

Task 4-T (Tech)

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.

```
$ $QSS_ROOT/$QSS_BINSCH/pay790  
PAY790 L.00.00 built 12/13/13 13.41 Zero CTD/QID/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.
- ◊ Under "Electronic Filing," select *Electronically File Your W-2s* (This will take you to <http://www.ssa.gov/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

The screenshot shows a software window titled "2012 W2 Prelist (W2SB12)" with a menu bar containing "File" and "Options". Below the menu bar is a toolbar with icons for file operations and a "Current Year" button. The main area has two tabs: "Report Selections" and "Select Field Ranges". The "Report Selections" tab is active and contains the following settings:

- District: 39 (The Train USD)
- Report Format: [Dropdown menu]
- Run Option: P - Prelist (dropdown menu is open showing options: P - Prelist, R - Reasonability check (OASDI/Medicare), S - Selected field value range)
- Print W2ED12 changes made since: [Dropdown menu] (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.)

The status bar at the bottom displays: "Usersec: YYYY" on the left and "Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 4:42:17 PM" on the right.

W2 Prelist Calendar Year Options

Current Year

Next Year

2013 W2 Prelist (W25813) 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Current Year

Report Selections Select Field Ranges

District: 07 QSS UNIFIED SCHL DISTRICT

Report Format: [dropdown]

Run Option: 1 - Extract and then print

Print W25813 changes made since: [dropdown] (Run option = 2 only)

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

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

Set pension flag if Alt-Retire: N 04xx vnl-deds only (Y/N/X)

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

Users: NWY Ver: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 10:18:40 AM

2013 W2 Prelist (W25813) 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Next Year

Report Selections Select Field Ranges

District: 07 QSS UNIFIED SCHOOL DISTRICT

Report Format: [dropdown]

Run Option: 1 - Extract and then print

Print W25813 changes made since: [dropdown] (Run option = 2 only)

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

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

Set pension flag if Alt-Retire: N 04xx vnl-deds only (Y/N/X)

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

Users: NWY Ver: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 10:19:11 AM

W2 Prelist

Run Option 1 (Temp File)

Run Option 2 (Extract File)

The screenshot shows a software window titled "2012 W2 Prelist (W2SB12)" with a menu bar containing "File" and "Options". Below the menu bar is a toolbar with icons for file operations and a "Current Year" label. The main area is titled "Report Selections" and contains a "Select Field Ranges" tab. The form includes the following fields and options:

- District: 39 (The Train USD)
- Report Format: (empty dropdown)
- Run Option: (empty dropdown)
- Print W2ED12 changes made since: 1 - Extract and then print, 2 - Use existing extract/W2 edit file
- 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.

At the bottom of the window, the status bar displays: "Usersec: YYYY" on the left and "Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 5:23:30 PM" on the right.

W2 Prelist

Print W2ED13 Changes (only)

The screenshot shows a software window titled "2012 W2 Prelist (W25B12)" with a menu bar containing "File" and "Options". Below the menu bar is a toolbar with icons for file operations and a "Current Year" button. The main area has two tabs: "Report Selections" and "Select Field Ranges". The "Report Selections" tab is active and contains the following fields:

- District: 39 (dropdown) The Train USD
- Report Format: (dropdown)
- Run Option: (dropdown)
- Print W2ED12 changes made since: (dropdown) (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

The status bar at the bottom displays: "Usersec: YYYY" on the left and "Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 5:25:42 PM" on the right.

W2 Prelist

Main Window Additional Report Settings

The screenshot shows the '2012 W2 Prelist (W2SB12)' application window. The title bar includes '39 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The menu bar has 'File' and 'Options'. The toolbar contains icons for file operations and a 'Current Year' button. The main area has two tabs: 'Report Selections' and 'Select Field Ranges'. The 'Report Selections' tab is active, showing the following settings:

- District: 39 (The Train USD)
- Report Format: [Dropdown]
- Run Option: [Dropdown]
- Print W2ED12 changes made since: [Date Picker] (Run option = 2 only)

A box highlights the following options:

- 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 84:xx vol-deds only (Y/N/X)
- Report layout: Leave blank for default layout, use 01-99 for customer defined custom layouts.

