Programs for American Fidelity WorxTime

There are 2 programs that can be run to create the Employee Upload File: W2WAGE and WRXTM_EMP. These programs are located on the USPS_LCL menu or the command name may be typed at the menu prompt.

```
USPS_LCL              Locally Defined Programs and Utilities
Mar 06 15    Northwest Ohio Area Computer Services Cooperative Programs
↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑
 46. STATE_ID   Listing of State ID is Numerical Order                UDMS
 47. STRS_STATU Listing of Full/Part Flag of STRS Active Employees    UDMS
 48. SV_611_DED Listing of YTD totals for 611 deduction code          UDMS
 49. SV_LABELS  One wide labels of Active Employees with second line   UDMS
 50. TSTAMT     Generates STRS Employee Status Report
 51. UNIT_PAY   Listing of pay units and amounts for specific employees UDMS
 52. USED_BENEF Listing of Used Benefits by appointment type          UDMS
 53. USPS_EMAIL Listing of all employees Email Addresses              UDMS
 54. VESTED_SEV Listing of Employees Vested for Severance Pay for GAAP
 55. W2WAGE     W2 Wage Information (American Fidelity WorxTime) - UDMS
 56. W2_PRINT   Print W2 forms at the NOACSC
 57. WAGES      Listing of wages paid by employee for Lima News       UDMS
 58. WAGES_EXP  Export to create wages paid by employee for Lima News UDMS
 59. WK_CITY_TA Wapakoneta City Tax (003) Yearly Deduction Information
```

```
USPS_LCL              Locally Defined Programs and Utilities
Mar 06 15    Northwest Ohio Area Computer Services Cooperative Programs
↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑↑
 61. WRXTM_EMP  American Fidelity WorxTime Employee Upload File
 62. YTD_GROSS  Listing of all employees YTD gross by decending order
Press <cr> for first screen...
```

Menu> w2wage

Menu>wrxtm_emp

W2WAGE

Employee W2 Wage Information – WorxTime requires the **prior year** W2 wage information on the Employee Upload file therefore this program is being run from the prior year W2 Archive files.

This program will create an output file with the default name of W2_WAGE.CSV. This file should be transferred (FTP'd) to your PC and saved to a secure location.

Once the employee upload file has been created for each payroll, the W2 Wage data can be loaded to that file using the vlookup function available in Excel. For detailed instructions on how to use this function, please reference the 'VLOOKUP Instructions' section of this document.

This is a screenshot of the W2WAGE program:

```
                            - W2 WAGE CSV FILE
Creates csv file containing employee id, full name, deduction code,
and taxable gross from Federal deduction record. Only selects
records with taxable gross greater than 0.

This was created specifically to pull the W2 wage information
for American Fidelity WorxTime Employee Upload file. The W2 wage
data for that file must be the previous year W2 amount. Therefore,
this program should be run from the appropriate HIST files. The
vlookup function in Excel will need to be used in order to place
the W2 wage information into the appropriate column of the Employee
upload file.

This program can be used for other purposes than just WorxTime info
whenever a school would like to pull the taxable gross field.

Output file:                                    W2_WAGE.CSV

                                                              1 of  1
```

WRXTM_EMP

American Fidelity WorxTime Employee Upload file – This program should be run after each payroll has been processed. This program will create an output file with the default name of AF_EMPLOYEE_UPLOAD.CSV and will need to be transferred to your PC then verified and updated prior to transmitting to American Fidelity's secure site. Please DO NOT email this file as it contains employee SSN.

In the program you can select to include only employees with a specific job number. This works well if your district assigns job 01 as the primary job for all employees. But you can leave this field blank to select all jobs. You can then filter the field in Excel to remove any jobs that should not be included in the file.

The program also contains a prompt to allow you to select only active employees by entering the earliest date paid you want to use. For example, if you enter 01/01/2014 in the program then only employees whose last paid date was 1/1/14 or later will be included in the file.

