

Functional Specifications

Implementation of Hours Worked/Paid in USPS

Purpose:

This document contains the functional specifications for implementation of hours worked/paid tracking in the USPS software. It explains possible changes needed to the file structures, anticipated major changes to programs to ensure compatibility; a summarization of issues and discussion items; and a brief listing of training and documentation needs for this project.

The contents of this document and the file layouts are subject to possible change without notice as development of the project progresses.

Audience:

This document is intended for use by SSDT personnel and technical staff at ITCs.

Description:

Beginning with the data reported for July 2008 services, SERS is requiring hours worked/paid for every employee be included as part of the data reported to their agency.

Even though SERS is the only agency requiring hours worked to be tracked, the USPS system will be modified to track this for all employees regardless of the retirement system.

In order to be able to report this required data, USPS will have to be modified. The system does not track hours worked/paid for an employee in any way.

Implementation of a portion of these updates will be critical. The updates to RETIRE/SERSREG must not be in place until all districts complete June 2008 reporting to SERS. The changes to begin tracking and entering the data will not be critical.

File changes:

USPJOB: A new field will be added to this file for storing hours worked/paid for retirement purposes only.

USPCURPY/USPFUTPY: A new field will be added to store the hours worked/paid for each pay type for the current and future payroll.

USPPYHIS: A new field will be added to historically record the hours worked/paid for each pay type processed in the payroll.

USPNEWEMP: A new field will need to be added to allow the entry of the new JOBSCN field when a new contract is entered.

New file: A new file will be added to begin historically tracking of fiscal-to-date data to assist districts in completion of retirement verification forms. The file will include

- Employee ID
- Employee SSN
- Employee name
- Fiscal year
- Days worked
- Hours worked
- Fiscal year earnings
- Fiscal year contributions
- Fiscal year amounts paid
- SERS or STRS

This file will be populated when QRTRPT closes for the fiscal year option.

New report: A new report will be added to allow retrieval of data from this file.

SERS file: The file layout for the SERS submissions is being changed. The file layout will be modified to meet the specifications set forth by SERS.

Processing Logic Changes:

USPSCN/JOBSCN and the job screen web application entry will be changed to allow the new hours worked/paid per day for retirement purposes field. This will default to the regular jobs hours worked/paid if left blank when the record is accepted.

When the payroll is started, the value in this field will be moved to the current pay amount file by INICAL. The total for the pay will be calculated based on days worked times the hours for retirement purposes from the job.

In USPSCN/UPDCAL the hours worked will be attached to each pay type. Some pay types will not allow the entry of hours worked/paid for them, example ACC. The user will have the ability to change the value INICAL included. When new pay types are added, such as a MIS or OT pay, additional hours worked will have to be entered. Entry of DCK (dock) pay and negative MIS pay types will have special entry. The system will default to zero hours if left blank. The users will need additional training so they are clear on non-duplication of hours worked/paid in various jobs and pay types.

CALCPAY/PAYRPT will begin including a total hours worked/paid on all pay types and all jobs the employee has. The total will be per employee.

CHKPRT will include a new token to include those total hours. The token will be in the .DAT file but will not have to be used if you or your districts choose to not print it on the stubs. The supplied SSDT forms will continue to use the value in the days worked.

CHKUPD will move the values from the current pay files to the USPPYHIS file for historical purposes.

USPSCN/ATDSCN will allow AD entries to adjust hours being reported to SERS.

USPIMPORT will be changed to include a special field for hours worked/paid.

NEWCNT will have to allow the new field in the maintenance and in the spreadsheet load options. The ability to enter extra hours worked/paid for a retro payment will also be needed.

USPLOAD will require updates to include the new job file field.

AUDRPT will need changes to allow reporting of this new job file field.

USPRPT/EMPMST will need changes to include the new job file field.

RETIRE/SERSREG will require updates for the new file layout and the new information SERS is requiring. The hours worked/paid for the month will be calculated at the time the program is run. This is similar to the manner days are counted for the month.

SERS program options will require major changes to all options to read and process the new file layout.

Training needs:

The users will need additional training so they are clear non-duplication of hours worked in various jobs and pay types is critical. In addition, hours worked/paid only would be posted to services subject to retirement contributions.

Training would be appropriate for **USPSCN/ATDSCN** as well in use of the AD entries. **SERS** is requiring both hours worked/paid and days worked/paid be reported. Users will need clarification on the use of these AD entries.

ITC staff will require instruction on the implementation of the software release for these updates.

Discussion Items: