

# 2013 W2 Training

December 3rd, 2013

Presenter: QSS Account Manager, Lois Milstead



## W2 Processing Release Overview

- The W2 software updated annually.
- Software for 2013 is designated as TX13.



## Changes for 2013 W2 Tax Year Reporting General Overview

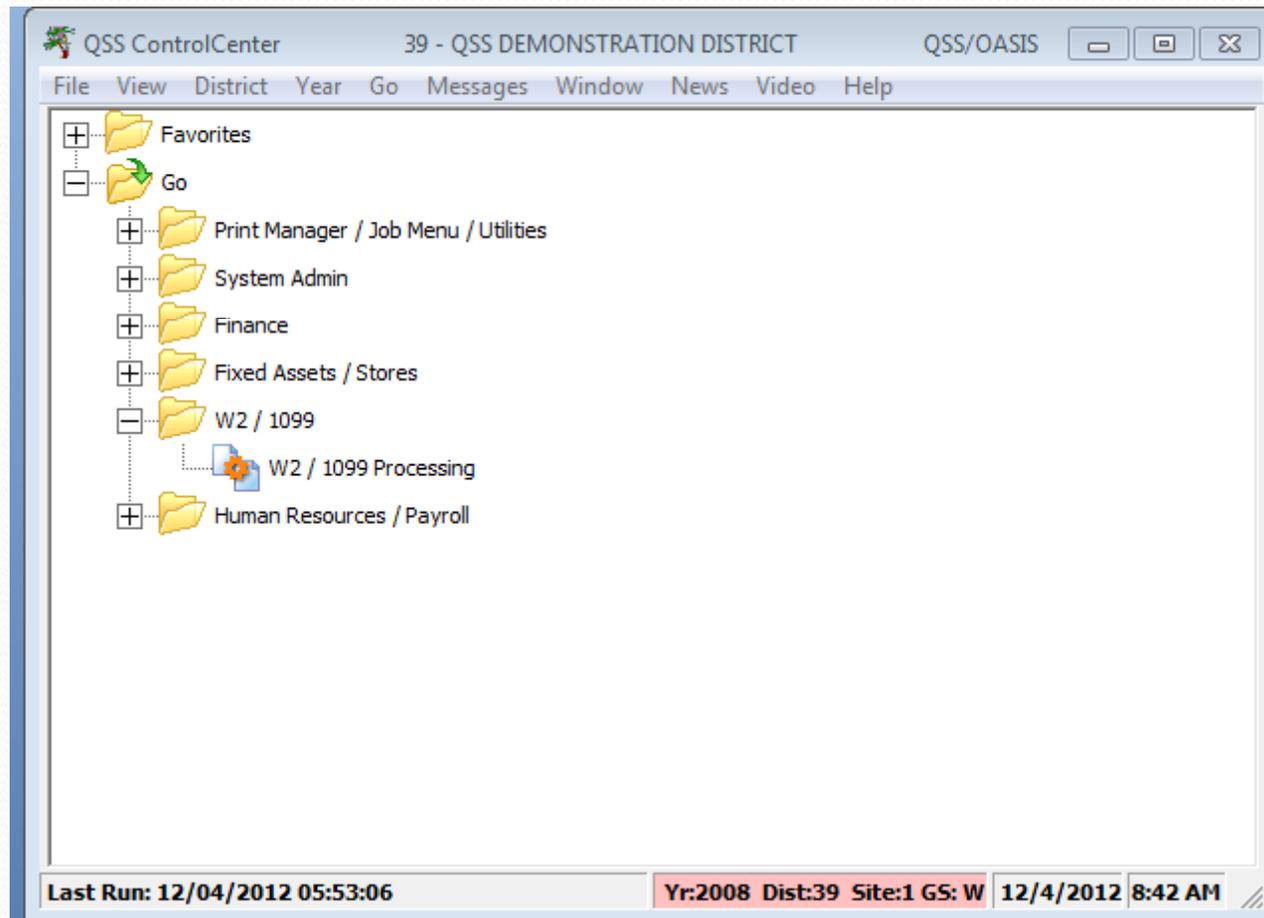
- Cost of Employer-sponsored Health Coverage reporting required for 2013 reporting. This was implemented in Tax Year 2012.
- Coverage total is reported in Box 12, Code DD on W2.



