COMPUTER GUIDANCE CORPORATION

Smarter Construction.

United States

2018 Year-End Presentation

Our Goal

By the end of the session you will be able to accomplish the necessary Year-End Procedures for Accounts Payable and Payroll

Year-End Documentation on Website

United States

Customer Support Website

http://www.computerguidance.com

Login Requirements:

User Name: Customer Number

Password: Zip Code

Documentation Available under:

Resources >

QE and YE Documentation >

2018 U. S. Year-End Documentation

Print this documentation and read it!!

CGC Supported Forms are listed in Year-End documentation.

New Forms Supplier

For Forms

Hospital Forms Service/Forms Management Services

Contact Information is on

Slide 114 Below

Accounts Payable

- **Accounts Payable Year-End Processing is Complete**
  - After Running the Cash Disbursement Update for the last check run of the current year
- **Objective**
  - Maintain or create 1099 Type Codes
  - Print 1099 Forms
  - Create the 1099 Electronic File

What Is New?

Restore 1099 eForm

The following form has changed:

1099-DIV

1099 / T5018 Reconciliation

Reports and/or Options Used to Reconcile Year-End

Verify Employer Federal ID Number in Payroll Defaults

Vendor Master Listing / IDI is used to verify and maintain

- Vendor Name
- Address
- Code
- Tax ID Number
- Sole Proprietor Information

State 1099 Selection File is used to maintain state codes for Electronic Media filing for combined Federal/State

Create 1099/ T5018 Code Listing / IDI to verify Type Codes

1099 / T5018 Reconciliation

Create 1099/T5018 Register to verify Vendor Information and Box Amounts

Run **History Report by Vendor Number** to get further detail on specific vendors

Use **AP 1099/T5018 Code Maintenance** to maintain codes by vendor and/or invoice

Run **Register or Print 1099/T5018 Forms** to get order count

Details to Follow:

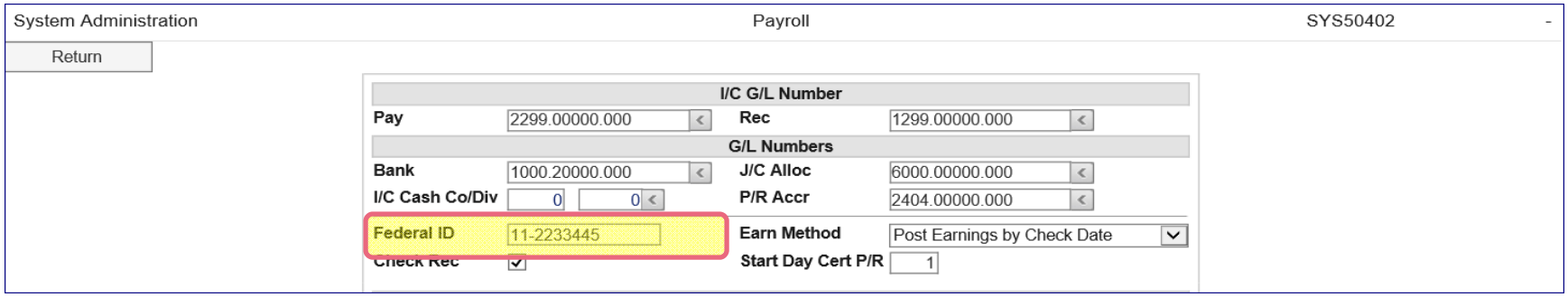
Payroll Defaults

Admin > Application Installation > Set-Up Default Values >

Payer's Federal ID Number

Verify the Federal ID number is correct

It is located on the 2nd screen of the Payroll Defaults



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Vendor Master Maintenance

Accounts Payable > Maintenance >

Use the **Vendor Master Listing / IDI** report to verify vendor name, address, tax ID #, etc.

Sole Proprietor - if the Proprietor Name field on the **General 2 Tab of Vendor Maintenance** is populated, then this name will print on the 1099 Form, not the Vendor Name (DBA info). This meets the IRS Publication 1220 specifications

Note:

DBA1 and DBA2 will allow 40 characters each and are now available as merge fields for the 1099 eForm to replace the Vendor Name / Proprietor Name

This is an all or nothing decision as this will affect the way electronic filing is processed

Examples of both the Vendor Master Report and the IDI Report are on the next 2 slides

IDI - Vendor Master Listing

Accounts Payable > Listing

Vendor No	Vendor Name	Address 1	Address 2	City	St/Prov	Zip/Postal Code	Abbreviation	Phone	Fax	Job No	Sub Job	Alt Vend No	Alt Vend Name	Term Code	1099 Form Required	Federal I.d. No	Vendor Type	Minority Code	Entry Date	P.S.T. Reg. No	Contact Name
1	Vendor 1 Construction	NOURISHING THE WORLD	TALK TO EVERY ONE	RELIV CITY	CR	852047777	bbb ven 1						Vendor 1 Construction	0		86--4564	P	0	09/23/2003		
2	Leisel's Construction	150500 North Scottsdale-E	Suite 123456 ----------E	City of My Dreams	XX	99887825	AAALEISEL	(480) 444-7000	(480) 444-7001	NICK		98765	Leisel's Construction	4		555-12-2020	P	0	09/15/1999		
4	Sitting Bull Trading Post	Fort Apache Compound	145 Sagebrush Way	Tuba City	MD	854784321	SITTING						Sitting Bull Trading Post		G	86-55555	P	0	01/29/2004		
8	Connecticut Vendor	100 West Yankee Dr		Hartford	CT	06001	CONNECTICU						Connecticut Vendor		G	86-145114		0	08/03/2007		
9	Nine Ways to Win	1404 N West		Florence	AZ	85146	NINE WAYS						Nine Ways to Win					0	02/08/2012		
10	Common Vendor	100 West Commerce Rd.---E	Suite 1050----------E	Phoenix----------E	AZ	850101111	COMMON VEN	(789) 123-4567					Common Vendor		M	777-88-999		0	04/01/1998		
21	AAA Vendor ---------->	ADDRESS LINE 1 --------->	ADDRESS LINE 2 --------->	CITY OF VENDOR -->	AZ	885522100	aaa			NICK			AAA Vendor ---------->	1		555-30-1245		0	01/20/2003		
22	Ab Sub-contractor						aB SUB-CON	(602) 844-8585					Ab Sub-contractor		7	666-55-4444		0	02/24/1998		
24	C-clean Up Contractor	150 Go Anywhere Land		Nephi	AZ	85555	C-CLEAN UP						C-clean Up Contractor					0	02/26/1998		
25	TP TEST SUBCONTRACTOR						TP TEST SU						TP TEST SUBCONTRACTOR					0	09/20/2011		
30	Office Supplies	100 East Brodway		Mesa	AZ	85206	OFFICE SUP						Office Supplies					0	06/17/1998		
31	Vendor For Credit	Easy Street Way		Tempe	AZ	85444	VENDOR FOR						Vendor For Credit				P	0	06/17/1998		
32	Net Loss Vender						NET LOSS						Net Loss Vender					0	01/12/2000		
33	Llamas Are Us			Lima	AZ	85204	Llamas Are						Llamas Are Us					0	09/08/2006		
35	Mr Discount Vendor						Mr Discoun						Mr Discount Vendor					0	11/08/2006		
36	Cabinetts Are Us			Gilbert	AZ	85204	CABINETTS						Cabinetts Are Us					0	05/11/2007		
40	Vendor 40----------E	Address Line 1----------E	Address Line 2----------E	High Life City---e	MN	85204	VENDOR40						Vendor 40----------E		M	86-841351		0	02/14/2000		
41	Norman's Mower Service						NORMAN'S						Norman's Mower Service					0	07/23/2003		
44	Barb Pepper	Addr 1	Addr 2	Chicago	IL	45164	pepper bar						Barb Pepper		G	444-44-4444	T	0	08/10/2004		
45	Vendor 45						VENDOR 45						Vendor 45					0	02/10/2003		
47	Discount Vendor 47						DISCOUNT V						Discount Vendor 47					0	07/31/2007		
49	Barb's Barns						BARB'S BAR						Barb's Barns					0	06/08/1999		
50	Anna's Bakery	Main Street A		Ottawa	PQ	POM 1BO	ANNA'S BAK						Anna's Bakery	0		511-11-5050		0	01/15/1999		CANADA
52	Ann the Wonderful						ANN THE WO						Ann the Wonderful					0	07/17/2007		
55	Tax Vendor Test	Irs Ave.		Phoenix	AZ	85444	TAXVENDOR						Tax Vendor Test		M	333-11-8888		0	05/05/1999		

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Vendor Master Listing

Accounts Payable > Listings > XAP080 (Numeric) - APP088 (Alpha)

```
DATE 11/19/12          XAP080                90 001  Karroll's Construction370-30EE            TIME 10.06            PAGE    1
                                                       VENDOR MASTER LISTING

VENDOR  VENDOR NAME             VENDOR ADDRESS 1          VENDOR ADDRESS 2          VENDOR ADDRESS 3                ABBREV
JobXXX/Sub /PHONE               FAX NO.                   ALTERNATE VENDOR     TERM  1099  FEDERAL ID          TYP  MIN CDE ENTERED

00001 Vendor 1 Construction     NOURISHING THE WORLD      TALK TO EVERY ONE         RELIV CITY          CR 852047777 bbb ven 1
                                                                                 04           86--4564           E      0 09/23/2003

00002 Leisel's Construction     150500 North Scottsdale-E Suite 123456 ----------E City of My  Dreams XX 99887825  AAALEISEL
      Leisel's Warehouse bldg.. 1234567890 Main Street-->  Delivery Dock #88552----> City of my dreams2 AZ 99887825  SHIP
NICK       480 444-7000         480 444-7001              98765                     10           555-12-2020                0 09/15/1999

00004 Sitting Bull Trading Post Fort Apache Compound      1475 Sagebrush Alley      Tuba City           MD 854784321 SITTING
                                                                                    G      86-55555           Z      0 01/29/2004

00008 Connecticut Vendor        100 West Yankee Dr                                  Hartford            CT 06001     CONNECTICU
                                                                                    G      86-145114                 0 08/03/2007

00009 Nine Ways to Win          1404 N West                                         Florence            AZ 85146     NINE WAYS
```

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Vendor Master Maintenance

Accounts Payable > Maintenance >

1099 / T5018 Fields

Tax ID Number Type

Federal - Identifies the number entered into the ID Number field as the Vendor's Federal ID Number

Social Security – Identifies the number entered into the ID Number field as the Vendor's Social Security Number

Tax ID Number - Vendor's Federal Identification or Social Security Number is required if you are going to process a Form 1099/T5018 for this vendor

1099/T5018 Code - This code identifies the type of 1099/T5018 form to print and the box number to use. Note: If a 1099/T5018 code has been entered in this field, with the tax ID number type of 1 or 2, Federal ID/Social Security, the tax ID Number is required

Print When 1099/T5018 Code in Vendor Master - in Print 1099/T5018 forms, will determine if the code is a required field in the Vendor Master File. The code can be entered or changed during invoice entry

T5018 for Canadian Companies - require an '**S**' code in the vendor master file for T5018 forms to print

Vendor Master Maintenance

Accounts Payable > Maintenance >

1099 / T5018 Fields

Proprietor Name

The name entered here prints on the first line in the recipients box of the 1099/T5018 form

The remainder of the information prints from the Vendor Master file Remit To information

FATCA - flag in the vendor master which will print on 1099 form

Vendor Master Maintenance

Accounts Payable > Maintenance >

The following three fields are used exclusively by the 1099/T5018 Programs

State Abbreviation - entered here prints in front of the State ID whenever State ID is printed

Country Name - As an option, enter the country in which the vendor resides

If this feature is used it must be used for ALL Vendors!

DBA1 – 40 character field to preplace Vendor Name / Proprietor Name

DBA2 – 40 character field to preplace Vendor Name / Proprietor Name

Must add merge field in 1099 eForm to use

State 1099 Selection File

Accounts Payable > Maintenance >

Maintain State Records

Fields used to maintain state records for Electronic Media Federal/State combined filing

Enter the State Abbreviation

Enter IRS State Code

Special Data Entry is optional

The **State 1099 Selection File** allows the combined federal/state 1099 Electronic Media for states that require this information. Refer to the **Year-End Documentation** to determine which states are included with the Federal electronic file.

