Deadline to Submit W2's to NOACSC is January 15th, 2021!

1. Check OSDI four digit code appears first in the W2 abbreviation field (Refer to slide 15)
Go to Core/Payroll Item Configuration
Add W2 abbreviations to the grid from the More option
The four digit code is required first, followed by the school name if there is space
2. Verify the Tax Entity code in Core/Payroll Item Configuration for any city reporting if submitting by electronic filing (Refer to slides 16-17)
Check Tax Entity Codes for city taxes that are being reported electronically by NOACSC

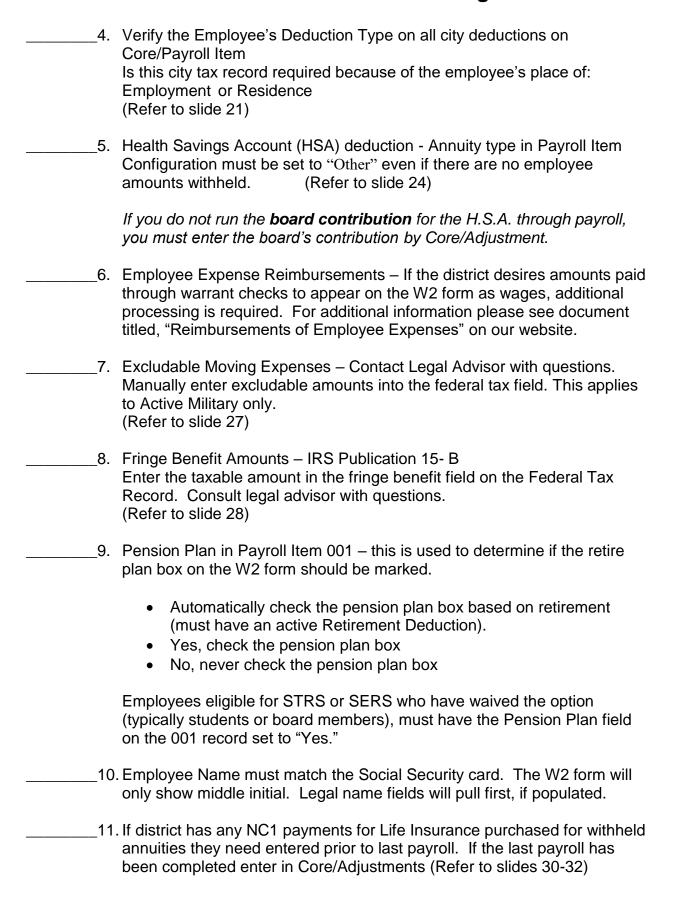
View each city tax Payroll Item Configuration
Email fiscal.support@noacsc.org
The RITA/CCA code is required for the submission file. Verify codes in Core/Payroll Item Configuration

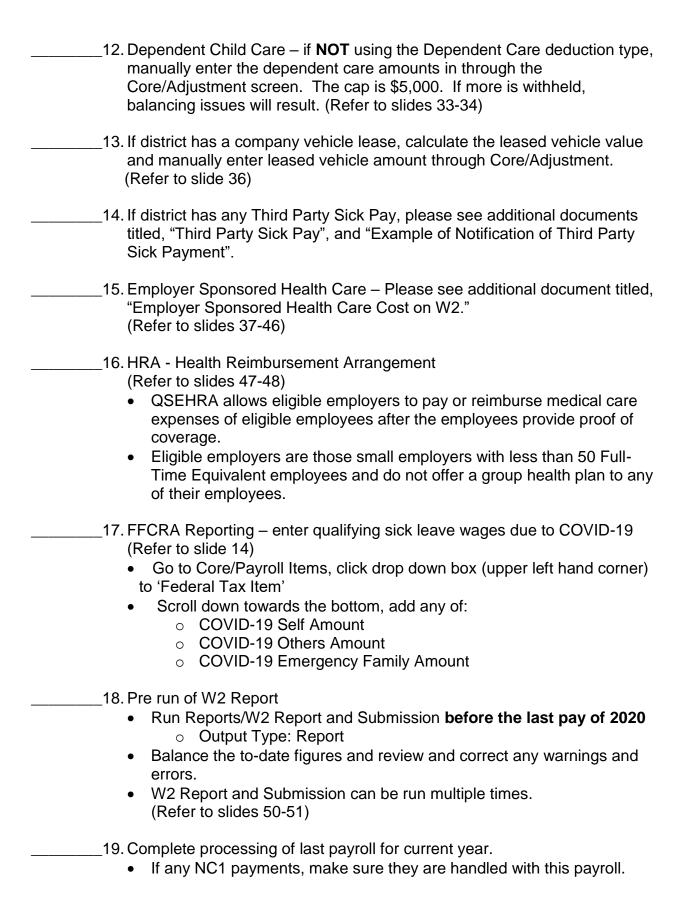
The RITA/CCA code is required for the submission file. Verify codes in Core/Payroll Item Configuration