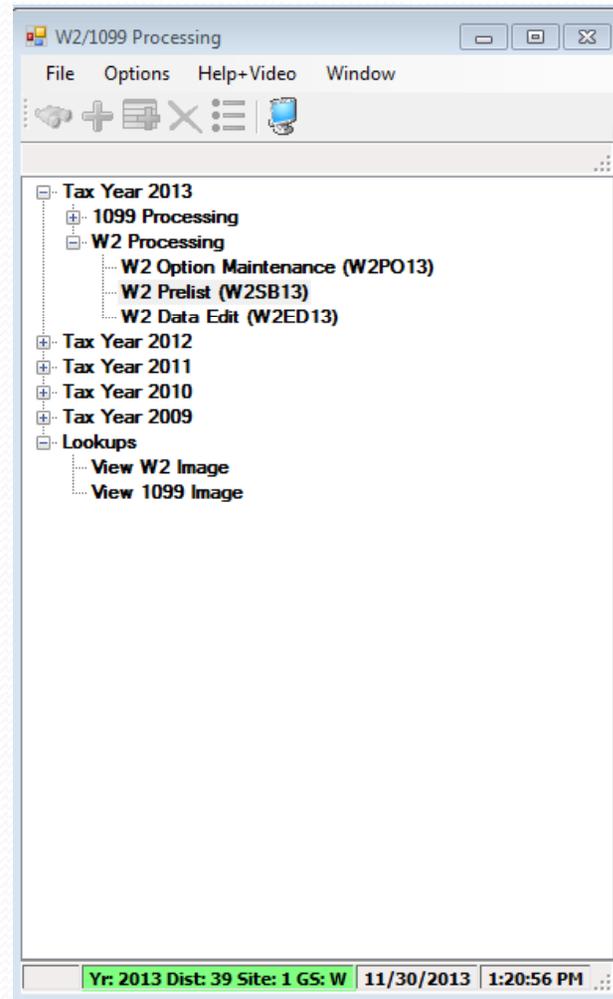
# How W2 Processing Works

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

# W2/1099 Processing Branch



# 2013 W2 Processing Menu



# 2013 W2 Task List (Part 1)

W2 Tasks

TASK	WHAT	WHEN	HOW	PAGE
1-T	Install TX13 Release and configure access to programs.	Dec. - Jan.		Chapter 3
2-PR	Set up or review program options and state ID number mask	Dec. - Jan.	W2PO13 program or Y13W2PROGOPT operator command and W2HCVD program	5-3
3-T	Create or copy control files, including federal EIN file	Dec. - Jan.	Editor program	4-3
4-T	Zero out Y-T-D totals for payroll after running last Y1 payroll and prior to running first Y2 payroll	Dec. - Jan.	PAY790 program	4-16
5-PR	Get PIN/Password from Social Security Administration	January	1-800-772-6270 or <a href="http://www.socialsecurity.gov/bsowelcome.htm">www.socialsecurity.gov/bsowelcome.htm</a>	5-58
6-PR	Print preliminary prelist; check for accuracy	January	W2RP13 program	5-59
7-PR	Print report of W2 records from Pay History for comparison purposes	January	PAY830 program	5-86
8-PR	Include employees lacking pay history records	January	PHUPDT program	5-110

# 2013 W2 Task List (Part 2)

<b>9-T</b>	Create adjustment records for employer-paid benefits for July and August	January	W2HN13 program	<a href="#">4-24</a>
<b>PR</b>	Adjust amounts for reporting on W2 forms	January	PHUPDT program W2HAMN program	<a href="#">5-113</a>
<b>10-T</b>	Produce extract file from W2 records from Pay History	January	Y13W2EXTRACT operator command	<a href="#">4-24</a>
<b>11-T</b>	Print prelist report of W2 records from Pay History	January	Y13W2REPORT operator command	<a href="#">4-28</a>
<b>PR</b>	<i>Compare prelists created in 6-PR and 11-T with pay history report from 7-PR</i>	January		
<b>PR</b>	<i>Compare prelists created in 6-PR and 11-T with pay history report from 7-PR</i>	January		
<b>T and PR</b>	<i>Repeat extract and reports until accurate (Tasks 6-PR through 11-T)</i>	January		
<b>12-T</b>	<i>OPTIONAL</i> —Include travel claims if processed through Accounts Payable	January	Y13W2TCEXT and Y13W2TCRPT operator commands	<a href="#">4-39</a>
<b>13-AP</b>	Adjust Travel Claims (optional)	January	VEUPDT and TCPYMT programs	<a href="#">5-126</a>
<b>14-T</b>	Merge pay history records and travel claims	January	Y13W2FNLMRG operator command	<a href="#">4-42</a>

