



OFFICE OF THE SENIOR VICE PRESIDENT —  
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT  
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February 16, 2005

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Re:	Release:	1630
	Service Request:	16942
	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:	Urgent (See Timing of Installation)

This release addresses the following Service Request:

### **Service Request 16942**

Service Request 16942 asks that the W-4/DE4 template for the year 2004 is copied, and the years embedded in the copied template changed from 2004 to 2005. The W-4/DE4 template for year 2005 needs to be established for history tax transactions applicable for the year 2005. It also asks for the addition of a few lines in the certification section of the form as released by the Internal Revenue Service (IRS) and Employment Development Department (EDD).

### **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.R1630.JCL(**LOADPCDR**) sent with this release inserts records (W-4/DE4 2005 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 remain on the PPPW4D table; they are not deleted, nor overlaid with the W-4/DE4 2005 template.*

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**Timing of Installation**

The installation of this release is urgent. *The W-4/DE4 template for the year 2005 should be installed as soon as possible to allow campuses to print a W4/DE4 for 2005.*

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 [Baskar.Chitravel@ucop.edu](mailto:Baskar.Chitravel@ucop.edu), or call at (510) 987-0692.

Baskar Chitravel

cc: Jerry Wilcox