



**HARRIS**  
School Solutions

HSS  
Webinar  
December 17, 2019

*W2 for Tax Year 2019*

# W2 Processing Release Overview

- The W2 software updated annually.
- Software for 2019 is designated as TX19.

# Changes for 2019 W2 Tax Year Reporting

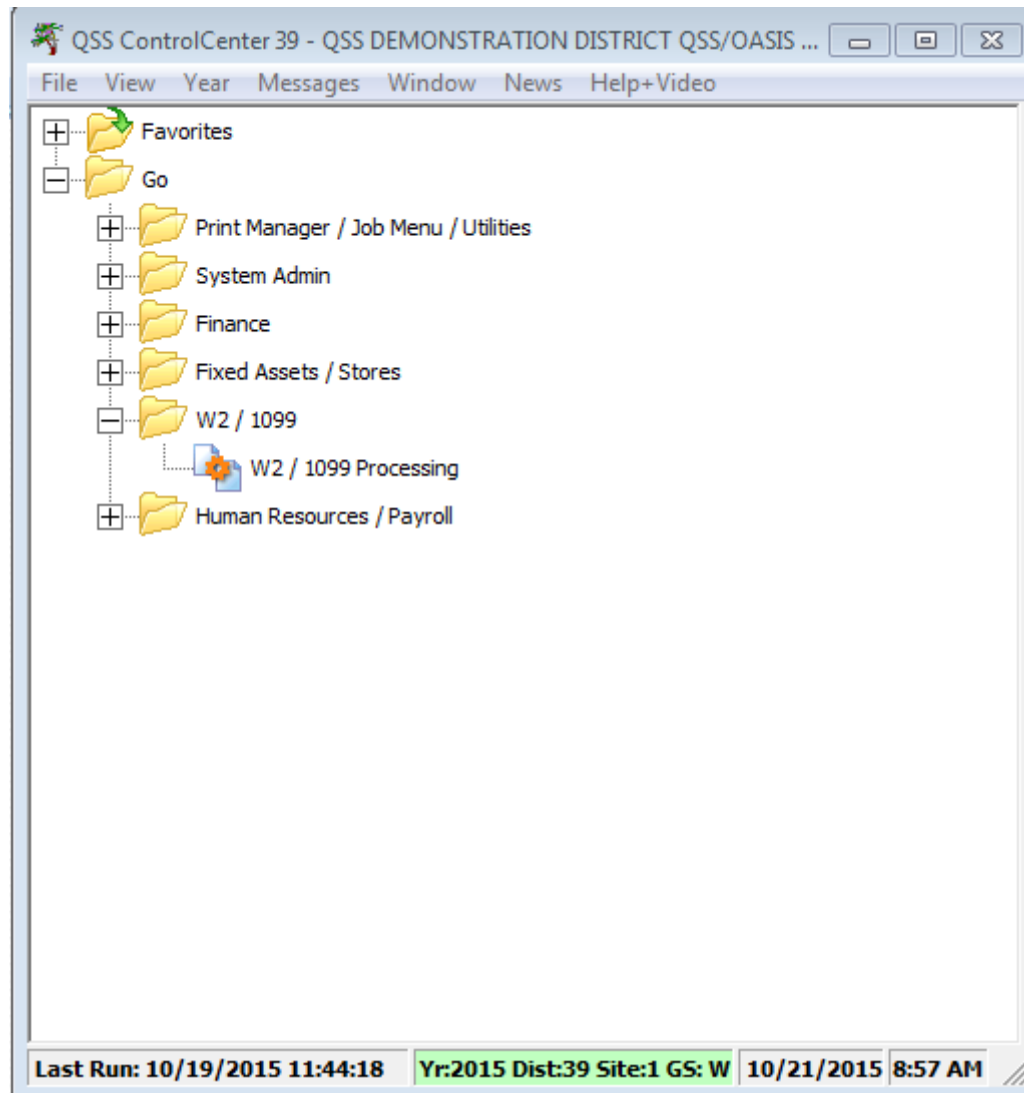
## General Overview

- **No significant changes for 2019... Review of recent changes:**
- W2 Changed for Tax Year 2016 – Tax Year 2019 Electronic submission is due January 31, 2020 as opposed to March 31 as in years prior to 2016.
- Cost of Employer-sponsored Health Coverage reporting still required for 2019 reporting. This was implemented in Tax Year 2012.
- Coverage total is reported in Box 12, Code DD on W2.
- W219RR – Program Option (introduced in 2017) for correctly segregating Retirement Refunds into the correct pre-tax field on the W2 Edit screen.

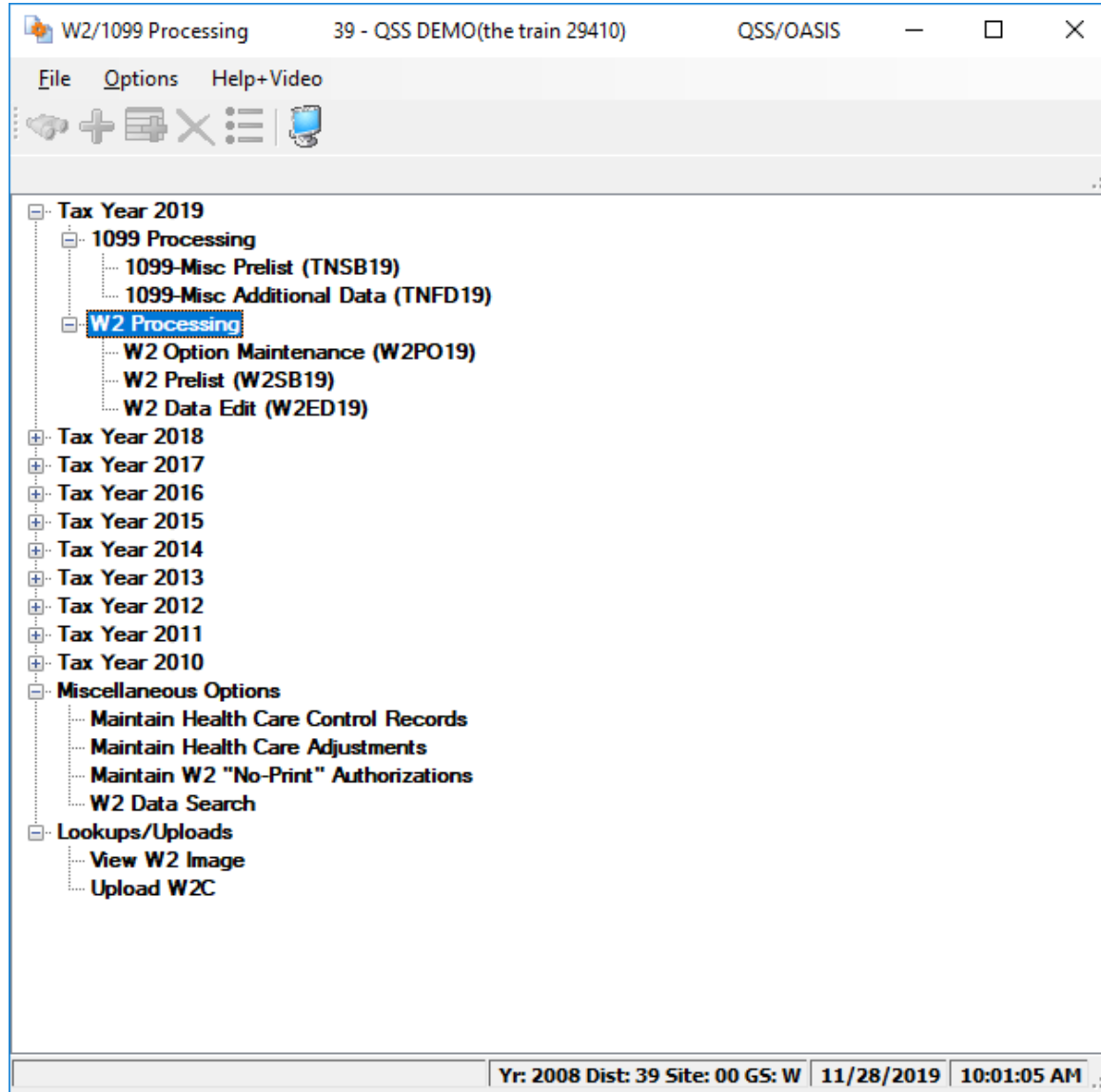
# How W2 Processing Works

- W2 information comes from two sources: Payroll records in the hrspay/PERPAY (personnel and payroll) d/b and Travel Claims in the A/P system.
- W2 information is extracted from those two sources and combined into one consolidated file.
- W2 Media file is transmitted to the Social Security Administration (SSA).

# W2/1099 Processing Branch



# 2019 W2 Processing Menu



# 2019 W2 Task List (Part 1)

## W2 Tasks

| TASK | WHAT  | WHEN        | HOW  |
|------|---|-------------|--|
| 1-T  | Install TX19 Release and configure access to programs.  | Dec. - Jan. |  |
| 2-PR | Set up or review program options and state ID number mask   | Dec. - Jan. | W2PO19 program or y19w2report operator command and W2HCVD program  |
| 3-T  | Create or copy control files, including federal EIN file  | Dec. - Jan. | Editor program   |
| 4-T  | Zero out Y-T-D totals for payroll after running last Y1 payroll and prior to running first Y2 payroll | Dec. - Jan. | PAY790 program   |
| 5-PR | Get PIN/Password from Social Security Administration  | January     | 1-800-772-6270 or <a href="http://www.socialsecurity.gov/bsowelcome.htm">www.socialsecurity.gov/bsowelcome.htm</a> |
| 6-PR | Print preliminary prelist; check for accuracy   | January     | W2RP19 program   |
| 7-PR | Print report of W2 records from Pay History for comparison purposes                                   | January     | PAY830 program   |
| 8-PR | Include employees lacking pay history records   | January     | PHUPDT program   |

# 2019 W2 Task List (Part 2)

| TASK     | WHAT   | WHEN    | HOW                              |
|----------|--|---------|----------------------------------|
| 9-T      | Create adjustment records for employer-paid benefits for July and August           | January | W2HN19 program                   |
| 9-PR     | Adjust amounts for reporting on W2 forms   | January | PHUPDT program<br>W2HAMN program |
| 10-T     | Produce extract file from W2 records from Pay History                              | January | y19w2extract operator command    |
| 11-T     | Print prelist report of W2 records from Pay History                                | January | y19w2report operator command     |
| PR       | <i>Compare prelists created in 6-PR and 11-T with pay history report from 7-PR</i> | January |                                  |
| PR       | <i>Compare prelists created in 6-PR and 11-T with pay history report from 7-PR</i> | January |                                  |
| T and PR | <i>Repeat extract and reports until accurate (Tasks 6-PR through 11-T)</i>         | January |                                  |



## 2019 W2 Task List (Part 3)

| TASK  | WHAT   | WHEN    | HOW   |
|-------|--|---------|---|
| 12-T  | <i>OPTIONAL</i> —Include travel claims if processed through Accounts Payable | January | y19w2ttext and y19w2tcrpt operator commands |
| 13-AP | Adjust Travel Claims (optional)  | January | VEUPDT and TCPYMT programs                  |
| 14-T  | Merge pay history records and travel claims                                  | January | y19w2fnlmrg operator command                |
| 15-T  | Print prelist report of W2 records including Pay History and travel claims   | January | y19w2report operator command                |
| PR    | <i>Check report for accuracy</i>   | January |   |
| 16-PR | Edit W2 records with Edit program  | January | W2ED19 program                              |
| 17-T  | Print prelist report of W2 records including Pay History and travel claims   | January | y19w2report operator command                |
| PR    | <i>Check report for accuracy</i>   | January |   |

