Modify the W-4/DE4 template to change the year to 2003. See attached.
FORM W-4/DE4

ATTACHMENT TO SERVICE REQUEST #14883
November 20, 2002

The Payroll/Personnel System (PPS) contains a template of the 2002 W-4/DE4 form for tax withholding. The template needs to be changed for transactions that are processed for the year 2003. Since the Internal Revenue Service (IRS) and Employment Development Department (EDD) do not generally make the forms available before the end of the year, it is necessary to copy the current template and change the year. When the new forms are made available, then a complete replacement will be requested.

Process:

Data elements: EDB 0338 - W-4 Process Date
               EDB 0339 - DE4 Process Date

If the process date = 12/31/02 or earlier, then the 2002 template should be used when that selection is made in history.

If the process date = 1/1/03 or later, then the 2003 template should be used.

See attached sample of form.

Implementation: Must be implemented prior to the end of the calendar year.
NAME (LAST, FIRST, MIDDLE)          EMPLOYEE NUMBER
PRESIDENT, EXEC                    000000001
HOME ADDRESS (NUMBER & STREET OR RURAL ROUTE) SOCIAL SECURITY NBR BIRTHDATE
1440 FILLMORE STREET              552-14-2011 02/01/35
CITY OR TOWN, STATE AND ZIP CODE
SAN FRANCISCO CA 94115

I. FEDERAL TAX FILING STATUS AND ALLOWANCES

1. Marital Status (Note: If married, but legally separated, or spouse is a nonresident alien, enter "S" for single.) Enter only one code: S, Single or Married but wish to withhold at higher single rate, or M, Married M

2. Personal Allowances - Total number of allowances you are claiming (see yellow worksheets). If you are claiming exemption from Federal tax withholding, complete Section III below. 010*

II. STATE TAX FILING STATUS AND ALLOWANCES

1. Marital Status Enter only one code: S, Single or Married (with two or more incomes), M, Married (one income), H, Head of Household M

2. Regular Withholding Allowances - Number of allowances you are claiming for this job from Worksheet A, Regular Withholding Allowance (see green worksheets). OR If you are exempt from California income tax because you a nonresident of the State of California and are earning compensation while located outside the State, enter 997 in the box to the far right. 004*
   Complete and attach the Out-of-State Withholding form, UPAY830.

3. Additional Withholding Allowances-Number of allowances from Worksheet B, Estimated Deductions (see green worksheets). 004*

III. EXEMPTION FROM TAX WITHHOLDING (NONRESIDENT ALIENS-DO NOT COMPLETE THIS SECTION)
I claim exemption from Federal and State withholding for 2003 and I certify that I meet BOTH of the following conditions for exemption:

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND:

2. This year I expect a refund of ALL income tax withheld because I expect to have NO tax liability. (If you claim exemption from withholding, it will automatically expire on February 15 of next year unless you file a new UC W-4/DE4 on or before February 15, of next year.)

   If you meet BOTH conditions, enter "EXEMPT" here ______

IV. ADDITIONAL TAX WITHHOLDING Additional amount, if any, you want deducted each month. Completion of this section is optional. NONRESIDENT ALIENS--REFER TO INSTRUCTIONS ON BACK OF THIS PAGE.

1. ADDITIONAL FEDERAL TAX WITHHOLDING (Enter additional MONTHLY amount in box to far right OR to Cancel additional amount, enter "**" in box to far right.) 100.00*
CHECK APPROPRIATE BOX--> __NEW  __CHANGE  __CANCEL

2. ADDITIONAL STATE TAX WITHHOLDING (Enter additional MONTHLY amount in box to far right OR to Cancel additional amount, enter "**" in the box to far right.)
CHECK APPROPRIATE BOX--> __NEW  __CHANGE  __CANCEL  50.00*

CERTIFICATION: Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.

EMPLOYEE'S SIGNATURE: PPS02/05/02PAYJXQ  PROCESS DATE: 02/05/02

EMPLOYER'S CERTIFICATION: To the best of the University's knowledge, this electronic form W-4/DE4 was filed by the named employee: OR an original paper form is on file in the Office of Record.

* Indicates changed data

RETN 3 YEARS AFTER EMPLOYEE TERMINATES
**FOR PRIVACY NOTIFICATIONS SEE REVERSE SIDE OF THIS PAGE

**THIS IS AN ELECTRONIC VERSION OF THE FIRST PAGE OF FORM UC W-4/DE4. REFERENCE TO INSTRUCTIONS, WORKSHEETS, OR PRIVACY NOTIFICATIONS INDICATED ON THIS ELECTRONIC FORM MAY BE OBTAINED FROM THE ACTUAL PAPER FORM BY CONTACTING YOUR DEPARTMENTAL ASSISTANT OR PAYROLL OFFICE.