W2MAINT - W2 Maintenance

overview

The W2MAINT program offers assistance in verifying SSN/Name information with the Social Security Administration. Before verifying any information, the district must register with the Social Security Administration. The program offers two options - SSAEVS and EVSRTN. The SSAEVS program is used to create a submission file, either paper format or electronic submission file. According to the Social Security Administration, the paper submission is limited to 50 employees or less. If requesting verification for more than 50 employees, the electronic submission is required. The Social Security Administration will return the file with any errors. The file is then renamed with a .seq extension and transferred to a specific user account. Please note the Social Security Administration takes longer to return information when the paper submission process is used. The EVSRNT program creates a printable report listing any errors. Assistance may be required from the ITC in order to copy or FTP the files.

accessing the program

The program may be executed by typing:

```
$ RUN OECN$PAY:USPSANN
```

at the $ prompt or in the menu system type:

```
Menu>USPSANN
```

main menu

```
_____
_____
|  USPSANN -     Annual / Quarterly Programs
|
|
-------------------------------------------------------------------------
--  |
|  1. CLRATD     - Clear EMIS Long-term Illness Days
|
|  2. NEWCNT     - New Contract Program
|
|  3. ODJFSRPT   - Ohio Department of Job & Family Services Unemployment
Reporting |
|  4. QRTRPT     - Quarterly Earnings Report
|
|  5. SALNOTICE  - Salary Notices Report
|
|  6. STRSAD     - Calculate STRS Advance Payments
|
|  7. ANNSTRSSND - Submit STRS Advance Payments
|
|  8. USPAUDIT   - USPS Submission File for Auditors
|
|  9. USPEMS     - Export and report program for EMIS data
|
| 10. W2C        - Create W2C Forms
|
| 11. W2MAINT    - W2 Maintenance
|
| 12. W2PROC     - Process W-2's, Create Print & Tape Files
|
| 13. W2UPDT     - Update / Modify W-2 Information
|
| 14. YTDRPT     - YTD Employee Information
|
| 15. CALENDARCD - Create Calendar Year End Reports For Payrollcd
|
|
|
|
|
|
|
|
|
|    Menu: W2MAINT Option>
|
|
|
|   XX  Accept        XX  Help          XX  Exit         XX  Next
|
|_____
_____|
```

sample screen

W2Maint - Screen 1

```
_____
|           W2MAINT - W2 Maintence Options Menu                       |
|           ------------------------------------                      |
|     1. SSAEVS  - SSA Employee Verification Generation               |
|     2. EVSRTN  - Employee Verification Return Report                |
|     3. EXIT    - Exit program                                       |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|   Menu: W2MAINT Option>     _____            |
|                                                                     |
|                                                                     |
|                                                                     |
| PF4 Accept     F7 Help     F8 Exit     F10 Next                     |
|                                                                     |
|                                                                     |
|                                                                     |
|_____|
```

ssaevs option

Screen 1 of 1

```
_____
|              SSAEVS - SSA Employee Verification Service             |
|                                                                     |
|Report File Specifications:                                          |
| Paper or Electronic Submission? (E,P):               E             |
|                                                                     |
|                                                                     |
|Selection Criteria:                                                  |
|                                                                     |
|                                                                     |
|To select ALL employees on file, leave the following options blank.  |
|                                                                     |
|                                                                     |
| Termination date:          __/__/____                              |
| Hire date:                 __/__/____                              |
| Last paid date:            __/__/____                              |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                            1 of 1  |
|  XX  Execute        XX  Reset                                       |
|  XX  Help           XX  Save Recall                                 |
|  XX  Exit                                                           |
|  XX  Cancel                                                         |
|_____|
```

Field Definitions

- This program allows districts to create a paper listing or create a file for electronic submission. In the **Paper or Electronic Submission** field enter the appropriate option:
    - P - Paper, used to submit up to 50 employees.
    - E - Electronic, used to verify over 50 employee name/SSNs.

- A termination date may be entered in the **Termination date** field. Employees with a termination date less than or equal to the date entered in USPSCN/BIOSCN will not be reported. Leaving the field blank selects all employees for the report.

- A hire date may be specified in the **Hire date** field. Employees with a hire date greater than or equal to the date entered in USPSCN/BIOSCN will be reported. Leaving the field blank selects all employees for the report.

- A Last paid date may be specified in the **Last paid date** field. Employees with a last paid date in USPSCN/BIOSCN equal to or greater than the date entered will be selected for the report. Leaving the field blank selects all employees for the report.

> The Social Security Administration does not allow spaces in any part of the name. Therefore, if the last name is entered in USPSCN/BIOSCN as Van Mark, the submission file will be created with the last name Van. In order for this to be properly reported, the space will need to be removed from the employee last name field in USPSCN/BIOSCN.

ssaevs option

Screen 1 of 1

```
 _____
|          EVSRTN - Employee Verification Service Return Report       |
|                                                                     |
| Report File Specifications:                                         |
|   Input file:   EVSVER2K.SEQ                                        |
|   Output file: EVSRTN.TXT                                           |
|                                                                     |
|Sort Options:                                                        |
| Sort (SN,N): SN                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
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|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
| PF4 Execute         F10 Reset                                       |
| F7  Help            F11 Save/Recall                                 |
| F8  Exit                                                            |
| F9  Cancel                                                          |
|_____|
```

The Social Security Administration will return any errors discovered on the "Status and Retrieval Results" web page. The returned file will be named the 16 position alpha-numeric confirmation number or 8 position alpha-numeric tracking number you received when your file was submitted. The file then needs to be renamed to EVSVER2K.SEQ to be recognized by the EVSRTN program. This file can then be transferred to the users account on the system using FTP or a copy utility.

Questions concerning information on errors found on the returned file can be directed to Social Security Administration personnel. Local and district numbers are available from the SSA website.

Field Definitions

- The **Input file** is the name of the file returned by the SSA Employee Verification Service (which you would have renamed to EVSVER2K.SEQ.) This is the default file name.

- EVSRTN.TXT is the default file name for the report. This can be changed by entering a new file name in the **Output file** field.

- The report has the following **Sort options**.
    - SN - Employee SSN
    - N - Employee Name

> Due to the limited characters allowed by the Social Security Administration, in some cases employee names may be truncated on the EVSRTN report. These limits included 13 characters for last name, 10 characters for the first name, and 7 characters for the middle name.

sample report

Summary Report

```
DATE: 01/13/03        SAMPLE CITY SCHOOL                          PAGE:
1
TIME:  2:45 pm    Employee Verification Service Return Report
(EVSRTN)
                                            MIDDLE
SSN     LAST NAME                FIRST NAME      NAME    BIRTH DATE
GENDER
XXXXX2111  BLUE                  TRUE                    00/00/0000    F
ERROR CODE: 3  Name and Gender code match, DOB does not.
222222222  VIOLET                VIOLA          VAN      05/23/1972    F
ERROR CODE: 5  Name does not match, DOB and Gender code not checked.
222222333  PUBLIC                JOHN           Q        04/25/1950    M
ERROR CODE: 1  SSN not in file (never issued to anyone).
XXXXX2444  STAPLES               METAL                   11/26/1947    F
ERROR CODE: 2  Name and DOB match, gender code does not.
XXXXX2555  HOOVEREDWARDS         STACI          R        07/25/1971    U
ERROR CODE: 3  Name and Gender code match, DOB does not.
XXXXX2666  CAMP                  SUNNY          ELAINE   11/13/1950    F
ERROR CODE: 4  Name matches, DOB and Gender do not match. DECEASED
```