The status bar at the bottom shows: 'Usersec: YYYY' and '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 DEMONSTRATION DISTRICT 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	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	- <input type="text"/>	AND

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

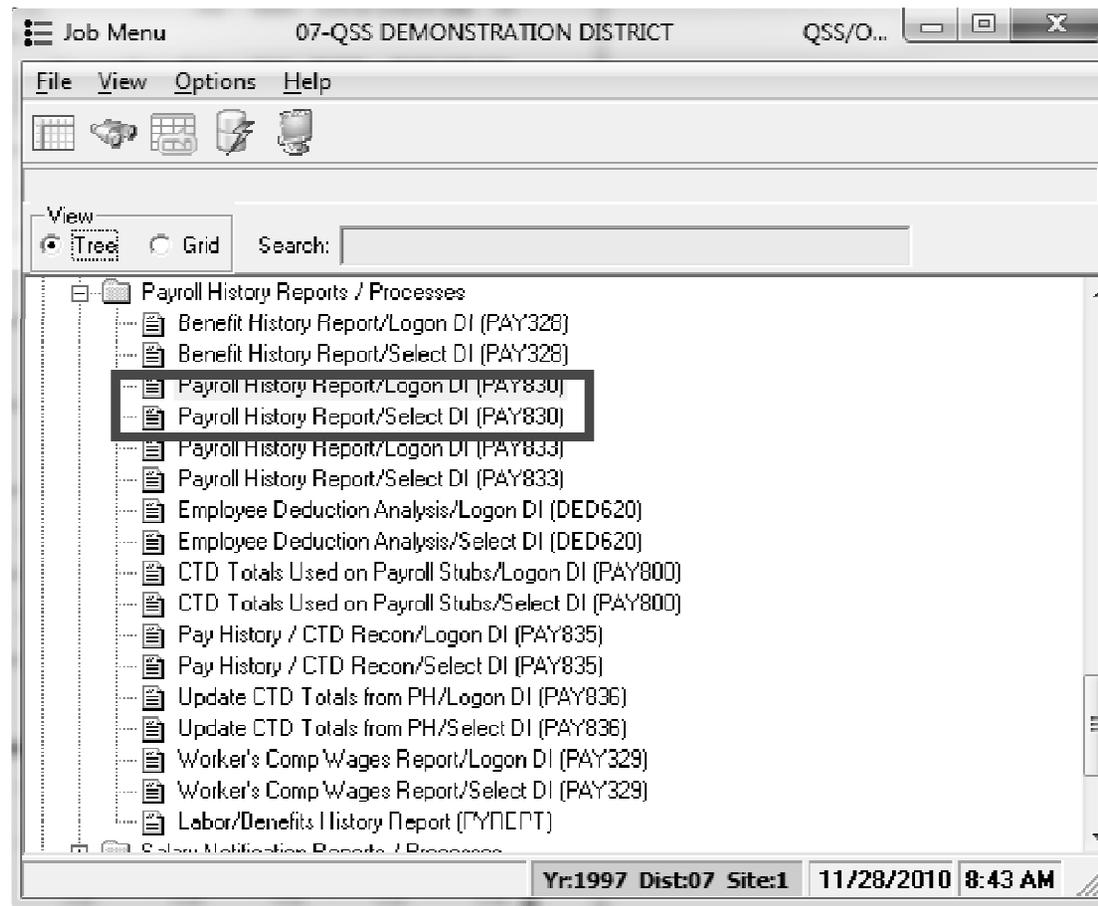
Field	Definition
AA	Roth 401k
AB	Adopt. Ben
BB	Roth 403b
CH	Childcare
CR	CAR Allow
DC	Def. Comp
DE	DE-DC/403b
EE	Roth 457b
EI	EIC
ER	ER-DC/403b
EX	Sub. EE Exp
FA	FIT/Addback
FG	Fed Gross
FO	Fringe/Other

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

Usersec: YYYY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 5:30:11 PM

Task 7-PR

Print Pay History Report (PAY830) QCC Job Menu



Pay History Report (PAY830) Main Window

Request Pay History Report - Logon District (PAY830)

File Options

Report Selections **Select Employees**

For District: 07 - QSS UNIFIED SCHOOL DISTRICT

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: 1997 Dist: 07 Site: JGS: W 12/1/2013 10:32:43 AM

Pay History (PAY830) DI/SSN Select Window

Request Pay History Report - Logon District (PAY830)

File Options

Report Selections Select Employees

District/SSN

07		07		07		07		07	
07		07		07		07		07	

Yr: 1997 Dist: 07 Site: J GS: W 12/1/2013 10:36:25 AM

Task 8 PR

Include Employees Without a Pay History Record (PHUPDT)

Payroll History 07 - QSS UNIFIED SCHOOL DISTRICT QSS/OASIS

File Options Window

Add Add From Refresh Save Save and Close Delete Close

BUMSTEAD, DAGWOOD 0014/8 XXX-XX-1111 Terminated: 1 Warrant: 99111113 12/31/2013 InspectMode

Payroll History Inspect (PHUPCT) Inspect Detail (PIINSP) Warrant Distribution CTD Totals

Reverse Amounts

Date pd 12/31/2013 Per. end 12/31/2013 Eff-Y 13 Qt (14) PLoc 0000 APD 00 Tax calc type R
Warrant: 99111113 Pay code 02 Ret-sys 02 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	
- 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		MFO +	0.00	-	SDI	0.00	=	Net Pay	0.00	Calc Net Pay: 0.00

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 MED 0.00
Cat-3 0.00 Emplr pd FICA 0.00
Cat-4 0.00 RFU-1 0.00

Voluntary Deductions

Task 9-PR Entering Adjustments

Pay History

Payroll History 07 - QSS UNIFIED SCHOOL DISTRICT QSS/CASIS

File Options Window

