



OFFICE OF THE SENIOR VICE PRESIDENT —  
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT  
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Nov 13, 2003

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Re: Release:	1530
Service Request:	14893
Programs:	None
CICS 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:	Date mandated (See Timing of Installation)

This release addresses the following Service Request:

### **Service Request 14893**

Service Request 14893 asks that the W-4/DE4 template for the year 2003 is copied, and the years embedded in the copied template changed from 2003 to 2004. The W-4/DE4 template for year 2004 needs to be established for history tax transactions applicable for the year 2004. Since the Internal Revenue Service (IRS) and Employment Development Department (EDD) do not generally release any changes to the W-4/DE4 form before the end of the year, it is necessary to copy the current W-4/DE4 template and change the year. When the new forms are made available from the IRS and EDD next year, then a complete replacement will be released as soon as possible.

### **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 UDB2PCDR into production.

The JCL in PAYDIST.R1530.JCL(**LOADPCDR**) sent with this release inserts records (W-4/DE4 2004 template) to the PPPW4D Table. In addition, the JCL contains a step which converts the 'REPLACE' to

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RESUME in the \$\$LOAD member. *Note that all prior year W-4/DE4 templates remain on the PPPW4D table; they are not deleted, nor overlaid with the W-4/DE4 2004 template.*

**Timing of Installation**

The installation of this release is date-mandated. *The W-4/DE4 template for the year 2004 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 [Janet.Kennedy@ucop.edu](mailto:Janet.Kennedy@ucop.edu), or call at (510) 587-6128.

Janet Kennedy

cc: Jerry Wilcox