# USPS-R Calendar Year-end Review

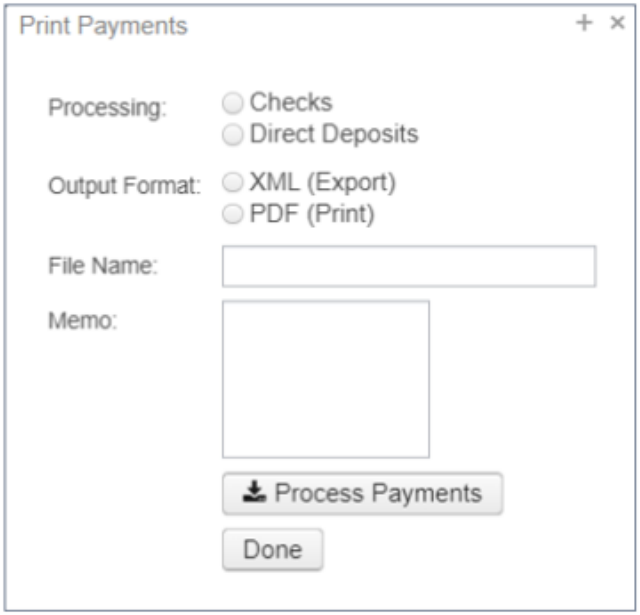
## Calendar Year 2023

# 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!



# 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:

| TYPE | INSTITUTION | DESCRIPTION | AMOUNT |
|---|---|---|---|

| ID | JBN | EMPLOYEE NAME | DISTR | END DATE | DEP # |
|---|---|---|---|---|---|
| ANON1000 | 1 | Brent Carl Hurst | | 04/15/2023 | 1000120 |

| NAME | PAY UNITS | AMOUNT |
|---|---|---|
| Regular Wages - FY23 | 10.000 | 2,273.85 |
| Accrued Wages - FY23 | 1.000 | -454.77 |
| NC1 | 1.000 | 100.00 |

CURRENT DEDUCTIONS

| NAME | AMOUNT | YTD AMT | NAME | AMOUNT | YTD AMT |
|---|---|---|---|---|---|
| Federal Tax | 66.44 | 66.44 | Ohio State Tax | 34.72 | 34.72 |
| City Tax | 28.79 | 28.79 | *Annuity | 1.50 | 1.50 |
| 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 | USE-VAC BAL |
| 2.000/56.250 | 0.000/2.000 |
| USE-PER BAL | SERVICE DAYS |
| 0.000/1.000 | / 10/10 |
| EX FED M 2 | EX ST 1 |

| | | | |
|---|---|---|---|
| | | TOTAL DED. | 412.45 |
| CK. # | 1000120 | NET PAY | 1,406.63 |

Happy Friday

# Check memos will be on the left:

04/15/2023

900386

ANON1000 1 Brent Carl Hurst 04/15/2023

One Thousand Four Hundred Six Dollars and 63/100 Cents

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 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 |

1,406.63

Hurst, Brent C.
740 Mark Court
Morgan, OH 42553

Happy Friday

1,664.41
1,819.08

2.000/56.250 0.000/2.000

0.000/1.000 / 10/10

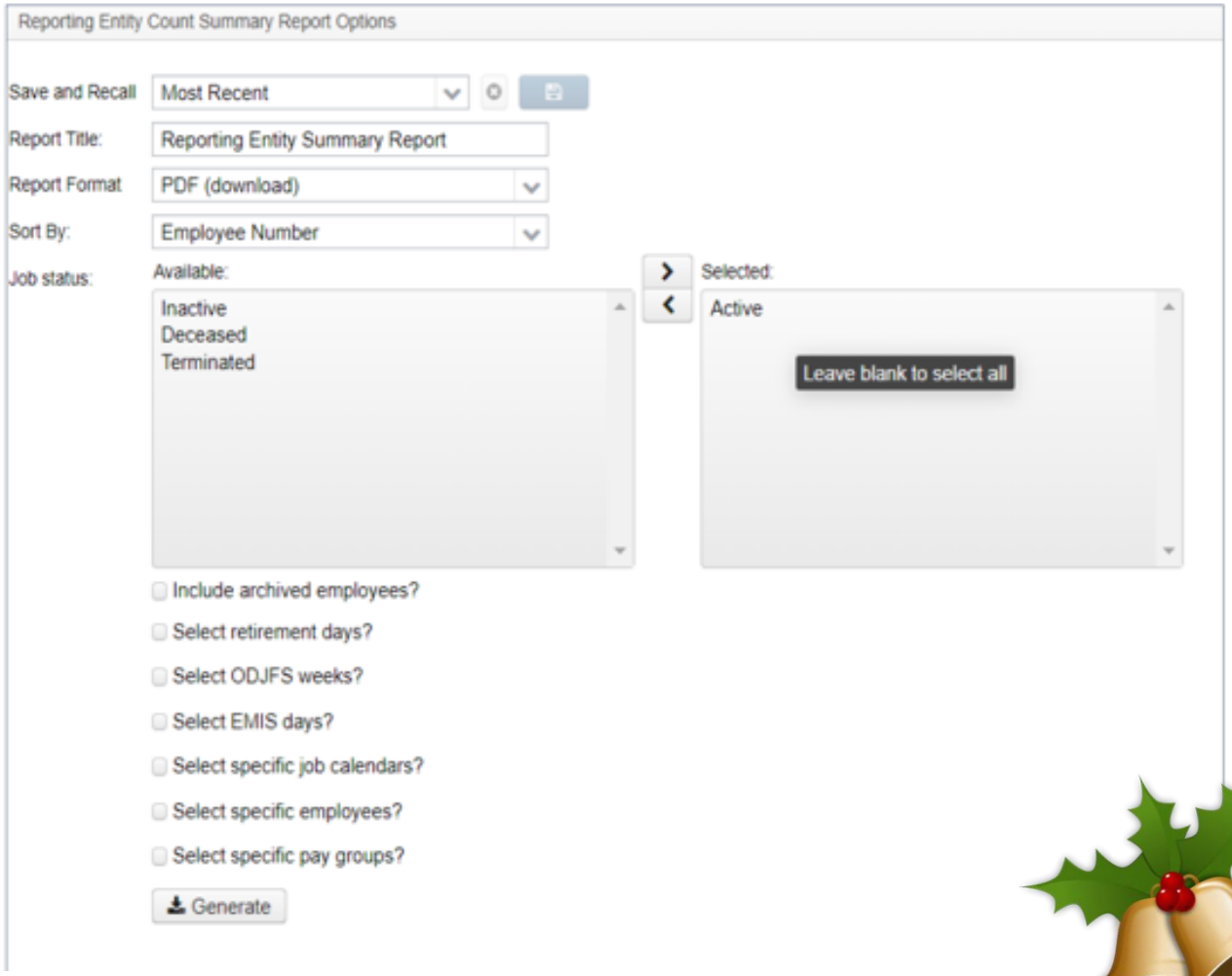
*BOARD AMOUNT 412.45
CK. #900386 1,406.63

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)

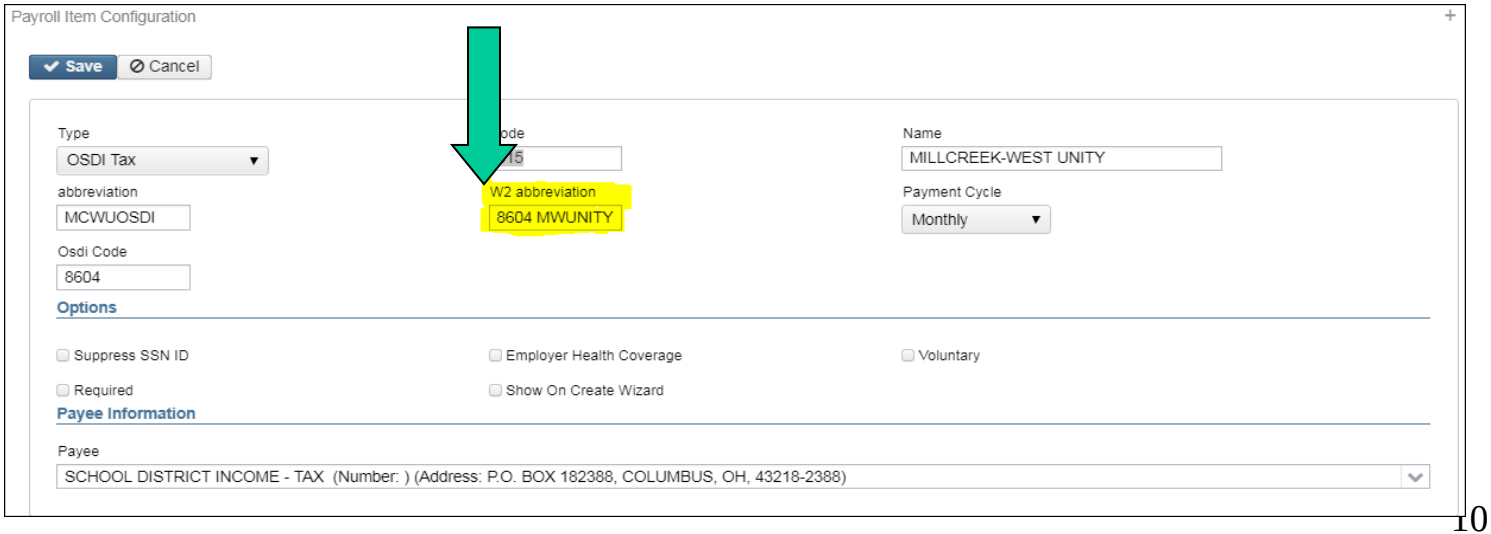
- You now have the ability to delete a requisition without reopening the posting period associated with the requisition date
  - ✓ You first must disable the rule RequisitionClosedPeriod (this rule is enabled by default)
  - ✓ The preencumbered module must not be installed
  - ✓ If you are using the 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.

