

USPS-R Calendar Year-end Review

Calendar Year 2023



Important updates SSDT made in 2023:

- ☐ Add Message options to checks, direct deposits and email notices.
- ☐ New Employee Level Report: Report Entity Count Summary Report
- ☐ New Version of USAS now available (8.86.0)



Add Message options to checks, direct deposits and email notices.

When you click on email notices, now you have the option to add a memo to your checks or direct deposits. Ex: Happy Friday!



Print Payments + x

Processing: ☐ Checks ☐ Direct Deposits

Output Format: ☐ XML (Export) ☐ PDF (Print)

File Name:

Memo:

Direct Deposit memo will be at the bottom left:



** NOTIFICATION OF DIRECT DEPOSIT **

Tucker (Demo) Schools
1795 Rains Park
Patterson, Ohio 45084

DATE
04/15/2023

PAYROLL ACCOUNT

PAY TO
THE ORDER OF

NET PAY
\$1,406.63

Brent Carl Hurst
740 Mark Court
Morgan, OH 42553

THE FOLLOWING AMOUNTS HAVE BEEN DEPOSITED TO YOUR ACCOUNTS:

ID	JBN	EMPLOYEE NAME	TYPE	INSTITUTION	DESCRIPTION	AMOUNT	DISTR	END DATE	DEP #
ANON1000	1	Brent Carl Hurst						04/15/2023	1000120

PAY			CURRENT DEDUCTIONS					
NAME	UNITS	AMOUNT	NAME	AMOUNT	YTD AMT	NAME	AMOUNT	YTD AMT
Regular Wages - FY23	10.000	2,273.85	Federal Tax	66.44	66.44	Ohio State Tax	34.72	34.72
Accrued Wages - FY23	1.000	-454.77	City Tax	28.79	28.79	*Annuity	1.50	1.50
NC1	1.000	100.00	STRS Annuity	254.67	254.67	Medicare Tax	27.83	27.83
GROSS		1,819.08						
ADJUSTED GROSS		1,664.41						
GROSS Y-T-D		1,819.08						
USE-SICK BAL 2.000/56.250	USE-VAC BAL 0.000/2.000							
USE-PER BAL 0.000/1.000	SERVICE DAYS / 10/10							
EX FED M 2	EX ST 1		CK. #	1000120		TOTAL DED. NET PAY	412.45 1,406.63	

Happy Friday

Check memos will be on the left:

04/15/2023		ANON1000 1 Brent Carl Hurst	04/15/2023
One Thousand Four Hundred Six Dollars and 63/100 Cents	900386		
		Regular Wages - FY23 10.000 2,273.85 Federal Tax 66.44 66.44 Ohio 34.72 34.72	
		Accrued Wages - FY23 1.000 -454.77 City Tax 28.79 28.79 *Annuity 1.50 1.50	
		NC1 1.000 100.00 STRS Annuity 254.67 254.67 Medicare 27.83 27.83	
Hurst, Brent C. 740 Mark Court Morgan, OH 42553	1,406.63		
Happy Friday			
		1,664.41	
		1,819.08	
	2.000/56.250	0.000/2.000	
		*BOARD AMOUNT	412.45
	0.000/1.000	/ 10/10	CK #900386 1,406.63
		M 2 1	





Report Entity Count Summary Report


- ☐ New Employee level report in USPS>Reports>Report Entity Report
- ☐ Generates a report for:
 - ✓ **Retirement days**
 - ✓ **ODJFS weeks**
 - ✓ **EMIS attendance and absence days**
- ☐ If any of the report parameters you enter match any pay history or any attendance entries, the employee will be included




Reporting Entity Count Summary Report Options

Save and Recall: Most Recent  

Report Title: Reporting Entity Summary Report

Report Format: PDF (download) 

Sort By: Employee Number 

Job status:

Available:

- Inactive
- Deceased
- Terminated

> Selected:

< Active:

Leave blank to select all

☐ Include archived employees?

☐ Select retirement days?


☐ Select ODJFS weeks?

☐ Select EMIS days?

☐ Select specific job calendars?

☐ Select specific employees?

☐ Select specific pay groups?

 Generate



New Version of USAS now available (8.86.0)

- You now have the ability to delete a requisition without reopening the posting period associated with the requisition date
 - ✓ You first must disable the rule RequisitionClosedPeriod (this rule is enabled by default)
 - ✓ The preencumbered module must not be installed
 - ✓ If you are using the Requisition workflow, you will not be able to delete a requisition that is currently in the requisition approval process

FILING DEADLINE

- The Protecting Americans from Tax Hikes (PATH) Act requires employers to file their copies of Form W-2, submitted to the Social Security Administration, by **Jan. 31st**.
- NOACSC recommends you upload these to SSA by **Jan. 19th** to give districts time for any issues that may arise.
- Deadline for distributing W2 to employees is **Jan. 31st** also.

Pre-W2 Processing



- OSDI abbreviations ****IMPORTANT-REQUIRED**** for proper reporting on W2.
 - Include OSDI code number and district name in the W2 Abbrev field on the School District **Payroll Item Configuration** record. Filter grid for 800 codes.
 - Codes can be found using <https://thefinder.tax.ohio.gov/>

The screenshot shows the 'Payroll Item Configuration' form. A green arrow points to the 'W2 abbreviation' field, which contains the text '8604 MWUNITY'. The form includes the following fields and options:

- Type:** OSDI Tax
- code:** 8604
- Name:** MILLCREEK-WEST UNITY
- abbreviation:** MCWUOSDI
- Payment Cycle:** Monthly
- Options:**
 - ☐ Suppress SSN ID
 - ☐ Employer Health Coverage
 - ☐ Voluntary
 - ☐ Required
 - ☐ Show On Create Wizard
- Payee Information:**
 - Payee:** SCHOOL DISTRICT INCOME - TAX (Number:) (Address: P.O. BOX 162388, COLUMBUS, OH, 43218-2388)

Pre-W2 Processing (continued)

- Verify 'Entity code' in **Payroll Item Configuration** is completed for any files that district will send to City either uploading or by CD.

- City Entity Codes can be found here:

https://tax.ohio.gov/static/forms/Municipal-Net-Profit/2017/MNP_Municipalities_&_Municipality_Codes_List.pdf

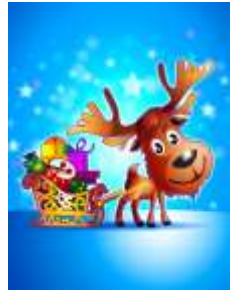
The screenshot shows the 'Payroll Item Configuration' form. At the top, there are 'Save' and 'Cancel' buttons. The form is divided into several sections. The first section contains fields for 'Type' (set to 'City Tax'), 'Code' (set to '003'), 'Name' (set to 'Riverside Motors'), 'Abbreviation' (set to 'City Tax'), 'W2 Abbreviation' (set to 'City Tax'), and 'Payment Cycle' (set to 'Quarterly'). Below this is a 'Tax Entity Code' field with the value 'TEST' highlighted in yellow. The next section is 'CCA', with fields for 'CCA', 'CCA Description', and a 'Report To CCA' checkbox. The 'City Tax Annuity Options' section contains several radio button options: 'Annuity 401 a', 'Annuity 401 k', 'Annuity 403 b', 'Annuity 408 k', 'Annuity 457', 'Annuity 501 k', 'Non Wages 125', 'Other', and 'Wages 125'. The 'Options' section contains several checkboxes: 'Suppress SSN ID', 'Employer Health Coverage', 'Job Level', 'Medicare Pickup', 'Tax Employer Amounts', 'Tax Non Cash Earnings', 'Voluntary', 'Required', and 'Show On Create Wizard'. The 'Payee Information' section has a 'Payee' dropdown menu with the value 'Nichols Signs (Number:) (Address: 808 Moore Drive, Savannah, OH, 42608)'. The 'RITA' section has fields for 'RITA' and 'RITA Description'. The 'RITA' field has the value 'EST' and the 'RITA Description' field has the value 'sbrc:frp'.



