

Below is an example of the WIN-202 Processing Schedule for the 3rd Quarter of 2003. Dates (excluding deliverable dates) can vary depending on the situation during the quarter.

DATE	PROCESS	RUN THIS	COMMENT
10-01-03 to 11-7-03	Processing 3Q03 MWR's		<ul style="list-style-type: none"> • Vendor keys employment & wages • Analyst updates addresses, adds/closes units etc
10-31-03	Create 2004 control file & ARS forms	<ul style="list-style-type: none"> • Create control file through create a process (program supplied by Maine) 	
11-10-03	Load MWR data		
11-28-03	Roll down quarter for 3Q03	<ul style="list-style-type: none"> • Lock all quarters except 2Q03 • Quarter Maintenance – Move quarters/create new current 	<ul style="list-style-type: none"> • 96-Q1 through 01-Q3 are locked • 2003 quarters may be opened to allow <u>selected on-line</u> updates, then roll Macro Quarter so micro changes corrects the macro file, lock quarter • Codes are updated for those records which had early 3Q03 data entered
11-7-03 through end of qtr	3Q03 MWR (second request) data		<ul style="list-style-type: none"> • Enter data on a flow basis
11-7-03 through end of qtr	Load EDI data on flow basis	<ul style="list-style-type: none"> • EDI Load 	
11-7-03 through end of ARS	Load TRS data Scan ARS forms		
12-01-03	Load <i>July Aug Sept</i> CES data	<ul style="list-style-type: none"> • CES staff runs M30 for those months 	
12-01-03	First 3Q03 tax extract	<ul style="list-style-type: none"> • Run mainframe tax extract • COPY admin file & quarterly file to WIN202 server • Load admin – input file is column formatted • Load quarterly – input file is column formatted 	<ul style="list-style-type: none"> • In addition to 3Q03 data, includes 2Q03 late data and updates that pass criteria
12-01-03	Load wage record data	<ul style="list-style-type: none"> • Create summary file from wage record extract 	<ul style="list-style-type: none"> • October release will also have a predecessor/successor wage record load

DATE	PROCESS	RUN THIS	COMMENT
12-01-03	Integrated edit	<ul style="list-style-type: none"> • Integrated edit – Produce quarterly listing – Produce integrated edit – Edit records with reported data 	<ul style="list-style-type: none"> • Edits both 3Q03 & 2Q02 data (unlocked quarters) • Both quarters errors are viewable on-line • Edit flags are set
12-01-03	CES reporter query	<ul style="list-style-type: none"> • Run query 	<ul style="list-style-type: none"> • Lists delinquent reporters that have reported CES data for possible use for ES-202
12-01-03	3Q03 missing employment notices mailed		<ul style="list-style-type: none"> • We had existing mainframe programs to print these. We FTP a data file created by the tax extract processing to the mainframe as the input file for the print programs.
12-01-03 to 01-05-04	Edit 3Q03 data	<ul style="list-style-type: none"> • Print Micro Edit Summary (error counts) • Print Multi Balance edit • On-line editing- walk through the errors by error code 	<ul style="list-style-type: none"> • Enter late 3Q03 & 2Q03 MWR, missing employment & reimbursable data on-line
12-31-03	4Q03 MWR's printed & mailed		
01-05-04	3Q03 missing employment data entered through batch update	<ul style="list-style-type: none"> • COPY vendor file to WIN202 server • Load quarterly – input file is column formatted 	<ul style="list-style-type: none"> • Vendor keys the data to tape, file exists on the mainframe
01-05-04	Second 3Q03 tax extract	<ul style="list-style-type: none"> • Run mainframe tax extract • COPY admin file & quarterly file to WIN202 server • Load admin – input file is column formatted • Load quarterly – input file is column formatted 	<ul style="list-style-type: none"> • Includes 3Q03 & 2Q03 late data and updates that pass criteria
01-05-04	3Q03 estimates	<ul style="list-style-type: none"> • Estimates 3Q03 	
01-05-04	Look at Win-202 macro graphs		<ul style="list-style-type: none"> • To see how the quarter is shaping up against prior quarters & as a quick data review
01-05-04	Integrated edit	<ul style="list-style-type: none"> • Integrated edit – Produce quarterly listing – Produce integrated edit – Edit records all records 	<ul style="list-style-type: none"> • Edits both 3Q03 & 2Q03 data (unlocked quarters) • Both quarters errors are viewable on-line • Edit flags are set
	<i>CCS Edit (first quarter only)</i>		
01-05-04 to 01-28-04	Edit data	<ul style="list-style-type: none"> • Print Micro Edit Summary (error counts) • Print Multi Balance edit • On-line editing – walk through the errors by error code 	<ul style="list-style-type: none"> • Enter late 3Q03 & 2Q03 MWR, missing employment, and reimbursable data on-line
	Load 2Q03 geo data from BLS		<ul style="list-style-type: none"> • Load when received – before EQUI is created

DATE	PROCESS	RUN THIS	COMMENT
01-22-04	Scored Edit	<ul style="list-style-type: none"> • Run scored edit listing 	<ul style="list-style-type: none"> • Review for critical errors
01-22-04	3Q03 46F for RO		<ul style="list-style-type: none"> • Review graphs
11-27-04, 11-28-04 AM	Integrated edit	<ul style="list-style-type: none"> • Print Micro Edit Summary (error counts) • On-line editing – walk through the errors by error code for <u>critical errors only</u> 	<ul style="list-style-type: none"> • To check for any remaining critical errors <u>only</u> • Final review of Macro Edit
11-27-04, 11-28-04 AM	Look at Win-202 macro graphs		<ul style="list-style-type: none"> • A quick, final data review
11-28-04	Create 3Q03 initial EQUI	<ul style="list-style-type: none"> • Creates EQUI & 46f 	<ul style="list-style-type: none"> • Start run when leaving for the day. • No one can be in database while this is running!
11-29-04	First 3Q03 EQUI transmittal		
11-29-04 to 02-26-04	BLS review/clean up period	<ul style="list-style-type: none"> • Make any necessary micro corrections/comments 	
02-15-04	4Q03 MWR & Reimbursable (first request) data entered through batch update	<ul style="list-style-type: none"> • COPY vendor file to WIN202 server • Load quarterly – input file is column formatted 	<ul style="list-style-type: none"> • Vendor keys the data to tape, file exists on the mainframe • 4Q03 quarter record exists for updated units only • Code and tax rate data for 4Q03 are stored as ? until next quarter roll down
02-19-04	46F for BLS		
02-24-04	Integrated edit	<ul style="list-style-type: none"> • Print Micro Edit Summary (error counts) • On-line editing – walk through the errors by error code for <u>critical errors only</u> 	<ul style="list-style-type: none"> • To check for any remaining critical errors <u>only</u> • Final review of Macro Edit prior to cleanup file creation
02-25-04	3Q03 EQUI Correction file	<ul style="list-style-type: none"> • Produce EQUI 3Q03 	<ul style="list-style-type: none"> • Includes 3Q03 & prior quarter corrections as necessary • Start run when leaving for the day • No one can be in database while this is running!