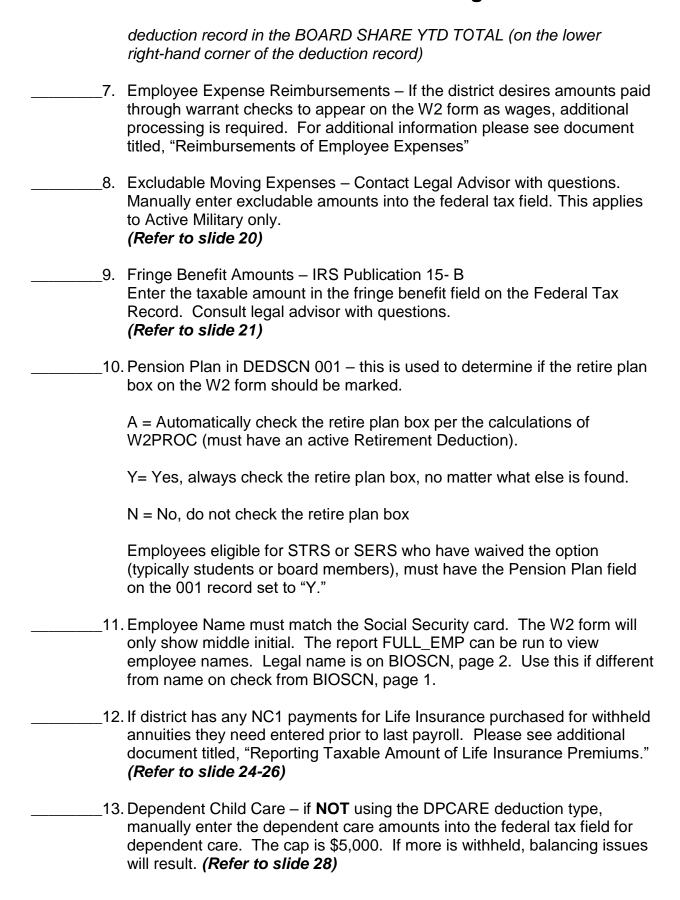
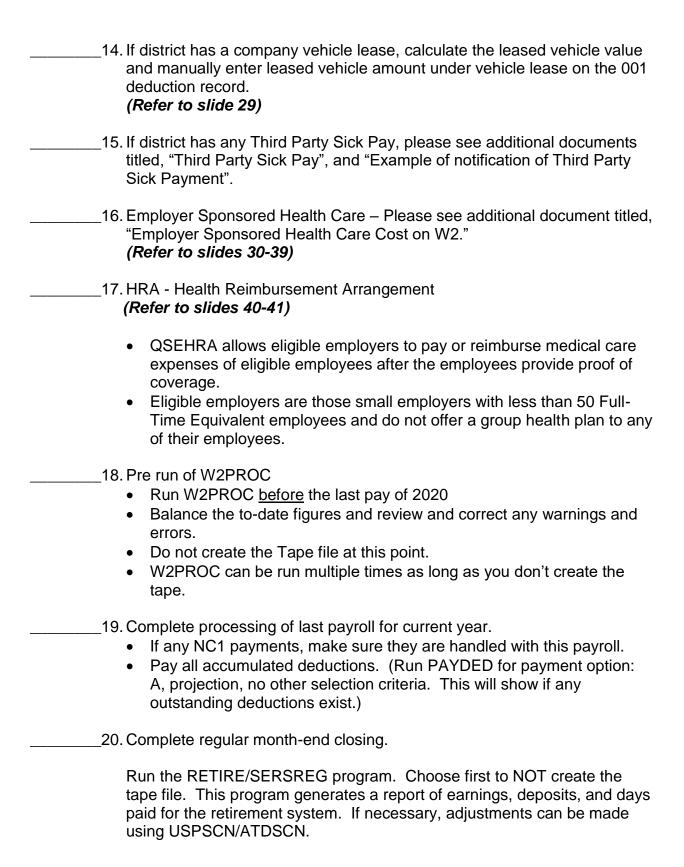
Deadline to Submit W2's to NOACSC is January 15th, 2020!

