

2023 USPS-R Calendar Year-End Closing

Deadline to Submit W2's (for those needing Employee Z-fold forms printed) to NOACSC is January 12th, 2024!

Important Dates:

- Federal filing deadline to Business Services Online is January 31, 2024.
- Ohio State Tax filing deadline to Ohio Business Gateway is January 31, 2024.
- Indiana State Tax filing deadline is January 31, 2024.
- Michigan State Tax filing deadline is January 31, 2024.
- Regional Income Tax Agency (RITA) filing deadline is February 28, 2024.
- Central Collection Agency (CCA) filing deadline is February 28, 2024.
- City Tax filing deadlines may vary. Please check with each city.

- _____ 1. Check OSDI four-digit code appears first in the W2 abbreviation field (Refer to slide 10)
 - Go to Core/Payroll Item Configuration
 - Add W2 abbreviations to the grid from the More option
 - The four-digit code is required first, followed by the school name. Ex: 1234Cincinnati.
- _____ 2. Verify the Tax Entity code in Core/Payroll Item Configuration for any city reporting if submitting by electronic filing (Refer to slide 11)
 - Check Tax Entity Codes for city taxes that are being reported to city electronically or CD by district
 - View each city tax Payroll Item Configuration
- _____ 3. The RITA/CCA code is required for the submission file. Verify codes in Core/Payroll Item Configuration (Refer to slide 12–14)
 - CCA cities and codes can be found here:
<http://ccatax.ci.cleveland.oh.us/taxforms/TY2023/withholdingform.pdf>
 - RITA cities and codes can be found here:
<https://www.ritaohio.com/TaxRatesTable>(Refer to slides 13-16)
 - If a “recognized” city through CCA is on **Appendix B**, it needs to have the CCA field on the Payroll Item Configuration record populated with the 3 digit code defined by CCA from Appendix B - <http://ccatax.ci.cleveland.oh.us/forms/dataformat2022.pdf>. The **“Report to CCA” box needs to be left UNchecked**. The CCA description box can be populated with the city name.
 - If a city through CCA is on **Appendix A**, it needs to have the CCA field on the Payroll Item Configuration populated with the 3-digit code defined by CCA from Appendix A and the **“Report to CCA” box needs to be CHECKED**.

Verify the Employee’s Deduction Type on all city deductions on Core/Payroll Item
Is this city tax record required because of the employee’s place of:
Employment or Residence

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(Refer to slide 15)

- _____ 4. If you have Indiana COUNTY taxes, review Payroll Item Configuration. County Tax should be setup as a “City Tax” type.
 - The Payee used should have an Indiana state address.
 - Deduction Type field should be set to “Residence”
 - In the employee’s Indiana county payroll item, go to the “Code 1” field under Standard CF, enter the 2 digit Indiana county tax code
 - The 2 digit Indiana tax codes can be found here:
<https://www.in.gov/dor/files/guide-efw2-w2-wh3.pdf>

- _____ 5. Health Savings Account (HSA) deduction - Annuity type in Payroll Item Configuration must be set to “Other” even if there are no employee amounts withheld. (Refer to slide 20)

*If you do not run the **board contribution** for the H.S.A. through payroll, you must enter the board’s contribution by Core/Adjustment, using **Board’s Amount of payroll item** as the type.*

- _____ 6. Employee Expense Reimbursements – If the district desires amount paid through warrant checks to appear on the W2 form as wages, additional processing is required. For additional information please see document titled, “Reimbursements of Employee Expenses” on our website.

- _____ 7. Excludable Moving Expenses – Contact Legal Advisor with questions. Manually enter excludable amounts into the federal tax field. This applies to Active Military only. (Refer to slide 22)

- _____ 8. Fringe Benefit Amounts – IRS Publication 15- B In Core > Adjustments - Enter the taxable amount in the fringe benefit field on the Federal Tax Record. Consult legal advisor with questions. (Refer to slide 23)

- _____ 9. Pension Plan in Payroll Item 001 – this is used to determine if the retire plan box on the W2 form should be marked.
 - Automatically check the pension plan box based on retirement (must have an active Retirement Deduction).
 - Yes, check the pension plan box
 - No, never check the pension plan box

Employees eligible for STRS or SERS who have waived the option (typically students or board members), must have the Pension Plan field on the 001 record set to “Yes.”