# 2013 W2 Task List (Part 3)

## W2 Tasks (Continued)

TASK	WHAT	WHEN	HOW	PAGE
15-T	Print prelist report of W2 records including Pay History and travel claims	January	Y13W2REPORT operator command	4-43
PR	<i>Check report for accuracy</i>	January		
16-PR	Edit W2 records with Edit program	January	W2ED13 program	5-131
17-T	Print prelist report of W2 records including Pay History and travel claims	January	Y13W2REPORT operator command	4-46
PR	<i>Check report for accuracy</i>	January		
T	OPTIONAL—Print and distribute W2 laser forms	By 1/31	Y13W2LASER operator command	4-59
	<i>Allow interval before creating electronic transmittal file</i>			4-84
19-T	Make W2 electronic transmittal file	By 3/31	Y13W2FILE operator command	4-84
20-T	Create transmittal totals report	By 3/31	Y13W2TFTOTALS operator command	4-94
21-T	Save history files		Y13W2SAVE operator command	4-97



# Sources of W2 Calculations

Sources of W2 Calculations

How It Works

## 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 + W2TC13 amount) + W2ED13 <sup>1</sup> "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 W2ED13 <sup>1</sup> ) - 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 W2ED13 <sup>1</sup> ) + Section 125 contribution
Deferred Comp	PH tax shelter and/or W2ED13 <sup>1</sup> + Employer-paid W2EX13 and/or W2ED13 <sup>1</sup>
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 W2ED13 <sup>1</sup> program

11/2013

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1-9



# W2ED13

W2 Data Edit (W2ED13) 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

PERSNIKITY, REALLIE 001074 XXX-XX-1111 Change

Master City Taxes

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

District: 39 The Train USD  
 Include Terminated Show SSN

Fed Gross	Subtractions	Additions	FIT/Not SIT	=	1. Fed Tax GR	2. Fed Tax
99,935.00	- 16,307.41	+ 0.00		=	83,627.59	11,992.35

State Gross	Subtractions	Additions	SIT/Not FIT	=	16. State Tax GR	17. State Tax
99,935.00	- 16,307.41	+ 0.00		=	83,627.59	2,875.39

Subtractions

Ret TS #1	Ret TS #2	Ret TS #3	Section 125	Other NTX	Employee DC
	6,926.15		5,581.26		3,800.00

Additions

14. CAR Allowance	Fringe/Other	12. GLI

OASDI Gr:	94,353.74	OASDI Pd:	3,962.85	MEDI Gr:	94,353.74	MEDI Pd:	1,368.12
EIC:		Dep Care:		State SDI:		State SUI:	
457 NQP:		Other NQP:		J/Sick Pay:		P/EME:	
M/Unc OA:		N/Unc MD:		W/ER HSA:		R/ER MSA:	

12. Code	Employee	Employer	Code	Employee	Employer	DD/ER-HC:
( E )	3,800.00		( )			1,986.23
( )			( )			DD/ER-ADJ: 2,000.00
						L/SEBER:
						T/AdoBc:

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

R-Pl:  Y SSN Flag:  N 3P-SL:  N Stat:  N Use Suffix:  N XPrt:  N Source:  X Changed: 1/29/2013

Name: PERSNIKITY REALLY PC: 05 RS: 02 L1: 0004 L2: 0000 SC: 05

Addr: 867 AMERICAN STREET City: SAN CARLOS State: CA Zip: 95070

Usersec: YYY Yr: 2013 Dist: 39 Site: 1 GS: W 11/30/2013 2:34:03 PM

# W2 Processing Identification Numbers

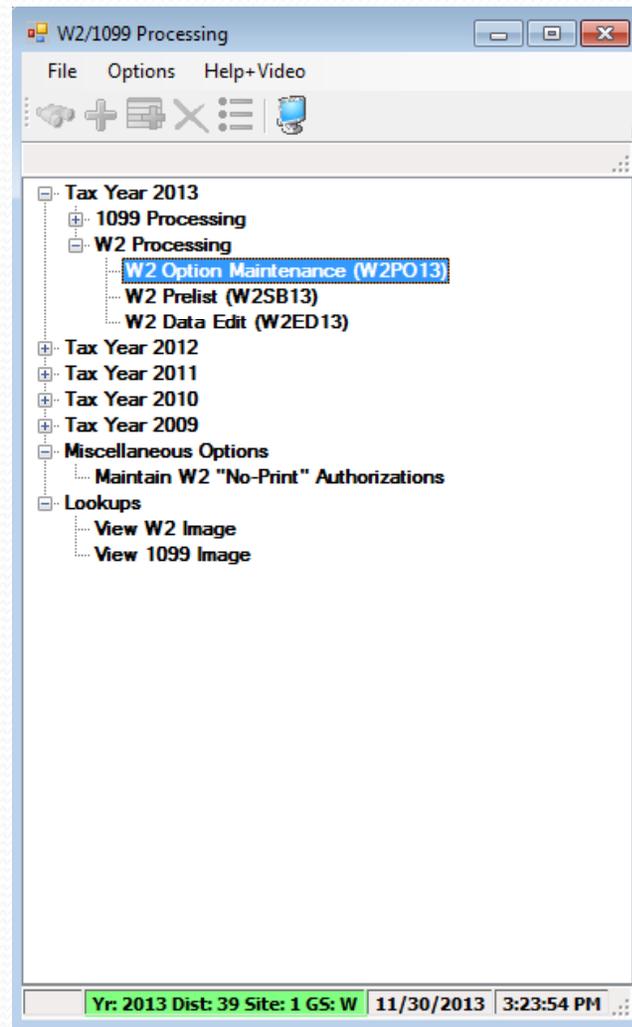
- Two numbers used in W2 processing: Federal EIN or State Identification Number.
- State ID hand input when prompted or read from DISTRICT record.



