



**HARRIS**  
School Solutions

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

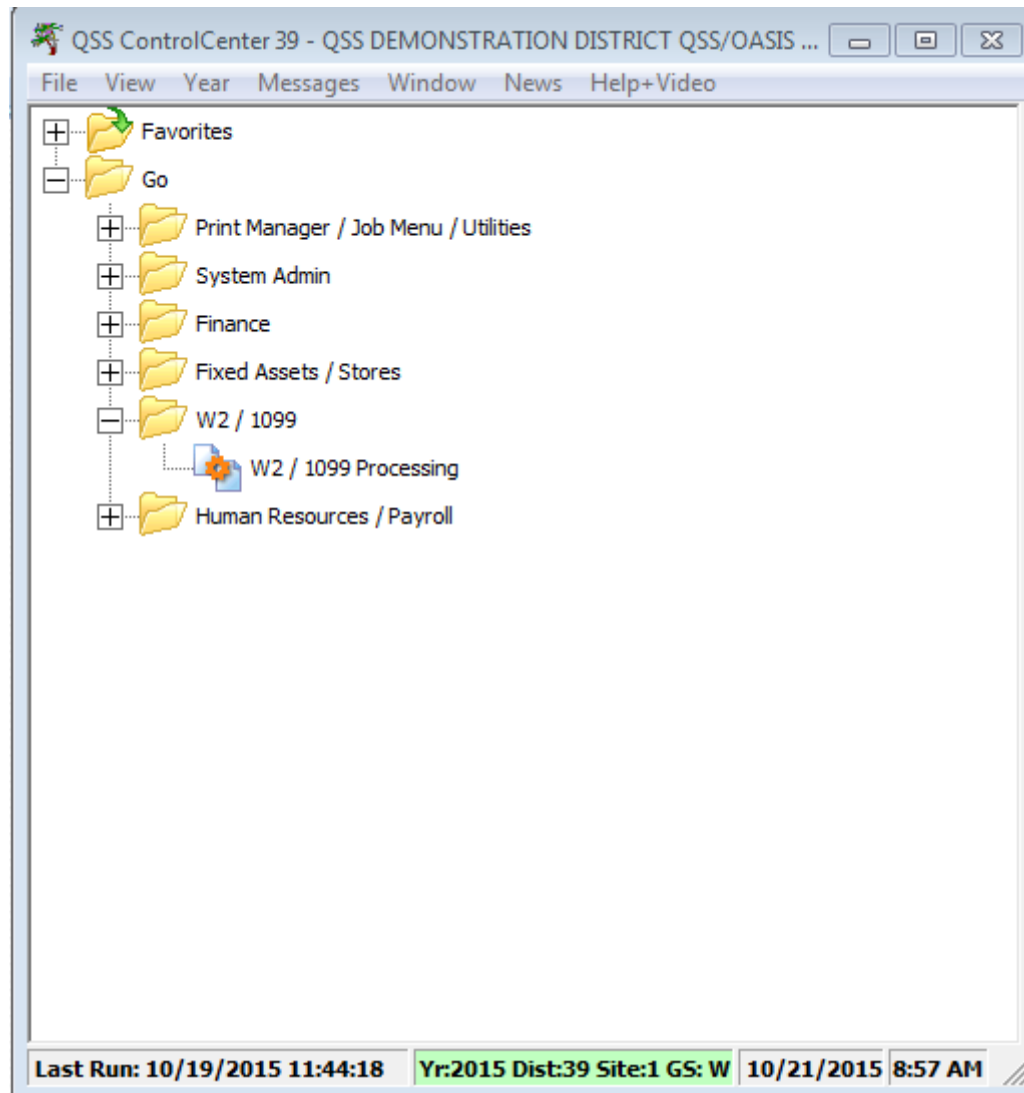
## General Overview

- 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 Retirement Refunds into the correct pre-tax field on the W2 Edit screen.

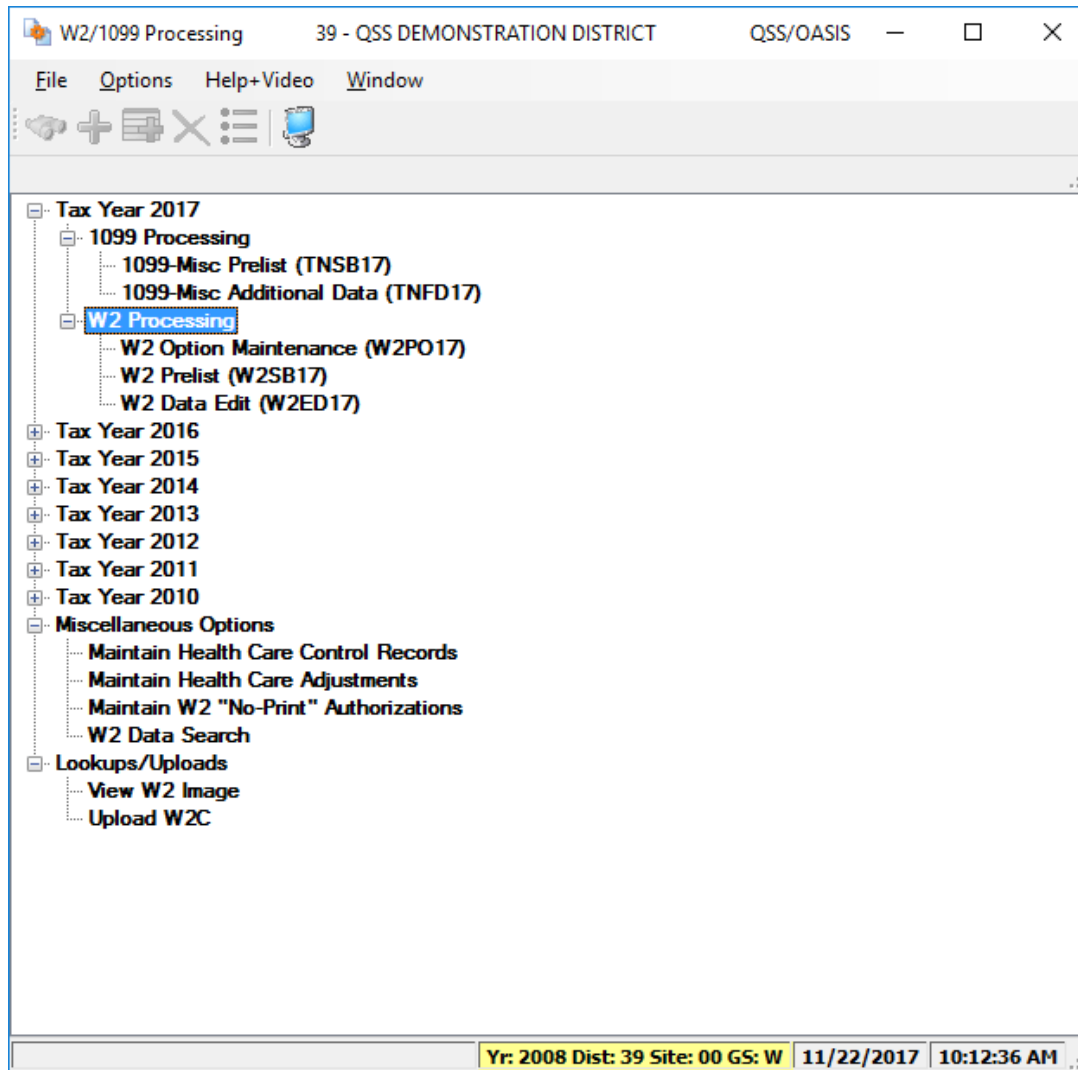
# How W2 Processing Works

- 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



# 2017 W2 Task List (Part 1)

TASK	WHAT	WHEN	HOW
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 <a href="http://www.socialsecurity.gov/bsowelcome.htm">www.socialsecurity.gov/bsowelcome.htm</a>
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	HOW
<b>9-T</b>	Create adjustment records for employer-paid benefits for July and August	January	W2HN17 program
<b>9-PR</b>	Adjust amounts for reporting on W2 forms	January	PHUPDT program W2HAMN program
<b>10-T</b>	Produce extract file from W2 records from Pay History	January	Y17W2EXTRACT operator command
<b>11-T</b>	Print prelist report of W2 records from Pay History	January	Y17W2REPORT operator command
<b>PR</b>	<i>Compare prelists created in 6-PR and 11-T with pay history report from 7-PR</i>	January	
<b>PR</b>	<i>Compare prelists created in 6-PR and 11-T with pay history report from 7-PR</i>	January	
<b>T and PR</b>	<i>Repeat extract and reports until accurate (Tasks 6-PR through 11-T)</i>	January	

