

**QSS/OASIS
W2 Processing
Training Notes

Tax Year 2012**

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867 American Street --- San Carlos, CA 94070 --- Voice 650/372-0200 --- Fax 650/372-3386 --- www.qss.com

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Chapter 1: Overview of W2 Software

Chapter Overview

This chapter covers the following main topics:

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Change bars in the left margin identify changes made for tax year 2012.

Yearly Changes in Software and Documentation

The software and documentation for producing W2 forms is updated yearly. Therefore, make sure you are dealing with the software and documentation for the current year. The software for the current year is designated as TX12.

The W2 UDCs (user-defined commands) and programs included in the TX12 Release are to be used only for tax year 2012. For tax year 2013, a different set of programs will be sent. UDCs are installed automatically during the installation of the TX12 release.

Overview of Programs Included in TX12 Release

This section documents the changes made to the programs in this release. The following programs have been upgraded to support the 2012 tax year.

W2 Programs

Program Name	Description	Version
W2ED12	W2 ON-LINE EDIT PROGRAM	H.12.00
W2EX12	EXTRACT W2 DATA FROM PERPAY EMPLOYEE HISTORY	H.12.00
W2HCVD	MAINTAIN HEALTH CARE (BOX 12-'DD') SETTINGS	H.00.00
W2MG12	MERGE W2 EXTRACT INFORMATION	H.12.00
W2MR12	PRINT TRAVEL CLAIMS MERGED FROM ACCOUNTS PAYABLE REPORT	H.12.00
W2PO12	MAINTAIN W2 PROGRAM OPTION RECORDS	H.12.00
W2PR12	PRINT W2 FORMS	H.12.00
W2RE12	FORMAT W2 FILE FOR RE-SUBMISSION	H.12.00
W2RP12	PRINT W2 PRELIST	H.12.00
W2SB12	REQUEST W2 PRELISTS	H.12.00
W2TC12	EXTRACT TRAVEL CLAIMS FROM ACCOUNTS PAYABLE	H.12.00
W2TF12CA	PRODUCE W2 ELECTRONIC TRANSMITTAL FILES FOR CALIFORNIA	H.12.00
W2TF12LA	PRODUCE W2 ELECTRONIC TRANSMITTAL FILES FOR LOUISIANA	H.11.00
W2TF12MD	PRODUCE W2 ELECTRONIC TRANSMITTAL FILES FOR MARYLAND	H.11.00
W2TF12OH	PRODUCE W2 ELECTRONIC TRANSMITTAL FILES FOR OHIO	H.11.00
W2TF12TX	PRODUCE W2 ELECTRONIC TRANSMITTAL FILES FOR TEXAS	H.11.00
W2TF12UT	PRODUCE W2 ELECTRONIC TRANSMITTAL FILES FOR UTAH	H.12.00
W2TR12	TRANSMITTAL TOTALS REPORT	H.12.00

Traditional and QCC Software

QSS/OASIS comes in the traditional and QCC versions.

- ◆ The traditional software is the version that you launch from the Menu System. To do so, open a Reflection or MiniSoft window on the Windows desktop, then log on to the HP e3000 with the :HELLO command. All programs for W2 and 1099 processing are available in the traditional version.
- ◆ The QCC (QSS ControlCenter) version is the version to which **QSS** is migrating. The launch pad for QCC is the *QSS ControlCenter* window. QCC uses the standard graphical user interface (GUI) for Windows. Some of the programs for W2 and 1099 production are available from QCC.

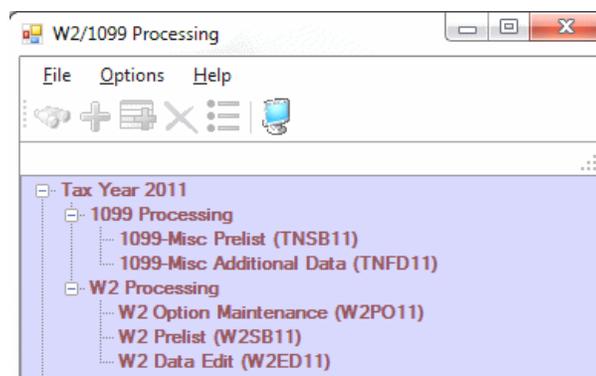


Figure 1-1: W2/1099 Processing window in QCC version

How It Works

The information used in producing W2s comes from two sources: payroll records in the Personnel/Payroll database, and travel claims in the Accounts Payable system.

After W2 information data is extracted from those two sources, it is combined into a W2 processing file that can be edited before it is used for printing the W2 forms distributed to employees and for making the W2 electronic transmittal file sent to the Social Security Administration. W2ED12, the program that edits W2s just before they are printed, allows the modification of any W2 information. Printing the W2 forms and creating the electronic transmittal file are separate steps. Thus, the W2 forms can be printed in a sequence for convenient distribution to employees, while the W2 file is in the format and sequence required by the IRS. The W2 process ends with saving history files to provide an audit trail and to give you the ability to rerun forms and/or electronic files.

Note: As of 2006, you can no longer submit media files (tapes or diskettes). All submissions must be electronic. Files are submitted to the Social Security Administration (SSA). The SSA forwards the files to the IRS.

W2 Task List

The following steps are listed in approximate order. Tasks 6-PR through 15-T (above the double line) are iterative, or cyclical. If you need to make further changes before you cross the double line, you can go back and repeat the process.

Tasks 16-PR and 17-T (below the double line) are also cyclical. But after you have begun Task 16-PR, if you have to go back to Task 15-T or earlier, all your later work will need to be redone. See "[Crossing the Great Divide: Passing the Point of No Return](#)" on page 2-41 for some decision criteria.

The tasks are divided into two groups:

- ◆ Tasks performed up to and including the merging of pay history records and travel claims, and the resulting report (Tasks 1-T through 15-T)
- ◆ Tasks performed beginning with the editing of W2 records, using the W2 Edit program (Tasks 16-PR through 21-T)

Note that a **PR** following the task number indicates that the task is usually done by payroll staff; an **AP** following a task number indicates that the task is usually done by the accounts payable staff; and a **T** following the task number indicates that the task is usually done by technical staff.

W2 Tasks

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.!PPSCH.!PACT
5-PR	Get PIN/Password from Social Security Administration	January	1-800-772-6270 or www.socialsecurity.gov/bso/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

W2 Tasks (Continued)

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	<i>OPTIONAL</i> —Include travel claims if processed through Accounts Payable	January	Y12W2TCEXT and Y12W2TCRPT UDCs
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	<i>OPTIONAL</i> —Print and distribute W2 laser forms	By 1/31	Y12W2LASER UDC
	<i>Allow interval before creating electronic transmittal file</i>		
19-T	Make W2 electronic transmittal file	By 3/31	Y12W2FILE UDC
20-T	Create transmittal totals report	By 3/31	Y12W2TFTOTALS UDC
21-T	Save history files		Y12W2SAVE UDC

W2 Task Flowchart

For another way of looking at the process, the same tasks are presented in the following flowchart.

- ◆ Tasks to be performed by technical staff are indicated by the letter '**T**'.
- ◆ Tasks to be performed by payroll staff are indicated by the letters '**PR**'.
- ◆ Tasks to be performed by accounts payable staff are indicated by the letters '**AP**'.

The same method is used for both the task list and the flowchart.

The flowchart uses an organized combination of shapes, lines, and text to graphically illustrate the order in which the activities shown in the Task List should be accomplished. In the flowchart, lines with directional arrows show the paths the user should follow. Those process paths are shown in *italics* in the Task List. Activities in the Task List that do not appear in italics are printed in the text boxes of the flowchart.

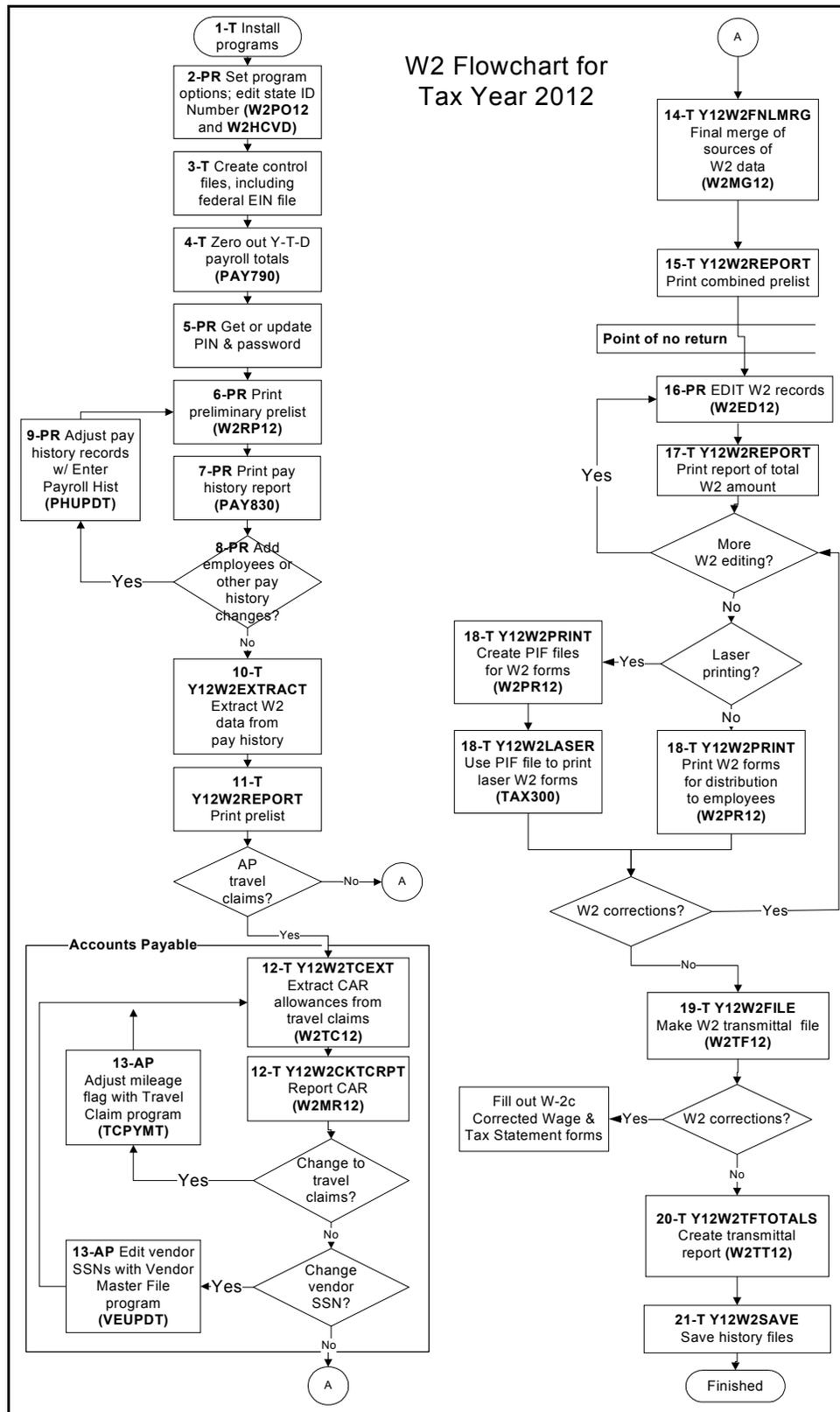


Figure 1-2: Flowchart of W2 Tasks

Sources of W2 Calculations

The following table shows how amounts are calculated for each field on the W2 form.

Field	Source
PH Gross	PH exempt gross + PH regular gross + PH CETA gross + PH federal gross
Tax Gross	PH gross + Car (PH car + W2TC12 amount) + W2ED12 ¹ "Fringe/Other" and non-qualified plans + GLI (group life insurance) - NTX gross (PH NTX gross + PH PERS TS + PH STRS TS) - Tax shelter (PH tax shelter and/or W2ED12 ¹) - Section 125 contribution - Any other non-taxable amount
NTX Gross	PH NTX gross + PH PERS TS (tax shelter) + PH STRS TS (tax shelter) + Tax shelter (PH tax shelter and/or W2ED12 ¹) + Section 125 contribution
Deferred Comp	PH tax shelter and/or W2ED12 ¹ + Employer-paid W2EX12 and/or W2ED12 ¹
Box 11	Non-qualified plan distributions (457 and other)
Box 12	Can have up to four amounts in this box. Each amount will have a code (letter) next to it: C - Group term life cost of coverage over \$50,000 J - Sick pay that cannot be included as income D - Section 401(k) contributions E - Section 403(b) contributions F - Section 408(k)(6) contributions G - Section 457(b) contributions H - Section 501(c)(18)(D) contributions M - Uncollected OASDI due on GLI N - Uncollected Medicare due on GLI P - Excludable moving expenses R - Employer's contributions to employee's Archer MSA (medical savings account) S - Section 408(p) SIMPLE contributions W - Employer's contribution to employee's health savings account AA - Employee's contribution to a Roth 401k BB - Employee's contribution to a Roth 403b DD - Roth 457(b) and employer health coverage
Box 13	Boxes for statutory employee, retirement plan, and third-party sick leave
Box 14	Miscellaneous breakout for employee amounts for car, sheltered retirement, and fringe/other
Pension Plan Indicator	Y if ret-system = 1 or 2 (at the time W2 data is extracted) or as set in W2ED12 ¹ program

The following legend explains terms used in the previous table.

PH	From employee's pay history records
W2ED12	From amounts entered via W2 Edit program
W2TC12	From amounts extracted via W2 travel claim extract

¹ **NOTE:** The W2 sample shows W2ED12 only for those fields which require the use of that program to enter the data. W2ED12 can be used to maintain other fields as well.

W2 Processing and Identification Numbers

The two identification numbers used in the W2 process are:

- ◆ Federal EIN—the "94" or "95" number, or other Employer Identification Number assigned to you by the IRS
- ◆ State identification number

The ***federal Employer Identification Number (EIN)*** is either input at the terminal when running the W2 programs or is read from an editor file. You may input a single federal EIN if all your districts use the same EIN, but if your districts have different EINs, you must prepare a Federal EIN Control File as described in "[Task 3-T: Setting Up Control Files](#)" on page 2-4. Federal EINs often begin with 94 or 95 and are nine digits long.

The ***state identification number*** can be read from the employee personnel-payroll district record or input at the terminal when running W2s. If your state ID contains alphabetic characters, you will need to input it at the terminal when running W2s, since the District Master Maintenance program does not accept alphabetic characters.

Your state number may not have all 12 digits. If not, pad it with trailing zeros. For example, if the number is 800-1234-1, enter 800-1234-10000. The W2 programs will automatically format the number according to your state requirements.

Payroll History (PHUPDT) Fields Used in W2 Process

PHUPDT Field	W2 Box	Result
Gross Pay	1 16	+ Federal gross + State gross
Non-Taxable Gross	1 16	- Federal gross - State gross
PERS Pickup	1 16	- Federal gross - State gross
STRS Pickup	1 16	- Federal gross - State gross
Tax Shelter	12	+ Deferred compensation amount
OASDI Gross	3	+ Social Security wages
Medicare Gross	5	+ Medicare gross
Federal Tax	2	+ Federal income tax withheld
OASDI	4	+ Social Security tax withheld
Advance EIC	9	+ Advance Earned Income Credit payments
Medicare	6	+ Medicare tax withheld
State Tax	17	+ State tax withheld
State Disability	19	+ CA State Disability Insurance
Auto Allowance	1 16 14	+ Federal gross + State gross + Car

D-PAY-HISTORY Data Items Used in W2 Process

D-PAY-HISTORY Data Item	W2 Box	Result
PH-GROSS(1) ^a	1	+ Federal gross
PH-GROSS(2)	16	+ State gross
PH-GROSS(3)		
PH-GROSS(4)		
PH-TAI-I-GROSS(1)	1	+ Federal gross
PH-TAI-I-GROSS(2)	16	+ State gross
PH-TSA(1)	12	+ Deferred compensation amount
PH-FICA-GROSS	3	+ Social Security wages
PH-FICA	4	+ Social Security tax withheld
PH-TAI-TAX(1)	2	+ Federal income tax withheld
PH-TAI-TAX(2)	17	+ State or local tax withheld
PH-SDI	19	+ CA State Disability Insurance
PH-EIC	9	+ Earned Income Credit payments
PH-NTX-GROSS(1)	1	- Federal gross
	16	- State gross
PH-CAR-GROSS	1	+ Federal gross
	16	+ State gross
	14	+ Car
PH-RET-S-TS(2) (PERS tax shelter)	1	- Federal gross
	16	- State gross
PH-RET-S-TS(1) (STRS tax shelter)	1	- Federal gross
	16	- State gross
PH-MEDI-GROSS	5	+ Medicare gross
PH-MEDICARE	6	+ Medicare tax withheld

a. Numbers in parentheses are index locators of the array.

Statutory Employees with Reportable FICA

As of 1998, separate W2s are no longer required for employees with earnings subject to FICA (OASDI and Medicare) and earnings subject only to Medicare (as an "MQGE" employee). Both earnings subject to FICA and earnings subject only to Medicare can now be combined on a single W2 for MQGE employees with reportable FICA.

Mileage Payments

Mileage payments reported on the W2 should include only amounts *in excess of the federal government allowance*.

For example, if the federal allowance is \$.485 per mile, on the employee's W2 you should report only an amount greater than \$.485 times the number of miles traveled. Since 1989, the IRS rule is that if you report the entire amount, your employees will pay tax on the entire amount. There is no way to subtract the allowable amount.

The value that is printed on the W2 for "CAR" can be modified by using the W2 edit program (W2ED12). The amount that shows as "CAR" is a combination of "CAR" amounts from payroll and travel claims flagged as mileage payments.

District Default Rules

- ◇ Determine the default IRS code for your district's deferred compensation plan.
- ◇ Determine whether you have any alternate deferred compensation plans. If so, establish those plans by setting up the appropriate program option record—W2EX12 or W212DC.

Print Sort Options

You can print your W2s sorted in any of the following ways:

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

Which Employee Records Get Printed?

Employee records will not be printed on the W2 report unless a pay history record exists for that employee, even if travel claim data has been extracted for the employee's SSN. If you have employees who need to receive W2 forms, but who have no pay history records, follow the procedure described in "Task 8-PR: Including Employees Without a Pay History Record" on page 3-106.

Submitting Information to the SSA

Each year, employers must send Copy A of Forms W-2 (Wage and Tax Statement) to the Social Security Administration (SSA) by the last day of March to report the wages and taxes of your employees for the previous calendar year.



You must submit your W2 data electronically—PC diskettes and magnetic tapes are no longer allowed.

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

To obtain or use your PIN/Password:

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

or

If you already have a PIN/Password, click *Login* to report wages, check status, view the processing status, errors and error notices for wage files, verify SSNs online, 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.

You should access the SSA online at <http://www.socialsecurity.gov/employer/> and review the list of topics under "Employer W-2 Filing Instructions & Information". You may also want to download **Social Security Administration Publication No. 42-007 EFW2 Tax Year 2012** from the Internet at <http://www.socialsecurity.gov/employer/efw/10efw2.pdf>.

Other Considerations and Cautions

W2 extracts (pay history, travel claim and TSAs) and W2 merge processes are run online and will lock up the terminal they are run on until the process has finished. Therefore, **do not use the console to run these processes**. These processes may take several hours to run, depending on the amount of data you have.

The W2 Totals Report uses the W2 electronic transmittal file. Therefore, you cannot produce a W2 Totals Report until you have produced the W2 transmittal file. If you need to produce a new W2 transmittal file because of last-minute changes, do not forget to produce a new W2 Totals Report.

Employee records will not be printed on the W2 report (audit or prelist) unless a pay history record exists for that employee, even if travel claim data has been extracted for the SSN. To ensure they are included in the W2 report, see "Task 8-PR: Including Employees Without a Pay History Record" on page 3-106.

Do not perform a merge with the Y12W2FNLMRG UDC after you have begun editing W2s. Every time the Y12W2FNLMRG UDC is used, it removes any editing done with the W2 Edit Program (W2ED12).

The W2 Print program (W2PR12) produces an export file which may be used with another vendor's program to produce laser-printed W2s. The layout has changed for the year 2012. See "File Layout for Exporting W2 Information to Non-QSS Software" on page 2-83 for the export file layout.

Printing directly from the HP e3000 onto laser forms has been updated.

Program option records control the reporting of deferred compensation amounts, dependent child care, and group life insurance (GLI). Be sure that the appropriate program option records have been established, as described in "Task 2-PR: Maintaining W2 Program Options (W2PO12)" on page 2-3, before extracting W2 information.

QSS supports Box 12—Substantiated Employee Expense (Code L), Uncollected OASDI due on GLI (Code M), Uncollected Medicare due on GLI (Code N), and Adoption Benefits (Code T).

If you make adjustments via the W2 Edit program (W2ED12), you do not have to extract again. ***If you do re-extract, any changes made via W2ED12 will be lost.*** Because of this, it is important that you maintain control over how adjustments have been made. If you allow district users to make adjustments via W2ED12, you might re-extract and lose their changes without being aware that changes had been made.

Chapter 2: Processing Instructions for Technical Staff

Chapter Overview

This chapter covers the following main topics:

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CAUTION: The software and documentation for producing W2 forms is updated yearly. Therefore, ***make sure you are dealing with the software and documentation for the current year.*** The software for the current year is designated as TX12.

Preliminary Steps

Check that all the following necessary steps have been completed before starting the W2 process. A complete overview of the tasks involved in W2 production is found in "W2 Task List" on page 1-4.

1. 2012 UDCs for W2s are installed. See "[Task 1-T: Installation of 2012 W2/1099 Release \(TX12\)](#)" on page 3-10 for details.
2. W2 Edit and W2 Prelist programs 45000000 have been added to the appropriate menus.
3. The state ID number for W2s has been entered in the district master file in the Per/Pay System.
4. 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.)

Logging On

The files used by the W2 process are in the W2109912 group instead of the standard PUB group. File equations have been added to each program and process to automatically direct the files to the W2109912 group so that you do not need to log on to the group. You may find it easier, however, if you need to use the LISTF command during processing, to be logged on to the proper group. To do this, log on as follows:

```
:HELLO OPR.QSSUSER,W2109912
```

Task 1-T: Installation of 2012 W2/1099 Release (TX12)

The TX11 Release contains instructions for installing the release.

Task 2-PR: Maintaining W2 Program Options (W2PO12)

W2PO12 is a program which can be used to maintain all W2 program option records, including the one which defines the format of the State ID number. ***It is suggested that this program (W2PO12) be placed on a menu for Payroll staff to access,*** as described in "Program Listings for W2 Programs" on page 3-2. ***Payroll staff will need to supply information which technical staff likely will not have.*** Alternatively, technical staff can log on as OPR.QSSUSER and type the UDC command Y12W2PROGOPT.

Ask the Payroll staff to check and update these records, as described on [page 3-3](#).

Task 3-T: Setting Up Control Files

You can set up the control files concurrently with the payroll staff's performance of Task 2-PR.

Control File	Purpose	Page
CTW2TP12	Contains federal EINs for each district; controls which districts are extracted for W2 processing	2-4
CTSUFFIX	Provides customized list of last name suffixes	2-8
CTW2RA12	Defines the header record, or submitter address, for the W2 transmittal file	2-9
CTW2RP12	Defines optional custom report layouts.	n/a

Federal EIN Control File

Purpose of CTW2TP12.W2109912 Control File

You will likely find it advantageous to create a control file, CTW2TP12, of federal employer identification numbers (EINs) for each district. This file is used for both W2 and 1099 processing.

- ◆ Using this file, you can extract data for all districts at once.
- ◆ Even after you create this file, you can opt not to use it by extracting the data in non-production mode, as explained in "Extracting in Non-Production Mode" on page 2-20.
- ◆ Each district must be listed separately in the CTW2TP12 control file.

Copying the CTW2TP12.W2109912 Control File

Normally this file can be copied from one tax year to the next, by executing the command:

```
COPY CTW2TP11.W2109911, CTW2TP12.W2109912
```

Creating the CTW2TP12.W2109912 Control File

Use an editor program to set up a file containing a 2-digit district number and 9-digit federal EIN for each district.

Each line in the editor file identifies one EIN. Each line must be in the following format:

```
ddnnnnnnnnnabc
```

- ◆ The first two placeholders, *dd*, are the 2-digit district number, with leading zero, if needed to fill out the two digits. (For example, District 1 is 01.)
- ◆ District 00 is the global default district. If you define a global district, this number is used for all districts that do not have an EIN in the control file.
- ◆ Districts 01 through 99 are individual districts.
- ◆ The next nine placeholders, *nnnnnnnnn*, are the 9-digit EIN, with leading zeros, if necessary to fill out the nine digits. (EIN 12345 is typed as 000012345.)
- ◆ The *a* column is blank because it is not used.
- ◆ The *b* column is a flag for extracting a district for 1099s.

The system honors this flag only if you type the command to extract 1099s like this:

```
:Y12TEN99EXT SELDIST=1
```

In this case, the only districts for which 1099s are extracted are those with a *Y* flag in the *b* column. Any other value in that flag causes the district to be skipped.

- ◆ The *c* column is a flag for extracting a district for W2s.

The system honors this flag only if you set up the W2EX12 option record properly. To do so, answer the question "12. Extract only districts defined in CTW2TP12 control file?" with an *X* (page 5-16). The system extracts W2s only for districts with a *Y* in the *c* column. Any other value in the *c* column causes the district to be skipped.

NOTE: The *a*, *b*, and *c* columns are optional. Leave them blank if you are not using the option of flagging individual districts for W2 and 1099 selection.

Sample CTW2TP12.W2109912 Control File

The contents of a federal EIN control file might look something like the following.

Scenario 1—Each District Has Individual EIN

Sample ID Number	Explanation
07123456789	District 07, EIN 123456789
44234567891	District 44, EIN 234567891
95345678912	District 95, EIN 345678912

Scenario 2—All Districts Share One EIN

Sample ID Number	Explanation
09111111111	District 09, EIN 111111111
45111111111	District 45, EIN 111111111
97111111111	District 97, EIN 111111111

If all districts share one EIN, repeat the EIN for each district in the control file. If you include a global default, put it at the end of the file.

Keep the federal EINs in an unnumbered file named CTW2TP12.W2109912.

If you answer *yes* to Field 5, **Extract only districts defined in CTW2TP12 control file?** when completing the W2 Production Run settings in the W2EX12 program option record (see "Configuring the Extract Program (W2EX12)" on page 5-16), then **each district must be listed separately** in the CTW2TP12 control file.

If you answer *no* to Field 5 in the W2EX12 program option record, **and** if all districts share a single EIN, then you can use the global default number of 00.

Using a Global Default District Number

The global default district number can be used only if all districts share a single EIN.

Methods of Using EINs

EIN Shared or Individual?	Using Control File or Prompts to Extract Records?	Use Method	Comments
Shared	Control file	27111111111 35111111111 44111111111 00111111111	Be sure to put the global default district at the end of the control file listing. This default is used for all districts that do not have an EIN in the control file.
	Screen prompts	00111111111	Use the global default 00 district.
Individual	Control file	27002345678 35003456789 44004567890	Do not use the global default 00 district.
	Screen prompts	27002345678 35003456789 44004567890	Do not use the global default 00 district.

Whenever a specified district cannot be found by the software, it will use the global default district instead. Using a global default district saves you from having to enter every individual district number at the time of W2 form printing. It applies to all districts.

Set up the global default district first, then add individual district numbers if those few are different. Any individual district numbers referenced will override the settings applied to the global.

Name Suffix Control File

Purpose of CTSUFFIX.W2109912 Control File

The optional control file CTSUFFIX.W2109912.QSSUSER allows you to define a customized edit list of **suffixes** for last names, such as JR., ESQ, or III. The W2 program uses a standard list of suffixes, which is listed in "Standard Suffix Codes" on page 2-15. If you want to add suffixes to this list, define the CTSUFFIX.W2109912 control file. The suffixes in the control file are appended to the standard list.

A last name is checked against the list of suffixes if **both** of the following statements are true:

- ◆ A person has a last name with two or more words, such as VAN DER POL, WILLIAMS III, DE LA MER, or JOHNSON JR, *and*
- ◆ The last word in the last name has 4 or fewer characters.
 - > If the last word is in the suffix list, it is moved to the suffix field in the W2 transmittal file and removed from the last name.
 - > If the last word is **not** in the suffix list, it is considered part of the last name. The transmittal file program (W2TF12) will display any possible suffixes that are not found in the suffix list so you can find or verify additional suffixes. Also, a summary count by suffix is included as well.

You can now manually adjust an employee's suffix for W2 reporting by using W2ED12.

Sample CTSUFFIX.W2109912 Control File

The following sample includes suffixes that are not in the standard table built into the W2 transmittal file program.

```
1  RAF
2  RAF.
3  AF
4  AF.
5  A.F.
```

Creating the CTSUFFIX.W2109912 Control File

The CTSUFFIX.W2109912 control file is an unnumbered 80-byte fixed ASCII file. You can create this file with HP's Editor, Qedit, or your favorite text editor. In a typical installation, this file resides in the QSSUSER account.

Follow these guidelines when defining this file:

- ◇ Any line that begins with a semicolon or a space is a comment line.
- ◇ To define a suffix, type a suffix left justified in columns 1 through 4. Type one suffix on each line.
- ◇ Type suffixes in all capital letters.

Submitter Address Control File

Purpose of CTW2RA12.W2109912 Control File

The optional control file CTW2RA12.W2109912.QSSUSER allows you to define the header record for the W2 transmittal file. This header record, or recipient address (RA), is required by the SSA to specify the recipient of the EFW2 mailings and other contact information required to handle file processing errors for unprocessed data or processing problems.

In the CTW2RA12 control file, you can specify whether the contact person is to be reached by postal mail or e-mail.

If you do not define this control file, the W2 transmittal file program prompts for all of the information in the RA record when you make the file. To avoid filling in all these prompts, you can use the CTW2RA12.W2109912 control file to define all or some of the fields in the RA record.

Sample CTW2RA12.W2109912 Control File

The CTW2RA12.W2109912 control file is self-documenting. In the following listing, lines 1 through 43 provide a description of the fields in the RA record. (Any line in the control file with a space or a semicolon in column 1 is a comment line.) Lines 44 through 65 allow you to set up the data that is written to the RA record in the W2 transmittal file.

```

; This control file is used to define parameters required to be included
; on the w2 transmittal file. This file is self documenting and
; should be edited to provide data values.
;
:
: This file can be used to allow for input of field values without
; having to answer questions when producing the W2 transmittal file.
;
; Edit the field values below and replace the '*' values with the
; correct value for your organization. If the field should be spaces
; replace the '*' with spaces. Any field left as '*' will be prompted
; for a value during the transmittal process.
;
; Note: pin is now user-id, but same size
;
;Field      Size  Description
;-----
;EIN        09    The EIN of the agency submitting the W2 tape/diskette
;USER-ID    08    The USER-ID you setup when registering with SSA
;MM-NAME    57    Name of the organization to receive EFW2 mailings
;MM-ADDR1   22    Address line 1 of organization receiving EFW2 mailings
;MM-ADDR2   22    Address line 2 of organization receiving EFW2 mailings
;MM-CITY    22    City of organization receiving EFW2 mailings
;MM-STATE   02    State code of organization receiving EFW2 mailings
;MM-ZIP     09    Zip+4 of organization receiving EFW2 mailings

;SB-NAME    57    Name of organization to notify for unprocessed data
;SB-ADDR1   22    Address 1 of organization to notify for unprocessed data
;SB-ADDR2   22    Address 2 of organization to notify for unprocessed data
;SB-CITY    22    City of organization to notify for unprocessed data
;SB-STATE   02    State code of organization to notify for unprocessed data
;SB-ZIP     09    Zip+4 of organization to notify for unprocessed data

;CN-NAME    27    Name of person to contact for processing problems
;CN-PHONE   15    Phone of person to contact for processing problems
;CN-EXT     05    Extension of person to contact for processing problem
;CN-EMAIL   40    Email of person to contact for processing problems
;CN-FAX     10    Fax of person to contact for processing problems
;CN-METH    01    Preferred contact method: 1=email,2=Postal/mail
;
; The fields are positional and MUST be setup in the correct columns.
;
;Field      Value
;-----
EIN          *****
USER-ID      *****
MM-NAME      *****
MM-ADDR1     *****
MM-ADDR2     *****
MM-CITY      *****
MM-STATE     **
MM-ZIP       *****

SB-NAME      *****
SB-ADDR1     *****
SB-ADDR2     *****
SB-CITY      *****
SB-STATE     **
SB-ZIP       *****

CN-NAME      *****
CN-PHONE     *****
CN-EXT       *****
CN-EMAIL     *****
CN-FAX       *****
CN-METH      *

; end of ctw2ra08

```

Editing the CTW2RA12.W2109912 Control File

These instructions tell how to edit lines 44 through 65 of the CTW2RA12.W2109912 control file. There are two rules to keep in mind:

- ◆ If a line is all asterisks, the W2 transmittal file program prompts for the data in that field when you make the file.
- ◆ If you replace the asterisks with information, the W2 transmittal file program uses the information from the control file to fill in a field of the RA record.

If you edit the control file, you do not need to fill in all of the fields. Some of the information for the RA record can come from the control file, and you can have the W2 transmittal file program prompt for the rest of the information.

You can use Qedit, HP's Editor, or your favorite text editor to modify the CTW2RA12.W2109912 file. When editing a line, type the substitution data left justified. ***Replace all of the asterisks, even if the substitution data is shorter than the row of asterisks.***

Specifying Data for a Field

The following example illustrates how to edit line 46. This is the line before editing:

```
46    MM-NAME *****
```

And this is the line after editing:

```
46    MM-NAME  OAK FOREST USD
```

The name OAK FOREST USD is much shorter than the 57-character length field. All the trailing asterisks have been replaced with spaces.

Defining a Blank Field

If you want a field in the RA record to be blank, replace all of the asterisks with blanks. For example, you may want the SB-ADDR2 field to be blank. Here is the record before editing:

```
55    SB-ADDR2 *****
```

This is the record after editing:

```
55    SB-ADDR2
```

If you leave line 55 as all asterisks, the W2 transmittal file program will prompt for the SB-ADDR2 field when you make the W2 file.

Sample Dialog for Creating the W2 File

The following samples illustrate the prompts that are displayed when you use the W2TF12CA program to create a W2 transmittal file. The notes explain how the CTSUFFIX.W2109912 and CTW2RA12.W2109912 control files are related to the prompts that are displayed when you make the W2 file.

```
W2TF12CA H.12.00 compiled 11/11/12 10:52
```

```
+-----+
| Create 2012 W2 file for Federal reporting, |
| for CALIFORNIA (No RS Records in file). |
+-----+
```

```
Filename: CTW2TP12
RECORDS LARGER THAN FD DESCRIPTION, TRUNCATED [44] (COBWARN 671)
Program file: W2TF12CA.PRNSCH.QSSPROD
Actual file record size is :          80 bytes
FD record size is :                72 bytes
```

The following questions are displayed when you do not define the CTW2RA12.W2109912 file. For every field that is defined in the file, no question is displayed.

For example, if you define the EIN and User ID in the control file, the prompts for those two fields are not displayed on the screen.

If the control file contains all of the fields in the RA record, the screen does not display any prompts for data to include in that record.

```
Enter the EIN of the agency submitting the
file to the SSA[9]?
941234567
You input: 941234567
Is this correct (Y=yes, N=no)?
Y
Enter the User ID you received when registering with
the SSA for file submission[8]?
ABCD1234
You input: ABCD1234
Is this correct (Y=yes, N=no)?
Y
Enter the name of the organization to receive
EFW2 mailings from the SSA[57]?
TEST COUNTY OFFICE OF EDUCATION
You input: TEST COUNTY OFFICE OF EDUCATION
Is this correct (Y=yes, N=no)?
Y
Enter the first line of address for receiving
EFW2 mailings from the SSA[22]?
```

1234 TEST STREET
You input: 1234 TEST STREET
Is this correct (Y=yes, N=no)?
Y
Enter the second line of address for receiving
EFW2 mailings from the SSA[22]?
PO BOX 1234
You input: PO BOX 1234
Is this correct (Y=yes, N=no)?
Y
Enter the city for the organization receiving
EFW2 mailings from the SSA[22]?
TEST CITY
You input: TEST CITY
Is this correct (Y=yes, N=no)?
Y
Enter the state for the organization receiving
EFW2 mailings from the SSA[2]?
CA
You input: CA
Is this correct (Y=yes, N=no)?
Y
Enter the zip+4 for the organization receiving
EFW2 mailings from the SSA[9]?
95123
You input: 95123
Is this correct (Y=yes, N=no)?
Y
Enter the name of the organization to notify
for unprocessed data[57]?
TEST COUNTY OFFICE OF EDUCATION
You input: TEST COUNTY OFFICE OF EDUCATION
Is this correct (Y=yes, N=no)?
Y
Enter the first line of address for notification
of unprocessed data[22]?
1234 TEST STREET
You input: 1234 TEST STREET
Is this correct (Y=yes, N=no)?
Y
Enter the second line of address for notification
of unprocessed data[22]?
PO BOX 1234
You input: PO BOX 1234
Is this correct (Y=yes, N=no)?
Y
Enter the city for the organization being notified
for any unprocessed data[22]?
TEST CITY
You input: TEST CITY
Is this correct (Y=yes, N=no)?
Y
Enter the state for the organization being notified
for any unprocessed data[2]?

```
CA
You input: CA
Is this correct (Y=yes, N=no)?
Y
Enter the zip+4 for the organization being notified
for any unprocessed data[9]?
95123
You input: 95123
Is this correct (Y=yes, N=no)?
Y
Enter the name of the person to contact in case
of any processing problems[27]?
TEST R PERSON
You input: TEST R PERSON
Is this correct (Y=yes, N=no)?
Y
Enter the phone number (with area code) of the
person to contact in case of problems[15]?
6505551212
You input: 6505551212
Is this correct (Y=yes, N=no)?
Y
Enter the phone extension of the person to
contact in case of problems[5]?
12345
You input: 12345
Is this correct (Y=yes, N=no)?
Y
Enter the email address of the person to
contact in case of problems[40]?
TPERSON@TESTCOE.EDU
You input: TPERSON@TESTCOE.EDU
Is this correct (Y=yes, N=no)?
Y
Enter the fax# (with area code) of the person to
contact in case of problems[10]?
4085551212
You input: 4085551212
Is this correct (Y=yes, N=no)?
Y
Enter the preferred
contact method. 1 for email, 2 for snail mail[1]?
1
You input: 1
Is this correct (Y=yes, N=no)?
Y
No 'CTSUFFIX.W2109912' file...
Will use internal SUFFIX list as set of valid suffix' for name
formatting.
```

The message on the previous two lines indicates that the optional control file for suffixes, CTSUFFIX, has not been created.

Standard Suffix Codes

The screen then displays the standard list of suffixes for the W2 transmittal file program. If you define the optional control file, the suffixes in that file are listed after the standard suffixes.

Suffix Codes for Name Formatting

JR
JR.
SR
SR.
I
I.
II
II.
III
III.
IV
IV.
V
V.
VI
VI.
VII
VII.
VIII
VIX
VIX.
X
X.
DR
DR.
PH.
PHD
PHD.
EDD
EDD.
ED.D
ESQ
ESQ.
JD
JD.
J.D.
RET.
1ST
1ST.
2ND
2ND.
3RD
3RD.
4TH
4TH.
5TH

5TH.
6TH
6TH.
7TH
7TH.
8TH
8TH.
9TH
9TH.

Sorting W2 input file...please be patient

Sorting is complete...thanks for waiting!

Possible SUFFIX, NOT in SUFFIX table for ##/#####: SA
Possible SUFFIX, NOT in SUFFIX table for ##/#####: POL

The screen lists the district and SSN for cases where a last name has two or more words, and the last word is not in the suffix table. In these cases, the last names are TRINH SA and VAN DER POL.

RECORDS READ: 961

SUFFIX Count

JR	192
JR.	16
SR	2
SR.	1
II	26
III	29
IV	1
END OF PROGRAM	

The suffix count summarizes the number of times each suffix occurred while producing the W2 transmittal file.

Task 4-T: Zeroing Out Year-to-Date Totals for Payroll



Figure 2-1: Zero Out Y-T-D Totals

After running the last payroll dated in December 2012 and before running the first payroll dated in January 2013, you must run a program to zero out the year-to-date employee totals. If you fail to do this, the year-to-date totals on pay stubs and the W4 Screen of Employee Maintenance (PP0002) will be incorrect and the year-to-date totals which control OASDI and Medicare maximum subject-gross will not be reset.

You can do this step concurrently with the payroll staff's performance of Task 2-PR.

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
```

```
This program will reset CTD/QTD/MTD totals in the  
PERPAY.DBPERPAY database. This program is for  
Version 'H' of QSS/OASIS payroll only.
```

```
Reset option  
(C=CTD/QTD/MTD, Q=QTD/MTD, M=MTD, N=None)?
```

```
Answer: C
```

```
PPM-RECORDS FOUND      xxxxxx  
PPM-RECORDS ZEROED    xxxxxx
```

```
END OF PROGRAM
```

Note: If Step 4-T is omitted by mistake, you will find that the year-to-date employee totals still contain 2012 totals. You can recover from this by running PAY790 to zero the calendar year-to-date totals, and then use PAY835 to resynchronize payroll stub totals with payroll history totals. See the *QSS/OASIS Payroll Manual* for details about PAY790 (Reset Calendar Totals) and PAY835 (District Y-T-D Totals).

Task 5-PR: Obtaining a User ID and/or Password Before Submitting File

In order to submit your file to the Social Security Administration for tax year 2012, you must have received a User ID and a password. It may take 10-14 days to receive these from the SSA, so it is suggested you do this early.

Ask the payroll staff to perform this step, as described on [page 3-52](#).

Task 6-PR: Printing a Preliminary W2 Prelist with W2RP12

The payroll staff needs to run a preliminary prelist to check for accuracy at this point, as described on [page 3-53](#).

Task 7-PR: Printing a Pay History Report with PAY830

The payroll staff needs to run a pay history report to compare with the prelist at this point, as described on [page 3-82](#).

Security can be set to restrict the payroll staff to their log-on district or to allow them to select multiple districts. Refer to "Program Listings for W2 Programs" on page 3-2 for details on setting this security.

Task 8-PR: Including Employees Without a Pay History Record

This is another task performed by the payroll staff, as described on [page 3-106](#).

Task 9-PR: Entering Pay History Adjustments with PHUPDT

This is another task performed by the payroll staff, as described on [page 3-109](#).

Task 10-T: Extracting W2 Information with Y12W2EXTRACT

The user-defined command (UDC) Y12W2EXTRACT retrieves all W2 information from pay history. It then produces an extract file that will be used as the source from which to produce the W2 forms.

You will have the option of also extracting employer-paid contributions to tax sheltered annuities (TSAs) and/or employer-paid group life insurance over \$50,000 in vol-ded 8999. See [page 3-13](#) for more details.

The extract process reads through the database records for each paycheck and pay history adjustment for 2012, then compiles that information into a W2 summary record for each employee.



Log on as follows for W2 production:

◇ Type HELLO OPR.QSSUSER,W2109912

This logon ID keeps all the processing files for W2 production in their own W2109912 group. Use this logon ID for all W2 and 1099 processing.

Extracting in Production Mode

In **production mode**, the settings are taken from the W2EX12 program option record described on [page 3-13](#) rather than from screen prompts to the operator, thus relieving the operator of the task and responsibility of making correct responses to prompts from the W2 extract program. Like using an automatic automobile transmission rather than a stick shift transmission, using production mode makes for a smooth, automated process.

There will be one extract record for each employee who had Payroll activity in tax year 12.



*To start the extract program in **production mode** and use the **default size work area**:*

◇ Type Y12W2EXTRACT at the command line prompt.

This command creates a work area that can hold the default, or standard, number of 50,000 W2 extract records. The vast majority of computer systems have no problem with this size, so **leave it at the default to avoid making unnecessary calculations**. However, an occasional computer may have too little disk space for such a large work file. In such a case, use the following instructions instead.



To start the extract program in **production mode** and use a **custom-sized work area**:

- ◇ Type Y12W2EXTRACT [number of records] at the command line prompt.
 - > For computers that are running short on disk space, specify a lower limit than the default. For example, if a district has about four hundred employees, a work space that holds 1000 records is all that is needed. To specify that work area, type Y12W2EXTRACT 1000.
 - > Large sites may need a larger work area. For example, if a district has 15,000 employees, the work area should hold up to 17,000 records. To specify that size of work area, type Y12W2EXTRACT 17000.

Extracting in Non-Production Mode

In **non-production mode**, the settings are taken from the operator's response to the following screen prompts. Like using a stick shift automobile transmission rather than an automatic transmission, using non-production mode, while requiring more knowledge on the operator's part, allows for exact tweaking of the process.



To start the extract program in **non-production mode**, type:

- ◇ Type Y12W2EXTRACT , 1 at the command line prompt.

Note that a comma (,) precedes the 1, and at least one space must occur between the UDC command and the comma.

You will be prompted for the following four responses only if you are **in non-production mode**. If you use a control file, the following questions are answered by the control file.

Type responses to the following questions:

What client defined field (01 - 30) is used to identify SSN flags (Use '00' if no SSN flags)?

Type the field number for SSN flags on the Client Defined (CL) screen of Employee Maintenance (PP0002).

If there are no SSN flags, type 00.

For example, if Field 14 of the CL screen is used to identify SSN flags, type 14 here.

Set retplan flag if ret-sys=5 and vd-no=84xx?

Type Y for Yes or N for No.

This question asks whether to mark the pension plan in Box 13 of the W2 form for employees with alternate retirement systems. Such employees have a retirement

system code of 5 (not a PERS or STRS member) and voluntary deduction numbers from 8400-8499 (alternative retirement).

Enter 8 digit Fringe benefit number or press (RETURN) if you are not a (New York) client

All **QSS** clients should press <RETURN>.

Clients in New York should refer to the supplemental instructions for their W2 warrant processing.

You must enter the default code for Box 12 which is used to report TSA amounts. Please select the code value which corresponds to the plan used:

- D - 401(k)
- E - 403(b)
- F - 408(k)(6)
- G - 457(b)
- H - 501(c)(18)(D)
- S - 408(p)

Select the alpha code for the appropriate plan (if any) for your site:

CODE	DEFERRED COMPENSATION PLAN
D	401(k)
E	403(b)
F	408(k)(b)
G	457(b)
H	501(c)(18)(d)
S	408(p)

Please enter the code:

See "Configuring Deferred Compensation (W212DC)" on page 5-24 for information on handling multiple plans.

You will be prompted for the districts you want to extract if you are in non-production mode, or if you answered NO to Field 5, **Extract only districts defined in CTW2TP12 control file?** on the W2EX12 program-option screen. These prompts are as follows:

Enter commands to select which districts will be extracted and processed...

Respond to the following prompts for district selection.

COMMAND?

To select districts, type one of the following responses:

CODE	EXPLANATION
S	Select. Select logon district only.
A	All. Select all districts.
laa-bb	Include. Include districts in range aa-bb.
Xaa-bb	Exclude. Exclude districts in range aa-bb.
R	Restart. Cancel districts already selected and restart selection process.
Q	Quit. Quit and abort extract.
V	Verify. Verify districts selected.
E	Exit. Exit from selection process.

To include or exclude one district only, type in the district number in the first field of the range. For example, I88 includes district 88.

Type E to exit from the selection process. You will see the following unless you specified S above:

```
THE FOLLOWING
DISTRICTS HAVE
BEEN SELECTED: nn
nn nn ... IS THIS
CORRECT (Y OR N)?
```

Each pair of n's is a district number.

Type Y for Yes to indicate the districts displayed are correct.

Type N for No if the districts displayed are not correct; you are returned to the COMMAND? prompt.

The computer begins to collate the data used for printing W2s. The time required to do so varies, depending on the number of W2s to be printed.

