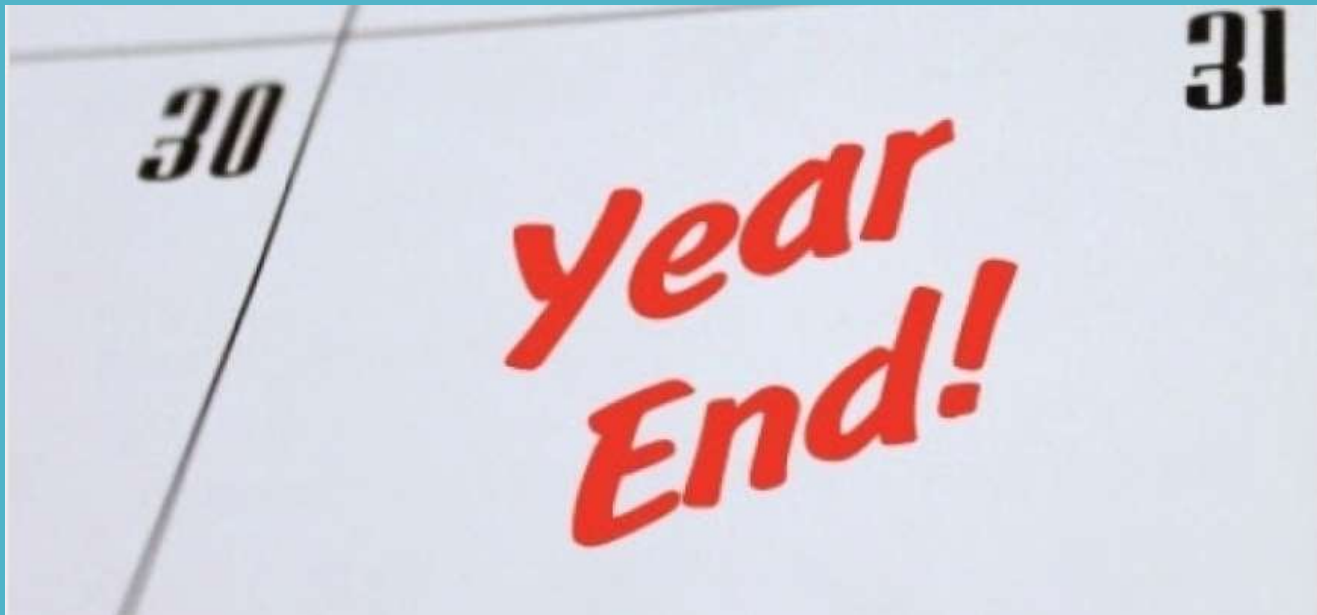


# USPS-R Calendar Year-end Review 2024



# Important USPS Updates



- Canned Account History Report – Similar to Classic's ACCRPT
- EMIS Extract Report
- Added warnings on payroll error report for no retirement and no Medicare warning
- Leave Balance Report- Ability to run with an as of date
- SERS Adjustment File- created each pay, look to see if there is anything to upload to SERS

# 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 31<sup>st</sup>**

NOACSC recommends you upload these to SSA by **Jan 19<sup>th</sup>** to give districts time for any issues that may arise.

Deadline for distributing W2 to employees is **Jan 31<sup>st</sup>** also.

State Reporting- Ohio and Indiana, by **Jan 31<sup>st</sup>**

RITA and CCA, by **Feb 28<sup>th</sup>**.

City Tax filing deadlines may vary, please check each city

# Pre-W2 Processing (W2 Configuration)

System > Configuration > W2 Configuration

Edit W2 Configuration

☒ District Will Submit Own W2 Files  
☐ Include only last 4 digits of employee's SSN on W2 forms and XML output

Company Information

Company Name: NORTHWEST OHIO AREA COMPUTER SERVICE COG

Company Location Address: 4277 EAST ROAD

Company Delivery Address: 4277 EAST ROAD

Company City: LIMA

Company State: OH

Company Zip Code: 45807

Company Zip Code Extension:

Contact Information

Contact Phone Number: 4192287417

Contact Phone Extension:

Contact Email Address: aundrea@noacsc.org

Contact Name: Aundrea Fricke

Submitter Information

Submitter EIN: 36-4713278

Submitter User Id:

☒ Submitter Name and Address same as Company

Submitter Name: NORTHWEST OHIO AREA COMPUTER SERVICE COG

Submitter Location Address: 4277 EAST ROAD

Submitter Delivery Address: 4277 EAST ROAD

Submitter City: LIMA

Submitter State: OH

Submitter Zip Code: 45807

Submitter Zip Code Extension:

# Pre-W2 Processing (SSN Verification)

Reports > W2 SSN Verification

Social Security Online  
www.socialsecurity.gov

## Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

AUNDREA FRICKE  
User ID:  
[Logout](#)

### Manage Account

- [View / Edit Account Info](#)

### Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

### Manage Employer Information



## Main Menu

Welcome, AUNDREA FRICKE

### [Report Wages To Social Security](#)

Test Wage Files using AccuWage  
Submit, download and print W-2s and W-2cs  
View submission status, errors and error notices for wage reports submitted by or for your company  
Request an extension to resubmit a wage file

### [Social Security Number Verification Service](#)

Request online SSN verification, or  
Submit files for SSN verification



BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation



## Social Security Number Verification Service

### [Request Online SSN Verification](#)

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

### [Submit an Electronic File for SSN Verification](#)

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.



### [View Status and Retrieval Information](#)

View the current status of a submission.

### [View Social Security Number Verification Service Handbook](#)

Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

[BSO Main Menu](#)

## Submit a File for SSN Verification - Before You Start

Name: AUNDREA K FRICKE

Steps: 1. Before You Start 2. Submit Your File 3. Confirmation

### I. Before You Start

The following items below are suggestions to follow before submitting your file for SSN verification.

- **Review your file(s) for correct formatting**

Before submitting your file, we recommend that you ensure the file is error-free and can be sent quickly.

- We provide the proper file format on the SSNVS Help page and in the SSNVS Handbook. Reviewing your file for proper formatting may prevent it from being rejected.

[Submission File Format](#)

- Do **NOT** send an Excel Spreadsheet. If you are using Excel, select [Excel Users](#) for more information.

- Effective 09/24/11, gender is no longer used as part of the SSN verification process. You do not need to make any changes to the file format. If a value is included in position 54 of a file, we will remove it and replace it with a blank prior to the verification attempt. All returned files will have a blank in position 48.

- **Zip Your File**

If you have over 500 NameSSN requests or a slow connection, the transmission will be faster if the file is zipped (compressed). WinZip and PKZip are examples of acceptable compression packages. This will substantially reduce the time required to transmit your file.

## Submit a File for SSN Verification - Submit Your File

Name: AUNDREA K FRICKE

Steps: 1. Before You Start 2. Submit Your File 3. Confirmation

### I. Submit Your File

- First, enter the Employer's EIN. (Also select a Submitter's EIN if required.)
- Second, if you know the name of the file you wish to upload, type the filename in the data entry field or use the Browse button to locate your file.
- Third, select the Submit button to upload your file.

Enter the EIN of the employer for whom the employee(s) work; for Third Party verifications, enter the client's EIN.



Select file


Choose File

No file chosen

Submit

\* Employer's EIN  
(9 9 9 9 9 9 9 9)

Go back to BSO and back into SSN Verification Service



# Social Security Number Verification Service

[Request Online SSN Verification](#)

Manually enter and submit up to 10 Social Security Numbers and Names to be verified by Social Security. Results are returned immediately for review.

[Submit an Electronic File for SSN Verification](#)

Submit a file containing Names and Social Security Numbers to be verified by Social Security. The data in the file must be in the correct format.

[View Status and Retrieval Information](#)

View the current status of a submission.



[View Social Security Number Verification Service Handbook](#)

Review additional information on submitting files to Social Security for verification and retrieving the results of the submissions.

BSO Main Menu



Select the links below for more information about your submission(s).

<a href="#">Submission Date</a>	<a href="#">Confirmation or Tracking Number</a>	<a href="#">Records Submitted</a>	<a href="#">Failed Verification</a>	<a href="#">Deceased</a>	<a href="#">Verified</a>	<a href="#">Status</a>	<a href="#">File Size</a>	<a href="#">Retrieval Option(s)</a>	<a href="#">Available Through</a>
11/07/2024		24	0	0	24	<a href="#">DOWNLOADED</a>	3.1 KB	<a href="#">DOWNLOAD</a>	12/09/2024

# Pre-W2 Processing (OSDI)



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.

