December 29, 1999

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Re: Release: 1267
Service Request: 14833
Error Reports: 1604
Programs: PPP600, PPP610, PPTAXEDB, PPTAXUIT, PPTAXW2, PPTAXW2F
CICS Programs: None
Copymembers: CPLNKTXU, CPLNKTXW, CPLNKUIT, CPLNKW2F, CPWSTXTP
Include Members: None
DDL Members: None
Bind Members: None
CICS Maps: None
Forms: UPAY731, UPAY732, W-2 Laser Form
Table Updates: System Messages Table
Urgency: Date-Mandated (See Timing of Installation)

This release addresses the following service request and error report:

Service Request 14833

Service Request 14833 asks that modifications be made to the 1999 W-2 Reporting Process.

It is asked that the following changes be made to the W-2 process:

- W-2 Laser Form:

  The year displayed on the W-2 Laser Form should be changed to the reporting year of 1999.

  The letters identifying the information within particular boxes should be changed. The old letter of ‘b’ (Employee’s social security number) should be changed to ‘d’, the old letter of ‘d’ (Employee’s name, address, and Zip Code) should be changed to ‘e’, and the old letter of ‘e’ (Employer’s identification number) should be changed to ‘b’.
• UPAY731 Form:

It is asked that the W-2 Sort option of ‘H’ should be included on the form to allow for the printing of the Home Department Code on the same line as the printed Employee ID in the employee’s address box of the W-2 form by Home Department Code order.

In addition, the W-2 Sort option of ‘M’ should be included on the form to allow for the printing of the Mail Code on the same line as the printed Employee ID in the employee’s address box of the W-2 form by Mail Code order.

The particular requirements above have changed. Refer to the paragraph in this letter related to the Addendum dated December 15, 1999 for further information.

• UPAY732 Form:

This form should be changed to include the selection of out-of-state employees for special handling of their W-2 forms.

• Separator Sheets:

**Home Department Separator Sheet**

It is requested that the Home Department separator sheet that indicates a break between Home Department Codes be modified.

Several lines of unique characters should be printed above and below the home department address on each of the Home Department separator sheets, so that the separator sheets can be more easily identified.

**Mail Code Separator Sheet**

If the W-2 Sort option of ‘E’ or ‘F’ is selected, the Mail Code, translated Home Department Code, and Home Department Address should be printed on the separator sheet for each unique Mail Code or Home Department Code.

Similar to the changes requested to the existing Home Department separator sheet, the Mail Code separator sheet should be highlighted with special characters. Several lines of unique characters should be printed above and below the Mail Code/Home Department address on each of the Mail Code separator sheets, so that the separator sheets can be more easily identified.

• Magnetic Tape File:

**Record Type ‘S’** (Supplemental record)

The Supplemental record (type S) must be modified for year 2000 compliance. The Reporting Period in the format of MMYY should be modified to include the century in the year. In addition, it is asked that the Hire Date and the Separation Date in the format of MMYY be modified to include the century in the year. Note that the changes requested on the Supplemental ‘S’ type record does not change the total record length; there are adequate fillers in the record to accommodate the century in the year fields.

• Extract Process:

The employee’s Other State Tax Deductions associated with a Set Indicator value of ‘4’ or ‘5’ on the Gross-to-Net (GTN) Table should be a selection criterion for floating the employee’s W-2 form toward the top of the printed W-2 forms.

If the Special Handling Override option is selected for a Citizenship Code (EDB 0109) of ‘E’, the W-2 forms for employees whose Citizenship Code is ‘E’ should be floated toward the top of the W-2 forms so that users may match the W-2 forms with the employees’ 1042-S forms. However, some employees’ tax treaties may have expired during the year and their Citizenship
Codes are no longer a value of ‘E’. Thus, these employees’ W-2 forms are not included with the special handling of W-2 forms for the group of employees whose Citizenship Code is ‘E’. It is requested that the selection criterion be changed to select employees whose Employee Year-to-Date Tax Treaty Gross (EDB 5539) is greater than zero.

