<td>30-59</td>
<td>Preparer's name, left justify</td>
</tr>
<tr>
<td>60-71</td>
<td>Preparer's work phone (### - ### - ####)</td>
</tr>
<tr>
<td>72-79</td>
<td>Preparer's mail stop, left justify</td>
</tr>
</tbody>
</table>

SPEC CARD SPY712, available at LRPF screen of R07
Parameter Card #2

CHANGES

<table>
<thead>
<tr>
<th>Column</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Enter ‘Y’ to include suspended data, otherwise leave blank</td>
</tr>
<tr>
<td>8</td>
<td>Enter ‘Y’ to print comments, otherwise leave blank</td>
</tr>
<tr>
<td>9</td>
<td>Enter ‘Y’ to print remarks, otherwise leave blank</td>
</tr>
</tbody>
</table>
October 21, 2014

10 Enter ‘Y’ to include employee's department in the sort order, otherwise leave blank. Sort order is: Org, VP, Dean, Dept, Emp Name.

11-12 Enter an employee type to be selected, or ‘99’ for all

13-30 Enter up to 9 additional employee types to select, otherwise leave blank

31-34 Enter vice president code to select, otherwise leave blank for all

35-38 Enter dean/director code to select, otherwise leave blank for all

39-44 Enter the job class code to be selected or leave blank. Asterisks (*) can be substituted anywhere in the code to serve as a wildcard, but all six characters must be entered including the point.

45 Enter ‘Y’ to print PAF for every employee with a contract, or leave blank for contracts only.

46-53 PAF effective date (CCYYMMDD).

SPEC CARD
PER711 & PER712, available at LRSB for R07
Enter destination printer ID (U####). Substitution code is DEST.

RECOVERY
Re-run

OUTPUT
JOB STEP - JS05
RPT NAME - EDOC
REPORT NUMBER - none

DISTRIBUTION
Printed at location given in LRSB.

SPECIAL INSTRUCTIONS
This job is set up and run according to the job submittal request form submitted to Operations by the user.
HRS Job Submittal Request

JOB R07

Produce Contracts

Parameter Card #1

<table>
<thead>
<tr>
<th>Value</th>
<th>Column</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>P E R 7 1 1</td>
<td>1 – 6</td>
<td>Parameter card number 1.</td>
</tr>
<tr>
<td>__ __ __ __ __</td>
<td>7 - 12</td>
<td>Organization to be selected or blank for all. Left justify.</td>
</tr>
<tr>
<td>__</td>
<td>13</td>
<td>'Y' = North region, 'Z'=South region</td>
</tr>
<tr>
<td>__ __ __ __ __ __ __ __</td>
<td>14 - 21</td>
<td>Selection date (CCYYMMDD). Job ending dates greater than this date will be selected for contracts. Account lines with an account stop date greater than or equal to this date will be selected and printed for PAF’s.</td>
</tr>
<tr>
<td>__ __ __ __ __ __ __</td>
<td>30 – 59</td>
<td>Preparer’s name. Left justify.</td>
</tr>
<tr>
<td>__ __ __ __ __ __</td>
<td>60 – 71</td>
<td>Preparer’s work phone. Left Justify.</td>
</tr>
<tr>
<td>__ __ __ __ __ __</td>
<td>72 – 79</td>
<td>Preparer’s mail stop. Left justify.</td>
</tr>
</tbody>
</table>
Parameter Card #2

PER 712

1 – 6 Parameter card number 2.

7 Enter a ‘Y’ to print suspended data, or leave blank.

8 Enter a ‘Y’ to print comments, or leave blank.

9 Enter a ‘Y’ to print remarks, or leave blank.

10 Enter a ‘Y’ to include the employees department in the sort order, or leave blank. Sort order is: Organization, VP, Dean, Department (if selected here), and employee name.

11 - 12 Enter an employee type to be selected, or ‘99’ for all employee types.

13 - 30 Enter additional employee types to be selected or leave blank.

31 - 34 Enter the vice president code to be selected, or leave blank.

35 - 38 Enter the dean/director code to be selected, or leave blank.

39 – 44 Enter the job class code to be selected or leave blank. Asterisks (*) can be substituted anywhere in the code to serve as a wildcard, but six characters must be entered, including the point.

45 Enter a ‘Y’ to print a PAF for every employee that a contract is produced for, or leave blank for contracts only.

46 – 53 Effective date (CCYYMMDD). Effective to be printed on the PAF.
October 21, 2014

___ ___ ___ ___ ___ Destination printer. If you want the output printed at SCS, enter LOCAL. Otherwise, enter a VPS printer id (Uxxxx).