Note: If any records are found in this file, and you specify "Combined Federal and State" when you create Electronic Media, then the 1099 diskette will be processed as a combined Federal/State filing

State 1099 Selection File

Accounts Payable > Maintenance>

Processing will be for Federal only if no state 1099 selection records are found

Enter the State Abbreviation of the state for which you would like to maintain a 1099 record, or click the drop-down prompt to select from a list

State abbreviations are listed in the Year-End Documentation

IRS State Code is prescribed by the IRS

Special Data Entry is optional and, if required, is dictated by the taxing location (state or local)

1099/T5018 Code Table Listing Report – IDI

Accounts Payable > Listings >

Type Codes for the following forms:

1099 MISC – Impact, eForms

1099 Broker – eForms

1099 Dividend – eForms

1099 Interest – eForms

T5018 – pre-printed laser, eForms (Canadian only)

IDI - 1099/T5018 Code Table Listing

Accounts Payable > Listings >

Code	Description	1099 Box	Forms Type
0	FEDERAL INC TAX W/H BOX4	4	1
1	INT INCOME NOT IN BOX 3	1	4
2	EARLY WITHDRAWAL PENALTY	2	4
3	INTRST ON BONDS & TREAS	3	4
4	FED INCOME TAX WH BX 4	4	4
5	INVESTMNT EXPENSES	5	4
6	FOREIGN TAX PAID	6	4
7	TOT ORDINARY DIV BOX 1A	1A	2
8	QUALIFIED DIV BX 1B	1B	2
A	RENTS BOX 1	1	3
B	ROYALTY BOX 2	2	3
C	OTHER INCOME BX 3	3	3
D	FED INCOME TAX W/H BX 4	4	3
E	FISHING BOAT PROCEEDS BX5	5	3
F	MEDICAL & HEALTH BX 6	6	3
G	NON EMPLOYEE COMP BX 7	7	3
H	SUB PMTS IN LIEU BX 8	8	3
I	CROP INSURANCE PROCEEDS10	10	3
J	State Tax wheld Box 16	16	3
K	GRS PRCEEDS TO ATTNY BX14	014	3
L	SEC 409A DEFRLS BOX 15A	15A	3
M	SEC 409A INCOME BX 15B	15B	3
N	TOT CAPTL GAIN DISTR BX2A	1A	2
O	OTHER INCOME	003	3
P	SECTION 1202 GAIN BX 2C	2C	2
Q	COLLCTBLS (28%)GAIN BX2D	2D	2
R	Rent	03	3
S	Canadian Type S	22	3
T	FED INCOME TAX W/H BX 4	4	2
U	INVSTMNT EXPENSES BX 5	5	2
V	FOREIGN TAX PAID BX 6	6	2
X	NON CASH LIQDTN DIST BX9	9	2
Y	STOCKS, BONDS, ETC BOX2	1D	1
Z	BARTERING,BOX 3	13	1

1099/T5018 Code Table Listing Report – APP404

Accounts Payable > Listings >

90 001 Karroll's Construction370-30EE

DATE 11/19/12 APP404 1099/T5018 CODE MASTER LISTING TIME: 13.51.46 PAGE 1

CODE	DESCRIPTION	BOX	FORM TYPE	TYPE OF GROSS
A	RENTS BOX 1	1	Misc	
B	ROYALTY BOX 2	2	Misc	
C	OTHER INCOME BX 3	3	Misc	
D	FED INCOME TAX W/H BX 4	4	Misc	
E	FISHING BOAT PROCEEDS BX5	5	Misc	
F	MEDICAL & HEALTH BX 6	6	Misc	
G	NON EMPLOYEE COMP BX 7	7	Misc	
H	SUB PMTS IN LIEU BX 8	8	Misc	
I	CROP INSURANCE PROCEEDS10	10	Misc	
J	State Tax wheld Box 16	16	Misc	
K	GRS PRCEEDS TO ATTNY BX14	014	Misc	
L	SEC 409A DEFRLS BOX 15A	15A	Misc	
M	SEC 409A INCOME BX 15B	15B	Misc	
N	TOT CAPTL GAIN DISTR BX2A	2A	Div	
O	UNRECAP SEC 125 GAIN BX2B	2B	Div	
P	SECTION 1202 GAIN BX 2C	2C	Div	
Q	COLLCTBLS (28%)GAIN BX2D	2D	Div	
R	Rent	03	Div	

Selecting Option Will Run the Report

(no selection screens will appear)

1099/T5018 Type Code Table Maintenance

Accounts Payable > Maintenance > Selection - Screen 1

Type Codes are user-defined and are used to assign box number, form types and type of gross

They are system-wide and are the same for all Co/Div

Codes can be assigned to invoices during A/P Entry and at Open Payable Maintenance time

You may need to add or edit 1099/T5018 code types

Codes require descriptions and box numbers

Consult your CPA or tax department for the appropriate information before adding or editing type codes

1099/T5018 Type Code Table Maintenance

Accounts Payable > Maintenance > Detail - Screen 2

Description - Enter a description for code

Box Number - Enter the appropriate box number

Invoices coded with this type code will be included in this 1099/T5018 box number

Form Type

Select one of the Four Types of Forms We Support

1 = Broker (requires a CUSIP number)
2 = Dividend
3 = Miscellaneous
4 = Interest

Type of Gross – required for form 1099-B (Broker)

Print 1099/T5018 Register – APP684

Accounts Payable > Annual >

```
                                        90 001  Karroll's Construction370-30EE
DATE 11/20/12   APP684                          A/P 1099-MISC Register                          9.30          PAGE    3

   Limit :   600.00

         Box 001          Box 002          Box 003          Box 004          Box 005          Box 006          Box 007
         Box 008          Box 010          Box 016          Box 014          Box 15A          Box 15B
--------------- Vendor -----------------------
Number Name                        ID Number          Proprietor Name
     4 Sitting Bull Trading Post   86-55555
                                                                                                  3,047.11
                                                                                   3,047.11
    44 Barb Pepper                 444-44-4444
                                                                                                  1,250.00

   636 High Tower Builders         86-159753
         636.00

 Total for 1099-Misc
         636.00                                                                                   4,297.11
                                                                                   3,047.11
```

1099 Register used to Verify Amounts by Vendor

Ties back to 1099 / T5018 Individual Form

Ties back to 1099 / T5018 Form Recap

A/P History Report by Vendor Number – APP056

Accounts Payable > History >

Select for **Specific Vendor**

Select for **Specific Range of Check Dates**

This report is used to identify the Pay Select numbers which may be used for individual invoices 1099/T5018 code maintenance

1099/T5018 reporting is based on **Check Date** not Entry or Journal dates

Vendor Total is equal to the **Vendor's Individual Form** and **Total for Register**, if all payments are subject to 1099/T5018 Reporting

A/P History Report by Vendor Number – APP056

Accounts Payable > History >

```
                                        90 001 Karroll's Construction370-30EE
Date 11/20/12        APP056                     Accounts Payable History by Vendor - Summary      Time 10.33          Page      1

 ---------I N V O I C E   ---------     Pay JobXXX Sub                    Invoice Vouch    Date     Check       Discount          Check
Number        Date      Description     Sel Number Job Description        Amount  No.     Paid    Number        Amount          Amount

    00004 Sitting Bull Trading Post

1242012     01/27/2012 test 1099        5731                               822.00        01/27/2012 901476                       822.00
821PROG     06/21/2012                  5747 NICK       Nick's Jo        4,500.00        06/21/2012  10622                     4,500.00

                                                *Vendor Total*           5,322.00                                   .00       5,322.00

    00050 Anna's Bakery

2212012     02/21/2012 test void        5735                             4,500.00        02/21/2012   9221                     4,500.00
2212012     02/21/2012 test void        5735                             4,500.00-       02/21/2012   9221                     4,500.00-

                                                *Vendor Total*                .00                                   .00             .00

    00222 All Purpose Vendor

3312012     03/31/2012 Test Entry Da    5744 NICK       Nick's Jo         333.31        04/18/2012  10621                       333.31

                                                *Vendor Total*             333.31                                   .00         333.31

                                         **Division   Total**           5,655.31                                   .00       5,655.31
```

Report has further detail on specific vendors

A/P 1099/T5018 Code Maintenance

Accounts Payable > Maintenance >

Type Codes assign to an Invoice Detail records control which box and amounts will be reported on the form

Code Maintenance is used to maintain codes assigned to invoice detail records

Codes can be added or removed by

Vendor/Pay Select Number

Vendor/Code/Date

A/P 1099/T5018 Code Maintenance

Accounts Payable > Maintenance >

Change by Vendor/Pay Select Number

Vendor Number- Enter valid Vendor Number, or click drop-down prompt to display selection list

Pay Select - Enter valid Pay Select Number, or click the drop-down prompt arrow to display a selection list

Click **OK** to advance to the next screen

Enter correct 1099/T5018 code in the **New** field, or click drop-down prompt to display selection list - field may be left blank

Click **OK** to accept

A/P 1099/T5018 Code Maintenance

Accounts Payable > Maintenance >

Change by Vendor to Specific 1099/T5018 Code

Enter **Vendor Number**, or click the drop-down prompt to select from a list

Leave **Pay Select Number** field blank

Enter a **From Code** and a **To Code**. These fields are used to change from one 1099 code to another, or to specify a code when none is currently being used. The **To Code** must already be setup in Type Code Maintenance

Remove a 1099/T5018 Code by entering
From Code = current code, To Code = blank

Enter a **From Check Date** and a **To Check Date**, or use the Calendar to insert the dates
These entries are used for invoices that are either partially or fully paid
Leaving the Pay Select field blank changes the codes for all partially or fully paid invoices within the date range specified

Click **OK**

A/P 1099/T5018 Code Maintenance

Accounts Payable > Maintenance >

Change by Vendor to Specific 1099/T5018 Code

The vendor name and address will appear on the screen for verification purposes

Click **OK** again to accept this change

If you click **Exit** or **Previous,** the codes will *not* be changed

Clicking **exit** will cancel your changes and exit

Clicking **previous** will cancel your changes and return you to the previous screen

Accounts Payable Year-End Reports

Year-End Reports

Annual Vendor Report

Update Current Year Vendor File

Print 1099 Register

Example of Annual Vendor Report shown on next slide

Update Current Year Vendor File moves current YTD amounts to Prior Year and zeros Current Year fields

Re-Run 1099 Register for Verification

Annual Vendor Report

Accounts Payable > Annual >

This report is optional and will not affect 1099 processing

It prints summarized history of activity for each vendor for both current and prior year and is used to verify whether a 1099 form is required

When you select the option the report runs automatically

Report Example on Next Slide

Annual Vendor Report

Accounts Payable > Annual >

```
                                   90 001 Karroll's Construction370-30EE
DATE 11/26/12    APP062                     VENDOR MASTER FILE ANNUAL REPORT                    TIME  9.35                PAGE     1

VENDOR                              VENDOR NAME     VENDOR                 DOL. TO DATE          DOL. YTD      DOL. LAST YR    PAY DATE
NUMBER  VENDOR NAME AND ADDRESS       ABBRV       TELEPHONE NO.    DIS. YTD      DIS. LAST YR     DIS. LOST YTD  DIS. LOST LAST YR

00001   Vendor 1 Construction      bbb ven 1        0000000                151,023.49              .00               .00  00/00/0000
        NOURISHING THE WORLD
        TALK TO EVERY ONE                                              .00               .00               .00               .00
        RELIV CITY          CR 852047777

00002   Leisel's Construction      AAALEISEL        4447000                242,830.57              .00               .00  04/01/2008
        150500 North Scottsdale-E
        Suite 123456 -----------E                                      .00               .00               .00               .00
        City of My  Dreams XX 99887825

00004   Sitting Bull Trading Post SITTING           0000000                708,822.83         5,322.00          3,047.11  06/21/2012
        Fort Apache Compound
        1475 Sagebrush Alley                                           .00               .00               .00               .00
        Tuba City           MD 854784321
```

Print 1099 Forms / Magnetic Media

Accounts Payable > Annual >

Enter the **Year to Process**

Enter the **Lowest Amount Required** for Miscellaneous 1099 reporting

Print when 1099 Code in Vendor Master

Entering a **Y** will generate 1099 forms only if there is currently a code in the Vendor Master.
Entering an **N** will bypass the Vendor Master and generate 1099 forms based on what is in the AP Detail file

1099 to PC Diskette / AS400 Tape

Leave this field blank to print 1099 forms
For Electronic Media, enter a **D** to process a PC diskette or a **T** to process a tape
Selecting either of these options will display the **Create 1099 Diskette/Tape File** screen when you click **OK**

1099 Form Type

For Electronic Media, enter a 9 in this field

Print 1099 Forms / Magnetic Media

Accounts Payable > Annual >

You can print the 1099 forms and create the Electronic Media for one Company/Division, one Company/All Divisions, or All Companies/All Divisions.

One spool file per selection is created even if multiple Companies/Divisions are requested

eCMS does not combine the values of Universal Vendors for Companies/Divisions with common Federal ID numbers for 1099s

CUSIP # - Brokers only (contact tax authority) or all forms

Impact form make sure you test for proper alignment

Print 1099 Forms / Magnetic Media

Accounts Payable > Annual >

In the **Include P/R Adjustment** and **Include H/R Benefits** fields
enter up to five payroll adjustments, or human resource benefit codes, to be printed on the 1099-MISC forms.
To print adjustments or benefit codes, you must have set them up as non-taxable

In the **1099 Form Type** field, choose one of the following (The Broker, Dividend and Interest forms can only be printed on a laser printer)

1 - Broker (requires a CUSIP number)
2 – Dividend
3 – Miscellaneous
4 – Interest
9 - All (requires a CUSIP number)

The **CUSIP Number** (Committee on Uniform Securities Identification Procedures) is 9 alphanumeric characters in length and is used to identify a security

Press **OK** to print the 1099 Forms

Electronic Media Filing

Can be run for **All Companies/All Divisions**

Creates a **separate record** for each Co/Div

To **combine Federal / State Electronic Media reporting** use the Combined Federal / State Flag on the Transmitter Screen

PC File Transfer instructions using Client Access are in the Year-End Documentation

Prior to submitting files to proper authorities ALWAYS verify that the information contained within the files is correct

United States Payroll

- **Objective**
  - Verify Box Assignments and W-2 Register Information
  - Prepare Year-End Processing
  - Run Registers
  - Print Forms
  - Create Electronic Media Files

What Is New?

