

#### Zero Out YTD Pay Stub Totals for Payroll



# PAY790 Version L and H 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.

\$ <u>\$QSS\_RCOT/\$QSS\_BINSCH/pay790</u> 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:

- O Access the Internet at <u>www.socialsecurity.gov/employer</u>.
- Under "Electronic Filing," select *Electronically File Your W-2s* (This will take you to <u>http://www.ssa.gov/bso/bsowelcome.htm</u>.)
- 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

	39 - QSS DEMONSTRATION DISTRICT	QSS/OASIS	- • ×
File Options			
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			.:!
Report Selections Select Field Ranges			
District	: 39 - The Train USD	_	
Report Format:		·	
Run Option:	R - Reasonability check (OASDI/Medicare)		
Print W2ED12 changes made since:	S - Selected field value range (Run option = 2 only)		
SSN Maak (# digita act 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: YYYY		Yr: 2008 Dist: 39 Site: 1 GS: W	12/3/2012 4:42:17 PM

# W2 Prelist Calendar Year Options

#### **Current Year**

Next Year

a 2013 W2 Prelist (W2SB13)	07 - QSS DEMONSTRATION DISTRICT	QS5/OASIS		□ 2013 W2 Prelist (W2SB13)	07 - QSS DEMONSTRATION DISTRICT	Q55/0AS/S	- • ×
File Options				File Options			
<b>₩⊘ X </b> ₩ <b>@</b> ₩α	ment Year			₿₿¥₿∎⊘₿	Next Year		
Report Selections Select Field Ranges				Report Selections Select Reld Rangee			
District	07 🔹 QSS UN FIED SCI OOL DISTRICT			Dis	strict: 07 🗸 QSS UNIFIED SCHOOL DISTRICT		
Report Format	-			Report Fo	rmat:		
Run Option:	1 - Extract and then print			Run Op	pion: 1 · Extract and then print 🔹		
Print W2ED 13 changes made since:	(Run option = 2 only)			PrintW2ED13 changes made s	since: Run option = 2 only)		
SSN Mask (# digits set to "C)?	(O-none, I-9-mask L/R-ExtRef)			SSN Mask (#digits set to	0'0')? (0-none, 1-9-mask, LR-ExtRef)		
Client field for ssn flag:	UU Use UI - 30, or 00 for none			Client field for san	n 1ag: D0 Use 01 - 30 or 00 for none		
Set pension flag if Alt-Retire:	N 84xxx vol-deds only (Y/N/X)			Set pension flag if Alt-R	etire: N 84xx vol-deds only (Y/NX)		
Report layout	Leave blank for default layout, use 01-99 for customer defined custom layouts.			Report la	ayout: Leave blank for default layout, use 01-39 for customer defined custom layouts		
Usersec: NYYY		Vr: 1997 Dist: 07 Site: 1 GS: W   12/1/2	013   10:18:40 AM	Usersec: IMVV		Ve: 1997 Dist: 07 Site: 1 C5: W 19/1/2	013 10:19:11 AM

## W2 Prelist Run Option 1 (Temp File)

### Run Option 2 (Extract File)

□ 2012 W2 Prelist (W2SB12)	39 - QSS DEMONSTRATION DISTRICT	QSS/OASIS	- • ×
File Options			
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Report Selections Select Field Ranges			
Distric	t: 39 🔻 The Train USD		
Report Forma	t:	-	
Run Option	n:		
Print W2ED12 changes made since	1 - Extract and then print 2 - Use existing extract/W2 edit file		
CCN Martin /# Julia antis 103	2 (0 core 1.0 corely 1/2 ExtB-0		
SSN Mask (# digits set to U)	(U=none, 1-9=mask, D/R=EXTRef)		
Client field for ssn flag	g: 00 Use 01 - 30, or 00 for none		
Set pension flag if Alt-Retire	e: N 84xx vol-deds only (Y/N/X)		
Report layou	t: Leave blank for default layout, use 01-99 for customer defined custom	layouts.	
Usersec: YYYY		Yr: 2008 Dist: 39 Site: 1 GS: W	12/3/2012 5:23:30 PM

