



OFFICE OF THE SENIOR VICE PRESIDENT —  
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT  
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January 13, 2006

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Re:	Release:	1683
	Service Request:	16989
	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

This release addresses the following Service Request:

### **Service Request 16989**

Service Request 16989 asks that a copy of the W-4/DE4 template (resides on the PPPW4D Table) for the past year 2005 be made, and the years embedded in the copied template changed from 2005 to 2006. A 2006 W-4/DE4 template needs to be established for history tax transactions applicable for the year 2006.

### **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 UDB2W4DR into production.

The JCL in PAYDIST.R1683.JCL(**LOADW4DR**) sent with this release inserts records (W-4/DE4 2006 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 must remain on the PPPW4D table; they are not deleted, nor overlaid with the W-4/DE4 2006 template.*

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### **Timing of Installation**

The installation of this release is urgent. *The W-4/DE4 template should be installed as soon as possible to allow campuses to print W4/DE4 forms for year 2006.*

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 [Jackson.Quan@ucop.edu](mailto:Jackson.Quan@ucop.edu), or call at (510) 987-0464.

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