- _____ 10. Employee Name must match the Social Security card. The W2 form will only show middle initial. Legal name fields will pull, if populated.

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- _____ 11. If district has any Reimbursable Employee Expense (NC3) payments for Non-Cash Taxable items they need entered prior to last payroll. If the last payroll has been completed, enter into Core/Adjustments. (Refer to slide 29)
- _____ 12. If district has any Life Insurance payments (NC1) enter prior to last payroll. If the last payroll has been completed enter in Core/Adjustments (Refer to slides 25-28)
- _____ 13. Dependent Child Care – if **NOT** using the Dependent Care deduction type, manually enter the dependent care amounts through the Core/Adjustment screen. The cap is \$5,000. If more is withheld, balancing issues will result. (Refer to slides 31-32)
- _____ 14. If district has a company vehicle lease, calculate the leased vehicle value and manually enter leased vehicle amount through Core/Adjustment. (Refer to slide 33)
- _____ 15. If district has any Third-Party Sick Pay, please see additional documents titled, “Third-Party Sick Pay”, and “Example of Notification of Third-Party Sick Payment”.
- _____ 16. Employer Sponsored Health Care – Please see additional document titled, “Employer Sponsored Health Care Cost on W2.” (Refer to slides 34-42)
- _____ 17. HRA - Health Reimbursement Arrangement (Refer to slides 43-44)
 - QSEHRA allows eligible employers to pay or reimburse medical care expenses of eligible employees after the employees provide proof of coverage.
 - Eligible employers are those small employers with **less than 50** Full-Time Equivalent employees and do not offer a group health plan to any of their employees.
 - These fields do not carry over into the electronic file that goes to SSA.
- _____ 18. Pre run of W2 Report
 - Run Reports/W2 Report and Submission **before the last pay in December**
 - **Output Type:** Report
 - Balance the to-date figures and review and correct any warnings and errors.
 - W2 Report and Submission can be run multiple times. (Refer to slides 45-46)
- _____ 19. Complete processing of last payroll for current year.
 - If any NC1 or NC3 payments, make sure they are handled with this payroll.
 - Pay all outstanding payables

Regular Month-End Closing

- _____ 20. SERS Per Pay Report
 - Review the report and verify employee earnings, days, and hours

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- Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for SERS withholdings plus any USAS checks written for pickup on pickup
- Verify the contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding, within a few cents

_____ 21. STRS Report

- Review the report and verify employee earnings, days, and hours
- Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for STRS withholdings plus any USAS checks written for pickup on pickup
- Verify the contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding, within a few cents

_____ 22. Balancing the payroll account (when statement is received from the bank)

- Reconcile checks
 - Go to Payments/Check Register
 - Filter grid for “P” in the status field to find all outstanding checks
 - Check the box next to any check that needs to be reconciled
 - Click ‘Reconcile’
- OR**
- Use Auto Reconcile under Payments/Check Register (if set up for your district)

_____ 23. Generate an Outstanding Checks Report in USPS for USAS balancing

- Go to Home/SSDT Outstanding Checks Report
- OR**
- Go to Reports/Payment Transaction Status Report

Quarter-end closing

_____ 24. Balance Quarter Report

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

Gross
- Annuities

Adjusted Gross calculated

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

_____ 25. ODJFS

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- Go to Reports/ODFJS Report
- Check all totals carefully for accuracy.
- The weeks are the number of Saturdays in the Quarter, generally 13.
- If necessary, weeks worked may be updated utilizing Core/Adjustments

- _____26. When all data is correct, run the ODJFS Report to create the submission file
- Submit file to the ODJFS reporting system “The Source” by 1/20/2024
- _____27. OAPSE Report – If your district reports Annual Wages to OAPSE:

- **OAPSE Report:**
 - Select Generate
 - Format - Excel-Data
 - Query Options- Enter your OAPSE Payroll Item code(s)
 - Click Generate Report
 - Save in your files for reporting of Annual Wages to OAPSE.

