United States Department of Agriculture  
Office of the Chief Financial Officer  
National Finance Center  
Government Employees Services Division  

**Functional Requirements Document (FRD)**

<table>
<thead>
<tr>
<th>Project#</th>
<th>Project Title:</th>
<th>Date Prepared:</th>
</tr>
</thead>
<tbody>
<tr>
<td>39546</td>
<td>W-4 Employee Withholding Certificate</td>
<td>09/26/2019</td>
</tr>
</tbody>
</table>

**Version 1.0**

Changes to this document are not allowed. If you do not concur with the requirements outlined in the FRD, please provide details to your Customer Service Representative.

**Scope:**

The way employers will figure federal income tax withholding for 2020 Form W-4, Employee’s Withholding Certificate, is changing to match the changes to the new form. The 2020 Form W-4 has been redesigned to reduce the form’s complexity and to increase transparency and accuracy in the withholding system. Beginning with the 2020 Form W-4, employees will no longer be able to request adjustments to their withholding using withholding allowances. Instead, using the new Form W-4, employees will provide employers with amounts to increase or reduce taxes and amounts to increase or decrease the amount of wage income subject to income tax withholding.

**Assumptions:**

Customer bulletin will be sent out to Agencies notifying them of changes. CAPPS notification will be sent out to the CAPPS community.

NFC will delete Forms W-4 with effective dates after PP26, 2019 from the suspense file and future file; and employees will be required to submit the new W-4 form. Employees who have no changes will default to the current form W-4 on file.

The new W-4 fields will be stored on the SALARY record in field NFC-ASD-SAL-USE starting in position 37. PESB will create a sweep to initialize all SALARY records, initializing the new fields as defined below. This one-time sweep will need to run in CUAT (IDMS60) on a regular schedule as well as across all production CV’s.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>SALARY record NFC-ASD-SAL-USE reference</th>
<th>Initialization Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-4-FLAG</td>
<td>NFC-ASD-SAL-USE OF SALARY(37:1)</td>
<td>N</td>
</tr>
<tr>
<td>MULTI-JOBS-SPouse-WRK</td>
<td>NFC-ASD-SAL-USE OF SALARY(38:1)</td>
<td>SPACE</td>
</tr>
<tr>
<td>TOT-AMT-CLM-DEPENDENTS</td>
<td>NFC-ASD-SAL-USE OF SALARY(39:8)</td>
<td>ZEROES</td>
</tr>
<tr>
<td>OTHER-INCOME</td>
<td>NFC-ASD-SAL-USE OF SALARY(47:9)</td>
<td>ZEROES</td>
</tr>
<tr>
<td>DED-REDUCE-TAX-WHLD</td>
<td>NFC-ASD-SAL-USE OF SALARY(56:8)</td>
<td>ZEROES</td>
</tr>
</tbody>
</table>

All new accessions will need to have the SALARY record in field NFC-ASD-SAL-USE starting in position 37 initialized as defined below. (PINE16)
**Functional Requirements Document (FRD)**

**Project Title:** W-4 Employee Withholding Certificate  
**Date Prepared:** 09/26/2019

<table>
<thead>
<tr>
<th>Field Name</th>
<th>SALARY record NFC-ASD-SAL-USE reference</th>
<th>Initialization Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-4-FLAG</td>
<td>NFC-ASD-SAL-USE OF SALARY(37:1)</td>
<td>N</td>
</tr>
<tr>
<td>MULTI-JOBS-SPOUSE-WRK</td>
<td>NFC-ASD-SAL-USE OF SALARY(38:1)</td>
<td>SPACE</td>
</tr>
<tr>
<td>TOT-AMT-CLM-DEPENDENTS</td>
<td>NFC-ASD-SAL-USE OF SALARY(39:8)</td>
<td>ZEROES</td>
</tr>
<tr>
<td>OTHER-INCOME</td>
<td>NFC-ASD-SAL-USE OF SALARY(47:9)</td>
<td>ZEROES</td>
</tr>
<tr>
<td>DED-REDUCE-TAX-WHLD</td>
<td>NFC-ASD-SAL-USE OF SALARY(56:8)</td>
<td>ZEROES</td>
</tr>
</tbody>
</table>

W-4-FLAG (NFC-ASD-SAL-USE OF SALARY (37:1)) will be set to Y when Document 130 (Federal Income Tax Certificate) is successfully applied. This is true for both new W-4’s and updates to existing W-4’s. (PEPL18)

TMGT table 47 (PINE EDIT ERROR MESSAGES AND CODES) will be updated with the 6 new error messages to edit the 4 new fields. Error code “055” will be modified to state “W-4 is Controlled by the IRS No Updates Allowed”. These will be used in the PINE edit error processes.

<table>
<thead>
<tr>
<th>TBL</th>
<th>Doc</th>
<th>ErrCde</th>
<th>Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>047</td>
<td>130</td>
<td>056</td>
<td>MULTI JOB OR SPOUSE WORKS MUST EQUAL Y OR N</td>
</tr>
<tr>
<td>047</td>
<td>130</td>
<td>057</td>
<td>TOTAL CLAIM DEPENDENTS MUST BE NUMERIC OR SPACES</td>
</tr>
<tr>
<td>047</td>
<td>130</td>
<td>058</td>
<td>OTHER INCOME AMOUNT MUST BE NUMERIC OR SPACES</td>
</tr>
<tr>
<td>047</td>
<td>130</td>
<td>059</td>
<td>DEDUCTS REDUCE TAX W-H MUST BE NUMERIC OR SPACES</td>
</tr>
<tr>
<td>047</td>
<td>130</td>
<td>060</td>
<td>TOTAL CLAIM DEPENDENTS AMOUNT MUST BE ROUNDED</td>
</tr>
<tr>
<td>047</td>
<td>130</td>
<td>061</td>
<td>CITIZENSHIP CODE MUST BE 8 FOR THIS FILING STATUS</td>
</tr>
</tbody>
</table>

TMGT table 48 (PINE DOCUMENTS ELEMENT NAMES) will be updated with the 4 new data elements to be used in the applicable application edit error processes.