## 2017 W2 Task List (Part 3)

TASK	WHAT	WHEN	HOW
12-T	<i>OPTIONAL</i> —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	<i>Check report for accuracy</i>	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	<i>Check report for accuracy</i>	January	

# 2017 W2 Task List (Part 4)

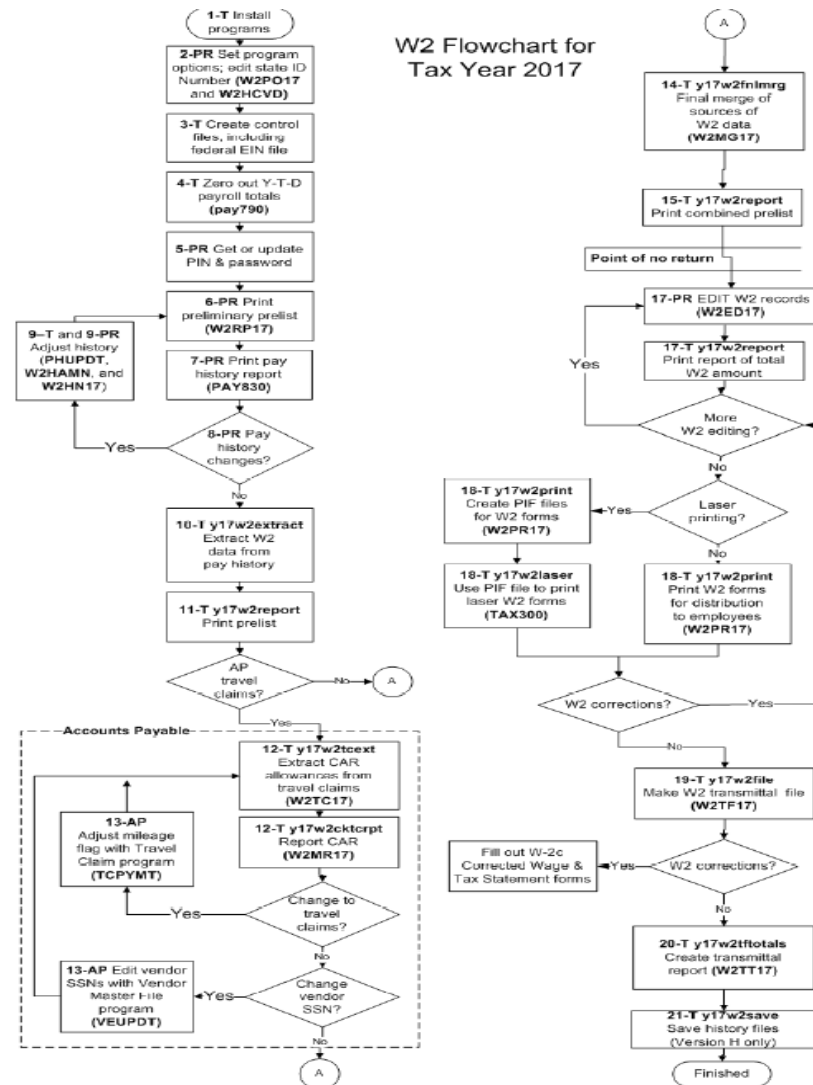
TASK	WHAT	WHEN	HOW
18-T	Print and distribute W2 laser forms	By 1/31	Y17W2LASER operator command
19-T	Make W2 electronic transmittal file	By 1/31	Y17W2FILE operator command
20-T	Create transmittal totals report	By 1/31	Y17W2TFTOTALS operator command
21-T	Save history files (Version H only)	By 1/31	Y17W2SAVE 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



# Sources of W2 Calculations

PH = Pay History W2ED17 = Entered Amt's 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) - NTX gross (PH NTX gross + PH PERS TS + PH STRS TS) - 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 Amt's via W2 Program W2TC17 = Travel Claims entered

Box 12	<p>Can have up to four amounts in this box. Each amount will have a code (letter) next to it:</p> <ul style="list-style-type: none"> <li>C - Group term life cost of coverage over \$50,000</li> <li>J - Sick pay that cannot be included as income</li> <li>D - Section 401(k) contributions</li> <li>E - Section 403(b) contributions</li> <li>F - Section 408(k)(6) contributions</li> <li>G - Section 457(b) contributions</li> <li>H - Section 501(c)(18)(D) contributions</li> <li>M - Uncollected OASDI due on GLI</li> <li>N - Uncollected Medicare due on GLI</li> <li>P - Excludable moving expenses</li> <li>R - Employer's contributions to employee's Archer MSA (medical savings account)</li> <li>S - Section 408(p) SIMPLE contributions</li> <li>W - Employer's contribution to employee's health savings account</li> <li>AA - Employee's contribution to a Roth 401k</li> <li>BB - Employee's contribution to a Roth 403b</li> <li>DD - Roth 457(b) and employer health coverage</li> </ul>
Box 13	Boxes for statutory employee, retirement plan, and third-party sick leave
Box 14	Miscellaneous breakout for employee amounts for car, sheltered retirement, and fringe/other
Pension Plan Indicator	Y if ret-system = 1 or 2 ( <b>at the time W2 data is extracted</b> ) or as set in 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

The screenshot shows a software application window with the following details:

- Window Title: W2/1099 Processing
- System Tray: 39 - QSS DEMONSTRATION DISTRICT, QSS/OASIS
- Menu Bar: File, Options, Help+Video, Window
- Toolbar: Contains icons for navigation and actions.
- Tree View:
  - Tax Year 2017
    - 1099 Processing
      - 1099-Misc Prelist (TNSB17)
      - 1099-Misc Additional Data (TNFD17)
    - W2 Processing
      - W2 Option Maintenance (W2PO17)
      - W2 Prelist (W2SB17)
      - W2 Data Edit (W2ED17)
  - Tax Year 2016
  - Tax Year 2015
  - Tax Year 2014
  - Tax Year 2013
  - Tax Year 2012
  - Tax Year 2011
  - Tax Year 2010
  - Miscellaneous Options
    - Maintain Health Care Control Records
    - Maintain Health Care Adjustments
    - Maintain W2 "No-Print" Authorizations** (highlighted)
    - W2 Data Search
  - Lookups/Uploads
    - View W2 Image
    - Upload W2C

At the bottom of the window, a status bar displays: Yr: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 1:41:12 PM

# 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 W2 "No-Print" Authorizations 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

PERSNIKITY, REALLIE 001006 xxx-xx-xxxx Change

District: 39 The Train USD

Employee ID/SSN: 001006 Show SSN

Rescind:  Date:  Eff. Year:  Comment:

Consent Date	Consent Tax Year	Consent Comment	Rescind Date	Rescind Tax Year	Rescind Comment
11/22/2017	2017	Employee Consent			

Usersec: U2 Yr: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 2:20:50 PM

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

# W2 Processing Submitting to IRS

- Send Copy A of W2 forms (Wage and Tax Statement) to the SSA (Social Security Administration) by **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**


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

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

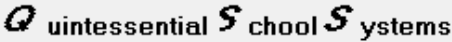
# W2 2017 Security

About QSS/OASIS QSS ControlCenter - Software Version: 0.0.0 11/22/2017 9:25:11 AM

Options



**QSS/OASIS QSS ControlCenter**  
Copyright(c) 1999 - 2015



System Info

OK

Refresh Usersec

Search for Usersec or parameters:

List User Security for this program

Program	1234567890123456789012345678901234567890123456789012345678901234567890	Origin	Name/User/District
W2ED17	YYYY^.....	\$GLOBAL	
W2HAMN	U2^.....	\$USER	DEA11
W2HCVD	YYY^.....	\$GLOBAL	
W2NPMN	U2^.....	\$USER	DEA11
W2PO14	NNY^.....	\$GLOBAL	
W2PO15	NNY^.....	\$GLOBAL	
W2PO16	NNY^.....	\$GLOBAL	
W2PO17	NNY^.....	\$GLOBAL	
W2SB14	YY^.....	\$GLOBAL	
W2SB16	YY^.....	\$GLOBAL	
W2SB17	YY^.....	\$GLOBAL	
W2SDF	V1^.....	\$GLOBAL	

Program Info

Package Info


USERSEC

*Only for use by QSS or clients of QSS*

Portions copyrighted by : Microsoft Corporation

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Print Screen

Save screen to file

Copy version, package and usersec info to clipboard and file

Grid Output

Capture Screen



# W2 Processing

## District Record containing State ID

View Districts 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Inspect

District Codes: 07 : QSS UNIFIED SCHOOL DISTRICT

District Number: 07

Name: QSS UNIFIED SCHOOL DISTRICT

Address: 2121 S EL CAMINO REAL, D200

City: SAN MATEO State: CA Zip: 944030000

SUI ID: 94024030 FICA ID: 69-0933885

Workers Comp Rate: 1.7525 SIT ID: 80096845

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

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

FICA Option:

Audit Information

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

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

# Task 1-T (Tech)

## Install 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

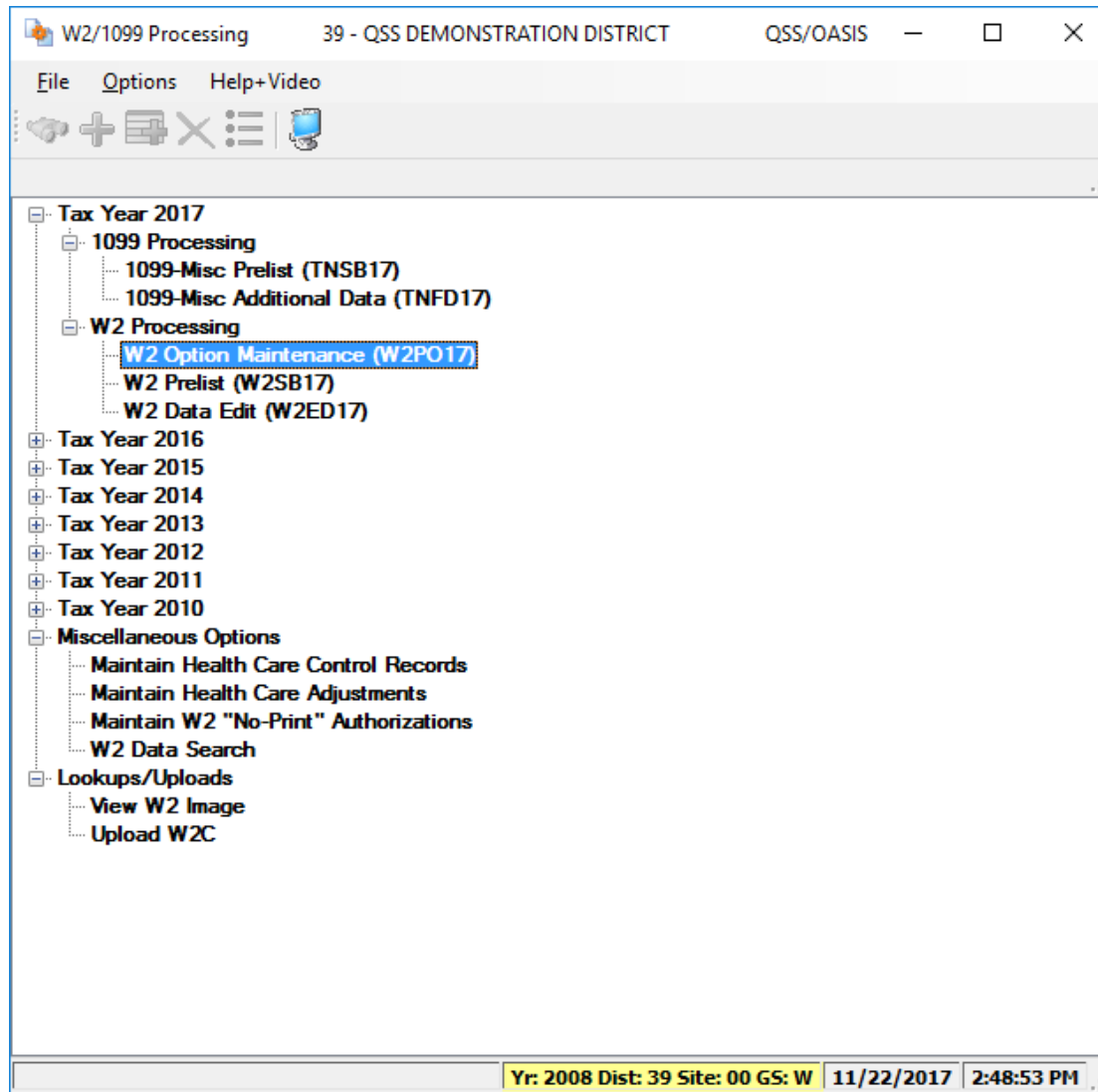
<b>Task 1 - T for Version L: Installation of TX16 Release</b>	<b>3-23</b>
Step 1—Install Current GS Releases	3-23
Step 2—Obtain the TX16 Release	3-23
Step 3—Unzip the TX16 Release Files	3-23
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Step 5—Install Form Files for W2 Forms	3-28
Step 6—Install 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)



# W2 Option Maintenance (W2PO17)

## W2 Program Option Maintenance

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/OA... - □ ×

File Options

W2PO17: YYYYYYYYYYYYYYYY **Inspect** ...

Program Option Name **W2PO17** Source Year 17

W2PO17 Controls which  **Select All**

- W2PO17 - Controls which program-option records can be maintained
- W2EX17 - Basic/Default settings used to control how W2 data is accumulated
- W217DC - Employee/employer vol-ded detail, vol-deds for alt. deferred comp. plans
- W217CC - Vol-deds for dependent care
- DEFMED - Deferred Medicare
- W2STID - Edit mask for State EIN
- W217DX - Additional vol-ded ranges when W217DC space is exceeded
- W217FA - Vol-deds used during the year to reduce SIT wages but not FIT
- W217CX - Extension vol-deds for W217CC
- W217DR - Vol-ded ranges for Roth
- W217SA - Vol-deds used during the year to reduce FIT wages but not SIT
- W217HS - Vol-deds for Employer HSA
- W217HC - Employer-Sponsored Health Plan Reporting
- W217HX - Extension codes for W217HC
- W217RS - Retirement System override values
- W217RX - Extension values for W217RS
- W217RR - Vol-deds for retirement refunds that affect NTX wages
- W217CX
- W217DR
- W217SA
- W217HS
- W217HC
- W217HX
- W217RS
- W217RX
- W217RR

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 2:51:05 PM ...

# W2 Option Maintenance (W2PO17) Control Window Access

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/OA... - □ ×

File Options

W2PO17: YYYYYYYYYYYYYYYY **Inspect** ...

Program Option Name W2PO17 Source Year 17

W2PO17 Controls which program-option records can be maintained

Select All

W2EX17	<input checked="" type="checkbox"/>
W217DC	<input checked="" type="checkbox"/>
W217CC	<input checked="" type="checkbox"/>
DEFMED	<input checked="" type="checkbox"/>
W2STID	<input checked="" type="checkbox"/>
W217DX	<input checked="" type="checkbox"/>
W217FA	<input checked="" type="checkbox"/>
W217CX	<input checked="" type="checkbox"/>
W217DR	<input checked="" type="checkbox"/>
W217SA	<input checked="" type="checkbox"/>
W217HS	<input checked="" type="checkbox"/>
W217HC	<input checked="" type="checkbox"/>
W217HX	<input checked="" type="checkbox"/>
W217RS	<input checked="" type="checkbox"/>
W217RX	<input checked="" type="checkbox"/>
W217RR	<input checked="" type="checkbox"/>

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 2:53:07 PM ...

