Detailed Design
RELEASE 1325

W-4/DE4 Tax Withholding Process
Service Request 14844

Tax Withholding Edit
Service Request 14846

January 2, 2001

Information Systems & Computing
Office of the President
University of California
# Table of Contents

## Introduction
- Federal/State Electronic Requirements ............................................................................................ 1
- New EDB Data Elements .................................................................................................................... 1
- EDB File Maintenance ......................................................................................................................... 2
- Special Daily Maintenance ................................................................................................................... 2
- Monthly W-4/DE4 Reporting Process .................................................................................................. 3
- IVR Extract Process in PPS .................................................................................................................. 3
- Produce Facsimile W-4/DE4 Form ......................................................................................................... 3
- Tax Transactions Audit Reporting ....................................................................................................... 3
- On-line Screen Modifications ............................................................................................................ 3
- One-Time Programs ............................................................................................................................. 4

## Processing Overview
- New EDB Data Elements .................................................................................................................... 5
- EDB File Maintenance ......................................................................................................................... 5
- Special Daily Maintenance ................................................................................................................... 6
- Monthly W-4/DE4 Reporting Process .................................................................................................. 6
- IVR Extract Process in PPS .................................................................................................................. 6
- EDB On-line Screen Modifications ..................................................................................................... 6
- HDB On-line Screen Modifications .................................................................................................... 7
- One-Time Programs ............................................................................................................................. 7

## System File Changes
- New History DB2 Table (HDB) ............................................................................................................. 9
- IVR Extract Employee File .................................................................................................................. 10

## Copylib Changes
- CPLNKEST ........................................................................................................................................ 11
- CPPDIDX ........................................................................................................................................ 11
- CPWSEHTX ....................................................................................................................................... 11
- CPWSIVRE ....................................................................................................................................... 11
- CPWSRHTX ....................................................................................................................................... 11
- CPWSRIDX ....................................................................................................................................... 12
- CPWSRPAY ....................................................................................................................................... 12
- CPWSW4TP ....................................................................................................................................... 13
- CPWSXHIF ....................................................................................................................................... 13
- CPWSXESS ....................................................................................................................................... 13
- CPWSXEST ....................................................................................................................................... 13
- CPWSXESR ....................................................................................................................................... 14
- CPWSXIVR ....................................................................................................................................... 14
- CPWSXTRC ....................................................................................................................................... 14
- CPWSXRTN ....................................................................................................................................... 15

## DDL Members
- PPPVPAY1, PPPYPAY2, PPPVZPAY, TBPAY00C .................................................................................. 16
- TBPAY07A ......................................................................................................................................... 16
- PPPVIDX1 ......................................................................................................................................... 16
- PPPVZIDX ......................................................................................................................................... 16
- TBIDX00C ......................................................................................................................................... 16
- TBIDX05A ......................................................................................................................................... 16
- IXHTX00C ......................................................................................................................................... 16
- PPPVHTX1 ......................................................................................................................................... 17
- PPPVZHTX ......................................................................................................................................... 17
<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Programs</td>
<td>27</td>
</tr>
<tr>
<td>Control Table Updates</td>
<td>28</td>
</tr>
<tr>
<td>Process Control Database Updates (Router Tables)</td>
<td>28</td>
</tr>
<tr>
<td>CICS Help Texts</td>
<td>30</td>
</tr>
<tr>
<td>RDO (Resource Definition On-line)</td>
<td>30</td>
</tr>
<tr>
<td>JCL Changes</td>
<td>30</td>
</tr>
<tr>
<td>Attachments</td>
<td>30</td>
</tr>
<tr>
<td>Form</td>
<td>30</td>
</tr>
<tr>
<td>Gross-to-Net Table (PPPGTN)</td>
<td>30</td>
</tr>
<tr>
<td>Data Element Table (PPPDET)</td>
<td>30</td>
</tr>
<tr>
<td>Data Elements to Screen Table (PPPDES)</td>
<td>30</td>
</tr>
<tr>
<td>Routine Definition Table (PPPRTD)</td>
<td>30</td>
</tr>
<tr>
<td>Processing Group Table (PPPPGT)</td>
<td>30</td>
</tr>
<tr>
<td>History Data Elements Table (PPPHDE)</td>
<td>30</td>
</tr>
<tr>
<td>Control Table Updates</td>
<td>32</td>
</tr>
<tr>
<td>Process Control Database Updates (Router Tables)</td>
<td>32</td>
</tr>
<tr>
<td>System Messages</td>
<td>32</td>
</tr>
<tr>
<td>Maps</td>
<td>32</td>
</tr>
<tr>
<td>UPAY899 (Monthly W-4/DE4 Reporting)</td>
<td>32</td>
</tr>
<tr>
<td>Data Element Table (PPPDET)</td>
<td>33</td>
</tr>
<tr>
<td>Field Level Help Text</td>
<td>33</td>
</tr>
<tr>
<td>Data Elements to Screen Table (PPPDES)</td>
<td>33</td>
</tr>
<tr>
<td>Routine Definition Table (PPPRTD)</td>
<td>33</td>
</tr>
<tr>
<td>Processing Group Table (PPPPGT)</td>
<td>33</td>
</tr>
<tr>
<td>History Data Elements Table (PPPHDE)</td>
<td>33</td>
</tr>
<tr>
<td>Gross-to-Net Table (PPPGTN)</td>
<td>34</td>
</tr>
<tr>
<td>Data Element Table (PPPDET)</td>
<td>34</td>
</tr>
<tr>
<td>Map</td>
<td>34</td>
</tr>
<tr>
<td>Screen Level Help Text</td>
<td>34</td>
</tr>
<tr>
<td>EDBHITAX</td>
<td>34</td>
</tr>
<tr>
<td>HDBHIHTX</td>
<td>34</td>
</tr>
<tr>
<td>HDBHIHW4</td>
<td>34</td>
</tr>
<tr>
<td>Field Level Help Text</td>
<td>34</td>
</tr>
<tr>
<td>EDB 0338</td>
<td>34</td>
</tr>
<tr>
<td>EDB 0339</td>
<td>35</td>
</tr>
<tr>
<td>EDB 0340</td>
<td>35</td>
</tr>
<tr>
<td>Security Considerations</td>
<td>35</td>
</tr>
<tr>
<td>RDO (Resource Definition On-line)</td>
<td>35</td>
</tr>
<tr>
<td>Programs</td>
<td>35</td>
</tr>
<tr>
<td>Maps</td>
<td>35</td>
</tr>
<tr>
<td>JCL Changes</td>
<td>35</td>
</tr>
<tr>
<td>Attachments</td>
<td>35</td>
</tr>
</tbody>
</table>
Introduction

It has been a long-standing desire of the campuses to have the ability to report certain tax withholding data via magnetic/electronic media to the Internal Revenue Service (IRS). For those employees who claim more than 10 withholding Allowances, or claim exempt status, the current practice is to make copies of the reportable forms and mail them to the IRS or California's Employment Development Department (EDD) on a quarterly basis. An automated W-4/DE4 Reporting Process would significantly alleviate this workload.

Also, in preparation for the UC For Yourself project that will allow employees to update their Federal and State tax withholding data via this web application, modifications to the Payroll/Personnel System (PPS) are required in order to accommodate Internal Revenue Service (IRS) regulations and California State reporting requirements.

Other Federal and State requirements that deal directly with the web application will be outlined in a separate document.

This document describes the requirements for modifications to the Payroll/Personnel System (PPS) for Service Requests 14844 and 14846.

Service Requests 14844

Since it is desirable that the tax–related data be captured for the IVR Web Interface as early as possible prior to the UC For Yourself project is completed, Service Request 14844 will be broken up into two phases. Below is a summary of all requirements asked for in Service Request 14844. Refer to the Overview section that identifies what items are part of Phase I and Phase II.

An addendum dated December 1, 2000 addresses an additional requirement that was not included in the original service request. The requirements from Service Request 14844 asks, among other things, that the Payroll /Personnel System (PPS) be modified to store specified federal and state withholding tax data on the History Data Base (HDB). It has been subsequently noted that a new on-line history inquiry screen needs to be provided to display tax data. Therefore, it is asked that a new function named IHW4 be added to the IHDB menu for displaying the new screen HW4. In addition, it is asked that the W-4 Form Processed Indicator (EDB 0164) be derived in the Special Daily Process only when the W-4 Process Date (EDB 0338) and/or DE4 Process Date (EDB 0339) are derived.

Federal/State Electronic Requirements

In general, the IRS and EDD require that an electronic application must:

- Ensure that the information received is the same information the employee sent,
• Provide a hardcopy version of the W-4/DE4 form upon demand with exact wording as the paper form,

• Allow for at least 4 years of historical access, and

• Ensure confidentiality of data.

To implement the requirements to support the UC For Yourself project that will allow employees to update their Federal and State tax withholding data via the web application, several processes in the PPS will need to be modified. These are summarized in the list below. Detailed information on the required changes is contained in the subsequent sections of this document.

New EDB Data Elements

Three new data elements should be established for the W-4/DE4 Reporting Process in the PPS.

• W-4 Process Date
• DE4 Process Date
• Tax Processor ID

EDB File Maintenance

Whenever the appropriate federal/state tax related data elements are updated, the Tax Processor ID should be updated. The Tax Processor ID should contain either the System User ID (EDB 0150) and the current date, or the Confirmation Number from the UC For Yourself web application that will be passed to PPS.

In addition, if any of the state tax related data elements are changed, the DE4 Process Date should be updated with the actual current date. If any of the federal tax related data elements are changed, the W-4 Process Date should be updated with the actual current date.

Special Daily Maintenance

To support the UC For Yourself W-4 changes, the Special Daily Process should be modified to accept the appropriate transactions. In addition, certain data elements on the W-4 type transactions should be edited. That is, the Federal Tax Withholding Allowance should be edited such that the Federal Tax Withholding Allowance should not exceed the Maximum Federal Tax Allowance, and the combined State Personal Deduction and State Itemized Deduction should not exceed the maximum State Tax Withholding Allowance. In addition, the W-4 Received Indicator (EDB 0164) should be set to a value of ‘1’ whenever any of the tax-related data are updated via the Web input transactions.

In addition, a new error report should be developed to report edit errors related to the tax data. See page 60 for a sample report.
Monthly W-4/DE4 Reporting Process

An IRS (Internal Revenue Service) File should be produced after the end of each month containing information on those employees who claim more than ten withholding allowances or claim exempt status.

In addition, a report should be produced to report those employees whose social security numbers do not pass the social security edit requirements. See page 59 of the attachments.

IVR Extract Process in PPS

The IVR Extract File produced from PPS should include the following data elements.

- EDB 0109 – Citizenship Status Code
- EDB 0110 – Visa Type Code
- EDB 0320 – Federal Tax – Maximum Withholding Allowances
- EDB 0321 – State Tax – Maximum Withholding Allowances
- EDB 6010 – Additional Federal Tax Withholding
- EDB 6011 – Additional State Tax Withholding
- EDB 6301 – Additional Federal Tax for non-resident aliens.

Produce Facsimile W-4/DE4 Form

When it is necessary to report to the IRS selected employees that have changed any of their tax data, a facsimile W-4/DE4 form should be produced using the history tax data stored in the history database (HDB).

Tax Transactions Audit Reporting

A mechanism should be developed where a group of employees can be selected for audit reporting using the tax data stored on the history database. It is suggested that a date range be specified to select the history tax data records for reporting.

On-line Screen Modifications

*Changes To Existing Screen*

- ETAX EDB Entry/Update:
  
  The Tax Processor ID, W-4 Process Date, and DE4 Process Date should be included on this screen.

*New Screens*

- ITAX EDB Inquiry:
The ITAX inquiry screen should contain the same information as the existing ETAX screen, including the Tax Processor ID, W-4 Process Date, and DE4 Process Date.

- **IHTX History Reporting**:  
The IHTX History Reporting Screen should display all tax transactions as recorded in history for a selected employee.

- **IHW4 History Inquiry**:  
The IHW4 History Inquiry Screen should display the tax data for any given employee.

**One-Time Programs**

A one-time program should be provided to record the current EDB tax data for each employee on the History Database (HDB).

A second program should be provided to initialize the new data elements on the IVR Employee History File, so that every IVR Employee History record does not generate a “change” transaction for the IVR Extract File Process.

**Service Requests 14846**

It is asked that the following changes be made to the PPS:

- An edit should be added to the File Maintenance Process where an existing employee’s Federal Marital (EDB 0127) or State Marital Status (EDB 0130) cannot be changed to a blank.

- The help text for Data Dictionary Entries 0128 and 0131 should be changed. The help text of “**Note – If not entered, default is ‘001’**.” should be changed to “**Note – If not entered, default is ‘000’**.”

- A one-time program should be developed to set the Federal Marital Status and/or State Marital Status to a value of ‘S’ (Single) when blank. An ECF record should be produced for each employee whose marital status is set to a value of ‘S’.
Processing Overview

It is noted that all changes asked in Service Request 14846 are included in Phase I.

Phase I

New EDB Data Elements

Three new data elements should be established for the W-4/DE4 Reporting Process in the PPS.

