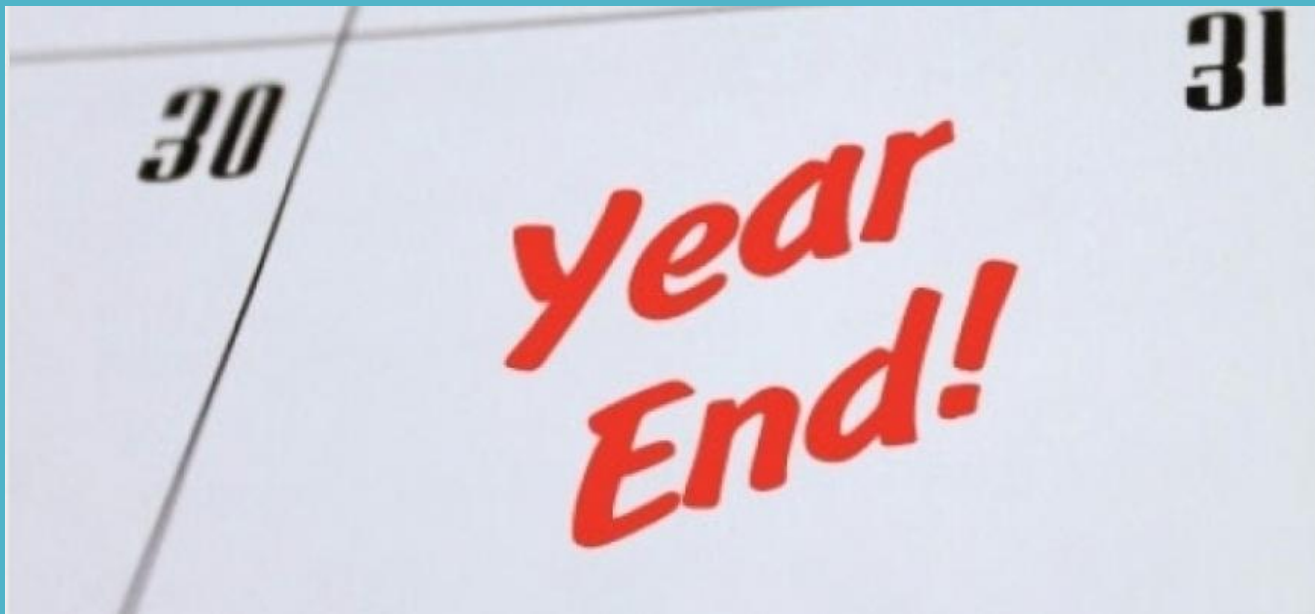


# USPS-R Calendar Year-end Review 2025



# CYE Training Agenda

- Pre-W2 Processing
- W2 Balancing
- W2 Submission
- Printing W2s
- Digital W2s
- Overtime Reporting



# 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

☒ Save ☐ Cancel

☒ 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](http://www.socialsecurity.gov)

### Business Services Online

[BSO Main Menu](#) | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

AUNDREA FRICKE

User ID: [REDACTED]

[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

1. 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 Name/SSN 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

2. 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.



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




Select file

Choose File

No file chosen

Submit

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

City Entity Codes can be found here: [The Finder - Muni Rate Database Table Instructions](#)

# 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:*

*<https://www.ccaohio.gov/sites/default/files/2025-10/dfdickt2025.pdf>*

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

# Pre-W2 Processing (Rita)



|  |   |  |
|--|---|--|
| Type<br>CityTax  | Code<br>006                                       | Name<br>Village of Ada                             |
| abbreviation<br>City Tax   | W2 abbreviation<br>Ada                            | Payment Cycle<br>Monthly                           |
| Tax Entity Code<br>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<br/>450 - Lake City Signs - STRS<br/>500 - Brooklet Manufacturing - Annuity<br/>501 - Atkinson Manufacturing - Annuity<br/>502 - Coolidge Development - Annuity<br/>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<br>Eulonia Motors (Number: ) (Address: 417 Glenwood Path, Bannockburn, OH, 74349)  |   |  |
| RITA   |   |  |
| RITA<br>004  | RITA Description<br>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
- <https://www.ccaohio.gov/sites/default/files/2025-10/dfdickt2025.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<br>CityTax          | Code<br>003                       | Name<br>Village of Elida   |
| abbreviation<br>City Tax | W2 abbreviation<br>Elida          | Payment Cycle<br>Quarterly |
| Tax Entity Code<br>0205  | <input type="checkbox"/> Archived |                            |

