Infor Infinium HCM Payroll Guide to US Year End Processing

Volume 1

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Table of Contents

Volume 1

Volume 2

About This Guide

This section contains information about the:

- Intended audience
- Purpose of this guide
- Organization of this guide
- Conventions used in this guide
- Related documentation

Intended Audience

The *Infinium PY Guide to US Year End Processing* describes how you use your Infinium PY system to complete year end, W-2 and 1099-R processing. This guide is written for Payroll Managers and those responsible for year end processing.

Purpose of This Guide

The topics covered in the *Infinium PY Guide to US Year End Processing* are grouped into the following categories:

- Preparing for the final payroll of the calendar year
- Closing the calendar year
- Adjusting prior year information
- Generating W-2 review lists, forms and registers
- Generating 1099-R review lists, forms and registers

We provide you with information about how you complete the tasks for each category and about the reports you produce.

Organization of This Guide

This guide is task oriented. We have grouped related tasks into parts. Each chapter contains overview information and step-by-step instructions to lead you through the tasks.

Conventions Used in This Guide

This section describes the following conventions we use in this guide:

- Fonts and wording
- Function keys
- Character-based and graphical-based screens
- Prompt and selection screens
- Promptable fields
- Infinium applications and abbreviations

Fonts and Wording

Convention	Description	Example
Italic typeface	Menu options and field names The guide uses the same abbreviations as the screen.	*Master Files* Use *Max Lnth* to specify the maximum length of alpha user fields.
Bold standard typeface	Used for notes, cautions and **WARNING**s	**Caution:** You must ensure that all Infinium PY users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type **Infinium PY** in the *System* field. The following message is displayed: **Company not found**

Convention	Description	Example
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F16 to update the journal.
Select	Choose a menu option or choose a record or field value after prompting.	Select *Employer Controls.* Select a record. From the *List* menu, select *Display*.
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.

Convention	Description	Example
Help	To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help). To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.	Press Help for more information about the current field.
[Quick Access Code]	Quick access codes provide direct access to functions. Most quick access codes in Infinium Payroll consist of the first letter of each word of the menu option name. Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	Select *Update Employer Controls* [UCO].
Publication titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	*Infinium Training Administration Guide to Setup and Processing* is referred to as *Infinium TR Guide to Setup and Processing.*

Function Keys

Infinium AM function keys and universal Infinium PY function keys for the IBM AS/400 or ~ iSeries are described in the following table. All Infinium PY function keys are identified at the bottom of each screen.

Function Key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

Character-based and Graphical-based Screens

The sample screens in this guide may be either character-based or graphical-based. Samples of both are included below.

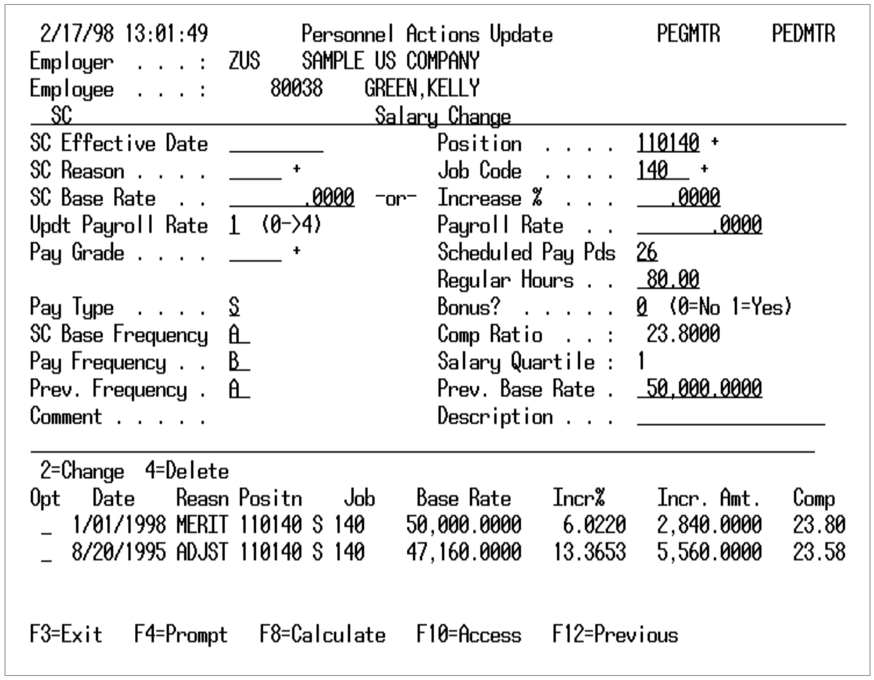


Figure 1: Sample character-based screen for Infinium HR suite

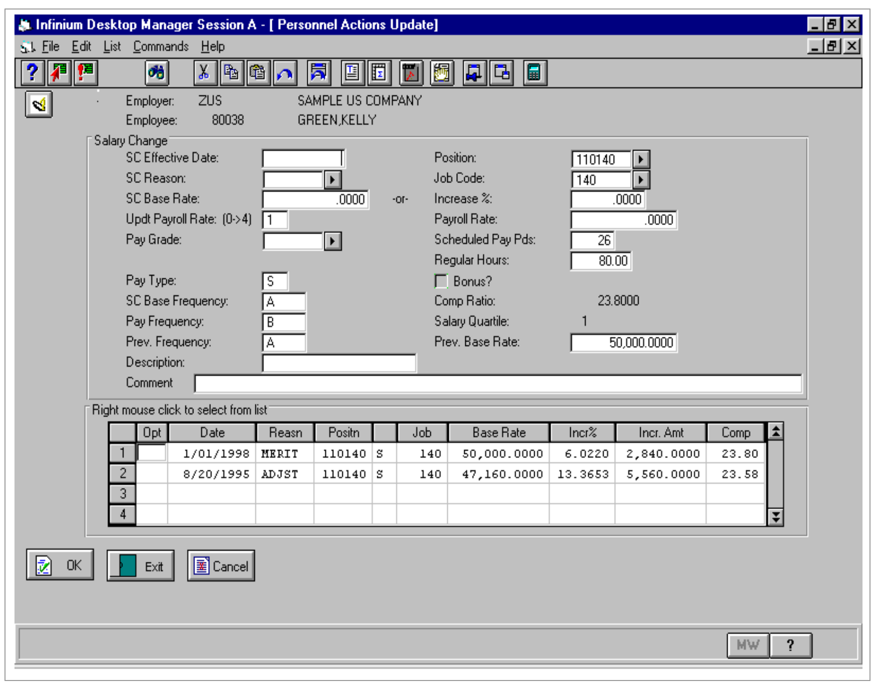


Figure 2: Sample graphical-based screen for Infinium HR suite

Prompt and Selection Screens

A prompt screen, similar to Figure 3, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 4, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

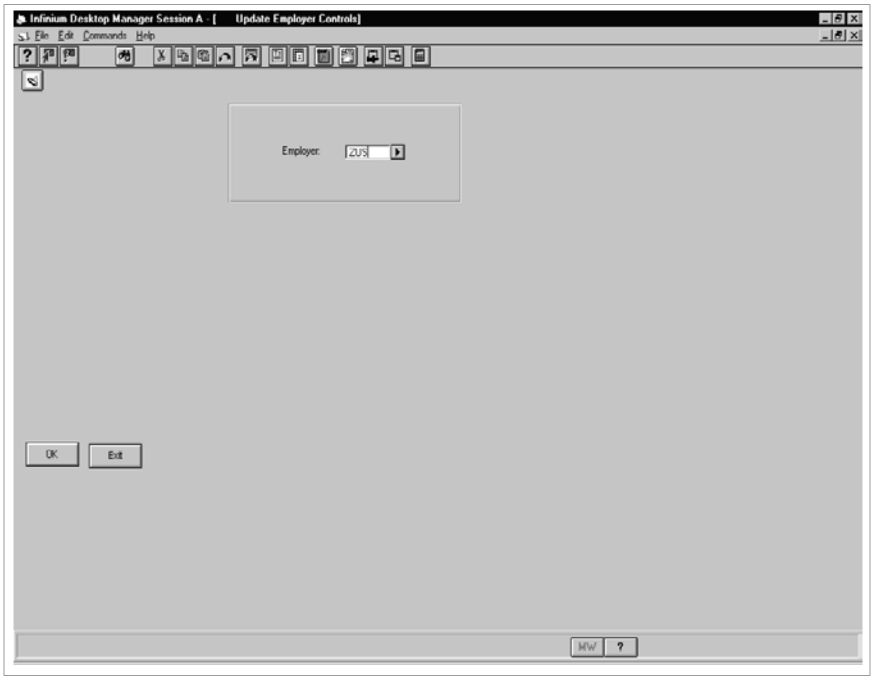


Figure 3: PY prompt screen

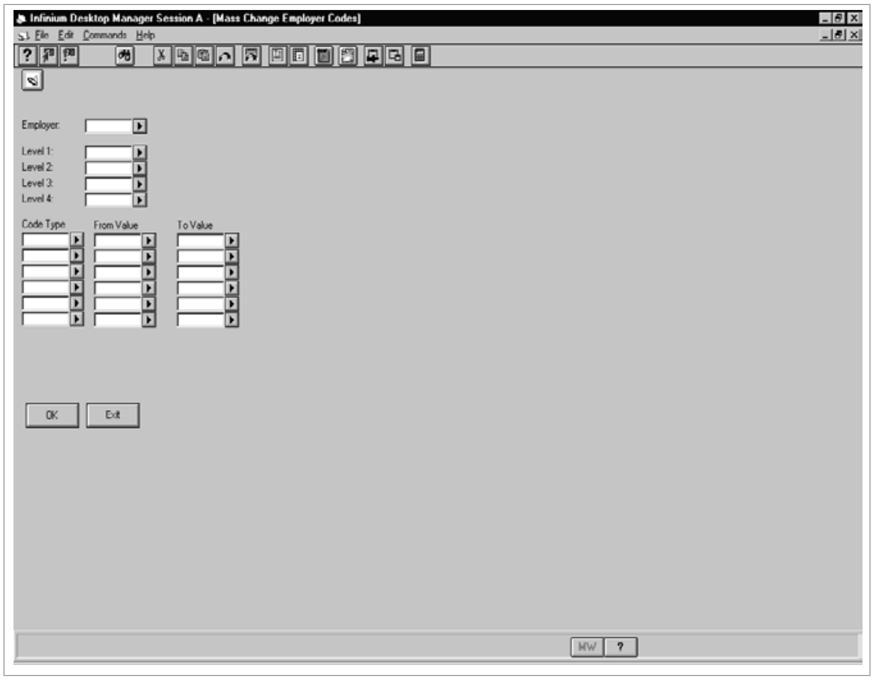


Figure 4: PY selection screen

Promptable Fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type **1** and press Enter.
- Type the value in the appropriate field.

Infinium Applications and Abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abbreviation
Infinium Application Manager Infinium Application Manager Extended	Infinium AM Infinium AM/X
Infinium Query Infinium Query Extended	Infinium QY Infinium QY/X
Infinium Financial Management Suite	**Infinium FM**

Application	Abbreviation
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Human Resources Suite	**Infinium HR**
Infinium Flexible Benefits	Infinium FB
Infinium Human Resources	Infinium HR
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Payroll	Infinium PY
Infinium Training Administration	Infinium TR

Related Documentation

For further information about Infinium PY, refer to the following:

- *Infinium Payroll Guide to Controls*
- *Infinium Payroll Guide to Processing*
- *Infinium Payroll Guide to Management Functions*
- *Infinium Payroll Guide to Canadian Year End Processing*
- *Infinium Payroll Guide to Federal and State Reporting*
- *Infinium Payroll Guide to Multiple Tax ID Processing*
- *Infinium Human Resources Guide to Setup and Processing for Benefits Administration*
- *Infinium Human Resources/Payroll Technical Guide*
- *Infinium Human Resources/Payroll Conversion Workbook*
- *Infinium Payroll Menu Tree*
- *Infinium Human Resources/Payroll Reports Book*
- *Program Reference Guide*
- *File/Field Descriptions*
- *Database Relations*
- Online help

File Names Used Throughout Year End Processing

The following chart contains file descriptions for the file names used throughout year end processing.

File Name	File Description
PYPIE	Employee Income file
PYPIX	Employee Income Multi-tax Crossover file
PYPDE	Employee Deductions file
PYPDX	Employee Deduction Multi-tax Crossover file
PYPDU	Employee Unemployment Deduction file
PRPMS	Basic Data file
PYPDC	Deduction Control file
PYPTX	UPDATE W2 BOX DATA
PYPIC	Income Control file
PYPMS	Employee Payroll Master file
PYPMMT	Employee Payroll Master Multi-tax Crossover file
PEPMS	Employee Personnel Master file

Chapter 1 Overview of Year End Processing

1

This chapter explains the steps you follow to complete W-2 and 1099-R processing.

The information included in this guide is for W-2 and 1099-R processing. You can obtain information about processing for previous years from the version of the *Infinium PY Guide to US Year End Processing* in the Archived Documents section of Infinium Navigator.

Overview of Year End Processing

The following chart illustrates the typical year-end processing steps. These steps may vary depending on your organization’s processing needs.

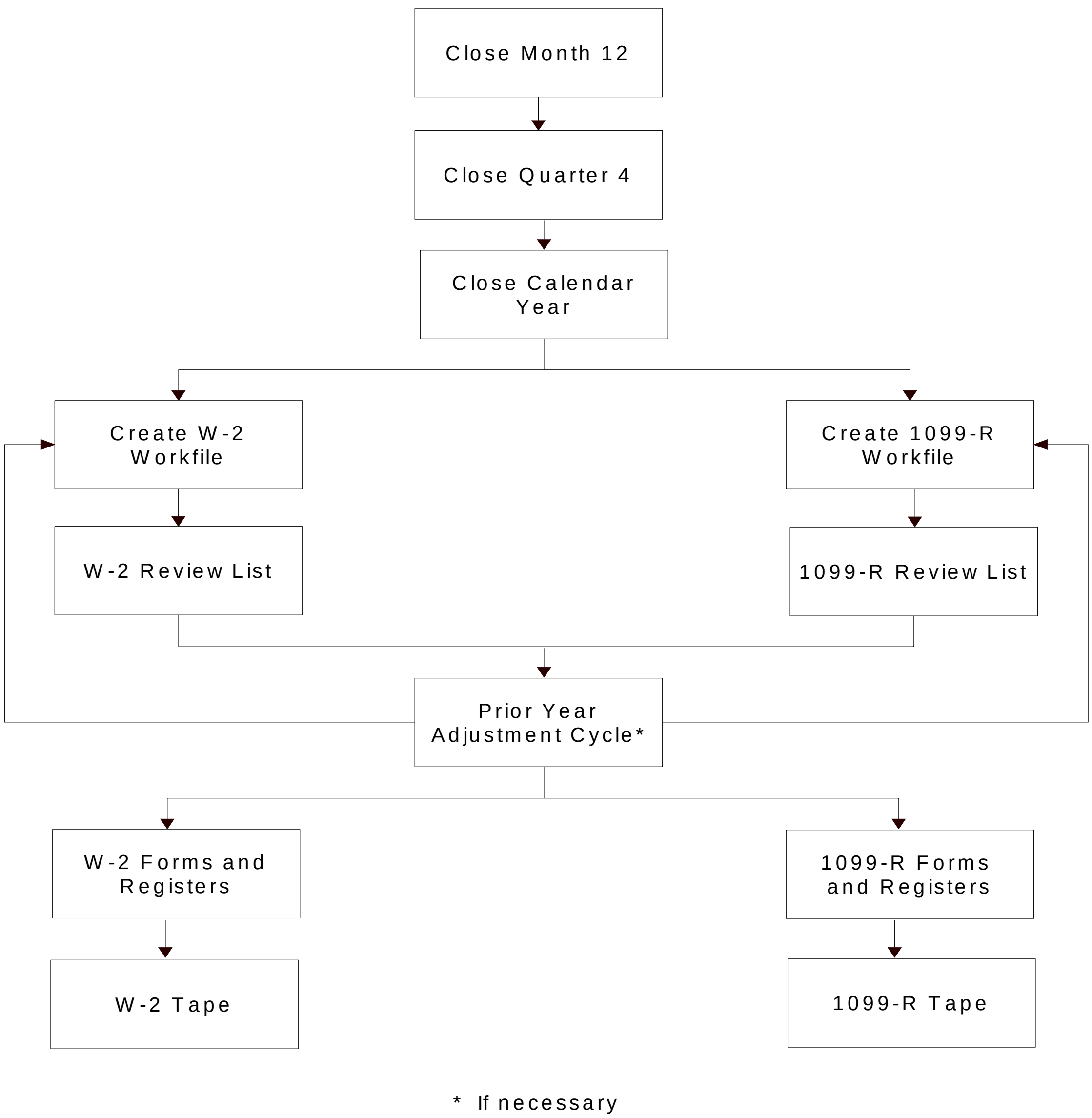


Figure 1-1: Overview of Year End Processing

Chapter 2 Preparing for the Final Payroll of the Calendar Year

2

This chapter outlines the tasks you complete as you prepare for your final payroll of the calendar year.

The chapter consists of the following topics:

Generating Quarterly Reports

When you close the calendar year, the system clears all of the first quarter, second quarter and third quarter fields on the employee's payroll records. Before you close month 12, quarter 4 or the calendar year, ensure that you have copies of the first, second and third quarter reports.

If you have not already done so, generate the following reports for the first, second and third quarters:

- Payroll Registers
- Earnings Registers
- Supplemental Registers
- Unemployment Register
- State Disability Reports

Note: Refer to the *Infinium PY Guide to Management Functions* for information concerning the period end close options, which you use to generate the first three registers. Refer to the *Infinium PY Guide to Federal and State Reporting* for information about unemployment and disability reporting.

You should also have copies of the following reports:

- List Income Accumulators
- List Income Reporting Groups
- List Deduction Reporting Groups
- Year to Date Supplemental Register
- Annual Federal and State Unemployment Reports
- Tip Allocation Register
- Arrears Balances

Processing Special Incomes

As you review the quarterly and year-to-date reports, you may find that you have not processed all necessary incomes. For example, you may need to process:

- Fringe incomes
- Excess group life
- Earned income credit
- Third party sick pay
- Dependent group life

You can process these incomes during the final payroll cycle of the calendar year or after the calendar year is closed through the prior year adjustment cycle. Refer to the “Posting Prior Year Adjustments” chapter for additional information concerning the prior year adjustment cycle.

Fringe Incomes

You cannot tax a *F (fringe) income when it is included in a cycle that has no other incomes. In order for the system to calculate the appropriate amount of taxes, include all fringe incomes in the final payroll cycle of the calendar year.

If you have not already done so, create separate incomes for taxable and non-taxable expenses. Taxable expenses should be added to the appropriate tax deductions’ wage base. However, non-taxable expenses should not be added to the tax deductions’ wage bases.

Excess Group Life

Calculate the excess group life imputed value for employees receiving life insurance coverage in excess of the limit. If you are not calculating the imputed value during each pay period, then calculate the annual amount.

In order for the system to calculate the appropriate amount of taxes, include this *F@IN income in the final payroll cycle of the calendar year. If this is not possible, you can use the prior year adjustment cycle. Remember, the system is not able to deduct tax when you process a fringe income in a cycle that contains no other incomes.

You use one of the methods listed below to complete the imputed value calculations.

- Processing annual excess group life using Benefits Administration functions within Infinium HR (Refer to Appendix B)
- Processing annual excess group life using Infinium Flexible Benefits functions (Refer to Appendix C)
- Processing annual excess group life without using Benefits Administration or Infinium Flexible Benefits functions (Refer to Appendix D)

Earned Income Credit

Some employees may be entitled to an income tax credit from the federal or state government. The earned income credit (EIC) formula is maintained on the Infinium PY tax table. For information on setting up an earned income credit income for Infinium PY, refer to the "Setting Up and Processing an Earned Income Credit Income" chapter in the *Infinium PY Guide to Processing*.

As you review the quarterly and year-to-date reports, you may find that you did not process all earned income credit incomes. You can process these incomes during the final payroll cycle of the calendar year or after the calendar year is closed through the prior year adjustment cycle. Refer to the “Posting Prior Year Adjustments” chapter for additional information concerning the prior year adjustment cycle.

Third Party Sick Pay

This section describes how to process third party sick pay if an employee has been paid sick pay by a third party. The third party has withheld *FWT, *FICA and *FMHI from the pay but is not going to issue a W-2 form to the employee.

Before you can issue a W-2 form to the employee through Infinium PY, you must:

- Include the sick pay payment in the employee’s history record
- Update the federal, social security and Medicare wage bases

- Record that the FWT, FICA and FMHI deductions have been withheld from the employee
- Track employer liability for the taxes

To implement third party sick pay processing, you must:

1. Set up a special flat amount income for the third party sick pay. Include this income in the *FWT, *FICA and *FMHI wage bases.

2. Create a base amount extension deduction. Indicate 100% as the extension percentage and *NET as the wage base accumulator. Also make sure that this deduction is prioritized as the last deduction in the calculation.

   You create the special deduction to ensure that the system generates a zero dollar check. You do not want to pay the employee twice, once from the third party administrator and again by the employer.

3. Issue the sick payment in a payroll cycle. The system calculates the payment as follows:

Sick Pay		$1000.00
*FWT	-	$200.00
*FICA	-	$ 62.00
*FMHI	-	$ 14.50
*NET	=	$723.50
Sick Pay Deduction	-	$723.50
Net Pay *****	=	$ 0.00

***** The system generates a zero dollar check because you created the special deduction to take 100% of *NET.

Processing Dependent Group Life Insurance

If dependent life insurance coverage exceeds the limit, then the employee must pay income and FICA withholding tax on the amount in excess. This amount should be reported in:

- Box 1 as other compensation
- Box 3 as Social Security wages

- Box 5 as Medicare wages and tips

You can process dependent group life insurance by updating the PYPTX file through the *Update W-2 Box Data* option.

You calculate the taxable portion of the coverage amount and then manually enter the amount for each employee through the *Update W-2 Box Data* option.

Note: The system does not update the employee's records, only the W-2 Box Data work file.

The steps you follow include:

1. Determine which employees are affected.
2. Determine the taxable amount over the limit.
3. Manually calculate the taxable amount per the age/rate table.
4. Manually add the taxable amount in the *Update W-2 Box Data* option using *Data Code* **C**. This step will update Box 1, 3, and 5.
5. Create (or recreate) the W-2 work file through the *Create W-2 Work file* option.
6. Generate the W-2 Review List, W-2 Register and W-2 forms.

Processing Tax Exempt Employees

In certain situations, an employee may not receive a W-2 but must have wages accumulated and reported on other tax forms. The *1099R/Exempt W2* field on the employee’s Payroll Master record controls whether the employee receives a W-2 form and appears on the review list and register.

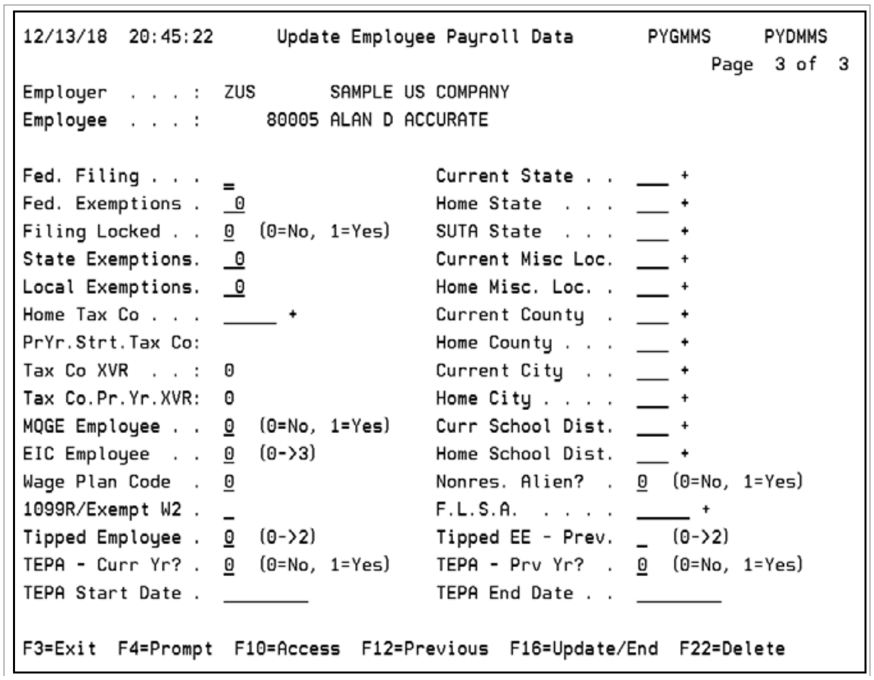


Figure 2-1: Update Employee Payroll Data screen

1099R/Exempt W2

Type one the following values in this field.

Blank The employee is included in W-2 reporting and receives a W-2 form.

E The employee is exempt from W-2 processing.

P The employee is retired and receives a 1099-R form instead of a W-2 form.

The value in this field does not prevent tax withholding for this employee. Use the *Tax Status* field on the employee’s deduction control record to specify the employee tax status to use to calculate the employee deduction.

Updating Employee Wage Bases and Tax/Limit Bases

Using the *Update Checks* function, you can update an employee's wage base by typing an override value in the *New Wage Base* field and specifying **1** or **2** in the *Wage Base Only?* field on the Update Check – Deductions screen.

Using the *Update Checks* function, you can also update an employee's tax/limit base, without making a corresponding change to the employee's wage base, by typing an override value in the *New Tax/Lim Base* field and specifying **3** in the *Wage Base Only?* field on the Update Check – Deductions screen.

Updating only the employee's wage base results in a no dollar check, which is not permitted in on-demand check processing. Therefore, you must make wage base adjustments through a regular or prior year adjustment cycle.

To update an employee's wage or tax/limit base, follow these steps:

1 From the Infinium PY main menu, select *Cycle Operations*.

2 Select *Cycle Functions*.

3 Select *Update Checks* [UCK]. The system displays the Update Checks screen.

4 Select the cycle containing the employee whose payroll information you want to update.

5 Press Enter. The system displays the Update Checks employee selection screen.

6 If the employee whose information you want to update is already included in the cycle and you want to use the employee's existing check to make the wage or tax/limit base adjustment, type **2** in the *O* field next to the employee whose wage or tax/limit base you want to update.

To enter the wage or tax/limit base adjustment in a separate check for an employee who is already included in the cycle, type **1** in the *O* field adjacent to the employee and then press Enter. The system adds a new check for the employee. Type **2** in the *O* field next to the new check to update it with wage or tax/limit base information.

7 Press Enter and the system displays the Update Checks – Summary screen with the normally scheduled incomes and deductions in the subfile at the bottom of the screen.

8 Delete all deductions for which you are not changing the wage or tax/limit base.

9 If you are updating an existing deduction, type **2** next to the deduction you want to change.

10 Press Enter. The system displays the Update Checks – Deductions screen.

11 Use the following information to complete the fields required to update the employee's wage or tax/limit base.

New Employee Amt

Leave this field blank.

New Expense Liab

Leave this field blank.

New Wage Base

Type the amount for which you are adjusting the wage base. For example, if the wage base is short by $500, type **500** in this field, as shown above.

New Tax/Lim Base

Type an amount to override the *Tax/Limit Base* field amount calculated by the system. The system uses the *Tax/Limit Base* value to calculate the applicable tax amount.

After determining if an employee meets or exceeds an annual wage limit, the system may perform additional rounding to ensure the calculated tax amount also meets but does not exceed the annual maximum tax amount.

You can type a manual negative tax adjustment amount. The system does not calculate the tax on a negative tax/limit base adjustment.

Wage Base Only?

Specify whether the adjustment you are making to the deduction is a wage base only or tax/limit base only adjustment. Valid values are:

Blank or 0	This is a not a wage base only adjustment. Normal calculations apply. The system calculates the wage base and the tax/limit base unless you type a wage base or tax/limit base override amount.
1	This is a wage base only adjustment with a system-calculated tax/limit base. You must type an override amount in the *New Wage Base* field. The system uses the *New Wage Base* value to calculate the tax/limit base unless you type a tax/limit base override amount.
2	This is a wage base only adjustment with no system-calculated tax/limit base. You must type an override amount in the *New Wage Base* field. The system does not calculate the tax/limit base and leaves the value as **0** unless you type a tax/limit base override amount.
3	This is a tax/limit base only adjustment with no system-calculated wage base. You must type an override amount in the *New Tax/Lim Base* field. The system does not calculate the wage base and leaves the value as **0** unless you type a wage base override amount.
4	This is a tax amount adjustment with no change to the wage or tax/limit bases. The values in the *New Wage Base* and *New Tax/Lim Base* fields must be **0**.

12 Press Enter to update the deduction information and to place the entry back into the subfile on the Update Checks – Summary screen.

Repeat the above steps for each wage or tax/limit base you need to adjust. To add a deduction to the check, type **D** in the *Inc/Ded/Chk Hdr* field on the Update Checks – Summary screen and press Enter. Then type the deduction code in the *Deduction* field on the Update Checks –Deduction screen and repeat steps 11 and 12.

Special Considerations for Processing Multi-tax Records

Updating Payroll Data

If you are processing multi-tax information, be sure to verify that your employees are set up with the information described in this section.

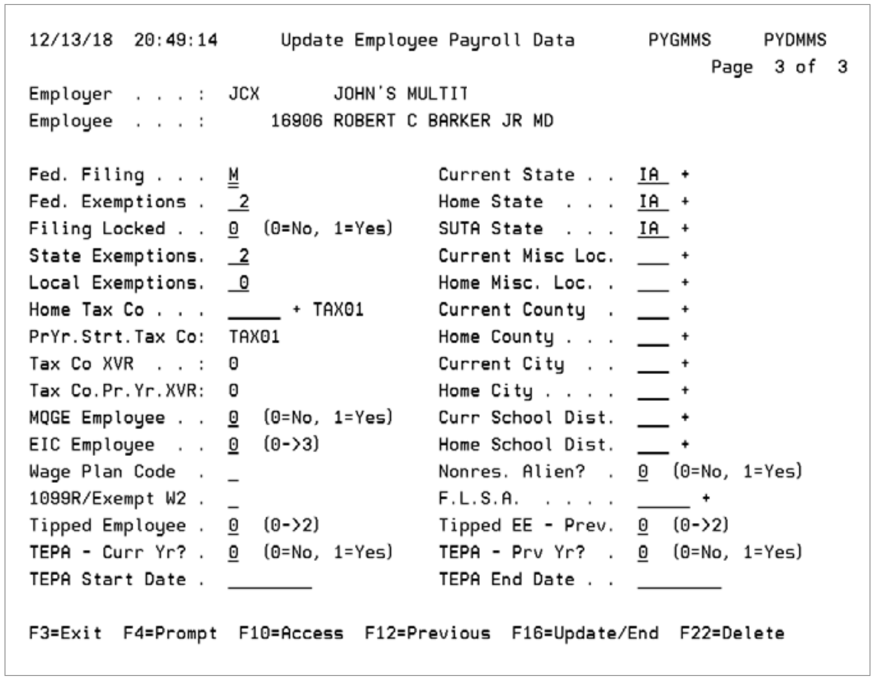
Use the information below to set up payroll information for multi-tax processing.

1. From the Infinium PY main menu select *Employee Data.*
2. Select *Update Employee Data*.
3. Select *Update Payroll Data (USA)* [UPY]. The system displays the first Update Employee Payroll screen.
4. Fill in the *Employer* and *Employee* fields and press Enter. The system displays the first Update Employee Payroll Data screen.
5. Press Enter.

   The system displays a code next to the *Home Tax Co* field. The company code has different meaning depending upon whether the employee is in the employer default tax company or not.

Home Tax Co Information

For employees who are in the employer default tax company, the system displays the tax company code to the right of the *Home Tax Co* field, as shown in Figure 2-2.



```
12/13/18  20:49:14      Update Employee Payroll Data       PYGMMS     PYDMMS
                                                              Page  3 of  3
Employer  . . . :  JCX       JOHN'S MULTIT
Employee  . . . :      16906 ROBERT C BARKER JR MD

Fed. Filing . . .  M                      Current State . .  IA  +
Fed. Exemptions .  _2                     Home State  . . .  IA  +
Filing Locked . .  0  (0=No, 1=Yes)       SUTA State  . . .  IA  +
State Exemptions.  _2                     Current Misc Loc.  ___ +
Local Exemptions.  _0                     Home Misc. Loc. .  ___ +
Home Tax Co . . .  _____ + TAX01          Current County  .  ___ +
PrYr.Strt.Tax Co:  TAX01                  Home County . . .  ___ +
Tax Co XVR  . . :  0                      Current City  . .  ___ +
Tax Co.Pr.Yr.XVR:  0                      Home City . . . .  ___ +
MQGE Employee . .  0  (0=No, 1=Yes)       Curr School Dist.  ___ +
EIC Employee  . .  0  (0->3)              Home School Dist.  ___ +
Wage Plan Code  .  _                      Nonres. Alien?  .  0  (0=No, 1=Yes)
1099R/Exempt W2 .  _                      F.L.S.A.  . . . .  _____ +
Tipped Employee .  0  (0->2)              Tipped EE - Prev.  0  (0->2)
TEPA - Curr Yr? .  0  (0=No, 1=Yes)       TEPA - Prv Yr?  .  0  (0=No, 1=Yes)
TEPA Start Date .  ________               TEPA End Date . .  ________

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F16=Update/End  F22=Delete
```

Figure 2-2: Update Employee Payroll Data - employee in employer default tax company

For employees who do not default to the employer default tax company, the system displays the tax company code in the *Home Tax Co* field, as shown in Figure 2-3.

```
12/13/18  20:52:54      Update Employee Payroll Data       PYGMMS     PYDMMS
                                                                 Page  3 of  3
Employer  . . . :  JCX       JOHN'S MULTITAX
Employee  . . . :      16569 APRIL B ANTONE,....

Fed. Filing . . .  S                    Current State . .  OH  +
Fed. Exemptions .   0                   Home State  . . .  GA  +
Filing Locked . .  0  (0=No, 1=Yes)     SUTA State  . . .  OH  +
State Exemptions.   1                   Current Misc Loc.  CLE +
Local Exemptions.   0                   Home Misc. Loc. .  ___ +
Home Tax Co . . .  TAX02 +              Current County  .  XX1 +
PrYr.Strt.Tax Co:  TAX02                Home County . . .  ___ +
Tax Co XVR  . . :  0                    Current City  . .  CIN +
Tax Co.Pr.Yr.XVR:  1                    Home City . . . .  ___ +
MQGE Employee . .  0  (0=No, 1=Yes)     Curr School Dist.  TSW +
EIC Employee  . .  0  (0->3)            Home School Dist.  ___ +
Wage Plan Code  .  _                    Nonres. Alien?  .  0  (0=No, 1=Yes)
1099R/Exempt W2 .  _                    F.L.S.A.  . . . .  _____ +
Tipped Employee .  0  (0->2)            Tipped EE - Prev.  0  (0->2)
TEPA - Curr Yr? .  0  (0=No, 1=Yes)     TEPA - Prv Yr?  .  0  (0=No, 1=Yes)
TEPA Start Date .  ________             TEPA End Date . .  ________

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F16=Update/End  F22=Delete
```

Figure 2-3: Update Employee Payroll Data - employee not in employer default tax company

Tax Company Crossover Information

The screen in Figure 2-4 shows that this employee has not crossed over from one company to another.

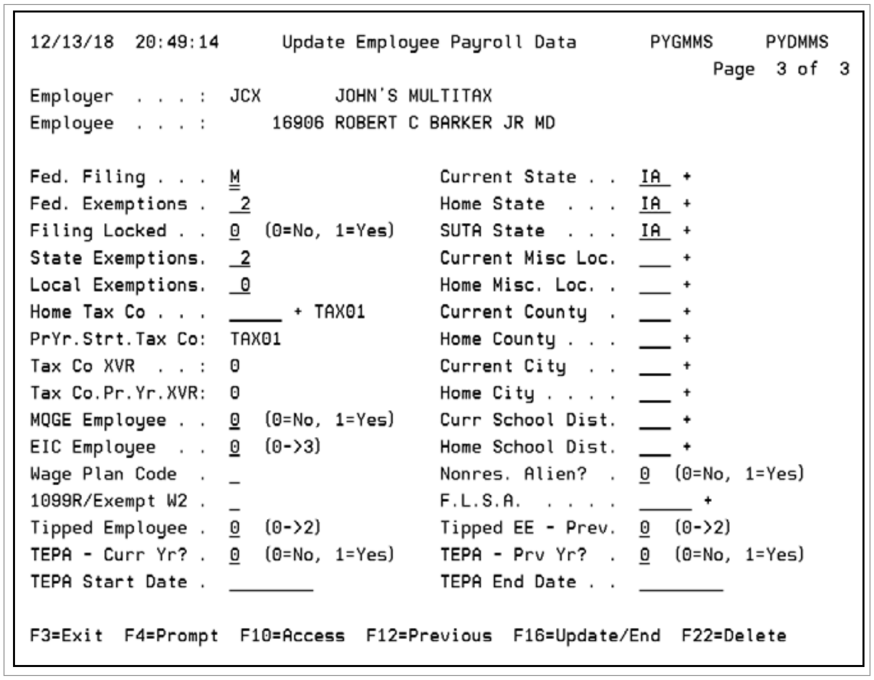


Figure 2-4: Update Employee Payroll Data screen

Tax Co XVR

This is an internally defined field. This field shows whether a change in the employee’s home tax company status occurred during the calendar year.

If an employee crosses over from one tax company to another, the system changes the flag on the employee’s Payroll Master file to **1**. This occurs after Post and Print are complete and the hours and dollar amounts have been posted to each tax company. See “Cycle Processing” in the *Infinium PY Guide to Multiple Tax ID Processing*.

During W-2 Processing, the system processes each income (PYPIX) and deduction (PYPDX) record for the tax company(s) selected on the W-2 prompt screens.

The only time the crossover flag is updated is when hours and dollars are generated in more than one tax company.

If an employee does not cross over from one tax company to another, the crossover flag is set to **0**.

Tax Co Pr Yr XVR

When you close the year, the system moves the value in the *Tax Co XVR* field into the *Tax Co Pr Yr XVR* field.

State/Local Tax Code Information

To view the *State/Loc Tax Cde* field on the Update Employee Deduction Codes screen follow the steps below.

1 From the Infinium PY main menu select *Employee Data.*

2 Select *Update Employee Data*.

3 Select *Update Deduction Data* [UDE]*.* Select the deduction that you are working with and press Enter. The system displays a screen similar to Figure 2-5.

```
 9/21/04  16:08:54     Update Employee Deduction Codes     PYGMDE     PYDMDE
Employer  . . . :  ZUS    SAMPLE US COMPANY                            1 of 2
Employee  . . . :      80005 ALAN N ACCURATE
Deduction . . . :  *SCA                 Deduction Method:  4
Priority  . . . :  2000
Starting Date . .  _8012000             Ending Date . . .  ________
Additional Amount           .00
Additional Tax %         .0000

Exemptions  . . .  __                   Exemption Allow .           .00
Arrears Type. . .  _  (0->3)            Information . . .  _______________
Arrears Amount. .           .00         Arrears Percent .      .0000
No-tax Status . .  0  (0->2)            Seasonal Code . .  ____

Claiming Status .  _                    Add. Est. Deds.    __
                                        User Defined  . .  ____



EE Liab Acct. . .  _____________________________________________ +


F3=Exit   F4=Prompt   F10=Access   F12=Cancel
```

Figure 2-5: Update Employee Deduction Codes screen

State/Local Tax Code Default

If an employee is assigned to the default state/local tax code for his own tax company, the system displays the code value to the right of the *State/Loc Tax Cde* field.

State/Local Tax Code Non-Default

If an employee is not assigned to the default state/local tax code for his own tax company, the system displays the code value in the *State/Loc Tax Cde* field.

State/Loc Tax XVR

This is an internally defined field. This field determines a change in the employee's state and locality tax status during a calendar year.

A value of **1** in this field indicates that the status has changed. When you close the year, the *State/Loc XVR* is reset to **0**.

- If an employee has not crossed over from a tax company but has crossed over state/local tax codes in his Home Tax Company, the state/local crossover flag is changed to 1 on the employee's deduction control (PYPDE) record.

  During W-2 processing, the system processes the deduction (PYPDX) records associated with the state and local tax codes for the tax company(s) selected on the W-2 prompt screens.

- If an employee has not crossed over from a tax company on the (PYPMS) Payroll Master file record and has not crossed over the state/local code associated with the tax company on the employee deduction control record, the state and local crossover flag remains as **0**.

  During W-2 processing, the system processes the deduction (PYPDE) record associated with the state/local tax code for the tax company selected on the W-2 prompt screens.

- If an employee has crossed over tax companies and has not crossed over state/local tax codes, the state/local crossover flag is changed to **1**.

  During W-2 processing, the system processes the deduction (PYPDX) records associated with the state and local codes for the associated tax company(s) selected on the W-2 prompt screens.

Any time an employee crosses over tax companies and dollars and hours are posted to each tax company where the crossover has occurred, each tax company will have its own set of income (PYPIX) and deduction (PYPDX) records.

Common Paymaster

Businesses that operate through two or more corporations and share common employees can use a common paymaster setup to reduce FICA and FUTA tax payments. For tax purposes only one company, designated as a common paymaster, is considered the employer of the shared employees. Without a common paymaster, each company could owe the maximum FICA and FUTA tax on those employees who work for both.

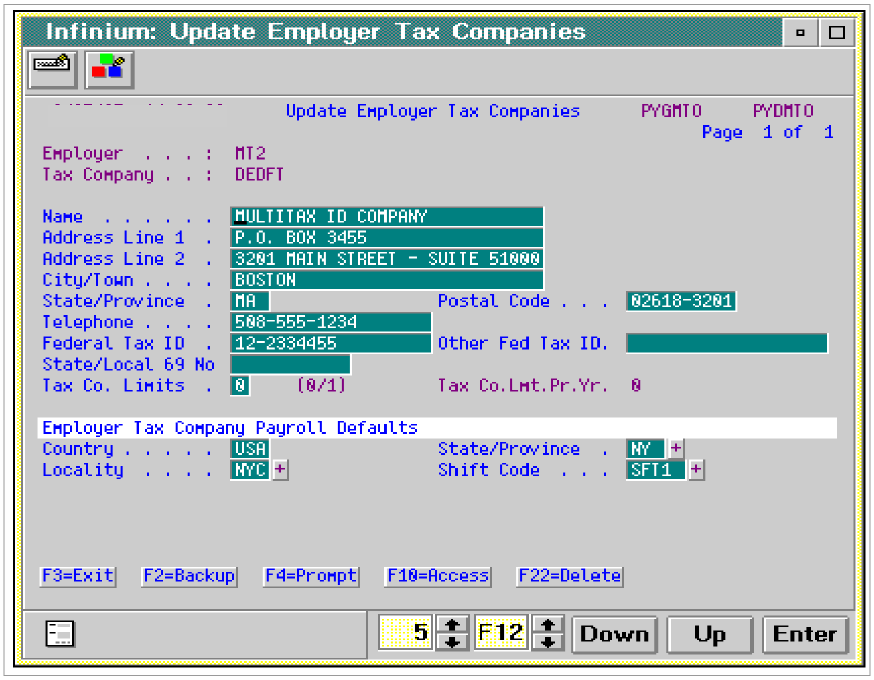


Figure 2-6: Update Employer Tax Companies screen

If an employee has earned dollars and hours in tax companies that are designated as common paymaster, the system processes the income (PYPIX) and deduction (PYPDX) records associated with the Tax Company Group specified on the W-2 processing screen. The employee receives one W-2 showing the accumulated amounts from the associated tax companies. The employer name and tax ID number originate in the Employer Control record (PYPCO) and are printed on the W-2.

Make sure the Tax Company Control record (PYPTO) has **1** in the *Tax Co Limits* field.

If you are using the name, address and tax ID from the tax company (PYPTO) file, you must change the *Tax Co Limit* field to **0** on the tax company control record. This enables you to run one W-2 for an employee in each tax company and print the name, address and tax ID on the W-2 prompt screen from the Tax Company Control record.

You must reset the value in the *Tax Co Limits* field back to **1** after W-2 processing and before you run your payroll cycle.

Notes

Chapter 3 Closing the Calendar Year

3

The chapter consists of the following topics:

Overview

WARNING: Before you initiate a function to close a calendar month, calendar year, or fiscal year, you should always perform these tasks:

- Confirm that all users are logged off the system.
- Resolve any record locks.
- Perform two backups of your data.

Never execute the *Close Employer for Calendar Year* or *Close Employer for Fiscal Year* functions more than once, under normal circumstances. Always consult Infor Customer Support for proper recovery steps if either of these functions ends abnormally or if you encounter errors during processing. Executing these functions multiple times will result in corrupted data.

After you post your last pay cycle with a check date in the current calendar year, you can close the calendar year. When you close the year, the system performs many tasks including transferring current year balances to prior year fields in the employee income and deduction summary records. You can use the prior year fields to generate data for W-2 forms. You must close the calendar year before you process pay cycles with a check date in the new year.

The calendar year end functions described in this part allow you to produce year-to-date reports for balancing purposes and to close the year for one or more employers.

Printing year-end reports is optional. Closing the calendar year is not. We strongly recommend that you close the month and quarter before you close the year. However, you are not required to do so.

The *Close to General Ledger* and *Close Employer for Calendar Year* options are independent functions. You do not have to close to General Ledger to close the calendar year.

Caution: After you close the year, you can generate only prior fourth quarter and prior year reports for the year you closed. You cannot generate first, second and third quarter reports using prior year data. Therefore, if you use quarterly reports, remember to run these reports prior to closing your calendar year.

You can use the year-to-date registers described in this chapter to assist you in balancing your annual totals. You can use the Year-To-Date Payroll

Register and Year-To-Date Supplemental Register to verify the accuracy of your W-2 Review List.

If you plan to produce these reports, you should print them prior to closing the calendar year. However, if you find you need the registers after closing the year, you can use the option *Prior Period Reporting* to print the reports.

Commonly Asked Questions

Consider these key questions and their answers before you process calendar year end functions.

1 Should I back up my data before proceeding with the calendar close?

Yes, before closing the calendar year, you should notify your MIS department to do a full system backup. In fact, you may want to back up the system twice, to avoid the possibility of a faulty backup tape.

2 What other considerations should I be aware of before closing the year?

To avoid the possibility of “file full” messages and/or system termination of the *Close Employer for Calendar Year* job, your MIS staff can use the CHGPF command to change the member size values of files PYPPQ, PYPIQ, and PYPDQ to a high threshold you would not expect to reach. The system stores annual totals by employee for each income and deduction in these files.

If you are using Multi-tax processing, your MIS staff can also change the member size values of files PYPPQ2, PYPIQ2, and PYPDQ2 to a high threshold.

3 Can I close the year prior to generating W-2 forms?

Yes. You can create W-2s from the prior year fields and at the same time run payroll cycles for the new year. Refer to the *Infinium PY Guide to Management Functions* for more information.

4 Can I have two current calendar years open at the same time?

No. You cannot have two *current* calendar years open at the same time. Only one year can be the current year. You must close one calendar year before you can begin processing in the new calendar year.

Generating the Year-To-Date Payroll Register

The List Year-To-Date Payroll Register report contains the following information:

- Each employee’s incomes earned for the calendar year
- Each employee’s deduction(s) taken for the year
- Net amount for the calendar year
- Employer and level totals

Depending on the criteria specified, you can print totals only.

To generate the Year-To-Date Payroll Register, follow the steps below.

1 From the Infinium PY main menu select *Period Ending Operations*.

2 Select *Year End Functions*.

3 Select *List YTD Payroll Register* [YTDPR]. The system displays the screen shown in Figure 3-1.

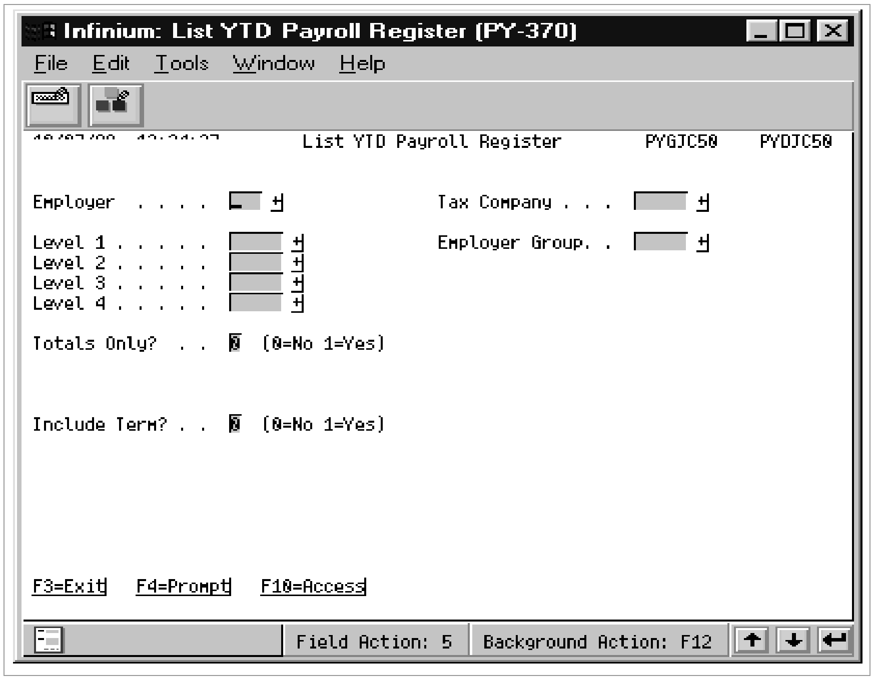


Figure 3-1: List YTD Payroll Register screen

4 Use the following information to complete the fields on this screen.

Employer

Type the value that identifies your employer or leave this field blank to select all employers for the report.

Tax Company

This field is for multi-tax customers only; type the code value that identifies the tax company.

Levels 1-4

Type the appropriate level codes or leave these fields blank to print all levels.

Employer Group

Type the code value that identifies the group of employers you want to include in the report.

Note: This field has no impact on multi-tax processing.

Totals Only?

Valid values for this field are:

0	Print all data. The system generates a report listing each employee's deduction and income data for the calendar year. Totals are printed at the end of each level combination and employer.
1	Print totals only. The system generates a report listing the totals for each level combination and employer. The report does not include employee data.

Include Term?

Use this field to indicate whether terminated employees should be included on the report. Valid values are:

0	Do not include terminated employees.
1	Include terminated employees.

5 Press Enter. The system submits the batch job that generates the report.

The following table shows where the information on the Year-To-Date Payroll Register originates. The table lists the file name and file description associated with each column heading on the report.

Year-To-Date Payroll Register

Column Name	File Name	File Description
Income Section		
Type	PYPIE PYPIX*	Employee Income
Hours	PYPIE PYPIX*	Employee Income
Amount	PYPIE PYPIX*	Employee Income
Deductions Section		
Type	PYPDE PYPDX*	Employee Deductions
Amount	PYPDE PYPDX*	Employee Deductions
Net	PYPMS PYPMMT*	Employee Payroll Master

* Multi-tax Crossover Employees

All payroll registers (MTD, QTD, YTD, FYR, prior MTD and prior YTD) print detail for up to 998 income and 998 deduction types. The system summarizes all income and deduction types in excess of 998. The summary value **@#$OF** is printed in the type name column of payroll registers. The system prints **@#$OF** instead of the individual income or deduction control names.

A sample Year-To-Date Payroll Register is shown on the following pages.

```
PYGRG60    PYTRG60                       Y E A R - T O - D A T E   P A Y R O L L   R E G I S T E R                      Page   1
                                                                                                               By Current Level
Employer PHB      Phb, Inc.
Division   1      Division 1                            Section    E01    Order Clerks
Department 10001  Sales
                    ------------INCOME------------      -------------------------DEDUCTIONS-------------------------
                    TYPE     HOURS         AMOUNT       TYPE       AMOUNT     TYPE       AMOUNT     TYPE       AMOUNT         NET
---------------------------------------------------------------------------------------------------------------------------------
 Andrew J Nickerson
    16676           HOL                    444.00       *FICA      275.53     *FMHI       64.44     *FWT       495.20
                    HOUR    400.00        4000.00       *SMA       244.20
                    RET01                   40.06
                   ****     400.00        4484.06                                                   ****      1079.37     3404.69
---------------------------------------------------------------------------------------------------------------------------------
Order Clerks
E01
                    HOL                    444.00       *FICA      275.53     *FMHI       64.44     *FWT       495.20
                    HOUR    400.00        4000.00       *SMA       244.20
                    RET01                   40.06
***Section Total** ****     400.00        4484.06                                                   ****      1079.37     3404.69
---------------------------------------------------------------------------------------------------------------------------------
```

```
PYGRG60    PYTRG60                  Y E A R - T O - D A T E    P A Y R O L L    R E G I S T E R                 Page   2
                                                                                                          By Current Level
Employer PHB      Phb, Inc.
Division   1      Division 1                     Section    E02    Sales Person
Department 10001  Sales
                   ------------INCOME------------       -----------------------DEDUCTIONS-----------------------
                   TYPE      HOURS         AMOUNT       TYPE       AMOUNT     TYPE       AMOUNT     TYPE       AMOUNT         NET
-----------------------------------------------------------------------------------------------------------------------------------
 Jonathan M Wood
       66          *F@IN                     5.60       *SMA       416.50
                   REGSL    280.00        7000.00
                   ****     280.00        7005.60                                                   ****       416.50      6583.50
                   *WAGES*                7000.00
-----------------------------------------------------------------------------------------------------------------------------------
 Shirley J Testbooths
       91          BONUS                 57774.88       *DCA       412.97     *FICA     3571.20     *FMHI     1957.50
                   REGSL     40.00        1000.00       *FWT   8011756.83     *SCA   8403525.88     DIS        160.00
                                                        INS        240.00     UNIO1      160.00     UNIO2      240.00
                   ****      40.00       58774.88                                                   ****   6422024.38   3636750.50
-----------------------------------------------------------------------------------------------------------------------------------
 Robert D Charvez
    16570          *F@IN                     2.30       *FICA     3571.20     *FMHI     1464.53     *FWT     30497.42
                   REGSL    280.00      101000.00
                   ****     280.00      101002.30                                                   ****     35533.15     65466.85
                   *WAGES*              101000.00
-----------------------------------------------------------------------------------------------------------------------------------
 James W Dorsey
    16613          *F@IN                     1.54       *FICA      217.10     *FMHI       50.77     *FWT       280.00
                   SLRY     280.00        3500.00
                   ****     280.00        3501.54                                                   ****       547.87      2952.13
                   *WAGES*                3500.00
-----------------------------------------------------------------------------------------------------------------------------------
 James M Davidson
    16622          *F@IN                     1.15       *FICA      260.47     *FMHI       60.92     *FWT       714.63
                   REGSL    280.00        4200.00       *UAK        21.00
                   ****     280.00        4201.15                                                   ****      1057.02      3142.98
                   *WAGES*                4200.00
-----------------------------------------------------------------------------------------------------------------------------------
 Joan M Indian
    16623          *F@IN                     1.82       *FICA      260.51     *FMHI       60.93     *FWT       448.91
                   REGSL    280.00        4200.00       *SAZ        44.87
                   ****     280.00        4201.82                                                   ****       815.22      3384.78
                   *WAGES*                4200.00
-----------------------------------------------------------------------------------------------------------------------------------
 Jennifer A Curry
    16627          *F@IN                      .28       *FICA      217.02     *FMHI       50.75     *FWT       430.08
                   REGSL    280.00        3500.00       *SCT       157.50
                   ****     280.00        3500.28                                                   ****       855.35      2644.65
                   *WAGES*                3500.00
-----------------------------------------------------------------------------------------------------------------------------------
```

Generating the Year-To-Date Earnings Register

An earnings register includes a list of incomes for employees paid during the selected time period in any pay cycle; it includes both active and terminated employees.

The List Year-To-Date Earnings Register report contains the following information:

- Each employee’s income types for the calendar year
- Each employee’s hours for the calendar year
- Amounts for the calendar year

Depending on the criteria specified, you can print employee detail or totals only.

To generate the Year-To-Date Earnings Register, follow the steps below.

1. From the Infinium PY main menu select *Period Ending Operations*.
2. Select *Year End Functions*.
3. Select *List YTD Earnings Register* [YTDER]. The system displays the screen shown in Figure 3-2.

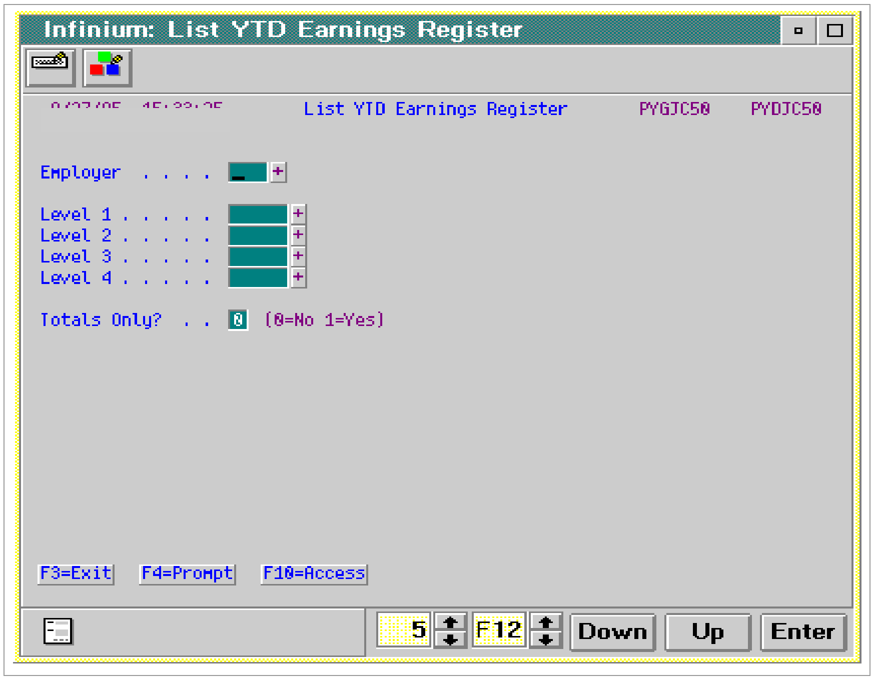


Figure 3-2: List YTD Earnings Register screen

4 Use the following information to complete the fields on this screen.

Employer

Type the value that identifies your employer or leave this field blank to include all employers in the report.

Levels 1-4

Type the appropriate level codes or leave these fields blank to print all levels.

Totals Only?

Valid values for this field are:

0	Print all data. They system generates a report listing each employee’s income data for the calendar year. Totals are printed at the end of each level combination and employer.
1	Print totals only. The system generates a report listing the totals for each level combination and employer. The report does not include employee data.

5 Press Enter. The system generates the Year-to-Date Earnings Register.

The following table shows where the information on the Year-To-Date Earnings Register originates. The table lists the file name and file description associated with each column heading on the report.

Year-To-Date Earnings Register

Column Name	File Name	File Description
First Section		
Type	PYPIH	Employee Income by Level
Hours	PYPIH	Employee Income by Level
Amount	PYPIH	Employee Income by Level
Second Section		
Type	PYPIH	Employee Income by Level
Hours	PYPIH	Employee Income by Level
Amount	PYPIH	Employee Income by Level
Third Section		
Type	PYPIH	Employee Income by Level
Hours	PYPIH	Employee Income by Level
Amount	PYPIH	Employee Income by Level

A sample Year-To-Date Earnings Register is shown on the following page.

```
PYGRG65    PYTRG65                Y E A R - T O - D A T E   E A R N I N G S   R E G I S T E R                Page   1
                                                                                                       By Level Worked
Employer PHB      Phb, Inc.
Division   1      Division 1                                   Section
Department
                    TYPE       HOURS         AMOUNT         TYPE       HOURS         AMOUNT         TYPE       HOURS         AMOUNT
-------------------------------------------------------------------------------------------------------------------------------------
 John Q Adams
    16617           BONUS                    750.00
                                                                                                    ****                     750.00
-------------------------------------------------------------------------------------------------------------------------------------
                    BONUS                    750.00
***Section Total**                                                                                  ****                     750.00
-------------------------------------------------------------------------------------------------------------------------------------
                    BONUS                    750.00
*Department Total*                                                                                  ****                     750.00
-------------------------------------------------------------------------------------------------------------------------------------
```

```
PYGRG65    PYTRG65                Y E A R - T O - D A T E   E A R N I N G S   R E G I S T E R                Page   2
                                                                                                       By Level Worked
Employer PHB      Phb, Inc.
Division   1      Division 1                                   Section    E01    Order Clerks
Department 10001  Sales
                    TYPE       HOURS         AMOUNT         TYPE       HOURS         AMOUNT         TYPE       HOURS         AMOUNT
-------------------------------------------------------------------------------------------------------------------------------------
 Andrew J Nickerson
    16676           HOL                      444.00         HOUR      400.00        4000.00         OVERT
                    RET01                     40.06         SICK                                    VACAT
                                                                                                    ****      400.00        4484.06
-------------------------------------------------------------------------------------------------------------------------------------
Order Clerks
E01                 HOL                      444.00         HOUR      400.00        4000.00         OVERT
                    RET01                     40.06         SICK                                    VACAT
***Section Total**                                                                                  ****      400.00        4484.06
```

Generating the Year-To-Date Supplemental Register (optional)

The Year-To-Date Supplemental Register report contains the following information:

- Employees, both active and terminated
- Non-wage remunerations (for example, tips and fringe benefits) for the calendar year
- Employer expense liability (for example, employer paid portion on deductions taken) for the calendar year
- Employer and level totals

To generate the Year-To-Date Supplemental Registers, follow the steps below.