Pre-W2 Processing (continued)

- CCA/RITA Reporting
 - Verify values in **Payroll Item Configuration** are set
 - RITA/CCA codes are required for tax data to be included on a submission file
 - CCA codes can be found here:
<http://ccatax.ci.cleveland.oh.us/taxforms/TY2023/withholdingform.pdf>
 - RITA Codes can be found here:
<https://www.ritaohio.com/TaxRatesTable>

Pre-W2 Processing (continued)



Payroll Item Configuration

✓ Save ✕ Cancel

Type City Tax ▼	Code 003	Name Riverside Motors
abbreviation City Tax	W2 abbreviation City Tax	Payment Cycle Quarterly ▼
Tax Entity Code zrqdmnybg		

CCA

CCA 	CCA Description 	<input type="checkbox"/> Report To CCA
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City Tax Annuity Options

<input type="checkbox"/> Annuity 401 a	<input type="checkbox"/> Annuity 401 k	<input type="checkbox"/> Annuity 403 b
<input type="checkbox"/> Annuity 406 k	<input type="checkbox"/> Annuity 457	<input type="checkbox"/> Annuity 501 c
<input checked="" type="checkbox"/> Non Wages 125	<input type="checkbox"/> Other	<input type="checkbox"/> Wages 125

Options

<input type="checkbox"/> Suppress SSN ID	<input type="checkbox"/> Employer Health Coverage	<input type="checkbox"/> Job Level
<input type="checkbox"/> Medicare Pickup	<input checked="" type="checkbox"/> Tax Employer Amounts	<input checked="" type="checkbox"/> Tax Non Cash Earn
<input type="checkbox"/> Voluntary	<input type="checkbox"/> Required	<input checked="" type="checkbox"/> Show On Create Wizard

Payee Information

Payee
Nicholls Signs (Number.) (Address: 909 Moore Drive, Savannah, OH, 42608) ▼

RITA

RITA 123	RITA Description RIVERSIDE
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Pre-W2 Processing (continued)

- Some CCA cities require the Report To CCA box checked
 - View this document to determine if the box should be checked
 - <http://ccatax.ci.cleveland.oh.us/forms/dataformat2023.pdf>
 - If the city is on Appendix A, the box should be checked
 - If the city is on Appendix B (only), the box should **NOT** be checked

The screenshot shows the 'Payroll Item Configuration' window. At the top, there are 'Save' and 'Cancel' buttons. The form is divided into several sections. The 'Type' section has a dropdown menu set to 'City Tax'. The 'Code' section has a text box with 'D04'. The 'Name' section has a text box with 'Janis Bakery'. The 'W2 abbreviation' section has a text box with 'City Tax'. The 'Payment Cycle' section has a dropdown menu set to 'Monthly'. The 'CCA' section is highlighted with a yellow background and contains a text box with '456'. The 'CCA Description' section is highlighted with a yellow background and contains a text box with 'Test'. The 'Report To CCA' section is highlighted with a yellow background and contains a checkbox that is checked. Three green arrows point to these three sections. Below the CCA section is the 'City Tax Annuity Options' section, which contains several checkboxes for different annuity types. Below that is the 'Options' section, which contains several checkboxes for various options. At the bottom is the 'Payee Information' section, which contains a text box for the payee name and address.

Payroll Item Configuration

Save Cancel

Type: City Tax

Code: D04

Name: Janis Bakery

W2 abbreviation: City Tax

Payment Cycle: Monthly

Tax Entry Code: ymprobwys

CCA

CCA: 456

CCA Description: Test

Report To CCA: ☒

City Tax Annuity Options

Options

Payee Information

Payee: Lyons Development (Number:) (Address: 1585 Eastmoor Drv, Needmore, OH, 36120)

RITA

RITA Description

Pre-W2 Processing (continued)

- Verify Payroll Item “Deduction Type” value must be on all city Payroll Item records that report to CCA or RITA
- Is this city **tax** record required because of the employees' place of:
Employment or Residence

See the following web sites for complete details regarding C-Employment and R- Residence reporting for RITA and CCA:

- <https://www.ritaohio.com/Businesses/Faqs?category=B&subcategory=Employer%20Withholding>
- <http://ccatax.ci.cleveland.oh.us/?p=rulesregs#Section301>

The screenshot displays a payroll system interface with the following details:

- Configuration:** Code: 005, BOWLING GREEN CITY TAX; Description: City Tax
- Employee:** HINES, VIRGINIA A; Employee Number: [REDACTED]
- Position:** Teacher 1; Position Description: SUB TEACHER

The main form contains the following fields:

- Type:** City Tax (dropdown)
- Pay Cycle:** Every pay of the month (even third pay) (dropdown)
- Percent Of Gross:** [Empty field]
- Rate Type:** [Empty dropdown]
- Additional With Holding:** 0.00
- Start Date:** [Empty date field]
- Stop Date:** [Empty date field]
- Deduction Type:** [Highlighted dropdown menu with a green arrow pointing to it]
- Standard CF:** [Section header]
- Date:** [Empty date field]
- Code 1:** [Empty field]
- Code 2:** [Empty field]
- Money 1:** [Empty field]
- Money 2:** [Empty field]
- Text:** [Empty field]

Buttons at the top include 'Save', 'Cancel', 'Choose Template', and 'Save As Template'.

Indiana County Tax

Indiana has an Indiana COUNTY tax code that no other states/counties have. In order to create the file per requirements you will need to have the COUNTY tax setup as a CITY record in Payroll Item Configuration.

Pre-W2 Processing (continued)

- Payroll Item Configuration – Indiana **County** Tax
- The Payee should also have an Indiana address

Payroll Item Configuration

Save Cancel

Type City Tax	Code 200	Name Indiana County Tax
abbreviation IND CTX	W2 abbreviation INDCTX	Payment Cycle Quarterly
Tax Entity Code 123		

CCA

CCA	CCA Description	Report To CCA
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City Tax Annuity Options

<input type="checkbox"/> Annuity 401 a	<input type="checkbox"/> Annuity 401 k	<input type="checkbox"/> Annuity 403 b
<input type="checkbox"/> Annuity 408 k	<input type="checkbox"/> Annuity 457	<input type="checkbox"/> Annuity 501 c
<input checked="" type="checkbox"/> Non Wages 125	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Wages 125

Employer Paid Amounts To Be Taxed

Select Employer Paid Amounts to be Taxed

Available Employer Paid Payroll Items:

- 623 - Douglasville Insurance - Regular
- 624 - Fort Stewart Gymnasium - Regular
- 625 - Washington Textiles - Regular
- 626 - Mershon Manufacturing - Regular
- 627 - Leesburg Manufacturing - Regular
- 630 - Lincolnton Travel - Regular
- 631 - Pineview Studios - Regular

Tax Employer Paid Amounts for these Payroll Items:

- 690 - Shellman Bluff Landscaping - Employer SERS
- 691 - Waverly Accounting - Employer STRS
- 692 - Fitzgerald Textiles - Medicare Tax

Tax Employer Amounts

Options

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Pre-W2 Processing (continued)

- Indiana County Tax (cont.)
 - In the employee's payroll item enter the Indiana county tax code in the Code 1 field
 - Codes can be found here: <https://www.in.gov/dor/files/guide-efw2-w2-wh3.pdf>

The screenshot displays a software interface for Pre-W2 Processing. It features several sections for entering tax data. The 'Standard CP' section includes a 'Code 1' field, which is highlighted in yellow and pointed to by a large green arrow. Other fields in this section include 'Code 2', 'Date', 'State', 'Amount 1', and 'Amount 2'. Above this section are rows for 'MTD Historical Totals', 'QTD Historical Totals', and 'FYTD Historical Totals', each with sub-fields for 'Withholding', 'Total Gross', and 'Applicable Gross'. At the bottom, there is a table with columns for 'Date', 'Amount', and 'Description', and buttons for '+ Create' and '- Report'.

Active Date Range		
Start Date	Stop Date	
01	01/01/17	

MTD Historical Totals		
MTD Withholding	MTD Total Gross	MTD Applicable Gross
0.00	0.00	0.00

QTD Historical Totals (Imported totals may not be accurate)		
QTD Withholding	QTD Total Gross	QTD Applicable Gross
0.00	0.00	0.00

FYTD Historical Totals (Imported totals may not be accurate)		
FYTD Withholding	FYTD Total Gross	FYTD Applicable Gross
0.00	0.00	0.00

FYTD Historical Totals (Imported totals may not be accurate)		
FYTD Withholding	FYTD Total Gross	FYTD Applicable Gross
0.00	0.00	0.00

Standard CP		
Code 1	Code 2	Date
01		01
Amount 1	Amount 2	State
0.00	0.00	

Enter Adjustments		
+ Create	- Report	
Date	Amount	Description

Pre-W2 Processing (continued)

- Payroll Item – Make sure states of IN or MI have the appropriate State ID populated in **Payroll Item Configuration**

Payroll Item Configuration

✓ Save ✕ Cancel

Type StateTax	Code 301	Name West Virginia State
abbreviation WV State	W2 abbreviation WV State	Payment Cycle Quarterly
State Id 123456789		

Options

<input type="checkbox"/> Suppress SSN ID	<input type="checkbox"/> Employer Health Coverage	<input type="checkbox"/> Voluntary
<input type="checkbox"/> Required	<input type="checkbox"/> Show On Create Wizard	

Payee Information

Payee
Manchester Development (Number:) (Address: 1103 Arch Square, Carrollton, OH, 11942)

State Annuity Options

Pre-W2 Processing (continued)

- Health Savings Account (HSA)
 - Annuity Type on the **Payroll Item Configuration** must be set to “Other” even if there are no employee amounts withheld

The screenshot displays the 'Payroll Item Configuration' window. At the top, there are 'Save' and 'Cancel' buttons. The form is organized into several sections: 'Type' (with a dropdown set to 'Health Savings Account'), 'Code' (with a text field containing '570'), 'Name' (with a text field containing 'HEALTH SAVINGS ACCOUNT'), 'Abbreviation' (with a text field containing 'HSA'), 'W2 Abbreviation' (with a text field containing 'HSA'), and 'Payment Cycle' (with a dropdown set to 'Every Payroll'). The 'Annuity Type' dropdown is highlighted in yellow and set to 'Other', with a large green arrow pointing to it. Below this is the 'ACH Information' section, followed by 'Object Codes' (with fields for 'Certified Object' set to '241', 'Classified Object' set to '251', and 'Other Object'). The 'Options' section contains several checkboxes: 'Suppress SSN ID', 'Employer Health Coverage', 'Print Employer Amount', 'Voluntary', 'Required', and 'Show On Create Wizard'. The 'Payee Information' section at the bottom shows a dropdown for 'Payee' set to 'FIRST FEDERAL BANK (Number:) (Address: 211 S FULTON ST. WAUSEON, OH, 43067-)'. The window has a standard Windows-style title bar and a vertical scrollbar on the right.



