USPS-R Calendar Year-End Closing Checklist

This checklist outlines the steps to be taken to close USPS for the calendar year-end in the Redesign.

Important Dates:

- Federal filing deadline to Business Services Online is January 31, 2023.
- Ohio State Tax filing deadline to Ohio Business Gateway is January 31, 2023.
- Pennsylvania State Tax filing deadline is January 31, 2023.
- West Virginia State Tax filing deadline is January 31, 2023.
- Regional Income Tax Agency (RITA) filing deadline is February 28, 2023.
- Central Collection Agency (CCA) filing deadline is February 28, 2023.
- City Tax filing deadlines may vary. Please check with each city.

Preliminary Calendar Year-End Closing

- 1. **Verify/Clear COVID Fields**.
    - To verify information is clear:
        - Go to Core>Payroll Item>Payroll Item
        - Select Federal Tax Item from Select Payroll Item dropdown
        - If COVID columns aren't already on the grid, go to More and check the checkbox beside COVID-19 Amounts>COVID-19 Self Amount, COVID-19 Others Amount, COVID-19 Emergency Family Amount
        - Verify all columns are blank
    - To clear, Use Mass Change:
        - Go to Core>Payroll Item>Payroll Item
        - Select Federal Tax Item from Select Payroll Item dropdown
        - Select Mass Change
        - Under Load Definition dropdown, select Clear Federal Tax COVID 19 Fields (SSDT)
        - Click Execution Mode
        - Select Submit Mass Change

- 2. **Life Insurance**: Process any Life Insurance (NC1 payments in Classic) payments. **(Life Insurance Premium Handout and Slides 4 and 5)**
    - Be sure to process Life Insurance Pay Types for employee that is provided life insurance premiums over $50,000 before your last payroll of the calendar year. See Reporting Taxable Amount of Life Insurance Premiums for further details.

- 3. **Adoption Assistance**: Process any Adoption Assistance (NC2 payments in Classic) payments.
    - Be sure to process Adoption Assistance Pay Types for any employee's with Adoption Assistance before your last payroll of the calendar year.
        - Go to Payroll>Payroll Payments - Future or Payroll Payments - Current
            - Click Create
            - If using Current, select the payroll being processed
            - Enter the Employee
            - Select the Position
            - Continue
            - Pay Type = Adoption Assistance
            - Unit = 1
            - Rate = Amount of adoption assistance needing to be reported on the employee's W2
            - Save

- 4. **Reimbursable Employee Expenses:** Process any Reimbursable Employee Expenses (NC3 payments in Classic). See the document called Reimbursable Employee Expenses for further information.

- 5. **OSDI W2 Abbreviations**: Verify the W2 abbreviation field on all OSDI records. The OSDI code needs to be listed first (Required), followed by any description. Click here for a complete list of OSDI codes. **(Slide 6)**
    - Go to Core>Payroll Item Configuration
        - Filter the grid by entering OSDI in the Type field
        - Review the OSDI Code to verify the codes are accurate

- 6. **City W2 Abbreviations**: Verify the W2 abbreviation field on all City records. The first eight characters will be printed on the employee's W-2. If left blank, the value in the abbreviation field will print. **(Slide 7)**
    - Go to Core>Payroll Item Configuration
        - Filter the grid by entering City Tax in the Type field
        - Review the W2 abbreviation column to verify there is a value in the W2 abbreviation field.

- 7. **City Tax Entity Codes**: If you have any cities you need to report electronically, on the Payroll Item Configuration screen verify the Tax Entity Code city is entered. **(Slide 7)**
    - ***The information cannot be filed electronically unless the entity code is present.***
    - Go to Core>Payroll Item Configuration
        - Filter the grid by entering City in the Type field

        - View each City record that will be filed electronically and verify the appropriate code is entered in the Tax Entity Code field

- 8. **RITA:** For any City reporting to RITA, verify the following: **(Slide 8)**

  https://www.ritaohio.com/TaxRatesTable

    - Verify the RITA Code and Description are entered.
        - Go to Core>Payroll Item Configuration
        - Filter the grid by entering City in the Type field
        - Verify the appropriate RITA assigned code is entered in the RITA field and the appropriate RITA assigned description is entered in the RITA Description field
    - For the employees having the City tax withheld, verify their Payroll Item Deduction, Deduction Type field, is marked as Employment or Residence. **(Slide 9)**
        - Go to Core>Payroll Item.
        - Select City under the Select Payroll Item dropdown
        - Verify the Deduction Type is set to Employment or Residence

- 9. **CCA:** For any City reporting to CCA, verify the following:

  http://ccatax.ci.cleveland.oh.us/?p=mmspec

    - On the Core>Payroll Item Configuration City record(s), verify the CCA assigned code is entered in the CCA field, the CCA assigned description is entered in the CCA Description, and the Report To CCA check box is checked.
    - **Any district that reports to CCA must also make sure that they review the Appendices that the CCA has published. City codes MUST be entered for cities on these lists, regardless if they are a CCA city or not. These cities get reported in the file that is sent to CCA and must also be coded.**
        - Go to Appendix A, B, or C to check for the correct CCA assigned code (Pages 130 - 134) - *http://ccatax.ci.cleveland.oh.us/forms/dataformat2021.pdf*

