



2012 W2 Training

December 5th, 2012

Presenter: QSS Account Manager, Lois Milstead



W2 Processing Release Overview

- The W2 software updated annually.
- Software for 2012 is designated as TX12.



Changes for 2012 W2 Tax Year Reporting

General Overview

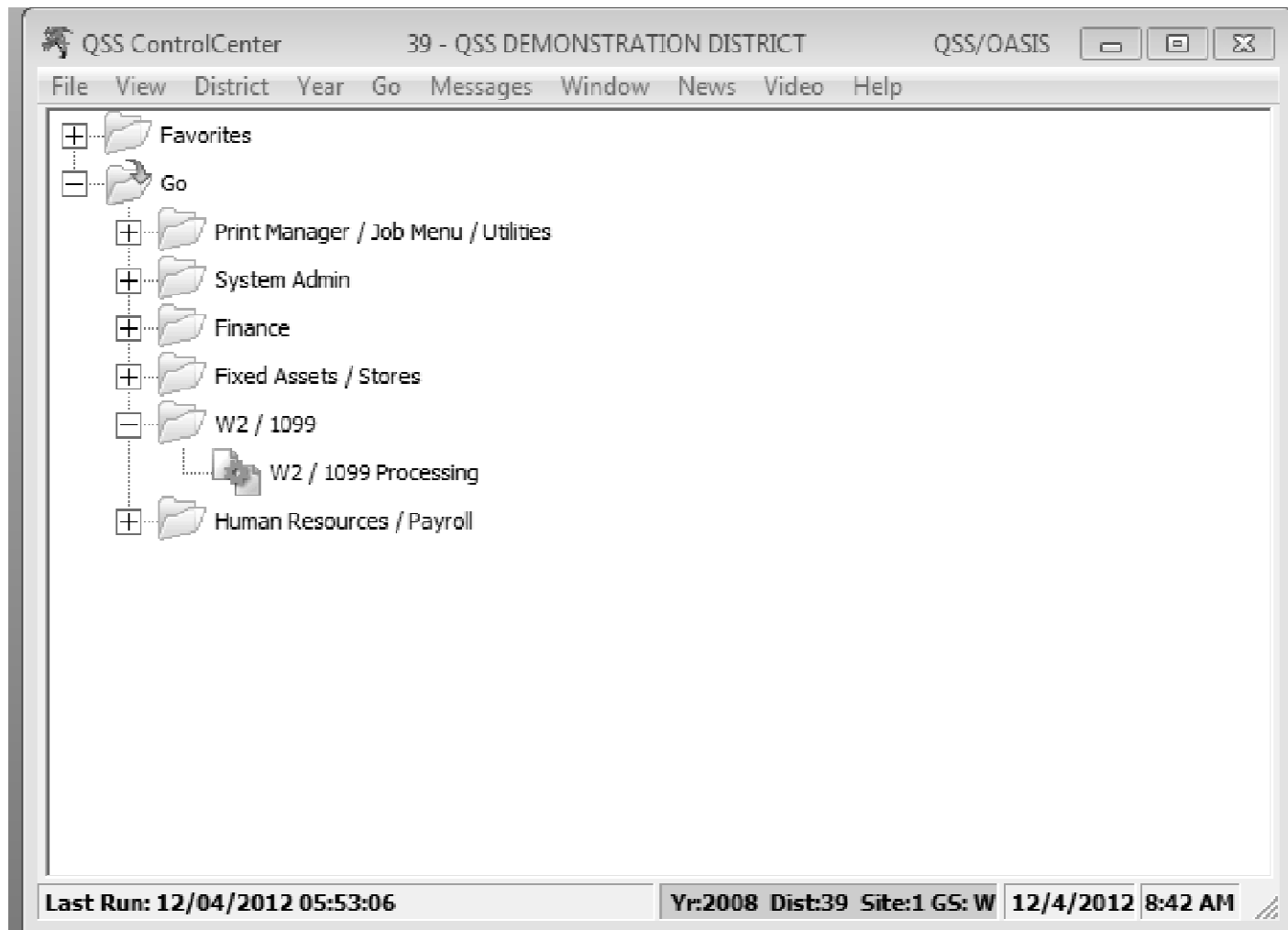
- Employee Social Security Tax Withholding Rate changes from 4.2% to 6.2% effective March 1st, 2012.
- Cost of Employer-sponsored Health Coverage required changes in 2012 reporting. These changes will impact 2012 W2 processing.



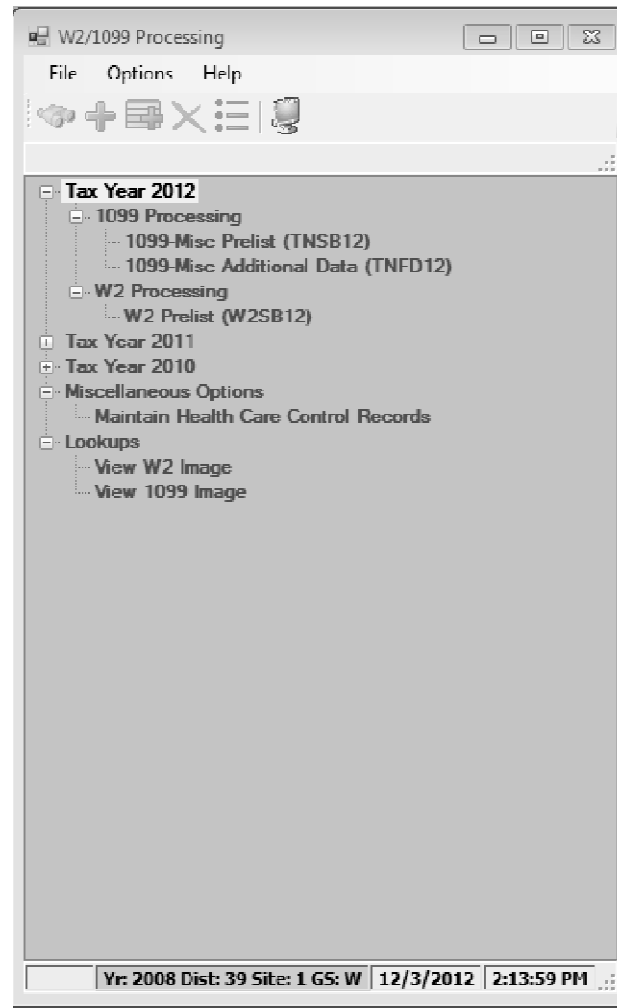
How W2 Processing Works

- W2 information comes from two sources: Payroll records in PERPAY (personnel and payroll) d/b and Travel Claims in 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