- W-4 Process Date (EDB 0338)

  The date of the most recent update to the Federal Tax – Marital Status Code (EDB 0127), Federal Tax – Withholding Allowances (EDB 0128), or Federal Tax – Additional Amount (EDB 6010G).

- DE4 Process Date (EDB 0339)

  The date of the most recent update to the State Tax – Marital Status Code (EDB 0130), State Tax – Withholding Allowances (EDB 0131), State Tax Itemized Withholding Allowances (EDB 0132), or State Tax – Additional California Amount (EDB 6011G).

- Tax Processor ID (EDB 0340)

  The Tax Processor ID is used as the “signature authorization” for identification and reporting purposes.

EDB File Maintenance

Whenever the appropriate federal or state tax related data elements are updated, the Tax Processor ID will be updated.

If any of the appropriate state tax related data elements are changed, the DE4 Process Date will be updated with the actual current date. If any of the appropriate federal tax related data elements are changed, the W-4 Process Date will be updated with the actual current date. The Tax Processor ID will be derived when a federal or state tax related data element is updated.

An edit will be developed that will edit the employee’s Federal and State Marital Status Code. If the Federal Marital Status is changed to a blank, a new error message will be issued stating that the update will be blocked. Similarly, if the State Marital Status is changed to a blank, a new error message will be issued stating that the update will be blocked (Service Request 14846).
Special Daily Maintenance

To support the UC For Yourself W-4 changes, the Special Daily Process should be modified to accept the appropriate transaction types. In addition, X1 type transactions, will be passed from the web application which will contain Additional Federal Tax Withholding Amount (EDB 6010G), and Additional State Withholding Amount (EDB 6011G). An X2 type transaction will contain the Confirmation Number which is assigned by the W-4 UC For Yourself web application.

Certain data elements on the W-4 type transactions should be edited. That is, the Federal Tax Withholding Allowance should be edited such that the Federal Tax Withholding Allowance should not exceed the Maximum Federal Tax Allowance, and the combined State Personal Deduction and State Itemized Deduction should not exceed the maximum State Tax Withholding Allowance. In addition, the W-4 Received Indicator (EDB 0164) should be set to a value of ‘1’ whenever any of the tax-related data are updated via the Web input transactions.

In addition, a separate error report will be developed to report on edit errors that are detected in the transactions via the web. The title of this report will be “W-4/DE4 Web Transaction Errors”.

Monthly W-4/DE4 Reporting Process

An IRS (Internal Revenue Service) File will be produced at the end of each month containing information on those employees who claim more than ten withholding allowances or claim exempt status.

In addition, a report will be produced to report those employees whose social security numbers do not pass the social security edit requirements. This report will be titled “Invalid Social Security Number Report”.

IVR Extract Process in PPS

The IVR Extract File produced from PPS will include the following data elements.

EDB 0109 – Citizenship Status Code
EDB 0110 – Visa Type Code
EDB 0320 – Federal Tax – Maximum Withholding Allowances
EDB 0321 – State Tax – Maximum Withholding Allowances
EDB 6010 – Additional Federal Tax Withholding
EDB 6011 – Additional State Tax Withholding
EDB 6301 – Additional Federal Tax For Non-resident Aliens.

EDB On-line Screen Modifications

Changes To Existing Screen

- ETAX EDB Entry/Update:
The Tax Processor ID, W-4 Process Date, and DE4 Process Date will be included on this screen.

**New Screens**

- **ITAX EDB Inquiry:**

  The ITAX inquiry screen will contain the same information as the existing ETAX screen, including the Tax Processor ID, W-4 Process Date, and DE4 Process Date.

**HDB On-line Screen Modifications**

- **IHTX History Reporting:**

  The new IHTX History Reporting Screen will display all tax transactions as recorded in history for a selected employee.

  In addition, even though the user can enter a ‘S’ to the left of the particular tax data record to produce a facsimile UC W-4/DE4, it is made non-functional until Phase II.

- **IHW4 History Inquiry:**

  The new IHW4 History Inquiry Screen will initially display the tax data for a selected employee, if a date is not entered in the footer portion of the screen.

  If a date is entered in the footer portion, the tax record with a system entry date equal or less than the date entered will be selected and the tax data will be displayed.

**One-Time Programs**

A one-time program will be provided to record each employee’s current EDB tax data in the new History PPPHTX Table.

A second program will be provided to initialize the new data elements on the IVR Employee History File, so that every IVR Employee History record does not generate a “change” transaction for the IVR Extract File Process. The default values will be assigned to the following data elements:

- **EDB 0109** – A value of ‘C’ will be assigned to the Citizenship Status Code.
- **EDB 0110** – A blank will be assigned to the Visa Type Code.
- **EDB 0320** – A value of ‘999’ will be assigned to the Federal Tax – Maximum Withholding Allowances.
- **EDB 0321** – A value of ‘999’ will be assigned to the State Tax – Maximum Withholding Allowances.
A third one-time program will be developed to set the Federal Marital Status and/or State Marital Status to a value of ‘S’ (Single) for any employee whose Federal Marital Status and/or State Marital Status contains a blank. An ECF record should be produced for each selected employee whose marital status has been set to a value of ‘S’ (Service Request 14846).

**Phase II**

On-line changes:

The IHTX screen displays all tax data records for a selected employee. When a particular tax data record is selected by entering a ‘S’ to the left of the tax transaction, a facsimile W-4/DE4 form will be produced containing the employee’s appropriate tax information similar to the original paper form W-4/DE4.

Batch changes:

A batch process will be developed to produce an audit report of the employees’ tax data. Any tax record with a W-4 Process Date or DE4 Process Date that falls within the date range specified on the spec record will be selected for reporting.
System File Changes

New History DB2 Table (HDB)

1. A new DB2 table of ‘PPPHTX’ in the History Data Base (HDB) will be created to contain a history of tax transactions. The structure of the PPPHTX Table will be as follows:

   a) **Table Key**

      - Employee ID
      - Iteration Number
      - System Entry Date
      - System Entry Time

   b) **Table Data**

      - W-4 Process Date
      - DE4 Process Date

      - Federal Tax – Marital Status Code
      - Federal Tax – Marital Status Code Change Flag
      - Federal Tax – Withholding Allowances
      - Federal Tax – Withholding Allowances Change Flag
      - Federal Tax - Maximum Withholding Allowances
      - Federal Tax - Maximum Withholding Allowances Change Flag
      - Federal Tax – Additional Withholding Amount
      - Federal Tax – Additional Withholding Amount Change Flag
      - Federal Tax – Additional Withholding Amount for Non-resident Alien
      - Federal Tax – Additional Withholding Amount for Non-resident Alien Change Flag

      - State Tax – Marital Status Code
      - State Tax - Marital Status Code Change Flag
      - State Tax – Withholding Personal Allowances
      - State Tax – Withholding Personal Allowances Change Flag
      - State Tax – Itemized Deduction Withholding Allowances
      - State Tax – Itemized Deduction Withholding Allowances Change Flag
      - State Tax – Maximum Withholding Allowances
      - State Tax – Maximum Withholding Allowances Change Flag
      - State Tax – Additional California Tax Withholding
      - State Tax - Additional California Tax Withholding Change Flag

      - Tax Processor ID
      - Tax Processor ID Change Flag
IVR Extract Employee File

Four new fields will be added to the IVR Extract Employee record structure. Thus, the total length of the IVR Extract Employee record will be expanded to 891. The new data elements are as follows:

1. Citizenship Status Code (EDB 0109)
2. Visa Type Code (EDB 0110)
3. Federal Tax – Maximum Withholding Allowances (EDB 0320)
4. State Tax – Maximum Withholding Allowances (EDB 0321)
Copylib Changes

CPLNKEST

This existing copymember is the linkage between the called and calling modules.

Two reporting flag fields will be added to this copymember to identify which particular error report(s) the employee’s rejected data is displayed.

CPPDIIDX

This existing copymember contains the code to initialize the history date columns in the PPPIDX row.

The date column of ‘PPPHTX-C’ will be added to this copymember.

CPWSEHTX

This new copymember will contain the History Tax Transaction entries.

CPWSIVRE

Currently, this copymember defines the definition for the IVR Extract Employee File in program PPIIVR.

The following data elements will be added to the record structure:

- EDB 0109 – Citizenship Status Code
- EDB 0110 – Visa type Code
- EDB 0320 – Federal Tax – Maximum Withholding Allowances
- EDB 0321 – State Tax – Maximum Withholding Allowances

CPWSRHTX

This copymember will contain the History Tax Transaction field definitions for the PPPHTX Table.

Employee ID
Iteration Number
System Entry Date
System Entry Time
Delete Flag
Incorrect Flag
W-4 Process Date
W-4 Process Date Change Flag

DE4 Process Date
DE4 Process Date Change Flag

Federal Tax – Marital Status Code
Federal Tax – Marital Status Code Change Flag
Federal Tax – Withholding Allowances
Federal Tax – Withholding Allowances Change Flag
Federal Tax - Maximum Withholding
Federal Tax - Maximum Withholding Change Flag
Federal Tax – Additional Withholding Amount
Federal Tax – Additional Withholding Amount Change Flag
Federal Tax – Additional Withholding Amount for Non-resident Alien
Federal Tax – Additional Withholding Amount for Non-resident Alien Change Flag

State Tax – Marital Status Code
State Tax - Marital Status Code Change Flag
State Tax – Withholding Personal Allowances
State Tax – Withholding Personal Allowances Change Flag
State Tax – Itemized Deduction Withholding Allowances
State Tax – Itemized Deduction Withholding Allowances Change Flag
State Tax – Maximum Withholding Allowances
State Tax – Maximum Withholding Change Flag
State Tax – Additional California Tax Withholding
State Tax - Additional California Tax Withholding Change Flag

Tax Processor ID
Tax Processor ID Change Flag

**CPWSRIDX**

This existing copymember is the working storage definition for the PPPIDX row.

Field named ‘PPPHTX-C’ (Date flag) will be added to the working storage definition.

**CPWSRPAY**

This existing copymember is the working storage definition for the PPPPAY row.

Field names of ‘W-4-Process-Date’, ‘DE4-Process-Date’, and ‘Tax-Processor-ID’ will be added to this copymember.
**CPWSW4TP**

This new copymember will contain the field definitions for the W-4 Extract File to the IRS

**CPWSXHIF**

This existing copymember defines a linkage area used within the History fetch/update processing.

The definition for new table PPPHTX will be added to this copymember. Note that the change in length of this structure requires the recompilation of unmodified modules named PPxxxHST, where ‘xxx’ is the table name (e.g. PPBASHST).

**CPWSXESS**

Currently, this copymember is the working storage layout of the switches and counts used to keep statistics for the loading of the Employee Self-Service transactions to the PPPEST Table.

Total counts for transactions W4 and X2 will be added to this copymember.

**CPWSXEST**

Currently, this copymember contains the record structures for the various types of transactions that are produced form the web application.

The following transaction types will be added to this copymember:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>W4</td>
<td>Blank</td>
<td>Employee ID</td>
<td>Entry date mmddyy</td>
<td>Blank</td>
<td>Federal Marital Status</td>
<td>State Marital Status</td>
<td>State Deductions</td>
<td>Personal Deductions</td>
<td>Federal Allowances</td>
</tr>
</tbody>
</table>

- **39 - 93**
- **94 - 102**
- **Blank**
- **SSN**

- **Additional Federal Tax Withholding, (EDB 6010G)**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X1</td>
<td>Blank</td>
<td>Employee ID</td>
<td>Entry date mmddyy</td>
<td>6010G</td>
<td>Amount nnnnnvnn</td>
<td></td>
<td></td>
<td></td>
<td>SSN</td>
</tr>
</tbody>
</table>

- **Additional State Tax Withholding, (EDB 6011G)**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X1</td>
<td>Blank</td>
<td>Employee ID</td>
<td>Entry date Mmddyy</td>
<td>6011G</td>
<td>Amount nnnnnvnn</td>
<td></td>
<td></td>
<td></td>
<td>SSN</td>
</tr>
</tbody>
</table>

- **W-4 Form Processed Indicator (EDB 0164)**
• **Confirmation Number from W4 UC For Yourself Application (EDB 0340)**

<p>| | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X1</td>
<td>Blank Employee ID</td>
<td>Entry date Mmddyy</td>
<td>01649</td>
<td>W-4 Form Processed Indicator</td>
<td></td>
<td></td>
<td></td>
<td>SSN</td>
</tr>
</tbody>
</table>

Transaction types of ‘X2’ and ‘W4’ will be added to this copypresenter for storing the total counts.

**CPWSXESR**

This existing copypresenter contains the labels for the various rejected transactions.

The labels associated with the following data elements will be added to this copy member:

- EDB 0127 - Federal Tax – Marital Status Code
- EDB 0128 – Federal Tax – Withholding Allowances
- EDB 6010 – Additional Federal Tax Withholding
- EDB 0130 – State Tax – Marital Status Code
- EDB 0131 – State Tax – Personal Withholding Allowances
- EDB 0132 - State Tax – Itemized Withholding Allowances
- EDB 6011 – Additional State Tax Withholding

**CPWSXIVR**

Currently, this copymember defines the table of GTN numbers, which are needed for the IVR. Each GTN number is assigned to the proper IVR Group Code, and also serves as a link to the matching GTN number on the campus.