# Opting Out of a Printed W2

- Maintain W2 “No-Print” Authorizations W2NPMN.
- New for 2012
- Program keeps track of employees who opt out of receiving a printed W2.

# W2NPMN



# W2NPMN Usersec

- Security parameters allow for “U” update and “I” Inspect
- District Access by “o” Login District, “1” Any District, “2” Changed District

# Maintain W2 "No-Print" Authorization

District: 39 The Train USD  
Employee ID/SSN: 111111111 Show SSN  
Date: Re-Consent: Eff. Year: Comment:

Consent Date	Consent Tax Year	Consent Comment	Rescind Date	Rescind Tax Year	Rescind Comment
01/01/2012	2012	test	01/01/2012	2012	TEST
01/01/2013	2013	test consent	01/01/2013	2012	testing rescind
01/01/2012	2012	consent	12/31/2011	2011	test dates

Usersec: U1 Yr: 2013 Dist: 39 Site: 1 GS: W 11/30/2013 3:58:20 PM



# W2 Processing

## 2013 IRS Mileage Payments

- 2013 rate is \$.565 per mile
- Mileage payments in excess of Federal Government allowance must be reported.

# W2 Processing Imputed Paylines

- Paylines for imputed gross occurs when taxes are owed on a benefit an employee receives.
- Imputed paylines needed to be processed on a payroll dated 12/31/13 or earlier.



# Which Employees Get Printed

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



# W2 Processing

## Voluntary Deduction 8999

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

# W2 Processing Cell Phones

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



# W2 Processing

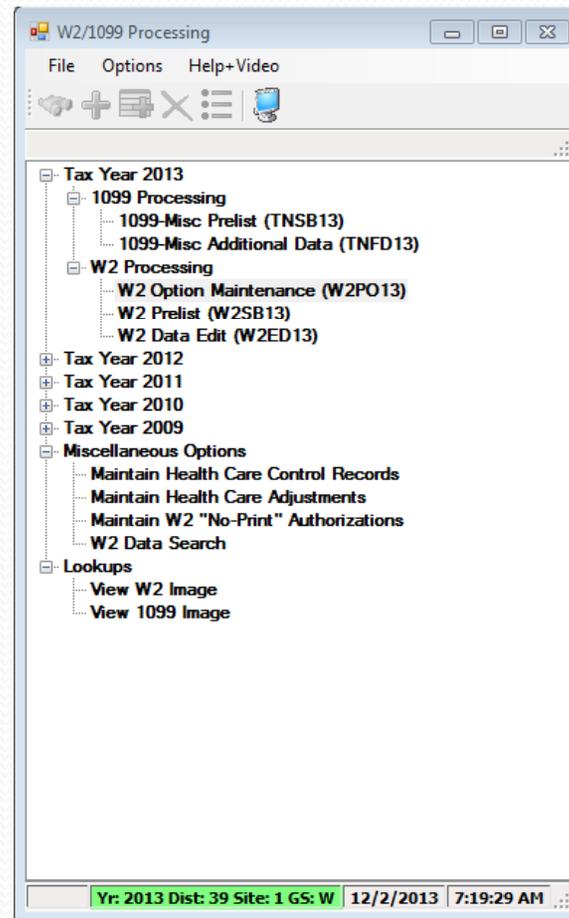
## Default Deferred Compensation

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

# W2 Processing

## W213DC and W213DX

### Program Options



# Sort Options for Printing District, Name (default)

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

# W2 Processing Submitting to IRS

- Send Copy A of W2 forms (Wage and Tax Statement) to the SSA (Social Security Administration) by March 31<sup>st</sup>, 2014.



