Infor Infinium HCM Payroll Guide to US Year End Processing

Volume 2

Publication Information

Release: Infor Infinium HCM 11.1.21

Publication date: December 14, 2023

Document code: INFHRPY4V2_ALL_22

Table of Contents

Volume 1

Volume 2

Chapter 19 Setting Up for 1099-R Processing

19

An employee who receives income from a pension plan should receive a 1099-R form. The system generates the 1099-R form when an employee receives money from pension or other retirement plan sources.

This chapter describes how you set up your Infinium PY system for 1099-R processing. It also provides a sample 1099-R form and a description of where in the Infinium PY system 1099-R records are processed.

The chapter consists of the following topics:

Using Separate Employers

You should set up employees who are receiving pension and/or annuity payments in a separate employer for the pension payments. By doing so you avoid processing problems at the year end.

If you do not set up the employees under a separate employer, there is the potential exists for both Federal Withholding Tax (*FWT) and State Tax (*S Deduction Record) to be overstated. This problem can occur if the employee has regular income due to either retiring part way through the calendar year or if the employee has been rehired as a consultant after retiring.

If this problem already exists for your company, you can correct the data using the *Update 1099-R Data* function to manually enter the corrected Federal Withholding Tax and State Tax for the appropriate employees. Once you have corrected the data and finished the 1099-R processing for the year, you should transfer the pension employees to a separate pension employer at the beginning of the new tax year to avoid this reporting problem in subsequent years.

Overview of the 1099-R Form

The following table provides a description of each box on the 1099-R form and an explanation of where the information is located within Infinium PY.

1099-R Form – Reporting and Processing Requirements

Box	Box Name	Box Description	Processing
	Payer's Name and Address	Name, Street address, City or Town, Province or State, Country, and ZIP or foreign postal code	Employer Control Record
	Payer's Federal Identification Number	Federal ID Number	Employer Control Record
	Recipient's Identification Number	Employee Social Security Number	Employee Basic Data Record
	Recipient's Name	Employee's name	Employee Basic Data Record
	Street Address	Employee's street address	Employee Basic Data Record
	City, state and ZIP code	Employee's City or Town, Province or State, Country, and ZIP or foreign postal code	Employee Basic Data Record

1099-R Form – Reporting and Processing Requirements

Box	Box Name	Box Description	Processing
1	Gross Distribution	Amount of distribution before income tax or other deductions including distributions from governmental section 457 (b) plans	Income reporting group processing

2a	Taxable Amount	Amount to be included as taxable distribution. Include PS 58 costs.	Income reporting group processing
2b	Taxable Amount Not Determined	Indicates that the taxable portion of the distribution cannot be determined. If this occurs, the system prints **X** in this box.	Manual entry in the *Create 1099-R Work File* function
2b	Total Distribution	Indicates the payment is the total distribution. If this occurs, the system prints **X** in this box.	Manual entry in *Update 1099-R Data* function
	FATCA Filing Requirement	Indicates if there is a FATCA filing requirement for the 1099-R form	Manual entry in *Update 1099-R Data* function
	Date of Payment	The payment date that was made for reportable death benefits	Manual entry in *Update 1099-R Data* function
3	Capital gain (included in Box 2a)	Amount in Box 2A that is eligible for capital gains election	Manual entry in *Update 1099-R Data* function
4	Federal Income Tax Withheld	Amount of federal tax withheld from the employee's distribution	Employee's ***FWT** deduction record or manual entry in *Update 1099-R Data* function
5	Employee Contributions or Insurance Premiums	Amount of employee contributions or insurance premiums	Manual entry in *Update 1099-R Data* function
6	Net Unrealized appreciation in employer's Securities	Amount of net unrealized appreciation on employer securities	Manual entry in *Update 1099-R Data* function
7	Distribution Code	Identifies the distribution type	Distribution code entered on the Income Control record

7	IRA/SEP/SIMPLE	The system prints an **X** in this box, for IRA/SEP/SIMPLE or Roth conversion distributions	*IRA/SEP/SIMPLE* field on the Create 1099-R Work File screen
8	Other/%	Current actuarial value of an annuity contract that is part of a lump sum distribution	Manual entry in *Update 1099-R Data* function
9a	Your Percentage of Total Distribution	Total percentage of distribution if received by more than one person	Manual entry in *Update 1099-R Data* function
9b	Total Employee Contributions	Total amount of employee contribution	Manual entry in *Update 1099-R Data* function
10	Amount allocable to IRR within 5 years	Amount of distribution allocable to an IRR made within the five-year period beginning with the first day of the year in which the rollover was made	Manual entry in *Update 1099-R Data* function
11	1st year of designated Roth contribution	The year the first designated Roth contribution was made	Manual entry in *Update 1099-R Data* function
12	State Income Tax Withheld	Amount of state income tax withheld from distribution (two lines available)	***S** deduction record
13	State/Payer's State Number	Name of state (two lines available)	***S** deduction record
14	State Distribution	Amount of State Distribution (two lines available)	Employee's ***S** deduction record
15	Local Income Tax Withheld	Amount of local income tax withheld from distribution (two lines available)	Manual entry in *Update 1099-R Data*

16	Name of Locality	Name of locality (two lines available)	Manual entry in *Update 1099-R Data*
17	Local Distribution	Amount of Local Distribution	Manual entry in *Update 1099-R Data*

Setting Up and Processing 1099-R Forms

You follow the steps below to generate 1099-R forms.

1. Identify Employees Receiving 1099-R Forms
2. Identify Retirement Incomes
3. Create 1099-R Income Reporting Group Codes
4. Attach Incomes to the Income Reporting Groups
5. Create 1099-R Work File for each Distribution Code
6. Update 1099-R Data
7. Generate the 1099-R Review List
8. Generate the 1099-R Forms and Register
9. Create 1099-R Tape File
10. Generate 1099-R Tapes

The diagram in Figure 19-1 illustrates these steps.

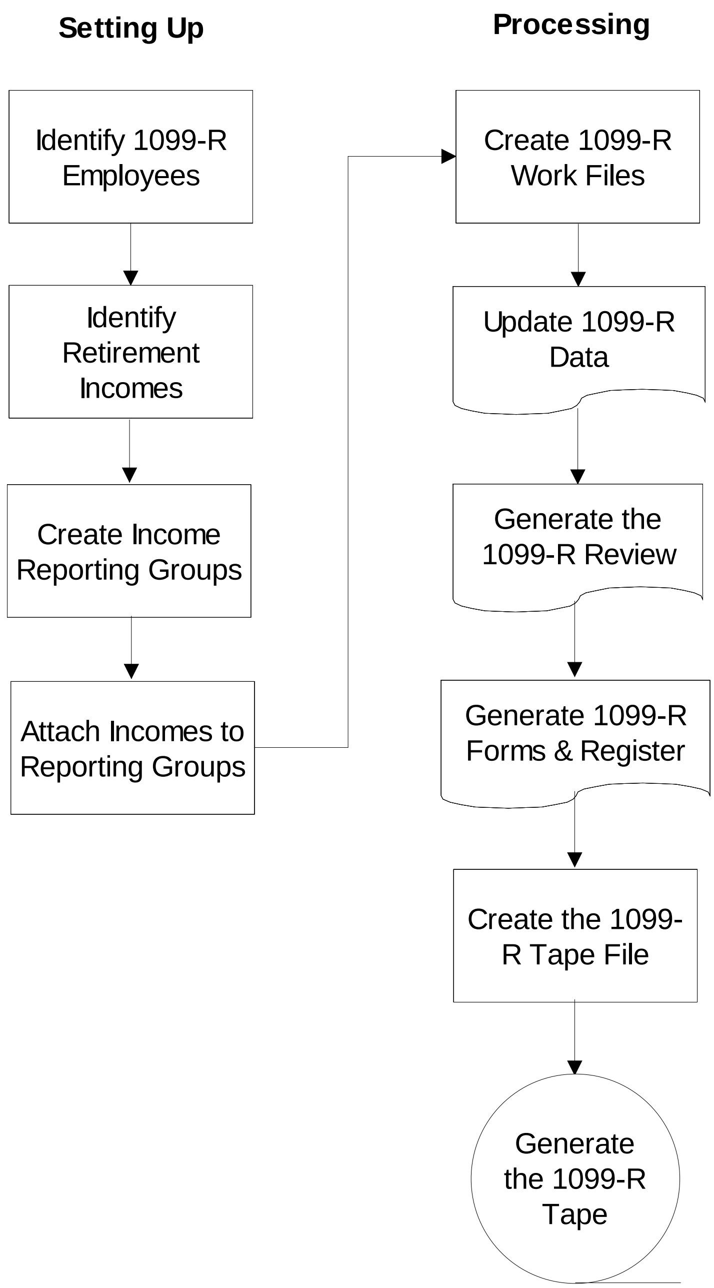


Figure 19-1: Setting Up and Processing Steps

The steps for setting up your system for 1099-R processing are described in this chapter of the guide. The steps for processing 1099-R forms are described in subsequent chapters of the guide.

Step 1: Identifying Employees Receiving 1099-R Forms

In this step you identify the employees who should receive a 1099-R form. To do this, type **P** in the *1099-R/Exempt EE* field on each employee's Payroll Master record, as outlined in the steps below.

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 a prompt screen.

4 Fill in the *Employer* and *Employee* fields with the information that identifies the employer and employee whose records you are processing.

5 Press Enter. The system displays the first Update Employee Payroll Data screen.

6 Press Enter. The system displays the second Update Employee Payroll Data screen.

7 Press Enter. The system displays the next Update Employee Payroll Data screen, as shown in Figure 19-2.

```
12/13/18  21:21:18      Update Employee Payroll Data       PYGMMS     PYDMMS
                                                                Page  3 of  3
Employer  . . . :  ZUS       SAMPLE US COMPANY
Employee  . . . :      80005 ALAN D ACCURATE

Fed. Filing . . .  _                  Current State . .  ___ +
Fed. Exemptions .  _0                 Home State  . . .  ___ +
Filing Locked . .  0  (0=No, 1=Yes)   SUTA State  . . .  ___ +
State Exemptions.  _0                 Current Misc Loc.  ___ +
Local Exemptions.  _0                 Home Misc. Loc. .  ___ +
Home Tax Co . . .  _____ +            Current County  .  ___ +
PrYr.Strt.Tax Co:                     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  .  0                  Nonres. Alien?  .  0  (0=No, 1=Yes)
1099R/Exempt W2 .  _                  F.L.S.A.  . . . .  _____ +
Tipped Employee .  0  (0->2)          Tipped EE - Prev.  _  (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 19-2: Update Employee Payroll Data screen

8 Type **P** in the *1099-R/Exempt EE* field. Fill in the other fields on this screen as you usually would.

Step 2: Identifying Retirement Incomes

To establish retirement incomes, you must create an income control for each income and distribution code combination that an employee is eligible to receive.

The distribution codes for 1099-R processing are one or two character codes that you enter on the Income Control record.

If you are reporting more than one kind of distribution, you must generate a separate 1099-R form for each type of distribution.

Distributions of section 457 plans from state and local agencies must be reported on the 1099-R form.

Follow the steps below to identify retirement incomes.

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

2 Select *Update Master Files.*

3 Select *Update Income Controls* [UIC]. The system displays the Update Income Controls screen.

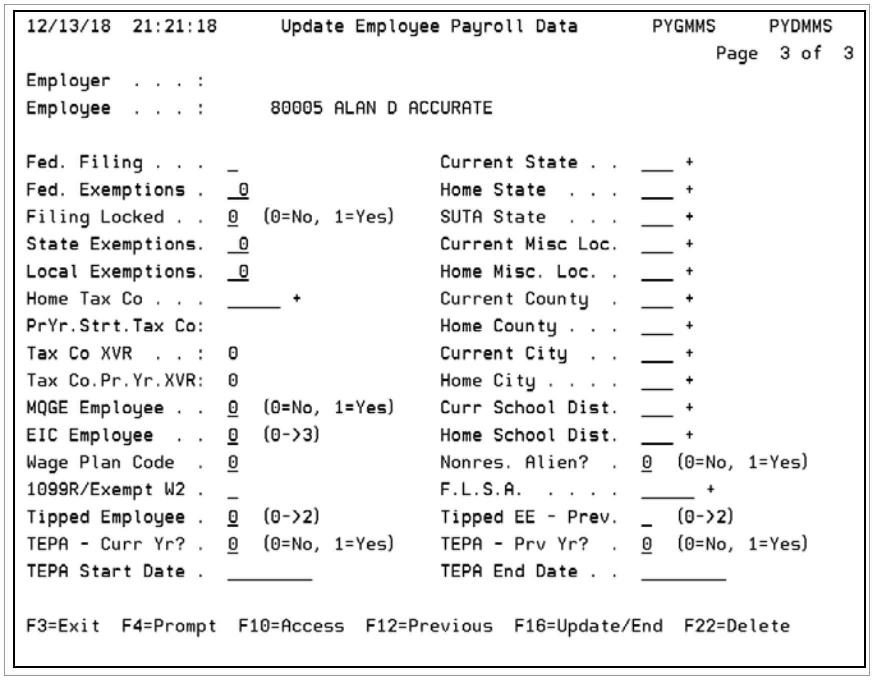


Figure 19-3: Update Income Controls screen 1

4 Use the information that follows to fill in the appropriate fields with 1099-R information. Fill in the other fields on this screen as you usually would.

1099-R Dist Code

Type the appropriate distribution code value(s) in this field. The distribution code is reported in Box 7 of the 1099-R form. Refer to the 1099-R Distribution Code Chart below for a definition of the codes you can enter into this field.

Note: In some cases you will need to combine the distribution codes. For example, type **7A** in this field for a normal distribution that qualifies for 5/10 year averaging.

1099-R Distribution Code Chart

Code	Description	Comments
1	Early distribution, no known exception	Employee has not reached age 59 1/2 and you do not know if any of the exceptions under Distribution Code 2, 3, or 4 apply.
2	Early distribution, exception applies	Employee has not reached age 59 1/2 .
3	Disability	Distribution is due to disability.

1099-R Distribution Code Chart

Code	Description	Comments
4	Death	Participant is deceased. Payment made to a beneficiary, including an estate or trust.
5	Prohibited transaction	A prohibited (improper) use of the account.
6	Section 1035 exchange	Tax free exchange of insurance, annuity or endowment contracts under section 1035.
7	Normal distribution	Normal distribution from a plan, including a traditional IRA if the employee is at least 59 ½.
8	Excess contributions plus earnings/excess deferrals (and/or earnings) taxable in the year specified	Distribution due to excess contribution (plus earnings and excess deferrals) for the year specified in the 1099-R instructions.
9	Cost of current life insurance protection	Distribution consists of premium paid by a trustee or custodian for current insurance protection.
A	May be eligible for 10-year tax option	Distribution qualifies for 10 tax option method of computing the tax on lump-sum distributions.
B	Designated Roth account distribution	Distribution from a designated Roth account that is not a qualified distribution.
C	Reportable death benefits under section 6050Y	
D	Annuity payments from nonqualified annuities that may be subject to tax under section 1411	
E	Distributions under Employee Plans Compliance Resolution System (EPCRS)	
F	Charitable gift annuity	

1099-R Distribution Code Chart

Code	Description	Comments
G	Direct rollover of a distribution to a qualified plan, a section 403(b) plan, a governmental 457 (b) plan, or an IRA (excludes designated Roth account distributions)	
H	Direct rollovers of designated Roth account distributions to a Roth IRA	
J	Early distribution from a Roth IRA	Use code J for a distribution from a Roth IRA when code Q or code T does not apply. Use code 2 for an IRS levy and code 5 for a prohibited transaction.
K	Distribution of IRA assets not having a readily available FMV	Valid for tax years 2014 and beyond. This code is optional for 2014.
L	Loans treated as deemed distributions under section 72(p)	Do not use to report a loan offset.
M	Qualified plan loan offset	
N	Re-characterized IRA contribution made for the year specified in the 1099-R instructions	Use for a recharacterization of an IRA contribution made for the year specified and recharacterized in the year specified to another type of IRA by a trustee-to –trustee transfer or with the same trustee.
P	Excess contributions plus earnings/excess deferrals taxable in the year specified in the 1099-R instructions	Distribution due to excess contribution (plus earnings and excess deferrals) for the year specified in the 1099-R instructions.
Q	Qualified distribution from a Roth IRA	Distribution from a Roth IRA.
R	Recharacterized IRA contribution made for the year specified	Use for a recharacterization of an IRA contribution made for the year specified and recharacterized in the year specified to another type of IRA by a trustee-to -trustee transfer or with the same trustee.
S	Early distribution from a SIMPLE (IRA in first 2 years, no known exemption)	

1099-R Distribution Code Chart

Code	Description	Comments
T	Roth IRA distribution, exception applies	Use for a distribution from a Roth IRA if you do not know if the five-year holding period has been met, with exceptions.
U	Distribution from an ESOP under Section 404(k)	
W	Charges or payments for purchasing qualified long-term care insurance contracts under combined arrangements	

Step 3: Creating 1099-R Income Reporting Groups

Overview of Income Reporting Groups

Income Reporting Group (IRG) codes are essential in managing the reporting process for 1099-R incomes. Therefore, you are required to provide an Income Reporting Group code for each distribution code when running the *Create 1099-R Work File* function.

The flexibility of income reporting groups makes it easier to set up:

- Multiple distributions with the same code
- Taxable and nontaxable distributions within the same distribution code type
- Distributions that should be flagged as IRA/SEP/SIMPLE or Tax Amount Not Determinable

Even if you have only one or two simple distribution codes to report on, you still must use income reporting groups for 1099-R reporting. In this case you will have a one-to-one relationship between your Income Control code and your income reporting group code.

Example

Follow the example below as a guide in using income reporting groups for 1099-R reporting.

The sample company has three code 7 (normal distribution) incomes that have been paid to employees during the year:

- Two are taxable
- One is nontaxable

The sample company also has one code 1 (early distribution) income and one code 1G (Early Distribution/Direct IRA Rollover) income. Only taxable distribution amounts can be reported in Box 2a, so this company must set up income reporting groups to handle this reporting situation and still provide the capability to report by distribution code as required by the IRS.

Master File

The following are the individual income codes that the company sets up on the Master File:

CD7A	Taxable code 7 distribution #1
CD7B	Taxable code 7 distribution #2
CD7C	Nontaxable code 7 distribution
CD1	Early code 1 distribution
CD1G	Early/Direct IRA Rollover code 1 distribution

Box 1 Gross Distribution

The following are income reporting group codes that the company sets up on the Master File for Box 1 Gross Distribution:

PCD7	This code consists of CD7A, CD7B, and CD7C incomes
PCD1	This code consists of CD1 income only
PCD1G	This code consists of CD1G income only

Box 2a Taxable Amount

The following are the income reporting group codes that the company sets up on the Master File for Box 2a Taxable Amount:

PCD7T	Consists of CD7A and CD7B incomes
PCD1	Consists of the CD1 income only

Income Reporting Group Codes

The same income reporting group code (PCD1) can be used for both Box 1 and Box 2a in the example above for distribution code 1 because the gross amount and taxable amount are the same. No income reporting group code is used for Box 2a for distribution code 1G because there is no taxable amount if there is a direct rollover. Only in the case of the distribution code 7 is it necessary to use a different income reporting group code for Box 1 and Box 2a because one of the code 7 distributions is nontaxable.

The company will run the *Create 1099-R Work File* function three times, once for each distribution code type (1, 1G, 7) using the appropriate income reporting group codes on the submittal screen for each distribution type.

Once the company creates the 1099-R work file, all other 1099-R functions can be run against the work file as many times as necessary to complete the 1099-R reporting cycle. The company makes data adjustments to individual 1099-R records by running the *Update 1099-R Data* function without having to rerun the *Create 1099-R Work File* function.

Creating the Income Reporting Group Codes

You must create an income reporting group code for each distribution code. Use code type **IRG**. The income reporting group identifies the gross distribution amount that is included in Box 1 of the 1099-R form.

If your plan requires that you report the taxable amount of the distribution in Box 2a, you need to set up a second income reporting group that identifies the taxable amount.

In many cases the gross amount and taxable amount are equal so you can use the same income reporting group for both Box 1 and Box 2a.

To create 1099-R income reporting group codes, refer to the steps outlined in the “Creating Income and Deduction Reporting Groups” chapter.

Step 4: Attaching Incomes to the Income Reporting Groups

To assign incomes to the 1099-R income reporting group codes, refer to the steps outlined in the “Creating Income and Deduction Reporting Groups” chapter.

Chapter 20 Creating the 1099-R Work File

20

This chapter provides an overview of the work flow associated with creating the 1099-R work file and detailed information about creating the 1099-R work file.

The 1099-R processing is based on the data extracted from the 1099-R work file.

The chapter consists of the following topics:

Overview of the 1099-R Work File

The *Create 1099-R Work File* function creates the work file that the system uses to generate the 1099-R Review, Forms, Register, and Tape File. The work file contains the information from employee income and deduction records as well as the data that you manually enter when you use the *Update 1099-R Data* function.

If you are creating a work file 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.

Where the Data Comes From

Figure 20-1 provides an overview of the Infinium PY files from which data is extracted into the 1099-R Work File.

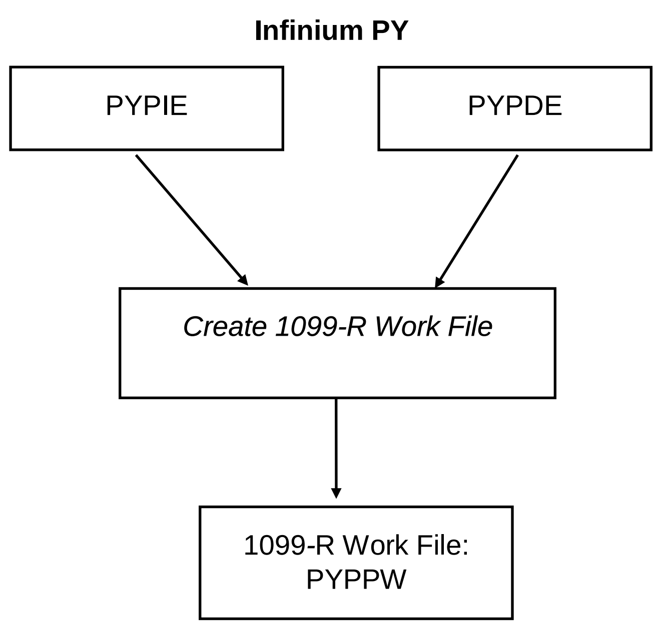


Figure 20-1: 1099-R Data Extracted into the Work File

Running the Create 1099-R Work File for Each Distribution Code

You must run the *Create 1099-R Work File* function for each distribution code that the employer has.

You should have already set up an income reporting group for each distribution code. The income reporting group identifies the total distribution amount that is included in Box 1 and the taxable amount included in Box 2a on the 1099-R form. See the “Setting up for 1099-R Processing” chapter for more information.

You receive a one-part control list each time you run the function. Check this review list each time and rerun the *Create 1099-R Work File* function as many times as necessary until you are sure that the data in the work file is correct for that distribution code.

Each time that you run the *Create 1099-R Work File* function, the system updates the work file with any new information that you entered into the system.

Caution: You must recreate the 1099-R work file each time that you adjust employee pay information either through a cycle prior to closing the year or the prior year adjustment cycle, or prior year on-demand check cycle.

Running the List 1099-R Review

Once you have ensured that the data in the 1099-R work file is correct for each distribution code, run the *List 1099-R Review* function to check the accuracy of the entire work file. See the “Generating 1099-R Review List” chapter for more information.

1099-R Processing Workflow

The diagram in Figure 20-2 provides an overview of the steps for processing 1099-Rs.

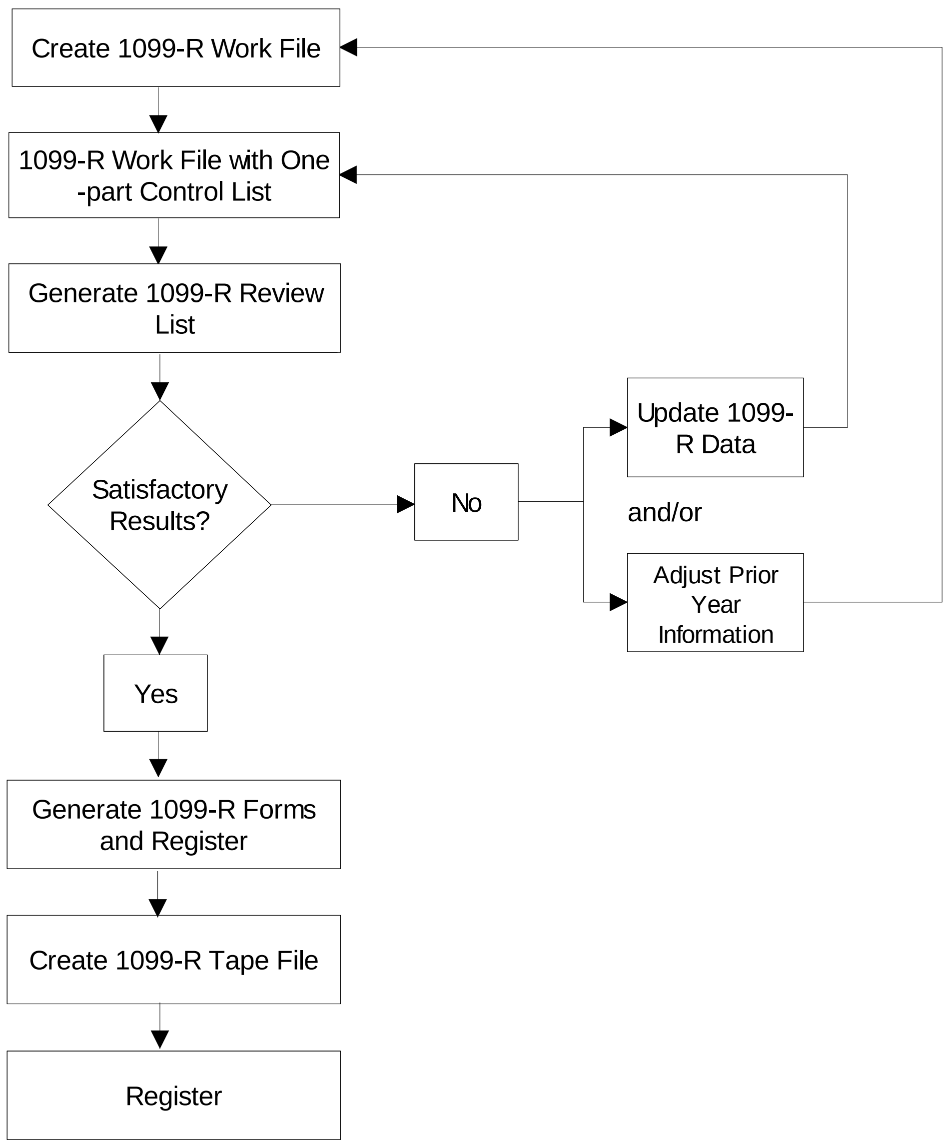


Figure 20-2: 1099-R Processing Workflow

Creating the 1099-R Work File

To create the 1099-R work file, follow the steps below:

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (USA)*.
3. Select *1099-R Processing*.
4. Select *Create 1099-R Work File* [1099_WORK]. The system displays a screen similar to Figure 20-3.

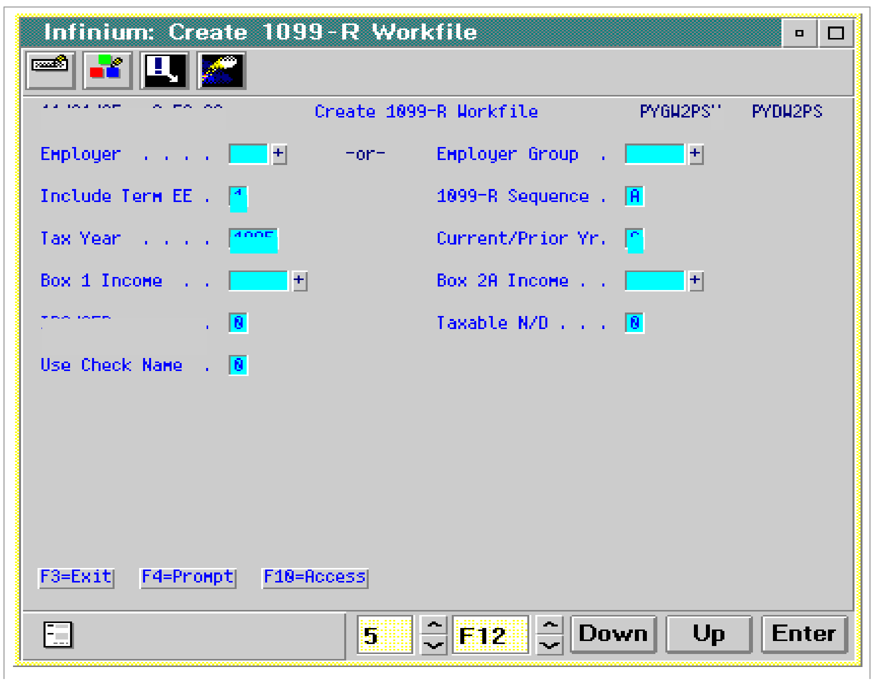


Figure 20-3: Create 1099-R Work File screen

5. Use the information below to fill in the appropriate fields.

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 to process all employers within an employer group.

Include Term EE

The following are valid values for this field:

0	Do not include terminated employees on this run.
1	Include terminated employees on this run.

1099-R Sequence

The following are valid values for this field:

A	Run 1099-Rs alphabetically. Do not use for one employee.
L	Run 1099-Rs by employee number within level. Do not use for one employee.
S	Run 1099-Rs by Social Security Number.

When you run the *Create 1099-R Tape File* option, you should select the same value for *1099-R Sequence* so that the report (or register) generated will match the tape sequence.

Tax Year

Enter the year for which the 1099-R work file is being created.

Current/Prior Yr

This value tells the system whether to access the current year data or the prior year data in the employee income authorization and employee deduction authorization records.

P	Run 1099-Rs for the prior year (i.e. the year that was closed).
C	Run 1099-Rs for the current year (i.e. if calendar year has not been closed).

Box 1 Income

Type an income reporting group code. This income reporting group value will be used to determine which incomes will be summarized and reported in Box 1. Box 1 should normally include Gross annuity, pension, retired pay or IRA payments before income tax or other deductions were withheld.

Box 2A Income

Type an income reporting group code. This income reporting group value will be used to determine which incomes will be summarized and reported in Box 2a. Box 2a normally includes the taxable amount the recipient should include as income. This often is the same as the amount in Box 1.

IRA/SEP/SIMPLE

Indicate whether the IRA/SEP/SIMPLE or Roth conversion block in Box 7 should be checked.

The following values are valid for this field:

0	The IRA/SEP/SIMPLE block will not be checked
1	The IRA/SEP/SIMPLE block will be checked.

Taxable N/D

Indicate whether the taxable amount that should be reported in Box 2A can be determined.

0	The taxable amount can be determined, and will be reported in Box 2a.
1	The taxable amount cannot be determined. The *Taxable amount not determined* check box in Box 2b will be checked. If you select **1**, Box 2a should be blank, except for an IRA.

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 in the *Check Name* field on the employee’s payroll master record and the address from the basic data record.

If the *Check Name* field is blank, the system uses the name found in the employee’s basic data record.

Caution: If you type **1** in the *Use Check Name* field, the system uses the name in the *Check Name* field, regardless of whether this name is intended for cycle, W-2 or 1099-R processing.

Updating 1099-R Data

If you need to update or correct any 1099-R data, you can use the *Update 1099-R Data* option to directly update the data contained in the 1099-R work file.

You can also add a new record to the 1099-R work file using the *Update 1099-R Data* option. For example, you might need to create a 1099-R for an employee who is currently not in the work file associated with a certain distribution code. You use the *Update 1099-R Data* function to add the employee to the work file and then create the 1099-R form.

Follow the steps below:

1. From the Infinium PY main menu select *Tax Operations.*
2. Select *Tax Liability Reporting (USA)*.
3. Select *1099-R Processing*.
4. Select *Update 1099-R Data* [C1099R]. The system displays a screen similar to Figure 20-4.

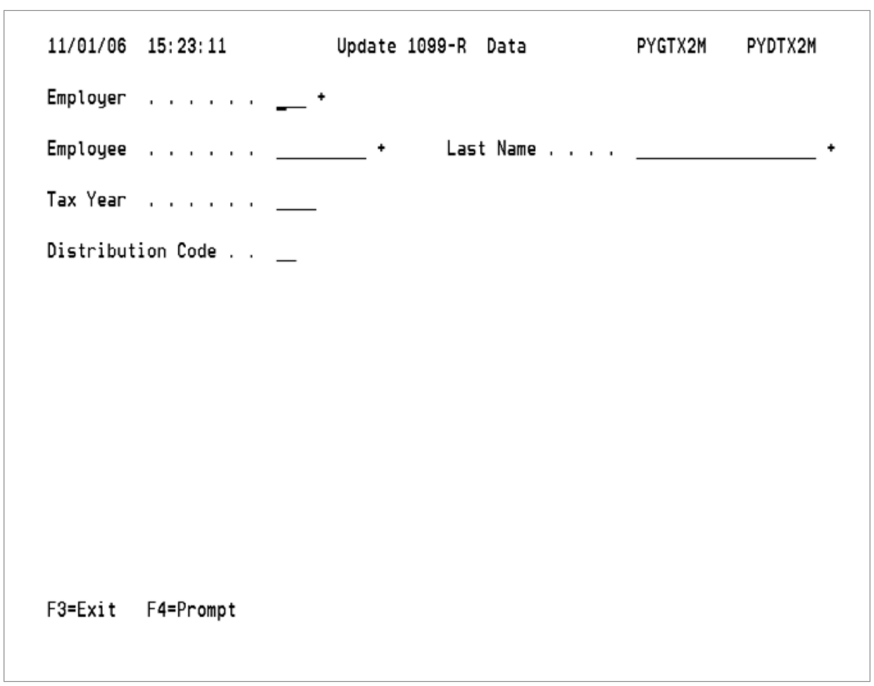


Figure 20-4: Update 1099-R Data screen

5 Complete the fields on this screen as described below.

Employer

Type the code that identifies the employer whose 1099-R records you are processing. You can also press F4 and select from the displayed list.

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 1099-R records.

Distribution Code

Enter a valid distribution code from the list below for 1099-R reporting:

1	Early distribution, no known exception
2	Early distribution, exception applies
3	Disability
4	Death
5	Prohibited transaction
6	Section 1035 exchange
7	Normal distribution
8	Excess contributions plus earnings/excess deferrals (and/or earnings) taxable in the year specified
9	Cost of current life insurance protection
A	May be eligible for 10-year tax option
B	Designated Roth account distribution
D	Distribution Code D has been eliminated
E	Distributions under Employee Plans Compliance Resolution System (EPCRS)

F	Charitable gift annuity
G	Direct rollover and rollover contribution
J	Early distribution from a Roth IRA, no known exception
L	Loans treated as deemed distributions under section 72(p)
N	Recharacterized IRA contribution made in the year specified
P	Excess contributions plus earnings/excess deferrals taxable in the year specified in the 1099-R instructions
Q	Qualified distribution from a Roth IRA
R	Recharacterized IRA contribution in the year specified
S	Early distribution from a SIMPLE IRA in first 2 years, no known exception
T	Roth IRA distribution, exception applies
U	Dividends distributed from an ESOP under section 404(k)
W	Charges or payments for purchasing qualified long-term care insurance contracts under combined arrangements

6 Press Enter to display a 1099-R Work File Maintenance screen similar to Figure 20-5.

