

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/14/2023	Section D: Monthly/Quarterly/Annual/ Fiscal Report Processing

[Topic 3: Processing Annual Reports – W-2 Statement Processing, V2.22]

Revision History

Date	Version	Description	Author
12/14/2023	2.22	23.04.00 – Added CY2024 W-2 availability.	D. Ochala
12/22/2022	2.21	22.04.00 – Update W2 Print Options screen.	D. Ochala
03/22/2022	2.20	22.01.00 – Clarify the difference between mandatory and elective annuities.	D. Ochala
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01/21/2010		information, and instructions. Updated screenshot examples to reflect '2016'.	2
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		Add button bar to <i>Print Blank W-2 Form</i> processing. Add information for the	
		G-1003 for Ga. Dept. of Revenue processing.	
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		information, and instructions. Updated screenshot examples to reflect '2012'.	
05/24/2011	2.8	11.02.00 – Update menu screenshot.	D. Ochala
01/26/2011	2.7	10.04.01 – Updated State of Georgia – Department of Revenue File Submission	D. Ochala
		instructions.	
01/19/2011	2.6	10.04.00 – Added CY2011 W-2 availability, and updated W-2 printing	D. Ochala
		information, and instructions. Updated screenshot examples to reflect '2011'.	
12/09/2009	2.5	10.02.00 – Document Georgia exempt wages for filing status '8'. Update	D. Ochala
		Earnings Register Summary by Employee procedures. Update Select Printer	
		screens.	
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		information, and instructions. Updated screenshot examples to reflect '2009'.	
12/11/2008	2.3	08.04.00 - Added CY2009 W-2 availability, and updated W-2 printing	C. W. Jones
		information, and instructions. Updated screenshot examples to reflect '2008'.	
05/23/2008	2.2	08.02.00 – Added Employee Retirement System (ERS) post-tax processing	C. W. Jones
		information.	
01/11/2008	2.1	07.04.00 – Changed Monthly/Quarterly/Annual/Fiscal Reports Menu	C. W. Jones
		screenshot and <i>Function key</i> selections.	
12/20/2007	2.0	07.04.00 – Updates to screenshots, CY07-W-2 processing updates included.	C. W. Jones
12,20,2007		Added W-2 Error Report - Medicare Only earnings history record non-OASDI	2
		amount error information to Overview.	1

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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.

<u>Technical Requirements:</u> To ensure the W-2s complete processing successfully, PCGenesis requires 1 GB minimum of free space on the C:\ drive of the workstation <u>and</u> on the server. Although this is a PCGenesis system requirement for all processes, this free space <u>must be</u> 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 <u>instead of</u> 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 <u>before</u> 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.

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, 2024, whether you file using paper forms or electronically. Filers of 250 or more of W-2 forms <u>must</u> 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).*

<u>W-2 Error Report</u>: 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: <u>http://www.ssa.gov/employer/</u>.

• <u>AccuWage Requirements</u>: 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: <u>http://www.ssa.gov/employer/accuwage/index.html</u>.

<u>State of Georgia – Department of Revenue (GA DOR) Reporting Requirements:</u> 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: <u>https://gtc.dor.ga.gov/_/</u>.

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.

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 <i>Employer Copy</i> of the W-2s and verify the W2 Form Printing – Successful Completion screen's totals are correct.						
	4 Balance the W-2s against the <i>Year-to-Date Earnings Register's</i> results.						
	5 Print the <i>Employee Copy</i> of the W-2s and create the <i>W2REPORT</i> file.						
	6 Reprint W-2s and recreate the <i>W2REPORT</i> 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						

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

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

The following screen displays:

					Payroll S	ystem		PAYMOOOO
	FKey	1			Master M	enu		
		Payroll Payroll Payroll		nu	it Menu			
		Annual Monthly			inial Repor	ts Menu		
	 8 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Earnings History Menu 11 Check Reconciliation Menu 12 Update/Display Payroll Monitor 13 Special Functions Menu 							
	_20] File Re	organizatior	I				
Mas	ster ^{User} list 1 Less Words	PAY VEND						15.03.00

The following screen displays:

Select **10** (**F10** - Earnings History Menu).

Step

2

PCG Dist=6611 Rel=12.04.00 12/11/2012 PCW 002 C:\DEVSYS C:\SECOND _ 8 × WHITE Payroll System HISTMENU Earnings History Menu FKey 1 -- Add Earnings History Record 2 -- Update/Display Earnings History Record and/or Transfer Gross Earnings 3 -- Print Employee's Earnings History Print YTD Earnings' Register: 13 -- Summary by Employee 14 -- Detail by Account 15 -- YTD Employer Benefits Register - Summary by Employee 11.01.00 Master ^{User}list

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

```
PCG Dist=8991 Rel=22.04.00 12/22/2022 DOD 001 SV K:\SYSTEM K:\SECOND
                                                                                            \times
                                                                  WHITE
                                                                                       П
                              Print YTD Earnings' Register - Summary by Employee
                                                                                      YTDEXT
                                 Enter Beginning Date: 1012022
                                 Enter Ending Date:
                                                    12/31/2022
                  Enter Empl# (Leave blank to print ALL): _
                 Enter Class (Leave blank to print ALL): ____
                          Enter 'X' for Sort Selection: _ Employee Name Sequence
                                                      Name within Class
                          ENTER = Continue,
                                          F16 = Exit Program
                                                                                      22.03.00
        . (=
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 I 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).
```

	WHITE — 🗆 🗙
Print YTD Earnings' Register - Summary by	Employee YTDEXT
Enter Beginning Date: 1/01/2022	
Enter Ending Date: 12/31/2022	
Enter Empl# (Leave blank to print ALL):	
Enter Class (Leave blank to print ALL):	
Enter 'X' for Sort Selection: X Employee Name Name within C	
** IS ABOUE DATA CORRECT? **	
ENTER = Continue, F16 = Reenter Data	22.03.00
Action	
	2
Verify the screen's entries are correct and select	(Enter - Continue) in respo
"Is above data correct?" message.	

If the information is incorrect, select $(F16 - Reenter Data)$, make the appropriate
modifications, and select [Enter - Continue).
<i>"*** Processing Request ***" and "Formatting for Earnings Register" briefly display.</i>

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PCG Dist=8991 Rel=22.04.00 12/22/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE	_		×
Print Employee's Earnings Register – Sum by Employee		YTDPRT	
Create Employee's Earnings Register to Load in Excel?			
Enter the Export file Path and Name (e.g. C:\EXPORT\YTDERSumEmpCYMD.CSV or F10 to Browse for File C:\EXPORT\YTDERSumEmp20221222.CSU			
NOTE: DIRECTORY Must Already Exist			
		21.03.	00
Entry F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F16 F17 F18 F10 F11 F11 F12 F13 F13			

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 EVEN (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). "Processing Request" briefly displays where appropriate.

The following screen displays briefly:

	PCG Dist=8991	Rel=08.03.00	12/04/2008	CJD 001	C:\DEVSYS	C:\SECOND	- 71
							YTDEXT
		*** Ear	nings Hist	Dry EXTRAC	T File in Pr	ogress ***	
			*** P	ROCESSING	REQUEST ***		
			Rec	ord number	: 240		
							08.02.00

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

	PCG Dist=6611 Rel=12.04.00 12/11/2012 PCW 002 C:\DEVSYS C:\SECOND WHITE	<u>_ 8 ×</u>
Г		YTDPRT
	*** WARNING ***	
	The OASDI amount or the HI amount is incorrect according to the gross. Please check each employee for errors in the YTD Earnings Register!! Please run Print Employee's Earnings History (F3) for each employee with errors. Check the detail records for the correct OASDI and HI amounts. If necessary, use the Add Earnings History Record (F1) to correct each employee's error.	
	ENTER or F16 = Continue	12.02.00
L		

Step	Action
13	If the <i>OASDI/HI Warning</i> screen displays, select Enter and access the Uqueue Print Manager to print the Earnings Register. Print the <i>Employees' Earnings History Report</i> , 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 <i>Step 1</i> .
	Select ENTER or F16 to continue.

PCG Dist=8991 Rel=15.04.00 01/20/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
Payroll System HISTMENU
FKey Earnings History Menu
1 Add Earnings History Record
2 Update/Display Earnings History Record and/or Transfer Gross Earnings
3 Print Employee's Earnings History
Print YTD Earnings' Register: 13 Summary by Employee 14 Detail by Account 15 YTD Employer Benefits Register - Summary by Employee
Master User List Master User List Image: Constraint of the second
Action
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 <u>Technical System Operations Guide</u> , User Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Pri

	create the macro necessary to use the feature where appropriate.
15	Select FIG - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

A1. Earnings Register Summary by Employee – Example

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

	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	

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.