## 2019 W2 Task List (Part 4)

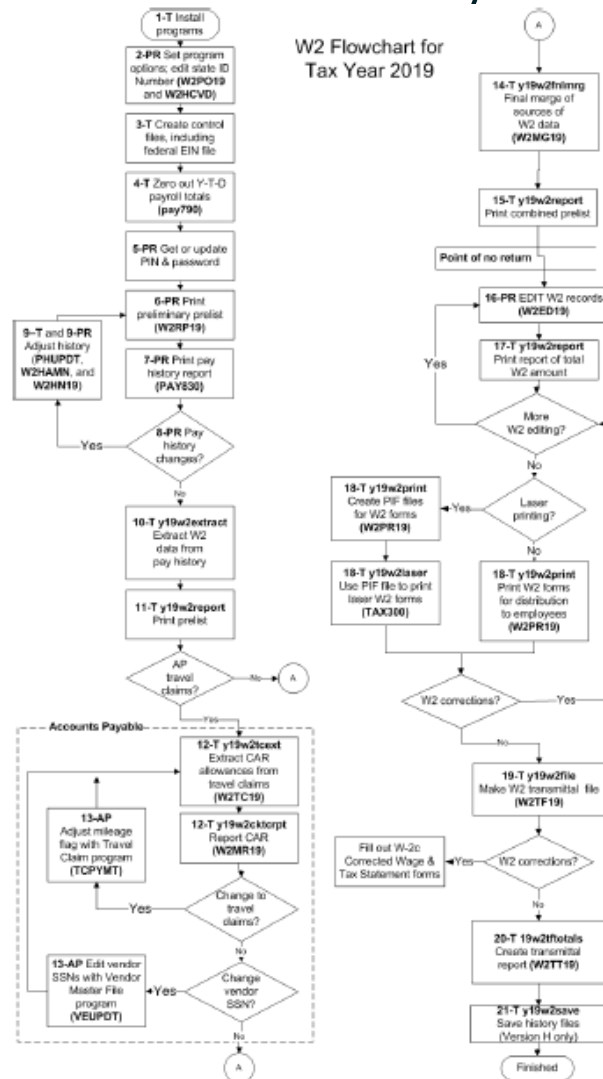
| TASK | WHAT                                | WHEN    | HOW                          |
|------|-------------------------------------|---------|------------------------------|
| 18-T | Print and distribute W2 laser forms | By 1/31 | y19w2laser operator command  |
| 19-T | Make W2 electronic transmittal file | By 1/31 | y19w2file operator command   |
| 20-T | Create transmittal totals report    | By 1/31 | y19w2totals operator command |
| 21-T | Save history files (Version H only) | By 1/31 | y19w2save operator command   |

# W2 Task Flowchart

- For another way of looking at the process, the same tasks are presented in the following flowchart.
  - Tasks to be performed by technical staff are indicated by the letter ‘T’.
  - Tasks to be performed by payroll staff are indicated by the letters ‘PR’.
  - Tasks to be performed by Account Payable staff are indicated by the letters “AP”.
- More suitable visual tool for technical staff.

# W2 Processing Task Flowchart

T denotes Technical Staff, PR denotes Payroll Staff,  
AP denotes Accounts Payable Staff



# Sources of W2 Calculations

PH = Pay History W2ED19 = Entered Amt via W2ED19 Program W2TC19 = Travel Claims entered

| Field         | Source   |
|---------------|--|
| PH Gross      | PH exempt gross<br>+ PH regular gross<br>+ PH CETA gross<br>+ PH federal gross   |
| Tax Gross     | PH gross<br>+ Car (PH car + W2TC19 amount)<br>+ W2ED19 <sup>1</sup> "Fringe/Other" and non-qualified plans<br>+ GLI (group life insurance)<br>- NTX gross (PH NTX gross + PH PERS TS + PH STRS TS)<br>- Tax shelter (PH tax shelter and/or W2ED19 <sup>1</sup> )<br>- Section 125 contribution<br>- Any other non-taxable amount |
| NTX Gross     | PH NTX gross<br>+ PH PERS TS (tax shelter)<br>+ PH STRS TS (tax shelter)<br>+ Tax shelter (PH tax shelter and/or W2ED19 <sup>1</sup> )<br>+ Section 125 contribution   |
| Deferred Comp | PH tax shelter and/or W2ED19 <sup>1</sup><br>+ Employer-paid W2EX19 and/or W2ED19 <sup>1</sup>   |
| Box 11        | Non-qualified plan distributions (457 and other)   |

# Sources of W2 Calculations

PH = Pay History W2ED19 = Entered Amt via W2ED19 Program W2TC19 = Travel Claims entered

|                        |  |
|------------------------|--|
| Box 12                 | <p>Can have up to four amounts in this box. Each amount will have a code (letter) next to it:</p> <ul style="list-style-type: none"> <li>C - Group term life cost of coverage over \$50,000</li> <li>J - Sick pay that cannot be included as income</li> <li>D - Section 401(k) contributions</li> <li>E - Section 403(b) contributions</li> <li>F - Section 408(k)(6) contributions</li> <li>G - Section 457(b) contributions</li> <li>H - Section 501(c)(18)(D) contributions</li> <li>M - Uncollected OASDI due on GLI</li> <li>N - Uncollected Medicare due on GLI</li> <li>P - Excludable moving expenses</li> <li>R - Employer's contributions to employee's Archer MSA (medical savings account)</li> <li>S - Section 408(p) SIMPLE contributions</li> <li>W - Employer's contribution to employee's health savings account</li> <li>AA - Employee's contribution to a Roth 401k</li> <li>BB - Employee's contribution to a Roth 403b</li> <li>DD - Roth 457(b) and employer health coverage</li> </ul> |
| Box 13                 | Boxes for statutory employee, retirement plan, and third-party sick leave  |
| Box 14                 | Miscellaneous breakout for employee amounts for car, sheltered retirement, and fringe/other  |
| Pension Plan Indicator | Y if ret-system = 1 or 2 ( <b>at the time W2 data is extracted</b> ) or as set in W2ED19 <sup>1</sup> program  |

# W2 Processing Identification Numbers

- Two numbers used in W2 processing: Federal EIN or State Identification Number.
- State ID hand input when prompted or read from DISTRICT record.

# Opting Out of a Printed W2

- Maintain W2 “No-Print” Authorizations W2NPMN.
- Program keeps track of employees who opt out of receiving a printed W2.



# W2NPMN – No Print Authorization

The screenshot shows a software application window titled "W2/1099 Processing" with a menu bar containing "File", "Options", and "Help+Video". The main area displays a tree view of tax processing options. The "Maintain W2 'No-Print' Authorizations" option is highlighted in blue. The status bar at the bottom shows "Yr: 2008 Dist: 39 Site: 00 GS: W 11/28/2019 10:29:12 AM".

- Tax Year 2019
  - 1099 Processing
    - 1099-Misc Prelist (TNSB19)
    - 1099-Misc Additional Data (TNFD19)
    - W2 Processing
      - W2 Option Maintenance (W2PO19)
      - W2 Prelist (W2SB19)
      - W2 Data Edit (W2ED19)
- Tax Year 2018
- Tax Year 2017
- Tax Year 2016
- Tax Year 2015
- Tax Year 2014
- Tax Year 2013
- Tax Year 2012
- Tax Year 2011
- Tax Year 2010
- Miscellaneous Options
  - Maintain Health Care Control Records
  - Maintain Health Care Adjustments
  - Maintain W2 "No-Print" Authorizations**
  - W2 Data Search
- Lookups/Uploads
  - View W2 Image
  - Upload W2C

Yr: 2008 Dist: 39 Site: 00 GS: W 11/28/2019 10:29:12 AM

# W2NPMN Usersec

- Security parameters allow for “U” update and “I” Inspect
- District Access by “0” Login District, “1” Any District, “2” Change District (Usersec CHGDIS)

# Maintain W2 "No-Print" Authorization – W2NPMN

Maintain W2 "No-Print" Authorizations 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

PERSNIKITY, REALLIE 001006 xxx-xx-xxxx Change

District: 39 The Train USD

Employee ID/SSN: 001006 Show SSN

Rescind:  Date:  Eff. Year:  Comment:

| Consent Date | Consent Tax Year | Consent Comment  | Rescind Date | Rescind Tax Year | Rescind Comment |
|--------------|------------------|------------------|--------------|------------------|-----------------|
| 11/22/2017   | 2017             | Employee Consent |              |                  |                 |

Usersec: U2 Yr: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 2:20:50 PM

# W2 Processing

## 2019 IRS Mileage Payments

- 2019 rate is \$0.58 per mile
- Mileage payments in excess of Federal Government allowance must be reported.

# W2 Processing Imputed Paylines

- Paylines for imputed gross occurs when taxes are owed on a benefit an employee receives.
- Imputed paylines need to be processed on a payroll dated 12/31/2019 or earlier.

# Which Employees Get Printed

- Employees must have a pay history record to print on the W2 report.
- They will not print even if there is Travel Claim extracted.

# W2 Processing

## Voluntary Deduction 8999

- Group Life Insurance (GLI) is defaulted to Voluntary Deduction code of 8999 in HSS/OASIS payroll software.

# W2 Processing Cell Phones

- Fringe benefits such as cell phones provided by employer are subject to FIT, SIT, OASDI and Medicare taxes.



# W2 Processing

## Default Deferred Compensation

- Determine default for Deferred Compensation plans
- Determine additional plan codes for alternate deferred compensation.

# Sort Options for Printing

## #1 District, Name (default)

1. District, name (just as in transmittal file)
2. District, pay location 1, name (suggested if you enclose W2s with pay warrants)
3. District, pay location 2, name (suggested if you enclose W2s with pay warrants)
4. District, pay code, name
5. Zip code (suggested if you mail W2s)
6. District, pay location 1, pay code, name
7. District, pay location 2, pay code, name
8. District, pay code, pay location 1, name
9. District, pay code, pay location 2, name
11. Name, district number
12. Name, district number, pay location 1
13. Name, district number, pay location 2
14. Name, district number, pay code
15. Zip code (same as 5.)
16. Name, district number, pay location 1
17. Name, district number, pay location 2, pay code
18. Name, district number, pay code, pay location 1
19. Name, district number, pay code, pay location 2

# W2 Processing Submitting to IRS

- Send Copy A of W2 forms (Wage and Tax Statement) to the SSA (Social Security Administration) by **January 31<sup>st</sup>, 2020.**
- **NOTE: This is a change from prior years – started for Tax Year 2016!**

# W2 Processing

## Considerations and Cautions

- Program option record control reporting of Deferred Compensation amounts, Dependent Child Care, GLI, Roth IRA's, Federal/State subjectivity differences, Employer HSA's. Be sure Program Options are setup correctly.
- QSS supports Box 12 amounts – Substantiated Employee Expense (Code L), Uncollected OASDI on GLI (Code M), Uncollected Medicare on GLI (Code N) and Adoption Benefits (Code T). Manual entries may be needed on W2's.

# W2 Processing

## Other Considerations and Cautions

- State ID entered in District Master file.
- How to handle Employees with no SSN.
- Security USERSEC setups for W2 processing.
- W2PR19 Export File changes for 2019

# W2 Usersec Security (MTUS Manual)

**Table 2-264: User security records for the TAX module**

| <b>USER SECURITY</b> | <b>ALLOWS YOU TO DEFINE OPTIONS FOR</b>                 | <b>PAGE</b> |
|----------------------|---|-------------|
| TNFD09               | 1099-Misc Additional Data (TNFD09) command              | 2-323       |
| TNFDyy               | 1099-Misc Additional Data (TNFDyy) command <sup>a</sup> | 2-323       |
| TNSByy               | 1099-Misc Prelist (TNSByy) option                       | 2-324       |
| TNVIEW               | View 1099 Image option                                  | 2-325       |
| W2C                  | Lookups/Uploads command                                 | 2-325       |
| W2EDyy               | W2 Data Edit (W2EDyy) option on the tree view           | 2-326       |
| W2EDMASK             | SSN mask to use for W2 Data Edit (W2EDyy) option        | 2-326       |
| W2HAMN               | Maintain Health Care Adjustments option                 | 2-327       |
| W2HCVD               | Maintain Health Care Control Records command            | 2-327       |
| W2NPMN               | Maintain W2 “No-Print” Authorizations command           | 2-327       |
| W2POyy               | W2 Option Maintenance (W2POyy) option                   | 2-323       |
| W2SByy               | W2 Prelist (W2SByy) option                              | 2-328       |
| W2SRCH               | Search for Employees form options                       | 2-329       |
| W2VIEW               | View W2 Image option                                    | 2-329       |

a. The notation yy refers to the tax year, such as 11 for tax year 2011.