W-2 Box 12 Codes:

GG – Income form Qualified Equity Grants

HH – Aggregate Deferrals

Oregon – Statewide Transit Tax

North Carolina – Form NC-3 Annual Withholding Reconciliation must be filed electronically

The file is used to balance the state income tax withheld on W-2 and 1099 forms monthly versus the amount reported annually

The new file is due January 31

Washington – Paid Family Medical Leave (PFML)

Final Processing and Information Verification

Send Payroll Print Check Message to verify employee information

Update Pay Period End Table

Update EE and ER Tax Tables and any Date Sensitive Deductions / Benefits for New Year

Verify the Following Information

Company Names, Addresses and Employer Identification Numbers

Employee Full Name Fields, Abbreviation and

Individual Name Fields: First, Middle, Last Name and Suffix

Final Processing and Information Verification

Employee Address and Social Security Number

Country Code in Employee Master

Box Assignments

Associate Locals to States for Laser W-2s

4.1 - 4.0 – W-2 Box Assignment Menu Option

3.7 - 34.3 – Laser State/Local Maintenance Menu Option

Final Processing and Information Verification

Zero To Date Flags in the Distribution Master for M and H records

Reconcile Negative Values – Process Manual and Void Checks

Enter Z Box Information if applicable

Run the following Reports

W-2 Register
941 Register
HR Vacation/Sick Available Listing

Run **"Prepare Year-End Files"** option with **Zero YTD Amounts field = Y**

After last payroll for reporting year
Before 1st payroll of the new year

Checks Message

Payroll > Maintenance 2 >

Message Maintenance Selection Screen

The following fields **should be left blank** if message is to be sent to **all employees**

Job Number
Sub Job Number
Employee Class

Message Maintenance Description Screen

Enter up to **75 characters** for the check message description

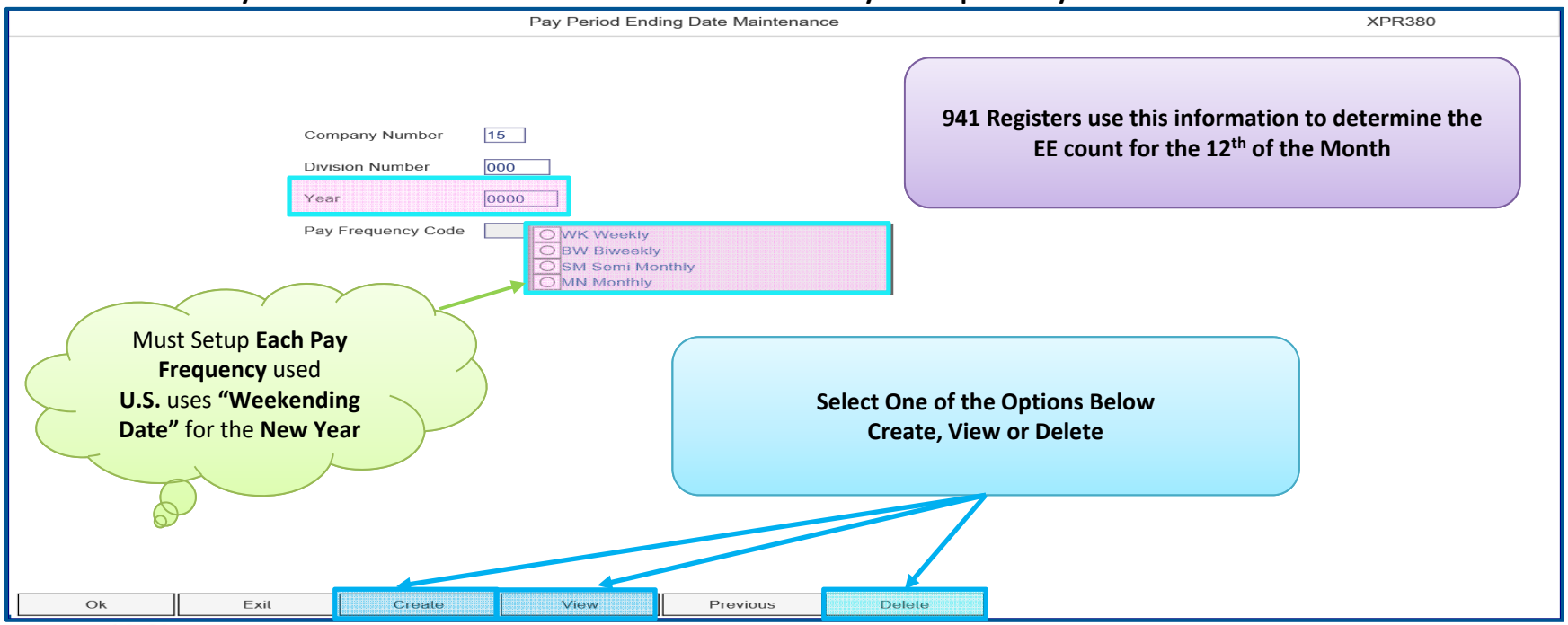
Make sure employees have instruction on how to handle changes if required

Example: "Please contact the PR Department if your Name, Address or SS# is Incorrect."

This is an excellent way to get employees to verify their information is correct

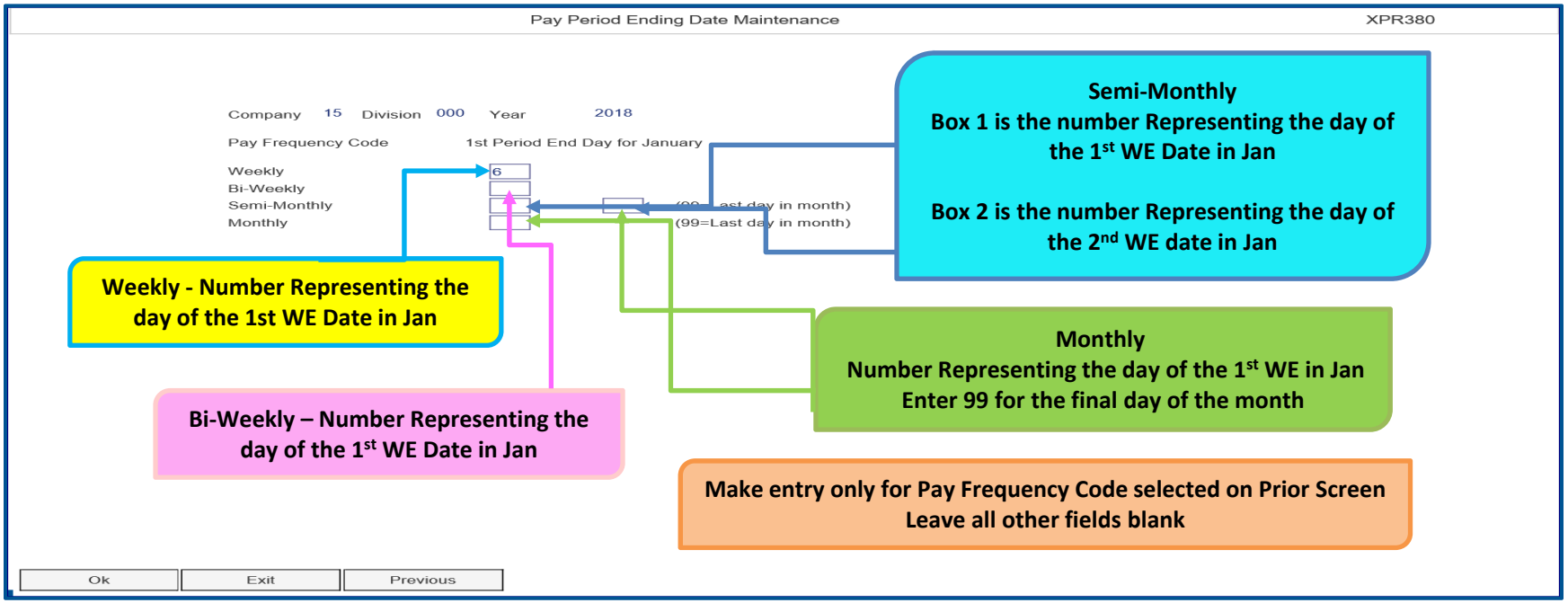
Pay Period Ending Table

Payroll > Maintenance 2 > Year and Pay Frequency Selection Screen



Pay Period Ending Dates

Payroll > Maintenance 2 > Detail Selection Screen

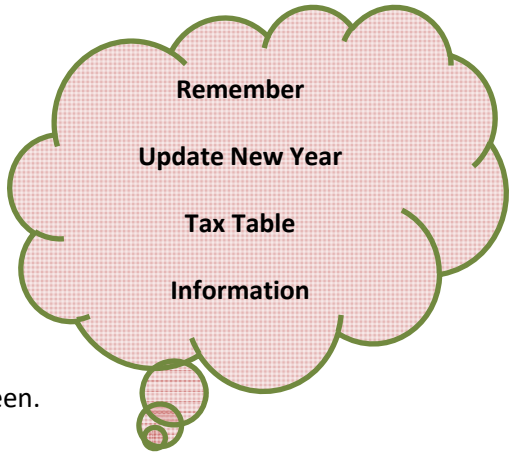


Tax Tables for New Year

Tax tables are **date sensitive** by the following

4.1 – 3.7 - Effective Date

34.3 - Year



Copy Tax Table

Effective date will only copy tables with the same **from** year as the selection screen.

If you select to copy 2018 tables to 2019, you will only copy tables that have an effective date range of 01/01/2018 though 12/31/2018

Created anytime and will not be used until the new year or the effective date

Tax Tables for New Year

Distribution Master ER Tax Table Screen

Is no longer accessible via the Distribution Master

New and pre-existing ER tables must be updated using the ER Tax Table Option in File Maintenance

You will receive the following Error Message:

Employer (ER) Taxes must be set up in Tax Table Maintenance

Do Not Delete

Prior Year Tables

Annual (AN) Tables

Are **always used** if available, without regard to the effective date for any other Pay Frequency tables

Note – Distribution Code 'N' will still have access to Distribution Master Employer Tax Screen

This is used by Canada for the ER Health Tax

Canada does not have ER Tax Tables and still need access to this screen

Setup Default Values

Administration > Application Installation >

Verify the following information for all Company/Divisions processing Year-End

Company Name Default

Name and Address

Payroll Defaults

FICA tax limits and rates – 1st screen of Payroll Defaults (universal) and must be updated via the tax tables

SS Tax Limit – Maximum EE amount of tax to be withheld

SS Tax EE and ER Percent may or may not be the same value

Medicare Tax EE and ER Percent are currently the same value

Employer Identification Number – 2nd screen of Payroll Defaults (Company/Division specific)

Make sure test Co/Div does not have the same EIN as live Co/Div

FICA Limits and Percentages Setup

FICA Limits and Percent

PR Default fields have been made inaccessible and will only be used for Quarterly and Year-End processing if there are no SYY/SYYT files

Payroll Processing Uses the Tax Tables

You Must **Create the New Year Tables Yourself** using the **Tax Table Option**

Payroll > Maintenance 1 > Tax Tables > Employee and Employer Tables

FICA Limits and Percentages Setup

Tax Table Setup for New Year

A = Tax table type for Social Security

G = Tax Table type for Medicare

Employer (ER) Tables

One table for each type – **A and G**

Flag '**Update FICA System Defaults**'

N = FICA System Default will not be updated with new values (default)

Y = FICA System Default will be update with new values

FICA Limits and Percentages Setup

Employee (EE) Tables

Release 34.3

Weekly (WK) tax table entries and Tax Status of **Blank**

One table for each type - **A and G**

Flag **'Update FICA System Defaults**'

N = FICA System Default will not be updated with new values (default)

Y = FICA System Default will be update with new values

FICA Limits and Percentages Setup

Releases 4.1, 4.0 and 3.7

Annual (AN) tax table entries and Tax Status of **Blank**

One table for each type

Flag 'Update FICA System Defaults'

Unchecked (N) = Payroll System Default will not be updated with new values (default)

Checked (Y) = Payroll System Default will be update with new values

FICA Tax Table Maintenance **– Optional Values** (see example on the next slide)

Maximum = FICA Tax Limit – must be populated!!!

