PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/21/2018

Section D: Monthly/Quarterly/Annual/ Fiscal Report Processing

[Topic 3: Processing Annual Reports – W-2 Statement Processing, V2.17]

Revision History

Date	Version	Description	Author
12/21/2018	2.17	18.04.00 – Added CY2019 W-2 availability, and updated W-2 printing information, and instructions. Updated screenshot examples to reflect '2019'.	D. Ochala
02/01/2018	2.16	17.04.00 – Added CY2018 W-2 availability, and updated W-2 printing information, and instructions. Updated screenshot examples to reflect '2018'.	D. Ochala
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12/12/2012	2.10	12.04.00 – Added CY2013 W-2 availability, and updated W-2 printing information, and instructions. Updated screenshot examples to reflect '2013'. Add button bar to *Print Blank W-2 Form* processing. Add information for the G-1003 for Ga. Dept. of Revenue processing.	D. Ochala
12/02/2011	2.9	11.03.01 – Added CY2012 W-2 availability, and updated W-2 printing information, and instructions. Updated screenshot examples to reflect '2012'.	D. Ochala
05/24/2011	2.8	11.02.00 – Update menu screenshot.	D. Ochala
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12/09/2009	2.5	10.02.00 – Document Georgia exempt wages for filing status '8'. Update *Earnings Register Summary by Employee* procedures. Update *Select Printer* screens.	D. Ochala
12/09/2009	2.4	09.04.00 – Added CY2010 W-2 availability, and updated W-2 printing information, and instructions. Updated screenshot examples to reflect '2009'.	D. Ochala
12/11/2008	2.3	08.04.00 – Added CY2009 W-2 availability, and updated W-2 printing information, and instructions. Updated screenshot examples to reflect '2008'.	C. W. Jones
05/23/2008	2.2	08.02.00 – Added Employee Retirement System (ERS) *post-tax* processing information.	C. W. Jones
01/11/2008	2.1	07.04.00 – Changed *Monthly/Quarterly/Annual/Fiscal Reports Menu* screenshot and *Function key* selections.	C. W. Jones
12/20/2007	2.0	07.04.00 – Updates to screenshots, CY07-W-2 processing updates included. Added *W-2 Error Report - Medicare Only* earnings history record non-OASDI amount error information to *Overview*.	C. W. Jones

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Overview

PCGenesis W-2 processing prints employees' W-2 statements, and creates the corresponding Social Security Administration (SSA) and Georgia Department of Revenue (DOR) files for calendar year-end processing.

Technical Requirements: To ensure the W-2s complete processing successfully, PCGenesis requires 1 GB minimum of free space on the C:\ drive of the workstation and on the server. Although this is a PCGenesis system requirement for all processes, this free space must be available for processing W-2s. Contact the local Technology Specialist for assistance as needed.

PCGenesis W-2 Processing for Georgia Exempt Wages: The Georgia Department of Revenue has issued *Policy Statement IT-2010-1-5, Withholding and Taxation of Certain Nonresident Military Spouses*. The purpose of this policy statement is to explain how the GA Department of Revenue will comply with and administer certain provisions of the federal Military Spouses Residency Relief Act.

Under the Act, a spouse of a servicemember may be exempt from Georgia income tax on income from services performed in Georgia if:

1. The servicemember is present in GA in compliance with military orders;
2. The spouse is in GA solely to be with the servicemember;
3. The spouse maintains domicile in another state; and
4. The domicile of the spouse is the same as the domicile of the servicemember.

Affected spouses may immediately suspend withholding on their wages by amending Georgia Form G-4 with their employer(s). The applicable box within Section 8 of Form G-4 should be checked and returned to the employer(s). The employer must submit the Form G-4 to the GA Department of Revenue as provided on the Form G-4. On the W-2 for 2010 and any year thereafter, the employer should not report any of the wages as Georgia wages on the W-2.

A Georgia marital status of '8' will cause all wages to be exempt from reporting for Georgia state wages, and will cause zero Georgia tax to be withheld from the employee's paycheck. The *Department of Labor Quarterly Payroll Report and Wages Data File*, and the W-2 forms will both treat any wages on the Earnings History records with a Georgia marital status of '8' as Georgia exempt wages, and these wages will not be included in these tax reports.

Employee Retirement System (ERS) Post-Tax Processing: Effective January 1, 2008 PCGenesis payroll calculations process old and new ERS as post-tax instead of as pre-tax. Beginning with the processing of calendar year 2008 W-2s, ERS will no longer be subtracted from wages, tips, and other compensation *(Box 1 on the W-2)*. Note however that when producing W-2s prior to this time, PCGenesis continues to treat the ERS amount as exempt from *Box 1*.

Print Employer Copy of W-2 statements: PCGenesis processes the *Employer Copy* of the W-2 statements via the *Uqueue Print Manager*. The payroll administrator should print the *Employer Copy* of the W-2 statements at least once on plain paper before printing the actual W-2 statements. The payroll administrator can print the *Employer Copy* of the W-2 statements and verify that the payroll data is correct.

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PCGenesis W-2 Printing/Electronic Media File Processing: In addition to the W-2 *Employer Copy*, PCGenesis allows W-2 processing and printing for all employees, and for an individual employee. Optional procedures include printing blank W-2 statements, restarting W-2 printing from the last Social Security Number (SSN) printed correctly, and reprinting up to fourteen W-2s at a time by Social Security Number. Where appropriate, the print procedure merges duplicate employee information and generates the *Social Security Duplicate/Address Error Report - Records Merged* for review. Per IRS regulations, paper W-2 forms are due to individuals by February 1st of the reporting year.

When printing the employee W-2 statements, PCGenesis automatically creates the SSA transmission data file. The payroll administrator uses this data file for electronic media submission and for file upload via the Web. Starting with reporting year 2016, the IRS has announced a new due date for filing with SSA. The due date for filing Forms W-2 with the SSA is now January 31, 2018, whether you file using paper forms or electronically. Filers of 250 or more of W-2 forms must file with the Social Security Administration electronically.

It is highly recommended that school district officials go to the IRS website and print and read the general instructions for Forms W-2 and W-3. It is also recommended that school district officials read the *Social Security Administration Publication No. 42-007, Specifications for Filing Forms W-2 Electronically (EFW2)*.

W-2 Error Report: In addition to a sundry list of potential error messages, the *W-2 Error Report* displays a warning message for *Medicare-Only* records containing Old Age, Survivors, and Disability Insurance (OASDI) amounts. PCGenesis users should be aware that the Social Security Administration will reject transmission files containing these warnings. For this reason, the GaDOE strongly encourages users to correct these records when generated.

Social Security Administration (SSA) File Processing Requirements**:** *"The SSA no longer accepts magnetic tapes, cartridges, or 3 1/2" diskettes. All wages must be filed either electronically or on paper."* An SSA-assigned Personal Identification Number (PIN) is required to be able to upload W-2 information to the SSA. Detailed instructions regarding SSA wage reporting and requirements located at: http://www.ssa.gov/employer/.

- AccuWage Requirements**:** The Social Security Administration (SSA) provides *AccuWage* to test wage reports and for data verification. School districts and systems must verify the wage files via *AccuWage* before submitting the file to the SSA for processing. *Procedure F: AccuWage Software Installation and W-2 Electronic Media File Verification* provides the instructions to download and to install the software for wage reporting. The SSA provides additional employer reporting instructions, an installation guide, and online reference material for this procedure at: http://www.ssa.gov/employer/accuwage/index.html.

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State of Georgia – Department of Revenue (GA DOR) Reporting Requirements: The State of Georgia requires employers to submit copies of employees' W-2s to the Georgia Department of Revenue using the *Georgia eFile & ePay System*. The electronic media file for the Georgia Department of Revenue is the SSA file, *W2REPORT*, within directory *PAYSSA* on *SECOND*. (The Department of Revenue will use a predefined record within the SSA's file.) Additional information for the *Georgia eFile & ePay System* is located at: https://gtc.dor.ga.gov/_/ .

PCGenesis also creates the G-1003 csv file required for the *Georgia eFile & ePay System*'s electronic file submission. Support has been added to the W-2 process to produce the G-1003 csv file required by the Ga. Department of Revenue. The file created is *1003.csv* within directory *PAYSSA* on *SECOND.* The *1003.csv* file can be uploaded to the Department of Revenue Tax Center website to complete the electronic filing process.

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W-2 Statement Processing Checklist

Follow these steps in the order presented.		
✓	**Step**	**Action**
	1	Print a *Year-to-Date (YTD) Earnings' Register: Summary by Employee*.
	2	Print a *Year-to-Date (YTD) Earnings' Register: YTD Employer Benefits Register – Summary by Employee*.
	3	Print the *Employer Copy* of the W-2s and verify the *W2 Form Printing – Successful Completion* screen's totals are correct.
	4	Balance the W-2s against the *Year-to-Date Earnings Register's* results.
	5	Print the *Employee Copy* of the W-2s and create the *W2REPORT* file.
	6	Reprint W-2s and recreate the *W2REPORT* file as needed.
	7	Download and install the *AccuWage* software for the current calendar year.
	8	Verify the SSA file(s) via *AccuWage*.
	9	**Web submission:** Via the Web, upload the tax information to the SSA and to the GA DOR. The correct file to upload is **K:\SECOND\PAYSSA\W2REPORT** . _____ Social Security Administration _____ GA Department of Revenue
	10	**Web submission:** Via the Web, upload the G-1003 csv file to the GA DOR. The correct file to upload is **K:\SECOND\PAYSSA\1003.csv** . _____ GA Department of Revenue

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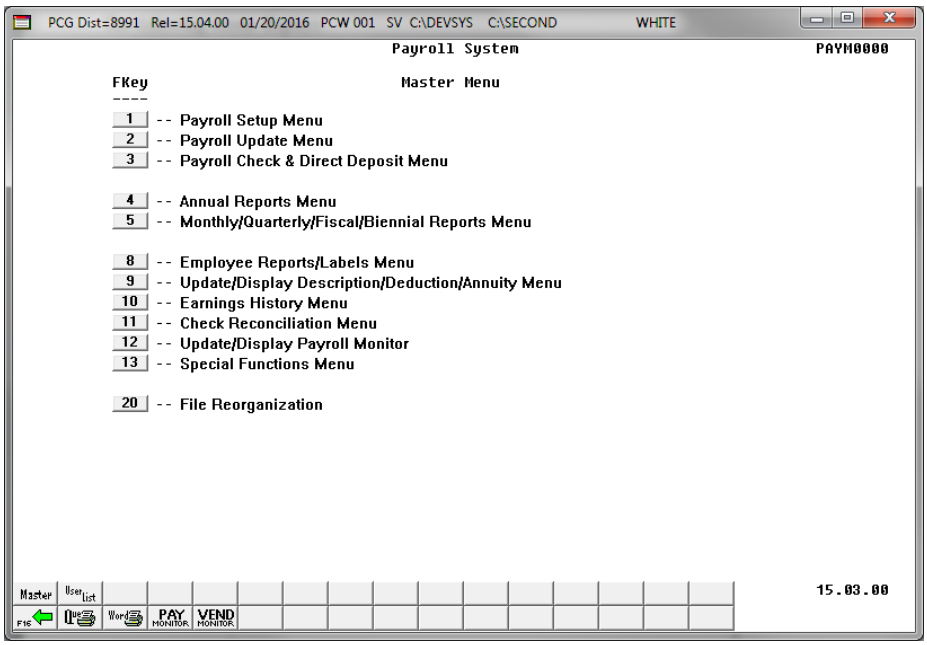
Procedure A: Printing a Year-to-Date (YTD) Summary by Employee Earnings Register

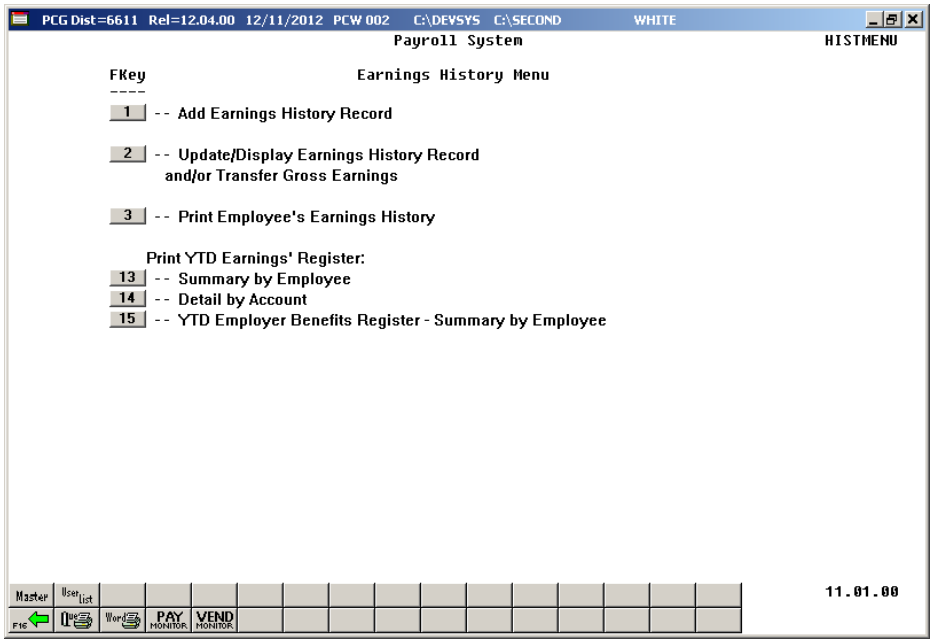
Step	Action
1	From the *Business Applications Master Menu*, select 2 (**F2** - Payroll System).

The following screen displays:



Step	Action
2	Select 10 (**F10** - Earnings History Menu).

The following screen displays:



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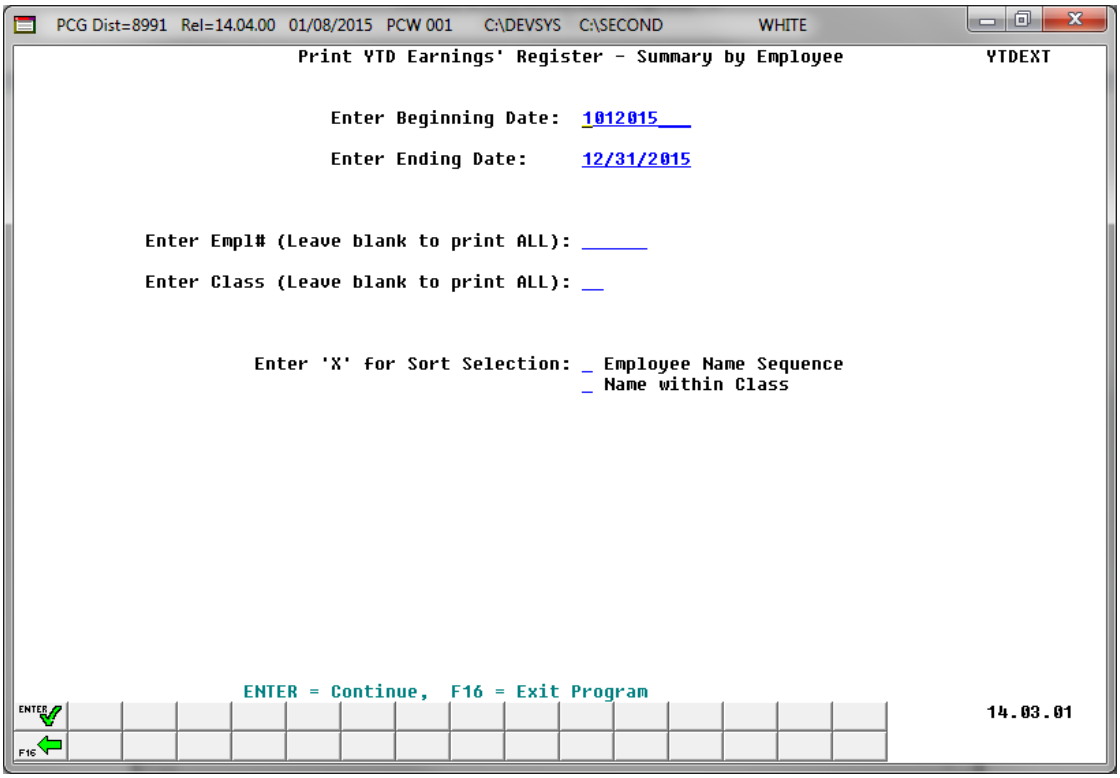
Step	Action
3	Select 13 (**F13** - Print YTD Earnings' Register: Summary by Employee).

The following screen displays:



Step	Action
4	Enter **01/01/CCYY** and **12/31/CCYY**, where *CCYY* is the W-2 processing calendar year in the **Enter Beginning Date** and **Enter Ending Date** fields. *PCGenesis defaults this entry to the current date.*
5	**W-2 Processing of All Employees:** Make no entries or selections in the **Enter Empl#** (**Leave blank to print ALL**) and **Enter Class** (**Leave blank to print ALL**) fields. *The Drop-down selection icon allows the selection of an individual employee or an individual pay class. Calendar year-end W-2 processing however requires the results for all employees.*
6	Enter **X** in the **Enter 'X' for Sort Selection: Employee Name Sequence** or the **Name Within Class** fields, and select **Enter** (Continue).

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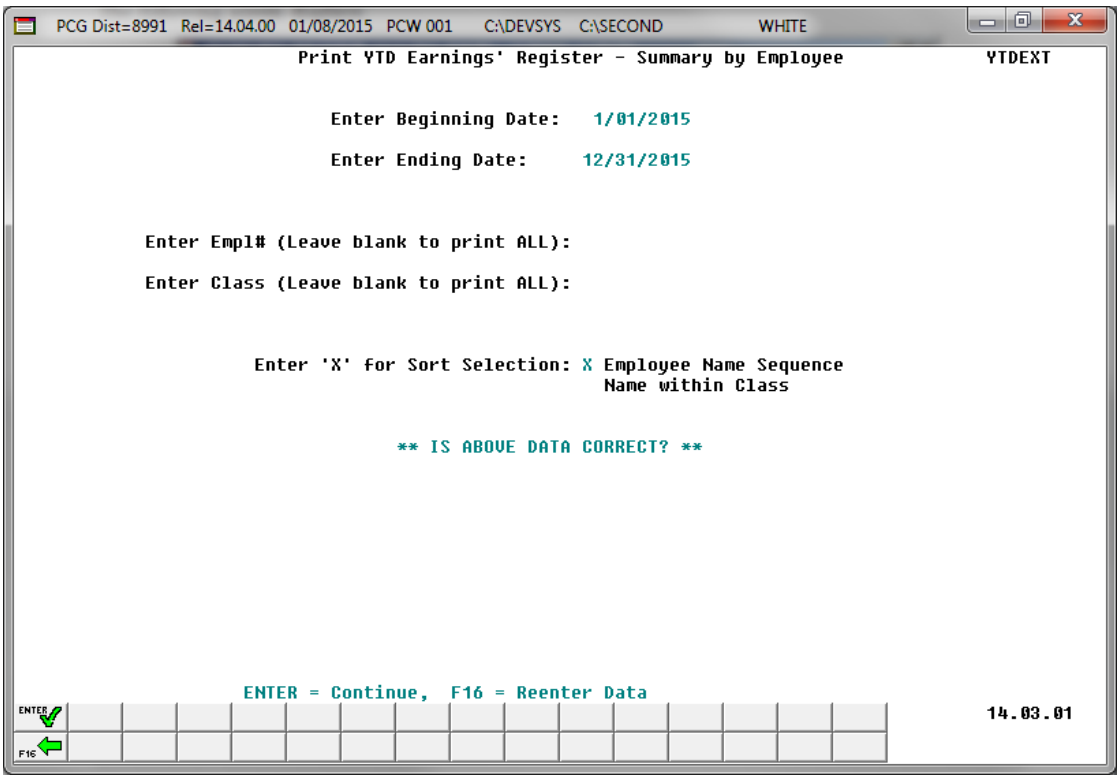
The following screen displays:



Step	Action
7	Verify the screen's entries are correct and select ENTER (**Enter** - Continue) in response to the *"Is above data correct?"* message. *If the information is incorrect, select* F16 *(**F16** – Reenter Data), make the appropriate modifications, and select* ENTER (**Enter** - Continue). *"*** Processing Request ***" and "Formatting for Earnings Register" briefly display.*

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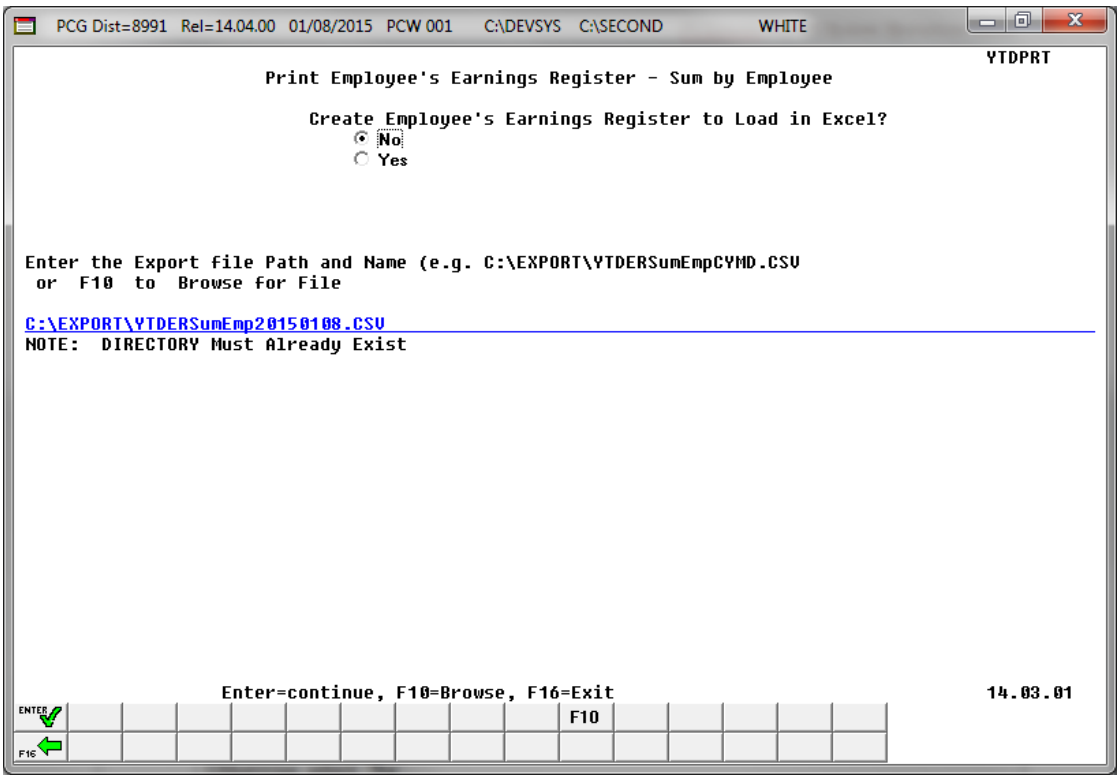
The following screen displays:



Step	Action
8	Select the radio button to left of the appropriate response in the **Create Employee's Earnings Register to Load in Excel?** field. In order to produce a comma separated data file with the data from the report, select '**Yes**'. Otherwise, select '**No**'.
9	**If creating an export file:** Verify the **C:\EXPORT** folder exists, or create the folder where appropriate.
10	**If creating an export file:** Enter **C:\EXPORT\YTDERSumEmpccyymmdd.csv** in the **Enter File Name and Path for Export File** field, or select F10 (**F10** - Browse for file) to locate the file manually.
11	Select ENTER (**Enter**) to continue. **If creating an export file:** *If the filename from Step 9 is invalid, the "UNABLE TO OPEN ErnHst CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 8 to enter the correct information.*
12	Select ENTER (**Enter**). *"Processing Request" briefly displays where appropriate.*

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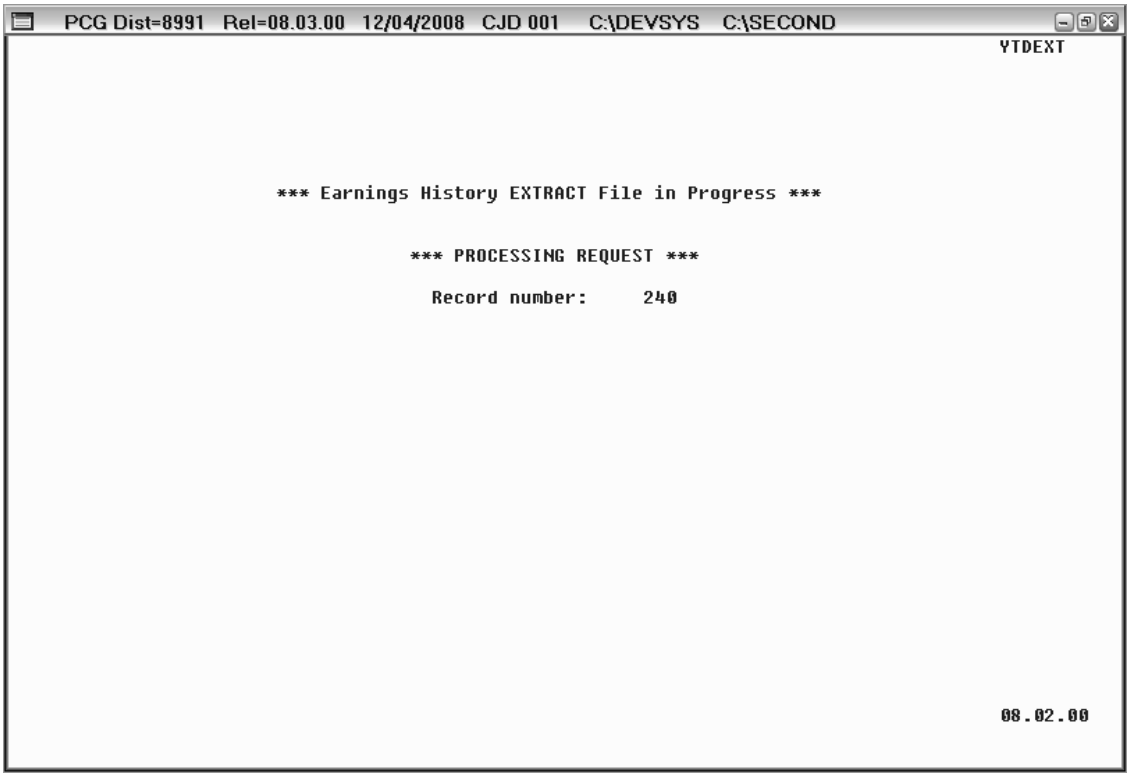
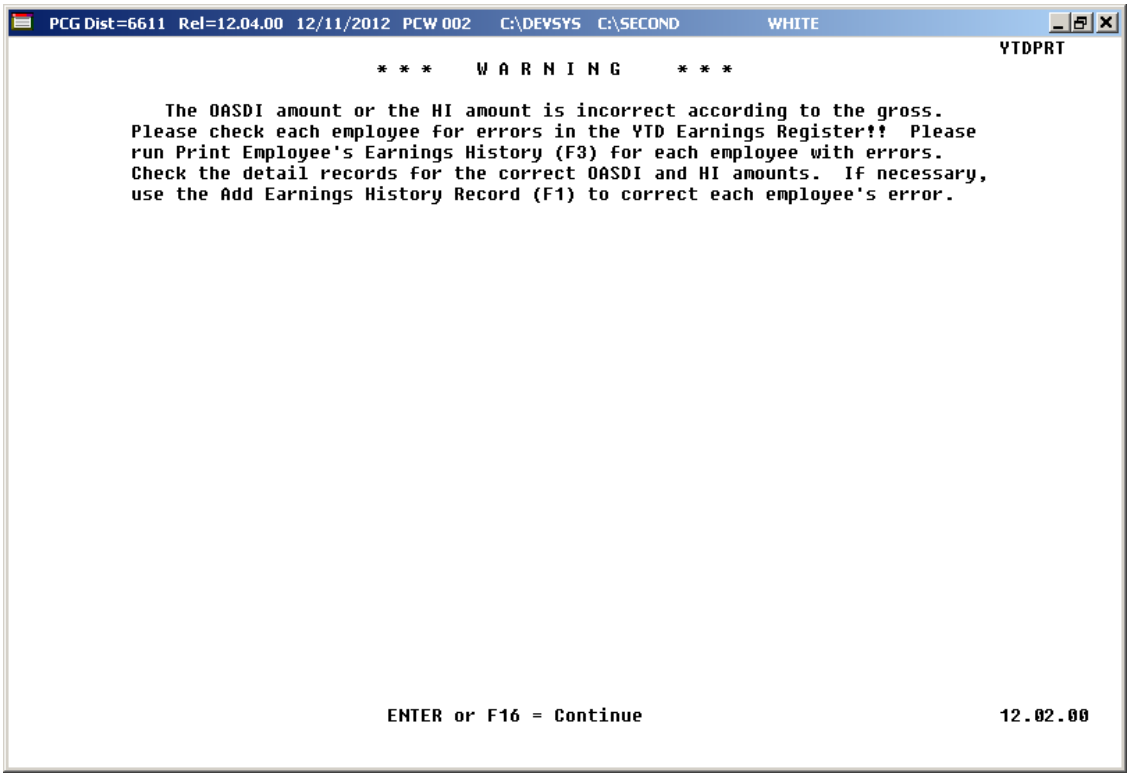
The following screen displays briefly:



If any FICA errors are encountered, the following screen displays:



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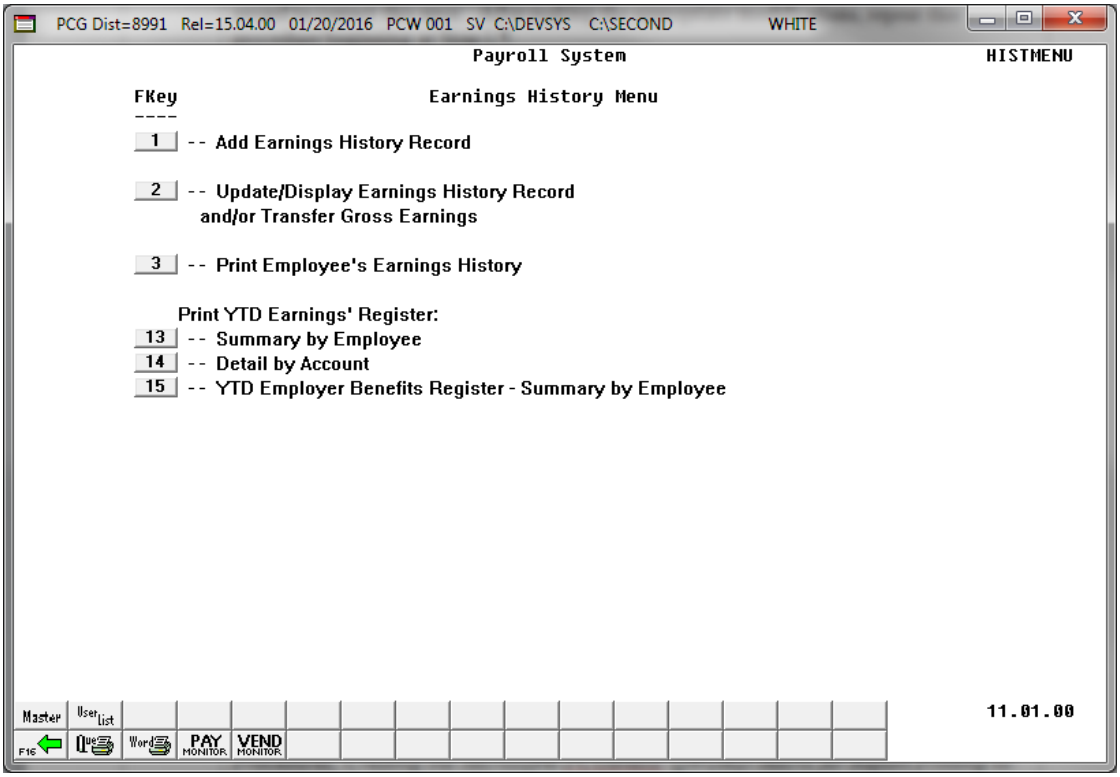
Step	Action
13	If the *OASDI/HI Warning* screen displays, select **Enter** and access the Uqueue Print Manager to print the Earnings Register. Print the *Employees' Earnings History Report*, and verify the OASDI and HI totals are correct. Where applicable, add an earnings history record to correct this error. After making the appropriate modifications, repeat this procedure beginning at *Step 1*. Select **ENTER** or **F16** to continue.

The following screen displays:



Step	Action
14	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide*, *User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
15	Select (**F16 -** Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

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A1. Earnings Register Summary by Employee – Example

The first page of the report lists system deduction codes and descriptions.

REPORT DATE 12/12/2012 EARNINGS HISTORY REGISTER FOR 01/01/12 THRU 12/31/12 PAGE 1

DEDUCTION TABLE LISTING

CODE	DESCRIPTION	CODE	DESCRIPTION
01	= ANNUITY # 1	02	= ANNUITY # 2
03	= FED INCOME TAX	04	= STATE TAX
08	= GHI-NON-CERT	09	= GHI-CERT
10	= VENDOR 000014	11	= VENDOR 002203
12	= VENDOR 004850	13	= VENDOR 002920
15	= VENDOR 000018	16	= VENDOR 000023
17	= VENDOR 000019	18	= VENDOR 000008
19	= VENDOR 000541	20	= COURT W/H
21	= VENDOR 000021	22	= COURT W/H
23	= VENDOR 004805	24	= VENDOR 002920
25	= VENDOR 000014	26	= VENDOR 002208
27	= VENDOR 002599	28	= VENDOR 000869
29	= VENDOR 000869	30	= VENDOR 001040
31	= VENDOR 002920	33	= VENDOR 002920
34	= COURT W/H	35	= VENDOR 001383
36	= VENDOR 002920	37	= VENDOR 004764
38	= VENDOR 003218	39	= VENDOR 000814
40	= VENDOR 002775	41	= VENDOR 004043
42	= VENDOR 004059	43	= VENDOR 004320
80	= NEW PSERS		
81	= OLD PSERS	82	= TRS
83	= OLD ERS	84	= NEW ERS
85	= OASDI	86	= HI
87	= NON-TAXABLE	88	= AEIC

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Subsequent pages of the report summarize Earnings History information for each employee for the time period specified. Separate summaries are given for Medicare Only totals.

```
REPORT DATE 01/31/2018                    EARNINGS HISTORY REGISTER FOR 01/01/17 THRU 12/31/17                        PAGE     3

   REG. HR.    OVT. HR.   REG. GR.    OVT GR.      GROSS     CONTRACT     PENS GR.   OASDI GR.      HI GR.     GHI GR.     NET

EMP #: 89812       NAME:   AM2ROSE, BE2HANIE                CLASS: 03
     16.75                1,222.75                1,222.75                            1,222.75    1,222.75                1,129.17
    75.84 /85    17.74 /86

EMP #: 88756       NAME:   AN2LIN, DE2ETRIUS                CLASS: 01
                         50,182.83               50,182.83              47,630.88   47,112.75   47,112.75               27,966.69
  4000.00 /01  6538.07 /03  2146.06 /04  3070.08 /09  2857.84 /82  2921.01 /85   683.08 /86  3070.08 /87

EMP #: 87933       NAME:   AN3EL, JA3KELYN                  CLASS: 01
                         36,136.56               36,136.56              35,886.56   33,184.00   33,184.00               25,984.00
   881.28 /03  1400.24 /04  2308.08 /09   116.64 /17   550.16 /47    94.32 /48   110.00 /50  2153.20 /82  2057.42 /85   481.22 /86
  2952.56 /87

EMP #: 87233       NAME:   AP8LEGATE, SH8QUANA              CLASS: 01
                         72,700.26               72,700.26              72,700.26   70,559.14   70,559.14               38,664.86
  5200.00 /01 10314.68 /03  6389.28 /04  1109.12 /09   116.64 /17    94.00 /50  1000.00 /54    32.00 /56    20.00 /60  4361.94 /82
  4374.64 /85  1023.10 /86  2141.12 /87

EMP #: 89092       NAME:   AR3E, JA3KELYN                   CLASS: 12
                         19,652.96               19,652.96              12,283.10   19,652.96   19,652.96               15,437.52
  1461.28 /03   972.56 /04   110.00 /50   148.16 /53    20.00 /81  1218.48 /85   284.96 /86

EMP #: 87472       NAME:   AR3HULETA, CA3MINA               CLASS: 01
                         45,097.60               45,097.60              44,497.60   43,317.04   43,317.04               28,077.69
  2300.00 /02  4175.48 /03  1978.61 /04   867.92 /09   116.64 /17   143.92 /44   289.52 /47    47.20 /48   110.00 /50   575.04 /51
   400.00 /54    32.00 /56  2669.84 /82  2685.60 /85   628.14 /86  1780.56 /87

EMP #: 88863       NAME:   AR3HULETA, CU3                   CLASS: 03
     42.50                2,890.00                2,890.00                            2,890.00    2,890.00                2,623.09
    42.80 /03     2.91 /04   179.25 /85    41.95 /86

EMP #: 88888       NAME:   AS7ER, GE7EVIVE                  CLASS: 02
       .25               10,707.20               10,707.20              10,707.20    8,418.72    8,418.72                6,513.26
   200.83 /03   259.92 /04  1644.00 /08    58.32 /17   550.16 /47    94.32 /48   100.00 /49   642.41 /82   521.94 /85   122.04 /86
  2288.48 /87

EMP #: 89967       NAME:   AS9BY, EL9Z                      CLASS: 17
                          2,400.00                2,400.00                            2,400.00    2,400.00                2,211.68
     4.72 /04   148.80 /85    34.80 /86

EMP #: 87164       NAME:   AS9BY, JO9NSIE                   CLASS: 35
     49.50                  358.88                  358.88                              358.88      358.88                  331.43
    22.25 /85     5.20 /86
```


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The final page(s) of the report lists total dollar amounts and overall employee totals. Use this information in W-2 Statement Balancing.

REPORT DATE 01/31/2018 EARNINGS HISTORY REGISTER FOR 01/01/17 THRU 12/31/17 PAGE 44

CODE	DESCRIPTION	CERTIFIED	NON-CERTIFIED	TOTAL
	REGULAR HOURS	71.25	19,746.50	19,817.75
	OVERTIME HOURS		252.00	252.00
	REGULAR GROSS	6,683,364.48	2,670,700.20	9,354,064.68
	OVERTIME GROSS	7,167.00	14,592.47	21,759.47
	CONTRACT GROSS			
	TOTAL GROSS	6,690,531.48	2,685,292.67	9,375,824.15
	GA TAXABLE GROSS	5,808,330.60	2,370,788.21	8,179,118.81
	FED. TAXABLE GROSS	5,808,330.60	2,370,788.21	8,179,118.81
	PSERS GROSS		522,414.57	522,414.57
	TRS GROSS	6,431,620.55	1,461,405.78	7,893,026.33
	OLDERS GROSS			
	NEWERS GROSS			
	OASDI GROSS	6,327,798.53	2,469,297.62	8,797,096.15
	HI GROSS	6,327,798.53	2,469,297.62	8,797,096.15
	GHI GROSS			
01	EMPLOYEE ANNUITY	112,270.00	13,708.00	125,978.00
02	EMPLOYEE 2ND ANNUITY	21,800.00	200.00	22,000.00
03	FED W/H TAX	589,086.16	119,613.69	708,699.85
04	GA INCOME TAX	272,085.45	67,530.32	339,615.77
08	NONCERTIFIED MERIT		174,963.67	174,963.67
09	CERTIFIED MERIT	272,997.21		272,997.21
16	VENDOR 000012	4,125.68		4,125.68
17	VENDOR 000016	13,044.75	2,631.73	15,676.48
18	COURT W/H	22,200.00	14,820.00	37,020.00
20	COURT W/H	703.80	519.86	1,223.66
36	VENDOR 005347	802.00	241.00	1,043.00
39	COURT W/H		1,936.96	1,936.96
40	VENDOR 003909	875.00		875.00
41	COURT W/H		1,291.30	1,291.30
42	SUPER SHBP		551.68	551.68
44	I-VNDR 005945	1,461.60	1,720.64	3,182.24
45	I-VNDR 005945	5,071.20	1,173.12	6,244.32
46	I-VNDR 005945	1,215.72	150.91	1,366.63
47	I-VNDR 005946	58,188.93	25,327.21	83,516.14
48	I-VNDR 005947	8,185.73	5,086.89	13,272.62
49	VENDOR 005948	200.00	368.00	568.00
50	VENDOR 005949	10,396.35	8,187.36	18,583.71
51	VENDOR 005949	9,126.91	5,103.28	14,230.19
52	VENDOR 005949	5,479.36	2,524.16	8,003.52
53	VENDOR 005949	6,766.82	2,349.84	9,116.66
54	I-VNDR 000110	14,346.56	4,855.28	19,201.84
55	I-VNDR 000110	150.00	3,333.28	3,483.28
56	I-VNDR 005950	616.00	192.00	808.00
57	VENDOR 005951	416.00	728.08	1,144.08
58	VENDOR 005856	1,575.00	1,000.00	2,575.00
59	COURT W/H		616.53	616.53
60	VENDOR 005995	375.00	182.00	557.00
61	VENDOR 004726	76.00	42.00	118.00
81	OLD PSERS		808.00	808.00
80	NEW PSERS		1.650.00	1.650.00
86	HI	91,753.09	35,805.29	127,558.38
87	NON-TAXABLE	362,232.95	212,911.88	575,144.83
	NET	4,386,918.91	1,945,297.52	6,332,216.43
	*** EMPLOYEE COUNTS	209	305	514

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Where appropriate, the final page(s) lists voided payroll checks and voided direct deposits.

REPORT DATE 02/01/2018 EARNINGS HISTORY EXCEPTIONS FOR 01/01/17 THRU 12/31/17 PAGE 1

EMPLOYEE NAME	EMPLOYEE NUMBER	CHECK DATE	TRANS DATE	STATUS	CHECK TYPE
JO4LY, MO4GAN		12/18/15	10/31/17	V	C

The final page(s) of the report summarize <u>non-taxable third party sick pay</u> Earnings History information for applicable employees for the time period specified, followed by total dollar amounts and overall employee totals for non-taxable third party sick pay.

