Test Plan
RELEASE 1267
1999 W-2 Reporting Changes

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Information Systems & Computing
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Testing Overview

This test plan addresses the test runs and cases constructed to verify the correct installation of Release 1267. The test is made up of the following components:

1. Control Table Data Base (CTL) Initial Load (LOADCTL)
2. Employee Data Base (EDB) Initial Load (LOADEDDB)
3. W-2 Reporting (RUN600)
4. Update W-2 Extract File Process (RUN610)
CONTROL TABLE (CTL) INITIAL LOAD (LOADCTL)

Description

This job loads the DB2 CTL database.

Verification

Ensure that the DB2 CTL has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.
EMPLOYEE DATA BASE (EDB) INITIAL LOAD
(LOADEDDB)

Description

This job loads the EDB database. The data contained in the PDS UDB2EDB will be used to test the W-2 Reporting changes.

Verification

In order to assure successful completion of this job, verify that the EDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.
W-2 Reporting (RUN600)

Description

This job executes the UI Quarterly and Year-end W2 Process.

The quarter and year values specified on the Specification record are ‘4’ and ‘99’ in column 12 and columns 13 through 14 respectively.

Verification

To ensure that the appropriate modules have been modified and installed correctly, verify the following reports:

- **PPP6010 (Error And Warning Messages Report) (REPORTS PDS, member PPP6010)**
  
  *Employee ID 000050040 (BEAR, TED E.)* – This employee has an EIC amount of 1400.00. Verify that the error message 60-128 ‘TAX EXTRACT: EIC OVER MAXIMUM OF $1387, REDUCED TO $1387’ is displayed.

- **PPP6016 (W-2 Forms for Active Employees) (REPORTS PDS, member PPP6016)**

  If the W-2 Sort option of ‘E’ or ‘F’ is selected, this report is sorted in Mail Code order, within Mail Code order Home Department Code, and within Home Department order Employee Name.

  Verify that the particular heading line with a format of ‘MAIL CODE: xxxxx-yyyyyy’ (where xxxxx is the Mail Code, and yyyyy is the Home Department Code), followed by the literal ‘HOME DEPT NAME:’ and the translated Home Department Code are displayed for each Mail Code/Home Department Code break.

- **Magnetic Tape**

  *Federal Tape (FEDW2T):*

  Verify that the Payment Year in columns 2 through 5 for Record Types ‘A’, ‘B’, and ‘E’ (Records 1, 2, and 3) contain the year of ‘1999’.

  Verify the maximum Earned Income amount of 0138700 is reported in columns 255 through 261 on the W-2 Federal Tape for BEAR, TED E (Record 16).
**State Unemployment Insurance Tape (CALUIT):**

Verify that the ‘S’ type records (column 1) contain the Reporting Period Date in the format of MMCCYY in positions 128 through 133. If using the EDB data sent with this release, verify that each ‘S’ type record (column 1) contains the Reporting Period Date of ‘121999’ (MMCCYY) in positions 128 through 133.

- **W-2 Laser Forms (W2199T)**

Verify the following items on the W-2 Laser Forms:

- Tax Reporting Year of ‘1999’ is displayed.
- The letter of ‘d’ is displayed in the box containing the Employee’s social security number, the letter of ‘e’ is displayed in the box containing the Employee’s name, address, and zip code, and the letter of ‘b’ is displayed in the box containing the employer’s identification number.

**W-2 Separator Sheet for ‘SELECTED TAX TREATY ALIENS’**

The W-2 forms of some employees whose tax treaties have expired during the calendar year and who have a Tax Treaty Gross amount are not included in the group of W-2 forms containing Non-Resident E-Aliens, because their Citizenship Code of ‘E’ have changed to ‘N’ or ‘R’.

Therefore, the selection criterion has been changed to select those employees whose ETD (Employee-to-Date) Tax Treaty Gross on the EDB is greater than zero, regardless of the value of the Citizenship Code.

If the EDB data sent with this release is used, Employee IDs 000050008 and 000050125 are used to test the modified selection criterion. Employee ID 000050008 with a Citizenship Code of ‘E’ has an ETD Tax Treaty Gross (EDB 5539) of 12,500.00. Employee ID 000050125 with a Citizenship Code of ‘N’ has an ETD Tax Treaty Gross (EDB 5539) of 23,000.00. Verify that the W-2 forms of Employee IDs 000050008 and 000050125 are selected, and their W-2 forms are printed in the group of W-2 forms containing Non-Resident E-Aliens.

**W-2 Separator Sheet for ‘SELECTED OUT OF STATE EMPS’**

Verify that there is a single separator sheet with the text ‘SELECTED OUT OF STATE EMPS’ printed for the group of W-2 forms associated with the out-of-state employees.

