

#### HSS Webinar December 12, 2017

W2 for Tax Year 2017





#### W2 for Tax Year 2017

# Overview







#### W2 Processing Release Overview

- The W2 software updated annually.
- Software for 2017 is designated as TX17.





#### Changes for 2017 W2 Tax Year Reporting General Overview

- W2 Changes for 2016 Tax Year 2017 Electronic submission is due January 31, 2018 as opposed to March 31 in past years.
- Cost of Employer-sponsored Health Coverage reporting still required for 2017 reporting. This was implemented in Tax Year 2012.
- Coverage total is reported in Box 12, Code DD on W2.
- W217RR New Program Option for correctly segregating <u>R</u>etirement <u>R</u>efunds into the correct pre-tax field on the W2 Edit screen.



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How W2 Processing Works

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





#### W2/1099 Processing Branch







#### 2017 W2 Processing Menu

W2/1099 Processing       39 - QSS DEMONSTRATION DISTRICT       QSS/OASIS       -       X         File       Options       Help+Vide       Window       -       -       X         Image: State Sta								
Ele Options Help+Video Window   Image: Second Se	N2/1099 Processing	39 - QSS DEMONS	STRATION DISTRICT	QSS/	OASIS	_		×
<ul> <li>Tax Year 2017</li> <li>1099 Processing</li> <li>1099 Misc Additional Data (TNFD17)</li> <li>W2 Option Maintenance (W2P017)</li> <li>W2 Data Edit (W2ED17)</li> <li>W2 Data Edit (W2ED17)</li> <li>Tax Year 2015</li> <li>Tax Year 2018</li> <li>Tax Year 2018</li> <li>Tax Year 2011</li> <li>Tax Year 2011</li> <li>Tax Year 2011</li> <li>Tax Year 2011</li> <li>Miscellaneous Options</li> <li>Maintain Health Care Control Records</li> <li>Maintain Health Care Adjustments</li> <li>Maintain Health Care Adjustments</li> <li>Maintain Health Care Adjustments</li> <li>Maintain W2 "No-Print" Authorizations</li> <li>W2 Data Search</li> <li>Uokups/Uploads</li> <li>Upload W2C</li> </ul>	<u>File</u> <u>Options</u> Help+Vide	o <u>W</u> indow						
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<ul> <li>Tax Year 2017</li> <li>1099 Processing</li> <li>1099-Misc Additional Data (TNFD17)</li> <li>W2 Option Maintenance (W2P017)</li> <li>W2 Option Maintenance (W2P017)</li> <li>W2 Option Maintenance (W2P017)</li> <li>W2 Prelist (W2SB17)</li> <li>W2 Data Edit (W2ED17)</li> <li>Tax Year 2016</li> <li>Tax Year 2015</li> <li>Tax Year 2013</li> <li>Tax Year 2011</li> <li>Tax Year 2011</li> <li>Tax Year 2011</li> <li>Tax Year 2010</li> <li>Miscellaneous Options</li> <li>Maintain Health Care Control Records</li> <li>Maintain Health Care Adjustments</li> <li>Maintain W2 "No-Print" Authorizations</li> <li>W2 Data Search</li> <li>Lookups/Uploads</li> <li>View W2 Image</li> <li>Upload W2C</li> </ul>		p						
<ul> <li>Tax Year 2017</li> <li>1099 Processing <ul> <li>1099-Misc Additional Data (TNFD17)</li> <li>W2 Processing</li> <li>W2 Option Maintenance (W2P017)</li> <li>W2 Data Edit (W2ED17)</li> <li>W2 Data Edit (W2ED17)</li> </ul> </li> <li>Tax Year 2015</li> <li>Tax Year 2015</li> <li>Tax Year 2011</li> <li>Tax Year 2011</li> <li>Tax Year 2010</li> <li>Miscellaneous Options</li> <li>Maintain Health Care Control Records</li> <li>Maintain Health Care Adjustments</li> <li>Maintain W2 "No-Print" Authorizations</li> <li>W2 Data Search</li> <li>Lookups/Uploads</li> <li>View W2 Image</li> <li>Upload W2C</li> </ul>	- T N 0017							.::
TI: 2008 DIST: 39 SITE: 00 GS: W   11/22/2017   10:12:36 AM	<ul> <li>Fick 1099 Processing</li> <li>1099-Misc Prelist ( 1099-Misc Addition</li> <li>W2 Processing</li> <li>W2 Processing</li> <li>W2 Prelist (W2SB1</li> <li>Tax Year 2016</li> <li>Tax Year 2013</li> <li>Tax Year 2013</li> <li>Tax Year 2012</li> <li>Tax Year 2011</li> <li>Tax Year 2010</li> <li>Miscellaneous Options</li> <li>Maintain Health Care 0</li> <li>Maintain W2 "No-Print</li> <li>W2 Data Search</li> <li>Lookups/Uploads</li> <li>View W2 Image</li> <li>Upload W2C</li> </ul>	TNSB17) al Data (TNFD17) ance (W2PO17) 7) ED17) Control Records Adjustments " Authorizations	) Yr: 2008 Dist: 39 Si	te: 00 G5: W	11/22/2	2017	10:12:36	AM



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#### 2017 W2 Task List (Part 1)

TASK	WHAT	WHEN	ном
1-T	Install TX17 Release and configure access to programs.	Dec Jan.	
2-PR	Set up or review program options and state ID number mask	Dec Jan.	W2PO17 program or Y17W2PROGOPT 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	W2RP17 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





## 2017 W2 Task List (Part 2)

TASK	WHAT	WHEN	ном
9-T	Create adjustment records for employer-paid benefits for July and August	January	W2HN17 program
9-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	Y17W2EXTRACT operator command
11-T	Print prelist report of W2 records from Pay History	January	Y17W2REPORT operator command
PR	Compare prelists created in 6-PR and 11-T with pay history report from 7-PR	January	
PR	Compare prelists created in 6-PR and 11-T with pay history report from 7-PR	January	
T and PR	Repeat extract and reports until accurate (Tasks 6- PR through 11-T)	January	





## 2017 W2 Task List (Part 3)

TASK	WHAT	WHEN	ном
12-T	OPTIONAL—Include travel claims if processed through Accounts Payable	January	Y17W2TCEXT and Y17W2TCRPT operator commands
13-AP	Adjust Travel Claims (optional)	January	VEUPDT and TCPYMT programs
14-T	Merge pay history records and travel claims	January	Y17W2FNLMRG operator command
15-T	Print prelist report of W2 records including Pay History and travel claims	January	Y17W2REPORT operator command
PR	Check report for accuracy	January	
16-PR	Edit W2 records with Edit program	January	W2ED17 program
17-T	Print prelist report of W2 records including Pay History and travel claims	January	Y17W2REPORT operator command
PR	Check report for accuracy	January	





# 2017 W2 Task List (Part 4)

TASK	WHAT	WHEN	ном
18-T	Print and distribute W2 laser forms	By 1/31	Y17W2LASER operator command
19-T	Make W2 electronic transmittal file	By 1/31	Y17W2FILE operator command
20-T	Create transmittal totals report	By 1/31	Y17W2TFTOTALS operator command
21-T	Save history files (Version H only)	By 1/31	Y17W2SAVE 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 Account Payable staff are indicated by the letter "AP".
- More suitable visual tool for technical staff.





#### W2 Processing Task Flowchart T denotes Technical Staff, PR denotes Payroll Staff, AP denotes Accounts Payable Staff





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#### Sources of W2 Calculations

PH = Pay History W2ED17 = Entered Amts via W2 Program W2TC17 = Travel Claims entered

Field	Source
PH Gross	PH exempt gross
	+ PH regular gross
	+ PH CETA gross
	+ PH federal gross
Tax Gross	PH gross
	+ Car (PH car + W2TC17 amount)
	+ W2ED15 <sup>1</sup> "Fringe/Other" and non-qualified plans
	+ GLI (group life insurance)
	<ul> <li>NTX gross (PH NTX gross + PH PERS TS + PH STRS TS)</li> </ul>
	- Tax shelter (PH tax shelter and/or W2ED17 <sup>1</sup> )
	- Section 125 contribution
	- Any other non-taxable amount
NTX Gross	PH NTX gross
	+ PH PERS TS (tax shelter)
	+ PH STRS TS (tax shelter)
	+ Tax shelter (PH tax shelter and/or W2ED17 <sup>1</sup> )
	+ Section 125 contribution
Deferred Comp	PH tax shelter and/or W2ED15 <sup>1</sup>
	+ Employer-paid W2EX15 and/or W2ED17 <sup>1</sup>
Box 11	Non-qualified plan distributions (457 and other)





#### Sources of W2 Calculations

PH = Pay History W2ED17 = Entered Amts via W2 Program W2TC17 = Travel Claims entered

	i i i i i i i i i i i i i i i i i i i
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 W2ED17 <sup>1</sup> program



# W2 Processing Identification Numbers

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





# Opting Out of a Printed W2

- Maintain W2 "No-Print" Authorizations W2NPMN.
- Program keeps track of employees who opt out of receiving a printed W2.





