BEATRICE CARDONA                        BARBARA VANDEN BORRE
WEN TANG

Re: Release: 1895
Service Requests: 82822
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: Date Mandated (see Timing of Installation below)

This release addresses the following Service Request:

Service Request 82822

Service Request 82822 asks that a copy of the W-4/DE4 template, which resides on the DB2 PPPW4D Table, be made available for calendar year 2010. The service request asks that the year is changed from 2009 to 2010.

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 2010, the 2010 W-4/DE4 template is used for reporting the tax related data. Thus, a 2010 W-4/DE4 template needs to be established for history tax transactions applicable for the calendar year 2010.

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.R1895.JCL (LOADW4DR) sent with this release inserts records for the W-4/DE4 2010 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 2010 template.

**Test Plan**

A separate Test Plan document is provided for this release.

**Timing of Installation**

The installation of this release is date mandated. The W-4/DE4 template for the year 2010 must be in place prior to the end of the current calendar year.

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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