```
 12/05/16  15:31:07     1099-R Work File Maintenance       PYGTX2M    PYDTX2M
                                                               Page 1 of 1
Em                  . . . : ZUS             SAMPLE US COMPANY
Employee Name  . . . . . :      80005      ACCURATE,ALAN D
Tax Year . . . . . . . . : 2016            Distribution Code  . .(7):

Gross Distribution (1) . __________.00  1st Desg Roth Contr(11)  ______0
Taxable Amount . . (2) . __________.00  State Tax #1 . . . (12)  _ _______.00
Tax Not Determ. Flag . . _              Payers State Number(13)  ___
Total Distribution (2b). _              State Distribution (14)  __________.00
Capital Gains Elec.(3) . __________.00  State Tax #2 . . . (12)  __________.00
Federal Income Tax (4) . __________.00  Payers State Num #2(13)  ___
Payers Fed ID  . . . . . ___________    State Distr. #2  . (14)  __________.00
Employee Contr. . .(5) . __________.00  Local Tax Withheld (15)  __________.00
Employers Securities (6) __________.00  Locality Name. . (16)  _______________
IRA/SEP/SIMPLE . . . . . _              Local Distribution (17)  __________.00
Other  . . . . . . (8) . __________.00  Local Tax w/held #2(15)  __________.00
Percent of Annuity . . . _0_            Locality Name #2 (16)  _______________
Percent of Distr. .(9) . _0_            Local Distrib. #2  (17)  __________.00
Total EE Contribution. . __________.00  EE Social Security Number. 026-22-2548
EE Terminated flag . . . 0              FATCA Filing Requirment  . 0
Alloc. IRR Amount . (10) __________.00  Payee's Acct#      ____________________
F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete
```

Figure 20-5: 1099-R Work File Maintenance screen

7 If you are updating the 1099-R work file with a new record, the system displays a screen similar to the one in Figure 20-6.

```
 12/05/16  15:31:07     1099-R Work File Maintenance       PYGTX2M    PYDTX2M
   New Record                                                  Page 1 of 1
Employer . . . . . . . . : ZUS             SAMPLE US COMPANY
Employee Name  . . . . . :      80005      ACCURATE,ALAN D
Tax Year . . . . . . . . : 2016            Distribution Code  . .(7):

Gross Distribution (1) . __________.00  1st Desg Roth Contr(11)  ______0
Taxable Amount . . (2) . __________.00  State Tax #1 . . . (12)  __________.00
Tax Not Determ. Flag . . _              Payers State Number(13)  ___
Total Distribution (2b). _              State Distribution (14)  __________.00
Capital Gains Elec.(3) . __________.00  State Tax #2 . . . (12)  __________.00
Federal Income Tax (4) . __________.00  Payers State Num #2(13)  ___
Payers Fed ID  . . . . . ___________    State Distr. #2  . (14)  __________.00
Employee Contr. . .(5) . __________.00  Local Tax Withheld (15)  __________.00
Employers Securities (6) __________.00  Locality Name. . (16)  _______________
IRA/SEP/SIMPLE . . . . . _              Local Distribution (17)  __________.00
Other  . . . . . . (8) . __________.00  Local Tax w/held #2(15)  __________.00
Percent of Annuity . . . _0_            Locality Name #2 (16)  _______________
Percent of Distr. .(9) . _0_            Local Distrib. #2  (17)  __________.00
Total EE Contribution. . __________.00  EE Social Security Number. 026-22-2548
EE Terminated flag . . . 0              FATCA Filing Requirment  . 0
Alloc. IRR Amount . (10) __________.00  Payee's Acct#      ____________________
F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete
```

Figure 20-6: 1099-R Work File Maintenance screen - new record

8 Use the information below to fill in the appropriate fields. Note that the fields that directly update boxes on the employee's 1099-R form include the specific box number in parentheses.

Gross Distribution (1)

Use this field to indicate the gross distribution being reported for this employee for the specified distribution code. This amount will be reported in Box 1 on the form and on the tape.

Taxable Amount (2)

Use this field to indicate the taxable amount being reported for this employee for the specified distribution code.

This amount will be reported in Box 2a on the form and on the tape.

Taxable Not Determ Flag

Use this field to indicate if the taxable amount that should be reported in Box 2a cannot be determined for this employee for the specified distribution code. Valid values are:

0	The taxable amount has been determined and is reported in Box 2a.
1	The taxable amount cannot be determined. The check box in Box 2b will be checked on the form and reported on the tape.

If you type **1**, then you must leave the *Taxable Amount* field blank.

Total Distribution (2b)

Use this field to indicate that the amount reported in Box 1 is a total distribution for this employee for the specified distribution code.

Valid values are:

0	The amount in Box 1 is not a total distribution.
1	The amount in Box 1 is a total distribution. The appropriate check box in Box 2b will be checked on the form and reported on the tape.

Capital Gains Election (3)

Use this field to indicate the capital gains amount being reported for this employee for the specified distribution code. This amount will be reported in Box 3 on the form and on the tape.

Federal Income Tax (4)

Use this field to indicate the federal income tax amount being reported for this employee for the specified distribution code. This amount will be reported in Box 4 on the form and on the tape.

Payers Fed ID

Use this field to indicate the payers federal ID number being reported for this employee for the specified distribution code.

This number will be reported on the form and on the tape.

Employee Contr (5)

Use this field to indicate the employee contribution or insurance premiums being reported for this employee for the specified distribution code.

This amount will be reported in Box 5 on the form and on the tape.

Employers Securities (6)

Use this field to indicate the amount of the “Net unrealized appreciation in employer’s securities” being reported for this employee for the assigned distribution code.

This amount will be reported in Box 6 on the form and on the tape.

IRA/SEP/SIMPLE

Use this field to indicate that the amount reported in Box 1 is a distribution from an IRA, SEP or SIMPLE for this employee for the specified distribution code.

Valid values are:

0	The amount in Box 1 is not from an IRA/SEP/SIMPLE.
1	The amount in Box 1 is from an IRA/SEP/SIMPLE. The appropriate check box in Box 7 will be checked on the form and reported on the tape.

Other (8)

Use this field to indicate the value of an annuity contract received as part of a distribution reported for this employee for the specified distribution code.

This amount will be reported in Box 8 on the form and on the tape.

Percent of Annuity

Use this field to indicate the percentage of the annuity contract being reported in Box 8 for this employee for the specified distribution code. This field applies only if the distribution is made to more than one person.

Percent of Distr (9)

Use this field to indicate that a distribution was made to more than one person, such as when a participant dies and a payer distributes to one or more beneficiaries.

The percent reported here is the amount given to this employee for the specified distribution code. If the percent is fractional, it should be rounded to the nearest whole number. For example, 10.4 would be rounded to 10, while 10.5 or more would be rounded to 11.

If a distribution was 100% to this employee, leave this field blank. If entered, the amount will be reported in Box 9a on the form and on the tape.

Total EE Contribution

Use this field to indicate the total employee contributions amount reported for this employee for the specified distribution code. This amount will be reported in Box 9b on the form and on the tape.

EE Terminated flag

Use this field to indicate if the employee is terminated. Valid values are:

0	The employee is an active employee.
1	The employee is a terminated employee.

Alloc. IRR Amount (10)

Type the amount of the distribution allocable to an IRR made within the five-year period beginning with the first day of the year in which the roll-over was made. This information is printed in Box 10 of the form and electronic media.

1st Desig Roth Contr (11)

For a 1099-R whose distribution code is B, Designated Roth Account, specify the date the first designated Roth contribution was made.

If you cannot determine the month or day of the contribution, specify January 01 of the designated year.

This information is printed in Box-11 of the form and electronic media.

You must type the month, day, and year in this field; however, the system uses only the year for the 1099-R form, register, and tape. The date must be for a year that is greater than or equal to 1997 (the first year Roth contributions were allowed) and less than or equal to the tax year when the 1099-R is processed.

State Tax #1 (12)

Use this field to indicate the state tax that the system will report on line one in Box 10 on the 1099-R Form.

Payers State Number (13)

Use this field to indicate the payer's state number that the system will report on line one in Box 13 on the 1099-R Form.

State Distribution (14)

Use this field to indicate the state distribution that the system will report on line 1 in Box 14 on the 1099-R Form.

State Tax #2 (12)

Use this field to indicate the state tax that the system will report on line two in Box 12 on the 1099-R Form.

Payers State Num #2 (13)

Use this field to indicate the payers state number that the system will report on line two in Box 13 on the 1099-R Form.

State Distribution #2 (14)

Use this field to indicate the state distribution that the system will report on line two in Box 14 on the 1099-R Form.

Local Tax Withheld (15)

Use this field to indicate the local tax withheld that the system will report on line one in Box 15 on the 1099-R Form.

Locality Name (16)

Use this field to indicate the locality name that the system will report on line one in Box 16 on the 1099-R Form.

Local Distribution (17)

Use this field to indicate the local distribution that the system will report on line one in Box 17 on the 1099-R Form.

Local Tax w/held #2 (15)

Use this field to indicate the local tax withheld that the system will report on line two in Box 15 on the 1099-R Form.

Locality Name #2 (16)

Use this field to indicate the locality name that the system will report on line two in Box 16 on the 1099-R Form.

Local Distrib. #2 (17)

Use this field to indicate the local distribution that the system will report on line two in Box 17 on the 1099-R Form.

EE Social Security Number

Type the employee's Social Security Number in this field. This number will be validated using the standard SSN rules, similar to those used when hiring a new employee. For example, for a US employee, the SSN should be in the format 123-45-6457.

FATCA Filing Requirment

Type 1 in his field if you are a Foreign Financial Institution and you elected the option to report your Chapter 4 reporting requirements on Form 1099-R. Otherwise, type 0.

For 1099-R reporting purposes, cash value insurance contract and annuity contract distributions may apply to the FATCA reporting requirement. The gross distribution is entered in Box 1, and the payee's account number must be entered in the Payee's Account Number field.

This field only applies to 2016 and beyond reporting.

Payee's Acct#

Type up to 20 characters for the payee's account number. This is required if you are submitting more than one information return of the same type for the same payee. Enter any number assigned by the payer to the payee that can be used by the IRS to distinguish between information returns. This number must be unique for each information return of the same type for the same payee. If a payee has more than one reporting of the same document type, it is vital that each reporting have a unique account number.

For example, if a payer has three separate pension distributions for the same payee and three separate Forms 1099-R are filed, three separate unique account numbers are required. A payee's account number may be given a unique sequencing number, such as 01, 02, or A, B, and so on, to differentiate each reported information return. Do not use the payee's TIN since this does not make each record unique.

This information is critical when corrections are filed. This number will be provided with the backup withholding notification and may be helpful in identifying the branch or subsidiary reporting the transaction. The account number can be any combination of alphabetic, numeric, or special characters. If fewer than 20 characters are used, filers may either left or right justify the entry,

Chapter 21 Generating the 1099-R Review List

21

Use the *1099-R Review List* option to verify the accuracy of the 1099-R data. Make any necessary corrections and process the 1099-R Review List again. This option can be processed as many times as necessary, as this option does not clear any files or fields.

To help you streamline year-end processing, Infinium suggests that you run the *1099-R Review List* option and balance the 1099-R Review List throughout the year.

The chapter consists of the following topics:

Generating the 1099-R Review List

The *List 1099-R Review* option does not access the employee's income and deduction records. Instead this option uses the work file created when you run the *Create 1099-R Work File* option.

To ensure that you have the most up-to-date data in the work file, you should recreate the work file before generating the 1099-R Review List, 1099-R forms, or the W-2 Register.

1099-R Review List

The 1099-R Review List consists of Parts I through III, which contain employee information required for 1099-R processing and reporting. For more information about the contents of the 1099-R Review List, refer to the "1099-R Review List Data - Columns and Files" section later in this chapter.

Review List Messages

The system prints messages on the 1099-R 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 1099-R Forms and Registers. These messages identify invalid 1099-R distribution codes.

Printer Controls

Before creating the 1099-R Review List, you or one of your IS staff members should verify the printer control(s) for the spool file(s) that contains your 1099-R 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 1099-R information on related reports.

To display the printer control names, move the cursor to the *List 1099-R Review* option, press F16 to display the Menu/Job Control Information screen and then press F11 to display Job Control details.

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 1099-R Review List. The only users who should be allowed access to the *List 1099-R 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 the steps below to generate the 1099-R Review List.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (USA*).
3. Select *1099-R Processing.*
4. Select *List 1099-R Review* [1099REV]. The system displays a screen similar to Figure 21-1.

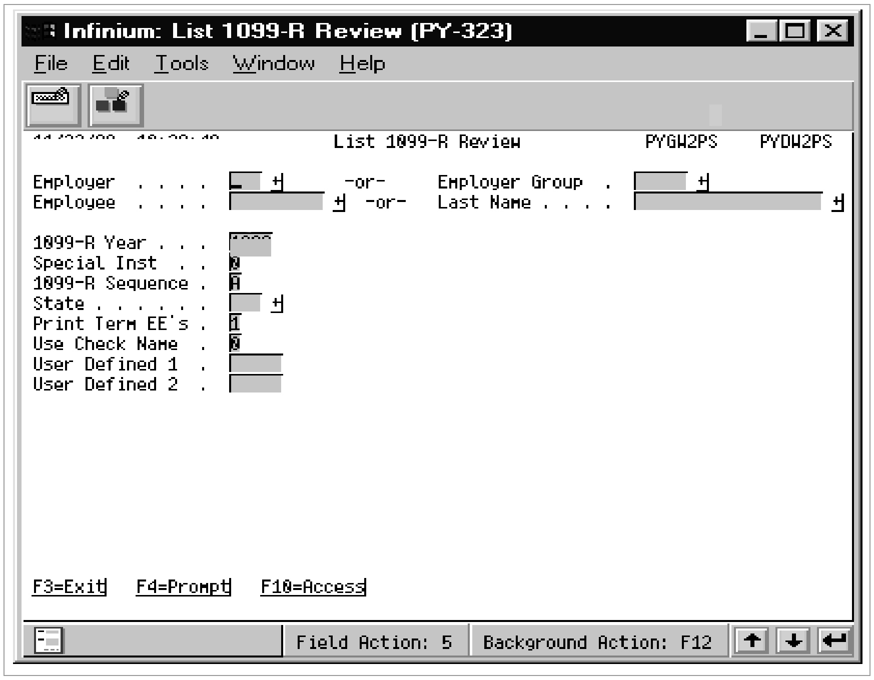


Figure 21-1: List 1099-R Review screen

5 Use the field information below to fill in the appropriate fields.

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 to process all employers within an employer group.

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.

1099-R Year

Type the year for which you want to list 1099-R information.

Special Inst

In this field you can specify special printing information for 1099-Rs. For example, you can print all employees who worked in a particular state. Valid values are:

0	Normal run of 1099-R forms including federal, state, and local data.

1	State sorting; issue a 1099-R form for each employee who worked in the state typed in the *State* field. If you leave the *State* field blank, the system generates 1099-Rs in state sequence. **Note:** If an employee worked in two states, only one 1099-R form will be generated for the state entered in the first line of state information on the 1099-R. The wage information for both states will print on the single form, with no other 1099-R generated.

1099-R Sequence

Specify the printing sequence for the 1099-R Review List. Valid values are:

A	Print the listing alphabetically by employee last name. Do not use for one employee.
L	Print the listing by employer number grouped by levels. Do not use for one employee.
S	Print the listing by Social Security Number.

Note: If you type **1** in the *Special Inst* field, the system prints the register by employee number within state, regardless of the value in the *1099-R Sequence* field.

State

The *State* field is used in conjunction with a value of **1** in the *Special Inst* field. If you specify a particular state to be processed, the system prints 1099-Rs for that state only. If you leave the *State* field blank, the system prints 1099-Rs for all states in alphabetical order.

Print Term EEs

Use this field to specify whether you want terminated employees included on this report. Valid values are:

0	Do not include terminated employees on this run.
1	Include terminated employees on this run.

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 in the *Check Name* field on the employee’s payroll master record and the address from the basic data record

If the *Check Name* field is blank, the system uses the name found in the employee’s basic data record.

Caution: If you type **1** in the *Use Check Name* field, the system uses the name in the *Check Name* field, regardless of whether this name is intended for cycle, W-2 or 1099-R processing.

User Defined 1

The information you type into this field is printed on the first line of the blank box below the account number box located on the bottom left-side of the 1099-R form.

Use this field to type the alphanumeric description you want to print on the first line of the box.

You enter the dollar amount associated with this description when you run the *Update 1099-R Data* option. This amount is printed to the right of the description entered for the *User Defined 1* field.

User defined information prints on the 1099-R forms but not on the 1099-R tape.

User Defined 2

The information you type into this field is printed in the second blank box located on the bottom left side of the 1099-R form.

Use this field to type the alphanumeric description you want to print on the second line of the box.

You enter the dollar amount associated with this description when you run the *Update 1099-R Data* option. This amount is printed to the right of the description entered for the *User Defined 2* field.

User defined information prints on the 1099-R forms but not on the 1099-R tape.

1099-R Review List Data - Columns and Files

The data in the 1099-R Review List and Register is extracted from the 1099-R work file. The following tables provide the column names for the 1099-R Review List and file name where the data originates in Infinium PY prior to being extracted into the 1099-R work file.

1099-R Review List/1099-R Register – Part I

Column Name	File Name	File Description
Total Gross Pens.	PYPIE or PYPPW	Employee Income File 1099-R Work File
Taxable Amount	PYPIE or PYPPW	Employee Income File 1099-R Work File
Federal Tax	PYPDE or PYPPW	Employee Deductions File 1099-R Work File
State Tax	PYPDE or PYPPW	Employee Deductions File 1099-R Work File
State	PYPDE or PYPPW	Employee Deductions File 1099-R Work File
State Distribution	PYPDE or PYPPW	Employee Deductions File 1099-R Work File
State Tax	PYPDE or PYPPW	Employee Deductions File 1099-R Work File
State	PYPDE or PYPPW	Employee Deductions File 1099-R Work File
State Distribution	PYPDE or PYPPW	Employee Deductions File 1099-R Work File

1099-R Review List/1099-R Register – Part II

Column Name	File Name	File Description
Locality 1 Taxes	PYPPW	1099-R Work File
Locality 1	PYPPW	1099-R Work File
Locality 1 Distribution	PYPPW	1099-R Work File
Locality 2 Taxes	PYPPW	1099-R Work File
Locality 2	PYPPW	1099-R Work File
Locality 2 Distribution	PYPPW	1099-R Work File

1099-R Review List/1099-R Register – Part III

Column Name	File Name	File Description
Capital Gains	PYPPW	1099-R Work File
Employee Contributions	PYPPW	1099-R Work File
Employer Securities	PYPPW	1099-R Work File
Other Amount	PYPPW	1099-R Work File
Other Percent	PYPPW	1099-R Work File
% Dist	PYPPW	1099-R Work File
Total EE Cont	PYPPW	1099-R Work File
Dist Code	PYPPW	1099-R Work File
1st Date Roth Contribution	PYPPW	1099-R Work File

1099-R Review List/1099-R Register – Part IV

Column Name	File Name	File Description
Amount Allocable to IRR	PYPPW	1099-R Work File

1099-R Review List/1099-R Register – Part IV

Column Name	File Name	File Description
FATCA	PYPPW	1099-R Work File
Payee’s Account Number	PYPPW	1099-R Work File

Notes

Chapter 22 Generating 1099-R Forms and Tapes

22

This chapter consists of the following topics that describe how you use Infinium PY to generate 1099-R forms and tapes.

The chapter consists of the following topics:

Generating 1099-R Forms and Register

The *List 1099-R Forms and Register* function generates a 1099-R register as well as the actual 1099-R forms. To ensure the accuracy of the forms, print the 1099-R Review List first. After you are satisfied with the data, use the *Print 1099-R Forms & Register* function to produce your 1099-R forms.

1099-R Register

Like the 1099-R Review List, the 1099-R Register consists of Parts I through III, which contain employee information required for 1099-R processing and reporting. The 1099-R Register contains the same columns as the 1099-R Review List. Like the 1099-R Review List, the 1099-R Register extracts the data from the 1099-R work file.

Refer to tables in the “Generating the 1099-R Review List” chapter for the files where the data originates in Infinium PY prior to being extracted into the 1099-R work file.

Supported Form 1099-R printer files

Infinium works closely with our preferred forms vendor, Brooks-Allan to provide support for a number of printed 1099-R forms. Infinium supports only the printer files for 1099-R 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 1099-R forms, you or one of your IS staff members should verify the printer control(s) for the spool file(s) that contains your 1099-R 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 1099-R information on related reports. The printer controls for each part of the report are shown in the following chart.

Review List Part	Printer Control Name
1099-R Review List/Register Part I	PYTYE23A
1099-R Review List/Register Part II	PYTYE23B
1099-R Review List/Register Part III	PYTYE23C
1099-R Review List/Register Part IV	PYTYE23D

The printer controls for 1099-R forms are shown in the following table.

Form	Printer Control Name
1099-R Laser Forms for Employee (6LPI/15CPI)	PYTYE23L
1099-R Laser Forms for Employer (6LPI/15CPI)	PYTYE24L
1099-R Laser Forms for ER, Copy A, B, C, and 2 (6LPI/15CPI)	PYTYE25L
1099-R Pressure Sealed Forms for Employee (8LP1, 15 CPI)	PYTYEPS9

For current printer control settings, refer to the sections below:

1099-R Laser Forms for Employee (6LPI/15CPI), PYTYE23L

```
                    OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYTYE23L      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  . . . . . . > 15            5, 10, 12, 13.3, 15, 16.7...
FRONT MARGIN:
  OFFSET DOWN  . . . . . . . . . > .0625         0-57.790
  OFFSET ACROSS  . . . . . . . . > 0             0-57.790
BACK MARGIN:
  OFFSET DOWN  . . . . . . . . .                 0-57.790
  OFFSET ACROSS  . . . . . . . .                 0-57.790
OVERFLOW LINE NUMBER . . . . . .                 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  . . . . . . . . . . . > '1099R-LR3'   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
```

1099-R Laser Forms for Employer (6LPI/15CPI), PYTYE24L

```
                     OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYTYE24L           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 . . . . . . . . . . > 132                .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  . . . . . . . . . > .083               0-57.790
  OFFSET ACROSS  . . . . . . . . > 0                  0-57.790
BACK MARGIN:
  OFFSET DOWN  . . . . . . . . .                      0-57.790
  OFFSET ACROSS  . . . . . . . .                      0-57.790
OVERFLOW LINE NUMBER . . . . . . > 88                 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  . . . . . . . . . . . > '1099-RLR3R'    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
```

1099-R Laser Forms for ER, Copy A (6LPI/15CPI), PYTYE25L

```
                      OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYTYE25L      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 . . . . . . > 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  . . . . > *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  . . . . . . . . . . . > '1099-LRA'    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  . . . . > *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
```

1099-R Pressure Sealed Forms for Employee (8LP1, 15 CPI), PYTYEPS9

```
                      OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYTYEPS9          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 . . . . . . . . . . > 198               .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
               + 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  . . . . . . > *YES         *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  . . . . . . . . . . . > '1099-PS'       CHARACTER VALUE, *STD
COPIES . . . . . . . . . . . . .                   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  . . . . > *JOBEND         *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 1099-R Register. The only users who should be allowed access to the *List 1099-R Forms & Register* 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 your 1099-R forms and the 1099-R Register.

