

**Test Plan**  
**RELEASE 1614**  
**2004 W-2 Changes**

December 17, 2004:10:00 AM

Enterprise IT Service  
Information Systems & Computing  
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## **Testing Overview**

This test plan addresses the test runs and cases constructed to verify the correct installation of Release 1614. The test is made up of the following components:

1. Control Table Data Base (CTL) Initial Load (LOADCTL)
2. Employee Data Base (EDB) Initial Load (LOADEDDB)
3. W-2 Reporting (RUN600)
4. W-2 Extract File Update Process (RUN610)

## **CONTROL TABLE (CTL) INITIAL LOAD (LOADCTL)**

### **Description**

This job loads 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. The PDS UDB2CTL already reflects the updates applied to the DB2 Control tables, *with the exception of the DB2 GTN Table.*

# **EMPLOYEE DATA BASE (EDB) INITIAL LOAD (LOADEDDB)**

## **Description**

This job loads the EDB database. The data contained in the PDS UDB2EDB will be used to test the W-2 Reporting changes.

## **Verification**

In order to assure successful completion of this job, verify that the EDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.

## W-2 Reporting (RUN600)

### Description

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

The quarter and year values specified on the Specification record are '4' and '04' in column 12 and columns 13 through 14 respectively.

### Verification

To ensure that the appropriate modules have been modified and installed correctly, verify the following reports:

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

**Employee ID 444000116** (BACH, LARRY JAKE!\$) – This employee has an YTD 457(b) amount of 10.00 (deduction 397-Y), and an YTD 457(b) Amount of 15.00 (deduction 398-Y). The accumulated YTD 457(b) Amount is 10.00. Verify that the following message is displayed:

60-141 "TAX EXTRACT: EMPLOYEE CALCULATED 457B NOT EQUAL TO YTD 457B" is displayed with the following data.

457B CALCULATED	10.00 PASSED TO EXTRACT
457B TOTAL EDB AMT	15.00

In addition, this employee's name is invalid. Verify that the following error message is displayed:

60-142 "TAX EXTRACT: EMPLOYEE NAME CONTAINS INVALID CHARACTERS"

**Employee ID 444000107** (BULLY, BILLY) – This employee has a negative YTD 457(b) amount of -10.00 (deduction 396-Y), a negative YTD 457(b) amount of -10.00 (deduction 397-Y), and an YTD 457(b) Amount of 15.00 (deduction 398-Y). The accumulated YTD 457(b) Amount is negative (-20.00) Verify that the following error messages are displayed:

60-110 7-EMPL REJECT TAX EXTRACT: EMPLOYEE IS W2 EXCEPTION DUE TO NEGATIVE BALANCE(S)

YTD 403(B) REDS	100.00-
YTD 457(B) REDS	20.00-

60-140 3-WARNING TAX EXTRACT: EMPLOYEE HAS NEGATIVE 457B DEFERRED COMPENSATION BAL

6396-Y	TAX DEF 457	10.00-
6397-Y	TAX DEF 457%	10.00-

60-141 3-WARNING TAX EXTRACT: EMPLOYEE CALCULATED 457B NOT EQUAL TO YTD 457B.

457B CALCULATED	20.00-	PASSED TO EXTRACT
457B TOTAL EDB AMT	20.00	

**Employee ID 44400036 (CLEMENCY,GRANT)** – This employee has a negative YTD 457(b) amount of -25.00 (deduction 397-Y), a positive YTD 457(b) amount of 50.00 (deduction 396-Y), and an YTD 457(b) Amount of 300.00 (deduction 398-Y). The accumulated YTD 457(b) Amount is a positive (25.00) Verify that the following error messages are displayed:

60-140 3-WARNING TAX EXTRACT: EMPLOYEE HAS NEGATIVE 457B DEFERRED COMPENSATION BAL

6397-Y	TAX DEF 457%	25.00-
--------	--------------	--------

60-141 3-WARNING TAX EXTRACT: EMPLOYEE CALCULATED 457B NOT EQUAL TO YTD 457B.