1 From the Infinium PY main menu select *Period Ending Operations*.

2 Select *Year End Functions*.

3 Select *List YTD Supplemental Register* [YTDSR]. The system displays the screen shown in Figure 3-3.

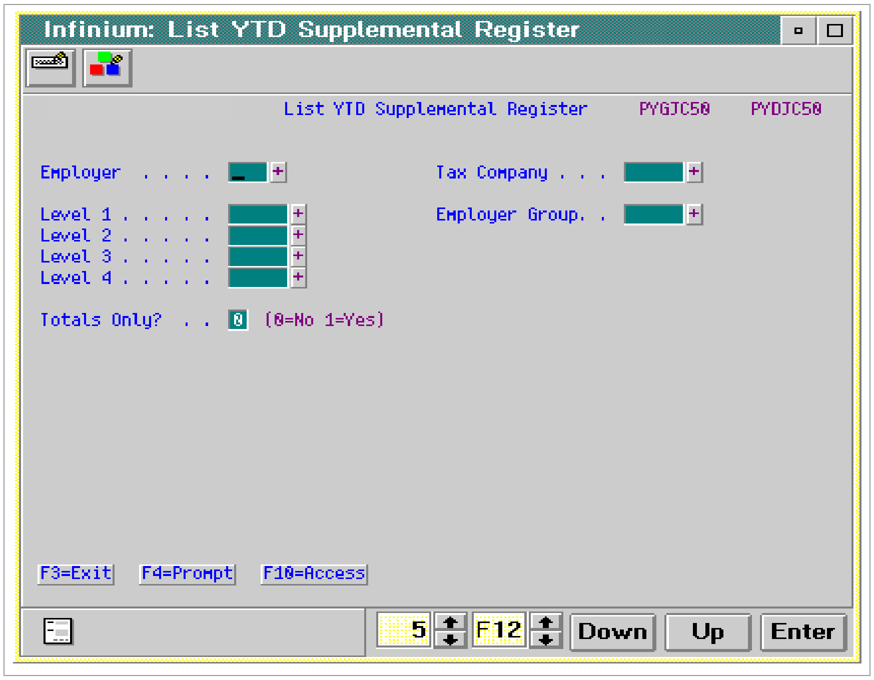


Figure 3-3: List YTD Supplemental Register screen

4 Use the following information to complete the fields on this screen.

Employer

Type the value that identifies your employer or leave this field blank to include all employers in your report.

Tax Company

This field is for multi-tax customers only; type the code value that identifies the tax company.

Levels 1-4

Type the appropriate level codes or leave these fields blank to print all levels.

Employer Group

Type the code value that identifies the group of employers you want to include in the report.

Note: This field has no impact on multi-tax processing.

Totals Only

Valid values for this field are:

0	Print all data. The system generates a report listing each employee's non-cash amounts and employer liabilities for the calendar year. Totals are printed at the end of each level combination and employer.
1	Print totals only. The system generates a report listing the totals for each level combination and employer. The report does not include employee data.

5 Press Enter. The system generates the Year-to-Date Supplemental Register.

The following table shows where the information on the Year-to-Date Supplemental Register originates. The table lists the file name and file description associated with each column heading on the report.

Year-to-Date Supplemental Register

Column Name	File Name	File Description
Non-Wage Remuneration Section		
Type	PYPIE PYPIX*	Employee Income
Amount	PYPIE PYPIX*	Employee Income
Employer Expense Liability Section		
Type	PYPDE PYPDX*	Employee Deductions
Amount	PYPDE PYPDX*	Employee Deductions
* Multi-tax Crossover Employees		

A sample Year to Date Supplemental Register is shown on the following pages.

```
PYGRG70    PYTRG70                Y E A R - T O - D A T E   S U P P L E M E N T A L   R E G I S T E R                Page   1
                                                                                                               By Current Level
Employer PHB      Phb, Inc.
Division   1      Division 1                          Section    E01              Order Clerks
Department 10001  Sales
                    ----NON-WAGE REMUNERATION-----       -----------------EMPLOYER EXPENSE LIABILITY------------------
                    TYPE         AMOUNT                  TYPE       AMOUNT     TYPE       AMOUNT     TYPE       AMOUNT
-----------------------------------------------------------------------------------------------------------------------------------
 Andrew J Nickerson
    16676                                                *FICA      275.53     *FMHI       64.44     *FUTA       35.55
                                                         *UMA       134.52     MAHTX        2.02     XGRLF      180.00
                     ****           .00                                                              ****       692.06
-----------------------------------------------------------------------------------------------------------------------------------
Order Clerks
E01
                                                         *FICA      275.53     *FMHI       64.44     *FUTA       35.55
                                                         *UMA       134.52     MAHTX        2.02     XGRLF      180.00
***Section Total**   ****           .00                                                              ****       692.06
-----------------------------------------------------------------------------------------------------------------------------------
```

```
PYGRG70    PYTRG70                  Y E A R - T O - D A T E   S U P P L E M E N T A L   R E G I S T E R                Page   2
                                                                                                              By Current Level
Employer PHB      Phb, Inc.
Division   1      Division 1                         Section    E02            Sales Person
Department 10001  Sales
                    ----NON-WAGE REMUNERATION-----       -----------------EMPLOYER EXPENSE LIABILITY-----------------
                    TYPE         AMOUNT                  TYPE       AMOUNT     TYPE       AMOUNT     TYPE       AMOUNT
-------------------------------------------------------------------------------------------------------------------------------------
 Jonathan M Wood
       66           *F@IN          5.60                  *FUTA       56.00     *UMA       210.15     MAHTX        1.66
                                                         XGRLF      140.00
                     ****          5.60                                                              ****       407.81
-------------------------------------------------------------------------------------------------------------------------------------
 Shirley J Testbooths
       91                                                *FICA     3571.20     *FMHI     1957.50     *FUTA       56.00
                                                         *UCA       140.00     CATRT     7000.00     XGRLF      320.00
                     ****           .00                                                              ****     13044.70
-------------------------------------------------------------------------------------------------------------------------------------
 Robert D Charvez
    16570           *F@IN          2.30                  *FICA     3571.20     *FMHI     1464.53     *FUTA       56.00
                                                         *UTX       252.00     XGRLF      140.00
                     ****          2.30                                                              ****      5483.73
-------------------------------------------------------------------------------------------------------------------------------------
 James W Dorsey
    16613           *F@IN          1.54                  *FICA      217.10     *FMHI       50.77     *FUTA       28.00
                                                         *UNH        87.57     XGRLF      140.00
                     ****          1.54                                                              ****       523.44
-------------------------------------------------------------------------------------------------------------------------------------
 James M Davidson
    16622           *F@IN          1.15                  *FICA      260.47     *FMHI       60.92     *FUTA       33.60
                                                         *UAK        84.00     XGRLF      140.00
                     ****          1.15                                                              ****       578.99
-------------------------------------------------------------------------------------------------------------------------------------
 Joan M Indian
    16623           *F@IN          1.82                  *FICA      260.51     *FMHI       60.93     *FUTA       33.60
                                                         *UAZ       105.07     XGRLF      175.00
                     ****          1.82                                                              ****       635.11
-------------------------------------------------------------------------------------------------------------------------------------
 Jennifer A Curry
    16627           *F@IN           .28                  *FICA      217.02     *FMHI       50.75     *FUTA       28.00
                                                         *UCT       113.75     XGRLF      140.00
                     ****           .28                                                              ****       549.52
-------------------------------------------------------------------------------------------------------------------------------------
 Eugene I Dupont
    16628           *F@IN           .35                  *FICA      217.02     *FMHI       50.76     *FUTA       28.00
                                                         *UDE       113.75     XGRLF      140.00
                     ****           .35                                                              ****       549.53
```

Closing the Calendar Year for an Employer

After you have completed all payroll cycles for the calendar year, you use the *Close Employer for Calendar Year* function to close the calendar year for your employer. When you use this function, the system performs the following steps:

- Searches for unposted cycles
- Prints specified annual special reports
- Updates data in employee payroll master records
- Updates balances in employee income and deduction records
- Deletes inactive employee income and deduction records under certain conditions
- Updates the calendar year in the employer control
- Creates summarized annual income and deduction history records for employees

Each is described in detail later in this chapter.

Before you close the calendar year for your employer, you should verify that you have posted all cycles for that year and have set up annual reports for selected incomes and deductions.

Checking for Unposted Cycles

When you close the calendar year, the system first searches the Cycle History file (PYPCH) for any cycles not posted in the calendar year. The system does not allow you to continue closing the employer calendar year until these cycles are canceled or posted.

To verify the status of your pay cycles for the current calendar year before you attempt to close it, you can use the *Display Cycle History/Status* option or the *Cycle Support Functions* option. You must complete or remove any unposted cycles. You can use the *Cycle Support Functions* option to cancel or delete unneeded cycles. Refer to the *Infinium PY Guide to Management Functions* for further information.

Setting Up Special Reports

The system can automatically generate reports of annual employee totals for selected incomes and deductions when you close the calendar year. You can utilize standard Infinium PY annual reports or you can generate your own custom annual reports.

To have the system to automatically generate special annual reports for incomes or deductions, you must complete the following steps before you close the calendar year:

1. Establish code values to represent each type of annual report
2. Type the appropriate report code value on the income and deduction controls for which you want to generate an annual report

Establishing Code Values

To activate the standard Infinium PY annual special reports, you must first establish the code values shown below to represent each report using the *Update Employer Codes* option.

Report Value	Description	Code Type
IA001	Annual Income Report – Employee amounts	**RAN**
DA001	Annual Deduction Report – Employee amounts only	**RAN**
DA002	Annual Deduction Report – Employee and Employer amounts	**RAN**

Creating User-Defined Annual Special Reports

You can create your own user-defined annual reports using a custom program instead of producing the standard Infinium PY annual special reports.

Your custom program name must begin with the characters **PYG** followed by up to five characters. You use the portion of the program name after **PYG** as the code value for code type **RAN**. Refer to the *Infinium Human Resources/Payroll Technical Guide* for more information.

Updating Income and Deduction Controls

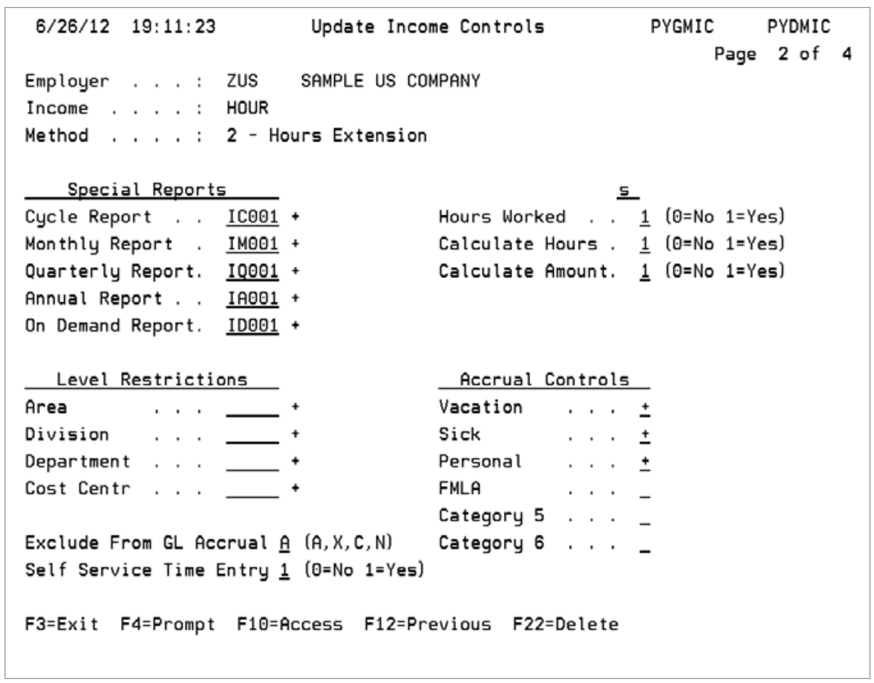
After you set up code values for annual reports, you must assign them to each income and deduction for which you want to generate a report. Follow these steps to activate annual reports for incomes and deductions.

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Income Controls* [UIC] or *Update Deduction Controls* [UDC]. The example that follows uses the Update Income Controls screen.

4 Complete the prompt screen and press Enter two times to display the Update Income Controls screen 2 as shown in Figure 3-4.



```
 6/26/12  19:11:23        Update Income Controls         PYGMIC     PYDMIC
                                                              Page  2 of  4
Employer  . . . :  ZUS    SAMPLE US COMPANY
Income  . . . . :  HOUR
Method  . . . . :  2 - Hours Extension

    Special Reports                                           S
Cycle Report  . .  IC001 +            Hours Worked  . .  1 (0=No 1=Yes)
Monthly Report  .  IM001 +            Calculate Hours .  1 (0=No 1=Yes)
Quarterly Report.  IQ001 +            Calculate Amount.  1 (0=No 1=Yes)
Annual Report . .  IA001 +
On Demand Report.  ID001 +

   Level Restrictions                   Accrual Controls
Area          . . .  _____ +          Vacation    . . .  +
Division      . . .  _____ +          Sick        . . .  +
Department    . . .  _____ +          Personal    . . .  +
Cost Centr    . . .  _____ +          FMLA        . . .  _
                                      Category 5  . . .  _
Exclude From GL Accrual A (A,X,C,N)   Category 6  . . .  _
Self Service Time Entry 1 (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete
```

Figure 3-4: Update Income Controls screen 2

In the *Annual Report* field type the code value that identifies the report the system should generate during the *Close Employer for Calendar Year* function. For example, for incomes type **IA001** or the code value that represents your custom report.

Closing the Calendar Year

After you have completed the preliminary steps described above, follow the steps below to close your employer's calendar year.

Note: Remember to close the month and quarter (if applicable) before you close the year. Refer to the *Infinium PY Guide to Management Functions* for more information on closing the month and quarter.

1 From the Infinium PY main menu select *Period Ending Operations*.

2 Select *Year End Functions*.

3 Select *Close Employer for Calendar Year* [CECY]. The system displays the screen shown in Figure 3-5.

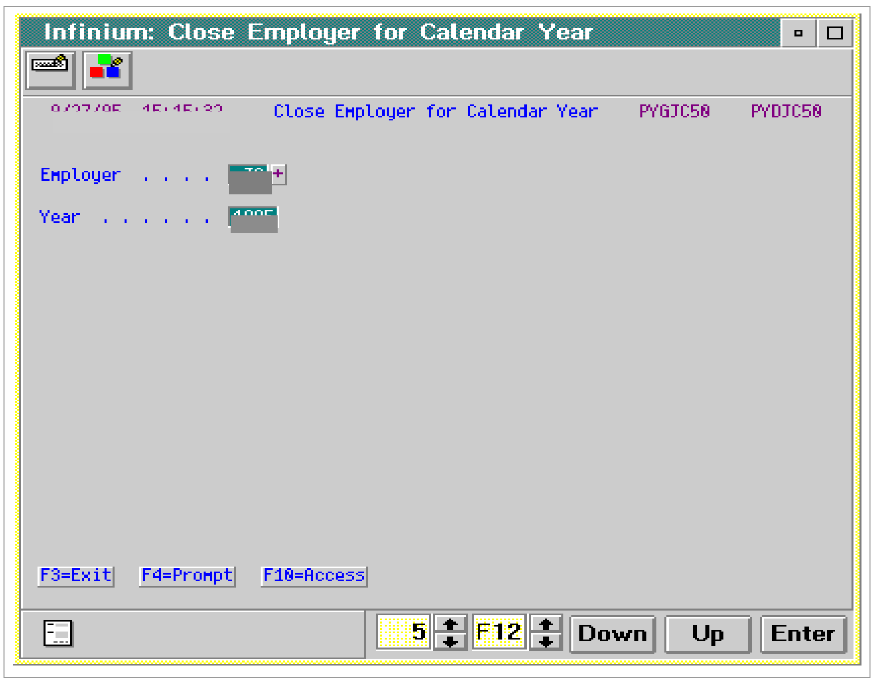


Figure 3-5: Close Employer for Calendar Year screen

4 Use the following information to complete the fields on this screen.

Employer

Type the value that represents your employer.

Year

Type the appropriate calendar year. The system validates your entry by comparing the value you type in this field to the value in the *Curr Calendar Yr* field in the Employer Control.

5 Press Enter. The system displays the following message:

Press F16 to confirm backups are complete and submit year end close.

6 After confirming that backups are complete, press F16 to submit the year-end close. The system displays the following message and returns you to the Infinium PY main menu or desktop:

Building submission request . . .

Caution: Wait until after the system completes all processing for the calendar year close before you review the updated information.

Reviewing Updated Data in Employee Payroll Master Records

The system updates several fields in the employee Payroll Master file (PYPMS) when you close the calendar year. Follow the steps below to view the Payroll Totals screen after system processing is completed.

1 From the Infinium PY main menu select *System Operations*.

2 Select *Supervisor's Functions*.

3 Select *Display Employee Data*.

4 Select *Display Employee YTD Totals* [DEYTD].

5 On the prompt screen specify the employer and employee whose annual totals you want to review and press Enter. The system displays the screen shown in Figure 3-6.

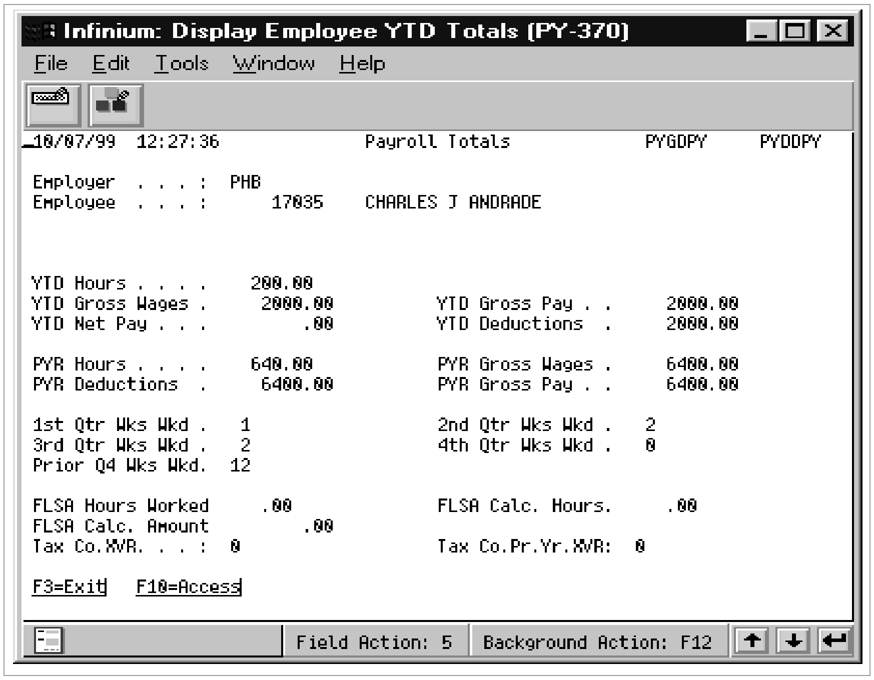


Figure 3-6: Payroll Totals screen

6 Use the following information to interpret the information on this screen.

YTD fields and PYR fields

The system moves the amounts from the year-to-date fields to the previous year-to-date fields. The system then clears the amounts from the year-to-date fields.

4th Qtr Wks Wkd, Prior Q4 Wks Wkd

The system moves the value from the *4th Qtr Wks Wkd* field to the *Prior Q4 Wks Wkd* field. The system then clears the value from the *4th Qtr Wks Wkd* field.

1st, 2nd, and 3rd Qtr Wks Wkd

The system clears the values in the quarter weeks worked fields.

7 Press Enter or F3 to exit from this screen.

8 Repeat steps 5 and 6 to review annual totals for other employees or press F3 to return to the Infinium PY main menu or desktop.

Reviewing Updated Balances in Employee Income and Deduction Records

The system updates totals in each employee’s summary income and deduction records. Follow the steps below to view employee income and deduction summary data after system processing is completed.

1 From the Infinium PY main menu select *System Operations*.

2 Select *Supervisor’s Functions*.

3 Select *Display Employee Data*.

4 Select *Display Employee Deduction Data* [DEDD] or *Display Employee Income Data* [DEI]. The system displays the Employee Deductions or Employee Incomes screen. The example that follows uses the Employee Deductions screen as shown in Figure 3-7.

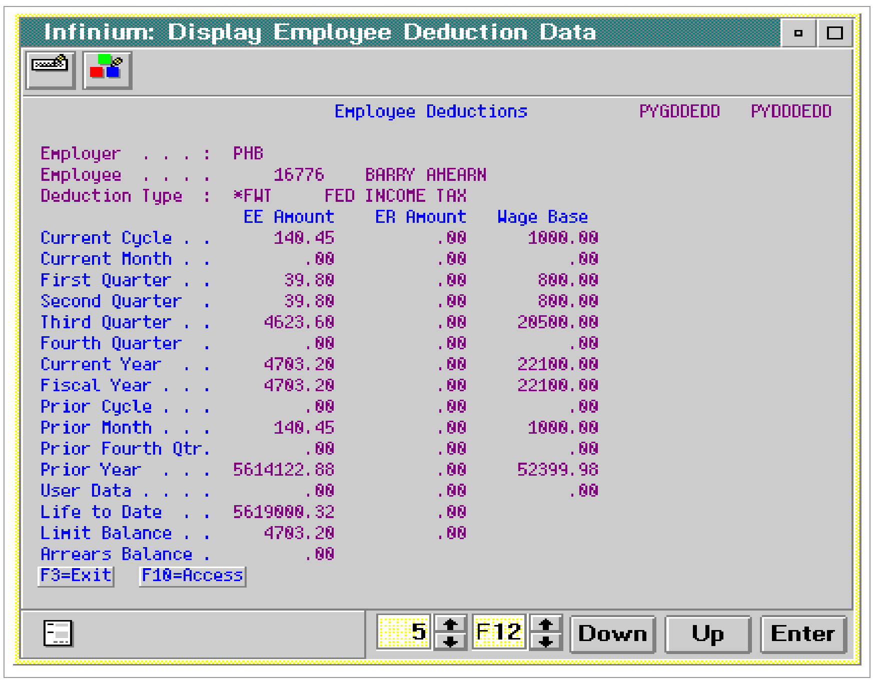


Figure 3-7: Employee Deductions screen

5 The system updates the fields described below when you close the calendar year.

Fourth Quarter, Current Year, Prior Fourth Qtr, Prior Year

The system moves the amounts from the *Fourth Quarter* and *Current Year* fields to the *Prior Fourth Qtr* and *Prior Year* fields. The system then clears the *Fourth Quarter* and *Current Year* amounts.

First Quarter, Second Quarter, Third Quarter

The system clears the amounts in the *First*, *Second* and *Third Quarter* fields. Because this data is cleared, you must run reports for quarters 1, 2 and 3 before you close the calendar year.

Limit Balance

The system clears the employee *Limit Balance* field for all incomes and deductions with either an annual limit or no limit specified.

Arrears Balance

The system clears the deduction *Arrears Balance* field for tax deductions, such as *FWT and *FICA, and prints the Cleared Arrears Register.

6. Press Enter or F3 to exit from this screen.

7. Repeat steps 4 and 5 to review information for other employees or press F3 to return to the Infinium PY main menu or desktop.

Confirming Deletion of Inactive Employee Income and Deduction Records

The system deletes deactivated Employee Income and Deduction records if there is no calendar year-to-date, prior calendar year-to-date or current fiscal year data.

You can confirm the deletions after calendar year close processing is completed using the *Display Employee Income Data* and *Display Employee Deduction Data* options.

If you have unused active incomes or deductions that you want to delete, you can use the *Delete Unused Incomes/Deductions* option to delete the records from the appropriate employee files, as described in the *Infinium HR/PY Technical Guide*.

Reviewing the Updated Calendar Year in the Employer Control

The system changes the calendar year on your employer control by adding one year to the current calendar year when you submit the calendar year close. Follow the steps below to view the employer control after processing for the calendar year close is completed.

1 From the Infinium PY main menu select *Master Files*.

2 Select *Display Master Files*.

3 Select *Display Employer Controls* [DERC]. The system displays the Employer Controls Display prompt screen. Complete the prompt screen and press Enter two times to display the Employer Controls Display screen 2 as shown in Figure 3-8.

```
_ 9/21/04  16:12:12       Employer Controls Display        PRGMCOD    PRDMCOD
                                                                   Page  2 of  5
 Employer  . . . :  ZUS    SAMPLE US COMPANY
 Employer Details
 Proof on Cycles :  1  (0=No 1=Yes)     Timesheet Alpha :  1  (0=No 1=Yes)
 Proof on Levels :  0  (0=No 1=Yes)     Register Alpha  :  1  (0=No 1=Yes)
 Pay EEs on Leave:  1  (0=No 1=Yes)     Updt User Inc/Ded  1  (0=No 1=Yes)
 Edit Accruals . :  1  (0=No 1=Yes)     Prt $0 Checks . :  2  (0->2)
 PE Updt Pay Rates  1  (0=No 1=Yes)     Tax ID for EE#  :  0  (0=No 1=Yes)
 Date Format . . :  MDY                 Check for Dup ID?  2  (0->2)
 Curr Calendar Mth  12                  Curr Calendar Yr:  2003
 Excl Accum Hist :  0  (0=No 1=Yes)     Self-Adjust FICA:  3  (0->3)
 Affirm.Act. Goal:  12                  Affirm.Act.Model:  0  (0->3)
 Posit. File Used:  1  (0=No 1=Yes)     EEO Unit Control:  0  (0->2)
 General Ledger Information
 Curr.Fiscal Year:  2003                GL Company  . . :
 Close by ER/LVL :  E                   Organization  . :  INST2
 Labor Dist Ledger  S                   GL Interface Ovr:  3
 Deductions Ledger  S                   Cash Disb. Ledger  S
                                        Exp. Liab. Ledger  S
 Accrued PY Acct :
 Labor Exp. Acct :
 F3=Exit   F10=Access   F12=Previous
```

Figure 3-8: Employer Controls Display screen 2

The system updates the *Curr Calendar Yr* field for your employer when you close the calendar year.

Reviewing Summarized Annual Income and Deduction History Records

The system creates summarized annual employee income and deduction history records for the calendar year you closed. It permanently retains these records even after you delete detailed check history for the calendar year. Follow the steps below to view annual employee pay history data.

1. From the Infinium PY main menu select *Employee Data*.
2. Select *Payroll Inquiry*.
3. Select *Display Annual Pay History* [DAPH].
4. Complete the information on the prompt screen by identifying the employer and employee whose annual totals you want to review.
5. Press Enter. The system displays the Payroll History prompt screen. You can type values in the *Beginning Year* and *Ending Year* fields at the top of the screen to view annual income and deduction totals for one or more specific years, or leave these fields blank to review totals for all calendar years.
6. Press Enter. The system displays the screen shown in Figure 3-9.

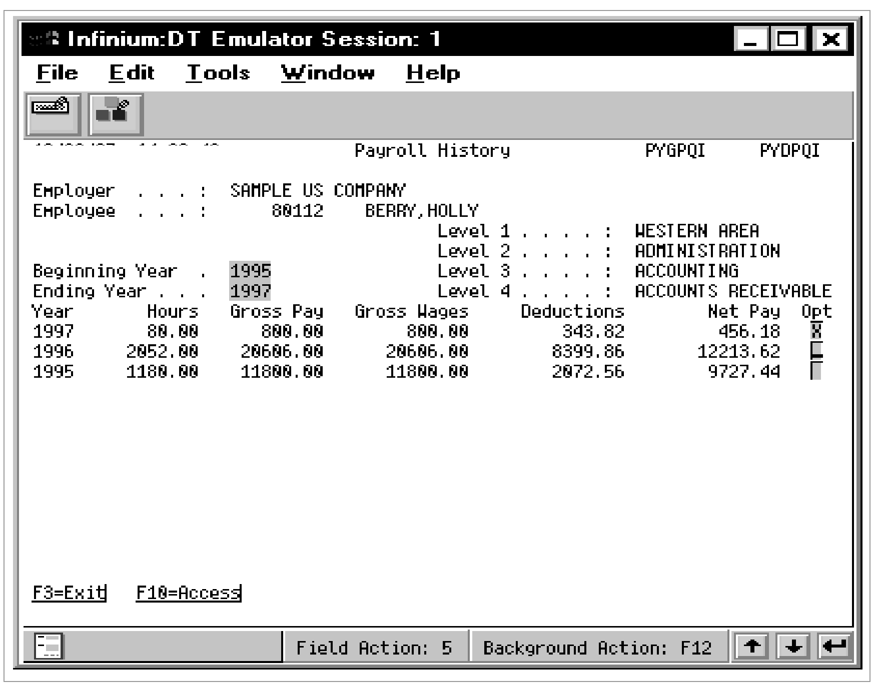


Figure 3-9: Payroll History screen 1

The system displays a line of history for each selected calendar year in which you have posted payroll data for the specified employee.

7 Type any character in the *Opt* field adjacent to any line to view income and deduction annual totals for a specific year.

8 Press Enter to view income and deduction annual totals as shown in Figure 3-10.

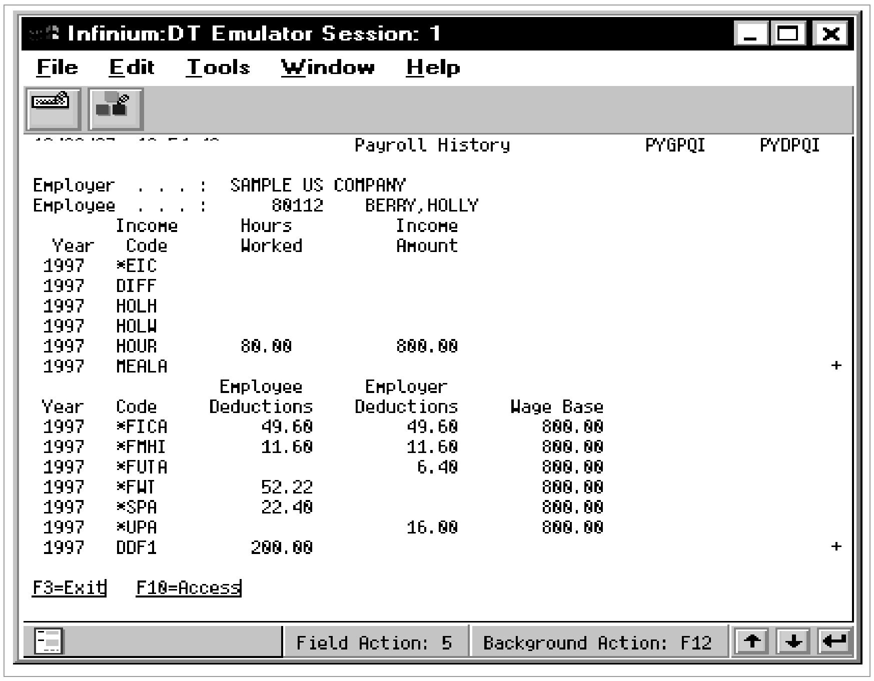


Figure 3-10: Payroll History screen 2

9 Use the following information to work with this screen.

The system displays income annual totals in the top portion of the screen and deduction annual totals in the lower portion of the screen.

To see additional income information, place your cursor in the top portion of the screen and press PageDown.

To see additional deduction information, place your cursor in the lower portion of the screen and press PageDown.

10 Press F3 to exit from this screen.

11 Follow steps 3 through 10 to view annual totals for another employee or press F3 to return to the Infinium PY main menu or desktop.

You can use the *List Annual Pay History* function to print annual pay history information for up to six employees. Refer to the *Infinium PY Guide to Management Functions* for additional information on using the *Display Annual Pay History* and *List Annual Pay History* functions.

Chapter 4 Closing the Fiscal Year

4

The chapter consists of the following topics:

Overview

WARNING: Before you initiate a function to close a calendar month, calendar year, or fiscal year, you should always perform these tasks:

- Confirm that all users are logged off the system.
- Resolve any record locks.
- Perform two backups of your data.

Never execute the *Close Employer for Calendar Year* or *Close Employer for Fiscal Year* functions more than once, under normal circumstances. Always consult Infor Customer Support for proper recovery steps if either of these functions ends abnormally or if you encounter errors during processing. Executing these functions multiple times will result in corrupted data.

After you post your last pay cycle that is reported in the current fiscal year, you can close the fiscal (accounting) year. When you close the fiscal year, the system clears fiscal year balance fields stored in the employee income and deduction summary records. You must close the fiscal year before you process pay cycles that are to be reported in the new fiscal year.

The fiscal year end functions allow you to produce year-to-date reports for balancing purposes and to close the fiscal year.

The calendar year end close does not affect the fiscal year balances in employee income and deduction records. If your fiscal year coincides with the calendar year, you should run the fiscal year close before or after you run the calendar year end close.

Since there are no standard prior fiscal year reports on the system, be sure to run the following reports prior to closing the fiscal year:

- List Fiscal Year Payroll Register
- List Fiscal Year Earnings Register
- List Fiscal Year Supplemental Register

These reports are especially important if your fiscal year is different from the calendar year. For example, if your fiscal year runs from September to August, you can generate reports of fiscal year balances at the end of August before you close the fiscal year.

Commonly Asked Questions

Consider these key questions before you perform fiscal year end functions.

1 Can my fiscal year be different from my calendar year?

Yes.

2 Does my fiscal year close have any effect on my calendar year?

No.

Generating Fiscal Year Reports

Use the following menu options to generate reports of fiscal year information before you run the *Close Employer for Fiscal Year* function.

- *List FYR Payroll Register* [FYRPR]
- *List FYR Earnings Register* [FYRER]
- *List FYR Supplemental Register* [FYRSR]

To access these menu options, select *Period Ending Operations* and then select *Fiscal Year End Functions*.

These reports contain similar selection screens and print information similar to the corresponding year-to-date registers. Refer to the preceding chapter, “Closing the Calendar Year,” for more information about the reports and for guidelines on how to complete the selection screens.

You cannot generate reports of prior fiscal year information using standard Infinium PY reports. However, since prior fiscal year balances are kept in the employee income and deduction records (PYPIE and PYPDE, respectively), you can use Infinium QY to generate your own reports of this information if necessary.

Closing the Fiscal Year for an Employer

When you execute the *Close Employer for Fiscal Year* function, the system completes the following steps:

- Searches for unposted cycles
- Updates fiscal balances in employee income and deduction records
- Updates the fiscal year in the employer control

Each step is described in detail later in this chapter.

Before you close the fiscal year for your employer, you should verify that you have posted all cycles for that year.

Checking for Unposted Cycles

When you close the fiscal year, the system first searches the Cycle History file (PYPCH) for any cycles not posted in the fiscal year. The system does not allow you to continue closing the employer fiscal year until these cycles are canceled or posted.

To verify the status of your pay cycles for the current fiscal year before you attempt to close it, you can use the *Display Cycle History/Status* option or the *Cycle Support Functions* option. You must complete or remove any unposted cycles. You can use the *Cycle Support Functions* option to cancel or delete unneeded cycles. Refer to the *Infinium PY Guide to Management Functions* for further information.

Closing the Fiscal Year

To close your employer’s fiscal year, follow these steps:

1. From the Infinium PY main menu select *Period Ending Operations*.
2. Select Fiscal Year End Functions.
3. Select *Close Employer for Fiscal Year* [CEFY]. The system displays a screen similar to Figure 4-1.

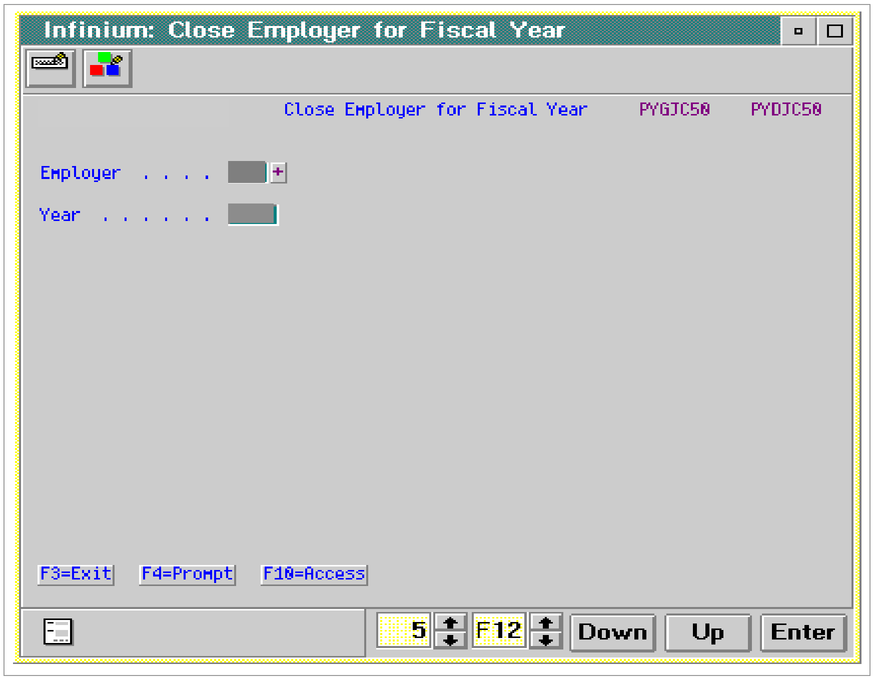


Figure 4-1: Close Employer for Fiscal Year screen

4 Use the following information to complete the fields on this screen.

Employer

Type the value that represents your employer.

Year

Type the appropriate fiscal year. The system compares the value you type in this field to the value in the *Curr. Fiscal Year* field on your Employer Control.

5 Press Enter. The system displays the following message and returns you to the Infinium PY main menu or desktop:

Building submission request . . .

The system submits the batch job that closes the fiscal year. This function does not produce any reports.

Caution: Wait until after the system completes all processing for the fiscal year close before you review the updated information.

Reviewing Updated Fiscal Balances in Employee Income and Deduction Records

The system clears the *Fiscal Year* fields on employee income and deduction records in preparation for the new fiscal year. Follow the steps below to view employee income or deduction records.

1 From the Infinium PY main menu select *System Operations*.

2 Select *Supervisor's Functions*.

3 Select *Display Employee Data*.

4 Select *Display Employee Deduction Data* [DEDD] or *Display Employee Income Data* [DEI]. The system displays the Employee Deductions or Employee Incomes screen. The example that follows uses the Employee Deductions screen as shown in Figure 4-2.

```
 6/06/06  10:40:22          Employee Deductions          PYGCDE     PYDCDE

Employer  . . . :  ZUS       SAMPLE US COMPANY
Employee  . . . :       1252 ANNA A ALPHA
Deduction Type  :  *FICA     SOCIAL SEC TAX
                    EE Amount     ER Amount    Wage Base
Current Cycle . .         .00           .00          .00
Current Month . .     5715.78       5715.78   1002190.00
First Quarter . .         .00           .00          .00
Second Quarter  .         .00           .00          .00
Third Quarter . .         .00           .00          .00
Fourth Quarter  .         .00           .00          .00
Current Year  . .         .00           .00          .00
Fiscal Year . . .     5715.78       5715.78   1002190.00
Prior Cycle . . .         .00           .00          .00
Prior Month . . .      325.32        325.32      5247.00
Prior Fourth Qtr.     5580.00       5580.00   1000000.00
Prior Year  . . .     5580.00       5580.00   1000000.00
Prior Fiscal Year     1836.45       1836.45     29620.13
User Data . . . .     6041.10       6041.10   1007437.00
Life to Date  . .     7725.83       7725.83
Limit Balance . .         .00           .00  Arrears Balance .          .00
F3=Exit   F10=Access  F8=Addl Info   F9=Last Update Info
```

Figure 4-2: Employee Deductions screen

During the *Close Employer for Fiscal Year* function, the system updates fields in the Employee Income and Deduction records as follows:

Fiscal Year fields

The system moves the amounts from the *Fiscal Year* fields to the *Prior Fiscal Year* fields. The system then clears the *Fiscal Year* amounts.

The *Prior Fiscal Year* fields are not displayed in the Employee Deductions and Employee Incomes screens. You can use Infinium QY to generate your own reports of this information if necessary.

Since there are no prior fiscal year reports on the system, be sure to run the appropriate reports before closing the fiscal year.

Reviewing the Updated Fiscal Year in the Employer Control

The system changes the fiscal year on the Employer Control by adding one year to the current fiscal year.

The fiscal year end close affects only your fiscal year; it does not affect your calendar year.

To review the employer control, follow these steps:

1. From the Infinium PY main menu select *Master Files*.
2. Select *Display Master Files*.
3. Select *Display Employer Controls* [DERC]. The system displays the Employer Controls Display prompt screen. Complete the prompt screen and press Enter two times to display the Employer Controls Display screen 2 as shown in Figure 4-3.

```
_ 9/21/04  16:12:12        Employer Controls Display          PRGMCOD    PRDMCOD
                                                                    Page  2 of  5
  Employer  . . . :  ZUS    SAMPLE US COMPANY
  Employer Details
  Proof on Cycles :  1  (0=No 1=Yes)     Timesheet Alpha :  1  (0=No 1=Yes)
  Proof on Levels :  0  (0=No 1=Yes)     Register Alpha  :  1  (0=No 1=Yes)
  Pay EEs on Leave:  1  (0=No 1=Yes)     Updt User Inc/Ded  1  (0=No 1=Yes)
  Edit Accruals . :  1  (0=No 1=Yes)     Prt $0 Checks . :  2  (0->2)
  PE Updt Pay Rates  1  (0=No 1=Yes)     Tax ID for EE#  :  0  (0=No 1=Yes)
  Date Format . . :  MDY                 Check for Dup ID?  2  (0->2)
  Curr Calendar Mth  12                  Curr Calendar Yr:  2003
  Excl Accum Hist :  0  (0=No 1=Yes)     Self-Adjust FICA:  3  (0->3)
  Affirm.Act. Goal:   0                  Affirm.Act.Model:  ^  '0->3)
  Posit. File Used:  1  (0=No 1=Yes)     EEO Unit Control:  0  (0->2)
  General Ledger Information
  Curr.Fiscal Year:  2003                GL Company  . . :
  Close by ER/LVL :                      Organization  . :  INST2
  Labor Dist Ledger  ᴗ                   GL Interface Ovr:  3
  Deductions Ledger  S                   Cash Disb. Ledger  S
                                         Exp. Liab. Ledger  S
  Accrued PY Acct :
  Labor Exp. Acct :
  F3=Exit   F10=Access   F12=Previous
```

Figure 4-3: Employer Controls Display screen 2

The system updates the *Curr Fiscal Year* field when you close the fiscal year.

4 Press F3 twice to exit from this screen and return to the Infinium PY main menu or desktop.

Notes

Chapter 5 Posting Prior Year Adjustments

5

During year-end processing, you may need to change employee pay information after you close the calendar year. You use the *Post Prior Year Adjustment Cycle* option to update prior year payroll information. By using the prior year adjustment cycle, you create an audit trail of all the changes you make.

You can process a prior year adjustment cycle any time after you close the calendar year. You do not have to post all prior year transactions before the first payroll cycle of the new year is processed.

Through a prior year adjustment cycle, you can:

- Void transactions
- Reclassify incomes and deductions
- Calculate annual excess group life imputed values
- Process adjustments

The chapter consists of the following topics:

Methods for Adding Employees to the Prior Year Adjustment Cycle

You can use two methods to add employees to the prior year adjustment cycle.

- In the first method, which is discussed in detail in this chapter, you add employees to the prior year adjustment cycle using the *Update Checks* option. This method is generally the most efficient way to enter prior year adjustments.
- In the second method, which is discussed at the end of this chapter, you attach the prior year adjustment cycle to the employee's payroll master record. This method is useful if you have many employees for whom you are entering prior year adjustments and you want to use the auto pay feature to generate income records in the prior year adjustment cycle for employees.

System Updates

When you post the prior year adjustment cycle, the system updates the following amounts in employee income and deduction records:

- Prior calendar month
- Prior fourth quarter
- Prior calendar year
- Fiscal year
- User-defined data
- Limit balances for deductions with limit type 4 (renewable limit) or 5 (lifetime limit)

The system also updates each employee's check history and the previous year's annual pay history records. You can use employee check history as an audit trail of the prior year adjustments that you made.

You can also post prior year on demand checks and generate a Prior Year On Demand Check Register. Refer to the "Processing Prior Year On-Demand Checks" chapter for additional information concerning the prior year on-demand check cycle.

Commonly Asked Questions

Consider the following questions before posting prior year adjustments.

1 When can I use the prior year adjustment cycle?

You can process transactions using the prior year adjustment cycle any time after the calendar year is closed.

2 Do I have to post all my prior year transactions before the first payroll cycle of the new year is processed?

No, you can process a prior year adjustment cycle any time after the calendar year is closed.

3 I need to correct a check paid to an employee last March. Will the system update the employee's first quarter records for the prior year?

No, the system clears the first quarter fields when you close the calendar year. When you process a prior year adjustment cycle, the system updates the prior month, the prior fourth quarter, and the prior year fields.

4 Can I set up more than one prior year adjustment cycle?

Yes. You can set up as many as you want. You can use the same period end date for each cycle.

5 Can I print checks using a prior year adjustment cycle?

Yes, you can print checks through a prior year adjustment cycle.

6 How do I send this information to the General Ledger?

You can run the *Close to General Ledger* option when you have finished posting all of your prior year adjustment cycles.

7 I do not want to print checks through the prior year adjustment cycle. How do I keep the system from doing this?

To prevent the system from printing checks, delete the spool file that contains the checks. Please discuss this procedure with someone from your MIS department.

8 I need to update an employee's wage base. How do I do that?

You can update the employee's wage base using the *Update Checks* option. Refer to the "Preparing for the Final Payroll of the Calendar Year" chapter for additional information.

9 If I post a prior year adjustment cycle in February, will it update monthly balances for December of the previous year?

No. The system updates balances in the *Previous Month* fields in the employee summary income and deduction records. Assuming you closed the calendar month of January, these fields represent totals for the calendar month of January.

Method 1: Using the *Update Checks* Option

Follow these steps to use the *Update Checks* method to process a prior year adjustment cycle.

1 Create Prior Year Adjustment Cycle (Once)

2 Begin the Adjustment Cycle

3 Prove the Timesheet Data

4 Enter Void Transactions (optional)

5 Enter Reclassifications (optional)

6 Release Timesheet Data to the Cycle

7 Update Checks

8 Print the Trial Register

9 Post the Prior Year Adjustment Cycle

10 Recreate the W-2 Work File

11 Rerun Reports

12 Close to General Ledger (if necessary)

Step 1: Creating the Prior Year Adjustment Cycle (Once)

In this step you create a prior year adjustment cycle. The system identifies a prior year adjustment cycle with a special name you assign to the cycle. This name is a five-character code and must begin with three alphanumeric characters and end with the symbols ##.

To create a prior year adjustment cycle, follow the steps below.

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files.*

3 Select *Update Cycle Controls* [UCY]. The system displays a screen similar to Figure 5-1.

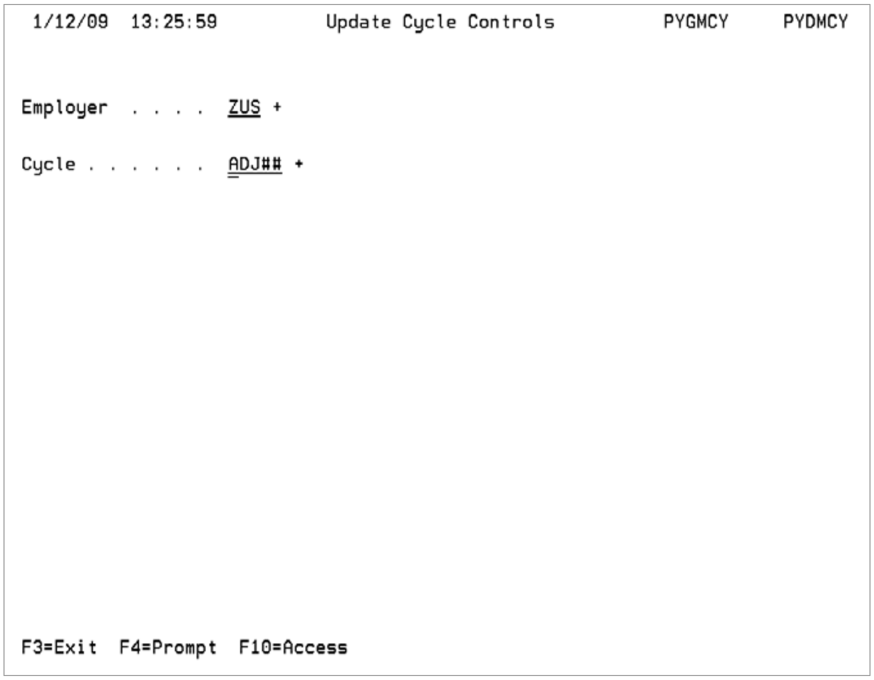


Figure 5-1: Update Cycle Controls prompt screen

4 Use the following information to complete the fields on this screen.

Employer

Type the value that identifies your employer.

Cycle

Type a five-character cycle code in the *Cycle* field. You must define your prior year adjustment cycle using the naming convention _ _ _ ## (for example ADJ##). Type any alphanumeric characters in the blank spaces.

The symbols ## in the last two positions of the cycle code identify the cycle as a prior year cycle. This special name tells the system to update prior year information.

5 Press Enter and the system displays a screen similar to Figure 5-2.

```
 1/12/09  13:27:16         Update Cycle Controls         PYGMCY     PYDMCY
                                                               Page  1 of  3
Employer  . . . :  ZUS    SAMPLE US COMPANY
Cycle . . . . . :  ADJ##

Description . . .  PRIOR YEAR ADJ CYCLE

Pay Type  . . . .  _                   On Demand Cycle :  0
Pay Frequency . .  __                  Enter TS at Level  0  (0->4)
Standard Weeks  .   0                  Pay Pds. Remaining __

Cycle Level Restrictions
Area          . . .  _____ +
Division      . . .  _____ +
Department    . . .  _____ +
Cost Centr    . . .  _____ +





F3=Exit  F4=Prompt  F10=Access  F12=Previous  F21=Accept  F22=Delete
```

Figure 5-2: Update Cycle Controls screen 1

Because you may process any employee in your organization in the prior year adjustment cycle, we recommend that you do not enter restrictions for the cycle on this screen.

6 Use the following information to complete the fields on this screen that affect your prior year adjustment cycle. Complete the remaining fields as appropriate for your organization.

Pay Type

Leave this field blank.

On Demand Cycle

Type **0** in this field.

Pay Frequency

Leave this field blank.

Enter TS at Level

Type **0** in this field.

Standard Weeks

Type **0** in this field.

Cycle Level Restrictions

Leave each of the *Cycle Level Restrictions* fields blank.

7 Press Enter. They system displays a screen similar to Figure 5-3.

```
 6/26/12  16:32:34          Update Cycle Controls          PYGMCY     PYDMCY
                                                                 Page  2 of  3
Employer  . . . :  ZUS    SAMPLE US COMPANY
Cycle . . . . . :  ADJ##    PRIOR YEAR ADJ CYCLE


Cycle Defaults                           Print Register Defaults
Batch Cycle . . .  0  (0=No 1=Yes)       Trial at Release.  1  (0=No 1=Yes)
Check No. Prompt.  0  (0=No 1=Yes)       Suppl at Trial  .  1  (0=No 1=Yes)
Exclude at Begin.  0  (0=No 1=Yes)       Check at Posting.  1  (0=No 1=Yes)
Mult. Timekeepers  0  (0=No 1=Yes)       Units on Register  1  (0=No 1=Yes)
Check Sequence  .  A  (0->5, A->F)       Trial Summ Errs .  1  (0=No 1=Yes)
Proof Summ Errs .  1  (0=No 1=Yes)       Sft Diff Report .  1  (0=No 1=Yes)
                                         Chk Audit at Post  0  (0=No 1=Yes)
Chk Date at Begin  0  (0=No 1=Yes)







F3=Exit  F10=Access  F12=Previous
```

Figure 5-3: Update Cycle Controls screen 2

8 Use the following information to complete the fields on this screen that affect your prior year adjustment cycle. Complete the remaining fields as appropriate for your organization.

Batch Cycle

Type **0** in this field.

Exclude at Begin

Type **0** in this field.

9 Press Enter. The system displays a screen similar to Figure 5-4.

```
 6/26/12  16:33:05          Update Cycle Controls          PYGMCY     PYDMCY
                                                                 Page  3 of  3
Employer  . . . :  ZUS    SAMPLE US COMPANY
Cycle . . . . . :  ADJ##    PRIOR YEAR ADJ CYCLE

Edit Month Data .  _
Edit Labor Acct .  I

                   Days                                     Operator
Period End Edit .  ___              Period End Edit .  _
Check Date Edit .  ___              Check Date Edit .  _
Benefit Date Edit  ___              Benefit Date Edit  _
                   Custom Cycle Processing Programs
                   AT START                                  AT END
Begin PY Cycle  .                   Begin PY Cycle  .  ________
Close Daily Time.                   Close Daily Time.  ________
Prove TS Input  .  ________         Prove TS Input  .  ________
Rel. TS to Cycle.  ________         Rel. TS to Cycle.  ________
Print Trial Reg .  ________         Print Trial Reg .  ________
Post and Print  .  ________         Post and Print  .  ________


F3=Exit  F10=Access  F12=Previous
```

Figure 5-4: Update Cycle Controls screen 3

10 Complete the fields as appropriate to your company.

11 Press Enter to save your information.

12 The system displays the Update Cycle Controls prompt screen. You can set up another prior year adjustment cycle or press F3 to return to the Infinium PY main menu or desktop.

Step 2: Beginning the Adjustment Cycle

With this step you initiate processing of the adjustment cycle.

No auto pay incomes are generated because no employees or auto pay groups are associated with this cycle. You add employees through the *Update Checks* option, as discussed in Step 7.

To begin a cycle, follow the steps below.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Pre-Cycle Functions*.

3 Select *Begin Cycle* [BEGIN].

4 Select the appropriate prior year adjustment cycle and press Enter. The system displays a screen similar to Figure 5-5.

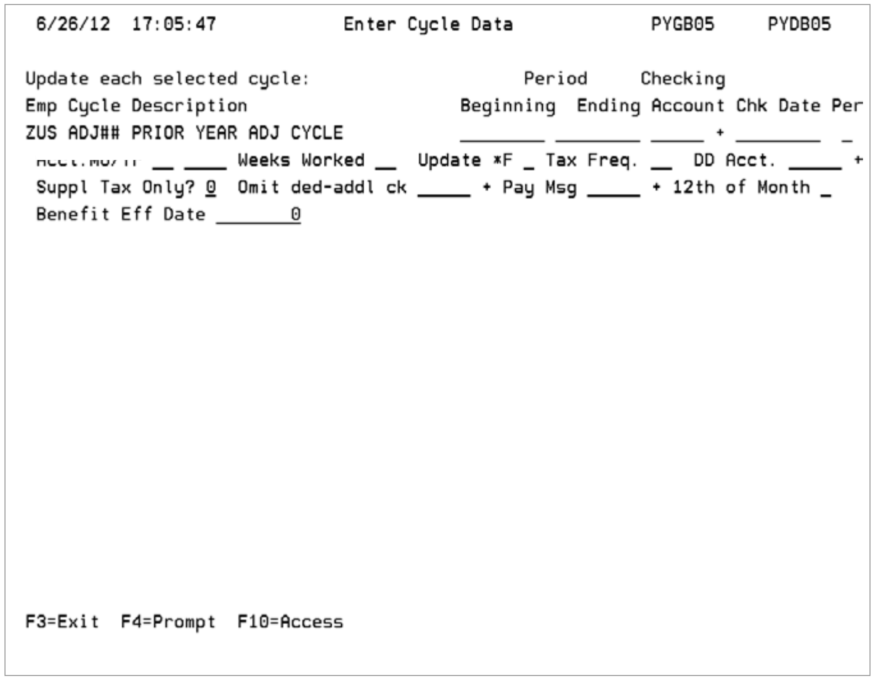


Figure 5-5: Enter Cycle Data screen

5 You must enter specific values in the fields discussed in this section. You complete the remaining fields as appropriate to your company.

Period Beginning and Period Ending

Type the current period beginning and ending dates in these fields. The year you specify should match the value in the *Current Calendar Yr* field on the Employer Controls.

Chk Date

Type the applicable check date, which must be in month 12 of the prior year. The system uses the check date to post the information to the prior year files.

Caution: The check date must be in month 12 of the prior calendar year.

Acct. Mo/Year

Type the fiscal month and year in these fields. The year you specify can be equal to or one year earlier than the value in the *Curr Fiscal Year* field on the Employer Controls.

Weeks Worked

Type **0** in this field.

Tax Freq

Type the desired tax frequency.

6 Press Enter and the system displays a screen similar to Figure 5-6.

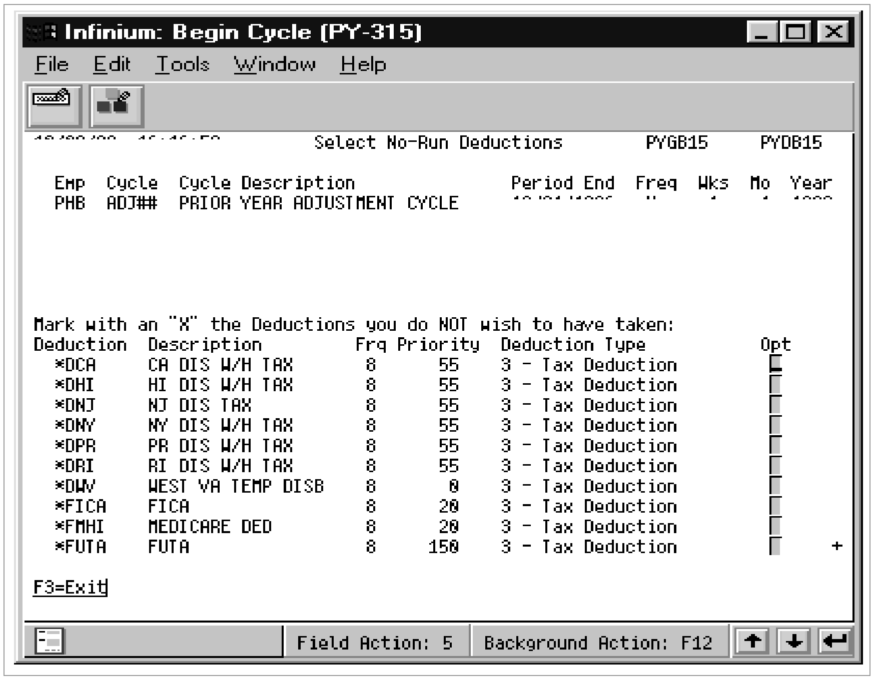


Figure 5-6: Select No Run Deductions screen

7 Type **X** in the *Opt* field next to the deduction(s) that you do not want the system to process during this cycle run.

8 Press Enter and the system displays the deductions that you suppressed.

9 Press Enter through the remaining screens in this option.

Step 3: Proving Timesheet Data

In order to continue with cycle processing, you must generate the Timesheet Proof report. No information prints on this report because no employees are associated with the prior year adjustment cycle. You add employees to the cycle through the option *Update Checks,* as discussed in Step 7.

To generate the Timesheet Proof report, follow the steps below.

1. From the Infinium PY main menu, select *Cycle Operations*.
2. Select *Pre-Cycle Functions*.
3. Select *Prove Timesheet Data* [PROVE]. The system displays the Prove Timesheet Data screen.
4. Select the prior year adjustment cycle and press Enter.
5. Press Enter to confirm your selection and to submit this job.

Step 4: Entering Void Transactions (optional)

You can use this option to void checks or vouchers you posted in the previous calendar year for any employees assigned to the employer whose adjustment cycle you are processing.

Follow these steps to enter void transactions:

1. From the Infinium PY main menu select *Cycle Operations*.
2. Select *Cycle Functions*.
3. Select *Void Transactions* [VOID]. The system displays the cycles that are currently active within your system.
4. Select the prior year adjustment cycle and press Enter. The system displays a screen similar to Figure 5-7.

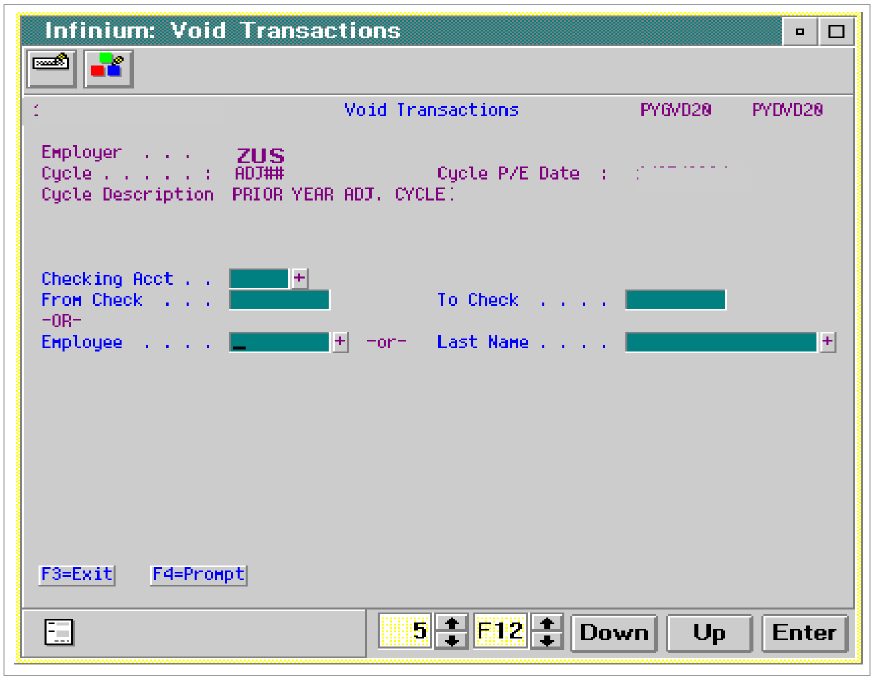


Figure 5-7: Void Transactions Selection screen

5 You can identify checks or vouchers you want to void by typing values in one of the following groups of fields:

- *Checking Acct*, *From Check* and *To Check* fields, or
- *Employee* or *Last Name* fields

6 Press Enter and the system displays a screen similar to Figure 5-8.

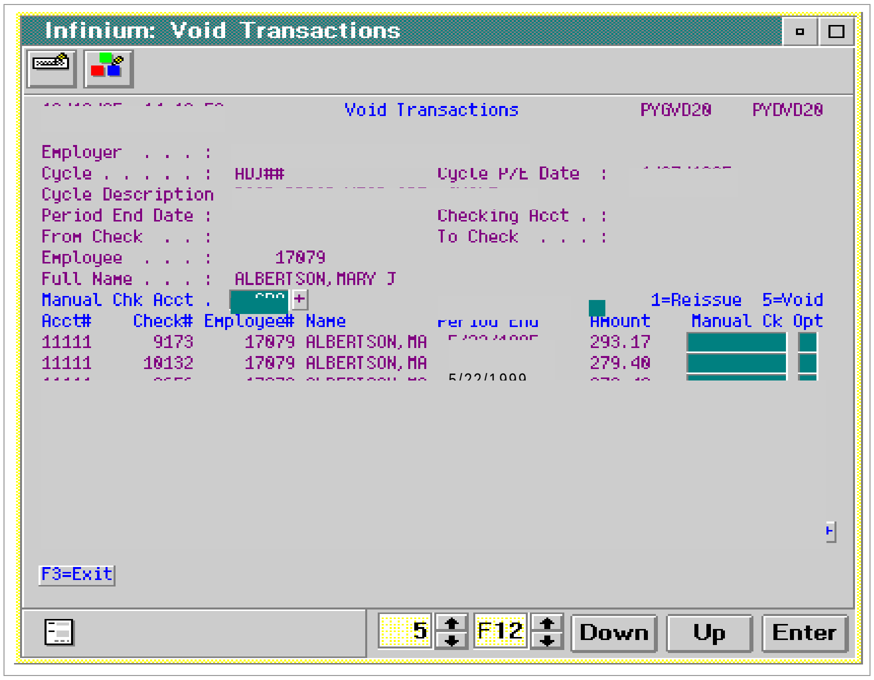


Figure 5-8: Void Transactions screen

7 Use the following information to work with this screen. Refer to the *Infinium PY Guide to Controls* for additional information.