An existing edit checks an employee’s Year-to-Date Earned Income Credit (EDB 6099Y). If the employees Year-to-Date Earned Income Credit (EIC) is greater than the maximum EIC allowed, message 60-128 is displayed, and the maximum EIC amount is written to the employee’s W-2 record. For the reporting year of 1999, the maximum amount of EIC allowed is 1387.00. Therefore, the edit should be changed to compare the employee’s Year-to-Date EIC amount to the maximum EIC amount of 1387.00.

- **W-2 for Active Employees Report (PPP6016)**

  If the W-2 Sort option is ‘E’ or ‘F’, the heading line containing the Home Department Code and Home Department Name should include the Mail Code. If the selected W-2 Sort Option is ‘C’ or ‘D’, no changes are necessary to the printing of the heading line containing the Home Department Code and Home Department Name.

**An addendum dated December 15, 1999 concerns changes from the Service Request 14833. They are as follows:**

- **Extract Process:**

  Since the employee’s Other State Tax Deduction-1, Other State Tax Deduction-2, and Other State Tax Deduction-3 are already on the W-2 Extract file, it is not necessary to get the employee’s Other State Tax Deductions associated with a Set Indicator value of ‘4’ or ‘5’ from the Deduction Table.

- **UPAY731 Form:**

  The service request originally asked that the W-2 Sort options of ‘H’ (Home Department Sort) and ‘M’ (Mail Code Sort) be included on this form.

  However, it has been determined that the Home Department Code already prints within employee’s address box of the W-2 form. That is, if the existing W-2 Sort option of ‘C’ or ‘D’ is selected, the printing of the Home Department Code already prints on the same line as the printed Employee ID and after the printed Employee ID. Thus, it is not necessary to add W-2 Sort option of ‘H’ to the form.

  Instead of adding a W-2 Sort option of ‘M’ per Service Request 14833, the addendum asks that the W-2 Sort options of ‘E’ and ‘F’ be included on the form as follows:

  **E** – Active Employees by Mail Code/Name within Home Department Code, Inactives by Name within Zip Code

  **F** – Active Employees by Mail Code/Name within Home Department Code, Inactives by Employee ID No.

- **Magnetic Tape File:**

  **Record Type ‘S’** (Supplemental record)

  Service Request 14833 asked that the century be included in the year for the Hire Date and Date of Separation fields. However, since the University of California does not report the employee’s Hire Date or the Date of Separation, the existing fillers should be adjusted so that the positions of the existing reported fields are consistent with the magnetic media requirements.
Error Report 1604

Error Report 1604 addresses a minor printing problem in program PPP610. Currently, a total of 27 total amounts are printed on the PPP6102 report. The 28th print line is reserved for the Employee Count total. If the 27th print line containing the total amount exceeds 999,999.99, the amount is also displayed with the Employee Count total on the 28th print line.

Programs

PPP600

The existing century value has been moved to the century-field in the linkage for calling PPTAXUI. In addition, the new sort options of ‘E’ and ‘F’ have been added to the list of W-2 Sort values. If option ‘E’ or ‘F’ is selected, it is requested that the W-2 forms for active employees be sorted in Mail Code order, within Mail Code Home Department order, within Home Department Employee Name order.

PPP610

PPP610 has been changed to initialize each of the 28 print lines prior to printing the total amounts and the Employee Count.

PPTAXEDB

The edit on the Earned Income Credit Amount has been changed to check for a maximum Earned Income Credit Amount of $1387.00.

PPTAXUI

The century value has been moved to the century-field in the linkage for calling PPTAXUIT.

PPTAXUIT

To obtain the appropriate end of the month date in the current quarter for displaying on the various reports, the month, day, year, and century from the reporting period field in the linkage are passed to the standard date routine.