The program is located in the USPS_LCL menu. Following is a screenshot:

```
             AMERICAN FIDELITY WORXTIME EMPLOYEE UPLOAD FILE
This program will create the Employee Upload file for the American
Fidelity WorxTime program. The file will need to be transferred
to your PC and submitted through the American Fidelity secure website.
Please DO NOT email this file as it contains employee SSN.

Output file:                                    AF_EMPLOYEE_UPLOAD.CSV

- Selection Options -

Enter Job Number to Select (Blank for All):    __
Enter Last Paid Date to Select From:           02/27/2015
```

Once you open the output file in Excel, you will need to manually enter data in column N for MeasurementGroup and column P for PayPeriodName. Column O will contain the W2 Wage information from the previous year. Please reference the 'VLOOKUP Instructions' section of this document for details.

Additional columns are included in the file beginning in column Q: Hours in Day; Retire Hours, Last Date Paid, Job No, and Job Status. Please delete these columns unless you want to load that information into the WorxTime system. If you want to load any of the extra columns please label them CustomReporting1, CustomReporting2, etc.

VLOOKUP Instructions

The following instructions detail how to place the prior year W2 wage amount from the W2_WAGE.CSV file into the Employee Upload file (AF_EMPLOYEE_UPLOAD.CSV).
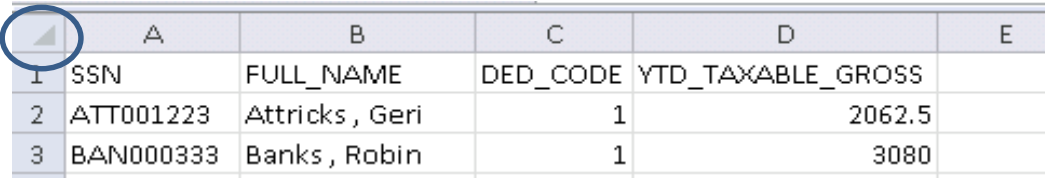
Step 1

Run the W2WAGE program located in the USPS_LCL menu. This will create an output file called W2_WAGE.CSV. Transfer (FTP) this file to your PC and save in a secure location as you will use this same file throughout the current calendar year.

Step 2

Run the WRXTM_EMP program located in the USPS_LCL menu. This should be run against your current files and will create an output file called AF_EMPLOYEE_UPLOAD.CSV. Transfer this file to your PC. DO NOT email this file as it contains employee SSN.

Step 3

On the W2_WAGE file click on the box located to the left of column A and above the first row, as shown in the example below. This will select the entire worksheet.

	A	B	C	D	E
1	SSN	FULL_NAME	DED_CODE	YTD_TAXABLE_GROSS	
2	ATT001223	Attricks , Geri	1	2062.5	
3	BAN000333	Banks , Robin	1	3080	

Step 4

Click on the Formulas tab, click on Define Name, as shown in the example below. If you use an older version of Excel, contact NOACSC Fiscal Services for instructions.
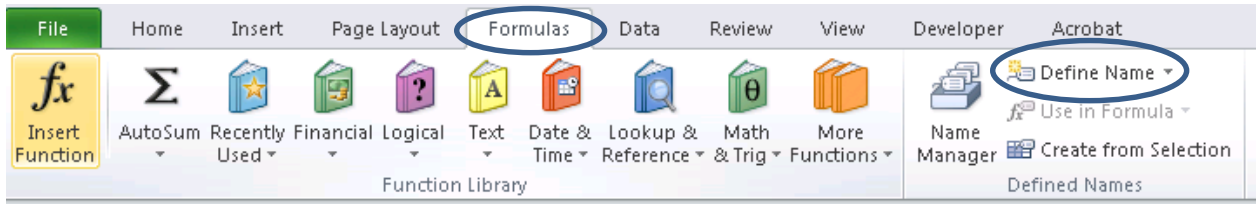
Step 5