**SCS Operations:** At LDSB, enter the printer ID, and class for the printer destination.

___ ___ ___ ___ Region. Enter QA if the job is to be run against the QA database, or PROD for production.

**SCS Operations:** For production jobs, build and submit.

**Requestor:** Fill in the above as applicable. If the job is to run against QA, fax this form to 702-895-3791, attention HR Programmer. To run against production, fax to SCS Operations in the South at 702-895-4569.

Requestor: ______________________________

Phone number: ________________

Organization and office: ________________

**SCS Operations:** Parms are found at LRPF. As the R07 is a batch job with no update, it can be run at any convenient time.

Revised: July 13, 2012
October 21, 2014

**JOB NAME**

YHRSR10P or YHRSR11P

**DESCRIPTION**

Payroll Edit

| JS05 | RUNDSN | Turn off DB2 |
| JS10 | PPUNTHF | Unload TFH to sequential file |
| JS15 | PPDLTBL | Initializes THF table |
| JS20 | PP32 | Check cancellation (GDG +1) |
| JS25 | UP350 | Reformat event files |
| JS30 | UP357 | Reformat TMCC timesheet file |
| JS32 | UP357 | Reformat DRI timesheet file |
| JS35 | UP357 | Reformat UNR timesheet file |
| JS37 | UP382 | Reformat payroll update file |
| JS38 | UP361 | Reformat UNR student timesheet file |
| JS39 | UP362 | Reformat Controller timesheet file |
| JS40 | UP363 | Reformat NSC timesheet file |
| JS44 | UP311 | Furlough Engine |
| JS45 | PP35 | Process transactions, create PIA file (GDG +1) |
| JS50 | UP35A | Initialize event files |
| JS52 | UP35B | Initialize payroll update file |
| JS55 | UP35C | Initialize TMCC timesheet file |
| JS57 | UP35C | Initialize DRI timesheet file |
| JS60 | UP35C | Initialize UNR timesheet file |
| JS61 | UP35E | Initialize BCN Furlough file |
| JS62 | UP35E | Initialize CSN Furlough file |
| JS63 | UP35E | Initialize NSC Furlough file |
| JS64 | UP35E | Initialize UNLV Furlough file |
| JS65 | UP361A | Initialize UNR student timesheet file |
| JS66 | UP362A | Initialize Controller timesheet file |
| JS67 | UP363A | Initialize NSC timesheet file |
| JS70 | PP335 | Checkwrite activity (GDG +1) |
| JS75 | PP36A | Edit PIA |
| JS80 | PP36B | Produce edit reports |
| JS85 | UP260 | Pay org edit report |
| JS86 | PPDLTBL | Initializes PCF table |
| JS87 | PPDLTBL | Initializes PCC table |
| JS88 | PPDLTBL | Initializes PBC table |
| JS90 | PPDLTHF | Load THF table from sequential file |
| JS95 | PP37 | Print THF listing |
| JS100 | RUNDSN | Turn on DB2 |

**JCLSKEL**

JR10

**FREQUENCY**

On request

**SEQUENCE**

N/A

**SPEC CARD**

SPY3201S
October 21, 2014

CHANGES  None

SPEC CARD  SPY3501S

CHANGES  None

SPEC CARD  SPY3701S and SPY36A1S, available at LRSB screen of R10 and R11

CHANGES  Substitution code is PSCHED. Enter pay schedule as MM#. Example: 091.

RECOVERY  Job steps JS05 - JS45: Don't re-run.
Job steps JS50 - JS80: Rerun from failed step.
Job steps JS85 - JS115: Don't rerun.

OUTPUT

<table>
<thead>
<tr>
<th>JOB STEP</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS20</td>
<td>PAYROLL</td>
</tr>
<tr>
<td>RPT NAME - Cancel Transactions</td>
<td>BCN Payroll Manager</td>
</tr>
<tr>
<td>REPORT NUMBER - PAYR190</td>
<td>2 Listings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS40</td>
<td>WEB HRSNP156 and HRSNP157 1 Listing</td>
</tr>
<tr>
<td>RPT NAME - Furlough Exception</td>
<td>BCN Payroll Manager</td>
</tr>
<tr>
<td>REPORT NUMBER - UP0311XX</td>
<td>1 Listing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS80</td>
<td>WEB</td>
</tr>
<tr>
<td>RPT NAME - Balance &amp; Edit Rpts</td>
<td></td>
</tr>
<tr>
<td>REPORT NUMBER - PAYR024</td>
<td>HRSN0017 (South=Hardcopy)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS85</td>
<td>WEB</td>
</tr>
<tr>
<td>RPT NAME - Pay Org Edit Rpts</td>
<td></td>
</tr>
<tr>
<td>REPORT NUMBER - AIMS140</td>
<td>HRSN0019 (South=Hardcopy)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS95</td>
<td>WEB</td>
</tr>
<tr>
<td>RPT NAME - Transaction Rpt</td>
<td></td>
</tr>
<tr>
<td>REPORT NUMBER - PAYR030</td>
<td>HRSN0016 (South=Hardcopy)</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS

In addition to the payroll cycle, this job may be run at any time.
NORTH ON REQUEST

October 21, 2014

JOB NAME YHRSR13P

DESCRIPTION Create file and report of non-resident alien employees paid during the report year

JS05 Initialize files
JS10 VP1042E Create file

JCLSKEL JR13

FREQUENCY On request

SEQUENCE N/A

SPEC CARD available at LRSB screen of R13

CHANGES Substitution Code: Meaning:
   RYYYY report year – calendar year to report on 4 digit year
   SEG HRS segments to read
   Use 00 if report year is current year
   Use 04 if report year is prior year

RECOVERY Re-run

OUTPUT DISTRIBUTION

   Job Step - JS10 WEB
   RPT name - Non-Resident Aliens Paid Systemware (WEB Printing)
   REPORT NUMBER – N/A HRSNP011

SPECIAL INSTRUCTIONS Can be run during the day.
JOB NAME: YHRSR20P
DESCRIPTION: JS05 UP241 Mass produce pressure seal mailers
JCLSKEL: JR20
FREQUENCY: On request
SEQUENCE: N/A
SPEC CARD: Available at LRSB screen of R20

CHANGES:
Enter the compare date – MMDD
Enter the compare year - CCYY

RECOVERY: Re-run

OUTPUT:
JOB STEP – JS05
RPT NAME - Mailer
REPORT NUMBER – N/A

DISTRIBUTION:
REQUESTOR

SPECIAL INSTRUCTIONS:
Part of payroll maintenance.
October 21, 2014

JOB NAME          YHRSR27P
DESCRIPTION       Payroll Audit Report
                  JS05   PP44       Payroll Audit Report
JCLSKEL           JR27
FREQUENCY         On request
SEQUENCE          N/A
SPEC CARD         SPY4401U
CHANGES           None

RECOVERY          Re-run [Recovery OK for next Day]

OUTPUT DISTRIBUTION

  JOB STEP – JS05 WEB
  RPT NAME - Payroll Audit Report HRSNP120
  REPORT NUMBER - PAYR095 /HRS/BCN/PAYROLL/AUDIT

SPECIAL INSTRUCTIONS: None
JOB NAME YHRSR35P

DESCRIPTION Process EDB batch updates from HSA vendor HealthSCOPE
Read FTP'd batch update file, update EDB

JS03 DSNUPROC Quiesce DB2
JS04 IEFBR14 Delete input file
JS05 JVMPRC Get file via FTP and decrypt
JS06 DSNEmpTY Test for empty file
JS07 UP2821 Create X2's and recon from HLTHSCP 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
JS60 IRXJCL Email Notification
JS70 JVMPRC Delete FTP file
JS80 IRXJCL Email Notification if no file

JCLSKEL JR35

FREQUENCY Two times a month
Two business days before each Classified calc (not run before
Professional or adjustment calcs)
This job can also be run on request

SEQUENCE Following completion of regular daily jobs (D95)

SPEC CARD Multiple

CHANGES None required

RECOVERY [Must Recover] Can re-run up to JS35.

OUTPUT DISTRIBUTION

JOB STEP - JS30 WEB
RPT NAME - Exceptions Report HRSNP194
REPORT NUMBER - AIMS115 /HRS/BCN/BENEFITS/VENUPDAT/HSAEXCP

JOB STEP - JS40 WEB
RPT NAME - Change Register HRSNP193
REPORT NUMBER - AIMS140 /HRS/BCN/BENEFITS/VENUPDAT/HSACHNG
October 21, 2014

JOB STEP - JS60
RPT NAME - HSA file uploaded to HRMS
REPORT NUMBER – E-MAIL
SENDMAIL
Address update LRSB "EMAILTO"

JOB STEP - JS80
RPT NAME – No HSA Billing File
REPORT NUMBER – E-MAIL
SENDMAIL
Address update LRSB "EMAILTO"

SPECIAL INSTRUCTIONS

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

A return code of 100 with remaining job steps flushing: Send e-mail to HRS On Call programmer & continue processing
JOB NAME           YHRSR40P
DESCRIPTION        Payroll Control File Maintenance

JS05   UP34     Backup PCF & THF files
JS10   PP34     Deletes old schedules from PCF & THF sequential files
JS15   PPLDTHF  Loads tables

JCLSKEL           JR40
FREQUENCY         On request
SEQUENCE          N/A
SPEC CARD         SPY3401S, available at LRSB screen of R40

CHANGES           Substitution code is PSCHED. Enter a pay schedule in the form \texttt{MM#}. Ex. 031

RECOVERY          Re-run

OUTPUT            DISTRIBUTION

<table>
<thead>
<tr>
<th>JOB STEP - JS10</th>
<th>PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME - Payroll control file update</td>
<td>BCN Payroll Manager</td>
</tr>
<tr>
<td>REPORT NUMBER - PAYR001</td>
<td>Print Suppressed for BCN</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS

Part of payroll maintenance.
JOB NAME: YHRSR42P

DESCRIPTION: Pre-Note process to verify direct deposit account numbers

JS05 UP4201 Create NACHA disbursement file
JS10 PP42N Payroll disbursement - NACHA file generation
JS15 UP4202 Update disb. date on the EDB
JS25 UP4204 Generate dataset of prenote employees
JS30 SYSFTP Repro ACH file to IPSERVER
JS40 IRXJCL Send Ops email to transmit ACH
JS50 IRXJCL Send email to pre-note employees

JCLSKEL: JR42

FREQUENCY: On 15th of every month, or next business day

SEQUENCE: Following D95

SPEC CARD: SPY42N1Y

CHANGES: None required
For email address changes - updates available at LRSB:
EMAILTO - Operations email address

RECOVERY: Do not re-run if EDB was updated

OUTPUT

JOB STEP – JS10
RPT NAME – NACHA Prenote Rpt
REPORT NUMBER – PAYR091

PAYROLL
Not printed for North
U9000

JOB STEP – JS40
RPT NAME – ACH transmit Notification
REPORT NUMBER – N/A

E-MAIL
JCL

ATS Operations

JOB STEP – JS50
RPT NAME - Prenote Notice
REPORT NUMBER – YHRSP40P/SASLOG

E-MAIL
UP4204XX & SAS

New employees requesting paperless advice

SPECIAL INSTRUCTIONS

Note: Printed output is for South Payroll Only, North Payroll relies on error report from bank.
JOB NAME: YHRSR45P

DESCRIPTION: Pre-Calc

JS05 PP38 Update CPA
JS15 PP39 Create gross pay and exception reports
JS17 UP39 One check
JS20 PP40 Gross to Net
JS25 PP41 Financial reports

JCLSKEL: JR45

FREQUENCY: One business day before each regular Payroll calc

SEQUENCE: Must follow R10 (or R11) edit with the same PSCHED

SPEC CARD: SPY3801S, available at LRSB screen of R45

CHANGES: Substitution code is PSCHED. Enter a pay schedule in the form MM#. Ex: 031

RECOVERY: Re-run

OUTPUT

<table>
<thead>
<tr>
<th>JOB STEP - JS15</th>
<th>RPT NAME - Payroll input recon</th>
<th>REPORT NUMBER - PAYR051</th>
<th>PAYROLL</th>
<th>BCN Payroll Manager</th>
<th>Print Suppressed for BCN only</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS15</th>
<th>RPT NAME - Total gross pay</th>
<th>REPORT NUMBER - PAYR052</th>
<th>PAYROLL</th>
<th>BCN Payroll Manager</th>
<th>Print Suppressed for BCN only</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS15</th>
<th>RPT NAME - FSLA audit</th>
<th>REPORT NUMBER - PAYR053</th>
<th>PAYROLL</th>
<th>BCN Payroll Manager</th>
<th>1 Listing</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS15</th>
<th>RPT NAME - Gross pay derivation</th>
<th>REPORT NUMBER - PAYR059</th>
<th>PAYROLL</th>
<th>BCN Payroll Manager</th>
<th>1 Listing</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS20</th>
<th>RPT NAME - Payroll Processing</th>
<th>REPORT NUMBER - PAYR061</th>
<th>PAYROLL</th>
<th>BCN Payroll Manager</th>
<th>Print Suppressed for BCN only</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS25</th>
<th>RPT NAME - Financial Controls</th>
<th>REPORT NUMBER - PAYR071</th>
<th>PAYROLL</th>
<th>BCN Payroll Manager</th>
<th>1 Listing</th>
</tr>
</thead>
</table>
October 21, 2014

SPECIAL INSTRUCTIONS
NONE
JOB NAME          YHRSR60P
DESCRIPTION       Read in EDB batch update records and edit them.
JS05  UP351  Reformat FTP’d batch file
JS10  PP02   System control record update
JS15  PP05   Data element edit
JS20  PP05SRT Sort activity file
JS25  PP08   Consistency edit
JS30  PP10   Print error listing
JS40  UP352  Clear out batch file
JCLSKEL           JR60
FREQUENCY         On request
SEQUENCE          N/A
SPEC CARD         None
CHANGES           Substitution code is INST at JBSB. Enter the code for the institution as follows: C=CSN, L=UNLV, N=GBC, R=UNR, T=TMCC, S=UCCSN, W=WNC, Y=NORTH, Z=SOUTH
RECOVERY          Re-run
OUTPUT DISTRIBUTION
JOB STEP – JS05
RPT NAME – Balance report
REPORT NUMBER – AIMS101 HRNSP066
JOB STEP – JS05
RPT NAME – Error report
REPORT NUMBER – AIMS102 HRNSP066
JOB STEP – JS05
RPT NAME – Run stats
REPORT NUMBER – AIMS103 HRNSP066
JOB STEP – JS30
RPT NAME – Edit exceptions
REPORT NUMBER – AIMS115 HRNSP030
SPECIAL INSTRUCTIONS None
JOB NAME: YHRSR61P