1. From the Infinium PY main menu select *Tax Operations*.
2. Select *Tax Liability Reporting (USA).*
3. Select *1099-R Processing.*
4. Select *List 1099-R Forms & Register* [FORM1099R]. The system displays a screen similar to Figure 22-1.

```
12/04/12  13:10:04      List 1099-R Forms & Register       PYGW2PS    PYDW2PS

Employer  . . . .  ___ +       -or-     Employer Group  .  _____ +
Employee  . . . .  _________ +  -or-    Last Name . . . .  __________________ +
1099-R Year . . .  2012
Special Inst  . .  0
1099-R Sequence .  A
State . . . . . .  _   +
Print Term EE's .  1
Use Check Name  .  0
User Defined 1  .  _____
User Defined 2  .  _____

____________________F o r m   I n f o r m a t i o n____________________

Form Type . . . .  1

Control Number  .  _______

Mask Tax ID . . .  0


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

Figure 22-1: List 1099-R Forms & Register screen

5 Use the field information below to fill the appropriate fields.

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 to process all employers within an employer group.

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.

1099-R Year

Type the year for which you want to generate 1099-R information.

Special Inst

In this field you can specify special printing information for 1099-Rs. For example, you can print all employees who worked in a particular state. Valid values are:

0	Normal run of 1099-R forms including federal, state, and local data.

1	State sorting; issue a 1099-R form for each employee who worked in the state typed in the *State* field. If you leave the *State* field blank, the system generates 1099-Rs in state sequence. **Note:** If an employee worked in two states, only one 1099-R form will be generated for the state entered in the first line of state information on the 1099-R. The wage information for both states will print on the single form, with no other 1099-R generated.

1099-R Sequence

Specify the printing sequence for the 1099-R Register. Valid values are:

A	Print the listing alphabetically by employee last name. Do not use for one employee.
L	Print the listing by employer number grouped by levels. Do not use for one employee.
S	Print the listing by Social Security Number.

If you type **1** in the *Special Inst* field, the system prints the register by employee number within state, regardless of the value in the *1099-R Sequence* field.

State

The *State* field is used in conjunction with a value of **1** in the *Special Inst* field. If you specify a particular state to be processed, the system prints 1099-Rs for that state only. If you leave the *State* field blank, the system prints 1099-Rs for all states in alphabetical order.

Print Term EEs

Specify whether you want to include information for terminated employees on the 1099-R form and control list. Valid values are:

0	Do not include terminated employees on this run.
1	Include terminated employees on this run.

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 in the *Check Name* field on the employee’s Payroll Master record and the address from the Basic Data record

If the *Check Name* field is blank, the system uses the name found in the employee’s Basic Data record.

Caution: If you type **1** in the *Use Check Name* field, t the system uses the name in the *Check Name* field, regardless of whether this name is intended for cycle, W-2 or 1099-R processing.

User Defined 1

Type the alphanumeric description you want to print on the first line of the user-defined box.

The user-defined box is a blank box located on the bottom left-side of the 1099-R form.

You enter the dollar amount reported with this description when you run the *Update 1099-R Data* option.

User Defined 2

Type the alphanumeric description you want to print on the second line of the user-defined box.

The user-defined box is a blank box located on the bottom left side of the 1099-R form.

You enter the dollar amount reported with this description when you run the *Update 1099-R Data* option.

Form Type

Specify the type of form you are using. Valid values are described in the table below.

Form Type	Item Description	Form Numbers
3	1099-R Laser Condensed 3 up recipient’s copy Not supported as of tax year 2019.	LR3

Form Type	Item Description	Form Numbers
4	For 2015 and later, 1099-R Laser Condensed 4-up payer's copy	LR4R
	For 2014 and prior, 1099-R Laser Condensed 3-up payer's copy	LR3R
	Neither form type is supported as of tax year 2019.	
5	Laser - 1099-R 2-up Employer Federal Copy A	LRA
6	Pressure sealed 2-up Recipient's Copy; to use this form type, your printer must support duplex (double-sided) printing	PS284/MW284
	Not supported as of tax year 2019.	
7	For 2020 and beyond, 1099-R Laser 2-up Employer Recipient's Copy B, C, or 2	LRB/LRCLR2

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.

Control Number

The control number is a user-defined starting number that prints on the first 1099-R form and increments by one for each 1099-R form produced.

If you leave this field blank, the system defaults to **0000001**.

Mask Tax ID

Use this field to determine how the employee Tax ID is printed on the recipient copy of the 1099-R form.

Valid values are:

0	Do not mask the first 5 numbers of employee tax ID.
1	Mask the first 5 numbers of the employee tax ID.

If the employee tax ID is 999-99-9999 when **1** is selected, the tax ID prints on the recipient's copy as *******9999.

Creating the 1099-R Tape File

You use the *Create 1099-R Tape File* function to create the 1099-R tape file. The tape does not contain state or local data.

1099-R Tape Register

The system creates Part I and II of the 1099-R Tape Register when you create the 1099-R Tape File. For more information about the contents Part I and II of the 1099-R Register, refer to the “1099-R Tape Register Data – Columns and Files” section in this chapter.

Supported Form 1099-R printer files

Infinium works closely with our preferred forms vendor, Brooks-Allan to provide support for a number of printed 1099-R forms. Infinium supports only the printer files for 1099-R 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 creating the 1099-R tape file, you or one of your IS staff members should verify the printer control(s) for the spool file(s) that contains your 1099-R 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 1099-R information on related reports.

To display the printer control names, move the cursor to the *Create 1099-R Tape File* option, press F16 to display the Menu/Job Control Information screen and then press F11 to display 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 1099-R Register. The only users who should be allowed access to the *Create 1099-R 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 the 1099-R tape file.

1. From the Infinium PY main menu select *Tax Operations.*
2. Select *Tax Liability Reporting (USA).*
3. Select *1099-R Processing.*
4. Select *Create 1099-R Tape File* [TAPF1099]. The system displays a Create 1099-R Tape File screen.

   Use the field information below to fill in the appropriate fields.

   Employer Code or Employer Group

   Type the employer code in the *Employer Code* field, or leave the *Employer Code* field blank and type a value in the *Employer Group* field if you want to process all employers within an employer group.

   Tax Year

   Type the year for which you want to create the 1099-R tape file.

   T Record Indicator

   Specify whether you are processing the 1099-R tape file for the current year or prior year.

   Valid values are:

P	Generate the 1099-R tape file for a year prior to the current tax year. The system places **P** in position 6 of the T (Total) record.

C Generate the 1099-R tape file for the current tax year. The system leaves position 6 on the T record blank.

1099-R Sequence

Type the 1099-R sequence code. Valid values are:

A List employees alphabetically by employee last name.

L List employees within levels by employee number.

S List employees by Social Security Number.

Custom Payee Pgm

Specify the name of the custom program that removes employee suffixes, titles and special characters in addition to those listed below from the 1099-R tape file, PYPW2P.

If no program name is entered here, only the titles and suffixes below will be removed from the *Payee name* and Payee name Control.

Titles	Suffixes
MS.	JR
MR.	SR
MRS.	II
MISS.	III
DR.	IV
MR	MD
MRS	

Special Characters			
~	`	!	@
#	$	%	¢
&	*	( )	_
+	=	-	¬

<table>
<tr><th colspan="2">Titles</th><th colspan="2">Suffixes</th></tr>
<tr><td>¦</td><td>\</td><td>{ }</td><td>|</td></tr>
<tr><td>:</td><td>"</td><td>;</td><td>'</td></tr>
<tr><td>< ></td><td>?</td><td>.</td><td>/</td></tr>
</table>

Infinium provides a sample program, PYG99CU2, to remove additional suffixes, titles and special characters from the 1099-R tape file, PYPW2P.

To use the custom program supplied by Infinium to search for other suffixes, titles and special characters, type **PYG99CU2**. You can modify this sample program or type the name of a different custom program.

Print Term EEs

Specify whether you want information for terminated employees included on the forms. Valid values are:

0 Do not include terminated employees on this run.

1 Include terminated employees on this run.

Media Number

For magnetic media filers only, specify the number used to identify a particular piece of media.

Trans Equal Payer

Specify whether the employer is the transmitter. Valid values are:

0 No, the employer is not the transmitter.

1 Yes, the employer is the transmitter.

Company Equal Payer

Specify whether the company is the employer on the 1099-R tape. Valid values are:

0 No, the company is not the employer.

1 Yes, the company is the employer.

Trans Con Code

Type the transmitter's control code issued by the IRS.

You must enter a value in the *Trans Con Code* field. If you leave this field blank, the system does not produce a tape file.

Transmitter Name, Trans. Name Cont.

Type the name of the organization that is sending the tape, if different from the employer. If necessary, use the continuation field, *Trans. Name Cont*, to type any additional information that may be part of the transmitter name.

Note: If you type **1** in the *Trans Equal Payer* field, you can leave these fields blank because the system will retrieve the employer name from the Employer Control.

Transmitter TIN#

Type the taxpayer identification number for the transmitter.

Last File Indicator

Specify whether this is the last year this payer and TIN file returns electronically, magnetically or on paper.

Valid values are:

1	Yes
Blank	No

Company Name, Company Name Cont

Type the name of the company where correspondence should be sent or media should be returned due to processing problems, if different from the employer. If necessary, use the continuation field, *Company Name Cont*, to type any additional information that may be part of the company name.

Note: If you type **1** in the *Company Equal Payer* field, you can leave these fields blank because the system will retrieve the employer name from the Employer Control.

Company Contact

Type the name of the person who should be contacted if the IRS/MCC encounters problems with the file or transmission.

Contact Email Add

Type the e-mail address of the person to contact for information about electronic or magnetic files.

Contact Phone/Ext

Type the phone number and extension of the company contact. Type in the format XXX-XXX-XXXX-XXXXX (area code, prefix, suffix and extension).

Company Address, Company City, Company State, Company Zip

Use these fields to indicate the mailing address where correspondence should be sent or media returned due to processing problems.

Note: If you type **1** in the *Company Equal Payer* field, you can leave these fields blank because the system will retrieve the employer address from the Employer Control.

Foreign Address

Specify whether the transmitter has a foreign address. Valid values are:

0	USA transmitter
1	Non-USA transmitter (outside of the US and US territories and possessions)

If you type **1** in the *Foreign Address* field, you must enter the five character zip code plus the four character extension value in all zip code fields.

Test File

Use this field to indicate if the file being sent to the IRS/MCC is a test file. Valid values are:

0	The file is not a test file.
1	The file is a test file.

Replacement Char

The value in this field is not used for reporting in 2007 and after.

Use this field if you are creating a replacement file for media returned by the IRS/MCC due to processing problems. Type the alpha/numeric character that appears immediately following the TCC number on the Media Tracking Slip (Form 9267).

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 in the *Check Name* field on the employee's payroll master record and the address from the basic data record

If the *Check Name* field is blank, the system uses the name found in the employee's basic data record.

Caution: If you type **1** in the *Use Check Name* field, the system uses the name in the *Check Name* field, regardless of whether this name is intended for cycle, W-2 or 1099-R processing.

1099-R Tape Register Data - Columns and Files

The data in the 1099-R Tape Register is extracted from the 1099-R work file. The following tables provide the column names for the 1099-R Tape Register and file name where the data originates in Infinium PY prior to being extracted into the 1099-R tape file.

1099-R Tape Register – Part I

Column Name	File Name	File Description
Total Gross Pens.	PYPIE or PYPPW	Employee Income File 1099-R Work File
Taxable Amount	PYPIE or PYPPW	Employee Income File 1099-R Work File
Federal Tax	PYPDE or PYPPW	Employee Deductions File 1099-R Work File
Distribution Code	PYPDE or PYPPW	Employee Deductions File 1099-R Work File
IRA/SEP Plan	PYPDE or PYPPW	Employee Deductions File 1099-R Work File
Total Employee Contribution	PYPDE or PYPPW	Employee Deductions File 1099-R Work File
Roth Date	PYPDE or PYPPW	Employee Deductions File 1099-R Work File
Payee’s Account #	PYPPW	1099-R Work File
FATCA	PYPPW	1099-R Work File

1099-R Tape Register – Part II

Column Name	File Name	File Description
Capital Gains	PYPPW	1099-R Work File
Employee Contributions	PYPPW	1099-R Work File
Employer Securities	PYPPW	1099-R Work File
Other Amount	PYPPW	1099-R Work File
Other Percent	PYPPW	1099-R Work File
% Dist	PYPPW	1099-R Work File
Total Distribution	PYPPW	1099-R Work File
Date of Payment	PYPPW	1099-R Work File

Generating the 1099-R Tape

You use the *Generate 1099-R Tape* function to generate the 1099-R tape from the 1099-R work file.

The system automatically initializes the tape when you run the *Generate 1099-R Tape* function. When writing the tape, the system uses the data from the last time you ran the *Create 1099-R Tape File* function.

CL Statements

The *Generate 1099-R 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 1099-R Tape Registers.

Caution: Because the *Generate 1099-R 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 1099-R Tape Register. The only users who should be allowed access to the *Generate 1099-R 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 the 1099-R tape.

1. Contact your IS department to load a blank tape.
2. From the Infinium PY main menu select *Tax Operations.*
3. Select *Tax Liability Reporting (USA)*.
4. Select *1099-R Processing.*
5. Select *Generate 1099-R Tape* [1099RGT]. The system displays a screen similar to Figure 22-2.

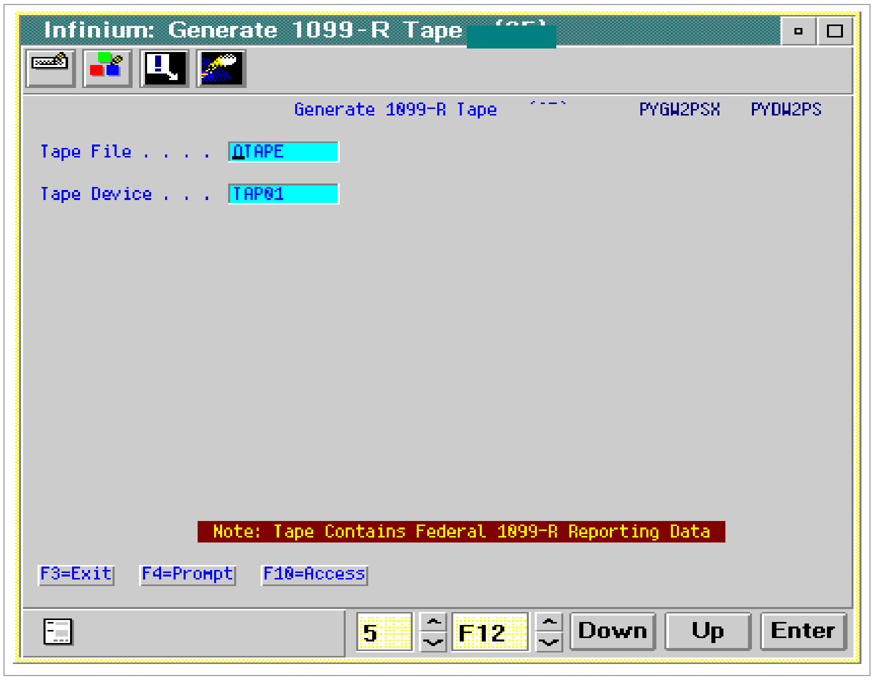


Figure 22-2: Generate 1099-R Tape screen

6 Complete the fields, as follows:

Tape File

Confirm the value to type in this field with your IS or technical staff. The default value is **QTAPE**.

Tape Device

Confirm the value to type in this field with your IS or technical staff. The default value is **TAP01**.

7 Press Enter to submit the job to copy the 1099-R data 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 displays the following message:

MOUNT TAPE ON TAP01 TO RUN 1099-RS; ENTER “0” TO CONTINUE 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 1099-R data to the tape.

11 Press F3 to exit from the Work with Submitted Jobs screen and return to the menu.

Notes

Appendix A Overview of Excess Group Life Processing

A

This appendix contains an overview of the different methods you can use to process an employee's annual excess group life imputed value. You need to 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 you need to calculate the annual amount.

You need to process a life deduction for all plans regardless of whether or not there are any employee contributions. If employees do contribute to life insurance coverage, the system includes the contributions in the calculation of imputed value.

In order for the system to calculate the appropriate amount of taxes, you need to include this fringe income in the final payroll cycle of the calendar year. If necessary, 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 can use one of the methods listed below to complete the imputed value calculations.

- Processing annual excess group life using Infinium HR Benefits Administration functions
- Processing annual excess group life using Infinium FB functions
- Processing annual excess group life using Infinium PY and Infinium HR functions but not using Benefits Administration or Infinium FB functions

The following chart lists each of these methods, describes them and tells you where to find more information about them.

Excess Group Life Processing Methods

Method	Description	Location
Annual - Benefits Administration	Calculate during the last pay period of the calendar year using Infinium PY and Benefits Administration processing within Infinium HR.	Appendix B
Annual - Flexible Benefits	Calculate during the last pay period of the calendar year using Infinium PY, Infinium HR, and Infinium FB.	Appendix C
Annual - Payroll and Human Resources only	Calculate during the last pay period of the calendar year using Infinium PY and Infinium HR only. **Note:** This method does not use Benefits Administration or Infinium FB functions.	Appendix D
Annual	If you use the annual method of calculating excess group life and have already closed your calendar year, you must use a prior year adjustment cycle in order to include the information in the employee’s W-2.	Part 5
Per Pay Period Method	The per pay period method steps are outlined in the last step of each annual calculation method.	Last page of each appendix

Commonly Asked Questions

Consider the following questions and their answers about excess group life processing.

1 What does Infinium PY use to calculate the coverage amount?

Infinium PY uses the *Base Rate* field and other necessary information found on screen 4 of the Employee's Basic Data screen. The coverage amount is stored in the Deduction Authorization Record.

2 What is the taxable amount based upon?

The taxable amount is based on the coverage amount over the limit and the employee's age. According to the government, the employee's age is determined by how old the employee is on the last day of the tax year.

3 Some employees received salary changes during the calendar year. When this happens, which salary or pay amount does the system use to calculate the coverage amount?

The system uses the employee's pay rate or salary rate as of the day that you process the *Calculate Annual Group Life Amt* option. If the employee received a salary change during the calendar year, the imputed value is calculated as if the employee received the same salary all year. Therefore, the imputed value may be overstated.

4 Can terminated employees be included in excess group life calculations?

Yes. If you include terminated employees in excess group life calculations, the system increases the assigned tax wage bases, updates history with uncollected FICA and FMHI, and reports the information on the W-2 form. To include terminated employees in excess group life calculations, you need to:

- Verify that the terminated employee has active life insurance deductions.
- Verify whether the coverage amount on each deduction record is correct.
- Verify that the terminated employees are authorized to the *F@IN income code and to the cycle being processed.
- Type **1** in the *Pay After Term* field on the employee's payroll master record. This *Pay After Term* field tells the system to include the employee in the cycle when you execute the *Begin Cycle* option.

- Run the cycle containing the terminated employee. Enter the *F@IN income for each terminated employee during *Timesheet Entry*.

Appendix B Processing Annual Excess Group Life - Benefits Administration

B

This appendix contains step-by-step instructions on how to calculate excess group life annually while using the Benefits Administration functions.

For information on using the Benefits Administration functions, refer to the *Infinium Human Resources Guide to Setup and Processing for Benefits Administration*.

The appendix consists of the following topics:

Overview of the Procedure

Benefits Administration

The *Benefits Administration* options allow you to create benefit plans and enroll employees into those plans. In conjunction with employee enrollments, a function within *Benefits Administration* sends employee deduction amounts for the elected plans to Infinium PY. These amounts are deducted from the employee during payroll cycle processing.

Group Life Deductions

It is assumed that you are processing the group life insurance deduction(s) throughout the year. Therefore, the only thing that you have not done is calculate the excess group life imputed value for life insurance coverage in excess of the limit.

If you are not deducting group life insurance premiums throughout the year, you must complete the following steps before processing the excess group life imputed value:

1. Create deduction code(s) for the group life deduction.
2. Create a type 01 benefit identity.
3. Create a group life insurance benefit plan.
4. Attach plans to a benefit group.
5. Enroll employees into benefit group.
6. Enroll employee(s) in life insurance plan(s).

Payroll Interface

The *Updt PY Life Ded* field in *Mass Update Enrollments* option sends coverage information from Benefits Administration directly to Infinium PY for all type 01 benefit identities. Type 01 defines the benefit identity as a life insurance plan. The system displays an error message if you specify any other benefit identity on the screen. You cannot continue processing until you correct the error.

Group Life Income

To calculate the imputed value of excess group life, you must create the excess group life income using the naming convention *F@IN. Once the system calculates the imputed value, it stores that value in the employee's *F@IN income record.

The system uses the imputed value to determine the amount to tax the employee. The system references this amount from the Excess Group Life Insurance Table.

When W-2 forms are produced at year end, the system reports the imputed value amounts in Box 1 and in Box 13, Code C.

If you are calculating excess group life outside of a normal pay cycle, be certain to type **0** in the *Print $0 Checks* field found on the Employer Control record. You do not want a check to be issued as a result of excess group life processing.

Processing Steps

Follow these steps to set up the control files and process the excess group life imputed value:

1. Create Income Summarization Code for *F@IN Income
2. Create *F@IN Income Control Record
3. Add the Income to Auto Pay Groups
4. Create a Deduction Reporting Group
5. Attach Deductions to a Deduction Reporting Group
6. Update the Excess Group Life Insurance Table
7. Calculate Annual Excess Group Life Amounts
8. Complete Payroll Cycle Operations
9. Deactivate Employees' Authorizations to the *F@IN Income (optional)
10. Deactivate the *F@IN Income Control (optional)

Step 1: Creating Income Summarization Code for *F@IN Income

In this step you create the income summarization code for the special excess group life imputed income. The description you specify for this code prints on the employee's pay stub when the excess group life imputed value is paid.

To create an income summarization code for *F@IN income, follow the steps below.

1. From the Infinium PY main menu select *Master Files.*
2. Select *Update Master Files.*
3. Select *Update Income Summ. Codes* [UIS]. The system displays a screen similar to Figure B-1.

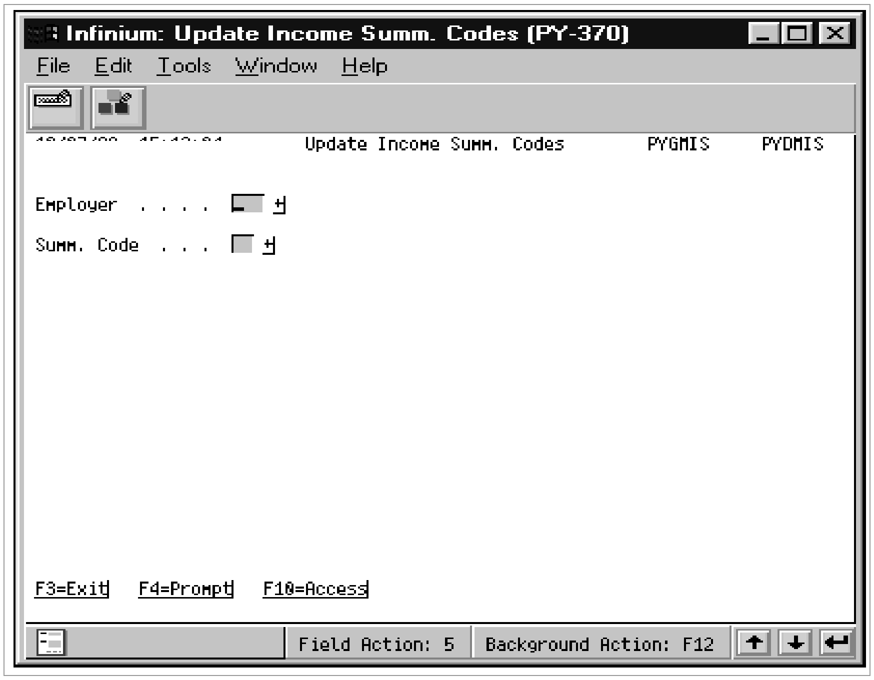


Figure B-1: Update Income Summ. Codes prompt screen

4 Complete the fields below.

Employer

Type the identifier for the employer code.

Summ Code

Type a two-digit alphanumeric summarization code. The system uses this code to summarize income types on the payroll check and to establish the printing sequence on the check stub.

5 Press Enter to display a screen similar to Figure B-2.

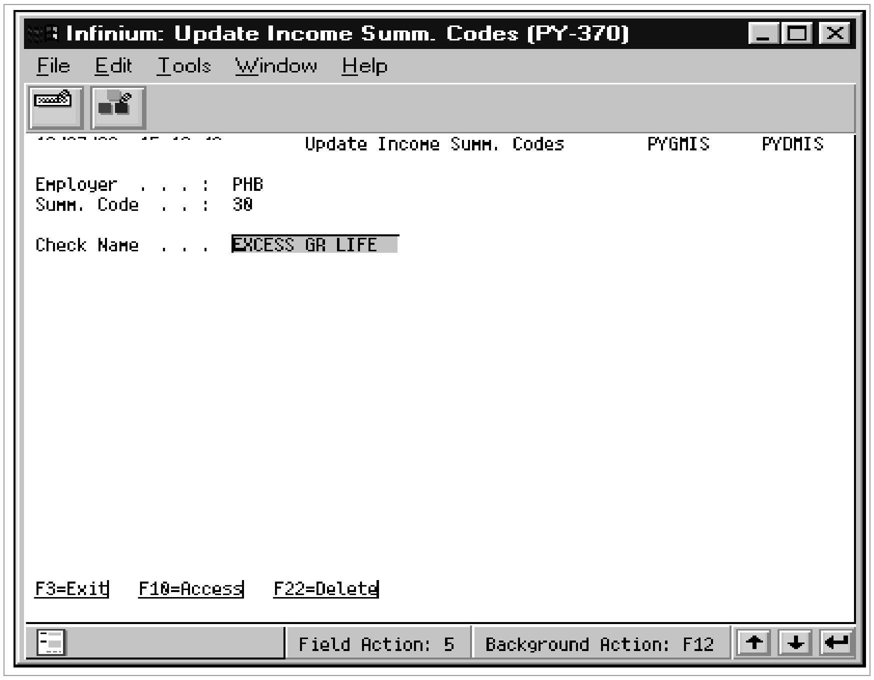


Figure B-2: Update Income Summ. Codes screen

6 Complete the field below.

Check Name

Type up to a 16-character description of the summarization code. The description you enter in this field prints on the pay stub.

7 Press Enter to create the income summarization record.

Step 2: Creating *F@IN Income Control Record

In this step you establish the Income Control record for *F@IN as a flat amount income type. Only those screens that require specific information are shown. You complete the remaining screens as you normally would.

To create the *F@IN Income Control record, follow the steps below.

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

2 Select *Update Master Files.*

3 Select *Update Income Controls* [UIC]. The system displays a screen similar to Figure B-3.

```
                    Update Income Controls        PYGMIC     PYDMIC


Employer . . . .  ZUS +

Income . . . . .  *F@IN +

Method . . . . .  _











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

Figure B-3: Update Income Controls prompt screen

4 Complete the fields below.

Employer

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

Income

Type ***F@IN** in this field. You must use this naming convention in order for the system to properly identify the imputed income.

Method

Type **1** in this field. This is a flat amount income type and is calculated by the system for you.

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

```
 9/21/04  17:18:19          Update Income Controls        PYGMIC     PYDMIC
                                                               Page  1 of  4
Employer  . . . :  ZUS   SAMPLE US COMPANY
Income  . . . . :  *F@IN
Method  . . . . :  1 - Flat Amount
Description . . .  LIFE INS IMP INC.   Starting Date . .  ________
Priority  . . . .  7000                Ending Date . . .  ________
Summ. Code  . . .  55 +                Distribute Labor.  0 (0=No 1=Yes)
Frequency . . . .  0                   Workers Comp. . .  0
Special Tax . . .  7                   Segments Required  _ (0=No 1=Yes)


Income Basis  . .  _
Income Amount . .  ___________
Income Factor . .  __________          Shift Calc Method  _
YTD Limit . . . .  ________.00         Residual Hours  .  _
Income Matrix . .  ____ +              Shift Diff Income  ____ +
Matrix Column . .  ____ +              1099-R Dist. Code  __
Matrix Row  . . .  ____ +              NQP 457 Plan  . .  _
Labor Expense . .  ________________________________________ +
Rev. Hierarchy  .  _ (Blank=No)        Allow Pay Msg?  .  0 (0=No 1=Yes)

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

Figure B-4: Update Income Controls screen 1

6 Complete each field on the screen as usual, except for the fields listed below.

Summ Code

Type the summarization code that you created for the *F@IN income in “Step 1: Creating Income Summarization Code for *F@IN Income.”

Frequency

If you are creating this control before you need to use it, type **0** in this field. You need to change the frequency to **9** prior to running the cycle that includes the *F@IN income.

If you are creating this code just before processing, type **9** in this field.

Special Tax

Since you are processing excess group life on an annual basis, if you are paying this income in the last pay period of the year, make sure that this income is included in federal, state and local wages but is not taxed. Refer to the help text for this field and type the appropriate value.

7 Press Enter to display the second Update Income Controls screen. Complete all fields on this screen as usual.

8 Press Enter. The system displays a screen similar to Figure B-5.

```
                              Update Income Controls          PYGMIC     PYDMIC
                                                                    Page  3 of  4
Employer  . . . :  ZUS    SAMPLE US COMPANY
Income  . . . . :  *F@IN
Method          :  1 - Flat Amount
                        A c c u m u l a t o r   C o n t r o l s
Accum. +/-H/A   Maximum   Accumulator  Accum. +/-H/A   Maximum   Accumulator
Code   Op.Op.   Amount     Percentage  Code   Op.Op.   Amount     Percentage
BTX     + +  _ 5000000.00     .0000    _____  + _  _          .00      .0000
BTXG    + +  _        .00     .0000    _____  + _  _          .00      .0000
BTXK    + +  _        .00     .0000    _____  + _  _          .00      .0000
BTXKG   + +  _        .00     .0000    _____  + _  _          .00      .0000
BGROS   + +  _        .00     .0000    _____  + _  _          .00      .0000
_____   + _  _        .00     .0000    _____  + _  _          .00      .0000
_____   + _  _        .00     .0000    _____  + _  _          .00      .0000
_____   + _  _        .00     .0000    _____  + _  _          .00      .0000
_____   + _  _        .00     .0000    _____  + _  _          .00      .0000
_____   + _  _        .00     .0000    _____  + _  _          .00      .0000
_____   + _  _        .00     .0000    _____  + _  _          .00      .0000
_____   + _  _        .00     .0000    _____  + _  _          .00      .0000
_____   + _  _        .00     .0000    _____  + _  _          .00      .0000
_____   + _  _        .00     .0000    _____  + _  _          .00      .0000
F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure B-5: Update Income Controls screen 3

9 Fill in the fields on this screen as described below.

Accum Code

Type the user-defined accumulators that represent the employee's taxable wage bases.

10 Press Enter to display the fourth Update Income Controls screen. Complete the field on this screen as usual.

11 Press Enter to update the Income Control record.

The system automatically adds the *F@IN income to the employees when you run the *Calculate Annual Group Life Amt* option.

Step 3: Adding the Income to the Auto Pay Groups

You must add the *F@IN income to the existing auto pay groups in order for the imputed income to be brought into the cycle automatically.

You must attach the auto pay group to the employee’s payroll master. Some employees will not be included in existing auto pay groups. New auto pay groups may have to be set up for those employees having only excess group.

If you are not using the Auto Pay Group feature, you must create the auto pay group code values before you begin this step. These codes are set up in the option *Update Employer Codes,* code type **APG**.

To add the income to auto pay groups, follow the steps below.

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

2 Select *Update Master Files.*

3 Select *Update Auto Pay Groups* [UAPG]. The system displays a screen similar to Figure B-6.

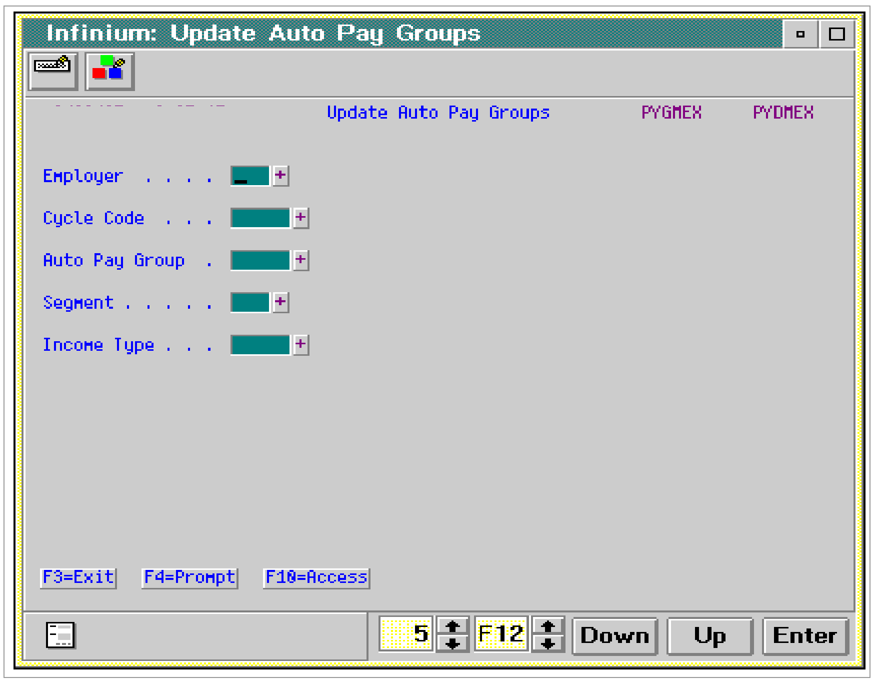


Figure B-6: Update Auto Pay Groups prompt screen

4 Use the following field information to fill in the appropriate fields:

Employer

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

Cycle Code

Type the cycle code for which you are adding incomes to the auto pay group.

Auto Pay Group

Type the code that identifies the auto pay group for the cycle specified in the *Cycle Code* field.

Segment

Leave this field blank.

Income Type

Type ***F@IN** in this field.

5 Press Enter. The system displays a screen similar to Figure B-7.

```
  7/11/02  10:04:16          Update Auto Pay Groups         PYGMEX     PYDMEX

 Employer  . . . :  ZUS
 Cycle Code  . . :  WEEK
 Auto Pay Group  :  WEEK
 Segment . . . . :  000
 Income Type . . :  *F@IN

 Description . . .  EXCESS GROUP LIFE______________

 Standard Hrs Type  _

 Standard Hours  .  _______

 Standard Rate . .  _______________

 Rate Override . .  _




 F3=Exit   F10=Access   F22=Delete
```

Figure B-7: Update Auto Pay Groups screen

6 Use the following field information to fill in the appropriate fields:

Description

Type a description of this income.

Standard Hrs Type, Standard Hours, Standard Rate

Leave these fields blank.

7 Press Enter to update the auto pay group.

Step 4: Creating a Deduction Reporting Group

In order for the system to combine all group life deductions for calculation, you must create at least one deduction reporting group value. You create this value using code type **DRG**.

If any of the group life deductions in the deduction reporting group are pre-tax deductions, you must create a second deduction reporting group for the pre-tax deductions only. The system uses the second deduction reporting group to identify the pre-tax deductions that should not be used to reduce the imputed income amount.

To create a deduction reporting group, follow the steps below.

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 B-8.

```
 7/01/02    16:19:15         Update Employer Codes         PRGMCD     PRDMCD

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

Code type . . . . . . DRG +

Code value  . . . . . EXGRP_____  +




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

Figure B-8: Update Employer Codes prompt screen

4 Use the following field information to fill in the appropriate fields:

Employer

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

Code type

Type **DRG** in this field.

Code Value

Type a value representing the excess group life deduction reporting group.

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

```
 9/21/04    16:34:09         Update Employer Codes         PRGMCD     PRDMCD
______________________________________________________________________________

Employer  . . . . . : ZUS   SAMPLE US COMPANY

Code type   . . . . : DRG   DEDUCTION REPORTING GROUP

Code value  . . . . : EXGRP

Description . . . . . EXCESS GROUP LIFE CALC______



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 B-9: Update Employer Codes screen

6 Use the following field information to complete the screen:

Description

Type a description of the code value.

7 Press Enter to save the deduction reporting group.

8 To create a deduction reporting group for pre-tax deductions, repeat steps 4 through 7.

Step 5: Attaching Deductions to a Deduction Reporting Group

In this step you attach all of the pre-tax and post-tax life insurance deductions to the group life deduction reporting group. If you created a deduction reporting group for pre-tax deductions, you attach the pre-tax life insurance deductions to that deduction reporting group.

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

2 Select *Update Master Files*.

3 Select *Update Deduction Reporting Group* [UDRG]. The system displays a screen similar to Figure B-10.

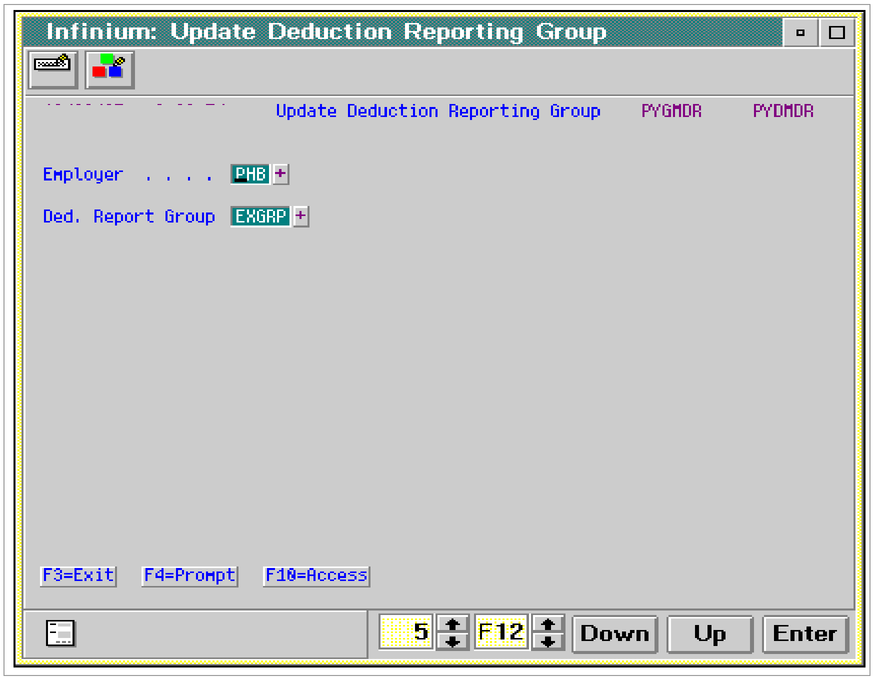


Figure B-10: Update Deduction Reporting Group prompt screen

4 Use the following field information to fill in the appropriate fields:

Employer

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

Ded Report Group

Type the code that identifies the excess group life deduction reporting group.

5 Press Enter. The system displays a screen similar to Figure B-11.

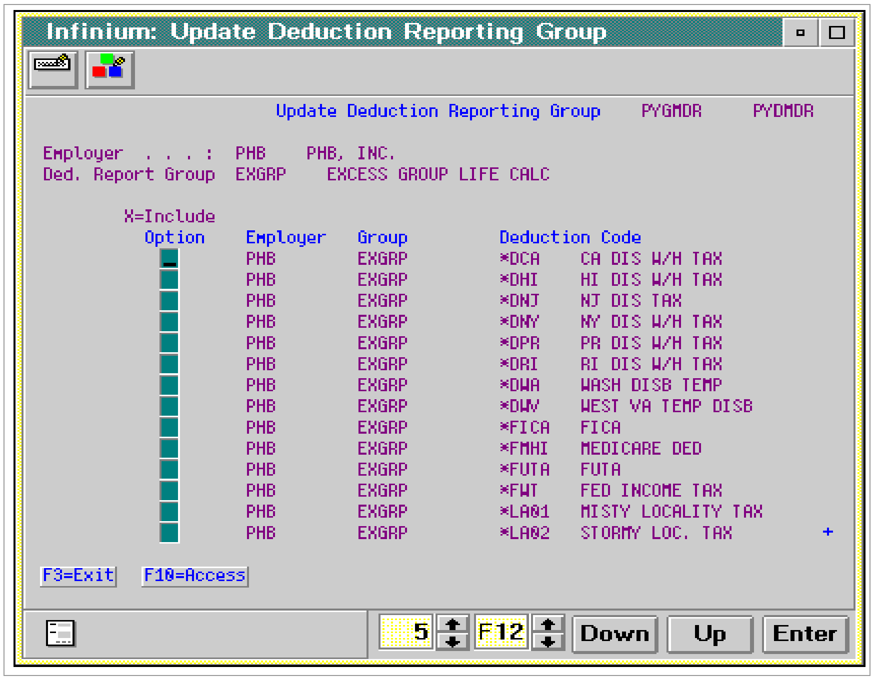


Figure B-11: Update Deduction Reporting Group screen

6 Use the information below to fill in the appropriate fields:

Option

Type **X** next to each life insurance deduction that you want to include in the group life deduction reporting group.

7 Press Enter to attach the deductions to a deduction reporting group.

8 If you created a deduction reporting group for pre-tax deductions, repeat steps 4 through 7 to attach the deductions to the second deduction reporting group.

Step 6: Updating the Excess Group Life Insurance Table

In this step you review the group life imputed income table and update the values in this table, if necessary.

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

2 Select *Excess Group Life Functions.*

3 Select *Excess Group Life Ins. Table* [UGL]. The system displays a screen similar to Figure B-12.

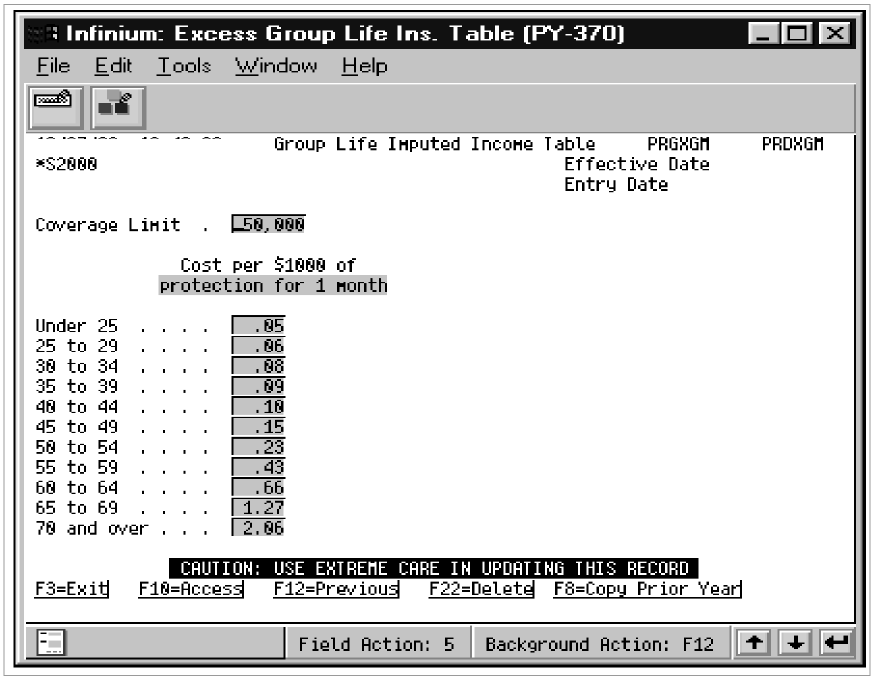


Figure B-12: Group Life Imputed Income Table screen

4 Use the information below to fill in the appropriate fields.

Coverage Limit

Type the limit amount of group-term life coverage for this rate table, if applicable.

Cost per $1000 of protection for 1 month

Type the statutory value that represents the cost per $1000 of life insurance coverage for one month for each of the applicable age categories. Refer to the IRS regulations for more detail.

5 Press Enter to update the excess group life insurance table.

Step 7: Calculating Annual Excess Group Life Amounts

This option directs the imputed dollars to the *F@IN income code for the applicable employees. It also creates an authorization record for affected employees if necessary.

To calculate annual excess group life amounts, follow the steps below.

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

2 Select *Year End Functions.*

3 Select *Calculate Annual Group Life Amt* [CEGL]. The system displays a screen similar to Figure B-13.

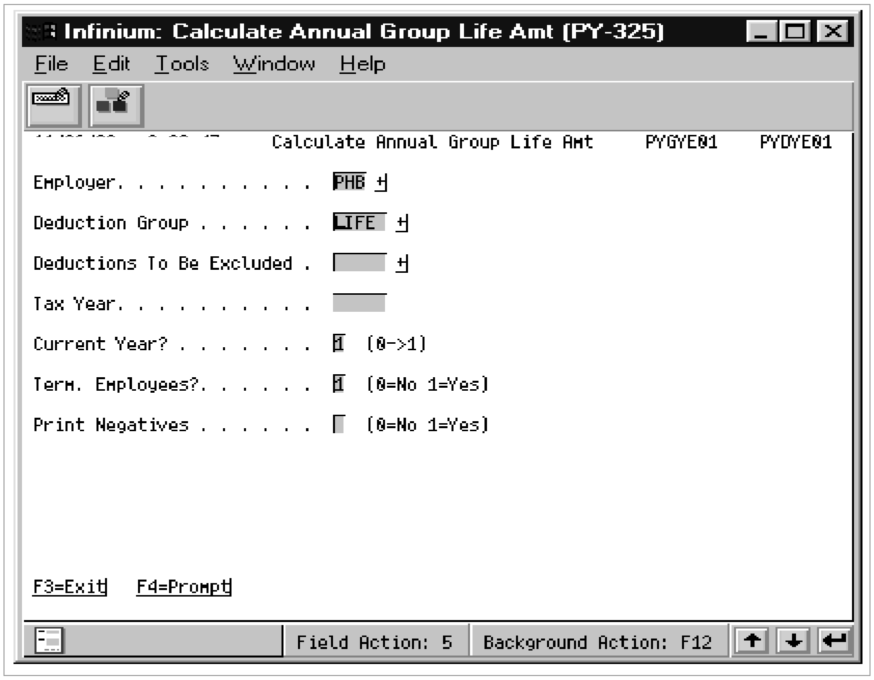


Figure B-13: Calculate Annual Group Life Amt screen

4 Use the information below to fill in the appropriate fields.

Employer

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

Deduction Group

Type the deduction reporting group that identifies the deductions that will be used to calculate excess group life.

Deductions To Be Excluded

If applicable, type the deduction reporting group that identifies the pre-tax deductions that should not be used to reduce the imputed income amount.

Tax Year

Type the tax year for which you are calculating annual excess group life amounts.

Current Year

Valid values for this field are:

0	The calendar year is closed. The system uses prior year data.
1	The tax year is the current year. The system should use current year data.

Term. Employees

Specify whether you want to include terminated employees in the calculations. Valid values are:

0	No, exclude terminated employees from the calculations.
1	Yes, include terminated employees in the calculations.

Print Negatives

Specify whether you want to print negative amounts. Valid values are:

0	No, do not print negative amounts.
1	Yes, print negative amounts.

5 Press Enter. The system calculates annual excess group life amounts and updates the appropriate employees' @F*IN incomes with the appropriate amounts.

Step 8: Completing Payroll Cycle Operations

When you begin the cycle, the system automatically selects the *F@IN income code that you attached to an auto pay group. If the income code is not attached to an auto pay group, you must manually add it to each applicable employee during timesheet entry.

1 Prior to beginning the cycle, you need to change the *Frequency* field on the *F@IN income record to **9**.

2 Complete the usual cycle operation options, as follows:

- *Begin Cycle*

  If you are calculating excess group life outside of a normal pay cycle, be certain to type **0** in the *Print $0 Checks* field found on the Employer

Control record. You do not want a check to be issued as a result of excess group life processing.

If you are processing excess group life outside of a normal payroll cycle, be certain that you suppress all voluntary deductions and tax deductions not affected by group term life insurance imputed income. You also must suppress all but the *F@IN income from the cycle.

You cannot tax *F@IN if it is being processed without any other incomes. It will be added to the appropriate wage bases, based on your controls.

- *Enter Timesheet Data*

  If you are processing excess group life in its own cycle, press F15 to clear the *No Act* field. You do not need to update information in this option.

- *Prove Timesheet Data*
- *Release Timesheet Data*
- *Print Trial Register*
- *Post Cycles and Print Checks*

Step 9: Deactivating Employees' Authorizations to the *F@IN Income (optional)

If you do not want to calculate the excess group life imputed values on a per pay period basis, you must deactivate each employee's authorization to the *F@IN income.