The following GTN numbers will be added to the table entries. The number of entries will be increased from 58 to 61.

- 010 – Additional Federal Tax Withholding
- 011 – Additional State Tax Withholding
- 301 – Additional Federal Tax for Non-resident Aliens

**CPWSXTRC**

This copypresenter contains campus-specific values for the reporting of the W-2 Process and the 1042-S Process.
The Transmitter Control Code (TCC) value of ‘79061’ will be added to this copymember for the W-4 Process.

**CPWSXRTN**

Module PPESTRP3 will be added to the list of called modules defined in working storage.
DDL Members

- **EDB Employee Payroll Data Table (PPPPAY)**

  PPPVPAY1, PPPYPAY2, PPPVZPAY, TBPAY00C

  The W-4 Process Date, DE4 Process Date, and the Tax Processor ID will be added to these existing DDL members.

  **TBPAY07A**

  An ALTER statement will be developed to add columns W4-PROCESS-DATE, DE4-PROCESS-DATE, and TAX-PROCESSOR-ID to the PPPPAY Table.

- **HDB Employee History Index Table (PPPIDX)**

  PPPVIDX1

  The PPPHTX_C column will be added to this existing DDL member.

  **PPPVZIDX**

  The PPPHTX_C column will be added to this existing DDL member.

  **TBIDX00C**

  The PPPHTX_C column will be added to this existing DDL member, which does a full table create.

  **TBIDX05A**

  An ALTER statement will be developed to add column PPPHTX_C to table PPPIDX.

- **HDB Employee History Tax Data Table (PPPHTX)**

  **IXHTX00C**

  This member contains the DDL statements to create the new Index for Table PPPHTX.
PPPVHTX1

This member contains the DDL statements to create the new View PPPVHTX1_HTX.

PPPVZHTX

This member will contain the DDL statements to create the new View PPPVZHTX_HTX.

TBHTX00C

This member contains the DDL statements to create the new Table PPPHTX.

TSHTX00C

This member contains DDL statements to create the Table Space for Table PPPHTX.
Include Members

- **HDB Employee History Index Table (PPPIDX)**
  
  **PPPVIDX1**
  
The PPPHTX-C column will be added to this existing Include member.

  **PPPVIDX2**
  
The PPPHTX-C column will be added to this existing Include member.

- **EDB Employee Payroll Data Table (PPPPAY)**
  
  **PPPPAY1, PPPPPAY2, PPPVZPAY**
  
The W-4 Process Date, DE4 Process Date, and the Tax Processor ID will be added to these existing Include members.

- **HDB Employee History Tax Data Table (PPPHTX)**
  
  **PPPHTX1, PPPVZHTX**
  
The above new Include members will contain the COBOL field definitions and DB2 Column Names for the following data items:

  - Employee ID
  - Iteration Number
  - System Entry Date
  - System Entry Time
  - Delete Flag
  - Incorrect Flag
  - EDB 0338 W-4 Process Date
  - W-4 Process Date Change Flag
  - EDB 0339 DE4 Process Date
  - DE4 Process Date Change Flag
  - EDB 0127 Federal Tax – Marital Status Code
  - Federal Tax – Marital Status Code Change Flag
EDB 0128  Federal Tax – Withholding Allowances
          Federal Tax – Withholding Allowances Change Flag
EDB 0320  Federal Tax – Maximum Withholding Allowances
          Federal Tax – Maximum Withholding Allowances Change Flag
EDB 6010  Federal Tax – Additional Withholding Amount
          Federal Tax – Additional Withholding Amount Change Flag
EDB 6301  Federal Tax – Additional Withholding Amount for Non-resident Alien
          Federal Tax – Additional Withholding Amount for Non-resident Alien Change Flag
EDB 0130  State Tax – Marital Status Code
          State Tax - Marital Status Code Change Flag
EDB 0131  State Tax – Withholding Personal Allowances
          State Tax – Withholding Personal Allowances Change Flag
EDB 0132  State Tax – Itemized Deduction Withholding Allowances
          State Tax – Itemized Deduction Withholding Allowances Change Flag
EDB 0321  State Tax – Maximum Withholding Allowances
          State Tax – Maximum Withholding Allowances Change Flag
EDB 6011  State Tax – Additional California Tax Withholding
          State Tax - Additional California Tax Withholding Change Flag
EDB 0340  Tax Processor ID
          Tax Processor ID Change Flag
Bind Members

**PPA3HRFH**

A package bind member will be created for the new Header/Footer Application Processor PPA3HRFH.

**PPAPHRFP**

A package bind member will be created for the new Pre-Edit Application Processor program PPAPHRFP.

**PPEI370**

A package bind member will be created for module PPEI370.

**PPP130**

Programs PPESTRP3 and PPEI370 will be added to the bind member list.

**PPP742**

Programs PPHTXFET, PPHTXUPD, and PPDBLUTL will be added to the bind member list.

**PPP743**

Programs PPHTXFET, PPHTXUPD, and PPDBLUTL will be added to the bind member list.

**PPP744**

Programs PPHTXFET, PPHTXUPD, and PPDBLUTL will be added to the bind member list.

**PPP775**

This bind member will contain the plan bind for PPP775

**PPWIHTX**

A package bind member will be created for the new screen detail processor PPWIHTX.
PPWIHW4

A package bind member will be created for the new screen detail processor PPWIHW4.

PPWITAX

A package bind member will be created for the new screen detail processor PPWITAX.

PPO1325B

A plan bind member will be created for the one-time program PPO1325B.

PPO1325C

A plan bind member will be created for the one-time program PPO1325C.
CICS Maps (DGIPNL)

**PPETAX0**

This map which defines the label fields and data fields for the ETAX screen will be modified such that the label fields and data fields associated with the W-4 Process Date, DE4 Process Date, and Tax Processor ID will be included.

**PPITAX0 (new)**

This map will be used by the new screen detail processor program PPWITAX to display the employee’s tax data. The displayed data will be similar to the data displayed on the ETAX screen.

**PPHRFT3 (new)**

This map will define the special footer map for the W-4/DE4 Tax Withholding.

It will be cloned from existing footer map PPHRFT0. The references to labels ‘As of Date’, ‘Past To Present’, and ‘View Incorrect Records’ will be removed.

**PPIHTX0 (new)**

This map will be used by the new screen detail processor program PPWIHTX to process and display the employee’s tax transactions.

**PPIHW40 (new)**

This map will be used by the new screen detail processor program PPWIHW4 to process and display the employee’s most recent history tax data record.

**UCMMNU0**

This map will be changed to add the HTX function and description on the Main Menu screen. The new function IHTX will be displayed on the left portion of the main menu screen, and immediately below the existing function IHHR (History Documents).

The description of ‘Tax Withholding’ will be displayed for function IHTX on the Main Menu screen.
Program Changes

D21H08E

The new footer name of PPHRT3 will be added to the list of existing footer names defined in working storage.

PPAPHDKS

This exiting module will be modified to include the processing of the date flag (PPPHTX-C) for the new table PPPHTX.

PPAPHDUP

This exiting module will be modified to include the updating of the Incorrect Flag (ERH-INCORRECT) for the new table PPPHTX.

PPEC110

This existing module will be modified to edit the employee’s Federal Marital Status Code (EDB 0127) and State Marital Status Code (EDB 0130). If the Federal Marital Status Code is changed to a blank, message of “Federal Marital Status can’t be blank – Update will be blocked” will be issued. In addition, if the State Marital Status Code is changed to a blank, message “State Marital Status can’t be blank – Update will be blocked” will be issued.

PPESTEDB

Existing program PPESTEDB loads data from the PPPEST process table to the appropriate current EDB row, based on the Data Element Number stored with the data value on the PPPEST process table.

To process the Federal Marital Status Code, State Marital Status Code, State Personal Withholding Allowances, State Itemized Withholding Allowances, and Federal Withholding Allowances, the WHEN statement containing the transaction type of ‘W4’ will be added to the existing WHEN statements in section 20000-MAINLINE-ROUTINE.

To process the Confirmation Number, the WHEN statement containing the transaction type of ‘X2’ will be added to the existing WHEN statements in section 20000-MAINLINE-ROUTINE.

The data elements 6010G, and 6011G, will be added to the logic for the processing of the type ‘X1’ transaction in section 20700-MOVE-X1-FIELDS.
PPESTREJ

This existing program formats the transaction data into rejected activity print records.

This program will be modified such that the rejected tax related data will be passed to a separate reporting module named PPESTRP3.

Transaction Types of ‘W4’ and ‘X2’ will be added to the logic which format the rejected transaction data. In addition, data elements ‘6010G’, ‘6011G’, and ‘01649’ will be added to the processing of the Transaction Type ‘X1’.

PPESTRP1

This existing program reports the invalid transactions.

This existing module will be modified to set the XEST-MSG-SEVERITY field to zero when the field contains a non-numeric value.

PPESTRP2

This existing module reports the total number of transactions processed.

This module will be modified to report the total number of transactions processed for transaction types of ‘W4’ and ‘X2’.

PPESTUTL

This existing module processes various transaction types.

This module will be modified to include transaction types ‘W4’ and ‘X2’.

PPHDBCNT

This existing program PPHDBCNT receives a Table Name and passes back a row-count to the calling program.

Logic for counting the number of rows in new table PPPHTX will be added to this program.

PPHDBFET

This existing program is the main driver for all History fetch/updates.

The literal of ‘HTX’ (History Tax Data) will be added to the WS-VALID TABLE list in working storage.
PPHSTPRG

This existing program purges rows from history.

This program will be modified such that the logic to delete rows from the PPPHTX Table will be added.

PPIDXFET

This existing program fetches the PPPIDX row, which is the main index to History.

This program will be modified such that the logic to process the date flag for table PPPHTX will be added.

PPIDXHST

This existing program performs several processes on the PPPIDX row.

This program will be modified such that the logic to process the PPPHTX Table will be added.

PPIDXUPD

This existing program updates the PPPIDX row.

This program will be modified such that the logic to process the date flag for table PPPHTX will be added.

PPIIVR

Currently, this module reports employee’s changed data on the EDB to the nightly IVR Extract File.

This module will be modified to include the Citizenship Status Code, Visa Type Code, Federal Tax – Maximum Withholding Allowances, and State Tax – Maximum Withholding Allowances on the IVR Employee Extract File.

Code is not necessary to capture the Federal Tax – Additional Withholding Amount (EDB 6010), Federal Tax – Additional Withholding amount for Non-resident Aliens (EDB 6301), and State Tax – Additional California Withholding Amount (EDB 6011) on the IVR Deduction File. By adding these new data elements to the table in copymember CPWSXIVR, existing code will include the new tax data on the Deduction File.

PPPAYCHG
This existing program PPPAYCHG sets the appropriate Data Element Change Indicator to a value of ‘1’ when a change in data value associated with the data element has occurred on the PPPAY Table.

The Data Element Change Indicator will be set to a value of ‘1’ for the following data elements when a change in data value has occurred:

- EDB 0338 – W-4 Process Date
- EDB 0339 – DE4 Process Date
- EDB 0340 – Tax Processor ID

**PPPAYFET**

This existing program PPPAYFET retrieves data the values associated with the data element numbers from the PAY-ROW, PAY-ROW-HOLD, and PAY-HOLD1 record structures.

The following data elements will be added to the existing logic:

- EDB 0338 – W-4 Process Date
- EDB 0339 – DE4 Process Date
- EDB 0340 – Tax Processor ID

**PPPAYUPD**

This existing program PPPAYUPD retrieves the data values associated with the element numbers from the Employee Change record (ECF).

The following data elements will be added to the logic that retrieves the data values associated with data element numbers from the ECF record.

- EDB 0338 – W-4 Process Date
- EDB 0339 – DE4 Process Date
- EDB 0340 – Tax Processor ID

**PPPAYUTL**

This existing program PPPAYUTL retrieves the data values from the PPPPAY Table to the record structure named PAY-ROW-DATA. If the retrieval of the record from the PPPPAY Table is successful, each data value from the PAY-ROW-DATA record is moved to the appropriate field in the record structure named PAY-ROW record. If the retrieval of the record from the PPPPAY Table is not successful, each data value is appropriately initialized on the PAY-ROW record.

The following data elements will be added to the existing logic that retrieves the data from the PPPPAY Table.

- EDB 0338 – W-4 Process Date
• EDB 0339 – DE4 Process Date
• EDB 0340 – Tax Processor ID

**PPPAYUTW**

This existing program PPPAYUTW Deletes, Updates, or Inserts the data values to the PPPPAY Table.

The following data elements will be added to the DB2 INSERT statement:

• EDB 0338 – W-4 Process Date
• EDB 0339 – DE4 Process Date
• EDB 0340 – Tax Processor ID

**PPP130**

PPP130 performs EDB Periodic Maintenance

This existing program PPP130 will be modified to determine whether reporting module PPESTRP1 or PPESTRP3 should be called to report those employees on the transaction file whose Employee IDs are not on the EDB.

**PPP742**

This existing program PPP742 is the main Employee Change File processing routine.

