January 13, 2006

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Re: Release: 1683
Service Request: 16989
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

This release addresses the following Service Request:

**Service Request 16989**

Service Request 16989 asks that a copy of the W-4/DE4 template (resides on the PPPW4D Table) for the past year 2005 be made, and the years embedded in the copied template changed from 2005 to 2006. A 2006 W-4/DE4 template needs to be established for history tax transactions applicable for the year 2006.

**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 UDB2W4DR into production.

The JCL in PAYDIST.R1683.JCL (*LOADW4DR*) sent with this release inserts records (W-4/DE4 2006 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 must remain on the PPPW4D table; they are not deleted, nor overlaid with the W-4/DE4 2006 template.**
Timing of Installation

The installation of this release is urgent. *The W-4/DE4 template should be installed as soon as possible to allow campuses to print W4/DE4 forms for year 2006.*

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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