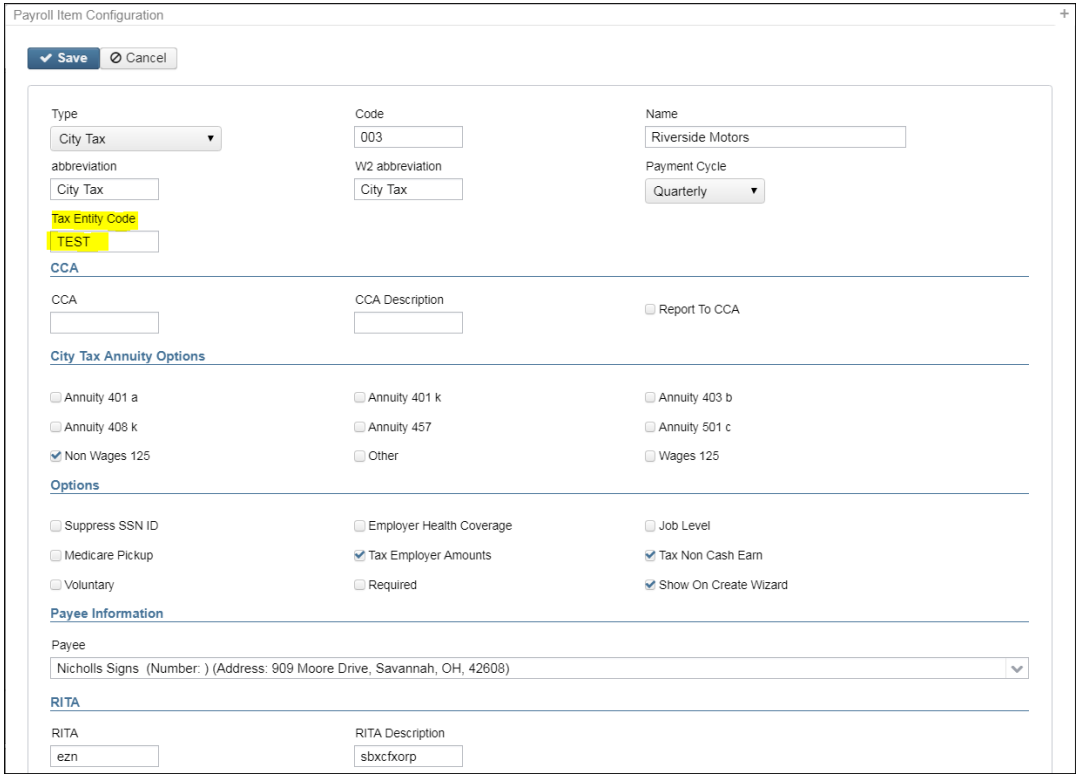
# Pre-W2 Processing

- 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/



# 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



# 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/witholdingform.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: zrqdmybg

**CCA**

CCA:
CCA Description:
Report To CCA

**City Tax Annuity Options**

- Annuity 401 a
- Annuity 401 k
- Annuity 403 b
- Annuity 408 k
- Annuity 457
- Annuity 501 c
- Non Wages 125
- Other
- Wages 125

**Options**

- Suppress SSN ID
- Employer Health Coverage
- Job Level
- Medicare Pickup
- Tax Employer Amounts
- Tax Non Cash Earn
- Voluntary
- Required
- Show On Create Wizard

**Payee Information**

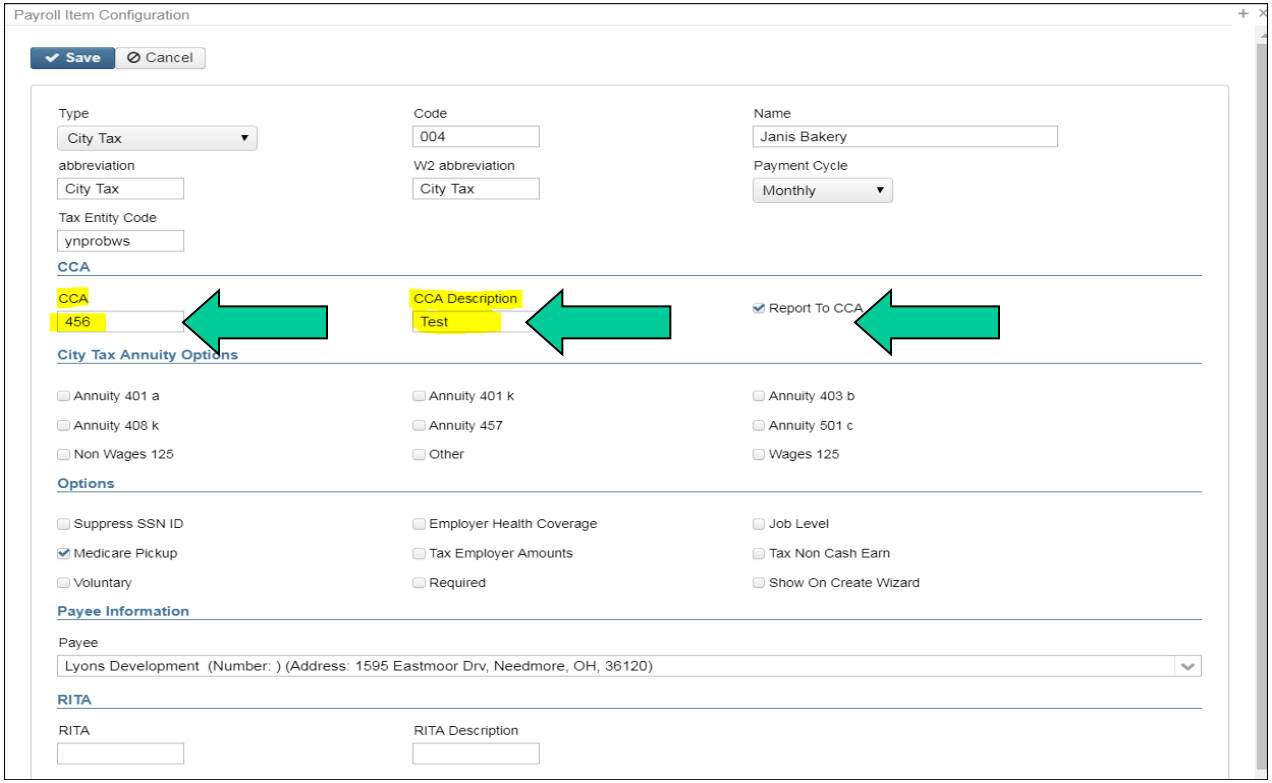
Payee: Nicholls Signs (Number: ) (Address: 909 Moore Drive, Savannah, OH, 42608)

**RITA**

RITA: 123
RITA Description: RIVERSIDE

# 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/dataformat2022.pdf
  - If the city is on Appendix A, the box should be checked
  - If the city is on Appendix B, the box should NOT be checked



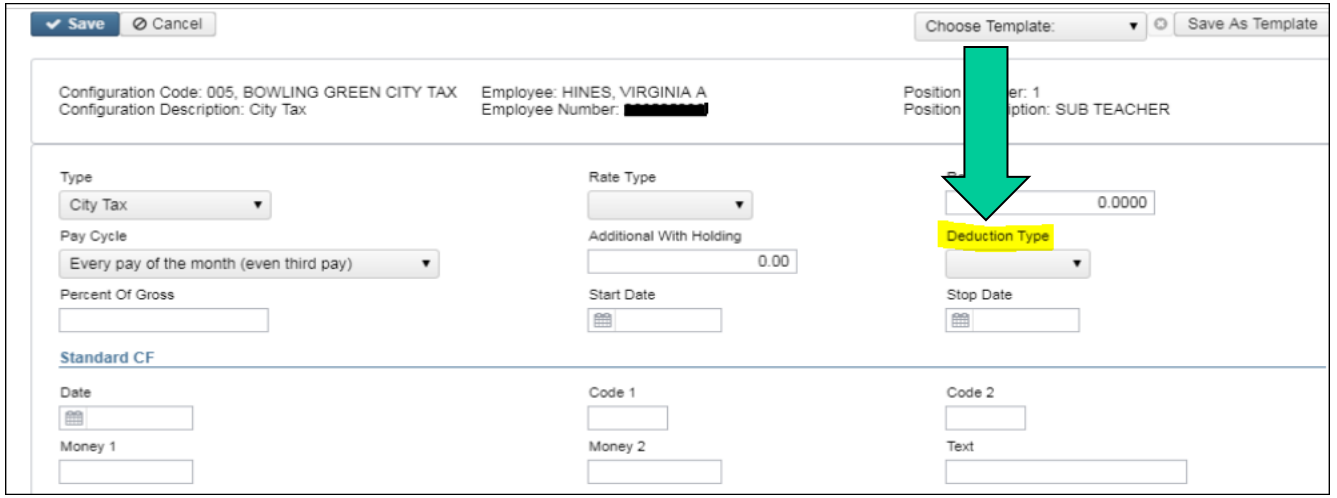
# Pre-W2 Processing (continued)

- 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

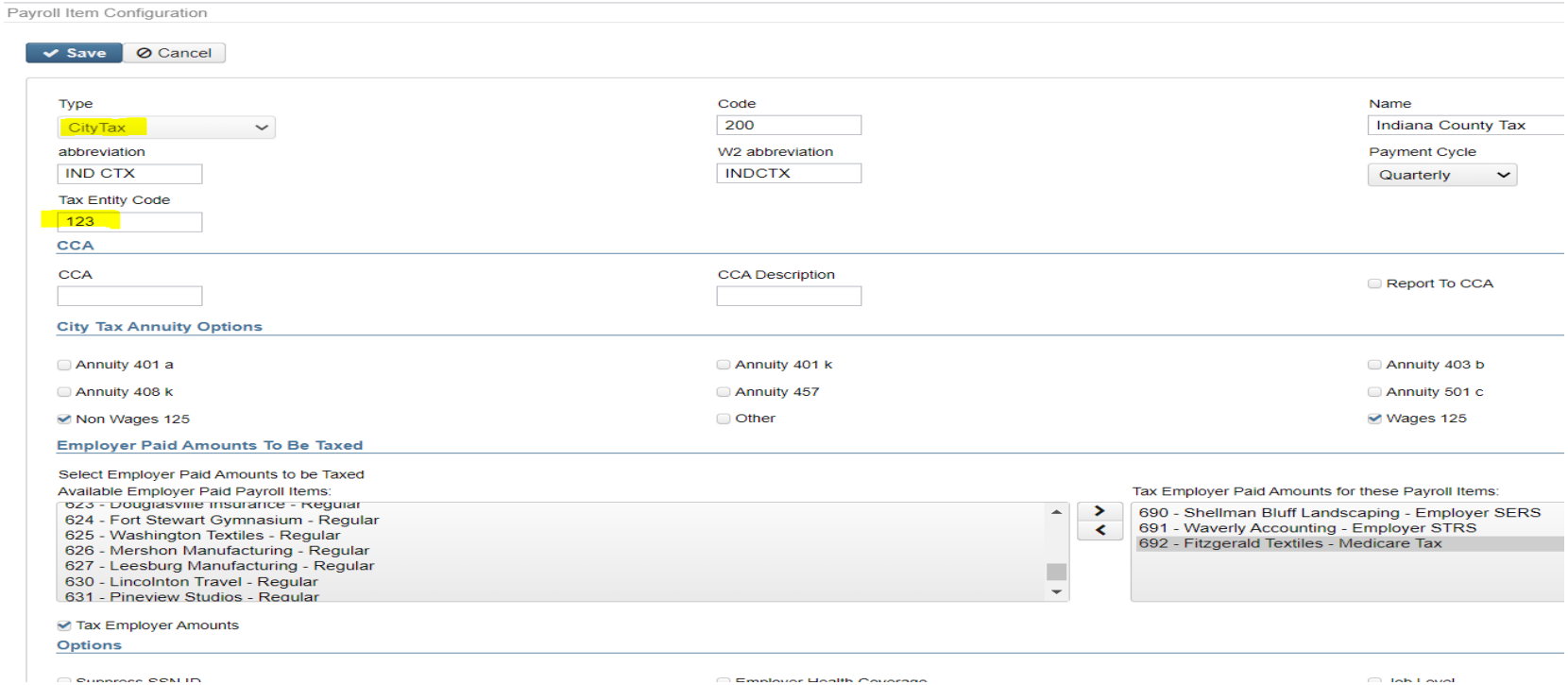


# Indiana County Tax

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.