Opt

Indicate whether you want to void a check or voucher, or void and reissue a check. When you reissue a check, the system creates a replacement check that is identical to the original check you are voiding, but assigns a new check number and check date.

The system cannot automatically reissue a direct deposit voucher. Use the *Update Checks* function to manually add a replacement voucher if necessary.

Valid values are:

1	Void and reissue a check
5	Void a check or voucher

Note: When you void a check or voucher, the system uses the date you typed in the *Chk Date* field in the *Begin Cycles* option as the void date for the selected check or voucher. If you reissue a check, the system uses the date you typed in the *Chk Date* field in the *Begin Cycles* option as the check date for the reissued check.

Because the system uses the check date to determine which quarter to update, when you void checks and vouchers in a prior year adjustment cycle the system updates balances for the fourth quarter of the prior calendar year.

8 Press Enter. The system displays the following message:

Employee not in this cycle - press F21 to override warning.

9 Press F21. The system highlights the checks or vouchers you selected.

10 Press F3 to exit from this screen. The system creates the void transactions and displays the Void Transactions selection screen shown in Figure 5-7.

11 Repeat steps 5 through 10 to void additional checks or vouchers or press F3 twice to return to the Infinium PY main menu or desktop.

Step 5: Entering Reclassifications (optional)

You can use this option to reclassify incomes or deductions you posted in the previous calendar year for any employees assigned to the employer whose adjustment cycle you are processing.

When you reclassify incomes or deductions, you transfer amounts and hours from one income or deduction code to another. The net result of the reclassification must be zero. In other words, if you reduce the hours posted for an employee’s hourly income by 10 and the year-to-date amount by $100, you must add 10 hours and $100 to another income for that same employee.

When you reclassify deductions, you transfer employee deduction amounts from one deduction to another. If applicable, you must use the *Update Checks* function to manually adjust employer liability amounts and wage base amounts of the reclassified deductions. You can also mass reclassify deductions for groups of employees. Refer to the *Infinium PY Guide to Processing* for details.

The system updates the prior month, prior fourth quarter and prior calendar year balances for incomes or deductions you reclassify.

Follow these steps to enter reclassifications:

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Cycle Functions*.

3 Select *Enter Reclassifications* [RECLA]. The system displays the cycles that are currently active in your system.

4 Select the prior year adjustment cycle and press Enter. The system displays the screen shown in Figure 5-9.

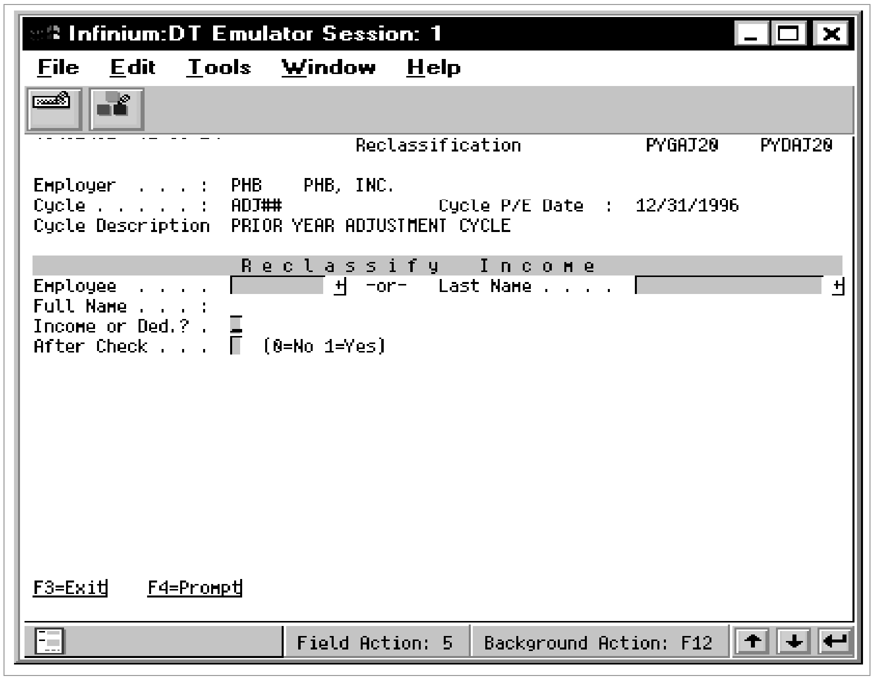


Figure 5-9: Reclassification screen 1

5 Use the following information to complete the fields on this screen.

Employee

Type the number of the employee whose incomes or deductions you want to reclassify.

Income or Ded.?

Type **I** to indicate that you are reclassifying incomes. Type **D** to indicate that you are reclassifying deductions.

After Check

Indicate whether the system should include the reclassified income and deduction amounts and hours in year-to-date totals of incomes and deductions in checks you issue in the prior year adjustment cycle.

Valid values are:

0	No, do not include amounts of reclassified incomes or deductions in year-to-date totals for checks issued in this cycle

1 Yes, include amounts of reclassified incomes or deductions in year-to-date totals for checks issued in this cycle

6 Press Enter. The system displays the following message:

Employee not in this cycle - press F21 to override warning.

7 Press Reset and then press F21. The system displays the screen shown in Figure 5-10.

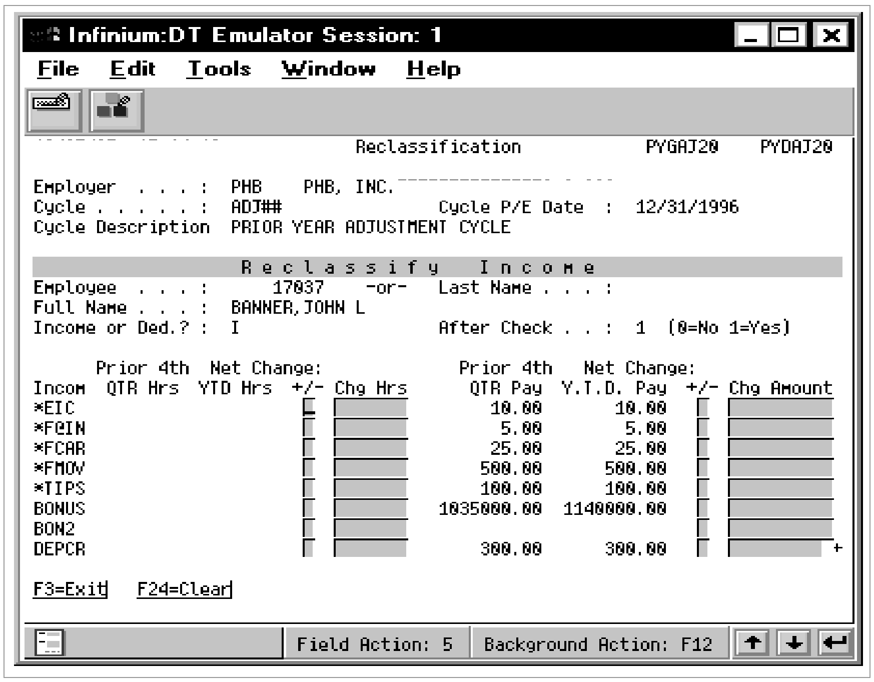


Figure 5-10: Reclassification screen 2

For incomes, the system displays hours and amounts for the fourth quarter of the prior calendar year and for the entire prior calendar year. For deductions, the system displays the employee's deduction amounts for the prior fourth quarter and prior calendar year.

8 Use the *+/-, Chg Hrs* and *Chg Amount* fields to move hours and monetary amounts from one income or deduction to another. Refer to the *Infinium PY Guide to Processing* for details on how to complete the fields on this screen.

9 Press Enter when you have entered your reclassifications for the selected employee.

10 Press F3 to exit from this screen. The system displays the first Reclassification screen shown in Figure 5-9.

11 Repeat steps 5 through 10 to enter additional reclassifications or press F3 to return to the Infinium PY main menu or desktop.

Step 6: Releasing Timesheet Data to the Cycle

When you release the timesheet data to the cycle, the system processes any void and/or reclassification transactions you entered.

To release the timesheet data to the cycle, follow the steps below.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Cycle Functions*.

3 Select *Release Timesheet Data* [REL]. The system displays the Release Timesheet Data screen.

4 Type any character in the *Opt* field to select your prior year adjustment cycle and press Enter.

5 Press Enter to confirm your selection.

Note: The system prints the trial and supplemental registers if you typed **1** in the *Trial at Release* and/or *Suppl at Trial* fields on the prior year adjustment cycle control record.

Step 7: Updating Checks

During this step you add employees to the prior year adjustment cycle.

Note: In regular cycle processing you cannot add an employee to a cycle unless he or she belongs to the cycle and is attached to the levels within the cycle. This restriction does not apply to a prior year adjustment cycle unless you typed values in the *Cycle Level Restrictions* fields on the cycle control record.

Follow these steps to access the *Update Checks* option.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Cycle Functions*.

3 Select *Update Checks* [UCK]. The system displays the Update Checks screen.

4 Select the prior year adjustment cycle and press Enter. The system displays a screen similar to Figure 5-11.

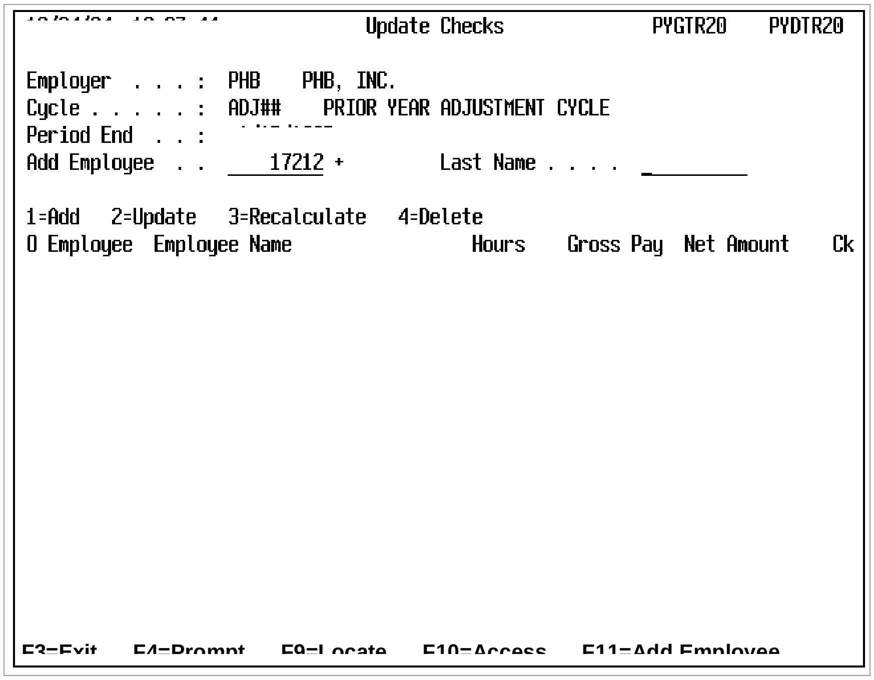


Figure 5-11: Update Checks screen 1

5 Type the employee number in the *Add Employee* field. You also can press F4 to select from the list of employees displayed.

6 Press F11. The system adds the employee to the cycle and displays a screen similar to Figure 5-12.

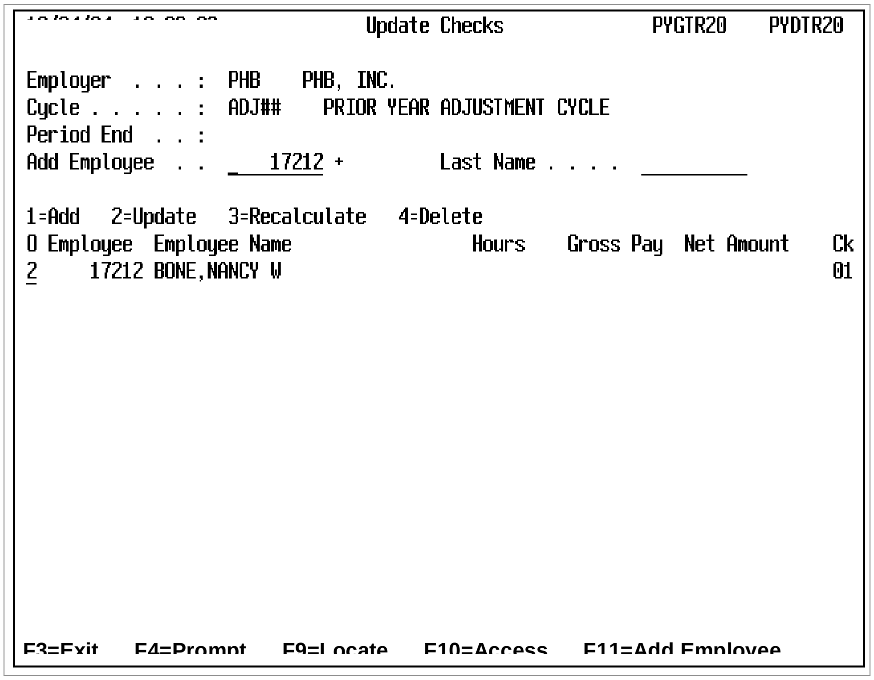


Figure 5-12: Update Checks screen 2

The system immediately creates a check for the employee you just added to the cycle and displays the employee number and name in the subfile. The check does not yet contain hours or dollar amounts.

7 Type **2** adjacent to the employee's name to update income and/or deduction information for the check you have just added.

Refer to the *Infinium PY Guide to Controls* for additional information concerning this option.

Step 8: Printing the Trial Register

Through this step you generate the Payroll Trial Register. The Register includes void transactions, reclassifications and any prior year adjustment checks or vouchers you have entered.

Follow these steps to generate a trial register:

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *Cycle Functions.*

3 Select *Print Trial Register* [TRIAL]. The system displays Print Trial Register screen.

4 Type any character in the *Opt* field to select the prior year adjustment cycle and press Enter.

5 Press Enter to confirm your selection and generate the Trial Register. Use this report to verify the prior year adjustments you have entered.

Step 9: Posting the Prior Year Adjustment Cycle

The system does not display the prior year adjustment cycle for selection in the *Post Cycles and Print Checks* function that you normally use to post regular payroll cycles. Instead, you must post this cycle using a function found in the *System Operations* options rather than in the *Cycle Operations* options.

When you post a prior year adjustment cycle, the system updates the balances for the previous calendar year including:

- Prior month data
- Prior fourth quarter data
- Prior calendar year data
- Current fiscal year data
- User-defined data
- Limit balances for deductions with limit type 4 (renewable limit) or 5 (lifetime limit)

The system also updates the employee's check history and annual pay history for the previous calendar year.

Follow these steps to post your prior year adjustment cycle.

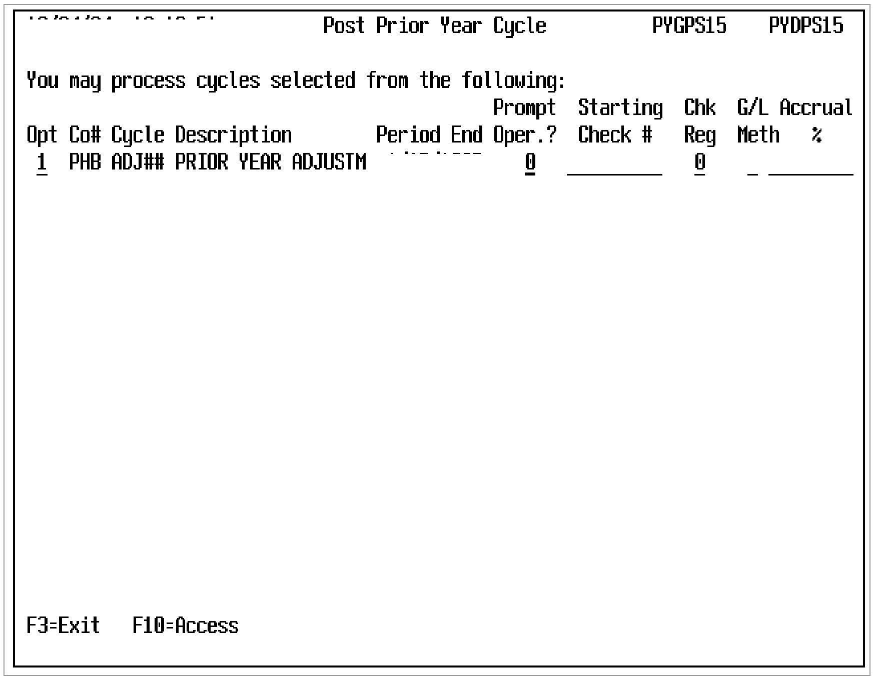
1 From the Infinium PY main menu select *System Operations*.

2 Select *Supervisor's Functions*.

3 Select *Cycle Support Operations*.

4 Select *Post Prior Year Adjustment Cycle* [PPADJ] and press Enter. The system displays the Post Prior Year Cycle selection screen.

5 Select the prior year adjustment cycle and press Enter. The system displays a screen similar to Figure 5-13.



```
                                Post Prior Year Cycle          PYGPS15    PYDPS15

You may process cycles selected from the following:
                                                  Prompt  Starting  Chk  G/L Accrual
Opt Co# Cycle Description        Period End Oper.?  Check #   Reg  Meth    %
 1  PHB ADJ## PRIOR YEAR ADJUSTM               0     ________   0     _  _______

F3=Exit   F10=Access
```

Figure 5-13: Post Prior Year Cycle screen

6 Type any character in the *Opt* field to indicate that you want to post the selected cycle. You can also type values in the *Starting Check #, G/L Meth* and *Accrual %* fields, if appropriate for your needs.

7 Press Enter. The system redisplays the Post Prior Year Cycle screen.

8 Press Enter again to confirm your selection and to submit the job.

Step 10: Recreating the W-2 Work File for Affected Employees

If you created the W-2 work file before you adjusted employee prior year information, then you must rerun the *Create W-2 Work file* option (for only the adjusted employee or for all employees) to ensure that the work file contains the most up-to-date employee information.

Refer to subsequent chapters in this guide for detailed information on how to create the W-2 work file.

Step 11: Rerunning Reports

Because you have updated prior year fields, you may want to rerun prior fourth quarter or prior year reports. For example, you may want to generate one or more of the following reports:

- Prior year-to-date Payroll Register
- Prior year-to-date Supplemental Register
- Prior year-to-date Earnings Register
- Prior fourth quarter Payroll Register
- Prior fourth quarter Supplemental Register
- Prior fourth quarter Earnings Register
- Employer Tax Liability Report (if changed)

To generate the prior fourth quarter registers, select the appropriate menu option from the *Quarterly Functions* options and type **0** in the *Quarter* field to specify the fourth quarter of the prior year.

For more information on generating the registers, please refer to the *Infinium PY Guide to Management Functions*. For more information on generating tax liability reports, please refer to the *Infinium PY Guide to Federal and State Reporting*.

Step 12: Closing to General Ledger (if necessary)

If necessary, send data from the adjustment cycle to the General Ledger Interface file (PYPAC).

Please refer to the *Infinium PY Guide to Management Functions* for details and procedures concerning the *Trial Close to General Ledger* and *Close to General Ledger* options.

Method 2: Updating Employee Payroll Master Records

You use this method if you want to generate auto pay for employees in a prior year adjustment cycle. For additional information refer to the corresponding topics in “Method 1: Using the *Update Checks* Option.”

The processing steps you follow using this method are:

1 Create Prior Year Adjustment Cycle (Once)

In this step you create the prior year adjustment cycle.

2 Update the Employee’s Payroll Master Record

In this step you change the employee’s cycle code from his or her regular cycle to the prior year adjustment cycle. To do this, you select the *Update Payroll Data (USA)* option and type the name of your prior year adjustment cycle in the *Payroll Cycle* field.

3 Attach Cycle to Auto Pay Groups (optional)

If you want the system to automatically generate incomes and hours when you run the *Begin Cycle* function, you can temporarily attach the prior year adjustment cycle to the appropriate auto pay group(s). This is an optional step.

4 Begin the Adjustment Cycle

During this step you initiate the processing of the adjustment cycle. When you begin the cycle, the system:

- Selects all employees attached to the adjustment cycle.
- Allows you to suppress the deductions that you do not want generated during this cycle.
- Verifies the period beginning and ending dates of the cycle.
- Verifies the checking account and check dates.
- Generates incomes and hours, if you attached the cycle to any auto pay groups.

5 Enter Timesheet Data

During this step you access the prior year adjustment cycle and can add time entry records or make any necessary updates to auto-generated time entry records. When you have finished your updates, clear the *No act* field for all employees by pressing F15.

6 Prove the Timesheet Data

During this step you generate the timesheet proof report.

7 Enter Void Transactions (optional)

During this step you can void and reissue or void checks.

8 Enter Reclassifications (optional)

During this step you can move previously posted amounts from one income or deduction to another income or deduction.

9 Release Timesheet Data to the Cycle

During this step you release the timesheet data to the cycle.

10 Add or Update Checks

During this step you can add employees to the prior year adjustment cycle or you can update existing check information generated through the *Begin Cycle* or *Enter Timesheet Data* options.

11 Print the Trial Register

During this step you generate the Payroll Trial Register.

12 Post the Prior Year Adjustment Cycle

During this step you post the prior year adjustment cycle.

13 Update Auto Pay Groups (optional)

Once you have finished your adjustments and if you attached the prior year adjustment cycle to any of the auto pay groups, then you should reassign the auto pay groups to your normal pay cycles.

14 Update Payroll Data

Because you changed the employee's cycle as described in step 2, you must change the cycle code from the prior year adjustment cycle back to the employee's normal pay cycle before you process regular pay cycles for the current calendar year.

15 Recreate the W-2 Work File

If you created the W-2 work file before you adjusted employee prior year information, then you must rerun the *Create W-2 Work file* option to ensure that the work file contains the most up-to-date employee information.

16 Rerun Reports

Because you have updated prior year files, you may want to rerun prior fourth quarter or prior year reports. For example, you may want to generate:

- Prior year-to-date Payroll Register
- Prior year-to-date Supplemental Register
- Prior year-to-date Earnings Register
- Prior fourth quarter Payroll Register
- Prior fourth quarter Supplemental Register
- Prior fourth quarter Earnings Register
- Employer Tax Liability Report (if changed)

17 Close to General Ledger (if necessary)

If necessary, send data from the adjustment cycle to the General Ledger Interface file (PYPAC).

Please refer to the *Infinium PY Guide to Management Functions* for details and procedures concerning the *Trial Close to General Ledger* and *Close to General Ledger* options.

Chapter 6 Processing Prior Year On-Demand Checks

6

The previous chapter, “Posting Prior Year Adjustments,” explains how to adjust prior calendar year balances using the prior year adjustment cycle. This chapter describes how to make similar adjustments using the prior year on-demand cycle.

The chapter consists of the following topics:

Commonly Asked Questions

Consider the following questions before you begin processing.

1 Do I need any special security authorization to process a prior year adjustment on-demand cycle?

No, however you must have authorization to post on-demand checks. Refer to the “Issuing On-Demand Checks” chapter in the *Infinium PY Guide to Processing* for details about on-demand check authority. In addition, if you are restricted to processing only the pay cycles in a particular cycle group, ensure that the prior year adjustment on-demand cycle is included in your cycle group.

2 Can I update an employee’s Wage Base Only using the prior year on-demand check cycle?

No. Updating only the employee’s wage base will result in a no dollar check, which is not permitted in on-demand check processing. You must make Wage Base Only adjustments through the prior year adjustment cycle. Refer to the previous chapter, “Posting Prior Year Adjustments,” for additional information.

3 Can I print on-demand checks for the prior year?

Yes, you can print checks through a prior year on-demand check cycle.

4 I do not want to print checks through the prior year on-demand check cycle. How do I keep the system from doing this?

To prevent the system from printing checks, you can post a manual check using action 2 or post a system-generated check using action 3, and then delete the spool file that contains the checks before they are printed. Please discuss this procedure with someone from your MIS department.

5 When can I use the prior year on-demand check cycle?

You can process transactions through the prior year on-demand check cycle any time after the calendar year is closed.

6 Do I have to post all my prior year transactions before the first payroll cycle of the new year is processed?

No, you can process a prior year adjustment cycle or prior year on-demand check cycle any time after the calendar year is closed.

Setting Up and Processing Prior Year On-Demand Checks

The setup and processing steps for on-demand checks are:

1. Create Prior Year On-Demand Check Cycle (once)
2. Process Checks through the Cycle
3. Void On-Demand Transactions
4. Generate the Prior Year On-Demand Check Register
5. Recreate the W-2 Work File
6. Rerun Reports
7. Close to General Ledger (if necessary)

Step 1: Creating the Prior Year On-Demand Check Cycle (Once)

In this step you create one prior year on-demand check cycle for each employer.

1. From the Infinium PY main menu select *Master Files*.
2. Select *Update Master Files*.
3. Select *Update Cycle Controls* [UCY]. The system displays a screen similar to Figure 6-1.

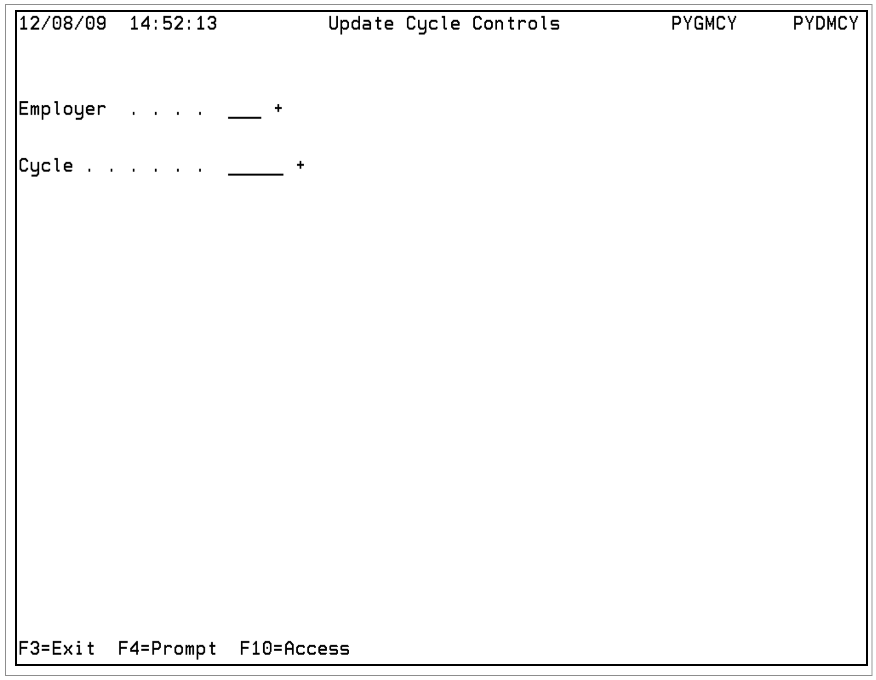


Figure 6-1: Update Cycle Controls prompt screen

4 You complete the required fields as described below. You type values in the remaining fields as appropriate to your company.

Cycle

Type a five character code in the *Cycle* field. You must define your prior year adjustment on-demand cycle using the naming convention _ _ _ ## (for example ODC##). You type any alphanumeric character in the three blank spaces.

The symbols ## in the last two positions of the cycle code identify it as a prior year cycle. This special name tells the system to update prior calendar year information. You must use this naming convention for your prior year adjustment on-demand cycle.

5 Press Enter and the system displays a screen similar to Figure 6-2.

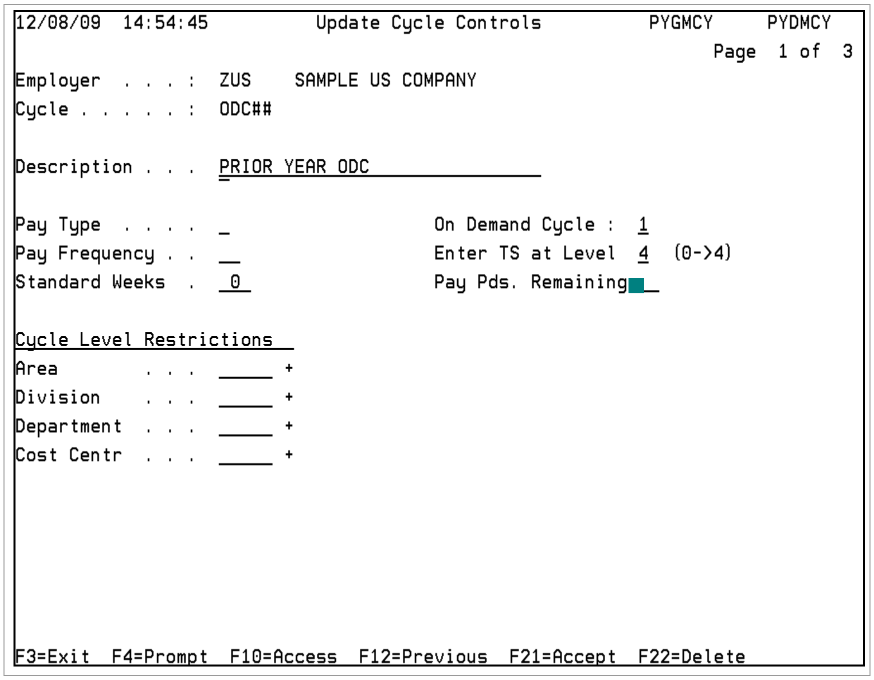


Figure 6-2: Update Cycle Controls screen 1

Because you may process any employee in your organization in the prior year adjustment on-demand cycle, we recommend that you do not enter restrictions for the cycle on this screen.

6 Use the following information to complete the fields on this screen that affect your prior year adjustment on-demand cycle. Complete the remaining fields as appropriate for your organization.

Pay Type

Leave this field blank.

On Demand Cycle

Type **1** in the *On Demand Cycle* field. You cannot change the value in this field once you process the cycle.

Pay Frequency

Leave this field blank.

Standard Weeks

Leave this field blank.

Enter TS at Level

Type **0** in this field.

Cycle Level Restrictions

Leave each of the *Cycle Level Restrictions* fields blank.

7 Press Enter and the system displays screen 2. Complete the fields on this screen as appropriate.

8 Press Enter and the system displays screen 3. Complete the fields on this screen as appropriate.

9 Press Enter to create the cycle control.

Step 2: Processing Checks through the Cycle

In this step you process checks through the prior year adjustment on-demand check cycle.

Note: The system does not allow you to post zero-dollar checks using the *Enter On-Demand Checks* function. Therefore, you cannot process checks that contain only wage base adjustments in your prior year on-demand cycle. To process checks that contain only wage base adjustments, you must use the prior year adjustment cycle, which is discussed in the previous chapter “Processing Prior Year Adjustments.”

Follow these steps to process prior year on-demand checks.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *On-Demand Check Functions*.

3 Select *Enter On-Demand Checks* [EODC]. The system displays the On-Demand Checks - Cycle Selection screen.

On-Demand Checks Cycle Selection Screen

4 Select your prior year on-demand check pay cycle.

Prior Year On-Demand Checks Confirmation Window

5 Press Enter and the system displays the Prior Year On-Demand Checks Confirmation Window.

6 Complete the field as follows.

Do you want to continue?

Because you selected the prior year adjustment on-demand check cycle, the system asks you to confirm whether or not you want to continue processing. The default value is **0**.

Type **1** to process prior year on-demand check transactions.

On-Demand Checks Cycle Data Screen

7 Press Enter and the system displays the On-Demand Checks - Cycle Data screen.

8 You complete the required fields as described below. You type values in the remaining fields as appropriate to your company.

Default period beginning and Default period ending date

Type the period beginning and ending dates in these fields.

Accounting year/month

Type the current fiscal month and fiscal year in this field.

Default check date

Once you close the calendar year, the system defaults the value of the last day of the prior year, December 31, in this field. You cannot change the value in this field because it is protected by the system and prevents you from posting this check to the wrong calendar year.

On-Demand Checks Select Employee Screen

9 Press Enter and the system displays the On-Demand Checks - Select Employee screen.

10 You complete the required fields as described below. You type values in the remaining fields as appropriate to your company.

Select Action

Select the action that you want to perform. Type one of the following values in the *Select Action* field:

1	Calculate only (this does not update history)

2 Calculate and update prior year check history with manual check information. The system does not produce a system-generated check.

3 Calculate, post and print prior a year on-demand check

The information and screens that follow illustrate action 3.

Employee

Type the employee number.

Override Chk No

If you typed **3** in the *Select Action* field, you can use this field to override the default starting check number. Leave this field blank to use the starting check number that defaults from the checking account control you specified on the On-Demand Checks - Cycle Data screen.

A message at the bottom of the screen confirms the checking account you selected and the default check number.

On-Demand Checks Verify Employee Screen Showing Information You Entered

11 Press Enter and the system displays On-Demand Checks - Verify Employee screen and displays the information you entered in the preceding On-Demand Checks screens.

12 Press Enter to confirm your selections.

On-Demand Checks Screen

13 The system displays the On-Demand Checks – Summary screen.

14 The system automatically creates the deductions scheduled for the specified pay period and displays the On-Demand Checks - Summary screen.

The system displays a field near the top of the screen where you can type **D** (deduction), **I** (Income) or **C** (Header). Regularly scheduled deductions are displayed in the sub-file in the lower portion of the screen.

15 Press Enter. The system displays the On-Demand Check - Deductions screen when you type **D**, the On-Demand Check - Incomes screen when you typed **I** or the On-Demand Check – Header screen you typed **C**.

Refer to the *Infinium PY Guide to Processing* for complete details on how to utilize the *On-Demand Checks* function.

16 Use the following information to enter income data for the check

Income Type

Type the value that represents the income you want to process in the check.

Hours (.00)

If appropriate, type the number of hours for the specified income.

Amount

If appropriate, type the monetary amount of the specified income.

17 The standard incomes and deductions the employee receives for the specified pay period are taken unless you change or delete them. To change or delete an income or deduction, type one of the following values in the *Opt* field adjacent to the deduction in the sub-file portion of the screen:

2	Change the income, deduction or check header on this check
4	Delete the income, deduction, or check header from this check

18 Press Enter and make any additional necessary changes.

19 Press F8 to calculate the check amount. The system displays the On-Demand Checks - Verify Check screen showing totals for the check in the right-hand portion of the screen.

20 You can take the following actions:

- Press Enter to make additional changes to the check
- Press F3 to exit without posting a check
- Press F8 to post and print the check. The system displays the On-Demand Checks Post & Print Check screen.
- Press Enter to post the check the prior year adjustment check. The system immediately updates the employee’s check history and income and deduction balances for the prior year and generates a register. If you used action 3, the system also generates a spool file of checks.

To prevent the system from printing checks, you must select either:

- Select Action **2** on the On-Demand Checks - Select Employee screen, or
- Select Action **3** and delete the spool file that contains the checks. Please discuss this procedure with someone from your MIS department.

Step 3: Voiding On-Demand Transactions

You can void on-demand checks issued in the prior year or issued through the prior year on-demand check cycle. If the on-demand check you are voiding was in a cycle that included the *12th of Month* field for unemployment reporting, you must enter the same value in the *12th of Month* field on the On-Demand Check header screen as you entered for the original on-demand check cycle to void the check.

Note: You can void on-demand checks only through the *Enter On-Demand Check Cycle* option.

Follow these steps to void previously posted on-demand checks.

1. From the Infinium PY main menu select *Cycle Operations*.
2. Select *On-Demand Check Functions*.
3. Select *Enter On-Demand Checks* [EODC]. Select your prior year adjustment on-demand cycle. The system displays a Confirmation window.
4. Type **1** in the field at the bottom of the Confirmation window and press Enter. The system displays an On-Demand - Cycle Data screen.
5. Complete the cycle data fields as appropriate and press Enter. The system displays the On-Demand Checks - Select Employee screen.
6. Type the number of the employee whose check you want to void in the *Employee* field and press FieldExit.
7. Press F11 and the system displays a list of the on-demand checks issued to the employee.
8. Type **8** in the *Opt* field next to the check you want to void.
9. Press Enter and the system displays the On-Demand Checks - Void Transactions screen showing original and void check information.
10. Press Enter to void the check and the system displays the On-Demand Check - Select Employee’s screen showing the reversing entry. Notice that the reversing entry uses the prior year on-demand check date of December 31 of the previous calendar year.
11. Press F3 to exit from the function.

Step 4: Generating the Prior Year On-Demand Check Register

You can generate a prior year On-Demand Check Register at any time. This register contains information about all on-demand checks posted since the last time you ran the register for this cycle.

Follow these steps to print the On-Demand Checks Register.

1 From the Infinium PY main menu select *Cycle Operations*.

2 Select *On-Demand Check Functions*.

3 Select *Print On-Demand Check Register* [PODR]. The system displays a screen similar to Figure 6-3.

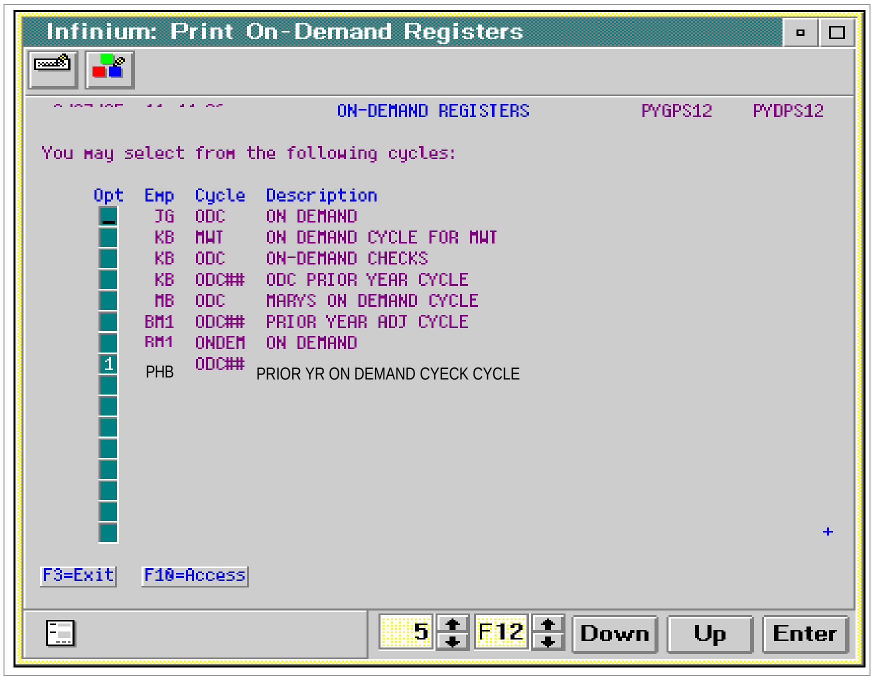


Figure 6-3: On-Demand Registers selection screen

4 Select the prior year on-demand check cycle.

5 Press Enter and the system displays a screen similar to Figure 6-4.

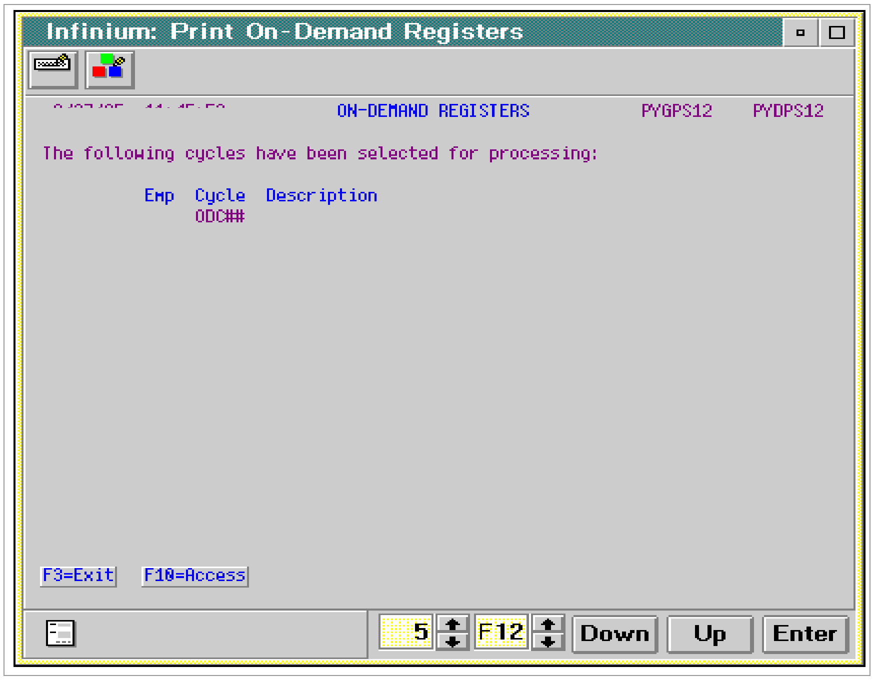


Figure 6-4: On-Demand Registers Confirmation screen

6 Press Enter to generate the report.

Note: After the system generates this report, it clears the related data from the work files. Therefore, you cannot run this function again to regenerate the same data on the report.

Step 5: Recreating the W-2 Work File for Affected Employees

If you created the W-2 work file before you adjusted employee prior year information, then you must rerun the *Create W-2 Work file* option (for only the adjusted employee or for all employees) to ensure that the work file contains the most up-to-date employee information.

Refer to subsequent chapters in this guide for detailed information on how to create the W-2 work file.

Step 6: Rerunning Reports

Because you have updated prior year fields, you may want to rerun prior fourth quarter or prior year reports. For example, you may want to generate:

- Prior year-to-date Payroll Register
- Prior year-to-date Supplemental Register
- Prior year-to-date Earnings Register
- Prior fourth quarter Payroll Register
- Prior fourth quarter Supplemental Register
- Prior fourth quarter Earnings Register
- Employer Tax Liability Report (if changed)

To generate the prior fourth quarter registers, select the appropriate menu option from the *Quarterly Functions* options and type **0** in the *Quarter* field to specify the fourth quarter of the prior year.

For more information on generating the registers, please refer to the *Infinium PY Guide to Management Functions*. For more information on generating tax liability reports, please refer to the *Infinium PY Guide to Federal and State Reporting*.

Step 7: Closing to General Ledger (if necessary)

If necessary, send data from the on-demand cycle to the General Ledger Interface file (PYPAC).

Please refer to the *Infinium PY Guide to Management Functions* for details and procedures concerning the *Trial Close to General Ledger* and *Close to General Ledger* options.

Chapter 7 Understanding W-2 Processing

7

The chapter consists of the following topics:

Overview of the W-2 Form

Employers use the W-2 form to report wages and other types of compensation including fringe benefits and allocated tips paid to employees during the tax year. You also use this form to report the amount of taxes withheld from an employee's gross income.

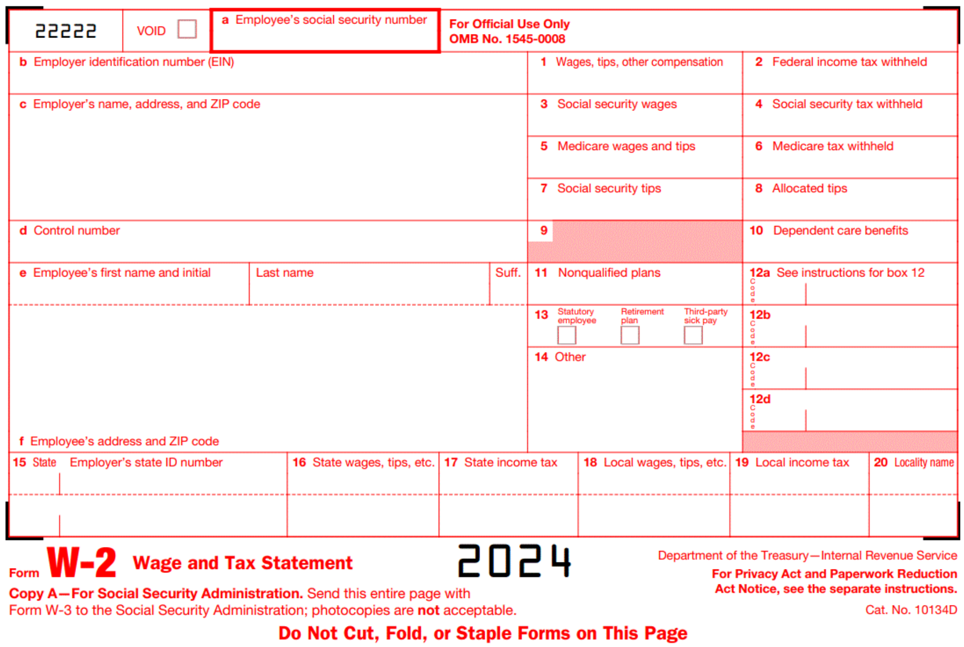


Figure 7-1: Sample W-2 Form

On the next pages you find the W-2 Form table. In this table you see a description of each box on the W-2 form and an explanation of where the information is located within Infinium PY.

Refer to the "W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands" appendix for special considerations related to W-2 processing for these areas.

W-2 Form

Box	Box Name	Description	Data From
a	Employee's Social Security Number	Employee's nine-digit Social Security Number	*Tax ID* field located on first screen of the Employee's Basic Data record

W-2 Form

Box	Box Name	Description	Data From
b	Employer's identification number	Employer's Identification Number	*Federal Tax ID* field located on the first screen of the Employer Control record
	Void	This box displays on Copy A, which is used by non-magnetic tape filers.	Not supported by Infinium PY
c	Employer's name, address, and zip code	Employer's Name, Address, and Zip Code	Employer *Name, Address, City, State* and *Postal Code* fields found on first screen of Employer Control record
d	Control number	Sequences the W-2 forms. Default is 0000001 for the first W-2 form and increments by 1 for each subsequent W-2 form.	*Control Number* field located in the *Print W2 Forms & Register* menu option
e	Employee's name, address and zip code	Employee's complete name, address and zip code If the middle name is greater than 15 characters, the first initial of the middle name is used.	Name and address from either employee's Basic Data -or - Payroll Master records
f	Employee's name, address and zip code	Employee's complete name, address and zip code This box has been combined with Box e on all copies except Copy A. (a two-wide mailer) If the middle name is greater than 15 characters, the first initial of the middle name is used.	Name from either employee's Basic Data - or – Payroll Master records

W-2 Form

Box	Box Name	Description	Data From
1	Wages, tips, other compensation	Total wages, non-cash payments, total tips reported, certain business expenses, and all other compensation. This box includes amounts in excess of the limit for Dependent Care. This box does not include allocated tips.	Employee's *FWT Wage Base -or- Income reporting group, if necessary **Note**: Use the *FWT wage base if employees contribute to tax deferred retirement plans
2	Federal income tax withheld	Total amount of federal income tax withheld from employee wages	Employee's *FWT deduction record (PYPDE)
3	Social Security wages	Total wages subject to Social Security tax. Social Security tips and allocated tips are not included in this box.	Employee's *FICA wage base (PYPDE) **Note**: If the employee is over the annual wage limit, then the limit prints in this box.
4	Social Security tax withheld	Total amount of FICA tax withheld from employee	Employee's *FICA deduction record (PYPDE)
5	Medicare wages and tips	Total wages and tips subject to employee's Medicare portion of the Social Security tax.	Employee's *FMHI wage base (PYPDE)
6	Medicare tax withheld	Total amount of employee's Medicare tax withheld	Employee's *FMHI deduction record (PYPDE)
7	Social Security tips	Total amount of tips reported. These tips are not included in Box 3. This amount does not include allocated tips.	Employee's *TIPS and/or *TOKE income records (PYPIE) -or- Income reporting group, if necessary
8	Allocated tips	Amount of tips allocated to an employee that make up the amount of the set percentage	Amount resides in W-2 Tax Master (PYPTX) file. This file is updated each time you run the *Calculate Allocated Tips* option.

W-2 Form

Box	Box Name	Description	Data From
10	Dependent care benefits	Total amount of dependent care benefits paid or incurred by the employer for the employee, including excess of the exclusion amount	Deduction and income reporting groups
11	Nonqualified plans	Total distributions to employee from a non-qualified non-governmental deferred compensation plan	When you leave *NQP 457 Plan* field **Blank** on Income Control record: Income reporting group -or- Deduction reporting group -or- Manual update using the *Update W-2 Box Data* option, *Box Number* **11**
12	Miscellaneous Payments **Note:** You can include USERRA makeup amounts for previous years in Box 12 for Codes D, E, F, G, H and S. See "Box 12: Miscellaneous Payments" for more information.		
12 cont.	Code A	Uncollected Social Security or RRTA tax on tips	Defaults the arrears balance in employee's *FICA deduction record (PYPDE) which is moved to PYPTX file when the calendar year is closed. -or- Manual update using the *Update W-2 Box Data* option, *Data Code* **A**
12 cont.	Code B	Uncollected Medicare tax on tips	Defaults the arrears balance in employee's *FMHI deduction record (PYPDE). This is moved to PYPTX file when the calendar year is closed. -or- Manual update using the *Update W-2 Box Data* option, *Data Code* **B**

W-2 Form

Box	Box Name	Description	Data From
12 cont.	Code C	Group term life insurance in excess of the limit	Defaults to employee's *F@IN income record (PYPIE) - or- Income reporting group
12 cont.	Code D	Total of elective deferred amount including any excess in Section 401(k) cash or deferred compensation agreement (including a SIMPLE 401(k) arrangement)	**1** Deduction reporting group -or- For non-USERRA related changes, use the *Update W-2 Box Data* function, *Data Code* **D** **2** The system marks the Retirement Plan box in Box 13 only if you also supply a deduction reporting group in the *Retirement Plan* field on the Create W-2 Workfiles screen.
12 cont.	Code E	Total of elective deferred amount including any excess in Section 403(b) salary reduction agreement to purchase an annuity contract	**1** Deduction reporting group -or- For non-USERRA related changes, use the *Update W-2 Box Data* function, *Data Code* **E** **2** The system marks the Retirement Plan box in Box 13 only if you also supply a deduction reporting group in the *Retirement Plan* field on the Create W-2 Workfiles screen.
12 cont.	Code F	Total of elective deferred amount including any excess in Section 408(k)(6) salary reduction simplified employee pension plan (SEP)	**1** Deduction reporting group -or- For non-USERRA related changes, use the *Update W-2 Box Data* function, *Data Code* **F** **2** The system marks the Retirement Plan box in Box 13 only if you also supply a deduction reporting group in the *Retirement Plan* field on the Create W-2 Workfiles screen.

W-2 Form

Box	Box Name	Description	Data From
12 cont.	Code G	Total of elective and non-elective contributions to a non-governmental Section 457(b) deferred compensation plan	**1** Deduction reporting group -or- Manual update using the *Update W-2 Box Data* option, *Data Code* **G** **2** The system marks the Retirement Plan box in Box 13 only if you also supply a deduction reporting group in the *Retirement Plan* field on the Create W-2 Workfiles screen.
12 cont.	Code H	Total of elective deferred amount including any excess in Section 501(c)(18)(D) tax-exempt organization plan	**1** Deduction reporting group -or- For non-USERRA related changes, use the *Update W-2 Box Data* function, *Data Code* **H** **2** The system marks the Retirement Plan box in Box 13 only if you also supply a deduction reporting group in the *Retirement Plan* field on the Create W-2 Workfiles screen.
12 cont.	Code J	Non-taxable sick pay not included as income because the employee contributed to sick pay plan	Income or deduction reporting group processing. -or- Manual update using the option *Update W-2 Box Data*, *Data Code* **J**
12 cont.	Code K	20% excise tax on excess golden parachute payments. If the excess payments are considered wages, also report the 20% excise tax as income tax withheld in Box 2.	Manual update using the option *Update W-2 Box Data*, *Data Code* **K**

W-2 Form

Box	Box Name	Description	Data From
12 cont.	Code L	Total non-taxable amount of business expenses that is equal to the government per diem rates. (Any amounts exceeding the government rates and that cannot be substantiated should be reported in Box 1.)	Income reporting group
12 cont.	Code M	Uncollected Social Security or RRTA tax (*FICA) on the taxable coverage for former employees and/or retirees that have been provided with group term life insurance in excess of the limit	**1** Employee must be terminated 2. Specify printing of terminated employees on W-2 prompt screens **2** Manual entry using the option *Update W-2 Box Data*, *Data Code* **M**
12 cont.	Code N	Uncollected Medicare tax (*FMHI) on the taxable coverage for former employees and/or retirees that have been provided with group term life insurance in excess of the limit	**1** Employee must be terminated 2. Specify printing of terminated employees on W-2 prompt screens **2** Manual update using the option *Update W-2 Box Data*, *Data Code* **N**
12 cont.	Code P	Non-taxable moving expense reimbursements to an employee As of 2018, the description for Code P has changed to “Excludable moving expense reimbursements paid directly to a member of the U.S.> Armed Forces”	Income reporting group - or - Manual update using the option *Update W-2 Box Data*, *Data Code* **P**

W-2 Form

Box	Box Name	Description	Data From
12 cont.	Code Q	Military employee basic quarters, subsistence, and combat pay. Not applicable for 2002 and beyond except for CNMI.	Income reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **Q**
12 cont.	Code R	Medical savings account employer contributions for an employee **Note:** Any employer contributions not excludable from the employee's gross income also must be reported in Box 1. To the extent that it was not reasonable to believe at the time of payment that the employer contributions would be excludable from the gross income of the employee, the employer contributions also must be shown in Boxes 3 and 5.	Income reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **R**
12 cont.	Code S	Salary reduction contributions and/or employer contributions to a Savings Incentive Match Plan for Employees (SIMPLE) retirement account Show the amount deferred under a Section 408(p) salary reduction SIMPLE retirement account. However, if the SIMPLE is part of a section 401(k) arrangement, report the amount using Box 13 Code D.	**1** Deduction reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **S** **2** The system marks the Retirement Plan box in Box 13 only if you also supply a deduction reporting group in the *Retirement Plan* field on the Create W-2 Workfiles screen.

W-2 Form

Box	Box Name	Description	Data From
12 cont.	Code T	Employer payments under an adoption assistance plan for qualified adoption expenses	Income and/or deduction reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **T** and/or **U**
12 cont.	Code V	Income from exercise of nonstatutory stock options. This amount is shown in Boxes 1, 3, 5. Optional 2003.	Income reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **V**
12 cont.	Code W	Employer contributions to a Health Savings Account	Deduction reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **W**
12 cont.	Code Y	Deferrals under a section 409A nonqualified deferred compensation plan	Deduction reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **Y**
12 cont.	Code Z	For 2014 and beyond, income under a nonqualified deferred compensation plan that fails to satisfy section 409A Prior to 2014, income paid under a section 409A nonqualified deferred compensation plan	Income reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **Z**
12 cont.	Code AA	Employee’s designated Roth contributions to a section 401(k) plan	Deduction reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **AA**

W-2 Form

Box	Box Name	Description	Data From
12 cont.	Code BB	Employee’s designated Roth contributions to a section 403(b) salary reduction agreement	Deduction reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **BB**
12 cont.	Code CC	Exempt wages and tips for employees that qualify under the 2010 Hire Act	Deduction reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **CC**
12 cont.	Code DD	Cost of Employer Sponsored Health Coverage	Deduction reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **DD**
12 cont.	Code EE	Employee’s designated Roth contributions under a governmental Section 457(b) plan	Deduction reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **EE**
12 cont.	Code FF	Permitted Benefits under a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA)	Income reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **FF**
12 cont.	Code GG	Income in the current year from qualified equity grants under section 83(i)	Income reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **GG**
12 cont.	Code HH	Aggregate deferrals as of the close of the calendar year under section 83(i)	Deduction reporting group - or - Manual entry using the option *Update W-2 Box Data*, *Data Code* **HH**
13	Check Box		

W-2 Form

Box	Box Name	Description	Data From
	Statutory employee	Employee's earnings are subject to FICA and Medicare taxes, not to federal income tax withholding	Type **1** in the *Tax Status* field on the employee's *FWT deduction record (PYPDE)
	Retirement plan	Employee and/or employer contributed to a pension plan or defined contribution plan during the year: 401(k), 403(b), 408(k),408(p), or 501(c)(18)(D)	**1** Beginning date on deduction control record **2** *Active/Inactive* flag on the employee deduction authorization record **3** Deduction reporting group This box is checked if: ▪ You type a deduction reporting group in the *Retirement Plan* field on the Create W-2 Work File screen. ▪ The retirement plan deduction is included in the deduction reporting group ▪ The employee's deduction authorization is not deactivated ▪ The employee's deduction authorization is deactivated, but there is an employee or employer contribution for the year being processed
	Third party sick pay	For employers who are third party sick pay providers filing the W-2 form for the employee.	Type **1** in the *Sick Pay Ind.* field on the Update Employer Fed. Tax Info or Update Employer State Tax Info screen.

W-2 Form

Box	Box Name	Description	Data From
14	Other	If you included 100% of a vehicle's annual lease value in the employee's income, it also must be reported here or on a separate statement to your employee. You also may use this box for any other information that you want to give to your employee. Label each item.	Income reporting group, or deduction reporting group, or or the *Data Codes* field value **1** and/or **2** in *Update W-2 Box Data*
15	State	Name of state using two-digit postal code **Note**: Up to two states are printed on one form	*Deduction* field in the *S Deduction Control (PYPDC) record
15	Employer's state ID No.	Prints each state's identification number for each state listed in Box 15.	*Employer Tax ID* field located on the second screen of the *S Deduction Control (PYPDC) record
16	State wages, tips, etc.	Amount of state wages and tips	Employee's *S wage base (PYPDE) For the New York *SNY deduction, Box 16 prints the Box 1 wages.
17	State income tax	Amount of state tax withheld	Employee's *S deduction record (PYPDE)
18	Local wages, tips, etc.	Amount of local wage base	Employee's *L wage base (PYPDE) For the Yonkers, NY, *LYON deduction, Box 18 represents the Box 1 wages.
19	Local income tax	Amount of local tax withheld	Employee's *L deduction record (PYPDE)

W-2 Form

Box	Box Name	Description	Data From
20	Locality name	Name of locality using the 3-digit code following the *L deduction naming convention or reporting code. For example *LMBC, the 3-digit code is MBC. Up to two localities are printed on one form.	*Deduction* field located in the *L deduction record (PYPDE and PYPDC)

Explanation of Key Boxes

In this section you find setup and/or processing information for several key boxes on the W-2 form. The following boxes are discussed in this section.

- Box 1
- Box 10
- Box 11
- Box 12
- Box 13
- Box 14
- Boxes 15-20

Box 1: Wages, Tips, Other Compensation

You can use one of the following methods to complete Box 1.

- You can use the employee's *FWT wage base by leaving the *Box 1 Income* field blank in the *Create W-2 Work File* option.
- You can attach incomes that you want to display in Box 1 to an income reporting group. Be sure that you include all appropriate incomes to this group. Type the income reporting group value in the *Box 1 Income* field in the *Create W-2 Work File* option.

Caution: If you decide to use the second method, be aware that the income reporting group merely totals the dollars associated with each of the incomes in the group. The system does not reduce the total amount by the amount withheld from pre-tax deductions. Therefore, if you have pre-tax deductions you must leave the *Box 1 Income* field blank to avoid overstating the amount in Box 1. It is best if you allow the amounts to default from the *FWT wage base.

Box 10: Dependent Care Benefits

In Box 10 you report the total amount of dependent care benefits paid or incurred by the employer for the employee.

If the employer pays some or all of the cost of the benefit, then you create an income reporting group that contains each of the employer-paid incomes.

If the employee has contributed to this benefit, then you need to create a deduction reporting group containing each of the appropriate dependent care deductions.

The system adds the dollars associated with the income and deduction reporting groups together and reports the combined total in Box 10.

The system adds amounts in excess of the annual limit to Boxes 1, 3, and 5.

Box 11: Non-qualified Plans

In this box you report the amount from a non-qualified deferred compensation plan or non-governmental section 457 plan that was distributed or became taxable. This amount is included in Box 11 only if it is also included in Boxes 1, 3, and 5.

State and local agencies must report 457 distributions made after December 2001 on the 1099-R form.

Nonqualified deferred compensation plan

To report nonqualified deferred compensation plans in Box 11, you can use an income reporting group or a deduction reporting group, or you can use the *Update W-2 Box Data* option.

Section 457 plan

To report 457 plan distributions, you must:

1. Type **G** in the *NQP 457 Plan* field on the appropriate Income Control record(s) for governmental distributions prior to 2001.
2. Leave the *NQP 457 Plan* field blank for distributions for tax year 2002 from a non-governmental 457 plan.
3. Attach the 457 plan incomes to the income reporting group.
4. Type the 457 plan income reporting group in *Box 11 Income* field in the *Create W-2 Work File* option.

If the entire amount of the distribution is from a 457 plan only, then the amount prints as follows:

- Box 1
- Box 11, code G

11 Nonqualified Plans
G 2000.00

If the distribution is a combination of 457 dollars and other nonqualified plans, then the total prints as follows:

- Box 1
- Box 11, no code

11 Nonqualified Plans
2000.00

Box 12: Miscellaneous Payments

In Box 12 you report miscellaneous payments that are identified by an alphabetical code. You complete this box either through:

- Income reporting groups; or
- Deduction reporting groups; or
- Manual update using the *Update W-2 Box Data* option

Multiple Codes

The government allows up to four codes to be reported in Box 12. A second W-2 form is generated if more than four codes are reported for an employee.

For example, an employee receives four incomes and deductions that must be reported in Box 12: excess group life, 401(k) contributions, non-taxable business expenses, moving expenses, and adoption benefits. Because the employee receives more than four Box 12 entries, he or she will receive two W-2 forms.

The Box 12 entries on the employee's two W-2 forms print as:

12a	C 57.98
12b	D 2000.00
12c	L 87.00
12d	P 1500.00

12a	T 1,000.00

Note: Refer to the W-2 Form table at the beginning of this chapter for a listing of the required code values.

USERRA Pension Plan Makeup Amounts

If any elective deferrals, salary reduction amounts, or nonelective contributions to a section 457(b) plan during the year are make-up amounts under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) for a prior year, you must enter the prior year contributions separately.