---

|                      |                          |   |
|----------------------|--------------------------|---|
| CCA<br>276           | CCA Description<br>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 shows a payroll item configuration form. At the top, there are buttons for 'Save' and 'Cancel', and a 'Choose Template' dropdown. Below this, the form is divided into sections. The first section contains configuration details: 'Configuration Code: 005, BOWLING GREEN CITY TAX', 'Configuration Description: City Tax', 'Employee: HINES, VIRGINIA A', 'Employee Number: [REDACTED]', 'Position Number: 1', and 'Position Description: SUB TEACHER'. The second section contains fields for 'Type' (set to 'City Tax'), 'Pay Cycle' (set to 'Every pay of the month (even third pay)'), 'Rate Type' (set to 'City Tax'), 'Additional With Holding' (set to '0.00'), 'Rate' (set to '0.0000'), 'Deduction Type' (highlighted with a yellow box and a blue arrow pointing to it), 'Percent Of Gross', 'Start Date', 'Stop Date', 'Standard CF', 'Date', 'Money 1', 'Code 1', 'Money 2', 'Code 2', and 'Text'.

# 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<br><b>CityTax</b>  | Code<br>200               | Name<br>Indiana County Tax |
| abbreviation<br>IND CTX | W2 abbreviation<br>INDCTX | Payment Cycle<br>Quarterly |
| Tax Entity Code<br>123  |                           |                            |

**CCA**

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

**City Tax Annuity Options**

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

**Employer Paid Amounts To Be Taxed**

Select Employer Paid Amounts to be Taxed

Available Employer Paid Payroll Items:

- 623 - Douglassville 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**

|  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> Suppress SSN ID | <input type="checkbox"/> Employer Health Coverage | <input type="checkbox"/> Job Level |
|--|---|------------------------------------|

# 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 the 'City Tax Item' form. The 'Active Date Range' section shows a 'Start Date' field and a 'Stop Date' field with the value '4/7/17'. Below this are sections for 'MTD Historical Totals', 'QTD Historical Totals (imported totals may not be accurate)', 'FYTD Historical Totals (imported totals may not be accurate)', and 'YTD Historical Totals (imported totals may not be accurate)'. Each section contains three input fields: 'Withholding', 'Total Gross', and 'Applicable Gross', all showing '0.00'. The 'Standard CF' section contains three columns: 'Code 1', 'Code 2', and 'Date'. The 'Code 1' field is highlighted in yellow and has a blue arrow pointing to it. The 'Code 2' field is empty. The 'Date' field is empty. Below these are 'Money 1' and 'Money 2' fields, both showing '0.00'. At the bottom, there is an 'Error Adjustments' section with a table that has columns for 'Amount', 'Date', and 'Description'. The table is currently empty.

| Amount | Date | Description |
|--------|------|-------------|
|--------|------|-------------|



