Test Plan
RELEASE 1334

W-4/DE4 Tax Withholding Process
Phase II

February 20, 2001

Information Systems & Computing
Office of the President
University of California

Final
February 20, 2001

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Testing Overview

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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 data base. The members in PDS UDB2CTL already reflects the updates applied to the DB2 Control tables.

EMPLOYEE DATA BASE (EDB) INITIAL LOAD (LOADEDB)

Description

This job loads the EDB database.

Verification

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 data base.

History Database (HDB) INITIAL LOAD for Batch Tax Audit Reporting (LOADHDB)

Description

This job loads the DB2 HDB database.

The history data is used for running batch program PPP776.

Verification

Ensure that the DB2 HDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the data base.

EDB File Maintenance (EDBMAINT)

Description

This job processes the transactions to update the employee's tax data.

Verification

PPP1001 Report (REPORTS PDS, member (PPP1001)

Verify the error messages for the following Employee IDs:

Employee ID 000050024

Prior to the Update Process (See PPP2501 report from prior job step), this employee has values for the following data elements:

(EDB 0128) – Federal Exempt Allowance = '**003**'
(EDB 0320) – Maximum Federal Tax Exemption Allowed = '**010**'

The input X1 type transaction contains a value of '**002**' for EDB 0320 (Maximum Federal Tax Exemption).

Expected Result: Since the Maximum Federal Tax Exemption value of '002' is less than the Federal Exempt Allowance value of '003', message 08-260 (FEDERAL TAX ALLOWANCES MAY NOT EXCEED MAXIMUM ALLOWANCES) is issued.

Employee ID 000050035

Prior to the Update Process (See PPP2501 report from prior job step), this employee has values for the following data elements:

(EDB 0131) – State Tax Personal Deduction = '**005**'
(EDB 0132) – State Tax Itemized Deduction = '**005**'
(EDB 0321) – Maximum State Tax Exemption Allowed = '**010**'

The input X1 type transaction contains a value of '**009**' for EDB 0321 (Maximum State Tax Exemption).

Expected Result: Since the Maximum State Tax Exemption value of '009' is less than the Combined State Tax Personal and Itemized Deduction value of '010', message 08-261 (STATE TAX ALLOWANCES MAY NOT EXCEED MAXIMUM ALLOWANCES) is issued.

PPP2501 Report (REPORTS PDS, member (PPP2501)

Verify the data for the following Employee ID:

Employee ID 000050002

Prior to the Update Process (See PPP2501 report from prior job step), this employee has values for the following data elements:

(EDB 0131) – State Personal Deduction = '005'
(EDB 0132) – State itemized Deduction = '042'
(EDB 0164) – W-4 Received Indicator = blank (Data elements with initialized values not displayed on report.)

The input W4 type transaction contains a value of '**998**' for EDB 0131 (State Personal Deduction).

Expected Result: The State Personal Deduction is set to '998' (EDB 0131), State Itemized deduction is set to zero (EDB 0132), W-4 Process Date (EDB 0338) is unchanged (**12/13/00),** DE4 Process Date is derived to the current date, Tax Processor ID (EDB 0340) is **PPSxxxxxxxxEDBMAINT**, where xxxxxxxx is the current date.

Employee ID 000050013

Prior to the Update Process (See PPP2501 report from prior job step), this employee has values for the following data elements:

(EDB 0111) – Social Security Number = '**555555013**'
(EDB 0164) – W-4 Received Indicator = blank (Data elements with initialized values not displayed on report.)

The input W4 type transaction contains a value of '**0000050013**' for EDB 0111 (Social Security Number).

Expected Result: The Social Security Number (EDB 0111) is updated. The W4 Received Indicator (EDB 0164) value is not updated, per requirements.

Employee ID 000050095

Prior to the Update Process (See PPP2501 report from prior job step), this employee has values for the following data elements:

(EDB 0128) – Federal Exemption Allowance = '**998**'
(EDB 0338 – W-4 Process Date -= **01/01/01**
E(EDB 0339) DE4 Process Date = **01/01/01**
(EDB 0340) – Tax Processor ID = **Blank**

The input W4 type transaction contains a value of '**998**' for EDB 0128 (Federal Exempt Allowance).

Expected Result: This employee is refiling for exempt status in the new calendar year. The Tax Processor ID (EDB 0340) is **PPSxxxxxxxxEDBMAINT**, where xxxxxxxx is the current date and theW4 Process Date (EDB 0338) is derived to the current date.

