

USPS-R Calendar Year-End Closing Procedure

Process any Life Insurance payments

Be sure to process the Life Insurance pay type for life insurance premiums over \$50,000 before your last payroll of the calendar year.

Go to **Payroll//Future**

- Click **Create**
- Choose **Life Insurance Premium** from **Pay Type** drop down
- Populate remaining fields and click **Save**
- Complete the payroll

No Federal, State, or OSDI tax amounts are calculated. All are treated according to the federal rules. The software provides the ability to withhold city tax on non-cash earnings. To activate check the "Tax Non Cash Earn" field on the city tax record in the CORE/PAYROLL ITEM CONFIGURATION screen.

The non-cash earnings amount will not be included in the gross pay amount, nor in the gross totals found on Pay Report or REPORTS/PAY AMOUNT SUMMARY REPORT OPTIONS. However, the non-cash earnings amount is being included in the adjusted gross figure because the amount is a part of the taxable gross even though no tax is being withheld on it. Both the Pay Report or REPORTS/PAY AMOUNT SUMMARY REPORT OPTIONS will provide a total figure of all non-cash earnings in the total section. This extra total will help with balancing.

If the Life Insurance Premium pay type was not used on or before last pay of the year, this can be handled through Core/Adjustments to update total and taxable fields on all necessary records.

- Go to **Core/Adjustments** click **Create**
- Find the **Employee**
- Under the **Payroll Item** drop down choose the 001 record
- Under **Type** choose **Life Insurance Premium**
- Enter in a **Transaction Date**
- Enter in the **Amount** of the **Life Insurance Premium**
- A **Description** can be entered (optional)
- Click **Save**

The screenshot shows the 'Adjustment Journal' form. At the top, there are buttons for 'Create New', 'Save', and 'Cancel'. Below that are fields for 'Employee' (Cox, Cory Jeff - ANON1467) and 'Payroll Item' (Type: Federal Tax, Code: 001). The 'Type' is set to 'Life Insurance'. The 'Transaction Date' is 5/1/20 and the 'Amount' is 100,000. The 'Description' is 'Missed Life Insurance Premium Payment'. At the bottom, there are 'To Date Options' with checkboxes for 'Month To Date', 'Quarter To Date', 'Year To Date', and 'Fiscal Year To Date', all of which are checked.

***NOTE- This will update the Federal, State, City, OSDI and Medicare total and taxable gross figures for W2 reporting purposes. The employee will owe city tax for the Life Insurance

Use **Core/Adjustments** to manually add the Medicare **Amount Paid**-(board will need to pay for both Employee and Employer portion of Medicare and employee can reimburse the district if board desires.)

- Go to **Core/Adjustments** click **Create**
- Find the **Employee**
- Under the **Payroll Item** drop down choose Medicare Tax 692
- Under **Type** choose **Amount Withheld**
- Enter in a **Transaction Date**
- 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**

___ Use **Core/Adjustments** to manually add the Medicare Board **Paid**

- Go to **Core/Adjustments** click **Create**
- Find the **Employee**
- Under the **Payroll Item** drop down choose Medicare Tax 692
- Under **Type** choose **Board's Amount of Payroll Item**
- Enter in a **Transaction Date**
- **Enter in the Amount** owed for the **Board Portion** (board will need to pay for both Employee and Employer portion of Medicare and employee can reimburse the district if board desires.)
- A **Description** can be entered (optional)
- Click **Save**

***NOTE-Medicare withholding will be updated on the W2 Report. Can run W2 Report and Submission to verify

Month-End Closing

___ **Pay all deductions and complete month end procedures as normal. Make sure there are no special pays to process before closing Sers for December**

___ **SERS Per Pay Report**

- Go to **Reports/SERS Per Pay Report**
- **Pay Title- SERS Per Pay Report**-Can be changed if desired
- **Sort By**- Choose from drop down option
- **Begin Each Employee on New Page**-Check if desired
- **Show Detail on report**-Default as checked.
- **Show informational Messages on Report**-Defaulted as checked.
- **Pay Date**- Enter or choose **Pay Date** from calendar
- Under **eSERS Pay Cycles** enter
 - Pay Cycle**
 - Pay Cycle Code**
 - Begin Date**