1.	W2Maint Program – optional process for verifying SSN's. (Refer to slides 6-8)
	https://wiki.ssdt-ohio.org/display/usps/W2MAINT+-+W2+Maintenance
2.	Include OSDI code Number – USPSDAT/DEDNAM screen (Refer to slide 6)
	PLEASE BE SURE YOU USE THE OSDI CODE FOLLOWED BY THE ENTITY NAME ON YOUR <u>W2 ABBREV</u> FIELD
3.	Verify the Entity code in USPSDAT/DEDNAM for any city reporting (Refer to slide 9)
4.	The <u>RITA/CCA code is required</u> for the submission file. Verify values in USPSDAT/DEDNAM. (Refer to slide 10)
	Please see additional documents titled, "2020 Rita Tax Rates" and "2020 CCA Tax Rates."
•	https://www.ritaohio.com/TaxRatesTable
	click on "Tax Rates"
•	http://ccatax.ci.cleveland.oh.us/?p=taxrates
	It is highly recommended to visit the applicable website to verify your tax rates.
5.	Verify the Employ/Residence value on all city deductions on DEDSCN
	Is this city tax record required because of the employee's place of C = Employment or R = Residence (Refer to slide 11)
6.	Health Savings Account (HSA) deduction - Annuity type in DEDNAM must be set to "I" even if there are no employee amounts withheld. (<i>Refer to slide 17</i>)
	If you do not run the board contribution for the H.S.A. through payroll, you must enter the board's contribution to the employee's H.S.A.





Verify that the total contribution amounts listed on the report equal the total deduction checks for the withholding plus any warrant checks written for board paid employee amounts.

Verify to be sure the contributions for each employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents)

Review service credit days for all employees on the report.

Once satisfied that the data is correct, run SERSREG again and choose to create the tape file.

Log into eSERS and process your file and make your payments as required.

Balance the payroll account. This step may be completed after you receive your bank statement.

Run the CHKSTA program to reconcile checks.

Run the CHKSTS program to generate an outstanding check register. Verify that your payroll clearance account balances with the bank.

Quarter-end closing

21. Balance QRTRPT

Run the demand option of QRTRPT (N). The report shows quarter, fiscal, and annual totals. Check all totals for accuracy.

In the 'Totals' section of QRTRPT, the gross and adjusted gross should balance using a manual calculation:

Total Gross

- Total Annuities
- + Non-Cash Earnings

Calculated Adjusted Gross

On QRTRPT, the Calculated Adjusted Gross should equal the Total Adjusted Gross. This should be true for all adjusted gross figures in the 'Totals' section.

All deduction checks for the quarter should equal the total deductions showing on QRTRPT. This should be true for every

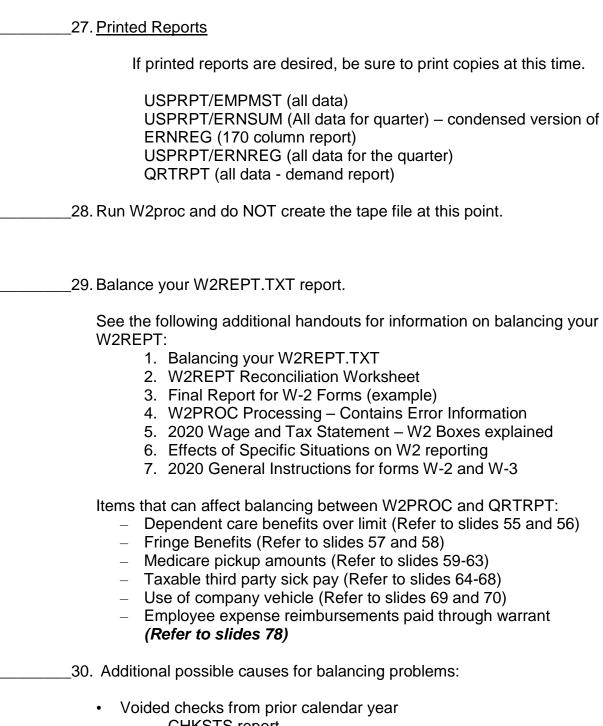
deduction code. Be sure to verify the electronic transfers of federal and Medicare payments as well.

The total gross showing on QRTRPT should equal the total of all payroll clearance checks created during CHKUPD for the quarter.