Employee ID 000050110

Prior to the Update Process (See PPP2501 report from prior job step), this employee has values for the following data elements:

(EDB 0128) – Federal exemption Allowance = '**998**'
(EDB 0338 – W-4 Process Date = **01/01/01**
(EDB 0339) - DE4 Process Date = **01/01/01**
(EDB 0340) – Tax Processor ID = blank

The input X1 type transaction contains a value of '**1**' for W4 Received Ind (EDB 0164), and input X2 type transaction contains a value of '**WEB02/14/0114:31:01TRI**'.

Expected Results: The Tax Processor ID on the X2 (from the Web-based application) is used to update the EDB, not the derived Tax Processor ID. Both the W-4 and DE4 Process are derived to the current date.

(EDB 0128) – Federal exemption Allowance = **998** (unchanged)
(EDB 0338 – W-4 Process Date is derived to the current date
(EDB 0339) – DE4 Process Date is derived to the current date
(EDB 0340) – Tax Processor ID = **WEB02/14/0114:31:01TRI**

Employee ID 411133333

Prior to the Update Process (See PPP2501 report from prior job step), this employee has values for the following data elements:

(EDB 0128) – Federal exemption Allowance = '**010**'
(EDB 0338 – W-4 Process Date -= **01/09/01**
(EDB 0339) - DE4 Process Date = **12/18/00**
(EDB 0340) – Tax Processor ID = **PPS01/09/01PAYJXQ**

The input W4 type transaction contains a value of '**000**' for Federal Exemption Allowance (EDB 0128), and the input X2 type transaction contains a value of '**WEB02/14/0114:11:09TST**'.

Expected Results: The Tax Processor ID on the X2 (from the Web-based application) is used to update the EDB, not the derived Tax Processor ID.

(EDB 0128) – Federal Exemption Allowance = '**000**'
(EDB 0338) – W-4 Process Date is derived to the current date
(EDB 0339) - DE4 Process Date = **12/18/00** (Not Changed)

(EDB 0340) – Tax Processor ID = **WEB02/14/0114:11:09TST**

W-4/DE4 Audit Reporting (RUN776A)

Description

This job produces the W-4/DE4 Audit Report.

The Specification record contains the following options:

Positions 12 through 17 – '010100' (Beginning Report Date Range
Positions 18 through 23 – '013101' (Ending Report Date Range)
Position 24 – 'A' (Report Data Selection)
Position 25 – 'N' (Report Sort Sequence)

Verification

Expected results: The Report Data Selection value specifies that both Federal and State tax data are selected from the History PPPHTX Table for reporting. In addition, the Report Sort Sequence value specifies that the data displayed on the report should be in Last Name order.

Verify the following items on the report:

- PPP7761 Report (***REPORTS PDS, member PPP7761A***)

  Either the W-4 Process Date or the DE4 Process Date falls within the Beginning Report Date range and the Ending Report Date Range.

  The displayed data on the report is by Employee Name (last name) order.

  Tax data for Federal Marital Status (EDB 0127), Federal Exempt Allowance (EDB 0128), Federal Additional Tax Amount (EDB 6010), W-4 Process Date (EDB0338) as well as State Marital Status (EDB 0130), State Personal Deduction (EDB 0131), State Itemized Deduction (EDB 0132), State Additional Amount (EDB0321), DE4 Process Date (EDB 0339), and Tax Processor ID (EDB 0340) are displayed on the report.

  Counts for Total number of employees reported and ***Total number of history records selected*** should be displayed at the end of the report.

W-4/DE4 Audit Reporting (RUN776B)

Description

This job produces the W-4/DE4 Audit Report.

The Specification record contains the following options:

Positions 12 through 17 – '010101' (Beginning Report Date Range
Positions 18 through 23 –'013101' (Ending Report Date Range)
Position 24 – 'F' (Report Data Selection)
Position 25 – 'S' (Report Sort Sequence)

Verification

Expected results: The Report Data Selection value specifies that only Federal tax data is selected from the History PPPHTX Table for reporting. In addition, the Report Sort Sequence value specifies that the data displayed on the report should be in Social Security Number order.

Verify the following items on the report:

- PPP7761 Report (***REPORTS PDS, member PPP7761B)***

  The W-4 Process Dates displayed on the report falls within the Beginning Report Date Range and the Ending Report Date Range.

  The displayed data on the report is by Social Security Number order.

  Tax data for Federal Marital Status (EDB 0127), Federal Exempt Allowance (EDB 0128), Federal Additional Tax Amount (EDB 6010), W-4 Process Date (EDB0338), and Tax Processor ID (EDB 0340) are displayed on the report.

  Counts for Total number of employees reported and ***Total number of history records selected*** should be displayed at the end of the report.

W-4/DE4 Audit Reporting (RUN776C)

Description

This job produces the W-4/DE4 Audit Report.