2012 W2 Processing Menu



2012 W2 Task List (Part 1)

TASK	WHAT	WHEN	HOW
1-T	Install current year's W2 programs; add to user menus	Dec. - Jan.	
2-PR	Set up or review program options and state ID number mask	Dec. - Jan.	W2PO12 menu program or Y12W2PROGOPT UDC and W2HCVD menu 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.	RUN PAY790.IPPSCH.IPACT
5-PR	Get PIN/Password from Social Security Administration	January	1-800-772-6270 or www.socialsecurity.gov/bs0/bsowelcome.htm
6-PR	Print preliminary prelist; check for accuracy	January	W2RP12 menu program
7-PR	Print report of W2 records from Pay History for comparison purposes	January	PAY830 menu program
8-PR	Include employees lacking pay history records	January	PHUPDT menu program

2012 W2 Task List (Part 2)

TASK	WHAT	WHEN	HOW
9-PR	Make Pay History adjustments using Enter Payroll History	January	PHUPDT menu program
PR	<i>Repeat reports until accuracy is obtained (Tasks 6-PR through 9-PR)</i>	January	
10-T	Produce Extract file from W2 records from Pay History	January	Y12W2EXTRACT UDC
11-T	Print prelist report of W2 records from Pay History	January	Y12W2REPORT UDC
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	
12-T	OPTIONAL—Include travel claims if processed through Accounts Payable	January	Y12W2TCEXT and Y12W2ICRPI UDC's
13-AP	Adjust Travel Claims (optional)	January	
14-T	Merge pay history records and travel claims	January	Y12W2FNLMRG UDC
15-T	Print prelist report of W2 records including Pay History and travel claims	January	Y12W2REPORT UDC
PR	<i>Check report for accuracy</i>	January	
16-PR	Edit W2 records with Edit program	January	W2ED12 menu program
17-T	Print prelist report of W2 records including Pay History and travel claims	January	Y12W2REPORT UDC
PR	<i>Check report for accuracy</i>	January	
18 T	Print and distribute W2 forms	By 1/31	Y12W2PRINT UDC
T	OPTIONAL—Print and distribute W2 laser forms	By 1/31	Y12W2LASER UDC
	<i>Allow interval before creating electronic transmittal file</i>		
19-I	Make W2 electronic transmittal file	By 3/31	Y12W2EFILE UDC
20-T	Create transmittal totals report	By 3/31	Y12W2TFTOTALS UDC
21-T	Save history files		Y12W2SAVE UDC

W2 Processing Task Flowchart

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

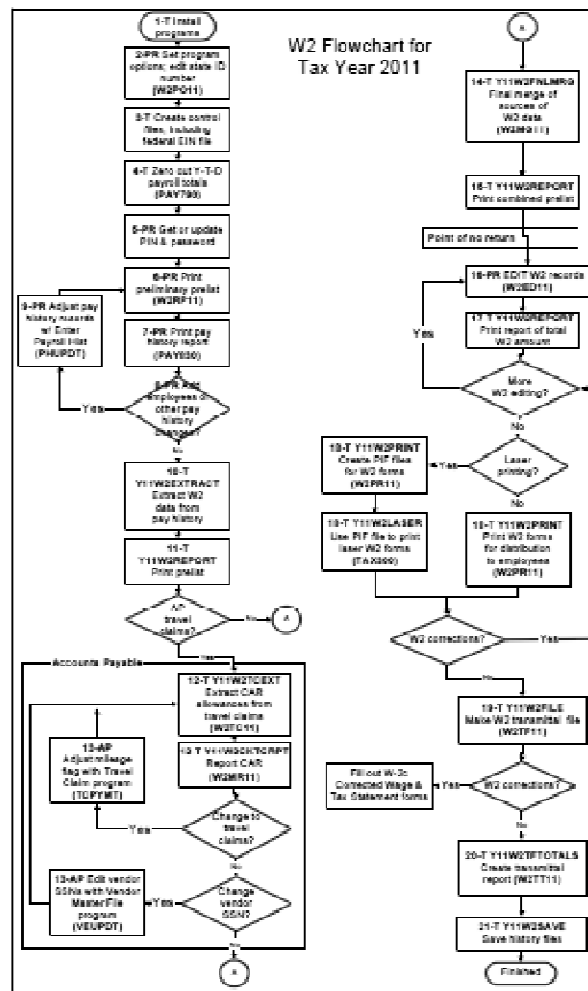


Figure 4.1: Flowchart of W2 Tools


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.




W2 Processing 2012 Mileage Payments

- 2012 rate is \$.555 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 needed to be processed on a payroll dated 12/31/12 or earlier.



W2 Processing

Voluntary Deduction 8999

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



W2 Processing Cell Phones

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

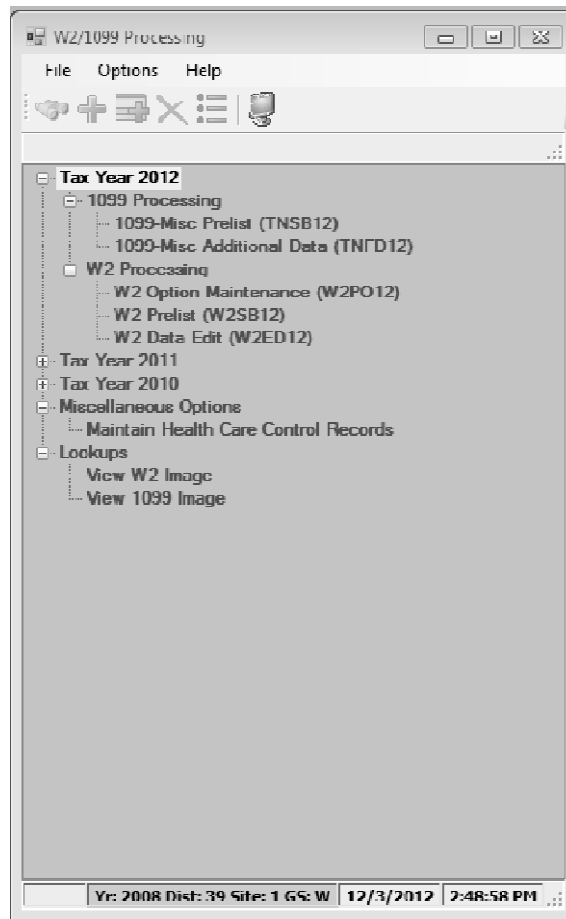


W2 Processing

Default Deferred Compensation

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


W2 Processing W212DC and W212DX Program Options





W2 Print Sort Options

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 Pay History Records

- W2's will not print on employee unless Pay History records exist even if Travel Claim records exist.



