

**Release 1745**

**Online W-2 (OW2), Phase II  
Service Request 81615**

**2006 W-2 Reporting Requirements  
Service Request 81724**

**Erroneous Data in Total Record of Extract File  
Error Report #2005**

**Name Suffix Missing from W-2 Form  
Error Report #2055**

**Foreign Country Name Missing on W-2  
Error Report #2056**

**TEST PLAN**

December 15, 2006  
Prepared by Janet Kennedy

Information Resources & Communications  
Office of the President  
University of California

## Table of Contents

<b>LOAD CONTROL TABLE DATA BASE (LOADCTL).....</b>	<b>3</b>
<b>LOAD FIRST EMPLOYEE DATA BASE (LOADEDDB1).....</b>	<b>4</b>
<b>RUN W-2 REPORTING (RUN600).....</b>	<b>5</b>
<b>LOAD SECOND EMPLOYEE DATA BASE (LOADEDDB2) .....</b>	<b>7</b>
<b>RUN W-2 EXTRACT FILE UPDATE PROCESS (RUN610) .....</b>	<b>8</b>
<b>OTHER PROCESSES TO TEST.....</b>	<b>9</b>

Online W-2 (OW2), Phase II, SR 81615  
2006 W-2 Reporting Requirements, SR 81724  
Error Reports 2005, 2055 and 2056  
December 15, 2006

## **Load Control Table Data Base (LOADCTL)**

Load the DB2 CTL database supplied with this release.

### **Verification if using CTL supplied with release**

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 database. Verification can be made by reviewing the PDS REPORTS member LOADCTL.

Online W-2 (OW2), Phase II, SR 81615  
2006 W-2 Reporting Requirements, SR 81724  
Error Reports 2005, 2055 and 2056  
December 15, 2006

## **Load First Employee Data Base (LOADEDDB1)**

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 database. Verification can be made by reviewing the PDS REPORTS member LOADEDDB1.

## Run W-2 Reporting (RUN600)

This job creates the W-2 Extract file, generates the W-2 reports, creates the Federal tape, the microfiche file and the new OW2 file for AYSO and the 3<sup>rd</sup> party vendor.

### Verification

Ensure that the job has been executed successfully. Verification can be made by reviewing the PDS REPORTS member RUN600 and the files produced: FEDW2T, W2FILET, W22006T and OW2. The following is a list of items which can be used to verify the installation of the new and modified programs found in this release.

1) “Error and Warning Messages” Report (PPP6010)

Employee Id	Name	Condition tested
000050020	Absent, Marcus	Warning message - Employee has NQP Reportable Income
000050040	Bear, Ted	Reject message - Employee is W-2 Exception due to Negative NQP Income

2) “W-2 Confirmation and Summary” Report (PPP6007)

Employee Id	Name	Condition tested
000050020	Absent, Marcus	*** Exception – NQP Reportable Income

3) Verify on the following total reports that new totals print for “Box 11 NQP Inc” and “457 NQP Inc”.

- PPP6011 – Campus Summary
- PPP6014 –W2 Forms Printing
- PPP6014 – Electronic W2 Forms (new report)
- PPP6014 – W2 Microfiche File
- PPP6014 – W2 Reports
- PPP6014 – Federal W2 Tape Final Totals
- PPP6014 – OW2 File (new report)

4) “Nonqualified Deferred Compensation Plans” Report, PPP6021 (DD PTNQPLS).

New report has 7 employees who have 457 NQP Reportable income and 8 employees who have Box 11 NQP Reportable Income.

5) FEDW2T File

Verify that the 457 NQP Income appears in columns 353-363 on the RW record and in columns 235-249 on RT record. Note that there are 2 RT records on the file. Compare those columns to the same on the FEDW2T file provide with this release.

6) OW2 File

Compare the OW2 file created in this run to the to the OW2 file provided with this release.

7) Error #2055

Verify that suffix "JR" prints for employee 333333001 on the W-2 forms file, W22006T.

8) Error #2056

Verify that the foreign country prints correctly for employee 501000036 who does not have a postal code in his address. Use the W-2 forms file, W22006T.

9) Error #2005

Verify on the total record for the Extract file, W2FILET, that columns 95-101 contain a numeric value.

## Load Second Employee Data Base (LOADEDDB2)

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 database. Verification can be made by reviewing the PDS REPORTS member LOADEDDB2.

This is the same as the first EDB (UDB2EDB1) with the following changes which were made in order to perform the following test of the W2 Extract Update, PPP610.

<b>Employee ID</b>	<b>Name</b>	<b>Change Performed</b>
000050011	DENTIST, MARIA	Change City
000050022	ALU, BOB	Change Home Department
000050048	BUOY, AARON	Change SSN
000050093	BERTA, DEL	Change Employee Status
222222001	ADAMS, JOHN	Change W-2 Indicator
222222002	BARKEY, JOHN	Change W-2 Indicator
222222014	DEERING, JOHN	Change W-2 Indicator
222222023	SILVER, JOHN	Change W-2 Indicator

Online W-2 (OW2), Phase II, SR 81615  
2006 W-2 Reporting Requirements, SR 81724  
Error Reports 2005, 2055 and 2056  
December 15, 2006

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

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

### **Verification**

Ensure that the job has been executed successfully. Verification can be made by reviewing the PDS REPORTS member RUN610. The report PPP6103 will report the details of the changes identified on the previous page with the load of the second EDB found with this release.

Online W-2 (OW2), Phase II, SR 81615  
2006 W-2 Reporting Requirements, SR 81724  
Error Reports 2005, 2055 and 2056  
December 15, 2006

## **Other processes to test**

The following are other processes which may be tested in order to insure that the description for balance 5504 displays as ***Interest Gross YTD***. Previously the description was ***NDIP Gross YTD***. This is a change to copy member CPWSXIC2.

- Compute with Printed PAR report PPP440
- PPP470 – PAR History Report
- PPP480 – Alternative PAR Report
- Rush Checks
- EDB Inquiry - Summary of Current EDB Balance - INBI