BDCA CODE:

CHECKLIST FOR SETUP & TESTING OF NEW BENEFIT/DEDUCTION CODES

1. Code name and description:	
2. Database used for testing:	
3. Effective date for testing:	For go-live (after testing):
4. Deduction priority:	Deduction type (if any):
5. Is this a life insurance deduction? Y N	Calc Rule:
6. Pays of the month: 1 2 3	
7. Are plan codes used for this deduction? Y	N (If Y, add screen shots of options & amounts for each.)
8. Do maximum annual limits apply to this deduct	tion code? If so, circle Fiscal Yr Calendar Yr
9. Do maximum life-to-date limits apply to this de	eduction code? Y N
10. Circle all job types to which this deduction show	uld apply: Primary Secondary Overload
11. Preclusions: are other BDCA codes precluded time? If so, list all preclusions:	from this one, so employees may not have both at the same
	d with this one, so their contribution amounts are added
13. Are any other BDCA codes "core" for this one	(required before setup)? Y N
14. Is this code included with others for applicable	gross? Y N
15. Are other codes excluded from the applicable g	ross of this one? Y N
16. List all excluded earnings:	
17. Check all eligible employee classes. (Used for	labor distribution overrides)
A1 Administrative full-timeA2 Administrative part-timeC1 CustodialD1 StudentEX ExecutiveF1 Faculty full-timeF2 Faculty part-timeF4 Faculty adjunctM1 Maintenance	P1 Professional full-timeP2 Professional part-timeR1 RetireeS1 Support Staff full-timeS2 Support Staff part-timeT1 Technical/Paraprofessional full-timeT2 Tech/Para part-timeU1 Supplemental
18. List fund and account for labor distribution ove	rrides:
Employee liability: Employer expense: Employer liability:	

19. Is this code part of a chain? If so, list all others in the chain:
20. Check all eligible benefit categories (for setup in PTRBCAT)
01 Full-time faculty, administrative, professional, and technical/paraprofessional02 Part-time faculty, administrative, professional, and technical/paraprofessional03 Adjunct and supplemental04 Maintenance and custodial05 Full-time support staff06 Part-time support staff07 Student employees08 Retirees in non-regular positions10 Retirees in regular positions11 Executive staff0ther(s):
21. Should this deduction code print on check stubs/direct deposit statements in a specific order? If so, enter the Check Print Sequence here: Generally, the check print sequences are: TFM (1), TFO (2), TFE (3), TMI (4), ROG/RMB (5), Other MPSERS Deductions (6), then all others in alphabetical order (print sequence blank).
22. Should it show on the web pay stub/deduction history? Y N
23. Is this code "core" for any others? Y N
24. Is this code excluded from applicable gross of others (i.e., taxes)? Y N
25. Should this code be checked for in PZRAUDT? Y N If so, notify ITS. (Will not prevent further testing, but should be working correctly before go-live.)
26. Is this code paired with an earning like BH3 is paired with OP3? Y N
27. Should the tests include specific pay period(s)? Y N If so, list:

TESTING

HR: Attach a spreadsheet listing members of the test group. As a general template, the columns should usually contain: NMC ID, Name, Position (and suffix if needed), EClass, BCat, Applicable Gross, Employee Amount, Employer Amount. Add columns if multiple pays will be tested, showing results for each pay.

List all members of the test group in the spreadsheet. It should include members from each eligible employee class and benefit category.

Add notes as needed: What is expected from this test? What should it prove will happen? What should it prove will not happen?

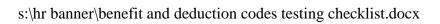
List all special circumstances such as late enrollment, part-year contracts, workers' compensation or other unpaid leave, etc., to be included in tests.

Payroll: discuss the test with HR to be sure you are both clear on how it should work. Notify ITS and HR of planned testing times to minimize downtime if something doesn't work right away.

- 28. Does the code show properly in PZRBDFN? If not, notify ITS.
- 29. Can it be set up in PDADEDN for all eligible benefit categories and employee classes? Is it requiring entry where it should and prohibiting entry in fields we're not using?
- 30. Does PDADEDN enforce cores and preclusions the way it should? Try to set up something that shouldn't be allowed.
- 31. For life insurance deductions, run PDPLIFE for the first pay of the month and be sure it's showing the numbers you expect. (See life insurance setup documentation for more info.)
- 32. Start payroll. Enter hours if needed for web or department time entry employees and continue through PHPPROF. At this point the expected applicable gross can be determined from existing earnings.

33. Continue through PHPCALC. Check the following for each member of the test group:
Applicable gross Employee deduction amounts Employer deduction amounts
34. Be sure that appropriate limits are enforced where they apply. (May need to run through a couple of test payrolls and/or set artificial limits.)
35. Run a check/direct deposit and be sure the code shows up if there is an employee amount, does not show up if it is employer-only.
36. Feed to Finance. * Does it feed into the correct accounts? Does the transaction have any suspended records?
*If it does not appear to have fed and is not suspended either, you may need to run the "posting processes" FGRTRNI and FGRACTG manually. They don't have any parameters; just run them as if you're running any other report and be sure the "save parameters" box at the bottom is NOT checked. (If you check it, you'll get an error.) Remember that a full payroll can take awhile to post.
37. How will this code affect W-2s? Set up and test if needed.
Other scenarios/points to check:

AFTER TESTING COMPLETED: Rule is copied over by ITS into production. If a different go-live date is needed than the one in test, that will need to be modified before people are set up with the new code.



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