Release 1730

On-Line W-2 (OW2), Phase I
Service Request 81615

Detail Design

September 22, 2006
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Office of the President
University of California
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Introduction

Service Request 81615 provides the following information:

“The ability for an employee to view his W-2 form online via At Your Service Online (AYSO) was made available to campuses for the 2005 tax reporting year. Paper copies of the form were made available as in past years. Phase II of this Employee Systems Initiative (ESI) project is to provide the ability for an employee to electronically receive his W-2 statement. To complete the process, modifications need to be made to AYSO to handle the election process, disclosure statement, and most IRS requirements. In addition, the Payroll/Personnel System (PPS) needs to be modified to handle an exchange of data between AYSO and PPS. This new file will provide AYSO with data to create the online version of the employee’s W-2 form and to create a file for the University’s third-party vendor for integration with tax preparation software.”

To meet these requirements, the following modifications must be made to PPS.

- The Payroll/Personnel System (PPS) needs to be modified to add the new codes, Electronic W-2 Indicator and Block W-2 Data to 3rd Party Indicator, to the PPS EDB database. There must be changes made to handle an exchange of data between AYSO and PPS for maintenance of the new employee election codes.

- A new function needs to be added to the W-2 process to provide AYSO a new file to be used to create the on-line version of the employee’s W-2 form and to create a file for the University’s third-party vendor for integration with tax preparation software.

This release, Phase I, will address the first requirement described above. The two new W-2 election codes will be added to the PPS EDB and all appropriate screens and programs will be changed. The EDB Maintenance to receive updates to these elements will be modified. However, modifications to the IVR process to update these elements on the IVR database will not be included in this release. They will be included in a future release. Also, the new file for AYSO to be used as the source for the on-line W-2s and the third party vendor will be included in a future W-2 release. Both of these will be completed for the W-2 2006 tax year.
Processing Overview

This release, Phase I, only addresses the requirement for the two new EDB data elements, Electronic W-2 Indicator and Block W-2 Data to 3rd Party Indicator. The IVR process related to these new elements will be released with other IVR updates. The new file for AYSO as the source for the on-line W-2s and the third party vendor will be included in a future W-2 release.

New EDB Data Elements

EDB 1166:
New data element Electronic W-2 Indicator will be added to the PPPPAY Table (refer to Attachment 1)

EDB 1167:
The new data element Block W-2 Data to 3rd Party Indicator will be added to the PPPPAY table (refer to Attachment 2).

EDB File Maintenance

EDB File Maintenance will be modified to allow maintenance of the two new data elements using transactions from AYSO. This will be the only method for updating these elements. There will be no maintenance allowed in PPS. A file of X1 transactions from AYSO will be the only source of update for these new elements.

CICS On-Line Modifications

The new Electronic W-2 Indicator (EDB1166) will be added to the ITAX and ETAX, Tax Information Inquiry and Update, screens. It will appear as display only. The appropriate changes to CICS HELP will be made to accommodate this new element. The other new element to block data from being sent to the 3rd party vendor will not appear on any CICS screens.

EDB Web Inquiry

The new Electronic W-2 Indicator (EDB1166) will be added to the Tax Information page. The other new element to block data from being sent to the 3rd party vendor will not appear on any EDB Inquiry pages.
**DDL Member Changes**

EDB changes include the addition of the new Electronic W-2 Indicator (EDB1166) and the new Block W-2 Data to 3rd Party Indicator (EDB1167) to the DDL for the PPPPAY table and related views. These new elements will not be maintained on the HDB, EDB History database. The following DDL members are affected (Refer to Attachments 1 and 2).

**PPPVPAY1**
This DDL creates the view PPPVPAY1_PAY for table PPPPAY. The two new elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator, will be added to this CREATE statement.

**PPPVPAY2**
This DDL creates the view PPPVPAY2_PAY for table PPPPAY. The two new elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator, will be added to this CREATE statement.

**PPPVPZPAY**
This DDL creates the view PPPVPZPAY_PAY for table PPPPAY. The two new elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator, will be added to this CREATE statement.

**TBPAY00C**
This DDL creates the PPPPAY table. The two new elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator, will be added to this CREATE statement.

**TBPAY12A**
This new DDL alters the PPPPAY table. The new elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator, will be the elements added in this ALTER statement.

**Copylib Changes**

**CPWSRPAY**
This copymember member defines the Working Storage layout of the EDB PPPPAY table. The two new elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator, will be added to this layout.