Click [here](#) for OSDI codes

USPS: Tucker (Demo) Schools - admin

[Home](#) [Core](#) [Payments](#) [Payroll](#) [Processing](#) [Reports](#) [System](#) [Utilities](#) [USAS Integration](#)

Payroll Item Configuration


+ Create		Mass Change							
			Type	Code	Name	abbreviation	W2 abbreviation	Payment Cycle	Suppress SSN ID
			osdi						
			OSDI Tax	800	Ada Schools	OSDI Tax	3301Ada	Monthly	false
			OSDI Tax	801	Bluffton Schools	OSDI Tax	0203Bluffton	Monthly	false
			OSDI Tax	802	Tifton Office supplies	OSDI Tax	OSDI Tax	Monthly	false
			OSDI Tax	803	Egypt Software	OSDI Tax	OSDI Tax	Monthly	false
			OSDI Tax	804	Pine Lake Signs	OSDI Tax	OSDI Tax	Monthly	false
			OSDI Tax	805	Mayday Textiles	OSDI Tax	OSDI Tax	Monthly	false
			OSDI Tax	806	Remerton Industries	OSDI Tax	OSDI Tax	Monthly	false



# Pre-W2 Processing (City Taxes)

Verify 'W2 abbreviation' in **Payroll Item Configuration**

Payroll Item Configuration



<a href="#">+ Create</a>		<a href="#">Mass Change</a>							
			Type	Code	Name	abbreviation	W2 abbreviation	Payment Cycle	Suppress SSN ID
			city						
			City Tax	003	Village of Elida	City Tax	Elida	Monthly	false
			City Tax	004	Delphos	City Tax	Delphos	Monthly	false
			City Tax	005	City of Lima	City Tax	City Tax	Monthly	false

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

Type <div>CityTax</div>	Code <div>003</div>	Name <div>Village of Elida</div>
abbreviation <div>City Tax</div>	W2 abbreviation <div>Elida</div>	Payment Cycle <div>Quarterly</div>
Tax Entity Code <div>0205</div>	<input type="checkbox"/> Archived	

City Entity Codes can be found here: [https://tax.ohio.gov/static/forms/Municipal-Net-Profit/2017/MNP Municipalities & Municipality Codes List.pdf](https://tax.ohio.gov/static/forms/Municipal-Net-Profit/2017/MNP_Municipalities_&_Municipality_Codes_List.pdf)

# Pre-W2 Processing (CCA/Rita)

## 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/TY2024/withholdingform.pdf>*

*RITA Codes can be found here: <https://www.ritaohio.com/TaxRatesTable>*

# Pre-W2 Processing (Rita)



Type CityTax	Code 006	Name Village of Ada
abbreviation City Tax	W2 abbreviation Ada	Payment Cycle Monthly
Tax Entity Code 3301	<input type="checkbox"/> Archived	
CCA		
CCA	CCA Description	<input type="checkbox"/> Report To CCA
State Control Number		
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:		Tax Employer Paid Amounts for these Payroll Items:
<div>400 - Barnesville Medical supplies - SERS 450 - Lake City Signs - STRS 500 - Brooklet Manufacturing - Annuity 501 - Atkinson Manufacturing - Annuity 502 - Coolidge Development - Annuity 503 - Blackshear Software - Annuity</div>		
<input type="checkbox"/> Tax Employer Amounts		
Options		
<input type="checkbox"/> Suppress SSN ID	<input type="checkbox"/> Employer Health Coverage	<input type="checkbox"/> Job Level
<input type="checkbox"/> Medicare Pickup	<input type="checkbox"/> Tax Non Cash Earn	<input type="checkbox"/> Voluntary
<input checked="" type="checkbox"/> Add Gross To Payables Report	<input type="checkbox"/> Required	<input type="checkbox"/> Show On Create Wizard
Payee Information		
Payee Eulonia Motors (Number: ) (Address: 417 Glenwood Path, Bannockburn, OH, 74349)		
RITA		
RITA 004	RITA Description Ada	

# Pre-W2 Processing (CCA)

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

## Payroll Item Configuration

✓ Save ○ Cancel

Type CityTax	Code 003	Name Village of Elida
abbreviation City Tax	W2 abbreviation Elida	Payment Cycle Quarterly
Tax Entity Code 0205	<input type="checkbox"/> Archived	

---

CCA

CCA 276	CCA Description Elida	<input checked="" type="checkbox"/> Report To CCA
------------	--------------------------	---