DESCRIPTION: EDB Batch Update with encumbering

- JS01 DSNUPROC: Quiesce DB2 Tables
- JS02 RUNDSN: Turn off db2 update
- JS05 PP12: EDB update
- JS07 RUNDSN: Turn on db2 update
- JS10 PP18: Change register print
- JS12 PP15A: Tax Roll In/Out
- JS13 UP24: Benefits Address Notification
- JS14 UP242: Empl id notification for new hires
- JS15 PP83U: HDB update
- JS30 to JS80: Encumbering

JCLSKEL: JR61

FREQUENCY: On request

SEQUENCE: N/A

SPEC CARD: SEM201S, SPEC18A, SHS8305S, no changes.

CHANGES: None required

SPEC CARD: BEN2400 - available at LRPF

CHANGES: None required

RECOVERY: Don’t rerun.

OUTPUT

- JOB STEP - JS10
  - RPT NAME: Change register
  - REPORT NUMBER: AIM5140
  - WEB OUTPUT

- JOB STEP - JS13
  - RPT NAME: Benefits Address Notification
  - REPORT NUMBER: N/A
  - BCN Benefits

- JOB STEP - JS14
  - RPT NAME: New Hire Notification
  - REPORT NUMBER: N/A
  - BCN Benefits

- JOB STEP - JS75
  - RPT NAME: Payroll Trans by Acct
  - REPORT NUMBER: UP41D1
  - WEB OUTPUT

DISTRIBUTION:

- WEB OUTPUT

- BCN Benefits

- /HRS/BCN/Finance/UP41D1
October 21, 2014

SPECIAL INSTRUCTIONS

** JS13 output will be 2 print files, one with FORM = ADVB to be printed on the pressure seal payroll advice form N14EZ, run through the folder/sealer, and the other FORM = 14IN to be printed on legal size bond (8 1/2 X 14). No output is OK.
November 21, 2014

JOB NAME: YHRSR62P

DESCRIPTION: EDB Batch Update without encumbering

| JS01 | DSNUPROC | Quiesce DB2 Tables |
| JS02 | RUNDSN   | Turn off db2 update |
| JS05 | PP12     | EDB update          |
| JS07 | RUNDSN   | Turn on db2 update  |
| JS10 | PP18     | Change register print |
| JS12 | PP15A    | Tax Roll In/Out     |
| JS13 | UP24     | Benefits Address Notification |
| JS14 | UP242    | Empl id notification for new hires |
| JS15 | PP83U    | HDB update          |

JCLSKEL: JR62

FREQUENCY: On request

SEQUENCE: N/A

SPEC CARD: SEM201S, SPEC18A, SHS8305S,

CHANGES: None

SPEC CARD: BEN2400 - available at LRPF

CHANGES: None required

RECOVERY: Don't rerun

OUTPUT

<table>
<thead>
<tr>
<th>JOB STEP - JS10</th>
<th>RPT NAME - Change register</th>
<th>REPORT NUMBER - AIMS140</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB OUTPUT</td>
<td>HRSN0026</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS47</th>
<th>RPT NAME - Benefits Addr Notification</th>
<th>REPORT NUMBER - N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN Benefits</td>
<td>1 Form 8 ½ X 14 **</td>
<td>1 Form N14EZ **</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP - JS14</th>
<th>RPT NAME - New Hire Notification</th>
<th>REPORT NUMBER - N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN Benefits</td>
<td>1 Form 8 ½ X 14 **</td>
<td>1 Form N14EZ **</td>
</tr>
</tbody>
</table>

DISTRIBUTION

** JS13 output will be 2 print files, one with FORM = ADVB to be printed on the pressure seal payroll advice form N14EZ, run through the folder/sealer, and the other FORM = 14IN to be printed on legal size bond (8 1/2 X 14). No output is OK.
JOB NAME  
YHRSR63P

DESCRIPTION  
Process EDB batch updates from PEBP
Read FTP'd batch update file, update EDB

JS03  DSNUPROC Quiesce DB2
JS04  IEFBR14 Delete input file
JS05  JVMPRC14 FTP AND DECRYPT THE FILE
JS07  UP2817 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
JS55  UP2818 Empty batch file
JS60  IRXJCL Email Notification
JS70  JVMPRC14 Delete FTP file
JS80  IRXJCL Email Notification

JCLSKEL  
JR63

FREQUENCY  
On request

SEQUENCE  
Run after dailys and before any calc jobs

SPEC CARD  
Multiple

CHANGES  
Found at **LRSB:**

Month and year of data file being uploaded (same as month run unless otherwise instructed)