**CPWSXESR**
This copymember provides the Working Storage definitions for formatting of rejected IVR transaction records. Labels will be added for the new data elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator.

**CPWSXEST**
This copymember provides the File Definition of the IVR transaction records. Fields will be added for ‘X1’ transaction processing for the new data elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator.
Include Changes

PPVPAY1
This include member is the COBOL declaration for the view PPPVPAY1_PAY. The two new data elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator, will be added to this member.

PPVPAY2
This include member is the COBOL declaration for the view PPPVPAY2_PAY. The two new data elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator, will be added to this member.

PPPVZPAY
This include member is the COBOL declaration for the view PPPVZPAY_PAY. The two new data elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator, will be added to this member.

CICS Map Changes

PPITAX0
This is the CICS map for the ITAX screen, EDB Inquiry – W-4/DE4 Tax Withholding. The map will be modified to change the heading to Tax Information for consistency and to include the new Electronic W-2 Indicator (Refer to Attachment 3).

PPETAX0
This is the CICS map for the ITAX screen, EDB Entry/Update – Tax Information. This map will be modified to include the new Electronic W-2 Indicator (Refer to Attachment 4).

Program Changes

PPESTEDB
This program is part of the EDB Special Daily Maintenance Process. It processes transactions from the Web AYSO application that have been stored on the PPPEST table. This IVR transaction data on the EST table is used to update the appropriate current EDB row based upon transaction type and data element number. This program will be modified to include “X1” transaction processing for the new data elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator.

PPESTREJ
This program is part of the EDB Special Daily Maintenance Process. It formats the rejected activity print record transactions from the PPPEST table for an employee ID which cannot be found on the EDB. It will be modified to add labels for the new data elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator.
PPPAYCHG
This program, as part of the standard EDB Fetch/Update complex, sets an appropriate flag in the XDEC Array for those data elements defined on the PPPPAY table that have changed in value. It will be modified to include the new data elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator.

PPPAYFET
This program, as part of the standard EDB Fetch/Update complex, retrieves (fetches) the employee’s PPPPAY table row from the EDB. It will be modified to include the new data elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator.

PPPAYUPD
This program, as part of the standard EDB Fetch/Update complex, determines which field(s) of the PPPPAY table has changed. When a field has been changed, the new value is moved in preparation for update. It will be modified to include the new data elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator.

PPPAYUTL
This program, as part of the standard EDB Fetch/Update complex, is an access module designed to retrieve the PPPPAY row from the EDB for a specific employee. It will be modified to include the new data elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator.

PPPAYUTW
This program, as part of the standard EDB Fetch/Update complex, is designed to delete, update, and insert PPPPAY rows. It will be modified to include the new data elements, the Electronic W-2 Indicator and the Block W-2 Data to 3rd Party Indicator.

PPWITAX
This is the screen processing program for the ITAX screen EDB Inquiry – W-4/DE4 Tax Withholding (to be changed to EDB Inquiry - Tax Information on the map). It will be modified to display the new Electronic W-2 Indicator.

PPWETAX
This is the screen processing program for the ETAX screen EDB Entry/Update – Tax Information. It will be modified to display the new Electronic W-2 Indicator. This new element cannot be updated on this screen.

Web Inquiry Pages

ppwwitax.d2w
This net.data program displays the EDB Inquiry – Tax Information page. The program will be modified to include the new data element Electronic W-2 Indicator on the page (Refer to Attachment 7). Note that the new Block W-2 Data to 3rd Party Indicator will not appear on any EDB Web Inquiry pages.
CICS Help

The following field-level CICS Help DDSE entry will be added:

EDB1166  Electronic W-2 Indicator

The following CICS Help Anchors will be added:

EDB1166  Electronic W-2 Indicator
Screen ITAX     (Refer to Attachment 3)
Screen ETAX     (Refer to Attachment 4)

The following screen level CICS Help entries will be updated.

Screen ITAX (EDBHITAX) Help EDB Tax Information     (Refer to Attachment 5)
Screen ETAX (EDBHETAX) Help EDB E U Tax Info          (Refer to Attachment 6)

Control Table Changes

Data Element Table (PPPDET) (UPAY553)

Add the new data elements to the DET with the ‘no update’ option set. The Web IVR process is the only means for updating these new elements.

