

QSS/OASIS W2 Processing Training Notes

Tax Year 2013

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Contents

List of Figures

Chapter 1: Overview of W2 Software

Chapter Overview	1-1
Yearly Changes in Software and Documentation	1-2
Overview of Programs Included in TX13 Release	1-2
Traditional and QCC Software	1-2
How It Works	1-3
W2 Task List	1-4
W2 Task Flowchart	1-7
Sources of W2 Calculations	1-9
W2 Processing and Identification Numbers	1-10
Opting Out of Printed W2 Forms (ESS and PDF Interface Only)	1-11
Purpose	1-11
Setup Steps	1-11
Traditional Version	1-11
QCC Version	1-14
PHUPDT Fields Used in W2 Process	1-18
D-PAY-HISTORY Data Items Used in W2 Process	1-19
Statutory Employees with Reportable FICA	1-20
Mileage Payments	1-20
District Default Rules	1-20
Print Sort Options	1-20
Which Employee Records Get Printed?	1-21
Submitting Information to the SSA	1-21
Other Considerations and Cautions	1-22

Chapter 2: Processing Instructions for Technical Staff

Chapter Overview	2-1
Preliminary Steps	2-2
Logging On	2-2
Task 1-T: Installation of 2013 W2/1099 Release (TX13)	2-2
Task 2-PR: Maintaining W2 Program Options (W2PO13 and W2HCVD)	2-3
Task 3-T: Setting Up Control Files	2-3
Federal EIN Control File	2-3
Name Suffix Control File	2-7
Submitter Address Control File	2-8
Sample Dialog for Creating the W2 File	2-11
Task 4-T: Zeroing Out Year-to-Date Totals for Payroll	2-16
Version H (HP e3000)	2-16
Version L (Linux)	2-17
Task 5-PR: Obtaining a User ID and/or Password Before Submitting File	2-17
Task 6-PR: Printing a Preliminary W2 Prelist with W2RP13	2-17
Task 7-PR: Printing a Pay History Report with PAY830	2-18

--- continued on next page ---

Chapter 2: Processing Instructions for Technical Staff - continued

Task 8-PR: Including Employees Without a Pay History Record	2-18
Task 9-T: Creating Employer-Paid Benefit Adjustments with W2HN13	2-18
Purpose	2-18
Control File	2-19
Running the Program	2-19
Sample Report	2-21
Importing Adjustment Records	2-22
Task 9-PR: Entering Pay History and Benefit Adjustments	2-23
Task 10-T: Extracting W2 Information with Y13W2EXTRACT	2-23
Extracting in Production Mode	2-24
Extracting in Non-Production Mode	2-24
Task 11-T: Printing Report of W2 Records from Pay History with Y13W2REPORT	2-28
Sample Reports	2-31
Task 12-T: Optional—Including Travel Claims	2-39
Extracting Car Allowances from Travel Claims with Y13W2TCEXT	2-39
Printing Report of Car Allowances with Y13W2TCRPT	2-42
Task 13-AP: Optional—Adjusting Travel Claims	2-42
Task 14-T: Merging All Sources of W2 Information with Y13W2FNLMRG	2-42
Task 15-T: Printing W2 Prelist Report of Combined W2 Information with Y13W2REPORT ..	2-43
Crossing the Great Divide: Passing the Point of No Return	2-45
Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED13)	2-45
Task 17-T: Printing Prelist Report of Combined W2 Information with Y13W2REPORT	2-46
Task 18-T: Printing W2 Forms for Distribution	2-46
Zip Code File (FMW2PRZC)	2-48
Instructions for All Types of Printing	2-48
Printing Forms on a Pin-Feed Printer	2-55
Exporting a Print File to Non- QSS Software	2-55
Printing Nelco SSUNIV Forms Using Print Manager (LSPOOL)	2-56
Requirements for Successful Printing of Laser-Formatted W2 Forms	2-58
Printing Forms on a Laser Printer	2-59
W2 Form Restarting Instructions	2-63
Printing a Specific W2 Laser Form	2-65
QSS-Supported W2 Forms	2-66
Laser Forms	2-67
Pin-Feed Printers	2-82
Allowing an Interval Between Distributing W2s and Making W2 Transmittal File	2-84
Task 19-T: Making a W2 Electronic Transmittal File for SSA with Y13W2FILE	2-84
Transferring Transmittal File to PC	2-89
Task 20-T: Creating the Transmittal Totals Report with Y13W2TFTOTALS	2-94
Sample Transmittal Totals Report (W2TR13)	2-95
Task 21-T: Saving History Files with Y13W2SAVE	2-97
File Layout for Exporting W2 Information to Non- QSS Software	2-98
Comparisons of UDC Prompts with User Screens	2-101
Comparison of Y13W2EXTRACT UDC with W2EX13 Program Option Screen	2-101
Comparison of Y13W2REPORT UDC with W2 Prelist Screen	2-103

Chapter 3: Processing Instructions for Payroll Staff

Chapter Overview	3-1
Preliminary Steps	3-2
Task 1-T: Installation of 2013 W2/1099 Release (TX13)	3-2
Task 2-PR: Maintaining W2 Program Options (W2PO13 and W2HCVD)	3-3
W2 Option Maintenance (W2PO13) Window	3-3
Maintain Health Care (Box 12-'DD') Settings (W2HCVD)	3-50
Task 3-T: Setting Up Control Files	3-57
Task 4-T: Zeroing Out Year-to-Date Totals for Payroll	3-57
Task 5-PR: Obtaining a User ID and/or Password Before Submitting File	3-58
Task 6-PR: Printing a Preliminary W2 Prelist with W2RP13	3-59
Instructions for QCC Version of W2RP13	3-59
Instructions for Traditional W2RP13	3-73
Sample Reports	3-77
Task 7-PR: Printing a Pay History Report with PAY830	3-87
QCC Launch Window for PAY830	3-87
Traditional Launch Screen for PAY830	3-98
Sample Pay History Listing	3-104
Task 8-PR: Including Employees Without a Pay History Record	3-111
Overview	3-111
QCC Version	3-111
Traditional Version	3-113
Task 9-PR: Entering Pay History and Benefit Adjustments	3-114
Overview	3-114
Entering Pay History Adjustments with PHUPDT	3-114
Entering Adjustments to Benefits with W2HAMN	3-119
Task 10-T: Extracting W2 Information with Y13W2EXTRACT	3-126
Task 11-T: Printing Report of W2 Records from Pay History with Y13W2REPORT	3-126
Task 12-T: Optional—Including Travel Claims	3-126
Task 13-AP: Optional—Adjusting Travel Claims	3-127
Changing Vendor Tax IDs	3-127
Changing the Mileage Flag	3-128
Task 14-T: Merging All Sources of W2 Information with Y13W2FNLMRG	3-130
Task 15-T: Printing Report of Combined W2 Information with Y13W2REPORT	3-130
Crossing the Great Divide: Passing the Point of No Return	3-131
Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED13)	3-132
Overview	3-132
QCC Version	3-133
Traditional Version	3-149
Display of Taxable Wages	3-152
Task 17-T: Printing Report of Combined W2 Information with Y13W2REPORT	3-153
Task 18-T: Printing W2 Forms for Distribution	3-153
Sample W2 Form	3-154
Sources of W2 Calculations	3-155
PHUPDT Fields Used in W2 Process	3-156
D-PAY-HISTORY Data Items Used in W2 Process	3-157
Allowing an Interval Between Distributing W2s and Making W2 Transmittal File	3-158
Task 19-T: Making a W2 Electronic Transmittal File for SSA Y13W2FILE	3-159
Task 20-T: Creating the Transmittal Totals Report with Y13W2TFTOTALS	3-159
Task 21-T: Saving History Files with Y13W2SAVE	3-159

List of Figures

Chapter 1: Overview of W2 Software

Figure 1-1: W2/1099 Processing window in QCC version	1-2
Figure 1-2: Flowchart of W2 Tasks	1-8
Figure 1-3: Selecting an employee.	1-12
Figure 1-4: Recording consent or revoking of consent	1-13
Figure 1-5: Opening the Maintain W2 "No-Print" Authorizations window	1-15
Figure 1-6: Selecting an employee.	1-15
Figure 1-7: Recording consent or revoking of consent	1-16

Chapter 2: Processing Instructions for Technical Staff

Figure 2-1: Zero Out Y-T-D Totals	2-16
Figure 2-2: Sample Pin-Feed W2 Form	2-83
Figure 2-3: Allow Interval Before Making IRS File	2-84
Figure 2-4: Reflection—File Transfer Setup Dialog Box	2-90
Figure 2-5: Reflection—File Transfer Dialog Box	2-91
Figure 2-6: Minisoft—File Transfer Configuration Dialog Box	2-92
Figure 2-7: Minisoft—Download File from Host Dialog Box	2-93
Figure 2-8: Minisoft—File Transfer in Progress	2-93
Figure 2-9: Extraction Data Input	2-102
Figure 2-10: Prelist Data Input—Report Selections tab	2-103
Figure 2-11 : Prelist Data Input—Select Field Ranges tab	2-103
Figure 2-12: Prelist Data Input—First Screen	2-104
Figure 2-13 : Prelist Data Input—Second Screen	2-104

Chapter 3: Processing Instructions for Payroll Staff

Figure 3-1: W2/1099 Processing window with branches for Tax Year 2013 expanded	3-5
Figure 3-2: <i>2013 W2 Option Maintenance (W2PO13)</i> window	3-7
Figure 3-3: List of program options	3-8
Figure 3-4: File menu commands	3-8
Figure 3-5: Options menu commands	3-9
Figure 3-6: Toolbar commands	3-9
Figure 3-7: W2PO13 program option	3-13
Figure 3-8: W2EX13 program option	3-16
Figure 3-9: W213DC program option	3-23
Figure 3-10: W213CC program option	3-25
Figure 3-11: DEFMED program option	3-27
Figure 3-12: W2STID program option	3-30
Figure 3-13: W213DX program option	3-31
Figure 3-14: W213FA program option	3-33

--- continued on next page ---

Chapter 3: Processing Instructions for Payroll Staff - continued

Figure 3-15: W213CX program option	3-34
Figure 3-16: W213DR program option	3-36
Figure 3-17: W213SA program option	3-38
Figure 3-18: W213HS program option	3-39
Figure 3-19: W213HC program option	3-41
Figure 3-20: W213HX program option	3-42
Figure 3-21: W213RS program option	3-44
Figure 3-22: W213RX program option	3-46
Figure 3-23: Master files for W2PO13	3-47
Figure 3-24: Second screen for W2PO13	3-48
Figure 3-25: Selecting a district and year	3-51
Figure 3-26: Defining ranges for a district and year	3-52
Figure 3-27: <i>Maintain Health Care Control Records</i> window	3-54
Figure 3-28: Edit row for the <i>Maintain Health Care Control Records</i> window	3-55
Figure 3-29: Zero Out Y-T-D Totals	3-57
Figure 3-30: <i>2013 W2 Prelist (W2SB13)</i> window	3-60
Figure 3-31: Report Selection tab for the <i>2013 W2 Prelist (W2SB13)</i> window	3-62
Figure 3-32: Selected Field Ranges tab for the <i>2013 W2 Prelist (W2SB13)</i> window	3-65
Figure 3-33: Result after using the right-click menus	3-68
Figure 3-34: Grid with row highlighted	3-68
Figure 3-35: Selecting the OG code for Field 1	3-68
Figure 3-36: Result of pasting OG into the Field box	3-68
Figure 3-37: Grid with row highlighted	3-69
Figure 3-38: Selecting the GT operator for Operator #1	3-69
Figure 3-39: Result of posting GT into the OP box	3-69
Figure 3-40: Grid with row highlighted	3-69
Figure 3-41: Selecting the OG code for Field 1	3-70
Figure 3-42: Result of pasting MG into the Low Value box	3-70
Figure 3-43: W2 Prelist Request for Taxable Gross Less Than Zero	3-72
Figure 3-44: W2 Prelist Request for Deferred Compensation Less Than Zero	3-72
Figure 3-45: Main launch screen for W2SB13	3-73
Figure 3-46: Second Screen When Selected Field Values Option Is Selected	3-74
Figure 3-47: <i>Job Menu</i> window with PAY830 reports exposed	3-88
Figure 3-48: <i>Request Pay History (PAY830)</i> window	3-89
Figure 3-49: Report Selections tab for the <i>Request Pay History (PAY830)</i> window	3-91
Figure 3-50: Select Employee tab for the <i>Request Pay History (PAY830)</i> window	3-96
Figure 3-51: Dialog box for selecting Pay Codes or Pay Locations	3-97
Figure 3-52: Request Pay History Report Screen	3-98
Figure 3-53: Help Screen for Request Pay History Report Program (PAY830)	3-104
Figure 3-54: Inspect (PHUPDT) tab with minimum information for a dummy payroll history record	3-112

--- continued on next page ---

Chapter 3: Processing Instructions for Payroll Staff - continued

Figure 3-55: Adding Dummy Amount to Pay History.....	3-113
Figure 3-56: Inspect (PHUPDT) tab for the Payroll History form	3-115
Figure 3-57: Payroll History form in AddMode	3-116
Figure 3-58: Add Vol Deds dialog box	3-117
Figure 3-59: Maintain Payroll History Screen (PHUPDT)	3-118
Figure 3-60: Enter Payroll History—First Screen	3-118
Figure 3-61: Enter Payroll History—Second Screen.....	3-119
Figure 3-62: Opening the Maintain Health Care Adjustments window	3-120
Figure 3-63: Selecting an employee.	3-121
Figure 3-64: Maintaining adjustment records	3-122
Figure 3-65: Selecting an employee.	3-123
Figure 3-66: Maintaining adjustment records	3-124
Figure 3-67: Change Vendor Master File Screen (VEUPDT).....	3-127
Figure 3-68: Vendor Maintenance window	3-128
Figure 3-69: Travel Claims Payments Screen (TCPYMT)	3-129
Figure 3-70: Travel Claim dialog box for the QCC version	3-129
Figure 3-71: Boxes for searching for an employee	3-134
Figure 3-72: Example of a completed search.	3-135
Figure 3-73: Columns in the Search Results grid	3-136
Figure 3-74: <i>W2 Data Edit (W2ED13)</i> window.....	3-137
Figure 3-75: Warning for amount over \$99,999.99.....	3-138
Figure 3-76: Master tab for W2 2013 Final Edit (W2ED13).....	3-139
Figure 3-77: Gross pay area for W2 2013 Final Edit (W2ED13)	3-140
Figure 3-78: Miscellaneous adjustments for W2 2013 Final Edit (W2ED13).....	3-143
Figure 3-79: Box 12 adjustments for W2 2013 Final Edit (W2ED13)	3-144
Figure 3-80: Miscellaneous flags and adjustments for W2 2013 Final Edit (W2ED13).....	3-145
Figure 3-81: Menu commands for changing the reasonable maximum.....	3-148
Figure 3-82: Dialog box for changing maximum reasonable amount	3-148
Figure 3-83: Menu commands for changing the reasonable maximum.....	3-149
Figure 3-84: W2 2013 Final Edit (W2ED13)—First Screen	3-150
Figure 3-85: W2 2013 Final Edit (W2ED13)—Second Screen	3-151
Figure 3-86: W2 Form	3-154
Figure 3-87: Allow Interval Before Making Transmittal File	3-158

Chapter 1:

Overview of W2 Software

Chapter Overview

This chapter covers the following main topics:

TOPIC	PAGE
Yearly Changes in Software and Documentation	1-2
Overview of Programs Included in TX13 Release	1-2
W2 Task List	1-4
W2 Task Flowchart	1-7
Sources of W2 Calculations	1-9
W2 Processing and Identification Numbers	1-10
Opting Out of Printed W2 Forms (ESS and PDF Interface Only)	1-11
PHUPDT Fields Used in W2 Process	1-18
D-PAY-HISTORY Data Items Used in W2 Process	1-19
Statutory Employees with Reportable FICA	1-20
District Default Rules	1-20
Print Sort Options	1-20
Which Employee Records Get Printed?	1-21
Submitting Information to the SSA	1-21
Other Considerations and Cautions	1-22

Change bars in the left margin identify changes made for tax year 2013.

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 TX13.

The W2 UDCs (user-defined commands) and programs included in the TX13 Release are to be used only for tax year 2013. For tax year 2014, a different set of programs will be sent. UDCs are installed automatically during the installation of the TX13 release.

Overview of Programs Included in TX13 Release

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.

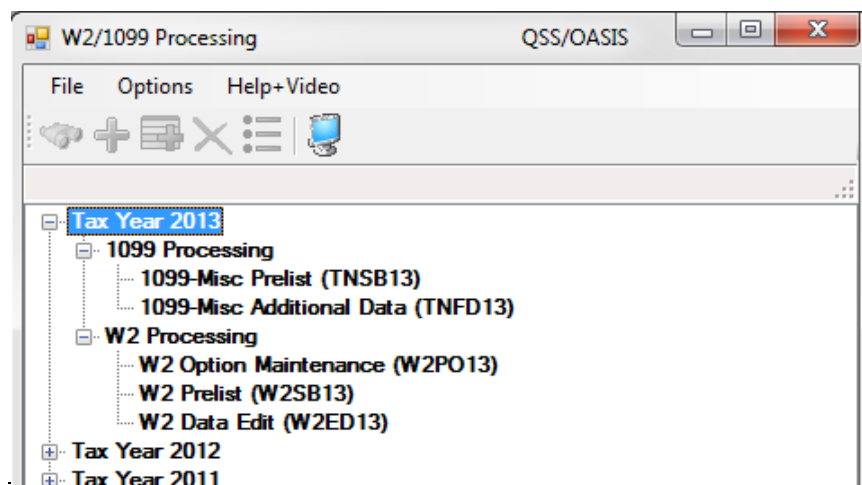


Figure 1-1: W2/1099 Processing window in QCC version

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. W2ED13, 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 2-45](#) 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 TX13 Release and configure access to programs.	Dec. - Jan.	
2-PR	Set up or review program options and state ID number mask	Dec. - Jan.	W2PO13 program or Y13W2PROGOPT operator command and W2HCVD 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.	PAY790 program
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	W2RP13 program
7-PR	Print report of W2 records from Pay History for comparison purposes	January	PAY830 program
8-PR	Include employees lacking pay history records	January	PHUPDT program
9-T	Create adjustment records for employer-paid benefits for July and August	January	W2HN13 program
PR	Adjust amounts for reporting on W2 forms	January	PHUPDT program W2HAMN program
10-T	Produce extract file from W2 records from Pay History	January	Y13W2EXTRACT operator command
11-T	Print prelist report of W2 records from Pay History	January	Y13W2REPORT operator command
PR	<i>Compare prelists created in 6-PR and 11-T with pay history report from 7-PR</i>	January	
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	Y13W2TCEXT and Y13W2TCRPT operator commands
13-AP	Adjust Travel Claims (optional)	January	VEUPDT and TCPYMT programs
14-T	Merge pay history records and travel claims	January	Y13W2FNLMRG operator command
15-T	Print prelist report of W2 records including Pay History and travel claims	January	Y13W2REPORT operator command

W2 Tasks (Continued)

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

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.

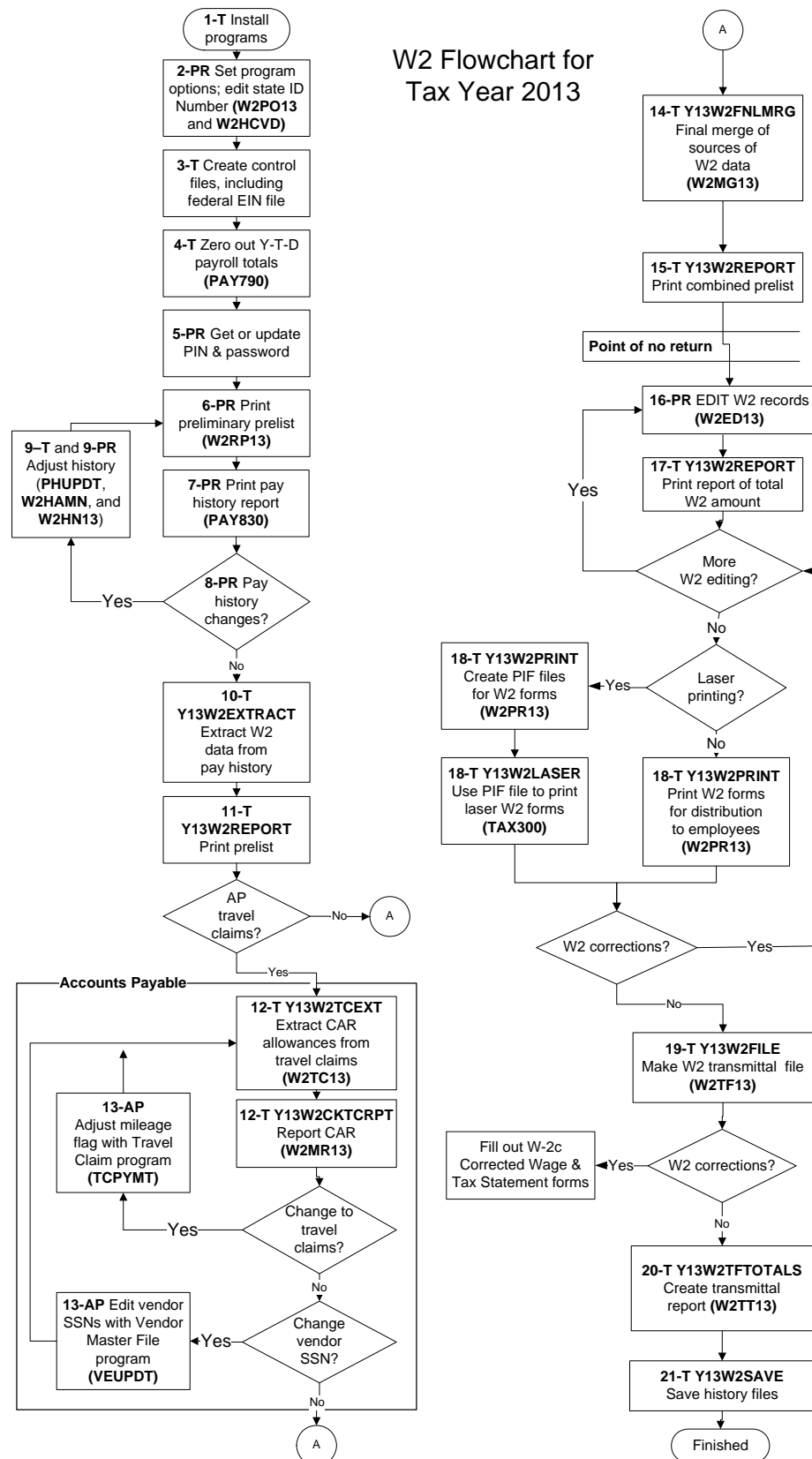


Figure 1-2: Flowchart of W2 Tasks

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

The following legend explains terms used in the previous table.

PH	From employee's pay history records
W2ED13	From amounts entered via W2 Edit program
W2TC13	From amounts extracted via W2 travel claim extract

¹ **NOTE:** The W2 sample shows W2ED13 only for those fields which require the use of that program to enter the data. W2ED13 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 2-3. 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.

Opting Out of Printed W2 Forms (ESS and PDF Interface Only)

These instructions focus on the following areas:

- ◆ Purpose
- ◆ Setup Steps
- ◆ Traditional Version
- ◆ QCC Version

Purpose

Maintain W2 "No-Print" Authorizations (W2NPMN) allows you to keep track of employees who opt out of receiving a printed W2 form. This option is available only for **QSS** customers using Employee Self Service (ESS) and the PDF Interface. ESS and the PDF Interface are optional add-ons to QSS/OASIS. For details, contact your **QSS** account manager.

The IRS allows an employer to provide the chance for employees to opt out of getting a printed W2 form. If a site is using ESS, it can use the PDF Interface to create PDF copies of W2 forms. Employees can log in to ESS, then retrieve the PDF files for their own W2 forms.

WARNING: Do not offer this option unless you have consulted Publication 15-A for tax year 2013 and reviewed the section "Furnishing Form W-2 to employees electronically." There are rigorous requirements for electronic distribution.

Setup Steps

For the traditional software, set up the W2NPMN menu option and W2NPMN security parameters.

For QCC, set up the W2NPMN security parameters. If you do not define the W2NPMN security parameters, **Maintain W2 "No-Print" Authorizations** does not display in the *W2/1099 Processing* window.

Traditional Version

The instructions for using the traditional version of Maintain W2 "No-Print" Authorizations (W2NPMN) focus on the following areas:

- ◆ Selecting an Employee
- ◆ Maintaining Authorizations

Selecting an Employee

Figure 1-3 illustrates the screen that displays after you select Maintain W2 "No-Print" Authorizations (W2NPMN) from the Menu System.

District: 39		Maintain W2 "No-Print" Authorizations		QSS/OASIS	
DI: 39	Employee: xxxxxxxx				
-					
Start Over	Find Employee		Retrieve Last Emp		Return to Menu

Figure 1-3: Selecting an employee

DI (R) or (D)

One of the following:

- ◆ If you can type in the field, type a 2-digit district number.
- ◆ If the field is display-only, you are limited to your logon district.

Employee (R)

Select an employee in either of the following ways.

- ◆ Type a 9-digit SSN.
- ◆ Type an ExtRef up to 6 digits long.
- ◆ Press <Find Employee> to look up an employee by name. This function key brings up the same screen that you use for an employee search in Employee Maintenance (PP0002).

<ENTER>

If you have typed a SSN or ExtRef, press <ENTER> to display the authorizations for an employee.

<Start Over>

Press <Start Over> to clear the screen and select another employee.

- <Find Employee> Press <Find Employee> to look up an employee by name. This function key brings up the same screen that you use for an employee search in Employee Maintenance (PP0002).
- <Retrieve Last Emp> Press <Retrieve Last Emp> to display the authorizations for the previous employee.
- <Return to Menu> Press <Return to Menu> to return to the Menu System without updating authorizations.

Maintaining Authorizations

Figure 1-4 illustrates the screen that displays after you select an employee.

District: 39 Maintain W2 "No-Print" Authorizations QSS/OASIS

DI: 39 Employee: ***-**-xxxx SMITH JOHN -

Rescind: Date Eff. Year Comment

Consent		Rescind	
Date	Tax Year	Date	Tax Year
01/12/2013	2013		
Consent			

Page 1 of 1

Start Over Print Screen Page Backward Page Forward Update Data Return to Menu

Figure 1-4: Recording consent or revoking of consent

Consent

or

Rescind

or

Re-Consent

The screen reads one of the following:

- ◆ **Consent** for employee who is current receiving printed W2 forms. Fill in the screen to indicate consent to receive only an electronic form.
- ◆ **Rescind** for an employee who currently receives only an electronic W2 form. Fill in the screen to resume printing W2 forms for the employee.
- ◆ **Re-Consent** for an employee who has consented, rescinded, then wishes to consent again.

To record one of these transactions, type the following, then press <ENTER>.

- ◆ The **Date** of the action.
- ◆ The **Eff. Year** (tax year) for the action as a 4-digit year, such as 2012.
- ◆ A **Comment** up to 30 characters long.

History (D)	The screen displays previous transactions for the employee.
<ENTER>	Press <ENTER> to verify the information you have typed.
<Start Over>	Press <Start Over> to clear the screen and select another employee.
<Print Screen>	Press <Print Screen> to print a copy of the screen on the default Windows printer for your PC.
<Page Backward> <Page Forward>	If an employee has more authorizations than fit on the screen, press <Page Forward> and <Page Backward> to page through the entire history.
<Update Data>	Press <Update Data> to add the consent or revoking to the History list and clear the screen.
	To view the changes, press <Retrieve Last Emp>.
<Return to Menu>	Press <Return to Menu> to exit Maintain W2 "No-Print" Authorizations (W2NPMN) and return to the Menu System.

QCC Version

The instructions for using the *Maintain W2 "No-Print" Authorizations* window focus on the following areas:

- ◆ Opening from the W2/1099 Processing Window
- ◆ Selecting an Employee
- ◆ Maintaining Authorizations

Opening from the W2/1099 Processing Window

The **Maintain W2 "No-Print" Authorizations** command is under the **Miscellaneous Options** folder in the *W2/1099 Processing* window.

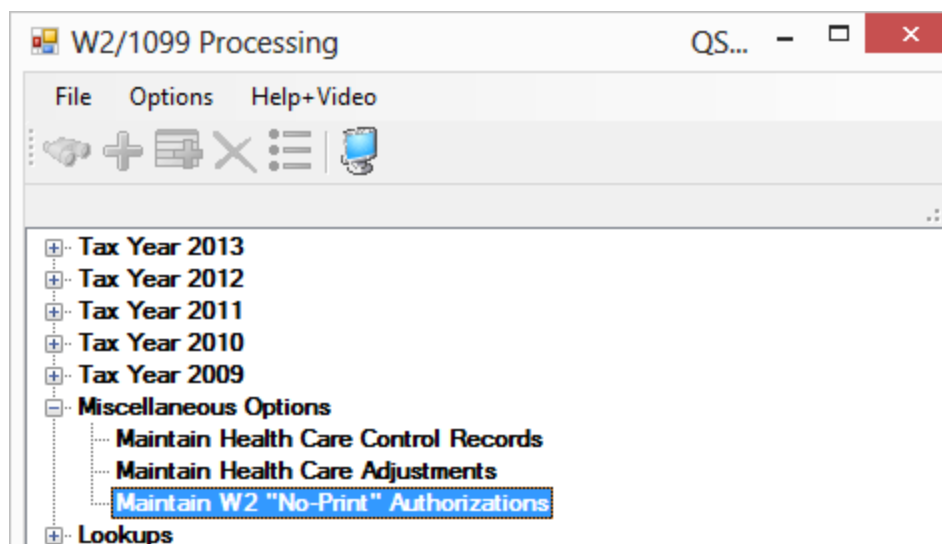


Figure 1-5: Opening the *Maintain W2 "No-Print" Authorizations* window

Selecting an Employee

After opening the *Maintain W2 "No-Print" Authorizations* window, select an employee.