For city withholding, take the taxable gross times the percentage to be sure the tax withheld and submitted are correct. Please note that mobile employees could cause discrepancies.

DO NOT RUN QRTRPT FOR OPTION Y

22. Balance Deductions	
Run PAYDED to verify there are no outstanding deduction amou	ınts.
The total of all board paid amounts (if tracked on the system) she equal the total of all warrant checks to the vendor or deduction company.	ould
Complete and file any required quarter-end submission forms.	
23. <u>ODJFS</u>	
Run the program ODJFSRPT and generate a report only.	
Check all totals carefully for accuracy.	
There are 13 weeks in this quarter. (This is the number of Saturdays in quarter.)	
If necessary, weeks worked may be updated utilizing the USPSCN/ATDSCN program.	
24. **** When all data is correct, run the ODJFSRPT program again, this t indicating that you want to create a submission file.	ime
25. Verify ODJFS has been closed for the quarter. Look in USPSDAT – USPCON; the ODJFS date should read 12/2020.	
26. Send e-mail to Fiscal.Support@noacsc.org, indicating that you have created the ODJFS submission file.	



- CHKSTS report
- Refund of annuity withheld in prior calendar year
 - AUDRPT
- Manual Updates
 - AUDRPT
- Search for YTD changes using VIEW from MENU

Run YTDRPT if desired.

STOP! We strongly recommend you wait until FIRST THING IN THE MORNING to run your final W2s and W2 tape file. Do not do any other USPS processing the morning that you run the final W2s and tape file. If you cannot wait, call 419-228-7417 Option 3 and ask us to perform a tape backup of the files as a precaution. DO NOT PROCEED IF YOU REQUEST A BACKUP until we notify you it's okay to proceed.

_32. Run the program W2PROC for actual (to create the tape file). (Refer to slides 47-54)

We will be sending tape files to:

Social Security Administration office
Ohio State Department of Taxation & Any Other State Taxation
Department
Findlay City Tax Department (for those districts requesting it)
CCA (for those districts requesting it)
RITA (for those districts requesting it)

You will need to choose a sort option.

If you had 3rd party sick pay, enter it.

Answer Y to Create a Tape File You will need to enter your district name, address, Federal, and State identification numbers.

There is a prompt for type of employer in W2PROC:

(Most schools will use "S" unless you have formally applied for tax-exempt status, and then you will use "Y")

Five prompts have been added to W2PROC when 'Y' is selected to Create Tape File. These fields are required.

- Contact name
- Contact phone number
- Contact phone extension

- Contact fax number
- Contact e-mail address

Additional deduction information can be provided to your employees using the box labeled "Other" on the W2 forms. Entering deduction code(s) will cause the year-to-date amount to print on the forms. Up to 3 deduction codes will be printed for your employees. Examples would be union dues, uniform allowance and retirement.

It is not necessary to print alignment forms.

Multiple W2's – If an employee has more than 2 state, city or OSDI tax records, the additional W2's will print immediately following the primary W2 and the control numbers will be in sequential order.

This program can create the following files:

- W2ERR.TXT W2 error report, created if you receive any errors or warnings
- W2REPT.TXT Review this report
- W2BREAK.TXT A report showing you where the W2 forms should be separated when the sort field changes.

Do not print:

- W2TAPE.SEQ The file to be copied to tape and submitted to the Social Security Administration.
- W2FORM.DAT The data file NOACSC uses to print W2s
- W2FORM.TXT The file to print on preprinted W2 forms
- W2CCA.SEQ only CCA entities file used to send data to CCA
- W2RITA.SEQ only RITA entities file used to send data to RITA
- W2CITY.DAT Data file used to create city tape file to be sent electronically

