



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

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BEATRICE CARDONA
HAI DOAN
WEN TANG

BARBARA VANDEN BORRE
SUNGSOO YANG

Re: Release: 1747
 Service Requests: 81761
 Programs: None
 Copy Members: None
 Include Members: None
 DDL Members: None
 Bind Members: None
 CICS Maps: None
 CICS Help: None
 Forms: None
 Table Updates: W-4/DE4 Template
 Urgency: Urgent (See Timing of Installation below)

This release addresses the following Service Request:

Service Request 81761

Service Request 81761 asks that a copy of the W-4/DE4 template, which resides on the DB2 PPPW4D Table, be made available for calendar year 2007.

When an employee's tax related data is changed on the EDB, the system records the actual date of the change to the W-4 Process Date (EDB 0338) and/or DE4 Process Date (EDB 0339). The changed tax related data and the W-4 Process Date and/or DE4 Process Date are recorded in history via the Employee Change File (ECF). CICS function IHTX (***W-4/DE4 Selection Menu***) allows the user to produce the appropriate W-4/DE4 electronic form and sent via electronic mail to the email address entered on the IHTX screen.

The appropriate W-4/DE4 template used for reporting the tax related data is based upon the year on the W-4 Process Date and/or DE4 Process Date. For example, if the W-4 Process Date or DE4 Process Date contains a year of 2007, the 2007 W-4/DE4 template is used for reporting the tax related data. Thus, a 2007 W-4/DE4 template needs to be established for history tax transactions applicable for the calendar year 2007.

Test Plan

A complete test plan is provided with this release.

Installation Instructions

1. Execute and verify the test plan, per supplied instructions.

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2. Perform any desired additional campus testing.
3. Load the data in PDS UDB2W4DR into production.

The JCL in PAYDIST.R1747.JCL(**LOADW4DR**) sent with this release inserts records for the W-4/DE4 2007 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 2007 template.*

Timing of Installation

The installation of this release is urgent. *The W-4/DE42007 template should be installed as soon as possible to allow campuses to print W-4/DE4 electronic forms for calendar year 2007.*

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, or call at (510) 987-0464.

Jackson Quan