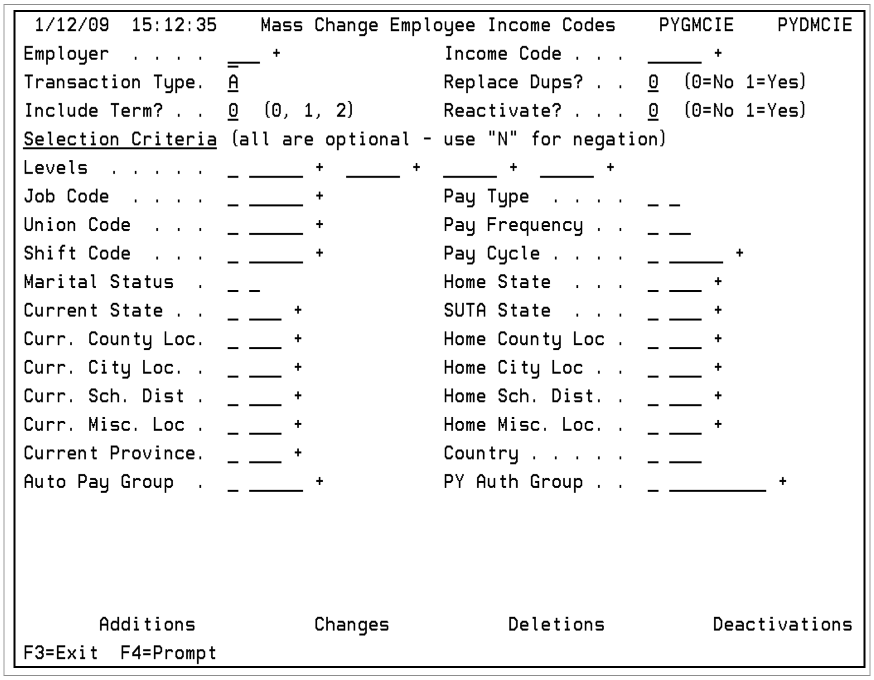
To deactivate the authorization to the *F@IN income for all employees, follow the steps below.

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

2 Select *Payroll Init. Functions.*

3 Select *Income and Deduction Data.*

4 Select *Mass Change of Employee Incomes* [MCIE]. The system displays a screen similar to Figure B-14.



```
 1/12/09  15:12:35    Mass Change Employee Income Codes    PYGMCIE    PYDMCIE
Employer  . . . .  ___ +                Income Code . . .  _____ +
Transaction Type.  A                    Replace Dups? . .  0  (0=No 1=Yes)
Include Term? . .  0  (0, 1, 2)         Reactivate? . . .  0  (0=No 1=Yes)
Selection Criteria (all are optional - use "N" for negation)
Levels  . . . . .  _ _____ +  _____ +  _____ +  _____ +
Job Code  . . . .  _ _____ +            Pay Type  . . . .  _ _
Union Code  . . .  _ _____ +            Pay Frequency . .  _ __
Shift Code  . . .  _ _____ +            Pay Cycle . . . .  _ _____ +
Marital Status  .  _ _                  Home State  . . .  _ ___ +
Current State . .  _ ___ +              SUTA State  . . .  _ ___ +
Curr. County Loc.  _ ___ +              Home County Loc .  _ ___ +
Curr. City Loc. .  _ ___ +              Home City Loc . .  _ ___ +
Curr. Sch. Dist .  _ ___ +              Home Sch. Dist. .  _ ___ +
Curr. Misc. Loc .  _ ___ +              Home Misc. Loc. .  _ ___ +
Current Province.  _ ___ +              Country . . . . .  _ ___
Auto Pay Group  .  _ _____ +            PY Auth Group . .  _ _________ +




       Additions          Changes          Deletions          Deactivations
F3=Exit  F4=Prompt
```

Figure B-14: Mass Change Employee Income Codes screen

5 Use the field information below to fill in the appropriate fields.

Employer

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

Income Code

Type ***F@IN** in this field.

Transaction Type

Type **D** in this field.

6 Press Enter. The system displays the second Mass Change Employee Income Codes screen.

7 Press Enter. The system deactivates the employees’ authorizations to the *F@IN income.

Step 10: Deactivating the *F@IN Income Control (optional)

After you deactivate the employees’ authorizations to the *F@IN income, you can use the following steps to deactivate the *F@IN Income Control.

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

2 Select *Update Master Files.*

3 Select *Update Income Controls* [UIC]. The system displays the Update Income Controls prompt screen.

4 Type the identifier for the employer in the *Employer* field and ***F@IN** in the *Income* field.

5 Press Enter. The system displays a screen similar to Figure B-15.

```
 9/21/04  17:18:19         Update Income Controls        PYGMIC     PYDMIC
                                                            Page  1 of  4
Employer  . . . :  ZUS   SAMPLE US COMPANY
Income  . . . . :  *F@IN
Method  . . . . :  1 - Flat Amount
Description . . .  LIFE INS IMP INC.   Starting Date . .  ________
Priority  . . . .  7000                Ending Date . . .  ________
Summ. Code  . . .  55 +                Distribute Labor.  0 (0=No 1=Yes)
Frequency . . . .  0                   Workers Comp. . .  0
Special Tax . . .  7                   Segments Required  _ (0=No 1=Yes)


Income Basis  . .  _
Income Amount . .  ____________
Income Factor . .  __________          Shift Calc Method  _
YTD Limit . . . .  _________.00        Residual Hours  .  _
Income Matrix . .  _____ +             Shift Diff Income  _____ +
Matrix Column . .  _____ +             1099-R Dist. Code  __
Matrix Row  . . .  _____ +             NQP 457 Plan  . .  _
Labor Expense . .  _____________________________________________ +
Rev. Hierarchy  .  _ (Blank=No)        Allow Pay Msg?  .  0 (0=No 1=Yes)

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

Figure B-15: Update Income Controls screen 1

6 Change the value in the *Frequency* field to **0** to deactivate the Income Control.

7 Press Enter. The system displays the Update Income Controls screen 2.

8 Press Enter. The system displays the Update Income Controls screen 3.

9 Press Enter. The system updates the *F@IN Income Control.

Processing Per Pay Period Calculations

Now that all the controls are established for processing excess group life, you can process excess group life on a per pay period basis. This allows you to obtain more accurate results than when you use the annual method.

If you choose to run the calculation during each pay period, you must run the following options prior to running the cycle:

1. Trial Update Enrollments (Infinium HR)
2. *Mass Update Enrollments* (Infinium HR)
3. *Trial Update Excess Group Life* (Infinium PY)
4. *Mass Update Excess Group Life* (Infinium PY)

Prior to processing excess group life per pay period, you must change the *Frequency* field to **8** on the *F@IN Income Control record.

Appendix C Processing Annual Excess Group Life - Flexible Benefits

C

This appendix contains information about how the system processes flexible benefits during the year and step-by-step instructions on how to calculate excess group life annually while using the Infinium FB functions.

The appendix consists of the following topics:

Overview of the Procedure

Processing Flexible Benefits with Infinium FB

The Infinium FB functions allow you to create pre-tax and post-tax benefit plans and enroll employees into those plans. In conjunction with employee enrollments, these functions also send employee deduction amounts for the elected plans to Infinium PY. The system deducts these amounts from the employee during payroll cycle processing.

Pre-Tax Deductions

Pre-tax plans do not have individual deduction control records and are not directly linked to Infinium PY. Therefore, before you run the annual excess group life calculation, you must create a special deduction control record for pre-tax flexible benefit life insurance plans.

Then, you attach this special deduction to a deduction reporting group. You use the *Trial Update Excess Group Life* and *Mass Update Excess Group Life* options to update the deduction code with the pre-tax group coverage amounts.

Group Life Income

You must create the excess group life income using the naming convention *F@IN. Once the system calculates the imputed value, that value is stored in the employee's *F@IN income record. The imputed value is calculated through the option *Calculate Annual Group Life Amt*.

The system uses the imputed value to determine the amount to tax the employee. The system references this amount from the Excess Group Life Insurance Table.

When W-2 forms are produced at year end, the system reports the imputed value in Box 1 and Box 13, code C.

If you are calculating excess group life outside of a normal pay cycle, be certain to type **0** in the *Print $0 Checks* field found on the Employer Control record. You do not want a check to be issued as a result of excess group life processing.

Processing Steps

Follow these steps to set up the control files and process the imputed value:

1. Create Income Summarization Code for *F@IN Income
2. Create *F@IN Income Control Record
3. Add the Income to Auto Pay Groups
4. Create Dummy Pre-tax Flex Deduction Code
5. Create a Deduction Reporting Group
6. Attach Deductions to Deduction Reporting Group
7. Update the Excess Group Life Insurance Table
8. Mass Update Excess Group Life (Infinium FB)
9. Calculate Annual Excess Group Life Amounts
10. Complete Payroll Cycle Operations
11. Deactivate Employees' Authorizations to the *F@IN Income (optional)
12. Deactivate the *F@IN Income Control (optional)

Step 1: Creating Income Summarization Code for *F@IN Income

In this step you create the income summarization code for the special excess group life imputed income. The description you specify for this code prints on the employee's pay stub when the excess group life imputed value is paid.

To create an income summarization code for *F@IN income, follow the steps below.

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

3 Select *Update Income Summ. Codes* [UIS]. The system displays a screen similar to Figure C-1.

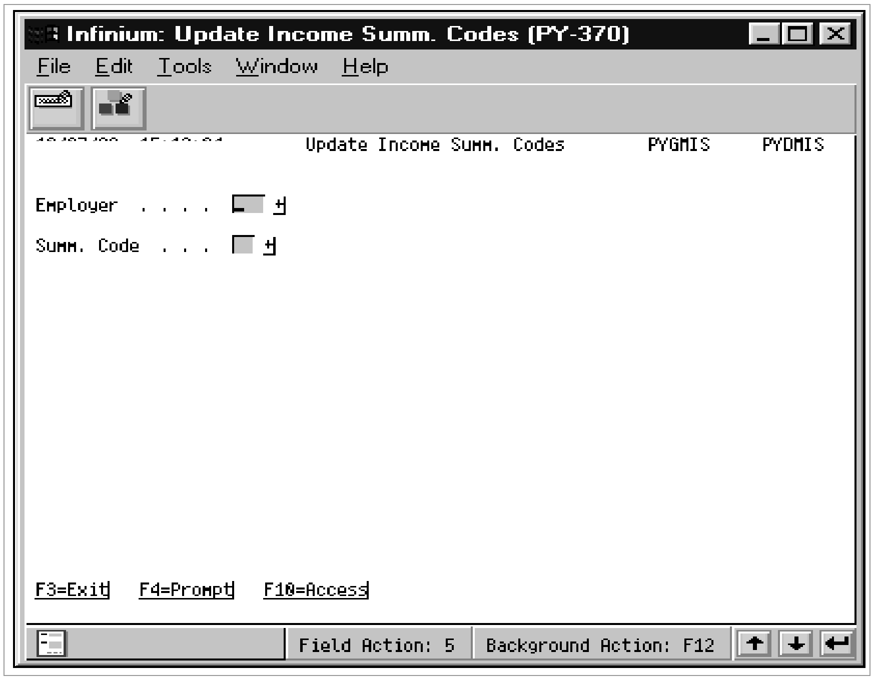


Figure C-1: Update Income Summ. Codes prompt screen

4 Use the information below to complete the fields.

Employer

Type the identifier for the employer code.

Summ Code

Type a two-digit alphanumeric summarization code. The system uses this code to summarize income types on the payroll check and to establish the printing sequence on the check stub.

5 Press Enter. The system displays a screen similar to Figure C-2.

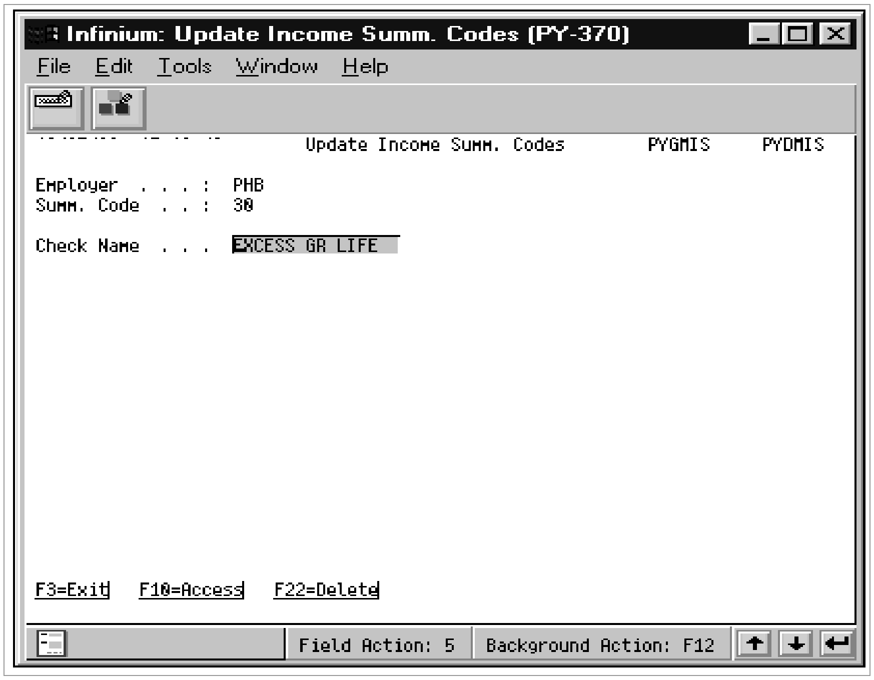


Figure C-2: Update Income Summ. Codes screen

6 Complete the field below.

Check Name

Type up to a 16-character description of the summarization code. The description you enter in this field prints on the pay stub.

7 Press Enter to create the income summarization record.

Step 2: Creating *F@IN Income Control Record

In this step you establish the Income Control record for *F@IN as a flat amount income type.

Only those screens that require specific input are shown. You complete the remaining screens as you normally would.

To create the *F@IN Income Control record, follow the steps below.

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

2 Select *Update Master Files*.

3 Select *Update Income Controls* [UIC]. The system a screen similar to Figure C-3.

```
                          Update Income Controls         PYGMIC     PYDMIC


Employer  . . . .  PHB +

Income  . . . . .  *F@IN +

Method  . . . . .  _










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

Figure C-3: Update Income Controls prompt screen

4 Use the information below to complete the fields.

Employer

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

Income

Type ***F@IN** in this field. You must use this naming convention in order to properly identify the imputed income.

Method

Type **1** in this field. This is a flat amount income type and is calculated by the system for you.

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

```
 9/21/04  16:53:59          Update Income Controls          PYGMIC     PYDMIC
                                                                 Page  1 of  4
Employer  . . . :  ZUS   SAMPLE US COMPANY
Income  . . . . :  *F@IN
Method  . . . . :  1 - Flat Amount
Description . . .  LIFE INS IMP INC.   Starting Date . .  _________
Priority  . . . .  7000                Ending Date . . .  _________
Summ. Code  . . .  55 +                Distribute Labor.  0 (0=No 1=Yes)
Frequency . . . .  8                   Workers Comp. . .  0
Special Tax . . .  7                   Segments Required  _ (0=No 1=Yes)


Income Basis  . .  _
Income Amount . .  _____________
Income Factor . .  ___________         Shift Calc Method  _
YTD Limit . . . .  _________.00        Residual Hours  .  _
Income Matrix . .  _____ +             Shift Diff Income  _____ +
Matrix Column . .  _____ +             1099-R Dist. Code  __
Matrix Row  . . .  _____ +             NQP 457 Plan  . .  _
Labor Expense . .  _____________________________________________ +
Rev. Hierarchy  .  _ (Blank=No)        Allow Pay Msg?  .  0 (0=No 1=Yes)

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

Figure C-4: Update Income Controls screen 1

6 Complete each field on the screen as usual, except for the fields listed below.

Summ Code

Type the summarization code that you created for the *F@IN income in “Step 1: Creating Income Summarization Code for *F@IN Income.”

Frequency

If you are creating this control before you need to use it, type **0** in this field. You need to change the frequency to **9** prior to running the cycle that includes the *F@IN income.

If you are creating this control just before processing, type **9** in this field.

Special Tax

Since you are processing excess group life on an annual basis, if you are paying this income in the last pay period of the year, make sure that this income is included in federal, state and local wages but is not taxed. Refer to the help text for this field and type the appropriate value.

7 Press Enter to display the second Update Income Controls screen. Complete all fields on this screen as usual.

8 Press Enter. The system displays a screen similar to Figure C-5.

```
                            Update Income Controls          PYGMIC     PYDMIC
                                                                 Page  3 of  4
Employer  . . . :  PHB    PHB, INC.
Income  . . . . :  *F@IN
                   1 - Flat Amount
                  A c c u m u l a t o r   C o n t r o l s
Accum. +/-H/A   Maximum   Accumulator  Accum. +/-H/A   Maximum   Accumulator
Code   Op.Op.   Amount     Percentage  Code   Op.Op.   Amount     Percentage
ACBS1  + +  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
_____  + _  _        .00      .0000    _____  + _  _        .00      .0000
F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure C-5: Update Income Controls screen 3

9 Fill in the fields on this screen as described below.

Accum Code

Type the user-defined accumulators that represent the employee's taxable wage bases.

10 Press Enter to display the fourth Update Income Controls screen. Complete this screen as usual.

11 Press Enter to update the Income Control record.

The system automatically adds the *F@IN income to the employees when you run the *Calculate Annual Group Life Amt* option.

Step 3: Adding the Income to the Auto Pay Groups

You must add the *F@IN income to the existing auto pay groups in order for the imputed income to be brought into the cycle automatically.

You must attach the auto pay group to the employee’s payroll master. Some employees will not be included in existing auto pay groups. New auto pay groups may have to be set up for those employees having only excess group.

If you are not using the Auto Pay Group feature, you must create the auto pay group code values before beginning this step. These codes are set up in the option *Update Employer Codes,* code type **APG**.

To add the income to the auto pay groups, follow the steps below.

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

2 Select *Update Master Files.*

3 Select *Update Auto Pay Groups* [UAPG]. The system displays a screen similar to Figure C-6.

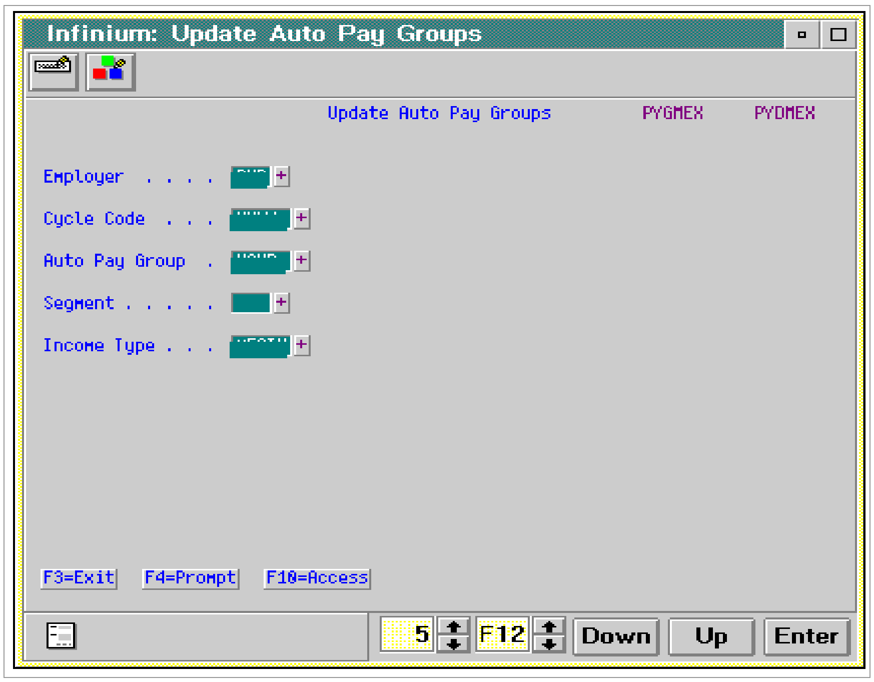


Figure C-6: Update Auto Pay Groups prompt screen

4 Use the following field information to fill in the appropriate fields:

Employer

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

Cycle Code

Type the cycle code for which you are adding incomes to the auto pay group.

Auto Pay Group

Type the code that identifies the auto pay group code for the cycle specified in the *Cycle Code* field.

Segment

Leave this field blank.

Income Type

Type ***F@IN** in this field.

5 Press Enter. The system displays a screen similar to Figure C-7.

```
                          Update Auto Pay Groups        PYGMEX    PYDMEX

Employer  . . . :  ZUS
Cycle Code  . . :  WEEK
Auto Pay Group  :  WEEK
Segment . . . . :  000
Income Type . . :  *F@IN

Description . . .  EXCESS GROUP LIFE______________

Standard Hrs Type  _

Standard Hours  .  _______

Standard Rate . .  _______________

Rate Override . .  _



F3=Exit   F10=Access   F22=Delete
```

Figure C-7: Update Auto Pay Groups screen

6 Fill in the appropriate fields using the field information below.

Description

Type a description of this income.

Standard Hrs Type, Standard Hours, Standard Rate

Leave these fields blank.

7 Press Enter to update the auto pay group.

Step 4: Creating a Dummy Pre-Tax Flex Deduction Code

To create a dummy pre-tax flex deduction code follow the steps below:

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

2 Select *Update Master Files.*

3 Select *Update Deduction Controls* [UDC]. The system displays a screen similar to Figure C-8.

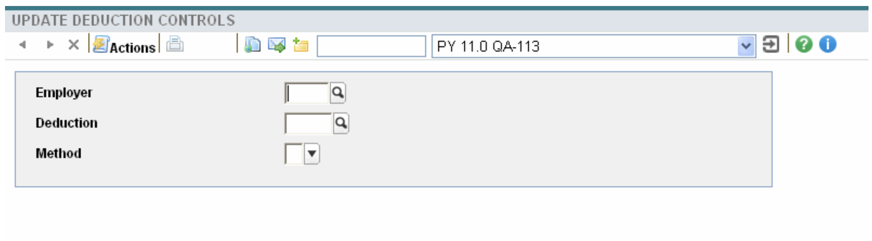


Figure C-8: Update Deduction Controls prompt screen

4 Use the information below to fill in the appropriate fields.

Employer

Type the code that identifies the employer whose records you are processing.

Deduction

Type the five-character alphanumeric code that identifies the deduction.

Method

Type **1** in this field.

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

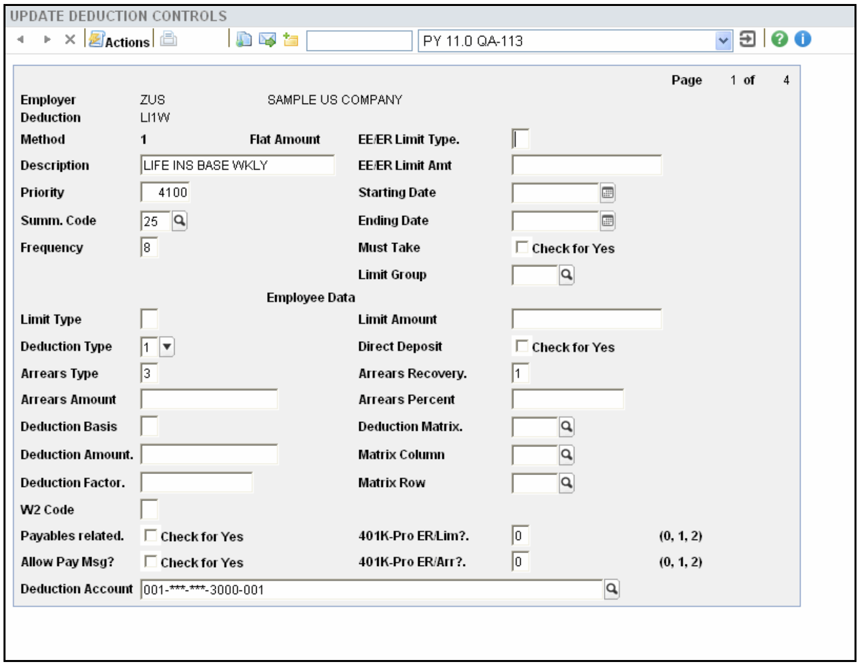


Figure C-9: Update Deduction Controls screen 1

6 Complete all fields as appropriate to your organization, with the following exceptions:

Frequency

Type **8** in this field.

Limit Amount

Leave this field blank.

Deduction Type

Type **1** in this field. When you type **1** in this field, the system displays the *Insurance Amount* field on the individual employee's deduction record. This enables you to update the employee’s information in the *Insurance Amount* field.

Arrears Type

Type **0** in this field.

Deduction Amount

Leave this field blank.

7 Press Enter. The system displays the Update Deduction Controls screen 2. Complete the fields on this screen as you normally would.

8 Press Enter. The system displays the Update Deduction Controls screen 3. Complete the fields on this screen as you normally would.

9 Press Enter. The system updates the dummy pre-tax flex deduction code.

Step 5: Creating a Deduction Reporting Group

In order for the system to combine all group life deductions for calculation, you must create at least one deduction reporting group value. You create this value using code type **DRG**.

Note: If any of the group life deductions in the deduction reporting group are pre-tax deductions, you must create a second deduction reporting group for the pre-tax deductions only. The system uses the second deduction reporting group to identify the pre-tax deductions that should not be used to reduce the imputed income amount.

To create a deduction reporting group, follow the steps below.

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 C-10.

```
                              Update Employer Codes        PRGMCD     PRDMCD

Employer  . . . . . . ZUS +      -or-   Employer group  . . . ____ +

Code type . . . . . . DRG +

Code value  . . . . . EXGRP      +

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

Figure C-10: Update Employer Codes prompt screen

4 Use the information below to fill in the appropriate fields.

Employer

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

Code Type

Type **DRG** in this field.

Code Value

Type a value representing the excess group life deduction reporting group.

5 Press Enter. The system displays a screen similar to Figure C-11.

```
 9/21/04    16:34:09        Update Employer Codes        PRGMCD     PRDMCD

Employer  . . . . . : ZUS   SAMPLE US COMPANY

Code type   . . . . : DRG   DEDUCTION REPORTING GROUP

Code value  . . . . : EXGRP

Description . . . . . EXCESS GROUP LIFE CALC______



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 C-11: Update Employer Codes screen

6 Use the following field information to complete the screen:

Description

Type a description of the code value.

7 Press Enter to save the deduction reporting group.

8 To create a deduction reporting group for pre-tax deductions, repeat steps 4 through 7.

Step 6: Attaching Deductions to Deduction Reporting Group

In this step you attach all of the pre-tax and post-tax life insurance deductions to the group life deduction reporting group. If you created a deduction reporting group for pre-tax deductions, you attach the pre-tax life insurance deductions to that deduction reporting group.

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

2 Select *Update Master Files.*

3 Select *Update Deduction Reporting Group* [UDRG]. The system displays a screen similar to Figure C-12.

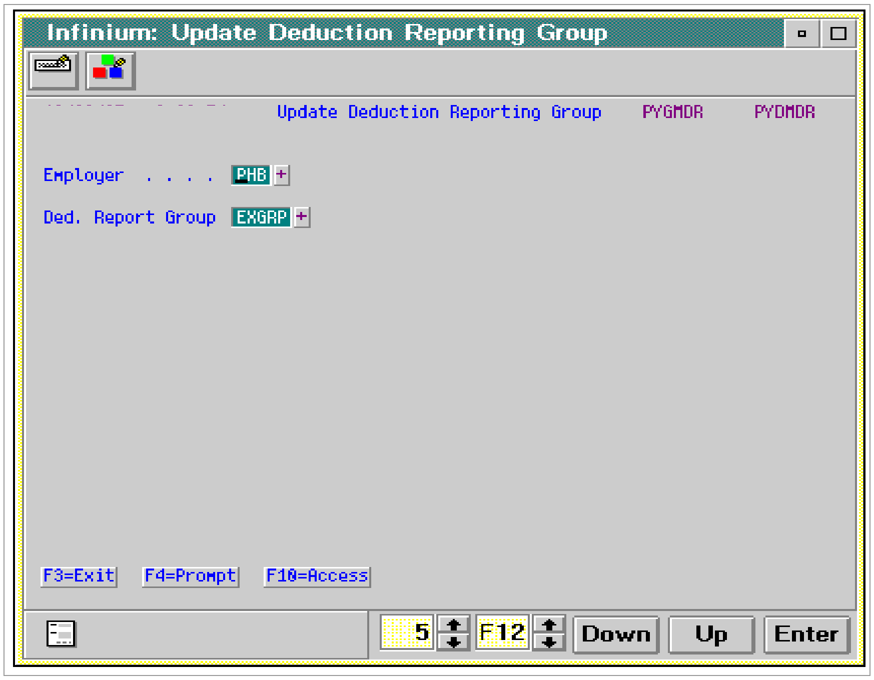


Figure C-12: Update Deduction Reporting Group prompt screen

4 Use the following information to fill in the appropriate fields:

Employer

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

Ded Report Group

Type the code that identifies the excess group life deduction reporting group.

5 Press Enter. The system displays a screen similar to Figure C-13.

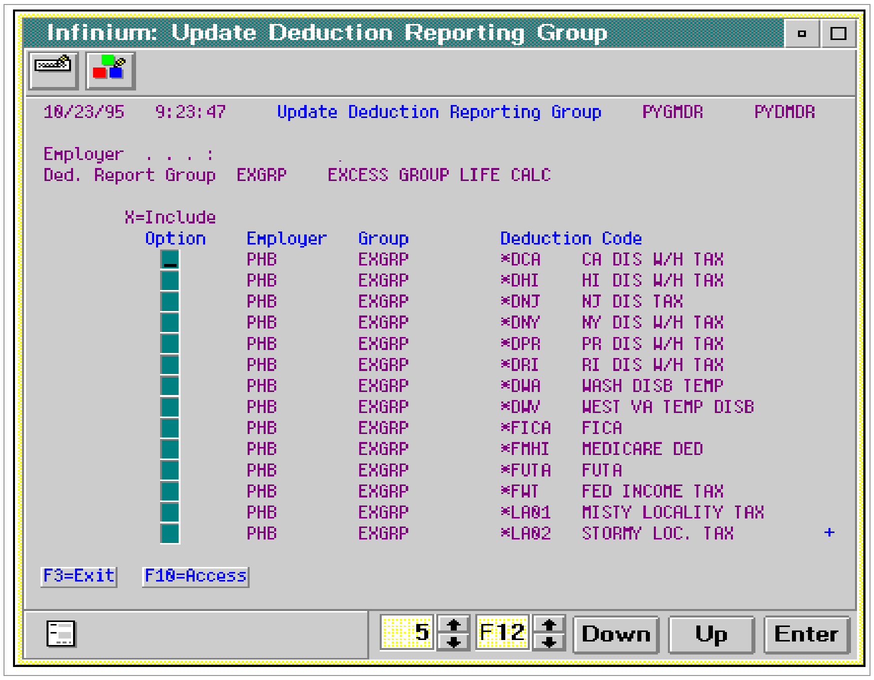


Figure C-13: Update Deduction Reporting Group screen

6 Use the information below to fill in the appropriate fields.

Option

Type **X** next to each life insurance deduction that you want to include in the group life deduction reporting group.

7 Press Enter to attach the deductions to a deduction reporting group.

8 If you created a deduction reporting group for pre-tax deductions, repeat steps 4 through 7 to attach the deductions to the second deduction reporting group.

Step 7: Updating the Excess Group Life Insurance Table

In this step you review the group life imputed income table and update the values in this table, if necessary.

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

2 Select *Excess Group Life Functions.*

3 Select *Excess Group Life Ins. Table* [UGL]. The system displays a screen similar to Figure C-14.

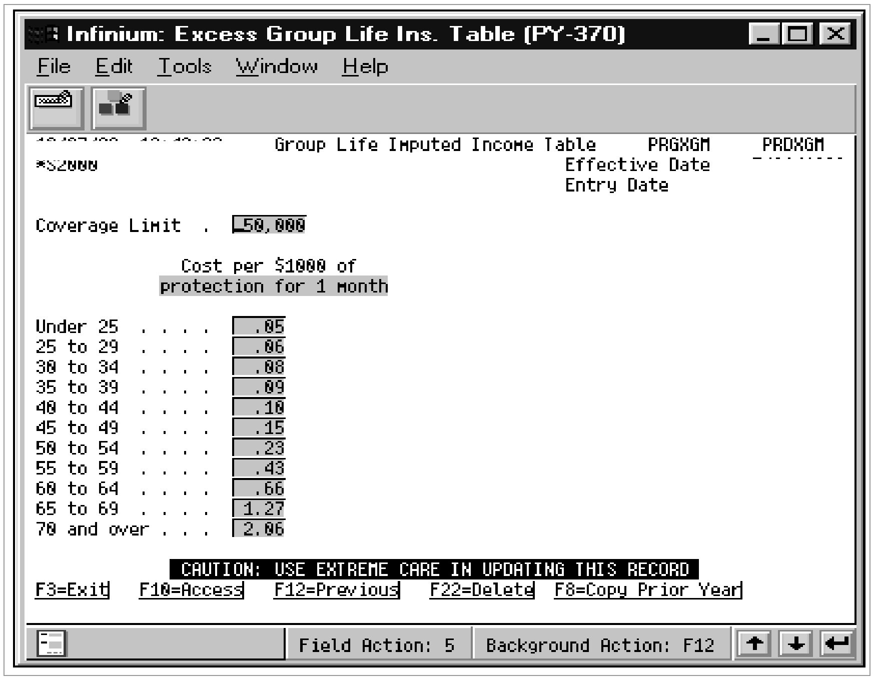


Figure C-14: Group Life Imputed Income Table screen

4 Use the information below to fill in the appropriate fields.

Coverage Limit

Type the limit amount of group-term life coverage for this rate table, if applicable.

Cost per $1000 of protection for 1 month

Type the statutory value that represents the cost per $1000 of life insurance coverage for one month for each of the applicable age categories. Refer to the IRS regulations for more detail.

5 Press Enter to update the excess group life insurance table.

Step 8: Performing Mass Update Excess Group Life (Infinium FB)

In this step, you pass the coverage amounts associated with the special pre-tax flex deduction to Infinium PY.

Caution: Be sure that you run the option *Trial Update Excess Group Life* before you run the *Mass Update* option. Once you are satisfied with the calculation amounts provided by the *Trial Update Excess Group Life* option, you can execute the *Mass Update Excess Group Life* option.

To update excess group life information follow the steps below.

1 From the Infinium FB main menu select *PY/400 Interface Operations.*

2 Select *Mass Update PY/400 Data.*

3 Select *Mass Update Excess Group Life* [MUEGL]. The system displays a screen similar to Figure C-15.

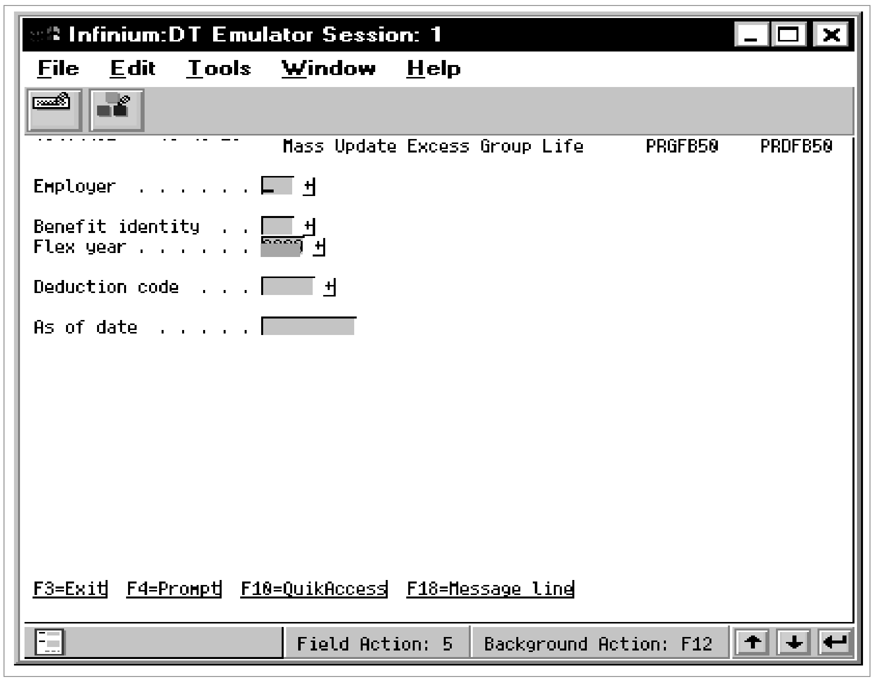


Figure C-15: Mass Update Excess Group Life screen

4 Use the information below to fill in the appropriate fields.

Employer

Type the code that identifies the employer whose group life amounts you are processing.