# W2 2019 Security

About QSS/OASIS QSS ControlCenter - Software Version: 0.0.0 11/25/2019 5:30:53 PM

Options



**QSS/OASIS QSS ControlCenter**

Copyright(c) 1999 - 2015

**Q**uintessential **S**chool **S**ystems

System Info

OK

Refresh  
Usersec

Search for Usersec or parameters: 19

List User Security for this program

| Program | 1234567890123456789012345678901234567890123456789012345678901234567890 | Origin   | Name/User/District |
|---------|--|----------|--------------------|
| W2ED19  | YYY^.....  | \$GLOBAL |                    |
| W2HAMN  | U2^.....   | \$USER   | DEA11              |
| W2HCVD  | YYY^.....  | \$GLOBAL |                    |
| W2NPMN  | U2^.....   | \$USER   | DEA11              |
| W2PO14  | NNY^.....  | \$GLOBAL |                    |
| W2PO15  | NNY^.....  | \$GLOBAL |                    |
| W2PO16  | NNY^.....  | \$GLOBAL |                    |
| W2PO17  | NNY^.....  | \$GLOBAL |                    |
| W2PO18  | NNY^.....  | \$GLOBAL |                    |
| W2PO19  | NNY^.....  | \$GLOBAL |                    |
| W2SB14  | YY^.....   | \$GLOBAL |                    |
| W2SB14  | YY^.....   | \$GLOBAL |                    |

Program Info

Package Info

USERSEC

*Only for use by QSS or clients of QSS*

Portions copyrighted by : Microsoft Corporation

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Print Screen

Save screen to file

Copy version, package and usersec info to clipboard and file

Grid Output

Capture Screen

# W2 Processing

## District Record containing State ID

View Districts 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Inspect

District Codes: 07 : QSS UNIFIED SCHOOL DISTRICT

District Number: 07

Name: QSS UNIFIED SCHOOL DISTRICT

Address: 2121 S EL CAMINO REAL, D200

City: SAN MATEO State: CA Zip: 944030000

SUI ID: 94024030 FICA ID: 69-0933885

Workers Comp Rate: 1.7525 SIT ID: 80096845

Ret-system 1/3 Option: Pickup Percent: 0.0000

Ret-system 2/4 Option: Both Percent: 4.2000

FICA Option:

Audit Information

ID: DA07 Date: 05/05/2008 Time: 03:49:05 PM

Yr:1997 Dist:07 Site:1 GS: W 11/27/2010 11:51 AM



# Task 1-T (Tech)

## Install Version H W2/1099 Release

| TOPIC   | PAGE       |
|---|------------|
| <b>Task 1-T for Version H: Installation of TX19 Release</b>           | <b>3-3</b> |
| Step 1—Obtain User Manuals from the QSS Web Site                      | 3-3        |
| Step 2—Distribute Materials   | 3-3        |
| Step 3—Download the TX19 Installation File from QSS/OASIS<br>Web Site | 3-4        |
| Step 4—Transfer and Restore Installation File to Your HP e3000        | 3-4        |
| Step 5—Build New Release and Archive Groups                           | 3-5        |
| Step 6—Restore Files  | 3-6        |
| Step 7—Archive Current Versions of Released Files                     | 3-6        |
| Step 8—Integrate Release Files into Standard Groups                   | 3-6        |
| Step 9—Move Updated Files into Production                             | 3-7        |
| Step 10—Copy Process Control and Printer Environment Files            | 3-7        |
| Step 11—Move W2 Transmittal File Program into Production              | 3-7        |
| Step 12—Copy Last Year's Control Files                                | 3-9        |
| Step 13—Modify UDCMENU  | 3-11       |
| Step 14—Integrate W2 and 1099 UDCs for 2019                           | 3-14       |
| Step 16—Store Archive Files to Tape                                   | 3-15       |
| Step 17—Set Up Menu Options (Traditional Software Only)               | 3-15       |

# Task 1-T (Tech)

## Install Version L W2/1099 Release

| TOPIC   | PAGE |
|---|------|
| Task 1 - T for Version L: Installation of TX19 Release            | 3-19 |
| Step 1—Install Current GS Releases                                | 3-19 |
| Step 2—Obtain the TX19 Release                                    | 3-19 |
| Step 3—Unzip the TX19 Release Files                               | 3-19 |
| Step 4—Install the TX19 Release (Control Files and Command Files) | 3-22 |
| Step 5—Install Form Files for W2 Forms                            | 3-24 |
| Step 6—Install Form Files for 1099-MISC Forms                     | 3-28 |
| Step 7—Set Up User Security                                       | 3-30 |
| Security Parameters (Versions H and L)                            | 3-31 |
| User Security for W2 Programs (Versions H and L)                  | 3-31 |
| User Security for 1099 Programs (Versions H and L)                | 3-36 |

# Task 2-PR

## Maintain W2 Program Options (W2PO19)

The screenshot displays the 'W2/1099 Processing' application window. The title bar shows '39 - QSS DEMO(the train 29410)' and 'QSS/OASIS'. The menu bar includes 'File', 'Options', and 'Help+Video'. The toolbar contains icons for back, forward, home, and search. The main area is a tree view with the following structure:

- [-] Tax Year 2019
  - [-] 1099 Processing
    - 1099-Misc Prelist (TNSB19)
    - 1099-Misc Additional Data (TNFD19)
  - [-] W2 Processing
    - W2 Option Maintenance (W2PO19)**
    - W2 Prelist (W2SB19)
    - W2 Data Edit (W2ED19)
- [-] Tax Year 2018
- [-] Tax Year 2017
- [-] Tax Year 2016
- [-] Tax Year 2015
- [-] Tax Year 2014
- [-] Tax Year 2013
- [-] Tax Year 2012
- [-] Tax Year 2011
- [-] Tax Year 2010
- [-] Miscellaneous Options
  - Maintain Health Care Control Records
  - Maintain Health Care Adjustments
  - Maintain W2 "No-Print" Authorizations
  - W2 Data Search
- [-] Lookups/Uploads
  - View W2 Image
  - Upload W2C

The status bar at the bottom displays: Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 8:31:24 AM

# W2 Option Maintenance (W2PO19)

## W2 Program Option Maintenance

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

W2PO19: YYYYYYYYYYYYYY Inspect

Program Option Name  Source Year 19

W2PO19 Controls which

W2PO19 - Controls which program-option records can be maintained

W2EX19 - Basic/Default settings used to control how W2 data is accumulated

W219DC - Employee/employer vol-ded detail, vol-deds for alt. deferred comp. plans

W219CC - Vol-deds for dependent care

DEFMED - Deferred Medicare

W2STID - Edit mask for State EIN

W219DX - Additional vol-ded ranges when W219DC space is exceeded

W219FA - Vol-deds used during the year to reduce SIT wages but not FIT

W219CX - Extension vol-deds for W219CC

W219DR - Vol-ded ranges for Roth

W219SA - Vol-deds used during the year to reduce FIT wages but not SIT

W219HS - Vol-deds for Employer HSA

W219HC - Employer-Sponsored Health Plan Reporting

W219HX - Extension codes for W219HC

W219RS - Retirement System override values

W219RX - Extension values for W219RS

W219RR - Vol-deds for retirement refunds that affect NTX wages

|        |                                     |
|--------|-------------------------------------|
| W219DR | <input checked="" type="checkbox"/> |
| W219SA | <input checked="" type="checkbox"/> |
| W219HS | <input checked="" type="checkbox"/> |
| W219HC | <input checked="" type="checkbox"/> |
| W219HX | <input checked="" type="checkbox"/> |
| W219RS | <input checked="" type="checkbox"/> |
| W219RX | <input checked="" type="checkbox"/> |
| W219RR | <input checked="" type="checkbox"/> |

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 8:32:45 AM

# W2 Option Maintenance (W2PO19)

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

W2PO19: YYYYYYYYYYYYYY Inspect

Program Option Name  Source Year 19

W2PO19 Controls which program-option records can be maintained

|        |                                     |
|--------|-------------------------------------|
| W2EX19 | <input checked="" type="checkbox"/> |
| W219DC | <input checked="" type="checkbox"/> |
| W219CC | <input checked="" type="checkbox"/> |
| DEFMED | <input checked="" type="checkbox"/> |
| W2STID | <input checked="" type="checkbox"/> |
| W219DX | <input checked="" type="checkbox"/> |
| W219FA | <input checked="" type="checkbox"/> |
| W219CX | <input checked="" type="checkbox"/> |
| W219DR | <input checked="" type="checkbox"/> |
| W219SA | <input checked="" type="checkbox"/> |
| W219HS | <input checked="" type="checkbox"/> |
| W219HC | <input checked="" type="checkbox"/> |
| W219HX | <input checked="" type="checkbox"/> |
| W219RS | <input checked="" type="checkbox"/> |
| W219RX | <input checked="" type="checkbox"/> |
| W219RR | <input checked="" type="checkbox"/> |

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 8:33:28 AM

# W2 Option Maintenance(W2STID) State EIN Edit Mask

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

W2STID: XXX-XXXX-X Change

Program Option Name  Source Year 19

W2STID Contains edit mask for State EIN

State EIN Edit Mask:

The edit mask can contain up to 17 characters. The following table describes how the mask interprets each character in your EIN.

| Character | Interpretation   |
|-----------|--|
| X         | For each 'X', print one character of the State EIN.<br><br>If the EIN is greater than the number of 'X's, the mask will print only the number of characters equal to the number of 'X's.<br><br>For example, if the number of characters in the EIN is 8, but there are only 6 'X's, then only the first 6 characters of the EIN will print. |
| -         | A '-' will cause a hyphen to be inserted in the State EIN.   |
| space     | Each blank space in the mask inserts a blank space in the printed State EIN.   |

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 8:34:22 AM

# W2 Option Maintenance (W2EX19)

## Configure W2 Extract Program

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

W2EX19: NN3NNYNY00XNFY1100NYYN00470007999010203 00 Change

Program Option Name  Source Year 19

W2EX19 Basic/Default settings used to control how W2 data is accumulated

|   |   |               |
|---|---|---------------|
| 1. Pay History Category 1 is treated as GLI?  | <input type="text" value="N"/>  | (Y=Yes/N=No)  |
| 2. Pay History Category 2 is treated as Dependent Care?   | <input type="text" value="N"/>  | (Y=Yes/N=No)  |
| 3. Pay History Category to use for 3rd Party SL (0=none)?   | <input type="text" value="3"/>  | (0, 3 - 5)    |
| 4. Should imputed gross amounts be treated as GLI?  | <input type="text" value="N"/>  | (Y=Yes/N=No)  |
| 5. Back 'CAR' amounts out of W2 Gross?  | <input type="text" value="N"/>  | (Y=Yes/N=No)  |
| 6. Print STRS/PERS pickup amounts in Box 14?  | <input type="text" value="Y"/> / <input type="text" value="N"/>       | (Y=Yes/N=No)  |
| 7. Print Alternate Retirement amounts in Box 14?  | <input type="text" value="Y"/>  | (Y=Yes/N=No)  |
| 8. Client-defined field for SSN flag (01 to 30)?  | <input type="text" value="00"/>                                       | (00 = None)   |
| 9. Set Retirement flag for ret-system 5 and vol-ded 84xx?   | <input type="text" value="X"/>  | (Y / N / X)   |
| 10. Do you have a New York Fringe Benefit warrant number?   | <input type="text" value="N"/>  | (Y=Yes/N=No)  |
| 11. Default code for reporting TSA amounts in Box 12?   | <input type="text" value="F"/>  | (D/E/F/G/H/S) |
| 12. Extract only districts defined in CTW2TP19 control file?  | <input type="text" value="Y"/>  | (Y / N / X)   |
| 13. Alternate GLI VD-NO: <input type="text" value="1100"/> Back GLI amts out of W2 Gross?   | <input type="text" value="N"/>  | (Y=Yes/N=No)  |
| 14. Set pension flag for TSA > 0? <input type="text" value="Y"/> For any Ret-CTD > 0?   | <input type="text" value="Y"/>  | (Y=Yes/N=No)  |
| 15. Report employee gross in multiple states?   | <input type="text" value="N"/>  | (Y=Yes/N=No)  |
| 16. Default state code (when #15=Y and code in history=00)?   | <input type="text" value="00"/>                                       |               |
| 17. Pay History Category to use for Employer DC (0=none)?   | <input type="text" value="4"/>  | (0, 3 - 5)    |
| 18. Additional alt-ret VD range?  | <input type="text" value="7000"/> - <input type="text" value="7999"/> |               |
| 19. Set Ret. flag for ret-system 5 when pay-code <input type="text" value="01"/> <input type="text" value="02"/> <input type="text" value="03"/> <input type="text" value=""/> <input type="text" value=""/> x-W2prt: <input type="text" value="00"/> (00 = None) |   |               |

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 8:56:51 AM

# W2 Option Maintenance (W219DC)

## Deferred Compensation Voluntary Deductions

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

W219DC: YXYIYD8213 Change ...

Program Option Name  Source Year 19

W219DC Whether to extract employee and/or employer vol-ded detail, and vol-deds to use for alt. deferred comp. plans when extracting detail

Report employee contributions for deferred compensation?  (Y=Yes/N=No)

Report employer-paid amounts for deferred compensation?  (Y=Yes/N=No/Xtended)

Report vol-ded 8999 amounts as GLI?  (Y=Yes/N=No)

Report section-125 amounts separately?  (Y=Yes/N=No)

Report 84xx with subjectivity (1-3) as Ret-3/TS?  (Y=Yes/N=No)

Alternate Deferred Compensation Plans:

| Plan Code                      | Vol-Ded Code                      | Plan Code            | Vol-Ded Code         |
|--------------------------------|-----------------------------------|----------------------|----------------------|
| <input type="text" value="D"/> | <input type="text" value="8213"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/>           | <input type="text"/>              | <input type="text"/> | <input type="text"/> |
| <input type="text"/>           | <input type="text"/>              | <input type="text"/> | <input type="text"/> |
| <input type="text"/>           | <input type="text"/>              | <input type="text"/> | <input type="text"/> |
| <input type="text"/>           | <input type="text"/>              | <input type="text"/> | <input type="text"/> |

Note:  
 This option record is used if you intend to accumulate deferred compensation amounts from warrant history.  
 It is also used when your organization has multiple plans to which employees contributed during the year.  
 It also is used when you want to separately identify section-125 amounts and/or treat alt-ret (84xx) as ret-3.