<table>
<thead>
<tr>
<th>TBL</th>
<th>Doc</th>
<th>ErrCde</th>
<th>Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>048</td>
<td>130</td>
<td>026</td>
<td>MULTI-JOBS-SPOUSE-WRK</td>
</tr>
<tr>
<td>048</td>
<td>130</td>
<td>027</td>
<td>TOT-AMT-CLM-DEPENDENTS</td>
</tr>
<tr>
<td>048</td>
<td>130</td>
<td>028</td>
<td>OTHER-INCOME</td>
</tr>
<tr>
<td>048</td>
<td>130</td>
<td>029</td>
<td>DED-REDUCE-TAX-WHLD</td>
</tr>
</tbody>
</table>

**FED-TAX-NO-EXEMPTIONS** of Salary (PIC X(3)) will no longer store the filing status (M or S) plus a 2 byte numeric field representing the number of exemptions (ie M02). Instead, only the filing status will be stored. The length of the field will remain the same but the first position will be a space followed by a 2 byte filing status. The new 2 byte filing status will be stored in TMGT Table 025_AD-350 (PERSONNEL BLOCK AND DESCRIPTION) where AD-350-BLOCK-NUMBER = 910. All applicable applications should validate the new 2 byte filing status against this table.
MAD Developers will send NFC-1043 Data Dictionary Record Modification Request and NFC-1045 Data Dictionary Element Request to Database (DBMB) to add new field.

It has been confirmed with the tax processing experts that the employees claiming exempt will still be reset to S00 annually in PP04. No changes are needed to BEAR10, this program resets employee exemptions on the database to S000 if they are currently “X” or “ONL” or “XT” or “XT” during pay period 04.

It has been confirmed by the MAD development staff that for those States that use the Federal exemptions and have no state form no change will be needed to the current process based on the new 2020 W-4 certificate.

- 08=COLORADO
- 31=NEBRASKA
- 35=NEW MEXICO
- 38=NORTH DAKOTA
- 49=UTAH

If an employee that resides in one of these states submits a new federal 2020 W-4 withholding form indicating MS or MJ as their status, their state tax will be MS=S00 or MJ=M00 or HH=H00. S00, M00, or H00 will be sent to Alltax for the state exemptions. Since there are no exemptions of 00, 01, 02, etc. on the new W-4 form, these employees will be withheld at the highest amount. This will stay in place until these states develop their own form.

For the States that can use either state or federal exemptions, if the state has not put out an updated form no change will be needed to the current process based on the new 2020 W-4 certificate. We will use what is in the system and if someone modifies federal and there is a state, we will continue to use the state as we seem to be now. If they modify the state, we will use the state in its existing form.
For employees who are not under a Withholding Control Lock-In Letter, and who do not submit a new Form W-4, you will continue to withhold as before but at the new 2020 rates.

IRS Lock-In requirements per IRS:

- Starting in 2020, the Withholding Control Lock-In Letters will contain the information shown below, as the payroll processor will be instructed to initially lock-in the employee at the “single - Form W-4, Step 2(C), Checkbox (higher withholding rate)”.

  **Withholding status (filing status):** Single*
  **Withholding rate:** Form W-4, Step 2(C), Checkbox (higher withholding rate)**
  **Annual reductions from withholding (Form W-4 line 3):** $ 0.00
  **Other income (Form W-4 line 4(a)):** $ 0.00
  **Deductions (Form W-4 line 4 (b)):** $ 0.00
  **Additional amount to withhold per paycheck (Form W-4 line 4(c)):** $ 0.00

- Employees that were locked-in prior to 2020 will not be changed automatically using the new 2020 W-4 criteria. An employee will be able to request a modification to the IRS lock-in determination after 1-1-2020, the modification information provided in letter 2808c will be the same format as shown above. (i.e. modification example would be “Married” with Annual reductions from withholding (Form W-4 line 3): $ XXX.XX)

- Employees that were locked-in prior to 2020 are not required to submit a new 2020 Form W-4; however, IRS will encourage the employee to submit a new 2020 W-4 upon release from the Withholding Control program. In regards to a situation where the employee does not submit a new W-4, this is a legal question, IRS will refer to their Office of Counsel in order to get a clear definition based on the corresponding regulations. IRS will keep PTRS updated as they hear back from Counsel.

- Per IRS, Lines 3, 4(a), 4(b), and 4(c) on the new 2020 Form W-4 do not have maximum dollar amount limits.
When an employee is released from the IRS Withholding Control in 2020 a Master File Change 030 document will be processed by the NCC to remove the “Y” on IRIS 104 (Federal Tax) in the W-4 CONTROLLED BY IRS field to show “N”. There will not be a need for a new W-4 to be processed systemically, if an employee would like to change their exemptions they will need to submit the new W-4 based on the new changes.

Reporting Center (RC):
It was determined RC does not currently have any reports regarding W-4. Therefore, the new W-4 fields will not be added to the PAY60BA (NFCPPAYE.F60B1.C*) files.
Employee’s Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information

- First name and middle initial
- Last name
- Address
- City or town, state, and ZIP code
- Social security number
- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of household

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

- Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
- Do only one of the following:
  - Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
  - Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c); or
  - If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.
- TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Step 3: Claim Dependents

- If your income will be $200,000 or less ($400,000 or less if married filing jointly):
  - Multiply the number of qualifying children under age 17 by $2,000
  - Multiply the number of other dependents by $500
- Add the amounts above and enter the total here.

Step 4: Other Income (not from jobs)

- (a) Other income (not from jobs), if you want tax withheld for other income you expect this year that won’t have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.
- (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.
- (c) Extra withholding. Enter any additional tax you want withheld each pay period.

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee’s signature (This form is not valid unless you sign it)

Date

Employers Only

Employer’s name and address

First date of employment

Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Payroll Applications Systems Branch (PASB) Requirements

Modifications will be made to ALLTAX, the United States Federal income tax withholding formula is changing effective January 1, 2020. Tax Update FD200001 contains the following changes:

1. The valid marital status values have changed. MS (Single or Married Filing Separately), MJ (Married or Married Filing Jointly), NR (Non-Resident Alien) which was “N” and HH (Head of Household) are now valid marital statuses.