# W2 Option Maintenance(W2STID) State EIN Edit Mask

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/OA... — □ ×

File Options

W2STID: XXX-XXXX-X **Inspect** ⋮

Program Option Name  Source Year 17

W2STID Contains edit mask for State EIN

State EIN Edit Mask:

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

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

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 2:54:38 PM ⋮



# W2 Option Maintenance (W2EX17)

## Configure W2 Extract Program

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

W2EX17: NYSNYNYNO1NYFX4321NYNYO1379991111012345678930 Change

Program Option Name  Source Year 17

W2EX17 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="Y"/>	(Y=Yes/N=No)
3. Pay History Category to use for 3rd Party SL (0=none)?	<input type="text" value="5"/>	(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="N"/> / <input type="text" value="Y"/>	(Y=Yes/N=No)
7. Print Alternate Retirement amounts in Box 14?	<input type="text" value="N"/>	(Y=Yes/N=No)
8. Client-defined field for SSN flag (01 to 30)?	<input type="text" value="01"/>	(00 = None)
9. Set Retirement flag for ret-system 5 and vol-ded 84xx?	<input type="text" value="N"/>	(Y / N / X)
10. Do you have a New York Fringe Benefit warrant number?	<input type="text" value="Y"/>	(Y=Yes/N=No)
11. Default code for reporting TSA amounts in Box 12?	<input type="text" value="F"/>	(D/E/F/G/H/S)
12. Extract only districts defined in CTW2TP17 control file?	<input type="text" value="X"/>	(Y / N / X)
13. Alternate GLI VD-NO: <input type="text" value="4321"/> Back GLI amts out of W2 Gross?	<input type="text" value="N"/>	(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="N"/>	(Y=Yes/N=No)
15. Report employee gross in multiple states?	<input type="text" value="Y"/>	(Y=Yes/N=No)
16. Default state code (when #15=Y and code in history=00)?	<input type="text" value="01"/>	
17. Pay History Category to use for Employer DC (0=none)?	<input type="text" value="3"/>	(0, 3 - 5)
18. Additional alt-ret VD range?	<input type="text" value="7999"/> - <input type="text" value="1111"/>	
19. Set Ret. flag for ret-system 5 when pay-code <input type="text" value="01"/> <input type="text" value="23"/> <input type="text" value="45"/> <input type="text" value="67"/> <input type="text" value="89"/> is	<input type="text" value="30"/>	x-W2prt: <input type="text" value="30"/> (00 = None)

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 2:56:42 PM

# W2 Option Maintenance (W217DC)

## Deferred Compensation Voluntary Deductions

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

W217DC: NYNYND9000E9001F9002G9003H9004D9005S9006O8213S8214 Change ...

Program Option Name  Source Year 17

W217DC Whether to extract employee and/or employer vol-ded detail, and vol-deds to use for alt. deferred comp. plans when e detail

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

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

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

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

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

Alternate Deferred Compensation Plans:

Plan Code	Vol-Ded Code	Plan Code	Vol-Ded Code
<input type="text" value="D"/>	<input type="text" value="9000"/>	<input type="text" value="D"/>	<input type="text" value="9005"/>
<input type="text" value="E"/>	<input type="text" value="9001"/>	<input type="text" value="S"/>	<input type="text" value="9006"/>
<input type="text" value="F"/>	<input type="text" value="9002"/>	<input type="text" value="O"/>	<input type="text" value="8213"/>
<input type="text" value="G"/>	<input type="text" value="9003"/>	<input type="text" value="S"/>	<input type="text" value="8214"/>
<input type="text" value="H"/>	<input type="text" value="9004"/>		

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: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 3:07:50 PM ...

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

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

W217DX: D90019002 Change

Program Option Name  Source Year 17

W217DX Additional vol-ded ranges when W217DC space is exceeded

Alternate Deferred Compensation Plans Extension (Requires W217DC)

Plan Code	Vol-Ded Code Range
<input type="text" value="D"/>	<input type="text" value="9001"/> - <input type="text" value="9002"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>

Note:  
 This option record is used to extend the W217DC record if you have more vol-ded codes than can be setup on the W217DC screen.  
 This option record allows for up to 5 ranges of vol-ded codes to be associated with an alternate plan code.

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 3:09:23 PM

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

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

W217DR: 160006002 Change ...

Program Option Name  Source Year 17

W217DR Vol-ded Ranges for Roth (post-tax) contrib. to 401k/403b/457b plans

Roth (after-tax) Compensation Plans

Plan Code	Vol-Ded Code Range
<input type="text" value="1"/>	<input type="text" value="6000"/> - <input type="text" value="6002"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="text"/>	<input type="text"/> - <input type="text"/>

Note:  
This option record is used to define which vol-ded ranges are used for Roth (after-tax) contributions to 403b/401k/457b plans.

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

These amounts will be reported on the W2 in box 12 using codes AA for Roth 401k, BB for Roth 403b, and EE for Roth 457b.

Plan code '1' equates to AA.  
Plan code '2' equates to BB.  
Plan code '3' equates to EE.

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 3:18:00 PM ...

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

2017 W2 Option Maintenance (W2PO17)39 - QSS DEMONSTRATION DISTRI...

File Options

W217CC: YN0001 Change

Program Option Name  Source Year

W217CC Defines which vol-deds are used for dependent care

Report employee contributions for dependent care?  Y (Y=Yes/N=No)

Report employer-paid amounts for dependent care?  N (Y=Yes/N=No)

Dependent Care Vol-Ded Codes

Vol-Ded Code	Vol-Ded Code
<input type="text" value="0001"/>	<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: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 3:49:23 PM

# W2 Option Maintenance (W217CX) Dependent Care Sec125 Voluntary Deductions

2017 W2 Option Maintenance (W2PO17)39 - QSS DEMONSTRATION DISTRI... — □ ×

File Options

W217CX: 0002 Change

Program Option Name W217CX Source Year 17

W217CX Extension vol-deds for W217CC

Dependent Care Vol-Ded Codes

Vol-Ded Code	Vol-Ded Code
0002	

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

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/22/2017 4:03:29 PM

# W2 Option Maintenance (W217FA)

## Voluntary Deduction Ranges Add Back FIT

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/OA... - □ ×

File Options

W217FA: 00010002 Change ...

Program Option Name  Source Year

W217FA Defines which vol-deds were used during the year to reduce SIT wages that should NOT have reduced FIT wages

FIT Subjectivity Add Back Definition

Vol-Ded Code Range	
<input type="text" value="0001"/>	- <input type="text" value="0002"/>
<input type="text"/>	- <input type="text"/>
<input type="text"/>	- <input type="text"/>
<input type="text"/>	- <input type="text"/>
<input type="text"/>	- <input type="text"/>
<input type="text"/>	- <input type="text"/>

Note:

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

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

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

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 9:02:16 AM ...

# W2 Option Maintenance (W217SA)

## Voluntary Deduction Ranges Add Back SIT

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/OA... - □ ×

File Options

W217SA: 00010002 Change ...

Program Option Name  Source Year 17

W217SA Similar to W217FA, but for vol-deds that reduced FIT but NOT SIT

SIT Subjectivity Add Back Definition

Vol-Ded Code Range	
<input type="text" value="0001"/>	<input type="text" value="0002"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

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

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

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 9:03:37 AM ...



# W2 Option Maintenance (W217HS)

## Add Employer HSA Voluntary Deduction Codes

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/OA... - □ ×

File Options

W217HS: 00020003 Change ...

Program Option Name  Source Year

W217HS Defines which vol-deds are used for Employer HSA

Employer Contributions to HSA Definition

Vol-Ded Code Range	
<input type="text" value="0002"/>	- <input type="text" value="0003"/>
<input type="text"/>	- <input type="text"/>
<input type="text"/>	- <input type="text"/>
<input type="text"/>	- <input type="text"/>
<input type="text"/>	- <input type="text"/>
<input type="text"/>	- <input type="text"/>

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

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 9:05:59 AM ...

# W2 Program Option (W217HC)

## Employer-Sponsored Health Plan Reporting

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/OA... - □ ×

File Options

W217HC: OBC00040005 Change ...

