

# COMMONWEALTH OF PENNSYLVANIA HEALTH & HUMAN SERVICES DELIVERY CENTER

## INFORMATION TECHNOLOGY PROCEDURE

Name of Procedure: <b>Procedure for Batch Runs on Production &amp; TFP Systems During Prime Time</b>	Number: PRO-IOS15
Domain: <b>Batch Operations</b>	Category: <b>General Operations Standards</b>
Date Issued: 02/14/2001	Issued by Direction Of:
Date Revised: <b>08/04/2020</b>	George Hohman, Security and IT Operations Chief <b>Health &amp; Human Services Delivery Center</b>

### Abstract:

The purpose of this procedure is to give the Health and Human Services Technology Services Office (HHS TSO), Operations, DataTransfer and Batch Processing Units control over all batch runs which are started via Demand terminals and OpCons due to Schedule Message (SCHMSG) or Special Production Requests (SPRs) during the hours of 7:00 a.m. thru 6:00 p.m. These batch jobs support the Department of Human Services(DHS) applications.

### General:

It has become necessary to control the load of batch runs on the production system because of the heavy influx of on-line TIP activity. This control will cover all runs started via Demand terminals and also FTP runs started on other hosts destined for the production system for Unisys 2200 mainframe jobs.

### Procedure:

Database jobs (retrieval and update jobs) that need to be run between the hours of 07:00 thru 18:00 Monday thru Friday must have proper coordination before Scheduling personnel will release the run. The same Applies to runs that are to be initiated by the Analyst through an @START statement on the console.

This approval should be coordinated through the Performance Management Office for approval. Also, Deloitte personnel must direct this approval process to make the necessary request to the Performance Management Office. When the approval request is being sent via email the requestor should also include PW-Scheduling as an addressee. Once approval has been received by all parties Scheduling personnel will release the job to run.

need prior approval and data base function (update or retrieval) must be mentioned in the reasons for this run. Approval will be verified by Scheduling.

**Refresh Schedule:**

All procedures and referenced documentation identified in this document will be subject to review and possible revision annually or upon request by the HHS Delivery Center Domain Leads.

**Procedure Revision Log:**

<b>Change Date</b>	<b>Version</b>	<b>Change Description</b>	<b>Author and Organization</b>
02/14/2001	1.0	Revision	Unknown
06/06/2019	1.1	Updated content & Edited Style	Norman Smith
08/04/2020	1.2	Removed signature, reviewed content.	P. Gillingham Norman Smith