



Infor XA – Payroll User's Guide Summary of Concepts

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W-2 Reporting and Employee Records Enhancement

Changes have been made to the Internal Revenue's 2001 W-2 form and the record format used for submission of Federal W-2 data on magnetic media. In response, Payroll now requires detailed employee name and address information. The printing of W-2 forms has been improved to accept laser forms and to include the printing of federal, state and local data on one form. An option has also been added to prepare W-2 data for submission on magnetic media (in the MMREF-1 format).

The following employee information has been changed in or added to the employee master record:

- Three separate fields are used for first name, middle name, and last name. This name will be used on W-2 forms, 941A Registers, and other government-related reports. All internal registers and reports will continue to use the "Full Name" field, the single 25 position name field obtained from existing records or from input when new employee master records are added.
- A second address line is included in employee records, and separate fields are used for city name and state abbreviation.
- Fields are included for e-mail addresses, fax numbers, and alternate phone numbers.
- A "Classification" field has been added to specify whether an employee is permanent, temporary, or machine. The requirement for legal name, address and Social Security number are removed for classifications other than "P" (permanent).

The following information is now required in Deduction Distribution file records:

- The state, county, and local distribution records require a valid state abbreviation in addition to an ID code or description.
- County and local tax distribution records must have an associated state as well as an entity description for W-2 reporting purposes.
- SDI and employee-paid SUI distribution records only require an associated state abbreviation.

The following changes have been made to the quarter-end and year-end processing options on the AMPM08 menu:

- New extension files have been added for use with the GOVREP and GOVREX government reporting files to satisfy the 2001 W-2 name and address reporting requirements. The extension file name for GOVREP is GVREXT and the extension file for GOVREX is GVREXX.

- Options 1 and 2, "941A Qtrly Register/Forms," no longer issue the "Are you finished...?" prompt. In addition, the DB/Y2K version of the 941A Forms options have been updated to use the same 8½" x 11" form now used in XA.

The 941A quarterly and annual state form has been changed to utilize the employee's legal name (first, middle initial, last) as contained in the employee master extension file record.

- Option 3 "Save Files for Annual Reporting" is now "Build/Remove Annual Reporting Data." From this option you can make the following selections:
 - Build and Audit Reporting Data:** This selection builds new annual government reporting data in the GOVREX and GVREXX files. It then runs an audit program to verify data content. If the employee reporting data does not pass the audit, you will receive an error message and the AMPJF report is produced detailing the errors. If the data passes the audit, you must enter the tape device name for the backup of the GOVREX file as save file GOVRXW.
 - Remove Reporting Data from disk:** This selection permanently removes all records (the data member) from the government reporting files GOVREX and GVREXX. A warning message appears on the screen explaining what will be done, and you can either proceed or use F24 to cancel the job.
- Options 4 and 5 (Annual 941A Register & Forms) no longer presents the "Are you finished with government reports for now?" prompt. The annual reporting data will be retained on disk until you choose to remove it by using menu option 3.
- Option 6 (Print W-2 Register) allows you to print in sequence by Zip Code within State rather than just in sequence by Zip Code. The employee's social security number and address are included in the information given.
- Option 7 to print W-2 forms has the following improvements:
 - A single print option includes federal, state, county, and local data on one or more W-2 forms. This allows you to print W-2 forms in one procedure rather than either printing federal-only data or printing state or county or local records with an option to print federal data.
 - The Zip Code print sequence has been changed to Zip Code within State. (This is the same format provided through Option 6 for printing W-2 Registers.)
 - You have a choice of printing W-2 forms for a range of employee numbers.
 - You have the option to print an alignment page composed of all X's. This can be repeated multiple times while retaining all company name and address information on the screen.
- You can choose between four forms, including laser forms:
 - 1=1-UP Continuous feed (style used in previous years)
 - 2=2-UP Continuous feed (duplicate side-by-side configuration)
 - 3=2-UP Laser page/sheet (over/under configuration)
 - 4=4-UP Laser page/sheet (four corner configuration)

- Option 8 (Prepare W-2 Data for Submission) is a year-end function for conversion of W-2 data to the MMREF-1 format for submission on magnetic media. This processing handles data formatting for all companies defined to Payroll, includes both federal and state reporting data, and produces a W2REPORT file ready for electronic or magnetic media submission.

Additional documentation for these enhancements has been provided in informational PTF SH14316.