REPORT DATE 02/01/2018 EARNINGS HISTORY REGISTER FOR NON-TAXABLE THIRD PARTY SICK PAY PAGE 2
FOR PAY PERIOD 01/01/17 THRU 12/31/17

EMPLOYEE NAME	EMPLOYEE NUMBER	GROSS
LASSITER, FR5DRICKA	88480	1,234.55

REPORT DATE 02/01/2018 EARNINGS HISTORY REGISTER FOR NON-TAXABLE THIRD PARTY SICK PAY PAGE 3
FOR PAY PERIOD 01/01/17 THRU 12/31/17

CODE	DESCRIPTION	CERTIFIED	NON-CERTIFIED	TOTAL
	REGULAR GROSS	1,234.55		1,234.55
	NET	1,234.55		1,234.55
	*** EMPLOYEE COUNTS	1		1

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The final page(s) of the report summarize taxable third party sick pay Earnings History information for applicable employees for the time period specified, followed by total dollar amounts and overall employee totals for taxable third party sick pay.

```
REPORT DATE 01/31/2018          EARNINGS HISTORY REGISTER FOR TAXABLE THIRD PARTY SICK PAY                    PAGE    46
                                          FOR PAY PERIOD 01/01/17 THRU 12/31/17

EMPLOYEE NAME                 EMP NBR       GROSS     OASDI GR    OASDI AMT       HI GR      HI AMT    STATE AMT  FEDERAL AMT

HY4AN, ED4ARDO                 87821      2,714.30
```

```
REPORT DATE 01/31/2018          EARNINGS HISTORY REGISTER FOR TAXABLE THIRD PARTY SICK PAY                    PAGE    47
                                          FOR PAY PERIOD 01/01/17 THRU 12/31/17

                CODE  DESCRIPTION                    CERTIFIED     NON-CERTIFIED        TOTAL


                      REGULAR GROSS                    2,714.30                     2,714.30
                      FED. TAXABLE GROSS               2,714.30                     2,714.30
                      OASDI GROSS
                      HI GROSS
                 03   FEDERAL TAX
                 04   STATE TAX (GA)
                 85   OASDI
                 86   HI

                      NET                              2,714.30                     2,714.30

                      *** EMPLOYEE COUNTS                     1                            1
```


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In addition to other earnings history information, the Payroll Earnings Register also displays Year-to-Date (YTD) W-2 adjustment information for affected employees. The final page(s) of the report summarize W-2 adjustment Earnings History information for applicable employees for the time period specified, followed by total dollar amounts and overall employee totals for W-2 earnings history adjustments.

```
REPORT DATE 01/31/2018                    EARNINGS HISTORY REGISTER FOR W-2 ADJUSTMENTS                          PAGE    48
                                             FOR PAY PERIOD 01/01/17 THRU 12/31/17

EMP #: 88930       NAME:   AD3M, SA3
    100.00 / 12 6  Bene under small employer health reimburse ar

EMP #: 89624       NAME:   AG9ILERA, DO9OVAN
    111.11 / 01 0  Wages, Tips, Other Compensation                    111.11 / 16 0  State Wages, Tips, and Other Compensation

EMP #: 88306       NAME:   DA2GLE, GL2NN
      1.00 / 01 0  Wages, Tips, Other Compensation                      2.00 / 02 0  Federal Income Tax Withheld
      3.00 / 03 0  Social Security Wages                               18.00 / 08 0  Allocated Tips
     17.00 / 09 0  Advance EIC Payment                                 16.00 / 10 0  Dependent Care Benefits
     15.00 / 11 0  Nonqualified Plans                                   4.00 / 12 1  Designated Roth Contributions to a Section 40
      5.00 / 12 2  Designated Roth Contributions Under 403(b) Sa        6.00 / 12 3  HIRE Exempt Wages and Tips
      7.00 / 12 4  Coverage Cost for Employer-Sponsored Health P        8.00 / 12 5  Designated Roth Contributions to a Section 45
      9.00 / 12 6  Bene under small employer health reimburse ar       10.00 / 14 A  Lease Value of a Vehicle Provided to Employee
     11.00 / 14 B  State Disability Insurance Taxes Withheld           12.00 / 14 C  Union Dues
     13.00 / 16 0  State Wages, Tips, and Other Compensation           14.00 / 17 0  State Income Tax

EMP #: 87483       NAME:   WA3DROP, VA3CE
   5000.00 / 12 4  Coverage Cost for Employer-Sponsored Health P      150.00 / 12 6  Bene under small employer health reimburse ar
```

```
REPORT DATE 01/31/2018                    EARNINGS HISTORY REGISTER FOR W-2 ADJUSTMENTS                          PAGE    49
                                             FOR PAY PERIOD 01/01/17 THRU 12/31/17
```

BOX	ITEM	LABEL	DESCRIPTION	CERTIFIED	NON-CERTIFIED	TOTAL
01	0	Wages	Wages, Tips, Other Compensation	112.11		112.11
02	0	Fed Tax	Federal Income Tax Withheld	2.00		2.00
03	0	SS Wages	Social Security Wages	3.00		3.00
08	0	AllocTip	Allocated Tips	18.00		18.00
09	0	Adv EIC	Advance EIC Payment	17.00		17.00
10	0	Dep Care	Dependent Care Benefits	16.00		16.00
11	0	Nonqual	Nonqualified Plans	15.00		15.00
12	1	AA	Designated Roth Contributions to a Section 401(k)	4.00		4.00
12	2	BB	Designated Roth Contributions Under 403(b) Sal Red	5.00		5.00
12	3	CC	HIRE Exempt Wages and Tips	6.00		6.00
12	4	DD	Coverage Cost for Employer-Sponsored Health Plan	7.00	5,000.00	5,007.00
12	5	EE	Designated Roth Contributions to a Section 457(b)	8.00		8.00
12	6	FF	Bene under small employer health reimburse arrange	9.00	250.00	259.00
14	A	CarLease	Lease Value of a Vehicle Provided to Employee	10.00		10.00
14	B	St Disab	State Disability Insurance Taxes Withheld	11.00		11.00
14	C	Union	Union Dues	12.00		12.00
16	0	StateWgs	State Wages, Tips, and Other Compensation	124.11		124.11
17	0	StateTax	State Income Tax	14.00		14.00
			*** EMPLOYEE COUNTS	2	2	4

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The final page(s) of the report lists total dollar amounts and overall employee totals for regular and third party sick pay. Use this information in W-2 Statement Balancing.

REPORT DATE 01/31/2018 EARNINGS HISTORY REGISTER FOR 01/01/17 THRU 12/31/17 PAGE 50

FINAL TOTALS INCLUDING THIRD PARTY SICK PAY

CODE	DESCRIPTION	CERTIFIED	NON-CERTIFIED	TOTAL
	REGULAR HOURS	71.25	19,746.50	19,817.75
	OVERTIME HOURS		252.00	252.00
	REGULAR GROSS	6,686,078.78	2,670,700.20	9,356,778.98
	OVERTIME GROSS	7,167.00	14,592.47	21,759.47
	CONTRACT GROSS			
	TOTAL GROSS	6,693,245.78	2,685,292.67	9,378,538.45
	GA TAXABLE GROSS	5,811,044.90	2,370,788.21	8,181,833.11
	FED. TAXABLE GROSS	5,811,044.90	2,370,788.21	8,181,833.11
	PSERS GROSS		522,414.57	522,414.57
	TRS GROSS	6,431,620.55	1,461,405.78	7,893,026.33
	OLDERS GROSS			
	NEWERS GROSS			
	OASDI GROSS	6,327,798.53	2,469,297.62	8,797,096.15
	HI GROSS	6,327,798.53	2,469,297.62	8,797,096.15
	GHI GROSS			
01	EMPLOYEE ANNUITY	112,270.00	13,708.00	125,978.00
02	EMPLOYEE 2ND ANNUITY	21,800.00	200.00	22,000.00
03	FED W/H TAX	589,086.16	119,613.69	708,699.85
04	GA INCOME TAX	272,085.45	67,530.32	339,615.77
08	NONCERTIFIED MERIT		174,963.67	174,963.67
09	CERTIFIED MERIT	272,997.21		272,997.21
16	VENDOR 000012	4,125.68		4,125.68
17	VENDOR 000016	13,044.75	2,631.73	15,676.48
18	COURT W/H	22,200.00	14,820.00	37,020.00
20	COURT W/H	703.80	519.86	1,223.66
36	VENDOR 005347	802.00	241.00	1,043.00
39	COURT W/H		1,936.96	1,936.96
40	VENDOR 003909	875.00		875.00
41	COURT W/H		1,291.30	1,291.30
42	SUPER SHBP		551.68	551.68
44	I-VNDR 005945	1,461.60	1,720.64	3,182.24
45	I-VNDR 005945	5,071.20	1,173.12	6,244.32
46	I-VNDR 005945	1,215.72	150.91	1,366.63
47	I-VNDR 005946	58,188.93	25,327.21	83,516.14
48	I-VNDR 005947	8,185.73	5,086.89	13,272.62
49	VENDOR 005948	200.00	368.00	568.00
50	VENDOR 005949	10,396.35	8,187.36	18,583.71
51	VENDOR 005949	9,126.91	5,103.28	14,230.19
52	VENDOR 005949	5,479.36	2,524.16	8,003.52
53	VENDOR 005949	6,766.82	2,349.84	9,116.66
54	I-VNDR 000110	14,346.56	4,855.28	19,201.84
55	I-VNDR 000110	150.00	3,333.28	3,483.28
56	I-VNDR 005950	616.00	192.00	808.00
57	VENDOR 005951	416.00	728.08	1,144.08
58	VENDOR 005856	1,575.00	1,000.00	2,575.00
59	COURT W/H		616.53	616.53
60	VENDOR 005995	375.00	182.00	557.00
61	VENDOR 004726	76.00	42.00	118.00
81	OLD PSERS		808.00	808.00
80	NEW PSERS		1,650.00	1,650.00
82	TRS	385,897.93	87,684.58	473,582.51
85	OASDI	392,324.32	153,098.49	545,422.81
86	HI	91,753.09	35,805.29	127,558.38
87	NON-TAXABLE	362,232.95	212,911.88	575,144.83
	NET	4,389,633.21	1,945,297.52	6,334,930.73
	*** EMPLOYEE COUNTS	210	305	515

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A2. Earnings History Register Error Report – Example

All employees with FICA warning messages are extracted to a separate error report.

```
REPORT DATE 04/15/2010                    EARNINGS HISTORY REGISTER FOR 01/01/10 THRU 12/31/10                    PAGE     1
                                                          ERROR REPORT

  REG. HR.    OVT. HR.   REG. GR.    OVT GR.      GROSS     CONTRACT     PENS GR.   OASDI GR.      HI GR.     GHI GR.     NET

EMP #: 88266       NAME:   AG7E, EV7RETTE                  CLASS: 22                                        GA EXEMPT   1,000.00
                         3,874.03                3,874.03                2,874.03    2,435.43    2,435.43      650.88    2,918.01
   28.74 /01       .82 /03    54.57 /04   657.90 /08     5.01 /10    87.96 /26     8.00 /81    91.60 /85    21.42 /86   438.60 /87
                            **** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****

EMP #: 88870       NAME:   TH3BODEAUX, MV3RAY              CLASS: 22                          MEDICARE ONLY  GA EXEMPT   1,430.92
                         6,024.92                6,024.92                6,250.85                5,982.62 M    650.88    4,470.99
  301.24 /01   493.91 /03   255.53 /04    56.40 /08     6.68 /10   126.16 /26   249.09 /82    64.92 /86    42.30 /87
                            **** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****

AG7E, EV7RETTE                     88266      7,777.77     7,777.77        50.00     7,777.77        50.00        25.00        55.55
          **** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS FOR TAXABLE THIRD PARTY SICK PAY ****
```


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Procedure B: W-2 Statement Balancing

Year-to-date (YTD) earnings history information must be printed and verified against the *Employer Copy* of the W-2s before the *Employee Copy* of the W-2s are printed. *Procedure A: Printing a Year-to-Date (YTD) Summary by Employee Earnings Register* provides the instructions to print the YTD earnings history information.

The final page of the *Earnings Register* prints deduction totals. The following provides additional information regarding these deduction totals:

- The Federal tax total should equal the federal quarterly report totals.
- The Teacher Retirement System (TRS) total should equal the total withheld for the calendar year.
- The Federal and State income taxes, Old Age Survivors Disability Insurance (OASDI) tax, OASDI gross, Medicare Health Insurance (HI) tax, HI gross, imputed income, annuities, dependent child care, fringe benefits, Advanced Earned Income Credit (AEIC), non-taxable benefits (Cafeteria Plan), and Non-qualified Plan 457 totals are the <u>same</u> totals reported on W-2s.

If these totals are incorrect, the error must be determined and corrected, and the appropriate procedure repeated before the *Employee Copy* of the W-2s are printed and the *W2Report* file(s) are submitted for processing. Also ensure that the control totals compared to the *Earnings History Register* results are accurate.

B1. Payroll Tax Calculation of Special Deductions

The following table provides deduction type information that should be included in wage reporting for federal, state, and/or FICA/Medicare:

Tax Type	Federal	State	FICA/Medicare
Annuities (Deduction Codes "01" & "02" and additional deduction codes as defined on the *Annuity Deduction Control Record*.)	N	N	Y
TRS Withheld	N	N	Y
ERS (Old and New) - *Effective 01/01/2008*	Y	Y	Y
PSERS (Old and New)	Y	Y	Y
Non-Taxable (Deduction Type "I")	N	N	N
Fringe Benefits (Deduction Code “00”)	Y	Y	Y
Imputed Income (Deduction Type "F")	Y	Y	Y
Non-Qualified Plan 457 (Deduction Code “07”)	Y	Y	Y

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B2. W-2 Statement Calculations

The following table provides the information required to compare the W-2 statements to the YTD earnings history. Ensure that the amounts listed in the table balance.

W-2 Box Number & Name	Derived From Employees' YTD Earnings History Report Fields
1 - Wages, tips, other compensation	Total Gross + Fringe Benefit + Imputed Income – Annuities – TRS Amount Withheld from Employee + 457 Non-qualified Plans – Non-Taxable Deductions + Taxable Third Party Sick Pay. Plus earnings history W-2 adjustments for Box 1.
2 – Federal Income Tax Withheld	Federal tax. Plus earnings history W-2 adjustment for Box 2.
3 - Social Security Wages	OASDI Wages. Plus earnings history W-2 adjustment for Box 3.
4 - Social Security Tax Withheld	4.20% of OASDI Gross wages up to $106,800.00. Plus earnings history W-2 adjustment for Box 4.
5 - Medicare Wages	Medicare Health Insurance Gross. Plus earnings history W-2 adjustment for Box 5.
6 - Medicare Tax Withheld	1.45% of Medicare Health Insurance Gross. Plus earnings history W-2 adjustment for Box 6.
7 – Social Security Tips	Earnings history W-2 adjustment for Box 7.
8 – Allocated Tips	Earnings history W-2 adjustment for Box 8.
9 – Reserved for future use	Reserved for future use.
10 - Dependent Care Benefits	**Dependent Child Care Assistance** deduction entered on the W-2 extract screen. Plus earnings history W-2 adjustment for Box 10.
11 – Non-Qualified Plans	* Section 457 Deferred Compensation Plan Distributions (Deduction 07). Plus earnings history W-2 adjustment for Box 11.
12 AA – Designated Roth contributions to a section 401(k) plan	**Roth IRAs to a 401(k)** deductions entered on the W-2 extract screen. Plus earnings history W-2 adjustment for Box 12, Item 1. *Note: An amount reported in Box 12, Item AA causes the Box 13 Retirement Plan box to be checked.*
12 BB – Designated Roth contributions under a section 403(b) salary reduction agreement	**Roth IRAs to a 403(b)** deductions entered on the W-2 extract screen. Plus earnings history W-2 adjustment for Box 12, Item 2. *Note: An amount reported in Box 12, Item BB causes the Box 13 Retirement Plan box to be checked.*

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W-2 Box Number & Name	Derived From Employees' YTD Earnings History Report Fields
12 CC – HIRE Exempt Wages and Tips	Earnings history W-2 adjustment for Box 12, Item 3.
12 DD – Cost of Employer Sponsored Health Plan	The employee and employer amounts paid for SHBP deductions. Plus **Other health deductions** entered on the W-2 extract screen. Plus earnings history W-2 adjustment for Box 12, Item 4.
12 EE – Designated Roth contributions under a section 457(b) salary reduction agreement	**Roth IRAs to a 457(b)** deductions entered on the W-2 extract screen. Plus earnings history W-2 adjustment for Box 12, Item 5. *Note: An amount reported in Box 12, Item EE causes the Box 13 Retirement Plan box to be checked.*
12 FF – Total amount of permitted benefits under a qualified small employer health reimbursement arrangement (QSEHRA)	Earnings history W-2 adjustment for Box 12, Item 6.
12 GG – Income from qualified equity grants under section 83(i)	Earnings history W-2 adjustment for Box 12, Item 7.
12 HH – Aggregate deferrals under section 83(i) elections as of the close of the calendar year	Earnings history W-2 adjustment for Box 12, Item 8.
12 A – Uncollected social security tax on tips	Earnings history W-2 adjustment for Box 12, Item A.
12 B – Uncollected Medicare tax on tips	Earnings history W-2 adjustment for Box 12, Item B.
12 C – Imputed Income	**Imputed Income Plus earnings history W-2 adjustment for Box 12, Item C.
12 D – 401(k)	Annuity for type 'D' Plus earnings history W-2 adjustment for Box 12, Item D. *Note: An amount reported in Box 12, Item D causes the Box 13 Retirement Plan box to be checked.*
12 E – 403(b)	Annuity for type 'E' Plus earnings history W-2 adjustment for Box 12, Item E. *Note: An amount reported in Box 12, Item E causes the Box 13 Retirement Plan box to be checked.*

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W-2 Box Number & Name	Derived From Employees' YTD Earnings History Report Fields
12 F – 408(k)(6)	Annuity for type 'F' Plus earnings history W-2 adjustment for Box 12, Item F. *Note: An amount reported in Box 12, Item F causes the Box 13 Retirement Plan box to be checked.*
12 G – 457(b)	Annuity for type 'G' Plus earnings history W-2 adjustment for Box 12, Item G.
12 H – 501(c)	Annuity for type 'H' Plus earnings history W-2 adjustment for Box 12, Item H. *Note: An amount reported in Box 12, Item H causes the Box 13 Retirement Plan box to be checked.*
12 J – Nontaxable Sick Pay	Nontaxable third party sick pay from an earning history record type 'N'. Plus earnings history W-2 adjustment for Box 12, Item J.
12 K – 20% Excise Tax on Golden Parachute Payments	Earnings history W-2 adjustment for Box 12, Item K.
12 L – Substantiated employee business expense reimbursements	Earnings history W-2 adjustment for Box 12, Item L.
12 M – Uncollected social security tax on imputed income	Earnings history W-2 adjustment for Box 12, Item M.
12 N – Uncollected Medicare tax on imputed income	Earnings history W-2 adjustment for Box 12, Item N.
12 P – Excludable Moving Expense	Earnings history W-2 adjustment for Box 12, Item P.
12 Q – Nontaxable combat pay	Earnings history W-2 adjustment for Box 12, Item Q.
12 R – Employer contributions to an Archer MSA	Earnings history W-2 adjustment for Box 12, Item R
12 S – 408(p) SIMPLE	Earnings history W-2 adjustment for Box 12, Item S. *Note: An amount reported in Box 12, Item S causes the Box 13 Retirement Plan box to be checked.*
12 T – Adoption Benefits	Earnings history W-2 adjustment for Box 12, Item T.
12 V – Stock Options	Earnings history W-2 adjustment for Box 12, Item V.
12 W – Health Savings Account (HSA)	Earnings history W-2 adjustment for Box 12, Item W.

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W-2 Box Number & Name	Derived From Employees' YTD Earnings History Report Fields
12 Y – Deferrals 409A Nonqualified	Earnings history W-2 adjustment for Box 12, Item Y.
12 Z – Income 409A Nonqualified	Earnings history W-2 adjustment for Box 12, Item Z.
13 – Statutory Employee Check Box	Not checked.
13 – Retirement Plan Check Box	Checked if the employee participates in PSERS, TRS, old ERS, or new ERS. Checked if the annuity company for deduction 01 or 02 is flagged as a 'Mandatory Annuity'. Checked if an amount is reported in Box 12 for any of the following: D – 401(k) E – 403(b) F – 408(k)(6) S – 408(p) SIMPLE H – 501(c) AA – Roth 401(k) BB – Roth 403(b) EE – Roth 457(b)
13 – Third Party Sick Pay Check Box	Checked if an earnings history adjustment type 'N' record has gross wages. A type 'N' earnings history record represents nontaxable sick pay. Checked if an earnings history adjustment type 'T' record has gross wages. A type 'T' earnings history record represents taxable sick pay.
14 – Other	Earnings history W-2 adjustments for any Box 14 item will be accumulated and printed under each individual item heading. Box 14 amounts are defined at the discretion of the user.
16 – State wages, tips, etc	Total Gross + Fringe Benefits + Imputed Income – Annuities – Non-taxable Deductions – TRS Amount Withheld from Employee + 457 Non-qualified Plans – Non-taxable Deductions + Taxable Third Party Sick Pay. Plus earnings history W-2 adjustments for Box 16. **A Georgia marital status of '8' will cause all wages to be exempt from reporting for Georgia state wages**, and will cause zero Georgia tax to be withheld from the employee's paycheck. The *Department of Labor Quarterly Payroll Report and Wages Data File*, and the W-2 forms will both treat any wages on the Earnings History records with a Georgia marital status of '8' as exempt wages, and these wages will not be included in these tax reports.

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W-2 Box Number & Name	Derived From Employees' YTD Earnings History Report Fields
17 – State Income Tax	State income tax. Plus earnings history W-2 adjustment for Box 17.
** Identifies the Non-Qualified Plan 457 distribution's total. Do not process these distributions through the normal Payroll Run. The distribution should be entered through Earnings' History as a negative (-) deduction amount to Deduction Code 07. The distributions will appear as a positive (+) amount in Box 11 of the printed W-2s.* *** Box 12 may contain up to four lines per W-2. When necessary, additional W-2 forms will be printed per employee for overflow Box 12 amounts.* **** Box 14 may contain up to three lines per W-2. When necessary, additional W-2 forms will be printed per employee for overflow Box 14 amounts.*	

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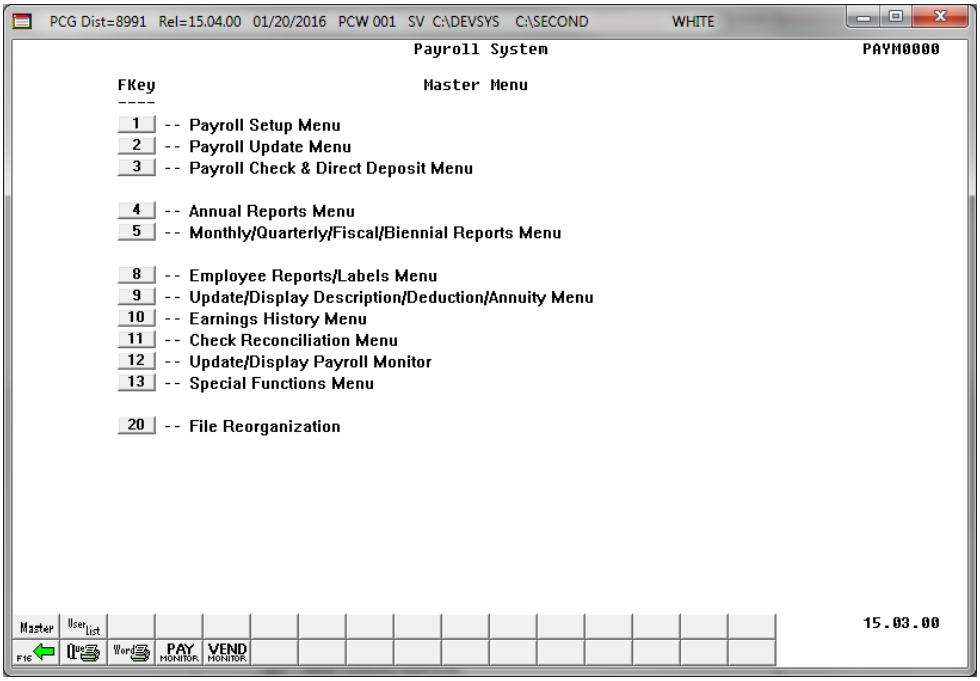
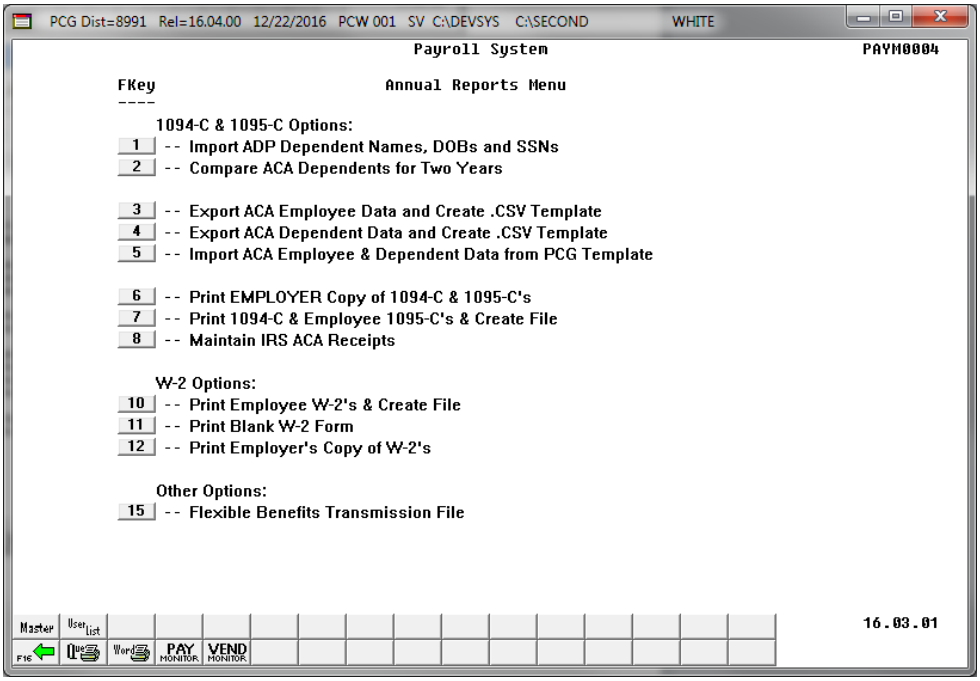
Procedure C: Print Employer Copy of W-2's

C1. Processing Employer Copy of the W-2 Statements



Step	Action
1	Select 4 (**F4** - Annual Reports Menu).