A box similar to the one shown below will appear. Enter MASTER in the Name box and click OK.
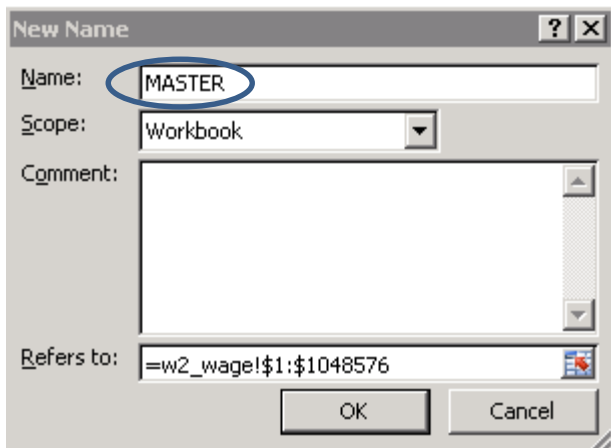
Step 6

In the AF_EMPLOYEE_UPLOAD file click on cell O2 as shown in the example below. This is where you want to start placing the W2 wage value.

| N	O	P
MeasurementGroup	W2Wage	PayPeriodName

Step 7

Go to the Insert Function option of the Formulas tab or click on the fx symbol located next to the formula bar.
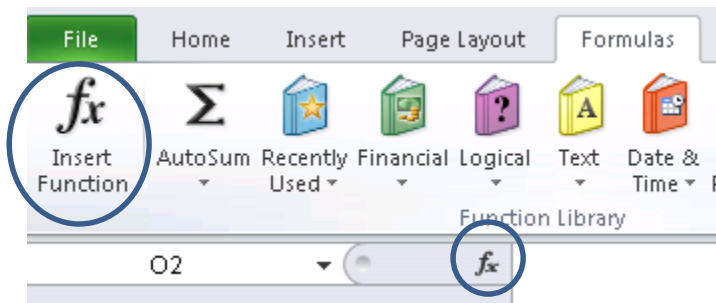
Step 8

The Insert Function box will appear and if you have used vlookup before it should be listed in the 'select a function' section if the category of 'Most recently used' is selected. See the example below. If you have not used vlookup before, click on the 'select a category' dropdown box and click on 'Lookup & Reference'. In the 'select a function' box scroll down the list until you see vlookup and select it. Click OK.
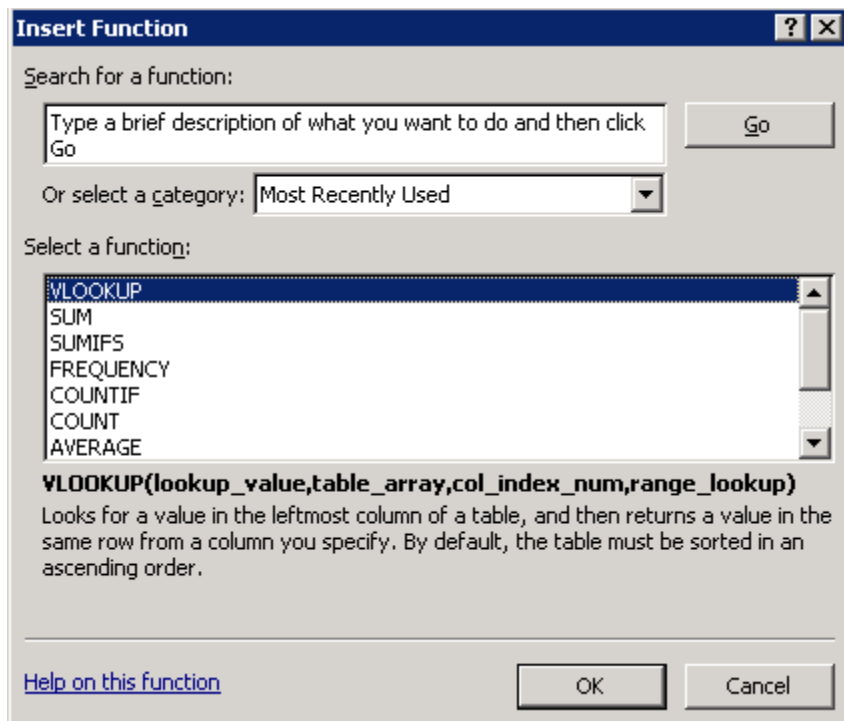
Step 9

