This release addresses the following Service Request:

**Service Request 14864**

Release 1378 released the *Initial 2002 W-4/DE4 template* as required by Service Request 14858. It asked 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 in the new tax year, then a complete replacement will be released as soon as possible.

Service Request 14864 asks that the *Initial 2002 W-4/DE4 template* be revised to include the final 2002 changes to the W-4/DE4 template as required by the IRS and EDD. Release 1394 contains the *Final W4-DE4 template*, and is a complete replacement of the Initial 2002 W-4/DE4 template.

**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 UDB2W4D into production.
The JCL in PAYDIST.R1394.JCL(LOADW4D) sent with this release replaces all records (associated with years 2001 and 2002 W4/DE4 templates) residing on the PPPW4D Table. Note that the $LOAD member contains cards associated only for the PPPW4D Table.

**Timing of Installation**

The installation of this release is urgent. In order to generate the final 2002 W-4/DE4 document for the current calendar year 2002 from the on-line IHTX screen, this release must be installed.

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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