# 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

SaveCancel

Type

StateTax

abbreviation

WV State

State Id

123456789

Code

301

W2 abbreviation

WV State

Name

West Virginia State

Payment Cycle

Quarterly

Options

☐ Suppress SSN ID

☐ Employer Health Coverage

☐ Voluntary

☐ Required

☐ Show On Create Wizard

Payee Information

Payee

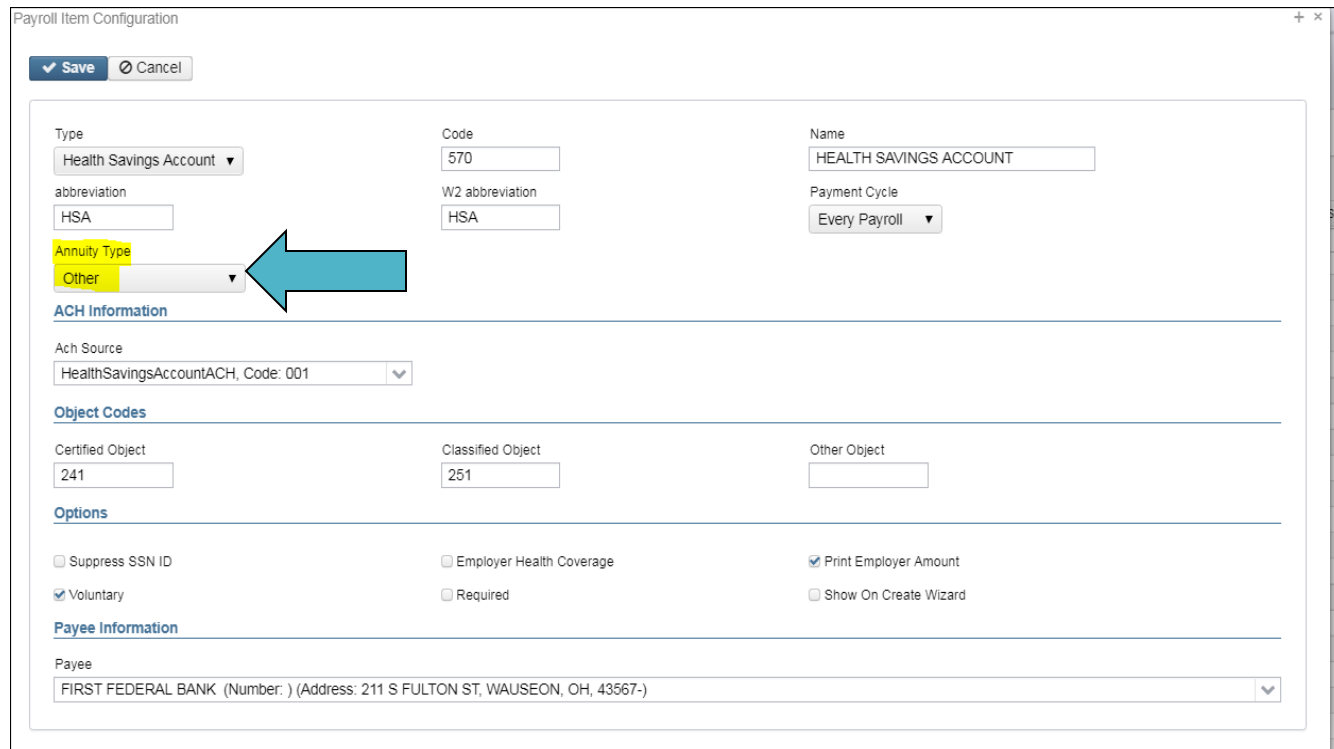
Manchester Development (Number: ) (Address: 1103 Arch Square, Carrollton, OH, 11942)

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 for a Health Savings Account (HSA). The window has a title bar with a close button. Below the title bar are 'Save' and 'Cancel' buttons. The main form is divided into several sections:

- Type:** A dropdown menu set to 'Health Savings Account'.
- Code:** A text box containing '570'.
- Name:** A text box containing 'HEALTH SAVINGS ACCOUNT'.
- abbreviation:** A text box containing 'HSA'.
- W2 abbreviation:** A text box containing 'HSA'.
- Payment Cycle:** A dropdown menu set to 'Every Payroll'.
- Annuity Type:** A dropdown menu set to 'Other'. A large blue arrow points to this dropdown.

Below these fields are several sections separated by horizontal lines:

- ACH Information:** A dropdown menu for 'Ach Source' set to 'HealthSavingsAccountACH, Code: 001'.
- Object Codes:** Three text boxes for 'Certified Object' (241), 'Classified Object' (251), and 'Other Object' (empty).
- Options:** A group of checkboxes: 'Suppress SSN ID' (unchecked), 'Employer Health Coverage' (unchecked), 'Print Employer Amount' (checked), 'Voluntary' (checked), 'Required' (unchecked), and 'Show On Create Wizard' (unchecked).
- Payee Information:** A dropdown menu for 'Payee' set to 'FIRST FEDERAL BANK (Number: ) (Address: 211 S FULTON ST, WAUSEON, OH, 43567-)'.

# Pre-W2 Processing (HSA)

Core > Adjustment

Payroll Item

Type: Health Savings Account, Code: 554

---

Type Board's Amount of payroll item

Transaction Date 12/1/25

Amount 1,200.000

Description CY2025 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    
☐ Close

| Employee *                       |  | Compensation: *                                      |                                       |                         |
|----------------------------------|--|--|---------------------------------------|-------------------------|
| Heath, Derrick Derek - ANON131   |  | Pos: 1 - Superintendent (Comp: NC - FY24 Discovered) |                                       |                         |
| <b>Future Pay Amount</b>         |  |  |                                       |                         |
| Description                      | Pay Type   | Effective Date                                       | Units                                 | Rate                    |
| Life Insurance                   | Life Insurance Premium                                     |  | 1.00                                  | 100.000                 |
| Gross                            | <input checked="" type="checkbox"/> Applies For Retirement | Retire Hours   | <input type="checkbox"/> Supplemental | Supplemental Tax Option |
| 100.00                           |  |  |                                       | None                    |
| Pay Group:                       |  |  |                                       |                         |
| 0 - Orange 2                     |  |  |                                       |                         |
| <b>Specific Pay Account</b>      |  |  |                                       |                         |
| Rate Type                        | Expenditure Account  | Amount Charged                                       | Leave Projection                      | Employer Distribution   |
|                                  |  |  |                                       |                         |
| <input type="button" value="+"/> |  |  |                                       |                         |