#### W2NPMN – No Print Authorization





#### W2NPMN Usersec

- Security parameters allow for "U" update and "I" Inspect
- District Access by "0" Login District, "1" Any District, "2" Change District (Usersec CHGDIS)





#### Maintain W2 "No-Print" Authorization – W2NPMN

•	Maintain W	/2 "No-Prin	t" Authorizations	39 - QSS DEMON	ISTRATION D	STRICT	QSS/OA	Asis —		×
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	Consent Date	Consent Tax Year	Consent Comment		Rescind Date	Rescind Tax Year	Rescind C	omment		
1	/22/2017	2017	Employee Consent							
User	sec: U2				Yr: 2008 Dist	: 39 Site: 0	0 GS: W	11/22/2017	2:20:50	PM:



20



# W2 Processing 2017 IRS Mileage Payments

- 2017 rate is \$0.535 per mile
- Mileage payments in excess of Federal Government allowance must be reported.





# W2 Processing Imputed Paylines

- Paylines for imputed gross occurs when taxes are owed on a benefit an employee receives.
- Imputed paylines needed to be processed on a payroll dated 12/31/2017 or earlier.





#### Which Employees Get Printed

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





# W2 Processing Voluntary Deduction 8999

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





#### W2 Processing Cell Phones

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





# W2 Processing Default Deferred Compensation

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





# Sort Options for Printing #1 District, Name (default)

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





# W2 Processing Submitting to IRS

- Send Copy A of W2 forms (Wage and Tax Statement) to the SSA (Social Security Administration) by January 31<sup>st</sup>, 2018.
- NOTE: This is a change from prior years started for Tax Year 2016!







# W2 Processing Considerations and Cautions

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







# W2 Processing Other Considerations and Cautions

- State ID entered in District Master file.
- How to handle Employees with no SSN.
- Security USERSEC setups for W2 processing.
- W2PR17 Export File changes for 2017





### W2 Usersec Security (MTUS Manual)

	Table 2-240: User security records for the TAX module	
USER SECURITY	ALLOWS YOU TO DEFINE OPTIONS FOR	PAGE
TNFD09	1099-Misc Additional Data (TNFD09) command	2-305
TNFDyy	1099-Misc Additional Data (TNFDyy) command <sup>a</sup>	2-305
TNSByy	1099-Misc Prelist (TNSByy) option	2-306
TNVIEW	View 1099 Image option	2-307
W2C	Lookups/Uploads command	2-307
W2EDyy	W2 Data Edit (W2EDyy) option on the tree view	2-308
W2EDMASK	SSN mask to use for W2 Data Edit (W2EDyy) option	2-308
W2HCVD	Maintain Health Care Control Records command	2-309
W2NPMN	Maintain W2 "No-Print" Authorizations command	2-309
W2POyy	W2 Option Maintenance (W2POyy) option	2-305
W2SByy	W2 Prelist (W2SByy) option	2-310
W2SRCH	Search for Employees form options	2-311
W2VIEW	View W2 Image option	2-311

a. The notation yy refers to the tax year, such as 11 for tax year 2011.





#### W2 2017 Security

Abo	out QSS/OASI	IS QSS ControlC	enter - Software Version: 0.0.0	11/22/2017 9:25:11 AM				
Op	tions							
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	W2HAMN	U2^^^^^	^^^^		~~~~~~~	\$USER	DEA11	
	W2HCVD	YYY^^^^	^^^^		~~~~~~~	\$GLOBAL		
	W2NPMN	U2^^^^^	*****		******	\$USER	DEA11	
	W2P014	NNY	*****		******	\$GLOBAL		
	W2P015	NNY	*****		******	\$GLOBAL		
	W2P016	NNY	*****		******	\$GLOBAL		
	W2P017	NNY	*****		*****	\$GLOBAL		
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Capture Screen

#### W2 Processing District Record containing State ID

View Districts 07 - QSS DEM	ONSTRATION DISTRICT	QSS/OASIS 😑 💌 💌
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1		
City : SAN MATEO	State : CA	▼ Zip: 944030000
SULID : 94024030	FICA ID : 69-0	0933885
Workers Comp Rate : 1.7525	SIT ID: 800	196845
Ret-system 1/3 Option : Pic	ckup 💌 Percent : 0.0	000
Ret-system 2/4 Option : Bo	th	000
	FICA Option: 🕅	
- Audit Information		
ID: DA07	Date: 05/05/2008	Time: 03:49:05 PM
	Yr:1997 Dist:07 Site:1 GS: W	V 11/27/2010 11:51 AM





## Task 1-T (Tech) Install Version H W2/1099 Release

Task 1-T for Version H: Installation of TX16 Release	3-3
Step 1—Obtain User Manuals from the QSS Web Site	3-3
Step 2—Distribute Materials	3-4
Step 3—Download the TX16 Installation File from QSS Web Site	3-4
Step 4—Transfer and Restore Installation File to Your HP e3000	3-6
Step 5—Build New Release and Archive Groups	3-9
Step 6—Restore Files	3-9
Step 7—Archive Current Versions of Released Files	3-10
Step 8—Integrate Release Files into Standard Groups	3-10
Step 9—Move Updated Files into Production	3-10
Step 10—Copy Process Control and Printer Environment Files	3-11
Step 11—Move W2 Transmittal File Program into Production	3-11
Step 12—Copy Last Year's Control Files	3-12
Step 13—Modify UDCMENU	3-14
Step 14—Integrate W2 and 1099 UDCs for 2016	3-17
Step 16—Store Archive Files to Tape	3-18
Step 17—Set Up Menu Options and User Security	3-19





# Task 1-T (Tech) Install Version L W2/1099 Release

Task 1 - T for Version L: Installation of TX16 Release Step 1—Install Current GS Releases Step 2—Obtain the TX16 Release	3-23
	3-23 3-23
Step 4—Install the TX16 Release (Control Files and Command Files)	3-26
Step 5—Install Form Files for W2 Forms	3-28
Step 6—Install Form Files for 1099-MISC Forms	3-32
Step 7—Set Up User Security	3-34





#### W2 for Tax Year 2017

# W2 Program Options






#### Task 2-PR

#### Maintain W2 Program Options (W2PO17)

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Tax Year 2016				
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Tax Tear 2014				
Tax Year 2012				
Tax Year 2011				
Miscellaneous Options				
Maintain Health Care	e Control Records			
Maintain Health Care	Adjustments			
W2 Data Search	nt" Authonzations			
View W2 Image				
Upload W2C				



Yr: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 2:48:53 PM



#### W2 Option Maintenance (W2PO17) W2 Program Option Maintenance

<b>b</b>	2017 W2 Option Mai	ntenance (W2P	017)	39 - QSS DEMO	NSTRATION DIST	RICT C	SS/OA	_		Х
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#### W2 Option Maintenance (W2PO17) Control Window Access

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Ē	Program Option Name	W2P017 $ \sim$		Source	e Year 17						
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	Select All	W2EX17	$\checkmark$								
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		W217CC	$\checkmark$								
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User	sec: NNY				Yr: 2008	Dist: 39 Site: 0	0 GS: W	11/22/	2017	2:53:07	PM 🔡