Code will be added to process tax-related data from the ECF File.

Prior to finding a matching data element number on the HDE table, the data element number on the ECF record will determine whether the data element number is taken from the data element field or the occurrence key field of the ECF record. If the data element field contains a value of ‘6000’, the data element number will be taken from the occurrence key field of the ECF record.

**PPP743**

This existing program PPP743 is the Initialization and Periodic Maintenance routine.

Code will be added to process table PPPHTX during Initialization only.

**PPP744**

This existing program PPP744 is the main Employee Change File processing routine.

Code will be added to process data elements for the PPPHTX Table.
Prior to finding a matching data element number on the HDE table, the data element number on the ECF record will determine whether the data element number is taken from the data element field or the occurrence key field of the ECF record. If the data element field contains a value of ‘6000’, the data element number will be taken from the occurrence key field of the ECF record.

**PPWETAX**

This existing program is the screen detail processor for the ETAX screen.

This program will be modified such that logic will be added to display the W-4 Process Date, DE4 Process Date, and the Tax Processor ID. It will be noted that these three data elements will not be updateable.

**UCWMMNU**

Currently, UCWMMNU is the on-line program, which processes the On-line Applications Main Menu. A specific positional value is mapped to each function code defined in working storage.

The IHTX function will be placed immediately below the existing function IHHR. An indicator for system unavailability will be shown next to the IHTX entry label when the Subsystem is not available.

---

**UCWWNU0-M1184**

Online Applications       08/28/00 11:08:48
Main Menu               Userid:  PAYUSR1

---- Employee Data Base ----          ++++ PAN Subsystem ++++      
_IEDB  Central Inquiry _PSRV  PAN Services Menu
_IDDB  Departmental Inquiry -- Payroll Time Reporting --
_EEDB  EDB Entry/Update _ETHF  THF Entry/Update
_IDOC  Employee Documents _IDTC  Dept Time Collect
---- Payroll Audit Record ----      _EDAT  Dept Adj Trans
_IPAR  Inquiry                  ---- Abeyance Data Base ----
_IDPR  Departmental Inquiry _SFCL  Special Processes
---- History Data Base          ------ CSER Subsystem ------
_IHDB  Record Inquiry/Update _EFCR  Encumbrance Entries
_IHIS  Personnel History ------ ID Number Subsystem ----
_IHHR  History Documents _IDMN  ID Numbers Main Menu
_IHTX  Tax Withholding _UCSA  Entry/Update

-- Employment Verification --
_IVER  Verification

Next Func:  IHTX ID: 000000001 Name:  SSN:

====>
F:  1-Help
   4-Print
F:  12-Exit
The new function will be added to the online application main menu under the History Data Base application heading. The Abeyance Data Base application heading and Special Processes function title will be moved to the right column, immediately below the Payroll Time Reporting heading.

The following positional values associated with the functions will be changed:

Positional value for Abeyance Data Base heading will be changed from 881 to 762.
Positional value for function SPCL will be changed from 961 to 842.
Positional value for CSER Subsystem application heading will be changed from 842 to 922.
Positional value for function EFCR will be changed from 922 to 1002.
Positional value for application heading will be changed from 1002 to 1082.
Positional value for function IDMN will be changed from 1082 to 1162.
Positional value for System Administration application heading will be changed from 1162 to 1242.
Positional value for function UCSA will be changed from 1242 to 1322.
Positional value for History Data Base application heading will be changed from 1041 to 881.
Positional value for function IHDB will be changed from 1121 to 961.
Positional value for function IHIS will be changed from 1201 to 1041.
Positional value for new function IHTX will be 1201.
New Programs

PPA3HRFH

This new program will be the Head/Footer Application Processor for the function HTX in History Reporting.

PPAPHRFP

Program PPAPHRFP will be developed as the Pre-Edit Application Processor for the existing HR subsystem, similar to the existing Pre-Edit Application Processor program PPAPHDFP for the HD subsystem.

PPEG370

This program will be developed to update the W-4 Process date and/or the DE4 Process Date.

The W-4 Process Date will be updated with the actual current date if the following data element is changed:

- EDB 6010 – Federal Tax - Additional Amount

The DE4 Process Date will be updated with the actual current date if the following data element is changed:

- EDB 6011 – State Tax - Additional California Amount

If EDB Maintenance Process and not Special Daily Process,

The TAX Processor ID will be derived as follows:

The TAX Processor ID will contain the literal ‘PPS’ in the first three positions, followed by the current date in the format of MM/DD/YY in the next 8 positions. The value in the subsequent 8 positions depends on whether the current process is “Batch” or “Online”. If the current process is from “Batch”, the value of “EDBMAINT” will be placed in the subsequent 8 positions. If the current process is from “On-line”, the USER-ID will be placed in the subsequent 8 positions.

PPEI370

This program will be developed to update the W-4 Process date and/or the DE4 Process Date.
The **W-4 Process Date** will be updated with the actual current date if any of the following data elements are changed:

- EDB 0127 - Federal Tax – Marital Status code
- EDB 0128 – Federal Tax – Withholding Allowances
- EDB 6010 – Federal Tax - Additional Amount

The **DE4 Process Date** will be updated with the actual current date if any of the following data elements are changed:

- EDB 0130 - State Tax – Marital Status code
- EDB 0131 – State Tax – Personal Withholding Allowances
- EDB 0132 – State Tax – Itemized deduction Withholding Allowances
- EDB 6011 – State Tax  - Additional California Amount

If EDB Maintenance Process and not Special Daily Process,

The **TAX Processor ID** will be derived as follows:

The TAX Processor ID will contain the literal ‘PPS’ in the first three positions, followed by the current date in the format of MM/DD/YY in the next 8 positions. The value in the subsequent 8 positions depends on whether the current process is “Batch” or “Online”. If the current process is from “Batch”, the value of “EDBMAINT” will be placed in the subsequent 8 positions. If the current process is from “On-line”, the USER-ID will be placed in the subsequent 8 positions.

If Special Daily Process (where the Special Daily Process Indicator in the SCR (System Control) record contains a value of ‘5’),

**The W-4 Form Processed Indicator (EDB 0164) will be set to a value of ‘1’**.

In addition, if Special Daily Process,

Special edits on the withholding allowances will be as follows:

- If the Federal Tax Withholding Allowances (EDB 0128) value on the transaction is greater than the Maximum Federal Withholding Allowances (EDB 0320) on the EDB, the transaction will be rejected and message “Federal Tax Withholding Allowances greater than maximum” will be issued on the “W-4/DE4 Web Transaction Errors” report.

- If the combined value of State Tax Personal Deductions Allowances (EDB 0131) and State Tax Itemized Deductions Allowances (EDB 0132) on the transaction is greater than the Maximum State Withholding Allowances (EDB 0321) on the EDB, the transaction will be rejected and message “CA State Tax Withholding Allowances greater than maximum” will be issued on the “W-4/DE4 Web Transaction Errors” report.
PPESTRP3

This new program will report the rejected tax related transaction data. The program logic will be similar to the existing PPESTRP1 program.

PPO1325A

A one-time program will be developed to convert the IVR Employee History records to the new IVR Employee History record structure. The converted IVR Employee History records will contain the following new fields with its associated default data values:

- EDB 0109 – Citizenship Status Code set to a value of ‘C’
- EDB 0110 – Visa Type Code set to blank
- EDB 0320 – Federal Tax – Maximum Withholding Allowances set to a value of ‘999’
- EDB 0321 – State Tax - Maximum Withholding Allowances set to a value of ‘999’

PPO1325B

A one-time program will be developed to update the record for any employee with a blank Federal Marital Status (EDB 0127) value to an ‘S’, and/or with a blank State Marital Status (EDB 130) value to an ‘S’.

The one-time program will be executable in non-update and update mode. In non-update mode a report will be generated only. In update mode, the report will be generated, the EDB updated appropriately, and an EDB Change File (ECF) record will be written for each changed data element. Another SPEC card parameter will control the update mode: SPACES for non-update, or UPDATE for update mode. An invalid code will cause the program to stop with a return Code of 8.

The one-time will produce a report, in either non-update mode or update mode, that will list in Employee ID order any employees whose Federal Marital and/or State Marital Status is a blank. The one-time program, when the spec card is set to update mode, will update the employee record for those employees whose Federal Marital Status and/or State Marital Status is a blank.

The following are samples of the one-time Specification Record:

*Report produced only when value in Update Mode is blank*

<table>
<thead>
<tr>
<th>PROGRAM ID</th>
<th>UPDATE MODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>14 19</td>
</tr>
</tbody>
</table>

| PPO1325B–SPEC |

*Report and update of EDB when value in Update Mode is “UPDATE”*
A one-time program will be developed to populate the new PPPHTX Table with current data from the EDB via Employee Change File (ECF) records.

Employees on the EDB containing asterisks (‘*’) in the Employee Name (EDB 0105) will not be selected for processing. An ECF record will be produced with the appropriate current tax data for each selected employee on the EDB.

The Employee Change File will be processed via PPP742 to populate the PPPHTX Table.

ECF records will contain the following data elements:

- EDB 0127 Federal Tax – Marital Status Code
- EDB 0128 Federal Tax – Withholding Allowances
- EDB 6010 Federal Tax – Additional Withholding Amount
- EDB 6301 Federal Tax – Additional Withholding Amount for Non-resident Alien
- EDB 0130 State Tax – Marital Status Code
- EDB 0131 State Tax – Withholding Personal Allowances
- EDB 0132 State Tax – Itemized Deduction Withholding Allowances
- EDB 6011 State Tax – Additional California Tax Withholding

**PPHTXFET**

PPHTXFET will be developed as the new fetch module for PPPHTX.

**PPHTXHST**

PPHTXHST will be developed as the new fetch/update driver for PPPHTX.

**PPHTXUPD**

PPHTXUPD will be developed as the new update module for PPPHTX.

**PPP775**

This program will be developed to report employees who claim more than ten withholding allowances or claim exempt status at the end of each reporting month.
The Specification Record will contain the date indicating the end of the reporting month. It is noted
that the reporting cycle spans from the beginning of the reporting month through the end of the
reporting month.

**Run Specification Record Edit:**

If a Run Specification Record does not exist, an error message will be issued and the job will
terminate. If the record exists, the program ID will be edited. If the program ID is invalid, an error
message will be issued, and the job will terminate.

An appropriate valid date must be provided to indicate the end of the reporting month. The date
entered will be edited to ensure that it is a valid date. The reporting date will be passed to the
standard date routine. If the date entered is not valid, an error message will be issued and the job
will terminate.

The following is a sample layout for the Run Specification record:

```
1         2         3         4
1---5----0----5----0----5----0----5----0
PPP775-SPEC013100
```

Columns 1 through 11 (Program ID)
Columns 12 through 17 (format of MMDDYY)

**Initialization:**

The beginning of the reporting month will be derived by taking the date from the specification
record and replacing the day value to a value of ‘01’. The beginning of the next reporting month
will be derived by passing the current date to the standard Date Routine in PPS.

The Monthly W-4/DE4 Reporting Process must be run after the last day of the reporting month in
order to capture all tax related updates that occur within the reporting month. If the reporting
month is prior to the current month, an error message will be issued and the job will terminate.

A header record containing the Location and the Creation Date (date of file created) will
be written to the output W-4 Extract File.

**Input:**

The following DB2 tables will be the inputs to monthly W-4/DE4 reporting:

- PPPPAY Table (Payroll data)
- PPPFAD Table (Foreign Address data)
- PPPDBL Table (Deduction data)

**Process:**
Employee Level Selection Criteria:

- If the employee has a valid Separation Date that is later than the last day of the reporting month, or the employee has a Separation Date of ‘0001-01-01’ (initial date)
  
  (AND)

- If the month in the W-4 Process Date (EDB 0338) is equal to the reporting month
  
  (OR)

  The month in the DE4 Process Date (EDB 0339) is equal to the reporting month,

  The employee will be selected.

W-4 Reporting:

Selected employees must satisfy all the following criteria for W-4 reporting:

- The month in the W-4 Process Date (EDB 0338) is equal to the reporting month
  
  (AND)

- The Federal Tax – Withholding Allowance is greater than ‘10’ or the Federal Tax – Withholding Allowance is equal to a value of ‘998’.

If the employee’s social security number is equal to ‘000000000’, 111111111’, ‘123456789’, or ‘333333333’, or the first three digits of the social security number is greater than ‘728’ or equal to ‘000’,

  The employee will not be reported on the W-4 Extract File. Instead, the employee will be reported on the Invalid Social Security Numbers Report.

Otherwise

For those employees who satisfy the above W-4 Reporting Selection Criteria, the required tax reporting data will be assigned to the W-4 Extract records.

Employee Social Security – Valid Social Security Number

Employee Name – The order of the employee’s name must be first name, followed by middle name, and followed by last name. No periods or commas are allowed in the name field.

Employee Address – The address field will contain all of Address – Line 1 and as much of Address – Line 2 as space permits. No periods or commas are allowed in the address field. Since the EDB street address contains two lines of 30 bytes each, leading blanks are stripped
off, and excess embedded blanks are deleted, and Address – Line 1 and Address – Line 2 are combined as one field, similar to the logic currently in PPTAXW2T.

