



OFFICE OF THE SENIOR VICE PRESIDENT –
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
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February 13, 2008

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Re:	Release:	1806
	Service Requests:	82109
	Error Reports:	None
	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 82109:

Service Request 82109

Service Request 82109 asks that a copy of the W-4/DE4 template, which resides on the DB2 PPPW4D Table, be made available for calendar year 2008.

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 send it 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 2008, the 2008 W-4/DE4 template is used for reporting the tax related data. Thus, a 2008 W-4/DE4 template needs to be established for history tax transactions applicable for the calendar year 2008.

Installation Instructions

1. Testing

Perform installation verification testing as described in the Test Plan.

Perform any desired additional campus testing.

2. Load the data in PDS UDB2W4DR into production.

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The JCL in PAYDIST.R1806.JCL (*LOADW4DR*) sent with this release inserts records for the W-4/DE4 2008 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 2008 template.*

Test Plan

A separate Test Plan document is provided for this release.

Timing of Installation

The installation of this release is **urgent**. *The W-4/DE42008 template should be installed as soon as possible to allow campuses to print W-4/DE4 electronic forms for calendar year 2008.*

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 Pamela.Torres@ucop.edu or call 510-987-0741.

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