457B CALCULATED	25.00	PASSED TO EXTRACT
457B TOTAL EDB AMT	300.00	

Note that the Exception Flag is not set, because the accumulated YTD 457(b) Amount is positive 25.00.

**Employee ID 44400009 (DANVILLE,JEROME)** – This employee has a negative YTD 457(b) amount of -20.00 (deduction 396-Y) and a negative YTD 457(b) Amount of -20.00 (deduction 398-Y). The calculated YTD 457(b) Amount is negative (-20.00) Verify that the following error messages are displayed:

60-110 7-EMPL REJECT TAX EXTRACT: EMPLOYEE IS W2 EXCEPTION DUE TO NEGATIVE BALANCE(S)

YTD 403(B) REDS	50.00-
YTD 457(B) REDS	20.00-

60-140 3-WARNING TAX EXTRACT: EMPLOYEE HAS NEGATIVE 457B DEFERRED COMPENSATION BAL

6396-Y	TAX DEF 457	20.00-
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Since the accumulated YTD 457(b) Amount is negative 20.00, the employee's Exception Flag is set to 'Y'.

PPP6011 (TAX REPORTING – EDB EXTRACT CAMPUS SUMMARY Report)  
**(REPORTS PDS, member PPP6011)**

Verify on (page 2 of 2) of this report that the total 457(b) Amount is reported under each column heading. In addition, verify that the appropriate totals on this report match the same totals reported on the specific reports. For example under the column heading **TOTAL EXCEPTION**, the totals reported on this report for **457(b) Amount** should match the same total as reported on the PPP6009 (W-2 EXCEPTION LIST) report.

PPP6014 (TOTALS REPORTING – (REPORTS PDS, member PPP6014)

Verify that the total 457(b) Amount is reported on this report under the heading “W2 FORMS PRINTING, W2 MICROFICHE FILE, and W2 REPORTS”: Sample totals for W2 FORMS PRINTING” are displayed below.

W2 FORMS PRINTING

	REPORTABLE
OASDI GROSS	1,854,025.39
MED GROSS	2,085,626.57
REG GROSS	1,854,025.39
MQGE GROSS	231,601.18
FWT GROSS	2,129,628.98
CA SWT GROSS	2,129,616.73
OSWT GROSS-1	200.00
OLTX GROSS-1	0.00
OTHER INCOME	60.00
NONCASH FRNGE	10,438.51
EXEC LIFE INC	8.10
INTEREST	10.00
OASDI TAX	114,949.65
MEDICARE TAX	30,241.47
REG TAX	26,883.32
MQGE TAX	3,358.15
FWT TAX	376,702.31
CA SWT TAX	107,994.41
OSWT TAX-1	126.17
OLOC TAX-1	0.00
403(B) AMOUNT	8,067.58
<b>457(B) AMOUNT</b>	<b>1,290.00</b>
EIC PAYMENT	144.67
EXCL MOVE EXP	90.00
DEPCARE DED	1,100.00
DCP CASUAL	15,638.49
DCP REGULAR	31,127.22
EMPLOYEES	538
W2S	538

PPP6017 (W-2 Out-of-State Report) (REPORTS PDS, member PPP6017)

Similarly to the PPP6007 report, note that Lines 5 and/or line 6 are not displayed when there are no data for those specific lines.

Verify the 457(b) data for the following employees.