(Refer to slides 18-21)

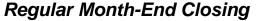
- If a "recognized" city through CCA is on Appendix B, it needs to have the CCA field on the Payroll Item Configuration record populated with the 3 digit code defined by CCA from Appendix B http://ccatax.ci.cleveland.oh.us/forms/dataformat2020.pdf. The "Report to CCA" box needs to be left UNchecked. The CCA description box can be populated with the city name.
- If a city through CCA is on Appendix A, it need to have the CCA field on the Payroll Item Configuration populated with the 3 digit code defined by CCA from Appendix A and the "Report to CCA" box need to be CHECKED.
- 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

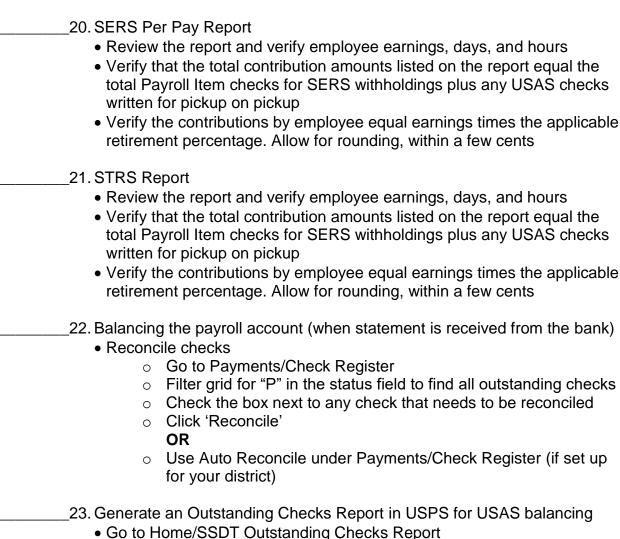
It is highly recommended to visit the applicable website to verify your tax rates.





Pay all outstanding payables





• Go to Reports/Payment Transaction Status Report

Quarter-end closing

OR

_24. Balance Quarter Report

- Go to Reports/Quarter Report and generate report
- In the "Totals" section of Quarter Report, the gross and adjusted gross should balance using a manual calculation:

Gross

Annuities

Adjusted Gross calculated

- Note: The adjusted gross calculated should equal the Calculated Adjusted Gross amount from Quarter Report. This should be true for all adjusted gross figures in the "Totals" section
- All Payroll Items for the quarter should equal the total Payroll Items showing on Quarter Report. Be sure to verify the electronic transfers of Federal and Medicare payments, and all Payroll Item codes
- The total gross showing on Quarter Report should equal the total of all payroll clearance checks created during payroll posts for the quarter

25, ODJFS

- Go to Reports/ODFJS Report
- 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 Core/Adjustments
- _26. When all data is correct, run the ODJFS Report to create the submission file
 - Submit file to ODJFS's ERIC system by 1/20/2021

W2 Processing

27. Run W2 Report

- Go to Report/W2 Report and Submission
- 'Include Fringe Benefits in Box 14?' If you wish to have specific Payroll Item appear in box 14 check this box and then add the Payroll Item code
- There is an option to process the report for selected employees
- 28. Balance and verify your W2 Report
 - Make change to data if necessary; changes need to be made using Core/Adjustment
 - The report can be run as many times as needed

See the following additional handouts for information on balancing your W2 Report:

- 1. W2 Reconciliation Worksheet
- 2. 2020 W2 Boxes explained
- 3. Specific Affects
- 4. 2020 General Instructions for forms W-2 and W-3

Items that can affect balancing between W2 Report and Quarter Report:

- Dependent care benefits over limit (Refer to slides 58-59)
- Fringe Benefits (Refer to slides 60-61)
- Medicare pickup amounts (Refer to slides 62-65)
- Taxable third party sick pay (Refer to slides 66-67)

- Use of company vehicle (Refer to slides 70-71)
- Employee expense reimbursements paid through warrant (Refer to slide 72)

Additional possible causes for balancing problems:

- Voided checks from prior calendar year
 - Payments/Check Register (Refer to slide 73)
 - Refund of annuity withheld in prior calendar year
 - Payments/Refund Checks (Refer to slide 73)
- Manual Updates
 - Reports/Report Manager/SSDT Audit Trail (Refer to slide 74)

We will be sending tape files to:

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

_29. Create W2 SSA Submission File (Refer to slides 86-88)

- Go to Reports/W2 Report and Submission/Submission
- Click 'Generate SSA W2 Submission File'
- Will produce a file called W2TAPE.SEQ
- Save a copy in a secure network folder
- Via secure file transfer send W2TAPE.SEQ
- <u>fiscal@noacsc.org</u> will be sending an email for secure file sharing. This link will be used for all files needing sent to NOACSC for year end processing

30. Create RITA W2 Submission File

- Go to Reports/W2 Report and Submission/Submission
- Click 'Generate RITA W2 Submission File'
- Will create a file called W2RITA.SEQ
- Save a copy in a secure network folder
- Via secure file transfer send W2RITA.SEQ
- <u>fiscal@noacsc.org</u> will be sending an email for secure file sharing. This link will be used for all files needing sent to NOACSC for year end processing

31. Create CCA W2 Submission File

- Go to Reports/W2 Report and Submission/Submission
- Click 'Generate CCA W2 Submission File'
- Will create a file called W2CCA.SEQ
- Save a copy in a secure network folder
- Via secure file transfer send W2CCA.SEQ

 fiscal@noacsc.org will be sending an email for secure file sharing. This link will be used for all files needing sent to NOACSC for the year end processing

32. Create a City Tax submission file

- Go to Reports/W2 Report and Submission/W2 City Options tab
- Fill in the 'Tax Entity Code'
 - This will be the same code entered on Payroll Item Configuration
- Click 'Generate City W2 Submission File'
- Will create a file called W2City_XXXXXXXXXXXSEQ
- Save a copy in a secure network folder
- Via secure file transfer send W2City XXXXXXXXXXXSEQ
- fiscal@noacsc.org will be sending an email for secure file sharing. This link will be used for all files needing sent to NOACSC for the year end processing

33. Create State of Ohio submission file

- Go to Reports/W2 Report and Submission/W2 State Options tab
- 'Ohio' is selected by default
- Fill in Contact Information
- Click 'Generate Ohio W2 Submission File'
- Will create a file called W2OH.SEQ
- Save a copy in a secure network folder
- Via secure file transfer send W2OH.SEQ
- fiscal@noacsc.org will be sending an email for secure file sharing. This link will be used for all files needing sent to NOACSC for the year end processing

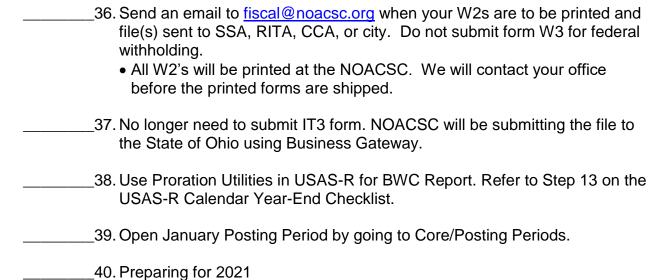
34. Create Indiana or Michigan submission file

- Go to Reports/W2 Report and Submission/W2 State Options tab
- Select the state of Indiana or Michigan
- Fill in required fields
 - Indiana requires 10 digit Tax Payer ID and 3 digit TID Location
- Click 'Generate State W2 Submission File'
- Submit the file to electronically to State of Indiana or Michigan

35. Create W2 XML file for printing (Refer to slides 93-97)

- Go to Reports/W2 Report and Submission/XML
- 'Include Fringe Benefits in Box 14?' If you wish to have specific Payroll Items (union dues, vehicle lease) to show in box 14. A maximum of 3 items will be printed on the W2.
- Will create a file called W2formdata.xml
- Save a copy in a secure network folder
- Via secure file transfer send W2formdata.xml

- <u>fiscal@noacsc.org</u> will be sending an email for secure file sharing. This link will be used for all files needing sent to NOACSC for the year end processing
- Note: If an employee has more than two state, city, or OSDI tax records, the extra W2 form necessary to accommodate this information will print on the W2 immediately following the employee's primary W2



Enter changes in tax withholding rates effective January 1, 2021
 http://incometax.columbus.gov/search_taxmunicipalities.aspx/index.asp
 Click on tax municipalities to check any taxing district.

Check OSDI rates

http://www.tax.ohio.gov/school_district_income.aspx

- 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