The Function Arguments box will appear. Fill it in as follows:

Lookup_value = A2 (This is the value you want to lookup. In this example, it is from the AF_employee__upload table. This value must be in the 1ˢᵗ column.)

Table_array = (This is the table where the value being searched is found.) Either type in w2_wage.csv!MASTER or you can switch over to the W2_Wage file and click on the box between column A and row 1. Also, you can type in the exact location of the file. Ex. ('h:w2_wage.csv'!master) In this example, h is the drive where the file is stored.

Col_index_num = 4 (this represents column 4 or column D of the W2_Wage file which contains the W2 wage value.) ex. (col_index_num = 1 would be column A, col_index_num = 2 would be column B.

Range_lookup = False (this will cause the value of N/A to be entered in column O of the AF_EMPLOYEE_UPLOAD file when there is no matching employee ID between the 2 files.) The value of False makes it look for an exact match.
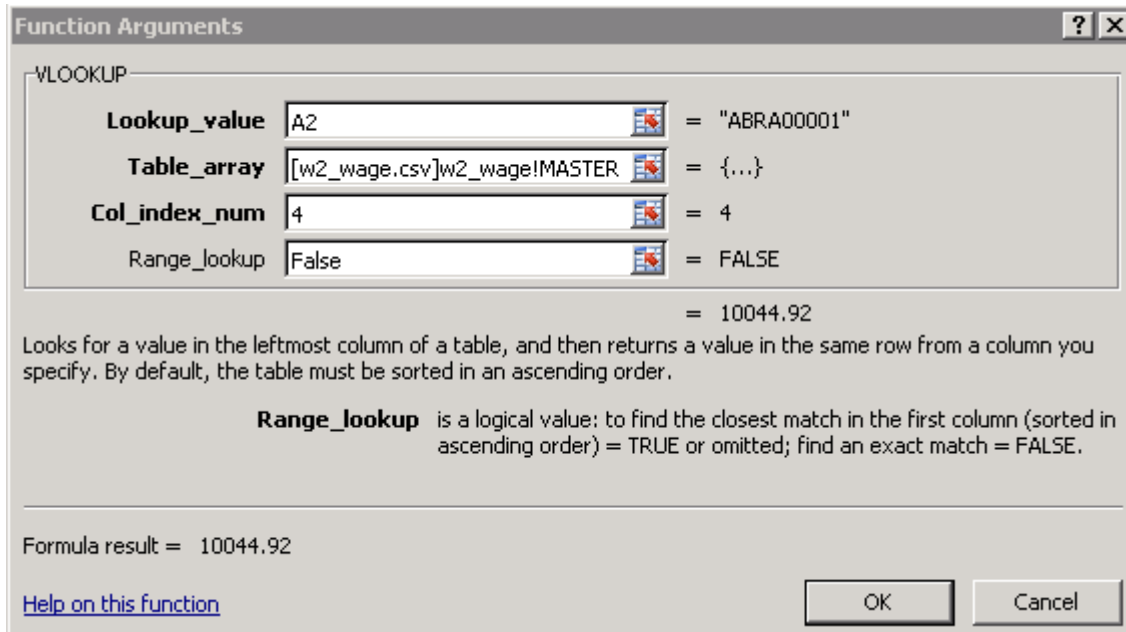
When you click OK, cell O2 will fill in with a value.

