

**Release 2094**

**Service Request 83938**

**Streamline W-2 Health Insurance Reporting  
Process**

**Service Request 100288**

**W-2 for 2013 Tax Year**

**Test Plan**

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## **SR83938 – Streamline W-2 Health Insurance Reporting Process SR100288 - W-2 for 2013 Tax Year**

### **Testing Overview**

This test plan addresses the test runs and cases constructed to verify the correct installation of this release.

It includes the following batch processes:

- PPP004: To apply the MSGPROD and GTNTEST CTL update
- RUN606: To create the DA transaction file and the tab-delimited download file
- Compute: To apply the DA transactions, run an XX compute
- PPP600: To create W-2 forms and reports
- PSFPRT13: To print the W-2

#### **1. PPP004: MSGPROD and GTNTEST (CTL)**

##### **Description**

This will apply new messages and new GTNs.

##### **Verification**

Verify that the job has completed normally.

#### **2. RUN606: DA Transactions and tab-delimited file**

##### **Description**

This job will create DA transactions and report file for downloading and importing into a spreadsheet

##### **Verification**

Verify that the job has completed normally. Review the report and transaction files for accuracy.

#### **3. Compute: Run an XX Compute**

##### **Description**

This job will populate new GTNs. Use the DA trans file created in the previous step.

##### **Verification**

Verify that the job has completed normally.

**RUN600 : Creates W-2 Files and Reports (JCL not provided with this release)**

**Description**

PPP600 that creates the W-2 Extract file, Federal Tape, microfiche file, print file for W-2 forms, and the OW2 file for AYSO. It also, generates the W-2 reports.

**Verification**

Verify that the job completed normally. Condition code 0 – 7 are okay.

Verify that Health Costs totals are shown in Box 12 next to code DD.

Review reports:

<b>Report</b>	<b>Report Title</b>
PPP6007	W2 Confirmation and Summary
PPP6008	Non- Resident Exempt Alien Report
PPP6009	W2 Exceptions List
PPP6011	Campus Summary ( <i>Total only, no header</i> )
PPP6014	Totals Reporting ( <i>Total only, no header</i> )
PPP6017	W2 Out-of-State Report
PPP6019	W2 Editing Error Conditions
PPP6020	Social Security Tip Income
PPP6021	Non Qualified Deferred Compensation Plans

#### **4. PSFPRT13 : W-2 Printing Process**

##### **Description**

Run this job to print the W2s.

*(Note:* The overlay, pagedef and formdef definitions have been pre-assembled in PAYT.PSF libraries. The assemble JCLS are supplied in the release JCL library (OVLYAS13 and PSFASM13). For testing purposes, you may run just the PSFPRT13 or you may choose to run the assemble jobs in your own campus test libraries and adjust the USERLIB in PSFPRT13 accordingly.

Your campus may have different procedures for printing W-2 forms.)

##### **Verification**

Verify that box 12 has 'DD' entry and amount (HEALTH INS). The 'DD' entry will not print for employees with no health insurance cost.