**Employee City** – If the employee has a foreign address (Foreign address Indicator is not blank), the city and country name will be reported in this field.

**Employee State** – The employee’s State Code will be reported in this field. If the employee has a foreign address (Foreign address Indicator is not blank), the value of ‘XX’ will be reported in this field.

**Employee Zip Code** – The employee’s Zip Code will be reported in this field. If the Zip Code contains only 5 digits, left-justify and zero fill the last 4 digits. If the employee has a foreign address (Foreign address Indicator is not blank), the field will be left blank.

**Federal Marital Status Code** – The employee’s Federal Marital Status Code will be reported in this field. If the Federal Marital Status Code is blank, an “S” will be reported in this field.

**Exempt Status** – If the Federal Tax – Withholding Allowance is equal to ‘998’, the value of ‘E’ will be reported in this field. Otherwise the field will be left blank.

**Federal Tax – Withholding Allowance** – The employee’s Federal Tax – Withholding Allowances will be reported in this field.

**Additional Federal Withholding Amount** – The total of the Additional Federal Tax – Withholding Amount (EDB 6010G) and the Additional Non-resident Alien Tax Amount (EDB 6301G) will be reported in this field.

**DE4 Reporting:**

Selected employees must satisfy all the following criteria for DE4 reporting:

- The DE4 Process Date (EDB 0339) is equal to the reporting month.
- The State Tax – Personal Withholding Allowance plus the State Tax – Itemized Deduction Allowance is greater than ‘10’, or the State Tax – Personal Withholding Allowance is equal to a value of ‘998’

**Selected employees who satisfy the above DE4 Reporting Criteria**

If the State Tax – Personal Withholding Allowance plus the State Tax – Itemized Deduction Allowance is greater than ‘10’ or the State Tax – Personal Withholding Allowance is equal to ‘998’.

If the Federal Tax – Withholding Allowance data has changed within the reporting month, and The Federal Tax – Withholding Allowance is greater than ‘10’ or the Federal Tax – Withholding Allowance is equal to a value of ‘998’.
If the combined State Tax – Personal Deduction is **not equal** to the Federal Tax – Withholding Allowance, or the State Tax – Marital Status Code is **not equal** to the Federal Tax – Marital Status Code,

The employee will be reported on the EDD Reportable Forms Report.

Otherwise

The employee will be reported on the EDD Reportable Forms Report.

**Output:**

The following outputs will be produced:

- W-4 Extract File
- EDD Reportable Forms Report (PPP77501)
- Invalid Social Security Numbers Report (PPP77502)
- Control Totals Report (PPP77503)
- Program Error Messages Report (PPP77504)

**Final Termination:**

A Trailer record will be written containing the Location and total number of W-4 Extract records written to the file.

**PPWIHTX**

Program PPWIHTX will be developed as the new screen detail processor for the function IHTX.

**Processing Details**

When the Employee ID, Employee’s Name, or Social Security Number is entered on the footer portion of the screen, all history tax transactions will be displayed for a particular employee. The sequence of the displayed tax transactions will be displayed with the most recent W-4 Process Date or DE4 Process Date.

If the Federal/State Marital Status Code or Federal/State Withholding Allowances have changed, an asterisk will be displayed to the right of the data to indicate that the data was changed with that entry.

**PPWIHW4**
Program PPWIHW4 will be developed as the new screen detail processor for the function IHW4.

**Processing Details**

When the Employee ID, Employee’s Name, or Social Security Number is entered on the footer portion of the screen, the most recent history tax data record will be displayed for a particular employee.

**PPWITAX**

Program PPWITAX will be developed as the new screen detail processor for the function ITAX.

This EDB Inquiry screen will display the same data as displayed on the existing EDB Entry /Update screen ETAX, including the Tax Processor ID (EDB 0340, DE4 Process date (EDB 0339), and W-4 Process date (0338).
Form

UPAY899 (Monthly W-4/DE4 Reporting)

This form will define the Program Run Specification for program PPP775.

The following is a sample layout for the Run Specification record:

```
  1  2  3  4
1----5----0----5----0----5----0----5----0
PPP775--SPEC013100
```

Columns 1 through 11 (Program ID)
Columns 12 through 17 (format of MMDDYY)
Control Table Updates

System Messages

The following messages will be added to System Messages Table:

CN –370 - "CONSISTENCY EDIT 370 FAILED" with a severity level of ‘7’ (Employee Reject)

GN-37 – “GROSS-TO-NET CONSISTENCY EDIT 370 FAILED” with a severity level of ‘7’ (Employee Reject)

08-395 – “FEDERAL MARITAL STATUS CAN'T BE BLANK - UPDATE WILL BE BLOCKED” with a severity level of ‘4’ (Data Override)

08-396 – “STATE MARITAL STATUS CAN'T BE BLANK - UPDATE WILL BE BLOCKED” with a severity level of ‘4’ (Data Override)

12-395 – “FEDERAL MARITAL STATUS CODE CAN'T BE BLANK - UPDATE BLOCKED” with a severity level of ‘4’ (Data Override)

12-396 – “STATE MARITAL STATUS CODE CAN'T BE BLANK - UPDATE BLOCKED” with a severity level of ‘4’ (Data Override)

13-070 – “FEDERAL TAX WITHHOLDING ALLOWANCES GREATER THAN MAXIMUM” with a severity level of ‘5’ (transaction Reject)

13-071 – “CA STATE TAX WITHHOLDING ALLOWANCES GREATER THAN MAXIMUM” with a severity level of ‘5’ (Transaction Reject)

77-500 - “SPECIFICATION DATA” with a severity level of ‘1’ (Informational)

77-501 – “OPER - SPECIFICATION RECORD MISSING” with a severity level of ‘8’ (See Operations)

77-502 – “OPER - SPECIFICATION ID INVALID - MUST BE PPP775-SPEC” with a severity level of ‘8’ (See Operations)

77-503 – “OPER - SPECIFICATION DATE IS INVALID” with a severity level of ‘8’ (See Operations)

77-50 – “OPER - SPECIFICATION DATE MUST BE LAST DAY OF THE REPORTING MONTH” with a severity level of ‘8’ (See Operations)
77-505 – “OPER - REPORTING CYCLE MUST BE RUN AFTER THE END OF CURRENT MONTH” with a severity level of ‘8’ (See Operations)

77-506 – “OPER - CAMPUS LOCATION RECORD IS MISSING FROM DB2 CONTROL TABLE” with a severity level of ‘8’ (See Operations)

**Gross-to-Net Table (PPPGTN)**

A GTN Trigger value of ‘370’ will be added to the following existing data elements:

- EDB 6010G – Additional Federal Withholding Amount
- EDB 6011G – Additional State Withholding Amount

**Data Element Table (PPPDET)**

The following data elements will be added to the Data Element Table:

- EDB 0338 – W-4 Process Date
- EDB 0339 – DE4 Process Date
- EDB 0340 – Tax Processor ID

A trigger value of ‘370’ associated with Implied Maintenance Edits will be added to the following existing data elements:

- EDB 0127 – Federal Tax – Marital Status Code
- EDB 0128 – Federal Tax - Withholding Allowances
- EDB 0130 – State Tax – Marital Status Code
- EDB 0131 – State Tax – Personal Withholding Allowances
- EDB 0132 – Itemized Deduction Withholding Allowances

A trigger value of ‘370’ associated with Consistency Edits will be added to the following existing data element:

- EDB 0130 – State Tax – Marital Status Code

**Data Elements to Screen Table (PPPDES)**

*Add transactions* will be created for the following data elements associated with the appropriate screen:

- ETAX Screen
Final
January 2, 2001

EDB 0338 (W-4 Process Date)
EDB 0339 (DE4 Process Date)
EDB 0340 (Tax Processor ID)

- ITAX screen

  EDB 0111 – Social Security Number
  EDB 0127 – Federal Tax – Marital Status Code
  EDB 0128 – Federal Tax – Withholding Allowances
  EDB 0130 – State Tax – Marital Status Code
  EDB 0131 – State Tax – State Personal Withholding Allowances
  EDB 0132 – State Tax – State Itemized Deduction Withholding Allowances
  EDB 0170 – Other State Withholding Tax-Calif Residency
  EDB 0186 – State other than California in which an employee currently is earning compensation.
  EDB 0320 – Federal Tax – Maximum Withholding Allowances
  EDB 0321 – State Tax – Maximum Withholding Allowances
  EDB 0416 – Other State Gross Name - 1
  EDB 0417 – Other State Gross Name – 2
  EDB 0418 – Other State Gross Name – 3

  EDB 6010 – Additional Federal Tax Withholding
  EDB 6011 – Additional State Tax Withholding
  EDB 6301 – Additional Federal Tax Withholding for Non-resident Aliens

**Routine Definition Table (PPRPTD)**

The following new module will be added to this table:

<table>
<thead>
<tr>
<th>Routine Nbr</th>
<th>Module</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I370</td>
<td>PPEI370</td>
<td>W-4/DE4 REPORTING – TAX DATA</td>
</tr>
<tr>
<td>G370</td>
<td>PPEG370</td>
<td>W-4/DE4 REPORTING – G BALANCES</td>
</tr>
</tbody>
</table>

**Processing Group Table (PPPPGT)**

*Add transactions* will be created for new module PPEI370.

<table>
<thead>
<tr>
<th>Prog ID</th>
<th>Processing Group</th>
<th>Sequence</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>011</td>
<td>0035</td>
<td>PPEI370</td>
</tr>
<tr>
<td>12</td>
<td>011</td>
<td>0036</td>
<td>PPEG370</td>
</tr>
<tr>
<td>13</td>
<td>105</td>
<td>1400</td>
<td>PPEI370</td>
</tr>
<tr>
<td>13</td>
<td>105</td>
<td>1401</td>
<td>PPEG370</td>
</tr>
</tbody>
</table>
History Data Elements Table (PPPHDE)

The following data element numbers will be added to the History Data Element Table:

- EDB 0338 (W-4 Process Date)
- EDB 0339 (DE4 Process Date)
- EDB 0340 (Tax Processor ID)
- EDB 0127 – Federal Tax – Marital Status Code
- EDB 0128 – Federal Tax – Withholding Allowances
- EDB 0320 – Federal Tax – Maximum Withholding Allowances
- EDB 6010G – Additional Federal Tax Withholding Amount
- EDB 6301G – Additional Non-resident Alien Tax Amount
- EDB 0130 – State Tax – Marital Status Code
- EDB 0131 – State Tax - State Personal Withholding Allowances
- EDB 0132 – State Tax - State Itemized Deduction Withholding Allowances
- EDB 0321 – State Tax - Maximum Withholding Allowances
- EDB 6011G – Additional California Tax Amount
Process Control Database Updates (Router Tables)

Note that the tables described below must be updated in the following order due to referential integrity.

UC0CFN Table

This table contains an entry for each valid function, which points to the main program processor, maps used, and the description used on menus containing the function.

- This table will be updated with the new IHTX function, pointing to the new PPWIHTX program as the screen detail processor, the existing PPIHTX0 map as the main detail map, and using the existing PPHRHD0 as the header map and a new PPHRFT3 as the footer map.

  The description for function IHTX will be W-4/DE4 Selection Menu. This description will be used on the second line (Screen Name) of the Header screen for function IHTX. The function IHTX will be added to the existing Subsystem ID value of ‘HR’.

- This table will be updated with the new ITAX function, pointing to the new PPWITAX program as the screen detail processor, the PPITAX0 map as the main detail map, and using the existing PPEIHD0 as the header map and existing PPEIIF0 as the footer map.

  The description for function ITAX will be W-4/DE4 Tax Withholding. This description will be used on the Central and Departmental Menu screen of the function ITAX. The function ITAX will be added to the existing Subsystem ID value of ‘EI’.

UC0PGM Table

This table contains an entry for each application processor used within a particular subsystem.

Function ‘HTX’ will be added to existing Subsystem ID ‘HR’. New Header/Footer Application program PPA3HRFH will be added to the existing Program Logical Program ID ‘FORMAT-HD-FT’ for function ‘HTX’.

New Program Logical Program-ID of FUC-PRE-EDT and Program Call Name of PPAPHRFP will be added to existing Subsystem ID ‘HD’.

UC0MNU Table

This table contains Function Code for the Function Menu screen.
This table will be updated with the new function of ‘ITAX’ in Subsystem ID ‘EI’ for both central and departmental screens.
CICS Help Texts

Screen Level Help Text

**EDBHITAX**

Screen level helptext will be issued for the ITAX screen.

The proposed text is:

**Title:** W-4/DE4 Tax Withholding

**Function:** ITAX enables the user to view the employee’s tax withholding data.

**Nature of information:** ITAX may be viewed in sections: Federal, State, and Additional Withholding. The Federal and State sections address marital status, personal allowances, and maximum withholding; the State section also identifies itemized deduction withholding allowances. Additional withholding, both federal and state, and earned income credit are displayed as well as Tax Processor ID, W-4 Process Date, and DE4 Process Date.

**HDBHIHTX**

Screen level helptext will be issued for the IHTX screen.

