Test Plan
RELEASE 1161

W-2 Reporting Changes

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Information Systems & Computing
Office of the President
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Testing Overview

This test plan addresses the test runs and cases constructed to verify the correct installation of Release 1161. The test is made up of the following components:

1. VSAM Control Table Initial Load (LOADVSM)
2. Control Table Data Base (CTL) Initial Load (LOADCTL)
3. Employee Data Base (EDB) Initial Load (LOADEDB)
4. W-2 Reporting (RUN600)
5. Employee Data Base (EDB) Load#2 (LOADEDB2)
6. Update W-2 Extract File Process (RUN610)

VSAM CONTROL TABLE INITIAL LOAD (LOADVSM)

Description

This job loads the VSAM Control Tables.

The updates of the VSAM Control Tables are already reflected in the particular PDS members used for the loading of the VSAM Tables.

Verification

Ensure that the VSAM Control Tables have been successfully restored by verifying normal completion of the job.

CONTROL TABLE (CTL) INITIAL LOAD (LOADCTL)

Description

This job loads the DB2 CTL database.

Verification

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.

EMPLOYEE DATA BASE (EDB) INITIAL LOAD (LOADEDB)

<u>Description</u>

This job loads the EDB database. The data contained in the PDS UDB2EDB will be used to test the W-2 Reporting changes.

<u>Verification</u>

In order to assure successful completion of this job, verify that the EDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.

W-2 Reporting (RUN600)

Description

This job executes the UI Quarterly and year-end W2 Process.

The quarter and year values specified on the Specification record are '4' and '97' in column 12 and columns 13 through 14 respectively.

Verification

To ensure that the appropriate modules have been modified and installed correctly, verify the following reports:

- **PPP6007 (Detail W-2 Confirmation And Summary Report)** *(REPORTS PDS, member PPP6007)*

  Employee ID 000050020 – The literal and interest amount are displayed as '**INTEREST=   1,000.50**'.

- **PPP6007 (Totals W-2 Confirmation And Summary Report)** *(REPORTS PDS, member PPP6007)*

  Verify that the Description Text for displaying the Total Interest is '**INTEREST**'.

- **PPP6008 (Detail Non-resident Exempt Alien Report** *(REPORTS PDS, member PPP6008)*

  Employee ID 000050011 – The literal and interest amount are displayed as '**INTEREST=   5,025.00**'.

- **PPP6008 (Totals Non-resident Exempt Alien Report)** *(REPORTS PDS, member PPP6008)*

  Verify that the Description Text for displaying the Total Interest is '**INTEREST**'

- **PPP6009 (Detail W-2 Exceptions List Report** *(REPORTS PDS, member PPP6009)*

  Employee ID 000050069 – The literal and interest amount are displayed as '**INTEREST=   500.25**'. Verify that the Exception Error Message 'E.I.C. AMOUNT ON EDB WAS POSITIVE/SHOULD BE NEGATIVE' is preceded by the symbol '###'.

Employee ID 999888102 – Verify that the Exception Error *Messages 'NOT ENOUGH OASDI TAX WITHHELD'*, and '*NOT ENOUGH MEDICARE TAX WITHHELD*' are preceded by the symbol '###'. Verify that the Editing Error Messages '*SOC SEC NUMBER IS BLANK OR INVALID*' and '*CITIZEN CODE IS BLANK*' are preceded by the symbol '***'. Note that the same Editing Error Messages displayed for this employee are displayed on the PPP6019 report.

Employee ID 999888003 - Verify that the Exception Error *Messages 'EMPLOYEE HAS 1 OR MORE NEGATIVE REPORTABLE AMOUNTS ON EDB*, and '*EMPLOYEE HAS NEGATIVE DEFERRED COMPENSATION BALANCE'* are preceded by the symbol '###'. Verify that the Editing Error Messages '*SOC SEC NUMBER IS BLANK OR INVALID*', '*CITIZEN CODE IS BLANK*', '*CITY FIELD IS BLANK*', and '*EMPLOYEE YTD 403B IS NOT EQUAL TO CALCULATED 403B*' are preceded by the symbol '***'. Note that the same Editing Error Messages displayed for this employee are displayed on the PPP6019 report.