For prior years, you must enter the code, the year, and the amount. The current year contribution does not require a year. The following example illustrates the Box 12 entries for an employee who had elective deferrals to a section 401(k) plan:

12a	D 99	2250.00
12b	D 00	1250.00
12c	D	7000.00

Box 13: Check Boxes

Box 13 contains a series of check boxes that indicate specific reporting situations. These boxes are:

- Statutory employee
- Retirement plan
- Third party sick pay

Statutory Employee

In this box you indicate whether or not an employee received income that is subject to FICA and FMHI taxes but not to federal income tax. The system marks this box when you:

1. Type **1** in the *Tax Status* field on the employee's *FWT deduction authorization record. The system updates the *FWT wage base and checks the Box 13 box. No tax is withheld.

2. Type **2** in the *Tax Status* field on the employee's *FWT deduction authorization record. The system updates the *FWT wage base but does not check the Box 13 box. No tax is withheld.

Setting Up Deduction Reporting Groups for Retirement and Pension Plans

In this box you indicate whether or not an employee was an active participant in a qualified pension plan. The system marks this box when you:

1 Set up one or more retirement or pension plan deductions.

2 Define a deduction reporting group code value (using code type **DRG**) for retirement and pension deductions and assign the deductions to the group.

3 Authorize employees to one or more of the retirement or pension deductions, using either the *Update Deduction Data* function in Infinium PY or the *Benefits Administration* function in Infinium HR.

Depending on your setup in Benefits Administration, when you enroll an employee in a benefit plan associated with a payroll deduction, the system can authorize the employee to the deduction when you begin the pay cycle. The system can also deactivate the deduction when you cancel an enrollment for an employee in a benefit plan associated with a payroll deduction. Refer to the *Infinium Human Resources Guide to Setup and Processing for Benefits Administration* for more information.

Note: You can use the *Starting Date* and *Ending Date* fields on an employee's deduction authorization record, or deactivate an employee's deduction authorization record either through payroll or Benefits Administration, to prevent the system from checking the retirement plan box on the W-2 for employees who were not retirement or pension plan participants during the calendar year for which you are producing W2 forms.

For example, while you are producing 2017 W-2 forms, you authorize new employees to the pension plan deduction for the upcoming year and specify a starting date of January 1, 2018. Similarly, you enter an ending date of December 31, 2016 into the deduction authorization records of employees who were no longer eligible for the plan in 2017.

4 Type the code value that identifies the pension deduction reporting group in the *Pension Plan* field on the Create W-2 Work Files screen.

Box 14: Other

If you included 100% of a vehicle's annual lease value in the employee's income, it also must be reported here or on a separate statement to your employee. You also may use this box for any other information that you want to give to your employee. Label each item.

Boxes 15-20: State and Local Information

In Boxes 15-20 you report state and/or local information required by your state or local taxing authority. Please refer to the W-2 Form chart at the beginning of this chapter for specific information concerning where the system obtains the information reported in these boxes.

The government allows up to two states or localities to print on one W-2 form.

Multiple W-2 Forms

There may be occasions when employees will receive more than one W-2 form. This generally occurs when an employee:

- Receives more than four entries in Box 12
- Is paid in more than two states and/or localities
- Requires more entries than can be printed in Box 14

W-2 Forms for Employees Earning $10 Million or More in Annual State or Local Taxes

This section describes special requirements for W-2 processing for employees who owe $10 million or more in annual state or local taxes.

If an employee’s annual state or local taxes exceed $9,999,999.99, manual processing may be necessary to properly report the employee’s tax withholdings.

The system can print the complete amounts of state and locality wages on the W-2 forms but cannot report the complete state and locality withholding amounts when the withholding amount exceeds 999,999.99, due to space limitations on the form. The system also cannot report the complete amounts of the state and locality wages and tax withholdings on the state W-2 reporting file.

If you do not have state or locality tax to report for high wage employees and you only need to report federal information, manual processing is not necessary. The system can report the complete amount of federal wages and withholdings on the W-2 forms and reporting file.

If you have state or locality tax withholdings to report for high wage employees, then you must generate W-2 forms manually for these employees. Perform the following steps to ensure correct W-2 processing.

1. Run *Create W-2 Work Files* [W2WORKFILE] and review the exception lists to identify employees whose state or local taxes are $10 million or more. If the exception lists do not contain employees whose state or local taxes are $10 million or more, follow the standard W-2 processing steps explained in this guide. Otherwise, complete Steps 2 and 3.

2. Manually generate federal and state W-2 forms for an employee(s) whose state or local taxes are $10 million or more.

   According to the *IRS Instructions for Forms W-2*, if an amount being reported in any of the boxes exceeds the number of positions available, you must create multiple W-2 forms for the employee.

   The IRS also requires that you do not split an amount in half to report it on the two forms. For example, if the value for Box 16 wages is $11,000,000.00 and the W-2 form only allows $9,999,999.99 in the box, do not use $5,500,000.00 in Box 16 of the first form and $5,500,000.00 in Box 16 of the second form. Instead, use unequal amounts such as $4,500,000.00 on the first form and $6,500,000 on the second form.

The IRS further requires that you do not repeat data from other money fields on the first W-2 form when completing the second form.

When you issue a second W-2 form, complete boxes b, c, d, e, and f with the same information that is on the first W-2 form. Show any items not included on the first W-2 form in the appropriate boxes.

3 File paper copies of the W-2 forms with the federal and state governments for employees with wages of $10 million or more as these wages will not be reported in the federal and state reporting files.

Notes

Chapter 8 Creating Income and Deduction Reporting Groups

8

In this chapter you learn how to create reporting groups and how to attach appropriate incomes/deductions to these reporting groups.

The chapter consists of the following topics:

Overview

In several boxes on the W-2 form, you can report specific income and/or deduction information through the use of income and/or deduction reporting groups. Reporting groups allow you to link incomes or deductions together for processing.

You can use reporting groups to designate the incomes or deductions that are to be included in:

- Box 1: Wages, Tips, Other Compensation
- Box 7: Social Security Tips
- Box 10: Dependent Care Benefits
- Box 11: Nonqualified Plans
- Box 12: Miscellaneous Payments and Deductions
- Box 14: Other including benefits to be included in Box 1

Box 14 Example

In Box 14 you report the total value of the taxable fringe benefits included in Box 1 as other compensation. Currently, the IRS requires the lease value of a vehicle be included in Box 14. The system adds all *F incomes associated with the employee and places the amount in Box 14. However, according to the government, the amount reported in Box 14 should not include the dependent care benefits reported in Box 10 or the excess group life fringe benefit reported in Box 12.

To exclude Box 10 or Box 12 fringe incomes you must:

1. Authorize employees to appropriate fringe incomes, if you have not done so already.
2. Create an income reporting group code value for Box 14.
3. Attach all but the dependent care and/or excess group life incomes to the income reporting group.
4. Type the income reporting group code value in the *Box 14 Income* field located in the *Create W-2 Work Files* option on the second Create W-2 Work Files for 2001 and beyond screen.

Steps for Creating Income and Deduction Reporting Groups

You create income and deduction reporting groups in two steps.

1 Create the Reporting Group Value

2 Attach Incomes or Deductions to the Reporting Group

If you make significant changes to income or deduction reporting groups after you have run the *Create W-2 Work File* option, you may need to purge the W-2 work files and re-run the option. Refer to the “Generating the W-2 Review List” chapter for the “Commonly Asked Questions” question about what to do if the figures reported on the W-2 Review List do not balance.

Step 1: Creating the Reporting Group Value

You create a code value for each income or deduction reporting group you need. You follow the same steps to create the necessary deduction reporting groups.

Follow the steps below to create the income reporting group code value.

1 From the Infinium PY main menu select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Employer Codes* [UCD]. The system displays a screen similar to Figure 8-1.

```
 7/01/02    15:53:33        Update Employer Codes        PRGMCD     PRDMCD

Employer  . . . . . . ZUS +      -or-   Employer group  . . . _____ +

Code type . . . . . . IRG +

Code value  . . . . . B14I1_____ +

F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line  F21=Override
```

Figure 8-1: Update Employer Codes prompt screen

4 Complete the fields as follows:

Employer or Employer group

Type the employer code in the *Employer* field, or leave the *Employer* field blank and type a value in the *Employer group* field.

Code type

Type **IRG** if you are creating an income reporting group. Type **DRG** if you are creating a deduction reporting group.

Code value

Type up to a five character alphanumeric code value for this code type.

5 Press Enter and system displays a screen similar to Figure 8-2.

```
 9/21/04    16:16:14        Update Employer Codes        PRGMCD     PRDMCD
______________________________________________________________________________

Employer  . . . . . : ZUS   SAMPLE US COMPANY

Code type   . . . . : IRG   INCOME REPORTING GROUP

Code value  . . . . : B14I1

Description . . . . . BOX 14 INC 1______________




Active/Inactive . . . 0  (0=Act./1=Inact)

User Field 1  . . . . __________       User Flag 1 . . . . . _
User Field 2  . . . . __________       User Flag 2 . . . . . _

______________________________________________________________________________
F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F24=More keys
```

Figure 8-2: Update Employer Codes screen

6 Complete the field as follows:

Description

Type a description of the reporting group.

7 Press Enter. Complete this step for each income and deduction reporting group you require.

Step 2: Attaching Incomes or Deductions to the Reporting Group

In this step you attach all appropriate incomes to the income reporting group you created in Step 1. You use the *Update Deduction Reporting Group* [UDRG] option to attach deductions to the deduction reporting group code values you created in Step 1.

Follow these steps to attach incomes to an income reporting group.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files*.

3 Select *Update Income Reporting Groups* [UIRG]. The system displays a screen similar to Figure 8-3.

```
 7/01/02  16:01:07     Update Income Reporting Groups      PYGMIR     PYDMIR


Employer  . . . .  ZUS +

Inc. Report Group  B14I1 +




















F3=Exit   F4=Prompt   F10=Access
```

Figure 8-3: Update Income Reporting Groups prompt screen

4 Complete the fields as follows:

Employer

Type the employer code.

Inc Report Group

Type the income reporting group code value you created in Step 1.

5 Press Enter and the system displays a screen similar to Figure 8-4.

```
 7/01/02  16:01:38     Update Income Reporting Groups      PYGMIR     PYDMIR

Employer  . . . :  ZUS    SAMPLE US COMPANY
Reporting Group :  B14I1    BOX 14 INC 1

    X=Include
      Option    Employer   Group       Income Code
        _       ZUS        B14I1       *EIC     EARNED INC. CREDIT
        _       ZUS        B14I1       *F@IN    LIFE INS IMP INC.
        _       ZUS        B14I1       *FCAR    AUTO IMPUTED INC.
        _       ZUS        B14I1       *FMED    MEDICAL INS PREM
        _       ZUS        B14I1       *FTIP    TIP COMPLIANCE INC
        _       ZUS        B14I1       *TIPC    TIP CREDIT
        _       ZUS        B14I1       *TIPS    REPORTED TIPS
        _       ZUS        B14I1       *TOKE    TOKE EARNINGS
        _       ZUS        B14I1       ADJS     SALARY ADJUSTMENT
        _       ZUS        B14I1       AWC15    AVG WAGE OT 1.5
        _       ZUS        B14I1       AWC20    AVG WAGE OT 2.0
        _       ZUS        B14I1       BONUS    BONUS
        _       ZUS        B14I1       CBACK    CASH BACK - FLEX
        _       ZUS        B14I1       COMM     COMMISSIONS                +

F3=Exit   F10=Access
```

Figure 8-4: Update Income Reporting Groups selection screen

6 Type an **X** in the *Option* field next to all the incomes you want included in this income reporting group.

Exclude the *F@IN income from the income reporting group for Box 12. Refer to the “Overview of W-2 Processing” chapter for additional information.

7 Press Enter.

Notes

Chapter 9 Reporting State Specific W-2 Information

9

This chapter contains information about special tax liability processing. It also contains information about the state-specific W-2 reporting issues for the following states:

- Alabama
- Alaska
- California
- Illinois
- Iowa
- Maine
- Maryland
- Massachusetts
- Missouri
- New Jersey
- New York
- Ohio
- Pennsylvania
- Vermont
- West Virginia
- Wisconsin

Refer to the *Infinium PY Guide to Federal and State Reporting* for the instructions to set up Infinium PY to process the special deductions correctly. For general information on setting up deductions, refer to the *Infinium PY Guide to Controls.*

For information on reporting disability insurance, refer to “Box 14 Reporting” in the, “Manually Updating W-2 Box Data” chapter.

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

Employer Tax Liability Processing in Special Circumstances

You may have to set up a specific tax that does not access a tax table. Examples of these taxes are:

- Massachusetts Health Tax
- Massachusetts Paid Family Leave
- Massachusetts Paid Medical Leave
- California Training Tax
- New Jersey Workforce Tax
- Louisiana Bond Repayment Tax
- Rhode Island Job Development Fund

See the *Infinium PY Guide to Federal and State Reporting* for an example of setting up a special tax.

Alabama

For Alabama employees who have an amount greater than $99,999,999,99 withheld in federal taxes, the system truncates the number in the RS record on the W-2 reporting file. For those employees, the employer must:

1 Use the *Create W-2 Workfile* function to create the workfile.

2 Check the report for employees who show more than $99,999,999,99 in federal withholding.

3 Verify that the W-2 form is correct.

4 Use the *Correct W-2 Data* function to remove the employee's information from the workfile. You must delete employee information before using the *Create State W2 Reporting File* function to create the reporting file and the *Generate W-2 Tape* function.

You delete employee information by typing **4** in *O* on the Correct W2 selection screen next to the employee information you are deleting.

5 Submit a paper copy of the W-2 form along with the reporting file for the employee.

Alaska

Unemployment amounts for Alaska print in Box 14 as follows:

AKSUI $XX.XX

California

The following tax deductions are required by California:

- State Withholding Taxes (*S)
- State Disability Taxes (*D)

You must set up deduction codes and Deduction Control records for these deductions in your Infinium PY system. For details see the *Infinium PY Guide to Federal and State Reporting* as well as the *Infinium PY Guide to Controls.*

Infinium PY supports both California State Disability Insurance (CASDI) and Voluntary Plan Disability Insurance (VPDI). Employees must have one or the other.

Note: California does not require annual W-2 magnetic media reporting. For further information, refer to California state specifications.

W-2 Reporting

Any *D deduction is automatically reported in Box 14 on the W-2 form. The system prints the two character state code followed by the code SDI and the dollar value.

Tax processing for the state of California is described below.

- The *D (disability) deduction is automatically reported as CASDI in Box 14 on the W-2 form.
- The special deduction called Voluntary Disability Plan or VPDI is reported in Box 14 on the W-2 form.

  You must complete the following steps for those employees having a voluntary plan (VPDI):

1 Set up a deduction reporting group.

2 Attach the deduction to the deduction reporting group.

3 Specify the deduction reporting group in the *Box 14 CAVPDI* field in the *Create W-2 Work File* function.

If an employee has been subject to both CASDI and VPDI during the year, each will be reported on separate lines on the W-2 form and print as separate columns on the W-2 Review List and Register, as follows:

- VPDI information prints on Part VI of the Register and the Review.
- CASDI information prints on Part II of the Register under State Disability Wages, only if the employee pays a matching tax amount.

  Because CASDI wages are not printed on the form, we do not print wages for disability deductions on the Register unless the employee pays a matching tax amount. CASDI wages are printed on Part II of the W-2 Review List whether or not there is a matching tax amount.

Illinois

Employers who make contributions to an employee's Illinois medical saving account must report the amount in Box 14 of the W-2 form and on the S record of the state TIB-4 format W-2 reporting file and the RS record of the state EFW2 format of the W-2 reporting file.

You must complete the following steps before you can report employer contributions to an employee's Illinois medical savings account:

1 Set up a deduction reporting group.

2 Assign the deduction to the deduction reporting group.

3 Specify the deduction reporting group in the *Box 14 ILMSA* field in the *Create W-2 Work File* function.

For information on setting up deductions, refer to the "Setting Up Controls for Flat Amount Deductions" chapter in the *Infinium PY Guide to Controls*. For information on setting up deduction reporting groups, refer to the "Creating Income and Deduction Reporting Groups" chapter in this guide.

Illinois medical savings account information prints on Part X of the W-2 review list and on Part V of the W-2 register.

Iowa

For employers who must use the EFW2 format for state W-2 reporting, Iowa requires certain information in addition to the standard EFW2 information.

To generate complete EFW2 information, you must perform these tasks:

1. Use the *Update State Tax Info. - Addl* function to enter the Iowa Business E-file Number (BEN) for each Iowa employer.

2. Use the *Create State W2 Reporting File* function to create the reporting file.

The files contain the information from the *Update State Tax Info. - Addl* function on the RV record.

Note: As of 2022, positions 40-47 of the RV record are zero filled, and an entry is no longer required in the *Bus. Efile Num* field.

See the “Iowa” chapter in the *Infinium PY Guide to Federal and State Reporting* for more information.

Maine

For deduction methods 1 and 3, enter **ME** in the *State Code* and **P** in the *Reporting Code* field on page 4 of the deduction control to identify the type of the Box 14 “other amount” as the Maine Public Employees Retirement System (MEPERS) contribution amount.

The information is reported in the W-2 state RS record (positions 298 – 307) as the Maine Public Employees Retirement System (MEPERS) contribution amount.

For more information, see the “Setting Up Controls for Flat Amount Deductions” chapter in the *Infinium PY Guide to Controls*.

Maryland

Maryland requires information in addition to the standard EFW2 information. To generate complete EFW2 information, you must perform these tasks:

1. Use the *Update State. Tax Info - Addl* function set up the form MW508 information for each employer.

2 Use the *Create State W2 Reporting File* function to create the reporting file. The file contains the information from the *Update State. Tax Info - Addl* function on the RV record.

See the "Maryland" chapter in the *Infinium PY Guide to Federal and State Reporting* for more information.

Massachusetts

Massachusetts requires Paid Family Leave and Paid Medical Leave in Box 14 on the W-2 form containing the label MAPFL, and also in positions 371-381 of the RS record on the electronic reporting file. To generate the required information, you must perform these tasks:

1 Create separate deductions for paid family leave and paid family medical leave. Refer to knowledge base article 2069197 on the Infor Support Portal and the Massachusetts website for more details.

2 Attach the deductions to a deduction reporting group by using the *Update Deduction Reporting Groups* function.

3 Type the deduction reporting group in the *Box 14 FLI* field when you run *Create W-2 Work Files.*

Missouri

Beginning with tax year 2017, Missouri accepts an electronic file upload. The electronic file is required for 250 or more W-2 forms. The filing deadline for 250 or more W-2 forms is January 31.

For fewer than 250 W-2 forms, electronic file upload, a CD, a flash drive, or paper filing is accepted. The deadline remains the last day of February.

Missouri requires the RA, RW, RT, and RF records in the current-year SSA format.

Missouri also requires the RV record. Use the *Update State Tax Info – Addl* function to enter information for the Missouri RV record, which is the electronic version of the MO-W3 form.

The W-2 electronic reporting file, PYPW2512, is in the format required by the state.

New Jersey

New Jersey requires the following deductions for W-2 reporting:

- State Withholding Taxes (*S)
- State Unemployment Taxes (*U), Health Care and Workforce Development
- State Disability Taxes (*D)
- New Jersey Private Disability Plan
- New Jersey Family Medical Leave

You must set up deduction codes and Deduction Control records for these deductions in your Infinium PY system. For details see the *Infinium PY Guide to Federal and State Reporting* as well as the *Infinium PY Guide to Controls.*

W-2 Reporting for New Jersey

The state of New Jersey requires that Unemployment, Health Care Subsidy Fund information, and the Workforce Development Partnership Fund information be reported as a combined amount on the W-2 Form in Box 14. Associate these deductions with a deduction reporting group, and enter the deduction reporting group code in the *Box 14 NJUHCWDP* field on the Create W-2 Work Files screen.

The box information is summarized below.

Box 14

Box 14 contains:

- NJUI/WF/SWF (combined reporting of *UNJ, Health Care, New Jersey Workforce Development deductions) and the associated dollar amount
- NJDI (New Jersey State Disability Insurance) codes and the associated dollar amount

A sample Box 14 for New Jersey that shows the codes and withholding amounts for unemployment, health care, workforce development, and state disability is shown in Figure 9-1.

14 OTHER	
UI/WF/SWF	X.XX
NJDI	XX.XX

Figure 9-1: Sample Box 14 showing New Jersey information

If an employer uses a private disability plan, the private plan number, coded NJPP, is reported on the line following the amount withheld.

A sample Box 14 NJ PPLAN showing the private disability plan number, withholding amount is shown in Figure 9-2.

14 OTHER	
NJPP	YY.YY
DI PP#	ZZZZZZZZZZ

Figure 9-2: Sample Box 14 showing the New Jersey Disability Private Plan Information

If the information for Box 14 exceeds four lines, the system prints a second W-2 with the remaining Box 14 information. However, when you report NJPP information, the system prints the NJPP number on the fourth line if the NJPP withholding tax is printed on the third line of the box.

Boxes 15, 16 and 17

Box 15 contains the employer tax ID number from the *SNJ Deduction Control record. Box 16 contains the state (*S) wage base and Box 17 contains (*S) taxes withheld.

The second line for Box 15 contains the FLI P.P.# if the medical leave plan is private. The second line of Box 16 contains the plan number for the family medical leave plan, and the second line of Box 17 contains the family leave insurance amount and FLI.

Note: The state of New Jersey eliminated the reporting of *U wage base in Box 16.

A sample of Boxes 15, 16 and 17 is shown below in Figure 9-3.

15	Employer State ID Number	16 State Wages, Tips, etc.	17 State Income Tax
NJ	234-567-890/123	20,642.29	378.40
	FLI P.P. #	12234567890 (plan number)	26.01 FLI

Figure 9-3: Sample Boxes 15, 16, 17 showing the New Jersey State Information

W-2 Review List and Register

The W-2 Review List and the W-2 Register show the amounts separately, which enables you to balance each item. The *UNJ/Health Care deduction is reported as follows:

- *UNJ deduction amounts based on the NJ tax table are included in the State Unemployment Tax column of Part II.
- Amounts for health care and workforce development deductions are included in the NJ/H/C column of Part VI.
- The combined amounts for *UNJ deduction in Part II and health care and workforce development deductions in Part VI are included in the NJ/UHW column of Part VI.
- The amount for New Jersey family medical leave in Part VI in the NJFMLA column.
- The totals by state of the amounts reported in the State Unemployment column of Part II are included in Part VIII.

For more information about the columns in the W-2 Review List and W-2 Register, refer to the tables in the “W-2 Register Columns and Files” section of the “Generating the W-2 Review List” chapter.

W-3 Reporting for New Jersey

New Jersey requires all employers to submit their Form NJ-W-3 data electronically effective for tax year 2020 (due 2021). NJ-W-3 is an annual employer report that summarizes the W-2 wage information. Paper forms are no longer accepted, and the state does not have a utility for entering the W-3 data online.

We create a file named PYPW3NJ when you run the *Create State W-2 Reporting File* function for New Jersey for 2020 or later. This is a flat file with a record length of 512. We recommend you use a file utility to transfer this file to your PC and then submit it to the state electronically. Below are some tips for submitting the file electronically.

- The state requires the file name to start with the characters W3. You can specify a file name starting with the characters W3 when you transfer the file or rename the file after the transfer.
- If you use Client Access file transfer, save the file as a text (.txt) file, and select the option to truncate spaces from the end of character fields.

New York

The following tax deductions are required by New York:

- State Withholding Taxes (*S)
- State Disability Taxes (*D)
- Local Withholding Taxes (*LNYC, *LYON)

You must set up deduction codes and Deduction Control records for these deductions in your Infinium PY system. For details see the *Infinium PY Guide to Federal and State Reporting* as well as the *Infinium PY Guide to Controls.*

Infinium PY supports New York State Disability Insurance deductions. Employers may subscribe to a state, private, or self-insurance plan.

Ohio

The following tax deductions are required by Ohio:

- State Withholding Taxes (*S)
- Local Withholding Taxes (*L School District Taxes)

You must set up codes for these deductions in your Infinium PY system. For details see the *Infinium PY Guide to Federal and State Reporting* as well as the *Infinium PY Guide to Controls*.

W-2 Reporting for Ohio

The State of Ohio has established school district taxes. The following information is required on the state W-2 forms.

Box	Information
Box 20	Locality Name - A minimum of four alpha/numeric characters representing the School District number.

Box	Information
Box 18	Local wages, tips, etc., representing the Taxable Wages per school district.
Box 19	Local Income Tax representing the withheld school district tax per school district.

Pennsylvania

Pennsylvania requires multiple electronic files to be submitted if more than 25,000 employees need to be reported. If you have fewer than 20,000 employees to report, only one reporting file is generated. If you have more than 20,000 employees to report, the file is split into multiple files as needed, with a maximum of 20,000 employees reported in each file. Only 20,000 employees are included in each file to allow for other record types in the file. The files are named as follows:

- Create State W-2 Reporting File

  The files are named PYPW2512nn, with nn being a unique sequence number for each file. For example, if you have 40,000 employees to report, two files are generated. The first file, PYPW251201, contains the first 20,000 employees. The second file, PYPW251202, contains the remaining 20,000 employees. Each file contains a full set of records (RA, RE, RW, RS, RT, RV, and RF). The totals on the RV and RF records reflect only the employees included in the file.

- Create State W-2C Reporting File

  The files are named PYPW2514nn, with nn being a unique sequence number for each file. For example, if you have 40,000 employees to report, two files are generated. The first file, PYPW251401, contains the first 20,000 employees. The second file, PYPW251402, contains the remaining 20,000 employees. Each file contains a full set of records (RCA, RCE, RCS, RCV, and RCF). The totals on the RCV and RCF records reflect only the employees included in the file.

One set of registers is produced for each file created.

Vermont

For employers who must use the EFW2 format for state W-2 reporting, Vermont requires certain information in addition to the standard EFW2 information.

To generate EFW2 information, you must perform these tasks:

1. Use the *Update State. Tax Info - Addl* function set up the WH434 form for each employer.

2. Use the *Create State W2 Reporting File* function to create an ASCII text file, WH434.txt, in the PYUSXML directory. The file contains the data from the *Update State. Tax Info - Addl* function. You submit this file with your W-2 and 1099 electronic files.

See the “Vermont” chapter in the *Infinium PY Guide to Federal and State Reporting* for more information.

Vermont Child Care Contribution

Vermont requires the Child Care contribution to be reported on the W-2 form using the label VCCC if the contribution has been withheld from employees. It is also reported on the state W-2 reporting file, PYPW2512, in positions 338-348 of the RS record.

Complete the steps below to report this information on W-2 forms and in the reporting file.

1. Create a Deduction Reporting Group for your Vermont Child Care deductions by using the *Update Employer Codes* function (code type DRG).

2. Using *Update Deduction Reporting Groups*, attach the appropriate deductions to the Deduction Reporting Group you created.

3. On the third Create W-2 Work Files page, type the Deduction Reporting Group in the *Box 14 VT CCC* field.

When you run *Print W-2 Forms and Registers*, the amounts are reported in Box 14 of the W-2 form using code VCCC. The data are also included on the RS record when you run the *Create State W-2 Reporting File* function for Vermont and are printed on Part X of the W2 Tape Register PYTYE16I.

West Virginia

West Virginia requires an RV record in the EFW2 formatted W-2 reporting file. This is an electronic version of the IT-103 form.

To generate EFW2 information, you must perform these tasks:

1. Use the *Update State. Tax Info - Addl* function to set up the IT-103 form for each employer.

2. Use the *Create State W2 Reporting File* function to create an electronic file in the EFW2 format.

West Virginia requires multiple electronic files to be submitted if more than 30,000 employees need to be reported. If you have fewer than 30,000 employees to report, only one PYPW2512 file is generated. If you have more than 30,000 employees to report, the file is split into multiple files as needed, with a maximum of 30,000 employees reported in each file. The files are named PYPW2512nn, with nn being a unique sequence number for each file.

For example, if you have 40,000 employees to report, two files are generated. The first file, PYPW251201, contains the first 30,000 employees. The second file, PYPW251202, contains the remaining 10,000 employees. Each file contains a full set of records (RA, RE, RW, RS, RT, RV, and RF). The totals on the RT record and the employee count on the RF record reflect only the employees included in the file, but the RV record contains the same information on each file.

A full set of tape registers is also generated for each file that is created.

Wisconsin

Wisconsin requires that the advance earned income credit paid to the employee is reported in the Other box on the W-2 with the WEIC label.

Use the *EIWI income to track the advance earned income credit for Wisconsin. The *EIWI amounts are reported in Box 14 on the Wisconsin W-2.

See the “Setting Up and Processing an Earned Income Credit Income” chapter in the *Infinium PY Guide to Processing* for more information.

Chapter 10 Updating W-2 Box Data Manually

10

The chapter consists of the following topics:

Overview of Updating W-2 Box Data Section

You use the *Update W-2 Box Data* option to manually update information that you need to report in Boxes 11, non-qualified plans, Box 12, miscellaneous payments or Box 14, Other.

For example, you can use the *Update W-2 Box Data* option to add or change:

- Uncollected FICA and FMHI on tips; this information is reported in Box 12 of the W-2 form
- Uncollected FICA and FMHI on taxable coverage of group term life insurance in excess of the limit for former employees and retirees; this information is reported in Box 12 of the W-2 form
- 20% excise tax on excess golden parachute payment amount reported in Box 12 code K of the W-2 form
- Sick pay not included as income; this information is reported in Box 12 code J of the W-2 form
- User-defined information reported in Box 14 of the W-2 form

Caution: When you use the *Update W-2 Box Data* function, the system updates the PYPTX file; it does not update employee history files, nor does it automatically update the W-2 work file. Therefore, you must recreate your W-2 work files after you complete making changes with the *Update W-2 Box Data* option. You can recreate the W-2 work files for only the adjusted employee or for all employees. Refer to the “Creating W-2 Work Files” chapter for additional information.

Updating Box 11 Data, Non-qualified Plans

You can use the *Update W-2 Box Data* option to enter the amount you want reported in Box 11, non-qualified plans.

Follow these steps to update W-2 Box 11 information.

1 From the Infinium PY main menu select *Tax Operations*.

2 Select Tax Liability Reporting (USA).

3 Select W-2 Processing.

4 Select *Update W-2 Box Data* [CW2]. The system displays a screen similar to Figure 10-1.

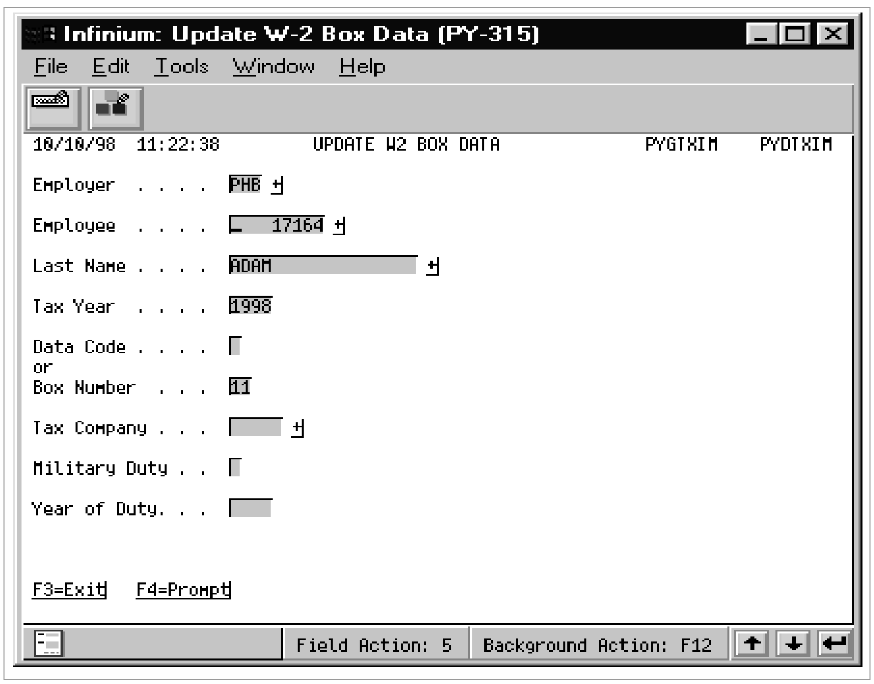


Figure 10-1: Update W-2 Box Data screen 1

5 You complete the fields as described below.

Employer

Type the identifier for the employer whose records you are processing.

Employee or Last Name

Type the employee number or type the employee's last name. You also can press F4 on either field to select from the list of employees.

Tax Year

Type the tax year for which you are updating information.

Box Number

Type **11** in the *Box Number* field.

Tax Company

If you are using the multi-tax module, then type a valid tax company identifier. Otherwise, leave this field blank.

6 Press Enter. The system displays a screen similar to Figure 10-2.

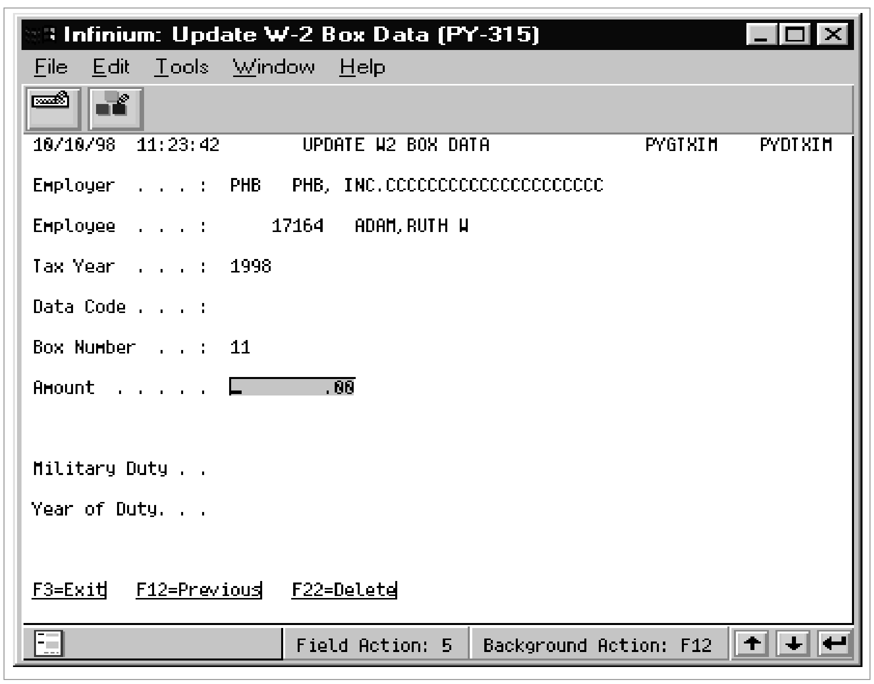


Figure 10-2: Update W-2 Box Data screen 2

7 In the *Amount* field, type the amount you want reported in Box 11, Box 12, or Box 14.

8 Press Enter to update the file.

Updating Boxes 1, 3, and 5, Employee’s Taxable Amount of Dependent Group Term Life Insurance

You can use the *Update W-2 Box Data* option to enter the amount you want reported in Boxes 1, 3, and 5. The system automatically enters the amount in the boxes based on your entry of Infinium data code **C** in the *Data Code* field on the Update W2 Box Data screen.

Updating Box 12 Data, Miscellaneous Payments

You can use the *Update W-2 Box Data* option to enter the amount you want reported in Box 12. The system automatically enters the amount and the appropriate code in Box 12 depending on the data code you enter on the prompt screen.

Box 12 Data Codes

The table below contains the codes required by the government and the corresponding Infinium codes. In some instances the *Data Code* value you enter in the *Update W-2 Box Data* option differs from the federal code that prints on the W-2 form. Refer to the chart below or to the Help text associated with the *Data Code* field for more information.

Although Infinium PY supports Federal codes C and L, you cannot update Federal codes C and L when you use the *Update W-2 Box Data* function. You can update this information when you use the *Correct W-2 Data* function.

Infinium Data Code	Federal Gov Code	Description
A	A	Uncollected Social Security tax on tips
B	B	Uncollected Medicare tax on tips
D	D	Elective deferrals to a section 401(k) cash or deferred arrangement
E	E	Elective deferrals under a section 403(b) salary reduction agreement
F	F	Elective deferrals under a section 408(k)(6) salary reduction SEP
G	G	Total of elective and non-elective contributions to a Section 457(b) deferred compensation plan
H	H	Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan

Infinium Data Code	Federal Gov Code	Description
J	J	Non-taxable sick pay not included as income because the employee contributed to sick pay plan
K	K	20% excise tax on excess golden parachute payments. If the excess payments are considered wages, also report the 20% excise tax as income tax withheld in Box 2.
M	M	Uncollected Social Security tax (*FICA) on the taxable coverage for former employees and/or retirees that have been provided with group term life insurance in excess of the limit **Note**: You also must terminate the employee using the *Enter Personnel Actions* option.
N	N	Uncollected Medicare tax (*FMHI) on the taxable coverage for former employees and/or retirees that have been provided with group term life insurance in excess of the limit **Note**: You also must terminate the employee using the *Enter Personnel Actions* option.
P	P	Non-taxable moving expense reimbursements to an employee
Q	Q	Military employee basic quarters, subsistence, and combat pay. Not applicable for 2002 and beyond except for the Northern Mariana Islands (CNMI).
R	R	Medical savings account contributions for an employee
S	S	Salary reduction contributions to a Section 408(p) Savings Incentive Match Plan for Employees (SIMPLE)
T	T	Employer payments under an adoption assistant plan for qualified adoption expenses
U	T	Employee’s pretax contributions to a section 125 adoption plan account
V	V	Income from non-statutory stock options
W	W	Employer contribution to a health savings account

Infinium Data Code	Federal Gov Code	Description
Y	Y	Employee contributions to a 409A non-qualified deferred compensation plan
Z	Z	For 2014 and beyond, income paid under a nonqualified deferred compensation plan that fails to satisfy section 409A Prior to 2014, income paid under a section 409A deferred compensation plan
AA	AA	Deductions for employee designated Roth contributions to a section 401(k)
BB	BB	Deductions for employee designated Roth contributions under a section 403(b) salary reduction agreement
CC	CC	Exempt wages and tips for employees that qualify under the 2010 Hire Act
DD	DD	Cost of Employer Sponsored Health Coverage
EE	EE	Deductions for employee designated Roth contributions under a governmental section 457(b) plan
FF	FF	Deductions for permitted benefits under a qualified small employer health reimbursement arrangement (QSEHRA)

Updating Box 12 Data

Follow these steps to update W-2 Box 12 information.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (USA).*
3. Select *W-2 Processing*.
4. Select *Update W-2 Box Data* [CW2]. The system displays a screen similar to Figure 10-3.

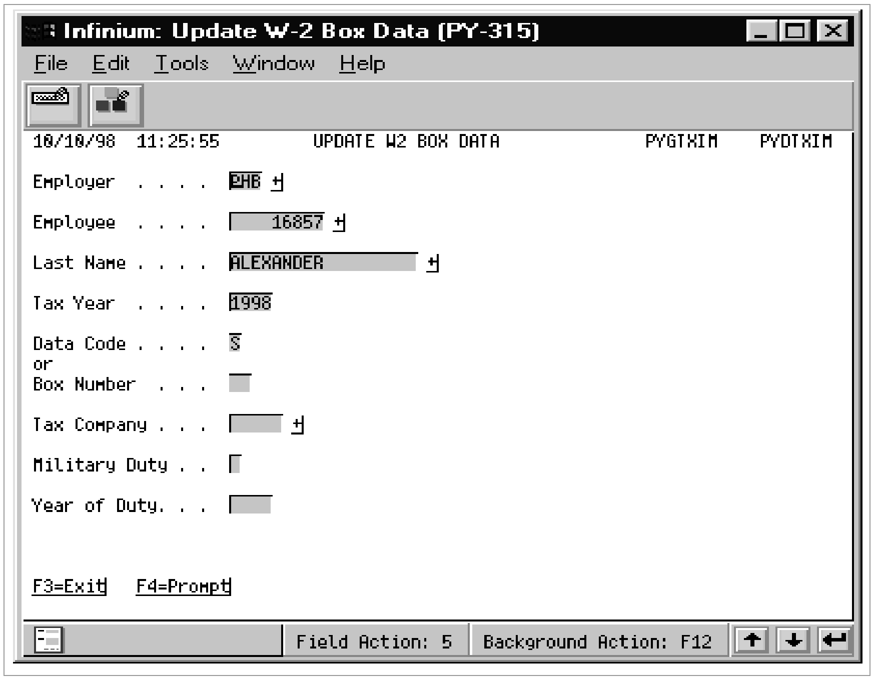


Figure 10-3: Update W-2 Box Data screen 1

5 You complete the fields as described below.

Employer

Type the identifier for the employer whose records you are processing.

Employee or Last Name

Type the employee number or type the employee’s last name. You also can press F4 on either field to select from the list of employees.

Tax Year

Type the tax year for which you are updating information.

Data Code or Box Number

Enter information in either the *Data Code* field or *Box Number* field.

For *Data Code*, type the appropriate data code value. Refer to the Data Code chart earlier in this chapter or press Help for additional information.

Leave the *Box Number* field blank.

Tax Company

If you are using the multi-tax module, then type a valid tax company identifier. Otherwise, leave this field blank.

Military Duty, Year of Duty

These fields pertain to prior year makeup contributions to a pension plan under the Uniformed Services Employment and Reemployment Rights Acts of 1994 (USERRA) for time during which the employee spent on military duty. These fields apply to Box 12 *Data Code* values **D**, **E**, **F**, **G**, **H**, and **S**.

If the contributions are makeup amounts for a prior year, type **1** in the *Military Duty* field and the prior year in the *Year of Duty* field.

You must enter a value here if you specify **D**, **E**, **F**, or **H** in the Box 12 *Data Code* field. If this employee did not serve in the military for this reporting year, you must use the *Correct W2 Data* function to update this information..

If you are updating Box 12 *Data Code* value **G** or **S** for contributions that are not related to USERRA, leave the *Military Duty* and *Year of Duty* fields blank.

Note: To include current year makeup contributions under USERRA, you should use the *Create W-2 Work Files* option and specify the appropriate deduction reporting group.

6 Press Enter and the system displays a screen similar to Figure 10-4.

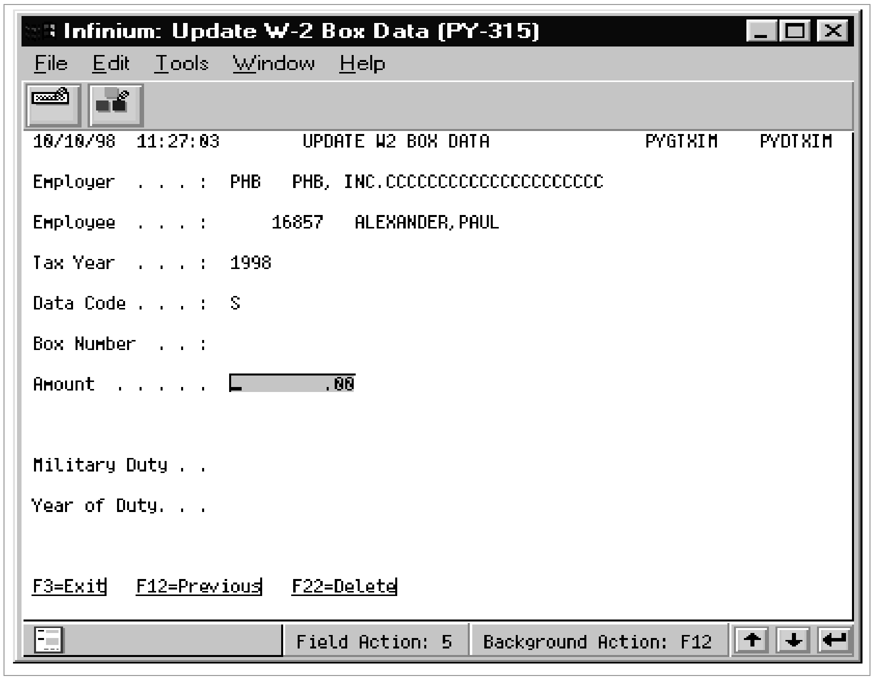


Figure 10-4: Update W-2 Box Data screen 2

7 Type the amount you want reported in Box 12 in the *Amount* field.

8 Press Enter to update the file.

Updating Box 14 Data, Other

Box 14 is used for the following:

- Income Reporting Group (IRG) and Deduction Reporting Group (DRG) information. If you are using Income Reporting Group (IRG) or Deduction Reporting Group (DRG) processing, refer to the “Creating the W-2 Work Files” chapter.
- Unemployment amounts for Alaska, as follows:

  AKSUI $XX.XX

- The employee contribution to disability insurance (*D) for the following states is printed in Box 14:
  - California CASDI
  - New York NYSDI
  - Hawaii HISDI
  - New Jersey NJSDI
  - Rhode Island RISDI
- User-defined information

  The *Update W-2 Box Data* option allows you to manually update Box 14 information with user-defined information for the applicable employees. The information that you enter here is not processed by the system, but it is information that you want the system to print on the W-2 form.

  Note: Box 14 does not print on the federal tape because it is not federally required reporting information.

Reporting User-defined Information in Box 14

You can manually update Box 14 information to print up to two lines of user-defined information. Doing this involves the steps below. These steps are explained in detail in the remainder of this chapter.

1. You use the *Update W-2 Box Data* option to enter the user-defined amount for Box 14 for each applicable employee.

2 You use the second screen of the *Create W-2 Work File* option to specify the five character alphanumeric code for the user-defined information. This code prints on the W-2 Review List and W-2 form next to the dollar amount, as shown in Figure 10-5.

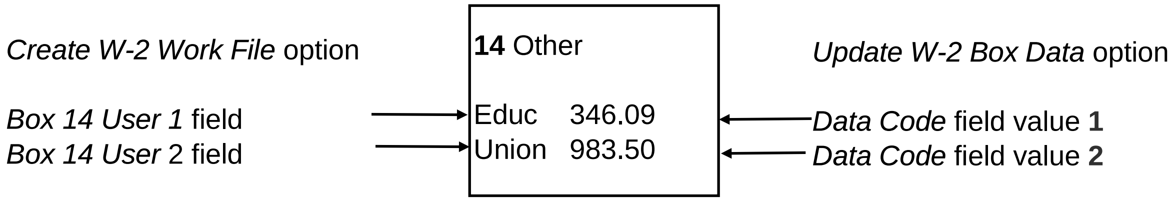


Figure 10-5: Example of Box 14 User-defined Information

Step 1: Specifying the Amount for the W-2 Form

Follow these steps to enter the amount you want reported in W-2 Box 14.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Liability Reporting (USA).*

3 Select *W-2 Processing.*

4 Select *Update W-2 Box Data* [CW2]. The system displays a screen similar to Figure 10-6.

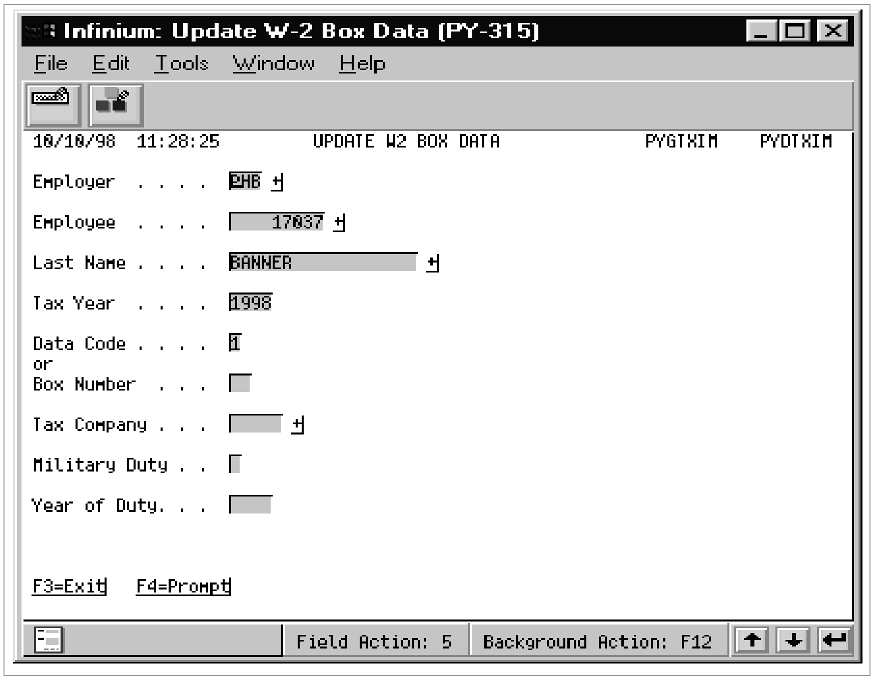


Figure 10-6: Update W-2 Box Data screen 1

5 You complete the fields as described below.

Employer

Type the identifier for the employer whose records you are processing.

Employee or Last Name

Type the employee number or type the employee’s last name. You also can press F4 on either field to select from the list of employees.

Tax Year

Type the tax year for which you are processing W-2 information.

Data Code

You can manually update Box 14 information to print two lines of user-defined information. You specify the code for the user-defined information in *Create W-2 Work File*. The code prints on the W-2 form next to the dollar amount that you enter in *Amount*.

You have two lines in Box 14 available for input. If you want the data to on the first line, type **1** in this field. If you want the information on the second line, then type **2** in this field. Press Help for additional information.

Tax Company

This field is for multi-tax processing only. Type the identifier for the tax company whose records you are processing.

6 Press Enter and the system displays a screen similar to Figure 10-7.

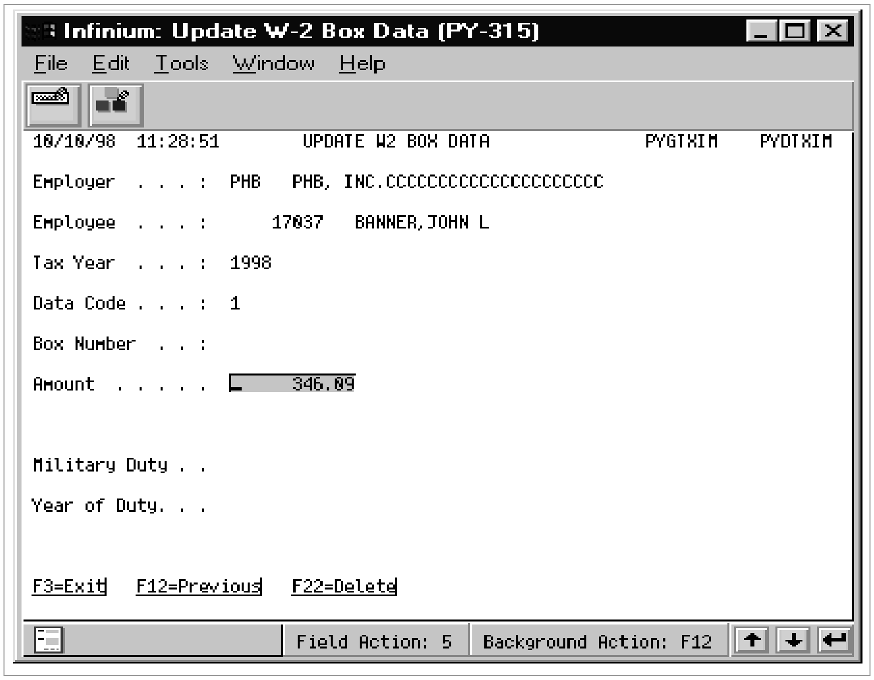


Figure 10-7: Update W-2 Box Data screen 2

7 In the *Amount* field, type the amount you want reported in Box 14.

8 Press Enter to update the file.

Step 2: Specifying the Code for the W-2 Form

Follow these steps to specify the code you want printed next to the amount you entered in the *Update W-2 Box Data* option.

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting (USA).*

3 Select *W-2 Processing*.

4 Select *Create W-2 Work Files* [W2WORKFILE]. The system displays the first create W-2 Work files screen.

5 Type the identifier for the Employer or Employer Group and press Enter. The system displays the second Create W-2 Work Files screen.

6 You complete the fields described below.

Box 14 User 1

This field corresponds to the data code **1** amount you entered in the *Update W-2 Box Data* option. Type a five-character value that you want printed in Box 14.

Box 14 User 2

This field corresponds to the data code **2** amount you entered in the *Update W-2 Box Data* option. Type a five-character value that you want printed in Box 14.

7 Press Enter.

Chapter 11 Creating W-2 Work Files

11

This chapter provides an overview of the work flow associated with creating the W-2 work files and detailed information about creating the W-2 work files.

The chapter consists of the following topics:

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

Overview of the W-2 Work Files

WARNING! You must run the *Create W-2 Work Files* function in a single threaded job queue.

Use the *Create W-2 Work Files* function to create the work files that the system uses to generate the W-2 Review List, W-2 Forms and the W-2 reporting file and Register.

Caution: The more data that you have in your Infinium PY system, the longer it will take to create the W-2 work files.

The work files contain the information from the employee's income and deduction records (PYPIE, PYPDE, PYPIX, and PYPDX) as well as the data you manually enter when you use the *Update W-2 Box Data* option (PYPTX).

If you are creating work files for an employer group or tax company group, be sure that all the employers associated with the group have the same calendar year in the Employer Control record. The system uses the year in the first employer record in the group. For correct work file information all employers in the group must have the same calendar year.

Caution: You must recreate the W-2 work files each time that you adjust employee pay information. You can recreate the W-2 work files for only the adjusted employee or for all employees.

Data Flow

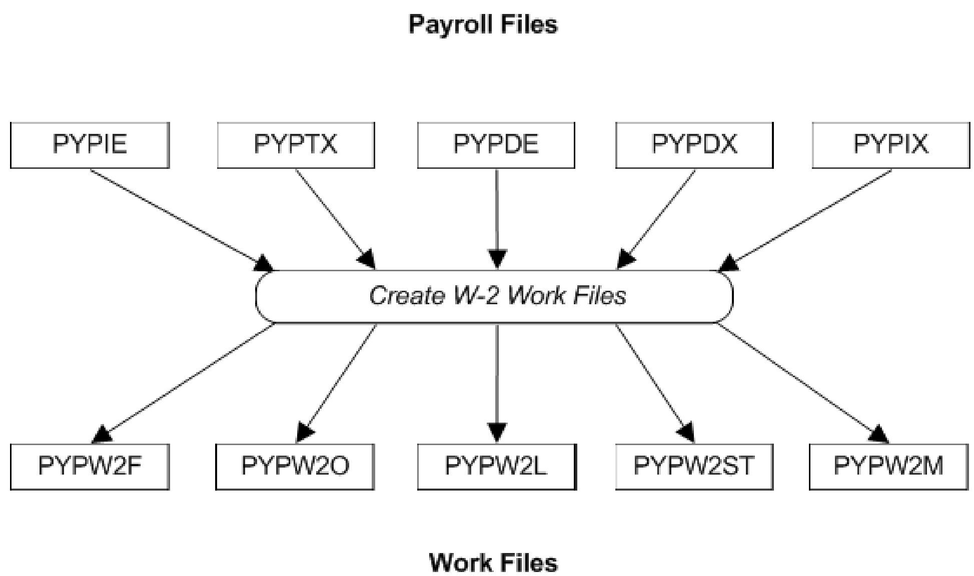


Figure 11-1: W-2 Data Extracted into the W-2 Work Files

When you use the *Create W-2 Work Files* function, the system creates the work files listed in the table below.

Work File	Description
PYPW2F	Contains employee federal information
PYPW2L	Contains employee locality information
PYPW2M	Contains employee miscellaneous information for Box 12
PYPW2O	Contains Other Box 14 information
PYPW2ST	Contains employee state information
PYPW2MQ	Contains employee MQGE information
PYPW2STPR	Contains Puerto Rico employee data

W-2 Processing Workflow

Below are three flow charts that show:

- The process to follow to generate W-2 forms and the register
- The process for generating reporting files
- The process for generating correction files

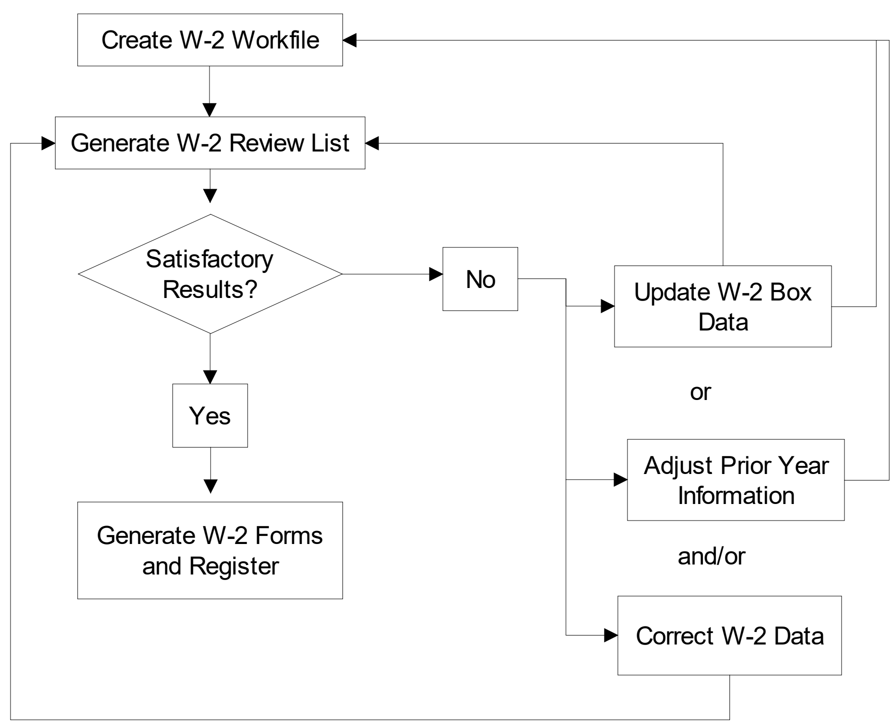


Figure 11-2: W-2 Processing Workflow – Generating W-2 Forms and Register

Caution: Each time you run the *Create W-2 Workfile* function, the system removes the data from the previously created workfile and creates a new workfile.

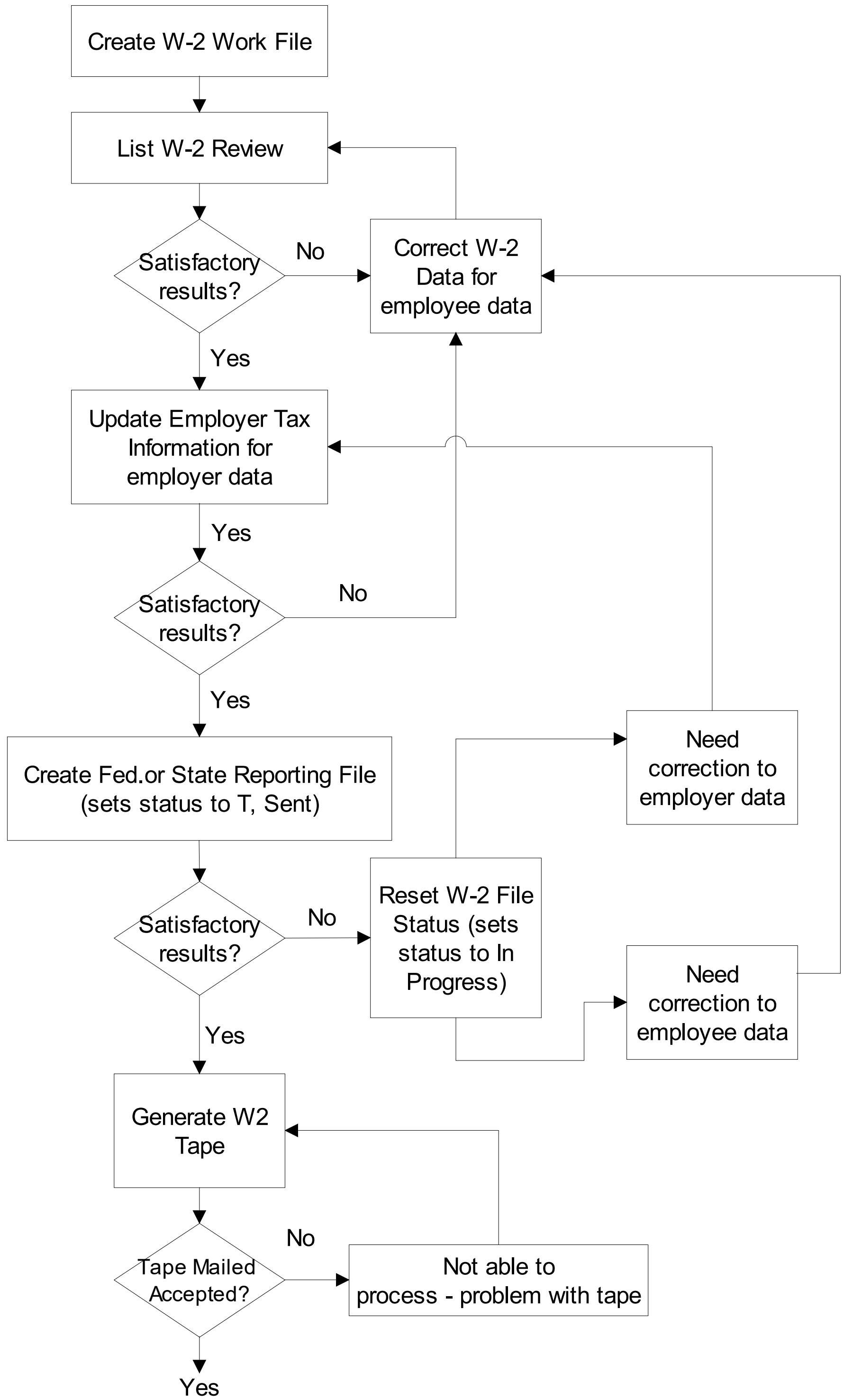


Figure 11-3: W-2 Processing Workflow – Federal Format Processing

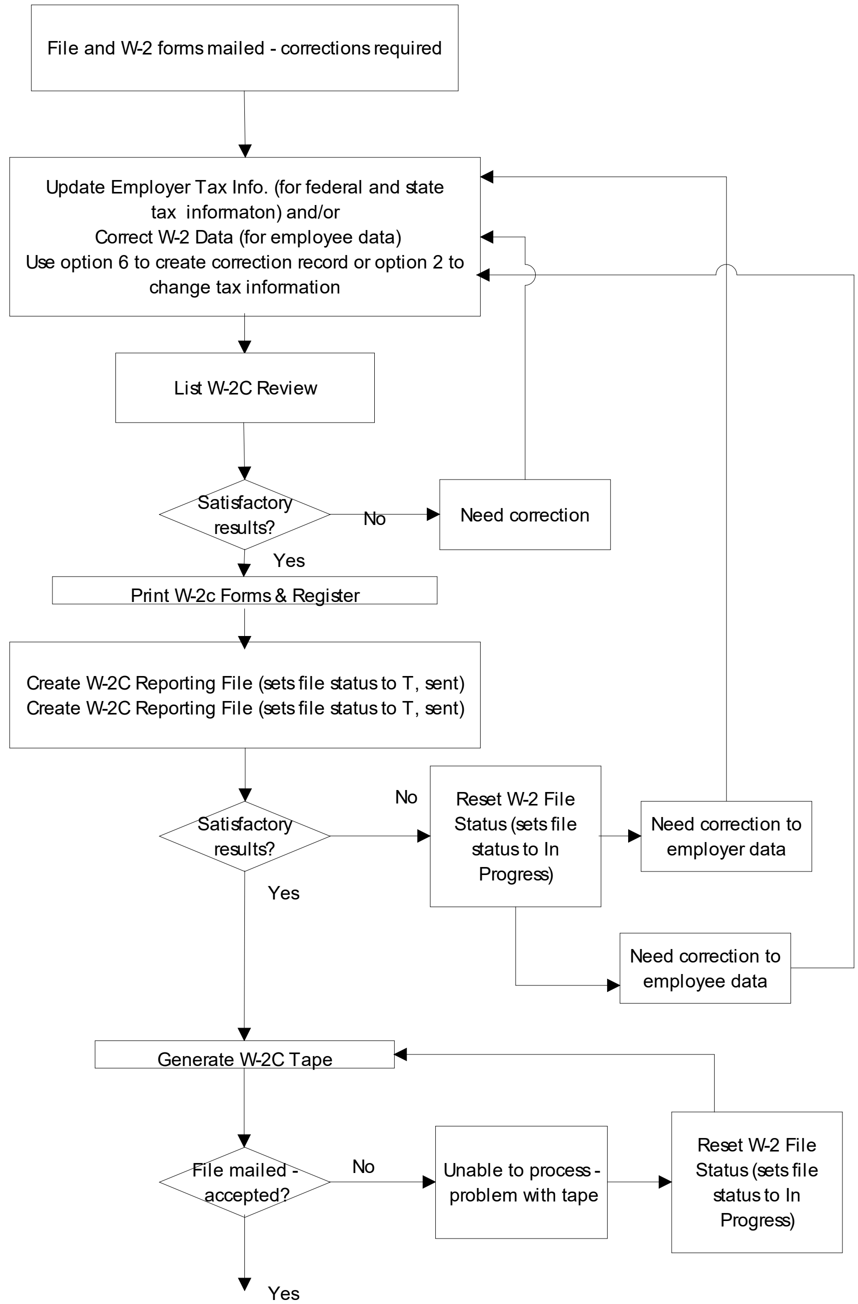


Figure 11-4: W-2C Processing Workflow – Federal Format Processing

Setting Up for Regular and Pension Income

Complete the following steps to report W-2 and 1099R income separately for an employee.

