PZRRMCR Procedures and Error Handling

This program is run to create a Contribution Remitter file that we send to Retirement Manager (Valic/AIG) after each payroll. It creates a file called SDBOR_CR.txt.

The file is a fixed width file as follows:

Field Name	Start	Proposed Length	Data Type	Field Type	Comments
Format Code	1	4	alpha	Required	CR = Common Remitter. For the CR file, one record is required for each plan a participant is remitting for. (must be in all CAPS)
Paygroup ID	5	12	alpha-numeric	Required	Field identifies the group and plan. This value will be supplied by ARSCo and should be in ALL CAPS for alpha values. OUR VALUE IS "SDBOR403B"
SSN	17	9	numeric	Required	Full 9 digit SSN is required. Field is used for locating and/or establishing accounts. (no dashes)
Employee ID	26	20	alpha-numeric	Optional	Required field if participants are logging into Retirement Manager utilizing their EID. (left justified, space fill for length not utilized)
Participant First Name	46	30	alpha	Required	(left justified, space fill for length not utilized)
Participant Middle Name	76	30	alpha	Optional	(left justified, space fill for length not utilized) Middle initial with/without a period is acceptable.
Participant Last Name	106	30	alpha	Required	Field utilized for logging into Retirement Manager (left justified, space fill for length not utilized)
Address 1	136	35	alpha-numeric	Required	utilized for reports (left justified, space fill for length not utilized)
Address 2	171	35	alpha-numeric	Optional	utilized for reports (left justified, space fill for length not utilized)
City	206	20	alpha-numeric	Required	utilized for reports (left justified, space fill for length not utilized)
State/Country Code	226	2	alpha	Required	standard 2-letter state postal code; if outside US and Canada, use standard 2-letter country postal code
Zip	228	9	alpha-numeric	Required	Format ##### or ######### (no dashes)
Payroll Frequency Code	237	2	alpha	Required	'BW' - Bi-Weekly, 'SM' - 'Semi-Monthly, 'MO' - Monthly (ARSCO will provide codes)
Payroll Date	239	8	numeric	Required	Format MMDDYYYY

Contribution Slot 1	247	7	numeric	Required	Slot 1; Format 0000000- no decimals or dollar signs (last two positions are cents) If submitting a negative, provide a negative sign in the first character and six numerical fields following. Example of a negative $60.00 (-006000) Right justified, zero filled
Contribution Slot 2	254	7	numeric	Required	Slot 2; Format 0000000 - no decimals or dollar signs (last two positions are cents) If submitting a negative, provide a negative sign in the first character and six numerical fields following. Example of a negative $60.00 (-006000) Right justified, zero filled
Contribution Slot 3	261	7	numeric	Required	Slot 3; Format 0000000 - no decimals or dollar signs (last two positions are cents) If submitting a negative, provide a negative sign in the first character and six numerical fields following. Example of a negative $60.00 (-006000) Right justified, zero filled
Contribution Slot 4	268	7	numeric	Required	Slot 4; Format 0000000 - no decimals or dollar signs (last two positions are cents) If submitting a negative, provide a negative sign in the first character and six numerical fields. Right justified, zero filled
Contribution Slot 5	275	7	numeric	Required	Slot 5; Format 0000000 - no decimals or dollar signs (last two positions are cents) If submitting a negative, provide a negative sign in the first character and six numerical fields following. Example of a negative $60.00 (-006000) Right justified, zero filled
Loan ID	282	2	numeric	Required	if no Loan ID available, zero fill
Birth Date	284	8	numeric	Required	Format MMDDYYYY (no back slashes)
Hire Date	292	8	numeric	Required	Format MMDDYYYY (no back slashes)
Phone	300	15	numeric	Required	Format ########## (no dashes) space fill after phone number
Address 3	315	35	alpha-numeric	Optional	(left justified, space fill for length not utilized)
Gender ID	350	1	alpha	Optional	M -Male, F- Female, (space fill if not utilized)
Marital Status	351	1	alpha	Optional	M - married, S - single, D - divorced, W - widowed (space fill if not utilized)
Participant Status	352	1	alpha	Required	A - Active, T - Terminated, L - Leave, R - Retiree