End Date

- Click **Generate Report**
- Review the report and verify employee earnings, days and hours.
- Review the report and if needed clean up any possible errors.
- Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for SERS withholdings plus any USAS checks written for pick-up on pick-up.
- Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).
- Once satisfied that the data is correct, **run the SERS Per Pay Report program again**

___ **Generate Submission File for Adjustments only**-Check if needed

- **Set Employees Within Submission File As Reported to SERS**- Defaulted as check.
- **Pay Cycle, Pay Code, Begin Date and End Date** should be defaulted from report run
- Click **Generate Submission File**
- Save the file to your desktop or a folder of your choosing. Files are also saved under Utilities/File Archive/Payroll Archive/SERS Reporting

___ Click the **Link to eSERS** option and upload your file to eSERS

___ Complete and submit the SERS monthly payments as required.

___ Verify that all "new" SERS employees have been reported as new hires. **Reports/SERS New Hire Report** could be used

___ **STRS Report**

- Go to **Reports/STRS Report**
- Report Title- STRS Report**-Can be changed if desired
 - **Sort By**-Choose sort option from drop down
 - **Payment Method-Check** is default can be changed using drop down
 - **Check or Transaction Number**-Populate if applicable
 - **Report Format**-Choose from drop down format type
 - Check the **box** next to the **Historical Payroll date** you will be creating the report for
 - Click **Generate Report**
- Review the report and verify employee earnings, days and hours.
- Review the report and if needed clean up any possible errors
- Verify that the total contribution amounts listed on the report equal the total Payroll Item checks for STRS withholdings plus any USAS checks written for pick-up on pick-up.
- Verify that contributions by employee equal earnings times the applicable retirement percentage. Allow for rounding (within a few cents).
- Once satisfied that the data is correct, run the **STRS Report** again
- To **Create and submit** STRS file to STRS click

OR

___ Click the option

___ Save the file to your desktop or a folder of your choosing

___ Click the button

___ Click the button to send the file to STRS

___ Verify that all "new" STRS employees have been reported as new hires. **Reports/STRS New Hire Report** could be used

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

- Reconcile Checks- Go to **Payments/Check Register**
- Filter Grid enter in **P** or **Paid** in the status field to find all outstanding checks
- Check the box next to any check that needs to be reconciled
- Click the **Reconcile** tab OR

If the **Automatic Payment Reconciliation Configuration** feature is setup **Auto Reconcile** under **Payments/Check Register** can be used loading the file from the bank and therefore no filtering on the grid is necessary.

___ **Generate an Outstanding Checks Report**

- Go to **Reports/SSDT Outstanding Checks Report** and click the **Generate option**
- **Format**-Choose the format from the drop down
- **Page Size**-Choose from drop down
- **Orientation**-Choose from drop down
- **Name**-Default is Outstanding Checks. Can be changed if desired
- **Start Date**-Enter in a Start Date
- **End Date**-Enter in an End Date
- Click

OR

Go to **Reports/Payment Transaction Status Report**

- **Sort Options**-Select from the drop down
- **Payment Transaction Type Options**-Select from drop down
- **Payment Transaction Status**-Select from drop down
- **Bank Account**-Select from drop down
- **Starting Check Number**-enter a specific check number or leave blank for outstanding
- **Ending Check Number**-enter a specific check number or leave blank for all outstanding
- **Issue Start Date**-enter a specific issue start date
- **Issue Stop Date**-enter a specific issue stop date
- **Reconciled Start Date**-enter a specific reconcile start date or leave blank for all outstanding
- **Reconciled Stop date**-enter a specific reconcile stop date or leave blank for all outstanding
- **Void Start Date**-enter a specific void start date or leave blank for all outstanding
- **Void Stop Date**-enter specific void stop date or leave blank for all outstanding
- Click

___ **Run BENACC if applicable**

- Go to **Processing/Benefit Update and Projection Accrual Tab**
- **Report Title**-Defaulted to **Benefit Accrual Report**-Can be changed if desired
Accrual or Projection-Accrual Projection Report is defaulted in the drop down (suggested to run initially)
- **Benefit Accrual Options**-Choose from drop down
- **Specific Accrual Date**-Enter date MM/DD/YY format or choose date from calendar
- **Include Ineligible Positions**-Check box if desired
- **Sort Options**-Choose from drop down
- **Select by Pay Groups**-Move available pay groups to Selected-Double click on pay group or to select all click first pay group record, scroll to bottom hit the shift key and click on the last pay group- All records will be highlighted

