

## PZRRMDM Procedures and Error Handling

This program is run to create a demographic file that we send to Retirement Manager (Valic/AIG) twice per month, on the 10-11<sup>th</sup> of every month and again with the CR contribution file after each payroll. It creates a fixed width file called SDBOR\_DEMO.txt.

The file layout is as follows:

Field Name	Start	Proposed Length	Data Type	Field Type	Comments
Format Code	1	4	alpha	Required	DEMO = Demographic (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 - zero fill in DEMO record
Contribution Slot 1	247	7	numeric	Required	Slot 1; Format 0000000 - no decimals or dollar signs - zero in DEMO record
Contribution Slot 2	254	7	numeric	Required	Slot 2; Format 0000000 - no decimals or dollar signs - zero in DEMO record
Contribution Slot 3	261	7	numeric	Required	Slot 3; Format 0000000 - no decimals or dollar signs - zero in DEMO record
Contribution Slot 4	268	7	numeric	Required	Slot 4; Format 0000000 - no decimals or dollar signs - zero in DEMO record
Contribution Slot 5	275	7	numeric	Required	Slot 5; Format 0000000 - no decimals or dollar signs - zero in DEMO record
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) We do not use.
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. We 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 IF ID CHANGED.

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

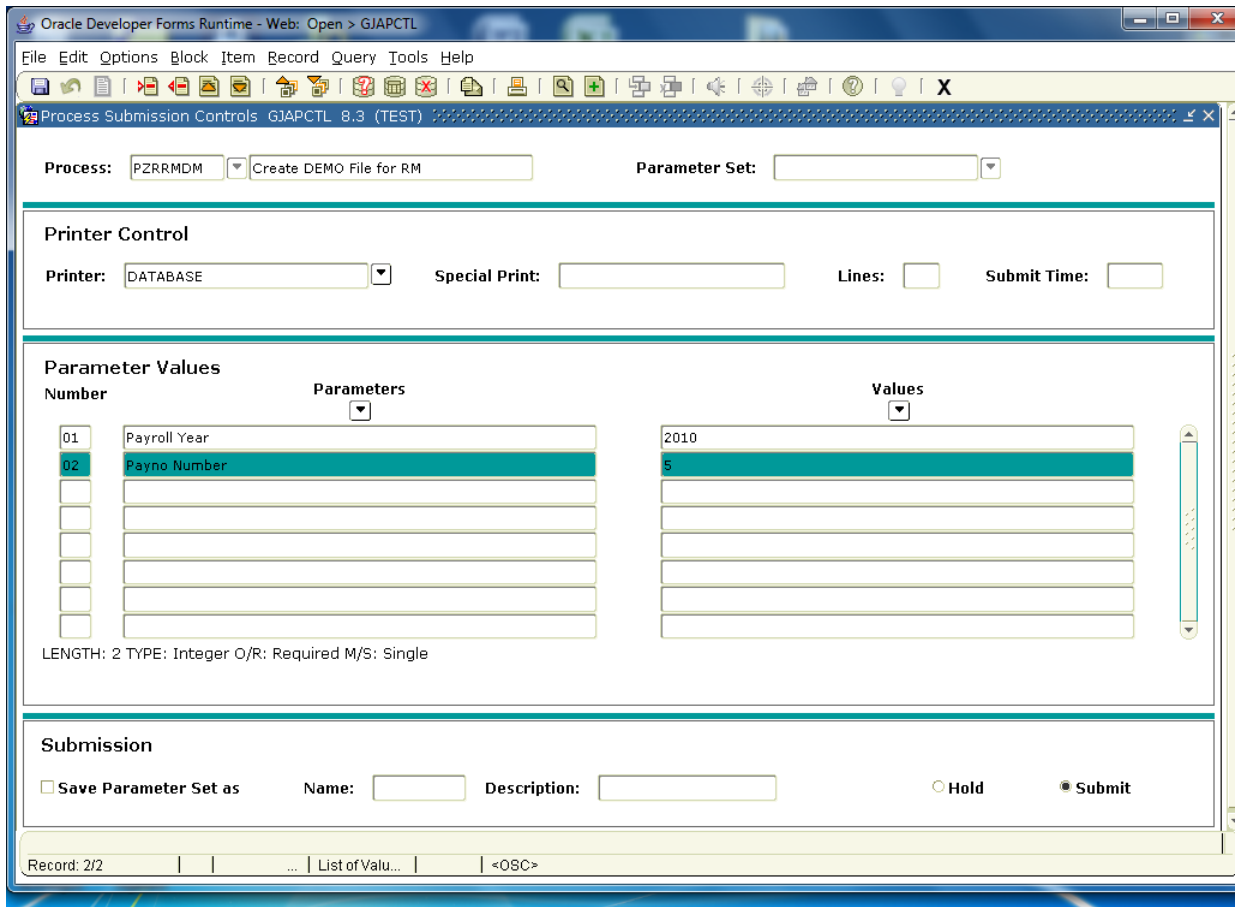
Type in PZRRMDM hit the tab key this will display a description of the process.

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.