Electronic W-2 Indicator             Alphanumeric - length 1
Block W-2 Data to 3RD Party Indicator     Alphanumeric - length 1

Data Element to Screen Table (PPPDES) (UPAY815)

Add the following new data element to the DES to indicate which CICS screen will display this element and to block the ability to update this element on the screen. The Block W-2 Data to 3RD Party Indicator will not appear on any CICS screens.

Electronic W-2 Indicator             ITAX and ETAX

Processing Control Table Changes

UC0CFN Table in PCD database
Change heading in the ITAX map by updating the appropriate record on the UC0CFN table using supplied SQL.
Attachments

Attachment 1 – Data Element EDB1166 – Electronic W-2 Indicator (new)

System Number: EDB1166

User Access Name: 1166-2

Programming Name: ELECTRONIC_ W2_IND in PPPPAY

Revision Date: PUBL. 09/22/06

Comments

Location(s):

Name: ELECTRONIC W-2 INDICATOR

Type: ALPHANUMERIC

Length: 1

Format

N/A

General Description

The employee’s consent to receive an electronic version of Form W-2 as recorded in AYSO.

Code Interpretation

Y = Yes, consent for electronic version of Form W-2
Blank = No, continue to receive paper version of Form W-2
Attachment 2 – Data Element EDB1167 – Block W-2 Data to 3rd Party Indicator (new)

System Number: EDB1167

User Access Name: 1167-3

Programming Name: THIRD_PARTY_W2_IND in PPPPAY

Revision Date: PUBL. 09/22/06

Comments

Location(s):

Name: BLOCK W-2 DATA TO 3rd PARTY INDICATOR

Type: ALPHANUMERIC

Length: 1

Format

N/A

General Description

The indicator in AYSO that allows the employee to block W-2 data from being sent to the University’s third party vendor.

Code Interpretation

B = Block employee’s W-2 data from being sent to the University’s third party vendor
Blank = Send the employee’s W-2 data to the University’s third party vendor
Attachment 3 – Screen ITAX – EDB Inquiry – Tax Information

<table>
<thead>
<tr>
<th>PPITAX0-I1730</th>
<th>EDB Inquiry</th>
<th>06/21/06 10:09:15</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/25/06 08:19:50</td>
<td><strong>tax Information</strong></td>
<td>Userid: PAYUSR1</td>
</tr>
<tr>
<td>ID: 000050002 Name: POWERS, VITO</td>
<td>Emplmt Status: A Pri Pay: MO</td>
<td></td>
</tr>
<tr>
<td>Hm Dept: 804918 CHAN OFFICE</td>
<td>Tax Processor ID: PPS02/09/05PAYPCW</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marital Status : S</td>
<td>W-4 Process Date : 02/09/05</td>
<td></td>
</tr>
<tr>
<td>Personal Allowances : 010</td>
<td>DE4 Process Date : 02/09/05</td>
<td></td>
</tr>
<tr>
<td>Maximum Withholding : 999</td>
<td>Addl Fed Nonres Alien Tax :</td>
<td></td>
</tr>
<tr>
<td>California</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marital Status : S</td>
<td>Consent for Electronic W-2: Y</td>
<td></td>
</tr>
<tr>
<td>Personal Allowances : 010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Itemized Deductions : 003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Withholding : 999</td>
<td>Other State Tax CA Res :</td>
<td></td>
</tr>
<tr>
<td>Addl Fed Tax Withholding : 100.00</td>
<td>Current OS Gross Name :</td>
<td></td>
</tr>
<tr>
<td>Addl CA Tax Withholding : 140.00</td>
<td>Other State Gross Name 1:</td>
<td></td>
</tr>
<tr>
<td>Earned Income Credit Status :</td>
<td>Other State Gross Name 2:</td>
<td></td>
</tr>
<tr>
<td>EIC YTD Payments :</td>
<td>Other State Gross Name 3:</td>
<td></td>
</tr>
<tr>
<td>Earnings Limit :</td>
<td>Other Local Tax Ind :</td>
<td></td>
</tr>
<tr>
<td>SSN: 555555002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next Func:</td>
<td>ID:</td>
<td>Name:</td>
</tr>
</tbody>
</table>