EPORT DATE 0	1/31/2018	EARNINGS HISTORY REG	ISTER FOR 01/01/17	THRU 12/31/17			PAGE
	OVT. HR. REG. GR. OVT (
MP #: 89812 16.75 75.84 /85	NAME: AM2ROSE, BE2HAN. 1,222.75 17.74 /86	IE CLA 1,222.75	3S: 03	1,222.75	1,222.75		1,129.
MP #: 88756 4000.00 /01	NAME: AN2LIN, DE2ETRI 50,182.83 6538.07 /03 2146.06 /04 3	JS CLA 50,182.83 070.08 /09 2857.84 /	SS: 01 47,630.8 82 2921.01 /85	8 47,112.75 683.08 /86 307	47,112.75 0.08 /87		27,966.
MP #: 87933 881.28 /03 2952.56 /87	NAME: AN3EL, JA3KELYN 36,136.56 1400.24 /04 2308.08 /09	CLA 36,136.56 116.64 /17 550.16 /	55:01 35,886.5 47 94.32 /48	6 33,184.00 110.00 /50 215	33,184.00 3.20 /82 2057	.42 /85 4	25,984. 81.22 /
5200.00 /01	NAME: AP8LEGATE, SH8Q 72,700.26 10314.68 /03 6389.28 /04 1: 1023.10 /86 2141.12 /87	72,700.26	72,700.2	6 70,559.14 000.00 /54 3	70,559.14 2.00 /56 20	.00 /60 43	38,664. 61.94 /
MP #: 89092 1461.28 /03	NAME: AR3E, JA3KELYN 19,652.96 972.56 /04 110.00 /50	CLA 19,652.96 148.16 /53 20.00 /	55: 12 12,283.1 81 1218.48 /85	.0 19,652.96 284.96 /86	19,652.96		15,437.
2300.00 /02	NAME: AR3HULETA, CA3M 45,097.60 4175.48 /03 1978.61 /04 32.00 /56 2669.84 /82 20	367.92 /09 116.64 /	17 143.92 /44	0 43,317.04 289.52 /47 4	43,317.04 7.20 /48 110	.00 /50 5	28,077. 75.04 /
	NAME: AR3HULETA, CU3 2,890.00 2.91/04 179.25/85						
IP #: 88888 .25 200.83 /03 2288.48 /87	NAME: AS7ER, GE7EVIVE 10,707.20 259.92 /04 1644.00 /08	CLA 10,707.20 58.32 /17 550.16 /	3S: 02 10,707.2 47 94.32 /48	0 8,418.72 100.00/49 64	8,418.72 2.41 /82 521	.94 /85 1	6,513. 22.04 /
MP #: 89967 4.72 /04	NAME: AS9BY, EL9Z 2,400.00 148.80 /85 34.80 /86	CLA 2,400.00	35: 17	2,400.00	2,400.00		2,211.
MP #: 87164 49.50 22.25 /85	NAME: AS9BY, JO9NSIE 358.88 5.20 /86	CLA 358.88	SS: 35	358.88	358.88		331.

REPORT DATE 01/31/2018	EARNING	S HISTORY REGISTER F	OR 01/01/17 THRU	J 12/31/17	PAGE	5 44
CODE	DESCRIPTION	CERTIFIED	NON-CERTIFIED	TOTAL		
	REGULAR HOURS	71.25 6,683,364.48 7,167.00	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		
	REGULAR GROSS OVERTIME GROSS	7,167.00	14,592.47	21,759.47		
	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		
	TOTAL GROSS GA TAXABLE GROSS FED. TAXABLE GROSS PEERS GROSS TRS GROSS TRS GROSS	5,808,330.60	2,370,788.21	8,179,118.81		
	TDS CROSS	6 421 620 FF	1 461 405 70	7 002 026 22		
	OLDERS GROSS	6,431,620.55	1,401,405.70	7,033,020.33		
	NEWERS GROSS					
	ONEDT CROSE	6 327 798 53	2 469 297 62	8 797 096 15		
	HT GROSS	6,327,798.53 6,327,798.53	2 469 297 62	8 797 096 15		
	OASDI GROSS HI GROSS 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		
0.9	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	UDURI W/H	875.00	1,336.36	1,536.56		
40	COUDT N/H	8/8.00	1 201 20	1 291 20		
42	SUDED SHED		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	HI GROSS GHI GROSS GHI GROSS EMPLOYEE ANNUITY EMPLOYEE ANNUITY FED W/H TAX GA INCOME TAX NONCERTIFIED MERIT CERTIFIED MERIT VENDOR 000012 VENDOR 000016 COURT W/H VENDOR 005347 COURT W/H VENDOR 005345 I-VNDR 005945 I-VNDR 005945 I-VNDR 005945 I-VNDR 005945 I-VNDR 005945 I-VNDR 005945 I-VNDR 005945 I-VNDR 005945 I-VNDR 005945 I-VNDR 005945 VENDOR 005949 VENDOR 005949 VENDOR 005949 VENDOR 005949 VENDOR 005949 VENDOR 005949 VENDOR 005950 VENDOR 005951 VENDOR 005955 COURT W/H VENDOR 005955 COURT W/H VENDOR 005955 COURT W/H VENDOR 005955 COURT W/H VENDOR 005955 VENDOR 005955 VENDOR 005955 VENDOR 004726 COURT W/H VENDOR 004726 OLD PSERS HI NON-TAXABLE	14,346.56	4,855.28	19,201.84		
55	T-MADD 005950	150.00	3,333.28	3,483.28		
50	VENDOD 005951	416.00	132.00	1 144 09		
57	VENDOR 005856	1 575 00	1 000 00	2,575.00		
50	COURT W/H	1,070.00	61.6.53	61.6.53		
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	91,753.09 362,232.95 4,386,918.91	1,945,297.52	6,332,216.43		
	*** EMPLOYEE COUNTS					

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

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

EPORT DATE 02/01/2018	EARNI	NGS HISTORY E	CEPTIONS FOR	01/01/17	THRU 12/31/17	PAGE
EMPLOYEE NAME	EMPLOYEE NUMBER	CHECK DATE	TRANS DATE	STATUS	CHECK TYPE	
D4LY, MO4GAN		12/18/15	10/31/17	v	с	

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.

		FOR PAY PERIOD 01/01/1	7 THRU 12/31/17			
	EMPLOYEE	NAME EM	PLOYEE NUMBER	GROSS		
	LASSITER,	FR5DRICKA	88480	1,234.55		
EPORT DATE 02/01/2018	EARNINGS	HISTORY REGISTER FOR NON- FOR PAY PERIOD 01/01/1		SICK PAY	PAGE	3
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		

The final page(s) of the report summarize <u>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 taxable third party sick pay.

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			ABLE THIRD PARTY 17 THRU 12/31/17				PAGE	47
CODE	DESCRIPTION		CERTIFIED	NON-CERTIFIED	TOTA	L			
	REGULAR GROSS FED. TAXABLE GROSS OASDI GROSS HI GROSS FEDERAL TAX STATE TAX (GA) OASDI HI		2,714.30 2,714.30		2,714.3 2,714.3				
	NET		2,714.30		2,714.3	D			
	*** EMPLOYEE COUNTS		1			1			

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 <u>W-2 adjustment</u> 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.