W2 Processing Submitting to IRS

- Send Copy A of W2 forms (Wage and Tax Statement) to the SSA (Social Security Administration) by March 31st, 2013.



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.

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

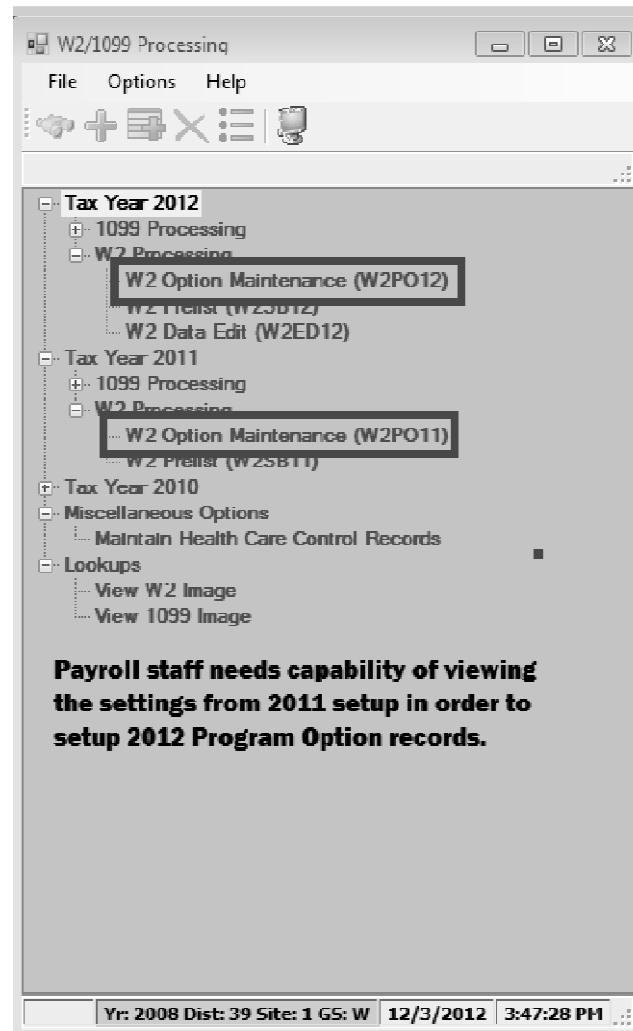
Task 1-T (Tech)

Install W2/1099 Release

- Step 1—Obtain User Manuals from the QSS Web Site
- Step 2—Distribute Materials
- Step 3—Download the TX11 Installation File from QSS Web Site
- Step 4—Transfer and Restore Installation File to Your HP e3000
- Step 5—Build New Release and Archive Groups
- Step 6—Restore Files
- Step 7—Archive Current Versions of Released Files
- Step 8—Integrate Release Files into Standard Groups
- Step 9—Move Updated Files into Production
- Step 10—Copy Process Control and Printer Environment Files
- Step 11—Move W2 Transmittal File Program into Production
- Step 12—Copy Last Year's Control Files
- Step 13—Modify UDCMENU
- Step 14—Integrate W2 and 1099 UDCs
- Step 15—Store Archive Files to Tape

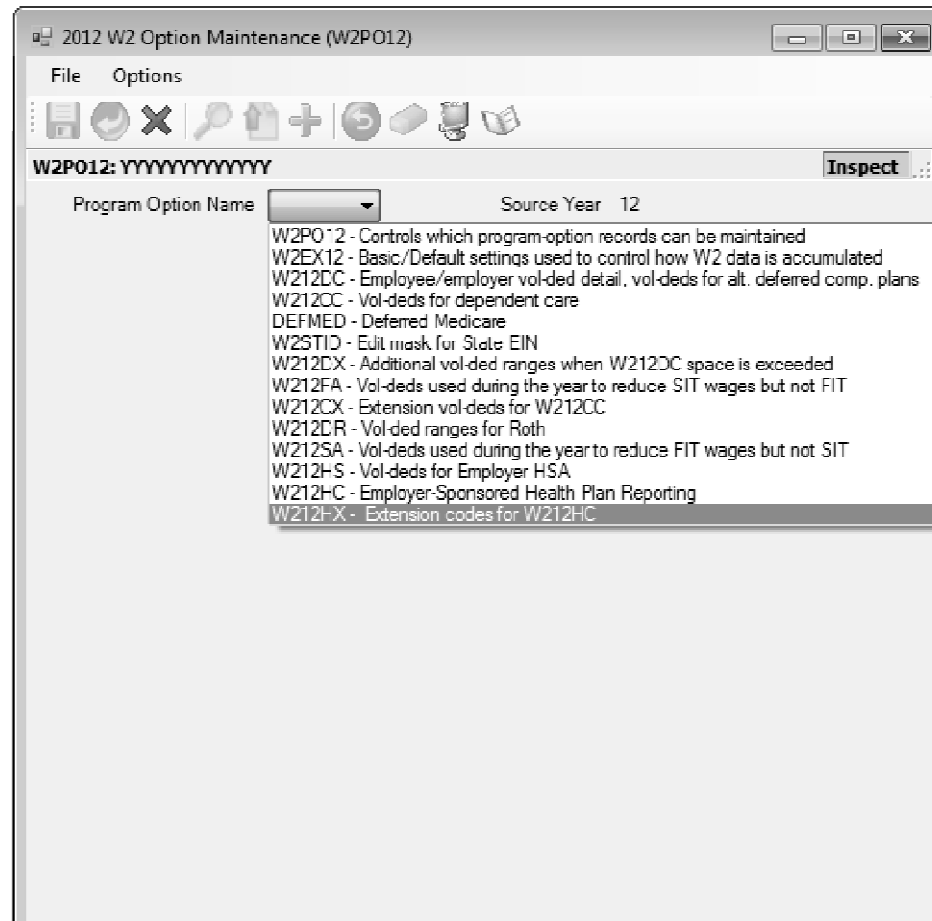
Task 2-PR

Maintain W2 Program Options (W2PO12)