Benefit identity

Type the benefit identity code value. The system processes all pre-tax enrollments that fall under this identity.

Flex year

Type the flex year for which you are processing information.

Deduction Code

Type the pre-tax flex deduction code you created in “Step 4: Creating a Dummy Pre-Tax Flex Deduction Code.”

As of date

Type the last date of group life enrollments that you want to include in this run or leave this field blank to process all new, updated, and deactivated group life amounts to date. If you leave this field blank, the system uses the system date.

5 Press Enter to run the mass excess group life update.

The *Mass Update Excess Group Life* function creates and updates the deduction specified. This function does not deactivate the deduction. You deactivate the deduction in Infinium PY.

Step 9: Calculating Annual Excess Group Life Amounts

This option directs the imputed dollars to the *F@IN income code for the applicable employees. It also creates an authorization record for affected employees if necessary.

To calculate annual excess group life amounts, follow the steps below.

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

2 Select *Year End Functions*.

3 Select *Calculate Annual Group Life Amt* [CEGL]. The system displays a screen similar to Figure C-16.

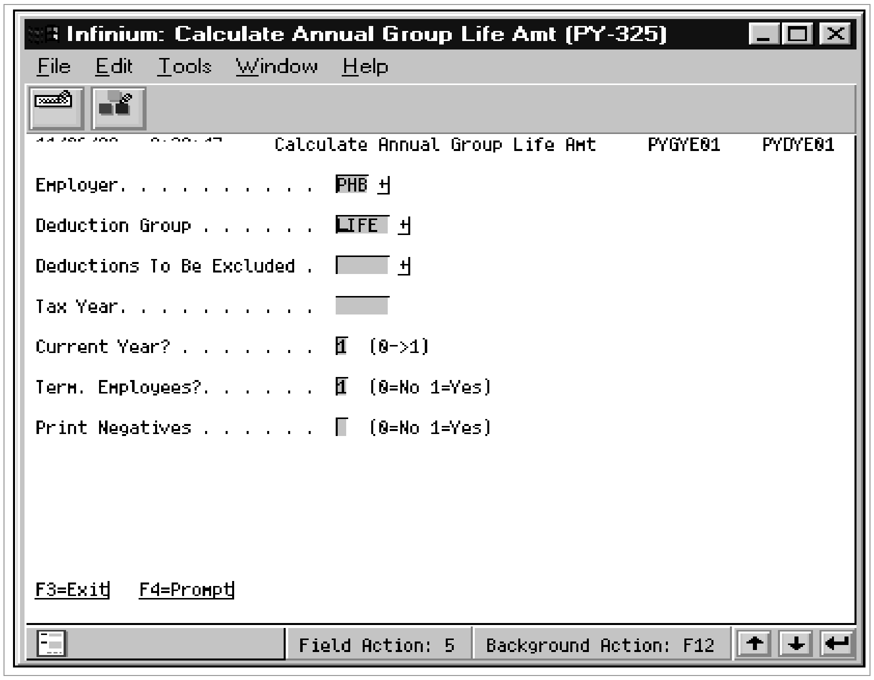


Figure C-16: Calculate Annual Group Life Amt screen

4 Use the information below to fill the appropriate fields.

Employer

Type the code that identifies the employer whose records you are processing.

Deduction Group

Type the deduction reporting group that identifies the deductions that will be used to calculate excess group life.

Deductions To Be Excluded

If applicable, type the deduction reporting group that identifies the pre-tax deductions that should not be used to reduce the imputed income amount.

Tax Year

Type the tax year for which you are calculating annual excess group life amounts.

Current Year

Valid values for this field are:

0 The calendar year is closed. The system uses prior year data.

1 The tax year is the current year. The system should use current year data.

Term. Employees

Specify whether you want to include terminated employees in the calculations. Valid values are:

0 No, exclude terminated employees from the calculations.

1 Yes, include terminated employees in the calculations.

Print Negatives

Specify whether you want to print negative amounts. Valid values are:

0 No, do not print negative amounts.

1 Yes, print negative amounts.

5. Press Enter. The system calculates annual excess group life amounts and updates the appropriate employees' @F*IN incomes with the appropriate amounts.

Step 10: Completing Payroll Cycle Operations

When you begin the cycle, the system automatically selects the *F@IN income code that you attached to an auto pay group. If the income code is not attached to an auto pay group, you must manually add it to each applicable employee during timesheet entry.

1. Prior to processing the cycle, type **9** in the *Frequency* field on the *F@IN Income Control record.

2. Complete the usual cycle operation options, as follows:

3. *Begin Cycles*

   If you are calculating excess group life outside of a normal pay cycle, be certain to type **0** in the *Print $0 Checks* field found on the Employer Control record. You do not want a check to be issued as a result of excess group life processing.

If you are processing excess group life outside of a normal payroll cycle, be certain that you suppress all voluntary deductions and tax deductions not affected by group term life insurance imputed income. You also must suppress all but the *F@IN income from the cycle.

You cannot tax *F@IN if it is being processed without any other incomes. It will be added to the appropriate wage bases, based on your controls.

4 *Enter Timesheet Data*

If you are processing excess group life in its own cycle, press F15 to clear the *No Act* field. You do not need to update information in this option.

5 *Prove Timesheet Data*

6 *Release Timesheet Data*

7 *Print Trial Register*

8 *Post Cycles and Print Checks*

Step 11: Deactivating Employees' Authorizations to the *F@IN Income (optional)

If you do not want to calculate the excess group life imputed values on a pay period basis, you must deactivate each employee's authorization to the *F@IN income.

To deactivate the authorization to the *F@IN income for all employees, follow the steps below.

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

2 Select *Payroll Init. Functions.*

3 Select *Income and Deduction Data.*

4 Select *Mass Change of Employee Incomes* [MCIE]. The system displays a screen similar to Figure C-17.

```
 1/12/09  15:12:35    Mass Change Employee Income Codes    PYGMCIE    PYDMCIE
Employer  . . . .  ___ +                 Income Code . . .  _____ +
Transaction Type.  A                     Replace Dups? . .  0  (0=No 1=Yes)
Include Term? . .  0  (0, 1, 2)          Reactivate? . . .  0  (0=No 1=Yes)
Selection Criteria (all are optional - use "N" for negation)
Levels  . . . . .  _ _____ +  _____ +  _____ +  _____ +
Job Code  . . . .  _ _____ +             Pay Type  . . . .  _ _
Union Code  . . .  _ _____ +             Pay Frequency . .  _ __
Shift Code  . . .  _ _____ +             Pay Cycle . . . .  _ _____ +
Marital Status  .  _ _                   Home State  . . .  _ ___ +
Current State . .  _ ___ +               SUTA State  . . .  _ ___ +
Curr. County Loc.  _ ___ +               Home County Loc .  _ ___ +
Curr. City Loc. .  _ ___ +               Home City Loc . .  _ ___ +
Curr. Sch. Dist .  _ ___ +               Home Sch. Dist. .  _ ___ +
Curr. Misc. Loc .  _ ___ +               Home Misc. Loc. .  _ ___ +
Current Province.  _ ___ +               Country . . . . .  _ ___
Auto Pay Group  .  _ _____ +             PY Auth Group . .  _ _________ +


      Additions          Changes          Deletions          Deactivations
F3=Exit  F4=Prompt
```

Figure C-17: Mass Change Employee Income Codes screen

5 Use the information below to fill in the appropriate fields.

Employer

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

Income Code

Type ***F@IN** in this field.

Transaction Type

Type **D** in this field.

6 Press Enter. The system displays the second Mass Change Employee Income Codes screen.

7 Press Enter. The system deactivates the employees' authorizations to the *F@IN income.

Step 12: Deactivating the *F@IN Income Control (optional)

After you deactivate the employees' authorizations to the *F@IN income, you can use the following steps to deactivate the *F@IN Income Control.

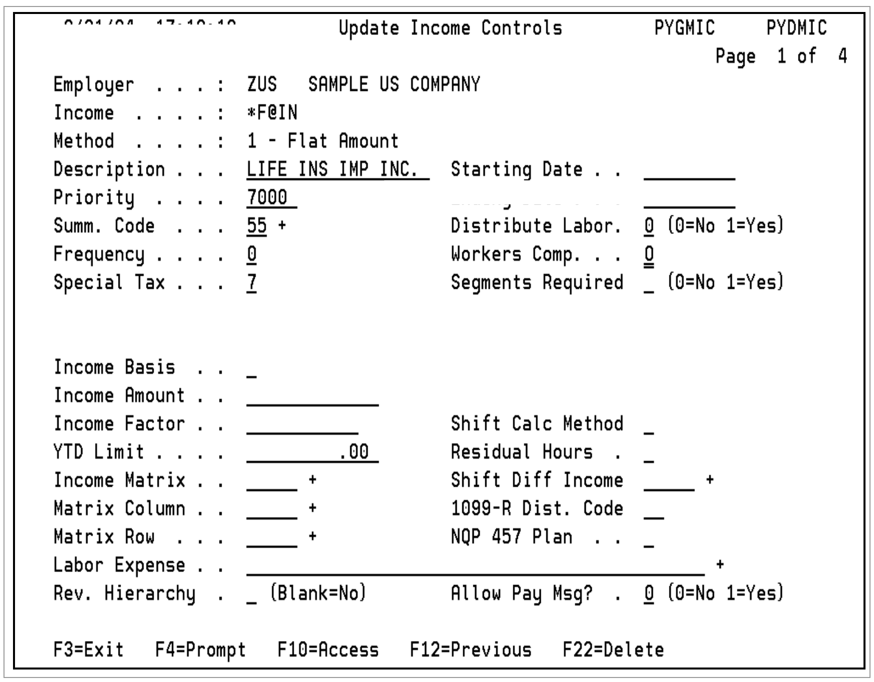
1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Income Controls* [UIC]. The system displays the Update Income Controls prompt screen.

4 Type the identifier for the employer in the *Employer* field and ***F@IN** in the *Income* field.

5 Press Enter. The system displays a screen similar to Figure C-18.



```
                              Update Income Controls        PYGMIC     PYDMIC
                                                                  Page  1 of  4
  Employer  . . . :  ZUS   SAMPLE US COMPANY
  Income  . . . . :  *F@IN
  Method  . . . . :  1 - Flat Amount
  Description . . .  LIFE INS IMP INC.   Starting Date . .  ________
  Priority  . . . .  7000                                   ________
  Summ. Code  . . .  55 +                Distribute Labor.  0 (0=No 1=Yes)
  Frequency . . . .  0                   Workers Comp. . .  0
  Special Tax . . .  7                   Segments Required  _ (0=No 1=Yes)


  Income Basis  . .  _
  Income Amount . .  _____________
  Income Factor . .  ___________         Shift Calc Method  _
  YTD Limit . . . .  __________.00       Residual Hours  .  _
  Income Matrix . .  _____ +             Shift Diff Income  _____ +
  Matrix Column . .  _____ +             1099-R Dist. Code  __
  Matrix Row  . . .  _____ +             NQP 457 Plan  . .  _
  Labor Expense . .  _____________________________________________ +
  Rev. Hierarchy  .  _ (Blank=No)        Allow Pay Msg?  .  0 (0=No 1=Yes)

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

Figure C-18: Update Income Controls screen 1

6 Change the value in the *Frequency* field to **0** to deactivate the Income Control.

7 Press Enter. The system displays the Update Income Controls screen 2.

8 Press Enter. The system displays the Update Income Controls screen 3.

9 Press Enter. The system updates the *F@IN Income Control.

Processing Per Pay Period Calculations (optional)

Now that all controls are established for processing excess group life, you can process excess group life on a per pay period basis. This allows you to obtain more accurate results than when you use the annual method.

If you choose to run the calculations during each pay period, you must process the following options prior to running the cycle:

1 Trial Update Excess Group Life (Infinium FB)

2 *Mass Update Excess Group Life* (Infinium FB)

Make sure the date in the *As of date* field in these options matches the period end date entered on the Begin screen.

3 *Trial Update Excess Group Life* (Infinium PY)

4 *Mass Update Excess Group Life* (Infinium PY)

Prior to processing excess group life per pay period, you must change the *Frequency* field to **8** on the *F@IN Income Control record.

Notes

Appendix D Processing Annual Excess Group Life without Using Benefits Administration or Infinium FB

D

This appendix details the steps you take to calculate excess group life if you are using only the Infinium PY application. You also use this method if you are using the Infinium PY and Infinium HR applications but are not using Benefits Administration or Infinium FB.

The appendix consists of the following topics:

Overview of the Procedure

Group Life Deductions

Before you can calculate the excess group life imputed value, you must create one deduction code for each life insurance plan offered by your organization. Because an employee can enroll in more than one of these plans, you must attach all life insurance deduction codes to a deduction reporting group.

If an employee is assigned to one or more of the deductions included in the deduction reporting group, the system uses the *Insurance Amount* field on the employee's deduction record to calculate the total group insurance amounts. If this field contains a dollar amount, the system combines the life insurance coverage amounts in the reporting group for each employee.

Group Life Income

To calculate the imputed value of excess group life, you must create the excess group life income using the naming convention *F@IN. Once the system calculates the imputed value, that value is stored in the employee's *F@IN income record.

The system uses the imputed value to determine the amount to tax the employee. The system references this amount from the Excess Group Life Insurance Table.

When W-2 forms are produced at year end, the system reports the imputed value in Box 1 and in Box 13, Code C.

If you are calculating excess group life outside of a normal pay cycle, be certain to type **0** in the *Print $0 Checks* field found on the Employer Control record. You do not want a check to be issued as a result of excess group life processing.

Processing Steps

Follow these steps to set up the control files and process the excess group life imputed value:

1. Create Income Summarization Code for *F@IN Income
2. Create *F@IN Income Control Record
3. Add the Income to Auto Pay Groups
4. Create a Life Insurance Deduction(s)
5. Assign Employees to Deductions
6. Create a Deduction Reporting Group
7. Attach Deductions to Deduction Reporting Group
8. Updating Excess Group Life Insurance Table
9. Calculate Group Life Amount (optional)
10. Calculate Annual Excess Group Life Amounts
11. Complete Payroll Cycle Operations
12. Deactivate Employees' Authorizations to the *F@IN Income (optional)
13. Deactivate the *F@IN Income Control (optional)

Step 1: Creating Income Summarization Code for *F@IN Income

In this step you create the income summarization code for the special excess group life imputed income. The description you specify for this code prints on the employee's pay stub when the excess group life imputed value is paid.

To create an income summarization code for *F@IN income, follow the steps below.

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

2 Select *Update Master Files.*

3 Select *Update Income Summ. Codes* [UIS]. The system a screen similar to Figure D-1.

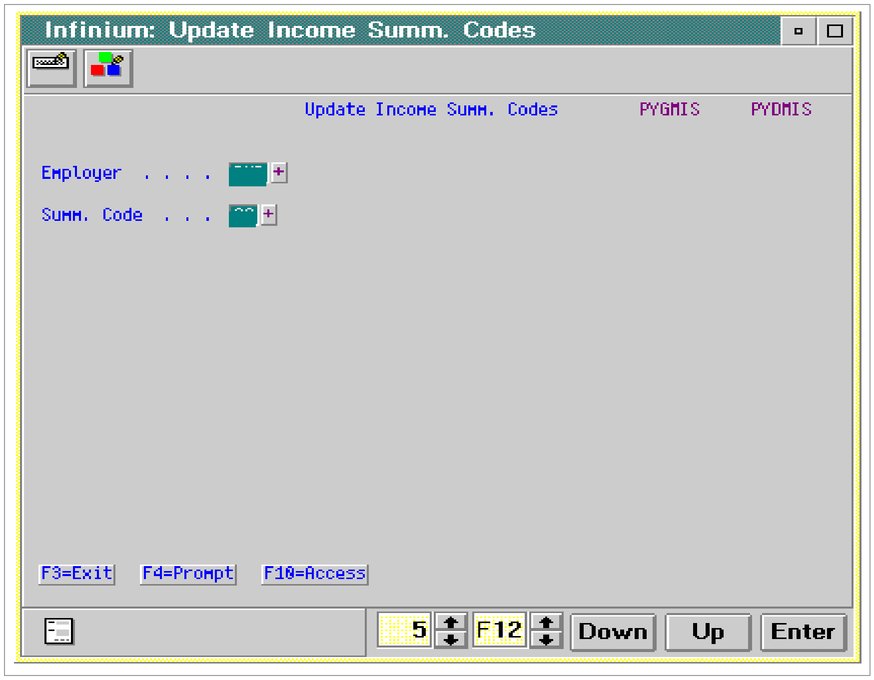


Figure D-1: Update Income Summ. Codes prompt screen

4 Use the field information below to fill in the appropriate fields.

Employer

Type the identifier for the employer code.

Summ Code

Type a two-character alphanumeric summarization code. The system uses this code to summarize income types on the payroll check and to establish the printing sequence on the check stub.

5 Press Enter. The system displays a screen similar to Figure D-2.

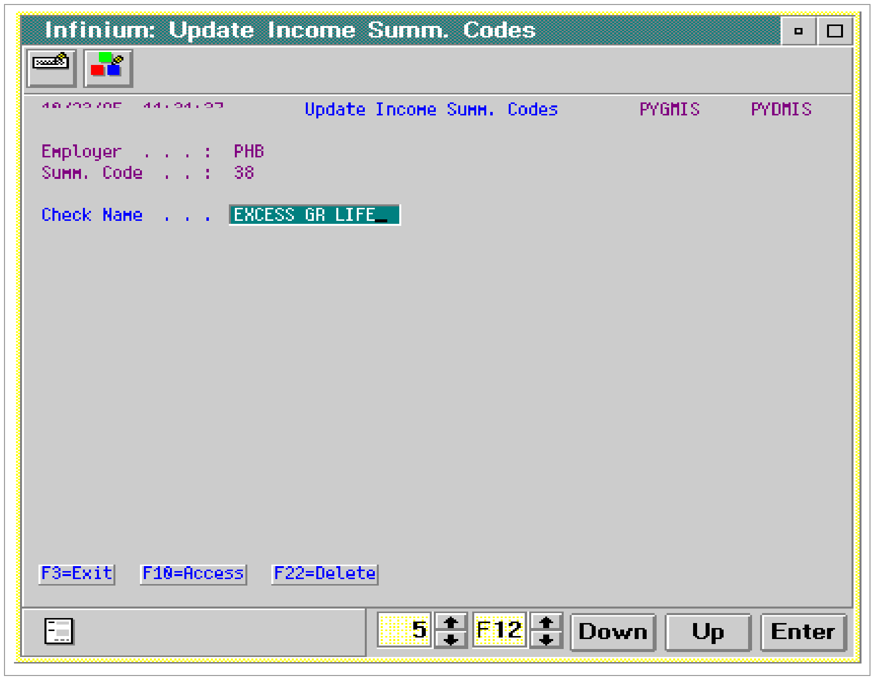


Figure D-2: Update Income Summ. Codes screen

6 Complete the field below.

Check Name

Type up to a 16-character description of the summarization code. The description you enter in this field prints on the pay stub.

7 Press Enter to create the income summarization record.

Step 2: Creating *F@IN Income Control Record

In this step you establish the Income Control record for *F@IN as a flat amount income type.

Note: Only those screens that require specific input are shown. You complete the remaining screens as you normally would.

To create the *F@IN Income Control record, follow the steps below.

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

2 Select *Update Master Files.*

3 Select *Update Income Controls* [UIC]. The system displays a screen similar to Figure D-3.

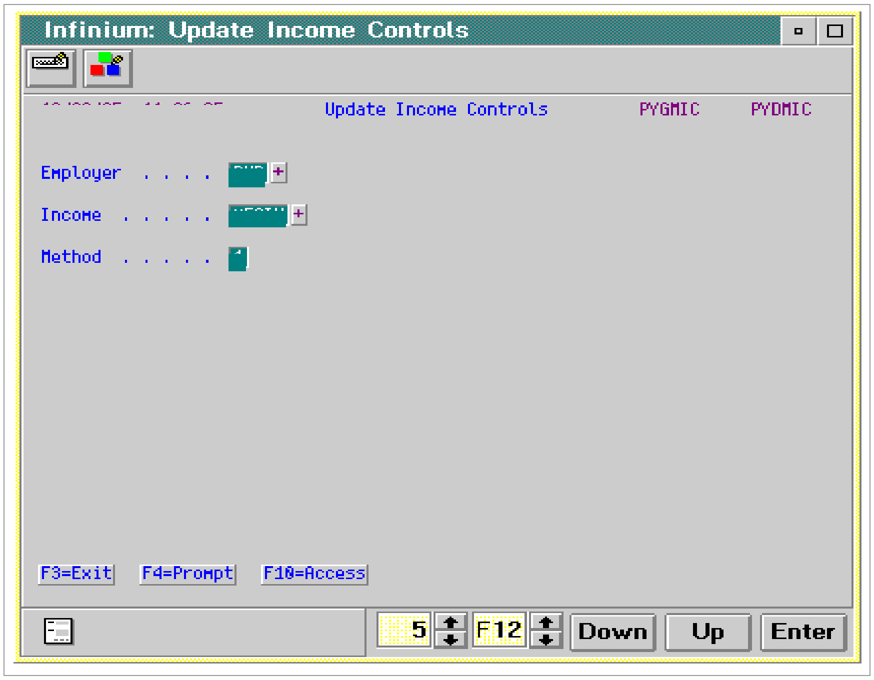


Figure D-3: Update Income Controls prompt screen

4 Use the information below to complete the fields.

Employer

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

Income

Type ***F@IN** in this field. You must use this naming convention in order for the system to properly identify the imputed income.

Method

Type **1** in this field. This is a flat amount income type and is calculated by the system for you.

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

```
 9/21/04  16:53:59         Update Income Controls        PYGMIC     PYDMIC
                                                               Page  1 of  4
Employer  . . . :  ZUS   SAMPLE US COMPANY
Income  . . . . :  *F@IN
Method  . . . . :  1 - Flat Amount
Description . . .  LIFE INS IMP INC.   Starting Date . .  ________
Priority  . . . .  7000                Ending Date . . .  ________
Summ. Code  . . .  55 +                Distribute Labor.  0 (0=No 1=Yes)
Frequency . . . .  8                   Workers Comp. . .  0
Special Tax . . .  7                   Segments Required  _ (0=No 1=Yes)


Income Basis  . .  _
Income Amount . .  _____________
Income Factor . .  ___________         Shift Calc Method  _
YTD Limit . . . .  _________.00        Residual Hours  .  _
Income Matrix . .  _____ +             Shift Diff Income  _____ +
Matrix Column . .  _____ +             1099-R Dist. Code  __
Matrix Row  . . .  _____ +             NQP 457 Plan  . .  _
Labor Expense . .  ____________________________________________ +
Rev. Hierarchy  .  _ (Blank=No)        Allow Pay Msg?  .  0 (0=No 1=Yes)

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

Figure D-4: Update Income Controls screen 1

6 Complete each field on the screen as usual, except for the fields listed below.

Summ Code

Type the summarization code that you created for the *F@IN income in “Step 1: Creating Income Summarization Code for *F@IN Income.”

Frequency

If you are creating this control before you need to use it, type **0** in this field. You need to change the frequency to **9** prior to running the cycle that includes the *F@IN income.

If you are creating this control just before processing, type **9** in this field.

Special Tax

Since you are processing excess group life on an annual basis, if you are paying this income in the last pay period of the year, make sure that this income is included in federal, state and local wages but is not taxed. Refer to the help text for this field and type the appropriate value.

7 Press Enter to display the second Update Income Controls screen. Complete all fields on this screen as usual.

8 Press Enter. The system displays a screen similar to Figure D-5.

```
                                 Update Income Controls         PYGMIC     PYDMIC
                                                                     Page  3 of  4
Employer  . . . :  PHB    PHB, INC.
Income  . . . . :  *F@IN
Method  . . . . :  1 - Flat Amount
                          Accumulator  Controls
Accum. +/-H/A   Maximum   Accumulator  Accum. +/-H/A   Maximum   Accumulator
Code   Op.Op.   Amount     Percentage  Code   Op.Op.   Amount     Percentage
ACBS1 + +  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
_____ + _  _          .00       .0000  _____  + _  _          .00       .0000
F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure D-5: Update Income Controls screen 3

9 Fill in the fields on this screen as described below.

Accum Code

Type the user-defined accumulators that represent the employee's taxable wage bases.

10 Press Enter to display the fourth Update Income Controls screen. Complete this screen as usual.

11 Press Enter to update the Income Control record.

The system automatically adds the *F@IN income to the employees when you run the *Calculate Annual Group Life Amt* option.

Step 3: Adding the Income to the Auto Pay Groups

You must add the *F@IN income to the existing auto pay groups in order for the imputed income to be brought into the cycle automatically.

You must attach the auto pay group to the employee's payroll master. Some employees will not be included in existing auto pay groups. New auto pay groups may have to be set up for those employees having only excess group.

If you are not using the Auto Pay Group feature, you must create the auto pay group code values before beginning this step. These codes are set up in the option *Update Employer Codes*, code type **APG**.

To add the income to auto pay groups, follow the steps below.

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

2 Select *Update Master Files.*

3 Select *Update Auto Pay Groups* [UAPG]. The system displays a screen similar to Figure D-6.

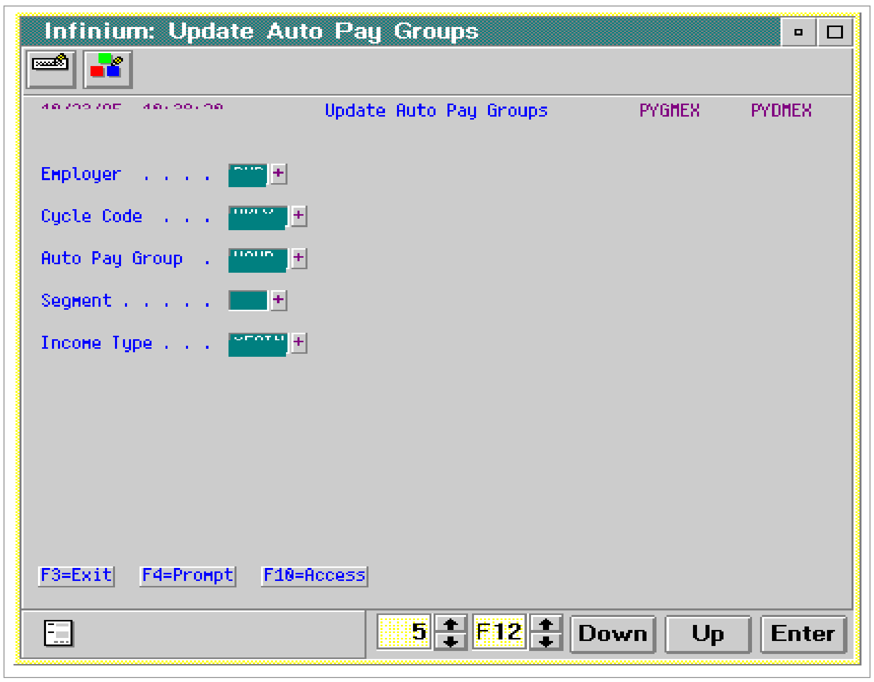


Figure D-6: Update Auto Pay Groups prompt screen

4 Use the following field information to fill in the appropriate fields:

Employer

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

Cycle Code

Type the cycle code for which you are adding incomes to the auto pay group.

Auto Pay Group

Type the code that identifies the auto pay group code for the cycle specified in the *Cycle Code* field.

Segment

Leave this field blank.

Income Type

Type ***F@IN** in this field.

5 Press Enter. The system displays a screen similar to Figure D-7.

```
                              Update Auto Pay Groups        PYGMEX     PYDMEX

 Employer  . . . :  ZUS
 Cycle Code  . . :  WEEK
 Auto Pay Group  :  WEEK
 Segment . . . . :  000
 Income Type . . :  *F@IN

 Description . . .  EXCESS GROUP LIFE______________

 Standard Hrs Type  _

 Standard Hours  .  _______

 Standard Rate . .  _______________

 Rate Override . .  _




 F3=Exit   F10=Access   F22=Delete
```

Figure D-7: Update Auto Pay Groups screen

6 Use the field information below to fill in the appropriate fields.

Description

Type a description of this income.

Standard Hrs Type, Standard Hours, Standard Rate

Leave these fields blank.

7 Press Enter to update the auto pay group.

Step 4: Creating a Life Insurance Deduction(s)

Follow the steps below to create one or more life insurance deductions.

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

2 Select *Update Master Files*.

3 Select *Update Deduction Controls* [UDC]. The system displays a screen similar to Figure D-8.

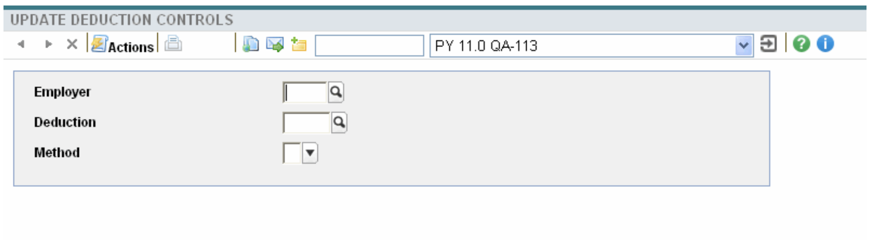


Figure D-8: Update Deduction Controls prompt screen

4 Use the information below to fill in the appropriate fields.

Employer

Type the code that identifies the employer whose records you are processing.

Deduction

Type the five-character alphanumeric code that identifies the deduction.

Method

Type **1** in this field.

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

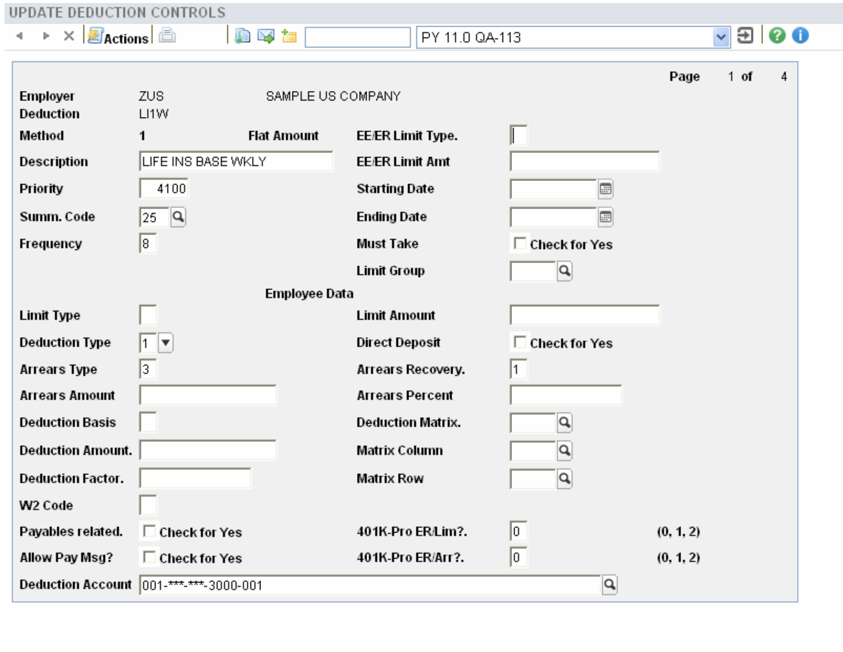


Figure D-9: Update Deduction Controls screen 1

6 Complete all fields as appropriate to your organization, with the following exceptions:

Frequency

Type **8** in this field.

Limit Amount

Leave this field blank.

Deduction Type

Type **1** in this field. When you type **1** in this field, the system displays the *Insurance Amount* field on the individual employee's deduction record. This enables you to update the employee’s information in the *Insurance Amount* field.

Arrears Type

Type **0** in this field.

Deduction Amount

Leave this field blank.

7 Press Enter. The system displays the Update Deduction Controls screen 2. Complete the fields on this screen as you normally would.

8 Press Enter. The system displays the Update Deduction Controls screen 3. Complete the fields on this screen as you normally would.

9 Press Enter. The system updates the life insurance deduction code.

If you have multiple levels of coverage options, for example the base salary and twice the base salary, and if you are using the *Calculate Group Life Amount* option to update employee deductions with coverage amounts, then you must repeat the above steps to create a deduction for each level of coverage. If you are updating coverage amounts manually, then you need to create only one deduction code.

Step 5: Assigning Employees to Deductions

Follow the steps below to assign the life insurance deductions to the appropriate employees.

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

2 Select *Update Employee Data*.

3 Select *Update Deduction Data* [UDE]. The system displays the Employee Update prompt screen.

4 Fill in the *Employer* and *Employee* fields on this screen and press Enter. The system displays a screen similar to Figure D-10.

```
 9/21/04  17:09:11     Update Employee Deduction Codes     PYGMDE     PYDMDE
Employer  . . . :  ZUS    SAMPLE US COMPANY                             1 of 2
Employee  . . . :      80005 ALAN N ACCURATE
Deduction . . . :  LI1BW                 Deduction Method:  1
Priority  . . . :  4100                  Frequency . . . .  =
Starting Date . .  1012002               Ending Date . . .  ________
Employee Amount .  _______45.00          Employer Amount .  _______45.00
Employee Rate/Pct  _____.0000            Employer Rate/Pct  _____.0000
Employee Limit  .  _________.00          Employer Limit  .  _________.00

Arrears Type. . .  _  (0->3)             Information . . .  _______________
Arrears Amount. .  _________.00          Arrears Percent .  _____.0000
                                         Insurance Amount     780000.00


Deduction Basis .  I                     Deduction Factor.  __________

Deduction Matrix.  _____ +
Column  . . . . .  _____ +               Row . . . . . . .  _____ +
EE Liab Acct. . .  _____________________________________________ +


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

Figure D-10: Update Employee Deduction Codes screen 1

5 Fill in the fields on this screen as you normally would, with the following exception:

Insurance Amount

If you are updating coverage amounts manually, type the employee’s insurance coverage amount in this field.

If you are using the *Calculate Group Life Amount* option to update employee deductions with coverage amounts, leave this field blank.

6 Press Enter. The system displays the Update Employee Deduction Codes screen 2. Complete the fields on this screen as you normally would.

7 Press Enter. The system updates the employee’s deduction authorization record.

Step 6: Creating a Deduction Reporting Group

In order for the system to combine all group life deductions for calculation, you must create at least one deduction reporting group value. You create this value using code type **DRG**.

If any of the group life deductions in the deduction reporting group are pre-tax deductions, you must create a second deduction reporting group for the pre-tax deductions only. The system uses the second deduction reporting group to identify the pre-tax deductions that should not be used to reduce the imputed income amount.

To create a deduction reporting group, follow the steps below.

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 D-11.