BUMSTEAD, DAGWOOD 001478 XXX-XX-1111 Terminated: 12/ Warrant: 99111113 12/31/2013

Payroll History 1 times 1 (PH+LPH) 1 Insect Detail (PH+SP) Warrant Distribution CTD Totals

Reverse Amounts

Date pd: Warrant 99111113 Per. end: Pay code 02 Eff. Y: Ret-sys 02 Qt: 04 PLoc: C000 APD: 03 Tax calc type: R

Exempt	0.00	Regular	0.00	Federal	0.00	Costs	0.00
Gross	0.00	NTX	0.00	TSA	0.00	FacIG	0.00
STRS-TS	0.00	PERS-TS	0.00	RET-3	0.00	Fed Tax Gross	0.00
				StateIG	0.00	State Tax Gross	0.00
QASD Gross	0.00	MEDI Gross	0.00	MEDI+ Gross	0.00	SDI Gross	0.00
STRS Gross	0.00	PERS Gross	0.00				

Federal Tax	0.00	Advance BIC	0.00	QASDI	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	MEDI+	0.00	SDI	0.00	Net Pay	0.00
						Cash Net Pay	0.03

Voluntary Deductions

CVR allowance	0.00	Emplr pd STRS	0.00
Deferred Como	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 07 - QSS DEMONSTRATION DISTRICT QSS/CASIS

File Options

BUMSTEAD, DAGWOOD 001478 XXX-XX-1111 Term: 12/31/2000

District: 07 QSS UNIFIED SCHOOL DISTRICT

Tax year:

Employee ID/SSN: 001478 Show SSN

	Amount	Date	Warrant	Code	Type	Comment
**						
Total:	0.00					

Usersec: 01 Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 1:33:47 PM

Pay History Adjustments

Payroll History 07 - QSS UNIFIED SCHOOL DISTRICT QSS/OASIS

File Options Window

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

BUMSTFAD, DAGWOOD 001478 XXX-XX-1111 Terminated: 12/ Warrant: 99111113 12/31/2013 AddMode

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

Reverse Amounts

Date pd Per. end Eff-Y Qt 04 PLoc 0000 APD 00 Tax calc type R
 Warrant: 99111113 Pay code 02 Net-sys 02 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 CIC	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

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

Voluntary Deductions

Health Care Adjustments

Maintain Health Care Adjustments 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

BUHSTAD, DAGWOOD 001478 XXX-XX-1111 Term: 12/31/2000 change

District: 07 QSS UNIFIED SCHOOL DISTRICT

Tax year:

Employee ID/SSN: 001478 Show SSN

	Amount	Date	Warrant	Code	Type	Comment
▶▶						

Total: 0.00

Usersec: U1 Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 1:33:47 PM

Task 10-T (Tech)

Extract W2 Data Y13W2EXTRACT

- Execute Y13W2EXTRACT.