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 8:57:42 AM



# W2 Option Maintenance (W219DX) Deferred Compensation Voluntary Deduction Ranges

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

W219DX: D90009002 Change ...

Program Option Name  Source Year 19

W219DX Additional vol-ded ranges when W219DC space is exceeded

Alternate Deferred Compensation Plans Extension (Requires W219DC)

| Plan Code                      | Vol-Ded Code Range  |
|--------------------------------|---|
| <input type="text" value="D"/> | <input type="text" value="9000"/> - <input type="text" value="9002"/> |
| <input type="text"/>           | <input type="text"/> - <input type="text"/>                           |
| <input type="text"/>           | <input type="text"/> - <input type="text"/>                           |
| <input type="text"/>           | <input type="text"/> - <input type="text"/>                           |
| <input type="text"/>           | <input type="text"/> - <input type="text"/>                           |

Note:  
 This option record is used to extend the W219DC record if you have more vol-ded codes than can be setup on the W219DC screen.  
 This option record allows for up to 5 ranges of vol-ded codes to be associated with an alternate plan code.

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 8:58:49 AM

# W2 Program Option Maintenance (W219DR) 403b/401k/457b Roth Contributions (Box 12)

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

W219DR: 100010002 Change

Program Option Name  Source Year

W219DR Vol-ded Ranges for Roth (post-tax) contrib. to 401k/403b/457b plans

Roth (after-tax) Compensation Plans

| Plan Code                      | Vol-Ded Code Range  |
|--------------------------------|---|
| <input type="text" value="1"/> | <input type="text" value="0001"/> - <input type="text" value="0002"/> |
| <input type="text"/>           | <input type="text"/> - <input type="text"/>                           |
| <input type="text"/>           | <input type="text"/> - <input type="text"/>                           |
| <input type="text"/>           | <input type="text"/> - <input type="text"/>                           |
| <input type="text"/>           | <input type="text"/> - <input type="text"/>                           |

Note:  
This option record is used to define which vol-ded ranges are used for Roth (after-tax) contributions to 403b/401k/457b plans.

These vol-ded ranges should NOT be in the 9xxx range since they are after-tax.

These amounts will be reported on the W2 in box 12 using codes AA for Roth 401k, BB for Roth 403b, and EE for Roth 457b.

Plan code '1' equates to AA.  
Plan code '2' equates to BB.  
Plan code '3' equates to EE.

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 8:59:55 AM

# W2 Option Maintenance (W219CC) Dependent Care Sec125 Voluntary Deductions

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

W219CC: YN10009200 Change

Program Option Name  Source Year 19

W219CC Defines which vol-deds are used for dependent care

Report employee contributions for dependent care?  (Y=Yes/N=No)

Report employer-paid amounts for dependent care?  (Y=Yes/N=No)

Dependent Care Vol-Ded Codes

| Vol-Ded Code                      | Vol-Ded Code         |
|-----------------------------------|----------------------|
| <input type="text" value="1000"/> | <input type="text"/> |
| <input type="text" value="9200"/> | <input type="text"/> |
| <input type="text"/>              | <input type="text"/> |
| <input type="text"/>              | <input type="text"/> |
| <input type="text"/>              | <input type="text"/> |
| <input type="text"/>              | <input type="text"/> |

Note:  
This option record is used if you intend to accumulate deferred dependent care amounts from warrant history.

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:00:57 AM

# W2 Option Maintenance (W219CX) Dependent Care Sec125 Voluntary Deductions

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OA... — □ ×

File Options

W219CX: 00030004 Change ...

Program Option Name  Source Year 19

W219CX Extension vol-deds for W219CC

Dependent Care Vol-Ded Codes

| Vol-Ded Code                      | Vol-Ded Code         |
|-----------------------------------|----------------------|
| <input type="text" value="0003"/> | <input type="text"/> |
| <input type="text" value="0004"/> | <input type="text"/> |
| <input type="text"/>              | <input type="text"/> |
| <input type="text"/>              | <input type="text"/> |
| <input type="text"/>              | <input type="text"/> |
| <input type="text"/>              | <input type="text"/> |

Note:  
This option record is used if you intend to accumulate deferred dependent care amounts from warrant history.

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:02:09 AM ...

# W2 Option Maintenance (W219FA)

## Voluntary Deduction Ranges Add Back FIT

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OA...

File Options

W219FA: 00010002 Change

Program Option Name  Source Year 19

W219FA Defines which vol-deds were used during the year to reduce SIT wages that should NOT have reduced FIT wages

FIT Subjectivity Add Back Definition

| Vol-Ded Code Range                |                                     |
|-----------------------------------|-------------------------------------|
| <input type="text" value="0001"/> | - <input type="text" value="0002"/> |
| <input type="text"/>              | - <input type="text"/>              |
| <input type="text"/>              | - <input type="text"/>              |
| <input type="text"/>              | - <input type="text"/>              |
| <input type="text"/>              | - <input type="text"/>              |
| <input type="text"/>              | - <input type="text"/>              |

Note:  
 This option record is used to define vol-ded ranges for vol-deds that are intended to reduce SIT wages, but **not** to reduce FIT wages.

QSS/OASIS payroll does NOT differentiate FIT/SIT subjectivity for deductions to support pre-tax SIT but **not** to support pre-tax FIT.

Therefore FIT wages must be adjusted by adding back the amounts for correct W2 reporting.

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:03:06 AM

# W2 Option Maintenance (W219SA)

## Voluntary Deduction Ranges Add Back SIT

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OA... - □ ×

File Options

W219SA: 00010002 Change

Program Option Name  Source Year 19

W219SA Similar to W219FA, but for vol-deds that reduced FIT but NOT SIT

SIT Subjectivity Add Back Definition

Vol-Ded Code Range

|                                   |   |                                   |
|-----------------------------------|---|-----------------------------------|
| <input type="text" value="0001"/> | - | <input type="text" value="0002"/> |
| <input type="text"/>              | - | <input type="text"/>              |
| <input type="text"/>              | - | <input type="text"/>              |
| <input type="text"/>              | - | <input type="text"/>              |
| <input type="text"/>              | - | <input type="text"/>              |
| <input type="text"/>              | - | <input type="text"/>              |

Note:

This option record is used to define vol-ded ranges for vol-deds that are intended to reduce FIT wages, but NOT SIT wages.

QSS/OASIS payroll does NOT differentiate FIT/SIT subjectivity for deductions to support pre-tax FIT but NOT pre-tax SIT.

Therefore SIT wages must be adjusted by adding back the amounts for correct W2 reporting.

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:04:08 AM

# W2 Option Maintenance (W219HS)

## Add Employer HSA Voluntary Deduction Codes

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OA... - □ ×

File Options

W219HS: 00030004 Change ⋮

Program Option Name  Source Year 19

W219HS Defines which vol-deds are used for Employer HSA

Employer Contributions to HSA Definition

Vol-Ded Code Range

|                                   |   |                                   |
|-----------------------------------|---|-----------------------------------|
| <input type="text" value="0003"/> | - | <input type="text" value="0004"/> |
| <input type="text"/>              | - | <input type="text"/>              |
| <input type="text"/>              | - | <input type="text"/>              |
| <input type="text"/>              | - | <input type="text"/>              |
| <input type="text"/>              | - | <input type="text"/>              |
| <input type="text"/>              | - | <input type="text"/>              |

Note:  
 This option record is used to define vol-ded ranges for vol-deds that are used to provide an employer contribution to an employee's Health Savings Account.  
 Amounts accumulated here are reported on the W2 in box-12 with a code 'W'.

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:04:49 AM ⋮

# W2 Program Option (W219HC)

## Employer-Sponsored Health Plan Reporting

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OA... - □ ×

File Options

W219HC: OEC00010002 Change ...

Program Option Name  Source Year 19

W219HC Defines rules/codes used for Employer-Sponsored Health Plan Reporting

Cost of Employer-Sponsored Health Coverage (Box 12, code=DD)

Use by-District 'H' vol-ded settings flag (N/O/D/M):

Global Rules

How to treat EE/ER:

| Option               | Vol-Ded Code Range                          | Option values                           |
|----------------------|---|---|
| C                    | 0001 - 0002                                 | C = vol-ded class<br>V = vol-ded number |
| <input type="text"/> | <input type="text"/> - <input type="text"/> |   |
| <input type="text"/> | <input type="text"/> - <input type="text"/> |   |
| <input type="text"/> | <input type="text"/> - <input type="text"/> |   |
| <input type="text"/> | <input type="text"/> - <input type="text"/> |   |

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:05:52 AM ...



# W2 Program Option (W219HX) Extension Employer-Sponsored Health Plan Reporting

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OA... - □ ×

File Options

W219HX: V00050006 Change ...

Program Option Name  Source Year 19

W219HX Extension codes for W219HC

Cost of Employer-Sponsored Health Coverage (Box 12, code=DD) Extension  
(Requires W219HC)

Global Rules

| Option                         | Vol-Ded Code Range  | Option values                           |
|--------------------------------|---|---|
| <input type="text" value="V"/> | <input type="text" value="0005"/> - <input type="text" value="0006"/> | C = vol-ded class<br>V = vol-ded number |
| <input type="text"/>           | <input type="text"/> - <input type="text"/>                           |   |
| <input type="text"/>           | <input type="text"/> - <input type="text"/>                           |   |
| <input type="text"/>           | <input type="text"/> - <input type="text"/>                           |   |
| <input type="text"/>           | <input type="text"/> - <input type="text"/>                           |   |

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:07:03 AM ...

# W2 Program Option (W219RS) Retirement System override values

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OA... - □ ×

File Options

W219RS: 01A2 Change ...

Program Option Name  Source Year 19

W219RS Retirement System override values

| RS | f | # | RS | f | # | RS | f | # | RS | f | # | RS | f | # | RS | f | # |
|----|---|---|----|---|---|----|---|---|----|---|---|----|---|---|----|---|---|
| 01 | A | 2 |    |   |   |    |   |   |    |   |   |    |   |   |    |   |   |
|    |   |   |    |   |   |    |   |   |    |   |   |    |   |   |    |   |   |

Note:  
This option record is used to define retirement system values which overrides the existing hardcoded values in W2EX19. The pension flag is set by default for RS values 01/02 and the logic for alt-ret assumes 05/15/25. If your retirement setup uses different values then fill out this option record. Whatever you enter here will override the built-in values so you MUST include all retirement system values you want to evaluate. The format of input is:

RS = Retirement system value (01-99)  
f = 'P' - Employees with this RS should have the W2 retirement plan flag set  
'A' - Employees with this RS are possible members of alternate-retirement  
# = Which pre-tax bucket (1 or 2) to be used in cases where we have to use the RS value to determine this value

Usersec: MNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:07:56 AM ...

# W2 Program Option (W219RX) Extension Retirement System override values

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OA... - □ ×

File Options

W219RX: 04P2 Change ...

Program Option Name  Source Year 19

W219RX Extension values for W219RS

| RS | f | # | RS | f | # | RS | f | # | RS | f | # | RS | f | # | RS | f | # |
|----|---|---|----|---|---|----|---|---|----|---|---|----|---|---|----|---|---|
| 04 | P | 2 |    |   |   |    |   |   |    |   |   |    |   |   |    |   |   |
|    |   |   |    |   |   |    |   |   |    |   |   |    |   |   |    |   |   |

Note:  
 This option record is used to define retirement system values which overrides the existing hardcoded values in W2EX19. The pension flag is set by default for RS values 01/02 and the logic for alt-ret assumes 05/15/25. If your retirement setup uses different values then fill out this option record. Whatever you enter here will override the built-in values so you MUST include all retirement system values you want to evaluate. The format of input is:

RS = Retirement system value (01-99)  
 f = 'P' - Employees with this RS should have the W2 retirement plan flag set  
 'A' - Employees with this RS are possible members of alternate-retirement  
 # = Which pre-tax bucket (1 or 2) to be used in cases where we have to use the RS value to determine this value

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:08:50 AM ...