#### W2 Option Maintenance(W2STID) State EIN Edit Mask

Jsersec: NNY	Yr: 2008 Dist: 39 Site: 00 GS:	W 11/22/2017	2:54:38 PM	L.;;
space Each blank space in the mask inserts a	blank space in the printed State EIN.			
- A '-' will cause a hyphen to be inserted in	n the State EIN.			
For example, if the number of character are only 6 Xs, then only the first 6 character	s in the EIN is 8, but there acters of the EIN will print.			
If the EIN is is greater than the number only the number of characters equal to	of Xs, the mask will print the number of Xs.			
X For each 'X', print one character of the	State EIN.			
Character Interpretation				
The edit mask can contain up to 17 characters. The f how the mask interprets each character in your EIN.	ollowing table describes			
State EIN Edit Mask: XXX-XXXX-X				
W2STID Contains edit mask for State EIN				
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<u>File</u> Options				
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#### W2 Option Maintenance (W2EX17) Configure W2 Extract Program

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<u>File</u> <u>Options</u>					
🔿 🗙 🔎 🛍 🕂 🙆 🧼 🥘 🤡					
V2EX17: NY5NYNYN01NYFX4321NYNY01379991111012345678930				Cha	nge .
Program Option Name W2EX17 V Source Year 17					
W2EX17 Basic/Default settings used to control how W2 data is accumulated					
1. Pay History Category 1 is treated as GLI?	N (	Y=Yes/N	l=No)		
2. Pay History Category 2 is treated as Dependent Care?	Y (	Y=Yes/N	l=No)		
3. Pay History Category to use for 3rd Party SL (0=none)?	5 (	(0, 3 - 5 )			
4. Should imputed gross amounts be treated as GLI?	N (	Y=Yes/N	I=No)		
5. Back 'CAR' amounts out of W2 Gross?	Y (	Y=Yes/N	l=No)		
6. Print STRS/PERS pickup amounts in Box 14?	Y (	Y=Yes/N	I=No)		
7. Print Alternate Retirement amounts in Box 14?	N (	Y=Yes/N	l=No)		
8. Client-defined field for SSN flag (01 to 30)?	01 (	(00 = Nor	ne)		
9. Set Retirement flag for ret-system 5 and vol-ded 84xx?	N (	Y/N/X	)		
10. Do you have a New York Fringe Benefit warrant number?	Y (	Y=Yes/N	l=No)		
11. Default code for reporting TSA amounts in Box 12?	F (	(D/E/F/G/	/H/S)		
12. Extract only districts defined in CTW2TP17 control file?	X (	Y/N/X	)		
13. Alternate GLI VD-NO: 4321 Back GLI amts out of W2 Gross?	N (	Y=Yes/N	l=No)		
14. Set pension flag for TSA > 0? Y For any Ret-CTD > 0?	N (	Y=Yes/N	l=No)		
15. Report employee gross in multiple states?	Y (	Y=Yes/N	I=No)		
16. Default state code (when #15=Y and code in history=00)?	01				
17. Pay History Category to use for Employer DC (0=none)?	3 (	(0, 3 - 5 )			
18. Additional alt-ret VD range?	799	9 - 11	111		
19. Set Ret. flag for ret-system 5 when pay-code 01 23 45 67 89 is	x-W2	2prt: 30	(00 = None )		
sersec: NNY Yr: 2008 Dist: 39 Site:	00 G	5: W 11	1/22/2017	2:56:42	2 PM





#### W2 Option Maintenance (W217DC) Deferred Compensation Voluntary Deductions

è 2017 W2 Option Maintenance (W2PO17) 39 - QSS	DEMONSTRAT	ION DISTRICT	QSS/	_		×
<u>File</u> <u>Options</u>						
	B					
V217DC: NYNYND9000E9001F9002G9003H9004D90	05590060821	358214			Chang	e:
Program Option Name W217DC V	Source Year 17	7				
W217DC Whether to extract employee and/or employ detail	yer vol-ded detail	, and vol-deds to (	use for alt. defe	erred cor	mp. plans w	hen e
Report employee contributions for deferred comp	ensation? N	(Y=Yes/N=No				
Report employer-paid amounts for deferred comp	ensation? Y	(Y=Yes/N=No/	Xtended)			
Report vol-ded 8999 amounts as GLI?	N	(Y=Yes/N=No				
Report section-125 amounts separately?	Y	(Y=Yes/N=No				
Report 84xx with subjectivity (1-3) as Ret-3/TS?	N	(Y=Yes/N=No				
Alternate Deferred Compensation Plans:						
Plan Code Vol-Ded Code F	Plan Code Vol-E	)ed Code				
D 9000	D 9	005				
E 9001	S 9	006				
F 9002	0 8	213				
G 9003	S 8	214				
H 9004						
Note: This option record is used if you intend to accurate amounts from warrant history.	umulate deferred	compensation				
It is also used when your organization has mul contributed during the year.	tiple plans to wh	ich employees				
It also is used when you want to separately ide and/or treat alt-ret (84xx) as ret-3.	entify section-12	5 amounts				
sersec: NNY	Yr: 2008 Dist:	39 Site: 00 GS	W 11/22/	2017	3:07:50 Pl	M:



42



#### W2 Option Maintenance (W217DX) Deferred Compensation Voluntary Deduction Ranges

🍓 2017 W2 Option Maintenance (W2PO17) 39 - QSS	DEMONSTRATION DISTRICT	QSS/	_		×
<u>File</u> <u>Options</u>					
📙 🕗 🗶   🔎 👘 🕂 🜔 🏈 🗒 🛛	3				
W217DX: D90019002				Chang	je:
Program Option Name W217DX V	Source Year 17				
W217DX Additional vol-ded ranges when W217DC s	pace is exceeded				
Alternate Deferred Compensation Plans Extension	(Requires W217DC)				
Plan Code Vol-Ded Cod	le Range				
D       9001       -	9002				
Note: This option record is used to extend the W217 more vol-ded codes than can be setup on the	DC record if you have W217DC screen.				
This option record allows for up to 5 ranges of codes to be associated with an alternate plan of	vol-ded ode.				
Jsersec: NNY	Yr: 2008 Dist: 39 Site: 00 GS	W 11/22	/2017	3:09:23 F	M





# W2 Program Option Maintenance (W217DR) 403b/401k/457b Roth Contributions (Box 12)

褖 2017 W2 Option Maintenance (W2PO17) 39 - QSS	DEMONSTRATION DISTRIC	T QSS/	—		<
<u>File</u> Options					
📙 🕗 🗶 🔎 👘 🕂 🕗 🗒	3				
V217DR: 160006002				Change	
Program Option Name W217DR V	ource Year 17				
W217DR Vol-ded Ranges for Roth (post-tax) contrib.	o 401k/403b/457b plans				
Roth (after-tax) Compensation Plans					
Plan Code Vol-Ded Cod	e Range				
	6002				
Note: This option record is used to define which vol- for Roth (after-tax) contributions to 403b/401k/	ded ranges are used 457b plans.				
These vol-ded ranges should NOT be in the 9x	xx range since they are afte	r-tax.			
These amounts will be reported on the W2 in b AA for Roth 401k, BB for Roth 403b, and EE fo	ox 12 using codes r Roth 457b.				
Plan code '1' equates to AA, Plan code '2' equates to BB. Plan code '3' equates to EE.					
	V- 2000 Dist. 20 City - 02	<b>CC.W</b> 11/2	2/2017	240.00 5	
JSEISEC: NNY	YP: 2008 Dist: 39 Site: 00	GS: W   11/2	2/2017	3:18:00 PM	L.,;





## W2 Option Maintenance (W217CC) Dependent Care Sec125 Voluntary Deductions

🍓 2017 W2 Option Maintenance (W2PO	17)39 - QSS DEMONSTRATION DIST	'RI —		×
<u>File</u> <u>O</u> ptions				
	🏓 🍔 🥑			
W217CC: YN0001			Chan	ge .::
Program Option Name W217CC V	Source Year 17			
W217CC Defines which vol-deds are use	ed for dependent care			
Report employee contributions for depe	endent care? Y (Y=Yes/N=No)			
Report employer-paid amounts for dep	endent care? N (Y=Yes/N=No)			
Dependent Care Vol-Ded Codes				
Vol-Ded Code	Vol-Ded Code			
0001				
Neter				
This option record is used if you in	itend to accumulate			
	forn warrant history.			
Usersec: NNY	Yr: 2008 Dist: 39 Site: 00 GS: W	11/22/2017	3:49:23	PM:



45



### <sup>46</sup> W2 Option Maintenance (W217CX) Dependent Care Sec125 Voluntary Deductions

🄖 2017 W2 Option Maintenance (W2PO17)	39 - QSS DEMONSTRATION DIST	ri —		×
<u>File</u> <u>Options</u>				
🔒 🕗 🗙 🔎 🛍 🕂 🍤 🥩	9 🍔 🧐			
W217CX: 0002			Cha	nge 🔡
Program Option Name W217CX ∨	Source Year 17			
W217CX Extension vol-deds for W217CC				
Dependent Care Vol-Ded Codes				
Vol-Ded Code Vo	ol-Ded Code			
0002         Image: Construction of the second sec	d to accumulate warrant history.			
Usersec: NNY Y	r: 2008 Dist: 39 Site: 00 GS: W	11/22/2017	4:03:29	PM:





#### W2 Option Maintenance (W217FA) Voluntary Deduction Ranges Add Back FIT

褖 2017 W2 Option Maintenance (W2PO17)	39 - QSS DEI	MONSTRATION DISTRICT	QSS/O	)a —		×
<u>File</u> Options						
📙 🕗 🗙 🔎 🐘 🕂 🙆 🤣	🥃 🌝					
N217FA: 00010002					Cha	nge 🧮
<u>Program Option Name</u> W217FA $$	Sourc	e Year 17				
W217FA Defines which vol-deds were used	during the year	to reduce SIT wages that s	hould NOT I	have reduced	I FIT wages	
FIT Subjectivity Add Back Definition						
Vol	-Ded Code Ra	nge				
00	001 - 000	02				
	-					
	-					
Note: This option record is used to define vol-ded ranges for vol-deds that are intended to reduce SIT wages, but <u>not</u> to reduce FIT wages.						
QSS/OASIS payroll does NOT di for deductions to support pre-tax	fferentiate Fl SIT but <u>not</u>	T/SIT subjectivity to support pre-tax FIT.				
Therefore FIT wages must be adjute for correct W2 reporting.	usted by add	ling back the amounts				
Jsersec: NNY		Yr: 2008 Dist: 39 Site: 0	00 GS: W	11/27/201	7 9:02:16	5 AM:





#### W2 Option Maintenance (W217SA) Voluntary Deduction Ranges Add Back SIT

🍖 2017 W2 Option Maintenance (W2PO17) 39 - QSS DEI	MONSTRATION DISTRICT	QSS/OA —	
<u>File</u> <u>Options</u>			
🔚 🕗 🗙 🔎 🛍 🕂 🎦 🗢 🗒 😢			
W2175A: 00010002			Change
Program Option Name W217SA V Source	e Year 17		
W217SA Similar to W217FA, but for vol-deds that reduced	FIT but NOT SIT		
SIT Subjectivity Add Back Definition			
Vol-Ded Code Ra	nge		
0001 - 000	2		
· · · ·			
· · · · ·			
Note: This option record is used to define vol-ded ranges for	r vol-dede		
that are intended to reduce FIT wages, but NOT SIT	wages.		
QSS/OASIS payroll does NOT differentiate FIT/SIT so for deductions to support pre-tax FIT but NOT pre-tax	ubjectivity : SIT.		
Therefore SIT wages must be adjusted by adding bac for correct W2 reporting.	k the amounts		
Usersec: NNY	Yr: 2008 Dist: 39 Site: 00 GS	: W 11/27/20	17 9:03:37 AM





#### W2 Option Maintenance (W217HS)

#### Add Employer HSA Voluntary Deduction Codes

Isersec: NNY	Yr: 2008 Dist: 39 Site: 00 GS: W	11/27/2017 9:	05:59 AM
Note: This option record is used to define vol-ded ranges fo to provide an employer contribution to an employee's Amounts accumulated here are reported on the W2 in N	r vol-deds that are used Health Savings Account. box-12 with a code 'W'.		
Vol-Ded Code Rar 0002 - 000      			
W217HS Defines which vol-deds are used for Employer HS Employer Contributions to HSA Definition	A		
V217H5: 00020003         Program Option Name         W217HS ∨         Source	a Year 17		Change
- 📎 💐 🔎 👘 🕂 🙆 🧈 🗒			
<u>File</u> <u>Options</u>			
🍖 2017 W2 Option Maintenance (W2PO17) 🛛 39 - QSS DEM	MONSTRATION DISTRICT QSS/	0A — I	o x





#### W2 Program Option (W217HC) Employer-Sponsored Health Plan Reporting

Usersec:	: NNY		Yr: 2008 Dist: 39 Site:	00 GS: W	11/27/20	17 9:08:39	AM
U: H E Usersec	se by-District 'H' vol-ded settings fla D = Only use by-DI settings; ignore glo How to treat EE/ER: B - both employee\$ + employer\$ Option C D D C D C D C C D C C D C C C C C C C C C C C C C	Ig (N/O/D/M): bal rules Global Rules Vol-Ded Code Ra 0004 - 000 	nge Option values C = vol-ded class V = vol-ded number	• 00 G5: W	11/27/20	117 9:08:39	ΑΜ:
-W2 Co	217HC Defines rules/codes used for lost of Employer-Sponsored Health (	Employer-Sponsore Coverage (Box 12,	d Health Plan Reporting code=DD)				
W217HC <u>P</u> rog	ram Option Name W217HC V	Sourc	e Year 17			Char	nge <sub>.:</sub> :
	) 🗙   🔎 🐑 🕂 🌔	📎 🌷 🏓					
<u>F</u> ile	Options						
2017	W2 Option Maintenance (W2PO	17) 39 - QSS DE	MONSTRATION DISTRIC	T QSS/	0A —		×





#### W2 Program Option (W217HX) Extension Employer-Sponsored Health Plan Reporting

🍖 2017 W2 Option Maintenance (W2PO17) 39 - QSS DE	MONSTRATION DISTRICT QSS/	′ОА —	σ×
<u>File</u> <u>Options</u>			
i 🛃 😍 🗶 🔎 🐑 🕂 🚱 🏈 🗒			
W217HX: V00070008			Change
Program Option Name W217HX V Source	e Year 17		
W217HX Extension codes for W217HC			
Cost of Employer-Sponsored Health Coverage (Box 12, (Requires W217HC)	code=DD) Extension		
Global Rules			
Option Vol-Ded Code Ra	inge Option values		
	C = vol-ded class V = vol-ded number		
Usersec: NNY	Yr: 2008 Dist: 39 Site: 00 GS: W	11/27/2017	9:09:59 AM





#### W2 Program Option (W217RS) Retirement System override values

🍖 2017 W2 Option Maintenance (W2PO17) 39 - QSS	DEMONSTRATION DISTRICT	QSS/OA —	
<u>File</u> <u>Options</u>			
📙 🕗 🗙 🔎 🛍 🕂 🙆 🧈 🗒 🥸			
W217R5: no record found. Create new record for yea	r 17		Change .:
Program Option Name W217RS V So	urce Year 17		
W217RS Retirement System override values			
RS f # RS f # RS f # F	S f # RS f # RS	f #	
Note: This option record is used to define retirement syst the existing hardcoded values in W2EX17. The per- for RS values 01/02 and the logic for alt-ret assum retirement setup uses different values then fill out to Whatever you enter here will override the built-in v all retirement system values you want to evaluate. RS = Retirement system value (01-99) f = 'P' - Employees with this RS should have the V	em values which overrides nsion flag is set by default es 05/15/25. If your his option record. alues so you MUST include The format of input is: /2 retirement plan flag set		
'A' - Employees with this RS are possible meml # = Which pre-tax bucket (1 or 2) to be used in ca the RS value to determine this value	ers of alternate-retirement ses where we have to use		
Usersec: NNY	Yr: 2008 Dist: 39 Site: 00 GS	W 11/27/2017	9:19:02 AM