2. The tax tables have changed. There are now six tax tables. There are three standard tax tables for SINGLE, MARRIED FILING JOINTLY, and HEAD OF HOUSEHOLD. In addition, there are three higher tax tables for SINGLE, MARRIED FILING JOINTLY, and HEAD OF HOUSEHOLD.

3. Tax is calculated differently based on the new W-4-FLAG of “Y” or “N”. Note that Form W-4 2020 or later applies to all employees hired after 2019 even if no form is submitted. Employees hired after 2019 cannot submit a Form W-4 dated prior to 2020.

4. The following changes apply based on Form W-4 2020 or later:

   a. Employees claiming Single or Married Filing Separately will use the SINGLE tax tables. Employees claiming Married or Married Filing Jointly will use the MARRIED FILING JOINTLY tax tables. Employees claiming Head of Household will use the HEAD OF HOUSEHOLD tax tables.

   b. In addition to the marital status, the checkbox on Step 2 of the Form W-4 determines which tax table applies. If Box 2 is checked, tax is calculated using the higher tax tables. Otherwise, the standard tax tables are used.

   c. The annual amount to add to a nonresident alien's taxable wages prior to calculating withholding has been increased from $8,000 to $12,200.

   d. The exemption amount is no longer based on number of withholding allowances claimed. The exemption amount is:

      i. $0 for employees who check the box in Step 2 on Form W-4:
      ii. $12,600 for employees who claim Married Filing Jointly and do not check the box in Step 2 on Form W-4; and
      iii. $8,400 for all other employees.

   e. An Other Income wage adjustment has been added to increase taxable wages for withholding purposes based on the amount entered in Step 4a on Form W-4.
f. A Deductions wage adjustment has been added to decrease taxable wages for withholding purposes based on the amount entered in Step 4b on Form W-4.

g. A Dependent tax credit has been added to decrease the tax amount to be withheld based on the amount entered in Step 3 on Form W-4.

h. If an employee hired after 2019 does not submit a valid Form W-4, tax is withheld based on Single filing status with no adjustments to income or taxes. An exception applies to employees who are nonresident aliens (NRA). The NRA adjustment to annual taxable wages still applies.

5. The following changes apply based on Form W-4 prior to 2020:

a. Employees claiming Single, Head of Household, or Married Filing Separately will use the STANDARD SINGLE tax table. Employees use the STANDARD MARRIED FILING JOINTLY tax table. The HEAD OF HOUSEHOLD tax tables do not apply based on Form W-4 prior to 2020.

b. The standard tax tables are used to calculate tax based on the employee's marital status.

c. The annual amount to add to a nonresident alien's taxable wages prior to calculating withholding remains $8,000.

d. The exemption amount per withholding allowance claimed remains $4,200.

Interface Considerations:

The following inputs are new or are changing in order to calculate tax based on the 2020 or later Form W-4.

EMPE-MAR-STAT = The marital status values on the 2020.

Form W-4 are "Single or Married Filing Separately", "Married Filing Jointly", and "Head of Household".

For backward compatibility, ALLTAX will continue to accept S (Single), M (Married), and HH (Head of Household).

For 2020 and later, ALLTAX has added marital status values MS (Married Filing Separately) and MJ (Married Filing Jointly).

Marital status values S (Single) or MS (Married Filing Separately) will be
treated as Single for withholding purposes.

Marital status values M (Married) or MJ (Married Filing Jointly) will be treated as Married Filing Jointly for withholding purposes.

Marital status HH (Head of Household) will be treated as Head of Household based on a 2020 or later Form W-4 and as Single based on Form W-4 prior to 2020.

Any other marital status will default to Single.

INC-TAX-SELF-ADJ-OPTION = New input for federal tax. 2-position alpha field.

Valid values for federal tax are:

Blank/invalid:

No 2020 or later Form W-4 has been submitted.

Tax will be calculated based on Form W-4 prior to 2020 information.

"N" (No):

2020 or later Form W-4 has been submitted and the checkbox on Step 2 is not checked.

"Y" (Yes):

2020 or later Form W-4 has been submitted and the checkbox on Step 2 is checked.

EMPE-SPECIAL-OPTION-1 = New input for federal tax. 2-position alpha field.

Pass "Y" (Yes) for nonresident aliens who are hired after 2019.

***** IMPORTANT *****

EMPE-SPECIAL-OPTION-1 has been used in previous years for temporary tax measures that are no longer in effect. You should remove any previous code to pass other values to EMPE-SPECIAL-OPTION-1 for the federal tax calculation. State processing is not impacted by this change.

***** IMPORTANT *****

Pass the amount entered on Step 3 of 2020 or later Form W-4.

EMPE-SPECIAL-EXEMPT-3 = New input for federal tax. Numeric.
Pass the amount entered on Step 4a of 2020 or later Form W-4.

EMPE-SPECIAL-EXEMPT-4 = New input for federal tax. Numeric.
Pass the amount entered on Step 4b of 2020 or later Form W-4.

EMPE-SPECIFIED-TAX-OPT = These fields are currently used for additional pay period tax and will continue to be used going forward.
& EMPE-SPECIFIED-TAX
When an employee submits a 2020 or later W-4 and enters an amount in Step 4c, pass "AA" in EMPE-SPECIFIED-TAX-OPT and pass the amount entered in Step 4c in EMPE-SPECIFIED-TAX.

EMPE-INC-TAX-EXEMPT = This is the field currently used to indicate that the employee has claimed exemption from withholding. Pass "Y " in this field when the employee claims "exempt" on a 2020 or later Form W-4.

Modification to PACS bypass the coding that creates the file that goes to IRS that has the data that shows the employee has met the threshold allowed. Per IRS there is no max amount for the new 2020 changes.

Modification to ADJP move all fields from the Database. A file sweep will be needed for records spinning around from the previous pay period to ensure that the new fields are initialized.