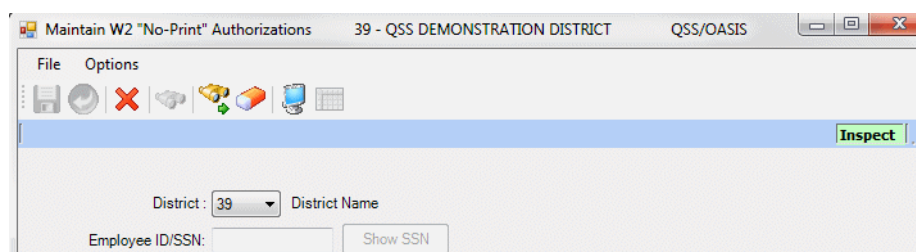




Figure 1-6: Selecting an employee

To select an employee, do any of the following:

1. If the **District** list is available, select the district for the employee.
2. Select an employee in either of the following ways:
 - > In the **Employee ID/SSN** box, type a 9-digit SSN or an ExtRef up to 6 characters long, then select the  (Get Records [F3]) icon.
 - > Select the  (Search for Employee [Shift+F3]) icon to open a *Search for Employees* window that works very similarly to the search for the *Employee Maintenance* window.

Maintaining Authorizations

After you select an employee, the grid displays any existing consent to electronic distribution or revoking of that consent.

- ◆ If the window reads **Consent**, you are recording consent for electronic-only distribution of W2 forms.
- ◆ If the window reads **Rescind**, an employee has already consented to electronic-only distribution. You can revoke this consent so the employee gets a printed W2 form.
- ◆ If the window reads **Re-Consent**, and an employee has consented, rescinded, and wishes to consent again.

File Options

PEABODY, PEPPER ***** Change

District: 39 District Name

Employee ID/SSN: 000000 Show SSN

Date: 01/21/2013 Eff. Year: 2013 Comment: Rescind

Consent Date	Consent Tax Year	Consent Comment	Rescind Date	Rescind Tax Year	Rescind Comment
01/12/2013	2013	Consent			





Usersec: U1 Yr: 2013 Dist: 39 Site: 1 GS: R 1/3/2013 17:32:55 PM

Figure 1-7: Recording consent or revoking of consent

To record consent or rescinding consent:

1. Type the **Date**.
2. Type the **Eff. Year** (tax year) as a 4-digit year.
3. Type a **Comment** up to 30 characters long.

4. Do any of the following:

- > Select the  (Save [F9]) icon to save the change and leave the window open.
- > Select the  (Save and Close [F2]) icon to save the changes and leave the window open.
- > Select the  (Cancel [F12]) icon to close the window without saving changes.
- > Select the  (Clear Employee [Ctrl+R]) icon to clear the window and select another employee.

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 (W2ED13). 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—W2EX13 or W213DC.

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 3-111.

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 2013** 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 3-111.

Do not perform a merge with the Y13W2FNLMRG UDC after you have begun editing W2s. Every time the Y13W2FNLMRG UDC is used, it removes any editing done with the W2 Edit Program (W2ED13).

The W2 Print program (W2PR13) 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 2013. See "File Layout for Exporting W2 Information to Non-QSS Software" on page 2-98 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 (W2PO13 and W2HCVD)" 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 (W2ED13), you do not have to extract again. ***If you do re-extract, any changes made via W2ED13 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 W2ED13, 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:

TOPIC	PAGE
Preliminary Steps	2-2
Logging On	2-2
Task 1-T: Installation of 2013 W2/1099 Release (TX13)	2-2
Task 2-PR: Maintaining W2 Program Options (W2PO13 and W2HCVD)	2-3
Task 3-T: Setting Up Control Files	2-3
Sample Dialog for Creating the W2 File	2-11
Task 4-T: Zeroing Out Year-to-Date Totals for Payroll	2-16
Task 5-PR: Obtaining a User ID and/or Password Before Submitting File	2-17
Task 6-PR: Printing a Preliminary W2 Prelist with W2RP13	2-17
Task 7-PR: Printing a Pay History Report with PAY830	2-17
Task 8-PR: Including Employees Without a Pay History Record	2-18
Task 9-T: Creating Employer-Paid Benefit Adjustments with W2HN13	2-18
Task 9-PR: Entering Pay History and Benefit Adjustments	2-23
Task 10-T: Extracting W2 Information with Y13W2EXTRACT	2-23
Task 11-T: Printing Report of W2 Records from Pay History with Y13W2REPORT	2-28
Task 12-T: Optional—Including Travel Claims	2-39
Task 13-AP: Optional—Adjusting Travel Claims	2-42
Task 14-T: Merging All Sources of W2 Information with Y13W2FNLMRG	2-42
Task 15-T: Printing W2 Prelist Report of Combined W2 Information with Y13W2REPORT	2-43
Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED13)	2-45
Task 17-T: Printing Prelist Report of Combined W2 Information with Y13W2REPORT	2-46
Task 18-T: Printing W2 Forms for Distribution	2-46
QSS-Supported W2 Forms	2-66
Allowing an Interval Between Distributing W2s and Making W2 Transmittal File	2-84
Task 19-T: Making a W2 Electronic Transmittal File for SSA with Y13W2FILE	2-84
Task 20-T: Creating the Transmittal Totals Report with Y13W2TFTOTALS	2-94
Task 21-T: Saving History Files with Y13W2SAVE	2-97
File Layout for Exporting W2 Information to Non-QSS Software	2-98
Comparisons of UDC Prompts with User Screens	2-101

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 TX13.

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. 2013 UDCs for W2s are installed. See "[Task 1-T: Installation of 2013 W2/1099 Release \(TX13\)](#)" on page 3-2 for details.
2. 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 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 W2109913 group instead of the standard PUB group. File equations have been added to each program and process to automatically direct the files to the W2109913 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,W2109913

Task 1-T: Installation of 2013 W2/1099 Release (TX13)

The TX13 Release contains instructions for installing the release.

Task 2-PR: Maintaining W2 Program Options (W2PO13 and W2HCVD)

W2PO13 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 (W2PO13.....) be placed on a menu for Payroll staff to access***, as described in "Program Listings for W2 Programs (Traditional Only)" on page 3-19. ***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 Y13W2PROGOPT.

Ask the Payroll staff to check and update these records, as described in "Task 2-PR: Maintaining W2 Program Options (W2PO13 and W2HCVD)" 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
CTW2TP13	Contains federal EINs for each district; controls which districts are extracted for W2 processing	2-3
CTSUFFIX	Provides customized list of last name suffixes	2-7
CTW2RA13	Defines the header record, or submitter address, for the W2 transmittal file	2-8
CTW2RP13	Defines optional custom report layouts.	n/a

Federal EIN Control File

Purpose of CTW2TP13.W2109913 Control File

You will likely find it advantageous to create a control file, CTW2TP13, 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 2-24.
- ◆ Each district must be listed separately in the CTW2TP13 control file.

Copying the CTW2TP13.W2109913 Control File

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

```
COPY CTW2TP12.W2109912, CTW2TP13.W2109913
```

Creating the CTW2TP13.W2109913 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:

```
:Y13TEN99EXT 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 W2EX13 option record properly. To do so, answer the question "12. Extract only districts defined in CTW2TP13 control file?" with an X (page 3-34). 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 CTW2TP13.W2109913 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 CTW2TP13.W2109913.

If you answer *yes* to Field 5, **Extract only districts defined in CTW2TP13 control file?** when completing the W2 Production Run settings in the W2EX13 program option record (page 3-34), then *each district must be listed separately* in the CTW2TP13 control file.

If you answer *no* to Field 5 in the W2EX13 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	2711111111 3511111111 4411111111 00 11111111	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	0011111111	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.W2109913 Control File

The optional control file CTSUFFIX.W2109913.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 2-14. If you want to add suffixes to this list, define the CTSUFFIX.W2109913 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 (W2TF13) 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 W2ED13.

Sample CTSUFFIX.W2109913 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.W2109913 Control File

The CTSUFFIX.W2109913 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 CTW2RA13.W2109913 Control File

The optional control file CTW2RA13.W2109913.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 CTW2RA13 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 CTW2RA13.W2109913 control file to define all or some of the fields in the RA record.

Sample CTW2RA13.W2109913 Control File

The CTW2RA13.W2109913 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 CTW2RA13.W2109913 Control File

These instructions tell how to edit lines 44 through 65 of the CTW2RA13.W2109913 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 CTW2RA13.W2109913 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 W2TF13CA program to create a W2 transmittal file. The notes explain how the CTSUFFIX.W2109913 and CTW2RA13.W2109913 control files are related to the prompts that are displayed when you make the W2 file.

W2TF13CA H.13.00 compiled 11/11/13 10:52

```
+-----+
| Create 2013 W2 file for Federal reporting, |
| for CALIFORNIA (No RS Records in file).   |
+-----+
```

Filename: CTW2TP13

RECORDS LARGER THAN FD DESCRIPTION, TRUNCATED [44] (COBWARN 671)

Program file: W2TF13CA.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 CTW2RA13.W2109913 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


```
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.W2109913' 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 2013 and before running the first payroll dated in January 2014, 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

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

Note: If Step 4-T is omitted by mistake, you will find that the year-to-date employee totals still contain 2013 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).

Version H (HP e3000)

The command you should type at the command prompt is shown below in underlined text. The rest of the information is what will be displayed onscreen as a result of your command.

```
HELLO MGR.QSSUSER  
RUN PAY790.!PPSCH.!PACT
```

```
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
```

Version L (Linux)

The command you should type at the command prompt is shown below in bold text. The rest of the information is what will be displayed onscreen as a result of your command.

Log on to your linux server as qssopr, then execute the following underlined commands.

```
$ $QSS_ROOT/$QSS_BINSCH/pay790  
PAY790 L.00.00 built 12/13/13 13.41 Zero CTD/QTD/MTD Totals
```

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

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

```
C  
C
```

CTD/QTD/MTD totals will be reset

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 2013, 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 3-58](#).

Task 6-PR: Printing a Preliminary W2 Prelist with W2RP13

The payroll staff needs to run a preliminary prelist to check for accuracy at this point, as described on [page 3-59](#).

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 3-87](#).

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 (Traditional Only)" on page 3-19 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 3-111](#).

Task 9-T: Creating Employer-Paid Benefit Adjustments with W2HN13

These instructions focus on the following areas:

- ◆ Purpose
- ◆ Control File
- ◆ Running the Program
- ◆ Sample Report
- ◆ Checking Database Capacities
- ◆ Importing the Adjustment Records into the Database

Purpose

Generate Adjustments for Non-Paid Benefits (W2HN13) automates the process of including employer-paid health care in the total reported in Box 12, Code DD of the W2 form. The standard W2 extract process does not include employer-paid benefits from benefits-only payrolls. However, this information is required for reporting in Box 12, Code DD starting with tax year 2012. Generate Adjustments for Non-Paid Benefits (W2HN13) creates adjustment records that show up in Maintain Health Care Adjustments (W2HAMN).

This process is primarily for employees who work 10 months and receive employer-paid benefits over 12 months. Here is a typical scenario:

- ◆ Teachers earn their pay over a 10-month period from September through June and have 1/10 of the annual cost of the employee-paid portion deducted from each payroll warrant.
- ◆ The district charges 1/12 of the employer-paid benefits during the regular payrolls from September through June. The W2 extract process gets these costs from payroll history records.
- ◆ During July and August, a district does benefits-only payrolls to charge 1/12 of the annual cost of employer-paid benefits. These costs are not included in the W2 extract process. Generate Adjustments for Non-Paid Benefits (W2HN13) causes these costs to be included in the total for Box 12, Code DD.

The process uses the W213HC program option on [page 3-40](#) to identify the Voluntary Deductions for employer-paid benefits.

Control File

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

Each record contains the name of a benefits history file for a benefits-only payroll. At many sites, the naming convention is:

BAmmdyy.HISTORY, where mmddyy is the date on which the payroll was run, such as 053113 for a payroll run on May 31, 2013.

Some sites may use the following convention:

BAyydddx.HISTORY, where yy is a 2-digit year, ddd is a Julian day, and x is a sequence number from 0 through 9.

Running the Program

These instructions tell how to run Generate Adjustments for Non-Paid Benefits (W2HN13) directly from the command prompt in MPE.

1. Log on as MGR so you can have access to the command line interface.

:HELLO MGR.QSSUSER

2. Type file equations and print destination.

:FILE TOW2HN13=[control file]
:FILE FMW2HN13=[output file];DEV=DISC;SAVE
:SETJCW PRINTX nn

For the [control file], type the name of the control file that you created to specify the benefit history records to process.

For the [output file], type the name of the file that contains the adjustment records that you will be adding to the system.

For the [nn], type a PRINTX value. The typical choice is 3 to view and print the report in Print Manager.

3. Run the program.

```
:RUN W2HN13.!PPSCH.!PACT
```

This program supports SSNMASK. The setting is '0' which means:

NO ssn masking. Entire SSN will be used.

```
W2HN13      H.00.01  compiled 01/09/13   10:26
```

Report title?

SAMPLE

```
Report Title>SAMPLE                                     <
```

[The console lists a variety of messages while the process is running, such as program option records and files opened and processed.]

```
PRINTBEGIN E.N1.01 compiled 07/23/02
Print file 043908 created by XPRINTBEGIN E.N1.01
PRINTEND    E.N1.01 compiled 09/30/03
```

```
Total records written:                                43
```

```
Total Amount:                                         4,532.49
```

```
END OF PROGRAM
```

Sample Report

The Generate Employer Health Adjustment Records (W2HN13) is a preview of the adjustment record to be added to the system. The payroll office should review the report before the technical staff imports the records.

07 QSS DEMONSTRATION DISTRICT Generate Employer Health Adjustment Records S8878 W2HN13 H.00.01 01/09/14 PAGE 0

SAMPLE FOR DOCUMENTATION

History files: BA062913.HISTORY
BA063013.HISTORY
BA071513.HISTORY

07 QSS DEMONSTRATION DISTRICT			Generate Employer Health Adjustment Records				S8878	W2HN13	H.00.01	01/09/14	PAGE	9			
SAMPLE FOR DOCUMENTATION															
DI	LAST NAME	FIRST NAME	REFERENCE	TAX YEAR	REF DATE	WARRANT	CODE	AMOUNT	SOURCE	TYPE					

07	SMITH	JOHN	000-00-0000	2013	06/29/2013	90000113	4003	14.67	W2HN13	VD					
				2013	06/29/2013	90000113	5220	297.47	W2HN13	VD					
				2013	06/29/2013	90000113	6665	12.26	W2HN13	VD					
				Total Employee Amount:				324.40							
07	SMITH	MARY	000-00-0000	2013	06/29/2013	90000110	4003	19.20	W2HN13	VD					
				2013	06/29/2013	90000110	5220	297.47	W2HN13	VD					
				2013	06/29/2013	90000110	2602	1.00	W2HN13	VD					
				2013	06/29/2013	90000110	6665	24.87	W2HN13	VD					
Total Employee Amount:				342.54											
07	SMITH	PAUL	000-00-0000	2013	06/29/2013	90000029	4003	14.59	W2HN13	VD					
				2013	06/29/2013	90000029	5220	297.47	W2HN13	VD					
				2013	06/29/2013	90000029	2602	1.00	W2HN13	VD					
				2013	06/29/2013	90000029	6665	13.59	W2HN13	VD					
Total Employee Amount:				326.65											
07	SMITH	PETER	000-00-0000	2013	06/29/2013	90000057	4003	18.22	W2HN13	VD					
				2013	06/29/2013	90000057	5220	297.47	W2HN13	VD					
				2013	06/29/2013	90000057	6665	15.07	W2HN13	VD					
				Total Employee Amount:				330.76							
07	JOHNSON	JOHN	000-00-0000	2013	06/29/2013	90000054	5015	21.12	W2HN13	VD					
				2013	06/29/2013	90000054	5220	297.47	W2HN13	VD					
				2013	06/29/2013	90000054	6665	43.64	W2HN13	VD					
				Total Employee Amount:				362.23							
07	TENNYSON	ALFRED	000-00-0000	2013	06/29/2013	90000142	5396	309.88	W2HN13	VD					
				2013	06/29/2013	90000142	6665	17.88	W2HN13	VD					
				Total Employee Amount:				327.76							
				07	REYNOLDS	JOSHUA	000-00-0000	2013	06/29/2013	90000139	5220	297.47	W2HN13	VD	
2013	06/29/2013	90000139	4003					13.49	W2HN13	VD					
2013	06/29/2013	90000139	6665					11.48	W2HN13	VD					
Total Employee Amount:								322.44							
07	KLUGMAN	JACK	000-00-0000	2013	06/29/2013	90000021	5220	297.47	W2HN13	VD					
				2013	06/29/2013	90000021	4003	10.59	W2HN13	VD					
				2013	06/29/2013	90000021	5018	33.00	W2HN13	VD					
				2013	06/29/2013	90000021	6665	12.15	W2HN13	VD					
Total Employee Amount:				353.21											
07	LINCOLN	ABARHAM	000-00-0000	2013	06/29/2013	90000087	5220	297.47	W2HN13	VD					
				2013	06/29/2013	90000087	6665	43.99	W2HN13	VD					
				Total Employee Amount:				341.46							
				2013	06/29/2013	90000069	5220	262.00	W2HN13	VD					
Total Employee Amount:				262.00											
07	HOOK	CAPTAIN	000-00-0000	2013	06/30/2013	25200451	4003	9.30	W2HN13	VD					
				2013	06/30/2013	25200451	6665	17.05	W2HN13	VD					
				2013	06/30/2013	25200451	5396	309.45	W2HN13	VD					
				Total Employee Amount:				335.80							
07	PAN	PETER	000-00-0000	2013	06/30/2013	25200458	6665	4.14	W2HN13	VD					
				Total Employee Amount:				4.14							
				Total Records Written: 337											
				Total Amount: 34,243.60											
												S			

Importing Adjustment Records

Importing Adjustment Records for Version H (HP e3000)

Checking Database Capacities

Before importing the adjustment records into the database, use the ADAGER utility to determine whether the TXINFO database has enough room to hold the adjustment records in the D-ER-HEALTH-ADJ dataset.

1. Log on as MGR.QSSUSER.

```
:HELLO MGR.QSSUSER
```

2. Determine the number of records in the [output file] from W2HN13.

```
:LISTF [output file],1
```

The number under the SIZE column identifies the number of import records created by W2HN13.

3. Use ADAGER to check the capacity of the D-ER-HEALTH-ADJ dataset and increase its size if needed.

The dataset needs to have enough free space for all of the records created by W2HN13, plus room for additional adjustment records created with Maintain Health Care Adjustments (W2HAMN).

If you have questions about using Adager, consult your **QSS** account manager.

Importing the Adjustment Records into the Database

The [output file] from W2HN13 contains the adjustment records to be added to the TXINFO database. These instructions tell how to add the records to the D-ER-HEALTH-ADJ dataset with the DBXADD utility. Once the records are added, they show up in Maintain Health Care Adjustments (W2HAMN).

```
:RUN DBXADD.!PPUTL.!PACT
```

```
DBXADD B.01.01 (C)1991 Carter-Pertaine, Inc.
```

```
Database name? TXINFO.DBPERPAY
```

```
Password? WRITE
```

```
Mode? 1
```

```
Dataset name? D-ER-HEALTH-ADJ
```

```
Input file? [output file]
```

```
Enter data items
```

*@
_

Input file? [RETURN]
Dataset name? [RETURN]

Database name? [RETURN]

END OF PROGRAM

Task 9-PR: Entering Pay History and Benefit Adjustments

The payroll staff reviews and adjusts the employer-paid benefit costs and pay history records.

- ◆ PHUPDT allows the payroll staff to adjust payroll amounts for everything except employer-paid benefits. This data comes from regular and supplemental payrolls during 2013.
- ◆ W2HAMN allows the payroll staff to adjust the amounts of employer-sponsored benefits reported in Box 12-DD. This data comes from benefits-only payrolls during 2013. PHUPDT does not allow you to update this data.

For details, see [page 3-114](#).

Task 10-T: Extracting W2 Information with Y13W2EXTRACT

The user-defined command (UDC) Y13W2EXTRACT 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 3-126](#) for more details.

The extract process reads through the database records for each paycheck and pay history adjustment for 2013, then compiles that information into a W2 summary record for each employee.



Log on as follows for W2 production:

◆ Type HELLO OPR.QSSUSER,W2109913

This logon ID keeps all the processing files for W2 production in their own W2109913 group. Use this logon ID for all W2 and 1099 processing.

Extracting in Production Mode

In **production mode**, the settings are taken from the W2EX13 program option record described on [page 3-14](#) 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 13.



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

- ◇ Type Y13W2EXTRACT 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 Y13W2EXTRACT *[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 Y13W2EXTRACT 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 Y13W2EXTRACT 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 Y13W2EXTRACT , 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 iden-
tify 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 vol-
untary deduction numbers from 8400-8499 (alternative
retirement).

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

FOR NEW YORK ONLY.

If you are not in New York, press <RETURN>.

Sites 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)

Please enter the code:

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)

See [page 3-22](#) 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 CTW2TP13 control file?** on the W2EX13 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.
Iaa-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 District sort records released: xxx	The count for each district. The records released is the count for employees who are getting W2s.
Total Payees Extracted: xxx Total sort records released: xxx	The totals for all districts. 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 Y13W2REPORT

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 Inspect (PHUPDT) tab on the Payroll History form to make any changes to payroll amounts, then repeat the extract and report steps.

The Y13W2REPORT 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 Y13W2REPORT 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 Y13W2EXTRACT 500, then, to print the report, type Y13W2REPORT 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 <u>00</u> 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 W2ED13
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- Press <RETURN> to use the standard layout for the report.
99, blank for
default):

The standard layout is always available. Your site can also define custom layouts 01 through 99 for this report. For instructions, see [Appendix B](#).

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,
DE,ER,GE,GR,1G,2G,
1T,2T,HC,HA,EE

These choices are not applicable for the P option. See 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 "Select Field Ranges Tab" on page 3-65 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 (W2RP13). 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 2012 Final Edit (W2ED12)
XP	Exclude employee from creating a printed W-2 form
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

Report Fields (Continued)

FIELD NAME	DESCRIPTION
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
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
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
EMPLYR-HC	Employer-paid health care
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

Report Fields (Continued)

FIELD NAME	DESCRIPTION
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
SEBER	Substantiated employee business expense reimbursements
EMPLYR-HA	Employer health care adjustments
EMPLR HSA	Employer's contribution to health savings account
EMPR MSA	Employer's contribution to medical savings account
OTHER-NQP	Other non-qualified plan
ADOPT BEN	Adoption benefits

Sample W2 Prelist

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

39 QSS DEMONSTRATION DISTRICT	W-2 PRE-LIST	J9426	W2RP13	H.13.01	12/06/13	PAGE	0

DISTRICT: 39							
REPORT OPTION: P - Prelist							
REPORT CHANGES SINCE: ALL DATA							
SSN Mask: 9							
Report Layout:							
FIELD NAME	RULE	LOW VALUE	HIGH VALUE				

39 QSS DEMONSTRATION DISTRICT	W-2 PRE-LIST					J9426	W2RP13	H.13.01	12/06/13	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	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	EMPLYR-HC	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B			
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	SEBER	EMPLYR-HA	EMPLR	HSA	EMPLR	MSA	OTHER-NQP	ADOPT	BEN

000-00-0000	PERSNIKITY	REALLY	RP:Y SL:N SF:N SE:N US:N XP:N PC:05 RS:02 L1:0004 L2:0000 SC:05											
99935.00	94353.74	3962.85	11992.35	2875.39	.00	.00	3800.00	.00	3800.00	.00	.00	.00	.00	.00
83627.59	94353.74	1368.12	.00	.00	.00	12507.41	.00	.00	.00	.00	.00	.00	.00	.00
99935.00	.00	.00	.00	6926.15	.00	5581.26	.00	.00	.00	.00	.00	.00	.00	.00
83627.59	.00	.00	.00	.00	.00	.00	2000.00	.00	.00	.00	.00	.00	.00	.00
000-00-0000	PERSON	REAL	RP:Y SL:N SF:N SE:N US:N XP:N PC:05 RS:02 L1:0004 L2:0000 SC:05											
99935.00	94353.74	3962.85	11992.35	2875.39	.00	.00	3800.00	.00	3800.00	.00	.00	.00	.00	.00
83627.59	94353.74	1368.12	.00	.00	.00	12507.41	.00	.00	.00	.00	.00	.00	.00	.00
99935.00	.00	.00	.00	6926.15	.00	5581.26	1000.00	.00	.00	.00	.00	.00	.00	.00
83627.59	.00	.00	.00	.00	.00	.00	1000.00-	.00	.00	.00	.00	.00	.00	.00
REGULAR TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC						
3	299805.00	283061.22	11888.55	35977.05	8626.17	20.00	11400.00	0.00						
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457						
5.00	251512.77	283061.22	4104.36	220.00	210.00	37522.23	11400.00	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	299805.00	0.00	0.00	20778.45	0.00	16743.78	0.00	0.00						
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	ROTH/401K	ROTH/403B	ROTH/457B						
0.00	251512.77	10.00	60.00	200.00	70.00	150.00	160.00	170.00						
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA						
180.00	0.00	0.00	0.00	0.00	80.00	90.00	100.00	110.00						
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC	EMPLOYER HA										
40.00	50.00	140.00	1120.00	1130.00										

39 QSS DEMONSTRATION DISTRICT			W-2 PRE-LIST			J9426		W2RP13		H.13.01 12/06/13		PAGE		2	
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	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	EMPLYR-HC	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B				
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	SEBER	EMPLYR-HA	EMPLR	HSA	EMPLR	MSA	OTHER-NQP	ADOPT	BEN	

DIST TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC							
3	299805.00	283061.22	11888.55	35977.05	8626.17	20.00	11400.00	0.00							
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457							
5.00	251512.77	283061.22	4104.36	220.00	210.00	37522.23	11400.00	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	299805.00	0.00	0.00	20778.45	0.00	16743.78	0.00	0.00							
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	ROTH/401K	ROTH/403B	ROTH/457B							
0.00	251512.77	10.00	60.00	200.00	70.00	150.00	160.00	170.00							
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA							
180.00	0.00	0.00	0.00	0.00	80.00	90.00	100.00	110.00							
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC	EMPLOYER HA											
40.00	50.00	140.00	1120.00	1130.00											

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	W2RP13	H.13.00	12/09/13	PAGE	0

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	W2RP13	H.13.00	12/09/13	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	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	EMPLYR-HC	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	SEBER	EMPLYR-HA	EMPLR HSA	EMPLR MSA	OTHER-NQP	ADOPT BEN

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
	2592.00	2592.00	37.62	.00	.00	.00	.00	.00	.00	.00	.00
	2592.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	2592.00	.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
	2592.00	2592.00	37.62	.00	.00	.00	.00	.00	.00	.00	.00
	2592.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
	2592.00	.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	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	EMPLOYER-HA							
0.00	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	OTH-NTX
	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.

39 QSS DEMONSTRATION DISTRICT			W-2 PRE-LIST			J9426	W2RP13	H.13.01	12/06/13	PAGE	2
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	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	EMPLYR-HC	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	SEBER	EMPLYR-HA	EMPLR HSA	EMPLR MSA	OTHER-NQP	ADOPT BEN

DIST TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC			
3	299805.00	283061.22	11888.55	35977.05	8626.17	20.00	11400.00	0.00			
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457			
5.00	251512.77	283061.22	4104.36	220.00	210.00	37522.23	11400.00	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	299805.00	0.00	0.00	20778.45	0.00	16743.78	0.00	0.00			
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	ROTH/401K	ROTH/403B	ROTH/457B			
0.00	251512.77	10.00	60.00	200.00	70.00	150.00	160.00	170.00			
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA			
180.00	0.00	0.00	0.00	0.00	80.00	90.00	100.00	110.00			
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC	EMPLOYER HA							
40.00	50.00	140.00	1120.00	1130.00							
FINAL TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC			
3	299805.00	283061.22	11888.55	35977.05	8626.17	20.00	11400.00	0.00			
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457			
5.00	251512.77	283061.22	4104.36	220.00	210.00	37522.23	11400.00	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	299805.00	0.00	0.00	20778.45	0.00	16743.78	0.00	0.00			
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	ROTH/401K	ROTH/403B	ROTH/457B			
0.00	251512.77	10.00	60.00	200.00	70.00	150.00	160.00	170.00			
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA			
180.00	0.00	0.00	0.00	0.00	80.00	90.00	100.00	110.00			
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC	EMPLOYER HA							
40.00	50.00	140.00	1120.00	1130.00							

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	W2RP13	H.13.00	12/11/13	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 W2RP13 H.13.00 11/28/13 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	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	EMPLYR-HC	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B			
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	SEBER	EMPLYR-HA	EMPLR HSA	EMPLR MSA	OTHER-NQP	ADOPT BEN			
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	EMPLOYER HA										
0.00	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 W2RP13 H.13.00 12/11/13 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	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	EMPLYR-HC	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	SEBER	EMPLYR-HA	EMPLR HSA	EMPLR MSA	OTHER-NQP	ADOPT BEN
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	EMPLOYER HA							
0.00	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	EMPLOYER HA							
0.00	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 Y13W2TCEXT

This UDC is run from the program W2TC13.

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 Y13W2TCEXT at the command line prompt.
- ◇ To specify a different number of records, type a number after the UDC, as in Y13W2TCEXT 1000.

The travel claim extract process creates one record per employee with car allowance paid through travel claims during 2013.

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.
Iaa-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 Y13W2TCRPT

This UDC is run from the program W2MR13.

To produce a report of car allowances:

◇ Type Y13W2TCRPT at the command line prompt.

The Y13W2TCRPT 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 3-127](#).

Task 14-T: Merging All Sources of W2 Information with Y13W2FNLMRG

Run the W2 final merge program with the Y13W2FNLMRG 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 Y13W2FNLMRG UDC after you have begun editing W2s, as described in "Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED13)" on page 3-132. Every time the Y13W2FNLMRG UDC is run, it wipes clean any editing done with the W2 Edit Program (W2ED13). See the next section to help you decide.

To combine Payroll and AP information into one file:

◇ Type Y13W2FNLMRG 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 Y13W2REPORT

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 (W2ED13) to make any changes.

The Y13W2REPORT 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 Y13W2REPORT 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 Y13W2EXTRACT 500, then, to print the report, type Y13W2REPORT 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
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:
 'P' = prelist
 'R' = reasonability check
 'S' = selected field value range
 Enter 'P', 'R', or 'S'

In this step, type P.

Report only W2ED13
 changes made since
 (MMCCDDYY)? 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
 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

Press <RETURN>.

These choices are not applicable for the P option. See "Select Field Ranges Tab" on page 3-65 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 "Select Field Ranges Tab" on page 3-65 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 2-31.

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 (W2ED13)

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 in "Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED13)" on page 3-132.

The W2 Edit program has two options to control access to districts.

- ◆ For the traditional version, menu options allow you to restrict the payroll staff to their log-on district or allow them to maintain information for employees in any district.

- ◆ For the QCC version, security parameters allow you to select single- or multi-district access.

