

**Release 1532
Service Requests 14892
2003 W2 Changes**

TEST PLAN

November 17, 2003
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<u>LOAD CONTROL TABLE DATA BASE (LOADCTL)</u>	3
<u>LOAD EMPLOYEE DATA BASE (LOADEDDB)</u>	4
<u>REPORT KEY INFORMATION ABOUT TEST CASES (RUN250)</u> ...	5
<u>W-2 REPORTING (RUN600)</u>	6
<u>PRINT THE W2'S CREATED BY PPP600 (PRINTW2)</u>	10

Page 3
2003 W2 Changes
Service Request 14892
Test Plan
Nov 17, 2003

Load Control Table Data Base (LOADCTL)

Load the DB2 CTL database.

Verification

Ensure that the DB2 CTL has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the data base. Verification can be made by reviewing the PDS REPORTS member LOADCTL.

Load Employee Data Base (LOADEDDB)

Load the DB2 EDB database.

Verification

Ensure that the DB2 EDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the data base. Verification can be made by reviewing the PDS REPORTS member LOADEDDB.

Report key information about test cases (RUN250)

This job prints selected EDB records as they appear on the EDB and can be used in the verification of the W2 jobs which follow.

The following employee IDs are found on this report.

Employee ID
000050027
000050086
444000123

W-2 Reporting (RUN600)

This job executes the UI Quarterly and Year-end W2 Process.

The quarter and year values specified on the Specification record are '4' and '03' in column 12 and columns 13 through 14 respectively.

Verification

To ensure that the installation has been performed correctly, verify the content of the following report and output files:

PPP6010 (Error And Warning Messages Report) (REPORTS PDS, member PPP6010)

Employee ID 000050086 (ATOR, RAY D.) – This employee has an EIC amount of \$1,585.00. Verify that the error message 60-128 “TAX EXTRACT: EIC OVER MAXIMUM OF \$1528, REDUCED TO \$1528” is printed. This verifies the EIC maximum entry stored on the Systems Parameter table, entry 87.

W-2 Extract File (W2FILET)

Record Number 19 – Employee ID 000050027 – CONSTELATION, STELLA:

This employee has an EIC Amount of \$377.00 on the EDB which is below the allowable maximum of \$1528.00 for year 2003. Therefore \$377.00 appears in positions 495 through 499.

Record Number 38 – Employee ID 000050086 – ATOR, RAY D.:

This employee has an EIC Amount of \$1,585.00 on the EDB which is more than the allowable maximum of \$1,528.00 for year 2003. Therefore, \$1,528.00 (the maximum) appears in positions 495 through 499.

Magnetic Tape Files (FEDW2T)

Federal Tape to SSA/ IRS:

RE Type Record

Using the following record layout of the RE type record, verify the data on the RE – Employer Record. Specifically, verify that the year '2003' is recorded in columns 3 through 6 of the RE type record (Records 2 and 426 on the file).

Location Field		Length Specification	Data
1-2	record identifier	2	RE
3-6	tax year	4	tax year for this report
7	Agent indicator code	1	Blank
8-16	employer/agent employer identification #	9	campus EIN (location specific)

	(EIN)		
17-25	Agent for EIN	9	fill with blanks
26	terminating business indicator	1	0 (zero)
27-30	establishment #	4	fill with blanks
31-39	other EIN	9	fill with blanks
40-96	employer name	57	campus name; left justify and fill with blanks
97-118	location address	22	campus address (attention, suite, room no., etc.); left justify and fill with blanks (location specific)
119-140	delivery address	22	campus street address; left justify and fill with blanks (location specific)
141-162	city	22	campus city; left justify and fill with blanks (location specific)
163-164	state abbreviation	2	CA
165-169	zip code	5	campus zip code (location specific)
170-173	zip code extension	4	campus zip code extension; if not applicable, fill with blanks (location specific)
174-178	blank	5	fill with blanks, reserved for SSA
179-201	foreign state/province	23	fill with blanks
202-216	foreign postal code	15	fill with blanks
217-218	country code	2	fill with blanks
219	employment code	1	R (Regular) = EDB 0122 (H,B,U,1,P,S,O, blank); Q (Medicare Qualified Government Employment = EDB 0122 (F)
220	tax jurisdiction code	1	fill with blanks
221	third-party sick pay indicator	1	0 (zero)
222-512	Blank	291	fill with blanks; reserved for SSA

RW Type Record

Using the following record layout of the RW type record, verify the data for the following employees:

Location Field		Length Specification	Data
1-2	record identifier	2	RW
3-11	social security number (SSN)	9	employee's SSN (EDB 0111); if none or invalid, enter all zeroes.
12-26	employee first name	15	employee's first name (EDB 0250); left justify and fill with blanks; if no first name, fill with blanks
27-41	employee middle name or initial	15	if applicable, enter employee middle name or initial (EDB 0251); left justify and fill with blanks; otherwise fill with blanks
42-61	employee last name	20	employee's last name (EDB 0252); left justify and fill with blanks
62-65	Suffix	4	If applicable, enter employee's suffix (EDB 0106) (e.g., Jr, Sr, I, II, etc. Dr.,