# 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 software window titled "Adjustment Journal" with a standard window control bar (minimize, maximize, close). Below the title bar are two buttons: "Save" (with a checkmark icon) and "Cancel" (with an 'X' icon). The main content area is divided 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 is a table with four columns: "Type", "Transaction Date", "Amount", and "Description". The "Type" column has a dropdown menu with "Life Insurance" selected. The "Transaction Date" column has a date field with a calendar icon and the date "9/12/18". The "Amount" column has a text field with the value "100.00". The "Description" column has an empty text field.

| 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 \$7,500 for Single or Married Filing Jointly, \$3,750 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 + x

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 + ×

Employee  
Branch, Ryan Pam - ANON564 ▼

Payroll Item  
Type: Federal Tax, Code: 001 ▼

| Type                           | Transaction Date | Amount   | Description |
|--------------------------------|------------------|----------|-------------|
| Third Party Pay <span>▼</span> | 10/5/18          | 1,500.00 |             |

|         |       |       |                 |            |
|---------|-------|-------|-----------------|------------|
| ANON440 | Louis | 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 Medical Insurance. **This is for informational purposes only** and employer payments for

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              | lwkf         |

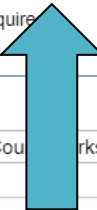
**Options**

|   |  |  |
|---|--|--|
| <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"/> Require                             | <input type="checkbox"/> Show On Create Wizard |

**Payee Information**

Payee

Hiram Cafe (Number: 52066557) (Address: 979 Langan Court, Parkston, 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.

*Merry Christmas*



http://www.ppsdirect.com SDU

# 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 **\$6,350 (\$12,800 if it also provides reimbursements for family members)** before indexing for inflation.

Eligible employers are those **small employers with less than 50** Full-Time Equivalent employees (those who work 130 hours a month or 30 or more hours a week for 120 consecutive days). Another eligibility is that the employer does **NOT** offer a group health plan to any of their employees.

You will need to add a value in **Core > Adjustments** for Health Reimbursement. Then this value will appear on the W2 and Submission as a code FF with the amount in Box 12. The Health Reimbursement amount will also appear on the W2 city file. The Health Reimbursement amount (HEALTH REIMBURSE) will appear on the W2 Report under the employee's Federal heading, if there is an amount to report. The HEALTH REIMBURSE amount will also total and appear in the Grand Totals and Report Totals, if there are any.

# Health Reimbursement Arrangement on W2 (continued)



Go to Core > Adjustments > Create

Adjustment Journal + ×

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 2025 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:

USPS: Tucker (Demo) Schools - admin

Home Core Payments Payroll Processing Reports System Utilities USAS Integration Workflows

W2 Report Options W2 City Options W2 State Options

Save and Recall: Most Recent

Output Type: ☒ Report ☐ Submission ☐ Forms ☐ XML

Format: PDF (download)

Report Title: W2 Report

Federal ID Number: 31-1667973

State ID Number: 47-0914600

Kind of Employer: S, State and Local Governmental Employ

Sort Options: Employee SSN

Report for Year: 2025

☐ Include Fringe Benefits in Box 147

☒ Report Employees with errors only?

Select Payroll Items to print in box 14 (maximum of 3 selected will print in box 14, leave empty to not include specific payroll items in box 14)

Select Payroll Item Configuration and click Add:

Selected Payroll Item Configurations:

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

Select Individual Employees? (Leave empty to select all Employees)

Select Employee and click Add:

Selected Employees:

| Number | Name | 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

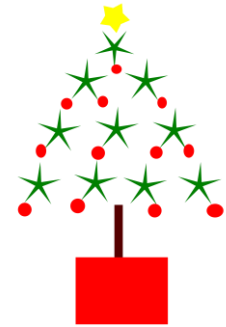
- Quarter Report

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)   |                                      |            |        |
|                |                      | \$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            | vvcrhoarwdgldydgskfp | 631.71         |                                      |            |        |
| 008            | uhcjkfbfgtcgkqxnpved | 266.56         |                                      |            |        |
| 009            | iuievuitxxrbvfgjgcb  | 2,460.29       |                                      |            |        |
| 400            | zjwfxffjolezhlgchwi  |                | 81,886.26                            |            |        |
| 450            | yehgrznqpnoxlztlrm   |                | 344,151.26                           |            |        |
| 508            | rodgxqsibsknzqbjtsbb | 21,100.00      |                                      |            |        |
| 514            | bvxpodzgsugxijwutcyi | 2,400.00       |                                      |            |        |
| 550            | cmnjzpfxoejmwwonann  | 600.72         | 39,415.50                            |            |        |
| 563            | wxgynxjcwbpnpoeibtd  | 1,111.29       |                                      |            |        |
| 564            | dgprrbmzczsjuccfyrug | 284.44         |                                      |            |        |
| 565            | girazzyovibxuyhltdme | 1,170.81       |                                      |            |        |
| 566            | sbtncbdevcdsyfwgapzl | 4,709.52       |                                      |            |        |
| 569            | krpshmhrdmzsholgiib  | 76,660.54      |                                      |            |        |
| 570            | wthbomqixxasojpbtug  | 38,350.00      | 125,272.24                           |            |        |
| 590            | nahsivfobkmydxzzuin  | 47,417.17      |                                      |            |        |
| Pay Accounts   |                      |                |                                      |            |        |
|                |                      | Position       | FND-FUNC-OBJ-SPCC-SUBJECT-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