PPTAXW2

Report PPP6016 (W-2 forms for Active Employees) have been modified to include the Mail Code after the existing Home Department Code in the heading for W-2 Sort option ‘E’ or ‘F’ only. Note that there are no changes to this report when the existing W-2 Sort option is ‘C’ or ‘D’ is selected.

In addition, code has been added to allow for the W-2 forms associated with out-of-state employees to float toward the top of the printed W-2 forms. If a value of ‘Y’ is entered in column 44 of the W-2 Special Handling Overrides record (PPP600-A Specification record), the W-2 forms of those employees will be selected for special handling if any of the employee’s Other State Withholding Gross-1 (EDB 5512), Other State Withholding Gross-2 (EDB 5540), Other State Withholding Gross-3 (EDB 5541), Other State Tax Deduction-1, Other State Tax Deduction-2, or Other State Tax Deduction-3 is greater than zero.

PPTAXWF

Similar to the single Campus Mail separator sheet and the Home Department separator sheets, a single Campus Mail separator sheet and the Mail Code separator sheets are printed.

In addition, if the W-2 Sort option is ‘C’ or ‘D’, the existing Home Department separator sheets are printed with special characters above the printing of the Home Department Name and Home Department Address and below the printing of the Home Department Name and Home Department Address.
If the W-2 Sort option is ‘E’ or ‘F’, the same special characters are printed on each of the Mail Code separator sheets.

**Copymembers**

**CPLNKTXU**

The century field has been added to this copymember for linkage between calling program and PPTAXUI.

**CPLNKTXW**

The options of sorting the W-2 forms by Mail Code order have been added to the list of existing W-2 Sort Options.

**CPLNKW2F**

Group Number of ‘5’ has been assigned to the selection of the out-of-state employees.

**CPLNKUIT**

The century field has been added to this copymember for linkage between calling program and PPTAXUIT.

**CPWSTXTP**

The century field has been added to the reporting period field on the data structure for the ‘S’ (supplemental) type record.

**Form Changes**

The format of the W-2 Laser form has not changed. However, the year displayed on the W-2 Laser form has been changed to 1999. In addition, the letters identifying the information within particular boxes have been changed. The old letter of ‘b’ (Employee’s social security number), has been changed to ‘d’, the old letter of ‘d’ (Employee’s name, address, and Zip Code) has been changed to ‘e’, and the old letter of ‘e’ (Employer’s identification number) has been changed to ‘b’.

The UPAY 731 form has been modified. The W-2 Sort Options of ‘E’ and ‘F’ for sorting the W-2 forms in Mail Code order have been added to this form.

The UPAY732 form has been modified. The text for selecting employees with a Citizenship Code of ‘E’ has been changed. The option of selecting out-of-state employees has been added to the W-2 Special Handling Overrides Options.

**Table Updates**

**System Messages Table**

The maximum Earned Income Credit (EIC) amount referenced in the text of existing message 60-128 has been changed to $1387.

New message 60-210 associated with the edit of the out-of-state special handling option has been added to the System Messages Table.

The update transactions in PAYDIST.R1267.CARDLIB(MSGPROD), and the completed facsimile form UPAY554 sent with this release, are supplied for both Test and Production.

**Test Plan**

A complete test plan is provided with this release.
Campuses are encouraged to use the base system test materials, as well as performing any other desired local tests.

**Installation Instructions**

Installation instructions are included with this release as a separate document. Campuses are encouraged to read through the entire set of installation instructions prior to beginning installation of the release.

**Timing of Installation**

The installation of this release is date-mandated.

Installation of this release is urgent in that it must be tested and ready to meet prescribed tax reporting deadlines.

As usual, campuses are encouraged to install this release in as timely a fashion as possible, and in the normal numeric sequence of releases.

If there are any questions, please send electronic mail to Jackson.Quan@ucop.edu, or call at (510) 987-0464.

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