If needing to import the OAPSE report definition, do the following (or contact us – fiscal.support@noacsc.org and we’ll load it for you):

- Go to the Report Repository found under Help>Public Shared Reports Library
- Click Public Share Report Library
- Under CYE-Based Reports, click OAPSE Report.rpd-json to download the file to your computer
- In the Redesign, go to Reports>Report Manager
- Click Import Report
- Browse to locate the OAPSE Report.rpd-json on your computer
- Click Save

W2 Processing

- _____28. Run W2 Report
- Go to Report/W2 Report and Submission
 - ‘Include Fringe Benefits in Box 14?’ If you wish to have specific Payroll Item appear in box 14 check this box and then add the Payroll Item code
 - There is an option to process the report for selected employees
- _____29. Balance and verify your W2 Report
- Make change to data if necessary; changes need to be made using Core/Adjustment
 - The report can be run as many times as needed

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

1. W2 Reconciliation Worksheet
2. 2023 W2 Boxes explained
3. Specific Affects
4. 2023 General Instructions for forms W-2 and W-3

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

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- Dependent care benefits over limit (Refer to slides 53-54)
- Fringe Benefits (Refer to slides 55-56)
- Medicare pickup amounts (Refer to slides 57-60)
- Taxable third-party sick pay (Refer to slides 61-64)
- Use of company vehicle (Refer to slides 65-66)
- Employee expense reimbursements paid through warrant (USAS check) (Refer to slide 67)

Additional possible causes for balancing problems:

- Voided checks from prior calendar year
 - Payments/Check Register (Refer to slide 68)
- Refund of annuity withheld in prior calendar year
 - Payments/Refund Checks (Refer to slide 68)
- Manual Updates
 - Reports/Report Manager/SSDT Audit Trail (Refer to slide 69)
 - Reports/Audit Report

The district will be sending **submission files** to:

- Social Security Administration office – electronic upload
- Ohio State Department of Taxation – electronic upload
- Findlay City Tax Department (for those districts reporting to Findlay City) - Burn file to CD
- CCA (for those districts reporting to CCA) – electronic upload option
- RITA (for those districts reporting to RITA) – electronic upload option

- _____ 30. Create W2 SSA Submission File (Refer to slides 82-85)
- Go to Reports/W2 Report and Submission – Output Type: Submission
 - Generate SSA W2 Submission File Summary Report
 - Click ‘Generate SSA W2 Submission File’
 - Will produce a file called W2MAST.TXT
 - Save a copy to upload to SSA. The file will also be in your File Archive.
- _____ 31. Create RITA W2 Submission File
- Go to Reports/W2 Report and Submission – Output Type: Submission
 - Generate RITA W2 Submission File Summary Report
 - Click ‘Generate RITA W2 Submission File’
 - Will create a file called W2MSTRITA.TXT
 - Save a copy to upload to RITA (or send paper copies if desired). The file will also be in your File Archive.
- _____ 32. Create CCA W2 Submission File
- Go to Reports/W2 Report and Submission – Output Type: Submission
 - Generate CCA W2 Submission File Summary Report
 - Click ‘Generate CCA W2 Submission File’
 - Will create a file called W2MSTCCA.TXT
 - Save a copy to upload to CCA. The file will also be in your File Archive.
- _____ 33. Create a City Tax submission file to submit your W2s to city on CD. *You will skip this step if you are sending in paper copies of W2s to your cities.* Many cities do not take files electronically/CD.

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- Go to Reports/W2 Report and Submission/W2 City Options tab
- Fill in the 'Tax Entity Code'
 - This will be the 5-letter code entered on Payroll Item Configuration.
Ex: FINDL, CAREY (not a numeric code)
- FINDLAY CITY TAX DEPT districts will add the Optional Custom City Submission Override that adds the Tax Entity Code to Positions 331-337.

- Generate City W2 Submission File Summary Report
- Click 'Generate City W2 Submission File'
- Will create a file called W2City_ "city name".TXT
- Save a copy to burn to CD if city accepts CDs (or send paper copies if desired).
The file will also be in your File Archive .