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

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

# 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

Special amounts  
for W2s

| 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  |

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: **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:

- 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 ☐ Employer Health Coverage ☐ Job Level

☐ Medicare Pickup ☒ Tax Non Cash Earn ☐ Voluntary

☒ Required ☒ Show On Create Wizard

# 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



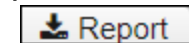
## Voided checks from calendar year

Go to **Payments/Check Register** filter the Transaction Date as 01/01/2025..12/31/2025 and Status as V. This will pull in all voided checks dated between 01/01/25 and 12/31/25.

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

- To view all refund checks in the calendar year

Go to **Payments/Refund Checks** Show Transaction Date on grid and then filter 01/01/2025..12/31/2025 click on



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

# Balancing Problems (continued)

## Manual Updates:

- Go to **Core/Adjustments**
- Filter **Transaction Date** 1/01/25..12/31/25
- 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



# 2025 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)



# 2025 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\*\***


# 2025 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 9th**

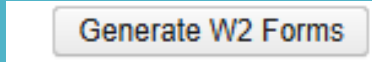
## W2 Form Output Files

|  |   |   | File Name              | Year |
|--|---|---|------------------------|------|
|  |  |  | W2 Output mailable.zip | 2024 |

Download

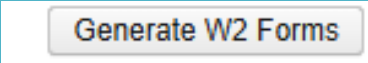
Archive

# 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)

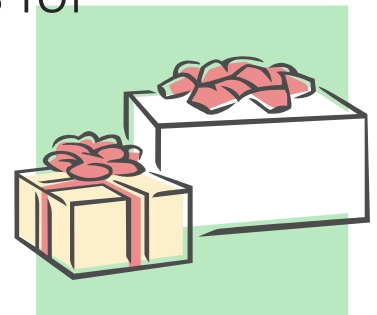
If payment is made in year employee died

*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 2026



Enter changes in tax withholding rates effective January 1, 2026

## 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 2026 (continued)

## -CCA City Rates-

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

## -RITA City Rates-

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

# Preparing for 2026 (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



# W2 Digital Delivery – USPS

System –  
Configuration –  
W2 Configuration

☒ Enable W2  
Digital Delivery  
checkbox

Configuration

|  | Description                                 |
|--|---|
|  | File Storage Configuration                  |
|  | Fiscal Year Configuration                   |
|  | Import Utility Configuration                |
|  | Last Account Transition Configuration       |
|  | ODJFS Configuration                         |
|  | Overtime Object Code Configuration          |
|  | Payment Printing Configuration              |
|  | Payroll Account Default Setup Configuration |
|  | Rounding Configuration                      |
|  | STRS Advance Configuration                  |
|  | STRS Configuration                          |
|  | Salary Notice Configuration                 |
|  | Specific Account Search Limit Configuration |
|  | Transaction Configuration                   |
|  | USAS Configuration                          |
|  | W2 Configuration                            |
|  | Windows Active Direct                       |
|  | Workflows Configurati                       |

☒ District Will Submit Own W2 Files  
☒ Include only last 4 digits of employee's SSN on W2 forms and XML output  
☒ Enable W2 Digital Delivery  
[Company Information](#)