- Payroll history, deduction history and payroll adjustments records are extracted for each 2013 payroll check.

Task 11-T (Tech)

Report of W2 Records from Pay History

- Execute Y13W2REPORT.
- Travel Claims are not included in W2 Prelist at this point.

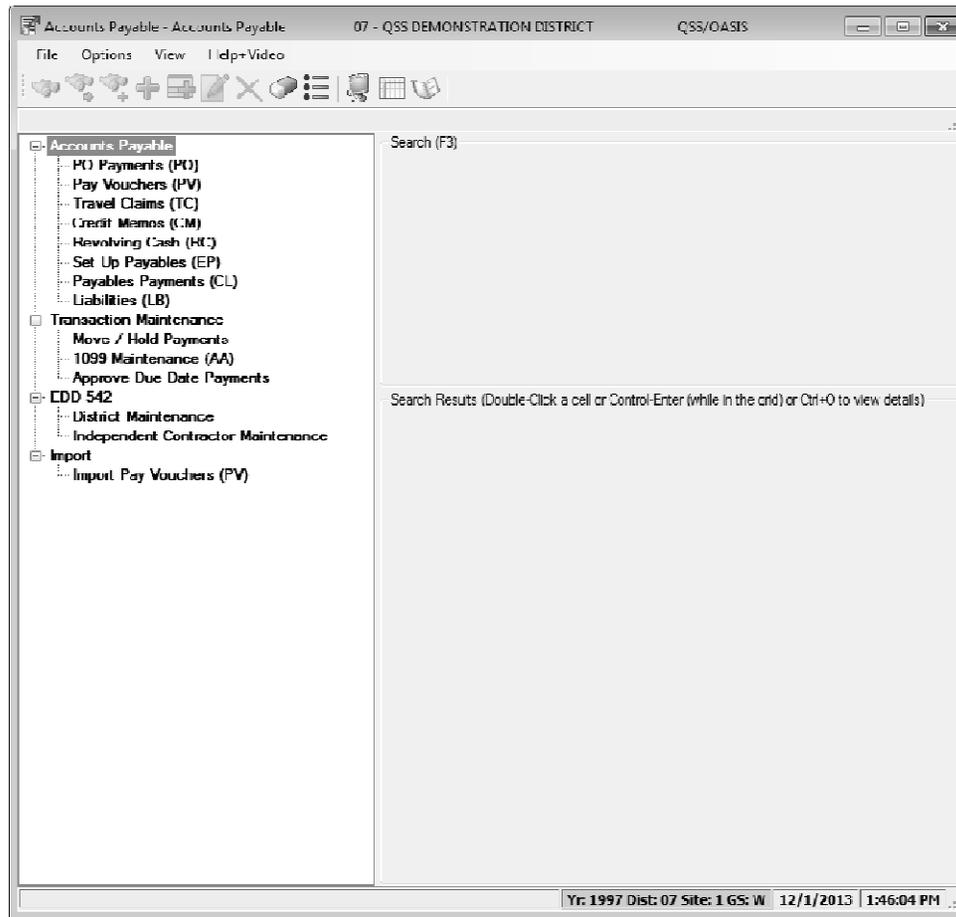
Task 12-T (Tech)

Including Car Travel Claims

- 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

File Options

TC #: "AUTO" Invoice: 06/30/1997

Description:

Batch number: Payment Due: // Warrant No:

Vendor No./Address No. /

Vendor name/address

Remit name/address

Mileage Pymt for W-2:

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

Task 15-T (Tech)

Print W2 Prelist with Combined Information

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

Task 16-PR

Edit W2 Information (W2ED13)

- Adjust W2 amounts using W2ED13

W2 Edit Program (W2ED13)

W2 Data - dr (W2ED13) 07 - QSS DEMONSTRATION DISTRICT QSS/CASIS

File Options

BUMSTEAD, DAGWOOD 001476 XXX-XX-1111 Term: 12/31/2000 Employee has no W2 data Inspect

Master City Taxes

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

111111111 District: 07 GSS UNIFIED SCHCOL DISTRICT

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 Employee DC

Additions

14. CAR Allowance Fringe/Other 12. GLI

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

E/C: Dep Care: State SDI: State SUI:

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

M/Unc QA: W/Unc MD: W/ER HSA: R/ER MSA:

12. Code Employee Employer Code Employee Employer DD/ER-F-C:

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

() () () () () () U/SEBER:

I/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: YYY Yr: 2013 Dist: 07 Site: 1 GS: W 12/1/2013 1:54:04 PM

W2ED13

F3 – Open Advanced Search

W2 Data Edit (W2ED13) 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

BUNSTEAD, DAGWOOD 001478 XXX-XX-1111 Term: 12/31/2000 Employee has no W2 data Inspect

Master City Taxes

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

111-111111 District: 07 QSS UNIFIED SCHOOL DISTRICT

Include Terminated Show SSN

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

State Gross Subtractions Additions 15. State Tax GR 1/. State Tax

Subtractions

Ret.TS #1 Ret.TS #2 Ret.TS #3 Section 125 Other: NTX Employee DC

Additions