```
'PER-PAY' records
read      xxx
'Sort records
released  xxx
;(time is
hh:mm:ss).
```

The extract process sends a status message to the terminal after extracting W2 information for each 100 employees.

The PER-PAY records are the total number of employee records in the database.

The sort records released is the number of employees for whom to print W2s.

District Payees Extracted: xxx	The count for each district.
District sort records released: xxx	The records released is the count for employees who are getting W2s.
Total Payees Extracted: xxx	The totals for all districts.
Total sort records released: xxx	Payees Extracted is the count of employee records that the system read. The total sort records is the number of W2s to print.

Task 11-T: Printing Report of W2 Records from Pay History with Y12W2REPORT

The W2 prelist report created at this stage **does not include Accounts Payable information**. The report is used to compare W2 extract data with Pay History records. It provides a proof list that shows all information extracted in the previous step. Examine the report for accuracy; if any corrections are needed, use the Enter Payroll History program (PHUPDT) to make any changes to payroll amounts, then repeat the extract and report steps.

The Y12W2REPORT UDC creates a report of W2 information extracted so far. If needed, you can specify the maximum of records in the work area that the report program uses for preparing the W2 report.

To use the default, or standard, 50,000-record work area:

- ◇ Type Y12W2REPORT at the command line prompt.
- ◇ To specify a different work area size, use the same number of records that you specified for the work area for the extract step. For example, if you typed Y12W2EXTRACT 500, then, to print the report, type Y12W2REPORT 500.

The following prompts will be displayed as a result.

District (00 for all districts)? Type the 2-digit district number you want to report, or 00 to report for all districts.

The report comes in three formats: a prelist, a reasonability check, and a selected field value report. The prelist reports amounts as they appear on W2s.

Report option: In this step, type P.
 'P' = prelist
 'R' =
 reasonability
 check
 'S' = selected
 field value range
 Enter 'P', 'R', or
 'S'

Report only W2ED12 changes made since (MMDDYY)? Note: <RETURN> or 000000 will report all data It is possible to report only those employees whose W2 data has changed by means of the W2 Edit program on or after a given date. Type the appropriate date or press <RETURN> to report for all employees, regardless of change date.

SSN Mask (0-9,
L/R) :

Do any of the following:

- ◆ Type 0 to print the full SSN.
- ◆ Type 1 through 9 to specify the number of * characters to use for masking the SSN.
- ◆ Type L to print 6-digit ExtRef left justified in the SSN column.
- ◆ Type R to print the right 6-digit ExtRef right justified in the SSN column.

Report Layout (01-
99, blank for
default) :

Press <RETURN> to use the standard layout for the report.

The standard layout is always available. Your site can also define custom layouts 01 through 99 for this report. For instructions, see Appendix A.

The following cycle of prompts loops eight times. Continue to press <RETURN> until you are no longer prompted for a reply.

Enter selection
rule #1

Press <RETURN>.

Field names? Enter
one code from the
following:

FT, ST, OG, OA, MG, MC,
DC, EI, SD, CR, GL, FO,
SP, CH, NT, TG, ME, N4,
NQ, FG, ON, R1, R2, R3
PH, UO, UM, OD, MD, SC,
PC, FA, TS, SG, SA, AA,
BB, HS, MS, AB, EX, RS,
EE, ER, GE, GR, 1G, 2G,
1T, 2T

These choices are not applicable for the P option. See "Selected Field Values Option" on page 3-57 for an explanation of how these field names work with the report's S option.

Field operator
(EQ, NE, IB, GE,
LE, GT, LT)?

Press <RETURN>.

These choices are not applicable for the P option. See "Selected Field Values Option" on page 3-57 for an explanation of how these field names work with the report's S option.L

Field value from?

Press <RETURN> for the 'from' and 'to' values. These choices are not applicable to the P option.

Field value to?

Press <RETURN>.

Sample Reports

The next sections display samples of all three possible report types generated by the W2 Prelist program (W2RP12). Note that at the end of each report are both district totals and final totals. The final totals are county-wide; they include all districts.

Meaning of Report Fields

The table below describes each transaction field on the report. Not all fields will be reported at this point in the process, as amounts such as car allowances not paid through Payroll have not yet been extracted.

Report Fields

FIELD NAME	DESCRIPTION
* (Left of SSN)	Negative gross
? (Left of SSN)	SSN not valid according to SSA standards
RP	Retirement plan
SL	Third-party sick leave
SF	SSN Flag
SE	Statutory employee (subject only to Medicare deductions)
US	Use suffix flag from W2 2011 Final Edit (W2ED11)
PC	Pay code
RS	Retirement System
L1	Pay check sort from W4 screen
L2	Alternate check sort from W4 screen
SC	State code
FED GROSS	Federal pay history gross
OASDI-GR	Wages subject to OASDI
OASDI	OASDI paid
FIT	Federal income tax paid
SIT	State income tax paid
SDI	State disability insurance paid
CAR	Pay history CAR
EE-DC	Employee-paid TSA
ER-DC	Employer-paid TSA

Report Fields

FIELD NAME	DESCRIPTION
EE/403B	Employee-paid 403b
EE/457	Employee-paid 457
ROTH-401K	Employee's contribution to a Roth 401k
FED TAX-GR	Federal taxable gross
MEDI-GR	Wages subject to Medicare
MEDICARE	Medicare paid
GLI	Employer-paid group life insurance
FRNGE/OTH	Fringe/other benefits
DEP-CARE	Dependent care
NTX-GR	Other non-taxable gross + R1 (STRS TS) + R2 (PERS TS) + R3 (Alt-Ret) + Section 125
SICK-PAY	Third-party sick pay
MOVE-EXP	Excludable moving expense
ER/403B	Employer-paid 403(b)
ER/457	Employer-paid 457
ROTH-403B	Employee's contribution to a Roth 403b
STA GROSS	State pay history gross
FIT-AB	FIT add back
EIC	Earned income credit
OTH-NTX	Other non-taxable amounts
RET-1/TS	Sheltered retirement 1 (STRS)
RET-2/TS	Sheltered retirement 2 (PERS)
RET-3/TS	Sheltered retirement 3 (Alt-Ret)
125	Section 125
UN-OASDI	Uncollected OASDI on GLI greater than \$50,000
UN-MEDI	Uncollected Medicare on GLI greater than \$50,000
457-NQP	Non-qualified 457 plan
ROTH-457B	Roth 457(b) contribution
STA TX-GR	State taxable gross

Report Fields

FIELD NAME	DESCRIPTION
SIT-AB	State add back
CITY1-GRS	City 1 gross wages
CITY1-TAX	City 1 gross taxes
CITY2-GRS	City 2 gross wages
CITY2-TAX	City 2 gross taxes
EMPLR HSA	Employer's contribution to health savings account
EMPR MSA	Employer's contribution to medical savings account
SEBER	Substantiated employee business expense reimbursements
ADOPT BEN	Adoption benefits
OTHER-NQP	Other non-qualified plan
EMPLYR-HC	Cost of employer-paid health care

Sample W2 Prelist

The following partial report shows details, with totals at the end of the report.

65 QSS UNIFIED SCHOOL DISTRICT	W-2 PRE-LIST	S298	W2RP12	H.12.01	12/29/12	PAGE	0
DISTRICT: ALL DISTRICTS REPORT OPTION: P - Prelist REPORT CHANGES SINCE: 11/28/2012 SSN Mask: L Report Layout: FIELD NAME RULE LOW VALUE HIGH VALUE							

26 QSS Test District	W-2 PRE-LIST	S298	W2RP12	H.09.01	11/29/12	PAGE	1							
REGULAR GROUP SELECTION DATE: 11/28/2012														
FED GROSS	OASDI-GR	OASDI	FIT	SIT	SDI	CAR	EE-DC	ER-DC	EE/403B	EE/457	ROTH-401K			
FED TX-GR	MEDI-GR	MEDICARE	GLI	FRNGE/OTH	DEP-CARE	NTX-GR	SICK-PAY	MOVE-EXP	ER/403B	ER/457	ROTH-403B			
STA GROSS	FIT-AB	EIC	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B			
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	EMPLR HSA	EMPLR MSA	SEBER	ADOPT BEN	OTHER-NQP	EMPLYR-HC			
000000	PERSNIKITY REAL F	JR	RP:Y	SL:N	SF:N	SE:N	SV:Y	PC:05	RS:02	L1:0005	L2:0000	SC:05	**DC > 20,500	50+
104604.20	97500.00	6045.00	10583.92	3983.58	.00	.00	28310.00	.00	11650.00	16660.00	.00	.00	.00	.00
66460.78	102093.08	1480.34	.00	.00	.00	9833.42	50.00	100.00	.00	.00	.00	.00	.00	.00
104604.20	.00	.00	.00	.00	7322.30	.00	2511.12	.00	.00	.00	.00	.00	.00	.00
66460.78	.00	.00	.00	.00	.00	.00	200.00	300.00	400.00	.00	.00	.00	.00	.00
REGULAR TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC						
1	104604.20	97500.00	6045.00	10583.92	3983.58	0.00	28310.00	0.00						
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457						
0.00	66460.78	102093.08	1480.34	0.00	0.00	9833.42	11650.00	16660.00						
FIT-AB	STATE GROSS	OTHER-NTX	RET-1/TS	RET-2/TS	RET-3/TS	SECTION-125	ER/403B	ER/457						
0.00	104604.20	0.00	0.00	7322.30	0.00	2511.12	0.00	0.00						
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	SEBER	ROTH/403B	ROTH/401K						
0.00	66460.78	0.00	50.00	0.00	100.00	300.00	0.00	0.00						
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA						
400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC											
0.00	0.00	0.00	0.00											

26 QSS Test District	W-2 PRE-LIST	S298	W2RP12	H.12.01	11/29/12	PAGE	2				
REGULAR GROUP SELECTION DATE: 11/28/2012											
FED GROSS	OASDI-GR	OASDI	FIT	SIT	SDI	CAR	EE-DC	ER-DC	EE/403B	EE/457	ROTH-401K
FED TX-GR	MEDI-GR	MEDICARE	GLI	FRNGE/OTH	DEP-CARE	NTX-GR	SICK-PAY	MOVE-EXP	ER/403B	ER/457	ROTH-403B
STA GROSS	FIT-AB	EIC	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	EMPLR HSA	EMPLR MSA	SEBER	ADOPT BEN	OTHER-NQP	EMPLYR-HC
DIST TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC			
1	104604.20	97500.00	6045.00	10583.92	3983.58	0.00	28310.00	0.00			
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457			
0.00	66460.78	102093.08	1480.34	0.00	0.00	9833.42	11650.00	16660.00			
FIT-AB	STATE GROSS	OTHER-NTX	RET-1/TS	RET-2/TS	RET-3/TS	SECTION-125	ER/403B	ER/457			
0.00	104604.20	0.00	0.00	7322.30	0.00	2511.12	0.00	0.00			
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	SEBER	ROTH/403B	ROTH/401K			
0.00	66460.78	0.00	50.00	0.00	100.00	300.00	0.00	0.00			
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA			
400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC								
0.00	0.00	0.00	0.00								

Sample W2 Reasonability Report

This is an exception-only report showing only those cases where the employee withholding for OASDI and Medicare fall outside of the Social Security Administration's tolerance for error.

The following sample illustrates Page 0 (the header page).

26 QSS Test District	W-2 PRE-LIST - REASONABILITY CHECK	J174	W2RP11	H.11.00	12/09/11	PAGE	0
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DISTRICT: 26

REPORT OPTION: R - Reasonability check

REPORT CHANGES SINCE: ALL DATA

SSN Mask: R

Report Layout:

FIELD NAME	RULE	LOW VALUE	HIGH VALUE
------------	------	-----------	------------

The following sample illustrates employee detail lines and the totals that print at the end of each sort group.

26 QSS Test District	W-2 PRE-LIST - REASONABILITY CHECK	J174	W2RP11	H.11.00	12/09/11	PAGE	1
----------------------	------------------------------------	------	--------	---------	----------	------	---

REGULAR GROUP	SELECTION DATE: ALL DATA										*ERROR* IN OASDI/MEDI WAGES AND/OR AMOUNT CONTRIBUTED																			
FED GROSS	OASDI-GR	OASDI	FIT	SIT	SDI	CAR	EE-DC	ER-DC	EE/403B	EE/457	ROTH-401K	FED TX-GR	MEDI-GR	MEDICARE	GLI	FRNGE/OTH	DEP-CARE	NTX-GR	SICK-PAY	MOVE-EXP	ER/403B	ER/457	ROTH-403B							
STA GROSS	FIT-AB	EIC	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B	STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	EMPLR HSA	EMPLR MSA	SEBER	ADOPT	BEN	OTHER-NQP	EMPLYR-HC						
000000	ANDREWS JULIE												RP:Y	SL:N	SF:N	SE:N	US:N	PC:08	RS:05	L1:0000	L2:0000	SC:05								
	2592.00	2592.00	160.74	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
	2592.00	2592.00	37.62	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
	2592.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
	2592.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
000000	BEETHOVEN LUDWIG												RP:Y	SL:N	SF:N	SE:N	US:N	PC:08	RS:01	L1:0000	L2:0000	SC:05								
	2592.00	2592.00	160.74	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
	2592.00	2592.00	37.62	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
	2592.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
	2592.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00					
REGULAR TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC																						
2	5184.00	5184.00	321.48	0.00	0.00	0.00	0.00	0.00																						
	EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457																					
0.00	5184.00	5184.00	75.24	0.00	0.00	0.00	0.00	0.00	0.00																					
	FIT-AB	STATE GROSS	OTHER-NTX	RET-1/TS	RET-2/TS	RET-3/TS	SECTION-125	ER/403B	ER/457																					
0.00	5184.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																					
	SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	SEBER	ROTH/403B	ROTH/401K																					
0.00	5184.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																					
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA																						
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																						
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC																											
0.00	0.00	0.00	0.00																											

The OASDI and Medicare exceptions are circled on the sample report above.

How exceptions are identified.

1. The expected contribution is computed. For OASDI, this is .062 of OASDI-GR. For Medicare, this is .0145 of MEDI-GR.
2. The expected contribution is compared to the actual contribution to check for a discrepancy.
3. If there is a discrepancy and the expected contribution is less-than or equal-to \$40.00, it is reported if the discrepancy it is more than \$0.02.

If there is a discrepancy and the expected contribution is more than \$40.00, it is reported if the discrepancy is more than .0005 of the expected contribution.

Let's look at an example.

	FED GROSS	OASDI-GR	OASDI
	FED TX-GR	MEDI-GR	MEDICARE
	STA GROSS	FIT-AB	EIC
	STA TX-GR	SIT-AB	CITY1-GRS

000000	WASHINGTON	MARTHA	
	4019.91	.00	.00
	4019.91	4019.91	58.26

1. Let's compute the expected Medicare gross for Martha Washington.

Multiply the MEDI-GR of \$4019.19 by .0145 to arrive at an expected contribution of \$58.29.

2. When compared to the actual contribution of \$58.26, we see a discrepancy of \$0.03
3. Since the expected contribution is more than \$40.00, we must determine whether the discrepancy is more than .0005 of the expected contribution.

Divide \$0.03 by \$58.29, and the result is .0005146. This exceeds the limit of .0005 so it shows up on the report.

Alternatively, you can multiply \$58.29 by .0005 and result is \$0.029145. This is exceeded by \$0.03 so it shows up on the report.

OASDI exceptions work the same way, except the expected contribution is .062 instead of .0145

The following sample illustrates the totals page that concludes the report.

REGULAR GROUP		SELECTION DATE: ALL DATA *ERROR* IN OASDI/MEDI WAGES AND/OR AMOUNT CONTRIBUTED									
FED GROSS	OASDI-GR	OASDI	FIT	SIT	SDI	CAR	EE-DC	ER-DC	EE/403B	EE/457	ROTH-401K
FED TX-GR	MEDI-GR	MEDICARE	GLI	FRNGE/OTH	DEP-CARE	NTX-GR	SICK-PAY	MOVE-EXP	ER/403B	ER/457	ROTH-403B
STA GROSS	FIT-AB	EIC	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	EMPLR HSA	EMPLR MSA	SEBER	ADOPT BEN	OTHER-NQP	EMPLYR-HC

DIST TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC			
2	5184.00	5184.00	321.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457			
0.00	5184.00	5184.00	75.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FIT-AB	STATE GROSS	OTHER-NTX	RET-1/TS	RET-2/TS	RET-3/TS	SECTION-125	ER/403B	ER/457			
0.00	5184.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	SEBER	ROTH/403B	ROTH/401K			
0.00	5184.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC								
0.00	0.00	0.00	0.00								

FINAL TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC			
9	20767.55	13161.55	816.02	180.67	9.96	0.00	0.00	0.00	0.00	0.00	0.00
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457			
0.00	20472.35	20767.55	301.27	0.00	0.00	295.20	0.00	0.00	0.00	0.00	0.00
FIT-AB	STATE GROSS	OTHER-NTX	RET-1/TS	RET-2/TS	RET-3/TS	SECTION-125	ER/403B	ER/457			
0.00	20767.55	0.00	295.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	SEBER	ROTH/403B	ROTH/401K			
0.00	20472.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC								
0.00	0.00	0.00	0.00								

Sample W2 Selected Field Values Report

The following sample illustrates Page 0 (the header page).

26 QSS Test District		W-2 PRE-LIST - SELECTED FIELD VALUES				S10	W2RP12	H.12.00	12/11/12	PAGE	0

DISTRICT: ALL DISTRICTS											
REPORT OPTION: S - Selected field value(s)											
REPORT CHANGES SINCE: ALL DATA											
SSN Mask: R											
Report Layout:											
FIELD NAME	RULE	LOW VALUE	HIGH VALUE								
-----	-----	-----	-----								
RS Ret System	EQ	2.00									
FG Fed Gross	GT	100,000.00									

The following sample illustrates employee detail lines and the totals that print at the end of each sort group.

26 QSS Test District		W-2 PRE-LIST - SELECTED FIELD VALUES										J555	W2RP12	H.12.00 11/28/12		PAGE 1	
REGULAR GROUP		SELECTION DATE: ALL DATA															
FED GROSS	OASDI-GR	OASDI	FIT	SIT	SDI	CAR	EE-DC	ER-DC	EE/403B	EE/457	ROTH-401K						
FED TX-GR	MEDI-GR	MEDICARE	GLI	FRNGE/OTH	DEP-CARE	NTX-GR	SICK-PAY	MOVE-EXP	ER/403B	ER/457	ROTH-403B						
STA GROSS	FIT-AB	EIC	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B						
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	EMPLR HSA	EMPLR MSA	SEBER	ADOPT BEN	OTHER-NQP	EMPLYR-HC						
000000	PERSNIKITY REAL F	JR	RP:Y	SL:N	SF:N	SE:N	SV:Y	PC:05	RS:02	L1:0005	L2:0000	SC:05	**DC > 20,500 50+				
104604.20	97500.00	6045.00	10583.92	3983.58	.00	.00	28310.00	.00	11650.00	16660.00	.00						
66460.78	102093.08	1480.34	.00	.00	.00	9833.42	50.00	100.00	.00	.00	.00						
104604.20	.00	.00	.00	.00	7322.30	.00	2511.12	.00	.00	.00	.00						
66460.78	.00	.00	.00	.00	.00	.00	200.00	300.00	400.00								
REGULAR TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC									
1	104604.20	97500.00	6045.00	10583.92	3983.58	0.00	28310.00	0.00									
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457									
0.00	66460.78	102093.08	1480.34	0.00	0.00	9833.42	11650.00	16660.00									
FIT-AB	STATE GROSS	OTHER-NTX	RET-1/TS	RET-2/TS	RET-3/TS	SECTION-125	ER/403B	ER/457									
0.00	104604.20	0.00	0.00	7322.30	0.00	2511.12	0.00	0.00									
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	SEBER	ROTH/403B	ROTH/401K									
0.00	66460.78	0.00	50.00	0.00	100.00	300.00	0.00	0.00									
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA									
400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC														
0.00	0.00	0.00	0.00														

The following sample illustrates the totals page that concludes the report.

26 QSS Test District		W-2 PRE-LIST - SELECTED FIELD VALUES										S10	W2RP12	H.12.00 12/11/12		PAGE 4	
REGULAR GROUP		SELECTION DATE: ALL DATA															
FED GROSS	OASDI-GR	OASDI	FIT	SIT	SDI	CAR	EE-DC	ER-DC	EE/403B	EE/457	ROTH-401K						
FED TX-GR	MEDI-GR	MEDICARE	GLI	FRNGE/OTH	DEP-CARE	NTX-GR	SICK-PAY	MOVE-EXP	ER/403B	ER/457	ROTH-403B						
STA GROSS	FIT-AB	EIC	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B						
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	EMPLR HSA	EMPLR MSA	SEBER	ADOPT BEN	OTHER-NQP	EMPLYR-HC						
DIST TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC									
1	104604.20	97500.00	6045.00	10583.92	3983.58	0.00	28310.00	0.00									
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457									
0.00	66460.78	102093.08	1480.34	0.00	0.00	9833.42	11650.00	16660.00									
FIT-AB	STATE GROSS	OTHER-NTX	RET-1/TS	RET-2/TS	RET-3/TS	SECTION-125	ER/403B	ER/457									
0.00	104604.20	0.00	0.00	7322.30	0.00	2511.12	0.00	0.00									
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	SEBER	ROTH/403B	ROTH/401K									
0.00	66460.78	0.00	50.00	0.00	100.00	300.00	0.00	0.00									
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA									
400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC														
0.00	0.00	0.00	0.00														
FINAL TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC									
2	208280.20	195000.00	12090.00	31662.44	10721.30	0.00	28310.00	0.00									
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457									
0.00	160825.16	203713.38	2953.82	0.00	0.00	19145.04	11650.00	16660.00									
FIT-AB	STATE GROSS	OTHER-NTX	RET-1/TS	RET-2/TS	RET-3/TS	SECTION-125	ER/403B	ER/457									
0.00	208280.20	0.00	0.00	14578.22	0.00	4566.82	0.00	0.00									
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	SEBER	ROTH/403B	ROTH/401K									
0.00	160825.16	0.00	50.00	0.00	100.00	300.00	0.00	0.00									
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA									
400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC														
0.00	0.00	0.00	0.00														

Task 12-T: Optional—Including Travel Claims

Perform this step only if you have travel claims or car allowances that are added through Accounts Payable. If so, add them at this point, *before* the Merge program is run.

Extracting Car Allowances from Travel Claims with Y12W2TCEXT

This UDC is run from the program W2TC12.

Follow the instructions in this step if you paid car allowances through travel claims.

Skip this step if:

- ◆ You entered car allowances only through payroll, *or*
- ◆ You have no car allowances to report from Accounts Payable Travel Claims, *or*
- ◆ Your district does not pay more per mile than the government allowance.

To extract car payments from travel claims with the standard extract file size of 50,000:

- ◇ Type Y12W2TCEXT at the command line prompt.
- ◇ To specify a different number of records, type a number after the UDC, as in Y12W2TCEXT 1000.

The travel claim extract process creates one record per employee with car allowance paid through travel claims during 2012.

For example, 400 extract records result if 400 employees have an average of 15 CAR travel claims each. Even though there are 6,000 individual transactions (400 employees times 15 car travel claims each), the extract process collapses the data down into 400 records (1 summary record per employee).

The screen prompts are as follows:

COMMAND?

To select districts, type one of the following responses:

CODE	EXPLANATION
S	Select. Select logon district only.
A	All. Select all districts.
laa-bb	Include. Include districts in range aa-bb.
Xaa-bb	Exclude. Exclude districts in range aa-bb.
R	Restart. Cancel districts already selected and restart selection process.
Q	Quit. Quit and abort extract.
V	Verify. Verify districts selected.
E	Exit. Exit from selection process.

To include or exclude one district only, type in the district number in the first field of the range. For example, I88 includes district 88.

Type E to exit from the selection process. You will see the following unless you specified S above:

THE FOLLOWING
DISTRICTS HAVE
BEEN SELECTED: nn
nn nn ... IS THIS
CORRECT (Y OR N)?

Each pair of n's is a district number.

Type Y for Yes to indicate the districts displayed are correct.

Type N for No if the districts displayed are not correct; you are returned to the COMMAND? prompt.

Specifying Range or Mileage Flag

There are two ways to indicate which travel claims are CAR payments.

- ◆ Travel claims that fall in a certain range of numbers, *or*
- ◆ Travel claims with a mileage flag of M.

The mileage flag is set to M when you respond to the Travel Claim Payments (TCPYMT) field **Mileage payment for W-2** with Y.

The next set of prompts lets the computer know the global (or standard) way of entering CAR payments at your site. Then the prompt tells whether any districts are exceptions to that rule.

Type responses to the following questions:

Global setting - Mileage Flag or Travel Claim Range (M/R)? Type M for Mileage to have the program identify CAR allowance by the mileage flag. Any transaction with a mileage flag of Y is a CAR payment.

This applies only to mileage amounts over the government allowance.

Type R for Range to have the program find CAR allowance data in a range of travel claim numbers.

The following two questions appear only if you type R:

Enter beginning number in range. Type a 6-digit travel claim number.

Fill in leading zeros. For example, claim 9934 should be typed as 009934.

Enter ending number in range. Type a 6-digit travel claim number.

Fill in leading zeros. For example, claim 9954 should be typed as 009954.

For both global settings, M or R, you can make exceptions by district. To do so, answer the following questions:

Districts with exceptions (Y/N)? Type N for No exceptions by district.

Press <RETURN> to begin extracting CAR payments.

Type Y for Yes to specify exceptions to the global setting by district. Answer the following prompts:

Setting for district nn (M/R) Return for global For each district selected, type one of the following.

CODE	EXPLANATION
M	Mileage flag
R	Range of travel claim numbers

If you type R, the process asks for a beginning and ending range of travel claim numbers.

<RETURN> Press <RETURN> to retain the global setting for the district.

The extract begins after you finish typing in instructions for each district.

Printing Report of Car Allowances with Y12W2TCRPT

This UDC is run from the program W2MR12.

To produce a report of car allowances:

◇ Type Y12W2TCRPT at the command line prompt.

The Y12W2TCRPT UDC produces a report of car allowances. The report may reveal that two kinds of adjustments are needed. First, the vendor Tax IDs may require changing. Second, the mileage flags on travel claims may be incorrect. If either of these changes are required, the extract must be repeated.

The following two tasks may be done by the accounts payable staff.

Change vendor tax IDs if the report includes any Invalid Vendor Tax ID messages. Use the Update Vendor Master File program (VEUPDT) to change the SSN in the vendor master file.

Change the mileage flag if any travel claims are missing from the report or are there erroneously. To do so, use the Travel Claim Payments program (TCPYMT) to change the mileage flag. That program allows you to change the flag, even though the transactions have been paid.

After changing any vendor tax IDs or any mileage flags, repeat the extract and the report to verify that the changes were entered accurately.

Task 13-AP: Optional—Adjusting Travel Claims

This is an optional step performed by the Accounts Payable staff as described on page 3-116.

Task 14-T: Merging All Sources of W2 Information with Y12W2FNLMRG

Run the W2 final merge program with the Y12W2FNLMRG UDC to combine information from the Payroll and Accounts Payable systems into the file used to print W2s and make the file to submit to the SSA.

You must do this step even if you have no accounts payable information to merge.

WARNING! Be very hesitant to use the Y12W2FNLMRG UDC after you have begun editing W2s, as described in "Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED12)" on page 3-121. Every time the Y12W2FNLMRG UDC is run, it wipes clean any editing done with the W2 Edit Program (W2ED12). See the next section to help you decide.

To combine Payroll and AP information into one file:

◇ Type Y12W2FNLMRG at the command line prompt.

The first time you run this UDC, the terminal displays a Nonexistent Permanent File error (FSERR 52). This error is no cause for alarm; the W2 process is making sure that all remnants of partially completed processing are cleared.

The next two steps describe how to modify and review this file of combined W2 information before it is reported to employees and the SSA.

Task 15-T: Printing W2 Prelist Report of Combined W2 Information with Y12W2REPORT

This W2 prelist report combines Accounts Payable information and Pay History information.

Give this report to the payroll staff so they can examine it for accuracy; if any corrections are needed, the payroll staff should use the W2 Edit program (W2ED12) to make any changes.

The Y12W2REPORT UDC creates a report of W2 information extracted so far. If needed, you can specify the maximum number of records in the work area that the report program uses for preparing the W2 report.

To use the default, or standard, 50,000-record work area:

◇ Type Y12W2REPORT at the command line prompt.

To specify a different work area size, use the same number of records that you specified for the work area for the extract step. For example, if you typed Y12W2EXTRACT 500, then, to print the report, type Y12W2REPORT 500. Any number you specify here is the maximum number of records that will be printed.

The following prompts will be displayed as a result.

```
District (00 for          Type the 2-digit district number you want to report, or 00 to
all districts)?          report for all districts.
```

The report comes in three formats: a prelist, a reasonability check, and a selected field value report. The prelist reports amounts as they appear on W2s.

```
Report option:
  'P' = prelist
  'R' = reasonability check
  'S' = selected field value range
Enter 'P', 'R', or 'S'
```

In this step, type P.

```
Report only W2ED12      It is possible to report only those employees whose W2 data
changes made since      has changed by means of the W2 Edit program on or after a
(MMCCDDYY)? Note:      given date. Type the appropriate date or press <RETURN> to
<RETURN> or 000000      report for all employees, regardless of change date.
will report all
data
```

SSN Mask (0-9,
L/R) :

Do any of the following:

- ◆ Type 0 to print the full SSN.
- ◆ Type 1 through 9 to specify the number of * characters to use for masking the SSN.
- ◆ Type L to print 6-digit ExtRef left justified in the SSN column.
- ◆ Type R to print the right 6-digit ExtRef right justified in the SSN column.

Report Layout (01-
99, blank for
default) :

Press <RETURN> to use the standard layout for the report.

The standard layout is always available. Your site can also define custom layouts 01 through 99 for this report. For instructions, see Appendix A.

The following cycle of prompts loops eight times. Continue to press <RETURN> until you are no longer prompted for a reply.

Enter selection
rule #1

Press <RETURN>.

Field names? Enter
one code from the
following:

FT, ST, OG, OA, MG, MC,
DC, EI, SD, CR, GL, FO,
SP, CH, NT, TG, ME, N4,
NQ, FG, ON, R1, R2, R3
PH, UO, UM, OD, MD, SC,
PC, FA, TS, SG, SA, AA,
BB, HS, MS, AB, EX, RS,
EE, ER, GE, GR, 1G, 2G,
1T, 2T

These choices are not applicable for the P option. See "Selected Field Values Option" on page 3-57 for an explanation of how these field names work with the report's S option.

Field operator
(EQ, NE, IB, GE,
LE, GT, LT)?

Press <RETURN>.

These choices are applicable only for the S option. See "Selected Field Values Option" on page 3-57 for an explanation of how these field names work with the report's S option.

Field value from?

Press <RETURN> for the 'from' and 'to' values. These choices are applicable only for the S option.

Field value to?

Press <RETURN>.

The various sample reports are displayed in the section "Sample Reports" on page 2-26.

Crossing the Great Divide: Passing the Point of No Return

After you have run the W2 merge program, if you then edit records with the W2 Edit program, you should consider very carefully before deciding whether to go back and redo any previous steps. If the W2 merge program is run again after you have begun to edit records, you will lose all of the editing work you have done.

- ◆ If an error was made that affects *a large number of employees* in the district, it may be better to scrap your editing changes, bite the bullet, and go back and make the changes to Pay History records, then redo the W2 merge program, and redo the editing changes.
- ◆ If only *scattered errors* were made, it will likely be better *not* to go back, but to keep your changes in the W2 Edit program. If these changes affect Pay History records, then make the corresponding changes in the Pay History records also; but *do not* redo the W2 merge afterward.

Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED12)

If there are travel claims or car allowances that were *not* added through Payroll or Accounts Payable, the payroll staff should add them at this point by using the Edit program, as discussed on [page 3-121](#).

The W2 Edit program has two options to control access to districts. Security can be set to restrict the payroll staff to their log-on district or allow them to maintain information for employees in any district. Refer to "Program Listings for W2 Programs" on page 3-2 for details on setting up these options.

Task 17-T: Printing Prelist Report of Combined W2 Information with Y12W2REPORT

This final W2 prelist report combines Accounts Payable information and Pay History information, along with any changes made with the W2 Edit program. It shows the actual data that will be printed on the W2 forms.

Follow the same instructions that are given on [page 2-24](#).

The W2 Prelist (W2RP12) may include some employees who are not in the transmittal file. The system does not create a W2 form if any of the following statements are true:

- ◆ All of the following amounts are zero: Taxable Gross, GLI, Def. Comp, FIT, SIT, OASDI Gross, OASDI, Medi Gross, Medi, EIC, and SDI. Taxable Gross is calculated by W2TF12 as follows. Fed Gross + Fringe/Other Gross + CAR + GLI + FIT Addback Gross - Def. Comp - non-taxable Gross.
- ◆ Any of the following fields are negative: Taxable Gross, GLI, Def. Comp, FIT, SIT, OASDI Gross, OASDI, Medi Gross, Medi, EIC, or SDI.

For details on locating such employees, see [page 3-61](#).

Task 18-T: Printing W2 Forms for Distribution

After the completeness and accuracy of the prelist have been confirmed, print the W2 forms for distribution to employees.

There are several methods, some more commonly used than others. They are:

Method	Page
Printing forms on a pin-feed (impact) printer	2-52
Exporting a print file to a non-QSS printing system	2-52
Printing forms on a laser printer using a PIF output file	2-56

The instructions vary somewhat, depending on whether you plan to print on a pin-feed printer or a laser printer.

If you are printing forms on a pin-feed (impact) printer:

1. Follow the "Instructions for All Types of Printing" on page 2-45.
2. Follow the instructions in "Printing Forms on a Pin-Feed Printer" on page 2-52.
3. After printing and distributing your W2s, wait until near the end of February to take the next step. Skip to the instructions for making a transmittal file in the section "Task 19-T: Making a W2 Electronic Transmittal File for SSA with Y12W2FILE" on page 2-69.

If you are printing forms on a laser printer:

1. Follow the "Instructions for All Types of Printing" on page 2-45.
2. Read the requirements for laser printing in "Requirements for Successful Printing of Laser-Formatted W2 Forms" on page 2-55 to make sure your setup will allow laser printing.
3. Use the Y12W2PRINT command to create the PIF file, as described in "Parameters to Use with the Y12W2PRINT Command" on page 2-56.

If your site is using the optional **QSS** software for printing .pdf files, you can use the output files created by Y12W2PRINT for printing .pdf files of W2 forms for each district.

4. Use the Y12W2LASER command to print the forms on your laser printer, as described in "Parameters to Use with the Y12W2LASER Command" on page 2-57.

NOTE: If the forms misfeed or jam, the printing process can be restarted from the last good W2 form. See "W2 Form Restarting Instructions" on page 2-60 for details.

Zip Code File (FMW2PRZC)

Whenever you run the `Y12W2PRINT` command as described in the next section, and you use the "Sort by ZIP Code" option (page 2-51), the system creates the FMW2PRZC file. This lists the number of W2s within each unique ZIP Code as shown in the example below.

```

■ fmw2przc.w2109912.qssuser
  Zip Code= 91110   Count= 000326
  Zip Code= 91111   Count= 000087
  Zip Code= 92110   Count= 000142
  Zip Code= 92210   Count= 000034
  Zip Code= 92223   Count= 000001
  Zip Code= 93562   Count= 000001
  Zip Code= 94403   Count= 007654
  Zip Code= 94501   Count= 000056

```

The FMW2PRZC file will assist you in preparing bulk mailouts for the U.S. Postal Service.

Instructions for All Types of Printing

Follow these instructions for all types of printing. Then branch to the specific instructions for the type of printing you have chosen.

To print W2 forms:

- ◇ Log on to the operator's console with the command `HELLO OPR.QSSUSER,W2109912.`
- ◇ Type `Y12W2PRINT` at the command line prompt.

Parameters to Use with the Y12W2PRINT Command

The syntax of the `Y12W2PRINT` command is:

```
Y12W2PRINT [parameter,parameter,...]
```

The list of optional parameters follows. If you use the default value for a parameter, do not include the parameter. List any non-default parameters in the order in which they appear in the following list.

Parameter	Value to Input	Default Value	Explanation
SIZE=	Number of records for work files	30,000	See page 2-47 .
EXPORTSIZE=	Number of records to export to non-QSS printing system	30,000	Value should be same as that of SIZE. See page 2-52 .
DEV=	Printer device, either number or class	6	See page 2-47 .

Parameter	Value to Input	Default Value	Explanation
FORMAT=	0/1/2/3	0	0=Do not use all lines of the district address. 1=Marin format: Use all lines of the district address. 2=Granite format: Standard format for district address (like option 0). 3=Granite format: Use all lines of the district address (like option 1).
PIFSIZE=	Number of records for PIF file	0	Each form needs 21 lines. Leave at 0 for impact printing.
NOPRINT=	0/1	0	0=Create spoolfile; for impact printing. 1=No spoolfile; for laser printing.
OFFSET=	Number of bytes to offset print line	0	0=Use standard form. 01-20=Number of bytes to offset the print line if you are using a non-standard form.
PRTYR=	0/1	0	0=Do not print the tax year on the forms. 1=Print the tax year on dateless forms.
NMSRT=	0/1	0	0=Standard sort of names in ascending order (A-Z). 1=Sort names in descending order (Z-A).

NOTE: Unless the resulting file size is too large for your computer to handle, leave the SIZE and EXPORTSIZE parameters at the default value.

The definition of the Y12W2PRINT command contains default values for each parameter as shown above. When entering the command, you should specify any parameter value you want different than the default as "parameter-name=parameter-value". When entering more than one parameter, you separate them with a comma "," or a space " ". Examples are listed below to help illustrate this point.

The default, or standard, work file (a temporary file used by the software) for printing W2s holds 30,000 transactions. The vast majority of computer systems have no problem with this size, so ***leave it at the default to avoid making unnecessary calculations***. However, an occasional computer may have too little disk space for such a large work file.

- ◇ To specify a smaller number of records, type the command followed by the number of records, for example: Y12W2PRINT 15000 (or Y12W2PRINT SIZE=15000). Any number you specify here is the maximum number of records that will be printed, so make the number large enough that none get dropped.

If you find it necessary to reduce the number of print records below the default, the number should match the number of extract records previously produced. For example, if you typed Y12W2EXTRACT 15000 to build the extract file as discussed in "Task 10-T: Extracting W2 Information with Y12W2EXTRACT" on page 2-19, type Y12W2PRINT 15000 to print W2s.

◆ A likely example of non-default parameters for *impact printing* might be:

Y12W2PRINT DEV=PR1

> See "Printing Forms on a Pin-Feed Printer" on page 2-52 for more details.

◆ A likely example of non-default parameters for *laser printing* might be:

Y12W2PRINT NOPRINT=1, PIFSIZE=100000

> See "Parameters to Use with the Y12W2PRINT Command" on page 2-56 for more details.

When using the command to produce a PIF, you should add any of the following parameters to your command line which take non-default values.

SIZE=30000	It is suggested that you leave the size of the temporary work file at the default of 30,000.
EXPORTSIZE=30000	It is suggested that you leave the number of records at the default of 30,000. EXPORTSIZE should be the same size as SIZE. This parameter is used only if exporting the print file to a non- QSS printing system, as discussed on page 2-52 .
DEV	This is the device number or name of the printer you will be using for printing the W2 forms. The default device number is 6. If your printer has a different number/name, then you must specify it on the command line in the format <u>DEV=x</u> where x is your printer device number/name.
FORMAT=0	The standard, or default, format is <u>0</u> . Only Marin uses <u>FORMAT=1</u> , to use all lines of the district address. Only Granite uses <u>FORMAT=2</u> , to use standard format (similar to option <u>0</u>).

PIFSIZE=#

The # represents the number of records to reserve for the PIF. If your computer does not choke at large files, just specify PIFSIZE=100000 and forget it.

Only if you need to dial down the size of the file, then use the following calculation:

Each W2 form will take exactly 21 records in the PIF. Multiply the number of W2 forms you will be producing by 21, and that is the value you should use here.

For example, if you wanted to produce 1,000 W2 forms on a laser printer, you would use this form of Y12W2PRINT:

Y12W2PRINT size=1000, pifsize=21000,
noprint=1

These parameters tell the program that you want 1,000 forms multiplied by 21, for a total of 21,000 records. Noprint=1, or true, requests 'no printing' of any spoolfile.

CAUTION: You can make the PIF size larger than the multiple of 21, but do not make it smaller.

If you do not include the PIFSIZE option, or if you set the number to 0, the command will not produce a PIF. If no new PIF is produced, any PIF you produced from a previous Y12W2PRINT command would remain in place, untouched.

However, when producing a new PIF, any previous PIF is deleted and replaced by the new PIF.

NOPRINT=1

Specify this option to cause the Y12W2PRINT command to *not* produce any output file to an impact printer.

NOPRINT=1 would be the standard option when printing on laser W2 forms, unless you have a spare supply of multi-part impact printer formatted W2 forms you want to use.

Prompts Resulting from Y12W2PRINT Command

After typing the Y12W2PRINT command, you will then need to respond to the following prompts.

Enter Federal
Employer ID Number
- 9 digits?

This question appears only if the EIN control file (CTW2TP12) does not exist or cannot be opened. Its creation is described in the section "Task 3-T: Setting Up Control Files" on page 2-4.

Type the 9-digit Federal Employer ID number.

Use state-id from
the database?
(Y/N)

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	Take the State ID from the district master file, which is created and modified with the Maintain District Master program (DPUPDT).
N	Have the program get the State ID from your entry for the next question.

This state ID is then used for all districts.

Enter State
Employer ID Number
(up to 17 chars)?

This question appears only if you answered N to the previous question.

Type the State Employer ID number without any dashes, spaces, or other punctuation. For example, type the state ID number UT-883 A41 as UT883A41.

The placement of dashes and spaces on printed W2 forms is determined by the edit mask described in "W2EX12 - Basic/default settings used to control how W2 data is accumulated" on page 3-13.

Consult the local instructions for your state or your **QSS** Account Manager for more information.

Print the district
name below the
employee mailing
address (Y/N)?

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	Print the individual district name on the W2 below the employee's address.

COEs might select this option when they use the COE address as the return address. This lets the employee know which district the W2 was from.

Use the CSSF district and address (Y/N)?

Type Y for Yes or N for No.

CODE	EXPLANATION
N	Leave blank the line on the W2 below the employee's address. Districts would usually select this option.

Is this a Duplicate Run (Y/N)?

Type Y if you are printing duplicate W2s (to replace lost W2s, etc.).

CODE	EXPLANATION
Y	Print the County School Services Fund (CSSF) name and address, rather than the individual district name and address, at the top of the W2 form.
N	Do not print the CSSF district name and address on the W2 form.

On many forms, the line *****REISSUED STATEMENT***** will be printed beneath the district name and address. This message is not available on some laser forms.

Type N if you are not printing duplicate W2s.

Print W2's for W2ED12 changes since (MMDDCCYY)?
Note: <RETURN> or blanks will report all data

This allows the user to print W2s for only those employees who have had changes made to their W2 information on or after the date specified.

NOTE: Pressing <RETURN> or typing all blank spaces will print W2s for all employees, regardless of when changes, if any, were made.

Sort Selection [list of selections]
Enter sort selection '1 - 19'

The printing process allows 18 choices of sorting order for the printed W2 forms. Type one of the following numeric options.

CODE	EXPLANATION
1	Sort by district number, name.
2	Sort by district number, pay location (1), and name (using check sort location).

This sort option is suggested if you enclose W2s with pay warrants.

CODE	EXPLANATION
3	Sort by district number, pay location (2), and name (using alternate check sort location).
4	Sort by district number, pay code, and name.
5	Sort by zip code. This sort option is suggested if you mail the 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

Is This a Restart? Type Y for Yes or N for No.

CODE	EXPLANATION
Y	You have already printed some forms and are restarting the remainder of the print process. See "W2 Form Restarting Instructions" on page 2-60.
N	Begin printing the forms, starting with the first form.

Print 3 sample W2's to aid in alignment (Y/N)?

Type Y or N.

The program requires a response. It keeps asking, "Please type in Y for yes, N for no..." until you provide one of those answers.

Type Y to print alignment forms filled with Xs. After printing those 3 sample forms, the program asks "Print 3 sample W2s?" again. Type Y to print 3 more sample forms. The sample forms can be printed as many times as you like.

Type N after the forms are aligned correctly. The W2 forms for distribution to employees will begin to print.

Printing Forms on a Pin-Feed Printer

To print W2 forms for distribution:

1. Prepare the printer. Make sure it is set to print 6 lines per inch, then put the W2 forms on the printer.
 2. Follow the "Instructions for All Types of Printing" on page 2-45.
 - > *Do not specify values for the NOPRINT and PIFSIZE parameters* with the Y12W2PRINT command, but leave them at their default values. Omit them from the command line.
- ◆ Since the default NOPRINT setting is 0, by default Y12W2PRINT produces a spoolfile for pin-feed (impact) printing. This is what you want.
 - ◆ Since the default PIFSIZE setting is 0, by default Y12W2PRINT does not produce a PIF file for laser printing. This is what you want.

You will be given the option of printing 3 alignment forms as a test.

Exporting a Print File to Non-QSS Software

This method has been largely superseded by using a PIF file to do laser printing. This export method uses a spoolfile or a print export file. The few sites who still use it port the spoolfile (or the unpublished export file) into a non-**QSS** printing system and use that system's software to align the data to the particular form that they've purchased. See "File Layout for Exporting W2 Information to Non-QSS Software" on page 2-83 for layout. For additional layout information, contact your **QSS** Account Manager.

Printing Nelco SSUNIV Forms Using Print Manager (LSPOOL)

These instructions tell how to use the universal print driver (W212UNPF) 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:

- ◆ W212UNPF.TX12JCL
- ◆ W212UPFB.TX12JCL
- ◆ W212UPFE.TX12JCL

For the TX12 Release, contact your QSS account manager for instructions on obtaining these files. Starting in 2010, these files will be installed automatically as part of the W2/1099 release.

Printing the W2 Forms

1. Follow the "Instructions for All Types of Printing" on page 2-45.
2. Read the requirements for laser printing in "Requirements for Successful Printing of Laser-Formatted W2 Forms" on page 2-55 to make sure your setup will allow laser printing.
3. Use the Y12W2PRINT command to create the PIF file, as described in "Parameters to Use with the Y12W2PRINT Command" on page 2-56.
4. Before printing the forms, type the following commands at the console:

```
:SETJCW PRINTX = 3  
:SETJCW CPIPFS = ###      (### is a 3-digit number)
```

- > The first command sets the PRINTX to 3 so that the printer output is sent to Print Manager (LSPOOL). When the PRINTX is 0, print jobs usually go directly to a printer or spool file.
- > The second command sets the size of the print file in thousands of records. To calculate the estimated size of the print file, allow 500 lines for the form definition, plus 40 lines for each W2 form. Allow a little extra room. For

example, you are going to print 2,000 W2 forms. The size is 80,500. Replace the ### with 082 to create print file that can contain up to 82,000 records.

5. Use the Y12W2LASER command to print the forms on your laser printer, as described in "Parameters to Use with the Y12W2LASER Command" on page 2-57.

Type the following parameters for the command:

```
:Y12W2LASER FORM=SSUNIV DRIVER="W212UNPF.DATA"
```

You can also use the optional INFO="aaaaa,bbbb" command to print specific forms, as described on [page 2-62](#).

NOTE: Y12W2LASER will not print directly or create a spool file to print. Because the PRINTX is set to 3, the output will go to Print Manager (LSPOOL).

6. Before printing any other files, reset the PRINTX to 0 in either of the following ways:

- > Logging off.
- > Typing the following command.

```
:SETJCW PRINTX = 0
```

If you do not reset the PRINTX, subsequent print jobs may not work as expected.

7. Use Print Manager (LSPOOL) to print the W2 forms on a laser printer that supports PCL.

You can use either the traditional LSPOOL (P command in the Menu System) or the QCC version (*Print Manager* window).

Requirements for Successful Printing of Laser-Formatted W2 Forms

Successful printing of laser-formatted W2 forms requires the configuration of and correct interaction between the **QSS** software, the HP e3000, and the laser printer. The following requirements must be satisfied to get successful printing of laser-formatted W2 forms.

- ◆ You must have the **QSS/OASIS TX12 release installed**. This release contains all of the required **QSS** software for printing laser W2 forms.
- ◆ You must have **a printer that supports PCL** (HP Printer Command Language) and that has the line printer font as a standard font. If you are able to print **QSS** reports in landscape with all 132 characters of the report across the page, then you most likely have the line printer font. All HP laser printer products of recent vintage will work. If you have a non-HP laser printer, it must have support for PCL.
- ◆ Your **laser printer** must be connected to the HP e3000 as **a spooled device, over the network**. This means it must have a network card (either internal or external as in a JetDirect-EX).
 - > If you can use the **R** option in LSPOOL to route reports to the printer, then you have a spooled printer.
 - > If the printer is connected to your PC or directly to a server (like Windows NT) and the only way to print to it from **QSS** software is using the **P** option of LSPOOL, then you do **not** have a spooled printer.
- ◆ You must have your **HP e3000 configured** with some form of network printing to print to your spooled laser printer. This can be either the native MPE/iX network spooling or a third-party network printing solution like NP-92, RAC-Print-path/Espul, or NBSpool.
- ◆ You must use **pre-printed, dated W2 laser forms** or **special blank forms from NELCO**. The **QSS** software will fill in the fields of the pre-printed form, and NELCO supplied PCL overlays will draw the W2/1099 forms on blank paper.

QSS tax form software is generic with the output format controlled by a configuration file (called a *driver* file). This provides you with a mechanism to support a non-**QSS** form. However, you are responsible for adjusting the **QSS** standard driver file(s) to fit your custom form definition/layout.

Printing Forms on a Laser Printer

QSS has developed support for printing W2 information on pre-printed laser formatted tax forms using laser printers that support PCL (HP Printer Command Language).

To print laser-formatted W2 forms, follow these two steps:

1. Follow the procedure in "Instructions for All Types of Printing" on page 2-45.

In this step, you use the command Y12W2PRINT to produce a printer interface file, or *PIF*. The PIF is an image of each W2, but it is not formatted for printing. In fact, it is formatted specifically for output to another command.

2. Use the command Y12W2LASER to print the laser-formatted W2 forms.

This command takes the PIF from Y12W2PRINT and feeds it to a special utility program that uses a configuration file to produce the desired W2 format on a laser printer.

Parameters to Use with the Y12W2PRINT Command

Two essential *parameters that you must use with the Y12W2PRINT command* when laser printing are:

PIFSIZE= [large number], NOPRINT=1

When you use these parameters for Y12W2PRINT, the printing process will create a printer interface file (PIF). The PIF output file can be used to print the W2 forms on a laser printer by using the Y12W2LASER command. The laser printer must be a spooled device on the HP e3000 system.

The PIF output file has an entirely different format than the print export file used for exporting to a non-**QSS** printing system described on [page 2-52](#). It is not necessary to know the format of the PIF output file if you will be using the Y12W2LASER command in conjunction with a supported form. The release kit includes the necessary driver and environment files for printing W2 Forms SSL4UP, SS275, SS285, SS1287, SS1287C, SSUNIV, SSUNPS, SSER2UP, and SSPTMA.

Parameters to Use with the Y12W2LASER Command

The next step, after using Y12W2PRINT to produce the PIF, is to print the W2 forms on your laser printer using the Y12W2LASER command.

The list of optional parameters follows. If you use the default value for a parameter, do not include the parameter. List any non-default parameters in the order in which they appear in the following list.

Parameter	Value to Input	Default Value	Explanation
DEV=	Printer device, either number or class	6	Laser printer identification.
FORM=	SSL4UP/SS275/SS285/SS1287/SS1287C/ SSUNIV/ SSUNPS/SSER2UP/SSPTMA		Specify one of the QSS -supported forms for this year.
DRIVER=			PIF-formatting data
ENV=			Printer environment configurations: settings for font, form orientation, simplex/duplex printing, and page/paper size.
INFO=	[beginning form number, ending form number]	All	Range of form numbers to be printed.

DEV	This is the device number or name of the laser printer you will be using for printing the W2 laser forms. The default device number is 6. If your printer has a different number/name, then you must specify it on the command line in the format <u>DEV=x</u> where x is your printer device number/name.
FORM	This is the name of the QSS -supplied W2 laser form you are printing. To get a list of the FORM names, you can specify HELP as the form name. For example, <u>Y12W2LASER FORM="HELP"</u> would cause the command to give a listing of the valid FORM names. For tax year 2012, the QSS -supported form names are SSL4UP, SS275, SS285, SS1287, SS1287C, SSUNIV, SSUNPS, SSER2UP and SSPTMA . These forms are described in the "List of QSS-Supported W2 Forms" on page 2-64 using the same name, but without the leading "SS."
DRIVER	This is the name of the configuration file that contains the formatting commands that tell the QSS software how to format PIF data to fit your specified W2 laser form. When you specify a FORM from the list of supported forms, the DRIVER parameter is set automatically to the correct driver for the specified form. Specifying a driver name of HELP

(`Y12W2LASER DRIVER="HELP"`) will cause the command to display a list of **QSS**-provided driver files.

If you specify one of the **QSS**-supported forms with the FORM parameter, you do not have to provide a value for the DRIVER parameter. The correct driver will be set up based on the form you select.

Conversely, the DRIVER parameter can be specified individually with or without specifying the FORM parameter. A manually entered DRIVER parameter will override the default value set up by the FORM. Thus, you can easily implement custom W2 tax form printing solutions.

ENV

This is the name of the **QSS**-supplied HP e3000 printer environment file that should be used when printing the W2 laser forms. The environment file contains PCL commands that configure the laser printer settings for font, form orientation, simplex/duplex printing, and page/paper size required for the W2 laser form you are printing. When you specify a form from the list of supported forms, the ENV parameter is set automatically to the correct environment for the specified form. Specifying an environment name of HELP (`Y12W2LASER ENV="HELP"`) will cause the command to display a list of **QSS**-provided environment files.

If you specify one of the **QSS**-supported forms with the FORM parameter, you do not have to provide a value for the ENV parameter. The correct environment will be set up based on the form you select.

Conversely, the ENV parameter can be specified individually with or without specifying the FORM parameter. A manually entered ENV parameter will override the default value set up by the FORM. Thus, you can easily implement custom W2 tax form printing solutions.

INFO

This is optional information to be passed to the W2 laser form print engine to control printing of a range of W2 forms within the PIF.

To include all forms in the printing, omit the parameter from the command line. In this way, you leave this parameter at the All default.

Each W2 image in the PIF is assigned a unique 5-digit document sequence number. The value you provide in the INFO parameter should be formatted like this: aaaaa, bbbbb where aaaaa is the zero filled value of the starting PIF document sequence number and bbbbb is the value of the ending PIF document sequence number. You must enclose this parameter value in quotation marks because it contains a comma (",") embedded within the parameter value. For example, you would use INFO="00001,00003" to specify printing of the first three W2 forms contained within the PIF.

Troubleshooting: Output Count Messages of Y12W2PRINT vs. Y12W2LASER

The output of Y12W2PRINT shows the number of "Payees Processed." This is the number of input records and not the number of W2 forms printed. If an employee is in the file with all zeros, that employee will be counted as processed, but will not have a W2 form printed, and consequently will not be in the PIF file that is used as input to print laser W2 forms.

The output of Y12W2LASER, on the other hand, shows the actual number of "Forms Printed."

Examples of Laser Printing Command with Non-Default Parameters

Following are two examples of how various districts could decide to set the parameters for the laser UDC.

Y12W2LASER DEV=PR1, FORM=SS275

In the previous example, the printing is sent to a non-default printer called 'PR1.' The forms to be used are the 275 forms. The printer driver will automatically format the information correctly on this form, using the correct DRIVER and ENV values for the form.

Y12W2LASER FORM=SSL4UP, INFO="00250,00287"

In the last example, the printing is sent to the default printer, 6. The form to be used is the L4UP form. The printer driver will automatically format the information correctly on this form. The printer driver will automatically format the information correctly on this form, using the correct DRIVER and ENV values for the form. Finally, only W2 documents 250 through 287 will be printed.

W2 Form Restarting Instructions

Use this section if you have a printer jam, or for any other reason you want to restart printing the W2s without reprinting from the first form. (This section is applicable only if you are printing to a pin-feed printer. If you are printing laser forms, see the next section on page 2-62.)

For printing from a hot printer:

<BREAK> Press the <BREAK> key.

ABORT Type this command to stop the printing program.

For printing from a spooled print:

SPOOLF Delete the spooled file used for printing the 1099-MISC
spoolid;DELETE forms.

For all print jobs:

Y12W2PRINT Make any adjustments to the printer and/or forms, then type this UDC to begin printing again.

Is This a Restart? Type Y for yes.

Enter number of last district being processed. Type the 2-digit district number of the last good W2 printed. Fill in a leading zero for districts 1-9.

Enter last good Employee SSN processed. Type the last good 9-digit social security number.

Enter control number from W2 of last good SSN processed. Type the 7-digit sequence number of the last good W2 printed.

Searching now for last good W2...please wait. This message will be displayed on the terminal.

If a match is found between the last good SSN and the sequence number, the following message will be displayed:

Last good W2 found ...
Now resuming printing of W2's

Print 3 sample
W2's to aid in
alignment (Y/N)?

Type Y or N.

The program requires a response. It keeps asking, "Please type in Y for yes, N for no..." until you provide one of those answers.

Type Y to print alignment forms filled with Xs. After printing those 3 sample forms, the program asks "Print 3 sample W2s?" again. Type Y to print 3 more sample forms. The sample forms can be printed as many times as you like.

Type N after the forms are aligned correctly. The W2 forms for distribution to employees begin to print.

END OF PROGRAM

This message appears when the printing is finished.

If a match is not found between the last good SSN and the sequence number, the following message will be displayed:

End of W2 data - NO match on District/SSN/Control No.
Please verify the last good W2 and try again
or call your **QSS** Account Manager for help.

END OF PROGRAM

Printing a Specific W2 Laser Form

If you need to reprint one or more W2 laser forms, you can do it with the UDC command Y12W2LASER. However, first you need to know the document number. You can find the document number with the following UDC.

After you supply the social security number of the employee whose W2 you need to reprint, this UDC displays the document number that you can then use with the Y12W2LASER command.

To display the document number for a specific SSN:

- ◇ Type Y12W2GETDOCNUM DI0SSN at the command line prompt.
- ◇ Replace DI with the 2-digit district number, followed by a zero, followed by the employee's SSN.

For example, if you use the SSN 555445555 to issue the UDC command Y12W2GETDOCNUM 260555445555, the resulting display is:

```

COMMENT +-----+
COMMENT | Search FMW2PRPX file for the di-ssn and report back |
COMMENT | so the user can get the document number for one-off |
COMMENT | laser form printing. |
COMMENT | |
COMMENT | Files: |
COMMENT | Actual name          Selected      Type |
COMMENT | ----- |
COMMENT | FMW2PRPX.W2112912 (          ) Input - Perm (PIF) |
COMMENT | |
COMMENT +-----+
COMMENT | Last edit: 12/16/12 DAP |
COMMENT +-----+
IF FINFO("FMW2PRPX.W2109912","EXISTS") THEN
*** EXPRESSION TRUE
      FCOPY FROM=FMW2PRPX.W2109912;TO=;CHAR;NORECNUM;SUB
ET="260555445555",1
HP31900A.05.04 FILE COPIER (C) HEWLETT-PACKARD CO. 1999

260555445555  DOE                               JOHN  00018
EOF FOUND IN FROMFILE AFTER RECORD 2397
1 RECORD PROCESSED *** 0 ERRORS

END OF SUBSYSTEM
ELSE
*** COMMANDS IGNORED UNTIL MATCHING ENDIF
      ECHO "No PIF x-ref file. Cannot search for document number."
ENDIF
*** RESUME EXECUTION OF COMMANDS

```

Note the document number displayed after the SSN and name, in this case, 00018.

The next step is to issue the UDC command

Y12W2LASER FORM=SSL4UP, INFO="00018, 00018".

The example above uses the SSL4UP form (your may be using a different form) and specifies that the range is a single document number.

The example below uses the SSL4UP form and should print from document 18 to the end of the batch:

Y12W2LASER FORM=SSL4UP, INFO="00018, 99999".

List of QSS-Supported W2 Forms

You must use dated, pre-printed forms -- unless otherwise specified.

Following are two lists of W2 forms supported by **QSS** for the 2012 tax year, one for laser printers, and one for pin-feed printers.

W2 Forms for Laser Printers

For tax year 2012, the valid IRS laser forms are **QSS** Forms **SSL4UP, SS275, SS285, SS1287, SS1287C, SSUNIV, SSUNPS, and SSER2UP**. All forms listed have 4 quadrants.

W2 Forms for Laser Printers

Company	Vendor Form	QSS Form	Size	Sides	Type	Reporting Type
Moore	MW285	SS285	8.5x11	duplex	v-fold	pressure seal
Moore	MW1287	SS1287/ SS1287C	8.5x14	simplex	z-fold	pressure seal
Moore	MW1287	SSPTMA	8.5x14	simplex	z-fold	pressure seal
Moore	MW275	SS275	8.5x11	simplex	cut-sheet	for employee
Moore	MW276	SS275	8.5x11	simplex	cut-sheet	for employer
Moore	LW24UPALT	SSL4UP	8.5x11	simplex	cut-sheet	for employee
Moore	LW24UPERALT	SSL4UP	8.5x11	simplex	cut-sheet	for employer

Special Notes for Moore Forms:

SS1287C is a special version of SS1287 that supports printing local wages and income tax withholdings.

SSPTMA is for printing the 1287 form on the print-2-mail device.

MW275 and MW276 are the same print layout. Both are four-quadrant style.

LW24UPALT and LW24UPERALT are the same print layout. Both are four-quadrant style.

Caution: There is a simplex pressure seal form listed in the Moore/Wallace catalog called the LW2PS. **QSS** software does NOT support this form.

W2 Forms for Laser Printers

Company	Vendor Form	QSS Form	Size	Sides	Type	Reporting Type
ptm	80732 (same a MW285)	SS285	8.5x11	duplex	v-fold	pressure seal
ptm	80481 (same a MW1287)	SS1287/ SS1287C	8.5x14	simplex	z-fold	pressure seal
ptm	80481 (same a MW1287)	SSPTMA	8.5x14	simplex	z-fold	pressure seal
ptm	80071 (same a MW275)	SS275	8.5x11	simplex	cut-sheet	for employee
ptm	80072 (same a MW276)	SS275	8.5x11	simplex	cut-sheet	for employer
ptm	BW24UP05	SSL4UP	8.5x11	simplex	cut-sheet	for employee
ptm	BW24UPER05	SSL4UP	8.5x11	simplex	cut-sheet	for employer
<p>Special Note for ptm Forms: SSPTMA is for printing the 1287 form on the print-2-mail device. 80071 and 80072 are the same print layout, and are identical to the MW275 and MW276 forms, respectively. BW24UP05 and BW24UPER05 are the same print layout.</p>						
Nelco*	B4PERF05 (blank paper)	SSUNIV	8.5x11	simplex	cut-sheet	for employee
Nelco*	1970 (envelopes only)	Envelopes for B4PERF05				
Nelco*	80650 (blank paper)	SSUNPS	8.5x14	simplex	z-fold	pressure seal
Nelco**	white paper	SSER2UP	8.5x11	simplex	cut-sheet	for employer Copy D 2 employees per page
<p>Special Notes for Nelco Forms: *QSS has entered into an agreement with Nelco that allows QSS to print W2 and 1099 forms on blank paper (B4PERF05 & 80650). Nelco has provided QSS with the PCL overlay templates for the forms, which can be used to merge with the data to print the W2 and/or 1099 without buying pre-printed forms. Our agreement with Nelco requires you to buy the blank paper from Nelco. *Caution: You MUST report your W2/1099 data electronically to use Nelco forms B4PERF05 or 80650 as they CANNOT be scanned. **This prints on any white paper. You do not have to use Nelco paper.</p>						

W2 Forms for Pin-Feed Printers

The forms listed below are all continuous feed.

W2 Forms for Pin-Feed Printers

Company	Form	Description	Copies	Reporting Type
Moore	MW256	1-wide		magnetic media
Moore	2114M	1-wide		magnetic media
Moore	5146M	1-wide		magnetic media
Moore	5134M	1-wide		magnetic media
ptm	MMCW2054			magnetic media self-mailer
ptm	MMQMW2D053			magnetic media self-mailer
ptm	MMQMW2ND053			magnetic media self-mailer

Sample W2 Form

The sample form displayed in Figure 2-2 is only one of the possible layouts of W2 forms. If you are using any of the **QSS**-supported forms, the software will print each field's information in its proper place.

22222		a Employee's social security number		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		13 Statutory employee	Retirement plan	Third-party sick pay	12a
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12b
		14 Other	12c	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 **2012** Department of the Treasury—Internal Revenue Service
 Copy 1—For State, City, or Local Tax Department

Figure 2-2: W2 Form

Allowing an Interval Between Distributing W2s and Making W2 Transmittal File

After you have printed and distributed the W2 forms, stop before taking the next step. Wait until late March if you are transmitting electronically, to make the W2 file for the government.



Figure 2-3: Allow Interval Before Making IRS File

This will allow time for employees to look over their W2s and for any adjustments to be made *before* the file is created that is sent to the government.

Adjustments can be made using the W2 Edit program (W2ED12), as described in "Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED12)" on page 3-121.

Task 19-T: Making a W2 Electronic Transmittal File for SSA with Y12W2FILE

This step takes the same information used to print the W2 forms, sorts it into the order specified by the SSA, and makes the W2 file which you will transmit to the SSA.

The W2 Prelist (W2RP12) may include some employees who are not in the transmittal file. The system does not create a W2 form if any of the following statements are true:

- ◆ All of the following amounts are zero: Taxable Gross, GLI, Def. Comp, FIT, SIT, OASDI Gross, OASDI, Medi Gross, Medi, EIC, and SDI. Taxable Gross is calculated by W2TF12 as follows. Fed Gross + Fringe/Other Gross + CAR + GLI + FIT Addback Gross - Def. Comp - non-taxable Gross.
- ◆ Any of the following fields are negative: Taxable Gross, GLI, Def. Comp, FIT, SIT, OASDI Gross, OASDI, Medi Gross, Medi, EIC, or SDI.

For details on locating such employees, see [page 3-61](#).

CAUTION: QSS (and the SSA) strongly recommend that you wait until close to the due date before producing and transmitting your W2 file. The due date is March 31st when you are transmitting electronically.

CAUTION: If you need to produce a new W2 file because of last-minute changes in the W2 file, do not forget to produce a new W2 Transmittal Report.

CAUTION: If you want to make W2 corrections after this step is completed, you must fill out W-2c Corrected Wage & Tax Statement forms.

To make a W2 Electronic Transmittal File:

- ◇ Type Y12W2FILE *records* at the command line prompt.
- ◇ When typing in this UDC, replace the word "records" with the maximum number of records in the work area for creating the file.

The standard size is 50,000 records. To specify a different number of records, include that figure after the density. The record count is the same as that specified when you did the extract (Y12W2EXTRACT records), plus about 15 records per district.

For example, if you specified Y12W2EXTRACT 500, you would request about 600 records here: Y12W2FILE 600.

The following questions are displayed only if you did not define the file CTW2RA12, described in the section "Task 3-T: Setting Up Control Files" on page 2-4. For every field that is defined in the file, no question is displayed.

Each question indicates the maximum size of the information you can type, as in the following example.