1 Set up an income reporting group for pension/1099R income.

2 Type **P** in *1099R/Exempt W2* on page 2 of 2 on the Update Employee Payroll Data screen.

Caution: You must complete these steps before running the *Create W-2 Work Files* function; otherwise, the system will include wages with federal earnings for employees in Box 1 of the W-2.

3 Run the *Create W-2 Work Files* function, specifying the income reporting group for pension/1099R income in *1099R Inc Group*. The system automatically subtracts the pension income from the regular income in Box 1 on the W-2 Form.

4 Report the pension income in Box 1 on the 1099R Form. Refer to the “Creating the 1099-R Work File” chapter for more information.

1099R Income Only

If you have employees with pension income only and no *FWT wage base and you are using the 1099R Income Reporting Groups, the employee will be reported on the W-2 Review and Register with negative dollars. No W-2 Form prints for these employees.

If you have employees with pension income only, and have a *FWT wage base and you are using 1099R Income Reporting Groups, the employee will not print on the W-2 Review and Register. No W-2 Form prints for these employees.

Processing W-2s for Multi-tax Employers

This section provides information about processing W-2 information for multi-tax employers including:

- Setting Up for Multi-tax Common Paymaster
- Process for Generating W-2 Information for Multi-tax Employers with Tipped Employees

Setting Up for Multi-tax Common Paymaster

If you process multi-tax records with a Common Paymaster, processing will be smoother and more efficient if you do the following:

- Assign your Common Paymaster tax companies to one Tax Company Group (TRG)
- Run W-2s by common paymaster and non-common paymaster separately

If you combine Common Paymaster records with non-Common Paymaster records, the system will generate one W-2 for each non-Common Paymaster tax company where the employee earned wages and create one cumulative W-2 for all tax companies designated as Common Paymaster.

If you combine Common Paymaster Tax Companies as a Tax Company Group, the system will generate one W-2 that combines the employee's wages for each Common Paymaster tax company where the employee earned wages. The system uses the name, address and federal identification number in the Employer Control record in the PYPCO file.

Process for Generating W-2 Information for Multi-tax Employers with Tipped Employees

Multi-tax employers with tipped employees must follow the complete W-2 process to ensure generating correct employee W-2 information. See the steps described in the W-2 Processing Workflow section.

Creating W-2 Work Files

Use the menu path below.

- Infinium PY.
- *Tax Operations*
- *Tax Liability Reporting (USA)*
- *W-2 Processing*
    - *Create W-2 Workfiles* [W2WORKFILE]

Entering Employer, Employee and Box Information

On the Create W-2 Work Files page, you can specify the selection criteria and select box information for the W-2 workfiles.

If processing by employer or tax company group, the selection information for all members of the group, including income and deduction reporting groups, must be the same.

For example, if you are processing an employer group's records for the prior year, all the employers associated with the group must be in the prior year. You cannot have some employers in the current year and some in the prior year.

Use the information below to complete this page.

Employer or Employer Group

Type the employer code in *Employer*, or leave *Employer* blank and type a value in *Employer group*.

You cannot mix multi-tax employers with nonmulti-tax employers.

Tax Company or Tax Co Group (multi-tax customers only)

Specify the identifier for the tax company whose W-2 records you are processing.

If you use tax company group processing and want to process W-2 records within a tax company group, leave *Tax Company* blank and type the tax company group code in *Tax Company Group*. (The code value for the Tax Company Group is TRG. You use *Update Employer Codes* to set up Tax Company Group code values.)

Note: If you leave both of these fields blank, the work files are created for all tax companies associated with the specified employer.

Employee or Last Name

If you want to process W-2 records for all employees, then leave *Employee* blank.

If you want to process W-2 records for one employee, then type the employee number. If you do not know the employee number, then leave this field blank and enter a value in *Last Name* or press F4 on either field and select the employee from the displayed list.

Current/Prior Yr

If the calendar year is closed, type **P**. If the calendar year is still open, then type **C**.

Retirement Plan

If employees are enrolled in a retirement plan during the calendar year, type the pension plan deduction reporting group code value in this field.

A check mark is placed in the Retirement Plan box in Box 13 on the W-2 form for those employees enrolled in a qualified retirement plan during the year. Refer to the “Overview of W-2 Processing” chapter for additional information.

1099-R Inc. Group

If you are processing pension and regular employees in the same employer, then type the name of the 1099-R income reporting group. You enter the same income reporting group in *Box 1 Income* in *Create 1099-R Work File*.

You leave *1099-R Inc Group* blank if pension employees are processed through a separate pension employer.

Box 1 Income

Leave blank. The employee’s *FWT record will be used.

You can type the name of an income reporting group code value. However, you must make sure that all appropriate incomes are attached to the group and that all incomes in the group are associated to the appropriate accumulators.

Note: Infinium strongly recommends that you leave this blank if you have employees for this employer contributing to tax deferred retirement plans. Otherwise, the wage base may not be reduced by the correct amount.

Box 7 Income

Leave *Box 7 Income* blank if you want the system to use the employee's *TIPS or *TOKE income records.

You can type an income reporting group value that represents the total amount of Social Security tips income.

Box 10 Deduct, Box 10 Income

Use to report dependent care information. In *Box 10 Income* you type the income reporting group and in *Box 10 Deduct* you type the deduction reporting group

If you type reporting group values in both fields, then the combined amount is reported in Box 10.

Box 11 Income

Type an income reporting group value that represents the total distributions from a non-qualified plan or non-governmental 457(b) plan.

Leave blank if you do not need to report this information.

Box 11 Deduct

Type a reporting group value that represents the total contributions to a nonqualified deferred compensation plan.

Leave blank if you do not need to report this information.

Box 12 Code C

The employee's *F@IN record is used. You can type an income reporting group value that represents the imputed value of group life insurance in excess of the limit or leave blank to default to *F@IN.

Box 12 Code D

Type the deduction reporting group value that represents the contributions made to 401(k) retirement plans, including the SIMPLE 401K plan.

Leave blank if you do not need to report this information.

Box 12 Code E

Type the deduction reporting group value that represents the contributions made to 403(b) plans.

Leave blank if you do not need to report this information.

Box 12 Code F

Type the deduction reporting group value that represents contributions made to 408(k)(6) plans.

Leave blank if you do not need to report this information.

Box 12 Code G

Type the deduction reporting group value that represents contributions made to 457 deferred compensation plans.

Leave blank if you do not need to report this information.

Refer to the “Overview of W-2 Processing” chapter for additional information.

Box 12 Code H

Type the deduction reporting group value that represents the contributions made to 501(c)(18)(d) plans.

Leave blank if you do not need to report this information.

Refer to the “Overview of W-2 Processing” chapter for additional information.

Box 12 Code J

Type the deduction reporting group value that represents sick pay not included as income. Leave these blank if you do not need to report this information.

The two *Box 12, Code J* entries are combined on the W-2 forms.

Box 12 Code J

Type the income reporting group value that represents sick pay not included as income. Leave these blank if you do not need to report this information.

The two *Box 12, Code J* entries are combined on the W-2 forms.

Box 12 Code L

Type the income reporting group value that represents the non-taxable amount of business expenses.

Leave blank if you do not need to report this information.

Box 12 Code P

Type the income reporting group value that represents the non-taxable portion of employee moving expenses.

As of 2018, the description for Code P is changed to "Excludable moving expense reimbursements paid directly to a member of the U.S. Armed Forces."

Leave blank if you do not need to report this information.

Box 12 Code Q

Type the income reporting group values that represent the amount provided by military employers for non-taxable combat pay. This field does not apply to Puerto Rico and Northern Marianas employees.

Box 12 Code R

Type the income reporting group value that represents employer contributions to a medical savings account.

Leave blank if you do not need to report this information.

Box 12 Code S

Type the deduction reporting group value that represents employee salary contributions to a Section 408(p), SIMPLE, retirement account.

Leave blank if you do not need to report this information.

A check mark is placed in the Retirement Plan box in Box 13 on the W-2 form for those employees enrolled in a tax deferred retirement plan during the year.

Box 12 Code T

Type the income reporting group value that represents the employer portion of employer provided adoption benefits. Leave blank if you do not need to report this information.

The system combines the two *Box 12 Code T* entries are combined on the W-2 form.

Box 12 Code T

Type the deduction reporting group code value that represents the employee pre-tax contribution to a section 125 adoption plan account. Leave blank if you do not need to report this information.

The two *Box 12 Code T* entries are combined on the W-2 form.

Box 12 Code V

Type the Income Reporting Group that represents the exercise of non-statutory stock options.

Leave blank if you do not need to report this information.

Box 12 Code W

Type the deduction reporting group that represents the employer's contributions to a health savings account for non-125-G type accounts.

Leave blank if you do not need to report this information.

Box 12 Code W

Type the deduction reporting group that represents the employer and employee contributions to a health savings account for 125-G type accounts.

Leave blank if you do not need to report this information.

Box 12 Code Y

Type the deduction reporting group code value that represents employee contributions to a section 409A deferred compensation plan.

Leave blank if you do not need to report this information.

Box 12 Code Y

Type the income reporting group code value that represents employee earnings from a section 409A deferred compensation plan.

Leave blank if you do not need to report this information.

Box 12 Code Z

Type the appropriate income reporting group code.

For 2014 and beyond, Box 12/Code Z on the W-2 should be the amount from income under a nonqualified deferred compensation plan that fails to satisfy section 409A.

Prior to 2014, Box 12/Code Z on the W-2 should be the amount from income under a section 409A deferred compensation plan.

Income reporting group codes must first be set up in the *Update Employer Codes* function for code type IRG.

Leave blank if you do not need to report this information.

Box 12 Code AA

Type the deduction reporting group code value that represents the employee contribution to a designated Roth 401(k) plan.

Leave blank if you do not need to report this information.

Box 12 Code BB

Type the deduction reporting group code value that represents the employee contribution to a designated Roth 403(b) salary reduction agreement.

Leave blank if you do not need to report this information.

Box 12 Code CC

Type the deduction reporting group code value that represents the exempt wages and tips for the employee that qualifies under the 2010 Hire Act.

For applicable employees, Box 12CC contains the total of the wage bases of deductions in the deduction reporting group. If no deduction reporting group is entered, it is assumed that *FICC is used for tracking. Hire Act reporting is for tax year 2010 only.

Box 12 Code DD

Use Box 12 Code DD on the W-2 to report Cost of Employer Sponsored Health Coverage.

Specify the appropriate deduction reporting group code. For applicable employees, Box 12 Code DD will contain the total of the employee and employer contributions that make up the deduction reporting group.

You must first set up deduction reporting group codes in the *Update Employer Codes* function for code type DRG and update them in the *Update Deduction Reporting Groups* function.

Box 12 Code EE

Use Box 12 Code EE on the W-2 to report designated Roth contributions under a governmental Section 457(b) plan. This amount does not apply to contributions under a tax-exempt organization 457(b) plan.

Box 12 Code FF

Use Box 12/Code FF on the W-2 to report the total amount of permitted benefits under a qualified small employer health reimbursement arrangement (QSEHRA).

Specify the appropriate income reporting group code.

Income reporting group codes must first be set up in the *Update Employer Codes* function.

Box 12 Code GG

Use Box 12/Code GG on the W-2 to report income in the current year from qualified equity grants under section 83(i).

Specify the appropriate income reporting group code. If you leave this field blank, no Box 12 Code GG information is included in the W-2 work file.

Income reporting group codes must first be set up in the Update Employer Codes function.

Box 12 Code HH

Use Box 12/Code HH on the W-2 to report aggregate deferrals as of the close of the calendar year under section 83(i).

Specify the appropriate deduction reporting group code. If you leave this field blank, no Box 12 Code HH information is included in the W-2 work file.

Deduction reporting group codes must first be set up in the Update Employer Codes function.

How Do I…

Create the W-2 workfile	Complete the information on this page. Press Enter.
Exit without saving	Press F12.

Entering Additional W-2 Box Information

On the second Create W-2 Work Files page, you can specify Box information for the W-2 work files.

Use the information below to complete this page.

Box 13 3PSP

Type the income reporting group code value that represents third party sick pay. This code value identifies the income reporting group used for employees who receive third party sick pay.

For employees receiving third party sick pay, you must type **1** in the *Sick Pay Ind* field on the Update Employer Fed. Tax Info or Update Employer State Tax Info screen.

Box 14 Income 1, 2, 3, 4, 5, 6

Use to report other information, including the lease value of a car reported in Box 1, that an employer may want to report for an employee.

In each field you type the income reporting group code value that represents the information you want reported in Box 14.

Leave these blank if you do not need to report this information.

Box 14 User 1 & 2

Use to report other information that an employer may want to report for an employee.

You type up to a five-character alphanumeric code to define or describe the dollar amount you typed into *Amount* on the *Update W-2 Box Data* screen.

Box 14 Deduct 1, 2, 3, 4, 5, 6

Use to report other information that an employer may want to report for an employee.

In each field you type the deduction reporting group value that represents the information you want reported in Box 14.

Leave blank if you do not need to report this information.

Box 14 408(p)

Type the deduction reporting group code value that represents the employer contributions to a Section 408(p) SIMPLE retirement account up to the maximum amount allowed.

Leave blank if you do not need to report this information.

Box 14 NJUHCWDP

Type the deduction reporting group value that represents the combined amounts for New Jersey Unemployment, Health Care, and Workforce Development Partnership Plan.

Leave blank if you do not need to report this information.

Box 14 NJ PPLAN

Type the deduction reporting group value that represents New Jersey Disability Private Plans.

Leave blank if you do not need this information.

Box 15 NJFMLA

Specify the deduction reporting group that represents your New Jersey family medical leave plan. If you have a private family medical leave plan, you must use the *Update Deduction Controls* function and enter your private plan number in the *Tax ID* field on the deduction control by using the Update Deduction Controls function.

If you have a private plan, **FLI P.P.#** and the private plan number is printed in Boxes 15 and 16 of the W-2 form. The employee FMLA amount is printed in Box 17 followed by **FLI**.

Box 14 ILMSA

Specify the deduction reporting group value for an Illinois medical savings account.

Employer contributions to an Illinois medical savings account are printed in Box 14 of the W-2 form. The description is ILMSA.

Box 14 WI WEIC

Specify the value that identifies the Income Reporting Group that contains the Wisconsin advance earned income credit (EIC) income. If you use the *EIWI income to track the Wisconsin Advance EIC for employees, you to not need to specify a value here.

The Advance Earned Income Credit is eliminated effective January 1, 2011.

Box 14 MA FLI

Specify the code value that identifies the deduction reporting group that contains Massachusetts Paid Family Leave and Paid Medical Leave.

You must first set up a deduction reporting group for code type DRG by using the *Update Employer Codes* function, and then attach the appropriate deductions to the group by using the *Update Deduction Reporting Groups* function.

Box 14 CAVPDI

In this field you type the deduction reporting group code value that represents the California Voluntary Disability Plan.

Leave this field blank if you do not need to report this information.

TIB-4 Fringe

This field is not valid as of 2009. Use *TIB-4 Fringe* only if you are reporting W-2 information in TIB-4 format. If you are using the federal W-2 format, leave blank.

For reporting fringe benefits on the W record of the TIB-4 state W-2 file, type the Income Reporting Group that is associated with fringe benefits.

M.Q.G.E. Deduct

Used to determine the Medicare portion of Social Security withheld for all federal, state and local employees. You type the name of the deduction reporting group that contains the MQGE type deductions for those employees who are considered by the Internal Revenue Service to be MQGE employees throughout the year. The deduction amount is reported in Boxes 5 and 6 on the W-2 form.

Show Puerto Rico?

Use to indicate that you want to specify additional information for Puerto Rico W-2 processing.

Valid values are:

0	No. Do not show the screen for additional Puerto Rico information.

1 Show the screen on which additional income and deduction groups can be specified for special Puerto Rico processing for 2016 and beyond.

2 Show the screen on which additional income and deduction groups can be specified for special Puerto Rico processing for 2015 and prior years to 2011.

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for Puerto Rico.

PA PSD Code Source

For Pennsylvania employers, specify what the system should use for the Pennsylvania PSD code that is entered in the W-2 work file. Valid values are:

1 Use the PSD code from the locality tax table (*L) that is associated with the *Employees Current Misc Loc* entry (work locality) on the payroll data record. Use the PSD code from the *Current Misc Loc* tax code for all locality taxes the employee is authorized to for Pennsylvania. You enter the PSD code in the *Misc Other ID* field in the Update USA Locality Tax table.

2 Use the PSD code that is entered for the employer in the *Update Employer State Tax Info* function. This represents the PSD code of the tax collection district where the payments are remitted.

Note: If an employee worked in more than one locality during the year, only the latest work PSD code for the employee is printed on the W-2 form. Use the *Correct W-2 Data* function to assign the additional locality work PSD codes to the employee if needed.

For reporting for 2012 and beyond, the employee’s work PSD code is printed on the W-2 form if you are not using consolidated reporting. If you are using consolidated reporting, enter the PSD code for the TCD (tax collection district) where you remit your taxes, using the *Update Employer State Tax Info* function.

Note: As of tax year 2018, Pennsylvania requires both the employee’s work PSD code and the tax collection district where taxes are remitted (if local taxes are remitted to one tax collection district) on the W-2 form. As a result, the system requires a value of **1** in this field if you enter **2018** or greater in the *Year* field. If you remit local taxes to one tax collection district, enter the tax collection district in the *PSD Code* field when using the *Update Employer State Tax Info* function.

1099R Inc Group

Specify the 1099-R Income Reporting Group code for pension income if you are reporting W-2 and 1099-R income separately for an employer.

Leave blank if pension employees are processed through a separate pension employer.

You must first set up income reporting group codes for code type IRG in the *Update Employer Codes* function.

OR Transit Tax

Specify the code type of the deduction reporting group for the Oregon Statewide Transit Tax.

Show Addl Fields

Indicate that you want to display a screen to specify additional information. This screen currently displays additional Box 14 miscellaneous deduction reporting groups.

Valid values are:

0	No. Do not show the additional screen.
1	Yes. Show the additional screen. Type **1** or **yes** in this field if you must specify more than 6 *Misc. Box 14 Deduction* reporting groups.

Box 14 Income 7, 8, 3, 9, 10

Use to report other information, including family medical leave for states, that an employer may want to or is required to report for employees. In each field, you type the income reporting group code value that represents the information you want reported in Box 14. Leave these fields blank if you do not need to report this information.

Box 14 AL Ex OT

Type the Income Reporting Group for Alabama overtime wages that were exempt from Alabama state income tax withholding. The exempt wages are reported in Box 14 of the W-2 form using label EX OT WAGES.

Box 14 VT CCC

Type the Deduction Reporting Group that represents your Vermont Child Care Contribution. The amount is printed in Box 14 of the W-2 form, using the label VCCC. This amount is reported in positions 338-348 of the reporting file RS record.

How Do I…

Create W-2 work files for all states and territories other than Puerto Rico	Complete the information on this page and press Enter.
Create the workfiles for Puerto Rico	Complete the information on this page. Type **1** or **2** in the *Show Puerto Rico?* field, depending on the year for which you are processing. Press Enter. Complete the information on the Create W-2 Work Files special Puerto Rico W-2 information page.

Chapter 12 Generating the W-2 Review List

12

This chapter provides an overview of the W-2 Review List and describes how you generate it.

The chapter consists of the following topics:

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

Commonly Asked Questions

Consider these questions before you generate the W-2 Review List.

1 What should I do if the figures reported on the W-2 Review List do not balance?

You may want to check the following items if the W-2 Review List does not balance to your other reports:

a Check the income and deduction reporting groups.

See if all appropriate incomes and deductions are assigned to the group. Also check to see if any incomes or deductions were incorrectly assigned to the group.

b Verify that all void and manual checks are posted.

If the year is not closed, enter the void or manual check information during the next cycle. If you have already closed the year, enter the void or manual check information through the prior year adjustment cycle.

c Verify converted data if you converted during the year.

d Be sure that any special incomes you paid during the calendar year (for example, bonuses) updated the proper wage bases.

e Purge the W-2 work files if you have made significant changes, such as to income or deduction reporting groups.

If you delete an income or deduction from a group, you should always purge the work file before you re-run the *Create W-2 Work File* option. If you add an income or deduction to a group, it is not necessary to purge the work file before you re-run the *Create W-2 Work File* option.

f Re-run the *Create W-2 Work File* option whenever you make changes using the following:

- Prior year adjustment cycle
- Prior year on-demand check cycle
- Supervisor functions
- *Update W-2 Box Data* option

2 What is the difference between the W-2 Review List and the W-2 Register?

The differences are as follows:

- The W-2 Review List contains negative balances, but the W-2 Register does not.
- The W-2 Register shows a zero for any negative balances on the Review List.
- Exempt employees are included in the totals on the W-2 Review List, but are not included in the totals on the W-2 Register.
- The W-2 Review List contains Part XI, but the W-2 Register does not.

Overview of the W-2 Review List

Use the *List W-2 Review* function to generate a listing of all employees receiving W-2 forms. You can print this listing either alphabetically, numerically (by employee tax identification number), or by levels. The printing sequence is controlled by the value you type in the *W-2 Sequence* field.

Caution: The *List W-2 Review* function does not access the employee's income and deduction records. Instead, this option uses the work file created when you run the *Create W-2 Work Files* function. To ensure that you have the most up-to-date information in the work file, you should recreate the work file before generating the W-2 Review List, W-2 forms or the W-2 Register.

W-2 Review List

The W-2 Review List consists of multiple parts. Parts I through VIIA and Part X contain employee information required for W-2 processing and reporting. Parts VIII and XI contain state related information. Part IX contains locality information.

Review List Messages

The system prints messages on the W-2 Review List to alert you that the review list contains information that may be incorrect or may require attention.

You should verify these messages before printing the W-2 Forms and Registers. These messages include the following:

- Invalid Social Security Numbers
- Employee tip income plus wages exceeds the limit. Wages, but no taxes, will print in the review but not in the register or forms. This message alerts you to a discrepancy between the FICA wages and the amount of FICA withheld.
- FICA wages plus FICA tips exceeds Medicare wages plus tips – The system generates this message if there are no FMHI wages or if there is a discrepancy between FICA and FMHI wages.
- Statutory employees (reported in Box 13)

- Employees who receive both 1099-R and W-2 incomes
- Negative values – The system prints negative values on the W-2 Review List, whereas these same values print as zero on the W-2 forms and register because negative values are not allowed on the W-2 form and register. Consequently, the W-2 Review List may be out of balance with the W-2 Register and forms.
- Exempt Employees Included in Totals, Exempt Employees Not Included in Totals – The system displays one of these messages depending on the value in the *Print Exempt EE's* field.

  Exception: If you are running the review list for exempt-only employees, both the review list and register will show totals but no W-2 is printed.

  W-2 Exempt employees are on the Review List but not on the forms.

Printer Controls

Before creating the W-2 Review List, you or one of your IS staff members should verify the printer control(s) for the spool file(s) that contains your W-2 Review List data.

You use printer controls to direct the output to a particular printer, put the output on hold, save the output so that the system does not delete it after it is printed, print multiple copies and so on. Refer to the *Infinium Guide to Application Manager* for information on how to set up printer controls.

You may also want to set up printer controls to ensure the confidentiality of your W-2 information on related reports. The printer controls for each part of the report are shown in the following table.

Review List Part	Printer Control Name
W-2 Review List - Part I	PYTYE121
W-2 Review List - Part II	PYTYE12A
W-2 Review List - Part III	PYTYE12B
W-2 Review List - Part IV	PYTYE12C
W-2 Review List - Part V	PYTYE12D
W-2 Review List - Part VI	PYTYE12E
W-2 Review List - Part VII	PYTYE12F
W-2 Review List - Part VIIA	PYTYE12I

Review List Part	Printer Control Name
W-2 Review List – Part VIIB	PYTYE12N
W-2 Review List - Part VIII	PYTYE12G
W-2 Review List - Part IX	PYTYE12H
W-2 Review List - Part X	PYTYE12J
W-2 Review List - Part XI	PYTYE12K
W-2 Review List - Part XII	PYTYE12O
W-2 Review List - Part XIII	PYTYE12Q

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

Steps for Generating the Review List

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the W-2 Review List. The only users who should be allowed access to the *List W-2 Review* option are those that perform the processing for the option. You or one of your IS staff members should remove this option from the menus of all other users.

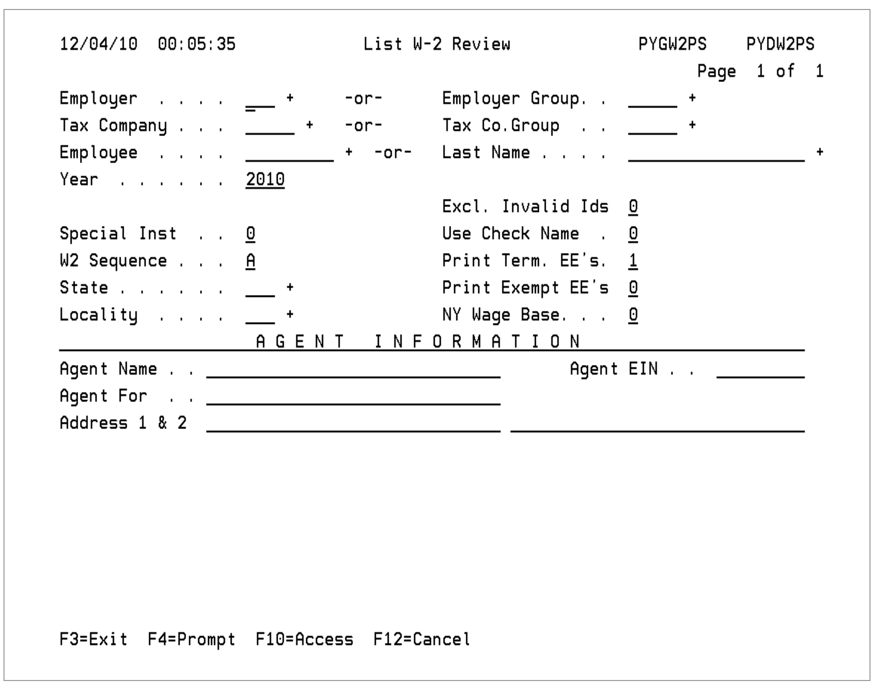
Follow these steps to generate the review list.

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting (USA).*

3 Select *W-2 Processing.*

4 Select *List W-2 Review* [W2REVIEW]. The system displays a screen similar to Figure 12-1. The values on the prompt screen default from the last time the *List W-2 Review* function was run.



```
12/04/10  00:05:35            List W-2 Review            PYGW2PS    PYDW2PS
                                                               Page  1 of  1
Employer  . . . .  ___ +     -or-     Employer Group. .  _____ +
Tax Company . . .  _____ +   -or-     Tax Co.Group  . .  _____ +
Employee  . . . .  _________ +  -or-  Last Name . . . .  __________________ +
Year  . . . . . .  2010
                                      Excl. Invalid Ids  0
Special Inst  . .  0                  Use Check Name  .  0
W2 Sequence . . .  A                  Print Term. EE's.  1
State . . . . . .  ___ +              Print Exempt EE's  0
Locality  . . . .  ___ +              NY Wage Base. . .  0
                    A G E N T   I N F O R M A T I O N
Agent Name . .   ______________________________     Agent EIN . .  _________
Agent For  . .   ______________________________
Address 1 & 2    ______________________________  ______________________________

F3=Exit  F4=Prompt  F10=Access  F12=Cancel
```

Figure 12-1: List W-2 Review screen

5 Fill in the appropriate fields as described below.

If appropriate, you can generate the review list using the same field values that you specified when you created the work files. However, you are not restricted to reporting in the same way as when you created the work files.

For example, if you created the work file by employer group, you can generate the review list for either the employer group or for one of the employers associated with the employer group. Similarly, if you updated the work file for an employee, you can generate the review list for either the employee or the entire employer, as appropriate.

Employer or Employer Group

Type the employer code in the *Employer* field, or leave the *Employer* field blank and type a value in the *Employer group* field.

Tax Company or Tax Co. Group (multi-tax customers only)

To generate the review list for a tax company, type the name of that tax company in the *Tax Company* field. If you use tax company group processing, you can leave the *Tax Company* field blank and type the name of the tax company group in the *Tax Co Group* field.

Employee or Last Name

To generate the review list for an employee, type the employee number in the *Employee* field. If you do not know the employee number, then leave this field blank and type a value in the *Last Name* field, or press F4 on either field and select the employee from the list the system displays.

Leave these fields blank if you do not want to generate the review list for a specific employee.

Year

In this field you can specify the tax year for which you are reporting. The W-2 work file is saved by year and employer.

Special Inst

In this field you can specify special printing information for this list. For example, you can print all employees who worked in a particular state. Valid values that you can type in this field are:

0	Normal run of W-2 data including federal, state, and local data.
1	Federal data only; issue a single W-2 for each employee without state or local withholding data.

2 State selection; issue a W-2 for each employee who worked in the state entered in the *State* field.

When you select this option and use a specific state, the system generates a W-2 with state and federal information; state specific information prints in Box 14, 15, 16, 17, 18, 19, 20 and user-defined information prints in Box 14.

Caution: This W-2 does not include any other state if the employee has been paid in multiple states. If there is no *S (State) wage base, the employee will not receive a W-2. Infinium does not recommend this method to print W-2 statements for distribution to employees.

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

If you select this option and leave the *State* field blank, the system generates the W-2s in state sequence. Each employee receives a complete W-2 statement. For example an employee working in Alabama and Massachusetts will have a complete W-2 sorted under Alabama (with Alabama and Massachusetts wages reported). There will be no W-2 for this employee sorted under Massachusetts.

If there is no *S wage base, the system still prints a W-2 statement. Part VIII of the W-2 Review List lists the state totals.

3 Locality selection; issue a W-2 for each employee who worked in the locality entered in the *Locality* field. If you specify a single locality, the system generates information for only that locality. If you leave the *Locality* field blank, the system generates the information alphabetically by locality. Part IV of the W-2 Review List lists the locality tax. Part IX of the W-2 Review List lists the Locality Totals.

Use Check Name

Use this field to specify how you want the employee's name to appear on the W-2. Valid values are:

1 Use the employee's name and address as indicated in the *Check Name* and *Check Address* fields on the employee's Payroll Master record.

If you type **1** in this field, the system looks at the *Check Name* and *Check Address* fields on the employee's Payroll Master record first. If the *Check Name* and *Check Address* fields are blank, the system uses the name in the employee's Basic Data record.

0 Use the employee's name and address as they appear in the W-2 work file. This is initially populated by the name and address from the Basic Data record. After the W-2 work files are created, corrections can be made to the employee's name by using the *Correct W-2 Data* function.

The check name is not supported for W-2 form types 3 and 8 and the Commonwealth of the Northern Mariana Islands W-2 form.

W2 Sequence

You can print the list alphabetically by employees, by Social Security Number or by employee number. Type one of the following values in this field:

A The system prints the list alphabetically by employee last name

L The system prints the list by employee number within levels

S The system prints the list by Social Security Number

E The system prints the list by employee number

Print Term EEs

Valid values for this field are:

0 Exclude terminated employees from the list

1 Include terminated employees in the list

2 Include only terminated employees in the list

State

If you typed **2** in the *Special Inst* field, you can either specify the particular state to be processed or leave the *State* field blank to print all states in alphabetical order by state.

Print Exempt EEs

In this field you indicate whether or not you want W-2 exempt employees to print on the W-2 Review List. Valid values for this field are:

0	Do not include exempt employees in the W-2 Review List
1	Include both exempt and nonexempt employees in the W-2 Review List
2	Include only exempt employees in the W-2 Review List

Note: To indicate that an employee is exempt from W-2 processing, you must type **E** in the *1099R/Exempt W2* field on the employee's Payroll Master record.

Locality

If you typed **3** in the *Special Inst* field, specify the locality you want included on the review list.

NY Wage Base

For employees who have New York wages and/or Yonkers locality wages, specify the wage base you want use on Part II of the W-2 Review List. Valid values are:

0	Print the Box 1 wage base: wages, tips and other compensation
1	Print the wages subject to New York state taxes and wages subject to Yonkers locality taxes.

The New York Box 1 wage base is always printed in Box 16 (state wages, tips and so on) and Box 18 (local wages, tips and so on) for Yonkers when you print the W-2 forms.

Printing the review list for different localities

Follow these steps to print the report for different localities.

1 Type the locality code in the *Locality* field.

2 Submit the report.

3 Change the locality code in the *Locality* field.

4 Submit the report again.

5 Repeat these steps until you have printed all of the necessary localities

Agent Information

Complete the fields below if you are using Agent Information; otherwise leave blank.

Agent Name

Type the name of the agent filing W-2s. Refer to the IRS Instructions for Form W-2 on the reporting procedures for filing W-2 forms by agents.

Do not type Infinium in this field.

Agent EIN

Type the Employer Identification Number of the agent filing the W-2s.

Agent For

If you are an agent, you are filing for more than one employer, and you pay an individual social security wages in excess of the wage limit in more than one employer, enter the name of the employer you are filing for in this field.

If you enter a value in this field, Box C on the W-2 form is formatted as:

- Agent Name
- Agent For: <Employer>
- Agent Address
- Agent City, State, Zip

Refer to the IRS Instructions for Form W-2 on the reporting procedures for filing W-2 forms by agents.

Do not enter **Infinium Software** in this field.

Agent Address

Type the address of the agent filing W-2s. Refer to the IRS Instructions for Form W-2 on the reporting procedures for filing W-2 forms by agents. Do not type Infinium Software’s address in this field.

W-2 Review List - Columns and Files

When you run the *List W-2 Review* and *Print W-2 Forms and Register* options, the system generates the reports described in this section. These options use the same work files. The reports are the same except for the title and warning messages. Also, the system generates Part XI for the W-2 Review List but not for the W-2 Register.

Refer to the “Overview of W-2 Processing” chapter for an explanation of where the information is located within Infinium PY.

Multi-Tax Information

For multi-tax processing, the table below shows the file names associated with crossover file names used in W-2 processing. These files are referenced in the following tables.

File Name	Crossover File Name
PYPIE	PYPIX
PYPDE	PYPDX

The following tables provide the column names, the name of the file where the information in the column originates, a description of the file, and the related W-2 box.

W-2 Review List/W-2 Register - Part I

Column Name	File Name	File Description	W-2 Box
Total Wages	PYPDE PYPDX	Employee Deduction file	1
Federal Tax	PYPDE PYPDX	Employee Deduction file	2
F.I.C.A. Wages	PYPDE PYPDX	Employee Deduction file	3
F.I.C.A. Tax	PYPDE PYPDX	Employee Deduction file	4

W-2 Review List/W-2 Register - Part I

Column Name	File Name	File Description	W-2 Box
F.M.H.I. Wages	PYPDE PYPDX	Employee Deduction file	5
F.M.H.I. Tax	PYPDE PYPDX	Employee Deduction file	6

W-2 Review List/W-2 Register - Part II

Column Name	File Name	File Description	W-2 Box
State	PYPDE PYPDX	Employee Deduction file	15
State Code (multi-tax only)	PYPDX	Employee Deduction file	
State Wages	PYPDE PYPDX	Employee Deduction file	16
State Tax	PYPDE PYPDX	Employee Deduction file	17
Disability State	PYPDE PYPDX	Employee Deduction file	14
State Disability Code (multi-tax only)	PYPDX	Employee Deduction file	
State Disability Wages	PYPDE PYPDX	Employee Deduction file	14 (opt)
State Disab Tax	PYPDE PYPDX	Employee Deduction file	14 (opt)
Unemployment State	PYPDE PYPDX	Employee Deduction file	14 (opt)
State Unemployment Code (multi-tax only)	PYPDX	Employee Deduction file	
State Unemployment Tax	PYPDE PYPDX	Employee Deduction file	14
Local State	PYPDE PYPDX	Employee Deduction file	
Local Rept. Code	PYPDC	Deduction Control file	20
Local Code (multi-tax only)	PYPDE PYPDX	Employee Deduction file	

W-2 Review List/W-2 Register - Part II

Column Name	File Name	File Description	W-2 Box
Locality Wages	PYPDE PYPDX	Employee Deduction file	18
Locality Tax	PYPDE PYPDX	Employee Deduction file	19

W-2 Review List/W-2 Register - Part III

Column Name	File Name	File Description	W-2 Box
Advance E.I.C. The Advance Earned Income Credit is eliminated effective January 1, 2011.	PYPIE PYPIX	Employee Income file	9
TIB-4 Fringe	PYPIE PYPIX	Employee Income file; for TIB-4 W record processing	
Group Life	PYPIE PYPIX	Employee Income file	12
Uncollected F.I.C.A. on Group Life	PYPTX	UPDATE W2 BOX DATA	12
Uncollected F.M.H.I. on Group Life	PYPTX	UPDATE W2 BOX DATA	12
G.P. 20% excise tax on excess Golden Parachute payments	PYPTX	UPDATE W2 BOX DATA	12
Sick Pay	PYPIE PYPIX or PYPDE PYPDX or PYPTX	Employee Income file Employee Deduction file UPDATE W2 BOX DATA	12
Moving Expenses	PYPIE PYPIX or PYPTX	Employee Income file UPDATE W2 BOX DATA	12

W-2 Review List/W-2 Register - Part IV

Column Name	File Name	File Description	W-2 Box
DC	PYPDE PYPDX	Employee Deduction file	

W-2 Review List/W-2 Register - Part IV

Column Name	File Name	File Description	W-2 Box
401(k) Contrib.	PYPDE PYPDX	Employee Deduction file	12
403(b) Contrib.	PYPDE PYPDX	Employee Deduction file	12
408(k) Contrib.	PYPDE PYPDX	Employee Deduction file	12
457(b) Contrib.	PYPDE PYPDX	Employee Deduction file	12
501(c) Contrib.	PYPDE PYPDX	Employee Deduction file	12
NQP (non-qualified pension plan)	PYPIE PYPIX or PYPDE PYPDX or PYPTX	Employee Income file Employee Deduction file UPDATE W2 BOX DATA	11
DCB (dependent care benefit)	PYPIE PYPIX or PYPDE PYPDX or PYPTX	Employee Income file Employee Deduction file UPDATE W2 BOX DATA	10
EBE (employee business expense)	PYPIE PYPIX	Employee Income file	12

W-2 Review List/W-2 Register - Part V

Column Name	File Name	File Description	W-2 Box
Alloc. Tips	PYPTX	UPDATE W2 BOX DATA	8
F.I.C.A. Tips	PYPIE PYPIX	Employee Income file	7
Uncoll. F.I.C.A. on tips	PYPTX	UPDATE W2 BOX DATA	12
Uncoll. F.M.H.I. on tips	PYPTX	UPDATE W2 BOX DATA	12
MQGE	PYPDE PYPDX	Employee Deduction file	

W-2 Review List/W-2 Register - Part V

Column Name	File Name	File Description	W-2 Box
MQGE Dollars	PYPDE PYPDX	Employee Deduction file	5
Ret (retirement plan)	PYPDE PYPDX	Employee Deduction file	13
1099-R	PYPIE PYPIX	Employee Income file	
Stat Emp (Statutory)	PYPDE PYPDX	Employee Deduction file	13
3PS (third party sick pay)	N/A	N/A	13

W-2 Review List/W-2 Register - Part VI

Column Name	File Name	File Description	W-2 Box
NJ/H/W (New Jersey Health Care and Workforce Development)	PYPDE PYPDX	Employee Deduction file	14
NJ/UHW (New Jersey Unemployment, Health Care and Workforce Development)	N/A	(system generated) total of State Unemployment Tax amount in Part II and NJ/H/W amount in Part VI	14
NJPP (New Jersey Disability Private Plan)	PYPDE PYPDX	Employee Deduction file	14
VPDI (California Voluntary Plan Disability Insurance)	PYPDE PYPDX	Employee Deduction file	14
Box 14 USER1	PYPTX	UPDATE W2 BOX DATA	14
Box 14 USER2	PYPTX	UPDATE W2 BOX DATA	14
Box 14 (Income 1)	PYPIE PYPIX	Employee Income file	14
Box 14 (Income 2)	PYPIE PYPIX	Employee Income file	14

W-2 Review List/W-2 Register - Part VI

Column Name	File Name	File Description	W-2 Box
NJFML	PYPDE PYPDX	Employee Deduction file	15 and 16 for private plans, 17 for public plans

W-2 Review List/W-2 Register - Part VII

Column Name	File Name	File Description	W-2 Box
Box 14 (Income 3)	PYPIE PYPIX	Employee Income file	14
Box 14 (Income 4)	PYPIE PYPIX	Employee Income file	14
Box 14 (Deduction 1)	PYPDE PYPDX	Employee Deduction file	14
Box 14 (Deduction 2)	PYPDE PYPDX	Employee Deduction file	14
Box 14 (Deduction 3)	PYPDE PYPDX	Employee Deduction file	14
Box 14 (Deduction 4)	PYPDE PYPDX	Employee Deduction file	14
Non-tax Combat Pay	PYPIE PYPIX	Employee Income file	12

W-2 Review List/W-2 Register - Part VIIA

Column Name	File Name	File Description	W-2 Box
MSA (Medical Savings Account)	PYPIE PYPIX or PYPTX	Employee Income file UPDATE W2 BOX DATA	12
SIMPLE (Employee contribution to a 408(p) plan)	PYPDE PYPDX or PYPTX	Employee Deduction file UPDATE W2 BOX DATA	12

W-2 Review List/W-2 Register - Part VIIA

Column Name	File Name	File Description	W-2 Box
Employer Adoption Assist	PYPIE PYPIX or PYPTX	Employee Income file UPDATE W2 BOX DATA	12
Employee Adoption Assist	PYPDE PYPDX or PYPTX	Employee Deduction file UPDATE W2 BOX DATA	12
Total Adoption Assist	N/A	(system generated) total of Employer Adoption Assist and Employee Adoption Assist	12
408(p)	PYPDE PYPDX or PYPTX	Employee Deduction file UPDATE W2 BOX DATA	12
MA FLI	PYPDE or PYPDX	Employee Deduction file	14

W-2 Review List/W-2 Register - Part VIIB

Column Name	File Name	File Description	W-2 Box
Health Savings Account			
Box 14 Income Reporting Group 5	PYPIE PYPIX	Employee Income file	14
Box 14 Income Reporting Group 6	PYPDE PYPDX	Employee Deduction file	14
Box 14 Deduction Reporting Group 5	PYPDE PYPDX	Employee Deduction file	14
Box 14 Deduction Reporting Group 6			14
Non-statutory stock options	PYPIE PYPIX	Employee Income file	12

W-2 Review List/W-2 Register - Part VIII

Column Name	File Name	File Description	W-2 Box
State Code	PYPDE PYPDX	Employee Deduction file	15
Number of Employees w/Reported Earnings	N/A		
State Wages	PYPDE PYPDX	Employee Deduction file	16
State Income Tax	PYPDE PYPDX	Employee Deduction file	17
State Disability	PYPDE PYPDX	Employee Deduction file	14
State Unemployment	PYPDE PYPDX	Employee Deduction file	14

W-2 Review List/W-2 Register - Part IX

Column Name	File Name	File Description	W-2 Box
Local Code	PYPDE PYPDX	Employee Deduction file	20
State Code			
Number of Employees w/Reported Earnings	N/A	(system generated)	N/A
Local Wages	PYPDE PYPDX	Employee Deduction file	18
Local Income Tax	PYPDE PYPDX	Employee Deduction file	19

W-2 Review List/W-2 Register - Part X

Column Name	File Name	File Description	W-2 Box
Pension Plan Makeup	PYPTX	UPDATE W2 BOX DATA	12
ILMSA (Illinois Medical Savings Account)	PYPDE PYPDX	Employee Deduction file	14

W-2 Review List/W-2 Register - Part X

Column Name	File Name	File Description	W-2 Box
Box 12 Code FF	PYPIE PYPIX	Employee Income file	12
MA FICA/FMHA	PYPDE PYPDX	Employee Deduction file	N/A

W-2 Review List Only - Part XI

Column Name	File Name	File Description	W-2 Box
Indiana Advance EIC The Advance Earned Income Credit is eliminated effective January 1, 2011.	PYPDIE PYPIX	Employee Income file	14
Kansas KPER	PYPDE PYPDX	Employee Deduction file	19, 20
Wisconsin Advance EIC	PYPIE PYPIX	Employee Income file	14
409A DEF	PYPDE PYPDX	Employee Deduction file	12
409A INC	PYPDIE PYPIX	Employee Income file	12

W-2 Review List Only - Part XII

Column Name	File Name	File Description	W-2 Box
Roth 401K	PYPDE PYPDX	Employee Deduction file	12
Roth 403B	PYPDE PYPDX	Employee Deduction file	12
Hire Act Exempt Wages	PYPDE PYPDX	Employee Deduction file	12
Roth Contr 457(B)	PYPDE PYPDX	Employee Deduction file	12
Cost of ER Sponsored Health	PYPDE PYPDX	Employee Deduction file	12

W-2 Review List Only - Part XIII

Column Name	File Name	File Description	W-2 Box
83(i) Income	PYPIE PYPIX	Employee Income file	12
83(i) Deferral	PYPDE PYPDX	Employee Deduction file	12
TRUN SSN W-2 COPY 2	PRPCD		N/A
AL EXEMPT OT WAGES	PYPIE PYPIX	Employee Income file	

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

Notes

Chapter 13 Reconciling the W-2 Review List and Correcting W-2 Data

13

This chapter contains the following information on how to reconcile the W-2 Review List to various other reports generated through Infinium PY.

The chapter consists of the following topics:

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

Overview

Related Reports

You can use the following reports to help you reconcile the W-2 Review List totals.

- Year to Date Payroll Register
- Year to Date Supplemental Register
- Employer Tax Liability Report
- Quarterly Payroll Register
- Quarterly Supplemental Register
- Quarterly Federal, State and Locality Wages Reports
- Quarterly Federal and State Unemployment Reports
- Quarterly State Disability Reports
- Annual Federal and State Unemployment Reports
- List Income Accumulators Report (to check wage bases)
- List Income Reporting Groups
- List Deduction Reporting Groups
- Tip Allocation Register
- Arrears Balances Report

Remember, some of these reports are by quarter and are not cumulative.

Refer to the *Infinium PY Guide to Management Functions* and *Infinium PY Guide to Federal and State Reporting* for additional information concerning these reports.

Tips and Techniques

Please keep the following tips in mind when comparing the W-2 Review List to any related report.

- Print only the totals on the related reports. Then, if your figures do not match, rerun the related report in detail.
- Be sure to use the Quarterly Reports that you saved.
- You can make changes through the *Supervisor's Functions* options *Correct Employee Income Data* and *Correct Employee Deduction Data*.

Caution: Manual adjustments made through the *Supervisor's Functions* do not update detailed check history files. Because the detailed history does not contain a history of these changes, some reports may be out of balance.

Comparing the W-2 Review List to Related Reports

The following charts compare each column on the W-2 Review List to the related reports you use to verify the information.

Comparison of W-2 Review List Part I and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Total Wages	**1** Quarterly Federal Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare Total Wages on W-2 Review List to *FWT wages on Quarterly Federal Wages Report. **2** If necessary, use Payroll Registers and Tax Liability Report for comparison.
Federal Tax	**1** Quarterly Federal Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare Federal Tax on W-2 Review List to *FWT withheld on Quarterly Federal Wages Report and Payroll Registers. **2** If necessary, use Tax Liability Report for comparison.
F.I.C.A. Wages	**1** Quarterly Federal Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare FICA Wages on W-2 Review List to *FICA wages on Quarterly Federal Wages Report. **2** If necessary, use Payroll Registers and Tax Liability Report for comparison.

Comparison of W-2 Review List Part I and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
F.I.C.A. Tax	**1** Quarterly Federal Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare FICA Tax on W-2 Review List to *FICA withheld on Quarterly Federal Wages Report and Payroll Registers. **2** If necessary, use Tax Liability Report for comparison.
F.M.H.I. Wages	**1** Quarterly Federal Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare FMHI Wages on W-2 Review List to *FMHI wages on Quarterly Federal Wages Report. **2** If necessary, use Payroll Registers and Tax Liability Report for comparison.
F.M.H.I. Tax	**1** Quarterly Federal Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare to FMHI Tax on W-2 Review List to *FMHI withheld on Quarterly Federal Wages Report and Payroll Registers. **2** If necessary, use Tax Liability Report for comparison.

Comparison of W-2 Review List Part II and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
State	N/A	system generated
State Code	N/A	system generated

Comparison of W-2 Review List Part II and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
State Wages	**1** Quarterly State Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare State Wages on W-2 Review List to *S wages on Quarterly State Wages Report. **2** If necessary, use Payroll Registers and Tax Liability Report for comparison.
State Tax	**1** Quarterly State Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare State Tax on W-2 Review List to *S withheld on Quarterly State Wages Report and Payroll Registers. **2** If necessary, use Tax Liability Report for comparison.
Disability State	N/A	system generated
State Disability Code (multi-tax only)	N/A	system generated
State Disability Wages	**1** Quarterly State Disability Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare State Disability Wages on W-2 Review List to *D wages on Quarterly State Disability Report. **2** If necessary, use Payroll Registers and Tax Liability Report for comparison.
State Disability Tax	**1** Quarterly State Disability Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare State Disability Tax on W-2 Review List to *D withheld on Quarterly State Disability Report and Payroll Registers. **2** If necessary, use Tax Liability Report for comparison.
Unemployment State	N/A	system generated as required

Comparison of W-2 Review List Part II and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
State Unemployment Code (multi-tax only)	N/A	system generated as required
State Unemployment Tax	**1** Quarterly State Unemployment Report **2** Annual State Unemployment Report **3** Quarterly Payroll Register **4** Year to Date Payroll Register **5** Tax Liability Report	**1** Compare State Unemployment Tax on W-2 Review List to *U withheld on Quarterly State Unemployment Reports and Payroll Registers. **2** If necessary, use Tax Liability Report for comparison.
Local State	N/A	for future use
Local Rept. Code	**1** Quarterly Local Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register	Compare Local Rept. Code on W-2 Review List to *L on Quarterly Local Wages Report, Payroll Registers, and Deduction Control record.
Local Code (multi-tax only)	N/A	system generated
Locality Wages	**1** Quarterly Local Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare Locality Wages on W-2 Review List *L wages on Quarterly Local Wages Report. **2** If necessary, use Payroll Registers and Tax Liability Report for comparison.

Comparison of W-2 Review List Part II and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Locality Tax	**1** Quarterly Local Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare Locality Taxes on W-2 Review List *L withheld on Quarterly Local Wages Report and Payroll Registers. **2** If necessary, use Tax Liability Report for comparison.

Comparison of W-2 Review List Part III and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Advance E.I.C. The Advance Earned Income Credit is eliminated effective January 1, 2011.	**1** Quarterly Payroll Registers **2** Year-to-date Payroll Register	Compare Advance EIC on W-2 Review List to *EIC amount on Payroll Registers.
Fringe Benefits	**1** Quarterly Payroll Registers **2** Year-to-date Payroll Register	Compare Fringe Benefits on W-2 Review List to *F amount on Payroll Registers.
Group Life	**1** Year-to-date Payroll Register **2** Year-to-date Supplemental Register	Compare Group Life on W-2 Review List to *F@IN amount on Payroll Register.
Uncollected F.I.C.A. on Group Life	Arrears Balances Report	Compare Uncollected FICA on Group Life on W-2 Review List to *FICA amount on Arrears Balances Report.
Uncollected F.M.H.I. on Group Life	Arrears Balances Report	Compare Uncollected FMHI on Group Life on W-2 Review List to *FMHI amount on Arrears Balances Report.

Comparison of W-2 Review List Part III and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
GP Pay 20% excise tax on excess Golden Parachute payments	**1** Quarterly Payroll Register **2** Year to Date Payroll Register	Compare GP Pay on W-2 Review List to Golden Parachute amount on Payroll Registers.
Sick Pay	Year-to-date Payroll Register	Compare Sick Pay on W-2 Review List employee income and deduction on Payroll Register.
Moving Expenses	Year-to-date Payroll Register	Compare Moving Expenses on W-2 Review List to employee income on Payroll Register.

Comparison of W-2 Review List Part IV and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
DC (Deferred Comp)	N/A	system generated
401(k) Contrib.	Year-to-date Payroll Register	Compare 401(k) Contrib. on W-2 Review List to employee 401K deduction on Payroll Register.
403(b) Contrib.	Year-to-date Payroll Register	Compare 403(b) Contrib. on W-2 Review List to employee 403B deduction on Payroll Register.
408(k) Contrib.	Year-to-date Payroll Register	Compare 408(k) Contrib. on W-2 Review List to employee 408K deduction on Payroll Register.
457(c) Contrib.	Year-to-date Payroll Register	Compare 457(c) Contrib. on W-2 Review List to employee 457C deduction on Payroll Register.
501(c) Contrib.	Year-to-date Payroll Register	Compare 501(c) Contrib. on W-2 Review List to employee 501C deduction on Payroll Register.

Comparison of W-2 Review List Part IV and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
NQP (non-qualified pension plan)	Year-to-date Payroll Register	If processed through payroll, compare NQP amount on W-2 Review List to non-qualified amount on Payroll Register.
DCB (dependent care benefit)	Year-to-date Payroll Register (income and/or deduction)	Compare DCB amount on W-2 Review List to dependent care benefit on Payroll Register.
EBE (employee business expense)	Year-to-date Payroll Register	Compare EBE amount on W-2 Review List to employee business expense (*F incomes) amount on Payroll Register.

Comparison of W-2 Review List Part V and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Allocated Tips	Tips Allocation Register	Compare Allocated Tips on W-2 Review List to amount on Tips Allocation Register.
F.I.C.A. Tips	**1** Quarterly Payroll Registers **2** Year-to-date Payroll Register	Compare FICA Tips on W-2 Review List to *TIPS and *TOKE on Payroll Registers.
Uncoll. F.I.C.A. on Tips	Arrears Balance Report	Compare Uncoll. FICA on Tips on W-2 Review List to amount on Arrears Balance Report.
Uncoll. F.M.H.I. on Tips	Arrears Balance Report	Compare Uncoll. FMHI on Tips on W-2 Review List to amount on Arrears Balance Report.
MQGE	N/A	system generated
MQGE Dollars	**1** Quarterly Payroll Registers **2** Year-to-date Payroll Register	Compare MQGE Dollars on W-2 Review List to MQGE amount on Payroll Registers.
Retirement (RET)	N/A	system generated

Comparison of W-2 Review List Part V and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
1099-R	Year-to-date Payroll Register	Compare 1099-R on W-2 Review List to quarter-to-date pension income on Payroll Register.
Stat Emp (Statutory)	N/A	system generated
TSP (Third Party Sick Pay)	N/A	system generated

Comparison of W-2 Review List Part VI and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
NJ/H/W (New Jersey Health Care and Workforce Development)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare NJ/H/W on W-2 Review List to the NJ Workforce Development deductions on Payroll Registers.
NJ/UHW (New Jersey Unemployment, Health Care and Workforce Development)	N/A	This is the total of the State Unemployment Tax amount in Part II and NJ/H/W amount in Part VI
NJPP (New Jersey Disability Private Plan)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare NJPP on W-2 Review List to the New Jersey Disability Private Plan deduction on Payroll Registers.
VPDI (California Voluntary Plan Disability Insurance)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare VPDI on W-2 Review List to California Voluntary Plan Disability Insurance deduction on Payroll Registers.
Box 14 USER1 Box 14 USER2	N/A	The names of these codes are whatever the user defines. The code names will print as the report headings.
Box 14 (Income 1) Box 14 (Income 2)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	The income reporting group names will print as the report headings. Compare Incomes on W-2 Review List to Payroll Registers.

Comparison of W-2 Review List Part VI and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Box 17 (New Jersey Family Medical Leave)	**1** Year-to-Date Payroll Register **2** Quarterly Payroll Register	The deduction reporting group name will print as the report heading. Compare incomes on W-2 Review List to Payroll Registers.

Comparison of W-2 Review List Part VII and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Box 14 (Income 3) Box 14 (Income 4)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	The income reporting group names will print as the report headings. Compare Incomes on W-2 Review List to Payroll Registers.
Box 14 (Deduction 1) Box 14 (Deduction 2) Box 14 (Deduction 3) Box 14 (Deduction 4)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	The deduction reporting group names will print as the report headings. Compare Deductions on W-2 Review List to Payroll Register.
Basic Quarters. For 2002 and later, applicable only to Commonwealth of Northern Marianas (CNMI)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare Basic Quarters on W-2 Review List to the Basic Quarters income on Payroll Registers.
Non-Tax Combat Pay	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	The income reporting group names will print as the report headings. Compare Incomes on W-2 Review List to Payroll Registers.

Comparison of W-2 Review List Part VIIA and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
MSA (Medical Savings Account)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare MSA on W-2 Review List to the Medical Savings Account income on Payroll Registers.
SIMPLE (Employee contribution to a 408(p) plan)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare SIMPLE on W-2 Review List to the employee 408(p) deduction on Payroll Registers.
Employer Adoption Assist	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare Employer Adoption Assist on W-2 Review List to the Employer Adoption Assist income on Payroll Registers.
Employee Adoption Assist	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare Employee Adoption Assist on W-2 Review List to the Employee Adoption Assist deduction on Payroll Registers.
Total Adoption Assist	N/A	This is the total of the previous two columns.
408(p)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare 408(p) on W-2 Review List to the employer 408(p) amount on Payroll Registers.
MA FLI	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare MA FLI on W-2 Review List to the corresponding deductions on Payroll Registers.

Comparison of W-2 Review List Part VIIB and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Box 14 Income 5 Box 14 Income 6	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	The income reporting group names will print as the report headings. Compare incomes on W-2 Review List to Payroll Registers.

Comparison of W-2 Review List Part VIIB and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Box 14 Deduction 5 Box 14 Deduction 6	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	The deduction reporting group names will print as the report headings. Compare Deductions on W-2 Review List to Payroll Register.
Box 12 Code W Employer contributions to a health savings plan	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare employer contributions to health savings plan information on W-2 Review List to Payroll Registers.
Box 12 Code V (non-statutory stock option)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare Incomes on W-2 Review List to Payroll Registers.

Comparison of W-2 Review List Part VIII and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
State Wages	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare state wages information on W-2 Review List to Payroll Registers.
State Income Tax	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare state income tax information on W-2 Review List to Payroll Registers.
State Disability	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare state disability information on W-2 Review List to Payroll Registers.
State Unemployment	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare state unemployment information on W-2 Review List to Payroll Registers.

Comparison of W-2 Review List Part IX and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Local Wages	**1** Year to Date Payroll Register **2** Quarter to Date Payroll Register	Compare local wages on the W-2 review list to *L deductions on the payroll register.
Local Income Tax	**1** Year to Date Payroll Register **2** Quarter to Date Payroll Register	Compare local wages on the W-2 review list to *L deductions on the payroll register.

Comparison of W-2 Review List Part X and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Pension Plan Makeup	N/A	User provided
ILMSA (Illinois Medical Savings Account)	**1** Year to Date Payroll Register **2** Quarter to Date Payroll Register	Compare deduction reporting group for Illinois medical savings account on W-2 review list to the corresponding Illinois deduction on payroll registers.
Box 12 Code FF	**1** Year to Date Payroll Register **2** Quarter to Date Payroll Register	Compare income reporting group for Box 12 Code FF on W-2 review list to the corresponding income on payroll registers.
MA FICA/FMHI	**1** Year to Date Payroll Register **2** Quarter to Date Payroll Register	

Comparison of W-2 Review List Part XI and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Indiana Advance EIC The Advance Earned Income Credit is eliminated effective January 1, 2011.	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare Indiana Advance EIC on W-2 Review list to the *EIIN income on the payroll register.