)18		EARNINGS HISTORY REGISTER FOR FOR PAY PERIOD 01/01/17 TH				PAGE	
9 #: 88930 N 100.00 / 12 6 E			3 employer health reimburse ar					
		AG9ILERA						
				11 / 16 0	State Wages, Tip	s, and Other Com	pensation	
		DA2GLE,		00 (02 0	Federal Income T			
3.00 / 03 0 5	Social	Security	Wages 18.0	0 80 / 00	Allocated Tips			
17.00 / 09 0 A 15.00 / 11 0 N					Dependent Care B Designated Roth		a Section	4
					HIRE Exempt Wage Designated Roth		a Section	
9.00 / 12 6 E	Bene u	nder small	employer health reimburse ar 10.	00 / 14 A	Lease Value of a			
					Union Dues State Income Tax			
		WA3DROP, ge Cost fo	VA3CE r Employer-Sponsored Health P 150.4	00 / 12 6	Bene under small	employer health	reimburse	e a:
PORT DATE 01/31/20	18		EARNINGS HISTORY REGISTER FOR FOR PAY PERIOD 01/01/17 TH				PAGE	
BOX	ITEM	LABEL	DESCRIPTION		CERTIFIED	NON-CERTIFIED	TO	TA
01	0	Wages	Wages, Tips, Other Compensation		112.11		112	1
02	0	Fod Toy	Federal Income Tax Withheld					
52		red lax	rederal income lax withheid		2.00		2	. 0
			Social Security Wages		2.00			
03	0	SS Wages					з	. 0
03	0 0	SS Wages AllocTip	Social Security Wages		3.00		3	8.0(8.0(
03 08 09	0 0 0	SS Wages AllocTip Adv EIC	Social Security Wages Allocated Tips		3.00		3 18 17	8.00 8.00 7.00
03 08 09 10	0 0 0	SS Wages AllocTip Adv EIC Dep Care	Social Security Wages Allocated Tips Advance EIC Payment		3.00 18.00 17.00		3 18 17 16	8 - 00 8 - 00 7 - 00 5 - 00
03 08 09 10	0 0 0	SS Wages AllocTip Adv EIC Dep Care Nonqual	Social Security Wages Allocated Tips Advance EIC Payment Dependent Care Benefits	ion 401(k)	3.00 18.00 17.00 16.00 15.00		3 18 17 16 15	8 - 01 8 - 01 7 - 01 5 - 01 5 - 01
03 08 09 10 11	0 0 0 0	SS Wages AllocTip Adv EIC Dep Care Nonqual AA	Social Security Wages Allocated Tips Advance EIC Payment Dependent Care Benefits Nongualified Plans		3.00 18.00 17.00 16.00 15.00 4.00		3 18 17 16 15 4	8.0 8.0 7.0 5.0 5.0
03 08 09 10 11 12 12 12	0 0 0 1 2 3	SS Wages AllocTip Adv EIC Dep Care Nonqual AA EB CC	Social Security Wages Allocated Tips Advance EIC Payment Dependent Care Benefits Nonqualified Plans Designated Roth Contributions to a Sect Designated Roth Contributions Under 403 HIRE Exempt Wages and Tips	(b) Sal Re	3.00 18.00 17.00 16.00 15.00 4.00 ed 5.00 6.00		3 18 17 16 15 4 5 6	8 - 01 8 - 01 7 - 01 5 - 01 8 - 01 8 - 01 5 - 01
03 08 09 10 11 12 12 12 12	0 0 0 1 2 3 4	SS Wages AllocTip Adv EIC Dep Care Nonqual AA BB CC DD	Social Security Wages Allocated Tips Advance EIC Payment Dependent Care Benefits Nonqualified Plans Designated Roth Contributions to a Sect Designated Roth Contributions Under 403 HIRE Exempt Wages and Tips Coverage Cost for Employer-Sponsored Here	(b) Sal Re alth Plan	3.00 18.00 17.00 16.00 15.00 4.00 4.00 6.00 7.00	5,000.00	3 18 17 16 15 4 5 5 5,007	8 - 01 8 - 01 7 - 01 5 - 01 5 - 01 5 - 01 5 - 01 7 - 01
03 08 09 10 11 12 12 12 12 12	0 0 0 1 2 3 4 5	SS Wages AllocTip Adv EIC Dep Care Nonqual AA BB CC DD EE	Social Security Wages Allocated Tips Advance EIC Payment Dependent Care Benefits Nonqualified Plans Designated Roth Contributions to a Sect Designated Roth Contributions Under 403 HIRE Exempt Wages and Tips Coverage Cost for Employer-Sponsored Her Designated Roth Contributions to a Sect	(b) Sal Re alth Plan ion 457(b)	3.00 18.00 17.00 16.00 15.00 4.00 6.00 7.00 8.00		3 18 17 16 15 4 5 5 8 5,007 8	8 - 01 8 - 01 7 - 01 5 - 01 5 - 01 5 - 01 5 - 01 7 - 01 8 - 01
03 08 09 10 11 12 12 12 12 12 12 12	0 0 0 1 2 3 4 5 6	SS Wages AllocTip Adv EIC Dep Care Nonqual AA BB CC DD EE FF	Social Security Wages Allocated Tips Advance EIC Payment Dependent Care Benefits Nonqualified Plans Designated Roth Contributions to a Sect Designated Roth Contributions Under 403 HIRE Exempt Wages and Tips Coverage Cost for Employer-Sponsored Her Designated Roth Contributions to a Sect Bene under small employer health reimburg	(b) Sal Re alth Plan ion 457(b) rse arrang	3.00 18.00 17.00 16.00 15.00 4.00 6.00 7.00 8.00 re 9.00		3 18 17 16 15 4 5 5 007 8 259	3 - 0(3 - 0(5 - 0(5 - 0(5 - 0(5 - 0(7 - 0(3 - 0(9 - 0(
03 08 09 10 11 12 12 12 12 12 12 12 12 12	0 0 1 2 3 4 5 6 2	SS Wages AllocTip Adv EIC Dep Care Nonqual AA BB CC DD EE FF CarLease	Social Security Wages Allocated Tips Advance EIC Payment Dependent Care Benefits Nonqualified Plans Designated Roth Contributions to a Sect Designated Roth Contributions Under 403 HIRE Exempt Wages and Tips Coverage Cost for Employer-Sponsored Her Designated Roth Contributions to a Sect Bene under small employer health reimbur Lease Value of a Vehicle Provided to Emp	(b) Sal Re alth Plan ion 457 (b) rse arrang ployee	3.00 18.00 17.00 16.00 15.00 4.00 4.00 7.00 8.00 9.00 10.00		3 18 17 16 15 4 5 5,007 8 259 10	3 - 0(3 - 0(5 - 0(5 - 0(5 - 0(5 - 0(6 - 0(7 - 0(8 - 0(9 - 0(0 - 0(0 - 0(1 - 0(
03 08 09 10 11 12 12 12 12 12 12 12 12 12 14	0 0 0 1 2 3 4 5 6 2 8 8	SS Wages AllocTip Adv EIC Dep Care Nonqual AA EB CC DD EE FF CarLease St Disab	Social Security Wages Allocated Tips Advance EIC Payment Dependent Care Benefits Nonqualified Plans Designated Roth Contributions to a Sect: Designated Roth Contributions Under 403 HIRE Exempt Wages and Tips Coverage Cost for Employer-Sponsored Her Designated Roth Contributions to a Sect: Bene under small employer health reimbus Lease Value of a Vehicle Provided to Emp State Disability Insurance Taxes Withher	(b) Sal Re alth Plan ion 457 (b) rse arrang ployee	3.00 18.00 17.00 16.00 15.00 4.00 6.00 7.00 8.00 9.00 10.00 11.00		3 18 17 16 15 4 5,007 8 259 10 11	8.00 9.00 0.00
03 08 09 10 11 12 12 12 12 12 12 12 12 12 14 14	0 0 0 1 2 3 4 5 6 2 8 8	SS Wages AllocTip Adv EIC Dep Care Nonqual AA BB CC DD EE FF CarLease St Disab Union	Social Security Wages Allocated Tips Advance EIC Payment Dependent Care Benefits Nonqualified Plans Designated Roth Contributions to a Sect: Designated Roth Contributions Under 403 HIRE Exempt Wages and Tips Coverage Cost for Employer-Sponsored Her Designated Roth Contributions to a Sect: Bene under small employer health reimbus Lease Value of a Vehicle Provided to Emp State Disability Insurance Taxes Withher Union Dues	(b) Sal Re alth Plan ion 457(b) rse arrang ployee ld	3.00 18.00 17.00 16.00 15.00 4.00 4.00 7.00 8.00 9.00 10.00		3 18 17 16 15 4 5,007 8 259 10 11	8 - 01 8 - 01 7 - 01 5 - 01 5 - 01 5 - 01 5 - 01 5 - 01 7 - 01 8 - 01 9 - 01 1 - 01 1 - 01 1 - 01 1 - 01
03 08 09 10 11 12 12 12 12 12 12 12 12 12 14 14 14	0 0 0 1 2 3 4 5 6 8 6 8 6 2 0	SS Wages AllocTip Adv EIC Dep Care Nonqual AA BB CC DD EE FF CarLease St Disab Union StateWgs	Social Security Wages Allocated Tips Advance EIC Payment Dependent Care Benefits Nonqualified Plans Designated Roth Contributions to a Sect: Designated Roth Contributions Under 403 HIRE Exempt Wages and Tips Coverage Cost for Employer-Sponsored Her Designated Roth Contributions to a Sect: Bene under small employer health reimbus Lease Value of a Vehicle Provided to Emp State Disability Insurance Taxes Withher	(b) Sal Re alth Plan ion 457(b) rse arrang ployee ld	3.00 18.00 17.00 16.00 15.00 4.00 6.00 7.00 8.00 9.00 10.00 11.00 12.00		3 18 17 16 15 4 5 5,007 8 259 10 11 12 124	8 - 0(8 - 0(7 - 0(5 - 0(5 - 0(6 - 0(6 - 0(7 - 0(8 - 0(7 - 0(8 - 0(7 - 0(8 - 0)) 8 - 0(8 - 0)) 8 - 0(8 - 0(8 - 0)) 8 - 0(8 - 0(8 - 0)) 8 - 0(

REPORT DATE 01/31/2018	EARNI FIN	INGS HISTORY REGISTER F NAL TOTALS INCLUDING TH			PAGE	5
COL	E 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 FED. TAXABLE GROSS	5,811,044.90	2,370,788.21	8,181,833.11		
	PSERS GROSS	5,811,044.90	2,370,788.21 522,414.57	8,181,833.11		
	TRS GROSS	6,431,620.55				
	OLDERS GROSS	6,431,620.33	1,401,403.70	1,033,020.33		
	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		
	GHT GROSS					
01	EMPLOYEE ANNUITY EMPLOYEE 2ND ANNUITY FED W/H TAX GA INCOME TAX NONCERTIFIED MERIT	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		
0.9	CERTIFIED MERIT	272,997.21		272,997.21		
16	VENDOR 000012	4,125.68		4,125.68		
17	CERTIFIED MERIT VENDOR 000012 VENDOR 000016 COURT W/H COURT W/H VENDOR 005347 COURT W/H VENDOR 005309	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		
35	VENDOR 003909	875.00	1,936.96	1,936.96		
41	COURT W/H		1,251.30	1,251.30		
44	T-VNDP 005945	1 461 60	1 720 64	3 182 24		
45	T-VNDR 0.05945	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	COURT W/H SUPER SHBP I-VNDR 005945 I-VNDR 005945 I-VNDR 005945 I-VNDR 005945 I-VNDR 005947 VENDOR 005947 VENDOR 005949 VENDOR 005949 VENDOR 005949 VENDOR 005949 VENDOR 005949 I-VNDR 000110 I-VNDR 000110 I-VNDR 000110 I-VNDR 005951 VENDOR 005951 VENDOR 005951	14,346.56	4,855.28	19,201.84		
55	1-VNDR 000110	150.00	3,333.28	3,483.28		
56	1-VNDR 005950	616.00	192.00	808.00		
57	VENDOR 005951	416.00	1 000 00	1,144.08		
50	COUDT W/H	1,5/5.00	616.53	2,575.00		
55	COURT W/H VENDOR 005995 VENDOR 004726	275 00				
61	VENDOR 003333	76.00	42 00	118 00		
91	OLD PSERS	76.00	808 00	118.00 808.00 1,650.00		
	NEW PSERS		1,650,00	1,650.00		
	TRS	385,897.93	87,684.58	473,582.51		
85	OASDI		153,098.49			
86	HI	91 753 09	35 805 29	127 558 38		
	NON-TAXABLE	362,232.95	212,911.88	575,144.83		
	NET	4,389,633.21				
	*** EMPLOYEE COUNTS	210	305	515		