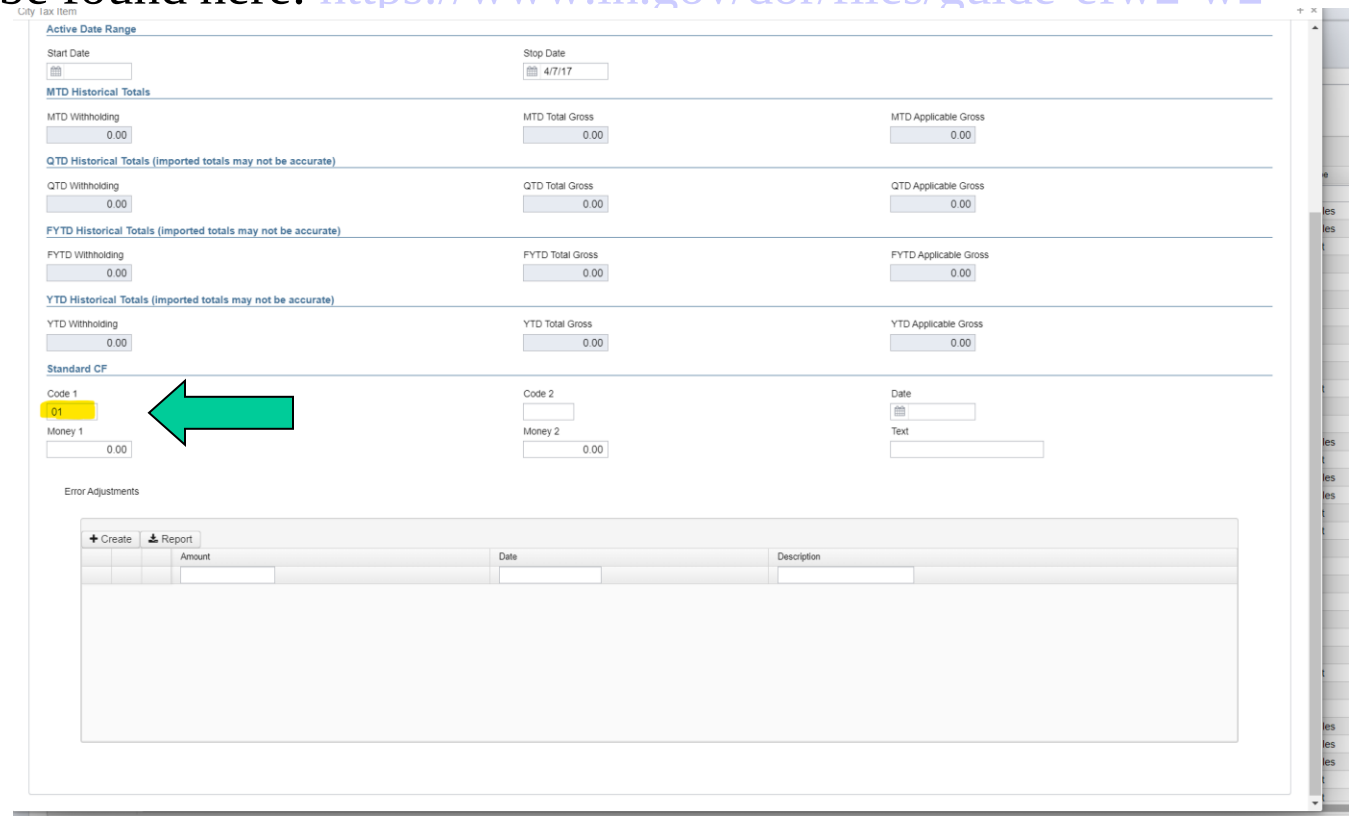
# Pre-W2 Processing (continued)

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



# 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

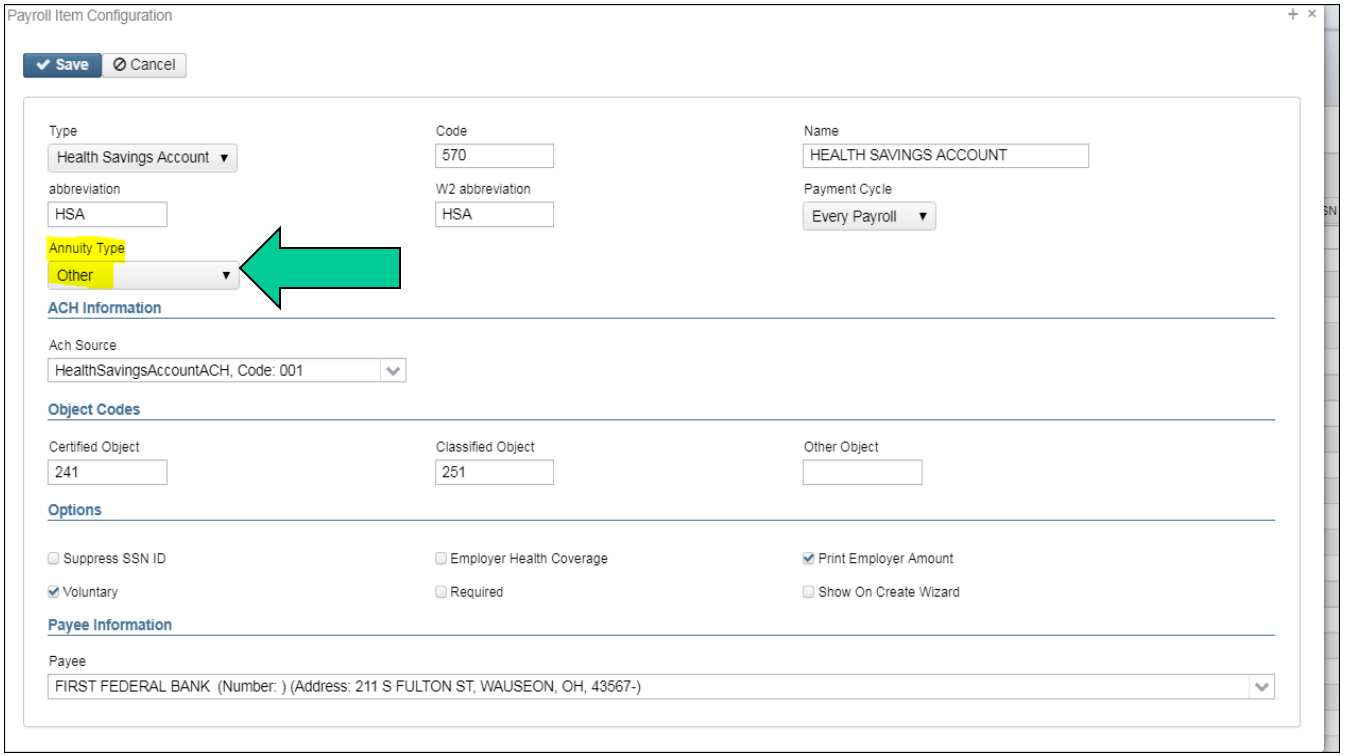


# Pre-W2 Processing (continued)

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

# 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

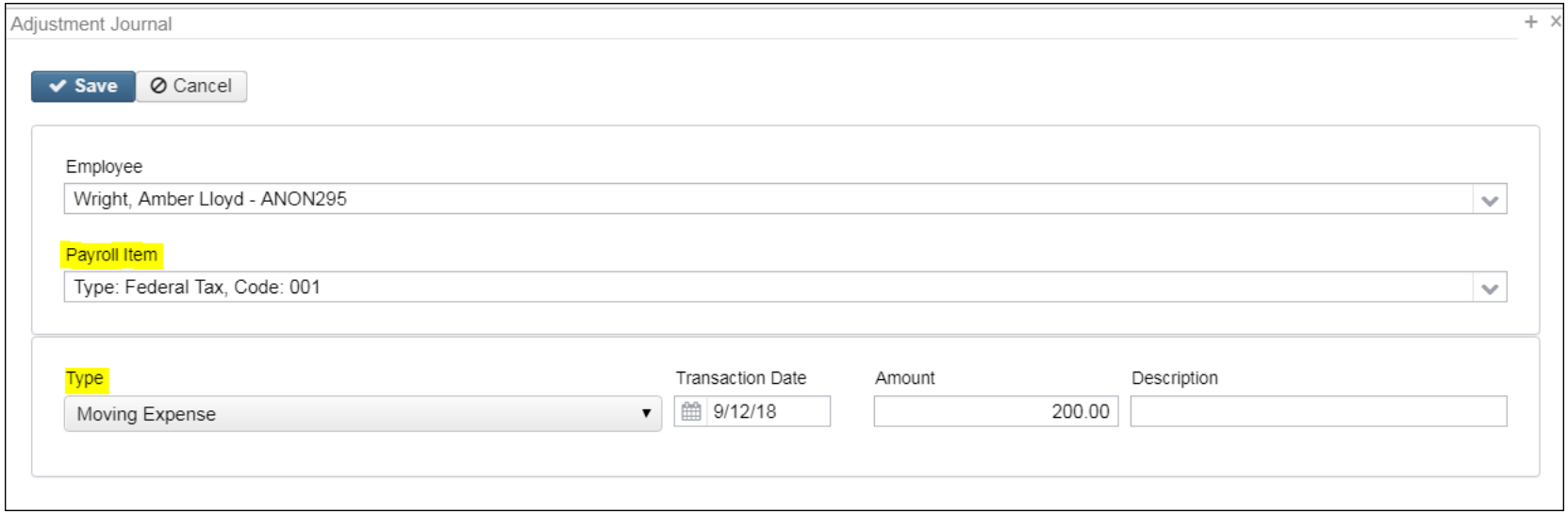


# Pre-W2 Processing (continued)

- 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.