#### W2 Program Option (W217RX) Extension Retirement System override values

Usersec: NNY	Yr: 2008 Dist: 39 Site: 00 GS: W	11/27/2017	9:21:07 AM	1
This option record is used to define retirement system the existing hardcoded values in W2EX17. The pensic for RS values 01/02 and the logic for alt-ret assumes retirement setup uses different values then fill out this Whatever you enter here will override the built-in valu all retirement system values you want to evaluate. The RS = Retirement system value (01-99) f = 'P' - Employees with this RS should have the W2 r 'A' - Employees with this RS are possible members # = Which pre-tax bucket (1 or 2) to be used in cases the RS value to determine this value	values which overrides on flag is set by default 05/15/25. If your option record. es so you MUST include e format of input is: retirement plan flag set s of alternate-retirement where we have to use			
RS f # RS f # RS f # RS 01 P	f # RS f # RS f	#		
W217RX Extension values for W217RS				
W217RX: 01P Program Option Name W217RX V Source	e Year 17		Change	<b>e</b>
🕗 🗶 🔎 👘 🕂 🎦 🤣 🚺				
<u>File</u> <u>Options</u>				
🍖 2017 W2 Option Maintenance (W2PO17) 39 - QSS DEI	MONSTRATION DISTRICT QSS/	0a —		×





### W2 Program Option (W217RR) Vol-deds used for retirement refunds (New in TX17)

🍖 2017 W2 Option Maintenance (W2PO17)	39 - QSS DEMONSTRATION DISTRICT	QSS/OA	–		×
<u>File</u> <u>Options</u>					
🔚 🕗 🗙 🔎 🛍 🕂 🙆 🧇	🥃 😢				
W217RR: 1100022100169993799925000				Chang	je 🤤
Program Option Name W217RR ∨	Source Year 17				
W217RR Vol-deds used for retirement refund Retirement Refund Vol-ded Numbers	ds that affect NTX wages				
Ret # Vol-Ded Code Ret	# Vol-Ded Code Ret # Vol-Ded	Code			
1 1000 2	2100 1 699	9			
3 7999 2	5000				
Note: This option record is used if you refunding previously withheld am make sure the pre-tax breakouts	used a vol-ded number in the 1-7999 rang ounts for retirement that affect taxable wa are correct for these refunds.	e for the purp ages and wan	ose of t to		
Usersec: NNY	Yr: 2008 Dist: 39 Site: 0	0 GS: W 11	/27/2017	9:22:14 /	M .::





#### W2 for Tax Year 2017

# Set up Control Files







#### Task 3-T Set Up Control Files

- CTW2TP17 contains Federal EIN for each district
- CTSUFFIX Custom list of suffix names.
- CTW2RA17 Submitter Address for W2 transmittal file
- CTW2RP17 Defines custom report layouts for W2 Prelist (W2RP17).





#### W2 for Tax Year 2017

## Zero out YTD Totals







## Task 4-T (Tech) Zero Out YTD Pay Stub Totals for Payroll







#### PAY790 Version H and L Commands

#### Version H (HP e3000)

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

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

#### Version L (Linux)

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

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

\$ \$QSS\_ROOT/\$QSS\_BINSCH/pay790
PAY790 L.00.00 built 12/13/13 13.41 Zero CTD/QTD/MTD Totals





W2 for Tax Year 2017

# Obtain User ID and Password from SSA





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## Task 5-T (Tech)

#### Obtain User ID and Password for File Submission

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

To obtain your User ID/Password:

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

#### or

If you already have a User ID/Password, click *Login* to access, verify, or update your account information.

If, for any reason, you are unable to register online, call 1-800-772-6270 Monday through Friday, 7 a.m. to 7 p.m., Eastern Time to complete the registration.

Include the User ID in the submitter record you send to the SSA. Use the Password with the User ID to access the Online Wage Reporting Service.





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#### W2 for Tax Year 2017

# W2 Prelist Options







### Task 6-PR Preliminary W2 Prelist Run Options

🍖 2017 W2 Prelist (W2SB17)	39 - QSS DEMONSTRATION DISTRICT	QSS/OASIS	_		Х
<u>F</u> ile <u>O</u> ptions					
i 🔚 🤌 🗶 i 🥘 🥅 🤣 c	urrent Year				
					:
Report Selections Select Field Ranges					
District:	39 🗸 The Train USD				
Report Format:	~				
Run Option:	P - Prelist B - Reasonability check (OASDI/Medicare)				
Print W2ED17 changes made since:	S - Selected field value range				
i init in 225 i i changes in 350 childs.					
SSN Mask (# digits set to '0')?	(0=none, 1-9=mask, L/R=ExtRef)				
Client field for ssn flag:	00 Use 01 - 30, or 00 for none				
Set pension flag if Alt-Retire:	N 84xx vol-deds only (Y/N/X)				
Report layout:	Leave blank for default layout, use 01-99 for customer defined custom layouts.				
Usersec: YY		Yr: 2008 Dist: 39 Site: 00 GS: W	11/27/2017	9:26:33	AM .:





#### W2 Prelist Run Option 1 (Temp File) Run Option 2 (Extract File)

🍓 2017 W2 Prelist (W2SB17)	39 - QSS DEMONSTRATION DISTRICT	QSS/OASIS	_		:
<u>F</u> ile <u>O</u> ptions					
i 🛃 🤌 🗶 i 🧶 🥅 🥠 🚱 🛛	urrent Year				
Report Selections Select Field Ranges					
District:	39 V The Train USD				
Report Format:	P - Prelist $\checkmark$				
Run Option:	~				
Print W2ED17 changes made since:	1 - Extract and then print 2 - Use existing extract/W2 edit file				
SSN Mask (# digits set to '0')?	(0=none, 1-9=mask, L/R=ExtRef)				
Client field for ssn flag:	00 Use 01 - 30, or 00 for none				
Set pension flag if Alt-Retire:	N 84xx vol-deds only (Y/N/X)				
Report layout:	Leave blank for default layout, use 01-99 for customer defined custom layouts.				
Usersec: YY		Yr: 2008 Dist: 39 Site: 00 GS: W	11/27/2017	9:27:40 AM	:





#### W2 Prelist Print W2ED17 Changes only

		<u> </u>			
🌬 2017 W2 Prelist (W2SB17)	39 - QSS DEMONSTRATION DISTRICT	QSS/OASIS	_		×
<u>F</u> ile <u>Options</u>					
i 🔚 🤌 🗶 i 🥃 📖 🧼 i 👺 🤇	Current Year				
Report Selections Select Field Ranges					
District	: 39 🗸 The Train USD				
Report Format	P - Prelist ~				
Run Option	2 - Use existing extract/W2 edit file 🗸 🗸				
Print W2ED17 changes made since	: 01/15/2018 V (Run option = 2 only)				
SSN Mask (# digits set to '0')?	(0=none, 1-9=mask, L/R=ExtRef)				
Client field for ssn flag	: 00 Use 01 - 30, or 00 for none				
Set pension flag if Alt-Retire	N 84xx vol-deds only (Y/N/X)				
Report layout	: Leave blank for default layout, use 01-99 for customer defined custom layouts.				
Usersec: YY		Yr: 2008 Dist: 39 Site: 00 GS: W	11/27/2017	9:29:51	AM:





#### W2 Prelist Main Window Additional Report Settings

🍖 2017 W2 Prelist (W2SB17)	39 - QSS DEMONSTRATION DISTRICT	QSS/OASIS	_		×
<u>F</u> ile <u>O</u> ptions					
i 🔚 🤌 🗙 i 🧕 🥅 🥠 😽 o	urrent Year				
Report Selections Select Field Reports					.::
Select field hanges					
<b>B</b>					
District	39 V The Train USD				
Report Format:	P - Prelist ~				
Run Option:	2 - Use existing extract/W2 edit file $\sim$				
Print W2ED17 changes made since:	(Run option = 2 only)				
SSN Mask (# digits set to '0')?	(0=none, 1-9=mask, L/R=ExtRef)				
Client field for ssn flag:	00 Use 01 - 30, or 00 for none				
Set pension flag if Alt-Retire:	N 84xx vol-deds only (Y/N/X)				
Report layout:	Leave blank for default layout, use 01-99 for customer defined custom layouts.				
Usersec: YY		Yr: 2008 Dist: 39 Site: 00 GS: W	11/27/2017	9:32:06	5 AM