# W2 Prelist Print W2ED13 Changes (only)

a 2012 W2 Prelist (W2SB12)	39 - QSS DEMONSTRATION DISTRICT	QSS/OASIS	×
File Options			
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Report Selections Select Field Ranges District	39 ▼ The Train USD		3:.
Report Format:		•	
Run Option:	•		
Print W2ED12 changes made since:	(Run aption = 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: YYYY		Yr: 2008 Dist: 39 Site: 1 GS: W	12/3/2012 5:25:42 PM

# W2 Prelist

#### Main Window Additional Report Settings

¤⊒ 2012 W2 Prelist (W2SB12)	39 - QSS DEMONSTRATION DISTRICT	QSS/OASIS	- • ×
File Options			
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Report Selections Select Field Ranges			
District	: 39 - The Train USD	1	
Report Format		ļ	
Run Option			
Print W2ED12 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 01-33 for customer defined custom r	ayouts.	
Usersec: YYYY		Yr: 2008 Dist: 39 Site: 1 GS: W	12/3/2012 5:28:10 PM

# W2 Prelist

# "S" Report Option Select Field Ranges Window

🖷 2012 W2 Prelist (W2SB12)	39 - QSS [	EMONSTRATION DI	STRICT		QSS/OASI	s		×
File Options								
	🛃 Current Year							
Report Selections Select Field Range	es							
Selected field value range (available	when the Report For	mat is "S")						
				Field [	Definitions		Opera	itions
Field OP	Low Value	High Value		Field	Definition	*	OP	Definition
		] - [	AND	AA	Roth 401k		EQ	Equals
		] - [	AND	AB	Adopt. Ben		NE	Not equal
		]_		BB	Roth 403b		IB	Inclusive between
				СН	Childcare		NI	Not Inclusive between
				CR	CAR Allow		LT	Less than
		] - [	AND	DC	Def. Comp		GT	Greater than
		] - [	AND	DE	DF-DC/403b		LE	Less than or equal
				FF	Both 457b		GE	Greater than or equal
	[			FI	FIC			
Low/High value can be a number	r or one of the field II	)s.			ER-DC/4038			
The 2 char field ID is preceeded	by '\$' and entered le	ft justified.		EX	SUD. EE EXP			
Ex. \$FG is Federal Gross				FA	FII/Addback			
				FG	Fed Gross			
UP = EQ, NE, IB, NI, LT, GT, LE	c, vic			FO	Fringe/Other	Ŧ		
Usersec: YYYY				Yr	2008 Dist: 39 Site	1 G9	5:W   1	2/3/2012   5:30:11 PM

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# W2 Prelist

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### **Report Totals**

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# Task 7-PR

### Print Pay History Report (PAY830) QCC Job Menu

📰 Job Menu	07-QSS DEMONSTRATIO	ON DISTRICT	qss/0 🕒		x
<u>File View Options</u>	<u>H</u> elp				
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E Worker's	Comp Wages Report/Select L enefits History Report (FYREPT entim Reports / Processor	л (РАТ 323) ]]			
		Yr:1997 Dist:07 Site:1	11/28/201	0 8:43 AM	

# Pay History Report (PAY830) Main Window

all Request Pay History Report - Logon District ( PAV830 )	
File Options	
	ai ai
Report Selections Salect Employees	
For District: 07 - QSS UNIFIED SCHOOL DISTRICT	
Report Title	
Select by Date Paid:	
Compute Totals Rule:	
Include Terminated Yes	
Pay Code Pay Location	
Select by Last Name Range -	
SSN Mask: No Masking	
Record Type All Records  Cancelled Wari. Open and Cancelled	
Summary Level: Detail 🗨 Each Employee on New Page: 🖵	
Pay-Line Detail: None   Position Summary:	
Deduction Detail: None   Account: Detail: None	
	_
Yr: 1997 Dist: 07 Site: 1 GS: W   12/1/2013   1	0:32:43 AM

# Pay History (PAY830) DI/SSN Select Window

📲 Request Pay History	Report - Logon District ( P/	V830)				- <b>- x</b>
File Options	_					
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						- 1
Report	Selections Select Employees					_
Distric	t/SSN					
07 -	07.		07	07 -		
07 -	07.		07	07 -	07 -	
				Yr: 1997 Dist: 07 Site	e: 1 GS: W   12/1/2013	10:36:25 AM