Comparison of W-2 Review List Part XI and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Kansas KPER	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare deduction reporting group for Kansas KPERs on W-2 Review list to the corresponding Kansas deduction on payroll registers.
Wisconsin Advance EIC The Advance Earned Income Credit is eliminated effective January 1, 2011.	**1** Year to Date Payroll Register **3** Quarter to Date Payroll Register	Compare Wisconsin Advance EIC on W-2 Review list to the *EIWI income on the payroll register.
409A Def.	**1** Year to Date Payroll Register **2** Quarter to Date Payroll Register	Compare 409A incomes and deductions on the W-2 review list to 409A incomes and deductions on the payroll register.
409A Inc	**1** Year to Date Payroll Register **2** Quarter to Date Payroll Register	Compare incomes that fail to satisfy section 409A on the W-2 review list to incomes that fail to satisfy section 409A on the payroll register.

Comparison of W-2 Review List Part XII and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Roth 401(k)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare Roth 401(k) on W-2 Review list to the corresponding deduction on payroll registers.
Roth 403(b)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare Roth 403(b) on W-2 Review list to the corresponding deduction on payroll registers.
Hire Act Exempt Wages	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare Hire Act Exempt Wages on W-2 Review list to the corresponding deduction on payroll registers.

Comparison of W-2 Review List Part XII and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Roth Contr 457(b)	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare Roth 457(b) on W-2 Review list to the corresponding deduction on payroll registers.
Cost of ER Sponsored Health	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare the Cost of Employer Sponsored Health on W-2 Review list to the corresponding deduction on payroll registers.

Comparison of W-2 Review List Part XIII and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
83(i) Income	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare 83(i) Income on W-2 Review list to the corresponding income on payroll registers.
83(i) Deferral	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare 83(i) Deferral on W-2 Review list to the corresponding deduction on payroll registers.
AL EX OT WAGES	**1** Year to Date Payroll Register **2** Quarterly Payroll Register	Compare Alabama exempt overtime on W-2 Review list to the corresponding incomes on payroll registers.

Correcting W-2 Data

Overview

After you have checked the W-2 Review List and related reports, you may find some employee information that requires correction. Use either of the following two methods to correct W-2 data:

- Correcting W-2 data through cycle processing

  If the correction can be made through a regular or prior year adjustment cycle (for example, voiding a check or entering fringe benefit incomes), use cycle processing options to make the correction.

  You can correct W-2 data through a regular payroll cycle if the calendar year is not closed. If the calendar year is closed, you can correct the W-2 data through a prior year adjustment cycle. When you post the cycle that contains the corrections, the system reflects the adjustment in the employee's pay history. Refer to the "Posting Prior Year Adjustments" and "Processing Prior Year On Demand Checks" parts for information on how to run prior year adjustment cycles and prior year adjustment on-demand check cycles.

  After you post the correction cycle, you can re-run the *Create W-2 Workfile* and *Generate W-2 Review List* functions.

- Using the *Correct W2 Data* function to correct W-2 data manually

  If you cannot make the correction through cycle processing or you can access the field that you need to correct only by directly changing the work file, use the *Correct W2 Data* function. The corrections you make through this function are not reflected in the employee's pay history. The corrections will be in the W-2 work files, PYPW2F, PYPW2L, PYPW2M, PYPW20 and PYPW2ST.

  After you send W-2 information to the government on file, you can also use this function to change W-2s that you previously submitted on file.

  When you update W-2 information using this function, you should execute the *W-2 Review List* function again to verify your manual changes.

Use *Correct W2 Data* to correct W-2 data manually. After you send W-2 information to the government on file, you can also use this function to create corrections to W-2 records that you previously submitted.

Corrections are made to:

- original information in the W-2 work file that has not been sent to file
- correction records that have not been sent to file and that are in the W-2 work files

Types of W-2 Records and Their Status

The W-2 records you process are designated as original or correction depending upon the actions you have taken. The records are also assigned a status. The table below describes the record types and statuses. The type and status are displayed next to the W-2 record when you select it to change or update.

You make corrections to original information only prior to creating a file. You create a correction record from the original when you need to create a correction file.

When you use	the W-2 record type is...	and the W-2 status is...
Create W-2 Workfile	O Original	X In progress
Correct W2 Data and specify change for a W-2 with a status In progress	O Original C Correction	X In progress
Correct W2 Data and specify Create Correction for a W-2 with a status of T, Sent to File	C Correction	C In progress
Create Federal or State Reporting File *Create Federal or State W2C Reporting File*	O Original C Correction	T Sent to File

WARNING! After you use the *Correct W2 Data* function to update information manually, you must execute the *List W-2 Review, Print W-2 Forms & Register* and *Create Federal or State Reporting File* functions to reflect the changes you made.

Do not execute the *Create W-2 Workfile* function prior to re-executing the List *W-2 Review*, *Print W-2 Forms & Register* and *Create Federal or State Reporting File* functions or you will lose the changes you made.

Steps

1 Identify the need to correct W-2 information. If you identify a need for W-2 corrections before you submit the files to the federal or state government, you use these functions:

- *Correct W2 Data*
- *Create Fed. W2 Reporting File* or *Create State W2 Reporting File*
- *Generate Federal W2 Tape* or *Generate State W2 Tape*

If you identify a need for W-2 corrections after you submit the files to the federal or state government, you use these functions:

- *Correct W2 Data*
- *Create Fed. W2C Reporting File* or *Create State W2C Reporting File*
- *Generate Federal W2C Tape* or *Generate State W2C Tape*

2 Optional. *Use Create Fed. W2 Reporting File* or *Create State W2 Reporting File* to record changes to employer information.

3 Optional. Use *Correct W2 Data* to record changes to employee information and create correction records.

4 Create the W-2 or W-2C file by using *Create Fed. W2 Reporting File* or *Create Fed. W2C Reporting File* or *Create State W2 Reporting File* or *Create State W2C Reporting File*.

5 Review the results.

6 If the results are satisfactory, you can use the *Generate Federal W2 Tape* or *Generate State Tape File* or the *Generate Federal W2C Tape* or *Generate State W2C Tape* and submit the file to the government.

If the results are unsatisfactory, use *Reset W-2 Tape Status* and repeat steps 1 through 5.

Use the menu path below.

- Infinium PY
- *Tax Operations*
- *Tax Liability Reporting (USA)*
- *W-2 Processing*

- *Correct W2 Data* [PYYEB170]

Correcting W-2 Data Prompt Page

On the Correct W2 Data prompt page, you specify the employer and employee whose W-2 record you are correcting.

Use the information below to complete this page.

Employer

Specify the employer whose W-2 information you are correcting.

Employee

Specify the number of the employee whose W-2 information you want to change. If you are unsure of the number, use the *Last name* field to identify the employee.

Last Name

Type some or all of the last name of the employee whose W-2 information you want to change and then press F4. On the Employee Locate screen, type any character in the *Opt* field adjacent to the employee to select the employee for processing and return to the prompt page.

W-2 State

Specify the state for which you are correcting W-2 information. Leave blank if you are correcting federal W-2 information.

How Do I…

Select an employer and employee	Complete the information on this page and press Enter

Selecting W-2 Information to Correct

On the Correct W2 Data selection page, you can select a W-2 whose status is In progress to change, delete or display. You can also select a W-2 whose status is T, Sent to File, to create a correction.

How Do I…

Select a W-2 that has a status of In progress to change	Type **2** in *O* next to the W-2 record and press Enter
Delete the specified employee's W-2 work file	Type **4** in *O* next to the W-2 record and press Enter
Select a W-2 to display	Type **5** in *O* next to the W-2 record and press Enter
Select a W-2 C that has a status of T, Sent to File, to create a correction	Type **6** in *O* next to the W-2 record and press Enter

Correcting Name and Address W-2 Information

On the Correct W2 Data page, you can change general information about the employee including the employee name.

Use the information below to complete this page.

First Name, Last Name, Middle Name

Specify changes to the first, last or middle name of the employee.

Statutory Emp

Type **X** to identify this employee as statutory on the W-2 form. Otherwise, leave this field blank

Retirement Plan

Type **X** if the employee was the recipient of a retirement plan during the year. Otherwise, leave blank.

Sick Pay Ind

Type **X** if the employee received third party sick pay. Otherwise, leave this field blank.

If you have employees receiving third party sick pay, you must type **1** in the *Sick Pay Ind* field on the Update Fed. Tax Info and/or the Update State Tax Info screens.

Check Name

Type the employee's name as it is on the employee’s checks. If you specify to use the check name when you run the *Print W-2 Forms and Registers* or *Print W-2C Forms and Registers* function, this name is printed on the employee's W-2 and W-2c forms.

Check name is initially populated by the check name from the employee's payroll master record when you run the *Create W-2 Work Files* function. If you change the check name after you create the W-2 work files, you must run the *Create W-2 Work Files* function again to update the work files with the new check name, or use the *Correct W2 Data* function to correct the check name.

Suffix

Specify any change to the employee's suffix.

Foreign St/Prov

Specify any change to the employee's foreign state or province.

Foreign Country

Specify any change to the employee's foreign country.

Foreign Postal Code

Specify any change to the employee's foreign postal code.

Tax ID No

Specify any change to the employee's tax ID number.

W-2 Type/Create Date

This is the type of record and the date created. An original record is indicated by **0** or blank. A correction is indicated by **C**.

W-2 Change Date

This is the date of the most recent change.

W-2 Status/File Date

This is the status of the most recent change. An original record generated by *Create W-2 Workfile* is indicated by **In progress**. A corrected record is indicated by **In progress**. A file that was created using *Create Reporting File* or *Create W-2C Reporting File* is indicated by **T**, Sent to File.

This is the date the W-2 reporting file was created *Create Reporting File* or *Create W-2C Reporting File.*

How Do I…

Change W-2 name and address information and continue to change additional information	Complete the information on this page and press Enter
Delete all of the information from the W-2 work file	Press F22
Exit without saving changes	Press F12
Exit to the previous page and save your changes	Complete the information on this page and press F3

Correcting Income and Deduction Information

On the Correct W2 Data income and deduction page, you can change W-2 information.

Use the information below to complete this page.

1. Wages, Tips & Other

Specify any change to the employee's wages, tips or other income.

2. Federal Income Tax

Specify any change to the employee's federal income tax.

3. FICA Wages

Specify any change to the employee's FICA wages.

4. FICA Tax W/H

Specify any change to the employee's FICA Tax W/H.

5. FMHI Wages

Specify any change to the employee's FMHI wages.

6. FMHI Wages W/H

Specify any change to the employee's FMHI wages withheld.

7. FICA Tips

Specify any change to the employee's FICA tips.

8. Allocated Tips

Specify any change to the employee's allocated tips.

9. Advanced EIC

Specify any change to the employee's advanced earned income credit.

The Advance Earned Income Credit is eliminated effective January 1, 2011.

10. Dependent Care

Specify any change to the employee's dependent care benefit.

11. Non. Qual. Plan

Type the total amount of contributions and distributions associated with the employee's nonqualified plans

11. Non. Qual 457

Type the total amount of distributions associated with the employee's nonqualified 457 plan.

14. TIB-4 Fringe

Use only for TIB-4 processing. Type the total amount of fringe benefits for this employee. Leave blank for federal format processing.

20. Indiana Adv. EIC

Type the total advance earned income credit for this employee.

The Advance Earned Income Credit is eliminated effective January 1, 2011.

1099-R Income

Type the total 1099-R income for this employee. This field initially contains the incomes included in the *1099-R Inc. Group* field on the Create W-2 Work Files submission page.

Alabama and Mississippi require all 1099 income from which Alabama or Mississippi state income tax was withheld on the state EFW2 file. If the 1099-R income is not subject to Alabama or Mississippi state tax, remove the amount prior to running the Alabama or Mississippi W-2 file. If the employee has other types of 1099 income that had Alabama or Mississippi state tax withheld besides 1099-R income, type the total amount here, including 1099-R income, before running the Alabama or Mississippi EFW2 file. After running the Alabama or Mississippi EFW2 file, change the amount back to the 1099-R only income for federal reporting purposes.

How Do I…

Change W-2 income and deduction information and continue to change additional information	Complete the information on this page and press Enter
Delete this W-2 information	Press F22
Exit without saving changes	Press F12
Exit to the previous page and save	Complete the information on this page and press F3

Selecting Box 12 Information to Correct

On the Correct Box 12 Data selection page, you can select the Box 12 W-2 information you want to change, display or delete.

How Do I…

Select a W-2 for processing	Type any character in *O* and press Enter
Create Box 12 information for this W-2	Press F6

Correcting Box 12 W-2 Information

On the Correct Box 12 Data page, you can correct Box 12 W-2 information.

Use the information below to complete this page.

Data Code

Specify the amount associated with this W-2 information.

Type the data code associated with the amount shown on this page. The data code can be changed only if Create Correction was selected.

Valid values are:

A	Uncollected FICA on tips
B	Uncollected FMHI on tips
C	Employer cost of premiums for group term life insurance over $50,000
D	Contributions to Section 401(K)
E	Contributions to Section 403(B)
F	Contributions to Section 408(K)
G	Contributions to Section 457(C)
H	Contributions to Section 501(C)
J	Non-taxable sick pay
K	Tax on excess golden parachute payments
M	Uncollected Social Security medical GTL
N	Uncollected medical GTL;
P	Moving expense
Q	Military employee's basic quarters, subsistence and combat pay
R	Medical savings account
S	SIMPLE retirement account
T	Employer contributions to qualified adoption expenses
U	Employee contributions to qualified adoption expenses
V	Exercise of non-statutory stock options
W	Employer contributions to a health savings account
Y	Employee contributions and earnings to a section 409A deferred compensation plan

Z	For 2014 and beyond, income paid under a nonqualified deferred compensation plan that fails to satisfy section 409A Prior to 2014, income paid under a section 409A deferred compensation plan
AA	Designated Roth contributions to a section 401(k) plan
BB	Designated Roth contributions to a section 403(b) salary reduction agreement
CC	Exempt wages and tips for employees that qualify under the 2010 Hire Act
DD	Cost of Employer Sponsored Health Coverage
EE	Designated Roth contributions under a governmental Section 457(b) plan This amount does not apply to contributions under a tax-exempt organization 457(b) plan.
FF	Permitted Benefits under a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA)

Create a new code only if the employee should have had an amount reported originally, but it was not included in the original file.

For example, a deduction reporting group was not entered for Section 403(B) when the W-2 work files were originally created. In this case all employees who should have had Section 403(B) reported originally would need a code E record added on the correction record.

The amounts from Codes A and B are summarized for the original and correction files to show the total uncollected tax on tips.

The amounts from Codes T and U are summarized for the original and correction files to show the total qualified adoption expenses.

For Codes D, E, F, G, H and S, the *Military Duty* and *Year of Duty* fields are optional.

Amount

Specify the amount associated with this W-2 information.

Military Duty

Type **1** to indicate this employee has prior year make up contributions to a pension plan under the Uniformed Services Employment and Reemployment

Rights Acts of 1994 (USERRA) for time spent on military duty. The contributions must be reported separately in Box 12 with the applicable code (federal code D, E, F, G, H, or S).

Otherwise, type **0**.

Year of Duty

Type the prior year for the Pension Plan Makeup

The year entered here is the year when prior year make up contributions were made to a pension plan under the Uniformed Services Employment and Reemployment Rights Acts of 1994 (USERRA) for time an employee spent on military duty. The contributions must be reported separately in Box 12 with the applicable code (federal code D, E, F, G, H or S).

How Do I…

Change W-2 Box 12 information and continue to change additional information	Complete the information on this page and press Enter
Delete this W-2 Box 12 information	Press F22
Exit without saving changes	Press F12
Exit to the previous page and save	Complete the information on this page and press F3

Selecting Box 14 and Miscellaneous State Data to Correct

On the Correct Box 14 and Misc. State Data selection page, you can select the Box 14 and miscellaneous state W-2 data information you want to change, display or delete.

How Do I…

Select W-2 Box 14 and miscellaneous state W-2 information for processing	Type any character in *O* and press Enter
Create Box 14 and miscellaneous state W-2 information for this W-2	Press F6

Correcting Box 14 and Miscellaneous State W-2 Information

On the Correct Box 14 Data and Misc. State Data screen you can correct Box 14 and miscellaneous state information.

Use the information below to complete this page.

State

Type the state code that represents the state for which you are correcting W-2 information.

Data Type

Enter the type of data that should appear in Box 14 of the W-2. Valid values are:

***D**	Disability Tax. New Jersey reports disability tax on W-2s as NJDI
***U**	Unemployment Tax. New Jersey Reports unemployment on W-2s as UI/WF/SWF
ALOTW	Alabama exempt overtime wages. Alabama reports overtime wages exempt from state income tax as EX OT WAGES.
CAVDI	California Voluntary Disability
ILMSA	Illinois Medical Savings Account
KPER	Employee contributions to a Kansas public employee's retirement system
MARET	Federal, railroad, Massachusetts and local government retirement contributions
MISC1	Miscellaneous Income Reporting Group 1
MISC2	Miscellaneous Income Reporting Group 2
MISC4	Miscellaneous Income Reporting Group 3
MISC5	Miscellaneous Income Reporting Group 4
MISE	Miscellaneous Income Reporting Group 5

MISF	Miscellaneous Income Reporting Group 6
MSC1	Miscellaneous Deduction Reporting Group 1
MSC2	Miscellaneous Deduction Reporting Group 2
MSC3	New Jersey Workforce Tax
MSC7	Miscellaneous Deduction Reporting Group 3
MSC8	Miscellaneous Deduction Reporting Group 4
MSCE	Miscellaneous Deduction Reporting Group 5
MSCF	Miscellaneous Deduction Reporting Group 6
MSCC	408(p) Employer Contributions to SIMPLE
NJFMA	New Jersey Family Medical Leave
NJPP	New Jersey Private Plan
USR1	Box 14 User Defined Amount 1
USR2	Box 14 User Defined Amount 2
WEIC	Box 14 Wisconsin Advance Earned Income Credit The Advance Earned Income Credit is eliminated effective January 1, 2011.

The description is populated when you create the W-2 work files.

Description

Enter the description for Box 14 on the W-2 forms. The description that is displayed includes the pre-defined values below or up to five characters of the name of the income or deduction reporting group you enter for each item when you use *Create W-2 Work Files*.

EX OT	Alabama exempt overtime wage.
ILMSA	Illinois Medical Savings Account
KPER	Employee contributions to a Kansas public employee’s retirement system

NJMPA	New Jersey MMIPAA (medical malpractice insurance premium assistance assessment)
NJFMA	New Jersey Family Medical Leave
NJPP	New Jersey Private Plan
UI/WF/SWF	New Jersey Workforce (Unemployment)
VPDI	California Voluntary Disability
408(p)	408(p)
xxDI	State Disability, where xx represents the state abbreviation
xxSUI	State Unemployment, where xx represents the state abbreviation (except NJ)

Use caution here, as this description is printed in Box 14 of the W-2 forms.

Wage Base

Type the base wages for this item.

Taxable Wages

Type the taxable wages for this item.

Amount

Type the amount for this item.

Reporting Code

Type the taxable wages for this item.

How Do I…

Change W-2 Box 14 information and continue to change additional information	Complete the information on this page and press Enter
Delete this Box 14 information	Press F22
Exit without saving changes	Press F12
Exit to the previous page and save	Complete the information on this page and press F3

Selecting State Information to Correct

On the Correct State W2 Data selection page, you can specify the state W-2 information you want to change, display or delete.

How Do I…

Select a W-2 for processing	Type any character in *O* and press Enter
Create state information for this W-2	Press F6

Correcting State W-2 Information

On the Correct State W2 Data page, you can correct state-related W-2 information.

Use the information below to complete this page.

State

Specify the state associated with this W-2 information.

*State *S Tax Co. Code*

For multi-tax companies only, specify the state tax code associated with this W-2 information.

Employer State Tax ID

Type the employer's state tax ID.

Taxable Wages

Specify the wages subject to this state's income tax withholding.

Tax W/H

Specify the amount withheld for state taxes for this employee.

MA FICA/FMHI Tax

Specify the total FICA and Medicare tax withheld for wages subject to Massachusetts state income tax.

How Do I…

Change W-2 state information and continue to change additional information	Complete the information on this page and press Enter
Delete this state information	Press F22
Exit without saving changes	Press F12
Exit to the previous page and save	Complete the information on this page and press F3

Selecting Local Information to Correct

On the Correct Local W2 Data selection page, you can specify the local W-2 information you want to change, display or delete.

How Do I…

Select a W-2 to process	Type any character in *O* and press Enter
Create local information for this W-2	Press F6

Correcting Local W-2 Information

On the Correct Local W2 Data page, you can correct locality information related to this W-2.

Use the information below to complete this page.

State

Specify the state where this locality is located.

Locality Code

Specify the locality code.

*Local *L Tax Co. Code*

Specify the local tax code.

Taxable Wages

Specify the wages subject to local income tax for this employee.

Tax W/H

Specify the amount of locality income tax withheld this year for this employee.

Tax Type Code

Specify the type of locality tax. Valid values are:

C	City income tax
D	County income tax
E	School district income tax
F	Income tax

How Do I…

Save your changes and exit to the prompt page	Complete the information on this page and press Enter
Delete this local information	Press F22
Exit without saving changes	Press F12
Exit to the previous page and save	Complete the information on this page and press F3

Notes

Chapter 14 Generating W-2 Forms and Registers

14

This chapter contains the following information about generating W-2 forms and the W-2 Register.

The chapter consists of the following topics:

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

Commonly Asked Questions

Consider these questions before you generate the W-2 Register and Forms

1 What is the difference between the W-2 Review List and the W-2 Register?

The differences between the W-2 Review List and the W-2 Register are as follows:

a The W-2 Review List provides the following warning messages, but the W-2 Register does not:

- Invalid Social Security Numbers
- Employee tip income plus wages exceeds the limit
- FICA wages plus FICA tips exceeds Medicare wages plus tips
- Employee receiving both W-2 and 1099-R incomes
- Statutory employees
- Exempt Employees Included in Totals - or - Exempt Employees Not Included in Totals

b The system prints negative values on the W-2 Review List, whereas these same values print as zero on the W-2 forms and register, because negative values are not allowed on the W-2 form and register. Consequently, the W-2 Review List may be out of balance with the W-2 forms and register.

c The system includes exempt employees in the totals on the W-2 Review List but not on the W-2 Register.

d The W-2 Review List contains Part XI, but the W-2 Register does not.

2 Under what circumstances does Infinium PY generate multiple forms?

Infinium PY generates multiple W-2 forms when:

a An employee receives more than four Box 12 codes or three Box 14 codes.

b An employee works in more than two states or more than two localities.

3 When an employee works in more than one state and/or locality, how is this information reported?

For regular W-2 forms, the system prints up to two states and/or localities on one form. The system generates multiple forms if more than two states and/or localities are reported.

4 How is overflow information handled?

The system generates overflow W-2 forms for TIB-4 format employees whose federal and/or Medicare wages and/or federal withholding exceed $99,999,999.99.

For the federal format, Infinium PY reports up to $999,999,999.99.

Overflow amounts are reflected on the W-2 Review List and W-2 Register.

Likewise, for the TIB-4 format, the system generates overflow records in the W-2 file for employees whose federal and/or Medicare wages exceed $9,999,999.99 and/or whose Medicare tax withheld amount exceeds $99,999.99 to match the actual size of the reporting format fields. These overflow amounts are reflected on the W-2 Register.

Here are two examples:

- An employee receives two W-2 forms because his federal and Medicare wages are $101,000,000.00. The system prints two lines of information for this employee on the W-2 Review List and W-2 Register and generates two W-2 forms for him.

  In Part I of the W-2 Review List and W-2 Register, the first line of information for this employee contains total wages and FMHI wages of $99,999,999.99 and the second line contains total wages and FMHI wages of $1,000,000.01. The system prints $99,999,999.99 in boxes 1 and 5 on the employee's first W-2 form and $1,000,000.01 in boxes 1 and 5 on the employee's second W-2 form.

  For the federal format, employees Infinium PY reports up to $999,999,999.99

- An employee receives two W-2 forms because he worked in three states. The first W-2 contains all of the federal wage and withholding information plus information for the first two states in boxes 15, 16 and 17. On the second W-2 form, you see only the employer and employee name, address and federal tax identification number along with the overflow information for the third state in boxes 15, 16 and 17.

  For federal format, employees Infinium PY reports up to $999,999,999.99

5 Is it possible for me to generate a W-2 form for one employee?

Yes, to do this you type either the employee's number in the *Employee* field or the employee's last name in the *Last name* field.

6 I want to sort W-2 forms by state. Can I do that?

Yes. You have two ways that you can issue W-2 forms by state. You can issue W-2 forms for one state or you can issue them for all states, in alphabetical order by state.

To issue W-2 forms for one state you:

a Type **2** in the *Special Inst* field.

b Type the state code in the *State* field.

To issue W-2 forms for all states you:

a Type **2** in the *Special Inst* field.

b Leave the *State* field blank. The system groups the employees by state and prints states in alphabetical order by state.

7 If the information does not line up properly on the forms, how do I correct the problem?

Infinium PY W-2 forms correspond to selected formats of the W-2 form produced by Brooks, Allan & Associates and are designed to be printed using an IBM continuous form or laser printer. If you purchase forms from a vendor other than Brooks, Allan & Associates or a different type of laser printer, information in some of the fields may not properly align when you print your W-2 forms due to differences in the form layout or printer specifications. These differences may require you to make modifications to the standard Infinium PY printer file.

The laser forms available from Brooks, Allan & Associates may require modifications to the printer file, depending on conditions such as the following:

- The particular model of your laser printer
- The working condition of your laser printer
- The number of W-2 forms you are printing

Depending on the type of laser printer you have, you might need to reset the starting print locations for W-2 laser forms. If resetting the starting point does not align the data, then you might need to modify the print file. Discuss the need for modifications to the printer file with your MIS or technical staff. The printer files for W-2 forms are listed in the section, “Overview of the W-2 Register.”

8 Can I print W-2 forms for terminated employees?

Yes. Type **1** in the *Print Term EEs* field in the *Print W-2 Forms & Register* option, as described in the following section.

Overview of the W-2 Register

When you run the *Print W-2 Forms and Register* function, the system generates a listing of all employees receiving W-2 forms. You can print this listing either alphabetically, numerically (by employee tax identification number) or by levels. The printing sequence is controlled by the value you type in the *W-2 Sequence* field.

Caution: The *Print W2 Forms & Register* function does not access the employee's income and deduction records. Instead, this option uses the work file created through the *Create W-2 Work Files* function. To ensure that you have the most up-to-date information in the work file, you should re-create the work file before generating the W-2 Review List, W-2 forms or the W-2 Register.

W-2 Register

Like the W-2 review list, the W-2 register consists of multiple parts.

Supported Form W-2 printer files

Infinium works closely with our preferred forms vendor, Brooks-Allan to provide support for a number of printed W-2 forms. Infinium supports only the printer files for W-2 forms that have been ordered by Infinium customers within the last two years. However, we continue to support applicable changes published by the IRS necessary to submit an electronic file.

For a list of supported printer files, see the “Supported Form W-2, 1099-R, and 1095-C Printer Files” appendix.

Printer Controls

Before processing your W-2 forms, you or one of your IS staff members should verify the printer control(s) for the spool file(s) that contains your W-2 form data.

You use printer controls to direct the output to a particular printer, put the output on hold, save the output so that the system does not delete it after it is printed, print multiple copies and so on. Refer to the *Infinium Guide to Application Manager* for information on how to set up printer controls.

You may also want to set up printer controls to ensure the confidentiality of your W-2 information on related reports. The printer controls for each part of the report are shown in the following chart.

Register Part	Printer Control Name
W-2 Register - Part I	PYTYE121XX
W-2 Register - Part II	PYTYE12AXX
W-2 Register - Part III	PYTYE12B
W-2 Register - Part IV	PYTYE12C
W-2 Register - Part V	PYTYE12D
W-2 Register - Part VI	PYTYE12E
W-2 Register - Part VII	PYTYE12F
W-2 Register - Part VIIA	PYTYE12I
W-2 Register – Part VIIB	PYTYE12N
W-2 Register - Part VIII	PYTYE12G
W-2 Register - Part IX	PYTYE12H
W-2 Register - Part X	PYTYE12J
W-2 Register - Part XI	PYTYE12K
W-2 Register - Part XII	PYTYE120
W-2 Register - Part XIII	PYTYE12Q

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

The printer controls for W-2 forms are shown in the following chart.

Form	Printer Control Name
W-2 Forms – Laser	PYTYE22L
Pressure sealed W-2 Form PS1286	PYTYEPS
W-2 Forms – types G and V	PYTYEGV
W-2 Forms - type 8	PYTYELW2

For current printer control settings, refer to the sections below:

W-2 Forms – Laser, PYTYE22L

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                      OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYTYE22L      NAME, *PRTF
OVERRIDING TO PRINTER FILE . . .   *FILE         NAME, *FILE
  LIBRARY  . . . . . . . . . . .                 NAME, *LIBL, *CURLIB
DEVICE:
  PRINTER  . . . . . . . . . . .                 NAME, *SYSVAL, *JOB
PRINTER DEVICE TYPE  . . . . . . > *AFPDS        *SCS, *IPDS, *USERASCII...
PAGE SIZE:
  PAGE LENGTH  . . . . . . . . . > 88            .001-255.000
  PAGE WIDTH . . . . . . . . . . > 120           .001-378.000
  MEASUREMENT METHOD . . . . . .   *ROWCOL       *ROWCOL, *UOM
LINES PER INCH . . . . . . . . . > 8             3, 4, 6, 7.5, 8, 9, 12
CHARACTERS PER INCH  . . . . . . > 15            5, 10, 12, 13.3, 15, 16.7...
FRONT MARGIN:
  OFFSET DOWN  . . . . . . . . .                 0-57.790
  OFFSET ACROSS  . . . . . . . .                 0-57.790
BACK MARGIN:
  OFFSET DOWN  . . . . . . . . .                 0-57.790
  OFFSET ACROSS  . . . . . . . .                 0-57.790
OVERFLOW LINE NUMBER . . . . . . > 87            1-255
FOLD RECORDS . . . . . . . . . .                 *NO, *YES
UNPRINTABLE CHARACTER ACTION:
  REPLACE CHARACTER  . . . . . .                 *NO, *YES
  REPLACEMENT CHARACTER  . . . .   *BLANK        40-FE, *BLANK
ALIGN PAGE . . . . . . . . . . .                 *NO, *YES
SOURCE DRAWER  . . . . . . . . .                 1-255, *E1, *FORMDF
OUTPUT BIN . . . . . . . . . . .                 1-65535, *DEVD
FONT:
  IDENTIFIER . . . . . . . . . .                 CHARACTER VALUE, *CPI...
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
FORM FEED  . . . . . . . . . . .                 *DEVD, *CONT, *CUT, *CONT2...
PRINT QUALITY  . . . . . . . . . > *STD          *STD, *DEVD, *DRAFT, *NLQ...
CONTROL CHARACTER  . . . . . . .                 *NONE, *FCFC, *MACHINE
CHANNEL VALUES:
  CHANNEL  . . . . . . . . . . .                 1-12
  LINE NUMBER FOR CHANNEL:
  LINE . . . . . . . . . . . . .                 1-255
             + FOR MORE VALUES
FIDELITY . . . . . . . . . . . .                 *CONTENT, *ABSOLUTE
CHARACTER IDENTIFIER:
  GRAPHIC CHARACTER SET  . . . .                 NUMBER
  CODE PAGE  . . . . . . . . . .                 NUMBER
DECIMAL FORMAT . . . . . . . . .                 *FILE, *JOB
FONT CHARACTER SET:
  CHARACTER SET  . . . . . . . .                 NAME, *FONT
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  CODE PAGE  . . . . . . . . . .                 NAME
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
CODED FONT:
  CODED FONT . . . . . . . . . .                 NAME, *FNTCHRSET
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
PAGE DEFINITION  . . . . . . . .                 NAME, *NONE
```

```
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
FORM DEFINITION  . . . . . . . .                 NAME, *NONE, *DEVD
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
AFP CHARACTERS . . . . . . . . .                 NAME, *NONE
TABLE REFERENCE CHARACTERS . . .                 *NO, *YES
DEGREE OF PAGE ROTATION  . . . . > *DEVD         *AUTO, *DEVD, *COR, 0, 90...
PAGES PER SIDE . . . . . . . . .                 1-4
REDUCE OUTPUT  . . . . . . . . .                 *TEXT, *NONE
PRINT TEXT . . . . . . . . . . . > *JOB
HARDWARE JUSTIFICATION . . . . .                 0, 50, 100
PRINT ON BOTH SIDES  . . . . . .                 *NO, *YES, *TUMBLE, *FORMDF
UNIT OF MEASURE  . . . . . . . . > *INCH         *INCH, *CM
FRONT SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                 NAME, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0             0-57.790
  OFFSET ACROSS  . . . . . . . .   0             0-57.790
BACK SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                 NAME, *FRONTOVL, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0             0-57.790
  OFFSET ACROSS  . . . . . . . .   0             0-57.790
  CONSTANT BACK  . . . . . . . .   *NOCONSTANT   *NOCONSTANT, *CONSTANT
CONVERT LINE DATA  . . . . . . .                 *NO, *YES
IPDS PASS THROUGH  . . . . . . .                 *YES, *NO, *DEVD
USER RESOURCE LIBRARY LIST . . .                 CHARACTER VALUE, *DEVD...
               + FOR MORE VALUES
CORNER STAPLE  . . . . . . . . .                 *NONE, *BOTRIGHT...
EDGE STITCH:
  REFERENCE EDGE . . . . . . . .                 *NONE, *BOT, *RIGHT, *TOP...
  REFERENCE EDGE OFFSET  . . . .                 0.0-57.790, *DEVD
  NUMBER OF STAPLES  . . . . . .                 1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                 0.0-57.790, *DEVD
               + FOR MORE VALUES
SADDLE STITCH:
  REFERENCE EDGE . . . . . . . .                 *NONE, *TOP, *LEFT, *DEVD
  NUMBER OF STAPLES  . . . . . .                 1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                 0.0-57.790, *DEVD
               + FOR MORE VALUES
FONT RESOLUTION FOR FORMATTING                   *DEVD, *SEARCH, 240, 300
DEFER WRITE  . . . . . . . . . .                 *YES, *NO
SPOOL THE DATA . . . . . . . . .                 *YES, *NO
OUTPUT QUEUE . . . . . . . . . . > QPRINT        NAME, *DEV, *JOB
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
FORM TYPE  . . . . . . . . . . . > W2_FORMS      CHARACTER VALUE, *STD
COPIES . . . . . . . . . . . . . > 1             1-255
PAGE RANGE TO PRINT:
  STARTING PAGE  . . . . . . . .                 NUMBER, 1, *ENDPAGE
  ENDING PAGE  . . . . . . . . .                 NUMBER, *END
MAX SPOOLED OUTPUT RECORDS . . . > 20000         1-99999999, *NOMAX
FILE SEPARATORS  . . . . . . . . > 0             0-9
SPOOLED OUTPUT SCHEDULE  . . . . > *FILEEND      *JOBEND, *FILEEND, *IMMED
HOLD SPOOLED FILE  . . . . . . . > *YES          *NO, *YES
SAVE SPOOLED FILE  . . . . . . . > *NO           *NO, *YES
OUTPUT PRIORITY (ON OUTQ)  . . .                 *JOB, 1-9
USER DATA  . . . . . . . . . . .                 CHARACTER VALUE, *SOURCE
SPOOL FILE OWNER . . . . . . . .                 *CURUSRPRF, *JOB...
USER DEFINED OPTION  . . . . . .                 CHARACTER VALUE, *NONE
               + FOR MORE VALUES
USER DEFINED DATA  . . . . . . .
```

```
USER DEFINED OBJECT:
  OBJECT . . . . . . . . . . . .                          NAME, *NONE
    LIBRARY  . . . . . . . . . .      *LIBL       NAME, *LIBL, *CURLIB
  OBJECT TYPE  . . . . . . . . .                  *DTAARA, *DTAQ, *FILE...
SPOOL FILE NAME  . . . . . . . .                  NAME, *FILE
EXPIRATION DATE FOR FILE . . . .                  DATE, *NONE, *DAYS
DAYS UNTIL FILE EXPIRES  . . . .                  1-366
USER SPECIFIED DBCS DATA . . . .                  *NO, *YES
DBCS EXTENSION CHARACTERS  . . .                  *YES, *NO
DBCS CHARACTER ROTATION  . . . .                  *NO, *YES
DBCS CHARACTERS PER INCH . . . .                  *CPI, *CONDENSED, 5, 6, 10
DBCS SO/SI SPACING . . . . . . .                  *YES, *NO, *RIGHT
DBCS CODED FONT:
  DBCS CODED FONT  . . . . . . .                  NAME, *SYSVAL
    LIBRARY  . . . . . . . . . .      *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .    *NONE         0.1-999.9, *NONE
TO STREAM FILE . . . . . . . . .


WORKSTATION CUSTOMIZING OBJECT                    NAME, *NONE, *PDF
  LIBRARY  . . . . . . . . . . .      *LIBL       NAME, *LIBL, *CURLIB
MAXIMUM FILE WAIT TIME . . . . .                  SECONDS, *IMMED, *CLS
RECORD FORMAT LEVEL CHECK  . . .                  *NO
SECURE FROM OTHER OVERRIDES  . .    *NO           *NO, *YES
OVERRIDE SCOPE . . . . . . . . .    *ACTGRPDFN    *ACTGRPDFN, *CALLLVL, *JOB
SHARE OPEN DATA PATH . . . . . .                  *NO, *YES
OPEN SCOPE . . . . . . . . . . .                  *ACTGRPDFN, *JOB
```

Pressure sealed W-2 Form PS1286, PYTYEPS

```
                      OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYTYEPS       NAME, *PRTF
OVERRIDING TO PRINTER FILE . . .   *FILE         NAME, *FILE
  LIBRARY  . . . . . . . . . . .                 NAME, *LIBL, *CURLIB
DEVICE:
  PRINTER  . . . . . . . . . . .                 NAME, *SYSVAL, *JOB
PRINTER DEVICE TYPE  . . . . . . > *AFPDS        *SCS, *IPDS, *USERASCII...
PAGE SIZE:
  PAGE LENGTH  . . . . . . . . . > 112           .001-255.000
  PAGE WIDTH . . . . . . . . . . > 120           .001-378.000
  MEASUREMENT METHOD . . . . . .   *ROWCOL       *ROWCOL, *UOM
LINES PER INCH . . . . . . . . . > 8             3, 4, 6, 7.5, 8, 9, 12
CHARACTERS PER INCH  . . . . . . > 15            5, 10, 12, 13.3, 15, 16.7...
FRONT MARGIN:
  OFFSET DOWN  . . . . . . . . . > .15625        0-57.790
  OFFSET ACROSS  . . . . . . . . > .066          0-57.790
BACK MARGIN:
  OFFSET DOWN  . . . . . . . . .                 0-57.790
  OFFSET ACROSS  . . . . . . . .                 0-57.790
OVERFLOW LINE NUMBER . . . . . . > 112           1-255
FOLD RECORDS . . . . . . . . . .                 *NO, *YES
UNPRINTABLE CHARACTER ACTION:
  REPLACE CHARACTER  . . . . . .                 *NO, *YES
```

```
  REPLACEMENT CHARACTER  . . . .   *BLANK        40-FE, *BLANK
ALIGN PAGE . . . . . . . . . . .                 *NO, *YES
SOURCE DRAWER  . . . . . . . . . > 2             1-255, *E1, *FORMDF
OUTPUT BIN . . . . . . . . . . .                 1-65535, *DEVD
FONT:
  IDENTIFIER . . . . . . . . . .                 CHARACTER VALUE, *CPI...
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
FORM FEED  . . . . . . . . . . .                 *DEVD, *CONT, *CUT, *CONT2...
PRINT QUALITY  . . . . . . . . . > *STD          *STD, *DEVD, *DRAFT, *NLQ...
CONTROL CHARACTER  . . . . . . .                 *NONE, *FCFC, *MACHINE
CHANNEL VALUES:
  CHANNEL  . . . . . . . . . . .                 1-12
  LINE NUMBER FOR CHANNEL:
  LINE . . . . . . . . . . . . .                 1-255
               + FOR MORE VALUES
FIDELITY . . . . . . . . . . . .                 *CONTENT, *ABSOLUTE
CHARACTER IDENTIFIER:
  GRAPHIC CHARACTER SET  . . . .                 NUMBER
  CODE PAGE  . . . . . . . . . .                 NUMBER
DECIMAL FORMAT . . . . . . . . .                 *FILE, *JOB
FONT CHARACTER SET:
  CHARACTER SET  . . . . . . . .                 NAME, *FONT
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  CODE PAGE  . . . . . . . . . .                 NAME
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
CODED FONT:
  CODED FONT . . . . . . . . . .                 NAME, *FNTCHRSET
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
PAGE DEFINITION  . . . . . . . .                 NAME, *NONE
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
FORM DEFINITION  . . . . . . . .                 NAME, *NONE, *DEVD
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
AFP CHARACTERS . . . . . . . . .                 NAME, *NONE
               + FOR MORE VALUES
TABLE REFERENCE CHARACTERS . . .                 *NO, *YES
DEGREE OF PAGE ROTATION  . . . . > 0             *AUTO, *DEVD, *COR, 0, 90...
PAGES PER SIDE . . . . . . . . .                 1-4
REDUCE OUTPUT  . . . . . . . . . > *NONE         *TEXT, *NONE
PRINT TEXT . . . . . . . . . . . > *JOB
HARDWARE JUSTIFICATION . . . . .                 0, 50, 100
PRINT ON BOTH SIDES  . . . . . .                 *NO, *YES, *TUMBLE, *FORMDF
UNIT OF MEASURE  . . . . . . . . > *INCH         *INCH, *CM
FRONT SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                 NAME, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0             0-57.790
  OFFSET ACROSS  . . . . . . . .   0             0-57.790
BACK SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                 NAME, *FRONTOVL, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0             0-57.790
  OFFSET ACROSS  . . . . . . . .   0             0-57.790
  CONSTANT BACK  . . . . . . . .   *NOCONSTANT   *NOCONSTANT, *CONSTANT
CONVERT LINE DATA  . . . . . . .                 *NO, *YES
IPDS PASS THROUGH  . . . . . . .                 *YES, *NO, *DEVD
USER RESOURCE LIBRARY LIST . . .                 CHARACTER VALUE, *DEVD...
               + FOR MORE VALUES
CORNER STAPLE  . . . . . . . . .                 *NONE, *BOTRIGHT...
```

```
EDGE STITCH:
  REFERENCE EDGE . . . . . . . .                 *NONE, *BOT, *RIGHT, *TOP...
  REFERENCE EDGE OFFSET  . . . .                 0.0-57.790, *DEVD
  NUMBER OF STAPLES  . . . . . .                 1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                 0.0-57.790, *DEVD
               + FOR MORE VALUES
SADDLE STITCH:
  REFERENCE EDGE . . . . . . . .                 *NONE, *TOP, *LEFT, *DEVD
  NUMBER OF STAPLES  . . . . . .                 1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                 0.0-57.790, *DEVD
               + FOR MORE VALUES
FONT RESOLUTION FOR FORMATTING                   *DEVD, *SEARCH, 240, 300
DEFER WRITE  . . . . . . . . . .                 *YES, *NO
SPOOL THE DATA . . . . . . . . .                 *YES, *NO
OUTPUT QUEUE . . . . . . . . . . > QPRINT        NAME, *DEV, *JOB
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
FORM TYPE  . . . . . . . . . . . > PS_LASER      CHARACTER VALUE, *STD
COPIES . . . . . . . . . . . . . > 1             1-255
PAGE RANGE TO PRINT:
  STARTING PAGE  . . . . . . . .                 NUMBER, 1, *ENDPAGE
  ENDING PAGE  . . . . . . . . .                 NUMBER, *END
MAX SPOOLED OUTPUT RECORDS . . . > 999999        1-99999999, *NOMAX
FILE SEPARATORS  . . . . . . . . > 0             0-9
SPOOLED OUTPUT SCHEDULE  . . . . > *JOBEND       *JOBEND, *FILEEND, *IMME
HOLD SPOOLED FILE  . . . . . . . > *YES          *NO, *YES
SAVE SPOOLED FILE  . . . . . . . > *NO           *NO, *YES
OUTPUT PRIORITY (ON OUTQ)  . . .                 *JOB, 1-9
USER DATA  . . . . . . . . . . .                 CHARACTER VALUE, *SOURCE
SPOOL FILE OWNER . . . . . . . .                 *CURUSRPRF, *JOB...
USER DEFINED OPTION  . . . . . .                 CHARACTER VALUE, *NONE
               + FOR MORE VALUES
 USER DEFINED DATA  . . . . . . .



 USER DEFINED OBJECT:
   OBJECT . . . . . . . . . . . .                 NAME, *NONE
     LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
   OBJECT TYPE  . . . . . . . . .                 *DTAARA, *DTAQ, *FILE...
 SPOOL FILE NAME  . . . . . . . .                 NAME, *FILE
 EXPIRATION DATE FOR FILE . . . .                 DATE, *NONE, *DAYS
 DAYS UNTIL FILE EXPIRES  . . . .                 1-366
 USER SPECIFIED DBCS DATA . . . .                 *NO, *YES
 DBCS EXTENSION CHARACTERS  . . .                 *YES, *NO
 DBCS CHARACTER ROTATION  . . . .                 *NO, *YES
 DBCS CHARACTERS PER INCH . . . .                 *CPI, *CONDENSED, 5, 6, 10
 DBCS SO/SI SPACING . . . . . . .                 *YES, *NO, *RIGHT
 DBCS CODED FONT:
   DBCS CODED FONT  . . . . . . .                 NAME, *SYSVAL
     LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
   POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
 TO STREAM FILE . . . . . . . . .


 WORKSTATION CUSTOMIZING OBJECT                   NAME, *NONE, *PDF
   LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
 MAXIMUM FILE WAIT TIME . . . . .                 SECONDS, *IMMED, *CLS
 RECORD FORMAT LEVEL CHECK  . . .                 *NO
 SECURE FROM OTHER OVERRIDES  . .   *NO           *NO, *YES
 OVERRIDE SCOPE . . . . . . . . .   *ACTGRPDFN    *ACTGRPDFN, *CALLLVL, *JOB
```

```
SHARE OPEN DATA PATH . . . . . .                 *NO, *YES
OPEN SCOPE . . . . . . . . . . .                 *ACTGRPDFN, *JOB
```

Note: We recommend that you use the Printer Output Utility in ACS (Access Client Solutions) or Webtop (PDF Display) to print this form. When printing the form, use these settings on the PDF print dialog:

- Print actual size
- Choose paper source by PDF page size
- Portrait orientation

W-2 Forms – types G and V, PYTYEGV

```
                    OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYTYEGV       NAME, *PRTF
OVERRIDING TO PRINTER FILE . . .   *FILE         NAME, *FILE
  LIBRARY  . . . . . . . . . . .                 NAME, *LIBL, *CURLIB
DEVICE:
  PRINTER  . . . . . . . . . . .                 NAME, *SYSVAL, *JOB
PRINTER DEVICE TYPE  . . . . . . > *AFPDS        *SCS, *IPDS, *USERASCII...
PAGE SIZE:
  PAGE LENGTH  . . . . . . . . . > 66            .001-255.000
  PAGE WIDTH . . . . . . . . . . > 132           .001-378.000
  MEASUREMENT METHOD . . . . . .   *ROWCOL       *ROWCOL, *UOM
LINES PER INCH . . . . . . . . . > 6             3, 4, 6, 7.5, 8, 9, 12
CHARACTERS PER INCH  . . . . . . > 10            5, 10, 12, 13.3, 15, 16.7...
FRONT MARGIN:
  OFFSET DOWN  . . . . . . . . .                 0-57.790
  OFFSET ACROSS  . . . . . . . .                 0-57.790
BACK MARGIN:
  OFFSET DOWN  . . . . . . . . .                 0-57.790
  OFFSET ACROSS  . . . . . . . .                 0-57.790
OVERFLOW LINE NUMBER . . . . . . > 66            1-255
FOLD RECORDS . . . . . . . . . .                 *NO, *YES
UNPRINTABLE CHARACTER ACTION:
  REPLACE CHARACTER  . . . . . .                 *NO, *YES
  REPLACEMENT CHARACTER  . . . .   *BLANK        40-FE, *BLANK
ALIGN PAGE . . . . . . . . . . .                 *NO, *YES
SOURCE DRAWER  . . . . . . . . .                 1-255, *E1, *FORMDF
OUTPUT BIN . . . . . . . . . . .                 1-65535, *DEVD
FONT:
  IDENTIFIER . . . . . . . . . .                 CHARACTER VALUE, *CPI...
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
FORM FEED  . . . . . . . . . . .                 *DEVD, *CONT, *CUT, *CONT2...
PRINT QUALITY  . . . . . . . . . > *STD          *STD, *DEVD, *DRAFT, *NLQ...
CONTROL CHARACTER  . . . . . . .                 *NONE, *FCFC, *MACHINE
CHANNEL VALUES:
  CHANNEL  . . . . . . . . . . .                 1-12
  LINE NUMBER FOR CHANNEL:
  LINE . . . . . . . . . . . . .                 1-255
               + FOR MORE VALUES
FIDELITY . . . . . . . . . . . .                 *CONTENT, *ABSOLUTE
CHARACTER IDENTIFIER:
  GRAPHIC CHARACTER SET  . . . .                 NUMBER
  CODE PAGE  . . . . . . . . . .                 NUMBER
DECIMAL FORMAT . . . . . . . . .                 *FILE, *JOB
FONT CHARACTER SET:
  CHARACTER SET  . . . . . . . .                 NAME, *FONT
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  CODE PAGE  . . . . . . . . . .                 NAME
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
CODED FONT:
  CODED FONT . . . . . . . . . .                 NAME, *FNTCHRSET
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
PAGE DEFINITION  . . . . . . . .                 NAME, *NONE
```

```
  LIBRARY . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
FORM DEFINITION  . . . . . . . .                NAME, *NONE, *DEVD
  LIBRARY . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
AFP CHARACTERS . . . . . . . . .                NAME, *NONE
               + FOR MORE VALUES
TABLE REFERENCE CHARACTERS . . .                *NO, *YES
DEGREE OF PAGE ROTATION  . . . . > 0            *AUTO, *DEVD, *COR, 0, 90...
PAGES PER SIDE . . . . . . . . .                1-4
REDUCE OUTPUT  . . . . . . . . .                *TEXT, *NONE
PRINT TEXT . . . . . . . . . . . > *JOB
HARDWARE JUSTIFICATION . . . . .                0, 50, 100
PRINT ON BOTH SIDES  . . . . . .                *NO, *YES, *TUMBLE, *FORMDF
UNIT OF MEASURE  . . . . . . . .                *INCH, *CM
FRONT SIDE OVERLAY:
  OVERLAY . . . . . . . . . . .                 NAME, *NONE
    LIBRARY . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN . . . . . . . . .   0             0-57.790
  OFFSET ACROSS  . . . . . . . .  0             0-57.790
BACK SIDE OVERLAY:
  OVERLAY . . . . . . . . . . .                 NAME, *FRONTOVL, *NONE
    LIBRARY . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN . . . . . . . . .   0             0-57.790
  OFFSET ACROSS  . . . . . . . .  0             0-57.790
  CONSTANT BACK  . . . . . . . .  *NOCONSTANT   *NOCONSTANT, *CONSTANT
CONVERT LINE DATA  . . . . . . .                *NO, *YES
IPDS PASS THROUGH  . . . . . . .                *YES, *NO, *DEVD
USER RESOURCE LIBRARY LIST . . .                CHARACTER VALUE, *DEVD...
               + FOR MORE VALUES
CORNER STAPLE  . . . . . . . . .                *NONE, *BOTRIGHT...
EDGE STITCH:
  REFERENCE EDGE . . . . . . . .                *NONE, *BOT, *RIGHT, *TOP...
  REFERENCE EDGE OFFSET  . . . .                0.0-57.790, *DEVD
  NUMBER OF STAPLES  . . . . . .                1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                0.0-57.790, *DEVD
               + FOR MORE VALUES
SADDLE STITCH:
  REFERENCE EDGE . . . . . . . .                *NONE, *TOP, *LEFT, *DEVD
  NUMBER OF STAPLES  . . . . . .                1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                0.0-57.790, *DEVD
               + FOR MORE VALUES
FONT RESOLUTION FOR FORMATTING                  *DEVD, *SEARCH, 240, 300
DEFER WRITE  . . . . . . . . . .                *YES, *NO
SPOOL THE DATA . . . . . . . . .                *YES, *NO
OUTPUT QUEUE . . . . . . . . . . > QPRINT       NAME, *DEV, *JOB
  LIBRARY . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
FORM TYPE  . . . . . . . . . . . > W2GV         CHARACTER VALUE, *STD
COPIES . . . . . . . . . . . . . > 1            1-255
PAGE RANGE TO PRINT:
  STARTING PAGE  . . . . . . . .                NUMBER, 1, *ENDPAGE
  ENDING PAGE  . . . . . . . . .                NUMBER, *END
MAX SPOOLED OUTPUT RECORDS . . . > *NOMAX       1-99999999, *NOMAX
FILE SEPARATORS  . . . . . . . . > 0            0-9
SPOOLED OUTPUT SCHEDULE  . . . . > *FILEEND     *JOBEND, *FILEEND, *IMMED
HOLD SPOOLED FILE  . . . . . . . > *YES         *NO, *YES
SAVE SPOOLED FILE  . . . . . . . > *NO          *NO, *YES
OUTPUT PRIORITY (ON OUTQ)  . . .                *JOB, 1-9
USER DATA  . . . . . . . . . . .                CHARACTER VALUE, *SOURCE
SPOOL FILE OWNER . . . . . . . .                *CURUSRPRF, *JOB...
USER DEFINED OPTION  . . . . . .                CHARACTER VALUE, *NONE
               + FOR MORE VALUES
```

```
USER DEFINED DATA  . . . . . . .



USER DEFINED OBJECT:
  OBJECT . . . . . . . . . . . .                    NAME, *NONE
    LIBRARY  . . . . . . . . . .    *LIBL       NAME, *LIBL, *CURLIB
  OBJECT TYPE  . . . . . . . . .                    *DTAARA, *DTAQ, *FILE...
SPOOL FILE NAME  . . . . . . . .                    NAME, *FILE
EXPIRATION DATE FOR FILE . . . .                    DATE, *NONE, *DAYS
DAYS UNTIL FILE EXPIRES  . . . .                    1-366
USER SPECIFIED DBCS DATA . . . .                    *NO, *YES
DBCS EXTENSION CHARACTERS  . . .                    *YES, *NO
DBCS CHARACTER ROTATION  . . . .                    *NO, *YES
DBCS CHARACTERS PER INCH . . . .                    *CPI, *CONDENSED, 5, 6, 10
DBCS SO/SI SPACING . . . . . . .                    *YES, *NO, *RIGHT
DBCS CODED FONT:
  DBCS CODED FONT  . . . . . . .                    NAME, *SYSVAL
    LIBRARY  . . . . . . . . . .    *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .  *NONE         0.1-999.9, *NONE
TO STREAM FILE . . . . . . . . .


WORKSTATION CUSTOMIZING OBJECT                      NAME, *NONE, *PDF
  LIBRARY  . . . . . . . . . . .    *LIBL       NAME, *LIBL, *CURLIB
MAXIMUM FILE WAIT TIME . . . . .                    SECONDS, *IMMED, *CLS
RECORD FORMAT LEVEL CHECK  . . .                    *NO
SECURE FROM OTHER OVERRIDES  . .  *NO           *NO, *YES
OVERRIDE SCOPE . . . . . . . . .  *ACTGRPDFN    *ACTGRPDFN, *CALLLVL, *JOB
SHARE OPEN DATA PATH . . . . . .                    *NO, *YES
OPEN SCOPE . . . . . . . . . . .                    *ACTGRPDFN, *JOB
```

W-2 Forms - type 8, PYTYELW2

```
                     OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYTYELW2     NAME, *PRTF
OVERRIDING TO PRINTER FILE . . .  *FILE         NAME, *FILE
  LIBRARY  . . . . . . . . . . .                NAME, *LIBL, *CURLIB
DEVICE:
  PRINTER  . . . . . . . . . . .                NAME, *SYSVAL, *JOB
PRINTER DEVICE TYPE  . . . . . . > *AFPDS       *SCS, *IPDS, *USERASCII...
PAGE SIZE:
  PAGE LENGTH  . . . . . . . . . > 66           .001-255.000
  PAGE WIDTH . . . . . . . . . . > 120          .001-378.000
  MEASUREMENT METHOD . . . . . .  *ROWCOL       *ROWCOL, *UOM
LINES PER INCH . . . . . . . . . > 6            3, 4, 6, 7.5, 8, 9, 12
CHARACTERS PER INCH  . . . . . . > 15           5, 10, 12, 13.3, 15, 16.7...
FRONT MARGIN:
  OFFSET DOWN  . . . . . . . . .                0-57.790
  OFFSET ACROSS  . . . . . . . .                0-57.790
BACK MARGIN:
  OFFSET DOWN  . . . . . . . . .                0-57.790
  OFFSET ACROSS  . . . . . . . .                0-57.790
OVERFLOW LINE NUMBER . . . . . . > 65           1-255
FOLD RECORDS . . . . . . . . . .                *NO, *YES
UNPRINTABLE CHARACTER ACTION:
```

```
  REPLACE CHARACTER  . . . . . .                  *NO, *YES
  REPLACEMENT CHARACTER  . . . .   *BLANK         40-FE, *BLANK
ALIGN PAGE . . . . . . . . . . .                  *NO, *YES
SOURCE DRAWER  . . . . . . . . .                  1-255, *E1, *FORMDF
OUTPUT BIN . . . . . . . . . . .                  1-65535, *DEVD
FONT:
  IDENTIFIER . . . . . . . . . .                  CHARACTER VALUE, *CPI...
  POINT SIZE . . . . . . . . . .   *NONE          0.1-999.9, *NONE
FORM FEED  . . . . . . . . . . .                  *DEVD, *CONT, *CUT, *CONT2...
PRINT QUALITY  . . . . . . . . . > *STD           *STD, *DEVD, *DRAFT, *NLQ...
CONTROL CHARACTER  . . . . . . .                  *NONE, *FCFC, *MACHINE
CHANNEL VALUES:
  CHANNEL  . . . . . . . . . . .                  1-12
  LINE NUMBER FOR CHANNEL:
  LINE . . . . . . . . . . . . .                  1-255
               + FOR MORE VALUES
FIDELITY . . . . . . . . . . . .                  *CONTENT, *ABSOLUTE
CHARACTER IDENTIFIER:
  GRAPHIC CHARACTER SET  . . . .                  NUMBER
  CODE PAGE  . . . . . . . . . .                  NUMBER
DECIMAL FORMAT . . . . . . . . .                  *FILE, *JOB
FONT CHARACTER SET:
  CHARACTER SET  . . . . . . . .                  NAME, *FONT
    LIBRARY  . . . . . . . . . .     *LIBL        NAME, *LIBL, *CURLIB
  CODE PAGE  . . . . . . . . . .                  NAME
    LIBRARY  . . . . . . . . . .     *LIBL        NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE          0.1-999.9, *NONE
CODED FONT:
  CODED FONT . . . . . . . . . .                  NAME, *FNTCHRSET
    LIBRARY  . . . . . . . . . .     *LIBL        NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE          0.1-999.9, *NONE
PAGE DEFINITION  . . . . . . . .                  NAME, *NONE
  LIBRARY  . . . . . . . . . . .     *LIBL        NAME, *LIBL, *CURLIB
FORM DEFINITION  . . . . . . . .                  NAME, *NONE, *DEVD
  LIBRARY  . . . . . . . . . . .     *LIBL        NAME, *LIBL, *CURLIB
AFP CHARACTERS . . . . . . . . .                  NAME, *NONE
               + FOR MORE VALUES
TABLE REFERENCE CHARACTERS . . .                  *NO, *YES
DEGREE OF PAGE ROTATION  . . . . > *DEVD          *AUTO, *DEVD, *COR, 0, 90...
PAGES PER SIDE . . . . . . . . .                  1-4
REDUCE OUTPUT  . . . . . . . . .                  *TEXT, *NONE
PRINT TEXT . . . . . . . . . . . > *JOB
HARDWARE JUSTIFICATION . . . . .                  0, 50, 100
PRINT ON BOTH SIDES  . . . . . .                  *NO, *YES, *TUMBLE, *FORMDF
UNIT OF MEASURE  . . . . . . . . > *INCH          *INCH, *CM
FRONT SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                  NAME, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL        NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0              0-57.790
  OFFSET ACROSS  . . . . . . . .   0              0-57.790
BACK SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                  NAME, *FRONTOVL, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL        NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0              0-57.790
  OFFSET ACROSS  . . . . . . . .   0              0-57.790
  CONSTANT BACK  . . . . . . . .   *NOCONSTANT    *NOCONSTANT, *CONSTANT
CONVERT LINE DATA  . . . . . . .                  *NO, *YES
IPDS PASS THROUGH  . . . . . . .                  *YES, *NO, *DEVD
USER RESOURCE LIBRARY LIST . . .                  CHARACTER VALUE, *DEVD...
               + FOR MORE VALUES
```

```
CORNER STAPLE  . . . . . . . . .                        *NONE, *BOTRIGHT...
EDGE STITCH:
  REFERENCE EDGE . . . . . . . .                        *NONE, *BOT, *RIGHT, *TOP...
  REFERENCE EDGE OFFSET  . . . .                        0.0-57.790, *DEVD
  NUMBER OF STAPLES  . . . . . .                        1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                        0.0-57.790, *DEVD
               + FOR MORE VALUES
SADDLE STITCH:
  REFERENCE EDGE . . . . . . . .                        *NONE, *TOP, *LEFT, *DEVD
  NUMBER OF STAPLES  . . . . . .                        1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                        0.0-57.790, *DEVD
               + FOR MORE VALUES
FONT RESOLUTION FOR FORMATTING                          *DEVD, *SEARCH, 240, 300
DEFER WRITE  . . . . . . . . . .                        *YES, *NO
SPOOL THE DATA . . . . . . . . .                        *YES, *NO
OUTPUT QUEUE . . . . . . . . . . > QPRINT               NAME, *DEV, *JOB
  LIBRARY  . . . . . . . . . . .     *LIBL              NAME, *LIBL, *CURLIB
FORM TYPE  . . . . . . . . . . . > W2_FORMS             CHARACTER VALUE, *STD
COPIES . . . . . . . . . . . . . > 1                    1-255
PAGE RANGE TO PRINT:
  STARTING PAGE  . . . . . . . .                        NUMBER, 1, *ENDPAGE
  ENDING PAGE  . . . . . . . . .                        NUMBER, *END
MAX SPOOLED OUTPUT RECORDS . . . > 20000                1-99999999, *NOMAX
FILE SEPARATORS  . . . . . . . . > 0                    0-9
SPOOLED OUTPUT SCHEDULE  . . . . > *FILEEND             *JOBEND, *FILEEND, *IMMED
HOLD SPOOLED FILE  . . . . . . . > *YES                 *NO, *YES
SAVE SPOOLED FILE  . . . . . . . > *NO                  *NO, *YES
OUTPUT PRIORITY (ON OUTQ)  . . .                        *JOB, 1-9
USER DATA  . . . . . . . . . . .                        CHARACTER VALUE, *SOURCE
SPOOL FILE OWNER . . . . . . . .                        *CURUSRPRF, *JOB...
USER DEFINED OPTION  . . . . . .                        CHARACTER VALUE, *NONE
               + FOR MORE VALUES
USER DEFINED DATA  . . . . . . .