Program Option Name  Source Year 17

W217HC Defines rules/codes used for Employer-Sponsored Health Plan Reporting

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

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

Global Rules

How to treat EE/ER:

Option	Vol-Ded Code Range	Option values
<input type="text" value="C"/>	<input type="text" value="0004"/> - <input type="text" value="0005"/>	C = vol-ded class V = vol-ded number
<input type="text"/>	<input type="text"/> - <input type="text"/>	
<input type="text"/>	<input type="text"/> - <input type="text"/>	
<input type="text"/>	<input type="text"/> - <input type="text"/>	
<input type="text"/>	<input type="text"/> - <input type="text"/>	

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 9:08:39 AM ...

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

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/OA... - □ ×

File Options

W217HX: V00070008 Change

Program Option Name  Source Year 17

W217HX Extension codes for W217HC

Cost of Employer-Sponsored Health Coverage (Box 12, code=DD) Extension  
(Requires W217HC)

Global Rules

Option	Vol-Ded Code	Range	Option values
<input type="text" value="V"/>	<input type="text" value="0007"/>	- <input type="text" value="0008"/>	C = vol-ded class V = vol-ded number
<input type="text"/>	<input type="text"/>	- <input type="text"/>	
<input type="text"/>	<input type="text"/>	- <input type="text"/>	
<input type="text"/>	<input type="text"/>	- <input type="text"/>	
<input type="text"/>	<input type="text"/>	- <input type="text"/>	

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... - □ ×

File Options

W217RS: no record found. Create new record for year 17 Change

Program Option Name  Source Year

W217RS 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 W2EX17. 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: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 9:19:02 AM

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

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/OA... - □ ×

File Options

W217RX: 01P Change ...

Program Option Name  Source Year 17

W217RX Extension values for W217RS

RS	f	#	RS	f	#	RS	f	#	RS	f	#	RS	f	#	RS	f	#
<input type="text" value="01"/>	<input type="text" value="P"/>	<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 W2EX17. 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: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 9:21:07 AM ...

# W2 Program Option (W217RR)

## Vol-deds used for retirement refunds (New in TX17)

2017 W2 Option Maintenance (W2PO17) 39 - QSS DEMONSTRATION DISTRICT QSS/OA... — □ ×

File Options

W217RR: 1100022100169993799925000 Change ...

Program Option Name  Source Year

W217RR Vol-deds used for retirement refunds that affect NTX wages

Retirement Refund Vol-ded Numbers

Ret #	Vol-Ded Code	Ret #	Vol-Ded Code	Ret #	Vol-Ded Code
<input type="text" value="1"/>	<input type="text" value="1000"/>	<input type="text" value="2"/>	<input type="text" value="2100"/>	<input type="text" value="1"/>	<input type="text" value="6999"/>
<input type="text" value="3"/>	<input type="text" value="7999"/>	<input type="text" value="2"/>	<input type="text" value="5000"/>	<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 if you used a vol-ded number in the 1-7999 range for the purpose of refunding previously withheld amounts for retirement that affect taxable wages and want to make sure the pre-tax breakouts are correct for these refunds.

Usersec: NNY Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 9:22:14 AM ...

# 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

# Task 5-T (Tech)

## Obtain User ID and Password for File Submission

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

To obtain your User ID/Password:

- ◇ Access the Internet at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer).
- ◇ Under "Electronic Filing," 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 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.

# 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

File Options

Current Year

Report Selections Select Field Ranges

District: 39 The Train USD

Report Format:

Run Option: R - Reasonability check (OASDI/Medicare)  
S - Selected field value range

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:  Use 01 - 30, or 00 for none

Set pension flag if Alt-Retire:  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)

The screenshot shows the '2017 W2 Prelist (W2SB17)' application window. The title bar includes '39 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The menu bar has 'File' and 'Options'. The toolbar contains icons for file operations and a 'Current Year' button. The main area has two tabs: 'Report Selections' and 'Select Field Ranges'. The 'Report Selections' tab is active, displaying the following settings:

- District: 39 (The Train USD)
- Report Format: P - Prelist
- Run Option: (dropdown menu open showing options: 1 - Extract and then print, 2 - Use existing extract/W2 edit file)
- Print W2ED17 changes made since: (checkbox)
- SSN Mask (# digits set to '0')? (checkbox) (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: (checkbox) (Leave blank for default layout, use 01-99 for customer defined custom layouts.)

The status bar at the bottom shows: Usersec: YY, Yr: 2008 Dist: 39 Site: 00 GS: W, 11/27/2017 9:27:40 AM



# W2 Prelist

## Print W2ED17 Changes only

2017 W2 Prelist (W2SB17) 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

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 (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

File Options

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: (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 AM

# W2 Prelist

## "S" Report Option Select Field Ranges Window

2017 W2 Prelist (W2SB17) 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Current Year

Report Selections **Select Field Ranges**

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

Field	OP	Low Value	High Value	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	- <input type="text"/>	AND
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	- <input type="text"/>	AND
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	- <input type="text"/>	AND
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	- <input type="text"/>	AND
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	- <input type="text"/>	AND
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	- <input type="text"/>	AND
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	- <input type="text"/>	AND
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	- <input type="text"/>	AND

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

**Field Definitions**

Field	Definition
@@	Any Field
@+	All Fields
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/Address

**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

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 DEMONSTRATION DISTRICT		W-2 PRE-LIST				J9426 W2RP15		H.15.01 12/06/15		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-BC	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										
99935.00	94353.74	3962.85	11992.35	2875.39	.00	.00	3800.00	.00	3800.00	.00	.00
83627.59	94353.74	1368.12	.00	.00	.00	12507.41	.00	.00	.00	.00	.00
99935.00	.00	.00	.00	6926.15	.00	5581.26	.00	.00	.00	.00	.00
83627.59	.00	.00	.00	.00	.00	.00	2000.00	.00	.00	.00	.00
000-00-0000	PERSON REAL										
99935.00	94353.74	3962.85	11992.35	2875.39	.00	.00	3800.00	.00	3800.00	.00	.00
83627.59	94353.74	1368.12	.00	.00	.00	12507.41	.00	.00	.00	.00	.00
99935.00	.00	.00	.00	6926.15	.00	5581.26	1000.00	.00	.00	.00	.00
-----											
<b>REGULAR TOTALS</b>	<b>FEDERAL GROSS</b>	<b>OASDI GROSS</b>	<b>OASDI</b>	<b>FIT</b>	<b>SIT</b>	<b>SDI</b>	<b>EE-DC</b>	<b>ER-DC</b>			
3	299805.00	283061.22	11888.55	35977.05	8626.17	20.00	11400.00	0.00			
<b>EIC</b>	<b>FED TX-GROSS</b>	<b>MEDI-GROSS</b>	<b>MEDICARE</b>	<b>GLI</b>	<b>FR/OTH</b>	<b>NTX-GROSS</b>	<b>EE/403B</b>	<b>EE/457</b>			
5.00	251512.77	283061.22	4104.36	220.00	210.00	37522.23	11400.00	0.00			
<b>FIT-AB</b>	<b>STATE GROSS</b>	<b>OTHER-NTX</b>	<b>RET-1/TS</b>	<b>RET-2/TS</b>	<b>RET-3/TS</b>	<b>SECTION-125</b>	<b>ER/403B</b>	<b>ER/457</b>			
0.00	299805.00	0.00	0.00	20778.45	0.00	16743.78	0.00	0.00			
<b>SIT-AB</b>	<b>STATE TX-GROSS</b>	<b>DEP-CARE</b>	<b>SICK</b>	<b>CAR</b>	<b>MOVE-EXP</b>	<b>ROTH/401K</b>	<b>ROTH/403B</b>	<b>ROTH/457B</b>			
0.00	251512.77	10.00	60.00	200.00	70.00	150.00	160.00	170.00			
<b>ADOPTION BEN</b>	<b>CITY1-GROSS</b>	<b>CITY1-TAX</b>	<b>CITY2-GROSS</b>	<b>CITY2-TAX</b>	<b>UN-OASDI</b>	<b>UN-MEDI</b>	<b>EMPLOYER/HSA</b>	<b>EMPLOYER/MSA</b>			
180.00	0.00	0.00	0.00	0.00	80.00	90.00	100.00	110.00			
<b>OTHER-NQP</b>	<b>457-NQP</b>	<b>SEBER</b>	<b>EMPLOYER BC</b>	<b>EMPLOYER HA</b>							
40.00	50.00	140.00	1120.00	1130.00							

# Task 7-PR

## Print Pay History Report (PAY830)

### QCC Job Menu

The screenshot shows a web application window titled "Job Menu" for "39-QSS DEMONSTRATION DISTRICT". The search bar contains "pay830" and the results are displayed in a table.