Step 10

To populate the rest of column O, double-click on the square in the lower right corner of cell O2. This will automatically copy the formula down the column.

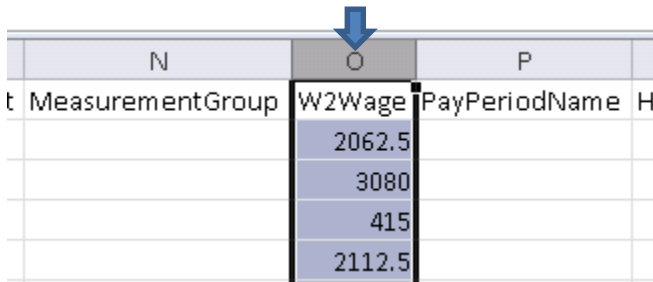**Step 11**

Now you will need to change the formula in that column to the value. You can see the formula is contained in cell O2 below.

Click on column O to select it.

Right click to select COPY
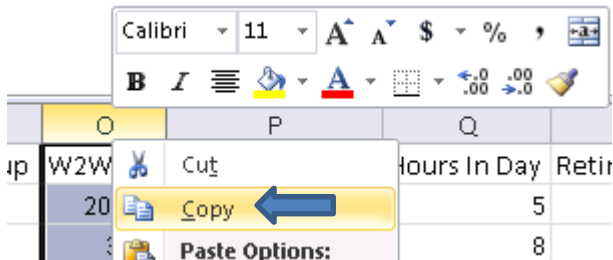
Click on cell O1, right click and select Paste Values
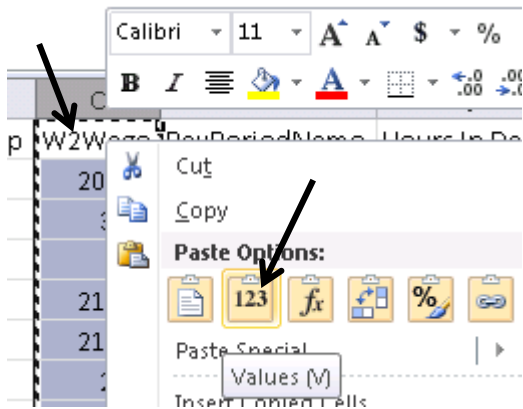
Now the cell contains just the value.

2062.5

M	N	O	
TermDt	MeasurementGroup	W2Wage	F
.2		2062.5	

Step 12

Next, if you have values of N/A in the column, use the filter on the Home tab to display those

Insert Delete Format Σ AutoSum ▾ ⬇ Fill ▾ 🖉 Clear ▾ Sort & Filter ▾ Find & Select ▾