Task 17-T: Printing Prelist Report of Combined W2 Information with Y13W2REPORT

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 2-28](#).

The W2 Prelist (W2RP13) 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 W2TF13 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 "Troubleshooting: Identifying Discrepancies" on page 3-71.

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	2-55
Exporting a print file to a non-QSS printing system	2-55
Printing forms on a laser printer using a PIF output file	2-59

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

NOTE: Some sites may allow employees to opt out of receiving a printed W2 form. To do so, a site must be using Employee Self Service (ESS) and the PDF Interface to capture W2 forms to a PDF file. For details, see [page 1-11](#).

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

1. Follow the "Instructions for All Types of Printing" on page 2-48.
2. Follow the instructions in "Printing Forms on a Pin-Feed Printer" on page 2-55.
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 Y13W2FILE" on page 2-84.

If you are printing forms on a laser printer:

1. Follow the "Instructions for All Types of Printing" on page 2-48.
2. Read the requirements for laser printing in "Requirements for Successful Printing of Laser-Formatted W2 Forms" on page 2-58 to make sure your setup will allow laser printing.
3. Use the Y13W2PRINT command to create the PIF file, as described in "Parameters to Use with the Y13W2PRINT Command" on page 2-59.

If your site is using the optional **QSS** software for printing .pdf files, you can use the output files created by Y13W2PRINT for printing .pdf files of W2 forms for each district.

4. Use the Y13W2LASER command to print the forms on your laser printer, as described in "Parameters to Use with the Y13W2LASER Command" on page 2-60.

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 2-63 for details.

Zip Code File (FMW2PRZC)

Whenever you run the Y13W2PRINT command as described in the next section, and you use the "Sort by ZIP Code" option (page 2-54), the system creates the FMW2PRZC file. This lists the number of W2s within each unique ZIP Code as shown in the example below.

```
fmw2przc.w2109913.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,W2109913.
- ◇ Type Y13W2PRINT at the command line prompt.

Parameters to Use with the Y13W2PRINT Command

The syntax of the Y13W2PRINT command is:

Y13W2PRINT [*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 2-50 .
EXPORTSIZE=	Number of records to export to non-QSS printing system	30,000	Value should be same as that of SIZE. See page 2-55 .
DEV=	Printer device, either number or class	6	See page 2-50 .

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 Y13W2PRINT 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: Y13W2PRINT 15000 (or Y13W2PRINT 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 Y13W2EXTRACT 15000 to build the extract file as discussed in "Task 10-T: Extracting W2 Information with Y13W2EXTRACT" on page 2-23, type Y13W2PRINT 15000 to print W2s.

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

Y13W2PRINT DEV=PR1

> See "Printing Forms on a Pin-Feed Printer" on page 2-55 for more details.

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

Y13W2PRINT NOPRINT=1, PIFSIZE=100000

> See "Parameters to Use with the Y13W2PRINT Command" on page 2-59 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 2-55 .
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 Y13W2PRINT:

Y13W2PRINT 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 Y13W2PRINT 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 Y13W2PRINT 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 Y13W2PRINT Command

After typing the Y13W2PRINT 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 (CTW2TP13) does not exist or cannot be opened. Its creation is described in the section "Task 3-T: Setting Up Control Files" on page 2-3.

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 "W2EX13 - Basic/default settings used to control how W2 data is accumulated" on page 3-14.

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.

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

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

Type Y for Yes or N for No.

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.

Is this a
Duplicate Run
(Y/N)?

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

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
W2ED13 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 2-63.
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 2-48.
 - > *Do not specify values for the NOPRINT and PIFSIZE parameters* with the Y13W2PRINT command, but leave them at their default values. Omit them from the command line.
- ◆ Since the default NOPRINT setting is 0, by default Y13W2PRINT produces a spoolfile for pin-feed (impact) printing. This is what you want.
 - ◆ Since the default PIFSIZE setting is 0, by default Y13W2PRINT 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 2-98 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 (W213UNPF) to print Nelco form SSUNIV with Print Manager (LSPOOL). With this method, the W2 forms do not print immediately. Instead, a file of W2 forms is sent to a P-file (print file) in Print Manager (LSPOOL) that you can manage just like any other report in QSS/OASIS.

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

Obtaining the Driver Files

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

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

For the TX13 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 2-48.
2. Read the requirements for laser printing in "Requirements for Successful Printing of Laser-Formatted W2 Forms" on page 2-58 to make sure your setup will allow laser printing.
3. Use the Y13W2PRINT command to create the PIF file, as described in "Parameters to Use with the Y13W2PRINT Command" on page 2-59.
4. Before printing the forms, type the following commands at the console:

```
:SETJCW PRINTX = 3  
:SETJCW CPIPEFS = ###      (### 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 Y13W2LASER command to print the forms on your laser printer, as described in "Parameters to Use with the Y13W2LASER Command" on page 2-60.

Type the following parameters for the command:

```
:Y13W2LASER FORM=SSUNIV DRIVER="W213UNPF.DATA"
```

You can also use the optional INFO="aaaaa,bbbb" command to print specific forms, as described on [page 2-65](#).

NOTE: Y13W2LASER 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 TX13 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 2-48.

In this step, you use the command Y13W2PRINT 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 Y13W2LASER to print the laser-formatted W2 forms.

This command takes the PIF from Y13W2PRINT 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 Y13W2PRINT Command

Two essential *parameters that you must use with the Y13W2PRINT command* when laser printing are:

PIFSIZE= [large number], NOPRINT=1

When you use these parameters for Y13W2PRINT, 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 Y13W2LASER 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 2-55](#). It is not necessary to know the format of the PIF output file if you will be using the Y13W2LASER 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 Y13W2LASER Command

The next step, after using Y13W2PRINT to produce the PIF, is to print the W2 forms on your laser printer using the Y13W2LASER 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>Y13W2LASER FORM="HELP"</u> would cause the command to give a listing of the valid FORM names. For tax year 2013, the QSS -supported form names are SSL4UP, SS275, SS285, SS1287, SS1287C, SSUNIV, SSUNPS, SSER2UP and SSPTMA . These forms are described in the "QSS-Supported W2 Forms" on page 2-66 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

(Y13W2LASER 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 (Y13W2LASER 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 Y13W2PRINT vs. Y13W2LASER

The output of Y13W2PRINT 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 Y13W2LASER, 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.

Y13W2LASER 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.

Y13W2LASER 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 [2-65](#).)

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:

Y13W2PRINT 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 `Y13W2LASER`. 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 `Y13W2LASER` command.

To display the document number for a specific SSN:

- ◇ Type `Y13W2GETDOCNUM 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 `Y13W2GETDOCNUM 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.W2113913 (          ) Input - Perm (PIF) |
COMMENT | |
COMMENT +=====+
COMMENT | Last edit: 12/16/13 DAP |
COMMENT +-----+
IF FINFO("FMW2PRPX.W2109913","EXISTS") THEN
*** EXPRESSION TRUE
    FCOPY FROM=FMW2PRPX.W2109913;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

Y13W2LASER 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:

Y13W2LASER FORM=SSL4UP,INFO="00018,99999".

QSS-Supported W2 Forms

This heading focuses on the following areas:

- ◆ Laser Forms
- ◆ Pin-Feed Printers

Laser Forms

The following table lists the laser forms that **QSS** supports. Below the table, there are notes for Moore Wallace (MW), ptm, and Nelco forms. The "QSS Form" column identifies the form to use when printing laser forms.

Laser forms supported by QSS

Number	QSS Form	Size	Sides	Type	Reporting Type	Vendor Form	Sample on Page
1	SS285	8.5x11	duplex	v-fold	pressure seal	MW285 W2E4CNP	2-69
2	SS1287 SS1287C SSPTMA	8.5x14	simplex	z-fold	pressure seal	MW1287 ptm-80481	2-70
3	SS275	8.5x11	simplex	cut-sheet	for employee	MW275 ptm-80071	2-71
4	SS275	8.5x11	simplex	cut-sheet	for employer	MW276 ptm-80072	2-72
5	SSL4UP	8.5x11	simplex	cut-sheet	for employee	ptm-BW24UP	2-73
6	SSL4UP	8.5x11	simplex	cut-sheet	for employer	ptm-BW24UPER	2-74
7	SS1286	8.5x14	simplex	z-fold	pressure seal	MW1286 ptm-80483	2-75
8	SS1288	8.5x14	simplex	z-fold	pressure seal	MW1288 ptm-80642-PX	2-76
9	SSUNIV	8.5x11	simplex	cut-sheet	for employee	Nelco B4PERF05 (blank paper)	2-79
10	SSUNPS	8.5x14	simplex	z-fold	pressure seal	Nelco 80650 (blank paper)	2-80
11	SSER2UP	8.5x11	simplex	cut-sheet	for employer	none (plain paper)	2-81

Notes for Moore Wallace 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.

Notes 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.

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.
- ◆ You **MUST** report your W2/1099 data electronically to use Nelco forms B4PERF05 or 80650 as they **CANNOT** be scanned.
- ◆ SSER2UP prints on any white paper. You do not have to use Nelco paper.

#1 SS285 (MW285 and W2E4CN)

Department of the Treasury—Internal Revenue Service																							
OMB No. 1545-0046						OMB No. 1545-0046																	
1 Wages, tips, other compensation				2 Federal income tax withheld				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											
c Employer's name, address, and ZIP code																							
7 Social security tips				8 Allocated tips				9				10 Dependent care benefits											
11 Nonqualified plans				12a				12b				12c											
12d				b Employer identification number (EIN)				a Employee's social security number				13 Statutory employee											
Retirement plan				Third-party sick pay				14 Other				e Employee's name, address, and ZIP code											
Form W-2 Wage and Tax Statement 2013												Form W-2 Wage and Tax Statement 2013											
Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return.												Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return.											
OMB No. 1545-0046												OMB No. 1545-0046											
1 Wages, tips, other compensation						2 Federal income tax withheld						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					
c Employer's name, address, and ZIP code												c Employer's name, address, and ZIP code											
7 Social security tips				8 Allocated tips				9				10 Dependent care benefits				11 Nonqualified plans							
12a See instructions for box 12				12b				12c				12d				b Employer identification number (EIN)							
a Employee's social security number				13 Statutory employee				Retirement plan				Third-party sick pay				14 Other							
e Employee's name, address, and ZIP code												e Employee's name, address, and ZIP code											
Form W-2 Wage and Tax Statement 2013												Form W-2 Wage and Tax Statement 2013											
Copy B - To Be Filed With Employee's FEDERAL Tax Return.												Copy C - For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)											

#2 SS1287, SS1287C, and SSPTMA (MW1287 and ptm-80481)

Department of the Treasury—Internal Revenue Service

OMB NO. 1545-0000

1 Wages, tips, other compensation 2 Federal income tax withheld

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 9

10 Dependent care benefits 11 Nonqualified plans 12a See instructions for box 12

12b 12c 12d

13 Statutory employee Retirement plan Third-party sick pay 14 Other

15 State Employer's state ID No. 16 State wages, tips, etc.

17 State income tax 18 Local wages, tips, etc.

19 Local income tax 20 Locality name

2013

W-2 Wage and Tax Statement
Copy C-For
EMPLOYEE'S RECORDS
(See Notice to Employee on the back of Copy B.)

Department of the Treasury—Internal Revenue Service

PRINTED IN USA

FORM 941-B

SEE REVERSE SIDE FOR OPENING INSTRUCTIONS

Important Tax Document Enclosed

First-Class Mail

#3 SS275 (MW275 and ptm-80071)

OMB No. 1545-0048 Department of the Treasury—Internal Revenue Service				OMB No. 1545-0048 Department of the Treasury—Internal Revenue Service			
1 Wages, tips, other compensation		2 Federal income tax withheld		1 Wages, tips, other compensation		2 Federal income tax withheld	
3 Social security wages		4 Social security tax withheld		3 Social security wages		4 Social security tax withheld	
5 Medicare wages and tips		6 Medicare tax withheld		5 Medicare wages and tips		6 Medicare tax withheld	
c Employer's name, address, and ZIP code							
7 Social security tips		8 Allocated tips		7 Social security tips		8 Allocated tips	
10 Dependent care benefits		11 Nonqualified plans		10 Dependent care benefits		11 Nonqualified plans	
12b		12c		12b		12c	
12d				12d			
b Employer identification number (EIN)				a Employee's social security number			
13 Statutory employee		14 Other		13 Statutory employee		14 Other	
Retirement plan		Third-party sick pay		Retirement plan		Third-party sick pay	
e Employee's name, address, and ZIP code							
Form W-2 Wage and Tax Statement 2013				Form W-2 Wage and Tax Statement 2013			
15 State		Employer's state ID number		15 State		Employer's state ID number	
16 State wages, tips, etc.		17 State income tax		16 State wages, tips, etc.		17 State income tax	
18 Local wages, tips, etc.		19 Local income tax		18 Local wages, tips, etc.		19 Local income tax	
20 Locality name				20 Locality name			
Copy 2—To Be Filed With Employee's State, City, or Local Income Tax Return							
OMB No. 1545-0048 Department of the Treasury—Internal Revenue Service				OMB No. 1545-0048 Department of the Treasury—Internal Revenue Service			
1 Wages, tips, other compensation		2 Federal income tax withheld		1 Wages, tips, other compensation		2 Federal income tax withheld	
3 Social security wages		4 Social security tax withheld		3 Social security wages		4 Social security tax withheld	
5 Medicare wages and tips		6 Medicare tax withheld		5 Medicare wages and tips		6 Medicare tax withheld	
c Employer's name, address, and ZIP code							
7 Social security tips		8 Allocated tips		7 Social security tips		8 Allocated tips	
10 Dependent care benefits		11 Nonqualified plans		10 Dependent care benefits		11 Nonqualified plans	
12b		12c		12b		12c	
12d				12d			
b Employer identification number (EIN)				a Employee's social security number			
13 Statutory employee		14 Other		13 Statutory employee		14 Other	
Retirement plan		Third-party sick pay		Retirement plan		Third-party sick pay	
e Employee's name, address, and ZIP code							
Form W-2 Wage and Tax Statement 2013				Form W-2 Wage and Tax Statement 2013			
15 State		Employer's state ID number		15 State		Employer's state ID number	
16 State wages, tips, etc.		17 State income tax		16 State wages, tips, etc.		17 State income tax	
18 Local wages, tips, etc.		19 Local income tax		18 Local wages, tips, etc.		19 Local income tax	
20 Locality name				20 Locality name			
Copy 3—For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)							

80071

NTF 2577946

#4 SS275 (MW276 and ptm-80072)

1A

52001

OMB No. 1545-0005 Department of the Treasury—Internal Revenue Service

W-2

Wage and Tax Statement

2013

Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return.

OMB No. 1545-0005 Department of the Treasury—Internal Revenue Service

This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

c Employer's name, address, and ZIP code

7 Social security tips 8 Allocated tips 9

10 Dependent care benefits 11 Nonqualified plans 12a See instructions for box 12

12b 12c 12d

b Employer identification number (EIN) a Employee's social security number

13 Statutory employee Retirement plan Third-party sick pay 14 Other

e Employee's name, address, and ZIP code

Form 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 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 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 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

Copy B - To Be Filed With Employee's FEDERAL Tax Return.

Copy C - For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)

1A

52001

OMB No. 1545-0005 Department of the Treasury—Internal Revenue Service

W-2

Wage and Tax Statement

2013

Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return.

OMB No. 1545-0005 Department of the Treasury—Internal Revenue Service

This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

c Employer's name, address, and ZIP code

7 Social security tips 8 Allocated tips 9

10 Dependent care benefits 11 Nonqualified plans 12a See instructions for box 12

12b 12c 12d

b Employer identification number (EIN) a Employee's social security number

13 Statutory employee Retirement plan Third-party sick pay 14 Other

e Employee's name, address, and ZIP code

Form 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 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 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 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

Copy B - To Be Filed With Employee's FEDERAL Tax Return.

Copy C - For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)

#5 SSL4UP (ptm-BW24UP)

Copy B—To Be Filed With Employee's FEDERAL Tax Return			38-2099803 OMB No. 1545-0008		
a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld	a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld
b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld	b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld
	5 Medicare wages and tips	6 Medicare tax withheld		5 Medicare wages and tips	6 Medicare tax withheld
c Employer's name, address, and ZIP code					
d Control number					
e Employee's name, address, and ZIP code					
7 Social security tips	8 Allocated tips	9	7 Social security tips	8 Allocated tips	9
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12	10 Dependent care benefits	11 Nonqualified plans	12a Code
13 Statutory employee	14 Other	12b Code	13 Statutory employee	14 Other	12b Code
Retirement plan		12c Code	Retirement plan		12c Code
Third-party sick pay		12d Code	Third-party sick pay		12d Code
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	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	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury -- IRS
This information is being furnished to the Internal Revenue Service.

Copy C—For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)			38-2099803 OMB No. 1545-0008		
a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld	a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld
b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld	b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld
	5 Medicare wages and tips	6 Medicare tax withheld		5 Medicare wages and tips	6 Medicare tax withheld
c Employer's name, address, and ZIP code					
d Control number					
e Employee's name, address, and ZIP code					
7 Social security tips	8 Allocated tips	9	7 Social security tips	8 Allocated tips	9
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12	10 Dependent care benefits	11 Nonqualified plans	12a Code
13 Statutory employee	14 Other	12b Code	13 Statutory employee	14 Other	12b Code
Retirement plan		12c Code	Retirement plan		12c Code
Third-party sick pay		12d Code	Third-party sick pay		12d Code
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	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	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury -- IRS
This information is being furnished to the Internal Revenue Service.

Copy 2—To Be Filed With Employee's State, City, or Local Income Tax Return			38-2099803 OMB No. 1545-0008		
a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld	a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld
b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld	b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheld
	5 Medicare wages and tips	6 Medicare tax withheld		5 Medicare wages and tips	6 Medicare tax withheld
c Employer's name, address, and ZIP code					
d Control number					
e Employee's name, address, and ZIP code					
7 Social security tips	8 Allocated tips	9	7 Social security tips	8 Allocated tips	9
10 Dependent care benefits	11 Nonqualified plans	12a Code	10 Dependent care benefits	11 Nonqualified plans	12a Code
13 Statutory employee	14 Other	12b Code	13 Statutory employee	14 Other	12b Code
Retirement plan		12c Code	Retirement plan		12c Code
Third-party sick pay		12d Code	Third-party sick pay		12d Code
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	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	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

Form W-2 Wage and Tax Statement 2013 Dept. of the Treasury -- IRS
This information is being furnished to the Internal Revenue Service.

#6 SSL4UP (ptm-BW24UPER)

Employer, State/Local or File Copy		2013	OMB No. 1545-0008
a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld	
	3 Social security wages	4 Social security tax withheld	
b Employer ID number (EIN)	5 Medicare wages and tips	6 Medicare tax withheld	
c Employer's name, address, and ZIP code			
d Control number			
e Employee's name, address, and ZIP code			
7 Social security tips	8 Allocated tips	9	
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12	
13 Statutory employee	14 Other	12b Code	
Retirement plan		12c Code	
Third-party sick pay		12d Code	
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 Dept. of the Treasury -- IRS 38-2099803
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Employer, State/Local or File Copy		2013	OMB No. 1545-0008
a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld	
	3 Social security wages	4 Social security tax withheld	
b Employer ID number (EIN)	5 Medicare wages and tips	6 Medicare tax withheld	
c Employer's name, address, and ZIP code			
d Control number			
e Employee's name, address, and ZIP code			
7 Social security tips	8 Allocated tips	9	
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12	
13 Statutory employee	14 Other	12b Code	
Retirement plan		12c Code	
Third-party sick pay		12d Code	
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 Dept. of the Treasury -- IRS 38-2099803
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Employer, State/Local or File Copy		2013	OMB No. 1545-0008
a Employee's soc. sec. no.	1 Wages, tips, other comp.	2 Federal income tax withheld	
	3 Social security wages	4 Social security tax withheld	
b Employer ID number (EIN)	5 Medicare wages and tips	6 Medicare tax withheld	
c Employer's name, address, and ZIP code			
d Control number			
e Employee's name, address, and ZIP code			
7 Social security tips	8 Allocated tips	9	
10 Dependent care benefits	11 Nonqualified plans	12a Code See inst. for box 12	
13 Statutory employee	14 Other	12b Code	
Retirement plan		12c Code	
Third-party sick pay		12d Code	
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 Dept. of the Treasury -- IRS 38-2099803
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

BW24UPER NTF 2577943

[illegible]

The forms for SS1288 are have the instructions for the W2 form pre-printed on the back of the form. The front of the form is a blank area for printing the W2 information for employees.

Back of Form with Pre-Printed Instructions

[illegible]

Blank Front of Form

U.S. PSN no 81064-007

Form 80642-PX

Print Mail
1-866-687-2861

FROM:

Important Tax Document Enclosed

First-Class Mail

SEE REVERSE SIDE FOR
OPENING INSTRUCTIONS

[illegible]

11/2013

1 Wages, tips, other comp.	2 Fed. income tax withheld	
3 Social security wages	4 Soc. sec. tax withheld	
5 Medicare wages and tips	6 Medicare tax withheld	
Employer's name, address, and ZIP code		
7 Social security tips	8 Allocated tips	
9	10 Dependent care benefits	
11 Nonqualified plans	12a	
	12b	
13 Salaried employee	Retirement plan	Third-party sick pay
	12c	
	12d	
14	Employee's SSN	
	Employer ID number (EIN)	
	Control number	
Employee's name, address, and ZIP code		
15 a. 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 Copy 2— To Be Filed With Employer's State, City, or Local Income Tax Return		
DE 20090803 OMB No. 1545-0008 Department of the Treasury Internal Revenue Service		2013

© Minitab, Inc. 2014. See the instructions for forms 1040 or forms 1042S for details.

Q—Married couple, both age 65. See the instructions for Form 1040 or Form 1040A for details on the marital deduction.

R—Carpenter's deductions to your *Amicus* MSA. Report on Form 8883, *Amicus* MSA and Long-Term Care Insurance Contracts.

S—Employee salary reduction contributions under a section 408(a) SIMPLE plan (not required).

T—Adoptive benefits (not included in line 1). Complete Form 8036, *Adoptive plan* (optional), to complete any salaried and non-salaried amounts.

U—Reported on Form 1040A. See the instructions for Schedule D (included in boxes 1, 3 up to security wage basis, and 6). See Pub. 928 and instructions for Schedule Q (Form 1040) for details.

W—Report the contributions (including amounts the employee elected to contribute) to section 128 (supplemental plan) for your health savings account. Report on Form 8886, *Health Savings Accounts*.

Y—Contributions under section 423A (qualified deferred compensation plan).

Z—Include under section 408(a) a non-qualified deferred compensation plan. This amount has included Line 1. It is subject to an additional 80% tax on interest. See "Other Taxable Income" on Form 1040.

AA—Designated Roth contributions under a section 401(k) plan
BB—Designated Roth contributions under a section 408(a) plan
CC—Designated Roth contributions under a section 408(a) plan
DD—Designated Roth contributions under a section 408(a) plan
EE—Designated Roth contributions under a governmental section 457(b) plan. This amount is not included in your taxable income.
FF—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
GG—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
HH—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
II—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
JJ—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
KK—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
LL—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
MM—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
NN—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
OO—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
PP—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
QQ—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
RR—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
SS—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
TT—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
UU—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
VV—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
WW—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
XX—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
YY—Designated Roth contributions under a tax-exempt organization section 457(b) plan.
ZZ—Designated Roth contributions under a tax-exempt organization section 457(b) plan.

Code DD is not taxable.

Code EE is not taxable.

Code FF is not taxable.

Code GG is not taxable.

Code HH is not taxable.

Code II is not taxable.

Code JJ is not taxable.

Code KK is not taxable.

Code LL is not taxable.

Code MM is not taxable.

Code NN is not taxable.

Code OO is not taxable.

Code PP is not taxable.

Code QQ is not taxable.

Code RR is not taxable.

Code SS is not taxable.

Code TT is not taxable.

Code UU is not taxable.

Code VV is not taxable.

Code WW is not taxable.

Code XX is not taxable.

Code YY is not taxable.

Code ZZ is not taxable.

Code AA is not taxable.

Code BB is not taxable.

Code CC is not taxable.

Code DD is not taxable.

Code EE is not taxable.

Code FF is not taxable.

Code GG is not taxable.

Code HH is not taxable.

Code II is not taxable.

Code JJ is not taxable.

Code KK is not taxable.

Code LL is not taxable.

Code MM is not taxable.

Code NN is not taxable.

Code OO is not taxable.

Code PP is not taxable.

Code QQ is not taxable.

Code RR is not taxable.

Code SS is not taxable.

Code TT is not taxable.

Code UU is not taxable.

Code VV is not taxable.

Code WW is not taxable.

Code XX is not taxable.

Code YY is not taxable.

Code ZZ is not taxable.

Code AA is not taxable.

Code BB is not taxable.

Code CC is not taxable.

Code DD is not taxable.

Code EE is not taxable.

Code FF is not taxable.

Code GG is not taxable.

Code HH is not taxable.

Code II is not taxable.

Code JJ is not taxable.

Code KK is not taxable.

Code LL is not taxable.

Code MM is not taxable.

Code NN is not taxable.

Code OO is not taxable.

Code PP is not taxable.

Code QQ is not taxable.

Code RR is not taxable.

Code SS is not taxable.

Code TT is not taxable.

Code UU is not taxable.

Code VV is not taxable.

Code WW is not taxable.

Code XX is not taxable.

Code YY is not taxable.

Code ZZ is not taxable.

Code AA is not taxable.

Code BB is not taxable.

Code CC is not taxable.

Code DD is not taxable.

Code EE is not taxable.

Code FF is not taxable.

Code GG is not taxable.

Code HH is not taxable.

Code II is not taxable.

Code JJ is not taxable.

Code KK is not taxable.

Code LL is not taxable.

Code MM is not taxable.

Code NN is not taxable.

Code OO is not taxable.

Code PP is not taxable.

Code QQ is not taxable.

Code RR is not taxable.

Code SS is not taxable.

Code TT is not taxable.

Code UU is not taxable.

Code VV is not taxable.

Code WW is not taxable.

Code XX is not taxable.

Code YY is not taxable.

Code ZZ is not taxable.

Code AA is not taxable.

Code BB is not taxable.

Code CC is not taxable.

Code DD is not taxable.

Code EE is not taxable.

Code FF is not taxable.

Code GG is not taxable.

Code HH is not taxable.

Code II is not taxable.

Code JJ is not taxable.

Code KK is not taxable.

Code LL is not taxable.

Code MM is not taxable.

Code NN is not taxable.

Code OO is not taxable.

Code PP is not taxable.

Code QQ is not taxable.

Code RR is not taxable.

Code SS is not taxable.

Code TT is not taxable.

Code UU is not taxable.

Code VV is not taxable.

Code WW is not taxable.

Code XX is not taxable.

Code YY is not taxable.

Code ZZ is not taxable.

Code AA is not taxable.

Code BB is not taxable.

Code CC is not taxable.

Code DD is not taxable.

Code EE is not taxable.

Code FF is not taxable.

Code GG is not taxable.

Code HH is not taxable.

Code II is not taxable.

Code JJ is not taxable.

Code KK is not taxable.

Code LL is not taxable.

Code MM is not taxable.

Code NN is not taxable.

Code OO is not taxable.

Code PP is not taxable.

Code QQ is not taxable.

Code RR is not taxable.

Code SS is not taxable.

Code TT is not taxable.

Code UU is not taxable.

Code VV is not taxable.

Code WW is not taxable.

Code XX is not taxable.

Code YY is not taxable.

Code ZZ is not taxable.

Code AA is not taxable.

Code BB is not taxable.

Code CC is not taxable.

Code DD is not taxable.

Code EE is not taxable.

Code FF is not taxable.

Code GG is not taxable.

Code HH is not taxable.

Code II is not taxable.

Code JJ is not taxable.

Code KK is not taxable.

Code LL is not taxable.

Code MM is not taxable.

Code NN is not taxable.

Code OO is not taxable.

Code PP is not taxable.

Code QQ is not taxable.

Code RR is not taxable.

Code SS is not taxable.

Code TT is not taxable.

Code UU is not taxable.

Code VV is not taxable.

Code WW is not taxable.

Code XX is not taxable.

Code YY is not taxable.

Code ZZ is not taxable.

Code AA is not taxable.

Code BB is not taxable.

Code CC is not taxable.

Code DD is not taxable.

Code EE is not taxable.

Code FF is not taxable.

Code GG is not taxable.

Code HH is not taxable.

Code II is not taxable.

Code JJ is not taxable.

Code KK is not taxable.

Code LL is not taxable.

Code MM is not taxable.

Code NN is not taxable.

Code OO is not taxable.

Code PP is not taxable.

Code QQ is not taxable.

Code RR is not taxable.

Code SS is not taxable.

Code TT is not taxable.

Code UU is not taxable.

Code VV is not taxable.

Code WW is not taxable.

Code XX is not taxable.

Code YY is not taxable.

Code ZZ is not taxable.

Code AA is not taxable.

Code BB is not taxable.

Code CC is not taxable.

Code DD is not taxable.

Code EE is not taxable.

Code FF is not taxable.

Code GG is not taxable.

Code HH is not taxable.

Code II is not taxable.

Code JJ is not taxable.

Code KK is not taxable.

Code LL is not taxable.

Code MM is not taxable.

Code NN is not taxable.

Code OO is not taxable.

Code PP is not taxable.

Code QQ is not taxable.

Code RR is not taxable.

Code SS is not taxable

2-80

[illegible]

FIRST-CLASS MAIL
Important Tax Return
Document Enclosed

Void <input type="checkbox"/>		a Employee's social security no.		Copy D—For Employer OMB No. 1545-0008	
b Employer identification number (EIN)		1 Wages, tips, other comp.		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 name, address, and ZIP code		11 Nonqualified plans		12a See instructions for box 12	
		13 Statutory employee Retirement Third-party sick pay <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	

Wage and Tax
Form W-2 Statement

2013
38-2099803

Department of the Treasury -- Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

3 W2DE NTF 2577934 Copyright 2013 Grestland/Nelco - Forms Software Only

Void <input type="checkbox"/>		a Employee's social security no.		Copy D—For Employer. OMB No. 1545-0008	
b Employer identification number (EIN)		1 Wages, tips, other comp.		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 name, address, and ZIP code		11 Nonqualified plans		12a See instructions for box 12	
		13 Statutory employee Retirement Third-party sick pay <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	

Wage and Tax
Form W-2 Statement

2013
38-2099803

Department of the Treasury -- Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

3 W2DE NTF 2577934 Copyright 2013 Grestland/Nelco - Forms Software Only

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

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		Void <input type="checkbox"/>		Employee's social security number		For Official Use Only ▶ OMB No. 1545-0048	
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	
						12b	
						12c	
13 Statutory employee <input type="checkbox"/>		Retirement plan <input type="checkbox"/>		Third-party sick pay <input type="checkbox"/>		12d	
14 Other							
f Employee's address and ZIP code							
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

Copy A For Social Security Administration—Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

15-0331660

2013

Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

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

22222		Void <input type="checkbox"/>		Employee's social security number		For Official Use Only ▶ OMB No. 1545-0048	
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	
						12b	
						12c	
13 Statutory employee <input type="checkbox"/>		Retirement plan <input type="checkbox"/>		Third-party sick pay <input type="checkbox"/>		12d	
14 Other							
f Employee's address and ZIP code							
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

Copy A For Social Security Administration—Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

15-0331660

2013

Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Figure 2-2: Sample Pin-Feed 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 (W2ED13), as described in "Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED13)" on page 3-132.