# W2 Digital Delivery – ESS

System – Configuration –  
ESS Functionality  
Configuration

W2 Wage and Tax  
Statements needs checked

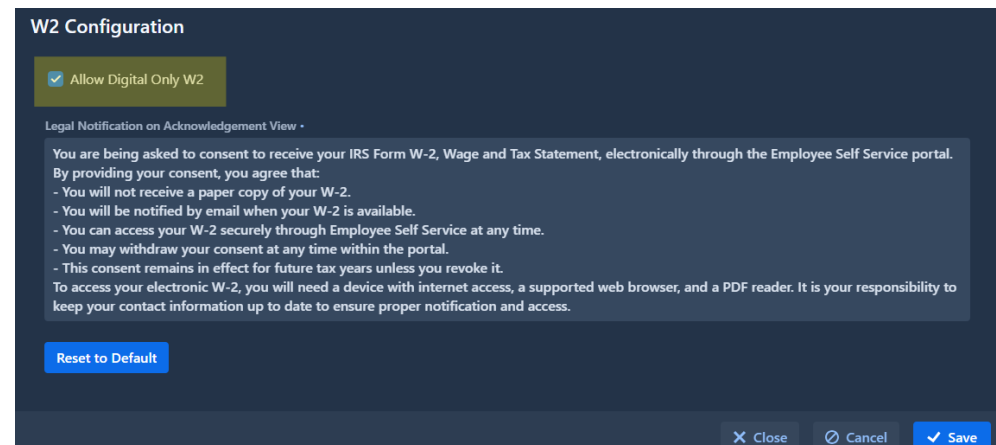


ESS Functionality Configuration

- ☒ Announcement Board
- ☒ Data Change Requests
- ☒ Employee Time Sheet
- ☒ Job Calendar
- ☒ Leave Analysis Parameters
- ☒ Leave Requests
- ☒ Payslips
- ☒ Substitute Needed
- ☒ W2 Wage And Tax Statements

W2 Configuration to Allow  
Digital Only W2.

The legal notification can  
be modified if desired.



W2 Configuration

☒ Allow Digital Only W2

Legal Notification on Acknowledgement View +

You are being asked to consent to receive your IRS Form W-2, Wage and Tax Statement, electronically through the Employee Self Service portal. By providing your consent, you agree that:

- You will not receive a paper copy of your W-2.
- You will be notified by email when your W-2 is available.
- You can access your W-2 securely through Employee Self Service at any time.
- You may withdraw your consent at any time within the portal.
- This consent remains in effect for future tax years unless you revoke it.

To access your electronic W-2, you will need a device with internet access, a supported web browser, and a PDF reader. It is your responsibility to keep your contact information up to date to ensure proper notification and access.

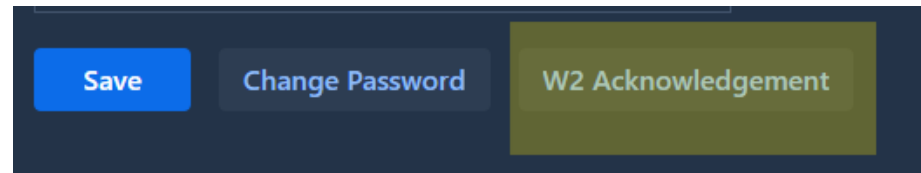
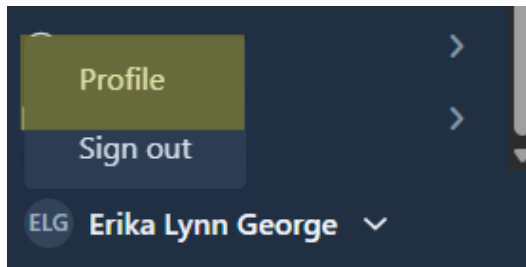
[Reset to Default](#)

[Close](#) [Cancel](#) [Save](#)

# W2 Digital Delivery – ESS




Employee digital signature to consent or revoke

Profile – W2 Acknowledgement – Sign & Date - Submit

A screenshot of the W2 Acknowledgement form. It has a dark blue background. The form is divided into three main sections: 'Digital Signature', 'Today's Date', and 'Decision'. The 'Digital Signature' section has a grey box with 'Erika L George' and a text prompt 'Enter Your Full Legal Name: Erika L George'. The 'Today's Date' section has a grey box with '11/11/2025' and a calendar icon. The 'Decision' section has a grey box with a checked checkbox and the text 'Consent to Receiving Digital Only W2', and another option 'Revoke Consent to Receive Digital Only W2'. At the bottom, there are two buttons: a grey 'Print Acknowledgement' button and a blue 'Submit' button.

# W2 Digital Delivery – ESS



Legal Notification of Acknowledgement shows for the user to review

 **W2 Acknowledgement**  

You are being asked to consent to receive your IRS Form W-2, Wage and Tax Statement, electronically through the Employee Self Service portal. By providing your consent, you agree that:

- You will not receive a paper copy of your W-2.
- You will be notified by email when your W-2 is available.
- You can access your W-2 securely through Employee Self Service at any time.
- You may withdraw your consent at any time within the portal.
- This consent remains in effect for future tax years unless you revoke it.