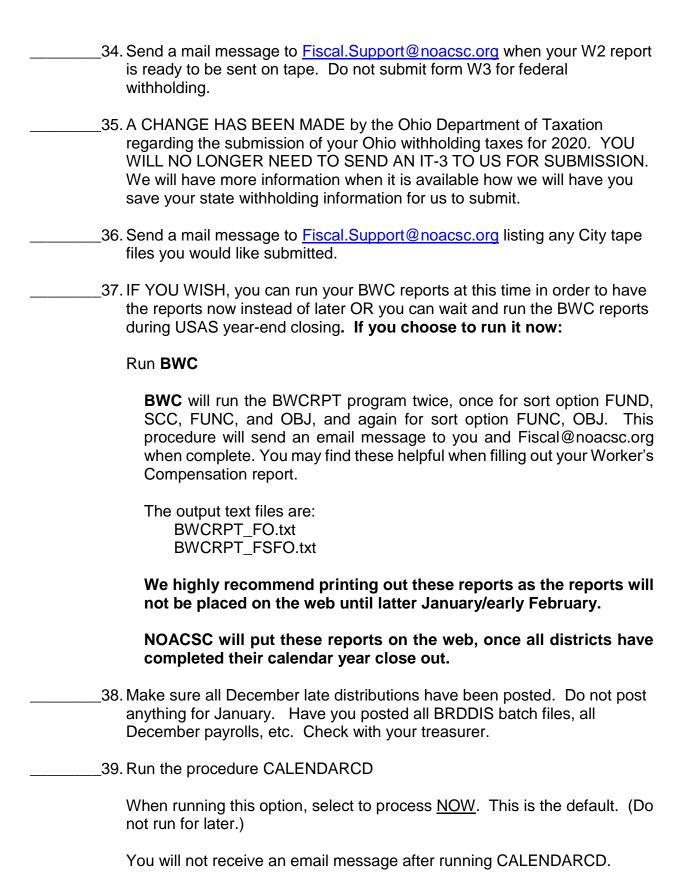
*** You have the option to Delay printing your W2 forms. If you wish to delay printing, please contact Fiscal.Support@noacsc.org for further instructions and we will send those instructions to you.

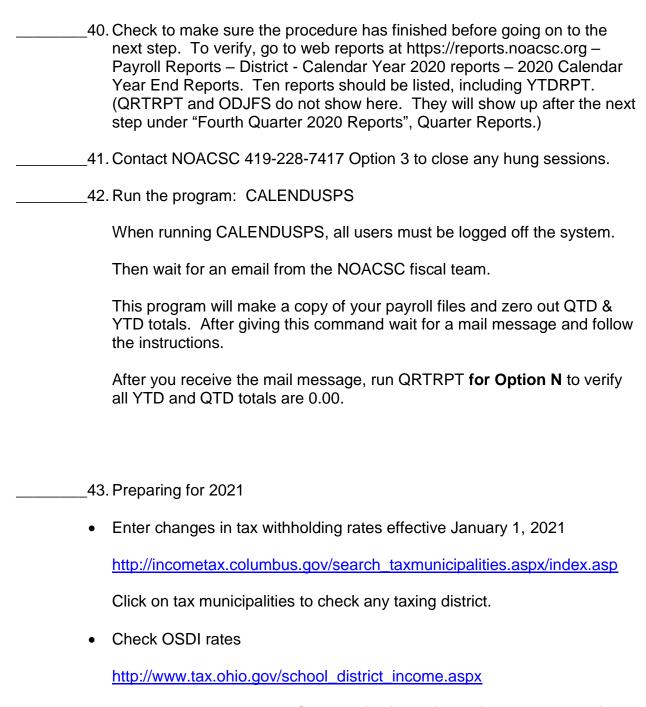
_____33. When your information is correct, give the command: W2_PRINT

Wait for a mail message

This program will submit your W2's for printing. After giving this command wait for a mail message and follow the instructions.

All W2's will be printed at the NOACSC. We will contact your office before the printed forms are shipped.





- Under the heading **School districts with an income tax** is a full list or a searchable list for the income tax.
- Unsure if employee should have OSDI tax withdrawn?

https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/default_schooldistrict.aspx

- Click on School District
- Lookup Tax Rate
 - Address
 - Zip Code 5 digit or 9 digit
 - Latitude/Longitude
- Unsure if employee should have municipality tax withdrawn?
 - https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/default_schooldistrict.aspx
 - Click on Municipal Tax
 - Lookup Tax Rate
 - Address
 - Zip Code 5 digit or 9 digit
 - Latitude/Longitude
- Use CHGDED for updates to deduction screens
- Reminder: Please note to use <u>NEW</u> W4 form with any changes made after January 1, 2020 or any new employees employed January 1, 2020.

_____44. **CONGRATULATIONS!** Begin Payroll Processing for January!