Task 19-T: Making a W2 Electronic Transmittal File for SSA with Y13W2FILE

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 (W2RP13) 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 W2TF13 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 "Task 8-PR: Including Employees Without a Pay History Record" on page 3-111.

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 Y13W2FILE *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 (Y13W2EXTRACT records), plus about 15 records per district.

For example, if you specified Y13W2EXTRACT 500, you would request about 600 records here: Y13W2FILE 600.

The following questions are displayed only if you did not define the file CTW2RA13, described in the section "Task 3-T: Setting Up Control Files" on page 2-3. 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 (W2TF13CA). 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 2013**. 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 Y13W2FILE. Then close Windows Explorer.

NOTE:

If you are using Reflection, follow "To Transfer the Transmittal File with WRQ/Reflection:" on page 2-89.

If you are using Minisoft, follow "To Transfer the Transmittal File with Minisoft/MS92:" on page 2-92.

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.

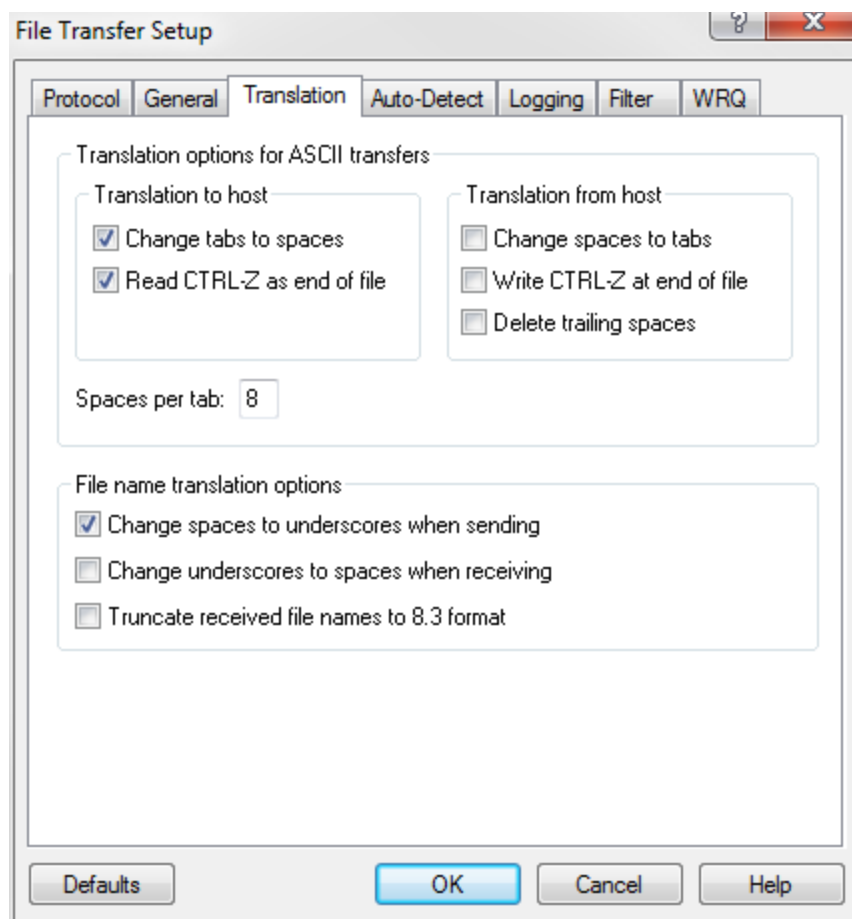


Figure 2-4: Reflection—File Transfer Setup Dialog Box

- Click [OK].

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

Field	Contents
Local file names	W2REPORT
Host file names	W2FILE13.W2109913
Transfer type	ASCII
Local directories	Y13W2FILE

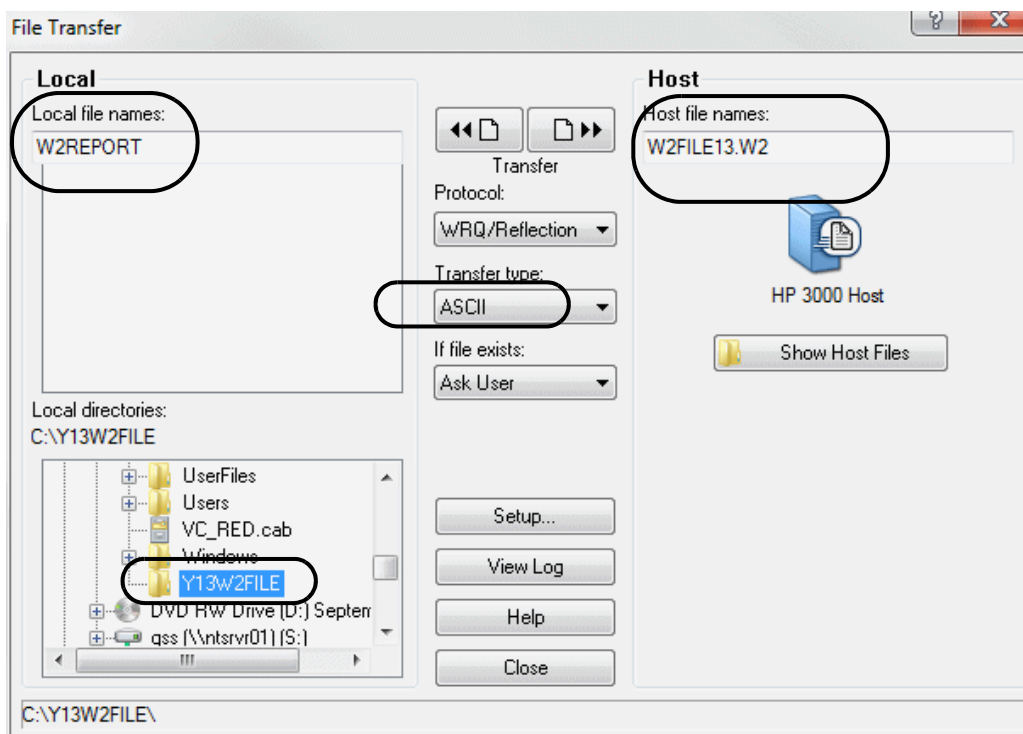


Figure 2-5: Reflection—File Transfer Dialog Box

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.

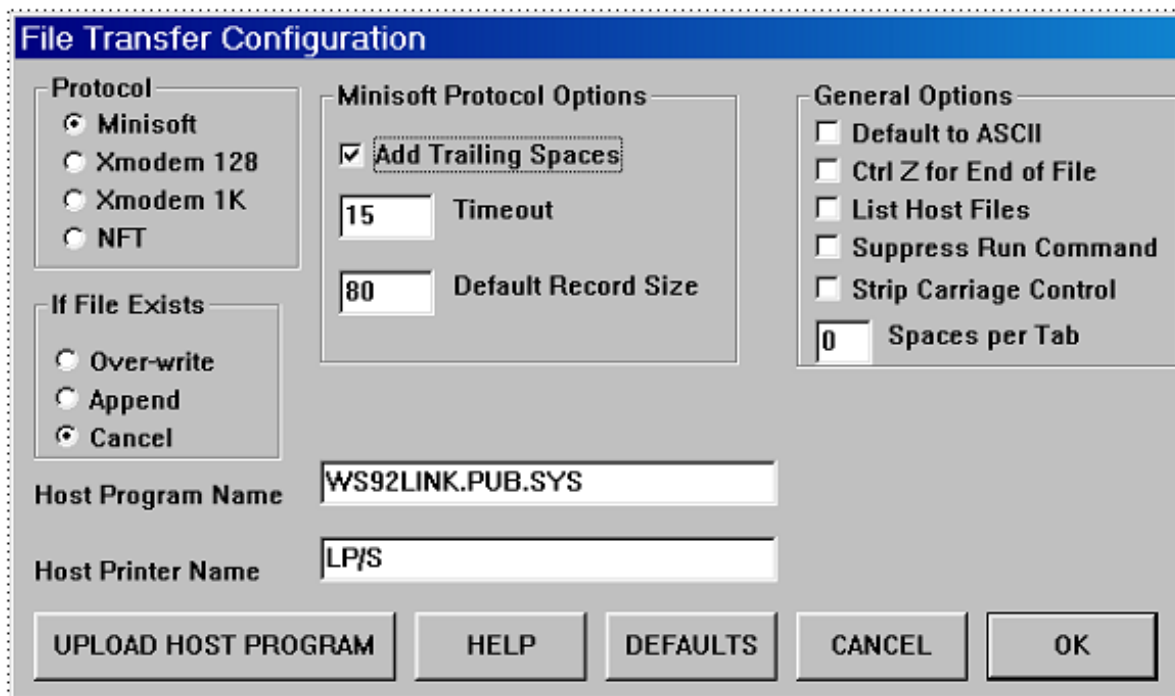


Figure 2-6: Minisoft—File Transfer Configuration Dialog Box

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.

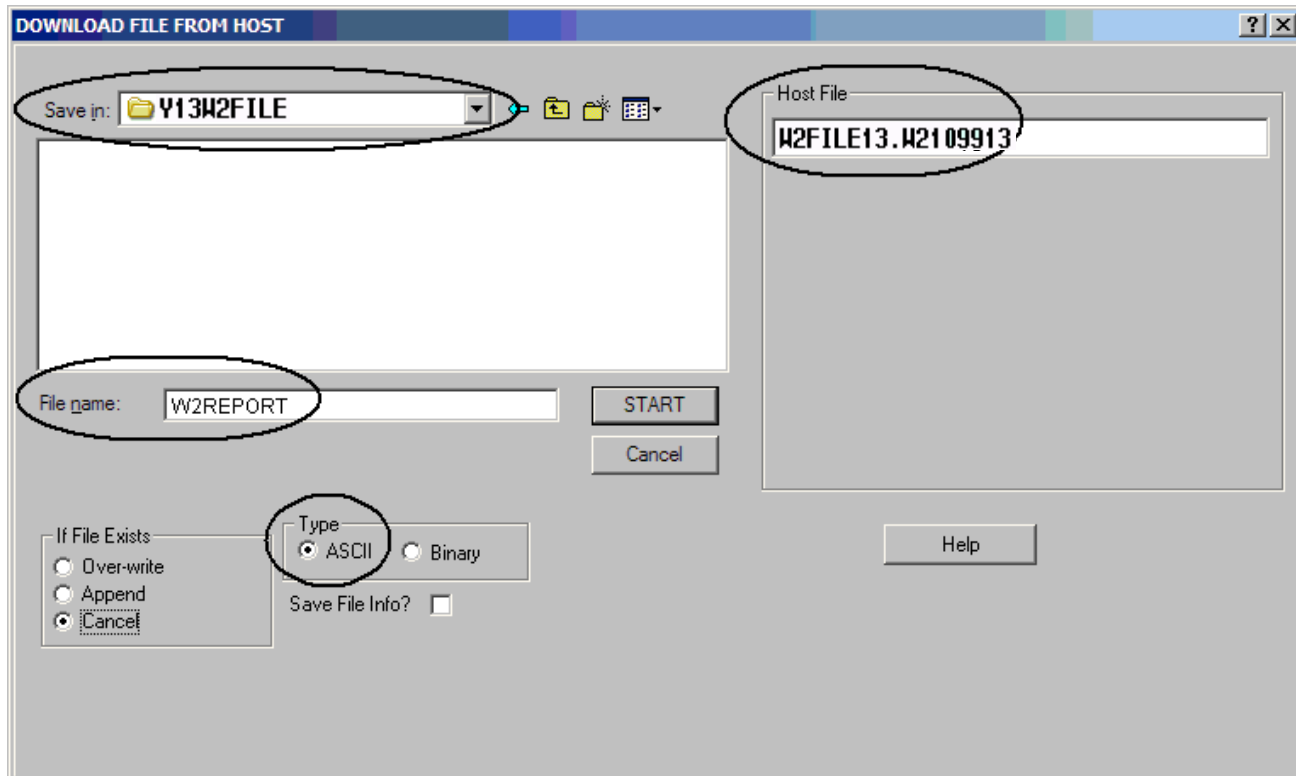


Figure 2-7: Minisoft—Download File from Host Dialog Box

10. Select the destination folder on your PC: Y13W2FILE.
11. Enter the host file name in the **Host File** box: W2FILE13.W2109913.
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.

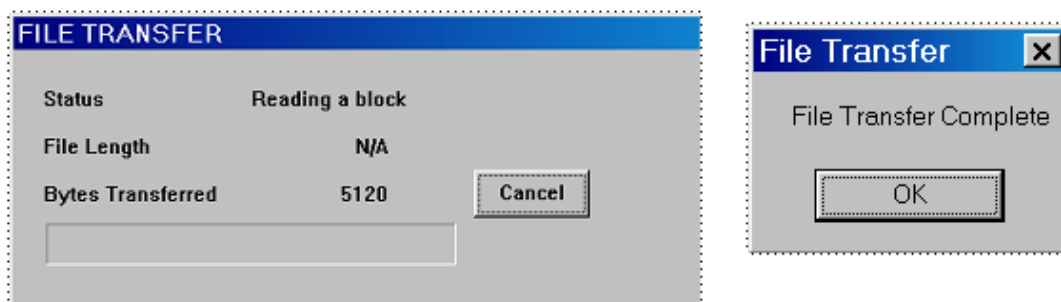


Figure 2-8: Minisoft—File Transfer in Progress

Task 20-T: Creating the Transmittal Totals Report with Y13W2TFTOTALS

The Y13W2TFTOTALS UDC generates the Transmittal Totals Report (W2TR13). 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 Y13W2FILE UDC before you create the transmittal report with the Y13W2TFTOTALS UDC.

To generate the Transmittal Report:

- ◇ Type Y13W2TFTOTALS 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 (W2TR13)

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 2013 S52 W2TR13 H.13.00 12/11/13 PAGE 1

SAMPLE

RA (SUBMITTER RECORD) EIN: 999999999 USER ID: 13345678 Resubmit Flag: 0/ Software Code: 99/Off-The-Shelf R#: 1

