April 9, 2012

JOB NAME: ZHRSQ20P

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 except 4th Qtr (see Special Instructions)

SEQUENCE: Following Q15

SPEC CARD: SPY13A11 and SPY13A11 thru SPY13A14, available at LRPF screen of Q20

CHANGES

FOR THE QUARTER ENDING IN MARCH:
In card AIM-SPECI (prm01),
In columns 25-32, leave blank.
In all 4 cards AIM-SPECP (prm02),
In columns 25-26, (last month of quarter), enter '03'.
In column 27, (quarter number), enter '1'.
In column 29, Blank.
In columns 32-33, spaces.

FOR THE QUARTER ENDING IN JUNE:
In card AIM-SPECI (prm01),
In columns 25-32, leave blank.
In all 4 cards AIM-SPECP (prm02),
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 (prm01),
In columns 25-32, leave blank.
In all 4 cards AIM-SPECP (prm02),
In columns 25-26, (last month of quarter), enter '09'.
In column 27, (quarter number), enter '3'.
In column 29, Blank.
In columns 32-33, spaces.
FOR THE QUARTER ENDING IN DECEMBER:

In card AIM-SPECI (prm01),

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 4 cards AIM-SPEC (prm02),

In columns 25-26, enter '00'.
In column 27, enter '0'.
In column 29, Blank.
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>PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME - DB Maint Control Rpt</td>
<td>BCS Payroll Manager</td>
</tr>
<tr>
<td>REPORT NUMBER - AIMS123</td>
<td>1 Listing</td>
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<table>
<thead>
<tr>
<th>JOB STEP - JS05</th>
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<tbody>
<tr>
<td>RPT NAME - DB Maint Error Rpt</td>
<td>BCS Payroll Manager</td>
</tr>
<tr>
<td>REPORT NUMBER - AIMS122</td>
<td>1 Listing</td>
</tr>
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<thead>
<tr>
<th>JOB STEP - JS15</th>
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<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>
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</table>

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>RPT NAME - Purged Employees Rpt</td>
<td>to each organization printed</td>
</tr>
<tr>
<td>REPORT NUMBER -</td>
<td>1 Listing</td>
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SPECIAL INSTRUCTIONS

Coordinate 4th Quarter run date with payroll manager / HR Applications staff.