```
Enter the EIN of the agency submitting the tape
file to the SSA[9]?
```

The [9] indicates that you can type up to 9 characters.

The information that you type is underlined, Press the RETURN key after typing each piece of information. This sample is for the California version (W2TF12CA). The questions for other states may be different.

Reply to the following prompts:

```
Enter the EIN of the agency submitting the tape
file to the SSA[9]?
111111111                                [Press RETURN after typing each item.]
You input: 111111111
Is this correct (Y=yes, N=no)?           [Type N to retype the information.]
Y                                       [This chance to confirm repeats for each item that you type.]
```

```
Enter the USER-ID you established when registering
with the SSA for file submission[08]?
11111111
You input: 11111111
Is this correct (Y=yes, N=no)?
Y
```

```
Enter the name of the organization to receive
EFW2-1 mailings from the SSA[57]?
YOUR ORGANIZATION
You input: YOUR ORGANIZATION
Is this correct (Y=yes, N=no)?
Y
```

```
Enter the first line of address for receiving
EFW2 mailings from the SSA[22]?
100 MAIN STREET
You input: 100 MAIN STREET
Is this correct (Y=yes, N=no)?
Y
```

```
Enter the second line of address for receiving
EFW2 mailings from the SSA[22]?
SUITE 100
You input: SUITE 100
Is this correct (Y=yes, N=no)?
```

Y

Enter the city for the organization receiving
EFW2 mailings from the SSA[22]?

YOUR CITY

You input: YOUR CITY

Is this correct (Y=yes, N=no)?

Y

Enter the state for the organization receiving
EFW2 mailings from the SSA[2]?

CA

You input: CA

Is this correct (Y=yes, N=no)?

Y

Enter the zip+4 for the organization receiving
EFW2 mailings from the SSA[9]?

123456789

You input: 123456789

Is this correct (Y=yes, N=no)?

Y

Enter the name of the organization to notify
for unprocessed data[57]?

JOHN SMITH

You input: JOHN SMITH

Is this correct (Y=yes, N=no)?

Y

Enter the first line of address for notification
of unprocessed data[22]?

100 MAIN STREET

You input: 100 MAIN STREET

Is this correct (Y=yes, N=no)?

Y

Enter the second line of address for notification
of unprocessed data[22]?

SUITE 100

You input: SUITE 100

Is this correct (Y=yes, N=no)?

Y

Enter the city for the organization being notified
for any unprocessed data[22]?

YOUR CITY

You input: YOUR CITY

Is this correct (Y=yes, N=no)?

Y

Enter the state for the organization being notified
for any unprocessed data[2]?

CA

You input: CA
Is this correct (Y=yes, N=no)?
Y

Enter the zip+4 for the organization being notified
for any unprocessed data[9]?
123456789
You input: 123456789
Is this correct (Y=yes, N=no)?
Y

Enter the name of the person to contact in case
of any processing problems[27]?
MARY SMITH
You input: MARY SMITH
Is this correct (Y=yes, N=no)?
Y

Enter the phone number (with area code) of the
person to contact in case of problems[15]?
555-555-5555
You input: 555-555-5555
Is this correct (Y=yes, N=no)?
Y

Enter the phone extension of the person to
contact in case of problems[5]?
555
You input: 555
Is this correct (Y=yes, N=no)?
Y

Enter the email address of the person to
contact in case of problems[40]?
YOURNAME@YOURDISTRICT.COM
You input: YOURNAME@YOURDISTRICT.COM
Is this correct (Y=yes, N=no)?
Y

Enter the fax# (with area code) of the person to
contact in case of problems[10]?
555-555-5555
You input: 555-555-55
Is this correct (Y=yes, N=no)?
Y

Enter the preferred contact method. 1 for email,
2 for snail mail[1]?
1
You input: 1
Is this correct (Y=yes, N=no)?
Y

Transferring Transmittal File to PC

You must transfer your electronic transmittal file(s) from the HP e3000 to your PC before you can transmit them to the SSA.

For details on transmitting your file to the SSA, go to <http://www.socialsecurity.gov/employer/> and review the list of topics listed on the right side of the Web browser. You may also want to download **Social Security Administration Publication No. 42-007 EFW2 Tax Year 2012**. You can locate this publication by typing "42-007" in the search box.

This section tells how to transfer your transmittal files from the HP e3000 to your PC.

Using Windows Explorer, create a new folder on your PC where you will transfer the transmittal file. Name it Y12W2FILE. Then close Windows Explorer.

NOTE:

If you are using Reflection, follow "To Transfer the Transmittal File with WRQ/Reflection:" on page 2-73.

If you are using Minisoft, follow "To Transfer the Transmittal File with Minisoft/MS92:" on page 2-76.

To Transfer the Transmittal File with WRQ/Reflection:

1. Log on as OPR.QSSUSER
2. Click "File" in the top menu bar.
3. Click "Transfer" on the drop-down menu.
4. Click the [Setup] button in the File Transfer dialog box.

- Click the Translation tab in the File Transfer Setup dialog box and make sure that all boxes in the "Translation from Host" group box are off (**no** check mark in any box). This is extremely important for correct formatting of the file.

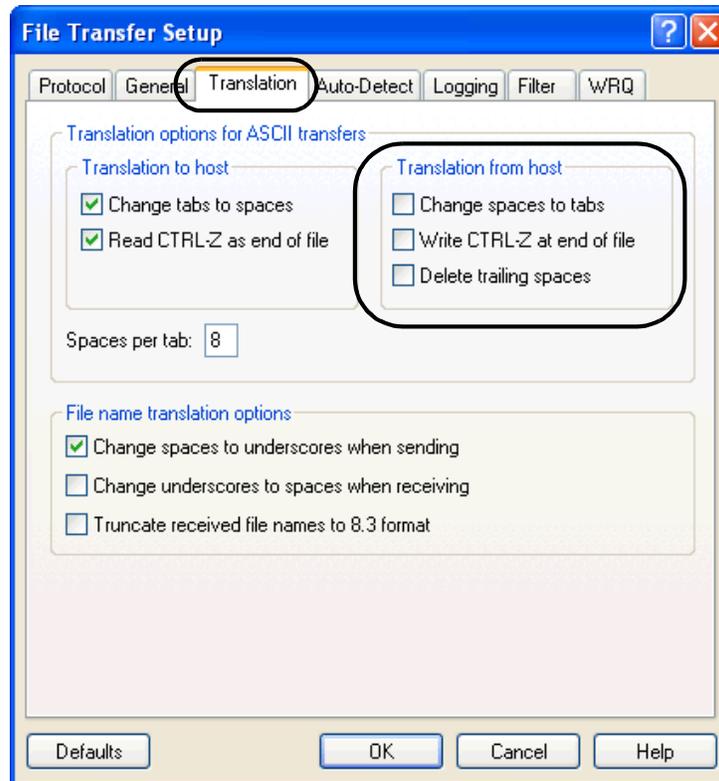


Figure 2-4: Reflection—File Transfer Setup Dialog Box

- Click [OK].

7. Complete the fields in the File Transfer dialog box as follows:

Field	Contents
Local file names	W2REPORT
Host file names	W2FILE12.W2109912
Transfer type	ASCII
Local directories	Y12W2FILE

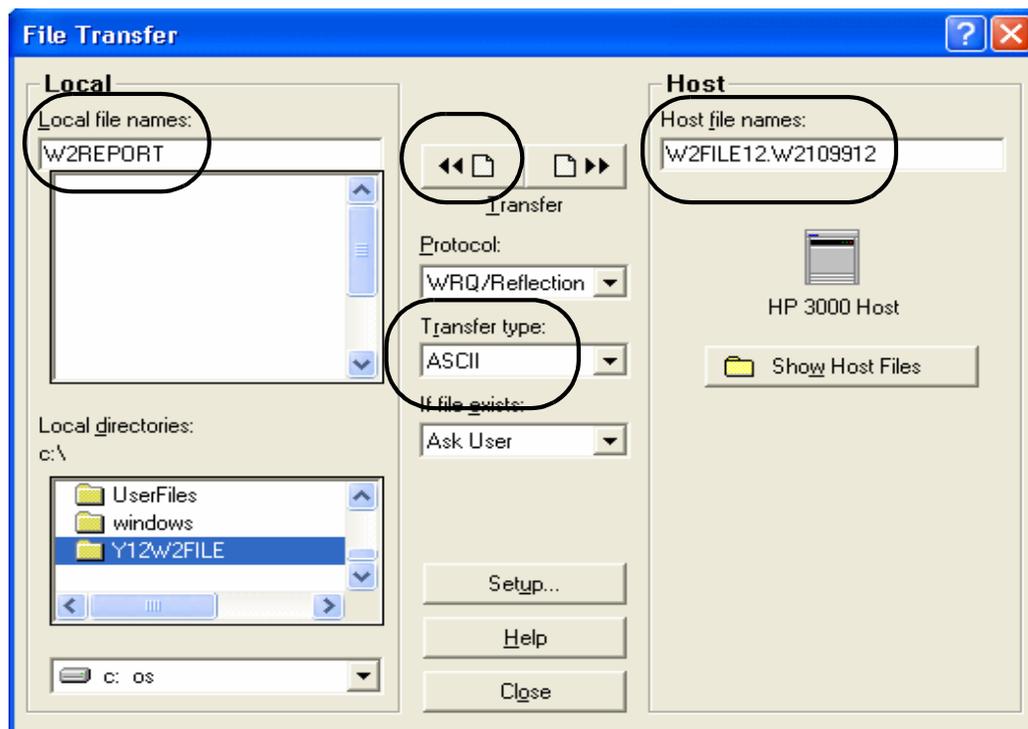


Figure 2-5: Reflection—File Transfer Dialog Box

8. Initiate the transfer by clicking the left transfer button at the top of the dialog box.

To Transfer the Transmittal File with Minisoft/MS92:

1. Log on as OPR.QSSUSER.
2. Click "Config" in the top menu bar.
3. Click "File Transfer" on the drop-down menu. The File Transfer Configuration dialog box is displayed.

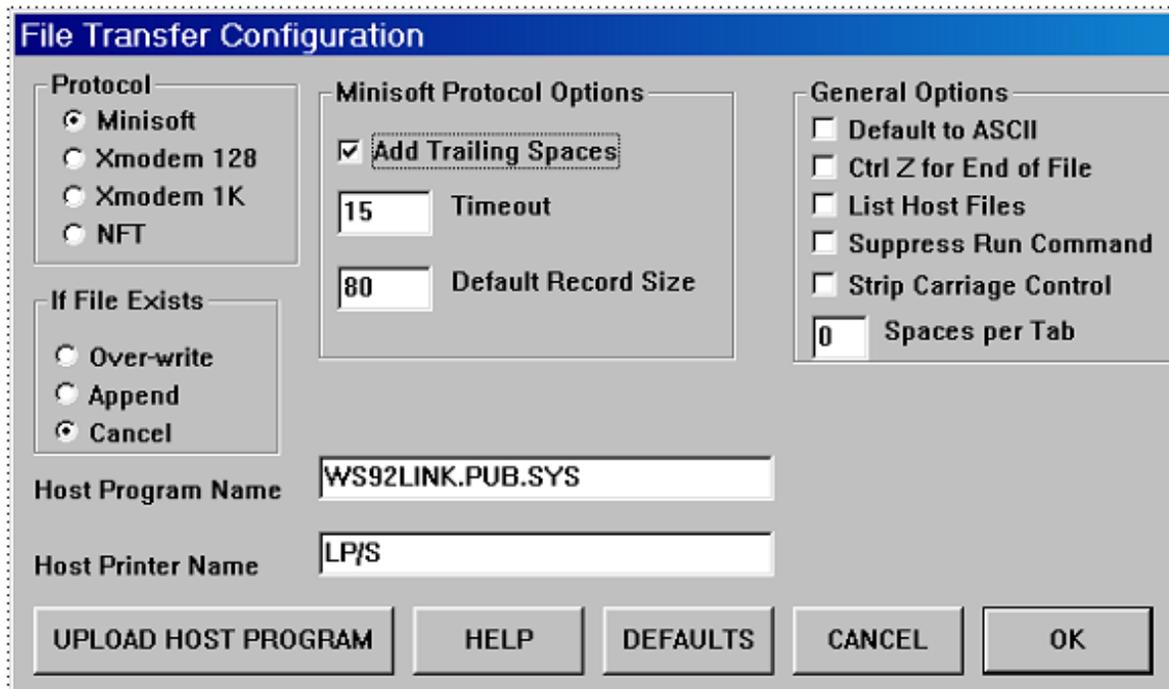


Figure 2-6: Minisoft—File Transfer Configuration Dialog Box

4. Make sure the **Add Trailing Spaces** checkbox is checked.
5. Click [OK].
6. Click "Config" in the top menu bar.
7. Click "Save" on the drop-down menu.
8. Click "File" in the top menu bar.
9. Click "Download file from host" on the drop-down menu.

The DOWNLOAD FILE FROM HOST dialog box is displayed.

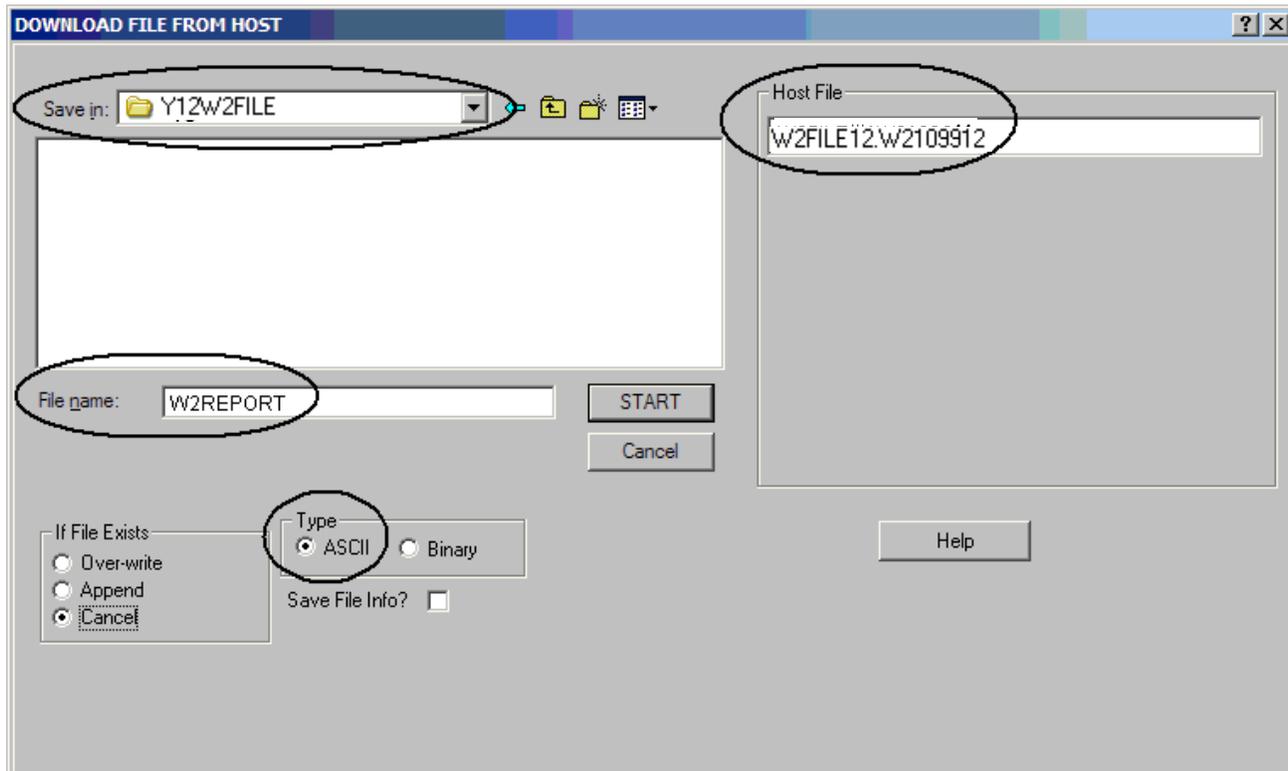


Figure 2-7: Minisoft—Download File from Host Dialog Box

10. Select the destination folder on your PC: Y12W2FILE.
11. Enter the host file name in the **Host File** box: W2FILE12.W2109912.
12. Type the PC file name in the **File name** box on the left: W2REPORT.
13. Make sure the ASCII option button is selected in the **Type** group box.
14. Initiate the transfer by clicking the [Start] button in the middle of the dialog box.
 - > The following dialog boxes will be displayed.

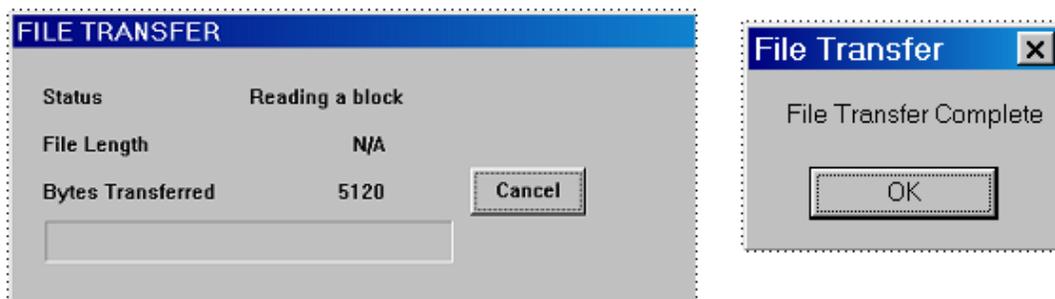


Figure 2-8: Minisoft—File Transfer in Progress

Task 20-T: Creating the Transmittal Totals Report with Y12W2TFTOTALS

The Y12W2TFTOTALS UDC generates the Transmittal Totals Report (W2TR12). This report should be kept on file as your record of the totals of what was included in the W2 electronic transmittal file.



Beginning in 2006, this new Transmittal Totals Report replaced the W2 Transmittal Report which was previously attached to the form titled *Transmitter Report and Summary of Magnetic Media* (Form 6559). Since magnetic media is no longer used, Form 6559 is no longer used.

CAUTION: You must first create the W2 electronic transmittal file with the Y12W2FILE UDC before you create the transmittal report with the Y12W2TFTOTALS UDC.

To generate the Transmittal Report:

- ◇ Type Y12W2TFTOTALS at the command line prompt.

You will see the following prompt.

Report Title?	Type a report title up to 30 characters in length. This title will appear in the left margin of the second line on each page of the report.
---------------	---

Sample Transmittal Totals Report (W2TR12)

The following is a sample Transmittal Totals Report. Record numbers are shown under the page number in the far right-side column.

```

99 QSS Test District                W2 TRANSMITTAL TOTALS REPORT FOR 2012          S52    W2TR12    H.12.00 12/11/12 PAGE      1
SAMPLE
-----
RA (SUBMITTER RECORD)   EIN: 999999999   USER ID: 12345678   Resubmit Flag: 0/   Software Code: 99/Off-The-Shelf   R#:    1
                        Preparer Code: L/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 D200
SAN MATEO                                SAN MATEO
CA 94403                                 CA 94403

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

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

RT (RW TOTAL RECORD)   RT TOTAL COUNT: 720           RW RECORDS READ: 720           R#:    723

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

There is a page break whenever the district changes. If the 'Difference' column is not 0.00, there will be a comment that reads: *** RW detail does NOT equal RT total! ***.

99 QSS Test District	W2 TRANSMITTAL TOTALS REPORT FOR 2011	S52	W2TR12	H.12.00	12/11/12	PAGE	14
SAMPLE							

RE (EMPLOYER RECORD)	EIN: 000000000	YR: 2011	TYPE: R	NAME: CENTRAL OFFICE OF EDUCATION			R#: 5844
				1001 MAIN STREET			
				THEIRTOWN		CA 99999	
RT (RW TOTAL RECORD)	RT TOTAL COUNT: 1543	RW RECORDS READ: 1543			R#: 7389		
	RT Record Value	Accum. RW Total	Difference	Comment			
	-----	-----	-----	-----			
Federal Gross:	28,071,335.58	28,071,335.58	0.00				
Federal Tax:	2,739,311.06	2,739,311.06	0.00				
Social Security Gross:	15,765,353.50	15,765,353.50	0.00				
Social Security Paid:	977,451.73	977,451.73	0.00				
Medicare Gross:	28,003,826.91	28,003,826.91	0.00				
Medicare Paid:	406,057.28	406,057.28	0.00				
Social Security Tips:	0.00	0.00	0.00				
Earned Income Credit:	901.10	901.10	0.00				
Dependent Care:	7,946.00	7,946.00	0.00				
Deferred Comp-D (401k):	0.00	0.00	0.00				
Deferred Comp-E (403b):	617,834.90	617,834.90	0.00				
Deferred Comp-F (408k):	0.00	0.00	0.00				
Deferred Comp-G (457b):	126,202.00	126,202.00	0.00				
Deferred Comp-H (501c):	0.00	0.00	0.00				
Non Qualified Plan 457:	0.00	0.00	0.00				
Non Qualified Plan NOT 457:	0.00	0.00	0.00				
Group Life > \$50,000 (GLI):	0.00	0.00	0.00				
Roth 401k:	1,000.00	1,000.00	0.00				
Roth 403b:	2,000.00	2,000.00	0.00				
RU (RO TOTAL RECORD)	RU TOTAL COUNT: 1	RO RECORDS READ: 1			R#: 7390		
	RU Record Value	Accum. RO Total	Difference	Comment			
	-----	-----	-----	-----			
Uncollected tax on tips:	0.00	0.00	0.00				
Allocated tips:	0.00	0.00	0.00				
Employer MSA:	750.00	750.00	0.00				
Deferred Comp-S Simple:	300.00	300.00	0.00				
Uncollected OASDI on GLI:	0.00	0.00	0.00				
Uncollected Medicare on GLI:	0.00	0.00	0.00				

The last page shows the totals for the Transmittal Totals Report (W2TR12).

99 QSS Test District	W2 TRANSMITTAL TOTALS REPORT FOR 2011	S52	W2TR12	H.11.00	12/11/12	PAGE	15
SAMPLE							

RF (RW COUNT RECORD)	RW TOTAL COUNT: 7359	RW RECORDS READ: 7359	R#: 7391				
REPORT GENERATED TOTALS							
	Accum. Totals						

Federal Gross:	171,058,452.19						
Federal Tax:	18,290,204.36						
Social Security Gross:	56,445,144.45						
Social Security Paid:	3,499,600.27						
Medicare Gross:	176,477,682.21						
Medicare Paid:	2,558,932.42						
Social Security Tips:	0.00						
Earned Income Credit:	2,991.90						
Dependent Care:	148,013.69						
Deferred Comp-D (401k):	0.00						
Deferred Comp-E (403b):	6,005,274.98						
Deferred Comp-F (408k):	0.00						
Deferred Comp-G (457b):	590,062.00						
Deferred Comp-H (501c):	0.00						
Non Qualified Plan 457:	0.00						
Non Qualified Plan NOT 457:	0.00						
Group Life > \$50,000 (GLI):	105.75						
Roth 401k:	1,000.00						
Roth 403b:	2,000.00						
Uncollected tax on tips:	0.00						
Allocated tips:	0.00						
Employer MSA:	750.00						
Deferred Comp-S Simple:	300.00						
Uncollected OASDI on GLI:	0.00						
Uncollected Medicare on GLI:	0.00						
Total number of records:	7391						
Number of 'RA' records:	1						
Number of 'RE' records:	14						
Number of 'RT' records:	14						
Number of 'RU' records:	1						
Number of 'RF' records:	1						
Number of 'RW' records:	7359						
Number of 'RO' records:	1						

Task 21-T: Saving History Files with Y12W2SAVE

The Y12W2SAVE UDC saves the computer files used in W2 production for tax year 2012. These files provide an audit trail; in addition, they can be used to produce W2s again, if necessary.

To save the history files:

- ◇ Type Y12W2SAVE at the command line prompt.

Y12W2SAVE generates the following history files (for each corresponding program that you used):

File Name	Description
W2T12.HISTORY.QSSUSER	The raw W2 transmittal file (do not sent this to SSA)
W2FILE12.HISTORY.QSSUSER	The W2 transmittal file that is sent to SSA
W2D12.HISTORY.QSSUSER	Created by Y12W2FNLMRG and edited by the W2ED12 program
W2EXPT12.HISTORY.QSSUSER	Used to export data to third-party printing solutions
W2ZIPC12.HISTORY.QSSUSER	Contains W2 counts by zip code
W2PIXD12.HISTORY.QSSUSER	Cross-references employee W2 to internal document number for one-off laser form printing
W2PIFD12.HISTORY.QSSUSER	PIF data file for printing laser W2 forms

File Layout for Exporting W2 Information to Non-QSS Software

If you are exporting the W2 forms file as a print export file into non-QSS software, you need to know the layout. The following table shows the number of characters and the starting and ending position of each field, and the data type for each field.

Export File Layout for Calendar Year 2012

Field Name	Number of Characters	Start/End Position	Data Type
W2 Tax Year	4	1-4	Numeric
District Number	2	5-6	Numeric
Soc Sec Number	9	7-15	Alpha-numeric
Payroll Pay Code	2	16-17	Numeric
Payroll Pay Loc	4	18-21	Numeric
Employee Name	30	22-51	Alpha
Street Address	30	52-81	Alpha-numeric
City	18	82-99	Alpha
State	2	100-101	Alpha
Zip Code	10	102-111	Alpha-numeric
W2 Control Number	7	112-118	Numeric
State Code	2	119-120	Numeric
Duplicate W2	1	121	Alpha (Y/N)
W2 Flag SSN	1	122	Alpha (space/X)
W2 Statutory Emp	1	123	Alpha (space/X)
W2 Third Party Sick Leave	1	124	Alpha (space/X)
W2 Def Comp Flag	1	125	Alpha (space/X)
W2 Ret Plan Flag	1	126	Alpha (space/X)
W2 Gross (Federal)	8	127-134	Numeric 6.2 implied
W2 OASDI Gross	8	135-142	Numeric 6.2 implied
W2 OASDI Contrib.	8	143-150	Numeric 6.2 implied
W2 Medicare Gross	8	151-158	Numeric 6.2 implied
W2 Medicare Cont.	8	159-166	Numeric 6.2 implied
W2 Federal Tax	8	167-174	Numeric 6.2 implied

Export File Layout for Calendar Year 2012 (Continued)

Field Name	Number of Characters	Start/End Position	Data Type
W2 State Gross	8	175-182	Numeric 6.2 implied
W2 State Tax	8	183-190	Numeric 6.2 implied
W2 State Disability	8	191-198	Numeric 6.2 implied
W2 Earn, Inc, Credit	8	199-206	Numeric 6.2 implied
W2 Car Amount	8	207-214	Numeric 6.2 implied
W2 Box 12 #1 Code	2	215-216	Alpha
W2 Box 12 #1 Amount	8	217-224	Alpha-numeric 6.2 implied
W2 Box 12 #2 Code	2	225-226	Alpha
W2 Box 12 #2 Amount	8	227-234	Alpha-numeric 6.2 implied
W2 Box 12 #3 Code	2	235-236	Alpha
W2 Box 12 #3 Amount	8	237-244	Alpha-numeric 6.2 implied
W2 Box 12 #4 Code	2	245-246	Alpha
W2 Box 12 #4 Amount	8	247-254	Alpha-numeric 6.2 implied
W2 Fringe Benefits	8	255-262	Numeric 6.2 implied
W2 Group Life	8	263-270	Numeric 6.2 implied
W2 State Unemployment Insurance	8	271-278	Numeric 6.2 implied
W2 Non-Qualified 457 Plan	8	279-286	Numeric 6.2 implied
W2 Non-Qualified Not 457 Plan	8	287-294	Numeric 6.2 implied
W2 Employee Moving Expense	8	295-302	Numeric 6.2 implied
W2 Dependent Care	8	303-310	Numeric 6.2 implied
W2 3rd Party Sick Leave Pay	8	311-318	Numeric 6.2 implied
W2 Box 14 Code #1	6	319-324	Alpha
W2 Box 14 Amt #1	8	325-332	Numeric 6.2 implied
W2 Box 14 Code #2	6	333-338	Alpha
W2 Box 14 Amt #2	8	339-346	Numeric 6.2 implied
W2 Box 14 Code #3	6	347-352	Alpha
W2 Box 14 Amt #3	8	353-360	Numeric 6.2 implied
W2 Change Date	6	361-366	Numeric YYMMDD
W2 District Name	30	367-396	Alpha

Export File Layout for Calendar Year 2012 (Continued)

Field Name	Number of Characters	Start/End Position	Data Type
W2 District Address	30	397-426	Alpha-numeric
District City	18	427-444	Alpha
District State	2	445-446	Alpha
District Zip Code	10	447-456	Alpha-numeric
District Federal EIN	10	457-466	Alpha-numeric
District State EIN	14	467-480	Alpha-numeric
W2 Tax Shelter	8	481-488	Numeric 6.2 implied
W2 Employer Tax Shelter	8	489-496	Numeric 6.2 implied
W2 Emp Type	1	497	Alpha-numeric
Uncollected OASDI	8	498-505	Numeric 6.2 implied
Uncollected Medi	8	506-513	Numeric 6.2 implied
Employer HSA	8	514-521	Numeric 6.2 implied
Employer MSA	8	522-529	Numeric 6.2 implied
Roth 401k	8	530-537	Numeric 6.2 implied
Roth 403b	8	538-545	Numeric 6.2 implied
Seber	8	546-553	Numeric 6.2 implied
Adoption Ben	8	554-561	Numeric 6.2 implied
Hire Exempt Wages	8	562-569	Numeric 6.2 implied (zero for 2011)
Employer State EIN	17	570-586	Alpha-numeric
Employer Roth 457b	8	587-594	Numeric 6.2 implied
Employer Health Cost	8	595-602	Numeric 6.2 implied
Reserved for Future Use (RFU)	38	602-640	Alpha (spaces)

Comparisons of UDC Prompts with User Screens

Two UDCs have corresponding user screens that have similar questions.

Comparison of Y12W2EXTRACT UDC with W2EX12 Program Option Screen

On the left are the prompts from running the UDC; on the right are the corresponding fields in the user screen. If these options are set from the program options screen, the prompts at the left will not be displayed when you run the Y12W2EXTRACT UDC.

CAUTION: Although it might seem that the user screen accomplishes the same thing, the Extract program must be run from the Y12W2EXTRACT UDC, and not from the Prelist request screen, to produce the extract file that will be used as the information source for printing the W2 forms. The Prelist request screen produces only a report for audit purposes, but not an enduring source file.

- 8. What client-defined field (01-30) is used to identify foreign SSNs?
- 9. Set ret plan flag if ret-sys=5 and vd-no=84xx?
- 10. Enter 8 digit Fringe benefit number or press <RETURN> if you are not a (New York) client
- 11. You must enter the default code for Box 12 which is used to report TSA amounts. Please select the code value which corresponds to the plan used:
- 12. COMMAND?

District: 26		Maintain 2011 W2EX11 Option Record		QSS/OASIS	
Prog-Option Name: W2EX11		Option: J	Source Year: 11		
1. Pay History Category 1 is treated as GLI?					Y (Y=Yes/N=No)
2. Pay History Category 2 is treated as Dependent Care?					N (Y=Yes/N=No)
3. Pay History Category to use for 3rd Party SL (0=none)?					0 (0, 3 - 5)
4. Should imputed gross amounts be treated as GLI?					N (Y=Yes/N=No)
5. Back 'CAR' amounts out of W2 Gross?					Y (Y=Yes/N=No)
6. Print STRS/PERS pickup amounts in Box 14?					Y/Y (Y=Yes/N=No)
7. Print Alternate Retirement amounts in Box 14?					Y (Y=Yes/N=No)
8. Client-defined field for SSN flag (01 to 30)?					00 (00 = None)
9. Set Retirement flag for ret-system 5 and vol-ded 84xx?					Y (Y / N / X)
10. Do you have a New York Fringe Benefit warrant number?					N (Y=Yes/N=No)
11. Default code for reporting TSA amounts in Box 12?					E (D/E/F/G/H/S)
12. Extract only districts defined in CTW2TP11 control file?					X (Y / N / X)
13. Alternate GLI VD-N0: 0000 Back GLI amts out of W2 Gross?					Y (Y=Yes/N=No)
14. Set pension flag for TSA > 0? Y For any Ret-CTD > 0?					Y (Y=Yes/N=No)
15. Report employee gross in multiple states?					N (Y=Yes/N=No)
16. Default state code (when #15=Y and code in history=00)?					
17. Pay History Category to use for Employer DC (0=none)?					0 (0, 3 - 5)
18. Additional alt-ret VD range?					7501-7599
19. Set Ret. flag for ret-system 5 when pay-code is	06	07	08	09	10
Start Over				Start Over	Update Return to Menu

Figure 2-9: Extraction Data Input

Comparison of Y12W2REPORT UDC with W2 Prelist Screen

On the left are the prompts from running the UDC; on the right are the corresponding fields in the user screen.

1. District (00 for all districts)?
2. Report option:
'P' = prelist
'R'= reasonability check
'S'= selected field value range
Enter 'P', 'R', or 'S':
3. Report only W2ED12 changes made since (MMDDYY)? Note: <RETURN> or 000000 will report all data
4. SSN Mask (0-9, L/R):
5. Report Layout (01-99, blank for default):

District: 65 Request 2012 W2 Prelist (Logon District) QSS/OASIS

For district: 65 Leave blank for all districts
Report format: [] P = Prelist
R = Reasonability check (Oasdi/Medicare)
S = Selected field value range

Run option: [] 1 = Extract and then print
2 = Use existing extract/W2 edit file

Print W2ED10 changes made since: [] MMDDCCYY date (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.

W2SB12 H.12.00 compiled 12/10/12 Prog-opt used:W2EX12

Start Over				Start Over		Continue /Launch	Return to Menu
------------	--	--	--	------------	--	------------------	----------------

Figure 2-10: Prelist Data Input—First Screen

1. Enter selection rule #1 Field names? Enter one code from the following: FT,ST,OG,OA,MG,MC,DC, EI,SD,CR,GL,FO,SP,CH, NT,TG,ME,N4,NQ,FG,ON, R1,R2,R3
PH,UO,UM,OD,MD,SC,P C,FA,TS,SG,SA,AA,BB,H S,MS,AB,EX,RS,EE,ER,G E,GR?
2. Field operator (EQ, NE, IB, GE, LE, GT, LT)?
3. Field value from?
4. Field value to?

District: 65 Request 2012 W2 Prelist (Logon District) QSS/OASIS

For district: 65

Report fmt:S Run opt:1 Print W2ED10 changes since: 00 SSN Mask:9

SSN flag CL fld#:00 Set pension flag if Alt-R:N Layout:

Field (see below) Low Value High Value

OG Oasdi gross	GT	0.00	
OG	NE	\$MG	

AND Low/High value can be AND a number of one of the AND field IDs. The 2 char AND field ID is preceded AND by '\$' and entered AND left justified. Ex: AND \$FG is Federal Gross.

FT=Federal Tax	MG=MEDI Gross	SD=SDI	SP=3P Sick Pay	AA=Roht 401k
ST=State Tax	MC=MEDI Tax	CR=CAR Allow	CH=Childcare	BB=Roht 403b
OG=Oasdi Gross	DC=Def. Comp	GL=GLI	NT=Non-Tax Gr	TG=Fed Tax Gr
OA=Oasdi Tax	EI=EIC	FO=Fringe/Other	TS=Sta Tax Gr	SG=Sta Gross
ME=Moving Exp	N4=457 NQPlan	NQ=Other NQPlan	FG=Fed Gross	HS=Empr HSA
ON=Other NTX	R1=Ret-1/TS	R2=Ret-2/TS	R3=Ret-3/TS	MS=Empr MSA
PH=Section 125	UO=Uncl. OASDI	UM=Uncoll. MEDI	OD=OASDI Dif.	FA=FIT/Addback
MD=MEDI Dif.	SC=State Code	PC=Pay Code	EX=Sub. EE Exp	SA=SIT/Addback
EE=EE-DC/403b	ER=ER-DC/403b	GE=ER-DC/457	GR=ER-DC/457	AB=Adopt. Ben
RS=Ret System				'OP' =EQ, NE, IB, NI, LT, GT, LE, GE

Start Over				Start Over		Launch Job	Return to Menu
------------	--	--	--	------------	--	------------	----------------

Figure 2-11 : Prelist Data Input—Second Screen

1. District (00 for all districts)?
2. Report option:
 'P' = prelist
 'R' = reasonability check
 'S' = selected field value range
 Enter 'P', 'R', or 'S':
3. Report only W2ED12 changes made since (MMDDYY)? Note: <RETURN> or 000000 will report all data
4. SSN Mask (0-9, L/R):
5. Report Layout (01-99, blank for default):

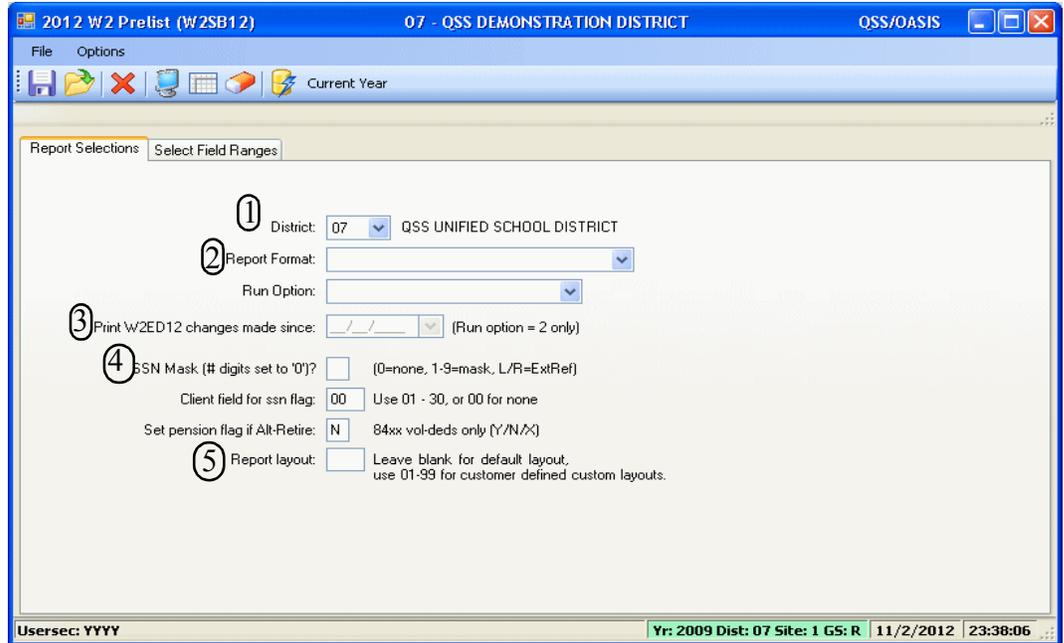


Figure 2-12: Prelist Data Input—Report Selections tab

1. Enter selection rule #1
 Field names? Enter one code from the following:
 FT,ST,OG,OA,MG,MC,DC, EI,SD,CR,GL,FO,SP,CH, NT,TG,ME,N4,NQ,FG,ON, R1,R2,R3
 PH,UO,UM,OD,MD,SC,P C,FA,TS,SG,SA,AA,BB,H S,MS,AB,EX,RS,EE,ER,G E,GR?
2. Field operator (EQ, NE, IB, GE, LE, GT, LT)?
3. Field value from?
4. Field value to?

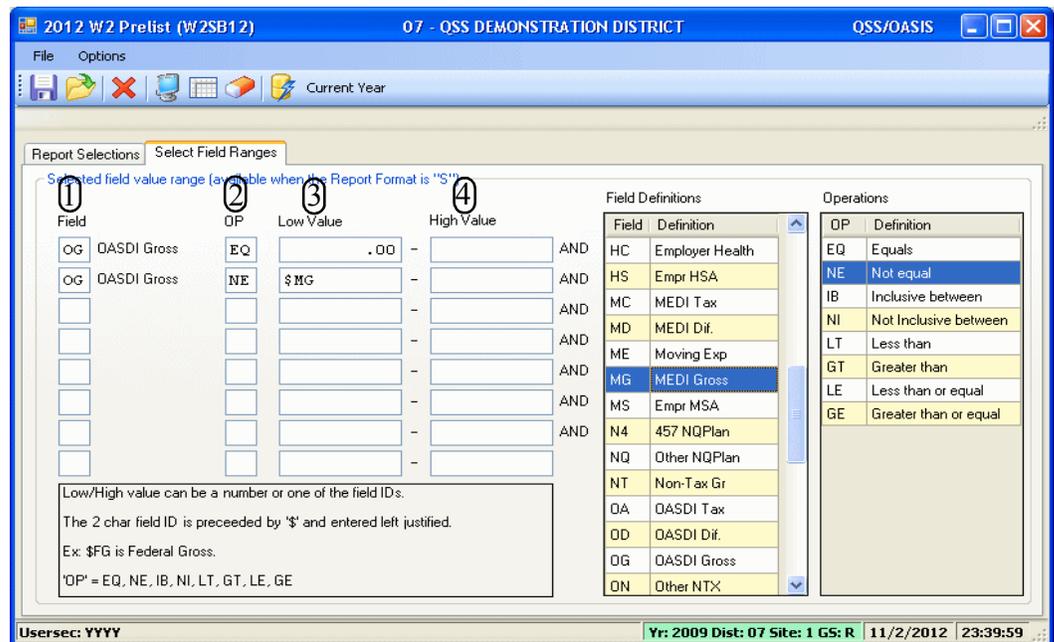


Figure 2-13 : Prelist Data Input—Select Field Ranges tab

Chapter 3: Processing Instructions for Payroll Staff

Chapter Overview

This chapter covers the following main topics:

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Task 2-PR: Maintaining W2 Program Options (W2PO12 and W2HCVD)	3-3
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Task 4-T: Zeroing Out Year-to-Date Totals for Payroll	3-51
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Sample Reports	3-71
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Task 21-T: Saving History Files with Y12W2SAVE	3-146

CAUTION: The software and documentation for producing W2 forms and 1099 forms is updated yearly. Therefore, ***make sure you are dealing with the software and documentation for the current year.*** The software for the current year is designated as TX12.

Preliminary Steps

Check that all the following necessary steps have been completed before starting the W2 process. A complete overview of the tasks involved in W2 production is found in "W2 Task List" on page 1-4.

1. 2012 release for W2s is installed. See "Task 1-T: Installation of 2012 W2/1099 Release (TX12)" on page 3-10 for details.
2. Updated W2 Edit and W2 Prelist programs have been added to the appropriate menus.
3. The state ID number for W2s has been entered in the District Master File (DPUPDT) in the Per/Pay System.
4. 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.)

Task 1-T: Installation of 2012 W2/1099 Release (TX12)

Before you, the payroll staff, can begin your part of the W2 processing with task 2-PR, you need to check with the technical staff to make sure they have finished "Task 1-T: Installation of 2012 W2/1099 Release (TX12)" on page 3-10. An overview of all the tasks is given in Chapter 2 of this manual.

Task 2-PR: Maintaining W2 Program Options (W2PO12 and W2HCVD)

This step describes how to use the following programs:

- ◆ Maintain 2011 W2 Program-Option Records (W2PO12) that allows you to define almost all of the program options for W2 production.
- ◆ Maintain Health Care (Box 12-'DD') Settings (W2HCVD) that allows you to define district-specific rules for reporting employer health care as code DD in Box 12. Your choices in the W212HC program option determines whether you need to use W2HCVD.

W2 Option Maintenance (W2PO12) Window

This discussion focuses on the following areas:

- ◆ Purpose
- ◆ Running W2PO12
- ◆ Description of W2 Option Maintenance (W20912) Window
- ◆ Loading Settings for 2011 into 2012
- ◆ Maintaining Settings for 2012
- ◆ W2PO12 - Controls which program-option records can be maintained
- ◆ W2EX12 - Basic/default settings used to control how W2 data is accumulated
- ◆ W212DC - Employee/employer vol-ded detail, vol-deds for alt. deferred comp. plans
- ◆ W212CC - Vol-deds for dependent care
- ◆ DEFMED - Deferred Medicare
- ◆ W2STID - Edit mask for State EIN
- ◆ W212DX - Additional vol-ded ranges when W212DC space is exceeded
- ◆ W212FA - Vol-deds used during the year to reduce SIT wages but not FIT
- ◆ W212CX - Extension vol-deds for W212CC
- ◆ W212DR - Vol-ded ranges for Roth
- ◆ W212SA - Vol-deds used during the year to reduce FIT wages but not SIT
- ◆ W212HS - Vol-deds for Employer HSA
- ◆ W212HC - Employer-Sponsored Health Plan Reporting
- ◆ W212HX - Extension codes for W212HC
- ◆ Traditional Version

Purpose

The *2012 W2 Option Maintenance (W2PO12)* window allows you to maintain the program option records for customizing how W2 production works at your site. If your user security allows, you can copy the settings from tax year 2011. At most sites, the payroll office is most qualified to determine if these program options are set up correctly.

NOTE: Security features may be in place that prevent the viewing of the previous year's program option settings.

The suggested setup is that one person be responsible for making any changes to the program options, but others in the department be able to look at the settings so they can raise questions if anything needs to be changed.

Running W2PO12

This chapter tells how to use both the QCC and traditional versions of W2PO12. It provides detailed instructions on the QCC version and a quick overview of the traditional version.

Opening W2PO12 from the Traditional Software

For the HP e3000, you can launch the traditional version from the Menu System or the Y12W2PROGOPT UCD.

- ◆ The system operator can run Maintain 2011 W2 Program-Option Records (W2PO12) program with the Y12W2PROGOPT command.
- ◆ **QSS** suggests that you make the Maintain 2011 W2 Program-Option Records (W2PO12) program available to a member of the payroll staff. Someone in the payroll office is more likely to have the information needed to define program options than a member of the technical staff.

For a discussion of the traditional version, see [page 3-42](#).

Opening the QCC Version

These instructions tell how to open the *2012 W2 Option Maintenance (W2PO12)* window so that you can maintain program options for W2s from within QCC. To make this window available, your system administrator needs to set up the W2PO12 user security described on [page 3-6](#).

To open the W2 Option Maintenance window:

1. Log on to QCC. For instructions, see [page A-2](#).
2. Do either of the following to open the *W2/1099 Processing* window from the *QSS ControlCenter* window.

- > On the menu bar, click **Go**, point to **W2/1099**, and click **W2 / 1099 Processing**.
- > On the tree view, click the **W2/1099** folder, then click **W2 / 1099 Processing**.

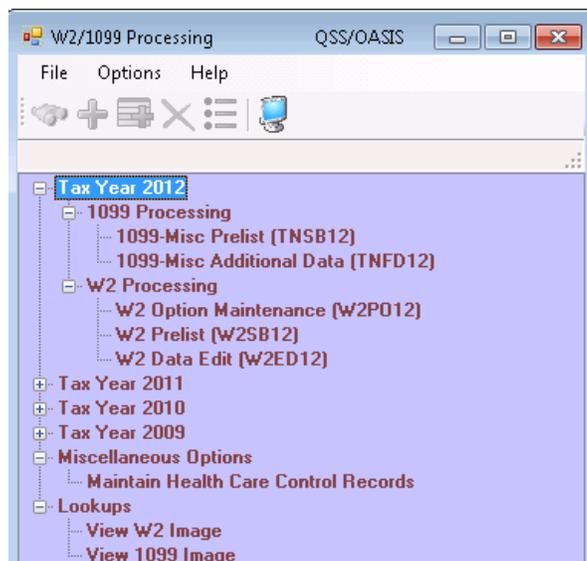


Figure 3-1: W2/1099 Processing window with branches for Tax Year 2012 expanded

3. In the *W2/1099 Processing* window, click the **Tax Year 2012** folder, click the **W2 Processing** folder, then double-click **W2 Option Maintenance (W2PO12)**.

Description of W2 Option Maintenance (W2PO12) Window

Parts of the Dialog Box

Figure 3-2 illustrates the *2012 W2 Option Maintenance (W2PO12)* window. It includes the following:

- ◆ **Program Option Name** box for selecting a program option to maintain.
- ◆ **Source Year** to identify the fiscal year for which to maintain program options for W2s.
- ◆ Boxes for maintaining the program option. The layout is different for each program option. For a detailed description, see the instructions for the traditional software.

To see a brief explanation of each **Program Option Name**, click the  (Descriptions [F1]) icon. The list illustrated in Figure 3-3 displays. Press F12 to close the dialog box.

Menu bar and toolbar with commands for maintaining program options.

Program option record as it is stored in the database.

List for selecting the program option to inspect or change.