Preparer Code: L/SELF-PREPARED

EFW2 CONTACT NAME/ADDRESS

QUINTESSENTIAL SCHOOL SYSTEMS
2121 S. EL CAMINO REAL
SUITE D200
SAN MATEO CA 94403

SUBMITTER NAME/ADDRESS

QUINTESSENTIAL SCHOOL SYSTEMS
2121 S. EL CAMINO REAL
SUITE D200
SAN MATEO CA 94403

CONTACT NAME: OLIVER TWIST
EMAIL: OLIV@QSS.COM

PHONE: (650)372-0200 EXT: 608 FAX: 6503723386
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 2013 S52 W2TR13 H.13.00 12/11/13 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 (W2TR13).

```

99 QSS Test District                W2 TRANSMITTAL TOTALS REPORT FOR 2013      S52      W2TR13      H.13.00 12/11/13 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 Y13W2SAVE

The Y13W2SAVE UDC saves the computer files used in W2 production for tax year 2013. These files provide an audit trail; in addition, they can be used to produce W2s again, if necessary.

To save the history files:

- ◇ Type Y13W2SAVE at the command line prompt.

Y13W2SAVE generates the following history files (for each corresponding program that you used):

File Name	Description
W2T13.HISTORY.QSSUSER	The raw W2 transmittal file (do not sent this to SSA)
W2FILE13.HISTORY.QSSUSER	The W2 transmittal file that is sent to SSA
W2D13.HISTORY.QSSUSER	Created by Y13W2FNLMRG and edited by the W2ED13 program
W2EXPT13.HISTORY.QSSUSER	Used to export data to third-party printing solutions
W2ZIPC13.HISTORY.QSSUSER	Contains W2 counts by zip code
W2PIXD13.HISTORY.QSSUSER	Cross-references employee W2 to internal document number for one-off laser form printing
W2PIFD13.HISTORY.QSSUSER	PIF data file for printing laser W2 forms

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 2013

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

Export File Layout for Calendar Year 2013 (Continued)

Field Name	Number of Characters	Start/End Position	Data Type
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
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

Export File Layout for Calendar Year 2013 (Continued)

Field Name	Number of Characters	Start/End Position	Data Type
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
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

Export File Layout for Calendar Year 2013 (Continued)

Field Name	Number of Characters	Start/End Position	Data Type
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
Suppress W2 Print	1	603-603	Alpha
Extref No	6	604-609	Numeric
Hire Exempt Wages	8	562-569	Numeric 6.2 implied
State EIN Big	17	570-586	Alpha
Reserved for Future Use (RFU)	31	609-640	Alpha (spaces)

Comparisons of UDC Prompts with User Screens

Two UDCs have corresponding user screens that have similar questions.

Comparison of Y13W2EXTRACT UDC with W2EX13 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 Y13W2EXTRACT UDC.

CAUTION: Although it might seem that the user screen accomplishes the same thing, the Extract program must be run from the Y13W2EXTRACT 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?

2013 W2 Option Maintenance (W2PO13) 07 - QSS DEMONSTRATION DISTRICT

File Options

W2EX13: NN0NNYYY00YNEX0000YYN 075017599060708091030

Program Option Name: W2EX13 Source Year: 13

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

1. Pay History Category 1 is treated as GLI?	N	(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?	N	(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 CTW2TP13 control file?	X	(Y / N / X)
13. Alternate GLI VD-NO: 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 x-W2prt: 30 (00 = None)		

Usersec: NNY Yr: 2013 Dist: 07 Site: 1 GS: W 11/8/2013 11:02:35

Figure 2-9: Extraction Data Input

Comparison of Y13W2REPORT 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.

QCC Version

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 W2ED13 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 2-10: 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, PC, FA, TS, SG, SA, AA, BB, HS, MS, AB, EX, RS, DE, ER, GE, GR, 1G, 2G, 1T, 2T, HC, HA, EE
2. Field operator (EQ, NE, IB, GE, LE, GT, LT)?
3. Field value from?
4. Field value to?

Figure 2-11 : Prelist Data Input—Select Field Ranges tab

Traditional Version

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 W2ED13 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: 39		Request 2013 W2 Prelist (Any District)		QSS/OASIS	
①	For district: 39	Leave blank for all districts			
②	Report format: S	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			
③	Print W2ED13 changes made since: MMDDCCYY date (Run option = 2 only)				
④	SSN Mask (# digits set to '0')? 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	B4xx vol-deds only (Y/N/X)			
⑤	Report layout:	Leave blank for default layout, use 01-99 for customer defined custom layouts.			
W29B13 H.13.00 compiled 10/30/13 Prog-opt used:W2EX13					
Start Over		Start Over		Continue /Launch	Return to Menu

Figure 2-12: 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,PC,FA,TS,SG,SA,AA,BB,HS,MS,AB,EX,RS,DE,ER,GE,GR,1G,2G,1T,2T,HC,H A,EE
2. Field operator (EQ, NE, IB, GE, LE, GT, LT)?
3. Field value from?
4. Field value to?

District: 39		Request 2013 W2 Prelist (Any District)		QSS/OASIS	
For district: 39					
Report fmt:S		Run opt:1		Print W2ED13 changes since: SSN Mask:9	
①	Field (see below)	②	Low Value	③	High Value
OG	Oasdi gross	GT	0.00		
OG	Oasdi gross	NE	\$MG		
AND Low/High value can be a number of one of the field IDs. The 2 char field ID is preceded by '\$' and entered left justified. Ex: \$FG is Federal Gross.					
FT=Federal Tax MG=MEDI Gross SD=SDI SP=3P Sick Py AA=Roth 401k AB=AdoBen ST=State Tax MC=MEDI Tax CR=CAR Allow CH=Childcare BB=Roth 403b HT=HC+HA OG=Oasdi Gross DC=Def. Comp GL=GLI NT=Non-Tax Gr TG=Fed Tax Gr OA=Oasdi Tax EI=EIC FO=Frng/Othr TS=Sta Tax Gr SG=Sta Gross ME=Moving Exp N4=457 NQPlan NQ=Othr NQP 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=Unc. OASDI UM=Unc. MEDI OD=OASDI Dif. FA=FIT/Addbck MD=MEDI Dif. SC=State CD PC=Pay Code EX=Sub.EE Exp SA=SIT/Addbck DE=EE-DC/403b ER=ER-DC/403b GE=ER-DC/457 GR=ER-DC/457 EE=Roth 457b RS=Ret System HC=Empr HC HA=EmprHC Adj 'OP'=EQ, NE, IB, NI, LT, GT, LE, GE					
Start Over		Start Over		Launch Job	Return to Menu

Figure 2-13 : Prelist Data Input—Second Screen

Chapter 3:

Processing Instructions

for Payroll Staff

Chapter Overview

This chapter covers the following main topics:

TOPIC	PAGE
Preliminary Steps	3-2
Task 1-T: Installation of 2013 W2/1099 Release (TX13)	3-2
Task 2-PR: Maintaining W2 Program Options (W2PO13 and W2HCVD)	3-3
Task 3-T: Setting Up Control Files	3-57
Task 4-T: Zeroing Out Year-to-Date Totals for Payroll	3-57
Task 5-PR: Obtaining a User ID and/or Password Before Submitting File	3-58
Task 6-PR: Printing a Preliminary W2 Prelist with W2RP13	3-59
Sample Reports	3-77
Task 7-PR: Printing a Pay History Report with PAY830	3-87
Task 8-PR: Including Employees Without a Pay History Record	3-111
Task 9-PR: Entering Pay History and Benefit Adjustments	3-114
Task 10-T: Extracting W2 Information with Y13W2EXTRACT	3-126
Task 11-T: Printing Report of W2 Records from Pay History with Y13W2REPORT	3-126
Task 12-T: Optional—Including Travel Claims	3-126
Task 13-AP: Optional—Adjusting Travel Claims	3-127
Task 14-T: Merging All Sources of W2 Information with Y13W2FNLMRG	3-130
Task 15-T: Printing Report of Combined W2 Information with Y13W2REPORT	3-130
Crossing the Great Divide: Passing the Point of No Return	3-131
Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED13)	3-132
Task 17-T: Printing Report of Combined W2 Information with Y13W2REPORT	3-153
Task 18-T: Printing W2 Forms for Distribution	3-153
Sample W2 Form	3-154
Sources of W2 Calculations	3-155
Allowing an Interval Between Distributing W2s and Making W2 Transmittal File	3-158

TOPIC	PAGE
Task 19-T: Making a W2 Electronic Transmittal File for SSA Y13W2FILE	3-159
Task 20-T: Creating the Transmittal Totals Report with Y13W2TFTOTALS	3-159
Task 21-T: Saving History Files with Y13W2SAVE	3-159

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 TX13.

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. 2013 release for W2s is installed. See "Task 1-T: Installation of 2013 W2/1099 Release (TX13)" on page 3-2 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 2013 W2/1099 Release (TX13)

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 2013 W2/1099 Release (TX13)" on page 3-2. An overview of all the tasks is given in Chapter 2 of this manual.

Task 2-PR: Maintaining W2 Program Options (W2PO13 and W2HCVD)

This step describes how to use the following:

- ◆ *2013 W2 Option Maintenance (W2PO13)* window that allows you to define almost all of the program options for W2 production.
- ◆ *Maintain Health Care Control Records* window (W2HCVD program option) that allows you to define district-specific rules for reporting employer health care as code DD in Box 12. Your choices in the W213HC program option determines whether you need to use W2HCVD.

W2 Option Maintenance (W2PO13) Window

This discussion focuses on the following areas:

- ◆ Purpose
- ◆ Running W2PO13
- ◆ Description of W2 Option Maintenance (W2PO13) Window
- ◆ Loading Settings for 2012 into 2013
- ◆ Maintaining Settings for 2013
- ◆ W2PO13 - Controls which program-option records can be maintained
- ◆ W2EX13 - Basic/default settings used to control how W2 data is accumulated
- ◆ W213DC - Employee/employer vol-ded detail, vol-deds for alt. deferred comp. plans
- ◆ W213CC - Vol-deds for dependent care
- ◆ DEFMED - Deferred Medicare
- ◆ W2STID - Edit mask for State EIN
- ◆ W213DX - Additional vol-ded ranges when W213DC space is exceeded
- ◆ W213FA - Vol-deds used during the year to reduce SIT wages but not FIT
- ◆ W213CX - Extension vol-deds for W213CC
- ◆ W213DR - Vol-ded ranges for Roth
- ◆ W213SA - Vol-deds used during the year to reduce FIT wages but not SIT
- ◆ W213HS - Vol-deds for Employer HSA
- ◆ W213HC - Employer-Sponsored Health Plan Reporting
- ◆ W213HX - Extension codes for W213HC
- ◆ W213RS - Retirement System override values
- ◆ W213RX - Extension values for W213RS
- ◆ Traditional Version

Purpose

The *2013 W2 Option Maintenance (W2PO13)* 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 2012. 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 W2PO13

This chapter tells how to use both the QCC and traditional versions of W2PO13. It provides detailed instructions on the QCC version and a quick overview of the traditional version.

Opening W2PO13 from the Traditional Software

For the HP e3000, you can launch the traditional version from the Menu System or the Y13W2PROGOPT UCD.

- ◆ The system operator can run Maintain 2013 W2 Program-Option Records (W2PO13) program with the Y13W2PROGOPT command.
- ◆ **QSS** suggests that you make the Maintain 2013 W2 Program-Option Records (W2PO13) 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 3-47](#).

Opening the QCC Version

These instructions tell how to open the *2013 W2 Option Maintenance (W2PO13)* 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 W2PO13 user security described on [page 3-26](#).

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**.

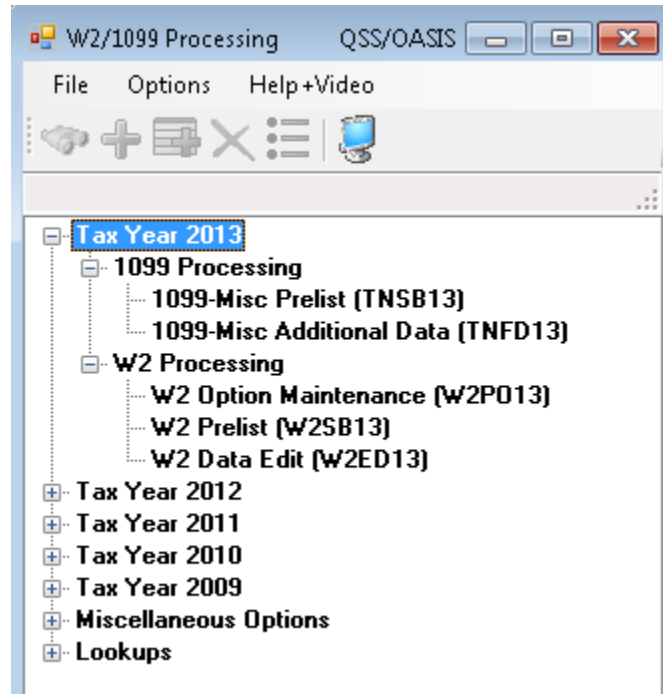


Figure 3-1: W2/1099 Processing window with branches for Tax Year 2013 expanded

3. In the *W2/1099 Processing* window, click the **Tax Year 2013** folder, click the **W2 Processing** folder, then double-click **W2 Option Maintenance (W2PO13)**.

Description of W2 Option Maintenance (W20913) Window

Parts of the Dialog Box

Figure 3-2 illustrates the *2013 W2 Option Maintenance (W2PO13)* 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.

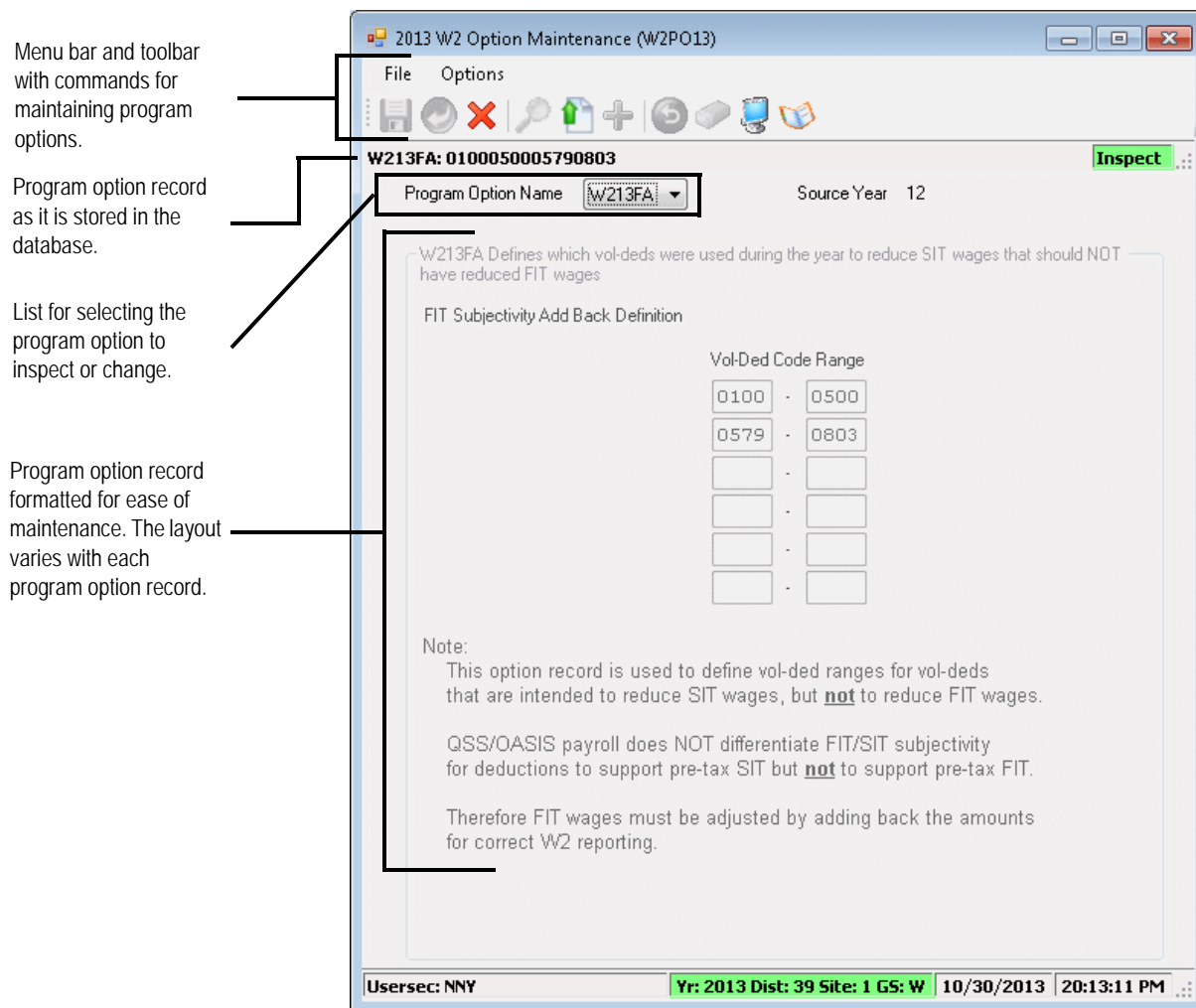


Figure 3-2: 2013 W2 Option Maintenance (W2PO13) window

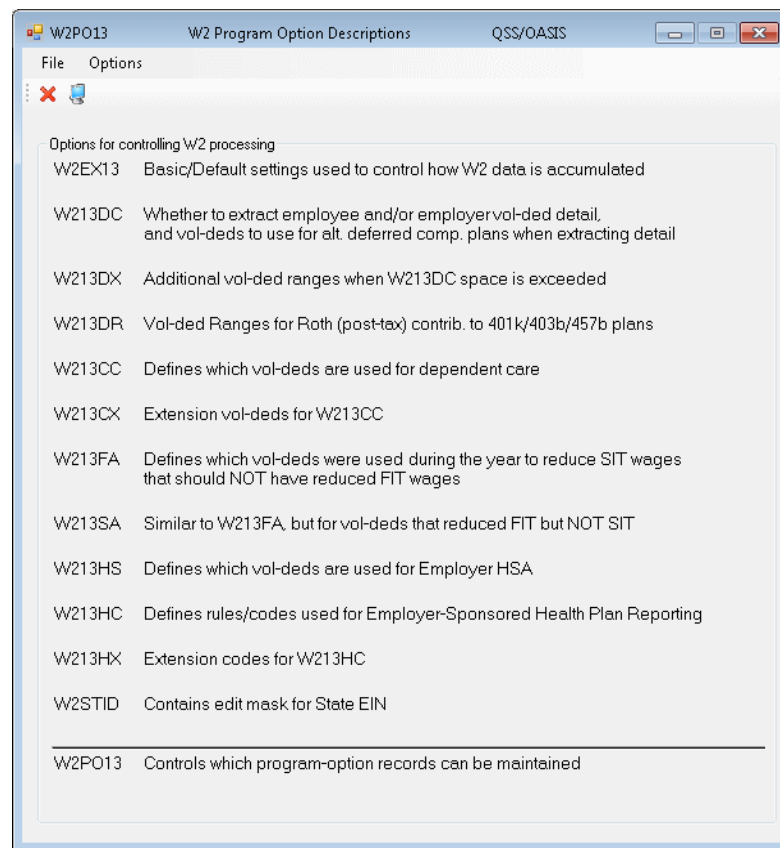


Figure 3-3: List of program options

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.

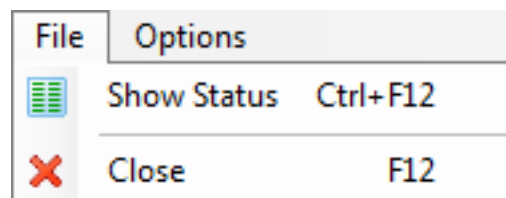


Figure 3-4: File menu commands

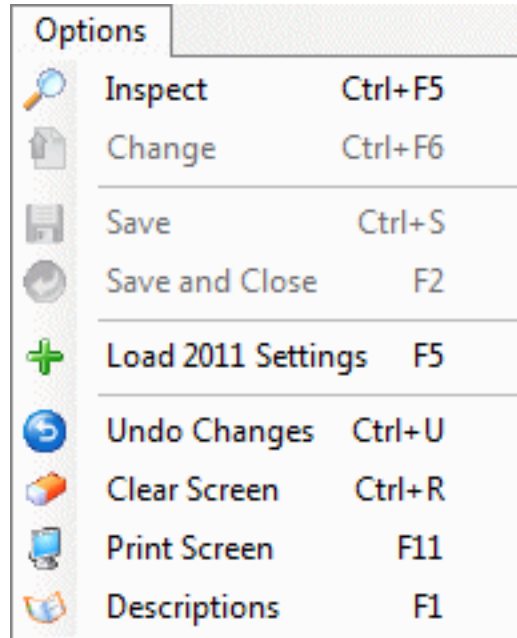


Figure 3-5: Options menu commands



Figure 3-6: Toolbar commands

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

Loading Settings for 2012 into 2013

The (Load 2012 Settings [F5]) icon allows you to copy the settings for a district from 2012 as the starting point for 2013.

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

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 2013.











To load settings from 2012 into 2013:

- ◆ Click the (Load 2012 Settings [F5]) icon.

Maintaining Settings for 2013



These instructions tell how to inspect, add, or change program options for tax year 2013.

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 2012 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 2012 Settings		F5	Load the program options defined for tax year 2012. You can then use the Change command to make any needed modifications for tax year 2013. 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 2013.
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.


To maintain settings for 2013:

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 *2013 W2 Option Maintenance (W2PO13)* window.)

Program options for W2 processing

PROGRAM OPTION	PAGE
W2PO13 - Controls which program-option records can be maintained	3-12
W2EX13 - Basic/DEFAULT settings used to control how W2 data is accumulated	3-14
W213DC - Employee/employer vol-ded detail, vol-deds for alt. deferred comp. plans	3-22
W213CC - Vol-deds for dependent care	3-25
DEFMED - Deferred Medicare	3-27
W2STID - Edit mask for State EIN	3-29
W213DX - Additional vol-ded ranges when W213DC space is exceeded	3-31
W213FA - Vol-deds used during the year to reduce SIT wages but not FIT	3-33
W213CX - Extension vol-deds for W213CC	3-34
W213DR - Vol-ded ranges for Roth	3-35
W213SA - Vol-dds used during the year to reduce FIT wages but not SIT	3-37
W213HS - Vol-deds for employer HSA	3-39
W213HC - Employer-sponsored Health Plan Reporting	3-40
W213HX - Extension codes for W213HX	3-42
W213RS - Retirement System override values	3-43
W213RX - Extension values for W213RS	3-45

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.

W2PO13 - Controls which program-option records can be maintained

For instructions on using the *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

This program option defines the program option records that you can maintain from the *2013 W2 Option Maintenance (W2PO13)* 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.

2013 W2 Option Maintenance (W2PO13) 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

W2PO13: YYYYYYYYYYYYYYYY Change

Program Option Name W2PO13 Source Year 13

W2PO13 Controls which program-option records can be maintained

Select All

W2EX13	<input checked="" type="checkbox"/>
W213DC	<input checked="" type="checkbox"/>
W213CC	<input checked="" type="checkbox"/>
DEFMED	<input checked="" type="checkbox"/>
W25TID	<input checked="" type="checkbox"/>
W213DX	<input checked="" type="checkbox"/>
W213FA	<input checked="" type="checkbox"/>
W213CX	<input checked="" type="checkbox"/>
W213DR	<input checked="" type="checkbox"/>
W213SA	<input checked="" type="checkbox"/>
W213HS	<input checked="" type="checkbox"/>
W213HC	<input checked="" type="checkbox"/>
W213HX	<input checked="" type="checkbox"/>
W213RS	<input checked="" type="checkbox"/>
W213RX	<input checked="" type="checkbox"/>

Usersec: NNY Yr: 2013 Dist: 07 Site: 1 GS: W 11/7/2013 23:23:50 PM

Figure 3-7: W2PO13 program option

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

These instructions focus on the following:

- ◆ Purpose
- ◆ Defining the W213EX Program Option

For instructions on using the *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

Purpose

The program option W2EX13 defines what information you want extracted with the Extract program (W2EX13) 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 W2EX13 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 W2EX13 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 2013.
- ◆ 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 W2EX13 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 W2EX13 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 W213DC option as described beginning on [page 3-23](#). 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 W213EX 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 and Benefit Adjustments](#)" on [page 3-114](#). 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 Type Y to treat **Category 1** as group life insurance.
Category 1 is treated Otherwise, type N.
as GLI? (R)

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

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

2013 W2 Option Maintenance (W2PO13)

File Options

W2EX13: NN0NYYYY00YNEX0000YYN 075017599060708091030 Inspect

Program Option Name: W2EX13 Source Year: 12

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

1. Pay History Category 1 is treated as GLI?	<input type="text" value="N"/>	(Y=Yes/N=No)
2. Pay History Category 2 is treated as Dependent Care?	<input type="text" value="N"/>	(Y=Yes/N=No)
3. Pay History Category to use for 3rd Party SL (0=none)?	<input type="text" value="0"/>	(0, 3 - 5)
4. Should imputed gross amounts be treated as GLI?	<input type="text" value="N"/>	(Y=Yes/N=No)
5. Back 'CAR' amounts out of W2 Gross?	<input type="text" value="Y"/>	(Y=Yes/N=No)
6. Print STRS/PERS pickup amounts in Box 14?	<input type="text" value="Y"/> / <input type="text" value="Y"/>	(Y=Yes/N=No)
7. Print Alternate Retirement amounts in Box 14?	<input type="text" value="Y"/>	(Y=Yes/N=No)
8. Client-defined field for SSN flag (01 to 30)?	<input type="text" value="00"/>	(00 = None)
9. Set Retirement flag for ret-system 5 and vol-ded 84xx?	<input type="text" value="Y"/>	(Y / N / X)
10. Do you have a New York Fringe Benefit warrant number?	<input type="text" value="N"/>	(Y=Yes/N=No)
11. Default code for reporting TSA amounts in Box 12?	<input type="text" value="E"/>	(D/E/F/G/H/S)
12. Extract only districts defined in CTW2TP13 control file?	<input type="text" value="X"/>	(Y / N / X)
13. Alternate GLI VD-NO: <input type="text" value="0000"/> Back GLI amts out of W2 Gross?	<input type="text" value="Y"/>	(Y=Yes/N=No)
14. Set pension flag for TSA > 0? <input type="text" value="Y"/> For any Ret-CTD > 0?	<input type="text" value="Y"/>	(Y=Yes/N=No)
15. Report employee gross in multiple states?	<input type="text" value="N"/>	(Y=Yes/N=No)
16. Default state code (when #15=Y and code in history=00)?	<input type="text" value=""/>	
17. Pay History Category to use for Employer DC (0=none)?	<input type="text" value="0"/>	(0, 3 - 5)
18. Additional alt-ret VD range?	<input type="text" value="7501"/> - <input type="text" value="7599"/>	
19. Set Ret. flag for ret-system 5 when pay-code is <input type="text" value="06"/> <input type="text" value="07"/> <input type="text" value="08"/> <input type="text" value="09"/> <input type="text" value="10"/>	<input type="text" value="x"/> -W2prt: <input type="text" value="30"/>	(00 = None)

Usersec: NNY Yr: 2013 Dist: 39 Site: 1 GS: W 10/30/2013 20:49:46 PM

Figure 3-8: W2EX13 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 CTW2TP13 control file? (R)

Type Y for Yes or N for No.

CODE	EXPLANATION
Y	Extract only districts defined in the CTW2TP13 control file. To do this, the CTW2TP13 control file must have been set up, as discussed in "Task 3-T: Setting Up Control Files" on page 2-3.
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 3-7 on [page 3-13](#).

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 3-18](#).

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 *Employee Maintenance* 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.

You can also use also use W2HPMN to flag employees for opting out of receiving a printed W2 form. For details, see [page 1-11](#).

WARNING: Do not offer this option unless you have consulted Publication 15 for tax year 2013 and reviewed the section "Furnishing Form W-2 to employees electronically." There are rigorous requirements for electronic distribution.

W213DC - Employee/employer vol-ded detail, vol-deds for alt. deferred comp. plans

For instructions on using the *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

The Deferred Compensation program option record (W213DC) 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.

W213DC is also where you can enter additional deferred compensation plans besides the default plan you entered in Field 11 on the W213EX program option on [page 3-14](#). When entering additional plans with W213DC, you can input **individual** voluntary deduction code numbers. If you have **ranges** of vol-ded codes, enter them on the W213DX screen, as discussed on [page 3-31](#).



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 3-9 on [page 3-23](#).

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.

2013 W2 Option Maintenance (W2PO13)

File Options

W213DC: YYYYYG9002G9006G9007G9100 Change

Program Option Name W213DC Source Year 12

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 (Y=Yes/N=No)

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

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

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

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

Alternate Deferred Compensation Plans:

Plan Code	Vol-Ded Code	Plan Code	Vol-Ded Code
G	9002		
G	9006		
G	9007		
G	9100		

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: NNY Yr: 2013 Dist: 39 Site: 1 GS: W 10/30/2013 20:52:31 PM

Figure 3-9: W213DC 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 W2EX13 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 W213DX screen on [page 3-31](#).

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.

W213CC - Vol-deds for dependent care

For instructions on using the *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

The Dependent Care (Child Care) program option record (W213CC) 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 '2013 W2 Option Maintenance (W2PO13)' window. The 'W213CC: NN' option is selected, with a 'Change' button. The 'Program Option Name' is 'W213CC' and the 'Source Year' is '12'. Below this, a text box explains that W213CC defines which vol-deds are used for dependent care. Two questions are listed: 'Report employee contributions for dependent care?' and 'Report employer-paid amounts for dependent care?', both with 'N' selected. Below these is a section for 'Dependent Care Vol-Ded Codes' with two columns of input boxes. A note at the bottom states: 'Note: 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: 2013 Dist: 39 Site: 1 GS: W', and the date/time '10/30/2013 21:05:12 PM'.

Figure 3-10: W213CC 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 W213CX program option on [page 3-34](#).

DEFMED - Deferred Medicare

For instructions on using the *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

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 2013.

The screenshot displays the '2013 W2 Option Maintenance (W2PO13)' window. The title bar includes standard window controls. The menu bar shows 'File' and 'Options'. The toolbar contains icons for saving, deleting, undo, redo, and other functions. The main area shows 'DEFMED: 832503' with a 'Change' button. Below this, the 'Program Option Name' is 'DEFMED' and the 'Source Year' is '13'. The 'DEFMED Deferred Medicare' section contains two questions: 'Which Vol-Ded Code is used to make additional contribution to a Deferred Medicare plan?' with the value '8325', and 'Which client defined field is used to control if an employee is contributing to a Deferred Medicare plan?' with the value '03'. A note at the bottom states: 'Note: 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 status bar at the bottom shows 'Usersec: NNY', 'Yr: 2013 Dist: 39 Site: 1 GS: W', and the date/time '10/30/2013 21:07:29 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 *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

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.

The screenshot shows a software window titled "2013 W2 Option Maintenance (W2PO13)". It has a menu bar with "File" and "Options", and a toolbar with various icons. The main area displays the "W2STID: XXX-XXXX-X" option. Below this, there's a "Program Option Name" dropdown set to "W2STID" and a "Source Year" of "13". A "Change" button is visible. The description states: "W2STID Contains edit mask for State EIN". Below this, the "State EIN Edit Mask" is shown as "XXX-XXXX-X". A paragraph explains that the edit mask can contain up to 17 characters and describes how the mask interprets each character. A table follows with two columns: "Character" and "Interpretation".

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.

At the bottom, a status bar shows "Usersec: NNY", "Yr: 2013 Dist: 39 Site: 1 GS: W", and the date/time "10/30/2013 21:09:50 PM".

Figure 3-12: W2STID program option

W213DX - Additional vol-ded ranges when W213DC space is exceeded

For instructions on using the 2013 W2 Option Maintenance (W2PO13) window, see [page 3-9](#).

The Deferred Compensation Extension program option record (W213DX) is used to extend the W213DC record on [page 3-22](#) if you have more voluntary deduction codes than can be set up with the W213DC 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 W213DC be defined first.

The screenshot shows the '2013 W2 Option Maintenance (W2PO13)' window. The title bar includes standard window controls. The menu bar has 'File' and 'Options'. Below the menu bar is a toolbar with icons for file operations. The main area displays 'W213DX: D91009111' with a 'Change' button. Below this, there are fields for 'Program Option Name' (set to 'W213DX') and 'Source Year' (set to '13'). The main content area is titled 'W213DX: Additional vol-ded ranges when W213DC space is exceeded' and contains a sub-header 'Alternate Deferred Compensation Plans Extension (Requires W213DC)'. Below this is a table with two columns: 'Plan Code' and 'Vol-Ded Code Range'. The first row shows 'D' and '9100 - 9111'. There are four empty rows below it. At the bottom of the main area is a 'Note' section with two paragraphs explaining the purpose of the record. The status bar at the bottom shows 'Usersec: NNY', 'Yr: 2013 Dist: 39 Site: 1 GS: W', and the date/time '10/30/2013 21:12:16 PM'.

Plan Code	Vol-Ded Code Range
D	9100 - 9111

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

Figure 3-13: W213DX 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 Enter the vol-ded range associated with an alternate retirement plan. Up to five ranges may be selected.
(O)

W213FA - Vol-deds used during the year to reduce SIT wages but not FIT

For instructions on using the 2013 W2 Option Maintenance (W2PO13) window, see [page 3-9](#).

The FIT Subjectivity Add-Back Definition program option record (W213FA) 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.

W213FA 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.

The screenshot shows the '2013 W2 Option Maintenance (W2PO13)' window. The title bar includes standard window controls. Below the title bar is a menu bar with 'File' and 'Options'. A toolbar with various icons is positioned below the menu bar. The main content area displays the program option 'W213FA: 0100050005790803' with a 'Change' button to its right. Below this, the 'Program Option Name' is set to 'W213FA' and the 'Source Year' is '12'. A text box explains: 'W213FA Defines which vol-deds were used during the year to reduce SIT wages that should NOT have reduced FIT wages'. Below this is the 'FIT Subjectivity Add Back Definition' section, which contains a table for 'Vol-Ded Code Range'.

Vol-Ded Code Range	
0100	0500
0579	0803

Below the table is a 'Note' section with the following 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.

The bottom status bar shows 'Usersec: NNY', 'Yr: 2013 Dist: 39 Site: 1 GS: W', and the date/time '10/30/2013 21:14:25 PM'.

Figure 3-14: W213FA 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.











W213CX - Extension vol-deds for W213CC

For instructions on using the *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

This option record is used to extend the W213CC record if you have more vol-ded codes than can be set up on the W213CC program option on [page 3-25](#). W213CC allows you to select up to 12 voluntary deduction codes for dependent care. W213CX allows you to define up to 12 additional voluntary deductions.

2013 W2 Option Maintenance (W2PO13)

FileOptions



W213CX:

Change

Program Option Name

W213CX

Source Year

12

W213CX Extension vol-deds for W213CC

Dependent Care Vol-Ded Codes

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

Note:

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

Usersec: NNY

Yr: 2013 Dist: 39 Site: 1 GS: W

10/31/2013

11:38:33 AM

Figure 3-15: W213CX program option

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

W213DR - Vol-ded ranges for Roth

For instructions on using the *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

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.

2013 W2 Option Maintenance (W2PO13)

File Options

W213DR saved: 210501100 Inspect

Program Option Name W213DR 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
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.

Usersec: NNY Yr: 2013 Dist: 39 Site: 1 GS: W 10/31/2013 11:40:27 AM

Figure 3-16: W213DR program option

W213SA - Vol-deds used during the year to reduce FIT wages but not SIT

For instructions on using the *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

The SIT Subjectivity Add-Back Definition program option record (W213SA) 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.

W213SA 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.

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