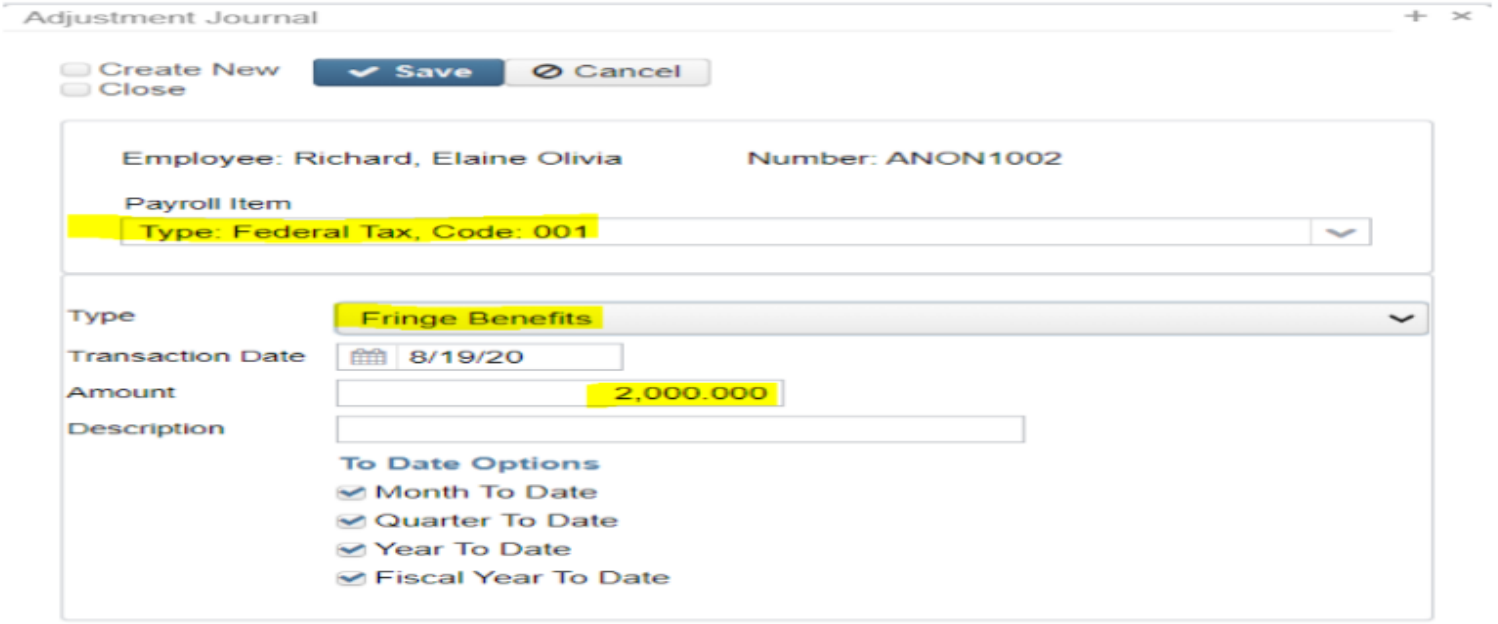
# Pre-W2 Processing (continued)

- 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



# 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
Close
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 | | 1.00 | 100.000 |

Gross: 100.00

Applies For Retirement

Retire Hours:

Supplemental

Supplemental Tax Option: None

Pay Group: 0 - Orange 2

**Specific Pay Account**

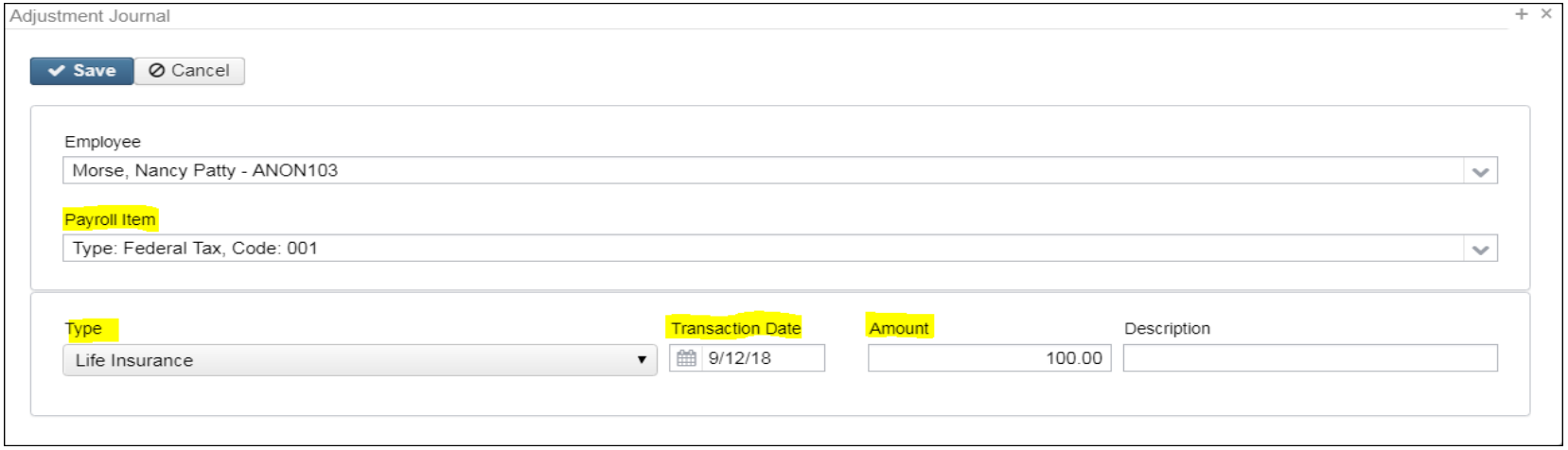
| | Rate Type | Expenditure Account | Amount Charged | Leave Projection | Employer Distribution |
|---|---|---|---|---|---|

+

# 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



# 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.

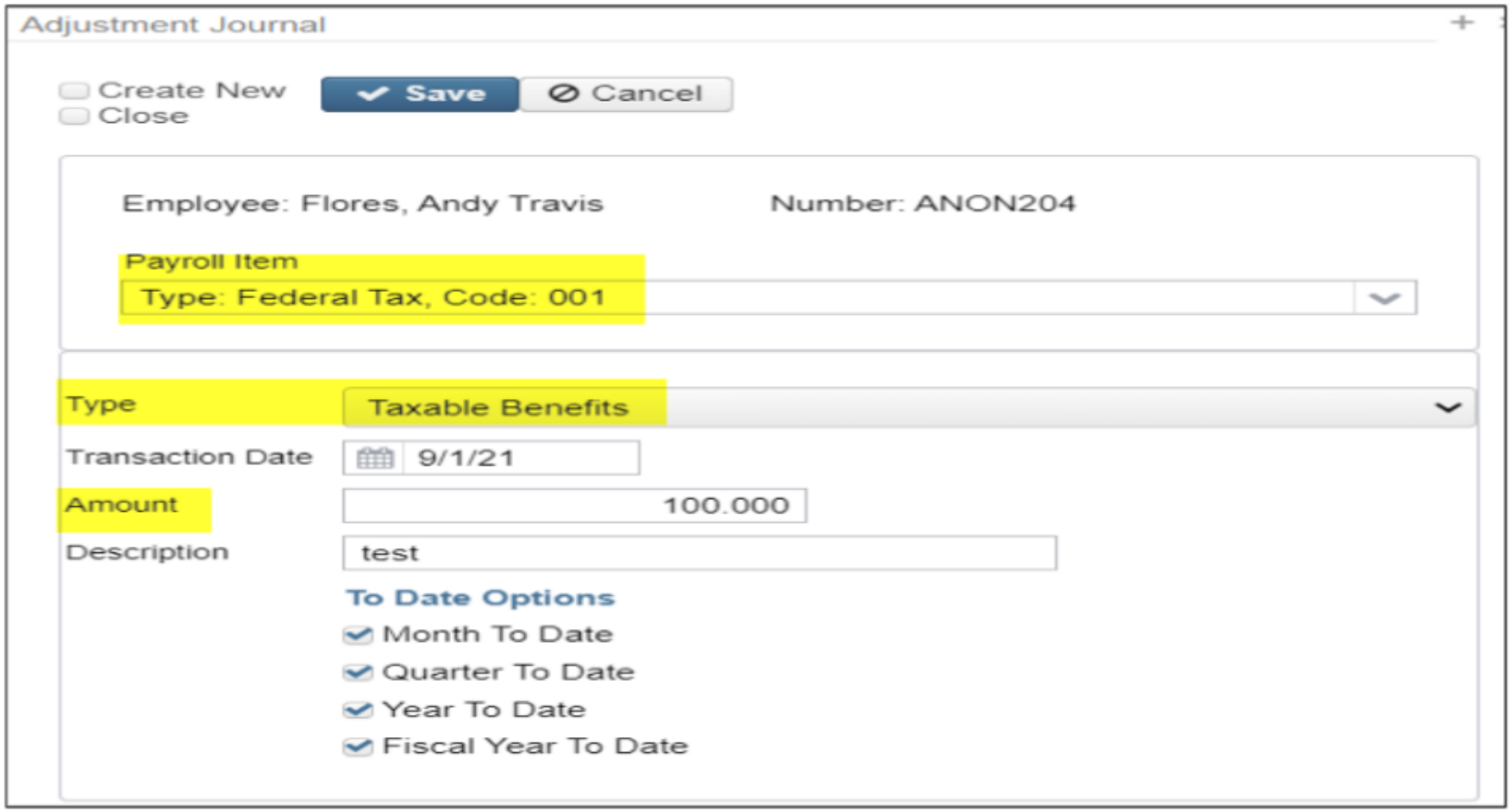
- If the Medicare withholding was paid by the employee, employer or employee and employer, more adjustments must be made to the *Amount Withheld* and *Board's Amount of Payroll Item* types in Core->Adjustments. If Medicare is fully board paid (pickup) then the total adjustment should be made to the "Board's 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