**000050020 – ABSENT, MARCUS M.** – This employee has YTD 457(b) amount.

TOTAL/ FED/STATE/ TAX EXEMPT OTH STATE/ OTH LOCAL	OTH/NONCASH/ LIFE/EIC/ EXCL MOVE	403B/DEPCARE/ DCP CAS/ DCP REG/ 457b	OASDI/MED GROSS	-----TAXES-----
4,116.67	.00	.00	FED	.00
4,030.32	.00	.00	4,093.65 OASDI	253.81
4,030.32	.00	.00	STATE	.00
86.35	.00	63.33	4,093.65 MED	59.36
100.00	.00	<b>40.00-</b>	AL ST	.00

**000050041 – SHARALIKE,SHARON.** – This employee has YTD 457(b) amount.

EMPL ID/SSN/

<u>GROSSES</u>	<u>PAYMENTS</u>	<u>DEDUCTIONS</u>		
TOTAL/ FED/STATE/ TAX EXEMPT OTH STATE/ OTH LOCAL	OTH/NONCASH/ LIFE/EIC/ EXCL MOVE	403B/DEPCARE/ DCP CAS/ DCP REG/ 457b	OASDI/MED GROSS	-----TAXES-----
3,183.00	.00	400.00	FED	380.09
3,055.49	320.65	.00	3,500.15 OASDI	217.01
3,055.49	.00	.00	STATE	99.85
127.51	.00	44.66	3,500.15 MED	50.75
.00 #	.00	<b>5.00</b>	AL ST	5.50

Verify the totals on the last page of report PPP6017 are displayed under the appropriate column headings.

PPP6008 (Non-resident Exempt Alien Report) (REPORTS PDS, member PPP6008)

Verify the 457(b) data for the following employees.

**444000123 – ACE,JIMMY** – This employee has YTD 457(b) amount.

TOTAL/ FED/STATE/ TAX EXEMPT OTH STATE/ OTH LOCAL	OTH/NONCASH/ LIFE/EIC/ EXCL MOVE	403B/DEPCARE/ DCP CAS/ DCP REG/ 457b	OASDI/MED GROSS	-----TAXES-----
---	--	---	--------------------	-----------------

3,375.00	.00	.00		FED	512.43
3,326.50	.00	.00	3,375.00	OASDI	209.25
3,326.50	.00	.00		STATE	128.36
48.50	.00	48.50	3,375.00	MED	48.94
.00	.00	100.00			.00

**444000022 – BABBIT,WINSTON** – This employee has YTD 457(b) amount.

TOTAL/ FED/STATE/ TAX EXEMPT OTH STATE/ OTH LOCAL	OTH/NONCASH/ LIFE/EIC/ EXCL MOVE	403B/DEPCARE/ DCP CAS/ DCP REG/ 457b	OASDI/MED GROSS	----	TAXES----
6,775.00	.00	.00		FED	1,357.85
6,601.05	.00	.00	6,717.55	OASDI	416.49
6,601.05	.00	.00		STATE	430.40
173.95	.00	116.50	6,717.55	MED	97.40
.00	.00	150.00			.00

Verify the totals on the last page of report PPP6008 are displayed under the appropriate column headings.

PPP6009 (W-2 Exception List) (REPORTS PDS, member PPP6009)

Verify the 457(b) data for the following employees.

### EMPLOYEE HAS 1 OR MORE NEGATIVE REPORTABLE AMOUNTS ON EDB  
 ### EMPLOYEE HAS NEG 457B DEFERRED COMPENSATION BALANCE

**000050020 – ABSENT,MARCUS M** – This employee has YTD 457(b) amount

TOTAL/ FED/STATE/ TAX EXEMPT OTH STATE/ OTH LOCAL	OTH/NONCASH/ LIFE/EIC/ EXCL MOVE	403B/DEPCARE/ DCP CAS/ DCP REG/ 457b	OASDI/MED GROSS	----	TAXES----
4,116.67	.00	.00		FED	.00
4,030.32	.00	.00	4,093.65	OASDI	253.81
4,030.32	.00	2000		STATE	.00
86.35	.00	103.33	4,093.65	MED	59.36
100.00	.00	40.00-		AL ST	.00