            - If CCA city is in *Appendix A*, they need the following in Payroll Item Configuration for CCA: Valid CCA code, valid CCA city name, and box checked on "Report to CCA".
            - If any city is not in *Appendix A* but in *Appendix B*, Payroll Item Configuration should be: Valid CCA code, valid CCA city name, and box UNchecked on "Report to CCA".
            - If any city is not in *Appendix A, B, or C*, Payroll Item Configuration should be: Valid CCA code left blank, valid CCA city name*, and box UNchecked on "Report to CCA".
                - ***The valid CCA city name should be entered based on the name found in the Ohio Municipal Income Tax Rate***

__Table found at (aka The Finder):__ ***https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Download/MuniRateTableInstructions.aspx***

  - For the employees having the CCA City tax or any other City tax withheld, verify their Payroll Item Deduction, Deduction Type field, is marked as Employment or Residence.
    - Go to Core>Payroll Item.
    - Select City under the Select Payroll Item dropdown
    - Verify the Deduction Type is set to Employment or Residence
  - Verify employee's addresses to make sure you are following the guidelines per by the US Postal Service in Publication 28
    - https://pe.usps.com/cpim/ftp/pubs/pub28/pub28.pdf

- 10. **HSA:** Verify any Payroll Items being used for HSA purposes have the Annuity Type field set to Other.

  - Go to Core>Payroll Item Configuration
    - Filter the grid by entering Health in the Type field
    - View the HSA record
    - Verify the Annuity Type is set to Other

This amount will be placed in Box 12 with code W.

- 11. **Legal Name Field:** Verify there is no information in the Legal Name field for all employees, unless desire **(Slide 10)**
  - Go to Core>Employee>Advanced Query
  - Under Legal Name pull over Last Name and First Name
  - Choose Not_Null under Operation
  - Apply Query
  - If nothing changes, the Legal Name filed was not inadvertently populated

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Month End Closing

A complete Month-End Checklist can be found by clicking here.

Quarter End Closing

A complete Quarter-End Checklist can be found by clicking here.

- 12. **ODJFS Report:**
    - Go to Reports>ODJFS Reporting>ODJFS Report
        - Check all totals carefully for accuracy.
        - If necessary, adjustments can be made using Core>Adjustments.
    - When all data is correct, go to Reports>ODJFS Report, click on the Generate Submission File option.
    - Save the ODJFS_YY_QQ.TXT file to your computer
    - Send the file to ACCESS using the secure site https://secure.access-k12.org/login

- 13. **Quarter Report**:
    - Go to Reports>Quarter Report
        - Year- Should be defaulted to current year
        - Quarter-Should be defaulted to current quarter
        - Sort By- Choose sorting option from drop down
        - Click Generate Report

In the "Totals Summary" section of the Quarter Report, the gross and adjusted gross should balance using a manual calculation. **(Slide 11)**

Gross

− Annuities

Calculated Adjusted Gross

- 14. **Verify Payables Balance (See Balancing Tips and Tricks Handout)**

- Payee checks for the quarter should equal the total Payroll Items showing on the Quarter Report. **(Slide 12)**

Be sure to verify the electronic transfers of Federal and Medicare payments as well. This should be true for every Payroll Item code.

- 15. **Verify Gross Balances.**
    - The Total Gross showing on Quarter Report should equal the total of all Payroll Disbursement Checks created during Payroll Posting to USAS for the quarter.
- 16. **Print Quarter Report (Optional).**
    - Once balanced if a hard copy of the report is desired, print the Quarter Report.

- 17. **W2 Balancing:** It is recommended that you balance the W2Report quarterly to minimize problems at calendar year-end.
    - Balance W2 Report and Submission.
        - Go to Reports>W2Report and Submission.

            - Output Type should be set to Report.
            - Check the Report Employees with errors only checkbox
            - Verify report
            - Run again unchecking the Report Employees with errors only
            - Verify and balance report

    - Complete and balance the W2Report Reconciliation Worksheet for the quarter following the directions on the worksheet.
    - Balance the Payroll Item totals (taxes and annuities) on the W2 Report and Submission with the totals from the Payables Reports from the quarter.
    - Balance the gross amounts on the W2Report with Pay Reports for the quarter.

These amounts may not balance due to the way W2 Report and Submission handles certain amounts (for example, Medicare pickup.)

If errors are discovered, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes made through Core>Adjustments. The Audit Report (Reports>Audit Report can be useful in identifying these problems.

