



OFFICE OF THE SENIOR VICE PRESIDENT —
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Re: Release: 1745
 Service Requests: 81615, 81724
 Error Reports: 2005, 2055, 2056
 Programs: PPP600, PPP610, PPTAXEDB, PPTAXW2, PPTAXW2F, PPTAXW2O,
 PPTAXW2R, PPTAXW2T
 Copy Members: CPFDTXW2, CPLNKTXW, CPLNKW2F, CPLNKW2O, CPLNKW2R,
 CPLNKW2T, CPWSSTCD, CPWSTXTO, CPWSTXTP, CPWSTXW2,
 CPWSXIC2, CPWSXTRC

 Include Members: None
 DDL Members: None
 Bind Members: None
 CICS Maps: None
 CICS Help: None
 Forms: UPAY731, UPAY832
 Table Updates: System Messages Table
 Urgency: Date Mandated (see Timing of Installation below)

This release addresses the following Service Requests and Error Reports:

Service Request 81615 Phase II

The Payroll/Personnel System (PPS) needs to be modified to handle an exchange of data between PPS and AYSO to provide AYSO a file with W-2 tax type data to be used to create the online version of the employee's W-2 form and to create a file for the University's third-party vendor to be used in the integration of W-2 data with tax preparation software.

The first phase for this SR was release 1730 which added the required new PPS data elements to allow an employee to select an Electronic only W-2 form and to allow an employee to block data sent to a 3rd party vendor.

This phase creates the new OW2 file to be sent to AYSO as its data source for generating the Web Online W-2 images. It is also the source for the creation of the 3rd party vendor file to be used to integrate W-2 data with tax preparation software. This file includes all employees whether or not they have selected the W-2 Electronic only option or have chosen to block their data from being sent to the 3rd party vendor. The split for the latter is performed by AYSO.

Service Request 81724

W-2 reporting for 2006 includes modifications to report nonqualified plans, modifications to allow updating of the extract file for the new Electronic W-2 Indicator, modifications to the various reports produced out of the W-2 tax program, and changes to the format of the W-2 form. The following describes briefly the changes made.

W-2 Print File

Those employees who select the W-2 Electronic option will not receive a printed W-2. They will therefore, not be on this file.

Reports

There is a new totals report for the OW2 file, similar to the totals report for the *W-2 Forms Printing*. There is also a new totals report for the employees who select the Electronic form in lieu of the printed form. There are modifications to all the other totals reports to include a total line for each of the new balances to be maintained, Nonqualified Plan 457 and Nonqualified Plans for Box 11. There is a new detail report for these new balances titled *Nonqualified Deferred Compensation Plans*.

W-2 Federal Tape

The tape file was modified to include the new Nonqualified Plan 457 on the detail records and the total records. As required by the IRS, two new fields for Roth Contributions were initialized but not used.

UPAY Forms

UPAY731, W-2/UI Process PPP600 Program Run Specification, was modified to include the new OW2 file as an option. The creation of the new OW2 file in the PPP600 run will be optional.

UPAY832, W-2 Extract Update PPP610 Program Run Specification, was modified to include an option to update the W-2 Electronic Indicator on the W-2 Extract file with the value found on the current EDB.

Error Report 2005

PPTAXEDB creates the W2 Extract file. The total record at the end of the file is missing the total for tax exempt income TXW2-TLR-TAX-EXEMPT-INC. A total is accumulated but not moved to the record. Therefore, that position in the total record contained the detail data from the previous record. This was corrected.

Error Report 2055

The suffix for an employee's name did not print on the W-2 form. It was not moved from the Extract record to the Name work area in the program which builds the W-2 print file. This has been corrected.

Error Report 2056

When the address is a foreign address, the length of the country name is greater than 23 bytes (prints on line separate from the postal code) and there is no postal code, then the country address does not print on the W-2 form. This is because the line above containing the postal code is blank. This problem was corrected by checking for the existence of the postal code and if blank, the country will appear in the line where the postal code would have printed had there been one.