### EMPLOYEE NAME CONTAINS INVALID CHARACTERS  
 \*\*\* EMPLOYEE YTD 403B IS NOT EQUAL TO CALCULATED 403B  
 \*\*\* EMPLOYEE YTD 457B IS NOT EQUAL TO CALCULATED 457B

**444000116 – BACH,LARRY JAKE!\$** – This employee has YTD 457(b) amount.

TOTAL/ FED/STATE/ TAX EXEMPT OTH STATE/ OTH LOCAL	OTH/NONCASH/ LIFE/EIC/ EXCL MOVE	403B/DEPCARE/ DCP CAS/ DCP REG/ 457b	OASDI/MED GROSS	----	TAXES----
---	--	---	--------------------	------	-----------

TAX EXEMPT OTH STATE/ OTH LOCAL	EXCL MOVE	DCP REG/ 457b			
5,200.00	.00	110.00		FED	956.29
5,101.96	.00	.00	5,186.96	OASDI	321.59
5,101.96	.00	.00		STATE	290.99
98.04	.00	85.00	5,186.96	MED	75.21
.00	.00	10.00			.00

Verify the totals on the last page of report PPP6009 are displayed under the appropriate column headings.

PPP6019 (W-2 Editing Error Conditions List) (REPORTS PDS, member PPP6019)

Verify the 457(b) Amount for the following Employee ID: Note the following edit messages.

\*\*\* EMPLOYEE YTD 403B IS NOT EQUAL TO CALCULATED 403B  
 \*\*\* EMPLOYEE YTD 457B IS NOT EQUAL TO CALCULATED 457B

**444000116 – BACH,LARRY JAKE!\$.-** This employee has YTD 457(b) amount.

TOTAL/ FED/STATE/ TAX EXEMPT OTH STATE/ OTH LOCAL	OTH/NONCASH/ LIFE/EIC/ EXCL MOVE	403B/DEPCARE/ DCP CAS/ DCP REG/ 457b	OASDI/MED GROSS	----	TAXES----
5,200.00	.00	110.00		FED	956.29
5,101.96	.00	.00	5,186.96	OASDI	321.59
5,101.96	.00	.00		STATE	290.99
98.04	.00	85.00	5,186.96	MED	75.21
.00	.00	10.00			.00

PPP6007 (W-2 Confirmation and Summary Report) (REPORTS PDS, member PPP6007)

Verify the data for the following employees:

\*\*\* 1042-S ALIEN - EDITING ERROR

**444000123 – ACE, JIMMY –** This employee has YTD 457(b) amount.

TOTAL/ FED/STATE/ TAX EXEMPT OTH STATE/ OTH LOCAL	OTH/NONCASH/ LIFE/EIC/ EXCL MOVE	403B/DEPCARE/ DCP CAS/ DCP REG/ 457b	OASDI/MED GROSS	----	TAXES----
3,375.00	.00	.00		FED	512.43
3,326.50	.00	.00	3,375.00	OASDI	209.25
3,326.50	.00	.00		STATE	128.36

48.50	.00	48.50	3,375.00	MED	48.94
.00	.00	100.00			.00

\*\*\* 1042-S ALIEN - EDITING ERROR

**44400022 – BABBIT,WINSTON** – This employee has YTD 457(b) amount.

TOTAL/ FED/STATE/ TAX EXEMPT OTH STATE/ OTH LOCAL	OTH/NONCASH/ LIFE/EIC/ EXCL MOVE	403B/DEPCARE/ DCP CAS/ DCP REG/ 457b	OASDI/MED GROSS	----	TAXES----
6,775.00	.00	.00		FED	1,357.85
6,601.05	.00	.00	6,717.55	OASDI	416.49
6,601.05	.00	.00		STATE	430.40
173.95	.00	116.50	6,717.55	MED	97.40
.00	.00	150.00			.00

