

Enterprise Human Resources and Payroll

#1 - *IT'S THAT TIME OF YEAR – CAN ROLLOVER TIME*



How will the CAN codes be modified in EHRP?

- On Monday (09/30/02) after 7 pm EDT, a program will be run to insert a 980-0 action into each active employee's record. The CAN on this row will be modified so that the first digit is a 3. This row will be effective dated 10/01/2002. If there is an existing 10/1 row in the employees record, its CAN will be changed and the sequence for the 980-0 action will be increased to a 2.

What will happen if there is a future dated action in that employee's record?

- The CAN rollover program will update the CAN on these actions too, even if they are pending (i.e. Not yet processed).

What if that future dated action had a CAN code that is different from the 9/30/02 or prior dated row?

- The CAN on the future dated action will still be changed to a 3, so that it reflects FY'03 but it will be written to an error file for validation by the Agency. (For example, if an employee is being reassigned effective 10/5/02, their CAN will differ from the prior action's CAN. Only the fiscal year indicator will be changed on the CAN for the 10/5/02 row.)

Questions? Contact your Agency Liaison or the PSC Help PoC Team.

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What if there is a pending action with an effective date prior to 10/1?

- The CAN will not be updated by the program. The user must validate the CAN on this action. Remember, EHRP will prompt you to review subsequent rows.

What CAN code should be used if a retroactive action is entered after 10/1?

- *ANY ACTIONS PROCESSED AFTER 10/1/02, REGARDLESS OF THE EFFECTIVE DATE, SHOULD CONTAIN THE CAN CODE BEGINNING WITH 3.*

Will the 980-0 be transmitted to legacy?

- No, the 980-0 transaction will not be transmitted to Legacy since Legacy has their own CAN rollover process.

What if someone forgets to change a CAN code to a 3, especially if the action was initiated prior to 10/1?

- To mimic the legacy process, a batch process will change the CAN number to reflect the Fiscal Year '03 indicator, (i.e. change the first digit to a 3).