The following screen displays:



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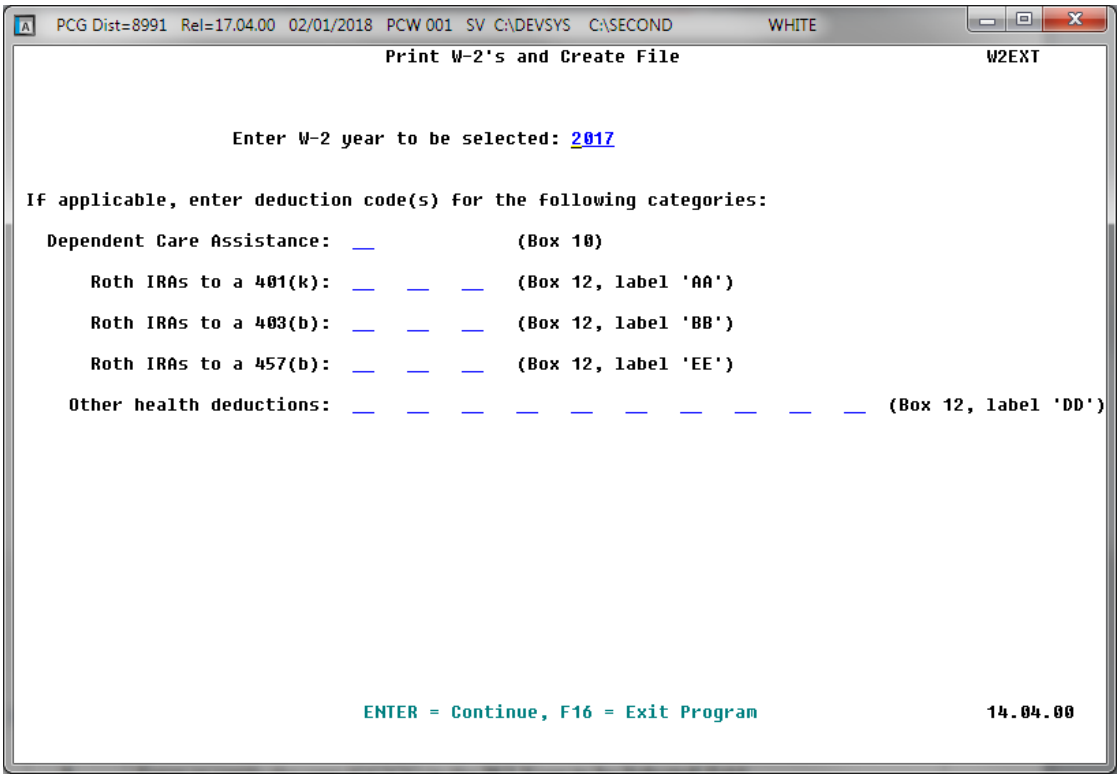
Step	Action
2	Select 12 (**F12** - Print Employer's Copy of W-2's).

The following screen displays:



Step	Action
3	Enter or verify the year (CCYY) in the **W2 Year to be Selected** field. *Based on the field's entry, PCGenesis will print the corresponding forms for the calendar year entered.*
4	If the school district/system has a **Dependent Care Plan**: Enter or select the drop-down selection icon in the deduction code in the **Dependent Care Assistance** field. The deduction amount will be reported in Box 10 of the W-2.
5	If the school district/system has a **Roth IRA under a 401(k) Plan**: Enter or select the drop-down selection icon in the **Roth IRAs to a 401(k)** deduction code field(s). The deduction amounts will be accumulated and reported in Box 12 of the W-2 with a label of 'AA'.
6	If the school district/system has a **Roth IRA under a 403(b) Plan**: Enter or select the drop-down selection icon in the **Roth IRAs to a 403(b)** deduction code field(s). The deduction amounts will be accumulated and reported in Box 12 of the W-2 with a label of 'BB'.

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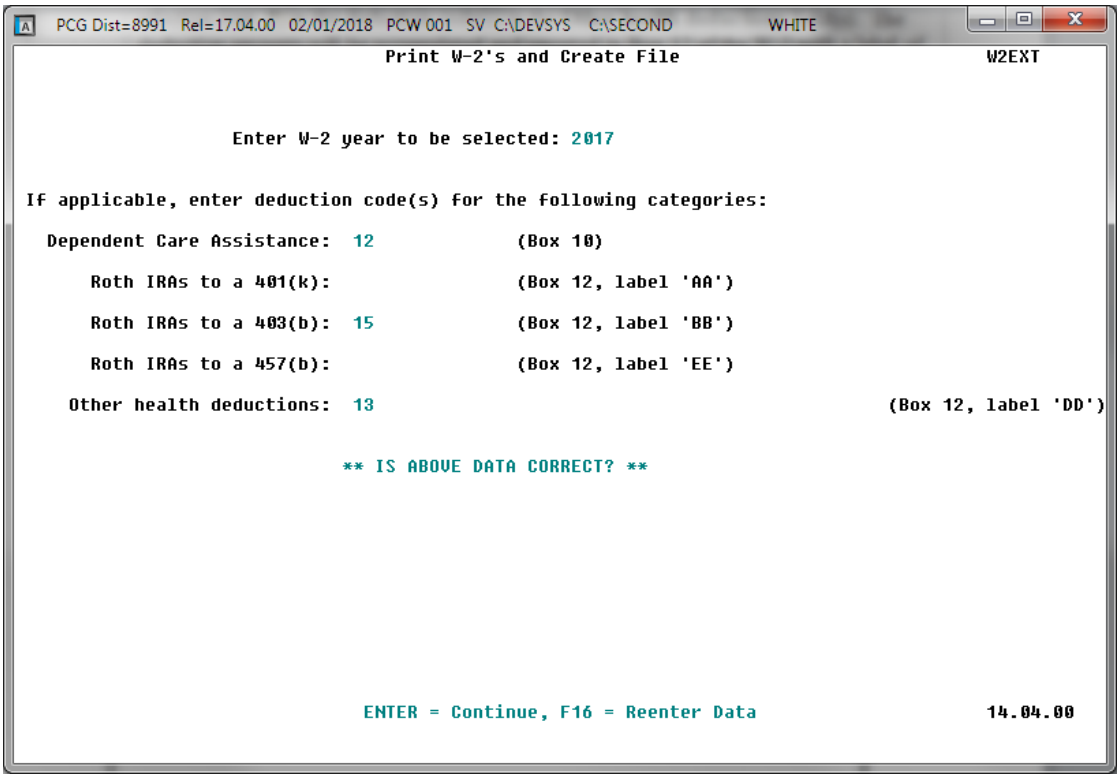
Step	Action
7	If the school district/system has a **Roth IRA under a 457(b) Plan**: Enter or select the drop-down selection icon in the **Roth IRAs to a 457(b)** deduction code field(s). The deduction amounts will be accumulated and reported in Box 12 of the W-2 with a label of 'EE'.
8	If the school district/system has **Other health deductions**: Enter or select the drop-down selection icon in the deduction code(s) in the **Other health deductions** field(s). The deduction amounts will be accumulated and reported in Box 12 of the W-2 with a label of 'DD'. The amounts for the other healthcare deductions will be added to the SHBP deduction amounts which PCGenesis automatically includes. Box 12, label 'DD' reports major medical (SHBP deductions). Label 'DD' should also include other medical insurance amounts such as hospital indemnity or specified illness (e.g. cancer, heart, etc.). Optional costs to include in label 'DD' include dental or vision plans. The Cost of Employer-Sponsored Health Coverage should include both the employer and employee paid portions of the cost, is informational only, and is NOT taxed.
9	Select **Enter** (Continue).

The following screen displays:



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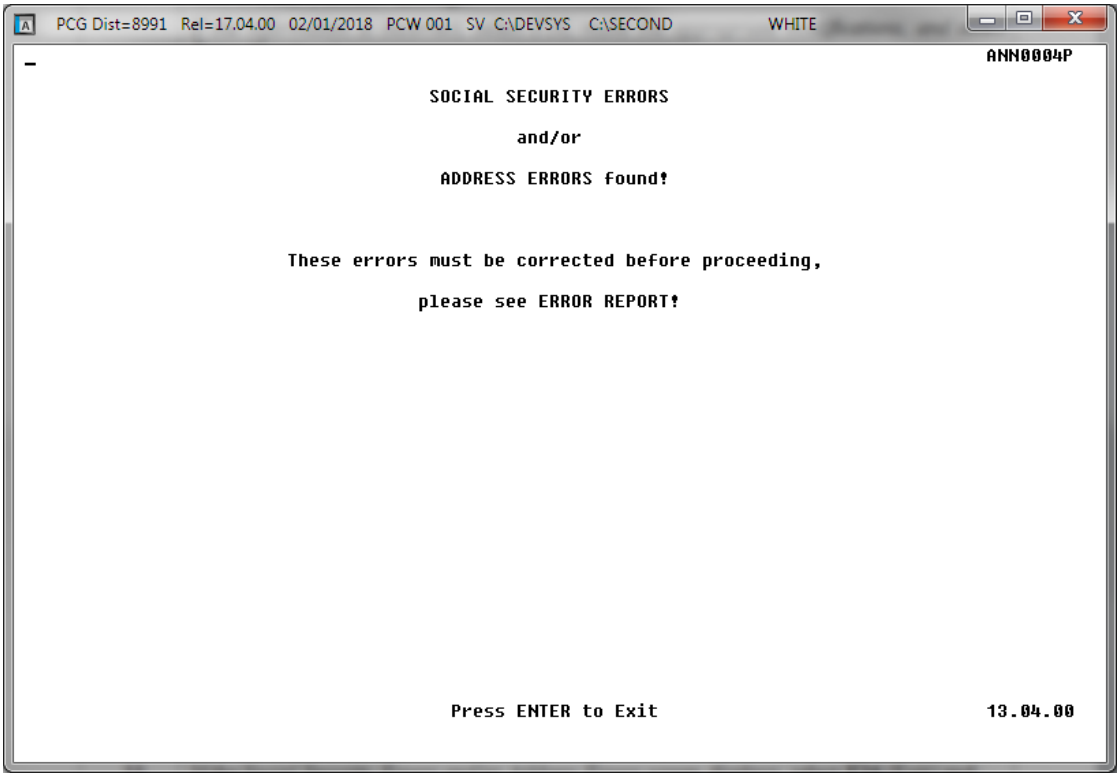
Step	Action
10	Verify the screen's entries are correct, and select **Enter** (Continue) in response to the **Is Above Data Correct?** message. *If the information is incorrect, select F16, make the appropriate modifications, and select Enter (Continue).* *"Processing W2/SS Extract" briefly displays. "Processing W2/SS Merge" also displays where appropriate.*

If errors exist in the W-2 data, the following screen displays:



Step	Action
11	If the *Social Security Errors and/or Address Errors* screen displays, select **F16** (Exit) and access the Uqueue Print Manager to print the error report. Print the *Social Security Duplicate / Address Error Report and Merged Records Report*, and review the W-2 errors. Where applicable, add an earnings history record to correct errors. After making the appropriate modifications, repeat this procedure beginning at *Step 1*. Select **Enter** (Continue) in order to continue printing the employer W-2's.

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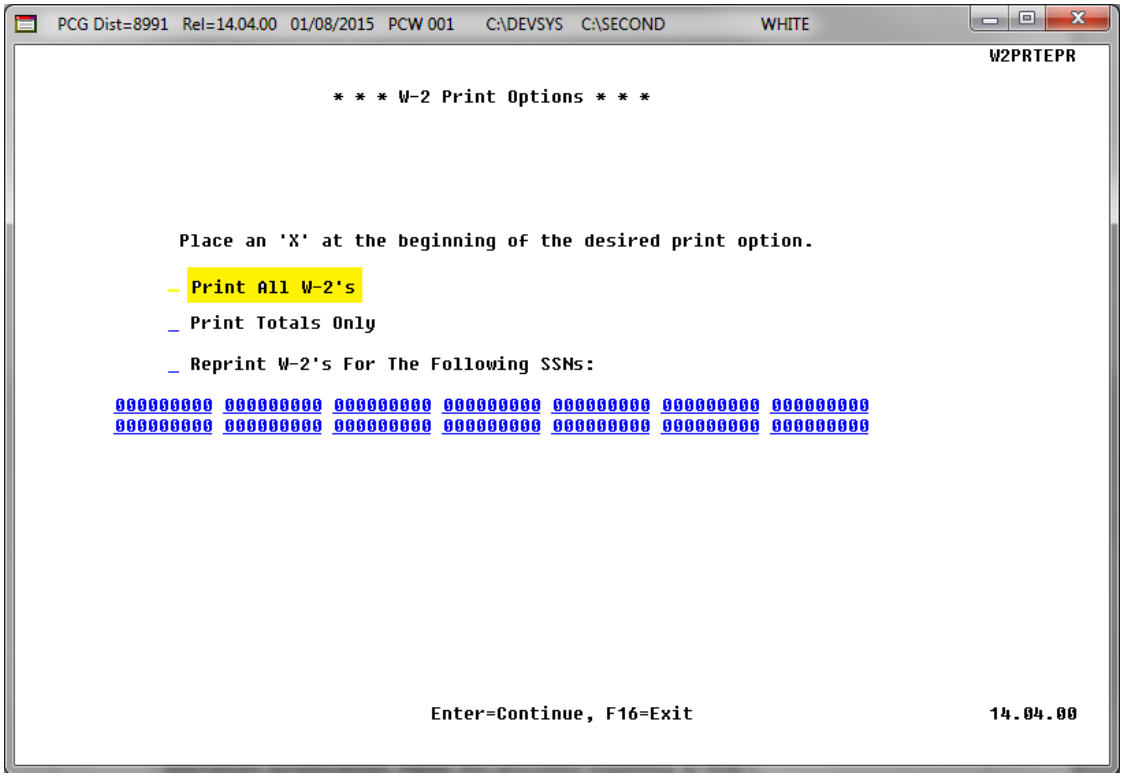
If there are no errors in the W-2 data, the following screen displays:



Step	Action
12	**<u>To print all W-2's</u>**: Enter **X** in the **Print All W2s** field.
13	**<u>To print W-2 Totals Only</u>**: Enter **X** in the **Print Totals Only** field. *When this option is selected, only the grand totals for the W-2 statements will print, including the Totals for Regular W-2's, the Totals for Medicare Only W-2's, and the Totals for All W-2's.*
14	**<u>To reprint individual employees' W-2 statements</u>**: Enter **X** in the **Reprint W-2's for the Following SSNs** field. Enter the appropriate **Social Security Numbers** (SSN's) in the adjacent fields. *PCGenesis prints up to fourteen individual W-2's at a time.*
15	Select **Enter** (continue).

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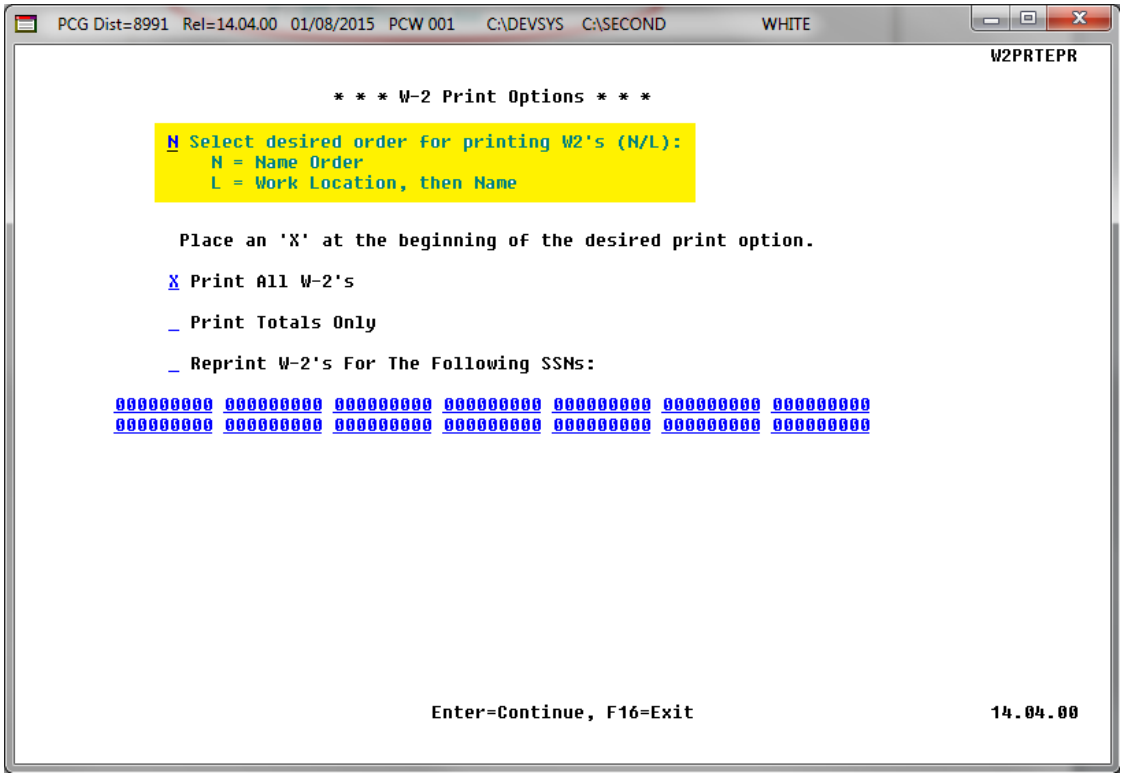
The following screen displays:



Step	Action
16	**<u>Select the desired print sequence</u>:** Enter **N** (Name order) or **L** (Work Location, then Name) in the **Select desired order for printing W2's** (**N/L**) field, and select **Enter** (continue). *"** Creating W2 Printfile **" briefly displays.*

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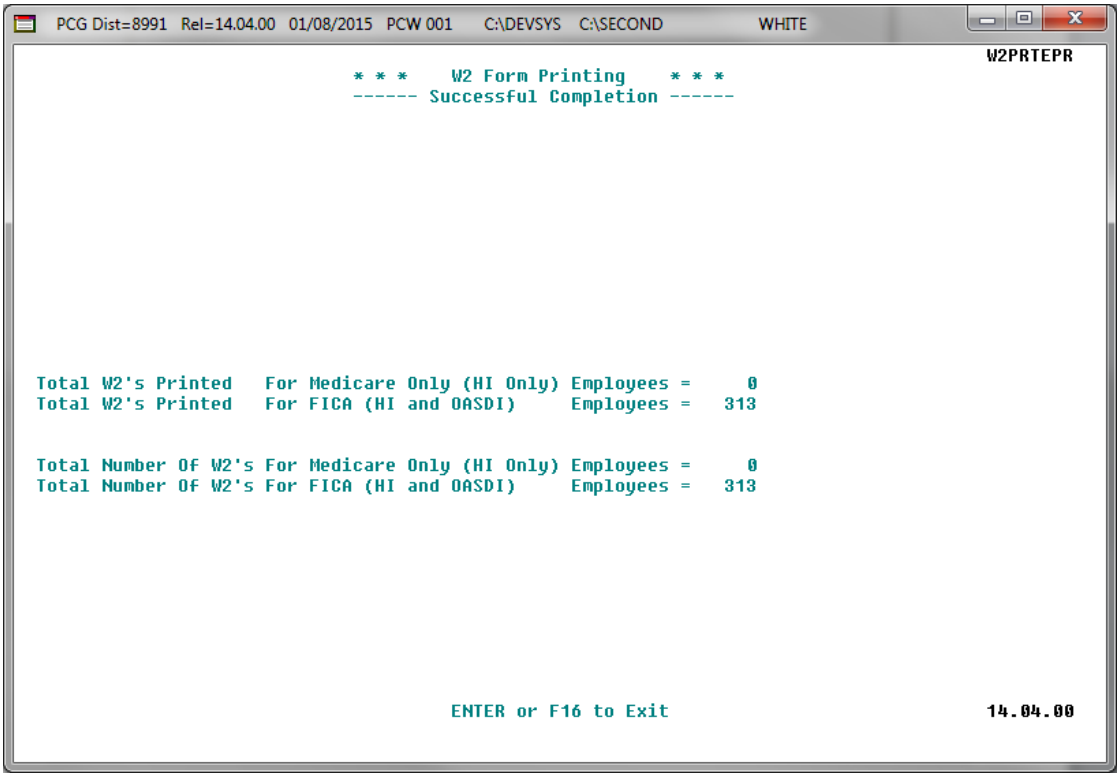
The following screen displays:



Step	Action
17	To verify employee information including total dollar amounts, the *Employer Copy of the W-2s Report* should be printed at least once on plain paper before the employee copy of the W-2s are printed. Keep the plain paper copy of the W-2s for reference.
18	Screen-print the *Successful Completion* screen to compare the indicated totals to the number of W-2s printed.
19	Select **Enter**.