Pre-W2 Processing (continued)

- Employee Expense Reimbursements
 - If district desires amounts paid through USAS checks to appear on the W2 form as wages
 - Look at ‘Reimbursements of Employee Expenses’ options
 - Special processing through **Adjustments** may be needed
 - Manual changes may be needed

Pre-W2 Processing (continued)

- Excludable moving expenses ****Active Military Only****
- Reimbursements, including payments made directly to a third party, for ACTIVE MILITARY employees only, be entered in the **Adjustments** screen. The amount in this field is treated as an excludable fringe benefit
 - Contact legal advisor with questions
 - Manually enter excludable amounts into the Federal Tax field.

Adjustment Journal + x

Employee
Wright, Amber Lloyd - ANON295 ▼

Payroll Item
Type: Federal Tax, Code: 001 ▼

Type	Transaction Date	Amount	Description
Moving Expense ▼	9/12/18	200.00	

Pre-W2 Processing (continued)



- Fringe benefit amounts
 - Contact legal advisor with questions
 - Enter taxable amount in fringe benefit field in the **Adjustments** screen
 - This IRS document has more details on specific fringe benefits: <https://www.irs.gov/pub/irs-pdf/p15b.pdf>
- Example:
 - All tuition reimbursement above \$5250.00 are considered Fringe benefits and would be subject to regular taxation. This figure would go in **Adjustments** under the Federal tax Payroll Item under the Fringe Benefit Type

Pre-W2 Processing (continued)

- This will update the total and taxable gross fields for Federal AND State on the W2

Adjustment Journal

Adjustment Journal

☐ Create New

☐ Close

Employee: Richard, Elaine Olivia Number: ANON1002

Payroll Item

Type: Federal Tax, Code: 001

Type: Fringe Benefits

Transaction Date: 8/19/20

Amount: 2,000.000

Description:

To Date Options

☒ Month To Date

☒ Quarter To Date

☒ Year To Date

☒ Fiscal Year To Date

Pre-W2 Processing (continued)

Life Insurance Payments:

- Notice received from annuity company-Enter in payroll before last pay.
- IRS Publication 15-B Section 2 pages 13-15 (<http://www.irs.gov/pub/irs-pdf/p15b.pdf>) contains the calculation table to figure the cost.
- In **Current or Future Pay**, the amount should be entered choosing the **Life Insurance Premium-Pay Type**. This pay type represents one kind of non-cash earnings for the employee.
- This pay type will be treated differently for taxation purposes. For the **Life Insurance Premium** amount, the tax amounts for Medicare and Social Security will be calculated during the Initialization of the payroll. No Federal, Ohio, or OSDI tax amounts will be calculated.
 - Some cities withhold city tax on non-cash earnings. This can be activated by setting the "Tax Non-Cash Earn" flag to Y (yes) on the city tax record on the **Payroll Item Configuration** screen.



Life Insurance (continued)

- Life insurance entered in Future Pay BEFORE final pay:

Create New ☒ Save ☐ Cancel

Employee * Heath, Derrick Derek - ANON131 Compensation: * Pos: 1 - Superintendent (Comp. NC - FY24 Discovered)

Future Pay Amount

Description	Pay Type	Effective Date	Units	Rate
Life Insurance	Life Insurance Premium	<input type="text"/>	1.00	100.000

Gross:

☒ Applies For Retirement ☐ Supplemental

Retire Hours

Supplemental Tax Option:

Pay Group:

Specific Pay Account

Rate Type	Expenditure Account	Amount Charged	Leave Projection	Employer Distribution
<div></div>				



Life Insurance (continued)

- If Life insurance was NOT entered before the last pay:
- If the **Life Insurance Premium** pay type was not used prior to the last pay of the calendar year, the following manual procedure must be used in order for the **Life Insurance Premium** pay to show correctly on the W2 form and to ensure that the Quarter Report balances. Follow these procedures prior to generating W2 forms.
- **Core/Adjustments-** Click on Create: Find the Employee, choose 001 Federal Payroll Item, Type is Life Insurance, Transaction Date and Amount

Adjustment Journal

✓ Save ✕ Cancel

Employee
Morse, Nancy Patty - ANON103

Payroll Item
Type: Federal Tax, Code: 001

Type	Transaction Date	Amount	Description
Life Insurance	9/12/18	100.00	

Life Insurance (continued)

- **If Life insurance was NOT entered before the last pay:**
 - This adjustment will update the total and taxable gross fields by for any Payroll Item that taxes **Life Insurance Premiums** (Federal, State, OSDI, City (if applicable) and Medicare). This is then reflected on the W2 Report.
 - If the Medicare withholding was paid by the employee, employer or employee and employer, more adjustments must be made to the *Amount Withheld* and *Board's Amount of Payroll Item* types in Core->Adjustments. If Medicare is fully board paid (pickup) then the total adjustment should be made to the “Board's Amount of Payroll Item” type.
 - The payroll item you would select for these adjustments is the 692 payroll item

Pre-W2 Processing (continued)

- **Taxable Benefits – NC3**
 - Can be done through the last payroll in Future or Current Pay by selecting the *Non-Cash Taxable Benefit* pay type
 - If the Non-cash Taxable Benefit was **NOT** processed in payroll, an **Adjustment** entry is needed using the Taxable Benefits. This will update the total and applicable gross on the Federal, State, City (if applicable), OSDI and Medicare records. If the Medicare withholding was paid by the employee (1.45%) and employer (1.45%), adjustments must be made to the *Amount Withheld* and *Board's Amount of Payroll Item*. If Medicare is fully board paid (Pickup), the total Adjustment should be made to the Board's Pickup Amount of Payroll Item (2.9%).

Pre-W2 Processing Taxable Benefits (NC3)

If the Non-cash Taxable Benefit was **NOT** processed in payroll

Adjustment Journal

☐ Create New ☒ Save ☐ Cancel

☐ Close

Employee: Flores, Andy Travis Number: ANON204

Payroll Item
Type: Federal Tax, Code: 001

Type Taxable Benefits

Transaction Date 9/1/21

Amount 100.000

Description test

To Date Options

- ☒ Month To Date
- ☒ Quarter To Date
- ☒ Year To Date
- ☒ Fiscal Year To Date

Pre-W2 Processing (continued)

- **Dependent Care**
 - If not using the Dependent Care payroll item type and processing it through payroll
 - Manually enter dependent care amounts in through the **Core-Adjustments** screen
 - Max \$5,000 for Married Filing Jointly, \$2500 Married Filing Separately



Dependent Care (continued)

- When the Save button is clicked this will update the total and taxable gross fields by any amount above the \$5,000 threshold for any Payroll Item that taxes **Dependent Care** (Federal, State, City (if applicable)). This is then reflected on the W2 Report. The total amount of Dependent Care will appear in Box 10 on the W2.

Adjustment Journal

✓ Save ✕ Cancel

Employee
Morse, Nancy Patty - ANON103

Payroll Item
Type: Federal Tax, Code: 001

Type	Transaction Date	Amount	Description
Dependent Care	9/12/18	6,000.00	

Pre-W2 Processing (continued)

- Use of Company Vehicle
 - Calculate leased vehicle's value
 - Manually enter leased vehicle **Core/Adjustments**
 - This will update the total and taxable gross fields for any Payroll Item that taxes **Vehicle Lease** (Federal, State).
This will appear in Box 14 on the W2.