The proposed text is:

**Function:** IHTX provided a means of selecting the options for tax withholding history. The selection is made by entering “S” on the line provided next to each entry as stored in the HDB.

**Nature of information:** IHTX displays two lines: Federal and State. The Federal and State lines include process date, marital status, withholding allowances, and additional tax withholding amounts. The Federal line displays the Tax Processor ID. The State line identifies itemized deduction withholding allowances.

**HDBHIHW4**

Screen level helptext will be issued for the IHW4 screen.

The proposed text is:
**Function:** IHW4 is displayed when the user requests the IHW4 function. IHW4 enables the user to view general historical tax data for an employee, one historical entry per screen. The IHW4 function allows the user to both view and enter a value in the "Incorrect Flag" field. The user can view historical records for a specific entry date by entering that date in the field labeled 'Date:' in the footer. If the user leaves the 'Date:' field blank, the record with the most recent date will be displayed first.

The user can avoid viewing records flagged as incorrect by entering "N" in the field labeled "View Incorrect Records?". A "Y" entered in the field will retrieve both correct and incorrect records.

The user can update the "Incorrect Flag" field to change the designation from "correct" to incorrect" by entering an "X" in the "Incorrect Flag" field. If the field is set to "X", the user may change the designation from "incorrect" to "correct" by entering an "*" in the Incorrect Flag field, which will reset the field to blank.

**Nature of Information:** IHW4 displays tax information for the employee.

There are no highly abbreviated or group fields on IHW4.

**Field Level Help Text**

**EDB 0338**

W-4 Process Date - The proposed text is:

**Description:** The date of the most recent update to one or more of the following data elements:

EDB 0127 – Federal Tax – Marital Status Code  
EDB 0128 – Federal Tax – Withholding Allowances  
EDB 6010G – Federal Tax – Additional Amount

**Format:** MM/DD/YY – Inquiry Only

**Code** Interpretation: N/A

**EDB 0339**

DE4 Process Date - The proposed text is:

**Description:** The date of the most recent update to one or more of the following data elements:

EDB 0130 – State Tax – Marital Status Code  
EDB 0131 – State Tax – Withholding Allowances  
EDB 0132 – State Tax – Itemized Deduction Withholding Allowances  
EDB 6011G – Additional California Tax
**Format:** MM/DD/YY – Inquiry Only

**Code** Interpretation: N/A

**EDB 0340**

Tax Processor ID - The proposed text is:

**Description:** The User ID and update date or the Confirmation Number that is generated by the UC For Yourself web application. The Tax Processor ID is used as the “signature authorization” for identification and reporting purposes.

**Format:** N/A

**Code** Interpretation: N/A
Security Considerations

Security for the ITAX, IHTX, and IHW4 Screens can be implemented via the RACF.
RDO (Resource Definition On-line)

Batch RDO transactions will be created to update the on-line CSD for the following objects:

**Programs**
- PPA3HRFH
- PPAPHRFP
- PPWITAX
- PPWIHTX
- PPWIHW4
- PPEI370
- PPEG370

**Maps**
- PPHRFT3
- PPITAX0
- PPIHTX0
- PPIHW40
JCL Changes

**PPP130**

The DD Name of *PPESTRP3* will be added for the output report associated with the “W-4/DE4 Web Transaction Errors” report.

**PPHIVR**

- Output IVR Extract Employee File

  The record length coded on the DD name of *EMPUPD* should be changed as follows.

    \[ \text{LRECL} = 891 \]

- Output IVR History Employee File

  The record length coded on the DD name of *EMPHNEW* should be changed as follows.

    \[ \text{LRECL} = 937 \]

**DB2 Load/Unload Utility JCL**

The DB2 Utility JCL for the LOAD/UNLOAD of the HDB Data Base will be changed. The dataset associated with the new PPPHTX Table will be added to the JCL. Sample DB2 Utility LOAD/Unload JCL is in the JCL library.
## Attachments

1. W-4 Process Date Data Element 53  
2. DE4 Process Date Data Element 54  
3. Tax Processor ID Data Element 55  
4. Federal Tax Allowances Data Element 56  
5. State Personal Tax Allowances Data Element 57  
7. Sample Report – EDD Reportable Forms 61  
8. Output Data File – IRS Records 62  
9. File Layout for IVR/Web Extract File 64  
10. Screen Layouts 69
System Number: EDB0338

User Access Name: 0338-8

Programming Name: W4_PROCESS_DATE IN PPPPAY

Revision Date: 09/20/00

Comments

Source(s): PPP120, PPP130
Use(s): Reporting
Location(s):

Name: W-4 PROCESS DATE

Type: NUMERIC

Length: 6

Format

MM/DD/YY – Inquiry only

General Description

The date of the most recent update to one or more of the following data elements:

EDB 0127 Federal Tax-Marital Status Code
EDB 0128 Federal Tax-Withholding Allowances
EDB 6010G Federal Tax-Additional Amount
System Number: EDB0339

User Access Name: 0339-9

Programming Name: DE4_PROCESS_DATE IN PPPPAY

Revision Date: 09/20/00

Comments

Source(s): PPP120, PPP130
Use(s): Reporting
Location(s):

Name: DE4 PROCESS DATE

Type: NUMERIC

Length: 6

Format

MM/DD/YY – Inquiry Only

General Description

The date of the most recent update to one or more of the following data elements:

- EDB 0130 State Tax-Marital Status Code
- EDB 0131 State Tax-Personal Withholding Allowances
- EDB 0132 State Tax-Itemized Deduction Withholding Allowances
- EDB6011G Additional California Tax

Code Interpretation

N/A
System Number: EDB0340

User Access Name: 0340-7

Programming Name: TAX_PROCESSOR_ID IN PPPPAY

Revision Date: 09/20/00

Comments

Source(s): PPP120, PPP130
Use(s): Reporting
Location(s):

Name: TAX PROCESSOR ID

Type: ALPHANUMERIC

Length: 25

Format

General Description

The User ID and update date or the Confirmation Number that is generated by the UC For Yourself web application. The Tax Processor ID is used as the "signature authorization" for identification and reporting purposes.

Code Interpretation

N/A
System Number: EDB0128

User Access Name: 0128-5

Programming Name: FEDTAX_EXEMPT IN PPPPAY

Revision Date: 11/20/00

Comments

Source(s): 
Use(s): 
Location(s): PAR 2070 – Federal Tax – Personal Withholding Allowance – PAR  
BCS 3019 – Federal Tax Withholding Allowance

Name: FEDERAL TAX – PERSONAL WITHHOLDING ALLOWANCES - EDB

Type: NUMERIC

Length: 3

Format: 

N/A

General Description

The number of personal withholding allowances claimed by an individual.

Code Interpretation

000 – 150 - Number of allowances
998 - No liability
999 - Income is not subject to federal tax

NOTE – If not entered, default is ‘000’
System Number: EDB0131

User Access Name: 0131-5

Programming Name: STATE_TAX_PERDED IN PPPPAY

Revision Date: 11/20/00

Comments

Source(s): 
Use(s): PAR 2090 – State Tax – Personal Withholding Allowances – PAR
BCS 3021 – State Tax Withholding Allowance Code

Location(s): 

Name: STATE TAX – PERSONAL WITHHOLDING ALLOWANCES - EDB

Type: NUMERIC

Length: 3

Format:
N/A

General Description

The number of personal withholding allowances claimed by an individual.

Code Interpretation

000 – 150 - Number of allowances
997 - Non-Resident, income not subject to California taxes
998 – Resident, no liability

NOTE – If not entered, default is ‘000’
INVALID SOCIAL SECURITY NUMBERS REPORT
DATA NOT SENT TO IRS

W-4 DATA:

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>ID NO.</th>
<th>SOCIAL SECURITY NUMBER</th>
<th>MARITAL STATUS</th>
<th>WITHHOLDING ALLOWANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLOOMER, PAULA</td>
<td>777000029</td>
<td>777555029</td>
<td>S</td>
<td>0150</td>
</tr>
<tr>
<td>ISLES, CLAIRE D.</td>
<td>000050031</td>
<td>111111111</td>
<td>S</td>
<td>011</td>
</tr>
<tr>
<td>WALKER, TIMOTHY</td>
<td>777000024</td>
<td>777555024</td>
<td>S</td>
<td>015</td>
</tr>
</tbody>
</table>

Total NUMBER OF INVALID SOCIAL SECURITY NUMBERS: 3
<table>
<thead>
<tr>
<th>EMPLOYEE ID.</th>
<th>SSN</th>
<th>NAME</th>
<th>HOME DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000002</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13-055</td>
<td></td>
<td>SEVERITY: 5-TRAN REJECT</td>
<td>EMPLOYEE ID NOT ON EDB, ALL WEB AND IVR ACTIVITY REJECTED</td>
</tr>
<tr>
<td>FEDERAL MARITAL STATUS: M</td>
<td></td>
<td>STATE MARITAL STATUS: M</td>
<td></td>
</tr>
<tr>
<td>FEDERAL PERSONAL ALLOWANCES: 002</td>
<td></td>
<td>STATE REGULAR WITHHOLDING ALLOWANCES: 002</td>
<td></td>
</tr>
<tr>
<td>777000021</td>
<td>777555022</td>
<td>JOHNSON, PAUL CHRISTOPHER</td>
<td>804918 CHANCELLORS OFFICE</td>
</tr>
<tr>
<td>13-070</td>
<td></td>
<td>SEVERITY: 5-TRAN REJECT</td>
<td>FEDERAL TAX WITHHOLDING ALLOWANCES GREATER THAN MAXIMUM</td>
</tr>
<tr>
<td>FEDERAL MARITAL STATUS: M</td>
<td></td>
<td>STATE MARITAL STATUS: M</td>
<td></td>
</tr>
<tr>
<td>FEDERAL PERSONAL ALLOWANCES: 012</td>
<td></td>
<td>STATE REGULAR WITHHOLDING ALLOWANCES: 002</td>
<td></td>
</tr>
</tbody>
</table>
### Standard Report

**UNIVERSITY OF CALIFORNIA**

**EDD Reportable Forms**

### DE4 Hardcopy Forms To Be Sent To EDD

**Reporting Period:** April 2000

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>ID No / SSN</th>
<th>Pers</th>
<th>W-4 Data:</th>
<th>DE4 Data:</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mar</td>
<td>With Stat</td>
<td>W-4 Process Date</td>
<td>Mar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>With Allow Amnt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMITH, SAM</td>
<td>777566541 / 555671212</td>
<td>S</td>
<td>014</td>
<td>041300</td>
<td>S</td>
</tr>
<tr>
<td>YANCY, YULE</td>
<td>239802878 / 339521887</td>
<td>M</td>
<td>022</td>
<td>040200</td>
<td>H</td>
</tr>
</tbody>
</table>