State Control Number

# Pre-W2 Processing (CCA or Rita)

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:** Number: 1; 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)
- Rate Type:** [REDACTED] (dropdown)
- Rate:** 0.0000 (text field)
- Additional With Holding:** 0.00 (text field)
- Deduction Type:** [REDACTED] (dropdown, highlighted with a blue arrow)
- Percent Of Gross:** [REDACTED] (text field)
- Start Date:** [REDACTED] (calendar icon)
- Stop Date:** [REDACTED] (calendar icon)
- Standard CF:** [REDACTED] (text field)
- Date:** [REDACTED] (calendar icon)
- Code 1:** [REDACTED] (text field)
- Code 2:** [REDACTED] (text field)
- Money 1:** [REDACTED] (text field)
- Money 2:** [REDACTED] (text field)
- Text:** [REDACTED] (text 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 CityTax	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

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

Guarantee GCM IP

Employer Health Coverage

SPR 1 and

# 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>

Appendix A

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

- Add New Range:** Includes fields for Start Date (01/01/2024) and Stop Date (01/01/2025).
- MTD Historical Totals:** Fields for MTD Withholding (0.00), MTD Total Gross (0.00), and MTD Applicable Gross (0.00).
- QTD Historical Totals (Imported totals may not be accurate):** Fields for QTD Withholding (0.00), QTD Total Gross (0.00), and QTD Applicable Gross (0.00).
- FYTD Historical Totals (Imported totals may not be accurate):** Fields for FYTD Withholding (0.00), FYTD Total Gross (0.00), and FYTD Applicable Gross (0.00).
- Standard CP:** Fields for Code 1 (01), Code 2, Date, Amount 1 (0.00), Amount 2 (0.00), and State.
- Enter Adjustments:** A table with columns for Create, Report, Amount, Date, and Description.

A blue arrow points to the 'Code 1' field, which is highlighted in yellow and contains the value '01'.



# Pre-W2 Processing (Non Ohio State Tax)

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 SState

Payment Cycle

Quarterly

State Id

123456789

Options

☐ Suppress SSN ID

☐ Employer Health Coverage

☐ Voluntary

☐ Required

☐ Show On Create Wizard

Payee Information

Payee

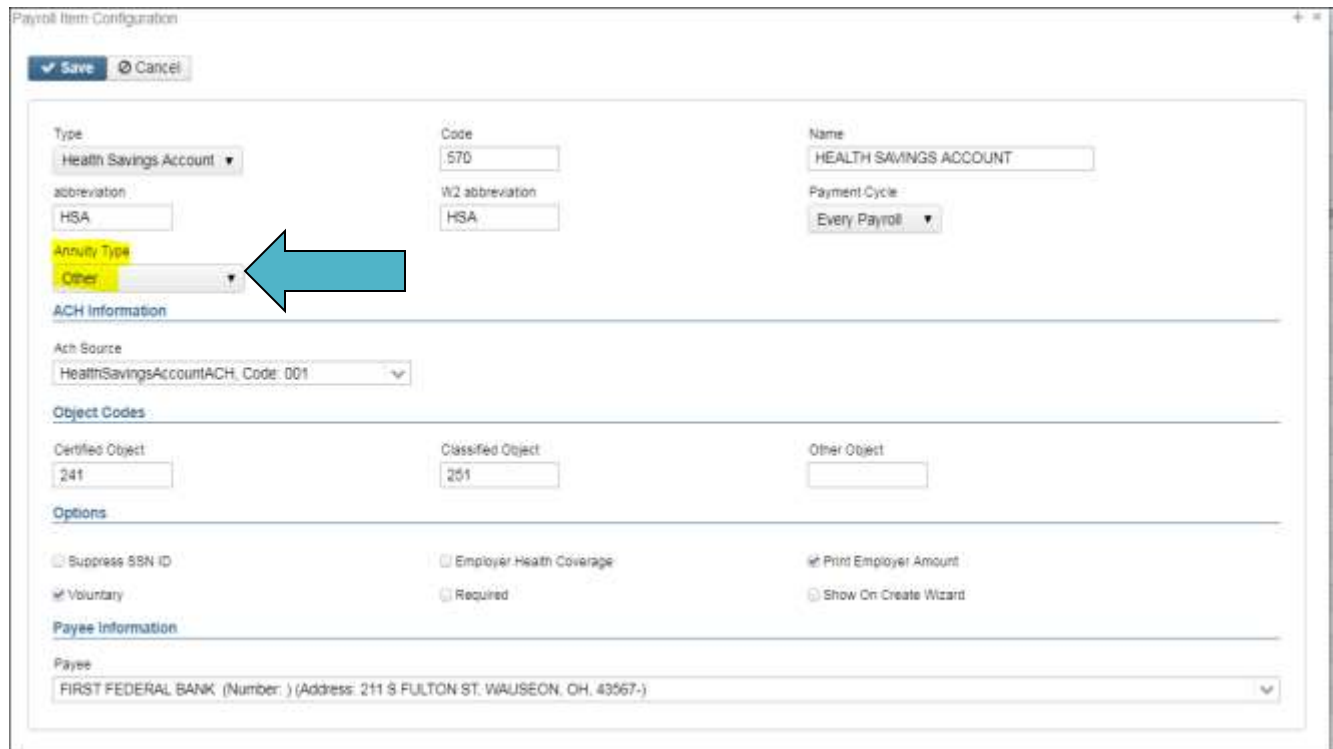
Manchester Development (Number: ) (Address: 1103 Arch Square, Carrollton, OH, 11942)