Cells   Edit

A↓ Sort A to Z
Z↓ Sort Z to A
↓↑ Custom Sort...
Y= Filter
Clear
Reapply

O	P	Q
p W2Wage	PayPeriodName	Hours I
10044.92		
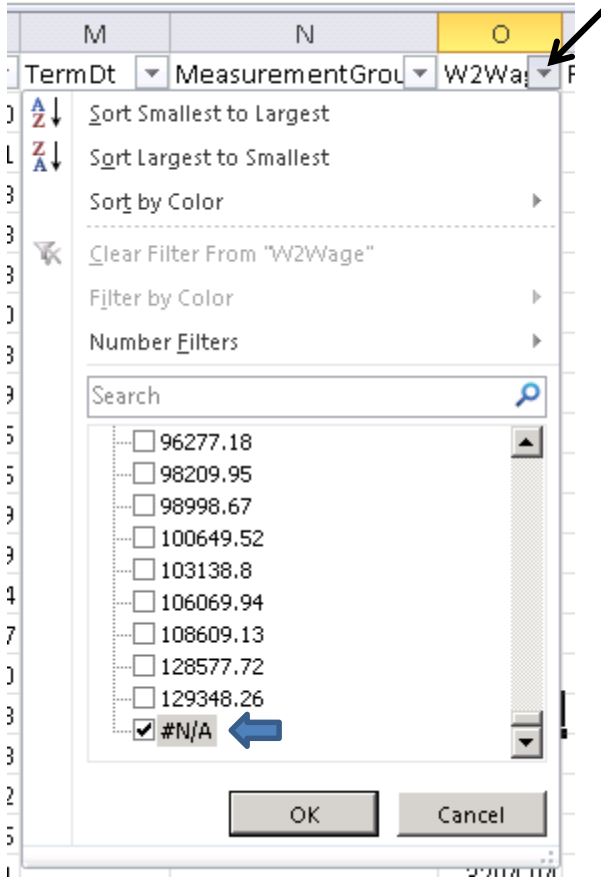
Change the value in the first cell to 0 then double-click on the square in the lower right corner of the cell to paste it automatically to the remainder of the column.
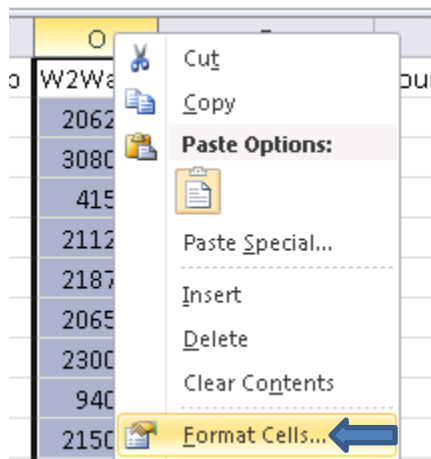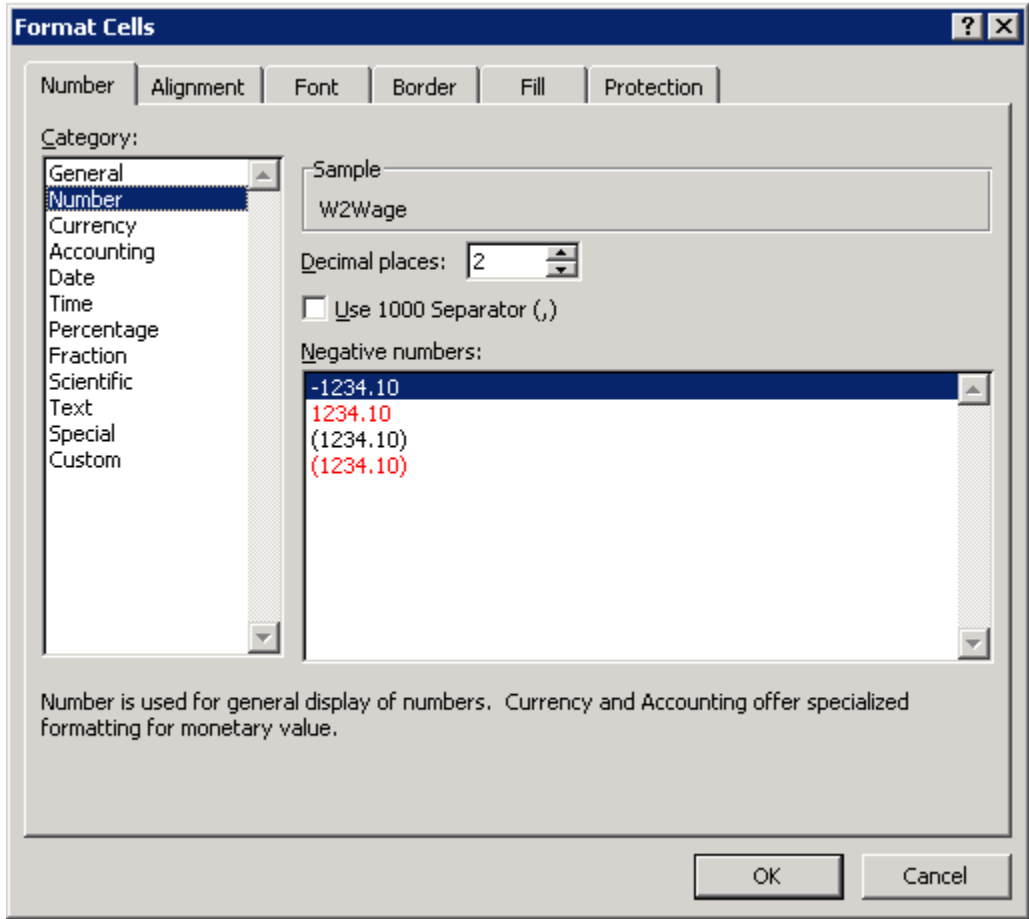
Remove the filter
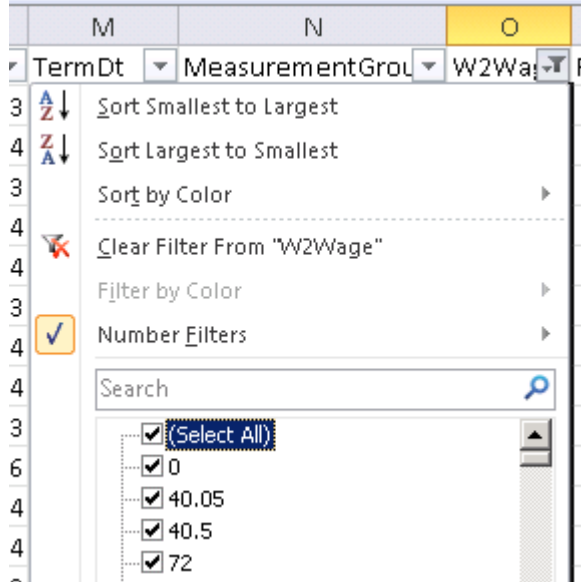
Step 13