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

A2. Earnings History Register Error Report – Example

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

EFUN	и ин	TE 04/	1572	010					CHR	11116	5 113	STUR		ROR			17017	10	пко	12/3	1710				PAGE	
DE	Э. Н	n	OVT.	un	DE	3. GF		ошт	GR.		GROS			ONTR			PENS	0.0		ASDI (20	HI GR.		GHI GR.	NET	
KE	э. н	ĸ.	001.	нк.	KE	J. 6P	i.	001	66.		GRUS	55	U	UNIK	HG I		PENS	6K.	U	HZDI	5K.	HI GK.	•	GHI GK.	NE I	
EMP #	: 88	266		NAME :	: AI	G7Ε,	EV7RE	TTE					CL	ASS:	22									GA EXEMPT	1,000	. 00
					3,1	374.0	93				3,874	ŧ.03					2,871	ı.03	:	2,435	.43	2,435.43	1	650.88	2,918	. 01
2	3.74	/01		.82 /	/ 03	54.	57 /0	4	657.	90 /	08	5	. 01	/10	8	7.96	/26		8.0	0 /81		91.60 /85	2	1.42 /86	438.60	/87
					-	****	OASDI	AMO	DUNT	AND/	OR HI	(AMI	DUNT	15	INCO	RREC	T ACC	ORDI	ING 1	TO THI	E GR	**** 220				
EMP #	: 88	870		NAME :			PEAUX,	MUR	SKHY					ASS:	22							MEDICARE ON		GA EXEMPT		
					6,	924.9	2				6,02,	1.92					6,250	9.85				5,982.62	M	650.88	4,470	.99
30	1.24	/01	493	.91 /	/ 03	255.	53 /0	4	56.	40 /	08	6	. 68	/10	120	6.16	/26	21	49.09	9 /82		64.92 /86	- 43	2.30 /87		
					-	****	OASDI	AMO	DUNT	AND/	OR HI	(AMI	DUNT	IS	інсоі	RREC	T ACC	ORD	(NG 1	TO THI	E GR	0\$\$ ****				
AG7E,	EV7	RETTE					8826	6	7	,777	.77	1	7,77	7.77		1	50.00)	7,3	777.7	7	50.00		25.00	5	5.55
		***	* OA:	SDI A	MOUNT	AND	ZOR H	I AP	IOUNT	IS	INCOF	RECT	C AC	CORD	ING 1	то ті	IE GR	055	FOR	TAXA	BLE 1	THIRD PARTY	510	K PAY ***	*	
																					-					

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:

Тах Туре	Federal	State	FICA/Medicare
Annuities (Deduction Codes "01" & "02" and additional deduction codes as defined on the <i>Annuity</i> <i>Deduction Control Record</i> .)	Ν	Ν	Y
TRS Withheld	Ν	Ν	Y
ERS (Old and New) - Effective 01/01/2008	Y	Y	Y
PSERS (Old and New)	Y	Y	Y
Non-Taxable (Deduction Type "I")	Ν	Ν	Ν
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

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. <i>Note: An amount reported in Box 12, Item AA causes the Box 13</i> <i>Retirement Plan box to be checked.</i>
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.

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.
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)	Elective deferrals to a section 401(k) cash or deferred arrangement.
	 Annuity amounts defined as Annuity Type 'D' and Mandatory Annuity flag 'N'.
	 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.

W-2 Box Number & Name	Derived From Employees' YTD Earnings History Report Fields
12 E – 403(b)	Elective deferrals under a section 403(b) salary reduction agreement.
	 Annuity amounts defined as Annuity Type 'E' and Mandatory Annuity flag 'N'.
	 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.
12 $F - 408(k)(6)$	Elective deferrals under a section 408(k)(6) salary reduction SEP.
	 Annuity amounts defined as Annuity Type 'F' and Mandatory Annuity flag 'N'.
	 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)	Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan.
	 Annuity amounts defined as Annuity Type 'G' and Mandatory Annuity flag 'N'.
	 Plus earnings history W-2 adjustment for Box 12, Item G.
12 H – 501(c)	Elective deferrals to a section 501(c)(18)(d) tax-exempt organization plan.
	 Annuity amounts defined as Annuity Type 'H' and Mandatory Annuity flag 'N'.
	 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.

W-2 Box Number & Name	Derived From Employees' YTD Earnings History Report Fields
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 \mathbf{R} – Employer contributions to an Archer MSA	Earnings history W-2 adjustment for Box 12, Item R
12 S – 408(p) SIMPLE	 Employee salary reduction contributions under a section 408(p) SIMPLE plan (not included in box 1). – 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.
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 when the Mandatory Annuity flag for the annuity company is flagged as a 'Y'. Checked if an amount is reported in Box 12 for any of the following: D – 401(k) E – 403(b) F – 408(k)(6) H – 501(c) S – 408(p) SIMPLE AA – Roth 401(k) BB – Roth 403(b)

W-2 Box Number & Name	Derived From Employees' YTD Earnings History Report Fields
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 <i>Department of Labor Quarterly Payroll</i> <i>Report and Wages Data File</i> , 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.
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.

Procedure C: Print Employer Copy of W-2's C1. Processing Employer Copy of the W-2 Statements

PCG Dist=8991 Rel=15	.04.00 01/20/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		PAYMOOOO
FKey	Master Menu		
1 P	ayroll Setup Menu		
2 P	ayroll Update Menu		
<u>3</u> P	ayroll Check & Direct Deposit Menu		
4 Ai	nnual Reports Menu		
<u>5</u> M	onthly/Quarterly/Fiscal/Biennial Reports Menu		
<u>8</u> E	nployee Reports/Labels Menu		
	pdate/Display Description/Deduction/Annuity Menu		
	arnings History Menu heck Reconciliation Menu		
	pdate/Display Payroll Monitor		
<u>13</u> S	pecial Functions Menu		
20 Fi	le Reorganization		
	5		
Master ^{User} List			15.03.00
FIG	MONITOR		
ction			
	- Annual Reports Menu).		

The following screen displays:

Step

1

	PCG Dist=8991 R	el=16.04.00 12/22/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	- • ×
		Payroll System		PAYM0004
	FKey	Annual Reports Menu		
	1	094-C & 1095-C Options: Import ADP Dependent Names, DOBs and SSNs Compare ACA Dependents for Two Years		
	4	Export ACA Employee Data and Create .CSV Template Export ACA Dependent Data and Create .CSV Template Import ACA Employee & Dependent Data from PCG Template		
	7	Print EMPLOYER Copy of 1094-C & 1095-C's Print 1094-C & Employee 1095-C's & Create File Maintain IRS ACA Receipts		
	<u>10</u> 11	/-2 Options: Print Employee W-2's & Create File Print Blank W-2 Form Print Employer's Copy of W-2's		
		ther Options: - Flexible Benefits Transmission File		
Mas F16	1025	CAY, XEND		16.03.01

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

PCG Dist=8991 Rel=22.04.00 12/22/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE	-		\times
Print W-2's and Create File		W2EXT	
Enter W-2 year to be selected: <u>2022</u>			
f applicable, enter deduction code(s) for the following categories:			
Dependent Care Assistance: (Box 10)			
Roth IRAs to a 401(k): (Box 12, label 'AA')			
Roth IRAs to a 403(b): (Box 12, label 'BB')			
Roth IRAs to a 457(b): (Box 12, label 'EE')			
Other health deductions:	(Box 12	, label '	DD')
ENTER = Continue, F16 = Exit Program			
👽 F1 Þ Å F2 4 Å F3 🖨 F4🖾 F5🖾 F5🖾 F5 🔽 F8 🖬 F9 🖊 F10 🝸 F11 Þ F12 🖉 F15 🤅	2	22.04.0	90

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 \checkmark 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'.

Step	Action	
7 If the school district/system has a Roth IRA under a 457(b) Plan : Enter or select drop-down selection icon in the Roth IRAs to a 457(b) deduction code field(s deduction amounts will be accumulated and reported in Box 12 of the W-2 with a '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 employ <u>er</u> and employ <u>ee</u> paid portions of the cost, is informational only, and is NOT taxed.	
9	Select (Enter) to continue.	