Modify the four EARN copy book members (EARNYTD, EARNYTD, EARNYTDE, EARNYTDI) by adding the five new fields below at the end of the BASIC record.

:EARN:-W4-OLD-NEW-IND PIC X(01).
:EARN:-MULTI-JOBS-SPOUSE-WRK PIC X(01).
:EARN:-TOT-AMT-CLM-DEPENDANTS PIC S9(06)V99.
:EARN:-OTHER-INCOME PIC S9(07)V99.

Modify the EARN print program to interrogate the W4-OLD-NEW-IND field, if it contains value indicating NEW, display the FED TAX DEDUCTION line item on the E&LS with the new filing status AND the new field dollar value of TOT-AMT-CLM-DEPENDENTS.
If the W4-OLD-NEW-IND field indicates the employee has NOT filed a new W-4 certificate, continue to display the FED TAX DEDUCTION the old way. W-4-FLAG “Y” (new) or “N” (old)  

Also, if the employee has an EXTRA FED TAX DEDUCTION, this separate line item will continue to display the OLD way, regardless if the employee filed a NEW W-4 certificate or not.  

Modification to TMGT to add 2 new fields to the end of the TMGT 102 file. The W-4-FLAG and TOT-AMT-CLM-DEPENDENTS, These fields will be populated from BEAR1504 file. If the W-4-FLAG equal “Y” the TOT-AMT-CLM-DEPENDENTS field will be populated with data and the FED-TAX-NO-EXEMPTIONS field will be updated with MS, MJ, HH, NR or XT all will be right justified. If the W-4-FLAG equal “N” only the FED-TAX-NO-EXEMPTIONS field will be updated in the old format. (SXX, MXX, HXX, NXX or XT right justified only)  

Personnel Applications Systems Branch (PESB) Requirements  

System modification are needed to accept the new 130 document data fields as valid fields and store the 130 document data fields in the salary record. The new data fields are MULTI-JOBS-SPOUSE-WRK, TOT-AMT-CLM-DEPENDENTS, OTHER-INCOME and DED-REDUCE-TAX-WHLD.  
PINE52 will move them from FESI format into the PINE format.  

A system edit will be created to ensure the MULTI-JOBS-SPOUSE-WRK field has a value of “Y” or “N” and if this data is incorrect or missing the system will send the error code “056” and the error message will state “MULTI JOB OR SPOUSE WORKS MUST EQUAL Y OR N”  

The W-4-Flag when equal “Y” the TOT-AMT-CLM-DEPENDENTS field will be populated with data and the FED-TAX-NO-EXEMPTIONS field will be updated with MS, MJ, HH, XT or NR all will be right justified. If the W-4-FLAG equal “N” only the FED-TAX-NO-EXEMPTIONS field will be updated in the old format. (SXX, MXX, HXX, NXX or right justified only XT)  

A system edit will be created to ensure the TOT-AMT-CLM-DEPENDENTS field has a numeric value or spaces and if this data is incorrect the system will send the error code “057” and the error message will state “TOTAL CLAIM DEPENDENTS MUST BE NUMERIC OR SPACES”  

A system edit will be created to ensure the OTHER-INCOME field has a numeric value or spaces and if this data is incorrect the system will send the error code “058” and the error message will state “OTHER INCOME AMOUNT MUST BE NUMERIC OR SPACES”  

A system edit will be created to ensure the DED-REDUCE-TAX-WHLD field has a numeric value or spaces and if this data is incorrect the system will send the error code “059” and the error message will state “DEDUCTS REDUCE TAX W-H MUST BE NUMERIC OR SPACES”  

A system edit will be created to ensure the TOT-AMT-CLM-DEPENDENTS field has a whole dollar amount no cents and if this data is incorrect the system will send the error code “060” and the error message will state “TOTAL CLAIM DEPENDENTS AMOUNT MUST BE ROUNDED”  

Error message “055” will be modified to state “W-4 is Controlled by the IRS No Updates Allowed”. When an employee is under the IRS control, a W-4 cannot be processed by the Agency to increase the total number of allowances.  

A system edit will be created to validate the new 2 byte filing status is valid by validating the value against TMGT Table 025_AD-350 (PERSONNEL BLOCK AND DESCRIPTION) where AD-350-BLOCK-NUMBER = 910.
A system edit will be created to validate that if the filing status is (NR) Non Resident Alien and the CITIZENSHIP-CODE = 8 and if CITIZENSHIP-CODE is not 8 the system will send the error Code “061” and the error message will state “CITIZENSHIP CODE MUST BE 8 FOR THIS FILING STATUS”.

System modification will be need to create a W-4-FLAG "Y" when a new W-4 is entered after pay period 26, 2019.

Modification to add fields to PINE-RECEIVING-130-DATA (IDMS Copybook):

01 PINE-RECEIVING-130-DATA.
  02 RECORD-01-DATA-130.
    03 RECORD-NO-01 PIC 9(2).
    03 FED-TAX-NO-EXEMPTIONS PIC X(03).
    03 FED-TAX-EXTRA-DEDUCTIONS
      PIC S9(04)V9(02).
    03 ELIGIBLE-EIC-CODE PIC X(1).
    03 EIC-CODE PIC X(01).
    03 MULTI-JOBS-SPOUSE-WRK PIC X(01).
    03 TOT-AMT-CLM-DEPENDENTS PIC S9(06)V9(02).
    03 OTHER-INCOME PIC S9(07)V9(02).
    03 DED-REDUCE-TAX-WHLD PIC S9(06)V9(02).
    03 FILLER PIC X(0009).
  02 FILLER PIC X(3252).