Programs

PPP600

This program is the tax-reporting driver module. It performs an edit of the SPEC Card and calls other programs based upon the activity requested on the SPEC Card (refer to UPAY731). This program was modified to recognize, edit and pass on a new flag used to control generation of the new OW2 file.

PPP610

This program updates a previously created W-2 Extract file. Totals were added for the new nonqualified plan balances. Also, the SPEC card was expanded to include an option to update the new W-2 Electronic Indicator found on the PPPPAY EDB table.

PPTAXEDB

This program creates the EDB extract used by the unemployment insurance process and the annual W-2 tax reporting process. It was changed to correct the total record (Error Report #2005). Processing of the new balances, Nonqualified Plan 457 (EDB5557) and Nonqualified Plans for Box 11 (EDB5558) was added. These balances were added to the Extract record and to the numerous groups of totals. The *Error and Warnings Messages Report* includes a new message and corresponding details for these new balances when they occur for a specific employee.

PPTAXW2

This program controls calls to other W-2 programs for generating reports, generating the Federal Tax tape and generating the print file for the printed forms and the microfiche file. A new process was added to the program for the generation of the new OW2 file for the AYSO online W-2 forms and the third-party vendor. Two new total reports are generated. The first is for all employees who selected to receive only an electronic W-2 form and the second is for the new OW2 file.

PPTAXW2F

This program generates the print file for the W-2 forms. This program was changed to accommodate several changes to the W-2 form. The Box b containing the Employer identification number was moved to the upper right corner of the Employer address box. The Employer name and address were shifted down one line. In order to accommodate this, the state and zip code were moved up to the line containing the city. Box 11 was added for Nonqualified Plans and Box 13 was changed in location and shape with all check boxes appearing.

This program will now test the new Electronic W-2 Indicator for each employee to determine whether or not a W-2 is to be written to the Print file, resulting in no paper W-2 form, for the employee who selects an electronic form.

Error Report #2055 indicates that the Name suffix does not appear on the W-2 print file. Error Report #2056 indicates that for a foreign address where the country is > 23 characters and there is no postal code, the country does not print on the W-2. These error conditions were corrected in this program.

PPTAXW2O (new)

This program performs a new function within the W-2 process. It creates the new OW2 file that is used by AYSO as the data source for generation of the online W-2 forms and will be used to interface with a third-party vendor for integration of W-2 data with tax preparation software. All employees receiving a W-2 will appear on this new file. AYSO will interrogate the Block W-2 Data to 3rd Party Indicator on the Web in order to determine for each employee if that employee's record is to be sent to the third-party vendor.

PPTAXW2R

This program generates the reports for the W-2 forms. The new balances, Nonqualified Plan 457 (EDB5557) and Nonqualified Plans for Box 11 (EDB5558), were added to the list of totals to be accumulated and printed on the total page for this program. Employees with these new balances are flagged as having such on certain reports. A new report is generated to identify the employees with a non-zero balance in either of the two new dollar balance elements. Existing reports were modified to include the new balances on the total pages. For those reports which indicate whether or not an employee will be receiving a W-2, they were changed to indicate if the form is an OW2 form (electronic version).

PPTAXW2T

This program produces the Federal W-2 File. The new balances, Nonqualified Plan 457 (EDB5557) and Nonqualified Plans for Box 11 (EDB5558), were added to the list of totals to be accumulated and printed on the total page for this program. Modifications were made to include the Nonqualified Plan 457 (EDB5557) on the employee detail record and to accumulate a total of all Nonqualified Plan 457 amounts for the total record.

Copy Members

CPFDTXW2

This copy member provides the file definition for the W-2 Extract file. It was modified to reflect the change in record length of the file from 999 to 1054. This is to accommodate the new Electronic W-2 Indicator and new 5500 dollar balances and filler for future use.

CPLNKTXW

This copy member provides the interface between PPP600 (main W-2 program), PPTAXW2 (control calling program of the W-2 process) and PPTAXW2F (creates the W-2 forms print file). It contains the information from the SPEC Card which directs the W-2 process. This member was modified to include a flag to indicate if the OW2 file is to be generated.