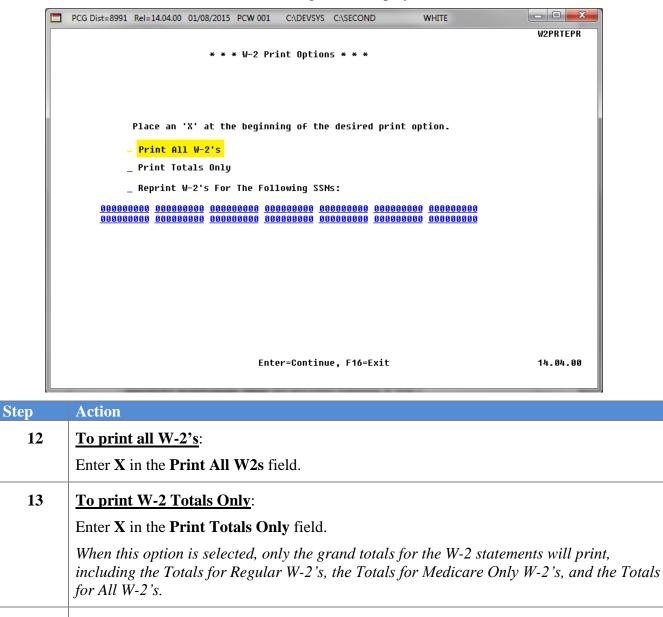
CG Dist=8991 Rel=22.04.00 12/22/2022 DOD 001 SV	K:\SYSTEM K:\SECOND	WHITE	_	
Print W-	-2's and Create File			W2EXT
Enter ₩-2 year to be s	selected: 2022			
If applicable, enter deduction code(s) for	or the following categ	ories:		
Dependent Care Assistance: 24	(Box 10)			
Roth IRAs to a 401(k): 10	(Box 12, label 'A	A')		
Roth IRAs to a 403(b):	(Box 12, label 'B	B')		
Roth IRAs to a 457(b):	(Box 12, label 'E	E')		
Other health deductions: 38			(Box 12,	label 'DD')
** IS ABOVE	DATA CORRECT? **			
ENTER = Continue, F16 = Reente	er Data			
	5 E F9 / F10 T F11 E F12	E FIS Q		22.04.00
	Hel	p		

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

- SOCIAL SECURITY ERRORS and/or ADDRESS ERRORS found! These errors must be corrected before proceeding, please see ERROR REPORT!	004P
and/or ADDRESS ERRORS found! These errors must be corrected before proceeding,	
ADDRESS ERRORS found! These errors must be corrected before proceeding,	
These errors must be corrected before proceeding,	
please see ERROR REPORT!	
Press ENTER to Exit 13.04	4.00
Step Action	
11 If the Social Security Errors and/or Address Errors screen displays, select H	
access the Uqueue Print Manager to print the error report. Print the Social S	•
Duplicate / Address Error Report and Merged Records Report, and review to	
Where applicable, add an earnings history record to correct errors. After ma	aking the
appropriate modifications, repeat this procedure beginning at <i>Step 1</i> .	
Select Enter (Continue) in order to continue printing the employer W-2's.	

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



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).

	PCG Dist=8991 Rel=14.04.00 01/08/2015 PCW 001 C:\DEVSYS C:\SECOND WHITE	
		W2PRTEPR
	* * * W-2 Print Options * * *	
	M Select desired order for printing W2's (N/L): N = Name Order L = Work Location, then Name	
i.	Place an 'X' at the beginning of the desired print option.	
	<u>X</u> Print All W-2's	
	_ Print Totals Only	
	_ Reprint W-2's For The Following SSNs:	
	<u>800088000 800088000 800088000 80008000 80088000 80088000 80088000</u> 800088000 800088000 80088800 80088800 800888000 800888000 800888000	
	Enter=Continue, F16=Exit	14.04.00
	Action	
5	Select the desired print sequence:	
	Enter N (Name order) or L (Work Location, then Name) in the Sel	act desired
	printing W2's (N/L) field, and select Enter (continue).	
	"** Creating W2 Printfile **" briefly displays.	

PCG Dist=8991 Rel=14.04.00 01/08/2015 PCW 001 C:\DEVSYS C:\SECOND WHITE	_ D _ X
* * * W2 Form Printing * * * Successful Completion	W2PRTEPR
Total W2's Printed For Medicare Only (HI Only) Employees = 0 Total W2's Printed For FICA (HI and OASDI) Employees = 313 Total Number Of W2's For Medicare Only (HI Only) Employees = 0 Total Number Of W2's For FICA (HI and OASDI) Employees = 313	
ENTER or F16 to Exit	14.04.00
Action	

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

	PCG Dist=8991 Rel=16.04.00 12/22/2	2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 0 <mark>_ X</mark>
		Payroll System		PAYM0004
	FKey 	Annual Reports Menu		
		ptions: pendent Names, DOBs and SSNs Dependents for Two Years		
	4 Export ACA De	ployee Data and Create .CSV Templa pendent Data and Create .CSV Templa ployee & Dependent Data from PCG T	ite	
		ER Copy of 1094-C & 1095-C's Employee 1095-C's & Create File XCA Receipts		
	W-2 Options: 10 Print Employe 11 Print Blank W- 12 Print Employe	2 Form		
	Other Options: 15 Flexible Benet	its Transmission Fil e		
Mast F16	er User _{list} USER USE WORK MONING			16.03.01
р	Action			
20		xit) to return to the Payrol the Business Applications		Ienu, or select
21	To print the report v	ria the Uqueue Print Ma	nager: Select	(Uqueue).
	To print the report v	via Microsoft® Word: Se	elect 🛄 (MS V	WORD).
	Follow the instruction Procedures, Creating	s provided in the <u>Technica</u> the Microsoft®-PCGenes ssary to use the feature wh	al System Operation is QWORD Macro	o <u>ns Guide</u> , User

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 \mathbf{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 (\mathbf{L} .) and the other record may not (\mathbf{L}); this will be a fatal error when producing W-2 forms.

ATE RUN: 02/01/2018	SOCIAL SECURITY DUPLICATE / ADDRESS ERROR REP	ORT AND MERGED RECORDS F	PAGE 1
	AND EMPLOYEE 87277 TO2LIVER, BO2G		9-7277
	GA4IN, TA4DY With Employee		
	BR5THERS, AL5YNA With Employee		
erge Occurred for Employee - 87674	ST3PP, FR3DRIC With Employee	- 87673	
erge Occurred for Employee - 87735	SH5LLEY, JA5IKA With Employee	- 87734	
erge Occurred for Employee - 88145	WI5LETT, AL5A With Employee	- 88144	
erge Occurred for Employee - 88190	 DE6SON, RE6AY With Employee 	- 88189	
	BAGRIOS, ZAGHERY With Employee		
erge Occurred for Employee - 88276	 WI4LOUGHBY, CI4DERELLA With Employee 	- 88275	
mployee 88306 - DA2GLE, GL2NN	will print 2 W-2 forms because of	Box 12 and/or Box 14 overflow	
mployee 88306 DA2GLE, GL2NN	OASDI gross+tips > HI gr	38333.28	
erge Occurred for Employee - 88331	SM5LLS, WE5DON With Employee	- 88330	
erge Occurred for Employee - 89348	WI6LEY, DA6EN With Employee	- 89347	
erge Occurred for Employee - 89425	MA4HADO, BA4 With Employee	- 89424	
	COSTURE, RISEY With Employee		

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ETSAN ABSEU	 T	SSN: 999			
2072 MAIN S SMITH, GA S	STREET 33333				
MP NUM: 88942	LOC: 0101 WAGES:	21812.20	FED TAX WITH:	627.88	
	SOU SEC WAGES:	23400.07	FICA WIINNELD:	1006.03	
	MEDICARE WAGES: .00 ALLOC TIPS:	23406.07	MEDICARE TAX:	339.38	
SS TIPS:	.00 ALLOC TIPS:	. 00	ADVANCE EIC:	. 00	
EP CARE: 12	23.45 NON QUAL PLN: 8031.03 BOX 12:	.00	BOX 12:	AA 100.00	
BOX 12: DD	8031.03 BOX 12:		BOX 12:		
TATUATORY EMP:	PENSION: X 3	RD PRTY SIC	K PAY:		
LN: 58-6000202	STATE ID: GA 14	43840FX	STATE WAGES:	21812.20	
	STATE TAX WITH:	982.08	LOCALITY:		
	LOCAL WAGES :	- 00	LOCAL TAX:	.00	
1920 MAIN S SMITH, GA S	33333				
AP NUM: 89093	LOC: 0302 WAGES:				
	SOC SEC WAGES:	10489.64	FICA WITHHELD:	440.53	
	MEDICARE WAGES: .00 ALLOC TIPS: .00 NON QUAL PLN: PENSION: X 3	10489.64	MEDICARE TAX:	152.11	
SS TIPS:	.00 ALLOC TIPS:	.00	ADVANCE EIC:	.00	
OF CARE:	.00 NON QUAL PLN:	.00 .00	BOX 12:	DD 5449.92	
TATUATURE MPT	STATE ID: GA 14	AD PRIT SIC	K PAI: CTATE MACEC.	0006.05	
LN: 58-6000202	STATE TAX WITH:	14384UEA	LOCALITY:	3836.05	
	JOCAL WACKS.	315.58	LOCAL TAX:	00	
	LOCAL WAGES:	.00	LOCAL TAX:	.00	
MO9AMMED AG 1689 MAIN S SMITH, GA 3	STREET	SSN: 999	-08-9320		
1P NUM: 89320	LOC: 0302 WAGES:	9165.16	FED TAX WITH:	519.98	
	SOC SEC WAGES: MEDICARE WAGES: .00 ALLOC TIPS: .00 NON QUAL PLN: PENSION: X 3	9730.68	FICA WITHHELD:	408.68	
	MEDICARE WAGES:	9730.68	MEDICARE TAX:	141.08	
SS TIPS:	.00 ALLOC TIPS:	. 00	ADVANCE EIC:	. 00	
EP CARE:	.00 NON QUAL PLN:	. 00	BOX 12:	DD 1027.17	
TATUATORY EMP:	PENSION: X 3	RD PRTY SIC	K PAY:		
N: 58-6000202	STATE ID: GA 14 STATE TAX WITH:	43840FX	STATE WAGES:	9165.16	
	STATE TAX WITH:	223.28	LOCALITY :		
	LOCAL MACEC.	00	LOCAL TAX:	00	