Now you can format the column to Number so it displays the decimal point and two decimals. Don't use commas.

Format Cells

| Number | Alignment | Font | Border | Fill | Protection |

Category:

- General
- **Number**
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample

W2Wage

Decimal places: 2

☐ Use 1000 Separator (,)

Negative numbers:

-1234.10
1234.10
(1234.10)
(1234.10)

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

[OK] [Cancel]

N	O	P
t MeasurementGroup	W2Wage	PayPeriodName
	2062.50	
	3080.00	
	415.00	

Step 14

Review the entire spreadsheet and make sure you entered data in column N for MeasurementGroup and column P for PayPeriodName. Also make sure you delete any additional columns after column P if you don't want to include them in the WorxTime system. If you do want to keep any of the extra columns please label them CustomReporting1, CustomReporting2, etc.

Step 15

If everything looks good, save the spreadsheet in csv format. Upload the CSV file to the American Fidelity secure site.

Hours Upload File

At this time it is recommended that the AFFORD program csv output file be used for the Hours Upload file. Below is a screenshot of the AFFORD program options. Enter the pay period date range and mark the insurance flag with 'N'.

```
                    AFFORD - Affordable Care Act Reporting

Report File Specifications:
 Print options page? (Y/N):    Y

Sort Options:
 Sort:                         ID

Selection Criteria:
 Beginning Date:               05/06/2014
 Ending Date:                  05/20/2014

 Exclude based on termination date? (Y/N):           Y
 Exclude employees with insurance? (Y/N):            N
 Calculate based on number of weeks or months? (W/M): W
 Calendar for calculating breaks:                    ____


    Retrieve retire hours from history                              1 of  2
```

Transfer the AFFORD.CSV file to your PC. Remove all of the columns except what is required as shown below. Change the column headings to match what is listed here.

EIN   (this is the SSN)

LastName

FirstName

PayPeriodEndDate

HoursWorked

If you need any assistance please contact NOACSC Fiscal Services.