Modification to add fields to PEPL-RECEIVING-130-DATA (IDMS Copybook):

01 PEPL-RECEIVING-130-DATA.
  02 EMPLOYING-OFFICE-CODE PIC 9(4).
  02 BATCH-NO-PERSONNEL PIC 9(4).
  02 ENTRY-OPER-CODE PIC X(03).
  02 CORR-OPER-CODE PIC X(03).
  02 DATA-BASE-IDENT PIC X(04).
  02 FILLER PIC X(0022).
  02 RECORD-NO-1-130-DATA.
    03 RECORD-NO-01 PIC 9(2).
    03 FED-TAX-NO-EXEMPTIONS PIC X(03).
    03 FED-TAX-EXTRA-DEDUCTIONS
      PIC S9(04)V9(02).
    03 ELIGIBLE-EIC-CODE PIC X(1).
    03 EIC-CODE PIC X(01).
    03 MULTI-JOBS-SPOUSE-WRK PIC X(01).
    03 TOT-AMT-CLM-DEPENDENTS PIC S9(06)V9(02).
    03 OTHER-INCOME PIC S9(07)V9(02).
    03 DED-REDUCE-TAX-WHLD PIC S9(06)V9(02).
  02 FILLER PIC X(0874).
  02 FILLER PIC X(2347).

The valid marital status values have changed. MS (Single or Married Filing Separately), MJ (Married or Married Filing Jointly), HH (Head of Household) and NR (Non-Resident Alien) and XT (Exempt) are now valid marital statuses. The FED-TAX-NO-EXEMPTIONS should also store the data on the data base right justified same as it does for the XT exemption.
The data coming in from the front end systems will be stored on IR144 in the screen name SALARY USE FIELDS (NFC-ASD-SAL-USE) 1st line in POSITION 37 new fields will take 26 positions. The data in this field will update the new fields on IRIS 104. The three numeric fields that are being stored in NFC-ASD-SAL-USE will need to have zeroes in them when SALARY is built, the W-4-FLAG will be changed to N and MULTIPLE-JOBS-SPOUSE-WORKS would be changed to spaces.

Initialize to Zeros in PINE16 when Salary record is stored:

New Fields will be stored on the SALARY record in field NFC-ASD-SAL-USE:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>SALARY record NFC-ASD-SAL-USE reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL-AMT-CLAIM-DEPENDANTS</td>
<td>NFC-ASD-SAL-USE OF SALARY(39:8)</td>
</tr>
<tr>
<td>OTHER-INCOME</td>
<td>NFC-ASD-SAL-USE OF SALARY(47:9)</td>
</tr>
<tr>
<td>DEDUCTS-REDUCE-TAX-W-H</td>
<td>NFC-ASD-SAL-USE OF SALARY(56:8)</td>
</tr>
</tbody>
</table>

Initialize to Zeros in PINE16 when Salary record is stored:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>SALARY record NFC-ASD-SAL-USE reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL-AMT-CLAIM-DEPENDANTS</td>
<td>NFC-ASD-SAL-USE OF SALARY(39:8)</td>
</tr>
<tr>
<td>OTHER-INCOME</td>
<td>NFC-ASD-SAL-USE OF SALARY(47:9)</td>
</tr>
<tr>
<td>DEDUCTS-REDUCE-TAX-W-H</td>
<td>NFC-ASD-SAL-USE OF SALARY(56:8)</td>
</tr>
</tbody>
</table>

Modification to PINQ-022 screen by displaying new W-4 fields. These changes are required to COBOL-DC Program P002201/ Assembler Map PO02201C. These fields will get their data from the NFC-ASD-PAY-HIST-USE field 1st line on page 4 starting in POSITION 41 in the following order (W-4-FLAG, MULT-JOBS-SPOUSE-WRK, TOT-AMT-CLM-DEPENDANTS, OTHER-INCOME, DED-REDUCE-TAX-WHLD)

**REFERENCE SCREEN**

<table>
<thead>
<tr>
<th>P0022</th>
<th>90 20 19</th>
<th>PAY-HIST (CONT)</th>
<th>10/30/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST NO 0001 PP07=PRI PR08=NX</td>
<td>10/30/19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Modify IRIS 104 screen by displaying new W-4 fields. These changes are required to Dialog IR10400D / Map IR10400M. These fields will get their data from the SALARY USE FIELDS (NFC-ASD-SAL-USE) 1st line in POSITION 37 new fields will take 26 positions.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RT-DED-RETIRE-DEF-1</td>
<td>.00</td>
<td>COPR-COMM-HRS-FY</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>RT-DED-RETIRE-DEF-2</td>
<td>.00</td>
<td>COPR-OT-AMT</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>RT-DED-RETIRE-NON-DEF-2</td>
<td>.00</td>
<td>W-4-FLAG</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>RT-DED-RETIRE-DEF-2</td>
<td>.00</td>
<td>MULTI-JOBS-SPOUSE-WRK</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>TS-PLAN-CODE-1</td>
<td></td>
<td>TOT-AMT-CLM-DEPENDANTS</td>
<td>S999999.99</td>
<td></td>
</tr>
<tr>
<td>TS-DEDUCTS-T-S-NON-DEF-1</td>
<td>.00</td>
<td>OTHER-INCOME</td>
<td>S999999.99</td>
<td></td>
</tr>
<tr>
<td>TS-DEDUCTS-T-S-DEF-1</td>
<td>.00</td>
<td>DED-REDUCE-TAX-WHLD</td>
<td>S999999.99</td>
<td></td>
</tr>
<tr>
<td>TS-PLAN-CODE-2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TS-DEDUCTS-T-S-NON-DEF-2</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TS-DEDUCTS-T-S-DEF-2</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE ENTER SSNO AND PRESS ENTER
PF1 = SUB MENU           PF5 = HELP
ENTER = INQUIRY          CLEAR = EXIT

Version: 11 February 2015                                                            Page 14 of
<table>
<thead>
<tr>
<th>Field</th>
<th>Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLEXFACTOR PARTICIPANT CODE</td>
<td>FEGLI IND</td>
</tr>
<tr>
<td>INACTIVE NO PAY DUE IND</td>
<td>TSP TRANSFER IND</td>
</tr>
<tr>
<td>EMPLOYEE TRANSFER IND</td>
<td>EMP EXP PARTICIPATION IND</td>
</tr>
<tr>
<td>MULTI ELEMENT CHANGE IND</td>
<td>SPPS IND</td>
</tr>
<tr>
<td>NFC DATA BASE MODIFICATION IND</td>
<td>REMOTE PRINTING FLAG</td>
</tr>
<tr>
<td>MSG OVERRIDE</td>
<td></td>
</tr>
<tr>
<td>SALARY USE FIELDS (NFC-ASD-SAL-USE)</td>
<td></td>
</tr>
<tr>
<td>1ST</td>
<td></td>
</tr>
<tr>
<td>2ND</td>
<td></td>
</tr>
</tbody>
</table>