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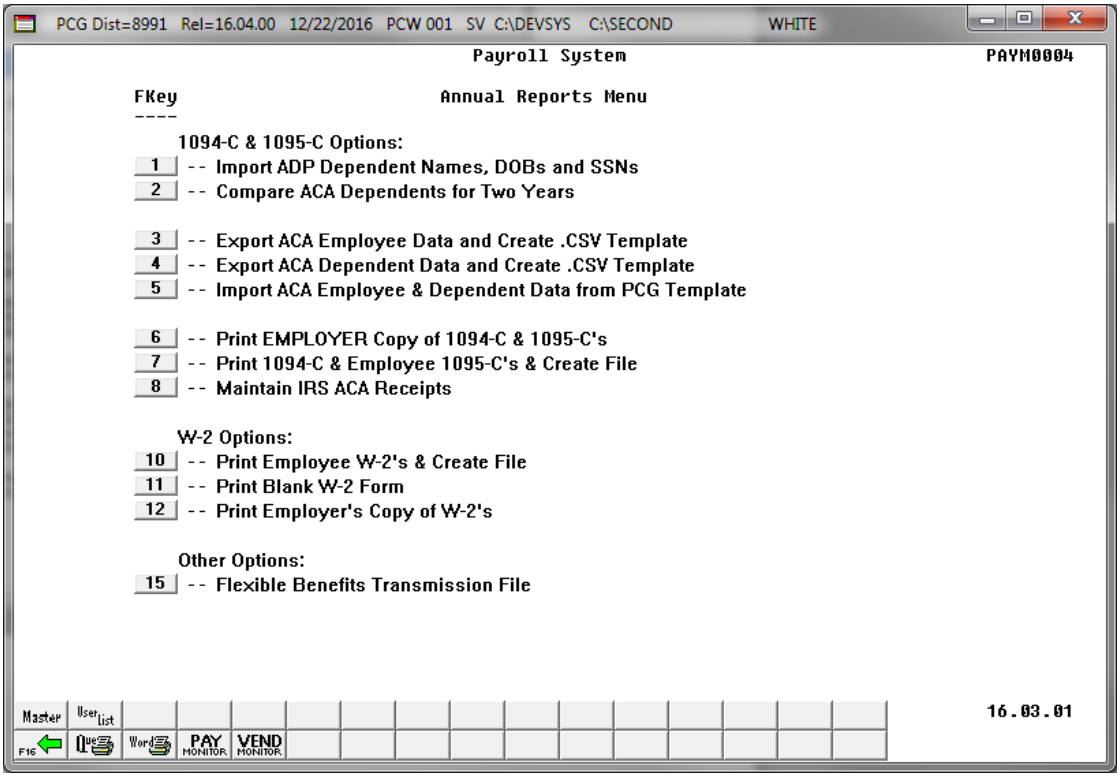
The following screen displays:



Step	Action
20	Select F16 (**F16** -Exit) to return to the *Payroll System Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*
21	**To print the report via the Uqueue Print Manager:** Select Que (**Uqueue**). **To print the report via Microsoft® Word:** Select Word (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide*, *User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.

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C2. Employer W-2 Reports - Samples

C2.1. Social Security Duplicate/Address Error Report and Merged Records – Example

Note the following error example:

EMPLOYEE 87276 TO2LIVER, BO2G L. AND EMPLOYEE 87277 TO2LIVER, BO2G HAVE THE SAME SS # 999-08-7277

The above error typically indicates a spelling difference in the first, middle, or last name fields on the employee record for the merged employee ids. In the example above, employee id 87276 has a middle initial ***L.*** *and employee id 87277 does not have a middle name field. In many cases an error may be caused because one record may have a period after the initial (****L.****) and the other record may not (****L****); this will be a fatal error when producing W-2 forms.*

```
DATE RUN: 02/01/2018                SOCIAL SECURITY DUPLICATE / ADDRESS ERROR REPORT AND MERGED RECORDS          PAGE     1


EMPLOYEE 87276 TO2LIVER, BO2G L.            AND EMPLOYEE87277 TO2LIVER, BO2G              HAVE THE SAME SS # 999-08-7277
Merge Occurred for Employee -  87591 - GA4IN, TA4DY                With Employee - 87590
Merge Occurred for Employee -  87662 - BR5THERS, AL5YNA            With Employee - 87661
Merge Occurred for Employee -  87674 - ST3PP, FR3DRIC              With Employee - 87673
Merge Occurred for Employee -  87735 - SH5LLEY, JA5IKA             With Employee - 87734
Merge Occurred for Employee -  88145 - WI5LETT, AL5A               With Employee - 88144
Merge Occurred for Employee -  88190 - DE6SON, RE6AY               With Employee - 88189
Merge Occurred for Employee -  88219 - BA6RIOS, ZA6HERY            With Employee - 88218
Merge Occurred for Employee -  88276 - WI4LOUGHBY, CI4DERELLA      With Employee - 88275
Employee  88306 - DA2GLE, GL2NN                 will print  2 W-2 forms because of Box 12 and/or Box 14 overflow
Employee 88306 DA2GLE, GL2NN                          OASDI gross+tips > HI gr    38333.28
Merge Occurred for Employee -  88331 - SM5LLS, WE5DON              With Employee - 88330
Merge Occurred for Employee -  89348 - WI6LEY, DA6EN               With Employee - 89347
Merge Occurred for Employee -  89425 - MA4HADO, BA4                With Employee - 89424
Merge Occurred for Employee -  89619 - CO5TURE, RI5EY              With Employee - 89618
```


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C2.2. W-2 Statement (Employer Copy) – Example

```
SMITH CITY BOARD OF EDUCATION   EMPLOYER COPY OF 2012 W2 INFORMATION   PAGE 0001
Run Date/Time: 12/12/2012  08:26
-------------------------------------------------------------------------------
     ET3AN AB3EU                        SSN: 999-08-8942
     2072 MAIN STREET
     SMITH, GA 33333

EMP NUM: 88942  LOC: 0101   WAGES:   21812.20   FED TAX WITH:       627.88
                   SOC SEC WAGES:   23406.07  FICA WITHHELD:      1008.03
                 MEDICARE WAGES:   23406.07   MEDICARE TAX:       339.38
 SS TIPS:        .00   ALLOC TIPS:        .00    ADVANCE EIC:         .00
DEP CARE:     123.45 NON QUAL PLN:        .00         BOX 12: AA    100.00
 BOX  12: DD    8031.03    BOX 12:                   BOX 12:
STATUTORY EMP:     PENSION: X    3RD PRTY SICK PAY:
EIN: 58-6000202     STATE ID: GA 1443840FX       STATE WAGES:     21812.20
                  STATE TAX WITH:     982.08       LOCALITY:
                     LOCAL WAGES:        .00      LOCAL TAX:          .00

-------------------------------------------------------------------------------
     LI4LIAM AB4EY                      SSN: 999-08-9093
     1920 MAIN STREET
     SMITH, GA 33333

EMP NUM: 89093  LOC: 0302   WAGES:    9896.05   FED TAX WITH:       462.71
                   SOC SEC WAGES:   10489.64  FICA WITHHELD:       440.53
                 MEDICARE WAGES:   10489.64   MEDICARE TAX:       152.11
 SS TIPS:        .00   ALLOC TIPS:        .00    ADVANCE EIC:         .00
DEP CARE:        .00 NON QUAL PLN:        .00         BOX 12: DD   5449.92
STATUTORY EMP:     PENSION: X    3RD PRTY SICK PAY:
EIN: 58-6000202     STATE ID: GA 1443840FX       STATE WAGES:      9896.05
                  STATE TAX WITH:     315.58       LOCALITY:
                     LOCAL WAGES:        .00      LOCAL TAX:          .00

-------------------------------------------------------------------------------
     MO9AMMED AC9ER                     SSN: 999-08-9320
     1689 MAIN STREET
     SMITH, GA 33333

EMP NUM: 89320  LOC: 0302   WAGES:    9165.16   FED TAX WITH:       519.98
                   SOC SEC WAGES:    9730.68  FICA WITHHELD:       408.68
                 MEDICARE WAGES:    9730.68   MEDICARE TAX:       141.08
 SS TIPS:        .00   ALLOC TIPS:        .00    ADVANCE EIC:         .00
DEP CARE:        .00 NON QUAL PLN:        .00         BOX 12: DD   1027.17
STATUTORY EMP:     PENSION: X    3RD PRTY SICK PAY:
EIN: 58-6000202     STATE ID: GA 1443840FX       STATE WAGES:      9165.16
                  STATE TAX WITH:     223.28       LOCALITY:
                     LOCAL WAGES:        .00      LOCAL TAX:          .00
```

The final pages of the report prints the grand totals for the regular W-2s, the grand totals for the Medicare-Only W-2s, and the grand totals for all W-2s. These totals should be balanced against the

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Year-to-Date Earnings Register's results before printing the employees' copies of the W-2s.

```
SMITH CITY BOARD OF EDUCATION   EMPLOYER COPY OF 2012 W2 INFORMATION   PAGE 0131
Run Date/Time: 12/12/2012  08:26

*** TOTALS FOR REGULAR W2'S ***
-------------------------------------------------------------------------------
                                    SSN: 000 00 0000


EMP NUM: 00000  LOC: 0000   WAGES: 6422731.76   FED TAX WITH:    584827.97
                   SOC SEC WAGES: 6877756.22  FICA WITHHELD:    288891.21
                  MEDICARE WAGES: 6877756.22   MEDICARE TAX:     99728.41
 SS TIPS:        .00   ALLOC TIPS:        .00    ADVANCE EIC:         .00
DEP CARE:   29370.33 NON QUAL PLN:        .00         BOX 12: AA  10350.00
 BOX  12: DD 1441332.41    BOX 12: E   80477.00       BOX 12:
STATUATORY EMP:     PENSION:      3RD PRTY SICK PAY:
EIN: 58-6000202     STATE ID:    1443840FX       STATE WAGES:   6422731.76
                  STATE TAX WITH:  283765.10       LOCALITY:
                     LOCAL WAGES:        .00      LOCAL TAX:          .00

*** TOTALS FOR MEDICARE ONLY W2'S ***
-------------------------------------------------------------------------------
                                    SSN: 000 00 0000


EMP NUM: 00000  LOC: 0000   WAGES:    1200.00   FED TAX WITH:       120.00
                   SOC SEC WAGES:        .00  FICA WITHHELD:          .00
                  MEDICARE WAGES:    1200.00   MEDICARE TAX:        17.40
 SS TIPS:        .00   ALLOC TIPS:        .00    ADVANCE EIC:         .00
DEP CARE:        .00 NON QUAL PLN:        .00         BOX 12:
STATUATORY EMP:     PENSION:      3RD PRTY SICK PAY:
EIN: 58-6000202     STATE ID:    1443840FX       STATE WAGES:      1200.00
                  STATE TAX WITH:      60.00       LOCALITY:
                     LOCAL WAGES:        .00      LOCAL TAX:          .00
```

```
SMITH CITY BOARD OF EDUCATION   EMPLOYER COPY OF 2012 W2 INFORMATION   PAGE 0132
Run Date/Time: 12/12/2012  08:26

*** TOTALS FOR ALL W2'S ***
-------------------------------------------------------------------------------
                                    SSN: 000 00 0000


EMP NUM: 00000  LOC: 0000   WAGES: 6423931.76   FED TAX WITH:    584947.97
                   SOC SEC WAGES: 6877756.22  FICA WITHHELD:    288891.21
                  MEDICARE WAGES: 6878956.22   MEDICARE TAX:     99745.81
 SS TIPS:        .00   ALLOC TIPS:        .00    ADVANCE EIC:         .00
DEP CARE:   29370.33 NON QUAL PLN:        .00         BOX 12: AA  10350.00
 BOX  12: DD 1441332.41    BOX 12: E   80477.00       BOX 12:
STATUATORY EMP:     PENSION:      3RD PRTY SICK PAY:
EIN: 58-6000202     STATE ID:    1443840FX       STATE WAGES:   6423931.76
                  STATE TAX WITH:  283825.10       LOCALITY:
                     LOCAL WAGES:        .00      LOCAL TAX:          .00
```


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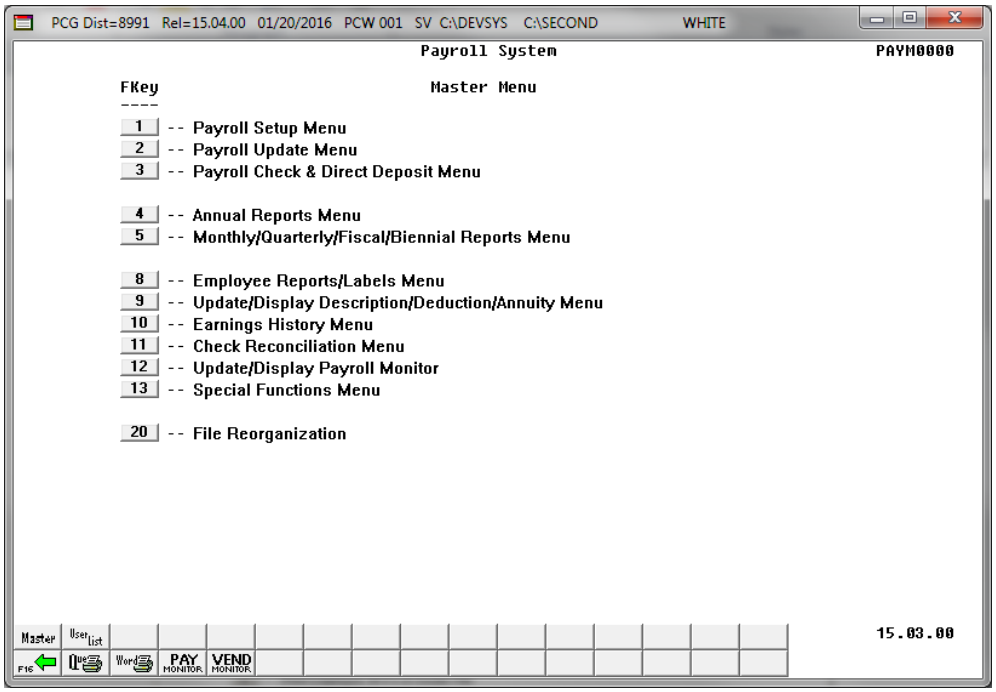
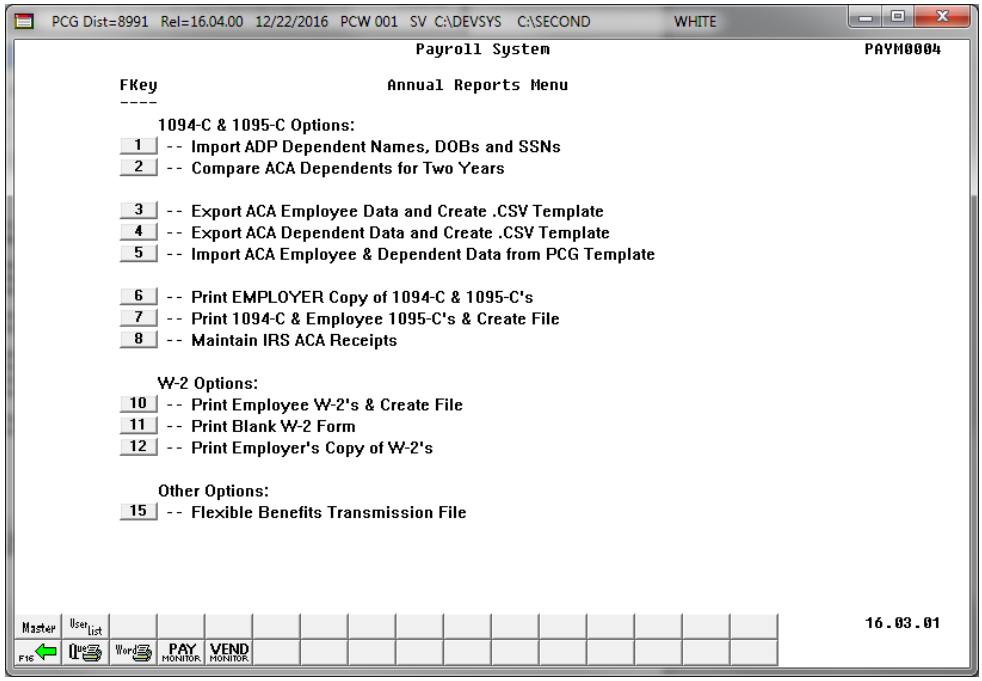
Procedure D. Printing a Blank W-2 Form



Step	Action
1	Select **4** (**F4 -** Annual Reports Menu).

The following screen displays:



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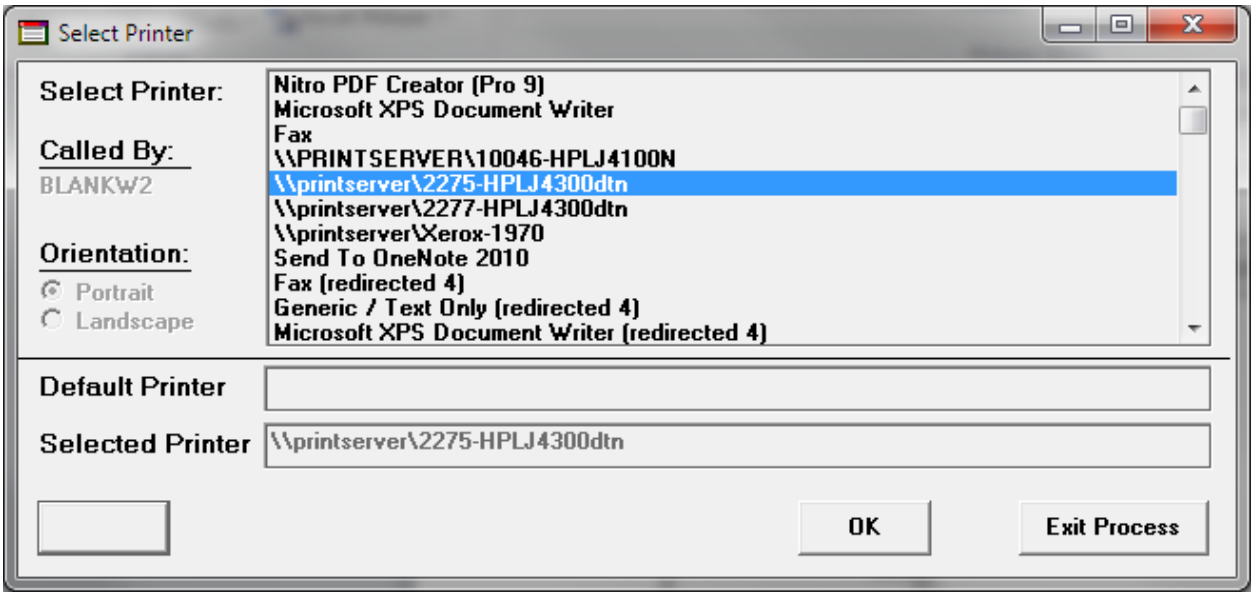
Step	Action
2	Select 11 (**F11** - Print Blank W-2 Form).

The following dialog box displays:



Step	Action
3	Within the *Select Printer* window, verify or highlight the appropriate Printer's name. Verify that the correct printer displays in the **Selected Printer** text box.
4	Select OK (**OK**).

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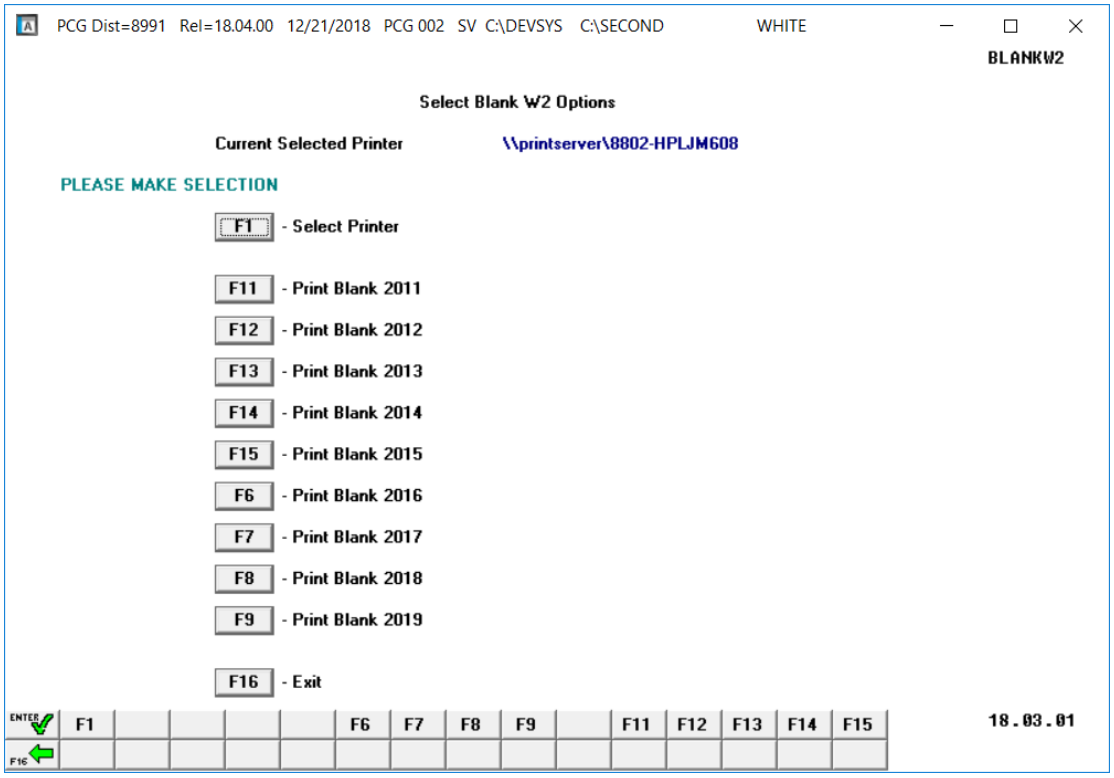
The following screen displays:



Step	Action
5	Select the appropriate **Print Blank CCYY** option. *"Printing CCYY Blank W2" briefly displays within the lower left corner of the screen.*
6	Select **F16** (**F16** - Exit).