Program option record formatted for ease of maintenance. The layout varies with each program option record.

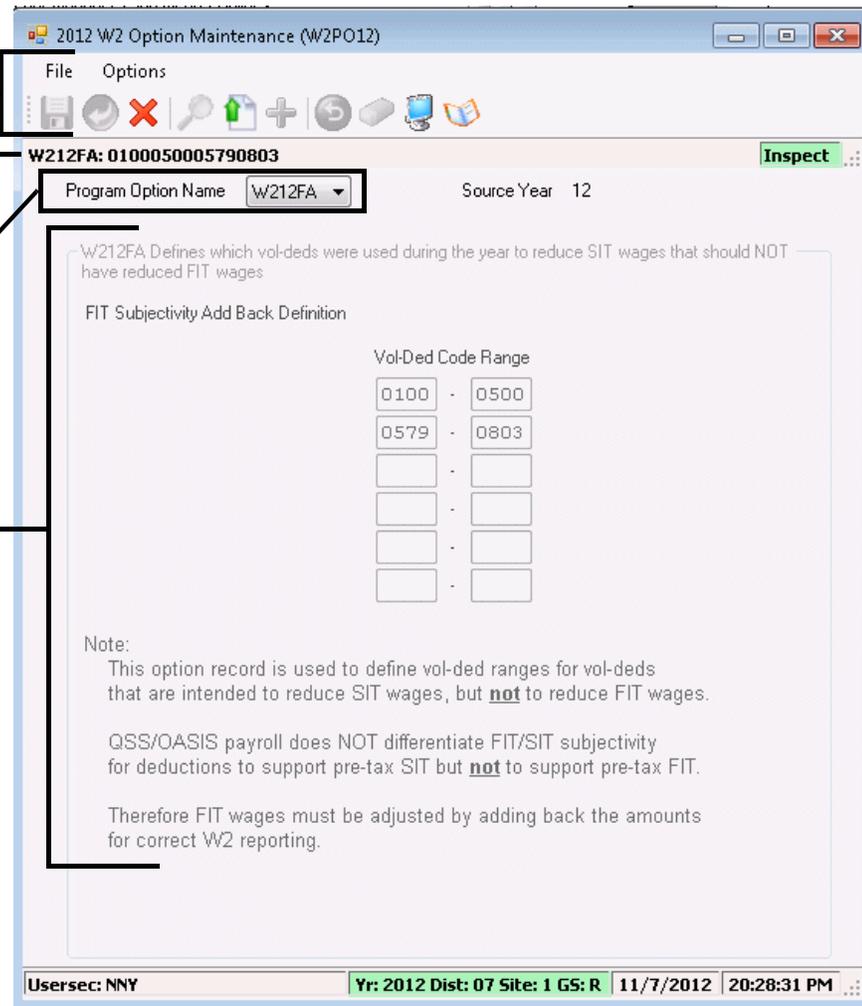


Figure 3-2: 2012 W2 Option Maintenance (W2PO12) window

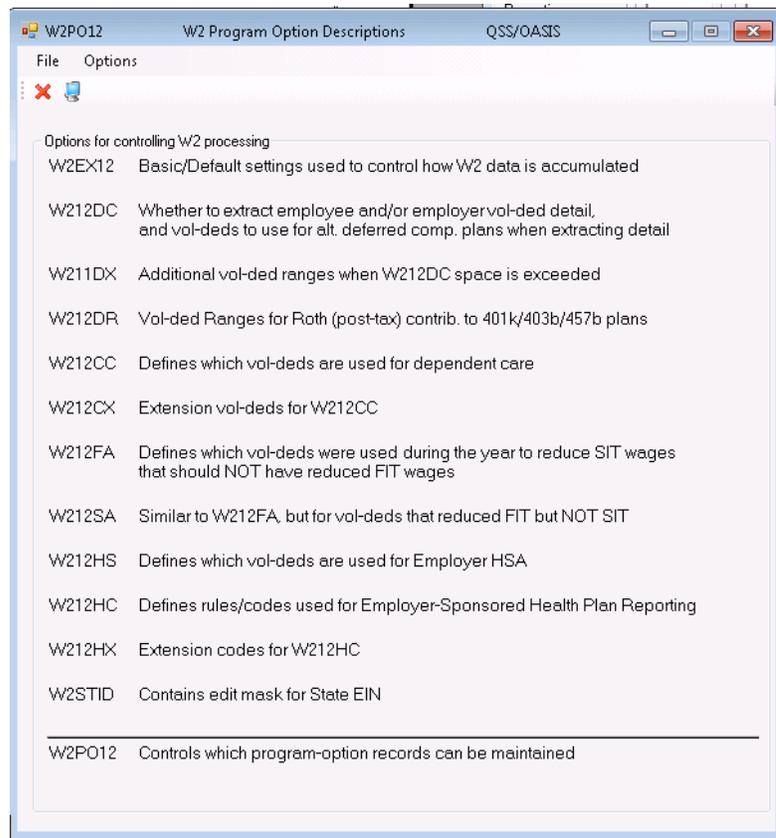


Figure 3-3: List of program options

Commands on the File Menu and Options Menu

This heading describes the commands for inspecting and maintaining program option records. Your user security may not allow access to all of these commands. You may be limited to inspecting program options that are already defined.

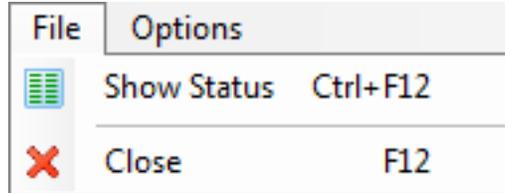


Figure 3-4: File menu commands

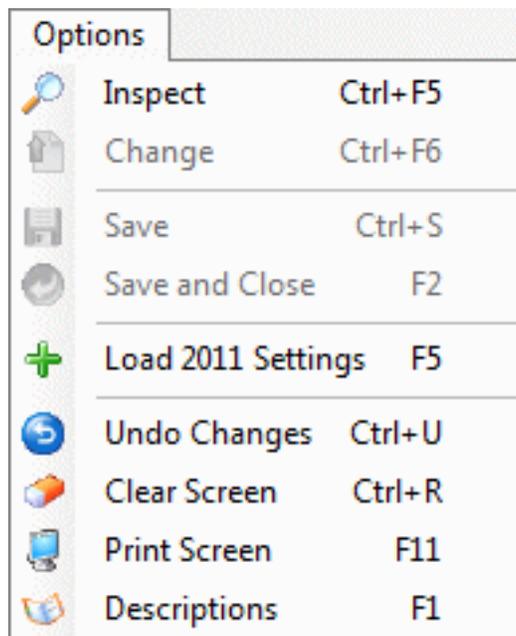


Figure 3-5: Options menu commands



Figure 3-6: Toolbar commands

The table "Commands for maintaining program options" describes the purpose of each of these commands.

Loading Settings for 2011 into 2012

The (Load 2011 Settings [F5]) icon allows you to copy the settings for a district from 2011 as the starting point for 2012.

This command is available only if all of the following statements are true:

Commands for maintaining program options

Menu	Icon	Keyboard	Description
File Show Status	none	CTRL+F12	Open a dialog box that displays the commands executed during the current QCC session. Normally, this information is of interest only to software developers at QSS . To close this dialog box, click the icon in the upper left corner.
File Close		F12	Stop maintaining program options and close the dialog box. Any changes that you have made since the last update are lost. To save your changes before closing, use the Save and Close command.
Options Inspect		Ctrl+F5	Put the dialog box in Inspect mode so that you can look at, but not change, program options. In Inspect mode, the Change , Save , Save and Close , and Add commands are not available.
Options Change		Ctrl+F6	Put the dialog box in Change mode so you can change program options. In Change mode, the Save , Save and Close , Inspect , and Load 2011 Settings commands are available.
Options Save		Ctrl+S	Save the changes to the program option and leave the dialog box open.
Options Save and Close		F2	Save the changes to the program option and close the dialog box.
Options Load 2011 Settings		F5	Load the program options defined for tax year 2011. You can then use the Change command to make any needed modifications for tax year 2012. This command is available only under the following circumstances: the window is in Change mode, your user security allows access to the previous year, and you have selected a Program Option Name that has not yet been defined for 2012.
Options Undo Changes		Ctrl+U	Undo the changes that you have made to the current program option record.
Options Clear Screen		Ctrl+R	Clear the dialog box so that you can retype the program option from scratch.
Options Print Screen		F11	Print a copy of the dialog box on the default Windows printer for your PC.
Options Descriptions		F1	Open a <i>W2 Program Option Descriptions</i> box that describes what each program option does. To close this box, press F12.

1. The window is in Change mode.
2. Your user security permits access to the previous year.
3. You have selected a program option that is not already defined for 2012.

To load settings from 2011 into 2012:

- ◆ Click the  (Load 2011 Settings [F5]) icon.

Maintaining Settings for 2012

These instructions tell how to inspect, add, or change program options for tax year 2012.

To maintain settings for 2012:

1. Select Inspect or Change mode.

- > To inspect a program option record, click the  (Inspect [Ctrl+F5]) icon to put the dialog box into Inspect mode.
- > To add or change a program option, click the  (Change [Ctrl+F6]) icon to put the dialog box in Change mode.

In the lower left corner of the window, the **Usersec:** tells you whether you can change program options. If the second character is N or blank, you can add or change program options. If it is Y, you have inspect-only access.

2. In the **Program Option Name** list, select a program option.

To get an explanation of the program option records, click the  (Descriptions [F1]) icon. Press F12 to close the *W2 Program Option Descriptions* dialog box. (You can leave this dialog box open while using the *2012 W2 Option Maintenance (W2PO12)* window.)

Program options for W2 processing

PROGRAM OPTION	PAGE
W2PO12 - Controls which program-option records can be maintained	3-11
W2EX12 - Basic/DEFAULT settings used to control how W2 data is accumulated	3-13
W212DC - Employee/employer vol-ded detail, vol-deds for alt. deferred comp. plans	3-21
W212CC - Vol-deds for dependent care	3-24
DEFMED - Deferred Medicare	3-26
W2STID - Edit mask for State EIN	3-28
W212DX - Additional vol-ded ranges when W212DC space is exceeded	3-30
W212FA - Vol-deds used during the year to reduce SIT wages but not FIT	3-32
W212CX - Extension vol-deds for W212CC	3-33
W212DR - Vol-ded ranges for Roth	3-34

Program options for W2 processing (Continued)

W212SA - Vol-dds used during the year to reduce FIT wages but not SIT	3-36
W212HS - Vol-deds for employer HSA	3-38
W212HC - Employer-sponsored Health Plan Reporting	3-39
W212HX - Extension codes for W212HX	3-41

3. Do any of the following:

- > Click the  (Save [Ctrl+S]) icon to save the program option and leave the window open.
- > Click the  (Save and Close [F2]) icon to save the program option and close the window.
- > Click the  (Close [F12]) icon to close the window without saving any changes since the last save.
- > Click the  (Print Screen [F11]) icon to print a copy of the window on the default Windows printer for your PC.

W2PO12 - Controls which program-option records can be maintained

For instructions on using the *2012 W2 Option Maintenance (W2PO12)* window, see [page 3-10](#).

This program option defines the program option records that you can maintain from the *2012 W2 Option Maintenance (W2PO12)* window. **QSS** suggests that you allow access to all program option records, even the ones that you do not use.

Do either of the following:

- ◆ Click the [Select All] button to make all program option records available for maintenance. **QSS** recommends this choice.
- ◆ Select or clear the check boxes for individual master files to make them available or unavailable.

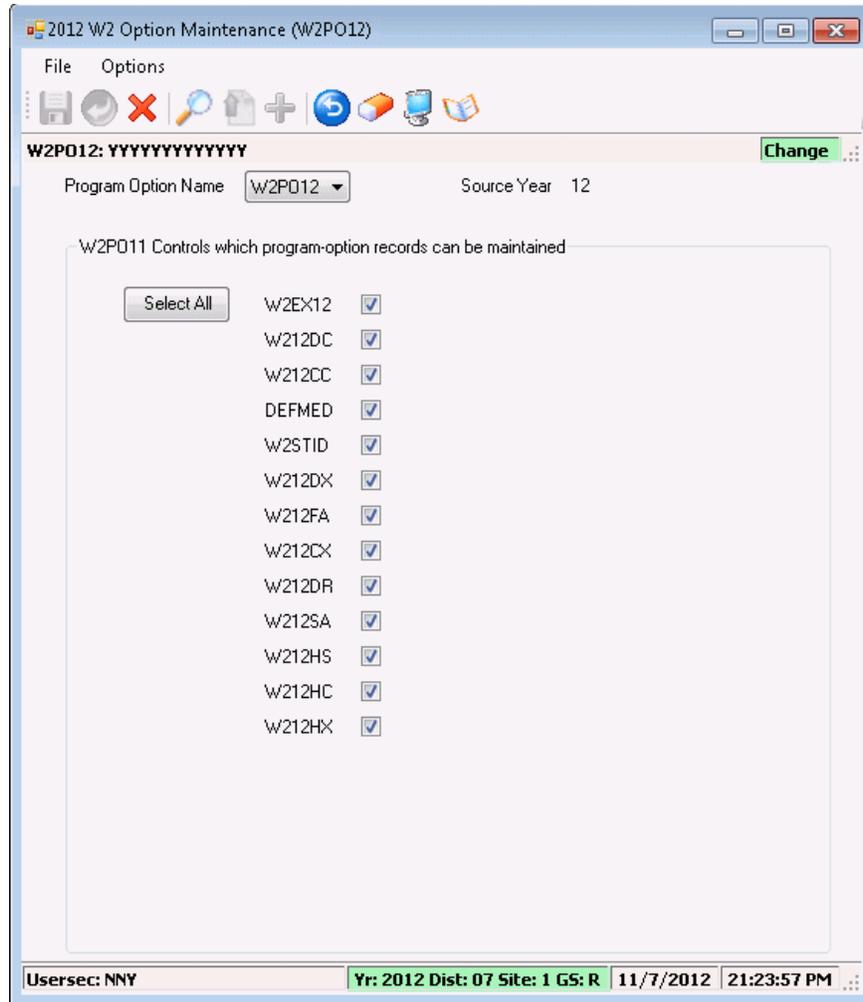


Figure 3-7: W2PO12 program option

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

These instructions focus on the following:

- ◆ Purpose
- ◆ Defining the W2EX12 Program Option

For instructions on using the *2012 W2 Option Maintenance (W2PO12)* window, see [page 3-10](#).

Purpose

The program option W2EX12 defines what information you want extracted with the Extract program (W2EX12) and included on the W2 forms.

San Juan USD

This program option record controls three features requested by San Juan USD. All other districts will probably want to set Fields 1, 2, and 3 to N, N, and 0 on the second W2EX12 screen, as shown in Figure 3-8.

CAR Pay

This program option record controls how amounts paid using CAR pay type are treated with regards to W2 taxable gross. If your organization used the CAR pay type in conjunction with a statutory deduction profile that did not take FIT or SIT, then you should set Field 5, **Back 'CAR' amounts out of W2 Gross?**, to N for the W2EX12 program option, as shown in Figure 3-8. If your organization used CAR pay type in conjunction with a statutory deduction profile that did take FIT and SIT, then you should set Field 5 to Y.

Note that the following parameters must apply to your organization's use of the CAR pay type.

- ◆ Your payroll staff must have been *consistent* in the use of CAR pay type with a statutory deduction profile that either did or did not take FIT/SIT throughout calendar year 2012.
- ◆ If you are a multi-district organization, *all districts* must have followed the same rule with regards to the statutory deduction profile used with the CAR pay type.
- ◆ If your organization was not consistent in its use of the CAR pay type, it is likely that you will be required to make individual employee corrections using the W2 Edit program. **QSS** recommends you discuss this situation with your Account Manager before making corrections.

Box 14 of the W2 Form

This program option record controls whether the following are printed in Box 14 of the W2 form:

- ◆ Tax-sheltered retirement contributions for STRS (Retirement System 1) or PERS (Retirement System 2).
- ◆ Alternate retirement contributions from employees who belong to a plan controlled through 84xx voluntary deductions. See Fields 6 and 7 of the W2EX12 program option.

Note that STRS or PERS contributions are printed in Box 14 with a description of RET TS, and alternate retirement contributions have a description of ALTRET.

Deferred Compensation

This program option record controls the default deferred compensation plan code printed in Box 12 of the W2 form. The default plan code is entered in Field 11 on the W2EX12 program option, as shown in Figure 3-8.

Note that if you have more than one plan, the alternate deferred compensation plans are entered with the W212DC option as described beginning on [page 3-22](#). Up to 4 plans can be shown in Box 12 of the W2 form, and up to 2 overflow forms can be printed making it possible to show a total of 12 plans.

Defining the W212EX Program Option



In Figure 3-8, first three lines refer to the 5 user-defined **Category** fields on the Inspect (PHUPDT) tab of the Payroll History window for the *Employee Maintenance* window, if those fields have been manually adjusted as described in "[Task 9-PR: Entering Pay History Adjustments with PHUPDT](#)" on [page 3-109](#). These three lines were requested by San Juan USD, and other customers will probably want to type N, N, and 0 for these.

1. Pay History Category 1 is treated as GLI? (R) Type Y to treat **Category 1** as group life insurance. Otherwise, type N.

2. Pay History Category 2 is treated as Dependent Care? (R) Type Y to treat **Category 2** as dependent care. Otherwise, type N.

3. Pay History Category to use for 3rd Partly SL (0=none)? (R) Type 3, 4, or 5 for the **Category** to use for 3rd-party sick leave. Otherwise, type 0.

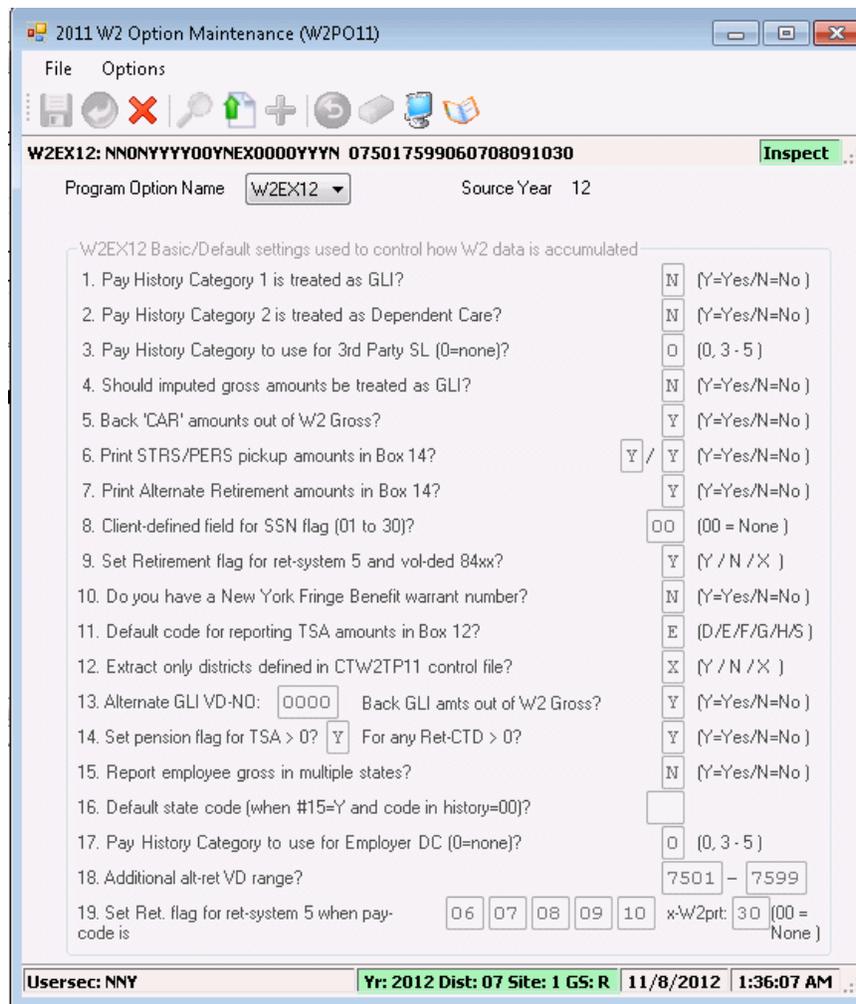


Figure 3-8: W2EX12 program option

4. Should imputed gross amounts be treated as GLI? (R)

All districts should type N.

An imputed gross amount is a group life insurance premium amount paid by an employer for an employee's life insurance over \$50,000. The employee is taxed for the premium amount even though the employer paid it. The amount is imputed to the employee.

5. Back 'CAR' amounts out of W2 Gross? (R)

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	If you have automobile allowances paid through payroll, and <i>FIT and SIT taxes were already deducted</i> , remove the CAR amounts, or back them out, from W2 gross, so employees do not get taxed twice on car allowances.
N	If <i>FIT and SIT taxes were not already deducted</i> , retain CAR allowance amounts here, so they will be added to employees' taxable gross.

NOTE: Box 14 of the W2 form provides information for the employee's knowledge only. The IRS does not consider the contents of this box.

6. Print STRS/PERS pickup amounts in Box 14? (R)

Type Y for Yes or N for No. The left box is for STRS; the right box is for PERS.

CODE	EXPLANATION
Y	Print STRS (Ret System 1) and/or PERS (Ret System 2) tax sheltered retirement contributions in Box 14.
N	Do not print STRS (Ret System 1) and/or PERS (Ret System 2) tax sheltered retirement contributions in Box 14.

If either of these boxes is marked Y, then on the W2 form, Box 14 will contain a notation of **Ret TS** before the dollar amount, thus: Ret TS \$xxx.xx.

PERS and STRS amounts are displayed in Box 14 as **Ret TS**.

7. Print Alternate Retirement amounts in Box 14? (R)

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	Print alternate retirement contribution amounts in Box 14.
N	Do not print alternate retirement contribution amounts in Box 14.

If this box is marked y, then on the W2 form, Box 14 will contain a notation of **Alt-Ret** before the dollar amount, thus: Alt-Ret \$xxx.xx.

8. Client-defined field for SSN flag (01 to 30)? (R)

Type the 2-digit field number from the Client Defined (CL) screen of the Employee Maintenance Program (PP0002) used to flag employees with no SSN to report with an "X". If there are no such employees, type 00.

9. Set Retirement flag for ret-system 5 and vol-ded 84xx? (R)

This question asks whether to mark an X in Box 13b of the W2 form for employees with alternate retirement systems. Such employees have a retirement system code of 5 (not a PERS or STRS member) and voluntary deductions from 8400 to 8499 (alternate retirement).

CODE	EXPLANATION
Y	Identify on prelist and on W2s those employees having an alternate retirement plan.
N	Do not identify on prelist and on W2s those employees having an alternate retirement plan.
X	Exclude a check of non-taxable gross when determining alternate retirement status.
Note:	Code X was created by special request for one customer who has an alternate retirement plan that is entirely employer paid. Code X works like Y except that non-taxable gross is not considered when identifying employees with an alternate retirement plan. N turns off alternate retirement plan checking. Y checks the pay-history records including non-taxable gross. X checks the pay-history records excluding non-taxable gross.

10. Do you have a New York Fringe Benefit warrant number? (R)

This question only applies to customers in New York. All other customers should answer N for No to this question.

11. Default code for reporting TSA amounts in Box 12?
(R)

Type the alpha code for the appropriate plan (if any) for your site.

CODE	DEFERRED COMPENSATION PLAN
D	401(k)
E	403(b)
F	408(k)(b)
G	457(b)
H	501(c)(18)(d)
S	408(p)

Box 12 of the W2 form can have up to four plan codes and amounts. Usually only the first box is filled in. If an employee has more than one type of deferred compensation (e.g., 403(b) and 457(b)), the additional amount is displayed in Box 12b or 12c or 12d. So, for example, the rows of Box 12 might look like this:

```
12a  E  $xxx.xx
12b  G  $xxx.xx
12c  D  $xxx.xx
```

12. Extract only districts defined in CTW2TP12 control file? (R)

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	Extract only districts defined in the CTW2TP12 control file. To do this, the CTW2TP12 control file must have been set up, as discussed in "Task 3-T: Setting Up Control Files" on page 2-4.
N	Prompt for the districts to extract when the program is run.

13. Alternate GLI VD-NO If the group life insurance voluntary deduction number is not 8999 for your district(s), then enter the voluntary deduction number used.

Back GLI amounts out of W2 Gross? (R) Type Y for Yes or N for No.

CODE	EXPLANATION
Y	If <i>FIT and SIT taxes were already deducted</i> for premiums covering the group life insurance (GLI) <i>amounts over \$50,000</i> , remove the GLI amounts, or back them out, from W2 gross, so employees do not get taxed twice on GLI amounts.
N	If <i>FIT and SIT taxes were not already deducted</i> for premiums covering the group life insurance (GLI) <i>amounts over \$50,000</i> , do not remove the GLI amounts from W2 gross, so they will be added to employees' taxable gross.

14. Set pension flag for TSA > 0? Type Y for Yes or N for No. The left box is for TSA amounts; the right box is for STRS/PERS calendar totals to date.

For any Ret-CTD > 0? (R)

CODE	EXPLANATION
Y	Set the pension flag if the amount is greater than zero.
N	Do not set the pension flag if the amount is greater than zero.

15. Report employee gross in multiple states? (R) Type Y for Yes only if your district has work sites with employees in more than one state, such as El Dorado COE has. The default answer is N for No.

16. Default state code (when #15=Y and code in history=00)? (O) *Only if you answered Y in Field 15, then enter the 2-digit default state code. This is the same as the state code assigned by **QSS** and displayed in the **Tax-CC** field on the W4/Control form of the *Employee Maintenance* window.*

For example, California's numeric code is 05.

17. Pay History Category to use for Employer DC (0=none)? (R) If your site converts data into pay-history records, and you have employer-paid deferred-compensation amounts to report, you can load that data into one of the available category fields.

Type 3, 4, or 5 for the pay-history category used for employer-paid deferred compensation, or type 0 for none.

If you use 3, 4, or 5, be sure it is different from the category used for Field 3 as shown in Figure 5-17 on [page 5-19](#).

18. Additional alt-ret VD range? (O) Type the range of vol-deds used to define Alternate Retirement when you set line **9** to Y or X and your range is not 84XX.

Line **9** refers to "**9. Set Retirement flag for ret-system 5 and vol-ded 84xx?**" described on [page 3-17](#).

19. Set Ret. flag for ret-system 5 when pay-code is If an employee has one of these Pay-Codes on their W4 Screen and they are a non-member, their Retirement Plan flag will be set to Y.

x-W2prt __
(00=None)

Type the box number on the Client Defined form of the *Maintain Health Care Control Records* window to use for flagging employees for whom to skip print a W2 form. Customers who are using Employee Self Service (ESS) can have employees download the W2 form from ESS.

W212DC - Employee/employer vol-ded detail, vol-deds for alt. deferred comp. plans

For instructions on using the 2012 W2 Option Maintenance (W2PO12) window, see [page 3-10](#).

The Deferred Compensation program option record (W212DC) controls whether or not different types of deferred compensation are reported. It allows you to select employee-paid tax-sheltered annuities, employer-paid TSAs, GLI, Section 125 and Alt-Ret.

W212DC is also where you can enter additional deferred compensation plans besides the default plan you entered in Field 11 on the W212EX program option on [page 3-13](#). When entering additional plans with W212DC, you can input **individual** voluntary deduction code numbers. If you have **ranges** of vol-ded codes, enter them on the W212DX screen, as discussed on [page 3-30](#).



You should always set up this record whether or not you have additional deferred compensation plans. You still need to select the types of deferred compensation to be reported as shown on the top portion of the screen in Figure 5-10 on [page 5-21](#).

Report employee contributions for deferred compensation? (R)

Type Y for Yes or N for No. The usual answer is Yes.

CODE	EXPLANATION
Y	Include employee-paid deferred compensation amounts.
N	Do not include employee-paid deferred compensation amounts.

Report employer-paid amounts for deferred compensation? (R)

Type Y, N or X.

CODE	EXPLANATION
Y	Include employer-paid deferred compensation amounts for all 9000 vol-ded codes.
N	Do not include employer-paid deferred compensation amounts.
X	Only include employer-paid deferred compensation amounts for Plan Code type G (457b plans). Do not include other employer-paid deferred compensation amounts, such as Plan Code type E (403b) plans.

Normally, this should be set to X. Employers should not pay into 403b plans, but if they do, then set this to Y in order to report the entire amount.

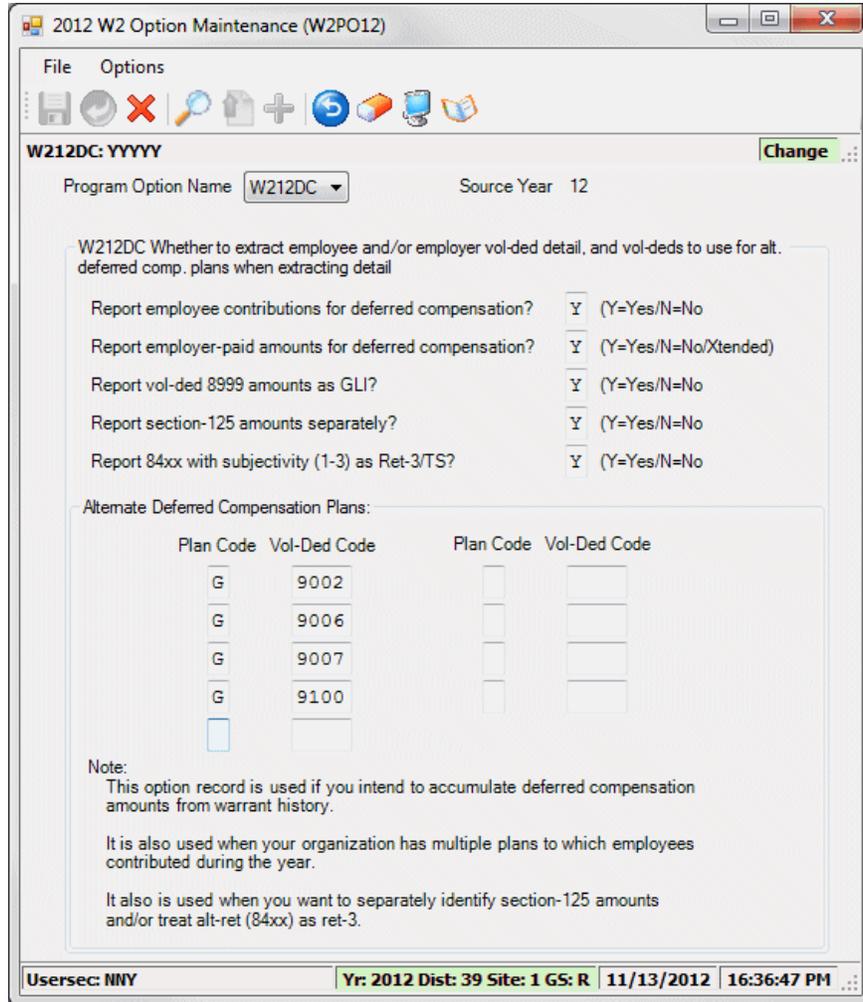


Figure 3-9: W212DC program option

Report vol-ded 8999 amounts as GLI? (R) Type Y for Yes or N for No. This should be set to Y if you have any vol-ded history for vol-ded 8999 (or the alternate vol-ded in the **13. Alternate GLI VD-NO** field on the W2EX12 screen) that you want to set up as GLI for the W2s. The usual answer here is Yes.

CODE	EXPLANATION
Y	Include premium amounts for GLI plans over \$50,000.
N	Do not include premium amounts for GLI plans over \$50,000.

Report section-125 amounts separately?
(R)

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	Include Section 125 amounts.
N	Do not include Section 125 amounts.

You must have already used a separate voluntary deduction for Section 125 amounts in order to be able to extract them from the total now.

Report 84xx with subjectivity (1-3) as Ret-3/TS? (R)

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	Report any alternate retirement that is in the 84xx range as Ret-3/TS.
N	Do not report 84xx as Ret-3/TS (alternate retirement).

Alternate Deferred Compensation Plans

You do not need to fill in the bottom half of the screen unless you have additional voluntary deductions besides the default plan offered. Here you can put *individual* voluntary deduction codes. If you have *ranges* of codes, enter them on the W212DX screen on [page 3-30](#).

Plan Code (O)

Type up to nine 1-character plan codes, as follows.

CODE	DEFERRED COMPENSATION PLAN
D	401(k)
E	403(b)
F	408(k)(b)
G	457(b)
H	501(c)(18)(d)
S	408(p)

Vol-Ded Code (O)

Type up to nine 4-digit voluntary deduction codes used.

W212CC - Vol-deds for dependent care

For instructions on using the *2012 W2 Option Maintenance (W2PO12)* window, see [page 3-10](#).

The Dependent Care (Child Care) program option record (W212CC) controls the reporting of Section 125 dependent care amounts that have been deducted from an employee's pay or that have been contributed by the employer as an employer-paid benefit.

NOTE: The dependent care amounts must have been processed as a voluntary deduction in the Payroll system (either as an employee amount or an employer amount, or both) in order to make use of this option.

The screenshot shows the '2012 W2 Option Maintenance (W2PO12)' window. The title bar includes standard window controls. Below the title bar is a menu bar with 'File' and 'Options'. A toolbar contains icons for file operations (save, delete, search, print, add, refresh, help, print, save) and a 'Change' button. The main area is titled 'W212CC: YY' and contains the following fields and options:

- Program Option Name: W212CC (dropdown menu)
- Source Year: 12
- W212CC Defines which vol-deds are used for dependent care
- Report employee contributions for dependent care? N (Y=Yes/N=No)
- Report employer-paid amounts for dependent care? N (Y=Yes/N=No)
- Dependent Care Vol-Ded Codes: A table with two columns, 'Vol-Ded Code', and six empty rows.
- Note: This option record is used if you intend to accumulate deferred dependent care amounts from warrant history.

The status bar at the bottom displays: Usersec: NNY, Yr: 2012 Dist: 39 Site: 1 GS: R, 11/13/2012 17:11:34 PM.

Figure 3-10: W212CC program option

Report employee contributions for dependent care? (R)

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	Include employee-paid amounts for dependent care.
N	Do not include employee-paid amounts for dependent care.

Report employer-paid amounts for dependent care? (R)

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	Include employer-paid amounts for dependent care.
N	Do not include employer-paid amounts for dependent care.

Dependent Care Vol-Ded Codes

If you typed Y for either or both of the questions in the top half of the screen, you must list at least one voluntary deduction number in the bottom half of the screen.

Vol-ded Code (O)

Type the 4-digit voluntary deduction codes used for dependent care. A maximum of twelve codes may be entered for this program option.

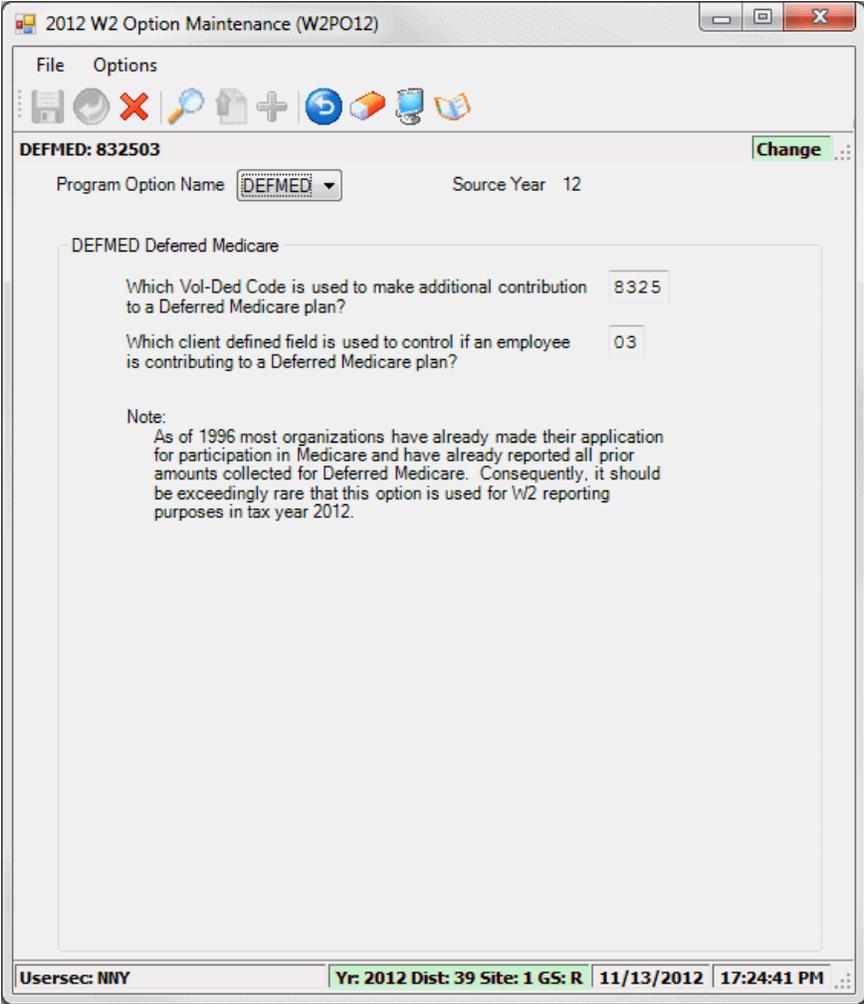
If you need more than twelve codes, you can enter twelve more voluntary deductions with the W212CX program option on [page 3-33](#).

DEFMED - Deferred Medicare

For instructions on using the *2012 W2 Option Maintenance (W2PO12)* window, see [page 3-10](#).

The Maintain DEFMED program option record (DEFMED) is used to control which client-defined field is used to indicate that an employee is in deferred Medicare.

This is a feature not currently used, but it has not been removed in case it is needed. As of 1996, most organizations have already made their application for participation in Medicare and have already reported all prior amounts collected for deferred Medicare. Consequently, it should be exceedingly rare that this option is used for W2 reporting purposes in tax year 2012.



The screenshot displays the '2012 W2 Option Maintenance (W2PO12)' application window. The title bar shows the window name and standard OS controls. Below the title bar is a menu bar with 'File' and 'Options'. A toolbar contains icons for file operations (save, delete, search, print, copy, paste, refresh, help). The main content area shows the configuration for the 'DEFMED: 832503' program option. The 'Program Option Name' is set to 'DEFMED' and the 'Source Year' is '12'. A 'Change' button is visible. The configuration details include: 'DEFMED Deferred Medicare', 'Which Vol-Ded Code is used to make additional contribution to a Deferred Medicare plan?' with a value of '8325', and 'Which client defined field is used to control if an employee is contributing to a Deferred Medicare plan?' with a value of '03'. A note at the bottom explains that this option is rarely used as of 1996. The status bar at the bottom shows 'Usersec: NNY', 'Yr: 2012 Dist: 39 Site: 1 GS: R', and the date/time '11/13/2012 17:24:41 PM'.

Figure 3-11: DEFMED program option

Which Vol-Ded Code is used to make additional contributions to a Deferred Medicare plan? (O)

Enter any vol-ded code that is used to make additional contributions to a deferred Medicare plan.

Which client-defined field is used to control if an employee is contributing to a Deferred Medicare plan? (O)

Enter any client-defined field that is used to control whether an employee is contributing to a deferred Medicare plan.

W2STID - Edit mask for State EIN

These instructions focus on the following:

- ◆ Purpose
- ◆ Defining the W2STID Program Option Record

For instructions on using the *2012 W2 Option Maintenance (W2PO12)* window, see [page 3-10](#).

Purpose

The state employer identification number (EIN) for your district is in the Personnel database. This program option helps you to retrieve a record from that database and format it so that the W2 printing program can print your state ID number with spaces and dashes inserted in their usual places.

The state EIN can come from either of two sources:

- ◆ You type in the EIN during the W2 production process. (You must do this if the EIN contains alphabetic characters.)
- ◆ The program reads the EIN from the district master record. (This is enabled if EIN is composed of all numeric digits.)

The state ID code is defined in the District (DP) master file of the *HR Code Maintenance* window. The state ID code is in the **SIT ID** box. This ID can be any 14 characters.

In the master file, the state EIN should be typed in without any leading spaces, dashes, or other punctuation. For example, if your state ID is UT-888 03, type it in as UT88803^^^^^^ (each ^ indicates a blank space).

Defining the W2STID Program Option Record

State EIN Edit Mask (R) Type the state EIN edit mask. Use Xs and hyphens as placeholders for your EIN. Type in Xs, not your state EIN.

For example, if your EIN is 943-3434-7, type XXX-XXXX-X for the edit mask.

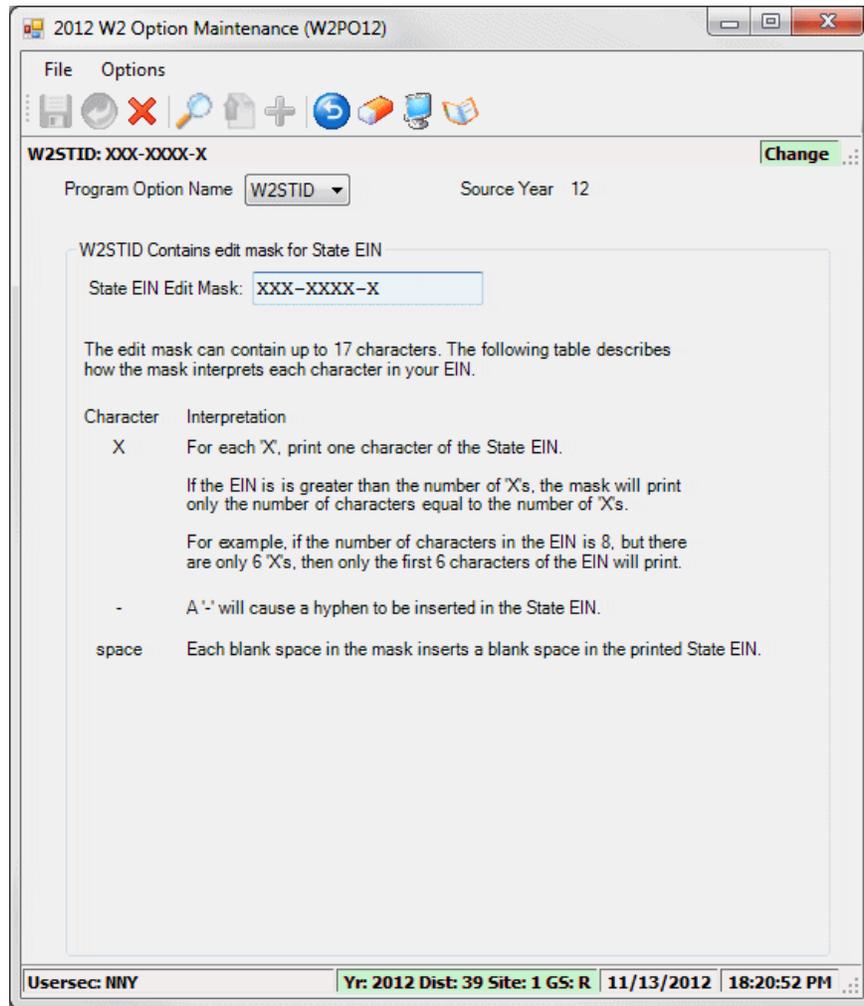


Figure 3-12: W2STID program option

W212DX - Additional vol-ded ranges when W212DC space is exceeded

For instructions on using the 2012 W2 Option Maintenance (W2PO12) window, see [page 3-10](#).

The Deferred Compensation Extension program option record (W212DX) is used to extend the W212DC record on [page 3-21](#) if you have more voluntary deduction codes than can be set up with the W212DC program option. Here you can put **ranges** of voluntary deduction numbers. This option record allows for up to 5 ranges of voluntary deduction codes to be associated with an alternate plan code.

NOTE: This program option record requires that program option record W212DC be defined first.

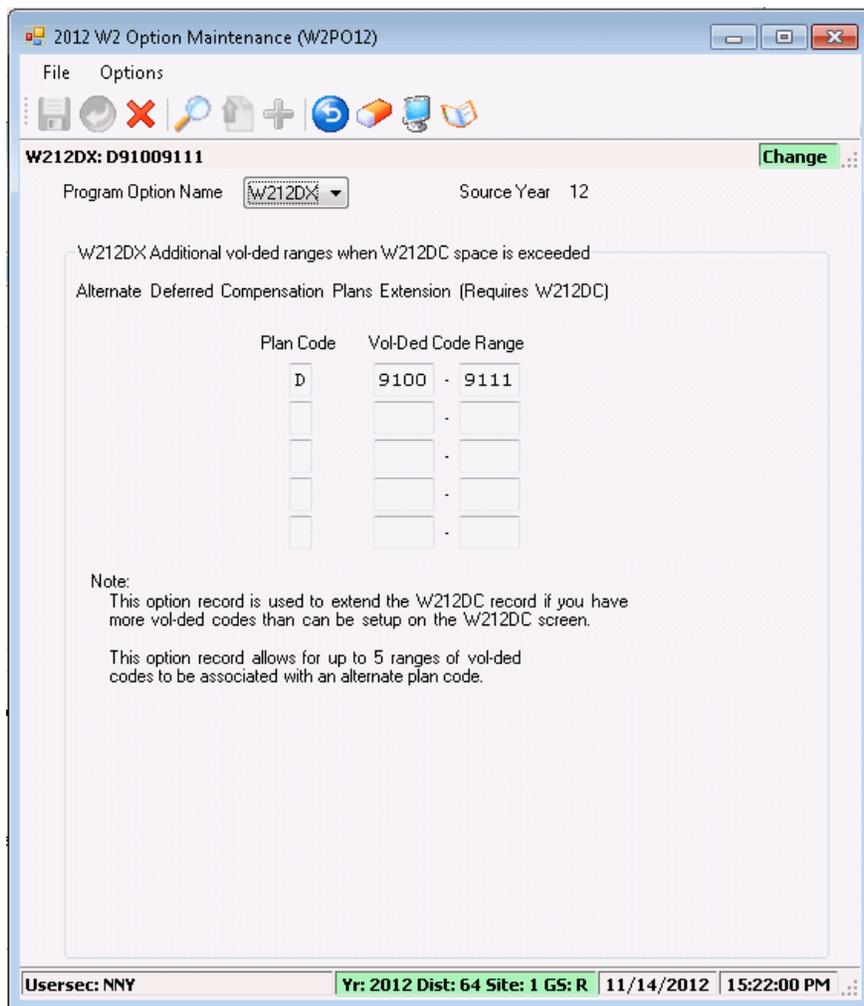


Figure 3-13: W212DX program option

Plan Code (O) Type the alpha code (up to five may be selected) for the alternate deferred compensation for your site.

CODE	DEFERRED COMPENSATION PLAN
D	401(k)
E	403(b)
F	408(k)(b)
G	457(b)
H	501(c)(18)(d)
S	408(p)

Vol-ded Code Range (O) Enter the vol-ded range associated with an alternate retirement plan. Up to five ranges may be selected.

W212FA - Vol-deds used during the year to reduce SIT wages but not FIT

For instructions on using the 2012 W2 Option Maintenance (W2PO12) window, see [page 3-10](#).

The FIT Subjectivity Add-Back Definition program option record (W212FA) is used to define voluntary deduction ranges for voluntary deductions that are intended to reduce SIT wages, but not FIT wages. The QSS/OASIS Payroll System does not differentiate between FIT and SIT subjectivity, so FIT wages must be adjusted by adding back the amounts for correct W2 reporting.

W212FA identifies voluntary deductions used to withhold pretax money. It adds employee amounts that were previously withheld back into taxable wages—for FIT only—when the extract is done.

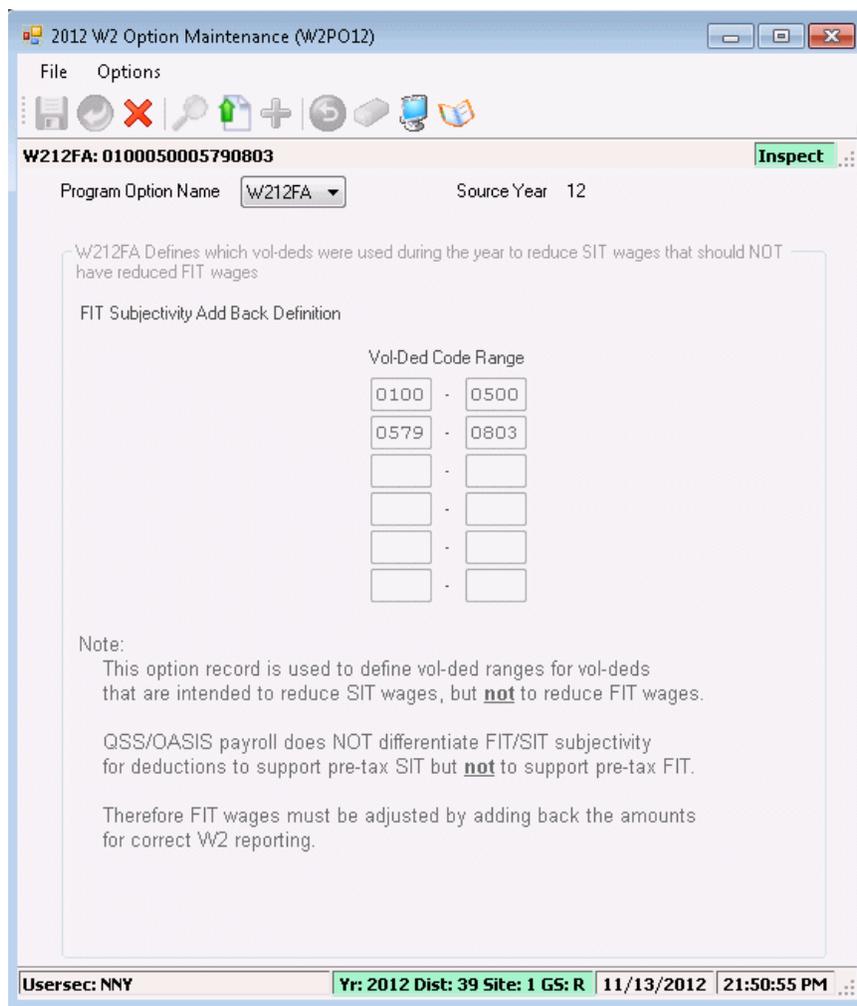


Figure 3-14: W212FA program option

Range (O)

Enter any vol-ded ranges that are intended to reduce SIT wages, but not FIT wages. Up to six ranges may be selected.

W212CX - Extension vol-deds for W212CC

For instructions on using the 2012 W2 Option Maintenance (W2PO12) window, see [page 3-10](#).

This option record is used to extend the W212CC record if you have more vol-ded codes than can be set up on the W212CC program option on [page 3-24](#). W212CC allows you to select up to 12 voluntary deduction codes for dependent care. W212CX allows you to define up to 12 additional voluntary deductions.

The screenshot shows the '2012 W2 Option Maintenance (W2PO12)' window. The title bar includes standard window controls. The menu bar has 'File' and 'Options'. The toolbar contains icons for file operations (save, delete, search, add, refresh, print, help, etc.). The main area is titled 'W212CX:' and includes a 'Change' button. Below this, the 'Program Option Name' is set to 'W212CX' and the 'Source Year' is '12'. A section titled 'W212CX Extension vol-deds for W212CC' contains a 'Dependent Care Vol-Ded Codes' table with two columns, each with six empty input boxes. A 'Note' at the bottom states: 'This option record is used if you intend to accumulate deferred dependent care amounts from warrant history.' The status bar at the bottom shows 'Usersec: NNY', 'Yr: 2012 Dist: 64 Site: 1 GS: R', and the date/time '11/14/2012 15:28:41 PM'.

Figure 3-15: W212CX program option

Vol-Ded Code (O) Type up to 12 additional vol-ded codes for dependent care.

W212DR - Vol-ded ranges for Roth

For instructions on using the *2012 W2 Option Maintenance (W2PO12)* window, see [page 3-10](#).

This option record is used to define the vol-ded ranges which are used for Roth (after-tax) contributions to 403b/401k plans. These amounts will be reported on the W2 in box 12 using codes AA for Roth 401k and BB for Roth 403b. **Plan Code 1** equates to AA (401k), while **Plan Code 2** equates to BB (403b).



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

Plan Code (O) Type the one-digit code (up to five may be selected) for the plan type.

CODE	PLAN
1	AA (401k)
2	BB (403b)

Vol-ded Code Range (O) Enter the vol-ded range associated with this plan. Up to five ranges may be selected.

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

The screenshot shows the '2012 W2 Option Maintenance (W2PO12)' window. At the top, there is a menu bar with 'File' and 'Options', and a toolbar with various icons. Below the toolbar, the window title is 'W212DR: 300010002' with a 'Change' button to its right. The main area contains the following information:

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
2	1050 - 1100

Note:
 This option record is used to define which vol-ded ranges are used for Roth (after-tax) contributions to 403b/401k/457b plans.
 These vol-ded ranges should NOT be in the 9xxx range since they are after-tax.
 These amounts will be reported on the W2 in box 12 using codes AA for Roth 401k, BB for Roth 403b, and EE for Roth 457b.
 Plan code '1' equates to AA, plan code '2' equates to BB, and plan code '3' equates to EE.

At the bottom of the window, there is a status bar with the following information: Usersec: NNY Yr: 2012 Dist: 39 Site: 1 GS: R 11/13/2012 22:42:38 PM

Figure 3-16: W212DR program option

W212SA - Vol-deds used during the year to reduce FIT wages but not SIT

For instructions on using the *2012 W2 Option Maintenance (W2PO12)* window, see [page 3-10](#).

The SIT Subjectivity Add-Back Definition program option record (W212SA) is used to define voluntary deduction ranges for voluntary deductions that are intended to reduce FIT wages, but not SIT wages. The QSS/OASIS Payroll System does not differentiate between SIT and FIT subjectivity, so SIT wages must be adjusted by adding back the amounts for correct W2 reporting.

W212SA identifies voluntary deductions used to withhold pretax money. It adds employee amounts that were previously withheld back into taxable wages—for SIT only—when the extract is done.