Adjustment Journal + ×

Employee
Morse, Nancy Patty - ANON103

Payroll Item
Type: Federal Tax, Code: 001

Type	Transaction Date	Amount	Description
Vehicle Lease	9/12/18	1,000.00	



Employer Sponsored Health Care Cost on W2

- **If any employee** is paying for their insurance out of pocket, this amount will need to be added as an adjustment:
 - Go to **Core/Adjustments**
 - Click **Create**
 - **Employee**-Find Employee by typing in a few characters of first and last name. Choose employee
 - **Payroll Item**-Use Drop Down Choose ***Federal Tax 001***
 - **Type**-From Drop Down Choose ***Health Insurance***
 - **Transaction Date**-Enter in or choose a date from the calendar
 - **Amount**-Enter in Amount
 - Description-Enter a Description (optional)
 - Click Save

Employer Sponsored Health Care Cost on W2 (continued)

- **If the employee insurance** is paid half a year out of pocket and the other half through payroll, the amount paid by the employee will need to be added as follows:
 - Go to **Core/Adjustments**
 - Click **Create**
 - **Employee**-Find Employee by typing in a few characters of first t last name. Choose employee
 - **Payroll Item**-Use Drop Down Choose ***Federal Tax 001***
 - **Type**-From Drop Down Choose ***Health Insurance***
 - **Transaction Date**-Enter in or choose a date from the calendar
 - **Amount**-Enter in Amount
 - Description-Enter a Description (optional)
 - Click Save

Employer Sponsored Health Care Cost on W2 (continued)

- Manually enter **only** amount **not** tracked in USPS system in **Core/Adjustments**- Click on Create:
- When the Save button is clicked this will update the total Employer Health Coverage withheld for W2 reporting purposes.

Adjustment Journal

✓ Save Cancel

Employee
Morse, Nancy Patty - ANON103

Payroll Item
Type: Federal Tax, Code: 001

Type	Transaction Date	Amount	Description
Health Insurance	12/12/18	600.00	

Employer Sponsored Health Care Cost on W2 (continued)

- The Affordable Care Act requires employers to report the cost of coverage under an employer-sponsored group health plan.
 - Reporting the cost of health care coverage on the Form W-2 does not mean that the coverage is taxable. This total includes the employee and employer payments for Medical Insurance. **This is for informational purposes only**
- Must **report the cost of employer-sponsored Health Coverage** in Box 12 using Code DD if the district filed 250 or more W2's for the preceding calendar year
- **Life, Dental and Vision** are not required to be included in the total if they are separate plans and not included as part of the medical plan
<http://www.irs.gov/uac/Form-W-2-Reporting-of-Employer-Sponsored-Health-Coverage>
- ****Note-**The contribution amount by Employee and Employer for **Health Saving Account (HSA)** is **NOT** to be included as employer-sponsored health coverage. This is reported in Box 12 using (Code W).



Employer Sponsored Health Care Cost on W2 (continued)

- The box “**Employer Health Coverage**” on Regular and Annuity **Payroll Item Configurations** needs to be checked
- If this **Employer Health Coverage** box is checked, the YTD **Payroll Item** totals will be included in the total on the W2 for Employer Health Coverage.



Employer Sponsored Health Care Cost on W2 (continued)

Payroll Item Configuration

Type	Code	Name
Annuity	501	Crawfordville Software
abbreviation	W2 abbreviation	Payment Cycle
Annuity	Annuity	Monthly
Annuity Type		
403B		

Object Codes

Certified Object	Classified Object	Other Object
vkly	xrfq	lvkf

Options

<input type="checkbox"/> Suppress SSN ID	<input checked="" type="checkbox"/> Employer Health Coverage	<input type="checkbox"/> Print Employer Amount
<input checked="" type="checkbox"/> Voluntary	<input type="checkbox"/> Required	<input type="checkbox"/> Show On Create Wizard

Payee Information

Payee

Hiram Cafe (Number: 52066557) (Address: 979 Langan Court, Wadsworth, OH, 26811)

Employer Sponsored Health Care Cost on W2 (continued)

- **If the district** only tracks the **employee** portion of health care costs in the USPS system, the district will need to create a spreadsheet using the appropriate header information with the Board YTD costs for Employee Health Insurance to Mass Load. Importable Entity would be Adjustment Journal.
- See SSDT Wiki on Mass Load: [Mass Load - USPS Documentation - SSDT Confluence Wiki \(atlassian.net\)](#)



Employer Sponsored Health Care Cost on W2 (continued)

- **UTILITIES/MASS LOAD/ADJUSTMENTS** can be used to load a spreadsheet with any data not tracked in the payroll system into the **Core/Adjustments** record for Medical Insurance coverage.

USPS Load File

Choose File

No file chosen

Importable Entities:

AdjustmentJournal

▼

Load

Employer Sponsored Health Care Cost (continued)

- Note-If you are not currently processing the board portion of paid medical insurance through USPS you can track Employer Sponsored Health Care portions through **Employer Distributions**
- If not wanting to use **Employer Distributions Submission**, leave **Object Codes** fields in Payroll Item Configuration record blank.



HEALTH REIMBURSEMENT ARRANGEMENT

- The IRS has added a Code FF for Box 12. It will report the total amount of permitted benefits under a qualified small employer health reimbursement arrangement. This will allow eligible employers to pay or reimburse medical care expenses of eligible employees after the employees provide proof of coverage. Use this code to report the total amount of permitted benefits under a QSEHRA. The maximum reimbursement for an eligible employee under a QSEHRA is **\$5,850 (\$11,800 if it also provides reimbursements for family members)** before indexing for inflation.
- Eligible employers are those **small employers with less than 50** Full-Time Equivalent employees (those who work 130 hours a month or 30 or more hours a week for 120 consecutive days). Another eligibility is that the employer does **NOT** offer a group health plan to any of their employees.
- You will need to add a value in **Core/Adjustments** for Health Reimbursement. Then this value will appear on the W2 and Submission as a code FF with the amount in Box 12. The Health Reimbursement amount will also appear on the W2 city file. The Health Reimbursement amount (HEALTH REIMBURSE) will appear on the W2 Report under the employee's Federal heading, if there is an amount to report. The HEALTH REIMBURSE amount will also total and appear in the Grand Totals and Report Totals, if there are any.

Health Reimbursement Arrangement on W2 (continued)



- Go to Core/Adjustments/Create

Adjustment Journal

✓ Save ✕ Cancel

Employee
Wagner, Morgan Joanne - ANON445

Payroll Item
Type: Federal Tax, Code: 001

Type	Transaction Date	Amount	Description
Health Reimbursement	10/15/18	100.00	


ANON107 Curtis Ian Taxable Gross 01/10/2018

Pre-W2 Reporting



- Go to **Reports/W2 Report and Submission** before last pay of 2023 has been completed. Can be run as many times as necessary.
- **Output Type-Report**
 - **Format**-Choose format type desired from drop down
 - **Report Title**-Default is W2 Report. Can be changed if desired
 - **Federal ID Number**-Defaults from **Core/Organization**
 - **State ID Number**-Defaults from **Core/Organization**

Pre W2 Reporting

- **Kind of Employer**-S-State and Local Government Employer (non501c) automatically populates. Can be changed by using drop down
- **Sort Options**-Choose from drop down
- **Report for Year**-Current year defaults. Choose from drop down if change needed.
- Click 
 - Generate for “Report Employees with Errors Only?” first
 - Review and correct warnings and errors
 - Balance to-date data
 - See [W2 Report and Submission - USPS Documentation - SSDT Confluence Wiki \(atlassian.net\)](#) for error descriptions and help

W2 Report Errors

Control #: 42 SSN: 999914640 Name: Justin Danielle Branch

Code	Desc	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	Federal Tax	0.00	224.78	249.76	24.98
002	Ohio State Tax	0.00	224.78	249.76	24.98
003	City Tax	3.75	249.76	249.76	0.00
692	Medicare Tax	3.62	249.76	249.76	
807	OSDI Tax	0.00	224.78	249.76	24.98

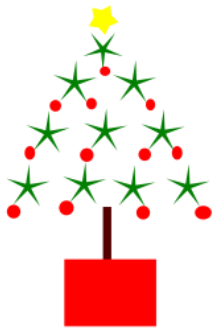
Retire Plan Box Checked

Info Payroll Item 807: Possible error in OSDI gross or tax.
Warning Federal Total annuities, 49.960, does not equal total gross less taxable gross.
Error Invalid SSN, verify SSN before printing W2's



W2 Balancing

- Information on W2 Report should balance to:
 - 941 totals as reported
 - Run **Reports/Employee Earnings Register**
 - Payroll Items represents amounts withheld from employees for the calendar year
 - Run **Reports/Quarter Report**
 - Represents amounts as current in the YTD figures
 - Balance Federal, Ohio, and City taxes and gross amounts