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#### W2 Prelist

#### "S" Report Option Select Field Ranges Window

🄖 2017 W2 Prelist (W2SB17)	39 - QSS	DEMONSTRATION	DISTRICT		QSS/OA	SIS			_		×
File Options											
🛃 🤌   🗶   🥘 🥅 🥠   💡	Current Year										
											.:
Report Selections Select Field Ranges											
Selected field value range (available wh	en the Report Format is	s "S")									
51.11		LE-b Malua		Field [	<u>efinitions</u>		Operat	tions			
	Low Value	High Value		Field	Definition	>	OP	Definition			
		] - [		@@	Any Field		EQ	Equals			
		-	AND	@+	All Fields		NE	Not equal			
		] -	AND	AA	Roth 401k		IB	Inclusive b	etween		
		] -	AND	AB	Adopt. Ben			Not inclusi	ve betw	een	
		] - [	AND	BB	Roth 403b		GT	Greater that	an		
		]_[		СН	Childcare		LE	Less than	or equal		
		] [		CR	CAR Allow		GE	Greater tha	an or eq	ual	
		] - [		DC	Def. Comp						
		-		DE	DE-DC/403b						
Low/High value can be a number or	one of the field IDs.			EE	Roth 457b						
The 2 char field ID is preceeded by	'\$' and entered left jus	tified.		EI	EIC						
Ex: \$FG is Federal Gross.				ER	ER-DC/403b						
'OP' = EQ, NE, IB, NI, LT, GT, LE, C	έE			EX	Sub. EE Exp	~					
				LEA	EIT /Addbook						

#### Usersec: YY

Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 9:34:25 AM





#### W2 Prelist Report Totals

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

39 QSS DEMO	ONSTRATION D	ISTRICT			W-2 PRI	-LIST		J94	26 W2RP15	H.15.01 12	/06/15	PAGE 1
F	REGULAR GROU	P	SE	LECTION DA	ATE: ALL D	ATA						
	FED GROSS FED TX-GR	OASDI-GR MEDI-GR	OASDI MEDICARE	FIT GLI	SIT FRNGE/OTH	SDI DEP-CARE	CAR NTX-GR	EE-DC SICK-PAY	ER-DC MOVE-EXP	EE/403B ER/403B	EE/457 ER/457	ROTE-401K ROTE-403B
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#### Task 7-PR Print Pay History Report (PAY830) QCC Job Menu

\Xi Job Menu	39-QSS DEMONSTRATION DISTRICT	QSS/OA	SIS 🗕 🗖 💌
File View Options Help+Video	Description (F1) Example (Ctrl+F1)		
📰 🧇 🚟 🧼 岁 🗉			
Search found 2 lines.       View       C Iree       Grid       Search       pay830	C Show Only Favorites		
Job Title		JCL Name	
Payroll History Report/Logon DI (PAY8	30)	PAY830LD.F	AY830LD
Payroll History Report/Select DI (PAY8	30)	PAY830SD.F	AY830SD
		Yr:2015 Dist:39 Site:1	11/22/2015 12:59 PM





### Pay History Report (PAY830) Main Window

🖳 Request Pay History Report - Logon District ( PAY830 )	
File Options	
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Report Selections Select Employees	
For District: 39 - The Train USD	
Report Title	
Select by Date Paid: 🔹 - 💌 And/or Select by Effective year: Quarter:	
Compute Totals Rule:	
Include Terminated Yes 💌	
Pay Code Pay Location	
Select by Last Name Range -	=
SSN Mask: No Masking	
Record Type: All Records  Cancelled Warr: Open and Cancelled	
Summary Level: Detail   Each Employee on New Page:	
Pay-Line Detail: None   Position Summary:	
Deduction Detail: None  Account Detail: None	
	-
Yr: 2015 Dist: 39 Site: 1 G5: W 11/22	2015 1:09:30 PM





#### Pay History (PAY830) DI/SSN Select Window

🖳 Request Pay History Report - Logon District ( PAY830 )					
File Options					
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Report Selections Select Employees					
District/SSN					
39 - 39 - 39 - 39 - 39 - 39 - 39 - 39 -					
Employee Selection by SSN or EXTREF					
QSS/OASIS HR/Payroll has support for selecting employees by SSN (9 digit social security number) or EXTREF (6 digit external reference number) values. Screens with only SSN selection field(s) optionally support the selection by EXTREF using a three (3) digit prefix followed by the six (6) digit EXTREF entered into the SSN selection field.					
The optional EXTREF selection is enabled by setting the PAYEIS security parameter with the three (3) digit prefix which signals the entered nine (9) digit value is to be treated as an EXTREF value when selecting the employee. The QSS/OASIS program which executes and selects employees must also be upgraded to support PAYEIS.					
You do NOT have PAYEIS defined. Contact your QSS/OASIS system administrator to setup PAYEIS support.					
PAY830 versions H.00.21 and later support PAYEIS. However, you do NOT have PAYEIS defined so you CANNOT select by EXTREF on this screen. Contact your QSS/OASIS system administrator to setup PAYEIS support.					
Yr: 2015 Dist: 39 Site: 1 GS: W   11/22/2015   1:	12:01 PM				





#### W2 for Tax Year 2017

# **Payroll History Adjustments**






#### Task 8-PR

# Include Employees Without a Pay History Record (PHUPDT)

🐓 Payroll History	39 - The Train USD		QSS/OASIS	
File Options Window				
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Reverse Amounts				
Date pd 12/31/2015 Per (	end 12/31/2015 Fff-Y	16 Qt 03	3 ▼ PLoc 0001 APD	22 Tax calc type B
Warrant 99999901 Pay of	ode 01 Ret-sys	01  SC 00	CC 00 Status	A Tax ANN. Factor 12
Exempt 0.00 +	Regular 0.00 +	Federal	0.00 + Ceta	0.00 Note: MEDI+ values
= Gross 0.00 -	NTX 0.00 -	TSA	0.00 + Fed/IG	0.00 Medicare values.
- STRS-TS 0.00 -	PERS-TS 0.00 -	RET-3	0.00 = Fed Tax Gross	0.00
	+	State/IG	0.00 = State Tax Gross	0.00
OASDI Gross 0.00 MEDI G	ross 0.00 MEDI+ Gross	0.00 SD	I Gross 0.00 STRS Gr	oss 0.00 PERS Gross
Federal Tax 0.00	Advance EIC 0.00	OASDI	0.00 - Survive Ben	0.00
State Tax 0.00	County Tax 0.00	City Tax	0.00 Local Tax	Add Vol Deds
- STRS 0.00 -	PERS 0.00 -	RET-3	0.00 - Misc Deducts	0.00
- Medicare 0.00	MEDI+ 0.00 -	SDI	0.00 = Net Pav	0.00 Calc Net Pay 0.00
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Deferred Comp 0.00	Emplr pd PERS	0.00		





Task 9-PR Entering Adjustments

#### **Pay History**

#### **Benefit Adjustments**

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= Gross	0.00 -	NTX	0.00 -	TSA	0.00 +	Fed/IG	0.00	Medicare values.				Am	ount	Date	١	Varrant	Code	Туре	Comment
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- State Tax	0.00 -	County Tax	0.00 -	City Tax	0.00 -	Local Tax	0.00		,										
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Cat-4	0.00	RFU-1	0.	00															
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#### Pay History Adjustments

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					+	State/	IG	0.00	=	State Ta	x Gross		0.00		
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#### Voluntary Deduction Adjustments Pay History Form







#### Health Care Adjustments

🍬 Ma	aintain He	alth Care Adjustme	ents 39 - QSS	DEMONSTRATION	N DISTRICT	QSS/OASIS	
File	Option	s					
	0>	(   ] 🧐 🗄	] 🧼 🥘 🏢				
[]							Change
	Employ	District : 39 Tax year: 15 yee ID/SSN:	The Train USD     Sho	w SSN			
		Amount	Date	Warrant	Code	Туре	Comment
•							
	Total	. 0.00					
Users	ec: U1			Y	r: 2015 Dist: 39 Site	e: 1 GS: W 11/24/	2015 8:04:22 AM





W2 for Tax Year 2017

# W2 Operator Commands







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## Task 10-T (Tech) Extract W2 Data Y17W2EXTRACT

- Execute Y17W2EXTRACT.
- Payroll history, deduction history and payroll adjustments records are extracted for each 2017 payroll check.