_____ 34. Create State of Ohio submission file

- Go to Reports/W2 Report and Submission/W2 State Options tab
- 'Ohio' is selected by default
- Fill in Contact Information
- Generate Ohio W2 Submission File Summary Report
- Click 'Generate Ohio W2 Submission File'
- Will create a file called W2MAST_OH.TXT
- Save a copy to upload to Ohio in Ohio Business Gateway. The file will also be in your File Archive.

_____ 35. Create Indiana or Michigan submission file (if necessary)

- Go to Reports/W2 Report and Submission/W2 State Options tab
- Select the state of Indiana or Michigan
- Fill in required fields
 - Indiana requires 10-digit Tax Payer ID and 3-digit TID Location
- Generate IN or MI W2 Submission File Summary Report
- Click 'Generate State W2 Submission File'
- Submit the file to electronically to State of Indiana or Michigan.
- Check with the state to see if they accept paper copies if desired.

_____ 36. Create W2 Form file for printing (Refer to slides 89-93)

- If you are not printing the **Z-FOLD EMPLOYEE COPIES** at the district: Send an email to fiscal.support@noacsc.org AFTER creating the EMPLOYEE Printing Form File AND sending it to File Archive - Step 1 below. The email notifying us the EMPLOYEE print file is ready in File Archive is due to ITC by January 12th to give us time to get those to you.
- The **EMPLOYER and CITY** copies are PDFs on regular paper, so districts will print (no need to pay shipping for these). Steps 2 and 3 below.

1. **Create Print File for the Employee Copy of W2's – Districts OR NOACSC print:** (Notify NOACSC if you choose to print these and need pressure seal W2 forms but didn't receive them at CYE meetings)

To print **Employee** 8.5" x 14" Z-Fold W2's using the USPS-R file:

- Go to **Reports>W2 Reports>W2 Mailable Forms.**

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- Report Title = Defaults to W2 Report – can be changed if desired
 - Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
 - State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
 - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option. (your organization could be a 501C and if so choose option Y)
 - Sort Options = Choose from the drop down option how the report should be sorted.
 - Note: Not able to sort in medicare/non-medicare order
 - Report for Year =YYYY (2023)
 - Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
 - Employer Address first line = Defaults to Street 1 in Core>Organization. Check for accuracy.
 - Employer Address second line = Defaults to Street 2 in Core>Organization. Check for accuracy.
 - Employer City = Defaults to City in Core>Organization. Check for accuracy.
 - Employer State = Defaults to State in Core>Organization. Check for accuracy.
 - Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
 - Show Building/Department Code = Check the checkbox to have the building/department printed on the mailable section of the W-2 form (to the right of the employee address).
 - Include Fringe Benefits in Box 14? = Check the box and add any Payroll Items wanting to be included on W2.
 - Select Payroll Items to print in box 14 = Click Add to select payroll item(s) to print on W2 (maximum of 3 will print).
 - Select Individual Employees? = Leave blank
 - Would modify this only if wanted to print a W2 for a specific employee.
 - Select Pay Groups = Leave blank
 - Click Generate Mailable Forms
- An informational message will be displayed.

✓ Info - Job started to generate W2 Forms. Generated Forms can be found in the W2 Form Output Files View

- Info - Job started to generate W2 Forms. Generated Forms can be found in the W2 Form Output Files View.
 - The W2 Printing Jobs will also be displayed in the grid on the upper right-hand side of the screen.

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- Once the job has completed, go to Reports>W2 Reports>W2 Form Output Files and click the download option. This will save the file to your computer.
- Submit the W2 Form Data.PDF file to your printer using Actual Size.
- Go to Reports>W2 Reports>W2 Form Output Files and select the Archive option. This will remove the file from the W2 Form Output Files grid and place in the Payroll Archive>YYYY - Calendar Year Reports.

2. Create Print File for the Employer Copy of W2's – Districts will print:

To print **Employer** 8.5" x 11" 4- Up copies using the USPS-R file (half-page printing is not available in the software):

- Go to Reports> W2 Reports>W2 Report and Submission>W2 Report Options tab.
 - Output Type = Forms
 - Forms Title = Defaults to W2 Form Data. Can be changed if desired.
 - Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
 - State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
 - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop-down option.
 - Sort Options = Choose from the drop-down option how the report should be sorted. Usually Employee Name.
 - Report for Year = YYYY
 - Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
 - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
 - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
 - Employer City = Defaults to City in Core>Organization. Check for accuracy.
 - Employer State = Defaults to State in Core>Organization. Check for accuracy.
 - Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
 - Include Fringe Benefits in Box 14? = Check the box so these are included on W2.
 - Select Payroll Items to print in box 14 = Click Add to select payroll item(s) to print on W2.
 - Select Individual Employees? = Leave blank
 - Select Pay Groups = Leave blank
 - Select Generate W2 Forms.