Participant Status Change Date	353	8	numeric	Optional	Required if participant status is T-Terminated. (space fill if not utilized).
Location Code / HR Area	361	4	alpha-numeric	Optional	Field is utilized if eligibility is determined by Location Code/HR Area. Also utilized for reporting functionality.
HR Sub Area	365	4	alpha	Optional	Secondary Payroll Location Code (space fill if not utilized)
Payroll Status code	369	2	alpha	Required	Indicates FT - Full Time, PT - Part Time, HO - Hourly
Annual Salary	371	10	numeric	Required	Format: 00000000 - no decimals or dollar signs (last two positions are cents) The salary determines how much a participant is eligible to contribute per payroll. It is essential that each participant have the correct salary listed. The salary directly affects how much a participant can defer and limits monitoring. Right justified, zero filled
Hours	381	4	numeric	Optional	Hours worked in the current calendar year. Right justified, zero fill.
Email Address	385	100	alpha-numeric	Optional	One email address per participant. (Left justified, space fill for characters not utilized). This email address will be listed as the default email address for each participant.
Employee Plan Eligibility Group Code / Payroll Code	485	1	alpha	Optional	Indicates Plan Eligibility. Codes will be provided by ARSCo if needed. If not needed, space fill.
Plan 1 Eligibility Date	486	8	numeric	Optional	Format MMDDYYYY (use only if eligibility group code is used) Zero fill if not utilized
Plan 2 Eligibility Date	494	8	numeric	Optional	Format MMDDYYYY (zero fill)
Plan 1 Vesting Date	502	8	numeric	Optional	Format MMDDYYYY (zero fill)
Plan 2 Vesting Date	510	8	numeric	Optional	Format MMDDYYYY - (zero fill)
Prior Employee ID	518 End= 538	20	alpha-numeric	Optional	Please contact ARSCO if you need to utilize this field. (Space fill if not utilized). WE USE THIS FIELD WHEN ID CHANGES.

To create this file you go into Banner then go to the PZRRMCR process.

Type in PZRRMCR hit the tab key this will display a description of the process.

Click on NEXT BLOCK to go to the Printer Control section, and fill in the Printer field with appropriate value. If just running to the database use the word "database", "Database", or "DATABASE" makes no difference.

Click on NEXT BLOCK to get to the Parameter Values section.

Click on NEXT BLOCK to move to the Submission section.

Click the SAVE diskette in the upper left corner to submit the process.
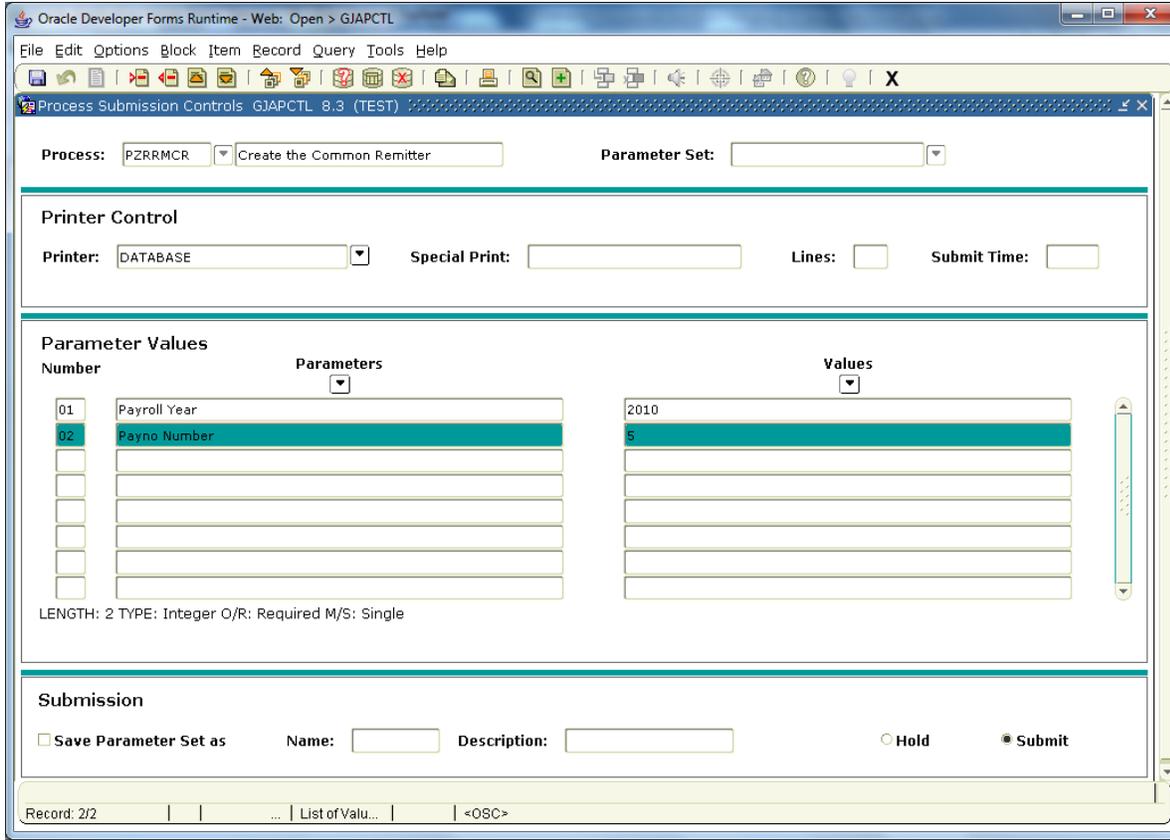
The following are all the possible parameters.

PARAMETERS:

Seq	Parameter	Required	Multi/Single	Data Type	Length	Description	Default Value	Validation
1	Year	Required	Single	Integer	4		NULL	
2	Pay Period	Required	Single	Integer	2		NULL	

To view the .lis and .log files go to the options on the top menu bar click on Review Output(GJIREVO).