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

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

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 99728.41 MEDICARE WAGES: 6877756.22 MEDICARE TAX: SS TIPS: .00 ALLOC TIPS: .00 ADVANCE EIC: .00 BOX 12: DD 1441332.41 BOX 12: E 80477.00 BOX 12: AA 10350.00 STATUATORY FMP. DEVELOT DEP CARE: STATUATORY EMP: PENSION: 3RD PRTY SICK PAY: EIN: 58-6000202 STATE ID: 1443840FX STAT STATE WAGES: 6422731.76 STATE TAX WITH: 283765.10 LOCALITY: . 00 LOCAL WAGES: LOCAL TAX: . 00 *** TOTALS FOR MEDICARE ONLY W2'S *** SSN: 000 00 0000 1200.00 FED TAX WITH: EMP NUM: 00000 LOC: 0000 WAGES : 120.00 SOC SEC WAGES: .00 FICA WITHHELD: . 00 MEDICARE WAGES: 1200.00 MEDICARE TAX: 17.40 . 00 SS TIPS: .00 ALLOC TIPS: ADVANCE EIC: . 00 .00 NON QUAL PLN: DEP CARE: . 00 BOX 12: 3RD PRTY SICK PAY: 1443840FX STATE WAGES: STATUATORY EMP: PENSION: STATE ID: EIN: 58-6000202 1200.00 STATE TAX WITH: 60.00 LOCALITY: . 00 LOCAL WAGES: . 00 LOCAL TAX: 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 . 00 SS TIPS: .00 ALLOC TIPS: .00 ADVANCE EIC: 29370.33 NON QUAL PLN: BOX 12: AA 10350.00 DEP CARE: . 00 BOX 12: DD 1441332.41 BOX 12: E 80477.00 BOX 12: PENSION: 3RD PRTY SICK PAY: STATE ID: 1443840FX STAT STATUATORY EMP: STATE WAGES: EIN: 58-6000202 6423931.76 STATE TAX WITH: 283825.10 LOCALITY : . 00 LOCAL WAGES: LOCAL TAX: .00

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

Procedure D. Printing a Blank W-2 Form

	Payroll System		PAYMOOOO
FKey	Master Menu		
2 Payroll 3 Payroll	Check & Direct Deposit Menu		
4 Annual 5 Monthly	Reports Menu //Quarterly/Fiscal/Biennial Reports Menu		
9 Update 10 Earning 11 Check I 12 Update	ree Reports/Labels Menu /Display Description/Deduction/Annuity N is History Menu Reconciliation Menu /Display Payroll Monitor Functions Menu organization	lenu	
	orgunzation		
Master Uset _{list} PAY VEND			15.03.00
ction			

The following screen displays:

Step

1

	PCG Dist=8991	Rel=16.04.00 12/22/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
		Payroll System	PAYM0004
	FKey 	Annual Reports Menu	
	1 2		
	3 4 5	Export ACA Dependent Data and Create .CSV Template	
	6 7 8	- Print 1094-C & Employee 1095-C's & Create File	
	10 11 12	- Print Blank W-2 Form	
	15	Other Options:] Flexible Benefits Transmission File	
Mast F16	ter ^{User} list D (US) Words	PAY MONTR	16.03.01

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

The following dialog box displays:

E Select Printer		×
Select Printer:	Nitro PDF Creator (Pro 9) Microsoft XPS Document Writer	
Called By: BLANKW2	Fax \\PRINTSERVER\10046-HPLJ4100N \\printserver\2275-HPLJ4300dtn	
Orientation: Portrait C Landscape	\\printserver\2277-HPLJ4300dtn \\printserver\Xerox-1970 Send To OneNote 2010 Fax (redirected 4) Generic / Text Only (redirected 4) Microsoft XPS Document Writer (redirected 4)	Ŧ
Default Printer		
Selected Printer	\\printserver\2275-HPLJ4300dtn	
	OK Exit Process	

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

	Image: Note of the state
	Select Blank W2 Options
	Current Selected Printer Generic / Text Only Printer
	PLEASE MAKE SELECTION
	- Select Printer
	F6 - Print Blank 2016
	F7 - Print Blank 2017
	F8 - Print Blank 2018
	F9 - Print Blank 2019
	F10 - Print Blank 2020
	F11 - Print Blank 2021
	F12 - Print Blank 2022
	F13 - Print Blank 2023
	F14 - Print Blank 2024
	F16 - Exit
	F1 F6 F7 F8 F9 F10 F11 F12 F13 F14 23.04.00
F	
tep	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).

	PCG Dist=8991	Rel=16.04.00	12/22/2016	PCW 001 SV 0	C:\DEVSYS	C:\SECON	D	WHITE		
				Pa	yroll Sy	istem				PAYM0004
	FKey 	1		Annua	L Report	s Menu				
		1094-C & 10								
			•	dent Names, I endents for Tv		l SSNs				
			•				_			
		•	• •	yee Data and dent Data and		•				
	5	Import /	CA Employ	yee & Depend	ent Data i	from PCG	Template			
				Copy of 1094-						
		Print 10 Maintai		ployee 1095-(Receipts	C's & Crea	nte File				
	_	- W-2 Options		-						
	10	Print Er	nployee W	-2's & Create	File					
		Print Bl Print Fr		orm Copy of W-2's						
		Other Option		ransmission	File					
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F16	ster ^{User} list 두 (lृष्ड्यु Word a g									10100101
			I		<u> </u>		1	I I		
p	Action									
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7						•	•			u , or select $_$
) to retur	n to the	Business	Арри	cations	waste	r menu	•	

D1. Blank W-2 - Example

					÷.
d Control mamber		nime terris n 2 Federal Income bu withheid	di Control number	Department of the Trajetity - Informal Record	
s Employer's name, addres	3 Social security wages 5 Medicare wages and tips	4 Sociel security Lax withheid 6 Nedicare Lax withheid		3 Social security wages	4 Social security tax withheld 6 Medicare tax withheld
u ungreyer's name, addre	er, and 21° 6008		e Errşekyer's name, address, s	ana Zif ^o code	
7 Social security tipe	8 Aliocated lips s 11 Nonqueitled plans	9 12x See instructions for box 12	7 Social security tipe 10 Dependent care benefits	8 Allocated tipe 11 NonquelEted plans	t2s See Instructione for box 12
b Employer identification	+ 12c sumber (EIN) a Employee's soc	a 12d	b Employer identification num	e 12e e Employee's social	a 12d
13 Statutory Retirement employee plan	Theru-party 14 Other aick pay		13 Statutory Retirement 1 employee plan s	hird-party 14 Other lick pay	2
o Employee's name, add	ress, and ZIP code		e Employee's name, addres	is, and ZIP code	
[W-2 Winge and Tax	Frees, and ZIP code State Deployer's size 0, No, 17 State snore ten	16 Sista wagan, Iga, atc 18 Local wagan, Iga, atc	! W-2		18 State wages, tops, efc 18 Local wages, tops, etc
When and Tax Wingo and Tax Statement 2016	Fate Employer's state (D. No. 	19 Local Wages, tipe, etc. 29 Locality rame	! W-2 [15 Black Wage and Tax Stalament 2016	Employer's state I.O. No.	18 Local wages, tips, etc 20 Locality rame
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Image and Tax Winge and Tax Statement Balance Copy 2 To be filed with Copy 2 To be filed with Image and the statement Table information is being	Fate Employer's state (D. No. 	18 Local weight, tips, etc. 29 Local My name al Income Tax Return	I W-2 Is black Wage and Tax Blacement 2016 L Copy 2 To be field with D Copy 2 To be field with D	Employer's state 10, Ne.	18 Local wages, tips, etc 28 Locally same 29 Locality same Income Tax Return
I W-2 III Wage and Tax Statement Copy 2 To be filed with Copy 2 To be filed with Copy 2 To be filed with Copy 2 To be filed with	Ista Employer's size; D. He. 17 Bate Income tec 19 Bate Income tec 19 Local income tec 19 Local income tec 19 Local income tec 10 Composition of the State, City, or Loc Outposter of the State, City, or Loc Outposter of the State, City, or Loc 0 State State, Other Composed 1 Social Security wages 5 Medicare wages and the	18 Local wages, tips, etc. 28 Local Wages all Income Tax Return Income Tax Return Income Social 27 exercit Income Sax writhheld	I W-2 Is Bailed Wage and Tax Balament 2016 L Copy 2 To be field with D Copy 2 To be field with D	Employer's state 10, Ne.	18 Local wiges, tips, etc 28 Locality same 29 Locality same Income Tax Return Elicoses 2 Federal Income Tax withheld
W-2 Wings and Tax Wings and Tax Statement Statement Copy 2 To be filed with Copy 2 To be filed with Copy 2 To be filed with Copy 2 To be filed W-2 This information is being formations statement This information is being formation in summa Service 0 Employee's name, addre	Sate Engloyer's sink (0, He, 17 Blate ancone tax 19 Local income tax 1 Mayee's State, City, or Loc Department of its hears, inform its 1 Wagee tips, other compensate 3 Social security wagee 5 Multicere wiges and tips es, and ZP code	19 Local wages, tips, etc. 29 Local Wages, tips, etc. 20 Local My name all Income Tax Return toose locies 17 General tecome Lax withhead 4 Bocal security Lax withhead	I W-2 Is their ways and the Balance of the Statement of t	Employer's state 1.0. No. If State income tax I	18 Local wages, tips, etc. 28 Locality same 29 Locality same Lincome Tax Raturn 2 Faires 2 Faires 2 Faires locome tax withheld 4 Boold (security Law withheld
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Procedure E: Printing Employees' W-2 Statements and Creating the Electronic Media File