FICA Limits and Percentages Setup

Payroll | Tax Table Maintenance - Optional Values | Mode: Update | PRP21804 | PRPM08 - 12

Pay Frequency: AN | **Tax Status:** | **Table Type:** A | **Code:** 0 | **Effective Date:** 01/01/2019

Description: 2019 - EE FICA

Personal Exemptions: ☐

Tax Credits: ☐

CRITICAL **- the Maximum Field must be Populated with the** ***Correct TAX LIMIT***

Tax Equate Factor:	0
Standard Deduction:	☐
Percent:	0.0
Amount:	0.00
Minimum 1:	0.00
Minimum 2:	0.00
Maximum 1:	0.00
Maximum 2:	0.00

Gross Taxable

Minimum 1:	0.00
Minimum 2:	0.00
Minimum Tax:	0.00
FIT Deduction Percent:	0
Deduct FICA for State/Local:	☐
Maximum:	8239.80

2019 Tax Limit
$8,239.80

Federal Income Tax

Standard Deduction:	Don't Deduct FIT
Deducted for State/Local:	☐
Table Basis:	Gross Taxable

Limits for State/Local Deduction

Maximum 1:	0.00
Maximum 2:	0.00

State/Local Surcharge Percent:	0.0
State Tax Rounding Method:	Nearest Penny
Local Tax Calculation Method:	Gross Taxable
State Number:	0
Tax Limit for SDI & some Locals:	☐
Tax Limit Amount:	0.00
Tax Limit Type:	Pay Period

Employee Maintenance

Payroll > Maintenance 1 > Employee Data

Verify the following information:

Full Name Field

Abbreviation Name – enter the employee's last name using all 8 characters. If less than 8 characters you can enter the entire last name followed by a space and the first letter of the first name or as much of the first name as possible

This field is used to parse the full name field

Individual Name Fields

Employee Address

We **do not recommend using special characters** in the name and address fields they may cause issues with electronic files

Employee Maintenance

Payroll > Maintenance 1 > Employee Data

Verify the following information:

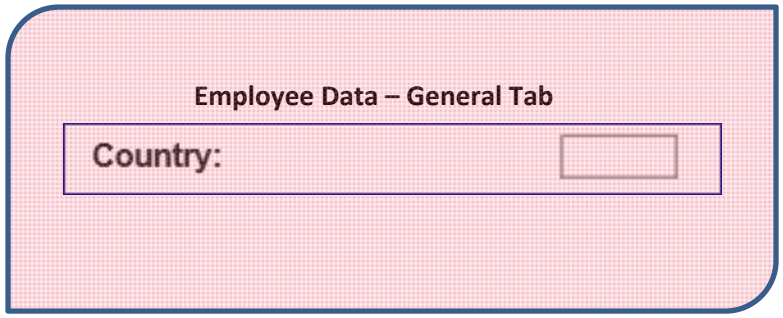
Social Security Numbers

Country Code

Next 2 slides will have additional information on

Social Security Number Verification

Country Code



Social Security Number Verification Service

Social Security Number Verification Service (SSNVS)

There are **two Internet verification options** for employers to verify that the employee names and social security numbers match SSA's records

Verify up to 10 names and SSNs (per screen) on line and receive immediate results. The option is ideal for verifying new hires

Upload batch files of up to 250,000 names and SSNs and usually receive results the next government business day. This option is ideal for employers who want to verify an entire payroll database or when hiring a large number of workers at time

While the service is available to all employers and third-party submitters, **it can only be used to verify current or former employees and only for wage reporting (Form W-2) purposes**

SSNVS Website https://www.socialsecurity.gov/employer/ssnv.htm

Country Code

Payroll > Maintenance 1 > Employee Maintenance > Employee Data

If one of the following applies, leave the Country Code field blank

One of the 50 states of the U.S.A.
District of Columbia
Military Post Office (MPO)
American Samoa
Guam
Northern Mariana Islands
Puerto Rico
Virgin Islands

Otherwise, enter the applicable Country Code from the *Social Security Administration Publication No. 42-007, Appendix G*

W-2 Box Assignments

Payroll > Maintenance 1 >

Verify Box Assignments and **Description**

4.1 - 3.7 – use W-2 Box Assignment option

34.3 – use Payroll Distribution Master option
Selection 'Year-End Box' option (F11)

Invalid or Missing Box Numbers and Codes will cause information not to appear on Register, Forms and Electronic Media Files

Box Letters MUST be Capitalized – A NOT a

W-2 Box Assignments

Payroll > Maintenance 1 >

Box assignment examples are listed in the Year-End Documentation

Self Matching 'H' Record

Register will contain the Box Assignment on Both the Employee Deduction and Employer Match

Only records Assigned to Box 12DD (Health) & 12W (HSA) will print both the EE and ER information on the Form and in the Electronic Files

All other Self Matching 'H' records (401K) will print the employee deduction only

W-2 Box Assignment and Distribution Master are also located on the Annual Menu

Prior to Sending

ALL Forms & Files

Verify Accuracy!!!

W-2 Box Assignment

Payroll > Maintenance 1 >

Enter a New Record - new records are entered in the fields above the line

Enter **form type (W-2)** in the **Form** box, or click the prompt to select from a list

Click the **Distribution Code** prompt and select a code from the list

The **following fields will auto fill** according to the selection made from the prompt

Distribution Code
Distribution Number
Sta Number – State Code associated with a Local Code (L) in 4.1 and 4.0 only
Union Number
Deduction Type

Note: When entering Union records you will need to prompt and select the union number and type.
The system will populate the appropriate value in the distribution, union number and type code

W-2 Box Assignment

Payroll > Maintenance 1 >

For information to appear on the Register, Forms and Electronic Media Files it must have a **Box Number** and if applicable **Code**

Box Number fields are **Numeric**

Code Letters must be **Capitalized**

Enter **Tax/Deduction Box Numbers** and codes if applicable

Enter the **Earnings Box Numbers** and codes if applicable

Only the **First Six Characters** of the description will print on the form if applicable

Check **3rd Party Sick** if applicable

Press Enter/OK to update the file

Z Boxes – created in **W-2 Box Assignment** not in the Distribution Master

W-2 Box Assignment

Payroll > Maintenance 1 >

W-2 Box 12 – Deferred and Other Compensation

The **Box Code assigned by the user does not necessarily correlate to the Box Code printed on the federal form**
Form Box 12a could have a user assigned value of **12C** for Excess Life Insurance

Alpha Characters are **Used to Group** and **Sort** the information

Additional forms are created when more than Four Coded items are put in box 12
This is considered an **Overflow Form** and will not have the same dollar values reported on the original form

Per IRS:
Form W-2 Box 12: Deferred Compensation and Other Compensation.

There are several types of compensation and benefits that can be reported in Box 12
Refer to IRS General Instructions for Forms W-2 and W-3

W-2 Box Assignment

Payroll > Maintenance 1 >

Box 12 will report **Single Letter or Double Letter Codes** followed by a dollar amount

Code DD—Cost of employer-sponsored health coverage

Use this code to report the cost of **Employer-Sponsored Health Coverage**

The amount reported with code DD is not taxable

NEW Box 12 Items for 2018

GG – Income form Qualified Equity Grants

HH – Aggregate Deferrals

Code Letters Must Be

Upper Case

Group Term Life – Code C

ER Sponsored Health – Code DD

W-2 Box Assignment

Payroll > Maintenance 1 >

Directly from General Instruction for Forms W-2 and W-3:

Box 12 - Multiple forms. If necessary, you can issue more than one Form W-2 to an employee

For example you may need to report more than **four coded items in box 12** or you may want to report other compensation on a second form

If you issue a **second Form W-2, complete boxes a, b, c, d, e, and f with the same information as on the first Form W-2**

Show any items that were not included on the first Form W-2 in the appropriate boxes

Also, see the *TIP for Copy A (Form W-2) on page 15*

Do not report the same federal, American Samoa, Guam, or U.S. Virgin Islands tax data to the SSA on more than one Copy A.

W-2 Box Assignment

Payroll > Maintenance 1 >

W-2 Box 14 – Other Information

Box 14 **alpha characters are used** to sort and the **description is used** to **group**

Only the **first 6 characters are used from the description** to print on the W-2

Additional forms are created when more than five coded items are put in box 14

This is considered an **Overflow Form** and will not have the same dollar values reported on the original form

Per IRS:

You may use this box for any other information you may want to give your employee. Each should be labeled

Examples: SDI taxes withheld – union dues – nontaxable income – etc.

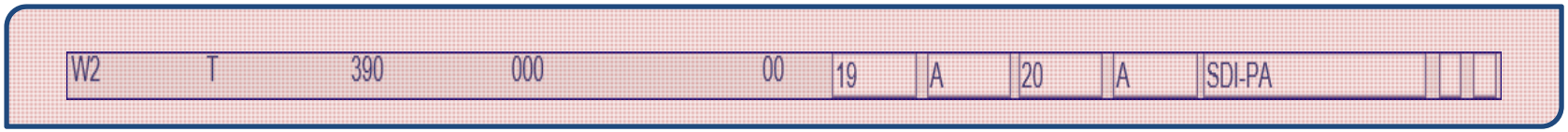
W-2 Box Assignment

Payroll > Maintenance 1 >

State & Local Boxes (15-20)

If Box Code is left blank the information will print in the upper portion of the W-2 Boxes 15-20.

If 'A' is entered in the Box Code the information will print in the lower portion of these boxes



Release 4.1 and 4.0 Local Boxes will require both a local and state code

The State / Local Maintenance option will not be used to relate locals to states it has been removed from the screen

W-2 Box Assignment

Payroll > Maintenance 1 >

Oregon Statewide Transit Tax On on W-2s

Requires 6 Digit Description which will print on the W-2

Box 20 = OR-SIT

W2	L	380	380	00	14	T	9999		OR-STT		

W-2 Box Assignment

Payroll > Maintenance 1 >

Ohio School District Identification Number on W-2s

Reporting 4-digit Ohio School District Identification Number on W-2s

Local descriptions (box 20) pull from the W-2 Box Assignment Description

Local description for Ohio to include

The 4 digit local code plus an abbreviation of the school district name or the letters "SD" for "School District"

Please note **only the 1st 9 digits are printed in Box 20**

Examples of acceptable methods: SD1904 - 1904SD or GRE1904 - 1904GRE

W-2 Box Assignment

Payroll > Maintenance 1 >

Edit an Existing Record

Current records are listed below the line
All fields to the right of **Deduction Type** may be edited
After editing a record, press **ENTER /OK** to save

Deleting an Existing Record

Release 4.1, 4.0 and 3.7

Place an **X** in the Delete Column box that corresponds to the records you wish to delete
Click on the **Delete Button** – the line doesn't get deleted if you just click ok

Release 34.3

Place an **X** in the Delete Column box that corresponds to the records you wish to delete
Press F23 (shift F11) to delete

Search Option – available for all form types and distribution codes

IDI - Year-End Box Listing

Payroll > Annual >

Company	Division	Form Name	Distribution Code	Distribution Number	Union	Union Deduction Type	Tax/Deduction Box Number	Local State Code	Tax/Deduction Type	Earnings Box Number	Earnings Type	Description To Be Printed	3rd Party Sick Pay Y/N	Sequence	Status
15	0	W2	A	0		0		0		3		FICA		1	A
15	0	W2	C	20		0	4	0	C			AZSUTA		1	A
15	0	W2	C	30		0	4	0	C			AZSUTA		1	A
15	0	W2	C	50		0	4	0	C			CASUTA		1	A
15	0	W2	C	310		0	4	0	C			UIWFSWF - NJ-SUTA		1	A
15	0	W2	C	330		0	4	0	C			NYSUTA		1	A
15	0	W2	C	390		0	9	0	A	18	A	PASUTA		1	A
15	0	W2	D	6		0	2	0	Q			COMBAT		1	A
15	0	W2	D	11		0		0				3RD PARTY SICK	Y	1	A
15	0	W2	D	15		0	2	0	B					1	A
15	0	W2	D	30		0	7	0				TIPS		1	A
15	0	W2	F	0		0		0		1		FEDERAL WAGES		1	A
15	0	W2	G	0		0		0		5		MEDICARE		1	A
15	0	W2	H	2		0	4	0	A			2%HI		1	A
15	0	W2	H	10		0	2	0	FF			BOX 12FF - ER BEN		1	A
15	0	W2	H	15		0	2	0	DD			EE INS - BOX 12DD		1	A
15	0	W2	H	16		0	2	0	DD			ER INS - BOX 12DD		1	A
15	0	W2	H	40		0	2	0				401K DEDUCTION		1	A
15	0	W2	H	202		0	4	0				MEDICAL INS		1	A
15	0	W2	H	401		0	2	0	C			401K		1	A
15	0	W2	H	502		0	1	0						1	A
15	0	W2	H	600		0	2	0	Z			401K		1	A
15	0	W2	K	0		0		0						1	A
15	0	W2	L	1		0	9	260		18	20	ST LOUIS MO		1	A
15	0	W2	L	2		0	7	310	A	19	B	123456789101		1	A
15	0	W2	L	5		0	9	390		18		LOCAL 5		1	A

Distribution Master Year-End Box Listing – PRP100

Payroll > Listings >

Audit W-2 Box Assignment

Distribution Code = Blank for all

Set Year-End Box Listing = Y

PRP100 report will print twice – smaller one will be for the box assignment

Distribution Master Year-End Box Listing – PRP100

Payroll > Listings >

15 000 PC's Construction - 4.1
Year-End Box Listing

DATE 12/02/2018 PRP100 TIME 8.57 PAGE 1

Form	-Distribution- Code	Number	Union Number	Ded Typ	Tax/Ded Box	Tax/Ded Code	Earnings Box	Earnings Code	Description	Local State	3rd Party Sick Pay
W2	A	000		00	4		3		FICA		
W2	C	020		00	14	C			AZSUTA		
W2	C	030		00	14	C			AZSUTA		
W2	C	050		00	14	C			CASUTA		
W2	C	150		00	19	A	19	A	KYSUTA- TAX ONLY		
W2	C	310		00	14	C			UIWFSWF - NJ-SUTA		
W2	C	330		00	14	C			NYSUTA		
W2	C	390		00	19	A	18	A	PASUTA		
W2	D	006		00	12	Q			COMBAT		
W2	D	011		00					3RD PARTY SICK		Y
W2	D	015		00	12	B					
W2	D	030		00	07				TIPS		
W2	F	000		00	2		1		FEDERAL WAGES		
W2	G	000		00	6		5		MEDICARE		
W2	H	002		00	14	A			2%HI		
W2	H	010		00	12	FF			BOX 12FF - ER BEN		
W2	H	015		00	12	DD			EE INS - BOX 12DD		
W2	H	016		00	12	DD			ER INS - BOX 12DD		

Laser State / Local Maintenance

Payroll > Annual >

Release 4.1 and 4.0

The State / Local Maintenance option will not be used to relate locals to states the option has been removed from the screen

Local with its associated state will be selected when the box assignment is established

Laser State / Local Maintenance

Payroll > Annual >

Release 3.7 and 34.3

Used for Laser Form Printing

Assigns Locals to a State

A local code can not be associated to more than one state

Run the State/Local Listing

If processing multiple Co/Div recommend using all Co/Div security

The Laser State/Local Maintenance option is State and then company driven.