<table>
<thead>
<tr>
<th>Substitution Code</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM</td>
<td>report month, e.g.: 08</td>
</tr>
<tr>
<td>YYYY</td>
<td>report year, 4 digits, e.g.: 2007</td>
</tr>
</tbody>
</table>

RECOVERY  
See Special Instructions for CC16 JS07
[Must Recover] Can rerun up to JS35, but if JS55 ran, input file to JS07 will be empty.
OUTPUT

| JOB STEP – JS07 | RPT NAME – Populate PEBP Plan GTN | REPORT NUMBER – UP2817XX |
| WEB | HRSNP091 | /HRS/BCN/BENEFITS/VENUPDAT/PEBPSTN |
| JOB STEP – JS07 | RPT NAME – Populate PEBP Plan GTN | REPORT NUMBER – UP2817XX |
| WEB | HRSNP091 | /HRS/BCN/PAYROLL/PEBPSTN |
| JOB STEP - JS30 | RPT NAME - Exceptions Report | REPORT NUMBER - AIMS115 |
| WEB | HRSNP096 | /HRS/BCN/BENEFITS/VENUPDAT/PEBPSTN |
| JOB STEP - JS40 | RPT NAME - Change Register | REPORT NUMBER - AIMS140 |
| WEB | HRSNP095 | /HRS/BCN/BENEFITS/VENUPDAT/PEBPSTN |
| JOB STEP - JS60 | RPT NAME – PEBP Billing Uploaded | REPORT NUMBER – |
| E-MAIL | SENDMAIL | Address update LRSB "EMAILTO" |
| JOB STEP - JS80 | RPT NAME – No PEBP Billing File | REPORT NUMBER – |
| E-MAIL | SENDMAIL | Address update LRSB "EMAILTO" |

DISTRIBUTION

SPECIAL INSTRUCTIONS

A return code of 1 with remaining job steps flushing is acceptable
(no data to process)

A return code of 4 on JS07 is acceptable
(indicates rejects being noted in user reports)

Note to analyst: A return code of 16 on JS07 with message code 00-032 indicates a mismatch between the month and year in the upload file and the spec provided from job submittal. In this case a recovery of this job would be OK for the next day.

A return code of 100 with remaining job steps flushing: Send e-mail to HRS On Call programmer & continue processing.
JOB NAME  YHRSR64P

DESCRIPTION  Process EDB batch updates from Travelers Insurance
Read FTP'd batch update file, update EDB

<table>
<thead>
<tr>
<th>JOB</th>
<th>JCL</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS03</td>
<td>DSNUPROC</td>
<td>Quiesce DB2</td>
</tr>
<tr>
<td>JS04</td>
<td>IEFBR14</td>
<td>Delete input file</td>
</tr>
<tr>
<td>JS05</td>
<td>JVMPRC14</td>
<td>FTP AND DECRIPT THE FILE</td>
</tr>
<tr>
<td>JS07</td>
<td>UP5450</td>
<td>Reformat FTP'd file</td>
</tr>
<tr>
<td>JS10</td>
<td>PP02</td>
<td>Update SCF</td>
</tr>
<tr>
<td>JS15</td>
<td>PP05</td>
<td>Data element edit</td>
</tr>
<tr>
<td>JS20</td>
<td>PP05SRT</td>
<td>Sort Activity file</td>
</tr>
<tr>
<td>JS25</td>
<td>PP08</td>
<td>Consistency edit</td>
</tr>
<tr>
<td>JS30</td>
<td>PP10</td>
<td>Print error listing</td>
</tr>
<tr>
<td>JS33</td>
<td>RUNDSN</td>
<td>Close online updates</td>
</tr>
<tr>
<td>JS35</td>
<td>PP12</td>
<td>EDB update</td>
</tr>
<tr>
<td>JS37</td>
<td>RUNDSN</td>
<td>Open online updates</td>
</tr>
<tr>
<td>JS40</td>
<td>PP18</td>
<td>Print change register</td>
</tr>
<tr>
<td>JS50</td>
<td>UP83U</td>
<td>Update HDB</td>
</tr>
<tr>
<td>JS55</td>
<td>UP5451</td>
<td>Empty batch file</td>
</tr>
<tr>
<td>JS60</td>
<td>IRXJCL</td>
<td>Email Notification</td>
</tr>
<tr>
<td>JS70</td>
<td>JVMPRC14</td>
<td>Delete FTP file</td>
</tr>
<tr>
<td>JS80</td>
<td>IRXJCL</td>
<td>Email Notification</td>
</tr>
</tbody>
</table>

JCLSKEL  JM64

FREQUENCY  On request

SEQUENCE  Run after dailys and before any calc jobs

SPEC CARD  Multiple

CHANGES  None required

RECOVERY  [Must Recover] Can re-run up to JS35.