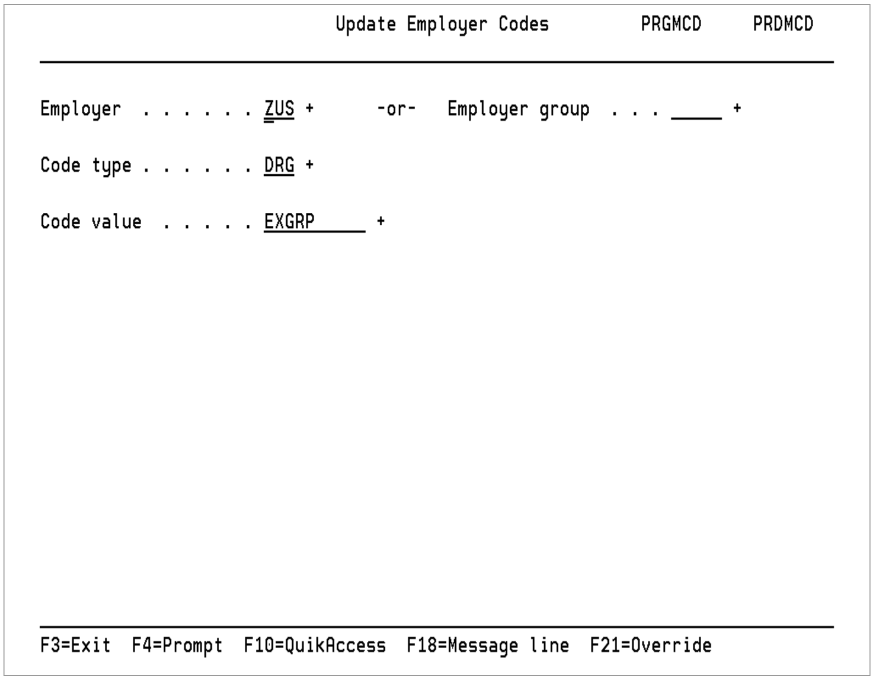


Figure D-11: Update Employer Codes prompt screen

4 Use the information below to fill in the appropriate fields.

Employer

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

Code Type

Type **DRG** in this field.

Code Value

Type the value that represents the excess group life deduction reporting group.

5 Press Enter. The system displays a screen similar to Figure D-12.

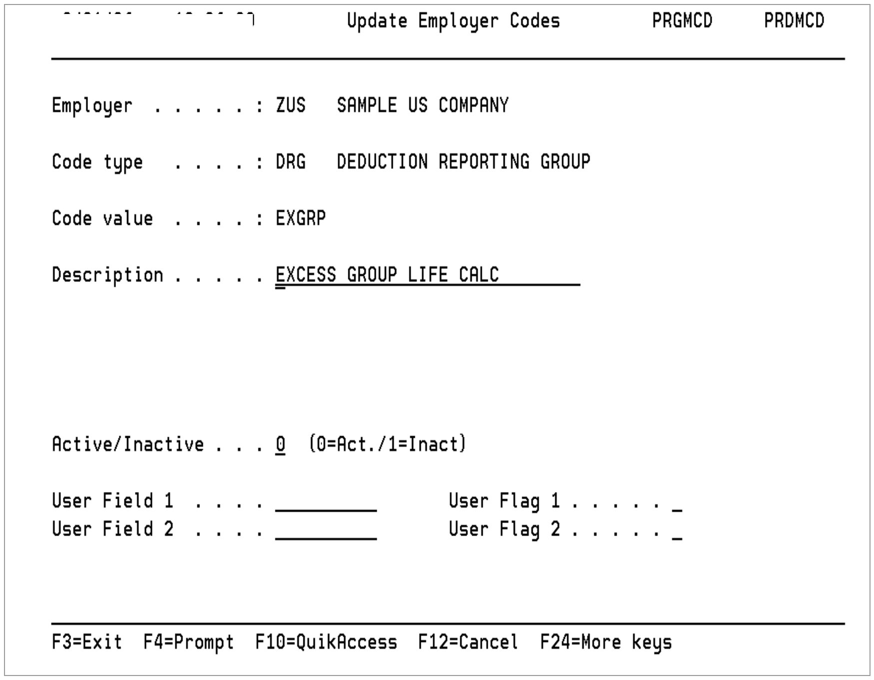


Figure D-12: Update Employer Codes screen

6 Use the following field information to complete the screen:

Description

Type a description of the code value.

7 Press Enter to save the deduction reporting group.

8 To create a deduction reporting group for pre-tax deductions, repeat steps 4 through 7.

Step 7: Attaching Deductions to a Deduction Reporting Group

In this step you attach all of the pre-tax and post-tax life insurance deductions to the group life deduction reporting group. If you created a deduction reporting group for pre-tax deductions, you attach the pre-tax life insurance deductions to that deduction reporting group.

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

2 Select *Update Master Files.*

3 Select *Update Deduction Reporting Group* [UDRG]. The system displays a screen similar to Figure D-13.

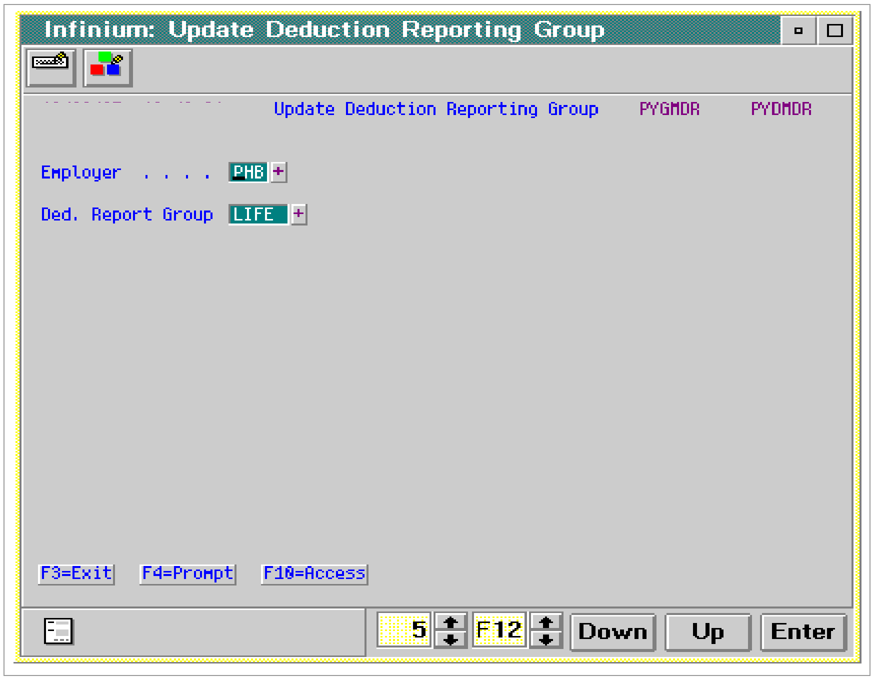


Figure D-13: Update Deduction Reporting Group prompt screen

4 Use the following field information to fill in the appropriate fields:

Employer

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

Ded Report Group

Type the code that identifies the excess group life deduction reporting group.

5 Press Enter. The system displays a screen similar to Figure D-14.

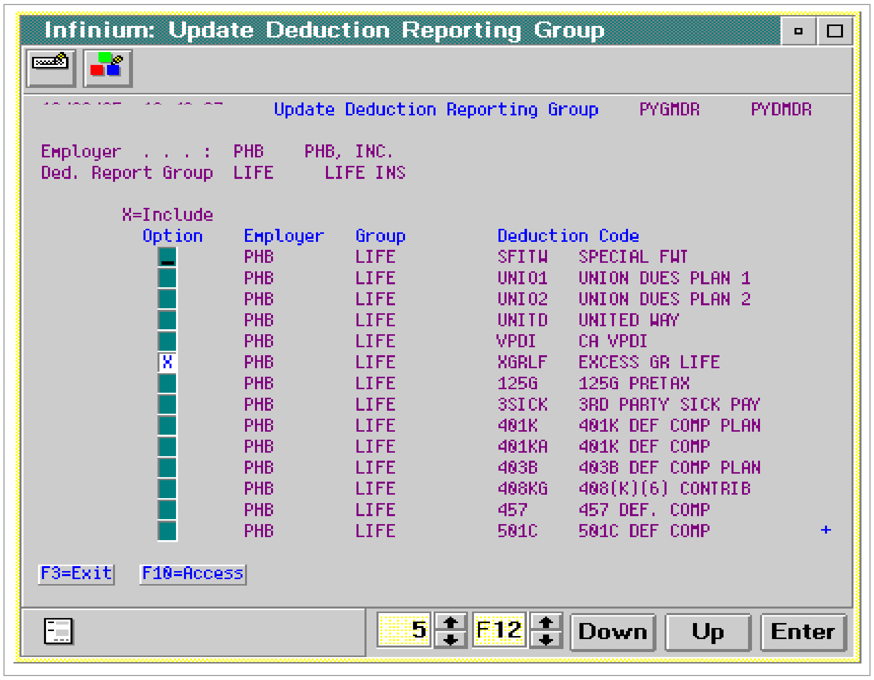


Figure D-14: Update Reporting Group screen

6 Use the information below to fill in the appropriate fields.

Option

Type **X** next to each life insurance deduction that you want to include in the group life deduction reporting group.

7 Press Enter to attach the deductions to deduction reporting group.

8 If you created a deduction reporting group for pre-tax deductions, repeat steps 4 through 7 to attach the deductions to the second deduction reporting group.

Step 8: Updating Excess Group Life Insurance Table

In this step you review the group life imputed income table and update the values in this table, if necessary.

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

2 Select *Excess Group Life Functions*.

3 Select *Excess Group Life Ins. Table* [UGL]. The system displays a screen similar to Figure D-15.

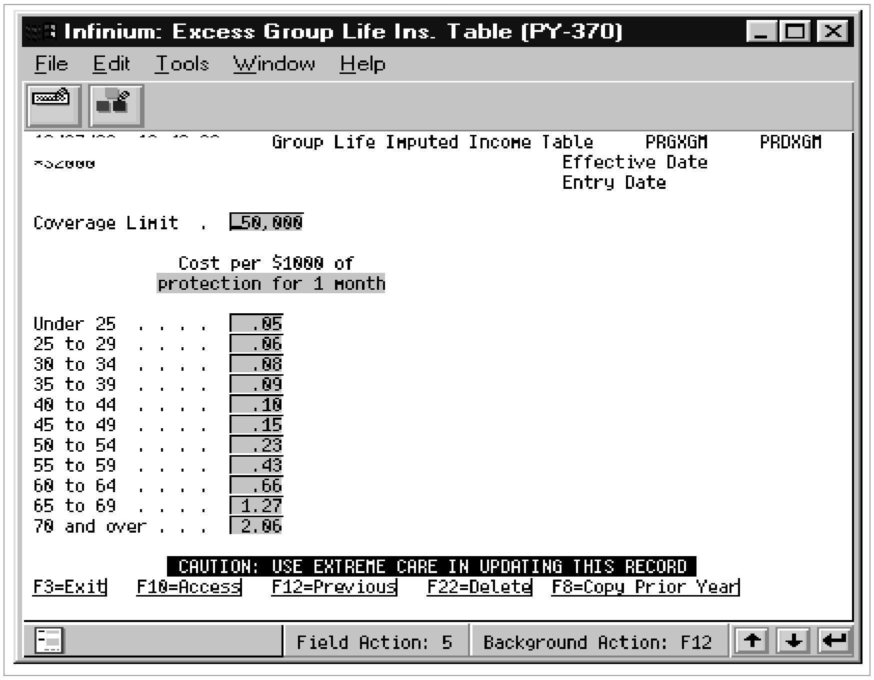


Figure D-15: Group Life Imputed Income Table screen

4 Use the information below to fill in the appropriate fields.

Coverage Limit

Type the limit amount of group-term life coverage for this rate table, if applicable.

Cost per $1000 of protection for 1 month

Type the statutory value that represents the cost per $1000 of insurance coverage for one month for each of the applicable age categories. Refer to the IRS regulations for more detail.

5 Press Enter to update the excess group life insurance table.

Step 9: Calculating the Group Life Amount (optional)

You perform this step if the life insurance coverage is a multiple of employee annual pay and you are not manually updating the *Insurance Amount* field on the employee deduction authorization records.

You use the *Calculate Group Life Amount* function to determine the amount of excess group term life coverage. The coverage amount is calculated by using the data held in the *Base Rate* and *Base Frequency* fields from the Employee's Basic Data record.

Infinium PY places the coverage amount into the *Insurance Amount* field found in the *Update Deduction Data* option. The excess coverage amount is determined from this amount.

To calculate the group life amount, follow the steps below.

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

2 Select *Year End Functions*.

3 Select *Calculate Group Life Amount* [CGLA]. The system displays a screen similar to Figure D-16.

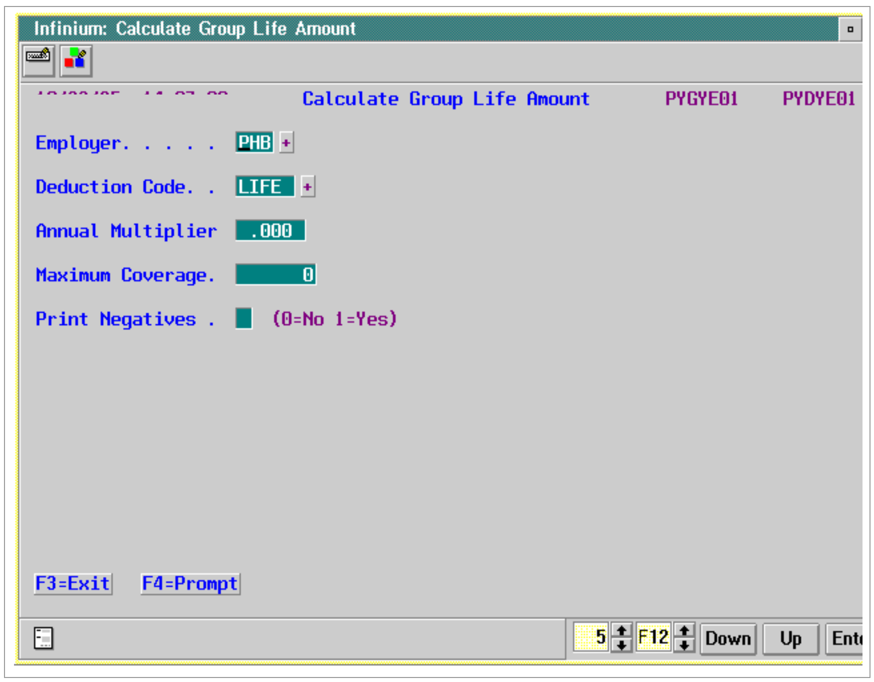


Figure D-16: Calculate Group Life Amount screen

4 Use the information below to fill in the appropriate fields.

Employer

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

Deduction Code

Type the life insurance deduction code.

Annual Multiplier

Type the multiplier that is used to calculate the employee's insurance amount. The system uses the employee's base rate amount and the base rate frequency in the employee's Basic Data record to calculate the annual salary. It then multiplies the annual salary by the value you enter in this field.

Maximum Coverage

Type the allowable maximum coverage, if applicable.

Type **0** if there is no maximum coverage.

Print Negatives

Specify whether you want to print negative amounts. Valid values are:

0	No, do not negative amounts.
1	Yes, print negative amounts.

5 Press Enter to calculate the group life amount.

Complete the above steps for each group life deduction code.

Step 10: Calculating Annual Excess Group Life Amounts

This option directs the imputed dollars to the *F@IN income code for the applicable employees. It also creates an authorization record for affected employees if necessary.

To calculate annual excess group life amounts, follow the steps below.

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

2 Select *Year End Functions*.

3 Select *Calculate Annual Group Life Amt* [CEGL]. The system displays a screen similar to Figure D-17.

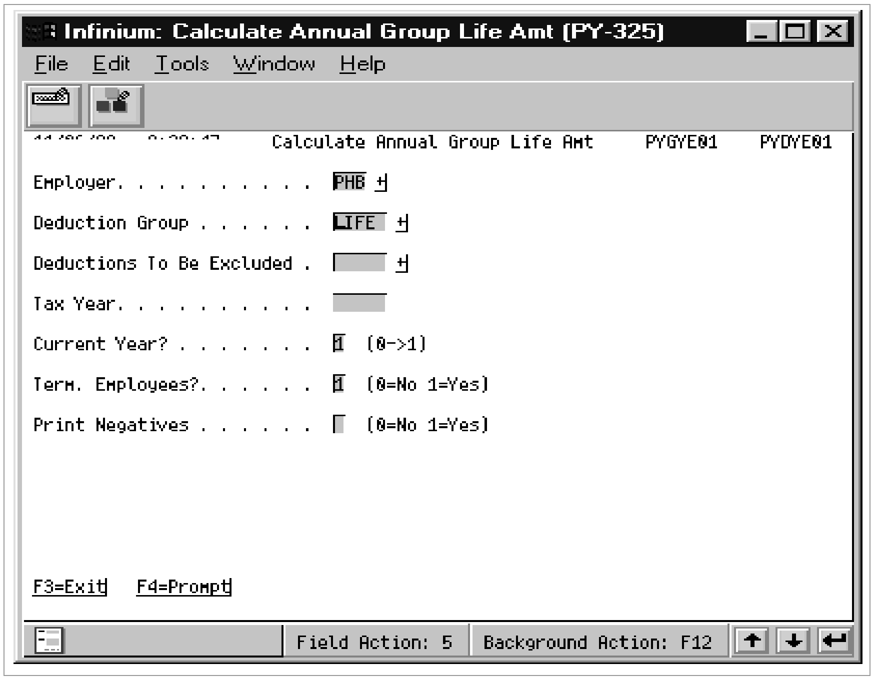


Figure D-17: Calculate Annual Group Life Amt screen

4 Use the information below to fill in the appropriate fields.

Employer

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

Deduction Group

Type the deduction reporting group that identifies the deductions that will be used to calculate excess group life.

Deductions To Be Excluded

If applicable, type the deduction reporting group that identifies the pre-tax deductions that should not be used to reduce the imputed income amount.

Tax Year

Type the tax year for which you are calculating annual excess group life amounts.

Current Year

Valid values for this field are:

0	The calendar year is closed. The system uses prior year data.

1 The tax year is the current year. The system should use current year data.

Term. Employees

Specify whether you want to include terminated employees in the calculations. Valid values are:

0 No, exclude terminated employees from the calculations.

1 Yes, include terminated employees in the calculations.

Print Negatives

Specify whether you want to print negative amounts. Valid values are:

0 No, do not print negative amounts.

1 Yes, print negative amounts.

5 Press Enter. The system calculates annual excess group life amounts and updates the appropriate employees' @F*IN incomes with the appropriate amounts.

Step 11: Completing Payroll Cycle Operations

When you begin the cycle, the system automatically selects the *F@IN income code that you attached to an auto pay group. If the income code is not attached to an auto pay group, you need to manually add it to each applicable employee during timesheet entry.

1 Prior to processing the cycle, you need to change the *Frequency* field on the *F@IN income record to **9**.

2 Complete the usual cycle operation options, as follows:

a *Begin Cycle*

If you are calculating excess group life outside of a normal pay cycle, be certain to type **0** in the *Print $0 Checks* field found on the Employer Control record. You do not want a check to be issued as a result of excess group life processing.

If you are processing excess group life outside of a normal payroll cycle, be certain that you suppress all voluntary deductions and tax deductions not affected by group term life insurance imputed income. You also must suppress all but the *F@IN income from the cycle.

You cannot tax *F@IN if it is being processed without any other incomes. It will be added to the appropriate wage bases, based on your controls.

b *Enter Timesheet Data*

If you are processing excess group life in its own cycle, press F15 to clear the *No Act* field. You do not need to update information in this option.

c *Prove Timesheet Data*

d *Release Timesheet Data*

e *Print Trial Register*

f *Post Cycles and Print Checks*

Step 12: Deactivating Employees' Authorizations to the *F@IN Income (optional)

If you do not want to calculate the excess group life imputed values on a per pay period basis, you must deactivate each employee's authorization to the *F@IN income.

To deactivate the authorization to the *F@IN income for all employees, follow the steps below.

1. From the Infinium PY main menu select *System Operations*.
2. Select *Payroll Init. Functions*.
3. Select *Income and Deduction Data*.
4. Select *Mass Change of Employee Incomes* [MCIE]. The system displays a screen similar to Figure D-18.

```
 1/12/09  15:12:35    Mass Change Employee Income Codes    PYGMCIE    PYDMCIE
Employer  . . . .  ___ +                Income Code . . .  _____ +
Transaction Type.  A                    Replace Dups? . .  0  (0=No 1=Yes)
Include Term? . .  0  (0, 1, 2)         Reactivate? . . .  0  (0=No 1=Yes)
Selection Criteria (all are optional - use "N" for negation)
Levels  . . . . .  _ _____ +  _____ +  _____ +  _____ +
Job Code  . . . .  _ _____ +            Pay Type  . . . .  _ _
Union Code  . . .  _ _____ +            Pay Frequency . .  _ __
Shift Code  . . .  _ _____ +            Pay Cycle . . . .  _ _____ +
Marital Status  .  _ _                  Home State  . . .  _ ___ +
Current State . .  _ ___ +              SUTA State  . . .  _ ___ +
Curr. County Loc.  _ ___ +              Home County Loc .  _ ___ +
Curr. City Loc. .  _ ___ +              Home City Loc . .  _ ___ +
Curr. Sch. Dist .  _ ___ +              Home Sch. Dist. .  _ ___ +
Curr. Misc. Loc .  _ ___ +              Home Misc. Loc. .  _ ___ +
Current Province.  _ ___ +              Country . . . . .  _ ___
Auto Pay Group  .  _ _____ +            PY Auth Group . .  _ _________ +



       Additions          Changes          Deletions          Deactivations
F3=Exit  F4=Prompt
```

Figure D-18: Mass Change Employee Income Codes screen

5 Use the information below to fill in the appropriate fields.

Employer

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

Income Code

Type ***F@IN** in this field.

Transaction Type

Type **D** in this field.

6 Press Enter. The system displays the second Mass Change Employee Income Codes screen.

7 Press Enter. The system deactivates the employees' authorizations to the *F@IN income.

Step 13: Deactivating the *F@IN Income Control (optional)

After you deactivate the employees' authorizations to the *F@IN income, you can use the following steps to deactivate the *F@IN Income Control.