			PHD); left justify and fill with blanks; otherwise, fill with blanks
66-87	location address	22	employee's permanent address - line 1 (EDB 0204); left justify and fill with blanks
88-109	delivery address	22	employee's permanent address - line 2 (EDB 0205); left justify and fill with blanks
110-131	City	22	employee's address - permanent city (EDB 0206); left justify and fill with blanks
132-133	state abbreviation	2	employee's address - permanent - state (EDB 0207); if foreign address code (EDB 0291) = F, fill with blanks
134-138	zip code	5	employee's address - permanent zip (EDB 0208); if foreign address code (EDB 0291) = F, fill with blanks
139-142	zip code extension	4	fill with blanks
143-147	Blank	5	fill with blanks; reserved for SSA
148-170	foreign state/province	23	if foreign address code (EDB 0291) = F, enter employee's address - permanent foreign province (EDB 1120); left justify and fill with blanks; otherwise, fill with blanks
171-185	foreign postal code	15	if foreign address code (EDB 0291) = F, enter employee's address - permanent foreign postal code (EDB 1119); left justify and fill with blanks; otherwise, fill with blanks
186-187	country code	2	if foreign address code (EDB 0291) = F, enter employee's address - permanent foreign country code (EDB 1118); otherwise fill with blanks
188-198	wages, tips and other compensation	11	FWT gross year-to-date (YTD)(EDB 5502); right justify and zero fill
199-209	federal income tax withheld	11	federal tax withheld (YTD)(EDB 6014Y); right justify and zero fill
210-220	social security wages	11	OASDI gross (YTD)(EDB 5503); right justify and zero fill
221-231	social security tax withheld	11	OASDI tax withheld (YTD)(EDB 6013Y); right justify and zero fill
232-242	medicare wages & tips	11	Medicare gross (YTD)(EDB 5510); right justify and zero fill
243-253	medicare tax withheld	11	Medicare tax withheld (YTD)(EDB 6009Y); right justify and zero fill
254-264	social security tips	11	zero fill
265-275	advance earned income credit	11	advance earned income credit (EDB 6099Y); right justify and zero fill
276-286	dependent care benefits	11	employee depcare YTD balance (EDB 6225G); right justify and zero fill

287-297	deferred compensation contributions to Section 401(k)	11	zero fill
298-308	deferred compensation contributions to Section 403(b)	11	employee 403(b) contributions YTD balance (EDB 6008Y); right justify and zero fill
309-319	deferred compensation contributions to Section 408(k)(6)	11	zero fill
320-330	deferred compensation contributions to Section 457(b)	11	zero fill
331-341	deferred compensation contributions to Section 501(c)(18)(D)	11	zero fill
342-352	military employees basic quarters subsistence and combat pay	11	zero fill
353-363	non-qualified plan Section 457 distributions or contributions	11	zero fill
364-374	Blank	11	fill with blanks; reserved for SSA
375-385	non-qualified plan not Section 457 distributions or contributions	11	zero fill
386-407	Blank	22	fill with blanks; reserved for SSA
408-418	employer cost of premiums for group term life insurance over \$50,000	11	executive life insurance imputed income-YTD (EDB 5518) right justify and zero fill
419-429	income from the exercise of nonstatutory stock options	11	zero fill
430-485	Blank	56	fill with blanks; reserved for SSA
486	statutory employee indicator	1	0 (zero)
487	Blank	1	fill with blank; reserved for SSA
488	retirement plan indicator	1	1 = yes 0 = no set to 1 if: 403(b) gross (EDB 6008Y)> 0; or Safe Harbor gross (EDB 5544)> 0; or retirement gross (EDB 5505)> 0; or retirement code (EDB 0122)= U,B,P,1,F,S,orO; otherwise, set to 0 (zero)
489	third-party sick pay indicator	1	0 (zero)
490-512	Blank	23	fill with blanks; reserved for SSA

- Social Security Number 444555123 (*ACE, JIMMY*), record number 3

The Country Code of 'KR' is recorded on the W-2 extract file. Verify that the country code for this employee is 'KR' on the 250 report.

Verify that the Country Code of 'KR' is converted to 'KP' in positions 186 through 187.

Page 10
2003 W2 Changes
Service Request 14892
Test Plan
Nov 17, 2003

Print the W2's created by PPP600 (PRINTW2)

This job prints the W2's created by PPP600 (PDS W22003T) using OGL. Verify that the Tax Reporting Year of '2003' is displayed on the W-2 Laser Forms and that the **commas** and **periods** have been added as noted in the letter.

Your campus may have different procedures for the actual printing of the W2's.