

## UCLA IMPLEMENTATION DISTRIBUTION DETAILS

### 1. TEST TRANSMISSION OF SMALL FILE WITHOUT REAL DATA, EXCEPT FOR CAMPUS CODE, NAME, PERSON ID AND APPOINTMENT ID.

- **Zipped SFTP File with the PDF documents for 10 people. . File name is jPBUCP93\_UCLAPDF\_XRUNDATE** where X is the campus code and RUNDATE will be in MMDDCCYY format.
- **A Master List [via SFTP file] with 10 people (SSN, Person ID, Name, UDDS, File Label = UCLA MASTER LIST). File name is jPBUCP93\_UCLALIST\_XRUNDATE** where X is the campus code and RUNDATE will be in MMDDCCYY format.
- **Expected transmission date = Thursday, February 14, 2008**

The master file will contain the following information for each person:

<u>Field</u>	<u>columns</u>
SSN	1-9
Semicolon	10
Person ID	11-18
Semicolon	19
Name	20-49 (Last, First Middle)
Semicolon	50
UDDS	51-57
Semicolon	58
Label	59-78 UCLA MASTER LIST

### 2. PRODUCTION FILE OF MISSING LEAVE REPORTS

- **Zipped SFTP file with the PDF documents containing the employees' missing leave reports per employee**
- **A Master List [via SFTP file] containing the names of employees and their SSN, Person ID and UDDS. File label = UCLA MISSING LIST**
- **Expected transmission date = March 26, 2008**

### 3. TEST TRANSMISSION OF LIVE PRODUCTION DATA OF STATEMENTS AND REPORTS

- **Zipped SFTP file with the PDF documents containing employees' leave statement(s), current report(s) and missing report(s).**
- **A Master File [via SFTP file] containing the names of employees and their SSN, Person ID and UDDS who have PDF documents.**
- **Expected transmission date = after the March unclassified calc on March 25 (between April 3 and April 11, 2008)**

### 4. LIVE PRODUCTION TRANSMISSION [Start-Up]

- **Same as above with April unclassified leave population**
- **Evening of April 23 [evening of the April unclassified payroll Calc]**