## Task 11-T (Tech) Report of W2 Records from Pay History

- Execute Y17W2REPORT.
- Travel Claims are not included in W2 Prelist at this point.





Task 12-T (Tech): Optional Including Car Travel Claims

- Execute Y17W2TCEXT and Y17W2CKTCRPT
- Include Car Travel Claims before running Final Merge.





## Task 13-AP Adjusting Travel Claims A/P Branch (TCPYMT)

Accounts Payable - Accounts Payable	07 - QSS DEMONSTRATION DISTRICT	QSS/OASIS	
File Options View Help+Video			
☞❣❣∔▤◪☓◈▤	III 😢 📰 😺		
Accounts Payable     Po Payments (PO)     Pay Vouchers (PV)     Travel Claims (TC)     Credit Memos (CM)     Revolving Cash (RC)     Set Up Payables (EP)     Payables Payments (CL)     Liabilities (LB)     Transaction Maintenance     Move / Hold Payments     1099 Maintenance (AA)     Approve Due Date Payments     EDD 542     District Maintenance     Independent Contractor Maintenance     Import     Import Pay Vouchers (PV)	Search (F3) Search Results (Double-Click a cell or Co	ontrol-Enter (while in the grid) o	r Ctrl+O to view details)
	11.1557		, _, ,,,,,,,





### Car Travel Claims (TCPYMT) Mileage Flag "M"

🚰 Travel Claim							
File Options							
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							Add .::
TC #: *AUTO* Description:	Invoice: 06/30/1997 -			Mileage Pymt f	or W-2: 🔽		
Batch number: 👔		<ul> <li>Payment</li> </ul>	Due: //	Varra	ant No:		
Vendor No./Address No. 🗇	/						
	Vendor name/addres	s		Remit na	me/address		
X Delete Selected Row							
Fd Bdr Sch Res	c Y Goal Func Objt Type	Payment Us	se Tax Flag	Use Tax	1099 Flag	Net Payment	Budget Balance
* L							





## Vendor Maintenance (VEUPDT) Changing Vendor Tax ID

A Vendor Lookup	07 - QSS DEMONSTRATION DISTRICT QSS/OASIS	, • •
<u>File</u> Options <u>H</u> elp		
🗈 🕂 🖉 📙 📚 🍖 🗙 🥘 🖿	🧇 🏢 🛞	
Vendor Record Updated - TaxID is the SSN of BUI	HSTEAD, DAGWOOD .	Inspect
Contact Information Optional Information Add'I Addresse	es Commodities Comments	
District: 07 - Number: 000140 -		
Name: TESTING EMPLOYEE VENDOR	Remit Name:	
Address:	Remit Address:	
City: State:	Zip: City: Zip: Zip:	_
Frione. (	1	
Contact:		_
1099: N - No 💌 Name: Bumstead, Dagwoo	od Preset: Y 🔽 Tax ID: 111111111 SSN: 111-11-1111	
Use Tax Preset: 1 - One 💌 Use Tax 1: 0	6.6500 % 9512 · Use Tax 2: 08.2500 % 0000 ·	
Acct Number: Rating	; Msg Flag: 1 ▼ We are No. 1! We are No. 1!	
Type: Revolving Cash Object:	Terms: 06.65 Shipping %:	





## Task 14-T (Tech) Merge All Sources of W2 Information

- Execute Y17W2FNLMRG to create combined file even if there are no Car travel claims to process.
- Use caution when re-running Y17W2FNLMRG.





## Task 15-T (Tech)

#### Print W2 Prelist with Combined Information

- Execute Y17W2REPORT.
- W2 Prelist will contain combined W2 information.
- Pass the Point of No Return Considerations.







#### W2 for Tax Year 2017

## W2 Edits







## Task 16-PR Edit W2 Information (W2ED17)

Adjust W2 amounts using W2ED17







#### W2 Edit Program (W2ED17)

🔖 v	V2 Data Edit (W2ED1	7)	3	9 - QSS	5 DEMON	STR	ATION DISTRICT			QSS/OASIS	_		×
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	Include Termina	ated		Show	v SSN								
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	-		+			+	=						
	State Gross	Subtractio	ns	Additio	ons	1	SIT/Not FIT	1	6. State Tax GR	17. State Tax			
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	Additions												
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			Other					- 				$\dashv$	
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N	lame:					Γ	PC:		RS: I	.1: L2:	SC:		
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users	cc. IIII							116	2000 DISC 39 3	Sile. 00 GS: W   11/	2/201/ 1	0.24.20	





#### W2ED17

#### F3 – Open Advanced Search

🍓 W2 Data Edit (W2ED17)	39 - QSS DEMONSTR	ATION DISTRICT	C	SS/OASIS	-		×
<u>File</u> Options							
H 🔿 🖬 🗙 🧇 🕒 🖉	) 🥘						
	9					Inst	pect
Master City Taxes Foreign Address W	V2XS17 SSN Override						
Quick Find: Enter a Last Name, SSN	I, or ExtRef, and press Enter,	F3 opens advanced s	search.				
	District: 39 🗸 The	Train USD					
Include Terminated	Show SSN						
End Gross Subtractions	Additions	EIT/Net SIT 1	End Tay CP	2 End Tay			
- Subtractions	+ + +	=	I. Fed Tax GR	Z. Fed Tax			
State Gross Subtractions	Additions	SIT/Not FIT 1	16. State Tax GR	17. State Tax			
-	+ +	=					
Subtractions	Det TC #2	Section 125	Other NTY/E	Other NTX/S	Employee [	)C	
	Net 13#3	Section 125			Employee E		
Additions							
14. CAR Allowance Fringe/Other	12. GLI						
OASDI Gr:	OASDI Pd:	MEDI Gr	:	MEDI Pd:			
EIC:	Dep Care:	State SDI	:	State SUI:			
457 NQP:	Other NQP:	J/Sick Pay:	:	P/EME:			
M/Unc OA:	N/Unc MD:	W/ER HSA:		R/ER MSA:		_	
12. Code Employee Emp	oloyer Code	Employee En	nployer	DD/ER-HC:		_	
				DD/ER-ADJ:		_	
				T/AdoBe:		4	
AA/Roth 401k		BB/Both 403b		FE/Roth 457b:		4	
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	ony.						
Usersec: YYYY		Yr	r: 2008 Dist: 39 Si	ite: 00 GS: W   11/	27/2017	10:28:30	AM ,

#### **Employee Search Window**

learch for Employees	39 - QSS DEMONSTRATIO	N DISTRICT	QSS/OASIS	-	
<u>File Options H</u> elp					
Search 🗸 🕗 🛐 🌄 📑	📖 🌷 🖪 🚺 💽				
Search Panel By SSN By Ext Ref By Name 001006 Ext Ref# : 001006	, District : 39 Selected Employee PERSNIKITY, RE/	✓ Include T s/List ALLIE	erminated		
Search Results [Double-Click	or Press F4 to select the	highlighted emplo	yee]		
Name	SSN G	Ty Site BU	I RC LG	Terminated	v
٩					>





### W2ED17 Options

- State Gross versus Federal Gross Amounts, same or different
- District List Drop Down Box
- Show SSN button
- Reasonable Maximum Amount feature for data entry in amount fields
- Clear screen option sets amounts in all boxes to zero to prevent an employee from receiving a W2.
- All amount fields must be positive.