- Start Date- Enter a start date you wish to begin your audit from.
- End Date- Enter an end date you wish to process the report through.
- Select Specific Objects, or leave all in Available box to run for all Objects
- Select Specific Users, or leave all in Available box to run for all Users.
- Select Operation
    - Added
    - Modified
    - Deleted
    - All
- Select Sort Option
    - Date
    - Username
- Click Generate Report

- 18. **Payable Balancing**: Verify all Payables have been processed to date and correct amounts paid.

    - Go to Processing>Outstanding Payables and verify that there are no outstanding Payroll Items. (The screen should be empty)
    - The total of all Employer Distribution amounts (if tracked on the system) should equal the total of all USAS accounts Payable checks to the vendor.

- 19. **<u>Complete and File Required Quarter-End Submission Forms.</u>**

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

- 21. **<u>Print Quarter End Reports (Optional).</u>**
  - Reports>Employee Master (all data)
  - Reports>Employee Earnings Register

If you need to begin January payroll processing **<u>BEFORE</u>** completing W2 processing, leave the December posting period **<u>OPEN</u>** and create your January posting period. (Core>Posting Period) and make January **<u>CURRENT</u>**. You may then process your January Payroll.

When you are ready to process your W2s, you may do so at any time beginning with Step 22.

W2 Processing

- 22. **<u>OSDI W2 Abbreviations</u>**: Verify the W2 abbreviation field on all OSDI records. The OSDI code needs to be listed first (required), followed by any description. Click here for a complete list of OSDI codes.
  - Go to Core/Payroll Item Configuration
    - Filter the grid by entering OSDI in the Type field
    - Review the OSDI Code to verify the codes are accurate

- 23. **<u>City W2 Abbreviations</u>**: Verify the W2 abbreviation field on all City records. The first eight characters will be printed on the employee's W-2. If left blank, the value in the abbreviation field will print.
  - Go to Core>Payroll Item Configuration
    - Filter the grid by entering City Tax in the Type field

        - Review the W2 abbreviation column to verify there is a value in the W2 abbreviation field.

- 24. **<u>City Tax Entity Codes</u>:** If you have any cities you need to report electronically, on the Payroll Item Configuration screen verify the Tax Entity Code is entered. ***The information cannot be filed electronically unless the Entity Code is present.***

    - Go to Core>Payroll Item Configuration
        - Filter the grid by entering City in the Type field
        - View each City record that will be filed electronically and verify the appropriate code is entered in the Tax Entity Code field

- 25. **<u>RITA City Taxes</u>**: For any City reporting to RITA, verify the following:

  https://www.ritaohio.com/TaxRatesTabl

    - Verify the RITA Code and Description are entered.
        - Go to Core>Payroll Item Configuration
            - Filter the grid by entering City in the Type field
            - Verify the appropriate RITA assigned code is entered in the RITA field and the appropriate RITA assigned description is entered in the RITA Description field
        - For the employees having the City tax withheld, verify their Payroll Item Deduction Deduction Type field is marked as Employment or Residence.
            - Go to Core>Payroll Item.
            - Select City under the Select Payroll Item dropdown
            - Verify the Deduction Type is set to Employment or Residence

- 26. **<u>CCA City Taxes</u>**: For any City reporting to CCA, verify the following:

  http://ccatax.ci.cleveland.oh.us/?p=mmspec

    - On the Core>Payroll Item Configuration City record(s), verify the CCA assigned code is entered in the CCA field, the CCA assigned description is entered in the CCA Description, and the Report To CCA check box is checked.
        - **Any district that reports to CCA must also make sure that they review the Appendices that the CCA has published. City codes MUST be entered for cities on these lists, regardless if they are a CCA city or not. These cities get reported in the file that is sent to CCA and must also be coded.**
    - Go to Appendix A, B, or C to check for the correct CCA assigned code (Pages 130 - 134) - *http://ccatax.ci.cleveland.oh.us/forms/dataformat2021.pdf*
        - If CCA city is in *Appendix A*, they need the following in Payroll Item Configuration for CCA: Valid CCA code, valid CCA city name, and box checked on "Report to CCA".

        - If any city is not in *Appendix A* but in *Appendix B*, Payroll Item Configuration should be: Valid CCA code, valid CCA city name, and box UNchecked on "Report to CCA".
        - If any city is not in *Appendix A, B, or C*, Payroll Item Configuration should be: Valid CCA code left blank, valid CCA city name, and box UNchecked on "Report to CCA".
            - ***The valid CCA city name should be entered based on the name found in the Ohio Municipal Income Tax Rate Table found at (aka The Finder): https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/Download/MuniRateTableInstructions.aspx***
    - For the employees having the CCA City tax or any other City tax withheld, verify their Payroll Item Deduction Deduction Type field is marked as Employment or Residence.
        - Go to Core>Payroll Item.
        - Select City under the Select Payroll Item dropdown
        - Verify the Deduction Type is set to Employment or Residence
        - Verify employee's addresses to make sure you are following the guidelines per by the US Postal Service in Publication 28 - https://pe.usps.com/cpim/ftp/pubs/pub28/pub28.pdf

- 27. **HSA:** Verify any Payroll Items being used for HSA purposes have the Annuity Type field set to Other.
    - Go to Core>Payroll Item Configuration
        - Filter the grid by entering Health in the Type field
        - View the HSA record
        - Verify the Annuity Type is set to Other

This amount will be placed in Box 12 with code W.