Search found 2 lines.

View:  Tree  Grid

Show:  Show All  Show Only Favorites

Search: pay830

Job Title	JCL Name
▶ Payroll History Report/Logon DI (PAY830)	PAY830LD.PAY830LD
Payroll History Report/Select DI (PAY830)	PAY830SD.PAY830SD

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

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 GS: W 11/22/2015 1:09:30 PM

# Pay History (PAY830) DI/SSN Select Window

Request Pay History Report - Logon District ( PAY830 )

File Options

Report Selections Select Employees

District/SSN

39	- -	39	- -	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

+ Add + Add From Refresh Save Save and Close Delete Close

BUMSTEAD, DAGWOOD 001030 XXX-XX-8888 AddMode

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

Reverse Amounts

Date pd 12/31/2015 Per. end 12/31/2015 Eff-Y 16 Qt 03 PLoc 0001 APD 22 Tax calc type R  
 Warrant 99999901 Pay code 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 are a subset of Medicare values.	
=	Gross	0.00	-	NTX	0.00	-	TSA	0.00	+	Fed/IG		0.00
-	STRS-TS	0.00	-	PERS-TS	0.00	-	RET-3	0.00	=	Fed Tax Gross		0.00
							State/IG	0.00	=	State Tax Gross		0.00
OASDI Gross	0.00	MEDI Gross	0.00	MEDI+ Gross	0.00	SDI Gross	0.00	STRS Gross	0.00	PERS Gross		
-	Federal Tax	0.00	+	Advance EIC	0.00	-	OASDI	0.00	-	Survive Ben	0.00	Add Vol Deds
-	State Tax	0.00	-	County Tax	0.00	-	City Tax	0.00	-	Local Tax	0.00	
-	STRS	0.00	-	PERS	0.00	-	RET-3	0.00	-	Misc Deducts	0.00	
-	Medicare	0.00		MEDI+	0.00	-	SDI	0.00	=	Net Pay	0.00	
CAR allowance	0.00	Emplr pd STRS	0.00	Voluntary Deductions								
Deferred Comp	0.00	Emplr pd PERS	0.00									

Calc Net Pay 0.00

# Task 9-PR Entering Adjustments

## Pay History

Payroll History 39 - The Train USD QSS/OASIS

File Options Window

ADD Add From Refresh Save Save and Close Delete Close

BUMSTEAD, DAGWOOD 001030 XXX-XX-8888 Warrant: 99999901 12/31/2015 AddMode

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

Reverse Amounts

Date pd \_\_\_\_\_ Per. end \_\_\_\_\_ EF-Y \_\_\_\_\_ Qt 00 PLoc 0000 APD 00 Tax calc type \_\_\_\_\_  
 Warrant 00000000 Pay code 00 Ret-sys 00 SC 00 CC 00 Status A Tax ANN. Factor 00

Exempt 0.00 + Regular 0.00 + Federal 0.00 + Ceta 0.00 Note: MEDI+ values are a subset of Medicare values.  
 = Gross 0.00 - NTX 0.00 - TSA 0.00 + Fed/IG 0.00  
 - STRS-TS 0.00 - PERS-TS 0.00 - RET-3 0.00 = Fed Tax Gross 0.00  
 + State/IG 0.00 = State Tax Gross 0.00  
 OASDI Gross 0.00 MEDI Gross 0.00 MEDI+ Gross 0.00 SDI Gross 0.00 STRS Gross 0.00 PERS Gross

- Federal Tax 0.00 + Advance EIC 0.00 - OASDI 0.00 - Survive Ben 0.00 Add Vol Deds  
 - State Tax 0.00 - County Tax 0.00 - City Tax 0.00 - Local Tax 0.00  
 - STRS 0.00 - PERS 0.00 - RET-3 0.00 - Misc Deducts 0.00  
 - Medicare 0.00 MEDI+ 0.00 - SDI 0.00 = Net Pay 0.00 Calc Net Pay 0.00

Voluntary Deductions

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

## Benefit Adjustments

Maintain Health Care Adjustments 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

District: 39 The Train USD  
 Tax year: 15  
 Employee ID/SSN: 1030 Hide SSN

Change

	Amount	Date	Warrant	Code	Type	Comment
*						

Total: 0.00

Usersec: U1 Yr: 2015 Dist: 39 Site: 1 GS: W 11/24/2015 7:58:12 AM

# Pay History Adjustments

Payroll History 39 - The Train USD QSS/OASIS

File Options Window

+ Add + Add From Refresh Save Save and Close Delete Close

BUMSTEAD, DAGWOOD 001030 XXX-XX-8888 Warrant: 99999901 12/31/2015 AddMode

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

**Reverse Amounts**

Date pd  Per. end  Eff-Y  Qt 00 PLoc 0000 APD 00 Tax calc type

Warrant 00000000 Pay code 00 Ret-sys 00 SC 00 CC 00 Status A Tax ANN. Factor 00

Exempt	0.00	+	Regular	0.00	+	Federal	0.00	+	Ceta	0.00	Note: MEDI+ values are a subset of Medicare values.	
=	Gross	0.00	-	NTX	0.00	-	TSA	0.00	+	Fed/IG		0.00
-	STRS-TS	0.00	-	PERS-TS	0.00	-	RET-3	0.00	=	Fed Tax Gross		0.00
							State/IG	0.00	=	State Tax Gross		0.00
OASDI Gross	0.00	MEDI Gross	0.00	MEDI+ Gross	0.00	SDI Gross	0.00	STRS Gross	0.00	PERS Gross		

-	Federal Tax	0.00	+	Advance EIC	0.00	-	OASDI	0.00	-	Survive Ben	0.00	Add Vol Deds
-	State Tax	0.00	-	County Tax	0.00	-	City Tax	0.00	-	Local Tax	0.00	
-	STRS	0.00	-	PERS	0.00	-	RET-3	0.00	-	Misc Deducts	0.00	
-	Medicare	0.00	-	MEDI+	0.00	-	SDI	0.00	=	Net Pay	0.00	

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

# Voluntary Deduction Adjustments Pay History Form

The screenshot displays a software window titled "Add Vol Deds" with a menu bar (File, Options) and a toolbar containing standard Windows icons. The main interface is divided into several sections:

- Code List:** A scrollable list on the left contains 33 deduction codes, ranging from "0000 - NO DEDUCTION ASSIGNED" to "0032 - Blue Cross-CVT-C".
- Action Buttons:** "Add" and "Remove" buttons are positioned between the code list and the input table.
- Input Table:** A table with five columns: an empty column, "Empe Amt", "Empr Amt", and "Subj". The "Subj" column contains dropdown menus. There are 33 rows, each corresponding to a code in the list.
- Status Bar:** Located at the bottom right, it displays "Yr: 2015 Dist: 39 Site: 0001 11/24/2015 8:01 AM".