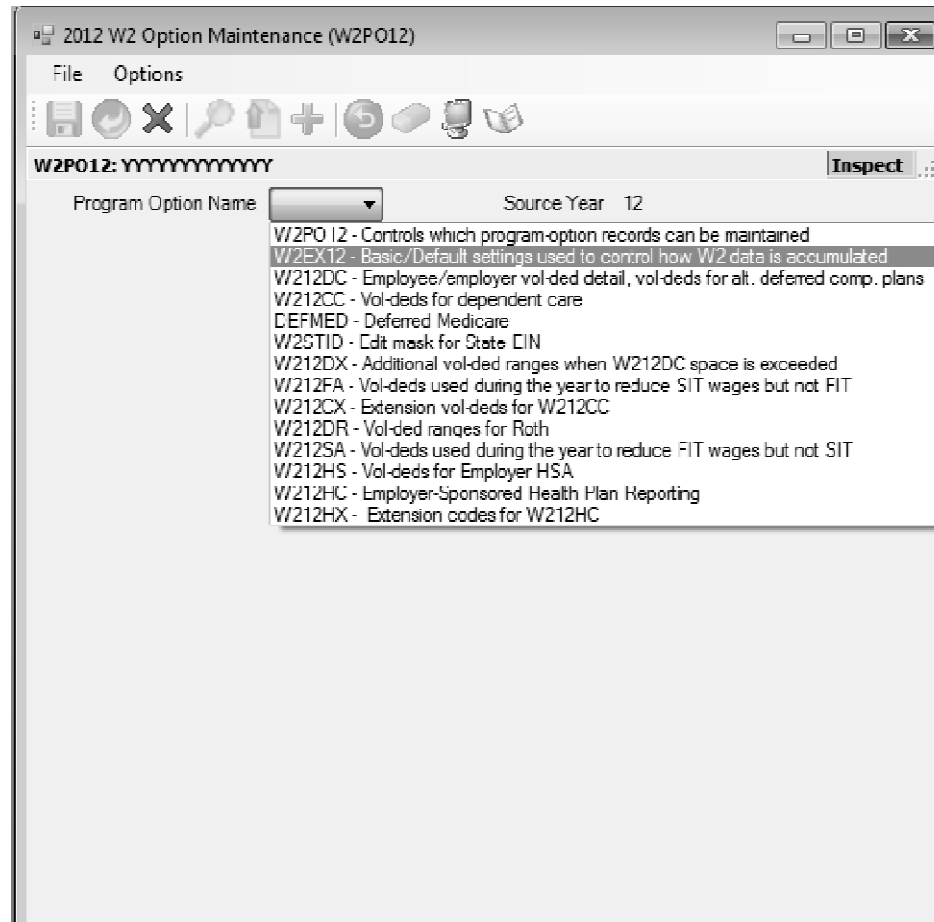
W2 Option Maintenance (W2PO12)

W2 Program Option Maintenance



W2 Option Maintenance (W2PO12)

Control Window Access



W2 Option Maintenance(W2STID)

State EIN Edit Mask

2012 W2 Option Maintenance (W2P012)

File Options

W2STID: XXX-XXXX-X Inspect

Program Option Name Source Year 12

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. 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. 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: YYY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 4:08:10 PM

W2 Option Maintenance (W2EX12)

Configure W2 Extract Program

2012 W2 Option Maintenance (W2PO12)

File Options

W2EX12: NN0NYYYY00YTWEX0000YYNN 075017599060708091030 Inspect

Program Option Name W2EX12 Source Year 12

W2EX12 Basic/Default settings used to control how W2 data is accumulated

1. Pay History Category 1 is treated as GLI?	<input type="checkbox"/> N	(Y=Yes/N=No)
2. Pay History Category 2 is treated as Dependent Care?	<input type="checkbox"/> N	(Y=Yes/N=No)
3. Pay History Category to use for 3rd Party S... (0=none)?	<input type="text" value="0"/>	(0, 3 - 5)
4. Should imputed gross amounts be treated as GLI?	<input type="checkbox"/> N	(Y=Yes/N=No)
5. Back 'C/R' amounts out of W2 Gross?	<input type="checkbox"/> Y	(Y=Yes/N=No)
6. Print SIRS/PERS pickup amounts in Box 14?	<input checked="" type="checkbox"/> Y	(Y=Yes/N=No)
7. Print Alternate Retirement amounts in Box 14?	<input type="checkbox"/> 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="checkbox"/> Y	(Y / N / X)
10. Do you have a New York Fringe Benefit warrant number?	<input type="checkbox"/> N	(Y=Yes/N=No)
11. Default code for reporting TSA amounts in Box 12?	<input type="text" value="E"/>	(D/E/F/G/H/S)
12. Extract only districts defined in CTWZTP12 control file?	<input type="checkbox"/> X	(Y / N / X)
13. Alternate GLI VD-NO: <input type="text" value="C000"/> Back GLI amts out of W2 Gross?	<input type="checkbox"/> Y	(Y=Yes/N=No)
14. Set pension flag for TSA > 0? <input checked="" type="checkbox"/> Y For any Ret-CTD > 0?	<input type="checkbox"/> Y	(Y=Yes/N=No)
15. Report employee gross in multiple states?	<input type="checkbox"/> N	(Y=Yes/N=No)
16. Default state code (when #15=Y and code in history=00)?	<input type="text" value=""/>	
17. Pay History Category to use for Employer DC (0=none)?	<input type="text" value="0"/>	(0, 3 - 5)
18. Additional alt-ret VD range?	<input type="text" value="7501"/> - <input type="text" value="7599"/>	
19. Set Ret. flag for ret-system 5 when pay-code is <input type="text" value="06"/> <input type="text" value="07"/> <input type="text" value="08"/> <input type="text" value="09"/> <input type="text" value="10"/>	x-W2prt: <input type="text" value="30"/>	(00 - None)

Usersec: YYY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 4:15:36 PM

W2 Option Maintenance (W212DC)

Deferred Compensation Individual Voluntary Deductions

2012 W2 Option Maintenance (W2PO12)

File Options

W212DC: YYYY

Program Option Name: W212DC Source Year: 12

W212DC: 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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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: YYY Yr: 2008 DisL: 39 Site: 1 GS: W 12/3/2012 4:17:16 PM

~~W2 Option Maintenance (W212DX)~~ Deferred Compensation Voluntary Deduction Ranges

2012 W2 Option Maintenance (W2PO12)

File Options

W212DX: D91009111 Inspect

Program Option Name: W212DX Source Year: 12

W212DX Additional vol-ded ranges when W212DC space is exceeded

Alternate Deferred Compensation Plans Extension (Requires W212DC)

Plan Code	Vol-Ded Code Range
D	9100 - 9111

Note:
This option record is used to extend the W212DC record if you have more vol-ded codes than can be setup on the W212DC screen.
This option record allows for up to 5 ranges of vol-ded codes to be associated with an alternate plan code.