The screenshot shows a software window titled "2013 W2 Option Maintenance (W2PO13)". It has a menu bar with "File" and "Options", and a toolbar with icons for file operations. The main area is titled "W213SA:" and includes an "Inspect" button. Below the title, there are fields for "Program Option Name" (set to "W213SA") and "Source Year" (set to "13"). A description box contains the text: "W213SA Similar to W213FA, but for vol-deds that reduced FIT but NOT SIT" and "SIT Subjectivity Add Back Definition". Below this is a section titled "Vol-Ded Code Range" with six rows of input boxes separated by hyphens. A "Note:" section follows, explaining that this option is for defining vol-ded ranges for FIT wages but not SIT wages, and that SIT wages must be adjusted by adding back the amounts for correct W2 reporting. The status bar at the bottom shows "Usersec: NNY", "Yr: 2013 Dist: 39 Site: 1 GS: W", the date "10/31/2013", and the time "11:43:27 AM".

2013 W2 Option Maintenance (W2PO13)

File Options

W213SA: Inspect

Program Option Name W213SA Source Year 13

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

SIT Subjectivity Add Back Definition

Vol-Ded Code Range

	-	
	-	
	-	
	-	
	-	
	-	

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: NNY Yr: 2013 Dist: 39 Site: 1 GS: W 10/31/2013 11:43:27 AM

Figure 3-17: W213SA program option

W213HS - Vol-deds for Employer HSA

For instructions on using the 2013 W2 Option Maintenance (W2PO13) window, see [page 3-9](#).

The Employer HSA program option record (W213HS) is used to define code ranges for voluntary deductions for Employer Health Savings Accounts.

The screenshot displays the '2013 W2 Option Maintenance (W2PO13)' 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, copy, paste, undo, redo, print, help). The main area shows the 'W213HS: 00010003' record. A green 'Inspect' button is in the top right. Below the record ID, there is a 'Program Option Name' dropdown set to 'W213HS' and a 'Source Year' field set to '13'. The main content area is titled 'W213HS Defines which vol-deds are used for Employer HSA' and contains a section 'Employer Contributions to HSA Definition'. This section includes a table for 'Vol-Ded Code Range' with six rows. The first row is filled with '0001' and '0003', while the others are empty. A 'Note' section at the bottom explains the purpose of the record and mentions reporting on the W2 in box-12 with a code 'W'. The status bar at the bottom shows 'Usersec: NNY', 'Yr: 2013 Dist: 39 Site: 1 GS: W', and the date/time '10/31/2013 11:46:07 AM'.

Vol-Ded Code Range	
0001	0003

Figure 3-18: W213HS program option

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

W213HC - Employer-Sponsored Health Plan Reporting

For instructions on using the *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

The Employer-Sponsored Health Coverage program option (W213HC) 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 3-50.

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 W213HX program option to define up to 5 additional ranges.

2013 W2 Option Maintenance (W2PO13)

File Options

W213HC: MEC00020004C00060008C00100012C00140016C00180022 Change

Program Option Name W213HC 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):

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

Global Rules

How to treat EE/ER:

E - employee\$

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

Usersec: NNY Yr: 2013 Dist: 39 Site: 1 GS: W 10/31/2013 11:47:32 AM

Figure 3-19: W213HC program option

W213HX - Extension codes for W213HC

For instructions on using the *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

W213HX is the overflow area for W213HC. W213HC 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. W213HX allows you to define 5 ranges in addition to those in W213HC.

The screenshot shows the '2013 W2 Option Maintenance (W2PO13)' 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, find, print, etc.). The main area is titled 'W213HX: V17001725' with a 'Change' button. Below this, there are fields for 'Program Option Name' (set to 'W213HX') and 'Source Year' (set to '13'). The main content area is titled 'W213HX Extension codes for W213HC' and contains the text 'Cost of Employer-Sponsored Health Coverage (Box 12, code=DD) Extension (Requires W213HC)'. Under this, there is a section for 'Global Rules' with a table for defining ranges. The table has columns for 'Option', 'Vol-Ded Code Range', and 'Option values'. The first row is filled with 'V', '1700 - 1725', and 'C = vol-ded class V = vol-ded number'. There are four empty rows below it. At the bottom of the window, a status bar shows 'Usersec: NNY', 'Yr: 2013 Dist: 39 Site: 1 GS: W', and the date/time '10/31/2013 11:49:25 AM'.

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

Figure 3-20: W213HX 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 W213HC. Define W213HX only after you have filled in all of the rows for W213HC.

W213RS - Retirement System override values

For instructions on using the *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

W213RS and W213RX allow you to override the hard-coded values in the extract process for W2EX13. By default, the process sets the retirement system flag for retirement system codes 01 and 02 (STRS and PERS) and the alternate retirement system flag for retirement system codes 05, 15, and 25.

If your site does not use these defaults, you can override them. If you define overrides, do so for all possible retirement system codes at your site. W213RS allows you to define overrides for the first 10 retirement system codes, and the extension record W213RX allows you to define 10 additional retirement system codes.

RS

Define the following for each override.

f

#

- ◆ For the **RS**, type a retirement system code of 01 through 99.
- ◆ For the **f**, do either for the following.
 - ◇ Type F to set the retirement system flag for the retirement system code.
 - ◇ Type A to flag members as possible members of alternative retirement.
- ◆ For the **#**, type 1 or 2 to specify the pre-tax bucket to use for determining whether to set the retirement flag.

2013 W2 Option Maintenance (W2PO13) 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

W213RS5: Inspect

Program Option Name: W213RS Source Year: 13

W213RS Retirement System override values

RS	f	#	RS	f	#	RS	f	#	RS	f	#	RS	f	#	RS	f	#
<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"/>	<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"/>	<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 retirement system values which overrides the existing hardcoded values in W2EX13. The pension flag is set by default for RS values 01/02 and the logic for alt-ret assumes 05/15/25. If your retirement setup uses different values then fill out this option record. Whatever you enter here will override the built-in values so you MUST include all retirement system values you want to evaluate. The format of input is:

RS = Retirement system value (01-99)
 f = 'P' - Employees with this RS should have the W2 retirement plan flag set
 'A' - Employees with this RS are possible members of alternate-retirement
 # = Which pre-tax bucket (1 or 2) to be used in cases where we have to use the RS value to determine this value

Usersec: NNY Yr: 2013 Dist: 07 Site: 1 GS: W 11/7/2013 23:05:01 PM

Figure 3-21: W213RS program option

W213RX - Extension values for W213RS

For instructions on using the *2013 W2 Option Maintenance (W2PO13)* window, see [page 3-9](#).

W213RS and W213RX allow you to override the hard-coded values in the extract process for W2EX13. By default, the process sets the retirement system flag for retirement system codes 01 and 02 (STRS and PERS) and the alternate retirement system flag for retirement system codes 05, 15, and 25.

If your site does not use these defaults, you can override them. If you define overrides, do so for all possible retirement system codes at your site. W213RS allows you to define overrides for the first 10 retirement system codes, and the extension record W213RX allows you to define 10 additional retirement system codes.

RS

Define the following for each override.

f

#

- ◆ For the **RS**, type a retirement system code of 01 through 99.
- ◆ For the **f**, do either for the following.
 - ◇ Type F to set the retirement system flag for the retirement system code.
 - ◇ Type A to flag members as possible members of alternative retirement.
- ◆ For the **#**, type 1 or 2 to specify the pre-tax bucket to use for determining whether to set the retirement flag.

2013 W2 Option Maintenance (W2PO13) 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

W213RS5: Inspect

Program Option Name: W213RS Source Year: 13

W213RS Retirement System override values

RS	f	#	RS	f	#	RS	f	#	RS	f	#	RS	f	#	RS	f	#
<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"/>	<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"/>	<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 retirement system values which overrides the existing hardcoded values in W2EX13. The pension flag is set by default for RS values 01/02 and the logic for alt-ret assumes 05/15/25. If your retirement setup uses different values then fill out this option record. Whatever you enter here will override the built-in values so you MUST include all retirement system values you want to evaluate. The format of input is:

RS = Retirement system value (01-99)
 f = 'P' - Employees with this RS should have the W2 retirement plan flag set
 'A' - Employees with this RS are possible members of alternate-retirement
 # = Which pre-tax bucket (1 or 2) to be used in cases where we have to use the RS value to determine this value

Usersec: NNY Yr: 2013 Dist: 07 Site: 1 GS: W 11/7/2013 23:05:01 PM

Figure 3-22: W213RX program option

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 W2PO13 in either of the following ways:

- ◆ Typing the Y13PROGOPT command.

The computer operator can open Maintain 2013 Program-Option Records (W2PO13) by typing the Y13PROGOPT command, as described on [page 2-3](#).

- ◆ Selecting it from the Menu System.

A member of the payroll staff can select Maintain 2013 Program-Option Records (W2PO13). **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 3-23 illustrates the screen that displays after you open W2PO13. This screen allows you to select the program option to inspect or maintain.

District: 07		Maintain 2013 W2 Program-Option Records		QSS/OASIS	
Prog-Option Name: <input type="text"/>		Option: <input type="text"/> (H for Help)		Source Year: <input type="text"/>	
<p>Options for controlling W2 processing</p> <p>W2EX13 - Basic/Default settings used to control how W2 data is accumulated</p> <p>W213DC - Whether to extract employee and/or employer vol-ded detail, and vol-deds to use for alt. deferred comp. plans when extracting detail</p> <p>W213DX - Additional vol-ded ranges when W213DC space is exceeded</p> <p>W213DR - Vol-ded ranges for Roth (post-tax) contrib. to 401k/403b/457b plans</p> <p>W213CC - Defines which vol-deds are used for dependent care</p> <p>W213CX - Extension vol-deds for W213CC</p> <p>W213FA - Defines which vol-deds were used during the year to reduce SIT wages that should NOT have reduced FIT wages</p> <p>W213SA - Similar to W213FA, but for vol-deds that reduced FIT but NOT SIT</p> <p>W213HS - Defines which vol-deds are used for Employer HSA</p> <p>W213HC - Defines rules/codes used for Employer-Sponsored Health Plan Reporting</p> <p>W213HX - Extension codes for W213HC</p> <p>W213RS - Retirement System override values</p> <p>W213RX - Extension values for W213RS</p> <p>W2STID - Contains edit mask for State EIN</p> <p>W2PO13 - Controls which program-option records can be maintained</p>					
Start Over	<input type="text"/>	<input type="text"/>	<input type="text"/>	Start Over	<input type="text"/>
					Return to Menu

Figure 3-23: Master files for W2PO13

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 2013.
- ◆ Type U to create a new record for 2013.

Source Year (R)

One of the following;

- ◆ This field is preset to 12 (the previous tax year) if you can copy year-specific records from the previous year.
- ◆ The field is pre-set to 13 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.

District: 07		Maintain 2013 W2 Program-Option Records		QSS/OASIS	
Prog-Option Name: <input type="text"/>		Option: <input type="text"/> (H for Help)		Source Year: <input type="text"/>	
Options for controlling W2 processing					
W2EX13 - Basic/Default settings used to control how W2 data is accumulated					
W213DC - Whether to extract employee and/or employer vol-ded detail, and vol-deds to use for alt. deferred comp. plans when extracting detail					
W213DX - Additional vol-ded ranges when W213DC space is exceeded					
W213DR - Vol-ded ranges for Roth (post-tax) contrib. to 401k/403b/457b plans					
W213CC - Defines which vol-deds are used for dependent care					
W213CX - Extension vol-deds for W213CC					
W213FA - Defines which vol-deds were used during the year to reduce SIT wages that should NOT have reduced FIT wages					
W213SA - Similar to W213FA, but for vol-deds that reduced FIT but NOT SIT					
W213HS - Defines which vol-deds are used for Employer HSA					
W213HC - Defines rules/codes used for Employer-Sponsored Health Plan Reporting					
W213HX - Extension codes for W213HC					
W213RS - Retirement System override values					
W213RX - Extension values for W213RS					
W2STID - Contains edit mask for State EIN					
W2PO13 - Controls which program-option records can be maintained					
Start Over	<input type="text"/>	<input type="text"/>	<input type="text"/>	Start Over	<input type="text"/>
					Return to Menu

Figure 3-24: Second screen for W2PO13

This sample uses the W2EX13 program option record. See the detailed description of the record layout for the QCC version.

Program options for W2 processing

PROGRAM OPTION	PAGE
W2EX13 - Basic/DEFAULT settings used to control how W2 data is accumulated	3-14
W213DC - Employee/employer vol-ded detail, vol-deds for alt. deferred comp. plans	3-22
W213DX - Additional vol-ded ranges when W213DC space is exceeded	3-31
W213DR - Vol-ded ranges for Roth	3-35
W213CC - Vol-deds for dependent care	3-25
W213CX - Extension vol-deds for W213CC	3-34
W213FA - Vol-deds used during the year to reduce SIT wages but not FIT	3-33
W213SA - Vol-dds used during the year to reduce FIT wages but not SIT	3-37
W213HS - Vol-deds for employer HSA	3-39
W213HC - Employer-sponsored Health Plan Reporting	3-40
W213HX - Extension codes for W213HX	3-42
W213RS - Retirement System override values	3-43
W213RX - Extension values for W213RS	3-45
W2STID - Contains edit mask for State EIN	3-29
W2P013 - Controls which program-option records can be maintained	3-4

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-sponsored 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.

For guidance on the voluntary deductions to report, see "Form W-2 Reporting of Employer-Sponsored Health Coverage" at <http://www.irs.gov/uac/Form-W-2-Reporting-of-Employer-Sponsored-Health-Coverage>.

Traditional Version

These instructions focus on the following areas:

- ◆ Selecting a District and Year
- ◆ Defining Voluntary Deduction Ranges

Selecting a District and Year

Figure 3-25 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/0ASIS									
District: 39 Tax year: 13															
<table border="1"> <tr> <td>Start Over</td> <td>Add From Tax Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Return to Menu</td> </tr> </table>								Start Over	Add From Tax Year						Return to Menu
Start Over	Add From Tax Year						Return to Menu								

Figure 3-25: 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 13 for tax year 2013.
- <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: 39
Tax year: 13
From Tax year: 12

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 3-26 illustrates the screens for defining district-specific rules that identify the voluntary deductions for reporting in Box 12, code DD.

District: 07		Maintain Health Care (Box 12-'DD') Settings		QSS/OASIS									
		District: 39											
		Tax year: 13											
		From Tax year: 12											
No.	F	Vol-Ded Ranges											
01.	E	0001	0002										
02.	B	1000	1000										
03.	R	3000	4000										
04.													
05.													
06.													
07.													
08.													
09.													
Page 1 of 1													
<table border="1" style="width: 100%;"> <tr> <td>Start Over</td> <td>Print Screen</td> <td></td> <td></td> <td>Page Backward</td> <td>Page Forward</td> <td>Update Data</td> <td>Return to Menu</td> </tr> </table>						Start Over	Print Screen			Page Backward	Page Forward	Update Data	Return to Menu
Start Over	Print Screen			Page Backward	Page Forward	Update Data	Return to Menu						

Figure 3-26: Defining ranges for a district and year

District (D) The selected district and tax year.

Tax year (D)

From tax year (D) If you use the <Add From Tax Year> option, the source year for creating the ranges.

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 (R) The flag for how to use the row.

- ◆ Type I to inactivate the row.
- ◆ Type E for a row that applies to employee-paid amounts only.
- ◆ Type R for a row that applies to employer-paid amounts only.

- ◆ Type B for a row that applies to both employer- and employee-paid amounts.

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>.

Page x of y (D) The page counter.

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>
<Page Forward> Press <Page Backward> and <Page Forward> to display the previous or next page of 9 rows.

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 3-27 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 Tree View, click **W2 / 1099**, then click **W2 / 1099 Processing**.

2. Click **Miscellaneous Options**, then click **Maintain Health Care Control Records**.


Selection of district and year for which to specify voluntary deductions

Boxes for editing the selected line in the grid


Grid that displays up to 99 control records for each district / year combination

Figure 3-27: *Maintain Health Care Control Records* window



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 13 for tax year 2013.
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 3-55.
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 3-55.
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	Flag	Range 1	Range 2	Range 3	Range 4	Range 5
1	E - employee\$ only	0001 - 0002				

Figure 3-28: Edit row for the *Maintain Health Care Control Records* window

Row

The row number.

Each district/year combination can have up to 99 rows. Fill in the rows in order. Once the system finds a blank row, it stops reading rows.

F

Select a flag for each row to inactivate it (I) or to make it applicable to employer-paid contributions only (E), employee-paid contributions only (R), or both (B).

Range 1 to Range 5 Type up to 5 ranges of voluntary deductions for reporting as employer health care.

To specify an individual voluntary deduction, type its 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 2-3](#). 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 3-29: Zero Out Y-T-D Totals

After running the last payroll dated in December 2013 and before running the first payroll dated in January 2014, 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 2-16](#).

Note: If Step 4-T is omitted by mistake, you will find that the year-to-date employee totals still contain 2013 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/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 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 2013** 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 W2RP13

The purpose of this prelist is to check the accuracy of your data. No enduring file will result from a prelist run from this program. The production of the W2 file must come from a prelist run by technical staff using a UDC called Y13W2REPORT.

These instructions focus on the following areas:

- ◆ Instructions for QCC Version of W2RP13
- ◆ Instructions for Traditional W2RP13
- ◆ **Sample Reports**

Instructions for QCC Version of W2RP13

These instructions focus on the following areas:

- ◆ Selecting the Report from QCC
- ◆ Description of Launch Window
- ◆ Report Selection Tab
- ◆ Select Field Ranges Tab
- ◆ Variance Rules for Reasonability Check
- ◆ Checking the W2 Prelist
- ◆ Troubleshooting: Missing Categories of Information
- ◆ Troubleshooting: Identifying Discrepancies

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 2013** branch, then click **W2 Processing**. Double-click **W2 Prelist (W2SB13)** to open a *2013 W2 Prelist (W2SB13)* window.

Description of Launch Window

Figure 3-48 illustrates the *2013 W2 Prelist (W2SB13)* window. This heading summarizes the parts of the window. The table on [page 3-61](#) explains the commands in the toolbar.

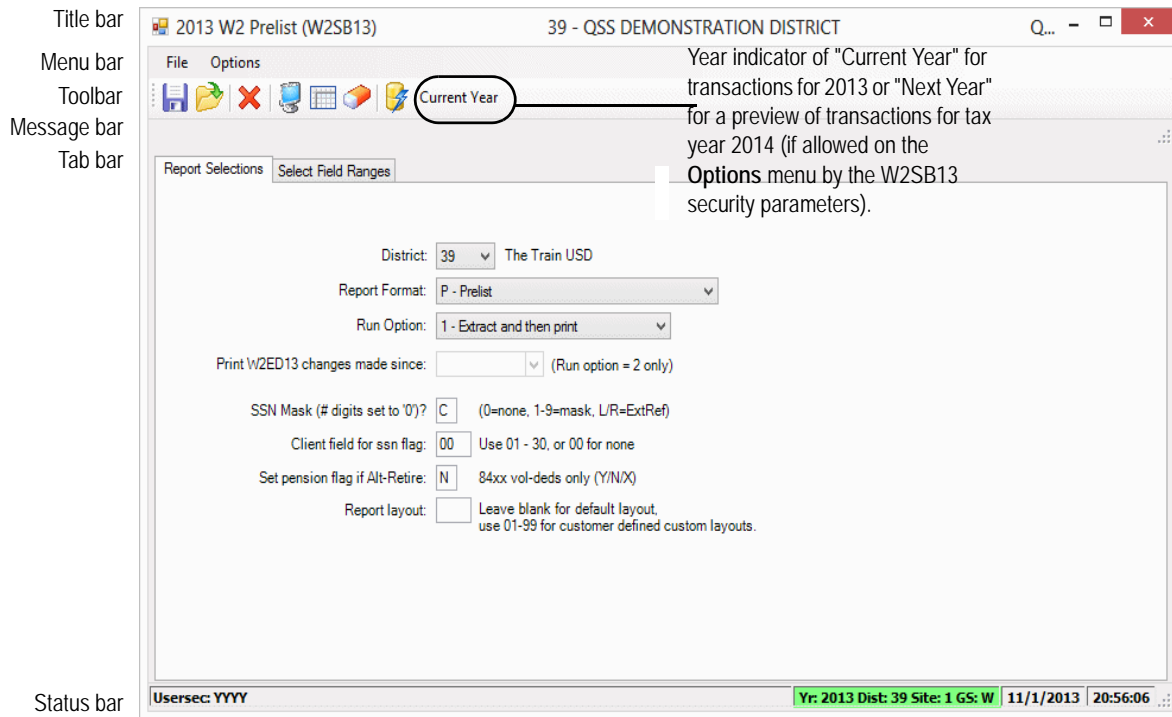










Figure 3-30: 2013 W2 Prelist (W2SB13) window

- ◆ 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 3-61](#).
- ◆ 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.ss
- ◆ 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 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: 2013 Dist: 39 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.
 - ◇ **11/1/2013 20:56:06**. The current date and time.

Toolbar commands for the *2013 W2 Prelist (W2SB13)* 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.
Close		F12	Close the report launch window. QSS suggests that you close the window after you through launching the report.
Print Screen		F11	Print a copy of the screen on the default Windows printer for your PC.
Grid Output		Shift+F11	Open a <i>Grid Output</i> window that displays the Field Definitions grid on the Select Field Ranges tab.
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.

Report Selection Tab

The selections on the Report Selections tab are identical to those for the traditional software.

Report format

Select **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>

Report Selections		Select Field Ranges
District:	39	The Train USD
Report Format:	P - Prelist	
Run Option:	1 - Extract and then print	
Print W2ED13 changes made since:		(Run option = 2 only)
SSN Mask (# digits set to '0')?	C	(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.

Figure 3-31: Report Selection tab for the 2013 W2 Prelist (W2SB13) window

CODE	EXPLANATION
R	<p>The reasonability check is an exception report, showing only cases where the employee's withholdings for OASDI and Medicare fall outside of the Social Security Administration's tolerance for error. 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 ($\frac{1}{2}\text{¢}$ times 26 pay periods) due to cumulative rounding errors.</p> <p>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.</p>

CODE EXPLANATION

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 the Select Field Ranges tab*** described on _____. 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 on the **Select Field Ranges** tab). For that field name, you can then specify a range of values. For example, you can create a report for people with OASDI gross that exceeds the current maximum for subject wages.
-

Run optionSelect **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 databases, then builds a temporary file with the data for producing the report.

-
- 2** 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.

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 (W2ED13). 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.

**Print W2ED13
changes made since
[selected date]**

This date is optional for Run Option 2.

If desired, type or select a control date. The report includes changes made after that date.

The W2 Edit program (W2ED13) 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))**

Do any of the following.

- ◆ Leave blank or type **0** to print the entire SSN.
- ◆ To print part of the SSN, type a number from **1** to **9**.
- ◆ To use External Reference Numbers instead of SSN, type **L** (left justified) or **R** (right justified).

**Client field for ssn
flag**

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**

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

Leave blank to use the default report layout. To use a customer defined layout, type a number from **01** to **99**.

Your site 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.

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.

Figure 3-32: Selected Field Ranges tab for the 2013 W2 Prelist (W2SB13) window

Field

Select up to 8 **Field** codes for selecting records in any of following ways:

- ◆ Type its abbreviation in a **Field** box. The description displays after you type an abbreviation from the **Field Definitions** list.
- ◆ 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.

You can sort the list by double-clicking the **Field** or **Definitions** column once for ascending order and a second time for descending order.

- ◆ Use the right-click menu for **Field Definitions** to fill in the **Field** names. For instructions, see [page 3-67](#).

If you fill in multiple selections, an employee record must match all of the selections to be included on the report. This ability allows you to define a report that focuses on something specific, such as employees with Pay Code 8 who have Retirement System 5 and OASDI gross that is not equal to Medicare gross.

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 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.

Hand editing on the W2ED13 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.

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 3-67](#).

**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 3-67](#).

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
OA OASDI Tax	GT	\$ MG	- AND

Figure 3-33: 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 3-34: Grid with row highlighted

- > Right-click the row and select, then point to **Send 'OG' To ...** and click **Field 1**.

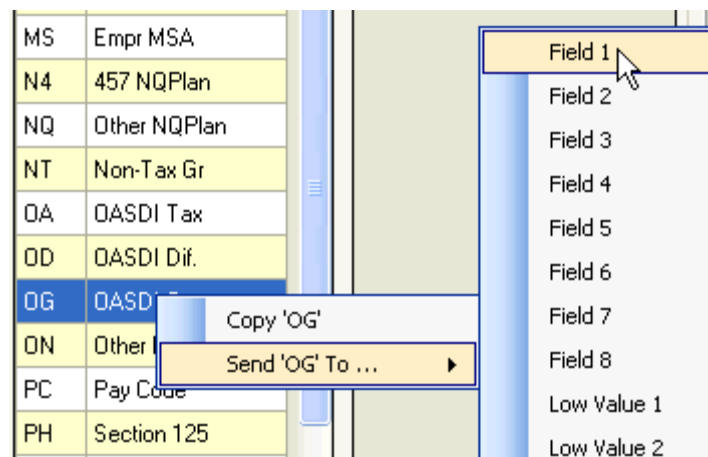


Figure 3-35: Selecting the OG code for Field 1

- > The code is pasted into the **Field** box.

Field	OP	Low Value	High Value
OG OASDI Gross			- AND

Figure 3-36: Result of pasting OG into the Field box

2. 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 3-37: Grid with row highlighted

- > Right-click the **GT** row, then click **Send 'GT' to Op 1**.

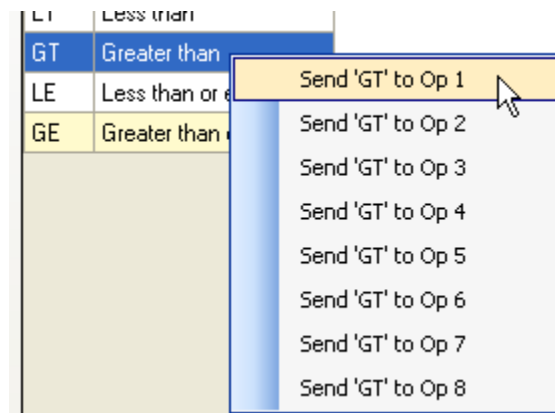


Figure 3-38: Selecting the GT operator for Operator #1

- > The code is pasted into the **OP** box.

Field	OP	Low Value	High Value
OG OASDI Gross	GT		AND

Figure 3-39: Result of posting GT into the OP box

- For the **Low Value** box, select the \$MG operator.

- > In the **Field Definition** grid, click the row for MG MEDI gross to highlight it.

ME	Moving Exp
MG	MEDI Gross
MS	Empr MSA

Figure 3-40: Grid with row highlighted

- > Right-click the row and select, then point to **Send 'OG' To ...** and click **Low Value 1**.

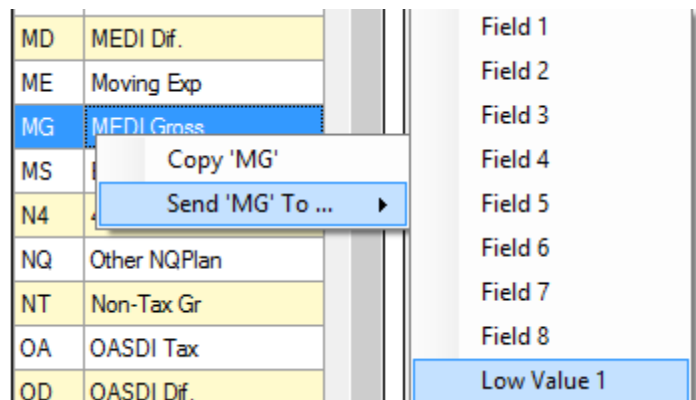


Figure 3-41: Selecting the OG code for Field 1

- > The code is pasted into the **Field** box.

Field	OP	Low Value	High Value
OG OASDI Gross	GT	\$MG	- AND

Figure 3-42: Result of pasting MG into the Low Value box

The system inserts a \$ before the OG to indicate that it is a field, rather than a number or a text string.

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.
 - o **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 2013).
 - o **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 3-82.

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 3-79](#), with the district totals shown on the Pay History report (PAY830). (See "Task 7-PR: Printing a Pay History Report with PAY830" on page 3-87 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 "W2EX13 - Basic/default settings used to control how W2 data is accumulated" on page 3-14.

Troubleshooting: Identifying Discrepancies

When comparing the Transmittal Report (W2TR13) with the Prelist Report (W2RP13), you may find discrepancies between the Taxable Wages amount on W2TR13 and the Taxable Gross amount on W2RP13, and/or between the 403(B) amount on W2TR13 and the employee deferred compensation (EE-DC) amount on W2RP13.

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.

2013 W2 Prelist (W2SB13) 39 - QSS DEMONSTRATION DISTRICT

File Options

Report Selections Select Field Ranges

Selected field value range (available when the Report Format is "S")

Field	OP	Low Value	High Value	AND
TG Fed Tax Gr	LT	0.00		
				AND
				AND
				AND
				AND
				AND
				AND
				AND

Field Definitions

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

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

Low/High value can be a number or one of the field IDs.
The 2 char field ID is preceded by 'S' and entered left justified.
Ex: \$FG is Federal Gross.
'OP' = EQ, NE, IB, NI, LT, GT, LE, GE

Usersec: YYYY Yr: 2013 Dist: 39 Site: 1 GS: W 11/4/2013 12:36:34

Figure 3-43: W2 Prelist Request for Taxable Gross Less Than Zero

2013 W2 Prelist (W2SB13) 39 - QSS DEMONSTRATION DISTRICT

File Options

Report Selections Select Field Ranges

Selected field value range (available when the Report Format is "S")

Field	OP	Low Value	High Value	AND
DC Def. Comp	LT	0.00		
				AND
				AND
				AND
				AND
				AND
				AND
				AND

Field Definitions

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

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

Low/High value can be a number or one of the field IDs.
The 2 char field ID is preceded by 'S' and entered left justified.
Ex: \$FG is Federal Gross.
'OP' = EQ, NE, IB, NI, LT, GT, LE, GE

Usersec: YYYY Yr: 2013 Dist: 39 Site: 1 GS: W 11/4/2013 12:38:17

Figure 3-44: W2 Prelist Request for Deferred Compensation Less Than Zero

You may not launch a W2 Prelist if the W2EX13 program option record has not been set up. See "W2EX13 - Basic/default settings used to control how W2 data is accumulated" on page 3-14 for instructions on setting up a W2EX13 program option record.

For report samples, see "Sample Reports" on page 3-77.

Instructions for Traditional W2RP13

These instructions focus on the following areas:

- ◆ Main Launch Screen
- ◆ Selected Field Values Option

Main Launch Screen

Figure 3-45 illustrates the default for creating a prelist for calendar year 2013. There is also an option for running the report for year 2014 to get a preview of W2s, as described on [page 3-21](#). When the report is running for 2014, it displays "Prelim for yr: 2014" on the right side of the message bar like this:

```
W2SB13 H.13.00 compiled 10/30/13 Prog-opt used:W2EX13 (Prelim for yr: 2014)
```

The following sample illustrates the main launch screen for tax year 2013.

District: 07		Request 2013 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 W2ED13 changes made since: 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: -		Leave blank for default layout, use 01-99 for customer defined custom layouts.			
<pre>W2SB13 H.13.00 compiled 10/30/13 Prog-opt used:W2EX13</pre>					
Start Over				Start Over	Continue /Launch Return to Menu

Figure 3-45: Main launch screen for W2SB13

The selections work the same as for the QCC version described on [page 3-61](#). After filling in the screen, press a function key to continue.

<ENTER> Press <ENTER> to verify what you have typed.

The message line indicates any changes you need to make before the report will launch.

<Start Over> Press <Start Over> to return the cursor to the top of the screen.

<Continue/Launch> Press <Continue/Launch> to do either of the following:

- ◆ Launch a prelist or reasonability report.
- ◆ Go to a field selection screen for a selected field value report, as illustrated in the next heading.

<Return to Menu> Press <Return to Menu> to return to the Menu System without launching a report.

Selected Field Values Option

The following screen displays only for the selected field value report.

District: 39		Request 2013 W2 Prelist (Logon District)		QSS/OASIS	
Report fmt:8 Run opt:2 Print W2ED13 changes since: SSN Mask:9					
SSN flag CL flds:00 Set pension flag if Alt-R:N Layout:					
Field (see below)	OP	Low Value	High Value	AND Low/High value can be a number or one of the field IDs. The 2 char field ID is preceeded by '\$' and entered left justified. Ex: \$FG is Federal Gross.	
OG Oasdi gross	GT	0.00			
OG Oasdi gross	NE	\$MG			
FT=Federal Tax MG=MEDI Gross SD=SDI SP=3P Sick Py AA=Roth 401k AB=AdoBen ST=State Tax MC=MEDI Tax CR=CAR Allow CH=Childcare BB=Roth 403b HT=HC+HA OG=Oasdi Gross DC=Def. Comp GL=GLI NT=Non-Tax Gr TG=Fed Tax Gr OA=Oasdi Tax EI=EIC FO=Frng/Othr TS=Sta Tax Gr SG=Sta Gross ME=Moving Exp N4=457 NQP NQ=Othr NQP 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 U0=Unc. OASDI UM=Unc. MEDI OD=OASDI Dif. FA=FIT/Addbck MD=MEDI Dif. SC=State CD PC=Pay Code EX=Sub.EE Exp SA=SIT/Addbck DE=EE-DC/403b ER=ER-DC/403b GE=EE-DC/457 GR=ER-DC/457 EE=Roth 457b RS=Ret System HC=Empr HC HA=EmprHC Adj '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 3-46: Second Screen When Selected Field Values Option Is Selected

In the example shown in Figure 3-46, 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,
 $(\text{Medicare gross} \times \text{Medicare tax rate})$
 $- \text{Medicare deductions} = \text{MD}$

OP (O)

For each **Field** value you specify, type one of the operators listed at the bottom of the screen:

OPERATOR	EXPLANATION
EQ	Equal to
NE	Not equal to
IB	Inclusive between
NI	Not in between
LT	Less than
GT	Greater than
LE	Less than or equal to
GE	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 3-46 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.

Sample Reports

This section shows samples of reports generated by the W2 Prelist program (W2SB13). 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 for Employee Detail Lines

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 2013 Final Edit (W2ED13)
XP	Exclude employee from creating a printed W-2 form
PC	Pay code
RS	Retirement System
L1	Pay check sort from W4 screen
L2	Alternate check sort from W4 screen
SC	State code

Report Fields for Employee Detail Lines (Continued)

FIELD NAME	DESCRIPTION
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
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
OTH-NTX	Other non-taxable amounts
RET-1/TS	Sheltered retirement 1 (STRS)

Report Fields for Employee Detail Lines (Continued)

FIELD NAME	DESCRIPTION
RET-2/TS	Sheltered retirement 2 (PERS)
RET-3/TS	Sheltered retirement 3 (Alt-Ret)
125	Section 125
EMPLYR-HC	Employer-paid health care
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
SEBER	Substantiated employee business expense reimbursements
EMPLYR-HA	Employer health care adjustments
EMPLR HSA	Employer's contribution to health savings account
EMPR MSA	Employer's contribution to medical savings account
OTHER-NQP	Other non-qualified plan
ADOPT BEN	Adoption benefits

Sample W2 Prelist with Default Layout

The following sample shows the header page or Page 0.

39 QSS DEMONSTRATION DISTRICT	W-2 PRE-LIST	J9426	W2RP13	H.13.01	12/06/13	PAGE	0

DISTRICT: 39							
REPORT OPTION: P - Prelist							
REPORT CHANGES SINCE: ALL DATA							
SSN Mask: 9							
Report Layout:							
FIELD NAME	RULE	LOW VALUE	HIGH VALUE				

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

39 QSS DEMONSTRATION DISTRICT				W-2 PRE-LIST				J9426	W2RP13	H.13.01	12/06/13	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	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	EMPLYR-HC	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B		
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	SEBER	EMPLYR-HA	EMPLR	HSA	EMPLR	MSA	OTHER-NQP	ADOPT BEN

000-00-0000	PERSNIKITY	REALLY				RP:Y	SL:N	SF:N	SE:N	US:N	XP:N	PC:05	RS:02
												L1:0004	L2:0000
												SC:05	
99935.00	94353.74	3962.85	11992.35	2875.39	.00	.00	3800.00	.00	3800.00	.00	.00	.00	.00
83627.59	94353.74	1368.12	.00	.00	.00	12507.41	.00	.00	.00	.00	.00	.00	.00
99935.00	.00	.00	.00	6926.15	.00	5581.26	.00	.00	.00	.00	.00	.00	.00
83627.59	.00	.00	.00	.00	.00	.00	2000.00	.00	.00	.00	.00	.00	.00
000-00-0000	PERSON	REAL				RP:Y	SL:N	SF:N	SE:N	US:N	XP:N	PC:05	RS:02
												L1:0004	L2:0000
												SC:05	
99935.00	94353.74	3962.85	11992.35	2875.39	.00	.00	3800.00	.00	3800.00	.00	.00	.00	.00
83627.59	94353.74	1368.12	.00	.00	.00	12507.41	.00	.00	.00	.00	.00	.00	.00
99935.00	.00	.00	.00	6926.15	.00	5581.26	1000.00	.00	.00	.00	.00	.00	.00
83627.59	.00	.00	.00	.00	.00	.00	1000.00-	.00	.00	.00	.00	.00	.00
REGULAR TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC	EE/403B	EE/457	ROTH-401K		
3	299805.00	283061.22	11888.55	35977.05	8626.17	20.00	11400.00	0.00					
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457					
5.00	251512.77	283061.22	4104.36	220.00	210.00	37522.23	11400.00	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	299805.00	0.00	0.00	20778.45	0.00	16743.78	0.00	0.00					
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	ROTH/401K	ROTH/403B	ROTH/457B					
0.00	251512.77	10.00	60.00	200.00	70.00	150.00	160.00	170.00					
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA					
180.00	0.00	0.00	0.00	0.00	80.00	90.00	100.00	110.00					
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC	EMPLOYER HA									
40.00	50.00	140.00	1120.00	1130.00									

The following sample shows the district and county totals page that concludes W2 Prelist.

39 QSS DEMONSTRATION DISTRICT									
W-2 PRE-LIST									
J9426 W2RP13 H.13.01 12/06/13 PAGE 2									
REGULAR GROUP SELECTION DATE: ALL DATA									
FED GROSS	OASDI-GR	OASDI	FIT	SIT	SDI	CAR	EE-DC	ER-DC	EE/403B
FED TX-GR	MEDI-GR	MEDICARE	GLI	FRNGE/OTH	DEP-CARE	NTX-GR	SICK-PAY	MOVE-EXP	ER/403B
STA GROSS	FIT-AB	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	EMPLYR-HC	UN-OASDI	UN-MEDI
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	SEBER	EMPLYR-HA	EMPLR HSA	EMPLR MSA

DIST TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC	
3	299805.00	283061.22	11888.55	35977.05	8626.17	20.00	11400.00	0.00	
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457	ROTH-401K
5.00	251512.77	283061.22	4104.36	220.00	210.00	37522.23	11400.00	0.00	ROTH-403B
FIT-AB	STATE GROSS	OTHER-NTX	RET-1/TS	RET-2/TS	RET-3/TS	SECTION-125	ER/403B	ER/457	ROTH-457B
0.00	299805.00	0.00	0.00	20778.45	0.00	16743.78	0.00	0.00	
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	ROTH/401K	ROTH/403B	ROTH/457B	
0.00	251512.77	10.00	60.00	200.00	70.00	150.00	160.00	170.00	
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA	
180.00	0.00	0.00	0.00	0.00	80.00	90.00	100.00	110.00	
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC	EMPLOYER HA					
40.00	50.00	140.00	1120.00	1130.00					

FINAL TOTALS	FEDERAL GROSS	OASDI GROSS	OASDI	FIT	SIT	SDI	EE-DC	ER-DC	
3	299805.00	283061.22	11888.55	35977.05	8626.17	20.00	11400.00	0.00	
EIC	FED TX-GROSS	MEDI-GROSS	MEDICARE	GLI	FR/OTH	NTX-GROSS	EE/403B	EE/457	ROTH-401K
5.00	251512.77	283061.22	4104.36	220.00	210.00	37522.23	11400.00	0.00	ROTH-403B
FIT-AB	STATE GROSS	OTHER-NTX	RET-1/TS	RET-2/TS	RET-3/TS	SECTION-125	ER/403B	ER/457	ROTH-457B
0.00	299805.00	0.00	0.00	20778.45	0.00	16743.78	0.00	0.00	
SIT-AB	STATE TX-GROSS	DEP-CARE	SICK	CAR	MOVE-EXP	ROTH/401K	ROTH/403B	ROTH/457B	
0.00	251512.77	10.00	60.00	200.00	70.00	150.00	160.00	170.00	
ADOPTION BEN	CITY1-GROSS	CITY1-TAX	CITY2-GROSS	CITY2-TAX	UN-OASDI	UN-MEDI	EMPLOYER/HSA	EMPLOYER/MSA	
180.00	0.00	0.00	0.00	0.00	80.00	90.00	100.00	110.00	
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC	EMPLOYER HA					
40.00	50.00	140.00	1120.00	1130.00					

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 W2RP13 H.13.00 11/30/13 PAGE 146									
REGULAR GROUP SELECTION DATE: ALL DATA									
FED GROSS	OASDI-GR	OASDI	FIT	SIT	SDI	CAR	EE-DC	ER-DC	EE/403B
FED TX-GR	MEDI-GR	MEDICARE	GLI	FRNGE/OTH	DEP-CARE	NTX-GR	SICK-PAY	MOVE-EXP	ER/403B
STA GROSS	FIT-AB	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	EMPLYR-HC	UN-OASDI	UN-MEDI
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	SEBER	EMPLYR-HA	EMPLR HSA	EMPLR MSA

999999	HAYES RUTHERFORD B		RP:Y	SL:N	SF:N	SE:N	US:N	X[:N	PC:05
20495.07	19260.47	1194.17	1228.80	342.83	.00	.00	.00	.00	.00
17976.69	19260.47	279.28	.00	.00	.00	2518.38	.00	.00	.00
20495.07	.00	.00	.00	.00	1283.78	.00	1234.60	.00	.00
17976.69	.00	.00	.00	.00	.00	.00	.00	.00	.00
999999	JOHNSON LYNDON B		RP:Y	SL:N	SF:N	SE:N	US:N	XP:N	PC:05
24956.15	23387.95	1450.04	647.31	8.08	.00	.00	.00	.00	.00
21639.43	23387.95	339.14	.00	.00	.00	3316.72	.00	.00	.00
24956.15	.00	.00	.00	.00	1748.52	.00	1568.20	.00	.00
21639.43	.00	.00	.00	.00	.00	.00	.00	.00	.00

This is a sample custom layout.

26 QSS Test District	W-2 PRE-LIST										J564	W2RP13	H.13.00	11/30/13	PAGE	1
REGULAR GROUP		SELECTION DATE: ALL DATA														
	FED GROSS SDI	FED TX-GR CAR	FIT GLI	STA FRNGE/OTH	GROSS DEP-CARE	STA TX-GR	SIT MEDI-GR	EE/403B MEDICARE	EE/457 OASDI-GR	EE-DC OASDI						
999999	HAYES RUTHERFORD B															
	464.22	464.22	.00	464.22	464.22	.00	.00	.00	.00	.00						
	.00	.00	.00	.00	.00	.00	464.22	6.73	464.22	28.78						
999999	JOHNSON LYNDON B															
	636.26	585.36	80.00	636.26	585.36	40.00	.00	.00	.00	.00						
	.00	.00	.00	.00	.00	.00	636.26	9.22	.00	.00						

This is a another sample custom layout.

26 QSS Test District	W-2 PRE-LIST										J566	W2RP13	H.13.00	11/30/13	PAGE	1
REGULAR GROUP		SELECTION DATE: ALL DATA														
	FED TX-GR	MEDI-GR	FIT	MEDICARE	STA TX-GR	EE/403B	SIT	EE/457	OASDI-GR	SDI	OASDI	EMPLR	MSA			
999999	HAYES RUTHERFORD B															
	464.22		.00		464.22	.00	.00	.00	464.22		28.78					
		464.22		6.73		.00		.00		.00		.00				
999999	JOHNSON LYNDON B															
	585.36		80.00		585.36	40.00	.00	.00	.00		.00					
		636.26		9.22		.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	W2RP13	H.13.00	11/30/13	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	W2RP13	H.13.00	11/30/13	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	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	EMPLYR-HC	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B		
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	SEBER	EMPLYR-HA	EMPLR HSA	EMPLR MSA	OTHER-NQP	ADOPT BEN		

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	.00	100.00	.00	100.00	.00	.00	
4019.91	4019.91	58.26	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
4019.91	.00	.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	.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	EMPLOYER HA									
0.00	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	OTH-NTX
	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	W2RP13	H.13.00	11/30/13	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-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	W2RP13	H.13.00	11/30/13	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	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	EMPLYR-HC	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B	
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	SEBER	EMPLYR-HA	EMPLR HSA	EMPLR MSA	OTHER-NQP	ADOPT BEN	

999999	HAYES RUTHERFORD B		RP:Y SL:N SF:N SE:N US:N XP: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	.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 XP:N 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	EMPLOYER HA								
0.00	0.00	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					J562	W2RP13	H.13.00	11/30/13	PAGE	2
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	OTH-NTX	RET-1/TS	RET-2/TS	RET-3/TS	125	EMPLYR-HC	UN-OASDI	UN-MEDI	457-NQP	ROTH-457B	
STA TX-GR	SIT-AB	CITY1-GRS	CITY1-TAX	CITY2-GRS	CITY2-TAX	SEBER	EMPLYR-HA	EMPLR HSA	EMPLR MSA	OTHER-NQP	ADOPT BEN	

DIST 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	200.00				
OTHER-NQP	457-NQP	PSEBER	EMPLOYER HC	EMPLOYER HA								
0.00	0.00	0.00	0.00	0.00								
FINAL 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	200.00				
OTHER-NQP	457-NQP	SEBER	EMPLOYER HC	EMPLOYER HA								
0.00	0.00	0.00	0.00	0.00								

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

The purpose of obtaining a Pay History Report is to *compare* it with the Prelist Report you obtained from "Task 6-PR: Printing a Preliminary W2 Prelist with W2RP13" on page 3-59. Both reports should agree.

These instructions focus on the following areas:

- ◆ QCC Launch Window for PAY830
- ◆ Traditional Launch Screen for PAY830
- ◆ Sample Pay History Listing

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.

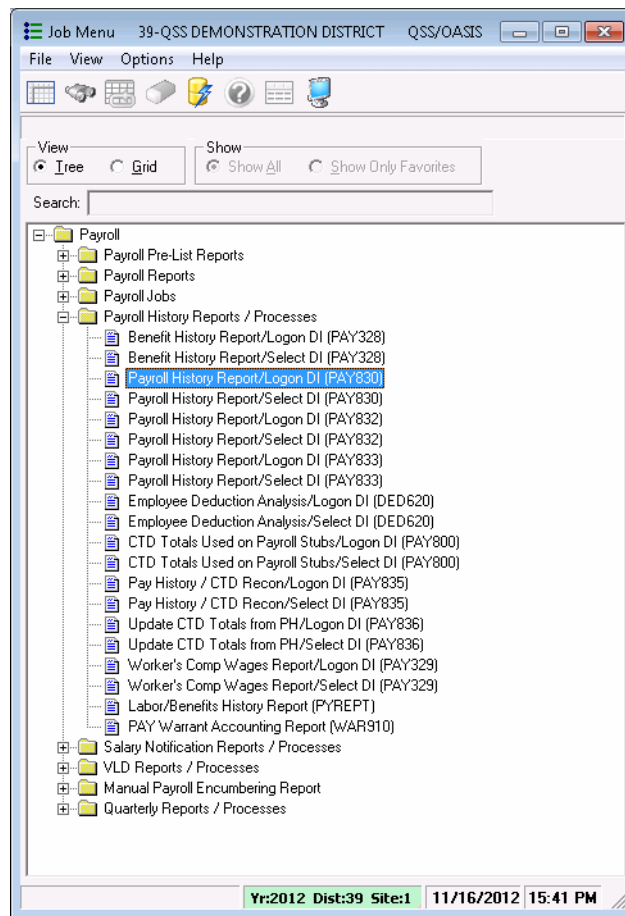


Figure 3-47: Job Menu window with PAY830 reports exposed

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 3-90](#) 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 shows the "Request Pay History Report - Logon District (PAY830)" window. The window includes a Title bar, Toolbar, Message bar, Tab bar, and Status bar.

The main content area contains the following fields and controls:

- Report Selections** (selected tab) and **Select Employees** (inactive tab)
- For District:** 65 - QSS UNIFIED SCHOOL DISTRICT
- Report Title:** (empty text field)
- Select by Date Paid:** (date picker) - **And/or Select by Effective year:** (year picker) **Quarter:** (quarter picker)
- Compute Totals Rule:** (dropdown menu)
- Include Terminated:** Yes
- Pay Code:** (four empty text fields)
- Pay Location:** (four empty text fields)
- Select by Last Name Range:** (two empty text fields)
- SSN Mask:** No Masking
- Record Type:** All Records
- Cancelled Warr:** Open and Cancelled
- Summary Level:** Detail
- Each Employee on New Page:** (dropdown menu)
- Pay-Line Detail:** None
- Position Summary:** (dropdown menu)
- Deduction Detail:** None
- Account Detail:** None



The Status bar at the bottom displays: Yr: 2009 Dist: 65 Site: 75 10/19/2009 16:13

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 3-90](#).
- ◆ 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. QSS suggests that you close the window after you through launching the report.

Report Selections Tab

The screenshot shows the 'Report Selections' tab in the 'Request Pay History (PAY830)' window. The form is organized into several sections:

- For District:** A dropdown menu showing '65 - QSS UNIFIED SCHOOL DISTRICT'.
- Report Title:** A text input field.
- Select by Date Paid:** Two date pickers (month/year) separated by a hyphen.
- And/or Select by Effective year:** A text input field for the year.
- Quarter:** A text input field for the quarter.
- Compute Totals Rule:** A dropdown menu.
- Include Terminated:** A dropdown menu set to 'Yes'.
- Pay Code:** A text input field.
- Pay Location:** A text input field.
- Select by Last Name Range:** Two text input fields separated by a hyphen.
- SSN Mask:** A dropdown menu set to 'No Masking'.
- Record Type:** A dropdown menu set to 'All Records'.
- Cancelled War:** A dropdown menu set to 'Open and Cancelled'.
- Summary Level:** A dropdown menu set to 'Detail'.
- Each Employee on New Page:** A dropdown menu.
- Pay-Line Detail:** A dropdown menu set to 'None'.
- Position Summary:** A dropdown menu.
- Deduction Detail:** A dropdown menu set to 'None'.
- Account Detail:** A dropdown menu set to 'None'.

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 13 for the 2013 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 3-96](#).

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 3-96](#).

**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 the Inspect (PHUPDT) tab of the Payroll History form.
- ◆ **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.

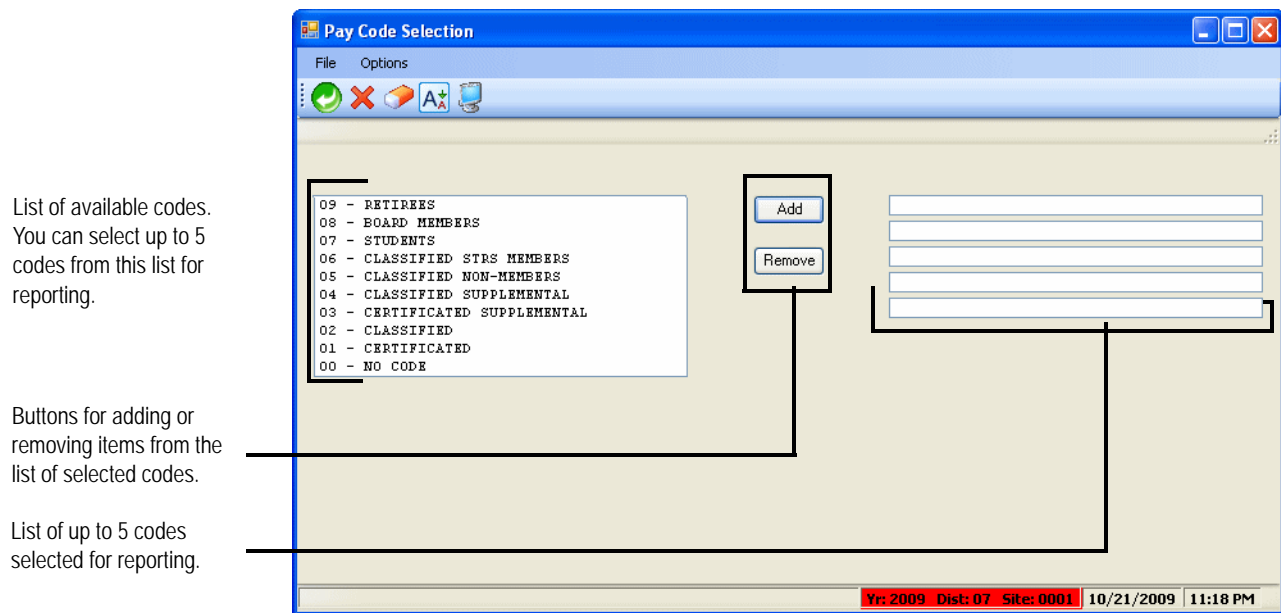





Figure 3-51: Dialog box for selecting Pay Codes or Pay Locations

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.

Traditional Launch Screen for PAY830

Security can be set to restrict you to your log-on district or to allow you to select multiple districts. Refer to "Program Listings for W2 Programs (Traditional Only)" on page 3-19 for details on setting this security.

District: 07		Request Pay History Report		QSS/OASIS	
For district: <input type="text"/> Blank selects ALL districts					
Report title: <input type="text"/> to <input type="text"/> (MMDDCCYY)					
Select by Date Paid from: <input type="text"/> to <input type="text"/> (MMDDCCYY)					
-and/or- Select by Effective Yr: <input type="text"/> Qtr: <input type="text"/> (0 = All qtrs in year)					
Compute totals rule: <input type="text"/> (1, 2 or 3 - See help screen)					
Include terminated? <input checked="" type="checkbox"/> (Y=yes, N=no)					
Select pay code: <input type="text"/> (blank = all)					
Select pay location: <input type="text"/> (blank = all)					
Select by last name range: <input type="text"/> - <input type="text"/>					
SSN Mask (# of digits to set to "0"): <input type="text"/> (L=left fmt ExtRef, R=right fmt ExtRef)					
Record Type: <input type="text"/> (blank or A/H/M) Cancelled Warr: <input type="text"/> (' ' or C/X/U)					
Summary Level: <input type="text"/> (D/S/T) Each employee on new page? <input checked="" type="checkbox"/> (Y/N)					
Pay-line detail: <input type="text"/> (D=detail only, S=pay-type summary only, B=both, N=none)					
Position summary: <input type="text"/> (Y=yes, N=no)					
Deduction detail: <input type="text"/> (D=detail only, S=deduction summary only, B=both, N=none)					
Account detail: <input type="text"/> (D=detail only, S=account summary only, B=both, N=none)					
Optional Select by Di/Social Security 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
PYHSUB H.00.11 compiled 04/20/03 Option: 0001 Stream: PAY830ST					
Start Over	Help	Select Help		Start Over	
				Launch Job	Return to Menu

Figure 3-52: Request Pay History Report Screen

Each time you launch the report, the launch screen requires choosing among three formats: detail, summary, and total.

- ◆ **Detail:** The report prints each employee's payroll history records, totals for each employee, and totals for each district.
- ◆ **Summary:** The report prints totals for each employee and totals for each district.
- ◆ **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 3-53 on [page 3-104](#).

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**

- o Type an **Effective Yr**, such as 13 for the 2013 calendar year.
- o 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? Leave the Y as is, or type N.
(R)

- ◆ 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)	All records. Report all three payroll history record types.
A	Adjustments. Report only payroll history adjustment records created with the Inspect (PHUPDT) tab on the Payroll History form.
H	Hand warrants. Report only hand warrants created with Payroll Hand Warrants (WRHPAY)
M	Machine warrants. 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)	Open and cancelled. Report both open (flag O) and cancelled payroll history records (flag C).
C	Cancelled. Report only warrants cancelled with Cancel Payroll Warrants (WRCPAY).
X	Exclude cancelled. Report only open payroll warrant history records. Do not include cancelled payroll warrant history records on the report.
U	Uncancel. 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	Detail. 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	Summary. 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	Totals. 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	Detail. Pay line detail only. After each payroll history record, the report lists pay lines used for computing payroll amounts.
S	Summary. 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	Both. Both pay line details and summary.
N	None. 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
Y	Print a summary of earnings by position. This option works only for employees who have a position number associated with pay lines.
N	Do not print a position summary.

Deduction detail (R) Leave the N as is, or type D, S, or B.

CODE	EXPLANATION
D	Detail. Deduction detail only. After each payroll history record, the report lists applicable voluntary deductions.
S	Summary. 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	Both. Both deduction details and summary.
N	None. 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.

<u>Rules for Selecting on Date-Paid and/or Yr/Qtr</u>		
<u>Date-Pd</u>	<u>Yr/Qtr</u>	<u>Selection Rule</u>
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"> 1. Date-Paid of record must fall within selected range 2. Yr/Qtr of record must match selected yr/qtr 3. Either Date-Paid or Yr/Qtr must match

		Report Screen					
--	--	------------------	--	--	--	--	--

Figure 3-53: Help Screen for Request Pay History Report Program (PAY830)

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 SAMPLE FOR DOCUMENTATION	EMPLOYEE PAYROLL HISTORY LISTING 01/01/2013-12/31/2013	J8845	PAY830	H.00.25	11/15/13	PAGE	0

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 SAMPLE FOR DOCUMENTATION													EMPLOYEE PAYROLL HISTORY LISTING 01/01/2013-12/31/2013		J8845	PAY830	H.00.25	11/15/13	PAGE	17
EMPLOYEE ID	EMPLOYEE NAME	GROSS	NTX-GR	O-TIME	OASDI-GR	OASDI	SDI-GR	FIT	STRS	PERS	DED	T								
DATE	PER	WARRANT/ST	FED TXB	FED IMP	CAR	MEDI-GR	MEDI	SIT	STRS-TS	PERS-TS	TSA	O								
PAID	END		ST TXB	ST IMP	EIC	OASDI-ER	MEDI-ER	CLC	STRS-ER	PERS-ER	GLI-8999	NET T								
OOO-OO-0000 SMITH JOHN													(Continued) CLASSIFIED SUPPLEMNT Hired: 07/21/1999							
051813	053113	03562217/M	443.49	0.00	0.00	443.49	27.50	0.00	124.18	0.00	0.00	0.00								
Y:13	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							
053113	053113	03563320/M	1407.48	1.75	0.00	1405.73	87.16	0.00	0.00	0.00	107.48	22.86								
Y:13	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							
062913	063013	03566572/M	1407.48	1.75	0.00	1405.73	87.16	0.00	0.00	0.00	107.48	22.86								
Y:13	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							
073113	063013	03567226/M	1407.48	0.00	0.00	1407.48	87.26	0.00	0.00	0.00	0.00	21.11								
Y:13	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							
071013	063013	03568542/M	32.65	0.00	0.00	32.65	2.02	0.00	0.00	0.00	2.29	0.00								
Y:13	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							
082413	083113	03572865/M	270.36	0.00	0.00	270.36	16.76	0.00	0.00	0.00	0.00	0.00								
Y:13	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							
083113	083113	03574186/MC	1431.12	0.00	0.00	1431.12	88.73	0.00	0.00	0.00	109.29	21.47	*							
Y:13	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							
091413	093013	03575841/M	3327.14	0.00	0.00	3327.14	206.28	0.00	212.20	0.00	0.00	0.00								
Y:13	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 SAMPLE FOR DOCUMENTATION				EMPLOYEE PAYROLL HISTORY LISTING 01/01/2013-12/31/2013				J8845	PAY830	H.00.25	11/15/13	PAGE	19	
EMPLOYEE ID		EMPLOYEE NAME		GROSS	NTX-GR	O-TIME	OASDI-GR	OASDI	SDI-GR	FIT	STRS	PERS	DED	T
DATE	PER	WARRANT/ST		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.

051813 053113 03562217/M
Y:13 Q:2 L:1999 B:00
P:02 R:02 F:01/S T:Y

First Line of Employee Information

051813 053113 03562217/M

051813 The date paid and period ending date for the record.
053113

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:13 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 Y13W2EXTRACT" on page 2-23, and the merge program is described in "Task 14-T: Merging All Sources of W2 Information with Y13W2FNLMRG" on page 2-42. 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.

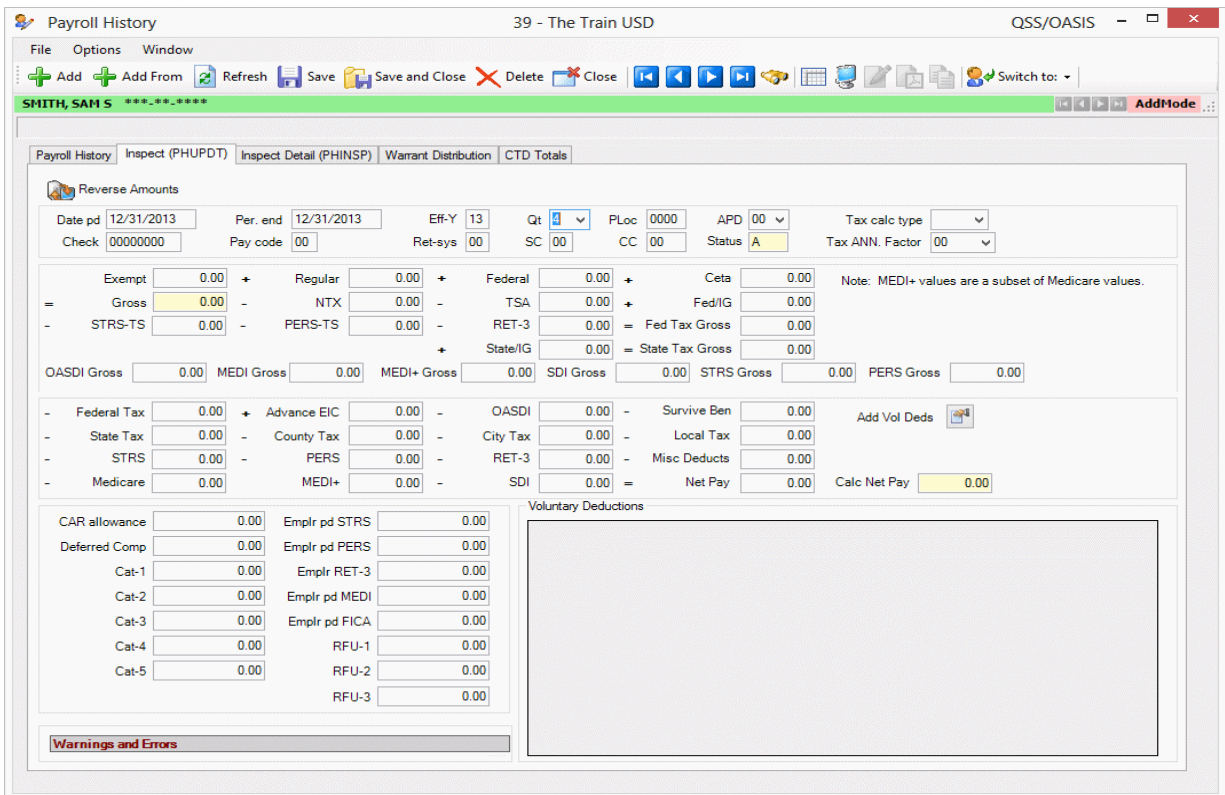



Figure 3-54: Inspect (PHUPDT) tab with minimum information for a dummy payroll history record

7. Type the following:

- > A **Date pd** and **Per end** (date paid and period ending date) of 12/31/13.
- > An **Eff-Y** (effective year) of 13.
- > 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:	- STRS-TS:	- PERS-TS:			
	OASDI Gr:	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 3-55: 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 and Benefit Adjustments" on page 3-114.
2. Access the employee record by typing the social security number and pressing <ENTER>.
3. On the Enter Payroll History screen (Figure 3-55), 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 and Benefit Adjustments

These instructions focus on the following areas:

- ◆ Overview
- ◆ Entering Pay History Adjustments with PHUPDT
- ◆ Entering Adjustments to Benefits with W2HAMN

Overview

This task tells how to adjust the information reported on W2 forms.

- ◆ PHUPDT allows you to review and update payroll history for everything except employer-paid benefits for reporting on Box 12-DD of the W2 form.
- ◆ W2HAMN allows you to adjust the amount of employer-paid benefits reported in Box 12-DD on the W2 form.

Entering Pay History Adjustments with PHUPDT

The instructions for this step focus on the following areas:

- ◆ QCC Version
- ◆ Traditional Version

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.

This document gives a brief description. For detailed instructions, see "Payroll History Form" in Chapter 2 of the *QCC Payroll System Quick Start Guide*.

To inspect and maintain payroll history in QCC:

1. Log on to QCC and open the *Employee Maintenance* window.
2. 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 record to select it.
- 5. Click the Inspect (PHUPDT) tab to display the details of the selected payroll history record, as illustrated in Figure 3-56.

Payroll History 39 - The Train USD QSS/OASIS

File Options Window

ADD Add From Refresh Save Save and Close Delete Close Switch to: InspectMode

PERSNIKIT, REALIE ***_**_***** Warrant: 72132582 5/31/2006

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

Reverse Amounts

Date pd 05/31/2013 Per. end 05/31/2013 Eff-Y '13 Qt 02 PLoc 0014 APD 22 Tax calc type R

Check 72132582 Pay code 02 Ret-sys 02 SC 05 CC 00 Status M Tax ANN. Factor 12

Exempt 0.00 + Regular 5,482.00 + Federal 0.00 + Ceta 0.00 Note: MEDI+ values are a subset of Medicare values.

= Gross 5,482.00 - NTX 158.46 - TSA 700.00 + Fed/IG 0.00

- STRS-TS 0.00 - PERS-TS 383.74 - RET-3 0.00 = Fed Tax Gross 4,239.80

+ State/IG 0.00 = State Tax Gross 4,239.80

OASDI Gross 5,323.54 MEDI Gross 5,323.54 MEDI+ Gross 0.00 SDI Gross 0.00 STRS Gross 0.00 PERS Gross 0.00

- Federal Tax 590.03 + Advance EIC 0.00 - OASDI 330.06 - Survive Ben 0.00

- State Tax 185.32 - County Tax 0.00 - City Tax 0.00 - Local Tax 0.00

- STRS 0.00 - PERS 383.74 - RET-3 0.00 - Misc Deducts 1,200.08

- Medicare 77.19 - MEDI+ 0.00 - SDI 0.00 = Net Pay 2,015.58 Calc Net Pay 2,015.58

CAR allowance 0.00 Emplr pd STRS 0.00

Deferred Comp 0.00 Emplr pd PERS 0.00

Cat-1 0.00 Emplr RET-3 0.00

Cat-2 0.00 Emplr pd MEDI 0.00

Cat-3 0.00 Emplr pd FICA 0.00

Cat-4 0.00 RFU-1 0.00

Cat-5 0.00 RFU-2 0.00

RFU-3 0.00

Voluntary Deductions

Code	Description	Employee Amount	Employer Amount	Subjectivity
0535	Sun Life of Canada	41.62	13.10	00
0550	Employee Assistance Plan	0.00	3.07	00
0720	Am Fid-Mgmt/Conf Inc Prot (%)	0.00	39.90	00
1003	CALIF ASSOC OF SCH PSYCHOLOGY	85.23	413.00	01
1210	Delta Dental - TJPA 125	0.00	120.61	01
1330	SIA Vision Service - 125	6.53	15.11	01
3000	CREDIT UNIONS/INVESTMENT ACCTS	1,000.00	0.00	00
9831	TSA National Western Life	700.00	0.00	00
1690	Am Fidelity Cancer - 125	26.70	0.00	01
1960	Am Fidelity Med Reimbursmt-125	40.00	0.00	01

Warnings and Errors

Figure 3-56: 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 3-57.

Figure 3-57: 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 3-58.
 - > 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 and employer and select the tax subjectivity.

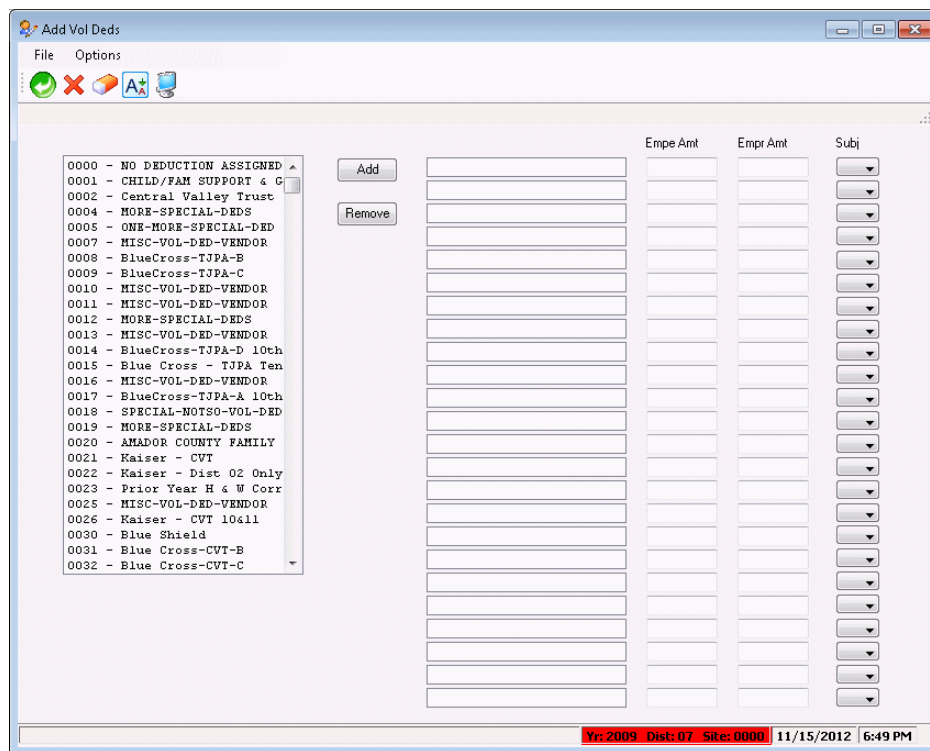





Figure 3-58: Add Vol Deds dialog box

- > 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.

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): A

PHUPDT  H.00.00 compiled 02/11/98 11:38
Help
Return to Menu