# W2 Program Option (W219RR)

## Vol-Deds used for retirement refunds (New in TX17)

2019 W2 Option Maintenance (W2PO19) 39 - QSS DEMO(the train 29410) QSS/OA...

File Options

W219RR: 35555 Change

Program Option Name  Source Year 19

W219RR Vol-deds used for retirement refunds that affect NTX wages

| Ret #                          | Vol-Ded Code                      | Ret #                | Vol-Ded Code         | Ret #                | Vol-Ded Code         |
|--------------------------------|-----------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text" value="3"/> | <input type="text" value="5555"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/>           | <input type="text"/>              | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/>           | <input type="text"/>              | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/>           | <input type="text"/>              | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Note:  
This option record is used if you used a vol-ded number in the 1-7999 range for the purpose of refunding previously withheld amounts for retirement that affect taxable wages and want to make sure the pre-tax breakouts are correct for these refunds.

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:09:55 AM

# Task 3-T

## Set Up Control Files

- CTW2TP19 – contains Federal EIN for each district
- CTSUFFIX – Custom list of suffix names.
- CTW2RA19 – Submitter Address for W2 transmittal file
- CTW2RP19 – Defines custom report layouts for W2 Prelist (W2RP19).

Task 4-T (Tech)

# Zero Out YTD Pay Stub Totals for Payroll



# PAY790

## Version H and L Commands

### *Version H (HP e3000)*

The command you should type at the command prompt is shown below in underlined text. The rest of the information is what will be displayed onscreen as a result of your command.

```
HELLO MGR.QSSUSER  
RUN PAY790.!PPSCH.!PACT
```

### *Version L (Linux)*

The command you should type at the command prompt is shown below in bold text. The rest of the information is what will be displayed onscreen as a result of your command.

Log on the your linux server as qssopr, then execute the following underlined commands.

```
$ $QSS ROOT/$QSS BINSCH/pay790  
PAY790 L.00.00 built 12/13/13 13.41 Zero CTD/QTD/MTD Totals
```

# Task 5-T (Tech)

## Obtain User ID and Password for File Submission

All submitters must obtain a User Identification (User ID) and Password. You do not need a new User ID every year, as long as you change your Password at least once every 365 days.

To obtain your User ID/Password:

- ◇ Access the Internet at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer).
- ◇ Under "Electronic Filing," select *Electronically File Your W-2s* (This will take you to <http://www.ssa.gov/bso/bsowelcome.htm>.)
- ◇ Click on the *Register* button. Then follow the instructions. You will create your own Password as part of the registration process.

or

If you already have a User ID/Password, click *Login* to access, verify, or update your account information.

- ◇ If, for any reason, you are unable to register online, call 1-800-772-6270 Monday through Friday, 7 a.m. to 7 p.m., Eastern Time to complete the registration.

Include the User ID in the submitter record you send to the SSA. Use the Password with the User ID to access the Online Wage Reporting Service.



# Task 6-PR

## Preliminary W2 Prelist Run Options

2019 W2 Prelist (W2SB19)      39 - QSS DEMO(the train 29410)      QSS/OASIS

File Options

Current Year

Report Selections    Select Field Ranges

District: 39    The Train USD(hrspay29410)

Report Format:

Run Option: 

- P - Prelist
- R - Reasonability check (OASDI/Medicare)
- S - Selected field value range

Print W2ED19 changes made since:  (Run option = 2 only)

SSN Mask (# digits set to '0')?  (0=none, 1-9=mask, L/R=ExtRef)

Client field for ssn flag:  Use 01 - 30, or 00 for none

Set pension flag if Alt-Retire:  84xx vol-deds only (Y/N/X)

Report layout:  Leave blank for default layout, use 01-99 for customer defined custom layouts.

Usersec: YY      Yr: 2008 Dist: 39 Site: 00 GS: W    11/29/2019    9:12:21 AM

# W2 Prelist

## Run Option 1 (Temp File)

## Run Option 2 (Extract File)

2019 W2 Prelist (W2SB19)      39 - QSS DEMO(the train 29410)      QSS/OASIS

File Options

Current Year

Report Selections    Select Field Ranges

District: 39    The Train USD(hrspay29410)

Report Format:

Run Option:

Print W2ED19 changes made since:

SSN Mask (# digits set to '0')?  (0=none, 1-9=mask, L/R=ExtRef)

Client field for ssn flag:  Use 01 - 30, or 00 for none

Set pension flag if Alt-Retire:  84xx vol-deds only (Y/N/X)

Report layout:  Leave blank for default layout,  
use 01-99 for customer defined custom layouts.

Usersec: YY      Yr: 2008 Dist: 39 Site: 00 GS: W    11/29/2019    9:13:24 AM

# W2 Prelist

## Print W2ED19 Changes only

2019 W2 Prelist (W2SB19) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

Current Year

Report Selections Select Field Ranges

District: 39 The Train USD(hrspay29410)

Report Format: P - Prelist

Run Option: 2 - Use existing extract/W2 edit file

Print W2ED19 changes made since: 01/15/2020 (Run option = 2 only)

SSN Mask (# digits set to '0')? [L] (0=none, 1-9=mask, L/R=ExtRef)

Client field for ssn flag: 00 Use 01 - 30, or 00 for none

Set pension flag if Alt-Retire: N 84xx vol-deds only (Y/N/X)

Report layout: [ ] Leave blank for default layout, use 01-99 for customer defined custom layouts.

Usersec: YY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:15:14 AM

# W2 Prelist

## Main Window Additional Report Settings

2019 W2 Prelist (W2SB19)      39 - QSS DEMO(the train 29410)      QSS/OASIS

File Options

Current Year

Report Selections    Select Field Ranges

District: 39    The Train USD(hrspay29410)

Report Format: P - Prelist

Run Option: 2 - Use existing extract/W2 edit file

Print W2ED19 changes made since: 01/15/2020 (Run option = 2 only)

SSN Mask (# digits set to '0')?  (0=none, 1-9=mask, L/R=ExtRef)

Client field for ssn flag:  Use 01 - 30, or 00 for none

Set pension flag if Alt-Retire:  84xx vol-deds only (Y/N/X)

Report layout:  Leave blank for default layout, use 01-99 for customer defined custom layouts.

Usersec: YY      Yr: 2008 Dist: 39 Site: 00 GS: W    11/29/2019    9:15:14 AM

# W2 Prelist

## "S" Report Option Select Field Ranges Window

2019 W2 Prelist (W2SB19) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

Current Year

Report Selections **Select Field Ranges**

Selected field value range (available when the Report Format is "S")

| Field                    | OP                       | Low Value            | High Value             |     |
|--------------------------|--------------------------|----------------------|------------------------|-----|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | - <input type="text"/> | AND |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | - <input type="text"/> | AND |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | - <input type="text"/> | AND |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | - <input type="text"/> | AND |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | - <input type="text"/> | AND |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | - <input type="text"/> | AND |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | - <input type="text"/> | AND |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | - <input type="text"/> | AND |

Field Definitions

| Field | Definition  |
|-------|-------------|
| @@    | Any Field   |
| @+    | All Fields  |
| AA    | Roth 401k   |
| AB    | Adopt. Ben  |
| BB    | Roth 403b   |
| CH    | Childcare   |
| CR    | CAR Allow   |
| DC    | Def. Comp   |
| DE    | DE-DC/403b  |
| EE    | Roth 457b   |
| EI    | EIC         |
| ER    | ER-DC/403b  |
| EX    | Sub. EE Exp |

Operations

| OP | Definition            |
|----|-----------------------|
| EQ | Equals                |
| NE | Not equal             |
| IB | Inclusive between     |
| NI | Not Inclusive between |
| LT | Less than             |
| GT | Greater than          |
| LE | Less than or equal    |
| GE | Greater than or equal |

Low/High value can be a number or one of the field IDs.  
 The 2 char field ID is preceded by '\$' and entered left justified.  
 Ex: \$FG is Federal Gross.  
 'OP' = EQ, NE, IB, NI, LT, GT, LE, GE

Usersec: YY Yr: 2008 Dist: 39 Site: 00 GS: W 11/29/2019 9:18:37 AM

# W2 Prelist Report Totals

26 QSS Test District

W-2 PRE-LIST - SELECTED FIELD VALUES

J562

W2RP19

H.19.00 11/30/19 PAGE

2

REGULAR GROUP

SELECTION DATE: ALL DATA

| FED GROSS | OASDI-GR | OASDI     | FIT       | SIT       | SDI       | CAR    | EE-DC     | ER-DC     | EE/403B   | EE/457    | ROTH-401K |
|-----------|----------|-----------|-----------|-----------|-----------|--------|-----------|-----------|-----------|-----------|-----------|
| FED TX-GR | MEDI-GR  | MEDICARE  | GLI       | FRNGE/OTH | DEP-CARE  | NTX-GR | SICK-PAY  | MOVE-EXP  | ER/403B   | ER/457    | ROTH-403B |
| STA GROSS | FIT-AB   | OTH-NTX   | RET-1/TS  | RET-2/TS  | RET-3/TS  | 125    | EMPLYR-HC | UN-OASDI  | UN-MEDI   | 457-NQP   | ROTH-457B |
| STA TX-GR | SIT-AB   | CITY1-GRS | CITY1-TAX | CITY2-GRS | CITY2-TAX | SEBBER | EMPLYR-HA | EMPLR HSA | EMPLR MSA | OTHER-NQP | ADOPT BEN |

| DIST TOTALS  | FEDERAL GROSS  | OASDI GROSS | OASDI       | FIT         | SIT      | SDI         | EE-DC        | ER-DC        |
|--------------|----------------|-------------|-------------|-------------|----------|-------------|--------------|--------------|
| 2            | 159944.94      | 152089.62   | 9429.55     | 18299.18    | 6394.55  | 0.00        | 29560.00     | 0.00         |
| BIC          | FED TX-GROSS   | MEDI-GROSS  | MEDICARE    | GLI         | FR/OTH   | NTX-GROSS   | EE/403B      | EE/457       |
| 0.00         | 115931.64      | 156682.70   | 2271.92     | 0.00        | 0.00     | 14453.30    | 12150.00     | 17410.00     |
| FIT-AB       | STATE GROSS    | OTHER-NTX   | RET-1/TS    | RET-2/TS    | RET-3/TS | SECTION-125 | ER/403B      | ER/457       |
| 0.00         | 159944.94      | 0.00        | 0.00        | 11191.06    | 0.00     | 3262.24     | 0.00         | 0.00         |
| SIT-AB       | STATE TX-GROSS | DEP-CARE    | SICK        | CAR         | MOVE-EXP | SEBBER      | ROTH/403B    | ROTH/401K    |
| 0.00         | 115931.64      | 0.00        | 50.00       | 0.00        | 100.00   | 300.00      | 0.00         | 0.00         |
| ADOPTION BEN | CITY1-GROSS    | CITY1-TAX   | CITY2-GROSS | CITY2-TAX   | UN-OASDI | UN-MEDI     | EMPLOYER/HSA | EMPLOYER/MSA |
| 400.00       | 0.00           | 0.00        | 0.00        | 0.00        | 0.00     | 0.00        | 0.00         | 200.00       |
| OTHER-NQP    | 457-NQ         | PSEBBER     | EMPLOYER HC | EMPLOYER HA |          |             |              |              |
| 0.00         | 0.00           | 0.00        | 0.00        | 0.00        |          |             |              |              |

| FINAL TOTALS | FEDERAL GROSS  | OASDI GROSS | OASDI       | FIT         | SIT      | SDI         | EE-DC        | ER-DC        |
|--------------|----------------|-------------|-------------|-------------|----------|-------------|--------------|--------------|
| 2            | 159944.94      | 152089.62   | 9429.55     | 18299.18    | 6394.55  | 0.00        | 29560.00     | 0.00         |
| BIC          | FED TX-GROSS   | MEDI-GROSS  | MEDICARE    | GLI         | FR/OTH   | NTX-GROSS   | EE/403B      | EE/457       |
| 0.00         | 115931.64      | 156682.70   | 2271.92     | 0.00        | 0.00     | 14453.30    | 12150.00     | 17410.00     |
| FIT-AB       | STATE GROSS    | OTHER-NTX   | RET-1/TS    | RET-2/TS    | RET-3/TS | SECTION-125 | ER/403B      | ER/457       |
| 0.00         | 159944.94      | 0.00        | 0.00        | 11191.06    | 0.00     | 3262.24     | 0.00         | 0.00         |
| SIT-AB       | STATE TX-GROSS | DEP-CARE    | SICK        | CAR         | MOVE-EXP | SEBBER      | ROTH/403B    | ROTH/401K    |
| 0.00         | 115931.64      | 0.00        | 50.00       | 0.00        | 100.00   | 300.00      | 0.00         | 0.00         |
| ADOPTION BEN | CITY1-GROSS    | CITY1-TAX   | CITY2-GROSS | CITY2-TAX   | UN-OASDI | UN-MEDI     | EMPLOYER/HSA | EMPLOYER/MSA |
| 400.00       | 0.00           | 0.00        | 0.00        | 0.00        | 0.00     | 0.00        | 0.00         | 200.00       |
| OTHER-NQP    | 457-NQP        | SEBBER      | EMPLOYER HC | EMPLOYER HA |          |             |              |              |
| 0.00         | 0.00           | 0.00        | 0.00        | 0.00        |          |             |              |              |

# Task 7-PR

## Print Pay History Report (PAY830)

### QCC Job Menu

The screenshot shows the 'Job Menu' application window for '39-QSS DEMONSTRATION DISTRICT'. The search bar contains 'pay830' and the results are displayed in a table.