Attachment 4 – Screen ETAX – EDB Entry/Update – Tax Information

<table>
<thead>
<tr>
<th>PPETAX0-E11730</th>
<th>EDB Entry/Update</th>
<th>06/21/06</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:24:59</td>
<td><strong>Tax Information</strong></td>
<td>Userid: PAYUSR1</td>
</tr>
<tr>
<td>05/25/06 08:19:50</td>
<td>Emplmt Status: A Pri Pay: MO</td>
<td></td>
</tr>
<tr>
<td>ID: 000050002 Name: POWERS, VITO</td>
<td>Tax Processor ID: PPS02/09/05PAYPCW</td>
<td></td>
</tr>
<tr>
<td>Federal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marital Status : S</td>
<td>W-4 Process Date : 02/09/05</td>
<td></td>
</tr>
<tr>
<td>Personal Allowances : 010</td>
<td>DE4 Process Date : 02/09/05</td>
<td></td>
</tr>
<tr>
<td>Maximum Withholding : 999</td>
<td>Addl Fed Nonres Alien Tax :</td>
<td></td>
</tr>
<tr>
<td>California</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marital Status : S</td>
<td>Consent for Electronic W-2: Y</td>
<td></td>
</tr>
<tr>
<td>Personal Allowances : 010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Itemized Deductions : 003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Withholding : 999</td>
<td>Other State Tax CA Res :</td>
<td></td>
</tr>
<tr>
<td>Addl Fed Tax Withholding : 100.00</td>
<td>Current OS Gross Name :</td>
<td></td>
</tr>
<tr>
<td>Addl CA Tax Withholding : 140.00</td>
<td>Other State Gross Name 1:</td>
<td></td>
</tr>
<tr>
<td>Earned Inc Credit Status :</td>
<td>Other State Gross Name 2:</td>
<td></td>
</tr>
<tr>
<td>EIC YTD Payments :</td>
<td>Other State Gross Name 3:</td>
<td></td>
</tr>
<tr>
<td>Earnings Limit :</td>
<td>Other Local Tax Ind :</td>
<td></td>
</tr>
<tr>
<td>SSN: 555555002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Next Func:</td>
<td>ID:</td>
<td>Name:</td>
</tr>
</tbody>
</table>
## Attachment 5 – Screen Level Help for ITAX – EDB Inquiry – Tax Information

<table>
<thead>
<tr>
<th>EDBHITAX</th>
<th>Help EDB Tax Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Function:</strong></td>
<td>ITAX enables the user to view the employee's tax withholding data.</td>
</tr>
<tr>
<td><strong>Nature of Information:</strong></td>
<td>ITAX may be viewed in sections: Federal, California State, Additional Withholding, Earned Income Credit, and other state tax information. Tax Processor ID, W4 and DE4 process dates, and the employee’s consent to receive an electronic W-2 form are also displayed.</td>
</tr>
</tbody>
</table>

The Federal and California State sections address marital status, personal allowances, and maximum withholding; the California State section also identifies itemized deduction withholding allowances. Additional withholding allowances, both federal and state, and earned income credit are displayed.

**Command ====>**
F1=Help  F2=EX help  F3=exit  F4=Copy  F6=Move  F7=BKwd  F8=FWd  F12=Cancel

## Attachment 6 – Screen Level Help for ETAX – EDB Entry/Update – Tax Information

<table>
<thead>
<tr>
<th>EDBHETAX</th>
<th>Help EDB E U Tax Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Function:</strong></td>
<td>ETAX enables the user to enter and update federal, state, and additional withholding tax information for the employee as well as any applicable exemptions and earned income credit amount.</td>
</tr>
<tr>
<td><strong>Nature of Information:</strong></td>
<td>ETAX may be viewed in sections: Federal, California State, Additional Withholding, Earned Income Credit, and other state tax information. Tax Processor ID, W4 and DE4 process dates, and the employee’s consent to receive an electronic W-2 form are also displayed.</td>
</tr>
</tbody>
</table>

The Federal and California State sections address marital status, personal allowances, and maximum withholding; the California State section also identifies itemized deduction withholding allowances. Additional withholding allowances, both federal and state, and earned income credit are displayed.

There are no highly abbreviated or group field labels on ETAX.

**Command ====>**
F1=Help  F2=EX help  F3=exit  F4=Copy  F6=Move  F7=BKwd  F8=FWd  F12=Cancel
The following modifications will be made:

1) On the lower right the following will be added

   **Consent for Electronic W-2:** followed by data element EDB1166

2) On the lower left the “As of Release 1464” will be changed to the number of this release.