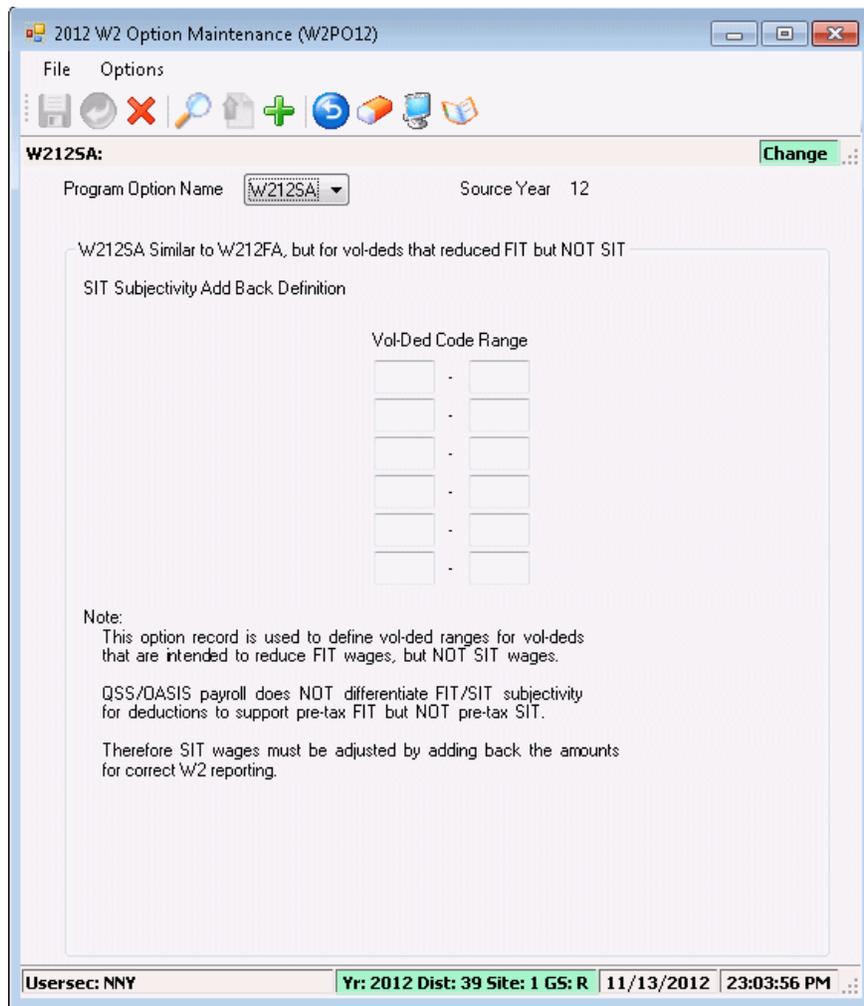


Figure 3-17: W212SA program option

Vol-Ded Code Range (O) Enter any vol-ded ranges that are intended to reduce FIT wages, but not SIT wages. Up to six ranges may be selected.

W212HS - Vol-deds for Employer HSA

For instructions on using the 2012 W2 Option Maintenance (W2PO12) window, see [page 3-10](#).

The Employer HSA program option record (W212HS) is used to define code ranges for voluntary deductions for Employer Health Savings Accounts.

The screenshot shows the '2012 W2 Option Maintenance (W2PO12)' window. The title bar includes 'File' and 'Options' menus. Below the menu bar is a toolbar with icons for file operations. The main area displays the program option name 'W212HS: 00010003' and the source year '12'. A 'Change' button is visible. The description reads: 'W212HS Defines which vol-deds are used for Employer HSA. Employer Contributions to HSA Definition'. Below this is a table for 'Vol-Ded Code Range' with one row filled with '0001 - 0003' and five empty rows. A 'Note' section explains that this record is used to define vol-ded ranges for employer contributions to an employee's Health Savings Account, and that amounts are reported on the W2 in box-12 with a code 'W'. The status bar at the bottom shows 'Usersec: NNY', 'Yr: 2012 Dist: 39 Site: 1 GS: R', and the date/time '11/13/2012 23:21:12 PM'.

Figure 3-18: W212HS program option

Vol-Ded Range (O) Type up to six ranges of vol-deds for Employer Health Savings Accounts.

W212HC - Employer-Sponsored Health Plan Reporting

For instructions on using the 2012 W2 Option Maintenance (W2PO12) window, see [page 3-10](#).

The Employer-Sponsored Health Coverage program option (W211HC) controls the reporting of employer-sponsored health coverage in Box 12, Code DD for the W2 form.

Use by-District 'H' vol-ded settings flag (O) Type one of the following codes to select how to define the vol-deds for reporting in Box 12.

CODE	EXPLANATION
N	No. Don't use district-specific settings; user global rules from this screen only (default).
O	Only use district-specific settings; ignore global rules.
D	Use district-specific settings if entered, otherwise use global rules.
M	Use district-specific settings if entered AND global rules (merge).

For instructions on defining district settings, see "Maintain Health Care (Box 12-'DD') Settings (W2HCVD)" on page 3-44.

How to treat EE/ER (R) Type one of the following codes for what to do with employer and employee amounts.

CODE	EXPLANATION
E	Report employee amounts only.
R	Report employer amounts only.
B	Report both employee and employer amounts.

Option (O) Vol-Ded Code Range (O) Define up to 5 ranges of vol-ded classes or vol-ded numbers to use for this calculation.

If you need additional ranges, use the W212HX program option to define up to 5 additional ranges.

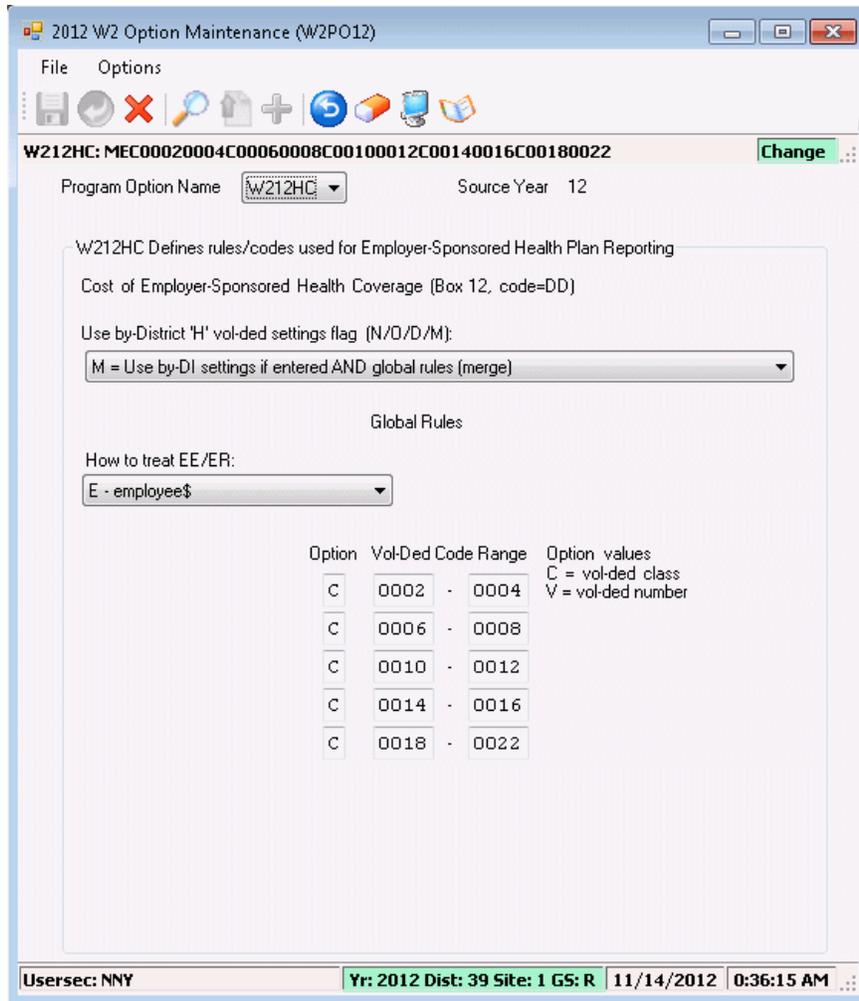


Figure 3-19: W212HC program option

W212HX - Extension codes for W212HC

For instructions on using the 2012 W2 Option Maintenance (W2PO12) window, see [page 3-10](#).

W212HX is the overflow area for W212HC. W212HC allows you to define up to 5 ranges of vol-deds or vol-ded classes for reporting in Box 12, Code DD on the W2 form. W212HX allows you to define 5 ranges in addition to those in W212HC.

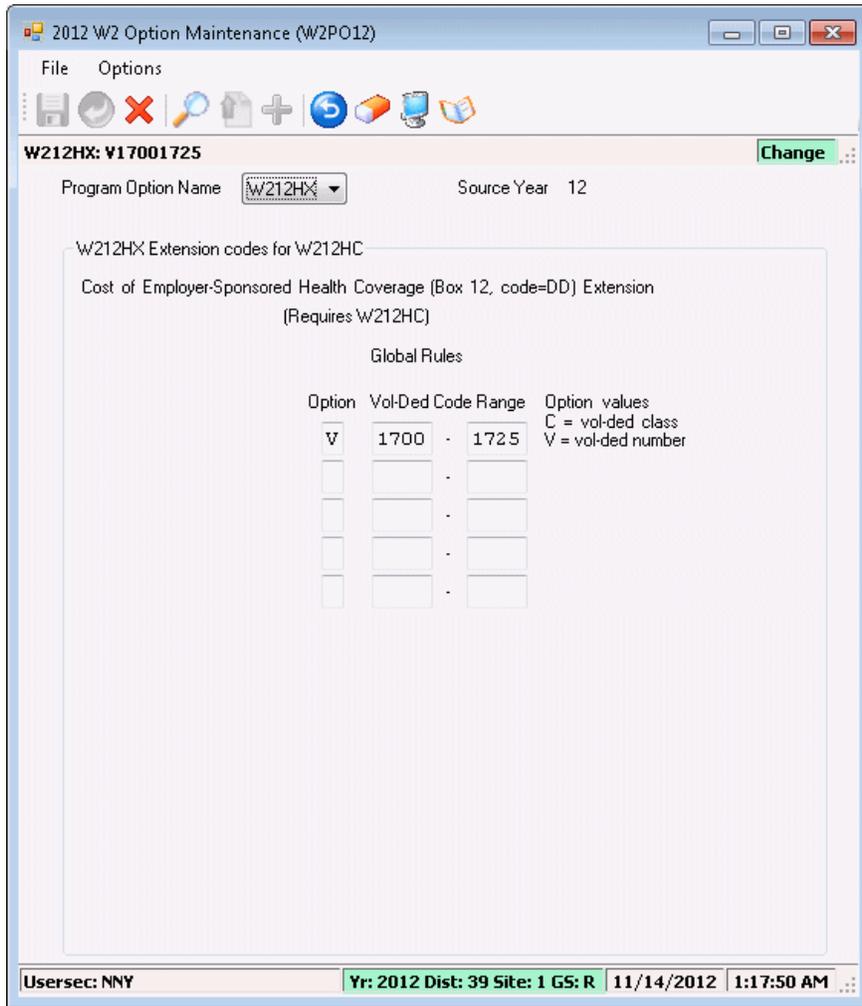


Figure 3-20: W212HX program option

Global Rules

Option (O)

Vol-Ded Code

Range (O)

Define up to 5 ranges of vol-ded classes and vol-ded numbers to use for this calculation.

This screen is the overflow area for W212HC. Define W212HX only after you have filled in all of the rows for W212HC.

Traditional Version

the instructions for the traditional version focus on the following areas:

- ◆ Opening
- ◆ Defining Program Options

Opening

You can open the traditional version of W2PO12 in either of the following ways:

- ◆ Typing the Y12PROGOPT command.

The computer operator can open Maintain 2012 Program-Option Records (W2PO12) by typing the Y12PROGOPT command, as described on [page 2-3](#).

- ◆ Selecting it from the Menu System.

A member of the payroll staff can select Maintain 2012 Program-Option Records (W2PO12). **QSS** recommends having the payroll staff maintain program options because they are more likely to have the information needed to define the program options correctly.

Defining Program Options

Figure 3-21 illustrates the screen that displays after you open W2PO12. This screen allows you to select the program option to inspect or maintain.

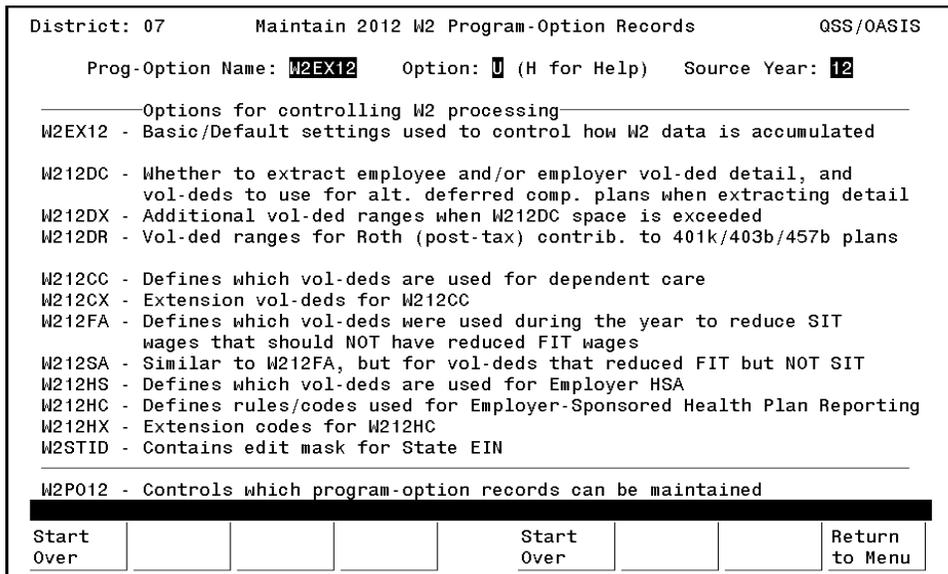


Figure 3-21: First screen for W2PO12

Prog-Option Name Type a name from the list on the screen.
(R)

- Option (R)** Do either of the following.
- ◆ Type I to inspect a record that is already defined for tax year 2012.
 - ◆ Type U to create a new record for 2012.
- Source Year (R)** One of the following;
- ◆ This field is preset to 11 (the previous tax year) if you can copy year-specific records from the previous year.
 - ◆ The field is pre-set to 12 if you are limited to the current tax year or if a record already exists for the current year.
- <ENTER>** Press <ENTER> to inspect or maintain the selected program option.

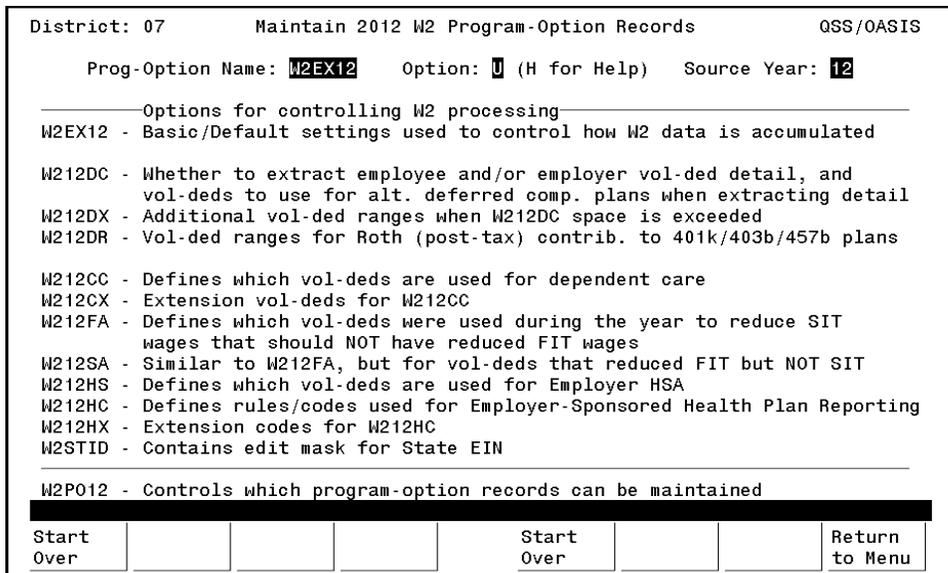


Figure 3-22: Second screen for W2PO12

This sample uses the W2EX12 program option record. See the detailed description of the record layout for the QCC version.

Program options for W2 processing

PROGRAM OPTION	PAGE
W2PO12 - Controls which program-option records can be maintained	3-11
W2EX12 - Basic/DEFAULT settings used to control how W2 data is accumulated	3-13

Program options for W2 processing (Continued)

W212DC - Employee/employer vol-ded detail, vol-deds for alt. deferred comp. plans	3-21
W212CC - Vol-deds for dependent care	3-24
DEFMED - Deferred Medicare	3-26
W2STID - Edit mask for State EIN	3-28
W212DX - Additional vol-ded ranges when W212DC space is exceeded	3-30
W212FA - Vol-deds used during the year to reduce SIT wages but not FIT	3-32
W212CX - Extension vol-deds for W212CC	3-33
W212DR - Vol-ded ranges for Roth	3-34
W212SA - Vol-dds used during the year to reduce FIT wages but not SIT	3-36
W212HS - Vol-deds for employer HSA	3-38
W212HC - Employer-sponsored Health Plan Reporting	3-39
W212HX - Extension codes for W212HX	3-41

After filling in the screen, use the function keys to verify and update the program option.

<ENTER> Press <ENTER> to verify the file.

<Start Over> Press <Start Over> to return to the first screen and select another program option.

<Update> Press <Update> to save the changes to the program option and return to the first screen.

This function key displays only if you have the ability to update program option records.

<Return to Menu> Press <Return to Menu> to return to the Menu System without saving changes to the current master file.

Maintain Health Care (Box 12-'DD') Settings (W2HCVD)

The instructions for this program focus on the following:

- ◆ Purpose
- ◆ Traditional Version
- ◆ QCC Version

Purpose

Maintain Health Care (Box 12-'DD') Settings (W2HCVD) allows you to define district-specific ranges of voluntary deductions for reporting employer health coverage in Box 12 of the W2 form under code DD.

Here are the rules for defining the rules for each district.

- ◆ Each district/year combination has up to 99 rows numbered 01 - 99. Each row has anywhere from 1 to 5 ranges of voluntary deductions.
- ◆ Define the rows in sequence. Once the system finds a blank row, it stops reading. For example, you define rows 1, 2, 4, and 5. The system reads rows 1 and 2, then finds a blank row 3. The system does not read rows 4 and 5.
- ◆ You can flag a row with the ignore flag to prevent the system from reading it.

Traditional Version

These instructions focus on the following areas:

- ◆ Selecting a District and Year
- ◆ Defining Voluntary Deduction Ranges

Selecting a District and Year

Figure 3-23 illustrates the screen that displays after you select Maintain Health Care (Box 12-'DD') Settings (W2HCVD) from the Menu System. These instructions explain all available options. Your user security may not allow adding, changing, or deleting ranges of voluntary deductions.

District: 07		Maintain Health Care (Box 12-'DD') Settings				QSS/OASIS
District: 07		Tax year: 12				
Start Over	Add From Tax Year					Return to Menu

Figure 3-23: Selecting a district and year

- District (R)** The screen displays your logon district.
- If your user security allows, you can type a different district number.
- Tax year (R)** Type the 2-digit tax year for which to maintain voluntary deduction ranges, such as 12 for tax year 2012.
- <ENTER> Press <ENTER> to define district-specific rules for the **District** and **Tax Year** that you have selected.
- <Start Over> Press <Start Over> to select a new **District** and **Tax Year**.
- <Add From Tax Year> Press <Add From Tax Year> to type the following:
- ◆ The **District** and **Tax year** for which to create a set of rules.
 - ◆ The **From Tax year** that has district-specific rules from which to copy.
- ```
District: 07
Tax year: 12
From Tax year: 11
```
- Press <ENTER> to copy the ranges from another task year, then display them so you can edit them.
- <Return to Menu>        Press <Return to Menu> to return to the Menu System.

### *Defining Voluntary Deduction Ranges*

Figure 3-24 illustrates the screens for defining district-specific rules that identify the voluntary deductions for Box 12, code DD.

District: 07      Maintain Health Care (Box 12-'DD') Settings      QSS/OASIS

District: 07  
Tax year: 12  
From Tax year: 11

| No. | F | Vol-Ded Ranges |      |      |      |  |  |  |  |  |
|-----|---|----------------|------|------|------|--|--|--|--|--|
| 01. |   | 2000           | 2999 | 4999 | 4999 |  |  |  |  |  |
| 02. |   | 2000           | 2999 | 5999 | 5999 |  |  |  |  |  |
| 03. |   |                |      |      |      |  |  |  |  |  |
| 04. |   |                |      |      |      |  |  |  |  |  |
| 05. |   |                |      |      |      |  |  |  |  |  |
| 06. |   |                |      |      |      |  |  |  |  |  |
| 07. |   |                |      |      |      |  |  |  |  |  |
| 08. |   |                |      |      |      |  |  |  |  |  |
| 09. |   |                |      |      |      |  |  |  |  |  |

Page 1 of 1

|            |              |  |  |               |              |             |                |
|------------|--------------|--|--|---------------|--------------|-------------|----------------|
| Start Over | Print Screen |  |  | Page Backward | Page Forward | Update Data | Return to Menu |
|------------|--------------|--|--|---------------|--------------|-------------|----------------|

**Figure 3-24: Defining ranges for a district and year**

**District (D)**                      The selected district and tax year.  
**Tax year (D)**

**No. (D)**                              The row number.

You can define up to 99 rows for each district/year combination. Define the rows in sequence. The system stops reading rows when it encounters a blank one.

**F (O)**                                The freeze flag.

- ◆ Leave blank for an active row.
- ◆ Type I to have the system ignore the row.

**Vol-Ded Ranges (R) and (O)**      Type at least 1 and up to 5 ranges of voluntary deductions to report on the W2 forms in Box 12 with a code of DD for employer health costs.

To type a range that includes only a single voluntary deduction, type the start of the range and leave the end blank. The system fills in the end of the range when you press <ENTER>.

|                                   |                                                                                                                                                                                                   |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Page x of y (D)</b>            | The page counter.<br><br>The screen allows you to define up to 9 rows of fields ranges at a time. For each district/year combination, you can have up to 99 rows (11 pages with 9 rows per page). |
| <ENTER>                           | Press <ENTER> to verify the information on the screen.                                                                                                                                            |
| <Start Over>                      | Press <Start Over> to clear the screen and select a different district and tax year.                                                                                                              |
| <Print Screen>                    | Press <Print Screen> to print an image of the screen on the default Windows printer for your PC.                                                                                                  |
| <Page Backward><br><Page Forward> | Press <Page Backward> and <Page Forward> to display the previous or next page of 9 rows.<br><br>Before paging forward or back, press <ENTER> to save any changes on the current screen.           |
| <Update Data>                     | Press <Update Data> to save the changes you have made.                                                                                                                                            |
| <Return to Menu>                  | Press <Return to Menu> to return to the Menu System without saving your changes.                                                                                                                  |

### QCC Version

Figure 3-25 illustrates the *Maintain Health Care Control Records* window, which is the QCC version of Maintain Health Care (Box 12-'DD') Settings (W2HCVD).

#### ***To open the window:***

1. Open the *W2/1099 Processing* window.
  - > From the **Go** menu, point to **W2 / 1099**, then click **W2 / 1099 Processing**.
  - > From the Tree View, click **W2 / 1099**, then click **W2 / 1099 Processing**.
2. Click **Miscellaneous Options**, then click **Maintain Health Care Control Records**.

#### ***To select a district and year:***

1. If the **District** list is available, select a district. Your user security may limit you to your own district.
2. Type a 2-digit **Tax Year**, such as 12 for tax year 2012.

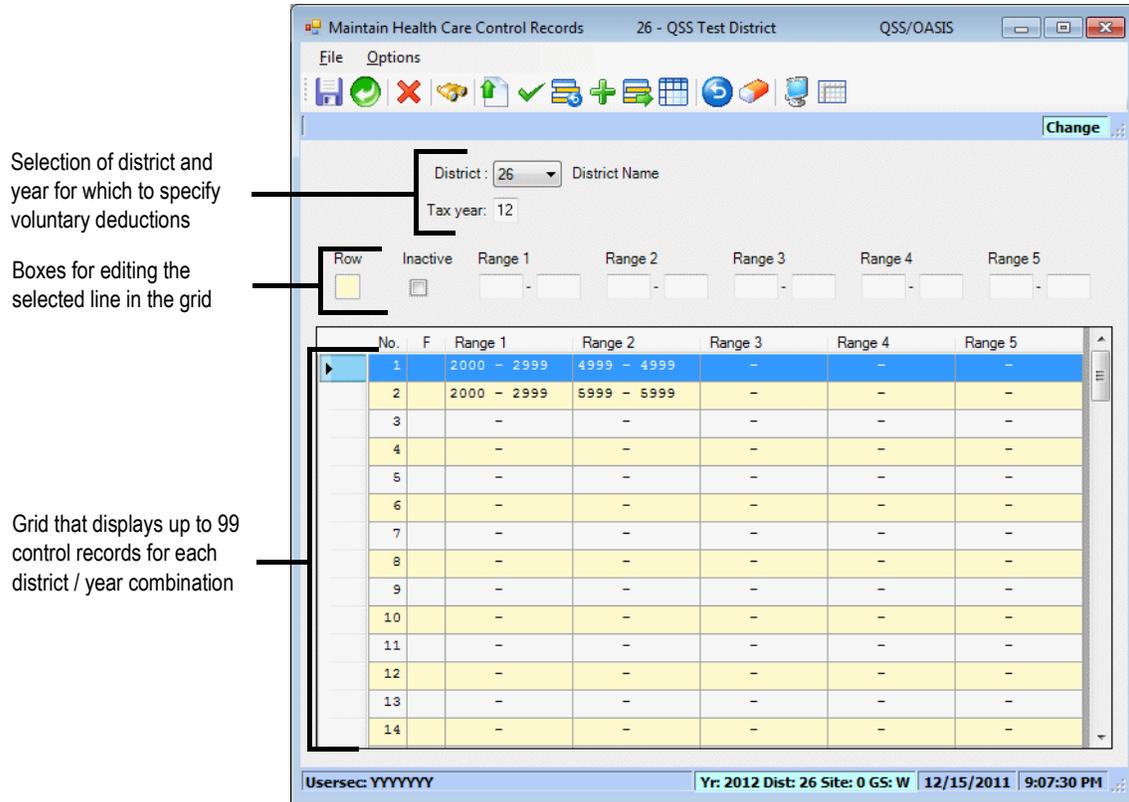


Figure 3-25: Maintain Health Care Control Records window

3. Click the  (Get Vol-Ded Ranges [F3]) icon to display any existing ranges in the grid.

**To add a new row:**

1. Fill in the edit row as described in "Edit Row" on page 3-50.
2. Click the  (Add to First Empty Row [Ctrl+F6]) icon to add the new row to the end of the grid.

**To change a row:**

1. Click a row in the grid to display its contents in the edit row.
2. Click the  (Edit Selected Row [Ctrl+F9]) command.
3. Change the information in the edit row. For details, see "Edit Row" on page 3-50.
4. Click the  (Update Selected Row [Shift+F9]) command.

**To inactivate a row:**

1. In the grid, select the row to inactivate.

If you no longer wish to use a row, inactivate it. Do not leave it blank. Once the system locates a blank row, it stops reading rows on the grid.

2. In the edit row area, select the **Inactivate** check box.
3. Click the  (Update Selected Row [Shift+F9]) icon.

**To save your work and close the window:**

- ◇ Click the  (Save [F9]) icon to save your work and leave the window open.
- ◇ Click the  (Save and Close [F2]) icon to save your work and close the window.
- ◇ Click the  (Close [F12]) to close the window without saving your work.

**Edit Row**

| Row | Inactive                 | Range 1                                     | Range 2                                     | Range 3                                     | Range 4                                     | Range 5                                     |
|-----|--------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------------------------------|
| 3   | <input type="checkbox"/> | <input type="text"/> - <input type="text"/> |

**Figure 3-26: Edit row for the *Maintain Health Care Control Records* window**

|                           |                                                                                                                                                                                                                                                                                                    |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Row</b>                | The row number.<br><br>Each district/year combination can have up to 99 rows. Fill in the rows sequentially. Once the system finds a blank row, it stops reading rows.                                                                                                                             |
| <b>Inactive</b>           | Select or clear the check box. <ul style="list-style-type: none"> <li>◆ Clear the check box for an active row.</li> <li>◆ Select the check box to make a row inactive. This options is useful for cases where you want to keep a row as a record of what you have done, but not use it.</li> </ul> |
| <b>Range 1 to Range 5</b> | Type up to 5 ranges of voluntary deductions for reporting as employer health care.<br><br>To specify an individual voluntary deduction, type it's number as the start of the range, then leave the end of the range blank.                                                                         |

## Task 3-T: Setting Up Control Files

Ask the technical staff to create a control file of Federal Tax ID numbers for each district, as described on [page 2-4](#). The file is used for both W2 and 1099 processing. It may also be used to control which districts are extracted for W2 processing.

## Task 4-T: Zeroing Out Year-to-Date Totals for Payroll



Figure 3-27: Zero Out Y-T-D Totals

*After running the last payroll dated in December 2012 and before running the first payroll dated in January 2013, you must run a program to zero out the year-to-date employee totals.* If you fail to do this, the year-to-date totals on pay stubs and the W4 Screen of Employee Maintenance (PP0002) will be incorrect and the year-to-date totals which control OASDI and Medicare maximum subject-gross will not be reset. (See note below.)

Ask the technical staff to zero out the year-to-date totals, as described on [page 2-17](#).

---

**Note:** If Step 4-T is omitted by mistake, you will find that the year-to-date employee totals still contain 2012 totals. You can recover from this by running PAY790 to zero the calendar year-to-date totals, and then use PAY835 to resynchronize payroll stub totals with payroll history totals. See the *QSS/OASIS Payroll Manual* for details about PAY790 (Reset Calendar Totals) and PAY835 (District Y-T-D Totals).

---

## Task 5-PR: Obtaining a User ID and/or Password Before Submitting File

Each year, employers must send Copy A of Forms W2 (Wage and Tax Statement) to the Social Security Administration (SSA) by the last day of March to report the wages and taxes of your employees for the previous calendar year.



You must submit W2 data electronically—PC diskettes and magnetic tapes are no longer allowed.

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 or use your User ID/Password:

- ◇ Access the Internet at <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 *Log In* to report wages, check status, view the processing status, errors and error notices for wage files, verify SSNs online, or update your account information.

If, for any reason, you are unable to register online, call the phone number listed in the Web site to complete the registration.

You should access the SSA online at <http://www.socialsecurity.gov/employer/> and review the the information on that page. You may also want to download **Social Security Administration Publication No. 42-007 EFW2 Tax Year 2012** from the Internet at <http://www.socialsecurity.gov/employer/EFW2&EFW2C.htm>.

*How do you use the User ID you receive?*

- ◇ Include the User ID in the submitter record you send to the SSA.

*How do you use the password?*

- ◇ Use the password with the User ID to access the Online Wage Reporting Service.

## *Task 6-PR: Printing a Preliminary W2 Prelist with W2RP12*

The purpose of this prelist is to check the accuracy of your data. No enduring file will result from a prelist run from this menu program. The production of the W2 file must come from a prelist run by technical staff using a UDC called Y12W2REPORT.

These instructions focus on the following areas:

- ◆ Instructions for Traditional W2RP12
- ◆ Instructions for QCC Version of W2RP12
- ◆ Meaning of Report Fields

### *Instructions for Traditional W2RP12*

These instructions focus on the following areas:

- ◆ Main Launch Screen
- ◆ Selected Field Values Option
- ◆ Variance Rules for Reasonability Check
- ◆ Checking the W2 Prelist
- ◆ Troubleshooting: Missing Categories of Information
- ◆ Troubleshooting: Identifying Discrepancies

#### *Main Launch Screen*

Figure 3-28 illustrates the default for creating a prelist for calendar year 2012. There is also an option for running the report for year 2013 to get a preview of W2s, as described on [page 3-3](#). When the report is running for 2013, it displays "Prelim for yr: 2013" on the right side of the message bar like this:

```
W2SB12 H.12.00 compiled 11/10/12 Prog-opt used:W2EX12 (Prelim for yr: 2013)
```

```

District: 07 Request 2012 W2 Prelist (Logon District) QSS/OASIS

Report format: P P = Prelist
 R = Reasonability check (Oasdi/Medicare)
 S = Selected field value range

Run option: 1 1 = Extract and then print
 2 = Use existing extract/W2 edit file

Print W2ED11 changes made since: [REDACTED] MMDDCCYY date (Run option = 2 only)

SSN Mask (# digits set to '0')? 9 (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: [REDACTED] Leave blank for default layout, use
 01-99 for customer defined custom
 layouts.

W2SB12 H.12.00 compiled 11/10/11 Prog-opt used:W2EX12
Start Over [] [] [] [] Start Over [] Continue /Launch Return to Menu []

```

Figure 3-28: Request 2012 W2 Prelist Screen

Report format (R) Type P, R, or S.

| CODE | EXPLANATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| P    | <p>The prelist reflects all information for all employees as it will appear on the W2.</p> <p>To run a general prelist for comparison purposes, it is suggested you use this option the first time through the process.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| R    | <p>The reasonability check is an exception report, <b>showing only cases</b> where the employee's withholdings for OASDI and Medicare fall <b>outside of the Social Security Administration's tolerance for error</b>. The report multiplies subject wages times the tax rate (6.2% for OASDI and 1.45% for Medicare) and compares that product with the employee's actual OASDI and/or Medicare withholdings.</p> <p>Variance can occur because of cumulative rounding errors on each payroll. For example, an employee is paid bi-weekly (26 times a year). For each pay period, that employee's Medicare tax is \$18.125. That amount rounds up to \$18.13, or one-half cent too much Medicare contribution on each pay period. At the end of the year, that employee's Medicare is off by 13 cents (½¢ times 26 pay periods) due to cumulative rounding errors.</p> |

---

**CODE EXPLANATION**

The reasonability report uses Social Security Administration rules to compute the difference and variance.

**Difference** is the absolute value of any discrepancy between the computed contribution (subject wages for the year times tax rate) and the actual employee contributions for the year. **Variance** compares the difference with the computed contribution amount, and is the quotient of difference divided by the computed contribution amount.

For OASDI and Medicare contribution amounts of \$40.00 or less, the Social Security Administration allows a margin of error of plus or minus ( $\pm$ ) 2¢. For amounts over \$40.00, the agency allows a variance of no more than 0.0005 (5/100 of 1 percent, or 1¢ for each \$20 of contribution).

The SSA may reject OASDI and Medicare contributions when the variance is greater or less than .0005. The reasonability report prints information only for employees with OASDI or Medicare contributions whose variance is greater than or equal to .0005.

- 
- S** **Use this option to filter data, based on Field field selections** at the bottom of the second screen, as in Figure 3-29. For example, use it to see who has contributed more than they should to TSAs. The selected field values format selects a subset of employees based on a field name (a 2-character code which will be listed at the bottom of a second screen, as shown in "Selected Field Values Option" on page 3-57). For that field name, you can then specify a range of values. For example, the Selected Field Values option could print a report for people with OASDI gross of \$84,900 or more.
- 

**Run option (R)**

Type 1 or 2.

---

**CODE EXPLANATION**

- 1** **Use this option** for most W2 prelists before the final stages of W2 production, especially if you are printing a prelist **for the first time or** are reprinting **after making adjustments**, such as making Pay History adjustments or Travel Claims adjustments that relate to W2 transactions. This option reflects records in the Personnel and General Ledger databases at the time you run the report.

This option is the slower of the two. It first looks through the Personnel and General Ledger databases and builds a working file of all Payroll System transactions that apply to W2s.

| CODE | EXPLANATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2    | <p>Use this option to base the report on the existing W2 extract file. The instructions for W2 production specify when to use the existing extract file.</p> <p>Option 2 prints a report of the data as it was at the time the extract was done, along with any changes made with the W2 Edit Program (W2ED12). For example, if you run the report against a 2-day-old extract file, the report does not include Pay History adjustments and Travel claims made after the extract file was created by printing a prelist with Run Option 1. However, the report includes additional data from W2ED12.</p> |

**Print W2ED12 changes made since MMDDCCYY date**  
(O)

Insert a date only for Run Option 2. If used, type this date in MMDDYY order, such as 010413 for January 04, 2013, to include changes made after that date.

The W2 Edit program (W2ED12) edits the information in the W2 extract file without updating the Personnel and General Ledger databases. This edit program allows last-minute changes to the W2s just before printing them and making the transmittal file for the SSA. The edit program is also a means for including W2 information not in a QSS/OASIS database.

**SSN Mask (# digits set to '0' (R)**

Leave blank or type 0 if you want to include the entire SSN.

If you want to mask part or all of the SSN, type a number from 1 to 9.

If you want to use External Reference Numbers instead of SSN, type L (left justified) or R (right justified).

**Client field for foreign SSN (R)**

Type the field number (1-30) on the CL screen of Employee Maintenance (PP0002) that holds foreign SSNs. If there are no foreign SSNs, type 00.

**Set pension flag if Alt-Retire (O)**

Type Y or N to determine whether to mark "Pension plan" in Box 14 of the W2 form *if all three* of the following conditions *apply*.

- ◆ The employee's retirement system code is 5 (not a member of PERS or STRS).
- ◆ Year-to-date taxable gross is more than \$0.00.

- ◆ The employee has one or more voluntary deductions in the range 8400-8499 (alternate retirement vol-deds).

**Report layout (O)**

Leave blank to use the default report layout. To use a customer defined layout, type a number from 01 to 99.

Your system manager can design special reports that have customized employee detail lines. This way the report will not show a lot of data you do not need to see.

On customized reports, only the employee detail lines are actually customized. The report still prints grand totals for all values.

For instructions on defining custom layouts, see Appendix A.

**Selected Field Values Option**

This screen appears only if you selected **Report Format S** on the first Prelist screen. It retrieves data from fields in Pay History.

```

District: 65 Request 2012 W2 Prelist (Logon District) QSS/OASIS
For district: 65
Report fmt:S Run opt:1 Print W2ED09 changes since: SSN Mask:9
SSN flag CL fld#:00 Set pension flag if Alt-R:N Layout:

Field (see below) OP Low Value High Value
OG Oasdi gross GT 0.00 -
OG Oasdi gross NE $MG -

```

Low/High value can be a number of one of the field IDs. The 2 char field ID is preceeded by '\$' and entered left justified. Ex: \$FG is Federal Gross.

|                 |                |                 |                                     |                 |
|-----------------|----------------|-----------------|-------------------------------------|-----------------|
| IFT=Federal Tax | MG=MEDI Gross  | SD=SDI          | SP=3P Sick Pay                      | AA=Roth 401k    |
| \$T=State Tax   | MC=MEDI Tax    | CR=CAR Allow    | CH=Childcare                        | BB=Roth 403b    |
| OG=Oasdi Gross  | DC=Def. Comp   | GL=GLI          | NT=Non-Tax Gr                       | TG=Fed Tax Gr   |
| QA=Oasdi Tax    | EI=EIC         | FO=Fringe/Other | TS=Sta Tax Gr                       | SG=Sta Gross    |
| ME=Moving Exp   | N4=457 NQPlan  | NQ=Other NQPlan | FG=Fed Gross                        | HS=Empr HSA     |
| ON=Other NTX    | R1=Ret-1/TS    | R2=Ret-2/TS     | R3=Ret-3/TS                         | MS=Empr MSA     |
| PH=Section 125  | UO=Uncl. OASDI | UM=Uncoll. MEDI | OD=OASDI Dif.                       | FA=FIT/Addback  |
| MD=MEDI Dif.    | SC=State Code  | PC=Pay Code     | EX=Sub. EE Exp                      | SA=\$IT/Addback |
| DE=EE-DC/403b   | ER=ER-DC/403b  | GE=ER-DC/457    | GR=ER-DC/457                        | AB=Adopt. Ben   |
| RS=Ret System   | HC=Empr HC     | EE=Roth 457b    | 'OP'=EQ, NE, IB, NI, LT, GT, LE, GE |                 |

Start Over      Start Over      Launch Job      Return to Menu

Any of these transaction codes go in the **Field** field.

Any of these valid operators go in the **OP** field.

**Figure 3-29: Second Screen When Selected Field Values Option Is Selected**

In the example shown in Figure 3-29, the user wants a list of all employees whose OASDI gross (OG) is greater than (GT) \$0.00 and whose OASDI gross does not equal (NE) their Medicare gross (MG).

**Field (O)**

Type one of the 2-character code listed on the bottom of the report launch screen, such as OG for OASDI Gross.

If you specify more than one condition, ***all conditions must be true*** for records selected for reporting.

Two codes require explanation:

- ◆ OD (OASDI difference) is the difference between the amount of OASDI actually deducted and the amount that should have been deducted. The OASDI due is computed by multiplying OASDI gross by the OASDI rate. The actual amount deducted may be more or less than the computed amount, because the OASDI deducted on each payroll warrant is rounded to the nearest cent, and each individual payroll warrant can be off by as much as half a cent.
- ◆ MD (Medicare difference) is calculated by the same process for OASDI difference. MD is the difference between Medicare gross times the Medicare tax rate less the actual deductions for Medicare. Thus,  
***(Medicare gross × Medicare tax rate) - Medicare deductions = MD***

Two new options have been added that can be entered into Box 12 of the W2. Hand editing on the W2ED07 Edit screen will be required to have the "L" and "T" values actually appear in Box 12 on the W2.

---

|    |                                                                                       |
|----|---------------------------------------------------------------------------------------|
| EX | Substantiated employee expense. This can be reported as code "L" in Box 12 on the W2. |
| AB | Adoption benefits. This can be reported as code "T" in Box 12 on the W2.              |

---

New codes have been added for sorting purposes.

---

|    |                                                                                         |
|----|-----------------------------------------------------------------------------------------|
| DE | Employee-paid contributions to a 403b deferred compensation plan.                       |
| EE | Employee-paid contributions to Roth 457b deferred compensation plan.                    |
| ER | Employer-paid contributions to a 403b deferred compensation plan.                       |
| GE | Employee-paid contributions to a 457 deferred compensation plan.                        |
| GR | Employer-paid contributions to a 457 deferred compensation plan.                        |
| HC | Employer health care costs (required for tax year 2012 and optional for tax year 2011). |

---

**OP (O)**

For each **Field** value you specify, type one of the operators listed at the bottom of the screen:

| <b>OPERATOR</b> | <b>EXPLANATION</b>       |
|-----------------|--------------------------|
| <b>EQ</b>       | Equal to                 |
| <b>NE</b>       | Not equal to             |
| <b>IB</b>       | Inclusive between        |
| <b>NI</b>       | Not in between           |
| <b>LT</b>       | Less than                |
| <b>GT</b>       | Greater than             |
| <b>LE</b>       | Less than or equal to    |
| <b>GE</b>       | Greater than or equal to |

**Low Value  
High Value (O)**

For each **Field** value you specify, type the dollar amount or field to compare against. The left field is the beginning value; the right field is the ending value.

- ◆ *Type a dollar amount to specify a fixed dollar amount for comparison.* For example, request only employees with Medicare gross less than \$10,000, or OASDI gross greater than \$72,000.
- ◆ *Type a field number to compare one field against another.* To type a field number, type \$ and the field code, such as \$SD for SDI or \$TG for taxable gross.

Default comparison operators:

- ◆ If you fill in only the beginning value and leave the **OP** field blank, the program will automatically fill in EQ for the selection value.
- ◆ If you fill in a beginning and an ending value, the program will automatically fill in IB as the selection value.
- ◆ If you specify a selection value other than EQ or IB, type the value in the beginning value field.

For example, to report employees with a OASDI gross of \$102,000 or above, type an **OP** value of GE and a value of 102,000 (\$102,000). Negative numbers may be entered.

The field code values displayed on the second Prelist screen can be entered instead of a literal dollar amount. If you use a field code value rather than a dollar amount, you must enter a **dollar sign** (\$) in front of the field code value. Then it **signifies whatever amount is in the field referred to by the field code value**.

For example, Figure 3-29 shows a low value of \$MG or Not Equal to Medicare Gross.

The program does not check to see if you have selected duplicate criteria.

<ENTER> Press <ENTER> to verify the screen.

The launch program scans the screen for inconsistencies; the screen highlights fields with such errors, and the message line explains the problem. Make any needed changes and press <ENTER> again.

<Start Over> Press <Start Over> to clear the launch screen and return the cursor to the top of the screen.

<Launch Job> Press <Launch Job> to launch the report. Note the job number that flashes on the screen so you can tell when the report is ready.

### *Variance Rules for Reasonability Check*

The reasonability check option of the W2 Prelist is an exception report for OASDI and Medicare withholding. The report lists employees whose Difference exceeds the Social Security Administration's allowable Variance, or tolerance for error.

The following explanation tells how the report calculates Difference and Variance.

- ◆ **Difference:** To compute Difference, the report compares taxes owed with taxes withheld.
- **Taxes Owed:** This figure is derived from multiplying subject wages for the calendar year times the SSA's tax rates (6.2% for OASDI and 1.45% for Medicare, as of 2012).
- **Taxes Withheld:** Actual withholdings during the W2 reporting year from the employee's payroll history records.

**Difference** is the absolute value of **Taxes Owed** minus **Taxes Withheld**.

- ◆ **Variance:** The amount of Difference the SSA will accept is  $\pm\$0.02$  for taxes due of \$40.00 or less, or  $\pm 0.05\%$  for more than \$40.00. That formula works out to one cent of Variance allowed for each twenty dollars of Medicare or OASDI contribution due.

Difference occurs because payroll warrants round Medicare and OASDI withholdings to the nearest cent. For example, an employee's Medicare gross is \$526.36. The computed tax is \$526.36 times 1.45%, or \$7.63222. The Medicare withholding on the payroll warrant rounds to \$7.63, or about a quarter cent less than the calculated amount. The same kind of rounding occurs on every payroll warrant throughout the year. The cumulative effect can result in an end-of-year Difference that exceeds the allowable Variance.

For further examples, see "Sample W2 Reasonability Report" on page 3-77.

### *Checking the W2 Prelist*

The first time you go through the prelist, you will likely want to look at it in some detail. But later, when you are running the final prelist, you may not need to check every line. Begin by comparing the district totals, as shown near the bottom of the sample report on [page 3-74](#), with the district totals shown on the Pay History report (PAY830). (See "Task 7-PR: Printing a Pay History Report with PAY830" on page 3-82 for information on the Pay History report.) If the totals are the same, all is likely in order. But if the totals do not match, then you may need to check every line.

### *Troubleshooting: Missing Categories of Information*

If, when examining the prelist, you find that any categories of information are missing, you should check the program option settings for the Extract program, as discussed in "Configuring the Extract Program (W2EX12)" on page 5-16.

### *Troubleshooting: Identifying Discrepancies*

When comparing the Transmittal Report (W2TR12) with the Prelist Report (W2RP12), you may find discrepancies between the Taxable Wages amount on W2TR12 and the Taxable Gross amount on W2RP12, and/or between the 403(B) amount on W2TR12 and the employee deferred compensation (EE-DC) amount on W2RP12.

The prelist report includes employee data for those employees who will not receive W2s. To find such employees, check the prelist for negative taxable gross or taxable gross equaling zero. Do this by doing two things:

1. Generate a W2 prelist for Selected Field Values and specify Federal Taxable Gross (TG) less than (LT) 0.00.
2. Generate a W2 prelist for Selected Field Values and specify Deferred Comp (DC) less than (LT) 0.00.

```

District: 65 Request 2012 W2 Prelist (Logon District) QSS/OASIS
For district: 65
Report fmt:S Run opt:1 Print W2ED09 changes since: SSN Mask:9
SSN flag CL fld#:00 Set pension flag if Alt-R:N Layout:
Field (see below) OP Low Value High Value
IG Fed Taxable Gr LT 0.00 -
AND Low/High value can be
AND a number of one of the
AND field IDs. The 2 char
AND field ID is preceded
AND by '$' and entered
AND left justified. Ex:
AND $FG is Federal Gross.

IFT=Federal Tax MG=MEDI Gross SD=SDI SP=3P Sick Pay AA=Roth 401k
ST=State Tax MC=MEDI Tax CR=CAR Allow CH=Childcare BB=Roth 403b
OG=Oasdi Gross DC=Def. Comp GL=GLI NT=Non-Tax Gr TG=Fed Tax Gr
OA=Oasdi Tax EI=EIC FO=Fringe/Other TS=Sta Tax Gr SG=Sta Gross
ME=Moving Exp N4=457 NQPlan NQ=Other NQPlan FG=Fed Gross HS=Empr HSA
ON=Other NTX R1=Ret-1/TS R2=Ret-2/TS R3=Ret-3/TS MS=Empr MSA
PH=Section 125 UO=Uncl. OASDI UM=Uncoll. MEDI OD=OASDI Dif. FA=FIT/Addback
MD=MEDI Dif. SC=State Code PC=Pay Code EX=Sub. EE Exp SA=SIT/Addback
DE=EE-DC/403b ER=ER-DC/403b GE=ER-DC/457 GR=ER-DC/457 AB=Adopt. Ben
RS=Ret System HC=Empr HC EE=Roth 457b 'OP'=EQ, NE, IB, NI, LT, GT, LE, GE

Start Over Start Over Launch Return
Over Job to Menu

```

Figure 3-30: W2 Prelist Request for Taxable Gross Less Than Zero

```

District: 65 Request 2012 W2 Prelist (Logon District) QSS/OASIS
For district: 65
Report fmt:S Run opt:1 Print W2ED09 changes since: SSN Mask:9
SSN flag CL fld#:00 Set pension flag if Alt-R:N Layout:
Field (see below) OP Low Value High Value
DC Deferred comp LT 0.00 -
AND Low/High value can be
AND a number of one of the
AND field IDs. The 2 char
AND field ID is preceded
AND by '$' and entered
AND left justified. Ex:
AND $FG is Federal Gross.

IFT=Federal Tax MG=MEDI Gross SD=SDI SP=3P Sick Pay AA=Roth 401k
ST=State Tax MC=MEDI Tax CR=CAR Allow CH=Childcare BB=Roth 403b
OG=Oasdi Gross DC=Def. Comp GL=GLI NT=Non-Tax Gr TG=Fed Tax Gr
OA=Oasdi Tax EI=EIC FO=Fringe/Other TS=Sta Tax Gr SG=Sta Gross
ME=Moving Exp N4=457 NQPlan NQ=Other NQPlan FG=Fed Gross HS=Empr HSA
ON=Other NTX R1=Ret-1/TS R2=Ret-2/TS R3=Ret-3/TS MS=Empr MSA
PH=Section 125 UO=Uncl. OASDI UM=Uncoll. MEDI OD=OASDI Dif. FA=FIT/Addback
MD=MEDI Dif. SC=State Code PC=Pay Code EX=Sub. EE Exp SA=SIT/Addback
DE=EE-DC/403b ER=ER-DC/403b GE=ER-DC/457 GR=ER-DC/457 AB=Adopt. Ben
RS=Ret System HC=Empr HC EE=Roth 457b 'OP'=EQ, NE, IB, NI, LT, GT, LE, GE

Start Over Start Over Launch Return
Over Job to Menu

```

Figure 3-31: W2 Prelist Request for Deferred Compensation Less Than Zero

You may not launch a W2 Prelist if the W2EX12 program option record has not been set up. See "Configuring the Extract Program (W2EX12)" on page 5-16 for instructions on setting up a W2EX12 program option record.

For report samples, see "Sample Reports" on page 3-71.

## Instructions for QCC Version of W2RP12

These instructions focus on the following areas:

- ◆ Selecting the Report from QCC
- ◆ Description of Launch Window
- ◆ Report Selection Tab
- ◆ Select Field Ranges Tab

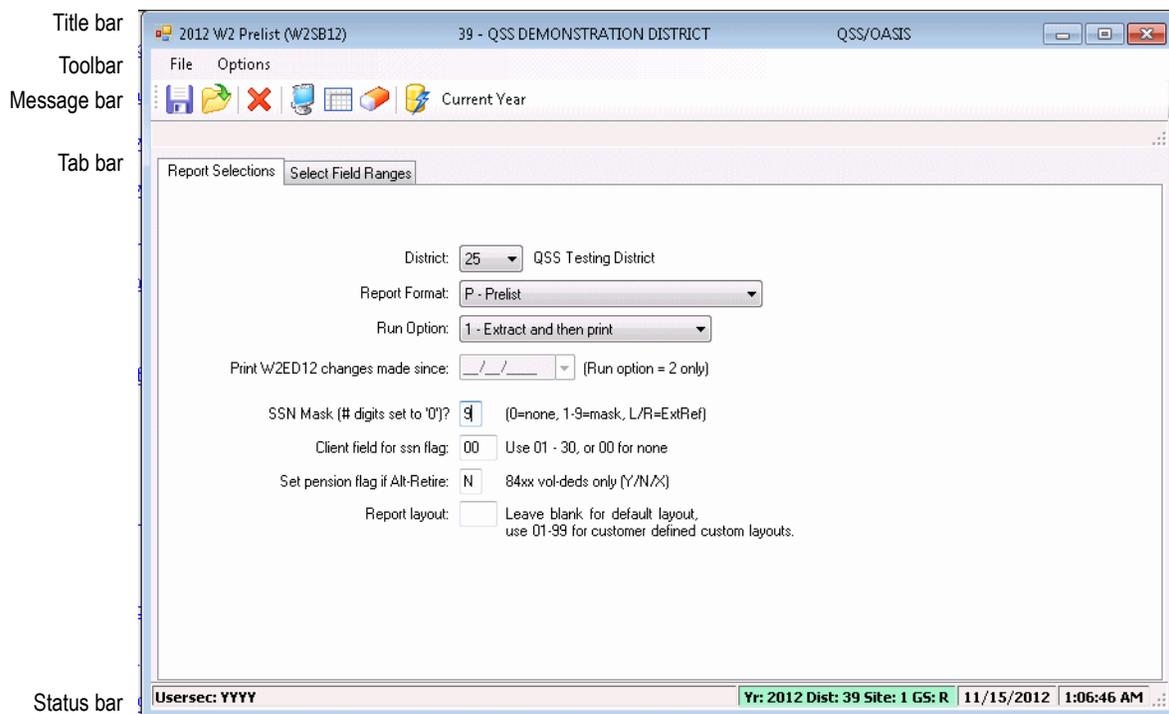
### Selecting the Report from QCC

1. Log on to QCC. For instructions, see [page A-2](#).
2. Do either of the following to open the *W2/1099 Processing* window from the *QSS ControlCenter* window.
  - > On the menu bar, click **Go**, point to **W2 / 1099**, and click **W2 / 1099 Processing**.
  - > On the tree view, click the **W2 / 1099** folder, then click **W2 / 1099 Processing**.
3. In the *W2/1099 Processing* window, click the **Tax Year 2012** branch, then click **W2 Processing**. Double-click **W2 Prelist (W2SB12)** to open a *2012 W2 Prelist (W2SB12)* window.

### Description of Launch Window

Figure 3-48 illustrates the *2012 W2 Prelist (W2SB12)* window. This heading summarizes the parts of the window. The table on [page 3-65](#) explains the commands in the toolbar.