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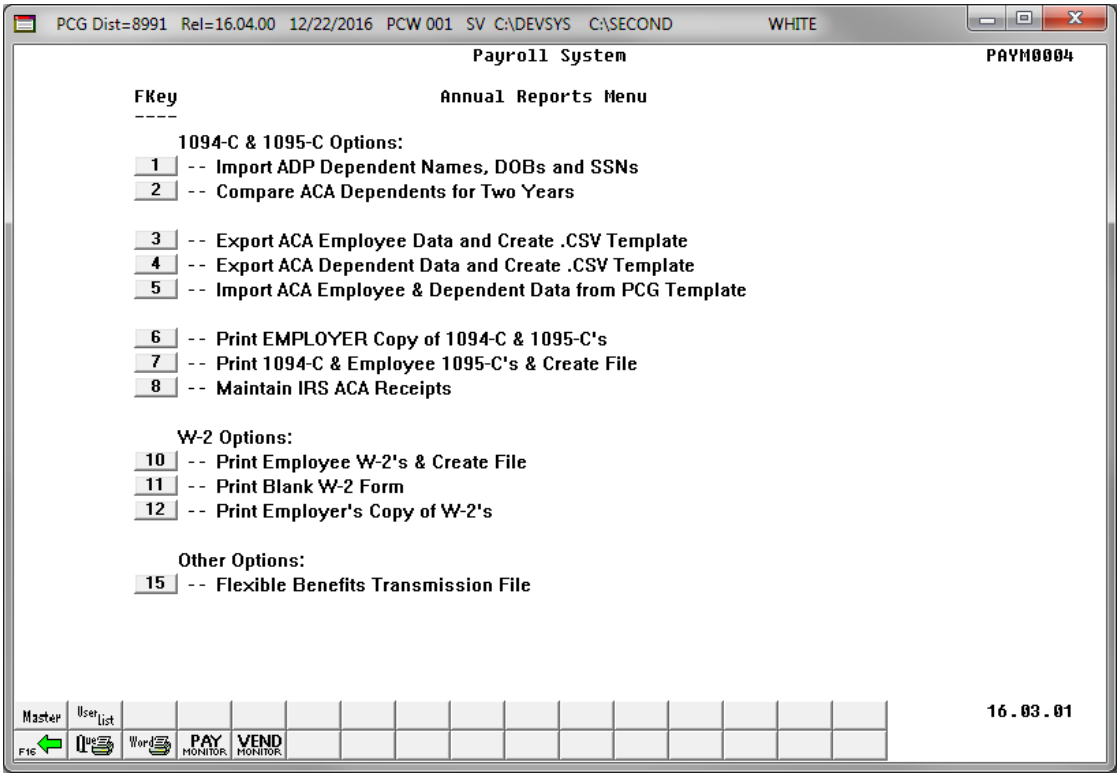
The following screen displays:



Step	Action
7	Select F16 (**F16** -Exit) to return to the *Payroll System Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

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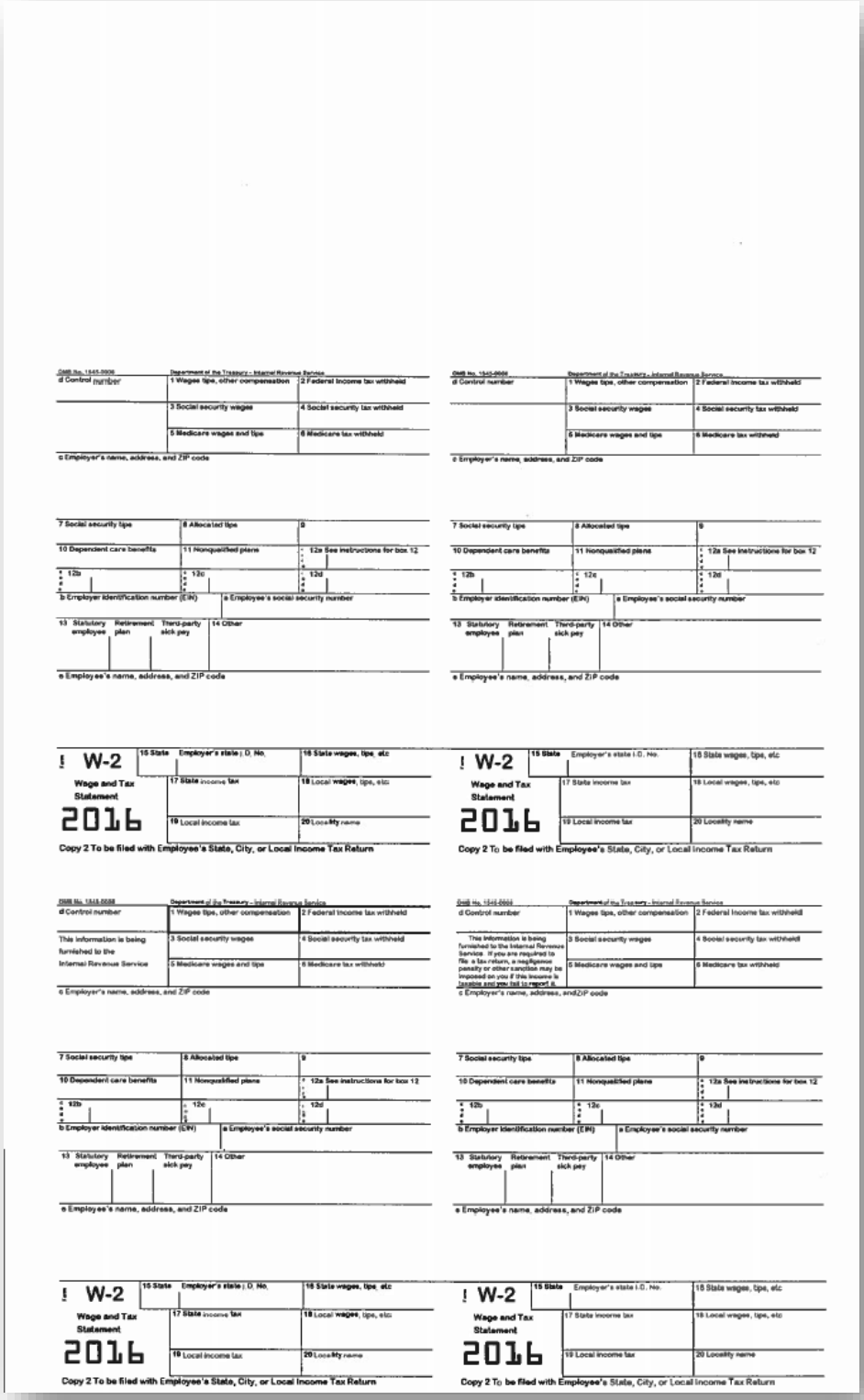
D1. Blank W-2 - Example



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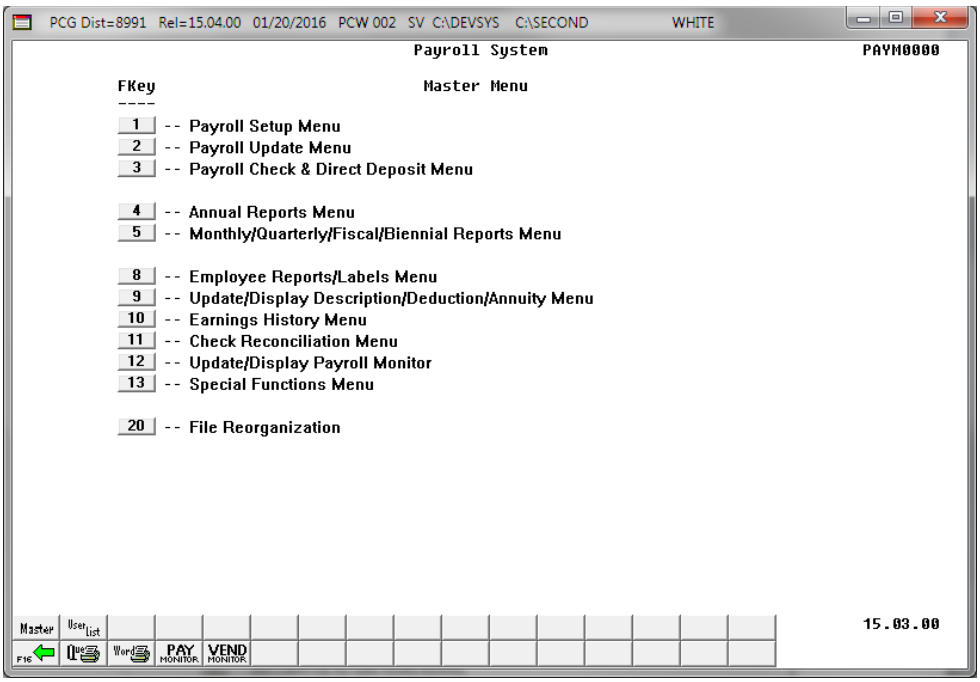
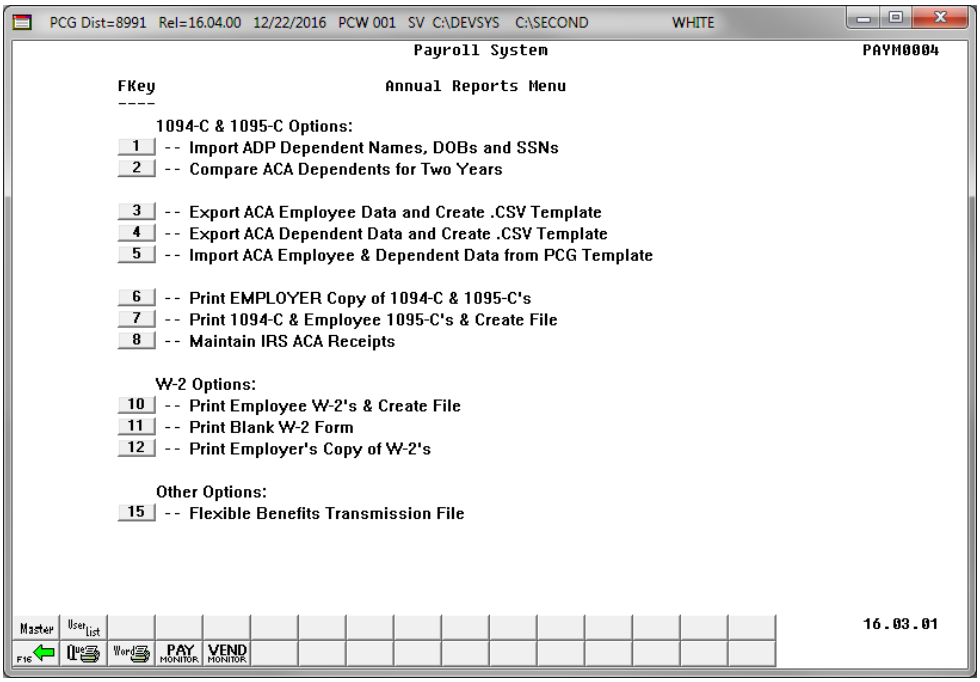
Procedure E: Printing Employees' W-2 Statements and Creating the Electronic Media File



Step	Action
1	Select 4 (**F4 -** Annual Reports Menu).

The following screen displays:



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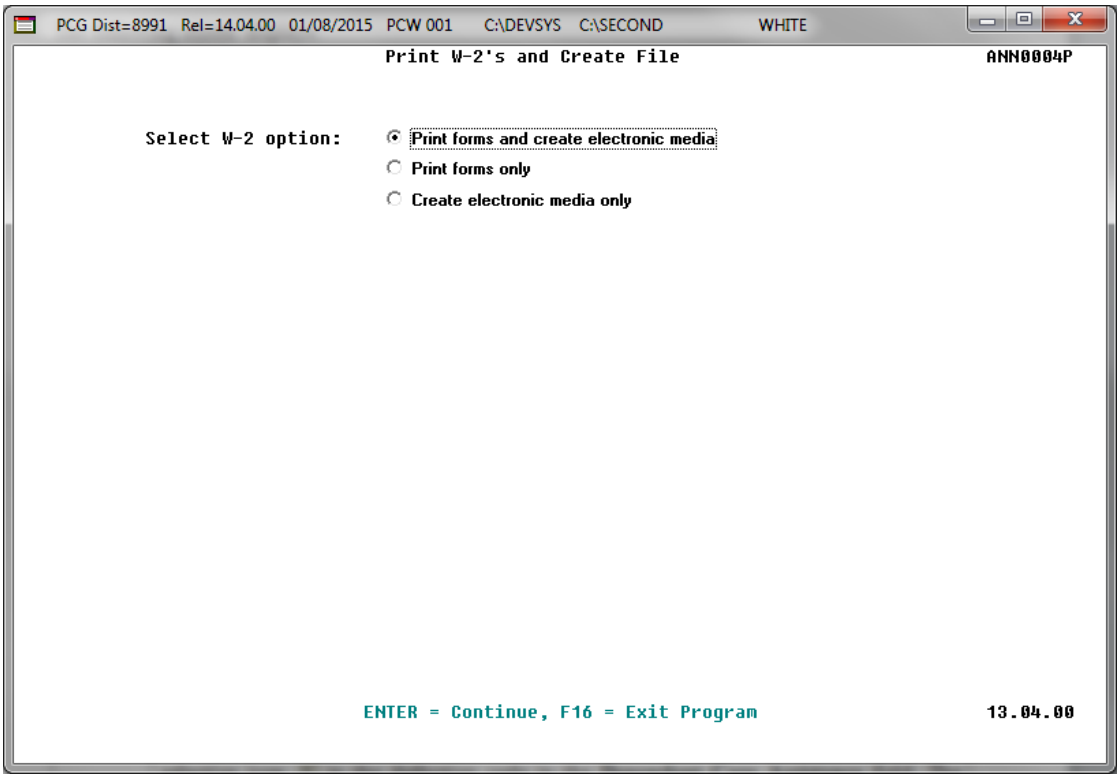
Step	Action
2	Select 10 (**F10** - Print Employee W-2's & Create File).

The following screen displays:



Step	Action
3	Select the radio button to the right of **Select W-2 option** to identify what to print or create. Three options are available: • Print forms and create electronic media • Print forms only • Create electronic media only The **W-2 option** allows users to create the W-2 electronic file (W2REPORT) without requiring that the W-2 forms be printed.
4	Select **Enter** (Continue).

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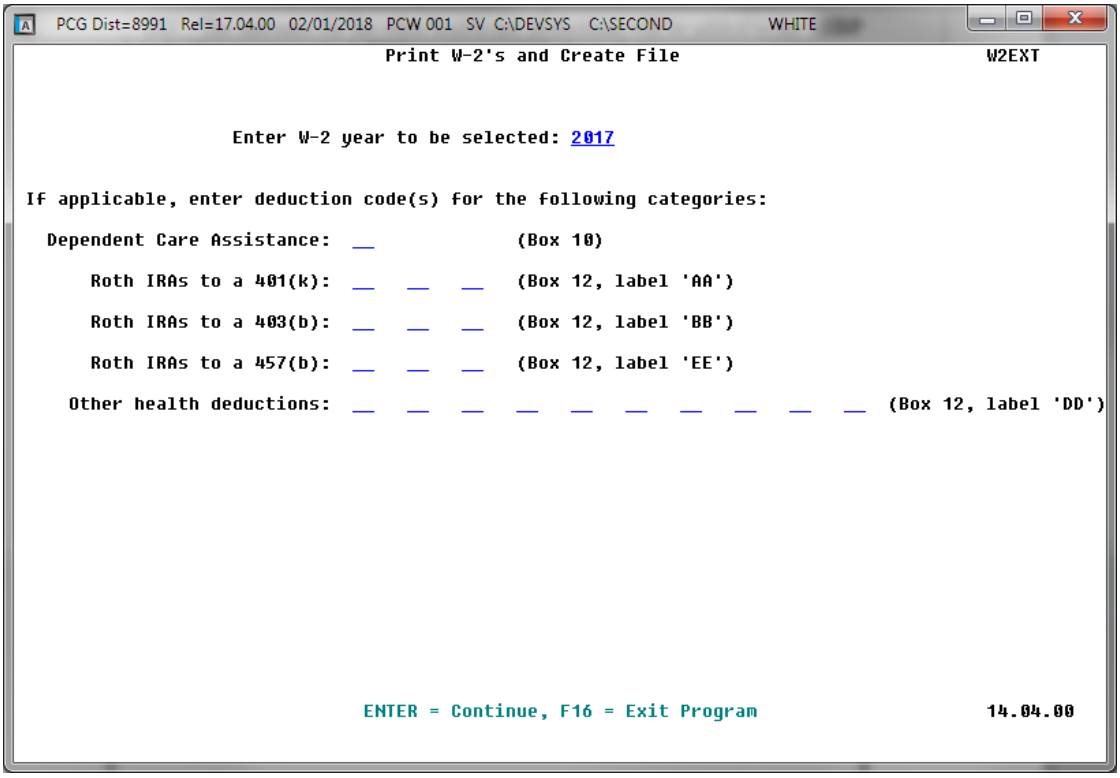
The following screen displays:



Step	Action
5	Enter or verify the year (CCYY) in the **W2 Year to be Selected** field. *Based on the field's entry, PCGenesis will print the corresponding forms for the calendar year entered.*
6	If the school district/system has a **Dependent Care Plan**: Enter or select the drop-down selection icon in the deduction code in the **Dependent Care Assistance** field. The deduction amount will be reported in Box 10 of the W-2.
7	If the school district/system has a **Roth IRA under a 401(k) Plan**: Enter or select the drop-down selection icon in the **Roth IRAs to a 401(k)** deduction code field(s). The deduction amounts will be accumulated and reported in Box 12 of the W-2 with a label of 'AA'.
8	If the school district/system has a **Roth IRA under a 403(b) Plan**: Enter or select the drop-down selection icon in the **Roth IRAs to a 403(b)** deduction code field(s). The deduction amounts will be accumulated and reported in Box 12 of the W-2 with a label of 'BB'.
9	If the school district/system has a **Roth IRA under a 457(b) Plan**: Enter or select the drop-down selection icon in the **Roth IRAs to a 457(b)** deduction code field(s). The deduction amounts will be accumulated and reported in Box 12 of the W-2 with a label of 'EE'.

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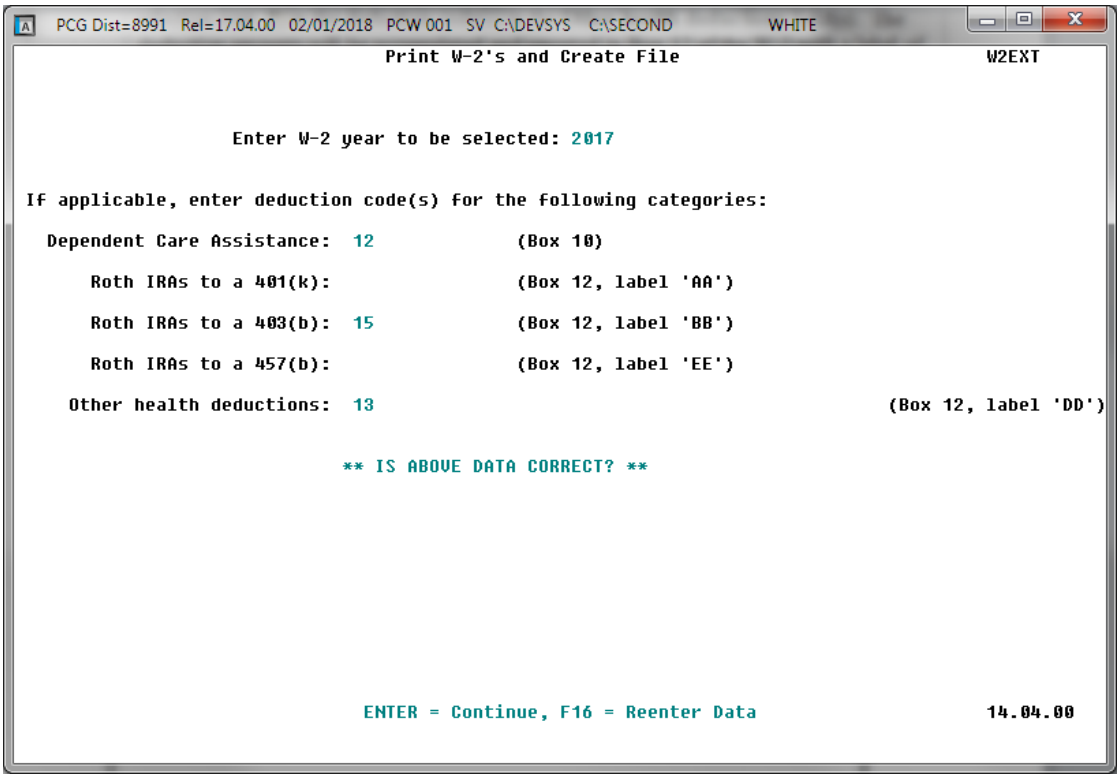
Step	Action
10	If the school district/system has **Other health deductions**: Enter or select the drop-down selection icon in the deduction code(s) in the **Other health deductions** field(s). The deduction amounts will be accumulated and reported in Box 12 of the W-2 with a label of 'DD'. The amounts for the other healthcare deductions will be added to the SHBP deduction amounts which PCGenesis automatically includes. Box 12, label 'DD' reports major medical (SHBP deductions). Label 'DD' should also include other medical insurance amounts such as hospital indemnity or specified illness (e.g. cancer, heart, etc.). Optional costs to include in label 'DD' include dental or vision plans. The Cost of Employer-Sponsored Health Coverage should include both the employer and employee paid portions of the cost, is informational only, and is NOT taxed.
11	Select **Enter** (Continue).

The following screen displays:



Step	Action
12	Verify the entries are correct, and select **Enter** (Continue) in response to the **Is Above Data Correct?** message. *If the information is incorrect, select F16, make the appropriate modifications, and select Enter (Continue). "Processing W2/SS Extract" briefly displays. "Processing W2/SS Merge" also displays where appropriate.*
13	If the **Create electronic media only** option has been selected, skip to *Step 30*.

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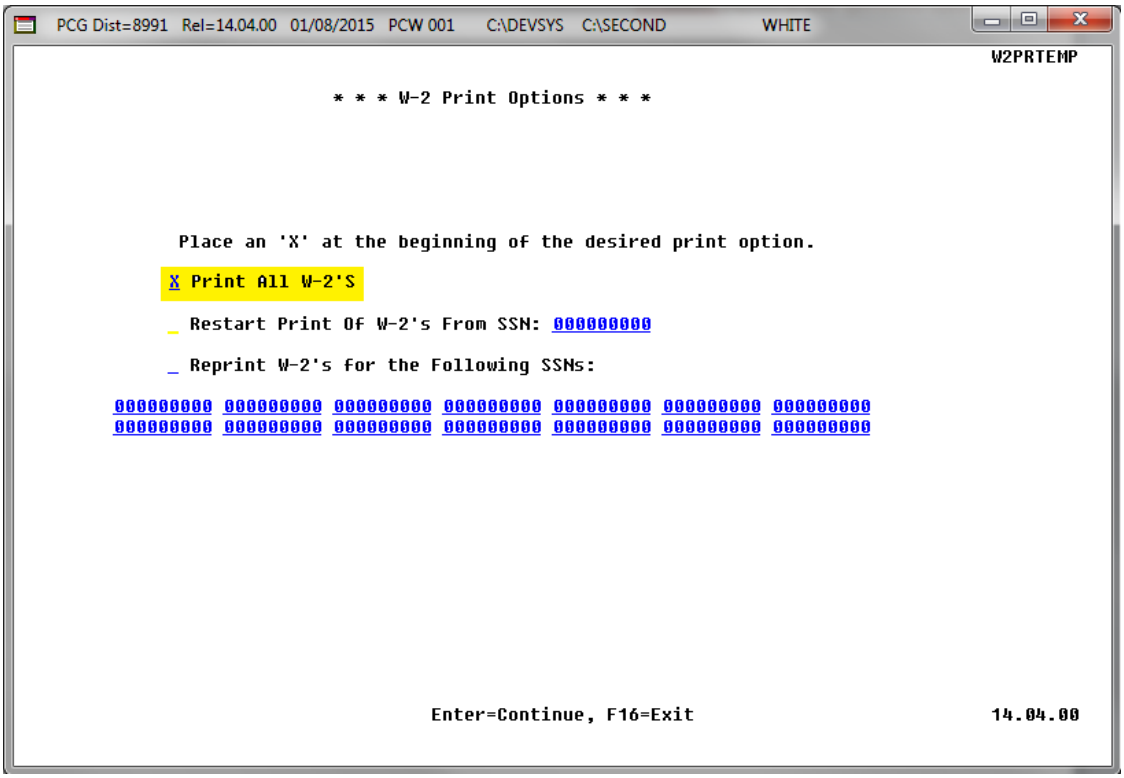
If the **Print forms and create electronic media** option has been selected, or the **Print forms only** option has been selected, the following screen displays:



Step	Action
14	**<u>To print all W-2's</u>**: Enter **X** in the **Print All W2's** field.
15	**<u>To restart print of W-2's from the last Social Security Number (SSN) printed</u>**: Enter **X** in the **Restart Print Of W-2's From SSN** field. Enter the appropriate **Social Security Number** (SSN) in the adjacent field. *W-2 printing may be restarted from the last correctly printed W-2 (by employee's SSN) as in the case of paper jams or power failures. Although PCGenesis prints two copies of this employee's W-2 statement, discard one of the copies after verifying all information.*
16	**<u>To reprint individual employees' W-2 statements</u>**: Enter **X** in the **Reprint W-2's for the Following SSNs** field. Enter the appropriate **Social Security Numbers** (SSN's) in the adjacent fields. *PCGenesis prints up to fourteen (14) individual W-2's at a time.*
17	Select **Enter** (continue).

