July 16, 2012

**JOB NAME**  
**ZHRSR07P**

**DESCRIPTION**  
JS05 Mass laser 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>
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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 LRBS for R07
Enter destination printer ID (U#####). Substitution code is DEST.

RECOVERY Re-run

OUTPUT DISTRIBUTION

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

  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.
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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