To access your electronic W-2, you will need a device with internet access, a supported web browser, and a PDF reader. It is your responsibility to keep your contact information up to date to ensure proper notification and access.

| Digital Signature * | Today's Date *   | Decision   |
|---------------------|--|--|
| Erika L. George     | 11/11/2025  | Consent to Receive  |

Enter Your Full Legal Name: Erika L. George

Print Acknowledgement

Submit

# W2 Digital Delivery – ESS

11/11/2025, 3:23 PM

Digital Only W2 Acknowledgement Form

You are being asked to consent to receive your IRS Form W-2, Wage and Tax Statement, electronically through the Employee Self Service portal. By providing your consent, you agree that:

- You will not receive a paper copy of your W-2.
- You will be notified by email when your W-2 is available.
- You can access your W-2 securely through Employee Self Service at any time.
- You may withdraw your consent at any time within the portal.
- This consent remains in effect for future tax years unless you revoke it.

To access your electronic W-2, you will need a device with internet access, a supported web browser, and a PDF reader. It is your responsibility to keep your contact information up to date to ensure proper notification and access.

**Employee Digital Signature:** Erika L George



**Decision:** Do consent to receive my W2 in ONLY a digital format

**Date:** 11/11/2025

# W2 Digital Delivery – ESS

## District W2 Acknowledgement — requires District Manager Role

Once an employee has consented or revoked W2 Digital Delivery, the acknowledgement timestamp columns on the grid will display the timestamp the employee completed it. The download button will become accessible so a PDF file can be generated to view and/or print the Electronic W2 acknowledgement for the employee.

| District W2 Acknowledgements View   |                       |                        |                      |                      |   |
|---|-----------------------|------------------------|----------------------|----------------------|---|
|   | Employee First Name ↕ | Employee Middle Name ↕ | Employee Last Name ↕ | Digital W2 Consent ↕ | Acknowledgement Timestamp   |
|   | Erika X               | Filter                 | Filter               | Filter ▼             | Filter start  Filter |
|  | Erika                 | Lynn                   | George               | true                 | 11-11-2025 03:22:44 PM  |

# W2 Digital Delivery – USPS

Ability to view who has consented or revoked digital W2

Core – Employees – More – W2 Digital Delivery

USPS: Tucker (Demo) Schools - admin

Home Core Payments Payroll Processing Reports System Utilities USAS Integration Workflows

Help Logout

Employees

+ Create Mass Change

Include Archived

Advanced Query

Report

More

|  |  |  | Number   | Last Name | First Name | Digital Only W2 | Digital W2 Agreement Timestamp |
|--|--|--|----------|-----------|------------|-----------------|--------------------------------|
|  |  |  |          |           |            |                 |                                |
|  |  |  | ANON1000 | Hurst     | Brent      | false           |                                |
|  |  |  | ANON1004 | King      | Billie     | false           |                                |
|  |  |  | ANON1006 | Moody     | Jimmy      | false           |                                |
|  |  |  | ANON101  | Holman    | Helen      | false           |                                |
|  |  |  | ANON1027 | Byers     | Breanna    | false           |                                |
|  |  |  | ANON1028 | Carlson   | Brett      | false           |                                |
|  |  |  | ANON1046 | Oconnor   | Benjamin   | false           |                                |
|  |  |  | ANON1047 | Frazier   | Whitney    | false           |                                |
|  |  |  | ANON1055 | Barton    | Levi       | false           |                                |
|  |  |  | ANON1056 | Johnston  | Valerie    | false           |                                |
|  |  |  | ANON1087 | Walsh     | Eugene     | false           |                                |
|  |  |  | ANON1097 | Buck      | Anna       | false           |                                |
|  |  |  | ANON1110 | Arnold    | Josh       | false           |                                |

- Column Selection
- id
  - Contact
  - Identification
  - Name
  - Dates
  - General
  - State Reporting
  - Address
  - Evaluation
  - Experience
  - Race
  - Standard Payroll
  - Standard Personnel
  - W 2 Digital Delivery
    - Digital Only W2
    - Digital W2 Agreement Timestamp
  - Legal Name

Can also be found  
on the employee  
record

Digital Only W2

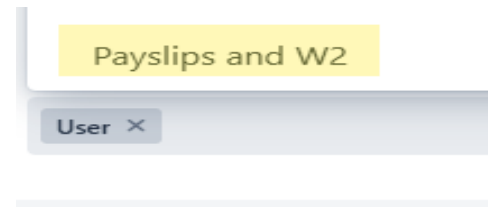
Digital W2 Agreement Timestamp

10/2/25

# W2 Digital Delivery – ESS

When employees leave the district:

- ❖ Update role to Payslips and W2
- ❖ Update their email to a personal email





# FAQ's

**Does the supervisor or district office receive an email notification that an employee consented to digital delivery of their W2?**

Not at this time. However, this can be seen in ESS or USPS as previously mentioned.

**Should our district establish a cut-off date for employees to consent digital delivery of their W2s?**

It is strongly recommended that the district communicate in advance of a cut-off date, so the treasurer's office has enough time to prepare and process W2s.