Modify FESI 130 document to add/store the new W-4 fields.
## Data Element Name

<table>
<thead>
<tr>
<th>Data Element Name</th>
<th>Data Element Format</th>
<th>Start Position</th>
<th>End Position</th>
<th>Element Description</th>
<th>Optional Mandated O/M</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCUMENT-TYPE</td>
<td>A3</td>
<td>1</td>
<td>3</td>
<td>Indicates the type of document being processed.</td>
<td>M</td>
<td>Three position numeric field. For this document the value is ‘130’.</td>
</tr>
<tr>
<td>AGCY-CODE</td>
<td>A2</td>
<td>4</td>
<td>5</td>
<td>The first level of the organizational structure codes used to identify the agency as defined by the National Finance Center.</td>
<td>M</td>
<td>Two position alpha–numeric field.</td>
</tr>
<tr>
<td>SUBMITTING-OFFICE-NUMBER</td>
<td>A4</td>
<td>6</td>
<td>9</td>
<td>An identifying code assigned by the Office of Personnel Management to a Federal civilian personnel office authorized to appoint and separate employees and maintain personnel data.</td>
<td>M</td>
<td>Four position numeric field.</td>
</tr>
<tr>
<td>BATCH-NO-PERSONNEL</td>
<td>A4</td>
<td>10</td>
<td>13</td>
<td>A number assigned by the personnel office to identify different batches of documents transmitted to the National Finance Center.</td>
<td>M</td>
<td>66XX – The document remains in suspense until corrective action is taken. 67XX – The document remains in suspense for one pass and is coded for deletion unless some type of positive action is taken.</td>
</tr>
<tr>
<td>SSNO</td>
<td>A9</td>
<td>14</td>
<td>22</td>
<td>A unique nine-digit number assigned by the Social Security Administration.</td>
<td>M</td>
<td>Employee SSNO</td>
</tr>
<tr>
<td>FILLER</td>
<td>A1</td>
<td>23</td>
<td>23</td>
<td>Unused field</td>
<td>M</td>
<td>SPACES</td>
</tr>
<tr>
<td>PAY-PERIODNUMBER</td>
<td>A2</td>
<td>24</td>
<td>25</td>
<td>The number corresponding to the pay period for which this document is being processed.</td>
<td>M</td>
<td>01 through 27 Comments: Testing pay periods are flexible but must agree across all</td>
</tr>
<tr>
<td>Field</td>
<td>Code</td>
<td>Length</td>
<td>Description</td>
<td>Multiplier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
<td>--------</td>
<td>-------------</td>
<td>------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FILLER</td>
<td>A30</td>
<td>26</td>
<td>Unused field</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>USER-ID</td>
<td>A7</td>
<td>56</td>
<td>The user identification of the person entering the data</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT-CODE</td>
<td>A2</td>
<td>63</td>
<td>A code to identify the department of the U.S. government</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FILLER</td>
<td>A42</td>
<td>65</td>
<td>Unused field</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FESI-IDENTIFIER-NUMBER</td>
<td>A15</td>
<td>107</td>
<td>Identifies transactions in user’s system</td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UEID</td>
<td>A20</td>
<td>122</td>
<td>A unique employee ID (for future OPM use)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FESI-DOC-EFF-CN</td>
<td>A2</td>
<td>142</td>
<td>The effective century of the document</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FESI-DOC-EFF-YR</td>
<td>A2</td>
<td>144</td>
<td>The effective year of the document</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FILLER</td>
<td>A5</td>
<td>146</td>
<td>Unused field</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FED-TAX-NO-EXEMPTIONS</td>
<td>A3</td>
<td>151</td>
<td>Federal anticipated filing status</td>
<td>M</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For a list of valid values, see the Guide to Personnel Data Standards and the Table Management System.
Modification to BEAR to add the 2 new fields to the end of the BEAR18 file that agencies get currently. The **W-4-FLAG** and **TOT-AMT-CLM-DEPENDANTS**, fields will get their data from the **SALARY USE FIELDS (NFC-ASD-SAL-USE)** 1st line in POSITION 37 new data will take 26 positions. When **W-4-FLAG** equal “Y” the **TOT-AMT-CLM-DEPENDANTS** field will be populated with data and the **FED-TAX-NO-EXEMPTIONS** field will be updated with MS, MJ, HH, NR or XT all will be right justified. If the **W-4-FLAG** equal “N” only the **FED-TAX-NO-EXEMPTIONS** field will be updated in the old format. (SXX, MXX, HXX, NXX or XT right justified only)
Modification to PERS to add 2 new fields to the end of the PERS file. The W-4-Flag and TOT-AMT-CLM-DEPENDENTS, fields will get data from NFCPBear.A1504.C06 & NFCPBear.A1504.C07. If the W-4-Flag equal “Y” the TOT-AMT-CLM-DEPENDENTS field will be populated with data and the FED-TAX-NO-EXEMPTIONS field will be updated with MS, MJ, HH, XT or NR all will be right justified. If the W-4-FLAG equal “N” only the FED-TAX-NO-EXEMPTIONS field will be updated in the old format. (SXX, MXX, HXX, NXX or XT right justified only)

Modification to AECO to add 2 new fields to the end of AECO the file. The W-4-Flag and TOT-AMT-CLM-DEPENDENTS, These fields will be populated from BEAR1504 file. The AECO report will now have these new fields.