- 30. **Dependent Care:** If not using the Dependent Care Payroll Item type, enter the amount for Dependent Care benefits.

- This amount will be added to the Total and Applicable Gross fields by any amount above the maximum ($5,000.00 if filing married or $2,500.00 if married filing separately) for any Payroll Item that taxes Dependent Care (Federal, Ohio, and City (if applicable). This amount would only be entered under the Federal Payroll Item.

  Option #1:

    - Go to Core>Adjustments
        - Click Create
        - Find the employee by name or id

        - Under payroll item, choose Federal
        - Set type to Dependent Care
        - Enter a transaction date within the current posting period
        - Enter the amount of dependent care
        - Description can be added if desired
        - Click Create

  Option #2:

    - If the Dependent Care Payroll Item has been used during normal payroll processing no further action is necessary.

These amounts will appear on the W2 in Box 10.

- 31. **Third Party Sick Pay:** There are two types - Taxable and Non-Taxable. Please see the document called Third Party Sick Pay for further information.
    - Taxable Sick Pay:
        - Go to Core>Adjustments
            - Find the employee name or ID
            - Choose the payroll item from the drop down
            - Choose the type-Total Gross
            - Enter or choose a transaction date
            - Enter the amount of the third party pay
            - A description can be added (optional)
            - Click Save
        - Follow the same steps as above for the Applicable Gross

These adjustments will need to be made on the Federal, State, and City, if honored, OSDI and Medicare records accordingly.

If Medicare tax was not withheld by the Third Party vendor then an Adjustments journal entry for Medicare-Amount Withheld will need to be processed. The board will pay the Employee and Employer amount and can ask the employee for reimbursement if desired.

    - Non-Taxable Sick Pay:
        - Go to Core>Adjustments
            - Enter the employee name or ID
            - Choose the payroll item from the drop down
            - Choose the type-Third Party Pay
            - Enter a transaction date within the current posting period
            - Enter in the amount of the non-taxable third party pay
            - A description can be added (optional)
            - Click Save

This information will be placed on the W2 in Box 12 as a Code J.

- 32. **Life Insurance (known in Classic as NC1):** If the Life Insurance Premium Pay Type was **NOT** used prior to the last pay of the calendar year, the Life Insurance payment amount must be entered as an Adjustment on the Federal Payroll Item. W2 Report and Submission will automatically adjust the Federal, State, OSDI, City (If applicable) and Medicare, Total and Applicable Gross amounts. *No manual adjustments are needed for the Gross and Taxable Gross amounts.* If the Medicare withholding was paid by the employee, employer or employee/employer, Adjustments must be made to the Amount Withheld and Board Amount of Payroll Item. If Medicare is fully board paid (Pickup) then the total Adjustment should be made to the Board Amount of Payroll Item.

  - Go to Core>Adjustments
    - Click Create
    - Enter the employee name or ID
    - Under the payroll item drop down and choose Federal
    - Under type choose Life Insurance Premium
    - Enter in a transaction date
    - Enter the amount of the life insurance
    - Description can be entered (optional)
    - Click Save
  - Use Core>Adjustments to manually add the Medicare Amount Paid
    - Enter the employee name of ID
    - Under the payroll item drop down, choose Medicare Tax
    - Under type choose Amount Withheld
    - Enter in a transaction date within the current posting period
    - Enter in the amount owed for employee and employer Medicare for the Life Insurance Premium. (board will need to pay both employee and employer share and employee can reimburse the district if the board desired.)
    - A description can be entered (optional)
    - Click Save

The city is only adjusted when the city Payroll Item Configuration Tax Non Cash Earnings box is checked.

Board will need to pay for both Employee and Employer portion of Medicare and employee can reimburse the district if board desires.

- 33. **Fringe Benefits:**

  - Go to Core>Adjustments

        - Click Create
        - Enter the employee name or ID
        - Under the payroll item drop down and choose Federal
        - Under type choose Fringe Benefits
        - Enter in a transaction date within the current posting period
        - Enter the amount of the fringe benefit
        - Description can be entered (optional)
        - Click Save

This information will be placed on the W2 in Box 14 as a Code Fringe.

- 34. **<u>Moving Expenses</u>**: Reimbursements, including payments made directly to a third party, for active military employees only, be entered in the Moving Expense field. The amount in this field is treated as an excludable fringe benefit.

    - Go to Core>Adjustments
        - Click Create
        - Enter the employee name or ID
        - Under the payroll item drop down and choose Federal
        - Under type choose Moving Expenses
        - Enter in a transaction date within the current posting period
        - Enter the amount of the moving expenses
        - Description can be entered (optional)
        - Click Save

This information will be placed on the W2 in Box 12 with a code P.