\*\*\* EXCEPTION - NO W2 ISSUED

\*\*\* EDITING ERROR

**444000116 – BACH,LARRY JAKE!\$.-** This employee has YTD 457(b) amount.

TOTAL/ FED/STATE/ TAX EXEMPT OTH STATE/ OTH LOCAL	OTH/NONCASH/ LIFE/EIC/ EXCL MOVE	403B/DEPCARE/ DCP CAS/ DCP REG/ 457b	OASDI/MED GROSS	----	TAXES----
5,200.00	.00	110.00		FED	956.29
5,101.96	.00	.00	5,186.96	OASDI	321.59
5,101.96	.00	.00		STATE	290.99
98.04	.00	85.00	5,186.96	MED	75.21
.00	.00	10.00			.00

## Magnetic Tape Files

*Federal Tape to SSA/ IRS (FEDW2T):*

### RW Record Type

Using the following record layout of the RW record type, verify the data on the RW – Employer Records for the following Employee IDs

- Employee ID 444000119 (**FRANK BURNS**), record number 19

Note that the Foreign Country Code of ‘AQ’ for Employee ID 444000119 has been converted to ‘AS’. Since ‘AS’ is a territory, verify that ‘AS’ is placed in positions 132 through 133 (State abbreviation), and positions 186 through 187 (Foreign Country) is blank.

- Employee ID 444000111 (**CHET CHESTER**), record number 23

Note that the Foreign Country Code of ‘VQ’ for Employee ID 444000111 has been converted to ‘VI’. Since ‘VI’ is a territory, verify that ‘VI’ is placed in positions 132 through 133 (State abbreviation), and positions 186 through 187 (Foreign Country) is blank.

- Employee ID 444000022 (**WINSTON BABBIT**), record number 07

Note that the Foreign Country Code of ‘BN’ for Employee ID 444000022 has been converted to ‘OC’. Since ‘OC’ is *not* a territory, verify that ‘OC’ is placed in positions 186 through 187 (Foreign Country), and positions 132 through 133 is blank.

- Employee ID 701000071 (**MINI COOPER**), record number 32

Note that the Foreign Country Code of ‘YO’ for Employee ID 701000071 has been converted to ‘YI’. Since ‘YI’ is *not* a territory, verify that ‘YI’ is placed in positions 186 through 187 (Foreign Country), and positions 132 through 133 is blank.

- Employee ID 444000036 (**GRANT CLEMENCY**), record number 27

Note that Employee ID 444000036 has domestic address. Verify that positions 132 through 133 contains the State Abbreviation, and positions 186 through 187 (Foreign Country) is blank.

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	11	zero fill

	subsistence and combat pay		
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

*Annual State Tape:*

*Verify that the Annual State Tape file is no longer produced.*

### **W-2 Laser Forms (W22004T)**

Verify the following items on the W-2 Laser Forms:

Tax Reporting Year of **'2004'** is displayed.

Box 12 – Third line contains a letter code of 'G' and identified as line '12c' for reporting 457(b) amount. Fourth Line contains a letter code of 'P' and identified as line '12d' for reporting Excludable Moving Expense.

Box 13 containing the check box for retirement plan has been moved, and placed below box b.

Verify the 457(b) amounts reported on the W-2 forms for the following Employee IDs in Box 12. *Note that Box 13 containing the Retirement check-off box has been moved and placed below box b.*

**Employee ID 444000022 (WINSTON BABBIT)**

**Employee ID 444000119 (FRANK BURNS)**

**Employee ID 000050041 (SHARON SHARALIKE)**

## **W-2 Extract File Update Process (RUN610)**

### **Description**

This job updates specific data on the W-2 Extract File using current data from the EDB.

### **Verification**

Verify on the PPP6102 report (*REPORTS PDS, member PPP6102*) that the Total 457(b) Amount matches the Total 457(b) Amount reported on the PPP6011 report under the “Total Extract” column heading. In addition, verify that the other totals match the totals reported on the PPP6011 report.