14 CAR Allowance Fringe/Benefits 12 GLI

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

EIC: Dep Care: State SDI: State SUI:

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

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

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

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

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

T/AdjBe:

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

R/P: SSN Flag: CP-OL: Stat: Use Suffix: XPrt: Source: Changed:

Name: PC: RS: I1: I2: SC:

Addr: City: State: Zip:

License: YYY Ver: 2013 Dist: 07 Site: 1 GS: W 12/1/2013 1:54:04 PM

Employee Search Window

Search for Employees 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Search

Search Panel

By SSN By Ext Ref By Name District: 07 Include Terminated

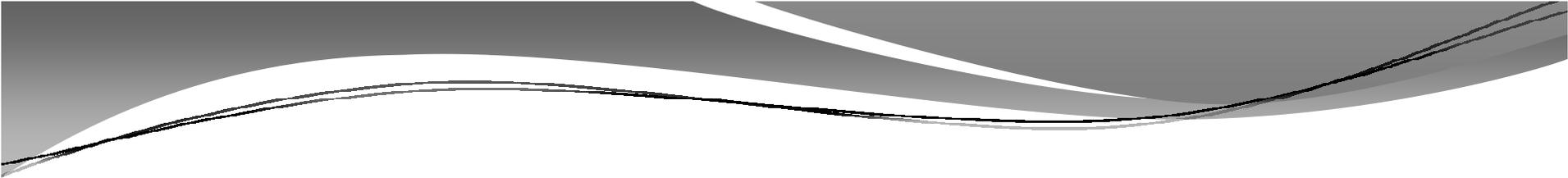
Selected Employee/List

SSN: Ext Ref #:

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

Name	ID	G	Ty	Site	BU	RC	LG	Terminated
------	----	---	----	------	----	----	----	------------

Ver: 2013 Dist: 07 Site: 1 GS: W 12/1/2013 1:54:04 PM



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 (W2ED13) 07 - QSS DEMONSTRATION DISTRICT QSS/O/SIS

File Options

BUHSTED, DAGWOOD 001478 XXX-XX-1111 Term: 12/31/2000 Employee has no W2 data Inspect

Master City Taxes

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

111111111 District: 07 QSS UNIFIED SCHOOL DISTRICT

Include Terminated

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

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

Subtractions

Hot IS #1	Hot IS #2	Hot IS #3	Section 12b	Other VIX	Employee UC

Additions

14 CAR Allowance	Fringe/Other	12. Code

OASDI Gr: C/ASDI Pd: MEDI Gr: MEDI Pd:

EIC: Dep Care: State SDI: State SUI:

457 NQP: Other NQP: J/Sick Pay: FVEMC:

M/Un-OA: N/Un-MD: W/ER HSA: F/ER MSA:

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

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

() () () () () () I/S-HH:

T/AdvSc:

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

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

Name: PC: RS: I1: I2: SC:

Addr: City: State: Zip:

Usersec: YYY Yr: 2013 Dist: 07 Site: 1 GS: W 12/1/2013 2:24:58 PM

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 program.