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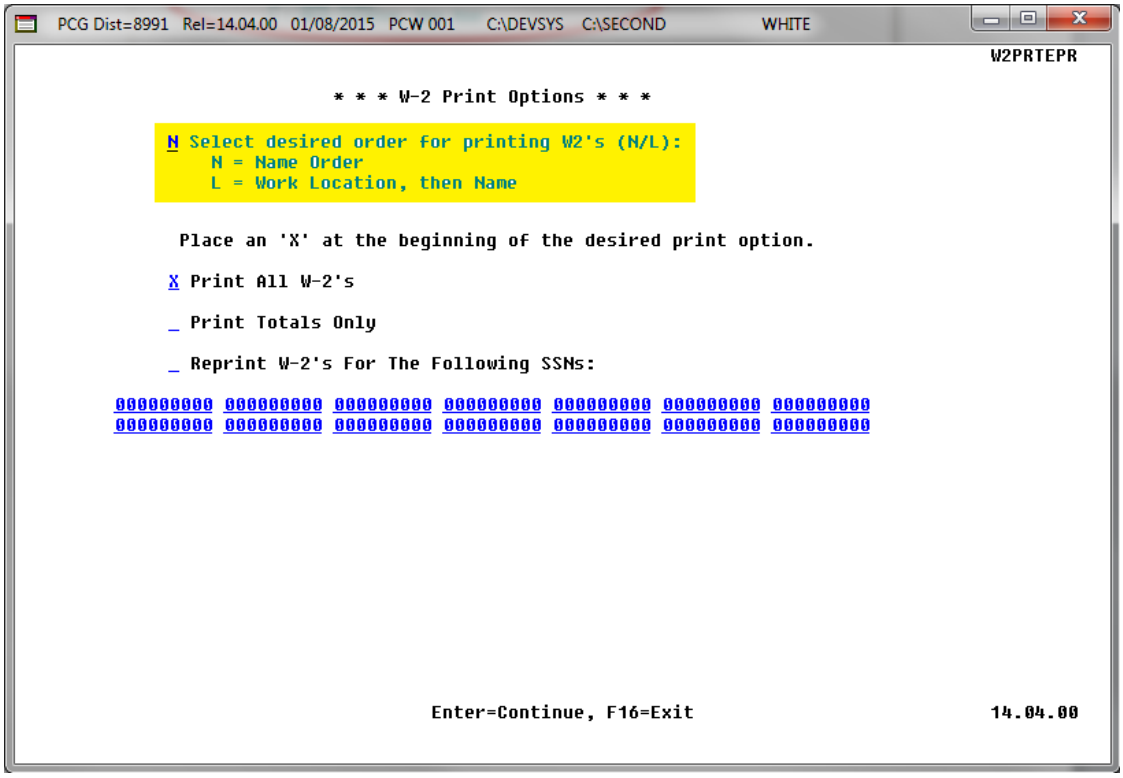
The following screen displays:



Step	Action
18	**<u>Select the desired print sequence</u>:** Enter **N** (Name order) or **L** (Work Location, then Name) in the **Select desired order for printing W2's** (**N/L**) field.
19	Insert the W-2 forms into the printer, and select **Enter** (continue).

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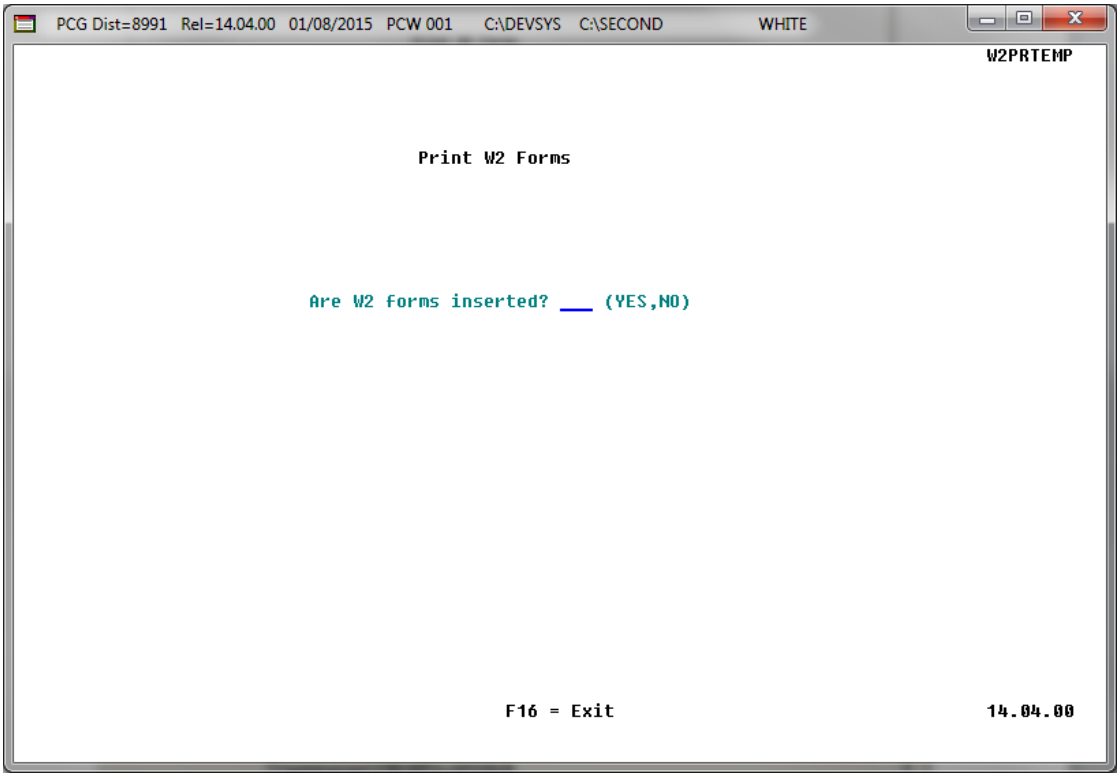
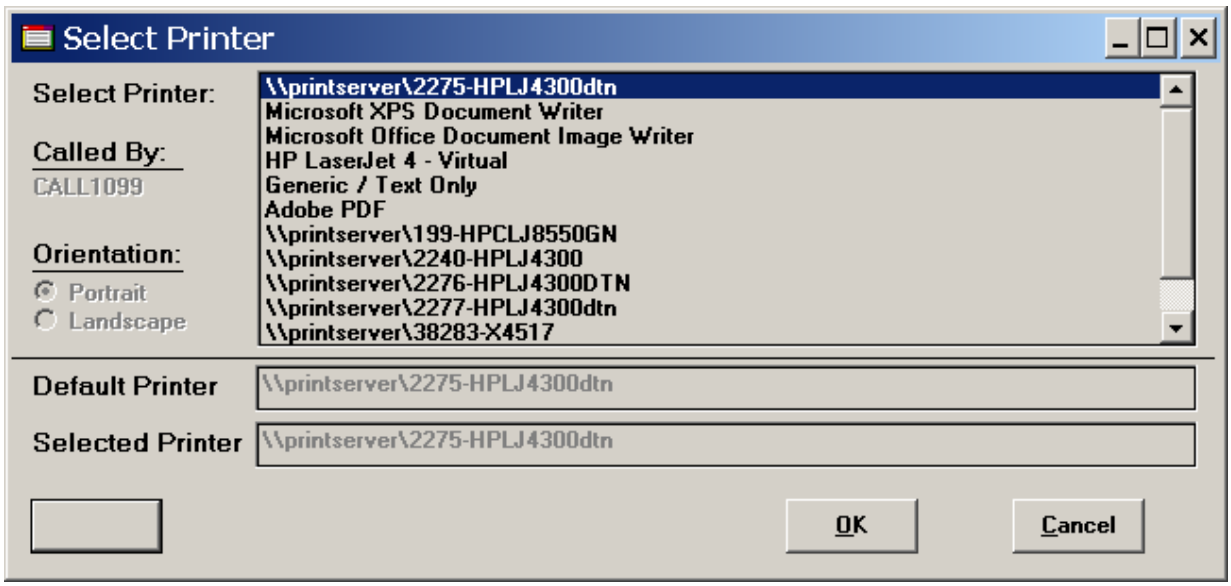
The following screen displays:



Step	Action
20	Enter **YES** in the field and select **Enter**.

The following dialog box displays:



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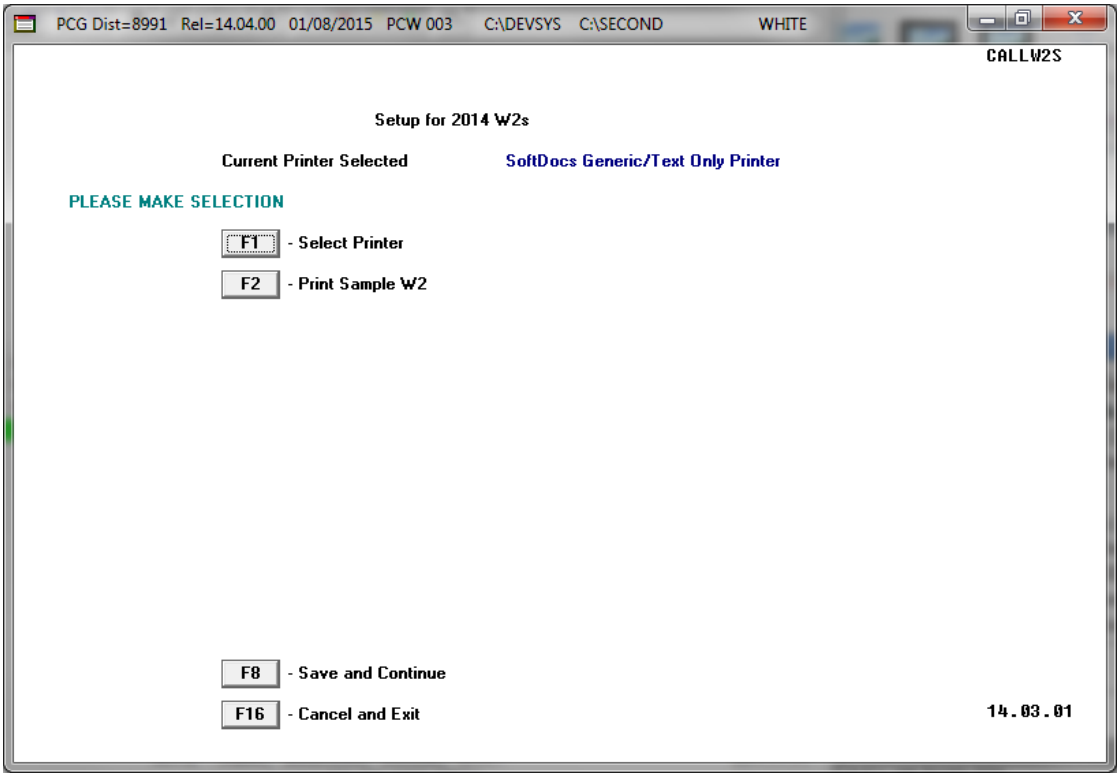
Step	Action
21	Within the *Select Printer* window, verify or highlight the appropriate Printer's name. Verify that the correct printer displays in the **Selected Printer** text box.
22	Select OK **(OK)**.

The following screen displays:



Step	Action
23	**Print a sample W-2 form**: Insert an actual **W-2** form into the printer's feeder tray, and select F2 (**F2** – Print Sample W2). *Print the sample copy of the W-2 form to ensure the information is properly aligned before continuing.* *"Printing Sample W2" briefly displays.* *Select* F16 *(**F16** - Cancel and Exit) to exit W-2 processing, and to return to the Payroll System – Annual Reports Menu.*

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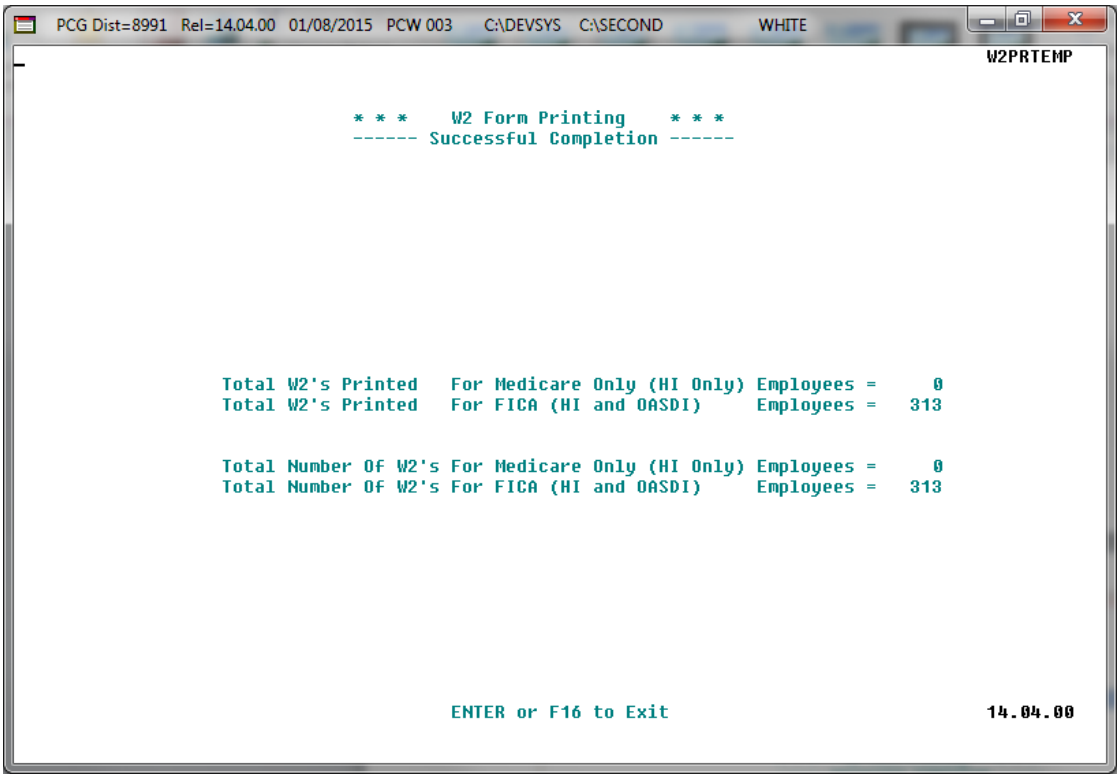
Step	Action
24	**<u>Print employee W-2 forms</u>**: Ensure the *sample* copy's alignment is correct, and select F8 (**F8** - Save and Continue**)**. *"** Creating W2 Printfile **" briefly displays.*

The following screen displays:



Step	Action
25	Carefully verify the school district or system totals. Also verify the number of *Medicare* and *Non-Medicare* employees, and ensure that the total number of W-2s printed is correct. *Procedure B: W-2 Statement Balancing provides detailed instructions to aid in completing this step.* *If the information is incorrect, contact the Technology Management Customer Support Center for assistance.*
26	Screen-print the *Successful Completion* screen to verify against the number of W-2s printed.
27	Select **Enter**.

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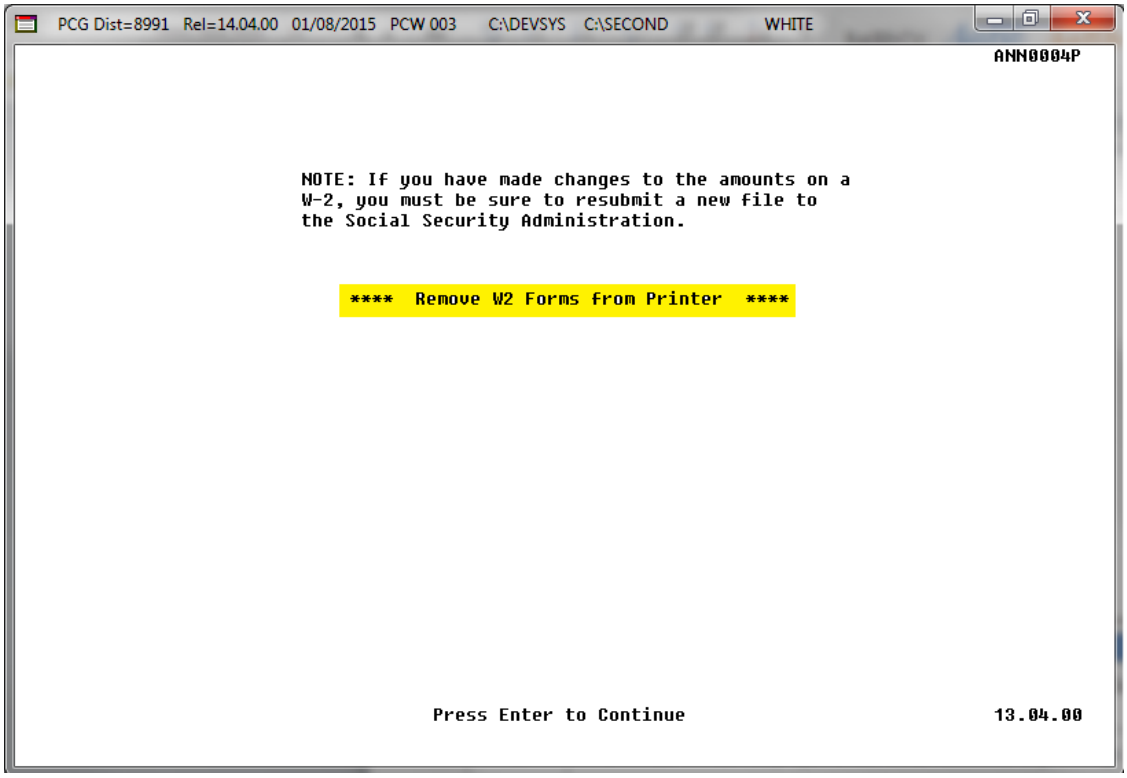
The following screen displays:



Step	Action
28	After reviewing the screen's information, remove the W-2s from the printer, and select **Enter** (to Continue).
29	If the **Print forms only** option has been selected, skip to *Step 41*.

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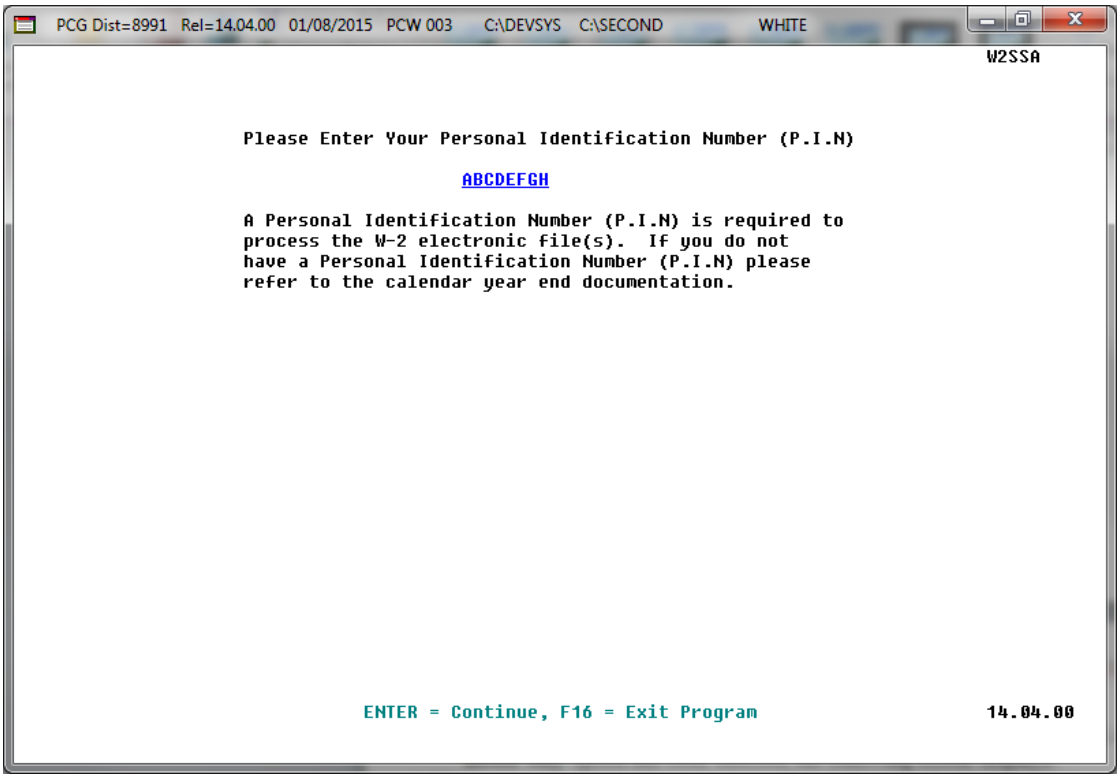
If the **Print forms and create electronic media** option has been selected, or the **Create electronic media only** option has been selected, the following screen displays:



Step	Action
30	Enter the school district/system's SSA-assigned Personal Identification Number (PIN) in the field, and select **Enter** (Continue).