**Total:** # employee records
## File Layout for W-4 Extract File

### W-4 Extract Record

<table>
<thead>
<tr>
<th>Data Element Name</th>
<th>Positions</th>
<th>Length/Format</th>
<th>EDB#</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Tax Identification Number (TIN) Social Security Number</td>
<td>01</td>
<td>09</td>
<td>0111</td>
<td>9-digit EIN assigned to the employer. No hyphens or alpha characters</td>
</tr>
<tr>
<td>Employee Name – Line 1</td>
<td>10 – 44</td>
<td>35</td>
<td>0105</td>
<td>First name. Middle name (if present), and surname. (Use initials for the first and middle names where necessary to insure entire employee surname fits in the field). Commas and periods are not allowed</td>
</tr>
<tr>
<td>Employee Name – Line 2</td>
<td>45 – 79</td>
<td>35</td>
<td></td>
<td>Optional – Same rules apply</td>
</tr>
<tr>
<td>Employee Address</td>
<td>80 – 114</td>
<td>35</td>
<td>0204, 0205</td>
<td>Include all of Address – Line 1 (EDB 0204) and as much of Address – Line 2 (EDB 0205) as space permits.</td>
</tr>
<tr>
<td>Employee City</td>
<td>115 – 139</td>
<td>25</td>
<td>0206</td>
<td>If a Foreign Address, enter the City and country name in this field.</td>
</tr>
<tr>
<td>Employee State</td>
<td>140 – 141</td>
<td>02</td>
<td>207</td>
<td>If Foreign Address, enter ‘XX’ in this field.</td>
</tr>
<tr>
<td>Employee Zip Code</td>
<td>142 – 150</td>
<td>09</td>
<td>0208</td>
<td>If only five digits, left-justify and zero fill.</td>
</tr>
<tr>
<td>Federal Marital Status</td>
<td>151</td>
<td>01</td>
<td>0127</td>
<td>If Federal Marital Status is blank, value of ‘S’ should be assigned to this field.</td>
</tr>
<tr>
<td>Exempt Status</td>
<td>152</td>
<td>01</td>
<td></td>
<td>If Federal Tax Withholding Allowances (EDB 0128) is ‘998’, the letter ‘E’ should be assigned to this field.</td>
</tr>
<tr>
<td>Blank</td>
<td>153</td>
<td>01</td>
<td></td>
<td>Leave Blank</td>
</tr>
<tr>
<td>Federal Tax – Withholding Allowances</td>
<td>154 – 156</td>
<td>07</td>
<td>0128</td>
<td></td>
</tr>
<tr>
<td>Blank</td>
<td>164 – 169</td>
<td>06</td>
<td></td>
<td>Leave Blank</td>
</tr>
<tr>
<td>Employer Identification Number</td>
<td>170 – 178</td>
<td>09</td>
<td></td>
<td>Value taken from copymember CPWSXTRC</td>
</tr>
<tr>
<td>Employer Name – Line 1</td>
<td>179 – 213</td>
<td>35</td>
<td></td>
<td>Value taken from copymember CPWSXTRC</td>
</tr>
<tr>
<td>Employer Name – Line 2</td>
<td>214 – 247</td>
<td>34</td>
<td></td>
<td>Value taken from copymember CPWSXTRC</td>
</tr>
<tr>
<td>Employer Street Address</td>
<td>248 – 282</td>
<td>35</td>
<td></td>
<td>Value taken from copymember CPWSXTRC</td>
</tr>
<tr>
<td>Employer City</td>
<td>283 – 307</td>
<td>25</td>
<td></td>
<td>Value taken from copymember CPWSXTRC</td>
</tr>
<tr>
<td>Employer State</td>
<td>308 – 309</td>
<td>02</td>
<td></td>
<td>Value taken from copymember CPWSXTRC</td>
</tr>
<tr>
<td>Data Element Name</td>
<td>Positions</td>
<td>Length/Format</td>
<td>EDB#</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------</td>
<td>---------------</td>
<td>-------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Employer Zip Code</td>
<td>310 – 318</td>
<td>09</td>
<td></td>
<td>Value taken from copymember CPWSXTRC. If only five digits, left-justify and zero fill.</td>
</tr>
<tr>
<td>Transmitter Control Code</td>
<td>319 – 323</td>
<td>05</td>
<td></td>
<td>Value taken from copymember CPWSXTRC. 5-character Transmitter Control Code (TCC) assigned by IRS/MCC</td>
</tr>
<tr>
<td>W-4 Process Date</td>
<td>324 – 331</td>
<td>08</td>
<td>0338</td>
<td>Format of YYYYMMDD</td>
</tr>
<tr>
<td>Blank</td>
<td>332 – 348</td>
<td>17</td>
<td></td>
<td>Leave Blank</td>
</tr>
<tr>
<td>Blank</td>
<td>349 - 350</td>
<td>02</td>
<td></td>
<td>Leave Blank</td>
</tr>
</tbody>
</table>
### File Layout for IVR/Web Extract File

**New data elements are shaded**

#### IVR Extract Employee record

<table>
<thead>
<tr>
<th>Data Element Name</th>
<th>Position</th>
<th>Length/ Format/</th>
<th>EDB#</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Change/Delete</td>
<td>01</td>
<td>01</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>IVR Employee Record Update Date</td>
<td>02</td>
<td>10 mm/dd/yyyy</td>
<td>n/a</td>
<td>Update Date is set to the current date when PPS program PPIIVR detects that a change has been made to any field in the IVR employee record.</td>
</tr>
<tr>
<td>Location Code</td>
<td>12</td>
<td>02</td>
<td>n/a</td>
<td>A unique code assigned to each campus, lab, Hastings, and ASUCLA.</td>
</tr>
<tr>
<td>Employee SSN</td>
<td>14</td>
<td>09</td>
<td>0111</td>
<td></td>
</tr>
<tr>
<td>Employee ID#</td>
<td>23</td>
<td>09</td>
<td></td>
<td>EDB record key</td>
</tr>
<tr>
<td>Employee Name</td>
<td>32</td>
<td>26</td>
<td>0105</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>58</td>
<td>10 mm/dd/yyyy</td>
<td>0107</td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td>68</td>
<td>01</td>
<td>0108</td>
<td></td>
</tr>
<tr>
<td>Hire Date</td>
<td>69</td>
<td>10 mm/dd/yyyy</td>
<td>0113</td>
<td></td>
</tr>
<tr>
<td>Home Department Code</td>
<td>79</td>
<td>06</td>
<td>0114</td>
<td></td>
</tr>
<tr>
<td>Leave Begin Date</td>
<td>85</td>
<td>10 mm/dd/yyyy</td>
<td>0137</td>
<td></td>
</tr>
<tr>
<td>Leave Return Date</td>
<td>95</td>
<td>10 mm/dd/yyyy</td>
<td>0138</td>
<td></td>
</tr>
<tr>
<td>Leave Type Code</td>
<td>105</td>
<td>02</td>
<td>0139</td>
<td></td>
</tr>
<tr>
<td>Separation Date</td>
<td>107</td>
<td>10 mm/dd/yyyy</td>
<td>0140</td>
<td></td>
</tr>
<tr>
<td>Employment Status Code</td>
<td>117</td>
<td>01</td>
<td>0144</td>
<td></td>
</tr>
<tr>
<td>Primary Title Code</td>
<td>118</td>
<td>04</td>
<td>0460</td>
<td></td>
</tr>
<tr>
<td>Personnel Program Code for Primary Title</td>
<td>122</td>
<td>01</td>
<td>n/a</td>
<td>The Personnel Program Code for the Primary Title Code is looked up on the PPS TCT (Title Code Table).</td>
</tr>
<tr>
<td>FICA Eligibility Code</td>
<td>123</td>
<td>01</td>
<td>0120</td>
<td></td>
</tr>
<tr>
<td>Prior Year FWT Gross</td>
<td>124</td>
<td>10 9(07),99</td>
<td>0481</td>
<td></td>
</tr>
<tr>
<td>Address-Line 1</td>
<td>134</td>
<td>30</td>
<td>0204</td>
<td></td>
</tr>
<tr>
<td>Address-Line 2</td>
<td>164</td>
<td>30</td>
<td>0205</td>
<td></td>
</tr>
<tr>
<td>Data Element Name</td>
<td>Position</td>
<td>Length/Format</td>
<td>EDB#</td>
<td>Comments</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------</td>
<td>---------------</td>
<td>------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Address-City</td>
<td>194</td>
<td>30</td>
<td>0206</td>
<td></td>
</tr>
<tr>
<td>Address-State</td>
<td>224</td>
<td>02</td>
<td>0207</td>
<td></td>
</tr>
<tr>
<td>Address-Zip</td>
<td>226</td>
<td>05</td>
<td>0208</td>
<td></td>
</tr>
<tr>
<td>Retirement System Code</td>
<td>231</td>
<td>01</td>
<td>0122</td>
<td></td>
</tr>
<tr>
<td>UC Paid Disability Code</td>
<td>232</td>
<td>01</td>
<td>0123</td>
<td></td>
</tr>
<tr>
<td>DCP Plan Code</td>
<td>233</td>
<td>01</td>
<td>0129</td>
<td></td>
</tr>
<tr>
<td>Age on Jan 1</td>
<td>234</td>
<td>02</td>
<td>0254</td>
<td></td>
</tr>
<tr>
<td>403b Change Date</td>
<td>236</td>
<td>10</td>
<td>0279</td>
<td></td>
</tr>
<tr>
<td>TIP Code (Insurance Reduction Code)</td>
<td>246</td>
<td>01</td>
<td>0299</td>
<td></td>
</tr>
<tr>
<td>EPD Waiting Period</td>
<td>247</td>
<td>03</td>
<td>0231</td>
<td></td>
</tr>
<tr>
<td>EPD Salary Base</td>
<td>250</td>
<td>08</td>
<td>9(05).99</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0232</td>
<td></td>
</tr>
<tr>
<td>EPD CED</td>
<td>258</td>
<td>10</td>
<td>mm/dd/yyyy</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0233</td>
<td></td>
</tr>
<tr>
<td>EPD - employee cost</td>
<td>268</td>
<td>06</td>
<td>9(05).99</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The employee premium for Employee Paid Disability is looked up on the PPS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Benefits Rates Table.</td>
</tr>
<tr>
<td>Dental Plan Code</td>
<td>274</td>
<td>02</td>
<td>0272</td>
<td></td>
</tr>
<tr>
<td>Dental Plan Coverage Code</td>
<td>276</td>
<td>03</td>
<td>0273</td>
<td></td>
</tr>
<tr>
<td>Dental Plan CED</td>
<td>279</td>
<td>10</td>
<td>mm/dd/yyyy</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0274</td>
<td></td>
</tr>
<tr>
<td>Dental – UC contribution</td>
<td>289</td>
<td>08</td>
<td>9(05).99</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The UC-paid portion of the dental premium is calculated using data from</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>the Benefits Rates Table.</td>
</tr>
<tr>
<td>Dental - employee cost</td>
<td>297</td>
<td>08</td>
<td>9(05).99</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The employee-paid portion of the dental premium is calculated using data</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>from the Benefits Rates Table.</td>
</tr>
<tr>
<td>Life Ins Salary Base</td>
<td>305</td>
<td>06</td>
<td>0275</td>
<td></td>
</tr>
<tr>
<td>Life Ins Plan Code</td>
<td>311</td>
<td>01</td>
<td>0276</td>
<td></td>
</tr>
<tr>
<td>Life Ins CED</td>
<td>312</td>
<td>10</td>
<td>0277</td>
<td></td>
</tr>
<tr>
<td>Life Ins Amount</td>
<td>322</td>
<td>07</td>
<td>n/a</td>
<td>The amount of Life Insurance is calculated, or looked up on the Benefits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rates Table.</td>
</tr>
<tr>
<td>Life Ins Premium</td>
<td>329</td>
<td>08</td>
<td>9(05).99</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The life insurance premium is looked up on the Benefits Rates Table.</td>
</tr>
<tr>
<td>Dep Life Ins Plan Code</td>
<td>337</td>
<td>01</td>
<td>0278</td>
<td></td>
</tr>
<tr>
<td>Dep Life CED</td>
<td>338</td>
<td>10</td>
<td>mm/dd/yyyy</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0188</td>
<td></td>
</tr>
<tr>
<td>Dep Life Premium</td>
<td>348</td>
<td>08</td>
<td>9(05).99</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The dependent life insurance premium is looked up on the Benefits Rates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Table.</td>
</tr>
<tr>
<td>Accidental Death and Dismemberment Principal Sum</td>
<td>356</td>
<td>06</td>
<td>0280</td>
<td></td>
</tr>
<tr>
<td>Accidental Death and Dismemberment Coverage Code</td>
<td>362</td>
<td>01</td>
<td>0281</td>
<td></td>
</tr>
<tr>
<td>Accidental Death and</td>
<td>363</td>
<td>10</td>
<td>0282</td>
<td></td>
</tr>
<tr>
<td>Data Element Name</td>
<td>Position</td>
<td>Length/Format</td>
<td>EDB#</td>
<td>Comments</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----------</td>
<td>---------------</td>
<td>------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dismemberment CED</td>
<td>mm/dd/yyyy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accidental Death and Dismemberment Premium</td>
<td>373</td>
<td>08 9(05).99</td>
<td>n/a</td>
<td>The AD&amp;D premium is looked up on the Benefits Rates Table.</td>
</tr>
<tr>
<td>Medical Plan Code</td>
<td>381</td>
<td>02</td>
<td>0292</td>
<td></td>
</tr>
<tr>
<td>Medical Plan Coverage Code</td>
<td>383</td>
<td>03</td>
<td>0293</td>
<td></td>
</tr>
<tr>
<td>Medical Plan PCED</td>
<td>386</td>
<td>10 mm/dd/yyyy</td>
<td>0294</td>
<td></td>
</tr>
<tr>
<td>Medical - UC contribution</td>
<td>396</td>
<td>08 9(05).99</td>
<td>n/a</td>
<td>The UC-paid portion of the medical premium is calculated using data from the Benefits Rates Table.</td>
</tr>
<tr>
<td>Medical - Employee cost</td>
<td>404</td>
<td>08 9(05).99</td>
<td>n/a</td>
<td>The employee-paid portion of the medical premium is calculated using data from the Benefits Rates Table.</td>
</tr>
<tr>
<td>UC Paid Life Insurance</td>
<td>412</td>
<td>06</td>
<td>0330</td>
<td></td>
</tr>
<tr>
<td>UC Paid Life Insurance CED</td>
<td>418</td>
<td>10 mm/dd/yyyy</td>
<td>0451</td>
<td></td>
</tr>
<tr>
<td>Vision Plan Code</td>
<td>428</td>
<td>02</td>
<td>0347</td>
<td></td>
</tr>
<tr>
<td>Vision Plan Coverage Code</td>
<td>430</td>
<td>03</td>
<td>0348</td>
<td></td>
</tr>
<tr>
<td>Vision PCED</td>
<td>433</td>
<td>10 mm/dd/yyyy</td>
<td>0349</td>
<td></td>
</tr>
<tr>
<td>Vision - UC contribution</td>
<td>443</td>
<td>08 9(05).99</td>
<td>n/a</td>
<td>The UC-paid portion of the vision premium is calculated using data from the Benefits Rates Table.</td>
</tr>
<tr>
<td>Vision - employee cost</td>
<td>451</td>
<td>08 9(05).99</td>
<td>n/a</td>
<td>The employee-paid portion of the vision premium is calculated using data from the Benefits Rates Table.</td>
</tr>
<tr>
<td>Legal Plan Code</td>
<td>459</td>
<td>02</td>
<td>0353</td>
<td></td>
</tr>
<tr>
<td>Legal Plan Coverage Code</td>
<td>461</td>
<td>03</td>
<td>0354</td>
<td></td>
</tr>
<tr>
<td>Legal Plan PCED</td>
<td>464</td>
<td>10 mm/dd/yyyy</td>
<td>0355</td>
<td></td>
</tr>
<tr>
<td>Legal - UC contribution</td>
<td>474</td>
<td>08 9(05).99</td>
<td>n/a</td>
<td>The UC-paid portion of the legal premium is calculated using data from the Benefits Rates Table.</td>
</tr>
<tr>
<td>Legal - Employee cost</td>
<td>482</td>
<td>08 9(05).99</td>
<td>n/a</td>
<td>The employee-paid portion of the legal premium is calculated using data from the Benefits Rates Table.</td>
</tr>
<tr>
<td>Executive Life Indicator</td>
<td>490</td>
<td>01</td>
<td>0356</td>
<td></td>
</tr>
<tr>
<td>Executive Life Sal Base</td>
<td>491</td>
<td>06</td>
<td>0357</td>
<td></td>
</tr>
<tr>
<td>Executive Life CED</td>
<td>497</td>
<td>10 mm/dd/yyyy</td>
<td>0452</td>
<td></td>
</tr>
<tr>
<td>Medical Opt Out Code</td>
<td>507</td>
<td>01</td>
<td>0377</td>
<td></td>
</tr>
<tr>
<td>Dental Opt Out Code</td>
<td>508</td>
<td>01</td>
<td>0378</td>
<td></td>
</tr>
<tr>
<td>Vision Opt Out Code</td>
<td>509</td>
<td>01</td>
<td>0379</td>
<td></td>
</tr>
<tr>
<td>Deduction Pay Schedule Code</td>
<td>510</td>
<td>02</td>
<td>0152</td>
<td></td>
</tr>
<tr>
<td>BELI Code-Assigned</td>
<td>512</td>
<td>01</td>
<td>0360</td>
<td></td>
</tr>
<tr>
<td>BELI Code-Derived</td>
<td>513</td>
<td>01</td>
<td>0375</td>
<td></td>
</tr>
<tr>
<td>BELI Effective Date</td>
<td>514</td>
<td>10 mm/dd/yyyy</td>
<td>0341</td>
<td></td>
</tr>
<tr>
<td>US Savings Bond 1</td>
<td>524</td>
<td>04</td>
<td>1103</td>
<td></td>
</tr>
<tr>
<td>Data Element Name</td>
<td>Position</td>
<td>Length/Format</td>
<td>EDB#</td>
<td>Comments</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>----------</td>
<td>---------------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>Denomination Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Savings Bond 2 Denomination Code</td>
<td>528</td>
<td>04</td>
<td>1203</td>
<td></td>
</tr>
<tr>
<td>US Savings Bond 3 Denomination Code</td>
<td>532</td>
<td>04</td>
<td>1303</td>
<td></td>
</tr>
<tr>
<td>US Savings Bond 4 Denomination Code</td>
<td>536</td>
<td>04</td>
<td>1404</td>
<td></td>
</tr>
<tr>
<td>-403(b) Maximum Annual Contribution (MAC)</td>
<td>540</td>
<td>09 -9(05).99</td>
<td>6008U</td>
<td></td>
</tr>
<tr>
<td>Medical Plan ECED</td>
<td>549</td>
<td>10 mm/dd/yyyy</td>
<td>0454</td>
<td></td>
</tr>
<tr>
<td>Dental Plan ECED</td>
<td>559</td>
<td>10 mm/dd/yyyy</td>
<td>0455</td>
<td></td>
</tr>
<tr>
<td>Vision Plan ECED</td>
<td>569</td>
<td>10 mm/dd/yyyy</td>
<td>0456</td>
<td></td>
</tr>
<tr>
<td>Legal Plan ECED</td>
<td>579</td>
<td>10 mm/dd/yyyy</td>
<td>0457</td>
<td></td>
</tr>
<tr>
<td>Employee Unit Code</td>
<td>589</td>
<td>02</td>
<td>0255</td>
<td></td>
</tr>
<tr>
<td>Employee Relations Code</td>
<td>591</td>
<td>01</td>
<td>0160</td>
<td></td>
</tr>
<tr>
<td>Employee Representation Code</td>
<td>592</td>
<td>01</td>
<td>0295</td>
<td></td>
</tr>
<tr>
<td>Employee Special Handling Code</td>
<td>593</td>
<td>01</td>
<td>0256</td>
<td></td>
</tr>
<tr>
<td>Employee Distribution Unit Code</td>
<td>594</td>
<td>01</td>
<td>0257</td>
<td></td>
</tr>
<tr>
<td>PIN Authorization Signature Date</td>
<td>595</td>
<td>10 mm/dd/yyyy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period of Initial Eligibility End Date</td>
<td>605</td>
<td>10 mm/dd/yyyy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Deposit Indicator</td>
<td>615</td>
<td>01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separation Reason Code</td>
<td>616</td>
<td>02</td>
<td>0141</td>
<td></td>
</tr>
<tr>
<td>Federal Tax Marital Status Code</td>
<td>618</td>
<td>01</td>
<td>0127</td>
<td></td>
</tr>
<tr>
<td>Federal Tax Withholding Allowances</td>
<td>619</td>
<td>03</td>
<td>0128</td>
<td></td>
</tr>
<tr>
<td>State Tax Marital Status Code</td>
<td>622</td>
<td>01</td>
<td>0130</td>
<td></td>
</tr>
<tr>
<td>State Tax Personal Tax Withholding Allowances</td>
<td>623</td>
<td>03</td>
<td>0131</td>
<td></td>
</tr>
<tr>
<td>State Tax Itemized Deductions Withholding Allowances</td>
<td>626</td>
<td>03</td>
<td>0132</td>
<td></td>
</tr>
<tr>
<td>Surepay Bank Account Number</td>
<td>629</td>
<td>17</td>
<td>225</td>
<td></td>
</tr>
<tr>
<td>Surepay Checking/Savings</td>
<td>646</td>
<td>1</td>
<td>226</td>
<td></td>
</tr>
<tr>
<td>Bank Name</td>
<td>647</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Transit Routing Number</td>
<td>682</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anticipated Retirement Date</td>
<td>691</td>
<td>10 mm/dd/yy</td>
<td>0765</td>
<td></td>
</tr>
<tr>
<td>Data Element Name</td>
<td>Position</td>
<td>Length/Format</td>
<td>EDB#</td>
<td>Comments</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>----------</td>
<td>---------------</td>
<td>------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Foreign Address Code</td>
<td>701</td>
<td>1</td>
<td>0291</td>
<td></td>
</tr>
<tr>
<td>Address permanent Foreign Province</td>
<td>702</td>
<td>15</td>
<td>1120</td>
<td></td>
</tr>
<tr>
<td>Address Permanent Foreign Country Code</td>
<td>717</td>
<td>2</td>
<td>1118</td>
<td></td>
</tr>
<tr>
<td>Address Permanent Foreign Postal Code</td>
<td>719</td>
<td>10</td>
<td>1119</td>
<td></td>
</tr>
<tr>
<td>Employee Home Telephone</td>
<td>729</td>
<td>10</td>
<td>0210</td>
<td></td>
</tr>
<tr>
<td>Spouse Name</td>
<td>739</td>
<td>25</td>
<td>0312</td>
<td></td>
</tr>
<tr>
<td>Employee Organization Home Address Disclosure Code</td>
<td>764</td>
<td>1</td>
<td>0247</td>
<td></td>
</tr>
<tr>
<td>Employee Organization Home Phone Disclosure Code</td>
<td>765</td>
<td>1</td>
<td>0248</td>
<td></td>
</tr>
<tr>
<td>Home Address Release Code</td>
<td>766</td>
<td>1</td>
<td>0244</td>
<td></td>
</tr>
<tr>
<td>Home Phone Release Code</td>
<td>767</td>
<td>1</td>
<td>0245</td>
<td></td>
</tr>
<tr>
<td>Spouse Name Release Code</td>
<td>768</td>
<td>1</td>
<td>0246</td>
<td></td>
</tr>
<tr>
<td>Employee Name Suffix</td>
<td>769</td>
<td>4</td>
<td>0106</td>
<td></td>
</tr>
<tr>
<td>Employee First Name</td>
<td>773</td>
<td>30</td>
<td>0250</td>
<td></td>
</tr>
<tr>
<td>Employee Middle Name</td>
<td>803</td>
<td>30</td>
<td>0251</td>
<td></td>
</tr>
<tr>
<td>Employee Last Name</td>
<td>833</td>
<td>30</td>
<td>0252</td>
<td></td>
</tr>
<tr>
<td>Net ID</td>
<td>863</td>
<td>10</td>
<td>0249</td>
<td></td>
</tr>
<tr>
<td>Citizenship Status Code</td>
<td>873</td>
<td>1</td>
<td>0109</td>
<td></td>
</tr>
<tr>
<td>Visa Type Code</td>
<td>874</td>
<td>2</td>
<td>0110</td>
<td></td>
</tr>
<tr>
<td>Federal Tax-Maximum Withholding Allowances</td>
<td>876</td>
<td>3</td>
<td>0320</td>
<td></td>
</tr>
<tr>
<td>State Tax-Maximum Withholding Allowances</td>
<td>879</td>
<td>3</td>
<td>0321</td>
<td></td>
</tr>
<tr>
<td>Employment Status Change Date</td>
<td>882</td>
<td>10</td>
<td>0766</td>
<td>This field must always be the last field on the employee record</td>
</tr>
</tbody>
</table>