- and click the
- **Select Employees**-Move desired employees to Selected. All records will be highlighted and click the
- Click
- View the **Benefit Accrual Report**. If satisfied with results.
- Change **Accrual or Projection** field to **Accrual Report** using the drop down
- Click

Quarter-End Closing

___ Follow Quarter End Checklist

___ Run Quarter Report-Go to Reports/Quarter Report

- **Year**-Default is the current year. Can be changed is desired using drop down
- **Quarter**-Current quarter should be defaulted. Can be changed if desired using drop down
- **Sort By**-Default is **Employee Name**. Can be changed if desired using drop down
- Click

- In the "Totals" section of Quarter Report, the gross and adjusted gross should balance using a manual calculation

Gross

- Annuities

+ NC1 (if applicable)

Adjusted gross calculated

***NOTE- The Adjusted gross calculated should equal the Calculated Adjusted Gross amount from Quarter Report. This should be true for all adjusted gross figures in the "Totals" section.

- All Payroll Items for the quarter should equal the total Payroll Items showing on Quarter Report. Be sure to verify the electronic transfers of Federal and Medicare payments as well. This should be true for every Payroll Item code
- The total gross showing on Quarter Report should equal the total of all payroll clearance checks created during Payroll Posts for the quarter.

___ Balance the W2 Report quarterly to minimize problems at calendar year-end.

- Go to Reports/W2 Report and Submission
- Output Format-Choose Report
- Format-Choose from drop down
- Report Title-Default is **W2 Report**-can be changed if desired
- Federal ID Number-Defaults from Organization
- State ID Number-Defaults from Organization
- Kind of Employer-Choose from drop down
- Report Year-Defaults to current calendar year
- Click

___ View **W2 Report** check for any errors on the report. If there are errors, check employees that had exception processing during the quarter such as voided checks, error adjustments, or manual changes in **Core/Adjustments**. The **Audit report** can be useful in identifying these problems Clean up error and re-run

W2 Report and Submission

___ Complete and balance the **W2 Report Reconciliation Worksheet** for the quarter following the directions on the Worksheet.

Information on the W2 Report should balance to:

- 941 Totals as reported
- Ernreg figures – withheld from employees (void and re-issue may cause a balancing issue)
- Quarter Report figures – YTD Column

___ Balance the **Payroll Item** totals (taxes and annuities) on the **W2 Report** report with the totals from the **Outstanding Payables** reports from the quarter

___ Balance the gross amounts on the **W2 Report.TXT** report with **Pay Reports** for the quarter

*****NOTE- These amounts may not balance due to the way W2 Report handles certain amounts (e.g. Medicare pickup)**

___ Go to **Processing/Outstanding Payables** and verify that there are no outstanding Payroll Item amounts

The screenshot shows a software interface for generating payroll reports. At the top, there are tabs for 'Payables by Type', 'Payables by Item Type', 'Payables by Item Detail', and 'Payables by Item Detail'. Below these is a 'Select Payroll Cycles' section with 'Available' and 'Selected' lists. The 'Available' list includes 'None', 'Every Payroll', 'Monthly', and 'Quarterly'. The 'Selected' list is currently empty. To the right of the 'Selected' list is a 'Payable Reports' button, a search icon, and 'More' and 'Reset' buttons. Below this is a table with the following columns: 'Name', 'Code', 'Employee Amount', and 'Employer Amount'. The table is currently empty.

___ The total of all board paid amounts (if tracked on the system) should equal the total of all warrant checks to the vendor or Payees.

___ Complete and file any required quarter-end submission forms.

___ For city withholdings, take the total gross times the percentage to be sure the tax withheld and submitted are correct.