CPLNKW2F

This copy member provides the interface between PPTAXW2 (control calling program of the W-2 process) and the program which produces the W-2 Forms print file, PPTAXW2F. The new balances, Nonqualified Plan 457 (EDB5557) and Nonqualified Plans for Box 11 (EDB5558) were added to the list of totals to be accumulated by the program.

CPLNKW2O

This new copy member will provide the interface between PPTAXW2 (control calling program of the W-2 process) and the new program, PPTAXW2O, which will produce an online W-2 file (OW2 file) containing all the W-2 information needed for AYSO to generate the online W-2 forms and to send a file to a third-party vendor to be used to integrate W-2 data with tax preparation software.

CPLNKW2R

This copy member provides the interface between PPTAXW2 (control calling program of the W-2 process) and the program which produces the W-2 Forms Reports, PPTAXW2R. The new balances, Nonqualified Plan 457 (EDB5557) and Nonqualified Plans for Box 11 (EDB5558), were added to the list of totals to be accumulated by this program.

CPLNKW2T

This copy member provides the interface between PPTAXW2 (control calling program of the W-2 process) and the program which produces the Federal W-2 File, PPTAXW2T. The new balances, Nonqualified Plan 457 (EDB5557) and Nonqualified Plans for Box 11 (EDB5558), were added to the list of totals to be accumulated by this program.

CPWSXIC2

This copy member defines various Campus Specific constants. Currently the description for data element EDB5504 is NDIP GROSS YTD which describes the original use for this dollar amount. It is now used to report Interest Income. The description in this copy member was changed to INTEREST GR YTD.

CPWSSTCD

This new copy member provides a list of all state codes, alphanumeric and numeric, to be used in the conversion of the state alpha code to a numeric code required for the OW2 file for AYSO.

CPWSTXTO

This new copy member will provide the record layout for the new online W-2 interface file. This file contains all the W-2 information needed to generate the online W-2 forms by AYSO and to generate the third-party vendor file to be used to integrate the W-2 data with tax preparation software.

CPWSTXTP

This copy member provides the record layout for the Federal W-2 file. It was modified to include the following new fields for Roth Contributions. Though these fields do not pertain to the University, the file needs to be kept in sync with the federal file.

CPWSTXW2

This copy member provides the record layout for the current W-2 Extract file. The new balances, Nonqualified Plan 457 (EDB5557) and Nonqualified Plans for Box 11 (EDB5558), were added to this copy member.

CPWSXTRC

This copy member defines various Campus Specific constants. It includes foreign country codes. The Postal Code for Kiribati has been changed from KP to KR. Therefore, that entry was removed from the table.

Forms

UPAY731 W-2/UI Processes – PPP600 Program Run Specification

A box was added to the end of the W-2 Processing portion of the specification record in column 49 for the new OW2 file. It will contain one of the following possible values.

“Y” Produce OW2 file
“N” No OW2 file
Blank Default to “N”

UPAY832 W2 Extract Update – PPP610 Program Run Specification

A box was added to the end of the W-2 Processing portion of the specification record in column 19 for the option to update the Electronic W-2 Indicator. It will contain one of the following possible values.

“Y” Update the Electronic W-2 Indicator
Blank Do not update the W-2 election indicators

Table Updates

System Messages Table

Three messages were added to this table for the W-2 process:

- Message 60-019 was added for an invalid OW2 flag on the SPEC card for PPP600.
- Message 61-117 was added for PPP610 to indicate on the SPEC card that the Electronic W-2 Indicator is to be updated on the Extract file.
- Message 60-137 was added for report PPP6010, *Error and Warning Messages* report, to be used to indicate that an employee has NQP reportable income.

Installation Instructions

A separate Installation Instructions document has been provided.

Test Plan

A separate Test Plan document has been provided.

Timing of Installation

The timing of this release is **date mandated**. It must be installed prior to the generation of W-2 forms for 2006.

As usual, campuses are encouraged to install this release in as timely a fashion as possible and in the normal numeric sequence.

If there are any questions, please send electronic mail to Janet. Kennedy@ucop.edu or call 510-587-6128.

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