- ◆ The title bar lists the name of the report.
- ◆ The toolbar contains the commands for launching the report. For an explanation, see the table on [page 3-65](#).
- ◆ After you click the  (Submit [Ctrl+S]) icon, the report launches. If part of the launch window is not filled out correctly, the message bar explains what changes you need to make before launching the report.
- ◆ The tab bar allows you to fill in the report selection criteria.
  - ◇ The Report Selections tab allows you to select the records that are included in the report.



**Figure 3-32: 2012 W2 Prelist (W2SB12) window**

- ◇ The Select Field Ranges tab is only for report format S (selected field range values). It allows you to define precise field ranges, such as employees who have more than \$8,000 in FIT withheld.

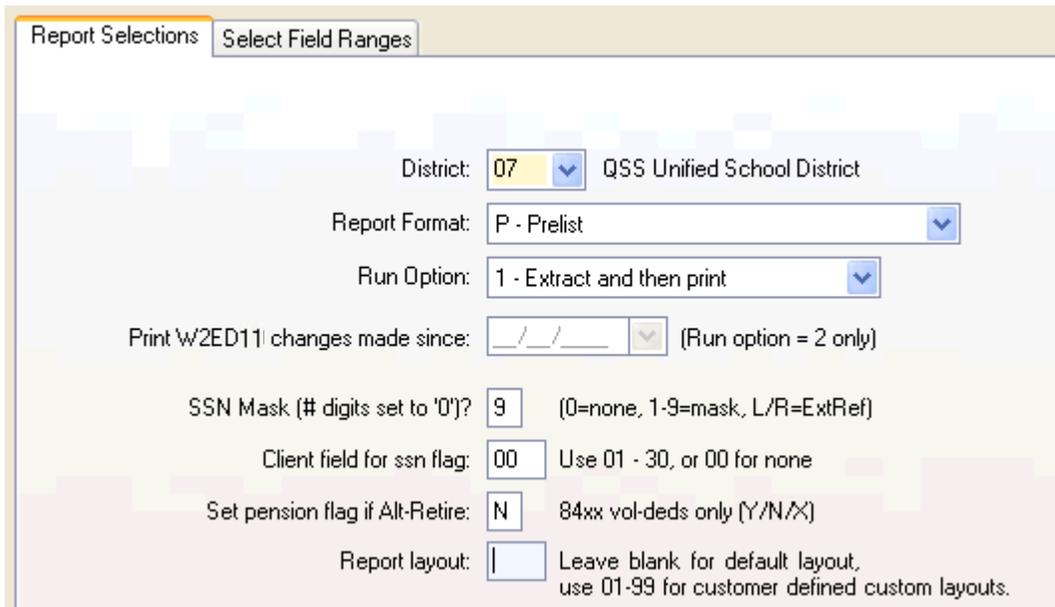
To select a tab, click its label.

- ◆ The status bar includes the following information:
  - ◇ **Yr: 2011 Dist: 82 Site: 1 GS: W**. The fiscal year, district, and site for you QCC session. The background color is a year code. The defaults are red for a previous fiscal year, green for the current year, and blue for a future fiscal year.
  - ◇ **10/21/2009 10:05:05**. The current date and time.st

### Toolbar commands for the 2012 W2 Prelist (W2SB12) window

| Command             | Icon                                                                              | Keyboard  | Description                                                                                                                                                                                                                                                                                                                                                          |
|---------------------|-----------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Save</b>         |  | Ctrl+A    | As of October 2009, this command is not implemented.                                                                                                                                                                                                                                                                                                                 |
| <b>Retrieve</b>     |  | Ctrl+T    | As of October 2009, this command is not implemented.                                                                                                                                                                                                                                                                                                                 |
| <b>Close</b>        |  | F12       | Close the report launch window. <b>QSS</b> suggests that you close the window after you through launching the report.                                                                                                                                                                                                                                                |
| <b>Print Screen</b> |  | F11       | Print a copy of the screen on the default Windows printer for your PC.                                                                                                                                                                                                                                                                                               |
| <b>Grid Output</b>  |  | Shift+F11 | Open a <i>Grid Output</i> window that displays the <b>Field Definitions</b> grid on the Select Field Ranges tab.                                                                                                                                                                                                                                                     |
| <b>Clear Screen</b> |  | Ctrl+F1   | As of October 2009, this command is not implemented.                                                                                                                                                                                                                                                                                                                 |
| <b>Submit</b>       |  | Ctrl+S    | Launch the report. The system verifies that the window is filled in completely. If you need to make corrections before launching the report, the message bar explains what you need to do. After the report launches, a "Job Submission Succeeded" box displays the job number. You can use this job number to locate the report in the <i>Print Manager</i> window. |

## Report Selection Tab



**Figure 3-33: Report Selection tab for the 2012 W2 Prelist (W2SB12) window**

The selections on the Report Selections tab are identical to those for the traditional software. For a detailed description of these selections, see the description of the traditional screen on [page 3-53](#).

## Select Field Ranges Tab

The discussion of the Select Field Ranges Tab focuses on the following areas:

- ◆ Description of Select Field Ranges Tab
- ◆ Right-Click Menu for Field Definitions
- ◆ Right-Click Menu for Operators
- ◆ Example of Using the Right-Click Menu

### Description of Select Field Ranges Tab

The Selected Field Ranges tab is available only when you select **Report Format S**. You cannot fill in this tab for formats P and R.

The Selected Field Ranges tab uses the same operators as the traditional software, as described on [page 3-57](#). These instructions focus on the mechanics of how to use the QCC version of the launch screen.

### Field

Select a field in any of the following ways:

- ◆ Type its abbreviation in a **Field** box. The description displays after you type an abbreviation from the **Field Definitions** list.

Figure 3-34: Selected Field Ranges tab for the 2012 W2 Prelist (W2SB12) window

- ◆ Click a row for the **Selected field value range** area, then double-click a field in the **Field Definitions** list to add it to the window.
- ◆ Use the right-click menu for **Field Definitions** to fill in the **Field** names. For instructions, see [page 3-68](#).

## OP

Select an operator in any of the following ways:

- ◆ Type an operator listed in the **Operations** grid.
- ◆ Click a row in the **Selected field value range** area, then double-click an operator in the **Operations** grid.
- ◆ Use the right-click menu for **Operations** to fill **OP** box. For instructions, see [page 3-68](#).

## Low Value High Value

Fill in these boxes appropriately for each operator.

- ◆ For IB, type a **Low Value** and **High Value** to define a range of values that the field must match to be selected.
- ◆ For NI, type a **Low Value** and **High Value** to define a range of values that a field must be outside of to be selected.
- ◆ For all other operators, type only the **Low Value**. For example the **OP** code is LT. For the **Low Value**, type the value that the code must be less than to be selected.

You can use the right-click menu for **Field Definitions** to fill in operators for the **Low Value** and **High Value**. For instructions, see [page 3-68](#).

#### *Right-Click Menu for Field Definitions*

1. In the **Field Definitions** grid, click a row to highlight it.
2. Right-click the highlighted row to open the right-click menu.
3. Point to **Send 'XX' To ...**
4. Do either of the following:
  - > Click **Field 1** through **Field 8** to paste the code into one of the **Field** boxes.
  - > Click **Low Value 1** through **Low Value 8** to paste the code into a **Low Value** box.
  - > Click **High Value 1** through **High Value 8** to paste the code into a **High Value** box.

#### *Right-Click Menu for Operators*

1. In the **Operations** grid, click a row to highlight it.
2. Right-click the highlighted row to open the right-click menu.
3. Point to **Send 'XX' To Op 1** through **Send 'XX' to Op 8** to send paste the operator in one of the **OP** boxes.

#### *Example of Using the Right-Click Menu*

This example illustrates how to use the right-click menus to set up a search for cases where the OASDI gross is greater than the Medicare gross.

| Field                                                                                   | OP                                                                            | Low Value                                                                        | High Value                                                                |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <input style="border: 1px solid black; width: 30px;" type="text" value="OA"/> OASDI Tax | <input style="border: 1px solid black; width: 30px;" type="text" value="GT"/> | <input style="border: 1px solid black; width: 100px;" type="text" value="\$MG"/> | - <input style="border: 1px solid black; width: 100px;" type="text"/> AND |

**Figure 3-35: Result after using the right-click menus**

1. For the **Field** box, select the OA field.
  - > In the **Field Definition** grid, click the row for OG OASDI Gross to highlight it.

|    |             |
|----|-------------|
| OD | OASDI Dif.  |
| OG | OASDI Gross |
| ON | Other       |

Figure 3-36: Grid with row highlighted

- > Right-click the row and select, then point to **Send 'OG' To ...** and click **Field 1**.

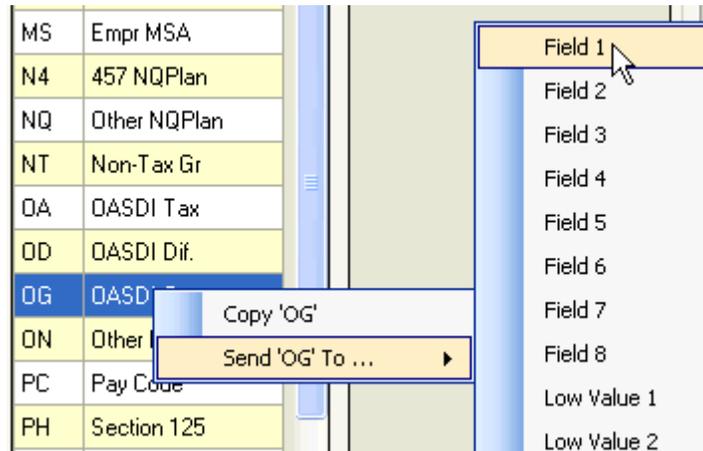


Figure 3-37: Selecting the OG code for Field 1

- > The code is pasted into the **Field** box.

|                |    |           |            |
|----------------|----|-----------|------------|
| Field          | OP | Low Value | High Value |
| OG OASDI Gross |    |           | AND        |

Figure 3-38: Result of pasting OG into the Field box

- For the **OP** box, select the **GT** operator.

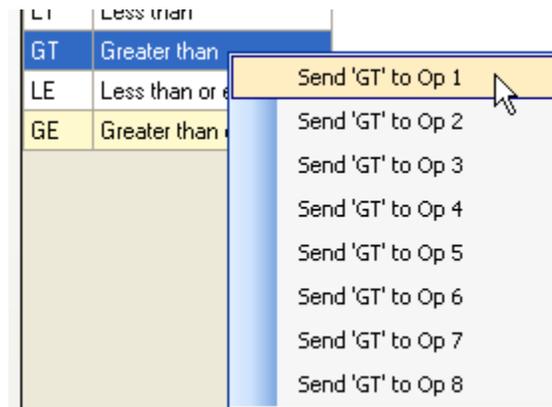
- > Click the **GT** row in the **Operators** grid to highlight it.

Operations

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

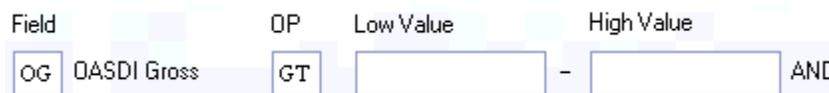
Figure 3-39: Grid with row highlighted

- > Right-click the **GT** row, then click **Send 'GT' to Op 1**.



**Figure 3-40: Selecting the GT operator for Operator #1**

- > The code is pasted into the **OP** box.



**Figure 3-41: Result of posting GT into the OP box**

3. For the **Low Value** box, select the \$MG operator.

- > In the **Field Definition** grid, click the row for **OG OASDI Gross** to highlight it.



**Figure 3-42: Grid with row highlighted**

- > Right-click the row and select, then point to **Send 'OG' To ...** and click **Low Value 1**.

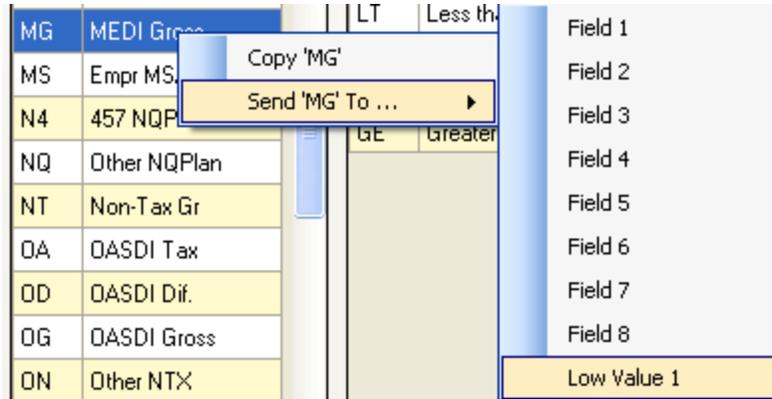


Figure 3-43: Selecting the OG code for Field 1

> The code is pasted into the **Field** box.

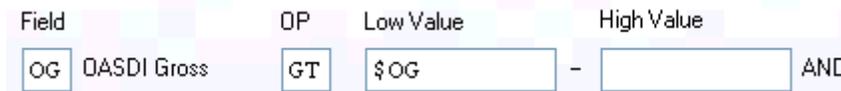


Figure 3-44: Result of pasting OG into the Field box

The system inserts a \$ before the OG to indicate that it is a field, rather than a number or a text string.

## Sample Reports

This section shows samples of reports generated by the W2 Prelist program (W2SB12). It is divided into the following subsections:

- ◆ Meaning of Report Fields
- ◆ Sample W2 Prelist with Default Layout
- ◆ Sample W2 Prelists with Custom Layouts
- ◆ Sample W2 Reasonability Report
- ◆ Sample W2 Selected Field Values Report

Note that at the end of each report are both district totals and final totals. The final totals are county-wide; they include all districts.

### Meaning of Report Fields

The table below describes each transaction field on the report. Not all fields will be reported at this point in the process, as the amounts have not yet been extracted, such as CAR.

The final totals at the bottom of each report include all the districts in a county.

### Report Fields

| FIELD NAME      | DESCRIPTION                                              |
|-----------------|----------------------------------------------------------|
| * (Left of SSN) | Negative gross                                           |
| ? (Left of SSN) | SSN not valid according to SSA standards                 |
| RP              | Retirement plan                                          |
| SL              | Third-party sick leave                                   |
| SF              | SSN Flag                                                 |
| SE              | Statutory employee (subject only to Medicare deductions) |
| US              | Use suffix flag from W2 2012 Final Edit (W2ED12)         |
| PC              | Pay code                                                 |
| RS              | Retirement System                                        |
| L1              | Pay check sort from W4 screen                            |
| L2              | Alternate check sort from W4 screen                      |
| SC              | State code                                               |
| FED GROSS       | Federal pay history gross                                |
| OASDI-GR        | Wages subject to OASDI                                   |
| OASDI           | OASDI paid                                               |
| FIT             | Federal income tax paid                                  |
| SIT             | State income tax paid                                    |
| SDI             | State disability insurance paid                          |
| CAR             | Pay history CAR                                          |
| EE-DC           | Employee-paid TSA                                        |
| ER-DC           | Employer-paid TSA                                        |
| EE/403B         | Employee-paid 403b                                       |
| EE/457          | Employee-paid 457                                        |
| ROTH-401K       | Employee's contribution to a Roth 401k                   |
| FED TAX-GR      | Federal taxable gross                                    |
| MEDI-GR         | Wages subject to Medicare                                |

**Report Fields**

| <b>FIELD NAME</b> | <b>DESCRIPTION</b>                                                                 |
|-------------------|------------------------------------------------------------------------------------|
| MEDICARE          | Medicare paid                                                                      |
| GLI               | Employer-paid group life insurance                                                 |
| FRNGE/OTH         | Fringe/other benefits                                                              |
| DEP-CARE          | Dependent care                                                                     |
| NTX-GR            | Other non-taxable gross + R1 (STRS TS) + R2 (PERS TS) + R3 (Alt-Ret) + Section 125 |
| SICK-PAY          | Third-party sick pay                                                               |
| MOVE-EXP          | Excludable moving expense                                                          |
| ER/403B           | Employer-paid 403(b)                                                               |
| ER/457            | Employer-paid 457                                                                  |
| ROTH-403B         | Employee's contribution to a Roth 403b                                             |
| STA GROSS         | State pay history gross                                                            |
| FIT-AB            | FIT add back                                                                       |
| EIC               | Earned income credit                                                               |
| OTH-NTX           | Other non-taxable amounts                                                          |
| RET-1/TS          | Sheltered retirement 1 (STRS)                                                      |
| RET-2/TS          | Sheltered retirement 2 (PERS)                                                      |
| RET-3/TS          | Sheltered retirement 3 (Alt-Ret)                                                   |
| 125               | Section 125                                                                        |
| UN-OASDI          | Uncollected OASDI on GLI greater than \$50,000                                     |
| UN-MEDI           | Uncollected Medicare on GLI greater than \$50,000                                  |
| 457-NQP           | Non-qualified 457 plan                                                             |
| ROTH-457B         | Roth 457(b) contribution                                                           |
| STA TX-GR         | State taxable gross                                                                |
| SIT-AB            | State add back                                                                     |
| CITY1-GRS         | City 1 gross wages                                                                 |
| CITY1-TAX         | City 1 gross taxes                                                                 |
| CITY2-GRS         | City 2 gross wages                                                                 |
| CITY2-TAX         | City 2 gross taxes                                                                 |

### Report Fields

| FIELD NAME | DESCRIPTION                                            |
|------------|--------------------------------------------------------|
| EMPLR HSA  | Employer's contribution to health savings account      |
| EMPR MSA   | Employer's contribution to medical savings account     |
| SEBER      | Substantiated employee business expense reimbursements |
| ADOPT BEN  | Adoption benefits                                      |
| OTHER-NQP  | Other non-qualified plan                               |
| EMPLYR-HC  | Cost of employer-paid health care                      |

#### Sample W2 Prelist with Default Layout

The following sample shows the header page or Page 0.

|                                |              |           |            |         |          |      |   |
|--------------------------------|--------------|-----------|------------|---------|----------|------|---|
| 26 QSS Test District           | W-2 PRE-LIST | J565      | W2RP12     | H.12.00 | 11/30/12 | PAGE | 0 |
| -----                          |              |           |            |         |          |      |   |
| DISTRICT: 26                   |              |           |            |         |          |      |   |
| REPORT OPTION: P - Prelist     |              |           |            |         |          |      |   |
| REPORT CHANGES SINCE: ALL DATA |              |           |            |         |          |      |   |
| SSN Mask: L                    |              |           |            |         |          |      |   |
| Report Layout:                 |              |           |            |         |          |      |   |
| FIELD NAME                     | RULE         | LOW VALUE | HIGH VALUE |         |          |      |   |



The following sample shows the district and county totals page that concludes W2 Prelist.

| REGULAR GROUP |                | SELECTION DATE: ALL DATA |             |            |           |             |              |              |         |         |           |     |           |           |
|---------------|----------------|--------------------------|-------------|------------|-----------|-------------|--------------|--------------|---------|---------|-----------|-----|-----------|-----------|
| FED GROSS     | OASDI-GR       | OASDI                    | FIT         | SIT        | SDI       | CAR         | EE-DC        | ER-DC        | EE/403B | EE/457  | ROTH-401K |     |           |           |
| FED TX-GR     | MEDI-GR        | MEDICARE                 | GLI         | FRNGE/OTH  | DEP-CARE  | NTX-GR      | SICK-PAY     | MOVE-EXP     | ER/403B | ER/457  | ROTH-403B |     |           |           |
| STA GROSS     | FIT-AB         | EIC                      | OTH-NTX     | RET-1/TS   | RET-2/TS  | RET-3/TS    | 125          | UN-OASDI     | UN-MEDI | 457-NQP | ROTH-457B |     |           |           |
| STA TX-GR     | SIT-AB         | CITY1-GRS                | CITY1-TAX   | CITY2-GRS  | CITY2-TAX | EMPLR       | HSA          | EMPLR        | MSA     | SEBER   | ADOPT     | BEN | OTHER-NQP | EMPLYR-HC |
| -----         |                |                          |             |            |           |             |              |              |         |         |           |     |           |           |
| DIST TOTALS   | FEDERAL GROSS  | OASDI GROSS              | OASDI       | FIT        | SIT       | SDI         | EE-DC        | ER-DC        |         |         |           |     |           |           |
| 1167          | 28344612.55    | 14401033.35              | 892863.95   | 2481023.69 | 623647.79 | 0.00        | 635893.36    | 0.00         |         |         |           |     |           |           |
| EIC           | FED TX-GROSS   | MEDI-GROSS               | MEDICARE    | GLI        | FR/OTH    | NTX-GROSS   | EE/403B      | EE/457       |         |         |           |     |           |           |
| 819.42        | 24945891.54    | 25422949.64              | 368633.15   | 0.00       | 0.00      | 2768827.65  | 524505.36    | 111388.00    |         |         |           |     |           |           |
| FIT-AB        | STATE GROSS    | OTHER-NTX                | RET-1/TS    | RET-2/TS   | RET-3/TS  | SECTION-125 | ER/403B      | ER/457       |         |         |           |     |           |           |
| 0.00          | 28331113.35    | 21700.85                 | 1022574.54  | 1005780.43 | 0.00      | 718771.83   | 0.00         | 0.00         |         |         |           |     |           |           |
| SIT-AB        | STATE TX-GROSS | DEP-CARE                 | SICK        | CAR        | MOVE-EXP  | SEBER       | ROTH/403B    | ROTH/401K    |         |         |           |     |           |           |
| 0.00          | 24932392.34    | 2100.00                  | 50.00       | 6000.00    | 100.00    | 300.00      | 0.00         | 0.00         |         |         |           |     |           |           |
| ADOPTION BEN  | CITY1-GROSS    | CITY1-TAX                | CITY2-GROSS | CITY2-TAX  | UN-OASDI  | UN-MEDI     | EMPLOYER/HSA | EMPLOYER/MSA |         |         |           |     |           |           |
| 400.00        | 0.00           | 0.00                     | 0.00        | 0.00       | 0.00      | 0.00        | 0.00         | 200.00       |         |         |           |     |           |           |
| OTHER-NQP     | 457-NQP        | SEBER                    | EMPLOYER HC |            |           |             |              |              |         |         |           |     |           |           |
| 0.00          | 0.00           | 0.00                     | 0.00        |            |           |             |              |              |         |         |           |     |           |           |
| -----         |                |                          |             |            |           |             |              |              |         |         |           |     |           |           |
| FINAL TOTALS  | FEDERAL GROSS  | OASDI GROSS              | OASDI       | FIT        | SIT       | SDI         | EE-DC        | ER-DC        |         |         |           |     |           |           |
| 1167          | 28344612.55    | 14401033.35              | 892863.95   | 2481023.69 | 623647.79 | 0.00        | 635893.36    | 0.00         |         |         |           |     |           |           |
| EIC           | FED TX-GROSS   | MEDI-GROSS               | MEDICARE    | GLI        | FR/OTH    | NTX-GROSS   | EE/403B      | EE/457       |         |         |           |     |           |           |
| 819.42        | 24945891.54    | 25422949.64              | 368633.15   | 0.00       | 0.00      | 2768827.65  | 524505.36    | 111388.00    |         |         |           |     |           |           |
| FIT-AB        | STATE GROSS    | OTHER-NTX                | RET-1/TS    | RET-2/TS   | RET-3/TS  | SECTION-125 | ER/403B      | ER/457       |         |         |           |     |           |           |
| 0.00          | 28331113.35    | 21700.85                 | 1022574.54  | 1005780.43 | 0.00      | 718771.83   | 0.00         | 0.00         |         |         |           |     |           |           |
| SIT-AB        | STATE TX-GROSS | DEP-CARE                 | SICK        | CAR        | MOVE-EXP  | SEBER       | ROTH/403B    | ROTH/401K    |         |         |           |     |           |           |
| 0.00          | 24932392.34    | 2100.00                  | 50.00       | 6000.00    | 100.00    | 300.00      | 0.00         | 0.00         |         |         |           |     |           |           |
| ADOPTION BEN  | CITY1-GROSS    | CITY1-TAX                | CITY2-GROSS | CITY2-TAX  | UN-OASDI  | UN-MEDI     | EMPLOYER/HSA | EMPLOYER/MSA |         |         |           |     |           |           |
| 400.00        | 0.00           | 0.00                     | 0.00        | 0.00       | 0.00      | 0.00        | 0.00         | 200.00       |         |         |           |     |           |           |
| OTHER-NQP     | 457-NQP        | SEBER                    | EMPLOYER HC |            |           |             |              |              |         |         |           |     |           |           |
| 0.00          | 0.00           | 0.00                     | 0.00        |            |           |             |              |              |         |         |           |     |           |           |

**Sample W2 Prelists with Custom Layouts**

Compare the default report layout with the two custom layouts below. In all cases, the totals that print on reports are the same as only the employee detail lines can be customized. For instructions on customizing the report, see Appendix A.

This is the default report layout.

| 26 QSS Test District |                    | W-2 PRE-LIST                                               |           |           |           |          |          |          |         |         |           | J565 | W2RP12    | H.12.00   | 11/30/12 | PAGE | 146 |
|----------------------|--------------------|------------------------------------------------------------|-----------|-----------|-----------|----------|----------|----------|---------|---------|-----------|------|-----------|-----------|----------|------|-----|
| REGULAR GROUP        |                    | SELECTION DATE: ALL DATA                                   |           |           |           |          |          |          |         |         |           |      |           |           |          |      |     |
| FED GROSS            | OASDI-GR           | OASDI                                                      | FIT       | SIT       | SDI       | CAR      | EE-DC    | ER-DC    | EE/403B | EE/457  | ROTH-401K |      |           |           |          |      |     |
| FED TX-GR            | MEDI-GR            | MEDICARE                                                   | GLI       | FRNGE/OTH | DEP-CARE  | NTX-GR   | SICK-PAY | MOVE-EXP | ER/403B | ER/457  | ROTH-403B |      |           |           |          |      |     |
| STA GROSS            | FIT-AB             | EIC                                                        | OTH-NTX   | RET-1/TS  | RET-2/TS  | RET-3/TS | 125      | UN-OASDI | UN-MEDI | 457-NQP | ROTH-457B |      |           |           |          |      |     |
| STA TX-GR            | SIT-AB             | CITY1-GRS                                                  | CITY1-TAX | CITY2-GRS | CITY2-TAX | EMPLR    | HSA      | EMPLR    | MSA     | SEBER   | ADOPT     | BEN  | OTHER-NQP | EMPLYR-RC |          |      |     |
| 999999               | HAYES RUTHERFORD B | RP:Y SL:N SF:N SE:N US:N PC:05 RS:02 L1:0000 L2:0000 SC:05 |           |           |           |          |          |          |         |         |           |      |           |           |          |      |     |
| 20495.07             | 19260.47           | 1194.17                                                    | 1228.80   | 342.83    | .00       | .00      | .00      | .00      | .00     | .00     | .00       | .00  | .00       | .00       | .00      | .00  | .00 |
| 17976.69             | 19260.47           | 279.28                                                     | .00       | .00       | .00       | 2518.38  | .00      | .00      | .00     | .00     | .00       | .00  | .00       | .00       | .00      | .00  | .00 |
| 20495.07             | .00                | .00                                                        | .00       | .00       | 1283.78   | .00      | 1234.60  | .00      | .00     | .00     | .00       | .00  | .00       | .00       | .00      | .00  | .00 |
| 17976.69             | .00                | .00                                                        | .00       | .00       | .00       | .00      | .00      | .00      | .00     | .00     | .00       | .00  | .00       | .00       | .00      | .00  | .00 |
| 999999               | JOHNSON LYNDON B   | RP:Y SL:N SF:N SE:N US:N PC:05 RS:02 L1:0008 L2:0000 SC:05 |           |           |           |          |          |          |         |         |           |      |           |           |          |      |     |
| 24956.15             | 23387.95           | 1450.04                                                    | 647.31    | 8.08      | .00       | .00      | .00      | .00      | .00     | .00     | .00       | .00  | .00       | .00       | .00      | .00  | .00 |
| 21639.43             | 23387.95           | 339.14                                                     | .00       | .00       | .00       | 3316.72  | .00      | .00      | .00     | .00     | .00       | .00  | .00       | .00       | .00      | .00  | .00 |
| 24956.15             | .00                | .00                                                        | .00       | .00       | 1748.52   | .00      | 1568.20  | .00      | .00     | .00     | .00       | .00  | .00       | .00       | .00      | .00  | .00 |
| 21639.43             | .00                | .00                                                        | .00       | .00       | .00       | .00      | .00      | .00      | .00     | .00     | .00       | .00  | .00       | .00       | .00      | .00  | .00 |

This is a sample custom layout.

| 26 QSS Test District |                    | W-2 PRE-LIST                                               |           |           |         |          |          |       |     |     |     | J564 | W2RP12 | H.12.00 | 11/30/12 | PAGE | 1   |
|----------------------|--------------------|------------------------------------------------------------|-----------|-----------|---------|----------|----------|-------|-----|-----|-----|------|--------|---------|----------|------|-----|
| REGULAR GROUP        |                    | SELECTION DATE: ALL DATA                                   |           |           |         |          |          |       |     |     |     |      |        |         |          |      |     |
| FED GROSS            | FED TX-GR          | FIT                                                        | STA GROSS | STA TX-GR | SIT     | EE/403B  | EE/457   | EE-DC |     |     |     |      |        |         |          |      |     |
| SDI                  | CAR                | GLI                                                        | FRNGE/OTH | DEP-CARE  | MEDI-GR | MEDICARE | OASDI-GR | OASDI |     |     |     |      |        |         |          |      |     |
| 999999               | HAYES RUTHERFORD B | RP:Y SL:N SF:N SE:N US:N PC:09 RS:05 L1:0000 L2:0000 SC:05 |           |           |         |          |          |       |     |     |     |      |        |         |          |      |     |
| 464.22               | 464.22             | .00                                                        | 464.22    | 464.22    | .00     | .00      | .00      | .00   | .00 | .00 | .00 | .00  | .00    | .00     | .00      | .00  | .00 |
| .00                  | .00                | .00                                                        | .00       | .00       | 464.22  | 6.73     | 464.22   | 28.78 |     |     |     |      |        |         |          |      |     |
| 999999               | JOHNSON LYNDON B   | RP:Y SL:N SF:N SE:N US:N PC:03 RS:01 L1:0000 L2:0000 SC:05 |           |           |         |          |          |       |     |     |     |      |        |         |          |      |     |
| 636.26               | 585.36             | 80.00                                                      | 636.26    | 585.36    | 40.00   | .00      | .00      | .00   | .00 | .00 | .00 | .00  | .00    | .00     | .00      | .00  | .00 |
| .00                  | .00                | .00                                                        | .00       | .00       | 636.26  | 9.22     | .00      | .00   |     |     |     |      |        |         |          |      |     |

This is another sample custom layout.

| 26 QSS Test District |                    | W-2 PRE-LIST                                               |           |         |       |        |          |     |       |       |     | J566 | W2RP12 | H.12.00 | 11/30/12 | PAGE | 1 |
|----------------------|--------------------|------------------------------------------------------------|-----------|---------|-------|--------|----------|-----|-------|-------|-----|------|--------|---------|----------|------|---|
| REGULAR GROUP        |                    | SELECTION DATE: ALL DATA                                   |           |         |       |        |          |     |       |       |     |      |        |         |          |      |   |
| FED TX-GR            | MEDI-GR            | FIT                                                        | STA TX-GR | EE/403B | SIT   | EE/457 | OASDI-GR | SDI | OASDI | EMPLR | MSA |      |        |         |          |      |   |
|                      |                    |                                                            |           |         |       |        |          |     |       |       |     |      |        |         |          |      |   |
| 999999               | HAYES RUTHERFORD B | RP:Y SL:N SF:N SE:N US:N PC:09 RS:05 L1:0000 L2:0000 SC:05 |           |         |       |        |          |     |       |       |     |      |        |         |          |      |   |
| 464.22               | 464.22             | .00                                                        | 6.73      | .00     | .00   | .00    | 464.22   | .00 | 28.78 | .00   | .00 |      |        |         |          |      |   |
| 999999               | JOHNSON LYNDON B   | RP:Y SL:N SF:N SE:N US:N PC:03 RS:01 L1:0000 L2:0000 SC:05 |           |         |       |        |          |     |       |       |     |      |        |         |          |      |   |
| 585.36               | 636.26             | 80.00                                                      | 9.22      | .00     | 40.00 | .00    | .00      | .00 | .00   | .00   | .00 |      |        |         |          |      |   |

### Sample W2 Reasonability Report

This is an exception-only report showing only those cases where the employee withholding for OASDI and Medicare fall outside of the Social Security Administration's tolerance for error.

The following sample illustrates Page 0 (the header page).

```

26 QSS Test District W-2 PRE-LIST - REASONABILITY CHECK J569 W2RP12 H.12.00 11/30/12 PAGE 0

 DISTRICT: 26
 REPORT OPTION: R - Reasonability check
 REPORT CHANGES SINCE: ALL DATA
 SSN Mask: 9
 Report Layout:

```

The following sample illustrates employee detail lines and the totals that print at the end of each sort group.

```

26 QSS Test District W-2 PRE-LIST J565 W2RP12 H.12.00 11/30/12 PAGE 146
REGULAR GROUP SELECTION DATE: ALL DATA
FED GROSS OASDI-GR OASDI FIT SIT SDI CAR EE-DC ER-DC EE/403B EE/457 ROTH-401K
FED TX-GR MEDI-GR MEDICARE GLI FRNGE/OTH DEP-CARE NTX-GR SICK-PAY MOVE-EXP ER/403B ER/457 ROTH-403B
STA GROSS FIT-AB EIC OTH-NTX RET-1/TS RET-2/TS RET-3/TS 125 UN-OASDI UN-MEDI 457-NQP ROTH-457B
STA TX-GR SIT-AB CITY1-GRS CITY1-TAX CITY2-GRS CITY2-TAX EMPLR HSA EMPLR MSA SEBER ADOPT BEN OTHER-NQP EMPLYR-HC

999999 WASHINGTON MARTHA D RP:Y SL:N SF:N SE:N US:N PC:01 RS:01 L1:0000 L2:0000 SC:05
4019.91 .00 .00 21.64 6.19 .00 .00 100.00 .00 100.00 .00 .00
4019.91 4019.91 58.26 .00 .00 .00 .00 .00 .00 .00 .00 .00
4019.91 .00 .00 .00 .00 .00 .00 139.60 .00 .00 .00 .00
4019.91 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00

REGULAR TOTALS FEDERAL GROSS OASDI GROSS OASDI FIT SIT SDI EE-DC ER-DC
1167 28344612.55 14401033.35 892863.95 2481023.69 623647.79 0.00 635893.36 0.00
EIC FED TX-GROSS MEDI-GROSS MEDICARE GLI FR/OTH NTX-GROSS EE/403B EE/457
819.42 24945891.54 25422949.64 368633.15 0.00 0.00 2768827.65 524505.36 111388.00
FIT-AB STATE GROSS OTHER-NTX RET-1/TS RET-2/TS RET-3/TS SECTION-125 ER/403B ER/457
0.00 28331113.35 21700.85 1022574.54 1005780.43 0.00 718771.83 0.00 0.00
SIT-AB STATE TX-GROSS DEP-CARE SICK CAR MOVE-EXP SEBER ROTH/403B ROTH/401K
0.00 24932392.34 2100.00 50.00 6000.00 100.00 300.00 0.00 0.00
ADOPTION BEN CITY1-GROSS CITY1-TAX CITY2-GROSS CITY2-TAX UN-OASDI UN-MEDI EMPLOYER/HSA EMPLOYER/MSA
400.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
OTHER-NQP 457-NQP SEBER EMPLOYER HC
0.00 0.00 0.00 0.00

```

The OASDI and Medicare exceptions are circled on the sample report above.

How exceptions are identified.

1. The expected contribution is computed. For OASDI, this is .062 of OASDI-GR. For Medicare, this is .0145 of MEDI-GR.
2. The expected contribution is compared to the actual contribution to check for a discrepancy.
3. If there is a discrepancy and the expected contribution is less-than or equal-to \$40.00, it is reported if the discrepancy it is more than \$0.02.

If there is a discrepancy and the expected contribution is more than \$40.00, it is reported if the discrepancy is more than .0005 of the expected contribution.

Let's look at an example from the sample report.

|        | FED GROSS  | OASDI-GR | OASDI     |
|--------|------------|----------|-----------|
|        | FED TX-GR  | MEDI-GR  | MEDICARE  |
|        | STA GROSS  | FIT-AB   | EIC       |
|        | STA TX-GR  | SIT-AB   | CITY1-GRS |
| 999999 | WASHINGTON | MARTHA D |           |
|        | 4019.91    | .00      | .00       |
|        | 4019.91    | 4019.91  | 58.26     |

1. Let's compute the expected Medicare gross for Martha Washington.

Multiply the MEDI-GR of \$4019.19 by .0145 to arrive at an expected contribution of \$58.29.

2. When compared to the actual contribution of \$58.26, we see a discrepancy of \$0.03
3. Since the expected contribution is more than \$40.00, we must determine whether the discrepancy is more than .0005 of the expected contribution.

Divide \$0.03 by \$58.29, and the result is .0005146. This exceeds the limit of .0005 so it shows up on the report.

Alternatively, you can multiply \$58.29 by .0005 and result is \$0.029145. This is exceeded by \$0.03 so it shows up on the report.

OASDI exceptions work the same way, except the expected contribution is .062 instead of .0145.

### Sample W2 Selected Field Values Report

The following sample illustrates Page 0 (the header page).

```

26 QSS Test District W-2 PRE-LIST - SELECTED FIELD VALUES J562 W2RP12 H.12.00 11/30/12 PAGE 0

 DISTRICT: 26
 REPORT OPTION: S - Selected field value(s)
 REPORT CHANGES SINCE: ALL DATA
 SSN Mask: L
 Report Layout:
F
 FIELD NAME RULE LOW VALUE HIGH VALUE

 FA FIT Addback GR EQ 0.00
 SA SIT Addback GR EQ 0.00
 EE EE-DC/403b GT 0.00
 GE EE-DC/457 GT 0.00
 OG Oasdi gross GT 10,000.00
 MG Medicare gross GT 10,000.00
 SD SDI EQ 0.00
 R2 Ret-2/TS GT 0.00

```

The following sample illustrates the employee detail line and the totals that print at the end of each sort group.

```

26 QSS Test District W-2 PRE-LIST - SELECTED FIELD VALUES J562 W2RP12 H.12.00 11/30/12 PAGE 1

REGULAR GROUP SELECTION DATE: ALL DATA

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

999999 HAYES RUTHERFORD B RP:Y SL:N SF:N SE:N US:N PC:05 RS:02 L1:0004 L2:0000 SC:05
55340.74 54589.62 3384.55 7715.26 2410.97 .00 .00 1250.00 .00 500.00 750.00 .00
49470.86 54589.62 791.58 .00 .00 .00 4619.88 .00 .00 .00 .00
55340.74 .00 .00 .00 .00 3868.76 .00 751.12 .00 .00 .00 .00
49470.86 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00 .00

999999 JOHNSON LYNDON B RP:Y SL:N SF:N SE:N US:Y PC:05 RS:02 L1:0005 L2:0000 SC:05 **DC > 20,500 50+
104604.20 97500.00 6045.00 10583.92 3983.58 .00 .00 28310.00 .00 11650.00 16660.00 .00
66460.78 102093.08 1480.34 .00 .00 .00 9833.42 50.00 100.00 .00 .00 .00
104604.20 .00 .00 .00 .00 7322.30 .00 2511.12 .00 .00 .00 .00
66460.78 .00 .00 .00 .00 .00 .00 200.00 300.00 400.00 .00 .00

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

```





- ◆ **Totals:** The report prints only totals for each district.

You may select pay history records by a date-paid range and/or an effective year and quarter. Press <Select Help> to display information about how the selection rules are applied, depending upon how you fill in these fields. The help screen also describes each option under the **Compute totals rule** field. See Figure 3-46 on [page 3-88](#).

**For district (O)** FOR MULTI-DISTRICT ACCESS ONLY. Leave blank, or type a district number.

- ◆ Leave blank to get a report for all districts.
- ◆ Type a 2-digit district number to get a report for just that district.

If this field does not display, you can produce this report only for your logon district.

**Report title (O)** A 30-character field that prints in the headings of each page of the report.

Many districts use this title to identify who launched the report so the printout can be routed to its owner.

**Select history with Date Paid from (O) to (O)** The launch screen offers three ways to select payroll history records: by **Date Paid**, **Effective Yr/Qtr**, or both.

Press <Help Screen> for an explanation of how these three fields work.

- and/or -

**Select history with Effective Yr (O) Qtr (O)**

- ◆ **Date Paid:** Type the **from** and **to** date for the date paid in the payroll history records.

There are four ways to fill in this date. For example, you can type September 30, 2009 in any of the following ways: 093009, 09302009, 09/30/09, or 09/30/2009.

- ◆ **Effective Yr/Qtr**

- Type an **Effective Yr**, such as 12 for the 2012 calendar year.
- Type **Qtr** from 0 through 4.

Type 0 to include the entire year.

Type 1 through 4 to specify a quarter.

- 1 January through March
- 2 April through June
- 3 July through September
- 4 October through December

The **Effective Yr/Qtr** may differ from the **Date Paid**. For example, a payroll history adjustment record made on October 4, 2000 (in Quarter 4) may have an **Effective Yr/Qtr** of 00/3 (Quarter 3 of 2000) because the adjustment applies to a payroll warrant with a **Date Paid** of September 30, 2000 (the last day of Quarter 3).

- ◆ **Date Paid and Effective Yr/Qtr:** Type both selection criteria to apply both rules. Fill in the **Compute totals rule** to control which records are selected.

**Compute totals rule** (O) or (R) Leave blank, or type a rule number.

- ◆ Leave blank if you are selecting by either **Date Paid** or **Effective Year/Qtr**.
- ◆ Type a rule if you are selecting by both **Date Paid** and **Effective Year/Qtr**.

| RULE | EXPLANATION                                                                                        |
|------|----------------------------------------------------------------------------------------------------|
| 1    | Include record in totals only if its date paid falls in the range on the launch screen.            |
| 2    | Include record in totals only if its effective year and quarter match those on the launch screen.  |
| 3    | Include record in totals if either the date or the effective year/quarter match the launch screen. |

**Include terminated?** (R) Leave the Y as is, or type N.

- ◆ Leave the Y as is to include terminated employees in the report.
- ◆ Type N to limit the report to history records for current employees.

**Select pay code** (O) Leave blank, or type up to 5 Pay Codes.

- ◆ Leave blank to report employees with any Pay Code.
- ◆ To specify Pay Codes to report, type up to 5 Pay Codes.

Each Pay Code is a 2-digit number.

**Select by last name range (O)** Leave blank, or type a name range.

- ◆ Leave blank to report all employee names that match the selection criteria on the screen.
- ◆ To limit the report by name, type a range of last names to include.

In the lower section of the Request Pay History Report screen (PAY830), fill in the fields thus:

**Record Type (O)** Leave blank, or type a code of A, H, or M. This code controls which payroll history record types are reported.

| CODE     | EXPLANATION                                                                                                                      |
|----------|----------------------------------------------------------------------------------------------------------------------------------|
| (blank)  | <b>All records.</b> Report all three payroll history record types.                                                               |
| <b>A</b> | <b>Adjustments.</b> Report only payroll history adjustment records created with Maintain Payroll History (PHUPDT).               |
| <b>H</b> | <b>Hand warrants.</b> Report only hand warrants created with Payroll Hand Warrants (WRHPAY)                                      |
| <b>M</b> | <b>Machine warrants.</b> Report only machine-produced payroll warrants and APD transactions from the payroll production process. |

**Cancelled Warr (O)** Leave blank, or type a code of C, X, or U. This code controls which cancelled payroll history records are reported.

| CODE     | EXPLANATION                                                                                                                                         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| (blank)  | <b>Open and cancelled.</b> Report both open (flag O) and cancelled payroll history records (flag C).                                                |
| <b>C</b> | <b>Cancelled.</b> Report only warrants cancelled with Cancel Payroll Warrants (WRCPAY).                                                             |
| <b>X</b> | <b>Exclude cancelled.</b> Report only open payroll warrant history records. Do not include cancelled payroll warrant history records on the report. |

| CODE | EXPLANATION                                                                                                                                                                                                                 |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| U    | <b>Uncancel.</b> Report cancelled payroll warrant history records as if they were not cancelled. Add these amounts into the report totals for employees and for the district. The report changes the status code of C to *. |

**Summary Level? (R)** Type D, S, or T.

| CODE | EXPLANATION                                                                                                                                                                           |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D    | <b>Detail.</b> The report prints every payroll history record that matches the selection criteria on the launch screen. The report also includes Summary and Totals information.      |
| S    | <b>Summary.</b> For each employee, the report prints only an Employee Totals line for all of the employee's payroll history records. The report also prints totals for each district. |
| T    | <b>Totals.</b> The report prints only total amounts for each district included in the report.                                                                                         |

**Each employee on new page (R)**

Type Y for Yes or N for No.

| CODE | EXPLANATION                                                       |
|------|-------------------------------------------------------------------|
| Y    | Print each employee's payroll history records on a separate page. |
| N    | Print payroll history records of multiple employees on each page. |

**Pay-line detail (R)**

Leave the N as is, or type D, S, or B.

| CODE | EXPLANATION                                                                                                                                                                                                           |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D    | <b>Detail.</b> Pay line detail only. After each payroll history record, the report lists pay lines used for computing payroll amounts.                                                                                |
| S    | <b>Summary.</b> Pay type summary only. After the totals for each employee, the report summarizes the amount of pay attributable to each pay type code, such as NML (normal pay), OT (overtime), and other such codes. |
| B    | <b>Both.</b> Both pay line details and summary.                                                                                                                                                                       |

| CODE     | EXPLANATION                                                                                                                                                                                              |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>N</b> | <b>None.</b> Do not report any pay line or pay type detail. For each payroll history record, the report lists only three lines of information that contains a detailed breakout of payroll calculations. |

**Position summary (R)** Leave the N as is, or type Y.

| CODE     | EXPLANATION                                                                                                                                |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Y</b> | Print a summary of earnings by position.<br><br>This option works only for employees who have a position number associated with pay lines. |
| <b>N</b> | Do not print a position summary.                                                                                                           |

**Deduction detail (R)** Leave the N as is, or type D, S, or B.

| CODE     | EXPLANATION                                                                                                                                                                  |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>D</b> | <b>Detail.</b> Deduction detail only. After each payroll history record, the report lists applicable voluntary deductions.                                                   |
| <b>S</b> | <b>Summary.</b> Deduction summary only. After the totals for each employee, the report lists the total amounts for each voluntary deduction on the reported history records. |
| <b>B</b> | <b>Both.</b> Both deduction details and summary.                                                                                                                             |
| <b>N</b> | <b>None.</b> Do not report any deduction information.                                                                                                                        |

**Optional Select by Social Security Number (O)** You may specify up to ten employee social security numbers or leave these fields blank to get a report of all employees matching other criteria on the screen.

<ENTER> Press <ENTER> to verify the screen. The launch program scans the screen for inconsistencies; the screen highlights fields with such errors, and the message line explains the problem. Make any needed changes and press <ENTER> again, then <Launch Job> to launch the report.

Note the job number that flashes on the screen so you can tell when the report is ready.

<Select Help> Press <Select Help> to view the following screen.

| Rules for Selecting on Date-Paid and/or Yr/Qtr |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date-Pd                                        | Yr/Qtr | Selection Rule                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| VALUE                                          | blank  | Select only pay history records within the entered date range.                                                                                                                                                                                                                                                                                                                                                                                                    |
| blank                                          | VALUE  | Select only pay history records that have a yr/qtr that match. Since pay-history adjustments allow you to enter the yr/qtr, it is possible that some selected records will NOT have a date paid that falls within the yr/qtr specified. This option has the effect of creating a report that should match your quarterly report (PAY7xx) for a specific yr/qtr. You may set qtr to '0', which will cause the report to select ALL quarters for the year selected. |
| VALUE                                          | VALUE  | Will apply BOTH selection rules as stated above. The record will be selected if EITHER date-paid or yr/qtr match. You control if the record is included in totals by selecting a value for the "Compute totals rule" option as follows: <ol style="list-style-type: none"> <li>1. Date-Paid of record must fall within selected range</li> <li>2. Yr/Qtr of record must match selected yr/qtr</li> <li>3. Either Date-Paid or Yr/Qtr must match</li> </ol>        |

Figure 3-46: Help Screen for Request Pay History Report Program (PAY830)

### QCC Launch Window for PAY830

The instructions for launching PAY830 from QCC focus on the following areas:

- ◆ Opening the Window from QCC
- ◆ Launch Window

#### Opening the Window from QCC

1. Log on to QCC. For instructions, see [page A-2](#).
2. Do either of the following to open the *Job Menu* window from the *QSS Control-Center* window.
  - > On the menu bar, click **Go**, point to **Human Resources** and click **Payroll Job Menu**.
  - > On the tree view, click the **Human Resources** folder, the **HR Reporting and Downloading** folder, and **Payroll Job Menu**.
3. In the *Job Menu* window, do either of the following:
  - > Double-click **Payroll History Report/Logon DI (PAY830)** to get a report for your logon district only.
  - > Double-click the **Payroll History Report/Select DI (PAY830)** to select the district for which to create the report.

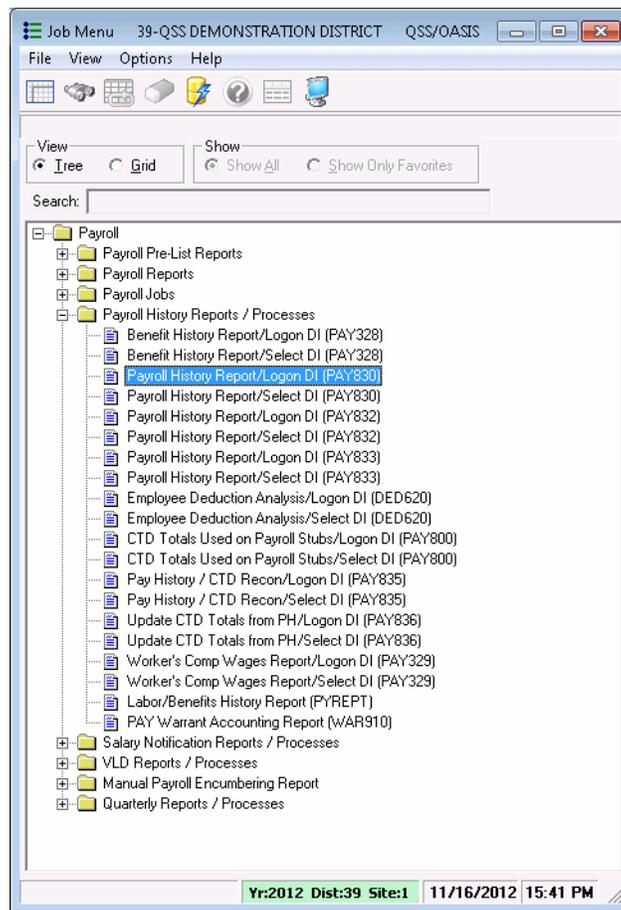


Figure 3-47: Job Menu window with PAY830 reports exposed

### Launch Window

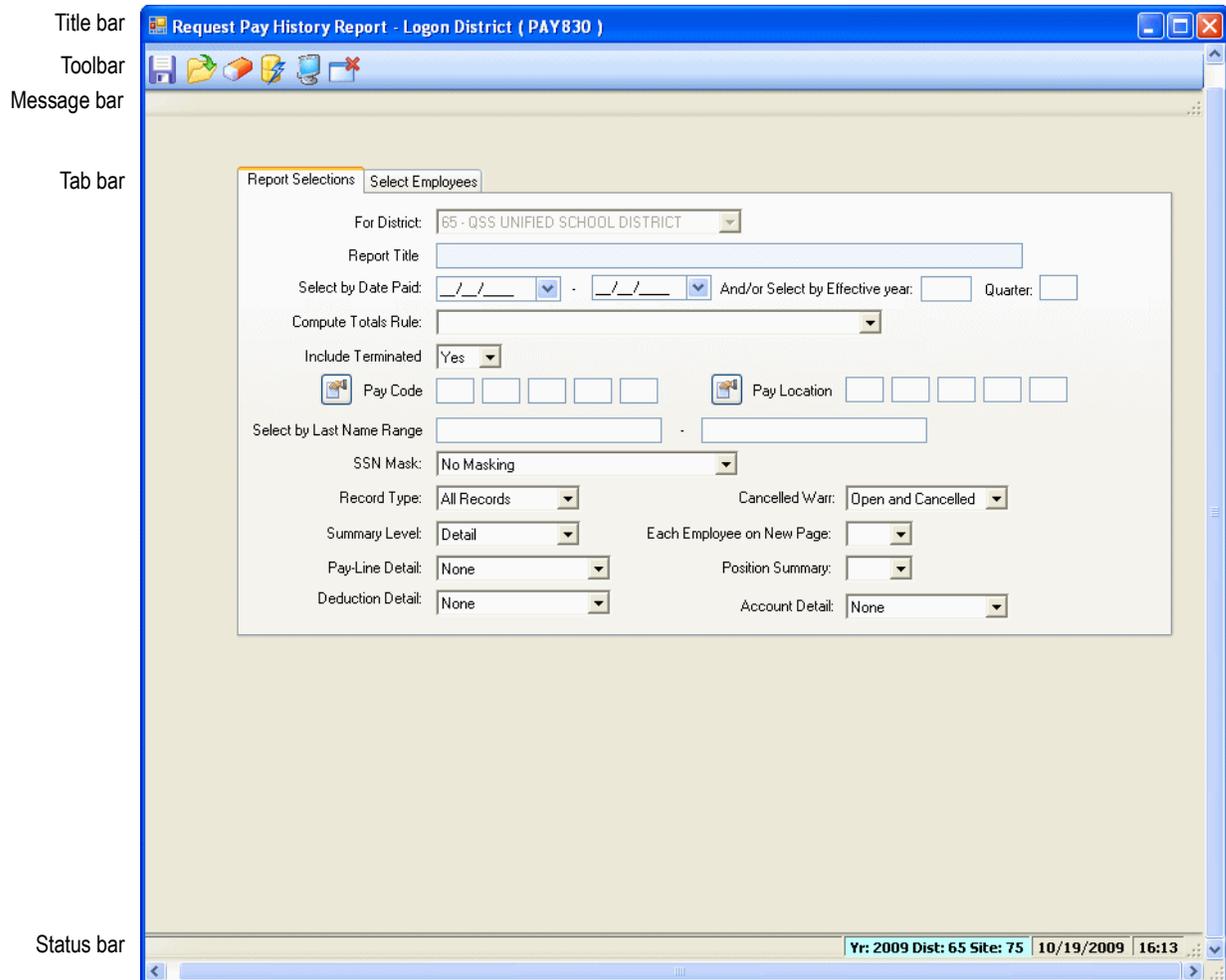
The description of the launch window focuses on the following areas:

- ◆ Launching QCC Reports
- ◆ Report Selections Tab
- ◆ Select Employees Tab

### Launching QCC Reports

Figure 3-48 illustrates the *Request Pay History (PAY830)* window. This heading summarizes the parts of the window. The table on [page 3-91](#) explains the commands in the toolbar.