```

Figure 3-59: 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/0ASIS

District: 07
Social Security Number: 000-00-0000

```

Figure 3-60: 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:		TxC/AF:	3/13
Exempt:	0.00	+ Regular:	2500.11	+ Federal:	0.00
= Gross:	2500.11	- NTX:	0.00	- TSA:	0.00
		- RET1-TS:	0.00	- RET2-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 3-61: 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.

Entering Adjustments to Benefits with W2HAMN

This discussion focuses on the following:

- ◆ Background
- ◆ QCC Version
- ◆ Traditional Version

Background

Maintain Health Care Adjustments (W2HAMN) allows you to adjust the dollar amount of employer-sponsored health care reported in Box 12-DD of the W2 form. The system computes this amount based on the voluntary deductions for employer-paid health care defined in the W2YYHC program option record, as described in [page](#)

3-40. Maintain Health Care Adjustments (W2HAMN) allows you to make adjustments that either increase or decrease the system-generated total for Box 12-DD.

If your site used W2HN13 to generate adjustment records from benefits-only payrolls, those adjustment records show up when you run this program. For details, see Task 9-T on [page 2-18](#). You can add additional adjustments if needed.

QCC Version

The instructions for the *Maintain Health Care Adjustments* window focus on the following:

- ◆ Opening from the W2/1099 Processing Window
- ◆ Selecting an Employee
- ◆ Maintaining Adjustment Records

Opening from the W2/1099 Processing Window

The **Maintain Health Care Adjustments** command is under the **Miscellaneous Options** folder in the *W2/1099 Processing* window.

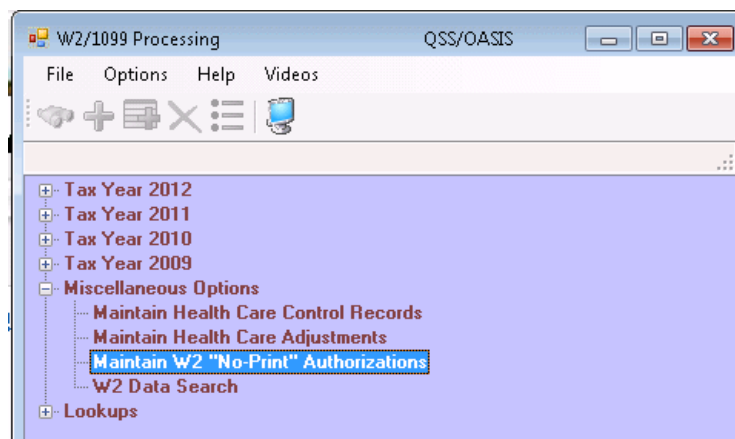


Figure 3-62: Opening the *Maintain Health Care Adjustments* window

Selecting an Employee

After opening the *Maintain Health Care Adjustments* window, select an employee.

The screenshot shows the 'Maintain Health Care Adjustments' window for '39 - QSS DEMONSTRATION DISTRICT'. The employee name is 'SMITH, JANE A' with a masked ID '***-**-****'. The 'District' is set to '39' (The Train USD) and the 'Tax year' is '12'. The 'Employee ID/SSN' is '002002'. A table below shows one adjustment record with an amount of -12.89. The status bar at the bottom indicates 'Usersec: U1' and 'Yr: 2013 Dist: 39 Site: 1 GS: W 1/4/2013 15:32:00 PM'.

	Amount	Date	Warrant	Code	Type	Comment
1	-12.89					
*						

Total: -12.89

Figure 3-63: Selecting an employee

To select an employee, do any of the following:

1. If the **District** list is available, select the district for the employee.
2. Type the 2-digit **Tax year** for which to adjust W2 reporting.
3. Select an employee in either of the following ways:
 - > In the **Employee ID/SSN** box, type a 9-digit SSN or an ExtRef up to 6 characters long, then select the (Get Records [F3]) icon.
 - > Select the (Search for Employee [Shift+F3]) icon to open a *Search for Employees* window that works very similarly to the search for the *Employee Maintenance* window.

Maintaining Adjustment Records

Figure 3-64 illustrates the grid for creating adjustment records. An employee can have up to 160 adjustment records. Each one adds to or subtracts from the dollar amount reported on Box 12-DD.

Here some points about adjustment records:

- ◆ In each row of the grid, the only required information is the **Amount**. All other boxes are optional. Records created with Generate Adjustments for Non-Paid Benefits (W2HN12) have all boxes filled in.
- ◆ For the **Amount**, type a positive number to increase the reported amount or a negative number to decrease the reported amount.
- ◆ The **Total** box at the bottom of the window displays the net increase or decrease to the amount reported in Box 12-DD.

	Amount	Date	Warrant	Code	Type	Comment
▶ 1	-12.89					
*						

Figure 3-64: Maintaining adjustment records

To delete all rows in the grid:

- ◆ Select the  (Clear Grid [Ctrl+G]) icon.

To add an adjustment record:

- ◆ In the last row of the grid, type the **Amount** by which to increase or decrease reported employer-paid health care costs. All other columns are optional.




To change an adjustment record:

- ◆ Click a cell in a row to highlight it, then retype the contents of the cell.

To delete an adjustment record:

- ◆ Click each cell in the grid to highlight it, then press the DELETE key.

To update or cancel changes for an employee, do any of the following:

- ◆ Select the  (Save [F9]) icon to save the change and leave the window open.
- ◆ Select the  (Save and Close [F2]) icon to save the changes and leave the window open.
- ◆ Select the  (Cancel [F12]) icon to close the window without saving changes.

Traditional Version

The instructions for the traditional version of Maintain Health Care Adjustments (W2HAMN) focus on the following:

- ◆ Selecting an Employee
- ◆ Maintaining Adjustment Records

Selecting an Employee

Figure 3-65 illustrates the screen that displays after you select Maintain Health Care Adjustments (W2HAMN) from the Menu System. Select an employee for whom to maintain adjustment records.

District: 39 Maintain Health Care Adjustments QSS/OASIS

DI: CC Employee: xxxxxxxxx Tax Year: 2012

Figure 3-65: Selecting an employee

DI (R) or (D)

One of the following:

- ◆ If you can type in the field, type a 2-digit district number.
- ◆ If the field is display-only, you are limited to your logon district.

Employee (R)

Select an employee in either of the following ways.

- ◆ Type a 9-digit SSN.
- ◆ Type an ExtRef up to 6 digits long.
- ◆ Press <Find Employee> to look up an employee by name. This function key brings up the same screen that you use for an employee search in Employee Maintenance (PP0002).

Tax Year (R)

Type a 4-digit tax year for which to adjust reporting in Box 12-DD.

Page total (D)	The system keeps track of the net effect of the adjustment
Grand total (D)	records for the current page and all records.
<ENTER>	Press <ENTER> to verify the adjustment records.
<Print Screen>	Press <Print Screen> to print a copy of the screen on the default WIndows printer for your PC.
<Page Backward> <Page Forward>	Press <Page Backward> and <Page Forward> to view the previous or next 8 adjustment records.
	Each employee can have up to 160 adjustment records per fiscal year.
<Update Data>	Press <Update Data> to save the new or changed records.
<Return to Menu>	Press <Return to Menu> to close the screen and return to the Menu System.

Task 10-T: Extracting W2 Information with Y13W2EXTRACT

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 2-23](#).

Task 11-T: Printing Report of W2 Records from Pay History with Y13W2REPORT

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 2-39](#).

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	Add'l Address	Vendor Commodity	Comments Screen	eCommerc Screen	Optional Info
				Update Data	Return To Menu

Figure 3-67: 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:

- File Options Help** (Menu bar)
- Change** (Button)
- Tabs:** Contact Information | Optional Information | Add'l Addresses | Commodities | Comments
- 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
- SSN:** 000-00-0000
- Use Tax Preset:** N - No
- Use Tax 1:** . % 9512
- Use Tax 2:** . % 9512
- Acct Number:**
- Rating:**
- Msg Flag:**
- Type:**
- Category:**
- Terms:** 1 . 11.50 %
- Shipping %:**
- Comments:**
- Last edit:** 10/15/2008 at 15:56:07 by Marc
- Last paid:** 00/00/0000
- VEUPDT:** wwwwwwX10E
- Yr:2009 Dist:07 Site:1**
- 12/15/2009 15:11**

Figure 3-68: 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 Mileage pymt for W-2: Y
 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	Funct	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:										0.00		99.67
2.												N	
	Bdg Bal:												
3.												N	
	Bdg Bal:												
4.												N	
	Bdg Bal:												
											99.67		99.67
											0.00		99.67
											0.00		99.67

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 3-69: 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.

Travel Claim

File Options

TC #: 090009 Invoice: 03/17/2008 Change

Description: Travel expenses

Batch number: 0003 - Sample Batch 0003 Payment Due: / / Warrant No: 00000000

Vendor No./Address No: 000118 / 00

Vendor name/address Remit name/address
 Johnson Smith & Jones Johnson Smith & Jones
 100 Maple St 200 Pine Street
 Your City, CA 12345 Your City, CA 12345

TC last updated 5/1/2009 by DEAM. [Batch: 0003; Status: OPEN]

Delete Selected Row

	Fd	Bdr	Sch	Resc	Y	Goal	Funct	Objt	Type	Payment	Use Tax Flag	Use Tax	1099 Flag	Net Payment	Budget Balance
▶	L	01	000	000	0000	0	0000	0000	4310-0000	\$100.00	N	0.00	Y	\$100.00	\$-8,544
*	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 3-70: Travel Claim dialog box for the QCC version

Task 14-T: Merging All Sources of W2 Information with Y13W2FNLMRG

Ask the technical staff to run the Final Merge program, as discussed on [page 2-42](#).

Task 15-T: Printing Report of Combined W2 Information with Y13W2REPORT

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 (W2ED13) 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 (W2ED13)

The description of this step focuses on the following areas:

- ◆ Overview
- ◆ QCC Version
- ◆ Traditional Version
- ◆ Display of Taxable Wages

Overview

Use W2 2013 Final Edit (W2ED13) 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 2013 Final Edit (W2ED13) 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 2013 Final Edit (W2ED13) 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 2013 Final Edit (W2ED13) 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 \(Traditional Only\)" on page 3-19](#) for details on setting up these options.

W2 2013 Final Edit (W2ED13) 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 3-22 for details on setting up these options.

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 (W2ED13)* 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 2013** branch, then click **W2 Processing**. Double-click **W2 Data Edit (W2ED13)** to open a *W2 Data Edit (W2ED13)* window.

Searching for an Employee

These instructions tell how to search for an employee after you open the *W2 Data Edit (W2ED13)* window from QCC.

To search for an employee:

1. When you open the *W2 Data Edit (W2ED13)* window, the top of the window displays a box for searching for the employee for whom to edit W2 data.



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

Figure 3-71: 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. Select the [Show SSN] button to display the SSN of the selected employee to the right of the button.
5. 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.
6. Press the RETURN key to search.
 - > If only one employee matches the search, the *W2 Data Edit (W2ED13)* window displays the information for the employee. For instructions, see "Changing W2 Information" on page 3-136.
 - > 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 3-135.

Selecting an Employee from Search Results

These instructions tell how to select an employee from a list of names that match a name search.

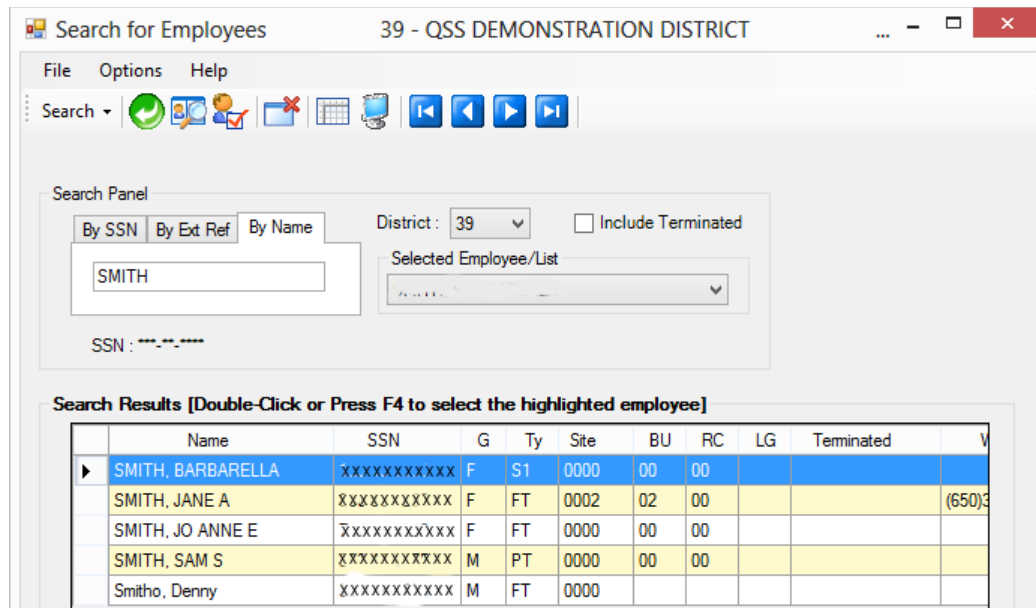


Figure 3-72: Example of a completed search

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 (W2ED13)* window. For instructions, see "Changing W2 Information" on page 3-136.

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 [Double-Click or Press F4 to select the highlighted employee]										
	Name	SSN	G	Ty	Site	BU	RC	LG	Terminated	Work Phone

Figure 3-73: 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 3-74 illustrates the window with W2 information on file for an employee.

- ◆ The Master tab contains the information for federal taxes. For a detailed description, see [page 3-136](#).

- ◆ The City Taxes tab provides additional boxes for wages subject to city income taxes.

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

File Options

PERSNIKITY, REALIE ***_**_**** 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		()			DD/ER-ADJ: 2,000.00
()			()			L/SEBER:

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: 12/5/2012

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

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

Usersec: WYY Yr: 2012 Dist: 39 Site: 1 GS: R 12/7/2012 10:45:28 AM

Figure 3-74: W2 Data Edit (W2ED13) 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.

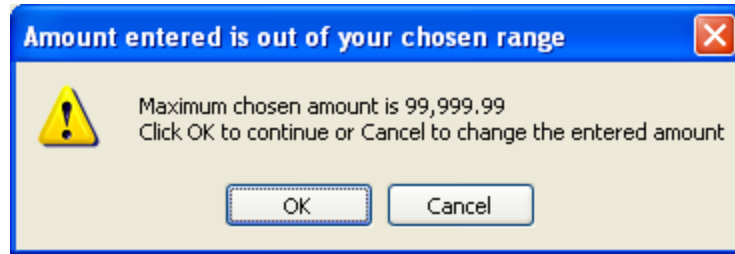









Figure 3-75: Warning for amount over \$99,999.99

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 3-133](#).

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.

Amounts on the Master Tab

Here are some general comments about this tab:

- ◆ Many boxes on this tab are the numbered equivalent to the numbers on the W2 form. For example, all the boxes following the number 12 in Figure 3-85 will be displayed on the W2 in Boxes 12a, 12b, 12c, and 12d.
- If the boxes 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.
- ◆ Boxes with a shaded background contain amounts calculated by the system. Your security profile controls whether you can type a different number in such boxes.

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			
QASDI Gr:	94,353.74	QASDI Pd:	3,962.85	MEDI Gr:	94,353.74
EIC:		Dep Care:		State SDI:	
457 NQP:		Other NQP:		J/Sick Pay:	
M/Unc QA:		N/Unc MD:		W/ER HSA:	
12. Code	Employee	Employer	Code	Employee	Employer
(E)	3,800.00		()		
()			()		
AA/Roth 401k:		BB/Roth 403b:		EE/Roth 457b:	
R-PI: Y	SSN Flag: N	3P-SL: N	Stat: N	Use Suffix: N	XPr: N
Source: X			Changed: 12/5/2012		
Name: PERSNIKITY		REALLY		PC: 05	RS: 02
Addr: 867 AMERICAN STREET		City: SAN CARLOS		State: CA	Zip: 95070

Figure 3-76: Master tab for W2 2013 Final Edit (W2ED13)

The instructions focus on the following areas:

- ◆ Gross Pay, Subtractions, and Additions
- ◆ Miscellaneous Adjustments
- ◆ Box 12
- ◆ Miscellaneous Flags and Address

Gross Pay, Subtractions, and Additions

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			

Figure 3-77: Gross pay area for W2 2013 Final Edit (W2ED13)

Federal Gross

The W2ED13 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
99,935.00	- 16,307.41	+ 0.00	+	= 83,627.59	11,992.35

In the sample equation above:

99,935.00	is the Federal Gross income.
- 16,307.41	in total Subtractions are deducted.
+ 0.00	in Additions are added.
+ 0.00	in other additions to FIT (but not SIT) are added.
= 83,627.59	is the resulting Federal Taxable Gross income.
	This is the amount that prints in box 1 'Wages, tips, other compensation.'

Fed Gross

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 W2ED13 security parameters control whether or not the **Fed Gross** amount and **State Gross** amount can be different or must be the same.

Subtractions

Displays the sum of the fields in the **Subtractions** area described on [page 3-142](#).

Additions (D)

Displays the sum of the fields in the **Additions** area described on [page 3-142](#).

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 Displays the total federal taxable income.
This corresponds to box 1 ‘Wages, tips, other compensation.’

2. Federal Tax This corresponds to box 2 ‘Federal income tax withheld.’
Type any adjustments in federal tax amounts withheld.

State Gross

The next line works like the federal line, only it is for state compensation and taxes.

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

State Gross 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 Displays the sum of the fields in the **Subtractions** box in the next heading.

Additions (D) Displays the sum of the fields in the **Additions** box on [page 3-142](#).

SIT/Not FIT 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 Displays the total state taxable income.
This corresponds to box 16 ‘State wages, tips, etc.’

17. State Tax This corresponds to box 17 ‘State income tax.’
Type any adjustments in federal tax amounts withheld.

Subtractions

The sum of the 6 fields in the **Subtractions** boxes are displayed in the **Subtractions** boxes next to **Fed Gross** and **State Gross**.

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

- Ret-TS #1** Type any adjustments in STRS dollar amounts.
- Ret-TS #2** Type any adjustments in PERS dollar amounts.
- Ret-TS #3** Type any adjustments in alternate retirement amounts.
- Section 125** Type any adjustments in Section 125 amounts.
- Other NTX** Type any adjustments in other nontaxable amounts.
- Employee DC** Type any adjustments in employee deferred compensation amounts.

Additions

Additions		
14. CAR Allowance	Fringe/Other	12. GLI

The sum of the 3 fields in the **Additions** box are displayed in the **Additions** fields for **Fed Gross** and **State Gross**.

- CAR Allowance** Type any adjustments in car allowance amounts.
- Fringe/Other** Type any adjustments in fringe benefit amounts.
- GLI** Type any adjustments in group life insurance amounts.

Miscellaneous Adjustments

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:	

Figure 3-78: Miscellaneous adjustments for W2 2013 Final Edit (W2ED13)

OASDI Gr	Type any adjustments in wage amounts on which OASDI is based.
OASDI Pd	Type any adjustments in OASDI amounts paid.
MEDI Gr	Type any adjustments in wage amounts on which Medicare is based.
MEDI Pd	Type any adjustments in Medicare amounts paid.
EIC	Type any adjustments in amounts paid for Earned Income Credit.
Dep Care	Type any adjustments in amounts paid for dependent care.
State SDI	Type any adjustments in amounts paid to state disability insurance.
State SUI	Type any adjustments in amounts paid to state unemployment insurance.
457 NQP	Type any adjustments in amounts paid to a non-qualified 457(b) TSA.
Other NQP	Type any adjustments in amounts paid to a non-qualified, non-457(b) TSA.
J/SickPy	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 <u>Y</u> .
P/EME	Type any adjustments to employee moving expenses.
M/Unc. OA	Type any adjustments to OASDI amounts the employer has not collected from the employee.

N/Unc. MD Type any adjustments to Medicare amounts the employer has not collected from the employee.

W/ER HSA Type any adjustments to employer's contribution to the employee's health savings account.

R/ER MSA Type any adjustments to employer's contribution to the employee's Archer MSA (medical savings account).

Box 12

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. Code	Employee	Employer	Code	Employee	Employer	DD/ER-HC:	
(E)	3,800.00		()			DD/ER-ADJ:	2,000.00
()			()			L/SEBER:	
						T/AdoBc:	
	AA/Roth 401k:			BB/Roth 403b:		EE/Roth 457b:	

Figure 3-79: Box 12 adjustments for W2 2013 Final Edit (W2ED13)

12. Cde 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 Type any adjustments to employee contributions to the TSA in dollar amounts.

Employer Type any adjustments to employer contributions to the TSA in dollar amounts.

DD/ER-HC Type the cost of employer provided health care (code DD in Box 12).

DD/ER-AJ Type any adjustments to employer provided health care (code DD in Box 12).

The figure reported in Box 12-DD is the sum of **DD/ER-HC** and **DD/ER-AJ**.

L/SEBER Type any adjustments to the substantiated employee business expense reimbursements. (This corresponds to Code L in box 12.)

AA/R-401k Type any adjustments to employee contributions to a Roth 401k plan.

BB/R-403b 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).

Miscellaneous Flags and Address

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

Name: PC: RS: L1: L2: SC:

Addr: City: State: Zip:

Figure 3-80: Miscellaneous flags and adjustments for W2 2013 Final Edit (W2ED13)

R-Pl 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 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

Type any adjustments to the third-party sick leave flag.

CODE	EXPLANATION
Y	This employee has had third-party sick leave. If you put any amount in the J/SickPy field, above, you must set this flag to <u>Y</u> .
N	This employee has not had third-party sick leave.

Stat

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

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: PERSNIKITY REALLY PC: 05 RS: 02 L1: 0004 L2: 0000 SC: 05
 Addr: 867 AMERICAN STREET City: SAN CARLOS State: CA Zip: 95070

XPrt

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

The IRS allows an employer to provide the chance for employees to opt out of getting a printed W2 form. If a site is using ESS, it can use the Version H PDF Interface to create PDF copies of W2 forms. Employees can log in to ESS, then retrieve the PDF files for their own W2 forms.

The no-print flag is set if either of the following are true:

- ◆ The employee's Client Defined (CL) form on the *Employee Maintenance* window has a Y in the box designated for print suppression with the W2EX13 program option ([page 3-21](#)).
- ◆ The employee is flagged for print suppression with Maintain "No-Print" Authorizations (W2NPMN) described.

WARNING: Do not set this flag unless you have consulted Publication 15 for tax year 2013 and reviewed the section "Furnishing Form W-2 to employees electronically." There are rigorous requirements for electronic distribution. For details, see the "W2 Supplement for 2013."

ESS and the Version H PDF Interface are optional add-ons to QSS/OASIS. For details, contact your **QSS** account manager.

Src

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

CODE	EXPLANATION
X	The source of the data is the Extract file. All the data on the screen is just as it was extracted from the Final Merge program.
(blank)	The record has been edited differently than the information extracted from the Final Merge program.

Changed

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

Name

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

Type any changes to the employee's pay code.

RS

Type any changes to the employee's retirement system code.

L1

Type any changes to the employee's first pay location.

L2

Type any changes to the employee's second pay location.

SC

Type any changes to the state code.

Addr
City
State
Zip

Type any changes to the employee's street address, city, state, or zip code.

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**.

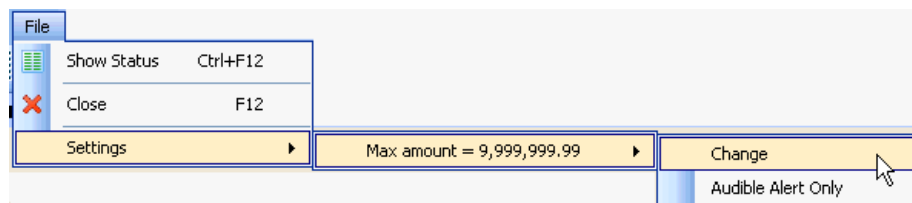


Figure 3-81: Menu commands for changing the reasonable maximum

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.

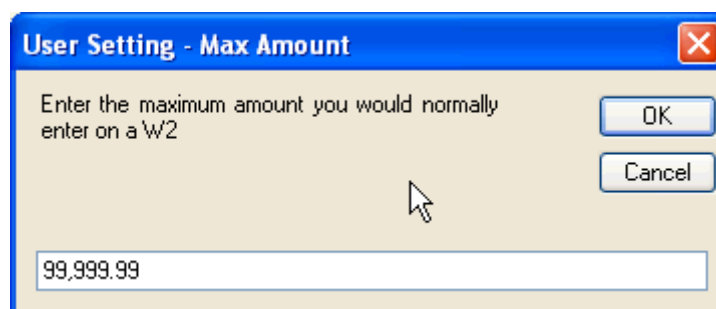


Figure 3-82: Dialog box for changing maximum reasonable amount

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 (W2ED13)* 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.

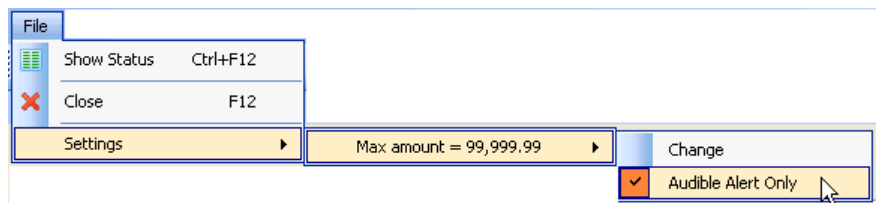


Figure 3-83: Menu commands for changing the reasonable maximum

- ◇ 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 (W2ED13)* 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.

Traditional Version

To run the W2 2013 Final Edit (W2ED13):

- ◇ 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 2013 Final Edit (W2ED13) screen.

District: 39		W2 2013 Final Edit		QSS/OASIS	
DI/SSN: 39/					
-					
W2ED13 H.13.01 compiled 12/05/12 16:13					
Clear Employee	Find Employee				Return to Menu

Figure 3-84: W2 2013 Final Edit (W2ED13)—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 2013 Final Edit (W2ED13) 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 3-85.

District: 39		W2 2013 Final Edit		QSS/OASIS	
DI/SSN: 39/****-**-****		REALLY PERSNIKITY		1003	
Fed Gross	Subtractions	Additions	FIT/Not SIT	1. Fed Tax GR	2. Fed Tax
99935.00	- 16307.41	+ 0.00		= 83627.59	11992.35
State Gross	Subtractions	Additions	SIT/Not FIT	16. Sta Tax GR	17. State Tax
99935.00	- 16307.41	+ 0.00		= 83627.59	2875.39
Subtractions					
Ret TS #1	Ret TS #2	Ret TS #3	Section 125	Other NTX	Employee DC
	6926.15		5581.26		3800.00
Additions					
14. CAR All:		Fringe/Othr:		12. GLI:	
OASDI Gr:	94,353.74	OASDI Pd:	3,962.85	MEDI Gr:	94,353.74
EIC:		Dep Care:		Sta. SDI:	
457 NQP:		Othr NQP:		J/SickPy:	
M/Unc. OA:		N/Unc. MD:		W/ER HSA:	
12. Cde Employee		Employer		Cde Employee	
(E)	3800.00	()		()	
()		()		()	
AA/R401k:		BB/R403b:		EE/R457:	
R-Pl:Y	SSN FI:N	3P-SL:N	Stat:N	Use Sfx:N	XPrt:N
Name: PERSNIKITY		REALLY		PC:05	RS:02
Addr: 867 AMERICAN STREET		City: SAN CARLOS		CA: 95070	
Start Over		City Taxes		Update Data	Return to Menu

Figure 3-85: W2 2013 Final Edit (W2ED13)—Second Screen

The fields are the same as the boxes in the QCC version. For details, see [page 3-139](#).

<ENTER> Press <ENTER> to register your entries.

<Start Over> Press <Start Over> to select another SSN without saving any changes.

<City Taxes> Press <City Taxes> to open a new screen for typing in city taxes.

After you are finished filling in this screen, press <ENTER>, then <Go To Master> to return to the main screen.

<Update Data> Press <Update Data> to save your changes.

<Return to Menu> Press <Return to Menu> to exit the program without saving any changes.

Display of Taxable Wages

W2 2013 Final Edit (W2ED13) keeps track of taxable wages as you make changes.

- ◆ For the traditional software, the screen recalculates when you press <ENTER>.
- ◆ For QCC, the screen recalculates after you type a new number in a box, then move to another box.

The combined calculation of the following fields is the Taxable Wage reported on the W2.

Field Name	Description	Operation on Taxable Wage
Fed Gross or State Gross	Federal gross wages or State gross wages	Added
CAR Allowance	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 Y13W2REPORT

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 (W2ED13) 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 W2ED13 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 2-46](#).

Sample W2 Form

The sample form displayed in Figure 3-86 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		Type <input type="checkbox"/>		a Employee's social security number		For Official Use Only OMB No. 1545-0048	
b Employer identification number (EIN)				1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code				3 Social security wages		4 Social security tax withheld	
				5 Medicare wages and tips		6 Medicare tax withheld	
				7 Social security tips		8 Allocated tips	
d Control number				9		10 Dependent care benefits	
e Employee's first name and initial		Last name		Suff.		11 Nonqualified plans	
f Employee's address and ZIP code				12a See instructions for box 12		12b	
				13		12c	
				14 Other		12d	
15 State		Employer's state ID number		16 State wages, tips, etc.		17 State income tax	
				18 Local wages, tips, etc.		19 Local income tax	
						20 Locality name	

Form **W-2** Wage and Tax Statement
Copy A For Social Security Administration—Send this entire page with Form W-3 to the Social Security Administration; photocopies are not acceptable.

16-0331690

2013

Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

Figure 3-86: 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 + PH regular gross + PH CETA gross + PH federal gross
Tax Gross	PH gross + CAR (PH CAR + W2TC13 amount) + W2ED13 "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) - 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) + Section 125 contribution
Deferred Comp	PH tax shelter and/or W2ED13 + Employer-paid W2EX13 and/or W2ED13
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 L - Substantiated employee business expense reimbursements 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 T - Adoption benefits 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 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 (at the time W2 data is extracted) or as set in W2ED13 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
W2ED13	From amounts entered via W2 Edit program
W2TC13	From amounts extracted via W2 travel claim extract

NOTE: The W2 sample shows W2ED13 only for those fields which require the use of that program to enter the data. W2ED13 can be used to maintain other fields as well.

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.

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 Social Security Administration.



Figure 3-87: 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 (W2ED13), as described in "Task 16-PR: Editing W2 Information with the W2 Edit Program (W2ED13)" on page 3-132.

Task 19-T: Making a W2 Electronic Transmittal File for SSA Y13W2FILE

The technical staff should perform this step, as described on [page 2-84](#).

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.

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.

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

Task 20-T: Creating the Transmittal Totals Report with Y13W2TFTOTALS

The technical staff should perform this step, as described on [page 2-94](#).

The Y13W2TFTOTALS UDC generates the Transmittal Totals Report.

Task 21-T: Saving History Files with Y13W2SAVE

The technical staff should perform this step, as described on [page 2-97](#).

The Y13W2SAVE UDC saves the computer files used in W2 production for tax year 2013. These files provide an audit trail; in addition, they can be used to produce W2s again, if necessary.