W2 Balancing Earnings Register

Payment Totals							
Total Gross		Total Dock		Total Net			
\$3,053,866.89		(\$4,329.14)		\$2,035,161.24			
Pay Items				Pay Accounts			
Code	Abbreviation	Employee Amt	Employer Amt	Position	FND-FUNC-OBJ-SPCC-SUBJCT-OPU-IL-JOB	Chg Amt	%
001	plyexiywitfpldacribb	284,329.02		1	001-1100-111-0000-000000-100-01-000	99,565.95	100.00
002	rmeaclkabxlegnalxkwx	64,181.47		1	001-2310-171-0000-000000-300-00-000	1,530.00	100.00
003	gybatlrotaytqlfhflwn	44,026.00		1	001-4590-113-0000-000000-200-00-000	26,628.86	100.00
006	vvcroarwdglydgsfkp	631.71		1	001-2510-149-0000-000000-300-00-000	31,698.54	100.00
008	uhcjkfbfgtcgkqxnvpd	266.56		1	001-2510-141-0000-000000-300-00-000	66,573.19	0.00
009	iuievuitxxrubfvqjgcb	2,460.29		1	001-2510-152-0000-000000-300-00-000	270.00	0.00
400	zjwfzxfjolezhlgchwi		81,886.26	1	001-2822-142-0000-000000-000-00-000	2,425.22	100.00
450	yehgrznqpnoxlzttzlrn		344,151.26	1	001-1100-111-0000-000000-100-14-000	131,142.49	100.00
508	rodgxqsibsknzbjtsbb	21,100.00		1	001-2700-142-0000-000000-000-00-000	3,250.60	100.00
514	bvxpodzgsugxijwutcyi	2,400.00		1	001-4530-113-0000-000000-200-00-000	13,393.34	100.00
550	cmnjzpfxoejmwwonann	600.72	39,415.50	1	001-1100-111-0000-060000-200-00-000	42,126.20	100.00
563	wxgynxjcwbpnpoeibtd	1,111.29		1	001-1100-111-0000-000000-100-03-000	90,693.32	100.00
564	dgprrjbmgszsjuccfyrug	284.44		1	001-4550-143-0000-000000-200-00-000	3,569.72	100.00
565	girazzyovibxuyhltme	1,170.81		1	001-1280-111-0000-000000-100-15-000	65,744.42	100.00
566	sbtnchdevcdsyfwgapzl	4,709.52		1	439-1280-111-9017-000000-000-00-000	36,095.36	0.00
		76,660.54		1	300-4540-143-9500-000000-200-00-000	1,674.58	0.00
		38,350.00	125,272.24	1	300-4520-143-9500-000000-200-00-000	1,529.79	0.00
		47,417.17		1	300-4530-143-9500-000000-200-00-000	4,058.04	0.00

Amounts in this column on

Amounts in this column on Earnings Register should be used for balancing

W2 Balancing Quarter Report



Deduction Items Summary

Deduction Name	DED	QTD Total	YTD Total	FTD Total	QTD Taxable	YTD Taxable
Federal Tax	001	\$0.00	\$11,757.08	\$0.00	\$0.00	\$101,391.60
Ohio State Tax	002	\$0.00	\$2,671.65	\$0.00	\$0.00	\$101,391.60
City Tax	003	\$0.00	\$1,754.83	\$0.00	\$0.00	\$116,987.30
City Tax	006	\$0.00	\$25.15	\$0.00	\$0.00	\$5,028.60
State Tax	009	\$0.00	\$73.52	\$0.00	\$0.00	\$1,729.79
Annuity	508	\$0.00	\$1,060.00	\$0.00	\$0.00	\$0.00
Annuity	514	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00
Health Savings Account	550	\$0.00	\$10.48	\$0.00	\$0.00	\$0.00
Annuity	563	\$0.00	\$46.00	\$0.00	\$0.00	\$0.00
Annuity	564	\$0.00	\$12.24	\$0.00	\$0.00	\$0.00
Annuity	565	\$0.00	\$50.08	\$0.00	\$0.00	\$0.00
Annuity	566	\$0.00	\$198.72	\$0.00	\$0.00	\$0.00
Annuity	569	\$0.00	\$3,393.83	\$0.00	\$0.00	\$0.00
Health Savings Account	570	\$0.00	\$1,646.00	\$0.00	\$0.00	\$0.00
SERS Annuity	590	\$0.00	\$1,846.94	\$0.00	\$0.00	\$0.00
STRS Annuity	591	\$0.00	\$12,396.68	\$0.00	\$0.00	\$0.00
Regular	600	\$0.00	\$27.95	\$0.00	\$0.00	\$0.00
Regular	603	\$0.00	\$1,380.47	\$0.00	\$0.00	\$0.00
Regular	604	\$0.00	\$311.31	\$0.00	\$0.00	\$0.00
Regular	612	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00
Child Support			\$946.97	\$0.00	\$0.00	\$0.00
Regular			\$210.12	\$0.00	\$0.00	\$0.00
Regular			\$42.45	\$0.00	\$0.00	\$0.00
Regular			\$333.79	\$0.00	\$0.00	\$0.00
Regular			\$199.37	\$0.00	\$0.00	\$0.00
Employer SERS			\$455.31	\$0.00	\$0.00	\$0.00
Employer STRS	691	\$0.00	\$1,461.00	\$0.00	\$0.00	\$0.00

Amounts in this column on
Quarter Report should be used
for balancing

W2 Balancing W2 Report



Report Summary						
Code	Description	Count	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	Federal Tax	75	\$11,420.39	\$101,583.68	\$122,197.73	\$20,614.05
	Medicare Pickup		\$192.08			
	Emplr Hlth Coverage		\$26,061.61			
	HSA		\$124,855.51			
	457		\$1,160.00			
	Section 125		\$5,210.43			
002	Ohio State Tax	75	\$2,598.16	\$101,583.68	\$122,197.73	\$20,614.05
003	City Tax	75	\$1,754.83	\$116,987.30	\$122,197.73	\$5,210.43
006	City Tax	3	\$25.15	\$5,028.60	\$6,360.54	\$1,331.94
			\$73.52	\$1,729.79	\$2,238.13	\$508.34
			\$1,696.37	\$116,987.30	\$122,005.65	\$0.00
			\$144.91	\$7,272.67	\$8,952.93	\$1,680.26

Amounts in this column on W2 Report
should be used for balancing



W2 Balancing

- Items that affect balancing between W2 Report and Quarter (See Specific Affects documentation)
<https://mcoecn.atlassian.net/wiki/spaces/SMT/pages/4818662/Affects+of+Special+W2+Situations+on+Processing>
 - Dependent care benefits over limit
 - Fringe Benefits
 - Medicare pickup amounts
 - Taxable third-party sick pay
 - Use of company vehicle
 - Employee expense reimbursements paid through USAS check

W2 Balancing



- Dependent care benefits
 - Amounts over limit (\$5000/\$2500) are added to total and taxable gross amounts on Federal, Ohio and City total and taxable gross fields on the W2 Report
 - Ex-If \$6,000.00 is added to Adjustments/Dependent Care on the 001 record, \$1000.00 will be added to total and taxable gross fields as stated above.
 - This will cause gross amounts on W2 Report to be higher.

Adjustments/ Dependent Care



Adjustment Journal

✓ Save ✕ Cancel

Employee
Nieves, Brooklyn Pete - ANON781

Payroll Item
Type: Federal Tax, Code: 001

Type	Transaction Date	Amount	Description
Dependent Care	10/5/18	6,000.00	



W2 Balancing

- Fringe Benefits
 - An Adjustments/Fringe Benefits entry on the 001 record adds all fringe benefit amounts to total and taxable gross amounts on Federal and Ohio records
 - Will cause gross amounts on W2 Report to be higher





Fringe Benefits

Adjustment Journal + ×

Employee
Nieves, Brooklyn Pete - ANON781 ▼

Payroll Item
Type: Federal Tax, Code: 001 ▼

Type	Transaction Date	Amount	Description
Fringe Benefits 	 10/5/18	200.00	

ANON781 Lewis Blake Amount Withheld 04/01/2018

W2 Balancing



- Medicare Pickup
 - Amount added to total and taxable gross amounts on Federal, Ohio and OSDI records
 - Will cause gross amounts on W2 Report to be higher.