# Pre-W2 Processing (continued)

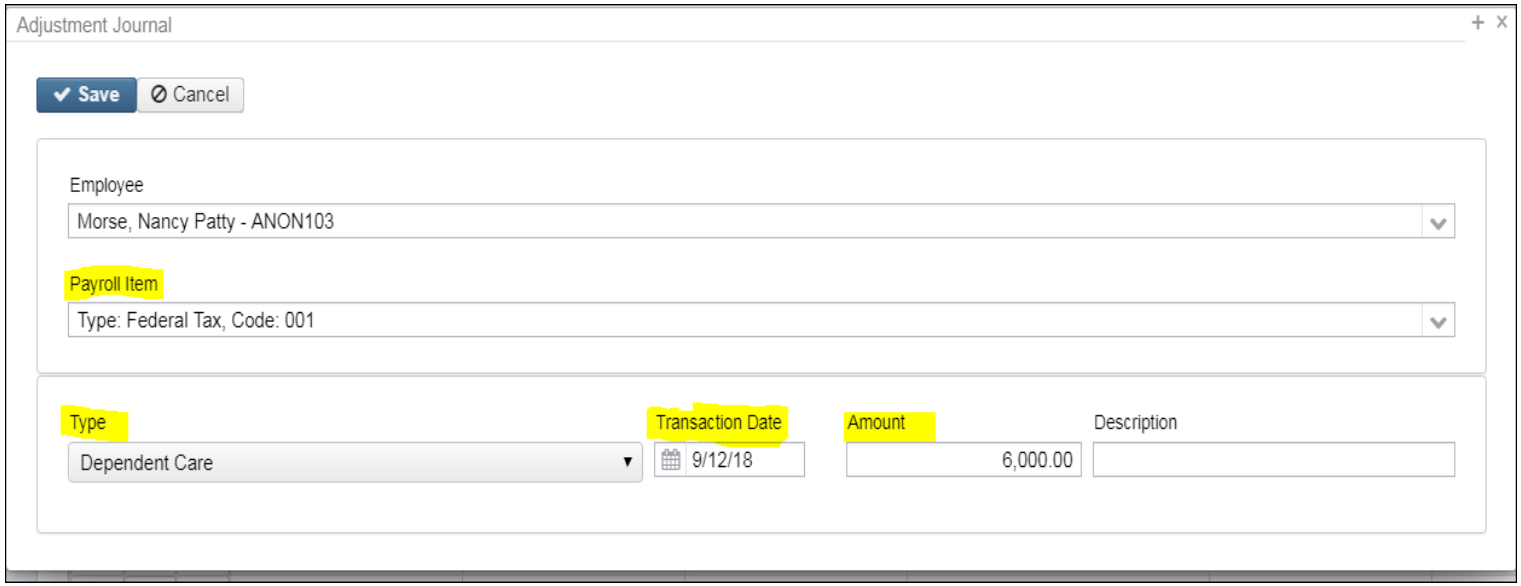
- **Dependent Care**

  - 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

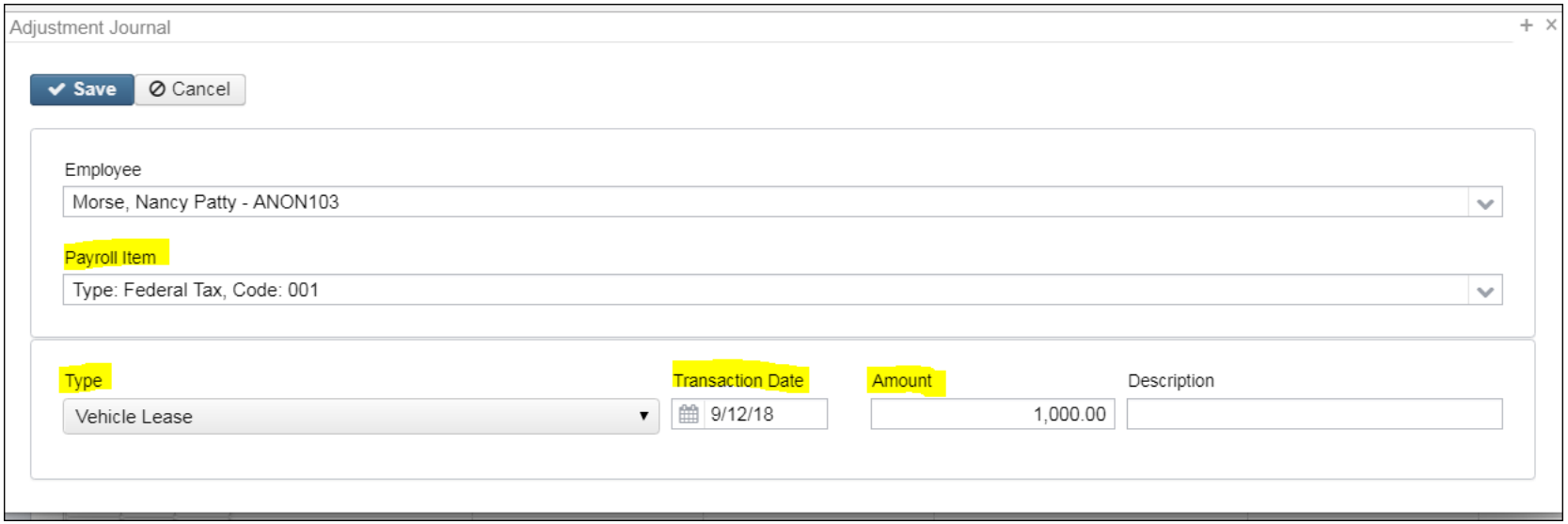
# Dependent Care (continued)

- 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.



# 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.



# 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.

# Employer Sponsored Health Care Cost on W2 (continued)

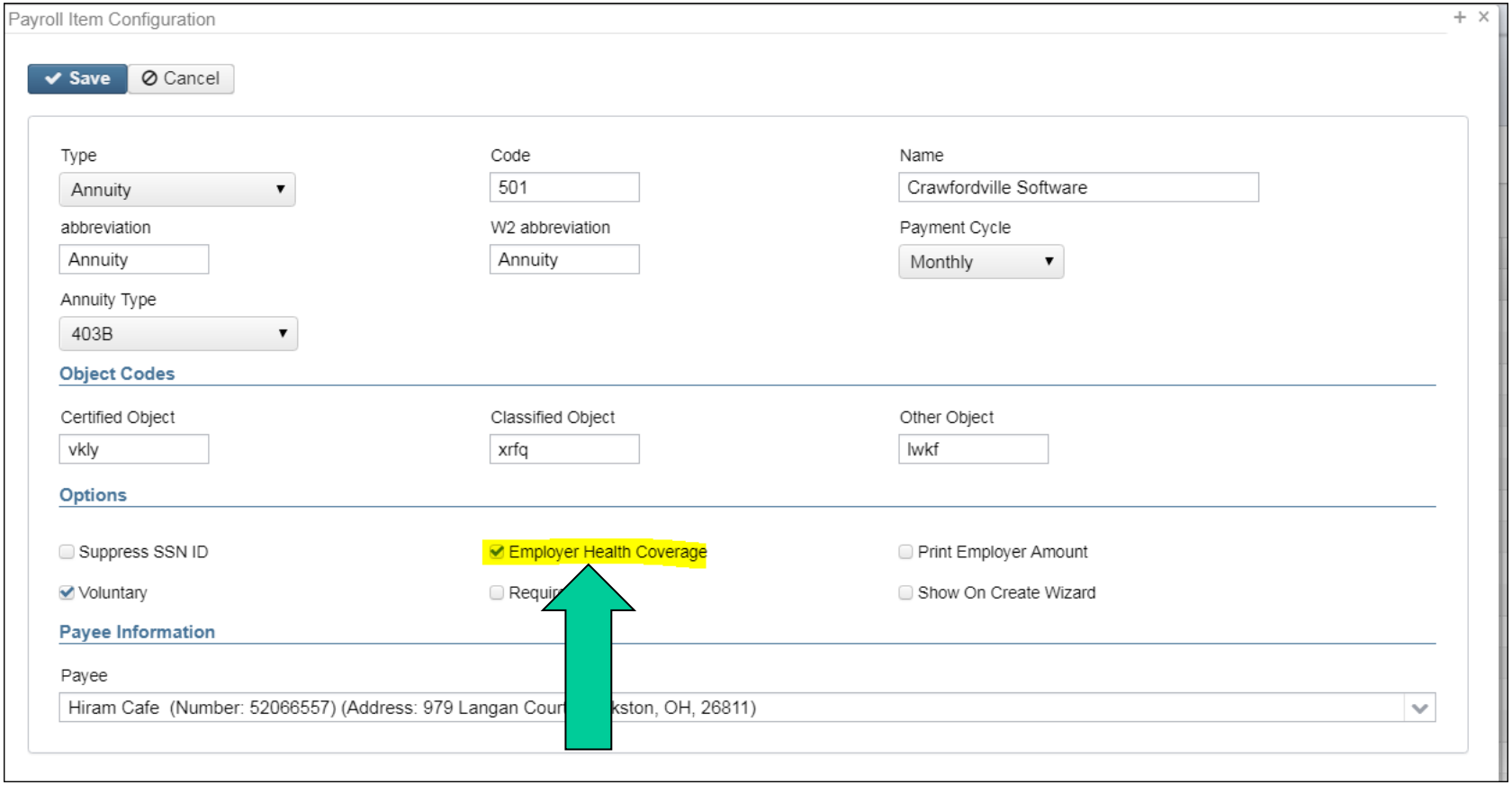
- The Affordable Care Act requires employers to report the cost of coverage under an employer-sponsored group health plan.
  - Reporting the cost of health care coverage on the Form W-2 does not mean that the coverage is taxable. This total includes the employee and employer payments for Medical Insurance. **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)

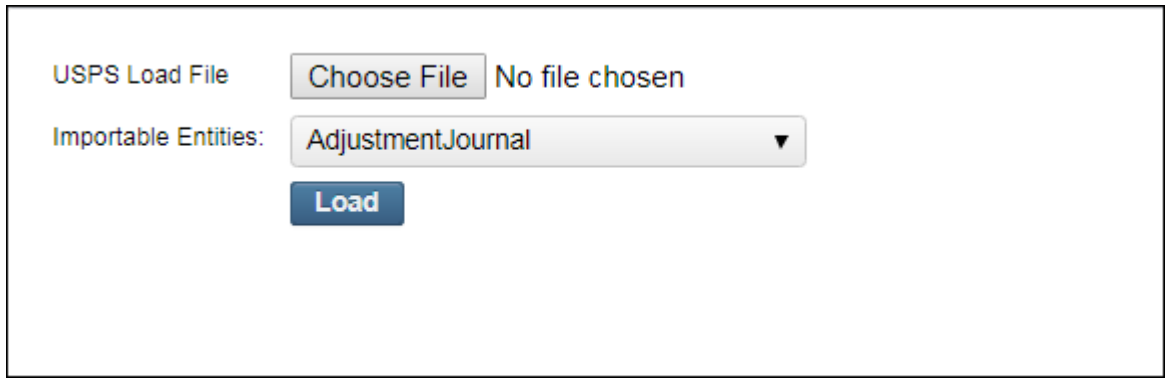


# Employer Sponsored Health Care Cost on W2 (continued)

- **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: https://wiki.ssdt-ohio.org/display/uspsrdoc/Mass+Load