Source: Changed:

Changed

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

W2ED13 and Xpri Box

XPrt

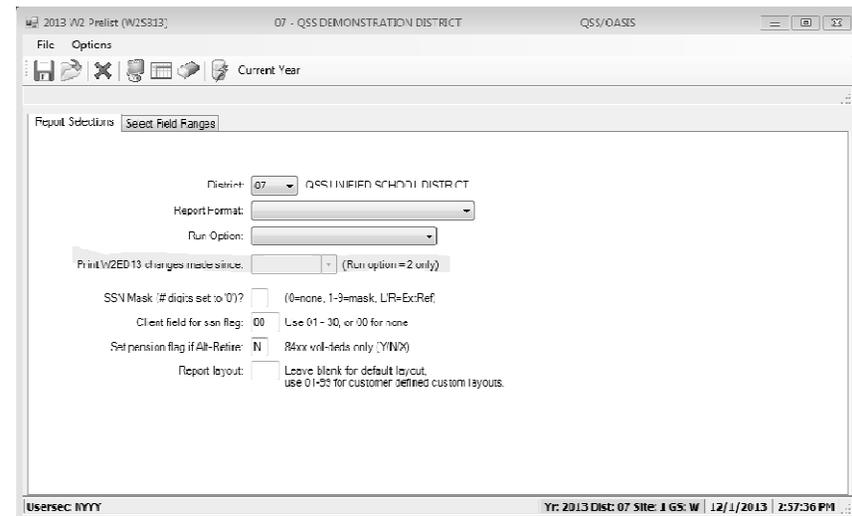
FOR SITES USING EMPLOYEE SELF SERVICE (ESS)
AND THE PDF INTERFACE ONLY. Type a Y to suppress
creating a printed W2 form for an employee.

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)



Task 18-T (Tech)

Ready to Print W2 Forms

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



Task-18T W2s Converted to PDF

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

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

2013 W2 Sample

22222		Void <input type="checkbox"/>	a Employee's social security number		For Official Use Only ▶ OMB No. 1545-0008	
b Employer identification number (EIN)			1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code			3 Social security wages		4 Social security tax withheld	
			5 Medicare wages and tips		6 Medicare tax withheld	
			7 Social security tips		8 Allocated tips	
d Control number			9		10 Dependent care benefits	
e Employee's first name and initial		Last name		Suff.	11 Nonqualified plans	
f Employee's address and ZIP code			12a See instructions for box 12		12b	
			13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>		12c	
			14 Other		12d	
15 State	Employer's state ID number		16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax
						20 Locality name

Form **W-2** Wage and Tax Statement

2013

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

Interval Between W2 Distribution and Creation of W2 File for SSA



Task 19-T (Tech)

Create Electronic Transmittal File for SSA

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

Task 20-T (Tech)

Create Transmittal Totals Report

- Execute Y13W2TFTOTAL.