# W2 Processing Considerations and Cautions

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



# W2 Processing

## Other Considerations and Cautions

- State ID entered in District Master file.
- How to handle Employees with no SSN.
- Security USERSEC setups for W2 processing.
- W2PR13 Export File changes for 2013

# W2 Usersec Security (MTUS Manual)

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# W2 Processing

## USERSEC Entries Used by QCC

HP QSSH3K - Reflection for HP

File Edit Connection Setup Macro Window Help

MEN020 H.00.00 Program Security Matrix (User: DEA08 ) QSS/OASIS

Program	1	2	3	4	5	6
209. W2NPMN	U1					
210. W2ED13	YYY					
211. W2P013	YYY					
212. W2SB13	NYYY					
213. W2SRCH	Y1					
214. W2VIEW	YY					
215. W2HCVD	YYY					
216. W2HAMN	U1					
217.						
218.						
219.						
220.						
221.						
222.						
223.						
224.						

1 2 3 4 5 6  
123456789012345678901234567890123456789012345678901234567890

Start Over Print Screen User Data Load Global Page Backward Page Forward Return to Menu

1,1 HP70092 -- hp3k via TELNET 00:00:46 Num Caps

# W2 Processing

## District Record containing State ID

View Districts 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Inspect

District Codes: 07 - QSS UNIFIED SCHOOL DISTRICT

District Number: 07

Name: QSS UNIFIED SCHOOL DISTRICT

Address: 2121 S EL CAMINO REAL, D200

City: SAN MATEO State: CA Zip: 944030000

SUI ID: 94024030 FICA ID: 69-0933885

Workers Comp Rate: 1.7525 SIT ID: 80096845

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

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

FICA Option:

Audit Information

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

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

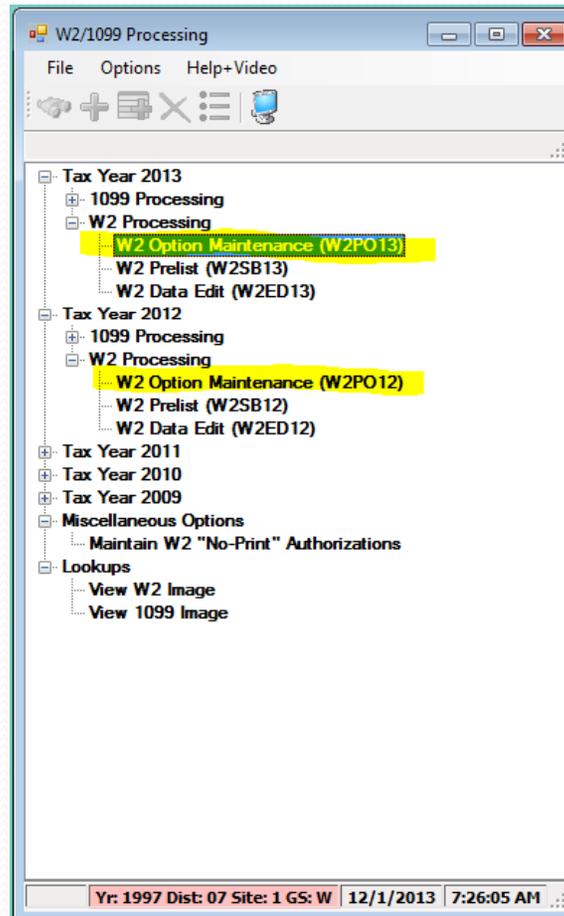
# Task 1-T (Tech)