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

2 Select *Update Master Files.*

3 Select *Update Income Controls* [UIC]. The system displays the Update Income Controls prompt screen.

4 Type the identifier for the employer in the *Employer* field and ***F@IN** in the *Income* field.

5 Press Enter. The system displays a screen similar to Figure D-19.

```
  9/21/04  17:18:19           Update Income Controls          PYGMIC     PYDMIC
                                                                    Page  1 of  4
 Employer  . . . :  ZUS   SAMPLE US COMPANY
 Income  . . . . :  *F@IN
 Method  . . . . :  1 - Flat Amount
 Description . . .  LIFE INS IMP INC.    Starting Date . .  ________
 Priority  . . . .  7000                 Ending Date . . .  ________
 Summ. Code  . . .  55 +                 Distribute Labor.  0 (0=No 1=Yes)
 Frequency . . . .  0                    Workers Comp. . .  0
 Special Tax . . .  7                    Segments Required  _ (0=No 1=Yes)


 Income Basis  . .  _
 Income Amount . .  _____________
 Income Factor . .  ___________          Shift Calc Method  _
 YTD Limit . . . .  _________.00         Residual Hours  .  _
 Income Matrix . .  _____ +              Shift Diff Income  _____ +
 Matrix Column . .  _____ +              1099-R Dist. Code  __
 Matrix Row  . . .  _____ +              NQP 457 Plan  . .  _
 Labor Expense . .  _____________________________________________ +
 Rev. Hierarchy  .  _ (Blank=No)         Allow Pay Msg?  .  0 (0=No 1=Yes)

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

Figure D-19: Update Income Controls screen 1

6 Change the value in the *Frequency* field to **0** to deactivate the Income Control.

7 Press Enter. The system displays the Update Income Controls screen 2.

8 Press Enter. The system displays the Update Income Controls screen 3.

9 Press Enter. The system updates the *F@IN Income Control.

Processing Per Pay Period Calculations (optional)

Now that all the controls are established for processing excess group life, you can process excess group life on a per pay period basis. This allows you to obtain more accurate results than when you use the annual method.

If you choose to run the calculation during each pay period, you must run the following options prior to running the cycle:

1. Calculate Group Life Amount (Infinium PY)
2. *Trial Update Excess Group Life* (Infinium PY)
3. *Mass Update Excess Group Life* (Infinium PY)
4. Prior to processing excess group life per pay period, you must change the *Frequency* field to **8** on the *F@IN Income Control record.

Notes

Appendix E Purging Work Files

E

This appendix describes the following options available for purging W-2 work files and the 1099-R work file.

The appendix consists of the following topics:

Purging the W-2 Work Files

You use the *Purge W2 Work Files* option when you want to purge specific information in the W-2 Work Files.

Follow the steps below to purge the W-2 Work Files.

1. From the Infinium PY main menu select *System Operations*.
2. Select *Payroll Purge Functions*.
3. Select *Miscellaneous Data*.
4. Select *Purge W2 Work Files* [W2PURGE].

After you select *Purge W2 Work Files* and complete the appropriate information on the screen, the system submits a job to purge all appropriate information from the W-2 Work Files and returns to the Infinium PY main menu.

Purging the 1099-R Work File

You use the *Purge 1099-R Work File* option when you want to purge specific information in the *1099-R* Work File.

Follow the steps below to purge the *1099-R* Work File.

1. From the Infinium PY main menu select *System Operations*.
2. Select *Payroll Purge Functions*.
3. Select *Miscellaneous Data*.
4. Select *Purge 1099-R Work File* [P1099WF].

After you select *Purge 1099-R Work File* and complete the appropriate information on the screen, the system submits a job to purge all appropriate information from the *1099-R* Work File and returns to the Infinium PY main menu.

Notes

Appendix F W-2 Processing for Guam, Puerto Rico, Virgin Islands and Northern Mariana Islands

F

This appendix summarizes the special requirements for W-2 processing in Guam, the Virgin Islands, the Commonwealth of Puerto Rico, and the Commonwealth of the Northern Mariana Islands.

This appendix provides the following additional information about W-2 processing explained earlier in this guide.

Reviewing the Record Format for Territories

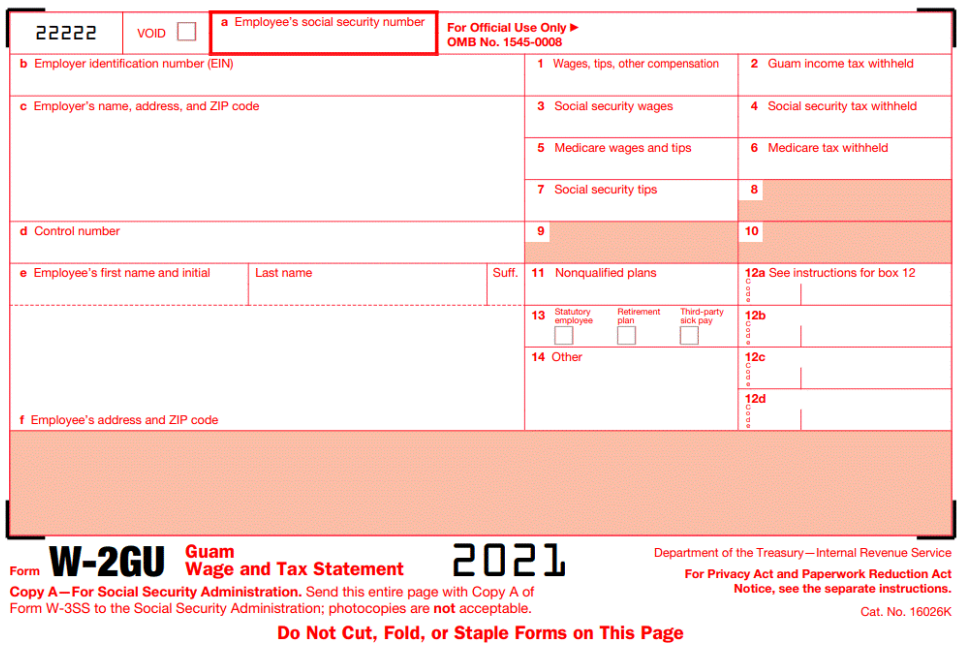
The following table summarizes the record formats for the W-2 files for territories.

Record Format – W-2 Files for Guam, Virgin Islands, Puerto Rico, Northern Marianas

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	Reports Medical Savings Account, Simple Retirement Account and Qualified Adoption Expenses for an employee
RS	State record	Not applicable; will not be on the file.
RT	Total record	Contains totals used in balancing money amounts reported by employers
RU	Total record - optional	Contains totals of amounts on the RO record
RF	Final record	Indicates the end of the file The RF record must be the last record on each file Only one RF record is allowed per file

W-2 Processing for Guam

Overview of W-2 Processing


22222
VOID
a Employee's social security number
For Official Use Only ▶
OMB No. 1545-0008
b Employer identification number (EIN)
1 Wages, tips, other compensation
2 Guam income tax withheld
c Employer's name, address, and ZIP code
3 Social security wages
4 Social security tax withheld
5 Medicare wages and tips
6 Medicare tax withheld
7 Social security tips
8
d Control number
9
10
e Employee's first name and initial
Last name
Suff.
11 Nonqualified plans
12a See instructions for box 12
13 Statutory employee
Retirement plan
Third-party sick pay
12b
14 Other
12c
12d
f Employee's address and ZIP code

Form **W-2GU** Guam Wage and Tax Statement **2021**
Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.
Cat. No. 16026K
Copy A—For Social Security Administration. Send this entire page with Copy A of Form W-3SS to the Social Security Administration; photocopies are **not** acceptable.
Do Not Cut, Fold, or Staple Forms on This Page

Figure F-1: Sample W-2 form for Guam

The table below summarizes the W-2 boxes that are different between the Guam and US W-2 forms. Refer to the “Overview of W-2 Processing” chapter for a description of the boxes that are the same.

Guam W-2 Form

Box	Box Name	Description	Data From
2	Guam income tax withheld	Total amount of Guam income tax withheld from employee wages	Employee’s *SGU deduction record (PYPDE)
8	not used	not applicable	not applicable
10	not used	not applicable	not applicable

Guam W-2 Form

Box	Box Name	Description	Data From
12	Miscellaneous Payments	Refer to the “Overview of W-2 Processing” chapter for explanations of the codes for Box	Refer to the “Overview of W-2 Processing” chapter in this guide.
13	Check Box	Refer to the “Overview of W-2 Processing” chapter for explanations of the check boxes for Box 13.	Refer to the “Overview of W-2 Processing” chapter in this guide.
14	Benefits included in Box 1	Total value of the taxable fringe benefits included in Box 1	*F incomes in employee’s income record (PYPIE) -or- Income group reporting **Note**: Do not include amounts reported in Box 13 in Box 8.

Explanation of Key Boxes

The explanation below summarizes the setup and/or processing information for Box 14. Refer to the “Overview of W-2 Processing” chapter for a description of the boxes for which the processing is the same as for other W-2 forms.

Box 14: Benefits Included In Box 1

In Box 14 you report the total value of taxable fringe benefits included as other compensation in Box 1. This amount includes the lease value of a car. This amount does not include other fringe incomes reported in Box 12.

This amount does not include other fringe incomes reported in Box 12.

To exclude Box 12 fringe incomes, you must:

- Attach the appropriate fringe incomes to the Box 14 income reporting group. Do not attach Box 12 fringe incomes to this group.
- Type the Box 14 income reporting group in one of the six *Box 14 Income* fields in the *Create W-2 Work File* option.

Manually Updating W-2 Box Data

Refer to the “Manually Updating W-2 Box Data” chapter in this guide.

Creating the W-2 Work Files

You can specify an income reporting group for Box 14, Benefits included in Box 1, in the six *Box 14 Income* fields on the Create W-2 Work Files screen.

Complete other fields as described in the “Creating W-2 Work Files” chapter in this guide.

Generating the W-2 Review List

Printer Controls

Refer to the “Printer Controls” topic in the “Generating the W-2 Review List” chapter in this guide.

List W-2 Review option

On the List W-2 Review screen type **GU** as the value for the *State* field. Complete other fields as described in the “Steps for Generating the Review List” topic in the “Generating the W-2 Review List” chapter in this guide.

W-2 Review List columns and files

Refer to “W-2 Review List – Columns and Files” topic in the “Generating the W-2 Review List” chapter in this guide.

Reconciling the W-2 Review List

Refer to the “Reconciling the W-2 Review List” chapter in this guide.

Generating W-2 Forms and Registers

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

Form	Printer Control Name
LW2GUA LW2GUB LW2GUC LW2GUER	PYTYEGV

Refer to the “Printer Controls” topic in the “Generating W-2 Forms and Registers” chapter in this guide.

Print W-2 Forms & Register option

On the Print W-2 Forms & Register screen type GU as the value for the State field and G as the value for the Form Type field. Complete other fields as described in the “Generating the Forms and Register” topic in the “Generating W-2 Forms and Registers” chapter in this guide.

Generating the Federal W-2 File

Refer to the “Generating the Federal W-2 File Federal Format” chapter in this guide.

Creating the Guam W-2 reporting file

On the Create State W2 Reporting File screen type **GU** as the value for the *State* field, type the appropriate value in the *Organization Type* field, and type a value in the *Country* field if applicable.

Complete other fields as described in the “Creating the W-2 Reporting File” topic in the “Generating the W-2 File Federal Format” chapter in this guide.

W-2 tape register columns and files

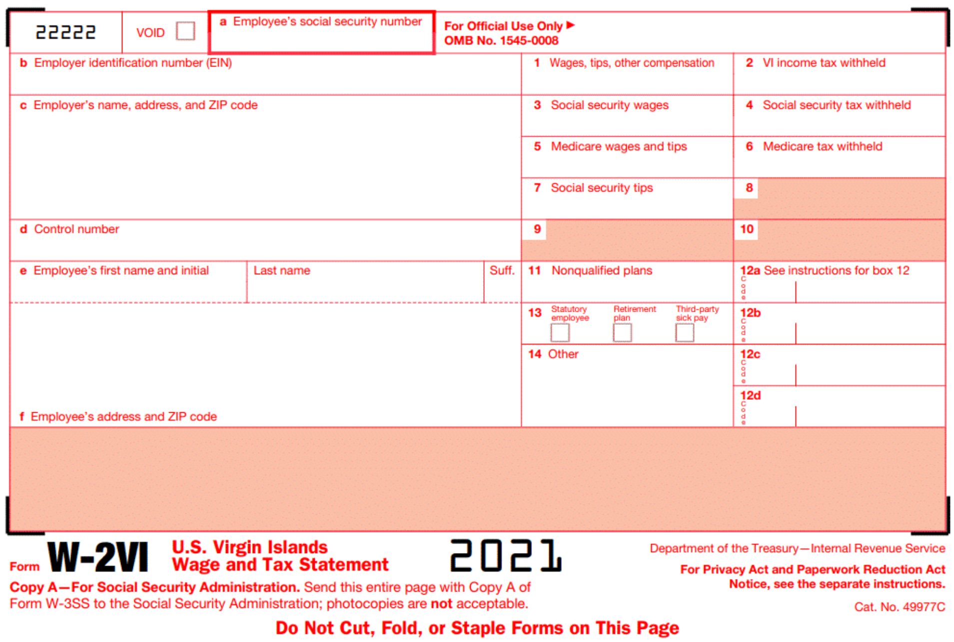
Refer to the “W-2 Register – Columns and Files” topic in the “Generating State W-2 Tapes” chapter in this guide.

Generating the state W-2 tape

Refer to the “Generating the W-2 Tape” topic in the “Generating the W-2 File - Federal Format” chapter in this guide.

W-2 Processing for the Virgin Islands

Overview of W-2 Processing


22222
VOID
a Employee's social security number
For Official Use Only ▶
OMB No. 1545-0008
b Employer identification number (EIN)
1 Wages, tips, other compensation
2 VI income tax withheld
c Employer's name, address, and ZIP code
3 Social security wages
4 Social security tax withheld
5 Medicare wages and tips
6 Medicare tax withheld
7 Social security tips
8
d Control number
9
10
e Employee's first name and initial
Last name
Suff.
11 Nonqualified plans
12a See instructions for box 12
13 Statutory employee / Retirement plan / Third-party sick pay
12b
14 Other
12c
12d
f Employee's address and ZIP code

Form **W-2VI** U.S. Virgin Islands Wage and Tax Statement **2021**
Department of the Treasury—Internal Revenue Service
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.
Cat. No. 49977C
Copy A—For Social Security Administration. Send this entire page with Copy A of Form W-3SS to the Social Security Administration; photocopies are **not** acceptable.
Do Not Cut, Fold, or Staple Forms on This Page

Figure F-2: Sample W-2 form for Virgin Islands

The table below summarizes the W-2 boxes that are different between the Virgin Islands and US W-2 forms. Refer to the "Overview of W-2 Processing" chapter for a description of the boxes that are the same.

The Virgin Islands W-2 Form

Box	Box Name	Description	Data From
2	Virgin Islands income tax withheld	Total amount of the Virgin Islands income tax withheld from employee wages	Employee's *SVI deduction record (PYPDE)
8	not used	not applicable	not applicable
10	not used	not applicable	not applicable

The Virgin Islands W-2 Form

Box	Box Name	Description	Data From
12	Miscellaneous Payments	Refer to the "Overview of W-2 Processing" chapter for explanations of the codes for Box 12. **Note:** Codes K and L are not reported for the Virgin Islands.	Refer to the "Overview of W-2 Processing" chapter in this guide.
13	Check Box	Refer to the "Overview of W-2 Processing" chapter for explanations of the check boxes for Box 13.	Refer to the "Overview of W-2 Processing" chapter in this guide.
14	Benefits included in Box 1	Total value of the taxable fringe benefits included in Box 1	*F incomes in employee's income record (PYPIE) -or- Income group reporting

Explanation of Key Boxes

The explanation below summarizes the setup and/or processing information for Box 14. Refer to the "Overview of W-2 Processing" chapter for a description of the boxes for which the processing is the same as for other W-2 forms.

Box 14: Benefits Included In Box 1

In Box 14 you report the total value of taxable fringe benefits included as other compensation in Box 1. This amount includes the lease value of a car. This amount does not include other fringe incomes reported in Box 12.

This amount does not include other fringe incomes reported in Box 12.

To exclude Box 12 fringe incomes, you must:

1. Attach the appropriate fringe incomes to the Box 14 income reporting group. Do not attach Box 12 fringe incomes to this group.
2. Type the Box 14 income reporting group in the one of the six *Box 14 Income* fields in the *Create W-2 Work File* option.

Manually Updating W-2 Box Data

Refer to the “Updating W-2 Box Data Manually” chapter in this guide.

Creating the W-2 Work Files

You can specify an income reporting group for Box 14, Benefits included in Box 1, in one of the six *Box 14 Income* fields on the Create W-2 Work Files screen.

Complete other fields as described in the “Creating W-2 Work Files” chapter in this guide.

Generating the W-2 Review List

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

Refer to the “Printer Controls” topic in the “Generating the W-2 Review List” chapter in this guide.

List W-2 Review option

On the List W-2 Review screen type **VI** as the value for the *State* field. Complete other fields as described in the “Steps for Generating the Review List” topic in the “Generating the W-2 Review List” chapter in this guide.

W-2 Review List columns and files

Refer to “W-2 Review List – Columns and Files” topic in the “Generating the W-2 Review List” chapter in this guide.

Reconciling the W-2 Review List

Refer to the “Reconciling the W-2 Review List” chapter in this guide.

Generating W-2 Forms and Registers

Printer Controls

Form	Printer Control Name
LW2VIA LW2VIB LW2VIC LW2VIER	PYTYEGV

For Virgin Islands W-2 forms, you must use the printer control.

Refer to the “Printer Controls” topic in the “Generating W-2 Forms and Registers” chapter in this guide.

Print W-2 Forms & Register option

On the Print W-2 Forms & Register screen type **VI** as the value for the *State* field and **V** as the value for the *Form Type* field. Complete other fields as described in the “Generating the Forms and Register” topic in the “Generating W-2 Forms and Registers” chapter in this guide.

Generating the Federal W-2 Tape

Refer to the “Generating the Federal W-2 Tape” chapter in this guide.

Creating the Virgin Islands W-2 file

On the Create State W-2 File screen type **VI** as the value for the *State* field, type the appropriate value in the *Organization Type* field, and type a value in the *Country* field if applicable.

Complete other fields as described in the “Creating the W-2 Reporting File” topic in the “Generating the W-2 File - Federal Format” chapter in this guide.

W-2 register columns and files

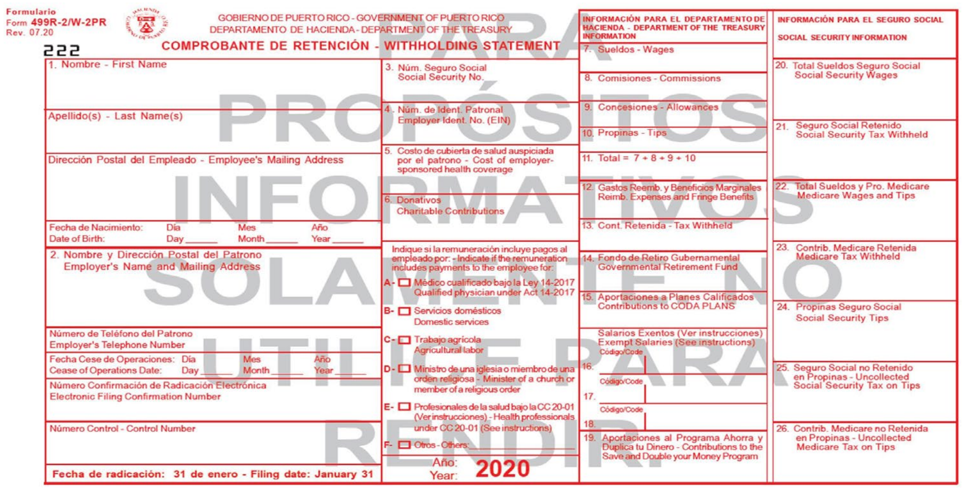
Refer to the “W-2 Register – Columns and Files” topic in the “Creating the W-2 Reporting File” chapter in this guide.

Generating the state W-2 tape

Refer to the “Generating the W-2 Tape” topic in the “Generating the W-2 File - Federal Format” chapter in this guide.

W-2 Processing for the Commonwealth of Puerto Rico

Overview of W-2 Processing


Formulario
Form 499R-2/W-2PR
Rev. 07.20
222
GOBIERNO DE PUERTO RICO - GOVERNMENT OF PUERTO RICO
DEPARTAMENTO DE HACIENDA - DEPARTMENT OF THE TREASURY
COMPROBANTE DE RETENCIÓN - WITHHOLDING STATEMENT
PARA PROPÓSITOS INFORMATIVOS SOLAMENTE NO UTILICE PARA RENDIR

1. Nombre - First Name
Apellido(s) - Last Name(s)
Dirección Postal del Empleado - Employee's Mailing Address
Fecha de Nacimiento: Día Mes Año
Date of Birth: Day ______ Month ______ Year ______
2. Nombre y Dirección Postal del Patrono
Employer's Name and Mailing Address
Número de Teléfono del Patrono
Employer's Telephone Number
Fecha Cese de Operaciones: Día Mes Año
Cease of Operations Date: Day ______ Month ______ Year ______
Número Confirmación de Radicación Electrónica
Electronic Filing Confirmation Number
Número Control - Control Number
Fecha de radicación: 31 de enero - Filing date: January 31

3. Núm. Seguro Social
Social Security No.
4. Núm. de Ident. Patronal
Employer Ident. No. (EIN)
5. Costo de cubierta de salud auspiciada por el patrono - Cost of employer-sponsored health coverage
6. Donativos
Charitable Contributions
Indique si la remuneración incluye pagos al empleado por: - Indicate if the remuneration includes payments to the employee for:
A- ☐ Médico cualificado bajo la Ley 14-2017
Qualified physician under Act 14-2017
B- ☐ Servicios domésticos
Domestic services
C- ☐ Trabajo agrícola
Agricultural labor
D- ☐ Ministro de una iglesia o miembro de una orden religiosa - Minister of a church or member of a religious order
E- ☐ Profesionales de la salud bajo la CC 20-01 (Ver instrucciones) - Health professionals under CC 20-01 (See instructions)
F- ☐ Otros - Others: ______
Año:
Year: 2020

INFORMACIÓN PARA EL DEPARTAMENTO DE HACIENDA - DEPARTMENT OF THE TREASURY INFORMATION
7. Sueldos - Wages
8. Comisiones - Commissions
9. Concesiones - Allowances
10. Propinas - Tips
11. Total = 7 + 8 + 9 + 10
12. Gastos Reemb. y Beneficios Marginales
Reimb. Expenses and Fringe Benefits
13. Cont. Retenida - Tax Withheld
14. Fondo de Retiro Gubernamental
Governmental Retirement Fund
15. Aportaciones a Planes Calificados
Contributions to CODA PLANS
Salarios Exentos (Ver instrucciones)
Exempt Salaries (See instructions)
Código/Code
16.
Código/Code
17.
Código/Code
18.
19. Aportaciones al Programa Ahorra y Duplica tu Dinero - Contributions to the Save and Double your Money Program

INFORMACIÓN PARA EL SEGURO SOCIAL
SOCIAL SECURITY INFORMATION
20. Total Sueldos Seguro Social
Social Security Wages
21. Seguro Social Retenido
Social Security Tax Withheld
22. Total Sueldos y Pro. Medicare
Medicare Wages and Tips
23. Contrib. Medicare Retenida
Medicare Tax Withheld
24. Propinas Seguro Social
Social Security Tips
25. Seguro Social no Retenido en Propinas - Uncollected Social Security Tax on Tips
26. Contrib. Medicare no Retenida en Propinas - Uncollected Medicare Tax on Tips

Figure F-3: Sample W-2 form for Puerto Rico

Overview of the W-2 PR Form

The table below summarizes the W-2 boxes on the Puerto Rico W-2 form.

Puerto Rico W-2 Form

Box	Box Name	Description	Data From
Box 1 Section 1	First Name	Employee first name	Employee’s Basic Data record
Box 1 Section 2	Surname(s)	Employee last name(s)	Employee’s Basic Data record
Box 1 Section 3	Employee’s Mailing Address	Employee address	Employee’s Basic Data record
Box 1 Section 4	Employee’s Date of Birth	Employee date of birth	Employee’s Basic Data record

Puerto Rico W-2 Form

Box	Box Name	Description	Data From
Box 2 Section 1	Employer's Name and Mailing Address	Employer's name and address	Employer Control record
Box 2 Section 2	Employer's Telephone number	Employer telephone number	Employer Control record
Box 2 Section 3	Cease of Operations Date	Operations closing date	Manual update when using the *Print W2 Forms & Register* function
Box 2 Section 4	Electronic Filing Confirmation Number	Electronic filing confirmation number	
Box 2 Section 5	Control Number	Control number	
Box 3	Social Security No.	Employee Social Security Number	Employee's Basic Data record
Box 4	Employer Ident. No. (EIN)	Employer EIN number	Employer Control record
Box 5	Cost of employer-sponsored health coverage	Cost of employer-sponsored health coverage	Deduction reporting group – employer and employee amounts
Box 6	Charitable Contributions	Charitable Contributions	Deduction reporting group - employee amounts
Employer	Checkbox A	Payments made to the employee include services by a qualified physician who has a valid decree under Act 14-2017	Manual entry in *Correct W-2 Data*
Employer	Checkbox B	Payments made to the employee include domestic services in a private home, local college club, or local chapter of a college fraternity or sorority (for purposes of the Social Security Administration)	Manual entry in *Correct W-2 Data*

Puerto Rico W-2 Form

Box	Box Name	Description	Data From
Employer	Checkbox C	Payments made to the employee including agricultural work.	Manual entry in *Correct W-2 Data*
Employer	Checkbox D	Payments made to the employee include services provided by a minister of a church or member of a religious order.	Manual entry in *Correct W-2 Data*
Employer	Checkbox E	Payments made to the employee include remuneration for services provided by health professionals under Circular Letter 20-1 Pho work in the private sector and who maintain a valid license as licensed practical nurse, licensed registered nurse, medical technologies, or resident physicians.	Manual entry in *Correct W-2 Data*

Puerto Rico W-2 Form

Box	Box Name	Description	Data From
Employer	Checkbox F	Services provided by a direct employee, defined as any Individual resident of Puerto Rico hired by an exempt business under Act 135-1997, Act 73-2008 or Act 60-2019, as amended, as an employee, whether full-time, part-time or temporary, to participate directly in the activities covered by a tax exemption decree, including employees of other employers or other persons who have been leased or assigned to the exempt business, provided that said assigned or leased employees are not counted by their employers or other persons to meet the employment requirement under any decree, in accordance with the terms of the decree of the exempt business and as reported by the exempt business annually to the Puerto Rico Business Incentives Office in the annual report required by Section 6020.10 of Act 60-2019 and/or any other informative return required by the Secretary of the Treasury. Include the total hours worked by the direct employee during the year, and in the case of leased or assigned employees, the employer identification number (EIN) of the exempt business that is required to comply with the employment requirement under a decree.	Manual entry in *Correct W-2 Data*

Puerto Rico W-2 Form

Box	Box Name	Description	Data From
Employer	Checkbox G	One of the following if applicable: ▪ Services rendered by an employee outside the course of the employer's trade or business, in any calendar quarter, and whose remuneration is more than $875 and such services are rendered by an individual who is regularly employed by said employer to render such services ▪ Compensation or indemnification received by an employee due to dismissal, without the need to determine their just cause, up to a maximum amount equivalent to the compensation that the employee could receive under Act No. 80 of May 30, 1976, as amended, or under a dismissal compensation agreement between the employer and employee ▪ Compensation received by a teleworker, defined as an individual who performs services as an employee for the benefit of a nonresident person, which includes: (i) an individual who is not a resident of Puerto Rico; (ii) a trust whose beneficiary (beneficiaries), grantor(s) and trustee(s) are not residents of Puerto Rico; (iii) an estate whose deceased, heir(s), legatee(s) or executor(s) are not, or, in the case of the deceased, have been residents of Puerto Rico; or (iv) a foreign entity. For these purposes, the term services include only services that do not have a nexus with Puerto Rico provided to an employer that complies with the provisions of Section 1010.01(a)(40)(D) of the Code ▪ Others	Manual entry in *Correct W-2 Data*

Puerto Rico W-2 Form

Box	Box Name	Description	Data From
Employer	Checkbox G Description	Description for the type of payment reported in Checkbox G	Manual entry in *Correct W-2 Data*
Employer	Hours Worked	The total number of hours worked by a direct employee during the year if you entered X in the *Checkbox F* field.	Manual entry in *Correct W-2 Data*
Employer	EIN	The employer identification number (EIN) of the exempt business that is required to comply with the employment requirement under a decree if you enter **X** in the *Checkbox F* field.	Manual entry in *Correct W-2 Data*
Box 7	Wages	Value of Box 12 minus Boxes 9, 10, and 11	Employee's *SPR wages less commissions, allowances, and tips
Box 8	Commissions	Commissions	Income reporting group
Box 9	Allowances	Allowances	Income reporting group
Box 10	Tips	Tips	Employee *TIPS and/or *TOKE income records (PYPIE)
Box 11	Total = 7 + 8 + 9 + 10	Total Compensation	Employee's *SPR wages (PYPDE)
Box 12	Reimb. Expenses and Fringe Benefits	Reimbursed Expenses	Income reporting group
Box 13	Tax Withheld	Puerto Rico Tax Withheld	Employee's *SPR deduction record (PYPDE)
Box 14	Governmental Retirement Fund	Retirement Fund	Income and deduction reporting groups - employer and employee amounts

Puerto Rico W-2 Form

Box	Box Name	Description	Data From
Box 15	Contributions to CODA PLANS	Contributions to CODA Plans	Deduction reporting group - employee amount only
Box 16	Exempt Salaries (See instructions)	Exempt Salaries Code and Exempt Salaries. Exempt Salaries Codes E and F are reported in this box.	Income reporting group
Box 17	Exempt Salaries Code	Exempt Salaries Codes and Exempt Salaries for remaining exempt salaries not reported in Box 16	Income reporting group
Box 18	Exempt Salaries Code	Exempt Salaries Codes and Exempt Salaries for remaining exempt salaries not reported in Box 16	Income reporting group
Box 19	Contributions to the Save and Double Your Money Program	Contributions to the Save and Double Your Money Program	Deduction reporting group - employee amounts
Box 20	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.
Box 21	Social Security Tax Withheld	Total amount of FICA tax withheld from employee	Employee's *FICA deduction record (PYPDE)
Box 22	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)
Box 23	Medicare Tax Withheld	Total amount of employee's Medicare tax withheld	Employee's *FMHI deduction record (PYPDE)

Puerto Rico W-2 Form

Box	Box Name	Description	Data From
Box 24	Social Security Tips	Total amount of tips reported. These tips are not included in Box 18. This amount does not include allocated tips.	Employee *TIPS and/or *TOKE income records (PYPIE), or income reporting group, if necessary
Box 25	Uncollected Social Security Tax on Tips	Uncollected social security tax on tips	The arrears balance becomes the default value in employee's *FICA deduction record (PYPDE). This is moved to PYPTX file when the calendar year is closed, or manually update when using the *Update W-2 Box Data* option, *Data Code* **A**.
Box 26	Uncollected Medicare Tax on Tips	Uncollected Medicare tax on tips	The arrears balance becomes the default value in employee's *FMHI deduction record (PYPDE). This is moved to PYPTX file when the calendar year is closed -or- Manually update when using the *Update W-2 Box Data* option, *Data Code* **B**.

Manually Updating W-2 Box Data

Refer to the “Updating W-2 Box Data Manually” chapter in this guide.

Creating the W-2 Work Files

Data Flow

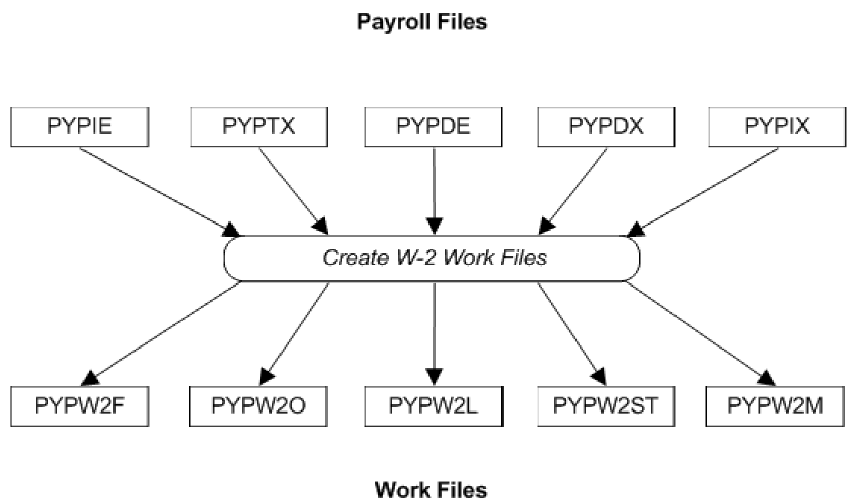


Figure F-4: W-2 Data Extracted into the W-2 Work Files

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 13
PYPW2O	Contains Other Box 14 information
PYPW2ST	Contains employee state information
PYPW2STPR	Contains additional Puerto Rico specific data

Steps for Creating W-2 Work Files for 2016 and Beyond

Fill in the fields on the Create W-2 Work Files screens as described below. For more information, refer to the “Steps for Creating W-2 Work Files” topic in the “Creating W-2 Work Files” chapter of this guide.

1 On the first Create W-2 Work Files screen, specify the appropriate information.

2 On the second screen, specify the appropriate information and type **1** in the *Show Puerto Rico?* field to display the Create W-2 Work Files screen for Special Puerto Rico W-2 information for 2016 and beyond.

3 Press Enter. The system displays a screen similar to the screen shown below.

```
12/18/20  13:17:07          Create W-2 Work Files          PYGW2PS    PYDW2PS

Employer  . . . :  JCP       -or-      Employer Group  :

 Special Puerto Rico W2 Information

Box 5 Deduction     _____ +            Specialist's Reg#  ______

Box 6 Deduction     _____ +            Box 14 Income . .  _____ +

Box 8 Income  . .   _____ +            Box 14 Deduct . .  _____ +

Box 9 Income. . .   _____ +            Box 15 Deduct . .  _____ +

Box 12 Income . .   BOX12 +            Box 16 Income . .  _____ +

Box 17 Income . .   _____ +            Box 18 Income . .  _____ +

Box 19 Deduct . .   _____ +



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

Figure F-5: Create W-2 Work Files screen - Puerto Rico information 2016 and beyond

4 Fill in the appropriate fields as described below.

Box 5 Deduction

Use this field to indicate a deduction reporting group that includes deductions that are reported in Box 5, Cost of Employer Sponsored Health Coverage.

Box 6 Deduction

Use this field to indicate a deduction reporting group that includes deductions that are reported in Box 6, Charitable Contributions.

Box 8 Income

Use this field to indicate an income reporting group that includes incomes that are reported on the Puerto Rico W-2 in Box 8, Commissions.

Box 9 Income

Use this field to indicate an income reporting group that includes incomes that are reported on the Puerto Rico W-2 in Box 9, Allowances.

Box 12 Income

Use this field to indicate an income reporting group that includes incomes that are reported on the Puerto Rico W-2 in Box 12, reimbursed expenses and fringe benefits.

Specialist's Reg#

If you are a Returns, Declarations or Refund Claims specialist, enter the register number assigned by the Tax Practitioner and Education Division of the Department of the Treasury.

Box 14 Income

Use this field to indicate an income reporting group that includes incomes that are reported on the Puerto Rico W-2 in Box 14, Governmental Retirement Fund.

Box 14 Deduct

Use this field to indicate a deduction reporting group that includes deductions that are reported on the Puerto Rico W-2 in Box 14, *Governmental* Retirement Fund.

Box 15 Deduct

Use this field to indicate a deduction reporting group that includes deductions that are reported on the Puerto Rico W-2 in Box 15, Contributions to CODA Plans.

Box 16 Income

Specify an income reporting group that includes incomes that are reported on the Puerto Rico W-2 in Box 16, Exempt Salaries.

Boxes 7 (Wages) and 11 (Total Wages, Commissions, Allowances, and Tips) on the W-2PR form, Corrected W-2PR form, and the EFW2 and EFW2C reporting files are reduced by this amount if the Exempt Salaries Code is E (Salary not over $40,000.00 per year for youths aged 16-26).

In cases of governmental employees, employers reporting exempt salaries under more than three different concepts, the payments corresponding to Codes E and F must only be reported in Box 16 with their corresponding exemption codes. The remaining exempt salaries under the other concepts must be totaled in Boxes 17 and 18 with the corresponding exemption codes.

Box 17 Income

Specify an income reporting group that includes incomes that are reported on the Puerto Rico W-2 in Box 17, Exempt Salaries. This field applies only to 2016 and beyond reporting.

In cases of governmental employees, employers reporting exempt salaries under more than three different concepts, the payments corresponding to Codes E and F must only be reported in Box 16 with their corresponding exemption codes. The remaining exempt salaries under the other concepts must be totaled in Boxes 17 and 18 with the corresponding exemption codes.

Box 18 Income

Use this field to indicate an income reporting group that includes incomes that are reported on the Puerto Rico W-2 in Box 18, Exempt Salaries. This field applies only to 2018 and beyond reporting.

In cases of governmental employees, employers reporting exempt salaries under more than three different concepts, the payments corresponding to Codes E and F must only be reported in Box 16 with their corresponding exemption codes. The remaining exempt salaries under the other concepts must be totaled in Boxes 17 and 18 with the corresponding exemption codes.

Box 19 Deduction

For reporting year 2014 and beyond, use this field to indicate a deduction reporting group that includes deductions to the Save and Double your Money Program.

Generating the W-2 Review List

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

In addition to the standard printer controls, Puerto Rico uses the printer controls in the table below for the W-2 Review List.

Review List Part	Printer Control Name
W-2 Review List - Puerto Rico Part 1	PYTYE12P
W-2 Review List - Puerto Rico Part 2	PYTYE12R
W-2 Review List - Puerto Rico Part 3	PYTYE12S

Refer to the “Printer Controls” topic in the “Generating the W-2 Review List” chapter in this guide for a list of the standard printer controls.

List W-2 Review option

On the List W-2 Review screen type **PR** as the value for the *State* field. Complete other fields as described in the “Steps for Generating the Review List” topic in the “Generating the W-2 Review List” chapter in this guide.

W-2 Review List columns and files

The tables below 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 for the Puerto Rico parts of the W-2 Review List.

Refer to “W-2 Review List – Columns and Files” topic in the “Generating the W-2 Review List” chapter in this guide for information about the standard W-2 Review List parts.

W-2 Review List/W-2 Register Part 1 – Federal Information

Column Name	File Name	File Description	Box
F.I.C.A. Wages	PYPIE PYPIX	Employee Income file	20
F.I.C.A. Tax	PYPDE PYPDX	Employee Deductions file	21
F.M.H.I. Wages	PYPDE PYPDX	Employee Deductions file	22
F.M.H.I. Tax	PYPDE PYPDX	Employee Deductions file	23

W-2 Review List/W-2 Register Part 5 – Federal Information

Column Name	File Name	File Description	Box
F.I.C.A. Tips	PYPIE PYPIX	Employee Incomes file	24
Uncollected F.I.C.A. on Tips	PYPTX	UPDATE W2 BOX DATA	25
Uncoll F.M.H.I. on Tips	PYPTX	UPDATE W2 BOX DATA	26

W-2 Review List/W-2 Register Puerto Rico Part 1

Column Name	File Name	File Description	Box
Wages	N/A	system generated	7
Commissions	PYPIE PYPIX	Employee Income file	8
Allowances	PYPIE PYPIX	Employee Income file	9
Tips	PYPIE PYPIX	Employee Income file	10
Wages, Comm., Allow., & Tips	PYPDE PYPDX	Employee Deductions file	11
Tax Withheld (Department of Treasury)	PYPDE PYPDX	Employee Deductions file	13

W-2 Review List/W-2 Register Puerto Rico Part 2

Column Name	File Name	File Description	Box
Reimbursed Expenses	PYPIE PYPIX	Employee Income file	12
Retirement Fund	PYPIE PYPIX or PYPDE PYPDX	Employee Income file Employee Deductions file	14
Contributions to CODA Plans	PYPDE PYPDX	Employee Deductions file	15
Pension Annuity	PYPIE PYPIX or PYPDE PYPDX	Employee Income file Employee Deductions file	NA
Civil Status	PYPMS	Employee Payroll Master file	NA
Spouse SSN	PEPDP	Dependents file	NA
Exempt Salaries	PYPIE PYPIX	Employee Income file	16
Exempt Salary Code	PYPW2STPR	Puerto Rico W-2 workfile	16

W-2 Review List/W-2 Register Puerto Rico Part 3

Column Name	File Name	File Description	Box
Cost of ER Sponsored Health	PYPDE PYPDX	Employee Deduction file	5
Charitable Contributions	PYPDE PYPDX	Employee Deduction file	6
Contributions to Save and Double Your Money Program	PYPDE PYPDX	Employee Deduction file	19
Exempt Salaries 2	PYPIE PYPIX	Employee Income file	17
Exempt Salary Code 2	PYPW2STPR	Puerto Rico W-2 workfile	17
Exempt Salaries 3	PYPIE PYPIX	Employee Income file	18
Exempt Salary Code 3	PYPW2STPR	Puerto Rico W-2 workfile	18

Reconciling the W-2 Review List

The following charts compare each column on the Puerto Rico parts of the W-2 Review List to the related reports you use to verify the information.

Refer to the “Reconciling the W-2 Review List” chapter in this guide for information about reconciling the standard W-2 Review List parts.

Comparison of W-2 Review List Part 1 – Federal, and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
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.
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 Payroll Registers and 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 and Payroll Registers. **2** If necessary, use Payroll Registers and Tax Liability Report for comparison.

Comparison of W-2 Review List Part 1 – Federal, and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
F.M.H.I. Tax	**1** Quarterly Federal Wages **3** Report Quarterly Payroll Register **4** Year to Date Payroll Register **5** Tax Liability Report	**1** Compare FMHI tax on W-2 Review List to *FMHI tax on Federal State Wages Report and Payroll Registers. **2** If necessary, use Payroll Registers and Tax Liability Report for comparison.

Comparison of W-2 Review List Part 5 – Federal Information and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Alloc. Tips	Tips Allocations Register	Compare allocated tips on W-2 Review List to amount on Tips Allocations Register.
F.I.C.A. Tips	**1** Quarterly Payroll Registers **2** Year-to-Date Payroll Register	Compare F.I.C.A tips on W-2 Review List to *TIPS and *TOKE on Payroll Registers.
Uncollected F.I.C.A. on Tips	Arrears Balance Report	Compare uncollected 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 uncollected FMHI on tips on W-2 Review List to amount on Arrears Balance Report.

Comparison of W-2 Review List Puerto Rico Part 1 and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Wages	N/A	system generated
Commissions	Year to Date Payroll Register	Compare commissions on W-2 Review List to employee income on Payroll Register.

Comparison of W-2 Review List Puerto Rico Part 1 and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Allowances	Year to Date Payroll Register	Compare allowances on W-2 Review List to employee income on Payroll Register.
Tips	Year to Date Payroll Register	Compare tips on W-2 Review List to employee income on Payroll Register.
Wages, Comm., Allow., & Tips	**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 *SPR wages on Quarterly State Wages Report. **2** If necessary, use Payroll Registers and Tax Liability Report for comparison.
Tax Withheld	**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 *SPR withheld on Quarterly State Wages Report and Payroll Registers. **2** If necessary, use Tax Liability Report for comparison.

Comparison of W-2 Review List Puerto Rico Part 2 and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Reimbursed Expenses	Year to Date Payroll Register	Compare reimbursed expenses on W-2 Review List to employee income on Payroll Register.
Retirement Fund	Year to Date Payroll Register	Compare retirement fund on W-2 Review List to employee income and deduction on Payroll Register.
Contributions to CODA Plans	Year to Date Payroll Register	Compare contributions to CODA Plans on W-2 Review List to employee deduction on Payroll Register.

Comparison of W-2 Review List Puerto Rico Part 2 and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Cost of Pension or Annuity	Year to Date Payroll Register	Compare pension annuity on W-2 Review List to employee income and deduction on Payroll Register.
Civil Status	Employee Data Report	Compare civil status on W-2 Review List to the Marital value on the Employee Data Report.
Salaries under Act 324	Year to Date Payroll Register	Compare salaries under Act 324 on W-2 Review and incomes on the Payroll Register.

Generating W-2 Forms and Registers

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

In addition to the standard printer controls, Puerto Rico uses the printer controls in the table below for the W-2 Register.

Register Part	Printer Control Name
W-2 Register - Puerto Rico Part 1	PYTYE12P
W-2 Register - Puerto Rico Part 2	PYTYE12R
W-2 Register - Puerto Rico Part 3	PYTYE12S

Refer to the “Printer Controls” topic in the “Generating the W-2 Forms and Registers” chapter in this guide for a list of the standard printer controls.

The Puerto Rico W-2 form uses the printer control listed in the following table.

Form	Printer Control Name
LW2PR LW2PRER	PYTYEPR

For current printer control settings, refer to the section below:

W-2PR Forms - type P (LW2PR and LW2PRER), PYTYEPR

```
                     OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN  . . . . . > PYTYEPR       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 . . . . . . . . . . > 132           .001-378.000
  MEASUREMENT METHOD . . . . . .   *ROWCOL       *ROWCOL, *UOM
LINES PER INCH . . . . . . . . . > 8             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 . . . . . . > 88            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  . . . . . . . . . . . > W2PR           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
```

Print W-2 Forms & Register option

On the Print W-2 Forms & Register screen type **PR** as the value for the *State* field and **P** as the value for the *Form Type* field.

In the *PR Ops Closing Dt* field, type the operations closing date to report on form W-2PR, if applicable.

In the *PR Serial Number* field, type the serial number from the first 499R-2/W-2PR form to be used.

Verify that the serial number you type here matches the serial number on the first form each time you run this function.

The serial number is stored in the W-2 work file, PYPW2STPR, for each employee whose form is printed. The serial number is subsequently written to the W-2 file when you run the *Create State W2 Reporting File* function.

Complete other fields as described in the “Generating the Forms and Register” topic in the “Generating W-2 Forms and Registers” chapter in this guide.

Generating the Federal W-2 Tape

Refer to the “Generating the W-2 Tape” topic in the “Generating the W-2 File – Federal Format” chapter in this guide.

Generating the State W-2 Tape

Puerto Rico accepts W-2 information in federal format. Use the *Create State W2 Reporting File* option, as described in the topics below.

Creating the Puerto Rico W-2 reporting file

Follow the steps below to create the Puerto Rico W-2 reporting file.

1. On the Create State W2 Reporting File screen type **PR** as the value for the *State* field.
2. Complete other fields as described in the “Creating the W-2 Reporting File” topic in the “Generating the W-2 Tape” chapter in this guide.
3. Press Enter to display a second Create State Reporting File screen.

On the second Create State W2 Reporting File screen complete the fields as described below.

PR Access Code

Type the access code assigned to your employer by the Department of Treasury.

PR Start of Oper

Specify the date you began your business.

PR Cease of Oper

Specify the date you terminated your business during the tax year.

W-2 register columns and files

The W-2 Register for Puerto Rico is identical to the W-2 Review List and Register except for the heading.

Refer to the “W-2 Register – Columns and Files” topic in the “Generating the W-2 File - Federal Format” chapter in this guide for information about the standard W-2 Register parts.

Generating the W-2 tape

Refer to the “Generating the W-2 Reporting File” topic in the “Generating the W-2 File - Federal Format” chapter in this guide.

Correcting W-2 information

Complete the steps below to correct W-2 information.

1. On the Correct W-2 Data screen specify the employee paid in Puerto Rico whose information you are correcting in the *Employee* field and type **PR** as the value for the *State* field.

2. Complete the other fields as described in the “Correcting W-2 Data” topic in the “Reconciling the W-2 Review List and Correcting W-2 Data” chapter in this guide.

3. Press Enter to display the Correct W-2 Data selection screen. Type **2** next to the appropriate record to correct.

4. Press Enter. Continue to press Enter to advance to the Correct State W-2 Data selection screen.

```
 1/22/11  21:36:06         Correct State W-2 Data        PYGMW2     PYDMW2

Employer  . . . . . : ZUS
Employee  . . . . . :     80005  ACCURATE,ALAN D

Select record with any character
  Tax   Tax St Tax                                   Most Recent Correction
O Year  Co.  Code  St  State Tax Wages  State Tax W/H  Change Date Date & Type
_ 2010             PR        42,650.00        2,640.84   1/22/2011

F3=Exit  F6=Create  F8=Puerto Rico Info  F10=Access  F12=Previous
```

Figure F-6: Correct State W-2 Data screen

5 Press F8. The Correct State W-2 Data – PR screen is displayed.

```
12/10/22  02:04:34     Correct State W-2 Data-PR          PYGMW2     PYDMW2

Employer  . . . :    JCP THE GENERAL STORE
Employee  . . . :        16637 GREEN,BARBARA J
Tax Year  . . . :    2022

Reason  . . . . :  ________________________________________
Pension/Annuity :  ___________.00       Flag for Removal:  _
Commissions . . :  ___________.00       Pension Start Dt:  _________
Allowances. . . :  ___________.00       Cost of ER Health  ____________.00
Tips. . . . . . :  ___________.00       Charitable Contr:  ____________.00
Contr. to CODA. :  ___________.00       Contr to Save/Dup  ____________.00
Retirement Fund :  ___________.00       Cost Reimburse. :  __________.00
Exempt Salary . :  ___________.00       Exempt Code . . :  __
Exempt Salary 2 :  ___________.00       Exempt Code 2 . :  ____
Exempt Salary 3 :  ___________.00       Exempt Code 3 . :  ____
Checkboxes  . . :  A _ B _ C _
                   D _ E _ F X G 4      Checkbox G Desc :  Other Description
Hours Worked  . :   1200.00             EIN . . . . . . :  111111111
WARNING: If updating monetary fields on this screen, be sure all applicable
taxable wage fields are also updated.
State Tape Status: X                                              Reset Status
F3=Exit  F10=Access
```

Figure F-7: Correct State W-2 Data-PR screen

6 Complete the fields on this screen as described below.

Amendment Ind

Type **1** if you need to submit an amended W-2 for this employee.