OUTPUT

DISTRIBUTION

<table>
<thead>
<tr>
<th>JOB STEP</th>
<th>REPORT NAME</th>
<th>REPORT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS30</td>
<td>Exceptions Report</td>
<td>HRSNP083 /HRS/BCN/BENEFITS/VENUPDAT/TIEXCP</td>
</tr>
<tr>
<td>JS40</td>
<td>Change Register</td>
<td>HRSNP084 /HRS/BCN/BENEFITS/VENUPDAT/TICHNG</td>
</tr>
<tr>
<td>JS60</td>
<td>Travelers file uploaded to HRMS</td>
<td>SENDMAIL Address update LRSB &quot;EMAILTO&quot;</td>
</tr>
</tbody>
</table>
JOB STEP - JS80  
RPT NAME – No Travelers Insurance Billing File SENDMAIL  
REPORT NUMBER –  

SPECIAL INSTRUCTIONS

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

A return code of 100 with remaining job steps flushing: Send e-mail to HRS On Call programmer & continue processing
JOB NAME: YHRSR70P
DESCRIPTION: JS05 PP01P Control table print
JCLSKEL: JR70
FREQUENCY: On request
SEQUENCE: N/A
SPEC CARD: SCF0101S, available at LRSB screen of R70

CHANGES

<table>
<thead>
<tr>
<th>Substitution Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFFDATE</td>
<td>effective date of table as YYYYMMDD. August 1, 1997 would be 19970801. Can be blank only for date sensitive tables.</td>
</tr>
<tr>
<td>GROUPCDE</td>
<td>Business center or Org, depending on table. See below. Can be blank. See below for department table.</td>
</tr>
<tr>
<td>TABLEID</td>
<td>number of the table to be listed. e.g.: 11</td>
</tr>
</tbody>
</table>

Table ID Numbers:

TBL NO.
01 - System Parameters Table (BCN)
02 - Gross-to-Net Table (BCN)
03 - Organization Table (UNR / TMCC ie by org)
04 - Job Classification Table (UNR / TMCC ie by org)
05 - System Calendar Table (BCN)
06 - Data Element Table (BCN)
07 - Financial Institution Table (BCN)
08 - Message Table (BCN)
09 - Leave Accrual Table (UNR / TMCC ie by org)
10 - Earnings Table (BCN)
11 - Department Table (UNR / TMCC ie by org)
12 - Tax Entity Table (BCN)
14 - Tax Rate Table (BCN)
15 - Report Description Table (BCN)
18 - Vendor Table (BCN)
21 - Benefits Table (BCN)
23 - Referral Source (BCN)
27 - Wage Attachment Rules Table (BCN)

To Change Table Number after build, use line 0055
October 21, 2014

RECOVERY Re-run

OUTPUT DISTRIBUTION

  JOB STEP - JS05 Distribute to requestor
  RPT NAME - Control Maint Summ
  REPORT NUMBER - AIMS099 1 Listing

SPECIAL INSTRUCTIONS Can be run during the day.
October 21, 2014

JOB NAME          YHRSR71P
DESCRIPTION     JS05  PP01       Update control tables
JCLSKEL          JR71
FREQUENCY        On request
SEQUENCE         N/A
SPEC CARD        N/A
CHANGES          N/A
RECOVERY         Do not re-run. Must recover.
OUTPUT           DISTRIBUTION

SPECIAL INSTRUCTIONS
October 21, 2014

JOB NAME  
YHRSR75P

DESCRIPTION  
Purge College Work Study Data
Write Extract File
Update CWS Table from File

JS05  UP319   Create X2 transactions
JS08  PP02    Update SCF
JS10  PP05    Data element edit
JS15  PP05SRT Sort Activity file
JS20  PP08    Consistency edit
JS25  PP10    Print error listing
JS30  DSNUPROC Quiesce DB2 table
JS35  RUNDSN  Close online updates
JS40  PP12    EDB update
JS45  RUNDSN  Open online updates
JS50  PP18    Print change register

JCLSKEL    
JR75

FREQUENCY  
On request

SEQUENCE    
N/A

SPEC CARD   
None

CHANGES    
Substitution code is INST at LRSB.

RECOVERY    
Can re-run up to JS40.

