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Re: Release: 1378  
Service Request: 14858  
Programs: None  
CICS Programs: None  
Copymembers: None  
Include Members: None  
DDL Members: None  
Bind Members: None  
CICS Maps: none  
Forms: (W-4/DE4 Template)  
Table Updates: None  
Urgency: Date Mandated (See Timing of Installation)

This release addresses the following Service Request:

**Service Request 148458**

Release 1334, Phase II of Service Request 14844 and its addendum, modified the Payroll/Personnel System to have the ability to generate a facsimile W-4/DE4 form via the CICS on-line system using the history tax data stored in the history database (HDB). The W-4/DE4 template used for generating a facsimile W-4/DE4 form is stored on the PPPW4D Table in the PCD database, and is currently for the year 2001.

Service Request 14858 asks that the W-4/DE4 template for the year 2001 is copied, and the years embedded in the copied template changed from 2001 to 2002. The W-4/DE4 template for year 2002 needs to be established for history tax transactions applicable for the year 2002. Since the Internal Revenue Service (IRS) and Employment Development Department (EDD) do not generally release any changes to the W-4/DE4 form before the end of the year, it is necessary to copy the current W-4/DE4 template and change the year. When the new forms are made available from the IRS and EDD next year, then a complete replacement will be released as soon as possible.

**Test Plan**

A complete test plan is provided with this release.

**Installation Instructions**

1. Execute and verify the test plan, per supplied instructions.

2. Perform any desired additional campus testing.
3. Load the PDS UDB2PCDR into production.

The JCL in PAYDIST.R1378.JCL({\texttt{LOADPCDR}}) sent with this release inserts records (W-4/DE4 2002 template) to the PPPW4D Table. In addition, the JCL contains a step which converts the ‘REPLACE’ to RESUME in the $SLOAD member.

**Timing of Installation**

The installation of this release is date-mandated. *The W-4/DE4 template for the year 2002 must be in place prior to the end of the current calendar year.*

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

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

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