*****NOTE- Mobile employees could cause discrepancies.**




___ Go to **Reports/ODJFS Report**

- **Year**-Defaulted to current year
- **Quarter**-Defaulted to current quarter
- **Sort By**-choose sorting option from drop down
- Click

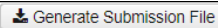
___ **Check all totals (wages and weeks) carefully for accuracy.** Compare the total ODJFS wages to the QTD Total Gross from the QRTRPT. Keep in mind that students and board members are flagged N to ODJFS so you'll need to subtract their wages from the QRTRPT to balance to the ODJFSRPT. NC1's will also be a balancing issue.

___ **Verify that the number of covered workers fields has totals. For those districts that do not initialize weekends, you may want to consider doing so. In the event the 12th day of the month falls on a weekend, the report will not count any employees because that date was never initialized.**

___ If necessary, adjustments can be made in **Core/Adjustments**

- Go to **Core/Adjustments**
- Click 
- Find the employee by typing in a few characters of first or last name or id
- Under Type choose from the drop down  **ODJFS Weeks** or **ODJFS Total Gross**
- Enter or choose from the calendar a **Transaction Date**
- Enter in the amount of weeks/Wages needed in the **Amount** field
- A **Description** can be entered if desired
- Click 

When all data is correct, run **Report/ODJFS Report** again and select



*****DISTRICT NOTE-** Save the file to your desktop or a folder of your choosing and then securely email as an attachment to your ITC. If submitting the file on your own save the file to a folder of your choosing and the log into the ERIC system- <https://eric.ohio.gov/> and upload the file

***IF YOU ARE READY TO COMPLETE W2 PROCESSING, PROCEED TO *W2 Processing.**

*****IF YOU NEED TO BEGIN JANUARY PAYROLL PROCESSING BEFORE COMPLETING W2 PROCESSING, Leave December reporting period Open and create your January reporting period through Core/Posting Period and make that Current. After your January pay has been completed you can then proceed to * W2 Processing**

**** W2 Processing***

Go to **Core/Payroll Item Configuration**. Check **W2 abbreviations** on all city Payroll Item Configuration records.

In **Core/Payroll Item Configuration**- If you have any employees who have certain cities that require the tax information be filed electronically. Your ITC can submit this data on your behalf. Insure the **Tax Entity Codes** are on the respective **Payroll Item Configuration** city tax records.

*****NOTE-The specific city information cannot be filed electronically unless the entity code is present.**

In **Core/Payroll Item Configuration**- For any cities using either the **Regional Income Tax Agency (RITA)** or the **Central Collection Agency (CCA)** to report city tax information, verify the **Tax Entity Code**, the appropriate **RITA and/or CCA three digit code**, and **RITA and/or CCA description** are entered on the city **Payroll Item Configuration** record. Contact RITA or CCA to obtain the entity codes.

RITA tax rates/codes: <http://www.ritaohio.com/>

CCA website: <http://www.ccatax.ci.cleveland.oh.us/?p=taxrates>

Verify the **Employ/Residence field value** for each employees payroll item whose city taxes are being paid through the RITA agency and enter on their payroll item screen the appropriate field that refers to if the taxes paid are because of residence (R) or Employment (C).

Verify portions of annuities identified as life insurance are adjusted on the payroll item records so they are taxed properly. If you are notified of this situation, you will need to:

- Increase the taxable gross on the 001, 002, and OSDI deductions for the amount identified as insurance. You do not adjust the total gross.
- Decrease the YTD annuity amount by the value identified as insurance.
- While the federal, state and OSDI records always need updated in this situation, only update city records if the city honors the annuity. Check with city tax departments as to whether or not to adjust city tax payroll item.

- ___ Contact your ITC with any other cities that may require electronic reporting and are not setup as such.
- ___ In **Core/Payroll Item Configuration**-Insure the **OSDI four digit code** appears first in the W2 abbreviation field in Payroll Item Configuration, **followed by the school name** if there is space. **The four digit code OSDI code is required on the W2.**
- ___ Using the Core/Adjustments option make any necessary changes to the YTD gross, YTD taxable gross, on the 001 Federal Payroll Items for the W2 forms. Sources of these changes may be NCI, fringe benefits, life insurance costs, adoption assistance, third party pay, or a leased vehicle Your legal advisor may need to be contacted or refer to Publication 15B: <http://www.irs.gov/pub/irs-pdf/p15b.pdf>
- ___ In DEDNAM, verify all annuities are coded with the **proper annuity type**. Retirement records of 590 and 591 should be coded as an annuity type B (401(a)). If you are unsure of the type of annuity, contact the annuity company.
- ___ If an employee has reportable dependent care information that needs to appear in Box 10 of the W2 form, there are two ways of reporting:

Enter the Dependent Care amount by going to Core/Adjustments

- Click
- Find the **Employee** by typing in a few characters of the first or last name or id
- Under **Payroll Item** from the drop down Choose **Federal Tax, Code:001**
- Under **Type** Choose **Dependent Care**
- Enter or choose a **Transaction Date** from the calendar
- Enter in the **Amount** for Dependent Care
- A **Description** can be added if desired
- Click

OR

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

*****NOTE- Questions on whether the dependent care is reportable or not should be directed to your district legal adviser**

- If you are notified of a **Third Party payment** and it is **taxable** you will need to enter the appropriate Adjustments for Total Gross and Taxable gross.
 - Go to **Core/Adjustments**
 - Find the **Employee**
 - Choose the **Payroll Item** from the drop down
 - Choose the **Type-Total Gross**
 - Enter or choose a **Transaction Date**
 - Enter in the **Amount** of the Third party Pay
 - A **Description** can be added (optional)
 - Click **Save**
 - Follow the same steps as above for the **Taxable Gross**

*****NOTE- These adjustments will need to be made on the 001, 002, city if honored, OSDI and Medicare records accordingly.-See Third Party Document**

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.

If **Third Party payment** is **not taxable** you will need to do the following:

- Go to **Core/Adjustments**
- Find the **Employee**
- Choose the **Payroll Item** from the drop down
- Choose the **Type-Third Party Pay**
- Enter or choose a **Transaction Date**
- Enter in the **Amount** of the non taxable Third party Pay
- A **Description** can be added (optional)
- Click **Save**

*****NOTE-This information will go on the W2 in Box 12 as a Code J.**

— Enter any **Vehicle Lease** information

- Go to **Core/Adjustments**
- Find the **Employee**
- Choose the **Federal Payroll Item** from the drop down
- Choose the **Vehicle Lease** option
- Enter or choose a **Transaction Date**
- Enter in the **Amount** of the Vehicle Lease
- A **Description** can be added (optional)
- Click **Save**

___ Enter **FFCRA-Families First Coronavirus Response Act** data that is required to be reported in Box 14 on the W2

- Go to the **Federal 001 Payroll Item**
 - **Self-** Enter amount of sick leave paid due to COVID-(Up to 80 hours 2 weeks, \$511.00 a day limit)
 - **Others-**Enter amount of sick leave paid at 2/3 the employees regular rate due to COVID-(Up to 80 hours, 2 weeks, \$200.00 a day limit)
 - **Emergency-**Enter amount of paid sick leave (Up to 10 additional weeks) paid at 2/3 of employee regular rate

___ **Creating W2 report--Go to Reports/W2 Report and Submission /W2 Report Options**

- **Output Type-Report** is defaulted
- **Format-**Choose the format type you want from the drop down option
- **Report Title-W2 Report is the default.** This can be changed if desired
- **Federal ID Number-**Should be defaulted from data in **Organization.** Check for accuracy
- **State Id Number-**Should be defaulted from data in **Organization.** Check for accuracy
- **Kind of Employer-S-State and Local Government Employer is default.** Can be changed through drop down option
- **Sort Options-**Choose from the drop down option how you wish to sort your report
- **Report for Year-Current calendar year is defaulted.** Can be changed if desired
- **Include Fringe Benefits in Box 14?-**If you wish to have specific Payroll Item appear in Box 14 check this box and then type name or code of the Payroll Item code in this box, click on the Payroll Item, and then click
- **Report Employees with errors only-**Check if only wanting to see errors
- Click

*****NOTE*** There is an option available to process the report for selected employees if desired:**

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

Select Employee and click Add:

Selected Employees:

Number	Name	Remove

You can type a few characters of employees first or last name or ID in the and then click on that employee and click A W2 Report will be created.

Select Employee and click Add:

___ Print the **W2 Report** and verify the data. Make changes to the data, if necessary, and rerun **W2 Report and Submission again**. This program can be run as many times as needed until all data is correct.