To disable W2 Acknowledgement at the cut-off date, in ESS, edit the W2 Configuration and uncheck the 'Allow Digital Only W2'. Once W2s have been printed for the calendar year, you can allow access by re-checking the 'Allow Digital Only W2' box

**When an employee consents to receiving their W2 digitally, what changes occur with W2 processing?**

USPS – the employee will not receive a printed copy; the employee will not be included in W2 Mailable Forms file

ESS – when the W2 Archive Individual Forms is processed in USPS and produces a file in File Archive, the digital copy will be available to view in ESS

# FAQ's

## **Is there a way to notify employees when their digital W2s are available to view in ESS?**

Yes, in ESS, those with district manager role can access System – W2 Mass Email option which allows them to send a mass email notification to Digital W2 employees that their W2 is available to view in ESS.

## **What if an employee decides to return to receiving a paper copy of their W2?**

An employee may withdraw their consent for digital delivery by accessing their profile, select W2 Acknowledgement, and select the 'revoke consent to receive digital only W2'.

The timestamp will be updated in USPS and the District W2 Acknowledgement.

## **Can a W2C be created and delivered digitally?**

No – at this time W2C forms are created, printed, and distributed to the employee.

# No Tax On Overtime

## What we know for 2025

- Although there is no federal requirement to notify employees in writing, practice communication is strongly encouraged to help employees understand how to claim their deductions
- The IRS has state that Forms W-2 and 1099 will not be updated for 2025
- 2025 will be treated as a transition year
- Employers are encouraged to provide separate accounting of overtime compensation to employees

# No Tax On Overtime

## What You Can Do Now

- If you use an ***overtime*** pay type, you may already track hours and units
- If you use ***miscellaneous*** pay types, ensure descriptions like “OT” or “Overtime” are included
- If no description or account is used, you may need to manually determine what qualifies as overtime

# Reports to Run

## Manual Tracking

→ Consider maintaining a separate spreadsheet for overtime pay per period.

## USPS YTD Report

## Reports-YTD Report

Breaks out pay types and works well if using the OT pay type

The screenshot displays the configuration interface for the USPS YTD Report. The main form includes the following fields and options:

- Save and Recall:** A dropdown menu set to "Most Recent".
- Report Title:** A text field containing "YTD Report".
- Sort Option:** A dropdown menu set to "Employee Name".
- Year:** A text field containing "2025".
- Include Compensation Information on Report:** A checked checkbox.
- Include Archived Employees?:** A checked checkbox.
- Specific Employees:** A section with a "Select Employee and click Add:" dropdown and a "Selected Employees:" table. The table has columns for "Number" and "Last Name".
- Specific Pay Groups:** A section with an "Available" list and a "Selected" list. The "Selected" list includes: "3 - Red 16", "31 - Magenta 17", "32 - Tan 18", "4 - Violet 19", and "99 - Test Group".

A right-hand sidebar displays a list of available reports, with "YTD Report" highlighted in yellow. The list includes:

- Report Bundles
- Report Manager
- Custom Report Creator
- Account History Report
- ACH Submission
- AFFORD Report
- Attendance Reports
- Audit Report
- Auditor of State Reports
- Benefit Obligation Reports
- CENSUS Report
- CRDC Report
- Date Code Extract Report
- Eligible To Retire Report
- EMIS Reports
- Employee Earnings Register
- Employee Master
- Employer Distributions
- Job Calendar Report
- Leave Activity Report
- Leave Balance Report
- New Contract Report
- ODJFS Reporting
- Payment Transaction Status Report
- Quarter Report
- Reporting Entity Count Summary Report
- SERS Reporting
- STRS Reporting
- Wage Obligation Reports
- W2 Reports
- W2 Corrections
- W2 SSN Verification
- YTD Report

# Reports to Run

## Historical Pay Report with Hours

- **Scenario 1 – Best Case:**

Used overtime pay type and/or overtime pay accounts.

→ The report can filter for overtime and total hours/units.

- **Scenario 2 – Moderate Case:**

Used miscellaneous pay type with overtime description or account.

→ The report can filter for keywords like “OT” or “Overtime” and/or pay accounts.

You can also export to Excel and manually filter.

- **Scenario 2 – Worst Case:**

Used miscellaneous pay type with no description or account.

→ You may need to compare actual hours worked vs. contracted hours to estimate overtime.

- **Blended Rates:**

May require manual manipulation in Excel to separate overtime portions

# What To Expect

- Software updates are expected in January 2026 to support changes in W2 overtime reporting
- Blended rates will be addressed in the update
- Watch for USPS 2026 software updates and adjust your processes accordingly

Questions??

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

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