State Annuity Options

# Pre-W2 Processing (HSA)

## 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 shows the 'Payroll Item Configuration' window. At the top, there are 'Save' and 'Cancel' buttons. The configuration is divided into several sections:

- Type:** 'Health Savings Account' (dropdown)
- Code:** '570' (text box)
- Name:** 'HEALTH SAVINGS ACCOUNT' (text box)
- Abbreviation:** 'HSA' (text box)
- W2 abbreviation:** 'HSA' (text box)
- Payment Cycle:** 'Every Payroll' (dropdown)
- Annuity Type:** 'Other' (dropdown, highlighted with a blue arrow)

Below these are sections for ACH Information, Object Codes, Options, and Payee Information.

**ACH Information:**

- ACH Source:** 'HealthSavingsAccountACH Code: 001' (dropdown)

**Object Codes:**

- Certified Object:** '241' (text box)
- Classified Object:** '251' (text box)
- Other Object:** (empty text box)

**Options:**

- ☐ Suppress SSN ID
- ☐ Employer Health Coverage
- ☒ Print Employer Amount
- ☒ Voluntary
- ☐ Required
- ☐ Show On Create Wizard

**Payee Information:**

- Payee:** 'FIRST FEDERAL BANK (Number: ) (Address: 211 S FULTON ST. WAUSEON, OH, 43067-)' (dropdown)

# Pre-W2 Processing (HSA)


Core > Adjustment

Payroll Item

Type: Health Savings Account, Code: 554 ▼

---

Type Board's Amount of payroll item ▼

Transaction Date  12/1/24

Amount 1,200.000

Description CY2024 Board Contribution

☐ Imported

**To Date Options**

☒ Month To Date

☒ Quarter To Date

☒ Year To Date

☒ Fiscal Year To Date

# 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

✓ Save

✕ Cancel

Employee

Wright, Amber Lloyd - ANON295

Payroll Item

Type: Federal Tax, Code: 001

Type

Moving Expense

Transaction Date

9/12/18

Amount

200.00

Description

# 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

☒ Save

☐ Cancel

☐ 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:

Any employee provided life insurance premiums over \$50,000

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  
ⓧ Close

---

Employee \*   Compensation: \*

Heath, Derrick Derek - ANON131   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

The screenshot shows a web-based form titled "Adjustment Journal". At the top left, there are two buttons: "Save" (with a checkmark icon) and "Cancel" (with an 'X' icon). Below these buttons, the form is organized into several sections. The first section is labeled "Employee" and contains a dropdown menu with the text "Morse, Nancy Patty - ANON103". The second section is labeled "Payroll Item" and contains a dropdown menu with the text "Type: Federal Tax, Code: 001". The third section contains four input fields: "Type" (a dropdown menu with "Life Insurance" selected), "Transaction Date" (a date field with a calendar icon and the date "9/12/18"), "Amount" (a numeric field with the value "100.00"), and "Description" (a text field). The form has a clean, modern design with a light gray background and white input fields.

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 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, \$2,500 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	



# 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*

# Taxable Third-Party Sick pay

Adjustment Journal

✓ Save

✗ Cancel

Employee

Branch, Ryan Pam - ANON564

Payroll Item

Type: Federal Tax, Code: 001

Type

Total Gross

Transaction Date

10/5/18

Amount

500.00

Description

Adjustment Journal

✓ Save

✗ Cancel

Employee

Branch, Ryan Pam - ANON564

Payroll Item

Type: Federal Tax, Code: 001

Type

Taxable Gross

Transaction Date

10/5/18

Amount

500.00

Description

# 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 + x

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

# 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

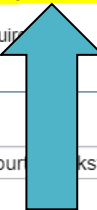
**Options**

<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, Jackson, 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 update each employee individually or 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 **\$6,150 (\$12,450 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 + ×

Employee  
Wagner, Morgan Joanne - ANON445 ▼

Payroll Item  
Type: Federal Tax, Code: 001 ▼

Type	Transaction Date	Amount	Description
Health Reimbursement <span>▼</span>	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 2024 has been completed. Can be run as many times as necessary.