```

99 QSS Test District          W2 TRANSMITTAL TOTALS REPORT FOR 2013          S52  WSTR13  E.13.00 12/11/13 PAGE 1
SAMPLE
-----
RA (SUBMITTER RECORD)  EIN: 999999993  USER ID: 13345578  Resubmit Flag: 0/  Software Code: 99/Off-The-Shelf  ES: 1
                               Preparer Code: I/SELF-PREPARED

EFW2 CONTACT NAME/ADDRESS          SUBMITTER NAME/ADDRESS
-----
QUINTESSENTIAL SCHOOL SYSTEMS     QUINTESSENTIAL SCHOOL SYSTEMS
2121 S. EL CAMINO REAL             2121 S. EL CAMINO REAL
SUITE D200                          SUITE E200
SAN MATEO CA 94403                 SAN MATEO CA 94403

CONTACT NAME: OLIVER TWEED         PHONE: (650)375 6230  EXT: 600  FAX: 6503753306
EMAIL: OLIV@QSS.COM                PREFERRED CONTACT METHOD: 1 BY EMAIL/INTERNET
-----
RE (EMPLOYER RECORD)  EIN: 999999999  YR: 2086 TYPE: R  NAME: TOWNTOWN SCHOOL DISTRICT  ES: 2
                               1001 MAIN STREET
                               TOWNTOWN CA 99999-1234

RT (RW TOTAL RECORD)  RT TOTAL COUNT: 750          RW RECORDS READ: 750          ES: 750

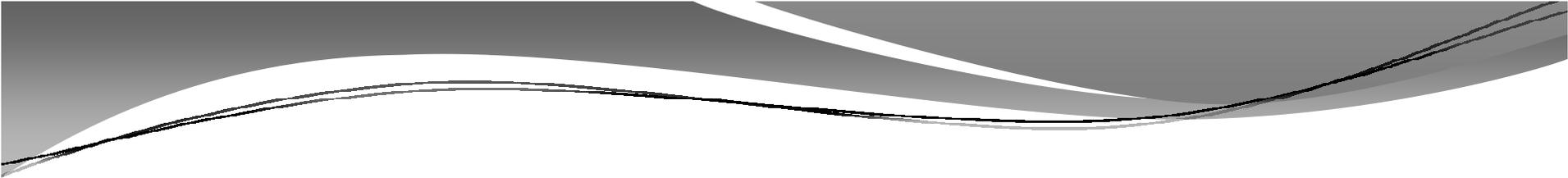
RT Record Value  Accum. RW Total  Difference  Comment
-----
Federal Gross:  15,611,411.69  16,611,411.69  0.00
Federal Tax:    1,834,640.11  1,834,640.11  0.00
Social Security Gross:  1,438,375.96  4,438,375.96  0.00

```

Task 21-T Saving History Files

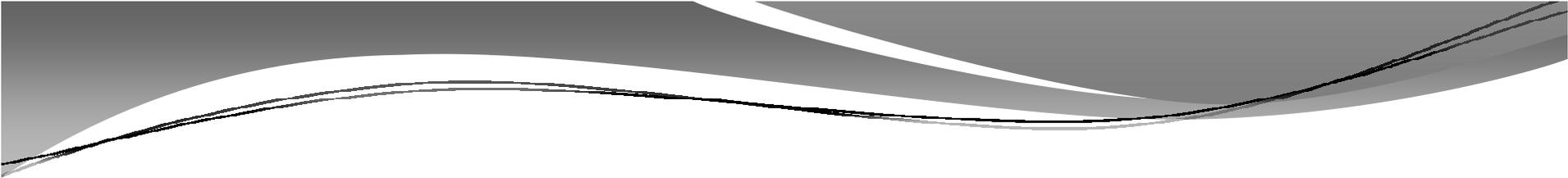
- Execute Y13W2SAVE.

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 W2 file is already extracted, the employee will retain the bad SSN.

Another Version H and Version L Comparison in the Manual

Control File

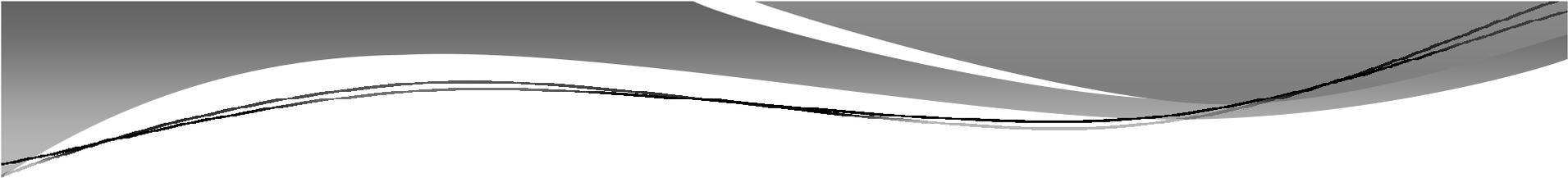
- ◆ For Version H, the control file for Generate Adjustments for Non-Paid Benefits (W2HN13) resides in the user logon account, which is QSSUSER at a typical site. **QSS** suggests saving the file in the DATA group. Use Editor, Qedit, or your favorite text editor to create the file. The control file is 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 December 3, 2013 10am - 12noon	W2 for Tax Year 2013 Download flyer/registration Download flyer	Webinar Give Feedback	Lois Milstead Duane Percox	\$250.00	Happening on Dec. 3
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Time for “Live” QA with Duane

- You will need to enable your Audio Pin