- 35. **<u>Company Vehicle:</u>** The Vehicle Lease option adds to the Total and Applicable Gross fields on the Federal and Ohio totals. This amount would only be entered under the Federal Payroll Item.

    - Go to Core>Adjustments
        - Click Create
        - Enter the employee name or ID
        - Under the payroll item drop down and choose Federal
        - Under type choose Vehicle Lease
        - Enter in a transaction date within the current posting period
        - Enter the amount of the vehicle lease
        - Description can be entered (optional)
        - Click Save

This information will be placed on the W2 in Box 14.

- 36. **Adoption Assistance (known in Classic as NC2):** If the Adoption Assistance pay type was **NOT** used prior to the last pay of the calendar year, the adoption assistance payment amount must be entered as an Adjustment in order for the amount to show correctly on the W2 form and to insure that the quarter balances. The W2 Report and Submission will automatically adjust the Medicare and City, if applicable, the Total and Applicable Gross amounts. The City is only adjusted when the City Payroll Item Configuration Tax Non Cash Earnings box is checked.

    - Go to Core>Adjustments
        - Click Create
        - Enter the employee name or ID
        - Under the Payroll Item drop down and choose Federal
        - Under Type choose Adoption Assistance
        - Enter in a Transaction Date within the current posting period
        - Enter in the amount of the adoption assistance
        - Description can be entered (optional)
        - Click Save

This information will be placed on the W2 in Box 12 as a Code T.

- 37. **Taxable Benefits:** If the 'Non-cash Taxable Benefit' pay type was **NOT** used during payroll processing, an Adjustment entry is needed using the Taxable Benefits. This will update the Total and Applicable Gross totals on the Federal and State records during W2 Report. Please see document called Reimbursable Employee Expenses for further details.

Option #1:

- Go to Core>Adjustments
    - Click Create
    - Enter the employee name or ID
    - Under the Payroll Item drop down and choose Federal
    - Under Type choose Taxable Benefits
    - Enter in a Transaction Date within the current posting period
    - Enter in the amount of the taxable benefit
    - Description can be entered (optional)
    - Click Save

Option #2:

If the 'Non-cash Taxable Benefit' Pay Type in Payroll Payments - Future or Payroll Payments - Current was used, this will represent the Non-Cash Taxable Benefits amount. Nothing further needs to be processed.

- 38. **Employer Health Coverage Costs.** If all Payroll Item Configuration screens for Health Insurance have Employer Health Coverage checkboxes marked and both Employee and/or Employer amount(s) are tracked on the system, nothing further is required.
    - If individuals need updated:
        - Go to Core>Adjustments
            - Click Create
            - Enter employee name or ID
            - Payroll Item = Federal
            - Type = Health Insurance
            - Transaction Date = Any within current posting period
            - Amount = Amount needing to be added to arrive at the total amount needing to report

              The Adjustment for Health Insurance does **NOT** override the amount, it will add or subtract to the existing total. Only enter the amount **NOT** tracked in USPS system using the Federal Tax Payroll Item.
    - If needing to update multiple employees, Mass Load can be used.

      https://wiki.ssdt-ohio.org/x/CQbDAg

        - Create .CSV file
        - Use Utilities>Mass Load to upload the information.
        - Browse to file .CSV file
        - Importable Entities= AdjustmentJournal
        - Click Load

This information is placed in box 12 with code DD.

- 39. **Health Reimbursement Arrangement Information:** This only applies to 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) and do **NOT** offer a group health plan to any of your employees.
    - Go to Core>Adjustments

- Click Create
- Enter employee name or ID
- Payroll Item = Federal
- Type = Health Reimbursement
- Transaction Date = Any within current posting period
- Amount = total amount needing to report

Information placed in box 12 with code FF.

W2 Report and Submission

For more details regarding the W2 Report and Submission program and its options, click here.

- 40. **Run W2 Report and Submission - Error Report: (Slide 13)**
    - Go to Reports>W2 Report and Submission>W2 Report Options tab.
        - Output Type = Report
        - Format = PDF
        - Report Title = Defaults to W2 Report. This can be changed if desired.
        - Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
        - State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
        - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
        - Sort Options = Choose from the drop down option how the report should be sorted.
        - Report for Year = XXXX
        - Include Fringe Benefits in Box 14? = Uncheck the box
        - **Report Employees with errors only? = Check the box**
        - Select Payroll Items to print in box 14 = Leave blank
        - Click Generate Report
        - Print the W2 Report and verify the data.
- 41. **Run W2 Report and Submission Balance and Verify W2 Report: (Slide 14)**
    - Go to Reports>W2 Report and Submission>W2 Report Options tab.
        - Output Type = Report
        - Format = PDF
        - Report Title = Defaults to W2 Report. This can be changed if desired.
        - Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.