The Specification record contains the following options:

Positions 12 through 17 – '010101' (Beginning Report Date Range
Positions 18 through 23 –'013101' (Ending Report Date Range)
Position 24 – 'S' (Report Data Selection)
Position 25 – 'S' (Report Sort Sequence)

Verification

Expected results: The Report Data Selection value specifies that only State tax data is selected from the History PPPHTX Table for reporting. In addition, the Report Sort Sequence value specifies that the data displayed on the report should be in Social Security Number order.

Verify the following items on the report:

- PPP7761 Report (***REPORTS PDS, member PPP7761C***)

  The DE4 Process Dates displayed on the report falls within the Beginning Report Date Range and the Ending Report Date Range.

  The displayed data on the report is by Social Security Number order.

  Tax data for State Marital Status (EDB 0130), State Personal Deduction (EDB 0131), State Itemized Deduction (EDB 0132), State Additional Amount (EDB0321), DE4 Process Date (EDB 0339), and Tax Processor ID (EDB 0340) are displayed on the report.

  Counts for Total number of employees reported and ***Total number of history records selected*** should be displayed at the end of the report.

EMPLOYEE DATA BASE (EDB) INITIAL LOAD for on-line testing (LOADEDB2)

Description

This job loads the EDB database for on-line testing.

Note: If your test region for on-line testing is different from your batch environment, then you must reload the Control Data using 'PAYDIST.R1334.JCL(LOADCTL).

Verification

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 data base.

Process Control DATA BASE (PCD) INITIAL LOAD for on-line testing (LOADPCD2)

Description

This job loads the PCD database. ***Note that this job does not load all Tables into the PCD Database, only the necessary tables for on-line testing.***

Verification

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

History Database (HDB) INITIAL LOAD for on-line testing (LOADHDB2)

Description

This job loads the DB2 HDB database.

Verification

Ensure that the DB2 HDB has been successfully restored by verifying normal completion of the job and ensuring that all tables have been successfully loaded into the data base.

On-line Field Level Help and Screen Level Help

Description
Currently, this screen displays the history tax transactions of a selected employee.

Verification

Log onto the CICS on-line region.

From the Main Menu, enter 'I**HTX**' to the right of the 'Next Func' label and an Employee ID to the right of the 'ID' label. Press ENTER.

The label "Email Address" has been added to this screen.

Verify that the Field Level Help Text is correct by placing the cursor on the label and its associated data.

- Screen Change:

  IHTX – History Process a

  The following is a sample IHTX screen.

```
 PPIHTX0-I1325                 History Reporting               11/27/00 8:50:10
 Last Update: 11/18/00        W-4/DE4 Selection Menu          Userid:  PAYJXQ
 ID: 000000001 Name: PRESIDENT,EXEC            SSN: 552-14-2011    PG 01 OF 02
 Hm Dept: 804918 CHANCELLORS OFFICE            Status: Active         ITR: 001
      W4/DE4       Mar
      Process Dt  Stat   #Allowances     Addl Tax     Tax Processor ID

S FED: 11/18/00    S    006*             500.00*     PPS11/18/00EDBMAINT
  CA:  11/17/00    S    006 /005         250.00
_ FED: 11/16/00    S    012             1500.00      PPS11/17/00EDBMAINT
  CA:  11/17/00    S    006 /005         250.00*
_ FED: 11/16/00    S    012             1500.00      PPS11/17/00EDBMAINT
  CA:  11/17/00    S    006 /005*        150.00
_ FED: 11/16/00    S    012             1500.00      PPS11/17/00EDBMAINT
  CA:  11/17/00    S*   006 /011         150.00
_ FED: 11/16/00    S    012             1500.00      PPS11/16/00EDBMAINT
  CA:  11/15/00    M    006 /011         150.00


 Email Address:John.Smith@ucop.edu_____
 Next Func:_____  ID:_____    Name: _____   SSN: _____

 ===>
  F:  1-Help                  3-PrevMenu  4-Print      5-GenDoc
  F:              8-Forward   9-Jump                        12-Exit
```

EDB On-line Testing

Sample cases are provided below. The expected results are achieved from input data provided in this release. Campuses may do additional testing, if desired.

IHTX screen

Enter Employee ID 000000001 to the right of the ID label. Press ENTER.

a) Enter a selection code of 'S' to the left of the label **FED** on the first displayed tax transaction. Enter your **Email Address**. Press PFK8 - Forward.

 Expected result: Message *"P0675 Selection must be processed - Press PF5(GenDoc) or PF2(Cancel)"* is issued.

 Press PFK5 - GenDoc key.

 Expected result: Message *"P0670 Tax transaction processed"* is issued. Check your email and verify that the facsimile W-4/DE4 certificate is in your mail queue.

b) Enter a selection code of 'S' to the left of the label **FED** on the first displayed tax transaction. Enter a selection code of 'D' to the left of the label **FED** on the second displayed tax transaction. Press PFK5 - GenDoc key.

