ADDENDUM TO SERVICE REQUEST 14833
December 15, 1999

The following are changes from the original requirements:

3.2.2 Other State Deductions

Since Other State Tax deductions are on the extract file, it is not necessary to use the GTN numbers with a set indicator of 4 or 5. YTD deductions for Tax 1, Tax 2, and Tax 3, can be used for the selection process. These YTD deduction fields must have a deduction amount greater than zero.

5.1 HOME DEPARTMENT CODE

It has been determined that the Home Department Code prints within the employee address box under certain conditions. If the user only selects sort option "C" or "D" for home department sort, then the employee ID number and Home Department Code print within the address box. If, however, the user requests the ID number to be printed on the W-2 (internal indicator--not on any form) and selects "C" or "D", then both, the ID number and Home Department Code are printed in the control box (box a). Since the Home Department Code is already displayed when the correct sort option is selected, no change is necessary.

5.1.1 UPAY731 - W-2/UI Processes PPP600 Program Run Specification

The W-2 sort feature on the UPAY731 form should include the Mail Code option as follows:

E - Active Employees by Mail Code/Name Within Home Dept, Inactives by Name Within Zip Code.

F - Active Employees by Mail Code/Name Within Home Dept, Inactives by Employee ID No.

See the revised UPAY731 attached.
In the heading of Report PPP6016 the Mail Code should be added before the Home Dept Code:

6.2 Supplemental Record

Since the University does not report Date First Employed or Date of Separation in the quarterly reporting process, it is not necessary to change the fields from 4 to 6 characters. However, the fields should be modified so that the fields of data we do report are consistent with the magnetic media requirements.