W2 Balancing

- If ‘**Tax Employer Amounts**’ option is **not** used on the city tax record on the Payroll Item Configuration record (Tax Employer Amounts box **unchecked** on Payroll Item Configuration)
 - The Medicare Pickup box should be checked if the city taxes the Medicare pickup
 - The Medicare pickup is added to the city total and taxable gross amounts on the W2 Report.
 - Employee pays tax after the fact



W2 Balancing



✓ Save ✕ Cancel

Type City Tax ▼	Code 003	Name Gumbranch Cafe
abbreviation City Tax	W2 abbreviation City Tax	Payment Cycle Monthly ▼
Tax Entity Code zbwvdyk		

CCA

CCA 	CCA Description 	<input type="checkbox"/> Report To CCA
---------	---------------------	--

City Tax Annuity Options

<input type="checkbox"/> Annuity 401 a	<input type="checkbox"/> Annuity 401 k	<input type="checkbox"/> Annuity 403 b
<input type="checkbox"/> Annuity 408 k	<input type="checkbox"/> Annuity 457	<input type="checkbox"/> Annuity 501 c
<input checked="" type="checkbox"/> Non Wages 125	<input type="checkbox"/> Other	<input type="checkbox"/> Wages 125

Employer Paid Amounts To Be Taxed

Select Employer Paid Amounts to be Taxed

Available Employer Paid Payroll Items:

635 - Wray Pro Services - Regular
636 - Springfield Office supplies - Regular
690 - Statesboro Manufacturing - Employer SERS
691 - Monticello Accounting - Employer STRS
692 - Preston Furnishings - Medicare Tax
693 - Hampton Realty - Social Security Tax

>
<

Tax Employer Paid Amounts for these Payroll Items:

☐ Tax Employer Amounts

Options

<input type="checkbox"/> Suppress SSN ID	<input type="checkbox"/> Employer Health Coverage	<input type="checkbox"/> Job Level
<input checked="" type="checkbox"/> Medicare Pickup	<input checked="" type="checkbox"/> Tax Non Cash Earn	<input type="checkbox"/> Voluntary
<input checked="" type="checkbox"/> Required	<input checked="" type="checkbox"/> Show On Create Wizard	

W2 Balancing



- If the **'Tax Employer Amount'** is used on the city tax record (Tax Employer Amounts box **checked** on Payroll Item Configuration)
 - The tax is withheld during the payroll

Type: **City Tax**

Code: **003**

Name: **Gumbranch Cafe**

abbreviation: **City Tax**

W2 abbreviation: **City Tax**

Payment Cycle: **Monthly**

Tax Entity Code: **zbsrvdymk**

CCA: **CCA**

CCA Description: **CCA**

☐ Report To CCA

City Tax Annuity Options

☐ Annuity 401 a

☐ Annuity 401 k

☐ Annuity 403 b

☐ Annuity 403 c

☐ Annuity 457

☐ Other

☒ Non Wages 125

☐ Wages 125

Employer Paid Amounts To Be Taxed

Select Employer Paid Amounts to be Taxed

Available Employer Paid Payroll Items:

634 - Gibson Engineering - Regular

635 - Wray Pro Services - Regular

636 - Springfield Office supplies - Regular

690 - Statesboro Manufacturing - Employer SERS

691 - Monticello Accounting - Employer STRS

693 - Hampton Realty - Social Security Tax

Tax Employer Paid Amounts for these Payroll Items

692 - Preston Furnishings - Medicare Tax

☒ Tax Employer Amounts

Options

☐ Suppress SSN ID

☐ Medicare Pickup

☒ Required

☐ Employer Health Coverage

☒ Tax Non Cash Earn

☒ Show On Create Wizard

☐ Job Level

☐ Voluntary

Taxable Third-Party Sick pay



- Taxable Third-Party Sick Pay
 - Users need to add the Third-Party Sick pay amount using **Adjustments/Total Gross** and **Adjustments/Taxable Gross** on the Federal (001), Ohio (002), OSDI (8XX) and Medicare records as needed
 - Will cause gross amount on W2 Report to be higher
 - See Third-Party Sick Pay Instructions Document
 - See Third-Party Sick Payment Notification Example Document

W2 Balancing Third-Party Sick Pay

Adjustment Journal

✓ Save ✕ Cancel

Employee
Branch, Ryan Pam - ANON564

Payroll Item
Type: Federal Tax, Code: 001

Type	Transaction Date	Amount	Description
Total Gross	10/5/18	500.00	

Adjustment Journal

✓ Save ✕ Cancel

Employee
Branch, Ryan Pam - ANON564

Payroll Item
Type: Federal Tax, Code: 001

Type	Transaction Date	Amount	Description
Taxable Gross	10/5/18	500.00	

Nontaxable Third-Party Sick Pay

- Non-taxable third-party sick pay
 - Does not affect balancing
 - Does not affect taxes
 - Add amount using **Adjustments/Third-Party Pay** to the Federal Tax (001) record.
 - District is notified how much to enter by third party
 - This amount will print in Box 12 with a code 'J'



Nontaxable Third-Party Sick Pay

Adjustment Journal

✓ Save ○ Cancel

Employee
Branch, Ryan Pam - ANON564

Payroll Item
Type: Federal Tax, Code: 001

Type	Transaction Date	Amount	Description
Third Party Pay	10/5/18	1,500.00	

ANON440 Lewis Blake Amount Withheld 01/01/2018

W2 Balancing- Company Vehicle Use



- Use of Company Vehicle Field
- Add amount using **Core/Adjustments/Vehicle Lease** to the Federal Tax (001) record.
 - This adds the Vehicle Lease amount from the 001 Federal record to the total and taxable gross fields on the Federal (001), and Ohio (002) total and taxable gross fields on the W2 Report.
 - Will cause the gross amounts on W2 Report to be higher

Use of Company Vehicle

Adjustment Journal

✓ Save ✕ Cancel

Employee
Branch, Ryan Pam - ANON564

Payroll Item
Type: Federal Tax, Code: 001

Type	Transaction Date	Amount	Description
Vehicle Lease	10/5/18	2,000.00	




Employee Expense Reimbursements



- If district wants employee reimbursements originally paid through USAS to appear on the W2 as wages, Adjustments will be made. This will create a balancing difference between Quarter Report and W2 Report
- May cause W2 Report to show higher gross amounts than actually paid through USPS
- See ‘Reimbursements of Employee Expenses’ document for more details

Balancing Problems



- Voided checks from prior calendar year
 - Go to **Payments/Check Register** filter the Transaction Date as 01/01/2023..12/31/2023 and Status as V. This will pull in all voided checks dated between 01/01/23 and 12/31/23.
 - The report option can then be used to create a report of all voided checks.
- To pull all Refund of annuity withheld in prior calendar year
 - Go to **Payments/Refund Checks** Show Transaction Date on grid and then filter **01/01/2023..12/31/2023** click on  **Report**.
 - Do the Same option on the **Refund ACH** Tab

Balancing Problems (continued)

- Manual Updates
 - Go to **Core/Adjustments**
 - Filter **Transaction Date 1/01/23..12/31/23**
 - Filter **Code 001**
 - Search for any **Types** manually added like Fringe Benefit, Health Insurance, Dependent Care, Vehicle Lease, etc.
 - Filter **Type** that is out of balance like Total Gross, Amount Withheld, etc.

W2 Report

Report Summary

Code	Description	Count	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	Federal Tax	75	\$11,420.39	\$101,583.68	\$122,197.73	\$20,614.05
	Medicare Pickup		\$192.08			
	Emplr Hlth Coverage		\$26,061.61			
	HSA		\$124,855.51			
	457		\$1,160.00			
	Section 125		\$5,210.43			
002	Ohio State Tax	75	\$2,598.16	\$101,583.68	\$122,197.73	\$20,614.05
003	City Tax	75	\$1,754.83	\$116,987.30	\$122,197.73	\$5,210.43
006	City Tax	3	\$25.15	\$5,028.60	\$6,360.54	\$1,331.94
009	State Tax	1	\$73.52	\$1,729.79	\$2,238.13	\$508.34
692	Medicare Tax	71	\$1,696.37	\$116,987.30	\$122,005.65	\$0.00
800	OSDI Tax	6	\$144.91	\$7,272.67	\$8,952.93	\$1,680.26

Special amounts
for W2s

From
Payroll
Item



Total Gross minus
Taxable Gross

Common W2 Error Messages

- **Warning:** Calculated annuity amount exceeds the total annuities
 - Indicates the total gross minus taxable gross is greater than total annuities from the YTD deduction amounts
 - Indicates possible problem with annuity amounts, gross or taxable gross
 - Verify manual adjustment updates
 - Verify error adjustments



Common W2 ErrorMessage

- **Error: Invalid SSN**
 - SSA defines series of SSNs as invalid
 - Verify SSN with employee's SS card
 - Go to Core/Employees-Using the grid locate the employee. Click  and update the SSN with the correct SSN. Click 



Common W2 Error Messages

- **Error:** Medicare amount does not equal 1.45% of Medicare gross
 - Medicare tax may be incorrect
 - Verify amounts
 - SSA/IRS may not accept with incorrect amounts



Common W2 Error Messages

- Verify manual adjustment updates
- Check Medicare pickup records
 - Must have 692 or 693 with 2.9%



Common W2 Error Messages

- **Warning:** Negative annuity on file for this employee. Assuming zero
- A total negative annuity indicates a check was voided from a prior calendar year in the current calendar year. Run the REPORTS/PAYMENT TRANSACTION STATUS REPORT option to attempt to isolate the problem. If this is the case, you will need to zero the negative amount of the annuity and file a W2-C form for the previous calendar year

OR

- If desire to report it as if withheld and refunded in current calendar year
 - Use **Core/Adjustment** and zero annuity amount by entering a positive figure that coincides with that negative figure.
 - Use **Core/Adjustments** and increase total gross amounts on Federal, Ohio, OSDI and city, if the city honored the annuity initially