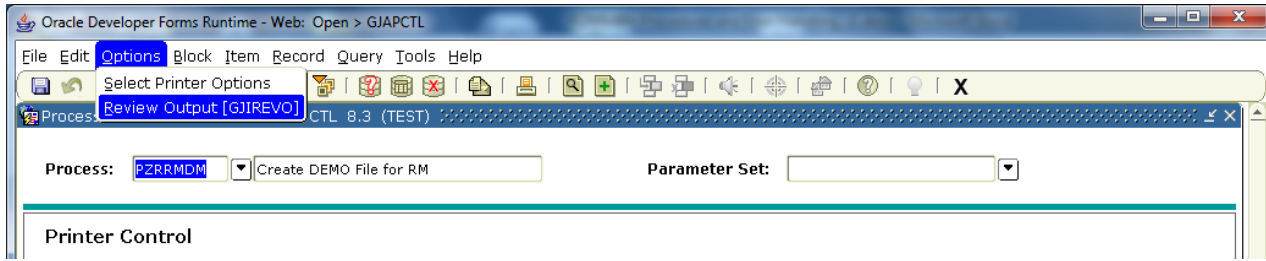


The following are all the possible parameters.

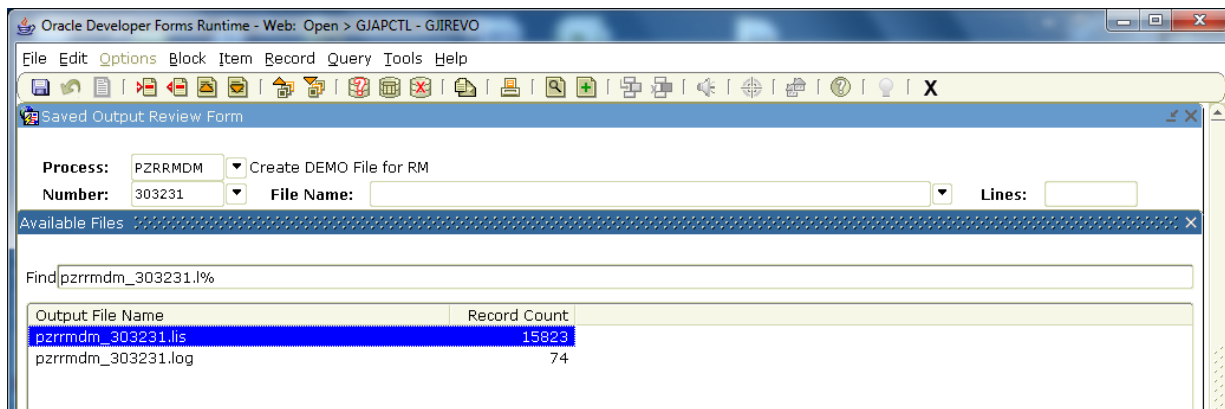
**PARAMETERS:**

Seq	Parameter	Req uire d	Multi/Single	Data Type	Length	Description	Defaul t Value	Validation
1	Year	Req uire d	Single	Integer	4		NULL	
2	Pay Period	Req uire d	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.

PZRRMDM

South Dakota Board of Regents  
Demo Transfer Report

Page 1  
05/10/2010 15:10:54

Ver: 022009.18a

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A00000000	userid	First Name	D	Last	5501 whatever St
Gillette	WY82718743101011988	09302008		M S A BHSU	emailadress@st.bhsu.edu

end of lis file

.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 **see highlighted in yellow below** are the types of items that are converted or removed.

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-----LOG FILE -----



SDSU FT0000000000000000mira.tiwari@jacks.sdstate.edu  
0000000000000000000000000000000000

Converted: DEMOSDBOR403B 503430518mitiwari Mira Tiwari 655  
Faculty Dr Brookings SD57006  
MO05312010006191989032220098577563151 FSA

SDSU FT0000000000000000mira.tiwari@jacks.sdstate.edu  
0000000000000000000000000000000000

File "/u03/AIG/SDBOR\_DEMO.txt" converted successfully.

cp: /tmp//u03/banjobs/pzrrmdm\_303231.lis.0510101513: A file or directory in the path name does not exist.

Connected.

Original : A00005110 rlsmith Risè Louise Smith 6285 Dakota Ave  
Madison SD57042732409161952 10221984 F M A DSU rise.smith@dsu.edu  
Converted: A00005110 rlsmith Rise Louise Smith 6285 Dakota Ave  
Madison SD57042732409161952 10221984 F M A DSU rise.smith@dsu.edu  
Original : A00101083 mitiwari Mira Tiwari 655 ½ Faculty Dr  
Brookings SD57006 06191989 03222009 F S A SDSU mira.tiwari@jacks.sdstate.edu  
Converted: A00101083 mitiwari Mira Tiwari 655 Faculty Dr  
Brookings SD57006 06191989 03222009 F S A SDSU mira.tiwari@jacks.sdstate.edu  
File "/u03/banjobs/pzrrmdm\_303231.lis" converted successfully.  
Finished Converting ...

Successfully executed the PZRRMDM script

End Date & Time:

Mon May 10 15:14:10 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.