To begin balancing your W2 report, run the report with the following options below:

The screenshot displays the 'Pre-W2 Reporting' interface. At the top, there is a navigation bar with tabs: Home, Core, Payments, Payroll, Processing, Reports, System, Utilities, USAS Integration, and Workflows. Below this, there are three sub-tabs: W2 Report Options, W2 City Options, and W2 State Options. The 'W2 Report Options' tab is active.

The main configuration area includes the following fields and options:

- Save and Recall:** A dropdown menu set to 'Most Recent'.
- Output Type:** A dropdown menu with options: Report (highlighted), Submission, Forms, and XML.
- Format:** A dropdown menu set to 'PDF (download)'.
- Report Title:** A text field containing 'W2 Report'.
- Federal ID Number:** A text field containing 'XX-XXXXXXX'.
- State ID Number:** A text field containing 'XX-XXXXXXX'.
- Kind of Employer:** A dropdown menu set to 'S, State and Local Governmental Employi'.
- Sort Options:** A dropdown menu set to 'Employee SSN'.
- Report for Year:** A dropdown menu set to '2024'.
- Include Fringe Benefits in Box 14?** A checkbox that is unchecked.
- Report Employees with errors only?** A checkbox that is checked (highlighted).

Below these options, there is a section for selecting payroll items to print in box 14. It includes a text input field, an 'Add' button, and a table of 'Selected Payroll Item Configurations'.

Code	Abbrev	ProcessingOrder	Remove
------	--------	-----------------	--------





## 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

# Pre W2 Reporting – Troubleshooting Errors

*There are 3 types of error messages on the W2:*

1. Error – **must be resolved**
2. Warning – Can be left as is but should be reviewed
3. Info – Can be left as is but should be reviewed

*See [W2 Report and Submission - USPS Documentation - SSDT Confluence Wiki \(atlassian.net\)](#) for a full list of error descriptions and help*

Control #: 42

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

# Reports To Help Balance

Reports that are helpful for balancing:

- Employee Earnings Register

Run with Include Archived Employees checked

Will NOT include adjustments created in Core / Adjustments

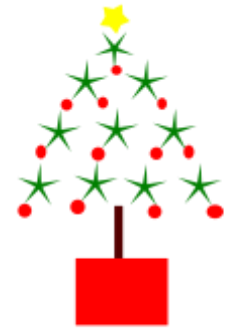
- Quarter Report

Balance with payroll items withheld and applicable gross in the YTD column

- W2 Summary Breakdown Payroll Item Reports

- Multiple reports' json files can be found [here](#)

# Reports To Help Balance - Earnings Register



Payment Totals							
Total Gross		Total Dock					
\$3,053,866.89		(\$4,329.14)					
Total Net							
\$2,035,161.24							
Pay Items		Pay Accounts					
Code	Abbreviation	Employee Amt	Employer Amt	Position	FND-FUNC-OBJ-SPCC-SUBJECT-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	vvcroarwdglydgsfkip	631.71		1	001-2510-149-0000-000000-300-00-000	31,698.54	100.00
008	uhcjkfbfgtcgkqxnped	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	zjwfxffjolezhlgchwi		81,886.26	1	001-2822-142-0000-000000-000-00-000	2,425.22	100.00
450	yehgrznqpnoxlzztzm		344,151.26	1	001-1100-111-0000-000000-100-14-000	131,142.49	100.00
508	rodgxqsibsknzqbjsbb	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	dqprjbmgczsjuccfyrug	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	sbtncchdevcdsyfwgapzl	4,709.52		1	439-1280-111-9017-000000-000-00-000	36,095.36	0.00
569	krpshmhdmzsholgkiib	76,660.54		1	300-4540-143-9500-000000-200-00-000	1,674.58	0.00
570	wthbomqixxasojpbtug	38,350.00	125,272.24	1	300-4520-143-9500-000000-200-00-000	1,529.79	0.00
590	nahsivfobkmyixzzuin	47,417.17		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

