



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

Functional Requirements Document (FRD)

Project# 39546	Project Title: W-4 Employee Withholding Certificate	Date Prepared: 09/26/2019
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Version 1.0

As of:

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.

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

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)

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

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.

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

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.

TBL	Doc	ErrCde	Desc
048	130	026	MULTI-JOBS-SPOUSE-WRK
048	130	027	TOT-AMT-CLM-DEPENDENTS
048	130	028	OTHER-INCOME
048	130	029	DED-REDUCE-TAX-WHLD

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.

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Tb 1	AD-350- BLOCK- NUMBER	AD-350- BLOCK- ACCESS-CODE	AD-350-BLOCK-ALPHA
02 5	910	HH	HEAD OF HOUSEHOLD
02 5	910	MJ	MARRIED OR MARRIED FILING JOINTLY OR QUALIFYING WIDOW(ER)
02 5	910	MS	SINGLE OR MARRIED FILING SEPARATELY
02 5	910	XT	EXEMPT FROM WITHHOLDING
02 5	910	NR	NON-RESIDENT ALIEN

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 "0XT" 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.

- o 08=COLORADO
- o 31=NEBRASKA
- o 35=NEW MEXICO
- o 38=NORTH DAKOTA
- o 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.

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- o 41=OREGON
- o 06=CALIFORNIA
- o 40=OKLAHOMA
- o 28=MISSISSIPPI
- o 34=NEW JERSEY
- o 50=VERMONT
- o 16=IDAHO

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:

- o 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

- o 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)
- o 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.
- o 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.

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	<ul style="list-style-type: none">o 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. <p>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.</p>
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Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Certificate ▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		OMB No. 1545-0074 2020
Step 1: Enter Personal Information	(a) First name and middle initial	Last name		(b) Social security number
	Address			▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code			
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)			
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: 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. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) 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. ▶ <input type="checkbox"/> 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.				
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)				
Step 3: If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Claim Dependents 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 3 \$ _____				
Step 4 (optional): Other Adjustments (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 4(a) \$ _____ (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 4(b) \$ _____ (c) Extra withholding. Enter any additional tax you want withheld each pay period 4(c) \$ _____				
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. ▶ <u>Employee's signature (This form is not valid unless you sign it.)</u> ▶ <u>Date</u>				
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 3. Cat. No. 10220Q Form W-4 (2020)				
https://www.irs.gov/pub/irs-dft/p15t--dft.pdf				

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Functional Requirements

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.

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- 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

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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 *****

EMPE-SPECIAL-EXEMPT-2 = New input for federal tax. Numeric.

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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
& EMPE-SPECIFIED-TAX pay period tax and will continue to be used going forward.

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, EARNYTDB, 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.
:EARN:-DED-REDUCE-TAX-WHLD     PIC S9(06)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**.

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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-EPENDENTS** 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.

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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.

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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 Zeroes in PINE16 when Salary record is stored:

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

Field Name	SALARY record NFC-ASD-SAL-USE reference
TOTAL-AMT-CLAIM-DEPENDANTS	- NFC-ASD-SAL-USE OF SALARY(39:8)
OTHER-INCOME	- NFC-ASD-SAL-USE OF SALARY(47:9)
DEDUCTS-REDUCE-TAX-W-H	- NFC-ASD-SAL-USE OF SALARY(56:8)

SSN 000000000 AG * PROCESSING INDICATORS * 10/31/19 IR144
SCREEN 000 NAME

ACCESSION BREAK IN SERVICE IND	0	EMPLOYEE CEILING IND	0
SPLIT TA REQUIRED IND		FERS COVERAGE IND	
THRIFT SAVINGS PLAN CHANGE IND		POSITION STATUS BUDGET	
UNION DUES CHANGE IND		CPDF COVERAGE CODE	
HEALTH BENEFIT CHANGE IND		FATAL/NON FATAL ERROR IND	0
PERFORMANCE EVAL CHANGE IND		PLACEMENT FOLLOWUP IND	
CASH AWARD IND		NAME CORRECTION IND	
FLEXFACTOR PARTICIPANT CODE		FEGLI IND	
INACTIVE NO PAY DUE IND		TSP TRANSFER IND	
EMPLOYEE TRANSFER IND		EMP EXP PARTICIPATION IND	
MULTI ELEMENT CHANGE IND		SPPS IND	
NFC DATA BASE MODIFICATION IND		REMOTE PRINTING FLAG	
MSG OVERRIDE			