Usersec: YVY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 4:19:02 PM

W2 Option Maintenance (W212DR) 403b/401k/457b Roth Contributions (Box 12)

2012 W2 Option Maintenance (W2P012)

File Options

W212DR: 300010002 Inspect

Program Option Name: W212DR Source Year: 12

W212DR Vol-ded Ranges for Roth (post-tax) contrib to 401k/403b/457b plans

Roth (after-tax) Compensation Plans

Plan Code	Vol-Ded Code Range
3	0001 - 0002

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 5000 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, and plan code '3' equates to EE.

Usersec: YYY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 4:21:06 PM

~~W2 Option Maintenance (W212CC)~~

Dependent Care Sec125 Voluntary Deductions (Individual)

2012 W2 Option Maintenance (W2PO12)

File Options

W212CC: YY

Program Option Name: W212CC Source Year: 12

W212CC 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"/>	<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 dependent care amounts from warrant history.

Usersec: YYY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 4:22:03 PM

~~W2 Option Maintenance (W212CX)~~ Dependent Care Sec125 Voluntary Deductions (Individual)

2012 W2 Option Maintenance (W2P012)

File Options

W212CX: Source Year 12

W212CX Extension vol-deds for W212CC

Dependent Care Vol-Ded Codes

Vol-Ded Code	Vol-Ded Code
<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 dependent care amounts from warrant history.

Usersec: YYY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 4:30:33 PM

W2 Option Maintenance (W212FA)

Voluntary Deduction Ranges

Add Back FIT

2012 W2 Option Maintenance (W2P012)

File Options

W212FA: 0100050005790803 Inspect

Program Option Name Source Year 12

W212FA 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="0100"/>	- <input type="text" value="0500"/>
<input type="text" value="0579"/>	- <input type="text" value="0803"/>
<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: YYY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 4:31:37 PM

W2 Option Maintenance (W212SA)

Voluntary Deduction Ranges

Add Back SIT

2012 W2 Option Maintenance (W2PO12)

File Options

W212SA: Inspect

Program Option Name: W212SA Source Year: 12

W212SA Similar to W212FA, but for vol-deds that reduced FIT but NOT SIT

SIT Subjectivity Add Back Definition

Vol-Ded Code Range	
<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 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.

User: scc: YYY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 4:34:32 PM

W2 Option Maintenance (W212HS)

Add Employer HSA Voluntary Deduction Codes

2012 W2 Option Maintenance (W2PO12)

File Options

W212HS: 00010003 Inspect

Program Option Name W212HS Source Year 12

W212HS Defines which vol deda are used for Employer HSA/ Employer Contributions to HSA Definition

Vol-Ded Code Range	
0001	0003

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: YYY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 4:36:49 PM

W2 Program Option (W212HC) Employer-Sponsored Health Plan Reporting

2012 W2 Option Maintenance (W2PO12)

File Options

W212HC: MEC00020004C00060008C00100012C00140016C00180022 **Inspect**

Program Option Name: W212HC Source Year: 12

W212HC 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):
M = Use by-DI settings if entered AND global rules (merge)

Global Rules

How to treat EE/ER:
E - employee\$

Option	Vol-Ded Code Range	Option values
C	0002 - 0004	C - vol-ded class V = vol-ded number
C	0006 - 0008	
C	0010 - 0012	
C	0014 - 0016	
C	0018 - 0022	

Usersec: VVY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 4:37:56 PM

W2 Program Option (W212HX) Extension Employer-Sponsored Health Plan Reporting

2012 W2 Option Maintenance (W2PO12)

File Options

W212HX: V17001725 Inspect

Program Option Name W212HX Source Year 12

W212HX Extension codes for W212HC

Cost of Employer-Sponsored Health Coverage (Box 12, code=DD) Extension
(Requires W212HC)

Global Rules

Option	Vol-Ded Code Range	Option values
V	1700 - 1725	C = vol-ded class V = vol-ded number

Usersec: YYY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 4:38:45 PM

Task 3-T

Set Up Control Files

- CTW2TP12.W2109912.<your_account> – contains Federal EIN for each district
- CTSUFFIX.W2109912.<your_account> – Custom list of suffix names.
- CTW2RA12.W2109912.<your_account> – Submitter Address for W2 transmittal file
- CTW2RP12.W2109912.<your_account> – Defines custom report layouts for W2 Prelist (W2RP12).

Task 4-T (Tech)

Zero Out YTD Pay Stub Totals for
Payroll



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/bsa/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" label. 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: [Dropdown menu 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

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 interface includes several input fields and checkboxes:

- District: 39 (The Train USD)
- Report Format: (empty dropdown)
- Run Option: (empty dropdown)
- Print W2ED12 changes made since: (dropdown menu with options: "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, there is a status bar with the following information: "Usersec: YYYY", "Yr: 2008 Dist: 39 Site: 1 GS: W", "12/3/2012", and "5:23:30 PM".

W2 Prelist

Print W2ED12 Changes (only)

2012 W2 Prelist (W2SB12) 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Current Year

Report Selections Select Field Ranges

District 39 The Train USD

Report Format

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 01-99 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

The screenshot shows the main window of the W2 Prelist software. The window title bar includes the application name '2012 W2 Prelist (W2SB12)', the district '39 - QSS DEMONSTRATION DISTRICT', and the user 'QSS/OASIS'. The menu bar contains 'File' and 'Options'. The toolbar includes 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 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 shows: 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 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	
<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