Common W2 Error Messages

- **Info-Pension Plan flag on Federal record is overriding W2 calculations**
 - If the Federal Payroll Item has the Pension Plan marked “No, never check the pension plan box”, but finds an active retirement record
 - If Federal Payroll Item has the Pension Plan marked to “Automatically check the pension plan box based on retirement” or “Yes, check the pension plan box” but does not find an active retirement record
 - Common to receive this informational for students who do not participate in SERS
 - No action is needed



Common W2 Error Messages

- **Info:Payroll Item XXX:**Possible error in OSDI gross or tax
 - Indicates taxable OSDI wages but no tax was withheld
 - Common informational for employees who have smaller wage amounts per payroll
 - Verify amounts
 - Usually, no action is needed



Common W2 Error Messages

- **Warning:**Federal Total annuities \$xxxx.xx does not equal total gross less taxable gross
 - Calculated annuity amount (total gross less taxable) does not match the YTD annuity amounts from Payroll Item
 - Program compares total annuities from Payroll Items to total gross less taxable gross calculation, uses federal tax record
 - Possible problem with annuity total
 - Possible problem with total gross
 - Possible problem with taxable gross



Common W2 Error Messages

- Federal Total annuities \$xxxx.xx do not equal total gross less taxable gross (continued)
 - Verify manual adjustment updates
 - Verify refund of deductions
 - If refund from prior calendar year and district wants it to appear as if amounts were withheld and refunded in current calendar year
 - » Increase total gross on Federal, Ohio, OSDI and city if they initially honored the annuity by using **Core/Adjustments**



Common W2 Error Messages

- **Error:** This employee's Medicare wages are less than their Social Security wages
 - The Medicare gross wages amount is incorrect or the FICA (Social Security) gross wages amount is incorrect. Please update the gross amount on the Medicare or FICA **Payroll Item** that has the incorrect amount, by using Core/Adjustments. This error should be corrected before creating a tape. The Social Security Administration will contact the district if this error is not fixed.



W2 Report and Submission Features

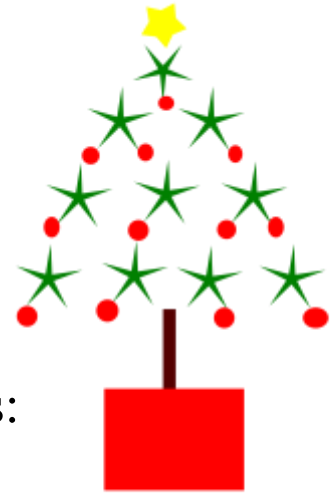
- Program used to generate
 - W2 Report.PDF use as a Balancing report
 - W2 Output mailable.zip for W2 Employee Z-fold printing
 - W2 Forms.zip – **district printing** Employer and City copies
 - W2MAST.TXT file for file submission to SSA



2023 W2 Reporting- W2 Submission Files

- Go to **Reports/W2 Report and Submission**
- **Output Type-Submission**
 - **Federal ID Number**-Defaults from **Core/Organization**
 - **Additional Federal ID Number**-Can be added if needed
 - **State ID Number**-Defaults from **Core/Organization**
 - **Kind of Employer**-S-State and Local Government Employer (non501c) automatically populates. Can be changed by using drop down. **See next slide.**
 - **Sort Options**-Choose from drop down
 - **Report for Year**-Current year defaults. Choose from drop down if change needed
 - **Employer Name**-Defaults from **Core/Organization**

Kind of Employer



- You will need to specify what type of employer your district is:
 - The Kind of Employer can be one of the following:
 - F = Federal Government
 - S = State and Local Governmental Employer (non 501c)
 - T = Tax-Exempt Employer
 - Y = State and Local Tax-Exempt Employer (501c)
 - N = None Apply

If the school district is part of a local government and has NOT applied for 501C status, they will choose State/local non 501c (S)

If the school has applied for 501C status and was granted nonprofit status, they choose State/local 501c (Y)

2023 W2 Reporting-


W2 Submission Files(continued)

- **Employer Address first line-Defaults from Core/Organization**
- **Employer Address second line-Defaults from Core/Organization**
- **Employer City- Defaults from Core/Organization**
- **Employer State-Defaults from Core/Organization**
- **Employer Zip Code-Defaults from Core/Organization**
- **Contact Name-**Required****
- **Contact Phone Number-**Required****
- **Contact Phone Extension-Optional**
- **Contact Fax Number-Optional**
- **Contact Email Address-**Required****




2023 W2 Reporting- Submission Files(continued)


To create SSA submission file click

 [Generate SSA W2 Submission File](#)


 [Generate SSA W2 Submission File Summary Report](#)

To create CCA submission file click

 [Generate CCA W2 Submission File](#)

 [Generate CCA W2 Submission File Summary Report](#)

To create RITA submission file click

 [Generate RITA W2 Submission File](#)

 [Generate RITA W2 Submission File Summary Report](#)

**To create city tape file go to the ‘W2 City Options’ tab
and click**

 [Generate City W2 Submission File](#)

 [Generate City W2 Submission File Summary Report](#)

W2 Files and Submission

- W2CITY “cityname”.TXT file used for city submissions
- W2MAST.TXT submission file is used to report to SSA
 - Federal
- W2MSTCCA.TXT submission file for CCA
- W2MSTRITA.TXT submission file for RITA



W2 Files and Submission

- W2 State Option is used to create:
 - State of Ohio W2 Submission File
W2MAST_OH.TXT
 - State of Indiana W2 Submission File
 - State of Michigan W2 Submission File
 - Others: Kentucky, West Virginia,
and Pennsylvania

W2 Files and Submission

- To create State submission file(s) click the ‘W2 State’ button and then click the applicable State wishing to create the submission file for.
- Each State setup is unique so populate accordingly:
 - Indiana – 10-digit Taxpayer ID, 3-digit TID Location
 - PA or VW – ask NOACSC for additional information



W2 Forms File


- Go to **Reports/W2 Report and Submission**
- **Output Type-Choose Forms**
 - **Federal ID Number**-Defaults from **Core/Organization**
 - **State ID Number**-Defaults from **Core/Organization**
 - **Kind of Employer**-S-State and Local Government Employer (non501c) automatically populates. Can be changed by using drop down.



W2 Forms File (continued)

- **Report for Year**-Current year defaults. Choose from drop down if change needed.
- **Employer Name**-Defaults to district name from **Core/Organization**.
- **Employer Address First Line**-Defaults to first line address from **Core/Organization**
- **Employer Address Second Line**-Defaults to second line address from **Core/Organization**

W2 Forms File (continued)

- **Employer City**-Defaults to City from **Core/Organization**.
- **Employer State**-Defaults to State from **Core/Organization**.
- **Employer Zip Code**-Defaults to Zip Code from **Core/Organization**
- Click 



W2 Forms File (continued)



- Additional deduction codes
 - Allows districts to print additional information in box 14, “Other”
 - Six can be entered
 - Leased vehicle value is always included
 - Other user values are secondary
 - Prints the first 3 for each employee in the order entered

W2 Forms File (continued)

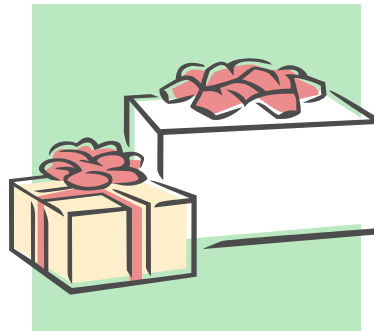
- PRINTING
 - Go W2 Reports > Mailable Forms (see USPS checklist instructions for creating the printing files)
 - Go to W2 Reports > W2 Form Output Files
Download the W2 Output mailable.zip file created
 - Report name for printing is W2 Output mailable.zip for Employee Z-fold W2
 - Send to File Archive when the file is ready for printing/saving

Printing Employer and City copies

Follow Checklist for printing Employer and City copies as needed using W2 Forms.zip files. The software does not have the option of the half-sheet forms for Employer and City copies.