	Payroll System	PAYMOOOO
FKey 	Master Menu	
1 Payroll Set		
2 Payroll Upo	late Menu :ck & Direct Deposit Menu	
J Payroll Cite	cck & Direct Deposit Meliu	
4 Annual Rep		
Montniy/QU	arterly/Fiscal/Biennial Reports Menu	
	Reports/Labels Menu	
10 Earnings H	play Description/Deduction/Annuity Menu istory Menu	
	onciliation Menu	
13 Special Fur	play Payroll Monitor actions Menu	
20 File Reorga		
20 File Reorys	11128001	
		45 00
Master Vserlist PAY VEND		15.03.00
ction		
CHOIL		

The following screen displays:

Step

1

CG Dist=8991 Rel=16.04.00 12/22/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
Payroll System		PAYM0004
FKey Annual Reports Menu		
1094-C & 1095-C Options: 1 Import ADP Dependent Names, DOBs and SSNs 2 Compare ACA Dependents for Two Years		
 3 Export ACA Employee Data and Create .CSV Template 4 Export ACA Dependent Data and Create .CSV Template 5 Import ACA Employee & Dependent Data from PCG Template 		
6 Print EMPLOYER Copy of 1094-C & 1095-C's 7 Print 1094-C & Employee 1095-C's & Create File 8 Maintain IRS ACA Receipts		
W-2 Options: 10 Print Employee W-2's & Create File 11 Print Blank W-2 Form 12 Print Employer's Copy of W-2's		
Other Options: 15 Flexible Benefits Transmission File		
Master Use _{list}		16.03.01

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

PCG Dist=8991	Rel=14.04.00	01/08/2015	PCW 001	C:\DEVSYS	C:\SECOND	WHITE	
			Print W	-2's and C	reate File		ANN0004P
Se1	.ect W-2 op	ntion:	• Print fo	orms and crea	te electronic med	dia	
			C Print fo				
				electronic me	dia only		
		EI	NTER = C	ontinue, F	16 = Exit Pr	rogram	13.04.00

Step	Action
3	Select the radio button ^(C) 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).

Ē	▶ PCG Dist=8991 Rel=22.04.00 12/22/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE − □ × ▶ Print W-2's and Create File ₩2EXT
	Enter W-2 year to be selected: <u>2022</u>
	If applicable, enter deduction code(s) for the following categories:
	Dependent Care Assistance: (Box 10)
	Roth IRAs to a 401(k): (Box 12, label 'AA')
	Roth IRAs to a 403(b): (Box 12, label 'BB')
	Roth IRAs to a 457(b): (Box 12, label 'EE')
	Other health deductions: (Box 12, label 'DD')
<i>a</i> ,	ENTER = Continue, F16 = Exit Program $ENTES F1 \rightarrow R F2 \rightarrow R F2 \rightarrow R F3 \rightarrow F4 \rightarrow F5 \rightarrow F5 \rightarrow F5 \rightarrow F12 $
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 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 \checkmark 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 \checkmark 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 \checkmark 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'.

Step	Action	
10	10 If the school district/system has Other health deductions : Enter or select the drop-dow 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 '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 employ <u>er</u> and employ <u>ee</u> paid portions of the cost, is informational only, and is NOT taxed.	
11	Select (Enter) to continue.	

PCG Dist=8991 Rel=22.04.00 12/22/2022 DOD 001	SV K:\SYSTEM K:\SECOND WHITE	– 🗆 X
Print	W-2's and Create File	W2EXT
Enter W-2 year to b	e selected: 2022	
If applicable, enter deduction code(s)	for the following categories:	
Dependent Care Assistance:	(Box 10)	
Roth IRAs to a 401(k):	(Box 12, label 'AA')	
Roth IRAs to a 403(b):	(Box 12, label 'BB')	
Roth IRAs to a 457(b):	(Box 12, label 'EE')	
Other health deductions:		(Box 12, label 'DD')
** 15 080	VE DATA CORRECT? **	
~~ 13 HD0	VE DITH CONNECT: **	
ENTER = Continue, F16 = Reel		00 81 88
	F8 F9 / F10 F11 F12 HElp	F15 Q 22.04.00

Step	Action
12	Verify the screen's entries are correct and select (Enter) in response to the Is Above Data Correct? message. If the information is incorrect, select (F16), make the appropriate modifications, and select (Enter) to 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 32.

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:

A	PCG Dist=8991 Rel=22.04.00 12/22/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE - X
	* * * W-2 Print Options * * *
	Place an 'X' at the beginning of the desired print option.
	X Print All W-2'S
	_ Restart Print Of W-2's From SSN: <u>000000000</u>
	_ Reprint W-2's for the Following SSNs:
	<u>999999999</u> <u>999999999</u> <u>999999999</u> <u>99999999</u>
	Select desired order for printing W2's (N/L): <u>N</u> N = Name Order L = Work Location, then Name
	W-2 Form Type: 📀 Non Self-Seal Forms
	C Self-Seal Forms
	?
	?
	?

Step	Action
15	To restart print of W-2's from the last Social Security Number (SSN) printed:
	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	To reprint individual employees' W-2 statements:
	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 the desired print sequence:
	Enter N (Name order) or L (Work Location, then Name) in the Select desired order for printing W2's (N/L) field.
18	Select the radio button • to the right of W-2 Form Type to identify self-seal or non-self-seal W-2 forms.
	Select one option:
	Non self-seal forms (default)Self-seal forms
	The employee address fields print in different locations based upon whether a self-seal W-2 form or a <u>non</u> -self-seal W-2 form is being used.
	The self-seal W-2 form prints the return address <i>at the top of the form, on the left-hand side</i> , and prints the employee address towards <i>the top of the form, in the center</i> .
	The <u>non</u> -self-seal W-2 form prints both the return address and the employee address <i>at the top of the form, on the left-hand side</i> , and when the <u>non</u> -self-seal form is folded into the 'Z' configuration, these addresses at the top of the form display in the envelope window correctly.
19	Select (Enter) to continue.

E C	PCG Dist=8991 Rel=22.04.00 12/22/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE - □ × W2PRTEMP
	* * * W-2 Print Options * * *
	Place an 'X' at the beginning of the desired print option.
	X Print All W-2'S
	Restart Print Of W-2's From SSN: 000000000
	Reprint W-2's for the Following SSNs:
	888888888 88888888 888888888 88888888 8888
	Select desired order for printing W2's (N/L): N N = Name Order L = Work Location, then Name
	W-2 Form Type: 💿 Non Self-Seal Forms
	C Self-Seal Forms
E	nter=Continue, F16=Reenter
EN	22.04.00
F1	
Step	Action
20	Insert the W-2 forms into the printer.
21	Verify the screen's entries are correct and select (Enter).
	If the information is incorrect, select $\mathbf{F16}$ (F16), make the appropriate modifications, and
	select (Enter) to continue.

	PCG Dist=8991 Rel=22.04.00 12/22/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE − □ × W2PRTEMP	
	Print W2 Forms	
	Are W2 forms inserted? (YES,NO)	
F1		
Step	Action	
22	Select (Enter) to continue.	
	Select $\mathbf{F16}$ (F16) to exit the process.	

The following dialog box displays:

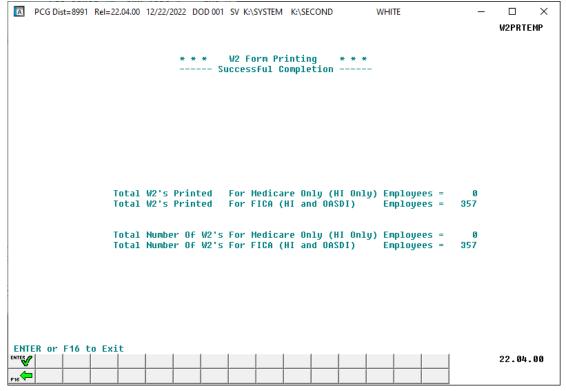
🚞 Select Print	er _ 🗆 ×	J
Select Printer:	VprintserverV2275-HPLJ4300dtn	
Called By: CALL1099	Microsoft Office Document Image Writer HP LaserJet 4 - Virtual Generic / Text Only Adobe PDF	
Orientation: Portrait C Landscape	\\printserver\199-HPCLJ8550GN \\printserver\2240-HPLJ4300 \\printserver\2276-HPLJ4300DTN \\printserver\2277-HPLJ4300dtn \\printserver\38283-X4517	
Default Printer	\\printserver\2275-HPLJ4300dtn	
Selected Printer	\\printserver\2275-HPLJ4300dtn	
	<u>O</u> K <u>C</u> ancel	

Step	Action		
23	Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate Printer's name. Verify that the correct printer displays in the Selected Printer text box.		
24	Select OK (OK).		