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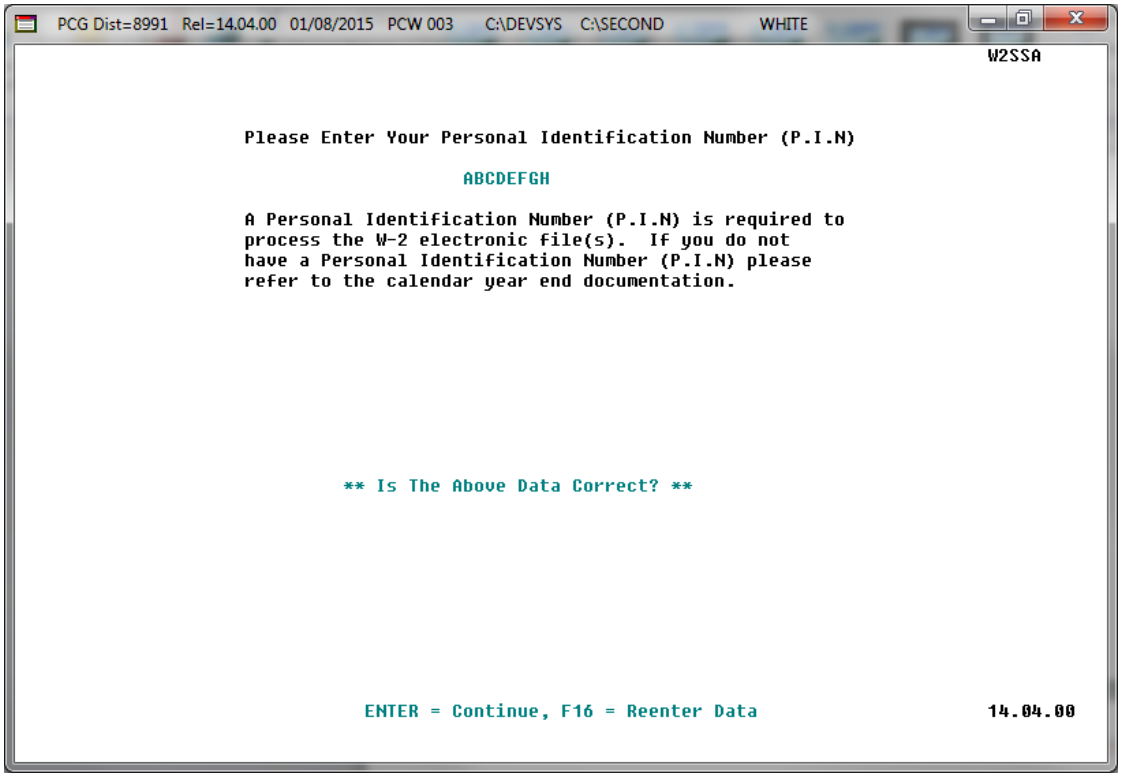
The following screen displays:



Step	Action
31	Verify the screen's entries are correct, and select **Enter** (Continue) in response to the **Is The Above Data Correct?** message. *If the information is incorrect, select F16, make the appropriate modifications, and select Enter (Continue).*

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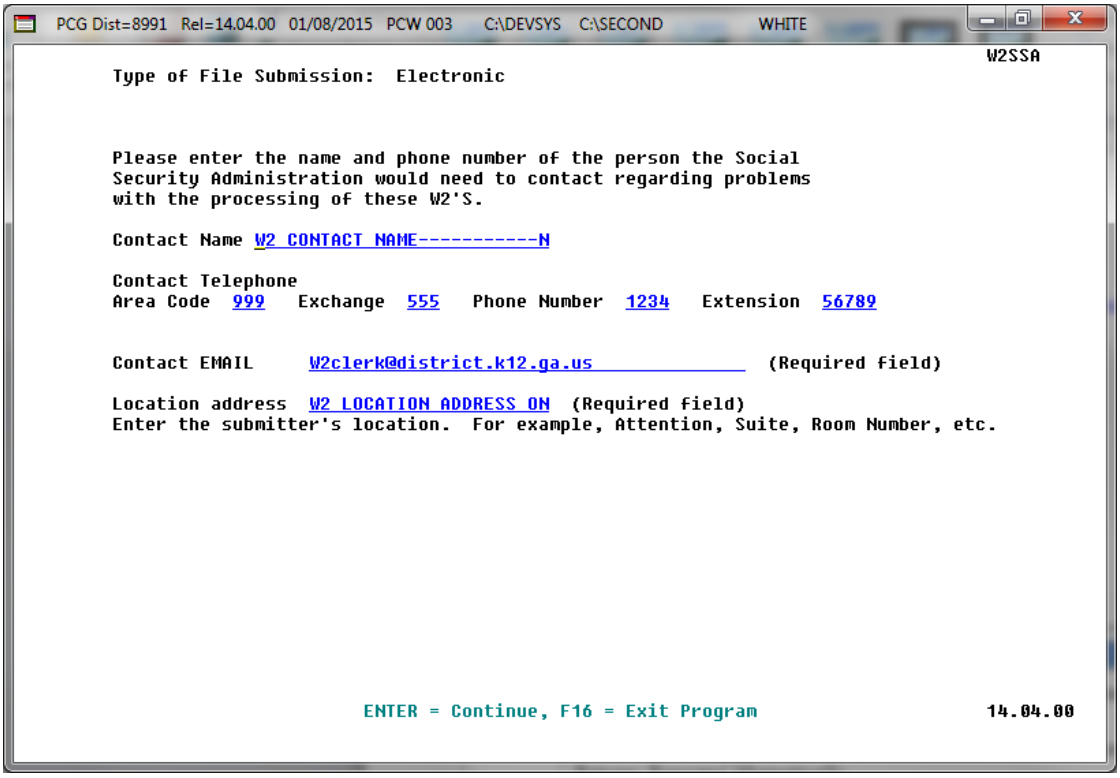
The following screen displays:



Step	Action
32	Enter the school district/system's W-2 processing contact name up to twenty-seven characters, in the **Contact Name** field. *The name entered should be the same as on Form 4804 – Transmittal of Information Returns Reported Magnetically.*
33	Enter the school district/system's contact telephone number in the **Contact Telephone Area Code, Exchange, Phone Nmber,** and **Extension** fields. *For example, if the telephone number was (999) 999-9999/Extension 99999, enter 999 999 9999 99999.*
34	Enter the school district/system's W-2 processing contact E-mail address in the **Contact Email** field.
35	Enter the school district/system's location address in the **Location Address** field. The SSA defines the **Location Address** as the submitter's location address. For example, Attention, Suite, Room Number, etc. are valid entries.
36	Select **Enter** (Continue).

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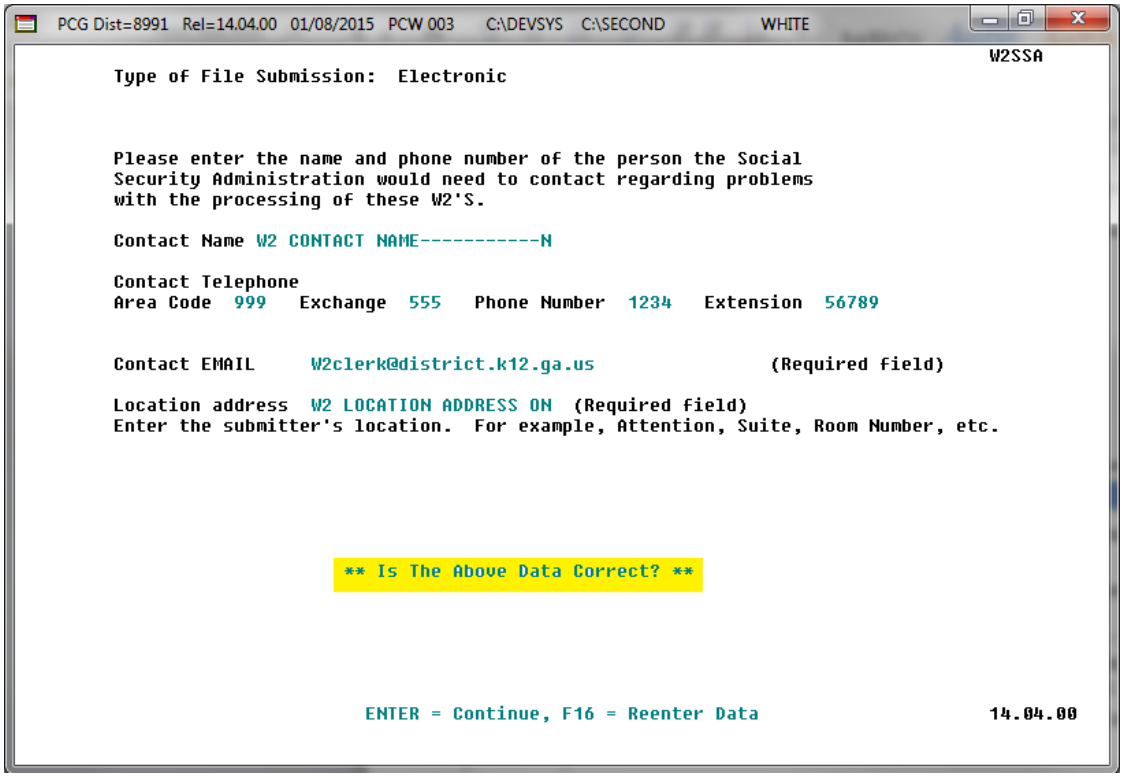
The following screen displays:



Step	Action
37	Verify the screen's entries are correct, and select **Enter** (Continue) in response to the **Is Above Data Correct?** message. *If the information is incorrect, select F16, make the appropriate modifications, and select Enter (Continue).*

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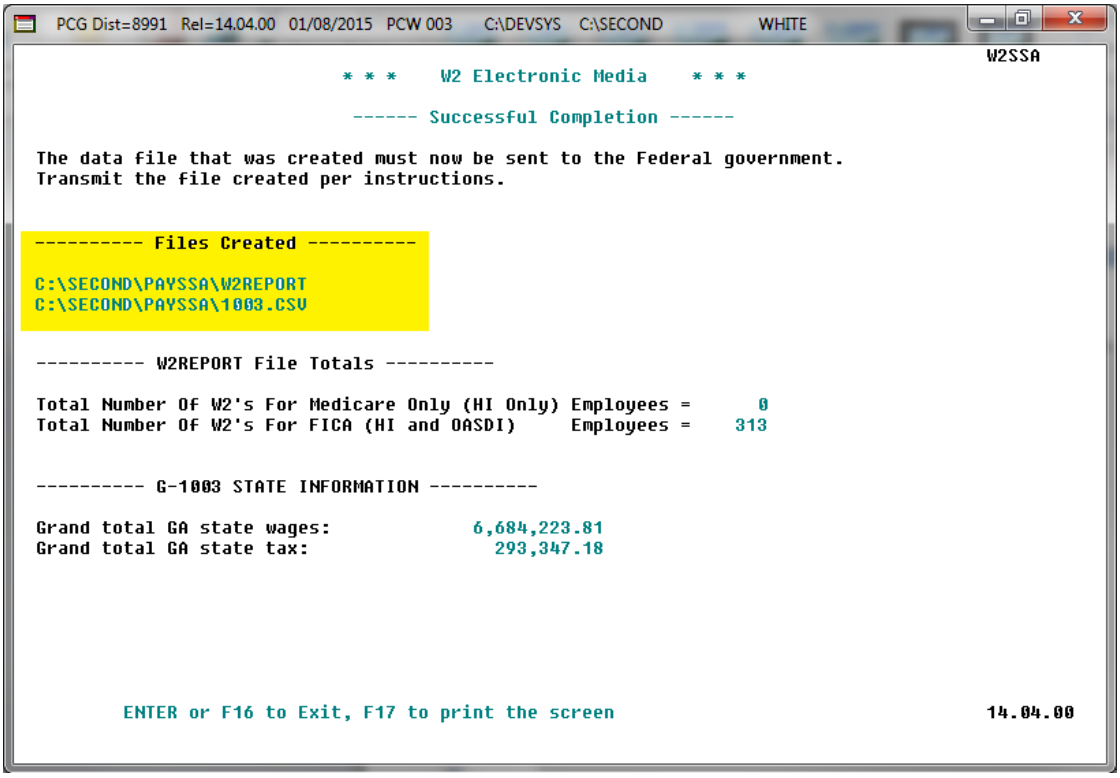
The following screen displays:



Step	Action
38	Select **F17** to print the screen and to obtain a screen print of the *Successful Completion* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'. Screen-print the *Successful Completion* screen to verify the results against the actual number of W-2s printed.
39	Select **Enter**.
40	Carefully verify the school district/system's totals. Also verify the number of *Medicare* and *Non-Medicare* employees, and ensure that the total number of W-2s printed is correct. *Procedure B: W-2 Statement Balancing provides detailed instructions to aid in completing this step.* *If the information is incorrect, contact the Technology Management Customer Support Center for assistance.*

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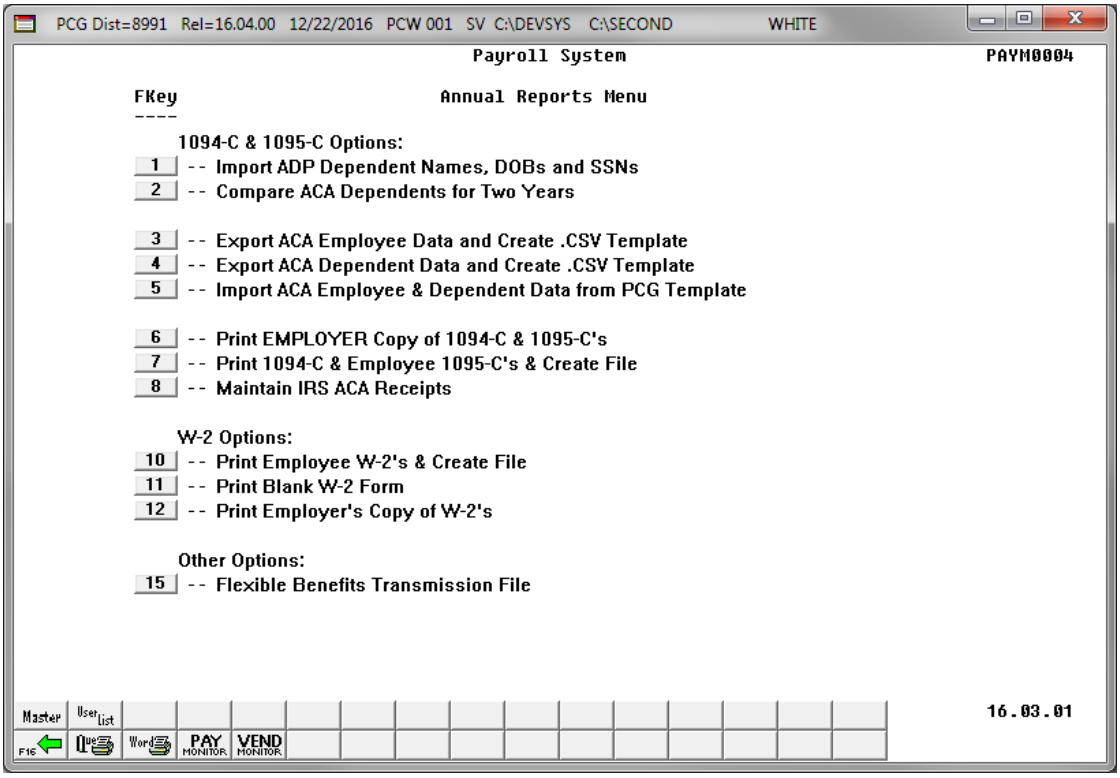
The following screen displays:



Step	Action
41	Select F16 (**F16** -Exit) to return to the *Payroll System Master Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*

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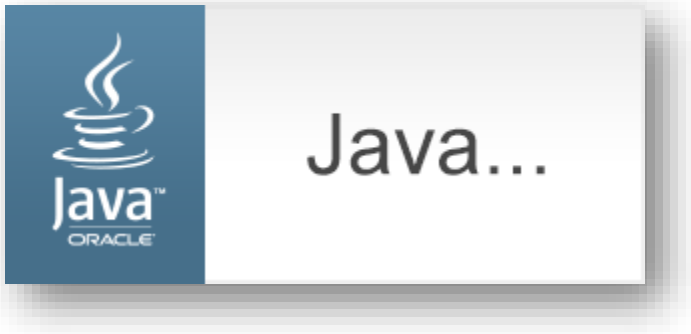
Procedure F: AccuWage Software Installation and W-2 Electronic Media File Verification

F1. Downloading and Installing the AccuWage Software

Although these instructions display the Windows® Server 2008 Operating System screenshot examples, and may vary slightly for other operating systems, PCGenesis users may use the instructions with all operating systems.

Step	Action
1	Using the Microsoft® Internet Explorer Web browser, access: http://www.ssa.gov/employer/accuwage/index.html.
2	Select the **Download AccuWage – CCYY Tax Year** link. *If Java has not been installed on the PCGenesis server, select **Download Java Now** and install Java before downloading the AccuWage software.*

The following screen displays briefly:



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The following screen displays:

Step	Action
3	When the *Security Information* warning dialog box displays, select Run (**Run**).

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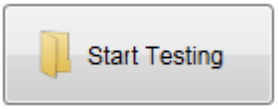
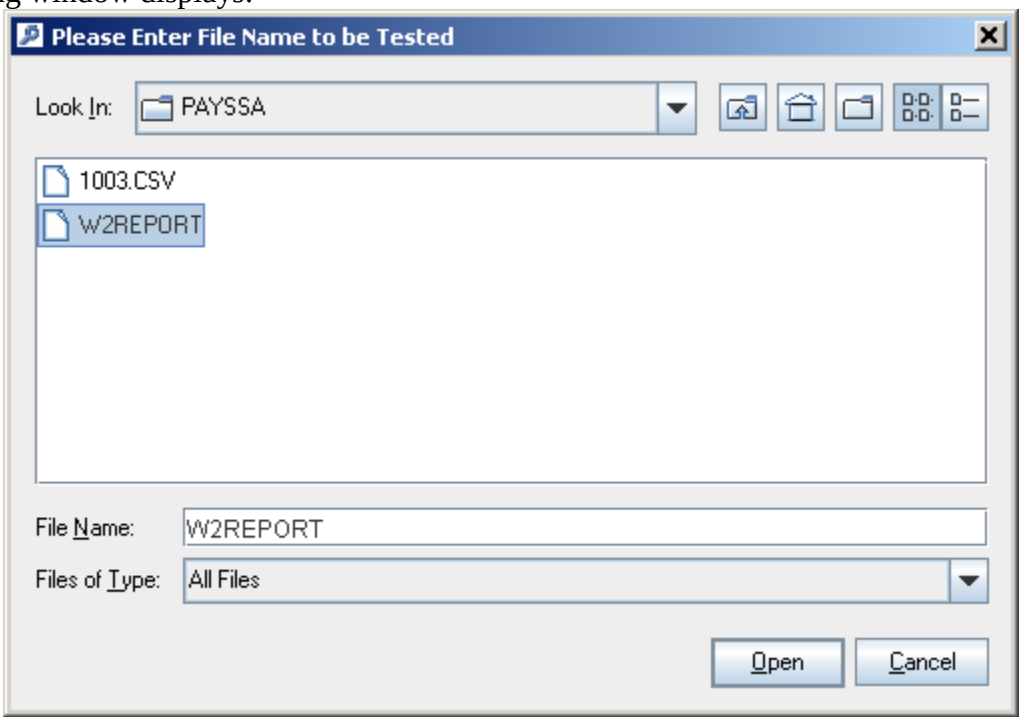
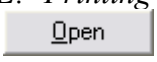
F2. W2REPORT File Verification via AccuWage

Step	Action
1	From the *Taskbar*, select **Start → All Programs → AccuWage CCYY** or from the desktop select (the AccuWage CCYY Java) icon.
2	When the *AccuWage Welcome* window displays, select  (**Start Testing**), and navigate to **K:\Second\PAYSSA**.

The following window displays:



Step	Action
3	Locate the *W2REPORT* file created in *Procedure E: Printing Employees' W-2 Statements and Creating the Electronic Media File* and select  (**Open**). The message, "*Processing Record Number…*" displays briefly at the bottom of the screen.

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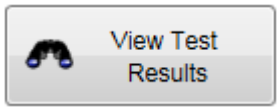
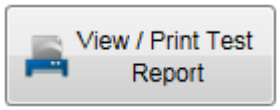
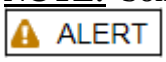
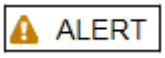
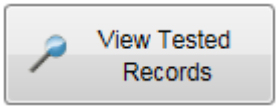
Step	Action
4	If the message, "*AccuWage Errors that Need to be Corrected*" displays, select the appropriate option from the right side of the screen. To view the *Error Report* on-line, select  (View Test Results). To print the *Error Report*, select  (View/Print Test Report). Using the *Record selector/error message explanation feature* within the *AccuWage Errors that Need to be Corrected* dialog box, and other resources including those provided on the SSA's website, make the corrections to the employee information, and repeat the appropriate procedure within this document. Proceed to *Step 7*.
5	**<u>NOTE:</u>** Some records in the W2REPORT file may be highlighted with an **Alert**  symbol. The alert messages may be ignored because they are informational only. The most common alert  message is on Record 2 of the W2REPORT file. If the following message is displayed, this message may be ignored: *This alert is informational only. Submitter EIN [Position 3-11] and Employer/Agent EIN [Position 8-16] are an exact match. Please verify that you intended to have the Submitter EIN and Employer EIN match before proceeding. No further action is needed if this was intentional.*
6	If **no errors** are detected, the file may be uploaded to the Business Services Online Web site. Select (Upload to BSO) and follow the instructions to submit the file to the Social Security Administration. Otherwise, select  (View Tested Records) in order to view the records in the *W2REPORT* file.
7	Select **Exit** to close *AccuWage*.

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Procedure G: Electronic Media Processing

G1. Social Security Administration (SSA) File Submission

"The SSA no longer accepts magnetic tapes, cartridges, or 3 1/2" diskettes. All wages must be filed either electronically or on paper."

Step	Action
1	**To upload the file via the Web:** Refer to the instructions at http://www.ssa.gov/employer/.

G2. State of Georgia – Department of Revenue File Submission

The Georgia Department of Revenue (DOR) requires employers reporting 250 or more income statements to submit them via electronic or magnetic media. Employers reporting less than 250 income statements have the option of filing them via paper copies or electronic or magnetic media.

Step	Action
1	After creating the electronic media and uploading the SSA's file, create the media for the Department of Revenue. (The Department of Revenue uses a predefined record within the SSA's file.) From *Windows® Explorer*, access **K:\SECOND\PAYSSA**. • The **W2REPORT** file is the Federal MMREF file required by the Georgia Department of Revenue. • The **1003.csv** file is the G-1003 file required by the Georgia Department of Revenue. Follow the instructions to submit the Federal MMREF file and G-1003 file electronically. *Follow the instructions at: https://gtc.dor.ga.gov/_/ to upload the files electronically via the Web.*

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