- ◆ The title bar lists the name of the report. It comes in two versions.
  - ◇ The "Logon District" version allows you to create a report only for the current district for your QCC session.



**Figure 3-48: Request Pay History (PAY830) window**

- ◇ The "District Selection" version allows you to select the district for which to create the report.
- ◆ The toolbar contains the commands for launching the report. For an explanation, see the table on [page 3-91](#).
- ◆ After you click the  (Submit [Ctrl+S]) icon, the message bar displays messages to tell you where the window is filled out incompletely and changes you need to make before launching the report.
- ◆ The tab bar allows you to fill in the report selection criteria.
  - ◇ The Report Selections tab allows you to select the records that are included in the report.

- ◇ The Select Employees tab is optional. It allows you to create a report that includes only selected employees. You can select up to 10 employees.

To select a tab, click its label.

- ◆ The status bar includes the following information:
  - ◇ . The fiscal year, district, and site for your QCC session. The background color is a year code. The defaults are red for a previous fiscal year, green for the current year, and blue for a future fiscal year.
  - ◇ . The current date and time.

#### Toolbar commands for the *Request Pay History (PAY830)* window

| Command      | Icon                                                                                | Keyboard | Description                                                                                                                                                                                                                                                                                                                                                          |
|--------------|-------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Save         |    | Ctrl+A   | As of October 2009, this command is not implemented.                                                                                                                                                                                                                                                                                                                 |
| Retrieve     |    | Ctrl+T   | As of October 2009, this command is not implemented.                                                                                                                                                                                                                                                                                                                 |
| Clear Screen |    | Ctrl+F1  | As of October 2009, this command is not implemented.                                                                                                                                                                                                                                                                                                                 |
| Submit       |  | Ctrl+S   | Launch the report. The system verifies that the window is filled in completely. If you need to make corrections before launching the report, the message bar explains what you need to do. After the report launches, a "Job Submission Succeeded" box displays the job number. You can use this job number to locate the report in the <i>Print Manager</i> window. |
| Print Screen |  | F11      | Print a copy of the screen on the default Windows printer for your PC.                                                                                                                                                                                                                                                                                               |
| Close Form   |  | F12      | Close the report launch window. <b>QSS</b> suggests that you close the window after you through launching the report.                                                                                                                                                                                                                                                |

### Report Selections Tab

**Figure 3-49: Report Selections tab for the Request Pay History (PAY830) window**

**For District**

Either of the following.

- ◆ For the "Select District" version of the report, select the district for which to create the report.
- ◆ For the "Logon District" version of the report, the current district for your QCC session is pre-selected. You cannot change it.

**Report Title**

Type a title up to 30 characters long. This title prints on the upper left corner of each page of the report.

**Select by Date Paid**

The launch screen offers three ways to select payroll history records: by **Date Paid**, **Effective Yr/Qtr**, or both.

**And/or Select by Effective year Quarter**

- ◆ **Date Paid:** Type or select the **from** and **to** date for the date paid in the payroll history records. For instructions, see [page A-13](#).

- ◆ **Effective Yr/Qtr**

- Type an **Effective Yr**, such as 12 for the 2012 calendar year.
- Type **Qtr** from 0 through 4.

Type 0 to include the entire year.

Type 1 through 4 to specify a quarter.

- 1 January through March
- 2 April through June
- 3 July through September
- 4 October through December

The **Effective Yr/Qtr** may differ from the **Date Paid**. For example, a payroll history adjustment record made on October 4, 2000 (in Quarter 4) may have an **Effective Yr/Qtr** of 00/3 (Quarter 3 of 2000) because the adjustment applies to a payroll warrant with a **Date Paid** of September 30, 2000 (the last day of Quarter 3).

- ◆ **Date Paid and Effective Yr/Qtr:** Type both selection criteria to apply both rules. Fill in the **Compute totals rule** to control which records are selected.

**Compute Totals Rule** Leave blank, or select a rule.

- ◆ Leave blank if you are selecting by either **Date Paid** or **Effective Year/Qtr**.
- ◆ Select a rule if you are selecting by both **Date Paid** and **Effective Year/Qtr**.

**Include Terminated** Select **Yes** or **No** to specify whether to include terminated employees.

**Pay Code** Leave blank, or select Pay Codes to report.

- ◆ Leave blank to report all Pay Codes.
- ◆ To select Pay Codes, type or select up to 5 Pay Codes.

To select Pay Codes, click the  button. For instructions, see [page 3-97](#).

**Pay Location** Leave blank, or select Pay Locations to report.

- ◆ Leave blank to report all Pay Locations.
- ◆ To select Pay Codes, type or select up to 5 Pay Locations.

To select Pay Locations, click the  button. For instructions, see [page 3-97](#).

- Selection by last Name Range** Leave blank, or type a name range.
- ◆ Leave blank to report all employee names that match the selection criteria on the screen.
  - ◆ To limit the report by name, type a range of last names to include.
- SSN Mask** Select a mask from the list.
- ◆ **No Masking** to print the full SSN on the report.
  - ◆ **1 through 9** to mask one or more digits. For example, a mask of **5** makes the SSN 123-45-6789 look like this: 000-00-6789.
  - ◆ **L - Left justified external ref** to print the ExtRef left justified in 11-character area for the SSN (9 digits plus 2 dashes).
  - ◆ **R - Right justified external ref** to print the ExtRef right justified in the area for printing the SSN.
- Record Type** Select one of the following from the list:
- ◆ **All Records** to report all types of payroll history.
  - ◆ **Adjustments** to report only payroll history adjustments made with Maintain Payroll History (PHUPDT).
  - ◆ **Hand warrants** to report only hand warrants created with Payroll Hand Warrants (WRHPAY).
  - ◆ **Machine warrants** to report only machine-produced payroll warrants and APD transactions from the payroll production process.
- Cancelled Warr** Select one of the following from the list:
- ◆ **Open and Cancelled** to report both types of payroll history records.

- ◆ **Cancelled** to report only warrants cancelled with Cancel Payroll Warrants (WRCPAY).
- ◆ **Exclude Cancelled** to report only open payroll warrant history records. Do not include cancelled payroll warrant history records on the report.
- ◆ **Uncancel** to report cancelled payroll warrant history records as if they were not cancelled. Add these amounts into the report totals for employees and for the district. The report changes the status code of C to \*.

**Summary Level**

Select one of the following from the list:

- ◆ **Detail** for pay line detail only. After each payroll history record, the report lists pay lines used for computing payroll amounts.
- ◆ **Summary** for pay type summary only. After the totals for each employee, the report summarizes the amount of pay attributable to each pay type code, such as NML (normal pay), OT (overtime), and other such codes.
- ◆ **Both** for pay line details and summary.

**Each Employee on New Page**

Select one of the following from the list:

- ◆ **Yes** to print each employee's payroll history records on a separate page.
- ◆ **No** to print payroll history records of multiple employees on each page.

**Pay-Line Detail**

Select one of the following from the list:

- ◆ **None** to not report any pay line or pay type detail. For each payroll history record, the report lists only three lines of information that contains a detailed breakout of payroll calculations.
- ◆ **Pay Line Detail** to report pay line detail only. After each payroll history record, the report lists pay lines used for computing payroll amounts.

- ◆ **Pay-type summary only** to report pay type summary only. After the totals for each employee, the report summarizes the amount of pay attributable to each pay type code, such as NML (normal pay), OT (overtime), and other such codes.
- ◆ **Both** to report both pay line details and summary.

**Position Summary** Select one of the following from the list:

- ◆ **Yes** to print a summary of earnings by position. This option works only for employees who have a position number for their Pay Lines.
- ◆ **No** to skip the position summary.

**Deduction Detail** Select one of the following from the list:

- ◆ **None** to not report any deduction information.
- ◆ **Deduction detail only**. After each payroll history record, the report lists applicable voluntary deductions.
- ◆ **Deduction Summary Only**. After the totals for each employee, the report lists the total amounts for each voluntary deduction on the reported history records.
- ◆ **Both** to report both deduction details and summary.

**Account Detail** Select one of the following from the list:

- ◆ **None** for no account summary or detail.
- ◆ **Account detail only** for a detailed list of accounts for each employee.
- ◆ **Account summary only** for only a summary of accounts for each employee.
- ◆ **Both** for both account details and summary.

### Select Employees Tab

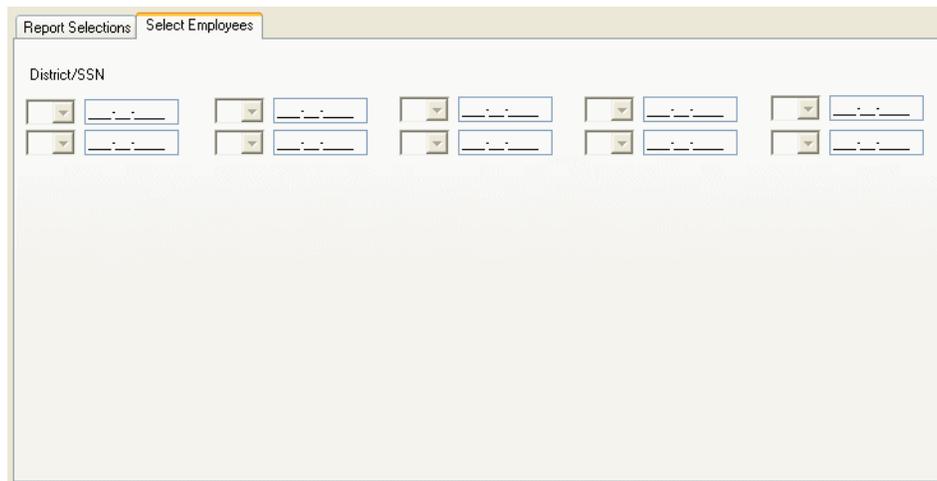


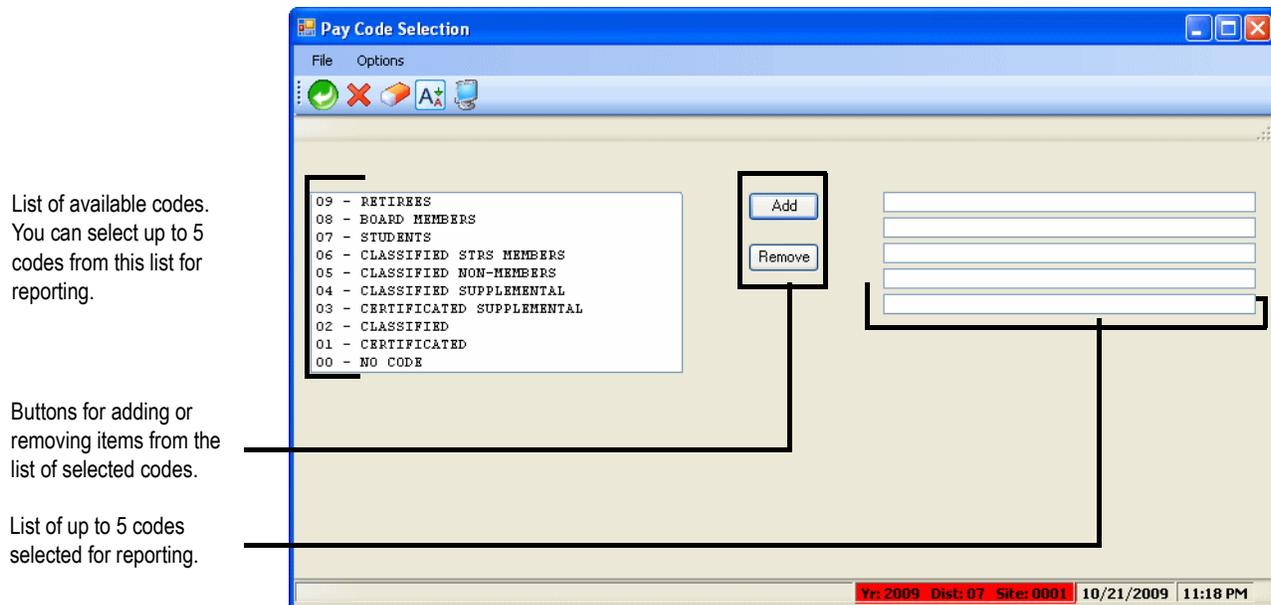
Figure 3-50: Select Employee tab for the *Request Pay History (PAY830)* window

**District/SSN**            Select up to 10 employees.

- ◆ If your user security allows, select the district for an employee in the list to the left of the **SSN** box.
- ◆ Type up to 10 SSNs to produce a report for individual employees.

### Code Selection Dialog Box

These instructions tell how to use the *Selection* box for selecting up to 5 Pay Codes or Pay Locations for reporting. This example uses Pay Codes. The dialog box for Pay Locations works the same way.



**Figure 3-51: Dialog box for selecting Pay Codes or Pay Locations**

***To add codes for reporting:***

1. In the list of codes on the left side of the dialog box, select up to 5 codes in either of the following ways.
  - > To select a single code, click it.
  - > To select a range of codes, click the start of the range, hold down the SHIFT key, and click the code at the end of the list.
  - > To select more than one code, hold down the CTRL key, then click the codes that you want to select.
2. Click the [Add] button to move the selected code or codes to the list on the right.
3. After you are finished selecting codes, do either of the following:
  - > Click the  (Return [Ctrl+R]) icon to save the selections and close the dialog box.
  - > Click the  (Close [F12]) to close the dialog box without saving the selections.

***To remove codes for reporting:***

1. In the list of codes on the right side of the dialog box, highlight the codes that you want to remove from the selected list.
  - > To highlight a single code, click it.

- > To highlight a range of codes, click the start of the range, hold down the SHIFT key, and click the code at the end of the list.
  - > To highlight more than one code, hold down the CTRL key, then click the codes that you want to select.
  - > To clear all codes from the list on the right, click the  (Clear Screen [Shift+F1]) icon.
2. Click the [Remove] button to clear the highlighted codes from the selected list.
3. After you are finished selecting codes, do either of the following:
- > Click the  (Return [Ctrl+R]) icon to save the selections and close the dialog box.
  - > Click the  (Close [F12]) to close the dialog box without saving the selections.

## *Sample Pay History Listing*

The illustration of the report includes the following:

- ◆ Report Sample
- ◆ Employee Information
- ◆ Dollar Amounts for Transactions

### Report Sample

The following partial report shows details, with totals at the end of the report. Field explanations follow the report.

| 42 NORTH SCHOOL DISTRICT      | EMPLOYEE PAYROLL HISTORY LISTING | J8845 | PAY830 | H.00.25 | 11/15/12 | PAGE | 0 |
|-------------------------------|----------------------------------|-------|--------|---------|----------|------|---|
| SAMPLE FOR DOCUMENTATION      | 01/01/2012-12/31/2012            |       |        |         |          |      |   |
| -----                         |                                  |       |        |         |          |      |   |
| District?                     | 40                               |       |        |         |          |      |   |
| Effective Year?               | Not specified                    |       |        |         |          |      |   |
| Effective QTR?                | Not specified                    |       |        |         |          |      |   |
| Compute Totals Rule?          | N/A                              |       |        |         |          |      |   |
| Record Type?                  | All record types                 |       |        |         |          |      |   |
| Cancel Option?                | All canceled/uncanceled          |       |        |         |          |      |   |
| Summary Option?               | Employee detail and all totals   |       |        |         |          |      |   |
| One employee per Page?        | No                               |       |        |         |          |      |   |
| Include terminated employees? | Yes                              |       |        |         |          |      |   |
| SSN masking?                  | 9                                |       |        |         |          |      |   |
| Pay line detail?              | No pay-line detail/summary       |       |        |         |          |      |   |
| Deduction detail?             | No deduction detail/summary      |       |        |         |          |      |   |
| Account detail?               | No account detail/summary        |       |        |         |          |      |   |
| Print position summary?       | No                               |       |        |         |          |      |   |
| Selected Pay Codes?           |                                  |       |        |         |          |      |   |
| Selected Pay Locations?       |                                  |       |        |         |          |      |   |
| Selected DI/SSN?              |                                  |       |        |         |          |      |   |
| Selected Name From?           |                                  |       |        |         |          |      |   |
| To?                           |                                  |       |        |         |          |      |   |

| 42 NORTH SCHOOL DISTRICT<br>SAMPLE FOR DOCUMENTATION |                    |         | EMPLOYEE PAYROLL HISTORY LISTING<br>01/01/2012-12/31/2012 |        |          |          |        |        |         | J8845   | PAY830   | H.00.25 | 11/15/12 | PAGE | 17 |
|------------------------------------------------------|--------------------|---------|-----------------------------------------------------------|--------|----------|----------|--------|--------|---------|---------|----------|---------|----------|------|----|
| EMPLOYEE ID                                          | EMPLOYEE NAME      | GROSS   | NTX-GR                                                    | O-TIME | OASDI-GR | OASDI    | SDI-GR | FIT    | STRS    | PERS    | DED      | T       |          |      |    |
| DATE                                                 | PER                | FED TXB | FED IMP                                                   | CAR    | MEDI-GR  | MEDI     | SDI    | SIT    | STRS-TS | PERS-TS | TSA      | O       |          |      |    |
| PAID                                                 | END                | ST TXB  | ST IMP                                                    | EIC    | OASDI-ER | MEDI-ER  | SB     | CLC    | STRS-ER | PERS-ER | GLI-8999 | NET T   |          |      |    |
| 000-00-0000 SMITH JOHN                               |                    |         | (Continued) CLASSIFIED SUPPLEMNT Hired: 07/21/1999        |        |          |          |        |        |         |         |          |         |          |      |    |
| 051812                                               | 053112 03562217/M  | 443.49  | 0.00                                                      | 0.00   | 443.49   | 27.50    | 0.00   | 124.18 | 0.00    | 0.00    | 0.00     |         |          |      |    |
| Y:12                                                 | Q:2 L:1999 B:00    | 443.49  | 0.00                                                      | 0.00   | 443.49   | 6.43     | 0.00   | 26.61  | 0.00    | 0.00    | 0.00     |         |          |      |    |
| P:02                                                 | R:02 F:01/S T:Y    | 443.49  | 0.00                                                      | 0.00   | 0.00     | 0.00     | 0.00   | 0.00   | 0.00    | 0.00    | 0.00     | 258.77  |          |      |    |
| 053112                                               | 053112 03563320/M  | 1407.48 | 1.75                                                      | 0.00   | 1405.73  | 87.16    | 0.00   | 0.00   | 0.00    | 107.48  | 22.86    |         |          |      |    |
| Y:12                                                 | Q:2 L:1999 B:00    | 1298.25 | 0.00                                                      | 0.00   | 1405.73  | 20.38    | 0.00   | 0.00   | 0.00    | 107.48  | 0.00     |         |          |      |    |
| P:02                                                 | R:02 F:12/R T:Y    | 1298.25 | 0.00                                                      | 0.00   | 0.00     | 0.00     | 0.00   | 0.00   | 0.00    | 0.00    | 0.00     | 1169.60 |          |      |    |
| 062912                                               | 063012 03566572/M  | 1407.48 | 1.75                                                      | 0.00   | 1405.73  | 87.16    | 0.00   | 0.00   | 0.00    | 107.48  | 22.86    |         |          |      |    |
| Y:12                                                 | Q:2 L:1999 B:00    | 1298.25 | 0.00                                                      | 0.00   | 1405.73  | 20.38    | 0.00   | 0.00   | 0.00    | 107.48  | 0.00     |         |          |      |    |
| P:02                                                 | R:02 F:12/R T:Y    | 1298.25 | 0.00                                                      | 0.00   | 0.00     | 0.00     | 0.00   | 0.00   | 0.00    | 0.00    | 0.00     | 1169.60 |          |      |    |
| 073112                                               | 063012 03567226/M  | 1407.48 | 0.00                                                      | 0.00   | 1407.48  | 87.26    | 0.00   | 0.00   | 0.00    | 0.00    | 21.11    |         |          |      |    |
| Y:12                                                 | Q:3 L:1999 B:00    | 1407.48 | 0.00                                                      | 0.00   | 1407.48  | 20.41    | 0.00   | 0.00   | 0.00    | 0.00    | 0.00     |         |          |      |    |
| P:02                                                 | R:02 F:12/R T:Y    | 1407.48 | 0.00                                                      | 0.00   | 0.00     | 0.00     | 0.00   | 0.00   | 0.00    | 0.00    | 0.00     | 1278.70 |          |      |    |
| 071012                                               | 063012 03568542/M  | 32.65   | 0.00                                                      | 0.00   | 32.65    | 2.02     | 0.00   | 0.00   | 0.00    | 2.29    | 0.00     |         |          |      |    |
| Y:12                                                 | Q:3 L:1999 B:00    | 30.36   | 0.00                                                      | 0.00   | 32.65    | 0.47     | 0.00   | 0.00   | 0.00    | 2.29    | 0.00     |         |          |      |    |
| P:02                                                 | R:02 F:12/R T:Y    | 30.36   | 0.00                                                      | 0.00   | 0.00     | 0.00     | 0.00   | 0.00   | 0.00    | 0.00    | 0.00     | 27.87   |          |      |    |
| 082412                                               | 083112 03572865/M  | 270.36  | 0.00                                                      | 0.00   | 270.36   | 16.76    | 0.00   | 0.00   | 0.00    | 0.00    | 0.00     |         |          |      |    |
| Y:12                                                 | Q:3 L:1999 B:00    | 270.36  | 0.00                                                      | 0.00   | 270.36   | 3.92     | 0.00   | 0.00   | 0.00    | 0.00    | 0.00     |         |          |      |    |
| P:02                                                 | R:02 F:12/R T:Y    | 270.36  | 0.00                                                      | 0.00   | 0.00     | 0.00     | 0.00   | 0.00   | 0.00    | 0.00    | 0.00     | 249.68  |          |      |    |
| 083112                                               | 083112 03574186/MC | 1431.12 | 0.00                                                      | 0.00   | 1431.12  | 88.73    | 0.00   | 0.00   | 0.00    | 109.29  | 21.47    | *       |          |      |    |
| Y:12                                                 | Q:3 L:1999 B:00    | 1321.83 | 0.00                                                      | 0.00   | 1431.12  | 20.75    | 0.00   | 0.00   | 0.00    | 109.29  | 0.00     |         |          |      |    |
| P:02                                                 | R:02 F:12/R T:N    | 1321.83 | 0.00                                                      | 0.00   | 0.00     | 0.00     | 0.00   | 0.00   | 0.00    | 0.00    | 0.00     | 1190.88 |          |      |    |
| 091412                                               | 093012 03575841/M  | 3327.14 | 0.00                                                      | 0.00   | 3327.14  | 206.28   | 0.00   | 212.20 | 0.00    | 0.00    | 0.00     |         |          |      |    |
| Y:12                                                 | Q:3 L:1999 B:00    | 3327.14 | 0.00                                                      | 0.00   | 3327.14  | 48.24    | 0.00   | 97.68  | 0.00    | 0.00    | 0.00     |         |          |      |    |
| P:02                                                 | R:02 F:12/R T:Y    | 3327.14 | 0.00                                                      | 0.00   | 0.00     | 0.00     | 0.00   | 0.00   | 0.00    | 0.00    | 0.00     | 2762.74 |          |      |    |
| Employee Totals                                      |                    |         | 13902.36                                                  | 12.25  | 0.00     | 13890.11 | 861.21 | 0.00   | 336.38  | 0.00    | 636.03   | 138.55  |          |      |    |
|                                                      |                    |         | 13254.08                                                  | 0.00   | 0.00     | 13890.11 | 201.38 | 0.00   | 124.29  | 0.00    | 636.03   | 0.00    |          |      |    |
|                                                      |                    |         | 13254.08                                                  | 0.00   | 0.00     | 0.00     | 0.00   | 0.00   | 0.00    | 0.00    | 0.00     | 0.00    | 11604.52 |      |    |

| 42 NORTH SCHOOL DISTRICT<br>SAMPLE FOR DOCUMENTATION |               |              | EMPLOYEE PAYROLL HISTORY LISTING<br>01/01/2012-12/31/2012 |             |          |            |        |           |         | J8845     | PAY830   | H.00.25    | 11/15/12 | PAGE     | 19 |
|------------------------------------------------------|---------------|--------------|-----------------------------------------------------------|-------------|----------|------------|--------|-----------|---------|-----------|----------|------------|----------|----------|----|
| EMPLOYEE ID                                          | EMPLOYEE NAME | GROSS        | NTX-GR                                                    | O-TIME      | OASDI-GR | OASDI      | SDI-GR | FIT       | STRS    | PERS      | DED      | T          |          |          |    |
| DATE                                                 | PER           | FED TXB      | FED IMP                                                   | CAR         | MEDI-GR  | MEDI       | SDI    | SIT       | STRS-TS | PERS-TS   | TSA      | O          |          |          |    |
| PAID                                                 | END           | ST TXB       | ST IMP                                                    | EIC         | OASDI-ER | MEDI-ER    | SB     | CLC       | STRS-ER | PERS-ER   | GLI-8999 | NET T      |          |          |    |
| District Totals                                      |               |              |                                                           |             |          |            |        |           |         |           |          |            |          |          |    |
| GROSS                                                |               | OVER-TIME    |                                                           | OASDI-GROSS |          | MEDI-GROSS |        | SDI-GROSS |         | FIT       |          | STRS       |          | PERS     |    |
| 108240.81                                            |               | 2112.60      |                                                           | 107771.98   |          | 105284.24  |        | 18796.45  |         | 6858.75   |          | 217.12-    |          | 6087.11  |    |
| TAX-GROSS-FD                                         |               | IMP-GROSS-FD |                                                           | OASDI       |          | MEDI       |        | SDI       |         | SIT       |          | STRS-TS    |          | PERS-TS  |    |
| 100664.25                                            |               | 0.00         |                                                           | 6681.89     |          | 1526.64    |        | 247.48    |         | 1405.63   |          | 217.12-    |          | 6087.11  |    |
| NTX-GROSS                                            |               | TSA          |                                                           | DED         |          | CAR        |        | SURV-BEN  |         | EIC       |          | GLI (8999) |          | NET      |    |
| 1656.57                                              |               | 50.00        |                                                           | 4275.75     |          | 0.00       |        | 0.00      |         | 0.00      |          | 0.00       |          | 80102.98 |    |
| TAX-GROSS-ST                                         |               | IMP-GROSS-ST |                                                           | OASDI-EMPR  |          | MEDI-EMPR  |        | STRS-EMPR |         | PERS-EMPR |          |            |          |          |    |
| 100664.25                                            |               | 0.00         |                                                           | 0.00        |          | 0.00       |        | 0.00      |         | 0.00      |          |            |          |          |    |
| TAX-PAID-CLC                                         |               |              |                                                           |             |          |            |        |           |         |           |          |            |          |          |    |
| 0.00                                                 |               |              |                                                           |             |          |            |        |           |         |           |          |            |          |          |    |
| 0.00                                                 |               |              |                                                           |             |          |            |        |           |         |           |          |            |          |          |    |

For more details on this report, see the *QSS/OASIS Payroll Manual* or *QSS/OASIS Enhanced Payroll Manual*.

***Employee Information***

This heading describes how to read the employee information at the left side of the report.

```
051812 053112 03562217/M
Y:12 Q:2 L:1999 B:00
P:02 R:02 F:01/S T:Y
```

***First Line of Employee Information***

```
051812 053112 03562217/M
```

051812                    The date paid and period ending date for the record.  
053112

0356221                  The transaction number for the warrant, electronic deposit, or  
adjustment.

/M                        The status code.

The first character defines the source:

- ◆ M for machine (production) warrant
- ◆ H for hand warrant
- ◆ A for adjustment record

The second character identifies one of the following:

- ◆ O for outstanding
- ◆ C for cancelled
- ◆ R for redeemed

***Second Line of Employee Information***

```
Y:12 Q:2 L:1999 B:00
```

Y:                        The 2-digit calendar year.

Q:                        A calendar quarter from 1 through 4.

L:                        The 4-digit pay location.

- B : The bank transaction type:
- ◆ 00 for printed warrant
  - ◆ 22 for direct deposit to checking
  - ◆ 32 for direct deposit to savings
  - ◆ 99 for direct deposit to credit union

*Third Line of Employee Information*

P:02 R:02 F:01/S T:Y

- P : Pay code.
- R : Retirement system code.
- F : A 2-digit number to indicate the tax factor for annualizing pay, followed by a code of R for regular pay and S for supplemental pay.
- T : A flag of Y or N to indicate whether the transaction is included in the totals.

If this flag is Y, there is an asterisk in rightmost column under TOT.

*Dollar Amounts for Transactions*

This heading describes how to read the dollar amounts for each transaction on the report.

|         |         |        |          |         |        |     |         |         |          |       |
|---------|---------|--------|----------|---------|--------|-----|---------|---------|----------|-------|
| GROSS   | NTX-GR  | O-TIME | OASDI-GR | OASDI   | SDI-GR | FIT | STRS    | PERS    | DED      | T     |
| FED TXB | FED IMP | CAR    | MEDI-GR  | MEDI    | SDI    | SIT | STRS-TS | PERS-TS | TSA      | O     |
| ST TXB  | ST IMP  | EIC    | OASDI-ER | MEDI-ER | SB     | CLC | STRS-ER | PERS-ER | GLI-8999 | NET T |

*First Line of Dollar Amounts*

|          |        |        |          |       |        |     |      |      |     |                             |
|----------|--------|--------|----------|-------|--------|-----|------|------|-----|-----------------------------|
| GROSS    | NTX-GR | O-TIME | OASDI-GR | OASDI | SDI-GR | FIT | STRS | PERS | DED |                             |
| GROSS    |        |        |          |       |        |     |      |      |     | Pay history gross.          |
| NTX-GR   |        |        |          |       |        |     |      |      |     | Non-taxable gross.          |
| O-TIME   |        |        |          |       |        |     |      |      |     | Overtime pay.               |
| OASDI-GR |        |        |          |       |        |     |      |      |     | Gross pay subject to OASDI. |

|        |                                           |
|--------|-------------------------------------------|
| OASDI  | OASDI paid.                               |
| SDI-GR | Gross pay subject to SDI.                 |
| FIT    | Federal income tax paid.                  |
| STRS   | STRS withholdings.                        |
| PERS   | PERS withholdings.                        |
| DED    | Total amount of all voluntary deductions. |

### *Second Line of Dollar Amounts*

FED TXB    FED IMP    CAR    MEDI-GR    MEDI    SDI    SIT    STRS-TS    PERS-TS    TSA

|         |                                                                      |
|---------|----------------------------------------------------------------------|
| FED TXB | Taxable federal gross.                                               |
| FED IMP | Imputed federal gross.                                               |
| CAR     | Auto or mileage allowance.                                           |
| MEDI-GR | Medicare gross pay.                                                  |
| MEDI    | Medicare deduction.                                                  |
| SDI     | State Disability Insurance deduction.                                |
| SIT     | State income tax deduction.                                          |
| STRS-TS | STRS contribution pickup amount, treated as tax-sheltered deduction. |
| PERS-TS | PERS contribution pickup amount, treated as tax-sheltered deduction. |
| TSA     | Employee deduction for tax sheltered annuities.                      |

### *Third Line of Dollar Amounts*

ST TXB    ST IMP    EIC    OASDI-ER    MEDI-ER    SB    CLC    STRS-ER    PERS-ER    GLI-8999    NET

|          |                                         |
|----------|-----------------------------------------|
| ST TXB   | Gross pay subject to state income tax.  |
| ST IMP   | Imputed gross pay for state income tax. |
| EIC      | Earned Income Credit.                   |
| OASDI-ER | Employer-paid OASDI.                    |

---

|   |            |                                               |
|---|------------|-----------------------------------------------|
| ■ | MEDI - ER  | Employer-paid Medicare.                       |
| ■ | CLC        | County, local, and city income taxes.         |
| ■ | STRS - ER  | Employer-paid contribution for STRS (buyout). |
| ■ | PERS - ER  | Employer-paid contribution for PERS (buyout). |
| ■ | GLI - 8999 | Group life insurance paid by the employer.    |
| ■ | NET        | Net pay for the payroll history record.       |
| ■ |            |                                               |

## *Task 8-PR: Including Employees Without a Pay History Record*

This discussion focuses on the following areas:

- ◆ Overview
- ◆ QCC Version
- ◆ Traditional Version

### *Overview*

Certain employees may not have a pay history record for the year, but still may need to be included in the W2 report. These may include retired employees who are getting health benefits.

You can include these employees by adding a dummy amount to the employee's payroll history. Then when the technical staff runs the extract and merge programs, these employees will be included in the W2 report.

The extract program is described in "Task 10-T: Extracting W2 Information with Y12W2EXTRACT" on page 2-19, and the merge program is described in "Task 14-T: Merging All Sources of W2 Information with Y12W2FNLMRG" on page 2-38. These are always run by the technical staff as part of the regular progression of W2 processing. Therefore, the Payroll staff does not need to run these or ask the technical staff to include them.

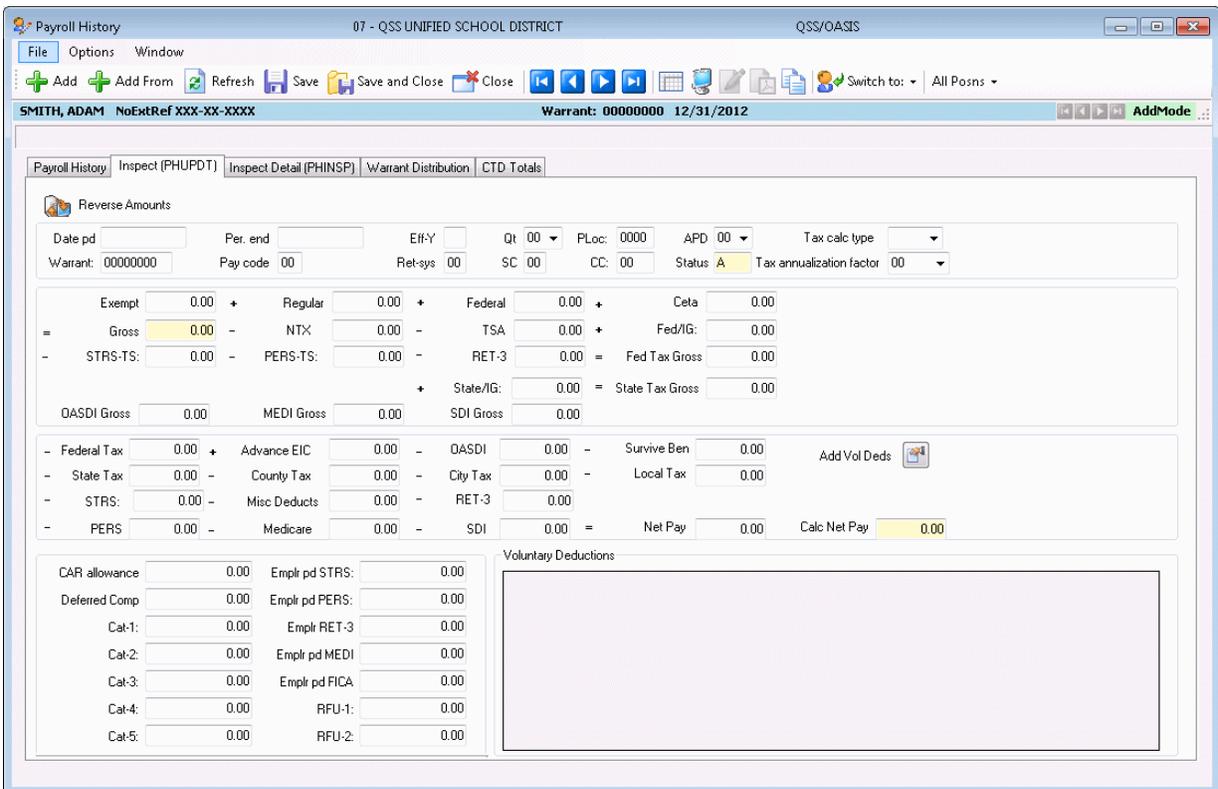
### *QCC Version*

These instructions tell how to use QCC to create a dummy payroll history record for an employee. The *Employee Maintenance* window allows you to inspect and maintain payroll history records. To complete this task, your logon ID for QCC must allow you to add payroll history records.

#### ***To add a dummy payroll history record in QCC:***

1. Log on to QCC.
2. from the *QSS ControlCenter* window, point to the **Go** menu and **Human Resources / Payroll**, then select **Employee Maintenance**.
3. In the *Employee Maintenance* window, select the employee for whom to add a dummy payroll history record.
4. In the tree view of the *Employee Maintenance* window, open the **Payroll** folder, then the **History / Inspect** subfolder.
5. Under **History / Inspect**, select **Payroll History** to open a Payroll History form.

6. Click the  Add button to open the Inspect (PHUPDT) tab in AddMode.



The screenshot shows the 'Inspect (PHUPDT)' tab in the 'Payroll History' application. The window title is '07 - QSS UNIFIED SCHOOL DISTRICT' and the user is 'SMITH, ADAM'. The interface includes a menu bar with 'File', 'Options', and 'Window'. The toolbar contains buttons for 'Add', 'Add From', 'Refresh', 'Save', 'Save and Close', 'Close', and navigation arrows. The main form area is titled 'SMITH, ADAM NoExtRef XXX-XX-XXXX' and 'Warrant: 00000000 12/31/2012'. The 'Inspect (PHUPDT)' tab is active, showing a 'Reverse Amounts' section with various input fields. Below this are several rows of tax and deduction calculations, all showing zero values. The 'Net Pay' field is highlighted in yellow and shows 0.00. The 'Voluntary Deductions' section is empty.

**Figure 3-52: Inspect (PHUPDT) tab with minimum information for a dummy payroll history record**

7. Type the following:

- > A **Date pd** and **Per end** (date paid and period ending date) of 12/31/12.
- > An **Eff-Y** (effective year) of 12.
- > A **Qt** (effective quarter) of 4.

Leave the rest of the form as is. The system pre-fills all amounts with zeros.

8. To add the record, click the  Save and Close button.

After the record is added, the Payroll History tab becomes the active tab. It lists the record that you just added.

### Traditional Version

The following example shows how to add a dummy record by entering a zero amount in the **Regular** field on the PHUPDT screen.

|                       |                       |                                  |                |               |                |  |  |
|-----------------------|-----------------------|----------------------------------|----------------|---------------|----------------|--|--|
| District: 12          |                       | Enter Payroll History            |                |               | QSS/OASIS      |  |  |
| Soc Sec#: 000-00-0000 |                       | Name: GEORGE WASHINGTON          |                |               |                |  |  |
| Date pd: 12/31/Y1     | Per. end: 12/31/Y1    | Eff-Yr: Y1                       | Qt: 04         | PLoc: 0010    | APD: 22        |  |  |
| Warrant: _____        | Pay code: _____       | Ret-sys: _____                   | SC: _____      | CC: _____     |                |  |  |
| Tax calc type: _____  |                       | Tax annualization. factor: _____ |                |               |                |  |  |
| Exempt: _____         | Regular: 0.00         | Federal: _____                   | + Ceta: _____  |               |                |  |  |
| = Gross: _____        | - NTX: _____          | - TSA: _____                     | + IMP: _____   |               |                |  |  |
| Tax Gr: _____         | OASDI Gr: _____       | PERS-TS: _____                   | MEDI Gr: _____ | SDI Gr: _____ |                |  |  |
| - Federal Tax: _____  | + Advance EIC: _____  | - OASDI: _____                   |                |               |                |  |  |
| - State Tax: _____    | - County Tax: _____   | - STRS: _____                    |                |               |                |  |  |
| - PERS: _____         | - Medicare: _____     | - SDI: _____                     |                |               |                |  |  |
| - Survive Ben: _____  | - Misc deducts: _____ | = Net Pay: _____                 |                |               |                |  |  |
| CAR allowance: _____  | Emplr pd STRS: _____  | Emplr pd PERS: _____             |                |               |                |  |  |
| Deferred comp: _____  | USER1: _____          | USER2: _____                     |                |               |                |  |  |
| USER3: _____          | USER4: _____          | USER5: _____                     |                |               |                |  |  |
| Emplr pd OASDI: _____ | Emplr pd MEDI: _____  | RFU-1: _____                     |                |               |                |  |  |
| RFU-2: _____          | RFU-3: _____          | Calculated NP: _____             |                |               |                |  |  |
| Start Over            | Print Screen          |                                  | Start Over     | Update Data   | Return to Menu |  |  |

Figure 3-53: Adding Dummy Amount to Pay History

To add a dummy amount to an employee's payroll history:

1. Access the Maintain Payroll History program (PHUPDT) with the Add option, as described in "Task 9-PR: Entering Pay History Adjustments with PHUPDT" on page 3-109.
2. Access the employee record by typing the social security number and pressing <ENTER>.
3. On the Enter Payroll History screen (Figure 3-53), fill in the fields in the upper-most section with any plausible warrant information.
4. In the second section, type 0.00, in the **Regular** field.
5. Press <ENTER> and <Update Data> to save your Pay History addition.

If desired, see the Payroll Manual for more information on using the Payroll History Program for entering payroll adjustment records.

## Task 9-PR: Entering Pay History Adjustments with PHUPDT

The instructions for this step focus on the following areas:

- ◆ Traditional Version
- ◆ QCC Version

### Traditional Version

This program is accessed from the Payroll menus, not from the W2 menus.

Security can be set to restrict you to your logon district or allow you to maintain pay history for multiple districts. Type H in the option box and press <ENTER> to display a list of the valid options.

|                                                                                                                                                                                                                                                                                                                                                                                                |                                 |           |        |                                 |  |  |                |  |  |  |  |      |  |  |  |  |  |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------|--------|---------------------------------|--|--|----------------|--|--|--|--|------|--|--|--|--|--|----------------|
| District: 12                                                                                                                                                                                                                                                                                                                                                                                   | Maintain Payroll History        | QSS/OASIS |        |                                 |  |  |                |  |  |  |  |      |  |  |  |  |  |                |
| Option (H for help): <u>A</u>                                                                                                                                                                                                                                                                                                                                                                  |                                 |           |        |                                 |  |  |                |  |  |  |  |      |  |  |  |  |  |                |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #cccccc;">PHUPDT</td> <td style="background-color: #cccccc;">H.00.00 compiled 02/11/98 11:38</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Help</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Return to Menu</td> </tr> </table> |                                 |           | PHUPDT | H.00.00 compiled 02/11/98 11:38 |  |  |                |  |  |  |  | Help |  |  |  |  |  | Return to Menu |
| PHUPDT                                                                                                                                                                                                                                                                                                                                                                                         | H.00.00 compiled 02/11/98 11:38 |           |        |                                 |  |  |                |  |  |  |  |      |  |  |  |  |  |                |
|                                                                                                                                                                                                                                                                                                                                                                                                | Help                            |           |        |                                 |  |  | Return to Menu |  |  |  |  |      |  |  |  |  |  |                |

Figure 3-54: Maintain Payroll History Screen (PHUPDT)

To add a pay history adjustment record, type A in the option box and press <ENTER>.

|              |               |                                     |  |            |                |
|--------------|---------------|-------------------------------------|--|------------|----------------|
| District: 07 |               | Enter Payroll History               |  | QSS/OASIS  |                |
| District: 07 |               | Social Security Number: 000-00-0000 |  |            |                |
| -            |               |                                     |  |            |                |
| Start Over   | Find Employee |                                     |  | Start Over | Return to Menu |

Figure 3-55: Enter Payroll History—First Screen

If you are a multi-district user, type the district number. If you are a single-district user, your logon district number is displayed. Type the employee's social security number, then press <ENTER> to continue.

|                       |              |                         |  |                        |                |
|-----------------------|--------------|-------------------------|--|------------------------|----------------|
| District: 07          |              | Enter Payroll History   |  | QSS/OASIS              |                |
| Soc Sec#: 000-00-0000 |              | Name: MARTHA WASHINGTON |  |                        |                |
| Date pd: 10/31/2012   |              | Per. end: 10/26/2012    |  | Eff-Yr: 12             |                |
| Warrant: 66157419     |              | PC: 02                  |  | RS: 05 SC: 05 CC: 01   |                |
| PLoc: 0001            |              | APD: 00                 |  | TxC/AF: R/13           |                |
| Exempt: 0.00          |              | + Regular: 2500.11      |  | + Federal: 0.00        |                |
| + Ceta: 0.00          |              | + F/IG: 0.00            |  | + F/TG: 2500.11        |                |
| = Gross: 2500.11      |              | - NTX: 0.00             |  | - RET2-TS: 0.00        |                |
| - RET1-TS: 0.00       |              | + S/IG: 0.00            |  | = S/TG: 2500.11        |                |
| OASDI/G: 2500.11      |              | MEDI/G: 2500.11         |  | SDI/G: 0.00            |                |
| - Federal Tax: 219.82 |              | + Advance EIC: 0.00     |  | - OASDI: 155.01        |                |
| - State Tax: 34.04    |              | - County Tax: 0.00      |  | - RET1: 0.00           |                |
| - RET2: 0.00          |              | - Medicare: 36.25       |  | - SDI: 0.00            |                |
| - Survive Ben: 0.00   |              | - Misc deducts: 0.00    |  | = Net Pay: 2054.99     |                |
| CAR allowance: 0.00   |              | Emplr pd RET1: 0.00     |  | Emplr pd RET2: 0.00    |                |
| Deferred comp: 0.00   |              | Cat-1: 0.00             |  | Cat-2: 0.00            |                |
| Cat-3: 0.00           |              | Cat-4: 0.00             |  | Cat-5: 0.00            |                |
| Emplr pd OASDI: 0.00  |              | Emplr pd MEDI: 0.00     |  | RFU-1: 0.00            |                |
| RFU-2: 0.00           |              | RFU-3: 0.00             |  | Calculated NP: 2054.99 |                |
| Start Over            | Print Screen | Deds Adjust             |  | Start Over             | Update Data    |
|                       |              |                         |  |                        | Return to Menu |

Figure 3-56: Enter Payroll History—Second Screen

Enter the date paid, period end, warrant number, pay code, and retirement system. Fill in all other appropriate pay fields.

Whenever you adjust one amount, you may need to adjust the corresponding amount in the opposite direction. For example, if you need to subtract \$1,000 from a TSA, you must type -1000 in the **TSA** field, and you must type 1000 in the **Regular** field. If you only subtract the TSA amount without adding the corresponding amount to the **Regular** field, the record will subtract \$1,000 of wages for that employee.

Press <ENTER>, then <Update Data> to add the pay history adjustment record.

---

**NOTE:** You may need to perform Steps 5-PR through 8-PR more than once. That is fine. Repeat the cycle until all records are satisfactory.

---

## QCC Version

The QCC equivalent of the Maintain Payroll History Screen is part of the *Employee Maintenance* window. If your user security allows, you can also use the **Add Transaction** [Ctrl+F6] command to add a payroll history record.

### *To inspect and maintain payroll history in QCC:*

1. Log on to QCC and open the *Employee Maintenance* window.
2. In the **Search Panel**, select the employee for whom to view or maintain payroll history.
3. In the tree view, open the Payroll History form.
  - > Click the **Payroll** branch of the of the tree view to open it.
  - > Click the **History / Inspect** branch to open it.
  - > Click **Payroll History** to open the Payroll History form.
4. In the Payroll History tab, click a payroll history tab to select it.
5. Click the Inspect (PHUPDT) tab to display the details of the selected payroll history record, as illustrated in Figure 3-57.

**Reverse Amounts**

Date pd: 10/31/2012    Per. end: 10/26/2012    Eff-Y: 12    Qt: 01    PLoc: 0001    APD: 00    Tax calc type: R  
 Warrant: 66157419    Pay code: 02    Ret-sys: 05    SC: 05    CC: 00    Status: A    Tax annualization factor: 13

|        |             |          |         |              |          |         |           |        |              |                 |          |
|--------|-------------|----------|---------|--------------|----------|---------|-----------|--------|--------------|-----------------|----------|
| Exempt | 0.00        | +        | Regular | 2,500.11     | +        | Federal | 0.00      | +      | Ceta         | 0.00            |          |
| =      | Gross       | 2,500.11 | -       | 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   | 2,500.11 |
|        |             |          |         |              |          | +       | State/IG: | 0.00   | =            | State Tax Gross | 2,500.11 |
|        | OASDI Gross | 2,500.11 |         | MEDI Gross   | 2,500.11 |         | SDI Gross | 0.00   |              |                 |          |
| -      | Federal Tax | 219.82   | +       | Advance EIC  | 0.00     | -       | OASDI     | 155.01 | -            | Survive Ben     | 0.00     |
| -      | State Tax   | 34.04    | -       | County Tax   | 0.00     | -       | City Tax  | 0.00   | -            | Local Tax       | 0.00     |
| -      | STRS:       | 0.00     | -       | Misc Deducts | 0.00     | -       | RET-3     | 0.00   |              |                 |          |
| -      | PERS        | 0.00     | -       | Medicare     | 36.25    | -       | SDI       | 0.00   | =            | Net Pay         | 2,054.99 |
|        |             |          |         |              |          |         |           |        | Calc Net Pay | 2,054.99        |          |

**Voluntary Deductions**

| Code | Description | Employee Amount | Employer Amount | Subjectivity |
|------|-------------|-----------------|-----------------|--------------|
|      |             |                 |                 |              |

**Warnings and Errors**

Figure 3-57: Inspect (PHUPDT) tab for the Payroll History form

**To add a payroll history record:**

1. Click the  **Add** icon to type in all of the pay history record or the  **Add From** icon to use the current record as the starting point for adding an adjustment record.
2. Fill in the form to adjust the payroll history record. For a sample, see Figure 3-58.

**Figure 3-58: Payroll History form in AddMode**

3. If desired, add voluntary deductions to the adjustment record.
  - > Click the  **Add Vol Deds** button to open an *Add Vol Deds* dialog box. For a sample, see Figure 3-59.
  - > To add vol-deds, click a vol-ded from the list on the left side of the dialog box, then click the [Add] button. Type the amounts paid by the employee

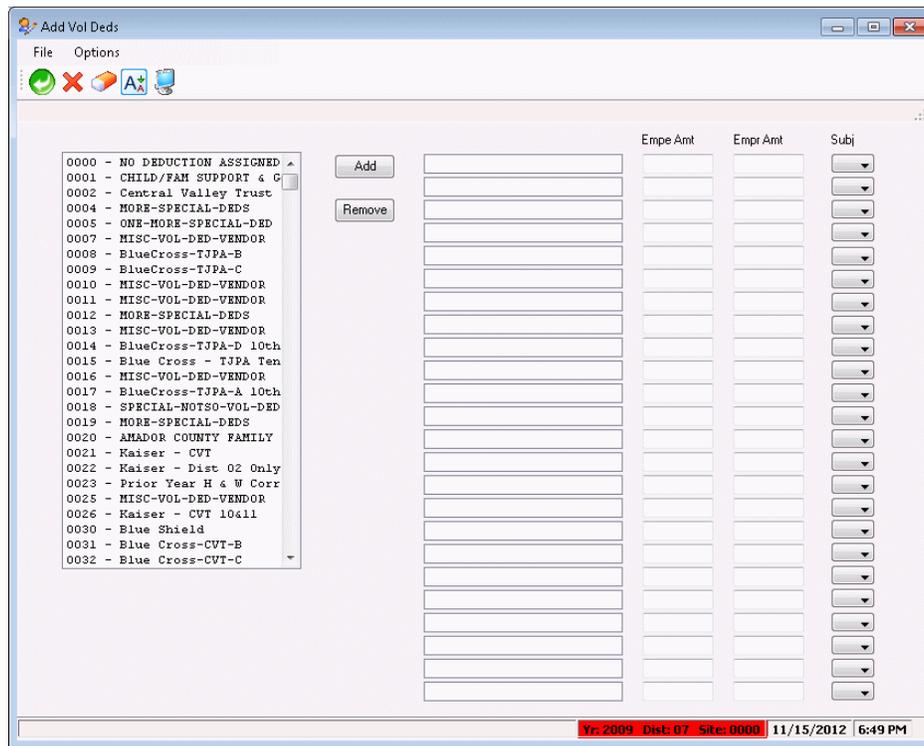
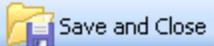


Figure 3-59: Add Vol Deds dialog box

and employer and select the tax subjectivity.

- > To remove a vol-ded, click a vol-ded in the right side of the dialog box, then click the [Remove] button.
  - > After you are through setting up vol-deds, click the  (Return [Ctrl+R]) icon to save your changes and close the dialog box.
4. To save the payroll history adjustment, click the  Save icon to save and leave the dialog box open or the  Save and Close icon to close the dialog box after saving.

## ***Task 10-T: Extracting W2 Information with Y12W2EXTRACT***

After you have verified the accuracy of all the reports and made all necessary pay history changes, you need to ask the technical staff to run the Extract program to create the extract file that will be used in further steps, as described on [page 2-19](#).

## ***Task 11-T: Printing Report of W2 Records from Pay History with Y12W2REPORT***

After the technical staff has created the extract file, they will need to print the report that you will compare with the corrected reports that you have generated in Steps 5-PR and 6-PR. The information on all the reports should agree.