**Search found 2 lines.**

View:  Tree  Grid

Show:  Show All  Show Only Favorites

Search: pay830

| Job Title                                  | JCL Name          |
|--|-------------------|
| ▶ Payroll History Report/Logon DI (PAY830) | PAY830LD.PAY830LD |
| Payroll History Report/Select DI (PAY830)  | PAY830SD.PAY830SD |

Yr:2015 Dist:39 Site:1 11/22/2015 12:59 PM

# Pay History Report (PAY830) Main Window

Request Pay History Report - Logon District ( PAY830 )

File Options

Report Selections Select Employees

For District: 39 - The Train USD

Report Title

Select by Date Paid: - And/or Select by Effective year: Quarter:

Compute Totals Rule:

Include Terminated Yes

Pay Code Pay Location

Select by Last Name Range -

SSN Mask: No Masking

Record Type: All Records Cancelled Warr: Open and Cancelled

Summary Level: Detail Each Employee on New Page:

Pay-Line Detail: None Position Summary:

Deduction Detail: None Account Detail: None

Yr: 2015 Dist: 39 Site: 1 GS: W 11/22/2015 1:09:30 PM



# Pay History (PAY830) DI/SSN Select Window

Request Pay History Report - Logon District ( PAY830 )

File Options

Report Selections Select Employees

District/SSN

|    |     |    |     |    |     |    |     |    |     |
|----|-----|----|-----|----|-----|----|-----|----|-----|
| 39 | - - | 39 | - - | 39 | - - | 39 | - - | 39 | - - |
| 39 | - - | 39 | - - | 39 | - - | 39 | - - | 39 | - - |

**Employee Selection by SSN or EXTREF**

QSS/OASIS HR/Payroll has support for selecting employees by SSN (9 digit social security number) or EXTREF (6 digit external reference number) values. Screens with only SSN selection field(s) optionally support the selection by EXTREF using a three (3) digit prefix followed by the six (6) digit EXTREF entered into the SSN selection field.

The optional EXTREF selection is enabled by setting the PAYEIS security parameter with the three (3) digit prefix which signals the entered nine (9) digit value is to be treated as an EXTREF value when selecting the employee. The QSS/OASIS program which executes and selects employees must also be upgraded to support PAYEIS.

You do NOT have PAYEIS defined. Contact your QSS/OASIS system administrator to setup PAYEIS support.

PAY830 versions H.00.21 and later support PAYEIS. However, you do NOT have PAYEIS defined so you CANNOT select by EXTREF on this screen. Contact your QSS/OASIS system administrator to setup PAYEIS support.

Yr: 2015 Dist: 39 Site: 1 GS: W 11/22/2015 1:12:01 PM

# Task 8-PR

## Include Employees Without a Pay History Record (PHUPDT)

Payroll History 39 - The Train USD QSS/OASIS

File Options Window

+ Add + Add From Refresh Save Save and Close Delete Close

BUMSTEAD, DAGWOOD 001030 XXX-XX-8888 AddMode

Payroll History Inspect (PHUPDT) Inspect Detail (PHINSP) Warrant Distribution CTD Totals

Reverse Amounts

Date pd 12/31/2015 Per. end 12/31/2015 Eff-Y 16 Qt 03 PLoc 0001 APD 22 Tax calc type R  
 Warrant 99999901 Pay code 01 Ret-sys 01 SC 00 CC 00 Status A Tax ANN. Factor 12

|                   |             |               |         |                      |      |           |          |            |      |                 |   |              |
|-------------------|-------------|---------------|---------|----------------------|------|-----------|----------|------------|------|-----------------|---|--------------|
| Exempt            | 0.00        | +             | Regular | 0.00                 | +    | Federal   | 0.00     | +          | Ceta | 0.00            | Note: MEDI+ values are a subset of Medicare values. |              |
| =                 | Gross       | 0.00          | -       | NTX                  | 0.00 | -         | TSA      | 0.00       | +    | Fed/IG          |   | 0.00         |
| -                 | STRS-TS     | 0.00          | -       | PERS-TS              | 0.00 | -         | RET-3    | 0.00       | =    | Fed Tax Gross   |   | 0.00         |
|                   |             |               |         |                      |      |           | State/IG | 0.00       | =    | State Tax Gross |   | 0.00         |
| OASDI Gross       | 0.00        | MEDI Gross    | 0.00    | MEDI+ Gross          | 0.00 | SDI Gross | 0.00     | STRS Gross | 0.00 | PERS Gross      |   |              |
| -                 | Federal Tax | 0.00          | +       | Advance EIC          | 0.00 | -         | OASDI    | 0.00       | -    | Survive Ben     | 0.00  | Add Vol Deds |
| -                 | State Tax   | 0.00          | -       | County Tax           | 0.00 | -         | City Tax | 0.00       | -    | Local Tax       | 0.00  |              |
| -                 | STRS        | 0.00          | -       | PERS                 | 0.00 | -         | RET-3    | 0.00       | -    | Misc Deducts    | 0.00  |              |
| -                 | Medicare    | 0.00          | -       | MEDI+                | 0.00 | -         | SDI      | 0.00       | =    | Net Pay         | 0.00  |              |
| CAR allowance     | 0.00        | Emplr pd STRS | 0.00    | Voluntary Deductions |      |           |          |            |      |                 |   |              |
| Deferred Comp     | 0.00        | Emplr pd PERS | 0.00    |                      |      |           |          |            |      |                 |   |              |
| Calc Net Pay 0.00 |             |               |         |                      |      |           |          |            |      |                 |   |              |

# Task 9-PR Entering Adjustments

## Pay History

Payroll History 39 - The Train USD QSS/OASIS

File Options Window

WARRANT: BUMSTEAD, DAGWOOD 001030 XXX-XX-8888 Warrant: 99999901 12/31/2015

Payroll History | Inspect (PHUPDT) | Inspect Detail (PHINSP) | Warrant Distribution | CTD Totals

Reverse Amounts

Date pd: [ ] Per. end: [ ] EF-Y: [ ] Qt: 00 PLoc: 0000 APD: 00 Tax calc type: [ ]  
 Warrant: 00000000 Pay code: 00 Ret-sys: 00 SC: 00 CC: 00 Status: A Tax ANN. Factor: 00

Exempt 0.00 + Regular 0.00 + Federal 0.00 + Ceta 0.00 Note: MEDI+ values are a subset of Medicare values.  
 = Gross 0.00 - NTX 0.00 - TSA 0.00 + Fed/IG 0.00  
 - STRS-TS 0.00 - PERS-TS 0.00 - RET-3 0.00 = Fed Tax Gross 0.00  
 + State/IG 0.00 = State Tax Gross 0.00  
 OASDI Gross 0.00 MEDI+ Gross 0.00 MEDI+ Gross 0.00 SDI Gross 0.00 STRS Gross 0.00 PERS Gross

- Federal Tax 0.00 + Advance EIC 0.00 - OASDI 0.00 - Survive Ben 0.00 Add Vol Deds [ ]  
 - State Tax 0.00 - County Tax 0.00 - City Tax 0.00 - Local Tax 0.00  
 - STRS 0.00 - PERS 0.00 - RET-3 0.00 - Misc Deducts 0.00  
 - Medicare 0.00 - MEDI+ 0.00 - SDI 0.00 = Net Pay 0.00 Calc Net Pay 0.00

Voluntary Deductions

CAR allowance 0.00 Emplr pd STRS 0.00  
 Deferred Comp 0.00 Emplr pd PERS 0.00  
 Cat-1 0.00 Emplr RET-3 0.00  
 Cat-2 0.00 Emplr pd MEDI 0.00  
 Cat-3 0.00 Emplr pd FICA 0.00  
 Cat-4 0.00 RFU-1 0.00  
 Cat-5 0.00 RFU-2 0.00  
 RFU-3 0.00

## Benefit Adjustments

Maintain Health Care Adjustments 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

District: 39 The Train USD  
 Tax year: 15  
 Employee ID/SSN: 1030 Hide SSN

|        | Amount | Date | Warrant | Code | Type | Comment |
|--------|--------|------|---------|------|------|---------|
| *      |        |      |         |      |      |         |
| Total: |        |      |         |      |      | 0.00    |

Usersec: U1 Yr: 2015 Dist: 39 Site: 1 GS: W 11/24/2015 7:58:12 AM

# Pay History Adjustments

Payroll History 39 - The Train USD QSS/OASIS

File Options Window

+ Add + Add From Refresh Save Save and Close Delete Close

BUMSTEAD, DAGWOOD 001030 XXX-XX-8888 Warrant: 99999901 12/31/2015 AddMode

Payroll History Inspect (PHUPDT) Inspect Detail (PHINSP) Warrant Distribution CTD Totals

**Reverse Amounts**

Date pd  Per. end  Eff-Y  Qt  PLoc  APD  Tax calc type

Warrant  Pay code  Ret-sys  SC  CC  Status  Tax ANN. Factor

|        |                           |                           |         |                           |                           |         |                           |                           |      |                           |   |                           |
|--------|---------------------------|---------------------------|---------|---------------------------|---------------------------|---------|---------------------------|---------------------------|------|---------------------------|---|---------------------------|
| Exempt | <input type="text"/> 0.00 | +                         | Regular | <input type="text"/> 0.00 | +                         | Federal | <input type="text"/> 0.00 | +                         | Ceta | <input type="text"/> 0.00 | Note: MEDI+ values are a subset of Medicare values. |                           |
| =      | Gross                     | <input type="text"/> 0.00 | -       | NTX                       | <input type="text"/> 0.00 | -       | TSA                       | <input type="text"/> 0.00 | +    | Fed/IG                    |   | <input type="text"/> 0.00 |
| -      | STRS-TS                   | <input type="text"/> 0.00 | -       | PERS-TS                   | <input type="text"/> 0.00 | -       | RET-3                     | <input type="text"/> 0.00 | =    | Fed Tax Gross             |   | <input type="text"/> 0.00 |
|        |                           |                           |         |                           |                           |         | State/IG                  | <input type="text"/> 0.00 | =    | State Tax Gross           |   | <input type="text"/> 0.00 |

OASDI Gross  0.00 MEDI Gross  0.00 MEDI+ Gross  0.00 SDI Gross  0.00 STRS Gross  0.00 PERS Gross

|   |             |                           |   |             |                           |   |          |                           |   |              |                           |              |
|---|-------------|---------------------------|---|-------------|---------------------------|---|----------|---------------------------|---|--------------|---------------------------|--------------|
| - | Federal Tax | <input type="text"/> 0.00 | + | Advance EIC | <input type="text"/> 0.00 | - | OASDI    | <input type="text"/> 0.00 | - | Survive Ben  | <input type="text"/> 0.00 | Add Vol Deds |
| - | State Tax   | <input type="text"/> 0.00 | - | County Tax  | <input type="text"/> 0.00 | - | City Tax | <input type="text"/> 0.00 | - | Local Tax    | <input type="text"/> 0.00 |              |
| - | STRS        | <input type="text"/> 0.00 | - | PERS        | <input type="text"/> 0.00 | - | RET-3    | <input type="text"/> 0.00 | - | Misc Deducts | <input type="text"/> 0.00 |              |
| - | Medicare    | <input type="text"/> 0.00 | - | MEDI+       | <input type="text"/> 0.00 | - | SDI      | <input type="text"/> 0.00 | = | Net Pay      | <input type="text"/> 0.00 |              |

|               |                           |               |                           |
|---------------|---------------------------|---------------|---------------------------|
| CAR allowance | <input type="text"/> 0.00 | Emplr pd STRS | <input type="text"/> 0.00 |
| Deferred Comp | <input type="text"/> 0.00 | Emplr pd PERS | <input type="text"/> 0.00 |
| Cat-1         | <input type="text"/> 0.00 | Emplr RET-3   | <input type="text"/> 0.00 |
| Cat-2         | <input type="text"/> 0.00 | Emplr pd MEDI | <input type="text"/> 0.00 |
| Cat-3         | <input type="text"/> 0.00 | Emplr pd FICA | <input type="text"/> 0.00 |
| Cat-4         | <input type="text"/> 0.00 | RFU-1         | <input type="text"/> 0.00 |
| Cat-5         | <input type="text"/> 0.00 | RFU-2         | <input type="text"/> 0.00 |
|               |                           | RFU-3         | <input type="text"/> 0.00 |

Voluntary Deductions

# Voluntary Deduction Adjustments Pay History Form

Add Vol Deds  
 File Options

|                              |        | Empe Amt | Empr Amt | Subj |
|------------------------------|--------|----------|----------|------|
| 0000 - NO DEDUCTION ASSIGNED | Add    |          |          | ▼    |
| 0001 - CHILD/FAM SUPPORT & G |        |          |          | ▼    |
| 0002 - Central Valley Trust  |        |          |          | ▼    |
| 0004 - MORE-SPECIAL-DEDS     | Remove |          |          | ▼    |
| 0005 - ONE-MORE-SPECIAL-DED  |        |          |          | ▼    |
| 0007 - MISC-VOL-DED-VENDOR   |        |          |          | ▼    |
| 0008 - BlueCross-TJPA-B      |        |          |          | ▼    |
| 0009 - BlueCross-TJPA-C      |        |          |          | ▼    |
| 0010 - MISC-VOL-DED-VENDOR   |        |          |          | ▼    |
| 0011 - MISC-VOL-DED-VENDOR   |        |          |          | ▼    |
| 0012 - MORE-SPECIAL-DEDS     |        |          |          | ▼    |
| 0013 - MISC-VOL-DED-VENDOR   |        |          |          | ▼    |
| 0014 - BlueCross-TJPA-D 10th |        |          |          | ▼    |
| 0015 - Blue Cross - TJPA Ten |        |          |          | ▼    |
| 0016 - MISC-VOL-DED-VENDOR   |        |          |          | ▼    |
| 0017 - BlueCross-TJPA-A 10th |        |          |          | ▼    |
| 0018 - SPECIAL-NOTSO-VOL-DED |        |          |          | ▼    |
| 0019 - MORE-SPECIAL-DEDS     |        |          |          | ▼    |
| 0020 - AMADOR COUNTY FAMILY  |        |          |          | ▼    |
| 0021 - Kaiser - CVT          |        |          |          | ▼    |
| 0022 - Kaiser - Dist 02 Only |        |          |          | ▼    |
| 0023 - Prior Year H & W Corr |        |          |          | ▼    |
| 0025 - MISC-VOL-DED-VENDOR   |        |          |          | ▼    |
| 0026 - Kaiser - CVT 10&11    |        |          |          | ▼    |
| 0030 - Blue Shield           |        |          |          | ▼    |
| 0031 - Blue Cross-CVT-B      |        |          |          | ▼    |
| 0032 - Blue Cross-CVT-C      |        |          |          | ▼    |

Yr: 2015 Dist: 39 Site: 0001 11/24/2015 8:01 AM

# Health Care Adjustments

Maintain Health Care Adjustments      39 - QSS DEMO(the train 29410)      QSS/OASIS

File Options

Change

District: 39 The Train USD(hrspay29410)

Tax year:

Employee ID/SSN:  Show SSN

|   | Amount | Date | Warrant | Code | Type | Comment |
|---|--------|------|---------|------|------|---------|
| * |        |      |         |      |      |         |

Total:

Usersec: U2      Yr: 2008 Dist: 39 Site: 00 GS: W      12/4/2018      10:05:26 AM

# Task 10-T (Tech)

## Extract W2 Data Y19W2EXTRACT

- Execute Y19W2EXTRACT.
- Payroll history, deduction history and payroll adjustments records are extracted for each 2019 payroll check.

# Task 11-T (Tech)

## Report of W2 Records from Pay History

- Execute Y19W2REPORT.
- Travel Claims are not included in W2 Prelist at this point.

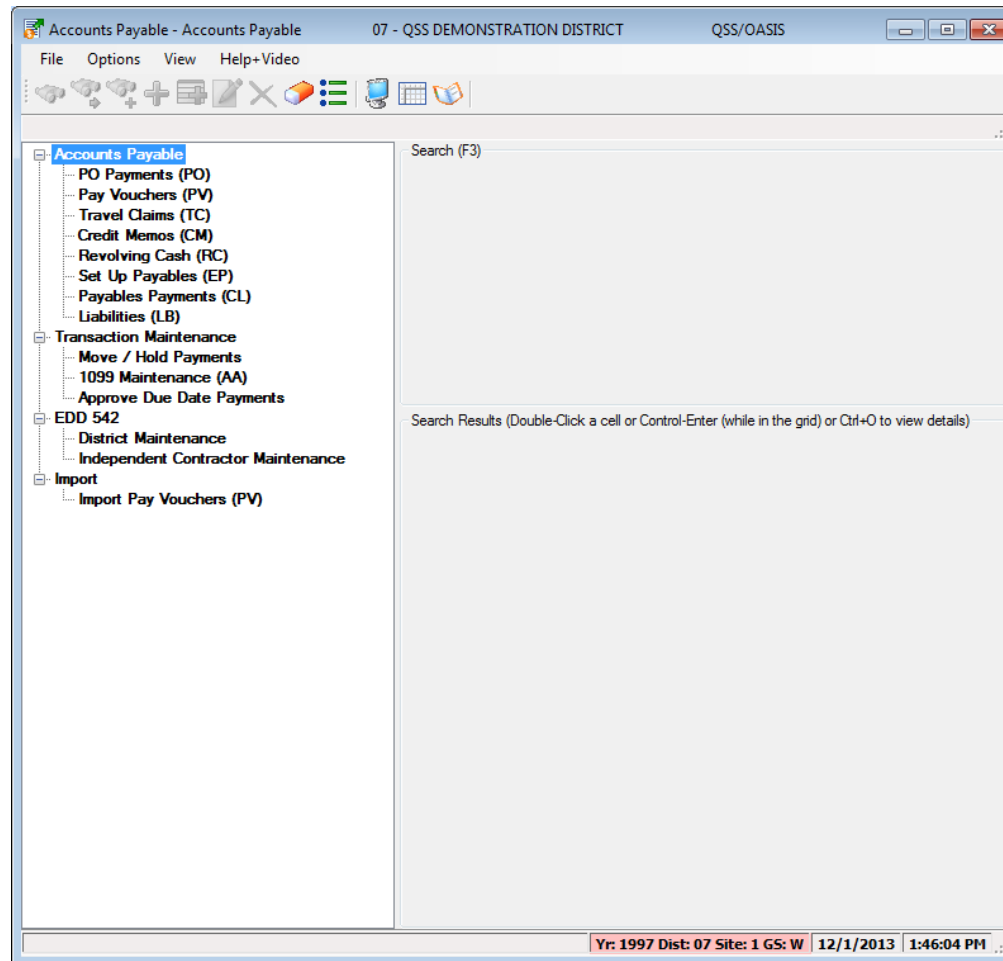


# Task 12-T (Tech): Optional Including Car Travel Claims

- Execute Y19W2TCEXT and Y19W2CKTCRPT
- Include Car Travel Claims before running Final Merge.

# Task 13-AP

## Adjusting Travel Claims A/P Branch (TCPYMT)



# Car Travel Claims (TCPYMT)

## Mileage Flag "M"

Travel Claim

File Options

TC #: \*AUTO\* Invoice: 06/30/1997

Description:

Batch number:  Payment Due: // Warrant No:

Mileage Pymt for W-2:

Vendor No./Address No.  /

Vendor name/address

Remit name/address

Delete Selected Row

|   | Fd | Bdr | Sch | Resc | Y | Goal | Func | Objt | Type | Payment | Use Tax Flag | Use Tax | 1099 Flag | Net Payment | Budget Balance |
|---|----|-----|-----|------|---|------|------|------|------|---------|--------------|---------|-----------|-------------|----------------|
| * | L  | -   | -   | -    | - | -    | -    | -    | -    |         |              |         |           |             |                |

# Vendor Maintenance (VEUPDT)

## Changing Vendor Tax ID

Vendor Lookup 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Vendor Record Updated - TaxID is the SSN of BUMSTEAD, DAGWOOD . Inspect

Contact Information | Optional Information | Add'l Addresses | Commodities | Comments

District: 07

Number: 000140

Name: TESTING EMPLOYEE VENDOR

Remit Name:

Address:

Remit Address:

City: State: Zip:

City: State: Zip:

Phone: ( ) Fax: ( )

Contact:

1099: N - No Name: Bumstead, Dagwood Preset: Y Tax ID: 111111111 SSN: 111-11-1111

Use Tax Preset: 1 - One Use Tax 1: 06.6500 % 9512 Use Tax 2: 08.2500 % 0000

Acct Number: Rating: Msg Flag: 1 **We are No. 1! We are No. 1!**

Category:

Type: Revolving Cash Object: Terms: 06.65 Shipping %:

# Task 14-T (Tech)

## Merge All Sources of W2 Information

- Execute Y19W2FNLMRG to create combined file even if there are no Car travel claims to process.
- Use caution when re-running Y19W2FNLMRG.

## Task 15-T (Tech)

### Print W2 Prelist with Combined Information

- Execute Y19W2REPORT.
- W2 Prelist will contain combined W2 information.
- **Pass the Point of No Return Considerations.**

# Task 16-PR

## Edit W2 Information (W2ED19)

- Adjust W2 amounts using W2ED19

# W2 Edit Program (W2ED19)

W2 Data Edit (W2ED18) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

PERSNIKITY, REALLIE 001006 xxx-xx-xxxx Employee has no W2 data **Inspect**

Master City Taxes Foreign Address W2XS18 SSN Override

Quick Find: Enter a Last Name, SSN, or ExtRef, and press Enter. F3 opens advanced search.

1006 District: 39 The Train USD(hrspay29410)

Include Terminated

Fed Gross Subtractions Additions FIT/Not SIT 1. Fed Tax GR 2. Fed Tax

State Gross Subtractions Additions SIT/Not FIT 16. State Tax GR 17. State Tax

Subtractions

Ret TS #1 Ret TS #2 Ret TS #3 Section 125 Other NTX/F Other NTX/S Employee DC

Additions

14. CAR Allowance Fringe/Other 12. GLI

OASDI Gr: OASDI Pd: MEDI Gr: MEDI Pd:

EIC: Dep Care: State SDI: State SUI:

457 NQP: Other NQP: J/Sick Pay: P/EME:

M/Unc OA: N/Unc MD: W/ER HSA: R/ER MSA:

DD/ER-HC:

DD/ER-ADJ:

L/SEBER:

T/AdoBc:

12. Code Employee Employer Code Employee Employer

( ) ( ) ( ) ( ) ( ) ( )

AA/Roth 401k: BB/Roth 403b: EE/Roth 457b:

R-PI: SSN Flag: 3P-SL: Stat: Use Suffix: XPr: Source: Changed:

Name: PC: RS: L1: L2: SC:

Addr: City: State: Zip:

Usersec: YYYY Yr: 2008 Dist: 39 Site: 00 GS: W 12/4/2018 10:09:52 AM



## F3 – Open Advanced Search

W2 Data Edit (W2ED18) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

Master City Taxes Foreign Address W2XS18 SSN Override

Quick Find: Enter a Last Name, SSN, or ExtRef, and press Enter. **F3 opens advanced search.**

District: 39 The Train USD(hrspay29410)

Include Terminated

Fed Gross Subtractions Additions FIT/Not SIT 1. Fed Tax GR 2. Fed Tax

State Gross Subtractions Additions SIT/Not FIT 16. State Tax GR 17. State Tax

Subtractions

Ret TS #1 Ret TS #2 Ret TS #3 Section 125 Other NTX/F Other NTX/S Employee DC

Additions

14. CAR Allowance Fringe/Other 12. GLI

OASDI Gr:  OASDI Pd:  MEDI Gr:  MEDI Pd:

EIC:  Dep Care:  State SDI:  State SUI:

457 NQP:  Other NQP:  J/Sick Pay:  P/EME:

M/Unc OA:  N/Unc MD:  W/ER HSA:  R/ER MSA:

12. Code Employee Employer Code Employee Employer DD/ER-HC:

( ) ( ) ( ) ( ) ( ) ( ) DD/ER-ADJ:

( ) ( ) ( ) ( ) ( ) ( ) L/SEBER:

T/AdoBc:

AA/Roth 401k:  BB/Roth 403b:  EE/Roth 457b:

R-PI:  SSN Flag:  3P-SL:  Stat:  Use Suffix:  XPrt:  Source:  Changed:

Name:  PC:  RS:  L1:  L2:  SC:

Addr:  City:  State:  Zip:

Usersec: YYYY Yr: 2008 Dist: 39 Site: 00 GS: W 12/4/2018 10:11:23 AM

## Employee Search Window

Search for Employees 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options Help