USER DEFINED OBJECT:
  OBJECT . . . . . . . . . . . .                        NAME, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL              NAME, *LIBL, *CURLIB
  OBJECT TYPE  . . . . . . . . .                        *DTAARA, *DTAQ, *FILE...
SPOOL FILE NAME  . . . . . . . .                        NAME, *FILE
EXPIRATION DATE FOR FILE . . . .                        DATE, *NONE, *DAYS
DAYS UNTIL FILE EXPIRES  . . . .                        1-366
USER SPECIFIED DBCS DATA . . . .                        *NO, *YES
DBCS EXTENSION CHARACTERS  . . .                        *YES, *NO
DBCS CHARACTER ROTATION  . . . .                        *NO, *YES
DBCS CHARACTERS PER INCH . . . .                        *CPI, *CONDENSED, 5, 6, 10
DBCS SO/SI SPACING . . . . . . .                        *YES, *NO, *RIGHT
DBCS CODED FONT:
  DBCS CODED FONT  . . . . . . .                        NAME, *SYSVAL
    LIBRARY  . . . . . . . . . .     *LIBL              NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE                0.1-999.9, *NONE
TO STREAM FILE . . . . . . . . .


WORKSTATION CUSTOMIZING OBJECT                          NAME, *NONE, *PDF
  LIBRARY  . . . . . . . . . . .     *LIBL              NAME, *LIBL, *CURLIB
MAXIMUM FILE WAIT TIME . . . . .                        SECONDS, *IMMED, *CLS
RECORD FORMAT LEVEL CHECK  . . .                        *NO
SECURE FROM OTHER OVERRIDES  . .   *NO                  *NO, *YES
```

```
OVERRIDE SCOPE . . . . . . . . .   *ACTGRPDFN    *ACTGRPDFN, *CALLLVL, *JOB
SHARE OPEN DATA PATH . . . . . .                 *NO, *YES
OPEN SCOPE . . . . . . . . . . .                 *ACTGRPDFN, *JOB
```

Generating the Forms and Register

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the W-2 Register. The only users who should be allowed access to the *Print W2 Forms & Register* function are those that perform the processing for the option. You or one of your IS staff members should remove this function from the menus of all other users.

Follow these steps print W-2 forms.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (USA)*.
3. Select *W-2 Processing*.
4. Select *Print W-2 Forms & Register* [W2FORMS]. The system displays the Print W2 Forms & Register screen.
5. Fill in the appropriate fields as described below.

   If appropriate, you can generate the forms and register using the same field values that you specified when you created the work files. However, you are not restricted to generating the forms and register in the same way as when you created the work files.

   For example, if you created the work file by employer group, you can generate the forms and register for either the employer group or for one of the employers associated with the employer group. Similarly, if you updated the work file for an employee, you can generate the forms and register for either the employee or the entire employer, as appropriate.

   Employer or Employer Group

   Type the employer code in the *Employer* field, or leave the *Employer* field blank and type a value in the Employer group field.

   Tax Company or Tax Co Group (multi-tax customers only)

   To generate the forms and register for a tax company, type the name of that tax company in the *Tax Company* field. If you use tax company group processing, you can leave the *Tax Company* field blank and type the name of the tax company group in the *Tax Co Group* field.

Employee or Last Name

To generate the forms and register for an employee, type the employee number in the *Employee* field. If you do not know the employee number, then leave this field blank and type a value in the *Last Name* field.

Press F4 on either field and select the employee from the list of valid values.

Leave these fields blank if you do not want to generate the forms and register for a specific employee.

Special Inst

Specify special printing information for this listing. For example, you can print all employees who worked in a particular state. Valid values are:

0 Normal run of W-2 forms including federal, state, and local data. If you specify **0** and specify a state in the *State* field, the system generates W-2 forms only for employees in that state.

This is recommended as the best way to reconcile. Everything is printed on the W-2 to match registers.

1 Federal data only; issue a single W-2 for each employee without state or local withholding data.

2	State selection; issue a W-2 for each employee who worked in the state entered in the *State* field.

When you select this option and use a specific state, the system generates a W-2 with federal information and state information for that state only. State specific information prints in Box 14, 15, 16, 17, as well as localities associated with that state in Box 18, 19, 20. User-defined information prints in Box 14.

If you select this option and the employee has been paid in multiple states, the W-2 does not include any other state information. The employee will receive a W-2 with federal information and information for only the specified state.

Infinium does not recommend this method to print W-2 statements for distribution to employees.

If you select this option and leave the State field blank, the system generates the W-2s in state sequence, with the exception that New Jersey always prints first.

Each employee receives a complete W-2 statement with state and federal information. For example, an employee working in Alabama and Massachusetts will have a complete W-2 sorted under Alabama (with Alabama and Massachusetts wages reported). There will be no W-2 for this employee sorted under Massachusetts.

If there is no *S wage base, the system still prints a W-2 statement. Part VIII of the W-2 Review List will list the state totals. However, the employee will not receive a W-2.

3	Locality selection; issue a W-2 for each employee who worked in the locality entered in the Locality field. If you do not specify a locality, the system sorts alphanumerically by location.
4	Employee use only; issue a W-2 for each state or locality in which each employee worked.

Note: If you type **4** in this field, then each W-2 reflects the employee’s correct federal data, since these forms are not intended for submission to the federal government by employer.

Use Check Name

Use this field to specify how you want the employee's name to appear on the W-2. Valid values are:

1	Use the employee’s name and address as indicated in the *Check Name* and *Check Address* fields on the employee’s Payroll Master record. If you type **1** in this field, the system looks at the *Check Name* and *Check Address* fields on the employee’s Payroll Master record first. If the *Check Name* and *Check Address* fields are blank, the system uses the name in the employee’s Basic Data record.
0	Use the employee's name and address as they appear in the W-2 work file. This is initially populated by the name and address from the Basic Data record. After the W-2 work files are created, corrections can be made to the employee's name by using the *Correct W-2 Data* function.

The check name is not supported for W-2 form types 3 and 8 and the Commonwealth of the Northern Mariana Islands W-2 form.

W2 Sequence

You can print the listing alphabetically by employee, by Social Security Number or by employee number. Type one of the following values in this field:

A	The system prints the listing alphabetically by employee last name
L	The system prints the listing by employee number within levels
S	The system prints the listing by Social Security Number
E	The system prints the listing by employee number

Print Term EEs

Valid values for this field are:

0	Exclude terminated employees from the list
1	Include terminated employee in the list

2 Include only terminated employees in the list

State

If you type **2** in the *Special Inst* field, then you can either specify the particular state to be processed or leave the *State* field blank to print all states in alphabetical order by state.

Print Exempt EEs

In this field you indicate whether or not you want exempt employees to print on the W-2 forms and register. Valid values are:

0 Do not include exempt employees on the W-2 forms and register.

1 Include both exempt and nonexempt employees in the W-2 forms and register. Employees' names will print on the register with **EXEMPT** under the control # columns with no totals generated. No W-2 forms are generated.

2 Include only exempt employees on W-2 forms and register.

Note: To indicate that an employee is exempt from W-2 processing, you must type **E** in the *1099R/Exempt W2* field on the employee's payroll master record. Refer to the "Preparing for the Final Payroll of the Calendar Year" chapter for additional information.

Locality

If you type **3** in the *Special Inst* field, then specify the locality you want included on the review list.

Follow these steps to print the report for different localities.

6. Type the locality code in the *Locality* field.
7. Submit the report.
8. Change the locality code in the *Locality* field.
9. Submit the report again.
10. Repeat these steps until you have printed all of the necessary localities.

Truncate SSN on W2

Specify if the employee social security number should be truncated on the following copies of the W-2 form:

- Copy B - to be filed with the employee's federal tax return.
- Copy C - for employee's records.
- Copy 2 - to be filed with the employee's state, city, or local income tax return.

Valid values are:

0	Do not truncate the SSN on the W-2 form.
1	Truncate the SSN on the W-2 form. The system truncates the first five characters of the SSN and replaces them with asterisks, for example: ***-**-**9999**.

Notes:

Use the *Update Employer Codes* function to indicate if SSN truncation is allowed on Copy 2 of the W-2 form (to be filed with the employee's state, city, or local income tax return) by entering **1** or **yes** in the *Trunc. SSN W-2 Copy 2* field for the associated states (code type STP) and localities (code type LCN) in which you pay your employees. No truncation is done on Copy 2 of the W-2 form unless it is allowed for all of the states and locality taxes the employee has in Boxes 15-20 on the W-2 form. Check with your state or local tax agencies for the states and localities in which you pay your employees to determine if SSN truncation is allowed on Copy 2 of the W-2 form.

If you enter **1** or **yes** in this field, the SSN is always truncated on Copy 2 if the employee has no state and locality taxes on the W-2 form (for example, there is no state or locality tax in the state in which the employee was paid).

The SSN is not truncated on Copy 1 (employer's state, local or file copy) or Copy A (for Social Security Administration). It is also not truncated on any of the W-2 review lists or forms registers.

Agent Information

Complete the Agent Information fields below if you you are using Agent Information; otherwise leave blank.

Agent Name

Type the name of the agent filing W-2 forms. Refer to the IRS Instructions for Form W-2 on the reporting procedures for filing W-2 forms by agents.

Do not type **Infinium** in this field.

Agent EIN

Type the Employer Identification Number of the agent filing the W-2 forms.

Agent For

If you are an agent, you are filing for more than one employer, and you pay an individual social security wages in excess of the wage limit in more than one employer, enter the name of the employer you are filing for in this field.

If you enter a value in this field, Box C on the W-2 form is formatted as:

- Agent Name
- Agent For: <Employer>
- Agent Address
- Agent City, State, Zip

Refer to the IRS Instructions for Form W-2 on the reporting procedures for filing W-2 forms by agents.

Do not enter **Infinium Software** in this field.

Agent Address

Type the address of the agent filing W-2 forms. Refer to the IRS Instructions for Form W-2 on the reporting procedures for filing W-2 forms by agents.

Do not type the Infinium address in this field.

Form Information

Form Type

The following table lists the form types that are supported by Infinium PY and the corresponding code value for this field.

Code Value	Item Description	*Form Number
1	One-wide laser 4 up employee	L87
6	One-wide laser 4 up employer	L87R
7	Pressure sealed W-2 form	PS1286/MW1286

Code Value	Item Description	*Form Number
8	One-wide laser 2UP Employer Copy A; this form is intended as an employer only copy	LW2A
G	One-wide Guam 2UP	LW2GUA LW2GUB LW2GUC LW2GUER
M	One-wide CNMI	W-2 CM
P	One-wide Puerto Rico	LW2PR LW2PRER
V	One-wide Virgin Islands 2 UP	LW2VIA LW2VIB LW2VIC LW2VIER

Laser forms 1 and 6 use printer control PYTYE22L.

Use the PYTYEGV printer control for W-2 forms for Guam and the Virgin Islands.

Use the PYTYEPR printer control for W-2 forms for Puerto Rico.

Use the PYTYEMP printer control for W-2 forms for the Northern Marianas.

Laser form **8** uses printer control PYTYELWA.

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

Infinium PY does not support the two-wide mirror image scannable self-mailers or the two-wide mirror image continuous carbonless non-mailers.

You can obtain these forms from Brooks-Allan by calling 1.847.537.7500. If you purchase forms from another vendor, some fields may be positioned differently from the forms available from Brooks-Allan. These differences may require modifications to the printer file. Discuss these modifications with your technical staff.

The laser forms available from www.brooks-allan.com may require modifications to the printer file, depending on conditions such as the following:

- The particular model of your laser printer
- The working condition of your laser printer
- The number of W-2 forms you will be printing

Discuss the need for modifications to the printer file with your MIS or technical staff.

Control Number

The control number is a user-defined starting number that prints on the first W-2 form and increments by one for each W-2 form produced.

If the field is left blank, the sequencing operation defaults to 0000001.

PR Ops Closing Dt

For Puerto Rico only, type the operations closing date to report on form W-2PR, if applicable.

PR Control Number

For Puerto Rico only, type the company ID portion of the control number assigned by the Department of Treasury. The company ID is printed in the control number box on the W-2 form and is followed by the nine-digit control number.

For Puerto Rico only, type the control number for the first 499R-2/W-2 form you are using for this form run. The control number is stored in the W-2 work file, PYPW2ST, for each employee whose form is printed. The control number is subsequently written to the W-2 file when you run the *Create State Reporting File* function and is printed in the control number box along with the three-character company ID on the W-2 form.

Summarize by TCD? (For PA only)

For Pennsylvania employers, specify if an employee's local taxes should be summarized by tax collection district in Boxes 18, 19, and 20 of the W-2 form. The tax collection district is the first two characters of the employee's PSD code.

Valid values are:

0	Do not summarize by tax collection district. One detail line is printed in Boxes 18, 19, and 20 for each PSD code associated with the employee's locality taxes. The full six-digit PSD code is printed in Box 20 of the W-2 form.

1 Summarize by tax collection district. If the employee has more than one locality tax with the same PSD code, one summarized line will be printed in Boxes 18, 19, and 20 for all of them. The two-digit TCD code (the first two digits of the PSD code) is printed in Box 20.

For reporting for 2012 and beyond, the employee's work PSD code is printed on the W-2 form if you are not using consolidated reporting. If you are using consolidated reporting, enter the PSD code for the TCD (tax collection district) where you remit your taxes, using the *Update Employer State Tax Info* function.

Postal Permit, Line 2, Line 3, Line 4, Line 5

The postal permit information is used in conjunction with the following forms:

- Two-wide W-2 Self Mailer
- One-wide W-2 Self Mailer

Each form contains five 18-character lines. The system prints the postal permit information exactly as entered on this screen. The system does not edit these fields.

11 Press Enter once you have completed all of the fields on this screen.

W-2 Register Columns and Files

The W-2 Register contains the same columns as the W-2 Review List with the exception of the information contained in Part XI of the W-2 Review List. Like the W-2 Review List, the W-2 Register extracts the data from the W-2 work files.

Refer to tables in the “Generating the W-2 Review List” chapter for the files where the data originates in Infinium PY prior to being extracted into the W-2 work files.

Notes

Chapter 15 Generating the W-2 File - Federal Format

15

This chapter contains information about generating the federal, state, and locality W-2 files that conform to Social Security Administration federal specifications.

Infinium does not support the TIB-4 federal tape format for the year 2001 and later.

For information on generating the state W-2 tape that conforms to SSA TIB-4 specifications, refer to the “Generating the State W-2 Tape - TIB-4 Format” chapter of this guide.

The chapter consists of the following topics:

Commonly Asked Questions

Consider these questions and answers before you create the information.

1. Do I have to initialize my tape?

   No. The initialization is automatically done when you run the *Generate Federal W2 Tape* function.

2. Can I run the *Create Fed. W2 Reporting File* function more than once?

   Yes, you can run this function as many times as needed. Remember, however, that the PYPW2512 file is cleared each time you run this function. This function builds the information from the W-2 work files.

3. Can I run the *Generate Federal W2 Tape* function more than once?

   Yes. The data written to file comes from the last time you ran the *Create Fed W2 Reporting File* function.

4. Why are there differences between the information reported on the W-2 register that I generated with the *Print W-2 Forms & Register* function and the W-2 reporting register that I generated with the *Create Fed W2 Reporting File* function?

   Not all information reported on the W-2 forms is required in the W-2 file. State and locality information is not supported for the federal W-2 file.

5. How should my IS or technical staff verify that the information in the file is correct?

   The *Generate Federal W2 Reporting File* function copies records from the file to a spooled printer file named QSYSPRT. Use this report to verify that data is in the correct positions according to federal specifications.

6. Do I have to manually clear the file before I rerun the *Create Fed W2 Reporting File* function?

   No, the system automatically clears this file each time you run the *Create Fed W2 Reporting File* function.

7. Within my organization there are multiple employers. How do I handle W-2 processing?

To handle multiple employers, do the following:

- If you want to combine employer reporting, you must set up an employer group (code type **ERG**) and type the employer group code value in the *Employer Group* field on the Create Fed. W2 Reporting File screen.

  When you run the *Generate Federal W2 Tape* function, you receive a tape with combined information of all employers in the group.

- If you want to generate a tape for each employer, you must run the *Create Fed W2 Reporting File* and *Generate Federal W2 Tape* functions for each employer*.* The PYPW2512 work file is cleared each time you run the *Create Fed W2 Reporting File* function.

8 How do I handle W-2 processing if my company is set up for multi-tax processing?

For multi-tax processing, do the following:

- If you want to combine tax companies for a specific employer, you must set up a tax company group (code type **TRG**) and type the tax company code value in the *Tax Co Group* field on the Create Fed. W2 Reporting File screen.
- If you want to generate a federal W-2 reporting file for each tax company for a specific employer, you must run the *Create Fed W2 Reporting File* and *Generate Federal W2 Reporting File* functions for each tax company.
- If you want to generate W-2 reporting files for a group of tax companies, you must type the tax company group code value in the *Tax Co Group* field on the Create Fed. W2 Reporting File screen. When you do this, the system combines tax companies.

9 Must a record for every employer or tax company exist in the employer tax information PYPMRF file?

Yes. Infinium PY generates an invalid file RE record if a PYPMRF record does not exist for the employer or tax company. An error message displays on the W-2 register if this occurs.

Overview of W-2 Reporting File Processing

The flowchart below describes the process flow for producing W-2 reporting files.

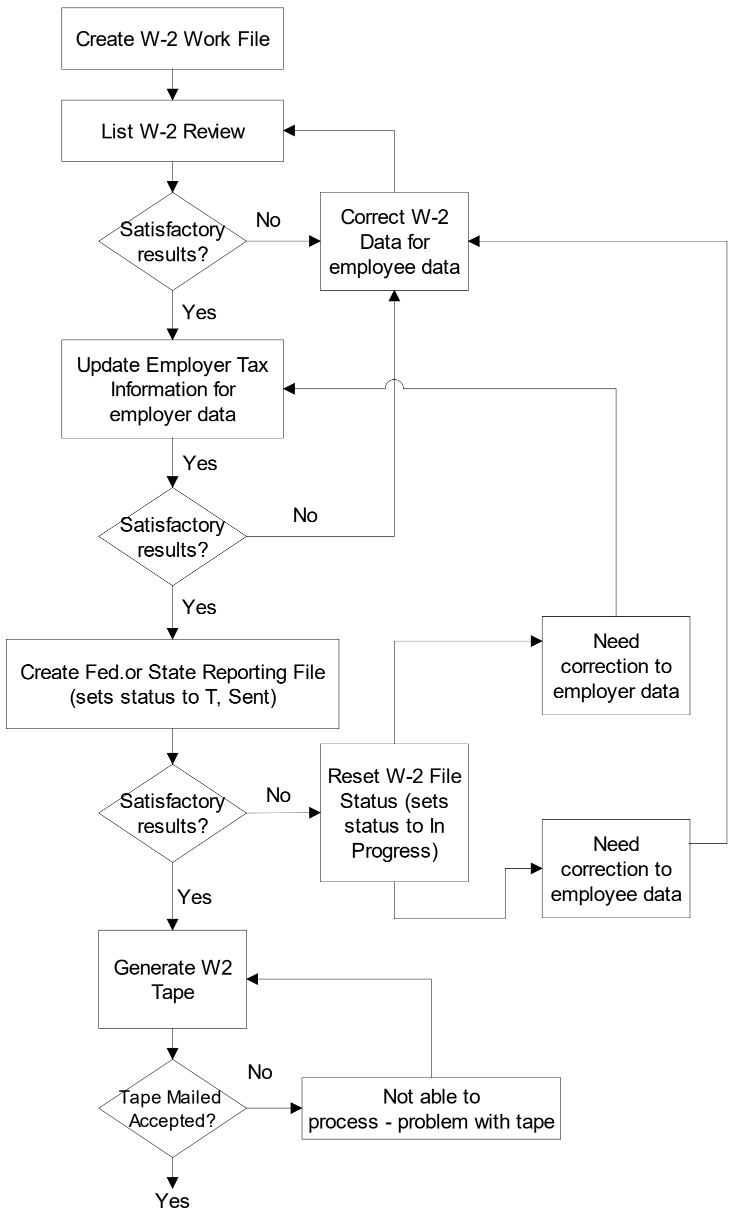

Figure 15-1: W-2 Reporting File Processing

Reviewing the W2 Record Formats

The following table summarizes the record formats for the federal, state, and locality W-2 files.

For locality files, the system generates a file that follows the federal format, except for the RS record.

Record Format – W-2 Federal and State Files

Code	Record Name	Description
RA	Submitter record	Identifies the organization submitting the file The RA record must be the first record on each file
RE	Employer record	Identifies an employer whose employee wage and tax information is being reported
RW	Employee wage record	Reports income and tax data for an employee
RO	Employee wage record – optional	Reports Medical Savings Account, Simple Retirement Account, Qualified Adoption Expenses, and Hire Act Exempt Wages for an employee Hire Act Exempt Wages are valid only for tax year 2010.
RS	State record	Not required for federal filing; required for state and locality W-2 files; not used by territories
RT	Total record	Contains totals used in balancing money amounts reported by employers

Record Format – W-2 Federal and State Files

Code	Record Name	Description
RU	Total record - optional	Contains totals of money amounts reported by employers for a Medical Savings Account, Simple Retirement Account, Qualified Adoption Expenses, and Hire Act Exempt Wages for an employee Hire Act Exempt Wages are valid only for tax year 2010.
RV	Total record – state-specific	Not required for federal filing; required for some state W-2 files
RF	Final record	Indicates the end of the file The RF record must be the last record in each file Only one RF record is allowed per file

For state reporting of RW information, the field size of these fields differs between Infinium and the W-2 file:

Field	Infinium size	W-2 file size
First Name	18	15
Address- Lines 1 and 2	30	22
City	30	22

Infinium supports both the federal and state W-2 formats. For state W-2s, Infinium maintains both the TIB-4 and EFW2 formats. However, you must use the federal format for the Commonwealth of the Northern Marianas, Guam, Puerto Rico, and the Virgin Islands. Refer to your state specifications to verify the format that is accepted.

To make corrections to the W-2 files, you use Form W-2C, and you submit a correction file. For information about processing a correction, refer to the "Generating the Correction Tape" section of the “Generating W-2 Corrections in the Federal Format and Printing the W-2C Review” chapter in this guide.

Note: Not all states accept the correction format. Review your state specifications.

Updating Federal and State Tax Information

Overview

Use *Update Employer Fed.* or *State Tax Info* to update your employer tax information for W-2 reporting. Infinium PY creates a separate record for each employer or tax company that you update. The system stores the records in the tax information PYPMRF file.

You must update the PYPMRF file with employer or tax company information before running the *Create Fed W2 Reporting File* or *Create State W2 Reporting File* function to create the federal W-2 file.

Use *Display Employer Fed Tax Info* or *Display Employer State Tax Info* to view current employer tax information. Use *List Employer Tax Information* to print current employer tax information.

If you are a multi-tax employer and you have different contact information for your state/local tax IDs, you can use the *Update State Tax Info-Addl* function to update your employer tax information for your state tax IDs within each tax company. Infinium PY creates a separate record for each employer, tax company, and state/local tax ID that you update. The system stores the records in the tax information PYPMRF2 file.

You must update the PYPMRF2 file with employer, tax company, or state/local tax ID information before running the *Create State W2 Reporting File* function.

For all states other than Idaho, Maryland, and Vermont, if you do not have separate contact information for your state/local tax IDs, you do not need to use the *Update State Tax Info-Addl* function to enter the employer contact information. The system uses the information that you enter for the tax company/state by using the Update *Employer State Tax Info* function.

Use *Display State Tax Info-Addl* to view current employer tax information.

Steps

1. Identify the need to correct W-2 information.

2 Use *Update Employer Fed. Tax Info* or *Update Employer State Tax Info* to record changes to employer information (optional).

3 Use *Correct W-2 Data* to record changes to employee information and create correction records (required).

4 Create the file by using the *Create Fed. W2 Reporting File* or *Create State W2 Reporting File*.

5 Review the results.

6 If the results are satisfactory, use *Generate Federal W2 Tape* or *Generate State W2 Tape* and submit the file to the government.

If the results are unsatisfactory, use *Reset W-2 File Status* and repeat steps 2 through 5.

- Infinium PY
- *Tax Operations*
- *Tax Liability Reporting (USA)*
- *W-2 Processing*
  - *Update Employer Fed. Tax Info* [UMR1TI]
  - *Update Employer State Tax Info* [PYYEB155]

Updating the Tax Information Employer Selection Page

On the Update Employer Fed. Tax Info or Update Employer State Tax Info employer selection page you can specify the employer or tax company for whom you are submitting the federal W-2 information. For state W-2 reporting you can also specify the W-2 state.

Use the information below to complete this page.

Employer

Specify an employer.

Tax Company

Specify a tax company, if applicable.

You must specify a tax company if you are using multi-tax processing.

State

Use only if you are updating state information. Specify the state whose information you want to retrieve.

How Do I…

Select an employer or tax company	Complete the information on this page and press Enter

Selecting W-2 Employer Information to Update

On the Update Employer Tax Information selection page, you can select employer W-2 information to display, change or delete.

How Do I…

Change employer information that has a status of In progress	Type **2** in *O* next to the W-2 record and press Enter
Delete employer information that has a status In progress	Type **4** in *O* next to the W-2 record and press Enter
Display employer information	Type **5** in *O* next to the W-2 record and press Enter
Create a correction for employer information that has a status of T, Reporting file sent	Type **6** in *O* next to the W-2 record and press Enter

Updating the Employer Tax Information Page

On the Update Employer Fed. Tax Info or Update Employer State Tax Info page you can specify the reporting information that the Social Security Administration requires when you submit the federal W-2 information.

Use the information below to complete this page.

Employer Name

To override the selected employer or tax company name, type a revised employer or tax company name.

Location Address

Type the portion of the employer’s address to specify a location such as a room or suite number or contact name to override the default information.

Delivery Address

Type the portion of the employer’s address to specify the mail or delivery destination such as a street address or post office box to override the default information.

City

Type the employer’s city to override the default information.

State

Specify the employer’s state to override the default information. Leave blank if the employer is outside the US.

Zip

Type the employer’s zip code to override the default information. Leave blank if the employer is outside the US.

Ext

Type the employer’s zip code extension, if applicable.

Employment Code

Specify the employer’s industry category.

A	Agricultural
F	Form 944 filers
H	Household
M	Military
Q	Medicare qualified government employee
X	Railroad
R	Regular and all others

Term Bus Ind

Specify **Yes** if you terminated your business during this tax year. Otherwise, specify **No**.

Employer/Agent EIN

Type the agent's employer identification number to override the default information, if you specify an *Agent Indicator Code* value. Otherwise, type your own employer identification number.

Other EIN

Type the applicable employer identification number to override the default information, if you submit Form 941 or 943 to the Internal Revenue Service for this tax year or if you submit federal W-2 data to the Social Security Administration and you use an employer identification number that is different from the employer identification number in position 8-16 of the RE record.

Agent Indicator Code

Specify an applicable agent indicator code. Otherwise, leave blank.

If you are filing for common paymaster tax companies, you must update one record with a value of **2** to designate the tax company as the common paymaster agent. The system uses employer name, address, and EIN number from this record for common paymaster reporting federal W-2 information.

The state of Maryland does not accept values **2** and **3**.

1	2678 agent, selected by an employer to submit federal W-2 forms as authorized by the IRS
2	Common pay master - update the employer name, address, city, state, postal code, EIN and other EIN in the RE record for all common pay master tax companies with the information in this record
3	A 3504 agent. This is a state or local government agency authorized to serve as a section 3504 agent for disabled individuals and welfare recipients who employ home-care service providers to assist them in their homes ("service recipients").

Employer Unit Number

Specify the employer's unit or work location.

Agent EIN

Type the employer identification number of the employer for which you are an agent if you type **1** as the *Agent Indicator Code* value.

Establishment Number

Type, if applicable, an establishment number to designate various store or factory locations or types of payroll if this file contains multiple RE records with the same employer identification number.

Certain military employers must complete this information.

Third Party

Type the income tax amount withheld by a third party payer.

Other State Info

Type any additional ID or number required for state reporting.

For New Mexico, enter the CRS (combined reporting system) identification number required for the EFW2 RS record and the EFW2C RCS record. Omit any leading zeros.

Sick Pay Ind

Specify whether you have paid third party sick pay for this year.

0	No
1	Yes

Foreign Postal Code

Type the postal code of the employer, if outside the US.

Foreign St/Prov

Type the state or province of the employer if outside the US.

Country

Specify the employer's country code if the employer is in a country other than the US.

If the employer is in one of the fifty US states or in one of the locations below, leave blank.

- District of Columbia

- Military Post Office (MPO)
- American Samoa
- Commonwealth of the Northern Mariana Islands
- Guam
- Puerto Rico
- Virgin Islands

Tax Jurisdiction

Type the tax jurisdiction code, if applicable.

S	American Samoa
N	Commonwealth of the Northern Mariana Islands
G	Guam
P	Puerto Rico
V	Virgin Islands

PSD Code

For state reporting for Pennsylvania employers, enter the employer's PSD code for the tax jurisdiction where taxes are filed.

For reporting for 2012 and beyond, the employee's work PSD code is printed on the W-2 form if you are not using consolidated reporting. If you are using consolidated reporting, enter the PSD code for the TCD (tax collection district) where you remit your taxes, using the *Update Employer State Tax Info* function.

Tax Entity Code

For state reporting only, type the taxing entity code, if applicable.

Leave blank for Connecticut.

Kind of Employer

Specify the appropriate kind of employer. Valid values are:

F	Federal government
S	State or local governmental employer

T	Tax-exempt employer
Y	State or local tax-exempt employer
N	None apply

How Do I…

Update tax information	Complete the information on this page and press Enter
Delete tax information	Press F22

Updating the Employer Contact Tax Information Page

On the Update Employer Fed. Tax Info, Update Employer State Tax Info, or Update State Tax Info Addl employer contact page, you can specify the employer contact reporting information that the Social Security Administration requires when you submit the federal W-2 information.

Use the information below to complete this page.

Employer Contact Name

Specify the name of the employer's contact.

Employer Contact Phone

Specify the employer's contact telephone number, including area code. Do not use any special characters.

For example: **1232345678**

Employer Contact Ext

If applicable, specify the employer's contact telephone extension. Do not use any special characters.

For example: **12345**

Employer Contact Fax

If applicable, enter the employer's contact fax number, including area code. Do not use any special characters.

For example: **1232345678**

This field applies to the U.S. and territories only.

Employer Contact Email

Specify the employer's contact e-mail/Internet address.

How Do I…

Update employer contact tax information	Complete the information on this page and press Enter
Delete employer contact tax information	Press F22

Displaying Employer W-2 Information

Use *Display Employer State* or *Fed. Tax Info* to display W-2 tax information.

Printing Employer W-2 Information

Use *List Employer Tax Information* to print a listing of W-2 state and federal tax information.

Creating the W-2 Reporting File

Overview

Use *Create Fed. W2 Reporting File* or *Create State W2 Reporting File* to create your W-2 file. These functions perform the following:

- Clear existing information in the federal W-2 work file, PYPW2512
- Update the PYPW2512 work file with the most current federal W-2 information

You can run these functions as many times as necessary; however, each time that you run these functions, the system clears the W-2 work file. Therefore, you should run *Create Fed. W2 Reporting File* or *Create State W2 Reporting File* before running *Create Fed. W2 Reporting File* or *Create State W2 Reporting* for another employer or for an employer and tax company for multi-tax processing.

For state processing, you must execute *Create State W2 Reporting File* for each state.

This function does not affect year-to-date data contained in employee records.

W-2 Register

The W-2 register consists of Parts I through V and Part VIII for federal reporting and Parts I through VII for state and commonwealth reporting. The register contains employee information required for W-2 processing and reporting.

For more information about the contents of the W-2 register, refer to the “W-2 Register Columns and Files” section later in this chapter.

Printer Controls

Before creating the federal, state or locality W-2 file, you or one of your IS staff members should verify the printer controls for the spool files that contain your W-2 data. These reports contain confidential employee information.

You use printer controls to direct the output to a particular printer, put the output on hold, save the output so that the system does not delete it after it is printed, print multiple copies and so on. Refer to the *Infinium Guide to Application Manager* for information on how to set up printer controls.

You can also set up printer controls to ensure the confidentiality of your W-2 information on related reports.

Creating the File

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the W-2 register. The only users who should be allowed access to *Create Fed. W2 Reporting File* or *Create State W2 Reporting File* are those that perform the processing for the function. You or one of your IS staff members should remove this function from the menus of all other users.

Use the menu path below.

- Infinium PY
- *Tax Operations*
- *Tax Liability Reporting (USA)*
- *W-2 Processing*
  - *Create Fed. W2 Reporting File* [CFMR1W2T}
  - *Create State W2 Reporting File* [CSMR1W2T]

Creating the W-2 Reporting File Page

On the Create Fed. W2 Reporting File or Create State W2 Reporting File page you can specify information about the federal, state, or locality W-2 file submitter.

Information on this page is reported on the RA record of the federal W-2 with the exception of *Year*, which is reported on the RE record.

Use the information below to complete this page.

Employer

Specify an employer or leave blank and use *Employer Group*.

Employer Group

Specify an employer group to include all employers within the employer group in the W-2 file.

Multi-tax employers cannot use employer group processing.

Tax Company

If you use multi-tax processing, specify a tax company or leave blank and use *Tax Co Group*.

If you specify a tax company, you must also specify a single employer rather than an employer group.

Tax Co Group

Use if you are creating a federal file. If you use multi-tax processing, specify a tax company group to include all tax companies within the tax company group in the federal W-2 file.

Year

Type the calendar year for which to generate the federal or state W-2 file.

Multi-Tax Proc

For multi-tax employers, use this field to record state W-2 information on one file for multiple tax companies within one employer. The information is recorded in the file in the sequence that you specify. Valid values are:

0	Create the reporting file for one multi-tax company within an employer or for an employer that is not set up as a multi-tax employer. For multiple employers, use employer group.
1	Create the reporting file for the first multi-tax company within an employer.

2 Create the reporting file for subsequent multi-tax companies within an employer.

3 Create the reporting file for the last multi-tax company within an employer.

You must run the *Create State W2 Reporting File* function for each multi-tax company.

W-2 State

Use only if you are creating a state file. Type the code for the state for which you are creating the state W-2 file. If the employer has multiple states, this function must be executed for each payroll state.

*Sta *S Tax Co. cde*

Use only if you are creating a state W-2 reporting file for multitax company processing and if you are reporting state information related to:

- the non-default state/local tax ID of the default tax company
- the non-default tax company

Type a state/local tax ID code.

*State *U Tax Company Cde*

Use only if you are creating a state file for multitax company processing and if you are reporting state information related to:

- the non-default state/local tax ID of the default tax company
- the non-default tax company

Type a valid state/local tax ID code.

*Sta. *L Tax Co. cde*

Use only if you are creating a locality file for multitax company processing and if you are reporting state information related to:

- The non-default state/local tax ID of the default tax company
- The non-default tax company

Specify a valid state/local tax ID code. The state/local tax ID code must be set up as a valid code value.

W2 Sequence

Specify the sequence by which to create the W-2 file.

A Alphabetical

L By employee number within level

S By Social Security Number

If you also run *Print W-2 Forms & Register*, use the same W-2 sequence so that the register matches the W-2 reporting file.

Software Code

Specify the software used to create the W-2 file.

98 In-house program

99 Off-the-shelf software

Preparer Code

Specify the value that best describes the reporting file preparer.

A Accounting firm

L Self-prepared

S Service bureau

P Parent company

O Other

Notification Cd

Type the code value for the preferred method of problem notification.

1 E-mail or Internet

2 Postal service

Puerto Rico currently requires a value of **2** for this field.

This field should be left blank for 2012 and beyond reporting except for Pennsylvania and Puerto Rico.

Incl Territories

For federal processing only, specify the territory for which you want to create the reporting file. Valid values:

Blank	Do not include any territorial employees in the file.
G	Include only employees in Guam.
V	Include only employees in the Virgin Islands.
P	Include only employees in Puerto Rico.
N	Include only employees in the Northern Marianas.

Note: You can use this field with the *File Run Type* field on this screen to include employees in different tax jurisdictions on the same file.

If you type a value in this field, a separate RE record is created on the file, followed by all of the employees in that tax jurisdiction. This is followed by an RT record for that tax jurisdiction. The RE record contains the appropriate value in the tax jurisdiction field.

Resub Indicator

Specify **Yes** if you are resubmitting this federal W-2 reporting file. Otherwise, specify **No**.

Resub WFID

If you specify **Yes** for *Resub Indicator*, type the WFID (Wage File Identifier) displayed on the Social Security Administration notice.

File Run Type

Use only if you are creating a federal reporting file.

If you are creating the reporting file for multiple tax companies or territories, specify the sequence of the tax company or territory's information on the file. Valid values:

0	This is the only tax company or territory to include in this file; also, use **0** if you have no employees in any of the territories.
1	This is the first tax company or territory to include in this file.

2	This is a subsequent tax company or territory to include in this file.
3	This is the last tax company or territory to include in this file.

Use the examples below to understand how the system uses the information in this field.

Example 1

You have employees in the continental US states, the Virgin Islands, and Puerto Rico. Run this function three times.

1. The first time you run the function, leave the *Incl Territories* field blank and type **1** in the *File Run Type* field.
2. The next time you run this function, type **V** in the *Incl Territories* field and **2** in the *File Run Type* field.
3. The last time you run this function, type **P** in the *Incl Territories* field and **3** in the *File Run Type* field.

Example 2

You have employees only in the states. Run this function only once. Leave the *Incl Territories* field blank. Type **0** in the *File Run Type* field.

Example 3

You are a multitax employer and have tax companies TAX01, TAX02, and TAX03. TAX01 and TAX03 are common paymaster tax companies. Use this function two times.

1. The first time you run this function, type **TAX01** in the *Tax Company* field and **1** in the *File Run Type* field.
2. The last time you run the function, type **TAX02** in the *Tax Company* field and **3** in the *File Run Type* field. In this example, TAX01 and TAX03 are common paymaster tax companies, so you only need to run the function for TAX01 to include all of your common paymaster tax companies.

Control Number

Use only if you are creating a state reporting file. Type the starting control number for W-2 sequencing. This can be used to identify individual Forms W-2. If blank, the sequencing operation begins at 0000001.

Submitter EIN

Type the submitter's federal employer identification number (EIN). This EIN should match the EIN on the external label.

Submitter User ID

Type the user identification (User ID) of the employee authorized to submit this file for reporting year 2005 and greater. Leave blank for states that do not use this information.

Submitter Name

Type the name of the organization to receive notification when information cannot be processed.

Location Address

Type the portion of the submitter’s address to specify a location such as a room or suite number or contact name to override the default information.

Excl Invalid IDs

Specify yes to exclude employees with invalid tax IDs. Otherwise, specify no.

Delivery Address

Type the portion of the submitter’s address to specify the mail or delivery destination such as a street address or post office box to override the default information.

Test/Product File

Specify **T** if you are creating a test file or **P** if you are creating a production file. This field is currently used only by the state of New Jersey.

City

Type the submitter’s city.

State

Specify the submitter’s state.

Zip

Type the submitter’s ZIP code.

Ext

Type the submitter’s ZIP code extension, if applicable.

Foreign St/prov

Type the state or province of the submitter if outside the US. Otherwise, leave blank.

Foreign Post Cd

Type the postal code of the submitter if outside the US.

Submitter Ctry

Specify the submitter's country code if the submitter is in a country other than the US.

If the submitter is in one of the fifty US states or in one of the locations below, leave blank.

- District of Columbia
- Military Post Office (MPO)
- American Samoa
- Guam
- Commonwealth of the Northern Mariana Islands
- Puerto Rico
- Virgin Islands

Contact Name

Type the name of the person whom the Social Security Administration should contact concerning federal W-2 reporting file processing problems.

Contact Phone

Type the area code and telephone number of the person whom the Social Security Administration should contact concerning federal W-2 reporting file processing problems.

Ext

Type the telephone extension, if applicable, of the person whom the Social Security Administration should contact concerning federal W-2 reporting file processing problems.

Contact Fax

If the submitter is in the US or a US territory, type the facsimile area code and telephone number, if applicable, of the person whom the Social Security

Administration should contact concerning federal W-2 reporting file processing problems.

Locality W2 File

Specify the name of the locality W-2 program to run instead of generating a state W-2 file.

The system calls the custom program to generate a locality W-2 file in the electronic format.

The sample program provided is PYGUW2XXX. Copy this program and replace the XXX with the locality code. For example, for New York City (NYC) type **PYGUW2NYC**.

Contact E-Mail

Type the electronic mail or Internet address, if applicable, of the person whom the Social Security Administration should contact concerning federal W-2 file processing problems.

How Do I…

Create the W-2 reporting file	Complete the information on this page and press Enter

W-2 Register - Columns and Files

When you run the *Create Fed. W2 Reporting File* or *Create State W2 Reporting File* function, the system generates the reports described in this section.

The data in the federal W-2 register is extracted from the W-2 work files.

For multi-tax processing, the table below shows the file names associated with crossover file names used in W-2 processing. These files are referenced in the following tables.

File Name	Crossover Filename
PYPIE	PYPIX
PYPDE	PYPDX

Federal W-2 Register Parts I through V and Part XII

The tables below provide the column names for the federal W-2 register and the name of the file where the data originates in Infinium PY prior to being extracted into the W-2 work file.

Federal W-2 Tape Register - Part I

Column Name	File Name	File Description
Total Wages	PYPDE PYPDX	Employee Deduction file
Federal Tax	PYPDE PYPDX	Employee Deduction file
F.I.C.A. Wages	PYPDE PYPDX	Employee Deduction file
F.I.C.A. Tax	PYPDE PYPDX	Employee Deduction file
F.M.H.I. Wages	PYPDE PYPDX	Employee Deduction file
F.M.H.I. Tax	PYPDE PYPDX	Employee Deduction file

Federal W-2 Tape Register - Part II

Column Name	File Name	File Description
F.I.C.A. Tips	PYPIE PYPIX	Employee Income file
Adv EIC	PYPIE PYPIX	Employee Income file
Depend. Care	PYPDE PYPDX PYPIE PYPIX	Employee Deduction file Employee Income file
Deferred Comp. 401(k)	PYPDE PYPDX	Employee Deduction file
Deferred Comp 403(b)	PYPDE PYPDX	Employee Deduction file
Deferred Comp. 408(k)	PYPDE PYPDX	Employee Deduction file

Federal W-2 Tape Register - Part III

Column Name	File Name	File Description
Deferred Comp. 457(b)	PYPDE PYPDX	Employee Deduction file
Deferred Comp. 501(c)	PYPDE PYPDX	Employee Deduction file
Deferred Comp. 501(c)	PYPDE PYPDX	Employee Deduction file
NQP Plan	PYPDE PYPDX	Employee Deduction file
NQP 457	PYPDE PYPDX	Employee Deduction file
409A Def.	PYPDE PYPDX PYPIE PYPIX	Employee Deduction file Employee Income file
409A Inc.	PYPIE PYPIX	Employee Income file

Federal W-2 Tape Register - Part IV

Column Name	File Name	File Description
Group Life	PYPIE PYPIX	Employee Income file
3PS	N/A	
Ret.	PYPDE PYPDX	Employee Deduction file
Stat. Emp.	PYPDE PYPDX	Employee Deduction file
Uncoll. F.I.C.A. Group Life	PYPDE PYPDX	Employee Deduction file
Uncoll. F.M. H.I. Group Life	PYPDE PYPDX	Employee Deduction file
Exercise Non-Stat Stock Op.	PYPIE PYPIX	Employee Income file
Non-Tax Combat Pay	PYPIE PYPIX	Employee Income file

Federal W-2 Tape Register - Part V

Column Name	File Name	File Description
Alloc. Tips	PYPIE PYPIX	Employee Income file
Uncoll. F.I.C.A.	PYPTX	UPDATE W2 BOX DATA
Uncoll. F.M.H.I.	PYPTX	UPDATE W2 BOX DATA
Medical Savings	PYPDE PYPDX	Employee Deduction file
SIMPLE Retire	PYPDE PYPDX	Employee Deduction file
Qualified Adoption	PYPDE PYPDX	Employee Deduction file

Federal W-2 Tape Register - Part VIII

Column Name	File Name	File Description
Pension Plan Makeup	PYPDE PYPDX	Employee Deduction file

Federal W-2 Tape Register - Part IX

Column Name	File Name	File Description
Health Savings Account	PYPDE PYPDX	Employee Deduction file
Indiana Adv EIC	PYPDE PYPDX	Employee Deduction file
Kansas KPER	PYPDE PYPDX	Employee Deduction file
NJ FMLA	PYPDE PYPDX	Employee Deduction file

Federal W-2 Tape Register - Part X

Column Name	File Name	File Description
Designated Roth 401(k)	PYPDE PYPDX	Employee Deduction file
Designated Roth 403(b)	PYPDE PYPDX	Employee Deduction file
Wisconsin Adv. EIC	PYPIE PYPIX	Employee Income file
Hire Act Exempt Wages	PYPIE PYPIX	Employee Income file

Federal W-2 Tape Register - Part XI

Column Name	File Name	File Description
Roth Contr. to 457(b)	PYPDE PYPDX or PYPTX	Employee Deduction file UPDATE W2 BOX DATA
Cost of ER Sponsored Health	PYPDE PYPDX or PYPTX	Employee Deduction file UPDATE W2 BOX DATA
Box 12 Code FF	PYPIE or PYPIX	Employee Income file
83(i) Income	PYPIE or PYPIX	Employee Income file

Federal W-2 Tape Register - Part XI

Column Name	File Name	File Description
83(i) Deferrals	PYPDE or PYPDX	Employee Deduction file

State W-2 Register Part VI

The table below provides the column names for the state W-2 register and the name of the file where the data originates in Infinium PY prior to being extracted into the W-2 work file.

State W-2 Register - Part VI

Column Name	File Name	File Description
NJ/H/W (New Jersey Health Care and Workforce Development)		
NJ/UHW (New Jersey Unemployment, Health Care and Workforce Development)		
NJPP (New Jersey Disability Private Plan)		
VPDI (California Voluntary Plan Disability Insurance)		
Box 14 USER1 Box 14 USER2		
Box 14 (Income 1) Box 14 (Income 2)		
Box 17 (New Jersey Family Medical Leave)		

State W-2 Register Part VII for Illinois (IL) and Massachusetts (MA)

The table below provides the column names for the state W-2 register and the name of the file where the data originates in Infinium PY prior to being extracted into the W-2 work file.

State W-2 Register - Part VII for IL and MA

Column Name	File Name	File Description
MA FLI	PYPDE PYPDX	Employee Deduction File
MA FICA/FMHI TAX WITHHELD	PYPDE PYPDX	Employee Deduction File
ILMSA	PYPDE PYPDX	Employee Deduction File

State W-2 Register Part VII for (GU), New Jersey (NJ), and Virgin Islands (VI)

The table below provides the column names for the state W-2 register and the name of the file where the data originates in Infinium PY prior to being extracted into the W-2 work file.

State W-2 Register - Part VIIA for GU, NJ, and VI

Column Name	File Name	File Description
MSA (Medical Savings Account)		
SIMPLE (Employee contribution to a 408(p) plan)		
Employer Adoption Assist		
Employee Adoption Assist		
Total Adoption Assist		
408(p)		

State W-2 Register Part VIIB

The table below provides the column names for the state W-2 register and the name of the file where the data originates in Infinium PY prior to being extracted into the W-2 work file.

State W-2 Register - Part VIIB

Column Name	File Name	File Description
Box 14 Income 5 Box 14 Income 6		
Box 14 Deduction 5 Box 14 Deduction 6		
Box 12 Code W Employer contributions to a health savings plan		
Box 12 Code V (non-statutory stock option)		

State W-2 Register Part VIII

The table below provides the column names for the state W-2 register and the name of the file where the data originates in Infinium PY prior to being extracted into the W-2 work file.

State W-2 Register - Part XI for Indiana, Kansas, and Wisconsin

Column Name	File Name	File Description
State Wages	PYPDE PYPDX	Employee Deduction file
State Income Tax	PYPDE PYPDX	Employee Deduction file
State Disability		
State Unemployment		

State W-2 Register Part XI for Indiana (IN), Kansas (KS), and Wisconsin (WI)

The table below provides the column names for the state W-2 register and the name of the file where the data originates in Infinium PY prior to being extracted into the W-2 work file.

State W-2 Register - Part XI for Indiana, Kansas, and Wisconsin

Column Name	File Name	File Description
Indiana Advance EIC The Advance Earned Income Credit is eliminated effective January 1, 2011.	PYPIE PYPIX	Employee Income file
Kansas KPER	PYPDE PYPDX	Employee Deduction file
Wisconsin Advance EIC The Advance Earned Income Credit is eliminated effective January 1, 2011.	PYPIE PYPIX	Employee Income file
409A		
409A Def.		
409 Inc.		

W-2 Register Printer Controls

The table below provides the printer controls for the W-2 Register parts.

W-2 Register	Printer Control
Federal W-2 Register - Part I	PYTYE160
Federal W-2 Register - Part II	PYTYE16A
Federal W-2 Register- Part III	PYTYE16B
Federal W-2 Register - Part IV	PYTYE16C
Federal W-2 Register - Part V	PYTYE16D
Federal W-2 Register - Part IX	PYTYE16H
Federal W-2 Register - Part X	PYTYE16I

W-2 Register	Printer Control
Federal W-2 Register - Part XI	PYTYE16J
State W-2 Register - Part VI	PYTYE16E
State W-2 Register - Part VII for IL and MA	PYTYE16F
State W-2 Register - Part VII for GU, NJ, and VI	PYTYE16SP1
State W-2 Register - Part XI for Indiana, Kansas, and Wisconsin	PYTYE16K
State W-2 Register for PR - Part I	PYTYE16P1
State W-2 Register for PR - Part II	PYTYE16P2
State W-2 Register for PR – Part III	PYTYE16P3
State W-2 Register for Northern Marianas	PYTYE161MP

MQGE Registers

If you have Medicare Qualified Government Employees (MQGE), the system produces additional registers for MQGE-specific information.

The following tables provide the column names for the federal W-2 register for MQGE and the name of the file where the data originates in Infinium PY prior to being extracted into the federal W-2 work file.

Federal W-2 Tape Register - Part I (MQGE)

Column Name	File Name	File Description
Total Wages	PYPDE PYPDX	Employee Deduction file
Federal Tax	PYPDE PYPDX	Employee Deduction file
F.I.C.A. Wages	PYPDE PYPDX	Employee Deduction file
F.I.C.A. Tax	PYPDE PYPDX	Employee Deduction file
F.M.H.I. Wages	PYPDE PYPDX	Employee Deduction file

F.M.H.I. Tax	PYPDE PYPDX	Employee Deduction file

Federal W-2 Tape Register - Part II (MQGE)

Column Name	File Name	File Description
F.I.C.A. Tips	PYPIE PYPIX	Employee Income file
Advance EIC The Advance Earned Income Credit is eliminated effective January 1, 2011.	PYPIE PYPIX	Employee Income file
Dependent Care	PYPIE PYPIX or PYPDE PYPDX or PYPTX	Employee Income file Employee Deduction file UPDATE W2 BOX DATA
Deferred Contrib. 401K	PYPDE PYPDX	Employee Deduction file
Deferred Contrib. 403B	PYPDE PYPDX	Employee Deduction file
Deferred Contrib. 408K	PYPDE PYPDX	Employee Deduction file

Federal W-2 Tape Register - Part III (MQGE)

Column Name	File Name	File Description
Deferred Contrib. 457B	PYPDE PYPDX	Employee Deduction file
Deferred Contrib. 501C	PYPDE PYPDX	Employee Deduction file
Non-Tax Combat Pay	PYPIE PYPIX	Employee Income file

Federal W-2 Tape Register - Part III (MQGE)

Column Name	File Name	File Description
NQP Plan	PYPIE PYPIX or PYPDE PYPDX or PYPTX	Employee Income file Employee Deduction file UPDATE W2 BOX DATA
NQP 457	PYPIE PYPIX or PYPDE PYPDX or PYPTX	Employee Income file Employee Deduction file UPDATE W2 BOX DATA

Federal W-2 Tape Register - Part IV (MQGE)

Column Name	File Name	File Description
Group Life	PYPIE PYPIX	Employee Income file
3PS		
Ret		
Stat Emp		
Uncoll. F.I.C.A. Group Life		
Uncoll. F.M.H.I. Group Life		
Exercise Non-Stat Stock Op		

Federal W-2 Tape Register - Part V (MQGE)

Column Name	File Name	File Description
Alloc. Tips	PYPTX	UPDATE W2 BOX DATA
Uncoll. F.I.C.A. on tips	PYPTX	UPDATE W2 BOX DATA
Uncoll. F.M.H.I. on tips	PYPTX	UPDATE W2 BOX DATA

Federal W-2 Tape Register - Part V (MQGE)

Column Name	File Name	File Description
Medical Savings	PYPIE PYPIX or PYPTX	Employee Income file UPDATE W2 BOX DATA
Simple Retire	PYPDE PYPDX or PYPTX	Employee Deduction file UPDATE W2 BOX DATA
Qualified Adoption	PYPIE PYPIX or PYPDE PYPDX or PYPTX	Employee Income file Employee Deduction file UPDATE W2 BOX DATA

Federal W-2 Tape Register - Part VI (MQGE)

Column Name	File Name	File Description
Employer Contributions to Health Savings Account	PYPDE PYPDX	Employee Deduction file
Deferred Compensation under Section 409A	PYPDE PYPDX PYPIE PYPIX	Employee Deduction file Employee Income file
Income that fails to satisfy Section 409A	PYPIE PYPIX	Employee Income file
Designated Roth Contr. to 401(k)	PYPDE PYPDX or PYPTX	Employee Deduction file UPDATE W2 BOX DATA
Designated Roth Contr. to 403(b)	PYPDE PYPDX or PYPTX	Employee Deduction file UPDATE W2 BOX DATA
Roth Contr. to 457(b)	PYPDE PYPDX or PYPTX	Employee Deduction file UPDATE W2 BOX DATA

Federal W-2 Tape Register - Part VII (MQGE)

Column Name	File Name	File Description
Cost of ER Sponsored Health	PYPDE PYPDX	Employee Deduction file
83(i) Income	PYPIE or PYPIX	Employee Income file
83(i) Deferrals	PYPDE or PYPDX	Employee Deduction file

MQGE Register Printer Controls

The table below provides the printer controls for the MQGE W-2 Register parts.

MQGE W-2 Register	Printer Control
Federal W-2 Register - Part I (MQGE)	PYTYE3LQ
Federal W-2 Register - Part II (MQGE)	PYTYE3MQ
Federal W-2 Register - Part III (MQGE)	PYTYE3NQ
Federal W-2 Register - Part IV (MQGE)	PYTYE3OQ
Federal W-2 Register - Part V (MQGE)	PYTYE3PQ
Federal W-2 Register - Part VI (MQGE)	PYTYE3QQ
Federal W-2 Register - Part VII (MQGE)	PYTYE3RQ

Locality Register

When you process W-2 information for a locality by completing the *Locality W2 Tape* field and for a multitax company by completing the *State *L Tax Co Cde* field, if required, the system generates a locality register, parts I through VIII. You can customize the locality printer files to meet your organization's requirements. The table below provides the printer file names and the associated register.

Printer File	Register
PYTUW2	Locality W-2 Register – Part I
PYTUW2A	Locality W-2 Register – Part II

Printer File	Register
PYTUW2B	Locality W-2 Register – Part III
PYTUW2C	Locality W-2 Register – Part IV
PYTUW2D	Locality W-2 Register – Part V
PYTUW2E	Locality W-2 Register – Part VI

Two additional reports described in the table below are included on the register. These are state-specific reports that can be customized. You must work with your IS department to print these reports.

Printer File	Register
PYTUW2F	Locality W-2 Register – Part VII
PYTUW2G	Locality W-2 Register – Part VIII

Generating the W-2 Tape

Overview

You use *Generate Federal W2 Tape* or *Generate State W2 Tape* to generate the federal, state, and locality W-2 from the PYPW2512 work file, which is created when you run *Create Fed. W2 Reporting File* or *Create State W2 Reporting File.*

The system automatically initializes the tape when you run *Generate Federal W2 Tape* or *Generate State W2 Tape.* When writing the tape, the system uses the data from the last time you ran *Create Fed. W2 Reporting File* or *Create State W2 Reporting.*

CL Statements

Generate Federal W2 Tape or *Generate State W2 Tape* runs the following CL statements and automatically generates reports for balancing:

CL Statement	Description
INZTAP	The Initialize Tape command initializes magnetic tapes for use on the system. This command initializes a tape with a standard volume label for standard label magnetic tape processing, or initializes a tape with no labels for unlabeled magnetic tape processing. You are not required to pre-initialize tapes.
CYPTOTAP	The Copy To Tape command copies records to a tape file. The value in the *Tape File* field must be a tape file.
CPYFRMTAP	The Copy From Tape command copies records from a tape file to a spooled printer file named QSYSPRT.

CL Statement	Description
DMPTAP	The Dump Tape command writes label information or data blocks (or both) from standard-labeled tapes or tapes with no labels to a spooled printer file named QPTAPDMP.

Printer Files

You may print out two spooled files QSYSPRT and QPTAPDMP and file this information with your W-2 federal, state and locality registers.

Caution: Because the *Generate Federal W2 Tape* or *Generate State W2 Tape* function produces reports with confidential employee data, you should set up printer controls for the printer files below to ensure that the files print to a specific printer and OUTQ. The two printer files are:

- QSYSPRT
- QPTAPDMP

Refer to the *Infinium Guide to Application Manager* to set up printer controls.

Generating the Tape

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the W-2 federal tape registers. The only users who should be allowed access to the *Generate Federal W2 Tape* or *Generate State W2 Tape* function are those that perform the processing for the function. You or one of your IS staff members should remove this function from the menus of all other users.

Use the menu path below.

- Infinium PY
- *Tax Operations*
- *Tax Liability Reporting (USA)*
- *W-2 Processing*
    - *Generate Federal W2 Tape* [GFMR1W2T]
    - *Generate State W2 Tape* [GSMR1W2T]

Generating W2 Tape Page

On the Generate Federal W2 Tape or Generate State W2 Tape page you can specify the tape file, device and filing format for generating the W-2 tape.

Use the information below to complete this page.

Tape File

Type a W-2 tape file description that meets the tape or cartridge file requirements.

Review the name with your MIS department before you begin using it.

The default device is **QTAPE**.

Tape Device

Type a value that represents the tape device to output to the chosen tape.

The default value is **TAP01**.

Infinium supports reel to reel tape and cartridge requirements for W-2 reporting. Check the specific federal, state or locality specifications for the types of media that are supported. Verify that your tape device and tape file are compatible with federal or state requirements.

W-2 Tape State

Use this field only for state tape processing. Type the code for the state for which you are generating the tape. If the employer reports W-2 information in multiple states, you must create a state W-2 tape work file for each state and generate tapes for each payroll state.

How Do I…

Generate the federal or state W-2 tape	Complete the information on this page and press Enter

Resetting the File Status

Overview

Use *Reset W-2 File Status* to change the status of your W-2 information from **Sent to reporting file** to **In progress** if

- You perform a test of *Generate Federal W-2 Tape* before you create the final tape
- The government rejects your information and requests that you resend it

You cannot reset the status of original records of the file containing any records with an **In progress** status. You must delete the original or correction records with an **In progress** status from the work file and re-create them after you re-create and submit the file.

Caution: You cannot reset a federal file if you have entered state corrections. You must run the *Generate State W2C Tape* function for the state before resetting the federal file.

Resetting the W-2 File

On the Reset W2 File Status page, you can specify the employer or employer group, tax year, and file creation date for the file whose status you are resetting. You can also specify the tax company for a multi-tax ID employer.

Use the information below to complete this page.

Employer

Specify the employer whose file you are resetting. You must specify either an employer or employer group.

Employer Group

Specify the employer group whose file you are resetting. You must specify either an employer or employer group.

Tax year

Specify the tax year for the W-2 file you are resetting. Only the records for this tax year are reset.

State

Specify the state whose W-2 file you are resetting.

Tax Company

For multi-tax employers only, specify the tax company whose file you are resetting. Only the records for this tax company are reset.

*St. *S Tax Co Cde*

Use this field only if you are creating a state file for multitax company processing. Type a valid state/local tax ID code.

File Create Date

Specify the original date when you created the W-2 file you are resetting.

How Do I…

Reset a W-2 file	Complete the fields on this page and press F16
Exit without saving	Press F3

Chapter 16 Generating State W-2 Tapes - TIB-4 Format

16

This chapter contains the following information about generating the state W-2 tapes.

The chapter consists of the following topics:

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

Commonly Asked Questions

Consider the following questions and their answers before you begin generating your state's W-2 tape.

1 Can I run the Create State TIB-4 W-2 Tape File option more than once?

Yes, you can run this option as many times as needed. Remember, however, that the PYPW2276 tape file is cleared each time you run this option. This option builds the tape file from the W-2 Work Files.

2 Can I run the Generate State TIB-4 W-2 Tape option more than once?

Yes. The data written to tape comes from the last time you ran the *Create State W-2 Tape File* function.

3 How should my IS or technical staff verify that the information on the tape is correct?

The *Generate State TIB-4 W-2 Tape* function copies records from the tape to a spooled printer file named QSYSPRT. Use this report to verify that data is in the correct positions according to state specifications.

4 For States that use the W record, what happens if the FMHI Wages and/or FMHI Withholdings exceed the positions allotted on the W record?

The system generates overflow W records until the total of the wages and withholdings have been reported. The system generates overflow W records in accordance with government regulations, which require the amounts in each overflow W record to be different from the preceding W records. For examples, refer to your federal and state specifications.

Reviewing the Record Formats

The system uses the following formats for generating W-2 state tapes:

- Federal format
- State specific format

Refer to the "W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands" appendix for special considerations related to W-2 processing for these areas.

Federal Format

The table below shows the record format for state W-2 tapes that use the federal format:

Record Format - W-2 State Tape (Federal Format)

Code	Record Name	Description
A	Transmitter Record	Identifies the organization submitting the file
B	Basic Authorization Record	Identifies the type of equipment used to generate the file
E	Employer Record	Identifies an employer whose employee wage and tax information is being reported
W	Employee Wage Record	Reports income and tax data for an employee
I	Intermediate Record	Contains subtotals used in balancing money amounts reported by employers
T	Total Record	Contains the totals for all Code W records reported since the Last Code E Record

F	Final Record	Indicates the end of the file The Code F record must be the last record on each tape reel or diskette file. Only one Code F record is allowed per file.
S	Supplemental Record	This record is required by some states. The S record can be used for any type of supplemental data that the reporting company wants to include.

State Specific Format

If a state requires additional information or in some way alters the federal format, then the format used for tape processing for that state is categorized as a state specific format. For example, this occurs when a state requires the S record and not the T record on the tape.

Refer to the tape specifications published by the state's Taxation and Revenue Office.

States not Requiring Magnetic Media Reporting

The following states do not require W-2 magnetic media reporting. These states either do not have state taxes, do not require annual W-2 tape reporting or use alternate methods for annual wage reporting.

State	Comments
Alaska	No state income tax
California	For further information about California processing, see the "State-Specific W-2 Reporting" chapter and *Infinium PY Guide to Federal and State Reporting*
Florida	No state income tax
Illinois	Requires retention of a backup tape
Nevada	No state income tax
New Hampshire	No state income tax
New York	Wage tape only
Oklahoma	Tape not required

State	Comments
Oregon	Requires retention of a backup tape
South Dakota	No state income tax
Tennessee	No state income tax
Texas	No state income tax
Vermont	Will not accept tape
Washington	No state income tax
Wyoming	No state income tax

You should run a backup tape for all states that do not require tape reporting.

Creating the W-2 State Tape File

To create your state W-2 tape file, you use the *Create State TIB-4 Tape W-2 File* function. This option performs the following:

- Clears existing information in the state W-2 tape work file
- Updates the PYPW2276 work file with the most current W-2 information

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

You can run this option as many times as necessary; however, each time you run the option, the system clears the W-2 tape work file. Therefore, you should run the *Generate State TIB-4 W-2 Tape* option before running the *Create State TIB-4 W-2 Tape File* option for another employer.

This function does not affect year-to-date data contained in employee records.

W-2 State Tape Register

The W-2 Tape Register consists of six parts. Parts I through III contain employee information required for W-2 processing and reporting. Parts IV through VI contain state related and locality related information. For more information about the contents of the W-2 Tape Register, refer to the “W-2 Tape Register - Columns and Files” section later in this chapter.

Printer Controls

Before creating the state W-2 tape file, you or one of your IS staff members should verify the printer control(s) for the spool file(s) that contains your W-2 data.

You use printer controls to direct the output to a particular printer, put the output on hold, save the output so that the system does not delete it after it is printed, print multiple copies and so on. Refer to the *Infinium Guide to Application Manager* for information on how to set up printer controls.

You may also want to set up printer controls to ensure the confidentiality of your W-2 information on related reports.

To display the printer control names, move the cursor to the *Create State TIB-4 W-2 Tape File* option, press F16 to display the Menu/Job Control Information screen and then press F11 to display the Job Control details.

Creating the Tape File

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the W-2 Tape Register. The only users who should be allowed access to the *Create State W-2 Tape File* option are those that perform the processing for the option. You or one of your IS staff members should remove this option from the menus of all other users.

Follow the steps below to create a state W-2 tape file:

1. From the Infinium PY main menu select *Tax Operations.*
2. Select *Tax Liability Reporting (USA).*
3. Select *W-2 Processing.*
4. Select *Create State TIB-4 W2 Tape File* [CSW2T]. The system displays the Create State TIB-4 W2 Tape File screen.
5. Use the field information below to fill in the fields on this screen.

Employer or Employer Group

Type the employer code in the *Employer* field, or leave the *Employer* field blank and type a value in the *Employer group* field if you want the tape to include all employers within an employer group.

You must confirm the value you enter in these fields with your IS or technical staff. When running this function for Ohio, you cannot use the *Employer Group* field.

Tax Company (multi-tax only)

This field is only used for multi-tax processing. Type the code value that identifies the Federal Tax Company whose records you are processing.

Year

Select which year of data to report on tape.

W-2 Sequence

Specify the sequence in which you want information generated on the state W-2 tape. Valid codes are:

A List employees alphabetically by employee last name.

L List employees within levels.

S List employees by Social Security Number.

Use Check Name

In this field you indicate whether you want the system to print the employee's name and address as found in the employee's basic data or payroll master records. Valid values are:

0 Use the employee's name and address indicated on the Basic Data record.

1 Use the employee's name and address as indicated in the *Check Name* field on the employee's Payroll Master record.

If you type **1** in this field, the system looks at the *Check Name* and *Check Address* fields on the employee's Payroll Master record first. If the *Check Name* and *Check Address* fields are blank, the system uses the name found in the employee's Basic Data record.

Caution: The system uses the information in the *Check Name* and *Check Address* fields on the employee's Payroll Master record if an employee needs the payroll check made payable to someone else. If you type **1** in the *Use Check Name* field, then the system uses the name in the *Check Name* field, regardless of whether this name is intended for cycle or W-2 processing.

W-2 State

Type the state code for the W-2 tape state.

*Sta *S Tax Co. cde (multi-tax only)*

Type the state/local tax identification code for the state where this multi-tax company is generating state tax information.

Employment Type

Specify the type of industry in which this employer is engaged. Valid values are:

A	Agricultural
H	Household
M	Military
Q	Medicare qualified government employee
X	Railroad
R	Regular and all others

*Sta *U Tax Co. cde (multi-tax only)*

Type the state/local tax identification code for the state where this multi-tax company is generating state unemployment information.

Third Party

Type the amount of federal tax withheld by a third party for sick pay.

Organization Type

Specify the type of organization for this employer. This field is required when generating a tape for Guam, the Virgin Islands, and the Commonwealth of Puerto Rico. Valid values are:

blank	not applicable
S	Service bureau
P	Parent company
O	Other

Note: A value other than blank is required for GU, VI, and PR. Blank is valid for all other states. Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

Transmitter EIN

This is a required field for the tape. The information you type into this field will be the ID on the tape that your organization generates. This number is assigned by the IRS.

Transmitter Name, Street Address, City, State, Zip

This is required information for the tape. The information you type into these fields represent the address information on the tape that your organization submits to the IRS. Type the name and address of the organization sending the tape.

Foreign Address

Valid values for this field are:

0	USA transmitter
1	Non-USA transmitter (outside of the US and US territories and possessions)

Country Name

Type the country name of the transmitter for addresses outside the US, its territories and possessions, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, or military post offices.

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

Control Number

Type the control number. This is a user-defined field. If you leave this field blank, the system defaults to **0000001**.

Tax Entity Code

Type the tax entity code. This is a five character code issued by individual state tax agencies.

PRU#

The Payroll Record Unit Number *(PRU#)* is a three-digit number used with a 69 number to identify a state/local Section 218 covered entity. If applicable, type the PRU# in this field.

Tran on Tape

Type **1** in this field if the tape transmitter has an E record. Otherwise, type **0** in this field.

Est# (Establishment Number)

If applicable, type the Establishment number.

Tape/Cartridge

Use this field to indicate whether you are generating this information on tape or cartridge. Valid values are:

T	Tape
C	Cartridge (Kentucky, West Virginia and North Carolina)

If you are using tape, you must specify a value of **08**, **16**, or **62** in the *Density* field. If you are using cartridge, you must specify a value of **38** in the *Density* field.

Density

Specify the tape density. Valid values are:

08	800 CPI
16	1600 CPI
62	6250 CPI (default)
38	38000 CPI for 3480 cartridge only

If you specify a density of **08**, **16**, or **62**, you must specify a value of **T** in the *Tape/Cartridge* field. If you specify a density of **38**, you must specify a value of **C** in the *Tape/Cartridge* field.

Computer

Use this field to enter the manufacturer's name of the computer where the tape is being generated.

The default value is **IBM** for the IBM AS/400 or iSeries.

This value will be written to a B record on the tape.

Recording Code

Use this field to enter the appropriate recording code. Valid values are:

EBC	Extended Binary Coded Decimal Interchange Code (EBCDIC). This value is the default.
ASC	American Standard Code for Information Interchange (ASCII).
BCD	Binary Coded Decimal (used on 7 track tape).

This value will be written to a B record on the tape.

6 Press Enter to create the file.

Not all information reported on the W-2 forms is required on the W-2 tape. Refer to your state specifications.

W-2 Tape Register - Columns and Files

When you run the *Create State TIB-4 W-2 Tape File* option, the system generates the reports described in this section.

The data in the W-2 Tape Register is extracted from the W-2 work files.

For multi-tax processing, the table below shows the file names associated with crossover file names used in W-2 processing. These files are referenced in the following tables.

File Name	Crossover Filename
PYPIE	PYPIX
PYPDE	PYPDX

The following tables provide the column names for the W-2 Tape Register and the name of the file where the data originates in Infinium PY prior to being extracted into the W-2 work files.

State W-2 Tape Register - Part I

Column Name	File Name	File Description
Total Wages	PYPDE PYPDX	Employee Deductions file
Federal Tax	PYPDE PYPDX	Employee Deductions file
F.I.C.A. Wages	PYPDE PYPDX	Employee Deductions file
F.I.C.A. Tax	PYPDE PYPDX	Employee Deductions file
F.M.H.I. Wages	PYPDE PYPDX	Employee Deductions file
F.M.H.I. Tax	PYPDE PYPDX	Employee Deductions file

State W-2 Tape Register - Part II

Column Name	File Name	File Description
F.I.C.A. Tips	PYPIE PYPIX	Employee Income file
Alloc. Tips	PYPTX	UPDATE W2 BOX DATA
Uncoll. F.I.C.A.	PYPTX	UPDATE W2 BOX DATA
Uncoll. F.M.H.I.	PYPTX	UPDATE W2 BOX DATA
Deferred Contributions	PYPDE PYPDX	Employee Deductions file
DC	PYPDE PYPDX	Employee Deductions file
PP (Private Pension)	PYPDE PYPDX	Employee Deductions file
Statutory Employees	PYPDE PYPDX	Employee Deductions file
Deceased Employees	PEPMS	Employee Personnel Master file

State W-2 Tape Register - Part III

Column Name	File Name	File Description
Fringe Benefits	PYPIE PYPIX	Employee Income file
Advance E.I.C. The Advance Earned Income Credit is eliminated effective January 1, 2011.	PYPIE PYPIX	Employee Income file
1099-R	PYPIE PYPIX	Employee Income file

State W-2 Tape Register - Part III

Column Name	File Name	File Description
Dependent Care	PYPIE PYPIX or PYPDE PYPDX or PYPTX	Employee Income file Employee Deductions file UPDATE W2 BOX DATA
NQP Plan	PYPIE PYPIX or PYPDE PYPDX or PYPTX	Employee Income file Employee Deductions file UPDATE W2 BOX DATA
NQP 457	PYPIE PYPIX or PYPDE PYPDX or PYPTX	Employee Income file Employee Deductions file UPDATE W2 BOX DATA
Group Life	PYPIE PYPIX	Employee Income file

State W-2 Tape Register - Part IV

Column Name	File Name	File Description
State Wages	PYPDE PYPDX	Employee Deductions file
State Tax	PYPDE PYPDX	Employee Deductions file
Disability Wages	PYPDE PYPDX	Employee Deductions file
Disability Tax	PYPDE PYPDX	Employee Deductions file
Locality	PYPDC	Deduction Control file
Local Wages	PYPDE PYPDX	Employee Deductions file

Local Tax	PYPDE PYPDX	Employee Deductions file

State W-2 Tape Register - Part V

Column Name	File Name	File Description
Unemployment Tax	PYPDE PYPDX	Employee Deductions file
NJU/H/W (New Jersey Unemployment, Health Care and Workforce Development)	PYPDE PYPDX	Employee Deductions file
NJPP (New Jersey Disability Private Plan)	PYPDE PYPDX	Employee Deductions file
VPDI (California Voluntary Plan Disability Insurance)	PYPDE PYPDX	Employee Deductions file
ILMSA (Illinois Medical Savings Account)	PYPDE PYPDX	Employee Deductions file

State W-2 Tape Register - Part VI

Column Name	File Name	File Description
Basic Quarters. For 2002 and after, applicable only to Commonwealth of Northern Marianas (CNMI)	PYPIE PYPIX	Employee Income file

State W-2 Tape Register - Part VII

Column Name	File Name	File Description
# of Weeks Worked	PYPDU (GA) PYPMS (all other states)	Employee Unemployment Deduction file Employee Payroll Master file
State Unemployment Wages	PYPDU (GA only)	Employee Unemployment Deduction file
State Unemployment Taxable Wages	PYPDU (GA only)	Employee Unemployment Deduction file

Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

Generating the State TIB-4 W-2 Tape

You use the *Generate State TIB-4 W-2 Tape* function to generate the State W-2 tape from the PYPW2276 work file, which is created when you run the *Create State W-2 Tape File* function.

The system automatically initializes the tape when you run the *Generate State TIB-4 W-2 Tape* function. When writing the tape, the system uses the data from the last time you ran the *Create State TIB-4 W-2 Tape File* function.

Note: Refer to the “W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands” appendix for special considerations related to W-2 processing for these areas.

CL Statements

The *Generate State TIB-4 W-2 Tape* function runs the following CL statements and automatically generates reports for balancing:

CL Statement	Description
INZTAP	The Initialize Tape command initializes magnetic tapes for use on the system. This command initializes a tape with a standard volume label for standard label magnetic tape processing, or initializes a tape with no labels for unlabeled magnetic tape processing. **Note**: You are not required to pre-initialize tapes.
CYPTOTAP	The Copy to Tape command copies records to a tape file. The value in the *Tape File* field must be a tape file.
CPYFRMTAP	The Copy From Tape command copies records from a tape file to a spooled printer file named QSYSPRT.
DMPTAP	The Dump Tape command writes label information or data blocks (or both) from standard-labeled tapes or tapes with no labels to a spooled printer file named QPTAPDMP

Printer Files

You may print out two spooled files QSYSPRT and QPTAPDMP and file this information with your W-2 State Tape Registers.

Caution: Because the *Generate State TIB-4 W-2 Tape* function produces reports with confidential employee data, you should set up printer controls for the printer files below to ensure that the files print to a specific printer and OUTQ. The two printer files are:

- QSYSPRT
- QPTAPDMP

Refer to the *Infinium Guide to Application Manager* to set up printer controls.

Generating the Tape

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the W-2 State Tape Registers. The only users who should be allowed access to the *Generate State TIB-4 W-2 Tape* option are those that perform the processing for the option. You or one of your IS staff members should remove this option from the menus of all other users.

Follow the steps below to generate a state W-2 tape:

1. Contact your IS department to load a blank tape onto the tape drive.
2. From the Infinium PY main menu select *Tax Operations*.
3. Select *Tax Liability Reporting (USA).*
4. Select *W-2 Processing.*
5. Select *Generate State TIB-4 W-2 Tape* [GSW2T]. The system displays the Generate State TIB-4 W-2 Tape screen.
6. Complete the fields, as follows:

   Tape File

   Confirm the value to type in the *Tape File* field with your IS or technical staff. The default value is **QTAPE**.

Tape Device

Confirm the value to type in the *Tape Device* field with your IS or technical staff. The default value is **TAP01**.

W-2 Tape State

Type the state for which you are generating the tape.

Tape/Cartridge

Use this field to indicate whether you are generating this information on tape or cartridge. Valid values are:

T	Tape
C	Cartridge (Kentucky, West Virginia and North Carolina)

7 Press Enter to submit the job to copy the W-2 information onto the tape.

8 Press F14 to display submitted jobs.

When the job becomes active, the system displays the job with a message waiting (MSGW) status on the Work with Submitted Jobs screen.

9 Type 7 (Display Message) in the *Opt* field next to your submitted job. The system displays the following message:

MOUNT TAPE ON TAP01 TO RUN STATE W-2'S; ENTER "0" TO RUN OR "9" TO CANCEL

Recovery...: Enter reply to message sent by SNDUSRMSG command.

10 Prior to answering this message, check with your IS department to verify that the tape has been loaded. Once it is loaded, reply to the message by typing **0** in the *Reply* field and press Enter to continue writing W-2 data to the tape.

11 Press F3 to exit from the Work with Submitted Jobs screen and return to the menu.

Chapter 17 Creating W-2 Corrections and Generating the W-2C Review List, Forms, and Register

17

This chapter describes the process for correcting W-2 file information and creating and submitting the corrections. The processes for creating and generating federal and state correction information are similar. Both are described in this chapter.

The chapter consists of the following topics:

Overview

The process for generating W-2 corrections on the W-2C form and generating the W-2C Register is described below. Employers use the W-2C form to report corrections to W-2 information including incorrect social security numbers, wages and taxes. You can also use the correction format which provides you with the ability to electronically submit corrections to your W-2 information that was submitted and accepted by the government.

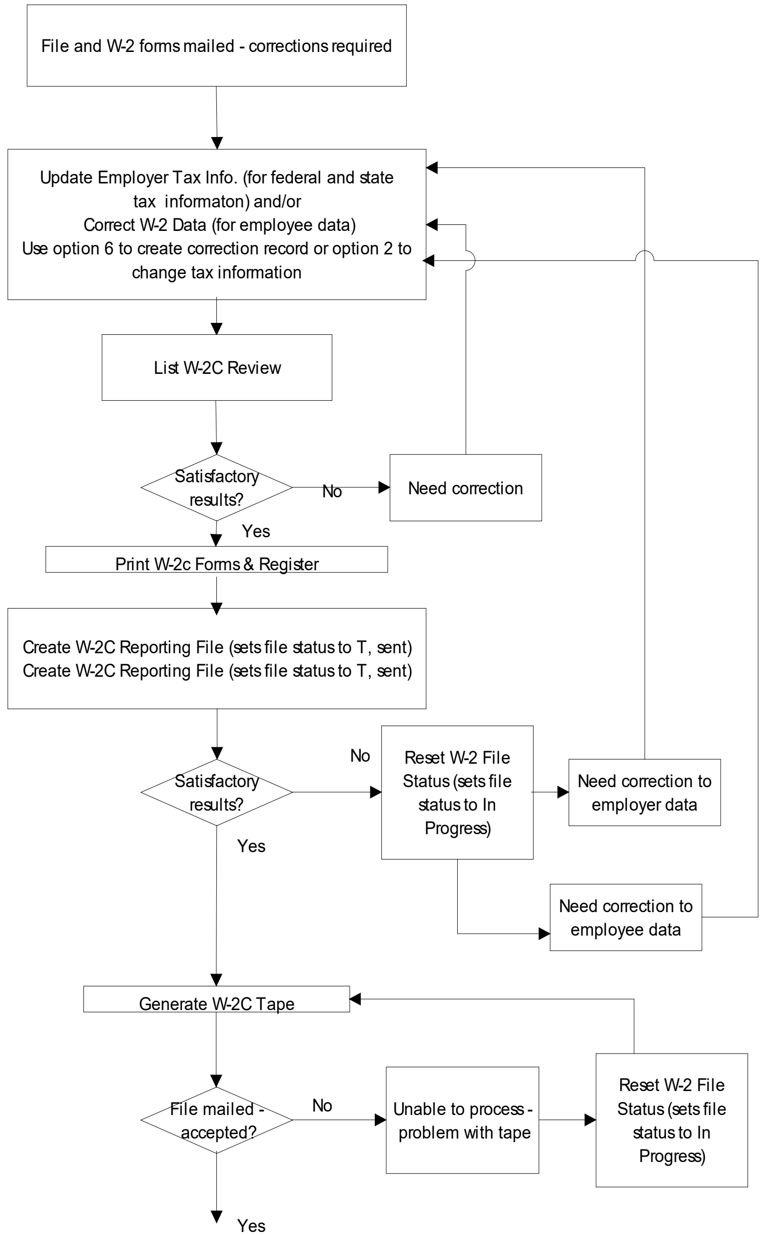

Figure 17-1: Process for correcting W-2 information for a file that was accepted by the government or included on a W-2 form

Creating W-2C Corrections

After you generate your W-2 forms and send them to your employees, you may determine that you need to make corrections. If so, you can submit the corrections on the W-2C form.

Steps

1. Identify the need to submit corrections.
2. Use *Correct W-2 Data* to record changes and create correction records (required).
3. Use *List W-2C Review.*
4. Review the results.
5. If the results are satisfactory, use *Print W-2C Forms and Registers* and append the W-2 forms for submission to the government. For unsatisfactory results, repeat steps 2 through 4.
6. Optionally, use *Update Employer Fed. Tax Info* or *Update Employer State Tax Info* to create a correction record if any corrections are needed to employer data.
7. Create the State W2C Reporting File if necessary.
8. Generate the State W2C Tape (used only if you are creating media on the IBM i.)
9. Create the Fed. W2C Reporting File.
10. Generate the Federal W2C Tape (used only if you are creating media on the IBM i.)
11. If you find an error on the federal or state file reports, you must reset the W-2 status to change the correction record by using *Reset W2 Tape Status*. After you reset the tape status, repeat steps 2 through 9.

    Refer the “Generating W-2 Corrections in the Federal Format” chapter in this guide for more information about steps 7 through 9.

Correcting W-2 Data

Use *Correct W-2 Data* to create W-2C correction records so you can produce W-2C forms and create an electronic file of W-2C corrections that you can submit to the government.

Use the Infinium Payroll menu path below.

- Infinium Payroll
- *Tax Operations*
- *Tax Liability Reporting (USA)*
- *W-2 Processing*
  - *Correct W-2 Data* [PYYEB170]

Creating W-2C corrections using Correct W-2 Data

Complete the steps below to create W-2C corrections.

1. Select the *Employer* and *Employee* for whom you want to create a correction record on the first page of *Correct W-2 Data*. A list of W-2 work file records is displayed for the employee.

2. Specify **6** next to the record for the appropriate tax year and press Enter. The first Correct W-2 Data detail screen is displayed.

3. Update the data with any corrections that are needed.

4. Repeat these steps for all subsequent screens.

Note: On the Box 12, Box 14, State Data, and Local Data screens, to add data for these boxes use the Function Key F6 = Create at the bottom of the screen. If you need to remove a data entry for an employee, select the data record and enter **0** in the amount fields. Do not use F22 to delete the data records.

Refer to the “Correcting W-2 Data” section in the “Reconciling the W-2 Review List and Correcting W-2 Data” chapter of this guide for more information.

Generating the W-2C Review

Overview

Use *List W-2C Review* to produce a report that provides both original and modified information for each W-2 record you changed when you used *Correct W2 Data.*

Use the menu path below.

- Infinium Payroll
- *Tax Operations*
- *Tax Liability Reporting (USA)*
- *W-2 Processing*
  - *List W-2C Review* [PYYEB175]

Generating the W-2C Review

On the List W-2C Review page, you can specify the criteria to be used to produce the W-2C Review.

Use the information below to complete this page.

Employer or Employer Group

You must specify either an employer or an employer group. Specify the employer for whom you are generating a W-2C review list. Or, specify the employer group for whom you are creating the list.

Tax Company or Tax Co. Group

If you are using multi-tax processing for federal W-2 correction information, you must specify a tax company or a tax company group. Specify the tax company for whom you are generating the W-2C Review List. For multi-tax employers, specify the tax company group for whom you are creating a W-2C Review List.

Employee or Last Name

To generate the review list for all employees, leave *Employee* blank.

To generate the review list for one employee, type the employee number. If you do not know the employee number, leave this field blank and enter a value in *Last Name* or press F4 on either field and select the employee from the displayed list.

Year

Specify the year for which you are generating the W-2C Review List.

Special Inst

Specify the information for the W-2C Register or the order of the information. You must type **2** to generate the review by state.

0	Include federal, state, local data.
1	Include federal data only; W-2 information is included for each employee without state or local withholding data.
2	Sort by state. Includes W-2 information for each employee who worked in the state entered in *State*. Leave *State* blank to print by state in alphabetical order.
3	Sort by locality. Includes W-2 information for each employee who worked in the locality entered in *Locality.*
4	Employee W-2 information for each state and locality in which the employee worked. The information includes the employee's correct federal data.

The *Special Inst* field is used on both the List W-2 Review and Print W2 Forms & Register pages. Value **4** is allowed only on the Print W2 Forms & Register page.

Use Check Name

Specify how you want the employee's name to appear on the Register.

1	Use the employee’s name as it appears on the employee’s payroll checks.
2	Use the employee's name as it is on the Basic Data record.

W2 Sequence

You can print the listing alphabetically by employee, by Social Security Number or by employee number. Type one of the following values in this field:

A	The listing prints alphabetically by employee last name
L	The listing prints by employee number within levels
S	The listing prints by Social Security Number
E	The listing prints by employee number

Print Term. EE's.

Specify whether to include terminated employees on the Register.

0	Exclude terminated employees from the list
1	Include terminated employee in the list
2	Include only terminated employees in the list

State

Use this field if you specified that you wanted state information included. Type the code that identifies the single state whose information is to be included. Otherwise, leave blank to print for all states.

To generate the Register for a single state, type **2** in *Special Inst* and **S** in W-2 *Sequence*.

Print Exempt EE's

Use this field to specify whether exempt employees will be included on the W-2C Register.

0	Do not include exempt employees on the register
1	Include all employees on the register
2	Include only exempt employees on the register

Locality

If you specified locality information by typing **3** in *Special Inst.*, use to type the code that identifies the locality for which you want information. To print different localities, change the locality code after each printing.

Agent Name

Type the name of the agent filing W-2 forms. Refer to the IRS Instructions for Form W-2 on the reporting procedures for filing W-2 forms by agents.

Do not type Infinium in this field.

Agent EIN

Type the Employer Identification Number of the agent filing the W-2 forms.

Address Line 1, 2

Type the address of the agent filing W-2 forms. Refer to the IRS Instructions for Form W-2 on the reporting procedures for filing W-2 forms by agents.

Do not type Infinium's address in this field.

How Do I…

To print the register in state order	Leave *State* blank. Type **2** in *Special Inst.* Type **A**, **L** or **S** in *W-2 Sequence*.
Generate the W-2C Review	Complete this page. Press Enter.
Cancel without generating the Review	Press Exit.

Generating W-2C Forms and Register

Overview of the W-2C Form

Employers use the W-2C form to report corrections to W-2 information including incorrect social security numbers, wages and taxes.

DO NOT CUT, FOLD, OR STAPLE THIS FORM

44444 | For Official Use Only ►
OMB No. 1545-0008

a Employer's name, address, and ZIP code

c Tax year/Form corrected

/ W-2

d Employee's correct SSN

e Corrected SSN and/or name (Check this box and complete boxes f and/or g if incorrect on form previously filed.)

Complete boxes f and/or g only if incorrect on form previously filed ►

f Employee's previously reported SSN

b Employer's Federal EIN

g Employee's previously reported name

h Employee's first name and initial | Last name | Suff.

Note: Only complete money fields that are being corrected (exception: for corrections involving MQGE, see the Instructions for Forms W-2c and W-3c, boxes 5 and 6).

i Employee's address and ZIP code

Previously reported	Correct information	Previously reported	Correct information
1 Wages, tips, other compensation	1 Wages, tips, other compensation	2 Federal income tax withheld	2 Federal income tax withheld
3 Social security wages	3 Social security wages	4 Social security tax withheld	4 Social security tax withheld
5 Medicare wages and tips	5 Medicare wages and tips	6 Medicare tax withheld	6 Medicare tax withheld
7 Social security tips	7 Social security tips	8 Allocated tips	8 Allocated tips
9 Advance EIC payment	9 Advance EIC payment	10 Dependent care benefits	10 Dependent care benefits
11 Nonqualified plans	11 Nonqualified plans	12a See instructions for box 12	12a See instructions for box 12
13 Statutory employee / Retirement plan / Third-party sick pay	13 Statutory employee / Retirement plan / Third-party sick pay	12b	12b
14 Other (see instructions)	14 Other (see instructions)	12c	12c
		12d	12d

State Correction Information

Previously reported	Correct information	Previously reported	Correct information
15 State	15 State	15 State	15 State
Employer's state ID number	Employer's state ID number	Employer's state ID number	Employer's state ID number
16 State wages, tips, etc.	16 State wages, tips, etc.	16 State wages, tips, etc.	16 State wages, tips, etc.
17 State income tax	17 State income tax	17 State income tax	17 State income tax

Locality Correction Information

Previously reported	Correct information	Previously reported	Correct information
18 Local wages, tips, etc.	18 Local wages, tips, etc.	18 Local wages, tips, etc.	18 Local wages, tips, etc.
19 Local income tax	19 Local income tax	19 Local income tax	19 Local income tax
20 Locality name	20 Locality name	20 Locality name	20 Locality name

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Copy A—For Social Security Administration

Form W-2c (Rev. 2-2009) Corrected Wage and Tax Statement Cat. No. 61437D Department of the Treasury Internal Revenue Service

Figure 17-2: W-2C Form

Overview of the W-2C Register

When you run the *Print W-2C Forms and Registers* function, the system generates a listing of all employees receiving W-2C forms. You can print this listing either alphabetically, numerically (by employee tax identification number) or by levels. The printing sequence is controlled by the value you type in the *W-2 Sequence* field.

Caution: The *Print W-2C Forms and Registers* function does not access the employee's income and deduction records.

W-2C Register

Like the W-2C review list, the W-2C register consists of multiple parts. The parts on the W-2C register are the same as those on the W-2C review list. The only difference is the title. For the review list, the title is W-2C Review List - Part x where x is the part number. For the W-2C register, the title is W-2C Register – Part x where x is the part number.

Printer Controls

Before processing your W-2C forms, you or one of your IS staff members should verify the printer control(s) for the spool file(s) that contains your W-2C form data.

You use printer controls to direct the output to a particular printer, put the output on hold, save the output so that the system does not delete it after it is printed, print multiple copies and so on. Refer to the *Infinium Guide to Application Manager* for information on how to set up printer controls.

You may also want to set up printer controls to ensure the confidentiality of your W-2C information on related reports. The printer controls for each part of the report are shown in the following chart.

Register Part	Printer Control Name
W-2C Review- Part I	PYTYE181
W-2C Register - Part II	PYTYE18A
W-2C Register - Part III	PYTYE18B
W-2C Register - Part IV	PYTYE18C
W-2C Register - Part V	PYTYE18D
W-2C Register - Part VI	PYTYE18I
W-2C Register - Part VII	PYTYE18J

Register Part	Printer Control Name
W-2C Register - Part VIII	PYTYE18K
W-2C Register – Puerto Rico Part 1	PYTYE18P
W-2C Register – Puerto Rico Part 2	PYTYE18R
W-2C Register – Puerto Rico Part 3	PYTYE18S

The printer controls for W-2C forms are shown in the following chart.

Form	Printer Control Name
W-2C Laser Forms	PYTYE28L
W-2C Laser Forms for Puerto Rico	PYTYE28L

For current printer control settings, refer to the section below:

W-2C Laser Forms for U.S. and Puerto Rico, PYTYE28L