mm/dd/yy
Federal

Marital Status: M
Personal Allowances: 015
Maximum Withholding: 999

California

Marital Status: M
Personal Allowances: 003
Itemized Deductions: 012
Maximum Withholding: 999

Addl Fed Tax Withholding: 500.00
Addl Fed Nonres Alien Tax:
Addl CA Tax Withholding: 450.00
Other State Tax CA Res:
Other State Gross Name 1:
Other State Gross Name 2: 3:
Earned Income Credit Status:
SSN: 552142011
Next Func: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 12-Exit
Federal
Marital Status : M
Personal Allowances : 015
Maximum Withholding : 999

California
Marital Status : M
Personal Allowances : 003
Itemized Deductions : 012
Maximum Withholding : 999

Addl Fed Tax Withholding : 500.00
Addl Fed Nonres Alien Tax :
Addl CA Tax Withholding : 450.00
Other State Tax CA Res : Other State Name :
Other State Gross Name 1 : Other State Gross Name 2: 3:
Earned Income Credit Status:
SSN: 552142011
Next Func: ID: Name: SSN:

=>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 9-Jump 12-Exit
<table>
<thead>
<tr>
<th>Process Dt</th>
<th>Stat</th>
<th>#Allowances</th>
<th>Addl Tax</th>
<th>Tax Processor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>FED: 09/05/00</td>
<td>S*</td>
<td>001*</td>
<td>500.00</td>
<td>PPS09/05/00PAYUSR1</td>
</tr>
<tr>
<td>CA: 09/05/00</td>
<td>S*</td>
<td>001*/000*</td>
<td>450.00</td>
<td></td>
</tr>
<tr>
<td>FED: 08/05/00</td>
<td>M</td>
<td>020*</td>
<td>500.00</td>
<td>PPS08/05/00PAYUSR1</td>
</tr>
<tr>
<td>CA: 07/16/00</td>
<td>M</td>
<td>015 /012</td>
<td>450.00</td>
<td></td>
</tr>
<tr>
<td>FED: 07/12/00</td>
<td>M</td>
<td>015</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>CA: 07/16/00</td>
<td>M</td>
<td>015*/012</td>
<td>450.00</td>
<td>WEB07/15/00/16:45:08PRE</td>
</tr>
<tr>
<td>FED: 07/12/00</td>
<td>M</td>
<td>015*</td>
<td>500.00</td>
<td>WEB07/12/00/10:28:45PRE</td>
</tr>
<tr>
<td>CA:</td>
<td>M</td>
<td>003 /012</td>
<td>450.00</td>
<td></td>
</tr>
</tbody>
</table>

Next Func: F: 1-Help  2-Cancel  3-PrevMenu  4-Print  5-GenDoc  F: 8-Forward  9-Jump  12-Exit
ID: 000121100 Name: ONE, NEW HIRE  SSN: 000-12-1100

Incorrect Flag:
Federal
- Tax Processor ID: PPS12/13/00PAYUSR1
  - Marital Status: S
  - Personal Allowances: 125
  - Maximum Withholding: 999

California
- Marital Status: S
- Personal Allowances: 000
- Itemized Deductions: 305
- Maximum Withholding: 999

Addl Fed Nonres Alien Tax: 
Addl Fed Tax Withholding: 
Addl CA Tax Withholding: 

Next Func:  ID:     Name:               SSN:     
            Date:    View incorrect records?

===>
F:  1-Help   2-Browse   3-PrevMenu   4-Print
F:                          9-MainMenu  10-PrevRec   12-Exit