- State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
- Sort Options = Choose from the drop down option how the report should be sorted.
- Report for Year = XXXX
- Include Fringe Benefits in Box 14? = Check the box so these are included on W2
- Report Employee with errors only? = Uncheck the box
- Select Payroll Items to print in box 14 = Click Add to select payroll item(s) to print on W2
- Click Generate Report
- Print the W2 Report and verify the data.

W2 Report and Submission/Generate Report can be run as many times as necessary until all data on report is correct. Please see document called Affects of Special Situations on W2 Processing for additional assistance with balancing.

- 42. **Create File to Print W2's:** **(Slide 15)**
  - Go to Reports>W2 Report and Submission>W2 Report Options tab.
    - Output Type = XML.
    - XML Title = Defaults to W2 Form Data. Can be changed if desired.
    - Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
    - State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
    - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
    - Sort Options = Choose from the drop down option how the report should be sorted. ***Select the sort option that matches how you wish to have your employee copies of your W2's printed.***
    - Report for Year = XXXX
    - Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
    - Employer Address first line = Defaults to Street 1 in Core/Organization. Check for accuracy.
    - Employer Address second line = Defaults to Street 2 in Core/Organization. Check for accuracy.
    - Employer City = Defaults to City in Core>Organization. Check for accuracy.
    - Employer State = Defaults to State in Core>Organization. Check for accuracy.

        - Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
        - Include Fringe Benefits in Box 14? = Check the box so these are included on W2.
        - Select Payroll Items to print in box 14 = Click Add to select payroll item(s) to print on W2.
        - Select Generate XML Output
    - Save the W2 Form Data.XML to your desktop or a place on your computer
    - Send the file to ACCESS using the secure site https://secure.access-k12.org/login

- 43. **<u>Create and Submit Federal Submission File:</u>** **<u>(Slide 16)</u>**

    - Generate the Federal submission file.
        - Go to Reports>W2 Report and Submission/W2 Report options tab
        - Output Type = Submission
        - Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
        - Additional Federal ID Number = If additional Federal ID number is available enter here.
        - State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
        - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option
        - Sort Options = Choose from the drop down option how the report should be sorted.
        - Report for Year = 20XX
        - Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
        - Employer Address first line = Defaults to Street 1 in Core>Organization. Check for accuracy.
        - Employer Address second line = Defaults to Street 2 in Core>Organization. Check for accuracy.
        - Employer City = Defaults to City in Core>Organization. Check for accuracy.
        - Employer State = Defaults to State in Core>Organization. Check for accuracy.
        - Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
        - Contact Name = Enter name of employee creating the tape file (required).
        - Contact Phone Number = Enter phone number of person creating tape file (required).

- Contact Phone Extension = Enter extension of person creating tape file (optional).
- Contact Fax Number = Enter fax number for person creating tape file (optional).
- Contact Email Address = Enter email address of person creating tape file (required).
- Is this file being resubmitted? = No
- Type of Software = In-House Program
- Preparer Code = L-Self-Prepared
- Select Generate SSA W2 Submission File Summary Report. Print and save.
- Click Generate SSA W2 Submission File
- Save the W2TAPE.TXT or W2MAST.TXT file to your desk top or somewhere on your computer
- On save file, right click on the file and click Send To> Compressed Zip folder
- Verify reports have been copied to the File Archive>Calendar Year End bundle
    - Go to Utilities>File Archive
        - Filter Year by entering 2022
        - Single click 2022 - Calendar Year Reports line. You should see the following reports and files:
            - W2 Report.PDF
            - W2TAPE.TXT
            - W2MAST.TXT (For those districts creating and submitting own files.)
            - W2 Forms.PDF
            - W2 Form Data.XML

- Send the file to ACCESS using the secure site https://secure.access-k12.org/login

- 44. **Create and Submit Ohio Submission File. (Slide 17)**

  - Generate the Ohio submission file.
    - Go to Reports>W2 Report and Submission>W2 State Options tab.
    - State = Ohio
    - Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
    - Additional Federal ID Number = If additional Federal ID number is available enter here.
    - State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
    - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option
    - Report for Year = 20XX

- Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
- Employer Address first line = Defaults to Street 1 in Core>Organization. Check for accuracy.
- Employer Address second line = Defaults to Street 2 in Core>Organization. Check for accuracy.
- Employer City = Defaults to City in Core>Organization. Check for accuracy.
- Employer State = Defaults to State in Core>Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
- Contact Name = Enter name of employee creating the tape file (required).
- Contact Phone Number = Enter phone number of person creating tape file (required).
- Contact Phone Extension = Enter extension of person creating tape file (optional).
- Contact Fax Number = Enter fax number for person creating tape file (optional).
- Contact Email Address = Enter email address of person creating tape file (required).
- Is this file being resubmitted? = No
- Type of Software = In-House Program
- Preparer Code = L-Self-Prepared
- Select Generate Ohio W2 Submission File Summary Report. Print and save.
- Click Generate Ohio W2 Submission File
- Save the W2OH.TXT file to your desk top or somewhere on your computer
- On save file, right click on the file and click Send To> Compressed Zip folder
- Verify reports have been copied to the File Archive>Calendar Year End bundle.
  - Go to Utilities>File Archive
    - Filter Year by entering 2022
    - Single click 2022 - Calendar Year Reports line. You should see the following reports and files:
      - W2OH.TXT
- Send the file to ACCESS using the secure site https://secure.access-k12.org/login

- 45. **Create and Submit Other State Submission File(s) - if applicable:**

- The following is the criteria each state requires for filing on paper or electronically:

State	Filing Requirements
Pennsylvania	Requires electronic filing if 10 or more W2's.
West Virginia	Requires electronic filing if 25 or more W2's.