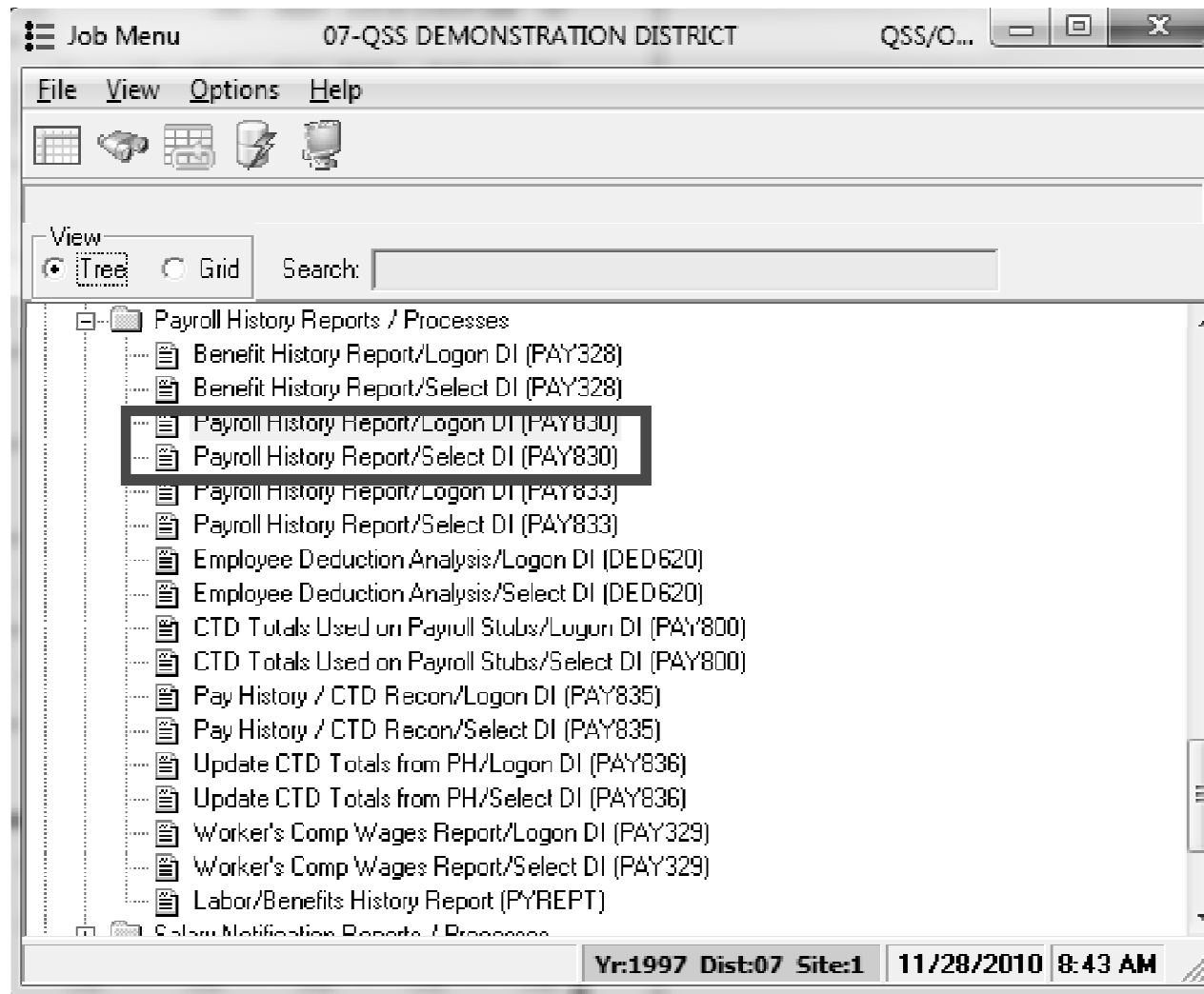
Field	Definition
AA	Roth 401k
AB	Adopt. Ben
BB	Roth 403b
CH	Childcare
CR	CAR Allow
DC	Def. Comp
DE	DE-DC/403b
EE	Roth 457b
EI	EIC
ER	ER-DC/403b
EX	Sub. EE Exp
FA	FIT/Addback
FG	Fed Gross
FO	Fringe/Other

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

Pay History (PAY830) DI/SSN Select Window

Request Pay History Report - Logon District (PAY830)

File Options

Report Selections Select Employees

District/SSN

06	---	06	---	06	---	06	---	06	---
06	--	06	--	06	--	06	--	06	--

Task 8 PR

Include Employees Without a Pay History Record (PHUPDT)

frmPH

File Options Window

+ Add + Add From Refresh Save Save and Close Close

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

Reverse Amounts **PHUPDT usersec must be setup for add/change security. See MTUS manual for security parameters.**

Date pd 12/31/2011 Per. end 12/31/2011 Eff-Y 11 Qt 04 PLoc: 0000 APD 00 Tax calc type R
Warrant: 99111111 Pay code 02 Ret-sys 02 SC 00 CC: 00 Status A Tax annualization factor 00

Exempt	0.00	+	Regular	100.00	+	Federal	0.00	+	Ceta	0.00
- Gross	0.00	-	NTX	0.00	-	TSA	0.00	+	Fed/IG:	0.00
		-	STRS-TS:	0.00	-	PERS-TS:	0.00	=	Fed Tax Gross	0.00
					+	State/IG:	0.00	=	State Tax Gross	0.00
OASDI Gross	0.00		MEDI Gross	0.00		SDI Gross	0.00			
- Federal Tax	0.00	+	Advance EIC	0.00	-	OASDI	0.00	-	Survive Ben	0.00
- State Tax	0.00	-	County Tax	0.00	-	STRS:	0.00	-	Misc Deducts	0.00
- PERS	0.00	-	Medicare	0.00	-	SDI	0.00	=	Net Pay	0.00

Voluntary Deductions

CAR allowance	0.00	Emplr pd STRS:	0.00
Deferred Comp	0.00	Emplr pd PERS:	0.00

Calc Net Pay 0.00

Task 9-PR

Adding 2011 Pay History Setup PHUPDT USERSEC

Payroll History 07 - QSS UNIFIED SCHOOL DISTRICT QSS/OASIS

File Options Window

+ Add + Add From Refresh Save Save and Close Close

BUMSTEAD, DAGWOOD ****_**_***** Warrant: 11223311 1/1/1997 AddMode

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

Reverse Amounts

I used ADD From Warrant Option and reversed all check amounts.

Date pd 12/31/2010 Per end 12/31/2010 Fff-Y 10 Qt 01 Pl no: 0000 APD 00 Tax calc type A

Warrant: 00000000 Pay code 02 Ret-sys 02 SC 05 CC: 00 Status A Tax annualization factor 00

Exempt	0.00	+	Regular	-12.22	+	Federal	0.00	+	Ceta	0.00	=	Gross	-12.22	
-	NTX	0.00	-	TSA	0.00	+	IMP	0.00	-	STRS-TS:	0.00	-	PERS-TS:	0.00
Tax Gross	-12.22		OASDI Gross	-12.22		MEDI Gross	-12.22		SDI Gross	0.00				

-	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	-	STRS:	0.00	-	Misc Deducts	-105.00			
-	PERS	0.00	-	Medicare	0.00	-	SDI	0.00	=	Net Pay	92.78		Calc Net Pay	92.78

CAR allowance	0.00	Emplr pd STRS:	0.00
Deferred Comp	0.00	Emplr pd PERS:	0.00
Cat-1:	0.00	Emplr pd MEDI	0.00
Cat-2:	0.00	Emplr pd FICA	0.00
Cat-3:	0.00	REIL-1:	0.00


Voluntary Deductions

Code	Description	Employee Amount

Task 10-T (Tech)

Extract W2 Data Y12W2EXTRACT

- Execute Y12W2EXTRACT.
- Payroll history, deduction history and payroll adjustments records are extracted for each 2012 payroll check.