Type **1** if dollar amounts for this employee were corrected through payroll processing and then the W-2 work files were created. Under these circumstances, you do not need to correct any amounts on this screen.

To add an employee whose W-2 was not previously submitted, you must use the *Create W-2 Work File* function to add the employee to the W-2 work file. Leave this field blank for an employee who must be added to the work file.

This information is no longer required effective with 2005 reporting.

Reason

Type the reason for changing the employee W-2 data.

Pension/Annuity

Type the employee's correct year-to-date pension/annuity cost, if applicable. The default value in this field is from the W-2 work files.

Flag for Removal

In the event a record was submitted by mistake, type **1** to indicate removal. Otherwise leave blank.

Commissions

Type the employee's correct commission subject to Puerto Rico tax, if applicable. The default value in this field is from the W-2 work files.

Pension Start Dt

Specify the date on which the employee started to receive a pension. Leave blank if not applicable.

Allowances

Type the correct allowances subject to Puerto Rico tax, if applicable. The default value in this field is from the W-2 work files.

Cost of ER Health

Type the total cost of employer sponsored health coverage. This field is initially populated when you run the *Create W-2 Work Files* function and select to show Puerto Rico information.

This field applies to reporting information only for 2011 and beyond.

Tips

Type the employee’s correct tips subject to Puerto Rico tax, if applicable. The default value in this field is from the W-2 work files.

Charitable Contr

Type the amount deducted from the employee's wages as charitable contributions to eligible non-profit organizations or entities. This field is initially populated when you run the *Create W-2 Work Files* function and select to show Puerto Rico information.

This field applies to reporting information only for 2011 and beyond.

Contr. to CODA

Type the employee’s correct contributions to CODA plans, if applicable. The default value in this field is from the W-2 work files.

Contr to Save/Dup

Type the amount of contributions made by a governmental employee to the Save and Double your Money program. This field is initially populated when you run the *Create W-2 Work Files* function and select to show Puerto Rico information.

This field applies to reporting information only for 2011 and beyond.

- Form W-2PR, Box 19
- Form W-2CPR, Box 19

Retirement Fund

Type the employee’s correct year-to-date retirement fund annual contribution, if applicable. The default value in this field is from the W-2 work files.

Cost Reimburse

Type the employee’s correct reimbursed expenses, if applicable. The default value in this field is from the W-2 work files.

Exempt Salary

For Puerto Rico only, type the employee's salaries that are exempt based on Act 324-2004. As of reporting year 2014, this is labeled Exempt Salaries on Form W-2 for Puerto Rico.

Note: Boxes 7 (Wages) and 11 (Total Wages, Commissions, Allowances, and Tips) on the W-2PR form, Corrected W-2PR form, and the EFW2 and

EFW2C reporting files are reduced by this amount if the Exempt Salary Code is E (Salary not over $40,000.00 per year for youths aged 16-26).

This field is initially populated when you run the *Create W-2 Work Files* function and then select to show Puerto Rico information for Form W2-PR, Box 16.

Exempt Code

Specify the code corresponding to the concept of exempt salary reported in Box 16.

A	Public employee wages for overtime worked during emergency situations under act 324-2004.
B	Income from overtime worked by a Puerto Rico police member under Section 1031.02(a)(34) of the code.
C	Stipends received by certain physicians during the internship period under Section 1031.02(a)(9) of the code.
D	Compensation paid to an eligible researcher or scientist for services rendered under Section 1031.02(a)(26) of the code.
E	Salary not over $40,000.00 per year under Act 135-2014 (Section 1031.02(a)(35) of the code). Valid for tax reporting year 2014 and beyond.
F	Exempted amount for vacation and sick leave liquidation payment under Act 211-2014 (Early retirement). Valid for tax reporting year 2016 and beyond.
G	Amounts paid to or on behalf of an employee to compensate for losses from Hurricane Maria.
H	Payments to public employees under the Voluntary Transition Program, according to AAFAF’s Administrative Orders OA-2017-05 and OA-2017-06.
I	Compensation or indemnification paid to an employee due to dismissal under Section 1031.01(b)(1) of the code.
J	Amounts paid to professionals regarding hard-to-fill positions under Section 2022.03(a) of the Incentives Code.

In cases of governmental employees, employers reporting exempt salaries under more than three different concepts, the payments corresponding to Codes E and F must only be reported in Box 16 with their corresponding exemption codes. The remaining exempt salaries under the other concepts must be totaled in Boxes 17 and 18 with the corresponding exemption codes.

Exempt Salary 2

For Puerto Rico only, type the employee's salaries that are exempt based on Act 324-2004.

This field applies only to 2016 and beyond reporting.

This field is initially populated when you run the Create W-2 Work Files function and then select to show Puerto Rico information for Form W2-PR, Box 17.

Exempt Code 2

Type the codes corresponding to the concept of exempt salary reported in Box 17. Enter all codes that apply other than E and F. For example, if codes A and B apply, enter AB. If the Exempt Code field contains a code other than E or F, enter all other codes that apply in this field. This field only applies to 2016 and beyond reporting.

A	Public employee wages for overtime worked during emergency situations under act 324-2004.
B	Income from overtime worked by a Puerto Rico police member under Section 1031.02(a)(34) of the code.
C	Stipends received by certain physicians during the internship period under Section 1031.02(a)(9) of the code.
D	Compensation paid to an eligible researcher or scientist for services rendered under Section 1031.02(a)(26) of the code.
G	Amounts paid to or on behalf of an employee to compensate for losses from Hurricane Maria.
H	Payments to public employees under the Voluntary Transition Program, according to AAFAF’s Administrative Orders OA-2017-05 and OA-2017-06.
I	Compensation or indemnification paid to an employee due to dismissal under Section 1031.01(b)(1) of the code.

J	Amounts paid to professionals regarding hard-to-fill positions under Section 2022.03(a) of the Incentives Code.

In cases of governmental employees, employers reporting exempt salaries under more than three different concepts, the payments corresponding to Codes E and F must only be reported in Box 16 with their corresponding exemption codes. The remaining exempt salaries under the other concepts must be totaled in Boxes 17 and 18 with the corresponding exemption codes.

Exempt Salary 3

For Puerto Rico only, type the employee's salaries that are exempt based on Act 324-2004.

This field applies only to 2018 and beyond reporting.

This field is initially populated when you run the *Create W-2 Work Files* function and then select to show Puerto Rico information for Form W2-PR, Box 18.

Exempt Code 3

Type the code corresponding to the concept of exempt salary reported in Box 18 for 2018 and beyond reporting.

Valid exempt codes are:

A	Public employee wages for overtime worked during emergency situations under act 324-2004.
B	Income from overtime worked by a Puerto Rico police member under Section 1031.02(a)(34) of the code.
C	Stipends received by certain physicians during the internship period under Section 1031.02(a)(9) of the code.
D	Compensation paid to an eligible researcher or scientist for services rendered under Section 1031.02(a)(26) of the code.
G	Amounts paid to or on behalf of an employee to compensate for losses from Hurricane Maria.
H	Payments to public employees under the Voluntary Transition Program, according to AAFAF’s Administrative Orders OA-2017-05 and OA-2017-06.

I	Compensation or indemnification paid to an employee due to dismissal under Section 1031.01(b)(1) of the code.
J	Amounts paid to professionals regarding hard-to-fill positions under Section 2022.03(a) of the Incentives Code.

In cases of governmental employees, employers reporting exempt salaries under more than three different concepts, the payments corresponding to Codes E and F must only be reported in Box 16 with their corresponding exemption codes. The remaining exempt salaries under the other concepts must be totaled in Boxes 17 and 18 with the corresponding exemption codes.

Flag for Removal

In the event a record was submitted by mistake, type **1** to indicate removal. Otherwise leave blank.

Pension State Dt

Enter the date on which the employee started to receive pension. Leave blank if not applicable.

Checkbox A

Enter a value of **X** in this field if payments made to the employee include services by a qualified physician who has a valid decree under Act 14-2017.

This field applies to reporting information for 2018 and beyond.

For 2021 and beyond, the name of this check box is changed to *Qualified physician*.

Checkbox B

Enter a value of **X** in this field if payments made to the employee include domestic services in a private home, local college club, or local chapter of a college fraternity or sorority (for purposes of the Social Security Administration).

This field applies to reporting information for 2018 and beyond.

Checkbox C

Enter a value of **X** in this field if payments made to the employee include any other services required by the Department through regulations, administrative determination or circular letter, in which case you must indicate the salary concept. This check box requires a short description for the type of payment.

This field applies to reporting information for 2018 and beyond.

2019 and beyond:

Enter a value of **X** in this field if payments made to the employee include agriculture work.

Checkbox D

Enter a value of **X** in this field if payments made to the employee include services provided by a minister of a church or member of a religious order.

This field applies to reporting information for 2019 and beyond.

Checkbox E

Enter a value of **X** in this field if payments made to the employee include remuneration for services provided by health professionals under Circular Letter 20-1 Pho work in the private sector and who maintain a valid license as licensed practical nurse, licensed registered nurse, medical technologies, or resident physicians.

This field applies to reporting information for 2019 and beyond.

For 2021 and beyond, the name of this check box is changed to *Health professionals*.

Checkbox F

2022 and beyond:

Enter a value of **X** in this field if services were provided by a direct employee, defined as any individual resident of Puerto Rico hired by an exempt business under Act 135-1997, Act 73-2008, or Act 60-2019, as amended, as an employee, whether full-time, part-time or temporary, to participate directly in the activities covered by a tax exemption decree, including employees of other employers or other persons who have been leased or assigned to the exempt business, provided that said assigned or leased employees are not counted by their employers or other persons to meet the employment requirement under any decree, in accordance with the terms of the decree of the exempt business and as reported by the exempt business annually to the Puerto Rico Business Incentives Office in the annual report required by Section 6020.10 of Act 60-2019 and/or any other informative return required by the Secretary of the Treasury. Include the total hours worked by the direct employee during the year, and in the case of leased or assigned employees, the employer identification number (EIN) of the exempt business that is required to comply with the employment requirement under a decree.

Prior to 2022:

Enter a value from **1** to **3.** The instructions for "Other" type of remuneration have changed from 2021. The instructions indicate that the "Other" description line should include numbers (1) through (3) to identify the type(s). If the type is (3), then the description must indicate the salary payment concept.

The instructions for "Other" type of remuneration have changed from 2020; The instructions indicate that the "Other" description line should include numbers (1) through (6) to identify the type(s). If the type is (6), then the description must indicate the salary payment concept.

Valid values are:

2021 and beyond:

1	Services rendered outside the course of the employer's trade or business
2	Compensation or indemnification received by an employee due to dismissal
3	Others

Prior to 2021:

1	Services rendered the course of the employer's trade or business
2	Services provided by a citizen or resident of PR for foreign government
3	Services provided by nonresidental individual
4	Compensation or indemnification received by an employee due to dismissal
5	Services rendered outside of Puerto Rico by a resident of Puerto Rico
6	Others

Checkbox F Desc

2021 and beyond:

If you entered a value **3** in the *Checkbox F* field, enter a short description for the type of payment. For values **1** and **2**, the system updates the abbreviated message if the description is blank.

Prior to 2021:

If you entered a value of **6** in the *Checkbox F* field, enter a short description for the type of payment.

For values **1** through-**5**, the system automatically fills in an abbreviated description based on the above values if you leave the description blank. You can override the default description by typing a value in this field.

Checkbox G

Enter one of the following if applicable:

1	Services rendered by an employee outside the course of the employer's trade or business, in any calendar quarter, and whose remuneration is more than $875 and such services are rendered by an individual who is regularly employed by said employer to render such services
2	Compensation or indemnification received by an employee due to dismissal, without the need to determine their just cause, up to a maximum amount equivalent to the compensation that the employee could receive under Act No. 80 of May 30, 1976, as amended, or under a dismissal compensation agreement between the employer and employee.
3	Compensation received by a teleworker, defined as an individual who performs services as an employee for the benefit of a nonresident person, which includes: (i) an individual who is not a resident of Puerto Rico; (ii) a trust whose beneficiary (beneficiaries), grantor(s) and trustee(s) are not residents of Puerto Rico; (iii) an estate whose deceased, heir(s), legatee(s) or executor(s) are not, or, in the case of the deceased, have been residents of Puerto Rico; or (iv) a foreign entity. For these purposes, the term services include only services that do not have a nexus with Puerto Rico provided to an employer that complies with the provisions of Section 1010.01(a)(40)(D) of the Code.
4	Others

Checkbox G Desc

2022 and beyond:

If you enter a value of **4** in the *Checkbox G* field, enter a short description for the type of payment. For values **1-3**, the system updates the abbreviated message if the description is blank.

Hours Worked

Enter the total number of hours worked by a direct employee during the year if you enter **X** in the *Checkbox F* field.

EIN

Enter the employer identification number (EIN) of the exempt business that is required to comply with the employment requirement under a decree if you enter **X** in the *Checkbox F* field.

7 Press Enter. Complete the fields on each screen as described in the “Correcting W-2 Data” topic in the “Reconciling the W-2 Review List and Correcting W-2 Data” chapter in this guide.

Generating W-2C forms

Infinium HCM supports W-2C processing for Puerto Rico. To generate W-2C forms, you must complete these tasks:

1. Use the *Correct W2 Data* function to make corrections to employee W-2 data, if applicable. See the “Correcting W-2 information” for Puerto Rico in this chapter for more information.
2. Use the *Update Employer State Tax Info* function to set up or make corrections to employer tax information. See the “Updating Federal and State Tax Information” topic in the “Generating the W-2 File – Federal Format” chapter in this guide for more information. In addition, see the “Updating employer tax information” topic below for information specific to Puerto Rico.
3. Use the *Create State W2 Reporting File* function to create a W-2 reporting file. See the “Creating the W-2 Reporting File” topic in the “Generating the W-2 File – Federal Format” chapter for details, In addition, see the ”Creating the Puerto Rico W-2 reporting file” topic in this chapter for information specific to Puerto Rico.
4. Use the *Correct W2 Data* function to create W-2C corrections for employee W-2 data. See the “Correcting W-2 information” topic for Puerto Rico in this chapter for more information.
5. Use the *Update Employer State Tax Info* function to create a W-2C correction record for employer tax information, if applicable. See the “Updating Federal

and State Tax Information" topic in the "Generating the W-2 File – Federal Format" chapter in this guide for more information. In addition, see the "Updating employer tax information" topic below for information specific to Puerto Rico.

6 Complete the process of generating the W-2C forms as described in the "Generating W-2 Corrections in the Federal Format and Printing the W-2C Review" and "Generating the W-2C Form and Register" chapters in this guide. The corrected data prints on W-2C forms and listings when you use the *Print W-2C Forms and Register*s and *List W2C Review* functions.

7 Use the *Create State W2C Reporting File* function to create a corrected W-2 reporting file. See the "Creating the W-2C Reporting File" topic in the "Generating W-2 Corrections in the Federal Format and Printing the W-2C Review" chapter for details. The Puerto Rico W-2C reporting file is PYPW2514PR.

Updating employer tax information

Complete these steps to make corrections to employer tax information specific to Puerto Rico.

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

2 Select *Tax Liability Reporting (USA).*

3 Select *W-2 Processing.*

4 Select *Update Employer State Tax Info* [PYYEB156]. The screen shown below is displayed.

```
12/21/20  09:00:17     Update Employer State Tax Info      PYGMMRF    PYDMMRF
                                                                 New Record
Employer  . . . : ZUS                   Tax Company. . :
State . . . . . : PR

Employer Name . . SAMPLE US COMPANY
Location Address . . . HTTP://INFO.INFINIUM.C
Location Address 2 . . ______________________
City. . . . . . . . . LOS-ANGELES
State . . . . . . . . CA +           Zip. . .   . . . 92111   Ext. ____
Contact Name . . . . . ____________________________
Employment Code. . . . R             Term. Bus. Ind.. 0  (1=Yes, 0=No)
Employer/Agent EIN . . 101212123     Other EIN. . . . 233333333
Agent Indicator Code . _             Agent EIN. . . . _________
Establishment Number . ____          Third Party. . . ____________.00
Contact Phone Number . 0000000000    Sick Pay Ind. .: 0  (1=Yes, 0=No)
Postal Address . . . . 2010 MAIN STREET
Postal Address 2 . . . ______________________
City. . . . . . . . . ______________________
State . . . . . . . . __ +           Zip. . .   . . . _____   Ext. ____
Contact Email  . . . . ________________________________________

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

Figure F-8: Update Employer State Tax Info screen 1

5 Complete this information.

Employer Name

To override the selected employer or tax company name, type a revised employer or tax company name.

Location Address

To override the default information, type the portion of the employer's address to specify a location such as room number, suite or contact name.

Location Address 2

Type a second line of the location address if applicable.

City

To override the default information, type the employer's city.

State

To override the default information, specify the employer's state.

Contact Name

Type the name of the contact person for this employer or tax company.

Zip

To override the default information, type the employer's ZIP code.

Ext

Type the employer's ZIP code extension, if applicable.

Employment Code

Specify the employer's industry category. Valid values are:

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

To override the default information, type the agent's employer identification number if you specify an *Agent Indicator Code* value. Otherwise, type the employer identification number.

Other EIN

To override the default information, type the applicable employer identification number if you submit Form 941 or 943 to the Internal Revenue Service for this tax year or if you submit state unemployment data or 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 positions 8-16 of the RE record.

Agent Indicator Code

Specify an applicable agent indicator code. Otherwise, leave this field 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 the employer name, address and EIN number from this record for common paymaster reporting on the federal W-2 tape or state unemployment tape.

Valid values are:

1	2678 agent, selected by an employer to submit federal W-2 forms and authorized by the IRS in accordance with Form 2678 guidelines.
2	Common pay master, to update the employer name, address, city, state, postal code, EIN and other EIN in the RE record for all common paymaster tax companies' information in this record.
3	3504 agent, 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").

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 federal income tax withheld by third parties, generally insurance companies, from sick or disability payments made to your employees.

Contact Phone Number

Type the phone number of the contact for this employer or tax company.

Sick Pay Ind

Specify yes if you have third-party sick pay for this tax year. Otherwise, specify no.

Postal Address

To override the default information, type the portion of the employer's address to specify the mail or delivery destination such as a street address or post office box.

Postal Address 2

Type a second line of the postal second address if applicable.

City

Type the city of the employer's postal address.

State

Type the state of the employer's postal address.

Zip

Type the employer's postal ZIP code.

Ext

Type the employer's ZIP code extension, if applicable.

Contact Email

Type the e-mail address of the contact person for this employer or tax company.

6 Press Enter. The screen shown below is displayed.

```
 1/22/11  23:54:55     Update Employer State Tax Info      PYGMMRF    PYDMMRF
                                                                 New Record
Employer  . . . : ZUS                  Tax Company. . :
State . . . . . : PR

Foreign Postal Code. . _______________
Foreign St/Prov. . . . _______________________
Country. . . . . . . . __
Tax Jurisdiction . . . _
Tax Entity Code. . . . _____

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

Figure F-9: Update Employer State Tax Info screen 2

7 Complete this information.

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 this field 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. Valid values are:

S	American Samoa
N	Commonwealth of the Northern Mariana Islands
G	Guam
P	Puerto Rico
V	Virgin Islands

Tax Entity Code

Type the taxing entity code, if applicable.

8 Press Enter.

W-2 Processing for the Commonwealth of the Northern Mariana Islands

Overview of the W-2 Form

Employers in the Commonwealth of the Northern Mariana Islands (CNMI) should contact their local tax division for instructions on completing Form W-2CM.

The table below summarizes the W-2 boxes. Refer to the “Overview of W-2 Processing” chapter for a description of the boxes that are the same as the US W-2 forms.

CNMI W-2 Form

Box	Box Name	Description	Data From
a1	Federal ID No.	Employer’s Identification Number	*Federal Tax ID* field located on the first screen of the Employer Control record
a2	CNMI Tax ID No.	CNMI Tax Identification Number as issued by the CNMI Division of Revenue and Taxation	*Deduction* field in the *SM7 Deduction Control (PYPDC) record
b	Serial No.	Sequences the W-2 forms. Defaults to 0000001	*Control Number* field located in the *Print W-2 Forms and Register* option
g	Loc. code	Location code for the W-2 CM wage and tax statement	Employee’s Additional Data Record - MP (PYPMP)
h	Days out of CNMI	Number of days the employee was paid for work done outside the CNMI	Employee’s Additional Data Record - MP (PYPMP)
i	Cit. code	Citizenship code for the employee	Employee’s Additional Data Record - MP (PYPMP)
j	SIC	Standard Industrial Classification (SIC) Code for the employee	Employee’s Additional Data Record - MP (PYPMP)

CNMI W-2 Form

Box	Box Name	Description	Data From
k	SOC	Standard Occupational Classification (SOC) Code for the employee	Employee's Additional Data Record - MP (PYPMP)
l	Entry Permit no.	Entry permit number for the employee	Employee's Additional Data Record - MP (PYPMP)
2a	Chp7 income tax withheld	Total amount of Chapter 7 income tax withheld from employee wages	Employee's *SM7 deduction record (PYPDE)
2b	Chp2 W & S tax withheld	Total amount of Chapter 2 income tax withheld from employee wages	Employee's *SM2 deduction record (PYPDE)
14a	Other	Other information given to employees. This information could be state disability amounts, union dues, uniform payments and so on.	Employee's *D deduction record - or - Income and deduction reporting groups -or- Manual update using the *Update W-2 Box Data* option, *Data Code* **1** or **2**
14b		Indicates whether the income is reported in Box 1 (I = included; NI = not included)	

Note: The CNMI W-2 form contains only two lines for Box 14 information. Therefore, a separate form is generated for each additional Box 14 entry.

Manually Updating W-2 Box Data

Refer to the "Updating W-2 Box Data Manually" chapter in this guide.

Creating the W-2 Work Files

Data Flow

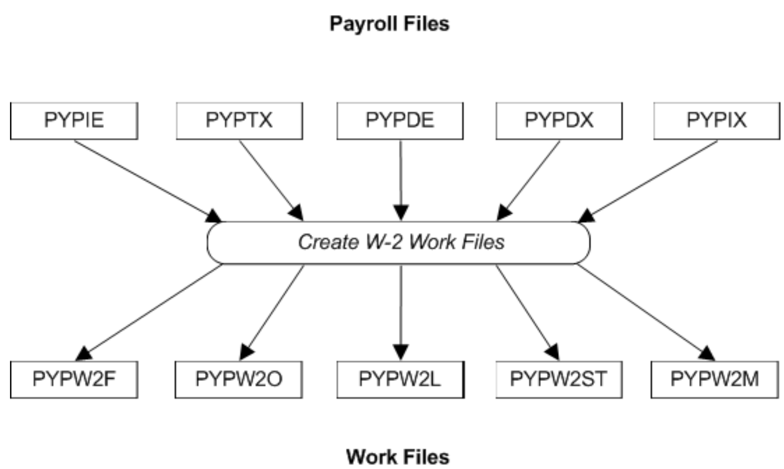


Figure F-10: W-2 Data Extracted into the W-2 Work Files

W-2 Processing Workflow

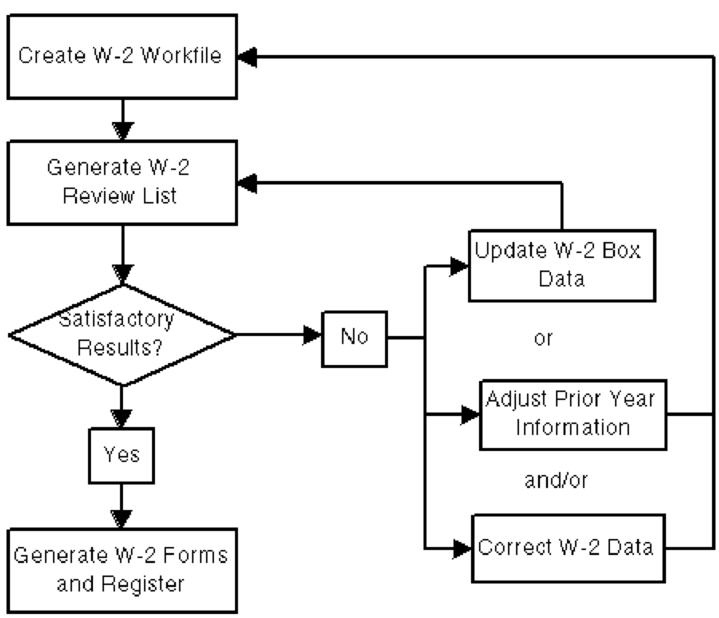


Figure F-11: W-2 Processing Workflow

Steps for creating W-2 work files

Complete the fields on the Create W-2 Work Files screen as described in the "Creating W-2 Work Files" chapter in this guide.

Manually Updating Additional CNMI W-2 Box Data

Before you generate the W-2 Review List, use the *Update Employee Add'l Data - MP* option to update CNMI data for Boxes g through l for each employee.

1. From the Infinium PY main menu, select *Employee Data*.
2. Select *Update Employee Data*.
3. Select *Update Employee Add'l Data - MP* [UEADMP]. The system displays the Update Additional CNMI Data screen.
4. Fill in the appropriate fields as described below.

Location Code

Use this field to enter the location code for the W-2 CM wage and tax statement. Valid values are:

20	Saipan
21	Rota
22	Tinian
23	Other

Days Out of CNMI

Use this field to indicate the number of days the employee was paid for work done outside the CNMI, if applicable.

Citizenship Code

Use this field to enter the citizenship code for the employee.

SIC Code

Use this field to enter the Standard Industrial Classification (SIC) Code for the employee.

SOC Code

Use this field to enter the Standard Occupational Classification (SOC) Code for the employee.

Entry Permit No.

Use this field to indicate the entry permit number for the employee, if applicable.

Hshld Employee?

Specify yes if the employee is a household employee and to indicate this on the W-2 CM.

Legal Rep?

Specify yes to mark the Legal Rep box on the W-2.

The Legal Rep box is marked when the employee's name is the only name shown, but the employee’s name is shown as a trust account, for example, Jane Doe Trust or another name is shown in addition to the employee's name and the other person or business acts on behalf of the employee.

NAICS Code

Specify the North American Industry Classification System Code, NAICS, for the employee.

Generating the W-2 Review List

Printer Controls

In addition to the standard printer controls, CNMI uses the printer controls in the table below for the W-2 Review List.

Review List Part	Printer Control Name
W-2 Review List - Commonwealth of the N. Marianas	PYTYE12M

Refer to the “Printer Controls” topic in the “Generating the W-2 Review List” chapter in this guide for a list of the standard printer controls.

List W-2 Review option

On the List W-2 Review screen type **MP** as the value for the *State* field. Complete other fields as described in the “Steps for Generating the Review List” topic in the “Generating the W-2 Review List” chapter in this guide.

W-2 Review List columns and files

The table below provides 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 for the Commonwealth of the N. Marianas part of the W-2 Review List.

Refer to “W-2 Review List – Columns and Files” topic in the “Generating the W-2 Review List” chapter in this guide for information about the standard W-2 Review List parts.

W-2 Review List/W-2 Register
Commonwealth of the N. Marianas

Column Name	File Name	File Description	W-2 Box
Wages	PYPDE PYPDX	Employee Deductions file	1
Ch. 7 Tax	PYPDE PYPDX	Employee Deductions file	2a
Ch. 2 Tax	PYPDE PYPDX	Employee Deductions file	2b
Loc. Cd. (Location code)	PYPMP	Employee’s Additional Data - MP file	g
Dys. Out (Days out of CNMI)	PYPMP	Employee’s Additional Data - MP file	h
Cit. Cd. (Citizenship code)	PYPMP	Employee’s Additional Data - MP file	i
SIC (Standard Industrial Classification code)	PYPMP	Employee’s Additional Data - MP file	j
SOC (Standard Occupational Classification code)	PYPMP	Employee’s Additional Data - MP file	k
Entry Number (Entry permit number)	PYPMP	Employee’s Additional Data - MP file	l

Reconciling the W-2 Review List

The following chart compares each column on the Commonwealth of the N. Marianas part of the W-2 Review List to the related reports you use to verify the information.

Refer to the “Reconciling the W-2 Review List” chapter in this guide for information about reconciling the standard W-2 Review List parts.

Comparison of W-2 Review List - Commonwealth of the N. Marianas and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Wages	**1** Quarterly State Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare Wages on W-2 Review List to *SM7 wages on Quarterly State Wages Report. **2** If necessary, use Payroll Registers and Tax Liability Report for comparison.
Ch. 7 Tax	**1** Quarterly State Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare Ch. 7 Tax on W-2 Review List to *SM7 wages on Quarterly State Wages Report. **2** If necessary, use Payroll Registers and Tax Liability Report for comparison.
Ch. 2 Tax	**1** Quarterly State Wages Report **2** Quarterly Payroll Register **3** Year to Date Payroll Register **4** Tax Liability Report	**1** Compare Ch. 2 Tax on W-2 Review List to *SM7 wages on Quarterly State Wages Report. **2** If necessary, use Payroll Registers and Tax Liability Report for comparison.
Loc. Cd. (Location code)	Employee Deduction Codes Report	Compare Loc. Cd. on W-2 Review List to the corresponding field on the report
Dys. Out (Days out of CNMI)	Employee Deduction Codes Report	Compare Dys. Out on W-2 Review List to the corresponding field on the report

Comparison of W-2 Review List - Commonwealth of the N. Marianas and Related Reports

W-2 Review List Column	Report Used for Comparison	Comments
Cit. Cd. (Citizenship code)	Employee Deduction Codes Report	Compare Cit. Cd. on W-2 Review List to the corresponding field on the report
SIC (Standard Industrial Classification code)	Employee Deduction Codes Report	Compare SIC on W-2 Review List to the corresponding field on the report
SOC (Standard Occupational Classification code)	Employee Deduction Codes Report	Compare SOC on W-2 Review List to the corresponding field on the report
Entry Number (Entry permit number)	Employee Deduction Codes Report	Compare Entry Number on W-2 Review List to the corresponding field on the report

Generating W-2 Forms and Registers

Printer Controls

In addition to the standard printer controls, CNMI uses the printer control in the table below for the W-2 Register.

Register Part	Printer Control Name
W-2 Register - Commonwealth of the N. Marianas	PYTYE12M

Refer to the “Printer Controls” topic in the “Generating the W-2 Register” chapter in this guide for a list of the standard printer controls.

The CNMI W-2 form uses the printer control listed in the following chart.

Form	Printer Control Name
W-2 CM Forms – Continuous feed	PYTYEMP

Print W-2 Forms & Register option

On the Print W-2 Forms & Register screen type **MP** as the value for the *State* field and **M** as the value for the *Form Type* field. Complete other fields as described in the “Generating the Forms and Register” topic in the “Generating W-2 Forms and Registers” chapter in this guide.

Generating the Federal W-2 Tape

Refer to the “Generating the Federal W-2 Tape” chapter in this guide.

Generating the State W-2 File

Creating the CNMI W-2 file

On the Create State W-2 Reporting File screen specify the following values:

- Type **MP** as the value for the *State* field.
- Type the appropriate value in the *Organization Type* field.
- Type a value in the *Country* field if applicable.
- Type **ASC** in the *Recording Code* field. CNMI requires tapes to be submitted in the ASCII format.

Complete other fields as described in the “Creating the Reporting File” topic in the “Generating the W-2 File - Federal Format” chapter in this guide.

For CNMI W-2 processing the *Create W-2 State Reporting File* function updates PYPW2303 work file.

W-2 register columns and files

The W-2 Register for CNMI is identical to the W-2 Review List and Register except for the heading.

Refer to the “W-2 Register – Columns and Files” topic in the “PYPW2303” chapter in this guide for information about the standard W-2 Register parts.

Generating the state W-2 tape

On the Generate State W-2 Tape screen type **PYXW2ASCII** in the *Tape File* field. CNMI requires tapes to be submitted in the ASCII format.

Complete other fields as described in the “Generating the W-2 Tape” topic in the “Generating the W-2 File - Federal Format” chapter in this guide.

Appendix G Supported Form W-2, 1099-R, and 1095-C Printer Files

G

Infor Infinium works closely with our preferred forms vendor, Brooks-Allan to provide support for a number of printed W-2, 1099-R, and 1095-C forms. Brooks-Allan has informed us that many of these forms have not been ordered by any Infinium customer in two or more years.

Infinium no longer supports the printer files for the forms that have not been ordered by any Infinium customers in two or more years. However, we will continue to support applicable changes published by the IRS necessary to submit an electronic file.

This table provides the support status of W-2, 1099-R, and 1095-C forms.

Form	Layout	Form number	Support electronic file layouts (IRS submission)	Support printed forms
1099R	8½ x 11	LRA, LRB, and LRCLR2 LASER	Yes	Yes
W-2 L87	8½ x 11	4UP (EE'S) LASER	Yes	Yes
W-2 L87R	8½ x 11	4UP (ER'S) LASER	Yes	Yes
W-2 LW2A	8½ x 11	2 UP (ER'S) LASER	Yes	Yes
CSBA1095C Laser	8½ x 11	Over 50 Employees	Yes	Yes
PSBA1095C Pressure Seal	8½ x 14	Over 50 Employees	Yes	Yes
1095CIRS Laser	11 x 8½	IRS 1095C form	Yes	Yes
PS1286/MW1286	8½ x 14	PRESSURE SEAL W-2	Yes	Yes
1099R LRA, LRB, and LRCLR2	8½ x 11	2 UP LASER FED COPY	Yes	Yes

Form	Layout	Form number	Support electronic file layouts (IRS submission)	Support printed forms
LW2CA	8½ x 11	W-2C FEDERALCOPY A	Yes	Yes
LW2CB	8½ x 11	W-2C EMPLOYEE COPY B	Yes	Yes
LW2CC	8½ x 11	W-2C EMPLOYEE COPY C	Yes	Yes
LW2C2	8½ x 11	W-2C EMPLOYEE COPY 2	Yes	Yes
LW2CD1	8½ x 11	W-2C EMPLOYER/STATE 1/D	Yes	Yes
1099R PRESSURE SEAL	8½ x 11	PS284 4 CORNER	Yes	No
1099R LR3	8½ x 11	3 UP LASER CONDENSED	Yes	No
1099R LR4R	8½ x 11	4 UP LASER CONDENSED	Yes	No
1099R PS284/MW284	8½ x 11	PRESSURE SEAL 4 CORNER	Yes	No
LW2PR	8½ x 11	Puerto Rico W-2	Yes	No
LW2PRER	8½ x 11	Puerto Rico W-2	Yes	No
LW2CPRA	8½ x 11	Puerto Rico W-2C Copy A	Yes	No
LW2CPRB	8½ x 11	Puerto Rico W-2C Copy B	Yes	No
LW2CPRC	8½ x 11	Puerto Rico W-2C Copy C	Yes	No
LW2CPRD	8½ x 11	Puerto Rico W-2C Copy D	Yes	No
LW2GUA	8½ x 11	Guam W-2	Yes	No
LW2GUB	8½ x 11	Guam W-2	Yes	No
LW2GUC	8½ x 11	Guam W-2	Yes	No
LW2GUER	8½ x 11	Guam W-2	Yes	No
LW2VIA	8½ x 11	Virgin Island W-2	Yes	No
LW2VIB	8½ x 11	Virgin Island W-2	Yes	No
LW2VIC	8½ x 11	Virgin Island W-2	Yes	No
LW2VIER	8½ x 11	Virgin Island W-2	Yes	No