___ **Creating W2 SSA Submission File**--When all W2 data has been verified and is accurate run **W2 Report and Submission** again this time choosing the **Submission** option

- **Output Type-Submission**
- **Federal ID Number**-Should be defaulted from data in **Organization**. Check for accuracy
- **Additional Federal ID Number**-If additional Federal ID number is available enter here
- **State ID Number**- Should be defaulted from data in **Organization**. Check for accuracy
- **Kind of Employer**- **S-State and Local Government Employer is default**. Can be changed through drop down option
- **Sort Options**- Choose from the drop down option how you wish to sort your report
- **Report for Year**- **Current calendar year is defaulted**. Can be changed if desired using drop down option
- **Employer Name**- Should be defaulted from data in **Organization**. Check for accuracy
- **Employer Address first line** -Should be defaulted from data in **Organization**. Check for accuracy
- **Employer Address second line**- Should be defaulted from data in **Organization**. Check for accuracy
- **Employer City**- Should be defaulted from data in **Organization**. Check for accuracy
- **Employer State**- Should be defaulted from data in **Organization**. Check for accuracy
- **Employer Zip Code**- Should be defaulted from data in **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**)
- Click

This will produce a file called **W2TAPE.SEQ** which will need to be either securely emailed to your ITC for **SSA** Reporting OR loaded on the **BSO** website by the district user.

If district is submitting their file to the **SSA** save the file to a folder of your choosing, log into the **Business Services Online** site-<https://www.ssa.gov/bsa/bsowelcome.htm> and upload your file.

___ **Creating a W2RITA submission file**--In Reports/W2 Report and Submission/W2 Report Options

- Make sure all data is populated and also populate the **Contract Name, Contact Phone Number and Contact Email Address** fields.


• Click

This will produce is a file called W2RITA.SEQ which will need to be either securely emailed to your ITC for **RITA** Reporting OR loaded on the **RITA** website by the district user.

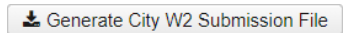
If district is submitting their file to the **RITA** save the file to a folder of your choosing, log into the

RITA website- <https://www.ritaohio.com> and upload your file.

Creating a CCA submission file--In Reports/W2 Report and Submission/ W2 Report Options

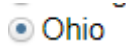
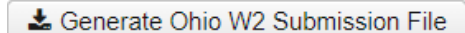
- Make sure all data is populated and also populate the **Contract Name, Contact Phone Number** and **Contact Email Address fields.**
- Click 
- **This will produce is a file called W2CCA.SEQ** which will need to be either securely emailed to your ITC for CCA Reporting OR loaded on the CCA website by the district user.
- If district is submitting their file to the CCA save the file to a folder of your choosing, log into the CCA Website - <http://ccatax.ci.cleveland.oh.us/> and upload your file.

Creating a City submission file--in Reports/W2Report and Submission/ W2 City option



- **Verify all data is populated accordingly**
- Enter the **Tax Entity Code** for the city you are creating the file for.
- Click 
- This will produce is a file called **W2CITY_ENTITY.SEQ** which will need to be securely emailed to your ITC for city reporting OR log into the city website using your account information and uploaded the **City W2** file on their website if they allow electronic filing.

Creating a W2 State submission file(s)--In Reports/W2 Report and Submission/W2 Report State Options-

NOTE Each State record has different setup options. Populate accordingly.

- Click on the bubble next to the **State** you wish to create a submission file Default is **Indiana, Kentucky, Michigan, Ohio, Pennsylvania, West Virginia** 
- Populate the **Contract Name, Contact Phone Number** and **Contact Email Address fields.**
- Click 
- This will produce is a file called **W2OH.SEQ** which will need to be **securely emailed** to your ITC for **State** reporting OR log into the **State** website using your account information and uploaded the **State W2** file on their website.