SALARY USE FIELDS (NFC-ASD-SAL-USE)
1ST

Modification to PINQ-022 screen by displaying new W-4 fields. These changes are required to COBOL-DC Program PQ02201/ Assembler Map PQ02201C. 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

PQ022 90 20 19 PAY-HIST (CONT) 10/30/19
HIST NO 0001 PF07=PRI PR08=NEX

HB-DEDUCTS-HEALTH-BEN	.00	COPR-STATUS	
HB-CONTRIB-HEALTH-BEN	.00	PREM-PAY-YTD	.00
LI-DEDUCTS-LIFE-INS	.00	PREM-PAY-YTD-PRIOR	.00
LI-DEDUCTS-OPTION-1	.00	PREM-PAY-RET-YTD	.00
LI-DEDUCTS-OPTION-2	.00	PREM-PAY-RET-YTD-PRI	.00
LI-DEDUCTS-OPTION-3	.00	PREM-PAY-PP	.00
RT-PLAN-CODE-1		PREM-PAY-RET-PP	.00
RT-DED-RETIRE-NON-DEF-1	.00	COPR-OT-HRS-FY	.00

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RT-DED-RETIRE-DEF-1	.00	COPR-COMM-HRS-FY	.00
RT-PLAN-CODE-2		COPR-OT-AMT	.00
RT-DED-RETIRE-NON-DEF-2	.00	W-4-FLAG	X
RT-DED-RETIRE-DEF-2	.00	MULTI-JOBS-SPOUSE-WRK	X
TS-PLAN-CODE-1	.00	TOT-AMT-CLM-DEPENDANTS	S999999.99
TS-DEDUCTS-T-S-NON-DEF-	.00	OTHER-INCOME	S999999.99
TS-DEDUCTS-T-S-DEF-1	.00	DED-REDUCE-TAX-WHLD	S999999.99
TS-PLAN-CODE-2			
TS-DEDUCTS-T-S-NON-DEF-	.00		
TS-DEDUCTS-T-S-DEF-2	.00		

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.

SSN 000000000 AG * FEDERAL TAX * 12/17/19 IR104
SCREEN 000 NAME

FILING STATUS	EXTRA DEDUCTIONS	PROCESSED PP YR
	.00	00 00

W-4 CONTROLLED BY IRS	EARNED INCOME CREDIT	NEW W-4?
CODE:	YTD AMOUNT:	.00

MULT JOBS	TOT AMT CLAIM DEP	OTHER INCOME	DEDUCTION REFUND
	.00	0000000.00	.00

PLEASE ENTER SSNO AND PRESS ENTER 1400
PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT

SSN 000000000 AG * PROCESSING INDICATORS * 10/31/19 IR144
SCREEN 000 NAME

ACCESSION BREAK IN SERVICE IND	0	EMPLOYEE CEILING IND	0
SPLIT TA REQUIRED IND		FERS COVERAGE IND	
THRIFT SAVINGS PLAN CHANGE IND		POSITION STATUS BUDGET	
UNION DUES CHANGE IND		CPDF COVERAGE CODE	
HEALTH BENEFIT CHANGE IND		FATAL/NON FATAL ERROR IND	0
PERFORMANCE EVAL CHANGE IND		PLACEMENT FOLLOWUP IND	
CASH AWARD IND		NAME CORRECTION IND	

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FLEXFACTOR PARTICIPANT CODE	FEGLI IND
INACTIVE NO PAY DUE IND	TSP TRANSFER IND
EMPLOYEE TRANSFER IND	EMP EXP PARTICIPATION IND
MULTI ELEMENT CHANGE IND	SPPS IND
NFC DATA BASE MODIFICATION IND	REMOTE PRINTING FLAG
MSG OVERRIDE	
SALARY USE FIELDS (NFC-ASD-SAL- USE) 1ST 2ND	
Modify FESI 130 document to add/store the new W-4 fields.	