This group of W-2 forms should contain W-2 forms of employees who have any gross reported in Other State Withholding Gross-1, Other State Withholding Gross-2,
Other State Withholding Gross-3, Other State Tax Deduction-1, Other State Tax Deduction-2, or Other State Tax Deduction-3 on the EDB.

If the EDB data sent with this release is used, the following employees are selected based on the selection criteria mentioned above. Verify that the following employees are selected, and their W-2 forms are printed in the group of W-2 forms containing Out-of-State employees.

Employee ID 000000087 (State Code of AL)
Employee ID 000000089 (State Code of DC)
Employee ID 000050007 (State Code of MO)
Employee ID 000050049 (State Codes of IL and AL)
Employee ID 000050084 (State Code of DC)
Employee ID 000050099 (State Code of AL)

**W-2 Separator Sheet for ‘W-2 FORMS FOR CAMPUS MAIL’**

If the W-2 Sort option of ‘E’ or ‘F’ is selected for this run, verify that is a single separator sheet containing three blank W-2 forms, each with the literal ‘W-2 FORMS FOR CAMPUS MAIL’ is printed prior to the first Mail Code Separator sheet.

**W-2 Separator Sheets for Special Handling of W-2 Forms By Mail Code**

If the W-2 Sort option of ‘E’ or ‘F’ is selected for this run, verify that the separator sheets are printed for each unique Mail Code/Home Department Code break.

If the EDB data sent with this release is used, verify the Mail Code separator sheets, and the Mail Code printed on the employee’s W-2 forms in the employee address box:

- **First Separator Sheet** – Blank Mail Code with the text of ‘HOME DEPT NOT IN TABLE’ is printed on the separator page.

  Verify that a blank Mail Code is printed after the employee’s ID on the W-2 forms.

- **Second Separator Sheet** – Mail Code of 00040 with translated Home Department Name of ‘CHANCELLORS OFFICE’, followed by the Home Department Address of ‘GAYLE MEMORIAL TOWER’ on the next line.

  Verify that the Mail Code of 00040 is printed after each Employee ID on the W-2 form in the employee’s address box.

- **Third Separator Sheet** – Mail Code of 00040 with translated Home Department Name of ‘SECURITY’, followed by the Home Department Address of ‘TELEGRAPH BUILDING’ on the next line.
Verify that the Mail Code of 00040 is printed after each Employee ID on the W-2 form in the employee’s address box.

- **Fourth Separator Sheet** – Mail Code of **00050** with translated Home Department Name of ‘**HOSPITAL EDUCATION**’, followed by the Home Department Address of ‘**BROADWAY BUILDING**’ on the next line.

  Verify that Mail Code of 00050 is printed after each Employee ID on the W-2 form in the employee’s address box.

- **Fifth Separator Sheet** – Mail Code of 00110 with translated Home Department Name of ‘**PHYSICAL PLANT**’, followed by the Home Department Address of ‘**BROADWAY BUILDING**’ on the next line.

  Verify that the Mail Code of 00110 is printed after each Employee ID on the W-2 form in the employee’s address box.

- **Sixth Separator Sheet** – Mail Code of 00150 with translated Home Department Name of ‘**REPRO GRAPHICS**’, followed by the Home Department Address of ‘**LAKESIDE BUILDING**’ on the next line.

  Verify that the Mail Code of 00150 is printed after each Employee ID on the W-2 form in the employee’s address box.

**W-2 Separator Sheet for ‘W-2 FORMS FOR U.S. MAIL’**

If the **W-2 Sort option of ‘E’** is selected, the W-2 forms of employees with an Employment Status (EDB 0144) of ‘I’ are printed in the group of W-2 forms for U. S. mail, and not with the group of W-2 forms sorted by Mail Code order for special handling. The sorted W-2 forms of **inactive employees** are printed by Employee Name within Zip Code order.

If the EDB data sent with this release is used, verify that the W-2 forms for Employee IDs 999888051, 999888053, and 999888052 are printed in the W-2 group for U.S. Mail; and the order of the W-2 forms are in Employee Name within Zip Code order.

If the **W-2 Sort option of ‘F’** is selected, the W-2 forms of employees with an Employment Status (EDB 0144) of ‘I’ are printed in the group of W-2 forms for U. S. mail, and not with the group of W-2 forms sorted by Mail Code order for special handling. The sorted W-2 forms of **inactive employees** are printed by Employee ID order. The results of this test are not sent with this release; campuses can select W-2 Sort option of ‘F’ on the Specification card.
W-2 Extract File Update Process (RUN610)

Description

This job updates specific data on the W-2 Extract File using current data from the EDB.

Verification

Note that the 27th print line (DCP REG) contains a total amount of 1,022,767.52. Verify on the PPP6102 (Update PPP600 W2 EXTRACT), (REPORTS PDS, Member PPP6102), that the total employee count displayed is 162 on the 28th print line (EMPLOYEES), and that the partial total amount from the 27th print line is not displayed on the 28th print line.