*If the information does not agree, both the payroll and technical staff will need to work together in repeating Steps 6-PR through 10-T until all information does agree.*

## ***Task 12-T: Optional—Including Travel Claims***

*The technical staff should perform this step only if you have travel claims or car allowances that are added through Accounts Payable, as discussed on [page 2-34](#).*

# Task 13-AP: Optional—Adjusting Travel Claims

*Perform this step only if you have travel claims or car allowances that are added through Accounts Payable. If so, add them at this point, before the Final Merge program is run.*

*The following two tasks may be done by the accounts payable staff:*

- ◆ Changing Vendor Tax IDs
- ◆ Changing the Mileage Flag

## Changing Vendor Tax IDs

### Traditional Software

*Change vendor tax IDs* if the report includes any Invalid Vendor Tax ID messages. Use the Update Vendor Master File program (VEUPDT) to change the SSN or other tax ID number in the vendor master file.

|                                 |                                     |                                      |                                     |                 |                |
|---------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|-----------------|----------------|
| District: 07                    |                                     | Change Vendor Master File            |                                     | QSS/OASIS       |                |
| Vendor: 003773                  |                                     | Name: EDUCATIONAL BUSINESS CONSULTAN |                                     |                 |                |
| Address: 745 MOUNTAIN HIGH LANE |                                     |                                      |                                     |                 |                |
| City, St                        | Zip:                                | DENVER, CO 04080                     |                                     |                 |                |
| Remit name: JANE DOE            |                                     | Remit address: PO BOX 000            |                                     |                 |                |
| City, St                        | Zip:                                | DENVER, CO 00000                     |                                     |                 |                |
| Contact:                        | JANE DOE                            | Phone:                               | (000) 000-0000                      | Fax:            | (000) 000-0000 |
| 1099?                           | <input checked="" type="checkbox"/> | Preset:                              | <input checked="" type="checkbox"/> | Tax ID:         | 999999999      |
| SSN(opt.):                      |                                     | Msg flg:                             |                                     | Name:           | JANE DOE       |
| Comment:                        |                                     | Rating:                              |                                     | Terms:          | - %            |
| Category:                       |                                     | Use tax 1:                           | %                                   |                 |                |
| Type:                           | RC Ob:                              | Use tax 2:                           | %                                   |                 |                |
| Start Over                      | Addl Address                        | Vendor Commodity                     | Comments Screen                     | eCommerc Screen | Optional Info  |
|                                 |                                     |                                      |                                     | Update Data     | Return To Menu |

Figure 3-60: Change Vendor Master File Screen (VEUPDT)

### QCC Version

In the QCC version, the *Vendor Maintenance* window allows you to change the SSN and tax ID for a vendor. The **Tax ID** and **SSN** boxes are on the Contact Information tab of that window.

The screenshot shows the 'Vendor Maintenance' window with the following fields and values:

- District:** 07
- Number:** 000118
- Name:** Johnson Smith & Jones
- Address:** 100 Maple St
- City:** Your City
- State:** CA
- Zip:** 12345
- Phone:** (555) 555-5555
- Fax:** (555) 444-4444
- Remit Name:** Johnson Smith & Jones
- Remit Address:** 200 Pine Street
- City:** Your City
- State:** CA
- Zip:** 12345
- Contact:** 1099: Y - Yes, Name: Mary Jones, Preset: Y
- Tax ID:** 000000000 (circled in red)
- SSN:** 000-00-0000
- Use Tax Preset:** N - No
- Use Tax 1:** . % 9512
- Use Tax 2:** . % 9512
- Acct Number:** [Empty]
- Rating:** [Empty]
- Msg Flag:** [Empty]
- Type:** [Empty]
- Category:** [Empty]
- Terms:** 1 - 11.50 %
- Shipping %:** [Empty]
- Comments:** [Empty]
- Last edit:** 10/15/2008 at 15:56:07 by Marc
- Last paid:** 00/00/0000
- Footer:** VEUPDT: wwwwwwX10E | Yr:2009 Dist:07 Site:1 | 12/15/2009 15:11

Figure 3-61: Vendor Maintenance window

## Changing the Mileage Flag

### Traditional Software

**Change the mileage flag** if any travel claims are missing from the report or are there erroneously. To do so, use the Travel Claim Payments program (TCPYMT) to change the mileage flag. That program allows you to change the flag, even though the transactions have been paid.

```

District: 65 Travel Claim Payments QSS/OASIS
Claim number: 000003 Inv date - desc: 070100 - Monthly Travel Expenses
Batch number: 0001 First of Month Run
Vendor#/Addr: 000006/00 Tax ID number: 000000000
Vendor name/address Remit name/address
John Doe Consulting Services John Doe
100 Market Street PO Box 117743

San Francisco CA 94105 Oakland CA 94233

 Fd Resc Y Objt Gr Goal Fnc Sch Rsp Lcl * Payment T 9 Net Pymt
1. 01-0000-0-4300-00-0000-0000-000-000-000 * 99.67 N Y
 Bdg Bal: 18,543.60 Use Tax 0.00 99.67
2. Use Tax N
 Bdg Bal: Use Tax N
3. Use Tax N
4. Use Tax N
 Bdg Bal: Use Tax
Page total: 99.67 0.00 99.67
Travel Claim total: 99.67 0.00 99.67

```

|                |              |      |           |               |              |        |      |
|----------------|--------------|------|-----------|---------------|--------------|--------|------|
| Back to Option | Open Account | Help | Next Keys | Page Backward | Page Forward | Update | Exit |
|----------------|--------------|------|-----------|---------------|--------------|--------|------|

Figure 3-62: Travel Claims Payments Screen (TCPYMT)

After changing any vendor tax IDs or any mileage flags, repeat the extract and the report to verify that the changes were entered accurately.

**QCC Version**

In QCC, travel claims are one of the transaction types available from the *Accounts Payable* window. Select the **Mileage Pymt for W-2** check box to flag a payment for mileage. Clear the check box if a payment is mistaken flagged for mileage reporting.

TC #: 090009 Invoice: 03/17/2008

Description: Travel expenses

Batch number: 0003 - Sample Batch 0003 Payment Due: // Warrant No: 00000000

Vendor No./Address No: 000118 / 00

Vendor name/address: Johnson Smith & Jones, 100 Maple St, Your City, CA 12345

Remit name/address: Johnson Smith & Jones, 200 Pine Street, Your City, CA 12345

TC last updated 5/1/2009 by DEAM. [Batch: 0003; Status: OPEN]

|   | Fd Bdr | Sch | Resc | Y   | Goal   | Func   | Objt | Type | Payment  | Use Tax Flag | Use Tax | 1099 Flag | Net Payment | Budget Balance |
|---|--------|-----|------|-----|--------|--------|------|------|----------|--------------|---------|-----------|-------------|----------------|
| ▶ | L      | 01  | 000  | 000 | 000000 | 000000 | 4310 | 0000 | \$100.00 | N            | 0.00    | Y         | \$100.00    | \$-8,544.00    |
| * | L      |     |      |     |        |        |      |      |          |              |         | Y         |             |                |

Total Payment: \$100.00 Use Tax: 0.00 Net Payment: \$100.00

Yr: 2009 Dist: 07 Site: 1 12/15/2009 15:17

Figure 3-63: Travel Claim dialog box for the QCC version

## *Task 14-T: Merging All Sources of W2 Information with Y12W2FNLMRG*

Ask the technical staff to run the Final Merge program, as discussed on [page 2-38](#).

## *Task 15-T: Printing Report of Combined W2 Information with Y12W2REPORT*

This W2 extract report combines Accounts Payable information and Pay History information.

Get this report from the technical staff so you can examine it for accuracy; if any corrections are needed, use the W2 Edit program (W2ED12) to make any changes.

## Crossing the Great Divide: Passing the Point of No Return

After the Final Merge program has been run, and you begin to edit records with the W2 Edit program, you should consider very carefully before deciding to go back and redo any previous steps. If the Final Merge program is run again after you have begun to edit records, you will lose all of the editing work you have done.

- ◆ If an error was made that affects *a large number of employees* in the district, it may be better to scrap your editing changes, bite the bullet, and go back and make changes to Pay History records, then redo the Final Merge program, and redo the editing changes.
- ◆ If only *scattered errors* were made, it will likely be better *not* to go back, but to keep your changes in the W2 Edit program. If these changes affect Pay History records, then make the corresponding changes in the Pay History records also; but *do not* redo the Final Merge afterward.

## Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED12)

The description of this step focuses on the following areas:

- ◆ Overview
- ◆ Traditional Version
- ◆ QCC Version
- ◆ Display of Taxable Wages

### Overview

Use W2 2012 Final Edit (W2ED12) to adjust amounts reported on W2s before printing W2 forms. These changes show up only on:

- ◆ The W2 forms given to employees
- ◆ The transmittal file sent to the Social Security Administration (SSA)
- ◆ The W2 history files

If you have travel claims or car allowances that are *not* added through Payroll or Accounts Payable, add them at this point by using the Edit program.

***To make any changes made with W2 2012 Final Edit (W2ED12) effective in the Payroll system, you must make manual adjustments in the Payroll system.***

This step can be repeated as many times as you want before printing W2s and making the W2 transmittal file you are going to sent to SSA.

W2 2012 Final Edit (W2ED12) is available both in QCC and the traditional software.

- ◆ For QCC, your system administrator can enable this program for the appropriate staff in the payroll office.
- ◆ For the traditional software, your system administrator needs to install this program on the Menu System screens to make it available to members of the payroll staff. W2 2012 Final Edit (W2ED12) has menu options to control access to districts. Security can be set to restrict you to your log-on district or allow you to maintain information for employees in any district. Refer to "[Program Listings for W2 Programs](#)" on page 3-2 for details on setting up these options.

W2 2012 Final Edit (W2ED12) also has security parameters to control whether or not the State Gross amount can be different from the Federal Gross amount. The default setting allows you to enter different amounts. However, if the security setting prevents you from changing the State Gross, the amount in the Federal Gross field

will always be forced into the State Gross field. You also set the security to provide a warning only if the amounts are different. Refer to ["Security Parameters for W2 Programs"](#) on page 3-4 for details on setting up these options.

### Traditional Version

To run the W2 2012 Final Edit (W2ED12):

- ◇ Select the 'Edit W2 Transactions' option from the menu.
- ◇ If the program is set to allow you to maintain multiple districts, type in a district number on the first screen; otherwise, the screen displays the logon district number and its name.
- ◇ Type an employee's social security number or external reference number. Then press <ENTER> to access the second W2 2012 Final Edit (W2ED12) screen.

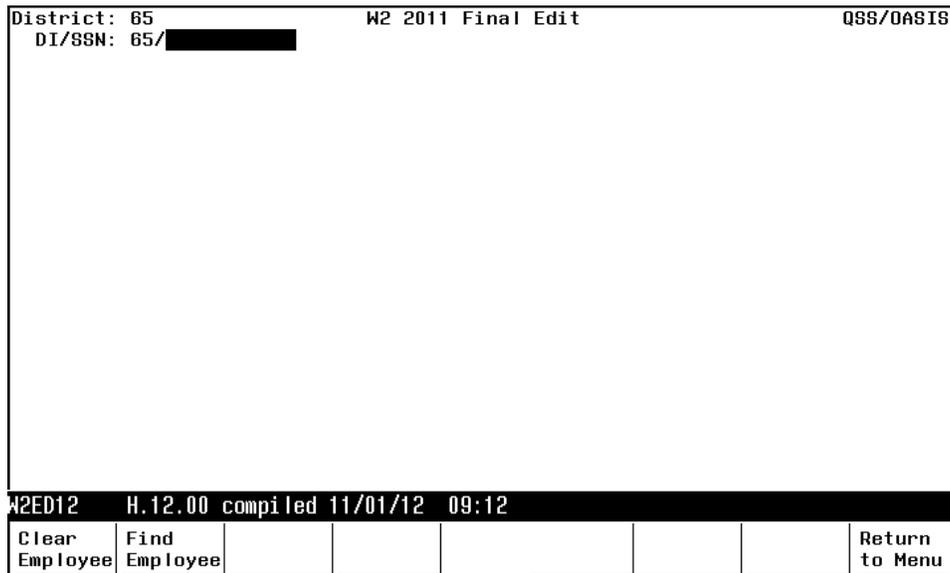


Figure 3-64: W2 2012 Final Edit (W2ED12)—First Screen

**District (R/D)** If the program menu options are set to allow you to maintain multiple districts, type in a district number on the first screen; otherwise, the screen displays the logon district number and its name.

**SSN (R)** Type an employee's social security number or external reference number.

The system treats any number from 1 to 6 digits in length as an external reference if the last 3 spaces or first 3 spaces of the SSN field are blank.

Then press <ENTER> to access the second W2 2012 Final Edit (W2ED12) screen.

If the social security number or external cross-reference number is on file for the district, the screen displays the W2 data for the specified employee as shown in Figure 3-65.

|                           |              |                    |              |                |                |
|---------------------------|--------------|--------------------|--------------|----------------|----------------|
| District: 65              |              | W2 2012 Final Edit |              | QSS/OASIS      |                |
| DI/SSN: 65/***-**-****    |              | GEORGE WASHINGTON  |              | 878            |                |
| Fed Gross                 | Subtractions | Additions          | FIT/Not SIT  | 1. Fed Tax GR  | 2. Fed Tax     |
| 109935.00                 | - 17905.79   | + 0.00             | + [REDACTED] | = 92029.21     | 11992.35       |
| State Gross               | Subtractions | Additions          | SIT/Not FIT  | 16. Sta Tax GR | 17. State Tax  |
| 109935.00                 | - 17905.79   | + 0.00             | + [REDACTED] | = 92029.21     | 2875.39        |
| Subtractions              |              |                    |              |                |                |
| Ret TS #1                 | Ret TS #2    | Ret TS #3          | Section 125  | Other NTX      | Employee DC    |
| [REDACTED]                | 7226.89      | [REDACTED]         | 5678.90      | [REDACTED]     | 5000.00        |
| Additions                 |              |                    |              |                |                |
| 14. CAR All:              | [REDACTED]   | Fringe/Othr:       | [REDACTED]   | 12. GLI:       | [REDACTED]     |
| OASDI Gr:                 | 104,353.74   | OASDI Pd:          | 3,962.85     | MEDI Gr:       | 104,353.74     |
| EIC:                      | [REDACTED]   | Dep Care:          | [REDACTED]   | Sta. SDI:      | [REDACTED]     |
| 457 NQP:                  | [REDACTED]   | Othr NQP:          | [REDACTED]   | J/SickPy:      | [REDACTED]     |
| M/Unc. OA:                | [REDACTED]   | N/Unc. MD:         | [REDACTED]   | W/ER HSA:      | [REDACTED]     |
| 12. Cde                   | Employee     | Employer           | Cde          | Employee       | Employer       |
| (E)                       | 3800.00      | [REDACTED]         | (E)          | 1200.00        | [REDACTED]     |
| (I)                       | [REDACTED]   | [REDACTED]         | (I)          | [REDACTED]     | [REDACTED]     |
| AA/R-401k:                | [REDACTED]   | BB/R-403b:         | 3000.00      | EE/R-457b:     | [REDACTED]     |
| R-PI: Y                   | SSN FI: N    | 3P-SL: N           | Stat: N      | Use Sfx: N     | Src: X         |
| Name: WASHINGTON          | [REDACTED]   | GEORGE             | [REDACTED]   | PC: 05         | RS: 02         |
| Addr: 867 AMERICAN STREET | [REDACTED]   | City: SAN CARLOS   | [REDACTED]   | L1: 0004       | L2: 0000       |
| [REDACTED]                | [REDACTED]   | [REDACTED]         | [REDACTED]   | SC: 05         | CA 95070       |
| Start Over                | [REDACTED]   | City Taxes         | [REDACTED]   | Update Data    | Return to Menu |

Figure 3-65: W2 2012 Final Edit (W2ED12)—Second Screen

*Many fields on this screen are the numbered equivalent to the numbers on the W2 form.* For example, all the fields following the number 12 in Figure 3-65 will be displayed on the W2 in Boxes 12a, 12b, 12c, and 12d.

If the fields following the number 12 are blank, it means the employee did not contribute to a TSA.

*All dollar amounts should be entered as positive numbers.* If you type in a negative number, such as '-13', the program will remove the minus sign and turn it into a positive dollar amount (13.00) before posting that amount to the W2 adjustment file.

- ◇ To move to a field, use the <Tab> or cursor arrow keys. To erase information, use the <Delete> key or the space bar to blank out the field. To change information, type over what is already in a field.

The W2ED12 Screen has separate lines for federal and state wages. On the federal line:

- ◆ The first 5 fields are an equation showing how federal taxable gross income is computed for box 1 on the W2 form.
- ◆ The sixth field is the federal tax paid.

| Fed Gross | Subtractions | Additions | FIT/Not SIT  | 1.Fed Tax GR | 2. Fed Tax |
|-----------|--------------|-----------|--------------|--------------|------------|
| 109935.00 | - 17905.79   | + 0.00    | + [REDACTED] | = 92029.21   | 11992.35   |

In the sample equation above:

109, 935.00 is the **Federal Gross** income.  
 - 17, 905.00. in total **Subtractions** are deducted.  
 + 0.00. in **Additions** are added.  
 + 0.00. in other additions to **FIT** (but not SIT) are added.  
 = 92, 029.21 is the resulting **Federal Taxable Gross** income. This is the amount that prints in box 1 'Wages, tips, other compensation.'

**Fed Gross (O)** This is the federal gross wages computed by the system before any subtractions or additions are entered on this screen. Type any adjustments to the employee's federal gross wages.

The W2ED12 security parameters control whether or not the **Fed Gross** amount and **State Gross** amount can be different or must be the same.

**Subtractions (D)** Displays the sum of the fields in the **Subtractions** box.

Fields in the **Subtractions** box are:

- **Ret TS #1**
- **Ret TS #2**
- **Ret TS #3**
- **Section 125**
- **Other NTX**
- **Employee DC**

See field definitions on the following pages.

**Additions (D)** Displays the sum of the fields in the **Additions** box.

Fields in the **Additions** box are:

- **CAR All:**
- **Fringe/Othr:**
- **GLI:**

See field definitions on the following pages.

- FIT/Not SIT (O)** Type in any other additions you want to make to federal taxable income. This will be applied to federal taxable income only—not to state taxable income.
- 1. Fed Tax GR (D)** Displays the total federal taxable income.  
This corresponds to box 1 ‘Wages, tips, other compensation.’
- 2. Federal Tax (O)** This corresponds to box 2 ‘Federal income tax withheld.’  
Type any adjustments in federal tax amounts withheld.

The next line works like the federal line, only it is for state compensation and taxes.

| State Gross | Subtractions | Additions | SIT/Not FIT | 16.Sta Tax GR | 17.State Tax |
|-------------|--------------|-----------|-------------|---------------|--------------|
| 109935.00   | - 17905.79   | + 0.00    |             | = 92029.21    | 2875.39      |

- State Gross (O/D)** This is the state gross wages computed by the system before any subtractions or additions are entered on this screen.  
Type any adjustments to the employee’s state gross wages.
- Depending on your security settings, you may or may not be able to change the **State Gross** field. If you cannot change it, the amount in the **Fed Gross** field will always be forced into the **State Gross** field.
- Subtractions (D)** Displays the sum of the fields in the **Subtractions** box.
- Additions (D)** Displays the sum of the fields in the **Additions** box.
- SIT/Not FIT (O)** Type in any other additions you want to make to state taxable income. This will be applied to state taxable income only—not to federal taxable income.
- 16. Sta Tax GR (D)** Displays the total state taxable income.  
This corresponds to box 16 ‘State wages, tips, etc.’
- 17. State Tax (O)** This corresponds to box 17 ‘State income tax.’  
Type any adjustments in federal tax amounts withheld.

The sum of the 6 fields in the **Subtractions** box are displayed in the **Subtractions** fields next to **Fed Gross** and **State Gross**.

|                        |                     |              |              |                |               |           |
|------------------------|---------------------|--------------|--------------|----------------|---------------|-----------|
| District: 65           | W2 20110 Final Edit |              |              |                | -             | QSS/OASIS |
| DI/SSN: 65/***-**-**** | GEORGE WASHINGTON   |              |              |                | 878           |           |
| Fed Gross              | Subtractions        | Additions    | FIT/Not SIT  | 1. Fed Tax GR  | 2. Fed Tax    |           |
| 109935.00              | - 17905.79          | + 0.00       | + [REDACTED] | = 92029.21     | 11992.35      |           |
| State Gross            | Subtractions        | Additions    | SIT/Not FIT  | 16. Sta Tax GR | 17. State Tax |           |
| 109935.00              | - 17905.79          | + 0.00       | + [REDACTED] | = 92029.21     | 2875.39       |           |
| <b>Subtractions</b>    |                     |              |              |                |               |           |
| Ret TS #1              | Ret TS #2           | Ret TS #3    | Section 125  | Other NTX      | Employee DC   |           |
| [REDACTED]             | 7226.89             | [REDACTED]   | 5678.90      | [REDACTED]     | 5000.00       |           |
| <b>Additions</b>       |                     |              |              |                |               |           |
| 14. CAR All:           | [REDACTED]          | Fringe/Othr: | [REDACTED]   | 12. GLI:       | [REDACTED]    |           |

- Ret-TS #1 (O)** Type any adjustments in STRS dollar amounts.
- Ret-TS #2 (O)** Type any adjustments in PERS dollar amounts.
- Ret-TS #3 (O)** Type any adjustments in alternate retirement amounts.
- Section 125 (O)** Type any adjustments in Section 125 amounts.
- Other NTX (O)** Type any adjustments in other nontaxable amounts.
- Employee DC (D)** Type any adjustments in employee deferred compensation amounts.

The sum of the 3 fields in the **Additions** box are displayed in the **Additions** fields for **Fed Gross** and **State Gross**.

- CAR All (O)** Type any adjustments in car allowance amounts.
- Fringe/Othr (O)** Type any adjustments in fringe benefit amounts.
- GLI (O)** Type any adjustments in group life insurance amounts.

The lower portion of the screen has changed from previous years. Several familiar fields have been abbreviated and rearranged to make room for four new fields. The new fields is **CC/HIRE**. To make room for this new field, the fields on the two lines below it are rearranged and some field labels are shortened.

|                           |                    |                     |                   |
|---------------------------|--------------------|---------------------|-------------------|
| OASDI Gr: 104,353.74      | OASDI Pd: 3,962.85 | MEDI Gr: 104,353.74 | MEDI Pd: 1,368.12 |
| EIC:                      | Dep Care:          | Sta. SDI:           | Sta. SUI:         |
| 457 NQP:                  | Othr NQP:          | J/SickPy:           | P/EME:            |
| M/Unc. OA:                | N/Unc. MD:         | W/ER HSA:           | R/ER MSA:         |
| 12. Cde Employee          | Employer           | Cde Employee        | Employer          |
| (E) 3800.00               |                    | (G) 1200.00         |                   |
| ( )                       |                    | ( )                 |                   |
| AA/R-401k:                |                    | BB/R-403b: 3000.00  | EE/R-457b:        |
| R-PI: Y                   | SSN FI: N          | 3P-SL: N            | Stat: N           |
| Use Sfx: N                | Src: X             | Changed: 12/14/11   |                   |
| Name: WASHINGTON          | GEORGE             | PC: 05              | RS: 02            |
| Addr: 867 AMERICAN STREET | City: SAN CARLOS   | L1: 0004            | L2: 0000          |
|                           |                    | SC: 05              | CA: 95070         |

- OASDI Gr (O)** Type any adjustments in wage amounts on which OASDI is based.
- OASDI Pd (O)** Type any adjustments in OASDI amounts paid.
- MEDI Gr (O)** Type any adjustments in wage amounts on which Medicare is based.
- MEDI Pd (O)** Type any adjustments in Medicare amounts paid.
- EIC (O)** Type any adjustments in amounts paid for Earned Income Credit.
- Dep Care (O)** Type any adjustments in amounts paid for dependent care.
- Sta. SDI (O)** Type any adjustments in amounts paid to state disability insurance.
- Sta. SUI (O)** Type any adjustments in amounts paid to state unemployment insurance.
- 457 NQP (O)** Type any adjustments in amounts paid to a non-qualified 457(b) TSA.
- Other NQP (O)** Type any adjustments in amounts paid to a non-qualified, non-457(b) TSA.

- J/SickPy (O)** Type any adjustments to employee third-party sick pay amounts.  
  
If any amount is entered here, the **3P-SL** flag, below, must be set to Y.
- P/EME (O)** Type any adjustments to employee moving expenses.
- M/Unc. OA (O)** Type any adjustments to OASDI amounts the employer has not collected from the employee.
- N/Unc. MD (O)** Type any adjustments to Medicare amounts the employer has not collected from the employee.
- W/ER HSA (O)** Type any adjustments to employer’s contribution to the employee’s health savings account.
- R/ER MSA (O)** Type any adjustments to employer’s contribution to the employee’s Archer MSA (medical savings account).

The fields following the number 12, will be displayed on the W2 in Boxes 12a, 12b, 12c, and 12d. If the fields following the number 12 are blank, it means the employee did not contribute to a TSA.

**12. Cde (O)** The first **Cde** field is prefilled with the default TSA code, usually E. If there is an additional type of deferred compensation, it is displayed in the next **Cde** field.

Supported codes are:

| CODE | DEFERRED COMPENSATION PLAN |
|------|----------------------------|
| D    | 401(k)                     |
| E    | 403(b)                     |
| F    | 408(k)(b)                  |
| G    | 457(b)                     |
| H    | 501(c)(18)(d)              |
| S    | 408(p)                     |

**Employee (O)** Type any adjustments to employee contributions to the TSA in dollar amounts.

**Employer (O)** Type any adjustments to employer contributions to the TSA in dollar amounts.

- DD/ER-HC (O)** Type any adjustments to employer provided health care (code DD in Box 12).
- L/SEBER (O)** Type any adjustments to the substantiated employee business expense reimbursements. (This corresponds to Code L in box 12.)
- T/AdoBe (O)** Type any adjustments to adoption benefits. (This corresponds to Code T in box 12.)
- AA/R-401k (O)** Type any adjustments to employee contributions to a Roth 401k plan.
- BB/R-403b (O)** Type any adjustments to employee contributions to a Roth 403b plan.
- EE/R-457b** Type any adjustments to employer-paid Roth 457b (code EE in Box 12).
- R-PI (O)** Type any adjustments to the retirement plan flag.

| CODE | EXPLANATION                                           |
|------|-------------------------------------------------------|
| Y    | This employee belongs to a retirement plan.           |
| N    | This employee does not belong to any retirement plan. |

- SSN FI (O)** Type any adjustments to the non-reportable social security number flag.

| CODE | EXPLANATION                                       |
|------|---------------------------------------------------|
| Y    | This employee has a non-reportable SSN.           |
| N    | This employee does not have a non-reportable SSN. |

- 3P-SL (O)** Type any adjustments to the third-party sick leave flag.

| CODE | EXPLANATION                                                                                                                                          |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Y    | This employee has had third-party sick leave.<br><br>If you put any amount in the <b>J/SickPy</b> field, above, you must set this flag to <u>Y</u> . |
| N    | This employee has not had third-party sick leave.                                                                                                    |

**Stat (O)** Type any adjustments to the statutory (MQGE) employee flag.

| CODE | EXPLANATION                              |
|------|------------------------------------------|
| Y    | This is a statutory (MQGE) employee.     |
| N    | This is not a statutory (MQGE) employee. |

**Use Sfx (R)** Type any adjustments to the statutory (MQGE) employee flag.

| CODE | EXPLANATION                                                             |
|------|-------------------------------------------------------------------------|
| Y    | Yes, the separately stated suffix is valid. Do not search for a suffix. |
| N    | No, there is no separately stated suffix. Search for a suffix.          |

When this is Y, you should type a valid suffix in the last part of the **Name** field. In the example below, the valid suffix is JR.

When this is N, the program will search the **Name** field for a suffix using the rules established in the Suffix Control File created in Task 3-T.

Name: WASHINGTON GEORGE SR PC:05 RS:02 L1:0004 L2:0000 SC:05  
 Addr: 867 AMERICAN STREET City: SAN CARLOS CA 95070

**Src (D)** 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.                              |

**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.

**Name (O)** Type any changes to the employee’s name, with last name first, first name in the second field, and initial in the third field. If the **Suffix** field is set to Y, type the valid suffix in the fourth part of the name field.

**PC (O)** Type any changes to the employee’s pay code.

**RS (O)** Type any changes to the employee’s retirement system code.

|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| <b>L1 (O)</b>    | Type any changes to the employee's first pay location.                 |
| <b>L2 (O)</b>    | Type any changes to the employee's second pay location.                |
| <b>SC (O)</b>    | Type any changes to the state code.                                    |
| <b>Addr (O)</b>  | Type any changes to the employee's street address.                     |
| <b>City (O)</b>  | Type any changes to the employee's city, state, or zip code.           |
| <ENTER>          | Press <ENTER> to register your entries.                                |
| <Start Over>     | Press <Start Over> to select another SSN without saving any changes.   |
| <Update>         | Press <Update> to save your changes.                                   |
| <Return to Menu> | Press <Return to Menu> to exit the program without saving any changes. |

This program does not have an Inspect option. However, you can look at a W2 on the screen by typing in a social security number and pressing <ENTER>. The W2 will not change unless you type in new figures, then press both <ENTER> and <Update>.

## QCC Version

The instructions for the QCC version focus on the following areas:

- ◆ Opening the Window
- ◆ Searching for an Employee
- ◆ Selecting an Employee from Search Results
- ◆ Changing W2 Information
- ◆ Setting Maximum Amounts

### Opening the Window

These instructions tell how to open the *W2 Data Edit (W2ED12)* window from the QCC window.

#### **To open the window from QCC:**

1. Log on to QCC. For instructions, see [page A-2](#).
2. Do either of the following to open the *W2/1099 Processing* window from the *QSS ControlCenter* window.
  - > On the menu bar, click **Go** and point to **W2 / 1099**, and click **W2 / 1099 Processing**

> On the tree view, click the **W2 / 1099** folder, then **W2 / 1099 Processing**.

3. In the *W2/1099 Processing* window, click the **Tax Year 2012** branch, then click **W2 Processing**. Double-click **W2 Data Edit (W2ED12)** to open a *W2 Data Edit (W2ED12)* window.

### Searching for an Employee

These instructions tell how to search for an employee after you open the *W2 Data Edit (W2ED12)* window from QCC.

#### To search for an employee:

1. When you open the *W2 Data Edit (W2ED11)* window, the top of the window displays a box for searching for the employee for whom to edit W2 data.

Enter an exact Last Name, SSN, or ExtRef and press Enter

District : 39  YOUR SCHOOL DISTRICT

Include Terminated

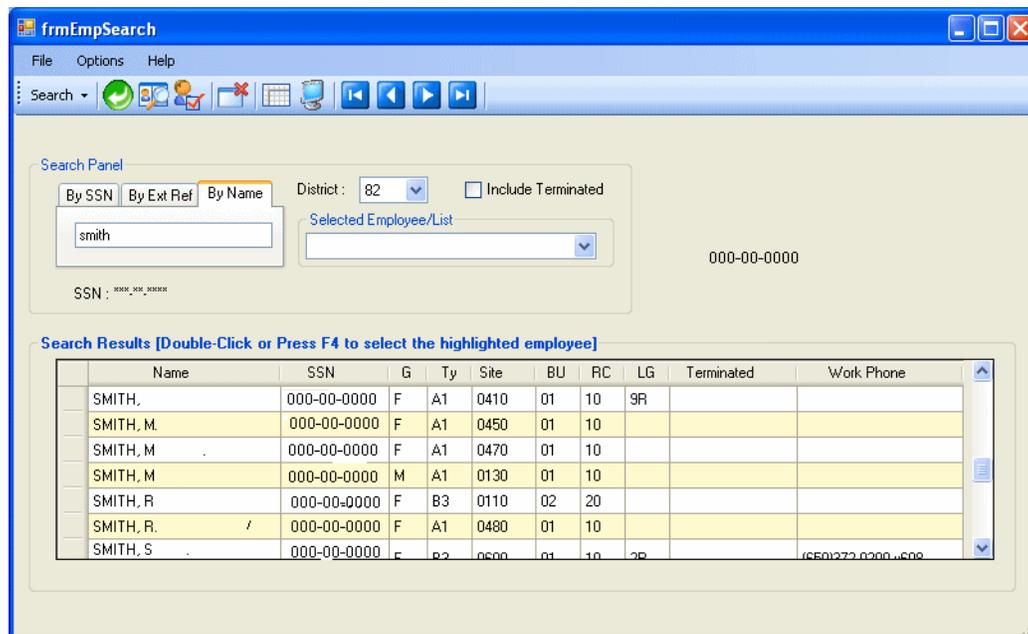
**Figure 3-66: Boxes for searching for an employee**

2. If the **District** list is available, select the district for which to search.
3. Select or clear the **Include Terminated** check box to determine whether to search for terminated employees.
4. In the name search box, do any of the following:
  - > Type a last name for which to search. The system does a Soundex (sounds like) search. For example, a search for Smith matches names like Sandy, Smit, Smith, Smitho, and Smyth.
  - > Type an SSN without the dashes. For example, type 123-45-6789 like this: 123456789.
  - > Type an ExtRef up to 6 digits long. The system interprets any number that is 6 digits or shorter as an ExtRef.
5. Press the RETURN key to search.
  - > If only one employee matches the search, the *W2 Data Edit (W2ED12)* window displays the information for the employee. For instructions, see "Changing W2 Information" on page 3-135.

- > If multiple employees match the selection, a search results dialog box displays the matching employees. For instructions, see "Selecting an Employee from Search Results" on page 3-133.

### Selecting an Employee from Search Results

These instructions tell how to select an employee from a list of names that match a name search.



**Figure 3-67: Example of a completed search**

#### To select an employee from the list:

1. Click the row for the employee to highlight it.

If needed, use the vertical scroll bar to display the name you want to select.

You can sort the grid on any column. Click a column heading once to sort in ascending order (A-Z). Click again to sort in descending order (Z-A).

2. Click the  (Select Highlighted [F4]) icon to select the highlighted row.
3. Click the  (Return Selected Employee [F2]) icon to paste the employee into the *W2 Data Edit (W2ED12)* window. For instructions, see "Changing W2 Information" on page 3-135.

**To search again:**

1. In the **Search Panel**, do any of the following:
  - > Click **By SSN** to type an SSN Do not type dashes. For example, type 123-45-6789 like this: 123456789.
  - > Click **By ExtRef** to type an ExtREf up to 6 digits long. The system interprets any number that is 6 digits or shorter as an ExtRef.
  - > Click **By Name** to type a last name for which to search. The system does a Soundex (sounds like) search. For example, a search for Smith matches names like Sandy, Smit, Smith, Smitho, and Smyth.
2. If the **District** list is available, select the district for which to search.
3. Select or clear the **Include Terminated** check box to determine whether to search for terminated employees.
4. If desired, select an employee that you previously searched for from the **Selected Employees/List**.
5. Press F3 to start the search and display the matching employees in the **Search Results** grid.

**Description of the Search Results Grid**

| Search Results [Press Ctrl + Enter to select the highlighted employee] |             |   |    |      |    |    |    |            |            |  |
|------------------------------------------------------------------------|-------------|---|----|------|----|----|----|------------|------------|--|
| Name                                                                   | SSN         | G | Ty | Site | BU | RC | LG | Terminated | Work Phone |  |
| SMITH,                                                                 | 000-00-0000 | F | A1 | 0410 | 01 | 10 | 9R |            |            |  |
| SMITH M                                                                | 000-00-0000 | F | A1 | 0450 | 01 | 10 |    |            |            |  |

**Figure 3-68: Columns in the Search Results grid**

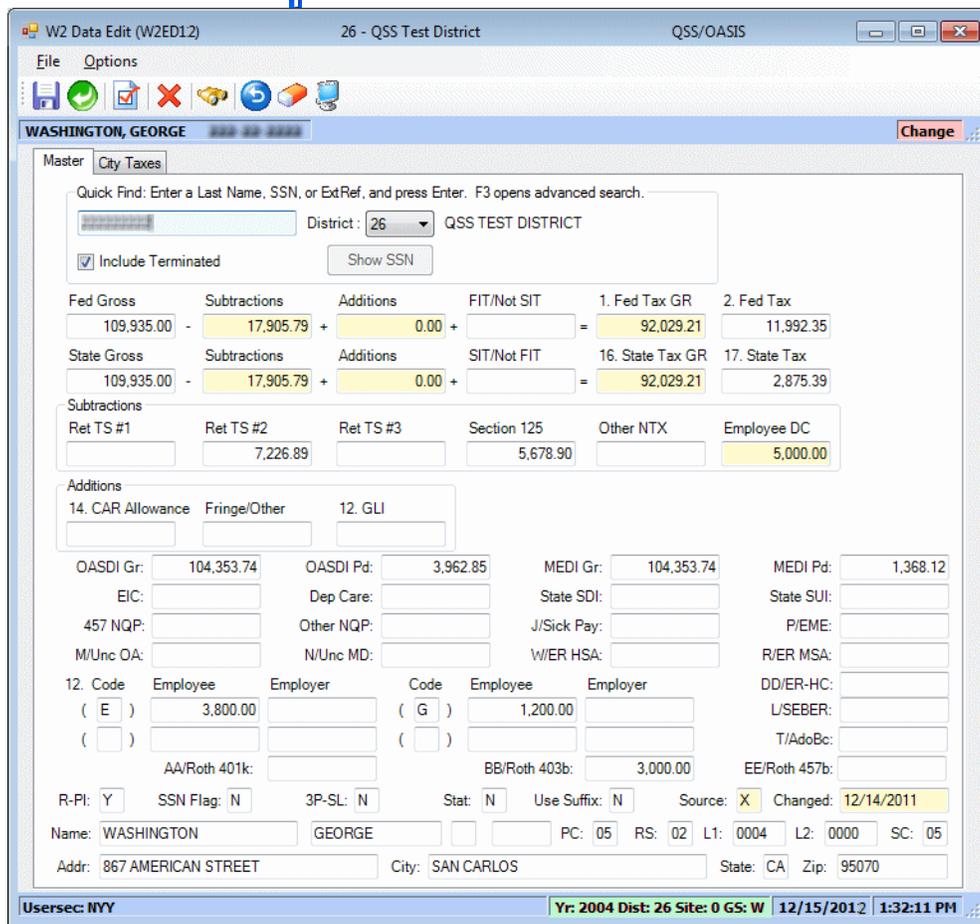
- Name**                      The employee name.
- SSN**                        The Social Security Number.
- G**                            Gender.
- Ty**                          Employee Type code.
- Site**                        Site number.
- BU**                         Bargaining Unit code.
- RC**                         Report Code.
- LG**                         Leave Group.

**Terminated** For terminated employees, the date of separation.

**Work Phone** Work phone number.

**Changing W2 Information**

Figure 3-69 illustrates the window with W2 information on file for an employee. The layout of the Master tab is exactly the same as that for the traditional version, as described on page 3-122. The City Taxes tab provides additional boxes for wages subject to city income taxes.



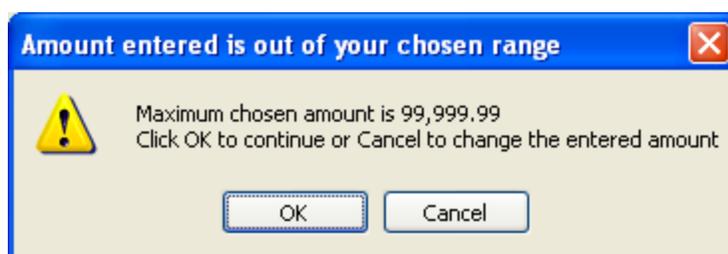
**Figure 3-69: W2 Data Edit (W2ED12) window**

There are a couple of options for the window:

- ◆ If the [Show SSN] is available you can use it to toggle the display of the SSN on and off. The SSN displays to the right of the button.

- ◆ You can set the maximum amount for a reasonable number to type in boxes and have the system display a warning after you type a number that exceeds the reasonable amount.

For example, the reasonable maximum is set at \$99,999.99. The following message displays if you type an amount that exceeds the maximum, such as typing 445,893 when you meant to type 45,893.



**Figure 3-70: Warning for amount over \$99,999.99**

Click [OK] to accept the amount as typed, or click [Cancel] to retype the dollar amount.

After making any needed changes to the data, do any of the following:

- ◆ Click the  (Validate Entered Data [F7]) icon to have the system verify the changes before saving them.
- ◆ Click the  (Save [Ctrl+S]) icon to save the changes and leave the window open.
- ◆ Click the  (Save and Close [F2]) icon to save the changes and close the window.
- ◆ Click the  (Close [F12]) icon to close the dialog box without saving your changes.
- ◆ Click the  (Search for Employees [F3]) icon to open up the search dialog box described on [page 3-132](#).

The dialog box displays the results of your most recent search, and you can use it to select another employee from the search list or do a new search.

- ◆ Click the  (Undo Changes [Ctrl+U]) icon to undo any changes you have made since the displaying or saving the data on the window.
- ◆ Click the  (Clear Screen [Ctrl+R]) icon to reset all numbers in the dialog box to zero. The employee's name, address, and other information is unchanged.

HINT: This command provides a quick way to prevent an employee from getting a W2 form. Resetting all amounts to zero causes the system to skip the employee when printing W2 forms.

- ◆ Click the  (Print Screen [F11]) icon to print a copy of the window on the default Widows printer for you PC.

### Setting the Maximum Reasonable Amount

The **File** menu allows you to set the maximum amount for reasonable numbers for W2 reporting. The largest dollar amount you can type in a box is \$9,999.999.99. However, you can make the maximum reasonable size something smaller, such as \$99,999.99.

If the amount you type in a box exceeds the reasonable amount, the system warns you in one of the following ways after you move the cursor to another box:

- ◆ A message box and audible alarm.
- ◆ An audible alarm only.

#### To set up the maximum reasonable amount:

1. Click the **File** menu, point to **Settings**, point to **Max amount...**, and select **Change**.

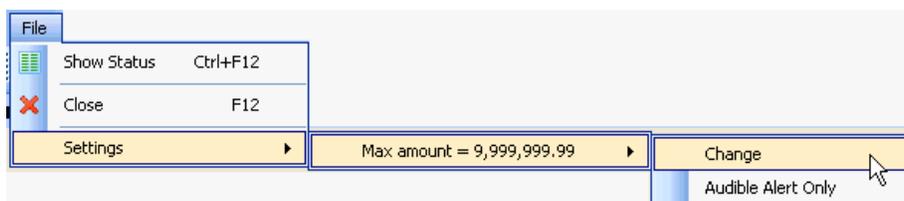


Figure 3-71: Menu commands for changing the reasonable maximum

2. In the *User Setting - Max Amount* dialog box, type the maximum dollar amount that you can type without get a warning, then click [OK] to save the changes or [Cancel] to close the dialog box without saving your changes.

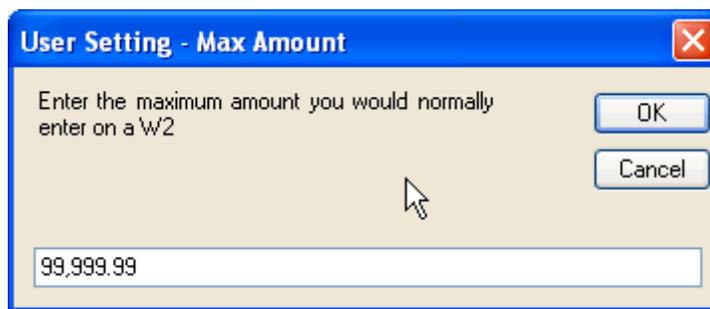
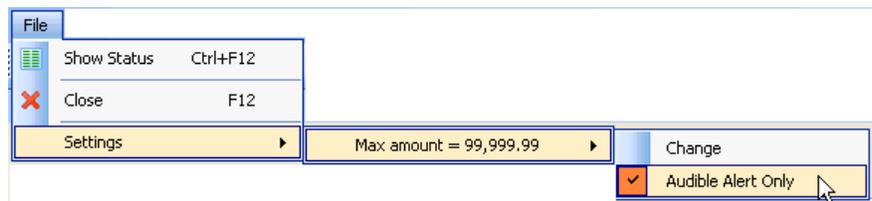


Figure 3-72: Dialog box for changing maximum reasonable amount

This example illustrates how to make the maximum reasonable amount \$99,999.99. The system retains this setting after you close the *W2 Data Edit (W2ED12)* window. The setting remains in effect until you change it.

***To select whether to display a dialog box for unreasonable amounts.***

Click the **File** menu, point to **Settings**, point to **Max amount...**, and either check or uncheck the **Audible Alert Only** command.



**Figure 3-73: Menu commands for changing the reasonable maximum**

- ◇ If you uncheck the command, the system displays a message box warning of an unreasonable amount. You must close the dialog box before you can continue filling in the *W2 Data Edit (W2ED12)* window.
- ◇ If you check the command, the only warning that you get is a beep when you move the cursor out of a box with an unreasonable amount.

## Display of Taxable Wages

W2 2012 Final Edit (W2ED12) keeps track of taxable wages as you make changes. Every time you press <ENTER>, it recalculates the taxable wage reported on a W2.

The top section of the screen labeled "1." includes a display-only area that reads the other fields on the form and computes the Taxable Wage. The combined calculation of the following fields is the Taxable Wage reported on the W2.

| Field Name                     | Description                                    | Operation on Taxable Wage |
|--------------------------------|------------------------------------------------|---------------------------|
| Fed Gross<br>or<br>State Gross | Federal gross wages<br>or<br>State gross wages | Added                     |
| CAR All                        | Auto allowance                                 | Added                     |
| Fringe/Othr                    | Fringe benefits                                | Added                     |
| GLI                            | Group life insurance                           | Added                     |
| Employee DC                    | Employee-paid deferred compensation            | Subtracted                |
| Other NTX                      | Non-taxable gross                              | Subtracted                |
| Ret TS #1                      | PERS sheltered contribution plan               | Subtracted                |
| Ret TS #2                      | STRS sheltered contribution plan               | Subtracted                |
| Ret TS #3                      | Alternate sheltered contribution plan          | Subtracted                |
| Section 125                    | Cafeteria plan                                 | Subtracted                |
| Non457 NQPI                    | Non-qualified plan distributions               | Added                     |
| 457 NQPlan                     | Non-qualified plan distributions               | Added                     |

NOTE: If an employee has Excludable Moving Expenses (code P), enter the amount in the appropriate field for Box 12. These amounts are not added to Box 1.

## *Task 17-T: Printing Report of Combined W2 Information with Y12W2REPORT*

*This final W2 extract report is required. It shows the information that will be printed on the W2 forms. It combines Accounts Payable information and Pay History information, along with any changes made with the W2 Edit program.*

Get this report from the technical staff so you can examine it for accuracy; if any corrections are needed, you should use the Edit program (W2ED12) to make any changes to payroll amounts. Then ask the technical staff to repeat the report.

To get a report only of changes made, run the W2 Prelist program and type the date you began doing edits in the **Print W2ED12 changes made since** field. Select **Report format P** and **Run option 2**.

## *Task 18-T: Printing W2 Forms for Distribution*

Ask the technical staff to print the W2 forms for distribution to employees. They may be printed on an impact printer, or on a laser printer if your setup allows it. Details are discussed beginning on [page 2-43](#).

# Sample W2 Form

The sample form displayed in Figure 3-74 is only one of the possible layouts of W2 forms. If you are using any of the **QSS**-supported forms, the software will print each field's information in its proper place.

|                                          |                            |                               |                                                                                                                                       |                            |                                              |                                 |
|------------------------------------------|----------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------|---------------------------------|
| 22222                                    |                            | Void <input type="checkbox"/> | a Employee's social security number                                                                                                   |                            | For Official Use Only ▶<br>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      |                                              | 12a See instructions for box 12 |
| f Employee's address and ZIP code        |                            |                               | 13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/> |                            | 12b                                          |                                 |
|                                          |                            |                               | 14 Other                                                                                                                              |                            | 12c                                          |                                 |
|                                          |                            |                               |                                                                                                                                       |                            | 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 **2012** Department of the Treasury—Internal Revenue Service  
 Copy A For Social Security Administration — Send this entire page with Form W-3 to the Social Security Administration; photocopies are **not** acceptable.  
 For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 10134D  
**Do Not Cut, Fold, or Staple Forms on This Page**

Figure 3-74: W2 Form

## Sources of W2 Calculations

The following table shows how amounts are calculated for each field on the W2 form.

| Field                  | Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PH Gross               | PH exempt gross<br>+ PH regular gross<br>+ PH CETA gross<br>+ PH federal gross                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Tax Gross              | PH gross<br>+ CAR (PH CAR + W2TC12 amount)<br>+ W2ED12 "Fringe/Other" and non-qualified plans<br>+ GLI (group life insurance)<br>- NTX gross (PH NTX gross + PH PERS TS + PH STRS TS)<br>- Tax shelter (PH tax shelter and/or W2ED12)<br>- Section 125 contribution<br>- Any other non-taxable amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| NTX Gross              | PH NTX gross<br>+ PH PERS TS (tax shelter)<br>+ PH STRS TS (tax shelter)<br>+ Tax shelter (PH tax shelter and/or W2ED12)<br>+ Section 125 contribution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Deferred Comp          | PH tax shelter and/or W2ED12<br>+ Employer-paid W2EX12 and/or W2ED12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Box 11                 | Non-qualified plan distributions (457 and other)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Box 12                 | Can have up to four amounts in this box. Each amount will have a code (letter) next to it:<br>C - Group term life cost of coverage over \$50,000<br>J - Sick pay that cannot be included as income<br>D - Section 401(k) contributions<br>E - Section 403(b) contributions<br>F - Section 408(k)(6) contributions<br>G - Section 457(b) contributions<br>H - Section 501(c)(18)(D) contributions<br>L - Substantiated employee business expense reimbursements<br>M - Uncollected OASDI due on GLI<br>N - Uncollected Medicare due on GLI<br>P - Excludable moving expenses<br>R - Employer's contributions to employee's Archer MSA (medical savings account)<br>S - Section 408(p) SIMPLE contributions<br>T - Adoption benefits<br>W - Employer's contribution to employee's health savings account<br>AA - Employee's contribution to a Roth 401k<br>BB - Employee's contribution to a Roth 403b<br>DD - Roth 47(b) and employer-paid health care |
| Box 13                 | Boxes for statutory employee, retirement plan, and third-party sick leave                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Box 14                 | Miscellaneous breakout for employee amounts for car, sheltered retirement, and fringe/other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Pension Plan Indicator | Y if ret-system = 1 or 2 ( <b>at the time W2 data is extracted</b> ) or as set in W2ED12 program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

\*- Not supported by QSS/OASIS W2 software

The following legend explains terms used in the previous table.

|        |                                                    |
|--------|----------------------------------------------------|
| PH     | From employee's pay history records                |
| W2ED12 | From amounts entered via W2 Edit program           |
| W2TC12 | From amounts extracted via W2 travel claim extract |

**NOTE:** The W2 sample shows W2ED12 only for those fields which require the use of that program to enter the data. W2ED12 can be used to maintain other fields as well.

### *Payroll History (PHUPDT) Fields Used in W2 Process*

| PHUPDT Field      | W2 Box        | Result                                    |
|-------------------|---------------|-------------------------------------------|
| Gross Pay         | 1<br>16       | + Federal gross<br>+ State gross          |
| Non-Taxable Gross | 1<br>16       | - Federal gross<br>- State gross          |
| PERS Pickup       | 1<br>16       | - Federal gross<br>- State gross          |
| STRS Pickup       | 1<br>16       | - Federal gross<br>- State gross          |
| Tax Shelter       | 12            | + Deferred compensation amount            |
| OASDI Gross       | 3             | + Social Security wages                   |
| Medicare Gross    | 5             | + Medicare gross                          |
| Federal Tax       | 2             | + Federal income tax withheld             |
| OASDI             | 4             | + Social Security tax withheld            |
| Advance EIC       | 9             | + Advance Earned Income Credit payments   |
| Medicare          | 6             | + Medicare tax withheld                   |
| State Tax         | 17            | + State tax withheld                      |
| State Disability  | 19            | + CA State Disability Insurance           |
| Auto Allowance    | 1<br>16<br>14 | + Federal gross<br>+ State gross<br>+ Car |

## D-PAY-HISTORY Data Items Used in W2 Process

| D-PAY-HISTORY Data Item              | W2 Box | Result                          |
|--------------------------------------|--------|---------------------------------|
| PH-GROSS(1) <sup>a</sup>             | 1      | + Federal gross                 |
| PH-GROSS(2)                          | 16     | + State gross                   |
| PH-GROSS(3)                          |        |                                 |
| PH-GROSS(4)                          |        |                                 |
| PH-TAI-I-GROSS(1)                    | 1      | + Federal gross                 |
| PH-TAI-I-GROSS(2)                    | 16     | + State gross                   |
| PH-TSA(1)                            | 12     | + Deferred compensation amount  |
| PH-FICA-GROSS                        | 3      | + Social Security wages         |
| PH-FICA                              | 4      | + Social Security tax withheld  |
| PH-TAI-TAX(1)                        | 2      | + Federal income tax withheld   |
| PH-TAI-TAX(2)                        | 17     | + State or local tax withheld   |
| PH-SDI                               | 19     | + CA State Disability Insurance |
| PH-EIC                               | 9      | + Earned Income Credit payments |
| PH-NTX-GROSS(1)                      | 1      | - Federal gross                 |
|                                      | 16     | - State gross                   |
| PH-CAR-GROSS                         | 1      | + Federal gross                 |
|                                      | 16     | + State gross                   |
|                                      | 14     | + Car                           |
| PH-RET-S-TS(2)<br>(PERS tax shelter) | 1      | - Federal gross                 |
|                                      | 16     | - State gross                   |
| PH-RET-S-TS(1)<br>(STRS tax shelter) | 1      | - Federal gross                 |
|                                      | 16     | - State gross                   |
| PH-MEDI-GROSS                        | 5      | + Medicare gross                |
| PH-MEDICARE                          | 6      | + Medicare tax withheld         |

a. Numbers in parentheses are index locators of the array.

## *Allowing an Interval Between Distributing W2s and Making W2 File for SSA*

After you have printed and distributed the W2 forms, stop before taking the next step. Wait until late March if you are transmitting electronically, to make the W2 file for the Social Security Administration.



**Figure 3-75: Allow Interval Before Making Transmittal File**

This will allow time for employees to look over their W2s and for any adjustments to be made *before* the file is created that is sent to the government.

Adjustments can be made using the W2 Edit program (W2ED12), as described in "Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED12)" on page 3-121.

## *Task 19-T: Making a W2 Electronic Transmittal File for SSA Y12W2FILE*

The technical staff should perform this step, as described on [page 2-69](#).

This step takes the same information used to print the W2 forms, sorts it into the order specified by the SSA, and makes the W2 file which you will transmit to the SSA.

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**CAUTION: QSS** (and the SSA) strongly recommend that you wait until close to the due date before producing your W2 transmittal file. The due date is March 31st.

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**CAUTION:** If you want to make W2 corrections after this step is completed, you must fill out W-2c Corrected Wage & Tax Statement forms.

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## *Task 20-T: Creating the Transmittal Totals Report with Y12W2TFTOTALS*

The technical staff should perform this step, as described on [page 2-78](#).

The Y12W2TFTOTALS UDC generates the Transmittal Totals Report.

## *Task 21-T: Saving History Files with Y12W2SAVE*

The technical staff should perform this step, as described on [page 2-82](#).

The Y12W2SAVE UDC saves the computer files used in W2 production for tax year 2012. These files provide an audit trail; in addition, they can be used to produce W2s again, if necessary.