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- An informational message will be displayed

✓ Info - Job started to generate W2 Forms. Generated Forms can be found in the W2 Form Output Files View

- Info - Job started to generate W2 Forms. Generated Forms can be found in the W2 Form Output Files View.
 - Once the job has completed, go to Reports>W2 Reports>W2 Form Output Files and click the download option. This will save the file to your computer.
 - Submit the W2 Forms.ZIP file to your printer using Actual Size.
 - Go to Reports>W2 Reports>W2 Form Output Files and select the Archive option. This will remove the file from the W2 Form Output Files grid and place in the Payroll Archive>YYYY - Calendar Year Reports.

3. **Create Print File for the City Copy of W2's – Districts will print:**

To print **City** 8.5" x 11" 4- Up copies using the USPS-R file (half-page printing is not available in the software):

- Go to Reports>W2 Reports>W2 Report and Submission>W2 Report options tab.
 - Output Type = Forms.
 - Forms Title = Defaults to W2 Form Data. Can be changed if desired.
 - Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
 - State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
 - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
 - Sort Options = Choose from the drop-down option how the report should be sorted. Usually Employee Name.
 - Report for Year = YYYY
 - Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
 - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
 - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
 - Employer City = Defaults to City in Core>Organization. Check for accuracy.
 - Employer State = Defaults to State in Core>Organization. Check for accuracy.
 - Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.

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- Include Fringe Benefits in Box 14? = Check the box so these are included on W2.
 - Select Payroll Items to print in box 14 = Click Add to select payroll item(s) to print on W2.
 - Select By City Tax Entity Code = Enter the first City Tax Entity Code (located on the Core>Payroll Item Configuration>Tax Entity Code field).
 - Select Generate W2 Forms.
 - An informational message will be displayed.
- Info - Job started to generate W2 Forms. Generated Forms can be found in the W2 Form Output Files View.
 - Once the job has completed, go to Reports>W2 Reports>W2 Form Output Files and click the download option. This will save the file to your computer.
 - Submit the W2 Forms.ZIP file to your printer using Actual Size.
 - Go to Reports>W2 Reports>W2 Form Output Files and select the Archive option. This will remove the file from the W2 Form Output Files grid and place in the Payroll Archive>YYYY - Calendar Year Reports.
 - Repeat these steps for each city district needs to print forms for.
 - Note: If an employee has more than two state, city, or OSDI tax records, the extra W2 form necessary to accommodate this information will print on the W2 immediately following the employee's primary W2

_____ 39. **Upload all W2 submission files to Federal, States, CCA, RITA and Cities as necessary.**

_____ **Federal/SSA**
_____ **State/Ohio Business Gateway**
_____ **Other :**
_____ **Other :**

_____ 37. Use Proration Utility in **USAS-R** for BWC Report. Refer to the USAS-R Calendar Year-End Checklist.

_____ 38. Open January Posting Period by going to Core/Posting Periods.

_____ 39. Prepare for any 2024 changes:

- Enter changes in tax withholding rates effective January 1, 2024

http://incometax.columbus.gov/search_taxmunicipalities.aspx/index.asp

Click on tax municipalities to check any taxing district.

- Check OSDI rates

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

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

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

- **Click on School District**
- **Lookup Tax Rate**
 - Address
 - Zip Code 5-digit or 9-digit
 - Latitude/Longitude
- Unsure if employee should have municipality tax withdrawn?
- https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/default_schooldistrict.aspx
- **Click on Municipal Tax**
- **Lookup Tax Rate**
 - Address
 - Zip Code 5-digit or 9-digit
 - Latitude/Longitude

_____40. **CONGRATULATIONS!** Begin (or continue) Payroll Processing for January!