April 9, 2012

JOB NAME: ZHRSR62P

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 DISTRIBUTION

JOB STEP - JS10
RPT NAME - Change register
REPORT NUMBER - AIMS140  HRSS0026

JOB STEP - JS13
RPT NAME - Benefits Addr Notification
REPORT NUMBER - N/A  1 Form 8 ½ X 14 **

JOB STEP - JS14
RPT NAME - New Hire Notification
REPORT NUMBER - N/A  1 Form N14EZ **

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.