## Install W2/1099 Release

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

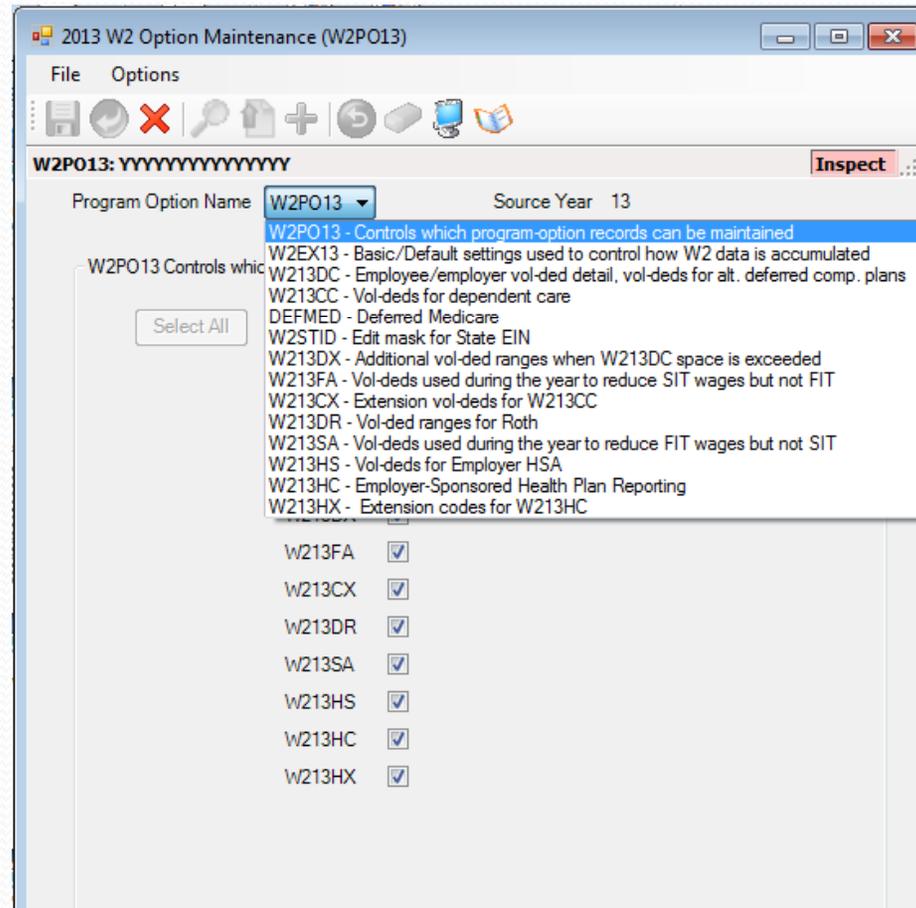
# Task 2-PR

## Maintain W2 Program Options (W2PO13)



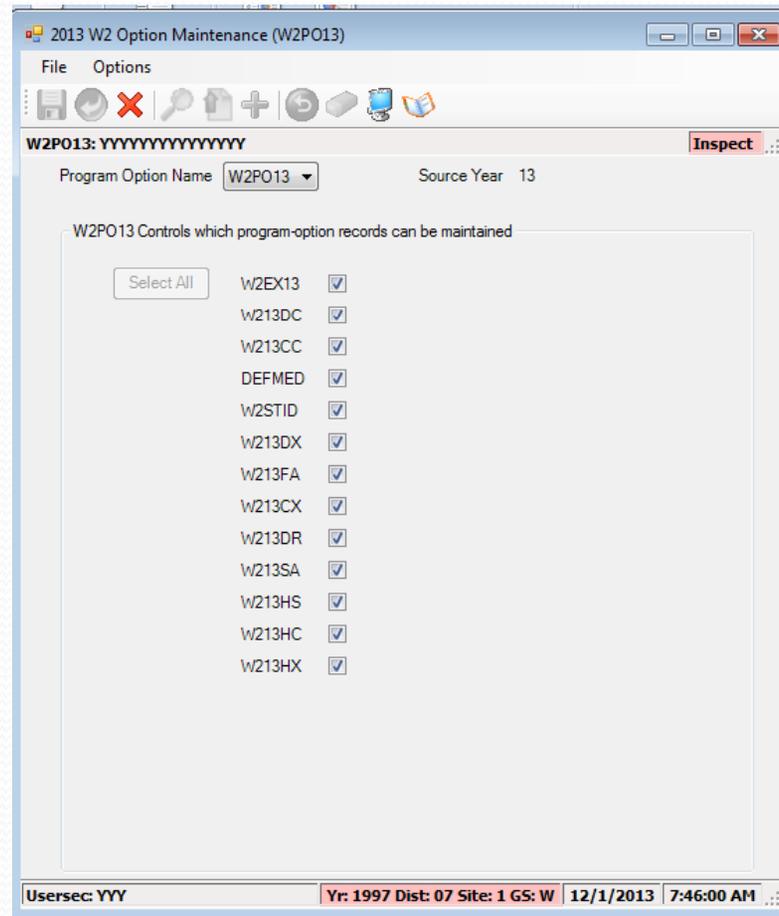
# W2 Option Maintenance (W2PO13)

## W2 Program Option Maintenance



# W2 Option Maintenance (W2PO13)

## Control Window Access



# W2 Option Maintenance(W2STID)

## State EIN Edit Mask

2013 W2 Option Maintenance (W2PO13)

File Options

W2STID: XXX-XXXX-X Inspect

Program Option Name  Source Year 13

W2STID Contains edit mask for State EIN

State EIN Edit Mask:

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

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

Usersec: YYY Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 7:48:42 AM

# W2 Option Maintenance (W2EX13)

## Configure W2 Extract Program

2013 W2 Option Maintenance (W2PO13)

File Options

W2EX13: NN0NNYYY00YNEX0000YYN 075017599060708091030 **Inspect**

Program Option Name  Source Year 13

W2EX13 Basic/Default settings used to control how W2 data is accumulated

1. Pay History Category 1 is treated as GLI?  (Y=Yes/N=No)
2. Pay History Category 2 is treated as Dependent Care?  (Y=Yes/N=No)
3. Pay History Category to use for 3rd Party SL (0=none)?  (0, 3 - 5)
4. Should imputed gross amounts be treated as GLI?  (Y=Yes/N=No)
5. Back 'CAR' amounts out of W2 Gross?  (Y=Yes/N=No)
6. Print STRS/PERS pickup amounts in Box 14?  /  (Y=Yes/N=No)
7. Print Alternate Retirement amounts in Box 14?  (Y=Yes/N=No)
8. Client-defined field for SSN flag (01 to 30)?  (00 = None)
9. Set Retirement flag for ret-system 5 and vol-ded 84xx?  (Y / N / X)
10. Do you have a New York Fringe Benefit warrant number?  (Y=Yes/N=No)
11. Default code for reporting TSA amounts in Box 12?  (D/E/F/G/H/S)
12. Extract only districts defined in CTW2TP13 control file?  (Y / N / X)
13. Alternate GLI VD-NO:  Back GLI amts out of W2 Gross?  (Y=Yes/N=No)
14. Set pension flag for TSA > 0?  For any Ret-CTD > 0?  (Y=Yes/N=No)
15. Report employee gross in multiple states?  (Y=Yes/N=No)
16. Default state code (when #15=Y and code in history=00)?  (Y=Yes/N=No)
17. Pay History Category to use for Employer DC (0=none)?  (0, 3 - 5)
18. Additional alt-ret VD range?  -  (Y=Yes/N=No)
19. Set Ret. flag for ret-system 5 when pay-code is      x-W2prt:  (00 = None)

Usersec: YYY Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 7:51:15 AM

# W2 Option Maintenance (W213DC)

## Deferred Compensation Individual Voluntary Deductions

2013 W2 Option Maintenance (W2PO13)

File Options

W213DC: YYYYYG9002G9006G9007G9100 Inspect

Program Option Name  Source Year 13

W213DC Whether to extract employee and/or employer vol-ded detail, and vol-deds to use for alt. deferred comp. plans when extracting detail

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

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

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

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

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

Alternate Deferred Compensation Plans:

Plan Code	Vol-Ded Code	Plan Code	Vol-Ded Code
<input type="text" value="G"/>	<input type="text" value="9002"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="G"/>	<input type="text" value="9006"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="G"/>	<input type="text" value="9007"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="G"/>	<input type="text" value="9100"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

It is also used when your organization has multiple plans to which employees contributed during the year.

It also is used when you want to separately identify section-125 amounts and/or treat alt-ret (84xx) as ret-3.

Usersec: YYY Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 7:52:28 AM

# W2 Option Maintenance (W213DX)

## Deferred Compensation Voluntary Deduction Ranges

2013 W2 Option Maintenance (W2PO13)

File Options

W213DX: D91009111 Inspect

Program Option Name  Source Year 13

W213DX Additional vol-ded ranges when W213DC space is exceeded

Alternate Deferred Compensation Plans Extension (Requires W213DC)

Plan Code	Vol-Ded Code Range
<input type="text" value="D"/>	<input type="text" value="9100"/> - <input type="text" value="9111"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>

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

Usersec: YYY Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 8:22:11 AM

# W2 Program Option Maintenance (W213DR) 403b/401k/457b Roth Contributions (Box 12)

2013 W2 Option Maintenance (W2PO13)

File Options

W213DR: 210501100 **Inspect**

Program Option Name  Source Year 13

W213DR Vol-ded Ranges for Roth (post-tax) contrib. to 401k/403b/457b plans

Roth (after-tax) Compensation Plans

Plan Code	Vol-Ded Code Range
<input type="text" value="2"/>	<input type="text" value="1050"/> - <input type="text" value="1100"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>

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

Usersec: YYY Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 9:25:38 AM

# W2 Option Maintenance (W213CC)

## Dependent Care Sec125 Voluntary Deductions (Individual)

2013 W2 Option Maintenance (W2PO13)

File Options

W213CC: NN Inspect

Program Option Name W213CC Source Year 13

W213CC 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

Vol-Ded Code	Vol-Ded Code
<input type="text"/>	<input type="text"/>

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

Usersec: YYY Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 9:26:59 AM

# W2 Option Maintenance (W213CX) Dependent Care Sec125 Voluntary Deductions (Individual)

2013 W2 Option Maintenance (W2PO13)

File Options

W213CX: Inspect

Program Option Name: W213CX Source Year: 13

W213CX Extension vol-deds for W213CC

Dependent Care Vol-Ded Codes

Vol-Ded Code	Vol-Ded Code
<input type="text"/>	<input type="text"/>

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

Usersec: YYY Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 9:27:48 AM

# W2 Option Maintenance (W213FA)

## Voluntary Deduction Ranges

### Add Back FIT

2013 W2 Option Maintenance (W2PO13)

File Options

W213FA: 0100050005790803 Inspect

Program Option Name  Source Year 13

W213FA Defines which vol-deds were used during the year to reduce SIT wages that should NOT have reduced FIT wages