Creating the XML file-- that will be used to **print** the actual W2's using EDGE software. In Reports/W2 Report/W2 Report Option click on XML

- **Output Type-XML**
- **XML Title-W2 Form Data** is the default
- **Federal ID Number**-Should be defaulted from data in **Organization**. Check for accuracy
- **State ID Number**- Should be defaulted from data in **Organization**. Check for accuracy
- **Kind of Employer- S-State and Local Government Employer** is default. Can be changed through drop down option 
- **Sort Options**-Employee SSN, Employee Name, Building/Department and Employee Name, Building/Department, Pay Group and Employee Name, Pay Group, Zip Code and Employee SSN, Zip Code and Employee Name, Check Distribution and Employee Name
- **Report for Year- Current calendar year** is defaulted. Can be changed if desired using drop down option 
- **Employer Name**- Should be defaulted from data in **Organization**. Check for accuracy
- **Employer Address first line** -Should be defaulted from data in **Organization**. Check for accuracy
- **Employer Address second line**- Should be defaulted from data in **Organization**. Check for accuracy
- **Employer City**- Should be defaulted from data in **Organization**. Check for accuracy
- **Employer State**- Should be defaulted from data in **Organization**. Check for accuracy
- **Employer Zip Code**- Should be defaulted from data in **Organization**. Check for accuracy

- **Include Fringe Benefits in Box 14?**-If you wish to have specific Payroll Item appear in Box 14 check this box and then type name or code of the Payroll Item code in this

Select Payroll Item Configuration and click Add:

box, click on the Payroll Item, and then click

*****NOTE-(A maximum of 3 selected items will print in box 14, Vehicle Lease will always appear first in Box 14 and then 2 other items) FFCRA items if populated will appear in these boxes as well. Leave empty to not include specific payroll items in box 14.**

___ There is an option available to process the report for selected employees if desired:

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

Select Employee and click Add:

Selected Employees:

Number	Name	Remove

You can type a few characters of employees first or last name or ID in the

Select Employee and click Add:

and then click on that employee and click

- Click

- This will produce is a file called **W2Form Data.XML** which will need to be **securely emailed** to your ITC for W2 printing

*****NOTE-If employees have more than two state, city, or OSDI tax records, the extra W-2 form necessary to accommodate this information will print on the W-2 immediately following the employee's primary W-2 .**

___ If district is submitting their own W2 submission files, please see the W2 Report and Submission Instructions.
OR
 ___ Send your completed IT-3 and W2 submission form by Friday, January 15th, 2021 to:

SPARCC
 6057 Strip Avenue NW
 North Canton, OH 44720
 Attn: FISCAL HELP

Ohio Department of Taxation IT-3 Form (fill in and pdf form):

http://www.tax.ohio.gov/portals/0/forms/employer_withholding/Generic/WTH_IT3.pdf

*Note: It is not necessary to file the W-3 form with SPARCC or the IRS.

___ If an employee loses or destroys his/her W2 copies, give the employee new copies of form W2 marked "Reissued Statement". Do not send Copy A of the reissued form to the SSA.

___ If a W2 is corrected before our tape is sent to SSA, use the program W2UPDT to make changes and reissue the W2. If we have already sent the tape to SSA, you must use the program W2C to make your corrections. Please post a Help Desk for assistance.

W2C documentation

<https://wiki.ssdt-ohio.org/display/usps/W2C+-+W2C+Statement+of+Corrections+Form>

___ You are responsible for providing W2 information to your localities that do not require electronic filing. **If you have a city that requires electronic reporting, please let us know.**

******Do not proceed until you have received an email from SPARCC that your backup is completed.******

Request a Backup

___ Request a backup from Sparcc through fiscal_staff@email.sparcc.org

___ Received email from Sparcc that backup is complete.

You have completed the USPS Calendar Year End Closing procedures

Preparing for 2022

Enter changes in tax withholding rates effective January 1, 2022

___ **City Rates**

http://incometax.columbus.gov/search_taxmunicipalities.aspx?id=13116&menu_id=502

___ **OSDI Rates**

http://tax.ohio.gov/employer_withholding.aspx

- May be able to use MASCHG/MASADD
- *OSDI code must be in BIOSCN*
- Unsure if employee should be taxed

<https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/AddressLookup/LookupByAddress.aspx?taxType=Municipal>

- Use CHGDED for updates

___ **W2MAINT documentation**

<https://wiki.ssdt-ohio.org/display/usps/W2MAINT+-+W2+Maintenance>

Helpful documentation

<http://www.irs.gov/pub/irs-pdf/fw2.pdf>

<http://www.irs.gov/pub/irs-pdf/p15a.pdf>