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

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

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

# Reports To Help Balance – W2 Summary Breakdown Reports

## W2 Report Summary Breakdown

Code	Description	Count	Tax Withheld	Taxable Gross	Total Gross	Annuities
001	FEDTAX	3,546	\$10,822,815.50	\$106,727,557.73	\$131,417,511.61	\$24,689,953.88
	Dependent Care		\$147,551.54			
	Medicare Pickup		\$4,506.33			
	Desg. Roth 403B		\$186,637.67			
	Emplr Hlth Coverage		\$29,175,495.17			
	403(B)		\$1,617,300.30			
	Desg. Roth 457B		\$340,253.09			
	HSA		\$44,914.21			
	457		\$1,283,455.29			
	Section 125		\$5,546,036.13			

**Dependent Care Report:** This report is the total of all Payroll Item Configuration>Type equaling Dependent Care and the Annuity Type equaling Section125NonWages.

- [Dependent Care Report.rpd-json](#)

**Desg. Roth 403B Report:** This report is a total of all Payroll Item Configuration>Type equaling Regular and the Designated Roth equaling ContributionsTo403B.

- [Designated Roth 403B Report.rpd-json](#)

**Emplr Hlth Coverage Report:** This report is a total of all Payroll Item Configurations with the Employer Health Coverage checkbox marked. The report will include totals for both employee and employer amounts as well as any applicable Adjustments.

- [Employer Health Coverage Report.rpd-json](#)

**403(B) Report:** This report is the total of Payroll Item Configuration>Type equaling Annuity and Annuity Type equaling 403B.

- [Annuity 403\(B\) Report.rpd-json](#)

**Desg. Roth 457B Report:** This report is a total of all Payroll Item Configuration>Type equaling Regular and the Designated Roth equaling ContributionsTo457B.

- [Designated Roth 457\(B\) Report.rpd-json](#)

**HSA Totals Report:** This is a report of all Payroll Item Configuration>Type equaling Health Savings Account. The report will include totals for both employee and employer amounts as well as any applicable Adjustments.

- [HSA Totals Report.rpd-json](#)

**457 Report:** This is a report of all Payroll Item Configuration>Type equaling Annuity and Annuity Type equaling Type457.

- [Annuity 457 Report.rpd-json](#)

**Section 125 and HSA Report:** This is a report of all Payroll Item Configuration>Type equaling Annuity and Annuity Type equaling Section125NonWages plus any Payroll Item Configuration>Type equaling Health Savings Account year to date totals. This report should be run in the current calendar year posting period.

*Note: This report will include all Section 125 Payroll Item totals - including Dependent Care. In order to balance this report to the W2 Report add the Section 125 total to Dependent Care total.*

- [Section 125 and HSA Report.rpd-json](#)

# 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 Report Balancing

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



# 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 – Medicare Pickup



## 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 – Medicare Pickup

- 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



- 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 Description

☐ Report To CCA

**City Tax Annuity Options**

☐ Annuity 401 a  
☐ Annuity 401 k  
☐ Annuity 401 b  
☐ Annuity 401 c  
☐ Annuity 457  
☐ Other  
☐ 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

# 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 calendar year

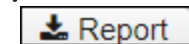
Go to **Payments/Check Register** filter the Transaction Date as 01/01/2024..12/31/2024 and Status as V. This will pull in all voided checks dated between 01/01/24 and 12/31/24.

The report option can then be used to create a report of all voided checks.

- To view all Refund of annuity withheld in the calendar year

Go to **Payments/Refund Checks** Show Transaction Date on grid and then filter 01/01/2024..12/31/2024 click on

Do the Same option on the **Refund ACH** Tab



# Balancing Problems (continued)

## Manual Updates:

- Go to **Core/Adjustments**
- Filter **Transaction Date 1/01/24..12/31/24**
- 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.

## Audit Report:

- Run Reports > Report Manager > **SSDT Audit Trail Report** or Reports > **Audit Report** for a list of all manually changes within a time frame

# Common W2 Error Messages

## 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

**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

- ***Using Core/Adjustment, enter a positive adjustment amount to the withholding amount for the Annuity to offset the negative amount, making the amounts 0.00.***
- ***If no adjustments are made the system will assume zero , and the Warning will appear on the W2 Report.***

# 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
- Usually caused by making an adjustment to Total Gross but not Applicable gross or vice versa.