A	PCG Dist=8991	Rel=22.04.00	12/22/2022	DOD 001	SV K:\SYSTEM	K:\SECOND	WHITE	− □ Callw2s	×
				Setup for	2022 W2s				
		Current	Printer Sele	ected	Generic	7 Text Only Print	ter		
	PLEASE MAK	E SELECTION	4						
		F1	- Select Pr	inter					
		F2	- Print Sam	ple ₩2					
		F8	- Save and	Continue	:				
		F16	- Cancel a	nd Exit				22.04.0	0
	Action								

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

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



Step	Action
27	Carefully verify the school district or system totals. Also verify the number of <i>Medicare</i> and <i>Non-Medicare</i> employees, and ensure that the total number of W-2s printed is correct.
	<i>Procedure B:</i> 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.
28	Screen-print the Successful Completion screen to verify against the number of W-2s printed.
29	Select (Enter) to continue.
	Select $\mathbf{F16}$ (F16) to exit the process.

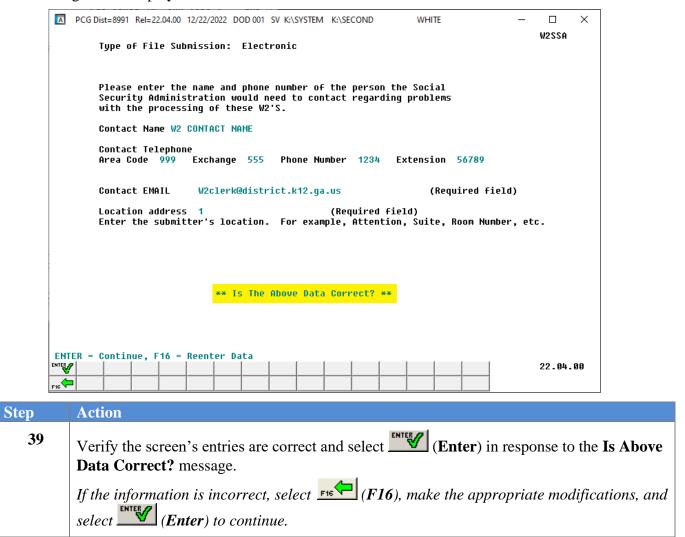
	PCG Dist=8991 Rel=14.04.00	01/08/2015 PCW 003	C:\DEVSYS	C:\SECOND	WHITE			
		NOTE: If you ha W-2, you must bu the Social Secu **** Remov	e sure to rity Admin	resubmit a nev	file to		N 6994P	
		Pre	55 Enter t	o Continue		1	3.04.00	
р	Action							
30	After reviewing (to Continue).	the screen's inf	ormation	n, remove th	e W-2s fro	om the printe	er, and se	lect Ente
31	If the Print form	ns only option	has been	selected, sl	tip to Step	<i>43</i> .		

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:

Α	PCG Dist=8991 Rel=22.04.00 12/22/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE	_		×
			W2SSA	
	Please Enter Your Personal Identification Number (P.I.N)			
	<u>ABCDEFGH</u>			
	A Personal Identification Number (P.I.N) is required to process the W-2 electronic file(s). If you do not have a Personal Identification Number (P.I.N) please refer to the calendar year end documentation.			
	FER = Continue, F16 = Exit Program		22.04.	66
F16				
tep	Action			
		action	NT1-	
32	Enter the school district/system's SSA-assigned Personal Identifi	cation	Numb	er (PIIN) 1

	▶ PCG Dist=8991 Rel=22.04.00 12/22/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE × ₩2SSA
	Please Enter Your Personal Identification Number (P.I.N)
	ABCDEFGH
	A Personal Identification Number (P.I.N) is required to process the W-2 electronic file(s). If you do not have a Personal Identification Number (P.I.N) please refer to the calendar year end documentation.
	** Is The Above Data Correct? **
E	ENTER = Continue, F16 = Reenter Data
Step	Action
33	Verify the screen's entries are correct and select (Enter) in response to the Is Above Data Correct? message.
	If the information is incorrect, select $(F16)$, make the appropriate modifications, and select $(Enter)$ to continue.

Δ	PCG Dist=8991 Rel=22.04.00 12/22/2022 DOD 001 SV K:\SYSTEM K:\SECOND WHITE − □ × W2SSA
	Type of File Submission: Electronic
	Please enter the name and phone number of the person the Social Security Administration would need to contact regarding problems with the processing of these W2'S.
	Contact Name <u>W2 CONTACT NAME</u>
	Contact Telephone Area Code <u>999</u> Exchange <u>555</u> Phone Number <u>1234</u> Extension <u>56789</u>
	Contact EMAIL <u>W2clerk@district.k12.ga.us</u> (Required field)
	Location address <u>1</u> (Required field) Enter the submitter's location. For example, Attention, Suite, Room Number, etc.
EN	IER = Continue, F16 = Exit Program
	7 22.94.00
Step	Action
34	Enter the school district/system's W-2 processing contact name up to twenty-seven
34	characters, in the Contact Name field.
	The name entered should be the same as on Form 4804 – Transmittal of Information
	Returns Reported Magnetically.
35	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.
36	Enter the school district/system's W-2 processing contact E-mail address in the Contact
	Email field.
37	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.
38	Select (Enter) to continue.



this step.

	A	PCG Dist=	8991 Rel=	22.04.00	12/22/2	022 DOD	001 SV K:	\SYSTEM K:\S	ECOND		WHITE		-	_	×
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		Actio Select The se Screet W-2s	n F17 to creen p 1-print printec	o prin print f the S 1.	ile wi	ill be a ssful C	availab Comple	le in the	orint c	lueue	with th	ne nam	essful C e 'PSC	Comple Nnnn	<i>tion</i> screen.
40		Actio Select The so Scree W-2s Select Caref	n F17 to creen p n-print printec	o prin print f the <i>S</i> 1. (En erify	ile with the second sec	ill be a ssful C or <u>F15</u> chool	tvailab Comple (F distric	le in the period screen screen screen (16) to ex	en to v it.	verify	with the res	e nam sults ag rify th	<i>essful C</i> le ' <i>PSC</i> gainst th	<i>Comple</i> <i>Nnnn</i> he <u>actu</u> ber of	<i>tion</i> screen. 2. <u>al</u> number of <i>Medicare</i> a

If the information is incorrect, contact the Technology Management Customer Support Center for assistance.

	PCG Dist=8991 Rel=16.04.00 12	/22/2016 PCW 001 SV C:\DEVSYS	C:\SECOND	WHITE	
		Payroll Sy	jstem		PAYM0004
	FKey 	Annual Report	s Menu		
	· ·	C Options: 9 Dependent Names, DOBs an CA Dependents for Two Years	d SSNs		
	4 Export AC	Employee Data and Create .C Dependent Data and Create .d Employee & Dependent Data	CSV Template	te	
		LOYER Copy of 1094-C & 1095- C & Employee 1095-C's & Crea RS ACA Receipts			
	11 Print Blan	oyee W-2's & Create File x W-2 Form oyer's Copy of W-2's			
	Other Options: 15 Flexible B	enefits Transmission File			
Ma	ster Userlist				16.03.01
F16					
ер	Action				
43		-Exit) to return to the to the <i>Business Appli</i>	• •		Menu, or select

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: <u>http://www.ssa.gov/employer/accuwage/index.html</u> .
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:



The application's digital signature has been verified. Image: Constraints of the application? Name: AccuWage 2012 Java Mublisher: Social Security Administration From: http://www.socialsecurity.gov Image: Always trust content from this publisher. Image: Run Cancel Image: Constraints Image: This application will run with unrestricted access which may put your personal information at risk. The publisher's identity has been	Security Information							
Publisher: Social Security Administration From: http://www.socialsecurity.gov Image: Adways trust content from this publisher. Run Cancel This application will run with unrestricted access which may put								
From: http://www.socialsecurity.gov ✓ Always trust content from this publisher. Run Cancel This application will run with unrestricted access which may put	Name:	AccuWage 2012 Java						
✓ Always trust content from this publisher. Run Cancel This application will run with unrestricted access which may put	Publisher:	Social Security Administration						
Run Cancel This application will run with unrestricted access which may put	From:	http://www.socialsecurity.gov						
This application will run with unrestricted access which may put	🔽 Always tr	ust content from this publisher.						
			Run	Cancel				
verified. Run this application only if you trust the publisher.	your j	personal information at risk. The publisher's identity has been	<u>M</u> ore Inf	ormation				

Step	Action
3	When the <i>Security Information</i> warning dialog box displays, select Run (Run).

F2. W2REPORT File Verification via AccuWage

Step	Action
1	From the <i>Taskbar</i> , select Start \rightarrow All Programs \rightarrow 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 . (Start

The following window displays:

Please Enter File Name to be Tested		
Look <u>I</u> n:	PAYSSA	
1003.CSV		
File <u>N</u> ame:	W2REPORT	
Files of <u>T</u> ype:	All Files	
	<u>Open</u> <u>Cancel</u>	

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.

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 <i>Error Report</i> on-line, select View Test Results (View Test Results).
	To print the <i>Error Report</i> , select View / Print Test Report (View/Print Test Report).
	Using the <i>Record selector/error message explanation feature</i> within the <i>AccuWage Errors that Need to be Corrected</i> 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 <i>Step 7</i> .
5	 NOTE: Some records in the W2REPORT file may be highlighted with an Alert ALERT symbol. The alert messages may be ignored because they are informational only. The most common alert 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) (Upload to BSO) and follow the instructions to submit the file to the Social Security Administration.
	Otherwise, select Records (View Tested Records) in order to view the records in the <i>W2REPORT</i> file.
7	Select Exit to close AccuWage.

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 <u>http://www.ssa.gov/employer/</u> .

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.
	<i>Follow the instructions at: <u>https://gtc.dor.ga.gov/</u> to upload the files electronically via the Web.</i>