Click on the state to select

Assign Local Code to its respective state by placing a Y next to the local code

Local codes must be related to their respective state within EVERY company that has produced Earnings records for employees

State/Local Listing – PRP810

Payroll > Listings >

```
                                                    P5 000   PJC's Construction - 37.0
DATE   12/04/17      PRP810                    State / Local Relationship Report - By Local                    Page    1

     Local:   001    ST LOUIS LOCAL TAX
           State:   260    MISSOURI

     Local:   003    BALTIMORE CITY-COUNT
           State:   210    MARYLAND

     Local:   004    BALTIMORE-COUNTY
           State:   210    MARYLAND

     Local:   005    CALVERT  - COUNTY
           State:   390    PENNSYLVANIA

     Local:   006    PITTSBURG - LOCAL
           State:   390    PENNSYLVANIA

     Local:   007    Employee/Employer
           State:   030    ARIZONA

     Local:   010    LOCAL 10
           State:   050    CALIFORNIA

     Local:   011    LOWER PAXTON - EMST
           State:   030    ARIZONA

     Local:   015    LOCAL 15
           State:   030    ARIZONA

     Local:   020    WKLY $1 - Annual $10
           State:   050    CALIFORNIA

     Local:   030    Local 30
           State:   030    ARIZONA

     Local:   032    BOONE CTY MENTAL HTH
           State:   390    PENNSYLVANIA

     Local:   036    PITTSBURG -LOCAL
           State:   390    PENNSYLVANIA
```

By selecting the report Sequence =

L (local) rather than S (state)

It is easy to see if a Single Local has more than One State

Use to Verify a Local is not Associated to Multiple States

Distribution Master

Payroll > Maintenance 1 >

Zero-To-Date Flag

When **Prepare Year-End** is run with the **Zero YTD Amount flag -** checked (Y)

YTD Fields will be set to zero for

HR Deduction/Benefits (H Records)

Payroll Deductions (M Records)

To-Date-Amount Fields will be set to zero if the **Zero To-Date Amt Flag** is checked (Y) for

HR Deduction/Benefits (H Records)

Payroll Deductions (M Records)

The Distribution Master Listing

Used to Verify Flag is Setup Properly

IDI – Distribution Master - Zero To Date Flag for M & H Records

Payroll > Listings >

Company Number	Division Number	Distribution 3	Code	Distribution Numbe	Description	Zero to date Amounts
15	0	H	H/R BENEFITS	701	GTL - Gross = Y, Net = N	N
15	0	H	H/R BENEFITS	702	Dep Life - Ben	N
15	0	H	H/R BENEFITS	703	Life Dep - Ded	N
15	0	H	H/R BENEFITS	710	GTL - Employer	Y
15	0	H	H/R BENEFITS	711	GTL - Emp Sup	Y
15	0	H	H/R BENEFITS	800	ACA HR Deduction	Y
15	0	M	EMP.DEDUC...	1	401K DEDUCTION	Y
15	0	M	EMP.DEDUC...	2	FLEX INS PLAN	N
15	0	M	EMP.DEDUC...	3	401K POST TAX	Y
15	0	M	EMP.DEDUC...	4	DEDUCTION 4	N
15	0	M	EMP.DEDUC...	5	DEDUCTION 5	N

IDI - Zero To Date Flag for M & H Records

Payroll > Listings >

Distribution Master

Tools ▾ View As ▾ Zero To Date Flag for M & 242 records

	Distribution	equals (ignore case)	H
or	Distribution	equals (ignore case)	M
	+()		

Filter Clear Close

Selection and Filter for This Report

Refresh Data Tools ▾

Title	Sour
Company Number	App
Division Number	App
Distribution	App
Code	App
Distribution Number	App
Description	App
Zero to date Amounts	App

Company Number	Division Number	Distribution	Code	Distribution Numbe	Description	Zero to date Amounts
15	0	H	H/R BENEFITS	701	GTL - Gross = Y, Net = N	N
15	0	H	H/R BENEFITS	702	Dep Life - Ben	N
15	0	H	H/R BENEFITS	703	Life Dep - Ded	N
15	0	H	H/R BENEFITS	710	GTL - Employer	Y
15	0	H	H/R BENEFITS	711	GTL - Emp Sup	Y
15	0	H	H/R BENEFITS	800	ACA HR Deduction	Y
15	0	M	EMP.DEDUC...	1	401K DEDUCTION	Y
15	0	M	EMP.DEDUC...	2	FLEX INS PLAN	N
15	0	M	EMP.DEDUC...	3	401K POST TAX	Y

Distribution Master Listing – PRP100

Payroll > Listings >

Audit Zero-To-Date Amounts

Run once with Distribution Code flag = M

Run once with Distribution Code flag = H

Distribution Master Listing – PRP100

Payroll > Listings

```
                                        15 000  PC's Construction - 4.1
                                                DISTRIBUTION LIST
DATE 12/02/2018     PRP100                                                                  TIME  8.57                PAGE   10

-----DISTRIBUTION----- DED  -------------------G/L NUMBER--------------------------     ----EXEMPT W/T CODES---- VENDR  A/P  ZERO TO
CODE                NO. TYP  LIABILITY          EXPENSE             DESCRIPTION        FWT SWT LWT LCS SDI SUTA W/C  NO.  CO DV DT AMT
-----------------------------------------------------------------------------------------------------------------------------------
                                                      CHK                                ARREARS           UPD BN/WG  W2
                                                      TYP GRS                              DED             J/C CALC  DEST

                                                       P1                                                                  Zero-To-Date-Flag
                                                       R

H H/R BENEFITS      026  00  2000.00101.000      6000.00000.000      Per Diem 26 70/      0   N   N   N   N   N            15        N
                                                       BO                                     N               N   N
                                                       R

H H/R BENEFITS      027  00  2500.00000.000      6300.00000.000      EE HR Ded - Arr      1   Y   N   N   N   N            15        Y
                                                       BO                                     Y               N   N
                                                       P1
                                                       R

H H/R BENEFITS      030  00  2500.00000.000      2500.00000.000      .EST NE FIELDS       0   N   N   N   N   N            15        Y
                                                       R                                      N               N   N
                                                       R1

H H/R BENEFITS      031  00  2000.00101.000      6000.00000.000      Per Diem 31 80/      0   N   N   N   N   N            15        N
                                                       BO                                     N               N   N
                                                       R
```

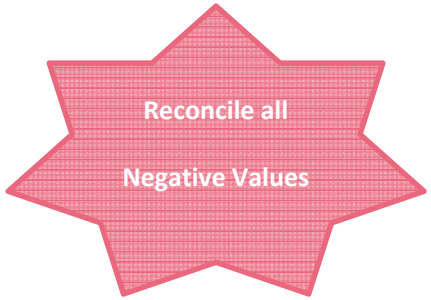
Final Processing Prior to Prepare Year-End Files

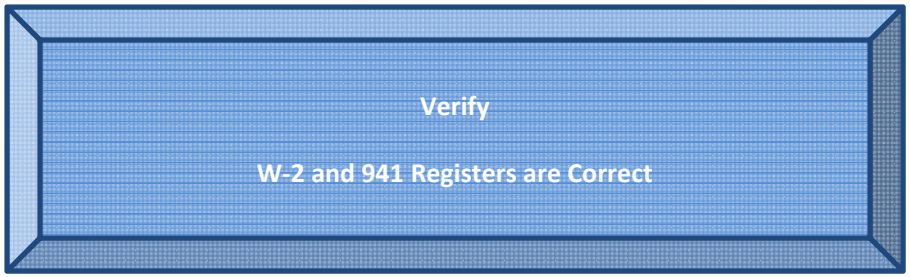
Update the following for the current year

Finalize all payrolls

Payoff checks used to update the Systems Files with information that should be reported on both the annual and quarterly filing

Void checks





W-2 Box Maintenance

Payroll > Annual >

Z Box Usage

Not required

Does not affect employee earnings file

Will Not Report on the QTR Forms or Files

Z Box Maintenance information will appear on the W-2 Register (bottom), Forms and Electronic Media files

Z Boxes cannot be used to record information that needs to be reported on 941 files

There is No State or Local Number for Z box Maintenance

Should Not be as an Adjustment Tool

W-2 Box Maintenance

Payroll > Annual >

Selection Screen

Enter the following information:

US Customer Do Not Enter Anything in the Box That has No Description

This is for Canadian Use ONLY

Employee Number

Year

W-2 Box Distribution No

Number of the Z box you created in the W-2 Box Assignment (4.1 - 3.7)

Distribution Master (34.3)

Amount

W-2 Register – PRP088

Payroll > Annual >

Selection Screen

Prior to Running Prepare Year-End in Final (Zero YTD Amount = Y)

Year to Process – defaults to current calendar year

3.7 and 34.3 only

Select appropriate Pay Type and Print Sequence

Use Current Year Defaults = Y

Restore From Tape Device ID = blank

Use Current Year Defaults and

Restore from Type Device ID

Only Appear on the Screen

If there are No SYY/SYYT Files

W-2 Register – PRP088

Payroll > Annual >

```
                                        15 000 PJC's Construction Company
DATE 12/10/12      PRP088                       W-2 REGISTER  2012                                    TIME  9.37


--DISTRIBUTION--                 ----EMPLOYEE-----          SOC. SEC.     BOX            BOX
DESC     NO.  CD DESCRIPTION      NO.   NAME                 NUMBER       NO.          AMOUNT

H/R BEN   002    HEALTH          00001   Employee  Alabama  000-00-0001   12DD         55.00
H/R BEN   002    HEALTH          22222   Cindy B Hope SrMs  222-22-2222   12DD        395.00
H/R BEN   002    HEALTH          99999   Tammy T Turner II  999-99-9999   12DD    680,000.00


                                    ***   H/R BEN TOTALS                          680,450.00
                                    *** TOTAL EMPLOYEES    3
```

W-2 Register – PRP088

Payroll > Annual >

W-2 Register

Spool File Reports IDs	**All Releases**
Federal FIT	PRP088PFF
Social Security & Medicare	PRP088PAG
State & Local	PRP088PSL
Other	PRP088F0
Negative Exception	PRP088PFN

