

UW Service Center
Unclassified Leave Accounting Employee Report Distribution
Coming in 2008
Updated 4/10/08

Technical Directions

The UW Service Center applications will create a mainframe report file that will consist of Leave Statements (a one-page document with leave balances) and Leave Reports (a one-page document for reporting leave usage). The mainframe report file will be loaded to the DoIT Cypress Print document server. A form will be applied to add box outlines, data labels, and static instructions and messages. The form for the Leave Statement is different from the form for the Leave Report. Embedded codes will identify the page format so that the correct form can be applied to the page.

A pdf document will be generated for each person from the Cypress Print document server. All pages that belong to one person for a specific campus will be included in one pdf document. A document will generally have two pages for each appointment. If the person has more than one appointment on the campus, more pages will be included. Additional leave report pages may be included if prior month reports are missing for the current fiscal year for an appointment on that campus.

The name of the pdf document will include the individual's IADS person ID, which is an 8-digit number. The format of the document name will be:

X_PersonID_yymmdd_Leave.pdf

where **X** is the one-letter code for the Institution
and **yymmdd** is the "pay date" associated with leave statements.

All documents for employees with appointments on a campus will then be sent to the campus via a secured FTP process. All of the pdf documents will be zipped and contained in one file called

jPBUCP93_UCLAPDF_XPAYDATE

where X is the campus code and PAYDATE will be in MMDDCCYY format.

The UWSC will also create a master file of all individuals receiving a leave document for each campus. This file will also be sent to the campus via secured FTP. The name for this file is

jPBUCP93_UCLALIST_XPAYDATE

where X is the campus code and PAYDATE will be in MMDDCCYY format. 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

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Institution IT

The transmission of both UCLA files will generally be done on the second business day after an unclassified payroll calculation. Upon receipt of the pdf documents, campuses may move the entire set of documents to another location or server for further processing by IT applications or access by staff who administer the unclassified leave program for the campus. Campuses may use the master list as a cross reference file for Person ID and SSN values if needed. SSN will be included in the Master File until all campuses only need Person ID.

The UW Service Center encourages electronic distribution of the leave documents to employees. Since the UW Service Center does not have access to the email address for all employees, campuses are responsible for distributing materials via email (if this option is selected by the Institution). Campuses may elect to build an application that will create and send an email message to each recipient of a leave document. For each document received, the new campus IT application would extract the Person ID value from the document name and use that value to obtain an email address. Standard text provided by the UW Service Center would form the body of the email message, and may include a URL to point to System Administration information pertaining to the unclassified leave program. Campus-specific messages can be added. A campus may keep the body of the email message constant month after month, or modify the message to add time-sensitive information. After forming the body of the message and assigning an appropriate return address, then the IT application would include the individual's pdf document as an email attachment and send the message to the employee's email address. Depending on the volume of messages, the campus IT application may need to consider the best time to send messages in order to avoid adverse impact on the network.

If campus administrative staff have access to the pdf documents, then a replacement email message could be generated on demand with the individual's pdf document attached, and sent to someone who needs a replacement message (e.g. the original message was deleted from the recipient's inbox by mistake). The administrative staff would need the individual's Person ID in order to find the correct document to attach.

Campuses may need to devise a delivery process for individuals who do not have an email address on file or when the email message is undeliverable.

Campuses can view the Unclassified Leave Accounting documents via the Cypress Knowledgebuilder function. Knowledgebuilder functions can find documents using indexes such as Name, Person ID, or Appointment ID. The final set of available indexing fields will be provided to campus Cypress Knowledgebuilder users.

The Leave Statement and Leave Report pages will also be loaded to the Cypress Portal document server for employee access via campus portal applications. Campuses can build portal applications that retrieve pages from the Cypress Portal document server. The indexing data will include the Person ID and the date of the pay period. Other indexing fields may be identified and included. The final set of available index fields will be provided to campus portal developers.