Search

Search Panel

By SSN By Ext Ref By Name District: 39  Include Terminated

Selected Employee/List

DAPPERMAN, DUDESTER X

Ext Ref#: 000555 SSN: xxx-xx-xxxx

Search Results [Double-Click or Press F4 to select the highlighted employee]

| Name  | SSN         | G | Ty | Site | BU | RC | LG | Terminated |
|---|-------------|---|----|------|----|----|----|------------|
| PERSNIKITY, REAL<br>[DAPPERMAN, DUDESTER X] | 000-00-0000 | X | A  | 0022 | 20 | 01 | AV | (6)        |
| PARSONS, J N                                | 000-00-0000 | - |    | 0000 | 00 | 00 |    |            |
| PERSNIKITY, REALLIE                         | 000-00-0000 | M | A  | 0600 | 04 | 02 | AV | x:         |
| PERSNIKITY, REALLIE                         | 000-00-0000 | M | A  | 0026 | 04 | 02 | AV | x:         |
| PERSNIKITY, REALLIE N                       | 000-00-0000 | M | A  | 0026 | 04 | 02 | AV | x:         |
| PERSNIKITY, REALLIE N                       | 000-00-0000 | M | A  | 0026 | 04 | 02 | AV | x:         |
| PERSNIKITY, REALLIE P                       | 000-00-0000 | M | A  | 0001 | 01 | 02 | AV | x:         |
| PERSON SMITH, RICHARD                       | 000-00-0000 | M | FT | 0026 | 04 | 02 | A2 | (6)        |
| PERSON, REAL 555 G                          | 000-00-0000 | B | A  | 0017 | 04 | 01 | A2 | (6)        |
| PERSON, REAL 575 G                          | 000-00-0000 | M | FT | 0017 | 04 | 01 | A2 | (6)        |
| PERSON, REAL 585 G                          | 000-00-0000 | M | FT | 0017 | 04 | 00 | A2 | (6)        |
| PERSON, REAL 606 G                          | 000-00-0000 | M | FT | 0017 | 04 | 01 | A2 | (6)        |
| PERSON, REAL G                              | 000-00-0000 | M | FT | 0017 | 04 | 02 | AV | (6)        |

# W2ED19 Options

- State Gross versus Federal Gross Amounts, same or different
- District List Drop Down Box
- Show SSN button
- Reasonable Maximum Amount feature for data entry in amount fields
- Clear screen option sets amounts in all boxes to zero to prevent an employee from receiving a W2.
- All amount fields must be positive.

# W2 Edit (W2ED19)

## New Items added 2012

- Box12-DD/ER-HC: cost of employer provided health care
- Box12-DD/ER-AJ: Adjustments to employer provided health care

W2 Data Edit (W2ED18) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

Master City Taxes Foreign Address W2XS18 SSN Override

Quick Find: Enter a Last Name, SSN, or ExtRef, and press Enter. F3 opens advanced search.

District: 39 The Train USD(hrsPAY29410)

Include Terminated Show SSN

Fed Gross Subtractions Additions FIT/Not SIT 1. Fed Tax GR 2. Fed Tax

State Gross Subtractions Additions SIT/Not FIT 16. State Tax GR 17. State Tax

Subtractions

Ret TS #1 Ret TS #2 Ret TS #3 Section 125 Other NTX/F Other NTX/S Employee DC

Additions

14. CAR Allowance Fringe/Other 12. GLI

OASDI Gr: OASDI Pd: MEDI Gr: MEDI Pd:

EIC: Dep Care: State SDI: State SUI:

457 NQP: Other NQP: J/Sick Pay: P/EME:

M/Unc OA: N/Unc MD: W/ER HSA: R/ER MSA:

12. Code Employee Employer Code Employee Employer DD/ER-HC: DD/ER-AJ:

L/SEBER: T/AdoBc:

AA/Roth 401k: BB/Roth 403b: EE/Roth 457b:

R-Pl: SSN Flag: 3P-SL: Stat: Use Suffix: XPrt: Source: Changed:

Name: PC: RS: L1: L2: SC:

Addr: City: State: Zip:

Usersec: YYYY Yr: 2008 Dist: 39 Site: 00 GS: W 12/4/2018 10:18:38 AM

# W2 Edit (W2ED19)

## W2 Data Source

### Src

Either an X is displayed for the source, or the field is blank.

Source:  Changed:

| CODE    | EXPLANATION  |
|---------|--|
| X       | The source of the data is the Extract file. All the data on the screen is just as it was extracted from the Final Merge program. |
| (blank) | The record has been edited differently than the information extracted from the Final Merge program.                              |

### Changed

If the record has been changed, the date of change is displayed. If this field is blank, the record has not been edited.

# W2ED19 and Xprt Box

**XPrnt**

FOR SITES USING EMPLOYEE SELF SERVICE (ESS)  
AND THE PDF INTERFACE ONLY. Type a Y to suppress  
creating a printed W2 form for an employee.

XPrnt:

Source:

Changed:

# Task 17-T (Tech)

## Final W2 Prelist Report

- Payroll Staff final review, use W2ED19 for any last minute corrections and rerun report.
- Report of W2 Edit Changes (W2RP19)

2018 W2 Prelist (W2SB18) 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

Current Year

Report Selections Select Field Ranges

District: 39 The Train USD(hrspay29410)

Report Format: P - Prelist

Run Option: 2 - Use existing extract/W2 edit file

Print W2ED18 changes made since: (Run option = 2 only)

SSN Mask (# digits set to '0')?  (0=none, 1-9=mask, L/R=ExtRef)

Client field for ssn flag: 00 Use 01 - 30, or 00 for none

Set pension flag if Alt-Retire: N 84xx vol-deds only (Y/N/X)

Report layout:  Leave blank for default layout, use 01-99 for customer defined custom layouts.

Usersec: YY Yr: 2008 Dist: 39 Site: 00 GS: W 12/4/2018 10:22:40 AM

# Task 18-T (Tech)

## Ready to Print W2 Forms

- Payroll approves the Final W2 Prelist.
- Main method of printing W2 forms: laser printing.



# Task 18-T (Tech) W2 Forms - Sample

| <b>Copy B – To Be Filed With Employee's FEDERAL Tax Return.</b>   |   | 41-0852411<br>OMB No. 1545-0048                |
|---|---|--|
| <b>a</b> Employee's soc. sec. no.<br>XXXXXXXXXXXX   | 1 Wages, tips, other comp.<br>XXXXXXXXXXXX  | 2 Federal income tax withheld<br>XXXXXXXXXXXX  |
|   | 3 Social security wages<br>XXXXXXXXXXXX   | 4 Social security tax withheld<br>XXXXXXXXXXXX |
| <b>b</b> Employer ID number (EIN)<br><br>XXXXXXXXXXXX   | 5 Medicare wages and tips<br>XXXXXXXXXXXX   | 6 Medicare tax withheld<br>XXXXXXXXXXXX        |
|   | <b>c</b> Employer's name, address, and ZIP code<br>PL: XXXX PC: XX<br>XX<br>XX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXX XX XXXXX |  |
| <b>d</b> Control number<br>XXXXXXX  |   |  |
| <b>e</b> Employee's name, address, and ZIP code <span style="float: right;">Suff.</span><br>XX<br>XX<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXX XX XXXXX<br><br>XX |   |  |
| 7 Social security tips  | 8 Allocated tips<br>XXXXXXXXXXXX  | 9 Verification code                            |
| 10 Dependent care benefits<br>XXXXXXXXXXXX  | 11 Nonqualified plans<br>XXXXXXXXXXXX   | 12a Code See inst. for box 12<br>XX XXXXXXXX   |
| 13 Statutory employee<br>XX   | 14 Other<br>XXXXXXXXXXXXXXXXXXXX<br><br>XXXXXXXXXXXXXXXXXXXX<br><br>XXXXXXXXXXXXXXXXXXXX  | 12b Code<br>XX XXXXXXXX                        |
| Retirement plan<br>XX   |   | 12c Code<br>XX XXXXXXXX                        |
| Third-party sick pay<br>XX  |   | 12d Code<br>XX XXXXXXXX                        |
| XX  | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  | XXXXXXXXXXXX                                   |
| 15 State Employer's state ID number   | 16 State wages, tips, etc.  | 17 State income tax                            |
| 18 Local wages, tips, etc.<br>XXXXXXXXXXXX  | 19 Local income tax<br>XXXXXXXXXXXX   | 20 Locality name<br>XXXXXXXXXX                 |



# Interval Between W2 Distribution and Creation of W2 File for SSA Shortened for 2019 (first done for 2016)



# Task 19-T (Tech)

## Create Electronic Transmittal File for SSA

- Execute Y19W2FILE.
- Transfer W2 Transmittal file to your PC using Reflections and/or Minisoft (Version H) or DBVIS (Version L) - see 2019 W2 Processing Manual

# Task 20-T (Tech)

## Create Transmittal Totals Report

- Execute Y19W2TFTOTAL.

```

99 QSS Test District                W2 TRANSMITTAL TOTALS REPORT FOR 2014                852  WTR115  H.15.00 12/11/15 PAGE 1
SAMPLE
-----
RA (SUBMITTER RECORD)  EIN: 999999999  USER ID: 15345678  Resubmit Flag: 0/  Software Code: 99/Off-The-Shelf  R#: 1
                               Preparer Code: L/SELF-PREPARED

EPSE CONTACT NAME/ADDRESS                SUBMITTER NAME/ADDRESS
-----
QUINCESIMILIAL SCHOOL SYSTEMS                QUINCESIMILIAL SCHOOL SYSTEMS
2121 S. EL CAMINO REAL                        2121 S. EL CAMINO REAL
SUITE D200                                     SUITE D200
SAN MATEO CA 94403                            SAN MATEO CA 94403

CONTACT NAME: OLIVER TWIST                PHONE: (650)372-0200  EXT: 608  FAX: 6503723386
EMAIL: OLIV@QSS.COM                        PREFERRED CONTACT METHOD: 1-DX EMAIL/INTERNET
-----

RE (EMPLOYER RECORD)  EIN: 999999999  YR: 2006 TYPE: R  NAME: YOURTOWN SCHOOL DISTRICT  R#: 2
                               1001 MAIN STREET
                               YOURTOWN CA 99999-1234

RT (RW TOTAL RECORD)  RT TOTAL COUNT: 720  RW RECORDS READ: 720  R#: 723
-----
RT Record Value  Accum. RW Total  Difference  Comment
-----
Federal Gross: 16,611,411.69  16,611,411.69  0.00
Federal Tax: 1,834,640.11  1,834,640.11  0.00
Social Security Gross: 4,438,375.96  4,438,375.96  0.00
Social Security Paid: 275,179.53  275,179.53  0.00
Medicare Gross: 17,000,130.24  17,000,130.24  0.00
Medicare Paid: 246,502.44  246,502.44  0.00
Social Security Tips: 0.00  0.00  0.00
Earned Income Credit: 0.00  0.00  0.00
Dependent Care: 11,254.48  11,254.48  0.00
Deferred Comp-D (401k): 0.00  0.00  0.00
Deferred Comp-T (403b): 675,319.00  675,319.00  0.00
Deferred Comp-F (408k): 0.00  0.00  0.00
Deferred Comp-G (457b): 43,192.00  43,192.00  0.00
Deferred Comp-H (501c): 0.00  0.00  0.00
Non Qualified Plan 457: 0.00  0.00  0.00
Non Qualified Plan NOT 457: 0.00  0.00  0.00
Group Life > $50,000 (GLI): 15.00  15.00  0.00
Roth 401k: 0.00  0.00  0.00
Roth 403b: 0.00  0.00  0.00

```

# Task 21-T Saving History Files

- Execute Y19w2save (Version H only)
- There is no W2/1099 save command in Version L. The production files are already isolated by year in the /var/opt/qss/w21099 directory

| File Name                | Description  |
|--------------------------|--|
| W2T18.HISTORY.QSSUSER    | The raw W2 transmittal file (do not sent this to SSA)                                    |
| W2FILE18.HISTORY.QSSUSER | The W2 transmittal file that is sent to SSA  |
| W2D18.HISTORY.QSSUSER    | Created by Y18W2FNLMRG and edited by the W2ED18 program                                  |
| W2EXPT18.HISTORY.QSSUSER | Used to export data to third-party printing solutions                                    |
| W2ZIPC18.HISTORY.QSSUSER | Contains W2 counts by zip code   |
| W2PIXD18.HISTORY.QSSUSER | Cross-references employee W2 to internal document number for one-off laser form printing |
| W2PIFD18.HISTORY.QSSUSER | PIF data file for printing laser W2 forms  |

# Special Notes for W2 Processing

If you have employees with no SSN to report, you have selected a field to flag them with an "X" on the Client-Defined (PP02CL) screen in the Personnel System for W2 processing. (Such employees should be reported with an SSN of 000-00-0000.)

## More Items to be Noted

- If an employee SSN changes in the database during the year and the W2 file is already extracted, the employee will retain the bad SSN.