```
                        OVERRIDE WITH PRINTER FILE (OVRPRTF)

 TYPE CHOICES, PRESS ENTER.

 FILE BEING OVERRIDDEN  . . . . . > PYTYE28L      NAME, *PRTF
 OVERRIDING TO PRINTER FILE . . .   *FILE         NAME, *FILE
   LIBRARY  . . . . . . . . . . .                 NAME, *LIBL, *CURLIB
 DEVICE:
   PRINTER  . . . . . . . . . . .                 NAME, *SYSVAL, *JOB
 PRINTER DEVICE TYPE  . . . . . . > *AFPDS        *SCS, *IPDS, *USERASCII...
 PAGE SIZE:
   PAGE LENGTH  . . . . . . . . . > 88            .001-255.000
   PAGE WIDTH . . . . . . . . . . > 120           .001-378.000
   MEASUREMENT METHOD . . . . . .   *ROWCOL       *ROWCOL, *UOM
 LINES PER INCH . . . . . . . . . > 8             3, 4, 6, 7.5, 8, 9, 12
 CHARACTERS PER INCH  . . . . . . > 15            5, 10, 12, 13.3, 15, 16.7...
 FRONT MARGIN:
   OFFSET DOWN  . . . . . . . . .                 0-57.790
   OFFSET ACROSS  . . . . . . . .                 0-57.790

BACK MARGIN:
  OFFSET DOWN  . . . . . . . . .                 0-57.790
  OFFSET ACROSS  . . . . . . . .                 0-57.790
OVERFLOW LINE NUMBER . . . . . . > 87            1-255
FOLD RECORDS . . . . . . . . . .                 *NO, *YES
UNPRINTABLE CHARACTER ACTION:
  REPLACE CHARACTER  . . . . . .                 *NO, *YES
  REPLACEMENT CHARACTER  . . . .   *BLANK        40-FE, *BLANK
ALIGN PAGE . . . . . . . . . . . > *YES          *NO, *YES
SOURCE DRAWER  . . . . . . . . .                 1-255, *E1, *FORMDF
OUTPUT BIN . . . . . . . . . . .                 1-65535, *DEVD
FONT:
  IDENTIFIER . . . . . . . . . .                 CHARACTER VALUE, *CPI...
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
FORM FEED  . . . . . . . . . . .                 *DEVD, *CONT, *CUT, *CONT2...
PRINT QUALITY  . . . . . . . . . > *STD          *STD, *DEVD, *DRAFT, *NLQ...
CONTROL CHARACTER  . . . . . . .                 *NONE, *FCFC, *MACHINE
CHANNEL VALUES:
  CHANNEL  . . . . . . . . . . .                 1-12
  LINE NUMBER FOR CHANNEL:
  LINE . . . . . . . . . . . . .                 1-255
               + FOR MORE VALUES
FIDELITY . . . . . . . . . . . .                 *CONTENT, *ABSOLUTE
CHARACTER IDENTIFIER:
  GRAPHIC CHARACTER SET  . . . .                 NUMBER
  CODE PAGE  . . . . . . . . . .                 NUMBER
DECIMAL FORMAT . . . . . . . . .                 *FILE, *JOB
FONT CHARACTER SET:
  CHARACTER SET  . . . . . . . .                 NAME, *FONT
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  CODE PAGE  . . . . . . . . . .                 NAME
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
CODED FONT:
  CODED FONT . . . . . . . . . .                 NAME, *FNTCHRSET
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .   *NONE         0.1-999.9, *NONE
PAGE DEFINITION  . . . . . . . .                 NAME, *NONE
```

```
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
FORM DEFINITION  . . . . . . . .                 NAME, *NONE, *DEVD
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
AFP CHARACTERS . . . . . . . . .                 NAME, *NONE
               + FOR MORE VALUES
TABLE REFERENCE CHARACTERS . . .                 *NO, *YES
DEGREE OF PAGE ROTATION  . . . . > *DEVD         *AUTO, *DEVD, *COR, 0, 90...
PAGES PER SIDE . . . . . . . . .                 1-4
REDUCE OUTPUT  . . . . . . . . .                 *TEXT, *NONE
PRINT TEXT . . . . . . . . . . . > *JOB
HARDWARE JUSTIFICATION . . . . .                 0, 50, 100
PRINT ON BOTH SIDES  . . . . . .                 *NO, *YES, *TUMBLE, *FORMDF
UNIT OF MEASURE  . . . . . . . .                 *INCH, *CM
FRONT SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                 NAME, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0             0-57.790
  OFFSET ACROSS  . . . . . . . .   0             0-57.790
BACK SIDE OVERLAY:
  OVERLAY  . . . . . . . . . . .                 NAME, *FRONTOVL, *NONE
    LIBRARY  . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
  OFFSET DOWN  . . . . . . . . .   0             0-57.790
  OFFSET ACROSS  . . . . . . . .   0             0-57.790
  CONSTANT BACK  . . . . . . . .   *NOCONSTANT   *NOCONSTANT, *CONSTANT
CONVERT LINE DATA  . . . . . . .                 *NO, *YES
IPDS PASS THROUGH  . . . . . . .                 *YES, *NO, *DEVD
USER RESOURCE LIBRARY LIST . . .                 CHARACTER VALUE, *DEVD...
               + FOR MORE VALUES
CORNER STAPLE  . . . . . . . . .                 *NONE, *BOTRIGHT...
EDGE STITCH:
  REFERENCE EDGE . . . . . . . .                 *NONE, *BOT, *RIGHT, *TOP...
  REFERENCE EDGE OFFSET  . . . .                 0.0-57.790, *DEVD
  NUMBER OF STAPLES  . . . . . .                 1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                 0.0-57.790, *DEVD
               + FOR MORE VALUES
SADDLE STITCH:
  REFERENCE EDGE . . . . . . . .                 *NONE, *TOP, *LEFT, *DEVD
  NUMBER OF STAPLES  . . . . . .                 1-122, *DEVD
  STAPLE OFFSETS . . . . . . . .                 0.0-57.790, *DEVD
               + FOR MORE VALUES
FONT RESOLUTION FOR FORMATTING                   *DEVD, *SEARCH, 240, 300
DEFER WRITE  . . . . . . . . . .                 *YES, *NO
SPOOL THE DATA . . . . . . . . .                 *YES, *NO
OUTPUT QUEUE . . . . . . . . . . > QPRINT        NAME, *DEV, *JOB
  LIBRARY  . . . . . . . . . . .     *LIBL       NAME, *LIBL, *CURLIB
FORM TYPE  . . . . . . . . . . . > W2C_FORMS     CHARACTER VALUE, *STD
COPIES . . . . . . . . . . . . . > 1             1-255
PAGE RANGE TO PRINT:
  STARTING PAGE  . . . . . . . .                 NUMBER, 1, *ENDPAGE
  ENDING PAGE  . . . . . . . . .                 NUMBER, *END
MAX SPOOLED OUTPUT RECORDS . . . > 20000         1-99999999, *NOMAX
FILE SEPARATORS  . . . . . . . . > 0             0-9
SPOOLED OUTPUT SCHEDULE  . . . . > *FILEEND      *JOBEND, *FILEEND, *IMMED
HOLD SPOOLED FILE  . . . . . . . > *NO           *NO, *YES
SAVE SPOOLED FILE  . . . . . . . > *NO           *NO, *YES
OUTPUT PRIORITY (ON OUTQ)  . . .                 *JOB, 1-9
USER DATA  . . . . . . . . . . .                 CHARACTER VALUE, *SOURCE
SPOOL FILE OWNER . . . . . . . .                 *CURUSRPRF, *JOB...
USER DEFINED OPTION  . . . . . .                 CHARACTER VALUE, *NONE
               + FOR MORE VALUES
```

```
 USER DEFINED DATA  . . . . . . .



 USER DEFINED OBJECT:
   OBJECT . . . . . . . . . . . .                      NAME, *NONE
     LIBRARY  . . . . . . . . . .     *LIBL            NAME, *LIBL, *CURLIB
   OBJECT TYPE  . . . . . . . . .                      *DTAARA, *DTAQ, *FILE...
 SPOOL FILE NAME  . . . . . . . .                      NAME, *FILE
 EXPIRATION DATE FOR FILE . . . .                      DATE, *NONE, *DAYS
 DAYS UNTIL FILE EXPIRES  . . . .                      1-366
 USER SPECIFIED DBCS DATA . . . .                      *NO, *YES
 DBCS EXTENSION CHARACTERS  . . .                      *YES, *NO
 DBCS CHARACTER ROTATION  . . . .                      *NO, *YES
 DBCS CHARACTERS PER INCH . . . .                      *CPI, *CONDENSED, 5, 6, 10
 DBCS SO/SI SPACING . . . . . . .                      *YES, *NO, *RIGHT
DBCS CODED FONT:
  DBCS CODED FONT  . . . . . . .                       NAME, *SYSVAL
    LIBRARY  . . . . . . . . . .      *LIBL            NAME, *LIBL, *CURLIB
  POINT SIZE . . . . . . . . . .    *NONE              0.1-999.9, *NONE
TO STREAM FILE . . . . . . . . .


WORKSTATION CUSTOMIZING OBJECT                         NAME, *NONE, *PDF
  LIBRARY  . . . . . . . . . . .      *LIBL            NAME, *LIBL, *CURLIB
MAXIMUM FILE WAIT TIME . . . . .                       SECONDS, *IMMED, *CLS
RECORD FORMAT LEVEL CHECK  . . .                       *NO
SECURE FROM OTHER OVERRIDES  . .    *NO                *NO, *YES
OVERRIDE SCOPE . . . . . . . . .    *ACTGRPDFN         *ACTGRPDFN, *CALLLVL, *JOB
SHARE OPEN DATA PATH . . . . . .                       *NO, *YES
OPEN SCOPE . . . . . . . . . . .                       *ACTGRPDFN, *JOB
```

Generating the Forms and Register

Caution: Because the government requires data to be processed for all employees, Infinium HR/PY security is not in place for the W-2C Register. The only users who should be allowed access to the *Print W-2C Forms & Register* function are those that perform the processing for the function. You or one of your IS staff members should remove this function from the menus of all other users.

Use the menu path below.

- Infinium PY
- *Tax Operations.*
- *Tax Liability Reporting (USA).*
- *W-2 Processing.*
  - *Print W-2C Forms and Registers* [PYYEB176]. The system displays the Print W2-C Forms and Registers screen.

```
 1/13/15  15:49:28     Print W-2C Forms and Registers      PYGW2PS    PYDW2PS
                                                                Page  1 of  1
Employer  . . . .  ZUS +     -or-      Employer Group. .  _____ +
Tax Company . . .  _____ +   -or-      Tax Co.Group  . .  _____ +
Employee  . . . .  _________ +  -or-   Last Name . . . .  __________________ +
Year  . . . . . .  2010

Special Inst  . .  0                   Use Check Name  .  0
W2 Sequence . . .  A                   Print Term. EE's.  1
State . . . . . .  ___ +               Print Exempt EE's  0
Locality  . . . .  ___ +               Form Type . . . .  2
                    A G E N T   I N F O R M A T I O N
Agent Name  . . .  ______________________________  Agent EIN . .  _________
   Address Line 1  ______________________________
   Address Line 2  ______________________________

PR Ops Closing Dt  ________            PR Elec. Filing#   _______
PR Control Number  ___ _________

Warning.....This function is not to be used to print W-2cs for Guam,
Virgin Islands and the Commonwealth of the Northern Marianas Islands.

F3=Exit  F10=QuikAccess
```

Figure 17-3: Print W-2C Forms and Registers page

About This Page

Use this page to specify the criteria to use to print W-2C forms and the W-2C register.

If appropriate, you can generate the forms and register using the same field values that you specified when you created the work files. However, you are not restricted to generating the forms and register in the same way as when you created the work files.

For example, if you created the work file by employer group, you can generate the forms and register for either the employer group or for one of the employers associated with the employer group. Similarly, if you updated the work file for an employee, you can generate the forms and register for either the employee or the entire employer, as appropriate.

Use the information below to complete this page.

Employer or Employer Group

Type the employer code in the *Employer* field, or leave the *Employer* field blank and type a value in the *Employer Group* field.

Tax Company or Tax Co. Group (multi-tax customers only)

To generate the forms and register for a tax company, type the name of that tax company in the *Tax Company* field. If you use tax company group processing, you can leave the *Tax Company* field blank and type the name of the tax company group in the *Tax Co Group* field.

Employee or Last Name

To generate the forms and register for an employee, type the employee number in the *Employee* field. If you do not know the employee number, then leave this field blank and type a value in the *Last Name* field.

You can press F4 on either field and select the employee from the list of valid values.

Leave these fields blank if you do not want to generate the forms and register for a specific employee.

Year

Type the tax year for which you are generating the W-2C form and register. Infinium does not support W-2C forms for years prior to 2001.

Special Inst

Specify special printing information for this listing. For example, you can print all employees who worked in a particular state. Valid values are:

0	Normal run of W-2C forms including federal, state, and local data. If you specify **0** and specify a state in the *State* field, the system generates W-2C forms only for employees in that state. This is recommended as the best way to reconcile. Everything is printed on the W-2C to match registers.
1	Federal data only; issue a single W-2C for each employee without state or local withholding data.
2	State selection; issue a W-2C for each employee who worked in the state entered in the *State* field.
3	Locality selection; issue a W-2C for each employee who worked in the locality entered in the *Locality* field. If you do not specify a locality, the system sorts alphanumerically by location.

4 Employee use only; issue a W-2C for each state or locality in which each employee worked.

If you type **4** in this field, each W-2C reflects the employee's correct federal data, since these forms are not intended for submission to the federal government by employer.

Use Check Name

In this field you indicate whether you want the system to print the employee's name and address found in the employee's basic data or payroll master records. Valid values are:

0 Use the employee's name and address indicated on the basic data record.

1 Use the employee's name and address as indicated in the *Check Name* field on the employee's payroll master record.

If you type **1** in this field, the system looks at the *Check Name* and *Check Address* fields on the employee's payroll master record first. If the *Check Name* and *Check Address* fields are blank, the system uses the name found in the employee's basic data record.

Caution: The information in the *Check Name* and *Check Address* fields on the employee's payroll master record is intended to override the employee's name and address on the basic data record if an employee needs the payroll check made payable to someone else. However, if you type **1** in the *Use Check Name* field, then the system uses the name in the *Check Name* field, regardless of whether this name is intended for cycle or W-2C processing.

W2 Sequence

You can print the listing alphabetically by employee, by Social Security Number or by employee number. Type one of the following values in this field:

A The system prints the listing alphabetically by employee last name

L The system prints the listing by employee number within levels

S The system prints the listing by Social Security Number

E	The system prints the listing by employee number

Print Term EE's

Valid values for this field are:

0	Exclude terminated employees from the list
1	Include terminated employee in the list
2	Include only terminated employees in the list

State

If you type **2** in the *Special Inst* field, you can either specify the particular state to be processed or leave the *State* field blank to print all states in alphabetical order by state.

Print Exempt EE's

In this field you indicate whether you want the names of exempt employees on the W-2C forms and register. Valid values are:

0	Exclude exempt employees from the W-2C forms and register.
1	Include both exempt and nonexempt employees on the W-2C forms and register. Employees' names will print on the register with **EXEMPT** under the control # columns with no totals generated. No W-2C forms are generated.
2	Include only exempt employees on W-2C forms and register.

Note: To indicate that an employee is exempt from W-2C processing, you must type **E** in the *1099R/Exempt W2* field on the employee's payroll master record. Refer to the "Preparing for the Final Payroll of the Calendar Year" chapter for additional information.

Locality

If you type **3** in the *Special Inst* field, specify the locality you want included on the review list.

Follow these steps to print the report for different localities.

1 Type the locality code in the *Locality* field.

2 Submit the report.

3 Change the locality code in the *Locality* field.

4 Submit the report again.

5 Repeat these steps until you have printed all of the necessary localities.

Form Type

Specify the form type. The valid values are:

2 Laser W-2C forms:

- LW2CA
- LW2CB
- LW2CC
- LW2C2
- LW2CD1

P Laser W-2C forms for Puerto Rico:

- LW2CPRA
- LW2CPRB
- LW2CPRC
- LW2CPRD

You must enter **PR** in the *State* field if you enter **P** in this field.

You can obtain these forms from Brooks-Allan by calling 1.847.537.7500 or accessing www.brooks-allan.com. If you purchase forms from another vendor, some fields may be positioned differently from the forms available from Brooks-Allan. These differences may require modifications to the printer file. Discuss these modifications with your technical staff.

Agent Information

Complete the agent information fields below if you are using agent information; otherwise leave blank.

Agent Name

Type the name of the agent filing W-2C forms. Refer to the IRS instructions for the W-2C form for the reporting procedures for filing W-2C forms by agents.

Do not type **Infinium** in this field.

Agent EIN

Type the employer identification number of the agent filing the W-2C forms.

Agent Address

Type the address of the agent filing W-2C forms. Refer to the IRS instructions for the W-2C form for the reporting procedures for filing W-2C forms by agents.

Do not type the Infinium address in this field.

PR Ops Closing Dt

For Puerto Rico only, type the operations closing date to report on form W-2PR, if applicable.

PR Elec. Filing#

If you are printing Puerto Rico W-2C forms, enter the confirmation number you received from the Puerto Rico Department of Revenue when you submitted your electronic file. This number is printed on the W-2C form.

PR Control Number

For Puerto Rico only, type the company ID portion of the control number assigned by the Department of Treasury. The company ID is printed in the control number box on the W-2 form and is followed by the nine-digit control number.

For Puerto Rico only, type the control number for the first 499R-2/W-2 form you are using for this form run. The control number is stored in the W-2 work file, PYPW2ST, for each employee whose form is printed. The control number is subsequently written to the W-2 file when you run the *Create State Reporting File* function and is printed in the control number box along with the three-character company ID on the W-2 form.

How Do I…

Generate W-2C forms and the register	Complete this page and press Enter.

Cancel generating W-2C forms and the register	Press F12.

W-2C Register Columns and Files

The W-2C register contains the same columns as the W-2 review list for parts I through VI. Like the W-2 review list, the W-2 register extracts the data from the W-2 work files.

Refer to tables in the “Generating the W-2 Review List,” chapter for the files where the data originates in Infinium PY prior to being extracted into the W-2 work files.

Notes

Chapter 18 Generating W-2 Corrections in the Federal Format

18

This chapter describes the process for generating the W-2C form and register.

The instructions in this chapter cannot be used for Guam, the Virgin Islands, or the Commonwealth of the Northern Mariana Islands.

The chapter consists of the following topics:

Overview

The process for correcting information after your W-2 file is accepted by either the federal or a state government and submitting it is described below.

Using the correction format for submission of corrections is optional. Using the W-2C file format provides you with the ability to electronically submit corrections to your files that were submitted and accepted by the government. You can also submit corrections on W-2C forms.

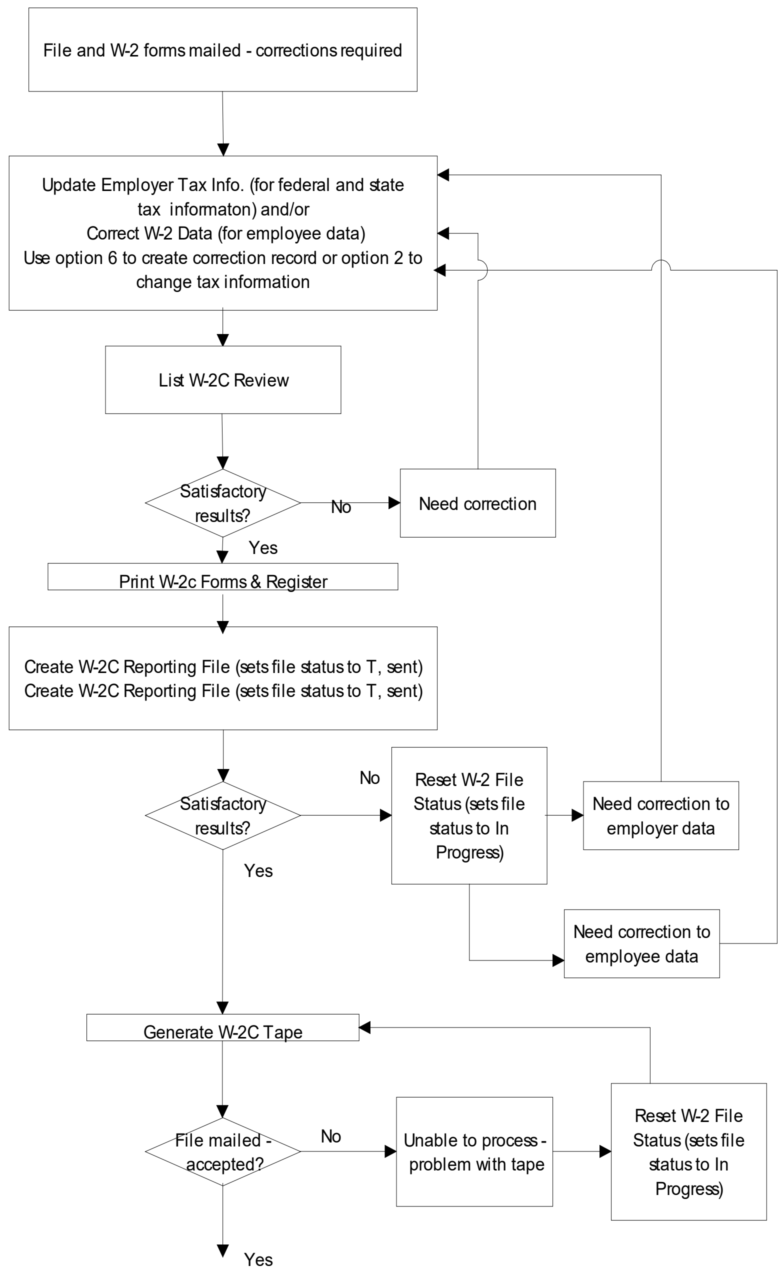

Figure 18-1: Process for correcting W-2 information that was accepted by the government

Creating the W-2C Reporting File

Overview

Use *Create Fed. W2C Reporting File* or *Create State W2C Reporting File* to create corrected W-2 records that can be submitted via file to the federal government.

After you use *Create Fed. W2C Reporting File* or *Create State W2C Reporting File,* the W-2 Register is printed showing the information below about the corrected W-2:

- original information
- corrected information
- the difference if the information was an amount

The W-2C register consists of Parts I through XI of the W-2C register and Parts I through VII of the W-2C MQGE register. The register contains employee information required for W-2 processing and reporting. See the "W-2 Register - Columns and Files" section in the "Generating the W-2 File Federal Format" chapter for information about the content of the W-2C Register.

Use the menu path below.

- Infinium Payroll
- *Tax Operations*
- *Tax Liability Reporting (USA)*
- *W-2 Processing*
  - *Create Fed. W2C Reporting File* [PYYEB172]
  - *Create State W2C Reporting File* [PYYEB173]

Supported Form W-2C printer files

Infinium works closely with our preferred forms vendor, Brooks-Allan to provide support for a number of printed W-2C forms. Infinium supports only the printer files for W-2C forms that have been ordered by Infinium customers within the last two years. However, we continue to support applicable changes published by the IRS necessary to submit an electronic file.

For a list of supported printer files, see the “Supported Form W-2, 1099-R, and 1095-C Printer Files” appendix.

Printer Controls

The printer controls for the MQGE Register are below.

Register Part	Printer Control Name
W-2C Register - Part I (MQGE)	PYTYE4LQ
W-2C Register - Part II (MQGE)	PYTYE4MQ
W-2C Register - Part III (MQGE)	PYTYE4NQ
W-2C Register - Part IV (MQGE)	PYTYE4OQ
W-2C Register - Part V (MQGE)	PYTYE4PQ
W-2C Register - Part VI (MQGE)	PYTYE4QQ
W-2C Register - Part VII (MQGE)	PYTYE4RQ

Creating the W2C Reporting File

On the Create Fed. W2C Reporting File page or the Create State W2C Reporting File page, you can specify the information needed to create the correction information including employer, year and preparer code.

Use the information below to complete this page.

Employer

Specify the employer for whom you are creating W-2 correction information. You must specify either an employer or an employer group.

Employer Group

Specify the employer group for whom you are creating W-2 information. You must specify either an employer or an employer group.

Tax Company

For multi-tax employers, specify the tax company for whom you are creating W-2 correction information. If you are using multi-tax processing, you must specify a tax company or a tax company group.

Tax Co. Group

For multi-tax employers, specify the tax company group for whom you are creating W-2 correction files. If you are using multi-tax processing, you must specify a tax company or a tax company group.

Year

Specify the year for which you are creating the W-2 correction information.

W-2 State

Use only for creating the state W-2 correction information. Specify the state code for which you are creating the correction information. If the employer has multiple states, use *Create State W2C Reporting File* for each payroll state that needs a correction.

*State *S Tax Co. cde*

Use only for creating the state correction information and multitax company processing. Specify a valid state/local tax ID code.

*State *U Tax Co. cde*

Use only for creating the state correction information and multitax company processing. Use only if you are:

- reporting state information related to the non-default state/local tax ID of the default tax company
- reporting state information related to the non-default tax company

Type a valid state/local tax ID code.

Preparer Code

Specify the preparer of the W-2 correction information. If more than one code applies, use the code that best describes who prepares the file.

Valid values are:

A	Accounting firm
L	Self-prepared

S	Service bureau
P	Parent company
O	Other

W2 Sequence

Specify the sequence by which to create the W-2 file data. If you also use *Print W-2 Forms & Register*, use the same W-2 sequence so that the register matches the W-2 information.

Valid values are

A	Alphabetical
L	By employee number within level
S	By Social Security Number

Software Code

Specify the software used to create the W-2 file.

Valid values are:

98	In-house program
99	Off the shelf software

Notification Cd

Specify the preferred method of problem notification.

Valid values are:

1	E-mail or Internet
2	Postal Service

Puerto Rico currently requires a value of **2** for this field.

This field should be left blank for 2012 and beyond reporting except for Pennsylvania and Puerto Rico.

Resub Indicator

Specify whether you are resubmitting the state W-2 information.

Valid values are:

0	No
1	Yes

Resub WFID

If you type **1** in *Resub Indicator*, type the WFID (Wage File Indicator) displayed on the Social Security Administration notice.

Control Number

Use this field only for state W-2 reporting. Type the starting control number for W-2 sequencing. This can be used to identify individual W-2 Forms. If blank, the default for the sequencing operation is 0000001.

Submitter EIN

Specify the federal identification number (EIN) for the submitter. This number should match the EIN number on the external label.

Submitter User ID

Specify the user identification, user ID, of the employee authorized to submit this file for reporting year 2005 and later. Leave this field blank if not required by the state.

Submitter Name

Specify the name of the organization to notify if the information cannot be processed.

Location Address

You can override the default information by specifying the portion of the submitter's address such as a room or suite number or contact name.

Delivery Address

You can override the default information and specify the mail or delivery destination such as a street address or post office box.

City

Specify the submitter's city.

State

Specify the submitter's state.

Zip

Specify the submitter's zip code.

Ext

Specify the submitter's zip code extension.

Foreign St/prov

Specify the state or province of the submitter if outside the US; otherwise, leave blank.

Foreign Post Cd

Specify the postal code of the submitter if outside the US.

Submitter Ctry

Specify submitter's country code if the submitter is in a country other than the US. If the submitter is in one of the fifty US states or in one of the locations below, leave blank.

- District of Columbia
- Military Post Office (MPO)
- American Samoa
- Commonwealth of the Northern Mariana Islands
- Guam
- Puerto Rico
- Virgin Islands

Contact Name

Specify the name of the person whom the Social Security Administration should contact concerning W-2 file processing problems.

Contact Phone

Specify the area code and telephone number of the person whom the Social Security Administration should contact concerning federal W-2 file processing problems.

Ext.

Specify the area code and telephone number of the person whom the Social Security Administration should contact concerning federal W-2 file processing problems.

Contact Fax

If the submitter is in the US or a US territory, specify the facsimile area code and telephone number, if applicable, of the person whom the Social Security Administration should contact concerning federal W-2 file processing problems.

Contact E-Mail

Specify the electronic mail or Internet address, if applicable, of the person whom the Social Security Administration should contact concerning federal W-2 file processing problems.

How Do I…

Create the W-2 correction file	Complete the information on this page and press Enter

Generating the W-2 Correction Tape

Overview

Use *Generate Federal W2C Tape* to generate a corrected federal W-2 tape from the PYPW2514 file, which is created when you run the *Create Fed. W2C Reporting File*. Use the *Generate State W2C Tape* function to generate a corrected state W-2 file.

The system automatically initializes the file when you run *Generate Federal W2C Tape* or *Generate State W2C Tape*. When writing the file, the system uses the data from the last time you ran *Create Fed. W2C Reporting File* or *Create State W2C Reporting File*.

Use the menu path below.

- Infinium PY
- *Tax Operations*
- *Tax Liability Reporting (USA)*
- *W-2 Processing*
  - *Generate Federal W2C Tape* [PYYEB171]
  - *Generate State W2C Tape* [PYYEB174]

Generating the W-2 Tape

On the Generate Federal W2C Tape page or Generate State W2C Tape page, you can specify the tape and tape file information needed to generate a tape.

Use the information below to complete this page.

Tape File

Specify a W-2 tape file description that meets the tape or cartridge file requirements. Review the name with your MIS department before you begin using it.

The default file is QTAPE.

Tape Device

Specify a value that represents the tape device for output to the chosen tape drive.

The default value is **TAP01**.

Infinium currently supports reel to reel tape and cartridge requirements for federal and state W-2 reporting. Check the federal or state specifications for the types of media that are supported. Verify that your tape device and file are compatible with state or federal requirements.

W2 Tape State

For state processing only, specify the state for which you are generating the file. If you generate information for more than one state, you must use the *Create State W2C Reporting File* function and the *Generate State W2C* function for each state.

How Do I…

Generate the federal W-2C tape	Complete this page and press Enter

Resetting the W-2 Tape Status

Use *Reset W2 Tape Status* after you run the *Create Fed. or State W-2C Reporting File* function if you need to reprint W-2C forms or if you need to resubmit the file to the government (for example, there was an error reading the file and the government has requested a new file). This resets the correction records back to “In Progress” status so they can be reprocessed.

Use the menu path below.

Use the menu path below.

- Infinium PY
- *Tax Operations*
- *Tax Liability Reporting (USA)*
- *W-2 Processing*
  - *Reset W2 Tape Status* [PYYEBRST]

Resetting the W-2 Tape Status

On the Reset W2 Tape Status page, you can specify the criteria to be used to reset the W2 tape status.

Use the information below to complete this page.

Employer

Specify the value that represents your employer. You must specify a value in either the *Employer* or *Employer Group* field but not both.

Employer Group

Specify the value that represents your employer group. You must specify a value in either the *Employer* or *Employer Group* field but not both.

Tax Year

Type the tax year for the W-2s whose status you are resetting. The system resets the status of records with this tax year only.

W2 Tape State

Use this field to enter the state code. Leave this field blank if you are resetting the federal W-2 tape status to re-create a federal W-2C reporting file.

Tax Company

For multi-tax companies, type the tax company for the W-2s whose status you are resetting. The system resets the status of records with this tax company only.

*State *S Tax Company Code*

This field is used only for multi-tax company processing. Use this field to enter a valid state/local tax ID code. The state/local tax ID code must be set up as a valid code value beforehand.

File Create Date

Type the original file creation date for the W-2 records that you are processing.

How Do I…

Reset the W-2 tape status	Complete this page and press Enter