FIT Subjectivity Add Back Definition

Vol-Ded Code Range	
<input type="text" value="0100"/>	- <input type="text" value="0500"/>
<input type="text" value="0579"/>	- <input type="text" value="0803"/>
<input type="text"/>	- <input type="text"/>

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

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

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

Usersec: YYY Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 9:28:51 AM

# W2 Option Maintenance (W213SA)

## Voluntary Deduction Ranges

### Add Back SIT

2013 W2 Option Maintenance (W2PO13)

File Options

W213SA: Program Option Name W213SA Source Year 13 Inspect

W213SA Similar to W213FA, but for vol-deds that reduced FIT but NOT SIT

SIT Subjectivity Add Back Definition

Vol-Ded Code Range	
<input type="text"/>	- <input type="text"/>

Note:  
This option record is used to define vol-ded ranges for vol-deds that are intended to reduce FIT wages, but NOT SIT wages.  
QSS/OASIS payroll does NOT differentiate FIT/SIT subjectivity for deductions to support pre-tax FIT but NOT pre-tax SIT.  
Therefore SIT wages must be adjusted by adding back the amounts for correct W2 reporting.

Usersec: YYY Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 9:32:30 AM

# W2 Option Maintenance (W213HS)

## Add Employer HSA Voluntary Deduction Codes

2013 W2 Option Maintenance (W2PO13)

File Options

W213HS: 00010003 **Inspect**

Program Option Name  Source Year 13

W213HS Defines which vol-deds are used for Employer HSA

Employer Contributions to HSA Definition

Vol-Ded Code Range	
<input type="text" value="0001"/>	- <input type="text" value="0003"/>
<input type="text"/>	- <input type="text"/>

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

Usersec: YYY Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 9:33:13 AM

# W2 Program Option (W213HC) Employer-Sponsored Health Plan Reporting

2013 W2 Option Maintenance (W2PO13)

File Options

W213HC: MEC00020004C00060008C00100012C00140016C00180022 **Inspect**

Program Option Name  Source Year 13

W213HC Defines rules/codes used for Employer-Sponsored Health Plan Reporting

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

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

Global Rules

How to treat EE/ER:

Option	Vol-Ded Code Range	Option values
<input type="text" value="C"/>	<input type="text" value="0002"/> - <input type="text" value="0004"/>	C = vol-ded class V = vol-ded number
<input type="text" value="C"/>	<input type="text" value="0006"/> - <input type="text" value="0008"/>	
<input type="text" value="C"/>	<input type="text" value="0010"/> - <input type="text" value="0012"/>	
<input type="text" value="C"/>	<input type="text" value="0014"/> - <input type="text" value="0016"/>	
<input type="text" value="C"/>	<input type="text" value="0018"/> - <input type="text" value="0022"/>	

Usersec: YYY Yr: 1997 Dist: 07 Site: 1 GS: W 12/1/2013 9:35:34 AM

# W2 Program Option (W213HX) Extension Employer-Sponsored Health Plan Reporting

2013 W2 Option Maintenance (W2PO13)

File Options

W213HX: V17001725 Inspect

Program Option Name  Source Year

W213HX Extension codes for W213HC

Cost of Employer-Sponsored Health Coverage (Box 12, code=DD) Extension  
(Requires W213HC)

Global Rules

Option	Vol-Ded Code Range	Option values
<input type="text" value="V"/>	<input type="text" value="1700"/> - <input type="text" value="1725"/>	C = vol-ded class V = vol-ded number
<input type="text"/>	<input type="text"/> - <input type="text"/>	
<input type="text"/>	<input type="text"/> - <input type="text"/>	
<input type="text"/>	<input type="text"/> - <input type="text"/>	
<input type="text"/>	<input type="text"/> - <input type="text"/>	

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# Task 3-T

## Set Up Control Files

- CTW2TP13.W2109913.<your\_account> – contains Federal EIN for each district
- CTSUFFIX.W2109913.<your\_account> – Custom list of suffix names.
- CTW2RA13.W2109913.<your\_account> – Submitter Address for W2 transmittal file
- CTW2RP13.W2109913.<your\_account> – Defines custom report layouts for W2 Prelist (W2RP13).