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Data Element Name	Data Element Format	Start Position	End Position	Element Description	Optional Mandated O/M	Values
DOCUMENT-TYPE	A3	1	3	Indicates the type of document being processed.	M	Three position numeric field. For this document the value is '130'.
AGCY-CODE	A2	4	5	The first level of the organizational structure codes used to identify the agency as defined by the National Finance Center.	M	Two position alpha-numeric field.
SUBMITTING-OFFICE-NUMBER	A4	6	9	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.	M	Four position numeric field.
BATCH-NO-PERSONNEL	A4	10	13	A number assigned by the personnel office to identify different batches of documents transmitted to the National Finance Center.	M	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.
SSNO	A9	14	22	A unique nine-digit number assigned by the Social Security Administration.	M	Employee SSNO
FILLER	A1	23	23	Unused field	M	SPACES
PAY-PERIODNUMBER	A2	24	25	The number corresponding to the pay period for which this document is being processed.	M	01 through 27 Comments: Testing pay periods are flexible but must agree across all

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						conversion files.
FILLER	A30	26	55	Unused field	M	SPACES
USER-ID	A7	56	62	The user identification of the person entering the data.	M	Seven position alpha field.
DEPARTMENT-CODE	A2	63	64	A code to identify the department of the U.S. government.	M	For a list of valid values, see the Guide to Personnel Data Standards and the Table Management System.
FILLER	A42	65	106	Unused field.	M	SPACES
FESI-IDENTIFIER-NUMBER	A15	107	121	Identifies transactions in user's system.	O	
UEID	A20	122	141	A unique employee ID (for future OPM use).		
FESI-DOC-EFF-CN	A2	142	143	The effective century of the document	M	Two position numeric field.
FESI-DOC-EFF-YR	A2	144	145	The effective year of the document	M	Two position numeric field.
FILLER	A5	146	150	Unused field.	M	SPACES
FED-TAX-NO-EXEMPTIONS	A3	151	153	Federal anticipated filing status.	M	Right Justified. Valid values are MS (Single or Married filing separately) MJ (Married filing Jointly) HH (Head of Household) XT (Exempt) NR (NON-

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						Resident Alien)
FED-TAX-EXTRA-DEDUCTIONS	A6	154	159	An additional amount withheld for federal taxes at the request of the employee.	O	Six position field with two decimal places 9999v99. If not applicable, enter spaces.
MULTI-JOBS-SPOUSE-WRK	A1	160	160	Hold more than one job or married filing jointly and spouse works also.	M	Values Y, N
TOT-AMT-CLM-DEPENDANTS	A8	161	168	Total dollar amounts of dependents claimed. This field must be rounded to the whole dollar amount	O	Eight position field with two decimal places 999999v99. If not applicable, enter spaces.
OTHER-INCOME	A9	169	177	Other Income subject to tax withholding.	O	Nine position field with two decimal places 9999999v99. If not applicable, enter spaces.
DED-REDUCE-TAX-WHLD	A8	178	185	Deductions other than standard deductions that will reduce tax withholding.	O	Eight position field with two decimal places 999999v99. If not applicable, enter spaces.
FILLER	A3264	186	3450	Unused field	M	SPACES

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-DEPENDENTS**, 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-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)

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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)

Administrative Applications Systems Branch (AASB) Requirements

Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

Payroll Web Systems Branch (PWSB) Requirements

Payroll Web Systems Branch (PWSB) Requirements

SPPS Web:

- **NOTE:** The Payroll Personnel System (PPS) will have a W-4 Flag database field to indicate a 'Y' for New W-4 or 'N' for Old W-4 is on file. Based on the new W-4 Flag, if an employee have not updated to the new W-4 (value 'Y') then their current Old W-4 information (value 'N') will be displayed in the old W-4 format.

- The following fields will be added to the SPPS Web database:

<u>Length</u>	<u>DB Name</u>	<u>Description</u>
1	W-4-FLAG	W-4 Flag
1	MULTI-JOBS-SPOUSE-WRK	Multiple Jobs/Spouse Works
999999.99	TOT-AMT-CLM-DEPENDANTS	Other Dependents
999999.99	OTHER-IMCOME	Other Income
999999.99	DED-REDUCE-TAX-WHLD	Other Deductions

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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 (999999.99)
- Other Income will be a dollar amount 10 position field (9999999.99)
- Other Deductions will be a dollar amount 9 position field (999999.99)
- 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:

<u>Position</u>	<u>Length</u>	<u>Field</u>
37	1	W-4-FLAG
38	1	MULTI-JOBS-SPOUSE-WRK
39	8	TOT-AMT-CLM-DEPENDANTS
47	9	OTHER-IMCOME

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"Not Applicable"

Signature of Systems Requirements Branch Chief: _____ **Date:** _____
/s/ Lisa Stafford

Signature of Acting Web Requirements Branch Chief: _____ **Date:** _____
/s/ Amanda Nguyen