OUTPUT

DISTRIBUTION

<table>
<thead>
<tr>
<th>JOB STEP – JS05</th>
<th>WEB</th>
<th>DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME – Batch Balance Rpt</td>
<td>SISL270</td>
<td>/SIS/ORG/CWSRPT</td>
</tr>
<tr>
<td>REPORT NUMBER - AIMS101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP – JS10</th>
<th>WEB</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME – Error Reports</td>
<td>SISL270</td>
</tr>
<tr>
<td>REPORT NUMBER – N/A</td>
<td>/SIS/ORG/CWSRPT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB STEP – JS50</th>
<th>WEB</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME – Change register</td>
<td>SISL270</td>
</tr>
<tr>
<td>REPORT NUMBER – AIMS140</td>
<td>/SIS/ORG/CWSRPT</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS
A return code of 4 with remaining job steps flushing is acceptable.
<table>
<thead>
<tr>
<th>JOB NAME</th>
<th>YHRSR83P</th>
</tr>
</thead>
</table>
| DESCRIPTION   | Run WNC FOCUS jobs  
|               | Submitted Job Name = WPRIJT1P  
|               | JCL Definition Job Name = R98  
<p>|               | LREQ Request Names = RN1 |
| JCLSKEL       | JR98     |
| FREQUENCY     | On request (Nightly) |
| SEQUENCE      | N/A      |
| SPEC CARD     | None.    |
| CHANGES       | N/A      |
| RECOVERY      | Re-run   |
|               | <strong>NOTE:</strong> If this job fails, there is no need to contact the HRS On-Call programmer. E-Mail the programmer that the job failed so that it can be addressed the following morning. |
| OUTPUT        | None     |
| SPECIAL INSTRUCTIONS | None |</p>
<table>
<thead>
<tr>
<th>JOB NAME</th>
<th>YHRSR91P</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>Run GBC FOCUS jobs</td>
</tr>
<tr>
<td></td>
<td>Submitted Job Name = NSCTWB1P</td>
</tr>
<tr>
<td></td>
<td>JCL Definition Job Name = R91</td>
</tr>
<tr>
<td></td>
<td>LREQ Request Names = RN1</td>
</tr>
<tr>
<td>JCLSKEL</td>
<td>JR91</td>
</tr>
<tr>
<td>FREQUENCY</td>
<td>On request (Nightly)</td>
</tr>
<tr>
<td>SEQUENCE</td>
<td>End of Processing</td>
</tr>
<tr>
<td>SPEC CARD</td>
<td>None.</td>
</tr>
<tr>
<td>CHANGES</td>
<td>N/A</td>
</tr>
<tr>
<td>RECOVERY</td>
<td>Re-run</td>
</tr>
<tr>
<td></td>
<td>NOTE: If this job fails, there is no need to contact the HRS On-Call programmer. E-Mail the programmer that the job failed so that it can be addressed the following morning.</td>
</tr>
<tr>
<td>OUTPUT</td>
<td>None</td>
</tr>
<tr>
<td>SPECIAL INSTRUCTIONS</td>
<td>None</td>
</tr>
<tr>
<td>JOB NAME</td>
<td>YHRSR94P</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
</tr>
</tbody>
</table>
| DESCRIPTION | Run DRI FOCUS jobs  
Submitted Job Name = DFAEXT1P  
JCL Definition Job Name = R94  
LREQ Request Names = RD1, RD2, RD3, thru RD9 |
| JCLSKEL | JR94 |
| FREQUENCY | On request (Nightly) |
| SEQUENCE | End of Processing |
| SPEC CARD | None. |
| CHANGES | N/A |
| RECOVERY | Re-run  
**NOTE:** If this job fails, there is no need to contact the HRS On-Call programmer. E-Mail the programmer that the job failed so that it can be addressed the following morning. |
| OUTPUT | None |
| SPECIAL INSTRUCTIONS | None |
JOB NAME   YHRSR95P
DESCRIPTION JS05  PP78  Produces Employee Locator Report
CONTROL    JR95
FREQUENCY  On request
SEQUENCE   N/A
SPEC CARD  SPR7801A, available at LRSB screen of R95
CHANGES    Substitution code NAME: enter report receiver’s name
            Substitution code DEPT: enter report receiver’s department
            Substitution code ORGS: enter institution’s initials, e.g., UNR
RECOVERY   Re-run
OUTPUT
            JOB STEP - JS05
            RPT NAME - Employee Locator
            REPORT NUMBER - PERS030
DISTRIBUTION
            Distribute to requestor
SPECIAL INSTRUCTIONS  None
October 21, 2014

**JOB NAME**

YHRSR96P

**DESCRIPTION**

Run TMCC FOCUS jobs
Submitted Job Name = TADDJK2P
JCL Definition Job Name = R96
LREQ Request Names = RT1A, RT2A, RT3A, RT4A, RT5A, RT6A, RT7A

**JCLSKEL**

JR96

**FREQUENCY**

On request (Nightly)

**SEQUENCE**

N/A

**SPEC CARD**

None.

**CHANGES**

N/A

**RECOVERY**

Re-run

**NOTE:** If this job fails, there is no need to contact the HRS On-Call programmer. E-Mail the programmer that the job failed so that it can be addressed the following morning.

**OUTPUT**

None

**SPECIAL INSTRUCTIONS**

None