BEATRICE CARDONA  BARBARA VANDEN BORRE
WEN TANG  SUNGSOO YANG

Re:  Release: 1806
Service Requests: 82109
Error Reports: None
Programs: None
Copy Members: None
Include Members: None
DDL Members: None
Bind Members: None
CICS Maps: None
CICS Help: None
Forms: None
Table Updates: W-4/DE4 Template
Urgency: Urgent (see Timing of Installation below)

This release addresses the following Service Request 82109:

**Service Request 82109**

Service Request 82109 asks that a copy of the W-4/DE4 template, which resides on the DB2 PPPW4D Table, be made available for calendar year 2008.

When an employee’s tax related data is changed on the EDB, the system records the actual date of the change to the W-4 Process Date (EDB 0338) and/or DE4 Process Date (EDB 0339). The changed tax related data and the W-4 Process Date and/or DE4 Process Date are recorded in history via the Employee Change File (ECF). CICS function IHTX (**W-4/DE4 Selection Menu**) allows the user to produce the appropriate W-4/DE4 electronic form and send it via electronic mail to the email address entered on the IHTX screen.

The appropriate W-4/DE4 template used for reporting the tax related data is based upon the year on the W-4 Process Date and/or DE4 Process Date. For example, if the W-4 Process Date or DE4 Process Date contains a year of 2008, the 2008 W-4/DE4 template is used for reporting the tax related data. Thus, a 2008 W-4/DE4 template needs to be established for history tax transactions applicable for the calendar year 2008.

**Installation Instructions**

1. **Testing**

   Perform installation verification testing as described in the Test Plan.

   Perform any desired additional campus testing.

2. **Load the data in PDS UDB2W4DR into production.**
The JCL in PAYDIST.R1806.JCL (LOADW4DR) sent with this release inserts records for the W-4/DE4 2008 template to the PPPW4D Table. In addition, the JCL contains a step which converts the ‘REPLACE’ to RESUME in the $$LOAD 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 2008 template.

Test Plan
A separate Test Plan document is provided for this release.

Timing of Installation
The installation of this release is urgent. The W-4/DE42008 template should be installed as soon as possible to allow campuses to print W-4/DE4 electronic forms for calendar year 2008.

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 Pamela.Torres@ucop.edu or call 510-987-0741.

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