To view the .log and .lis files you have to click the dropdown arrow on the File Name field and the files will display in the open space below. To view the files you have to double click on the file or highlight it and hit the OPEN button at the bottom of the screen. To go back and view a different file you have to hit the Rollback arrow next to the Save/Submit button and then click the dropdown arrow on the File Name field again.

The .lis file show entries similar to the following giving total records on all files and total records that will be updated. It is broken down by file parameter.

PZRRMCR   **South Dakota Board of Regents**   **Page   1**
                                   Common Remitter Report   **05/11/2010 08:57:45**

Ver: 092009.02a

A00002613   dllutterman   Dennis   Lee   Lutterman   113 Iverson St
Gayville   SD57031   USD   1,200.00 Dennis.Lutterman@usd.edu
A00005292   agsykes   Andrew   G   Sykes   508 Poplar Ave
Vermillion   SD570693527USD   500.00 Andrew.Sykes@usd.edu
Total sent is 170000

                                   end of lis file
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.LOG File
 The log file gives you information like what UNIX directories the files are being placed in if a shell script is running on this file, and in this case a .shl script is being ran to validate against non ASCII characters and converts or removes those characters so the

receiving vendor can process the file, sometimes the special characters move the positioning of the file causing it to be off from what is expected.

As you can <mark>see highlighted in yellow below</mark> are the types of items that are converted or removed. If there was nothing to convert then you will not see any conversion data.

--------------LOG FILE --------------------
script: pzrrmcr.shl
process: PZRRMCR
job: pzrrmcr
user: zz_tmporter
----
printer: DATABASE
<mark>list file: /u03/banjobs/pzrrmcr_303237.lis</mark>
<mark>log file: /u03/banjobs/pzrrmcr_303237.log</mark>

printer: DATABASE
Running Date & Time:
Tue May 11 08:57:44 CDT 2010

Starting Script

Processing...
Call sql...

SQL*Plus: Release 10.2.0.4.0 - Production on Tue May 11 08:57:44 2010

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Connected to:
Oracle Database 10g Enterprise Edition Release 10.2.0.4.0 - 64bit Production
With the Partitioning, OLAP, Data Mining and Real Application Testing options

old 20:   OBJECT := '&1';
new 20:   OBJECT := 'PZRRMCR';

PL/SQL procedure successfully completed.

old 17:   i_one_up_number   NUMBER   := to_number('&2');
new 17:   i_one_up_number   NUMBER   := to_number('303237');
old 18:   i_outputfile   VARCHAR2(50)   := 'pzrrmcr_'||'&2';
new 18:   i_outputfile   VARCHAR2(50)   := 'pzrrmcr_'||'303237';
old 254:   lis_output := utl_file.fopen(lis_dir_name,'pzrrmcr_'||'&2'||'.lis','w');
new 254:   lis_output := utl_file.fopen(lis_dir_name,'pzrrmcr_'||'303237'||'.lis','w');
Total sent is 170000
Disconnected from Oracle Database 10g Enterprise Edition Release 10.2.0.4.0 - 64bit Production
With the Partitioning, OLAP, Data Mining and Real Application Testing options
Finished ...

Converting interface file /u03/AIG/SDBOR_CR.txt /u03/AIG/SDBOR_CR.txt UTF to ASCII.
cp: /tmp//u03/AIG/SDBOR_CR.txt.0511100857: A file or directory in the path name does not exist.
Connected.
<mark>Original :</mark> CRSDBOR403B   310507324rlsmith   <mark>Risë</mark>   Louise   Smith   6285 Dakota
Ave   Madison
SD570427324MO053120100000000000000000000000000000000000000091619521022198460525600280
FMA   DSU   FT00086051002080rise.smith@dsu.edu
00000000000000000000000000000000000
<mark>Converted:</mark> CRSDBOR403B   310507324rlsmith   <mark>Rise</mark>   Louise   Smith   6285
Dakota Ave   Madison

SD570427324MO0531201000000000000000000000000000000000000000009161952102219846052560280
FMA   DSU   FT00086051002080rise.smith@dsu.edu
000000000000000000000000000000000000

Connected.
File "/u03/AIG/SDBOR_CR.txt" converted successfully.
cp: /tmp//u03/banjobs/pzrrmcr_303237.lis.0511100857: A file or directory in the path name does not exist.
Connected.
File "/u03/banjobs/pzrrmcr_303237.lis" converted successfully.
Finished Converting ...

Successfully executed the PZRRMCR script

End Date & Time:
Tue May 11 08:57:57 CDT 2010

Completed Shell Script.
lis and log files written to database via gurinso
Connected.
Connected.
_____end of log file_____

Error Handling:

If there are errors the .log file will state any Oracle errors whatever the error might be. If you have an error that does not make sense to you then contact your RIS person to help you research what the issue might be.

Examples of errors we have seen.

1. As seen in the log file above highlighted in yellow that it had to convert UTF8 characters to ASCII characters so the file format would not be off.

If you get any other type of error let RIS know so that we can add it to this document for future reference.

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