# Include Employees Without a Pay History Record (PHUPDT)

Task 8-PR

🕼 Payroll History		07 - QSS UNIFIEI	D SCHOOL DIS	TRICT		QSS/OASIS		
File O <u>ptions W</u>	indow							
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- STRS-TS	0.00 -	PERS-TS	0.00 -	RET-3	0.00	<ul> <li>Fed Tax Gross</li> </ul>	0.00	Medicale values.
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OASDI Gross	0.00 MEDLGr	oss 0.00 ľ	VIEDI+ Gross	0.00	SDI Gross	0.00 STRS(	Gmss	0.00 PERS Gross
- Federal Tax	0.00 +	Advance EIC	0.00 -	OASDI	0.00	- Survive Ben	0.00	
- 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	MFD+	0.00 -	SDI	0.00	= Net Pay	0.00	Calc Net Pay 0.00
					oluntary Deduc	tiona		
CAR allowance	0.00	Emplr pd STRS	U.	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 MED	0.	00				
Cat-3	0.00	Emplr pd FICA	0.	00				
Cat-4	0.00	RFU-1	0.	00				

# Task 9-PR Entering Adjustments

#### **Pay History**

#### **Benefit Adjustments**

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Cat-1		0.00	Empl: RET	-3	(	100									
Cat-2		0.00	Empir pd ME	DI	(	1.00									
Cat-3		0.00	Empla pd El0	Δ	(	1.00									
Cal-4		0.00	 RFU	-1		1.00									
Cat-5		0.00	BEU	-2		1.00									
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#### Pay History Adjustments

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Exempt 0.00 +	Regular 0.00	+ Federal	0.00 + Ceta	0.00 Note: MEDI+ values
= Gross 0.00 -	NTX 0.00	- TSA	0.00 + Fed/IG	0.00 Medicare values
- STRS-TS 0.00 -	PERS-TS 0.00	- RET-3	0.00 = Fed Tax Gross	0.00
		+ State/IG	0.00 = State Lax Gross	0.00
0.4SDI Gross 0.00 MEDI Gro	ss 0.00 MEDI+ Gr		SDI Gross 0.00 STRS Gr	Des 0.00 PERS Gross
		0.00		
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- State Tax 0.00 -	County Tax 0.00	- City Tax	0.00 - Local Tax	0.00
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- Medicare 0.00	MEDI+ 0.00	- SDI	0.00 = Net Pay	0.00 Calc Net Pay 0.00
		-Vo	luntary Deductions	
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Deferred Comp 0.00	Emplir 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		
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# Voluntary Deduction Adjustments Pay History Form

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# Health Care Adjustments

🖳 Maintain He	alth Care Adjustme	ents 07 - QSS	5 DEMONSTRATION	DISTRICT	QSS/OASIS	- • ×
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- Execute Y13W2EXTRACT.
- Payroll history, deduction history and payroll adjustments records are extracted for each 2013 payroll check.



### Report of W2 Records from Pay History

- Execute Y13W2REPORT.
- Travel Claims are not included in W<sub>2</sub> Prelist at this point.



- Execute Y13W2TCEXT and Y13W2CKTCRPT
- 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					- • ×
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Description:		Mileane Pyr	at for W/2:		
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Vendor No./Address No. 🗇 🛛 /					
Vendor name/addres	s	Remit	name/address		
X Delete Selected Row					
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* L	r dyniene ose	ax nag tac nax	Tuso Ting T	ior r dynion.	baget balance
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# Vendor Maintenance (VEUPDT) Changing Vendor Tax ID

SP Vendor Lookup	07 - QSS DEMONSTRATION DISTRICT	QSS/OASIS 🗖 🔍 🗶
<u>File</u> Options <u>H</u> elp		
1 + 2    & h   X	I 🗇 🎚 🛞	
Vendor Record Updated - TaxID is the SSN of BL	JMSTEAD, DAGWOOD .	Inspect
Contact Information Optional Information Add'I Addres	ses Commodities Comments	
District U/ 👻		
Number: 000140 🗸		
Name: TESTING EMPLOYEE VENDOR	Remit Name:	
Address:	Remit Address:	
Chr. Chron		
State.	Zp. j City. j State: j	
Phone: ( ) Fax: (		
Contact:		
1099: N - No 🔽 Name: Bumstead, Dagw	ood Preset: Y - Tax ID: 111111111 SSN:	111-11-1111
Lse Tax Preset: 1 - One 💌 Use Tax 1:	06.6500 % 9512 · Use Tax 2 08.2500 % 0000 ·	
Acct Number Batir	ng: Msc Flag: 1 💌 We are No. 1! We are No. 1!	
Category:		
Type: Revolving Cash Object:	Terms 06.65 Shipping %	



- Execute Y13W2FNLMRG to create combined file even if there are no Car travel claims to process.
- Use caution when re-running Y13W2FNLMRG.