If You have 2 of the Same ID #

This Will Be A Negative Exception Report

Negative Value will NOT be Reported

941 Register – PRP520A

Payroll > Quarterly >

15 000 PC's Construction Company

DATE 12/02/13 PRP520A — 941A REGISTER - QUARTER # 4 12/31/2013 — TIME 10.20 PAGE 2

EMPLOYER - MEDICARE

			YEAR TO DATE						QUARTER TO DATE					
EMP NO	EMPLOYEE NAME	SOC. SEC. NUMBER	GROSS TXBL EARNINGS	SUBJECT EARNINGS	COVERED EARNINGS	EXCESS EARNINGS	TAXES	EXCESS TAX	GROSS TXBL EARNINGS	SUBJECT EARNINGS	COVERED EARNINGS	EXCESS EARNINGS	TAXES	EXCESS TAX
480	Wilbur W. Washington	480-48-0480	3,400.00	3,400.00	3,400.00		49.30							
490	Wilbur W Virginia	490-49-0490	2,000.00	2,000.00	2,000.00		29.00							
500	Wilbur W. Wisconsin	000-00-0500	1,200.00	1,200.00	1,200.00		17.40							
510	Wilma W Wyoming	000-00-0510	1,260.00	1,260.00	1,260.00		18.27							
2669	Sal Ashek-Por Sal Use Cnl	601-28-1807	13,760.00	13,760.00	13,760.00		199.52							
2670	JOE SMITH	350-58-3674	3,200.00	3,200.00	3,200.00		46.40							
22222	Cindy H Hope	222-22-2222	244,325.00	243,172.00	243,172.00	43,172.00	3,913.97	388.54	194,200.00	193,122.00	193,122.00	43,172.00	3,188.24	388.54
33333	Randy Wagner	333-33-3333	20,576.00	20,576.00	20,576.00		271.45		20,576.00	20,576.00	20,576.00		271.45	
55555	Leigh Tang(15)	555-55-5555	20,800.00	20,800.00	20,800.00		301.60							
66666	Sheila Murrell	666-66-6666	2,534.40	2,454.40	2,454.40		35.58							
77777	Connie Holcomb(15)	777-77-7777	742.00	736.96	736.96		10.69		742.00	736.96	736.96		10.69	
	** YTD/QTD TOTALS		483,871.15	481,882.96	481,882.96	43,172.00	7,348.42	388.54	241,207.96	240,082.42	240,082.42	43,172.00	3,842.27	388.54
	** TOTAL EIC													
	** TOTAL TIPS													
	** TIPS DEEMED WAGES													
	** TOTAL EMPLOYEES	TCount 61	TCount 61	QCount 14	QCount 12									

COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

941 Register – PRP520A

Payroll > Quarterly >

Federal & State 941 Registers

Spool Files - The following is the list of spool files that will be created by running the 941 Register

Negative Exception Reports, when applicable, will be created using this format also

Reports	eCMS 4.1/4.0	eCMS 3.7.0	CMS 3.4.3
Employer (ER) Medicare	PRP520PFGR	RP520P3GR	PRP520A – All Reports
Employee (EE) Medicare	PRP520PFGE	PRP520P3GE	
Employer (ER) Social Security	PRP520PFAR	PRP520P3AR	
Employee (EE) Social Security	PRP520PFAE	PRP520P3AE	
Federal Income	PRP520PFF	PRP520P3F	
State Income	PRP520PFS	PRP520P3S	
SUTA EE/ER, SDI EE/ER, Local EE/ER	PRP520PF	PRP520P37	

Payroll 941 Register – PRP520A

Payroll > Quarterly >

Special Considerations

FUTA information is no longer available on the 941 Register. This information can be obtained by running the FUTA report (PRP118)

After running the 941 Register, it can still be run again for prior quarters

CMS 3.4.3 Special Considerations

On the 941 Register Selection screen, set the **Use YTD/QTD Double Line Format for Federal Report** field to **Y** to ensure that all columns will be included on the report

Wage Definitions

Gross Pay = total gross taxable earnings (before exempt amount) plus (+) non-taxable payments

This includes: Wages, Taxable Adjustment, HR and Union Benefits which are include in Gross = Y

Plus (+)

Non-Taxable Adjustments, Non-Taxable HR and Union Benefits which are include in Gross = Y

Gross Taxable Earnings = fully loaded taxable earnings (before exempt amount)

This includes: Wages, Taxable Adjustment, HR and Union Benefits which are include in Gross = Y

Subject Earnings = Gross Taxable Earnings minus (-) exempt amount

This includes: Wages, Taxable Adjustments, HR and Union Benefits which are include in Gross = Y

Minus (-)

Associated exempt amount

Wage Definitions

Covered Earnings = Subject (gross taxable - exempt) up to the limit

This includes: Wages, Taxable Adjustments, HR and Union Benefits which are include in Gross = Y

Minus (-)

Associated exempt amount

Covered Earnings

Stops at the Limit Set in Associated Tax Tables

If no Limits Exist

Subject and Covered Earnings

Will be the Same

EE Count Descriptions

The **941 Register** will have the following descriptions for the Employee (EE) counts

TCOUNT Total To Date Count - EE(s) who have Gross Taxable Wages and Taxes

> **Note** If you are running this for the 1st QTR, but have data through the 3rd QTR , all Employees (including 1st, 2nd and 3rd QTRs) will be included in this count

YCOUNT YTD count through the QTR - EE(s) who have Gross Taxable Wages and Taxes from the beginning of the year through the QTR that is selected

QCOUNT QTR count for the QTR selected - EE(s) who have Gross Taxable Wages and Taxes for the QTR that is selected

QCOUNT12 Total EE(s) who worked on the WE that includes the 12th of the last month of the QTR that is selected

Employee Worked by Month

Total EE(s) who worked the 12th of the month for each month of the QTR that is selected

Vacation/Sick Available Report – HRP006

Human Resources > Listings >

Report used to verify vacation/sick are correct for the current year

Report needs to be run to capture the vacation/sick available information after the

last payroll of the current year but **before Prepare Year-End is Run**

The accrued and carry over information are real time

it is CRITICAL to retain this report as a source document

Vacation/Sick Available Report – HRP006

Human Resources > Listings >

15 000 PJC's Construction Company

DATE 11/29/12 HRP006 VACATION/SICK AVAILABLE LISTING TIME 11.15 PAGE 2

-----EMPLOYEE-----							--------COMP EARNED--------		
SS#	NAME	ACCRUED	USED	AVAILABLE	ACCRUED	USED	AVAILABLE	ACCRUED	USED	AVAILABLE
DEPARTMENT 100										
222-22-2222	Cindy B Hope	312.00	148.00	164.00	80.00	8.00	72.00	10.00	3.00	7.00
	TOTALS	312.00	148.00	164.00	80.00	8.00	72.00	10.00	3.00	7.00

Prepare Year-End Files

Payroll > Annual>

Prepare Year-End Files for W-2 processing

Security Requires

All Company/All Division

Executive Level

Not a dedicated procedure – however to avoid getting "Unable to Allocate Errors" this option should be run when the majority of CMS/eCMS users are off the system

Creates the following files (**all release levels**)

SYYCNC: Company Name Defaults

SYYPRS: Payroll System Files

SYYPRD: Payroll Defaults

SYYTEI: Employer EI Tax File

SYYSTM: State Master

Creates the following additional files (**4.1 / 4.0 / 3.7**)

SYYTCNC: Company Defaults

SYYTPRS: Payroll System Files

SYYTPRD: Payroll Defaults

SYYTTEI: Employer EI Tax File

SYYTSTM: State Master

SYYTMST: Employee Master

Prepare Year-End Files

Payroll > Annual>

New files are used to process 4th QTR 941's, W-2's and Electronic Media files

This step must be done after the last payroll is run for the current year

- 4th QTR and W-2 forms and Electronic Media files use the SYY/SYYT files
- Payrolls for the new year will use the original SYS files

Timing is CRITICAL!!

Prepare Year-End Files

Payroll > Annual>

Zero YTD Amounts = 'Y/N'

If 'Y', Year To Date balances in employee payroll deductions (M) and H/R deductions/benefits (H) will be cleared. Any Distribution master records set to "Zero To-Date Amount = 'Y', the To Date Amount fields also zero

M and H Records should only have the Zero To Date field checked (Y) if there is an annual limit (i.e. 401k's and insurances). Garnishments and child supports are examples of records that have limits that exceed a year and should not have this field checked (N)

Vacation/Sick Leave

Carry Over Hours based on Accrual Rate master will be calculated

Earned Sick and/or Vacation hours set for calendar year is done and the carryover field in HR employee master is populated

Vacation/Sick Available Listing

Needs to be run before the First Payroll of the new year to capture the vacation/sick available time for each employee

Prepare Year-End Files

Payroll > Annual>

When Prepare Year-End is processed with the Zero YTD Amount flag set to 'Y' vacation/sick is effected in the following ways:

Method = 1 (Accrual)

Year-End Function = 2 (Anniversary)

Nothing happens to vacation/sick
All calculations are handled during payroll processing when the employee hits their anniversary

Year-End Function = 1 (Calendar)

The accrued bucket in the HR employee master is zeroed out
The used bucket in the HR employee master is zeroed out
The carryover limit is calculated based on the limitation of the employee's accrual master
All calculations are handled during payroll processing when the employee hits their anniversary

Prepare Year-End Files

Payroll > Annual>

Method = 2 (Earned)

Year-End Function = 2 (Anniversary)

Nothing happens to vacation/sick

All calculations are handled during payroll processing when the employee hits their anniversary

Year-End Function = 1 (Calendar)

The carryover calculation is done and the carryover field in the HR employee master is populated with the new carryover amount

The used bucket in the HR employee master is zeroed out

The New Year's earned amount is uploaded to the HR employee master based on that employee's rate master

Required Changes

Copy Tax Tables for New Year

Make necessary changes

Do Not Delete prior year tax tables

Update with current year information

Update FICA EE and ER

Tax Tables are Date Sensitive and can be

Copied and Updated

with New Year Information at Any Time

These tables will not be used until the new years payrolls are processed

Required Changes

Review all Date Sensitive Files

Update PR System Default EE and ER FICA information

Use the Social Security (A) and Medicare (G) tax table flags to 'Update FICA System Defaults'

Year-End Rules

Employee Master is real time - changes are immediate

Earnings File is date sensitive by year

SYY/SYYT Files MUST be used to process all 4th QTR 941 and W-2 information

DO NOT RENAME

SYY/SYYT Files

Until All Processing Complete

For Tax Year

4th QTR and YE Processing

Complete

After Running Prepare Year-End Files

Prior to New Year Payroll

The following Reports Are Used for Verification

- HR Benefit/Deduction Enrollment Listing
- Payroll Deduction Listing

Verify the HR Benefit/Deduction (H) and PR Deduction values for the current year are correct after running Prepare Year-End

- All YTD amount fields should be Zero
- To-Date-Amount fields should be zero, if the Zero To-Date Amount flag in the Distribution Master is set to 'Y'

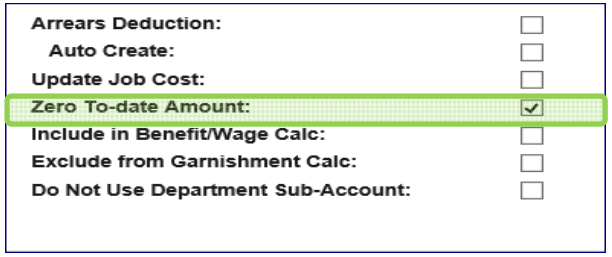
You can Now Begin Processing Payroll for New Payroll Year

Examples of Reports on the next 4 Slides

H/R Benefit/Deduction Enrollment Report – IDI

Payroll > Listings >

Emplo...	Benefit N...	Fixed Amt	Ded Amt-YTD	Ded Amt To Date
1	3	37.50	0.00	0.00
1	3	1,825.00	0.00	125.00



All YTD Fields Zero

To-Date Fields (TD)

Checked in Distribution

Master will Zero

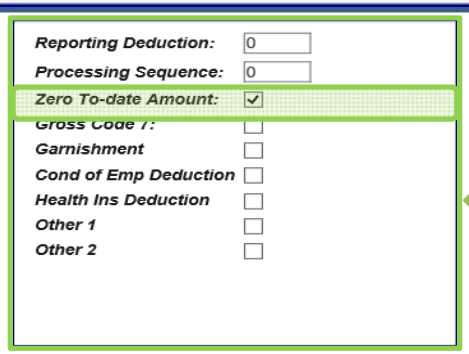
Payroll Employee Deduction Report – IDI

Payroll > Listings >

Employee Number	Employee Name	Ded No	Deduction Amount	Deduction Pct	YTD Deduction Amount	Deduction Amt To Date
1	Employee Alabama				0.00	0.00
1	Employee Alabama				0.00	300.00

YTD and TD both Zero

YTD Zero – TD 300.00



All YTD Fields Zero

To-Date Fields (TD)

Checked in Distribution

Master will Zero

H/R Benefit/Deduction Enrollment Report – HRP266

Human Resources > Listings >

```
DATE11/30/2018   HRP266                    15  000 PC's Construction - 4.1
                                                H/R BENEFIT/DEDUCTION ENROLLMENT                    TIME  7.36    PAGE   1
                                                BY EMPLOYEE NAME

  ---------EMPLOYEE-----------              -----EFFECTIVE-----  ----DECLINE---      FIXED  --PERCENT-- TYP ------HOURLY RATE------
   SS#            NO.  NAME          FRQ   START     COMPLETION    Y/N     DATE     AMOUNT    RATE CDE GRS     REG     OVT     OTH
*100-00-0001       1  Employee Alabama

    3 Employee Deduct                  0  01/01/1981 12/31/2099     N

   DISCR DED  N                                                                          Y-T-D        TO DATE    REMAINI
                                                                                          .00            .00
                                                                                          .00            .00

   -------------PLAN-----------     MAX.  EMPLOYEE     ----EMPLOYEE AMOUNT-----        LOYER AMOUNT----- CARRYING        COVERAG
   NO.  DESCRIPTION               PERCENT  PERCENT        Y-T-D        TO DATE        -D        TO DATE   VENDOR          AMOUN

  200                                 0  10/01/2000 12/31/2099     N                  .00

                                                                                          Y-T-D        TO DATE
                                                                                          .00          125.0
                                                                                          .00            .00

   -------------PLAN-----------     MAX.  EMPLOYEE     ----EMPLOYEE AMOUNT-----
   NO.  DESCRIPTION               PERCENT  PERCENT        Y-T-D        TO DATE
```