The W-4-FLAG equal “Y” the TOT-AMT-CLM-DEPENDENTS field will be populated with data and the FED-TAX-NO-EXEMPTIONS field will be updated with MS, MJ, HH, NR or XT all will be right justified. If the W-4-FLAG equal “N” only the FED-TAX-NO-EXEMPTIONS field will be updated in the old format. (SXX, MXX, HXX, NXX or XT right justified only)

```
<table>
<thead>
<tr>
<th>Length</th>
<th>DB Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>W-4-FLAG</td>
<td>W-4 Flag</td>
</tr>
<tr>
<td>1</td>
<td>MULTI-JOBS-SPOUSE-WRK</td>
<td>Multiple Jobs/Spouse Works</td>
</tr>
<tr>
<td>999999.99</td>
<td>TOT-AMT-CLM-DEPENDANTS</td>
<td>Other Dependents</td>
</tr>
<tr>
<td>999999.99</td>
<td>OTHER-IMCOME</td>
<td>Other Income</td>
</tr>
<tr>
<td>999999.99</td>
<td>DED-REDUCE-TAX-WHLD</td>
<td>Other Deductions</td>
</tr>
</tbody>
</table>
```
NOTE: Filing Status and Extra Deductions database field already exist on the SPPS Web database.

- For Other - NFC Process, the system will be modified to add a new screen for the new W-4:
  Default to and display the current new W-4 information in the new W-4 layout when the new W-4 Flag is 'Y'.

  o Allow screen modification to the following fields:
    - **Filing Status** will be a 3 position field with the values (in the first position should be a blank and the 2nd & 3rd positions should be the literal) & descriptions below:
      - Code Description
        - 'MS'  Single/Married filing Separate
        - 'MJ'  Married filing Jointly (or Qualifying Widow(er))
        - 'HH'  Head of Household
        - 'XT'  Exempt
          - If 'Exempt' is chosen then all dollar amount fields should be grayed out with zeros.
        - 'NR'  Nonresident Alien
    - **Multiple Jobs/Spouse Works** will be a 1 position field with a text box with the following:
      - 'N' for No
      - 'Y' for Yes
    - **Other Dependents** will be a dollar amount 9 position field (9999999.99)
    - **Other Income** will be a dollar amount 10 position field (99999999.99)
    - **Other Deductions** will be a dollar amount 9 position field (9999999.99)
    - **Extra Withholding** will be a dollar amount 7 position field (9999.99)

- Dollar Amounts will
  o Round DOWN when cents is less than 50.
  o Round UP when cents are 50 or more.

- The new W-4 fields will be stored in the NFC-ASD-SAL-USE of SALARY:
  - Position Length Field
    - 37 1 W-4-FLAG
    - 38 1 MULTI-JOBS-SPOUSE-WRK
    - 39 8 TOT-AMT-CLM-DEPENDANTS
    - 47 9 OTHER-IMCOME
The federal taxes will be calculated based on the New W-4 information when the Compute Tax - Tax Calc is selected via ALLTAX.

**Insight:**

The system will be modified to

- Add the following new W-4 fields to the Workforce Profile Subject Area / Workforce Biweekly Folder and the PACS Tax Subject Area / Employee folder:
  - **Multiple Jobs or Spouse Works** with description ‘If you (1)hold more than one job at a time, or (2) are married filing jointly and your spouse also works.’. The field is 1 position with values ‘Y’ for the New W-4 or ‘N’ for the Old W-4.
  - **Total Amounts Claim Dependents** with description ‘Total dollar amount for dependents claimed’. The field is 9 positions (999999.99) with a dollar amount or if not applicable, blank.
  - **Other Income** with description ‘Tax withheld for other income. This may include interest, dividends, and retirement income.’ The field is 10 positions (99999999.99) with a dollar amount or if not applicable, blank.
  - **Other Deductions** with description ‘Deductions other than the standard deduction and want to reduce withholdings’. The field is 9 positions (999999.99) with a dollar amount or if not applicable, blank.

**NOTE:** Filing Status and Extra Deductions fields already exist. These fields are used for the Old W-4 and the New W-4.

**EPP**

The system will be modified by updating the self-service screen in EPP to the new required W4 fields below:

Filing Status will now reflect:

- **MS** - Single or Married filing separately
- **MJ** - Married or Married filing jointly (or Qualifying widow(er))
- **HH** - Head of Household (check only if you’re unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual.
- **XT** - Exempt from withholding. This will remain coded as it is currently.
• NR – Nonresident Alien

Add New Filed labeled Multiple Jobs or Spouse works
• Check box for employees who want to claim withholdings for two jobs only.

Add New field will be added labeled Claimed Dependents and display:
• Qualified Children (Multiplied in increments of $2000)
• Other Dependents (Multiplied in increments of $500)
• Total Qualified and Other Dependents

Other Adjustments:
• Other income (customers will enter any dollar amount not currently being withheld)
• Deductions (Calculation from IRS www.irs.gov/w4APP site)
• Extra Withholding (Customer will choose any amount withheld for each pay period)

News and Announcements section will list the below:
IRS has issued a new Form W-4, Employee Withholding Certificate for the 2020 tax year. Current employees are not required to submit a new Form W-4. However, if current employees would like to make a change in tax year 2020, they will have to use the new Form W-4. For more information on the revised form, visit https://www.irs.gov/forms-pubs/about-form-w-4.

**EPP Mobile**

The system will be modified by updating the self-service screen in EPP to the new required W4 fields below:

Filing Status will now reflect:
• MS – Single or Married filing separately
• MJ – Married or Married filing jointly (or Qualifying widow(er))
• HH – Head of Household (check only if you’re unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual.
• XT – Exempt from withholding. This will remain coded as it is currently.
• NR – Nonresident Alien
Add New Filed labeled Multiple Jobs or Spouse works

- check box for employees who want to claim withholdings for two jobs only

New field will be added labeled Claimed Dependents and display:

- Qualified Children (Multiplied in increments of $2000)
- Other Dependents (Multiplied in increments of $500)
- Total Qualified and Other Dependents

Other Adjustments:

- Other income (customers will enter any dollar amount not currently being withheld)
- Deductions (Calculation from IRS [www.irs.gov/w4APP](http://www.irs.gov/w4APP) site)
- Extra Withholding (Customer will choose any amount withheld for each pay period)

News and Announcements section will list the below:

IRS has issued a new Form W-4, Employee Withholding Certificate for the 2020 tax year. Current employees are not required to submit a new Form W-4. However, if current employees would like to make a change in tax year 2020, they will have to use the new Form W-4. For more information on the revised form, visit [https://www.irs.gov/forms-pubs/about-form-w-4](https://www.irs.gov/forms-pubs/about-form-w-4).