- Execute Y13W2REPORT.
- W2 Prelist will contain combined W2 information.
- Pass the Point of No Return Considerations.



# Edit W2 Information (W2ED13)

### •Adjust W2 amounts using W2ED13

# W2 Edit Program (W2ED13)

W2 Data Edit (W2E	π3) 07	- QSS DEMONS	TRATION DISTRIC	1	QSS/CASIS	
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Master City Taxes						
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	-	+	+	-		
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M/Unc OA:	N/	Unc MD:	1	WER HSA:	R/ER MS	A:
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# W2ED13

#### F3 – Open Advanced Search

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				City			State: Zip:	
sersec: YYY Y: 2013 Dist: 07 Site: 1 GS: W 12/1/2013 1:54:04 PM	Serse: YYY				Vr: 2	2013 Dist: 07 Site:	1 GS:W 12/1/20	13 1:54:04 PM

#### **Employee Search Window**

🚽 Search :	for Employees	07 - QSS DEMON	STRATION DISTRICT	QSS/OASI	s	• ×
File 0	ptions Help					
Search -		f       🕘   🗖				
- Saarch F	Panal					
By 9	SN Dy Ext Ext   Dy N-	District :		nclude Terminated		
	by barno by ne	- Selecte	d Employee/List			
				•		
SS	NI :		Ext Ref#:			
Search	Results (Double-Clic	k or Press ⊩4 to s	elect the highlighte	d employee]		
	Name	D	G Ty Site	BU RC LG	Terminated	V
₹						Þ

# W2ED13 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 (W2ED13) 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 (W	/2ED13)	07 -	QSS DEMO	ONSTRATIO	ON DISTRICT	QSS/C	)/\SIS	_ = ×
File Options			_					
	$ X  \leq$	P 🖸 🧼 🍇	5					
BUMSTEAD, DAGV	VOOD 0	01478 XXX-XX-1	.111 Te	rm: 12/31	L/2000 Employe	e has no W2 data	1	Inspect
Master City Late	es							
Quick Find.	Enter a Las	t Name, SSN, or E	xtRef, and p	press Enter.	F3 opens advance	ed search.		
11111111		Die	strict 07	■ QS	S UNIFIED SCHOO	OL DISTRICT		
👿 Include	Terminated	ı	Show St	SN				
Fed Gross	Si	ubtractions	Additions		FIT/Not SIT	1. Fed Tax GR	2. Fed Tax	
	· · [	÷		÷		=		
State Gross	Si	ubtractions	Additiona		SIT/Not FIT	16. State Tax GR	17. State Tax	
- Subtractions		+		÷				
Ret IS#1	В	et 15 <i>#</i> 2	Ref 1S#3	3	Section 125	Other NLX	Employee DC	
Additions	-		10.011					
14. CAR Allo	wance Fr	inge/Uther	IZ. GLI					
OASDI Gr:		CAS	SDI Pal		MEDI	Gr:	MEDI Pd:	
EIC:		Day	o Care		State	SDI:	State SUI:	
457 NQP:		Othe	r NQP:		J/Sick I	°eγ:	IVEME:	1
M/Une OA.		N/Li	ne MD.		W/ER H	SA.	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: S	SN Flag:	3F-SL:	St	at: Us	e Suffix:	XPrt: Sou	rce: Changed:	
Name:					PC	RS	1112	SC
Addr			(	City:			State: 7ip	
							and the second states the	
sersec 111					) 16	2013 DISC 07 510	e: 1 G5: W   12/1/20	12   2;24;36 PH

# W2 Edit (W2ED13) W2 Data Source

Src

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

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 pro- gram.