# Common W2 Error Messages

**Error:** This employee's Medicare wages are less than their Social Security wages

The Medicare gross wages amount are 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 Reports, Submission Files, and Printing

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



# 2024 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)



# 2024 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\*\***


# 2024 W2 Reporting- W2 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 enter a city's Tax Entity code. Then click

 Generate City W2 Submission File

 Generate City W2 Submission File Summary Report



# W2 Files and Submission (continued)


1. SSA will generate W2MAST.TXT
2. CCA will generate W2MSTCCA.TXT
3. RITA will generate W2MSTRITA.TXT
4. City W2 will generate W2City\_ "city name".TXT

# W2 Files and Submission (continued)

-W2 State Option tab is used to create:

- State of Ohio W2 Submission File **W2MAST\_OH.TXT**
- State of Indiana W2 Submission File  
Indiana – 10-digit Taxpayer ID,  
3-digit TID Location
- State of Michigan W2 Submission File
- Others: Kentucky, West Virginia, and Pennsylvania

 [Generate Ohio W2 Submission File](#)

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

# State Files

- State of Indiana is requiring electronic file submission for employers with 25 or more W-2 forms
- State of Michigan is requiring electronic file submission for employers with 250 or more W-2 forms.



# Printing Mailable W2's

To generate necessary file for PRINTING Z-Fold W2's:

- 1) Go W2 Reports > W2 Mailable Forms and click Generate Mailable Forms




Generate Mailable Forms

- 2) Go to W2 Reports > W2 Form Output Files
- 3) Download the "W2 Output mailable.zip" file created

**This file is what will be used to print**

- 4) Click "Send to Archive" button to remove zip file from grid and send it to File Archive>W2 Archive > 20XX Tax Year
- 5) Notify NOACSC that your printable file has been archived and is ready to print (if NOACSC is printing your Employee W2s) by **January 10th**

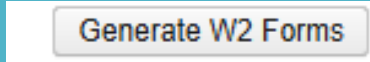
## W2 Form Output Files

			File Name	Year
			W2 Output mailable.zip	2024

Download

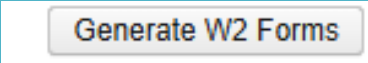
Archive

# Printing Employer Copies

1. W2 Reports > W2 report and Submission > W2 Report Options tab
2. Select Output type **Forms**, enter organization information, and select payroll items to include in box 14 (if any)
3. Click on Generate W2 Forms 
4. Go To W2 Reports > W2 Form Output files
5. Click the Download button on the “W2 Forms.zip” file
6. Click Send to Archive button on the “W2 Forms.zip” file



# Printing City Copies

1. W2 Reports > W2 report and Submission > W2 Report Options tab
2. Select Output type **Forms**, enter organization information, and select payroll items to include in box 14 (if any)
3. Enter City Tax Entity Code in the tax entity code field
4. Click on Generate W2 Forms 
5. Go To W2 Reports > W2 Form Output files
6. Click the Download button on the “W2 Forms CITY\_NAME.zip” file
7. Click Send to Archive button on the “W2 Forms CITY\_NAME.zip” file

Follow Checklist for printing Employer and City copies for more detailed instructions.

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>

- **Corrections** (Page 27 -31 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*

- **Deceased employee's wages** (Page 9-10 Instructions for Forms W-2 and W-3)

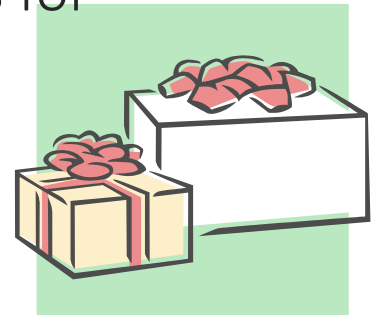
If payment is made in year employee died

*W2 reporting required*

*1099 reporting required*

If payment is made in year after the death of employee

*1099 reporting required*



# Post W2 Processing

- Corrections to files before submitting to SSA.
- If already submitted to SSA, then a W2C and W3C will have to be filed to the SSA. W2C can also be done through SSA website.



# Preparing for 2025



Enter changes in tax withholding rates effective January 1, 2025

## 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](https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/default_schooldistrict.aspx)
- *Click on School District Income Tax Rate Database Table*

# Preparing for 2025 (continued)

## -CCA City Rates-

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

## -RITA City Rates-

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

# Preparing for 2025 (continued)

Unsure if employee should be taxed

- [https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/default\\_schooldistrict.aspx](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



Questions??

[fiscal.support@noacsc.org](mailto:fiscal.support@noacsc.org)

New User Group Training December 12<sup>th</sup> 9am -11am