**EPP Demo**

The system will be modified by updating the self-service screen in EPP to the new required W4 fields below:

Filing Status will now reflect:

- MS – Single or Married filing separately
- MJ – Married or Married filing jointly (or Qualifying widow(er))
- HH – Head of Household (check only if you’re unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual.
- XT – Exempt from withholding. This will remain coded as it is currently.
- NR – Nonresident Alien
Add New Filed labeled Multiple Jobs or Spouse works

- Check box for employees who want to claim withholdings for two jobs only

New field will be added labeled Claimed Dependents and display:

- Qualified Children (Multiplied in increments of $2000)
- Other Dependents (Multiplied in increments of $500)
- Total Qualified and Other Dependents

Other Adjustments:

- Other income (customers will enter any dollar amount not currently being withheld)
- Deductions (Calculation from IRS [www.irs.gov/w4APP](http://www.irs.gov/w4APP) site)
- Extra Withholding (Customer will choose any amount withheld for each pay period)

News and Announcements section will list the below:

IRS has issued a new Form W-4, Employee Withholding Certificate for the 2020 tax year. Current employees are not required to submit a new Form W-4. However, if current employees would like to make a change in tax year 2020, they will have to use the new Form W-4. For more information on the revised form, visit [https://www.irs.gov/forms-pubs/about-form-w-4](https://www.irs.gov/forms-pubs/about-form-w-4).

**EPIC**

**Filing Status:**

- MS - Single or Married filing separately
- MJ - Married or Married filing jointly (or Qualifying widow(er))
- HH - Head of Household (check only if you’re unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual.
- XT - Exempt from withholding.
- NR - Nonresident Alien

Add New Filed labeled Multiple Jobs or Spouse works

- Check box for employees who want to claim withholdings for two jobs only.

Add new field Qualified children under 17
- Qualified Children (Multiplied in increments of $2000)

Add new field Other Dependents
- Other Dependents (Multiplied in increments of $500)

Add new field Total Claimed Dependents
- Total Qualified and Other Dependents

Other Adjustments will include:
- Other Income
- Other Deductions
- Extra Withholdings

---

**Administrative Web Systems Branch (AWSB) Requirements**

“Not Applicable”

---

**Human Resources Applications Branch (HRAB) Requirements**

Modify EmpowHR’s Federal Tax data page to include:

1. The Tax Marital Status field shall include only “Head of Household” (H), “Single or Married filing separately” (S), “Married filing jointly” (M), “Nonresident Alien” (N) and “Exempt” (XT). The field shall be defaulted to blank and will require the user to select a valid value from above upon save.
   a. If Exempt is selected:
      i. all dollar amount fields except the extra withholding field shall be greyed out with zeros.
      ii. the Multiple Jobs/Spouse works” check box shall be greyed out and set to ’N’

2. Add a new check box labeled “Multiple Jobs/Spouse works” that shall be stored as ’Y’ when checked or ’N’ when unchecked. The field shall default to ’N’

3. Add a new field labeled “Qualified Children”.
   a. The field shall be nine (9) position field length with two decimal places 999999.99
   b. The field shall have an edit to ensure the value are in multiples of $2000.
   c. The field shall have an edit to enforce whole dollar amounts only
   d. The field shall default to $0.00
   e. EmpowHR shall hide the field when importing in non-originated applied tax documents (Transaction Status that are Auto Actn)
4. Add a new field labeled “Other Dependents”.
   a. The field shall be eight (8) position field length with two decimal places
      999999.99
   b. The field shall have an edit to ensure the value are in multiples of $500.
   c. The field shall have an edit to enforce whole dollar amounts only.
   d. The field shall default to $0.00
   e. EmpowHR shall hide the field when importing in non-originated applied tax
documents (Transaction Status that are Auto Actn)

5. Add a new field labeled “Total Dependents”.
   a. The field shall be nine (9) position field length with two decimal places
      9999999.99
   b. The field shall be display only.
   c. The field shall sum the total from “Claim Dependents” and “Other Dependents”.
   d. The field shall have an edit that the total calculated amount cannot exceed
      the “Total Dependents” field length (9999999.99)

6. Add a new field labeled “Other Income”.
   a. The field shall be ten (10) position field length with two decimal places
      999999999.99
   b. The field shall have an edit to enforce whole dollar amounts only
   c. The field shall default to $0.00

7. Add a new field labeled “Other Deductions”.
   a. The field shall be nine (9) position field length with two decimal places
      999999.99
   b. The field shall have an edit to enforce whole dollar amounts only.
   c. The field shall default to $0.00

8. Add a new field labeled “Extra Withholding”.
   a. The field shall be nine (7) position field length with two decimal places
      9999.99
   b. The field shall have an edit to enforce whole dollar amounts only.
   c. The field shall default to $0.00

9. Modify the “Total Number of Allowances Claimed” field as follows.
   a. Greyed out the field when accessing historical federal tax data. The field
      will be display only for informational purposes only.
   b. Hide the field when entering a new federal tax document.

10. Modify EmpowHR’s export for federal tax document (PRES_DOC 130) to reflect the
    updated FESI layout, and the import to the updated PINE receiving format.

11. Deletion scripts shall be created to remove “Not Applied”, “Ready Future” and “In
    Progress” documents to prevent sending down old W4 documents to PPS.

---

### External Vendor Requirements

[Version: 11 February 2015] [Page 26 of 27]
"Not Applicable"

<table>
<thead>
<tr>
<th>Signature of Systems Requirements Branch Chief:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>/s/ Lisa Stafford</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Acting Web Requirements Branch Chief:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>/s/ Amanda Nguyen</td>
<td></td>
</tr>
</tbody>
</table>