# 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.



# Employer Sponsored Health Care Cost (continued)

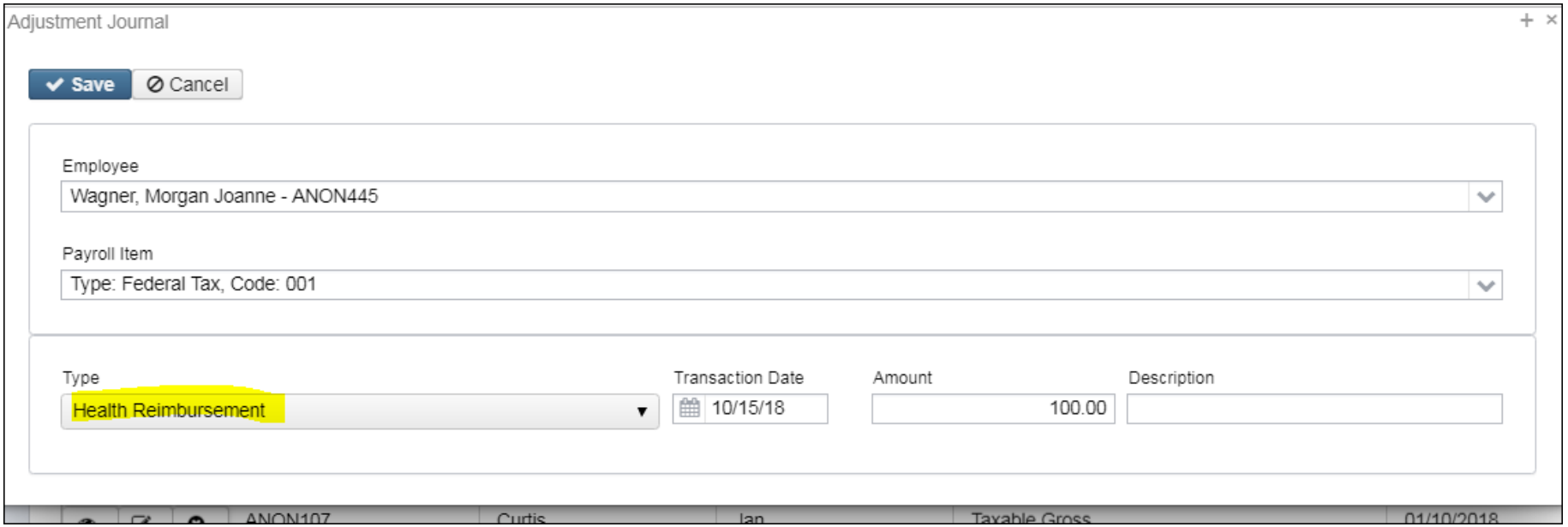
- Note-If you are not currently processing the board portion of paid medical insurance through USPS you can track Employer Sponsored Health Care portions through **Employer Distributions**
- If not wanting to use **Employer Distributions Submission**, leave **Object Codes** fields in Payroll Item Configuration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



# 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 https://wiki.ssdt-ohio.org/display/uspsrdoc/W2+Report+and+Submission for error descriptions and help

# W2 Report Errors

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

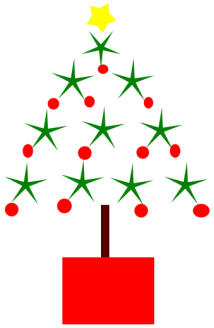
| Code | Desc | Tax Withheld | Taxable Gross | Total Gross | Annuities |
|---|---|---|---|---|---|
| 001 | Federal Tax | 0.00 | 224.78 | 249.76 | 24.98 |
| 002 | Ohio State Tax | 0.00 | 224.78 | 249.76 | 24.98 |
| 003 | City Tax | 3.75 | 249.76 | 249.76 | 0.00 |
| 692 | Medicare Tax | 3.62 | 249.76 |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

| Code | Abbreviation | Employee Amt | Employer Amt |
|---|---|---|---|
| 001 | plyexiywitfpldacribb | 284,329.02 | |
| 002 | rmeaclkabxlegnalxkwx | 64,181.47 | |
| 003 | gybatlrotaytqlfhflwn | 44,026.00 | |
| 006 | vvcrvoarwdgliydgsfkp | 631.71 | |
| 008 | uhcjkfbfgtcgkqxnvped | 266.56 | |
| 009 | iuievuitxxrubfvqjgcb | 2,460.29 | |
| 400 | zjwfzxffjolezhlgchwi | | 81,886.26 |
| 450 | yehgrznqpnoxlzztzlrm | | 344,151.26 |
| 508 | rodgxqsibsknzqbjtsbb | 21,100.00 | |
| 514 | bvxpodzgsugxijwutcyi | 2,400.00 | |
| 550 | cmnjzzpfxoejmwvonann | 600.72 | 39,415.50 |
| 563 | wxgynxjcwbpnpojeibtd | 1,111.29 | |
| 564 | dgprjbmgczsjuccfyrug | 284.44 | |
| 565 | girazzyovibxuyhltdme | 1,170.81 | |
| 566 | sbtnchdevcdsyfwgapzl | 4,709.52 | |
| | | 76,660.54 | |
| | | 38,350.00 | 125,272.24 |
| | | 47,417.17 | |

### Pay Accounts

| Position | FND-FUNC-OBJ-SPCC-SUBJCT-OPU-IL-JOB | Chg Amt | % |
|---|---|---|---|
| 1 | 001-1100-111-0000-000000-100-01-000 | 99,565.95 | 100.00 |
| 1 | 001-2310-171-0000-000000-300-00-000 | 1,530.00 | 100.00 |
| 1 | 001-4590-113-0000-000000-200-00-000 | 26,628.86 | 100.00 |
| 1 | 001-2510-149-0000-000000-300-00-000 | 31,698.54 | 100.00 |
| 1 | 001-2510-141-0000-000000-300-00-000 | 66,573.19 | 0.00 |
| 1 | 001-2510-152-0000-000000-300-00-000 | 270.00 | 0.00 |
| 1 | 001-2822-142-0000-000000-000-00-000 | 2,425.22 | 100.00 |
| 1 | 001-1100-111-0000-000000-100-14-000 | 131,142.49 | 100.00 |
| 1 | 001-2700-142-0000-000000-000-00-000 | 3,250.60 | 100.00 |
| 1 | 001-4530-113-0000-000000-200-00-000 | 13,393.34 | 100.00 |
| 1 | 001-1100-111-0000-060000-200-00-000 | 42,126.20 | 100.00 |
| 1 | 001-1100-111-0000-000000-100-03-000 | 90,693.32 | 100.00 |
| 1 | 001-4550-143-0000-000000-200-00-000 | 3,569.72 | 100.00 |
| 1 | 001-1280-111-0000-000000-100-15-000 | 65,744.42 | 100.00 |
| 1 | 439-1280-111-9017-000000-000-00-000 | 36,095.36 | 0.00 |
| 1 | 300-4540-143-9500-000000-200-00-000 | 1,674.58 | 0.00 |
| 1 | 300-4520-143-9500-000000-200-00-000 | 1,529.79 | 0.00 |
| 1 | 300-4530-143-9500-000000-200-00-000 | 4,058.04 | 0.00 |

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 | | $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

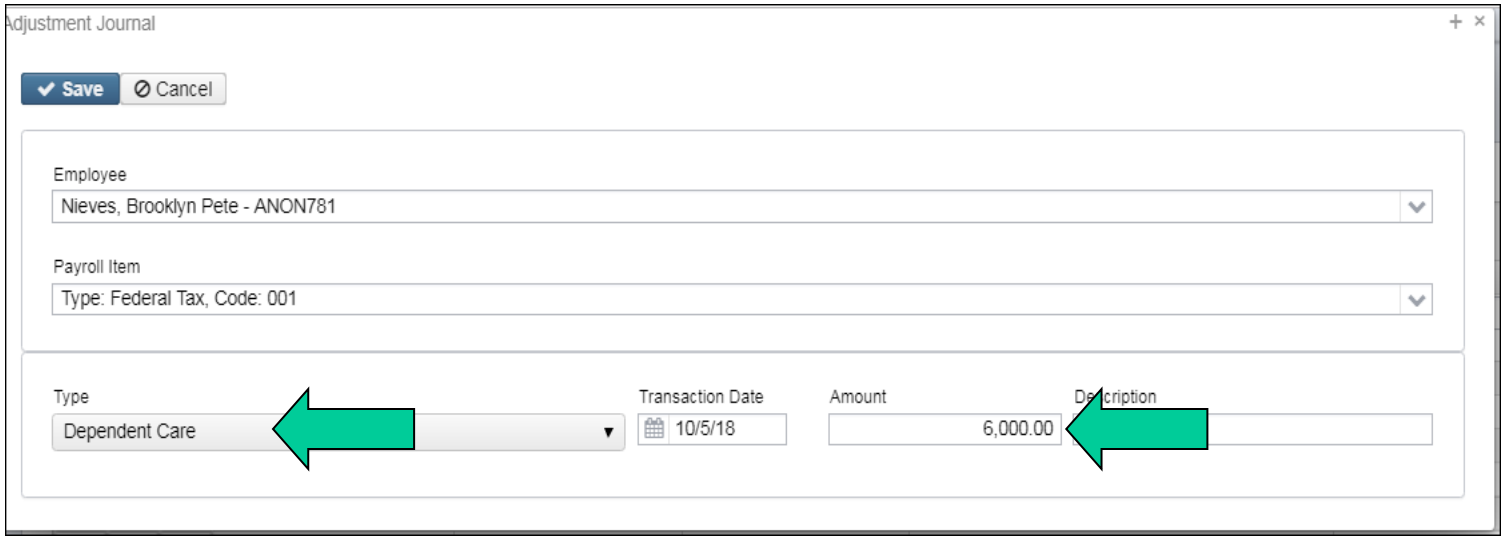
# W2 Balancing

- 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.