Task 11-T (Tech)

Report of W2 Records from Pay History

- Execute Y12W2REPORT.
- Travel Claims are not included in W2 Prelist at this point.



Task 12-T (Tech)

Including Car Travel Claims

- Execute Y12W2TCEXT and Y12W2CKTCRPT
- 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	-	-	-	-	-	-	-	-						

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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
Address:
City: State: Zip:
Phone: () Fax: ()
Contact:

Remit Name:
Remit Address:
City: State: Zip:

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. !! We are No. !!
Category:
Type: Revolving Cash Object: Terms: 06.65 Shipping %:



Task 14-T (Tech)

Merge All Sources of W2 Information

- Execute Y12W2FNLMRG to create combined file even if there are no Car travel claims to process.
- Use caution when re-running Y12W2FNLMRG.

Task 15-T (Tech)

Print W2 Prelist with Combined Information

- Execute Y12W2REPORT.
- W2 Prelist will contain combined W2 information.
- **Pass the Point of No Return Considerations.**



Task 16-PR

Edit W2 Information (W2ED12)

- Adjust W2 amounts using W2ED12

W2 Edit Program (W2ED12)

W2 Data Edit (W2ED12) 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Inspect

Master City Taxes

Quick Hint: Enter a Last Name, SSN, or Ext.Het, and press enter. F3 opens advanced search.

District: 39 The Train USD
 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 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 //Sick Pay: PIFMF:
 M/Un: OA: N/Un: MD: W/ER HSA: P/ER MSA:

17 Code Employee Employer Code Employee Employer DD/FR-HC:
 () ()
 () () L/SEBER:
 AA/Roth 401k: BB/Roth 403b: EE/Roth 457b:

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

Name: PC: RS: L1: L2: SC:
 Addr: City: State: Zip:

Usersec: YYY Yr: 2008 Dist: 39 Site: 1 GS: W 12/3/2012 5:46:36 PM


W2 Edit Program (W2ED12)

Advanced Search Feature

The screenshot displays the W2 Data Edit (W2ED12) application window. The title bar shows "W2 Data Edit (W2ED12)", "39 - QSS DEMONSTRATION DISTRICT", and "QSS/OASIS". The menu bar includes "File" and "Options". The toolbar contains various icons for file operations and navigation. The main window has a tabbed interface with "Master" and "City Taxes" tabs. The "City Taxes" tab is active, showing a search form with a text input field, a "District" dropdown menu set to "39", and a "The Train USD" label. A tooltip box is positioned over the search input field, containing the text "Quick Find. Enter a Last Name, SSN, or Ex. Ref., and press Enter. F3 opens advanced search." Below the search form, there are several sections for data entry: "Include Terminated" (checked), "Show SSN" button, "Fed Gross" and "State Gross" calculation rows, "Subtractions" (Ret TS #1-3, Section 125, Other NTX, Employee DC), "Additions" (14 CAR Allowance, Frings/Other, 12. GLI), and various insurance and benefit fields (CASDI Gr, OASDI Pd, MEDI Gr, MEDI Pd, EIC, Dep Care, State SDI, State SUI, 457 NQP, Other NQP, J/Sick Pay, PIEME, M/Uno OA, N/Uno MD, W/ER HSA, R/ER MSA). At the bottom, there are fields for "12. Code", "Employee", "Employer", "Code", "Employee", "Employer", "DD/ER-HC", "L/SEBER", "T/AdoBe", "AA/Roth 401k", "RR/Roth 403h", "FF/Roth 457h", "R-P", "SSN Flag", "3P-SL", "Stat", "Use Suffix", "XPrt", "Source", "Changed", "Name", "PC", "RS", "L1", "L2", "SC", and "Addr".

W2 Edit Program (W2ED12)

Advanced Search Feature



Search for Employees 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Search

Search Panel

By SSN By Ext Ref By Name

001016

District: 39 Include Terminated

Selected Employee/List

BUILDER bob

Ext Ref# : 001016 SSN : XXX XX 1201

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

Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated
BUILDER, bob (HAMMER)	001016	M	FT	0000	00	00	AV	

Enter Search parameter, perform search and return search entry.

W2 Edit Program (W2ED12)

Returned Search Entry

W2 Data Edit (W2ED12) 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

BUILDER, bob 001016 XXX-XX-1201 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.

District: 39 The Train USD

Include Terminated

Fed Gross	Subtractions	Additions	FIT/Not SIT	=	1. Fed Tax GR	2. Fed Tax
<input type="text"/>	- <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	=	<input type="text"/>	<input type="text"/>
State Gross	Subtractions	Additions	SIT/Not FIT	=	16. State Tax GR	17. State Tax
<input type="text"/>	- <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	=	<input type="text"/>	<input type="text"/>

Subtractions

Ret TS #1	Ret TS #2	Ret TS #3	Section 125	Other NTX	Employee DC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additions

14. CAR Allowance	Fringe/Other	12. GU
<input type="text"/>	<input type="text"/>	<input type="text"/>

OASDI Gr:	<input type="text"/>	OASDI Pd:	<input type="text"/>	MEDI Gr:	<input type="text"/>	MEDI Pd:	<input type="text"/>
EIC:	<input type="text"/>	Dep Care:	<input type="text"/>	State SDI:	<input type="text"/>	State SUI:	<input type="text"/>
457 NQP:	<input type="text"/>	Other NQP:	<input type="text"/>	J/Sick Pay:	<input type="text"/>	P/EME:	<input type="text"/>
M/Inc DA:	<input type="text"/>	N/Inc MD:	<input type="text"/>	W/FR HSA:	<input type="text"/>	R/FR MSA:	<input type="text"/>

12. Code	Employee	Employer	Code	Employee	Employer	DD/ER-HC
(<input type="checkbox"/>)	<input type="text"/>	<input type="text"/>	(<input type="checkbox"/>)	<input type="text"/>	<input type="text"/>	L/SEBER:
(<input type="checkbox"/>)	<input type="text"/>	<input type="text"/>	(<input type="checkbox"/>)	<input type="text"/>	<input type="text"/>	T/AdoBe
	AA/Roth 401k:	<input type="text"/>		BB/Roth 403b:	<input type="text"/>	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:

User: YYY Yr: 2008 Dist: 39 Site: 1 GS: W 12/4/2012 2:29:17 PM

W2 Edit (W2ED12)

W2 Data Source

Source (D)

Either an X is displayed, 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.