# Health Care Adjustments

Maintain Health Care Adjustments    39 - QSS DEMONSTRATION DISTRICT    QSS/OASIS

File    Options

Change

District : 39    The Train USD

Tax year: 15

Employee ID/SSN:     Show SSN

	Amount	Date	Warrant	Code	Type	Comment
*						

Total: 0.00

Usersec: U1    Yr: 2015 Dist: 39 Site: 1 GS: W    11/24/2015    8:04:22 AM

W2 for Tax Year 2017

# W2 Operator Commands

# 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.

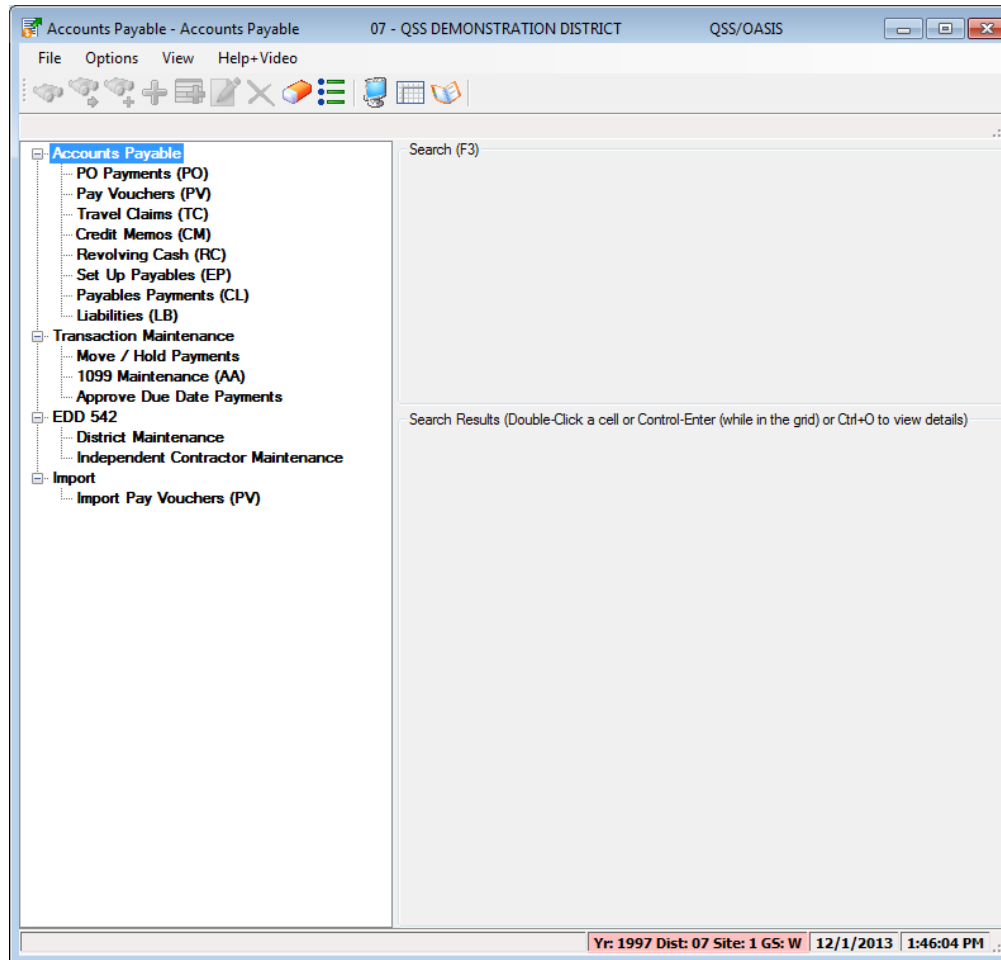


# Task 12-T (Tech): Optional Including Car Travel Claims

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

# Task 13-AP

## Adjusting Travel Claims A/P Branch (TCPYMT)



# Car Travel Claims (TCPYMT)

## Mileage Flag "M"

Travel Claim

File Options

TC #: \*AUTO\* Invoice: 06/30/1997

Description:

Batch number:  Payment Due: // Warrant No:

Mileage Pymt for W-2:

Vendor No./Address No.  /

Vendor name/address

Remit name/address

Delete Selected Row

	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Payment	Use Tax Flag	Use Tax	1099 Flag	Net Payment	Budget Balance
*	L	-	-	-	-	-	-	-	-						

# Vendor Maintenance (VEUPDT)

## Changing Vendor Tax ID

Vendor Lookup 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Vendor Record Updated - TaxID is the SSN of BUMSTEAD, DAGWOOD . Inspect

Contact Information | Optional Information | Add'l Addresses | Commodities | Comments

District: 07

Number: 000140

Name: TESTING EMPLOYEE VENDOR

Remit Name:

Address:

Remit Address:

City: State: Zip:

City: State: Zip:

Phone: ( ) Fax: ( )

Contact:

1099: N - No Name: Bumstead, Dagwood Preset: Y Tax ID: 111111111 SSN: 111-11-1111

Use Tax Preset: 1 - One Use Tax 1: 06.6500 % 9512 Use Tax 2: 08.2500 % 0000

Acct Number: Rating: Msg Flag: 1 **We are No. 1! We are No. 1!**

Category:

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)

W2 Data Edit (W2ED17) 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

PERSNIKITY, REALLIE 001006 xxx-xx-xxxx Employee has no W2 data **Inspect**

Master City Taxes Foreign Address W2XS17 SSN Override

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

1006 District: 39 The Train USD

Include Terminated

Fed Gross Subtractions Additions FIT/Not SIT 1. Fed Tax GR 2. Fed Tax

State Gross Subtractions Additions SIT/Not FIT 16. State Tax GR 17. State Tax

Subtractions

Ret TS #1 Ret TS #2 Ret TS #3 Section 125 Other NTX/F Other NTX/S Employee DC

Additions

14. CAR Allowance Fringe/Other 12. GLI

OASDI Gr: OASDI Pd: MEDI Gr: MEDI Pd:

EIC: Dep Care: State SDI: State SUI:

457 NQP: Other NQP: 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:

( ) ( ) ( ) ( ) ( ) ( ) DD/ER-ADJ:

( ) ( ) ( ) ( ) ( ) ( ) L/SEBER:

T/AdoBc:

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

R-PI:  SSN Flag:  3P-SL:  Stat:  Use Suffix:  XPr:  Source:  Changed:

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

Addr: City: State: Zip:

Usersec: YYYY Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 10:24:26 AM

# W2ED17

## F3 – Open Advanced Search

W2 Data Edit (W2ED17) 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Master City Taxes Foreign Address W2XS17 SSN Override

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

District: 39 The Train USD

Include Terminated

Fed Gross Subtractions Additions FIT/Not SIT 1. Fed Tax GR 2. Fed Tax

State Gross Subtractions Additions SIT/Not FIT 16. State Tax GR 17. State Tax

Subtractions

Ret TS #1 Ret TS #2 Ret TS #3 Section 125 Other NTXF Other NTXS Employee DC

Additions

14. CAR Allowance Fringe/Other 12. GLI

OASDI Gr: OASDI Pd: MEDI Gr: MEDI Pd:

EIC: Dep Care: State SDI: State SUI:

457 NQP: Other NQP: 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:

( ) ( ) ( ) ( ) ( ) ( ) DD/ER-ADJ:

( ) ( ) ( ) ( ) ( ) ( ) L/SEBER:

T/AdoBc: EE/Roth 457b:

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

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

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

Addr:  City:  State:  Zip:

Usersec: YYYY Yr: 2008 Dist: 39 Site: 00 GS: W 11/27/2017 10:28:30 AM

## Employee Search Window

Search for Employees 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Search

Search Panel

By SSN By Ext Ref By Name District: 39  Include Terminated

Selected Employee/List

Ext Ref#: 001006 SSN: xxx-xx-xxxx

Selected Employee/List: PERSNIKITY, REALLIE

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

Name	SSN	G	Ty	Site	BU	RC	LG	Terminated	V
PERSNIKITY, REALLIE	000-00-0000	M	A	0026	04	02	AV		x33

# 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 DEMONSTRATION DISTRICT QSS/OASIS

File Options

Master City Taxes

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

111111111 District: 07 QSS UNIFIED SCHOOL DISTRICT

Include Terminated Show SSN

Fed Gross Subtractions Additions FIT/Not SIT 1. Fed Tax GR 2. Fed Tax

State Gross Subtractions Additions SIT/Not FIT 16. State Tax GR 17. State Tax

Subtractions

Ret TS #1 Ret TS #2 Ret TS #3 Section 125 Other NTX Employee DC

Additions

14. CAR Allowance Fringe/Other 12. GLI

OASDI Gr: OASDI Pd: MEDI Gr: MEDI Pd:

EIC: Dep Care: State SDI: State SUI:

457 NQP: Other NQP: 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:

( ) ( ) ( ) ( ) ( ) ( ) DD/ER-AJ:

( ) ( ) ( ) ( ) ( ) ( ) L/SEBER:

T/AdoBc:

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

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

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

Addr: City: State: Zip:

Usersec: YYY Yr: 2013 Dist: 07 Site: 1 GS: W 12/1/2013 2:24:58 PM

# W2 Edit (W2ED17)

## W2 Data Source

### Src

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

Source:  Changed:

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.