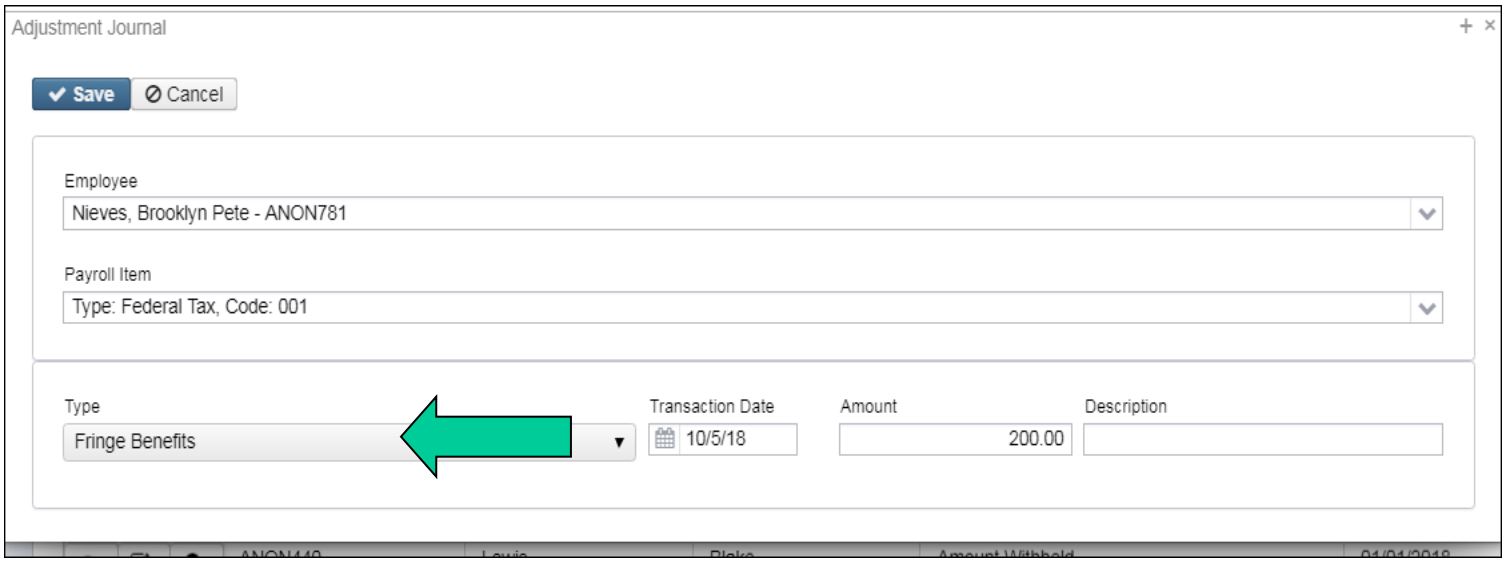
# Adjustments/ Dependent Care



# 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



# 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: CityTax
Code: 003
Name: Gumbranch Cafe
abbreviation: City Tax
W2 abbreviation: City Tax
Payment Cycle: Monthly
Tax Entity Code: zbwvdymk

**CCA**

CCA:
CCA Description:
Report To CCA

**City Tax Annuity Options**

- Annuity 401 a
- Annuity 401 k
- Annuity 403 b
- Annuity 408 k
- Annuity 457
- Annuity 501 c
- Non Wages 125
- Other
- 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:

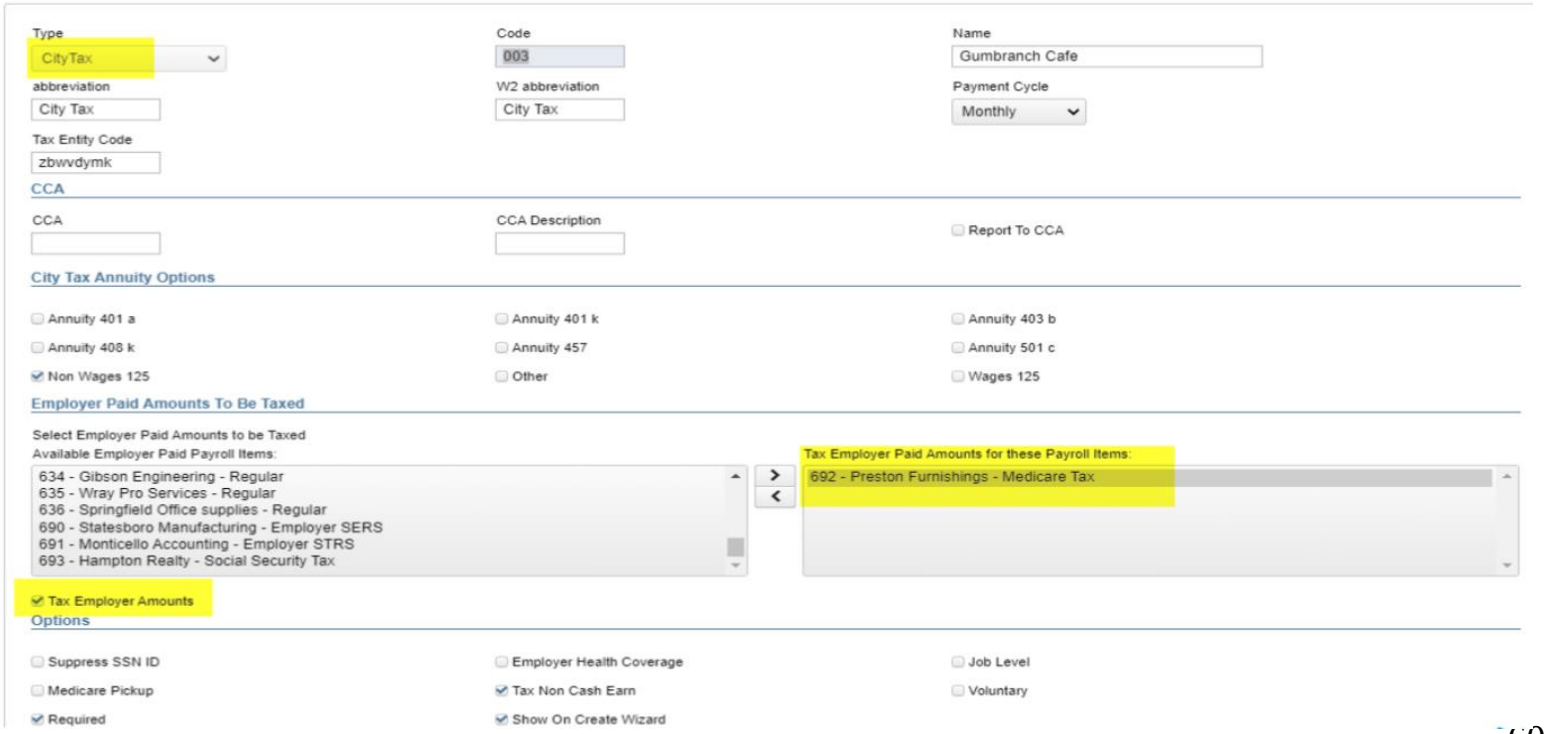
Tax Employer Amounts

**Options**

- Suppress SSN ID
- Employer Health Coverage
- Job Level
- Medicare Pickup
- Tax Non Cash Earn
- Voluntary
- Required
- Show On Create Wizard

# W2 Balancing

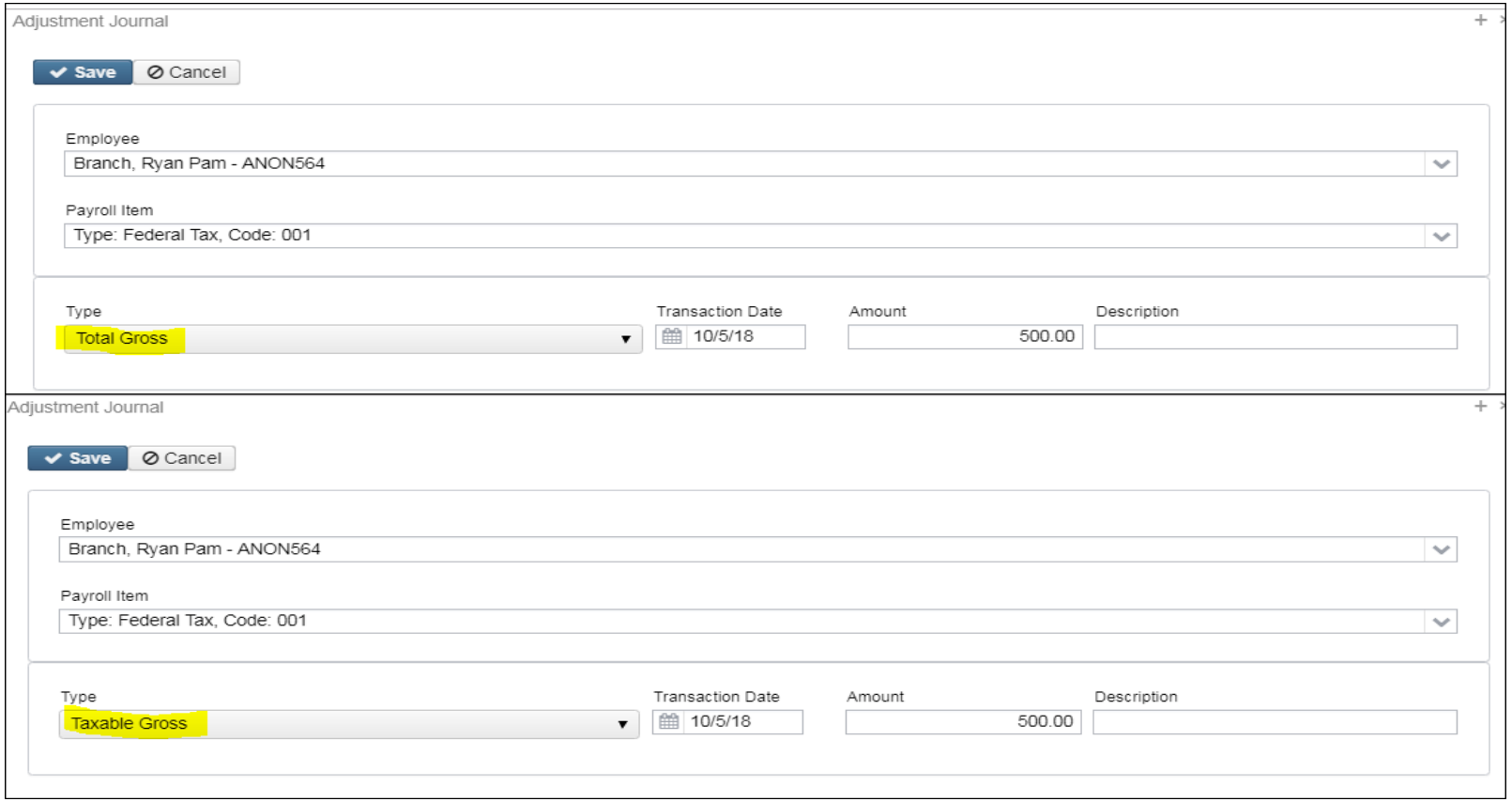
- If the '**Tax Employer Amount**' is used on the city tax record (Tax Employer Amounts box **checked** on Payroll Item Configuration)
  - The tax is withheld during the payroll



