



OFFICE OF THE SENIOR VICE PRESIDENT —
BUSINESS AND FINANCE

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Re:	Release:	1751
	Service Requests:	81790
	Error Reports:	None
	Programs:	PPOT1751
	Copy Members:	None
	Include Members:	None
	DDL Members:	None
	Bind Members:	None
	CICS Maps:	None
	CICS Help:	None
	Forms:	None
	Table Updates:	None
	Urgency:	Urgent (see Timing of Installation below)

Service Request 81790

The At Your Service Online (AYSO) environment has been unstable for the past few weeks. The University has made a decision to print W-2 forms in parallel with those generated electronically for online display. As a result, PPS Base Maintenance has been asked to assist in providing a backup mechanism to produce paper W-2 forms for employees who have elected to receive their W-2 forms electronically.

This release provides a one-time program to read the W-2 Extract File, identify records with an Electronic W-2 Indicator value of 'Y', and produce a file of employee IDs for input into program PPP600. The one-time will also produce a new W-2 Extract File with all Electronic W-2 Indicators set to blank. The new extract file and the file of employee IDs can be used to run PPP600 to print paper W-2 forms for all employees who elected an electronic W-2.

This one-time will not affect the Electronic W-2 Indicator value on the EDB or in the AYSO environment, and employees who elected to receive an electronic W-2 will still be able to retrieve their W-2 in the AYSO application as soon as the problems in that environment are resolved.

Programs

PPOT1751 (one-time)

This one-time program generates files to be used as input to PPP600 so that W-2 forms will be printed *only* for the employees with electronic W-2 indicator set to "Y".

Input:

- Final production version of the W-2 Extract file from PPP600 or PPP610.

Outputs:

- A copy of the input extract file, with all occurrences of electronic W-2 indicator of "Y" changed to spaces.
- A file of employee IDs whose electronic W-2 indicator was previously set to "Y", formatted for input to PPP600.
- Totals report

After this program is run, PPP600 must be run in "selected employees" mode with the files created by PPOT1751 as input.

Installation Instructions

1. Install, compile, and link the following **new one-time** programs

PROGRAM	DB2?	Compile Type	Package Bind?	Done?
PPOT1751	No	Batch	No	

2. Create JCL for the **one-time** programs listed below. The test JCL can be used as a model to create the production JCL.

Program	Sample JCL	Installed?
PPOT1751	RUNONET	

3. Testing

Perform installation verification testing as described in the Test Plan. In addition perform any further local testing.

4. Install in Production

- a. Run One-time PPOT1751 in production

- Create the JCL for one-time program PPOT1751. The release JCL (RUNONET) can be used as a sample.
- Use the final production version of the W-2 Extract file from PPP600 or PPP610 as input DDname W2EXTIN.
- Run PPOT151 in production to produce the two output files with DDnames W2EXTOUT and OW2EMP.

- b. Run PPP600 in the mode to process selected employees. Use the two output files from PPOT1751 as input to PPP600 as follows:

- The file with DDname W2EXTOUT from PPOT1751 should be used as input to PPP600 with DDname W2FILE
- The file with DDname OW2EMP from PPOT1751 should be used as input to PPP600 with DDname OVRIDFL

Test Plan

1. Run PPOT1751 using the sample JCL(RUNONET) provided with the release.
2. Compare all output files and reports with those provided with the release.

Timing of Installation

The timing of this release is **urgent** for campuses that choose to print W-2 forms for employees who elected to receive electronic W-2 forms. This one-time process should be run after you have completed all your normal W-2 processing, including printing the W-2 forms for employees who did NOT elect to receive their W-2 forms electronically only.

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 maxine.gerber@ucop.edu, or call 510-987-0422.

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