- Generate any other State submission files.
  - Go to Reports>W2 Report and Submission>W2 State Options tab
    - State = Select the appropriation state
    - Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
    - Additional Federal ID Number = If additional Federal ID number is available enter here.
    - State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
    - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option
    - Report for Year = 20XX
    - Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
    - Employer Address first line = Defaults to Street 1 in Core>Organization. Check for accuracy.
    - Employer Address second line = Defaults to Street 2 in Core>Organization. Check for accuracy.
    - Employer City = Defaults to City in Core>Organization. Check for accuracy.
    - Employer State = Defaults to State in Core>Organization. Check for accuracy.
    - Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
    - Is this file being resubmitted? = No
    - Type of Software = In-House Program
    - Preparer Code = L-Self-Prepared
    - Submitter EIN = Verify information is correct
    - Submitter User ID = Verify information is accurate
    - Tax Payer ID (10 digits) = Only applies to Indiana
    - TID Location (3 digits) = Only applies to Indiana
    - First Quarter Tax Due (rounded to whole dollar) = Only applies to West Virginia
    - Second Quarter Tax Due (rounded to whole dollar) = Only applies to West Virginia
    - Third Quarter Tax Due (rounded to whole dollar) = Only applies to West Virginia

                - Fourth Quarter Tax Due (rounded to whole dollar) = Only applies to West Virginia
                - Total Tax Due for the Year (rounded to the whole dollar) = Only applies to West Virginia
                - Generate the XX W2 Submission File Summary Report. Print and save.
                - Click Generate XX W2 Submission File
                - Save the W2XX.TXT or W2MAST_XX.TXT file to your desk top or somewhere on your computer
                - Verify reports have been copied to the File Archive>Calendar Year End bundle.
                    - Go to Utilities>File Archive
                        - Filter Year by entering 2022
                        - Single click 2022 - Calendar Year Reports line. You should see the following reports and files:
                            - W2PA.TXT
                            - W2WV.TXT
        - Send the file to ACCESS using the secure site https://secure.access-k12.org/login

- 45. **Create and Submit City Submission File(s) (if applicable):** This will need be run for each City being submitted electronically.

    -
    - Generate submission file
        - Go to Reports>W2 Report and Submission>W2 City Options
            - Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
            - Additional Federal ID Number = If additional Federal ID number is available enter here.
            - State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
            - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
            - Sort Options = Choose from the drop down option how the report should be sorted.
            - Report for Year = 20XX
            - Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
            - Employer Address first line = Defaults to Street 1 in Core>Organization. Check for accuracy.

      - Employer Address second line = Defaults to Street 2 in Core>Organization. Check for accuracy.
      - Employer City = Defaults to City in Core>Organization. Check for accuracy.
      - Employer State = Defaults to State in Core>Organization. Check for accuracy.
      - Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
      - Tax Entity Code = Code entered on the Payroll Item Configuration record in the Tax Entity code field.
      - Include Amounts For All Cities? = Uncheck the box
      - Include City Name For the Processing City? = Check the box
      - Is this file being resubmitted? = No
      - Type of Software = In-House Program
      - Preparer Code = L - Self-Prepared
      - Click Generate City W2 Submission File Summary Report. Print and save the report.
      - Click Generate City W2 Submission File
    - Save the W2CITY_XXXXX.TXT file to your desktop or somewhere on your computer.
    - Verify reports have been copied to the File Archive>Calendar Year End bundle.
      - Go to Utilities>File Archive
        - Filter Year by entering 2022
        - Single click 2022 - Calendar Year Reports line. You should see the following reports and files:
          - W2CITY_XXXX.TXT
    - Send the file to ACCESS using the secure site https://secure.access-k12.org/login

- 46. **Create and Submit CCA Submission File (if applicable)**:

  -
  - Generate submission file
    - Go to Reports>W2 Report and Submission>W2 Report Options
      - Output Type = Submission
      - Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
      - Additional Federal ID Number = If additional Federal ID number is available enter here.
      - State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.

- Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
- Sort Options = Choose from the drop down option how the report should be sorted.
- Report for Year = 20XX
- Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
- Employer Address first line = Defaults to Street 1 in Core>Organization. Check for accuracy.
- Employer Address second line = Defaults to Street 2 in Core>Organization. Check for accuracy.
- Employer City = Defaults to City in Core>Organization. Check for accuracy.
- Employer State = Defaults to State in Core>Organization. Check for accuracy.
- Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
- Contact Name = Enter name of employee creating the tape file (required).
- Contact Phone Number = Enter phone number of person creating tape file (required).
- Contact Phone Extension = Enter extension of person creating tape file (optional).
- Contact Fax Number = Enter fax number for person creating tape file (optional).
- Contact Email Address = Enter email address of person creating tape file (required).
- Is this file being resubmitted? = No
- Type of Software = In-House Program
- Preparer Code = L-Self-Prepared
- Select Generate CCA W2 Submission File Summary Report. Print and save.
- Click Generate CCA W2 Submission File
- Save the W2CCA.TXT or W2MSTCCA.TXT file to your desktop or somewhere on your computer
- Verify reports have been copied to the File Archive>Calendar Year End bundle.
  - Go to Utilities>File Archive
    - Filter Year by entering 2022
    - Single click 2022 - Calendar Year Reports line. You should see the following files:
      - W2CCA.TXT
      - W2MSTCCA.TXT (For those districts creating and submitting own files.)

- If your ITC is submitting your information on your behalf, send the file securely per their instructions

- 47. **<u>Create and Submit RITA Submission File (if applicable) (Slide 19)</u>**

    - Generate submission file
        - Go to Reports>W2 Report and Submission>W2 Report Options
        - Output Type = Submission
        - Federal ID Number = Defaults to Federal EIN number in Core>Organization. Check for accuracy.
        - Additional Federal ID Number = If additional Federal ID number is available enter here.
        - State ID Number = Defaults to State EIN number in Core>Organization. Check for accuracy.
        - Kind of Employer = Defaults to S, State and Local Government Employer. Can be changed through drop down option.
        - Sort Options = Choose from the drop down option how the report should be sorted.
        - Report for Year = 20XX
        - Employer Name = Defaults to Name in Core>Organization. Check for accuracy.
        - Employer Address first line = Defaults to Street 1 in Core>Organization. Check for accuracy.
        - Employer Address second line = Defaults to Street 2 in Core>Organization. Check for accuracy.
        - Employer City = Defaults to City in Core>Organization. Check for accuracy.
        - Employer State = Defaults to State in Core>Organization. Check for accuracy.
        - Employer Zip Code = Defaults to Postal Code in Core>Organization. Check for accuracy.
        - Contact Name = Enter name of employee creating the tape file (required).
        - Contact Phone Number = Enter phone number of person creating tape file (required).
        - Contact Phone Extension = Enter extension of person creating tape file (optional).
        - Contact Fax Number = Enter fax number for person creating tape file (optional).
        - Contact Email Address = Enter email address of person creating tape file (required).
        - Is this file being resubmitted? = No
        - Type of Software = In-House Program
        - Preparer Code = L-Self-Prepared
        - Select Generate RITA W2 Submission File Summary Report. Print and save.
        - Click Generate RITA W2 Submission File

        - Save the W2RITA.TXT or W2MSTRITA.TXT file to your desktop or somewhere on your computer
        - Verify reports have been copied to the File Archive>Calendar Year End bundle.
            - Go to Utilities>File Archive
                - Filter Year by entering 2022
                - Single click 2022 - Calendar Year Reports line. You should see the following reports and files:
                    - W2RITA.TXT
        - Send the file to ACCESS using the secure site https://secure.access-k12.org/login

- 48. **Run the W2 Archive Individual Forms**
    - Used to generate a file for archive purposes
    - Go to Reports>W2 Reports>W2 Archive Individual Forms
    - Choose the same sort year that used to run your W2s (ie. Employee Name, Employee SSN etc)
    - Choose correct reporting year
    - Check Include Fringe Benefits if utilizing Box 14
    - Date and Time default and can run immediately.
    - Click Schedule Job

- 49. **Run the YTD Report (Optional). (Slide 20)**

    - Report Title = Defaults to YTD Report. Can be changed if desired
    - Sort Option = Choose appropriate Sort option
    - Year = Enter appropriate calendar year
    - Include Compensation Information on Report? = Defaults to include Compensation information
    - Include Archived Employees? = Check the checkbox is wanting to include Archived employees
    - Specific Employees = Leave blank
    - Specific Pay Groups = Leave blank
    - Specific Job Statuses = Defaults to Inactive and Active selected
    - Generate Report

- 50. **Close the December Posting Period.**

    - Go to Core>Posting Period.
        - Click on the  option. The Open field should say False.

- 51. **Verify Calendar Year End Report Bundles.**
    - Go to Utilities>File Archive

- Filter Year by entering 2022
- Single click 2022 - Calendar Year Reports line. You should see the following reports:
    - Attendance Journal Report
    - Leave Balance Report
    - Payment Transaction Status Report
    - Employee Master Report
    - Earnings Register