February 16, 2005

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Re: Release: 1630
    Service Request: 16942
    Programs: None
    CICS Programs: None
    Copymembers: None
    Include Members: None
    DDL Members: None
    Bind Members: None
    CICS Maps: None
    Forms: None
    Table Updates: W-4/DE4 Template
    Urgency: Urgent (See Timing of Installation)

This release addresses the following Service Request:

**Service Request 16942**

Service Request 16942 asks that the W-4/DE4 template for the year 2004 is copied, and the years embedded in the copied template changed from 2004 to 2005. The W-4/DE4 template for year 2005 needs to be established for history tax transactions applicable for the year 2005. It also asks for the addition of a few lines in the certification section of the form as released by the Internal Revenue Service (IRS) and Employment Development Department (EDD).

**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.R1630.JCL(*LOADPCDR*) sent with this release inserts records (W-4/DE4 2005 template) to the PPPW4D Table. In addition, the JCL contains a step which converts the ‘REPLACE’ to RESUME in the $SLOAD member. *Note that all prior year W-4/DE4 templates remain on the PPPW4D table; they are not deleted, nor overlaid with the W-4/DE4 2005 template.*
Timing of Installation

The installation of this release is urgent. The W-4/DE4 template for the year 2005 should be installed as soon as possible to allow campuses to print a W4/DE4 for 2005.

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 Baskar.Chitavel@ucop.edu, or call at (510) 987-0692.

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cc: Jerry Wilcox