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

Source: Changed:



# W2ED13 and Xpri Box

XPrt

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

XPrt: Source: Changed:

# Task 17-T (Tech)

#### Final W2 Prelist Report

- Payroll Staff final review, use W2ED13 for any last minute corrections and rerun report.
- Report of W2 Edit Changes (W2RP13)

File Options			
🗟 🔊 🗙 I 🌷 🖿 🧼 🖗 🤇	Current Year		
Fepult Selections Select Field Franges			
District			
Heport Format	· · · · · · · · · · · · · · · · · · ·		
Run Option			
Print W2ED13 changes made since	(Brm ortion = 2 only)		
	(ten spinn 2 any)		
SSN Mask (# digits set to '0')?	(0=none, 1-9=mask, L/R=Ex:Ref)		
Client field for san fleg	: 00 Use 01 - 30, or 00 for name		
Set pension flag if Alt-Retire	N 84xx vol-teds only (Y/NX)		
Report layout	Leave blank for default layout, use 01-55 for customer defined custom layouts		
	,,,,		
		Mar 2012 Disk of Charles Count	

# Task 18-T (Tech)

### Ready to Print W2 Forms

- Payroll approves the Final W<sub>2</sub> Prelist.
- Main method of printing W2 forms: laser printing.



# Task-18T W2s Converted to PDF

#### Printing Nelco SSUNIV Forms Using Print Manager (LSPOOL)

These instructions tell how to use the universal print driver (W213UNPF) to print Nelco form SSUNIV with Print Manager (LSPOOL). With this method, the W2 forms do not print immediately. Instead, a file of W2 forms is sent to a P-file (print file) in Print Manager (LSPOOL) that you can manage just like any other report in QSS/OASIS.

**NOTE:** QSS has optional software that allows you to convert the generated P-file to PDF. For more information, contact your QSS account manager.

#### Obtaining the Driver Files

Obtain the following files from the Software Downloads page in the Secure Support Area of www.qss.com:

- W213UNPF.TX13JCL
- ◆ W213UPFB.TX13JCL
- ♦ W213UPFE.TX13JCL

• Moore-Wallace 1286 and 1288 are also supported in this process.

# 2013 W2 Sample

22222 Void a Employee's social security number For Officia OMB No. 1					Use Only ► 45-0008							
b Employer identification number (EIN)						1 Wag	1 Wages, tips, other compensation 2 Federal income tax withh				ax withheld	
c Employer's name, address, and ZIP code						3 So	Social security wages			4 Social security tax withheld		
						5 Medicare wages and tips			6 Medicare tax withheld			
						7 Soc	cial security tips		8 Alloc	ated tips		
d Control number						9			10 Depe	endent care	benefits	
e Employee's first	name and initial	Las	t name	Su	ff. '	11 No	nqualified plans		12a See	instructions	for box 12	
						3 Stati emp	utory Retirement loyee plan	Third-party sick pay	12b			
						14 Other						
									12d			
f Employee's addr	ess and ZIP cod	e										
15 State Employe	er's state ID num	ber	16 State wages, tips, etc.	17 State inc	ome	tax	18 Local wages	, tips, etc.	19 Local inc	come tax	20 Locality name	
			1		-			on ortmost of	the Treesu	n Internal		



5073

Department of the Treasury-Internal Revenue Service For Privacy Act and Paperwork Reduction

# Interval Between W2 Distribution and Creation of W2 File for SSA





### Create Electronic Transmittal File for SSA

- Execute Y13W2FILE.
- Transfer W2 Transmittal file to your PC using Reflections and Minisoft (see 2013 W2 Processing Manual)



#### **Create Transmittal Totals Report**

• Execute Y13W2TFTOTAL.