T/AdoBc:

Changed:

Source:

Changed (D)

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

Task 17-T (Tech)

Final W2 Prelist Report

- Payroll Staff final review, use W2ED12 for any last minute corrections and rerun report.
- Report of W2 Edit Changes (W2RP12)

The screenshot shows a software window titled "2011 W2 Prelist (W2SB01)" 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 "Select Field Ranges". A central panel contains the following settings:

- District: QSS UNIFIED SCHOOL DISTRICT
- Report Format:
- Run Option:
- Print W2ED11 changes made since: (Run option = 2 only)

Below this panel are several checkboxes and labels:

- SSN Mask (# digits set to '0')? (0=none, 1-9=mask, L/R=Ext/Ref)
- Client field for san flag: Use 01 - 30 or 00 for none
- Set pension flag if All-Retire: 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 shows "Usersec:" on the left and "Yr: 2011 Dist: 07 Site: 1 GS: W 12/4/2011 9:35:55 AM" on the right.

Task 18-T (Tech)

Ready to Print W2 Forms

- Payroll approves the Final W2 Prelist.
- Three methods of printing:
Pin-feed form printing,
export to 3rd party print
system and laser printing.



Task 18-T (Tech)

W2's converted to PDF

Printing Nelco SSUNIV Forms Using Print Manager (LSPOOL)

These instructions tell how to use the universal print driver (W211UNPF) 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.

2012 W2 Sample

99999		Yes <input type="checkbox"/>	a. Employee's social security number		For Official Use Only - OMB No. 1545-0045	
b. Employer identification number (EIN)			1. Wages, tips, other compensation		3. Health insurance premium	
c. Employer's name, address, and ZIP code			2. Federal income tax withheld		4. Social security tax on benefit	
d. Control number			5. MEDICARE taxes (SOC 108)		6. MEDICARE tax refund	
			7. Social security tax		8. Medicare tax	
e. Employee's first name and initial		Last name	9. [REDACTED]		10. Unemployment tax benefits	
f. Employee's address and ZIP code			11. Nonqualified plans		12a. 501(c)(29) costs for 2012	
			13. Health, dental, vision, life, and other insurance		12b. 501(c)(29) costs for 2012	
14. State			15. State		16. State	
17. State			18. State		19. State	
20. State			21. State		22. State	
23. State			24. State		25. State	

Form **W-2** Wage and Tax Statement **2012** Department of the Treasury - Internal Revenue Service
 Copy A For Social Security Administration - Send this entire page with Form W-2 to the Social Security Administration by mail or electronically. Call for instructions.
 Copy B For Employer - Send this entire page with Form W-2 to the Internal Revenue Service by mail or electronically. Call for instructions.

Do Not Cut, Fold, or Staple Forms on This Page

Interval Between W2 Distribution and Creation of W2 File for SSA



Task 19-T (Tech)

Create Electronic Transmittal File for SSA

- Execute Y12W2FILE.
- Transfer W2 Transmittal file to your PC using Reflections and Minisoft (see 2012 W2 Processing Manual)

Task 20-T (Tech)

Create Transmittal Totals Report

- Execute Y12W2TFTOTAL.

```

99 098 Test District          MI TRANSMITTAL TOTALS REPORT FOR 2014          002  WY2014  E.11.00  12/11/14  PAGE   1
SAMPLE
-----
EA (SUBMITTER RECORDED)  EIN: 999999999  USER ID: 12345678  Reenlist Flag: 0/  Software Code: 99/001-The-School  SW: 1
Preparer Code: L/HELP-PERMANENT

SEMI CONTACT NAME/ADDRESS          SUBMITTER NAME/ADDRESS
-----
QUINTESSENTIAL SCHOOL SYSTEMS          QUINTESSENTIAL SCHOOL SYSTEMS
2121 S. EL CAMINO REAL                2121 S. EL CAMINO REAL
SUITE 2200                              SUITE 2200
SAN MATEO CA 94401                    SAN MATEO CA 94401

CONTACT NAME: OLIVER TWIST          PHONE: (424)272-8200  EXT. 600  FAX: 650723286
EMAIL: OL1W@QSS.COM                PREFERRED CONTACT METHOD: 1-BY EMAIL/INTERNET
-----
EB (EMPLOYER RECORDED)  EIN: 999999999  YE: 2014  TYPE: E  NAME: TOWNSEND SCHOOL DISTRICT  SW: 2
1001 MAIN STREET
TOWNSEND CA 92091-1234

ET (RW TOTAL RECORDED)  ET TOTAL COUNT: 720  RW RECORDS READ: 720  SW: 723

          BY Record Value  Amount  RW Total  Difference  Comment
-----
Federal Gross: 16,611,411.49  16,611,411.49  0.00
Federal Tax: 1,834,648.11  1,834,648.11  0.00
Social Security Gross: 4,480,375.34  4,480,375.34  0.00
Social Security Paid: 275,179.52  275,179.52  0.00
Medicare Gross: 17,009,129.24  17,009,129.24  0.00
Medicare Paid: 246,502.44  246,502.44  0.00
Social Security Tlpa: 0.00  0.00  0.00
Earned Income Credit: 0.00  0.00  0.00
Dependent Care: 11,254.40  11,254.40  0.00
Deferred Comp-E (401k): 0.00  0.00  0.00
Deferred Comp-E (403b): 679,319.00  679,319.00  0.00
Deferred Comp-S (403a): 0.00  0.00  0.00
Deferred Comp-D (457b): 43,192.00  43,192.00  0.00
Deferred Comp-E (401a): 0.00  0.00  0.00
Non-Qualified Plan 457: 0.00  0.00  0.00
Group Life > $50,000 (2014): 15.00  15.00  0.00
Roth 401k: 0.00  0.00  0.00
Roth 403a: 0.00  0.00  0.00

```

Task 21-T Saving History Files

- Execute Y12W2SAVE.

File Name	Purpose
W2Ty1.HISTORY.QSSUSER	The raw W2 transmittal file (do not send this to SSA)
W2FILEy1.HISTORY.QSSUSER	The W2 transmittal file that is sent to SSA
W2Dy1.HISTORY.QSSUSER	Created by Yy1W2FNLMRG and edited by the W2EDy1 program
W2PIXDy1.HISTORY.QSSUSER	Cross-references employee W2 to internal document number for one off laser form printing
W2EXPTy1.HISTORY.QSSUSER	Used to export data to third-party printing solutions
W2ZIPCy1.HISTORY.QSSUSER	Contains W2 counts by zip code
W2PIFDy1.HISTORY.QSSUSER	PIF data file for printing laser W2 forms

Special Notes for W2 Processing

- If employee SSN changes in database during the year and the W2 file is already extracted, the W2 form for the employee will be printed with the bad SSN number.