# W2ED17 and Xprt Box

**XPrnt**

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.

XPrnt:

Source:

Changed:

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 Prelist (W2SB17) 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

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: (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 11:14:13 AM



# 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](http://www.qss.com):

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

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

# 2017 W2 Sample

E2001

**Form W-2 Wage and Tax Statement 2017**  
 Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return.

OMB No. 1545-0047 Department of the Treasury—Internal Revenue Service

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	

c Employer's name, address, and ZIP code

7 Social security tips	8 Allocated tips	9 Verification code
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 2017**  
 Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return.

OMB No. 1545-0047 Department of the Treasury—Internal Revenue Service

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	

c Employer's name, address, and ZIP code

7 Social security tips	8 Allocated tips	9 Verification code
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 W-2 Wage and Tax Statement 2017**  
 Copy B - For Employee's FEDERAL Tax Return.

OMB No. 1545-0047 Department of the Treasury—Internal Revenue Service

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	

c Employer's name, address, and ZIP code

7 Social security tips	8 Allocated tips	9 Verification code
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 W-2 Wage and Tax Statement 2017**  
 Copy C - For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)

OMB No. 1545-0047 Department of the Treasury—Internal Revenue Service

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	

c Employer's name, address, and ZIP code

7 Social security tips	8 Allocated tips	9 Verification code
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

MM285

# 2017 W2 Sample

<b>Copy B—To Be Filed With Employee's FEDERAL Tax Return.</b>			41-0852411 OMB No. 1545-0008		
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		
		5 Medicare wages and tips	6 Medicare tax withheld		
c Employer's name, address, and ZIP code					
d Control number					
e Employer's name, address, and ZIP code <span style="float: right;">Suff.</span>					
7 Social security tips		8 Allocated tips	9 Verification code		
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 <span style="color: red; font-weight: bold;">2017</span> Dept. of the Treasury -- IRS This information is being furnished to the Internal Revenue Service. <a href="http://www.irs.gov/w2">www.irs.gov/w2</a>					

<b>Copy 2—To Be Filed With Employee's State, City, or Local Income Tax Return.</b>			41-0852411 OMB No. 1545-0008		
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		
		5 Medicare wages and tips	6 Medicare tax withheld		
c Employer's name, address, and ZIP code					
d Control number					
e Employer's name, address, and ZIP code <span style="float: right;">Suff.</span>					
7 Social security tips		8 Allocated tips	9 Verification code		
10 Dependent care benefits		11 Nonqualified plans	12a Code		
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 <span style="color: red; font-weight: bold;">2017</span> Dept. of the Treasury -- IRS This information is being furnished to the Internal Revenue Service. <a href="http://www.irs.gov/w2">www.irs.gov/w2</a>					

<b>Copy C—For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)</b>			41-0852411 OMB No. 1545-0008		
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		
		5 Medicare wages and tips	6 Medicare tax withheld		
c Employer's name, address, and ZIP code					
d Control number					
e Employer's name, address, and ZIP code <span style="float: right;">Suff.</span>					
7 Social security tips		8 Allocated tips	9 Verification code		
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 <span style="color: red; font-weight: bold;">2017</span> Dept. of the Treasury -- IRS This information is being furnished to the IRS. 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.					

<b>Copy 2—To Be Filed With Employee's State, City, or Local Income Tax Return.</b>			41-0852411 OMB No. 1545-0008		
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		
		5 Medicare wages and tips	6 Medicare tax withheld		
c Employer's name, address, and ZIP code					
d Control number					
e Employer's name, address, and ZIP code <span style="float: right;">Suff.</span>					
7 Social security tips		8 Allocated tips	9 Verification code		
10 Dependent care benefits		11 Nonqualified plans	12a Code		
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 <span style="color: red; font-weight: bold;">2017</span> Dept. of the Treasury -- IRS L4UP <span style="float: right;">5205</span>					

# 2017 W2 Sample

PRINTED IN USA

b Employer identification number (EIN)				a Employee's social security number			
13 Salaried employee	Retirement plan	14 Temporary or part-time pay	14 Other				
c Employee's name, address and ZIP code				<small>This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a duplicate penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.</small>			
2017		15 State	Employer's state ID No.	16 State wages, tips, etc.			
<b>W-2 Wage and Tax Statement</b> <b>Copy C-For EMPLOYEE'S RECORDS</b> <small>(See Notice for Employees on the back of Copy B.)</small>				17 State income tax	18 Local wages, tips, etc.		
				19 Local income tax	20 Locality name		
<small>Department of the Treasury—Internal Revenue Service</small>							
d Control number		1 Wages, tips, other compensation		2 Federal income tax withheld			
OMB NO. 1545-0048		3 Social security wages		4 Social security tax withheld			
		5 Medicare wages and tips		6 Medicare tax withheld			
e Employee's name, address and ZIP code							
7 Social security tips		8 Allocated tips		9 Verification code			
10 Dependent care benefits		11 Nonqualified plans		12a			
12b		12c		12d			
b Employer identification number (EIN)				a Employee's social security number			
13 Salaried employee	Retirement plan	14 Temporary or part-time pay	14 Other				
c Employee's name, address and ZIP code							
2017		15 State	Employer's state ID No.	16 State wages, tips, etc.			
<b>W-2 Wage and Tax Statement</b> <b>Copy 2-To Be Filed With Employee's State, City, or Local Income Tax Return.</b>				17 State income tax	18 Local wages, tips, etc.		
				19 Local income tax	20 Locality name		
<small>Department of the Treasury—Internal Revenue Service</small>							

FROM: [Redacted]

SEE REVERSE SIDE FOR OPENING INSTRUCTIONS

Important Tax Document Enclosed

First-Class Mail

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

- Execute Y17W2TFTOTAL.

```

99 QSS Test District                W2 TRANSMITTAL TOTALS REPORT FOR 2014                852  WTR115  H.15.00 12/11/15 PAGE    1
SAMPLE
-----
RA (SUBMITTER RECORD)  EIN: 999999999  USER ID: 15345678  Resubmit Flag: 0/  Software Code: 99/Off-The-Shelf  R#: 1
                               Preparer Code: L/SELF-PREPARED

EPSE CONTACT NAME/ADDRESS                SUBMITTER NAME/ADDRESS
-----
QUINCESIMILIAL SCHOOL SYSTEMS                QUINCESIMILIAL SCHOOL SYSTEMS
2121 S. EL CAMINO REAL                        2121 S. EL CAMINO REAL
SUITE D200                                     SUITE D200
SAN MATEO CA 94403                            SAN MATEO CA 94403

CONTACT NAME: OLIVER TWIST                PHONE: (650)372-0200  EXT: 608  FAX: 6503723386
EMAIL: OLIV@QSS.COM                       PREFERRED CONTACT METHOD: 1-DX 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
Earned Income Credit:  0.00  0.00
Dependent Care:    11,254.48  11,254.48  0.00
Deferred Comp-D (401k):  0.00  0.00
Deferred Comp-T (403b):  675,319.00  675,319.00  0.00
Deferred Comp-F (408k):  0.00  0.00
Deferred Comp-G (457b):  43,192.00  43,192.00  0.00
Deferred Comp-H (501c):  0.00  0.00
Non Qualified Plan 457:  0.00  0.00
Non Qualified Plan NOT 457:  0.00  0.00
Group Life > $50,000 (GLI):  15.00  15.00  0.00
Roth 401k:  0.00  0.00
Roth 403b:  0.00  0.00

```

# 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

# 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.)

## 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*

- ◆ 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 or HSS-sponsored Reg. Cost	QSSUG Non-Member Reg. Cost	Status (See Legend Below)
Tuesday December 12, 2017 10am-12 Noon	<b>W2 for Tax Year 2017</b> <a href="#">Download flyer</a> 	HSS Webinar  <b>Give Feedback</b>	Don Hemwall Mike Smith	\$0.00	N/A	<b>Open</b>