YTD/TD ZERO

YTD Zero
TD = $125

Payroll Employee Deduction Report – PRP102

Payroll > Listings >

```
                                    15 000  PC's Construction - 4.1
DATE 11/29/2018   PRP102                      EMPLOYEE DEDUCTIONS                                    TIME  7.49  PAGE    1

------EMPLOYEE------          ----DEDUCTION---- PCT ---HOURLY RATE-----   AMOUNT      AMOUNT      LIMIT      EMAIN FRQ EXM
NUMBER NAME                  NO.  AMOUNT    PCT CDE   REG    OVT    OTH    Y-T-D     TO DATE     AMOUNT     MOUNT CDE W/T ACH PR

000000001 Employee Alabama     15
     01/01/1981 12/31/2099        50.00    .0* 0      *      *                                                 0   1   N   N
000000001 Employee Alabama    100
     01/01/2001 05/31/2001        50.00    .0* 1*     *      *                        300.00                   7   2   N   N
     06/01/2001 06/09/2001        50.00    .0* 1*     *      *                                                 0   2   N   N
     06/01/2008 06/09/2012        65.00    .0* 1*     *      *                                                 7   2   N   N
```

YTD/TD ZERO

YTD Zero
TD = $300

W-2 Processing

Payroll > Annual >

Print W-2 Register and Verify Information

"Use Current Year Defaults" field **will "NOT" appear if SYY/SYYT files exist** on the system

Print W-2 Forms

Clear Security **All Company/All Divisions**
Enter Reporting Company/Division
Enter the EIN of the Reporting Com/Div

Clear Security **Single Company/All Divisions**
Enter the Reporting Division
Enter the EIN of the reporting Com/Div

Clear Security **Single Company/Single Division**
The Reporting Co/Div and EIN fields do not display

W-2 Processing

Payroll > Annual >

Verify ALL Information on W-2 Register

Print W-2 Forms

See list of forms in Year-End documentation for Laser and Non Laser forms

Download Federal, State and Local Electronic Media files to PC

PC Client Access File and System I Navigator Transfer Instructions in Year-End Documentation

Validate

ALL Forms and Files

Before Releasing

To

Employees

Or

Jurisdictions

Electronic Media - State/Local Specific Requirements

New Jersey, Indiana, Ohio and Oregon

New York W-2 Electronic Media

Quarterly Forms/Electronic Media/XML option and is the only state that enter 'Y' to the 'Use State/Local File'

All other States

Annual Forms/Electronic Media/XML option

Media Number is located in State Master and are listed in Year-End documentation

Special Local Requirements:

Indiana – County Codes
New Jersey – Private Disability and Family Leave Insurance
Ohio – School Districts
Oregon – Statewide Transit Tax

Electronic Media - State/Local Specific Requirements

New York – This is run from the 941 Forms/Electronic Media screen and is the only state that enter 'Y' to the 'Use State/Local File'

Local Electronic Media Processing Screen - Indiana County Codes field will be available to enter the appropriate number associated with the counties being processed.

Local Master:

New Jersey - Tax ID field must contain **FLI for NJ Family Leave Insurance** Electronic Media

Ohio School District Locals - the last 4 digits (right justified) of Local Name must contain the school districts ID number

Oregon Transit Tax - Tax ID field must contain **OTT for Oregon Transit Tax** Electronic Media

State Master – Field for Private Disability, which is only currently used for New Jersey DIPP

Electronic Media / XML Files

Refer to Year-End Documentation on how to do the following:

Create Electronic Media Files

Transfer Electronic Media Files to the PC using Client Access or System I Navigator

Access XML Files using System I Navigator

Prior to submitting files to proper authorities ALWAYS verify that the information contained within the files is correct

Renaming the SYY Files

*****Do Not Remove W-2 Files***** This deletes the SYY files

Rename them instead!

Rename using the command

WRKOBJ (**space**) SYY* - press enter – use option 7 to rename

All quarters, except the first, use the SYY/SYYT files if they exist on the system

Before processing 1st Quarter new year reports and forms

you MUST RENAME the Year-End files!!

Renaming the SYY Files

All Release Levels

SYYCNCyy	SYYSTMyy
SYYPRSyy	SYYTEIyy
SYYPRDyy	

4.1 and 4.0 and 3.7 have additional files to rename

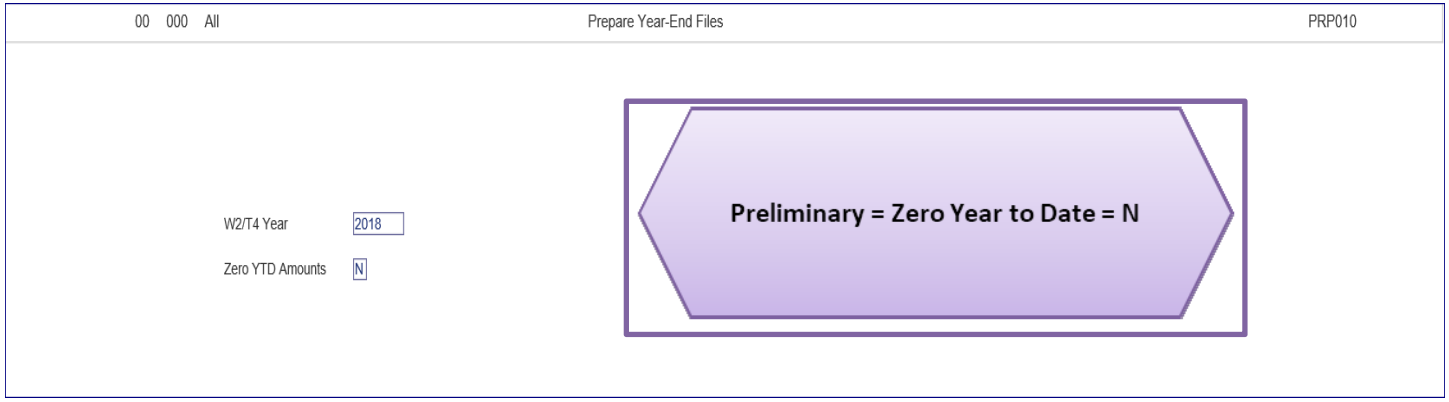
SYYTCNCyy	SYYTSTMyy
SYYTPRSyy	SYYTTEIyy
SYYTPRDyy	SYYTMSTyy

Rename Do Not Delete

Deleting the SYY Files

Should you need to re-create prior year Forms or Electronic Media files please contact the support department and we will instruct you how to proceed

SYY and SYYT files should only be deleted if Prepare Year-End Files for 2018 has been **run PRELIMINARY not FINAL**



Deleting the SYY Files

Should you need to delete the files use the following command:

WRKOBJ SYY* - press enter – use option 4 to delete

SYYCNCyy	SYYSTMyy
SYYPRSyy	SYYTEIyy
SYYPRDyy	

4.1 and 4.0 and 3.7 have additional files to rename

SYYTCNCyy	SYYTSTMyy
SYYTPRSyy	SYYTTEIyy
SYYTPRDyy	SYYTMSTyy

Important Notes Below

4.1 and 4.0 SYYT files must be **deleted**

before you can delete the SYY files

3.7 and 34.3 all files can be **selected**

for delete at the same time

Order Forms

Identifying the Number of Forms to Order – run the W-2 Register

Please note:

CGC is not responsible for the quality of printed products due to printer issues

CGC suggests that you order extra forms for testing purposes

Supported Forms Types are listed in documentation

New Forms Supplier

Forms can be Ordered From – Hospital Forms Service/Forms Management Services using the following:

Contact Information

Andy Dickerson

3616 West Thomas Rd, Suite 6 , Phoenix AZ 85019

Contact Numbers

Phone: 602-269-1397 / 602-269-5083

Fax: 602-269-5091

HRSS-Pay History

Customers Who Use HRSS

Print Routing in eForms

If you run the Laser W2 Print menu option for testing purposes

Make sure the **Print Routing in eForms** for template **"W2 Wage/Tax Stmnt"** is set to a **'No Print' Printer**

"Hold Distribution" box is checked

You do not want to release the eForms because if you do, they will go over to HRSS and your employees will see the 'test' W2

Please refer to our documentation titled **eCMS v.4.0 eForms Configuring Printers** which can be found on our website under **Knowledge Records – 4.0**

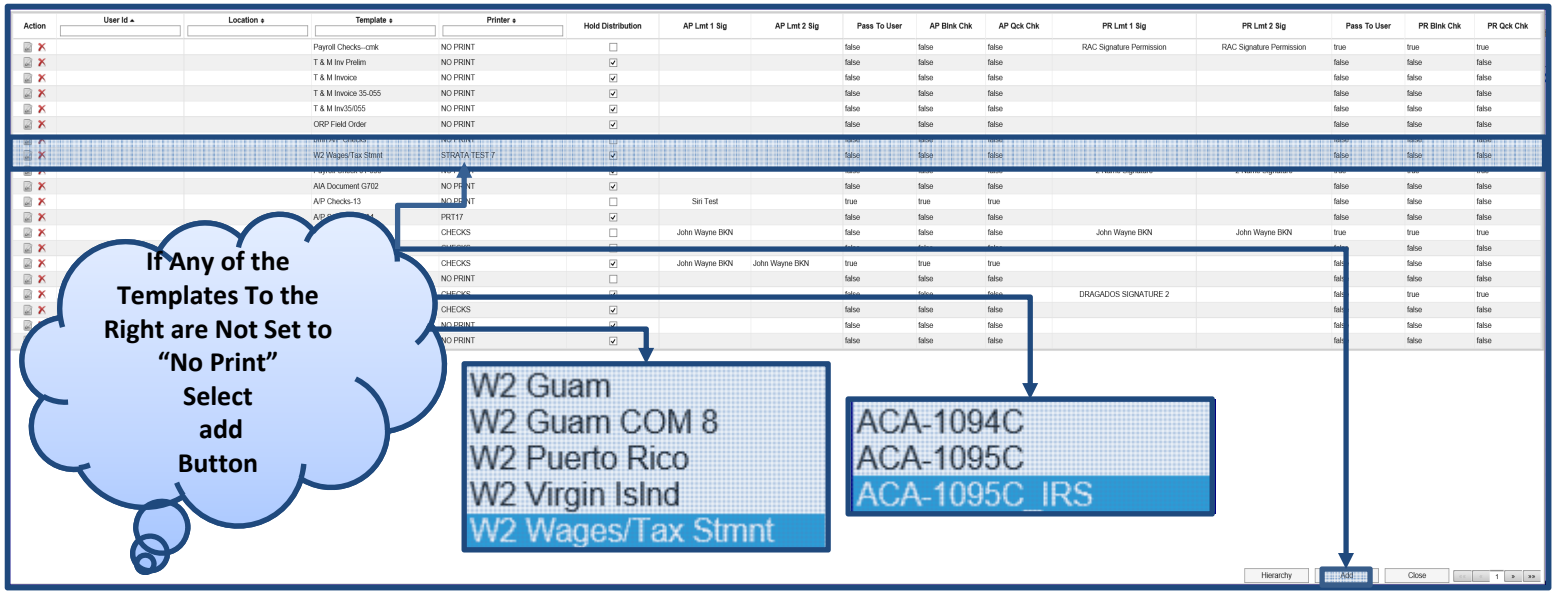
Final documents must be released and moved to eForms History to display in HRSS!!!