4 UNN DESE DISEFICE		W2 TRANSMITTAL TOTAL	S REPORT FOR 2013	S52 W2TR13 E.13.00 12/11/1	3 PAGE	1
MPL3						
A (SUBMITTER RECORD)	EIN: 999999999	USER ID: 13345678	Resubmit Flag: 0/	Software Code: 99/Off-The-Shelf	₽#	1
		Pr	eparer Code: L/SELF-FRE	PARED		
EFW2 CONTACT NAME/ADD	RESS		SUBMITTER NAME/ADDR	ESS		
QUINTESSENTIAL SCHOOL	SYSTEMS		QUINTESSENTIAL SCHOOL	OL SYSTEMS		
2121 5. EL CAMINO REA	L		2121 S. EL GAMINO R	SAL		
SUITE D200			SUITE D200	SUITE D200		
CONTACT NAME: OLIVER	TWICT	DHONE: (650)272-020	0 ENT 609 FAX: 650	2723396		
EMAIL: OLIV@23	3.COM	PREFER	RED CONTACT METHOD: 1-B	r EMAIL/INTERNET		
	EIN: 000000000 3	(R: 2006 TYPE: R NAME	. YOURTOWN SCHOOL DISTR	TC7	<b>京都</b> :	2
E (EMPLOYER RECORD)						
E (EMPLOYER RECORD)						
E (EMPLOYER RECORD)			1001 MAIN STREET YOURTOWN	CA 99999-1234		
E (EMPLOYER RECORD)			1001 MAIN STREET YOURTOWN	CA 99999-1234		
E (EMPLOYER RECORD) T (RW TOTAL RECORD)	RF TOTAL COUNT:	720 RW RZ	1001 MRIN STREET YCURTOWN CORDS READ: 720	CA 99999-1234	R# :	723
E (EMPLOYER RECORD) T (RW TOTAL RECORD)	RF TOTAL COUNT:	720 RW RZ	1001 MAIN STREEF YOURTOWN COORDS READ: 720	CA 99999-1234	RØI	723
E (EMPLOYER RECORD) T (EN TOTAL RECORD)	RF TOTAL COUNT: RT Record V	720 BW RZ Jaine Accum. EW Total	1001 MAIN STREEF YOURTOWN COORDS READ: 720 Difference Comme	CA 99999-1234	7.# :	723
E (EMFLOYER RECORD) T (EN TOTAL RECORD) Pedera	RF TOTAL COUNT: RT Record V	720 BW BZ	1001 MAIN STREET YOURTOWN COORDS READ: 720 Difference Commu	CA 99999-1234	T#:	723
E (EMPLOYER RECORD) T (EN TOTAL RECORD) Eedera Fode	RF TOTAL COUNT: RT RECORD V 1 Gross: 15,611,41 xal Tax: 1,834,64	720 Ref RE 7alue Accum. EW Total 11.69 16.611.411.69 10.11 1.034.640.1	1001 MAIN STREET YOURTOWN COORDS READ: 720 Difference Comme 0.00 0.00	cA 99999-1234	₽₩: 	723

# Task 21-T Saving History Files

• Execute Y13W2SAVE.

File Name	Description
W2T13.HISTORY.QSSUSER	The raw W2 transmittal file (do not sent this to SSA)
W2FILE13.HISTORY.QSSUSER	The W2 transmittal file that is sent to SSA
W2D13.HISTORY.QSSUSER	Created by Y13W2FNLMRG and edited by the W2ED13 program
W2EXPT13.HISTORY.QSSUSER	Used to export data to third-party printing solutions
W2ZIPC13.HISTORY.QSSUSER	Contains W2 counts by zip code
W2PIXD13.HISTORY.QSSUSER	Cross-references employee W2 to internal document number for one-off laser form printing
W2PIFD13.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 W<sub>2</sub> file is already extracted, the employee will retain the bad SSN.

# Another Version H and Version L Comparison in the Manual

#### Control File

- For Version H, the control file for Generate Adjustments for Non-Paid Benefits (W2HN13) resides in the user logon account, which is QSSUSER at a typical site.
   QSS suggests saving the file in the DATA group. Use Editor, Qedit, or your favorite text editor to create the file. The control file is an 80-byte unnumbered fixed ASCII file.
- For Version L, the suggested path is \$QSS\_DATA/data/[file-name]. Use vi or your favorite editor to create a text file.

# QSS Wants to Hear from You



# Click the Give Feedback Link Fill Out Our Survey

Tuesday	W2 for Tax Year 2013	Webinar	Lois Milstead	\$250.00	Happening
December 3, 2013	Download flyer/registration	Give	Duane Percox		on Dec. 3
10am - 12noon	Download flyer	Feedback			

# Time for "Live" QA with Duane

• You will need to enable your Audio Pin