W2 Instructions Reviewed

- Specific details on W2 form reporting requirements
 - Found at
 - <https://www.irs.gov/pub/irs-pdf/iw2w3.pdf>



W2 Instructions Reviewed



- Corrections (Page 25 - Instructions for Forms W-2 and W-3)
 - Use W2-C form
 - A W3-C form must accompany a W2-C form if sent by paper
 - Incorrect address
 - W2-C form not required, just correct Employee copy

W2 Instructions Reviewed

- Deceased employee's wages (Page 8 - Instructions for Forms W-2 and W-3
 - If payment is made in year employee died
 - W2 reporting required
 - 1099 reporting required
 - If payment is made in year after the death of employee
 - 1099 reporting required



W2 Instructions Reviewed

- Designated Roth IRA amounts (Page 8 - Instructions for Forms W-2 and W-3)
- Educational Assistance (pages 9)
 - Verify taxability with legal advisor
- Employee business expense reimbursements (Page 9)
 - Verify taxability with legal advisor



W2 Instructions Reviewed

- Employee taxes paid by employer (Page 9 and 16 - Instructions for Forms W-2 and W-3)
 - Medicare pickup
- Fringe benefits (Page 10)
 - Verify taxability with legal advisor
- Group-term life insurance (Page 10)
 - Over \$50,000 provided
 - Must use Publication 15-B table and calculate taxable value of premium, page 13-15
 - NOTE: Print 15-B now – IRS updates this early for new tax year



W2 Instructions Reviewed

- Health Savings Account (HSA) (Page 11-Instructions for Forms W-2 and W-3)
- Lost W2 form (Page 11)
 - Kiosk
 - Go to Reports/W2 Report and Submission/Forms
 - Will create a PDF copy
 - **Go to W2 Printing tab**
 - **Looks more like an official copy**

W2 Instructions Reviewed

- Moving Expenses (Page 11 - Instructions for Forms W-2 and W-3)
 - Only for members of the US Armed Forces
- Third Party Sick Pay (Page 13)
 - Verify taxability using information received from annuity company
 - Pages 16-21 in Publication 15-A includes specific instructions

<https://www.irs.gov/pub/irs-pdf/p15a.pdf>



W2 Instructions Reviewed

- Box a (Page 15 - Instructions for Forms W-2 and W-3)
 - Employee SSN as entered in Employee Screen
- Box b (Page 16 - Instructions for Forms W-2 and W-3)
 - Federal EIN
- Box c (Page 16 - Instructions for Forms W-2 and W-3)
 - Employer information as entered in W2 Report

W2 Instructions Reviewed

- Boxes e and f (Page 16- Instructions for Forms W-2 and W-3)
 - Employee's name and address
 - Data from Employee Screen
 - Uses legal name if non-blank
 - Uses name field if legal name is blank
- Box 1 (Page 16)
 - Wages from Federal taxable gross amount





W2 Instructions Reviewed

- Box 2 (Page 17 - Instructions for Forms W-2 and W-3)
 - Tax withheld for YTD on Federal tax record
- Box 3 (Page 17)
 - Social security wages from 692/693 records flagged as a Payroll Item-Social Security Tax



W2 Instructions Reviewed

- Box 4 (Page 17 - Instructions for Forms W-2 and W-3)
 - Social security taxes withheld from the 692/693 and 692/693 records flagged as Payroll Item-Social Security Tax
- Box 5 (Page 17)
 - Medicare wages from 692/693 records flagged with a Payroll Item-Medicare



W2 Instructions Reviewed

- Box 6 (Page 18 - Instructions for Forms W-2 and W-3)
 - Medicare taxes withheld on the 692/693 records flagged as Payroll Item-Medicare
- Box 10 (Page 18)
 - Dependent care benefits as entered through Adjustments on Federal 001 record

W2 Instructions Reviewed

- Box 12-Codes (Pages 18-22 - Instructions for Forms W-2 and W-3)
 - Code C
 - Group-term life over \$50,000 cost
 - Code D
 - 401(k) amounts
 - Code E
 - 403(b)



W2 Instructions Reviewed

- Code F
 - 408(k)(6)
- Code G
 - 457(b) 457(f)
- Code H
 - 501 c(18)(D)
- Code J
 - Nontaxable sick pay



W2 Instructions Reviewed



- Code P
 - Excludable moving expenses
(US Armed Forces only)
- Code T
 - Adoption benefits
- Code W
 - Employer contributions to Health Savings Accounts
 - Employer contributions include section 125 annuity amounts the employee contributes
- Code AA
 - Designated Roth contributions under a section 401(k)

W2 Instructions Reviewed

- Code BB
 - Designated Roth contributions under a 403(b)
- Code DD
 - Cost of employer-sponsored health coverage
- Code EE
 - Designated Roth contributions under a governmental section 457 (b) plan
- Code FF
 - Permitted benefits under a qualified small employer health reimbursement arrangement
 - Max reimbursement amount for single \$5450 and family \$11,050



W2 Instructions Reviewed

- Box 13 – (Page 22- Instructions for Forms W-2 and W-3)
 - Retirement plan
 - 401(a)
 - 401(k)
 - 403(b)
 - 408(k)
 - 501c(18)
 - Notice 87-16 defines “active participant”



W2 Instructions Reviewed

- Box 14 - Other (Page 22 Instructions for Forms W-2 and W-3)
 - Value of vehicle lease from Federal tax record
 - Other deductions entered in W2 Report
 - Optional possibilities include
 - Union dues
 - Retirement



Submission Files-State Files

- To create State submission file(s) Go to **Reports/W2 Report/Submission/W2 State Options** tab

The screenshot shows a web application interface with a top navigation bar containing links: Home, Core, Payments, Payroll, Processing, Reports, System, and Utilities. Below this is a sub-navigation bar with four tabs: W2 Report Options, W2 City Options, W2 State Options (which is highlighted in yellow), and W2 Printing. The main content area is titled 'Save and Recall' and features a dropdown menu set to 'Most Recent' with a save icon. Below this, the 'State' section has radio button options for Indiana, Kentucky, Michigan, Ohio (selected), Pennsylvania, and West Virginia. The 'Federal ID Number' field contains '36-4713278'. The 'Additional Federal ID Number' field is empty. The 'State ID Number' field contains '52-7851133'. The 'Kind of Employer' dropdown is set to 'S, State and Local Governmental Employee'.

Home		Core	Payments	Payroll	Processing	Reports	System	Utilities
W2 Report Options		W2 City Options		W2 State Options		W2 Printing		
Save and Recall		Most Recent						
State		<input type="radio"/> Indiana <input type="radio"/> Kentucky <input type="radio"/> Michigan <input checked="" type="radio"/> Ohio <input type="radio"/> Pennsylvania <input type="radio"/> West Virginia						
Federal ID Number		36-4713278						
Additional Federal ID Number								
State ID Number		52-7851133						
Kind of Employer *		S, State and Local Governmental Employee						

State Files

- State of Ohio encourages all employers to submit their W-2 information on OBG electronically regardless of how many W-2 forms they issue.
 - You will log into Ohio Business Gateway and upload the W2 file for State reporting.

State Files

- State of Indiana is requiring electronic file submission for employers with 25 or more W-2 forms
 - There is an option to create the IN submission file.

State Files

- State of Michigan is requiring electronic file submission for employers with 250 or more W-2 forms.
 - There is an option to create the MI submission file.

State Files

- State of Kentucky – only accepts electronic
- State of West Virginia – electronic file submission required for employers with 25 or more
- State of Pennsylvania – electronic file submission required for employers with 10 or more

Post W2 Processing

- Corrections before files have been submitted to SSA
 - Files can be recreated as many times as needed



Post W2 Processing

- Corrections after submission of files to SSA
 - In this scenario a W2C and W3C (if paper) will have to be submitted by the district. W2C can also be done through SSA website.



Preparing for 2024



- Enter changes in tax withholding rates effective January 1, 2024
 - **City rates**
 - <https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Download/MuniRateTableInstructions.aspx>
 - Click on *Municipal Income Tax Rate Database Table*
 - **OSDI rates**
 - <https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/default/schooldistrict.aspx>
 - Click on *School District Income Tax Rate Database Table*

Preparing for 2024 (continued)

-CCA City Rates-

- <http://ccatax.ci.cleveland.oh.us/?p=taxrates>

-RITA City Rates-

- <https://www.ritaohio.com/TaxRatesTable>

Preparing for 2024 (continued)

– Unsure if employee should be taxed

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

Lookup Tax Rate

- Address
- Zip Code 5 digit or 9 digit
- Latitude/Longitude



Mass Loading Payroll Item Rates

Use the Mass Load option or the Mass Change definition option on Payroll Items-

Mass Load

- Select the correct Object in dropdown on top left (Annuity Item, Regular Item, City Tax Item, etc)
- Choose the fields you want included on your file, adding from More options if needed
- Filter those fields to get the data that needs changed
- Format-Choose Excel-FieldNames
- Generate Report
- Make any necessary changes to the rate, etc on your file and then click Save As and choose CSV (Comma Delimited)
- You can then use Utilities/Mass Load and select your CSV file and the appropriate Importable Entity. Click on Load and the changes from the CSV file will be made to the appropriate payroll item records.



Mass Changing Payroll Item Rates (continued)

Mass Change option

- Go to Core/Payroll Items screen
- Filter the Code you are wishing to change by using the grid and entering in the code and rate. If you enter a specific code and specific rate only records that meet that criteria will appear on the screen.
- Run a Report to have the “BEFORE” copy of the data
- Click the Mass Change button
- In Maintenance Mode-Under Script Definition choose “rate”
- In the New Value field enter in the new rate
- Under Definition Name give the change a name Ex. Rate Change
- Click Save
- Now select Execution Mode
- Under Load Definition select the definition that you created-Rate Change
- Click Submit Mass Change
- All filtered records now should display the updated rate change
- Run a Report to have the “AFTER” copy of the data, and compare