Print Routing in eForms

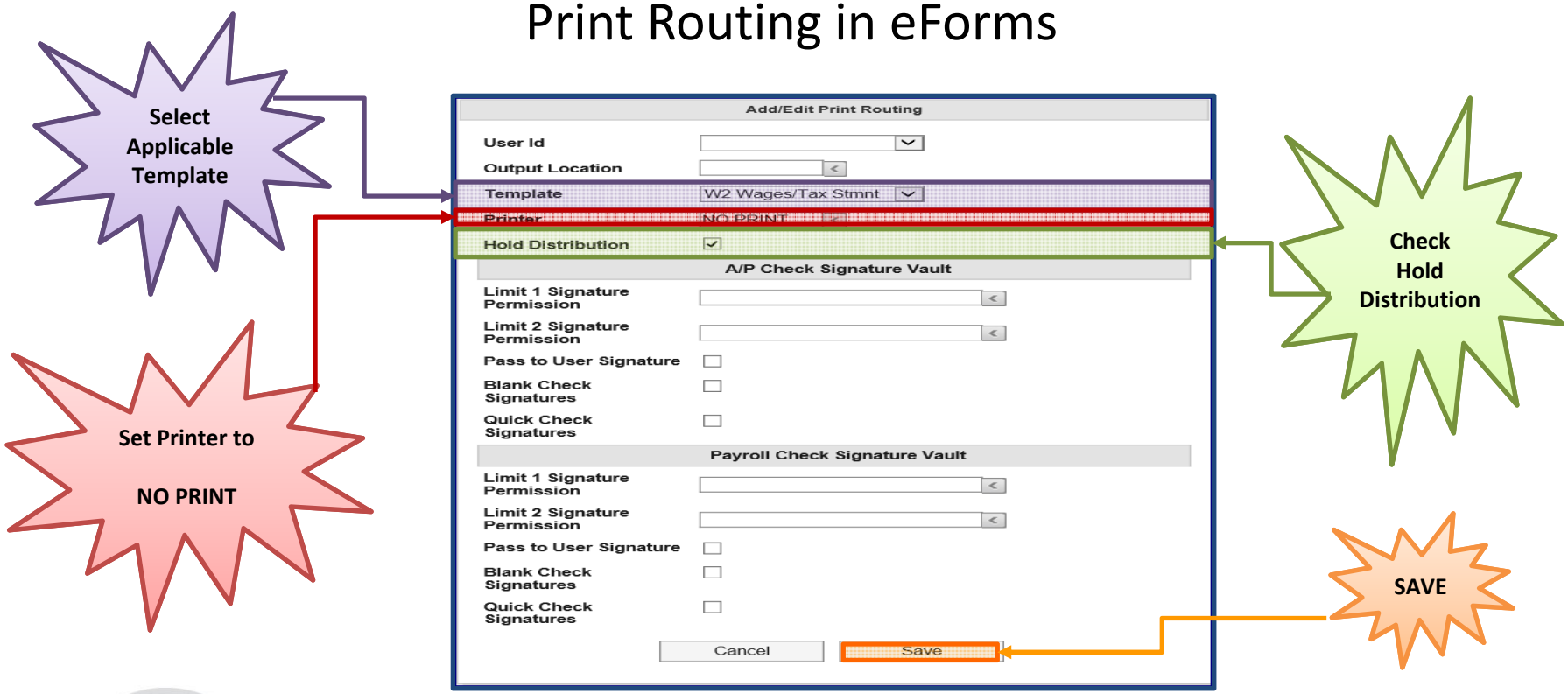
COMPUTER GUIDANCE CORPORATION

Smarter Construction. Cloud ERP.

Print Routing in eForms



Print Routing in eForms



Print Routing in eForms

Company/Division: 15/000-PC's Construction - 4.1

Eforms — Print Routing — PJC410

Action	User Id	Location	Template	Printer	Hold Distribution	AP Lmt 1 Sig	AP Lmt 2 Sig	Pass To User	AP Blnk Chk	AP Qck Chk	PR Lmt 1 Sig	PR Lmt 2 Sig	Pass To User	PR Blnk Chk	PR Qck Chk
			Payroll Checks--cmk	NO PRINT	☐			false	false	false	RAC Signature Permission	RAC Signature Permission	true	true	true
			T & M Inv Prelim	NO PRINT	☑			false	false	false			false	false	false
			T & M Invoice	NO PRINT	☑			false	false	false			false	false	false
			T & M Invoice 35-055	NO PRINT	☑			false	false	false			false	false	false
			T & M Inv35/055	NO PRINT	☑			false	false	false			false	false	false
			ORP Field Order	NO PRINT	☑			false	false	false			false	false	false
			bmh A/P Checks	NO PRINT	☐			false	false	false			false	false	false
			Payroll Check 01-038	NO PRINT	☑			false	false	false	2 Name Signature	2 Name Signature	true	true	true
			AIA Document G702	NO PRINT	☑			false	false	false			false	false	false
			A/P Checks-13	NO PRINT	☐	Siri Test		true	true	true			false	false	false
			A/P Supp Lien AA1	PRT17	☑			false	false	false			false	false	false
			Payroll Checks RAC	CHECKS	☐	John Wayne BKN		false	false	false	John Wayne BKN	John Wayne BKN	true	true	true
			Certified Payroll-15	CHECKS	☐			false	false	false			false	false	false
			cmk A/P Checks	CHECKS	☑	John Wayne BKN	John Wayne BKN	true	true	true			false	false	false
			PR Pay Advice	NO PRINT	☐			false	false	false			false	false	false
			Payroll Checks	CHECKS	☑			false	false	false	DRAGADOS SIGNATURE 2		false	true	true
				CHECKS	☑			false	false	false			false	false	false
			Workflow Email	NO PRINT	☑			false	false	false			false	false	false
			W2 Wages/Tax Stmnt	NO PRINT	☑			false	false	false			false	false	false

Proper Setup For W-2 Wage Tax Statements

REMEMBER - Final documents must be released and moved to eForms History to display in HRSS!!!

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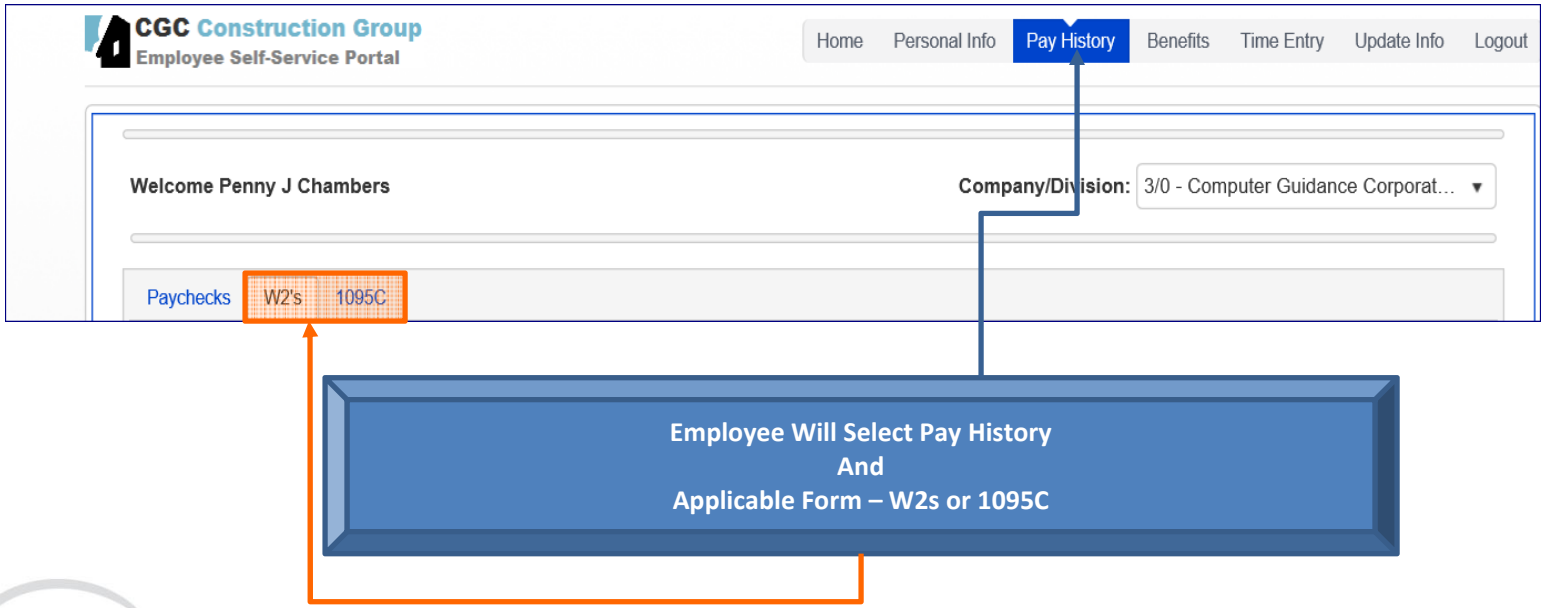
HRSS Employee Portal

HRSS Employee Portal



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Critical Slides Listed Below

FICA Limits and Percentages Setup

Payroll | Tax Table Maintenance - Optional Values | Mode: Update | PRP21804 | PRPM08 - 12

Pay Frequency: AN **Tax Status:** **Table Type:** A **Code:** 0 **Effective Date:** 01/01/2019

Description: 2019 - EE FICA

Personal Exemptions:

Tax Credits:

CRITICAL **- the Maximum Field must be Populated with the Correct TAX LIMIT**

Tax Equate Factor:	0
Standard Deduction:	
Percent:	0.0
Amount:	0.00
Minimum 1:	0.00
Minimum 2:	0.00
Maximum 1:	0.00
Maximum 2:	0.00

Gross Taxable

Minimum 1:	0.00
Minimum 2:	0.00
Minimum Tax:	0.00
FIT Deduction Percent:	0
Deduct FICA for State/Local:	
Maximum:	8239.80

2019 Tax Limit $8,239.80

Federal Income Tax

Standard Deduction:	Don't Deduct FIT
Deducted for State/Local:	
Table Basis:	Gross Taxable

Limits for State/Local Deduction

Maximum 1:	0.00
Maximum 2:	0.00

State/Local Surcharge Percent:	0.0
State Tax Rounding Method:	Nearest Penny
Local Tax Calculation Method:	Gross Taxable
State Number:	0
Tax Limit for SDI & some Locals:	
Tax Limit Amount:	0.00
Tax Limit Type:	Pay Period

Prepare Year-End Files

Payroll > Annual>

Prepare Year-End Files for W-2 Processing

Security Requires

- All Company/All Division
- Executive Level

Not a Dedicated Procedure

To Avoid Getting an "Unable to Allocate Error"

this option should be run when the majority of CMS/eCMS users are off the system

Year-End Documentation on Website

United States

Customer Support Website

http://www.computerguidance.com

Login Requirements:

User Name: Customer Number

Password: Zip Code

Documentation Available under:

Resources >

QE and YE Documentation >

2018 U. S. Year-End Documentation

Print and Read This Documentation

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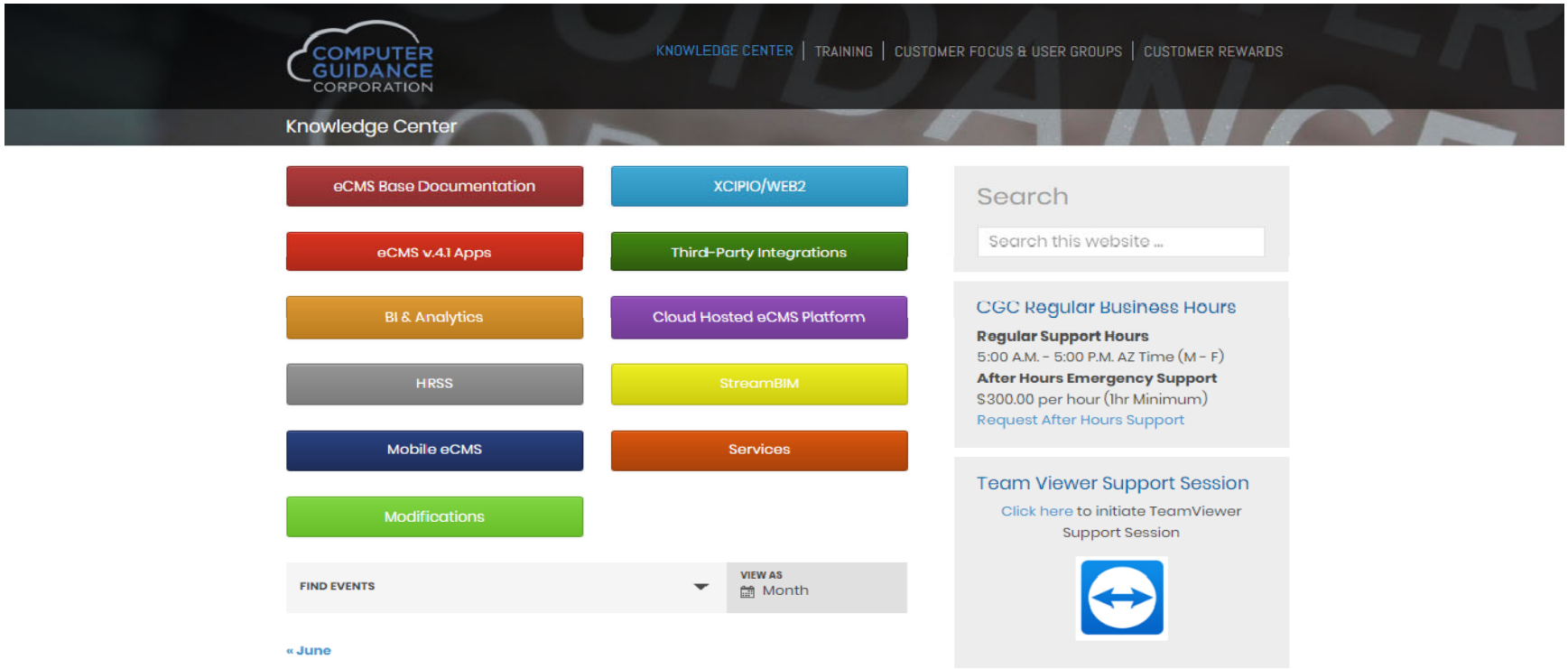

New Online Help: http://cgcportal.computerguidance.com/

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Thank You

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