 Expected result: The position of the cursor should be on the selection code 'D'. Message *"P0647 Only valid selection code is "S"* is issued.

c) Change the selection code 'D' to the left of the label **FED** on the second displayed tax transaction to a selection code of 'S'. Press PFK5 - GenDoc key.

 Expected result: The position of the cursor should be on the second 'S'. Message *"P0646 Only one selection permitted"* is issued.

d) Blank out the selection code of 'S' to the left of the label **FED** on the second displayed tax transaction. Press PFK5 -GenDoc key.

 Expected result: The position of the cursor should be on the first position of the Email Address data field. Message *"P0671 Enter email address for document processing"*

e) Enter your email address (There is no edit check on the validity of the input email address). Press PFK5 - GenDoc key.

Expected result: The position of the cursor is to the left of the label **FED** on the first displayed tax transaction. Message *"P0670 Tax transaction processed"* is issued Check your email and verify that the facsimile W-4/DE4 certificate is in your mail queue.

f) Press PFK8 - Forward key.

   Expected result: The cursor should be on the first selection code entry to the left of the label **FED**. **Page 02 of 03** should be displayed on the far right, third line of screen.

g) Enter a selection code of 'S' on the last selection code entry to the left of label **FED** (last displayed tax transaction entry). Press PF5 (GenDoc) key.

   Expected result: The position of the cursor should remain over the input '**S**' associated with the last displayed tax transaction. Message *P0672 "Doc not generated - template for applicable year missing"* is issued. This is a result of the document template for year 2000 not on the PPPW4D Table.

   Enter an invalid selection code other than 'S' on the first line of the displayed tax transaction.
   Press PF2 - Cancel key. This action should remove all selection codes (valid or invalid selection codes).

   Expected result: It should bring you back to the first page of the screen. **Page 01 of 03** should be displayed on the far right, third line of screen. The position of the cursor should be to the left of label **FED** for the first displayed tax transaction. Message *"P0648 Selection(s) cancelled"* is issued.

h) Without entering a selection code of 'S' on any of the tax transactions, press PF5 - GenDoc key.

   Expected result: Message *"P0674 Invalid GenDoc - tax transaction not selected"* is issued.

i) Press PF8-Forward key two times.

   Page 03 of 03 should be display on the far right, third line of screen. Without entering a selection code of 'S' on any of the tax transactions, press the PF5-GenDoc key.

   Expected result: The screen should stay on Page 03. Message *"P0674 Invalid GenDoc - tax transaction not selected"* is issued.

   Attempt to enter a selection code of 'S' on the left of the label **FED**, fifth selection code entry.

   Expected result: You should not be able to enter a selection code on a line where there is no tax transaction data displayed.

j) Enter function ETAX, and ID 000050047. Press ENTER

ETAX screen

a) Enter a value of '998' on the State Personal Allowances (EDB 0131) data field. Press PFK5-Update

Expected results: The State Personal Allowances (EDB 0131) is updated with a value of '998'. The State Itemized Deductions (EDB 0132) is set to zero.

Enter ELEM to the right of the label 'Next Func'. Press ENTER.

On the ELEM screen, enter value 0164. Press ENTER. The W-4 Received Indicator (EDB 0164) should have a value of '1'.

b) Enter ETAX to the right of the label 'Next Func', and ID of '000050050' Press ENTER key. Update the State Maximum Withholding (EDB 0321) to a value of '010'. Press PFK5 – Update key.

Expected results: Message *"U0007 Update process complete"* is issued.

Enter ELEM to the right of the label 'Next Func'. Press ENTER.

On the ELEM screen, enter value 0164. Press ENTER. The W-4 Received Indicator (EDB 0164) value should be blank.

Enter ETAX to the right of the label 'Next Func'. Enter a value of '02' for the Federal Maximum Allowance (EDB 0320). Press PF5 – Update key.

Expected results: Message 08-260 "*FEDERAL TAX ALLOWANCES MAY NOT EXCEED MAXIMUM ALLOWANCES"* is issued.

Press PF2- Cancel key twice.

c) Enter Employee ID '777000018' to the right of the label '**ID**'. Press ENTER.

Type over the value '998' to the right of the label '**Federal Personal Allowances**' Press PF5 – Update key.

Expected results:

Tax Processor ID = 'PPSxxxxxxxxppppppp', where xxxxxxxx is set to the current date, and ppppppp is set to your USERID.

W-4 Process Date is set to the current date.
DE4 Process Date is set to the current date.

Enter ELEM to the right of the label 'Next Func'. Press ENTER.

Enter EDB 0164. Press ENTER.

Expected results: W-4 Received value should be '1'.