# 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

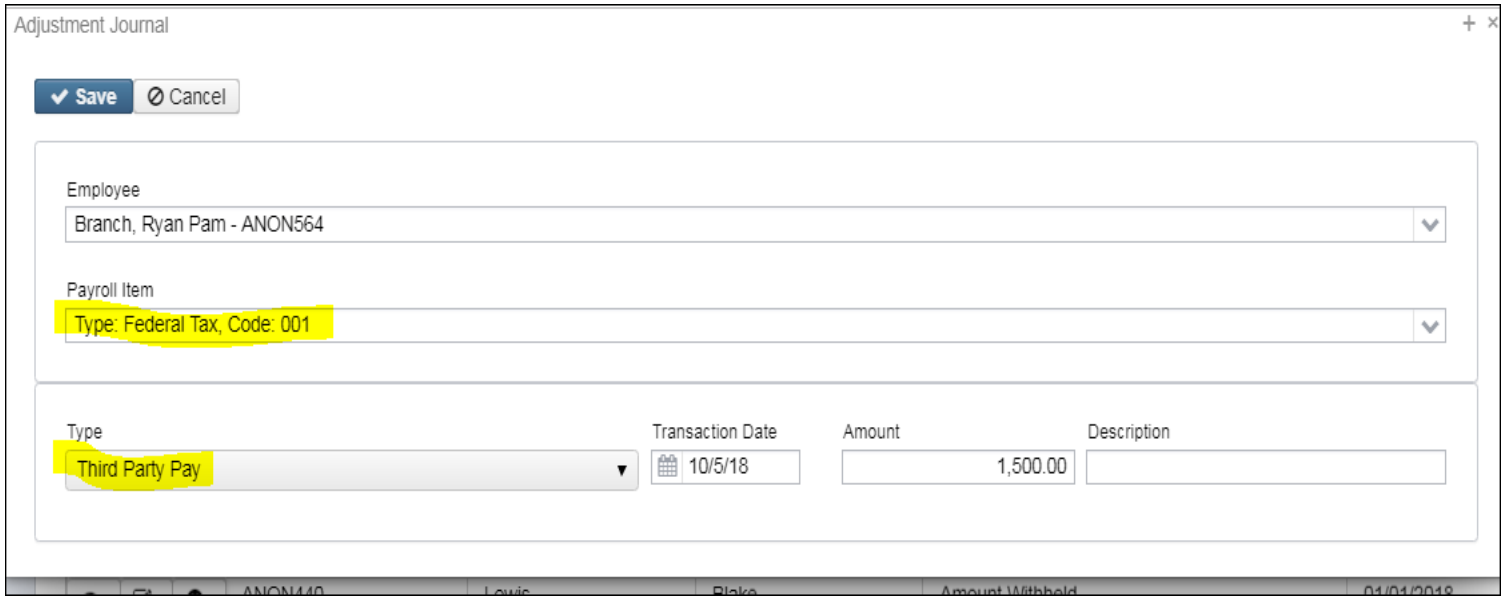
# W2 Balancing
# Third-Party Sick Pay



# 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’

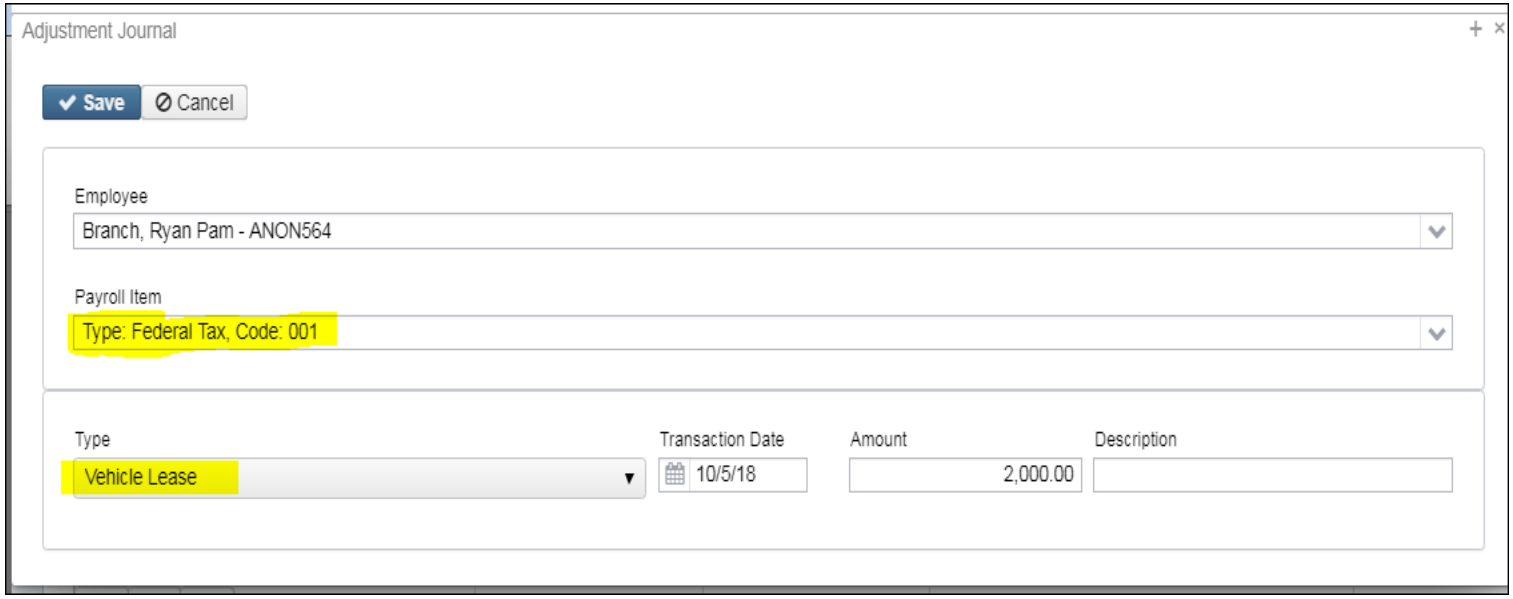
# Nontaxable Third-Party Sick Pay



# 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



# 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 ErrorMessages

- **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/Adjustmen**t 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.

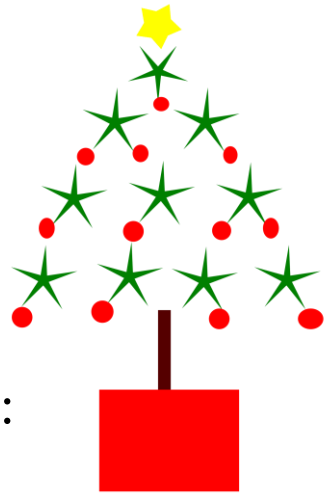
# W2 Report and Submission Features

- 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 you 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** Generate W2 Forms

# 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)

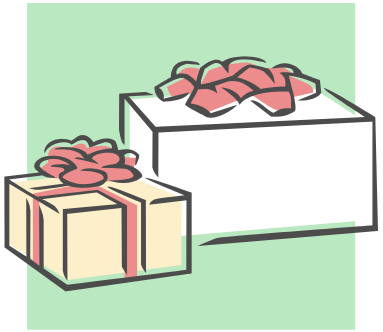
- PRINTING
  - Go W2 Reports > Mailable Forms (see instructions for creating the Forms file)
  - Go to W2 Reports > W2 Form Output Files (see USPS checklist for detailed instructions)
    - Download the W2 Output mailable.zip file created
    - Report name for printing is W2 Output mailable.zip for Employee 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
    - http://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

http://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

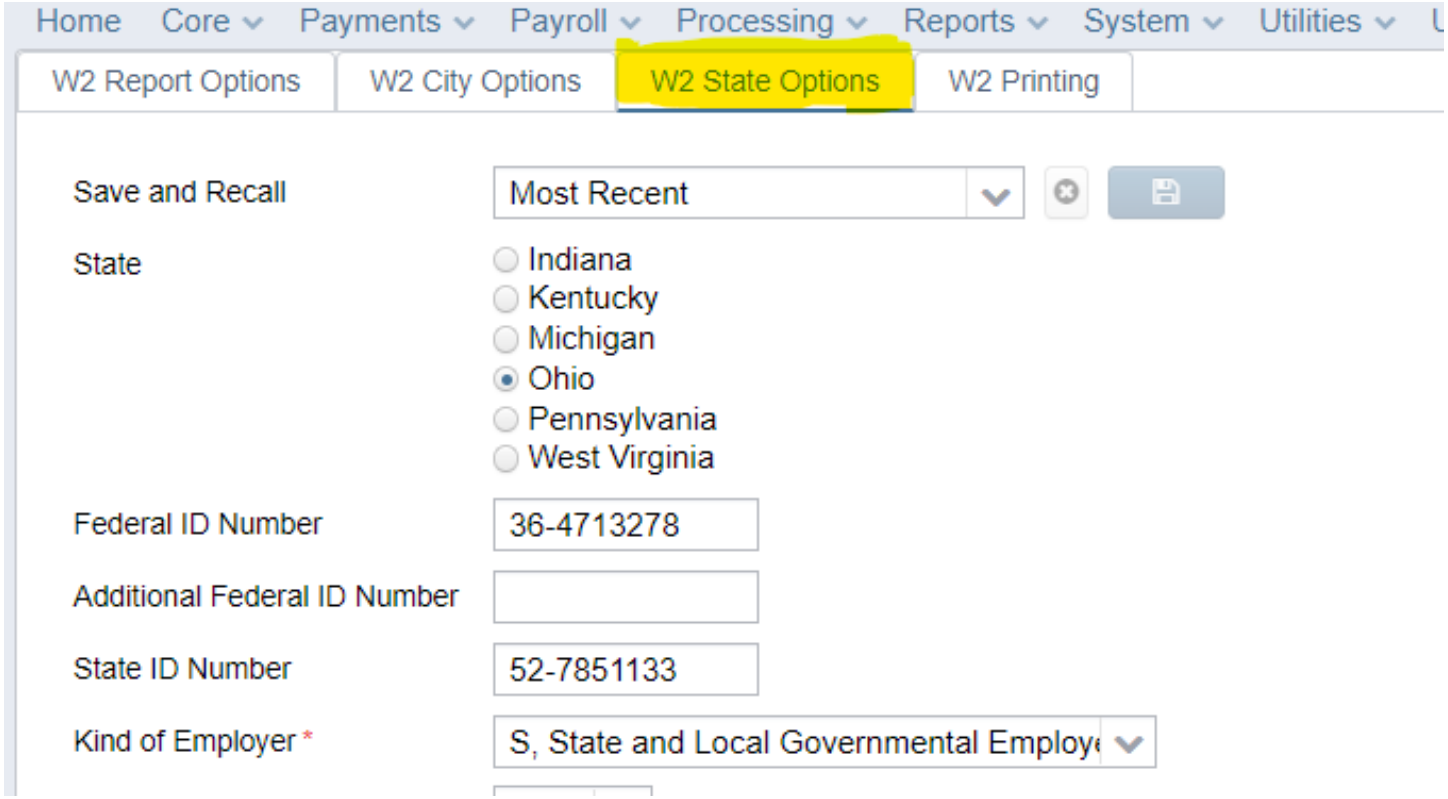
- Box 13 – (Page 22- Instructions for Forms W-2 and W-3)
  - Retirement plan
    - 401(a)
    - 401(k)
    - 403(b)
    - 408(k)
    - 501c(18)
      - Notice 87-16 defines “active participant”

# 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



# 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

MERRY
CHRISTMAS