Verify that the Symbols '###' and '***' with their associated footnotes are displayed at the bottom of each page.

- **PPP6009 (Totals W-2 Exceptions List Report)** *(REPORTS PDS, member PPP6009)*

  Verify that the Description Text for displaying the Total Interest is '**INTEREST**'

- **PPP6010 (Error And Warning Messages Report)** *(REPORTS PDS, member PPP6010)*

  Employee ID 000050022 - Verify that the error message 60-128 '*TAX EXTRACT: EIC OVER MAXIMUM OF $1326, REDUCED TO $1326*' is displayed.

  Verify that the sequence of the report is in Employee Name order.

  Verify that each employee's Name(EDB 0105) is displayed.

- **PPP6011 (Campus Summary Report)**, **PPP6014 (Totals Report)** *(REPORTS PDS, members PPP6011, and PPP6014)*

  Verify that the Total Gross Amounts displayed are 1,650,456,025.40 (EDB Total Gross) and 1,434,699,756.40 (Total Extract), respectively. This corrects the problem addressed in Error Report 1465.

  Verify that the Description Text for displaying the Total Interest is '**INTEREST**'.

- **PPP6019 (W-2 Editing Error Conditions list Report)** *(REPORTS PDS, member PPP6019)*

  Employee ID 000050090 – The literal and interest amount are displayed as '**INTEREST=   325.00'**.

To ensure that the appropriate modules have been modified and installed correctly, verify the data on the W-2 Extract File for the following employee:

W-2 Extract File

Record 148 – Employee 999888050, this employee has Total 403(b) Deduction Amount is equal to zero, Total YTD Safe Harbor Defined Contribution Plan Deduction Amount is equal to zero, Retirement Gross is equal to zero, and Retirement System Code is equal to 'H'. Therefore, this employee should have a Pension Plan Indicator value of blank in position 228.

Record 156 – Trailer Record, verify that the equivalent Total Extract Amount of 1,434,699,756.40 is reported in positions 18 through 24 (This corrects the problem addressed in Error Report 1465).

W-2 Laser Forms

Verify that the Tax Reporting Year displayed is '1997' on the W-2 Laser Form, and the font is a 24 point OCR-A font.

IRS Publication 1141 specifies that the Tax Reporting Year must be printed in non-reflective black ink using 24-point OCR-A font.

EMPLOYEE DATA BASE (EDB) LOAD#2 (LOADEDB2)

<u>Description</u>

This job loads the EDB database. The data contained in the PDS UDB2EDB2 will be used to test the W-2 Extract File Update Process.

<u>Verification</u>

In order to assure successful completion of this job, verify that the EDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the database.

W-2 Extract File Update Process (RUN610)

Description

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

Verification

Verify on the PPP6102 (Update PPP600 W2 EXTRACT), *(REPORTS PDS, Member PPP6102)*, that the Description Text for the Total Interest Amount is displayed as '**INTEREST**'.

Employee 000050102 – This employee had a change from a domestic address to a foreign address.

DE NO	DE NAME	On Old EDB	On Current EDB
0291	FOREIGN ADDRESS		F
0204	PERM STRT 1	500 PARNASSUS AVE.	#10 BUILDING TERR
0205	PERM STRT 2		
0206	PERM CITY	CHICAGO	PARCEL H-G233
0207	PERM STATE	IL	
0208	PERM ZIP	62606	
1118	FRGN ADDR CNTRY		PS
1119	FRGN ADDR PSTL		771-PARC L
1120	FRGN ADDR PROV		PS
FCT	COUNTRY NAME		TRUST TERRITORY-P

Thus, when the employee went from a domestic address to a foreign address, the domestic Address-State and domestic Address-Zip values from the current EDB were used to refresh the Address-State and Address-Zip on the updated W-2 record.

Updated W-2 Extract File:

Record 92 -Verify that positions 136 through 137 (Address-State) contain a blank, and positions 138 through 142 (Address-Zip) contain a blank. This corrects the problem addressed in Error Report 1476.