## W2 Edit (W2ED17) New Items added 2012

- Box12-DD/ER-HC: cost of employer provided health care
- Box12-DD/ER-AJ: Adjustments to employer provided health care

🖳 W2 Data Edit (W2ED13)	07 - QSS D	EMONSTRATION	DISTRICT	QSS/O/	ASIS	_ • •
File Options						
	🧇 🙆 🧼 💐					
BUMSTEAD, DAGWOOD	001478 XXX-XX-1111	Term: 12/31/2	2000 Employee	e has no W2 data		Inspect
Master City Taxes						
Quick Find: Enter a	Last Name, SSN, or ExtRef, a	and press Enter. F	3 opens advance	d search.		
11111111	District:	07 🔻 QSS I	JNIFIED SCHOO	LDISTRICT		
Include Termina	ated Sho	w SSN				
Fed Gross	Subtractions Addit	ions Fl	T/Not SIT	1. Fed Tax GR	2. Fed Tax	
-	+	+	=			
State Gross	Subtractions Addit	ions Sl	T/Not FIT	16. State Tax GR	17. State Tax	
- Subtractions	+	+	=			
Ret TS #1	Ret TS #2 Ret T	S #3 Se	ection 125	Other NTX	Employee DC	
Additions 14. CAR Allowance	Fringe/Other 12. G	LI				
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EIC:	Dep Care		State S	DI:	State SUI:	
457 NQP:	Other NQP		J/Sick Pa	ay:	P/EME:	
M/Unc OA:	N/Unc MD		W/ER HS	SA:	R/ER MSA:	
12. Code Employ	ee Employer	Code Er	mployee	Employer	DD/ER-HC:	
( )		( )			DD/ER-ADJ:	
( )		( )			L/SEBER:	
		_			T/AdoBc:	
AA/R	oth 401k:		BB/Roth 403b:		EE/Roth 457b:	
R-PI: SSN Flag	: 3P-SL:	Stat: Use S	Suffix:	XPrt: Sour	ce: Changed:	
Name:			PC:	RS: L	.1: L2:	SC:
Addr:		City:			State: Zip:	
Usersec: YYY			Yr:	2013 Dist: 07 Site:	1 GS: W 12/1/20	013 2:24:58 PM





#### W2 Edit (W2ED17) W2 Data Source

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 pro-gram.	



#### W2ED17 and Xprt Box







#### W2 for Tax Year 2017

# W2 Final Prelist







## Task 17-T (Tech) Final W2 Prelist Report

- Payroll Staff final review, use W2ED17 for any last minute corrections and rerun report.
- Report of W2 Edit Changes (W2RP17)

🔖 2017 W2 Preli	st (W2SB17)	39 - QSS DEMONSTRATION DISTRICT	QSS/OASIS	-		Х
<u>F</u> ile <u>Options</u>						
al 📂 🗙	💐 🔝 🧽   😼 c	urrent Year				
Report Selections	Select Field Ranges					
	District:	39 V The Train USD				
	Report Format:	P - Prelist ~				
	Run Option:	2 - Use existing extract/W2 edit file $\sim$				
Print W2	ED17 changes made since:	(Run option = 2 only)				
SS	N Mask (# digits set to '0')?	(0=none, 1-9=mask, L/R=ExtRef)				
	Client field for ssn flag:	00 Use 01 - 30, or 00 for none				
S	et 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.				
			Ver 2008 Dicts 20 Sites 00 CS: W	11/27/2017	11.14.17	
erseu fr			TT: 2006 DISC 39 SILE: 00 GS: W	11/2//201/	11:14:13	AP





#### W2 for Tax Year 2017

# Printing W2's







## Task 18-T (Tech) Ready to Print W2 Forms

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







#### Task-18T W2s Converted to PDF

#### 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

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





#### 2017 W2 Sample

	1 Wages, tips,	other compensation	2 Federal income tax withheid	1 Wages, ti	ps, other compensation	2 Federal income tax withheld
	3 Social securi	ty wages	4 Sociel security tax withheid	3 Social set	aurity wages	4 Social security tax withheld
	6 Medicare wa	ges and tips	6 Medicare tax withheid	6 Medicare	wages and tips	6 Medicare tax withheld
¢ Employer's	name, address, a	and ZIP code		e Employer's name, addres	s, and ZIP code	
						nen og ner
7 Social secu	nity tips	8 Allocated tips	9 Verification code	7 Social security tips	8 Allocated tips	9 Verification code
10 Dependent	t care benefits	11 Nonqualified plans	12a	10 Dependent care benefits	11 Nonqualified plan	328
126	institutes!	126	12d	120	120	12d
b Employer id	lentification numb	or (EIN) a Em	ployee's social security number	b Employer identification nu	mber (EIN) a En	iployee's social security number
13 Statutory employee	Reframant Third	Posty 14 Other pay		13 Statutory Patriament employee plan	freid-party 14 Other IRS (NY)	
e Employee's	name, address, i	and ZIP code		e Employee's name, addres	s, and ZIP code	
	100 BID					
Form	15 State Employ	er's state ID number	16 State wages, tips, etc.	Form 15 State Emp	loyer's state ID number	16 State wages, tips, etc.
Word CL	4 Tor 1	17 State income tax	18 Local wages, tips, etc.	VV-Z	17 State income tax	18 Local wages, Sps. elc.
Statemen	t -			- Statement		
20	17	19 Local	income tax 20 Locality nam	2017	19 Local	income tax 20 Locality nam
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#### 101

#### 2017 W2 Sample

Wages, tips, other comp.     Social security wages     Medicare uncers and Terry	the second se	City, or Local Income	Tax Return.	OMB No. 1545-0008
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and the second sec	6 Medicare tax withheld	b Employer ID number (EIN)	5 Medicara wages and tine	8. Martinara tay withheld
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		d Control number		
d ZIP code	Suff.	e Employee's name, address, a	nd ZIP code	1
8 Allocated tips	9 Verification code	7 Social security tips	8 Allocated tips	9 Verification code
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	120 0000	No Statutory employee		120 0000
	12o Code	Retirement plan		12c Code
	12d Code	Third-party sick pay		12d Code
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3 Social security wages	4 Social security tax withheld	b Employer ID number (EIN)	3 Social security wages	4 Social security tax withheir
5 Medicare wages and tips	6 Medicare tax withheld		5 Medicare wages and tips	6 Medicare tax withheld
d ZIP code		c Employer's name, address, a	nd ZIP code	
		d Control number		
		e Employee's name, address, a	nd ZIP code	
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#### 2017 W2 Sample

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	intervention definition a peri- enter resplayment to fill a cite intervention of the cite interv			
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W2 for Tax Year 2017

# W2 Submission to SSA







## Interval Between W2 Distribution and Creation of W2 File for SSA Shortened for 2017 (first done for 2016)







## Task 19-T (Tech) Create Electronic Transmittal File for SSA

- Execute Y17W2FILE.
- Transfer W2 Transmittal file to your PC using Reflections and/or Minisoft (Version H) or DBVIS (Version L) see 2017 W2 Processing Manual





### Task 20-T (Tech) Create Transmittal Totals Report

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• Execute Y17W2TFTOTAL.

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W2 for Tax Year 2017

## W2 Save Files







Task 21-T Saving History Files

- Execute Y17w2save (Version H only)
- There is no W2/1099 save command in Version L. The production files are already isolated by year in the \$QSS\_DATA/w21099 directory

File Name	Description
W2T16.HISTORY.QSSUSER	The raw W2 transmittal file (do not sent this to SSA)
W2FILE16.HISTORY.QSSUSER	The W2 transmittal file that is sent to SSA
W2D16.HISTORY.QSSUSER	Created by Y16W2FNLMRG and edited by the W2ED16 program
W2EXPT16.HISTORY.QSSUSER	Used to export data to third-party printing solutions
W2ZIPC16.HISTORY.QSSUSER	Contains W2 counts by zip code
W2PIXD16.HISTORY.QSSUSER	Cross-references employee W2 to internal document number for one-off laser form printing
W2PIFD16.HISTORY.QSSUSER	PIF data file for printing laser W2 forms




W2 for Tax Year 2017

# Special notes and Webinar wrap up





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### **Special Notes for W2 Processing**

If you have employees with no SSN to report, you have selected a field to flag them with an "X" on the Client-Defined (PP02CL) screen in the Personnel System for W2 processing. (Such employees should be reported with an SSN of 000-00-0000.)





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#### More Items to be Noted

• If an employee SSN changes in the database during the year and the W2 file is already extracted, the employee will retain the bad SSN.





## Another Version H and Version L Comparison in the Manual

#### Control File

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- 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.







#### **Give Feedback**

Date and Time (Pacific)	Workshop Title & Announcement Flyer Links	Sponsor, Workshop Type, Location	Presenter / Q/A for Webinars	QSSUG Member <u>or</u> HSS-sponsored Reg. Cost	QSSUG Non- Member Reg. Cost	Status (See Legend Below)
Tuesday	W2 for Tax Year 2017	HSS Webinar	Don	\$0.00	N/A	Open
December 12,	Download flyer		Hemwall			
2017		Give Feedback	Mike Smith			
10am-12 Noon						



